



City of Gunnison City Council Agenda

Regular Session

Tuesday, July 22nd, 2025 at 5:30pm

Council meeting is held at City Hall, 201 West Virginia Avenue, Gunnison, Colorado 2nd floor Council Chambers with [Zoom remote access](#).

Approximate meeting time: 120 minutes

The public may attend this City Council meeting in-person or via Zoom with phone or computer access. For remote access please use [Zoom Registration](#).

I. Presiding Officer Calls Regular Session to Order (silent roll call)

II. Announcements

Background: Council and/or City Staff may give announcements related to upcoming City events, projects, or acknowledgements.

Staff Contact: Council and City Staff

Public Comment: not applicable.

Action Requested of Council: No action requested; updates only.

Estimated Time: 10 minutes

III. Western Colorado University Liaison Announcements

Background: During the academic year, the Western Colorado University Liaison may give announcements related to upcoming University events and programs.

Staff Contact: Townes Bakke, Western Colorado University Student Representative

Public Comment: not applicable.

Action Requested of Council: No action requested; updates only.

Estimated Time: 5 minutes

IV. Public Input

At this time, members of the public may provide comments to Council in English or Spanish on topics that are not on the agenda. Any questions will be received as comments and potentially responded to by the appropriate staff or Council member, following the meeting. Per Colorado Open Meetings Law, no Council discussion or action will take place until a later date, unless an emergency situation is deemed to exist by the City Attorney. Each speaker has a time limit of 3 minutes to facilitate efficiency in the conduct of the meeting and to allow an equal opportunity for everyone wishing to speak.

V. Consent Agenda

None.

VI. Proclamations, Recognitions, and Appointments

None.

VII. Old Business

A. Update: Water System Improvement Project

Background: Staff will provide an update on the status of funding, design and construction of a new water treatment plant, intake, and distribution system.

Staff Contact: Pete Rice, P.E., Public Works Director

Public Comment: not applicable.

Action Requested of Council: No action requested; update only.

Estimated time: 20 minutes

B. Contract Award, External Communications and Engagement Plan

Background: At the May 27, 2025, Regular Session, Council authorized staff to solicit proposals from a qualified consultant to develop and support the implementation of an external Communications and Engagement Plan for the City of Gunnison.

Staff Contact: Erica Boucher, City Clerk

Public Comment: limited to three minutes per speaker.

Action Requested of Council: Consider a motion to authorize the City Manager to negotiate and sign a contract for services for the City of Gunnison's External Communications and Engagement Plan with Slate Communications for a total amount of \$33,300.

Estimated time: 15 minutes

C. Ordinance No. 2, Series 2025, Second Reading: *An Ordinance of the City Council of the City Of Gunnison, Colorado, Amending Chapter 5.40 Animals, Section 5.40.070 Animal Shelter*

Background: Under Gunnison City Code Chapter 5.40 (Animals), Section 5.40.070 (Animal Shelter), animals that are abandoned, running at large, or whose owners have been arrested or otherwise lawfully detained may have their animals impounded. The current holding period is 5 days, if the owner can be provided notice, and 10 days total. Modifying the Code to extend the holding period before transferring ownership of animals to GVAWL from 5 days to 10 days could better accommodate individuals who may be temporarily unable to retrieve their pets.

Staff Contact: Sam Costello, Police Chief

Public Comment: limited to three minutes per speaker.

Actions Requested of Council: Introduce Ordinance No. 2, Series 2025, and read the ordinance by Title only; and 2) Consider a motion to adopt Ordinance No. 2, Series 2025, on second and final reading.

Estimated time: 5 minutes

D. Award Construction Contract, Change Order No. 3, North 12th Street Mill and Overlay Scope

Background: The 12th Street Mill and Overlay project is actively underway. An owner-initiated change order is requested to ensure sufficient asphalt thickness, consistent with the field order.

Staff Contact: Pete Rice, P.E., Public Works Director
Public Comment: limited to three minutes per speaker.

Action Requested of Council: Consider a motion to approve Change Order #3 with Pavement Management Services in the amount of \$192,016.65 to increase the total contract amount to \$1,142,712.95.

Estimated time: 20 minutes

VIII. New Business

A. Resolution No. 15, Series 2025: *A Resolution of the City Council of the City of Gunnison, Colorado, Directing the City Clerk of the City of Gunnison to Conduct an Election Scheduled for November 4, 2025, Coordinated with the County of Gunnison, Colorado*

Background: On November 6, 2018, electors of the City of Gunnison approved Ballot Question 2A amending the Gunnison Home Rule Charter to make the City's regular election date the first Tuesday in November of odd numbered years and to coordinate elections with Gunnison County.

Staff Contact: Erica Boucher, City Clerk

Public Comment: limited to three minutes per speaker.

Action Requested of Council: Introduce Resolution No. 15, Series 2025, and read the resolution by Title only; and 2) Consider a motion to adopt Resolution No. 15, Series 2025.

Estimated Time: 10 minutes

B. Intergovernmental Agreement (IGA) with Gunnison County to Conduct a Coordinated Election

Background: Per State Statutes, the City must enter into an Intergovernmental Agreement (IGA) with Gunnison County to participate in the November 4, 2025, Coordinated Election. August 26th is the deadline for the local jurisdiction to submit a signed IGA to the County Clerk confirming participation in the 2025 Coordinated Election.

Staff Contact: Erica Boucher, City Clerk

Public Comment: limited to three minutes per speaker

Action Requested of Council: Consider a motion to authorize the City's Designated Election Official to sign the IGA between the City of Gunnison and Gunnison County for the City's participation in the November 4, 2025, Coordinated Election.

Estimated Time: 10 minutes

IX. Regular Session Meeting Adjournment

The City Council Meeting agenda is subject to change. The City Manager and City Attorney reports may include administrative items not listed. Regular Meetings and Special Meetings are recorded. Meeting minutes are posted at City Hall and on the City website within 10 business days following the meeting at www.gunnisonco.gov.

Work sessions are recorded however minutes are not produced. For further information, contact the City Clerk's office at 970-641-8140.

TO REQUEST INTERPRETATION SERVICES OR TO COMPLY WITH ADA REGULATIONS, PEOPLE WITH SPECIAL NEEDS ARE REQUESTED TO CONTACT THE CITY CLERK 48 HOURS BEFORE ALL MEETINGS AT 970.641.8140.

City of Gunnison City Council meeting video recordings can be viewed at [City of Gunnison Colorado - YouTube City of Gunnison](#)

City Council official audio recordings and publicly noticed meetings minutes can be viewed at www.gunnisonco.gov



City of Gunnison Agenda Report

Date: July 17, 2025
To: Mayor and City Council
From: Pete Rice, Public Works Director
Subject: **Item No. VII. A.**, Update: Water System Improvement Project

Strategic Framework:

The City of Gunnison is developing a new water treatment plant, intake, and distribution system, aligning with its Strategic Framework and focusing on Infrastructure Resilience to meet the growing needs identified in the 2022 Water Master Plan. The project, estimated at \$50 million, will ensure reliable water services while prioritizing fiscal responsibility through the pursuit of grants and loans to minimize the impact on residents. The City is committed to operational efficiency, alternative energy sources, and transparent communication with the community throughout the project, ensuring a sustainable and well-supported development that adheres to the City's shared values.

Background:

In 2021, the City of Gunnison conducted a comprehensive evaluation of its potable water system through the development of a Water Master Plan. The plan identified critical vulnerabilities in the existing system, particularly the location of certain municipal wells in areas at risk of groundwater contamination. These findings prompted the City to prioritize the modernization of its water infrastructure.

City staff-initiated collaboration with subject matter experts to explore viable approaches for replacing and upgrading the City's water treatment capabilities. Since that time, significant progress has been made on a multi-phase program to develop a new water treatment plant that addresses both current demands and future growth. The program is estimated at approximately \$48 million dollars and is divided into three major components:

Scope:

Project 1: Raw Water Intake - This project is composed of a Raw Water Intake structure and drilling of three wells on the Van Tyle Ranch.

Project 2: Raw Water Conveyance – Connectivity of existing wells via manifold system as well as the delivery of raw water to the future treatment facility.

Project 3: Water Treatment Plant – Facility which will include treatment equipment and operational supporting structures.

Executive Status Update:

Project 1 – Raw Water Intake

Design is 90% complete and expected to be finalized Fall 2025. The project is undergoing final environmental review that would enact the approval of two grant funding sources to be utilized during construction. Construction is anticipated to begin in 2025 with well drilling extending into 2026.

Projects 2 & 3 – Conveyance and Treatment Plant

A Notice of Project has been circulated to the construction community, and preliminary discussions with interested contractors have taken place. The City is finalizing the Request for Qualifications (RFQ) package in preparation for formal advertisement. The RFQ is anticipated to be released in late July, 2025.

Staff will present an executive overview for the projects scope of work, the funding overview and schedule updates.

Staff Recommendation:

Staff recommends the continuation of the delivery of a water treatment plant.

Action:

No action requested; update only.

Will there be any financial impact?

There is no financial impact associated with this action. Each grant and contract will be presented in the future to Council for approval.

Has this item been budgeted?

Yes, this item is budgeted. The Fiscal Year 2025 Water Fund budget includes funding for Phase 1 project activities.

Attachments:

None.



City of Gunnison Agenda Report

Date: July 17, 2025
To: Mayor and City Council
From: Erica Boucher, City Clerk
Subject: **Item No. VII. B.,** Contract Award, External Communications and Engagement Plan

STRATEGIC FRAMEWORK:

City Council's adopted strategic framework prioritizes "Public Engagement" and specifically calls for implementation of a communications plan to "define structure and methods to foster an engaged, informed community in a consistent and effective manner."

BACKGROUND:

Public Engagement is an imperative that is essential to the City's ability to communicate and engage with the public in a consistent and effective manner to reach diverse populations through a variety of communication and engagement methods.

Over the last few years, the City of Gunnison has intentionally and thoughtfully increased its communication methods, the amount of information and content it has released on social media and in print ads, promotion of events, and in-person meetings. We have made strides in proactively promoting City Council discussions and decisions; however, we can never communicate enough. There are times when the organization and departments struggle to know if and how we are reaching constituents and guests and if the information and methods of communication are effective enough to result in engagement and an understanding of City services and decisions.

By developing a strategic external communications and engagement plan, the City can be more proactive and responsive to our diverse community and the range of projects and information to be shared about operations, services, and decision-making. Strategic external communication and engagement ensures that the external messaging is transparent and trustworthy. It is also critical that the City is distributing information to the public that is accessible, accurate and understandable as well as encouraging engagement and participation.

The City's success and reputation requires community input from the entire range of residents and interested parties. A professional consulting firm will objectively help the City examine and dissect what we have been doing for effectiveness or not and offer new ideas for communication and engagement that fits into who Gunnison is and guide the City into a well-structured plan outlining consistent, equitable, and accessible outreach.

At the May 27, 2025, Regular Session, Council authorized staff to solicit Request for Proposals from a qualified consultant to develop and support the implementation of an

external Communications and Engagement Plan for the City of Gunnison. The City Clerk's Office solicited Request for Proposals (RFP). The City received 17 proposals in response to RFP 25-11. In accordance with the criteria provided in the RFP, Slate Communications received the highest score.

Staff met with Slate Communications to further discuss the scope of work, methods of work, timelines, and deliverables. References were also checked. Through the interview and reference checking process, Slate Communications confirmed its commitment to building internal and external trust and collaboration through in-person visits, weekly meetings, responsiveness to concerns and questions, and innovative ideas. They are focused on assisting the City with developing a communications and engagement plan that approachable, uses best practices, and a robust toolkit, but is tailored to our community, residents, and visitors. This project is scheduled to be completed by December 31, 2025.

STAFF RECOMMENDATION:

Based on proposals submitted, level of consultant qualifications, proposal submitted, related work experience and cost, Slate Communications is the recommended choice to assist the City of Gunnison in developing our Strategic External Communications and Engagement Plan.

ACTION:

Consider a motion to authorize the City Manager to negotiate and sign a contract for services with Slate Communications to develop and execute an External Strategic Communications and Engagement Plan for a total price of \$33,300.

WILL THERE BE ANY FINANCIAL IMPACT?

\$33,300.

HAS THIS ITEM BEEN BUDGETED?

Yes; the 2025 Annual Budget.

ATTACHMENTS:

1. Request for Proposals 25-11, External Communications and Engagement Plan
2. Addendum No. 1, 25-11
3. Slate Communications Proposal



CITY OF GUNNISON
**REQUEST FOR PROPOSALS (RFP No. 25-11) EXTERNAL
COMMUNICATIONS & ENGAGEMENT PLAN**

ISSUED: June 4, 2025
QUESTIONS DUE DATE & TIME: July 17, 2025, 5:00 PM MDT
SUBMIT QUALIFICATIONS NO LATER THAN: July 31, 2025, 2:00 PM MDT
SUBMIT QUALIFICATIONS ELECTRONICALLY: Rocky Mountain E-Purchasing
System (“RMEPS”): portal at <https://bidnetdirect.com/Colorado>

Submittals must be received in the RMEPS submission portal on or before the Proposal due date and time. Hardcopy submittals will not be accepted. It is the Respondent’s sole responsibility to ensure all required documents are submitted through RMEPS by the submission deadline. RMEPS does not allow for uploading of documents after the submittal due date and time has closed.

The Submittal will be time-stamped by RMEPS upon receipt. After uploading Submittal documents, Respondents must click the SUBMIT button. The City of Gunnison will not accept uploads that are “saved” but not “submitted”. To verify that a Submittal has been submitted successfully, Respondents may contact BidNet Support or verify, via the Bid Management tab in the Respondent’s account, that the documents are not in “Draft” status. The City does not have access to or control of the Vendor side of RMEPS. Please contact RMEPS at 1-800-835-4603, Option 2, for technical assistance.

Please Note: Addenda may be issued for this RFP and will be posted online at <https://www.bidnetdirect.com/colorado>. Respondents shall ensure all addenda issued are acknowledged and responses thereto submitted along with the required Submittal documents. Failure to submit such responses may result in disqualification of the respective Submittal.

Proposals (as hereinafter defined) received after the above specified due date and time, or which are not prepared and filed in accordance with the terms and conditions of this Request for Proposal (“RFP”), may not be considered for evaluation.

RFP Title/No.:	External Communications & Engagement Plan 25-11
Location:	City of Gunnison, Colorado
Purpose:	The City of Gunnison, Colorado is soliciting Requests for Proposals from consulting firms with expertise in developing and providing an external communications and engagement plan to define a structure and methods to foster an engaged, informed community in a consistent and effective manner.
Submission Deadline:	2:00:00 p.m. MDT, Thursday, July 31, 2025
Questions Deadline:	5:00:00 p.m. MDT, Thursday, July 17, 2025
Written Inquiries:	Jackie Johnson jjohnson@gunnisonco.gov DO NOT CONTACT OTHER STAFF OR CITY CONSULTANTS
RFP Contents:	<ul style="list-style-type: none"> A. Background B. Project Objectives C. List of Attachments D. Proposal Format and Content E. Review and Evaluation of Proposals F. Project Schedule G. Submissions and Inquiries H. Additional Terms I. Proprietary Information and Return of RFP J. Respondent Compensation K. Modification and Withdrawal of Proposal L. Protest Procedures <p>Attachment 1 – Price Form Attachment 2 – Sample Contract</p>

A. Background

The City of Gunnison, Colorado, is a home rule municipality and the county seat of Gunnison County. Located in the west-central Rocky Mountains, it is approximately 180 miles west of Colorado’s Front Range and 140 miles from Grand Junction. The City covers about 4.75 square miles and has a population of approximately 6,766 residents. Gunnison is well-connected by U.S. Highway 50 and Colorado State Highway 135, which also serves as the City’s Main Street and provides access to Crested Butte.

The City operates under a Council-Manager form of government, with a five-member City Council responsible for policy-making and a City Manager overseeing administrative operations. Gunnison provides essential municipal services, including water, sewer, electric, and trash removal, and manages enterprise funds, senior water rights, and infrastructure capacity to support future growth.

The City is known for its exceptional park system, which offers 110 acres of parkland per 1,000 residents, far exceeding the national average. Recreational facilities include a 45,000-square-foot

Community Center, Jorgensen Park (featuring an indoor ice rink, ball fields, and skate park), and the 465-acre Van Tuyl Ranch encompassing both a working agriculture operation and public recreation trails. Just outside city limits lies the 8,300-acre Hartman Rocks Recreation Area, managed by the Bureau of Land Management.

Currently, Gunnison’s communications efforts are centralized within the City Clerk’s Department. The full-time role of Communications Assistant and Records Manager, works closely with the City Clerk to develop and distribute content, schedule social media posts, and manage event logistics. The communications duties for this role are .5 FTE shared with records management at another .5 FTE. Final oversight and strategic messaging is developed in conjunction with the City Manager and Leadership Team. Communications responsibilities have almost exclusively been assigned to the City Clerk’s office, but the City is actively seeking to fully centralize and professionalize these functions. The Parks and Recreation Department continues to maintain a separate social media page. The majority of public engagement activities are executed through the Clerk’s Office and departments take the lead on the meeting’s context and information presented. To date, no external review of the City’s communications and engagement practices has been conducted.

The City of Gunnison seeks to develop an external Communications and Engagement Plan to guide its efforts from 2025 to 2030. The Plan aligns directly with the Gunnison City Council’s adopted Strategic Framework—specifically **Strategic Imperative 5: Public Engagement**, which calls for the implementation of a communications and engagement plan to foster a consistently informed and engaged community in an effective manner. The overarching goal is to increase public understanding of City services, programs, and priorities while promoting inclusive, meaningful participation in local government.

The following is a non-comprehensive list of citywide communication tools currently in use:

- City Website, hosted by Revize
- Monthly Articles (only in print, *Gunnison Country Times* newspaper)
- Social Media: Facebook, Instagram
 - City of Gunnison
 - Gunnison Parks and Recreation
 - Welcoming in Gunnison
- Gunnison Country Times*
- Shopper*
- YouTube
- ClearGov
- Email Blasts to specific groups depending on the topic or utility customers
- Fliers
- Door Hangers for special projects
- Local Radio Stations: KBUT, KVLE-FM, KPKE
- Open Houses
- Informational Booths
- In-person Outreach events
- Laserfiche forms (event applications, ADA Grievance Form, Traffic Calming Form, Pet licenses, Utility Billing, Follow Up Input)
- Community Surveys
- Other organizations include City announcements in their digital newsletter
- Message included with utility bills

ActiveNet
Gunnison Parks and Rec App
iWorq
Employment Posting on Indeed.com, Facebook, Government Jobs, and other associations

The City of Gunnison, Colorado is soliciting Requests for Proposals from communication and engagement consulting firms to advise the City on public communications and engagement strategies. Responding firms should discuss their experience and address the questions or prompts listed below.

B. Project Objectives

The objective of this project is to develop a unified, consistent, and proactive approach to communicating with and engaging residents, visitors, and interested parties. Grounded in the City's adopted values of **Integrity**, **Stewardship**, and **Collaboration**, the Plan will help ensure information and engagement is transparent, trustworthy, inclusive, and participatory. It will define measurable outcomes, provide tools and best practices, and offer a framework for responsive communication that adapts to emerging trends and evolving community needs.

