

TOWN OF MANCOS
BOARD of TRUSTEES WORKSHOP
July 10, 2024 5:00 P.M.

Workshop – Social Media and 2025 Projects/Capital Discussion

Town Hall Board Room

Monthly Board Workshops are for Board discussion purposes only. Decisions cannot be made during these sessions. These workshops are open to the public, however public comment will not be accepted.

BOARD of TRUSTEES MEETING

July 10, 2024 7:00 p.m.

AGENDA

- A. Call to Order
- B. Pledge of Allegiance and Moment of Silence
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of the Minutes of June 26, 2024
- F. Treasurer’s Report: June Bills & Claims
- G. Audience Business
- H. Announcements
- I. Committee Reports
 - Montezuma County Commissioner Update
 - Region 9 Update
 - Montezuma County Planning Commission Update
- J. Discussion and Action Items
 - 1. Open Container Permit and Noise Extension, Mancos Days
 - 2. Mancos Days Vendors request to camp in Boyle Park
 - 3. Las Huicholas de Nayarit, LLC Liquor License Perimeters & Public Hearing Date
 - 4. Mancos Marshal’s Office Construction Budget Amendment
- K. *Items for July 24, 2024 Meeting*
 - *2nd Quarter 2024 Financial and Work Plan Update*
 - *Water Memo Discussion*
 - *Fiscal Update discussion*
 - *CDOT Long Range Planning Project Discussion*
 - *2025 Budget Discussion (workshop)*
 - *2025 Work Plan Adoption*
 - *2025 – 2030 Five Year Capital Plan Adoption*
- L. Adjournment

TOWN OF MANCOS
BOARD of TRUSTEES MEETING MINUTES
June 26, 2024
7:00 p.m.

A. CALL TO ORDER – Mayor Cindy Simpson called the meeting to order at 7:02 p.m.

B. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

C. ROLL CALL – Present: Mayor Cindy Simpson, Mayor Pro Tem Brent McWhirter, Trustee Nick Manning, Trustee Daniel Hennek, and Trustee David Peyton.

Absent: Trustee Andres Esparza and Trustee Richard Tokar

Staff Present: Town Clerk/Treasurer Jamie Higgins, Community and Economic Development Director Jason Armstrong, Public Works Director Terry Jennings, Deputy Clerk/ Court Clerk Mercedes Yanito, and Town Attorney David Liberman.

Absent: Town Administrator Heather Alvarez

D. APPROVAL OF THE AGENDA: Mayor Pro Tem Brent McWhirter made the motion to approve the June 26, 2024, agenda as presented. Trustee David Peyton seconds the motion. Motion passed.

E. APPROVAL OF THE MINUTEST: Trustee Nick Manning made the motion to approve the minutes of June 12, 2024. Mayor Pro Tem Brent McWhirter seconds the motion. Motion passed.

F. AUDIENCE BUSINESS: None

G. ANNOUNCEMENTS: None

H. COMMITTEE REPORTS

- Montezuma County Commissioner Update – Commissioner Koppenhafer updated the board of the primary election, updated that the Commissioners denied Iron Woods subdivision and that the Montezuma County opted out of the State Ban of Firearms on Government property.
- Montezuma County Planning Commission Update – Jason Armstrong updated the board of a continuance.
- Mancos Creative District Update – Updated the board of the Discussions of the Opera House along with an update of Burro Fest
- Mancos School District Update – Due to quality of Live Stream Video, unclear on any updates.

I. DISCUSSION AND ACTION ITEMS

1. Mayor Cindy Simpson opened the Public Hearing at 7:16pm, closed Public Hearing at 7:25pm. Mayor Pro Tem Brent McWhirter made to Approve Ordinance 782 Series 2024 An Ordinance Approving the Final Plat of the 1st Amended Plat of Lots 19 thru 22, Block 10, D.H. Lemmons Townsite, Town of Mancos Creating Lot 19A and Lot 21A in the Town of Mancos, Montezuma County, Colorado. Trustee Daniel Hennek seconds the motion. Motion passed with a unanimous vote.
2. Trustee David Peyton made a motion to approve the COPS grant application for the School Resource Office and authorize the Marshal and Town Administrator to execute the grant contract if awarded. Trustee Nick Manning seconds the motion. Motion passed with a unanimous vote.
3. Mayor Pro Tem Brent McWhirter made a motion to approve the Bullet Proof Vest (BVP) grant application for the Mancos Marshal's Office and authorize the Marshal and Town Administrator to execute the grant contract if awarded. Trustee David Peyton seconds the motion. Motion passed with a unanimous vote.
4. Proclamation Policy Discussion – Trustee Request: Board of Trustees discussed moving this to a later date to take it to a workshop.

