



SAN MIGUEL COUNTY SHERIFF'S OFFICE

Law Total Incident Report, by Location, Nature

Location: DISTRICT 4

<u>Nature of Incident</u>	<u>Total Incidents</u>
BOMB THREAT	1
Criminal Mis	2
DUI AND DUID	1
HARASSMENT	1
PROTECTION ORDER VIOLATION	1
SUICIDAL SUBJECT	1
SUSPICIOUS PERSON	2
Traffic Offense	1
Criminal Trespass	3
WARRANT ARREST	1
Total Incidents for This Location	14

Total reported: 14

TRAFFIC CONTACTS - 20
CITATIONS / SUMMONS - 4

Report Includes:

All dates between `00:00:01 01/01/26` and `23:59:59 01/31/26`, All agencies, All natures, All locations matching `DIS4`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes

NORWOOD TOWN BOARD OF TRUSTEES - MINUTES

Meeting on: Wednesday January 14, 2026

Regular Session starting at: 7:00 p.m.

Meeting at: 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option.

Call Regular Meeting To Order

The regular meeting of the Town of Norwood Board of Trustees was called to order by Mayor Candy Meehan at 7:00 pm.

Board Attendance:

Mayor – Candy Meehan - Present

Mayor Pro-Tem – Shawn Fallon – Present, via Zoom

Trustee – Niven Drybrough - Absent

Trustee – Micheal Grady – Present

Trustee – Liza Tanguay – Present

Staff Attendance:

Town Manager – Sara Owens – Present

Public Works Director – Randy Harris – Absent

Town Clerk – Cidney Ross - Present

Other Attendance: Ray Cossey – Community Member

Public Comment For Items Not On The Agenda

Special District and Stakeholder Reports or Announcements

San Miguel Sheriff's Office – no report was given.

Norwood Parks and Recreation District – Park and Rec updates included a dog training workshop, an upcoming listening party for a teen radio drama, and new Monday activities at the library. The board approved upcoming events such as roller hockey and music on the Mesa dates and discussed a puzzle competition planned for Valentine's Day.

Consent Agenda

1. Minutes of December 10, 2025
2. December Financials
3. Monthly Budget to Actuals

MOTION: Micheal Grady motioned to approve the Consent Agenda as presented. Liza Tanguay seconded the motion. All voted, motion carried.

Board Business Agenda

Mayor Candy Meehan asked the board to table agenda items 6 and 7 regarding wildlife and wildfire ordinances until February, as more information is needed.

MOTION: Micheal Grady motioned to table agenda item 6 and 7 for the February regular meeting. Liza Tanguay seconded the motion. All voted, motion carried.

1. Retail Liquor License Renewal, The Divide, 1610 Grand Ave, Norwood, CO 81423

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MOTION: Liza Tanguay motioned to approve the retail liquor license renewal for The Divide, located at 1610 Grand Avenue, Norwood, Colorado. Micheal Grady seconded the motion. All voted, motion carried.

2. Amended Certificate of Mill Levies

MOTION: Micheal Grady motioned to approve the Amenda Certificate of Mill Levies. Liza Tanguay seconded the motion. All voted, motion carried.

3. RESOLUTION NO 0114 SERIES 2026; A RESOLUTION TO SET MILL LEVY

MOTION: Liza Tanguay motioned to adopt Resolution No. 0114, Series 2026, a Resolution to set the Mill Levy.

4. RESOLUTION NO 0114 SERIES 2026; A RESOLUTION REGARDING POSTING LOCATIONS FOR NOTICE OF ORDINANCES AND PUBLIC MEETINGS

MOTION: Micheal Grady motioned to adopt Resolution No. 0114, Series 2026, a Resolution Regarding Posting Locations for Notice of Ordinances and Public Meetings. Liza Tanguay seconded the motion. All voted, motioned carried.

5. Ray Cossey – Land Use Code Update

The meeting discussed updates to the town's land use code and moratorium, with a focus on addressing challenges for developers. The town is working with a planning firm (KLJ Engineering) to review and update the code, which is expected to take at least a year. Ray Cossey expressed concerns about the moratorium's impact on his project and other local developments. The Trustees emphasized the need to carefully revise the land use code to protect the community's future growth. They also discussed the potential for future incentives for builders.

6. Earl McWilliams 5 Years of Service

The board celebrated Earl McWilliams's five years of service and planned to have a picture of him published in the newspaper.

7. Discussion of Community Impacts related to the Ski Patrol Strike

The town board discussed streamlining housing processes and acknowledged the ongoing ski patrol strike's impact on residents and businesses. They agreed to create a system for residents to report hardships related to the strike, which will serve as a model for future crises.

MOTION: Micheal Grady motioned to give staff direction build a community intake system for hardships based on regional impacts. Shawn Fallon seconded the motion. All voted, motion carried.

8. Fireworks

Regarding fireworks, they acknowledged communication failures that led to this year's cancellation. The town has stored the fireworks safely and is considering moving the display to Noel Night due to safety concerns around New Year's Eve. They also discussed the possibility of using the fireworks for other events in the future, such as July 4th, though this would require coordination with the fire district and certified personnel.

9. Adoption of the 2026 State of the Town Message

MOTION: Micheal Grady motioned to adopt the 2026 State of the Town Message. Liza Tanguay seconded the motion. All voted, motion carried.

10. Staff Press Release Authorization

The board adopted the 2026 State of the Town report Staff was given authorization to create press releases after town board meetings, with a 24-hour window for trustees to raise any concerns about the content.

