

ROCKY FORD MUSEUM CURATOR REPORT

FOR AUGUST 2024

We had 62 visitors come to the museum for the month of August. We spent the month preparing for the Arkansas Valley Fair week. This year's fair theme was "The Tradition Lives On". So, we decided to highlight the Rocky Ford School system and dedicate our display to the new school-as the tradition lives on.

We entered the in-store category with that in mind. We received 2nd place for our efforts. We began from the very first school building (a log cabin with dirt floors), then 7 years later, the little white school house and the student population steadily grow from there.

At our fair booth in the Expo Building, we, once again offered the "What Is It" contest for the adults and a jelly bean guessing contest for the youth. Mr. Wyatt Minic of Rocky Ford got 8 out of 10 artifacts correct. And Cooper Fluke from Swink guessed 350 jelly beans, with 341 jelly beans were in the jar.

Of the 4 days that the fair was operating, the museum logged in 22 volunteer hours at the museum booth.

Rob Marshall Curator

Rocky Ford Museum



CITY OF ROCKY FORD

203 S Main * Rocky Ford, CO 81067 * (719)254-7414 * Fax (719)254-7416

**REQUEST TO USE PUBLIC RIGHT-OF-WAY
or
REQUEST FOR SPECIAL EVENT ON PUBLIC STREET**

Arkansas Valley Balloon Festival
Applicant/Organization

(+ same)
Name of Event

Cindy Abert
Contact Person - Please Print

Cindy Abert
Signature of Applicant/Sponsor

Organization Address

719.468.4225
Daytime Phone/Fax

1002 Burrell Ave., RF
Address of Contact Person

9.10.24
Today's Date

Give street name and any intersections to be closed as well as start and end times. All street closures require City Council approval and require 30 days minimum process time. *main street from Washington to Front for parade time only.*

Street Name (to be closed) Front St. on north of City Hall and parking lot.
(Parade 5:00 - 5:20 ish)

Date(s) Sat., Nov. 2, 2024 Time: From 4:00 pm to 8:00 pm ish
(Depends on weather?)

TYPE OF ORGANIZATION

- Non-Profit (Must be registered 501-C(3) status with IRS. Non-profit does not need Health Certificate.)
- Other: Specify _____

Are you going to sell products? Yes No Is your activity a fund raiser? Yes No

Are you going to solicit donations? Yes No Are you going to sell food? Yes No

Will there be alcoholic beverages available? Yes No If yes, contact City Clerk's Office.

- Commercial Sales (You must provide liability insurance)
 - Do you plan to sell any products? Yes No If yes, must obtain sales tax license.
 - Do you plan to sell unpackaged foods? Yes No If yes, must obtain health certificate.

TYPE OF ACTIVITY: Explain activity including number expected to attend, equipment and vehicles used, vendors or contractors expected to service activities, etc. Attach a separate sheet if necessary. Please identify any events that will result in activities or participants leaving the roadway.

• Parade of several pilots and sponsors will travel from Washington Avenue to City Hall. Some blow their burners and some hand out candy. Will ask for one police car to lead and one fire truck to follow just in case.

• Along Front Street and in Railroad Park we will have games, face painting, music, contests, our souvenir trailer, Boss Dawgs food truck and Richards Ribz food truck. In City Hall parking lot we will have a couple pilots in their baskets making s'mores off of their burners. Weather permitting, there will be RC balloons and/or one balloon put up to glow.

• Number of participants all depends on the weather! Last year there were several hundred.

THE FOLLOWING IS TO BE COMPLETED BY APPLICANT AND THEN APPROVED WHEN MEETING WITH THE CITY MANAGER:

You, the applicant or sponsor of this request, are required to provide the following checked (✓) items at your expense. This "Request" is not valid until all requirements are provided to the City and completed.

- Provide a minimum \$1,000,000 liability insurance naming the City of Rocky Ford as a Certificate holder and additional insured and deliver same to the City of Rocky Ford.
- Surety Bond in the amount of \$ _____ delivered to the City of Rocky Ford.
- Sales Tax ID Number _____
- Provide _____ each _____ yard trash dumpster(s) and you must provide trash and litter clean up and placement in dumpster(s) and have dumpster(s) removed at the end of event.
- Provide _____ each portable toilet(s) and have them removed at the end of the event.
- Install traffic control devices as required by City of Rocky Ford to close street(s) for your event. Please provide a "traffic control" plan diagram on a separate attached sheet.
- Alcoholic beverages. Must contact City Clerk's office for more information.
- Please provide the signatures of adjacent property owners/tenants affirming consent to have a street closed for your event or activity.

Approved:


City Manager

9/20/24
Date

SERVICE AGREEMENT

This SERVICE AGREEMENT (“**Agreement**”) is effective upon mutual execution.

