

AGENDA

DOLORES COLORADO

TOWN BOARD OF TRUSTEES

January 26, 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.

WORKSHOP: 5:30 P.M.:

Manager's Report

Randy's retirement

Dog Licenses

Special Events Liquor License Permits

Power Point Presentation

Discussion

To: Honorable Mayor and Trustees
From: Leigh Reeves, Town Manager
Date: January 22, 2026
RE: Manager's report

Fishing Is Fun Project

The Fishing Is Fun project was completed on January 22nd. The project looks great, and we have received many positive comments from community members. Our local boatman, Andy Hutchinson, pointed out a set of boulder clusters that would create a problem around the beach, allowing us to make changes before the project was completed. We also worked closely with the Forest Service to access the river from the beach, they are great partners to work with. Outpost Lana Kelly, helped by allowing us to dump rocks for placement through the Outpost parking lot. F&M Construction was a great partner also throughout the project. The final step is to complete billing so we can receive funding from Colorado Parks and Wildlife and pay F&M Construction.

Comprehensive Plan Update

Staff continues to meet every two weeks with Logan Simpson to review progress on the Comprehensive Plan. We are currently working on developing the project website, planning community outreach, and organizing in-person meet-ups this summer to gather input from residents.

At the encouragement of Shirley Powell from the Planning and Zoning Commission, I researched the Department of Local Affairs (DOLA) requirements to better understand what is legally required in a Comprehensive Plan. You will find that document attached. We are also working to align the plan with new state laws passed in 2024.

Logan Simpson will attend the Planning and Zoning meeting on February 5th, which has been moved from our usual meeting date. During their visit, they will also meet one-on-one with individuals identified through Planning and Zoning Commission's recommendations. I will be sending out invitations for these meetings and hope to achieve strong participation.

This is a large and important project and will require significant staff time. Thank you for your continued support, especially since the Comprehensive Plan has not been updated since 1997.

Phase 2 Water Main Replacement Project

Staff met with CDPHE, DOLA, EPA and SGM to discuss funding options for the Phase 2 Water Main Replacement Project. We plan to apply for Energy Impact Assistance Fund (EIAF). We will also apply for CDPHE's State Revolving Fund, part of the loan may be forgiven if we apply by 2026. If we are unable to secure funding this year, the project may need to be delayed until 2027, which we hope to avoid.

Boundary and Mapping Update

The Town filed the boundary affidavit electronically with the Montezuma County Clerk and Treasurer's Office. Hopefully, Doug Roth from the County GIS department will update the official map. Once that is complete, we plan to install the required signage in the spring. This will put this issue to a close.

Intergovernmental Agreements (IGAs)

The recycling IGA with the City of Cortez is scheduled for a vote at the February 9th Board meeting. Town Attorney Ethan Sumrall, will have reviewed the agreement and expects it to be ready for your consideration at the February Board meeting.

The IGA with the Library - Staff is working with the Library Board to reinstate the agreement with the removal of item 14, which was the only concern. Some confusion arose during this process, but Ethan has worked directly with the Library Board's legal counsel. A revised IGA will also be brought to the Board on February 9th. The Library Board may submit any candidates they wish for board appointments since that was not affected.

Staff Update

Randy McGuire will officially retire on January 30th. Please wish him well if you see him around town. RJ Cross has stepped into the role, has passed his B Water License exam, and is preparing to take his A License exam, helping ensure continuity in water treatment operations. Over the past year, RJ has worked closely with Randy to support a smooth transition in water, sewer, street, and park maintenance operations. **Facilities**

Update – Flanders Park Restroom

Staff met with Dean Matthews this morning, to address issues with bathroom heaters that were previously installed. We have determined the incorrect heaters were installed. The new ones were ordered today. Dean will install them as soon as they arrive and then we can open the bathroom again.

Closing

For Trustees who plan to run in the next election, I have included a list of projects that have been started or completed, along with their current status. You should **ALL** be proud of the progress and accomplishments achieved during your time on the Board. We have secured \$2.6M in grant funding.

Memorandum

To: Board of Trustees

From: Leigh Reeves, Town Manager

Date: January 21, 2026

Subject: Completed & On-Going Projects and Grant Activities Summary

Completed & Ongoing Projects

Fishing Is Fun Grant \$134K

- Grant requirements are substantially complete.
- Funds have been successfully administered.
- Final completion January 22nd, 2026.

Southwest Youth Corps - \$55.7K secured for trail work

- Trail work planned for Summer 2026.
- Estimated duration: 4 weeks with 6–8 FTEs.

Comprehensive Plan – Communication & Engagement grant \$25K total cost \$54K

- Communication plan developed to support public engagement and transparency.
- Effort is ongoing and on track for completion in 2027.

Water & Infrastructure Projects

Phase II Water Main Replacement

- Planning and coordination work completed.

Engineering - \$400K project cost - \$200K grant

- Required engineering work is approximately 90% complete and progressing toward full regulatory and funding compliance.

Energy Impact Assistance Fund (EIAF)

- Grant application in progress.
- Due: February 13, 2026.

State Revolving Fund (SRF)

- Coordination and preparation underway.
- Submittal planned for the June 2026 funding cycle.

EPA Grant

- Federal grant requirements met.
- Required training completed.
- Project work may now begin.