J. Items for July 10, 2024, Meeting

- *Social Media/ 2025 Project & Capital Discussion*
- *Mancos Marshal's Office Construction Budget*

K. ADJOURNMENT – Mayor Cindy Simpson made the motion to adjourn the meeting at 7:45pm.

Mayor Cindy Simpson

Deputy Clerk/ Court Clerk Mercedes Yanito

Check Issue Date	Payee	Description	Check Amount
6/12/2024	A T & T Mobility	Cell Phones	\$650.06
6/12/2024	ABC Fire & Safety	Service call and fire extinguisher	\$524.00
6/12/2024	AFLAC	Employee Benefits	\$479.24
6/20/2024	Amazon Capital Services	Office Supplies	\$190.92
6/20/2024	Angel Armor	MMO Vests	\$2,133.49
6/12/2024	Ballentine Communications	Publications	\$214.14
6/12/2024	Brind'Amour, Peter	P&Z Services	\$50.00
6/12/2024	Carrie Summers Revocable Living Trust	Sidewalk Cost Share	\$7,136.38
6/12/2024	CEBT	Employee Benefits	\$16,638.00
6/12/2024	CEBT	Employee Benefits	\$1,825.60
6/20/2024	CenturyLink	Phones	\$76.78
6/12/2024	CMC	Throw Bag Set	\$1,113.50
6/12/2024	CNH Industrial Accounts	Lease Agreement	\$4,590.74
6/12/2024	Coker, Ann	P&Z Services	\$50.00
6/12/2024	Colorado Rural Water	Training	\$300.00
6/12/2024	Colorado Rural Water	Training	\$600.00
6/12/2024	Cox Conoco	Fuel, Parks Tools and Maint	\$4,230.99
6/12/2024	Cox Conoco	PW Fuel	\$125.66
6/12/2024	Digitcom Electronics	Outfit MMO Vehicle	\$12,121.72
6/12/2024	Drug & Alcohol Testing Associates	Drug Tests	\$100.00
6/20/2024	Empire Electric	Electric	\$2,578.63
6/26/2024	Empire Electric	Electric	\$20.00
6/20/2024	Empire Electric	Electric	\$1,484.53
6/26/2024	Empire Electric	Electric	\$4,170.06
6/12/2024	Esparza, Andres	Trustee Services	\$200.00
6/12/2024	FastTrack Communications, Inc.	Internet	\$112.50
6/12/2024	Four Seasons Greenhouse	Town Beautification	\$3,573.30
6/12/2024	Great Western Building Systems	MMO Building	\$143,396.14
6/4/2024	Ground Breaking, LLC	MMO New Building	\$62,274.94
6/20/2024	Ground Breaking, LLC	MMO Building Slab prep and work	\$121,802.12
6/20/2024	Guardian Pest Control	Pest Control	\$98.00
6/12/2024	Hennek, Daniel	Trustee Services	\$200.00
6/12/2024	ImageNet Consulting LLC	Copier Lease	\$290.57
6/12/2024	Intermountain Farmers Association	WWTP Supplies	\$206.56
6/20/2024	Jonathan Navarro	MMO Vehicle Decal	\$250.00
6/12/2024	Le Pew Porta Johns	Porta-John Rental	\$96.55
6/12/2024	Lieberman, David	Legal Services	\$4,730.47
6/12/2024	Lieberman, David	Legal Services	\$378.00
6/20/2024	Majors & Haley, P.C.	2023 Audit	\$3,850.00
6/20/2024	Majors & Haley, P.C.	2023 Audit	\$7,700.00
6/12/2024	Mancos Conservation District	DOLA Grant	\$3,038.46
6/20/2024	Mancos School District RE-6	High School Volleyball	\$1,000.00
6/12/2024	Manning, Nicholas	CML Conference Travel and Trustee Services	\$750.16
6/12/2024	Margeson, Matthew	Municipal Court Judge Services	\$250.00
6/12/2024	Martin, David	Burro Fest Security	\$300.00
6/26/2024	Martin, Joshua	Building Inspection & Consulting May, June & July	\$4,800.00
6/12/2024	McWhirter, Brent	Trustee Services	\$200.00
6/12/2024	Minor, Jesse	Travel and Training Per Diem	\$532.00
6/28/2024	Minor, Jesse	Contribution to Minor Memorial Fund	\$2,000.00
6/12/2024	P & D Grocery	PW Supplies	\$552.77

