



203 S Main Street
Rocky Ford, CO
81067

PH: 719.254.7414
FX: 719.254.7416

Stacey Milenski
City Manager

Duane Gurulé
Mayor

Nicole Roberts
Ward I

Nanette Mosby
Ward I

Johnny McMurray
Ward II

Nic Martinez
Ward II

Robert Barron
Ward III

Thomas Mullins
Ward III

City Clerk
719.254.7414, ext. 107

Police Chief
719.254.3344

Fire Chief
719.254.3322

Public Works
719.254.7414, ext. 105

Human Resources
719.254.7414, ext. 110

Parks & Recreation
719.254.7414, ext. 106

AGENDA

City Council Meeting

Tuesday, August 12, 2025

REMOTE PARTICIPATION

Zoom link is made available, however, the City of Rocky Ford does not and cannot guarantee Internet connection or online broadcasting. Remote attendance is at the risk of the attendee as the public meeting will continue in person regardless of the City's broadcasting capability

Join Zoom Meeting by Computer: <https://us06web.zoom.us/j/7192547414> Meeting ID: 719 254 7414

REGULAR MEETING – 6:00 PM

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **MISSION STATEMENT**

"Improve the quality of life in the City of Rocky Ford, making it a great place to live and work, while strengthening relationships and creating pride in the Community".

5. **PUBLIC COMMENT**

Citizens may address the Council on items that are not on the agenda. Any comments regarding City personnel may not be discussed. Personnel-related matters shall be directed through the appropriate chain of command. Please sign in prior to the meeting. Neither Council members nor City staff should be expected to engage in discussions with any speaker. Council may direct staff to follow-up with certain matters. Please limit your comments to three (3) minutes or less.

6. **CONSENT AGENDA**

A Consent Agenda is contained in this meeting agenda. The consent agenda is designed to assist making the meeting shorter and more efficient. Items left on the Consent Agenda may not be discussed when the Consent Agenda comes before the Council. If any Council member wishes to discuss a Consent Agenda item, please tell me now and I will remove the item from the Consent Agenda and place it in an appropriate place on the meeting agenda, so it can be discussed when that item is taken up by the Council.

- 6.1 **Approval of Council meeting minutes** from July 22, 2025 – Regular meeting at 6:00 pm
- 6.2 **Approval of Council meeting minutes** from August 5, 2025 – Special meeting at 2:00 pm
- 6.3 **Application for a Special Events Permit** – Malt, Vinous, and Spiritous Liquor, BPOE #1147, 301 N 9th St, Rocky Ford, CO on August 15, 2025, and August 16, 2025, from 9:00 am to 2:00am

7. **APPROVE AGENDA**

8. **PRESENTATIONS, AWARDS, PROCLAMATIONS**

- 8.1 Proclamation – **Rocky Ford Watermelon Day**
- 8.2 Presentation –

9. **STAFF REPORTS and CITY MANAGER'S REPORT**

- 9.1 City Manager – Stacey Milenski

10. **COUNCIL REPORTS**

11. **PUBLIC HEARING**

- 11.1 Application for Tavern License - Boss' Pizza, Chicken & Sports Bar, LLC, 411 N Main Street, Rocky Ford, CO 81067
- 11.2 Application for Retail Malt Beverage and Wine License – EZ Spirits, 913 Railroad Ave, Rocky Ford, CO 81067

12. **OLD BUSINESS**

- 12.1



203 S Main Street
Rocky Ford, CO
81067

PH: 719.254.7414
FX: 719.254.7416

Stacey Milenski
City Manager

Duane Gurulé
Mayor

Nicole Roberts
Ward I

Nanette Mosby
Ward I

Johnny McMurray
Ward II

Nic Martinez
Ward II

Robert Barron
Ward III

Thomas Mullins
Ward III

City Clerk
719.254.7414, ext. 107

Police Chief
719.254.3344

Fire Chief
719.254.3322

Public Works
719.254.7414, ext. 105

Human Resources
719.254.7414, ext. 110

Parks & Recreation
719.254.7414, ext. 106

13. NEW BUSINESS

- 13.1 Application for Tavern License - Boss' Pizza, Chicken & Sports Bar, LLC, 411 N Main Street, Rocky Ford, CO 81067
- 13.2 Application for Retail Malt Beverage and Wine License – EZ Spirits, 913 Railroad Ave, Rocky Ford, CO 81067
- 13.3 Nuisance Property Priority List
- 13.4 Job Description – City Clerk
- 13.5 Job Description – Public Works General Worker
- 13.6 Job Description – Museum Curator
- 13.7 Authorization to do Business from Otero County Clerk
- 13.8 IGA Otero County Clerk – Coordinated Elections & Designated Election Official

14. PUBLIC COMMENT

15. EXECUTIVE SESSION

- 15.1 None

16. UPCOMING COUNCIL MEETINGS

- 16.1 August 19, 2025, from 2 p.m. – 4 p.m. City Council Work Session
- 16.2 August 26, 2025, at 6:00 p.m. - Regular City Council Meeting

ADJOURNMENT

Time: _____

AGENDA IS SUBJECT TO CHANGE



CITY OF ROCKY FORD – CITY COUNCIL MEETING

July 22, 2025

REGULAR MEETING: 6:00 p.m.

Rocky Ford City Council met in Council Chambers on Tuesday, July 22, 2025. Mayor Gurulé called the meeting to order. Those present at roll call were:

Mayor: Duane Gurulé

Councilmembers Present: Thomas Mullins, Nanette Mosby, Johnny McMurray, Nicholas Martinez,

Councilmembers Absent: None

City Staff Present: City Manager Stacey Milenski, Police Chief Matthew Wallace, Public Works Director Rick Long, Refuse Driver Jason Queen, and online by Zoom, City Attorney Dan Harvey

Public in attendance for tonight's meeting: J. R. Thompson, Gary Reed, Sally Cope, Ashley Venem, Bernie Flores, Rod Rodriguez, two others from the American Legion Post 8, Selina Rodriguez, Beverly Rodriguez, Rocky Ford Police Department staff, an unidentified member of the Otero County Sheriff's Department

Mayor Gurulé led the Pledge of Allegiance.

Councilmember Robert Barron read aloud the City of Rocky Ford's Mission Statement

PUBLIC COMMENT

Sally Cope made a welcoming statement about the 148th Arkansas Valley Fair, August 13-16, 2025.

Richard Vasquez asked for consideration on small ATV and Side by Sides regarding amending Ordinance No. 990

ANY CHANGES TO, OR REMOVAL OF CONSENT AGENDA ITEM

None requested

APPROVAL OF CONSENT AGENDA

Mayor Gurulé explained the agenda and consent agenda to all. Councilmember Mullins moved to approve the consent agenda as presented. The motion was seconded by Councilmember Martinez. Voting results were:

YES Martinez, Mosby, Mullins, McMurray, Roberts, Barron, Gurulé

NO None

ABSENT None

Motion carried: 7-0

Consent Agenda Item(s) approved were:

- Previous meeting minutes for July 8, 2025 – Regular meeting at 6:00 p.m.
- Application for Special Events Permits (4) – **Arkansas Valley Fairgrounds: Grandstand Beer Garden – August 13 & 14, 2025, 11 am to Midnight and August 15 & 16, 2025, 11 am to 1 am.**
- Application for Special Events Permits (4) – **Arkansas Valley Fairgrounds: Pavillion Beer Garden – August 13 & 14, 2025, 11 am to Midnight and August 15 & 16, 2025, 11 am to 1 am.**
- Application for Special Events Permit – **Rocky Ford County Club and Golf Course – Car Show & Meet N' Greet, Railroad Park, August 10, 2025 August 10, 2025, noon to 6 pm.**
- Request to close public street for Special Event – **Arkansas Valley Fair – Car Show – Main Street and Front Street closures, August 10, 2025, 1 p.m. to 6 p.m.**

APPROVAL OF AGENDA

Mayor Gurulé requested the addition, ***New Business, 13.4 Resignation of Museum Board Member, Donna Bush and Darla Marshall and 13.5 Library Board Book Sale Policy***

Councilmember Roberts moved to approve the agenda with the requested additions. The motion was seconded by Councilmember McMurray. Voting results were:

YES	Martinez, Mosby, Mullins, McMurray, Roberts, Barron, Gurulé
NO	None
ABSENT	None

Motion carried 7-0

PRESENTATIONS, AWARDS, PROCLAMATIONS

Mayor Gurulé proclaimed August 7, 2025 PURPLE HEART DAY and presented the proclamation to the American Legion Post 8.

Chief Matt Wallace presented Officer Mark Montano with the Purple Heart Award for Law Enforcement. Officer Montano was awarded this medal for his bravery during an attack on his life on December 23, 2024.

Museum Curator Rob Marshall was recognized for his 5-year work anniversary. Councilmember Mullins presented Rob with a plaque and a cake.

STAFF REPORTS

City Manager Stacey Milenski gave report to Council and audience.

Finance Director Kyle Crosswhite gave the mid-year financial report to the Councilmembers and reported Hancock and Froese will be present for work session August 19, 2025 to present the 2024 audit.

MAYOR & COUNCIL REPORTS

Councilmember Martinez – *Fireside Chat will be August 11, 2025*

Councilmember Barron – *Arts Commission had to get a new computer due to a recent storm*

Councilmember McMurray – *Nothing to report*

Councilmember Mosby – *Reported on upcoming golf tournaments, golf course is looking for volunteers for the fall, and reported damage to a cart shed by a snow storm last fall (first report).*

Councilmember Roberts – *Events coming up at the Chamber of Commerce-Taste of Summer on August 9, 2025, reported that donations to the Fireworks Fund can be made year-round, Kitchen of Kindness offering free meals around the valley*

Councilmember Mullins – *Kit Carson's grandson will be making a presentation on the history and development of Rocky Ford, date for this event has yet to be determined.*

Mayor Gurulé – *Installed a new sound board for the Council Chambers with the help of Councilmember McMurray, reported on OCLI/OPI, announced the La Sandia Project events will kick off on Friday, July 25 with local artist designing and painting various buildings and continue with events on Saturday, July 26, 2025, Back to School event is scheduled for August 9 at Rocky Ford PK-12 from 2 pm – 6 pm, reported the change in the 148th Arkansas Valley Fair Parade Route will end at Front Street and turn east to 10th Street, then south on 10th Street to Pine Avenue. Change was made to comply with CDOT and BNSF routes, and the availability of Colorado State Patrol having the manpower to help with traffic control crossing HWY 50.*

PUBLIC HEARING

None

OLD BUSINESS

Action item: To approve or disapprove public mural on the city owned 9th Street facility and crosswalks. Councilmember Roberts moved to approve the public mural and crosswalks. The motion was seconded by Councilmember Martinez. Voting results were:

YES	Martinez, Mosby, Mullins, McMurray, Roberts, Barron
NO	None
ABSTAIN	Gurulé

Motion carried: 6-0 with one abstaining

Action item: To give direction for the city attorney to amend the contract with Jack Barker regarding the 8th Street property to include a timeline of 30 to close on the property or contract will be terminated. Councilmember Roberts moved to approve the city attorney to amend the contract with Jack Barker. The motion was seconded by Councilmember Martinez.