The project objective will be achieved based upon a scope of work that answers the following questions:

1. How can we develop an integrated, organization-wide communication and engagement strategy that aligns messaging, public outreach, and overall goals across departments?
2. What approaches can help us transition from a decentralized to a more centralized communication structure while respecting departmental needs and goals?
3. How can we increase participation among underrepresented, historically excluded, and disengaged community members in Gunnison through inclusive and culturally appropriate engagement strategies? How can these strategies be applied to youth and senior residents?
4. Gunnison is home to Western Colorado University, a small liberal arts university with eight graduate programs. How can we increase communications, participation, and engagement in City activities, feedback sessions, and decision-making among Western students?
5. Recognizing that Gunnison is a small, rural mountain community with limited personnel and funding committed to communications and engagement activities, what innovative, scalable, and cost-effective tools and practices can we use to ensure engagement is accessible and appropriate across a range of topics and audiences?
6. How can we shift from one-way communication to two-way, participatory engagement and embed these best practices into a practical framework for digital and in-person outreach?
7. What methods should we use to evaluate, measure, and refine our communication and engagement efforts, including assessing the effectiveness of existing tools and adapting based on project needs?

C. List of Attachments

Attachment 1 – Price Form

Attachment 2 – Sample Contract

D. Proposal Format and Content

The proposal shall only contain the sections listed below and shall respond fully to all requirements of the RFP. **Proposals are limited to 14 single-sided (8-1/2" x 11") pages plus Price Form**, not including a cover page or dividers, no less than 11-point font. Submittals which do not address the items in this section may be considered incomplete and may be deemed non-responsive by the Review Committee.

1. **LETTER OF INTEREST:** Provide a letter of interest signed by an authorized Consultant representative, including contact information. Acknowledge any addenda. Inclusion of contact information and any addenda acknowledgement will constitute a passing score for this section **(1-page maximum)**.
2. **STAFF QUALIFICATIONS:** The proposal shall include a listing and brief biography of key individuals proposed to be assigned to the project with emphasis on a designated Project Manager. The Project Manager should be the individual conducting the day-to-day activities on this project.

Minimum qualifications: the Project Manager shall have related experience (type of experience is more important than location of experience) in developing a municipal Economic Development Plan. Each individual's proposed position/responsibility shall be indicated. Special emphasis shall be given to the individual's background, qualifications, certifications, experience on related and/or similar projects. At least three (3) client references, including name, description of past working relationship, and current contact information, shall be listed for each key individual who is proposed **(4-page maximum)**.

3. **PROJECT APPROACH:** The proposal shall include a project-specific discussion and detailed scope of work regarding the Consultant's approach to achieving the City's project objectives, as defined in Section B of this RFP. Provide a detailed schedule indicating the Proposer's sequence and completion date(s) assuming a contract award by August 27, 2025. Detail any exclusions to the price proposal or clarifications. Emphasis should be placed on how the Consultant's management approach will promote the Project's success. Do not provide price references in this section. **(6-page maximum)**.
4. **RELATED PROJECT EXPERIENCE:** The proposal shall include detailed profiles of similar projects that the Consultant and proposed team members have completed in the last seven (7) years including project name, date, description, and location. For each project, indicate which proposed team members worked on the projects and describe the role/work they performed and their levels of involvement. Clearly explain why past profiles are relevant and comparable to this project. **(3-pages maximum)**.
5. **PRICE PROPOSAL:** submit a total not-to-exceed price to accomplish the proposed Scope of Services, as defined by the Proposer in section E.3. Submit the total not-to-exceed amount on the provided Price Form only for evaluation in accordance with Section E of this RFP. **(Use provided Price Form only; this page is excluded from the total 14-page maximum page limit.)**

E. Review and Evaluation of Proposals

Proposals to this RFP will be evaluated and ranked based on the following criteria (125 available points):

- 1. LETTER OF INTEREST (PASS/FAIL)
- 2. STAFF QUALIFICATIONS (20 points)
- 3. PROJECT APPROACH (50 points)
- 4. RELATED PROJECT EXPERIENCE (30 points)
- 5. PRICE PROPOSAL (25 points)

Failure to comply with the requirements of the RFP may result in the PROPOSAL being declared non-responsive and the Proposer being disqualified. Section 1 of the PROPOSAL will be evaluated on pass/fail criteria. Sections 2, 3 and 4 of the PROPOSAL will be evaluated and scored on a qualitative basis.

Section 5, Price Proposal and Evaluation: The price proposal reflected on the Pricing Form (Attachment 1) will constitute the maximum, not-to-exceed lump sum price payable to the Vendor and will be reviewed and scored as follows:

- The Proposer with the lowest price will be awarded the maximum available points of twenty-five (25) points.
- The proposer with the second lowest Baseline Price will be awarded points upon the ration of the lowest Baseline Price divided by the second lowest Baseline Price; and multiplied by twenty-five (25) points (rounded to the nearest hundredth of a point).
- The scoring shall continue as described above for all other Prices.

Baseline Price Scoring, Examples	
PROPOSER A: LOWEST PRICE - \$80,000	25 points
PROPOSER B: SECOND LOWEST BASELINE PRICE= \$100,000 (\$80,000/100,000 X 25 =)	20 points
PROPOSER C: THIRD LOWEST BASELINE PRICE = \$200,000 (\$80,000/\$200,000 X 25=)	10 points

Best Value Determination:

The proposal with the highest Total Score will be deemed the Best-Value Responsible Proposer. The total Score will be determined by adding the Technical Proposal Score (Maximum Available Points = 100) and Price Proposal Score (Maximum Available Points = 25), for a maximum total score of 125 points.

Interviews are not anticipated. Final evaluation scores will be issued with the Notice of Intent to Award on the RMEPS. Failure to mutually agree upon a final Agreement, may result in the City negotiating with the next highest scoring submission.

F. Project Schedule

The following is a preliminary schedule of project milestones; all dates are subject to change.

Milestone	Date
Issue RFP	June 4, 2025
Deadline for Questions	July 17, 2025
PROPOSAL Due Date	July 31, 2025, 2:00 PM
Notice of Intent to Award	August 19, 2025
City Council – Approve Contract Award	August 27, 2025

G. Submissions and Inquiries

Gunnison encourages disadvantaged, minority, and women-owned Consultants to respond.

Submit one (1) electronic pdf copy of your Statement of Qualifications to the City of Gunnison by use of RMEPS, as detailed on page 1 of this RFP.

PROPOSALS will be received until 2:00:00 p.m. local time on the date provided in Section F.

Late submissions will not be accepted.

Any questions regarding this project shall be in writing and shall only be directed to Jackie Johnson, Procurement, Contracts & Grants administrator, jjohnson@gunnisonco.gov.

All questions, answers, and addenda shall be published on the City’s solicitation website BidNet. All questions shall be submitted no later than the date provided in Section F of this RFP. All addenda shall be acknowledged in the Letter of Interest.

H. Additional Terms

The City reserves all rights, which shall be exercisable in its sole discretion, without limitation or cause or notice, the following and/or any applicable law:

- The right to reject any or all PROPOSALS without limitation and/or to cancel, re-issue, postpone, or withdraw the RFP at any time without incurring any obligation or liability.
- The right to modify the RFP language, timeframes, or contents and issue addenda.
- The right to engage technical and/or legal firms in the evaluation of PROPOSALS.

- The right to waive informalities, irregularities, or deficiencies in the RFP or PROPOSALS.

I. Proprietary Information and Return of RFP

All PROPOSALS received by the City in response to this RFP are deemed property of the City and are subject to the Colorado Open Records Act. The City, or any of its agents, representative, employees, or firms, shall not be liable to a Respondent or individual participating in a PROPOSAL, as a result of the disclosure of all or a portion of a PROPOSAL under this RFP. Any information contained in a PROPOSAL which the Respondent believes constitutes proprietary or confidential, exempting from any non- authorized disclosure, shall be clearly designated. Blanket designations shall not be accepted. The City will notify the Respondent of any Public Records request relating to this RFP, providing an opportunity for the Respondent to seek a court injunction against the requested disclosure.

J. Respondent Compensation

No compensation or reimbursement for the preparation of the PROPOSAL will be paid by the City.

K. Modification and Withdrawal of PROPOSAL

PROPOSALS may be modified or withdrawn in writing, executed in the same manner as the PROPOSAL, at any time.

L. Protest Procedures

Prior to a submission of a protest relating to or arising from this Request for PROPOSAL, all parties shall use their best efforts to resolve concerns raised by an interested party through open and frank discussions. Protests shall be concise and logically presented to facilitate review by the City. Failure to substantially comply with any of the requirements of these Protest Procedures may be grounds for dismissal of the protest. Protests shall include the following information:

- a. Name, address, fax and telephone numbers of protester;
- b. Solicitation or contract number;
- c. Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester;
- d. Copies of relevant documents;
- e. Request for a ruling by the City;
- f. Statement as to the form of relief requested;
- g. All information establishing that the protester is an interested party for the purpose of filing a protest; and
- h. All information establishing the timeliness of the protest.

All protests filed directly with the City will be addressed to the manager of the City or other official designated to receive protests. Protests based on alleged apparent improprieties in the PROPOSAL Documents and solicitation procedures or evaluation and award criteria shall be filed at least ten (10) calendar days before the PROPOSAL submittal date. Failure to promptly file a protest based on solicitation procedures or evaluation and award criteria shall be deemed a waiver of the right to pursue a protest. In all other cases, protests shall

be filed no later than five (5) calendar days after the basis of protest is known or should have been known, whichever is earlier, but no later than ten (10) days after the PROPOSAL due date.

Action upon receipt of a protest shall be as follows:

- a. Upon receipt of a protest before award, a contract may not be awarded, pending resolution of the protest, unless contract award is justified, in writing, to be in the best interest of the City.
- b. If award is withheld pending the City resolution of the protest, the City will inform the respondents whose PROPOSALS might become eligible for award of the contract. If appropriate, the respondents will be requested, before expiration of the time of acceptance of their PROPOSALS, to extend the time for acceptance to avoid the need for re-solicitation. In the event of failure to obtain such extension of time, consideration should be given to proceeding with award.
- c. Upon receipt of a protest within ten (10) days after contract award, the City shall immediately suspend performance, pending resolution of the protest, including any review by an independent higher-level official, unless continued performance is justified, in writing, for urgent and compelling reasons or is determined, in writing, to be in the best interest of the City.
- d. Pursuing the City protest does not extend the time of obtaining a judicial stay, injunction, or other remedy.
- e. The City shall make its best efforts to resolve protests within 20 days after the protest is filed. To the extent permitted by law and regulation, the parties may exchange relevant information.
- f. The City protest decision shall be well-reasoned and explain the City's position. The protest decision shall be provided to the protestor using a method that provides evidence of receipt.

CITY OF GUNNISON
Request for Proposals (No. 25-11)

External Communications & Engagement Plan

ADDENDUM NO. 1

DATE: June 9, 2025

BIDS DUE: July 8, 2025, 2:00:00 PM MDT

Acknowledge receipt of this Addendum by inserting its number and date on the Bid Form. Failure to do so may subject bidder to disqualification. This Addendum forms a part of the Contract Documents. It modifies the Contract Documents as follows:

25-11 RFP External Communications & Engagement Plan.pdf:

Submission deadline:

*Delete "Submittals must be received in the RMEPS submission portal on or before Thursday, July 31, 2025, at 2:00:00 pm Mountain Time." and replace with "Submittals must be received in the RMEPS submission portal on or before **Tuesday, July 8, 2025, at 2:00:00 pm Mountain Time.**"*

Questions deadline:

*Delete "Delete Questions deadline 5:00:00 p.m. MDT, Thursday, July 17, 2025." and replace with "Questions deadline **Monday, June 23, 2025, at 5:00:00 pm Mountain Time.**"*

E. Project Schedule

Delete: Milestone and Date table in entirety and replace with below Milestone and Date table:

Milestone	Date
Issue RFP	June 4, 2025
Deadline for Questions	June 23, 2025
PROPOSAL Due Date	July 8, 2025, 2:00 PM
Notice of Intent to Award	July 17, 2025
City Council – Approve Contract Award	July 23, 2025

slate

COMMUNICATIONS

We're strategists, storytellers, and to be honest, kinda nerdy when it comes to community planning.



STRATEGY

Some challenges require perspective from those who have been there before. That's us.



STORYTELLING

Every community, every decision, every service has a story behind it. We help you tell it.



PUBLICATIONS

Digital or print, publications consume a lot of staff time and sanity. Let's take it off your plate.

LETTER OF INTEREST HELLO

Thank you for the opportunity to submit this proposal in response to your Request for Proposals for an External Communications & Engagement Plan (RFP No. 25-11).

Where to start?

I could tell you about Slate Communications and point out that we are one of the few firms that work exclusively with local governments. I could share that our team has decades of experience helping cities, counties, and towns better connect with their residents. I could emphasize that we understand your needs, challenges, and frustrations better than most because we've been in-house staff ourselves. I could even remind you that we have a history together – from 2021 ballot education to 2025 GovCo, we've been fans of Gunny for quite some time!

But this proposal is not about us. It's about you.

You're ready to take communications to the next level. After building a strong foundation, it's time for a more strategic approach to messaging, efficiency, and improvements. You're ready to increase participation, connect with more residents, especially youth, seniors, and university students, and build a clear, inclusive, and easy to manage strategy. At the same time, you're working with limited staff and resources. You need strategic, creative, and practical tools, and a plan to maximize impact, track what's working and improve along the way.

We can help.

This is the type of work where we excel. We have helped dozens of communities create thoughtful, creative strategic plans that are completely unique to their situation. We take pride in developing a superior product and feel it's equally important to develop excellent relationships. We're invested in your success and will work to ensure you're thriving long after we're gone.

Plus, we're a bit nerdy when it comes to local government. We truly believe that communities are better when residents are informed and engaged. We'd be honored to help Gunnison better connect with your community.

Most Sincerely,



Kim Newcomer
CEO | Founder

slate
COMMUNICATIONS

4709 Overhill Dr.
Fort Collins, CO 80526

T: 970-797-2015
Slatecommunications.com
kim@slatecommunications.com

LinkedIn
/slate-communications

**Certified Disadvantaged
Business Enterprise (DBE)** in
Colorado

Addenda Acknowledgement:
We received ADDENDUM NO. 1.



slate

STAFF QUALIFICATIONS

EXPECT SOMETHING DIFFERENT

Not all PR firms are local government PR firms. Many don't know how to balance best practices and community expectations – we do. Since 2013, Slate has been helping communities across the country communicate more effectively. We work exclusively with local governments and public entities to build understanding and engagement.

WHY SLATE?

We believe that informed and engaged residents make better communities.

Slate is a full-service communications firm with a staff of 12 employees. In-house services include:

- | communications strategy and support | graphic design |
- | photography | videography | copy writing | content creation
- | social media management | publications | and more!

INDUSTRY EXPERTISE

We are proud members of the following organizations:

- | City-County Communications and Marketing Association (3CMA)
- | International City/County Management Association (ICMA)
- | National Recreation and Parks Association (NRPA)
- | National Association of Government Communicators (NAGC)
- | State Organizations: GovCo, CAPIO, TAMIO

INDUSTRY KNOWLEDGE

We've been working for local governments to support strategic community engagement for a combined 50+ years.

PARTNERSHIP-DRIVEN

We are collaborative and passionate about your success.

HOW WE DO IT

Our proven EPIC process results in improved education, awareness, and support.

NATIONALLY RECOGNIZED

We're honored to have won awards for both strategy and implementation from organizations across the country.





WE GET IT

We warned you that we can get a little nerdy...

We watched the May 27 Council meeting where you discussed this RFP and think you should know a few things about us as you make your decisions:

Creative and Practical

No one wants a plan that sits on a shelf, certainly not us. We will work with you to make sure that this plan makes realistic recommendations. We'll put equal focus on strategy, creativity, implementation, and resources. This is YOUR plan, and it needs to work for you.

Long-term Success

We want you to be successful for the long-term. That means setting you up with tools, templates, and other assets to jump start your implementation and maintain momentum with limited resources. We'll help you get organizational buy-in, because we all know that communications and engagement are the responsibility of the entire organization, not just one department.

Build on What Works, Expand Strategically

No, we are not going to recommend that you hire a full-time social media influencer! But we are going to make recommendations on how to improve upon your strong foundation and integrate new ideas. Beyond strategies that require additional funding and resources, we're looking to help you maximize what you have, stop doing things that aren't working as well, and create capacity for new tactics.

STAFF QUALIFICATIONS

YOUR CORE TEAM

This is your front-facing team. That's not to say that's all there is to it; we have eight more local government professional communicators on our team who are available to assist as needed.



KIM NEWCOMER CEO & CO-FOUNDER

ROLE: STRATEGIC ADVISOR

- 30 years experience in communications and marketing
- Proven success blending traditional tools with progressive techniques
- Prior experience with communities of Vail, Durango, and City of Fort Collins, CO



KRISTEN KNOLL DIRECTOR OF STRATEGIC COMMUNICATIONS

ROLE: CLIENT LEAD, STRATEGY

- Two decades of local gov experience
- Background in strategic communications, media relations, issues management
- Prior experience with Larimer County and the City of Lone Tree, CO



DANA STRONGIN COMMUNICATIONS SPECIALIST

ROLE: CONTENT CREATION

- Experienced communicator with federal, state, and local government experience
- Background in translating complex topics into understandable content
- Prior experience at NREL, DOLA, and Denver Water



TIFFANY SATTLER, PROJECT MANAGER

ROLE: PROJECT MANAGER

- Skilled project manager with private and public sector experience
- Content producer and copywriter
- Prior experience with the Town of Timnath, CO



STAFF QUALIFICATIONS: CLIENT REFERENCE

TOWN OF WINTER PARK

PROJECT: Communications Strategy and Support

CONTACT: Dani Jardee, Town Clerk, djardee@wpgov.com, p. 970-726-8081

DATE: 2017 – present

OVERVIEW: Comprehensive communications and engagement support including strategic messaging, development of e-newsletters and Council summaries, graphic design, annual reports and budget briefs, video and photography, and more.

STAFF: Tiffany, Dana, Kim

TOWN OF EATON

PROJECT: Communications Support

CONTACT: Greg Brinck, Assistant Town Administrator, greg@eatonco.org, p. 970-454-3338

DATE: 2022 – present

OVERVIEW: Comprehensive communications and engagement support including newsletters, social media strategy and management, annual reporting, website management and more.

STAFF: Kristen, Dana

CITY OF ENGLEWOOD, CO

PROJECT: Communications Strategy and Support

CONTACT: Chris Harguth, Communications Director, charguth@englewoodco.gov, p. 303-762-2314

DATE: 2021 - present

OVERVIEW: This plan includes messaging, strategies, and an implementation timeline along with staffing recommendations and process documentation.

STAFF: Kristen, Kim

CITY OF COMMERCE, CO

CONTACT: Travis Huntington Community Relations Manager, thuntington@c3gov.com, p. 303-227-8775

DATE: 2021 – present

OVERVIEW: Developed strategic communications and engagement plan, provide continued support for implementation including graphic design, campaign development, strategic consultation, media support.

STAFF: Kristen, Kim, Dana

CITY OF GLENWOOD SPRINGS, CO

PROJECT: Communications Strategy and Support

CONTACT: Bryana Starbuck, Communications & Engagement Officer, bryana.starbuck@cogs.us, p. 970-384-6441

DATE: 2024 - present

OVERVIEW: Developed a strategic communications plan with an eye toward bolstering trust and credibility. Supporting implementation efforts by writing editorials for Councilmembers, Council meeting summaries, video series, newsletters, and more.