Future Project Milestones

- RFQ/RFP: Anticipated Fall 2027
- Construction: Anticipated Spring 2028
- Grant Closeout: Anticipated Winter 2028

Great Outdoors Colorado (GOCO) Projects - \$750K in funding secured

- Bike/Skate Park: Construction completed.
- Shade Structure: Planned for Spring 2026.
- ADA Sidewalk: Accessibility improvements planned for Fall 2026.
- Trees & Irrigation: Landscaping and irrigation improvements planned for Fall 2026.
- Grant Signage: Required acknowledgment signage planned for Spring 2028.

CHFA (Colorado Housing and Finance Authority)

- \$15K in grant funding applied toward the Bike/Skate Park match (July 2025).

El Pomar Foundation

- \$20K in philanthropic funding secured toward project match (October 2025).

Additional Grants & Capital Improvements

Daniels Fund

- \$75K in grant funding secured.

- Baseball field improvements planned for spring 2026.

Facilities & Operations

- Flanders Park Bathroom: CDOT funding secured \$290K. Construction completed November 2024.
- Water Treatment Plant Roof: Replacement completed Spring 2025.
- Old Town Hall Asbestos Removal: grant \$256k Completed Spring 2024 in compliance with regulations.
- Old Town Hall Demolition: grant \$107K Completed Summer 2024, returning approximately 4,600 sq. ft. to public park space.
- Completion of new Town Hall and parking lot – grant \$451k
- Installation of Sprinkler system at old Town Hall site and to the Bike/Skate park for maintenance.
- Completion of Siren and Water plant emergency generator testing
- Move from old accounting software program to new program - Caselle. This was a yearlong project that we completed in 6 months.

Staffing Updates

- Treasurer Position: Filled October 2024.
- Clerk Retirement: September 2025.
- Assistant Clerk: New hire onboarded and currently in training (November 2025).
- Head of Maintenance – Randy McGuire retired January 30, 2026

Comprehensive Plan Requirements per DOLA Website

Statutorily-Required Plan Elements

Elements that are required in local or regional comprehensive plans per Colorado's comprehensive plan statute (C.R.S. 30-28-106 and 31-23-206) include this list below. Senate Bill 24-174 established some population-based exemptions for certain comprehensive plan elements, such as strategic growth elements and housing action plans. Please refer to DOLA's [Housing and Comprehensive Plans page](#) for the list of exemption thresholds, [Multilaw Applicability Sheet](#)(opens in new window) for a list of jurisdictions or use DOLA's [Multilaw Applicability interactive map](#)(opens in new window) to see what exemptions may apply.

- A narrative description of the procedure used for the development and adoption of the master plan
 - Summary of any objections to the master plan made by neighboring jurisdictions:
 - For counties: Any adjacent county and any municipality that is wholly or partially located within the boundaries of the county or within three miles of any boundary of the county; and
 - For municipalities: Each county within which the municipality is wholly or partially located and any county or municipality that is located within three miles of any boundary of the municipality;
 - Any special district that supplies water to the municipality or area covered by the master plan
- Water Supply Element (Required by Dec 31, 2026)
 - Consult and coordinate with entities that supply water for use within the municipality, county or region
 - Include water conservation policies
 - Estimate a range of water supplies and facilities needed to support the potential public and private development described in the comprehensive plan.
 - Updated no less frequently than every five years
- Strategic Growth Element (Required by Dec 31, 2026)

- A description of existing and potential policies and tools to promote strategic growth and prevent sprawl;
 - An analysis of vacant and underutilized sites (i.e., "infill" sites)
 - An analysis of undeveloped sites (i.e., "greenfield" sites) under consideration for residential development
 - Updated no less frequently than every five years
- Housing Action Plan (HAP) (First statutory deadline for HAPs is Jan 1, 2028)
- Three-mile Plans
 - Municipalities: Three-mile plan required
 - Regional Plans:
 - Three-mile plans for each municipality that is part of the regional planning commission; and
 - A description of how each jurisdiction will integrate that plan into the master plan.
- Recreation and Tourism Element

Requirements for DOLA-funded Plans

When funding comprehensive plans, DOLA requires that the following project components be included in the scope of work:

- Clear record of Community-Driven Engagement efforts and results to the extent measurable
- Risks of natural and human-caused hazards to life, property, and public resources, and consideration of their impact to vulnerable communities.
 - Goals, strategies, and/or actions to address and mitigate these hazards
 - Identify and address all potential hazards as described in the county's Hazard Mitigation Plan
 - Consider the impacts of hazards, resources, and amenities on disproportionately impacted communities to promote equitable outcomes
- Water supply and water quality goals
- Self-assessment of water supply and demand status and trends, existing water conservation and efficiency goals and policies

- Received by DOLA within 6 months of receiving grant contract
- An action plan
 - Prioritizes actions necessary to implement the plan
 - Timeline for implementation
 - Assigns responsibility for actions.

DOLA Recommended Elements

DOLA strongly encourages (but does not require) the following:

- A documented review of land use code, with updates, as appropriate: Because the land use code implements a comprehensive plan, a code update is strongly recommended to immediately follow a comprehensive plan update.
- Policies and strategies in the comprehensive plan and land use code to plan for the community's aging demographic.
- Policies and strategies to address energy efficiency, reduce greenhouse gas emissions, and increase the use of renewable energy sources where applicable.
- Intergovernmental agreement(s) (IGA) with neighboring jurisdiction(s) to cooperatively plan for areas of mutual interest, including but not limited to development within the applicable three-mile plans.
 - IGA will address how infrastructure will be provided or upgraded and maintained in areas of mutual interest and
 - Engage major service providers/special districts, as applicable

Dog Licenses- Discussion



2025 Numbers:

- Dog licenses cost \$10
- 104 dogs registered
- Tags cost \$80 plus shipping, for 200 tags
- Doggy waste bags cost \$1314.56
- Ann's time (approx. 16 hours), postage (\$0.74 per renewal)
- Total revenues \$1040
- Total costs \$1953.32

What are we doing about noncompliance?

