

**GUNNISON COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING MINUTES  
May 6, 2025**

The May 6, 2025 meeting was held in the Board of County Commissioners' meeting room located at 200 E. Virginia Avenue, Gunnison, Colorado. Present, either in person or via Zoom, were:

Laura Puckett Daniels, Chairperson  
Elizabeth Smith, Vice-Chairperson  
Jonathan Houck, Commissioner  
Matthew Hoyt, County Attorney

Matthew Birnie, County Manager  
Holly Perry, Deputy County Clerk  
Others Present as Listed in Text

**GUNNISON COUNTY LOCAL LIQUOR LICENSING AUTHORITY MEETING:**

**CALL TO ORDER:** Commissioner Puckett Daniels called the meeting to order at 8:30 am.

**CONSENT AGENDA:** **Moved** by Commissioner Smith, seconded by Commissioner Houck to approve the consent agenda as presented. Motion carried unanimously.

1. Alcohol Beverage License #03-04714; Irwin Backcountry Guides LLC dba Taylor River Lodge; 7/6/2025 to 7/6/2026
2. Alcohol Beverage License #04-01232; Skyhigh Colorado LLC dba Taylor Park Trading Post; 7/1/2025 to 7/1/2026
3. Alcohol Beverage License #03-18448; Sapinero Village Inc dba Sapinero Village; 4/4/2025 to 4/4/2026
4. Alcohol Beverage License #03-19226; Powder Monarch LLC dba Monarch Ski and Snowboard Area; 7/12/2025 to 7/12/2026

**ADJOURN:** Commissioner Puckett Daniels adjourned the meeting of the Gunnison County Local Liquor Licensing Authority at 8:30 am.

**GUNNISON COUNTY BOARD OF COUNTY COMMISSIONERS REGULAR MEETING:**

**CALL TO ORDER:** Commissioner Puckett Daniels called the meeting to order at 8:31 am.

**AGENDA REVIEW:** There were no changes made to the agenda.

**MINUTES APPROVAL:** The draft minutes were discussed, and amendments were agreed upon. **Moved** by Commissioner Smith, seconded by Commissioner Houck to approve the minutes for April 15, 2025 as amended. Motion carried unanimously. **Moved** by Commissioner Smith, seconded by Commissioner Houck to approve the April 22, 2025 Special Meeting minutes as presented. Motion carried unanimously.

1. April 15, 2025 Regular Meeting
2. April 22, 2025 Special Meeting

**SCHEDULING:** The Upcoming Meetings Schedule was discussed and updated.

**CONSENT AGENDA:** **Moved** by Commissioner Smith, seconded by Commissioner Houck to approve the consent agenda, with the exception of #7, as presented. Motion carried unanimously.

1. Amendment #4; Jviation Project No. 110015580.04; Gunnison-Crested Butte Regional Airport; \$44,930
2. Contract Amendment #5; 23 IBEH 174456; Sheriff's Office; 7/1/2025 to 6/30/2026; \$168,000
3. Grant Application; 2025 Community Grants Application; Health and Human Services; \$3,750
4. Professional Services Agreement; RRC Associates; Community and Economic Development; 4/26/2025 to 6/30/2025; \$9,900
5. Agreement Regarding Payment for Coroner's Work Space; PCL – CO Assets, LLC dba Gunnison Funeral Services; Coroner's Office; 5/1/2025 to 4/30/2026; \$7,800
6. Grant Application; Rotary Club of Crested Butte; Juvenile Services; \$5,000
7. **PULLED FOR DISCUSSION AND SEPARATE ACTION:** Letter of Support; Representative Hurd; Brush Creek Intersection Improvements; Community Project Funding Request
8. Standard Design-Build Agreement and General Conditions Between Owner and Design-Builder (Cost of the Work Plus a Fee with a GMP); Adena Corporation; Facilities; 4/28/2025; \$137,971
9. Award Letter; Gary Community Ventures; Health and Human Services; \$100,000
10. Professional Services Agreement; Souder Miller and Associates; Public Works; 5/6/2025 to 12/31/2025; \$59,820
11. Award Letter; Dental Health Care Program for Low-Income Seniors; Health and Human Services; FY2025-26; \$10,010
12. Memorandum of Understanding; State of Colorado Department of Human Services; Health and Human Services; 7/1/2025 to 6/31/2026
13. Grant Application; 2025 Injury and Violence Prevention Mini-grants Initiative; Health and Human Services; \$10,000

