



AGENDA

DOLORES COLORADO

TOWN BOARD OF TRUSTEES MEETING

December 8, 2025, 5:30 P.M. MEETING

THE MEETING WILL BE HELD AT THE TOWN HALL 601 CENTRAL AVENUE.

IF YOU WISH TO ATTEND VIRTUALLY, PLEASE VISIT THE TOWN WEBSITE UNDER GOVERNMENT TOWN BOARD MEETING FOR THE TEAM LINK

<https://townofdolores.colorado.gov>

There are separate links for the 2nd and 4th Monday meeting of the Dolores Board of Trustees

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. ACTION/APPROVAL OF THE AGENDA Trustees: Need a motion and a 2nd. To approve the agenda.

5. IDENTIFICATION OF ACTUAL OR PERCEIVED CONFLICTS OF INTEREST.

6. ACTION/APPROVAL OF THE CONSENT AGENDA: The Consent Agenda is intended to allow the Board by a single motion to approve matters that are considered routine or non-controversial. Here will be no separate discussion of these items unless a Board Member requests an item to be removed from the Consent Agenda and considered separately. Items removed from the Consent Agenda will be Considered under specific Agenda item numbers. A motion and a 2nd are required to approve the consent agenda.

6.1 Board minutes from November 10, 2025, Board meeting and November 24, 2025, Workshop.

6.2 Proceedings for the month of November 2025.

6.3 Special Event Liquor License for the Dolores River Boating Advocates to be held at the Dolores Community Center, 400 Riverside Avenue, Dolores, CO 81323, on February 6, 2025, from 4:00p.m. to 11:00p.m.

6.4 Mileage Certification to meet Colorado Department of Transportation regulations.

6.5 MOU with Montezuma County Senior Services

7. REMOVED CONSENT AGENDA ITEMS:

8. CITIZENS TO ADDRESS THE BOARD: This is an opportunity for Citizens to address the Board at this time or during a Public Hearing. Each Person will have 5 minutes. The Town Board encourages public comment by the following sources: Live at the Town Hall, virtually via ZOOM (see the Town Website for the link), or by submitting your comments, via email, to the Town Clerk at kellyu@townofdolores.com any time before the dated Board meeting. (If attending virtually you will be required to state your name and address)

9 STAFF/COMMITTEE REPORTS/PRESENTATIONS:

- 9.1 Sheriff's Report:** Steve Nowlin
- 9.2 Managers Report:** Leigh Reeves
- 9.3 Attorneys Report:** Ethan Sumrall
- 9.4 Treasurers Report:** Kelley Unrein
- 9.5 Commissioner:** Jim Candelaria
- 9.6 Maintenance:** Fire Hydrant Test Report
- 9.7 Community Center Advisory Board**

10. TRUSTEES REPORTS AND ACTIONS: Please keep comments to 5 minutes

- 10.1** Mayor Chris Holkestad
- 10.2** Trustee Kalin Grigg
- 10.3** Trustee Sheila Wheeler
- 10.4** Trustee Mark Youngquist
- 10.5** Trustee Chris Curry
- 10.6** Trustee Linnea Peterson
- 10.7** Trustee Marie Roan

11. PUBLIC HEARINGS/ORDINANCE APPROVAL:

- 11.1 Public Hearing Mill Levy Certification** Open Public Hearing for Discussion
- 11.2 Resolution 673 Series 2025** Certifying a temporary mill levy of 8.43 mills is necessary for 2026. This is a reduction from prior years and is adopted to comply with Senate Bill 24-233. Trustees: need a motion and a 2nd to approve each resolution.
- 11.3 Public Hearing- Adoption of 2026 Budget** Open Public Hearing for Discussion
- 11.4 Resolution 674 Series 2025:** Adopting the presented budget for the Town of Dolores for 2026. Trustees: need a motion and a 2nd to approve each resolution.

12. DISCUSSION/POSSIBLE ACTION OF RESOLUTIONS/CONTRACTS:

- 12.1 Resolution 663 Sheriff's Contract**
- 12.2 Resolution 675 Authorizing the Use of Dolores Community Center Reserves to Support DCC for the 2026 Budget Year**
- 12.3 Resolution 676 Approving the Amended Budget for the fiscal year 2025.**

12.4 Resolution 682 Approving Employee Handbook 2026

12.5 Vote to issue a Letter of Interest in working with Jordan Lang and Darby Dettloff

12.5 Resolution 683 Allow Dolores Family Project to utilize space at 29 Central to place a storage shed for food.

12.6 Resolution 684 RFP Fishing is Fun Contract Approval

13. ADMINISTRATIVE BUSINESS:

13.1 Inform Board of Subcommittee's allocations of funds to local non-profits

14. EXECUTIVE SESSION:

15. UPCOMING MEETINGS AND EVENTS:

16. ADJOURNMENT:

Consent Agenda



MEETING MINUTES

Dolores, Colorado

Town Board of Trustees

November 10, 2025, 5:30 P.M. meeting

The meeting was held at Town Hall, 601 Central Ave.

1. **CALL TO ORDER:** The Meeting was called to order at 1748 by Mayor Holkestad.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Board Members Present: Mayor Holkestad, Trustee Wheeler, Trustee Curry, Trustee Roan, Trustee Grigg, Trustee Youngquist, and Trustee Peterson
4. **ACTION/APPROVAL OF THE AGENDA:** Mayor Holkestad made a motion to approve the agenda, seconded by Trustee Grigg. The motion was approved unanimously.
5. **IDENTIFICATION OF ACTUAL OR PERCEIVED CONFLICTS OF INTEREST.**

None Identified

6. **ACTION/APPROVAL OF THE CONSENT AGENDA:** The Consent Agenda is intended to allow the Board by a single motion to approve matters that are considered routine or non-controversial. Here will be no separate discussion of these items unless a Board Member requests an item to be removed from the Consent Agenda and considered separately. Items removed from the Consent Agenda will be Considered under specific Agenda item numbers. Trustee Youngquist moved to approve the consent agenda, seconded by Trustee Wheeler. The motion was approved unanimously.
 - Board minutes from October 13, 2025, Board meeting and October 27, 2025, workshop.
 - Proceedings for the month of October 2025.

7. **REMOVED CONSENT AGENDA ITEMS:**

No items were removed

8. **CITIZENS TO ADDRESS THE BOARD:** This is an opportunity for Citizens to address the Board at this time or during a Public Hearing. Each Person will have 5 minutes. The Town Board encourages public comment by the following sources: Live at the Town Hall, virtually via ZOOM (see the Town Website for the link), or by submitting your comments, via email, to the Town Clerk at kelleysu@townofdolores.com any time before the dated Board meeting.

8.1. Hassan Hourmanesh addressed the board, in his capacity as a trustee of the Dolores

Public Library Board, asking for assistance from the Town Board related to training, transparency, and policy.

- 8.2. Amber Lansing addressed the board in her capacity as the Executive Director of the Dolores Family Project to give updates on the success of the community garden, the new food pantry, and continued need for storage
- 8.3. Mary Ann Mate addressed the board to inquire about how senior water rates would be affected by the new water rates.
- 8.4. Sean Gantt addressed the board in his capacity as the Dolores Public Library Executive Director, to make note of the library's special district status.
- 8.5. Emily Wisner addressed the board in her capacity as a trustee of the Dolores Public Library to ask the Town Board for assistance to resolve conflict within the library staff and board and to ensure financial and personnel policies are being met.
- 8.6. Val Truelson addressed the board requesting alternative door stop arrangements, handicapped ramp alterations, and other parking changes at the Dolores Community Center.

9. STAFF/COMMITTEE REPORTS/PRESENTATIONS:

9.1 Sheriff's Report: Steve Nowlin reported the calls for service made in October. He also mentioned that there is one bear that has not gone into hibernation that is still occasionally within town limits.

9.2 Managers Report: Leigh Reeves provided project updates and achievements, information on funding and grants, and requested volunteers for the committee to allocated town funds to local nonprofit organizations, Trustee Youngquist and Roan volunteered. She provided resumes for new town staff. Finally, she gave updates on maintenance projects, infrastructure initiatives, and upcoming discussions and contracts.

9.3 Treasurers Report: Kelley Unrein reviewed the financial activity for the month of October.

9.4 Commissioner: Jim Candelaria reminded the board that the County will be closed on Tuesday, Veterans Day. He also provided information to the board related to the

BOCC's work with unfunded mandates.

9.5 DCC Advisory Board: Jen Stark reviewed the energy audit performed by Empire Electric.

10. TRUSTEES REPORTS AND ACTIONS: Please keep comments to 5 minutes

10.1 Mayor Chris Holkestad confirmed that a maintenance schedule had been created for Lost Canyon Bike/Skate Park.

10.2 Trustee Kalin Grigg reminded the board of the recycling survey and of the upcoming Montelores Coalition Public Meeting.

10.3 Trustee Sheila Wheeler held her comments related to Senior Services for 12.4

10.4 Trustee Mark Youngquist invited citizens to the Brewery for a presentation on fire mitigation.

10.5 Trustee Chris Curry noted that traffic management may be need in JRP parking lot

10.6 Trustee Linnea Peterson asked about more frequent updates from committee members.

10.7 Trustee Sheila Wheeler asked for her time back to report that things have gone well at the library.

10.8 Trustee Marie Roan had no comment.

11. PUBLIC HEARINGS/ORDINANCE APPROVAL:

11.1 Public Hearing Water Rate Increase: Open 1851-1901: Mary Ann Mate asked for piggyback to be defined. Manager Reeves explained it as a habitable space on a property. She again asked about the effect on senior water rates. Reeves responded that it would remain at 75% of the posted rates. Val Tuelson stated his opinion was that new taps should cost what it costs to put them in. Sean Gantt asked if there is any way to monitor how close to tier an individual meter is.

11.2 Resolution 667 Series 2025- Trustee Grigg made a motion to Increase the water rates by 6% for 2026, 5% in 2027, 4% in 2028, and 3% in 2029 and 2030, seconded by Trustee Curry. The motion was approved unanimously.

11.3 Public Hearing- 2026 Budget: Open 1903-1907: Mike Sawyer asked what percentage of the Sheriff's Contract goes to the Sheriff Fund. Commissioner Candelaria responded that all funds go to the General Fund initially and then are transferred to the Sheriff's budget.

12. DISCUSSION/ACTION OF RESOLUTIONS/CONTRACTS:

12.1 Letter of Support for Tom Rice was requested, Trustee Grigg motioned to support Rice, seconded by Trustee Youngquist. The motion was approved unanimously.

~~12.2 Approval of Resolution 663: Sheriff's Contract~~

12.3 Action/Approval of Resolution 677, series 2025: IGA with Mancos for 2026 Election, Trustee Youngquist motioned, seconded by Mayor Holkestad. The motion was approved unanimously.

12.4 Action/Approval of Resolution 678, series 2025: Allocation of Funds to Senior Services for fiscal year 2026, Trustee Curry motioned, seconded by Trustee Youngquist. Trustee Wheeler voiced that she did not support providing funds to Montezuma County Senior Services to provide meals and would like to consider an alternative source. Trustee Youngquist said that he thought exploring another source was a good idea, but that it was too late in the year to change for 2026. The motion was approved unanimously.

12.5 Approval of Resolution 679, series 2025: Professional Services Agreement with Ethan Sumrall, motion was made by Trustee Grigg, seconded by Mayor Holkestad. Ethan was available to answer questions and provided background and experience information. The motion was approved unanimously.

12.6 Approval of Resolution 680, series 2025: Appointment of Jamie Baker to the DCC Advisory Committee, motion was made by Trustee Grigg, seconded by Trustee Peterson. The motion was approved unanimously.

12.7 Approval of Resolution 681, series 2025: Allocation of Funds to Support Local Community Organization for fiscal year 2026, motion was made by Trustee Curry, seconded by Trustee Youngquist. The motion was approved unanimously.

13. ADMINISTRATIVE BUSINESS:

13.1A committee to evaluate applications and decide on recipients of funds allocated to support local community organizations in fiscal year 2026 will consist of Trustee Youngquist, Trustee Roan, Manager Reeves, and Kelley Unrien.

14. EXECUTIVE SESSION:

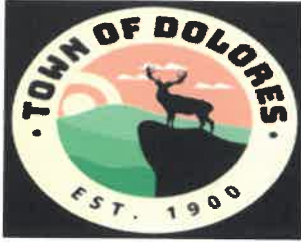
14.1 A motion to go into executive session for a conference with the Town attorney for the purpose of receiving legal advice on a specific legal question under CRS Section 24-6-402(4)(b) was made by Mayor Holkestad, seconded by Trustee Peterson. The motion was approved unanimously. Time: 1934-2004.

15. UPCOMING MEETINGS AND EVENTS:

16. ADJOURNMENT: The meeting was adjourned at 2005.

Mayor, Chris Holkestad

Town Clerk, Kelley Unrein



MINUTES

DOLORES COLORADO

TOWN BOARD OF TRUSTEES

November 24, 2025, 5:30 P.M. WORKSHOP

THE WORKSHOP WILL BE HELD AT THE TOWN HALL 601 CENTRAL AVENUE.

IF YOU WISH TO ATTEND VIRTUALLY, PLEASE VISIT THE TOWN WEBSITE UNDER GOVERNMENT TOWN BOARD MEETING FOR THE TEAMS LINK

<https://townofdolores.colorado.gov>

There are separate links for the Town Board Meetings and Workshops.

The workshop was opened at 5:30 P.M. by Mayor Holkestad.

- 1. Ryan Greene** presented the board of trustees with information on the Wildland Urban Interface, related Colorado law, and the effects of fire mitigation and insurance for Dolores Citizens.
- 2. Jordan Lang and Darcy Detlaw**, and representatives from DOLA and CHFA presented information to the board regarding a pilot program through CHFA that will allow for construction of affordable housing units. The grant would require the Town to act as fiscal manager for the receipt and disbursement of the grant. Lang and Dettloff requested the town write a **Letter of Interest** in collaborating on the project in this manner.
- 3.** Town Manager, Leigh Reeves, presented the updated **Employee Handbook** to the board for review and comments. The most substantial change is adopting PTO in lieu of vacation and sick time.
- 4. The final version of the Sheriff's contract was included.**
- 5.** Town Manager, Leigh Reeves, provided an update on **the Dolores Family Project**. This included a request to allow the group to temporarily store food at the Dolores Community Center and allow for long term placement of a storage shed on town property, at 29 Central Ave.
- 6. Topics for December Workshop** were requested.

Mayor, Chris Holkestad

Town Clerk, Kelley Unrein

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
1105								
11/25	11/07/2025	1105	Amber Schwartz	101125SCH	1	50-00-282	300.00	300.00
11/25	11/07/2025	1105	Amber Schwartz	101125SCH	1	50-00-282	300.00-	300.00- V
Total 1105:								.00
1106								
11/25	11/07/2025	1106	Chelsie Roasa	ROSAS1031	1	50-00-282	300.00	300.00
11/25	11/07/2025	1106	Chelsie Roasa	ROSAS1031	1	50-00-282	300.00-	300.00- V
Total 1106:								.00
1107								
11/25	11/07/2025	1107	WAGNER ENTERPRISE	DCC10B25	1	50-20-512	750.00	750.00
11/25	11/07/2025	1107	WAGNER ENTERPRISE	DCC10B25	1	50-20-512	750.00-	750.00- V
Total 1107:								.00
1108								
11/25	11/07/2025	1108	WASTE MANAGEMENT OF NM	0459986-488	1	50-23-511	357.48	357.48
11/25	11/07/2025	1108	WASTE MANAGEMENT OF NM	0459986-488	1	50-23-511	357.48-	357.48- V
Total 1108:								.00
29492								
11/25	11/05/2025	29492	JP COOKE COMPANY	902615	1	10-25-655	105.95-	105.95- V
Total 29492:								105.95-
29504								
11/25	11/07/2025	29504	AT&T MOBILITY	2872975575	1	10-25-501	238.53	238.53
Total 29504:								238.53

GL	Check Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
29505	11/25	11/07/2025	29505	Caselle	INV-12800	1	10-25-509	1,842.00	1,842.00
	Total 29505:								1,842.00
29506	11/25	11/07/2025	29506	CATERPILLAR FINANCIAL SERV	CAT102825	1	20-27-805	1,469.56	1,469.56
11/25	11/07/2025	29506	CATERPILLAR FINANCIAL SERV	CAT102825	2	20-27-805	1,728.46	1,728.46	
11/25	11/07/2025	29506	CATERPILLAR FINANCIAL SERV	CAT102825	3	20-27-806	296.04	296.04	
11/25	11/07/2025	29506	CATERPILLAR FINANCIAL SERV	CAT102825	4	20-27-806	175.64	175.64	
	Total 29506:								3,669.70
29507	11/25	11/07/2025	29507	CleanNetworkx	398980	1	10-25-501	1,307.82	1,307.82
	Total 29507:								1,307.82
29508	11/25	11/07/2025	29508	DOLORES GENERAL STORE	74008	1	10-24-615	17.97	17.97
11/25	11/07/2025	29508	DOLORES GENERAL STORE	74008	2	50-23-515	31.97	31.97	
11/25	11/07/2025	29508	DOLORES GENERAL STORE	74008	3	20-27-831	7.98	7.98	
11/25	11/07/2025	29508	DOLORES GENERAL STORE	74008	4	30-28-920	84.00	84.00	
11/25	11/07/2025	29508	DOLORES GENERAL STORE	74008	5	10-26-715	6.87	6.87	
11/25	11/07/2025	29508	DOLORES GENERAL STORE	74008	6	40-28-618	1.00	1.00	
	Total 29508:								149.79
29509	11/25	11/07/2025	29509	IMAGENET CONSULTING LLC	INV1438497	1	10-25-500	155.51	155.51
	Total 29509:								155.51
29510	11/25	11/07/2025	29510	JP COOKE COMPANY	902615	1	10-25-655	105.95	105.95
11/25	11/07/2025	29510	JP COOKE COMPANY	902615	1	10-25-655	105.95-	105.95-	V
	Total 29510:								.00

GL Period	Check Issue Date	Check Number	GL	Check	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
29511										
11/25	11/07/2025	29511			Kelly & Fronapfel Law, PC	670	1	10-20-411	275.00	275.00
11/25	11/07/2025	29511			Kelly & Fronapfel Law, PC	670	2	20-20-411	275.00	275.00
11/25	11/07/2025	29511			Kelly & Fronapfel Law, PC	670	3	30-20-411	275.00	275.00
11/25	11/07/2025	29511			Kelly & Fronapfel Law, PC	670	4	40-20-411	275.00	275.00
Total 29511:										1,100.00
29512										
11/25	11/07/2025	29512			Ryan Greene, CBO	1101-25	1	10-20-412	546.00	546.00
Total 29512:										546.00
29513										
11/25	11/07/2025	29513			SHORT ELLIOTT HENDRICKSO	172408	1	10-25-507	413.00	413.00
Total 29513:										413.00
29514										
11/25	11/07/2025	29514			WASTE MANAGEMENT OF NM	0459816-488	1	10-25-519	510.51	510.51
Total 29514:										510.51
29515										
11/25	11/07/2025	29515			Water Quality Laboratory	1889	1	40-28-543	358.60	358.60
Total 29515:										358.60
29516										
11/25	11/07/2025	29516			William Stanley	110525TT	1	10-25-600	250.00	250.00
Total 29516:										250.00
29517										
11/25	11/07/2025	29517			Amber Schwartz	101125SCH	1	50-00-282	300.00	300.00
11/25	11/07/2025	29517			Amber Schwartz	101125SCH	1	50-00-282	300.00-	300.00- V
Total 29517:										.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
29518								
11/25	11/07/2025	29518	Chelsie Roasa	ROSAS1031	1	50-00-282	300.00	300.00
11/25	11/07/2025	29518	Chelsie Roasa	ROSAS1031	1	50-00-282	300.00-	300.00- V
Total 29518:								.00
29519								
11/25	11/07/2025	29519	WAGNER ENTERPRISE	DCC10B25	1	50-20-512	750.00	750.00
11/25	11/07/2025	29519	WAGNER ENTERPRISE	DCC10B25	1	50-20-512	750.00-	750.00- V
Total 29519:								.00
29520								
11/25	11/07/2025	29520	WASTE MANAGEMENT OF NM	0459986-488	1	50-23-511	357.48	357.48
11/25	11/07/2025	29520	WASTE MANAGEMENT OF NM	0459986-488	1	50-23-511	357.48-	357.48- V
Total 29520:								.00
Grand Totals:								10,435.51

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-203	211.90	5,669.16-	5,457.26-
10-20-411	275.00	.00	275.00
10-20-412	546.00	.00	546.00
10-24-615	17.97	.00	17.97
10-25-500	155.51	.00	155.51
10-25-501	1,546.35	.00	1,546.35
10-25-507	413.00	.00	413.00
10-25-509	1,842.00	.00	1,842.00
10-25-519	510.51	.00	510.51
10-25-600	250.00	.00	250.00
10-25-655	105.95	211.90-	105.95-
10-26-715	6.87	.00	6.87
20-00-203	.00	3,952.68-	3,952.68-

GL Account	Debit	Credit	Proof
20-20-411	275.00	.00	275.00
20-27-631	7.98	.00	7.98
20-27-805	3,198.02	.00	3,198.02
20-27-806	471.68	.00	471.68
30-00-203	.00	359.00-	359.00-
30-20-411	275.00	.00	275.00
30-28-920	84.00	.00	84.00
40-00-203	.00	634.60-	634.60-
40-20-411	275.00	.00	275.00
40-28-543	358.60	.00	358.60
40-28-618	1.00	.00	1.00
50-00-203	3,414.96	3,446.93-	31.97-
50-00-282	1,200.00	1,200.00-	.00
50-20-512	1,500.00	1,500.00-	.00
50-23-511	714.96	714.96-	.00
50-23-515	31.97	.00	31.97
Grand Totals:	17,689.23	17,689.23-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

GL Account	Debit	Credit	Proof
------------	-------	--------	-------

Report Criteria:
Report type: GL detail
Check Type = {<>} "Adjustment"

Report Criteria:

Report type: GL detail
Check Type = (<>) "Adjustment"

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
1106								
11/25	11/14/2025	1106	EMPIRE ELECTRIC ASSOCIATI	34597EE112	1	50-23-411	440.70	440.70
11/25	11/14/2025	1106	EMPIRE ELECTRIC ASSOCIATI	34597EE112	1	50-23-411	440.70-	440.70- V
Total 1106:								.00
29517								
11/25	11/14/2025	29517	ALSCO	LFAR127207	1	10-25-918	115.13	115.13
11/25	11/14/2025	29517	ALSCO	LFAR127207	2	10-25-918	115.13	115.13
11/25	11/14/2025	29517	ALSCO	LFAR127207	3	10-25-918	115.13	115.13
11/25	11/14/2025	29517	ALSCO	LFAR127207	4	10-25-918	115.14	115.14
Total 29517:								460.53
29518								
11/25	11/14/2025	29518	CEBT PAYMENTS	2025-12	1	10-20-408	4,174.42	4,174.42
11/25	11/14/2025	29518	CEBT PAYMENTS	2025-12	2	20-20-408	4,174.42	4,174.42
11/25	11/14/2025	29518	CEBT PAYMENTS	2025-12	3	30-20-408	4,174.42	4,174.42
11/25	11/14/2025	29518	CEBT PAYMENTS	2025-12	4	40-20-408	4,174.43	4,174.43
Total 29518:								16,697.69
29519								
11/25	11/14/2025	29519	EMPIRE ELECTRIC ASSOCIATI	32437EE112	1	10-25-521	139.60	139.60
11/25	11/14/2025	29519	EMPIRE ELECTRIC ASSOCIATI	47EE1125	1	10-25-521	109.75	109.75
11/25	11/14/2025	29519	EMPIRE ELECTRIC ASSOCIATI	47EE1125	2	20-28-614	57.89	57.89
11/25	11/14/2025	29519	EMPIRE ELECTRIC ASSOCIATI	47EE1125	3	30-28-611	4,315.38	4,315.38
11/25	11/14/2025	29519	EMPIRE ELECTRIC ASSOCIATI	48EE1125	1	10-25-521	513.09	513.09
Total 29519:								5,135.71
29520								
11/25	11/14/2025	29520	FERGUSON WATERWORKS	SC171540	1	30-29-920	506.96	506.96

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
Total 29520:								
								506.96
29521								
11/25	11/14/2025	29521	PARKERS	814577-01	1	10-25-610	1,253.77	1,253.77
Total 29521:								
								1,253.77
29522								
11/25	11/14/2025	29522	PRINCIPAL MUTUAL FUNDS	111025	1	10-20-410	291.85	291.85
11/25	11/14/2025	29522	PRINCIPAL MUTUAL FUNDS	111025	2	20-20-410	291.85	291.85
11/25	11/14/2025	29522	PRINCIPAL MUTUAL FUNDS	111025	3	30-20-410	291.85	291.85
11/25	11/14/2025	29522	PRINCIPAL MUTUAL FUNDS	111025	4	40-20-410	291.84	291.84
Total 29522:								
								1,167.39
29523								
11/25	11/14/2025	29523	QUADIENT	110225Q	1	10-25-602	200.00	200.00
Total 29523:								
								200.00
29524								
11/25	11/14/2025	29524	Rocky Mountain Reserve	1450381	1	10-20-408	74.20	74.20
Total 29524:								
								74.20
29525								
11/25	11/14/2025	29525	Ryan Greene, CBO	1102-25	1	10-20-412	462.00	462.00
Total 29525:								
								462.00
29526								
11/25	11/14/2025	29526	STONE SAND & GRAVEL, LLC	71185	1	10-26-715	1,080.85	1,080.85
Total 29526:								
								1,080.85
29527								
11/25	11/14/2025	29527	USA BLUEBOOK	INV0087064	1	30-22-610	659.26	659.26

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
Total 29527:								
							659.26	
Grand Totals:								
							27,698.36	