Is it worth the cost/labor?

Should we be responsible for enforcing other dog related issues?

What do we need to make that happen?

Associated Codes and Ordinances for Reference

6.04.020 - License required—Fee.

It is unlawful for any person or persons to keep, harbor, allow or allow to remain on the premises any male or female dog over the age of six months within the corporate limits of the city unless such person shall first obtain a license for such dog. This license shall be obtained by paying to the town clerk or authorized representative an annual license fee as set by the town board by resolution.

6.04.030 - License fee—Tag issuance.

Upon the payment of such license fee, the town clerk or authorized representative shall issue a license tag and receipt to the owner or person obtaining a license for such dog.

(Ord. 362 § 3, 1989)

6.04.040 - Tags to be worn—Replacement.

A. All dogs shall wear or otherwise carry a license tag upon the collar or harness to be worn at all times within the city limits.

B. In the event of loss or destruction of the original tag, the owner of the dog shall obtain a replacement tag from the town clerk.

(Ord. 362 § 6, 1989)

6.04.050 - Fees required when.

Such fees, as required, shall be paid by the owner or person in charge of each and every dog remaining or residing within the town or at any time thereafter brought into the town for residence or keeping.

(Ord. 362 § 4, 1989)

6.04.060 - Expiration of license.

License fees shall be due and payable each calendar year and all licenses shall expire at the end of the calendar year for which such license was obtained.

(Ord. 362 § 5, 1989)

6.04.070 - Vaccination required.

It shall be the duty of every person who owns or harbors any dog or cat in the town to have such dog or cat inoculated by a person legally authorized to do so. Vaccination shall be performed at such times and at such frequencies as may hereafter be recommended by

the State Department of Public Health. The recommendations of the State Department of Public Health, with respect to the inoculations and vaccinations of dogs and cats, shall hereafter regulate the vaccination periods and revaccination, and reinoculation of dogs and cats within the city.

(Ord. 362 § 7, 1989)

6.04.080 - Certificate—Information required.

A. The town clerk shall prepare certificates in triplicate together with corresponding tags for distribution to persons legally authorized. Spaces for the following information and for any other such information as the marshal may require. Minimum information requirements shall be as follows:

1. The name and address of the owner or harborer of the inoculated animal;
2. Date of inoculation;
3. The year and series number of the animal tag;
4. Breed, age, color and sex of the inoculated animal.

B. The tags to be furnished to those qualified to vaccinate animals shall be made of a durable material suitable to be attached to the collar or harness of an inoculated animal. Such tags shall state the year for which issued and the series number of the certificate and tag. The cost of the inoculation shall be paid by the owner of the animal.

(Ord. 362 §§ 8, 9, 1989)

6.04.090 - Certification of vaccination.

A. It shall be the duty of each person legally authorized to perform vaccinations on animals when inoculating any dog or cat to fill out one triplicate certificate with the information required and immediately present one triplicate copy to the owner or harborer of the inoculated animal. One copy shall be brought to the town clerk when purchasing a dog license. The remaining triplicate copy shall be retained by the person performing the vaccination.

B. At the time of inoculation of any dog the person performing the vaccination shall also deliver to the owner or harborer of such animal the tag obtained from the director of finance as evidence of such inoculation. The owner or harborer of a cat shall not be required to obtain a tag from the town.

(Ord. 362 § 10, 1989)

6.04.100 - Rabies tag to be attached.

Every owner or harborer of a dog shall attach the tag evidencing inoculation of antirabies vaccine to the collar or harness of the inoculated dog and such collar or harness shall be worn by the animal at all times. The copy of the certificate shall be retained by the owner or harborer of the inoculated dog for inspection by the marshal or his authorized representative.

(Ord. 362 § 11, 1989)

6.04.110 - Unauthorized use of tags prohibited.

Only those persons who legally own or harbor a dog legally vaccinated in accordance with the provisions of this chapter shall be permitted to possess the certificate and tags. No person may affix a tag evidencing vaccination to the collar or harness of any dog except the tag issued for the animal at the time of vaccination.

(Ord. 362 § 14, 1989)

6.04.120 - Registration of vaccination.

The town clerk or authorized representative shall file and register copies of such triplicate certificates received as provided in this chapter and retain and file such as the official registry of all dogs inoculated with antirabies vaccine for the town. Such vaccination registration shall be valid for a period of the current calendar year and January and February of the following year. For the period of January 1st to February 28th of each calendar year the vaccination registration from the previous calendar year and current calendar year shall be both be valid.

(Ord. 362 § 13, 1989)

6.04.130 - Animal control/code enforcement officer authority.

Any town marshal, deputy town marshal, animal control officer or code enforcement officer as designated by the town pursuant to section [2.04.040](#), duties, is authorized to enforce any and all sections of this chapter.

(Ord. 362 § 15, 1989)

(Ord. 507, 7-11-2011)

6.04.140 - Interference with enforcement prohibited.

It shall be unlawful for any person or persons to interfere with, threaten, obstruct, delay or resist any duly appointed town marshal, deputy town marshal, animal control officer or

code enforcement officer in the performance and discharge of his duties under this chapter.

