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CORTEZ CITY COUNCIL
WORK SESSION/**SPECIAL MEETING**
TUESDAY, JANUARY 24, 2023
6:30 p.m.

CALL TO ORDER

- A. 6:30 p.m., Council will consider going into Executive Session for discussion of a personnel matter, and specifically to conduct a six-month performance review of Patrick Coleman, the Cortez City Attorney, and to discuss possible amendments to Mr. Coleman's employment agreement as authorized by C.R.S. Section 24-6-402(4)(f)(I). The Executive Session will not involve any specific employee who has requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.
- B. 7:10 p.m., Council General Discussion
- C. For Your Information
 - a. Minutes for the Board of Commissioners, Montezuma County, Colorado for Regular Meetings of January 3, 2023 and January 10, 2023, and Special Meeting January 9, 2023.

ADJOURNMENT of Worksession.



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

01/24/2023

Agenda Item: 1. C. a.

MEMO TO: Honorable Mayor and City Council

FROM: DONNA MURPHY, DEPUTY CITY CLERK

SUBJECT: Minutes for the Board of Commissioners, Montezuma County, Colorado for Regular Meetings of January 3, 2023 and January 10, 2023, and Special Meeting January 9, 2023.

Attachments

BOCC Minutes 01.03.2023

BOCC Minutes 01.10.2023

BOCC Special Minutes 01.09.2023

**PROCEEDINGS OF THE BOARD OF COMMISSIONERS
MONTEZUMA COUNTY, COLORADO
January 3, 2023**

STATE OF COLORADO)
) ss.
COUNTY OF MONTEZUMA)

At a regular meeting of the Board of Commissioners, Montezuma County, Colorado, held on Tuesday January 3, 2023 at the Montezuma County Administration building in Cortez, Colorado, there were present:

Jim Candelaria, Chairman
Kent Lindsay, Vice Chairman
Gerald Koppenhafer, Commissioner of Deeds
Travis Anderson, County Administrator
Ian MacLaren, County Attorney
Kim Percell, County Clerk

CHAIRMAN, CANDELARIA opened the meeting of January 3, 2023 with the Pledge of Allegiance

MINUTES: Commissioner Koppenhafer moved to approve the minutes for the Board of County Commissioners, Montezuma County, for Tuesday, December 27, 2022, and for the E-911 Board meeting for Montezuma County, held on Tuesday, December 27, 2022, also. The motion was seconded by Commissioner Lindsay and carried

PUBLIC COMMENT: No public comment was made.

NOXIOUS WEED DEPARTMENT: Weed Department Manager, **Bonnie Loving** was not available to report.

LANDFILL: Landfill Manager, **Mel Jarmon** gave his monthly report which included the 2022 Landfill budget spread sheet. Topics discussed included; wood chips, the recent article in the Cortez Journal, the CDPHE reimbursements and an update on the Carver Field. (See attached)

FAIRGROUNDS: Fairgrounds Manager, Justin McGuire gave his monthly report, which included; 61,115 event attendees, \$88,435.99 in revenues and \$255,094.56 of expenditures. Other topics discussed included; plowing snow, a future 2022 year to date report, the 2022 events held, the current 2023 scheduled events, the completion of the wash rack, indoor building paint projects, the 2023 and 2024 fee increases, (CTF) Conservation Trust Funds and the Waterline Extension Project proposal. (See attached)

UNFINISHED BUSINESS:

DISCUSSION: Attorney MacLaren gave an overview of the (DOLA) Department of Local Affairs, pass through **IHOP PLN050 Grant Agreement**, for the **Cortez Housing Policy and Land Use Code Project**. Commissioner Lindsay moved to sign the DocuSign with the Department of Local Affairs, for the IHOP PLN050, Cortez Housing Policy and Land Use Code Project. Second by Commissioner Koppenhafer and carried. (See attached)

COUNTY ATTORNEY REPORT: County Attorney, Ian MacLaren discussed Ironwood's required milestones, the effects of the recent snow storm on those milestone requirements and the load slips received by the (CDPHE) Colorado Department of Public Health and Environment.

NATURAL RESOURCES, PLANNING & PUBLIC LANDS: Resource Director, James Dietrich. No report given

COUNTY ADMINISTRATOR REPORT: County Administrator, Travis Anderson reported on a follow up discussion with **Magellan Strategies LLC** regarding the **Strategic Planning Program**. A discussion was held regarding constituent concerns of the Plastic Bag Law, along with House Bill 21-1162, **Colorado Carryout Bag Fees**, beginning January 1, 2024.