Summary by General Ledger Account Number								
GL Account	Debit	Credit	Proof					
10-00-203	.00	8,760.06-	8,760.06-					
10-20-408	4,248.62	.00	4,248.62					
10-20-410	291.85	.00	291.85					
10-20-412	462.00	.00	462.00					
10-25-521	762.44	.00	762.44					
10-25-602	200.00	.00	200.00					
10-25-610	1,253.77	.00	1,253.77					
10-25-918	460.53	.00	460.53					
10-26-715	1,080.85	.00	1,080.85					
20-00-203	.00	4,524.16-	4,524.16-					
20-20-408	4,174.42	.00	4,174.42					
20-20-410	291.85	.00	291.85					
20-28-614	57.89	.00	57.89					
30-00-203	.00	9,947.87-	9,947.87-					
30-20-408	4,174.42	.00	4,174.42					
30-20-410	291.85	.00	291.85					
30-22-610	659.26	.00	659.26					
30-28-611	4,315.38	.00	4,315.38					
30-29-920	506.96	.00	506.96					
40-00-203	.00	4,466.27-	4,466.27-					
40-20-408	4,174.43	.00	4,174.43					
40-20-410	291.84	.00	291.84					
50-00-203	440.70	440.70-	.00					
50-23-411	440.70	440.70-	.00					
Grand Totals:			28,579.76	28,579.76-			.00	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check Type = {<-> "Adjustment"

Report Criteria:

Report type: GL detail

Check Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
1106								
11/25	11/21/2025	1106	Cooper Fire Protection Services	28386	1	50-23-514	1,402.23	1,402.23
Total 1106:							1,402.23	
29528								
11/25	11/21/2025	29528	CENTURYLINK	CL111825	1	10-25-501	184.47	184.47
Total 29528:							184.47	
29529								
11/25	11/21/2025	29529	FASTENAL COMPANY	COBAY8493	1	20-28-611	73.08	73.08
Total 29529:							73.08	
29530								
11/25	11/21/2025	29530	FLYERS ENERGY, LLC	CFS_441663	1	20-22-626	577.61	577.61
Total 29530:							577.61	
29531								
11/25	11/21/2025	29531	GREEN ANALYTICAL LABORAT	2511033	1	40-28-543	146.00	146.00
Total 29531:							146.00	
29532								
11/25	11/21/2025	29532	US Postage Meter Center Inc.	U116344	1	10-25-602	486.80	486.80
Total 29532:							486.80	
Grand Totals:							2,870.19	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-203	.00	671.27-	671.27-
10-25-501	184.47	.00	184.47
10-25-602	486.80	.00	486.80
20-00-203	.00	650.69-	650.69-
20-22-626	577.61	.00	577.61
20-28-611	73.08	.00	73.08
40-00-203	.00	146.00-	146.00-
40-28-543	146.00	.00	146.00
50-00-203	.00	1,402.23-	1,402.23-
50-23-514	1,402.23	.00	1,402.23
Grand Totals:	2,870.19	2,870.19-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:
Report type: GL detail
Check Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

Report Criteria:

Report type: GL detail

Check Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
29534								
11/25	11/25/2025	29534	CATERPILLAR FINANCIAL SERV	112425CAT	1	20-27-806	588.36	588.36
11/25	11/25/2025	29534	CATERPILLAR FINANCIAL SERV	112425CAT	2	20-27-805	1,500.10	1,500.10
Total 29534:								2,088.46
29535								
11/25	11/25/2025	29535	HACH	14768151	1	40-28-901	294.77	294.77
Total 29535:								294.77
29536								
11/25	11/25/2025	29536	NETFORCE PC, INC.	26661	1	10-25-509	288.00	288.00
11/25	11/25/2025	29536	NETFORCE PC, INC.	26661	2	10-25-509	288.00	288.00
11/25	11/25/2025	29536	NETFORCE PC, INC.	26661	3	10-25-509	288.00	288.00
11/25	11/25/2025	29536	NETFORCE PC, INC.	26661	4	10-25-509	288.00	288.00
11/25	11/25/2025	29536	NETFORCE PC, INC.	26712	1	10-25-509	48.97	48.97
11/25	11/25/2025	29536	NETFORCE PC, INC.	26712	2	10-25-509	48.97	48.97
11/25	11/25/2025	29536	NETFORCE PC, INC.	26712	3	10-25-509	48.97	48.97
11/25	11/25/2025	29536	NETFORCE PC, INC.	26712	4	10-25-509	48.97	48.97
11/25	11/25/2025	29536	NETFORCE PC, INC.	26746	1	10-25-509	66.39	66.39
11/25	11/25/2025	29536	NETFORCE PC, INC.	26746	2	10-25-509	66.39	66.39
11/25	11/25/2025	29536	NETFORCE PC, INC.	26746	3	10-25-509	66.39	66.39
11/25	11/25/2025	29536	NETFORCE PC, INC.	26746	4	10-25-509	66.39	66.39
Total 29536:								1,613.44
29537								
11/25	11/25/2025	29537	PRINCIPAL MUTUAL FUNDS	112425	1	10-20-410	343.81	343.81
11/25	11/25/2025	29537	PRINCIPAL MUTUAL FUNDS	112425	2	20-20-410	343.81	343.81
11/25	11/25/2025	29537	PRINCIPAL MUTUAL FUNDS	112425	3	30-20-410	343.81	343.81
11/25	11/25/2025	29537	PRINCIPAL MUTUAL FUNDS	112425	4	40-20-410	343.81	343.81
Total 29537:								1,375.24

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
29538								
11/25	11/25/2025	29538	QUADIENT	Q2107095	1	10-25-500	255.57	255.57
Total 29538:								255.57
Grand Totals:								5,627.48

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-203	.00	2,212.82-	2,212.82-
10-20-410	343.81	.00	343.81
10-25-500	255.57	.00	255.57
10-25-509	1,613.44	.00	1,613.44
20-00-203	.00	2,432.27-	2,432.27-
20-20-410	343.81	.00	343.81
20-27-805	1,500.10	.00	1,500.10
20-27-806	588.36	.00	588.36
30-00-203	.00	343.81-	343.81-
30-20-410	343.81	.00	343.81
40-00-203	.00	638.58-	638.58-
40-20-410	343.81	.00	343.81
40-28-901	294.77	.00	294.77
Grand Totals:	5,627.48	5,627.48-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check Type = {<>} "Adjustment"

Application for a Special Events Permit

Liquor Permit Number (Do Not Fill Out)

In order to qualify for a Special Events Permit, You **Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)**

- ☒ Social ☐ Athletic ☐ Philanthropic Institution
☐ Fraternal ☐ Chartered Branch, Lodge or Chapter ☐ Political Candidate
☐ Patriotic ☐ National Organization or Society ☐ Municipality Owned Arts Facilities
☐ Political ☐ Religious Institution ☐ Chamber of Commerce

LIAB **Type of Special Event Applicant is Applying for:**

2110 ☒ Malt, Vinous And Spirituous Liquor

~~\$25.00 Per Day~~ \$100.00 Dolores

2170 ☐ Fermented Malt Beverage

\$10.00 Per Day

Name of Applicant Organization or Political Candidate

State Sales Tax Number (Required)

Dolores River Boating Advocates

Mailing Address of Organization or Political Candidate

P.O. Box 1173

City

State ZIP Code

Dolores

CO

81323

Address of Place to Have Special Event

Dolores Community Center 400 Riverside Ave.

City

State ZIP Code

Dolores

CO

81323

Authorized Representative of Qualifying Organization or Political Candidate

Jay Loschert

Date of Birth (MM/DD/YY)

Phone Number

10/30/1968

970-799-1475

Authorized Representative's Mailing Address (if different than address provided in Question 2.)

City

State ZIP Code

Event Manager

Jay Loschert

Date of Birth (MM/DD/YY)

10/30/1968

Phone Number

970-799-1475

Event Manager Home Address

26 W. 3rd St.

City

Cortez

State

CO

ZIP Code

81321

Email Address of Event Manager

Jay@doloresriverboating.org

1. Is the place to have the Special Event located on State-owned property?

☐ Yes ☒ No

2. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?

☒ No ☐ Yes, How many days?

3. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?

☒ No ☐ Yes, License Number

4. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?

☒ Yes ☐ No

5. For Chambers of Commerce - Each member who holds a retail establishment permit attests they are not exercising the privileges of the retail establishment permit for the duration of the SEP days.

☐ Yes ☐ No

6. For Chambers of Commerce - Please list all members participating in the SEP.

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date

February 6, 2026

From:

4:00 PM

To:

11:00 PM

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Title Program and Outreach Director, DRBA	
Signature [Signature]	Date (MM/DD/YY) 11/07/25

Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

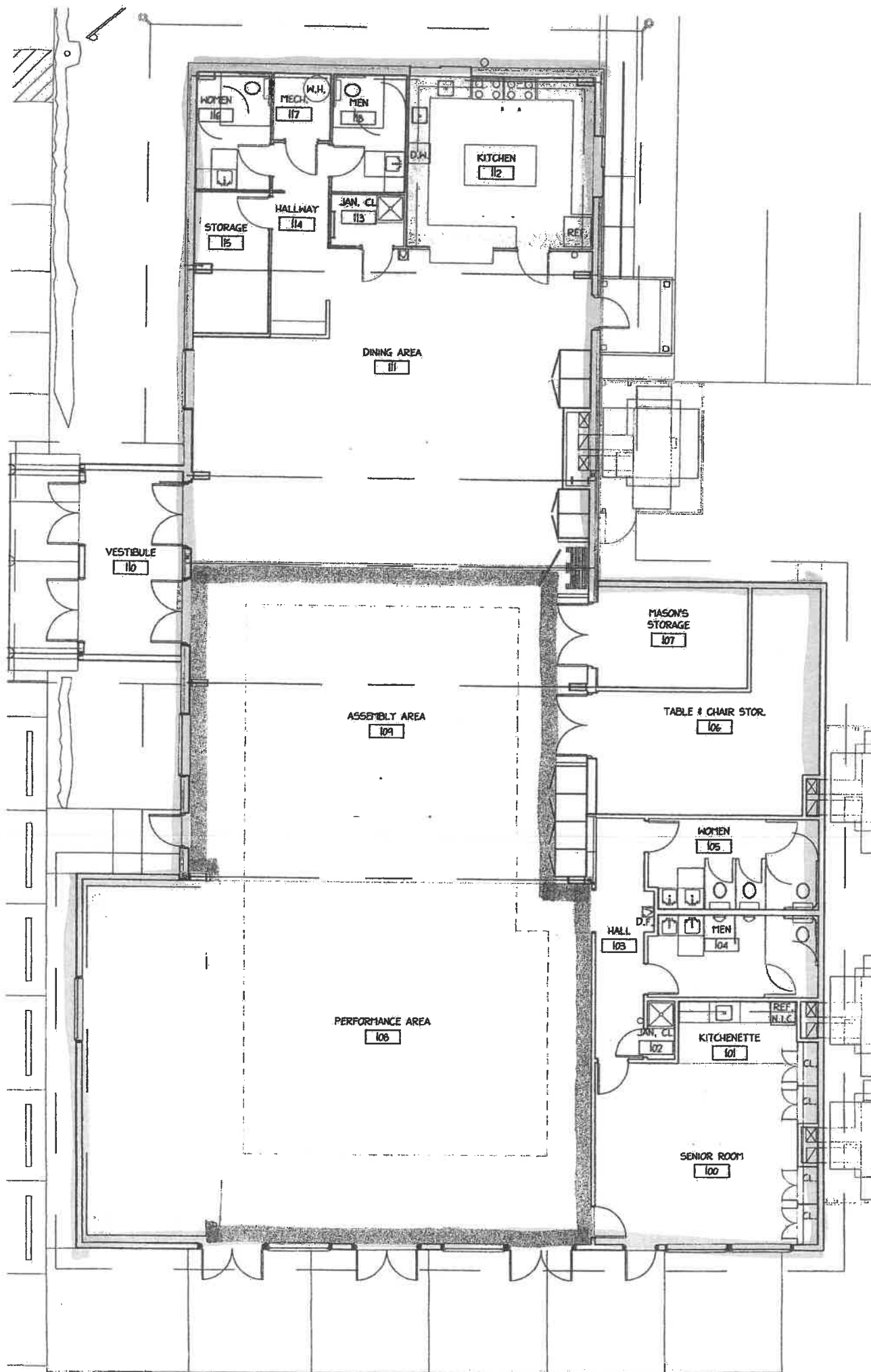
Therefore, this Application is Approved.

Local Licensing Authority (City or County)	<input type="radio"/> City <input type="radio"/> County
Telephone Number of City/County Clerk	
Title	
Signature	Date (MM/DD/YY)

Do Not Write in this Space - For Department of Revenue Use Only

Liability Information

License Account Number	Liability Date
State	Total
-750 (999)	\$.00



OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Dolores River Boating Advocates

is a

Nonprofit Corporation

formed or registered on 06/19/2013 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20131356064 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 11/05/2025 that have been posted, and by documents delivered to this office electronically through 11/07/2025 @ 14:42:41 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 11/07/2025 @ 14:42:41 in accordance with applicable law. This certificate is assigned Confirmation Number 17865807 .



A handwritten signature in black ink that reads "Jena Griswold".

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

DOLORES COMMUNITY CENTER CONTRACT

Name: Dolores River Boating Fundraiser

Name and Address of Renter or Event Holder (Same as on Permit or Rental Form):

Event Contact Person:

Jay Loschert

Authorized to sign all documents

Daytime Phone Number:

970-799-1475

Email Address:

jay @ dolores river boating . org

Open Sunday - Thursday until 10 p.m.

Friday - Saturday 11 p.m.

Event Information

Date(s):

Feb. 6-7, 2025

Time:

7:00 A.m. - 11:00 p.m.

Location of Event:

400 Riverside Ave. Dolores, CO 81323

Detailed Description of Event:

Fundraiser Party / Auction

Total Attendance (per day) including all participants, volunteers and employees:

Day 1	<u>200</u>	Day 3		Day 5		Day 7	
Day 2	<u>200</u>	Day 4		Day 6		Day 8	
Total Attendance ALL Event Days:							

Event Exposures

1. Have you held this event or a similar event in the past?
2. If yes, have accidents, incidents, claims, or losses arisen from such event?
3. Is there an admission fee charged?
4. Will food/non-alcoholic beverages be served?
5. Will food/non-alcoholic beverages be sold?
6. Will there be a caterer?
7. Please list/describe entertainment activities that will be occurring, if any:

☒ Yes ☐ No
☐ Yes ☒ No
☒ Yes ☐ No
☒ Yes ☐ No
☒ Yes ☐ No
☒ Yes ☐ No

live music or DJ for dancing

The event premium includes a premium charge for the owner/lessor as additional insured. Event Holder agrees to add the Facility owner as an additional insured.

Event Holder Signature:

Jay Loschert

Date:

11/07/25



I agree to the following conditions:

- A. All contracts for the use of the Dolores Community Center must be signed and fees paid 14 days prior to use. If the event is cancelled for any reason between 5 and 10 days prior to use, 25% of the monies shall be charged to cover the cost of handling, inconvenience, and the unavailability of the facility to others before any refunds are made. Any cancellations between 1 and 4 days prior to use will be charged 50%, and any cancellations within 24 hours of event will be charged 75%.
- B. I hereby understand I will be responsible for the cleaning of the facility (unless I have chosen a package in which cleaning is included) and for damages as a result of the activity and that a charge will be taken from the deposit fee (if required) to cover additional cleanup and damage. If I have not paid a deposit, or the cost of cleaning or damages is more than the collected deposit, I understand that I will be liable and will be made to pay for any additional cleaning and damages.
- C. Alcoholic beverages may be served at private parties. If the event is open to the public, the user must have approval from the Dolores Community Advisory Board of Directors and must have an approved Colorado Liquor License (obtained by application with the Town of Dolores). The License must be displayed at the event. Alcoholic beverages are not allowed outside the building unless permitted by your State Liquor License.
- D. All events must end by 11 p.m. Friday and Saturday and 10 p.m. Sunday-Thursday unless prior approval has been given by the Dolores Community Advisory Board of Directors. No alcohol may be served after midnight.
- E. This use and fee schedule is subject to revisions but in no way will affect events already scheduled and paid for. I understand that if over 75 people are attending the event, I must choose a package deal that includes cleaning and setup.
- F. I, the undersigned, agree to save and hold harmless the Town of Dolores and the Board of Directors from any and all claims and demands arising out of the use of the premises, and will defend any cause action brought to enforce any such claims or demands against the Town of Dolores and Board of Directors.

Date confirmed: Feb. 6 - 7, 2026 Times confirmed: 7:00 am - 11:00 pm
Room confirmed: Full Facility Number of expected guests: 200

<u>1200.00</u>	Usage / Package Fees
<u> </u>	Equipment Fees
<u> </u>	Other Fees
<u> </u>	Subtotal
<u>- 560.00</u>	Discount (only 1 may be applicable) <u>Non-profit</u> Benefit, Regular user (10 or more times annually)
<u>300.00</u>	Damage / Cleaning Deposit (refundable) <u>paid both 11-7-25</u>
<u>1000.00</u>	Total Due

Contract is not in effect until signed by the Town of Dolores Representative and full payment received.

	<u>Jay Loschert</u>	<u>4/07/25</u>
Signature of Responsible Party	Printed Name	Today's Date
	<u>Oct. 6, 2025</u>	
Signature of Town Representative	Today's Date	

Liquor Liability Exposures:

_____ **No alcoholic beverages will be served or sold at this event.**

1. Type of alcoholic beverages available (please choose all that apply):

☒ Beer

☒ Wine/Champagne

☐ Mixed Drinks/Full Bar

2. How long will alcoholic beverages be available for consumption?

5:00 - 10:00 PM

3. Will you charge a fee or collect a ticket?

☒ Yes No

4. Do you receive a donation?

☒ Yes No

5. Estimated sales receipts for alcoholic beverages:

\$ 2,360

6. Do you have a caterer or vendor serve or sell the alcoholic beverages?

Yes ☒ No

7. If yes, have you received a Certificate of Insurance from the caterer or vendor showing they have liquor liability insurance?

Yes No

8. How many different locations within the building will alcoholic beverages be available?

one

9. Are you required to obtain or have a liquor license for your event?

☒ Yes No

10. What Management Practices do you have in place to monitor and control the consumption of alcoholic beverages?

— Alcoholic beverages must be purchased and consumed in a confined area where persons below the legal drinking age are not permitted.

Yes ☒ No

— Everyone must show identification to receive an alcoholic beverage.

☒ Yes No

— Individuals over the legal drinking age receive a wristband or other form of identification.

☒ Yes No

— There is a limit of two servings provided to any one individual per visit to the concession.

☒ Yes No

— Staff monitors the consumption and is instructed not to serve anyone who is apparently intoxicated.

☒ Yes No

— The concession or bar is closed at least one hour prior to the end of the event.

☒ Yes No

PUBLIC NOTICE

TOWN OF DOLORES – SPECIAL EVENT PERMIT APPLICATION

Notice is hereby given that the Dolores River Boating Advocates have applied to the local licensing authority for a Special Event Permit. The application will be considered by the Dolores Town Board at its regular meeting on **December 8, 2025**, at Town Hall, 601 Central Avenue, Dolores, Colorado.

Public comment is welcome. Additional information may be obtained by contacting Town Hall.

PUBLIC NOTICE

(Pursuant to § 44-5-106(2), C.R.S.)

DATE/TIME POSTED: November 17, 2025 at 9:00a.m./p.m.

PROPOSED SPECIAL EVENT LIQUOR PERMIT

Dolores River Boating Advocates, has filed an Application for a SPECIAL EVENT LIQUOR PERMIT to be held on February 6, 2026, from 4:00p.m. to 11:00p.m. at the following address:

400 Riverside Ave.

Dolores, Co 81323

PROTEST PROCEDURE

Any affected person who wishes to protest the issuance of the permit must file a WRITTEN PROTEST within ten (10) days of the date and time posted as set forth above, stating the grounds for the protest and the name, address, email address (if any), and telephone number of the person filing the protest. A written protest will be considered filed upon receipt. Written protests may be filed by sending them to the U.S. Mail or Email address set forth below:

**U.S. Mail Address: PO Box 630
Dolores, CO 81323**

E-Mail Address: kelleynu@townofdolores.com

HEARING

The local licensing authority, or its assigned administrative officer (which may be the Colorado Liquor Enforcement Division), shall cause a hearing to be held if, after investigation and upon review of the contents of any timely written protest(s) filed by any affected person(s), sufficient grounds appear to exist for the denial of the special event permit. Any hearing required pursuant to § 44-5-107(3), C.R.S., Regulation 47-1002 1 CCR 203-2, or any hearing held at the discretion of the local licensing authority, or its assigned administrative officer, shall be held at least ten (10) days after the date of posting of the public notice, shown above, and notice of the hearing shall be provided to the Applicant and any person who has filed a written protest.



Colorado Department of Transportation Dolores Signature Sheet

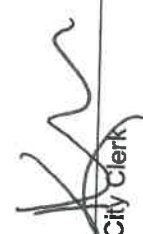
FIPS Code : 20770

11/17/2025

2.580 miles of arterial streets
4.860 miles of local streets
7.440 total miles of H.U.T. eligible streets
0 miles of non H.U.T. eligible streets - Maintained by others
0 miles of non H.U.T. eligible streets - Not maintained

This mileage is the certified total as of December 31, 2025

I declare under penalty of perjury in the second degree, and any other applicable state or federal laws, that the statements made on this document are true and complete to the best of my knowledge.

Mayor _____ Date _____
City Clerk  11.17.25 Date _____

We are required to inform you that a penalty of perjury statement is required pursuant to section 18-8-503 C.R.S. 2005, concerning the removal of requirements that certain forms be notarized.

The Colorado Department of Transportation can contact the following person with questions regarding this report:

Name Kelley Unrein 970-862-7720 x 3 Phone _____

Submit this signed copy with your annual mileage change report to the Colorado Department of Transportation.

Memorandum of Understanding (MOU)

Between

Town of Dolores – Use of the Dolores Community Center

and

Montezuma County Senior Services

1. Purpose

The purpose of this Memorandum of Understanding (MOU) is to outline the shared expectations, responsibilities, and communication practices between the Town of Dolores (“the Town”) and Montezuma County Senior Services (“Senior Services”) regarding the use of the Dolores Community Center (“the Facility”). This agreement establishes collaborative guidelines for facility access, cleaning, storage, safety, scheduling, and stewardship of the shared space.

2. Guiding Principles

The Parties agree to operate under the following principles:

- Mutual respect for the Facility, its staff, and all users
- Clear communication to support coordination and prevent misunderstandings
- Shared responsibility for cleanliness and appropriate use
- Transparency regarding schedules, storage needs, and program operations
- Commitment to community well-being and safe, accessible services

3. Roles and Responsibilities

Responsibilities of the Town of Dolores

- Provide access to the assigned storage closet for Senior Services.
- Maintain the Facility, including equipment and kitchen areas, in safe and operational condition.
- Ensure the kitchen meets all Montezuma County Health Department requirements.
- Provide routine Facility cleaning, deep cleaning, and building maintenance.

- Provide cleaning supplies and instructions for their use, unless otherwise agreed.

Responsibilities of Montezuma County Senior Services

- Maintain all used spaces in clean, orderly, and safe condition after each use.
- Follow all Facility rules, safety protocols, and county health requirements.
- Maintain a primary point of contact for scheduling, communication, and concerns.
- Complete annual payment to the Town upon signing of this MOU.
- Ensure staff and volunteers comply with food safety standards if meals are prepared or served.
- Use the Facility only during approved dates and times unless additional use is formally requested and approved.

4. Communication Expectations

The Parties agree to:

- Designate a primary and secondary point of contact for routine communication.
- Communicate scheduling needs, cancellations, or changes with sufficient notice.
- Meet quarterly to review logistics, address concerns, and maintain the partnership.
- Notify each other promptly of any safety concerns, facility issues, damage, or incidents.

5. Cleaning and Maintenance Responsibilities

Partner Responsibilities

- Leave all spaces in equal or better condition than they were found.
- Dispose of trash in designated receptacles.
- Clean and sanitize surfaces used during programming.
- Ensure bathrooms, kitchens, and common areas used during activities are tidied and ready for the next group.
- Report any maintenance issues immediately to the Facility contact.
- Reimburse the Town for damages resulting from misuse or negligence.

Facility Responsibilities- Town of Dolores

- Provide cleaning supplies for routine cleaning.
- Complete routine Facility cleaning, deep cleaning, and maintenance on a regular schedule.
- Communicate any temporary changes to cleaning expectations.

6. Storage of Items

The Parties agree to:

- Use only the assigned and approved storage areas.
- Label all stored items clearly with the organization's name.
- Maintain storage areas in a clean and organized manner, not exceeding assigned space.
- Allow the Town to inspect storage areas, with or without notice.
- Senior Services will provide a storage plan by April 30, 2026, including removal of items from the kitchen into the designated storage closet.
- Abandoned or unclaimed items may be removed by the Town after 30 days' written notice.

7. Scheduling and Fees

Approved Use Schedule for FY 2026

- Mondays & Wednesdays: 7:00 AM – 2:00 PM
- Quarterly Tuesdays (Second Tuesday): 9:00 AM – 12:00 PM
 - March 2026
 - June 2026
 - September 2026
 - December 2026

Any additional use must be requested in advance and confirmed in writing by the Town.

This MOU does not grant exclusive use of the Facility. The Town may schedule other activities outside the approved Senior Services times.

Financial Commitments

- The Town of Dolores will contribute \$15,000 to the Montezuma Senior Services nutrition program at the beginning of the 2026 calendar year. This contribution is restricted to services for Dolores senior citizens only. Please provide an invoice for Town records.
- Montezuma Senior Services will pay the Town of Dolores \$6,470 for Facility use during FY 2026.

8. Term & Review

This MOU is effective from January 1, 2026, through December 31, 2026.

The Parties will review the MOU annually and amend it as needed through mutual written agreement.

9. Termination

Either Party may terminate this MOU with 60 days' written notice.

Upon termination, Senior Services will remove stored items and leave all spaces clean and orderly.

10. Complaint and Concern Resolution Process

This process ensures concerns regarding facility use, cleanliness, safety, storage, communication, or conduct are addressed promptly, respectfully, and collaboratively.

This process is for operational coordination only and does not replace legal remedies available to either Party.

