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**CORTEZ CITY COUNCIL  
WORK SESSION/SPECIAL MEETING  
TUESDAY, JUNE 13, 2023  
6:00 p.m.**

**CALL TO ORDER**

- A. 6:00 p.m., Three Interviews for Advisory Board Openings  
(Linda Towle, Historic Preservation Board; Tai Rogers, Arts Advisory Board; and Matt Josef, Arts Advisory Board)
- B. 6:10 p.m., Joint Workshop with Planning and Zoning Commission and City Council regarding the Housing Policy
- C. 7:20 p.m., Council General Discussion
- D. For Your Information
  - a. Minutes for the Board of Commissioners, Montezuma County, Colorado for Regular Meeting of May 16, 2023.
  - b. Minutes for the Board of Commissioners, Montezuma County, Colorado for Regular Meeting of May 23, 2023.

**ADJOURNMENT of Work Session.**



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

06/13/2023

Agenda Item: 2. D. 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 Meeting  
of May 16, 2023.

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**Attachments**

BOCC Minutes 05.16.2023

**PROCEEDINGS OF THE BOARD OF COMMISSIONERS  
MONTEZUMA COUNTY, COLORADO  
May 16, 2023**

STATE OF COLORADO            )  
  ) ss.  
COUNTY OF MONTEZUMA    )

At a regular meeting of the Board of Commissioners, Montezuma County, Colorado, held on Tuesday May 16, 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 May 16, 2023 with the Pledge of Allegiance.

**MINUTES:** Commissioner Lindsay moved to approve the minutes and proceedings of the E-911 Board of Commissioners, for Montezuma County, for May 8, 2023 and also the Proceedings of the Board of County Commissioners, for the May 9th, regular meeting. Motion was seconded by Commissioner Koppenhafer and carried.

**PLANNING: Planning Director, Don Haley** along with **Assistant, S. Jane Duncan** presented for signatures a High Impact/Special Use Permit for **Smith's Materials, LLC; agent: Nathan Barton**, on property located at 22186 Hwy 145, Dolores, CO, consisting of 50 acres, more or less, located east and west of Hwy 145, situated in Section 22, T.38N, R.14W, N.M.P.M.

**Planning Director, Haley** along with **Assistant, Duncan** presented for signatures a High Impact/Special Use Permit for **Daren & Kathy Stone** for the existing **West View RV Park**, on property located at 12092 Hwy 145, Dolores, CO, consisting of 25.44 acres, more or less, located north of Road M, east of Hwy 145, situated in Section 7, Township 36N, Range 15W, N.M.P.M.

**DISCUSSION:** Director Haley along with Attorney MacLaren gave updates and discussed properties included within the Land Use Code Violation priority list.

**PUBLIC COMMENT:** No public comment was made.

**COUNTY SHERIFF:** Sheriff, Steven Nowlin met with the Commissioners to give his monthly report which included the **Calls for Service Report**, the **Jail Report**, the **Year to Date Transport Report**, the **Perdium and Cost for Travel Report**, the **Total Monthly Inmate Report**, the **Monthly Arrests Report**, the **Dolores County Billing Report**, the **City of Cortez Billing Report**, the **DOC Holds Report**, the **Operational Expense Report** and the **Monies Paid to the General Fund Report**. Other topics discussed included; VIN inspections, inmate transports, per day inmate charges and the DOC housing fees. Sheriff Nowlin presented the Forest Service **#20-LE-11021300-031 Grant Agreement** between the **San Juan National Forest** and the **Montezuma County Sheriff's Office** for the **Region 2 Law Enforcement & Investigations Project**. The discussion was tabled at this time, to allow Sheriff Nowlin a chance to revisit the patrol mileage rate and the Deputy hourly wage rate. (See attached)

