

Town of Hotchkiss
Meeting of the Board of Trustees
Thursday, FEBRUARY 12, 2026, at 6:30 P.M.
276 W Main Street

Zoom Link: <https://us02web.zoom.us/j/89202984549>

Agenda

1. Call the Meeting to Order
Roll Call
Pledge of Allegiance

**Police Department Recognition of Citizens and Officer Haskins
Retirement Recognition for Officer Lorin Winnett
Swearing in of New Officer Landon Grossnickle**
2. **Public Comment** (limited to 5 minutes per person)
3. **Consent Agenda**
Minutes for January 8, 2026
Accounts Payable February 2026
4. **Trustee Comments**
5. **Town Attorney Comments**
6. **Town Administrator Comments**
7. **Action Items:**
 - a. Liquor License Renewal-476 Eatery
 - b. Street Closure Request-Duckworks
 - c. Agenda Application Request-Dave Cotten
 - d. Amendment to Interim Town Administrator Contract for Clarity Purposes
 - e. PUBLIC HEARING
ORDINANCE 2026-01 IMPOSING A TEMPORARY MORATORIUM ON THE ISSUANCE OF NEW OUT-OF-TOWN WATERTAPS; LIMITATIONS ON THE SALE OF TOWN WATER FROM THE TOWN STANDPIPE AND DELCARING AN EMERGENCY
 - f. Agenda Application Request-Allen Todd
 - g. PUBLIC HEARING
BOUNDARY ADJUSTMENT BETWEEN 141 AND 153 E BRIDGE STREET-KIM KELLY
 - h. Deciding Vote to Move Forward with Permanent Town Administrator
8. Information Only Items
Grant Reward Letter for Growing Water Smart Technical Assistance
Lawn Care Request for Bids
9. Adjournment

RECORD OF PROCEEDINGS

Hotchkiss Board of Trustees

JANUARY 8, 2026

1. CALL THE MEETING TO ORDER

Mayor Jim Wingfield called the meeting to order at 6:30 p.m. A verbal roll call was taken. Those present were Roger Christian, Pat Medina, Randy Thalmann, Custer McLeod and Sven Edstrom. Absent was Jim Jorgensen

Those present recited the Pledge of Allegiance.

2. PUBLIC COMMENT

Laurie Connor of 184 E Main Street commented about having lighted cross walk signs and how it would improve pedestrian safety. Laurie also recommended that the Board let everyone talk and maybe have an outline available that everyone can follow.

Terry O'Brien of 176 E Orchard told the Board that he felt Town Attorney Bo Nerlin was using his position as the Town Attorney to persuade the Judge and the Sheriff's Department to find in favor of his client that has a civil case with Mr. O'Brien. Mr. O'Brien claimed that he was using his status to get he and his partner Leighanne Hoyt arrested.

Attorney Nerlin read the letter in question to the Board of Trustees.

3. CONSENT AGENDA

MINUTES FROM DECEMBER 11, 2025

Randy Thalmann noted that he was not present at the December 11th meeting but was mentioned as being present.

Pat Medina moved to approve the minutes with the above noted correction, seconded by Custer McLeod. A verbal vote was taken with all voting in favor. Motion passed.

ACCOUNTS PAYABLE

Town Clerk Ginger Redden read off the additional bills.

Pat Medina made a motion to pay the bills, Roger Christian seconded. A verbal vote was taken with all Trustees voting in favor. Motion passed.

4. TRUSTEE COMMENTS

None.

5. ATTORNEY COMMENTS

Attorney Bo Nerlin addressed the comment made by Laurie Connor. He said that the goal is to create a clean record of the meetings. This includes not having back and forth communication during the comment periods of the meeting.

RECORD OF PROCEEDINGS

Hotchkiss Board of Trustees

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6. TOWN ADMINISTRATOR COMMENTS

Interim Town Administrator Lauren Gister was unable to log into the Zoom Link.

7. ACTION ITEMS

DONATION REQUEST-HOTCHKISS SHEEP CAMP STOCK DOG TRIALS

Liz (no last name given) stood in for Susan. In addition to the Sponsorship Request that the Hotchkiss Sheep Camp Stock Dog Trials puts in every year, they are asking for help in setting up and taking down all the things for the Trials. There are only four (4) women on the committee, and they are requesting all the help they can get.

The Trials are held every year in May over Mother's Day weekend. Mayor Wingfield and several other Trustees said that they would be happy to help with setting up and tear down. Pat Medina moved to approve the \$500.00 donation request for the Hotchkiss Sheep Camp Stock Dog Trials, seconded by Sven Edstrom. A verbal vote was taken with all Trustees voting in favor. Motion passed.

RESOLUTION 2026-01 DECLARING PAPER AND POSTING PLACE

This Resolution is done every year in January to declare the paper that the Town of Hotchkiss will place all of the Town information in as well as the posting place where agendas and other items of public interest to the Town are posted.

Pat Medina moved to approve Resolution 2026-01, a Resolution of the Board of Trustees of the Town of Hotchkiss, Colorado, designating the official Public Notice location and the official newspaper of general circulation for the Town of Hotchkiss, Colorado, seconded by Custer McLeod. A verbal vote was taken with all Trustees voting in favor. Motion passed.

PROFESSIONAL CONTRACT FOR ATTORNEY BO NERLIN

Mayor Wingfield stated that there were a few little changes to the contract, but it is basically the same as last year.

Custer McLeod said that he thinks Attorney Nerlin is doing a great job.

Mayor Wingfield stated that possibly later this summer there would be RFPs (Requests for Proposals) put out for different jobs in the Town of Hotchkiss. The Attorney would possibly be one.

Pat Medina moved to approve the contract for Attorney Bo Nerlin for the year of 2026, seconded by Sven Edstrom. A verbal vote was taken with all Trustees voting in favor. Motion passed.

RESOLUTION 2026-02 ADDING SIGNERS FOR FINANCIAL INSTITUTIONS

Custer McLeod moved to approve Resolution 2026-02, a Resolution of the board of Trustees authorizing the legal signers for the Town of Hotchkiss, seconded by Roger Christian. A verbal vote was taken with all Trustees voting in favor. Motion passed.

RECORD OF PROCEEDINGS

Hotchkiss Board of Trustees

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7. ACTION ITEMS (cont.)

RESOLUTION 2026-03 FREEZING DEPARTMENT HEAD WAGES

Mayor Wingfield told that Board that this was not a permanent freeze. It would only be until the Salary and Wage Survey is done this year. Mayor Wingfield said that the hope is that it will start by the end of January or first part of February and be completed by March. Randy Thalmann asked if there were any reviews being done for employees that this would affect. The answer was not at this time, are there any that would be affected.

Custer McLeod moved to approve Resolution 2026-03, a Resolution of the Town of Hotchkiss to institute a wage freeze until the 2026 Salary Survey is complete, seconded by Roger Christian. A verbal vote was taken with all Trustees voting in favor. Motion passed.

EXECUTIVE SESSIONS

Pat Medina moved to go into Executive Session one pursuant to C.R.S. 24-6-402(4)(b) for the purpose of receiving legal advice regarding a dispute as to the town of Hotchkiss Right-of-Way along what is referred to as the Pinon Street Alley, Custer McLeod seconded. A verbal vote was taken with all Trustees voting in favor, motion passed.