Voting results were:

YES	Martinez, Mosby, Mullins, McMurray, Roberts, Barron, Gurulé
NO	None

Motion carried: 7-0

NEW BUSINESS

Rocky Ford Public Works Director Rick Long, Proposal to Purchase Trash Truck. Council voted to purchase a 2026 Freightliner M2 Plus with New Way Cobra Rear Loader through Elliott Equipment, \$221,000.00, financed for 5 years. Councilmember McMurray moved to approve this purchase under the terms. The motion was seconded by Councilmember Roberts. Voting results were:

YES	Martinez, Mosby, Mullins, McMurray, Roberts, Barron, Gurulé
NO	None

Motion carried: 7-0

Request for a Special Event on a Public Street – La Sandia Project for Saturday, July 26, 2026 from 8 am – 8 pm on Front Street. Councilmember Roberts moved to approve the special event. The motion was seconded by Councilmember Mosby. Voting results were:

YES	Martinez, Mosby, Mullins, McMurray, Roberts, Barron
NO	None
ABSTAIN	Gurulé

Motion carried: 6-0 with one abstaining

Ordinance No. 990-An ordinance amending Rocky Ford Municipal Code, Chapter 6 by adding New Article 6 concerning Utility Terrain Vehicles (UTV) on first reading. Councilmember Mullins moved to approve the amending Ordinance No. 990. The motion was seconded by Councilmember Martinez. Voting results were:

Roberts. Voting results were:

YES	Martinez, Mosby, Mullins, McMurray, Roberts, Barron, Gurulé
NO	None

Motion carried: 7-0

Resignation of Museum Board Member

Mayor Gurulé requested the Council vote on the resignation of Museum Board Members Donna Bush and Darla Marshall. Councilmember Mullins asked the Council to table the vote to consult with the Museum Board before making the decision to accept resignations. It was moved by Councilmember Mullins and seconded by Councilmember Roberts to table the resignation of Museum Board Members,

YES	Mullins, McMurray, Martinez, Mosby, Barron, Roberts,
NO	Gurulé

Motion carried: 6-1

Library Board Book Sale Policy

Councilmember Martinez presented the Council with a Book Sale Policy. There was discussion regarding the Library Director wanting discretion to change the policy. The council approved the policy but striking that the Library Director had the discretion to change the policy as needed. Councilmember Mullins moved to approve the policy with the changes and Councilmember Martinez seconded the motion.

YES	Martinez, Mosby, Mullins, McMurray, Roberts, Barron, Gurulé
NO	None

Motion carried: 7-0

PUBLIC COMMENT

None

EXECUTIVE SESSION

None

UPCOMING COUNCIL MEETINGS

Tuesday, August 5, 2024 at 2:00 – 4:00 p.m. for City Council Work session

Tuesday, August 12, 2025 at 6:00 p.m. for City Council Regular Meeting

ADJOURN

There being no further business, Mayor Gurulé adjourned at 8:29 p.m.

Mayor Duane Gurulé

Interim City Clerk Stacey Milenski

Attest

DR 8439 (06/28/06)
COLORADO DEPARTMENT OF REVENUE
 LIQUOR ENFORCEMENT DIVISION
 1375 SHERMAN STREET
 DENVER CO 80261
 (303) 205-2300

APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

**IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NONPROFIT
 AND ONE OF THE FOLLOWING (See back for details.)**

- | | | |
|---|--|--|
| <input type="checkbox"/> SOCIAL | <input type="checkbox"/> ATHLETIC | <input type="checkbox"/> PHILANTHROPIC INSTITUTION |
| <input checked="" type="checkbox"/> FRATERNAL | <input type="checkbox"/> CHARTERED BRANCH, LODGE OR CHAPTER | <input type="checkbox"/> POLITICAL CANDIDATE |
| <input type="checkbox"/> PATRIOTIC | <input type="checkbox"/> OF A NATIONAL ORGANIZATION OR SOCIETY | <input type="checkbox"/> MUNICIPALITY OWNING ARTS FACILITIES |
| <input type="checkbox"/> POLITICAL | <input type="checkbox"/> RELIGIOUS INSTITUTION | |

LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:	DO NOT WRITE IN THIS SPACE
2110 <input checked="" type="checkbox"/> MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY	LIQUOR PERMIT NUMBER
2170 <input type="checkbox"/> FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY	

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE
 BPOE #1147 State Sales Tax Number (Required)

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE (include street, city/town and ZIP)	3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT (include street, city/town and ZIP)
301 North 9th Street, Rocky Ford, CO 81067	301 North 9th Street, Rocky Ford, CO 81067.

NAME	DATE OF BIRTH	HOME ADDRESS (Street, City, State, ZIP)	PHONE NUMBER
4. PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE Patricia Ptolemy			
5. EVENT MANAGER George Hanzas			

6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR?
 NO YES HOW MANY DAYS? 1

7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE?
 NO YES TO WHOM? Rocky Ford Elks Lodge

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED? Yes No

LIST BELOW THE EXACT DATE(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT

Date	Hours	From	To	Date	Hours	From	To	Date	Hours	From	To	Date	Hours	From	To
8-15-2025		9:00A	2:00P	8-16-2025		9:00A	2:00A								

OATH OF APPLICANT

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

SIGNATURE	TITLE Event Manager	DATE 07-23-2024
-----------	------------------------	--------------------

REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY OR COUNTY)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 12, Article 48, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

LOCAL LICENSING AUTHORITY (CITY OR COUNTY)	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY	TELEPHONE NUMBER OF CITY/COUNTY CLERK
SIGNATURE	TITLE	DATE

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

LIABILITY INFORMATION			
License Account Number	Liability Date	State	TOTAL
		-750 (999)	\$

(Instructions on Reverse Size)

August 15, 2025 & August 16, 2025, Lodge open to the Public during fair for dining, food to go, and music.

CITY OF ROCKY FORD
203 S MAIN ST
ROCKY FORD CO 81067-1702
(719) 254-7414
CASH RECEIPT

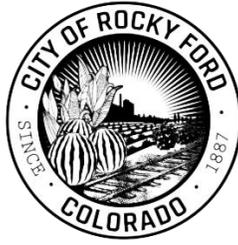
Date: 07/30/2025 OPER ID: MHERRERA RECEIPT NO: DRW017632

RECEIVED FROM: SPECIAL EVENTS FEE

AMOUNT RECEIVED: 200.00 TYPE: CK CHECK: 2287
CHANGE DUE: 0.00
TOTAL RECEIVED: 200.00

DISTRIBUTION:

AMOUNT	ACCOUNT NUMBER	DESCRIPTION / FOR
100.00		SPECIAL EVENTS FEE RF ELKS LODGE 301 N 9TH ST. EVENT MANAGER: GEORGE HANZAS AUGUST 15TH, 2025 9AM - 2 AM SPECIAL EVENT FEE
100.00		SPECIAL EVENTS FEE RF ELKS LODGE 301 N 9TH ST. EVENT MANAGER: GEORGE HANZAS AUGUST 16TH, 2025 9AM - 2 AM SPECIAL EVENT FEE



**A PROCLAMATION
ROCKY FORD WATERMELON DAY
AUGUST 16, 2025**

WHEREAS, Watermelon Day holds the distinct honor of being the pioneer of Colorado's autumn festivals, with its roots tracing back to 1878, when the Honorable G.W. Swink hosted the first celebration in Rocky Ford, attended by just 25 people; and

WHEREAS, what began with a modest gathering - where a grain door from a Santa Fe boxcar served as the table - soon evolved into a beloved annual tradition that brought together thousands, showcasing Rocky Ford's hospitality, community pride, and rich agricultural heritage; and

WHEREAS, by 1883, the event had outgrown storefronts and boxcars, with melons served on long tables in groves and displays of local agricultural and horticultural products drawing regional attention; and

WHEREAS, Rocky Ford residents, especially the women of the community, played a vital role in feeding guests until crowds grew so large that extra help was needed just to cut the melons; and

WHEREAS, in 1887, the arrival of the first excursion train marked the event's growing popularity, bringing visitors from across the state and establishing Watermelon Day as a cultural institution in the Arkansas Valley; and

WHEREAS, by 1892, Watermelon Day laid the foundation for the Arkansas Valley Fair, and the celebration grew to host over 12,000 people with a legendary 500-foot-long table, becoming an occasion frequently honored by Colorado Governors and other distinguished guests; and

WHEREAS, Rocky Ford Watermelon Day is more than just a celebration of fruit - it is a testament to the power of community, the legacy of agriculture, and the enduring identity of Rocky Ford as the home of the world's finest watermelons;

NOW, THEREFORE, I, Duane Gurule, Mayor of the City of Rocky Ford, Colorado, do hereby proclaim August 16, 2025, as

ROCKY FORD WATERMELON DAY

in the City of Rocky Ford and encourage all residents and visitors to join in honoring our proud agricultural history, the generations of farmers and families who made it possible, and the joyful community spirit that continues to define our great city.

Signed this 12th day of August, 2025.

Duane Gurule, Mayor

Attest:

Stacey Milenski, Interim City Clerk



WHEREAS, the City of Rocky Ford has a rich agricultural heritage deeply rooted in the fertile lands of the Lower Arkansas Valley, and has earned national recognition for producing some of the sweetest and most flavorful watermelons in the country; and

WHEREAS, the tradition of Watermelon Day began in 1878, when a generous Rocky Ford farmer shared his watermelon harvest with passengers on a passing train—a simple act of kindness that sparked a community tradition spanning nearly 150 years; and

WHEREAS, Watermelon Day has grown into a cherished annual celebration held each August in conjunction with the Arkansas Valley Fair, drawing over 10,000 visitors to partake in festivities that include live music, parades, watermelon-eating contests, and community fellowship; and

WHEREAS, Rocky Ford is a proud, multicultural community with deep roots, and Watermelon Day reflects the contributions of generations of families—many of whom are descendants of migrant farmworkers—who have helped cultivate the land and strengthen the community; and

WHEREAS, Rocky Ford Watermelons represent more than a crop—they are a symbol of community, sustainability, tradition, and the collaborative spirit that defines rural Colorado;

THEREFORE, I, Jared Polis, Governor of the State of Colorado, do hereby proclaim August 16, 2025, as

ROCKY FORD WATERMELON DAY

in the State of Colorado.

GIVEN under my hand and the Executive Seal of the State of Colorado, this sixteenth day of August, 2025



A handwritten signature in blue ink that reads "Jared Polis".

Jared Polis
Governor



City Manager's Report

To: Mayor Gurulé and City Council Members
From: Stacey Milenski
Date: August 12, 2025

PROPERTIES:

- **Liberty School: No update**
- **Brewer Construction Site: No Update**
- **1149 Railroad Update: No Update**
- **400 S Main Update: No update**

NEW/OLD BUSINESS/UPCOMING:

- Sidewalk Improvement Plan: Update/Elegant Concrete
- 50/50 Sidewalk Program: Update
- Sally Cope is working with Black Hills Energy on an incentive program for the lighting in the arena
 - Approved in the amount of \$34,000
 - More details to come
- Please attend the Wake-Up Breakfast at the Gobin Building, August 13 @ 6:45 am
 - Catered by Frontier Dinner
- 148th Arkansas Valley Fair, August 13-16, 2025
- School has started, please watch out for the kids

DEPARTMENT UPDATES:

- **Rocky Ford Fire Department:**
- **Rocky Ford Police Department:**
- **Rocky Ford Communications:**
- **Rocky Ford Public Works:**
- **Rocky Ford Parks and Recreation/Cemetery:**
- **Rocky Ford Public Library:**
- **Rocky Ford Museum:**

ROCKY FORD MUSEUM

CURATOR'S REPORT

for July 2025

There were 94 visitors come to the museum for the month of July.

The Rocky Ford Museum would like to send 'kudos' to the City of Rocky Ford Maintenance department for mounting the drain spouts on the outside of our building. On the 8th, the maintenance crew fixed the drain line, allowing rainfall and snow melt to be diverted away from the building.

On the 30th, the museum received a donation of a stain glass window from the Disciples of Christ Christian Church on 9th and Maple Street. The stain glass was original to that church, then called "The Christian Church", which began in 1897. We mounted the window in the inside of our elevator for all to see.