Submitting a Complaint

Complaints may be submitted through one of the following methods:

- Completing a Facility work order and calling the Community Center Manager
- Depositing a written concern into the Town Hall lock box
- Emailing dolorescommunity@gmail.com with a copy to leigh@townofdolores.com

A Complaint Should Include:

- Date and time of incident or concern
- Description of the issue
- Individuals involved (if applicable)
- Actions taken at the time
- Desired resolution or follow-up

Response Process

The receiving Party will:

- Acknowledge the complaint within 3 business days
- Provide an estimated timeline for review and resolution
- Request clarification if needed

Collaboration and Corrective Actions

The Parties agree to review issues objectively and in good faith. Corrective actions may include:

- Additional training or reminders of expectations
- Adjustments to scheduling or space use
- Temporary or permanent modifications to storage assignments
- Procedure updates or operational changes
- Cleaning or repair requirements

Escalation

If an issue cannot be resolved collaboratively:

- The complaint may be elevated to organizational leadership
- A joint resolution meeting will be scheduled
- Both Parties will work toward a mutually agreeable solution

11. Insurance and Liability

Each Party shall maintain its own liability insurance coverage appropriate to its operations.

Senior Services is responsible for the conduct and supervision of its employees, volunteers, and participants while using the Facility.

The Town remains responsible for its Facility, equipment, and infrastructure.

12. Signatures

Town of Dolores

Name: _____

Title: _____

Signature: _____

Date: _____

Montezuma County Senior Services

Name: _____

Title: _____

Signature: _____

Date: _____

Staff/Committee Reports



TOWN OF DOLORES

November

2025

Call Type	Number	Avg Dis	Avg Res	Avg Trav	Avg On S	Total Or	Total Time
AGGRESSIVE ANIMAL	1	0	0	12.1	0	0	30.48
ANIMAL WELFARE CHECK	1	12.15	9.23	0.02	0	0	38.27
ATTEMPT TO SERVE CIVIL	2	0.08	0.07	15.78	0	0	65.83
CONSENSUAL CONTACT	1	0.37	0.03	0	0	0	1.35
DISTURBANCE	1	5.73	6.33	20.22	14.22	14.22	50.62
EXTRA PATROL	2	0	0	0	0	0	0.17
FOLLOWUP	1	0.05	0.03	0	0	0	99.45
LIVESTOCK AT LARGE	1	5.68	36.83	0.03	0	0	0.73
LIVESTOCK ON THE ROADWAY	1	3.28	6.9	0.02	0	0	22.9
MISSING PERSON	1	8.88	83.35	0	0	0	104.25
MOTORIST ASSIST	3	26.38	21.07	17.9	0	0	200.25
OVERDUE MOTORIST	1	10.35	0	0	0	0	5.73
PHONE CALL	1	37.98	0	0	0	0	39.83
RECKLESS	1	2.57	0	0	0	0	7.82
SECURITY CHECK	53	251.2	29.62	47.43	0	0	37155.7
SUSPICIOUS ACTIVITY	1	9.87	0	0	0	0	50.45
SUSPICIOUS VEHICLE	1	4.07	0.35	52.35	0	0	4.23
THEFT	1	14.47	4.15	0	48.78	48.78	86.32
TRAFFIC ACCIDENT	1	0	0.45	48.83	11.23	11.23	0.02
TRAFFIC PROBLEM	2	3.35	0.08	0	0	0	132.47
TRAFFIC STOP	8	1	0.1	0.03	26.12	208.9	701.73
TRAUMA	1	3.63	0	0	0	0	38.28
TRESPASS	2	7.05	0	0	0	0	118.7
UNATTENDED DEATH	1	2.52	11.37	9.78	0	0	9.88
UNCONSCIOUS OR UNRESPONSIVE	1	0	0.03	9.7	45.73	45.73	28.35
VIN INSPECTION	1	11.37	0	0	0	0	39.53

TOTAL CALLS FOR SERVICE-SECTOR 801

91

Call Type	Number	Avg Dispat	Avg Res	Avg Travel	Avg On S	Total Or	Total Time
ABANDON VEHICLE	5	22.15	3.67	0.23	37.8	189	494.92
AGGRESSIVE ANIMAL	3	29.4	3.53	21.42	38.55	115.7	266.8
ANIMAL FOUND	1	5.03	4.57	26.02	18.8	18.8	44.28
ANIMAL GENERAL	1	4.35	0	0	0	0	13.67
ASSAULT	1	116.13	0	0	0	0	263.92
ATTEMPT TO SERVE CIVIL	10	7.07	38.7	186.28	18.32	183.2	1936
BARKING DOG	1	7	89.82	30.7	0	0	71.18
BUSINESS ALARM	2	5.53	0.07	28.43	7.75	15.5	69.73
BUSINESS CHECK	4	0.33	0.63	0.07	0	0	118.67
CHEST PAIN	1	0	0.03	0.02	40.32	40.32	70.65
CHILD NEGLECT	1	5.68	0.5	20.85	6.47	6.47	0.17
CIVIL	1	5.68	0.4	1.98	0	0	13.02
CIVIL STANDBY	1	18.67	1.97	1.63	0	0	91.63
COMMUNITY POLICING	2	3.3	0.18	84.95	194.2	388.4	355.63
COMPLAINT	1	5.98	0.02	4.27	0	0	16.75
CONSENSUAL CONTACT	2	0.73	6.75	14.35	13.93	27.87	25.07
COURTESY RIDE	2	15.23	0.35	26.42	14.85	29.7	152.37
DISTURBANCE	1	2.33	0.27	30.65	0	0	26.77
DOG RUNNING AT LARGE	3	16.38	32.05	29.82	14.68	44.05	314.4
EXTRA PATROL	2	0.83	0.73	14.27	24.38	48.77	596.4
FIRE ALARM	1	0	0.03	0	7.45	7.45	11.7
FOLLOWUP	5	1.55	16.45	8.07	6.03	30.17	975.25
FOOT	2	0.35	0.35	0	0	0	336.5
FOUND PROPERTY	1	5.5	0.03	20.43	5.67	5.67	37.6
HARASSMENT	1	6.38	0	0	0	0	37.6
INJURED ANIMAL	1	1	0.78	0.02	0	0	0.05
LIVESTOCK AT LARGE	1	0.65	0.13	0.02	0	0	73.7
LOST OR STOLEN PROPERTY	1	18.3	0	0	0	0	7.7
MENTAL SUBJECT	1	2.75	33.47	0	0	0	20.02
MOTORIST ASSIST	2	0	0	0	0	0	102.4
NOISE COMPLAINT	2	3.47	26.75	5.1	0	0	27.9
OPEN DOOR	1	0.7	0.13	0	0	0	3.87
PARKING COMPLAINT	1	0.02	0	0	0	0	3.23
PHONE CALL	2	2.62	30.32	33.08	0	0	105.93
RECKLESS	1	3.97	1.48	41.82	147	147	276.3
REDDI REPORT	3	9.65	1.43	14.67	0	0	254.65
SECURITY	1	0.38	0	0.02	0	0	93.27
SHOPLIFTER	1	1.92	0.27	28.68	84.85	84.85	87.6
SICK GENERAL	1	0	0.02	1.95	17.98	17.98	18.72
SUICIDE THREAT	1	4.22	0.12	47.7	97.2	97.2	86.37
SUSPICIOUS ACTIVITY	1	2.23	0.23	18.63	0	0	20.6
SUSPICIOUS PERSON	1	1.53	0.15	26.37	0	0	19.17
TEST	1	0	0	0	0	0	4.03

THEFT	2	4.52	0.07	13.88	12.12	24.23	106.93
THREATS	1	2.85	5.32	28.73	0	0	65.3
TRAFFIC STOP	25	3.5	7.4	0.28	7.92	197.9	7243.33
TRESPASS	1	59.42	0.25	11.33	5.47	5.47	72
UNDERAGE CONSUMPTION	3	10.08	0.07	12.87	125.1	375.2	578
VERBAL DISTURBANCE	1	1.35	0.52	28.32	1.33	1.33	56.28
VIN INSPECTION	1	3.42	34.83	20.9	0	0	104.33
WARRANT SERVICE	1	1.62	0.12	2.5	27.82	27.82	43.83
WELFARE ASSISTANCE	1	45.68	0	0	0	0	18.42
WELFARE CHECK	3	38.67	3.95	38.47	77.18	231.6	373.9
WILDLIFE	3	11.4	14.48	53.57	0	0	374.35

TOTAL CALLS FOR SERVICE-NOV 2025 120

**MONTEZUMA COUNTY SHERIFF'S
OFFICE**

730 EAST DRISCOLL STREET
CORTEZ, CO 81321

STEVE NOWLIN - SHERIFF

970-565-8452

970-564-3731



Dolores Summons

Total Records: 28

CITATION NUMBER	CHARGES	Count
C34077		1
Date Reported	Issuing Officer	
11/13/2025	GREEN, KAYLEE	
CITATION NUMBER	CHARGES	Count
C34053		1
Date Reported	Issuing Officer	
11/24/2025	RUIZ, DANIEL	
CITATION NUMBER	CHARGES	Count
C30440		1
Date Reported	Issuing Officer	
11/24/2025	MORTON, COLBY	
CITATION NUMBER	CHARGES	Count
C34051		1
Date Reported	Issuing Officer	
11/25/2025	RUIZ, DANIEL	
CITATION NUMBER	CHARGES	Count
C31982	CRIMINAL VIOL - ALCOHOL BEVERAGES - UNLAWFUL ACTS	1
Date Reported	Issuing Officer	
11/30/2025	NOWLIN, STEVE	
CITATION NUMBER	CHARGES	Count
C34054	CRIMINAL VIOL - ASSAULT IN THE THIRD DEGREE, CRIMINAL VIOL - DOMESTIC VIOLENCE	1
Date Reported	Issuing Officer	
11/25/2025	RUIZ, DANIEL	
CITATION NUMBER	CHARGES	Count
C30365	CRIMINAL VIOL - CRIME OF VIOLATION OF A PROTECTION ORDER (M1), CRIMINAL VIOL - CRIME OF VIOLATION OF A PROTECTION ORDER (M1)	1
Date Reported	Issuing Officer	
11/2/2025	SUMMERS, JOSEPH	
CITATION NUMBER	CHARGES	Count
C33893	CRIMINAL VIOL - CRIME OF VIOLATION OF A PROTECTION ORDER (M2)	1
Date Reported	Issuing Officer	
11/9/2025	MORTON, COLBY	

CITATION NUMBER	CHARGES	Count
C30393	CRIMINAL VIOL - CRIMINAL MISCHIEF <\$300	1
Date Reported		Issuing Officer
11/21/2025		WORCESTER, CAYDEN
CITATION NUMBER	CHARGES	Count
C33740	CRIMINAL VIOL - DROVE VEHICLE DUI - ALCOHOL/DRUGS/OR BOTH	1
Date Reported		Issuing Officer
11/21/2025		WEST, MARC
CITATION NUMBER	CHARGES	Count
C30441	TRAFFIC VIOL-ORDINANCE - OBEDIENCE TO OFFICIAL TRAFFIC CONTROL DEVICES	1
Date Reported		Issuing Officer
11/24/2025		MORTON, COLBY
CITATION NUMBER	CHARGES	Count
C34055	TRAFFIC VIOL-ORDINANCE - SPEEDING-	1
Date Reported		Issuing Officer
11/28/2025		RUIZ, DANIEL
CITATION NUMBER	CHARGES	Count
C34074	TRAFFIC VIOL-ORDINANCE - SPEEDING LIMITS	1
Date Reported		Issuing Officer
11/6/2025		GREEN, KAYLEE
CITATION NUMBER	CHARGES	Count
C34075	TRAFFIC VIOL-ORDINANCE - SPEEDING LIMITS	1
Date Reported		Issuing Officer
11/10/2025		GREEN, KAYLEE
CITATION NUMBER	CHARGES	Count
C34076	TRAFFIC VIOL-ORDINANCE - SPEEDING LIMITS	1
Date Reported		Issuing Officer
11/12/2025		GREEN, KAYLEE
CITATION NUMBER	CHARGES	Count
C34078	TRAFFIC VIOL-ORDINANCE - SPEEDING LIMITS	1
Date Reported		Issuing Officer
11/13/2025		GREEN, KAYLEE
CITATION NUMBER	CHARGES	Count
C34079	TRAFFIC VIOL-ORDINANCE - SPEEDING LIMITS	1
Date Reported		Issuing Officer
11/13/2025		GREEN, KAYLEE
CITATION NUMBER	CHARGES	Count

C34052	TRAFFIC VIOL-STATUTE - DISPLAYED EXPIRED NUMBER PLATES	1
Date Reported		Issuing Officer
11/24/2025		RUTZ, DANIEL
CITATION NUMBER	CHARGES	Count
C34133	TRAFFIC VIOL-STATUTE - DROVE VEHICLE W/O VALID CO LICENSE-RESIDENT >30 DAYS, CRIMINAL VIOL - DROVE VEHICLE DUI - ALCOHOL/DRUGS OR BOTH , TRAFFIC VIOL-STATUTE - OPEN ALCOHOLIC BEVERAGE CONTAINER - MOTOR VEHICLE - PROHIBITED, TRAFFIC VIOL-STATUTE - CHANGED LANES WHEN UNSAFE	1
Date Reported		Issuing Officer
11/23/2025		AYBAR, HAKAN
CITATION NUMBER	CHARGES	Count
C34142	TRAFFIC VIOL-STATUTE - DROVE VEHICLE W/O VALID CO LICENSE-RESIDENT >30 DAYS, TRAFFIC VIOL-STATUTE - FAILED TO PRESENT EVIDENCE OF INSURANCE ON REQUEST	1
Date Reported		Issuing Officer
11/23/2025		ROGERS, KYLER
CITATION NUMBER	CHARGES	Count
C33461	TRAFFIC VIOL-STATUTE - DROVE VEHICLE W/O VALID CO LICENSE-RESIDENT >30 DAYS, TRAFFIC VIOL-STATUTE - OPERATED AN UNINSURED MOTOR VEHICLE ON PUBLIC ROADWAY , TRAFFIC VIOL-STATUTE - DISPLAYED EXPIRED NUMBER PLATES	1
Date Reported		Issuing Officer
11/17/2025		SMITH, STEVEN
CITATION NUMBER	CHARGES	Count
C33460	TRAFFIC VIOL-STATUTE - DROVE VEHICLE W/O VALID CO LICENSE-RESIDENT >30 DAYS, TRAFFIC VIOL-STATUTE - OWNER OPERATED/ALLOWED TO BE OPERATED AN UNINSURED MV ON PUB	1
Date Reported		Issuing Officer
11/14/2025		SMITH, STEVEN
CITATION NUMBER	CHARGES	Count
C33462	TRAFFIC VIOL-STATUTE - DROVE VEHICLE W/O VALID CO LICENSE-RESIDENT >30 DAYS, TRAFFIC VIOL-STATUTE - SPEEDING > 10-19 MPH OVER PRIMA FACIE LIMIT	1
Date Reported		Issuing Officer
11/29/2025		SMITH, STEVEN
CITATION NUMBER	CHARGES	Count
C33892	TRAFFIC VIOL-STATUTE - DROVE VEHICLE W/O VALID LICENSE, TRAFFIC VIOL-STATUTE - OPERATED AN UNINSURED MOTOR VEHICLE ON PUBLIC ROADWAY	1
Date Reported		Issuing Officer
11/8/2025		MORTON, COLBY
CITATION NUMBER	CHARGES	Count
C34140	TRAFFIC VIOL-STATUTE - FAILED TO PRESENT EVIDENCE OF INSURANCE ON REQUEST	1
Date Reported		Issuing Officer
11/9/2025		ROGERS, KYLER
CITATION NUMBER	CHARGES	Count

Date Reported	Issuing Officer
11/20/2025	RUIZ, DANIEL

CITATION NUMBER	CHARGES	Count
C34141	TRAFFIC VIOL-STATUTE - FAILED TO PRESENT EVIDENCE OF INSURANCE ON REQUEST	1

Date Reported	Issuing Officer
11/22/2025	ROGLERS, KYLER

CITATION NUMBER	CHARGES	Count
C33930	TRAFFIC VIOL-STATUTE - SPEEDING 25-39 MPH > POSTED LIMIT IN CONSTRUCTION SCHOOL ZON, CRIMINAL VIOL. - DROVE VEHICLE DUT - ALCOHOL/DRUGS/OR BOTH	1

Date Reported	Issuing Officer
11/28/2025	GUTTRIDGE, DAYLAN

To: Honorable Town Board of Dolores
From: Leigh Reeves, Town Manager
RE: Manager's Report – for December 8, 2025

Hello Honorable Mayor and Town Trustees,

I'm happy to share a few clear and simple updates for this month.

First, we are still working with the County on a contract for sheriff services. This helps make sure our town stays safe and that everyone understands their roles and expectations. Resolution R663 is included tonight for your approval, along with the contract for 2026. Our legal teams worked together to create an agreement that we believe will work well for both sides.

We also have good news about curbside recycling. Enough residents signed up, so we can move ahead with a curbside recycling program and trash service in **2026**. Cortez is ready to provide the service, and it should be a benefit to the whole community. We will bring an MOU for your review early next year.

In the consent agenda this evening, you'll see an **MOU for the Senior Nutrition Program** through Montezuma County. We budgeted a \$15,000 grant to support the program, and they will continue to pay for use of the space as they have in past agreements. This update came from our Advisory Committee meeting. We used to operate under a contract, but this year we decided to handle it through an MOU.

At our November workshop, you heard from **Jordan Lang and Darby Detloff**, along with CHFA and their consulting team. We now have a letter of interest going to the State Department of Housing. This will help them continue seeking funding to build **four affordable rental units** in Dolores. We are acting as the fiscal sponsor, which allows them to move forward in the state's process.

For our **budget**, we have three resolutions this evening. Kelley will walk you through the details since she has been closely managing this work.

More great news: Resolution **R684** approves the contract for the **Fishing Is Fun** project. We selected **F&M Construction**, a company with strong experience on similar river projects across the Southwest region. Work in the river will begin in December. This is a major milestone, and you should feel proud—we have been working toward this since **2022**.

We are also beginning renewed work with the Dolores Library Board. The Mayor reached out to their Board President, and we now have a presentation scheduled for our December 22nd workshop. They will share financials, collection statistics, and other updates. This will help strengthen our partnership and support the library in a positive, collaborative way.

Also on tonight's agenda is Resolution **R682**, which replaces the 2010 Handbook and the 2022 updates with a fully revised **Employee Handbook**. The new version is modernized, aligns with current Colorado statutes, and updates our system from vacation/sick time to a single **Paid Time Off** policy. This will make earned time off more flexible and useful for all staff.

We are also preparing the property next to the shop at **29 Central Avenue**, where a donated shed will be placed for the **Dolores Family Project**. They will use this space to store and pack food for families in need.

Finally, Kelley and I are working with an event planner from **Yeti Bikes** to bring a weekend gathering of Yeti riders to Dolores in July. The event would use Joe Rowell Park and the Community Center, with bands performing in Flanders Park. This could bring great exposure to Dolores as a mountain-biking destination. We are also coordinating with Jake Quigley from Zuma Ranch and will keep you updated as plans develop.

Thank you for taking the time to read this report. Please feel free to ask questions. Let's continue our good work together for the Town of Dolores.

**TREASURER'S REPORT
TOWN OF DOLORES**

	31-Oct-25	30-Nov-25
Petty Cash	\$ 300.00	\$ 300.00
Hi-Fi Savings Account	\$ 738,003.25	\$ 1,463,871.06
Checking Account	\$ 267,758.27	\$ 140,521.22
Conservation Trust Fund	\$ 41,989.68	\$ 41,989.68
Colo Trust	\$ 1,783,654.54	\$ 1,789,245.41
Community Center Checking	\$ 59,552.58	\$ 58,229.51
Business Account (AFLAC)	\$ 757.95	\$ 383.49
Total	\$ 2,892,016.27	\$ 3,494,540.37
Grant Data:		
GOCO grant revenue	\$	398,258.75
Payment to ARC to clear in Dec	\$	(328,487.99)
EIAF 9575: Town Hall	\$	80,416.73
EIAF 9950: Water Main	\$	11,604.36
Other:		

TOWN OF DOLORES SALES & MARIJUANA TAXES (COMBINED IN JUNE 2022)

Dollars posted in Month Received for Prior Month Sales Tax Revenue	2021	2022	2023	2024 Total	2025 Total	2025 0.5% Streets	DIFFERENCE BETWEEN 2024 AND 2025	AMOUNT REMAINING TO BE COLLECTED FOR 2025 BUDGET OF \$791,000
JAN	\$ 62,845.40	\$ 64,745.75	\$ 60,874.82	\$ 74,323.48	\$ 681.68	\$ 3.41	*n/a	\$ 790,318.32
FEB	\$ 66,319.00	\$ 63,231.49	\$ 71,642.46	\$ 67,864.83	\$ 84,203.44	\$ 421.02	\$ 16,338.61	\$ 706,114.88
MAR	\$ 56,104.97	\$ 44,753.17	\$ 53,833.00	\$ 60,281.75	\$ 71,757.34	\$ 358.79	\$ 11,475.59	\$ 634,357.54
APRIL	\$ 52,616.65	\$ 49,138.60	\$ 50,983.06	\$ 60,873.19	\$ 497.23	\$ 2.49	*n/a	\$ 633,860.31
MAY	\$ 64,858.45	\$ 62,110.44	\$ 55,108.38	\$ 63,398.06	\$ 134,487.26	\$ 672.44	*n/a	\$ 499,373.05
JUNE	\$ 54,217.11	\$ 61,514.64	\$ 58,138.77	\$ 63,281.29	\$ 72,135.05	\$ 360.68	\$ 8,853.76	\$ 427,238.00
JULY	\$ 67,285.96	\$ 67,833.95	\$ 71,223.87	\$ 73,499.29	\$ 87,209.57	\$ 436.05	\$ 13,710.28	\$ 340,028.43
AUG	\$ 80,278.60	\$ 80,265.52	\$ 93,176.53	\$ 87,681.59	\$ 103,118.70	\$ 515.59	\$ 15,437.11	\$ 236,909.73
SEPT	\$ 81,307.43	\$ 81,649.74	\$ 96,553.58	\$ 112,251.48	\$ 113,755.05	\$ 568.78	\$ 1,503.57	\$ 123,154.68
OCT	\$ 72,119.89	\$ 92,143.90	\$ 78,036.27	\$ 108,052.16	\$ 102,883.54	\$ 514.42	\$ (5,168.62)	\$ 20,271.14
NOV	\$ 84,376.18	\$ 103,074.30	\$ 88,255.02	\$ 93,668.73	\$ 102,970.54	\$ 514.85	\$ 9,301.81	\$ (82,699.40)
DEC	\$ 73,546.84	\$ 72,955.43	\$ 91,713.95	\$ 106,954.40		\$ -		
TOTALS	\$ 815,876.48	\$ 843,416.93	\$ 869,539.71	\$ 972,130.25	\$ 873,699.40	\$ 4,368.50	\$ 210,244.44	

Town of Dolores
Fire Hydrant
Maintenance/Test

Year 2025

	Date of Use	Location	Operational (Yes/No)	Comments or Concerns
1	10-25	18404	Y	368.4
2		18390	Y	370.5
3		201 n 21 st	Y	370.8
4		1906 Hillside	Y	371.9
5		100 n 18 th	Y	372.4
6		106 17 th	Y	373.0
7		2036 Hillside	Y	373.3
8		102 n 15 th	Y	374.0
9		1121 Central	Y	374.4
10		1319 RR Ave	Y	375.0
11		101 n 9 th	Y	375.5
12		214 8 th	Y	376.1
13		620 RR	Y	376.4
14		203 n 10 th	Y	376.9
15		1011 Central	Y	377.3
16		101 n 8 th	Y	378.0
17		601 Central	Y	378.6
18		208 6 th	Y	379.1
19		301 4 th	Y	379.6
20		100 n 5 th	Y	379.9
21		4 th & Central	Y	380.2
22		1251 Merritt Way	Y	380.7
23		204 2nd	Y	381.2
24		JRP	Y	381.9
25	10-25	31 Central	Y	382.2
26	11-25	106 17 th	Y	382.7
27		209 14 th	Y	383.6
28		200 11 th	Y	385.2
29		200 11 th	Y	386.8
30		108 Breannon	Y	387.4
31		203 10 th	Y	388.4
32		209 14 th	Y	389.1
33		Preschool & 16 th	Y	389.6
34		3rd & Central	Y	390.3
35		210 7 th	Y	390.8
36		208 6 th	Y	392.1
37	11-25	2nd & Central	Y	392.4
38				
39				

To: Town Board Trustees

From: Dolores Community Center Advisory Committee

Report 11.19.2025

Hello Trustees

Here is the Dolores Community Center Advisory Committee (DCC Advisory Committee) report for December 2025 since the second BOT meeting is only a worksession these days.

Items of interest for this report

- **MOU and Contract Senior Lunches:** The DCC Advisory Committee had a meeting with Kelli Hargraves from the Montezuma County Senior Services in November. The nature of the meeting was to discuss a number of topics that resulted in the cleanup of the Senior Center food closet and consolidation of food to reduce unnecessary appliance use within the Dolores Community Center. Some of the discussion centered around not only the good work accomplished but also the contract for use of the center and adding a simple MOU agreement between The Town of Dolores and Montezuma County Senior Services. The DCC Advisory Committee recommends the Board of Trustees to consider adding this valuable communication MOU with an annual review for renewal.

Here is a bullet list of items that were brought up that could be included in this MOU that are not covered in a simple contract for use of the Dolores Community Center. These are items to help increase communication between the Town of Dolores- owner of the Dolores Community Center and Montezuma County Senior Services. These items are a few that do not normally get addressed in a simple contract for use of the kitchen and particularly when funds are requested from the Town in addition to free use of the space.

- Specific duties that need to be completed by Montezuma County Senior Services when using the Dolores Community Center kitchen and facility: At the outset this would not look much different than a current contract for use that the Dolores Community Center has in their general contract for use, but could identify communication systems, expectations and reporting methods to increase working partnership of the space to maintain high quality services to Dolores area seniors. This could also include or coincide with an annual health inspector visit and report of the senior center storage area if one is conducted for the Dolores Community Center in general.
- Secure storage and labeling of senior service luncheon equipment: There are currently many items in cupboards that apparently belong to Montezuma County Senior Services and are for use by the senior lunches. These include dishes, plates, cups, pots, and pans that are currently not secured. There was some mention during the discussion that some

Mission: Cultivating growth and opportunity in a welcoming, inclusive, and accessible environment, where community can connect, learn, and thrive together.

Vision: To be a vibrant gathering space where community members connect, collaborate, and celebrate diverse interests in a welcoming and well-maintained space. We strive to create an adaptable and stable environment that evolves with the needs and aspirations of our rural community, fostering a sense of unity, resilience, and shared purpose.