Pat Medina moved to go into Executive Session pursuant to C.R.S. 24-6-402(4)(b) for the purpose of receiving legal advice and C.R.S. 24-6-402(4)(e) for matters subject to negotiation regarding a possible site lease of real property owned by the Town to City Market, seconded by Custer McLeod. A verbal vote was taken with all Trustees voting in favor. Motion passed.

The time was 6:53 p.m.

RETURN TO OPEN MEETING

The recording of the meeting was turned back on at 8:08 p.m.

Mayor Wingfield read the following.

The time is now 8:08 p.m., and the executive session has been concluded. The participants in the executive session were Mayor Jim Wingfield, Randy Thalmann, Roger Christian, Sven Edstrom, Deputy Town Clerk Tessa Denison, Town Clerk Ginger Redden, Attorney Bo Nerlin, Interim Administrator Lauren Gister and Town Engineer Joanne Fagan.

For the record, if any person who participated in the Executive Session believes that any substantial discussion of any matters not included in the motion to go into the Executive Session occurred during the Executive Session, or that any improper action occurred during the Executive Session in violation of the Open Meetings Law, I would ask that you state your concerns for the record. Seeing none, the next agenda item is...

RECORD OF PROCEEDINGS

Hotchkiss Board of Trustees

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7. ACTION ITEMS (cont.)
POSSIBLE MOTION FROM THE EXECUTIVE SESSION
None
8. INFORMATION ONLY ITEMS
A letter from Pastor Jake DeField regarding lighting by the First Baptist Church.
9. ADJOURNMENT
The meeting adjourned at 8:15 p.m.

Respectfully Submitted,

Ginger R Redden, Town Clerk

Submit to Local Licensing Authority

Fees Due	
Annual Renewal Application Fee	\$ 250
Renewal Fee	
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premises Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor License Renewal Application

Please verify & update all information below. Return to city or county licensing authority by due date.

Note that the Division will not accept cash.

Paid by check

Uploaded to Movelt on Date

Paid online

Licensee Name

476 Bistro LLC

Doing Business As Name (DBA)

476 Eatery Restaurant

Liquor License Number

03-18199

License Type

Hotel & Restaurant / optional (City)

Sales Tax License Number

96758988-0001

Expiration Date

12/31/2024

Due Date

01/20/2026

Business Address

Street Address

107 W Bridge St.

Phone Number

970 872 2354

City

Hotchkiss

State ZIP Code

CO 81419

Mailing Address

Street Address

PO Box 722 107 W Bridge St.

City

Hotchkiss

State ZIP Code

CO 81419

Email

476eatery@gmail.com

Operating Manager

Date of Birth

Patcharavadee Talley

08/25/1986

Home Address

Street Address

Phone Number

1020 Grand Ave APT 5304

917-929 0107

City

State ZIP Code

Grand Junction

CO

81501

1. Do you have legal possession of the premises at the street address?..... Yes No

Are the premises owned or rented? Owned Rented* *If rented, expiration date of lease

9/30/2027

2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility?..... Yes No

If yes, please see the table in the upper right hand corner and include all fees due.

3. Are you renewing a takeout and/or delivery permit?..... Yes No

(Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges)

If selecting 'Yes', an additional \$11.00 is required to renew the permit.

If so, which are you renewing?..... Delivery Takeout Both Takeout and Delivery

4. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?.... Yes No

Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?..... Yes No

5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)?..... Yes No

If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested.

6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime?..... Yes No

If yes, attach a detailed explanation.

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked?..... Yes No

If yes, attach a detailed explanation.

8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee?..... Yes No

If yes, attach a detailed explanation.

9. I would like to apply for a Two-Year Renewal..... Yes No

Affirmation & Consent

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business

owner

Title

Phakaphon Rodthanong

Signature



Date (MM/DD/YY)

01/13/2026

Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

Therefore this application is approved.

Local Licensing Authority For

--

Title		Attest	
-------	--	--------	--

Signature		Date (MM/DD/YY)	
-----------	--	-----------------	--

Local Licensing Authority Approves this license for a two-year renewal..... Yes No

If "No", please cite the law, regulation, local ordinance or resolution that gives the local licensing authority the ability to deny the applicant and grounds for denial. Also, please provide any and all investigative reports, and administrative or criminal action that relate or justify this denial.

Proof of Violation

--

Tax Check Authorization, Waiver, and Request to Release Information

I, Phakaphon Rodthanong

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of

(the "Applicant/Licensee")

476 Bistro LLC

to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business)

Phakaphon Rodthanong / 476 Bistro LLC

Social Security Number/Tax Identification Number

97 58988 - 0001

Home Phone Number

334 560 7582

Business/Work Phone Number

970 870 2354

Street Address

107 W. Bridge St.

City

Hotchkiss

State

CO

ZIP Code

81419

Printed name of person signing on behalf of the Applicant/Licensee

Phakaphon Rodthanong

Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information)

[Handwritten Signature]

Date Signed

01/13/2026

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

Permit Application and Report of Changes

All Answers Must Be Printed in Black Ink or Typewritten

1. Applicant is a				License Number	
<input type="checkbox"/> Corporation		<input type="checkbox"/> Individual		03-18199	
<input type="checkbox"/> Partnership		<input type="checkbox"/> Limited Liability Company			
2. Name of Licensee			3. Trade Name of Establishment (DBA)		
476 Bistro LLC			476 Eatery Restaurant		
4. Address of Premises (specify exact location of premises)			5. Business Email Address		
107 N. Bridge St			476eatery@gmail.com		
City	County	State	ZIP	Business Phone Number	
Hutchkiss	Delta	CO	81419	970 872 2354	

SELECT THE APPROPRIATE SECTION BELOW AND PROCEED TO THE INSTRUCTIONS ON PAGE 2.

Section A – Manager Reg/Change	Section C
<input type="checkbox"/> Manager's Registration (Hotel & Restr.) \$75.00 <input type="checkbox"/> Manager's Registration (Tavern) \$75.00 <input type="checkbox"/> Manager's Registration (Lodging & Entertainment) \$75.00 <input checked="" type="checkbox"/> Change of Manager (Other Licenses pursuant to section 44-3-301(8), C.R.S.) NO FEE	<input type="checkbox"/> Retail Warehouse Storage Permit (ea) \$100.00 <input type="checkbox"/> Wholesale Branch House Permit (ea)..... \$100.00 <input type="checkbox"/> Change Corp. or Trade Name Permit (ea)..... \$50.00 <input type="checkbox"/> Change Location Permit (ea) \$150.00 <input type="checkbox"/> Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change..... \$150.00 <input type="checkbox"/> Change, Alter or Modify Premises <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">\$150.00 x</div> Total Fee:
Section B – Duplicate License	<input type="checkbox"/> Addition of Optional Premises to Existing H/R <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">\$100.00 x</div> Total Fee:
<input type="checkbox"/> Duplicate License \$50.00	<input type="checkbox"/> Addition of Related Facility to an Existing Resort or Campus Liquor Complex <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">\$160.00 x</div> Total Fee:
	<input type="checkbox"/> Campus Liquor Complex Designation No Fee <input type="checkbox"/> Sidewalk Service Area \$75.00

Do Not Write in This Space – For Department of Revenue Use Only		
Date License Issued	License Account Number	Period
The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be ret of Rev		TOTAL AMOUNT DUE \$ 00

Storage Permit

5. Retail Warehouse Storage Permit or a Wholesalers Branch House Permit

Retail Warehouse Permit for:

- On-Premises Licensee (Taverns, Restaurants etc.)
- Off-Premises Licensee (Liquor stores)

Wholesalers Branch House Permit

Address of storage premise: _____

City _____, County _____ ZIP _____

Attach a deed/lease or rental agreement for the storage premises.