Starting July 19th, Ms. Erika Smith, a student from Oklahoma University has asked to do her field internship with our museum. She is currently working on obtaining her masters level degree in museum studies. We are honored that she wants complete her studies, by using our museum to accomplish her professional goals.

Rob Marshall Curator

Rocky Ford Museum

Colorado Liquor Retail License Application

* **Note that the Division will not accept cash** Paid by Check **Date Uploaded to MoveIt**
 Paid Online

New License **New-Concurrent** **Transfer of Ownership** **State Property Only** **Master file**

- **All answers must be printed in black ink or typewritten**
- **Applicant must check the appropriate box(es)**
- **Applicant should obtain a copy of the Colorado Liquor and Beer Code: SBG.Colorado.gov/Liquor**

Applicant is applying as a/an Individual Limited Liability Company Association or Other
 Corporation Partnership (includes Limited Liability and Spouse or Partner in a Civil Union)

Applicant Name If an LLC, name of LLC; if partnership, at least 2 partner's names; if corporation, name of corporation
Boss' Pizza, Chicken, & Sports Bar LLC.

FEIN Number State Sales Tax Number

Trade Name of Establishment (DBA) Business Telephone
605-370-3937

Address of Premises (specify exact location of premises, include suite/unit numbers)
411 N Main St.

City County State ZIP Code
Rocky Ford Otero CO 81067

Mailing Address (Number and Street)
411 N Main St.

City or Town State ZIP Code
Rocky Ford CO 81067

Email Address
info.bosspizza@gmail.com

If the premises currently has a liquor or beer license, you **must** answer the following questions.

Present Trade Name of Establishment (DBA)

Present State License Number Present Class of License Present Expiration Date

Section A Nonrefundable application fees*

- Application Fee for New License.....\$1,100.00
- Application Fee for New License with Concurrent Review.....\$1,200.00
- Application Fee for Transfer.....\$1,100.00

Section B Liquor License Fees*

- Add Optional Premises to H & R.....\$100.00 X Total
- Add Sidewalk Service Area.....\$75.00
- Arts License (City).....\$308.75
- Arts License (County).....\$308.75
- Beer and Wine License (City).....\$351.25
- Beer and Wine License (County).....\$436.25
- Brew Pub License (City).....\$750.00
- Brew Pub License (County).....\$750.00
- Campus Liquor Complex (City).....\$500.00
- Campus Liquor Complex (County).....\$500.00
- Campus Liquor Complex (State).....\$500.00
- Club License (City).....\$308.75
- Club License (County).....\$308.75
- Distillery Pub License (City).....\$750.00
- Distillery Pub License (County).....\$750.00
- Entertainment Facility License (City).....\$500.00
- Entertainment Facility License (County).....\$500.00
- Hotel and Restaurant License (City).....\$500.00
- Hotel and Restaurant License (County).....\$500.00
- Hotel and Restaurant License with one optional premises (City).....\$600.00
- Hotel and Restaurant License with one optional premises (County).....\$600.00
- Liquor-Licensed Drugstore (City).....\$227.50
- Liquor-Licensed Drugstore (County).....\$312.50
- Lodging Facility License (City).....\$500.00
- Lodging Facility License (County).....\$500.00

Section B Liquor License Fees* (Continued)

<input type="checkbox"/> Manager Registration - H & R.....	\$30.00
<input type="checkbox"/> Manager Registration - Tavern.....	\$30.00
<input type="checkbox"/> Manager Registration - Lodging & Entertainment.....	\$30.00
<input type="checkbox"/> Manager Registration - Campus Liquor Complex.....	\$30.00
<input type="checkbox"/> Optional Premises License (City).....	\$500.00
<input type="checkbox"/> Optional Premises License (County).....	\$500.00
<input type="checkbox"/> Racetrack License (City).....	\$500.00
<input type="checkbox"/> Racetrack License (County).....	\$500.00
<input type="checkbox"/> Resort Complex License (City).....	\$500.00
<input type="checkbox"/> Resort Complex License (County).....	\$500.00
<input type="checkbox"/> Related Facility - Campus Liquor Complex (City).....	\$160.00
<input type="checkbox"/> Related Facility - Campus Liquor Complex (County).....	\$160.00
<input type="checkbox"/> Related Facility - Campus Liquor Complex (State).....	\$160.00
<input type="checkbox"/> Retail Gaming Tavern License (City).....	\$500.00
<input type="checkbox"/> Retail Gaming Tavern License (County).....	\$500.00
<input type="checkbox"/> Retail Liquor Store License - Additional (City).....	\$227.50
<input type="checkbox"/> Retail Liquor Store License - Additional (County).....	\$312.50
<input type="checkbox"/> Retail Liquor Store (City).....	\$227.50
<input type="checkbox"/> Retail Liquor Store (County).....	\$312.50
<input checked="" type="checkbox"/> Tavern License (City).....	\$500.00
<input type="checkbox"/> Tavern License (County).....	\$500.00
<input type="checkbox"/> Vintners Restaurant License (City).....	\$750.00
<input type="checkbox"/> Vintners Restaurant License (County).....	\$750.00

Questions? Visit: SBG.Colorado.gov/Liquor for more information

Do not write in this space - For Department of Revenue use only

Liability Information

License Account Number

Liability Date

License Issued Through (Expiration Date)

Total

\$

1. Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years?..... Yes No
2. Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers ever (in Colorado or any other state):
- a. Been denied an alcohol beverage license?..... Yes No
 - b. Had an alcohol beverage license suspended or revoked?..... Yes No
 - c. Had interest in another entity that had an alcohol beverage license suspended or revoked?..... Yes No

If you answered yes to a, b or c above, explain in detail on a separate sheet.

3. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years?..... Yes No

If "yes", explain in detail.

4. Are the premises to be licensed within 500 feet, of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?..... Yes No

or

Waiver by local ordinance? Yes No

Other

5. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of greater than (>) 10,0000? **NOTE:** The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS..... Yes No

6. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of less than (<) 10,0000? **NOTE:** The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS..... Yes No

For additional Retail Liquor Store only.

a. Was your Retail Liquor Store License issued on or before January 1, 2016?.... Yes No

b. Are you a Colorado resident?..... Yes No

7. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a Limited Liability Company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any current financial interest in said business including any loans to or from a licensee..... Yes No

8. Does the applicant, as listed on line 2 of this application, **have legal possession of the premises by ownership, lease or other arrangement?**..... Yes No

Ownership Lease Other (Explain in detail)

a. If leased, list name of landlord and tenant, and date of expiration, **exactly** as they appear on the lease:

Landlord	Tenant	Expires
Gary	Boss' Pizza, Chicken & Sports Bar LLC	3/1/2030

b. Is a percentage of alcohol sales included as compensation to the landlord? If yes, complete question on page 9..... Yes No

c. Attach a diagram that designates the area to be licensed in black bold outline (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8½" X 11".

9. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies) will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business? Attach a separate sheet if necessary.

Last Name		First Name	
<input type="text"/>		<input type="text"/>	
Date of Birth (MM/DD/YY)	FEIN or SSN Number	Interest/Percentage	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Last Name		First Name	
<input type="text"/>		<input type="text"/>	
Date of Birth (MM/DD/YY)	FEIN or SSN Number	Interest/Percentage	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Last Name		First Name	
<input type="text"/>		<input type="text"/>	
Date of Birth (MM/DD/YY)	FEIN or SSN Number	Interest/Percentage	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Attach copies of all notes and security instruments and any written agreement or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.

10. Optional Premises or Hotel and Restaurant Licenses with Optional Premises: Has a local ordinance or resolution authorizing optional premises been adopted?..... Yes No

Number of additional Optional Premise areas requested. (See license fee chart)

For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), include a diagram of the service area and documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.

11. Liquor Licensed Drugstore (LLDS) applicants, answer the following:

a. Is there a pharmacy, licensed by the Colorado Board of Pharmacy, located within the applicant's L L D S premise?..... Yes No

If "yes" a copy of license must be attached.

12. Club Liquor License applicants answer the following: Attach a copy of applicable documentation

a. Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain?..... Yes No

b. Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain?..... Yes No

c. How long has the club been incorporated?.....

d. Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above?..... Yes No

13. Brew-Pub, Distillery Pub or Vintner's Restaurant applicants answer the following:

a. Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached)..... Yes No

14. Campus Liquor Complex applicants answer the following:

a. Is the applicant an institution of higher education?..... Yes No

b. Is the applicant a person who contracts with the institution of higher education to provide food services?..... Yes No

If "yes" please provide a copy of the contract with the institution of higher education to provide food services.

15. For all on-premises applicants.

a. For all Liquor Licensed Drugstores (LLDS) the Permitted Manager must also submit an Manager Permit Application - DR 8000 and fingerprints.

Last Name of Manager

First Name of Manager

16. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number..... Yes No

Name

Type of License

Account Number

17. Related Facility - Campus Liquor Complex applicants answer the following:

- a. Is the related facility located within the boundaries of the Campus Liquor Complex?..... Yes No

If yes, please provide a map of the geographical location within the Campus Liquor Complex.
If no, this license type is not available for issues outside the geographical location of the Campus Liquor Complex.

b. Designated Manager for Related Facility - Campus Liquor Complex

Last Name of Manager

First Name of Manager

18. Entertainment Facility License

- If Applicant is applying for an Entertainment Facility License, you affirm that your business model and aligns with the statutory privileges and requirements:..... Yes No

Pursuant to 44-3-103(15.5) C.R.S., an Entertainment Facility means an establishment in which the primary business is to provide the public with sports or entertainment activities within its licensed premises; and that, incidental to its primary business, sells and serves alcohol beverages at retail for consumption on the licensed premises; and has sandwiches and light snacks available for consumption on the licensed premises.

- If Applicant is applying for a Lodging Facility License, you affirm that your business model and aligns with the statutory privileges and requirements:..... Yes No

Pursuant to 44-3-103(29) C.R.S., a Lodging Facility means an establishment in which the primary business is to provide the public with sleeping rooms and meeting facilities; and that sells and serves alcohol beverages at retail for consumption on the licensed premises; and has sandwiches and light snacks available for consumption on the licensed premises.

19. Tax Information.

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

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

If applicant is a corporation, partnership, association or limited liability company, applicant must list all **Officers, Directors, General Partners, and Managing Members**. In addition, applicant must list any stockholders, partners, or members with **ownership of 10% or more in the applicant**. All persons listed below must also attach form DR 8404-I (Individual History Record), and make an appointment with an approved State Vendor through their website. See application checklist, Section IV, for details.

Name	Date of Birth (MM/DD/YY)
Tyrone Jackson	[REDACTED]

Street Address
[REDACTED]

City	State	ZIP Code	Position	% Owned
[REDACTED]	CO	[REDACTED]	Owner/President	100

Name	Date of Birth (MM/DD/YY)

Street Address

City	State	ZIP Code	Position	% Owned

Name	Date of Birth (MM/DD/YY)

Street Address

City	State	ZIP Code	Position	% Owned

Name	Date of Birth (MM/DD/YY)

Street Address

City	State	ZIP Code	Position	% Owned

Name	Date of Birth (MM/DD/YY)

Street Address

City	State	ZIP Code	Position	% Owned

** If applicant is owned 100% by a parent company, please list the designated principal officer on above.

** Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (Include ownership percentage if applicable)

** If total ownership percentage disclosed here does not total 100%, applicant must check this box:

Applicant affirms that no individual other than these disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Article 3 or 5, C.R.S.

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

Oath Of Applicant

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer and Wine Code which affect my license.