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MOTION: Micheal Grady motioned to authorize staff to issue press releases on behalf of the Town as discussed. Shawn Fallon seconded the motion. All voted, motion carried.

11. Discussion of Moratorium Extension: Ordinance 0813 2025 Adopting Emergency Temporary Moratorium on Medium and Large-Scale Development

The Trustees discussed the extension of the moratorium on medium and large-scale development for six months (August 2026) to allow time for updating the land use code, with a reminder that board members must not interfere with the Planning Commission's process. The group discussed the importance of maintaining an organic and unbiased process for the land use code update, emphasizing the need for clear timelines and structured progress to alleviate stress for local businesses.

MOTION: Liza Tanguay motioned to extend Ordinance 0813 (2025) as discussed. Shawn Fallon seconded the motion. All voted, motion carried.

12. New Oven and Fire Suppression Update

Sara Owens reported on the installation of a new commercial oven and fire suppression system, which will cost approximately \$12,000 and will allow the kitchen to continue serving senior meals and potentially support local food carts as a certified commercial kitchen.

13. Purchase of Norwood Public School Property Update

The council discussed progress on the former school property, with a signed contract pending Candy's signature and plans to engage the community in development ideas through meetings with Community Builders. The meeting focused on the development of a community property, with discussions about potential uses such as a rec center, pool, or civic center. Town and Shawn agreed on the importance of cleaning up the site before further development. They also discussed the impact of a new school being built, which will affect the disc golf course and dog walking areas. Town suggested exploring the possibility of using land near her house for a temporary disc golf course. The group touched on the need for a wildlife ordinance due to potential habitat disruption.

Executive Session

None

Staff Reports

a. Public Works Director, Randy Harris.

Randy Harris provided an update on drainage studies and road maintenance efforts.

b. Town Manager, Sara Owens – written report

Mayor and Trustee Reports and Announcements

c. Mayors Report – written report

d. Trustee Reports

Micheal Grady brought up concerns about bright streetlights affecting residents, particularly near Cottonwood and the school, and suggested involving dark sky advocates for audits. He also discussed issues regarding mobile businesses and code enforcement, emphasizing the need for a "level playing field" and encouraging community participation through public complaints.

Liza Tanguay discussed her involvement at WE Vision community events.

Adjourn

Shawn Fallon motioned to adjourn the Board of Trustees Regular Meeting at 9:18. Mayor Candy Meehan seconded the motion. All voted, motion carried.

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APPROVED

APPROVED AS CORRECTED

DATE APPROVED:

Minutes Taken by: Cidney Ross, Town Clerk

TOWN OF NORWOOD						
ACCOUNTS PAYABLE - January 2026						
				TOWN PAID	NWC Portion	NSD Portion
PD	1022250	Aflac	Employee Insurance	\$ 800.20	\$ 271.32	\$ 105.82
PDCC	1043490	Amazon	Doggie Basket Raffle	\$ 38.01		
PD	1051275	Black Hills Energy	Community Center Gas	\$ 291.20		
PD	1060250	Bobcat of the Rockies	Bobcat Parts	\$ 121.13		
PD	1060250	Bobcat of the Rockies	Bobcat Parts	\$ 1,634.88		
PD	1052495	Bruin Waste Mngt.	Trash Service -1670 Naturita Street	\$ 188.32		
PD	1060270	Bruin Waste Mngt.	Trash Service - 2096 Ct Rd Y43	\$ 41.37	\$ 41.37	\$ 41.37
PD	1043250	Caselle INC	Annual Support Charge	\$ 3,429.20	\$ 3,429.20	\$ 3,429.20
PCCC	1043390	Clarks Market	Board Holiday Party	\$ 22.77		
PDCC	1043280	Clearnetworx	Office Phones and Internet	\$ 200.00		
PDCC		CCCMA	Sara Owens Membership	\$ 225.00		
PD	1043132	CEBT	Employee Insurance	\$ 5,068.80	\$ 1,892.28	\$ 105.82
PD	1043290	CML	Town Clerk Membership	\$ 643.00		
PD	1050310	Dufford Waldeck	Legal Services	\$ 1,717.50		
PDCC		First Net / AT&T	Oct/Nov/Dec Service	\$ 650.69	\$ 260.28	\$ 130.14
PD	1043430	Heather B. Priestley	Nov / Dec Childcare	\$ 408.00		
PD-CC	2040560	Highmark Electric	Fire Suppression - electrical work	\$ 1,439.78		
PD	1060270	JC Propane	Bulk Residential	\$ 499.87		
PDCC		KATOM Resturant	Community Center New Oven	\$ 2,349.34		
PD	MULTIPLE	KLJ Engineering	Pocket Park / General	\$ 5,739.50		
PD	MULTIPLE	KLJ Engineering	Project Costs	\$ 6,611.00		
PD	1060250	Kenny's Tires	Bobcat	\$ 1,735.48		
PD	1042310	Law Office of Daniel Zemke	Municipal Judge	\$ 400.00		
PD	1043132	MASA	February Benefits	\$ 213.33		
PDCC	1043210	Microsoft	Online Services	\$ 1,020.95		
PD	1060250	Norwood Pit Stop	Solenoid	\$ 23.44		
PD	1060250	Norwood Pit Stop	Vehicle Maint Supplies	\$ 169.22		
PD	1043285	NWC-Town	Employee Water -December	\$ 45.65		
PD	1043251	IWorkQ	Annual Support Charge	\$ 3,666.67	\$ 3,666.67	\$ 3,666.67
PD	1043130	IRS	Taxes	\$ 78.55		
PD	1043250	Imagenet Consulting	Canon Printer Rental	\$ 131.10		
PD	1060134	Parish Oil	Gas	\$ 1,380.07		
PD	1043510	Pinnacol Assurance	Employee Insurance	\$ 2,576.00		
PD	1080603	PST Engineering	Safer Sidewalks Project	\$ 1,137.50		
PD	1060230	Randy Harris	Safety Training Reimbursement	\$ 158.94		
PD		Streamline	DocAccess Essentials	\$ 300.00	\$ 100.00	\$ 100.00
PD	1052260	Superior Fire Protection	CC Fire Supression System	\$ 374.00		
PD	1043480	Scott's Printing	Uniform Summons	\$ 2,042.02		
PD	1060270	San Miguel Power	Lights & Flashers	\$ 637.21		
PD	1043270	San Miguel Power	1130 Lucerne	\$ 29.21		
PD	1043270	San Miguel Power	1475 S Pine	\$ 248.00		
PD	1052270	San Miguel Power	1670 Naturita	\$ 166.99		
PD	1043270	San Miguel Power	Cottonwood Creek Estates - Raw Water	\$ 95.98		
PD	1043360	San Miguel County Clerks	Election - Active Voter List	\$ 30.00		
PD	1054300	San Miguel County	Quarterly Peace Keeping Contract	\$ 26,500.00		
PD	1060220	The Coach's Mother	PW Clothing	\$ 585.00		
PDCC		The Divide	Board Holiday Party	\$ 951.00		
PDCC		The Divide	Earl 5 Year Anniversary Lunch	\$ 143.25		
	1022210	US Bank	Employee SS 1/2	\$ 2,232.98		
	1022210	US Bank	Employee Med 1/2	\$ 522.24		
	1022220	US Bank	Emp. FWT 1/2	\$ 1,321.24		
	1022210	US Bank	Employee SS 1/16	\$ 2,283.00		
	1022210	US Bank	Employee Med 1/16	\$ 533.90		
	1022220	US Bank	Emp. FWT 1/16	\$ 1,362.88		
	1022210	US Bank	Employee SS 1/30	\$ 2,405.06		
	1022210	US Bank	Employee Med 1/30	\$ 562.50		
	1022220	US Bank	Emp. FWT 1/30	\$ 1,518.46		
PD	1043132	United Life Insurance	Emp. Life Ins	\$ 18.68		
PD	1043250	Vyanet	Security Services	\$ 262.68		
PDCC		Streamline	Monthly Maintaince Charge	\$ 70.50		