Attach a detailed diagram of the storage premises.

Change Trade Name or Corporate Name

6. Change of Trade Name or Corporation Name

Change of Trade name/DBA only

Corporate Name Change (Attach the following supporting documents)

1. Certificate of Amendment filed with the Secretary of State, or
2. Statement of Change filed with the Secretary of State, and
3. Minutes of Corporate meeting, Limited Liability Members meeting, Partnership agreement.

Old Trade Name	New Trade Name
Old Corporate Name	New Corporate Name

Change of Location

7. Change of Location

NOTE TO RETAIL LICENSEES: An application to change location has a local application fee of \$750 payable to your local licensing authority. You may only change location within the same jurisdiction as the original license that was issued. Pursuant to 44-3-311(1) C.R.S. Your application must be on file with the local authority thirty (30) days before a public hearing can be held.

Date filed with Local Authority _____ **Date of Hearing** _____

(a) Address of current premises _____

City _____ County _____ ZIP _____

(b) Address of proposed New Premises (Attach copy of the deed or lease that establishes possession of the premises by the licensee)

Address _____

City _____ County _____ ZIP _____

(c) New mailing address if applicable.

Address _____

City _____ County _____ State _____ ZIP _____

(d) Attach detailed diagram of the premises showing where the alcohol beverages will be stored, served, possessed or consumed. Include kitchen area(s) for hotel and restaurants.

Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change

8. Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change

Select the option that applies to your situation:

- Make a current Primary Manufacturing Location (Location 1) into a Noncontiguous Location (Location 2); or
Make a current Noncontiguous Manufacturing Location (Location 1) into a Primary Manufacturing Location (Location 2).

(a) Address of Location 1: City County ZIP

(b) Address of Location 2: City County ZIP

Change of Manager

9. Change of Manager or to Register the Manager of a Tavern, Hotel and Restaurant, Lodging & Entertainment liquor license or licenses pursuant to section 44-3-301(8), C.R.S.

(a) Change of Manager (attach Individual History DR 8404-I H/R, Tavern and Lodging & Entertainment only)

Former manager's name Wadeeporn Setkiddee
New manager's name Patcharavadee Talley

(b) Date of Employment 04/01/2024
Has manager ever managed a liquor licensed establishment? No
Does manager have a financial interest in any other liquor licensed establishment? No

Modify Premises or Addition of Optional Premises, Related Facility, or Sidewalk Service Area

10. Modification of Premises, Addition of an Optional Premises, Addition of Related Facility, or Addition of a Sidewalk Service Area

NOTE: Licensees may not modify or add to their licensed premises until approved by state and local authorities.

(a) Describe change proposed

(b) If the modification is temporary, when will the proposed change: Start End (mo/day/year)

NOTE: THE TOTAL STATE FEE FOR TEMPORARY MODIFICATION IS \$300.00

(c) Will the proposed change result in the licensed premises now being located within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?

(d) Is the proposed change in compliance with local building and zoning laws?
(e) If this modification is for an additional Hotel and Restaurant Optional Premises has the local authority authorized by resolution or ordinance the issuance of optional premises?

(f) Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises.

(g) Attach any existing lease that is revised due to the modification.

(h) For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), 1 C.C.R. 203-2, include documentation received from the local governing body authorizing use of the sidewalk.

Campus Liquor Complex Designation	<p>11. Campus Liquor Complex Designation</p> <p>An institution of higher education or a person who contracts with the institution to provide food services</p> <p>(a) I wish to designate my existing _____ Liquor License # _____ to a Campus Liquor Complex <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Additional Related Facility	<p>12. Additional Related Facility</p> <p>To add a Related Facility to an existing Resort or Campus Liquor Complex, include the name of the Related Facility and include the address and an outlined drawing of the Related Facility Premises.</p> <p>(a) Address of Related Facility _____</p> <p>(b) Outlined diagram provided <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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		
Signature 	Print name and Title Patcharavadee Talley MSA	Date 01/13/2026
Report and Approval of LOCAL Licensing Authority (CITY / 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 applicable provisions of Title 44, Articles 4 and 3, C.R.S., as amended. Therefore, This Application is Approved.		
Local Licensing Authority (City or County)		Date filed with Local Authority
Signature	Title	Date
Report of STATE Licensing Authority		
The foregoing has been examined and complies with the filing requirements of Title 44, Article 3, C.R.S., as amended.		
Signature	Title	Date

TOWN OF HOTCHKISS

AGENDA REQUEST APPLICATION

276 W Main St P.O. Box 369, Hotchkiss, CO 81419

(970)872-3663

The Town of Hotchkiss regular Board of Trustee meeting falls on the second Thursday of every month at 6:30 p.m. The Deadline is the end of the month prior to the Board of Trustee meeting.

Name Dave Cotten

Organization (If applicable) American Legion

Physical Address _____

Phone Number 970-250-5719

Email Address dcottens5@hotmail.com

Topic of Discussion Bridge Street flags ^{on} holidays

A brief description of what you're presenting to the Board of Trustees.

Date of meeting you're attending 2/12/26

Signature Dave Cotten

For Office Use Only

Received By:

Tessa Denison

Date: 1/26/2026

The mayor has the reserved right to approve or deny an Agenda Request.

Approved

Denied

Date 1-27-26

Signature

[Signature]

Can be include when you are applying to come before the Board of Trustees:

Include any Ordinances or Town Codes that this may pertain.

Submit all collective documents supporting the application process.

(I.e., conceptual ideas, design plans, business concepts, anything that the Board of Trustees can visually look at to understand your application.)

Please explain in detail your proposal for the Board of Trustees

A group would like re-address placing
U.S flags along Bridge Street on major
holidays. Project would be funded by
local residents and organizations.

FIRST AMENDMENT
INTERIM EMPLOYMENT AGREEMENT

This First Amendment to Interim Employment Agreement (this “Amended Agreement”) dated this 12th day of February, 2026, is by and between the Town of Hotchkiss, a Colorado Statutory Town, located in the County of Delta, State of Colorado (“Town”), and Ms. Lauren S. Gister (“Ms. Gister), whose resides in Carbondale, Colorado.

RECITALS

- A. The Town, by and through its Board of Trustees, appointed Ms. Gister as Interim Town Administrator on November 13, 2026.
- B. The Town and Ms. Gister entered into an Interim Employment Agreement on November 13, 2024 (the “Original Agreement”).
- C. The Town and Ms. Gister wish to amend the Original Agreement to further clarify the roles and responsibilities of Ms. Gister.
- D. Unless amended herein, the terms of the Original Agreement shall control.

NOW THEREFORE, in consideration of the promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

Section 2: Duties and Authority

- A. The Town agrees to employ Ms. Gister as Interim Town Administrator to perform the functions and duties in accordance with the Town of Hotchkiss Municipal Code, and the Job Description, attached to this Agreement as **Exhibit A**, and to perform other legally permissible and proper duties and functions as prescribed by Colorado State statute as well as the Board of Trustees from time to time.

NOW THEREFORE, the Board of Trustees approves this Amended Agreement at a regular meeting of the Board of Trustees this 12th day of February, 2026.

TOWN OF HOTCHKISS

By: _____
Mr. Jim Wingfield, Mayor

SIGNATURES CONTINUED ON NEXT PAGE.

