



**COUNCIL MEETING
OCTOBER 28, 2025
MINUTES**

Mayor Nichols brought to order at 6:30 p.m. the second regular meeting of the Craig City Council for the month of October 2025. In addition to Mayor Nichols, those present were Councilmembers Michelle Gottschall, Derek Duran, Jesse James Jackson, Randy Looper, and Andrea Camp. Staff present were City Manager Peter Brixius, City Attorney Heather Cannon, Finance Director Mindy Elliott, City Clerk Katie Carmody, Public Works Director Danny Paul, Water and Wastewater Director Carl Ray, Road and Bridge Director Shane Baker, and GIS/Technology Tech John Meinhart.

All participated in the Pledge of Allegiance.

City Clerk Katie Carmody took councilmember roll call. Those present were Mayor Nichols, and Councilmembers Michelle Gottschall, Derek Duran, Jesse James Jackson, Randy Looper, and Andrea Camp.

Councilman Duran moved with a second by Councilman Jackson to excuse the absence of Councilman Tucker from the meeting. Ayes: 6. Nays: 0. Motion carried.

Councilman Looper moved with a second by Councilwoman Camp to approve the Consent Agenda as presented which included the approval of the minutes from the regular council meeting on October 14, 2025, the approval of bills through October 23, 2025 in the amount of \$486,676.93, and the approval of the Award of Bid to Sanity Solutions, Inc. in the amount of \$19,688.28 for the Network Storage Refresh. Ayes: 6. Nays: 0. Motion carried.

Councilman Jackson moved with a second by Councilman Duran to amend the agenda to remove the follow items from the agenda: Item 8K the discussion and approval of the 2026 Sublease for the Moffat County Public Safety Center, Item 11A the Executive Session to discuss 1) the City Attorney's Annual Review, 2) the City Manager's Annual Review, 3) and a discussion of the City Manager's departure, severance package, and succession plan under 24-6-401(e) (negotiation strategy regarding No. 3 above), and 24-26-401I(f) (personnel matters regarding Nos. 1-2 above), and Item 12A the action for City Council to approve the negotiated offer and authorize the mayor to execute the personnel agreement, consistent with the terms discussed in Executive Session regarding item number 3. These items were removed because Item 8K is not ready for presentation, Item 11A was not noticed under the appropriate state statutes, and Item 12A can not be decided without Item 11A. All three items will be on a future agenda. Ayes: 6. Nays: 0. Motion carried.

Councilman Duran moved with a second by Councilman Jackson to approve the October 28, 2025, agenda as amended. Ayes: 6. Nays: 0. Motion carried.

Jennifer Riley, Chief Executive Officer, Memorial Regional Health (MRH) provided an update on Memorial Regional Health and extended an invitation to the MRH 75th Anniversary Celebration.

City Manager Peter Brixius updated the group on current and future meetings and projects.

City Councilmembers discussed various meetings and events in which they participated in or will participate in soon. There were no disclosures of potential conflicts of interest regarding agenda items.

The floor was now open for public comment.

There was no public comment.

There being no public comment, Mayor Nichols closed the Regular Session and moved into Public Hearing at 7:26 p.m.

City Clerk Katie Carmody presented for Public Hearing Ordinance No. 1169 (2025) ~ An Ordinance of the City of Craig, Colorado amending Local Liquor Licensing Fees to reflect the Colorado Department of Revenue Liquor Enforcement Division Fee Schedule and Declaring an Effective Date Retroactive to the date permitted by state law.

There was no public comment.

City Clerk Katie Carmody presented for Public Hearing Ordinance No. 1170 (2025) ~ An Ordinance of the City of Craig, Colorado amending Section 5.10 – Alcohol Beverages to reference the appropriate state statutes and to include transfer of ownership hearing procedures.

There was no public comment.

There being no public comment, Mayor Nichols closed the Public Hearing and moved back into Regular Session at 7:32 p.m.

City Clerk Katie Carmody presented for discussion and approval (**Second Reading**) Ordinance No. 1169 (2025) ~ An Ordinance of the City of Craig, Colorado amending Local Liquor Licensing Fees to reflect the Colorado Department of Revenue Liquor Enforcement Division Fee Schedule and Declaring an Effective Date Retroactive to the date permitted by state law. Councilwoman Gottschall moved with a second by Councilman Duran to approve (**Second Reading**) Ordinance No. 1169 (2025) ~ An Ordinance of the City of Craig, Colorado amending Local Liquor Licensing Fees to reflect the Colorado Department of Revenue Liquor Enforcement Division Fee Schedule and Declaring an Effective Date Retroactive to the date permitted by state law. Ayes: 6. Nays: 0. Motion carried.

City Clerk Katie Carmody presented for discussion and approval (**Second Reading**) Ordinance No. 1170 (2025) ~ An Ordinance of the City of Craig, Colorado amending Section 5.10 – Alcohol Beverages to reference the appropriate state statutes and to include transfer of ownership hearing procedures. Councilwoman Camp moved with a second by Councilman Looper to approve (**Second Reading**) Ordinance No. 1170 (2025) ~ An Ordinance of the City of Craig, Colorado amending Section 5.10 – Alcohol Beverages to reference the appropriate state statutes and to include transfer of ownership hearing procedures. Ayes: 6. Nays: 0. Motion carried.