A person commits interference if he knowingly prevents or attempts to prevent or delay a town marshal, deputy town marshal, animal control officer or code enforcement officer, acting under color of his official authority from discharging his duties by:

1. Using or threatening to use physical force or violence against the town marshal, deputy town marshal, animal control officer or code enforcement officer or another;
2. Using any other means which creates a substantial risk of causing physical injury to the town marshal, deputy town marshal, animal control officer or code enforcement officer or another.

A violation of section [6.04.140](#) shall be punishable as set forth in Dolores Municipal Code, section [1.12.010](#), as may be amended from time to time.

(Ord. 362 § 16, 1989)

(Ord. 507, 7-11-2011)

6.04.150 - Duties.

The town marshal, deputy marshal, animal control officer or code enforcement officer shall have the authority to pick up and impound animals found to be in violation of this chapter at an official town pound or other place contracted for or designated by the town.

(Ord. 362 § 17, 1989)

(Ord. 507, 7-11-2011)

6.04.160 - Animal pound operations.

A. There is created a town animal pound which may be operated by the town, by vendors on an annual contract basis according to the terms, conditions, and specifications set up by the town or through intergovernmental agreement or other agreement with another governmental entity which operates a pound.

(Ord. 362 § 31(part), 1989)

6.04.250 - Nuisance conditions designated.

It is unlawful for any person to keep or maintain any animal within the town which habitually or with regularity disturbs the peace and quiet of the neighborhood. To include, but not limited to: excessive barking, whining or howling, molesting passersby, chasing vehicles, bicycles or people, attacking other domestic animals, depositing excretory matter

on property other than that of the owner, or damaging property. The keeping of any such animal is declared to be a nuisance.

6.04.350 - Dogs running at large prohibited.

A. No person owning or keeping any dog shall fail to keep the dog on the premises of the guardian or keeper unless the dog is:

1. On a leash held on by a person, or
2. Within a vehicle or similarly physically confined and without access to passersby.

B. The penalty for a violation of this section is a fine of up to five hundred dollars or up to one hundred eighty days in jail or both a fine and jail.

(Ord. 473 (part), 2007; Ord. 470, 2006: Ord. 406 § 2, 1995: Ord. 362 § 35, 1989)

(Ord. No. 487, § 1, 2-9-2009)

8.04.040 - Nuisances designated.

M. Keeping a dog which individually, or in combination with another dog or dogs together, makes any noises or disturbances by barking, howling, yelping, whining or other utterance which is audible beyond the premises on which the dog is kept, in excess of twenty consecutive minutes during the day (seven a.m. to nine p.m.) or in excess of ten consecutive minutes during the night (nine oh one p.m. to six fifty-nine a.m.).

Chapter 1.12 - GENERAL PENALTY

1.12.010 - Violation—Penalty.

A. Any person who violates any of the provisions of an ordinance of the town shall be punished by a fine of not more than four hundred ninety-nine dollars.

B. Each such person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of the ordinances of Dolores, Colorado is committed, continued or permitted by any such person, and he shall be punished accordingly.

C. Violations of [title 10](#) Dolores Municipal Code and the Model Traffic Code adopted by the Town of Dolores, now in effect or as may be amended from time to time shall be punished by a fine of up to four hundred ninety-nine dollars only.

(Ord. 370 § 1, 1989)

(Ord. 506, § 1, 7-11-2011; Ord. 522, 9-21-2015; Ord. No. 535, 2-12-2018)



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Special Event Liquor Permits in Colorado

Guidelines for Applicants
and Dolores Local
Procedures



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What We Will Cover

Who can apply

Application requirements and deadlines

Dolores' local licensing process

Reporting requirements

Limitations on special events

Fees

Public notice and protest procedures

Eligible Applicants



Nonprofit
organizations



Philanthropic and
religious
institutions



Municipalities



Chambers of
Commerce



Political
Candidates (with
appropriate filings)

Key Steps to Apply

- Submit application **at least 30** days before the event
- Event details: date, start/end times/location/type of alcohol served/expected attendance
- Copy of deed, lease, or written permission to use premises
- Certificate of good standing issued by the Secretary of State within the last two years
- Appropriate fees

Dolores Local Licensing



DOLORES IS A LOCAL-ONLY
LICENSING AUTHORITY

SPECIAL EVENT PERMITS ISSUED
BY THE BOARD OF TRUSTEES AND
TOWN CLERK

THE TOWN MUST REPORT
ISSUANCE TO THE STATE WITHIN
10 DAYS

Event Limit Rules



Maximum 15 days per
calendar year per applicant

Days do not need to be
consecutive

Permit Fees

Fees based on maximum
allowable by the State of
Colorado per Resolution
290 (2009)



Public Notice & Protest Procedures

- Notice must be posted at event location
10 days prior to event
- Provides opportunity for public protests
- A public hearing is not required unless grounds for denial exist
- The Board may choose to have a hearing for any request
- If a hearing occurs: written notice must be provided to applicant and protesters

Key Takeaways

Apply > 30 days in advance

Dolores Board and Clerk approve permits and report to state

Max 15 days/year, non consecutive

Follow public notice and protest procedures

Pay fees as per Colorado law & local ordinance

You have a
permit...Now
what?