LAUREN S. GISTER

By: _____
Ms. Lauren S. Gister
Interim Town Administrator

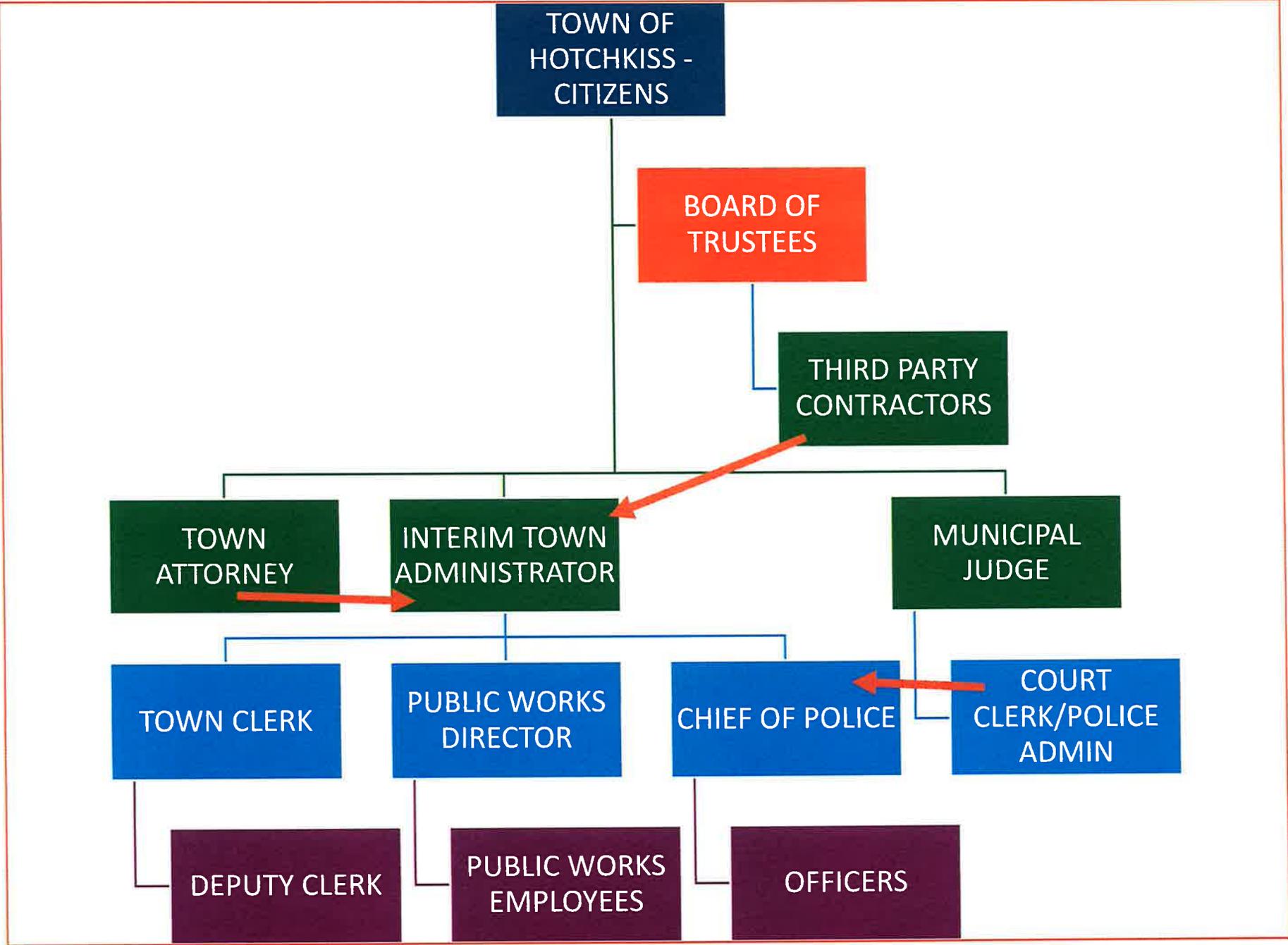
EXHIBIT A

JOB DESCRIPTION

Duties and responsibilities of Ms. Gister as the Interim Town Administer include but are not limited to the following:

- Supervising and directing the work of all non-elected officers and employees of the Town, including hiring, disciplining, and terminating employees when necessary. Clarify governance roles to minimize political interference and strengthen accountability. As the Interim Town Administer Ms. Gister shall be responsible for supervising Town Department Heads, and addressing employee issues raised by Town Department Heads before such issues go before the Board of Trustees. As the Interim Town Administrator, Ms. Gister shall serve as the Town's administrative authority.
- Assisting with the permanent Town Administrator selection process and transition, to include development of a job description, code revisions and guidance in the recruitment process.
- Reviewing all proposed contracts for services for the Town. Ensuring that all Town ordinances are implemented.
- Attending all Board of Trustee meetings. Supervising the preparation of agendas and packets for Trustee meetings. Keeping Trustees informed and updated about the status of current projects, activities and matters related to operation of the Town.
- Overseeing the preparation of an annual budget for Board review, deliberation, modification and approval. Implementation of all adopted budgets.
- The Interim Town Administrator position is scheduled to be filled very close to adoption of the Town's fiscal year 2026 budget, therefore, it is not expected that the Interim Administrator will be engaged in substantive preparation of the 2027 annual budget.
- Establish transparent, itemized budget reporting and annual staff budget procedures prior to 2027 budget preparation. Ensure equitable resource distribution across departments.
- Ensuring fiscal viability of the Town through day to day financial management, long range financial forecasting and planning, development of sound financial policies, and capital improvement planning.
- Identify new and innovative ways of delivering Town services.

- Review existing operations to identify opportunities to improve efficiencies, eliminating unnecessary expenses, and reduce costs while maintaining and/or improving service delivery. Standardize communication processes and leadership feedback loops. Implement staff professional development structure.
- Develop a community engagement strategy with proactive outreach. Implement better communications structures among staff and between staff and trustees.
- Interfacing with other local, state and federal government officials where appropriate.
- Responding to and resolving Town resident inquiries and complaints related to services provided and transparency of actions of the Town. Represent the Town at public activities and functions, as appropriate.
- Being available by telephone or electronically for consultation or meetings on days that she is not physically working in Hotchkiss.



TOWN OF HOTCHKISS

ORDINANCE NO. 2026-01

**AN ORDINANCE IMPOSING A TEMPORARY MORATORIUM
ON THE ISSUANCE OF NEW OUT-OF-TOWN WATER TAPS;
LIMITATIONS ON THE SALE OF TOWN WATER FROM THE
TOWN STAND PIPE; AND DECLARING AN EMERGENCY**

WHEREAS, the Town of Hotchkiss (the “Town”) is a statutory Town in accordance with C.R.S. 31-1-203.

WHEREAS, the Town has those powers vested to pursuant to C.R.S. 31-15-101 et. seq.

WHEREAS, the Town operates a municipal water system providing treated water to in Town and certain out-of-Town municipal water users.

WHEREAS, Chapter 13, Article 3 of the Town Municipal Code allows for the Town to sell and service municipal water, and municipal water taps to property owners located outside of the municipal boundaries of the Town.

WHEREAS, the Town sells municipal water though its metered stand pipe located on Oak Street, Hotchkiss, (the “Stand Pipe”) to those that have an established water account with the Town.

WHEREAS, Delta County is currently experiencing moderate drought conditions and anticipates a potential severe drought in consideration of the lack of snowfall.