Senior Center service items have disappeared over the years. An MOU could articulate what these items are, where these things could get stored, how they are secured, and how if necessary Dolores Community center staff and or town staff have access to them if needed or if relocation is necessary. Additionally, a future goal of the Dolores Community Center Advisory Committee is to have a couple of cupboards that are dedicated with kitchen supplies within them for community rental use when the kitchen area is contracted. This would include simple things like salt and pepper shakers, napkin holders, potentially pots and pans, large beverage pitchers, and maybe a few other items to help folks that rent the kitchen who potentially do not have all the supplies to bring in. Something to work with if needed. Consolidation of the Senior Center items into a few cupboards to make others available for this might be beneficial as space right now is currently occupied in many of the cupboards in the Dolores Community Center by Senior services. The Montezuma County Senior Services director Kelli Hargraves has also agreed to look at consolidating items, using push carts to secure Senior Center items in the senior closet, and also has offered to keep track of what items are used on a regular basis under an MOU. This may enable Senior Services to see if some items could maybe be removed from the center from lack of use. The proposal from both parties is to run that for six months and review in April 2026.

- **Appliances:** The appliances that are currently in the Senior Center Services closet are owned by the Montezuma County Senior Services. An articulation of the inventory that is owned by Montezuma County Senior Services and their maintenance requirements to be in compliance with our land use code/ building requirements maybe wise. An example is having appropriate devices to ensure proper power delivery and reduce fire hazard. As a side note the Montezuma County Senior Services is looking for an updated refrigerator that has an ice maker attached to it so energy efficiency can be obtained according to the energy audit, and add an option of seniors being able to have some ice for use with meals. This also would maybe require some work on the Dolores Community Center to have plumbing occur to run a water line to an appliance that makes ice. Some MOU features could include who would cover that cost, and who would cover the damage if there was a water leak or other issues with equipment or items that belong to the Montezuma County Senior Services, particularly if they impact the Dolores Community Center in some way that resulted in damage or need for repair.
- **Communication process:** One of the better discoveries that came out of this discussion was the realization that sometimes the center is not in a condition that is ready for senior service lunches to occur. There apparently have been situations where the Montezuma County Senior Service staff member has had to clean up an area from a previous event in order to be able to serve senior lunches on time. There was a good discussion about what is the chain of communication for a Montezuma County Senior Service staff member to get assistance with the cleanup if there needs to be one, and if no assistance is available what is the compensation process for the person who might have had to spend hours conducting labor to have the site in a condition that could serve senior lunches.

Mission: Cultivating growth and opportunity in a welcoming, inclusive, and accessible environment, where community can connect, learn, and thrive together.

Vision: To be a vibrant gathering space where community members connect, collaborate, and celebrate diverse interests in a welcoming and well-maintained space. We strive to create an adaptable and stable environment that evolves with the needs and aspirations of our rural community, fostering a sense of unity, resilience, and shared purpose.

- Articulating in the MOU the agreed upon annual amount to be given from the town of Dolores to Montezuma County Senior Services and what services would be provided for that funding amount: You have been asked as a board to approve funds to be given to the Montezuma County Senior Services Center. The DCC Advisory Committee feels strongly that an MOU would be a nice way to articulate what services will be/ were provided for the amount of funds exchanged. This would at least give you a review process to see if those deliverables were met if a funding request is made in the subsequent year.
- ****Action item:** The Dolores Community Center Advisory Committee the Dolores town staff, and Montezuma County Senior Services representatives think they can draft an MOU sample for review and discussion for the Board of Trustees to review and approve with a timeline implementation in January of 2026.

- **Discussion and recommendation of Dolores Food Project Use of the Dolores Community Center:** Amber Lansing came in to present to the Dolores Community Center Advisory Committee a proposal to have the Dolores Food Project pantry relocate to an area in the Dolores Community Center free of charge until the end of December 2025. The Dolores Community Center Advisory Committee supported this request and are excited about the Town support of the Dolores Food Project

- **Meeting schedule and viability of the Dolores Community Center Advisory Committee:**

There was significant discussion among committee members and the town manager about the meeting schedule of the Dolores Community Center Advisory Committee. Some of this discussion centered around complexities with attendance of committee members to generate a quorum, lack of communication between the town, the Dolores Community Center manager, and the committee. Another slight communication complication is the move of the Board of Trustees from a general meeting to a worksession the last Monday of the month. The DCC Advisory Committee in the beginning of inception, moved the meeting to the third Tuesday to enable the Committee to get a report and action items to the board on the 4th Monday. Since this is now a worksession the Committee action and reports are now not seen until the second Tuesday of the following month by the Board of Trustees. This lag in time seems to be a hindrance to the town manager. The second half of the discussion centered around whether an ex officio member of the Board of Trustees really needs to be present or if this is an unnecessary burden on trustees. The final discussion centered around the continued need of a Dolores Community Center advisory committee as an advisory entity to the Town of Dolores Board of Trustees at all. At the outset, the manager indicated that the DCC Advisory Committee in many ways seemed as though it was no longer necessary. After long discussion, it was apparent that the town staff and one member of the Dolores Community Center Advisory Committee indicated that the committee itself is hindering progress that Town staff could do in an operational capacity. The committee member and town

Mission: Cultivating growth and opportunity in a welcoming, inclusive, and accessible environment, where community can connect, learn, and thrive together.

Vision: To be a vibrant gathering space where community members connect, collaborate, and celebrate diverse interests in a welcoming and well-maintained space. We strive to create an adaptable and stable environment that evolves with the needs and aspirations of our rural community, fostering a sense of unity, resilience, and shared purpose.

manager added that the committee seemed to be adding another unnecessary layer of bureaucracy to the Dolores Community Center operations. All other DCC committee members did not feel that way in any fashion and expressed that having a community advisory committee enables the center to be true to its intent, to be for community. Committee members listed out benefits of the committee such as aiding in collaborative partnerships, assisting in plans or recommendations for the Board of Trustees on community requests, assisting the manager with structural analysis such as the energy audits, equipment needs or updated agreements. Overall the general sense was that the committee does much of the leg work for a recommendation to the board and staff to consider around many requests and issues with a community lens, not a staff, corporate or Trustee lens. Most of the Committee was also really pleased to hear the Center is actually in a small profit margin. That is amazing considering the shape the Center was in when it was requested the town take it over. So, most of the Committee is extremely positive of the work that has been done so far.

Because of the discussion, we are bringing this back before the board for careful discussion and consideration as to whether the Board would like to see the advisory committee take a different direction, and or if there could be some consensus that the advisory committee is no longer needed as the Dolores Community Center is owned by the Town of Dolores. Should a committee continue to aid the Board of Trustees or do the Trustees want the manager to take care of the center in an operational capacity?

*****Action item:** After some long discussion, the Committee and the town manager agreed to have the town manager draft a small paragraph in the Town Manager report articulating to the Board of Trustees the staff sense of what would be valuable for the Dolores Community Center Advisory Committee to do. A decision by the Board of Trustees on the continued existence of the advisory committee is necessary and must occur at this meeting so that the Dolores Community Center Advisory Committee could be informed as to whether they will continue meeting or that the committee is dissolved and their services are no longer needed.

Respectfully submitted:

Jennifer Stark: Chair DCC Advisory Committee

Mission: Cultivating growth and opportunity in a welcoming, inclusive, and accessible environment, where community can connect, learn, and thrive together.

Vision: To be a vibrant gathering space where community members connect, collaborate, and celebrate diverse interests in a welcoming and well-maintained space. We strive to create an adaptable and stable environment that evolves with the needs and aspirations of our rural community, fostering a sense of unity, resilience, and shared purpose.

Public Hearings
Related Resolutions

Ordinances

RESOLUTION R673
SERIES 2025
TOWN OF DOLORES
NOTICE TO SET 2026MILL LEVY

**A RESOLUTION LEVYING PROPERTY TAXES FOR THE YEAR OF 2026 TO
HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE TOWN OF
DOLORES, COLORADO
FOR THE 2026 BUDGET YEAR**

WHEREAS, the Board of Trustees of the Town of Dolores, has adopted an annual budget in accordance with the Local Government Budget Law and the Colorado Constitution (Tabor) on December 8, 2025, and

WHEREAS, the amount of money necessary to balance the budget for general operating expenses, debt retirement expenses, enterprise funds and other matters is as more particularly set forth in and incorporated into the Budget Resolution by reference; and

WHEREAS, the **2025** total assessed valuation for the Town of Dolores as re-certified in December 2024 by the Montezuma County Assessor is **\$12,067,350**.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES of the Town of Dolores, Colorado:

Section 1. That for the purpose of meeting all general operating expenses of the Town of Dolores, except those designated as enterprise funds, during the 2025 budget year, there is hereby levied a tax of **8.306 mills** upon each dollar of total valuation for assessment. This is based upon all taxable property within the Town of Dolores for the year 2024, or as further amended to reflect compliance with Amendment #1 of the Colorado Constitution.

Section 2. The Mayor of the Town of Dolores is hereby authorized and directed to immediately certify to the County Commissioners of Montezuma County, Colorado, and the mill levy for the Town of Dolores. The levy is herein-above determined and set, and if necessary, to re-certify such other mill levies as may be necessary under Tabor and C.R.S. 39-1 111.5 as amended, if it is determined to be in the best interest of the Town to make a temporary mill levy reduction.

HEREBY ADOPTED on this 8th day of December 2025.

Mayor of Dolores:

ATTEST:

Chris Holkestad

Kelley Unrein, Town Clerk

Mill Levy Public Information
Pursuant to 39-1-125 C.R.S.

Counties can ask local governments to submit this form to the county by December 15th pursuant to 39-1-125 (1) (c) C.R.S. Local governments, please verify with the county whether they would like you to use this form or a different process to provide this information.

Taxing Entity Information

Taxing Entity: Town of Dolores
County: Montezuma
DOLA Local Government ID Number: 42008
Subdistrict Number (if applicable): n/a
Budget/Fiscal Year: 2026

Mill Levy Information

1. Mill Levy Name or Purpose: Property Tax
2. Mill Levy Rate (Mills) : 8.306
3. Previous Year Mill Levy Rate (Mills) : 10
4. Previous Year Mill Levy Revenue Collected : \$97,887
5. Mill Levy Maximum Without Further Voter Approval: 10
6. Allowable Annual Growth in Mill Levy Revenue : \$5384
7. Actual Growth in Mill Levy Revenue Over the Prior Year: \$1477
8. Is revenue from this mill levy allowed to be retained and spent as a voter-approved revenue change pursuant to section 20 (7)(b) of Article X of the State Constitution (TABOR)? yes
9. Is revenue from this mill levy subject to the Statutory Property Tax (5.5%) Limit in 29-1-301 C.R.S.? yes
10. Is revenue from this mill levy subject to any other limit on annual revenue growth enacted by the local government or another local government? no
11. Does the mill levy need to be adjusted or does a temporary mill levy reduction need to be used in order to collect a certain amount of revenue? If "Yes", what is the amount?
Yes-temporary decrease of 1.694 mills
12. Other or additional information:

Contact Information

Contact Person: Kelley Unrein
Title: Treasurer
Phone: 970.882.7720
Email: kelleyu@townofdolores.com



OFFICE OF THE COUNTY ASSESSOR

Leslie Bugg

140 West Main St. Suite 3

Cortez, Colorado 81321

Phone: 970-565-3428

Fax: 970-565-1247

lbugg@co.montezuma.co.us

www.co.montezuma.co.us

November 25, 2025

To Whom It May Concern:

Enclosed you will find the **final** Certification of Valuation report for your taxing district for tax year 2025. Your 2025 mill levy calculation should be based on the data on this report.

Copies of this report are being sent to the Colorado Division of Local Government and the Department of Education per statute.

Please feel free to contact our office if you have any concerns or questions pertaining to the enclosed report.

Our entire staff would like to convey our hopes that you have a wonderful Holiday Season and a very Merry Christmas.

Sincerely,

Leslie Bugg

Montezuma County Assessor

New Tax Entity? ☐ YES ☒ NO

Montezuma County COUNTY ASSESSOR

Date 11/24/2025

NAME OF TAX ENTITY: TOWN OF DOLORES

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5%" LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) and 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2025:

1.	PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	1.	\$ 9,788,660
2.	CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: ‡	2.	\$ 12,067,350
3.	LESS TOTAL TIF AREA INCREMENTS, IF ANY:	3.	\$ 0
4.	CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	4.	\$ 0
5.	NEW CONSTRUCTION: *	5.	\$ 0
6.	INCREASED PRODUCTION OF PRODUCING MINE: ≈	6.	\$ 0
7.	ANNEXATIONS/INCLUSIONS:	7.	\$ 0
8.	PREVIOUSLY EXEMPT FEDERAL PROPERTY: ≈	8.	\$ 0
9.	NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b), C.R.S.): ☐	9.	\$ 0
10.	TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(a), C.R.S.). Includes all revenue collected on valuation not previously certified:	10.	\$ \$0.00
11.	TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(I)(B), C.R.S.):	11.	\$ \$160.10

‡ This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution

* New Construction is defined as: Taxable real property structures and the personal property connected with the structure.

≈ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation: use Forms DLG 52 & 52-A.

☐ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation: use Form DLG 52B.

USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART. X, SEC. 20, COLO. CONSTITUTION AND 39-5-121(2)(b), C.R.S., THE Montezuma County ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2025:

1.	CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶	1.	\$ 130,090,974
----	---	----	----------------

ADDITIONS TO TAXABLE REAL PROPERTY

2.	CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: *	2.	\$ 0
3.	ANNEXATIONS/INCLUSIONS:	3.	\$ 0
4.	INCREASED MINING PRODUCTION: §	4.	\$ 0
5.	PREVIOUSLY EXEMPT PROPERTY:	5.	\$ 0
6.	OIL OR GAS PRODUCTION FROM A NEW WELL:	6.	\$ 0
7.	TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX	7.	\$ 0

WARRANT: (If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.)

DELETIONS FROM TAXABLE REAL PROPERTY

8.	DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	8.	\$ 0
9.	DISCONNECTIONS/EXCLUSIONS:	9.	\$ 0
10.	PREVIOUSLY TAXABLE PROPERTY:	10.	\$ 0

¶ This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.

* Construction is defined as newly constructed taxable real property structures.

§ Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS:

TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY \$131,286,759

IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES:

HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): ** \$25,573

** The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119.5(3), C.R.S.

NOTE: ALL LEVIES MUST BE CERTIFIED to the COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.

USE FOR STATUTORY PROPERTY TAX LIMIT CALCULATION ("5.25%" LIMIT)

IN ACCORDANCE WITH §§ 39-5-121(2)(a) and 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2025 :

1.	CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION:	1.	\$12,067,350
2.	LESS TOTAL TIF AREA INCREMENTS, IF ANY:	2.	\$0
3.	CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	3.	\$0
4.	NEW CONSTRUCTION:	4.	\$0
5.	ANNEXATIONS/INCLUSIONS:	5.	\$0
6.	PREVIOUSLY EXEMPT PROPERTY:	6.	\$0
7.	TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(A), C.R.S.). Includes all revenue collected on valuation not previously certified:	7.	\$0.00
8.	INCREASED VALUATION FOR ASSESSMENT ATTRIBUTABLE TO A CHANGE IN LAW FOR A PROPERTY TAX CLASSIFICATION* (29-1-306(3)(a), C.R.S.) and (39-10-114(1)(a)(I)(B), C.R.S.):	8.	\$0
9.	TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) AND (39-10-114(1)(a)(I)(B), C.R.S.):	9.	\$160.10
10.	TOTAL VALUATION FOR ASSESSMENT FROM PRODUCING MINES OR LANDS OR LEASEHOLDS PRODUCING OIL OR GAS	10.	\$0
11.	REVENUE INCREASE FROM EXPIRED TIF:	11.	\$0

* Change in law for property tax classification does not include changes in classification due to property use changes.

Note:

The property tax limit will apply to all property taxing entities with the exception of school districts and any county, city and county, city, or town that has adopted a home rule charter (29-1-306(1)(b), C.R.S.). The revenue limit applies to any property taxing entities that have authority to exceed current 5.5% and the TABOR limit.

The Division of Local Government ("the Division") has developed technical assistance resources to assist taxing entities with the calculation of the property tax limit available online here (<https://dlg.colorado.gov/budget-information-and-resources>). Please understand that the Division has no statutory or administrative role in calculating or enforcing the property tax limit, and each taxing entity's revenue limits and voter approval history may be unique. The technical assistance resources provided by the Division with regard to the property tax limit are not definitive and not legal advice. Taxing entities may choose to calculate the property tax limit with a methodology that is different from the methodology presented in the Division's technical assistance resources. The Division always recommends that taxing entities consult with an attorney in order to understand and apply the various statutory and constitutional revenue limits that may apply to that taxing entity.

NOTE: ALL LEVIES MUST BE CERTIFIED to the COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.

TOWN OF DOLORES
PROPERTY TAX REVENUE LIMIT CALCULATION WORKSHEET

DATA REQUIRED FOR THE 5.5% CALCULATION (ASSESSED VALUATIONS)

1. PREVIOUS YEAR'S NET TOTAL ASSESSED VALUATIONS	9,788,660
2. PREVIOUS YEAR'S REVENUE	97,887
3. CURRENT YEAR'S TOTAL NET ASSESSED VALUATION	12,067,350
4. CURRENT YEAR'S INCREASES IN VALUATION DUE TO ANNEXATIONS OR INCLUSIONS, IF ANY	
5. CURRENT YEAR INCREASE IN VALUATION DUE TO NEW CONSTRUCTION, IF ANY	-
6. TOTAL CURRENT YEAR INCREASE IN VALUATION DUE TO OTHER EXCLUDED PROPERTY	
7. "OMITTED PROPERTY REVENUE" FROM CURRENT YEAR C.V.	-
8. "OMITTED PROPERTY REVENUE" FROM PRIOR YEAR C.V.	
9. CURRENT YEAR'S "UNAUTHORIZED EXCESS REVENUE," IF ANY	

DATA REQUIRED FOR THE TABOR CALCULATIONS (ACTUAL VALUATIONS)

10. TOTAL ACTUAL VALUE OF ALL REAL PROPERTY	130,090,974
11. CONSTRUCTION OF TAXABLE PROPERTY	-
12. ANNEXATIONS/INCLUSIONS	
13. INCREASE IN MINING PRODUCTION	-
14. PREVIOUSLY EXEMPT PROPERTY	-
15. OIL OR GAS PRODUCTION FROM NEW WELLS	
16. TAXABLE PROPERTY OMITTED (FROM CURRENT YEAR'S C.V.)	-
17. DESTRUCTION OF PROPERTY IMPROVEMENTS	-
18. DISCONNECTIONS/EXCLUSIONS	
19. PREVIOUSLY TAXABLE PROPERTY	-
20. ABATEMENT/REFUND DOLLAR VALUE, IF ANY	160
21. INFLATION	2.40%

STEPS TO CALCULATE THE 5.5% LIMIT

A1. ADJUST THE PREVIOUS YEAR'S REVENUE TO CORRECT THE REVENUE BASE LINE 2 + LINE 8	97,887
A2. CALCULATE THE PRIOR YEAR'S TAX RATE, BASED UPON THE ADJUSTED REVENUE BASE LINE A1 / LINE 1	0.010000
A3. TOTAL THE ASSESSED VALUATION OF ALL THE CURRENT YEAR "GROWTH" PROPERTIES LINE 4+LINE 5+LINE 6	-
A4. CALCULATE THE REVENUE THAT GROWTH PROPERTIES WOULD HAVE GENERATED HAD THEY BEEN TAXED IN THE PRIOR YEAR LINE A3 X LINE A2	-
A5. EXPAND THE ADJUSTED REVENUE BASE (LINE A1) BY THE "REVENUE" FROM "GROWTH" PROPERTIES LINE A4 + LINE A1	97,887
A6. INCREASE IN EXPANDED REVENUE BASE (LINE A5) BY ALLOWABLE AMOUNTS LINE A5 X 1.055 VOTER APPROVED REVENUE INCREASE DLG-APPROVED REVENUE INCREASE EXPANDED REVENUE BASE	103,271 - - 103,271
A7. CURRENT YEAR'S REVENUE LIMIT LINE A6 - LINE 7	103,271
A8. ADJUST CURRENT YEAR'S REVENUE LIMIT BY ANY AMOUNT LEVIED OVER THE LIMIT IN THE PRIOR YEAR LINE A7 - LINE 9	103,271
A9. CALCULATE THE MILL LEVY WHICH WOULD GENERATE THE ADJUSTED REVENUE LIMIT(LINE A8) LINE A8 / LINE 3 * X1000	8.558

TABOR "LOCAL GROWTH" PERCENTAGE

B1. DETERMINE NET GROWTH VALUATION

LINES 11+12+13+14+15+16 - LINES 17+18+19

-

B2. DETERMINE THE (THEORETICAL) VALUATION OF PROPERTY WHICH WAS ON THE TAX ROLL LAST YEAR

LINE 10 - LINE B1

130,090,974

B3. DETERMINE THE RATE OF "LOCAL GROWTH"

LINE B1 / LINE B2

-

B4. CALCULATE THE PERCENTAGE OF LOCAL GROWTH

LINE B3 X 100

0.000%

TABOR PROPERTY TAX REVENUE LIMIT

C1. CALCULATE THE GROWTH IN PROPERTY TAX REVENUE ALLOWED

LINE 2

97,887

LINE B4 + LINE 21

2.40%

TABOR PROPERTY TAX REVENUE LIMIT

2,349

C2. CALCULATE THE TABOR PROPERTY TAX REVENUE LIMIT

LINE 2 + LINE C1

100,236

C3. CALCULATE THE MILL LEVY WHICH WOULD GENERATE THE TABOR PROPERTY TAX REVENUE LIMIT(LINE C2)

LINE C2 / LINE 3 X 1000

8.306

PRIOR YEAR MILL LEVY 10 .000

REVENUE PRIOR MILL LEVY CURRENT ASSESSED

120,674

The years referenced below relate to the tax year, which is always one less than the budget year.

A1. Adjust the 2024 5.5% Revenue Limit to correct the revenue base, if necessary: **\$97,887**

- A1a. The 2024 Revenue Limit **[\$101,791]** + 2023 Amount Over Limit **[\$0]** = **\$101,791**
- A1b. The lesser of Line A1a **[\$101,791]** or the 2024 Certified Gross General Operating Revenue **[\$97,887]**
- A1c. Line A1b **[\$97,887]** + 2024 Omitted Revenue, if any **[\$0]**

A2. Calculate the 2024 Tax Rate, based on the adjusted tax base: **0.010000**

- Adjusted 2024 Revenue Base **[\$97,887]** ÷ 2024 Net Assessed Value **[\$9,788,660]**

A3. Total the assessed value of the 2025 "growth" properties: **\$0**

- Annexation or Inclusion **[\$0]** + New Construction **[\$0]** + Increased Production of Producing Mine **[\$0]¹** + Previously Exempt Federal Property **[\$0]¹** + New Primary Oil & Gas Production **[\$0]¹**

A4. Calculate the revenue that the "growth" properties would have generated in 2024: **\$0**

- Line A3 **[\$0]** x Line A2 **[0.010000]**

A5. Expand the Revenue Base by "revenue" from "growth" properties: **\$97,887**

- Line A1 **[\$97,887]** + Line A4 **[\$0]**

A6. Increase the Expanded Revenue Base by allowable amounts: **\$103,271**

- A6a. The greater of 5.5% of Line A5 **[\$5,384]** or **\$0** = **\$5,384**
- A6b. Line A5 **[\$97,887]** + Line A6a **[\$5,384]** + DLG Approved Revenue Increase **[\$0]** + Voter Approved Revenue Increase **[\$0]**

A7. 2025 Revenue Limit: **\$103,271**

- Line A6 - 2025 Omitted Property Revenue **[\$0]**

A8.² Adjust 2025 Revenue Limit by amount levied over the limit in 2024: **\$103,271**

- Line A7 **[\$103,271]** - 2024 Amount Over Limit **[\$0]**

1 - These amounts, if certified by your County Assessor(s), may only be used in this calculation after an application has been made to the Division by November 1st (for New Primary Oil & Gas Production). Forms and guidelines are available by

contacting the Division.

2 - The allowed revenue of A8 does not take into account any other limits that may apply to your property tax revenue, such as statutory mill levy caps, voter-approved limitations, the TABOR property tax revenue limit, or the TABOR prohibition against increasing the mill levy without voter authorization. The property tax limitations worksheet (form DLG-53a) may be used to perform some of these calculations for comparison to the "5.5%" limit.

Revenue Growth:

County:	Previous Net Assessed Value:	Current Net Assessed Value:	Annexation/Ir	New Construction:	Collect Omitted:	Abatement Refund: ¹
Montezuma	\$9,788,660	\$12,066,830	\$0	\$0	\$0	\$160
Totals	\$9,788,660	\$12,066,830	\$0	\$0	\$0	\$160

Certified/Approved:

County:	Increased Mine Production: ²	New Primary Oil & Gas Production: ²	Previously Exempt Federal: ²	Assessor Certification:	Certification Received:	Certification of Valuation:
Montezuma	\$0	\$0	\$0	Aug 21	09/11/2025	#150373
Certified/App	\$0	\$0	\$0			

1 - When a taxing entity certifies a levy for abatement/refunds, the levy must be uniformly certified against the listed assessed valuation for each county EVEN IF THE ABATEMENT/REFUND OCCURRED IN ONLY ONE (1) COUNTY.

2 - These amounts, if certified by your county Assessors, may only be used in this calculation after an application has been made to DLG by November 1st. Forms and guidelines are available by contacting the Division.

3 - These amounts have been certified/approved and are included as "growth" for calculating the 5.5% Revenue Limit.

Dolores

If you need assistance, please contact the Division of Local Government:
[Budget Resources and Filing](#)

Phone: (303) 864-7720
Fax: (303) 864-7759

**PUBLIC NOTICE
TOWN OF DOLORES
NOTICE OF BUDGET HEARING**

Notice is hereby given that a proposed budget has been submitted to the Town of Dolores Board of Trustees for the fiscal year beginning January 1, 2026. A copy of the proposed budget is on file at Dolores Town Hall, 601 Central Avenue, Dolores, Colorado, where it is open for public inspection during regular business hours.

