



Conferencing Access Information: This is viewing only access.

<https://us06web.zoom.us/j/2471968228?pwd=and3VXI3ZzdvRTBwMCs0bXhBcW9Mdz09&omn=83383446203>

Join via phone at 1-719-359-4580 **Meeting ID:** 889 0624 8689
Meeting Passcode: 79264

AGENDA

1. **Invocation/Pledge of Allegiance**
2. **Call to Order/Roll Call**
3. **Approval of Agenda**
4. **Oath of Office, Mayor**
5. **Public Comment**

Public comments are limited to three (3) minutes. When you are recognized, please stand, state your name, and then address the Board in a professional manner.

The Board of Trustees may not respond to your comments during this meeting, rather they may take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up.

6. **Approval of Minutes**

- A. February 10, 2026, Monthly Meeting

7. **Work Session - Presentation**

- A. Speed Enforcement Program by Glenn Theriault from Dacra Tech

8. **Consent Items**

Consent Agenda items are considered to be routine, administrative, or non-controversial matters and will be approved by one motion and vote. It is expected that these items have been reviewed by the members of the Board in advance of the meeting. There will be no separate discussion of Consent Agenda items unless a Board member requests to remove the item from the Consent Agenda, in which case the item may be removed from the Consent Agenda and added to the beginning of the General Business agenda for consideration.

- A. Expenditures for Year-to-Date 2026

- B. RESOLUTION NO. 2026-04, A RESOLUTION AUTHORIZING THE TOWN ADMINISTRATOR TO EXECUTE A CONTRACT ON BEHALF OF THE TOWN OF KIOWA WITH PAYCHEX, INC.

9. General Business

- A. RESOLUTION NO. 2026-05, A RESOLUTION DECLARING A VACANCY IN THE OFFICE OF TRUSTEE
 - 1) Consideration of qualified applicants for appointment to the vacant Trustee position
- B. RESOLUTION NO. 2026-06, A RESOLUTION ADOPTING THE TOWN OF KIOWA’S PURCHASING POLICY AND GRANTING LIMITED CONTRACT SIGNING AUTHORITY TO THE TOWN ADMINISTRATOR
- C. ORDINANCE NO. 2026-03, AN ORDINANCE OF THE TOWN OF KIOWA, COLORADO, AMENDING CHAPTER 18 OF THE KIOWA MUNICIPAL CODE BY THE ADDITION OF A NEW ARTICLE XVII TO ADOPT BY REFERENCE THE COLORADO WILDFIRE RESILIENCY CODE, 2025 EDITION, AND THE COLORADO WILDFIRE RESILIENCY CODE MAP, 2025 EDITION, AND PROVIDING PENALTIES FOR VIOLATIONS
- D. Appointment of Mayor Pro Tem

10. Public Hearing

- A. Elbert County 4-H Leaders' Council Special Event Liquor Permit - 15th Annual Fundraising Gala on April 25th
- B. 222 Comanche Street, 1891 Exchange and Saloon — Consideration of Liquor License and Business License
- C. 228 Comanche Street, Kiowa Bar — Consideration of Liquor License and Business License
- D. 326 Comanche Street, Taco Selene Restaurant - Application for Change of Use

11. Staff Reports

- A. Mayor
- B. Board of Trustees
- C. Town Attorney
- D. Town Administrator
 - 1) HJR26-1018 - Designation of SH-86 as the Plains-to-Pines Scenic Corridor
 - 2) HB26-1278 - Local Government Approval of Transmission Infrastructure
 - 3) HB26-1095 - Open Records: Digital Publication for Legal Notices
 - 4) HB26-1114 - Land Use: Minimum Lot Sizes
 - 5) HB26-1120 – Mobile Home Property Taxation

- 6) SB26-093 - Licensure: Workers' Compensation Insurance Coverage Verification
- 7) SB26-097 - Public Safety: Decriminalize Adult Commercial Sexual Activity
- 8) Town Parks Project
- 9) Grants Update
- 10) Kiowa Bridge update
- 11) Public Works

12. Discussion/Communications

13. Adjourn

Agenda Approved By:

**Tammy Hart
Mayor, Town of Kiowa**

Date Posted:

March 9, 2026

Time Posted 4:00 PM

MEETING PROTOCOL AND STANDARDS OF CONDUCT

Public Participation

Public comment is encouraged and will be listed as an agenda item at every regular Board of Trustees meeting.

Each individual wishing to be heard during the public comment period will be given up to three (3) minutes to make a comment.

The public comment period will not be used to make political endorsements or for political campaign purposes.

Questions from the Board will be for clarification purposes only. Public comment will not be used as a time for problem solving or reacting to comments made but, rather, for listening to the comments of citizens without taking any formal action.

The Board may direct the Town Administrator to provide information requested by a speaker during the public comment period.

Speakers are not allowed to make belligerent, accusatory, impertinent, slanderous, threatening, abusive, or disparaging comments.

The Mayor/Chairman may elect to defer public comment on a specific issue that appears on the regular agenda until that specific item is addressed.

The Mayor/Chairman may call for order when sidebar conversations occur in the audience. Those conversations are distracting from the Board addressing the topics at hand.

Members of the public who do not follow proper conduct after a warning in a public meeting may be barred from further participation at that meeting or removed from the Board Chambers pursuant to the Kiowa Municipal Code and Colorado Revised Statutes.



CALL TO ORDER/ ROLL CALL

Mayor Pro Tem Hart called the monthly Board of Trustees meeting to order on February 10, 2026, at 7:04 PM.

Present: Mayor Pro Tem Hart, Trustee Shafer, Trustee Smith, Trustee Wineland, Trustee Stahl and Trustee Schantz. The Town of Kiowa had a quorum to conduct business.

Also present:

Kim Boyd, Town Administrator

Sasha Davidson, Town Clerk

Joshua Myers, Town Attorney

APPROVAL OF AGENDA

Trustee Shafer motioned to approve the agenda; Trustee Stahl seconded. The motion carried 6-0, with no discussion.

PUBLIC COMMENT

- A. Tabitha King, owner of the incoming 1981 Exchange and Saloon.

Ms. King introduced herself to the Board and community and shared that she is currently exploring ways to create a revenue stream utilizing the business while awaiting the ability to operate with a liquor license. She indicated she is considering interim uses of the space and will coordinate with the Town on possible options. Ms. King also advised that a grand opening date will be forthcoming. The Board acknowledged the update and welcomed the new business to the community.

APPROVAL OF MINUTES

Trustee Wineland motioned to approve the minutes from the January 27, 2026, special meeting, and Trustee Smith seconded. The motion carried 6-0 with no discussion.

CONSENT AGENDA

Trustee Shafer moved to approve the consent agenda items, and Trustee Stahl seconded. Motion carried 6-0 with no further discussion.

- A. Expenditures for Year-to-Date 2026
- B. Board Letter of Support for Administrator Boyd to apply for 2026 CML Annual Conference Scholarship

GENERAL BUSINESS

- A. RESOLUTION 2026-02 - A RESOLUTION DECLARING A VACANCY IN THE OFFICE OF THE MAYOR AND APPOINTING A QUALIFIED PERSON TO THE VACANT OFFICE OF THE MAYOR. Trustee Shafer made the motion to approve the

Resolution, and Trustee Wineland seconded. Motion carried 6-0 with no further discussion.

- B. Trustee Shafer made a motion to nominate Mayor Pro Tem Hart to fill the vacancy of the Office of the Mayor until the 2026 general election in November, and Trustee Schantz seconded. Motion carried 6-0 with no further discussion.

POLL VOTE

Mayor Pro Tem Hart	AYE
Trustee Shafer	AYE
Trustee Wineland	AYE
Trustee Smith	AYE
Trustee Schantz	AYE
Trustee Stahl	AYE

- C. RESOLUTION 2026-03 - A RESOLUTION AUTHORIZING THE TOWN ADMINISTRATOR TO APPLY FOR A LOCAL PLANNING CAPACITY GRANT WITH THE COLORADO DEPARTMENT OF LOCAL AFFAIRS, AMENDING THE TOWN OF KIOWA 2026 BUDGET, AND APPROPRIATING FUNDS. Trustee Shafer made the motion to approve the Resolution, and Trustee Wineland seconded. Motion carried 6-0 with no further discussion.

STAFF REPORTS

A. Mayor Hart

Mayor Hart provided an update on recent improvements at the Senior Center, including recent work on the flooring, roof, and interior paint. Mayor Hart also advised that the Senior Center is inquiring whether the building could be considered as a potential site for a mural through the Main Street Program. The Board acknowledged the update.

Mayor Hart advised the Board that the Cowboy Up organization had inquired about reconsideration of the sponsorship support the Town has provided in recent years.

Administrator Boyd informed the Board that she had made the decision to redirect the Town’s sponsorship and donation funding to prioritize support for local non-profit organizations and 501(c)(3) entities that provide ongoing services and assistance to Kiowa residents. Administrator Boyd explained that this approach ensures taxpayer funds are reinvested directly into the community through organizations that actively serve local needs.

Administrator Boyd further noted that the Town can still support for-profit events or programs through alternative means, such as promoting and outreach via the Town’s social media and communication channels rather than through direct monetary sponsorship.

Trustee Smith agreed with this approach and shared that similar practices had been followed by the Town in the past. The Board expressed agreement and support for the change implemented by Administrator Boyd regarding the use of taxpayer funds for community-focused support.

B. Board of Trustees

Trustee Shafer shared remarks on the recent services for Mayor Howard, noting that they were well attended by members of the community. Trustee Shafer also commented on the quality of the food provided by Kiowa's three local restaurants and acknowledged the strong turnout and community support shown during the event.

Mayor Hart advised that a group of bagpipers regularly practice at the Kiowa Masonic Lodge on Sundays from 11:00 a.m. to 1:00 p.m. The practice sessions are open to anyone in the community interested in attending.

C. Town Attorney

Town Attorney Myers provided an update to the Board, advising that work is ongoing regarding updates and revisions to the Town's zoning code, including review of specific sections that require modification or clarification. He further advised that a Wildfire Resiliency Ordinance is being prepared and is expected to be presented at the next meeting to meet additional unfunded mandate requirements from the state. The Board acknowledged the update.

D. Town Administrator

Administrator Boyd provided updates on several ongoing projects and initiatives.

She advised that work is underway on updates to the Town's zoning code and that several gaps have been identified, including the absence of floodplain regulations. Addressing these gaps will require amendments to the text, review, and approval by the Planning Commission.

Administrator Boyd also reported that Kimley-Horn is pursuing a BUILD grant on behalf of the Town to support the stormwater sidewalk project, with letters of support provided by the offices of Congresswoman Boebert and Senator Hickenlooper. This will be a \$15 million ask.

Additionally, she informed the Board that bridge construction is scheduled to begin on March 2.

The Town has also been selected for a GOCO parks project, though the scope of the request will need to be scaled down to below \$1 million; it is currently at \$1.5 million.

Administrator Boyd further discussed activities related to the Main Street Program, including a proposed mural project, the development of wayfinding signage, and a promotional video for the Town, currently being produced by Slate Communications.

Discussion also included the potential removal of the non-ADA-compliant sidewalk near the Fawn Valley building that extends up the hill. Administrator Boyd noted that removing the sidewalk could allow the Town to create additional parking for the park area where the restroom facility is planned. Relocating the restroom structure closer to this area would also place it nearer to existing water mains and electrical infrastructure, which may help reduce installation costs and improve accessibility. The Board requested that, due to the

slope of the hill, any proposed parking area includes engineered plans addressing slope stability and drainage considerations before moving forward.

Administrator Boyd also shared that the County Commissioners had contacted the Town to discuss the possibility of working together to pursue a designation of the section of State Highway 86 through Kiowa as a memorial in honor of Mayor Terry Howard. The Board acknowledged the updates and discussion.

DISCUSSION/COMMUNICATIONS

- A. Trustee Schantz initiated a discussion regarding the potential allowance of short-term rental properties within the Town of Kiowa, such as Airbnb and VRBO accommodations. Trustee Schantz suggested that permitting these types of rentals could create an opportunity for the Town to collect lodging tax revenue, which could potentially be used to assist with road repair and maintenance costs.
- B. Trustee Schantz also inquired about the feasibility of organizing a community Town Clean-Up Day event.

Administrator Boyd and Trustee Smith discussed with the Board the financial and logistical challenges associated with such an event, referencing difficulties experienced during previous attempts to organize a town-wide clean-up effort. These challenges included costs, staffing, and coordination requirements. The Board acknowledged the considerations and discussed the need to evaluate potential resources and planning requirements should the Town consider revisiting the idea in the future.

ADJOURN

Trustee Shafer moved to adjourn at 8:56 pm. Trustee Wineland seconded, and the motion passed 6-0 with no discussion.

Approved:

Tammy Hart, Acting Mayor

Kimberly Boyd, Town Administrator

Statement of Financial Position

Town of Kiowa
As of March 5, 2026

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1010 TOK Primary Checking (6476)	115,132.01
1020 TOK Money Market Account (6484)	796,455.87
1050 Petty Cash	128.76
Total for Bank Accounts	\$911,716.64
Accounts Receivable	
1100 Accounts Receivable (A/R)	65,276.07
1101 Property Tax Receivable	186,050.00
Total for Accounts Receivable	\$251,326.07
Other Current Assets	
1493 Investment in Fixed Assets	0.00
Total for Other Current Assets	\$0.00
Total for Current Assets	\$1,163,042.71
Fixed Assets	
1492 Buildings	0.00
1540 Furniture & fixtures	0.00
1600 Accumulated depreciation	0.00
6750 Equipment & Furniture	0.00
Total for Fixed Assets	\$0.00
Total for Assets	\$1,163,042.71
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	127,997.11
Total for Accounts Payable	\$127,997.11
Credit Cards	
2040 VISA (5418)	-33,162.71
Total for Credit Cards	-\$33,162.71
Other Current Liabilities	
2104 Deferred Revenue	\$0.16
2114 Committed Fund Balance Conservation Trust	13,085.00
2124 Committed Fund Balance Road and Bridge	247,177.00

Statement of Financial Position

Town of Kiowa
As of March 5, 2026

DISTRIBUTION ACCOUNT	TOTAL
Total for 2104 Deferred Revenue	\$260,262.16
2105 Deferred Property Tax	186,050.00
2109 Adjustment for TABOR	-15,054.00
2210 Payroll tax to pay	\$0.00
2211 FICA- Payroll Taxes	-8,793.19
2212 FIT	6,702.55
2213 Colorado SIT	-718.00
2214 Retirement benefits to pay 457	-135.00
2215 FUTA	-130.94
2216 CO FLI - Family leave	-36.29
2217 Colorado SUI	-84.66
2501 ICMA 401(a)	-3,395.49
Total for 2210 Payroll tax to pay	-\$6,591.02
2510 Impact Fees Collected	6,271.43
Fund Balance--Res'd for Emergency	14,554.00
Total for Other Current Liabilities	\$445,492.57
Total for Current Liabilities	\$540,326.97
Total for Liabilities	\$540,326.97
Equity	
3150 Opening balance equity	-0.06
3300 Retained Earnings	578,519.57
Net Income	44,196.23
Total for Equity	\$622,715.74
Total for Liabilities and Equity	\$1,163,042.71

Statement of Activity

Town of Kiowa

January 1-March 7, 2026

DISTRIBUTION ACCOUNT	TOTAL
Income	
4000 Tax Revenue	
4010 Roads & Streets	\$278.82
4011 Road & Bridge Distribution	17,121.48
4012 Highway Users Tax Fund (HUTF)	4,707.91
Total for 4010 Roads & Streets	\$22,108.21
4015 Cigarette Distribution	300.00
4051 Property Tax	638.91
4060 Sales Tax - DOR	130,495.07
4063 Specific Ownership Taxes (SOT)	3,917.19
4065 Use tax	1,603.65
Total for 4000 Tax Revenue	\$159,063.03
4200 Contributed Income	
4210 Government Grants & Contracts	
4215 DOLA - EIAF 9734 Grant	48,500.50
Total for 4210 Government Grants & Contracts	\$48,500.50
4220 Sponsorships & Donations	7,000.00
Total for 4200 Contributed Income	\$55,500.50
4250 Sales	
4251 Business License Fees	75.00
4252 Building Permit and Plan Review Fees	5,585.60
4257 Special Event Liquor License Fee	100.00
4261 Court Fines	250.00
Total for 4250 Sales	\$6,010.60
4280 Franchise Tax	
4281 Black Hills	1,823.04
4283 CORE	3,629.13
Total for 4280 Franchise Tax	\$5,452.17
4400 KWWA Operating Contract	14,104.98
Total for Income	\$240,131.28
Gross Profit	\$240,131.28
Expenses	
6000 Payroll expenses	
6010 Salary & Wages	
6030 Salary & Wages- Public Works-Streets	11,588.57
6040 Salary & Wages - Admin Staff	19,982.80
Total for 6010 Salary & Wages	\$31,571.37
6020 Board Monthly Stipend	1,396.00
6100 Payroll Taxes (Employer)	2,177.86

Statement of Activity

Town of Kiowa

January 1-March 7, 2026

DISTRIBUTION ACCOUNT	TOTAL
6210 Deferred Health Care	3,027.72
6212 ToK Benefit Expense	1,829.44
6250 Reimbursements - Employee	703.24
6270 MyPay Solutions Contractual Fees	327.30
Total for 6000 Payroll expenses	\$41,032.93
6300 Advertising & Public Notices	
6320 Public Notices	423.70
Total for 6300 Advertising & Public Notices	\$423.70
6500 Insurance	
6510 CIRSA Insurance (PC & Liability)	6,232.24
6512 CIRSA (Workers Compensation)	5,587.01
Total for 6500 Insurance	\$11,819.25
6601 Donations & Sponsorships to Others	500.00
6630 Dues & Subscriptions	
6633 Professional Memberships	2,204.83
Total for 6630 Dues & Subscriptions	\$2,204.83
6710 Repairs & maintenance	
6711 Trash and Janitorial	370.08
6712 Repairs & Maintenance - Streets	2,063.77
6713 Repair & Maintenance - Town Hall	150.44
6714 Repairs & Maintenance - Parks & Rec	6,305.91
Total for 6710 Repairs & maintenance	\$8,890.20
6760 Rent & Lease Equipment	\$655.61
6761 Parks & Rec - Parker Port-a Potty	1,500.00
6762 Equipment Purchase/Lease	655.61
Total for 6760 Rent & Lease Equipment	\$2,811.22
6771 Town Event Entertainment	24,000.00
6800 General Office Expenses	
6830 Copier Lease	863.43
6850 Computer Supplies/Software & apps	2,661.50
6860 Printing & Photocopying	1,646.25
Total for 6800 General Office Expenses	\$5,171.18
6900 Utilities	\$1,323.56
6905 Utilities- Power - CORE	1,934.22
6906 Utilities- Power- Street Lights - CORE	2,166.96
6910 Utilities- Heat - Black Hills	1,022.17
6920 Utilities - Water and Sewer - KWWA	349.78
6940 Utilities Telephone/Internet	522.44
6970 Security/Alarm Monitoring	778.54
Total for 6900 Utilities	\$8,097.67

Statement of Activity

Town of Kiowa

January 1-March 7, 2026

DISTRIBUTION ACCOUNT	TOTAL
7000 Professional Services	
7016 Legal Services	
7012 Legal Services - General Counsel	21,484.00
7014 Professional Services - Municipal Court	1,593.42
Total for 7016 Legal Services	\$23,077.42
7020 IT Services	
7021 Professional - IT - Phoenix Technologies	2,011.50
Total for 7020 IT Services	\$2,011.50
7040 Consulting Services	
7041 Professional - Consulting - SafeBuilt	5,181.28
7042 Professional - Consulting - Kimley-Horn	47,972.50
Total for 7040 Consulting Services	\$53,153.78
7070 IGA with ECSO	13,749.00
7090 Professional Services- Other	
7091 Professional - Code Enforcement	3,300.00
Total for 7090 Professional Services- Other	\$3,300.00
Total for 7000 Professional Services	\$95,291.70
7100 Bank Charges & Fees	3.00
7200 Vehicle Expenses	
7230 Vehicle - Repairs Maintenance	258.48
Total for 7200 Vehicle Expenses	\$258.48
7400 Road and Streets Repair	514.01
7500 Other Miscellaneous Expense	
7503 Elbert County Clerk & Recorder	72.37
7504 Elbert CO Treasurer Fee	12.78
Total for 7500 Other Miscellaneous Expense	\$85.15
Total for Expenses	\$201,103.32
Net Operating Income	\$39,027.96
Other Income	
8000 Interest Income	4,716.43
Total for Other Income	\$4,716.43
Net Other Income	\$4,716.43
Net Income	\$43,744.39

**RESOLUTION NO. 2026-04
TOWN OF KIOWA, COLORADO
BOARD OF TRUSTEES**

**A RESOLUTION AUTHORIZING THE TOWN ADMINISTRATOR TO EXECUTE A
CONTRACT ON BEHALF OF THE TOWN OF KIOWA WITH PAYCHEX, INC.**

WHEREAS, per Ordinance No. 2026-02, the Town Administrator is authorized to sign contracts on behalf of the Town of Kiowa following the Board of Trustees' approval of the contract by resolution of the Board; and

WHEREAS, the Town Administrator desires to execute a professional services contract with Paychex, Inc., a Delaware corporation authorized to do business in Colorado, to provide the services identified in **Exhibit A** attached hereto ("Services"); and

WHEREAS, the Services are for a period of one year at the total amount of \$3,333.90 ("Total Cost"); and

WHEREAS, the Board desires to authorize the Town Administrator to execute a contract with Paychex for the Services at an amount not to exceed the Total Cost.