Printed Name

Tyrone Jackson

Title

Owner/President

Authorized Signature



Date (MM/DD/YY)

07/08/2025

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

Date application filed with local authority

Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application)

For Transfer Applications Only - Is the license being transferred valid?..... Yes No

The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) or a DR 8000 (Manager Permit) has been:

- Fingerprinted
- Subject to background investigation, including NCIC/CCIC check for outstanding warrants

That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license

(Check One)

- Date of inspection or anticipated date
- Will conduct inspection upon approval of state licensing authority
- Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of > 10,000?..... Yes No
- Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of < 10,000?..... Yes No

NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.

- Does the Liquor-Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant's gross annual income derived from the sale of food, during the prior twelve (12) month period?..... Yes No

The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 44, Article 4 or 3, C.R.S., and Liquor Rules. **Therefore, this application is approved.**

Report and Approval of Local Licensing Authority (Continued)

Local Licensing Authority approves the Temporary Permit..... Yes No

Approval Date of the Temporary Permit

Expiration Date of the Temporary Permit

*If the temporary permit expires or an extension is required, the state liquor licensing authority should be notified of the status of the temporary permit.

**If the temporary permit information is not filled out for the transfer of ownership, the Transfer Application will not be accepted and processed.

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

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

Proof of Violation

Local Licensing Authority for

Telephone Number

Town, City

County

Printed Name

Title

Signature

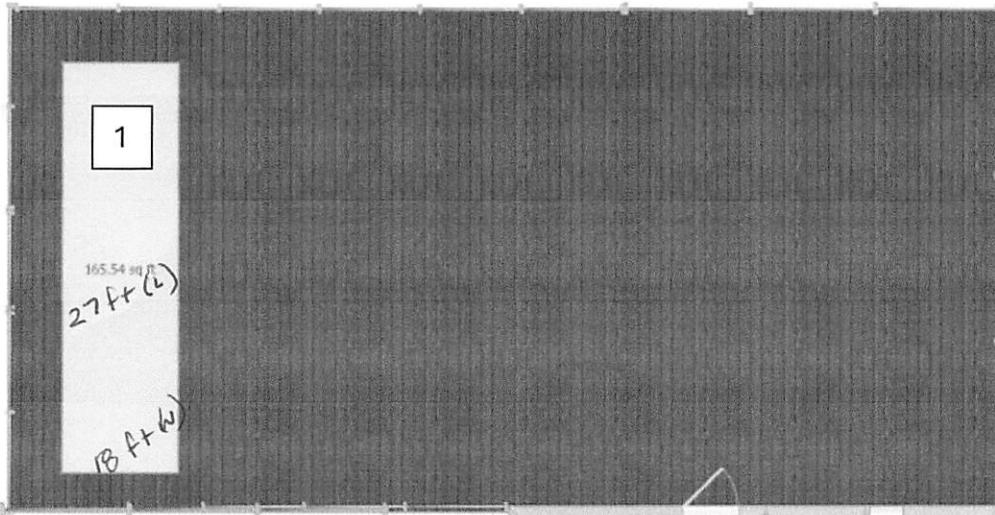
Date (MM/DD/YY)

Printed Name

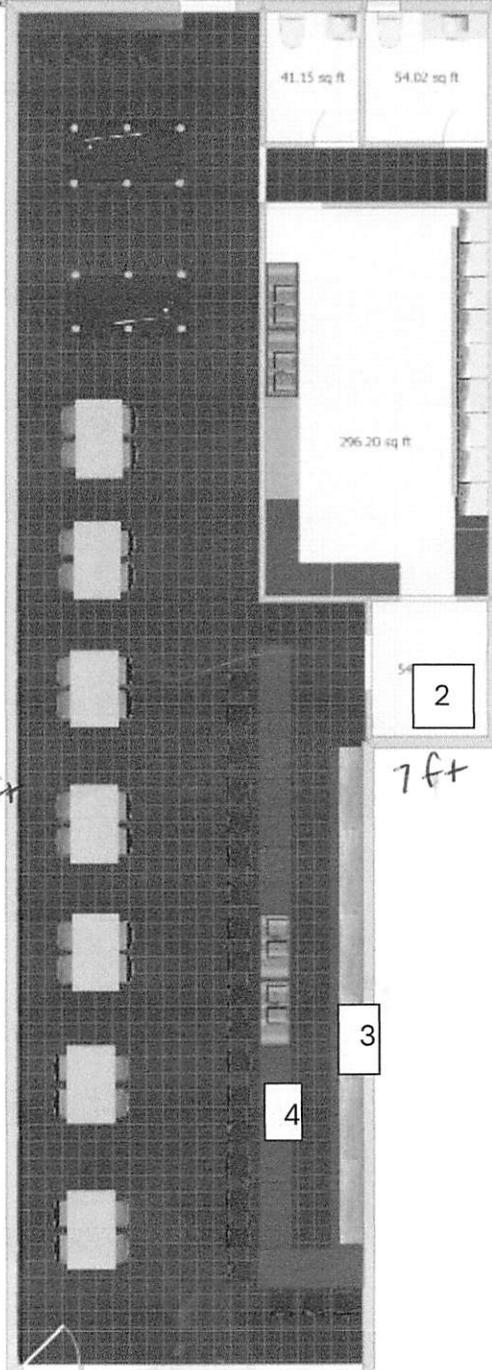
Title

Signature

Date (MM/DD/YY)



1. Outdoor walk-in fridge/freezer. Cold storage for beer.
2. Dry storage/pantry for liquor.
3. Bar liquor cabinet.
4. Under counter beer fridge/storage.



20ft.

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

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

Boss' Pizza, Chicken & Sports Bar LLC

is a

Limited Liability Company

formed or registered on 04/02/2025 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20251395326 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 04/01/2025 that have been posted, and by documents delivered to this office electronically through 04/02/2025 @ 21:24:46 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 04/02/2025 @ 21:24:46 in accordance with applicable law. This certificate is assigned Confirmation Number 17167084 .



Jena Griswold

Secretary of State of the State of Colorado

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

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

Instructions: Please print this document for your records.

MyBizColorado

COLORADO DEPT OF REVENUE

Thank you for registering with the Colorado Department of Revenue!
Your electronic application has been received.
You will receive your Sales Tax License and/or Wage Withholding information in the mail in the next 10 business days.

You may use this receipt as a temporary Sales Tax License in the interim.

Filing Information

Your filing information is as follows

Date: 4/3/25

Name: Boss' Pizza, Chicken & Sports Bar LLC

Address: 409 N Main St\n\nRocky Ford, Colorado
81067-1255

Sales Tax Account Number: [REDACTED]

Sales Tax Filing Frequency: Monthly (\$600 in taxes/month or more)

Wage Withholding Account Number: [REDACTED]

Wage Withholding Filing Frequency: Quarterly (\$1 to \$6,999/year)

Websites

State of Colorado: www.colorado.gov

Colorado Department of Revenue: www.colorado.gov/revenue

Colorado Department of Revenue Online Customer Support Site:
revenuestateco.custhelp.com

File and pay your sales tax online: www.colorado.gov/RevenueOnline

Register to pay by EFT: www.colorado.gov/revenue/eft

Please wait 2-3 business days while we validate your registration before attempting to access your account in Revenue Online. You will receive your license(s) in the mail within 10 business days. If you do not already have access to Revenue Online, you may use information from that letter to sign-up.

CITY OF ROCKY FORD
203 S MAIN ST
ROCKY FORD CO 81067-1702
(719) 254-7414
CASH RECEIPT

Date: 07/14/2025 OPER ID: MHERRERA RECEIPT NO: DRW017513

RECEIVED FROM: LIQUOR APP FEE

AMOUNT RECEIVED: 1,075.00 TYPE: CK CHECK: 3519506
CHANGE DUE: 0.00
TOTAL RECEIVED: 1,075.00

DISTRIBUTION:

AMOUNT	ACCOUNT NUMBER	DESCRIPTION / FOR
1,000.00		LIQUOR APP FEE TYRONE K. JACKSON BOSS' PIZZA, CHICKEN & SPORTS BAR LLC NEW LIQUOR APP FEE
75.00		LIQUOR LICENSE TYRONE K. JACKSON BOSS' PIZZA, CHICKEN & SPORTS BAR LLC NEW LIQUOR LICENSE

Application Documents Checklist and Worksheet

Instructions: This checklist should be utilized to assist applicants with filing all required documents for licensure. **All** documents must be properly signed and correspond with the name of the applicant exactly. **All** documents must be typed or legibly printed. Upon final State approval the license will be mailed to the local licensing authority. Application fees are nonrefundable.

Questions? Visit: SBG.Colorado.gov/Liquor for more information.

Items Submitted, Please Check all Appropriate Boxes Completed or Documents Submitted	
I.	Applicant Information <input checked="" type="checkbox"/> A. Applicant/Licensee identified <input checked="" type="checkbox"/> B. State sales tax license number listed or applied for at time of application <input checked="" type="checkbox"/> C. License type or other transaction identified <input type="checkbox"/> D. Submit originals to local authority <input type="checkbox"/> E. Additional information required by the local licensing authority
II.	Diagram of the Premises <input type="checkbox"/> A. No larger than 8 1/2" X 11" <input type="checkbox"/> B. Dimensions included (does not have to be to scale). Exterior areas should show control (fences, walls, etc.) <input type="checkbox"/> C. Separate diagram for each floor (if multiple levels) <input type="checkbox"/> D. Bold/Outlined licensed premises
III.	Proof of Property Possession (One Year Needed) <input type="checkbox"/> A. Deed in name of the applicant ONLY (or) (matching question #2) date stamped/filed with County Clerk <input type="checkbox"/> B. Lease in the name of the applicant ONLY (matching question #2) <input type="checkbox"/> C. Lease Assignment in the name of the applicant (ONLY) with proper consent from the Landlord and acceptance by the applicant <input type="checkbox"/> D. Other agreement if not deed or lease
IV.	Background Information (DR 8404-I) and Financial Documents <input type="checkbox"/> A. Individual History Record(s) (Form DR 8404-I) Complete DR 8404-I for each principal (individuals with more than 10% ownership, officers, directors, partners, members) <input type="checkbox"/> B. Fingerprints taken and submitted to the appropriate Local Licensing Authority through an approved state vendor. Master File applicants submit results to the State. Do not complete fingerprint cards prior to submitting your application. The Vendors are as follows: IdentoGO – https://uenroll.identogo.com/ Phone: (844) 539-5539 (toll-free) Colorado Fingerprinting – http://www.coloradofingerprinting.com Appointment Scheduling Website: http://www.coloradofingerprinting.com/cabs/ Phone: (720) 292-2722 Toll Free: (833) 224-2227 Details about the vendors and fingerprinting in Colorado can be found on CBI's website here: https://cbi.colorado.gov/sections/biometric-identification-and-records-unit/employment-and-background-checks <input type="checkbox"/> C. Purchase agreement, stock transfer agreement, and/or authorization to transfer license <input type="checkbox"/> D. List of all notes and loans.
V.	Sole Proprietor/Husband and Wife Partnership (if applicable) <input type="checkbox"/> A. Form DR 4679 <input type="checkbox"/> B. Copy of State Issued Driver's License or Identification Card for each Applicant N/A
VI.	Corporate Applicant Information (If Applicable) <input type="checkbox"/> A. Certificate of Incorporation <input type="checkbox"/> B. Certificate of Good Standing <input type="checkbox"/> C. Certificate of Authorization if foreign corporation (out of state applicants only) N/A
VII.	Partnership Applicant Information (If Applicable) <input type="checkbox"/> A. Partnership Agreement (general or limited). <input type="checkbox"/> B. Certificate of Good Standing N/A
VIII.	Limited Liability Company Applicant Information (If Applicable) <input type="checkbox"/> A. Copy of Articles of Organization N/A <input checked="" type="checkbox"/> B. Certificate of Good Standing <input checked="" type="checkbox"/> C. Copy of Operating Agreement (if applicable) <input type="checkbox"/> D. Certificate of Authorization if foreign LLC (out of state applicants only) N/A

7. Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years?	Yes	No		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
8. Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers ever (in Colorado or any other state):				
(a) been denied an alcohol beverage license?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
(b) had an alcohol beverage license suspended or revoked?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
(c) had interest in another entity that had an alcohol beverage license suspended or revoked?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
If you answered yes to 8a, b or c, explain in detail on a separate sheet				
9. Has the premises to be licensed been denied within the preceding one year? If "yes," explain in detail.	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
10. Is the proposed Fermented Malt Beverage and Wine Retailer license within 500 feet of any public or parochial school, the principal campus of any college, university, or seminary? NOTE: The distances are to be computed using the methods outlined under C.R.S. 44-3-313(1)(d)(II). Some limited exceptions apply under C.R.S. 44-3-313.	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
11. Is the proposed Fermented Malt Beverage and Wine Retailer license, or On/Off premises license, within 500 feet of a Retail Liquor Store licensed under section 44-3-409 C.R.S.? Distance should be determined using guidelines outlined in 44-3-301(12)(c) C.R.S.	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
12. Are you applying for a Fermented Malt Beverage On and Off Premises License? If yes, answer subparts a and b. If No, go to question 13.	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
(a) The FMB On/Off is located in a county with a population of > 35,000.	<input type="checkbox"/>	<input type="checkbox"/>		
(b) The FMB On/Off is located in an "underserved area" within a county with population of < 35,000 but lies outside of a municipal boundaries or is a city or town with population of > 75,500.	<input type="checkbox"/>	<input type="checkbox"/>		
Note - The population is determined from the recently available United States Census Bureau.				
13. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any current or former financial interest in said business including any loans to or from a licensee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
14. Does the applicant, as listed on line 2 of this application, have legal possession of the premises by virtue of ownership, lease or other arrangement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Ownership <input type="checkbox"/> Lease <input type="checkbox"/> Other (Explain in Detail) _____				
a. If leased, list name of landlord and tenant, and date of expiration, EXACTLY as they appear on the lease:				
Landlord	Tenant	Expires		
b. Is a percentage of alcohol sales included as compensation to the landlord? If yes, complete question 13. <input type="checkbox"/> <input checked="" type="checkbox"/>				
c. Attach a diagram or designate the area to be licensed in black bold outline (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8 1/2" X 11".				
15. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies) will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business? Attach a separate sheet if necessary.				
Last Name	First Name	Date of Birth	FEIN or SSN	Interest
Last Name	First Name	Date of Birth	FEIN or SSN	Interest
Attach copies of all notes and security instruments and any written agreement or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.				
16. Name of Manager(s) for all on premises applicants.				
Last Name	First Name	Date of Birth		
Campbell	Judy	9-8-77		
17. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number.				
<input type="checkbox"/> <input checked="" type="checkbox"/>				

18. Tax Information.	Yes	No
a. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

19. If applicant is a corporation, partnership, association or limited liability company, applicant must list all Officers, Directors, General Partners, and Managing Members. In addition, applicant must list any stockholders, partners, or members with ownership of 10% or more in the Applicant. All persons listed below must also attach form DR 8404-1 (Individual History Record), and make an appointment to be fingerprinted by an approved State Vendor through the Vendor's website. See application checklist, Section IV, for details.

Name	Home Address, City & State	Date of Birth	Position	% Owned
Leonard Gonzales	[REDACTED]	[REDACTED]	owner	50
Judy Campbell	[REDACTED]	[REDACTED]	owner	50

** If applicant is owned 100% by a parent company, please list the designated principal officer on above.
 ** Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (Include ownership percentage if applicable)
 ** If total ownership percentage disclosed here does not total 100%, applicant must check this box:
 Applicant affirms that no individual other than these disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Article 3 or 5, C.R.S.

Oath of Applicant

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer and Wine Code which affect my license.

Authorized Signature <i>Judy Campbell</i>	Printed Name and Title Judy Campbell, owner	Date 10-28-25
--	--	------------------

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

Date application filed with local authority	Date of local authority hearing – for new license applicants cannot be less than 30 days from date of application 44-3-311(1) C.R.S.
---	--

For Transfer Applications Only - Is the license being transferred valid?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Each person required to file DR 8404-1 has been:

Fingerprinted

Subject to background investigation, including NCIC/CCIC check for outstanding warrants

That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license.

(Check One)

Date of Inspection or Anticipated Date _____

Upon approval of state licensing authority

New Fermented Malt Beverage Off Premises licenses, and On/Off Premises licenses, distance requirements of 44-3-301 C.R.S. are satisfied
 New Fermented Malt Beverage On/Off premises licenses must meet the qualifications of 44-4-104 C.R.S.

The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 44, Article 4 or 3, C.R.S. and Liquor Rules. **Therefore, this application is approved.**

Local Licensing Authority for	Telephone Number	<input type="checkbox"/> Town, City	<input type="checkbox"/> County
Signature	Printed Name	Title	Date
Signature (attest)	Printed Name	Title	Date

Back Alley

Barben Shop

Storage / Coolers

Restrooms

Back Door

Door

Alley

Coolers

Shelves

Shelves

Shelves

Shelves

Coolers

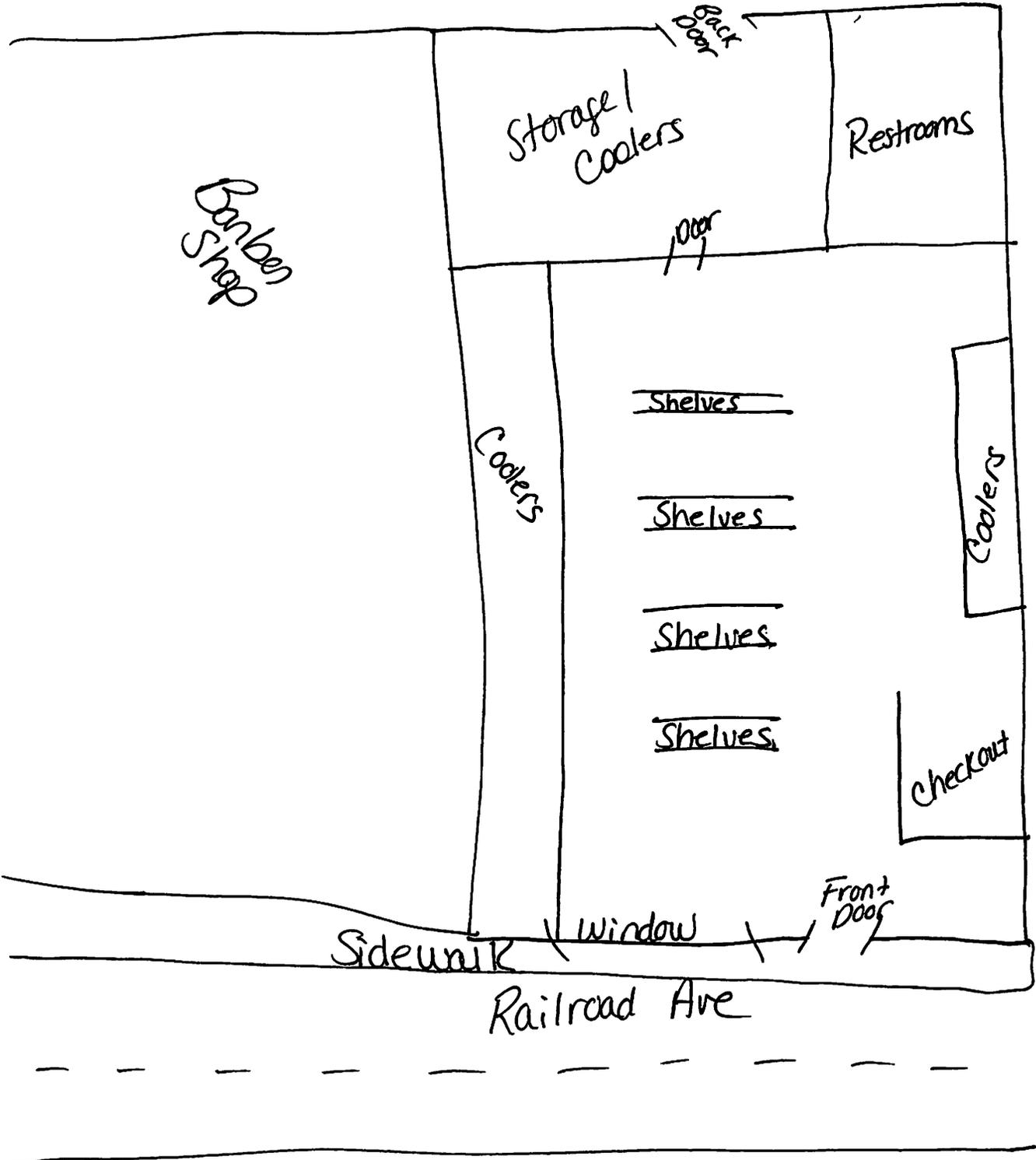
Checkout

Front Door

Window

Sidewalk

Railroad Ave



CITY OF ROCKY FORD
203 S MAIN ST
ROCKY FORD CO 81067-1702
(719) 254-7414
CASH RECEIPT

Date: 07/09/2025

OPER ID: MARLENEVASQ

RECEIPT NO: DRC021723

RECEIVED FROM: LIQUOR APP FEE

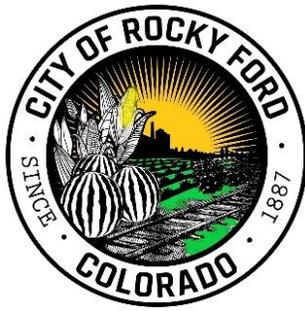
AMOUNT RECEIVED: 1,003.75 TYPE: CK CHECK: 3644

CHANGE DUE: 0.00

TOTAL RECEIVED: 1,003.75

DISTRIBUTION:

AMOUNT	ACCOUNT NUMBER	DESCRIPTION / FOR
1,000.00		LIQUOR APP FEE EZ SPIRITS LIQ APP FEE
3.75		LIQUOR LICENSE EZ SPIRITS LIQ LICENSE



Revised 8/4/2025

CITY CLERK/ADMINISTRATIVE ASSISTANT

Classification: Full-Time, Non-Exempt
Department: Administration
Pay Range: \$22-\$26/hr. DOE

Opened: August 13, 2025
Closing Date: Until Filled

GENERAL PURPOSE

The City Clerk/Administrative Assistant works under the general supervision and direction of the City Manager. This position provides comprehensive administrative, legislative, and technical support to the City Manager and to the Mayor and City Council. This position is responsible for the preservation of official city records, oversight of municipal elections, administration of liquor licensing, and enforcement of municipal codes. The City Clerk/Administrative Assistant ensures compliance with statutory and regulatory obligations, supports transparency in local government, and promotes efficient public service delivery. The City Clerk/Administrative Assistant performs a broad scope of administrative duties, extensive public contact and management of multiple priorities.