The proposed budget will be considered at a **public hearing** to be held at **Town Hall on Monday, November 10, 2025, at 5:30 p.m.** and a **public hearing** for the adoption of the 2026 budget on **December 8, 2025**. Any interested elector of the Town of Dolores may file or register any objections to the proposed budget at any time prior to its final adoption.

By order of the Board of Trustees of the Town of Dolores.

Dated this 14th day of October 2025.

Kelley Unrein, Town Treasurer
Town of Dolores, Colorado

Publish: The Journal, October 15, 2025. October 29, 2025.

RESOLUTION 674 – SERIES 2025

TOWN OF DOLORES

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND, ADOPTING A BUDGET (EXHIBIT B) FOR THE TOWN OF DOLORES, COLORADO FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2026 AND ENDING ON THE LAST DAY OF DECEMBER 2026, AND THE APPROPRIATION OF SUCH FUNDS

WHEREAS, THE BOARD OF TRUSTEES OF THE TOWN OF DOLORES, has appointed Kelley Unrein, Treasurer, to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Kelley Unrein, Treasurer, has submitted a proposed budget to the Board of Trustees on October 13, 2025 for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, as shown in EXHIBIT A. Said proposed budget was open for inspection by the public at a designated place, a public hearing was held on the 10th day of November, 2025 and 8th day of December, 2025, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues, or planned to be expended from reserves and/or fund balances so that the budget is adopted in accordance with Colorado Revised Statutes Sections 29-101, et seq.)

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF DOLORES, COLORADO:

1. That the budget submitted as EXHIBIT B, amended and summarized by fund, hereby is approved and adopted as the 2026 Budget for the Town of Dolores.
2. The Board of Trustees will allow appropriations of such funds budgeted, as shown in EXHIBIT B.
3. That the budget and the appropriation of those funds are hereby approved and adopted shall be signed by the Mayor and made a part of the public records of the Town of Dolores, Colorado.

ADOPTED THIS 8th DAY OF December, 2025, by the Board of Trustees of the Town of Dolores, Colorado.

Mayor of Dolores:

ATTEST:

Chris Holkestad

Kelley Unrein, Town Treasurer/Town Clerk

Town of Dolores, Colorado

Budget Message – Fiscal Year 2026

Honorable Mayor Holkestad, Trustees, and Residents of Dolores:

It is my pleasure to present the **Town of Dolores 2026 Budget**, a comprehensive financial plan that reflects our continued commitment to fiscal responsibility, infrastructure investment, and community vitality. The 2026 Budget is balanced and prepared in compliance with the **Colorado Local Government Budget Law (C.R.S. 29-1-101 et seq.)**. It maintains essential public services, supports key infrastructure projects, and upholds the Town's long-standing practice of conservative and transparent fiscal management.

Budget Overview

The 2026 Budget ensures that all expenditures are supported by projected revenues and available fund balances. Despite cost increases in materials, utilities, and construction, the Town continues to maintain stability and solvency through disciplined spending, prudent reserves, and active pursuit of grant funding.

Strategic goals guiding this year's budget include:

- Investing in **water system reliability and replacement**
 - Maintaining **safe and functional streets**
 - Supporting **community services and public facilities**
 - Preserving **financial sustainability** for future years
-

Revenue Summary

The Town's primary sources of revenue remain sales tax, property tax, utility service fees, and intergovernmental revenues.

- **Sales tax revenues** remain stable but are not showing significant growth compared to prior years. While local spending and tourism remain steady, the Town is budgeting conservatively given broader economic trends and regional retail competition.
- **Property tax revenue** reflects modest growth within the statutory 5.5% limit, maintaining affordability for residents while supporting essential services.
- **Intergovernmental revenues**, including state highway user tax funds, severance tax, and grant awards, continue to support capital improvements and maintenance.

- **User fees** from the water and sewer utilities provide dedicated funding for infrastructure maintenance and replacement.
-

Fund Summaries

General Fund

The General Fund supports the daily operations of the Town, including administration, planning, code enforcement, law enforcement services, parks, and community programs. The 2026 budget focuses on maintaining high-quality public service, community communication, and efficient administration while funding key projects such as facility upkeep.

Water Fund

The Water Fund finances the operation and maintenance of the Town's water system, including the treatment plant, storage, distribution lines, and metering systems.

In 2026, the Town will continue implementation of the Phase 2 Water Project, also known as the Water Main Line Replacement Project. This critical infrastructure investment will replace aging distribution lines to improve water pressure, system reliability, and service quality throughout the community.

To support the long-term sustainability of the system and ensure the Town can meet future maintenance and debt service obligations, the base rate for water services will be increased in 2026. The Town will also pursue a State Revolving Loan Fund (SRF) financing opportunity to complete the next phase of this multi-year replacement effort.

Together, these measures will position the water utility for continued safe, reliable, and compliant operations well into the future.

Streets Fund

This fund provides for street maintenance, snow removal, signage, and capital improvements to ensure safe and accessible transportation throughout the community. The 2026 budget continues the Town's pavement preservation program and prioritizes cost-effective maintenance over major reconstruction.

Conservation Trust Fund

Revenues from the Colorado Lottery support local parks and recreation improvements. In 2026, these funds will be directed toward recreation amenities and park enhancements at Joe Rowell Park and the Dolores Bike and Skate Park.

Community Center Special Fund

The Community Center Special Fund supports all activities and operations at the Dolores Community Center, which continues to serve as a vital gathering place for residents, visitors, and community organizations. The fund covers facility maintenance, utilities, programming, and community use coordination.

For 2026, the Town anticipates that reserves will need to be accessed to assist the fund in meeting its budget obligations and to ensure continued operation and upkeep of the facility. The Town remains committed to maintaining the Community Center as a welcoming and functional space that supports events, recreation, and civic engagement in Dolores.

Personnel and Administration

The 2026 Budget maintains staffing levels necessary to provide responsive service and operational efficiency. The Town continues to invest in staff development, fair compensation, and modern tools to improve communication, customer service, and transparency.

Fiscal Outlook

The Town of Dolores remains in **sound financial condition** with strong reserves and minimal outstanding long-term debt. As inflation and state-level revenue constraints evolve, the Town will continue to manage expenditures carefully and seek diversified revenue sources. Long-term planning efforts remain focused on infrastructure sustainability, staff capacity, and community engagement.

Conclusion

The 2026 Budget reflects the Town's balanced approach to governance — sustaining essential services, investing in the future, and maintaining financial responsibility. It represents the shared work of Town staff, Mayor Holkestad, and the Board of Trustees, whose leadership ensures that public resources are managed with care and accountability.

Respectfully submitted,

Kelley Unrein

Town Treasurer

Town of Dolores, Colorado

Date: December 8, 2025

Budget 2026		Final	Final	**Budget	Amended	**Budget
		2023	2024	2025	2025	2026
General Fund		969,318.83		1,052,957.52		1,075,592.08
Revenues						
Grants			421,238.34			
10-01-301	Grant Revenue		37,387.55	867.42	80,000.00	-
10-01-319	Grant for Town Hall		170,126.41	40,000.00	93,000.00	-
10-01-321	Workforce Housing		2,182.35	6,258.14	6,250.00	-
10-01-323	Grant Revenue Fishing is Fun			70,000.00	70,000.00	104,879.00
10-01-326	JRP/Bik Park GOCO Grant Revenue			475,000.00	475,000.00	97,500.00
	Comprehensive Plan					25,000.00
	Total Grant	135,410.17	630,934.65	592,125.56	724,250.00	227,379.00
Taxes						
10-02-302	Property Tax	91,840.56	97,796.88	100,000.00	80,000.00	103,271.00
10-02-311	Sales, Marijuana, Occupational	577,116.52	611,053.38	474,600.00	560,809.78	573,895.00
10-02-312	Cigarette Tax	1,759.99	1,337.62	1,000.00	1,100.00	1,000.00
	Total Tax	670,717.07	710,187.88	575,600.00	641,909.78	678,166.00
Franchise						
10-03-308	Empire Franchise Fees	47,698.82	48,954.60	43,000.00		40,000.00
10-03-309	Cable TV Franchise	5,666.56	4,756.74	5,000.00		5,000.00
10-03-331	Commnet Tower Lease	10,532.91	9,662.04	8,000.00		7,525.71
10-03-332	Atmos Tower Lease	2,087.61	2,214.75	2,281.19		2,281.19
10-03-333	Atmos Energy Franchise	26,233.19	21,854.94	30,000.00		30,000.00
	Total Franchise	92,219.09	87,443.07	88,281.19	62,000.00	84,806.90
Parks						
10-04-310	Parks & Recreation Revenue	18,260.00	11,693.73	11,000.00		20,000.00
	Total Parks	18,260.00	11,693.73	11,000.00	14,000.00	20,000.00
Licenses						
10-05-313	Liquor Licenses	5,403.93	5,749.75	4,000.00		4,000.00
10-05-314	Business Licenses	4,385.00	1,580.00	8,000.00		4,000.00
10-05-315	Building Permits	24,557.61	15,321.75	15,000.00		18,000.00
10-05-316	Development Fees	2,770.00	2,670.00	4,000.00		4,000.00
10-05-317	Dog Licenses	940.00	1,500.00	1,500.00		1,000.00
10-05-318	Court Fines and Fees	16,332.99	9,663.00	10,000.00		14,000.00
	Total Licenses	54,389.53	36,484.50	42,500.00	45,000.00	45,000.00
CTF						
10-06-324	CTF: Lottery Revenues	12,774.60	11,322.77	15,000.00	8,113.55	8,200.00
	Total CTF	12,774.63	11,322.77	15,000.00	8,113.55	8,200.00
Interest						
10-07-330	Interest Income	85,367.30	93,006.22	80,000.00	70,000.00	60,000.00
	Total Interest, Dividends	85,367.30	93,006.22	80,000.00	70,000.00	60,000.00
Misc						
10-08-328	Miscellaneous	32,541.82	76,949.27	1,500.00	8,800.00	5,000.00
10-08-329	Donations to JRP			1,500.00		-
10-08-380	Sale of Assets		1,875.00	7,025.00	7,025.00	-
10-08-390	Transfers in from other funds	(14,105.00)		3,258.35	3,332.29	-
	Total Misc	18,436.82	78,824.27	13,283.35	19,157.29	-
Total Revenues for General Fund		1,087,574.61	1,659,897.09	1,417,790.10	1,584,430.62	1,123,551.90
Expenditures						
Salaries, Tax, Benefits						
10-20-400	Town Magistrate	2,257.96	408.00	600.00	156.00	1,000.00
10-20-405	Maintenance Salaries	110,923.07	66,180.69	60,000.00	58,567.44	58,043.35
10-20-406	Administrative Salaries	55,635.41	62,852.72	135,417.09	55,148.91	71,511.11
10-20-408	Health/Dental/Vision- Insurance	35,527.91	38,179.27	65,000.00	52,645.22	57,873.88
10-20-409	Employee Payroll Taxes	17,576.37	14,702.18	13,108.06	21,092.58	15,000.00
10-20-410	Employee Retirement	3,752.54	3,527.42	10,000.00	9,798.25	3,750.00
10-20-411	Town Attorney	10,369.26	8,719.31	10,000.00	6,349.69	10,000.00
10-20-412	Building Inspector- Contract	51,446.54	45,246.60	50,000.00	46,948.20	43,680.00
	Total Salaries, Tax, Benefits	287,489.06	239,816.19	343,525.15	250,706.28	260,858.33
Board Payments						
10-21-417	Committee Compensation	8,525.00	12,700.00	15,000.00	9,600.00	10,000.00
10-21-420	Trustee Education	618.88	1,076.30	-		2,500.00
	Total Board Payments	9,143.88	13,776.30	15,000.00	9,600.00	12,500.00
Parks		34,660.31	9,295.71			
10-24-419	Park Employee- seasonal	22,452.06	5,072.00	15,000.00	14,525.78	17,000.00

10-24-504	Park: Electric Service	4,872.88	7,342.92	6,041.50	11,637.20	12,500.00
Budget 2026		Final	Final	Budgeted	Amended	Preliminary
		2023	2024	2025	2025	2026
10-24-505	Park Maintenance Supplies	8,465.39	6,395.33	7,000.00	11,055.77	11,600.00
10-24-615	Park Building/Grounds Maintenance	14,389.17	62,252.13	15,000.00	818.36	-
10-24-705	Parks Equipment		17,035.35	1,500.00		-
10-24-713	Parks: Ballfields		81,488.80	8,000.00		-
	Total Parks	84,839.81	188,882.24	52,541.50	38,037.11	41,100.00
Town Hall and Administration		7,260.00	9,440.50			
10-24-425	Admin. Consulting/Planning	13,641.06	131.70	10,000.00	5,625.00	15,000.00
10-25-500	Copier Lease	4,784.29	225.62	2,500.00	2,743.46	2,900.00
10-25-501	Telephone/Internet	4,081.14	6,499.52	16,000.00	21,507.56	22,600.00
10-25-507	Admin Purchased Services	31,185.17	23,075.27	10,000.00	9,978.38	10,500.00
10-25-508	Web Page	1,262.44	2,448.49	3,000.00	2,700.30	2,800.00
10-25-509	IT/Software/Hardware		24,507.27	37,000.00	46,146.00	45,000.00
10-25-510	Subscriptions or Dues	13,867.78	21,098.65	7,000.00	9,950.16	10,500.00
10-25-519	Trash Removal	5,547.85	10,070.14	5,000.00	10,604.49	11,000.00
10-25-521	Electric Service	5,506.12	8,714.69	20,000.00	15,556.79	16,300.00
10-25-522	Capital Expenditures			60,891.79	1,492.94	-
10-25-531	Audit Fees	3,000.00	3,407.34	3,250.00	3,625.00	3,750.00
10-25-532	Bank Fees			100.00	87.90	90.00
10-25-540	Advertising/Legal Notices	9,506.35	3,656.17	5,000.00	2,708.06	7,500.00
10-25-580	Travel & Mileage	2,101.52	4,145.69	5,000.00	4,029.69	4,200.00
10-25-591	Transfers Out to other Funds			-		-
10-25-600	Contributions	48,000.00	1,090.00	20,500.00	33,450.00	15,000.00
10-25-600	Senior Services					15,000.00
10-25-601	Miscellaneous		611.32	5,000.00	138.17	150.00
10-25-602	Postage & Freight	1,127.43	3,857.68	7,500.00	8,170.74	8,600.00
10-25-605	Treasurer's Fees	1,831.41	1,961.11	1,000.00	685.68	720.00
10-25-610	Office Supplies	6,515.72	10,662.89	10,000.00	9,069.83	9,500.00
10-25-613	Supplies for Town Hall	1,098.37	2,602.35	3,000.00	969.35	1,000.00
10-25-655	Dog Control Costs	82.35	129.95	200.00		200.00
10-25-901	Elections		1,265.87	-		7,500.00
10-25-903	Codification		8,550.44	10,000.00	-	5,000.00
10-25-904	Admin. Education		2,038.49	3,000.00	3,000.00	5,000.00
10-25-910	Gas Expenses	4,499.62	3,493.98	5,000.00	2,352.66	2,500.00
10-25-913	Liability Insurance	11,140.25	29,050.35	12,000.00	13,775.18	12,000.00
10-25-918	Uniforms	1,653.70	1,961.61	8,000.00	5,202.36	5,500.00
10-25-924	Town Hall Maintenance	1,165.77	3,796.80	3,000.00	5,258.85	55,000.00
10-25-925	Drug and Alcohol Testing	60.00	755.00	350.00	160.00	170.00
	Total Admin	178,918.34	189,248.89	273,291.79	218,988.55	294,980.00
Grants		92,582.41				
10-26-700	Town Hall- DOLA		189,119.62	80,000.00	92,112.58	
10-26-701	Capital Outlay	148,037.08		3,000.00		
10-26-702	Town Hall ext.- DOLA		397,785.93			
10-26-703	Land Use Code Update					
10-26-711	Parks: Fishing is Fun			91,000.00	26,000.00	142,629.00
10-26-714	Flanders Park Restroom		202,266.13			
10-26-715	JRP GOCO			572,000.00	577,866.12	124,650.00
	Comprehensive Plan	-	-		-	60,000.00
	Total Grants	240,619.49	789,171.68	746,000.00	695,978.70	327,279.00
Misc.		27,653.89	34,641.81			
10-30-801	Sheriff & Jail Expenses	218,578.29		275,000.00	275,000.00	143,000.00
10-30-803	Solar Lease Principal	8,514.30	8,845.93	8,845.93	9,208.71	9,700.00
10-30-804	Solar Lease Interest	3,604.21	3,272.58	3,272.58	3,272.58	9,500.00
10-30-900	Holiday	473.16	1,719.23	1,000.00	-	2,000.00
	Total Misc.	258,823.85	48,479.55	288,118.51	287,481.29	164,200.00
	General Fund Revenue Total	1,087,574.61	1,659,897.09	1,417,790.10	1,584,430.62	1,123,551.90
	General Fund Expenditures Total	(1,059,834.43)	(1,469,374.85)	(1,718,476.95)	(1,500,791.93)	(1,100,917.33)
	General Fund Net	27,740.18	190,522.24	(300,686.85)	83,638.69	22,634.57
	Predicted EOY 2025 General Fund					1,052,957.52
	Predicted EOY 2026 General Fund					1,075,592.08
Streets Fund			1,022,966.73		1,119,943.23	1,135,074.44
Revenues						
20-02-301	Road & Bridge	11,773.00	12,188.09	13,000.00	13,235.33	13,000.00

20-02-303	Specific Ownership Tax	15,103.74	14,262.15	13,000.00	39,836.03	30,000.00
-----------	------------------------	-----------	-----------	-----------	-----------	-----------

Budget 2026		Final	Final	Budgeted	Amended	Preliminary
		2023	2024	2025	2025	2026
20-02-304	HUTF Revenue	32,961.84	37,511.16	21,000.00	49,268.72	38,554.54
20-02-305	Severance Tax	-	5,656.80	20,000.00	839.87	1,000.00
20-02-306	Mineral Lease	82,629.79	28,995.31	50,000.00	38,725.01	30,000.00
20-02-311	Sales, marijuana, occupational Tax	351,347.49	327,972.95	316,400.00	301,974.49	284,790.00
	0.5% Dedicated Streets Fund Sales Tax					4,315.00
20-02-330	Interest Income	1,522.62	2,148.87	250.00		
20-02-391	Other Misc.		176,253.30	2,500.00		
	Total Streets Revenue	495,338.48	604,988.63	436,150.00	443,879.45	401,659.54

Expenditures

Salaries, Tax, Benefits		19,285.48	1,283.37			
20-20-405	Maintenance Salaries	41668.14	57,296.19	60,000.00	58,567.44	58,043.35
20-20-406	Administrative Salaries	50,091.08	71,785.25	40,000.00	55,148.91	71,511.11
20-20-408	Health/Dental/Life Insurance	35,527.85	34,621.40	65,000.00	52,645.22	57,873.88
20-20-409	Payroll Taxes	7,288.70	9,603.61	13,108.06	21,092.58	15,000.00
20-20-410	Employee Retirement	2,263.58	2,564.09	10,000.00	9,798.25	3,750.00
20-20-411	Town Attorney	10,369.26	8,719.31	10,000.00	6,349.69	10,000.00
	Total Salaries, Tax, Benefits	166,494.09	185,873.22	198,108.06	203,602.08	216,178.33

General Admin		6,377.44	3,247.50			
20-22-531	Audit Fees	3,000.00	3,407.34	3,250.00	3,625.00	3,750.00
20-22-601	Misc.	14,516.35	11,821.72	600.00	317.34	350.00
20-22-614	Traffic Signs	1,293.30	781.79	1,000.00	5,867.30	6,000.00
20-22-626	Fuel and Lubricants	23,224.32	12,011.35	15,000.00	10,569.87	11,000.00
20-22-913	Liability Insurance	11,140.25	13,580.63	10,000.00	12,217.13	12,000.00
	Total General Admin	59,551.66	44,850.33	29,850.00	32,596.64	33,100.00

Equipment			123,877.87			
20-27-627	Vehicle Maintenance		299.55	5,000.00	6,496.52	12,000.00
20-27-631	Equipment Maintenance	12,109.63	599.76	1,000.00	3,318.54	3,500.00
20-27-803	Lease Purchase Principal	34,332.72	36,423.72	37,000.00	30,302.96	32,000.00
20-27-804	Lease Purchase Interest	10,005.38	7,612.68	9,000.00	9,000.00	9,000.00
20-27-805	Backhoe- Principal		11,230.60	11,000.00	26,863.07	32,000.00
20-27-806	Backhoe- Interest		5,477.08	4,000.00	9,032.40	9,500.00
	Total Equipment	56,447.73	185,521.26	67,000.00	85,013.49	98,000.00

Shop and Activities			129,035.25			
20-28-602	Snow Removal		2,544.10	2,500.00		-
20-28-611	Shop Maintenance		457.98	6,000.00	283.98	300.00
20-28-614	Electric Service	28,217.19	17,979.09	1,000.00	403.59	450.00
20-28-618	Parts & Supplies	7,932.84	11,948.89	12,000.00	7,051.94	7,500.00
20-28-691	Transfers out to other funds			-		-
20-28-730	Patching, Gravel, Chip Seal	45,397.49	9,049.36	10,000.00	4,782.71	10,000.00
20-28-901	Weed Control	175.00	193.21	500.00		-
20-28-905	Street Painting	6,420.47		5,000.00	7,023.90	6,000.00
20-28-906	Mag Chloride	7,812.50	9,556.95	10,000.00	26,209.47	15,000.00
20-28-921	Small Tools & Equipment	7,924.98	1,598.67	2,000.00	1,284.98	-
	Total Shop and Activities	103,880.47	182,363.50	49,000.00	47,040.57	39,250.00

Street Fund Revenue Total		495,338.48	604,988.63	436,150.00	443,879.45	401,659.54
Street Fund Expenditures Total		(386,373.95)	(598,608.31)	(343,958.06)	(368,252.78)	(386,528.33) *
Street Fund Net		108,964.53	6,380.32	92,191.94	75,626.67	15,131.21
Predicted EOY 2025 Street Fund						1,119,943.23
Predicted EOY 2026 Street Fund						1,135,074.44

Water Fund			1,645,889.40		1,842,088.85	1,850,081.91
-------------------	--	--	---------------------	--	---------------------	---------------------

Revenues

30-00-301	Water User Fees	67,541.45				
30-00-303	Water Dock	312,239.65	335,698.87	350,000.00	374,878.67	397,371.39
30-00-391	Misc Revenue	27,331.00	26,945.25	24,000.00	29,665.43	28,000.00
		52,905.00	3,402.35	1,000.00		

Phase 2 Water Grant

30-03-334	Phase 2 Water			200,000.00	200,000.00	
	Total Revenues	460,017.10	366,046.47	575,000.00	604,544.10	425,371.39

Salaries, Tax, Benefits		7,806.93	1,283.37			
30-20-405	Maintenance Salaries	46,091.74	57,127.49	60,000.00	58,567.44	58,043.35
30-20-406	Administrative Salaries	51,500.58	50,339.30	40,000.00	55,148.91	71,511.11
30-20-408	Health/Dental/Life Insurance	35,527.85	34,492.70	65,000.00	52,645.22	57,873.88

30-20-409	Payroll Taxes	6,350.25	8,746.88	13,108.06	21,092.58	15,000.00
30-20-410	Employee Retirement	1,883.90	2,220.40	10,000.00	9,798.25	3,750.00
Budget 2026		Final	Final	Budgeted	Amended	Preliminary
		2023	2024	2025	2025	2026
30-20-411	Town Attorney	10,369.26	9,719.31	10,000.00	6,349.69	10,000.00
	Total Salaries, Tax, Benefits	159,530.51	163,929.45	198,108.06	203,602.08	216,178.33
General Admin		5,435.11	9,544.56			
30-22-432	Phase 2 Engineering			200,000.00	273,849.50	-
30-22-510	Subscription & Dues	365.00	732.00	500.00		-
30-22-521	Public Works Education	985.00	978.96	1,200.00	686.52	-
30-22-531	Audit Fee	3,000.00	3,407.34	3,250.00	3,625.00	3,750.00
30-22-580	Travel & Milage	387.78		-		-
30-22-610	Office Supplies	61.97	853.85	500.00	716.89	750.00
30-22-913	Liability Insurance	11,140.25	13,580.64	10,000.00	13,775.18	12,000.00
	Total General Admin	21,375.11	29,097.35	215,450.00	292,653.09	16,500.00
Plants and Activities						
30-28-543	Laboratory Services	1,893.00	4,067.84	4,000.00	4,264.05	5,500.00
30-28-611	Electric Services	21,431.99	24,394.92	25,000.00	19,648.14	21,000.00
30-28-617	Chemicals	17,825.60	19,710.47	10,000.00	18,941.91	10,000.00
30-28-900	Water Permit Fees			500.00		
30-28-904	Licensed Operator	2,810.25	2,125.75	2,000.00	3,077.73	3,200.00
30-28-910	Plant Propane	4,376.88	2,297.77	5,000.00	4,094.75	4,300.00
30-28-920	Water Plant Maintenance	472.50		35,000.00		500.00
	Total Plant and Activities	48,810.22	52,596.75	81,500.00	50,026.58	44,500.00
Parts & Maintenance		1,748.84				
30-29-168	Parts & Supplies	39,452.26	28,934.14	15,000.00	12,646.22	100.00
30-29-631	Equipment Maintenance	495.00				500.00
30-29-906	Fire Hydrants			3,000.00		-
	Water Meter					2,600.00
30-29-920	Water Plant- Equip Maint.		950.28		1,753.49	-
30-29-921	Small Tools & Equipment	4,646.31	184.97	500.00		-
30-29-923	Building & Grounds Maintenance		26,666.72	1,000.00	44,435.00	1,000.00
	Total Parts & Maintenance	46,342.41	56,736.11	19,500.00	58,834.71	4,200.00
	*majority of maintenance performed inhouse					
Misc.		61,794.58				
30-30-601	Miscellaneous	839.50	69,636.92	-		
30-30-700	Capital Outlay			-		110,000.00
30-30-800	DSB Water Loan Principal			22,000.00	20,063.07	21,000.00
30-30-801	DSB Water Loan Interest	10,187.57	8,925.31	4,000.00	7,397.82	5,000.00
	Total Misc.	72,821.65	78,562.23	26,000.00	27,460.89	136,000.00
	Water Fund Revenue Total	460,017.10	366,046.47	575,000.00	604,544.10	425,371.39
	Water Fund Expenditures Total	(348,879.90)	(380,921.89)	(540,558.06)	(632,577.35)	(417,378.33)
	Total Water Fund	111,137.20	(14,875.42)	34,441.94	(28,033.25)	7,993.06 *
Predicted EOY 2025 Water Fund						1,842,088.85
Predicted EOY 2026 Water Fund						1,850,081.91
Sewer Fund			893,112.87	1,091,810.10		1,121,798.21
Revenues		24,000.00				
40-00-301	Sewer User Fee	233,664.98	241,853.33	230,000.00	269,239.26	277,316.44
	Total Sewer Revenues	257,664.98	241,853.33	230,000.00	269,239.26	277,316.44
Expenditures						
Salaries, Tax, Benefits			1,283.37			
40-20-405	Maintenance Salaries	52,220.44	56,495.73	60,000.00	58,567.44	58,043.35
40-20-406	Admirative Salaries	55,996.80	51,113.84	40,000.00	55,148.91	71,511.11
40-20-408	Health/Dental/Life Insurance	35,527.88	34,492.70	65,000.00	52,645.22	57,873.88
40-20-409	Payroll Taxes	6,687.72	8,368.78	13,108.31	21,092.58	15,000.00
40-20-410	Employee Retirement	1,860.07	(7,822.43)	10,000.00	9,798.25	3,750.00
40-20-411	Town Attorney	10,369.22	8,719.25	10,000.00	6,349.69	10,000.00
	Total Salaries, Tax, Benefits	162,662.13	152,651.24	198,108.31	203,602.08	216,178.33
General Admin						
40-22-521	Public Work Education		400.00	500.00		3,000.00
40-22-531	Audit Fees	3,000.00	3,407.33	3,250.00	3,625.00	3,750.00
40-22-601	Misc	58,402.12	8,826.14	-		-
40-22-610	Office Supplies		82.22	-		
40-22-913	Liability Insurance	11,140.26	13,456.62	10,000.00	13,775.18	12,000.00
	Total General Admin	72,542.38	26,172.31	13,750.00	17,400.18	18,750.00