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

Section 1. The recitals above are adopted herein for all purposes.

Section 2. The Town Administrator is hereby authorized to sign a contract on behalf of the Town of Kiowa, Colorado, with Paychex for the Services and at a cost not to exceed the Total Cost, both as shown in **Exhibit A** attached hereto.

Section 3. This Resolution shall be effective immediately upon adoption.

APPROVED AND ADOPTED BY THE BOARD OF TRUSTEES ON MARCH 10, 2026.

TOWN OF KIOWA, COLORADO

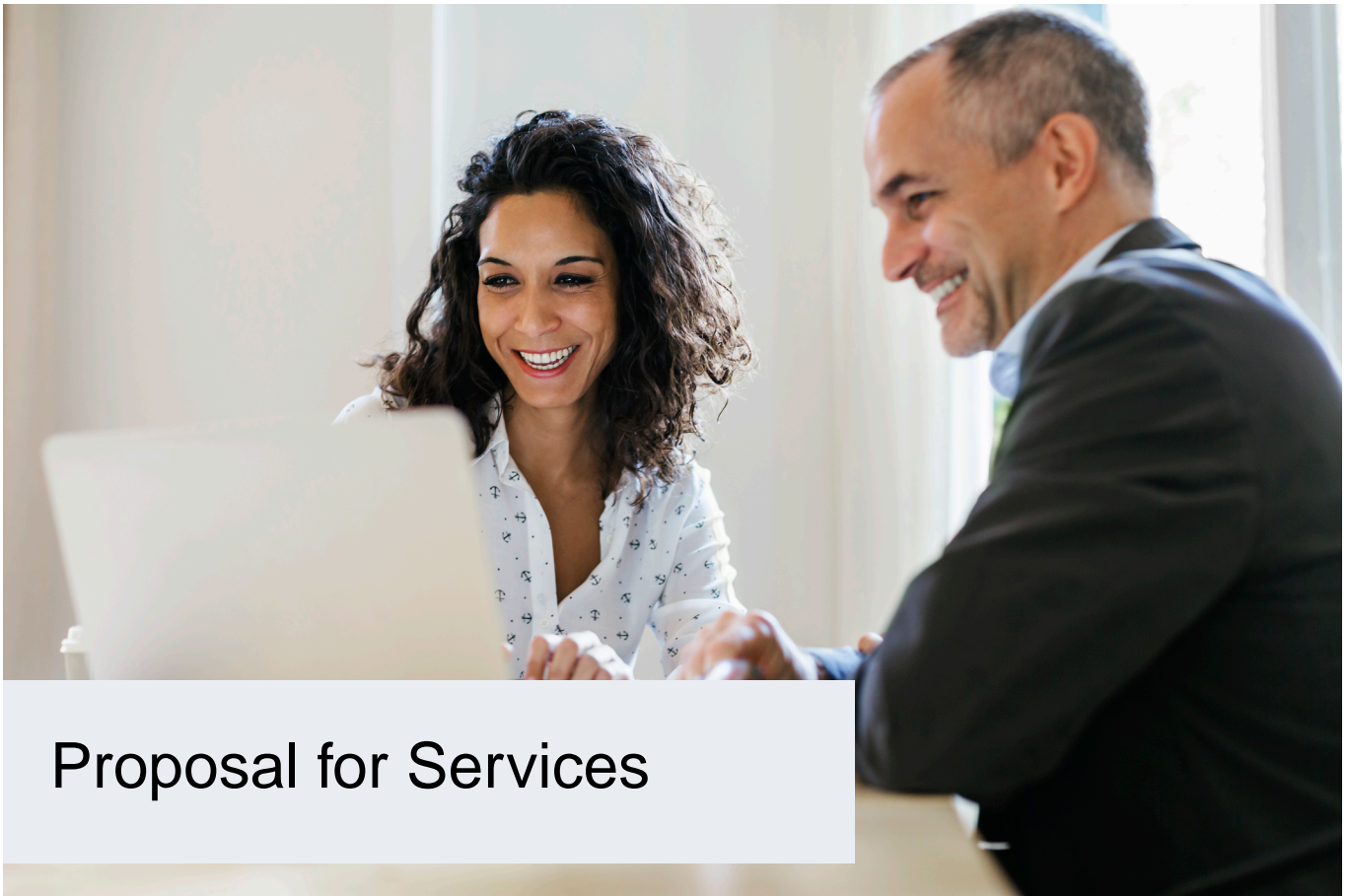
Tammy Hart, Mayor

Attest:

Sasha Davidson, Town Clerk

EXHIBIT A

{See attached.}



Proposal for Services

Prepared for:

Town of Kiowa
Kimberly Boyd
404 Comanche Street
Kiowa, CO 80117
kboyd@townofkiowa.com

Prepared by:

Ryan Pench
Mid-Market HCM Consultant
rpench@paychex.com

PAYCHEX[®]

HR | Payroll | Benefits | Insurance

Page 16 of 112

Proposal Overview

On behalf of Paychex, I'd like to thank you for the opportunity to discuss your organizational needs and review how we may assist in helping you reach your business goals.

The following proposal addresses your organization's top business initiatives.

Your Business Initiatives

- Develop a strong HR infrastructure to define your company culture and expectations.
- Engage your employees by implementing a performance appraisal system that better aligns with your company goals.
- Improve business outcomes with personalized HR support and effective recommendations.
- Improve productivity by streamlining multiple systems into one integrated HR, benefits & payroll platform.
- Implement a strategic hiring and onboarding strategy to attract, hire, and onboard top talent.



Proposal Content



I'm confident Paychex can help drive meaningful results for your organization given our **50+ year history of helping customers like you.**

Please review the following information and feel free to contact me with any questions or feedback you may have. I appreciate your consideration and I look forward to discussing next steps.

Ryan Pench

Your Custom Paychex Solution

Paychex Flex®

Paychex recommends our **Paychex Flex®** Payroll service to simplify paying and managing employees. More than just payroll, Paychex offers a scalable suite of HR services and benefit solutions paired with unparalleled service to help you manage complexity as your business grows. Adding a service is as easy as turning on a new module within the seamlessly integrated, single sign-on cloud platform. Count on Paychex to support the needs of your business today and as it grows and evolves in the future.

Business Outcomes

Efficiently Manage Critical Processes

- Run payroll on your schedule: Flexible pay options include, check, direct deposit, or paycard
- Update and allocate costs in your GL with integrations to accounting software, QuickBooks®, Sage®, Xero®, and Intacc®
- Organize expenses and determine which departments are most profitable
- Track and control expenses with Expense Management
- Track employee hours worked with more accuracy with Time and Attendance – Choice in punch options.
- Gain insight into your business with access to valuable reports.

Increase Employee Productivity

- Save administrative time with a streamlined employee online experience to complete a wide variety of self-service HR tasks
- Improve the efficiency of benefits administration while providing a streamlined employee experience
- Single sign-on platform and mobile app.

Attract and Retain Top Talent

- Verify candidate backgrounds with Employee Screening Service to help hire the right employees.
- New hires can complete onboarding tasks efficiently via a digital, mobile friendly experience.

Engage and Motivate Your Workforce

- Educate, close skill gaps, and accelerate development with on-demand courses accessible anytime, anywhere through our Learning Management System (LMS)

Help Reduce Business Risk

- Develop company policies and clarify your culture with the Employee Handbook Builder
- Help ensure you are offering health insurance in compliance with ESR provisions

Service and Support

At Paychex, we understand that starting a new partnership or switching providers is a critical time for your business. But we're with you every step of the way.

From day one, you'll always have access to our world class Service team to answer your questions, proactively keep you informed on progress, and deliver knowledgeable, friendly support throughout your relationship with Paychex.



Who You Will Work With

Paychex Sales

Your sales representative will confirm all necessary agreements and documentation are submitted so we can get started on your account setup. They will work with you throughout your first year with Paychex to identify any other business needs you may have and recommend solutions to help your business thrive.

Account Manager

Following implementation, your account will transition to our expert support team. We'll provide service to match your business needs, plus the added benefit of our employee training and development system along with flexible support options.

Customer Support

At Paychex, our top priority is providing you with our blend of best-in-class HR technology and advisory solutions to ensure you receive the best support for your business.

Investment Summary

Town of Kiowa

Created Date: 03-03-2026

Quote Number: Q-2066339

Per Pay Period - Semi-Monthly	Units	Rate / Unit	Total
Paychex Flex® Select			
Paychex Flex® Select - Per Payrun Fee	1	\$70.50	\$70.50
Paychex Flex® Select - Per Check Fee	11	\$3.85	\$42.35
General Ledger Reporting Service - Per Payrun Fee	1	\$8.00	\$8.00
		Total	\$120.85

Annual Fees	Units	Rate / Unit	Total
Year End - Base Fee	1	\$102.50	\$102.50
W-2 or 1099 Processing - Per User Fee	11	\$9.00	\$99.00
Year-End Handling Base Fee	1	\$32.00	\$32.00
		Total	\$233.50

One-time Fees	Units	Rate / Unit	Total
Paychex Flex® Select - Setup Fee	1	\$200.00	\$200.00
		Total	\$200.00

Usage Fees	Units	Rate / Use
Remote I-9 - Per Verification	1	\$65.00
Form I-9 - Per Verification	1	\$2.50

First year total \$3,333.90

Annual total \$3,133.90

Per Pay Period Net Investment

Current Per Pay Period Charges: \$0.00	Proposed Per Pay Period Charges: \$120.85	Net Investment: \$120.85
--	---	------------------------------------

The Fees and/or discounts quoted in this Investment Summary are valid for thirty (30) days from the creation date.

Investment Summary Package

Paychex Flex® Select

Talent Management

- HR Library
- Onboarding Tasks

Payroll and Financial Support

- Payroll Processing
- Payroll Tax Service (Taxpay®)
- Flexible Employee Pay Options

Workforce Management

- Analytics and Reports
- General Ledger Report
- New Hire Reporting
- Labor Compliance Poster Kit
- Employment and Income Verification Service

Employee Experience

- Enhanced Employee Mobile Experience
- Learning Management System (LMS)
- Corporate Events Calendar
- Cashflow Assistance (FinFit®)
- 401(k) Report
- Retirement Plan Summary Report

Notations

Product / Billing

- This is a proposal only. The Fees quoted are estimates and your actual Fees may vary based on your payroll frequency, number of workers, and actual products or services selected. The information contained in this proposal is confidential and proprietary and should not be shared with anyone outside your company. Unless otherwise agreed to in writing by the parties: (1) Fees may change as set forth in the service agreement; and (2) promotions begin and expire according to the terms of the promotion.
- Totals displayed do not include sales tax where applicable.
 - * Additional training content for Paychex Learning Product offering is purchased through the e-commerce tool site by authorized users.
- Payroll Delivery: Delivery fees charged only if incurred.
- Quarter/Year End Report Delivery: Quarter/YE Report Delivery fees are not included and will be charged if a package is delivered. Additional fees will apply.
- Per Pay Period Fees quoted above are based on information provided by the Client and will change without notice if Client changes the pay frequency and/or number of workers or checks.
- Bill Pay, Powered by BILL is included as part of the services selected for two (2) Authorized Users. Additional Authorized Users will incur additional Fees. Bill Pay may also include transaction and other Fees, which are disclosed at the time of scheduling each bill payment and/or can be found on Vendor's website.

Implementation

- Direct Deposit and Taxpay®: Direct Deposit and Taxpay
- General Ledger Report or General Ledger reporting service: General Ledger reporting service

Year-End Delivery

- **Note:** Please review your delivery method with your service provider before 12/31 to avoid additional charges, which may include a \$2.00 handling fee for each form printed and mailed by Paychex.
- **Online Only**
 - You and your employees will receive no physical output.
 - W2s are typically available online within the first full week of January.
- **Direct to Employee:**
 - W2s will be mailed directly to your employee's address on file. You will not receive a package.

Customer Support

- **Online Support:** Complete access to in-platform tools and support via chat allows users to receive prompt, reliable, and effective support at any time, enhancing their overall user experience.

Your Custom Paychex Solution - Details

Based on a review of your organization's initiatives and requirements, we recommend Paychex Flex® solution. Below is an overview of the services included in this package and any additional solutions we recommend to help you simplify complexities and realize better business outcomes.

Direct Deposit

Allows employees to have their pay deposited into their checking or savings account.

Employee Self-Service & Mobile App

Deliver an employee experience that helps your people complete important HR tasks on their own and in compliance with regulations and company policies. We offer 25 employee self-service actions, enabling client and employee independence, including the ability to update address info, enter life events, fill out tax forms, report hours, and manage retirement accounts.

Financial Wellness

Help employees take control of their finances with helpful financial planning resources, including an online personal wellness assessment, calculators, apps, and other educational tools.

General Ledger Service

Synchronize your general ledger data with popular accounting software in real-time, including QuickBooks, Sage Intacct, and Xero.

Learning Management

Position your employees to drive better results and reach their career goals by closing skill gaps. Leverage learning management to train your team, including new hires and tenured veterans with customizable learning plans.

New Hire Reporting

Each pay period, Paychex electronically notifies the appropriate government agencies of your new and rehired employees, as per applicable regulations.

Analytics and Reports Essentials

Gain insight into your business with access to valuable reports.

Taxpay®

Federal, state, and local payroll taxes will be automatically calculated and deposited as well as accompanying tax returns filed on your behalf.

**RESOLUTION NO. 2026-05
TOWN OF KIOWA, COLORADO
BOARD OF TRUSTEES**

A RESOLUTION DECLARING A VACANCY IN THE OFFICE OF TRUSTEE

WHEREAS, per Section 3.02(3) of the Town of Kiowa Home Rule Charter (“Charter”), the Board of Trustees (“Board”) for the Town of Kiowa (“Town”) shall declare a vacancy according to standards set forth by Town ordinance or by state statute applicable to towns when a vacancy occurs on the Board; and

WHEREAS, Trustee Tammy Hart was appointed to the vacant office of Mayor by the Board of Trustees on February 10, 2026; and

WHEREAS, the Board finds and determines that the office of Trustee that was filled by Mayor Hart is vacant; and

WHEREAS, Charter Section 3.02(3) authorizes the Board to appoint a person who meets the qualification requirements in Charter Section 3.03 to fill a vacancy on the Board until the next regular election of the Town, or the Board may fill the vacancy by special election; and

WHEREAS, the Board has considered the options of appointment and special election carefully, and finds that the cost of holding a special election would be a heavy financial burden on the Town, and therefore finds that it is in the best interest of the Town to fill the vacant Office of the Mayor by appointment.

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

Section 1. The Board hereby declares that the Office of Trustee that was previously held by Tammy Hart is vacant, and the Board determines it is appropriate and necessary to appoint a qualified person to fill the existing vacancy at such time a qualified person asserts an interest in filling the vacant Trustee position and is approved by majority vote of the Board.

Section 2. This Resolution shall be effective immediately upon adoption.

APPROVED AND ADOPTED BY THE BOARD OF TRUSTEES ON MARCH 10, 2026.

TOWN OF KIOWA, COLORADO

Tammy Hart, Mayor

Attest:

Sasha Davidson, Town Clerk

**RESOLUTION NO. 2026-06
TOWN OF KIOWA, COLORADO
BOARD OF TRUSTEES**

**A RESOLUTION ADOPTING THE TOWN OF KIOWA’S PURCHASING POLICY AND
GRANTING LIMITED CONTRACT SIGNING AUTHORITY TO THE TOWN ADMINISTRATOR**

WHEREAS, the Town of Kiowa (“Town”) is a Colorado home rule municipality that has the authority of a local self-government under the Colorado Constitution and the laws of Colorado, as set forth in the Town of Kiowa Home Rule Charter (“Charter”); and

WHEREAS, Charter Section 1.04 authorizes the Town to adopt ordinances and resolutions on local and municipal matters of the Town; and

WHEREAS, Charter Section 3.02 authorizes the Town’s Board of Trustees (“Board”) to enact ordinances of the Town to preserve and enforce good government, general welfare, order and security of the Town and the inhabitants thereof; and

WHEREAS, pursuant to the Charter and C.R.S. § 31-15-302, the Board is authorized to exercise general powers in relation to the finances of the Town;

WHEREAS, by Resolution No. 21-04, the Board of Trustees adopted the Town’s Finance Policies and Procedure policy applicable to the purchasing, acquisition and procurement of products, materials, equipment, supplies and services on behalf of the Town; and

WHEREAS, per Town Ordinance No. 2026-02, the Board may authorize the Town Administrator to sign contracts on behalf of the Town following the Board of Trustees’ approval by resolution; and

WHEREAS, the Board desires to adopt the Purchasing Policy, attached hereto as **Exhibit A**, as the Town’s official policy applicable to the purchasing, acquisition and procurement of products, materials, equipment, supplies and services on behalf of the Town and replace the Finance Policies and Procedure therewith; and

WHEREAS, the Board desires to delegate authority to the Town Administrator to approve purchases on behalf of the Town and to sign contracts on behalf of the Town as set forth in the Purchasing Policy; and

WHEREAS, the Board finds that adopting the Purchasing Policy promotes government efficiency, transparency, and the wise and economical use of public funds to ensure that the Town’s funds are used to best serve the public’s interest.

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

Section 1. The above recitals are hereby adopted as if set forth herein for all purposes.

Section 2. The Purchasing Policy attached hereto as Exhibit A is hereby adopted as an official policy of the Town of Kiowa for the purposes stated therein.

Section 3. Any and all resolutions or policies, including Resolution No. 21-04 and the Finance Policies and Procedure adopted thereby, or parts thereof in conflict or inconsistent with the Purchasing Policy attached hereto as Exhibit A, are, to the extent of such conflict or inconsistency, hereby repealed;

provided, however, that the repeal of any such resolution or policy or part thereof shall not revive any other section or part of any resolution or policy heretofore repealed or superseded and this repeal shall not affect or prevent the purchases made under any prior resolution or policy hereby repealed prior to the effective date of this Resolution.

Section 4. The Board of Trustees hereby finds, determines, and declares that this Resolution is promulgated under the general police power of the Town of Kiowa, that it is promulgated for the health, safety, and welfare of the public, and that this Resolution is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that this Resolution bears a rational relation to the proper legislative objective sought to be obtained.

Section 5. If any part, section, subsection, sentence, clause or phrase of this Resolution is held to be void, ineffective, or invalid, for any reason, it shall be deemed severed from this Resolution and the remaining provisions shall remain valid and in full force and effect.

Section 6. This Resolution shall be effective immediately upon adoption.

APPROVED AND ADOPTED BY THE BOARD OF TRUSTEES ON MARCH 10, 2026.

TOWN OF KIOWA, COLORADO

Tammy Hart, Mayor

Attest:

Sasha Davidson, Town Clerk

TOWN OF KIOWA

BOARD OF TRUSTEES ADOPTED POLICY

Policy Area: Budget – Revenue and Finance	
Title of Policy: Purchasing Policy	
Policy Number: 26-01	Number of Pages: 8
Approved by: Town Board of Trustees, Resolution No. 2026-06	Approval Date: Effective Date:

A. PURPOSE

The purpose of this Purchasing Policy (“Policy”) is to maximize the value of public funds spent for purchasing goods or services that benefit the Town through establishing procedures for entering into contracts for purchases and granting limited authority to the Town Administrator to purchase routine goods and services without additional Board approval. The procedures and processes herein promote government efficiency, transparency, and wise and economical use of public funds to ensure that the Town’s funds are used to best serve the public’s interest.

B. AUTHORITY

The Town’s Board of Trustees (“Town Board” or “Board”) is authorized under the Town’s Home Rule Charter, Municipal Code, and general municipal powers to adopt policies and procedures in furtherance of the Town’s municipal functions and authority. Town Ordinance 2026-01 authorizes the Town Administrator to execute contracts approved by the Board on behalf of the Town. This Policy, adopted by Resolution 2026-06 of the Board, provides the Board’s approval of certain limited authority granted to the Town Administrator to execute contracts for the purchase of goods and services pursuant to the procedures and limitations set forth herein.

C. SCOPE

This Policy applies to all purchases of goods and services, as well as to contracts for public improvements, made or entered by the Town unless otherwise specified by ordinance, resolution, or this Policy.

As a home rule municipality, to the extent this Policy conflicts with state law or requirements for the use of non-state funds (*e.g.*, Town general funds), this Policy shall supersede and control, unless a state law expressly pre-empts home rule authority. Purchasing and procurement procedures and requirements connected to the use of state or federal funds, or specific to the use of grant funds, shall control over this Policy.

Notwithstanding the foregoing, this Policy does not pre-empt or control over state or federal laws and purchase requirements connected to the use of state or federal funds by the Town. If a purchase is related to an intergovernmental agreement or involves the expenditure of federal or state funds, the purchase shall be conducted in accordance with applicable requirements of the intergovernmental agreement or federal and state laws and regulations including, as an

example and not as a limitation, the federal regulations controlling purchase standards and procedures in 2 CFR 200.318 – 200.327.