KEY RESPONSIBILITIES

Records Management & Certification

- Serve as the official custodian of city records and public documents
- Certify and record legal documents including ordinances, resolutions, contracts, easements, deeds, and other official records
- Seal and attest to official city documents and ensure all records are appropriately cataloged and filed
- File ordinances and resolutions and oversee codification into the municipal code book

City Council and Meeting Support

- Attend and record all regular and special meetings, work session meetings, planning commission meetings
- Prepare and distribute meeting agendas, packets, minutes, and legal notice in compliance with statutory deadlines
- Maintain and operate meeting management software and audio recording systems

Public Records and Open Government

- Provide public records in accordance with the Colorado Pen Records Act (CORA)
- Research statutes, ordinances, resolutions, and other records to respond to inquiries from the City Council, staff, legal counsel, and citizens

203 SOUTH MAIN STREET | ROCKY FORD, CO 81067 | 719-254-7414
cityofrockyfordco.gov

Elections Administration

- Serve as the Designated Election Official for municipal elections
- Oversee all election functions, ballot preparation, candidate filings, election judge coordination, certification of results, and storage/purging of materials in accordance with state law
- Facilitate processes for initiative, referendum and recall petitions

Licensing

- Issue, maintain, and record liquor licenses, marijuana licenses, special events permits, serves as liaison to state licensing authorities, vendor, peddler's, business licenses
- Maintain business registries and vacant building registries
- Assist with building permits, zoning permits, use by right and use by review permits

Reports and Communications

- Provide information and respond to inquiries from citizens, businesses, civic groups, and media
- Prepare and present reports, studies, and surveys requested by City Council, Planning Commission Chair, and the City Manager

Other Duties

- Pursue continuing education and certification through the Colorado Municipal Clerks Association
- Type correspondence on behalf of the Mayor and City Council, coordinate travel arrangements and registrations for meetings and conferences
- Provide general administrative office support to the City Manager
- Maintain working knowledge and readiness for office procedures
- Perform additional responsibilities as assigned by the City Manager
- Establish and maintain highly effective working relationship with the Mayor, City Council, other appointed officials, committee members, department director and supervisors, staff, residents, representatives of civic and community groups, media, the public and others encountered in the course of work

MINIMUM QUALIFICATIONS

- High School diploma or GED is required
- Valid Colorado driver's license
- Bachelor's degree in Public Administration, Records Management, Office Automation, or a related field is preferred
- Five (5) years of experience in advanced clerical, records management, public administration, or a related field is preferred
- Any equivalent combination of education and experience may be considered
- Willingness to pursue or maintain certification with the Colorado Municipal Clerks Association
- Willingness to become a Notary Public Certification

Physical and Working Conditions

Work is generally performed in an office setting and requires extended periods of sitting and computer use. May be required to occasionally lift or move up to 25 pounds. Must be able to see and focus on close work.

Working Hours:

- Full-time, with benefits, and Paid Time Off

To apply please scan the QR Code:



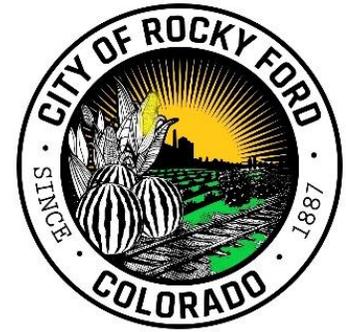
Or email your resume and cover letter to Shelly Valdez, Human Resources Director, at svaldez@rockyford-co.gov. Applications may also be submitted in person or delivered to:

City of Rocky Ford
203 S Main Street
Rocky Ford, CO 81067

Equal Opportunity

The City of Rocky Ford is an Equal Opportunity Employer and a Drug-Free Workplace. We celebrate diversity and are committed to creating an inclusive environment for all employees and residents.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM



Employee Name: _____

Job Title: _____

Department: _____

Supervisor: _____

Date: _____

I acknowledge that I have received, read, and understand the job description for my position as **CITY CLERK** in the **ADMINISTRATION OFFICE**. I understand the duties and responsibilities associated with my role and agree to perform them to the best of my ability. I also understand that this job description is not exhaustive and that additional duties may be assigned as needed.

I acknowledge that this job description does not constitute a contract of employment and that my employment is at-will, meaning that either the company or I may terminate the employment relationship at any time, with or without cause or notice.

Employee Signature: _____

Date: _____

**City of Rocky Ford, CO****General Public Works Worker**

Exempt: No**Department: Public Works****Reports to: Public Works Foreman****Pay Range: \$15.50 - \$17.50**

Hours: Monday – Friday, 7:00 am- 3:30 pm (Some weekends or evenings may be required)

Job Summary:

The City of Rocky Ford is seeking motivated individuals to assist the Public Works Department with a variety of tasks. This is a full-time position responsible for performing manual labor and maintenance duties to help keep the city's infrastructure, refuse, and parks, and facilities are in excellent condition.

Essential Duties & Responsibilities:

1. Assist with street maintenance, including pothole patching, painting, and minor Repairs.
2. Mow, trim, and maintain city parks, rights-of-way, and public spaces.
3. Perform landscaping tasks such as watering, weeding, mulching, and planting flowers or trees.
4. Assist with trash collection, refuse, and general cleanup around city facilities.
5. Support any other department that needs assistance, including minor repairs and general maintenance.
6. Set up and take down equipment for city events as needed.
7. Operate equipment and tools, such as mowers, weed eaters, and hand Tools.

8. Perform other duties as assigned by supervisors.
9. Participate in the departmental on-call list

Minimum Qualifications:

1. Must be at least 18 years old.
2. Valid Colorado driver's license with a good driving record preferred.
3. Ability to perform manual labor in various weather conditions.
4. Ability to operate basic hand tools and equipment safely.
5. Must be able to lift up to 50 lbs. and perform physically demanding tasks.
6. Ability to follow directions and work independently or as part of a team.

Preferred Qualifications:

7. Previous experience in landscaping, construction, maintenance, or a similar field.
8. Basic knowledge of equipment operation and maintenance.
9. Ability to interact positively with the public and coworkers.
10. Commercial CDL (B) license, or ability to obtain one within the first 3 months of employment.

Work Environment Physical Requirements:

10. Work is performed primarily outdoors in various weather conditions, including heat, wind, and occasional rain and snow.
 11. Frequent standing, walking, bending, lifting, and working with tools and equipment.
 12. May be exposed to water, dust, dirt, and occasional loud noises from machinery.
-

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
Physical Task	Frequency	Physical Surroundings	Frequency
Sitting	O	Extreme Temperatures	F
Standing	F	Inside Work	O
Walking	F	Outside Work	C
Running	R	Walking on uneven surfaces	F
Stooping	F	Working at height	O
Kneeling	F	Other:	
Squatting	F		
Climbing	F	Environmental Conditions	
Balancing	F	Exposure to Chemicals	F
Reaching	F	Exposure to Gases/Fumes/Dust	F
Grasping	C	High Noise Levels	F
Fingering	C	Moderate Noise Levels	C
Handling	C	Vibrations	F
Visual Acuity Near	F	Work in Traffic	F
Visual Acuity Far	F	Local Travel	F
Depth Perception	C	Out of Town Travel	R
Color Discrimination	F	Other:	
Peripheral Vision	C		
Talking	F		
Hearing	C		
Light/Power Equipment Ops	F	Weight of Objects Moved	
Heavy Equipment Operation	F	Over 100 pounds	O
Other:		Over 50 Pounds	F

Employee _____

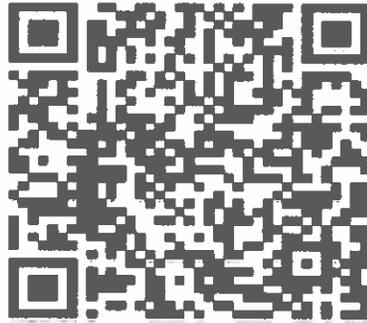
Date _____

How to Apply:

Interested applicants can submit an application at Rocky Ford City Hall, 203 South 9th Street Rocky Ford, Colorado 81067,
or visit the city website at <https://www.cityofrockyfordco.gov/> to download an application.

You can also apply through Lajunta Workforce Center 308 Santa Fe Ave, La Junta, CO 81050 **Phone:** (719) 383-3191

To apply you can also scan the QR Code.



For questions, contact City of Rocky Ford H.R department 719-254-7414

Application Deadline: Open until filled.

The City of Rocky Ford is an Equal Opportunity Employer and encourages all qualified individuals to apply.



JOB DESCRIPTION ACKNOWLEDGEMENT FORM

Employee Name: _____

Job

Title: Seasonal General Public Works Worker

Department: Public Works

Supervisors: Rick Long Public Works Director / Cuco Ruiz Public Works Foreman

Date: _____

I acknowledge that I have received, read, and understand the job description for my position as **General Public Works Worker** in the City of Rocky Ford Public Works Department. I understand the duties and responsibilities associated with my role and agree to perform them to the best of my ability. I also understand that this job description is not exhaustive and that additional duties may be assigned as needed.

I acknowledge that this job description does not constitute a contract of employment and that my employment is at-will, meaning that either the company or I may terminate the employment relationship at any time, with or without cause or notice.

Employee Signature:

Date:

Supervisor Signature:

Date:

POSITION: Museum Curator
Rocky Ford Historical Museum

A signed copy of this description will be kept on file at the museum, with the city clerk, and the city manager.

Summary:

Under the direction of the Museum Board of Trustees, the Curator is responsible for daily operations, guest engagement, collections management, and clerical duties.

Key Responsibilities:

1. Open and close the museum according to Board-approved hours. Notify the Board if hours vary.
2. Greet and supervise visitors while providing historical context and assistance to visitors.
3. Keep the Board informed of museum activities and necessary actions.
4. Handle clerical tasks such as filing, correspondence, and phone calls.
5. Manage collections using approved CMS software and follow established procedures.
6. Identify cleaning needs and coordinate with the Board for scheduling or outsourcing.
7. Record and deposit all financial transactions, revenues shall be given to the Board treasurer to be deposited in the designated account with the city accountant.
8. Notify the Board and City HR of any absences so coverage can be arranged.
9. Report to both the Board and the City. Employment and HR matters go through the City; operational duties are overseen by the Board.
10. Assist Trustees as needed and request support from volunteers when appropriate.
11. Promote museum events under Board direction.
12. Recommend artifact acquisitions. Donations may be accepted that adhere to the scope of collections. Non-conforming accessions require board approval.
13. Undergo annual performance reviews conducted by the Board. Feedback and plans for improvement will be shared with the curator and city manager.

Signature of Curator date

Signature of City Manager date



203 S Main Street
Rocky Ford, CO
81067

PH: 719.254.7414
FX: 719.254.7416

Stacey Milenski
City Manager

Duane Gurulé
Mayor

Nanete Mosby
Ward I

Nicole Roberts
Ward I

Michael Montano
Ward II

Nicholas Martinez
Ward II

Robert Barron
Ward III

Thomas Mullins
Ward III

City Clerk
719.254.7414, ext. 107

Police Chief
719.254.3344

Fire Chief
719.254.3322

Public Works
719.254.7414, ext. 105

Human Resources
719.254.7414, ext. 110

Parks & Recreation
719.254.7414, ext. 106

August 12, 2025

Otero County Clerk and Recorder's Office
13 W. 3rd Avenue
La Junta, CO 81050

RE: Conducting business for the City of Rocky Ford

Please be advised that Stacey Milenski, City Manager for the City of Rocky Ford, is fully authorized to conduct any business on behalf of the City of Rocky Ford.

Please contact me with any questions or concerns.

Respectfully,

Duane L. Gurulé

Duane Gurule
Mayor, City of Rocky Ford

INTERGOVERNMENTAL AGREEMENT
COORDINATED ELECTION 2025

THIS INTERGOVERNMENTAL AGREEMENT, made, executed and entered into this 5th day of August 2025, by and between OTERO COUNTY CLERK AND RECORDER, hereinafter referred to as "COUNTY CLERK", AND City of Rocky Ford, hereinafter referred to as "Rocky Ford", to set forth the duties, obligations, and requirements for each party hereto, concerning the conduct of the Coordinated Election to be held on November 4, 2025.