Plant			49,357.46			
40-28-511	Electric Service	5,414.99	5,663.49	15,000.00	13,300.68	14,000.00
40-28-543	Laboratory Service	4,046.00	4,427.00	2,500.00	2,868.45	4,000.00
Budget 2026		Final	Final	Budgeted	Amended	Preliminary
		2023	2024	2025	2025	2026
40-28-618	Parts & Supplies		(70.08)	2,500.00		100.00
40-28-900	Waste Water Permit	1,593.00		1,600.00	2,026.00	7,000.00
40-28-901	Chemicals	3,598.16	838.61	1,000.00	200.78	5,000.00
40-28-904	Operator/Licensed Services			1,000.00		
40-28-921	Small Tools & Equipment	2,476.16		300.00		
40-28-923	Sewer Plant Maintenance	1,592.41	2,085.00	2,500.00	245.00	1,000.00
40-32-618	Parts & Supplies	9,396.58	6,773.91	1,000.00	47.75	50.00
	Total Plant	28,117.30	69,075.39	27,400.00	18,688.66	31,150.00
	*majority of maintenance performed inhouse					
	Sewer Fund Revenue Total	257,664.98	241,853.33	230,000.00	269,239.26	277,316.44
	Sewer Fund Expenditures Total	(263,321.81)	(247,898.94)	(239,258.31)	(239,690.92)	(247,328.33)
	Total General Fund	(5,656.83)	(6,045.61)	(9,258.31)	29,548.34	29,988.11
	Predicted EOY 2025 Sewer Fund					1,091,810.10
	Predicted EOY 2026 Sewer Fund					1,121,798.21
	Community Center Fund				65,299.17	68,899.17
	Revenues		675,000.00			
50-00-313	Community Center Fees		31,086.50	40,000.00	47,632.02	45,000.00
50-00-330	Interest On DSB *8176			200.00		200.00
	Pull from DCC Reserves					15,000.00
50-00-590	Transfer/loan from other fund					-
	Total Community Center Revenues		706,086.50	40,200.00	47,632.02	60,200.00
	Expenditures					
	Salaries, Tax, Benefits					
50-20-512	Janitor		4,525.00	5,000.00	8,100.00	8,500.00
50-20-513	Manager		6,285.00	15,000.00	15,450.00	16,000.00
50-20-514	Staff Hours			-		500.00
	Total Salaries, Tax, Benefits		10,810.00	20,000.00	23,550.00	25,000.00
	Administrative					
50-22-913	Liability Insurance			-		12,000.00
50-23-411	Electric Fees		2,436.59	5,000.00	4,226.25	5,000.00
50-23-510	Event Cleaning			3,000.00		-
50-23-511	Trash		1,863.99	-		1,200.00
50-23-514	Building Maintenance		6,882.70	3,000.00	5,435.99	3,000.00
50-23-515	Supplies		847.85	3,000.00	3,583.52	3,800.00
50-23-517	Gas		1,709.76	3,000.00		-
50-23-518	Internet		306.81	1,000.00	1,499.43	1,500.00
50-23-519	Bank Fees			50.00	97.50	100.00
	Total Admin		14,047.70	18,050.00	14,842.69	26,600.00
	Capital Projects					
50-30-700	Community Center Capital Project		681,616.06	-	4,896.50	5,000.00
	Total Capital Projects		681,616.06	-	4,896.50	5,000.00
	DCC Fund Revenue Total		706,086.50	40,200.00	47,632.02	60,200.00
	DCC Fund Expenditures Total		(706,473.76)	(38,050.00)	(43,289.19)	(56,600.00)
	Total General Fund		(387.26)	2,150.00	4,342.83	3,600.00
	Predicted EOY 2025 DCC Fund					65,299.17
	Predicted EOY 2026 DCC Fund					68,899.17
	Government Wide					
	Total Revenues	2,300,595.17	3,578,872.02	2,262,990.10	2,949,725.45	2,288,099.27
	Total Expenditures	(2,058,410.09)	(3,403,277.75)	(2,880,301.38)	(2,784,602.17)	(2,208,752.33)
	Net	242,185.08	175,594.27	(617,311.28)	165,123.28	79,346.94

** Budget Categories restructured with new software in 2025.

Resolutions

Administrative Business

RESOLUTION #663– SERIES 2025

TOWN OF DOLORES

RESOLUTION APPROVING CONTRACT FOR LAW ENFORCEMENT SERVICES BETWEEN MONTEZUMA COUNTY BOARD OF COUNTY COMMISSIONERS, THE MONTEZUMA COUNTY SHERIFF'S OFFICE AND THE TOWN OF DOLORES

WHEREAS, The Town of Dolores is a statutory town with the authority to enter into contracts generally with the Board of County Commissioners, to provide law enforcement services for the Town pursuant to CRS Section 30-11-410.

WHEREAS CRS Section 31-4-304 and 306 permits a statutory town to employ a Town Marshal for law enforcement services but does not require the Town to do so.

WHEREAS Colorado law grants the County Sheriff authority to enforce the laws of the State of Colorado throughout the county, having concurrent jurisdiction in those municipalities with their own law enforcement officers and a duty to provide law enforcement services in municipalities that lack a Town Marshal or police force.

WHEREAS the Town of Dolores has found it beneficial to the citizens and businesses of the Town of Dolores to contract with the Montezuma County Sheriff to provide law enforcement services within the Town limits and wishes to continue that contractual relationship.

WHEREAS the Town of Dolores has previously provided the County Sheriff with offices for a substation.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF DOLORES, COLORADO:

1. The Board of Trustees of the Town of Dolores does hereby approve the Contract for law enforcement services described in EXHIBIT A, attached hereto and commits the funds from the Town's General Fund for these services in the 2026 fiscal year.
2. The Town Manager and Mayor are authorized to execute the Contract attached hereto on behalf of the Town of Dolores.

Passed, adopted and approved December 8th, 2025.

ADOPTED THIS 8th DAY OF December, 2025, by the Board of Trustees of the Town of Dolores, Colorado.

Mayor of Dolores:

ATTEST:

Chris Holkestad

Kelley Unrein, Town Treasurer/Town Clerk

EXHIBIT A

2026 CONTRACT FOR LAW ENFORCEMENT SERVICES BETWEEN MONTEZUMA COUNTY BOARD OF COUNTY COMMISSIONERS, THE MONTEZUMA COUNTY SHERIFF'S OFFICE AND THE TOWN OF DOLORES

THIS CONTRACT, made and entered into December 15, 2025, effective January 1, 2026, by and between the Montezuma County Board of County Commissioners, and the Montezuma County Sheriff's Office, hereinafter referred to as "County", and the Town of Dolores Board of Trustees, hereinafter referred to as "Town."

WHEREAS, the Town wishes to enter into a Contract with the County for the provision of law enforcement services by the County within the Town of Dolores; and,

WHEREAS, the County agrees to provide law enforcement services according to the terms and conditions set forth below; and,

WHEREAS, the Colorado Constitution and Statutes of the State of Colorado authorize political subdivisions to contract with each other to provide services; and,

WHEREAS, Colorado Revised Statutes §29-1-203 permits governments to enter into cooperative agreements for the provision of services, and Colorado Revised Statutes §30-11-410 permits the governing body of a municipality and the Board of County Commissioners to contract for the purpose of providing law enforcement by the Sheriff within the boundaries of the municipality.

Therefore, the Town of Dolores Board of Trustees and the Montezuma County Board of County Commissioners and Montezuma County Sheriff's Office, in consideration of the mutual covenants, promises and conditions set forth below agree as follows:

COUNTY

1. Montezuma County shall provide law enforcement services within the Town limits of Dolores.
 - (a) Sheriff shall provide law enforcement services only of the type coming within the jurisdiction of the Montezuma County Sheriff pursuant to Colorado Statutes and Town of Dolores ordinances.
 - (b) The standard level of service provided by the County shall be the same basic level of service which is provided by the Sheriff for the unincorporated areas in Montezuma

County subject to the good faith discretion of the Montezuma County Sheriff's Office in consideration of emergency or unexpected law enforcement needs elsewhere in Montezuma County.

(c) County shall provide as part of this Contract forty (40) hours per week of directly committed law enforcement services within the Town.

(d) The County agrees to provide certain personnel as follows:

- (1) One (1) or more staff who shall be responsible for the supervision and operation of the law enforcement services provided; and
- (2) Deputy Sheriff's Officers sufficient to provide 40 hours of law enforcement services per week under this Contract.

(e) The specific law enforcement services provided to Town by the County shall include the following:

(1) General enforcement of the Traffic Laws contained in the Colorado Model Traffic Code ("CMTC") as adopted by the Town; and

(2) Investigation of traffic accidents, pursuant to the CMTC and Colorado Statutes; and

(3) Maintenance of a law enforcement records system sufficient to enable provision of law enforcement services under the terms of this Contract; and

(4) Collection and proper storage of all evidence related to law enforcement services provided according to this Contract; and

(5) Other services upon request that are within the capabilities of the Sheriff's Office and the cost limitations of this Contract; and

(6) Enforcement of Town ordinances; and

(7) Liquor License and Marijuana License background checks for new and renewal license applications as requested by the Town.

2. The delivery of services, in terms of the standard of performance, the discipline of Sheriff's Office personnel, and other matters incidental to the performance of such services and control of personnel so employed, shall at all times be and exclusively remain, vested in the Montezuma County Sheriff and not in the Town. Deputies assigned by the Sheriff may be permanently assigned or assigned on a rotating basis. Deputies assigned to the Town may simultaneously be providing service in unincorporated areas of the County surrounding the Town and may be required to patrol or respond to calls for service or emergencies within a reasonable distance outside of the Town

limits. All emergency calls in and to the Town of Dolores will be given the same priority as emergency calls in other areas of the County.

3. The County agrees that all Deputies utilized to provide law enforcement services shall be certified in accordance with Colorado Revised Statutes §24-31-300, et seq., concerning applicable standards and training for law enforcement for Certification of Peace Officers (POST CERTIFIED).

4. The Sheriff shall provide and supply all labor, supervision, supplies and equipment necessary to maintain the service described herein.

5. Deputies' service as School Resource Officer within the Town shall not be counted as part of the 40 hours of service dedicated for the Town under this Contract.

6. The Sheriff shall provide a monthly written report to the Town detailing law enforcement service activities provided under this Contract. Said report shall, at a minimum, detail number and type of criminal complaints, hours of patrol service, hours of investigative service, number and type of traffic tickets issued and accident investigations. This report is due before the regularly scheduled Town Board meetings.

7. The Sheriff or his designated representative shall appear before the Dolores Town Board each month, or when requested by the Board.

8. The County shall, at all times, provide adequate insurance, including Worker's Compensation, liability insurance, and the necessary insurance coverage on all patrol vehicles used in the Town of Dolores for the provision of law enforcement services under this Contract. All policies shall name the Town of Dolores as an additional insured. Such insurance shall insure against the following types of claims:

(a) Worker's Compensation claims; and

(b) Claims by any Montezuma County Sheriff's Office Employees for compensation, fringe benefits of any kind whatsoever including without limitation, pension rights or payments, Workers Compensation, Unemployment Insurance, reimbursement of medical expenses, vacation pay, sick leave or sick pay; and

(c) Claims by any person or entity for injury, including alleged violation of civil rights under Colorado or federal law.

9. In providing services under this Contract, the County, including all employees of the Montezuma County Sheriff's Office, acts as an independent contractor and not as an employee of the Town. The County shall be solely and entirely responsible for its acts, and the acts of its employees, agents, servants, and subcontractors during the term and performance of this agreement. No employee, agent, servant, or subcontractor of the County shall be deemed to be an

employee, agent, or servant of the Town because of the performance of any services or work under this Contract. The County, at its sole expense, shall procure and maintain workers' compensation insurance and unemployment compensation insurance as required under Colorado law. In accordance with the Worker's Compensation Act, C.R.S. §8-40-202(2)(b)(IV), as amended, the County understands that it and its employees and servants are not entitled to Worker's Compensation benefits from the Town. The County further understands that it is solely obligated for the payment of Federal and State Income Tax on any moneys earned pursuant to this Contract.

TOWN

1. Town of Dolores, its officers, agents and employees shall fully cooperate with County to facilitate the provision of law enforcement services according to this Contract.
2. Town shall pay County for all the costs of booking and jail detention. In the event that the Dolores Municipal Judge incarcerates a defendant or an arrest requiring detention is made by Deputies for violation of a Town Municipal Ordinance, the Town shall pay the standard daily rate for incarceration in effect at the time of the offense, as approved by the Board of County Commissioners.
3. Town shall be responsible for the prosecution of all municipal offenses in the Dolores Municipal Court.
4. Town shall pay the County for the law enforcement services provided under the Contract the sum of \$143,000.00. Town shall pay the Contract amount starting January 1, 2026, and will be billed in quarterly installments of \$35,750.
5. Town shall provide, furnish and maintain an adequate space for the Montezuma County Sheriff to conduct the activities associated with the provision of law enforcement services under this Contract including but not limited to office space, electricity, water, sewer, telephone and internet services. The imputed value of the office space is \$1000/month. The office space is an in-kind contribution by Town and County shall not pay the imputed amount.
6. Town shall not be liable for the direct payment of any salaries, wages or other compensation any personnel performing services herein for the County and all persons employed in the performance of Sheriff services and functions as herein set forth, notwithstanding their commission as Town Law Enforcement Officers, shall be deemed to be Sheriff employees and no person employed for the herein described purposes shall have the benefit of any Town employee benefit, pension, civil service, Workers Compensation and Unemployment Compensation or other status or right.

GENERAL

1. For purposes of this Contract and in conformance with State Law, the Montezuma County Sheriff is hereby commissioned as the Dolores Town Marshal and all County Deputies providing law enforcement services in the Town of Dolores are hereby commissioned as Town Deputies.
2. During the term of this Contract, the Parties agree to maintain insurance in all forms and types as required by law through either commercial policies or self-insurance. Each party agrees to be responsible for its own negligent actions or omissions, and those of its officers, agents and employees in the performance or failure to perform the services under this Contract.
3. This Agreement may not be assigned by either party without the prior written consent of the other party acting in its sole and absolute discretion.
4. This Contract is entered into for the sole benefit of Town, County and Sheriff's Office. Nothing contained herein or in the Parties' course of dealings shall be construed as conferring any third-party beneficiary status on any other person or entity including, without limitation, any constituent of Town, County or Sheriff's Office.
5. If any provision of this Agreement shall be declared invalid or unenforceable for any reason by a court of competent jurisdiction as to any party or as to all Parties, such invalidation shall not affect any other provisions of this Agreement which can be given effect without the invalid provision (except that if a requirement or limitation in such provision is declared invalid as to one party, any corresponding requirement or limitation shall be deemed invalid as to any other party), and to this end the provisions of this Agreement are to be severable.
6. No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that or any other instance. Any waiver granted by a party must be in writing to be effective and shall apply solely to the specific instance expressly stated.
7. As required by Article X, Section 20 of the Colorado Constitution, any financial obligations of the Town contained in this Agreement which are not to be performed during the current fiscal year are subject to annual appropriation of sufficient funds by the Town. Should the Board, in any year during the term of this Contract or any renewal term, not appropriate sufficient funds for the performance of its obligations herein contained, this Contract may be terminated by either party by notice to the other party, effective upon the last day for which a valid appropriation exists.
8. The Contract shall be effective from January 1, 2026, to December 31, 2026, inclusive. If the Town and the County fail to approve this Contract on or before the 15th day of December in the year in which it is submitted, this Contract shall terminate on December 31 of that same year.

9. This Contract may be renewed for successive twelve (12) month periods upon the written agreement of all parties to the terms and conditions of the renewed Contract, including any revision of rates and charges. Otherwise, this Contract will automatically terminate by its own terms.
10. The Town shall have the right to terminate this Contract at any time provided the Town provides County with ninety (90) days written notice of its intention to terminate. The Sheriff shall have the right to cancel this Contract at any time provided the County provides the Town with ninety (90) days written notice of the County's intent to terminate.
11. The Montezuma County Sheriff shall be the Contact person for the County related to Law Enforcement services rendered, the County Administrator shall be the contact for the contract and billing. The Town Manager shall be the contact person for the Town.

TOWN OF DOLORES

By _____

Date _____

Chris Holkestad, Mayor Town of Dolores

Attest:

Kelley Unrein, Town Clerk

Additional signatures on following page.

MONTEZUMA COUNTY SHERIFF'S OFFICE

By _____ Date _____

Steven D. Nowlin, Sheriff

Montezuma County, Colorado

BOARD OF MONTEZUMA COUNTY COMMISSIONERS

By _____ Date _____

Chairman, James Candelaria

Montezuma Board of County Commissioners Attest:

Kim Percell, Clerk

Clerk of the Board of Montezuma County Commissioners

RESOLUTION 675 - SERIES 2025

TOWN OF DOLORES

A RESOLUTION AUTHORIZING THE USE OF DOLORES COMMUNITY CENTER RESERVE FUNDS TO SUPPORT THE ONGOING NEEDS OF THE DOLORES COMMUNITY CENTER FOR THE 2026 BUDGET YEAR

WHEREAS, the Town of Dolores recognizes the Dolores Community Center as a vital community facility that supports social, recreational, and civic activities for the residents of the Town of Dolores and surrounding area; and

WHEREAS, the Town has established Community Service Reserve Funds to provide for the enhancement and sustainability of community services and facilities; and

WHEREAS, the Dolores Community Center requires continued financial support to maintain operations, address maintenance needs, and provide programming opportunities that benefit the public; and

WHEREAS, the Town Board of Trustees finds it in the best interest of the community to allocate a portion of the Community Service Reserve Funds for the ongoing needs of the Dolores Community Center during the 2026 budget year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF DOLORES, COLORADO:

1. The Town of Dolores hereby authorizes the use of **Fifteen Thousand Dollars (\$15,000)** from the **Dolores Community Service Reserve Fund** to support the ongoing needs and operations of the **Dolores Community Center** during the **2026 budget year**.
2. The funds shall be budgeted and expended in accordance with applicable Town financial procedures and state law.
3. This Resolution shall take effect immediately upon adoption.

ADOPTED THIS 8th DAY OF December, 2025, by the Board of Trustees of the Town of Dolores, Colorado.

Mayor of Dolores:

ATTEST:

Chris Holkestad, Mayor

Kelley Unrein, Town Treasurer/Clerk

RESOLUTION 676 - SERIES 2025

TOWN OF DOLORES

A RESOLUTION OF THE TOWN OF DOLORES, COLORADO, AMENDING THE 2025 BUDGET AND APPROPRIATING ADDITIONAL FUNDS

WHEREAS, the Town of Dolores adopted its annual budget for the fiscal year beginning January 1, 2025, and ending December 31, 2025, in accordance with the provisions of the Colorado Local Government Budget Law (C.R.S. 29-1-101, et seq.); and

WHEREAS, it is now necessary to amend the 2025 Budget to reflect changes in revenues and expenditures which could not have been reasonably foreseen at the time of adoption; and

WHEREAS, the Board of Trustees finds that such adjustments are required to accurately account for actual revenues, expenditures, and fund balances, and to ensure continued compliance with the Colorado Local Government Budget Law; and

WHEREAS, notice of this budget amendment and public hearing was properly published in accordance with statutory requirements, and the public was given the opportunity to comment; and

WHEREAS, after due and proper consideration of all relevant information and public input, the Board of Trustees finds it is in the best interest of the Town and its residents to formally amend the 2025 Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF DOLORES, COLORADO THAT:

1. **The 2025 Budget is hereby amended** to reflect the revised revenues, expenditures, and transfers as set forth in the amended budget document on file with the Town Clerk.
2. The amendment includes the use of reserve funds where necessary to maintain operations, meet project commitments, and ensure compliance with the State of Colorado's budget and accounting requirements.
3. The Town Clerk is directed to transmit a certified copy of this Resolution and the amended budget to the **Division of Local Government** within statutory deadlines.

PASSED, ADOPTED, AND APPROVED this 8th day of December, 2025, by the Board of Trustees of the Town of Dolores, Colorado. This Resolution shall take effect on December 8, 2025.

ATTEST:

Chris Holkestad, Mayor

Kelley Unrein, Town Clerk

Town of Dolores, Colorado

Budget Amendment Message – Fiscal Year 2025

Honorable Mayor Holkestad, Trustees, and Residents of Dolores:

In accordance with Colorado Local Government Budget Law (C.R.S. 29-1-109 and 29-1-110), the Town of Dolores hereby submits the 2025 Budget Amendment for consideration and adoption. This amendment reflects necessary adjustments across all Town funds to ensure the budget accurately represents actual revenues and expenditures.

Purpose of the Amendment

The 2025 Budget Amendment is proposed to align appropriations with actual and projected year-end spending, grant funding, and operational requirements that have occurred since the adoption of the original 2025 Budget. These adjustments ensure continued compliance with statutory budget limitations while maintaining transparency and fiscal integrity in all Town operations.

Summary of Adjustments

Key adjustments reflected in this amendment include:

- **Revenue updates** to reflect actual collections in sales tax, franchise fees, licenses, and intergovernmental revenues.
- **Expenditure adjustments** across multiple funds to account for unanticipated maintenance costs, project expenses, and inflationary increases in materials and utilities.
- **Transfers between funds** to support ongoing projects and ensure that essential services remain fully funded.
- **Use of fund reserves**, where necessary, to cover approved expenditures and maintain the continuity of services and capital improvement projects.

These changes reflect the Town's ongoing commitment to maintain balanced operations while responding to emerging needs and opportunities.

Fiscal Responsibility

The Town continues to maintain sound fiscal management practices, ensuring that all expenditures remain supported by available revenues and reserves. This amendment does not

authorize deficit spending but rather adjusts allocations to reflect the Town's actual financial position and operational priorities.

Conclusion

The 2025 Budget Amendment represents the Town's continued dedication to financial accuracy, accountability, and service to the community. It allows the Town of Dolores to close the 2025 fiscal year in full compliance with state law while maintaining transparency and stewardship of public funds.

Respectfully submitted,

Kelley Unrein
Town Treasurer
Town of Dolores, Colorado
Date: December 8, 2025

CERTIFICATION

I, Kelley Unrein, Town Clerk of the Town of Dolores, Colorado, hereby certify that the attached budget amendment for the year 2025 was duly adopted by the Town of Dolores Board of Trustees in accordance with Colorado law, and that this copy is a true and correct copy of the official amendment on file with the Town.

Dated: 10th day of December 2025

Kelley Unrein
Town Clerk, Town of Dolores

	2023 Actuals	2024 Amended	2025 Budget	2025 Amended	2025 Amended EOY
INCOME					
Tax Revenue	1,164,592.93	1,039,678.66	1,193,750.00	1,009,250.00	1,105,685.38
Franchise Revenues	92,219.09	89,826.34	83,000.00	83,000.00	85,615.52
Licenses	54,389.53	35,773.21	35,000.00	35,000.00	54,496.65
Grant Revenues	229,951.62	662,788.58	785,000.00	785,000.00	778,949.01
Conservation Trust Fund	12,774.63	30,183.34	30,000.00	30,000.00	8,113.55
Parks and Rec Revenue	4,760.00	2,500.00	11,000.00	11,000.00	20,028.72
Community Center Revenue	-	28,663.98	30,000.00	30,000.00	47,632.02
Water and Sewer Revenue	636,035.93	583,020.47	626,000.00	626,000.00	673,783.35
Equipment Sale Revenue	-	50,000.00	-	-	-
Other Revenue Sources	105,931.74	116,228.87	85,000.00	85,000.00	76,543.22
Total Revenue	2,300,655.47	2,638,663.45	2,878,750.00	2,694,250.00	2,850,847.42
Mayor, Trustees, and Committees	16,118.88	11,700.98	18,700.00	17,200.00	9,600.00
Staff Salaries and Benefits	661,350.98	766,567.76	883,151.89	883,351.88	861,512.50
Information Technology	54,556.59	87,708.69	90,500.00	80,500.00	46,146.00
Grant Expenses	284,618.31	1,181,635.41	759,503.51	759,503.51	957,730.70
Parks Expenses	52,559.50	42,901.63	68,500.00	48,000.00	38,037.10
Community Center Expenses	-	29,910.95	53,520.00	53,520.00	43,289.19
Miscellaneous Expenses	62,516.35	16,471.06	37,000.00	27,500.00	-
Equipment	93,770.92	229,194.93	67,000.00	67,000.00	75,198.43
Sheriff Expenses	218,578.29	18,333.33	275,000.00	275,000.00	275,000.00
General Operations	140,858.45	196,159.64	209,405.00	172,555.00	218,988.55
Streets Operation Expenses	140,507.78	69,593.14	122,500.00	99,500.00	89,452.27
Sewer Operation Expenses	26,561.05	18,960.76	30,400.00	23,900.00	36,088.84
Water Operation Expenses	150,368.39	98,953.32	191,750.00	184,950.00	137,725.58
Total Expenses	1,902,365.49	2,768,091.60	2,806,930.40	2,692,480.39	2,788,769.16
Net Revenue	398,289.98	(129,428.15)	71,819.60	1,769.61	62,078.26

RESOLUTION 682 – SERIES 2025

TOWN OF DOLORES

A RESOLUTION OF THE TOWN OF DOLORES, COLORADO REPEALING AND REPLACING ITS EMPLOYEE HANDBOOK

WHEREAS, the Town of Dolores, Colorado is a statutory town incorporated under the laws of the state of Colorado;

WHEREAS, the Town last reviewed, amended and approved its Employee Handbook in 2022;

WHEREAS, the Town has reviewed and wishes to streamline its categorized leave policy that is applicable to all employees of the Town of Dolores;

WHEREAS, circumstances have changed since adoption of 2010 Employee Handbook and the 2022 amendment, and the Town finds it necessary and appropriate to repeal both documents;

WHEREAS, the Town deems it appropriate to reclassify categorized leave into Paid Time Off system applicable to all employees;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF DOLORES that the prior Employee Handbook(2010) and the 2022 amendment are hereby repealed, and the Employee Handbook attached hereto as Exhibit A is adopted and shall replace all previous versions.