D. GENERAL GUIDELINES

The following guidelines apply to all purchases of goods and services and the entering of all contracts by the Town, including Exempt Purchases set forth in Section E below:

- 1) The Town Administrator is responsible for monitoring purchases of the Town and for establishing purchasing systems to be used by the Town.
- 2) All purchases must be made with funds that have been appropriated by the Town Board for the intended purpose, and purchases shall be made in accordance with funds budgeted for that purpose and charged to the proper budget account.
- 3) The Town Board or Town Administrator may, from time to time, restrict any or all budgeted purchases if there is a shortage of available cash.
- 4) Vendor quotes for materials, equipment, services, and supplies may be rejected on the basis of inferior quality or unacceptable delivery time.
- 5) In all purchasing decisions where written documentation is required, the Town Administrator shall maintain the documentation on file in accordance with the Town's record retention policies.
- 6) The purchase of quantities of materials and supplies should not be broken down with the intent of applying a less restrictive purchasing procedure.
- 7) No personal purchases may be made using the Town's funds, credit, or name.
- 8) The Town is exempt from sales and use taxes. State and local Colorado sales tax should not be paid on any purchase made by or on behalf of the Town. The Town's tax-exempt number should be given to the vendor before Colorado purchases are completed.
- 9) Unless restricted by law or this Policy, a contract for goods or services may be entered into for a period of time, as long as the total amount of the expenditure authorized in the contract does not exceed the limits set forth in this Policy. Payment and performance obligations for successive fiscal years shall be subject to appropriation.
- 10) No member of the Board may have a direct financial or personal interest in any purchase made by or contract entered with the Town.

E. AUTHORIZED LEVELS AND REQUIRED PURCHASING PROCEDURES

In order to fully implement a Town of Kiowa purchasing policy that will provide sufficient standardization and accountability, as well as to ensure a sufficient degree of operational flexibility in the administration of the Town, the following levels of authorization to make purchases and enter contracts on behalf of the Town are hereby approved by the Board:

Purchasing Range	Purchasing Process	Purchasing and Contract Approval Level of Authorization
Less than \$5,000	Exempt	Town Administrator
\$5,001 to \$25,000	Simple Purchase	Town Administrator
\$25,001 to \$50,000	Formal Purchase	Town Administrator (post-purchase reporting to Board required)
\$50,001 +	Formal Purchase	Town Board

1) Exempt Purchases

The following purchases are exempt from the purchasing processes set forth in subsection 2 of this Section E of the Policy, but are subject to the purchase classifications and level of authorization set forth in the table above:

- a) Purchases of Less than \$5,000 – Purchases in amounts less than \$5,000 are exempt from any Simple or Formal Purchase process, but competition is encouraged to ensure best value for goods and services.
- b) Professional Services – The Formal Purchase process (below) is preferred; however, services provided by those who possess a high degree of professional or specialized skill, such as accountants, public finance specialists, architects, engineers and attorneys may be exempt from this Policy as determined by the Town Administrator. Such professional service providers must meet the minimum qualifications and standards for providing the service. The Board has the discretion to require the Formal Purchase process for any professional services.
- c) Extensions – Extension of existing contracts may be negotiated when a vendor or service provider offers to extend under the same conditions and at the same or lower price (subject to allowances for changes in the consumer price index – Denver- Aurora - Lakewood) and such extension is determined by the Town Administrator to be in the best interest of the Town. Contract extensions are limited to two (2) one-year terms beyond the initial one-year term (*i.e.*, no contract shall last longer than three (3) years inclusive of the initial term and any extension thereto.)

- d) Sole Source - A sole source purchase may be made without receiving requests for bids or quotes if it has been determined by the Town Administrator that only one vendor is capable of meeting all specifications and purchase requirements. Written justification for waiving the competitive bid process shall be provided by the Town Administrator and approved or ratified by the Town Board.
- e) Cooperative Purchasing – Purchases made through cooperative purchasing arrangements which combine the requirements of two or more political entities to obtain the advantages of volume purchase, reduction in administrative expenses, or other public benefits.
- f) Government Purchases - Purchases from federal, state, or other local government units.
- g) Emergency Purchases - Emergency conditions requiring purchases are defined as situations in which the peace, health, welfare or safety of Town employees or the public are immediately endangered. The Town Administrator, without completing competitive bidding, is authorized to purchase, use, acquire and/or lease equipment, goods, supplies, services and materials in the event of an emergency.
- h) Real Property / Water Rights – Due to the complexity and cost of purchases of water rights or interests in real property, these items are exempt from this Policy, but shall require Town Board approval.

2) **Purchasing Processes**

The following purchasing processes shall be followed depending on the Purchasing Process as set forth in this policy:

- a) **Simple Purchase.** Simple Purchase is accomplished through simple purchase activities that conform to Government Financial Officers Association (GFOA) principles. A reasonable and adequate number of price checks or quotes should be made to ensure a quality product or service is obtained and best value is determined. The Town Administrator, or their designee, shall document the quotes received and explain the reason for the final decision. The Town Administrator, or their designee, reserves the right to call for formal bids at any time.
- b) **Formal Purchase.** Formal Purchase shall be awarded through a competitive sealed process, such as an Invitation for Bid (IFB) or a Request for Proposal (RFP) process, as approved by the Town Administrator. In general, quotations or bids should be awarded to the lowest qualified, responsible responsive bidder or vendor. *Lowest qualified, responsible bidder* means the bidder with the lowest price and the highest qualifications, based on the following criteria: (1) the ability, capacity, and skill of the bidder to perform the contract or furnish the supplies required; (2) whether the bidder can perform the contract or furnish the supplies promptly or within the time specified, without delay or interference; (3) the character, integrity, reputation, judgment, experience, and efficiency of the bidder; (4) the quality of performance on previous contracts; (5) previous and existing compliance by the bidder with all laws and

ordinances relating to the contract or service; (6) sufficiency of financial resources and ability of the bidder to perform the contract or furnish the supplies; (7) the ability of the bidder to provide future maintenance and service; and (8) the response to the invitation for bids. In all circumstances where a bidder other than the lowest-priced bidder is selected, the Town Administrator shall document in writing why the particular bidder was selected.

Cancellation of bid. The Town Administrator may cancel any Formal Purchase process or other solicitation or reject any proposals or bids when the Town Administrator, or their designee, deems such cancellation or rejection in the best interests of the Town. The Town shall issue notice of cancellation to all proposers or bidders solicited.

Disqualification of bids. Failure to complete the bid form or to meet the requirements identified in the bid specifications may constitute grounds for the rejection or disqualification of a bid. A bid will not be accepted from, nor shall a contract be awarded to, any person, firm, or corporation that is in arrears to the Town of Kiowa upon debt or contract, or that is a defaulter on surety or otherwise upon any obligation to the Town. Bidders may be required to submit satisfactory evidence that they have a practical knowledge of the project and that they have the necessary financial resources to complete the proposed work.

Bids Open Records. All bids opened shall become public information and open to the public. Bids not submitted by the required deadline are ineligible for consideration and will not be opened.

Award of contract. The Town shall issue a notice of award (verbal or written) to the successful bidder within a reasonable time frame following the bid opening. Failure to enter into a contract with the Town within a specified time frame shall be just cause for annulment of the award, and forfeiture of the bid guaranty (if applicable). The award of the contract may then be made to the next lowest and qualified/responsible bidder in the same manner as previously prescribed.

- c) **Public Works Projects.** All work done by the Town in the construction, reconstruction or remodeling of general public improvements (“Public Works Projects”) with a cost of Twenty-Five Thousand Dollars (\$25,000) or more must be done by awarding a contract to the lowest responsible qualified bidder on open bids following the Formal Purchasing procedures. Public Works Projects that cost less than \$25,000 shall follow the competitive selection process in Code Section 2-151. It is unlawful to divide work into two or more separate projects for the sole purpose of evading or attempting to evade this requirement. The Town is also required to advertise for and receive bids for technical or professional services (excluding legal services), incidental assistance, and equipment that is connected to a Public Works Project (*i.e.*, the professional services exemption does not apply to services that are purchased completion of a Public Works Project; however, professional service providers providing general services to the Town may assist with Public Works Projects.)

1. The Town Administrator, or designee, shall post bids on the Town's commonly utilized electronic platforms, such as BidNet Direct. The publication of the invitation to bid shall not be less than 14 days prior to the date set for the official bid opening.
2. The Town reserves the right to reject any and all bids, and the right to disregard all nonconforming, nonresponsive or conditional bids. If conflicts arise between the provisions of the text and any table, illustration, graphic depiction, or number or calculation, the provisions of the text shall apply. In the event that all bids exceed the funds allocated in the Town of Kiowa' budget, the Town reserves the right to reduce the scope of work or reject all bids. The Town may negotiate with the lowest responsible, qualified bidder to reduce the scope of work as required to conform to the funds available. Entering into negotiations does not guarantee the subsequent award of the bid.
3. The Town shall conduct such investigations as deemed necessary to assist in the evaluation of any bid and to establish the responsibility, qualifications and financial ability of the bidders, proposed subcontractors and other persons and organizations to do the work in accordance with the contract documents to the Town's satisfaction within the contract time. The Town reserves the right to reject the bid of any bidder who does not pass any such evaluation to the Town's satisfaction. If the contract is awarded, it will be awarded to the bidder who, by evaluation, the Town determines will best meet the Town's interest.
4. The Town may consider the qualifications and experience of the bidder, subcontractors and other persons and organizations (including those who are to furnish the principal items of material or equipment) identified for any portion of the work. Operating costs, maintenance considerations, performance data and guarantees of time, materials and equipment may also be considered by the Town.
5. Performance and Payment Bonds. For public works and construction projects exceeding \$50,000, the Town requires performance, labor and materials bonds at 100% of contract amount.
6. Bid Bond. All invitations to bid for construction contracts in any amount greater than \$50,000 shall include requirements for bid security. Bid security shall be a bond provided by a surety company authorized to do business in the state of Colorado. Bid security for construction contracts in any amount greater than \$50,000 but less than \$500,000 shall be in an amount that covers 5 percent (5%) of the estimated project cost. Bid security for construction contracts in any amount greater than \$500,000 shall be in an amount that covers 10 percent (10%) of the estimated project cost. The bid security is submitted to guarantee that the bid will be maintained in full force and effect for a period of thirty (30) calendar days after then opening of bids or as specified in the solicitation documents.

F. CREDIT CARD PURCHASING CARD PROGRAM:

The purpose of the Purchasing Card Program is to streamline and simplify the requisitioning, purchasing and payment processes for small dollar transactions less than \$5,000. The following sets forth the Town's Purchasing Card Program:

- 1) Card holding employee is responsible for:
 - a. Signing the card upon receipt;
 - b. Assuring that the tax-exempt number of the Town is given to all vendors and assuring that the Town is not charged sales taxes. Failure to do so will require employee to reimburse the Town taxes paid.
 - c. Requesting a receipt and making sure that no additional invoices be sent when making purchases over the telephone to avoid double payment of the purchase.
 - d. Town volunteer members shall not exercise purchases of equipment or materials for the Town, except through an employee.
 - e. Keeping all receipts generated by their purchases in order to reconcile the purchases to the monthly statement.
 - f. Reconciling the monthly statement on the reconciliation sheet and accompanying receipts and submitting to the Board of Directors for approval or ratification.
 - g. Ensuring compliance to the IRS and the Town's requirements that whenever meals are purchased with Town funds, include the following information on the receipt:
 - i. The name(s) of the persons participating in the business meal;
 - ii. The nature of the business meeting;
 - iii. The date of the meeting;
 - iv. The location of the meeting; and
 - v. The itemized receipt showing the meal order.
 - h. Attach a copy of the class registration form, conference agenda or meeting agenda to the statement using the P-card for classes or training.
 - i. Attach a copy of the hotel bill (if an overnight stay is involved) to the statement along with a copy of any information detailing the purpose of the trip, when using the P-card for travel, verifying that all transactions on the statement were made by the employee and on behalf of the Town.
- 2) Statement Review. On a monthly basis the Financial Officer Treasurer shall review the purchases made by employee(s) with the P-card to assure that all purchases made were appropriate, within established limits, and that the product(s) were delivered to and used by the Town. In the event that a review reveals the inappropriate use of a P-card, the employee may lose the privilege of using the P-card. The employee may also face disciplinary action up to and including termination. The employee shall be held responsible for any transaction that is not documented by receipt or any transaction not made in the interest of the Town of Kiowa. Unauthorized purchases using the P-card include any purchase of goods or services where there is a contractual obligation or potential liability to the Town.

- 3) When it is necessary to return an item to a vendor, the employee is to request that a credit be issued to the P-card account. The employee is never to accept cash or a store credit when returning item that was paid with the P-card.
- 4) P-cards are to be used for the Town of Kiowa business only. Any employee found to be using the P-card for personal use is subject to disciplinary action up to and including dismissal. Failure to comply with the procedures outlined in this document may result in the cancellation of P-card privileges and may be subject to legal action.

IMPLEMENTATION OF POLICIES AND PROCEDURES - EFFECTIVE DATE:

Upon adoption by the Board, this Purchasing Policy shall become the guidelines for performing and managing the Town's financial affairs. It is recommended that this Purchasing Policy be reviewed on an annual basis, so as to incorporate any changes mandated by State law or necessary for proper implementation or public transparency with respect to the Town's financial processes and annual Budget procedures.

The Board, as well as all employees of the Town, are encouraged to become familiar with this Purchasing Policy.

This Purchasing Policy shall be effective upon approval by the Town's Board of Trustees.



Agenda Item Report

MEETING DATE: March 10, 2026

SUBJECT: **Ordinance No. 2026-03** – AN ORDINANCE OF THE TOWN OF KIOWA, COLORADO, AMENDING CHAPTER 18 OF THE KIOWA MUNICIPAL CODE BY THE ADDITION OF A NEW ARTICLE XVII TO ADOPT BY REFERENCE THE COLORADO WILDFIRE RESILIENCY CODE, 2025 EDITION, AND THE COLORADO WILDFIRE RESILIENCY CODE MAP, 2025 EDITION, AND PROVIDING PENALTIES FOR VIOLATIONS

PRESENTED BY: Joshua Myers, Town Attorney

SUMMARY/BACKGROUND

In 2023, the Colorado General Assembly enacted Senate Bill 23-166 (“SB 23-166”), which: (1) established the Wildfire Resiliency Code Board (“WRCB”) to create minimum statewide building codes and standards in a Wildland-Urban Interface (“WUI”), defined as a geographical area where structures and other human development meet or intermingle with wildland or vegetative fuels; and (2) requires governing bodies with a WUI area in their boundaries to adopt a wildfire resiliency code by April 1, 2026. The Town of Kiowa (the “Town”) has a WUI in its boundaries and is therefore required to comply with SB 23-166 by adopting a wildfire resiliency code.

The WRCB adopted the Colorado Wildfire Resiliency Code (“CWRC”) and created a Colorado Wildfire Resiliency State Map (the “State Map”) in July 2025. Town staff has coordinated with Elbert County, the Town of Elizabeth, and multiple fire districts, which have all adopted the CWRC and the State Map by reference to comply with SB 23-166.

Pursuant to C.R.S. § 31-16-202, the Town may adopt any code by reference. Therefore, Town staff recommends that the Board of Trustees adopts an ordinance that amends Chapter 18 of the Kiowa Municipal Code to add a new Article XVII that adopts the CWRC and the State Map by reference (the “Ordinance”). Affected properties will be required to comply with the Town’s adopted code by June 1, 2026. The Town will be required to submit a copy of the Ordinance to the WRCB as well as a signed statement from a Town representative attesting that the Town’s adopted wildfire resiliency code meets or exceeds the standards in the CWRC.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with the Ordinance.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends adopting the Ordinance to adopt the CWRC and the State Map by reference to ensure the Town’s compliance with SB 23-166.

Suggested Motion:

“I MOVE TO ADOPT ORDINANCE NO. 2026-03 – AN ORDINANCE OF THE TOWN OF KIOWA, COLORADO, AMENDING CHAPTER 18 OF THE KIOWA MUNICIPAL CODE BY THE ADDITION OF A NEW ARTICLE XVII TO ADOPT BY REFERENCE THE COLORADO WILDFIRE RESILIENCY CODE, 2025 EDITION, AND THE COLORADO WILDFIRE RESILIENCY CODE MAP, 2025 EDITION, AND PROVIDING PENALTIES FOR VIOLATIONS.”

ATTACHMENTS

Ordinance No. 2026-03

**ORDINANCE NO. 2026-03
TOWN OF KIOWA, COLORADO**

AN ORDINANCE OF THE TOWN OF KIOWA, COLORADO, AMENDING CHAPTER 18 OF THE KIOWA MUNICIPAL CODE BY THE ADDITION OF A NEW ARTICLE XVII TO ADOPT BY REFERENCE THE COLORADO WILDFIRE RESILIENCY CODE, 2025 EDITION, AND THE COLORADO WILDFIRE RESILIENCY CODE MAP, 2025 EDITION, AND PROVIDING PENALTIES FOR VIOLATIONS

WHEREAS, the Town of Kiowa (the “Town”) is a home rule municipality with all the authority of local self-government authorized by the Colorado Constitution and the Kiowa Home Rule Charter (“Charter”); and

WHEREAS, pursuant to Charter Sec. 6.06 and C.R.S. § 31-16-202, the Town may adopt any code by reference; and

WHEREAS, pursuant to C.R.S. § 24-33.5-1237(2)(a), each local government with a wildlife urban interface must adopt a code that meets or exceeds the minimum standards of the Colorado Wildfire Resiliency Code, as adopted by the Colorado Wildfire Resiliency Code Board; and

WHEREAS, in furtherance of the public health, safety, and welfare of the Town of Kiowa, the Board of Trustees desires to amend Chapter 18 of the Kiowa Municipal Code to create a new Article XVII to adopt the 2025 editions of the Colorado Wildfire Resiliency Code (the “CWRC”) and the Colorado Wildfire Resiliency Code Map (the “State Map”); and

WHEREAS, per Charter Sec. 6.06(1), the procedure of adoption of a code by reference shall be as provided in the State Statutes applicable to the adoption of codes by reference; and

WHEREAS, Title 31, Article 16, Part 2 of the Colorado Revised Statutes, contains the state statutes applicable to the adoption of codes by reference; and

WHEREAS, per C.R.S. § 31-16-202, the Town may enact any ordinance which adopts by reference any statute, rule, regulation, or standard adopted by the state of Colorado or any agency thereof, without complying with the procedures and requirements in part 2 of Article 16 of Title 31, C.R.S., solely by referring to such statute, rule, regulation, or standard in the text of such ordinance; and

WHEREAS, copies of the CWRC and the State Map are available on the website for the Colorado Division of Fire Prevention and Control at <https://dfpc.colorado.gov/sections/wildfire-resiliency-code-board> for review and inspection by the public, and copies thereof may be obtained for a fee from the Town Clerk’s Office during regular business hours; and

WHEREAS, the Board has determined that the adoption of the CWRC and the State Map, as amended hereby, will further the health, safety, and welfare of the public.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF KIOWA, COLORADO:

Section 1. The above-recitals are adopted by the Board as its findings and determinations and are hereby incorporated herein for all purposes.

Section 2. Chapter 18 of the Kiowa Municipal Code is hereby amended with the addition of a new Article XVII entitled, “Wildfire Resiliency Code” to read in full as follows:

ARTICLE XVII

WILDFIRE RESILIENCY CODE

Sec. 18-161. – Title.

The provisions of this Article shall be known as the *Kiowa Wildfire Resiliency Code*.

Sec. 18-162. – Adoption.

- (a) The Colorado Wildfire Resiliency Code, 2025 Edition, as published by the Colorado Wildfire Resiliency Code Board, 1697 Cole Blvd, Lakewood, CO 80401, is hereby adopted by reference and incorporated into this Article as though fully set forth herein as the wildfire resiliency code of the Town. Except as otherwise provided, this code is adopted in its entirety. Appendices to the code are adopted only to the extent specified.
- (b) The Colorado Wildfire Resiliency Code Map, 2025 Edition, as published by the Colorado Wildfire Resiliency Code Board, 1697 Cole Blvd, Lakewood, CO 80401, is hereby adopted by reference and incorporated into this Article as though fully set forth herein as the wildfire resiliency map of the Town. Except as otherwise provided, this map is adopted in its entirety.
- (c) One (1) copy of the Colorado Wildfire Resiliency Code, 2025 Edition, and the Colorado Wildfire Resiliency Code Map, 2025 Edition, as amended by this Article, certified to be true copies by the Mayor and Town Clerk, shall be on file in the office of the Town Clerk and may be inspected by any interested person between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, holidays excepted.

Sec. 18-163. – Amendments.

The Colorado Wildfire Resiliency Code, 2025 Edition (“CWRC”), is hereby amended as follows:

- (1) CWRC 101.1 (Title) is amended by the addition of the phrase “Town of Kiowa” where indicated.

- (2) CWRC 202 (Definitions) is amended by the addition of the definition of Authority Having Jurisdiction (“AHJ”) to appear alphabetically and to read as follows:

Authority Having Jurisdiction (“AHJ”) shall mean the Town of Kiowa.

Section 3. Penalties for Section 2 Set Forth Herein. Violations of this ordinance shall be punishable as provided in Section 18-131 of the Town Municipal Code which is set forth below in full:

Sec. 18-131. – Violation and Penalties.