WHEREAS, the Board of Trustees is concerned with the status of the municipal water supply for the Town of Hotchkiss, potential demand on the Town’s water system, and the ability to service its existing customers.

WHEREAS, the Town needs sufficient time to properly evaluate the supply and demand on the Town’s water system.

WHEREAS, the Board of Trustees hereby finds and determines that a temporary moratorium, until December 31, 2026, shall be imposed on the sale and issuance of new out-of-town water taps.

WHEREAS, the Board of Trustees hereby finds and determines that a temporary moratorium, until December 31, 2026, on the issuance of new water accounts for the Town Stand Pipe shall be imposed, and that water sales at the Town Stand Pipe shall not be for commercial or construction purposes.

WHEREAS, the Board of Trustees shall commission a report on the adequacy of the Town’s water rights and its ability to supply municipal water both in the near and the long term.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF HOTCHKISS, COLORADO, THAT:

SECTION 1. RECITALS. The foregoing recitals are incorporated herein as findings and determinations of the Town of Hotchkiss Board of Trustees.

SECTION 2. MORATORIUM DECLARED. There is hereby imposed a moratorium on the following:

- i. The issuance of new out-of-town water taps;
- ii. The creation of new water accounts for the Town Stand Pipe; and,
- iii. The sale of water from the Town Stand Pipe for commercial or construction purposes.

SECTION 3. MORATORIUM PERIOD. The moratorium declared by this Ordinance shall remain in effect to and including December 31, 2026, unless sooner terminated by the Board of Trustees. The Board of Trustees shall revisit this moratorium before the end of 2026.

SECTION 4. DIRECTION TO STAFF. Town staff is hereby directed to do the following:

- refuse to accept for filing, and not to process or review, any new applications or requests for any new out-of-town water taps;
- refuse to process new account applications for the Town Stand Pipe;
- cease the sale of water from the Town Stand Pipe for commercial or construction purposes;
- Inform the Delta County building department of the moratorium; and
- Prepare a request for proposals for an investigative study of the Town's water supply system, quantifying the Town's existing and future water demands and evaluating the adequacy of the Town's existing water supply system to meet those demands.

SECTION 5. AUTHORITY. The Board of Trustees hereby finds, determines and declares that it has the power to adopt this Ordinance pursuant to: (i) the Local Government Land Use Control Enabling Act, Article 20 of Title 29, C.R.S.; and, (ii) Part 3 of Article 23 of Title 31, C.R.S. (concerning municipal zoning powers).

SECTION 6. SAFETY CLAUSE. The Board of Trustees hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the Town of Hotchkiss, that it is promulgated for the health, safety, and welfare of the public and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

SECTION 7. SEVERABILITY. If any provision of this Ordinance is found by a court of competent jurisdiction to be invalid, the remaining provisions of this Ordinance will remain valid, it being the intent of the Town that the provisions of this Ordinance are severable.

SECTION 8. DECLARATION OF EMERGENCY; EFFECTIVE DATE. The Hotchkiss Board of Trustees hereby declares that an emergency exists for the reasons stated herein and that a public emergency affecting life, health, property or the public peace exists. This Ordinance shall become effective upon adoption.

SECTION 9. PUBLIC HEARING. A public hearing on this Ordinance was held on the 12th day of February 2026, at Town Hall for the Town of Hotchkiss, 276 W. Main Street, Hotchkiss, CO 81419.

INTRODUCED, READ, HEARD AND FINALLY ADOPTED by the Board of Trustees of the Town of Hotchkiss, Colorado on the 12th day of February 2026.

TOWN OF HOTCHKISS

By: _____
Jim Wingfield, Mayor

ATTEST:

Ginger Redden, Town Clerk

TOWN OF HOTCHKISS

AGENDA REQUEST APPLICATION

276 W Main St P.O. Box 369, Hotchkiss, CO 81419

(970)872-3663

The Town of Hotchkiss regular Board of Trustee meeting falls on the second Thursday of every month at 6:30 p.m. The Deadline is the end of the month prior to the Board of Trustee meeting.

Name E. Allen Todd and Lois Hawk Todd

Organization (If applicable) _____

Physical Address 730 Maple Drive

Phone Number 970-260-9001

Email Address toddert4@gmail.com

Topic of Discussion Divide 35 acre on Barrrow Mesa

A brief description of what you're presenting to the Board of Trustees.

Date of meeting you're attending February 12th 2026

Signature Everett Allen Todd

For Office Use Only

Received By:

LR

Date: 1/30/26

The mayor has the reserved right to approve or deny an Agenda Request.

Approved

Denied

Date _____

Signature _____

Can be include when you are applying to come before the Board of Trustees:

Include any Ordinances or Town Codes that this may pertain.

Submit all collective documents supporting the application process.

(i.e., conceptual ideas, design plans, business concepts, anything that the Board of Trustees can visually look at to understand your application.)

The property is located on Barrow Mesa, 730 Maple Drive.

I want to divide into three parcels; Lot 1, Lot 2, Lot 3 (see map).

The one water tap with the property starts at Northeast corner in Lot 2 and follows the north boundary of Lot 3 and across Lot 1 and down the west boundary to the white building. That line supplied water to Lot 5 and was installed in 1996. In 2020, I installed a new two inch domestic line from the northwest corner of Lot 2, across Lot 3 to the south boundary of Lot 1, where I purchased a tap for Lot 5 and also a tap for Lot 4.

I would like to eliminate the old line that comes across from the northeast corner, and hook into a new line I installed in 2020, next to the meter for Lot 5.

Bob Williams, who owns Lot 4, would like to purchase Lot 1 as a buffer from development. He would like a tap but would consider a boundary adjustment which would eliminate having to buy a water tap. I plan on leasing Lot 1 from Bob since he has no interest in property other than as a buffer.

With the water tap I own, it would leave me needing another water tap to cover Lot 2 and Lot 3.

I plan on farming Lot 3 for the immediate future. Lot 3 is a logical parcel for future development of the Town of Hotchkiss.

I think the water tap purchase and divisions I purpose are good for adjoining properties and the Town of Hotchkiss. Your consideration would be greatly appreciated.

Respectfully,

A handwritten signature in cursive script that reads "E. Allen Todd". The signature is written in dark ink and is positioned above the printed name.

E Allen Todd

The property is located on Barrow Mesa, 730 Maple Drive.

I want to divide into three parcels; Lot 1, Lot 2, Lot 3 (see map).

The one water tap with the property starts at Northeast corner in Lot 2 and follows the north boundary of Lot 3 and across Lot 1 and down the west boundary to the white building. That line supplied water to Lot 5 and was installed in 1996. In 2020, I installed a new two inch domestic line from the northwest corner of Lot 2, across Lot 3 to the south boundary of Lot 1, where I purchased a tap for Lot 5 and also a tap for Lot 4.

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Bob Williams, who owns Lot 4, would like to purchase Lot 1 as a buffer from development. He would like a tap but would consider a boundary adjustment which would eliminate having to buy a water tap. I plan on leasing Lot 1 from Bob since he has no interest in property other than as a buffer.

With the water tap I own, it would leave me needing another water tap to cover Lot 2 and Lot 3.

I plan on farming Lot 3 for the immediate future. Lot 3 is a logical parcel for future development of the Town of Hotchkiss.

I think the water tap purchase and divisions I purpose are good for adjoining properties and the Town of Hotchkiss. Your consideration would be greatly appreciated.