STAFF: Tiffany, Kristen, Kim

CITY AND BOROUGH OF JUNEAU, AK

PROJECT: Communications and Engagement Strategic Plan

CONTACT: Rob Dumouchel, Special Project Planning Manager, rob.dumouchel@juneau.gov, 907-586-5240

DATE: 2025

OVERVIEW: A comprehensive plan based on the unique challenges and characteristics of CBJ. We outlined staffing needs, strategies and tactics to implement over two years.

STAFF: Kim



APPROACH

1 EXPLORE

BEFORE WE GET STARTED...

We'll meet with an internal team to talk through the entire process. Beyond what's included in the RFP, we want to identify exactly what Gunnison needs to make this project a success. So, we'll customize the process to ensure that this plan doesn't simply sit on a shelf. It needs to be creative AND practical, strategic AND realistic.

ONSITE MEETINGS, WORKSHOPS AND FOCUS GROUPS

As you'll see in the detailed work plan, this proposal includes a visit to Gunnison. While Slate can do much of the work virtually, nothing compares to good ol' fashioned conversations conducted in person. We'll work to organize the schedule so that we can spend a few packed days in Gunnison getting to know staff, leadership, stakeholders, key audiences, and the community at large.

REVIEW AND ANALYSIS

During this phase, we'll also spend significant time reviewing existing strategies, tools, brand implementation, and other communication activities to understand what's successful and where improvement is needed.



APPROACH

2

POSITION FRAMEWORK

In this phase, we start to develop the Strategic Communications and Engagement Plan by first laying a solid foundation. We will use existing data, new insights gained through Phase 1, and any new data collected to refine audiences (both internal and external), identify core messaging, and develop a staffing plan, define roles and responsibilities, and outline workflows to support your efforts.

3

IMPLEMENTATION

Phase 3 will produce an implementation plan. Strategies, tactics, and timelines combine to give you the elements you need for future success. We'll deep dive into actions that address both keeping your community informed and encouraging interaction and engagement.



APPROACH

4 CREATE

WHERE THE RUBBER MEETS THE ROAD

In this final phase, we'll build out the rest of the plan to include measurement tools, trainings, and resources. We'll provide high-priority templates, worksheets, and toolkit elements to kick start implementation. At the end of this effort, you will have a thoughtful, strategic, implementable blueprint to improve communications and engagement in Gunnison.

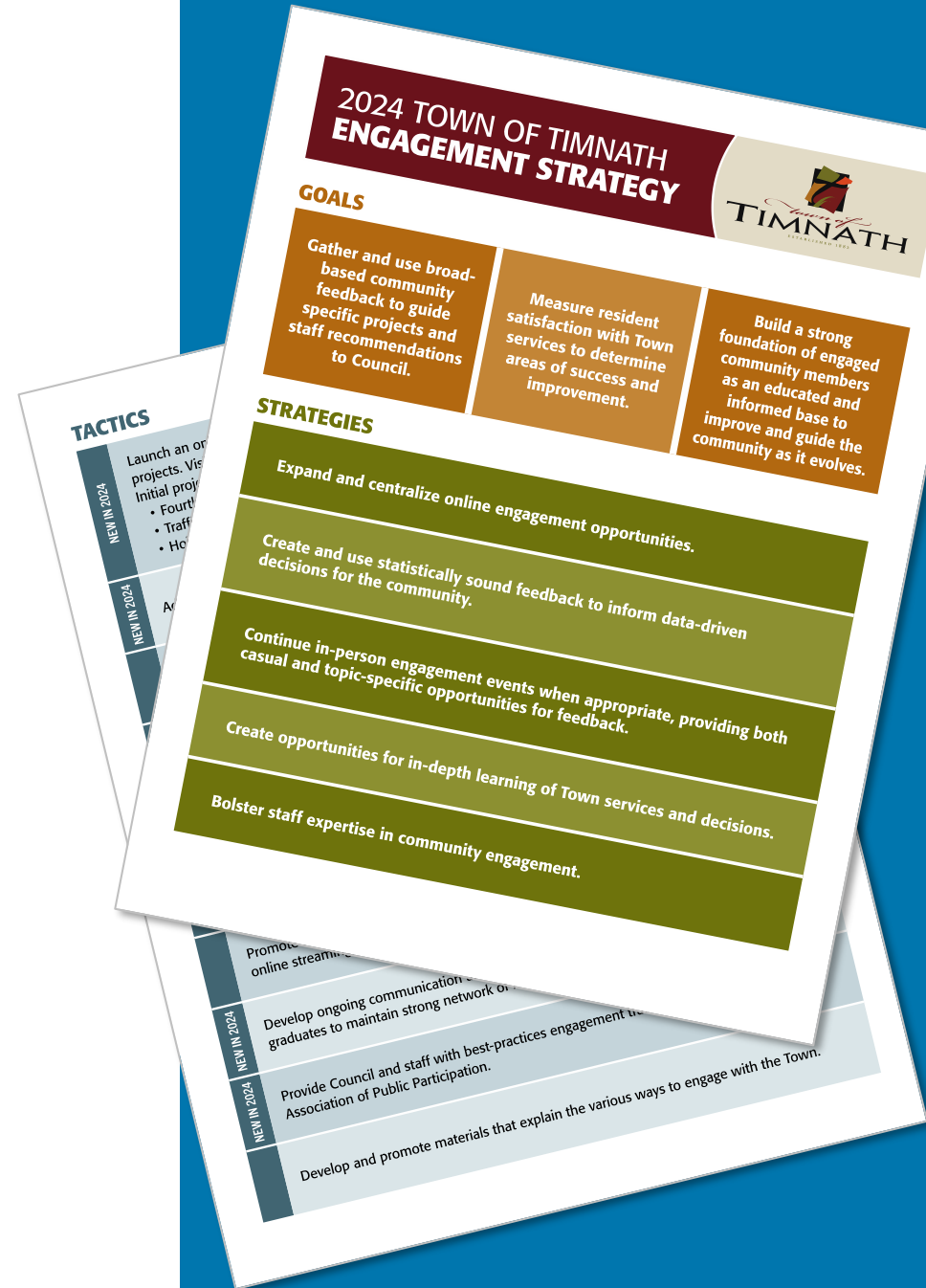
PROJECT DELIVERABLES:

PHASE 1: DISCOVERY REPORT

PHASE 2: STRATEGIC FRAMEWORK

PHASE 3: IMPLEMENTATION PLAN

PHASE 4: COMPREHENSIVE STRATEGIC COMMUNICATIONS AND ENGAGEMENT PLAN



APPROACH

STRATEGIC COMMUNICATIONS PLAN

	MONTH	1	2	3	4
PHASE 1					
Assess, Inventory, and Evaluate the City's Existing Communications Practices					
Review of existing internal and external communications channels, processes, and pain points for staff and public, including organizational websites, social media, traditional media, email, surveys, and other public-facing channels					
Understand organizational values of Integrity, Stewardship, and Collaboration and alignment with current messaging					
Review recent surveys, strategic plans and other relevant documents					
Documentation and review of current internal communications processes, procedures, and policies					
Identify traditionally underrepresented communities and audiences currently being left out of the conversation by existing communications processes and channels					
Interviews with External Stakeholders and Audiences					
Define list of key stakeholders and influencers from key audiences (residents, local businesses, community organizations, local non-profits)					
Meet one-on-one with high priority individuals					
Conduct workshops/focus groups to gather more broad based feedback					
Develop online questionnaire to gather broad based community feedback related to communications effectiveness and preferences if needed					
Research Internal Stakeholders and Employees					
One-on-one interviews with City leadership and key internal "clients" to determine perceptions of communications effectiveness, processes, and pain points					
Analyze findings to define areas of strength and areas for improvement					
Assess brand identity and consistency					
DELIVERABLE: DISCOVERY REPORT					



APPROACH

STRATEGIC COMMUNICATIONS PLAN				
	MONTH	1	2	3
PHASE 2				
Refine communications and engagement goals and priorities related to transparency, trustworthiness, inclusivity, and broad-based participation				
Identify key external and internal audiences				
Identify traditionally underrepresented and underserved audience segments to ensure equitable outreach with a particular focus on youth and seniors				
Determine core messaging and themes				
Identify communications team staffing and resource needs				
Define roles and responsibilities of organization as they relate to a more centralized model				
Develop consistent and collaborative project intake and management process to ensure a more consistent and manageable workflow				
DELIVERABLE: STRATEGIC FRAMEWORK				
PHASE 3				
Recommend communication strategies relevant and targeted to key audiences				
Outline tactics to support strategies				
Recommend improvements to existing and introduction of new tools and platforms for efficient collaboration, materials sharing, and feedback mechanisms				
Outline "town/gown" strategies and programs to better engage Western Colorado University faculty and students				
Highlight strategies to shift from one-way communication to two-way, participatory engagement for digital and in-person outreach				
Develop implementation timeline of activities to be executed by staff or consultants				
DELIVERABLE: IMPLEMENTATION PLAN				



APPROACH

STRATEGIC COMMUNICATIONS PLAN

	MONTH	1	2	3	4
PHASE 4					
Establish metrics for measuring progress and success in communications and civic engagement efforts					
Recommend ongoing data collection strategies to report on progress and respond to community needs					
Create resource toolkit to kick-start implementation and boost impact of limited staff					
Integrate International Association of Public Participation (IAP2) principals into resources					
Facilitate the development and launch of strategic communications tactics					
Presentation to affected staff/leadership to bolster organizational buy-in					
DELIVERABLE: COMPREHENSIVE STRATEGIC COMMUNICATIONS & ENGAGEMENT PLAN					
TOTAL					
<i>*Total includes one on-site visit to Gunnison during the Discovery Phase</i>					



EXAMPLES & REFERENCES FOR SLATE

CITY OF GLENWOOD SPRINGS, CO: STRATEGIC COMMUNICATIONS PLAN AND SUPPORT

- Onsite visit and interviews with staff, departments, and stakeholders
- Analysis of communications efforts, department, and processes
- Developed Strategic Communications Plan that included recommendations for departmental staffing and processes
- Developed comprehensive toolkit for implementation
- Ongoing implementation support

Narrative: This project is very similar to the effort Gunnison is looking to undertake. We would use a similar approach (as outlined in the proposal). Our history with these types of project also allow us to integrate best practices and new ideas from across the state and country into the final deliverable.

Contact: Bryana Starbuck, Bryana Starbuck, Communications & Engagement Officer, bryana.starbuck@cogs.us, p. 970-384-6441

Date: 2024 - present

Staff: Kristen: strategic lead, content development; Tiffany: project manager, Kim: strategic advisor

CITY OF COMMERCE, CO: STRATEGIC COMMUNICATIONS PLAN & SUPPORT

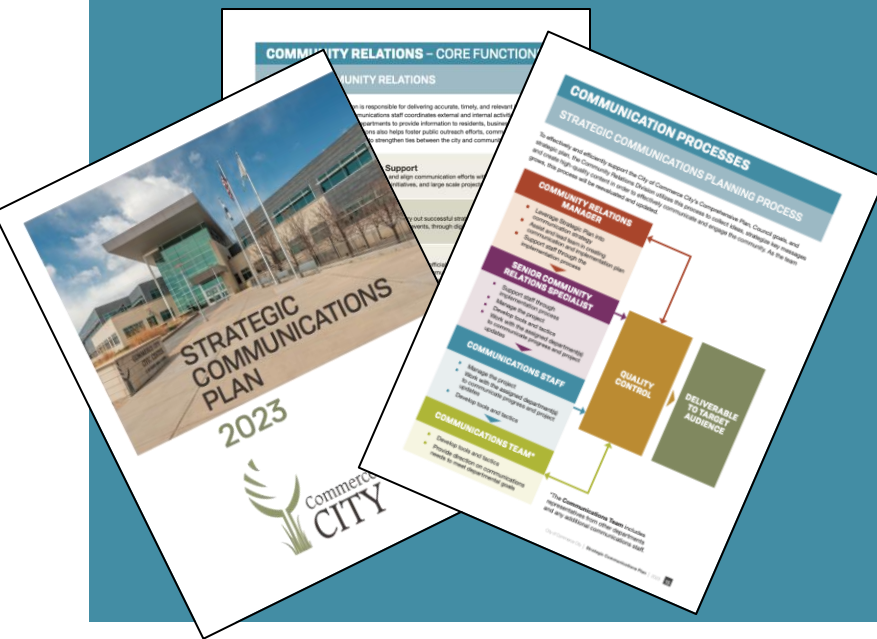
- Interviews with staff, departments, and stakeholders
- Analysis of communications efforts, department, and processes
- Developed Strategic Communications Plan that included messaging, workflow processes, and community relations strategies.
- Ongoing implementation support

Narrative: This project is also similar. Commerce City had a strong communications foundation before bringing Slate to the team. The plan we developed focused on improving existing channels and efficiencies.

Contact: Travis Huntington Community Relations Manager, thuntington@c3gov.com, p. 303-227-8775

Date: 2024 - present

Staff: Kristen: strategic lead, content development; Dana: content support; Kim: strategic advisor



EXAMPLES & REFERENCES FOR SLATE

TOWN OF PAGOSA SPRINGS: COMMUNICATIONS & ENGAGEMENT PLAN AND SUPPORT

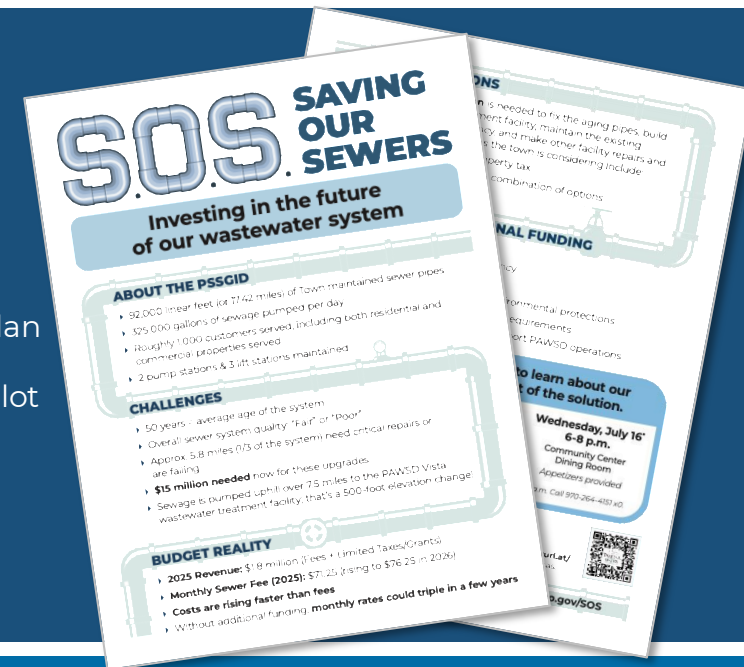
- Strategic messaging and outreach plan for ballot measure
- Implementation and campaign support
- Ongoing communications support for daily/non-election related communications

Narrative: This project is slightly different from Gunnison in that the strategic plan is related to a specific topic. However, the same approach was used to identify specific and unique ways to connect with community members regarding a ballot question. Slate also provides ongoing communications.

Contact: David Harris, Town Manager,

Date: 2024 - present

Staff: Kristen: strategic lead, content development, project manager, Dana: content support



TOWN OF WINTER PARK, CO: STRATEGIC COMMUNICATIONS SUPPORT

- Ongoing management of all Town communications functions
- Development of specific strategic plans and campaigns

Narrative: Slate acts as the Town of Winter Park's communications department. As such, our team is managing the day-to-day communications along with strategic efforts to improve engagement and outreach. As a recent example, Slate devised a strategic recruiting plan for the Town's Police Department using the same phased approach outlined in this proposal: Discover, Position, Implement, Create. Relying heavily on video and digital engagement strategies, we are now implementing the plan throughout summer.

Contact: Dani Jardee, Town Clerk, djardee@wpgov.com, p. 970-726-8081

DATE: 2017 – present

Staff: Kim: strategic advisor, Dana: content development and strategy, Tiffany: project management

ADDITIONAL CLIENT REFERENCES FOR SLATE

CITY OF VALDEZ, AK

PROJECT: Strategic Communications Plan, Brand Development

CONTACT: Ana Stroup, Communications Director, astroup@valdezak.gov, 907-834-3400

DATE: 2023 – present

OVERVIEW: A strategic plan addressing communications strategy, internal processes, and branding. A comprehensive implementation plan and toolkit were also included to support execution.

STAFF: Kristen: Project manager, strategy development, content creation; Kim: stakeholder engagement and discovery, strategy development

ROARING FORK TRANSPORTATION AUTHORITY

PROJECT: Strategic Communications Plan and Support

CONTACT: Jamie Tatsuno Communications Director, jtatsuno@rfta.com, p. 970-384-4864

DATE: 2019 – present

OVERVIEW: Analysis of communications staff, skills and processes leading to the development of an organizational chart and plan for future staffing. We continue to provide ongoing communications and marketing support.

STAFF: Brandi: project management, Lacey: content development; Ryan: strategic lead

CITY OF MODESTO, CA

PROJECT: Communications Strategy and Brand Standards

CONTACT: Thomas Reeves, Public Affairs Director, City of Baytown (formerly with the City of Modesto), thomas.reeves@baytown.org, 281-420-5802

DATE: 2018

OVERVIEW: The plan was developed to support the strategic goals of the city while also providing tactical direction for staff to implement.

STAFF: Kristen: content development, Kim: strategic advisor

CITY OF BEAVERTON, OR

PROJECT: Communications Division Strategic Plan

CONTACT: Dan Weinheimer, Assistant City Manager, dweinheimer@beavertonoregon.gov, 503-526-2222

DATE: 2023 - present

OVERVIEW: The plan was focused on a department assessment and recommendations to improve efficiency and effectiveness including organizational structure, goals, staff roles and responsibilities.

STAFF: Kim: project manager, strategy and content

Examples: <http://www.slatecommunications.com/communications-plans>. Additional examples available upon request.



ATTACHMENT 1

CITY OF GUNNISON, 25-11 EXTERNAL COMMUNICATIONS AND ENGAGEMENT PLAN

PRICE FORM (REQUIRED)

Not-to-Exceed Price for Scope of Services (Attachment 1 to the RFP):

Thirty-three thousand three hundred dollars (\$ 33,300) Dollars
_____ Dollars
Print Dollar Amount

This price represents the total not-to-exceed amount for all proposed services, as required to meet the complete list of Project Objectives.

This Price Form is submitted by:

If Proposer is:

An Individual

Name (typed or printed): _____

By: _____
(Individual's signature)

Doing business as: _____

A Partnership

Partnership Name: _____

By: _____
(Signature of general partner – attach evidence of authority to sign)

Name (typed or printed): _____

A Corporation

Corporation Name: Slate Communications (SEAL)

State of Incorporation: Colorado

Type (General Business, Professional, Service, Limited Liability): LLC

By: 
(Signature – attach evidence of authority to sign)

Name (typed or printed): Kim Newcomer

Title: CEO
(CORPORATE SEAL)

Date of Qualification to do business in Colorado is 02/07/2013.

A Joint Venture

Name of Joint Venture: _____

Address: _____

By: _____
(Individual's signature)

By: _____
(Individual's signature)

By: _____
(Individual's signature)

By: _____
(Individual's signature)

By: _____
(Individual's signature)



City of Gunnison Agenda Report

Date: July 17th, 2025
To: Mayor and City Council
From: Sam Costello, Chief of Police
Subject: **Item No. VII. C., Ordinance No. 2, Series 2025, Second Reading:** *An Ordinance of the City Council of the City of Gunnison, Colorado, Amending Chapter 5.40 Animals, Section 5.40.070 Animal Shelter*

Strategic Framework:

As part of the City of Gunnison’s adopted strategic framework, Council has identified Organizational Performance and Public Engagement as imperatives.

