



**COUNCIL MEETING  
DECEMBER 9, 2025  
MINUTES**

Mayor Nichols brought to order at 6:30 p.m. the first regular meeting of the Craig City Council for the month of December 2025. In addition to Mayor Nichols, those present were Councilmembers Michelle Gottschall, Derek Duran, Jnl Linsacum, Randy Looper, Joe Herod, and Luke Tucker. Staff present were City Manager Peter Brixius, City Attorney Heather Cannon, Assistant City Attorney Garry Rhoden, Finance Director Mindy Elliott, City Clerk Katie Carmody, Public Works Director Danny Paul, Water and Wastewater Director Carl Ray, Police Chief Michael Cochran, Economic Development Manager Shannon Scott, 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, Jnl Linsacum, Randy Looper, Joe Herod, and Luke Tucker.

Councilman Duran moved with a second by Councilman Herod to amend the Consent Agenda to amend Item 1A to change the date of the minutes to November 25, 2025. Ayes: 7. Nays: 0. Motion Carried.

Councilman Looper moved with a second by Councilwoman Gottschall to approve the Consent Agenda as amended which included the approval of the minutes from the regular council meeting on November 25, 2025, the approval of bills through December 4, 2025, in the amount of \$1,225,563.23, and the Award of Bid for the Sodium Hypochlorite Storage Tanks to Core-Rosion Products in the amount of \$15,299.00. Ayes: 7. Nays: 0. Motion carried.

Councilwoman Gottschall moved with a second by Councilman Looper to approve the December 9, 2025, agenda as presented. Ayes: 7. Nays: 0. Motion carried.

There were no presentations scheduled.

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 disclosures of potential conflicts from Mayor Nichols regarding Item 7H and Councilman Looper regarding Items 7H and 7I.

Mayor Nichols closed the Regular Session and moved into Public Hearing at 7:01 p.m.

Public Works Director Danny Paul presented for Public Hearing Ordinance No. 1174 (2025) ~ An Ordinance of the City of Craig amending Title 3, Chapter 3.08 of the Craig Municipal Code to

update purchasing and procurement regulations and establish the City of Craig Purchasing and Procurement Policy as adopted by Resolution No. 36 (2025).

There was no public comment.

Finance Director Mindy Elliott presented for Public Hearing Ordinance No. 1175 (2025) ~ An Ordinance to Levy and Establish the Percentage Rate for Additional Sales Tax on the Sale of Retail Marijuana and Marijuana Products in the City of Craig, Colorado for and during the Period Beginning the First Day of January 2026 at a rate of three percent (3%).

There was no public comment.

There being no public comment, Mayor Nichols closed the Public Hearing and moved back into Regular Session at 7:09 p.m.

Public Works Director Danny Paul presented for discussion and approval (**Second Reading**) Ordinance No. 1174 (2025) ~ An Ordinance of the City of Craig amending Title 3, Chapter 3.08 of the Craig Municipal Code to update purchasing and procurement regulations and establish the City of Craig Purchasing and Procurement Policy as adopted by Resolution No. 36 (2025). Councilman Looper moved with a second by Councilman Duran to approve (**Second Reading**) Ordinance No. 1174 (2025) ~ An Ordinance of the City of Craig amending Title 3, Chapter 3.08 of the Craig Municipal Code to update purchasing and procurement regulations and establish the City of Craig Purchasing and Procurement Policy as adopted by Resolution No. 36 (2025). Ayes: 7. Nays: 0. Motion carried.

Finance Director Mindy Elliott presented for discussion and approval (**Second Reading**) Ordinance No. 1175 (2025) ~ An Ordinance to Levy and Establish the Percentage Rate for Additional Sales Tax on the Sale of Retail Marijuana and Marijuana Products in the City of Craig, Colorado for and during the Period Beginning the First Day of January 2026 at a rate of three percent (3%). Councilman Duran moved with a second by Councilman Tucker to approve (**Second Reading**) Ordinance No. 1175 (2025) ~ An Ordinance to Levy and Establish the Percentage Rate for Additional Sales Tax on the Sale of Retail Marijuana and Marijuana Products in the City of Craig, Colorado for and during the Period Beginning the First Day of January 2026 at a rate of three percent (3%). Ayes: 7. Nays: 0. Motion carried.