Respectfully,


E Allen Todd



LOT 1
0.07 Acres

water
meter
Lot 3

water
meter
Lot 4

H

6

1

HOTCHKISS PLANNING COMMISSION
JANUARY 28, 2026

1. CALL THE MEETING TO ORDER

The meeting was called to order by Chairperson Don Dybala at 6:30 p.m.

2. ROLL CALL

Present: Don Dybala, Sean Cantrell, Jerry Brown

Absent: Jim Wingfield and Roger Christian.

3. PLEDGE OF ALLEGIANCE

Those present recited the Pledge of Allegiance.

4. CONSIDERATION OF MINUTES FOR OCTOBER 29, 2025

Sean Cantrell made a motion to approve the minutes for October 29, 2025, as presented, Jerry Brown seconded. A verbal vote was taken with all voting in favor. Motion passed.

5. PUBLIC HEARING

BOUNDARY ADJUSTMENT FOR 141 AND 153 E BRIDGE STREET-KIM KELLY

Chairperson Don Dybala read the rules for a public hearing.

BOARD DISCUSSION

Chairperson Don Dybala stated that this adjustment would make to nonconforming small lots into a larger sized lot that conforms with Town Ordinances.

APPLICANT PRESENTATION

Kim Kelly said that she has owned these lots for a while and would like to make two (2) buildable lots in the event she would like to put them up for sale. Both lots already have water and sewer taps on them. Chairperson Don Dybala asked if there have been surveys done. Kim said that the only problem that she foresees is a parking problem. Everyone agreed that parking is always a concern. This lot is Zoned C1.

PUBLIC COMMENT

The Public Hearing was opened and closed at 6:38 with no comments.

BOARD DELIBERATION

Jerry Brown says that he feels this is a smart move and Don Dybala said that it does make more, much needed space.

Sean Cantrell made a motion to recommend approval to the Board of Trustees for the Boundary Adjustment between 141 and 153 E Bridge Street, seconded by Jerry Brown. A verbal vote was taken with all Commissioners voting in favor. Motion passed.

JEREMIAH WEBER QUESTIONS REGARDING R1 ZONING-602 COTTONWOOD LANE

Jeremiah told the Planning Commission that he has several ideas for his property located at 602 Cottonwood Lane in Willow Heights. This property is Zoned R1. When the property was purchased, Jeremiah had plans to put a building on it but has not had time to make this happen.

JEREMIAH WEBER QUESTIONS REGARDING R1 ZONING-602 COTTONWOOD LANE (cont.)
Jeremiah had several questions for the Planning Commission. The Planning Commission told Jeremiah that without knowing exactly what his plans were. Once Jeremiah has a plan in place, he will return so that his question can be better answered.

6. ADJOURNMENT

The meeting was adjourned at 7:09 p.m.

Respectfully Submitted,

Ginger Redden
Town Clerk



Town of Hotchkiss
276 W Main St. - P.O. Box 369
Hotchkiss, Colorado 81419
(970) 872-3663

JIM WINGFIELD
Mayor

GINGER R REDDEN
Town Clerk

January 7, 2026

Dear Property Owner or Resident,

The Town of Hotchkiss Planning Commission will hold a Public Hearing on **January 28, 2026, at 6:30 p.m.**, at the Hotchkiss Town Hall, 276 W. Main Street, Hotchkiss, Colorado for a Boundary Adjustment between 141 E Bridge Street and 153 E Bridge Street. The request was filed by Kim Kelly. The **Hotchkiss Board of Trustees** will consider the same at a Public Hearing on **February 12, 2026, at 6:30 p.m.** at 276 W Main Street, Hotchkiss, Colorado. Concerns and comments may be presented at the Public Hearings or by filing a written comment to the Town Clerk's Office at PO Box 369, Hotchkiss, CO 81419 prior to either of the public hearings.

Documents are available at the Hotchkiss Town Hall.

Sincerely,

Ginger Redden, Town Clerk
Town of Hotchkiss

TRUSTEES

Jim Jorgensen, Custer McLeod, Roger Christian, Patricia Medina, Randy Thalmann, Sven Edstrom

24 Nov 2025

Kim Kelly DBA K Lazy M Bar LLC

PO Box 223

Hotchkiss, CO 81419

Hotchkiss Planning Commission and Town Trustees:

I own a single 25' wide lot with a water and sewer tap at 141 E Bridge.

Adjoining this lot are three others that I also own, address 153 E Bridge. This set of three lots also has a water and sewer tap.

Since the 25' lot is not adequate space to build a building, I am proposing to join Lot 9 to make two equal, buildable properties. So, in the end, there would be Lots 10& 9, and then, Lot 7 &8. This split would create two equal 50' x 125' lots which would be buildable commercial core lots in the Downtown area.

Currently, the assessors account for 141 E Bridge is R008192

The account for the three lots that is addressed for 153 E Bridge St is R008191.

Copies of the Assessor's info is attached.

I understand the matter will come before the Planning Commission on Jan 28th.

If anyone needs clarification, my phone # is 970.210.1117

Thanks

Kim Kelly, sole owner K Lazy M Bar LLC

Account: R008191

Location

Situs Address 153 E BRIDGE ST
City HOTCHKISS
Tax Area Id CMR - - CMR
Parcel Number 324331203003

Owner Information

Owner Name K LAZY M BAR
 LLC
Owner Address PO BOX 223
 HOTCHKISS, CO 81419-0223

Assessment History

Actual (2025) \$45,000
School Assessed \$12,150
Non-School Assessed \$12,150

Tax Area: CMR **Mill Levy Total:** 75.9060
Mill Levy School:30.6430 **Mill Levy Non-School:**45.2630

Legal Summary 153 E BRIDGE ST HOTCHKISS 81419 S: 31 T: 14S R: 92W Subdivision: HOTCHKISS SUBDIVISION Block: 3 Lot: 7 THRU:- Lot: 9 TOTAL AC 0.215+- LOT 7 THRU 9 BLK 3 HOTCHKISS SUB. SEC 31 T14S R92W 6PM BK 265 PG 26 BK 345 PG 273 BK 349 PG 556 BK 384 PG 163 R-592620 R-592622 R-653590-WD R-687023 R-687024-AS R-688388 SVY

Type	Base Actual	Actual (School)	Actual (Non-School)	Assessed (School)	Assessed (Non-School)	Acres	SQFT	Units
Land	\$45,000	\$45,000	\$45,000	\$12,150	\$12,150	0.215	9375.000	1.000

Transfers

Sale Date	Sale Price
04/22/2016	203,000
10/03/2011	51,000
06/22/2005	\$150,000
01/14/1978	\$0

Doc Description
[SPECIAL WARRANTY DEED](#)
[WARRANTY DEED](#)
[PERSONAL REPRESENTATIVE](#)
[DEATH CERTIFICATE](#)

Images

- [Photo](#)
- [GIS](#)



Account: R008192

Location

Situs Address 141 E BRIDGE ST
City HOTCHKISS
Tax Area Id CMR - - CMR
Parcel Number 324331203004
Legal Summary 141 E BRIDGE ST HOTCHKISS 81419 S: 31 T: 14S R: 92W Subdivision: HOTCHKISS SUBDIVISION Block: 3 Lot: 10 TOTAL AC 0.067+- LOT 10 BLK 3 HOTCHKISS SUB. SEC 31 T14S R92W 6PM BK 439 PG 681 (R-342392) BK 442 PG 800 (R-346382) BK 442 PG 1361(R-346747) BK 762 PG 664 R-653589-WD R-687023 R-687024-AS R-688388 SVY