Background:

Under Gunnison City Code Chapter 5.40 (Animals), Section 5.40.070 (Animal Shelter), animals that are abandoned, running at large, or whose owners have been arrested or otherwise lawfully detained (typically due to a mental health or crisis hold) must be impounded for a period of five days. At the conclusion of this five-day holding period, ownership of the animal transfers to the Gunnison Valley Animal Welfare League (GVAWL). GVAWL may then spay or neuter the animal, if necessary, vaccinate it, and place it for adoption.

The City incurs a cost of \$20 per day for each animal held during this five-day period. If the animal’s owner contacts GVAWL during the holding period, arrangements can be made to retain the animal in the owner’s name. In such cases, the daily holding fee transfers to the owner, who may then retrieve the animal or authorize another person to do so.

Occasionally, ownership is transferred to GVAWL before the original owner is aware that their animal has been impounded or before they are in a position, due to arrest, crisis or other instability, to make contact and assume responsibility. This can lead to situations where animals are adopted by new owners, even though the original owner may wish to retain custody but were unable to act in time. These scenarios can be distressing and awkward for all parties involved.

Staff Recommendation:

Staff recommends modifying the ordinance to extend the holding period before transferring ownership of animals to GVAWL from 5 days to 10 days. This change would better accommodate individuals who may be temporarily unable to retrieve their pets.

For example, pet owners on vacation or who have left their animals in someone else's care may not be able to be notified within five days that their animal is missing. Similarly, individuals who are arrested or are experiencing a crisis, such as a mental health emergency or substance use disorder, even if advised of their animal’s location, may not be in a mental or emotional state to make timely arrangements with GVAWL to prevent the adoption of their pet.

In many cases, stabilization from a crisis can take longer than five days, making it difficult for individuals to focus on critical responsibilities like pet care. Extending the holding period to 10 days increases the likelihood that owners will be able to reclaim their pets before they are adopted out, reducing the risk of unintended loss of ownership.

While this change does not eliminate the possibility of unwanted adoption entirely, it provides a more reasonable window for reunification under difficult circumstances.

Actions:

1) Introduce Ordinance No. 2, Series 2025, and read the ordinance by Title only; and 2) Consider a motion to adopt Ordinance No. 2, Series 2025, on second and final reading.

Will there be any financial impact?

The increase in the holding period from 5 to 10 days may result in a slight rise in costs for the City. At a rate of \$20 per day, the total impact will vary depending on individual circumstances and how frequently these situations occur

Has this item been budgeted?

While there will be a financial impact, it is expected to be limited and manageable within the existing budget, at least for the foreseeable future.

Attachments:

1. Original Title 5, section 5.40.070

2. **Ordinance No. 2, Series 2025, Second Reading:** *An Ordinance of the City Council of the City of Gunnison, Colorado Amending Chapter 5.40 Animals, Section 5.40.070, Animal Shelter*

**Chapter 5.40
ANIMALS**

Sections:

[5.40.010 Definitions.](#)

[5.40.020 Licensing.](#)

[5.40.030 Disease control.](#)

[5.40.040 Animal treatment.](#)

[5.40.050 Animal control and restraint.](#)

[5.40.060 Animal nuisance abatement.](#)

[5.40.070 Animal shelter.](#)

[5.40.080 Enforcement and penalties.](#)

5.40.010 Definitions.

As used in this chapter, the following terms are defined as provided:

- A. "Animal" means every nonhuman species of the animal kingdom, both domestic and wild.
- B. "Animal-at-large" means any animal off the premises of the owner and not under the direct control of a person capable of controlling the animal.
- C. "Animal control officer" means any person designated by the municipal government as a law enforcement officer for the purpose of enforcing the provisions of this chapter.
- D. "Animal shelter" means any facility operated by a humane society, nonprofit organization, or government agency or its authorized agents, for the purpose of housing animals under the authority of this chapter or state law for care, confinement, return to owner, adoption, or euthanasia.
- E. "Authorized city official" means a sworn Gunnison police department officer, neighborhood services officer, or other person authorized by the chief of police.
- F. "Bite" means to be seized by an animal with the teeth or jaws so that a person or animal has been nipped, gripped, wounded, or pierced.
- G. "Cat" means any domesticated member of the animal species *Felis catus*.
- H. "Commercial animal establishment" means any pet shop, grooming shop, guard dog training

facility, animal auction, riding school or stable, zoological park, circus, performing animal exhibition, boarding or breeding kennel, or other establishment which handles live animals for profit except commercial ranching operations.

I. "Control" means an animal must be on a leash, suitable for the activity involved in, controlled by a person physically competent to control the animal; or within the property limits of its owner or harbored or upon the premises of another person with the consent of that person.

J. "Dangerous dog" means any dog that:

1. Inflicts injury upon a person or domestic animal; or
2. Demonstrates tendencies that would cause a reasonable person to believe that the dog may inflict injury upon any person or domestic animal; or
3. Engages in or is trained for animal fighting as described and prohibited in Section 18-9-204, C.R.S.

K. "Dog" means any member of the animal species *Canis familiaris*, or a domesticated animal related to the fox, wolf, coyote, or jackal which is used as a pet or service animal.

L. "Domestic animal" includes: dogs, cats, domesticated sheep, horses, cattle, goats, swine, fowl, ducks, geese, turkeys, confined domestic hares and rabbits, pheasants, and other birds; and animals raised and/or maintained in confinement, including small, pet animals, such as species of aquarium fish, cage birds, and certain rodents, such as mice, hamsters, and guinea pigs.

M. "Dwelling unit" means as defined in the International Building Code.

N. "Euthanasia" means a death brought about by any method which produces rapid loss of consciousness resulting in a painless death.

O. "Feral cat" is defined as a cat born and raised in the wild, or who has been abandoned or lost and turned to wild ways in order to survive.

P. "Licensing authority" means the municipal governing body or anybody designated by the municipal governing body to have authority to promulgate rules pursuant to this chapter and to enforce the provisions of this chapter.

Q. "Owner" means any person, partnership, or corporation owning, keeping, harboring, possessing, or having custody or control of one or more animals. "Harboring" an animal includes providing food or shelter for three consecutive days or more. Any person who allows or harbors a feral cat colony is responsible for the cats associated with that colony.

R. "Person" means any individual, firm, corporation, partnership, association, trust, estate, or

other legal entity.

S. "Pet" means any animal kept for pleasure rather than utility, especially any animal of a species that has been bred and raised to live in or about the habitation of humans and is dependent on people for food and shelter.

T. "Vicious animal" means any animal that, without provocation, bites or attacks humans or other animals; approaches any person or other animal in a vicious or terrorizing manner or in apparent attitude of attack, whether or not the attack is consummated; or has acted in a manner that causes or should cause its owner to know that it is potentially vicious.

U. "Wild animal" means any animal, including those born or raised in captivity, except for human beings and domestic animals. (Ord. 2-2024 § 1, 2024).

5.40.020 Licensing.

A. Licensing.

1. License Requirement. Any person owning any dog or cat over six months of age within this municipality must obtain a license as herein provided.
2. Application. Written application for licenses, which shall include name and address of applicant, description of the animal, the appropriate fee, and rabies certificate issued by a licensed veterinarian or anti-rabies clinic, shall be made to the licensing authority.
3. License Period. Licenses for the keeping of dogs and cats shall be valid for the term of the animal's rabies vaccination.
4. Circumstances Requiring Application. Applications for licenses must be made within 30 days after obtaining a dog or cat six months of age or older, or when a cat or dog in one's possession becomes six months of age. This requirement does not apply to a nonresident keeping a dog or cat within the municipality for 90 days or less.
5. Exceptions. Certified governmental police dogs and service animals shall be licensed for identification purposes. License fees shall not be required.
6. Additional Regulations. The licensing authority may promulgate other regulations governing the issuance of licenses. Such regulations may include requirements for human care of animals and other requirements consistent with this chapter and other applicable law. The licensing authority may amend such regulations from time to time as is deemed desirable for the preservation of the public health and welfare and to prevent animal cruelty.
7. Tags. Upon acceptance of the license application, fee, and agreement to follow all applicable regulations, the licensing authority shall issue a durable tag, stamped with an identifying number. Tags should be designed so that they may be conveniently fastened or

riveted to the animal's collar or harness. Dogs and cats must wear the identification tags issued for them at all times when off their owners' premises. The licensing authority shall maintain a record of the identifying numbers of all tags issued.

8. Fee Schedule. Licensing fees shall be set by city council and recorded by resolution.

9. Replacement Licenses. A license may be obtained upon payment of a replacement fee, set by city council and recorded by resolution.

10. License Limitation. No person may use any license for any animal other than the animal for which it was issued. (Ord. 2-2024 § 1, 2024).

5.40.030 Disease control.

A. Diseased Animals. No domestic animal afflicted with a contagious or infectious disease shall be allowed to run at large or to be exposed in any public place whereby the health of human or animal may be affected.

B. Rabies Vaccination – Dogs and Cats. It shall be the duty of every owner of a dog or cat over six months of age harbored in the municipality to have such a dog or cat vaccinated by a licensed veterinarian or animal health clinic. The owner of such dog or cat shall present a copy of the vaccination certificate with the dog or cat license application required by GMC [5.40.020\(A\)](#) verifying a current vaccination administered as authorized by the Department of Health.

C. Rabies Vaccination Exemption. If a veterinarian licensed by the state issues a certificate that inoculation would be harmful to a specific dog or cat, and that failure to inoculate such animal shall not create a danger for humans or other animals, that dog or cat shall be exempt from the inoculation prescribed by this chapter.

D. Report of Animal Bites.

1. It shall be the duty of every medical licensee practicing in the municipality to report to the authorized city official the name and address of any person treated for bites or wounds inflicted by an animal, together with all available information necessary for rabies control.

a. Any licensee who, in good faith, makes a report pursuant to this section shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making of such report, and shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

2. It shall be the duty of every veterinarian practicing in the municipality to report to the authorized city official the name and address of the owner of any animal treated for bites or wounds inflicted by any other animal, together with all available information necessary for rabies control.

E. Quarantine of Animals Suspected of Having Rabies. Animals suspected of having rabies or having bitten any person or animal and having an uncertain vaccination status shall be impounded in solitary confinement and kept under observation for a period of 10 days. An attempt shall be made by the authorized city official to discover whether the animal has been vaccinated against rabies. If it is found that the animal has not been effectively vaccinated or there is any doubt whether the animal has in fact been vaccinated, then it shall be vaccinated on the last day of the observation period. The municipality may cause any animal which has rabies to be destroyed humanely and an autopsy performed. All expenses in connection with the provisions of this subsection shall be borne by the owner of the animal.

F. Killing of Certain Animals Which Cannot Be Safely Captured or Impounded. If any vicious or dangerous animal suspected of or having rabies, found at large, cannot be safely taken up and impounded, the animal may be killed by a police officer. (Ord. 2-2024 § 1, 2024).

5.40.040 Animal treatment.

A. Cruelty to Animals.

1. Infliction of Pain or Death. No person shall knowingly, intentionally, or maliciously kill or injure or inflict pain or suffering on any animal. No person shall permit, by neglect or inaction, the death or injury or infliction of pain or suffering on any animal. No person shall beat, cruelly treat, torment, overload, overwork, or otherwise abuse or kill an animal or cause, instigate, or permit any fight between animals or between animals and humans, or attend such fights.

2. Proper Food and Shelter. No owner or person with custody of an animal for more than 12 consecutive hours shall fail to provide the animal with sufficient wholesome and nutritious food, water in sufficient quantities, proper air, shade or shelter space, protection from the weather, veterinary care as needed to maintain health and prevent suffering, and other humane care and treatment.

a. "Shade" shall mean protection from the direct rays of the sun during the months of June through September.

b. "Shelter" shall mean a moisture-proof structure of suitable size to accommodate the animal and allow retention of body heat, made of durable material with a solid floor raised at least two inches from the ground. Such structure shall be provided with a sufficient quantity of suitable bedding to provide insulation and protection against cold and dampness.

c. All pens, yards, or runs, or other structures wherein any animal is kept shall be of such construction so as to be easily cleaned and shall be maintained in good repair. Fences which are intended as enclosures for any animal shall be securely constructed, adequate for the purpose, and kept in good repair, in compliance with all ordinances of the

municipality.

d. Agricultural operations involving large animals are exempt from shade and shelter requirements.

3. Abandonment. No person shall abandon any animal which they own or is in their custody. In this context, "abandon" means to leave the animal unattended for more than 48 consecutive hours or without food, water, or shelter for more than 12 hours.

4. Poisoning. No person shall expose any known poisonous substance, whether mixed with food or not, that a reasonable person would know or should know that such substance would probably cause animals to be attracted thereto, eat thereof, and be poisoned thereby; however, this subsection does not make unlawful the poisoning of rats or mice with commercial mouse or rat poison.

5. Animals as Prizes. No person shall give away any live animal, fish, reptile, or bird as a prize for, or as an inducement to enter, any contest, game, or other competition, or as an inducement to enter any place of amusement, or as an incentive to enter into any business agreement whereby the offer was for the purpose of attracting trade.

6. Confinement in Vehicles. No person shall confine an animal in a parked vehicle for any length of time when the outside temperature could place the animal in imminent danger of death or serious injury.

a. Any neighborhood service officer or police officer observing an animal that they reasonably believe to be in imminent danger of death or serious injury may enter the vehicle and impound the animal.

b. It shall be a defense for a violation of this section that the vehicle was equipped with a functioning climate control device providing a safe internal temperature for the animal.

7. Protective Custody.

a. Any animal found receiving inhumane treatment, as described in this section, may be removed and impounded at the expense of the owner.

b. Any animal whose life reasonably appears to be endangered may be removed and impounded, whether or not in the presence of its owner.

8. Exceptions to This Section.

a. Nothing in this subsection (A) shall be deemed to prohibit any action by a licensed veterinarian done in accordance with accepted standards of veterinary medicine.

- b. Nothing in this subsection (A) shall be interpreted as prohibiting any act done in self-defense or to defend another person.
- c. Nothing in this subsection (A) prohibits any conduct authorized or permitted under title 33, C.R.S.
- d. It shall be an affirmative defense to a charge brought under this section involving injury or death to a dog that the dog was found running, worrying, or injuring sheep, cattle, other livestock or wildlife.

B. Commercial Animal Establishments – Other Domestic Animal Regulations.

- 1. Generally. All commercial animal establishments shall meet the following conditions:
 - a. Animal housing facilities shall be provided for the animals and shall be structurally sound, constructed of nontoxic materials, maintained in good repair, and designed so as to protect the animals from injury and restrict the entrance of other animals. Each animal shall be provided with adequate floor space to allow it, according to species and breed, to breathe and turn about freely and to easily eat, eliminate wastes, stand, sit, and lie in a comfortable, normal position and sanitary environment.
 - b. Water shall be supplied at sufficient pressure and quantity to clean housing facilities and enclosures of debris and excreta.
 - c. Adequate food and bedding shall be provided and stored in facilities which provide protection against infestation or contamination by insects or rodents. Refrigeration shall be provided for the protection of perishable foods.
 - d. Provision shall be made for the removal and disposal of animal and food wastes, bedding, dead animals, and debris. Disposal facilities shall be so provided and operated as to minimize vermin infestation, odors, and disease.
 - e. Each animal shall be observed daily. Sick, diseased, or injured animals shall be separated from those appearing healthy and normal. Sick, diseased, or injured animals shall be removed from display and sale and kept in isolation quarters. Ventilation of quarters for sick or diseased animals shall be arranged to avoid contamination of healthy animals.
 - f. An employee, keeper, or owner shall make provision to feed, water, and provide other necessary care for animals on days the store or establishment is closed.
 - g. No person shall knowingly misrepresent an animal to a consumer in any way. No person shall knowingly sell a sick or injured animal. Adequate care and feeding instructions shall be given, in writing, to each animal purchaser.

h. Animals which are caged, closely confined, or restrained shall be permitted to exercise daily for an appropriate length of time as determined by their size, age, and species, in an area suitable for that purpose.

i. Facilities shall be clean and sanitary at all times.

2. Domestic Animals.

a. It shall be unlawful to maintain any dog house or poultry or animal yard within 25 feet of any building used for residential purposes by anyone other than the one maintaining such dog house, poultry, or animal yard, or his or her immediate family, or within 25 feet of any public way other than an alley, or within 100 feet of any church or school building.

b. For the purpose of this chapter, the term "poultry or animal yard" shall include every enclosure, shed, or structure used to house one or more domesticated animals.

C. Animals Injured by Motor Vehicles. Any person who, as the operator of a motor vehicle, strikes a domestic animal shall stop at once and shall immediately report the accident to the appropriate law enforcement agency.

D. Wildlife Sanctuary.

1. The entire area within the corporate limits of the municipality is a wildlife sanctuary for the refuge of all wildlife, and all persons within the municipality are urged to protect said wildlife and encourage its propagation. "Wildlife," as used in this subsection, includes all native or naturalized wild animals except pest/invasive species as defined in Colorado State statute.

2. No person shall at any time within the corporate limits of this municipality frighten, shoot at, wound, kill, capture, ensnare, trap, net, poison, or in any other manner kill, injure, or molest any wildlife or injure the nest, den, eggs, or young of such animals. Municipal, state, and federal authorities possessing wildlife control jurisdiction authorized to kill or capture any wild animal are exempted from this provision. (Ord. 2-2024 § 1, 2024).

5.40.050 Animal control and restraint.

A. Running at Large.

1. Generally. No person shall suffer or permit any domestic animal of which he or she is the owner, caretaker, or custodian to run at large within the municipality. Any such animal shall be deemed to be running at large when it shall be off the premises owned or rented by its owner and not under the control of the owner or an agent or employee of the owner. Any such animal may be impounded by the municipality.

a. "Control" as defined by ordinance requires the use of a leash being held by a person

capable of controlling the animal. The leash requirement is waived for animals typically moved by herding provided the owner or person in control is present and engaged in moving the animal(s) from one location to another.

2. Public Places. No domestic animal shall be permitted in any public place, unless under the control of its owner. "Public places" includes, but is not limited to, public property, common areas of private property, parking lots, churches, cemeteries, parks, schools, and swimming areas.

B. Dangerous Animals.

1. Dangerous Dog.

a. Ownership of a Dangerous Dog Prohibited. A person commits ownership of a dangerous dog if such person owns, possesses, harbors, keeps, has a financial or property interest in, or has custody or control over a dangerous dog.

b. An authorized city official may impound any animal which is reasonably believed to be a dangerous dog.

i. A dog may be released to the owner, pending court procedures, provided the animal is not exhibiting overtly aggressive or dangerous behavior, is not exhibiting any symptoms of disease, the owner can ensure that the dog will remain under the owner's control, and that such control will be sufficient to prevent a reoccurrence of the reason for initial impoundment, that the owner will present the dog for inspection on request of the authorized city official, and that the owner will report any change in the animal's health to the authorized city official until the case is resolved.

ii. An owner may request the animal be housed in a facility licensed to board and care for animals, at the owner's expense.

c. An affirmative defense to the violation of this subsection shall be:

i. That, at the time of the attack by the dog which causes injury to a domestic animal, the domestic animal was at large, was astray, and entered upon the property of the owner and that the attack began, but did not necessarily end, upon such property;

ii. That, at the time of the attack by the dog which causes injury to a domestic animal, said animal was biting or otherwise attacking the dog or its owner;

iii. That, at the time of the attack by the dog which causes injury to a person, the victim of the attack was committing or attempting to commit a criminal offense against the dog's owner, and the attack did not occur on the owner's property;

iv. That, at the time of the attack by the dog which causes injury to a person, the victim of the attack was committing or attempting to commit a criminal offense against a person on the owner's property or the property itself and the attack began, but did not necessarily end, upon such property; or

v. That the person who was the victim of the attack by the dog tormented, provoked, abused, or inflicted injury upon the dog in a manner which resulted in the attack.

d. The affirmative defenses set forth in subsection (B)(1)(c) of this section shall not apply to any dog that has engaged in or been trained for animal fighting as said term is described in Section 18-9-204, C.R.S.

e. Condition of Ownership Upon Conviction. The court as part of sentencing may establish conditions to be met by the owner for continued ownership.