Controlled Serving Area

- Adequate fencing is required around the alcohol service area
- Preference for a clearly restricted area, such as a beer tent or beer garden, within the festival grounds

Compliance & Oversight

- A TIPS-trained individual must be on site at all times alcohol is being served
- Alcohol service must comply with all terms of the special event permit

Sales Tax Accountability

- License holder is responsible for ensuring all applicable sales tax is paid
- Revenues should be closely tracked throughout the event

Enforcement & Consequences

- Failure to comply with permit requirements may result in ineligibility for another special event permit for one full calendar year

Sheriff's Requirements

- Special Event Request Form
- Special Event Form-Contract for Off-Duty Services
- Deputy \$65/hour/each
 - Minimum two deputies, could require more depending on circumstances
- Meet with the Sheriff and Town Manager when applying
 - Traffic and Public Safety are the Priorities

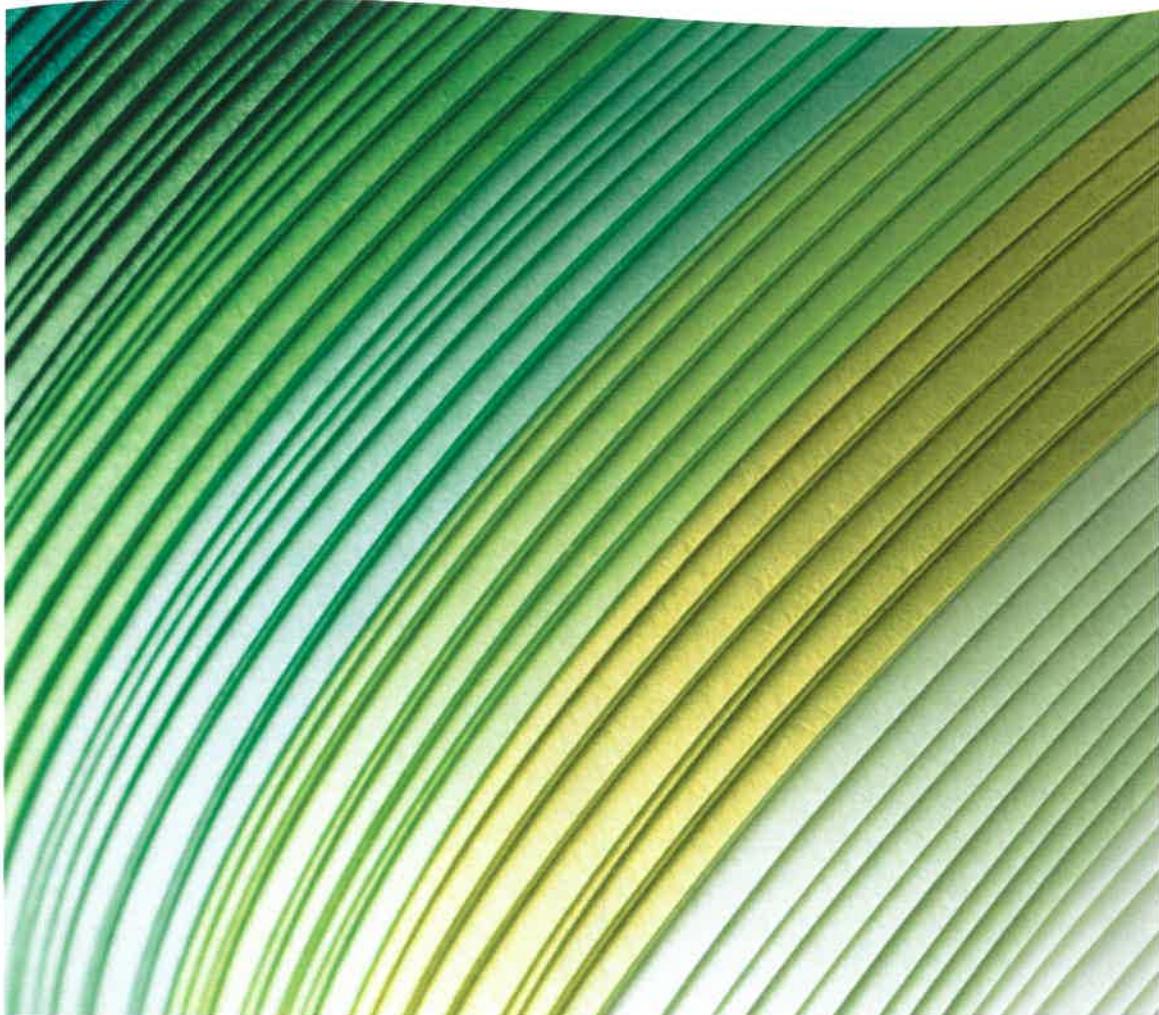


Questions and Contact Info

Town Clerk : Kelley Unrein

970.882.7720 x3

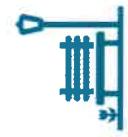
kellyu@townnofdolores.com



Other Festival Related Topics



Tents and Camping
in the Parks



Pros and Cons of
Allowing Camping



Park Rental Fees:
JRP
Other



Summary/Key
Takeaways

Tents and Camping in the Park

- Permit Required: Yes, camping by permit only
- Fees:
 - Tent: \$5 per person
 - RV: \$15 per vehicle
- Continue to allow camping?
- Are fees appropriate?