14. State of Colorado Intergovernmental Grant Agreement; Colorado Energy Office; Public Building Electrification Grant Program (PBEG); Facilities; 5/6/2025 to 4/30/2030; \$153,500
15. Professional Services Agreement; Gunnison Valley Mentors; Health and Human Services; 6/1/2025 to 12/31/2025; \$5,000
16. Quote 1150047-2; United Companies; Public Works; \$7,083.40
17. Professional Services Agreement; RG and Associates, LLC; Public Works; 5/6/2025 to 12/31/2025; \$21,150

**CONSENT AGENDA ITEM #7 - LETTER OF SUPPORT; REPRESENTATIVE HURD; BRUSH CREEK INTERSECTION IMPROVEMENTS; COMMUNITY PROJECT FUNDING REQUEST:** Commissioner Smith would like to amend the letter from "Dear Jeff Hurd" to state his title as Congressman Hurd. **Moved** by Commissioner Smith, seconded by Commissioner Houck to approve item #7 on the consent agenda, the letter to Congressman Hurd as amended. Motion carried unanimously.

**COUNTY MANAGER'S REPORTS:**

1. Whetstone – CM Birnie expressed that the Whetstone financing will be closing in a few hours.
2. Hirings – CM Birnie relayed there are two hirings occurring for higher level positions which are the Deputy Finance Director, with an offer to potentially be made this week, and a Communications Director, where the semifinal round of interviews has taken place. He noted that the pool of candidates for the Communications Director is the best he's seen for any position in his career, and he will be finalizing his decision on who will proceed to the final interviews today or tomorrow.
3. Sawtooth – Commissioner Houck commented that he noticed the paving did get completed for Sawtooth to which CM Birnie confirmed.

**A RESOLUTION ADOPTING POLICY 1.2.11.2.5, RECORDS RETENTION SCHEDULES – BOARD OF COUNTY COMMISSIONERS:**

Clerk Perry relayed that she averaged out the time spans based on looking at several other counties' retention schedules, as well as from the State, in order to draft the one presented. Commissioner Puckett Daniels asked if there were State minimums for items to which CA Hoyt explained that the State Archivist provides guidelines that a local government may adopt, but it's not legally mandated. Commissioner Smith asked if the recent State accessibility statutory changes were reflected in this policy. CM Birnie and CA Hoyt both noted that IT Director Chris Linder is working with the departments on that and this policy does not directly reflect accessibility requirements. **Moved** by Commissioner Smith, seconded by Commissioner Houck to approve Resolution 2025-19, A Resolution Adopting Policy 1.2.11.2.5, Records Retention Schedule. Motion carried unanimously. (Note: The corrected resolution number is 2025-20, which is reflected within all related documentation.)

**BOUNDARY LINE ADJUSTMENT; LUC-24-00040; LITTLE JACKSON LLC:** Planner Rachael Blondy and Attorney Jacob With were present for discussion.

Planner Blondy explained this is a boundary line adjustment between three mining claims and the request is to move the Alfreda lot over to the east to make a building site more plausible due to constraints with wetlands and the existing boundary line. CA Hoyt clarified that approving this does not waive or change any of their claims regarding the public nature of the access road which is currently under litigation. Commissioner Puckett Daniels relayed for the record that this is not a guarantee of year-round access to the parcel. Attorney With stated he believes the property owner is aware of that. Planner Blondy then noted that before any building permit would be approved through their office, they would require a forest access permit. **Moved** by Commissioner Houck, seconded by Commissioner Smith to approve the boundary line adjustment for LUC-24-00040 Little Jackson, LLC and authorize the Chair's signature on the plat.