BETWEEN: **Five Star Automation, Inc.** (the “Contractor”), a company organized and existing under the laws of Colorado, with its head office at:

3030 Granada Blvd.
Pueblo, CO 81005

AND: **City of Rocky Ford** (The “Customer”), a Special District organized and existing under the laws of Colorado, with its head office located at:

203 South Main Street

Rocky Ford, CO 81067

(The Contractor and the Customer shall be individually referred to as a “**Party**” and collectively referred to as the “**Parties**”, as the context may require).

SERVICES PROVIDED

Beginning on upon agreement to this contract, CONTRACTOR will provide the following service (collectively, the / Services)

Five Star Automation, Inc. will provide service calls and review projects at a competitive price.

Five Star Automation will also provide the following services for a monthly retainage cost of **\$4,640.00**

Predictive Maintenance Program

- IR Scan Associated Water and Wastewater Control Panel Components quarterly.
- IR Scan Water site motors and associated bearings quarterly.
- a. *Note- Submersible motors not included.
- b. *Note- Motors located in lagoons are not included.
- Provide Control System Upgrade Recommendations.
- Develop general maintenance program for generators.
- a. Labor to perform generator maintenance will be billed under separate scope and costs. The city can also decide if they want their personnel to perform the generator maintenance program as well.

Electrical Motor Testing

- Amperage testing quarterly.
- a. Based on the findings we will recommend spares and replacements.
- Check Current Imbalances.
- Voltage Readings.
- a. Add power monitoring if need be.

Control Systems

- PLC program backups.
- HMI program backups.
- Variable Frequency Drive Program backups.
- Flow Meter program backups.
- Telemetry radio and cell device configuration backups.
- Sensor backups- (i.e. Pressure Transmitter Settings)
- Intelligent Level Sensor backups.
- Develop control panel Critical spare recommendations.

Exceptions

- Service calls required during normal business hours, i.e. 7 A.M. to 4 P.M., Mountain Standard Time, will be billed at \$145.00 an hour, per technician/controls engineer.

- Service call material costs will be billed separately.
- Service calls required after normal business hours, i.e. 7A.M. to 4 P.M., Mountain Standard Time, will be billed as overtime rates. Overtime rates will be billed at a rate of time and a half to the customer.
- Control project upgrades will be covered under a separate scope.

TERM

The contract will start on 09/19/2024 and terminate on 12/31/2025.

PAYMENT FOR SERVICES

In exchange for the Services rendered, Customer will pay Contractor as follows:
Five Star will send an invoice monthly.

Return of property

Upon termination of this agreement, the contractor shall return to the customer any property, documentation, records or confidential information which is the property of the customer.

Compensation

For all services rendered by the Contractor under this Agreement, the customer shall indemnify the Contractor.
In the event that the Customer fails to make any of the payments mentioned, the Contractor shall have the right, but shall not be obligated, to exercise any of the following remedies:

- (1) Terminate the agreement.
- (2) Revoke or suspend services or deliverables, or
- (3) Take legal action.

Entire Agreement

This Agreement constitutes the complete understanding between the parties. No other promises, representations, or agreements shall be binding unless signed by the parties. This agreement cannot be altered, amended or modified in any respect, except by a writing duly executed by all Parties to the Agreement.

Severability

In the event that any court of enforcement authority determines that any provision of this Agreement is unenforceable, the provision at issue shall be enforced to the maximum extent permitted by law, and all other provisions shall remain in full effect.

Choice of Law

The agreement shall be governed by and construed in accordance with the laws of the State of Colorado without reference to its provisions regarding choice of law.

Attorney Fees

In the event of litigation relating to this agreement, the prevailing party is entitled to reimbursement from the losing party of any attorney fees and other expenses incurred in connection with defending against such litigation.

IN WITNESS WHEREOF, each party to this agreement has caused it to be executed on the date indicated.

CONTRACTOR

Authorized Signature

Bob Kell Kid (President)

Print Name and Title

Bob Kell Kid (President)

Date

9/19/2024

CUSTOMER

Authorized Signature

Print Name and Title

Date

September 13, 2024

City Council of Rocky Ford,

RE: Resignation

Dear Mayor Duane Gurule and Members of the City Council of Rocky Ford,

I am writing to formally resign from my position on the City Council, effective September 13, 2024.

It has been a privilege to serve the Rocky Ford community over the past several years and work alongside such a dedicated group. During my tenure, I have seen significant progress in our city, and I am proud to have contributed to these efforts.

I will work to ensure a smooth transition and am available to assist in any way to support the council and my successor during this period.