PAYABLE EXPENDITURE REPORT: Administrator Anderson presented for approval, the November 2022 Accounts Payable Expenditure Reports in the amount of \$4,092,918.41. Commissioner Lindsay moved to approve the November Expenditures for Montezuma County in the amount of \$4,092,918.41. Second by Commissioner Koppenhafer and carried. (See attached)

COUNTY COMMISSIONER REPORT: Topics discussed within the Commissioners reports included: **Commissioner Koppenhafer** reported on constituent phone discussions. **Commissioner Lindsay**, discussed County revenues and expenditures. **Commissioner Candelaria** reported on the attended Housing Authority meeting.

MOTION TO ADJOURN: was made by Commissioner Lindsey, seconded by Commissioner Koppenhafer and carried.

CORRESPONDENCE: The following correspondence was read and noted:

MEETING ADJOURNED: 9:33 a.m.

Clerk

January 3, 2022

Chairman

**PROCEEDINGS OF THE BOARD OF COMMISSIONERS
MONTEZUMA COUNTY, COLORADO
January 10, 2023**

STATE OF COLORADO)
) ss.
COUNTY OF MONTEZUMA)

At a regular meeting of the Board of Commissioners, Montezuma County, Colorado, held on Tuesday January 10, 2023 at the Montezuma County Administration building in Cortez, Colorado, there were present:

Jim Candelaria, Chairman
Kent Lindsay, Vice Chairman
Gerald Koppenhafer, Commissioner of Deeds (Absent)
Travis Anderson, County Administrator
Ian MacLaren, County Attorney
Kim Percell, County Clerk

CHAIRMAN, CANDELARIA opened the meeting of January 10, 2023 with the Pledge of Allegiance

MINUTES: Commissioner Lindsay moved to approve the minutes of the Proceedings of the Board of Commissioners Montezuma County, Colorado dated Tuesday, January 3, 2023 as presented. Motion was seconded by Commissioner Candelaria and carried.

PLANNING: Planning Director, Don Haley along with **Assistant, S. Jane Duncan** presented for signatures of a Mylar for a Subdivision Amendment to Lots 1 and 21 of the Butler Subdivision, submitted by **Henes Enterprises, LLC**, on property located at 24114 Road 37, Dolores, CO, consisting of 1.32 acres, more or less and **Holpuch Family Trust**, located at 24118 Road 37, Dolores, CO, consisting of 11.90 acres, more or less, both located east of Hwy 145, situated in Section 11, T.38N, R.17W, N.M.P.M..

Director, Haley along with **Assistant, Duncan** presented for signatures of a Mylar for a Subdivision Amendment to the **Orchard Acres Subdivision**, Lot#'s C & D, submitted by **Jerry & Victoria Schwaderer**, on properties located at 25682 & 25574 Road T.5, Dolores, CO,

consisting of 9.30 acres, more or less, located west of Road 26, south of Road T.5, situated in Section 32, T.37N, R.16W, N.M.P.M.

PUBLIC COMMENT: Public comment was made by **Susan Kemnetz, Lena May and Bruce Bjorklund.**

IT: IT Director, Jim McClain met with the Commissioners to present his monthly report. Director McClain gave a recap of the IT Department for 2022. He reported that they had responded to 3069 help desk tickets, which did not include around 20% more for phone calls and resolved “drive by” issues. Other topics discussed included; the installation of cameras at the Sheriff’s Office, a wireless connection for the **Drug Task Force**, the **Duo Multi Factor Authentication Project**, installation of the **E-Discovery** Program, the **Broadband Project**, a key lock box installed at Annex III, the substation move for the **Town of Dolores** and the **ClearGov** implementation.

GIS MAPPING: GIS Manager, Doug Roth and Mapping Specialist, Nolan Notah met with the Commissioners to give a monthly report. Topics discussed included; the transmittal of the monthly address list, a project to re-address the subdivisions within the forest, utilizing Forest Service road number designations along with proper signage, a discovered event center and the reporting process for such properties.