PD	1060310	West End Wash LLC	Washes for PW Vehicles	\$	120.24
PD	1042310	Zemke and Associates	Municipal Court Judge	\$	400.00
PDCC		Zoom	Monthly Charge	\$	10.00
				\$	75,864.87

RAW WATER

CONSERVATION TRUST

CERTIFICATE OF ACOMPLISHMENT

Ember Alexander

EMBER ALEXANDER SET A **GUINNESS WORLD RECORD IN HULA-HOOPING**
THROUGH LOTS OF PRACTICE, DETERMINATION, AND A LOVE FOR
LEARNING NEW SKILLS.

HER INCREDIBLE ACCOMPLISHMENT MAKES HER FAMILY, HER SCHOOL,
AND THE ENTIRE TOWN OF NORWOOD VERY PROUD. EMBER'S HARD
WORK AND CONFIDENCE SHOWS EVERYONE THAT BIG GOALS ARE
POSSIBLE WHEN YOU BELIEVE IN YOURSELF AND KEEP TRYING.

.....
Town Clerk, Sidney Ross

.....
Mayor, Candy Meehan

PROCLAMATION
Honoring Ember Alexander for Her Guinness World Record Achievement

WHEREAS, Ember Alexander, a resident of the Town of Norwood and a student at Norwood Elementary School, has demonstrated extraordinary dedication, discipline, and perseverance through her commitment to the art and athletic skill of hula-hooping; and

WHEREAS, through countless hours of practice and determination, Ember achieved international recognition by breaking a **Guinness World Records**, an accomplishment attained by very few individuals worldwide; and

WHEREAS, Ember's remarkable achievement brings positive recognition to herself, her family, her school, and the greater Norwood community, placing Norwood on the global stage and serving as a point of pride for residents of all ages; and

WHEREAS, Ember Alexander's success exemplifies the values of hard work, creativity, resilience, and self-confidence, and serves as an inspiration to young people to pursue their passions and believe in their ability to accomplish extraordinary goals;

NOW, THEREFORE, BE IT PROCLAIMED, that the **Board of Trustees of the Town of Norwood** does hereby recognize and honor **Ember Alexander** for her outstanding achievement in setting Guinness World Records in hula-hooping; and

BE IT FURTHER PROCLAIMED, that the Town of Norwood extends its sincere congratulations and appreciation to Ember for representing the community with excellence, determination, and pride, and wishes her continued success in all her future endeavors.

ADOPTED this 11th day of February, 2026.