**GUNNISON AREA PLAN; SPECIAL AREA DESIGNATION; COMMUNITY AND ECONOMIC DEVELOPMENT:** Assistant County Manager for Community and Economic Development Cathie Pagano was present for discussion.

ACM Pagano noted there was a small delay in 2024, after beginning this project in 2022, due to the need to evaluate the capacity of infrastructure for the City, which analysis they received in the fall of 2024. She is requesting the initiation of a special area regulation process for this area. This wasn't done at the very beginning due to being unsure whether there would be proposed amendments to the Land Use Resolution (LUR) or a proposal for the special area regulation. It is now determined that a special area regulation was the best approach. ACM Pagano explained that the Board would then need to make a motion to give the Community and Economic Development Department direction to move forward with the creation of the special area. She also stated that there is an open house tonight at 6:00 pm at the Gunnison Library as well as a Planning Commission meeting on May 15<sup>th</sup> with the consultant team for further revisions and drafts of the special area regulations. Afterwards, they will schedule a public hearing for late June or early July depending on what comments occur during the open house and Planning Commission meeting. Commissioner Puckett Daniels noted the ways the public can provide feedback. ACM Pagano conveyed that the idea of creating certainty and having a streamlined process allows for a cheaper process of building. **Moved** by Commissioner Puckett Daniels, seconded by Commissioner Smith to direct the Community (and Economic) Development Director to move forward with the special area process for the areas identified in

the Gunnison Area Plan to promote compact and consistent development as the City of Gunnison and the valley continue to grow and to streamline development processes for those areas. I **Move** that the Community (and Economic Development) Director prepare the map indicating the special area and the proposed regulations. ACM Pagano then suggested including that the special area is really to create better opportunities for attainable and affordable housing. Commissioner Puckett Daniels and Commissioner Smith agreed with amending the motion to include the language from ACM Pagano. Motion carried unanimously.

**MEMORANDUM OF AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GUNNISON, COLORADO AND THE ROARING FORK VALLEY WILDFIRE COLLABORATIVE REGARDING U.S.D.A. SECURE RURAL SCHOOLS AND COMMUNITY SELF-DETERMINATION ACT, TITLE III AWARDS FOR 2024 ASSOCIATED WITH WILDFIRE MITIGATION ACTIVITIES IN GUNNISON COUNTY, COLORADO; ROARING FORK VALLEY WILDFIRE COLLABORATIVE (RFVWC); EMERGENCY MANAGEMENT; 5/6/2025 UNTIL COMPLETED; \$10,000:** Emergency Manager Scott Morrill, Program Manager (PM) for Roaring Fork Valley Wildfire Collaborative Angie Davlyn, and Kelsy Been were present for discussion.

EM Morrill explained that in 2021 a group formed the Roaring Fork Wildfire Collaborative and have been doing great work with the community in Marble with regards to wildfire mitigation. PM Davlyn shared some of the work that the Roaring Fork Wildfire Collaborative is currently doing, including landscape-scale mitigation, cross-sector partnership, and home-level ember defense, as well as researching the risks of the post-fire hazards such as flooding and mud slides. They currently have seven projects occurring including Marble. She explained that they are planning on performing a 26-acre cut and pile and a 115-acre prescribed burn that will serve as a critical fuel break for the Serpentine Road area. PM Davlyn noted that they currently have funding through 13 different entities, and their current return on investment is \$30 for every \$1 contributed by stakeholders.