- (a) It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use, occupy or maintain any building, structure or equipment in the Town, or to cause or permit the same to be done in violation of any of the primary or secondary codes as adopted by this Chapter. Maintenance of any condition which was unlawful at the time it was initiated and which would be unlawful under any of the primary and secondary codes adopted in this Chapter, if installed after the effective date hereof, shall constitute a continuing violation. Any person, firm or corporation violating any of the provisions of any of the primary or secondary codes, as adopted hereby, shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of any of the primary or secondary codes occurs and/or continues, and, upon conviction of any such violation, the violator shall be subject to a fine of not more than the amount set forth in Section 1-72 for each and every offense. In addition to any and all other remedies, the Town may institute an appropriate action for injunction, mandamus or abatement to prevent, enjoin, abate or remove any unlawful erection, construction, reconstruction, alteration, remodeling or use.
- (b) It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter or change the use of any building or other structure within the Town without first obtaining all permits required by any of the primary or secondary codes as adopted hereby. No permit shall issue unless the plans for the proposed erection, construction, reconstruction, alteration or use fully conform to all zoning ordinances and other applicable regulations of the Town.

Section 4. Effective Date. This ordinance shall be published and become effective as provided by law. The amendments to the Kiowa Municipal Code set forth in this Ordinance will be enforced on and after June 1, 2026.

Section 5. Remaining provisions. Except as specifically amended hereby, all other provisions of the Kiowa Municipal Code shall continue in full force and effect.

Section 6. Codification Amendments. The codifier of Kiowa’s Municipal Code is hereby authorized to make such numerical, technical and formatting changes as may be necessary to incorporate the provisions of this Ordinance within the Kiowa Municipal Code.

Section 7. Severability. If any part, section, subsection, sentence, clause or phrase of this Ordinance is held to be void, ineffective, or invalid, for any reason, it shall be deemed severed

from this Ordinance and the remaining provisions shall remain valid and in full force and effect, in accordance with Section 6.02 of the Charter.

Section 8. No Existing Violation Affected. Nothing in this Ordinance shall be construed to affect any suit or proceeding pending in any court, any rights acquired or liability incurred, or any cause or causes of action acquired or existing, under any ordinance hereby repealed or amended by this Ordinance, or any just or legal right or remedy of any character be lost, impaired, or affected by this Ordinance.

Section 9. Repealer. Any and all ordinances or codes or parts thereof in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided, however, that the repeal of any such ordinance or code or part thereof shall not revive any other section or part of any ordinance or code heretofore repealed or superseded and this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the effective date of this Ordinance.

Section 10. Publication and Effective Date. The Town Clerk is hereby directed to cause publication of this Ordinance in accordance with Section 6.03(5) of the Charter.

INTRODUCED, READ, AND ADOPTED FOR FINAL PASSAGE ON MARCH 10, 2026.

TOWN OF KIOWA, COLORADO:

Tammy Hart, Mayor

ATTEST:

Sasha Davidson, Town Clerk

CERTIFICATION OF PUBLICATION

I hereby attest and certify that on the date set forth below the foregoing Ordinance was published by title in the Ranchland News, a newspaper of general circulation in the Town of Kiowa, together with a statement that the full text of the Ordinance is available for public inspection and acquisition in the office of the Town Clerk for the Town of Kiowa.

Date of Publication: _____

By: _____
Sasha Davidson, Town Clerk

February 9, 2026

Town of Kiowa
P.O. Box 237
Kiowa, CO 80117

To: Liquor Licensing Authority – Requesting Special Permit to serve liquor.

Dear Board of Trustees,

Re: Special Permit Application.

The Elbert County 4-H Leaders' Council will be hosting the 15th annual fundraising GALA on Saturday, April 25, 2026, at the Elbert County Fairgrounds Exhibit Building. The event hours are 5:00p.m. with auction and banquet ending at 8:30p.m. Dance hosted by Elbert County Youth Council will follow 8:30 – 9:00pm. Service of alcohol will end before the dance begins.

We plan to serve alcohol at the event and request you to kindly issue a special sanction for the use of liquor for this occasion. We will do our very best to ensure all rules and laws are adhered to, and all servers will be TIPS Certified.

Guests attending the event are expected to follow the law, and to use sound judgement while in attendance. Tim Norton, Elbert County Sheriff, has been made aware of the event, and we encourage the department and other local law enforcement to issue citations to any person who does not comply with the law, whether liquor related or otherwise.

Please find the enclosed documents:

1. Permission Request
2. Insurance for the venue
3. Form DR8439
4. Diagram of the location to be licensed
5. Letter of Good Standing.

You can contact Nikki Lowr (303-856-6178) or myself (303-901-3971) if you require any additional information. Please inform us when you approve our application.

Thank you for your continued support,



Lasie Zion

Elbert County 4-H Leaders' Council President

Application for a Special Events Permit

Liquor Permit Number (Do Not Fill Out)

In order to qualify for a Special Events Permit, You **Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)**

- | | | |
|---------------------------------|---|--|
| <input type="radio"/> Social | <input type="radio"/> Athletic | <input type="radio"/> Philanthropic Institution |
| <input type="radio"/> Fraternal | <input checked="" type="radio"/> Chartered Branch, Lodge or Chapter | <input type="radio"/> Political Candidate |
| <input type="radio"/> Patriotic | <input type="radio"/> National Organization or Society | <input type="radio"/> Municipality Owned Arts Facilities |
| <input type="radio"/> Political | <input type="radio"/> Religious Institution | <input type="radio"/> Chamber of Commerce |

LIAB Type of Special Event Applicant is Applying for:

- | | | |
|------|--|-----------------|
| 2110 | <input checked="" type="checkbox"/> Malt, Vinous And Spirituous Liquor | \$25.00 Per Day |
| 2170 | <input checked="" type="checkbox"/> Fermented Malt Beverage | \$10.00 Per Day |

Name of Applicant Organization or Political Candidate State Sales Tax Number (Required)

Elbert County 4-H Leaders Council	
-----------------------------------	--

Mailing Address of Organization or Political Candidate

34085 Overland Loop

City Elizabeth	State CO	ZIP Code 80107
-------------------	-------------	-------------------

Address of Place to Have Special Event

95 Ute Ave

City Kiowa	State CO	ZIP Code 80117
---------------	-------------	-------------------

Authorized Representative of Qualifying Organization or Political Candidate

Lasie Zion - President

Date of Birth (MM/DD/YY)

05/06/1979

Phone Number

303-901-3971

Authorized Representative's Mailing Address (if different than address provided in Question 2.)

Same

City	State	ZIP Code

Event Manager

Nikki Lown - Vice President		
Date of Birth (MM/DD/YY)	Phone Number	
07/03/1973	303-856-6178	
Event Manager Home Address		
44193 Rodeo Ct		
City	State	ZIP Code
Elizabeth	CO	80107
Email Address of Event Manager		
nikkilown@yahoo.com		

1. Is the place to have the Special Event located on State-owned property?

Yes No

2. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?

No Yes, How many days?

3. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?

No Yes, License Number

4. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?

Yes No

5. For Chambers of Commerce - Each member who holds a retail establishment permit attests they are not exercising the privileges of the retail establishment permit for the duration of the SEP days.

Yes No

6. For Chambers of Commerce - Please list all members participating in the SEP.

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date	April 25, 2026		Date		
From:	5:00pm	To:	8:30pm	From:	
				To:	

Date			Date		
From:		To:		From:	
				To:	

Date			Date		
From:		To:		From:	
				To:	

Date			Date		
From:		To:		From:	
				To:	

Date			Date		
From:		To:		From:	
				To:	

Date			Date		
From:		To:		From:	
				To:	

Date			Date		
From:		To:		From:	
				To:	

Date			Date		
From:		To:		From:	
				To:	

Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Title

ECLC President

Signature

Josel L. Fan

Date (MM/DD/YY)

02/09/2026

Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

Therefore, this Application is Approved.

Local Licensing Authority (City or County)

City County

Telephone Number of City/County Clerk

Title

Signature

Date (MM/DD/YY)

Do Not Write in this Space - For Department of Revenue Use Only

Liability Information

License Account Number

Liability Date

State

Total

-750 (999) \$.00

Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

- Appropriate fee.
 - Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions. **Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
 - Copy of deed, lease, or written permission of owner for use of the premises.
 - Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
 - If not incorporated, a NONPROFIT charter; **or**
 - If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.
-
- Application must first be submitted to the Local Licensing Authority (city or county) at least thirty (30) days prior to the event.
 - Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
 - State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
 - Check payable to the Colorado Department Of Revenue

Qualifications for Special Events Permit

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.



Elbert County Fairgrounds Special Event Liquor Request Form

Brief Description of Event	Elbert County 4-H Gala Fundraiser. Dinner, Auction, Dance
Name of the Event	Elbert County 4-H Leaders' Council Gala
Name of Organization or Individual	Elbert County 4-H Leaders' Council, Lasie Zion, President
Mailing Address	34085 Overland Loop, Elizabeth, CO 80107
Name of Lead Contact	Lasie Zion
Phone Number of Lead Contact	303-901-3971
Email Address of Lead Contact	303-901-3971
Rental Date(s)	April 25, 2026
Signature of Responsible Party	<i>Lasie Zion</i>

Information Regarding Alcohol Request:

Alcohol will be: (Please circle all that apply) Sold Complimentary X

How will age identification be controlled? ID's checked at the door and wrist bands applied to those 21+

Who will be serving/monitoring alcoholic beverages consumed? Nikki Lown & Jeff Thomas

Approved by Elbert County: Yes No

Approval Signature *[Signature]*

Date 5 Feb 2026



ELBERT COUNTY FAIRGROUNDS FACILITY RENTAL AGREEMENT

This Rental Agreement (hereinafter referred to as "Agreement") is made and entered into on this 5th day of February, 2026 by and between Elbert County 4-H Leaders' Council, hereinafter referred to as EVENT HOLDER, and Elbert County, Colorado, hereinafter referred to as COUNTY.

Event Information:

Name of Event	Elbert County 4-H Leaders' Council 2026 GALA
Name of Organization or Individual	Elbert County Leaders' Council
Organization Mailing Address	
Primary Contact Name and Phone	Lasie Zion (303)901-3971
Primary Contact Email Address	lasielou@gmail.com
Date and times of actual event	April 25, 2026 5:00-11:00pm
Date and times of setup	April 24-25 all day
Date and times of cleanup	April 26, 2026 morning
Certificate of Liability Insurance Required <small>Elbert County is listed as Additional Insured in regard to General Liability.</small>	On hand at county extension office.
Amount of damage deposit required	
Event Status	PRIVATE <input type="checkbox"/> OPEN TO THE PUBLIC <input checked="" type="checkbox"/>
Equipment needed	AUDIO <input type="checkbox"/> VIDEO (Screen/ Projector) <input type="checkbox"/> MIC. <input type="checkbox"/> FLAGS <input type="checkbox"/> TABLES <input type="checkbox"/> CHAIRS <input type="checkbox"/> BLEACHERS <input type="checkbox"/> DIVIDERS <input type="checkbox"/> STAGE <input type="checkbox"/>
Special Concerns/Needs	None

FACILITIES TO BE RENTED:

Facility Name	Fee Amount	Date Due	Date Paid	Check #
Exhibit Building	0			
TOTAL AMOUNT DUE FOR FACILITIES				
25% RENTAL DEPOSIT Reservation is tentative until deposit is received.				
DAMAGE DEPOSIT Due two weeks prior to event. Check will be voided or returned to renter if all facilities are left in a clean state and there are no damages.				
BALANCE DUE FOR RENTAL OF FACILITIES Due two weeks prior to event.				
SURCHARGES Due within 10 days after event.				

PLEASE MAKE CHECKS PAYABLE TO: ELBERT COUNTY

Indemnification:

The Event Holder agrees to save and hold harmless Elbert County from all claims, losses, damages, liabilities, expenses, and reasonable attorney's fees of any kind, resulting from any phase of the conduct of an Event on the Elbert County Fairgrounds. Elbert County shall not be liable for the loss or damage of any of the Event Holder's property or any incidental, consequential, or indirect damages to Event Holder's business or function.

Policies and Procedures:

In signing this Rental Agreement, Event Holder signifies and acknowledges that he/she has been provided a copy of the Policies and Procedures governing the use of the Elbert County Fairgrounds and has had an opportunity to review those policies and procedures. Event Holder agrees to all terms contained in the Policies and Procedures including cleaning specifications for the facilities used.

EVENT HOLDER

Lasie Zion

Signature of Authorized Representative

Print Name: Lasie Zion

Address: 34085 Overland Loop

Elizabeth, CO 80107

Phone: (303) 901-3971

ELBERT COUNTY FAIRGROUNDS

Matty Bond

Signature of Facilities Manager

Matty Bond

PO Box 594, 218 Cheyenne St.

Kiowa, CO 80117

fairgrounds@elbertcounty-co.gov

4-H Leaders' Council Gala April 25, 2026

Lasie Zion <lasie.zion@gmail.com>
To: tim.norton@elbertcounty-co.gov

Tue, Feb 3, 2026 at 7:48 PM

Sheriff Norton.

I have stepped in as the Elbert County Leaders' Council President, also with the departure of Kali Benson, Nikki Lown (LC vice-president) and myself are handling the paperwork for ToK Special Event Liquor Permit application for our annual Gala. We wanted to make sure you were aware that the Elbert County 4-H Leaders' Council Gala will be held at the Exhibit Building on the Fairgrounds on Saturday, April 25, 2026 5:00pm-9:00pm. Dance will be following the end of the Gala and the service of alcohol will end at the start of the dance.

Leaders' Council will again be offering complimentary beer to ticketed attendees who are 21+. Certified 4-H Volunteers will be checking IDs at the door and applying wrist bands to those who are 21+.

Alcohol will be offered for the duration of the event, served by TIPS certified 4-H volunteers.

Please let me know if you have any questions or concerns, I will work to address or correct them.

Thank you for your time.
Lasie Zion

(303) 901-3971

Spoke by phone 2.6.26 @ 9:37am. No issues.

MEMORANDUM



COLORADO STATE UNIVERSITY
EXTENSION

To: Colorado 4-H Club and/or Group

From: Michael Compton
Director, Colorado 4-H Youth Development
m.compton@colostate.edu

Subject: Colorado State University Extension 4-H and 4-H Foundation and Subordinate Groups Status
Annual Charter Document

For: 4-H Club Name: Elbert County 4-H Leaders' Council
County: Elbert
City, State: Kiowa, CO
EIN: 84-1077283
This Charter is Valid through September 30, 2026

This document confirms that the above named 4-H organization is a subordinate within the group exemption ruling held by the Colorado 4-H Foundation. The IRS has granted the Colorado 4-H Foundation a Group Exemption Number (GEN) that recognizes their subordinates as exempt from federal income tax under section 501(c)(3) of the Code.

The EIN for the Colorado 4-H Foundation is 74-2586894. The GEN is 9947.

In accordance with IRS Publication 4573, the central organization that holds a group exemption (rather than the IRS) determines which organizations are included as subordinates under its group ruling.

Donors rely upon central organization verification with respect to deductibility of contributions to subordinates covered in a section 501(c)(3) group exemption ruling. Donors may deduct contributions to subordinates as provided in section 170 of the Code.

This document serves as confirmation that the above-mentioned 4-H club and/or group has complied with all state chartering requirements.

If further information is needed about this 4-H organization's status under the Colorado 4-H Foundation, please feel free to contact:

Colorado 4-H State Office
970.491.2711

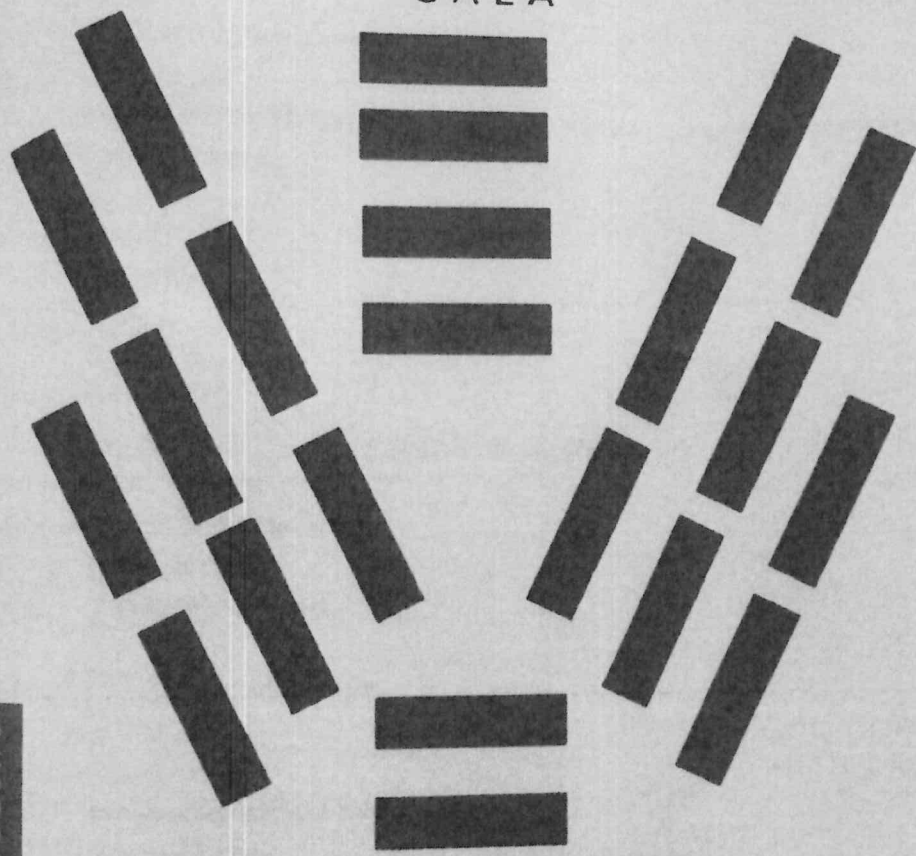
SILENT AUCTION

STAGE

BAR

ELBERT COUNTY 4-H LEADERS COUNCIL 2026 GALA

SILENT AUCTION



PICTURE AREA

OYSTERS

DRINKS/DESSERT

FOOD

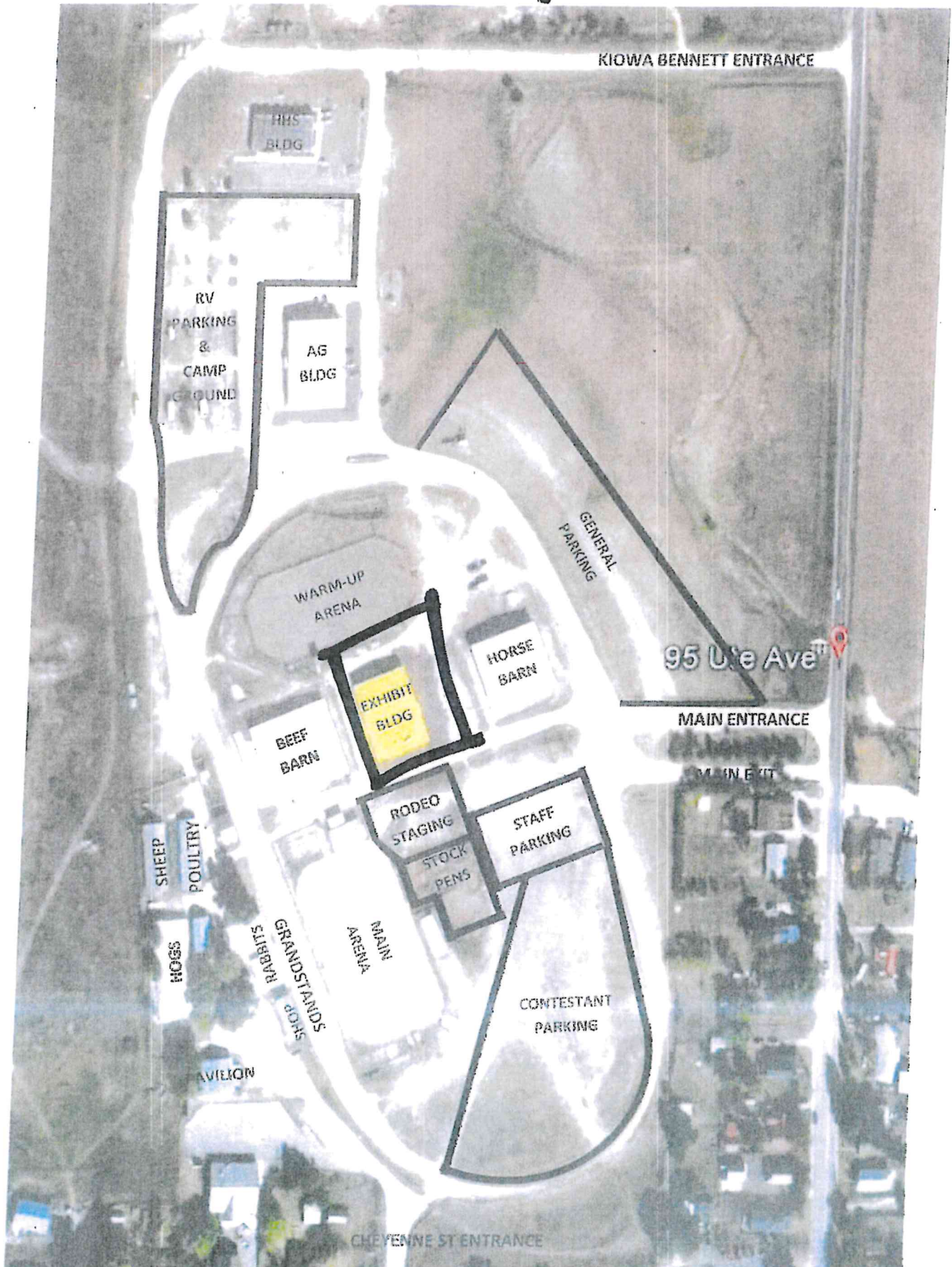


CHECK IN



MAP

Example





CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
02/03/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services South, Inc. Franklin TN Office 501 Corporate Centre Drive Suite 300 Franklin TN 37067 USA	CONTACT NAME: PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (800) 363-0105		
	E-MAIL ADDRESS:		
INSURED Colorado State University 1251 Mason Street Fort Collins CO 80523 USA	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Safety National Casualty Corp		15105
	INSURER B: United Educators Ins, a Reciprocal RRG		10020
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

Holder Identifier :

COVERAGES **CERTIFICATE NUMBER:** 570117899383 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			Y9256U SIR applies per policy terms & conditions	08/01/2025	08/01/2026	EACH OCCURRENCE \$500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) Included MED EXP (Any one person) PERSONAL & ADV INJURY Included GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG Included SIR \$500,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT

570117899383
Certificate No :

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Elbert County Fairgrounds 95 Ute Avenue Kiowa CO 80117 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Aon Risk Services South, Inc.</i>

©1988-2015 ACORD CORPORATION. All rights reserved



404 Comanche Street, Town Hall
PO Box 237
Kiowa, CO 80117
Phone: 303-621-2366

January 15, 2026

Department of Revenue
Liquor Licensing
PO Box 17087
Denver, CO 80217-2287

To Whom It May Concern:

Enclosed is a new application for the 1891 Exchange and Saloon. I have enclosed all necessary paperwork and payment check.