TOWN OF NORWOOD

Candy Meehan, Mayor

ATTEST:

Sidney Ross, Town Clerk

TOWN OF NORWOOD

Town of Norwood, San Miguel County, Colorado
RESOLUTION NO. 211 SERIES 2026

A RESOLUTION OF THE TOWN BOARD OF TRUSTEES OF THE TOWN OF NORWOOD, COLORADO, APPROVING THE NORWOOD WATER COMMISSION TO RECEIVE GRANT FUNDING

WHEREAS, the Town of Norwood, Colorado (the “Town”), is a statutory town organized and existing under the laws of the State of Colorado; and

WHEREAS, the Norwood Water Commission (the “NWC”) is a duly established enterprise fund of the Town responsible for the operation, maintenance, and improvement of the Town’s water system; and

WHEREAS, the NWC has applied for and/or intends to apply for grant funding from Colorado Water Resources and Power Development Authority in the approximate amount of \$300,000 (the “Grant”) to support the development of a redundant water line; and

WHEREAS, receipt of the Grant will support the Town’s public health, safety, and welfare by improving the reliability, efficiency, and sustainability of the municipal water system; and

WHEREAS, the Town Board of Trustees desires to formally approve the NWC’s receipt of such grant funding and authorize participation in the grant program, subject to applicable terms and conditions.

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

1. **Approval of Grant Funding.** The Town Board of Trustees hereby approves the Norwood Water Commission’s receipt of grant funding from Colorado Water Resources and Power Development Authority in an amount not to exceed \$300,000, for the purposes described in the grant application and related materials.
2. **Authorization.** The Town Board of Trustees authorizes the Norwood Water Commission, and such Town officials or staff as may be necessary, to take all actions reasonably required to accept, administer, and comply with the terms of the Grant, including execution of grant agreements and related documents, subject to Town policies and applicable law.
3. **Use of Funds.** Grant funds shall be used solely for eligible project costs and purposes as approved by the granting agency and in accordance with all applicable federal, state, and local requirements.

4. **Severability.** If any provision of this Resolution is determined to be invalid or unenforceable, such determination shall not affect the remaining provisions.
5. **Effective Date.** This Resolution shall take effect immediately upon its adoption.

ADOPTED AND APPROVED by the Town Board of Trustees of the Town of Norwood, Colorado, this 11th day of February, 2026.

TOWN OF NORWOOD

Candy Meehan, Mayor

ATTEST:

Cidney Ross, Town Clerk

**TOWN OF NORWOOD, COLORADO
RESOLUTION NO. 212 SERIES 2026**

**A RESOLUTION CANCELLING THE REGULAR MUNICIPAL ELECTION
AND DECLARING CANDIDATES ELECTED BY ACCLAMATION**

WHEREAS, the Town of Norwood, Colorado (the "Town") is a statutory municipality organized under the laws of the State of Colorado; and

WHEREAS, a regular municipal election was scheduled to be conducted by the Town on the next regular municipal election date, April 6, 2026, pursuant to Colorado law; and

WHEREAS, following the close of the candidate filing period, the Town Clerk, acting as the Town's designated election official, has determined that no contest exists for any municipal office and that no ballot issues or ballot questions have been certified for submission to the electors; and

WHEREAS, C.R.S. § 1-5-208(1.5) requires that when no contest exists for any office and no ballot issues or ballot questions are certified, the designated election official shall cancel the election and declare the candidates elected by acclamation.

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

1. The regular municipal election scheduled for April 6, 2026, is hereby cancelled pursuant to C.R.S. § 1-5-208(1.5).
2. Each candidate who properly filed for municipal office and for whom no contest exists is hereby declared elected by acclamation to the office for which such candidate filed.
3. The Town Clerk is directed to provide notice of the cancellation of the election and certification of election by acclamation to the San Miguel County Clerk and Recorder and to post notice as required by law.
4. This Resolution shall be effective immediately upon adoption.

ADOPTED this 02 day of February 2026.

TOWN OF NORWOOD, COLORADO

By: _____

Mayor: Candy Meehan

ATTEST:

Town Clerk: Cidney Ross

Description	Cost	Notes
Charger Cost (<19kW, single port, <200 amp)	\$6,000.00	Just a placeholder number, hoping for lower quotes
Installation Cost	\$2,000.00	Just a placeholder number, hoping for lower quotes Kondra ask if Turn On Green or local electrician would install
3 years of warranty	\$0.00	Just a placeholder number, hoping for lower quotes
5 years of networking services for data sharing	\$1,000.00	Just a placeholder number, hoping for lower quotes
Shipping costs	\$500	
Connecting to SMPA Service/New Meter	\$500	https://smpa.com/start-new-service-or-discontinue-service
State Permits & Inspections, signage	\$1,000	
Total Cost	\$11,000.00	
ChargeAhead Grant	-\$4,000.00	Minimum match required for government is 20% total cost, max application amount is \$5000
SMPA Rebate	-\$2,000.00	50% equipment and installation cost up to 2k
Norwood Contribution	\$5,000.00	\$2,200.00 20% of total cost
Rate Structure Notes		
SMPA electricity is \$0.11/kwh off-peak and \$0.22/kwh on-peak		
Telluride plans to set their rates for L2 chargers as \$0.25/kwh off-peak and \$0.75 on-peak with an overstay fee of \$0.10 per minute (20 minute overstay is \$2, 60 min overstay is \$6)		
Rate Structure Recommendation		
For public Level 2 charging stations, the Colorado Energy Office recommends prices between \$0.12 and \$0.35/kWh, with the Electric Power Research Institute (EPRI) reporting an average price of \$0.28/kWh. In 2024, the most common price point in the state of Colorado fell between \$0.20 and \$0.30/kWh. \$0.15/kwh off-peak and \$0.30/kwh on-peak		
Have any profits from EV charger (after utilities) go to a fund for charger maintenance and networking fees after the 5 years are up		
Regional EV Charging Rate Comparison - Google Sheets		
Questions:		
Network connectivity: Plan to use Clearnetworks w/AT&T works the best in Norwood Possibly wifi with construction		
Established electricity service connection?		
Signage	Alternative Fuels Data Center: Signage for Electric Vehicle Charging Stations	
UPDATED Charging Installation Guide		