Owner Information

Owner Name K LAZY M BAR LLC
Owner Address PO BOX 223 HOTCHKISS, CO 81419-0223

Assessment History

Actual (2025) \$45,000
School Assessed \$12,150
Non-School Assessed \$12,150

Tax Area: CMR **Mill Levy Total:** 75.9060
Mill Levy School:30.6430 **Mill Levy Non-School:**45.2630

Type	Base Actual	Actual (School)	Actual (Non-School)	Assessed (School)	Assessed (Non-School)	Acres	SQFT	Units
Land	\$45,000	\$45,000	\$45,000	\$12,150	\$12,150	0.067	2937.500	1.000

Transfers

Sale Date	Sale Price
04/22/2016	\$62,000
10/03/2011	\$34,000
06/28/1996	\$34,000

Doc Description

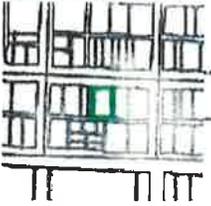
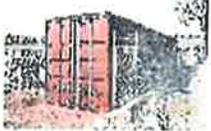
- [SPECIAL WARRANTY DEED](#)
- [WARRANTY DEED](#)
- [WARRANTY DEED](#)

Images

- [Photo](#)
- [GIS](#)



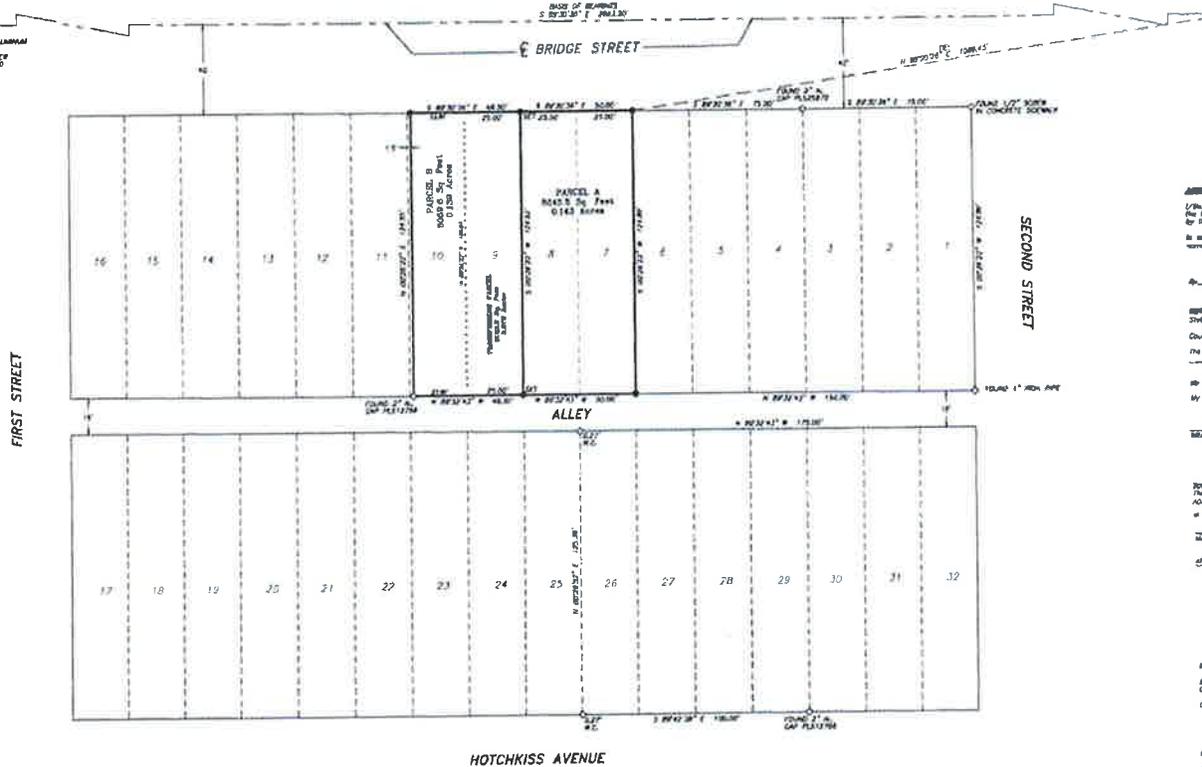
Account: R008191



K LAZY M BAR LLC BOUNDARY LINE ADJUSTMENT

WITHIN LOTS 7, 8, 9 & 10, BLOCK 3 OF THE HOTCHKISS SUBDIVISION TO THE TOWN OF HOTCHKISS, COLORADO
WITHIN THE NE1/4 NW1/4 OF SEC. 31, T.14S., R.92W., 6TH P.M.
DELTA COUNTY, COLORADO

26130
36137
FOUNDER 3/4" x 1/4" ALUMINUM
COP LISTS IN
RECORDS PER PER
RECORD RECORD



TYPICAL LEGEND

- 1/2" x 1/2" x 1/2" Aluminum Cop
- 3/4" x 1/2" x 1/2" Aluminum Cop
- 1" x 1/2" x 1/2" Aluminum Cop
- 1 1/2" x 1/2" x 1/2" Aluminum Cop
- 2" x 1/2" x 1/2" Aluminum Cop
- 3" x 1/2" x 1/2" Aluminum Cop
- 4" x 1/2" x 1/2" Aluminum Cop
- 6" x 1/2" x 1/2" Aluminum Cop
- 8" x 1/2" x 1/2" Aluminum Cop
- 10" x 1/2" x 1/2" Aluminum Cop
- 12" x 1/2" x 1/2" Aluminum Cop
- 14" x 1/2" x 1/2" Aluminum Cop
- 16" x 1/2" x 1/2" Aluminum Cop
- 18" x 1/2" x 1/2" Aluminum Cop
- 20" x 1/2" x 1/2" Aluminum Cop
- 22" x 1/2" x 1/2" Aluminum Cop
- 24" x 1/2" x 1/2" Aluminum Cop
- 26" x 1/2" x 1/2" Aluminum Cop
- 28" x 1/2" x 1/2" Aluminum Cop
- 30" x 1/2" x 1/2" Aluminum Cop
- 32" x 1/2" x 1/2" Aluminum Cop

- Ferrous
- Glass (horizontal)
- Glass (vertical)
- White
- Copper
- Precast Concrete Boundary

BASIS OF BEARINGS:
S 89° 00' 00" E FROM THE SEC.
CORNER TO 25, 30, 31 &
32 TO THE 1/4 CORNER COMMON
TO SEC. 30 & 31 (MONUMENTS
FULLY DESCRIBED HEREON)
DELTA COUNTY LOCAL
COORDINATE SYSTEM
SCALE 1"=25' U.S. SURVEY FEET

SURVEYOR'S CERTIFICATE

I, **John G. Wilmore**, a registered Professional Land Surveyor in the State of Colorado, do hereby certify that the accompanying plat of **K LAZY M BAR LLC BOUNDARY LINE ADJUSTMENT**, as part of the Town of Hotchkiss, Colorado, has been prepared by me and/or under my direct supervision and represents a true and correct copy of the same. The plat conforms to the requirements for subdivision plats specified in the Town of Hotchkiss Subdivision Regulations and the applicable laws of the State of Colorado, to the best of my knowledge and belief. This statement is my affidavit as to the matter stated herein, and shall not constitute a warranty or contract as to correctness, or quality of title.