WITNESSETH:

WHEREAS, pursuant to Colorado Constitution Article XIV, Section 18 (2) (a), and Section 29-1-203, C.R.S., as amended, the COUNTY CLERK and Rocky Ford may cooperate or contract with each other to provide any function, service of facility lawfully authorized to each, and any such contract may provide for sharing of costs, the imposition of taxes, and incurring of debt; and

WHEREAS, the COUNTY CLERK AND RECORDER ("COUNTY CLERK") and "Rocky Ford" are authorized to conduct elections as provided by law; and

WHEREAS, "Rocky Ford" has determined that it is in the best interests of "Rocky Ford" to conduct its election to be held on November 4, 2025 ("ELECTION") as a "COORDINATED ELECTION" as such term is defined in the Uniform Election Code of 1992, as amended ("CODE"), and the Code contemplates the entry into and performance of an intergovernmental agreement to cooperate in the conduct and financing of the Election; and

WHEREAS, COUNTY CLERK and "Rocky Ford" has determined that it is in the best interest of OTERO COUNTY and of "Rocky Ford", and their respective inhabitants and landowners to cooperate and contract concerning the Election upon the terms and conditions contained herein; and

WHEREAS, the COUNTY CLERK of Otero County has determined by HB1303 that all Colorado Elections conducted the County shall be "Mail Ballot Elections", and

WHEREAS, the COUNTY CLERK AND RECORDER of Otero County ("COUNTY CLERK") and "Rocky Ford" (Collectively the "Parties") desire to set forth their respective responsibilities for the election conducted pursuant to the Intergovernmental Agreement.

PURPOSE AND GENERAL MATTERS

1. **Purpose.** The purpose of this agreement is to set forth the obligations of the parties to this agreement with respect to the conduct and financing of the Election on November 4, 2025.

2. **Designated Election Official, Otero Election Personnel.** Except as otherwise provided herein, the OTERO COUNTY CLERK shall act as the designated election official for the conduct of the election of "Rocky Ford" for all matters in the Code which require action by the designated election official. The COUNTY CLERK AND RECORDER shall have primary responsibility for the coordination of the election for "Rocky Ford" and the procedures to be completed by the COUNTY CLERK hereunder.

"Rocky Ford" hereby designates Stacey Milenski as its "election officer", who shall act as the primary liaison between "Rocky Ford" and the COUNTY CLERK and who shall have primary responsibility for the conduct of election procedures to be handled by "Rocky Ford" hereunder. To the extent that the Code requires a "Designated Election Official" with "Rocky Ford" conduct a task, the election officer shall act as such designated election official. Nothing herein shall be deemed or construed to relieve the COUNTY CLERK AND RECORDER or the BOARD of "Rocky Ford" from their official responsibilities for the conduct of the Election.

3. **Jurisdictional Limitation.** "Rocky Ford" encompasses territory within Otero County.

4. **Term, Renewal, and Activation.** Although this Agreement is specifically written to deal with the November 4, 2025 election, it is intended to be effective through December 31, 2025, and automatically renewed for successive one year periods thereafter, unless terminated in writing by notice given by the Party seeking termination to the other Party on or before November 22nd prior to December 31st on which the Agreement shall be terminated. The dates cited for the election shall change to the proper November date as needed for the year in which the future Coordinated Election may occur. The intent of this automatic renewal provision is to put in place the intergovernmental agreement contemplated by the Code by the time required by the Code without extensive annual renegotiations.

Although the Agreement automatically renews, actual use of the Agreement for any election held by the "Rocky Ford" shall be conditioned upon:

- A determination, by Resolution of the Board of Directors of the "Rocky Ford", that an election is required and that the election shall be held as a Coordinated Election.
- Notice of (1) being delivered to the COUNTY CLERK at least one hundred (100) days prior to the proposed election date-July 25, 2025.
- Acceptance of the notice indicated in (2) by the COUNTY CLERK and determination by the COUNTY CLERK that the COUNTY CLERK shall undertake her duties under the Agreement, with notice of such determination to be delivered to the "Rocky Ford" within seven (7) days of the COUNTY CLERK'S receipt of the notice indicated in (2).

Following the completion of the above conditions, the election procedures in the Agreement shall be activated.

COUNTY CLERK DUTIES:

The COUNTY CLERK shall perform all services necessary for voting in the jurisdiction's elections, including but not limited to, preparation of mail-in and ballot voter materials, mailing mail-in, receipt of mail-in, checking voter qualifications, and preparation for counting; training and supervising mail ballot judges; opening and supervising required VSPC's (Voter Service Polling Centers).

Adhere to all applicable provisions of Title 1 which are necessary or appropriate to performance of all duties.

A. Designate a Contact

The County Clerk designates Holly Huerta-Hudak to act as the primary liaison between the County Clerk and the jurisdiction. The jurisdiction designates Stacey Milenski to act as primary liaison between the jurisdiction and the county.

B. Mail/Mail-in Ballots

Provide locations for voters to apply for and obtain mail (or mail-in) ballots. Location being Otero County Clerk's Office, 13 W. 3rd St., Room 210, La Junta, CO 81050.

C. Early Voting Sites

Provide the following early voting sites: Otero County Clerk's Office, 13 W. 3rd St., Room 210, La Junta, CO 81050.

D. Election Day Support

Provide support on the date of the election by telephone and in person, should the need arise, until counting of the ballots is completed.

Provide telephone and in person support from 6:00 a.m. to the conclusion of ballot counting on Election Day.

E. Provide Voter Lists or Numbers

Provide the jurisdiction the number of registered electors within the jurisdiction as of the cutoff for registration.

Certify the number of registered electors within Otero County portion of the jurisdiction no later than October 10, 2025.

Maintain a list of actual voters from the General Election, and upon request, generate a printed list of the persons who voted following the election. The cost will be \$25.00 setup fee plus .01 per name.

If requested by the jurisdiction in writing within 60 days following the election, generate a listing of who voted in the jurisdiction. If requested, the cost will be \$25.00 setup fee plus .01 per name.

F. Voter Registration

Supervise, administer and provide necessary facilities and forms for all regular voter registration sites.

G. Voting Equipment

Prior to tabulation of voted ballots, provide the La Junta School test ballots of the jurisdiction's ballot style(s) to allow for testing of electronic vote-counting equipment.

Provide and operate the County's electronic vote-counting equipment. There will be no charge for the pre-election preventative maintenance on the electronic vote-counting equipment for this election cycle.

Provide all necessary equipment, forms and supplies to conduct the election, including the County's electronic voting equipment.

Prepare and run pre-election logic and accuracy testing in accordance with laws and the Rules. Provide necessary

electronic voting equipment together with personnel and related computer equipment for pre-election logic and accuracy testing and Election Day needs.

H. Train Election Judges

Appoint and compensate a sufficient number of election judges for absentee mail-in ballots and VSPC's, as required by law.

Appoint, provide written materials, as required by law, train, and pay sufficient number of qualified election judges to adequately serve the number of electors anticipated to vote at the election. The election judges for the jurisdiction's election may be the same persons as are employed for the election held by other districts on the same day and at the same polling places.

I. Ballot drop-off locations

Provide a ballot box and seal (at the designated drop-off locations) for the use by all county voters. Provide periodic business-day pick-up of the sealed ballot box containing voted ballots from all assigned locations, and provide a replacement empty ballot box and seal.

J. Ballots

Create the layout of the text of the ballot in a format that complies with law and is acceptable to the jurisdiction.

Layout the text of the ballot in a format that complies with Title 1 and the Rules.

Provide the layout and proof of the ballots to the Jurisdiction on or before September 5, 2025 or immediately upon receiving from printer in order to permit review, proofreading, and approval before the county authorizes the printing of the ballots. The jurisdiction shall return the ballots following review, proofreading, and approval one day after received from County Clerk. If the jurisdiction fails to provide approval by 2 days after received from Clerk, the content is to be considered approved. No changes to the certified content may be made without the express written approval of the county after the proof has been approved.

Arrange for the printing, and have printed, all official ballots. In consultation with the jurisdiction, the County Clerk will order the number of ballots reasonably expected to be required to be printed. At the option of the County Clerk, the jurisdiction's proportional share of the actual cost of

ballot printing and will be billed by the County Clerk to the jurisdiction.

Negotiate an agreement for the printing and mailing services of the official ballots.

Provide a copy of the ballot layout and the text of the official ballot to the designated election official for proofreading before authorization to begin printing of all ballots.

K. Canvass

Select and appoint a Board of Canvassers to canvass the votes...The County Clerk shall receive and canvass all votes and shall certify the result in the time and manner required by Title 1. Not applicable for the General Election.

L. Results and Certification

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 Title 1.

Provide unofficial results of the election on election night by telephone or by facsimile transmittal upon request.

Inspect voted ballots, count ballots and furnish the jurisdiction with unofficial results of the election.

M. Ballot Retention

Store all voted ballots for a minimum of 25 months, and all other materials required by law to be saved, in such a manner that they may be accessed by the jurisdiction, if necessary, to resolve any challenge or other legal questions that might arise regarding the election.

N. Recount

If a recount is called for, conduct a recount in accordance with applicable law.

O. Costs

Keep careful and accurate accounting of time, supplies, and salaries chargeable to the jurisdiction.

Keep a careful and accurate accounting of time, supplies, printing costs and salaries attributable to the County's administration of the election for the jurisdiction. The jurisdiction's proportional share of actual costs shall be based on County expenditures relative to the election.

The County Clerk shall keep a careful and accurate accounting of all chargeable items to the jurisdiction and shall submit a statement of charges for costs incurred by the County and not billed directly to the jurisdiction by an outside vendor. The County Clerk shall charge the jurisdiction on a prorated basis based on the number of eligible voters within the county and the number of ballot issues and or items to be included on the ballots.

The jurisdiction shall be charged its pro-rated share of election costs for any software programs used to count voted ballots as well as pre- and post-election maintenance and on-site technical personnel.

P. Notice of Election

The Clerk and Recorder shall publish notice of the election, as required by Title 1, and such publication shall satisfy the requirement for all political subdivision participating in the coordinated election...However, the jurisdiction shall post and/or publish any other legal notices required of the jurisdiction.

Publish and post notice as directed in § 1-5-205, C.R.S. Publication by the County Clerk will be the in the La Junta Tribune Democrat and Rocky Ford Daily Gazette.

Publication of legal notices concerning the Coordinated Election which are required to be published after certification of the ballot content to the county shall be the responsibility of the county, and billed at a pro-rated rate to each jurisdiction.

The County Clerk shall publish and post the required legal notice pursuant to C.R.S. 1-5-205 for the jurisdictions ballot issues, ballot questions and/or candidates.

Q. Drop-off Sites and Hours

The County Clerk shall provide the ballot drop-off site located at the County Clerk's Office, County Courthouse, 13 W. 3rd St., Room 210, La Junta and ballot drop boxes located and available during business hours of the Fowler City Clerk, the Rocky Ford City Clerk and will follow all applicable law and Rules including all requirements to attendance of the site.

Provide a prominent location for a sealed ballot box in which all county voters may deposit their voted ballot. The ballot box must be available to voters from 7:00 a.m. to 7:00 p.m. on the day of the election. Provide constant supervision during

Business hours for the ballot box and ensure that the ballot box is never left unattended. Provide a secure, locked storage location for the ballot box during all non-business hours.

R. Property Owners

Mail TABOR notices for active registered electors who do not reside within the county where the political subdivision is located.

Obtain and deliver a certified copy of the property owners' list for the jurisdiction, (if deemed applicable), that has been reviewed against the voter registration records in the office of the County Clerk.

Jurisdiction's Election Responsibilities

A. Candidate Petition Process

Petitions for nomination will be made available through jurisdiction office.

The petition process for the jurisdiction shall be entirely the responsibility of the jurisdiction, and shall be done in compliance with applicable Colorado statutes, ordinances or other charter provisions.