Location	Level	Rate/kwh	Rate/hr	Additional Fees	Notes
Telluride Regional Airport	L2	\$0.95		\$0.99 per session	
Lawson Hill Intercept Lot	L2	\$0.12			
TMV Meadows	L2	\$0.20			
Gondola Parking Garage	L2	\$0.20			
Heritage Parking Garage	L2	\$0.20			Parking (While not charging) 10 USD per hour. After 60 mins of grace Period Parking (While plugged in) 2 USD per hour
Ace Hardware, Norwood	L2				free for public use
SMPA, Nucia	L2				free for public use
Kate's Place, Ridgway	L2	\$0.25			While Not Charging (after 30 min grace period) - \$5.00/hr
SMPA, Ridgway	L2				free for public use
Ridgway High School	L2				under repair
Basecamp 650	L2	\$0.20			
Quality Inn, Ouray	L2		\$10		Price may be included for guests
Wyman Hotel, Silverton	L2	\$0.40			
L2 Regional Average w/ TEX:		\$0.32			
L2 Regional Average w/o TEX:		\$0.22			
MV Tesla Supercharger	L3	\$0.47			Reduced price for Teslas
Conoco	L3	\$0.75			Under Repair
Ouray Hot Springs DCFC	L3	\$0.50		First 1 Hour - Free Thereafter - \$0.25/min	
L3 Regional Average:		\$0.61			
<i>Data gathered from plugshare.com and evconnect.com</i>					
Charging cost comparison to other CO communities					

For public Level 2 charging stations, the Colorado Energy Office recommends prices between \$0.12 and \$0.35/kWh, with the Electric Power Research Institute (EPRI) reporting an average price of \$0.28/kWh. In 2024, the most common price point in the state of Colorado fell between \$0.20 and \$0.30/kWh.

**SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES**

KLJ Project #: 2604-10018

THIS IS AN AGREEMENT effective as of **February 11, 2026** between the Town of Norwood (“Owner”) and KLJ Engineering LLC (“Engineer”).

Owner’s Project, of which Engineer’s services under this Agreement are a part, is generally identified as follows: Norwood Land Use Code Update (“Project”).

Engineer’s services under this Agreement are generally identified as follows: Professional Planning Services (“Services”).

Owner and Engineer further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Engineer shall provide or furnish the Services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above (“Additional Services”).
- B. Engineer shall complete its Services within the following specific time period: December 31, 2026. If no specific time period is indicated, Engineer shall complete its Services within a reasonable period of time.
- C. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer’s Services is impaired, or Engineer’s Services are delayed or suspended, then the time for completion of Engineer’s Services, and the rates and amounts of Engineer’s compensation, shall be adjusted equitably.

2.01 *Payment Procedures*

- A. *Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer’s invoice, then (1) the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition Engineer may, after giving seven days written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension.
- B. *Payment:* As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in Paragraphs 2.01, 2.02 (Services), and 2.03 (Additional Services). If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in

writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

2.02 *Basis of Payment—Lump Sum*

- A. Owner shall pay Engineer for Services as follows:
 - 1. A Lump Sum amount of **\$167,000**.
 - 2. In addition to the Lump Sum amount, reimbursement for the following expenses: [None]
- B. The portion of the compensation amount billed monthly for Engineer's Services will be based upon Engineer's estimate of the percentage of the total Services actually completed during the billing period.

3.01 *Termination*

- A. The obligation to continue performance under this Agreement may be terminated:
 - 1. For cause,
 - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.
 - b. By Engineer:
 - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Engineer's Services are delayed for more than 90 days for reasons beyond Engineer's control, or as the result of the presence at the Site of undisclosed Constituents of Concern, as set forth in Paragraph 5.01.I.
 - c. Engineer shall have no liability to Owner on account of a termination for cause by Engineer.
 - d. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.
 - 2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.

- B. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services, and Engineer's consultants' charges, if any.

4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties or guarantees, express or implied, under this Agreement or otherwise in connection with Consultant's services. Notwithstanding any other representations made elsewhere in this Agreement or in the execution of the Project, this Standard of Care shall not be modified. Subject to the foregoing Standard of Care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- C. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.

- D. Engineer's opinions (if any) of probable construction cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.
- E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Engineer or its consultants.
- F. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the documents and subject to the following limitations:
1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
 2. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants;
 3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and
 4. such limited license to Owner shall not create any rights in third parties.
- G. Owner and Engineer may transmit, and shall accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- H. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$100,000 or the total amount of compensation received by Engineer, whichever is greater.

- I. Neither Party shall be considered to be in default of this Agreement if delays in or failure of performance are due to forces beyond the reasonable control of the nonperforming Party, the effect of which the nonperforming Party could not avoid by the exercise of reasonable diligence. Such forces include, but are not limited to: fire, acts of God, flood, earthquake, storm, lightning, tornados, epidemic, war, riot, civil disturbance, sabotage, strike, work slowdown, or other labor disturbances, judicial restraint, action or inaction of any Government entity in either its sovereign or contractual capacity, quarantine restrictions, freight embargoes, delays in long lead time items and severe weather. Any changes to the terms of this agreement impacted by a Force Majeure event shall be documented in an Amendment to the Agreement.
- J. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- K. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- L. This Agreement is to be governed by the law of the state in which the Project is located.
- M. Engineer's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.
- N. Engineer assumes, and hereby expressly disclaims, any fiduciary responsibilities or duties to the Owner or to any third parties in connection with its services provided pursuant to this Agreement.
- O. Engineer shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7.01 Definitions

- A. *Constructor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and consultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner’s work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.