Water and Wastewater Director Carl Ray presented for discussion and approval the Award of Bid for the Trailer Mounted Diesel Powered Wastewater Pump to BBA Pumps, Inc. in the amount of \$65,360.00. Councilman Looper moved with a second by Councilman Herod to approve the Award of Bid for the Trailer Mounted Diesel Powered Wastewater Pump to BBA Pumps, Inc. in the amount of \$65,360.00. Ayes: 7. Nays: 0. Motion carried.

Water and Wastewater Director Carl Ray presented for discussion and approval the Award of Bid for the Combination Sewer Cleaning Truck Cab and Chassis to Grand Junction Peterbilt in the amount of \$148,857.00 and the Award of Bid for the Industrial Sewer Combination Truck (Vacuum and Hydraulic) Body to OJ Watson Company, Inc. in the amount of \$475,000.00. After further discussion, Councilman Duran moved with a second by Councilwoman Linsacum to approve the Award of Bid for the Combination Sewer Cleaning Truck Cab and Chassis to Grand Junction Peterbilt in the amount of \$148,857.00 and the Award of Bid for the Industrial Sewer Combination Truck (Vacuum and Hydraulic) Body to OJ Watson Company, Inc. in the amount of \$475,000.00. Ayes: 7. Nays: 0. Motion carried.

Water and Wastewater Director Carl Ray presented for discussion and approval the Award of Bid for the 2026 Chemicals for the Water and Wastewater Departments. After further discussion,

Councilwoman Gottschall moved with a second by Councilman Loper to approve the Award of Bid for the 2026 Chemicals for the Water and Wastewater Departments. Ayes: 7. Nays: 0. Motion carried.

City Attorney Heather Cannon presented for discussion and approval the Public Safety Center Lease. After further discussion, Councilman Loper moved with a second by Councilman Duran to approve the Public Safety Center Lease. Ayes: 7. Nays: 0. Motion carried.

City Attorney Heather Cannon presented for discussion and approval the Municipal Jail Services Agreement. After further discussion, Councilwoman Gottschall moved with a second by Councilman Herod to approve the Municipal Jail Services Agreement. Ayes: 7. Nays: 0. Motion carried.

Mayor Nichols and Councilman Loper recused themselves and exited the dais due to a conflict of interest with the next agenda item.

City Manager Peter Brixius presented for discussion and approval the Yampa Building Master Lease Agreement. After further discussion, Councilman Herod moved with a second by Councilman Tucker to table the discussion and approval of the Yampa Building Master Lease Agreement to the next City Council meeting. Ayes: 5. Nays: 0. Abstained: 2. Motion carried.

Mayor Nichols entered the chamber and seated himself on the dais. Councilman Loper remained outside the chamber due to a conflict of interest with the next agenda item.

Economic Development Manager Shannon Scott presented for discussion and approval the Non-Binding Memorandum of Understanding (MOU) between the City of Craig and the Northwest Colorado Innovation Center (NCIC) as it relates to the Craig Industrial Park. After further discussion, Councilwoman Gottschall moved with a second by Councilman Duran to table the discussion and approval of the Non-Binding Memorandum of Understanding (MOU) between the City of Craig and the Northwest Colorado Innovation Center (NCIC) as it relates to the Craig Industrial Park to the next City Council meeting. Ayes: 6. Nays: 0. Abstained: 1. Motion carried.

Councilman Loper entered the chamber and seated himself on the dais.

City Clerk Katie Carmody presented for discussion and approval the cancellation of the next City Council meeting scheduled for December 23, 2025. After further discussion Councilman Loper moved with a second by Councilman Duran to cancel the next City Council meeting scheduled for December 23, 2025. Ayes: 7. Nays: 0. Motion carried.

There were no requests for future agenda items.

Finance Director Mindy Elliott presented the Finance Report for October 2025.

Public Works Director Danny Paul presented the Public Works report for November 2025.

Police Chief Michael Cochran presented the Police Report for November 2025.

The floor was now open for public comment.

There was no public comment.

There were no closing remarks or informational items presented.

Being no further business, Councilman Loper moved with a second by Councilman Duran to adjourn the December 9, 2025, meeting at 8:52 p.m. Ayes: 7. Nays: 0. Motion carried.