Thank you for the opportunity to serve, and I look forward to seeing our community continue to grow and succeed.

Sincerely,

Sherry Cordova

City Council of Rocky Ford, Ward I

Otero County, CO

Summary

Parcel Number 444318241012
Account Number 114982
Property LAND
Address , CO 000000000
Brief Tax Description 18-23-56 LOT 50, SWINK'S SECOND SUBDIVISION - AREA NO. 7, AS SHOWN BY THE RECORDED PLAT THEREOF. LOT 50 = 31,067 SQ FT FROM SURVEY #502154 04/11/2011 #627603 - STMT OF AUTH: ROCKY FORD SCHOOL DISTRICT #R2 FKA SCHOOL DISTRICT #4 04/11/2011 #627604 - WD SPLIT TO SOLE OWNER (DF \$ 0.00) SPLIT #2011-014
(Note: Not to be used on legal documents)
Class Exempt
Subdivision
Neighborhood N/A
Tax District District 022
Millage Rate 84.881
Acres 3.0089

Owner

[City Of Rocky Ford](#)
 203 S Main
 Rocky Ford, CO 81067

Land

Description	Acres	Square Footage	Value
TOWN LAND NON-RES	3.0089	131,067.00	\$22,317

Valuation

	2024	2023	2022
Land Value	\$22,317	\$22,317	\$22,317
Building Value			
Total Value	\$22,317	\$22,317	\$22,317
Assessed Land Value	\$6,226	\$6,226	\$6,472
Assessed Building Value			
Total Assessed Value	\$6,226	\$6,226	\$6,472

Sales

Sale Date	Sale Price	Instrument	Deed Book	Deed Page	Sale Qualification	Vacant or Improved	Grantor	Grantee
03/18/2011	\$0	Warranty Deed			Unqualified	Vacant	ROCKY FORD SCHOOL DIST R-2	CITY OF ROCKY FORD

Recent Sales In Area

Sale date range:

From: To:

Distance:

No data available for the following modules: Related Accounts, Buildings.

The Assessor makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information is from the last certified tax roll. All other data is subject to change.
[User Privacy Policy](#) | [GDPR Privacy Notice](#)
 Last Data Upload: 9/19/2024, 12:05:25 AM

Contact Us





ADMINISTRATIVE ASSISTANT TO THE CITY MANAGER

EXEMPT:	No	DEPARTMENT:	Administration
REPORTS TO:	City Manager	PAY RANGE:	\$18.00-\$24.00 Per Hour

JOB SUMMARY

The administrative Assistant to the City Manager performs a variety of administrative support functions for the City Manager and to other departments as assigned. The incumbent serves as first point of public contact for the City Manager. This position requires a high level of customer service skills, interacting with the public, employees, and departments to achieve the essential functions of the job. Provides administrative support in all aspects of the function of the city.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below list is intended to be illustrative of the essential functions of the position but is not all-inclusive of the responsibilities and duties may be adjusted at any time.

- Receive and screen visitors and telephone calls to the City Manager, providing information and handling issues that require sensitivity and sound independent judgment.
- Respond to request for information and refer certain request and complaints from officials, customers, and the public to appropriate staff and departments for resolution.
- Coordinates activities to ensure timely submission of documents or information that may be required of several staff personnel to complete a major project.
- Compose routine and/or type memos, correspondence, reports, presentations, forms and other documents often of a highly sensitive and confidential nature.
- Ensure materials, reports, and documents for signature are accurate and complete.
- Perform related tasks as required.
- Updates city website for current content.
- Coordinates with the City Clerk to enforce Vacant Building Registry, Business Registration, etc.
- Collaborate with various departments to address code violations.
- Delegates code violation complaints to various departments.
- Maintain accurate records, manage case files from CloudPermit software.
- Provide excellent customer service and address inquiries and complaints regarding code violations.

The omission of specific duties does not exclude them from the positions if the work is similar, related, or a logical assignment connected to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, the essential functions of the job can be performed.

Knowledge and understanding of:

- Principles and practices of effective customer service and customer-oriented etiquette.
- Office administrative practices and procedures, including file and document management .
- Advanced word processing, spreadsheet, database, electronic mails, publishing, and other business related computer software applications.
- City administrative policies and procedures applicable to area of assigned responsibility.
- Basic information regarding ordinances, rules, policies, procedures, and operating practices.
- Complex record keeping methods.

Skills:

- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Administrate detailed work involving knowledge of city and department functions and municipal policies.
- Communicate clearly and effectively, both orally and in writing.
- Reading and interpreting rules, and policies and apply them with good judgment in a variety of procedural situations.
- Interacting with the City Manager, Department Directors, public agency officials, citizens, businesses and staff in a diplomatic and professional manner.
- Maintain confidentiality of privileged information.
- Establishing and maintaining effective relationships with those contacted within the course of work.