2. Vicious Animals.

a. It shall be unlawful for any person to keep or harbor any vicious animal within the municipality.

b. The authorized city official may impound any animal which is reasonably believed to be vicious.

i. An animal may be released to the owner, pending court procedures, provided the animal is not exhibiting overtly aggressive or dangerous behavior, is not exhibiting any symptoms of disease, the owner can ensure that the animal will remain under the owner's control and that such control will be sufficient to prevent a reoccurrence of the reason for initial impoundment, that the owner will present the animal for inspection on request of the authorized city official, and that the owner will report any change in the animal's health to the authorized city official until the case is resolved.

ii. An owner may request the animal be housed in a facility licensed to board and care for animals, at the owner's expense.

c. It shall be an affirmative defense to charges under subsection (B)(2)(b) of this section that the actual or intended victim of any attack has made an unlawful entry into the property of the animal's owner or is threatening or attacking an owner of the animal.

3. Wild and Dangerous Animals.

a. Unlawful to Own or Possess. It shall be unlawful for any person to own, possess, harbor, sell, or in any other manner traffic in any wild and vicious animals, including, but

not limited to, the following:

- i. All poisonous snakes and other poisonous reptiles; and all nonpoisonous snakes with a length greater than six feet.
- ii. All species of primates.
- iii. All species of canine, feline, bear, and other carnivorous animals other than dogs and cats, as defined within this chapter.

b. Exceptions. The provisions of this subsection (B) shall not be applicable to any bona fide zoological park, wildlife sanctuary, research facility or any circus licensed by the city.

4. Costs to Be Paid by Responsible Persons. Any reasonable costs incurred by the municipality in seizing, impounding, and confining any dangerous, wild, or vicious animal shall be charged against the owner of such animal. Such charge shall be in addition to any other fine or penalty provided for violating this chapter.

5. Destruction of Animal Too Dangerous to Capture. Any dangerous animal subject to impoundment under the provisions of this subsection (B), or any other animal which because of its disposition or diseased condition is subject to impoundment and is deemed too dangerous to apprehend, may be killed by a police officer.

C. Public Parks.

1. No person shall appear with an animal in those portions of the public parks of the city of Gunnison which are posted with signs prohibiting dogs or other animals from being brought upon the premises. This subsection shall not apply to service animals as defined by state law.

2. The city may establish public areas to be utilized by the public for the exercise, training, and enjoyment of their animals. Such areas will be clearly marked, and animals may be off leash when inside the designated area.

a. Use of public areas for this purpose will be at the user's own risk.

b. The city shall post official rules or signs for users of the area, the violation of which may subject the user to a citation. (Ord. 2-2024 § 1, 2024).

5.40.060 Animal nuisance abatement.

A. Generally. No animal owner shall fail to exercise proper care and control of animals to prevent them from becoming a public nuisance. A "public nuisance" includes any of the occurrences listed in this section as well as any other occurrence determined by a court of competent jurisdiction or law:

1. Noise. No animal owner shall permit any animal to cause annoyance, alarm, or noise disturbance for more than 10 minutes at any time of the day or night, by repeated barking, whining, screeching, howling, braying, or other like sounds which can be heard beyond the boundary of the owner's property. This section does not apply if the cause of the noise is the result of a permitted or conditional use within the city of Gunnison.
2. Property Damage. Allowing an animal to injure or destroy any real or personal property of any description belonging to another. A judge may, in addition to any other penalty, order the defendant to make restitution to the party injured.
3. Excrement. Failure to remove any excrement deposited by animals upon the public ways, within public places, or upon the property of another, absent that person's consent. This subsection shall not apply to a blind person while walking a guide dog.
4. Odor. Failure to maintain poultry yard or animal yard in a clean and sanitary condition such that odor extends to the property of another or to public places.
5. Females in Heat. Failure to confine female animals in heat in a building or secure enclosure or upon a leash in such manner that the animal cannot come into contact with a male animal except for planned breeding.

B. Procedures.

1. Hearing and Impoundment. Any person owning or having in his or her possession or under his or her control any animal alleged to constitute a nuisance in violation of this section may be summoned before a court of competent jurisdiction. Upon hearing and a finding that the animal constitutes a public nuisance in violation of this section, the court shall order the animal in question either to be confined, to be removed, or to be disposed of, or such other relief as the court deems appropriate.
2. Cost of Impoundment. Any person who owns any animal that has been adjudicated a nuisance pursuant to this section shall be responsible for the costs of disposal, removal, or impoundment. (Ord. 2-2024 § 1, 2024).

5.40.070 Animal shelter.

A. Animal Shelter.

1. Establishment and Functioning. The city of Gunnison may establish an animal shelter or by contract utilize a licensed pet care facility for the housing of pet animals impounded or held in conformance to municipal ordinance or state statute. Any shelter established by the city of Gunnison or through contract shall comply with Colorado Department of Agriculture license requirements.

B. Operations.

1. All animals authorized under this chapter to be impounded shall be captured by or turned over to an authorized city official and impounded in an approved animal shelter and there confined in a humane manner.
2. Impounded animals without owner identification shall be kept for not fewer than five days, during which time the description of the animal will be made available to the public at minimum by posting on the city of Gunnison website and public posting at the shelter, subject to the following:
 - a. Pet animals which in the opinion of the authorized city official are deemed to be dangerous and no owner has been identified after three days become the property of the city of Gunnison and may be adopted or euthanized.
 - b. Pet animals which, in the opinion of a veterinarian, are experiencing extreme pain or suffering, may be disposed of immediately through euthanasia after reasonable efforts to contact the owner.
 - c. Feral cats which are unclaimed or from property where the owner has declined ownership become the property of the city of Gunnison immediately upon impound and may be adopted or euthanized.

An impounded animal who is not claimed within the applicable holding period shall become the property of the city of Gunnison and may be adopted or euthanized.
3. If, by a license tag or other means, the owner of an impounded animal can be identified, the authorized city official shall immediately notify the owner. The five-day holding period will begin once proof of notification has been made; if notification cannot be made, the animal will be held for 10 days.
4. An owner reclaiming an impounded animal shall pay all fees set by city council and recorded by resolution. Fees assessed shall be based on initial pickup as well as a daily fee to cover expenses associated with housing and care. Fees will be in addition to any veterinary expenses incurred or fines which may be levied by the court. Council may also choose to set higher fees for repeat violations.
5. Any animal not reclaimed by its owner after notification is made or attempted as required in subsections (B)(2) and (B)(3) of this section shall become the property of the municipality and shall be made eligible for adoption in a suitable home or subject to humane euthanasia.
6. The city shall keep complete and accurate records pertaining to the veterinary treatment and disposition of all animals impounded or picked up by the city.

7. It shall be unlawful for any person to remove an animal from the municipal owned or contracted animal shelter without first reclaiming the animal pursuant to the provisions of this section, or to interfere with an employee or volunteer of a contracted facility, or authorized city official while they are attempting to impound an animal.

8. Veterinarian services, including treatment, medication, and vaccinations, are provided to injured or sick animals while impounded and will be at the owner's expense. (Ord. 2-2024 § 1, 2024).

5.40.080 Enforcement and penalties.

A. Enforcement – General Procedures. Whenever there is any violation of any provisions of this chapter, the authorized city official, finding such violation may, except as otherwise provided herein, issue a summons and complaint or citation to the owner of or person responsible for the animal to appear in municipal court. Any hearing on the summons and complaint or citation shall be held no sooner than five days after the notice without the consent of the person to whom the summons and complaint or citation was issued.

B. Penalties. Any violation of this chapter is considered a misdemeanor violation and punishable in accordance with Chapter 4.20 GMC. (Ord. 2-2024 § 1, 2024).

**ORDINANCE NO. 2
SERIES 2025**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GUNNISON,
COLORADO, AMENDING CHAPTER 5.40 ANIMALS, SECTION 5.40.070 ANIMAL
SHELTER**

WHEREAS, the City of Gunnison is a Colorado home-rule municipality, with the power to make and enforce laws to protect the health, safety and welfare of its residents; and

WHEREAS, in connection therewith, the City contracts with the Gunnison Valley Animal Welfare League (“GVAWL”), to operate an animal shelter; and

WHEREAS, the City may impound animals at the shelter in the event they are found running at large within the City or need to be sheltered due to alleged criminal activity involving an owner; and

WHEREAS, the City currently holds an animal for a period of five (5) days if no owner can be located or notified, or ten (10) days if an owner can be notified; and

WHEREAS, a goal of the shelter operation is to safely house an animal until it can be reunited with its owner in all appropriate circumstances; and

WHEREAS, the five-day holding period can be too short a time period and result in an animal becoming the property of the City and turned over to GVAWL for adoption and then adopted before an owner can make arrangements to retrieve their pet; and

WHEREAS, City staff has reviewed the holding period and determined that ten (10) days is a more appropriate holding period, which will give owners options in making arrangements to retrieve their pet and not lose their pet through the adoption process.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GUNNISON,
COLORADO, ORDAINS THAT:**

Section 1. Chapter 5.40 Animals, Section 5.40.070 Animal shelter, B. Operations, paragraphs 2 and 3 are amended to read as follows:

B. Operations.

2. Impounded animals without owner identification shall be kept for not fewer than ten (10) days, during which time the description of the animal will be made available to the public at minimum by posting on the city of Gunnison website and public posting at the shelter, subject to the following:

3. If, by a license tag or other means, the owner of an impounded animal can be identified, the authorized city official shall immediately notify the owner. The ten-day holding period will begin once proof of notification has been made; if notification cannot be made, the animal will be held for ten (10) days.

Section 2. Severability. Should any section, clause, phrase, or provision of this ordinance be ruled invalid or unenforceable by any court of competent jurisdiction it is hereby declared the intent of the City Council of the City of Gunnison Colorado, that the remaining provisions of this ordinance shall be given full force and effect if it is possible to do so.

INTRODUCED, READ, PASSED, AND ORDERED PUBLISHED this 8th day of July, 2025, on first reading, and introduced, read, and adopted on second and final reading this 22nd day of July, 2025.

Diego Plata, Mayor

(SEAL)

ATTEST:

Erica Boucher, City Clerk

Published by Title in the
Gunnison Country Times
July 17, 2025



City of Gunnison Agenda Report

DATE: July 17th, 2025
TO: Mayor and City Council
FROM: Pete Rice, PE, Director of Public Works
SUBJECT: **Item No. VII. D.**, Award Construction Contract, Change Order No. 3, North 12th Street Mill and Overlay Scope

STRATEGIC FRAMEWORK:

This report emphasizes the urgent need for asphalt replacement in Gunnison, aligning with the City's Strategic Framework by enhancing Infrastructure Resilience and demonstrating Stewardship. Proactive maintenance of our roadways, under the "Maintain Existing Streets" action, prevents costly future repairs and ensures safer transportation for residents, aligning with our shared value of integrity. By strategically allocating resources and exploring sustainable solutions, the city can effectively manage its infrastructure, protect taxpayer dollars, and promote a safer and more prosperous community.

BACKGROUND:

This project contract goal was to remove and structurally repair sections of failing pavement, remove and replace dilapidated concrete curbs and gutters, "mill out" 2 inches of existing asphalt pavement on N. 12th, establish a new 2% crown slope, and install 2 inches of new hot-mix asphalt paving. The majority of the proposed asphalt work was to include the milling of 2 inches of asphalt and replace. Council approved the contract on January 13th, 2025, in the amount of \$875,561.10.

As the roadway project advanced this summer, significant structural problems were revealed beneath the existing surface. In many areas, the asphalt layer was found to be much less than two inches thick, which is insufficient to support regular traffic safely. The widespread asphalt failures on these roads are primarily due to this lack of adequate structural support. To ensure safety and extend the lifespan of a typical local road, the minimum recommended construction involves a properly prepared road base with at least three inches of asphalt, applied in two separate layers for increased durability.

To date, this project has followed the City of Gunnison's procurement policy, resulting in two prior change orders. Change Order #1 addressed concrete-related issues, including improvements to drainage, repairs to damaged curbs, and proactive replacement of concrete sections identified as likely to fail after the design phase. This change order was approved for \$33,475.00.

Change Order #2, approved for \$48,010.20 was initiated via an owner-initiated field order. This change order addressed areas where the existing asphalt thickness was discovered to be less than two inches, focusing on critical intersections and blocks essential for maintaining continuous roadway access for residents, businesses, and emergency services. The accelerated need for these repairs arose in recent weeks due to increased summer traffic, making the work immediately necessary to ensure safe traffic flow and to prevent disruptions to essential services and local commerce. Ensuring clear and safe routes for both local and through traffic was a paramount concern in prioritizing these repairs.

Change Order #3 addresses the remaining project areas that have determined the existing asphalt section needs full replacement (details in Attachment A). Addressing failing roadway with a full section of asphalt will improve the lifespan and safety for additional years.

STAFF RECOMMENDATION:

Staff recommends proceeding with executing Change Order #3 of this project with Pavement Management Services in the amount of \$192,016.65 to fully replace the roadway section along 12th Street.

ACTION:

Consider a motion to approve Change Order #3 with Pavement Management Services in the amount of \$192,016.65 to increase the revised contract to be \$1,142,712.95.

WILL THERE BE ANY FINANCIAL IMPACT?

Yes. This project will use funds in the Street Improvement budget, including the additional funds from the 2023 ballot.

Revised contract price with all change orders in the amount of \$1,142,712.95.

HAS THIS ITEM BEEN BUDGETED?

Yes, the approved 2025 Annual Budget includes this type of work as a capital expenditure.

ATTACHMENTS:

- A. Change Order #3



Change Order No. 3

Summary: It is agreed to modify the Contract referred to above as follows:

Contract Price prior to this Change Order	Contract Time prior to this Change Order
\$ <u>\$950,696.30</u>	<u>Substantial Completion-July 25, 2025 Final Completion-August 8, 2025</u>
Net Increase (decrease) of this Change Order \$	Net Increase (decrease) of this Change Order
<u>\$192,016.65</u>	<u>14 calendar days</u>
Revised Contract Price with all approved Change Orders \$	Revised Contract Completion with all approved Change Orders
<u>\$1,142,712.95</u>	<u>Substantial Completion-August 8, 2025 Final Completion-August 22, 2025</u>

The changes included in this Change Order are to be accomplished in accordance with the terms, stipulations and conditions of the original Contract as though included therein.

Accepted for Contractor by: _____ Date: _____

Recommended for Approval by: _____ Date: _____

Approved for Owner by: _____ Attest: _____ Date: _____

Distribution: Owner Contractor Office Field Other

Exhibit A - Photos





Change Order 3 Justification

Change Order 3:

Intersections	\$ 16,023.32
8 blocks (Georgia Ave. – Spencer Ave.)	\$175,993.33
Total	\$192,016.65

Background: On July 7th the Contractor, Pavement Maintenance Services (PMS), commenced milling operations on the top 2 inches of asphalt on the 100 and 200 blocks of North 12th Street. It was anticipated that there was 3 plus inches of asphalt on the street. However, PMS started hitting road base at 2 inches. After the first block PMS decreased the milling to 1.5 inches to maintain some asphalt on the street. The suggestion was made to increase the asphalt thickness to 3 inches, per the new City standard.

Recommended Contract changes:

Change Order 3 Scope change(s): Increase thickness of asphalt on the blocks of N. 12th St. from Georgia Ave. to Spencer Ave. to 3 inches instead of the 2 inches in the original contract. The following intersections are included:

- 12th St. & Ohio Ave.
- 12th St. & Gothic Ave.
- 12th St. & Ruby Ave.
- 12th St. & Elizabeth Ave.

This increases the quantity of asphalt by 917 tons or 7951 SY.

FIELD ORDER NO.: 1 - N. 12th HMA

Owner:	City of Gunnison	Owner's Project No.:	24-35
Engineer:	Pete Rice	Engineer's Project No.:	NA
Contractor:	Pavement Maintenance Services	Contractor's Project No.:	NA
Project:	N. 12 th Street Mill & Overlay		
Contract Name:	24-35 N. 12 th Street Mill & Overlay Rebid		
Date Issued:	July 8, 2025	Effective Date of Field Order:	July 8, 2025

Contractor is hereby directed to promptly perform the Work described in this Field Order, issued in accordance with Paragraph 11.04 of the General Conditions, for minor changes in the Work without changes in Contract Price or Contract Times. If Contractor considers that a change in Contract Price or Contract Times is required, submit a Change Proposal before proceeding with this Work.

Reference:

Specification Section(s): N. 12th St. from Tomichi Ave. to Spencer Ave. Roadway between edge of concrete across the street to edge of concrete.

Drawing(s) / Details (s): See Exhibit A - Photos

Description:

The asphaltting quantities for this project were based on the streets having a minimum asphalt depth of 3 inches. Milling operations commenced on July 7th on the 100 and 200 blocks of N. 12th St., the Contractor immediately started hitting road base at 1.5 - 2 inches. It is anticipated that the remainder of the blocks will also have 2 inches of asphalt and is consistent with the milling .

This field order directs the contractor to add a 3-inch asphalt mat to N. 12th Street from Tomichi Ave. to Spencer Ave. once the streets have been milled, shaped, and compacted to appropriate levels.

The project areas that had been slated for structural and subgrade repairs should be evaluated once the existing asphalt is removed to determine if these repairs are still warranted.


Please see below for priority work areas:

1. Lay a 3-inch HMA mat on the 100 & 200 blocks of N. 12th St. to facilitate opening these more heavily used streets to traffic.
2. Mill and overlay the following intersections with a 3-inch mat of HMA to facilitate opening these intersections to traffic:
 - 12th St. at Ohio Ave.
 - 12th St. at Gothic Ave.
 - 12th St. at Ruby Ave.
 - 12th St. at Elizabeth Ave.
3. Pave remaining blocks of N. 12th St. (Georgia Ave. – Spencer Ave.) with a 3-inch HMA mat.

Attachments:

Exhibit A – Photos

Issued by Engineer

By:  _____
Title: Public Works Director _____
Date: 7/8/2025 _____

Attachment A - Photos







City of Gunnison Agenda Report

Date: July 17, 2025
To: Mayor and City Council
From: Erica Boucher, City Clerk
Subject: **Item No. VIII. A., Resolution No. 15, Series 2025:** *A Resolution of the City Council of the City of Gunnison, Colorado, Directing the City Clerk of the City of Gunnison to Conduct an Election Scheduled for November 4, 2025, with the County of Gunnison, Colorado*

Strategic Framework:

N/A

Background:

On November 6, 2018, electors of the City of Gunnison approved Ballot Question 2A amending the Gunnison Home Rule Charter to make the City’s regular election date the first Tuesday in November of odd numbered years and to coordinate regular elections with Gunnison County. The initial step in coordinating an election with the County is to provide a resolution to the County confirming that it [the City] will utilize the requirements and procedures of the “Uniform Election Code of 1992”, articles 1-13 of title 1, C.R.S., in lieu of this article, with respect to any election.