EM Morrill expressed that he is excited about the Community Wildfire Protection Plan and believes that model will be a very valuable tool. Commissioner Puckett Daniels asked if the money given is going directly to Marble or their general operational fund. EM Morrill responded that there are State requirements with these funds, and they are included in the agreement. Commissioner Smith commented that homeowners across Colorado are losing insurance, and that mitigation work may help people retain the insurance or potentially lower the rates. CM Birnie noted these Title III funds have not been renewed for the future and the remaining funds can only be used for roads and schools. **Moved** by Commissioner Smith, seconded by Commissioner Houck to approve the Memorandum of Agreement between the Board of County Commissioners and the Roaring Fork Valley Wildfire Collaborative as presented and authorize the signature of the full Board. Motion carried unanimously.

**UNSCHEDULED PUBLIC COMMENT:**

1. John Mlakar – Mr. Mlakar relayed that the Somerset Water District is trying to change the statement of purpose to the service plan, and he recommends the Commissioners meet with the residents of Somerset and receive their opinion before making a final decision.

**COMMISSIONER ITEMS:**

**Commissioner Houck:**

1. Upper Gunnison Drought Contingency Task Force – Commissioner Houck attended the last meeting.
2. Spruce Beetle Epidemic & Aspen Decline Management Response (SBEADMR) – Commissioner Houck attended the annual meeting. He noted they involved stakeholder engagement upfront and went through the National Environmental Policy Act (NEPA) and other environmental reviews and that the projects have the long-term ability to have adaptable management strategies.
3. Fix Our Forest Act (FOFA) – Commissioner Houck continues to work with Senator Bennet and Senator Hickenlooper’s offices on this bill.
4. Region 10 – Commissioner Houck attended the meeting on the 24<sup>th</sup>. He relayed that the enterprise zones are data driven and a chunk of Gunnison is coming out of the zone. However, he stated that the City of Gunnison is looking into the data sets. The decision cannot be petitioned, but he believes there may be some leeway if the data is incorrect.
5. Club 20 – Commissioner Houck attended the spring conference last Friday in Grand Junction. He relayed that they discussed some of their proposed legislative positions, as well as wolf management. Commissioner Houck noted that they were looking to reframe policy positions around endangered species, and he explained the potential unexpected consequences for the sage-grouse.
6. Public Lands Resolution – Commissioner Houck stated that there has been talk in Washington D.C. about potentially selling off some public lands in order to address debt issues. He is currently working on a draft resolution to bring to the Board for a discussion stating that public lands need to be maintained by the Federal government and they should not walk away from that duty and responsibility, but rather enhance the staff and resources put towards those.
7. Hartman Rocks Cleanup – Commissioner Houck attended on Saturday, and he noted it was well attended and a sign of good work on public lands.

**Commissioner Smith:**

1. Colorado Counties, Inc. Steering Committees (CCI) – Commissioner Smith attended the last meeting on April 25th. She explained that Senate Bill 25-142 has made changes to Wildfire Resiliency Code Board and that the Board of County Commissioners is able to take action by March 1, 2026 if they'd like to make modifications to the local map.
2. Contractor Kickoff Meeting – Commissioner Smith attended this meeting on April 29<sup>th</sup> and there were questions on the Wildland-Urban Interface (WUI) code. She noted that Gunnison County has not experienced the same lack of opportunities to acquire insurance as others but would like to continue to be proactive in maintaining insurability and affordability.
3. Sage-grouse Technical Committee – Commissioner Smith relayed that the committee will be providing recommendations soon for the Sage-grouse Habitat Prioritization Tool. She is also setting up a meeting with Geographic Information Services Manager Mike Pelletier and Assistant County Manager for Community and Economic Development Cathie Pagano to gauge the impacts of those recommendations on the different parcels. She expressed surprise at the committee having the authority for how the recommendations are incorporated into the Land Use Resolution (LUR), and said she would keep an eye on it.
4. Mayors and Managers – Commissioner Smith attended the meeting last week in Crested Butte and stated, while there was not much of an agenda, they gave updates and discussed the use of artificial intelligence (AI). She noted the City of Gunnison is currently exploring a policy and she can see the potential benefit to citizens, but she believes it needs to be done responsibly.
5. Southwest Colorado Opioid Regional Council – Commissioner Smith conveyed that they passed their final votes on grant applications, which was close to the amount of funding available. The applications that were approved will benefit projects locally, which include supporting students at Western Colorado University (WCU) and Gunnison Sanctuary Housing.
6. Cheatgrass Pull Day – Commissioner Smith stated that the annual Cheatgrass Pull Day will take place on May 31st.