6/12/2024 Peyton, David	Trustee Services	\$200.00
6/12/2024 PVS DX, Inc	Chemicals	\$2,066.18
6/12/2024 Quadient Finance USA, Inc	Postage	\$46.77
6/12/2024 Quadient Finance USA, Inc	Postage	\$500.00
6/12/2024 Rentall Rentals	WWTP Maint	\$123.12
6/12/2024 Seibert, Catherine	P&Z Services	\$50.00
6/12/2024 Simpson, Cindy	CML Conference Travel and Trustee Services	\$781.16
6/12/2024 Slavens	Street Supplies	\$253.50
6/12/2024 Slavens	WTP Supplies	\$153.88
6/12/2024 Southwest Ag	WTP Equipment	\$589.98
6/12/2024 Stout, Carol	P&Z Services	\$50.00
6/12/2024 Superior Auto Supply	PW Supplies	\$82.07
6/20/2024 Target Rental	Fence MMO Building	\$510.00
6/20/2024 The Plumbing Store	PW Maintenance	\$61.84
6/12/2024 Tokar, Richard	Trustee Services	\$200.00
6/12/2024 Town of Mancos	Water and Sewer	\$1,378.20
6/12/2024 Town of Mancos	Water and Sewer	\$4,187.60
6/12/2024 Trautner Geotech LLC	New Water Tank	\$223.60
6/12/2024 UNCC	Meter Reads	\$21.93
6/12/2024 USA Blue Book	WTP Supplies	\$874.22
6/20/2024 Vital Records Control Dept. 5874	Shredding Services	\$237.68
6/12/2024 Waste Management of Colorado	Refuse	\$6,172.75
6/12/2024 Waste Management of Colorado	Refuse	\$59.30
6/12/2024 Wilson Williams Fellman Dittman	Fiber Entrant in Town	\$63.00
TOTAL		\$442,873.76
Payroll		\$77,177.11

STAFF REPORT

To: Honorable Mayor and Board of Trustees
From: Jamie Higgins, Town Clerk/Treasurer & Justen Goodall, Marshal
Date: July 10, 2024
Re: Mancos Days Open Container Permit & Noise Ordinance Exception

Recommendation

Approve the open container permit submitted by El Rio Cantina and authorize an exception to the noise ordinance at this location until 2:00 a.m. each day of the 2024 Mancos Days celebration

Background/Discussion

Mancos Days is being held July 26 – 28 this year. The Mancos Days Association is collaborating with El Rio Cantina to host a beer tent in Pioneer Plaza from 10 a.m. to 2:00 a.m. each day of Mancos Days.

Open Container Permit Process:

- Individual or organization must complete and submit application and \$100 processing fee to the Town Clerk a minimum of 45 days prior to the event.
- The Town Clerk will submit to the Mancos Marshal's Office for Review.
- Once reviewed, the request for the permit will be added to the next scheduled Board Agenda for review and decision.
- If approved by the Board, the Town Clerk will issue a valid permit for the event.

Attached is the open permit container application for your review.

Staff is also asking that the Board approve a noise ordinance exception these three days since there will also be music provided for Mancos Days. Sec. 10-12-50 of Mancos Municipal Code.

Staff has no objection to these items.

