

Town of Lyons, Colorado  
Board of Trustees  
BOT Agenda Cover Sheet  
Agenda Item No: VII.3  
Meeting Date: February 2, 2026

**TO:** Mayor Rogin and Members of the Board of Trustees

**FROM:** Dolores M. Vasquez, Town Clerk

**DATE:** January 28, 2026

**ITEM:** Resolution 2026-09 – A RESOLUTION OF THE TOWN OF LYONS, COLORADO, APPROVING THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MAPLEBEAR CONSULTANTS, LLC

---

☐ ORDINANCE  
☒ MOTION / RESOLUTION  
☐ INFORMATION

---

**I. REQUEST OR ISSUE:**

The Board of Trustees directed staff to initiate a project to electronically scan all town records and documents. Staff executed a contract with MapleBear Consultants LLC for a not-to-exceed amount of \$67,895.00 to perform document scanning services. When the contractor received the first shipment of five pallets of documents, it became apparent that the project would be very labor-intensive. We request that the 'do not exceed' amount be increased to the budgeted \$125,000.00, reflecting an increase of \$57,105.00. The contract also had a completion date of June 30, 2026. Staff realize this was an aggressive timeframe, and given the volume of paperwork, we are requesting an extension of that date to February 2, 2027, with two potential one-year term renewals. This Resolution approves the first Amendment to the Professional Services Agreement with MapleBear Consultants, LLC for this work.

**II. RECOMMENDED ACTION / NEXT STEP:**

Approve Resolution 2026-09

**II. FISCAL IMPACTS:**

\$145,000 was included in the 2025 budget for this project and will roll into the 2026 Budget if approved. A portion of this budget covered the cost of the Laserfiche system.

**III. BACKGROUND INFORMATION:**

The Town of Lyons records department has volumes of paper documents, mylars, maps, personnel files, building permits, financial, and utility records. Our best estimate is that at least one million pieces of paper are on site. The Town has inadequate storage areas, with many records stored in the brown Public Works building, which is not water / fireproof. Space constraints are another issue facing record retention.

The Board of Trustees acknowledged the need for a more streamlined, secure alternative and authorized staff to initiate a project to electronically scan all town records and documents. The goal is to improve staff efficiency, records access, compliance, and storage constraints.

Staff selected MapleBear Consultants LLC as the most qualified, cost-effective vendor. MapleBear has received five pallets to date and is more than halfway through the scanning of that shipment. Because we need to retain financial paperwork for many more years than our records retention policy requires, we have a significant increase in document preparation and staff time. Staff recommend approving this first amendment with a not-to-exceed amount of \$125,000.00 and a new extension deadline of February 2, 2027.

**IV. LEGAL ISSUES:**

Unknown at this time.

**V. CONFLICTS OR ENVIRONMENTAL ISSUES:**

Unknown at this time.

**VII. SUMMARY OF ALTERNATIVES:**

1. Approve the Resolution approving the first amendment to the professional services agreement described above
2. Decline the resolution
3. Approve the resolution with any amendments

**ATTACHMENTS:**

1. Resolution 2026-09
2. Professional Services Agreement with MapleBear Consultants LLC