**Commissioner Puckett Daniels:**

1. Colorado River State of the River – Both Commissioner Puckett Daniels and Commissioner Houck attended and noted there are good people working on their behalf.
2. Gunnison Area Plan – Commissioner Puckett Daniels explained that she and Mayor Diego Plata submitted an editorial to the Gunnison Country Times and the Crested Butte News about the Gunnison Area Plan and open house.
3. Mayors of Crested Butte and Mt. Crested Butte – Commissioner Puckett Daniels met with both mayors to talk about regional transportation issues and possibilities for the future.
4. Colorado Parks and Wildlife (CPW) – Commissioner Puckett Daniels spoke with CPW regarding creating an environment that is conducive to getting funding for wildlife crossings.
5. Sustainable Tourism and Outdoor Recreation Committee (STOR) – Commissioner Puckett Daniels noted they sent a letter to congressional representatives asking for full support of the U.S. Forest Service. She also conveyed that they have a draft strategic plan for the next two years.
6. Representative Hurd's District Director Besty Bair – Commissioner Puckett Daniels has been having correspondence with her to get a date on the calendar for Representative Hurd to speak to Board of County Commissioners.
7. Crested Butte South Metro District – Commissioner Puckett Daniels and Assistant County Manager for Public Works Martin Schmidt met with them to get ready for the updated road maintenance agreement that will expire at the end of this year. She stated that she will bring the recommendations to the Board for discussion.
8. Gunnison Valley Regional Housing Authority (GVRHA) – Commissioner Puckett Daniels relayed that they are not in a place to redo their strategic plan, but they are pleased with the progress the staff has been making and there will be a board conversation in June regarding strategic planning.
9. Metropolitan Recreation District (MetRec) – Commissioner Puckett Daniels stated that the elections take place today at the Fred Field Center. Commissioner Houck stated he believes you can vote in Crested Butte as well.

**EXECUTIVE SESSION, PURSUANT TO C.R.S. §§ 24-6-402(4)(B) AND (4)(E)(I): CONFERENCE WITH COUNTY ATTORNEY, DEPUTY COUNTY ATTORNEY OR ASSISTANT COUNTY ATTORNEY TO RECEIVE LEGAL ADVICE RELATED TO THE PROPERTY TAX ABATEMENT APPEAL BY MATTHEW SMITH BAA CASE NO. 2024BAA2411 AND THE PROPOSED SETTLEMENT Moved** by Commissioner Houck, seconded by Commissioner Smith to go into executive session pursuant to Colorado Revised Statute 24-6-402(4)(b) and 4(e)(i), conference with the County Attorney, Deputy County Attorney or Assistant County Attorney to receive legal advice related to the property tax abatement appeal by Matthew Smith BAA case 2024BAA2411 and the proposed settlement. Participants will include the full Board of County Commissioners, the County Manager, County Attorney, Deputy County Attorney as well as Chris Nutgrass from the Assessor's Office. Motion carried unanimously.

The board went into executive session at 10:02 am. *Executive sessions of the Board of County Commissioners are conducted as per C.R.S. 24-6-402(4). This specific session was conducted as per C.R.S. 24-6-402(4)(b) and 4(e)(i).*

Attorney Statement Regarding Executive Session

Pursuant to C.R.S. 24-6-402(4), I attest that I am the Gunnison County Attorney, that I represent the Gunnison County Board of County Commissioners, that I attended all of the above referenced executive session, that all of the executive session was confined to the topic authorized for discussion pursuant to C.R.S. 24-6-402(4) and that, because in my opinion all of the discussion during the executive session constituted a privileged attorney-client communication, no record of the executive session was required to be kept and no such record was kept.