Attachments

Open Container Permit Application
Sec. 10-12-50 of Mancos Municipal Code



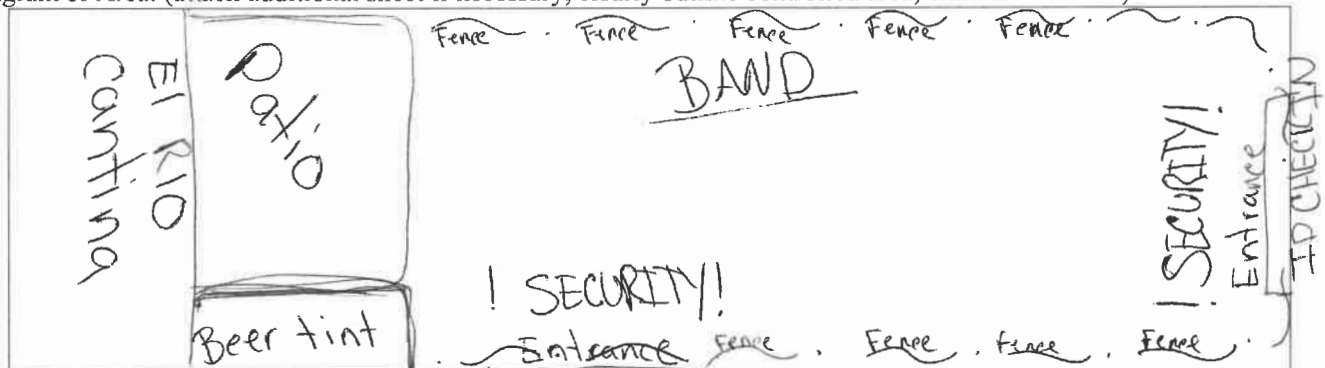
Date Rcvd _____
Fee Paid _____
Board Approved? _____
(attach meeting minutes)

Application for Open Container Permit

(must be completed in full and submitted with \$100.00 fee payable to Town of Mancos)

Name of Applicant or Organization: El Rio Cantina
Address: 140 N Mesa St Mancos Co. 81328
Contact Person: Fancy Navarro Phone: 702-606-4940
Summary of Event: Mancos Days

Event Location: Pioneer Plaza
Event Date: July 26-27-28 Event Times: 10:00am - 2:00am
Diagram of Area: (attach additional sheet if necessary, clearly outline controlled area, entrances & exits)



This permit is subject to the regulations of Ordinance 748 Series 2019. Per Mancos Municipal Code Section 10-7-50, No person shall carry or have any open containers of alcoholic beverages on any street, sidewalk, alley or other public place, in any automobile or on the grounds or in the facilities of any public or private school, college or university except where authorized by the governing authority of such institution.

IN WITNESS WHEREOF, I understand the rules and regulations governing this permit application and agree to the regulations of this Agreement as executed this 3 day of June, 20 24.

ACCEPTED BY:
FANCY NAVARRO
Print Name

Fancy Navarro
Signature

Town Clerk

Permit Number

117 North Main Street • P.O. Box 487 • Mancos, Colorado 81328

Phone (970) 533-7725 • Fax (970) 533-7727

www.mancoscolorado.com

Sec. 10-12-50. Noise in excess of permissible levels.

Except as provided in Section 10-12-60, it shall be unlawful for any person to operate or permit to be operated a source of noise which creates a sound pressure level that exceeds the limits set forth in Table I in this Section for more than ninety percent (90%) of any measurement period. The measurement period shall not be less than two (2) minutes and shall be measured at the approximate property boundary of the property affected by the noise. When a noise source can be identified and its noise is measured in more than one (1) zoning district, the applicable limits of each zoning district shall apply within such district. Noise levels for any overlay district shall conform with Table I and shall be determined according to the base zoning district.

**TABLE I
MAXIMUM PERMISSIBLE LEVELS**

Zoning District	6:00 a.m.—next 10:00 p.m. DB(A)	10:00 p.m.—next 6:00 a.m. DB(A)
Residential	95	80
Mixed-Use, Non-Residential and Others	110	95

(Ord. No. 752 , § 2, 12-11-2019)

STAFF REPORT

To: Town Administrator, Honorable Mayor, and Board of Trustees
From: Justen Goodall, Marshal
Date: July 10, 2024
Re: 10-3-10 Unlawful conduct on Public Property, 11-4-10 Prohibited activities in
Town parks

Recommendation

No staff recommendation

Background/Discussion

Under Town Code, camping is not allowed in open space. Mancos Days is asking for a variance over the Mancos Days for vendors to camp in Boyle Park after dark. Staff does not have an opinion on this because there is no verbiage in code that allows Staff to have discretion on Camping.