Finance Director Mindy Elliott presented for discussion and approval (**Introduction and First Reading**) Ordinance No. 1171 (2025) ~ An Ordinance adopting the 2026 Budget and setting appropriations for the revenues and expenditures, and making and fixing the amount of property tax levies, for the City of Craig, Colorado for and during the period beginning the first day of January, 2026 and ending the thirty-first day of December 2026. Councilman Duran moved with

a second by Councilwoman Gottschall to approve (**Introduction and First Reading**) Ordinance No. 1171 (2025) ~ An Ordinance adopting the 2026 Budget and setting appropriations for the revenues and expenditures, and making and fixing the amount of property tax levies, for the City of Craig, Colorado for and during the period beginning the first day of January, 2026 and ending the thirty-first day of December 2026. Ayes: 6. Nays: 0. Motion carried.

Finance Director Mindy Elliott presented for discussion and approval (**Introduction and First Reading**) Ordinance No. 1172 (2025) ~ An Ordinance amending section 13.16.010 of the Craig Municipal Code to increase the Wastewater rates fees to provide sufficient revenues to maintain the balance of Wastewater Enterprise Funds. Councilman Looper moved with a second by Councilwoman Camp to approve (**Introduction and First Reading**) Ordinance No. 1172 (2025) ~ An Ordinance amending section 13.16.010 of the Craig Municipal Code to increase the Wastewater rates fees to provide sufficient revenues to maintain the balance of Wastewater Enterprise Funds. Ayes: 6. Nays: 0. Motion carried.

Finance Director Mindy Elliott presented for discussion and approval (**Introduction and First Reading**) Ordinance No. 1173 (2025) ~ An Ordinance amending Sections 8.04.250 of the Craig Municipal Code to increase the Refuse Collection Fee Rates to provide sufficient revenues to maintain the balance of the Solid Waste Enterprise Fund. Councilwoman Gottschall moved with a second by Councilman Looper to approve (**Introduction and First Reading**) Ordinance No. 1173 (2025) ~ An Ordinance amending Sections 8.04.250 of the Craig Municipal Code to increase the Refuse Collection Fee Rates to provide sufficient revenues to maintain the balance of the Solid Waste Enterprise Fund. Ayes: 6. Nays: 0. Motion carried.

Finance Director Mindy Elliott presented for discussion and approval Resolution No. 34 (2025) ~ A Resolution of the City of Craig, Colorado to continue the base rate reduction program, determine the cap on the number of participants and to determine the percentage of the reduction. After further discussion, Councilwoman Camp moved with a second by Councilman Looper to approve Resolution No. 34 (2025) ~ A Resolution of the City of Craig, Colorado to continue the base rate reduction program with a cap of 340 participants and a 20% rate reduction. Ayes: 6. Nays: 0. Motion carried.

Water and Wastewater Director Carl Ray presented for discussion and approval of the Award of Bid for the Allis Chalmers Influent Wastewater Pump Refurbishment to Brimhall Industrial in the amount of \$45,238.28. After further discussion Councilman Duran moved with a second by Councilman Jackson to approve the Award of Bid for the Allis Chalmers Influent Wastewater Pump Refurbishment to Brimhall Industrial in the amount of \$45,238.28. Ayes: 6. Nays: 0. Motion carried.

Finance Director Mindy Elliott presented for discussion and approval Resolution No. 35 (2025) ~ A Resolution to appropriate funds for the Allis Chalmers Influent Wastewater Pump Refurbishment in the amount of \$10,238.28. After further discussion Councilwoman Camp moved with a second by Councilman Jackson to approve Resolution No. 35 (2025) ~ A Resolution to appropriate funds for the Allis Chalmers Influent Wastewater Pump Refurbishment in the amount of \$10,238.28. Ayes: 6. Nays: 0. Motion carried.

Water and Wastewater Director Carl Ray presented for discussion and approval Sole Sourcing of the 10th and Legion Pump Station Pump to Flowserve and the Spare Lift Station Pump to Xylem, Inc. After further discussion Councilwoman Gottschall moved with a second by Councilwoman Camp to approve the Sole Sourcing of the 10th and Legion Pump Station Pump to Flowserve and the Spare Lift Station Pump to Xylem, Inc. not to exceed \$45,000.00. Ayes: 6. Nays: 0. Motion carried. The Sole Sourcing of the 10th and Legion Pump Station Pump to Flowserve and the Spare

Lift Station Pump to Xylem, Inc. was recalled for supplemental action. After further discussion Councilwoman Gottschall moved with a second by Councilwoman Camp to approve the Sole Sourcing of the 10th and Legion Pump Station Pump to Flowserve not to exceed \$45,000.00 and the Spare Lift Station Pump to Xylem, Inc. not to exceed \$16,000.00. Ayes: 6. Nays: 0. Motion carried.

Public Works Director Danny Paul presented for discussion and approval Resolution No. 36 (2025) ~ Purchasing Procurement Policy. After further discussion Councilman Looper moved with a second by Councilman Duran to approve Resolution No. 36 (2025) ~ Purchasing Procurement Policy. Ayes: 6. Nays: 0. Motion carried.

Council requested staff to present a Short Term Rental Ordinance and a Vacant Building Ordinance at a future meeting.

Finance Director Mindy Elliott presented the Financial Report for September 2025.

Water and Wastewater Director Carl Ray presented the Water and Wastewater Reports for July through September 2025.

Being no further business, Councilman Looper moved with a second by Councilman Duran to adjourn the October 28, 2025, meeting at 8:37 p.m. Ayes: 6. Nays: 0. Motion carried.