ADOPTED THIS 8th DAY OF December 2025, by the Board of Trustees of the Town of Dolores, Colorado.

Mayor of Dolores:

ATTEST:

Chris Holkestad, Mayor

Kelley Unrein, Town Clerk/Treasurer

Table of Contents

Welcome to the Town of Dolores Team	pg. 3
Read this first – the short version	pg. 4
At-Will Employment and Your Rights	pg. 7
Who Runs What (Town Structure)	pg. 7
Why This Handbook Exists	pg. 8
Our Mission, Vision, Values, and Code of Ethics	pg. 9
Equal Employment Opportunity	pg. 10
Accommodations: Disability, Pregnancy, and Religion	pg. 10
Conflicts of Interest and Family Members	pg. 12
Employment Eligibility (Form I-9)	pg. 12
Job Descriptions, Employment Classifications, and Introductory Period	pg. 12
Training	pg. 13
Attendance, Work Hours, and Timekeeping	pg. 13
Business and Travel Expenses	pg. 15
Town Credit Card Use	pg. 16
Pay, Deductions, and No Payroll Advances	pg. 16
Performance, Growth, and Discipline	pg. 17
Workplace Conduct and Expectations	pg. 18
Harassment, Sexual Harassment, and Respect	pg. 19
Workplace Safety, Injuries, and Violence Prevention	pg. 19
Technology, Email, and Social Media	pg. 21
Drug, Alcohol, Smoking, and Vaping Policies	pg. 21
Confidentiality and Public Records (CORA)	pg. 22
Political Activity and Neutrality	pg. 23
Gifts and Gratuities	pg. 23
Use of Town Property, Equipment, and Vehicles	pg. 24

Personnel Files	pg. 25
Gossip, Rumors, and Communication	pg. 26
Working With the Public	pg. 26
Volunteers and Community Projects	pg. 27
Media and Press Inquiries	pg. 27
Handling Sensitive Information in Public Spaces	pg. 27
Military Leave and National Guard/Reserve Duty	pg. 29
Jury Duty and Witness Duty	pg. 29
Bereavement Leave	pg. 30
Paid Time Off (PTO)	pg. 30
Requesting PTO	pg. 33
Paid Holidays	pg. 33
Resolving Concerns and Grievances	pg. 35
Leaving Employment (Resignation, Final Pay, Exit Interviews)	pg. 35
Reduction in Force (RIF)	pg. 36
Employee Acknowledgment	pg. 37

Welcome to the Town of Dolores Team

We're excited you're here. By joining us, you've become part of a hardworking, friendly, and community-focused organization. We take pride in our staff and in serving the amazing people who call Dolores home.

This handbook gives you the basics about working here: our rules, our expectations, and the benefits that help make this a great place to be. The Town follows all federal and state employment laws, along with any local laws that apply. Not every law is written out here, but we still follow them.

These policies are written for everyone. If you are covered by a union or collective-bargaining agreement, that agreement always comes first. Think of it as the official playbook, while this handbook is the easy-to-read coach's guide.

Please take some time to read through everything. At the end, you'll sign an acknowledgment saying you've read and understood the handbook. This version replaces any older versions.

The Town may update this handbook as things change. Nothing in this handbook is a contract, and no conversation—written or spoken—can create one. No handbook can cover every single situation. If it could, it would be as thick as a phone book, and nobody wants that.

If you have questions about anything in here, please reach out to me, Leigh Reeves, Town Manager. My door is open—unless I'm chasing down a grant or trying to keep the office plants alive—but even then, I'll make time for you.

We're glad you're with us and hope your time here is rewarding, meaningful, and even a little fun.

All the best,

Leigh Reeves, Town Manager

Town of Dolores

Town of Dolores – New Employee Quick Reference Sheet

(The “Read This First” Guide)

Welcome to the team! This sheet gives you the *must-know* information so you can hit the ground running. Keep it handy during your first few weeks.

1. At-Will Employment

Your job is at-will, meaning you or the Town can end employment at any time, for any lawful reason.

Nothing in the handbook is a contract, and only the Town Manager can make employment promises (and only in writing).

2. Work Hours & Attendance

- Standard hours: Mon–Fri, 8:00 a.m. to 4:30 p.m.
 - Tell your Manager if you’ll be late or absent — ideally 30 minutes before your shift.
 - Missing 3 days in a row with no contact counts as job abandonment.
-

3. PTO (Paid Time Off)

You earn PTO based on your years of service:

- Years 1–5: 80 hours/year
 - Years 6–10: 120 hours/year
 - 11+ years: 160 hours/year
- Max balance: 240 hours

PTO can be used for *anything*: illness, appointments, vacation, mental health days, family needs, etc.

If you leave the Town, you’ll receive 100% payout of your unused PTO at your current rate of pay.

4. Respectful, Safe Workplace

We do not tolerate:

- Harassment
- Discrimination
- Bullying
- Retaliation
- Workplace violence

Report concerns to your Manager or the Town Manager. No one will be punished for reporting.

Safety matters:

- Report injuries immediately.
 - Follow safety rules.
 - If something looks unsafe, speak up.
-

5. Technology, Email & Social Media

Town computers, email, and phones are for work.

- Assume anything written on Town systems may become public (CORA).
 - Keep online posts respectful and don't speak on behalf of the Town unless you're authorized.
 - No downloading unapproved software or visiting inappropriate sites.
-

6. Driving & Town Vehicles

If your job includes driving:

- Keep a valid license and required insurance.
- We will check your driving record annually.
- No texting or handheld phone use while driving.
- Town vehicles are for official use only.

If you're in an accident during work travel, report it immediately.

7. Using Town Property

Tools, equipment, keys, vehicles, and devices must be:

- Used safely
- Protected
- Returned when asked

Never loan keys to anyone who isn't authorized.

8. Confidential Information

Protect sensitive information such as:

- Personnel matters
- Legal issues
- Certain records or documents

When in doubt, ask before sharing.

9. Getting Help or Reporting Issues

Start by talking with your Manager.

If the issue involves your Manager or isn't resolved, you can:

- *Bring it to the Town Manager*
- *Request to speak to the Board in executive session (for serious issues)*

We take concerns seriously.

At-Will Employment and Your Rights

Your employment with the Town of Dolores is “at-will.”

This means either you or the Town can end the employment relationship at any time, with or without notice, and with or without a specific reason. It does not mean we want you to leave—we hope you stick around—but the law requires us to be clear about how this works.

What At-Will Does Not Mean

- It does not mean you have a contract guaranteeing continued employment.
- Nothing in this handbook, or anything someone says in a hallway, creates a promise that you can only be fired “for cause.”
- Only the Town Manager can make any kind of employment promise—and only if it is in writing and signed. Verbal promises, no matter how enthusiastic, do not count.
- If you have a written contract that says something different from this handbook, the contract wins.

Your Legal Rights

Nothing in this handbook is meant to:

- Limit your rights under the National Labor Relations Act, or
- Change at-will status where at-will is allowed by state law.

You still have the right to talk about your wages, hours, and working conditions, and to work together with other employees about those issues.

Who Runs What (Town Structure)

Here is a quick “Who’s Who” guide for the Town of Dolores:

- **Board of Trustees** – Six Trustees and the Mayor. They set policy and provide big-picture direction.
- **Town Manager** – Works with the Board and oversees day-to-day operations and all Town staff.
- **Town Treasurer / Finance Manager** – Handles the budget, accounts payable, and grant writing.

- **Town Clerk** – Clerk to the Board, Human Resources, and licensing (marijuana, liquor, business).
- **Assistant Clerk** – Accounts receivable, water/sewer billing, and permit tech duties.
- **Building Official** – Handles building inspections, permits, and code enforcement.
- **Public Works** – One supervisor and three staff who maintain Town facilities, streets, water, and sewer systems, except in summer when we are trying to keep everything alive.

If you forget who does what, don't worry—everyone here is friendly and will point you in the right direction. Also, there are only eight of us plus the guy who knows everything about building.

Why This Handbook Exists

This handbook is here to help you understand:

- How the Town works
- What we expect of you
- What benefits and policies apply to your job
- Where to find help when you need it

It's not a contract, and it doesn't replace normal conversations. We want you to ask questions. That's how we learn and keep things running smoothly.

The Town may update this handbook when laws or policies change. If something in here conflicts with the law, the law wins.

Only authorized management can change handbook policies. Friendly hallway promises, side comments, and "I thought someone said..." do not count. If one part of this handbook is ever found invalid, the rest still stands.

Our Mission, Vision, Values, and Code of Ethics

Our Mission

To preserve and improve a small town that values environmental sustainability, cultural diversity, and family-friendly living, while ensuring the town government delivers exceptional services to its citizens.

Our Vision

We aim to build a vibrant, welcoming, and resilient Dolores by:

- Maintaining safe streets, parks, and public spaces
- Supporting transparent, effective government
- Providing excellent service to our residents
- Encouraging community involvement and teamwork
- Caring for our rivers, lands, and beautiful surroundings

Our Core Values

These guide how we work and how we treat each other:

- Integrity – Do the right thing, even when no one is watching.
- Respect – Treat coworkers and the public with kindness and patience.
- Teamwork – We are a small staff with big goals; we succeed together.
- Communication – Be open, honest, and clear with each other.
- Accountability – Own your decisions and your work.
- Service – We are here to help the people of Dolores.

Code of Ethics

The Town is committed to being honest, ethical, and fair in everything we do. We work hard to:

- Serve the community with respect
- Maintain trust
- Make good decisions
- Keep a reputation we can be proud of

All employees—Board members, committee members, the Manager, supervisors, and staff—are expected to follow high standards of personal and professional integrity. Think of it as our shared commitment to doing the right thing, even when no one is watching.

No one should speak on behalf of the Town Board unless they have been officially asked to do so. This helps us avoid the “Who said what now?” game.

Violations of the Code of Ethics can lead to discipline, up to and including termination. Voluntary honesty and cooperation during an investigation may be taken into account. Honesty really is the best policy.

Equal Employment Opportunity

The Town of Dolores is committed to fair treatment for everyone. We follow all federal, state, and local laws to make sure employment decisions are made without discrimination based on:

Race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other protected classification.

We ensure fairness in hiring, promotions, pay, training, transfers, layoffs, and all other employment actions. We do not tolerate harassment, intimidation, or retaliation of any kind.

If you believe you have experienced discrimination, retaliation, or harassment, please talk to your Manager right away.

Accommodations: Disability, Pregnancy, and Religion

We are committed to giving everyone a fair chance to succeed. The Town follows:

- The Americans with Disabilities Act (ADA)
- Pregnancy discrimination and accommodation laws
- Title VII and state/local laws that protect employees based on religion and other factors

If you have:

- A disability
- A pregnancy-related condition
- A sincerely held religious belief or practice that affects your work,

we will work with you to find a reasonable accommodation, unless it creates an undue hardship for the Town.

Examples of Reasonable Accommodations

- Extra breaks for food, water, or restroom use
- Seating options or the ability to sit or stand as needed
- Schedule changes or part-time work
- Light duty
- Remote work, when possible
- Time off for medical or related appointments
- Adjustments to equipment, uniforms, or job tasks
- Schedule changes for religious observances

You may not need medical documentation when the need is obvious, when the Town already knows about the limitation, or for simple requests like extra restroom or hydration breaks.

How to Request Accommodation

If you need accommodation for disability, pregnancy, or religion:

1. Talk with your Manager.
2. You may be asked to share:
 - Why the accommodation is needed
 - What accommodation you are asking for
 - How it will help you do your job or meet a requirement

We will then work together in an interactive process to find a good solution. In some cases, we may request additional information from a medical provider (for disability or pregnancy), but only when necessary. All medical information is kept confidential.

You can suggest specific accommodations, but the Town may offer an alternative that still meets your needs and allows us to operate effectively. If leave is approved as an accommodation, it may run at the same time as FMLA or other applicable leave.

Retaliation for requesting accommodation is strictly prohibited.

Conflicts of Interest and Family Members

Employees are expected to avoid situations that could create an actual or potential conflict of interest, especially when it involves confidentiality, safety, customer relations, or morale.

Because we value fairness and transparency, the Town does not employ relatives in situations where supervision, safety, confidentiality, or morale could be affected.

If you think a potential conflict exists—whether it involves a relative, contractor, vendor, Board member, or committee—please tell your Manager right away. We will review the situation and determine the best path forward.

Employment Eligibility (Form I-9)

Federal law requires every new hire to:

- Complete Section 1 of Form I-9 on their first paid day, and
- Provide documentation proving identity and authorization to work in the United States within the first three business days.

If your work authorization is temporary, you will need to provide updated proof before it expires. Failure to do so may affect your employment.

Job Descriptions, Categories, and Introductory Period

Job Descriptions and Duties

Each position has a job description that outlines the main responsibilities. If you need a copy, just ask your Manager.

Job descriptions are guides, not contracts. Because we are a small town with big goals, you may sometimes be asked to take on duties outside your usual role. The Town may also update job descriptions when needed.

If you are ever unsure about your job duties or expectations, please ask. We are here to help.

Employment Classifications

You will be classified as one of the following:

- Exempt – Paid a salary; not eligible for overtime.

- Nonexempt – Eligible for minimum wage and overtime.
- Board Officials – Town Treasurer, Town Clerk, and Building Official.

You will also be placed into a general employment category:

- Regular Full-Time – Normally scheduled 40 hours per week.
- Regular Part-Time – Normally scheduled 30 hours or less per week.
- Temporary/Seasonal – Hired for specific periods or seasons and usually not eligible for most benefits.

Your classification will be explained when you are hired and whenever it changes. These classifications do not change your at-will status.

Introductory (Probationary) Period

Your first 90 days of employment are considered an introductory period. During this time:

- You learn the job, the team, and our processes.
- We evaluate your performance and fit.
- Any needed adjustments to duties can be made.

Finishing this period successfully does not guarantee long-term employment or change at-will status, but it is a great chance to get settled and shine.

Training

Most training happens within your department and is tailored to your job. Even if you have done similar work elsewhere, every town runs a little differently.

If you ever feel you need more training, please talk with your Manager. We want you to feel confident and supported.

Attendance, Work Hours, and Timekeeping

Work Hours

- Standard office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.
- Public Works schedules adjust seasonally; the Manager will notify staff.
- Overtime may be required for meetings, emergencies, or special projects.

Attendance and Punctuality

Showing up on time and ready to work is essential to keeping operations running smoothly. Life happens, but communication is key.

If you are going to be late or absent:

- Notify your Manager as soon as possible, at least 30 minutes before your shift when you can.
- Let us know how long you expect to be out.
- We may ask for documentation when allowed by law.

Planned time off (vacations, appointments) should be scheduled as far in advance as possible so we can plan around it.

Missing work without approval—or leaving early or arriving late without permission—may lead to discipline. Missing three consecutive days without contacting your Manager is considered job abandonment and treated as a voluntary resignation.

Timekeeping

Accurate timekeeping is essential so everyone is paid correctly and we stay in compliance.

You must record your time:

- When you start work
- Before and after meal breaks
- When you finish work
- Before and after any other time away from work

Never work “off the clock.” Falsifying time records—yours or someone else’s—is a serious violation and may lead to termination.

Report any errors, missed punches, or pressure to work off the clock to your Manager right away.

Business and Travel Expenses

The Town of Dolores will reimburse reasonable, necessary expenses that support legitimate Town business. These are expenses outside our normal purchasing process, such as meeting costs, training, or travel.

Meetings and Trainings

We may cover approved expenses for:

- Meetings with vendors, partners, or other municipalities
- Conferences and seminars that enhance your job-related skills (with prior Manager approval)

We may also reimburse:

- Business-related postage and mailings
- Business-related phone calls
- Supplies needed to complete your work

For large Town-wide events, we may set up a master account. For small meetings or solo travel, you usually pay individually and submit for reimbursement.

Submitting Expenses

Use the standard expense form and include:

- Date
- Vendor
- Business purpose
- Names of attendees (if applicable)
- Receipts

In most cases, no receipt means no reimbursement.

Travel for Work

Travel must be approved in advance by the Manager. It is meant for work that cannot reasonably be done by phone, email, or video.

The Town generally covers:

- Airfare (economy class)
- Hotel and meals
- Rental cars, taxis, and parking
- Necessary business supplies
- Laundry for extended trips
- Standard gratuities

Family travel expenses are not reimbursed.

Reservations and Payment

- The Town Treasurer typically books flights, hotel rooms, and rental cars.
- Use the Town credit card when possible.
- If you use your personal vehicle with prior approval, you will be reimbursed at the IRS mileage rate.
- Personal errands, in-room movies, minibar snacks, and room upgrades are your responsibility.

Town Credit Card Use

Town credit cards must be used responsibly.

- Only use them for approved business purchases.
- Submit receipts promptly.
- Report lost cards immediately.
- Unauthorized purchases must be repaid within five days.

Misuse of a Town credit card may lead to discipline, up to and including termination.

Pay, Deductions, and No Advances

Pay and Transparency

Pay depends on:

- Market data and pay scales

- Job responsibilities and level
- Individual performance
- Education, experience, and Town resources

You may freely discuss your own pay and, as allowed by law, the pay of others. Employees who have access to pay information as part of their job must keep it confidential unless disclosure is required by law or part of an investigation.

Required Deductions

By law, the Town must withhold:

- Federal and state income taxes
- Social Security and Medicare (FICA)
- Court-ordered deductions
- Any other legally required deductions

If we make a mistake, you will be reimbursed as quickly as possible, no later than your next paycheck. There will be no retaliation for reporting an error.

The Town does not provide payroll advances or personal loans. Questions about pay should be brought to the Town Manager.

Performance, Growth, and Discipline

Performance Reviews

We periodically review your performance to:

- Discuss strengths and areas for growth
- Set goals
- Support your professional development
- Inform decisions about promotions or other employment actions

A positive review does not guarantee a raise or continued employment, but it is a good sign that things are going well.

Discipline

We aim for progressive discipline when appropriate. This may include:

1. Verbal warning
2. Written warning
3. Performance plan or other corrective action
4. Termination

However, depending on the situation, the Town may move directly to more serious steps. At-will employment always applies.

Workplace Conduct and Expectations

We want a workplace built on respect, integrity, responsibility, and teamwork.

The following may lead to discipline, up to and including termination:

- Violating handbook policies
- Possessing, using, or selling illegal drugs and/or alcohol
- Being under the influence of alcohol during working hours or on Town property
- Theft or destruction of Town property
- Fighting, harassment, or discrimination
- Unsafe behavior or ignoring safety rules
- Excessive absences or chronic tardiness
- Unauthorized overtime
- Providing false or misleading information
- Possessing unauthorized weapons on Town property
- Sharing keys or access cards with unauthorized people
- Outside employment that interferes with your Town job
- We reserve the right to drug test at any time for cause

If it sounds like something your grandmother would give you the side-eye for, it probably belongs on this list.

Harassment, Sexual Harassment, and Respect

The Town of Dolores is committed to a workplace where everyone feels safe, respected, and able to do their best work. Harassment of any kind is not allowed.

What Counts as Harassment?

Harassment can include:

- Offensive jokes, slurs, or comments
- Unwanted touching
- Sexual advances or pressure
- Bullying, yelling, or intimidation
- Sharing inappropriate images, messages, or rumors

If it makes someone feel uncomfortable, unsafe, or disrespected, it does not belong here.

What to Do If Something Happens

If you believe you have been harassed or witnessed harassment:

1. Tell your Manager as soon as possible.
2. If the issue involves your Manager, you may go directly to the Town Manager or the Board (through an executive session request).
3. You will not be punished for reporting in good faith.

The Town will look into the situation promptly and take appropriate action.

No Retaliation

Retaliation—punishing someone for reporting or participating in an investigation—is strictly prohibited. If it happens, report it immediately.

Workplace Safety, Violence Prevention, and Injuries

Safety Is Everyone's Job

We want you to go home in the same condition you arrived. Please follow safety rules and use common sense.

If You Are Injured at Work:

- Tell your Manager right away, even for small injuries.
- Get medical care as directed.
- Complete an incident report.
- The Town's workers' compensation insurance will help with approved injuries.

Reporting Unsafe Conditions

If you see something unsafe—equipment problems, spills, a loose railing, or risky behavior—tell your Manager as soon as possible. No one will get in trouble for raising a safety concern.

Workplace Violence Prevention

We want the Town to be a place where people feel safe. Threats, intimidation, or acts of violence have no place here.

Prohibited behavior includes:

- Threatening language
- Physical aggression
- Stalking or harassment
- Bringing weapons to work
- Any behavior that makes others feel unsafe

If you ever feel threatened or see something concerning:

- Tell your Manager immediately.
- If it is an emergency, call 911 first.

We will investigate all reports and take appropriate action.

Returning to Work After an Injury

If you are injured on the job, we want you to heal fully and safely.

When you are ready to return:

- Provide any doctor's restrictions or instructions.
- The Town will explore light-duty or modified-duty tasks when possible.
- Modified duty may be temporary based on your recovery.

If restrictions cannot be accommodated, we will work with you through the workers' compensation process. Our goal is a safe and successful return, not rushing you back too early.

Technology, Email, and Social Media

Technology Use

Town computers, email, and internet access are here to help you do your job.

Employees should not use Town systems to:

- Access offensive or illegal websites
- Send harassing or abusive messages
- Download unapproved software
- Do anything that would be embarrassing if it appeared in a public records request

There is no guarantee of privacy on Town devices or accounts.

Social Media

You can have your own opinions online, but please remember:

- Do not present personal opinions as the official position of the Town of Dolores unless you are authorized to do so.
- Do not use social media to share confidential information or internal disputes.
- Work-related disagreements should not be fought out on social media. Save those for meetings, conversation, and maybe donuts.

Drug, Alcohol, Smoking, and Vaping

Drug and Alcohol Policy

Employees may not:

- Use illegal drugs at work
- Be impaired by drugs or alcohol during working hours
- Drink alcohol in Town buildings or vehicles

Town-sponsored events with alcohol will have clear rules when they occur.

If you are using prescription medication that might affect your alertness or safety on the job, talk with your Manager so we can plan accordingly.

Smoking and Vaping

Smoking and vaping are allowed only in designated outdoor areas and never inside Town buildings or vehicles.

Confidentiality and Public Records (CORA)

Confidential Information

Some Town information is private, including:

- Personnel information
- Certain legal matters
- Security or safety details
- Sensitive financial or administrative information

Employees must protect confidential information and only share it with authorized individuals. If you are not sure if something is confidential, ask before sharing.

Public Records (CORA)

As a local government, many of our documents—emails, texts, files, and messages—may be public under the Colorado Open Records Act (CORA).

This means:

- Communicate professionally.
- Avoid writing things that could be easily misunderstood if seen out of context.
- Keep work-related messages on Town systems when possible.

The Town Clerk handles open records requests. Do not delete work-related records to avoid disclosure. That is against the law.

Political Activity and Neutrality

As a Town employee, you have the right to vote, have personal political opinions, and participate in political activities on your own time.

To keep things fair and nonpartisan, employees may not:

- Campaign, distribute political materials, or solicit political support during work hours.
- Use Town property, email, social media accounts, or vehicles for political purposes.
- Present personal political opinions as the official position of the Town.

Employees may:

- Participate in political activities when off duty.
- Put political bumper stickers on their personal vehicles.
- Have personal conversations about politics, as long as it does not interfere with work or become harassing.

The Town stays politically neutral in its operations and expects employees to do the same while on the job.

Gifts and Gratuities

We appreciate when people appreciate us, but we need to follow ethical standards.

Employees may not accept significant gifts, favors, cash, or services from:

- Vendors
- Contractors
- Developers
- Applicants or permit-holders
- Anyone doing or seeking business with the Town

Small “thank you” items, like cookies, a cup of coffee, or a simple promotional item, are usually fine. Large or valuable gifts are not okay.

If you are unsure, ask your Manager. When in doubt, we lean toward caution.

Use of Town Property, Equipment, and Vehicles

Town Property and Equipment

Town property and equipment—computers, tools, trucks, offices, gear—should be used for Town business.

Personal use should be:

- Minimal
- Occasional
- Not interfering with work

Damaging, losing, or misusing Town property may result in discipline.

Town Vehicles

Unless assigned or approved, Town vehicles:

- Are for official use only
- Should be kept clean
- Must be operated safely at all times

Unauthorized passengers (friends, family, pets, or others) are not allowed unless you have permission.

Employees are expected to:

- Follow all traffic laws
- Wear seatbelts
- Not text or use a handheld device while driving

Fuel cards may be used only for fuel or vehicle care, not for snacks or personal items.