Abilities:

- Three years of increasingly responsible office support experience, including public contact, detailed report writing, analytical skills, and the full range of technical and advanced administrative duties.
- Use a high decree of tact, diplomacy, and discretion in dealing with sensitive and confidential situations and concerned internal and external parties.
- Establish and maintain highly effective working relationships with the Mayor, City Council Members, and other elected and appointed officials, committee members, department directors and managers, staff, residents, representatives of civic and community groups, the media, public, and other encountered in the course of work.

LICENSES AND CERTIFICATIONS

- Valid Colorado Driver's License and a satisfactory driving record.

To apply online, <https://www.cityofrockyfordco.gov/employment-opportunities> or scan the QR code.



PHYSICAL DEMANDS AND WORK ENVIRONMENT

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	F	Extreme Temperatures	R
Standing	F	Inside Work	C
Walking	F	Outside Work	R
Running	R	Walking on uneven surfaces	R
Stooping	O	Working at height	R
Kneeling	R	Other:	
Squatting	R		
Climbing	R	Environmental Conditions	
Balancing	O	Exposure to Chemicals	R
Reaching	O	Exposure to Gases/Fumes/Dust	R
Grasping	C	High Noise Levels	R
Fingering	C	Moderate Noise Levels	F
Handling	C	Vibrations	R
Visual Acuity Near	C	Work in Traffic	R
Visual Acuity Far	O	Local Travel	O
Depth Perception	R	Out of Town Travel	O
Color Discrimination	F	Other:	
Peripheral Vision	O		
Talking	C		
Hearing	C		
Light/Power Equipment Ops	O	Weight of Objects Moved	
Heavy Equipment Operation	R	Over 100 pounds	R
Other:		Over 50 Pounds	R
		Over 10 pounds	O

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date

September 20, 2024

Rocky Ford City Council, Mayor, and City Manager:

We the City Council, Mayor, and City Manager of the city of Rocky Ford support the efforts of the Grand Friends as they move forward with their project of transforming the Chic Patee into restrooms for the Grand Theater. This project will provide better access for families, elderly, and disabled patrons.

The city's support of this project is vital, as the building is part of the Grand Theater building which is owned by the city of Rocky Ford. The building also has a historical designation, enhancing the chance for financial support if the project is spearheaded by the nonprofit Grand Friends.

The Grand Theater draws patrons from the surrounding communities as well as providing a space for musical performances, theatrical productions, and opportunities for volunteers to give back to the community.

The theater operates with a mostly volunteer crew and has been running for several decades. The Grand Theater is a service to the community and an opportunity for the community to provide a service to the city of Rocky Ford. Grand Friends has a proven track record of success and the experience to execute the project.

Thank you for considering this proposal. Your support will make a meaningful difference in the lives of our community members and the surrounding communities.

Sincerely,

Grand Friends

City Council Member
Larry Herrera

City Council Member
Nicholas Martinez

Mayor Pro Tem
Nicole Roberts

Mayor
Duane Gurule

City Council Member
Robert Barron

City Council Member
Thomas Mullins

City Council Member

City Manager

October 8 2024



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

Sherry Cordova
Ward I

Larry Herrera
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

October 3, 2024

Brandy Reitter
Colorado Broadband Office
Governor's Office of Information Technology
1575 Sherman Street
Denver CO 80203

Subject: Advance-Colorado Broadband Equity, Access and Deployment (BEAD) Program

Dear Mrs. Reitter,

The City of Rocky Ford is providing this letter showing our support for the Southern Colorado Economic Development District (SCEDD) and SECOM application to the Colorado Broadband Office for funding through the Advance-Colorado Broadband Equity, Access and Deployment (BEAD) Program.

Rocky Ford is a growing community with a population of over 3,800 people in Otero County, Colorado. Broadband access provides immeasurable value to the residents of our community. During stakeholder and business leader roundtables, the need for reliable broadband was expressed. Business growth cannot occur without the internet. Rocky Ford is home to a diverse number of small business and entrepreneurial ventures. Broadband is vital for point-of-sale, ordering materials and inventory, and participating in e-commerce. For residents in general, using telemedicine, patients can speak with a health care specialist. Broadband gives an outlet to participate in e-commerce and maintain connectivity to family and friends.

We believe this is a needed project to help bridge the digital divide in the Town and aligns with the State of Colorado's Broadband objectives, including enhancing educational, economic, health care access and support digital inclusion.

Thank you for your time, consideration, and ongoing commitment to empowering communities through access to broadband.

Sincerely,

Duane L. Gurulé
Mayor
City of Rocky Ford