Policy Implications

N/A

Resource Impact

The Marshal's Office is understaffed and doing extra patrols will make the Marshal's Office spend more time in the park. If vendors camp and watch their property, the vendors can call if there is an issue.

Attachments

Sec. 10-3-10 Unlawful Conduct on Public Property

Sec. 11-4-10 Prohibited activities in Town Parks

Sec. 10-3-10. Unlawful conduct on public property.

- (a) It is unlawful for any person to enter or remain in any public building or on any public property or to conduct himself in or on them in violation of any order, rule or regulation concerning any matter prescribed in this Section, limiting or prohibiting the use, activities or conduct in such public building or on such public property, issued by any officer or agency having the power of control, management or supervision of the building or property. In addition to any authority granted by any other law, each such officer or agency may adopt such orders, rules or regulations as are reasonably necessary for the administration, protection and maintenance of such public buildings and property, specifically, orders, rules and regulations upon the following matters:
- (1) Preservation of property, vegetation, wildlife, signs, markers, statues, buildings, grounds and other structures, and any object of scientific, historical or scenic interest;
 - (2) Restriction or limitation of the use of such public buildings or property as to time, manner or permitted activities;
 - (3) Prohibition of activities or conduct within public buildings or on public property which may be reasonably expected to substantially interfere with the use and enjoyment of such places by others or which may constitute a general nuisance;
 - (4) Camping and picnicking, public meetings and assemblages and other individual or group usages, including the place, time and manner in which such activities may be permitted;
 - (5) Use of all vehicles as to place, time and manner of use; and
 - (6) Control and limitation of fires and designation of places where fires are permitted.
- (b) No conviction may be obtained under this Section unless notice of such limitation or prohibition is prominently posted at all public entrances to such building or property or unless such notice is actually first given the person by the office or agency, including any agent thereof, or by any law enforcement officer having jurisdiction or authority to enforce this Section.
- (c) Any person who violates this Section is guilty of unlawful conduct on public property.

(Ord. 634 §1, 2010)

Sec. 11-4-10. Prohibited activities in Town parks.

The following activities are prohibited in or on Town parks:

- (1) Littering, expectorating, urinating or defecating, except into a receptacle or toilet designated for that purpose.
- (2) Bringing into the Town Community Center an animal other than a dog, unless a special permit has been obtained from the Town.
- (3) Allowing a donkey, horse, burro, mule or llama to be in a park when not being led by a halter or ridden.
- (4) Allowing an animal, under one's ownership, care, custody or control, to defecate in a park without removing the defecation to a proper trash receptacle as provided.
- (5) Loitering for illegal purposes.
- (6) Intentionally hitting or throwing balls or other hard objects against buildings, fences or against baseball, soccer or other backstops.
- (7) Shooting any projectile, including paintballs.
- (8) Adjusting or tampering with sprinklers, sprinkling valves or sprinkling or irrigation systems, except by an authorized Town employee.
- (9) Making or continuing to burn an open fire except in barbecue or grill areas provided by the Town.
- (10) Skiing, snowboarding, sledding, tobogganing or riding inner tubes or similar means of descending a hill on snow or ice in areas where such uses are prohibited by posted signs.
- (11) Putting any object which is not normally used in those receptacles in sinks, toilets or drinking fountains which is reasonably likely to clog or plug the plumbing.
- (12) Parking a motor vehicle or trailer overnight in a park unless in an area where specifically allowed by posted signs.
- (13) Riding bicycles or using skateboards, Rollerblades, roller skates or the like on any surface other than a sidewalk, parking lot or designated trail, or using any of these in a careless or reckless manner.
- (14) Operating a snowmobile.
- (15) Using any trail, path, walk, road, lot or area in a manner that is destructive to the park, or any part thereof, or in a careless or reckless manner that could result in injury or persons or property.
- (16) Creating or constructing any path without the express written consent of the Town.
- (17) Tying or tethering any animal to a tree, plant or structure which is not specifically designated for that purpose.
- (18) Annoying, injuring or interfering with any animal.
- (19) Hunting unless there is a special facility set aside for such purpose by the Town.
- (20) Operating any dispensary or concession stand without the express written consent of the Town or without first obtaining a current, valid business license from the Town.
- (21) Distributing any handbills or circulars, or posting, placing or erecting any bills, notices, papers or advertising of any kind without the express written consent of the Town.
- (22) **Camping, lodging or remaining overnight unless in an area specifically designated for that purpose.**