Thank you in advance for your assistance and please feel free to call, 303-621-2366, ext.1, if you have any questions. Our normal business hours are Monday through Thursday, 7:30AM to 4:00PM

Sincerely,

Sasha K. Davidson

Clerk, Town of Kiowa

Colorado Liquor Retail License Application

* Note that the Division will not accept cash Paid by Check Date Uploaded to Movelt

Paid Online

New License New-Concurrent Transfer of Ownership State Property Only Master file

- All answers must be printed in black ink or typewritten
- Applicant must check the appropriate box(es)
- Applicant should obtain a copy of the Colorado Liquor and Beer Code: SBG.Colorado.gov/Liquor

Applicant is applying as a/an Individual Limited Liability Company Association or Other
 Corporation Partnership (includes Limited Liability and Spouse or Partner in a Civil Union)

Applicant Name If an LLC, name of LLC; if partnership, at least 2 partner's names; if corporation, name of corporation

1891 Exchange and Saloon

FEIN Number

[REDACTED]

State Sales Tax Number

[REDACTED]

Trade Name of Establishment (DBA)

1891 Exchange and Saloon

Business Telephone

720-360-1877

Address of Premises (specify exact location of premises, include suite/unit numbers)

222 Comanche St

City

Kiowa

County

Elbert

State

CO

ZIP Code

80117

Mailing Address (Number and Street)

222 Comanche St

City or Town

Kiowa

State

CO

ZIP Code

80117

Email Address

[REDACTED]

If the premises currently has a liquor or beer license, you **must** answer the following questions.

Present Trade Name of Establishment (DBA)

[REDACTED]

Present State License Number

[REDACTED]

Present Class of License

[REDACTED]

Present Expiration Date

[REDACTED]

Section A Nonrefundable application fees*

- Application Fee for New License.....\$1,100.00
- Application Fee for New License with Concurrent Review..... 3-10-26\$1,200.00
- Application Fee for Transfer.....\$1,100.00

Section B Liquor License Fees*

- | | | | | | |
|--|------------|--|-------|--|----------|
| <input type="checkbox"/> Add Optional Premises to H & R..... | \$100.00 X | | Total | | |
| <input type="checkbox"/> Add Sidewalk Service Area..... | | | | | \$75.00 |
| <input type="checkbox"/> Arts License (City)..... | | | | | \$308.75 |
| <input type="checkbox"/> Arts License (County)..... | | | | | \$308.75 |
| <input type="checkbox"/> Beer and Wine License (City)..... | | | | | \$351.25 |
| <input type="checkbox"/> Beer and Wine License (County)..... | | | | | \$436.25 |
| <input type="checkbox"/> Brew Pub License (City)..... | | | | | \$750.00 |
| <input type="checkbox"/> Brew Pub License (County)..... | | | | | \$750.00 |
| <input type="checkbox"/> Campus Liquor Complex (City)..... | | | | | \$500.00 |
| <input type="checkbox"/> Campus Liquor Complex (County)..... | | | | | \$500.00 |
| <input type="checkbox"/> Campus Liquor Complex (State)..... | | | | | \$500.00 |
| <input type="checkbox"/> Club License (City)..... | | | | | \$308.75 |
| <input type="checkbox"/> Club License (County)..... | | | | | \$308.75 |
| <input type="checkbox"/> Distillery Pub License (City)..... | | | | | \$750.00 |
| <input type="checkbox"/> Distillery Pub License (County)..... | | | | | \$750.00 |
| <input type="checkbox"/> Entertainment Facility License (City)..... | | | | | \$500.00 |
| <input type="checkbox"/> Entertainment Facility License (County)..... | | | | | \$500.00 |
| <input type="checkbox"/> Hotel and Restaurant License (City)..... | | | | | \$500.00 |
| <input type="checkbox"/> Hotel and Restaurant License (County)..... | | | | | \$500.00 |
| <input type="checkbox"/> Hotel and Restaurant License with one optional premises (City)..... | | | | | \$600.00 |
| <input type="checkbox"/> Hotel and Restaurant License with one optional premises (County)..... | | | | | \$600.00 |
| <input type="checkbox"/> Liquor-Licensed Drugstore (City)..... | | | | | \$227.50 |
| <input type="checkbox"/> Liquor-Licensed Drugstore (County)..... | | | | | \$312.50 |
| <input type="checkbox"/> Lodging Facility License (City)..... | | | | | \$500.00 |
| <input type="checkbox"/> Lodging Facility License (County)..... | | | | | \$500.00 |

Section B Liquor License Fees* (Continued)

<input type="checkbox"/>	Manager Registration - H & R.....	\$30.00
<input type="checkbox"/>	Manager Registration - Tavern.....	\$30.00
<input type="checkbox"/>	Manager Registration - Lodging & Entertainment.....	\$30.00
<input type="checkbox"/>	Manager Registration - Campus Liquor Complex.....	\$30.00
<input type="checkbox"/>	Optional Premises License (City).....	\$500.00
<input type="checkbox"/>	Optional Premises License (County).....	\$500.00
<input type="checkbox"/>	Racetrack License (City).....	\$500.00
<input type="checkbox"/>	Racetrack License (County).....	\$500.00
<input type="checkbox"/>	Resort Complex License (City).....	\$500.00
<input type="checkbox"/>	Resort Complex License (County).....	\$500.00
<input type="checkbox"/>	Related Facility - Campus Liquor Complex (City).....	\$160.00
<input type="checkbox"/>	Related Facility - Campus Liquor Complex (County).....	\$160.00
<input type="checkbox"/>	Related Facility - Campus Liquor Complex (State).....	\$160.00
<input type="checkbox"/>	Retail Gaming Tavern License (City).....	\$500.00
<input type="checkbox"/>	Retail Gaming Tavern License (County).....	\$500.00
<input type="checkbox"/>	Retail Liquor Store License - Additional (City).....	\$227.50
<input type="checkbox"/>	Retail Liquor Store License - Additional (County).....	\$312.50
<input type="checkbox"/>	Retail Liquor Store (City).....	\$227.50
<input type="checkbox"/>	Retail Liquor Store (County).....	\$312.50
<input checked="" type="checkbox"/>	Tavern License (City).....	\$500.00
<input type="checkbox"/>	Tavern License (County).....	\$500.00
<input type="checkbox"/>	Vintners Restaurant License (City).....	\$750.00
<input type="checkbox"/>	Vintners Restaurant License (County).....	\$750.00

Questions? Visit: SBG.Colorado.gov/Liquor for more information

Do not write in this space - For Department of Revenue use only

Liability Information

License Account Number

Liability Date

License Issued Through (Expiration Date)

Total

\$

IV. Background information (DR 8404-I) and financial documents

- Complete DR 8404-I for each principal (individuals with more than 10% ownership, officers, directors, partners, members)
- Fingerprints taken and submitted to the appropriate Local Licensing Authority through an approved State Vendor. Master File applicants submit results to the State
Do not complete fingerprint cards prior to submitting your application.
The Vendors are as follows:
IdentoGO
Appointment Scheduling Website: <https://uenroll.identogo.com/workflows/25YQHT>
Phone: 844-539-5539 (toll-free)
IdentoGO FAQs: <https://cbi.colorado.gov/sections/biometric-identification-and-records-unit/biometric-identification-and-records-unit-faqs>
State Liquor Code for IdentoGO: 25YQHT
Colorado Fingerprinting
Appointment Scheduling Website: <http://www.coloradofingerprinting.com/cabs/>
Phone: 720-292-2722 833-224-2227 (toll free)
State Liquor Code for Colorado Fingerprinting: C030LIQI

- Purchase agreement, stock transfer agreement, and/or authorization to transfer license
- List of all notes and loans (Copies to also be attached)

V. Sole proprietor/Spouse or partners in a civil union (if applicable)

- Form DR 4679 Lawful Presence Affidavit
- Copy of State issued Driver's License or Colorado Identification Card for each applicant

VI. Corporate applicant information (if applicable)

- Certificate of Incorporation
- Certificate of Good Standing
- Certificate of Authorization if foreign corporation (out of state applicants only)

VII. Partnership applicant information (if applicable)

- Partnership Agreement (general or limited).
- Certificate of Good Standing

VIII. Limited Liability Company applicant information (if applicable)

- Copy of articles of organization
- Certificate of Good Standing
- Copy of Operating Agreement (if applicable)
- Certificate of Authority if foreign LLC (out of state applicants only)

IX. Manager registration for Hotel and Restaurant, Tavern, Lodging & Entertainment, and Campus Liquor Complex licenses when included with this application

- \$30.00 fee
- If owner is managing, no fee required

1. Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years?..... Yes No
2. Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers ever (in Colorado or any other state):
- a. Been denied an alcohol beverage license?..... Yes No
 - b. Had an alcohol beverage license suspended or revoked?..... Yes No
 - c. Had interest in another entity that had an alcohol beverage license suspended or revoked?..... Yes No

If you answered yes to a, b or c above, explain in detail on a separate sheet.

3. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years?..... Yes No

If "yes", explain in detail.

4. Are the premises to be licensed within 500 feet, of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?..... Yes No

or

Waiver by local ordinance? Yes No

Other

5. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of greater than (>) 10,000? **NOTE:** The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS..... Yes No

6. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of less than (<) 10,000? **NOTE:** The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS..... Yes No

For additional Retail Liquor Store only.

a. Was your Retail Liquor Store License issued on or before January 1, 2016?... Yes No

b. Are you a Colorado resident?..... Yes No

7. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a Limited Liability Company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any current financial interest in said business including any loans to or from a licensee..... Yes No

8. Does the applicant, as listed on line 2 of this application, **have legal possession of the premises by ownership, lease or other arrangement?**..... Yes No

Ownership Lease Other (Explain in detail) lease / purchase

a. If leased, list name of landlord and tenant, and date of expiration, **exactly** as they appear on the lease:

Landlord	Tenant	Expires
William/Joey Kuhn	Tabitha King	10-31-2024

b. Is a percentage of alcohol sales included as compensation to the landlord? If yes, complete question on page 9..... Yes No

c. Attach a diagram that designates the area to be licensed in black bold outline (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8½" X 11".

9. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies) will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business? Attach a separate sheet if necessary.

Last Name		First Name	
<input type="text"/>		<input type="text"/>	
Date of Birth (MM/DD/YY)	FEIN or SSN Number	Interest/Percentage	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Last Name		First Name	
<input type="text"/>		<input type="text"/>	
Date of Birth (MM/DD/YY)	FEIN or SSN Number	Interest/Percentage	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Last Name		First Name	
<input type="text"/>		<input type="text"/>	
Date of Birth (MM/DD/YY)	FEIN or SSN Number	Interest/Percentage	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Attach copies of all notes and security instruments and any written agreement or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.

10. Optional Premises or Hotel and Restaurant Licenses with Optional Premises: Has a local ordinance or resolution authorizing optional premises been adopted?..... Yes No

Number of additional Optional Premise areas requested. (See license fee chart)

For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), include a diagram of the service area and documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.

11. Liquor Licensed Drugstore (LLDS) applicants, answer the following:

a. Is there a pharmacy, licensed by the Colorado Board of Pharmacy, located within the applicant's L L D S premise?..... Yes No

If "yes" a copy of license must be attached.

12. Club Liquor License applicants answer the following: **Attach a copy of applicable documentation**

a. Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain?..... Yes No

b. Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain?..... Yes No

c. How long has the club been incorporated?.....

d. Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above?..... Yes No

13. Brew-Pub, Distillery Pub or Vintner's Restaurant applicants answer the following:

a. Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached)..... Yes No

14. Campus Liquor Complex applicants answer the following:

a. Is the applicant an institution of higher education?..... Yes No

b. Is the applicant a person who contracts with the institution of higher education to provide food services?..... Yes No

If "yes" please provide a copy of the contract with the institution of higher education to provide food services.

15. For all on-premises applicants.

a. For all Liquor Licensed Drugstores (LLDS) the Permitted Manager must also submit an Manager Permit Application - DR 8000 and fingerprints.

Last Name of Manager

First Name of Manager

16. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number..... Yes No

Name

Type of License

Account Number

17. Related Facility - Campus Liquor Complex applicants answer the following:

a. Is the related facility located within the boundaries of the Campus Liquor Complex?..... Yes No

If yes, please provide a map of the geographical location within the Campus Liquor Complex.

If no, this license type is not available for issues outside the geographical location of the Campus Liquor Complex.

b. Designated Manager for Related Facility - Campus Liquor Complex

Last Name of Manager

First Name of Manager

18. Entertainment Facility License

If Applicant is applying for an Entertainment Facility License, you affirm that your business model and aligns with the statutory privileges and requirements:..... Yes No

Pursuant to 44-3-103(15.5) C.R.S., an Entertainment Facility means an establishment in which the primary business is to provide the public with sports or entertainment activities within its licensed premises; and that, incidental to its primary business, sells and serves alcohol beverages at retail for consumption on the licensed premises; and has sandwiches and light snacks available for consumption on the licensed premises.

If Applicant is applying for a Lodging Facility License, you affirm that your business model and aligns with the statutory privileges and requirements:..... Yes No

Pursuant to 44-3-103(29) C.R.S., a Lodging Facility means an establishment in which the primary business is to provide the public with sleeping rooms and meeting facilities; and that sells and serves alcohol beverages at retail for consumption on the licensed premises; and has sandwiches and light snacks available for consumption on the licensed premises.

19. Tax Information.

a. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?..... Yes No

b. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?..... Yes No

** If applicant is owned 100% by a parent company, please list the designated principal officer on above.

** Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (Include ownership percentage if applicable)

** If total ownership percentage disclosed here does not total 100%, applicant must check this box:

Applicant affirms that no individual other than these disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Article 3 or 5, C.R.S.

I would like to apply for a Two-Year Renewal..... Yes No

Oath Of Applicant

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer and Wine Code which affect my license.

Printed Name

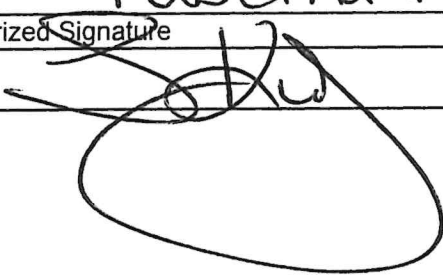
Title

Tabetha King

owner

Authorized Signature

Date (MM/DD/YY)



09/17/25

Report and Approval of Local Licensing Authority (City/County)

Date application filed with local authority

Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application)

For Transfer Applications Only - Is the license being transferred valid?..... Yes No

The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) or a DR 8000 (Manager Permit) has been:

Fingerprinted

Subject to background investigation, including NCIC/CCIC check for outstanding warrants

That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license

(Check One)

Date of inspection or anticipated date

Will conduct inspection upon approval of state licensing authority

Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of > 10,000?..... Yes No

Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of < 10,000?..... Yes No

NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.

Does the Liquor-Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant's gross annual income derived from the sale of food, during the prior twelve (12) month period?..... Yes No

The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 44, Article 4 or 3, C.R.S., and Liquor Rules. **Therefore, this application is approved.**

Individual History Record

To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation, and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant, Tavern and Lodging and Entertainment class of retail license

Notice: This individual history record requires information that is necessary for the licensing investigation or inquiry. All questions must be answered in their entirety or the license application may be delayed or denied. If a question is not applicable, please indicate so by "N/A". **Any deliberate misrepresentation or material omission may jeopardize the license application.** (Please attach a separate sheet if necessary to enable you to answer questions completely)

Name of Business

1891 Exchange and Saloon

Home Phone Number

[Redacted]

Cellular Number

[Redacted]

Your Full Name (last, first, middle)

King, Tabitha, Alexandria

List any other names you have used

[Redacted]

Mailing address (if different from residence)

[Redacted]

Email Address

[Redacted]

1. List current residence address. Include any previous addresses within the last five years. (Attach separate sheet if necessary)

Current Street and Number

[Redacted]

Current City, State, ZIP

KLONA, COLO. 80117

From:

06-2022

To:

Present

Previous Street and Number

[Redacted]

Previous City, State, ZIP

Parker, COLO 80134

From:

02-2015

To:

01-2021

Individual History Record (Continued)

2. List all employment within the last five years. Include any self-employment. (Attach separate sheet if necessary)

Name of Employer or Business

Elizabeth Kitchen and Bar

Address (Street, Number, City, State, ZIP)

240 S Elizabeth St Unit 110 Elizabeth CO 80107

Position Held

Bartender

From:

02-2025

To:

Present

Name of Employer or Business

Full Moon Saloon

Address (Street, Number, City, State, ZIP)

240 S Elizabeth St Unit 110 Elizabeth CO 80107

Position Held

Server

From:

01-2024

To:

12-2025

Name of Employer or Business

Valley Inn

Address (Street, Number, City, State, ZIP)

1997 S Wadsworth Blvd Lakewood CO 80227

Position Held

FOH manager

From:

10-2005

To:

06-2021

3. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.

Name of Relative

Relationship to You:

Position Held

Name of Licensee

Name of Relative

Relationship to You:

Position Held

Name of Licensee

Individual History Record (Continued)

8. Have you ever had any professional license suspended, revoked, or denied?..... Yes No

(If yes, answer in detail.)

[Redacted box for answer to question 8]

Personal and Financial Information

Unless otherwise provided by law, the personal information required in this section will be treated as confidential. The personal information required in this section is solely for identification purposes.

Date of Birth [Redacted] Social Security Number [Redacted] Place of Birth [Redacted]

U.S. Citizen Yes No If Naturalized, state where [Redacted] When [Redacted]

Name of District Court [Redacted] Naturalization Certificate Number [Redacted] Date of Certification [Redacted]

If an Alien, Give Alien's Registration Card Number [Redacted] Permanent Residence Card Number [Redacted]

Height [Redacted] Weight [Redacted] Hair Color [Blonde] Eye Color [Hazel] Gender [female]

Do you have a current Driver's License/ID? If so, give number and state. Yes No

Driver's License Number [Redacted] Driver's License State [Colorado]

Financial Information

9. Total purchase price or investment being made by the applying entity, corporation, partnership, limited liability company, other..... [Redacted]

10. List the total amount of the personal investment, made by the person listed on page 1 in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases or fees paid..... [Redacted]

NOTE: If corporate investment only, please skip to and complete question 12
NOTE: Question 10 should reflect the total of questions 11 and 13

Personal and Financial Information (Continued)

11. Provide details of the personal investment described in question 10. You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment	Account Type
[Redacted]	[Redacted]
Bank Name	Amount
[Redacted]	[Redacted]
Type: Cash, Services or Equipment	Account Type
[Redacted]	[Redacted]
Bank Name	Amount
[Redacted]	[Redacted]
Type: Cash, Services or Equipment	Account Type
[Redacted]	[Redacted]
Bank Name	Amount
[Redacted]	[Redacted]
Type: Cash, Services or Equipment	Account Type
[Redacted]	[Redacted]
Bank Name	Amount
[Redacted]	[Redacted]

12. Provide details of the corporate investment described in question 9. You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment	Loans	Account Type
[Redacted]	[Redacted]	[Redacted]
Bank Name	Amount	
[Redacted]	[Redacted]	
Type: Cash, Services or Equipment	Loans	Account Type
[Redacted]	[Redacted]	[Redacted]
Bank Name	Amount	
[Redacted]	[Redacted]	
Type: Cash, Services or Equipment	Loans	Account Type
[Redacted]	[Redacted]	[Redacted]
Bank Name	Amount	
[Redacted]	[Redacted]	

13. Loan Information (Attach copies of all notes or loans)


Name of Lender	Address
[Redacted]	[Redacted]
Term	Security
[Redacted]	[Redacted]
	Amount
	[Redacted]

Personal and Financial Information (Continued)

Name of Lender		Address
<input type="text"/>		<input type="text"/>
Term	Security	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Lender		Address
<input type="text"/>		<input type="text"/>
Term	Security	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Lender		Address
<input type="text"/>		<input type="text"/>
Term	Security	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>

Oath of Applicant

I declare under penalty of perjury that this application and all attachments are true, correct, and complete to the best of my knowledge.