**COUNTY CORONER:** Coroner, George Deavers met with the Commissioners to give the monthly report. The **April 2023** reported numbers included; 19 coroner cases, 10 hospice deaths, 7 autopsies, 1 motor vehicle accident, 0 suicides, 0 overdose deaths and 1 homicide. The **Year to date Totals** included; 100 total cases, 55 coroner cases, 45 hospice deaths, 20 autopsies, 4 motor vehicle accident, 3 suicides, 0 overdose deaths and 1 homicide. Coroner Deavers reported that the numbers had changed over the previous weekend. The updated numbers included; 104 total cases, 59 Coroner cases, 23 Autopsies, and 6 (MVA) Motor Vehicle Accidents. (See attached)

**EMERGENCY MANAGEMENT:** Emergency Manager, Jim Spratlen met with the Commissioner to give a monthly report. Manager Spratlen presented for review and discussion the Forecast Hydrograph for the Dolores, Mancos, Lost Canyon Creek, Rico and McPhee Reservoir. Manager Spratlen also gave a review of the **Monthly Situational Report**. Topics discussed within the report included; fire predictions, lightning strikes, controlled burns, training on the new Everbridge dashboard, the 2022 Emergency Management Performance Grant \$46,793.70 payment, incident action plans, support plans, the completion for the 2024-2026 (IPP) Integrated Preparedness Plan and the County (TEP) Training and Exercise Plans, Incident Management Team, the All Hazards Regional Plan, Stake Holder meetings and the Generator Grant applications. (See attached)

#### **UNFINISHED BUSINESS:**

**DISCUSSION:** The Colorado Department of **Public Health and Environment Contract Amendment #1, Original Contract #2023\*0441, Air Quality contract** between the Board of County Commissioners of Montezuma County and the Colorado Department of Public Health and Environment was presented for approval. Commissioner Koppenhafer moved to sign Contract Amendment #1, contract number 2023\*0441 with the Colorado Department of Public Health and Environment. Second by Commissioner Lindsay and carried. (See attached)

**DISCUSSION:** The **Approved Task Order Contract – Waiver #154, Emergency Preparedness Program Grant**, between the Board of County Commissioners of Montezuma County and the Colorado Department of Public Health and Environment was presented for approval. Commissioner Koppenhafer moved to sign the Task Order Contract – Waiver #154, between the Colorado Department of Health Safety and Environment and the Montezuma County, Board of County Commissioners. Second by Commissioner Lindsay and carried. (See attached)

**DISCUSSION:** A discussion was held, regarding the Sheriff's invoice for the **Siren Contract** with the **Town of Dolores**. Commissioner Lindsay moved to approve the expenditure from the Gaming Grant, for the contract for the Town of Dolores siren. Second Commissioner Koppenhafer and carried. (See attached)

**DISCUSSION:** A discussion was held, regarding the Sheriff Department's invoices for the **Patrol Car Up-fitting**. Commissioner Lindsay moved to approve the up-fitting of the patrol cars for the Sheriff, as invoice relates, with the money to be taken out of the Gaming Grant. Second by Commissioner Koppenhafer and carried. (See attached)

**DISCUSSION:** The Commissioners were in agreement to move forward with a discussion, regarding the updated **Contract** between the Board of County Commissioners and the **Town of Dolores**.

**RESOLUTION: Resolution #12-2023**, a resolution appointing Montezuma County's Voting Member to the **Dispatch Accountability Committee** was presented for approval. Commissioner Koppenhafer moved to approve Resolution #12-2023, a resolution appointing Montezuma County's Voting Member to the Dispatch Accountability Committee, and that will be Kent Lindsay as the primary and Travis Anderson as the secondary. Second by Commissioner Lindsay and carried. (See attached)

**DISCUSSION:** A discussion was held, regarding the **Cortez Dispatch IGA**. The Commissioners were in agreement, that no formal action would be taken at this time.