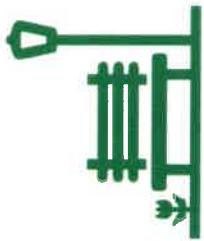


Pros and Cons of Allowing Camping



Pros:

- Generates additional revenue for the park
- Encourages outdoor recreation and community engagement
- Supports tourism and local economy



Cons:

- Potential for increased litter, noise, and environmental impact
- Requires staff oversight and enforcement
- May conflict with other park uses or scheduled events
- Cost of repairs

Park Rental Fees- JRP

**Under 100
people:**

Single day:
\$50

Multi-day:
\$250

**Over 100
people:**

Single day:
\$250

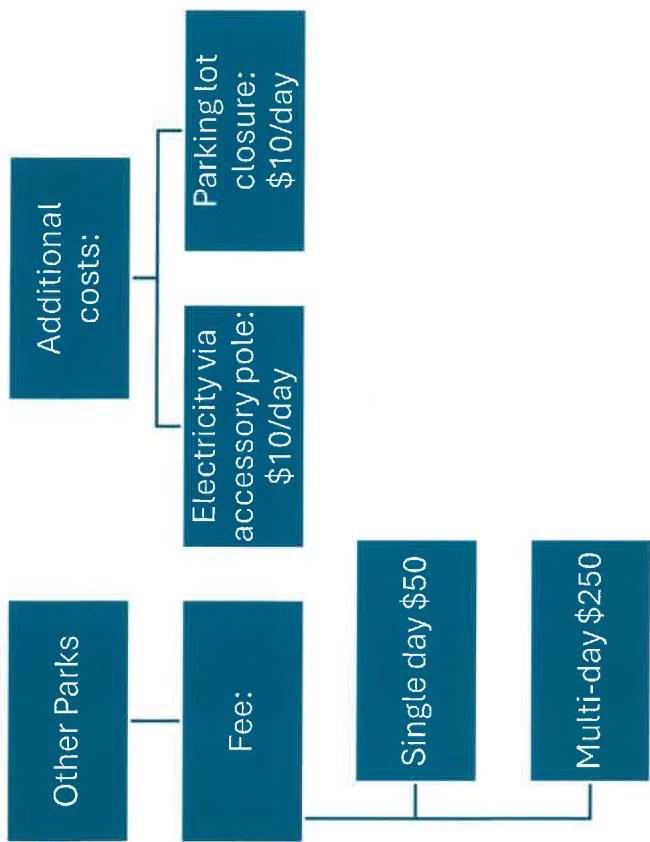
Multi-day:
\$500

**Damage
deposits:**

Small
group: \$100

Large
group: \$500

Other Parks and Fees



Summary/Key Takeaways

Do we want to continue to allow camping? For tents? For RVs?



Are the camping fees appropriate? Are we ensuring payment? Who is responsible for that?



Are park rental fees appropriate?



Are additional amenities being charged for?



What are the consequences for people not cleaning up after their group, leaving equipment past rental date?



Should we be itemizing time of maintenance staff and repairs? Is the deposit large enough to cover these costs?





Montezuma County Sheriff's Office

Steven D. Nowlin – Sheriff

730 East Driscoll Street
Cortez, Colorado 81321

Telephone 970 / 565-8452

Fax 970 / 565-3731

www.montezumasheriff.org

Special Event Request

Date of request _____

Event _____

Event Manager _____

Date(s) / Time(s) of event:

From: _____ To: _____

Location of event _____

Description of event: _____

The cost per Deputy is set at a rate of \$65.00 per hour. The cost for Patrol Vehicle is set at \$20.00 per hour. The cost per Non-Certified Member is set at a rate of \$35.00 per hour. One Deputy is required when non-certified deputy is required.

----- Do Not Write Below This Line -----

(To Be Completed By Montezuma County Sheriff's Office Authorized Personnel)

Number of Deputies _____ Number of Patrol Vehicles _____ Number of Posse Members _____

Total time requested _____

Total cost for event _____

Approved by _____ Date _____

If event fee waived, authorized by _____

MONTEZUMA COUNTY SHERIFF'S OFFICE
Private Contract for Off-Duty Law Enforcement Services
(Shaded Area's to be completed by Sheriff's Office)

1. Organization & Event Information

Name of Person Completing Contract:		Date:	
Title/Position:		Phone Number:	
Business/Organization Name:		Business/Organization Type:	
Business Street Address:		Business Phone Number:	
Type of Event:		Start Date of Event:	End Date of Event:
Location of Event:		Approx. Number of Attendees:	
Hours of Assignment: From: _____ To: _____		Nature of Duties Requested:	
Special Instructions:			
Number of Deputies Requested:	Number of Deputies Required:	Number of Supervisors Required:	

2. Costs

- Contracts are valid for the length of the event.
- Prepayment of costs is required, unless other arraignments have been made.
- Organizations pay a minimum three hours per deputy, per assignment.
- Three calendar weeks' notice is needed if the event requires 5 or more deputies.
- Contracts received within seven days, but more than seventy two hours, of the date of assignment request will be assessed a ten percent administrative fee, unless prior arrangements have been made.
- Contracts within seventy two hours of the date of assignment will be assessed a twenty percent administrative fee, unless prior arrangements have been made.
- The agency reserves the right to refuse any request for off-duty employment. **TWO DEPUTY'S PER EVERY 100 ATTENDEES**
- Contracts cancelled with less than twenty four hours notice will result in the organization incurring the three hour minimum, per deputy costs.
- The deputy(s) assigned are still considered employees of the Montezuma County Sheriff's Office and are not private employees of the organization regardless as to funding from this contract and whether or not they are in uniform or plain clothes; no organization policies and procedures or rules will be enforced by the deputies.