NEW BUSINESS:

DISCUSSION: Administrator Anderson presented for discussion the **Administrative Budget, Policy and Procedure.** The discussion was tabled to a later date. (See attached)

ELECTION OF OFFICERS: Organizing the Board of County Commissioners (BOCC) for 2023. Commissioner Lindsay moved to adopt the 2023 Office of Appointments and also the Organization of the BOCC. Seconded by Commissioner Candelaria and carried. (See attached)

2023 OFFICE APPOINTMENTS

Attorney:	Ian MacLaren
Administrator:	Travis Anderson
Road & Bridge Superintendent:	Rob Englehart
Fairgrounds Manager:	Justin McGuire
GIS/Mapping Director:	Doug Roth
Director of Public Health:	Bobbi Lock
IT Director:	Jim McClain
Maintenance Director:	Dustin Sattler
Natural Resources Director:	James Dietrich
Noxious Weed Director:	Bonnie Loving
Director of Senior Nutrition:	Jonathan Parker
Director of Social Services:	Gina Montoya
Veteran’s Affairs Officer:	Frank Lobue
Emergency Manager:	Jim Spratlen
MOCO/Transportation Director:	Jennifer Morris
Director of Solid Waste/Landfill:	Mel Jarmon

Planning Director:	Don Haley
Public Information:	Vicki Shaffer
Economic Development Coordinator:	Jessica Thurman
Grant Coordinator:	Robert Dobry
Water Representative:	Randy Carver

2023 BOCC REPRESENTATIVE APPOINTMENTS:

CHAIRMAN: Commissioner Jim Candelaria

VICE CHAIRMAN: Commissioner Kent Lindsay

COMMISSIONER OF DEEDS: Commissioner Gerald Koppenhafer

Southwest Regional Transportation Committee (TPR): Jim Candelaria

Alternate: Kent Lindsay

Region 9 Economic Development Board: Jim Candelaria

Alternate: Gerald Koppenhafer

AAA: Kent Lindsay

Alternate: Jim Candelaria

Southwest Workforce Board: Kent Lindsay

Alternate: Gerald Koppenhafer

Montezuma County Housing Authority: Jim Candelaria

Alternate: Kent Lindsay

Housing Solutions: Kent Lindsay

Alternate: Jim Candelaria

Ute Mountain Tribal Council Meetings: Gerald Koppenhafer

Alternate: Travis Anderson

Lower Dolores River Group: Gerald Koppenhafer

Alternate: James Dietrich

Club 20: Kent Lindsay

Alternate: Gerald Koppenhafer

Native Fish Monitoring & Recommendation Team: Gerald Koppenhafer

Alternate: Kent Lindsay

CCI: Jim Candelaria

Alternate: Gerald Koppenhafer

Legal Publications: The Journal

Liaison to the City of Cortez Meetings: Kent Lindsay

Liaison to the Town of Mancos Meetings: Gerald Koppenhafer

Liaison to the Town of Dolores Meetings: Jim Candelaria

Liaison to UMU Tribal Meetings: Gerald Koppenhafer

RESOLUTION #1-2023: A Resolution Appointing the County Administrator to Prepare and Submit a Budget for 2023 was presented for approval. Commissioner Lindsay moved to adopt Resolution 1-2023, appointing the County Administrator to prepare and submit a budget for 2023. Second by Commissioner Candelaria and carried. (See attached)

PUBLIC HEARING: It being the time set aside a public hearing is held for the purpose of the establishment, revision, or alteration of the **Montezuma County Commissioner Districts** as required by C.R.S. 30-10-306 (4) and (5). The roll was called, the public notice read, and the proceedings were recorded for the record. **GIS Manager, Doug Roth** and **Mapping Specialist, Nolan Notah** presented the proposed Commissioner District maps and gave an overview of the changes included. Commissioner Candelaria opened the hearing to public comment. Hearing no public comment that portion of the hearing was closed. After hearing all the evidence presented Commissioner Lindsay moved to approve option number two in the 2023 Montezuma County Commissioner redistricting. Second by Commissioner Candelaria and carried. Commissioner Candelaria closed the hearing at this time. An updated district map and resolution for the adoption of the district changes will be presented at a future date. (See attached)

NEW BUSINESS CONTINUED:

RESOLUTION #2-2023: A Resolution Designating the Location of Posted Agendas and Designating County Office Hours was presented for approval. Commissioner Lindsay moved to adopt Resolution 2-2023, a resolution designating the location of posted agendas and designating county office hours. Second by Commissioner Candelaria and carried. (See attached)

DISCUSSION: A letter addressed to Colorado **Governor, Jared Polis** regarding **Broadband Services** was presented for approval. Commissioner Lindsay moved to sign the letter to Governor Polis, stating that we do have a clear need, to improve broadband services for rural and remote areas of Colorado. Second by Commissioner Candelaria and carried. (See attached)

UNFINISHED BUSINESS:

DISCUSSION: A discussion was held regarding the **Fairgrounds Race Track Contract**. Attorney MacLaren reported the contract had been returned to **Julian Garcia**, to approve the amendments that included the extra months to begin maintenance projects. The contract will be presented at a future date for final approval.