Date: \_\_\_\_\_

\_\_\_\_\_  
Matthew Hoyt  
Gunnison County Attorney

Chairperson Statement Regarding Executive Session

Pursuant to C.R.S. 24-6-402(4), I attest that I am the Chairperson of the Gunnison County Board of Commissioners, that I attended all of the above referenced executive session, and that all of that executive session was confined to the topic authorized for discussion pursuant to C.R.S. 24-6-402(4).

Date: \_\_\_\_\_

\_\_\_\_\_  
Laura Puckett Daniels, Chairperson  
Gunnison County Board of Commissioners

**Moved** by Commissioner Houck, seconded by Commissioner Smith to come out of executive session. The participants in the executive session were consistent with the motion. We stayed on topic and any direction we give will happen outside of the executive session. Motion carried unanimously. The Board came out of executive session at 10:15 am. **Moved** by Commissioner Houck, seconded by Commissioner Smith that in reference to BAA case number 2024BAA2411 Matthew Smith, to accept the stipulation proposal and authorize the Chair’s signature making that effective. Motion carried unanimously.

**ADJOURN:** Commissioner Puckett Daniels adjourned the meeting at 10:16 am.

\_\_\_\_\_  
Laura Puckett Daniels, Chairperson

\_\_\_\_\_  
Elizabeth Smith, Vice-Chairperson

\_\_\_\_\_  
Jonathan Houck, Commissioner

Minutes Prepared By:

\_\_\_\_\_  
Holly Perry, Deputy County Clerk

Attest:

\_\_\_\_\_  
Kathy Simillion, County Clerk

**GUNNISON COUNTY BOARD OF COMMISSIONERS TEXT INCLUSION INTO MINUTES**

*Note: For all the details of each resolution including any exhibits, please refer to [gunnisoncounty.org](http://gunnisoncounty.org)*

**BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY, COLORADO RESOLUTION NO. 2025-20**

**A RESOLUTION ADOPTING POLICY 1.2.11.2.5, RECORDS RETENTION SCHEDULES – BOARD OF COUNTY COMMISSIONERS**

WHEREAS, Gunnison County has established a uniform policy format and an adoption and periodic review process to promote consistency and uniformity throughout the organization; and

WHEREAS, the attached Records Retention Schedule – Board of County Commissioners Policy (Exhibit A) was created to reflect the current and legal records retention policies adhered to by the Gunnison County Board of County Commissioners.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Gunnison County, Colorado that:

1. The attached Records Retention Schedule – Board of County Commissioners Policy (Exhibit A) is adopted;
2. Effective immediately, this new Records Retention Schedule – Board of County Commissioners Policy prevails over all conflicting information.
3. In the event that future modifications to the attached Records Retention Schedule – Board of County Commissioners Policy (Exhibit A) are deemed necessary, the County Manager will decide whether or not to schedule the matter for approval/ratification by the BOCC, in accordance with Gunnison County Policy #1.1.1.
4. The following existing policies and policy statements are hereby rescinded, effective immediately:
  - a. Undated (post 7/1/1985) Records Retention Policy; provided from the Colorado State Archivist Office;
  - b. July 7, 1998 Records Retention Policy; as referenced on Page 2 of the approved Gunnison County Board of County Commissioners meeting minutes of the same date;
  - c. July 16, 2001 Records Retention Policy; as referenced on Page 2 of the approved Gunnison County Board of County Commissioners meeting minutes of the same date;
  - d. 2008 Records Retention Policy; provided from the Colorado State Archivist Office on May 1, 2008; and
  - e. Any and all other official records retention policies relative to the Board of County Commissioner records.

INTRODUCED by Commissioner Smith, seconded by Commissioner Houck, and adopted this 6th day of May 2025.

BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF GUNNISON, COLORADO

Houck – yes; Puckett Daniels – yes; Smith – yes.