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- (23) Throwing or depositing any bottle, metal objects, glass, paper, wood, clippings, rubbish or garbage except in receptacles set out for that purpose.
 - (24) Carrying or discharging any firearm or explosive of any kind, including fireworks, excepting law enforcement officers and those who have received written consent to do so from the Town.
 - (25) Violating any provision or instruction on any sign posted by the Town or violating any rule of the facility.
 - (26) Conducting or carrying on any parade, formal celebration, service or speech-making without express written permission from the Town.
 - (27) Removing or damaging any plant, shrub, natural plant, rock, landscaping or other park property in the park, excepting Town personnel in furtherance of their duties.
 - (28) Entering any area designated by signs as rehabilitation or restoration area, excepting Town personnel in furtherance of their duties.
 - (29) Operating a motor vehicle in a careless or reckless manner, or in a manner which causes damage or significant hazard to life, safety or property, even if operated within the permissible speed limit or within an area designated for such vehicle's use.
 - (30) Driving a motor vehicle within a park other than in those areas specifically designated and posted by the Town for that purpose. This shall not apply, however, to motorized or self-propelled equipment used by on-duty Town employees or emergency personnel for transportation, maintenance or service of facilities, or in performance of their duties.
 - (31) Playing or causing to be played amplified music or sound in a park without the express written approval of the Town and without obtaining a license for such purpose. Such permission or license may be denied by the Town where it is reasonable believed that such noise would disturb other patrons of the park, annoy residents neighboring the facility or disturb wildlife. The written permission and license to play amplified sound must be provided to any Town employee or official upon demand during the time for which it is granted. Issuance of permission and a license does not exempt the holder or permittee from all other rules, regulations, ordinances or statutes, whether of the State, County or Town.

STAFF REPORT

To: Honorable Mayor and Board of Trustees
From: Jamie Higgins, Town Clerk/Treasurer
Date: July 10, 2024
Re: Las Huicholas de Nayarit, LLC

Recommendation

Set the perimeters as the Town of Mancos town limits for petition circulation for the Hotel and Restaurant license application from Las Huicholas de Nayarit LLC and set a Public Hearing for August 14, 2024 for licensing decision.

Background/Discussion

Las Huicholas de Nayarit LLC has submitted paperwork requesting a Hotel and Restaurant license for a new Business in Mancos town limits.

The next step in the process is for the Board to set the perimeters for petition circulation. Las Huicholas de Nayarit LLC will circulate petitions and return them to the Town Clerk/Treasurer by August 12, 2024 for signature verification for the April 14, 2024 Board meeting. Mancos Town Hall will have petition copies at the front office in Town Hall for signatures.

The Las Huicholas de Nayarit location complies with our Town code. The Mancos Marshal's Office has no objections.

The next step is to conduct a public hearing before the Board for review and decision regarding the liquor license. This will happen at the August 14, 2024 meeting.

Attachments

None

STAFF REPORT

To: Town Administrator, Honorable Mayor, and Board of Trustees
From: Justen Goodall, Marshal
Date: July 10, 2024
Re: Budget Amendment on MMO Building

Recommendation

Approve the budget amendment to the MMO building for Phase One construction

Background/Discussion

This project started in 2022, and the financial budget was finalized in 2023. Since the time of the budget, there has been architectural changes needed for safety and future planning of the space. We will be over budget by approximately \$70,500.00.

There is not a project that staff as done that we have been over budget on. In all the other projects they have come in at cost or slightly under cost.

Policy Implications

None at this time

Resource Impact

Will have to take out of resevers for the budget change

Attachments

Excel Spread Sheet