Hourly Rate (Deputy): \$65.00 hr. \$65.00/hr. (x) _____ hours, (x) _____ Deputies = \$ _____		
Hourly Rate (Supervisor): \$70.00 hr. \$70.00/hr. (x) _____ hours, (x) _____ Supervisors = \$ _____		
Vehicle Rate: \$20.00 per vehicle per event or per day. \$20.00 (x) _____ Vehicles, = \$ _____		
Hourly Rate (Non-Certified): \$35.00 hr. \$35.00/hr. (x) _____ hours, (x) _____ Posse = _____		
Total Amount Due: = \$ _____		
Paid in Full: [] Yes [] No Amount outstanding = \$ _____		Check Number:

3. Organization Clarification

(Contract valid for length of event only)

I specifically agree and hold harmless the County of Montezuma, its officers, deputies, agents, and employees for any claim whatsoever arising from acts or omissions of said officers/deputies while contracted by me and agree to indemnify and hold harmless the County of Montezuma and the Montezuma County Sheriff's Office for the costs of defense, including reasonable attorney's fees, for such acts or omissions.

Signature of Authorized Organizational Representative

Title

Date:

I further agree that I have obtained the necessary permits to hold the event that I have specified above. This includes having met and obtained approval from the Montezuma Board of County Commissioners, City of Cortez, Town of Dolores, Town of Mancos, Housing Authority, The Fire Department, Police Departments, Zoning Inspectors, Parks and Recreation, City Administration Offices, County Administration Offices, State of Colorado Highway Department, Colorado State Patrol, any other offices where a special permit may be required in order for a special event to be held.

Signature of Authorized Organizational Representative

Title

Date:

4. Agency Review and Authorization:

Sheriff Office Review Designee:	Approved / Denied - Sheriff/Undersheriff:
Date:	Comments:

(Payment must be received in advance of contract employment)

Please send payment to:

Montezuma County Sheriff's Office
Attention: Administration Division Supervisor
730 E. Driscoll
Cortez CO 81321

Office Phone: 970-565-8452

Fax: 970-565-3731

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
2170 Fermented Malt Beverage \$10.00 Per Day

Name of Applicant Organization or Political Candidate

State Sales Tax Number (Required)

Mailing Address of Organization or Political Candidate

City

State ZIP Code

Address of Place to Have Special Event

City

State ZIP Code

Authorized Representative of Qualifying Organization or Political Candidate

Date of Birth (MM/DD/YY)

Phone Number

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

City

State ZIP Code

Event Manager

Date of Birth (MM/DD/YY)	Phone Number	
Event Manager Home Address		
City		State
		ZIP Code
Email Address of Event Manager		

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

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

Signature

Date (MM/DD/YY)

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)

City 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

Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

- Appropriate fee.
- Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions. **Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- Copy of deed, lease, or written permission of owner for use of the premises.
- Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
- If not incorporated, a NONPROFIT charter; **or**
- If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- Application must first be submitted to the Local Licensing Authority (city or county) at least thirty (30) days prior to the event.
- Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
- State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
- Check payable to the Colorado Department Of Revenue

Qualifications for Special Events Permit

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

Liquor Enforcement Division Fee Schedule

Application Fees

Type	Local Fee	State Fee
Application Fee	up to \$1,000.00	\$1,100.00
Application Fee with Concurrent Review	up to \$1,000.00	\$1,200.00
Application Fee Transfer of Ownership	\$750.00	\$1,100.00
Application Fee Additional Liquor-Licensed Drugstore	up to \$1,000.00	\$1,100.00
Application Fee Additional Liquor-Licensed Drugstore with Concurrent Review	up to \$1,000.00	\$1,200.00
Application Fee Manager Permit	N/A	\$100.00
Application Late Renewal Fee (Not more than 90-days of license expiration date; may be assessed during state review)	\$500.00	\$500.00
Application Reissue Fee (More than 90-days but less than 180-days of license expiration date)	\$500.00	\$500.00
Application Reissue Fine (More than 90-days but less than 180-days of license expiration date)	\$25.00 a day beyond 90-day expiration date	\$25.00 a day beyond 90-day expiration date
Annual Renewal Application Fee (Effective July 1, 2023 - June 30, 2024)	\$100.00	\$125.00
Annual Renewal Application Fee (Effective July 1, 2024)	\$100.00	\$250.00
Annual Art Gallery Fee	\$100.00	\$0.00

Retail License Fees

Type	Local Fee City	State Fee City	Local Fee County	State Fee County
Art	\$41.25	\$308.75	\$41.25	\$308.75
Beer & Wine	\$48.75	\$351.25	\$63.75	\$436.25
Brew Pub	\$75.00	\$750.00	\$75.00	\$750.00
Club	\$41.25	\$308.75	\$41.25	\$308.75
Distillery Pub	\$75.00	\$750.00	\$75.00	\$750.00
Hotel & Restaurant	\$75.00	\$500.00	\$75.00	\$500.00
Hotel Restaurant with one Optional Premises	\$75.00	\$600.00	\$75.00	\$600.00
Each Additional OP License	N/A	\$100.00	N/A	\$100.00
Resort Complex	\$75.00	\$500.00	\$75.00	\$500.00
Campus Liquor Complex	\$75.00	\$500.00	\$75.00	\$500.00
Related Facility – Resort Complex	\$15.00	\$160.00	\$15.00	\$160.00
Related Facility – Campus Liquor Complex	\$15.00	\$160.00	\$15.00	\$160.00
Liquor-Licensed Drugstore	\$22.50	\$227.50	\$37.50	\$312.50

Retail License Fees (Continued)