**DISCUSSION:** A discussion was held, regarding the disbursement of the **Mounted Patrol/County Owned Property**. Commissioner Lindsay moved to publicly disperse the inventory for the Mounted Patrol program, except one shed unit, which consists of the shed, tack room, the panels that go around it, and also the trailer. Second by Commissioner Koppenhafer and carried. (See attached)

#### **NEW BUSINESS:**

**RESOLUTION: Resolution #11-2023**, a Resolution Amending the 2022 Budget was presented for approval. Commissioner Koppenhafer moved to approve Resolution 11-2023, a resolution to amend the 2022 budget. Second by Commissioner Lindsay and carried. (See attached)

**COUNTY GRANT COORDINATOR: Grant Coordinator, Robert Dobry** met with the Commissioners to give a monthly report. Topics discussed included; a 2023 total of

\$2,691,000.00 grant submittals, the grant priority list, fiber grants, Road and Bridge grants, infrastructure funding and the County grant application procedures. Coordinator Dobry presented for discussion, a Montezuma County Grant Application Submission Form. The Commissioner were in agreement to use the form. (See attached)

**COUNTY ATTORNEY REPORT:** County Attorney, **Ian MacLaren** gave an update on the Ironwood Case, participation in the interview process for the Department of Social Services Director position and child welfare hearings.

**ADMINISTRATOR REPORT:** County Administrator, **Travis Anderson** discussed day to day business, a new employee benefit software program, the Department of Social Services Director position interviews, a discussion with Chief Knuckles regarding security for the Fair Board's 4-H concert, a meeting to discuss Proposition 123, the Affordable Housing meeting and a follow up on the County Road 25 issue.

**COUNTY COMMISSIONER REPORT:** Topics discussed within the Commissioners reports included: **Commissioner Koppenhafer** reported on the attended Mancos Town Council Meeting and his possible appointment to the Governor's Task Force on the Colorado River. **Commissioner Lindsay** discussed the attended Mounted Patrol inventory review, the Monday workshop meeting and reported on the attended Cortez City Council meeting. **Commissioner Candelaria** discussed the Department of Social Services Director position interviews and announced that **Kelly Hargraves** had been offered and accepted the position. Commissioner Candelaria also discussed the attended 12 Hours of Mesa Verde event, the Mounted Patrol inventory review and gave an overview of the Monday Workshop.

**MOTION TO ADJOURN:** Commissioner Lindsay moved to adjourn, seconded by Commissioner Koppenhafer and carried.

**CORRESPONDENCE:** The following correspondence was read and noted:

**MEETING ADJOURNED: 10:27 a.m.**

**MONTEZUMA COUNTY BOARD OF HEALTH MEETING: 1:30 p.m.**

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Clerk

May 16, 2023

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Chairman



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

06/13/2023

Agenda Item: 2. D. b.

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 Meeting of  
May 23, 2023.

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**Attachments**

BOCC Minutes 05.23.2023

**PROCEEDINGS OF THE BOARD OF COMMISSIONERS  
MONTEZUMA COUNTY, COLORADO  
May 23, 2023**

STATE OF COLORADO            )  
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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 May 23, 2023 with the Pledge of Allegiance.

**MINUTES:** Commissioner Koppenhafer moved to accept the Proceedings of the Board of County Commissioners of Montezuma County, for May 16, 2023 as presented. Motion was seconded by Commissioner Lindsay and carried.

**PLANNING: Planning Director, Don Haley** along with **Assistant, S. Jane Duncan** presented for signatures a 2 Lot Minor Subdivision and AR3-9 Rezoning submitted by **David, Catherine & Billy Thornton**, previously approved for **Justin & Brianna Wyatt**, on property located at 16659 Road 24, Dolores, CO, consisting of 21.69 acres, more or less, located north of Road S, west of Road 24 situated in Section 21, T.37N., R.16W., N.M.P.M.