- B. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. (“CERCLA”); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5101 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. (“RCRA”); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: []

Engineer: KLJ Engineering LLC

By: []
Print name: []
Title: []
Date Signed: []

By: []
Print name: []
Title: []
Date Signed: []

Engineer License or Firm's Certificate No. (if required):

[]
State of: []

Address for Owner’s receipt of notices:
[]

Address for Engineer’s receipt of notices:
KLJ Engineering LLC
400 East Broadway Avenue, Suite 600
Bismarck ND 58501
Legal Notices to: legal@kljeng.com



NORWOOD LAND USE CODE UPDATE

Scope of Work

PROJECT MANAGEMENT

ESTIMATED TIMELINE – 18 MONTHS

KLJ will provide comprehensive project management throughout the eighteen-month duration of the code update. The project will begin with a kick-off meeting to establish a shared understanding of goals, confirm roles and responsibilities, refine the project schedule, and set communication expectations. The Project Understanding will be captured in a virtual client dashboard that tracks deadlines and project assignments. This dashboard will support City staff in managing the scoped work through project completion and will be reviewed as part of regular project check-ins. Monthly coordination meetings with Town staff will ensure steady progress, allow for ongoing dialogue, and provide a forum to discuss emerging issues. Because this work is supported by Local Planning Capacity (LPC) grant funding, KLJ will also prepare and submit grant reporting documents to maintain compliance with all funding requirements and ensure the Town remains in good standing with program administrators.

Deliverables:

- *Virtual Client Dashboard*
- *Grant reports, as required by LPC terms*

Existing Code and Case Trends Analysis

ESTIMATED TIMELINE – 2 MONTHS

KLJ will begin the technical work by conducting a detailed assessment of the Town's existing development code, recent case activity, and administrative processes. This phase will start with a data request, followed by a review of the current code, zoning maps, adopted master plan, and recent planning applications. KLJ will evaluate the structure and clarity of the existing regulations to identify duplications, conflicts, gaps, and outdated or unclear language. The team will also assess the compatibility of the code with adopted master plan policies and recent state regulatory requirements. To further inform the update, KLJ will analyze trends in development applications to identify common challenges and areas where applicants, staff, or decision-makers experience recurring friction. This phase will conclude with a process-mapping exercise to document existing workflows and identify opportunities to streamline fast-track review procedures.

Deliverables:

- *Strategic Code Diagnostic*
- *Plan Case Analysis*
- *Process Maps*

Phase I: Fast-Track Updates to Lift the Moratorium

ESTIMATED TIMELINE – 6 MONTHS

Phase I focuses on preparing targeted amendments to address the most urgent regulatory needs and lift the current moratorium. KLJ will identify immediate opportunities for improvement and develop draft language intended to resolve short-term issues. Staff will have the opportunity to review these drafts and provide feedback, which KLJ will incorporate into revised redlined versions. Public engagement during this phase will include developing the project website, administering the first online community survey, and hosting an open house to gather public input on immediate challenges and priorities. KLJ will prepare staff reports, presentations, and ordinance language in support of the Planning Commission hearing and subsequent Town Board adoption hearings. Phase I will conclude with the two-reading adoption process required to enact the proposed revisions.

Deliverables:

- *Draft Phase I Code Revisions*
- *Staff Report*
- *Final Phase I Ordinance for Adoption*



PHASE II: COMPREHENSIVE CODE UPDATE

ESTIMATED TIMELINE – 10 MONTHS

Following adoption of the Phase I amendments, KLJ will move into the full code rewrite. This phase includes preparing a reorganized code outline to establish a clearer, more intuitive framework for the new document. KLJ will rewrite and consolidate code sections to eliminate redundancies, update outdated standards, and improve clarity and usability. The updated draft will also ensure full alignment with the Town’s master plan and compliance with applicable state requirements. Multiple review cycles with Town staff and the community will ensure that the document is clear, user-friendly, and administratively workable. Public engagement during this phase will include a second open house, a pop-up event, and a community listening session to gather feedback on key changes. Once the draft is ready, KLJ will prepare hearing materials and support the Town throughout the Planning Commission and Town Board adoption processes.

Deliverables:

- Draft Phase II Code Revisions & Summary Memo
 - Includes 2 iterations of staff review & KLJ redrafting
- Staff Report
- Final Phase II Ordinance for Adoption

Zoning Mapping Updates

ESTIMATED TIMELINE – 5 MONTHS

As an essential component of the code update, KLJ will update or produce a zoning district map to reflect revisions made through both phases of work. These GIS map updates will ensure alignment between the written code and the Town’s mapped regulations, supporting administrative clarity and public understanding.

Deliverables:

- Norwood Zoning Map, including GIS files

Public Engagement

ESTIMATED TIMELINE – 18 MONTHS

KLJ will lead a multifaceted public engagement process designed to ensure meaningful, accessible input throughout the project. Engagement tools will include the project website, an online community surveys, social media updates, open houses during both phases, and both a pop-up event and a virtual community listening session during Phase II. Each activity will be designed to meet residents where they are, increase transparency, and gather insights that meaningfully inform code development. Community engagement events will also include large format maps and handouts, as determined to be necessary during event planning.