Type	Local Fee City	State Fee City	Local Fee County	State Fee County
Lodging & Entertainment	\$75.00	\$500.00	\$75.00	\$500.00
Optional Premises	\$75.00	\$500.00	\$75.00	\$500.00
Racetrack	\$75.00	\$500.00	\$75.00	\$500.00
Retail Gaming Tavern	\$75.00	\$500.00	\$75.00	\$500.00
Retail Liquor Store	\$22.50	\$227.50	\$37.50	\$312.50
Tavern	\$75.00	\$500.00	\$75.00	\$500.00
Vintner's Restaurant	\$75.00	\$750.00	\$75.00	\$750.00
Fermented Malt Beverage On Premises	\$3.75	\$96.25	\$7.50	\$117.50
Fermented Malt Beverage and Wine	\$3.75	\$96.25	\$7.50	\$117.50
Fermented Malt Beverage On/Off Premises	\$3.75	\$96.25	\$7.50	\$117.50

Local and State Issued Permit Fees

Type	Local Fee City	Local Fee County	State Fee
Retail Establishment Permit (Art Gallery)	\$3.75	\$3.75	\$3.75
Bed & Breakfast Permit	\$3.75	\$3.75	\$71.25
Each Resort-Complex-Related Facility Permit	\$15.00	\$15.00	\$160.00
Special Event Permit: Malt, Vinous and Spirituous Liquor	\$100.00	\$100.00	\$25.00 Per Day
Special Event Permit: Fermented Malt Beverage	\$100.00	\$100.00	\$10.00 Per Day
Mini Bar Permit with Hotel Restaurant License	\$48.75	\$48.75	\$276.25

State License Fees

Type	Fee
Limited Winery License	\$70.00
Manufacturer's License (Distillery or Rectifier): On or after August 10, 2016, and before August 10, 2017	\$675.00
Manufacturer's License (Distillery or Rectifier): On or after August 10, 2017	\$300.00
Manufacturer's License (Brewery)	\$300.00
Manufacturer's License (Winery)	\$300.00
Nonresident Manufacturer's License (Malt Liquor)	\$300.00
Importer License	\$300.00
Wholesaler's Liquor License On or after August 10, 2016, and before August 10, 2017	\$800.00
Wholesaler's Liquor License On or after August 10, 2017	\$550.00
Wholesaler's Beer License	\$550.00
Public Transportation (dining, club or parlor car; plane; bus or other vehicle)	\$75.00

Additional Fees

Type	Local Fee	State Fee
Alternating Proprietor Licensed Premises	N/A	\$150.00
Change of Location	Not to exceed \$750.00	\$150.00
Change of Trade Name/Corporate Name	N/A	\$50.00
Corporate/LLC Change (Per Person)	\$100.00	\$100.00**
Duplicate License	N/A	\$50.00
Add Optional Premises to Hotel & Restaurant License	N/A	\$100.00
Limited Liability Change	N/A	\$100.00
Manager Registration (Hotel & Restaurant; Tavern; Lodging & Entertainment; Campus Liquor Complex)	\$30.00	\$30.00
Master File Background	N/A	\$250.00
Master File Location Fee (Per Location)	N/A	\$25.00
Modification of Premises	N/A	\$150.00
Sole Source Registration	N/A	\$100.00

State Only Issued Permits

Type	Fee
Winery Direct Shipper Permit	\$100.00
Wine Packaging Permit	\$200.00
Festival Permit Application	\$50.00
Branch Warehouse or Warehouse Storage Permit	\$100.00
Retail Warehouse Storage Permit	\$100.00
Manager Permit Registration (Liquor-Licensed Drugstore)	\$100.00
Non-Contiguous Location (Winery/Limited Winery) Application	\$125.00
Non-Contiguous Location (Winery/Limited Winery) Renewal	\$100.00
Takeout and Delivery Permit Application	\$11.00
Takeout and Delivery Permit Renewal	\$11.00

**** The State Fee of \$100 only pertains to state-only issued licenses and does not apply to licenses issued by local licensing authorities**

Reservation Comparison Table

		Mancos			Cortez		
		Single Day	Multi Day	Local	Manicos	Other	Individual/NFP
Community Center				\$10/hr or \$50/half day or \$50 full day and \$25/hr cleaning/ \$100 key deposit/ \$100 cleaning deposit/ \$500 deposit when alcohol is served	\$20/hr or \$60 half day or \$150 full day \$25/hr cleaning/ \$100 key deposit/ \$100 cleaning deposit/ \$500 deposit when alcohol is served	Rec Center Fees	Rooms: \$50/hr 1/2 Bdrm \$30/hr Full Gym: \$60/hr
				Cleaning or Deposit	Cleaning or Deposit		
Parks	\$50/day	\$250	Fees	<200 people: \$10/day people: \$50/day	>200 \$20 out of state out of state	\$100	\$30-60 half days \$60- 120 full days
JRP with Pavilion	<100 people: \$50 >100 people: \$250	<100 people: \$250 >100 people: \$500	Electric	>200 people: \$15/event or vendor	Shelters/Gazebos		
Damage Deposit	\$100 small group \$500 large group			Street Closure	Entire Park	\$120- \$180	
Ball Fields	\$20/day		Security	>200 people: \$50 Minimum 2 officers	Montezuma Park: Stage	\$60 half day Full Day	
Electric					Security		
Parking Lot Closure				Cleaning or Deposit			Entire Park>500 people \$150
Camping				\$500 minimum			Cleaning or Deposit
				\$10/day \$5/ person (tent) vehicle (RV)			