**PUBLIC COMMENT:** No public comment was made.

**MONTEZUMA COUNTY PUBLIC TRANSPORTATION (MCCO): MCCO Manager, Jennifer Morris** met with the Commissioners to give a monthly report. Manager Morris presented the proposed Intergovernmental Agreement for transportation services to the **Town of**



**Rico** by Montezuma County Transportation. The discussion was postponed to the next scheduled Monday Workshop. Other topics discussed included; public service announcements, flyers placed at various locations, staffing, the **MOCO Public Transportation Request for Proposal Feasibility Studies for a Fixed Route in Montezuma County** and the current ride numbers. (See attached)

**SENIOR SERVICES: Interim Director, Lori Thompson** met with the Commissioners to give a monthly report on the Senior Services programs. Topics discussed included; billings, SUDS, the completed RFP, placement as a Board member to the (RAAC) Regional Aging Advisory Committee, the Advisory Board meeting, E-bikes, a completed audit, the Nutrition Supervisor position, an update on the Dolores and Mancos operations and the monthly commodity give away. A discussion was held related to the future use of the current Dolores and Mancos facilities and contingency plans for new locations if necessary.

**BOARD OF SOCIAL SERVICES MONTHLY REPORT:** It being the time set aside, the Board of Social Services was conducted. **Director, Gina Montoya** and **Finance Officer, Lori Higgins** were present. (See attached)

#### **UNFINISHED BUSINESS:**

**DISCUSSION:** The discussion related to the **Secure Rural Funding** was postponed to a future date.

**DISCUSSION: Maintenance Supervisor, Dustin Sattler** met with the Commissioners to discuss the received janitorial services bids for the Sheriff, MoCo and Road & Bridge buildings. Bids were received from **Monica's Cleaning Service LLC, Decker & Associates, Inc.** and **Superior Services LLC**. Commissioner Lindsay moved to approve the recommendations from maintenance, for janitorial services for the Sheriff's office, MoCo and Road and Bridge, awarded to Monica's Cleaning Service at \$11,500.00, for the Road and Bridge service to Decker & Associates, in the amount of \$3,500.00 and to MoCo for Superior Services, in the amount of \$1,575.00, with a total amount of \$16,575.00. Second by Commissioner Koppenhafer and carried. (See attached)

**DISCUSSION: Maintenance Supervisor, Dustin Sattler** met with the Commissioners to discuss the 2023 SO HVAC replacement bids. Received bids included **Comfort Air** in the amount of \$29,495.00, **Farmington Heating & Metal Co** in the amount of \$26,353.63 and **Garrhs Inc.** on the amount of \$ 27,790.25. Supervisor Sattler reported that the County tax exempt status had been accepted, which changed the Farmington Heating & Metal Co., bid to \$24,409.00. Commissioner Koppenhafer moved to accept the low bid from Farmington Heating & Metal Co., in the amount of \$24,409.00, for the three HVAC replacement units. Second by Commissioner Lindsay and carried (see attached)

**DISCUSSION:** A discussion was held related to the approval of the Sheriff's Office / US Forest Service's, **Modification of Grant or Agreement #OMB0596-0217/FS-1500-19**. Commissioner Koppenhafer moved to approve the agreement between the San Juan National Forest and the Montezuma County Sheriff's Office, to provide services on the National Forest land, with a total

funding of \$10,500.00, agreement #0596-0217. Second by Commissioner Lindsay and carried. (See attached)

## **NEW BUSINESS:**

**LIQUOR LICENSE:** Deputy Clerk, Jerri Frizzell presented for approval a liquor license transfer of ownership application for **G Whil Liquors, BB, LLC, DBA G Whil Liquors** located at 24001 Road G.2, Cortez, Co. Commissioner Lindsay moved to approve the transfer of ownership application for G Whil Liquors, located at 24001 Road G.2, Cortez. Second by Commissioner Koppenhafer and carried. (See attached)

**DISCUSSION:** A discussion was held related to the County process, regarding the required security services for special events scheduled at the Montezuma County Fairgrounds.