Deliverables:

- Project Website
- Engagement Survey
- Open House (2)
- Community Pop-Up
- Community Listening Session
- Public Engagement Summary

Final Document and Codification

ESTIMATED TIMELINE – 3 MONTHS

After final direction is received from the Planning Commission and Town Board, KLJ will incorporate all required revisions into a final draft. The Town’s legal counsel will conduct a complete legal review of the updated code, addressing special topics, verifying procedural protections, and confirming compliance with state law. KLJ will collaborate with legal counsel and Town staff to refine and finalize the document. The project will conclude with delivery of a fully codified, professionally formatted development code ready for adoption and long-term use.

Deliverables:

- Final Land Use Code, ready for codification

Direct Expenses




Direct project expenses will include travel necessary to support in-person public engagement activities and attendance at public hearings.

TOTAL PROJECT COST

\$167,000

Norwood LUC Schedule

PHASES	T#	TASKS	2026												2027					
			MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
PROJECT MANAGEMENT	Task P.1	Project Kick-Off Meeting																		
	Task P.2	Bi-Weekly Coordination Meeting																		
	Task P.3	Monthly Grant Reporting																		
EXISTING CODES & CASE TRENDS	Task 1.1	Data Request from Town																		
	Task 1.2	Strategic Assessment of Existing Code																		
	Task 1.3	Identify Relevant Master Plan Policies & Updates for Compliance with State Regs																		
	Task 1.4	Evaluate Trends of Plan Cases																		
	Task 1.5	Process Mapping for Fast-Track Review																		
PHASE I - UPDATES TO LIFT MORATORIUM & FAST-TRACK IMPLEMENTATION	Task 2.1	Identification of Immediate Opportunities																		
	Task 2.2	Draft New Regulations																		
	Task 2.3	Create Memo Summarizing Changes																		
	Task 2.4	Respond to Staff Comments; Re-Draft																		
	Task 2.5	Preparation of Hearing Materials																		
	Task 2.6	Planning Commission Hearing																		
	Task 2.7	Town Board 1st Reading																		
	Task 2.8	Town Board 2nd Reading/Adoption																		
PHASE II - FULL CODE UPDATE	Task 3.1	Create Outline of New Code																		
	Task 3.2	Re-Organize Existing Code Language																		
	Task 3.3	Determine Areas of Revisions & Clean-Up Language																		
	Task 3.4	Draft New Code Language																		
	Task 3.5	Ensure Consistency with Master Plan																		
	Task 3.6	Ensure Consistency with State Regs																		
	Task 3.7	Create Memo Summarizing Changes																		
	Task 3.8	Respond to Staff Comments; Re-Draft																		
	Task 3.9	Create Memo Summarizing Changes																		
	Task 3.10	Respond to Staff Comments; Re-Draft																		
	Task 3.11	Preparation of Hearing Materials																		
	Task 3.12	Planning Commission Hearing																		
	Task 3.13	Town Board 1st Reading																		
	Task 3.14	Town Board 2nd Reading/Adoption																		
ZONING	Task 4.1	Update/Produce GIS Maps																		
	Task 4.2	Map Revisions, if needed																		
PUBLIC ENGAGEMENT	Task 5.1	Project Website & Survey																		
	Task 5.2	Social Media & Communications (Includes Spanish Translation)																		
	Task 5.3	Phase I Pop-Up																		
	Task 5.4	Phase II Community Engagement																		
	Task 5.5	Phase II Pop-Up																		
	Task 5.6	Phase II Listening Session																		
	Task 5.7	Public Engagement Summary																		
CLOSEOUT	Task 6.1	Revisions from Hearing/Adoption																		
	Task 6.2	Codification Format - Final Document																		

 City Council/Planning Commission Workshop/Presentation
 Community Open House/Pop-Up
 KLJ & Town Staff Meeting



TOWN OF NORWOOD

PO Box 528; 1670 Naturita St, Norwood, CO 81423

Phone: 970-327-4288 - Fax: 970-327-0451; www.norwoodtown.com

Cidney Ross, Town Clerk - cross@norwoodtown.com

BUSINESS LICENSE APPLICATION

Please complete the application below and return it to the Town of Norwood, at the above address.

The Town of Norwood has amended its code regarding Business licenses:

- We have eliminated all fees including the annual licensing fee.
- We no longer require an application for businesses without a physical presence in Norwood.

The business license is for the current year only expiring June 30.

A business license, once approved, will be sent to your mailing address below.

Application Date: _____ NEW RENEWAL

How would you like to receive your license once approved?

The business license is for the current year only expiring June 30.

BUSINESS INFORMATION:

Legal Business Name:		DBA (if any):	
Mailing Address:		Physical Address (if different):	
EIN #	Type of Business (Choose One): <input type="radio"/> RETAIL <input type="radio"/> NON-PROFIT <input type="radio"/> SERVICE <input type="radio"/> ITINERANT		
Business Phone:	Brief Business Description:		
Colorado Sales Tax #:	State Liquor License #:		

BUSINESS OWNER INFORMATION:

Name:	Phone:
Email:	

EMERGENCY CONTACT

The following information will be used for local opportunities or in case of emergency.