To do all tasks required by law concerning nomination of candidates by petition, including, but not limited to: Issue approval as to form, where appropriate, of nominating petitions; determine candidate eligibility; receive candidate's acceptance of nominations; accept notice of intent, petitions for nomination, and affidavits of circulators; verify signatures on nominated petitions; and hear any protests of the nominating petitions.

B. Resolution

Provide the County Clerk with a copy of the ordinance or resolution stating that the jurisdiction has adopted Title 1 and that the jurisdiction will participate in the election.

C. Write-In Candidates

Accept affidavits of intent for write-in candidacy up until Friday, August 29, 2025.

D. Forms

Deliver all requests for mail-in ballots to the County for processing. Such requests shall be delivered or faxed daily to the County.

E. Costs

The jurisdiction avers that it has sufficient funds available in its approved budget to pay its prorated election expenses for the election.

The jurisdiction shall pay its pro-rated share of election costs for training, criminal background records checks and compensation of election judges and Canvas Board.

F. Audio Recording

Provide audio recording of the proper pronunciation of any candidates name certified to the Clerk & Recorder.

G. Personnel

Provide personnel to participate in and assist with ballot counting procedures. The jurisdiction shall participate in any electronic vote tabulating process.

H. Ballot Certification

Perform all responsibilities required to certify any candidate or initiative petition to the ballot.

Certify the ballot content to the County Clerk and Recorder by 3:00 pm on Friday, September 5, 2025. Ballot content shall be provided electronically as a Microsoft Word Document.

Certify the candidate, if applicable, and the list of ballot issues and/or ballot questions by email (with receipt confirmed by the County Election Department) in Microsoft Word format along with a paper copy not later than Friday September 5, 2025. The ballot content must be certified in the order in which it will appear on the ballot in English. The certified list of candidates, ballot issues and/or ballot questions shall be final and the County will not be responsible for making any changes after the certification.

Provide the Clerk, in typewritten form via e-mail, jurisdiction's ballot questions, the certification of candidate order for the ballot, amendment notice pursuant to TABOR, pro/con statements pursuant to TABOR.

Submit a copy of the list of candidates, ballot issues or questions and the titles and summaries of each such issue and question to the County Clerk via email or electronic format exactly as such list is to be printed on the ballot pages no later than Friday, September 5, 2025.

Determine the ballot title and text. Submit the English text by e-mail to lscott@oterogov.org and submit a printed text copy of the file in English on 8-1/2 x 11 paper, printed on one side only, in readable format. This submission may not be changed by

the jurisdiction following submission to the County Clerk without special written dispensation from the County Clerk, which dispensation may be withheld for any or no reason, and shall be provided to the County Clerk on or before September 5, 2025.

Establish the order of names and questions for the jurisdiction's portion of the ballot and submit to the County Clerk in final form. The ballot content, including a list of candidates, ballot title, and text must be certified to the County Clerk no later than September 5, 2025.

I. Equipment Testing

Prepare, hand-count, and deliver to the County Clerk, the required test deck of ballots for testing the electronic vote counting equipment. Participate in logic and accuracy test on a date to be determined. Not applicable in General Election.

J. Ballot Proofing

The County will provide the layout and proof of the ballots to the jurisdiction as soon after as possible following certification of ballot content on September 5, 2025 in order to permit review, proofreading, and approval before the County authorizes the printing of the ballots. The jurisdiction shall return the ballots following review, proofreading, and approval the following day of receipt. If the jurisdiction fails to provide approval by the following day of receipt, the content is to be considered approved. No changes to the certified content may be made without the express written approval of the County after the proof has been approved.

The jurisdiction will be allowed to make corrections on the ballot proof...but changes must be received by the next day following the day received from the clerk.

Within one day of receipt, proofread the layout and the test of the jurisdiction's portion of the official ballots before authorizing the printing of all ballots.

Proof the layout and text of any official ballot before authorizing the printing of such ballot via signature approval to the County Clerk.

K. Publication

Call and Notice: At least 90 days before a regular nonpartisan

election, the jurisdiction shall make one publication of a notice of the election. The notice shall state which offices will be voted upon at the election, where petitions for nomination may be obtained and deadlines for submitting the petitions to the designated election official.

The jurisdiction shall publish and post notice of election pursuant to §1-5-205(1), C.R.S. and included the information regarding the walk-in location address for application or return of mail-in ballots.

Publication of legal notices concerning jurisdiction's election which are to be published prior to certification of the ballot content to the County, shall be the responsibility of the jurisdiction. A copy of such published legal notice shall be submitted to the County for its records.

L. Cancelling Election

Carry out all action necessary for cancellation of an election including notice pursuant to §1-5-208, C.R.S., and pay any costs incurred by the County Clerk within 30 days of receipt of an invoice setting forth the costs of the canceled election pursuant to §1-5-208(5), C.R.S.

In the event of the cancellation of the election, the jurisdiction agrees to pay its proportionate share of the actual costs incurred prior to the county's receipt of notice of said cancellation, with the jurisdiction's share of such actual costs to be determined.

If the jurisdiction resolves not to hold the election, then written notice shall be delivered to the County Clerk immediately. If the jurisdiction cancels the election, it shall pay the County Clerk its actual costs relating to the election, which may include costs incurred both before and after receipt of the jurisdiction's notice of cancellation. The jurisdiction shall provide notice by publication of cancellation of the election and a copy of such notice shall be posted at the office of the jurisdiction and in the office of the County Clerk.

If the jurisdiction cancels the election before its TABOR information is due to the County and prior to the County Clerk incurring expenses for the printing of the ballots the jurisdiction shall not be obligated for any expense.

M.Verifying Address Library

The jurisdiction will verify by signed copy, a list of all voter addresses in their jurisdiction. The Clerk will provide a list of all known voter addresses in the jurisdiction. This will be provided at the same time that the ballot is sent for proofing by the jurisdiction. The jurisdiction will send a signed copy back by e-mail within 1 day. If more time is needed the jurisdiction will call and make arrangements.

TABOR Notice—Jurisdiction's Responsibilities

A. Notice

Provide the County Clerk with a copy of the ordinance or resolution stating that the jurisdiction will participate in the coordinated mailing of the TABOR Notice.

B. Text

The jurisdiction shall be solely responsible for its preparation, accuracy, and the language contained therein, and shall submit such notice, including pro and con summaries and fiscal information, to the Clerk and Recorder by no later than September 22, 2025.

Certify a final and exact text and summary of comments concerning its ballot issues and/or ballot questions, along with the required fiscal information on diskette or email (with receipt confirmed) in Microsoft Word and with a paper copy, not later than September 22, 2025. The certified text, summary of comments and fiscal information shall be final and the County will not be responsible for making any changes after the certification.

The jurisdiction is responsible for the process of receiving written comments relating to ballot questions and summarizing such comments.

The process of receiving written comments and summarizing such comments, as required by Section 20 of Article X and Colorado Revised Statutes, shall be solely the responsibility of the jurisdiction.

The jurisdiction shall certify a final and exact summary of comments concerning its ballot issues to the County no later than September 22, 2025, for Section 20, Article X, of the Colorado Constitution and Colorado Revised Statutes 1-7-094 in written form and on a CD in Microsoft Word format or e-mail in Microsoft Word format.

Draft its notice for each ballot issue. Ballot questions (as defined in Title 1) are not required by **TABOR**, Title 1 or the **Rules** to appear in its notice and will be included at the jurisdiction's sole discretion. Such notice shall consist of the **following**: a title, full text, pro and con summaries each 500 words or less, fiscal information required by **TABOR**, and such other information as required by Title 1. The **jurisdiction shall** have sole responsibility for drafting its notice in accordance with **TABOR**, Title 1, and the **Rules**. Submit such notice to the County Clerk no later than September 22, 2025 via email or CD format.

C. Payment

Remit payment to the County within 30 days of billing for the prorated cost of all costs relating to the printing and mailing of the **TABOR** Notices package.

TABOR Notice—County Clerk's Responsibilities.

A. Compiling the Notice

Include the text, and provide a proof as written and in the order submitted of the **TABOR** Notice. Coordinate and mail the **TABOR** Notice package in the time frame as required by law.

Print information in the **TABOR** Notice exactly as such information is submitted by the jurisdiction. Determine how to order notices from participating jurisdictions in the **TABOR** Notice; however, materials supplied by the jurisdiction shall be kept together as a group and shall remain in the order submitted by the jurisdiction.

B. Mailing the Notice

Determine the least cost method for mailing the **TABOR** notice package. Nothing herein shall preclude the County from sending the **TABOR** notice or notice package to persons other than electors of the jurisdiction if such transmittal arises from the County's efforts to mail the **TABOR** Notice package at the least cost.

Mail the **TABOR** Notice as required by Title 1 and the **Rules**. The **TABOR** Notice shall be produced and mailed by third class standard postage carrier route sort. Nothing shall preclude the County Clerk from sending the **TABOR** Notice to persons other than electors of the jurisdiction if doing so arises from the County Clerk's efforts to aill the Notice at least cost under the **Rules**. No other notice shall be mailed.

Mail the TABOR Notice in accordance with time deadlines mandated by Title 1 and Rules. The County Clerk shall not be responsible for failure to meet TABOR mailing requirements if the jurisdiction does not submit its notice by the deadlines and in the form required.

C. Costs

Keep a careful and accurate accounting of time, supplies, printing costs and salaries attributable to the County's TABOR Notice services for the jurisdiction. The jurisdiction's proportional share of actual costs shall be based on the County's expenditures relative to the 2019 TABOR Notice.

TABOR Costs

TABOR Notice costs will be billed for printing based on the number of pages consumed by the jurisdiction. TABOR mailing costs will be based on the number of active registered voter households in the jurisdiction.

The jurisdiction shall pay its pro-rated share of the costs to produce and mail the TABOR Notice. The jurisdiction's share of costs shall be based upon the percentage of households in which an "active" registered voter resides who is an eligible elector of the jurisdiction, the number of ballot issues, and the number of pages and partial pages used within the TABOR Notice for the jurisdiction's notice, in accordance with the formula set forth in the attachment with the invoice, and incorporated into this Agreement; provided, however, that a jurisdiction's pro-rated share shall be based upon the total number of households within County and not merely the number of households within such jurisdiction.

Calculating Elections Costs

The jurisdiction shall reimburse the County for its prorated share of the actual costs of the election. Such proration shall be made based upon a formula of "accumulated active voters" within each entity participating in the election. The prorated actual costs shall include those expenses permitted by state law including, but not limited to, the cost of temporary labor, part-time labor, overtime, postage, equipment delivery, extraordinary equipment rental, printing, legal publications, mailing, materials, signage, election worker expenses and other costs. Actual cost may include charges for extraordinary ballot question length if length results in increased printing costs. For the election it is estimated that the costs to the jurisdiction will be approximately \$2.00 per active registered voter within the jurisdiction. This is an estimate only. There may be additional

factors, for example anticipated voter turnout that may affect this cost estimate.

The jurisdiction agrees to pay its proportionate share of all costs of the election. Proportionate share shall be determined by dividing the estimated number of eligible electors from all other political subdivisions participating in the election and multiplying the percentage so determined by the per elector cost determined by the election. The estimated number of eligible electors within the jurisdiction is figured by number of active voters on Election Day. The estimated number of eligible electors within the county is 10,959. The Clerk shall bill the jurisdiction providing an itemized invoice for the jurisdiction's proportionate cost of conducting the coordinated election.

The County shall determine the cost allocation for each jurisdiction participating in the Coordinated Election. The jurisdiction shall reimburse the County for such election costs that are solely that of the jurisdiction and costs allocated to the jurisdiction.

IN WITNESS WHEREOF, the Parties hereto have signed this Agreement to be effective as of the date first written above.

City of Rocky Ford, CO:

Attest: _____

Otero County Clerk & Recorder:

Attest: _____