If You Are in an Accident While Driving for Work

If you are in an accident while driving a Town vehicle, or your personal vehicle for Town business:

- Check for injuries and call 911 if needed.
- Notify law enforcement and follow their instructions.
- Contact your Manager as soon as possible.

- Do not admit fault at the scene.
- Complete a written incident report within 24 hours.

All work-related vehicle accidents must be documented, even if minor.

Personal Devices and Technology Security

If you access Town email or documents on your personal phone or laptop:

- Keep your device password-protected.
- Report it immediately if the device is lost or stolen.
- Do not store confidential files on personal devices long-term.

No Expectation of Privacy

Any message, file, or communication created or stored on Town systems may be accessed if needed for business reasons, safety, an investigation, or a public records request.

Personnel Files

The Town maintains a personnel file for each employee that may include:

- Job application and hiring documents
- Background checks annual or otherwise
- Performance reviews
- Training records
- Certifications
- Job changes
- Disciplinary actions, if any

Employees may request to review their own file with reasonable notice.

Personnel records are kept confidential and shared only with authorized Town staff or when required by law.

Gossip, Rumors, and Communication

We all know small towns can grow rumors faster than zucchini in July. Inside the Town organization, we aim for clarity, not drama.

Employees should:

- Bring concerns directly to a Manager, not the rumor mill.
- Avoid gossip about coworkers, residents, or Town business.
- Communicate honestly and respectfully.
- Ask questions when information is unclear.

Healthy communication builds trust. Gossip does the opposite.

Working With the Public

We serve a wonderful community—and sometimes people who are having a hard day.

Employees should:

- Greet community members courteously.
- Listen respectfully, even when someone is upset.
- Provide accurate information or direct people to the right staff member.
- Keep personal opinions out of public interactions.
- Stay calm and professional, even when emotions run high.

If a community member becomes aggressive or threatening:

- Remove yourself from the situation if you can do so safely.
- Notify your Manager.
- Call law enforcement if needed.

Your safety comes first.

Volunteers and Community Projects

Dolores has a strong volunteer spirit, and we are glad for it.

When volunteers help with Town projects:

- They must sign in and follow safety instructions.
- Staff should provide clear guidance and supervision.
- Volunteers should not operate heavy equipment unless approved and trained.
- Volunteers should not be asked to do unsafe tasks or tasks needing special certification.
- Staff must treat volunteers with respect and appreciation.

Volunteers make our community stronger. We want their experience to be safe and positive.

Media and Press Inquiries

If a reporter or media outlet contacts you:

- Be friendly and professional.
- Direct them to the Town Manager.
- Do not give official statements unless you have been authorized.

You may speak about your personal views, but not as the official voice of the Town.

Handling Sensitive Information in Public Spaces

Town Hall is small, and sound carries.

When handling sensitive matters:

- Avoid discussing private employee or resident information in hallways, the lobby, or other public areas.
- Keep documents secure on your desk or screen.
- Close confidential files when you step away.
- Use discretion when answering questions at the front counter.

If it feels like information should be private, treat it that way.

No-Solicitation and No-Distribution

We want to keep work time focused on work and avoid clutter in work areas.

“Solicitation” includes:

- Selling products or services
- Asking for donations
- Recruiting for groups, clubs, or organizations

Employee Solicitation

You may not:

- Solicit coworkers during working time (yours or theirs).
- Distribute non-work materials in working areas.

You may:

- Have personal conversations or solicitations during your own non-working time, such as breaks or lunch, when the other person is also on non-working time.
- Share materials in non-working areas like break rooms or parking lots, as long as it is appropriate.

Non-employees may not solicit or distribute materials on Town property at any time.

Materials that:

- Violate equal employment or anti-harassment policies
- Contain threats of violence
- Are knowingly and recklessly false

are never allowed.

This policy does not limit your legal rights to talk about wages, hours, or working conditions.

Military Leave and National Guard/Reserve Duty

The Town complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

If you serve in the military, National Guard, or Reserves:

- You may take leave for required service or training.
- You will be reinstated to your job (or a similar one) when your service ends, according to law.
- You will not be penalized for military service.

Notify your Manager as early as possible and provide service orders if available.

Jury Duty and Witness Duty

Jury Duty

Serving on a jury is an important civic duty, and we support you in fulfilling it.

If you are summoned:

- Notify your Manager as soon as possible.
- Provide a copy of your jury summons.

Jury duty leave will be provided in accordance with Colorado law. You may also choose to use PTO if you wish.

You keep any payment the court gives you.

Witness Duty

If you are required to appear as a witness in a legal matter:

- Notify your Manager.
- Provide documentation of the required dates and times.

If the matter is related to Town business, your time may be paid as work time. If it is not related to Town business, you may use PTO or unpaid leave.

Bereavement Leave

Losing someone close is hard, and we understand you may need time.

Employees may take up to three days of paid bereavement leave for the death of an immediate family member. You may request additional time using PTO.

Talk with your Manager if you need more time or support.

Respectful Workplace and Anti-Bullying

We want Dolores to be a place where people feel welcome and valued—employees and community members alike.

Bullying is not allowed. Examples include:

- Yelling at or belittling coworkers
- Spreading gossip or rumors
- Intimidation
- Sending rude or hostile messages
- Repeated disrespectful behavior

If it makes the workplace feel hostile or toxic, it is not acceptable here.

Please treat coworkers, Trustees, and the public with respect, patience, and professionalism, even on the busy days. If something concerns you, talk with your Manager.

Paid Time Off (PTO)

What Is PTO?

The Town of Dolores uses a Paid Time Off (PTO) system. This means vacation, personal days, and sick time are all combined into one flexible bank of hours.

You can use PTO for:

- Vacation
- Illness or medical appointments
- Caring for a family member

- Mental health days
- School or family events
- Personal matters or emergencies

We want you to take the time you need and come back refreshed.

How You Earn PTO

PTO begins accruing on your first day of employment. It accrues throughout the year based on your years of service.

Years 1–5:

- 80 hours per year
- About 6.67 hours per month

Years 6–10:

- 120 hours per year
- About 10 hours per month

11+ years:

- 160 hours per year
- About 13.33 hours per month

PTO is added to your balance each month.

Using PTO

We encourage you to use your PTO responsibly and plan ahead.

- PTO should be taken, when possible, during the anniversary year in which it is earned.
- Requests for planned time off should be made in advance so we can maintain service to the public.
- Unplanned PTO (such as sudden illness) should be reported to your Manager as soon as possible.
- PTO may be used in as little as one-hour increments.

Your Manager approves PTO based on staffing and workload. We do our best to say yes whenever we can.

PTO Balance Limit

We want everyone to take their time off, not store it forever.

The Town's maximum PTO balance is 240 hours. This is the total you can have at any one time.

If you reach 240 hours:

- You will stop accruing PTO until you use some hours and drop below the limit.
- Accrual will restart once you are under 240 hours again.

Taking time off is healthier for you and better for the Town.

PTO Cash-Out Option

Each year, employees have the opportunity to “cash out” a portion of their accrued Paid Time Off (PTO). This optional benefit is meant to offer a little extra flexibility—whether it's for holiday expenses, end-of-year savings, or anything else you choose.

How it works:

- Employees may request a PTO cash-out once per year, which will be paid on the first paycheck in December.
- To be eligible, you must maintain a minimum balance of 40 hours of PTO *after* the cash-out is processed. This ensures everyone keeps a healthy amount of time available for rest and personal needs.
- Requests must be submitted by the deadline communicated each fall (usually in early November) so payroll has time to process them.
- PTO hours will be cashed out at your current regular rate of pay.

We encourage employees to use their PTO throughout the year for rest, family time, and personal well-being, but this option is here when a little extra cash at the end of the year would be helpful.

PTO Payout at Separation

When your employment with the Town of Dolores ends—whether you resign, retire, or your employment is otherwise separated—the Town will pay out 100% of your unused, accrued PTO at your current rate of pay.

To help things go smoothly:

- PTO is paid based on the final verified balance in the payroll system.

- Only earned, unused PTO is paid out; unaccrued or future PTO is not.
- Employees must return all Town property before final pay can be processed.
- Final pay, including PTO payout, will be issued according to Colorado law.

We encourage you to use your PTO each year to rest and recharge, but if you leave with unused time, you will be paid for the time you earned.

Requesting PTO

Requesting time off is simple:

1. Submit your request to your Manager as early as possible.
2. Make sure the dates and hours are correct.
3. Your Manager will review staffing and workload.
4. You will receive approval or follow-up questions.

We do our best to approve PTO, especially when it is requested early.

Short-Notice Requests

Life happens. When you need same-day PTO due to illness, emergency, or unexpected events:

- Call or message your Manager as soon as possible.
- Let them know how long you expect to be out.
- You do not have to share personal medical details, just the basics.

Paid Holidays

The Town of Dolores provides paid holidays so employees can rest and spend time with family and friends. Holidays are paid time off and do not reduce your PTO balance.

The standard holiday schedule includes:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day

- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples'/Columbus Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve (half day)
- Christmas Day

Town Hall may close for other holidays or special circumstances as approved by the Town Manager.

When a Holiday Falls on a Weekend

- If the holiday falls on a Saturday, it may be observed on the preceding Friday.
- If the holiday falls on a Sunday, it may be observed on the following Monday.

The Town Manager will confirm the observed dates.

Living Our Values at Work

We want everyone to feel welcome, supported, and respected.

Employees are expected to:

- Be courteous to the public and coworkers.
- Be honest and dependable.
- Communicate clearly and respectfully.
- Support a harassment-free and discrimination-free workplace.
- Work safely and follow rules.
- Use good judgment with Town equipment and resources.
- Protect confidential information.

- Help create a positive work environment.

If you are not sure whether something is appropriate, ask a supervisor—or imagine your grandmother watching.

Resolving Concerns and Grievances

We encourage open communication. If something does not feel right:

1. Talk with your Manager at a time when they can fully listen.
2. If the issue involves your Manager, or you feel it is not resolved, you may bring your concern to the Board through an executive session request.
3. Share what the problem is, who is involved, what you have already tried, and any suggestions you have.

We want to create a workplace where everyone feels safe speaking up and where problems are addressed, not ignored.

Leaving Employment and Reduction in Force

Resignation

We hope your time with the Town is long and rewarding. But we know circumstances can change.

- Please provide at least two weeks' written notice to your Manager.
- Shorter notice may affect your eligibility for rehire.
- In some cases, the Town may choose to provide pay in lieu of notice.

Final Pay and Property Return

When you leave:

- You will be paid according to Colorado law and our payroll schedule.
- Return all Town property (keys, credit cards, phones, clothing, equipment, etc.).
- Make sure we have your current mailing address so we can send tax forms.

Exit Interviews

You may be asked to take part in an exit interview. This helps the Town:

- Understand why employees leave
- Spot trends or issues
- Improve our workplace

Your honest feedback is appreciated.

Reduction in Force (RIF)

Sometimes, due to budget or business needs, the Town may need to reduce staff.

If a Reduction in Force (RIF) is necessary, Town leadership will:

- Make decisions based on legitimate business needs
- Communicate as clearly and respectfully as possible
- Follow applicable laws and relevant policies

We recognize that this is stressful and will make every effort to handle it with care.

Employee Acknowledgment

Please read and sign the following statement:

I acknowledge that I have received a copy of the Town of Dolores Employee Handbook. I understand that it is my responsibility to read the handbook and ask questions if I need help understanding any part of it.

I understand that this handbook is not a contract and does not change my at-will employment status. The Town may modify or change policies at any time.

I agree to follow the policies and guidelines contained in this handbook.

Employee Name: _____

Employee Signature: _____

Date: _____

Manager Signature: _____

Town of Dolores
420 Central Avenue
Dolores, CO 81323
(970) 882-7720

December 3, 2025

RE: Letter of Intent – Partnership with J&D Collaborative

To Whom It May Concern:

The Town Council of the Town of Dolores is pleased to express its intent to partner with J&D Collaborative in support of the proposed workforce housing project within the Town limits. The Town recognizes the importance of expanding local housing opportunities and looks forward to developing a collaborative framework that serves both community needs and long-term affordability goals.

As part of this partnership, the Town is prepared to pursue a Right of First Refusal (ROFR) structure. Under this approach, the Town would hold a contractual, non-ownership right, documented in a recorded agreement, that allows the Town to match any bona fide purchase offer at fair market value should J&D Collaborative choose to sell the property in the future. The ROFR would remain in effect for a term generally aligned with the affordability period required under DOH/CHFA program guidelines, ensuring long-term stability and continued municipal involvement in the stewardship of the project.

The Town Council values the opportunity to collaborate with J&D Collaborative and intends to continue working in good faith toward a formal agreement that advances workforce housing and supports the long-term wellbeing of the Dolores community.

We look forward to advancing this partnership.

Sincerely,
Town Council, Town of Dolores

By: _____
Name: _____
Title: _____

RESOLUTION 683 – SERIES 2025
TOWN OF DOLORES

A RESOLUTION AUTHORIZING THE DOLORES FAMILY PROJECT TO UTILIZE SPACE AT 29 CENTRAL AVENUE FOR THE PLACEMENT OF A STORAGE SHED

WHEREAS, the Town of Dolores supports community-driven programs and services that benefit the residents of the Town of Dolores and surrounding area; and

WHEREAS, the Dolores Family Project provides valuable resources and support to local families, contributing to the well-being and stability of the community; and

WHEREAS, the Dolores Family Project has requested permission to utilize a portion of the property located at 29 Central Avenue for the purpose of placing a storage shed necessary for its ongoing operations; and

WHEREAS, the Town Board of Trustees finds that permitting the placement of a storage shed at this location will further the organization's mission and provide a continued benefit to the community.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF DOLORES, COLORADO:

1. The Town of Dolores hereby authorizes the Dolores Family Project to utilize designated space at 29 Central Avenue for the placement of a storage shed to support its program operations.
2. The Dolores Family Project shall coordinate with Town staff regarding placement, site requirements, and any applicable safety or property considerations.
3. This Resolution shall take effect immediately upon adoption.

ADOPTED THIS 8th DAY OF December, 2025, by the Board of Trustees of the Town of Dolores, Colorado.

Mayor of Dolores:

ATTEST:

Chris Holkestad, Mayor

Kelley Unrein, Town Treasurer/Clerk

RESOLUTION 684 – SERIES 2025

TOWN OF DOLORES

**A RESOLUTION AWARDING A CONTRACT WITH F&M CONSTRUCTION FOR
Dolores River Habitat and Access Improvements**

WHEREAS, the Town of Dolores (the “Town”) has the authority to enter into contracts for any lawful municipal purpose pursuant to C.R.S. § 31-15-101.

WHEREAS, the Town has been awarded a Fishing is Fun grant from the Colorado Parks and Wildlife to improve fishing access and habitat on the Dolores River.

WHEREAS, F&M construction, has prepared a bid for services, attached hereto as Exhibit A.

WHEREAS, the purpose of this agreement is for the provision of permitting and preconstruction services to implement the habitat improvements contemplated by the Fishing is Fun Grant;

WHEREAS, the agreement serves a lawful municipal purpose pursuant to C.R.S. § 31-15-101.

WHEREAS, the agreement calls for the payment of the sum of **\$106,202.00**

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
TOWN OF DOLORES, THAT:**

1. The Town Board of Trustees hereby awards and approves the agreement attached for construction services to implement the habitat improvements contemplated by the Fishing is Fun Grant in the amount of **\$104,000** to be paid from the Town’s General Fund. The match requirement for Fishing is Fun grant has already been met;
2. The Mayor and Town Manager are authorized to execute the Agreement and the Town Clerk to attest the agreement with F&M Construction, PO Box 1459, Bayfield, CO 81122.
3. This resolution shall become effective immediately upon its adoption by the Board of Trustees.

**ADOPTED THIS 8th DAY OF December 2025, by the Board of Trustees of the Town of Dolores,
Colorado.**

Mayor of Dolores:

ATTEST:

Chris Holkestad, Mayor

Kelley Unrein, Town Treasurer/Clerk



December 1, 2025

Town of Dolores
601 Central Avenue,
Dolores CO, 81323
Attn: Leigh Reeves

Subject: Dolores Fishing Access and Habitat Improvement Revised Pricing.

Leigh,
F & M is offering a deduction of \$5,135.00 for this project. This will result in a revised contract amount of \$106,202.00
The deduction is in Storm Water Management and is reflected in the revised bid sheet

Please let me know if you have any questions or require additional information.

Sincerely,

Matt Foutz
President
F & M Construction, Inc.



November 19-2025

Town of Dolores
601 Central Avenue,
Dolores CO, 81323
Attn: Leigh Reeves

Subject: Dolores Fishing Access and Habitat Improvement.

Leigh,

Thank you for the opportunity to bid on the Dolores Fishing and Habitat Improvement Project.

F&M Construction will complete all scopes of work according to the plan details in a timely and orderly manner for the proposed amount of \$111,337.00

Please see the attached bid schedule for the breakout of this bid.

Clarifications.

- Horizon Environmental Services will perform Storm Water Management and Seeding and Blanketing as a subcontractor, see bid items 20 and 160. See the attached proposal from Horizon Environmental for a complete cost breakdown.
- Horizon Environmental will bill on a per foot basis and any reduction in this cost will be passed on directly to the Town of Dolores.
- Taxes have been included in this bid proposal.
- Pricing does not include a contingency
- Pricing is based on performing the work during the Winter of 2025 – 2026
- Pricing includes one mobilization

Please let me know if you have any questions or require additional information.

Sincerely,

Matt Foutz
President
F & M Construction, Inc.

Dolores River Habitat Improvements
F & M Construction, Inc.
Bid Proposal

11/19/2025

Biditem	Description	Quantity	Units	Unit Price	Bid Total
10	Mobilization	1.000	LS	3,180.00	3,180.00
20	Storm Water Management	1.000	LS	9,145.00	9,145.00
30	1-1) Screened Rock Chinking in Rip Rap Path	1.000	LS	1,367.00	1,367.00
40	1-2) Cover Structures w/ Onsite Boulders	10.000	EA	144.00	1,440.00
50	1-3) Cover Structures w/ Onsite Bouldrs	10.000	EA	144.00	1,440.00
60	1-4) Replace Steps and Boulders Clusters	31.000	EA	185.00	5,735.00
70	1-5) Boulder Cluster	16.000	EA	471.00	7,536.00
80	2-1) Boulder Cluster	16.000	EA	471.00	7,536.00
90	2-2) Repair Steps	17.000	EA	157.00	2,669.00
100	2-3) J-Hook Repair	32.000	EA	278.00	8,896.00
110	2-4) J-Hook Repair	36.000	EA	269.00	9,684.00
120	2-5) Boulder Cluster	16.000	EA	487.00	7,792.00
125	2-6) Excavate Cross Vane Hole	1.000	LS	1,201.00	1,201.00
130	2-7) Steps Repair & J-Hook Repair	40.000	EA	235.00	9,400.00
140	2-8) Steps / Cross Vane Repair	92.000	EA	228.00	20,976.00
150	2-9) Boulder Cluster	16.000	EA	450.00	7,200.00
160	Seeding & Blanketing	1.000	LS	6,140.00	6,140.00
	Bid Total				111,337.00

Cost Breakdown

Labor: \$28,510.00
Equipment: \$32,963.00
Materials: \$34,579.00
Subcontractor: \$15,285.00

\$111,337.00



Dolores Fishing Access and Habitat Improvement Plan Overview

Project Approach

Upon receiving final approval for commencement of this project a detailed plan of approach will be communicated to all parties involved.

At each stage of the project utmost attention will be given to reduce both environmental impact and impact on the community.

Equipment Plan

All equipment to be used in contact with the river will be thoroughly cleaned and inspected before use. Multiple daily inspections will be performed to ensure any leaks are immediately identified and mitigated.

Any impact on the riverbank from equipment entering or exiting the work zone will be restored to a condition to meet or exceed the current condition.

Crew Experience

Team members performing the work will be highly skilled professionals with prior experience on similar river projects.

A project supervisor will always be present to communicate and coordinate professionally with the Town's engineer and the CPW representative to make any field adaptations or adjustments throughout the duration of the project.



Dolores River Habitat Improvement Project

Relevant Qualifications:

F&M Construction has performed numerous river projects during the last 5 years and is well suited for completing the work outlined in these project plans. Our experience encompasses work in the Animas River, Hermosa Creek, and San Juan River. Below is a list of our river projects within the last 5 years and brief description of each.

Projects:

- 1. 32nd Street Bridge and Animas River Trail Project (2022):** This project entailed building two large bridge abutments along the riverbed and installing a large section of Animas River Trail on top of a large retaining wall built within the riverbed. A coffer dam was installed using jersey barriers, riverbed gravels and plastic sheeting to divert flow during construction. The wall and its footer below the riverbed were armored with mixture of soil and rip rap. Boulders were installed afterward in the vicinity to create eddies, slower currents for river users and improve fish habitat.
- 2. 416 Fire Flood Mitigation Project (2020/21):** Reconstructed ~300' stretch of Hermosa Creek after the 416 fire and subsequent mudslides that resulted from the burn scars. This project included removing ~200 cubic yards of sediment and river cobbles, re-establishing a main channel, armoring riverbanks and installing boulders and clusters in key locations to maintain fish habitat.
- 3. Florida River Intake (2019/20):** Construct new concrete inlet structure within the Florida River for City of Durango raw water supply. Project required temporary rerouting of river and strategic boulder placement for directing water to new inlet. Dewatering and filtering of water were continuous throughout the project.
- 4. Client References:** Pete Merkel, USFS, 970-759-2324
Barney Bunker, City of Durango, 970-764-7528
Sam Krier, Nunn Construction, 970-903-1672



Mountain West Insurance & Financial Services, LLC

3575 S Sherman St. #1 Englewood, CO 80113
(800) 677-5306 Toll-free
(303) 762-1717 Office
(303) 762-1733 Fax

October 22, 2024

Re: F&M Construction, Inc.

To Colorado Department of Transportation:

It is our pleasure to recommend F&M Construction, Inc. They have been a long-time client of ours and perform projects in a professional and timely manner.

F&M Construction, Inc.'s present bonding capacity is available up to \$7,500,000 single project and \$15,000,000 aggregate work on hand through a surety company with an AM Best Rating of at least "A-" (Excellent) and financial size category of at least "VIII" (\$100 to \$250 Million). It is listed on the Federal Department of Treasury Certified Companies List. Bonding capacity is based on the contractor's present financial position and, should there be a significant change, the surety reserves the right to re-evaluate the contractor.

The project must be within F&M Construction, Inc.'s scope of operations, and the contract and bond form acceptable to the surety. Neither the contractor, nor the surety under a bid, will be held responsible unless, prior to execution of the contract, the owner demonstrates to the surety complete ability to make all payments to the contractors according to the terms of the contract.

Please feel free to contact Craig Mowers or me for further information.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Naber", written over a horizontal line.

Jennifer Naber
Surety Advisor

POLICY NUMBER: CUP-7R292319-25-2S

UMBRELLA
ISSUE DATE: 02/05/2025

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

SCHEDULE OF UNDERLYING INSURANCE

This endorsement modifies insurance provided under the following:

EXCESS FOLLOW-FORM AND UMBRELLA LIABILITY INSURANCE

Employee Benefits Liability	Limits Of Liability	
Carrier THE PHOENIX INSURANCE COMPANY	Each Employee	\$1,000,000
	Aggregate	\$2,000,000

Policy Number CO-7R291673-25

Policy Period

From: 01/18/2025

to: 01/18/2026

Commercial General Liability	Limits Of Liability	
Carrier THE PHOENIX INSURANCE COMPANY	General Aggregate	\$2,000,000
	Products-Completed Operations Aggregate	\$2,000,000
Policy Number CO-7R291673-25	Personal and Advertising Injury	\$1,000,000
Policy Period	Each Occurrence	\$1,000,000
From: 01/18/2025		
to: 01/18/2026		

Automobile Liability	Limits Of Liability	
Carrier THE TRAVELERS INDEMNITY COMPANY OF CONNECTICUT	Bodily Injury And Property Damage Combined Single Limit	\$1,000,000

Policy Number BA-007R291845-25

Policy Period

From: 01/18/2025

to: 01/18/2026

POLICY NUMBER: CUP-7R292319-25-2S

UMBRELLA
ISSUE DATE: 02/05/2025

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

SCHEDULE OF UNDERLYING INSURANCE

This endorsement modifies insurance provided under the following:

EXCESS FOLLOW-FORM AND UMBRELLA LIABILITY INSURANCE

Employers Liability

Limits Of Liability

Carrier **PINNACOL ASSURANCE**

Bodily Injury By Accident **\$1,000,000***
Each Accident

Policy Number **4228190**

Bodily Injury By Disease **\$1,000,000***
Policy Limit

Policy Period

From: **02/01/2025**

Bodily Injury By Disease **\$1,000,000***
Each Employee

to: **02/01/2026**

***UNLIMITED IN THE STATE OF NEW YORK FOR
SUBJECT EMPLOYEES**

Limits Of Liability

Carrier

Policy Number

Policy Period

From:

to:

Limits Of Liability

Carrier

Policy Number

Policy Period

From:

to:

PRODUCER:MOODY-VALLEY INS AGCY

OFFICE:DENVER CO 052

EU 00 03 08 18

© 2018 The Travelers Indemnity Company. All rights reserved.

Page 2 of 2

MEMORANDUM

To: Mayor Holkestad and Members of the Board of Trustees

From: Kelley Unrein, Town Clerk / Treasurer

Date: December 8, 2025

Subject: Allocation of Town Donation Funds to Local Nonprofit Organizations

At the direction of the Board of Trustees and pursuant to Resolution 681, approved on November 10, 2025, the Town Donation Funds Subcommittee met to review applications and allocate available funds to local nonprofit organizations serving the Dolores community.

The subcommittee—comprised of Trustee Grigg, Trustee Youngquist, Town Manager Leigh Reeves, and Town Clerk/Treasurer Kelley Unrein—evaluated each request based on community benefit, organizational mission, and alignment with the intent of the Town Donation Funds program.

Based on this review, the subcommittee allocated funds as follows:

- **Montezuma Leadership Network** – \$1,500
- **Galloping Goose Historical Society** – \$2,500
- **Southwest Colorado Cycling Association** – \$2,500
- **Elemental Strength / Montezuma Martial Arts Academy (nonprofit segment)** – \$1,000

These allocations reflect the Town’s ongoing commitment to supporting nonprofit organizations that enhance the quality of life for Dolores residents and contribute to the cultural, educational, and recreational vitality of the community.