John G. Wilmore
Colorado PLS 38293

WILMORE & COMPANY
PROFESSIONAL LAND SURVEYING, INC.

444 West Avenue
P.O. Box 1492
Pueblo, Colorado 81002

773.227-0260 FAX 773.227-1888
www.wilmoreandcompany.com



Town of Hotchkiss
276 W Main St. - P.O. Box 369
Hotchkiss, Colorado 81419
(970) 872-3663

Mayor

JIM WINGFIELD

GINGER R REDDEN
Town Clerk

Board of Trustees Agenda Memorandum

Meeting Date: 2/10/2026
2/12/2026

Title: Discussion of Hiring of Town Administrator for Hotchkiss

Submitting Dept: Interim Town Administrator

Background: In September, 2025, the Town of Hotchkiss Board of Trustees (Board) asked the Department of Local Affairs (DOLA) for assistance in evaluating the organizational culture, leadership and effectiveness of the Town governing structure. This was stimulated by a period of time where there were conflicts between personnel and departments competing for limited funding, existing procedures and manuals were outdated, and where there were few if any written policies regarding structure and process between and among the various departments. The DOLA evaluation found that the establishment of a Town Administrator/Manager was an organizational need and recommended that the Town hire an Interim Town Administrator/Manager to set some leadership controls, institute better policies and procedures and work toward improving communication and transparency, while beginning the process of creating a job description and recruitment strategy for permanent recruitment.

In November, 2025, the Board contracted for an Interim Town Administrator with a contract term ending April 30, 2026. During this time, I am working part-time with staff to institute better communication among and between departments, provide expanded information to the public regarding Town business, update the HR/Employee manual (current version from 2007), digitize and publicize the Town Municipal Code, review and professionalize Town budgets, chain of command and other processes for better efficiency and effective use of taxpayer funds.

Discussion: Town Administrators and Managers are neutral, professional leaders who focus on a Town's operational success rather than political considerations. They provide professional guidance for the various Town departments and free elected officials from the administration of daily operations so that they can focus on the policy issues that guide the future of the community.

TRUSTEES

Roger Christian, Randy Thalmann, Jim Jorgensen, Patricia Medina, Custer Mcleod, Sven Edstrom

WHAT DOES A TOWN ADMINISTRATOR DO?

The Town Administrator is the chief administrative officer and exercises supervision and control over all Town operations. He/she wears many hats in a small town and has an understanding of government finance and accounting, economic development, human resource management, strategic planning, and project management as well as a willingness to communicate with and support the development of staff in budgeting and day to day operations. Generally, the employees of the Town work for the Administrator and the Administrator works for the Board. The Board sets town policy and goals, while the Administrator/Manager ensures that the policy/goals are implemented.

The Administrator/Manager prepares a budget for the Board's consideration; recruits, hires and supervises the government's staff, serves as the Board's chief advisor; and carries out the Board's policies. Board members and residents count on the Administrator to provide complete and objective information, pros/cons and fiscal analysis of alternatives and potential long-term consequences of particular decisions. The Administrator makes policy recommendations to the Board, but the Board may or may not adopt them. The manager and staff are bound by the decisions of the Board.

ADVANTAGES OF HIRING A TOWN ADMINISTRATOR FOR HOTCHKISS?

- Neutral professional free from political considerations
- Not subject to election cycles; outlasts any particular Board for long-term consistency and corporate memory
- Keeps Board members out of "the weeds" and enable them to focus on policy
- Less reliance on town attorney for administrative and HR advice; saves \$
- Greater transparency and accountability of systems and budgeting
- Better long-term planning and financial sustainability
- Better knowledge and opportunity for obtaining grants
- Equity between departments and ensures services more fairly distributed
- Enhanced communication with public and staff
- Opportunity for better employee development and recognition
- Sets up clear lines of communication, responsibility and accountability for performance and provides staff with more consistency and structure
- Better engagement with County Commissioners, Chamber of Commerce, School District, etc.

DISADVANTAGES TO HIRING A TOWN ADMINISTRATOR FOR HOTCHKISS

- Adds the cost of a full-time leadership professional (addressed later in this document)
- Embracing change can be difficult; electeds and employees may struggle at first with changes in the chain of command and administrative expectations

Fiscal Analysis: The cost of a Town Administrator/Manager is significant, since they are generally the highest paid employee of a Town. Hotchkiss has a compensation

study currently in progress which will recommend a projected salary range for a Town Administrator position. In the meantime, based on the size and location of Hotchkiss and the corresponding salaries of other local managers, I would anticipate seeing a salary recommendation somewhere in the range of \$110,000 - \$145,000. This is a guesstimate for purposes of this discussion. Currently our highest paid employee is paid approximately \$137,000.

Making that big a jump in expense is challenging to take on at one time, luckily, DOLA has a grant opportunity for just this purpose. Assuming Hotchkiss decides to hire a Town Administrator and obtains the grant, the grant would pay 75% of the cost in year one, 50% of the cost in year two and 25% in year three; basically absorbing half of the cost for the first three years. This would certainly include salary and we may be able to fold in some or all of the cost of the benefit package into the grant.

Additionally, there are three things that a Town Administrator could do for the town that would assist in enabling this financially. First, some of the tasks that have incurred legal fees over the past two or more years would be accomplished instead by the Administrator. I would anticipate that the Town would save approximately \$15,000 in legal expenses. Second, it appears that many of the estimated expenses in the annual budget are too broad and will be able to be more efficiently planned and budgeted. And finally, on a more general basis, a Town Administrator can help find new ways to bring revenue into the Town, whether through grant acquisition or planning with the Board for revenue generation.

WHAT WOULD THE HIRING PROCESS LOOK LIKE AND WHAT IS THE TIMELINE?

Two things are required in order to hire a Town Administrator – drafting a job description and updating the municipal code to reflect the hiring of the Administrator. This can be done concurrently with the hiring timeline.

Conservatively appx. 16-24 weeks (4-6 months):

- A. RFQ/RFP for recruiting firm – 2 -3 weeks for proposals, Bd meet to select firm
- B. Develop and board approval for Posting - 2 weeks
- C. 3-4 weeks for application period and recruiter interviews/backgrounds
- D. Bd read applications and select 3-4 for in person interviews
- E. Arrange interviews and make arrangements – 3 weeks
- F. Interview candidates – 2-3 days
- G. Choose candidate for offer, negotiate contract – 1 week
- H. Bd meet – vote to approve contract
- I. Time for approved hire to give notice and move to Hotchkiss/start work- 4-8 weeks

RECOMMENDATION:

1. For Tuesday, February 10, 2026

That the Board provide guidance/questions for staff in order to have all necessary information for the BOT meeting on Thursday, February 12, 2026 in order to hold a vote on this question.

2. For Thursday, February 12, 2026

That the Board move forward with the hiring process for a permanent Town Administrator with the goal of having someone on board before the budget process begins in July.

PROPOSED MOTION FOR FEBRUARY 12, 2026 BOT MEETING:

MOVE TO PROCEED WITH SEARCH AND HIRING PROCESS FOR A HOTCHKISS TOWN ADMINISTRATOR AND INSTRUCT INTERIM TOWN ATTORNEY TO PREPARE A CODE AMENDMENT, JOB DESCRIPTION, AND RFQ/RFP FOR A SEARCH FIRM.

Respectfully submitted,

**Lauren Gister
Interim Town Administrator**