Authorized Signature 

Print Signature Tabitha King

Title owner Date (MM/DD/YY) 09-17-2025

Tax Check Authorization, Waiver, and Request to Release Information

I, Tabitha King

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of

(the "Applicant/Licensee")

to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and its duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business)

Kiowa Bar

Social Security Number/Tax Identification Number

[Redacted]

Home Phone Number

[Redacted]

Business/Work Phone Number

820436-1877

Street Address

222 Comanche St

City

Kiowa

State

CO

ZIP Code

80117

Printed name of person signing on behalf of the Applicant/Licensee

Tabitha King

Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information)

[Handwritten Signature]

Date Signed

9/17/2025

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

Dear Tabitha King

This is your confirmation receipt that your fingerprints were taken successfully for

1. **Location Name:** Douglas County DHS (Open Tues & Thurs)
2. **Location Address:** Douglas County Department of Human Services, 4400 Cas
3. **CBI Process Control Number (PCN):** [REDACTED]
4. **CBI Unique ID:** [REDACTED]
5. **CBI CONCJ#:** [REDACTED]

Statement of Fingerprint Retention – Per CBI rules your fingerprints will be retained by Colorado Fingerprinting for 30 days and will be removed from our system.

The following is the digital signature captured at the time your fingerprints were taken.

Signature 

Thank you for choosing Colorado Fingerprinting.

Thanks & Regards,

Commercial Building Lease Agreement

This Commercial Building Lease Agreement ("Lease") is made and effective , by and between **William and Joey Kuhn** ("Landlord") and **Tabitha King**. ("Tenant").

Landlord is the owner of land and improvements commonly known and numbered as **216 - 222 Comanche St, Kiowa CO 80117**

and described as follows (the "Building"):

appx. 3750 SF Commercial Space with Basement, 3 attached offices and 2 Apartments

Landlord makes available for lease the Building designated as

216 - 222 Comanche St, Kiowa CO 80117

Landlord desires to lease the Leased Premises to Tenant, and Tenant desires to lease the Leased Premises from Landlord for the term, at the rental and upon the covenants, conditions and provisions herein set forth.

THEREFORE, in consideration of the mutual promises herein, contained and other good and valuable consideration, it is agreed:

1. Term. Term= [REDACTED]

A. Landlord hereby leases the Leased Premises to Tenant, and Tenant hereby leases the same from Landlord, for an "Term" beginning [REDACTED]

Landlord shall use its best efforts to give Tenant possession as nearly as possible at the beginning of the Lease term. If Landlord is unable to timely provide the Leased Premises, rent shall abate for the period of delay. Tenant shall make no other claim against Landlord for any such delay.

2. Rental.

A. Tenant shall pay to Landlord during the Term rental of [REDACTED]

Each installment payment shall be due in advance on the first day of each calendar month during the lease term to Landlord at

[REDACTED]

or at such other place designated by written notice

from Landlord or Tenant. The rental payment amount for any partial calendar months included in

[REDACTED]

for the 01st day of the month and \$20 per day for each day after the 7th day of the month.

3. Use

Leased Premises to be used only as

Notwithstanding the forgoing, Tenant shall not use the Leased Premises for the purposes of storing, manufacturing or selling any illegal drugs, explosives, flammables or other inherently dangerous substance, chemical, thing or device.

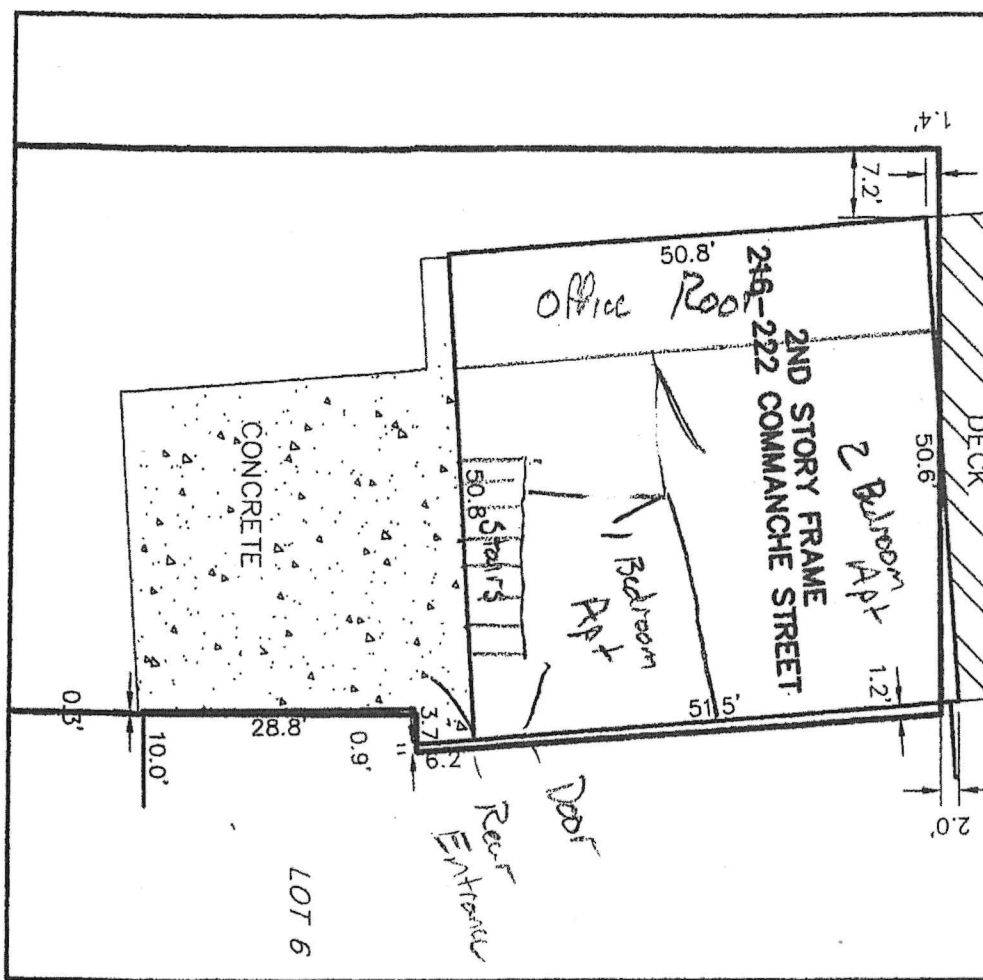
4. Sublease and Assignment.

Tenant shall not have the right without Landlord's written consent, to assign this Lease to a corporation with which Tenant may merge or consolidate, to any subsidiary of Tenant, to any corporation under common control with Tenant, or to a purchaser of substantially all of Tenant's assets. Except as set forth above, Tenant shall not sublease all or any part of the Leased Premises, or assign this Lease in whole or in part without Landlord's written consent.

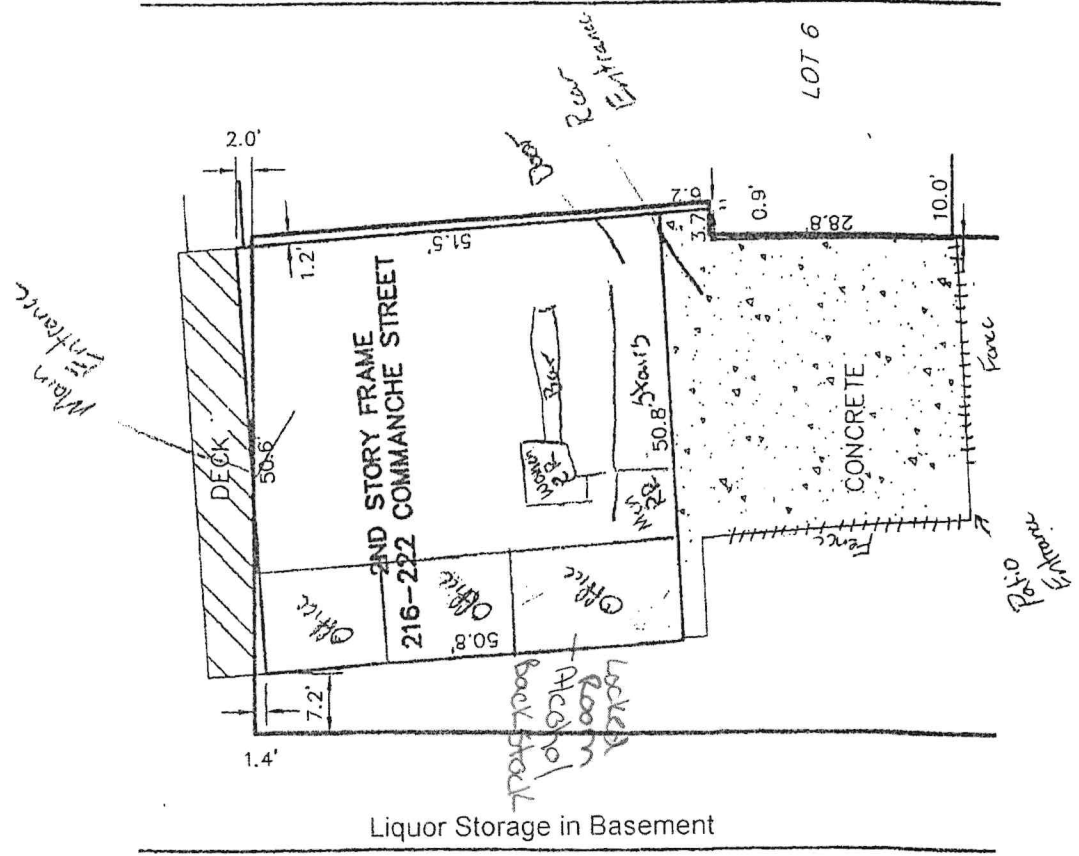
Apppts.
2nd Floor

STREET
(I.O.W)

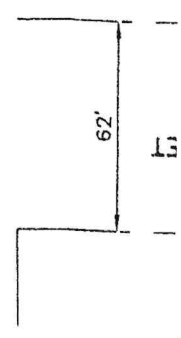
62'



Main Floor



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100



P.O. Box 237, 404 Comanche St.
Kiowa, CO 80117



Phone: 303-621-2366
Fax: 303-621-2595

NEW BUSINESS LICENSE APPLICATION

A separate application must be filed for each business location in Kiowa. This registration is non-transferable if ownership changes. Registrations are valid from the date of issuance through April 30th of every calendar year. **Complete ENTIRE Application.** (Failure to do so may result in a delay in issuing your license.) Please type or print legibly.

Please include floor plans for any proposed changes to the property with this application.

Fee for each license is: \$75.00

Total Enclosed: \$100.00

Business Information

Trade Name "Doing Business As": 1891 Exchange & Saloon

Physical Address: 222 Comanche St. City: Kiowa State: CO Zip Code: 80107

Mailing Address of Business: PO Box 871 City: Kiowa State: CO Zip Code: 80107

Business Phone Number: [REDACTED] Business Email Address: [REDACTED]

Business Owner Information

Business Owner: Tabitha King

Phone Number: [REDACTED] E-Mail Address: [REDACTED]

Name of Corp. LLC, Partnership or other applicable: 1891 Exchange & Saloon

Business Located in a: **Commercial/Retail Complex / Residence / Solitary Building /**

Not located in Town limits

Nature of Business: (Check Any That Apply)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Financial/Leasing | <input type="checkbox"/> Hotel/Motel | <input type="checkbox"/> Construction | <input type="checkbox"/> Utility - Other |
| <input type="checkbox"/> Manufacturing | <input checked="" type="checkbox"/> Nightclub/Bar | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Retail - Liquor | <input type="checkbox"/> Retail - Grocery | <input type="checkbox"/> Retail - Other | <input type="checkbox"/> Recreation/Sporting |
| <input type="checkbox"/> Service | <input type="checkbox"/> Office | <input type="checkbox"/> Medical | <input type="checkbox"/> Direct Sales |
| <input type="checkbox"/> Mail Order/Internet Sales | <input type="checkbox"/> Communications/Telecom
per day (Home businesses) | | <input type="checkbox"/> Walk-in Customers |

 # Employees

 Retail Food License - Provide a copy of your food license

Contractor State License # State License #

Detailed description of your business (sell/lease) Operating as a bar/tavern in old bar building.

Property Owner Information

Property Owner Name: Joey Kuhn _____

Phone: [REDACTED] Email: [REDACTED] _____

Address: [REDACTED] _____

City: Kiowa _____ State: CO Zip Code: 80107

New License Information

Have you met with applicable Town staff regarding your business? Yes

Did you purchase an existing business? Lease to Buy _____

Have you made or plan to make any changes to the structure or interior? No _____

Are you installing any additional or new signage? Yes _____

Have you received your sign permit? No _____

Does the business have an appropriate water backflow prevention device? Yes

What is the zoning of your property? Commerical

Has there been a change in use for your business? No _____

Will you be dispensing medical marijuana? No _____

Will you be serving or selling liquor? Yes _____

Will you be providing any sexually oriented services or products? No _____

I declare, under penalty of perjury, that this application has been examined by me and the statements made herein are made in good faith pursuant to the Town of Kiowa tax laws and regulations, and to the best of my knowledge and belief, are true, correct and complete. I also agree to follow the rules and regulations of the State of Colorado and the Town of Kiowa.

Please Print Name: Tabitha King _____

Title: Owner _____ **Phone Number:** [REDACTED] _____

Date: 10/28/26 _____ **Signed:**  _____

This application, accompanied by the proper fees should be returned to:

Town of Kiowa, PO Box 237, 404 Comanche St., Kiowa, CO 80117



Articles of Organization for a Limited Liability Company

filed pursuant to § 7-90-301 and § 7-80-204 of the Colorado Revised Statutes (C.R.S.)

The domestic entity name of the limited liability company is 1891 Exchange and Saloon L.L.C

The principal office street address is

222 Comanche St
Kiowa CO 80117
US

The principal office mailing address is

PO Box 954
Kiowa CO 80117
US

The name of the registered agent is TABITHA ALEXANDRIA KING

The registered agent's street address is

1891 Exchange and Saloon L.L.C
Kiowa CO 80117
US

The registered agent's mailing address is

P.O. Box 954
Kiowa CO 80117
US

The person above has agreed to be appointed as the registered agent for this entity.

The management of the limited liability company is vested in Members

There is at least one member of the limited liability company.

Person(s) forming the limited liability company

1891 Exchange and Saloon L.L.C
[Redacted]
Kiowa CO 80117
US

Causing this document to be delivered to the Secretary of State for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that the document is the individual's act and deed, or that the individual in good faith believes the document is the act and deed of the person on whose behalf the individual is causing the document to be delivered for filing, taken in conformity with the requirements of part 3 of article 90 of title 7, C.R.S., and, if applicable, the constituent documents, and the organic statutes, and that the individual in good faith believes the facts stated in the document are true and the document complies with the requirements of that Part, the constituent documents, and the organic statutes.

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

1891 Exchange and Saloon L.L.C

is a

Limited Liability Company

formed or registered on 11/08/2025 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number [REDACTED].

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 03/02/2026 that have been posted, and by documents delivered to this office electronically through 03/03/2026 @ 12:50:12 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 03/03/2026 @ 12:50:12 in accordance with applicable law. This certificate is assigned Confirmation Number [REDACTED].



Jena Griswold

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."



404 Comanche Street, Town Hall
PO Box 237
Kiowa, CO 80117
Phone: 303-621-2366

January 15, 2026

Department of Revenue
Liquor Licensing
PO Box 17087
Denver, CO 80217-2287

To Whom It May Concern:

Enclosed is an address change application for the
Kiowa Bar (KBAR LLC). I have enclosed all necessary paperwork and payment check.

Thank you in advance for your assistance and please feel free to call, 303-621-2366, ext.1, if you
have any questions. Our normal business hours are Monday through Thursday, 7:30AM to 4:00PM

Sincerely,

Sasha K. Davidson

Clerk, Town of Kiowa

Permit Application and Report of Changes

All Answers Must Be Printed in Black Ink or Typewritten

Applicant is a Corporation Individual Partnership Limited Liability Company

License Number

03-13700

Name of Licensee

KBAR LLC

Trade Name of Establishment (DBA)

KIOWA BAR

Address of Premises (specify exact location of premises)

228 COMANCHE ST

City	County	State	ZIP Code
KIOWA	ELBERT	CO	80117

Business Email Address

office@kiowabar.com

Business Phone Number

303-284-6407

Select the Appropriate Section Below and Reference the Instructions on Page 1.

Section A – Manager

- Manager's Registration (Hotel & Restaurant)..... \$30.00
- Manager's Registration (Tavern)..... \$30.00
- Manager's Registration (Lodging Facility)..... \$30.00
- Manager's Registration (Entertainment Facility)..... \$30.00
- Change of Manager (Other Licenses pursuant to section 44-3-301(8), C.R.S.)..... No Fee

Please note that Manager's Registration for Hotel & Restaurant, Lodging Facility, Entertainment Facility, and Tavern licenses requires a local fee with submission to the local licensing authority as well. Please reach out to local licensing authorities directly regarding local processing and fees.

Section B – Duplicate License

- Duplicate License \$50.00

Section C

- Retail Warehouse Storage Permit (each)..... \$100.00
- Wholesale Branch House Permit (each)..... \$100.00
- Change Corporation or Trade Name Permit (each)..... \$50.00
- Change Location Permit (each)..... \$150.00
- Noncontiguous or Primary Manufacturing Location Change..... \$150.00

- Change, Alter or Modify Premises.....\$150.00 x Total Fee:
- Addition of Optional Premises to Existing Hotel/Restaurant.....\$100.00 x Total Fee:
- Addition of Related Facility to an Existing Resort or Campus Liquor Complex.....\$160.00 x Total Fee:
- Campus Liquor Complex Designation..... No Fee
- Sidewalk Service Area..... \$75.00

Do Not Write in This Space – For Department of Revenue Use Only

Date License Issued	License Account Number	Period
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.

Total Amount Due..... \$. 00

Change of Location

Note to Retail Licensees: An application to change location has a local application fee of \$750 payable to your local licensing authority. You may only change location within the same jurisdiction as the original license that was issued. Pursuant to 44-3-311(1) C.R.S. Your application must be on file with the local authority thirty (30) days before a public hearing can be held.

Date filed with Local Authority 09/11/2025	Date of Hearing 12/09/2025
--	--------------------------------------

Address of current premises.

Address
222 COMANCHE ST

City KIOWA	County ELBERT	ZIP Code 80117
----------------------	-------------------------	--------------------------

Address of proposed New Premises

(Attach copy of the deed or lease that establishes possession of the premises by the licensee)

Address
228 COMANCHE ST

City KIOWA	County ELBERT	ZIP Code 80117
----------------------	-------------------------	--------------------------

New mailing address if applicable.

Address

City	County	State	ZIP Code

Attach detailed diagram of the premises showing where the alcohol beverages will be stored, served, possessed or consumed. Include kitchen area(s) for hotel and restaurants.

Modify Premises or Addition of Optional Premises, Related Facility, or Sidewalk Service Area

Note: Licensees may not modify or add to their licensed premises until approved by state and local authorities.

(a) Describe change proposed

(b) If the modification is temporary, when will the proposed change:

Start (month/day/year)

End (month/day/year)

Note: The total state fee for temporary modification is \$300.00

(c) Will the proposed change result in the licensed premises now being located within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?..... Yes No

(If yes, explain in detail and describe any exemptions that apply)

(d) Is the proposed change in compliance with local building and zoning laws?..... Yes No

(e) If this modification is for an additional Hotel and Restaurant Optional Premises has the local authority authorized by resolution or ordinance the issuance of optional premises?..... Yes No

(f) Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises.

(g) Attach any existing lease that is revised due to the modification.

(h) For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), 1 C.C.R. 203-2, include documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.

Campus Liquor Complex Designation

An institution of higher education or a person who contracts with the institution to provide food services
I wish to designate my existing:

Liquor License Type	Liquor License Number
<input type="text"/>	<input type="text"/>

to a Campus Liquor Complex..... Yes No

Additional Related Facility

To add a Related Facility to an existing Resort or Campus Liquor Complex, include the name of the Related Facility and include the address and an outlined drawing of the Related Facility Premises.