The City must participate in the 2025 Coordinated Election to fill three open seats on City Council. Councilor Gelwicks will have reached the end of his four-year term. Councilors Schwartz and Frazier will have completed their two-year terms. Mayor Plata and Mayor Pro Tem Ballesteros will continue to sit on Council for two more years as they earned four-year terms in 2023.

The City may also place question(s) on the ballot to support funding to replace the firehouse and operations for fire protection services within the City of Gunnison.

This resolution directs the City Clerk of Gunnison to conduct a coordinated election coordinated with Gunnison County. In a coordinated election, the City Clerk serves as the Designated Election Official (DEO) for the City of Gunnison.

Staff Recommendation:

Staff recommends Council adopt Resolution No. 15, Series 2025, for the City to participate in the Coordinated Election conducted and administered by Gunnison County.

Action:

Consider a motion to adopt Resolution No. 15, Series 2025.

Will there be any financial impact?

Yes. The cost of participating in the Coordinated Election will be approximately \$19,000. This cost does not include street address verification.

Has this item been budgeted?

Yes; the amount was included in the 2025 budget.

Attachments:

1. Resolution No. 15, Series 2025: *A Resolution of the City Council of the City of Gunnison, Colorado, Directing the City Clerk of the City of Gunnison to Conduct an Election Scheduled for November 4, 2025, Coordinated with the County of Gunnison, Colorado*

ATTACHMENT 1

**RESOLUTION NO. 15
SERIES 2025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUNNISON,
COLORADO, DIRECTING THE CITY CLERK OF THE CITY OF GUNNISON
TO CONDUCT AN ELECTION SCHEDULED FOR NOVEMBER 4, 2025,
COORDINATED WITH THE COUNTY OF GUNNISON, COLORADO**

WHEREAS, in November 2018, the electors of the City of Gunnison, Colorado approved an amendment to Article II, Elections, Section 2.4 Election Date of the City of Gunnison Municipal Home Rule Charter which states, "A regular City election shall be held on the first Tuesday in November of each odd numbered year"; and

WHEREAS, the City by resolution may elect to utilize the requirements and procedures of the "Uniform Election Code of 1992", according to Articles 1-13 of Title 1, C.R.S.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF GUNNISON, COLORADO, THAT:**

Section 1. The City Clerk is hereby directed to conduct a Coordinated Election of the City of Gunnison, Colorado, scheduled for November 4, 2025, with the County of Gunnison, Colorado.

Section 2. The City Clerk is directed to take such steps as necessary to place the election of City Councilmembers and ballot issue(s) as may be approved by Council by Resolution on the November 4, 2025, ballot in accordance with the Colorado Election Calendar.

Section 3. For the purposes of the November 4, 2025, election and to carry out the provisions of an Intergovernmental Agreement with Gunnison County, the City shall utilize the requirements and procedures of the "Uniform Election Code of 1992", Articles 1 to 13 of Title 1 C.R.S.

INTRODUCED, READ, PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Gunnison held this 22th day of July, 2025.

(SEAL)

Mayor

City Clerk



City of Gunnison Agenda Report

Date: July 15, 2025
To: Mayor and City Council
From: Erica Boucher, City Clerk
Subject: **Item No. VIII. B.,** Intergovernmental Agreement (IGA) between the City of Gunnison and County to Conduct a Coordinated Election

Strategic Framework:

Infrastructure Resilience

Background:

Per State Statutes, the City must enter into an Intergovernmental Agreement (IGA) with Gunnison County to participate in the November 4, 2025 Coordinated Election by Tuesday, August 26, 2025. At the July 22, 2025, Regular Session meeting, Council approved Resolution No. 15, Series 2025, and directed staff to officially notify the County of the City's intention to participate in the Coordinated Election. This IGA outlines the County's and City's obligations and responsibilities for the conduct of the election.

The City must participate in the 2025 Coordinated Election to fill three open seats on City Council. The City may place question(s) on the ballot to support funding to replace the firehouse and operations for fire protection services within the City of Gunnison.

Staff Recommendation:

Staff recommends City Council authorize the Designated Election Official (DEO) to sign the IGA between the City of Gunnison and Gunnison County for the City to participate in the Coordinated Election on November 4, 2025.

Action:

Consider a motion to authorize the City's Designate Election Official to sign the IGA between the City of Gunnison and Gunnison County for the City's participation in the November 4, 2025, Coordinated Election.

Will there be any financial impact?

Yes. The cost of participating in the Coordinated Election will be approximately \$19,000. This cost does not include street address verification.

Has this item been budgeted?

Yes; the amount was included in the 2025 budget.

Attachments:

1. Intergovernmental Agreement between Gunnison County Clerk and Recorder and City of Gunnison regarding the Conduct and Administration of the November 4, 2025 Coordinated Election.

ATTACHMENT 1



Intergovernmental Agreement Between

Gunnison County Clerk & Recorder

And

City of Gunnison

Regarding the Conduct and Administration of the

November 4, 2025 Coordinated Election

THIS INTERGOVERNMENTAL AGREEMENT ("IGA") is made by and between the Gunnison County Clerk and Recorder ("County Clerk") and **City of Gunnison**, a Colorado local governmental entity, ("Jurisdiction") collectively as the ("Parties"); and

WHEREAS, pursuant to the Uniform Election Code of 1992 (Articles 1 to 13 of Title 1, C.R.S.), governmental entities are encouraged to cooperate and consolidate elections in order to reduce taxpayer expenses; and

WHEREAS, the County Clerk and Jurisdiction have determined that it is in the best interest of the taxpayers and the electors to conduct a **Coordinated Election** on **November 4, 2025**, ("Election"); and

WHEREAS, C.R.S. § 1-7-116, as amended, and Rule 4.1.2 of the Colorado Secretary of State Election Rules, 8 CCR 1505-1, require a coordinating political subdivision to enter into an intergovernmental agreement with the County Clerk that delineates which tasks are the responsibility of the designated election official of the political subdivision and which are the responsibility of the County Clerk;

NOW, THEREFORE, for and in consideration of the promises herein contained, the sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. This election shall be conducted as a Coordinated Election in accordance with the Uniform Election Code of 1992 (Articles 1-13 of Title 1, C.R.S.) ("Election Code"). Pursuant to the Election Code and corresponding regulations promulgated by the Colorado Secretary of State.
2. The Election participants are required to execute agreements with the County Clerk for this purpose and may include municipalities, school districts, and special districts within Gunnison County limits and the State of Colorado.
3. The County Clerk is designated as the Chief Election Official ("CEO").
4. FURTHER, the Parties agree as follows:

SECTION I DEFINITIONS

1.1 DEFINITIONS:

- A. **"Address Library Report"** means the address report from the Secretary of State ("SOS") voter registration system which defines street addresses within the jurisdiction.
- B. **"Chief Election Official"**, ("CEO") shall mean the Gunnison County Clerk and Recorder who shall act as the "Coordinated Election Official," as defined within the Colorado Election Code and SOS Rules and, as such, shall conduct the Election for the Jurisdiction for all matters in the Colorado Election Code and SOS Rules which require action by the CEO.
- C. **"Colorado Election Code"** means any part of the Uniform Election Code of 1992, (Articles 1-13 of Title 1, C.R.S.), as well as any regulations promulgated by the Colorado Secretary of State pursuant to the foregoing authority.
- D. **"Coordinated Election"** means an election where more than one jurisdiction with overlapping boundaries or the same electors holds an election on the same day and the

eligible electors are all registered electors, and the County Clerk is the Chief Election Official for the jurisdictions.

- E. **"Contact Officer"** who shall act as the primary liaison or contact between the Jurisdiction and the County Clerk. The Contact Officer shall be that person under the authority of the County Clerk who will have primary responsibility for the coordination of the election for the Jurisdiction and the procedures to be completed by the County Clerk hereunder.
- F. **"Designated Election Official"** ("DEO"), who shall be identified by the Jurisdiction to act as the primary liaison between the Jurisdiction and the Contact Officer and who will have primary responsibility for the conduct of election procedures to be handled by the Jurisdiction hereunder. To the extent that the Colorado Election Code requires that an Election Official of the Jurisdiction conduct a task, the DEO shall conduct same.
- G. **"Fair Campaign Practices Act"** means those laws set forth in Title 1, Article 45, Part 1 of the Colorado Revised Statutes, as amended, and in Article XXVIII of the Colorado Constitution (Amendment 27).
- H. **"Jurisdiction"** means those Jurisdictions or local governments participating in the Election under the terms of this Agreement.
- I. **"Local Government Election Code"** means any other Title of C.R.S governing participating Jurisdiction's election matters.
- J. **"Mail Ballot Packet"** means the packet of information provided by the Chief Election Official to eligible electors in the mail ballot election. The packet includes the ballot, instructions for completing the ballot and a return envelope consistent with Section 1-7.5-103(5), C.R.S., as amended, and other applicable law
- K. **"Post-Election Audit"** means such audit as set forth in the Colorado Election Code, including SOS Rule 25.
- L. **"Proposed Jurisdiction"** means a jurisdiction which may be formed pursuant to this Election which is not yet identified by a tax authority code in the County Assessor database.
- M. **"SOS"** means State of Colorado Secretary of State.
- N. **"SOS Election Calendar"** means the most recent election calendar as published on the SOS website referenced in [Exhibit A](#).
- O. **"SOS Rules"** means State of Colorado Secretary of State Election Rules, 8 CCR 1505-1, as amended.

SECTION II JURISDICTIONAL LIMITATION

2.1 THE LIMITATIONS OF THE JURISDICTION INCLUDE:

- A. The Jurisdiction encompasses territory within Gunnison County. This Agreement shall be construed to apply only to that portion of the Jurisdiction within Gunnison County.
- B. Where the Jurisdiction is entirely contained within Gunnison County, the CEO has jurisdiction in setting ballot order and number. When the Jurisdiction is split among more

than one county, the CEO agrees to coordinate with the Controlling County CEO, pursuant to SOS Rule 4.2, prior to agreeing upon ballot order or numbering.

SECTION III COUNTY CLERK AND JURISDICTION RESPONSIBILITIES

The County Clerk and the Jurisdiction shall each perform their respective duties or functions within the context of this Agreement:

3.1 JOINT RESPONSIBILITIES

- A. All parties shall familiarize themselves with the statutory and regulatory requirements impacting Coordinated Elections and TABOR notices if required.
- B. Nothing herein shall be deemed or construed to relieve the CEO or the Jurisdiction from their respective official responsibilities for the conduct of the Election.
- C. All parties shall adhere to the applicable provisions of the Colorado Election Code which are necessary or appropriate to the performance of the above duties.
- D. All parties shall enforce the provisions of the Fair Campaign Practices Act as they may apply to the conduct of the Election.

3.2 THE COUNTY CLERK SHALL PERFORM THE FOLLOWING TASKS IN RELATION TO THE ELECTION

- A. Designate a "Contact Officer". The CEO has designated the Gunnison County Election Director , who will serve under the authority of the CEO as the Contact Officer. The Contact Officer shall have the specific duty of assisting with the election of the Jurisdiction (such oversight shall not preclude such Contact Officer from assisting with the elections of other jurisdictions or from performance of other tasks as delegated by the CEO). The Contact Officer shall provide to the Jurisdiction's DEO such advice (not including legal advice) and oversight as may help in the conduct of the Jurisdiction's election. The Contact Officer may be reached by e-mail at elections@gunnisoncounty.org, by telephone at (970) 641-7927, or by fax at (970) 642-4675.
- B. Give assistance and information to the DEO of the Jurisdiction on any matter related to elections to ensure the smooth and efficient operation of the Election (such information shall not include legal advice).
- C. Adhere to the applicable provisions of the Colorado Election Code which are necessary or appropriate to the performance of the above duties.
- D. Enforce the provisions of the Fair Campaign Practices Act as they may apply to the conduct of the Election.
- E. Use the Address Library Report attached hereto and incorporated herein by reference as Exhibit B and any documents provided regarding annexation, inclusion and or exclusion, to identify eligible electors within the Jurisdiction.
 - 1. Provide the Jurisdiction with an Address Library Report which defines Jurisdictional boundaries in terms of residential street ranges based on County Assessor data

along with a Boundary Map attached hereto and incorporated herein by reference as Exhibit C.

2. County Clerk will verify errors, omissions, or corrections identified by the Jurisdiction against County Assessor data, and where appropriate, modify street ranges to accurately define the eligible electors within the Jurisdiction.
 3. Receive from Proposed Jurisdictions a certified legal description, map, and street list, identifying all street ranges for street addresses within the proposed Jurisdiction by **no later than 5:00 p.m. MST August 26, 2025**. In the event residential addresses are not available, the Proposed Jurisdiction will be required to provide a list of the land parcel numbers which are within the boundaries of the Proposed Jurisdiction.
 4. Receive from the Jurisdiction a certification of the accuracy of the Address Library Report and Boundary Map, along with any changes, additions, or deletions that need to be made, to the CEO by **no later than 5:00 p.m. MST August 26, 2025**. If the street list information and/or certification are not provided by the date specified herein, the Jurisdiction may not participate in this Election.
 5. Receive from the Jurisdiction a certification of any annexations, inclusions, and/or exclusions, adopted since January 1 of the current year, to the CEO by **no later than 5:00 p.m. MST August 26, 2025**. If the certification and/or supporting documents are not provided by the date specified herein, the Jurisdiction may not participate in the Election.
- F. Contract for Mail Ballot Packets with a vendor acceptable to the CEO and remit payment directly to the vendor.
 - G. Lay out the text of the official ballots in a format that complies with the Colorado Election Code.
 - H. Provide ballot printing layouts and text for proofreading and signature approval by the Jurisdiction prior to final ballot printing.
 - I. Mail the ballot packets as required by the Colorado Election Code.
 - J. Make available a certified list of registered voters on or before the deadline as set forth within the SOS Election Calendar which can be obtained from the SOS Website (see Exhibit A).
 - K. Appoint, instruct, oversee, and administer the payment of the judges of the Election.
 - L. Coordinate with the Board of County Commissioners.
 - M. Prepare and run the required Logic and Accuracy test deck.
 - N. If applicable, provide daily business day pick-up of the sealed ballot container(s) containing voted ballots from all assigned locations. Provide replacement sealed empty ballot container(s).
 - O. Publish and post the required legal notices pursuant to § 1-5-205(1), C.R.S. Notice shall be published for the Jurisdiction's ballot issues, ballot questions, or candidates on or before the deadline as set forth within the SOS Election Calendar.

- P. DEO will refer members of the press to the DEO regarding specific questions about candidates or ballot questions.
- Q. Provide the necessary electronic voting tabulation equipment, personnel properly trained in electronic tabulating equipment, programming of the vote tabulating equipment, and the facility to conduct the ballot tabulation.
- R. Conduct and oversee the process of counting the ballots and reporting the results by Jurisdiction.
- S. Provide a secure area for no more than one watcher appointed by the Jurisdiction to observe the ballot counting procedures. Jurisdiction shall ensure participation of its personnel in each of the steps of the processing of the ballots prior to tabulating of the ballots.
- T. Conduct a recount of the ballots where the final ballot tabulation results are close enough to require a recount by law, or if not required by statute, upon the request of the Jurisdiction, for any reason. In either scenario, the cost of the recount will be charged to the Jurisdiction. If more than one Jurisdiction is involved in the recount, the cost will be pro-rated among the participating Jurisdictions equally. In conjunction with the Jurisdiction, prepare and run the required Post Election Audit before certifying election results.
- U. Conduct a canvass of the votes and certify the results of the Jurisdiction's election within the time required by law and forthwith provide the Jurisdiction with a copy of all Election statements and certificates which are to be created under the Colorado Election Code.
- V. Submit to the Jurisdiction an invoice for all expenses incurred under this Agreement. Within thirty (30) days from the date of receipt of such invoice, the Jurisdiction shall remit to the County Clerk the total payment as reflected on the invoice.
- W. Store all Election Records as required by the Colorado Election Code.

3.3 THE JURISDICTION SHALL PERFORM THE FOLLOWING TASKS IN RELATION TO SAID ELECTION TABOR NOTICE:

- A. The Jurisdiction shall fully perform each and every requisite to ensure that this election shall be conducted as a Coordinated Election in accordance with the Uniform Election Code of 1992 (Articles 1-13, Title 1, C.R.S.), the Local Government Election Code, any and all applicable Colorado Revised Statutes, Jurisdiction's Charters or its Bylaws.
- B. If compliance of the above paragraph 3.3.A. requires approval by ordinance or resolution for participating in the Election, upon execution of this Agreement, the Jurisdiction shall provide the CEO with a copy of the ordinance or resolution stating that the Jurisdiction has adopted the Colorado Election Code and that the Jurisdiction will participate in the Election in accordance with the terms and conditions of this Agreement. The ordinance or resolution shall further authorize the presiding officer of the Jurisdiction or other designated person to execute this Agreement.
- C. Identify a DEO to act as liaison between the Jurisdiction and the CEO.
- D. DEO shall familiarize themselves with all statutory and regulatory requirements impacting the Jurisdiction.