DISCUSSION: A discussion was held regarding the **Fairgrounds Suppression System** project. Topics discussed included; the current (CTF) Conservation Trust Funds balance, possible grant options, a proposed grant application to the **Assistance to Firefighter Grant** along with current safety and fire mitigation plans. The Commissioners took no action at this time. (See attached)

DISCUSSION: **Natural Resource Director, James Dietrich** along with **Economic Development Coordinator, Jessica Thurman** met with the Commissioners for a decision on the (OREC) **Outdoor Recreation Industry Office Recreational Use Impact Study and Strategic Plan Proposals**. Proposals received included **Crux Environmental Consulting, Public Land Solutions, RPI Consulting** and the **SE Group**. It was the recommendation of Director Dietrich to offer the opportunity to RPI Consulting. Commissioner Lindsay moved to offer the contract to RPI for the OREC proposal. Second by Commissioner Candelaria and carried. (See attached)

DISCUSSION: Attorney MacLaren gave an overview of the **Paths to Mesa Verde Trail, Colorado Department of Transportation, Contract OLA #331002933, Project: MTF C320-007 (25346)**. Commissioner Lindsay moved to accept the contract between the State of Colorado Department of Transportation and Montezuma County for Contract OLA (25346). Second by Commissioner Candelaria and carried. (See attached)

DISCUSSION: County Clerk, Kim Percell gave an overview of the **CESA Grant Agreement CORE# CT, VAAA, 113, 2023-3225** and presented it for approval. Commissioner Lindsay moved to authorize Clerk Percell to sign the contract between the Colorado Department of State and Montezuma County for CORE# CT, VAAA, 113, 2023-3225. Second by Commissioner Candelaria and carried. (See attached)

PUBLIC LANDS:

Forrest Service District Ranger, Derek Padilla met with the Commissioners to give a monthly report. Topics discussed included; a proposed flashing cautionary road sign for Road 31 at Bean Canyon, the development of a long term plan for the Dolores Norwood Road, asphalt patching, continued prescribed fire burns at Chicken Creek and the completed Dolores Recreation Access (EA) Environmental Assessment along with comments received that involved Montezuma County.

COUNTY ATTORNEY REPORT: County Attorney, Ian MacLaren gave an update on the Road 41 Land Use violation case.

COUNTY ADMINISTRATOR REPORT: County Administrator, Travis Anderson discussed constituent phone calls regarding the Plastic Bag Law and a scheduled meeting with the County Treasurer, stake holders and the Budget Committee to discuss the Senate Bill on property tax.

COUNTY COMMISSIONER REPORT: Topics discussed within the Commissioners reports included: **Commissioner Koppenhafer** unavailable to report. **Commissioner Lindsay**, discussed constituent phone calls and the scheduled Cortez City Council meeting. **Commissioner Candelaria** reported on the attended NACO Transportation meeting, an attended insurance meeting, the Monday workshop meeting and the attended Dolores Town Council meeting.

MOTION TO ADJOURN: was made by Commissioner Lindsey, seconded by Commissioner Candelaria and carried.

CORRESPONDENCE: The following correspondence was read and noted:

MEETING ADJOURNED: 2:18 p.m.

Clerk

January 10, 2022

Chairman

**PROCEEDINGS OF THE BOARD OF COMMISSIONERS
MONTEZUMA COUNTY, COLORADO
January 9, 2023**

STATE OF COLORADO)
) ss.
COUNTY OF MONTEZUMA)

At a scheduled special meeting of the Board of Commissioners, Montezuma County, Colorado, held on Thursday January 9, 2023 at the Montezuma County Administration building in Cortez, Colorado, there were present:

Jim Candelaria, Chairman
Kent Lindsay, Vice Chairman
Gerald Koppenhafer, Commissioner of Deeds
Travis Anderson, County Administrator
Ian MacLaren, County Attorney
Kim Percell, County Clerk.

CHAIRMAN, CANDELARIA opened the meeting of January 9, 2023 with the Pledge of Allegiance.

PUBLIC COMMENT: No public comment was made.

ROAD & BRIDGE DEPARTMENT: Road Superintendent, Rob Englehart met with the Commissioners to present the **Alkali Creek Contract Amendment #2** Project #BRO C320-004 (22521), original Agreement 19-HA5-XC-00099 in the amount of \$3,239,497.50. Commissioner Lindsay moved to sign the State of Colorado Amendment #2 for project #BRO C320-004 (22521). Second by Commissioner Koppenhafer and carried. (See attached)

MOTION TO ADJOURN: was made by Commissioner Lindsay seconded by Commissioner Koppenhafer and carried.

MEETING ADJOURNED: 1:07 p.m.

County Clerk January 9, 2023

Chairman