Address of Related Facility


Address

<input type="text"/>			
City	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Outlined diagram provided..... Yes No

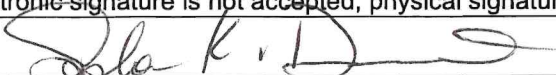
Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Print Name	Title
Corey Basquez	LLC Manager
Electronic signature is not accepted, physical signature is required.	Date (MM/DD/YY)
	11/18/2025

Report and Approval of Local Licensing Authority (City / County)

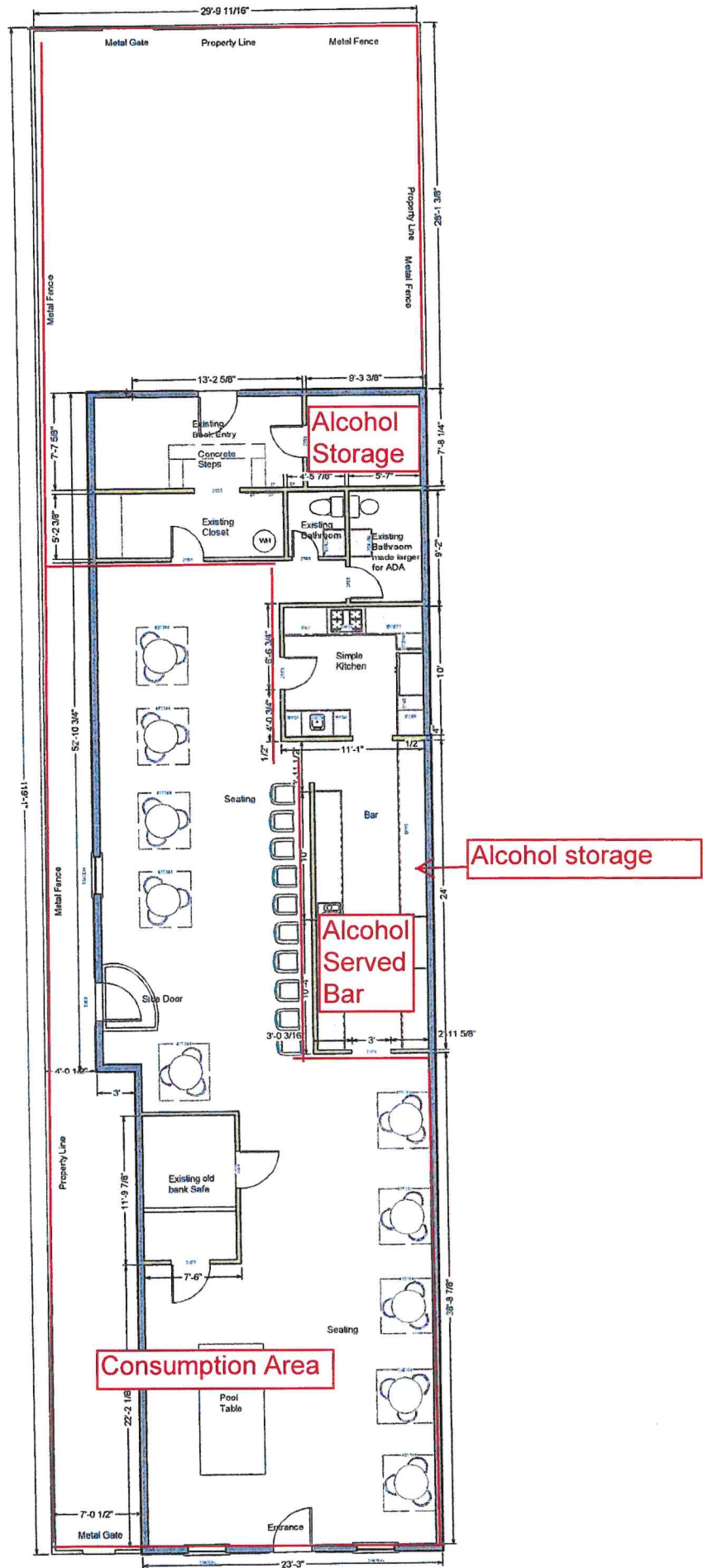
The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable provisions of Title 44, Articles 4 and 3, C.R.S., as amended. Therefore, This Application is Approved.

Local Licensing Authority (City or County)	Date filed with Local Authority	
Town of Kiowa	11-18-25	
Electronic signature is not accepted, physical signature is required.	Title	Date (MM/DD/YY)
	Town Clerk	1-6-26

Report of State Licensing Authority

The foregoing has been examined and complies with the filing requirements of Title 44, Article 3, C.R.S., as amended.

Electronic signature is not accepted, physical signature is required.	Title	Date (MM/DD/YY)
<input type="text"/>	<input type="text"/>	<input type="text"/>



Quality Home Builders, LLC
 35073 Cimarron Trail
 Elizabeth, Co 80107

Kiowa Bar
 228 Comanche Street
 Kiowa, Co 80117

LIVING AREA
 2106 sq ft

P.O. Box 237, 404 Comanche St.
Kiowa, CO 80117



Phone: 303-621-2366
Fax: 303-621-2595

NEW BUSINESS LICENSE APPLICATION

A separate application must be filed for each business location in Kiowa. This registration is non-transferable if ownership changes. Registrations are valid from the date of issuance through April 30th of every calendar year. **Complete ENTIRE Application.** (Failure to do so may result in a delay in issuing your license.) Please type or print legibly.

Please include floor plans for any proposed changes to the property with this application.

Fee for each license is: \$75.00

Total Enclosed: \$ _____

Business Information

Trade Name "Doing Business As": Kiowa Bar & Grill, Kiowa Coffee Shop

Physical Address: 228 Comanche St

City: Kiowa State: CO Zip Code: 80117

Mailing Address of Business: ~~32400 Pine View Dr~~

City: Kiowa State: CO Zip Code: 80117

Business Phone Number: 303 284 6407 Fax Number: _____

Business Email Address: office@kiowabar.com

Business Owner Information

Business Owner: Corey Basquez

Phone Number: ~~720 620 0439~~ Fax Number: _____

E-Mail Address: ~~corey.basquez@gmail.com~~

Name of Corp. LLC, Partnership or other applicable: _____

Business Located in a: Commercial/Retail Complex / Residence / Solitary Building /

Not located in Town limits

Nature of Business: (Check Any That Apply)

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Financial/Leasing | <input type="checkbox"/> Hotel/Motel | <input type="checkbox"/> Construction | <input type="checkbox"/> Utility - Other |
| <input type="checkbox"/> Manufacturing | <input checked="" type="checkbox"/> Nightclub/Bar | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Retail - Liquor | <input type="checkbox"/> Retail - Grocery | <input checked="" type="checkbox"/> Retail - Other | <input type="checkbox"/> Recreation/Sporting |
| <input type="checkbox"/> Service | <input type="checkbox"/> Office | <input type="checkbox"/> Medical | <input type="checkbox"/> Direct Sales |
| <input type="checkbox"/> Mail Order/Internet Sales | <input type="checkbox"/> Communications/Telecom | <input type="checkbox"/> Other _____ | |

4 # Employees

Walk-in Customers per day (Home businesses)

~~15-0033~~ Retail Food License - Provide a copy of your food license

Contractor State License # _____ State License # ~~00 15 100~~

Detailed description of your business (sell/lease) _____

Tax Information

Tax Exempt/Non-Profit Organization: _____

Federal ID: 25-2224071 Co. Sales Tax #/Tax Exempt #: 01625118

Filing Frequency Tax Returns: Monthly Quarterly Annually

Property Owner Information

Property Owner Name: Corey Basquez

Phone: 720 420 0439 Email: corey.basquez@gmail.com

Address: 32400 Pine View Dr

City: Kiowa State: CO Zip Code: 80117

Emergency Contact Information

Primary

Name: Ted Finley Position: manager

Phone: 303 359 4773 Email: tfinley83@gmail.com

Address: 32400 Pine View Dr

City: Kiowa State: CO Zip Code: 80117

Secondary

Name: Emily Basquez Position: manager

Phone: 720 670 8860 Email: _____

Address: 5996 Pine Ridge Dr

City: Elizabeth State: CO Zip Code: 80107

Is there an alarm system on the premises? yes

Name of Alarm Company: ADT

Alarm Company Phone#: _____

New License Information

Have you met with applicable Town staff regarding your business? yes

Did you purchase an existing business? no

Have you made or plan to make any changes to the structure or interior? yes

What is the square footage of space used for the business? _____

Are you installing any additional or new signage? yes

Have you received your sign permit? no

Does your business generate garbage or waste with any of the following characteristics? no

Liquid or vapor having a temperature higher than 150°.

Gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas.

Garbage that has not been properly shredded, meaning the wastes from the preparation, cooking and dispensing of food that have not been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers.

Ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch manure, grit, brick, cement, onyx, or carbide.

Water or waste containing a toxic or poisonous substance in sufficient quantities.

If yes to any of the above, does your business have a grease, sand or oil separator? yes

Date of last inspection? _____

Does the business have an appropriate water backflow prevention device? yes

What is the zoning of your property? _____

Has there been a change in use for your business? no

If yes, have you completed the site plan requirements? yes

Will you be dispensing medical marijuana? no

Will you be serving or selling liquor? yes

Will you be providing any sexually oriented services or products? no

I declare, under penalty of perjury, that this application has been examined by me and the statements made herein are made in good faith pursuant to the Town of Kiowa tax laws and regulations, and to the best of my knowledge and belief, are true, correct and complete. I also agree to follow the rules and regulations of the State of Colorado and the Town of Kiowa.

Please Print Name: Corey Besquez

Title: owner Phone Number: 720 620 0439

Date: 2/12/26 Signed: [Signature]

This application, accompanied by the proper fees should be returned to:

Town of Kiowa, PO Box 237, 404 Comanche St., Kiowa, CO 80117

OFFICE USE ONLY (New Licenses Only)

Planning _____

Building _____

Fire Dept. _____

Elbert Co. Health _____

THE ELBERT COUNTY ABSTRACT & TITLE CO.
305 COMANCHE STREET, KIOWA, CO 80117 (303)621-2079

CLOSING INSTRUCTIONS
January 30, 2026

The printed portions of this form have been approved by the Colorado Real Estate Commission (CL8-9-95).

THIS FORM HAS IMPORTANT LEGAL CONSEQUENCES AND THE PARTIES SHOULD CONSULT LEGAL AND TAX OR OTHER COUNSEL BEFORE SIGNING.

1. NIKKI R. AND DEBORAH A. ULLOM REVOCABLE TRUST DATED MARCH 17, 2000, [SELLER] AND COREY BASQUEZ [BUYER] engage THE ELBERT COUNTY ABSTRACT & TITLE CO. [CLOSING COMPANY] who agrees to provide closing and settlement services in connection with the closing of the following described real estate in the County of ELBERT, State of Colorado to wit:

THE WEST FOUR FEET OF LOT 5, IN BLOCK 5, TOWN OF KIOWA, DESCRIBED AS:
BEGINNING AT THE NORTHWEST CORNER OF LOT 5,
THENCE EAST 4 FEET ALONG THE NORTH LINE OF LOT 5,
THENCE SOUTH 150 FEET TO THE SOUTH LINE OF LOT 5,
THENCE WEST 4 FEET TO THE SOUTHWEST CORNER OF LOT 5,
THENCE NORTH ALONG THE WEST LINE OF LOT 5 TO THE POINT OF BEGINNING.

AND

THE EAST 21 FEET OF LOT 6,
BLOCK 5,
TOWN OF KIOWA

ALL IN THE COUNTY OF ELBERT,
STATE OF COLORADO

Also known as: Street Address 228 COMANCHE STREET, KIOWA, CO. 80117

2. Closing Company is authorized to obtain information, and agrees to prepare, obtain, deliver and record all documents, excluding preparation of legal documents, necessary to carry out the terms and conditions of the Contract to Buy and Sell Real Estate, dated January 30, 2026 with any counter proposals and amendments attached [Contract].

3. Closing Company will receive a fee not to exceed **\$500.00** for providing these closing and settlement services to be at the expense of :
SPLIT BETWEEN BUYER AND SELLER

4. Closing Company is authorized to receive funds and to disburse when all funds received are either: available for immediate withdrawal as a matter of right from the financial institution in which the funds have been deposited or are available for immediate withdrawal as a consequence of an agreement of a financial institution in which the funds are to be deposited or a financial institution upon which the funds are to be drawn "Good Funds".

5. Closing Company is not authorized to release any documents or things of value prior to receipt and disbursement of Good Funds, except as provided in paragraphs 10 and 11.

6. Closing Company shall disburse all funds, including real estate commissions, except those funds as may be separately disclosed in writing to Buyer and Seller by Closing Company or Buyer's lender on or before closing. All parties agree that no one other than the disbursing party can assure that payoff of loans and other disbursements will actually be made.

7. Seller will receive the net proceeds of closing as indicated:

- Cashier's check at seller's expense; or Funds electronically transferred (wire transfer) to an account specified by the Seller, at Seller's expense; or
 Closing Company's Trust Account Check.

8. Buyer and Seller will furnish any additional information and documents required by Closing Company which will be necessary to complete this transaction.

9. Closing Company will prepare and deliver an accurate, complete and detailed closing statement to Buyer and Seller at time of closing.

10. If closing does not occur, Closing Company, except as provided herein, is authorized and agrees to return all documents, monies, and things of value to the depositing party and Closing Company will be relieved from any further duty, responsibility or liability in connection with these instructions. In addition, any promissory note, deed of trust, or other evidence of indebtedness signed by Buyer, shall be voided by Closing Company, with the original(s) returned to Buyer and a copy to Buyer's lender.

11. If any conflicting demands are made on the Closing Company, at its sole discretion, Closing Company may hold any monies, documents, and things of value received from any party except Buyer's lender. Closing Company shall retain such items until (1) receipt of mutual written instruction from Buyer and Seller, or (2) until a civil action between Buyer and Seller shall have been resolved in a Court of competent jurisdiction; or (3) in the alternative, Closing Company may, in its sole discretion, commence a civil action to interplead, or, interplead in any existing civil action, any documents, monies or other things of value received by Closing Company. Such deposit with the Court shall relieve Closing Company of all further liability and responsibility and Closing Company shall be entitled to all court costs and reasonable attorney's fees.

12. These closing instructions may only be amended or terminated by written instructions signed by Buyer, Seller and Closing Company.

13. The Internal Revenue Service and the Colorado Department of Revenue may require Closing Company to withhold a substantial portion of the proceeds of this sale when Seller either (a) is a foreign or (b) will not be a Colorado resident after closing. Seller should inquire of Seller's tax advisor to determine if withholding applies or if an exemption exists.



Colorado Secretary of State
 Date and Time: 07/29/2020 02:56 PM
 ID Number: 20201659636
 Document number: 20201659636
 Amount Paid: \$20.00

Document must be filed electronically.
 Paper documents are not accepted.
 Fees & forms are subject to change.
 For more information or to print copies
 of filed documents, visit www.sos.state.co.us.

ABOVE SPACE FOR OFFICE USE ONLY

Statement of Trade Name of a Reporting Entity

filed pursuant to §7-71-103 and §7-71-107 of the Colorado Revised Statutes (C.R.S)

1. For the reporting entity delivering this statement, its ID number, true name, form of entity and the jurisdiction under the law of which it is formed are

ID Number	<u>20201659636</u> <i>(Colorado Secretary of State ID number)</i>
True name	<u>KBAR LLC</u>
Form of entity	<u>Limited Liability Company</u>
Jurisdiction	<u>Colorado</u>

2. The trade name under which such entity transacts business or conducts activities or contemplates transacting business or conducting activities in this state is

KIOWA BAR

3. A brief description of the kind of business transacted or activities conducted or contemplated to be transacted or conducted in this state under such trade name is

TAVERN

4. *(If the following statement applies, adopt the statement by marking the box and include an attachment.)*

This document contains additional information as provided by law.

5. *(Caution: Leave blank if the document does not have a delayed effective date. Stating a delayed effective date has significant legal consequences. Read instructions before entering a date.)*

(If the following statement applies, adopt the statement by entering a date and, if applicable, time using the required format.)
 The delayed effective date and, if applicable, time of this document are _____
(mm/dd/yyyy hour:minute am/pm)

Notice:

Causing this document to be delivered to the Secretary of State for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that such document is such individual's act and deed, or that such individual in good faith believes such document is the act and deed of the person on whose behalf such individual is causing such document to be delivered for filing, taken in conformity with the requirements of part 3 of article 90 of title 7, C.R.S. and, if applicable, the constituent documents and the organic statutes, and that such individual in good faith believes the facts stated in such document are true and such document complies with the requirements of that Part, the constituent documents, and the organic statutes.

This perjury notice applies to each individual who causes this document to be delivered to the Secretary of State, whether or not such individual is identified in this document as one who has caused it to be delivered.

6. The true name and mailing address of the individual causing this document to be delivered for filing are

FINLEY TEDDY
(Last) (First) (Middle) (Suffix)
██████████
(Street number and name or Post Office Box information)
KIOWA CO 80117
(City) (State) (Postal/Zip Code)
United States
(Province – if applicable) (Country – if not US)

(If the following statement applies, adopt the statement by marking the box and include an attachment.)

This document contains the true name and mailing address of one or more additional individuals causing the document to be delivered for filing.

Disclaimer:

This form/cover sheet, and any related instructions, are not intended to provide legal, business or tax advice, and are furnished without representation or warranty. While this form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form/cover sheet. Questions should be addressed to the user's legal, business or tax advisor(s).

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

KBAR LLC

is a

Limited Liability Company

formed or registered on 07/29/2020 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number [REDACTED].

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 03/02/2026 that have been posted, and by documents delivered to this office electronically through 03/03/2026 @ 13:31:10 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 03/03/2026 @ 13:31:10 in accordance with applicable law. This certificate is assigned Confirmation Number 18274286 .



A handwritten signature in blue ink that reads "Jena Griswold".

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

TO: Planning Commission

FROM: Jana Wismer, Principal Planner, SAFEbuilt

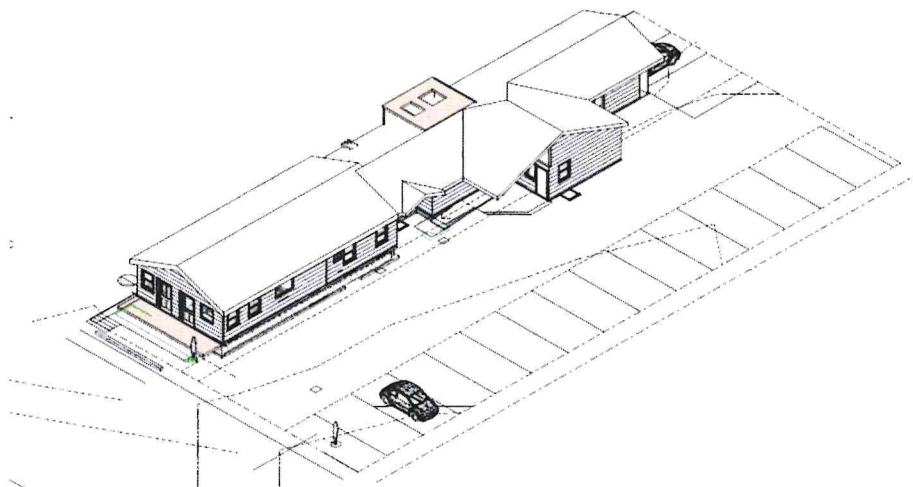
RE: 326 Comanche Street, Tacos and Tortas Selene

DATE: February 18, 2026



Dear Commissioners,

I have reviewed the revised plans for the proposed “Tacos and Tortas Selene” at 326 Comanche Street. The original proposal included drive-thru window service with vehicles entering the premises from State Highway 86 and either choosing to park in the spaces along the east side of the property or pulling up to a drive-thru window and exiting through an alley at the back of the property.

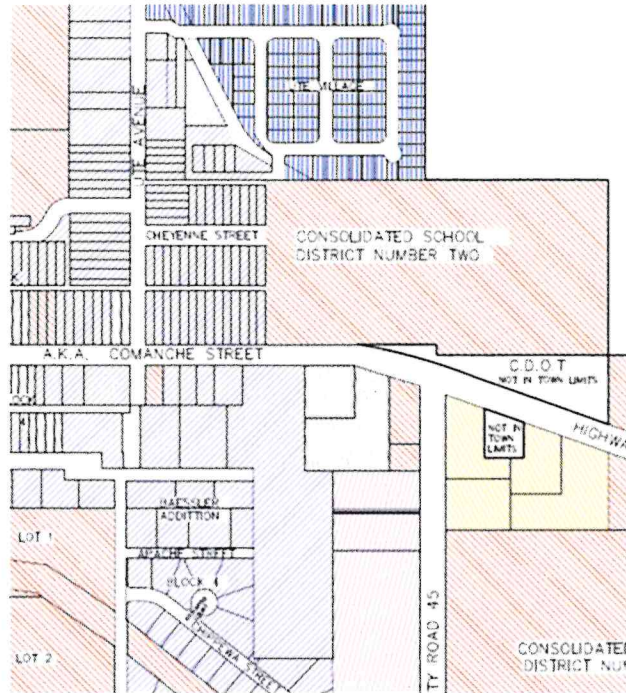


PO Box 237, 404 Comanche St, Kiowa, CO 800117

Phone: (303) 621-2366 | Fax: (303) 621-2595 | townofkiowa.colorado.gov

October 10, 2023

Page 1



It is SAFEbuilt's opinion that the revised plan which eliminates the drive-thru option is superior to the previous proposal. If vehicles were to exit the property onto a narrow alleyway containing residential uses, potentially adverse risks could arise, including (but not limited to) injuries to pedestrians, exposing existing residences to increased vehicle noise and headlights, and reduced response times for emergency services such as ambulances and fire trucks. Therefore, the elimination of the drive-thru and ingress/egress for customers only through the front of the property is a much preferable solution.