**NATURAL RESOURCES, PLANNING & PUBLIC LANDS:** Resource Director, James Dietrich, met with the Commissioners to give a report. Director Dietrich reported that there was a scheduled outreach meeting with the **State Water Engineer, Kevin Rhine**, on Thursday at 4:00 p.m. at the Dolores Water Conservancy District. Other topics of the discussion included; the **Outdoor Recreational Grant**, the (DWARF) **Dolores Watershed and Resilient Forrest Coordination Committee**, the (CFLRP) **Collaborative Forest Landscape Restoration Program**, the **Community Wildfire Defense Grant**, and the **Paths to Mesa Verde Project**. (See attached)

**COUNTY ATTORNEY REPORT:** County Attorney, Ian MacLaren gave updates on the agreement with Montezuma Water CO., the Ironwood Case, the Road 41 fences, the lawsuit involving the Newman death that occurred at the jail house and day to day operations.

**ADMINISTRATOR REPORT:** County Administrator, Travis Anderson discussed day to day operations and the attended the Dolores Town Hall meeting.

**TRANSFER ORDER:** Administrator, Anderson presented **Transfer Order # 1-2023**, a transfer of \$3,501.26 from the Clara Ormiston Fund to the Social Services Fund for cancer patient expenses. Commissioner Lindsay moved to approve Transfer Order #1-2023, in the amount of \$3,501.26 from the Clara Ormiston Fund to Social Services. Second by Commissioner Koppenhafer and carried. (See attached)

On behalf of **County Treasurer, Ellen Black**, Administrator, Anderson presented for approval the July 1, 2022 through December 31, 2022, **Schedule of Receipts and Disbursements**. Commissioner Koppenhafer moved to accept the Schedule of Receipts and Disbursements, from 7/1/2022 to 12/31/2022, as presented. Second by Commissioner Lindsay and carried. (See attached)

**PAYABLE EXPENDITURE REPORT:** Administrator Anderson presented for approval, the April 2023 Accounts Payable Expenditure Reports in the amount of \$3,299,539.96. Commissioner Lindsay moved to approve the financials for April, for Montezuma County in the amount of \$3,299,539.96. Second by Commissioner Koppenhafer and carried. (See attached)

**LETTER OF INTENT:** Administrator Anderson presented for approval a letter of intent addressed to the Colorado Department of Public Health and Environment (CDPHE) regarding the **Participation in Strategic Prevention Framework- Partnerships for Success for States Grant**. Commissioner Lindsay moved to sign the letter of support, for the Colorado Department of Public Health and Environment, for participation in Strategic Prevention Framework-Partnerships for Success for States Grant. Second by Commissioner Koppenhafer and carried. (See attached)

**COUNTY COMMISSIONER REPORT:** Topics discussed within the Commissioners reports included: **Commissioner Lindsay** reported on the attended meeting with the **State Attorney General, Phil Wiser**, the attended Dispatch meeting and expressed congratulations to the Denver Nuggets, Micah Rudosky, the Cortez Panthers Baseball team and Peyton Perry. **Commissioner Koppenhafer** reported on the attended meeting with **Phil Wiser the Attorney General for the State of Colorado**, constituent discussions and the scheduled meeting Thursday at 4:00 p.m. with **State Water Engineer, Kevin Rhine** at the Dolores Water Conservancy District. **Commissioner Candelaria** discussed the attended **Western Interstate Region (WIR) Conference**, gave an overview of the Monday Workshop and the Dolores Town Hall meeting.

**MOTION TO ADJOURN:** Commissioner Lindsay moved to adjourn, seconded by Commissioner Koppenhafer and carried.

**CORRESPONDENCE:** The following correspondence was read and noted: The Veteran Services Monthly Report for April 2023.

**MEETING ADJOURNED: 10:25 a.m.**

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Clerk

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May 23, 2023

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Chairman