- E. Identify immediately to CEO if Jurisdiction is shared by any additional county. Procedures will be followed as per SOS Rule 4.2 to determine controlling county for purpose of setting up shared races, issues, and questions in Coordinated Elections.
- F. The Jurisdiction confirms that it has sufficient funds available and appropriated in its approved budget to pay its prorated election expenses for this Election.
- G. This Agreement must be fully executed by **no later than August 26, 2025** pursuant to the Colorado Election Code and the SOS Election Calendar. The Jurisdiction must return a signed copy of this Agreement to the CEO prior to that date.
- H. Use the Address Library Report provided by the County Clerk to identify eligible electors within the Jurisdiction. In order for the CEO to provide correct ballots to electors, the information contained in the Address Library Report must be accurate. If the street list information or certification are not provided by the date specified herein, the Jurisdiction may not participate in this Election.
- I. Identify any errors, omissions, or corrections to the street ranges used to define Jurisdictional boundaries, in writing by **no later than 5:00 p.m. MST August 26, 2025.**
- J. DEO shall verify and certify to CEO, by submittal of the Address Library Report & Boundary Map Approval Form attached hereto and incorporated herein by reference as Exhibit D, the accuracy of the Address Library Report and Boundary Map including any changes, additions, or deletions to be made to the street ranges and return with signed IGA **no later than 5:00 p.m. MST August 26, 2025.** CEO shall have no obligation whatsoever to perform such verification.
- K. Proposed Jurisdictions, not already identified by a tax authority code in the County Assessor's records, will provide the CEO's office with a certified legal description, map, and a street list, identifying the street ranges for all streets within the Jurisdiction by **no later than 5:00 p.m. MST August 26, 2025.** In the event residential addresses are not available, the proposed Jurisdiction agrees to provide a list of the land parcel numbers that are within the boundaries of the proposed Jurisdiction.
- L. DEO shall verify and certify to CEO of any annexations, inclusions, and or exclusions, to the Jurisdiction, including all supporting documents, by **no later than 5:00 p.m. MST August 26, 2025.**
- M. The DEO and not the CEO, shall be responsible to provide each candidate with the necessary petition. The DEO shall review all petition information and verify the information against the registration records, and, where applicable, the County Assessor's records pursuant to Section 1-4-908, C.R.S. After review, the DEO shall notify the candidate of the number of valid signatures and whether the petition appears to be sufficient or insufficient. Upon determining that the petition is sufficient and after the time for protest has passed the DEO shall certify the candidate to the ballot, and, if the election is a Coordinated Election, so notify the CEO.
- N. Provide a certified copy, **and an electronic copy in ".txt" format**, as an email attachment to the Clerk's office at elections@gunnisoncounty.org of the ballot content (candidates, issues and questions) exactly as it is to appear and be printed on the ballot pages and sample ballots. The certified list of candidates, ballot issues, or ballot questions shall be final and the Clerk shall not make any changes to the same. Such certified copy and electronic

transmission shall be received at the earliest possible time but, in accordance with C.R.S. § 1-5-203(3)(a), by **no later than 5:00 p.m. MST September 5, 2025.**

- O. The Jurisdiction shall proofread and approve the ballot language for printing as soon as the proposed ballot is available. The Jurisdiction shall designate a person to be available for proofing and approving ballot content prior to printing by completing and returning the Designated Individual for Ballot Proofing and Approval Form, attached hereto and incorporated herein by reference as Exhibit E, by **no later than 5:00 p.m. MST August 26, 2025.** The designated individual **must be available from 8:00AM MST from August 27, 2025** until final approval of the ballots for printing.
- P. Jurisdiction is strongly encouraged to write initiatives in plain, non-technical language, worded with simplicity and clarity in compliance with applicable statutory requirements.
- Q. Jurisdiction shall attempt to limit content to four linear ballot column inches. Content exceeding this limit will be subject to additional fees. Content limits shall not apply to candidate races.
- R. Respond to inquiries as follows: The CEO shall respond to all correspondence and calls within its expertise relating to election procedures. The CEO and Contact Officer shall refer correspondence and calls concerning the substance of the ballot issues or the operations of the Jurisdiction to a person designated by the Jurisdiction to the CEO at least forty-five (45) days prior to this Election. The DEO shall have staffing by Jurisdiction and be available to the CEO; and also, shall reply to the originator of such substance operations questions within a reasonable time after being notified of the same by the CEO. The DEO shall refer correspondence and calls relating to election procedures, and which are outside of the DEO's expertise, to the Contact Officer for response.
- S. Determine the ballot title and text.
- T. Certify, if applicable, the candidate, the list of ballot issues and/or ballot questions electronically (with receipt confirmed by the County Election Division) in a plain text format on or before the deadline as set forth within the SOS Election Calendar. The ballot content must be certified in the order in which it will appear on the ballot. The certified list of candidates (order determined by lot drawing, or if applicable, city/town charter), ballot issues, or ballot questions shall be final and the County Clerk will not be responsible for making any changes after the certification except those prescribed by statute. The County Clerk will not accept text with bold, italic, underline, bullets tables or indentations. Text in all capital letters are reserved for TABOR issues only per the Colorado Election Code.
- U. Candidate is to provide the phonetic pronunciation of their name to assist with the preparation of the audio ballot at the time ballot content is certified to the County Clerk. The candidate shall call and leave a voice mail recording at (970) 641-1516, Option 7, and include their name, jurisdiction, and title of office **no later than September 9, 2025.**
- V. Jurisdiction must indicate whether question(s) are a referred measure or an initiative from a citizen petition. The Jurisdiction understands and agrees that any ballot content submitted to the CEO **after 5:00 p.m. MST September 5, 2025** may result in their candidates, issues, or questions not being on the ballot. In such event, the Jurisdiction will be required to provide for its own election at its sole expense and the remaining terms and conditions of this Agreement will automatically terminate. The Jurisdiction shall also reimburse the full and actual costs of the activities of the CEO relating to the Election.

- W. Proofread the layout and the text of the Jurisdiction's portion of the official ballots and provide written notice of acceptance to CEO before the printing of the ballots within twenty-four (24) hours of receipt of layout.
- X. For elections where owning property in the Jurisdiction is a requirement for voting in the Election, the Jurisdiction shall utilize the online inquiry terminal to access the State of Colorado and Gunnison County voter registration records to confirm voter registration and verify "property ownership" information through the Colorado Secretary of State.
- Y. For elections where owning property in the Jurisdiction is a requirement for voting in the Election, the DEO shall verify and certify to the CEO, by **no later than 5:00 p.m. MST September 5, 2025** pursuant to C.R.S. § 1-5-304, an initial and supplemental certified list of property owners eligible to vote in the Election, as determined by the Jurisdiction, who:
1. Own real property within the Jurisdiction, appear on the State of Colorado list of registered voters, reside at an address as shown, that is not within the boundaries of Gunnison County ("Out of County" property owners); or,
 2. Own real property within the Jurisdiction, appear on the Gunnison County list of registered voters, and reside at an address that may not match the property address as shown on the County Assessor's list, but is within the boundaries of Gunnison County ("In County") property owners.
 3. The lists shall be submitted as an electronic copy. The electronic copy shall be submitted to the CEO using Microsoft Excel format. The spreadsheet shall contain no more than one (1) eligible elector's name per line. Each line shall consist of the following separated fields: eligible elector's county identification number (if applicable), last name, first name, middle name, mailing address, city, state, zip, parcel number, phone number, if available, and Gunnison County precinct number, if applicable.
- Z. Publish and post any required legal notices for the Jurisdiction's candidates, ballot issues and/or ballot questions, other than the notice required by Section 1-5-205, C.R.S. A copy of such published legal notice shall be submitted to the County Clerk for its records.
- AA. Notify the CEO within twenty-four hours of the completion of the final ballot tabulation whether a recount is required or desired. The Jurisdiction shall reimburse the County Clerk for the full cost of the recount. If other Jurisdictions are included in the recount the cost of the recount will be pro-rated among the participating Jurisdictions as per Section 1-10.5-101, C.R.S.

SECTION IV COMPENSATION

4.1 COMPENSATION DUE TO COUNTY CLERK

- A. In consideration for the County Clerk conducting the **Election** and providing the services identified in above Section 3.2 herein, the Jurisdiction shall compensate the County Clerk at a cost of Four Dollars and 00/100 (\$4.00) per registered voter, based upon eligible **registered voters at the time of Certification of the Election by the Canvass Board**, which the parties stipulate, acknowledge and agree reflect the County Clerk's costs directly attributable to conducting the Election. The costs may vary based on the number of jurisdictions that proceed with ballot measures and/or elections.
- B. Any additional election costs resulting from Jurisdiction delays, special preparations, cancellations, recounts or other special circumstances relating to the Jurisdiction's participation in the Election may be allocated on a time and materials basis of Fifty and No/100 U.S. Dollars (\$50.00) per hour per employee for labor and actual cost of materials.
- C. Within thirty (30) days from the date of receipt of County Clerk's invoice for costs incurred in relation to conducting the **Election**, the Jurisdiction shall remit total payment due and owing to the County Clerk. Unless agreed upon in writing, failure to remit payment due will result in a 1% late fee each month after the initial 30 days have elapsed.

SECTION V CANCELLATION OF ELECTION

5.1 CANCELLATION OF ELECTION BY THE JURISDICTION

In the event that the Jurisdiction resolves not to hold the Election, then notice of such resolution shall be provided to the CEO immediately. The Jurisdiction shall be liable for the full actual costs of the activities of the CEO relating to the Election incurred both before and after the CEO's receipt of such notice. The Jurisdiction shall provide and post notice the withdrawal of Election by publication as defined in the Colorado Election Code by **no later than 5:00 p.m. MST September 2, 2025**. In the event that the Jurisdiction resolves not to hold the Election after the last day for the DEO to certify the ballot order and content to the CEO (see SOS Election Calendar), the text provided by the Jurisdiction cannot be removed from the ballot and/or the Ballot Issue notice (TABOR Notice) and Jurisdiction shall owe and pay the full amount under this Agreement.

SECTION VI GENERAL MATTERS

6.1 TIME OF ESSENCE

Time is of the essence for this Agreement. The time requirements of the Colorado Election Code shall apply to completion of the tasks required by this Agreement. Failure to comply with the terms of this agreement and/or the deadlines as published in the SOS Election Calendar or the Colorado Election Code may result in consequences up to and including termination of this agreement.

6.2 TERM

The term of this Agreement shall continue until all statutory requirements concerning the creation, printing, and distribution of the TABOR Notice, if needed, and conduct of the Election are fulfilled.

6.3 GOOD FAITH

The parties shall implement this Agreement in good faith, including acting in good faith and engaging in fair dealing in all matters that require joint or general action.

6.4 AMENDMENT

No amendment, alteration, modification of or addition to this Agreement shall be valid or binding unless expressed in writing and signed by the parties to be bound thereby, and following the same formality as the execution of the initial Agreement.

6.5 DEFAULT

All terms of this IGA are material, and should the Jurisdiction fail to comply with the terms and conditions of this Agreement, the County Clerk, in addition to other remedies for the Jurisdiction's breach, shall have no obligation whatsoever to perform the services identified herein to conduct and administer an Election for said Jurisdiction.

6.6 NOTICES

Any and all notices required to be given by this Agreement are deemed to have been received and to be effective: (1) three days after they have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; or (3) immediately upon receipt of confirmation that a fax was received; to the address of a Party as set forth below or to such Party or addresses as may hereafter be designated in writing:

Jurisdiction	County Clerk
Erica Boucher 201 W. Virginia Ave PO Box 239 Gunnison, CO 81230	Kathy Simillion Gunnison County Clerk and Recorder Elections Division 221 N. Wisconsin Street Gunnison, CO 81230 Fax: (970) 642-4675

CONFLICT OF AGREEMENT

In the event that any provision in this Agreement conflicts with the Colorado Election Code, Local Government Election Code or other statute, this Agreement shall be modified to conform to such law. No resolution of either party to this Agreement shall impair the rights of the CEO or the Jurisdiction hereunder without the consent of the other party to this Agreement.

6.7 INDEMNIFICATION – NO WAIVER OF GOVERNMENTAL IMMUNITY ACT

- A. The Jurisdiction agrees to indemnify, defend by an attorney of the choice of the County Clerk, at the sole cost of the Jurisdiction, and hold harmless the County Clerk, Election Director, Gunnison County, its Commissioners, and its and their agents and employees of and from any and all liability, claims, liens, demands, actions and causes of action whatsoever (including reasonable attorney's and expert's fees and costs) arising out of or related to any loss, cost, damage or injury, including death, of any person or damage to property of any kind, brought by any person or entity.
- B. No portion of this Agreement shall be deemed to create a cause of action with respect to anyone not a party to this Agreement.
- C. Nothing in this agreement shall be construed to be a waiver by the County Clerk, Gunnison County or the Jurisdiction of the provisions of the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et. seq.
- D. This Section 6.8 shall survive any termination or expiration of this Agreement.

6.8 NO THIRD-PARTY BENEFICIARIES

There are no intended third-party beneficiaries of this IGA. The enforcement of the terms and conditions of this Agreement and all rights of action relating to such enforcement shall be strictly reserved to the County Clerk and the Jurisdiction, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person under such Agreement.

6.9 GOVERNING LAW: JURISDICTION AND VENUE

Unless otherwise agreed in writing, this Agreement and the interpretation thereof shall be governed by the laws of the State of Colorado. Venue for any and all legal actions arising under this IGA shall lie in the District Court in and for the County of Gunnison, State of Colorado.

6.10 ENTIRE AGREEMENT

The Parties acknowledge that this Agreement constitutes the sole Agreement between them relating to the subject matter hereof and that no Party is relying upon any oral representation made by another Party or employee, agent or officer of that Party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective on the latest date noted below.

GUNNISON COUNTY CLERK AND RECORDER

Kathy Simillion | Gunnison County Clerk and Recorder

Date

City of Gunnison

Jurisdiction's DEO/Designee

Date

LIST OF EXHIBITS

- Exhibit A: Important Dates
- Exhibit B: Address Library Report
- Exhibit C: Boundary Map
- Exhibit D: Address Library Report & Boundary Map Approval Form
- Exhibit E: Designated Individual for Ballot Proofing and Approval Form

EXHIBIT A

IMPORTANT INFORMATION

November 4, 2025 – Date of Election

July 25, 2025 – Deadline to notify County Clerk in writing of participation [1-1-106(5), 1-7-116(5)]

August 26, 2025 – Full execution of this Agreement (no later than) (Pg. 7 – 3.3(G)) [1-7-116(2)]

August 26, 2025

- Receive approval from Jurisdictions of the certified legal description, map, and street list [Exhibit D] (Pg 5. – 3.2(E)(3))
- Receive approval from Jurisdiction certification of the accuracy of the Address Library Report and Boundary Map [Exhibit D] (Pg. 5 – 3.2(E)(4))
- Receive from the Jurisdiction a certification of any annexations, inclusions, and/or exclusions, adopted since January 1 of the current year (Pg. 5 – 3.2(E)(5))
- Identify any errors, omissions, or corrections to the street ranges used to define Jurisdictional boundaries (Pg. 7 – 3.3(I))
- Certified Legal Description & Map of Jurisdiction (Pg. 7 – 3.3(K))
- Certification of Annexations, Inclusions, & Exclusions (Pg. 7 – 3.3(L))
- Provide Certified & Electronic Copy of Ballot Contents (Pg. 7-8 – 3.3(N))
- First day for Ballot Content Proofreading by Subdivision (Pg. 8 – 3.3(O))

September 2, 2025 – First Day to cancel participation in the Election (Pg. 10 – 5.1) [1-5-208(1.5) & (3)]

September 5, 2025

- Final day for Jurisdiction to certify ballot content
- Jurisdictions to indicate “Referred Measure” or “Citizen Petition” (Pg. 8 – 3.3(V))
- Jurisdiction to provide list of Property Owners if applicable (Pg. 9 – 3.3(Y))
- Designated Proofing Individual will be available starting this date until Approval completed (Pg. 8 – 3.3(O))

September 9, 2025 – Candidate to provide all Phonetic Pronunciations (Pg. 8 – 3.3(U))

September 19, 2025 – Final day to file Pro/Con statements pertaining to ballot issues (TABOR) [1-7-904]

September 22, 2025 – Last day for DEO to deliver ballot issue notices to the County Clerk [1-7-904]

October 10, 2025 – Final day to cancel election concerning ballot issues [1-5-208(2)]

October 13, 2025 – First day print ballots may be mailed [1-7.5-107(3)(a)]

COMMUNICATIONS:

Contact Officer Email & Ballot Content Communications:

Email: elections@gunnisoncounty.org

Phone: (970) 641-7927

Fax: (970) 642-4675

LINKS:

Election Laws, Rules, & Resources – <https://www.sos.state.co.us/pubs/elections/lawsRulesResources.html>

Election Calendars – <https://www.sos.state.co.us/pubs/elections/Resources/ElectionCalendars.html>

EXHIBIT B

Address Library Report – Cover Sheet

District : Municipality - City of Gunnison Precinct : All City : All

Precinct/Split	Pre Dir	Street	St. Type	Post Dir	House Number	Type	Unit Type	Unit	City	Zip	HCF Description
3055826014.40	N	10TH	ST		101-699	A			GUNNISON	81230	
3055826009.39	N	10TH	ST		700-725	A			GUNNISON	81230	
3055826014.40	S	10TH	ST		100-699	A			GUNNISON	81230	
3055826014.49	S	10TH	ST		700-798	E			GUNNISON	81230	
3055826014.40	S	10TH	ST		701-799	O			GUNNISON	81230	
3055826014.40	N	11TH	ST		100-499	A			GUNNISON	81230	
3055826009.39	N	11TH	ST		500-1010	E			GUNNISON	81230	
3055826014.40	N	11TH	ST		501-699	O			GUNNISON	81230	
3055826009.39	N	11TH	ST		701-711	O			GUNNISON	81230	
3055826014.49	S	11TH	ST		100-700	A			GUNNISON	81230	
3055826014.49	N	12TH	ST		100-498	E			GUNNISON	81230	
3055826014.40	N	12TH	ST		101-499	O			GUNNISON	81230	
3055826009.46	N	12TH	ST		500-1200	E			GUNNISON	81230	
3055826009.39	N	12TH	ST		501-1199	O			GUNNISON	81230	
3055826014.49	S	12TH	ST		100-712	E			GUNNISON	81230	

District : Municipality - City of Gunnison Precinct : All City : All

Precinct/Split	Pre Dir	Street	St. Type	Post Dir	House Number	Type	Unit Type	Unit	City	Zip	HCF Description
Comments											
3055826014.40	S	12TH	ST		101-707	O			GUNNISON	81230	
3055826015.50	N	14TH	ST		100-499	A			GUNNISON	81230	
3055826009.46	N	14TH	ST		500-799	A			GUNNISON	81230	
3055826009.39	N	14TH	ST		800-1099	A			GUNNISON	81230	
3055826013.48	S	14TH	ST		100-618	A			GUNNISON	81230	
3055826014.40	S	2ND	ST		201-301	A			GUNNISON	81230	
3055826014.40	N	3RD	ST		293-299	A			GUNNISON	81230	
3055826014.40	N	3RD	ST		300-300	A			GUNNISON	81230	
3055826014.40	N	3RD	ST		301-470	A			GUNNISON	81230	
3055826014.40	S	3RD	ST		102-315	A			GUNNISON	81230	
3055826014.40	S	5TH	ST		100-700	A			GUNNISON	81230	
3055826014.40	S	6TH	ST		201-320	A			GUNNISON	81230	
3055826014.40	N	7TH	ST		100-615	A			GUNNISON	81230	
3055826014.40	S	7TH	ST		120-325	A			GUNNISON	81230	

District : Municipality - City of Gunnison Precinct : All City : All

Precinct/Split	Pre Dir	Street	St. Type	Post Dir	House Number	Type	Unit Type	Unit	City	Zip	HCF Description
Comments											
3055826014.40	N	8TH	ST		100-700	A			GUNNISON	81230	
3055826009.39	N	8TH	ST		701-725	O			GUNNISON	81230	
3055826014.40	S	8TH	ST		102-720	A			GUNNISON	81230	
3055826014.40	N	9TH	ST		216-903	A			GUNNISON	81230	
3055826014.40	S	9TH	ST		206-918	A			GUNNISON	81230	
3055826010.45	N	ADAMS	ST		1-600	A			GUNNISON	81230	
3055826014.40		ANDREW	LN		700-723	A			GUNNISON	81230	
3055826009.39		ARTHUR	AVE		400-698	E			GUNNISON	81230	
3055826009.46		ARTHUR	AVE		401-725	O			GUNNISON	81230	
3055826013.48	W	BIDWELL	AVE		100-599	A			GUNNISON	81230	
3055826014.49	W	BIDWELL	AVE		600-699	A			GUNNISON	81230	
3055826014.40	W	BIDWELL	AVE		700-1099	A			GUNNISON	81230	
3055826014.40	W	BIDWELL	AVE		1255-1255	A			GUNNISON	81230	
3055826010.45		BLAZE TRAIL	RD		1-3000	A			GUNNISON	81230	
3055826015.50	N	BOULEVARD	ST		100-498	E			GUNNISON	81230	