Same as Above Owner Information

Name:	Position:
Phone:	Email:

(Below for Town of Norwood Use Only)

<u>Date Application Rec'd:</u>	<u>License #:</u>	<u>Date Sent/Picked Up:</u>
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TOWN MANAGER REPORT – FEBRUARY 2026

STAFF

- Weekly staff meetings
- Monthly board meetings

OPERATIONS

- Reconciliations
- Office clean up and organization
- Notary service
- Oven and fire suppression system install
- OJT annual grant report
- DOLA sidewalk grant extension
- ESRI contact updated and log in (NWC Water Line Mapping)
- SMC LUC update meeting
- KLJ LUC update kick off meeting
- Agenda/Supporting Documents
- NWC grant reimbursement
- Process Payroll
- CDOT Sidewalk Project check in with Tommy and Steve
- NPS property purchase
- LPC Incentive Funds pre-app meeting
- CDOT multi-modal project meeting
- ColoTrust info to NSD
- State of the Town to the Norwood Post
- Earl's 5 years of service article
- EV charging station check in Kendra EcoAction
- TON/NWC/NSD budget documents filed with DOLA
- NPS stakeholder meeting
- Community Impact Survey
- Neptune 101 and kickoff meeting
- Civil asset forfeiture annual report
- LPC grant monthly report
- Code enforcement job description updated and position posted
- Food pantry meeting
- Fuel tax exempt certificate
- CDOT traffic study (moving school zone)
- Press release for CDS funding

TRAINING

- CIRSA Defensive Driving

PUBLIC OUTREACH

- WE Vision Working Group
- SMRC Project Needs Assessment
- Water Conservation Notice
- Dog goodie basket raffle

February 2026 – Mayor’s Report

Correspondence:

1. TON
 1. Potential ordinances and or preventative measures for Fire and Wildlife in the 2026 season
 2. Letter to SLB to ask for guidance / assistance / clarification about the property the water treatment plant sits on
 3. USDA / NRCS regarding PL566 process
 4. Request for Proclamation to honor Ember Alexander for her record-breaking achievement to be in the Guinness Book of World Records
2. NPS
 1. Stakeholders Meeting on January 20, 2026
 1. Information and stakeholders put in place as we move into first phase of construction
 2. Property Purchase Agreement diligence being completed
3. CDS Funding with Congressman Hurd
 1. Awarded and notified of \$1.25 million
 2. Press release with the NWC regarding the CDS
 3. Preparing for the 2026 submission for the gap of \$1.75 million
4. Grant / Funding Submissions
 1. GWS – Awarded \$10,000
 2. State Revolving Funds – working on
 3. CDS – Awarded \$1.25 million
5. WMWC
 1. Preparing for Stakeholder meeting in March 2026
 2. Preparing for PL566 inquiry with the USDA / NRCS
 3. Looking at technical assistance grant to continue work with stakeholders as focus is not on PL566 funds and SRF opportunities
6. WE Leadership
 1. SMC Meeting – On hold
7. WES & BRECC (Master Planning, Capital Improvement, and Strategic Planning)
 1. Completing our messaging
 2. Potentially discussing opportunity to work with Community Builders on Master Plan update that compliments all of the groundwork done by the WE Vision project
8. CML – 2026 Legislative Workshop Registration
9. CO Office of Just Transition
 1. Appointment to 4-year term for Disproportionately Impacted Communities
10. SMCP&Z - Waiting for update

Meetings:

1. TON
 1. NWC 1.25m funding follow-up
2. NWC
 1. CDS follow up
 2. SMC Commissioners meeting to discuss next steps and opportunities for the CDS and set aside funds for the redundant line project

February 2026 – Mayor’s Report

3. SMC Planning and Zoning
 1. Amendment to San Miguel County Land Use Code - Sections 5-307 Forestry, Agriculture and Open (F) and 5-319.1 Wright’s Mesa (WM) and 5-1908 Nonconforming lots
 1. Tabled for further discussion and engagement with the Wrights community
4. CML Executive Board Meeting
 1. Housing Committee Meeting
 2. Budget Audit Management Committee (BAM)
 3. Policy Committee Meeting
 4. Executive Board Meeting
5. WMWC
 1. Stakeholders meeting with BHI
6. WES / BRECC
 1. Completing our messaging
 2. Asking for possible assistance in message for community needs inquiry
7. TDI – Brief meeting with SMC (Mike Bordogna and Dennis Hoth to make introductions)
8. WE Leadership regarding TMOV & Four Seasons – No updates to report
9. SMWCD – No updates to report
10. SWBRT – No updates to report
11. SMWC – No updates to report
12. SMCP&Z – Did not attend
13. CRC / RPD – No updates to report
14. DSI – Did not attend

Education:

1. CML – Webinar and Readings
2. HKS – Webinars
3. NLC - Clean Water and Drinking Water State Revolving Fund NLC LIH Workshop
4. WEP – 2026 Water Leaders Application (waiting for answer)

Administrative Requests:

1. CDOT Grant Updates
 1. CDOT Parks Planning Conceptual Design Project Progress - Update from Staff
 2. CDOT Safer Sidewalks to School - Update from Staff
 3. CDOT Pocket Park - Update
2. 2026 Budget vs Actual
3. 2026 Building Department development – On Hold
4. 2026 Property annexations – On Hold
5. 2026 Update WES & BRECC (Master Planning, Capital Improvement, and Strategic Planning)
6. 2026 Plan for quarterly community meetings with stakeholders – On Hold
7. 2026 Home Rule Consideration, Opportunities and Obstacles / Planning – On Hold
8. 2026 Schedule recurring work sessions for the first Tuesday of each month- On Hold