Warmest Regards,

Jana Wismer, Principal Planner, SAFEbuilt

PO Box 237, 404 Comanche St, Kiowa, CO 80017

Phone: (303) 621-2366 | Fax: (303) 621-2595 | townofkiowa.colorado.gov

October 10, 2023

Page 2

ARCHITECTURAL
INNOVATORS
INC.
BOX 30
IDAHO SPRINGS, CO. 80452
303-567-0100



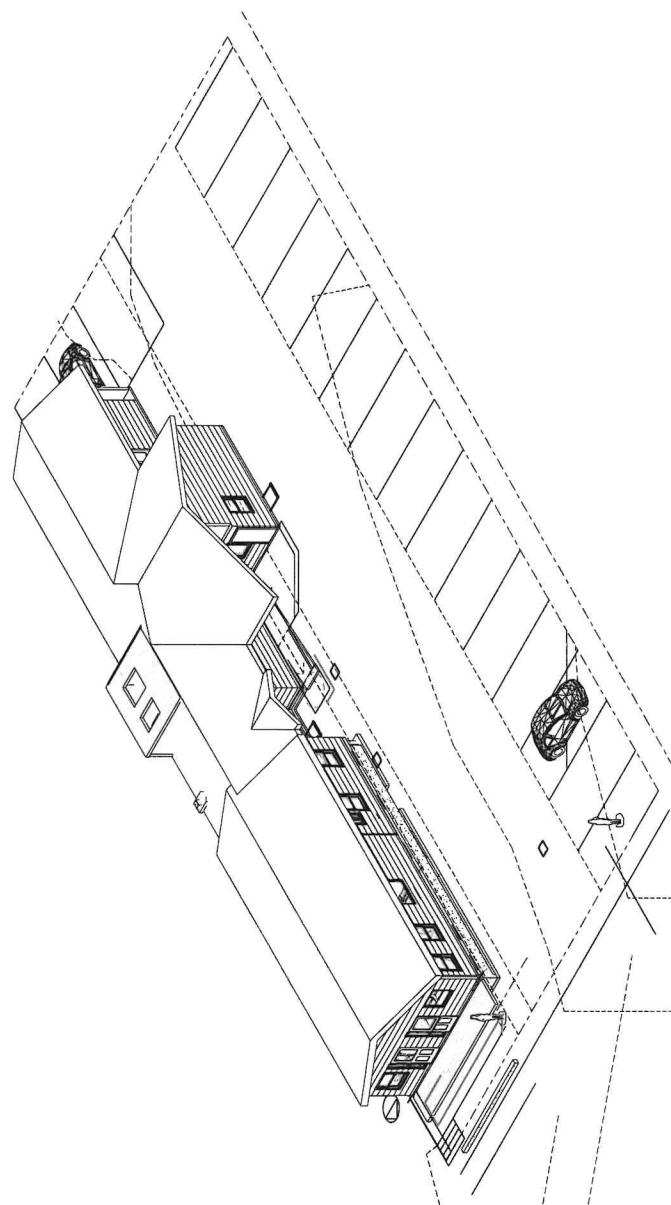
TACO SELENE
326 COMMANCHE STREET
KIOWA, CO.

No.	Description	Date



Cover Sheet

Project Number/Project Number
Date 1/28/26
Drawn by M. Callister
Checked by M.C.
C1
Scale 1/8" = 1'-0"



SHEET INDEX:

ARCHITECTURAL:
ARCHITECTURAL INNOVATORS, INC.
303-567-0100
mcallister@gmail.com

EX-1 EXISTING & DEMO
AD- SITE PLAN
SI-1 SITE SURVEY PLAN
AZ- ELEVATIONS
A3- ROOF PLAN
A4- SECTIONS

MECHANICAL & PLUMBING ENGINEERING:
CHARTIANO ENGINEERING
719-330-6823

M-001 GENERAL INFORMATION
M-001A SCHEDULES
M-112 MECH. ROOF PLAN
P-001 PLUMBING PLAN
P-111A PLUMBING FIXTURES
P-111A DOMESTIC WATER

ELECTRICAL ENGINEERING:
COLORADO ELECTRICAL ENGINEERING L.L.C
303-987-2585

E-1 ELEC. SCHEDULE
E-1.0 LIGHTING PLAN

STRUCTURAL ENGINEERING:
ENVISION DESIGN
720-224-4613

S1.1 FOUNDATION
S2.1 FLOOR FRAMING
S3.1 ROOF FRAMING
S3.1 FRAMING SECTIONS

SURVEYOR:
HIGH PLAINS SURVEYING
970-531-1120

1/27/26

Taco Selene Review Comments

326 Commanche Street Kiowa , Co.

Michael T. Caistor, architect
Architectural Innovators, inc
mcaistor@gmail.com 303-567-0100

Sheet C-1

1. No changes

Sheet Ex-1

1. No changes

Sheet A0

1. Remove Drive Thru window
2. Change parking aisle from one way to two way
3. Change parking spaces to 13 parallel spaces along property line

Sheet A1

1. Remove Drive Thru Window
2. Revise Occupancy Load calculations
3. Change Egress Plan
Relocate upper HC ramp to Kitchen ,accommodate Service Office
4. Kitchen/ Residential Exit :“Door shall be labeled “ Not an Exit” (Both Sides)
5. Label 1 hr Wall as 5/8” drywall each side in compliance with 420.2

Sheet A2

1. Remove Drive Thru Window

Sheet A3:

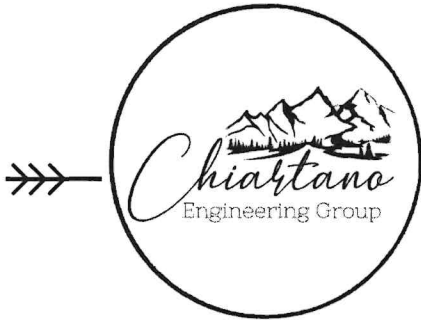
1. No changes

Sheet A4:

1. Relocate Interior HC Ramp to Kitchen, Revise Service Area
2. Label 1 hr Wall_as 5/8” drywall each side in compliance with 420.2



1/27/26



Supplemental Narrative – Updated Plan Sheets M111, P111, and P111A

As part of this revision package, the following sheets were updated to reflect design coordination and plan reviewer comments:

Sheet M111 – Mechanical Floor Plan:

- The furnace location has been relocated to coordinate with revised architectural layout. Associated ductwork, gas piping, and service clearances were revised accordingly.
- The previously indicated drive-thru window has been removed from the floor plan per architectural updates. Duct runs and supply grille locations were modified to reflect the revised building envelope.

Sheet P111 – Plumbing Floor Plan:

- Hand sink locations have been adjusted to match revised equipment layouts and health department coordination. Sanitary routing and venting were updated to accommodate the new sink positions.

Sheet P111A – Plumbing Fixture Schedule & Isometrics:

- Hand sink locations have been adjusted to match revised equipment layouts and health department coordination. Domestic water supply were updated to accommodate the new sink positions.

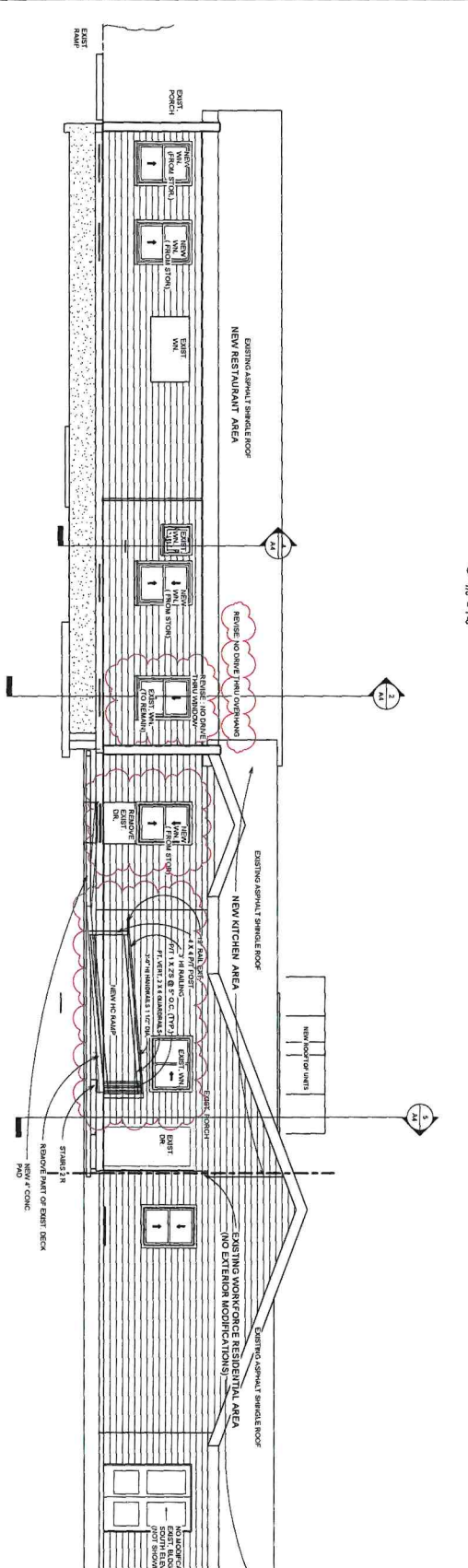
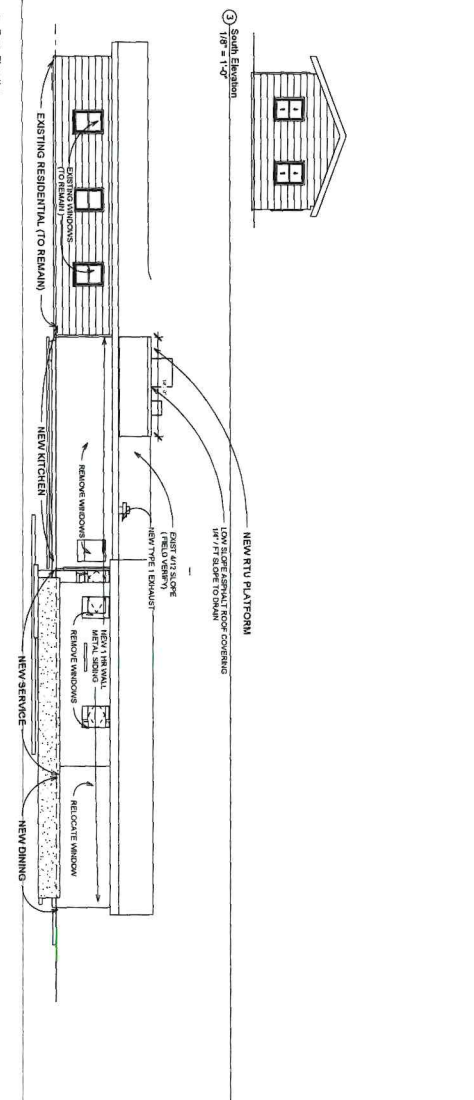
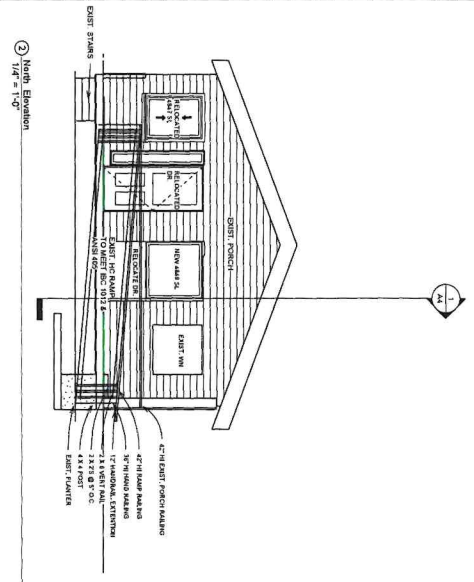
Sincerely,



Michael Chiartano, PE

Principal | Chiartano Engineering Group, LLC

michael@chiartanoeg.com | 719.257.2091



	TACO SELENE 326 COMMANCHE STREET KIOWA, CO.	ARCHITECTURAL INNOVATORS INC. BOX 30 IDAHO SPRINGS, CO 80452 303-567-0100
	Elevations Project Number/Project Number Date Drawn by Checked by Scale A2 As Indicated	

**Second Regular Session
Seventy-fifth General Assembly
STATE OF COLORADO**

REVISED

LLS NO. R26-0860.01 Jessica Chapman x4636

HJR26-1018

HOUSE SPONSORSHIP

Richardson and Boesenecker, Bacon, Barron, Bradfield, Brown, Caldwell, Camacho, Carter, Clifford, Duran, Espenosa, Flanell, Froelich, Garcia, Garcia Sander, Goldstein, Hamrick, Hartsook, Jackson, Johnson, Joseph, Keltie, Lieder, Lindsay, Lukens, Marshall, Martinez, Mauro, McCluskie, McCormick, Nguyen, Paschal, Phillips, Rutinel, Sirota, Slaugh, Smith, Soper, Stewart K., Stewart R., Story, Taggart, Valdez, Weinberg, Willford, Winter T., Woodrow

SENATE SPONSORSHIP

Pelton R., Amabile, Baisley, Ball, Benavidez, Bridges, Bright, Carson, Catlin, Coleman, Cutter, Danielson, Daugherty, Exum, Frizell, Gonzales J., Hinrichsen, Jodeh, Kipp, Kirkmeyer, Kolker, Lindstedt, Liston, Marchman, Mullica, Pelton B., Rich, Roberts, Rodriguez, Simpson, Snyder, Sullivan, Wallace, Weissman, Zamora Wilson

House Committees

Senate Committees

HOUSE JOINT RESOLUTION 26-1018

101 **CONCERNING THE DESIGNATION OF STATE HIGHWAY 86 THROUGH**
102 **ELBERT COUNTY AS THE PLAINS-TO-PINES SCENIC CORRIDOR.**

1 WHEREAS, Featuring an average altitude of just under 6,000
2 feet-several hundred feet higher than that of the Mile High City-State
3 Highway 86 through Elbert County offers Colorado residents, workers,
4 westbound travelers, and tourists unrivaled views of the east-facing
5 Rocky Mountains range, including:
6 ● The magnificent Sangre De Cristo subrange in Southern
7 Colorado;
8 ● The iconic Pikes Peak-elevation 14,115 feet-on which
9 Katharine Lee Bates composed the lyrics to "America the
10 Beautiful";
11 ● Mount Blue Sky-elevation 14,268 feet-which straddles the
12 Arapaho and Pike National Forests; and

Shading denotes HOUSE amendment. Double underlining denotes SENATE amendment.
Capital letters or bold & italic numbers indicate new material to be added to existing law.
Dashes through the words or numbers indicate deletions from existing law.

SENATE
Final Reading
March 3, 2026

HOUSE
Final Reading
February 26, 2026

- 1 ● Longs Peak-elevation 14,259 feet-located prominently in
2 the Rocky Mountain National Park Wilderness of Northern
3 Colorado; and

4 WHEREAS, The spectacular views of the Rocky Mountain Front
5 Range from State Highway 86 through Colorado's Eastern Plains, in all
6 their rural, pastoral splendor, are worthy of state recognition; and

7 WHEREAS, State Highway 86 is the scenic high-plains
8 thoroughfare between the Town of Limon on the east and the Town of
9 Castle Rock on the west, with approximately 61 miles lying within Elbert
10 County; and

11 WHEREAS, State Highway 86 is the functional main street
12 through Elbert County's largest municipality, the Town of Elizabeth,
13 which is also recognized as an official Department of Local Affairs
14 (DOLA) Colorado Main Street community; and

15 WHEREAS, Elizabeth is home to over 3,000 people, multiple
16 rustic, treasure-laden antique shops, the iconic Rambler Ranch, and the
17 lovely Carriage Shoppes Tea Room located in a historic livery stable that
18 serves as a cherished regional destination-a pastoral gathering place
19 where women and their daughters, grandchildren, and out-of-town guests
20 gather; and

21 WHEREAS, For the over 700 residents of the historic Town of
22 Kiowa, another DOLA Colorado Main Street community, State Highway
23 86 also serves as the functional main street; and

24 WHEREAS, Kiowa is the official seat of Elbert County
25 government and home of the Elbert County Historical Society and
26 Museum, which occupies the historic Kiowa High School building built
27 in 1921; and

28 WHEREAS, The Elbert County Historical Society and Museum's
29 Spring 2018 issue of the "Smoky Hill Express" newsletter features a
30 cover story summarizing the history of the Smoky Hill Trail and evolution
31 of transportation in Elbert County, including the development of State
32 Highway 86; and

33 WHEREAS, State Highway 86 is the primary access route for
34 various tourist attractions in the Elbert County region, including abundant

1 outdoor recreation and historically significant sites like Buffalo Groves,
2 Inc., the Bijou Basin open space, Castlewood Canyon State Park, the
3 Elbert County Fair-this year celebrating 92 years of cherished livestock
4 and agricultural traditions and wholesome 4-H opportunities for young
5 people-and a bevy of small, family-owned businesses that generate
6 essential tax revenues that benefit the people of Colorado; and

7 WHEREAS, The vast rolling hills and prairies of the eastern
8 portion of two-lane State Highway 86 through Colorado's high-plains
9 desert offer travelers serenely beautiful and unique vistas-frequently
10 including falcon, hawk, eagle, pronghorn, and deer sightings-that serve
11 as a pastoral alternative to the hullabaloo of four-lane I-70 and its
12 heavy-duty truck traffic; and

13 WHEREAS, In the centuries before European settlers arrived, the
14 Arapaho, Cheyenne, Kiowa, Ute, Comanche, and other First Nations
15 peoples of the Great Plains were the first to break in barely discernible
16 trails that later served as the basis for primitive wagon routes, like that of
17 the fabled South Branch of the historic Smoky Hill Trail, segments of
18 which later became the alignment for the landmark Leavenworth and
19 Pikes Peak Express stagecoach routes; and

20 WHEREAS, Prior to Colorado becoming a territory in 1861-and
21 long before achieving statehood in 1876, when much of what is now
22 Colorado was still part of the Kansas Territory-the 1858 Pikes Peak Gold
23 Rush led to a massive, four-year migration of prospectors, adventurers,
24 and, as prominent historian/professor/author Tom Noel described them:
25 "gold grubbers, town puffers, prostitutes, gamblers, and journalists," who
26 traveled on foot, on horseback, or by wagon or stagecoach through
27 Missouri and Kansas toward the Pikes Peak area of the Rocky Mountains
28 via the storied South Branch of the Smoky Hill Trail, large segments of
29 which are State Highway 86 today; and

30 WHEREAS, The Elbert County Board of County Commissioners
31 and the Mayors and Trustees of the Towns of Kiowa and Elizabeth
32 support designating State Highway 86 as Colorado's "Plains-to-Pines
33 Scenic Corridor"; now, therefore,

34 *Be It Resolved by the House of Representatives of the Seventy-fifth*
35 *General Assembly of the State of Colorado, the Senate concurring herein:*

36 (1) That the entire portion of State Highway 86 through Elbert

1 County, Colorado, be officially designated and branded the
2 "Plains-to-Pines Scenic Corridor";

3 (2) That the Colorado Department of Transportation (CDOT) is
4 authorized to accept and expend gifts, grants, and donations for the
5 purpose of placing initial markers, signage, and xeriscape landscaping
6 along portions of the route designated as state highway to aesthetically
7 brand and establish the "Plains-to-Pines Scenic Corridor"; and

8 (3) That CDOT is authorized to enter into one or more
9 intergovernmental agreements with the Board of County Commissioners
10 of Elbert County, the Town of Kiowa, and the Town of Elizabeth for
11 purposes of maintaining said markers, signage, and associated xeric
12 vegetation for the "Plains-to-Pines Scenic Corridor".

13 *Be It Further Resolved*, That copies of this Joint Resolution be sent
14 to Colorado Governor Jared Polis; CDOT Commissioners Diane Barrett,
15 Barbara Bowman, Shelley Cook, Cecil Gutierrez, Terry Hart, Elise Jones,
16 Juan Marcano, Todd Masters, Barbara McLachlan, Rick Ridder, and
17 Hannah Parsons; CDOT Executive Director Shoshana Lew; CDOT
18 Deputy Director Herman Stockinger; Elbert County Commissioners Mike
19 Buck, Dallas Schroeder, and Byron McDaniel; Elbert County Clerk and
20 Recorder Rhonda Braun; Elbert County Manager Shawn Fletcher; Elbert
21 County Director of Communications and Public Affairs Wendy Manitta
22 Holmes; Town of Kiowa Mayor Pro Tem Tammy Hart; Town of Kiowa
23 Trustees Mona Schantz, Jonathon Shafer, Trevor Smith, Constance Stahl,
24 and Baillie Wineland; Town of Kiowa Administrator Kimberly Boyd;
25 Town of Kiowa Clerk Sasha Davidson; Town of Kiowa Planning
26 Commissioners Wendy Frenzel, Todd Lane, Shannon Lane, Julie Mizak,
27 Lori Rafferty, and Sandy Kalish; Town of Elizabeth Mayor Angela
28 Ternus; Town of Elizabeth Mayor Pro Tem Tracy Hutchins; Town of
29 Elizabeth Trustees Michael Schroder, Loren Einspahr, Dave Conley,
30 Steve Gaither, and Cynthia Thye; Town of Elizabeth Administrators
31 Michelle Oeser and Jeff Engel; Town of Elizabeth Planning
32 Commissioners George Fick, Amy Schmidt, and Jim Santangelo; Elbert
33 County Chamber of Commerce President Megan Gardner, Vice President
34 Marjorie Engle, and Board Members John Gadenken, Steve Andreas,
35 Jennifer Maxwell, and Erica Hulm; Elbert and Highway 86 Metro District
36 President Karl Nyquist, District Manager Denise Denslow, and Board
37 Members Bradley Johnson, Mark Harding, Jim Marshall, and Brent
38 Brouillard; Ranchland News Publishers/Editors Nikki Lister and Jenna

1 Lister; and Elbert County News/Colorado Community Media Editor Scott
2 Gilbert.