District : Municipality - City of Gunnison Precinct : All City : All

Precinct/Split	Pre Dir	Street	St. Type	Post Dir	House Number	Type	Unit Type	Unit	City	Zip	HCF Description
Comments											
3055826014.49	N	BOULEVARD	ST		101-499	O			GUNNISON	81230	
3055826009.46	N	BOULEVARD	ST		507-721	A			GUNNISON	81230	
3055826009.39	N	BOULEVARD	ST		800-1025	A			GUNNISON	81230	
3055826013.48	S	BOULEVARD	ST		100-698	E			GUNNISON	81230	
3055826014.49	S	BOULEVARD	ST		101-719	O			GUNNISON	81230	
3055826009.39		BOWMAN	PL		1-3	A			GUNNISON	81230	
3055826014.40		BROOKSIDE	DR		67-305	A			GUNNISON	81230	
3055826014.40		CARBON	CT		600-605	A			GUNNISON	81230	
3055826014.40		CHIPETA	CT		100-117	A			GUNNISON	81230	
3055826012.80A		COLLEGE	AVE		800-902	A			GUNNISON	81230	
3055826015.50	N	COLORADO	ST		100-699	A			GUNNISON	81230	
3055826010.45	N	COLORADO	ST		700-1156	A			GUNNISON	81230	
3055826010.45	N	COLORADO	CIR		1100-1150	A			GUNNISON	81230	
3055826013.48	S	COLORADO	ST		100-399	A			GUNNISON	81230	

District : Municipality - City of Gunnison Precinct : All City : All

Precinct/Split	Pre Dir	Street	St. Type	Post Dir	House Number	Type	Unit Type	Unit	City	Zip	HCF Description
3055826009.39		COUNTY ROAD 13			102-190	E			GUNNISON	81230	
3055826007.007.635		COUNTY ROAD 14			379-379	A			GUNNISON	81230	
3055826010.56	E	DENVER	AVE		100-398	E			GUNNISON	81230	
3055826015.50	E	DENVER	AVE		101-397	O			GUNNISON	81230	
3055826009.46	W	DENVER	AVE		114-699	A			GUNNISON	81230	
3055826009.39	W	DENVER	AVE		700-799	A			GUNNISON	81230	
3055826009.39	W	DENVER	AVE		800-1020	E			GUNNISON	81230	
3055826014.40	W	DENVER	AVE		801-1021	O			GUNNISON	81230	
3055826014.40		DIAMOND	LN		101-150	A			GUNNISON	81230	
3055826009.39		DORCHESTER	ST		1-13	A			GUNNISON	81230	
3055826009.39	W	ELIZABETH	AVE		100-298	E			GUNNISON	81230	
3055826009.46	W	ELIZABETH	AVE		101-299	O			GUNNISON	81230	
3055826009.39	W	ELIZABETH	AVE		300-800	A			GUNNISON	81230	
3055826014.40		ELSA	CT		601-607	A			GUNNISON	81230	

District : Municipality - City of Gunnison Precinct : All City : All

Precinct/Split	Pre Dir	Street	St. Type	Post Dir	House Number	Type	Unit Type	Unit	City	Zip	HCF Description
Comments											
3055826014.40		EMERALD	LN		101-113	A			GUNNISON	81230	
3055826010.45		ESCALANTE	DR		300-540	A			GUNNISON	81230	
3055826014.40	W	EVANS	AVE		700-905	A			GUNNISON	81230	
3055826009.39		FLORESTA	ST		1-202	A			GUNNISON	81230	
3055826015.50	E	GEORGIA	AVE		100-412	A			GUNNISON	81230	
3055826010.45	E	GEORGIA	AVE		413-615	A			GUNNISON	81230	
3055826015.50	W	GEORGIA	AVE		115-510	A			GUNNISON	81230	
3055826014.49	W	GEORGIA	AVE		600-699	A			GUNNISON	81230	
3055826014.40	W	GEORGIA	AVE		700-916	A			GUNNISON	81230	
3055826015.50	E	GOTHIC	AVE		100-399	A			GUNNISON	81230	
3055826010.56	E	GOTHIC	AVE		400-500	A			GUNNISON	81230	
3055826015.50	W	GOTHIC	AVE		101-599	O			GUNNISON	81230	
3055826009.46	W	GOTHIC	AVE		102-616	E			GUNNISON	81230	
3055826014.49	W	GOTHIC	AVE		601-699	O			GUNNISON	81230	
3055826009.39	W	GOTHIC	AVE		700-798	E			GUNNISON	81230	

District : Municipality - City of Gunnison Precinct : All City : All

Precinct/Split	Pre Dir	Street	St. Type	Post Dir	House Number	Type	Unit Type	Unit	City	Zip	HCF Description
Comments											
3055826014.40	W	GOTHIC	AVE		701-735	O			GUNNISON	81230	
3055826014.40		GRANITE	LN		102-104	A			GUNNISON	81230	
3055826013.48	E	GUNNISON	AVE		116-423	A			GUNNISON	81230	
3055826013.48	W	GUNNISON	AVE		100-599	A			GUNNISON	81230	
3055826014.49	W	GUNNISON	AVE		600-699	A			GUNNISON	81230	
3055826014.40	W	GUNNISON	AVE		700-1199	A			GUNNISON	81230	
3055826014.40	W	GUNNISON	AVE		1200-1436	A			GUNNISON	81230	
3055826010.56		HIGHWAY 135			1012-1022	E			GUNNISON	81230	
3055826012.80A		HIGHWAY 50			42246-42246	E			GUNNISON	81230	
3055826014.40	W	HIGHWAY 50 FRONTAGE	RD		203-1200	A			GUNNISON	81230	
3055826015.50	N	IOWA	ST		107-621	A			GUNNISON	81230	
3055826010.56	N	IOWA	ST		707-707	A			GUNNISON	81230	
3055826013.48	S	IOWA	ST		100-410	A			GUNNISON	81230	
3055826009.39		IRWIN	ST		1-115	A			GUNNISON	81230	

District : Municipality - City of Gunnison Precinct : All City : All

Precinct/Split	Pre Dir	Street	St. Type	Post Dir	House Number	Type	Unit Type	Unit	City	Zip	HCF Description
Comments											
3055826009.39		JOSEPH	LN		300-312	A			GUNNISON	81230	
3055826014.40		JUNIPER	LN		1-5	A			GUNNISON	81230	
3055826009.39		LEROY	AVE		320-320	E			GUNNISON	81230	
3055826010.45	N	LOVELAND	ST		201-223	A			GUNNISON	81230	
3055826015.50	N	MAIN	ST		100-499	A			GUNNISON	81230	
3055826015.50	N	MAIN	ST		500-698	E			GUNNISON	81230	
3055826009.46	N	MAIN	ST		501-999	O			GUNNISON	81230	
3055826010.45	N	MAIN	ST		700-1198	E			GUNNISON	81230	
3055826009.39	N	MAIN	ST		1001-1199	O			GUNNISON	81230	
3055826013.48	S	MAIN	ST		100-699	A			GUNNISON	81230	
3055826010.45		MOUNTAINEER	DR		101-117	A			GUNNISON	81230	
3055826013.48	E	NEW YORK	AVE		101-309	A			GUNNISON	81230	
3055826013.48	W	NEW YORK	AVE		109-599	A			GUNNISON	81230	
3055826014.49	W	NEW YORK	AVE		600-699	A			GUNNISON	81230	
3055826014.40	W	NEW YORK	AVE		700-1198	A			GUNNISON	81230	

District : Municipality - City of Gunnison Precinct : All City : All

Precinct/Split	Pre Dir	Street	St. Type	Post Dir	House Number	Type	Unit Type	Unit	City	Zip	HCF Description
Comments											
3055826014.40	W	NEW YORK	AVE		1200-1308	A			GUNNISON	81230	
3055826015.50	E	OHIO	AVE		100-309	A			GUNNISON	81230	
3055826015.50	W	OHIO	AVE		100-598	A			GUNNISON	81230	
3055826014.49	W	OHIO	AVE		600-698	A			GUNNISON	81230	
3055826014.40	W	OHIO	AVE		700-1313	A			GUNNISON	81230	
3055826014.40		OURAY	LN		100-112	A			GUNNISON	81230	
3055826010.45		PAINTBRUSH	AVE		404-434	A			GUNNISON	81230	
3055826015.50	N	PINE	ST		100-499	A			GUNNISON	81230	
3055826009.46	N	PINE	ST		500-899	A			GUNNISON	81230	
3055826009.39	N	PINE	ST		900-1105	A			GUNNISON	81230	
3055826013.48	S	PINE	ST		231-624	A			GUNNISON	81230	
3055826010.45		PITKIN	ST		215-607	A			GUNNISON	81230	
3055826009.39		QUARTZ	ST		6-28	A			GUNNISON	81230	
3055826014.40	S	REED	ST		201-329	A			GUNNISON	81230	

District : Municipality - City of Gunnison Precinct : All City : All

Precinct/Split	Pre Dir	Street	St. Type	Post Dir	House Number	Type	Unit Type	Unit	City	Zip	HCF Description
Comments											
3055826013.48	W	RIO GRANDE	AVE		200-499	A			GUNNISON	81230	
3055826014.40	W	RIO GRANDE	AVE		500-1011	A			GUNNISON	81230	
3055826010.45		ROCK CREEK	RD		1401-1424	A			GUNNISON	81230	
3055826015.50	E	RUBY	AVE		308-500	A			GUNNISON	81230	
3055826009.46	W	RUBY	AVE		104-699	A			GUNNISON	81230	
3055826009.39	W	RUBY	AVE		700-800	A			GUNNISON	81230	
3055826013.48	E	SAN JUAN	AVE		101-499	A			GUNNISON	81230	
3055826013.48	W	SAN JUAN	AVE		500-599	A			GUNNISON	81230	
3055826014.49	W	SAN JUAN	AVE		600-799	A			GUNNISON	81230	
3055826014.40	W	SAN JUAN	AVE		800-1099	A			GUNNISON	81230	
3055826010.45		SHADOW BROOK	LN		200-205	A			GUNNISON	81230	
3055826010.45	E	SPENCER	AVE		100-315	A			GUNNISON	81230	
3055826009.39	W	SPENCER	AVE		100-720	A			GUNNISON	81230	
3055826015.50	N	SPRUCE	ST		100-499	A			GUNNISON	81230	
3055826009.46	N	SPRUCE	ST		500-799	A			GUNNISON	81230	

District : Municipality - City of Gunnison Precinct : All City : All

Precinct/Split	Pre Dir	Street	St. Type	Post Dir	House Number	Type	Unit Type	Unit	City	Zip	HCF Description
Comments											
3055826009.39	N	SPRUCE	ST		800-917	A			GUNNISON	81230	
3055826010.45		SUNNY SLOPE	DR		800-915	A			GUNNISON	81230	
3055826009.39		SYDNEY	ST		306-306	A			GUNNISON	81230	
3055826015.50	N	TAYLOR	ST		106-631	A			GUNNISON	81230	
3055826010.56	N	TAYLOR	ST		710-711	A			GUNNISON	81230	
3055826013.48	S	TAYLOR	ST		100-435	A			GUNNISON	81230	
3055826010.45	N	TELLER	ST		107-325	A			GUNNISON	81230	
3055826013.48	S	TELLER	ST		200-323	A			GUNNISON	81230	
3055826014.40		THORNTON	WAY		1560-1600	A			GUNNISON	81230	
3055826009.39		TINCUP	DR		103-620	A			GUNNISON	81230	
3055826015.50	E	TOMICHI	AVE		100-412	E			GUNNISON	81230	
3055826013.48	E	TOMICHI	AVE		129-411	O			GUNNISON	81230	
3055826015.50	W	TOMICHI	AVE		100-598	E			GUNNISON	81230	
3055826013.48	W	TOMICHI	AVE		101-599	O			GUNNISON	81230	

District : Municipality - City of Gunnison Precinct : All City : All

Precinct/Split	Pre Dir	Street	St. Type	Post Dir	House Number	Type	Unit Type	Unit	City	Zip	HCF Description
Comments											
3055826014.49	W	TOMICHI	AVE		600-699	A			GUNNISON	81230	
3055826014.40	W	TOMICHI	AVE		700-1198	A			GUNNISON	81230	
3055826014.40	W	TOMICHI	AVE		1200-1498	E			GUNNISON	81230	
3055826014.40	W	TOMICHI	AVE		1201-1499	O			GUNNISON	81230	
3055826014.40	W	TOMICHI	AVE		1500-1500	A			GUNNISON	81230	Gunnison Valley Health Senior Care Center
3055826014.40	W	TOMICHI	AVE		1501-1820	A			GUNNISON	81230	
3055826009.39		TYLER	LN		300-330	A			GUNNISON	81230	
3055826009.39		VAN TUYL	CIR		204-1207	A			GUNNISON	81230	
3055826015.50	E	VIRGINIA	AVE		100-410	A			GUNNISON	81230	
3055826010.45	E	VIRGINIA	AVE		415-612	A			GUNNISON	81230	
3055826015.50	W	VIRGINIA	AVE		100-124	A			GUNNISON	81230	
3055826015.50	W	VIRGINIA	AVE		125-125	A			GUNNISON	81230	
3055826015.50	W	VIRGINIA	AVE		126-599	A			GUNNISON	81230	Gunnison Shipping business address
3055826014.49	W	VIRGINIA	AVE		602-699	A			GUNNISON	81230	

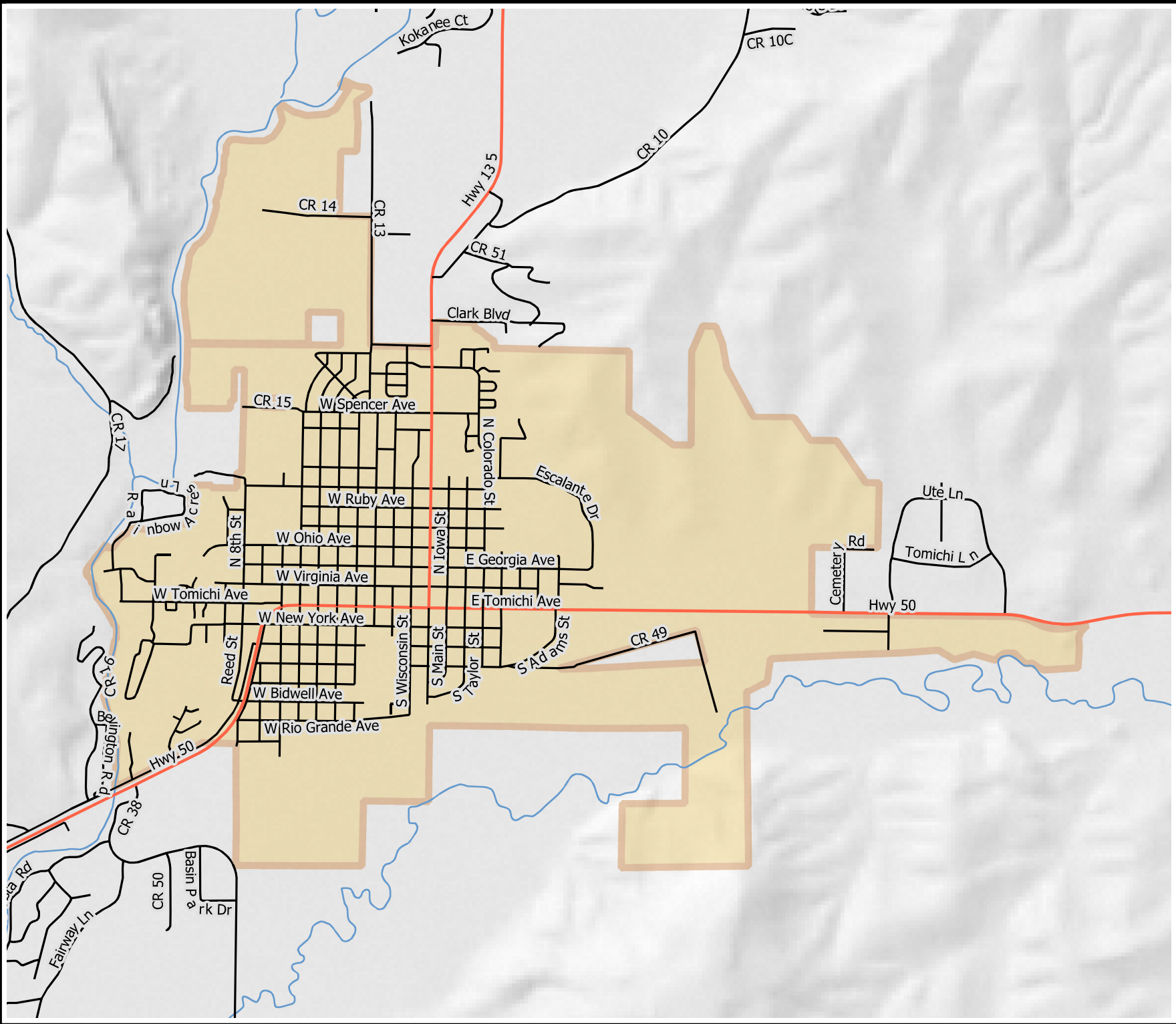
District : Municipality - City of Gunnison Precinct : All City : All

Precinct/Split	Pre Dir	Street	St. Type	Post Dir	House Number	Type	Unit Type	Unit	City	Zip	HCF Description
Comments											
3055826014.40	W	VIRGINIA	AVE		700-1210	A			GUNNISON	81230	
3055826009.39		VULCAN	ST		5-1212	A			GUNNISON	81230	
3055826010.45		WESTERN	WAY		1-1	A			GUNNISON	81231	
3055826014.40		WILDRIVER	LN		100-120	A			GUNNISON	81230	
3055826014.40		WILDROSE	LN		100-120	A			GUNNISON	81230	
3055826015.50	N	WISCONSIN	ST		100-199	A			GUNNISON	81230	
3055826015.50	N	WISCONSIN	ST		200-200	A			GUNNISON	81230	
		US Post Office									
3055826015.50	N	WISCONSIN	ST		201-499	A			GUNNISON	81230	
3055826009.46	N	WISCONSIN	ST		500-999	A			GUNNISON	81230	
3055826013.48	S	WISCONSIN	ST		100-699	A			GUNNISON	81230	

EXHIBIT C

Boundary Map – Cover Sheet

City of Gunnison



The data herein is general in nature and not assumed to be complete nor accurate in its entirety and is therefore to be used with all discretions necessary. The data portrayed should not be relied upon to establish legal title, boundary lines, the precise location of improvements, ownership, maintenance, easements or public right-of-ways.



EXHIBIT D

Address Library Report & Boundary Map Approval Form

Please provide the below information regarding the review and approval of the Address Library Report and Boundary Map(s). Indicate the preferred number for contact by marking the Y or N under each number provided. In most instances communication will be done via email unless otherwise needed.

Name: _____

Title/Role: _____

Contact #'s: _____
Cell Phone # Preferred: Y / N Office Phone # Preferred: Y / N

Email Address: _____

EXHIBIT E

Ballot Proofing & Review Approval Form

Please provide the below information regarding the review and approval of ballot language. Indicate the preferred number for contact by marking the Y or N under each number provided. In most instances communication will be done via email unless otherwise needed.

Please note that the named individual(s) below will be designated by the Jurisdiction for purposes of proofing and approval of ballot language prior to printing of ballots. They will need to be available for contact from August 27th, 2025 (Pg 8 – 3.3(O)) until the final approval of the ballot language is complete (this can include nights and weekends). Only 1 contact is required but you may list an alternate.

Contact 1:

Name: _____

Title/Role: _____

Contact #'s: _____
Cell Phone # Preferred: Y / N Office Phone # Preferred: Y / N

Email Address: _____

Contact 2:

Name: _____

Title/Role: _____

Contact #'s: _____
Cell Phone # Preferred: Y / N Office Phone # Preferred: Y / N

Email Address: _____