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**CORTEZ CITY COUNCIL  
REGULAR MEETING  
TUESDAY, OCTOBER 10, 2023  
7:30 P.M.**

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL, APPROVAL OF AGENDA.
2. CONSENT AGENDA

The listing under "Consent Agenda" is a group of items to be acted on with a single motion and vote. This agenda is designed to expedite the handling of limited routine matters by City Council. Either the public or a Councilmember may request that an item may be removed from the Consent Agenda at that time, prior to Council's vote. The Mayor will ask if a citizen or Councilmember wishes to have any specific item removed from the Consent Agenda for discussion.

- a. Approval of the Council Work Session and Agenda Minutes for September 26, 2023.
- b. Approval of the Expenditure List for October 10, 2023
- c. Approval of a renewal application for a Retail Marijuana Center/Retail Marijuana Cultivation Facility License for THA Corporation, DBA The Herbal Alternative, located at 1531 Lebanon Road/10194 Highway 491, Cortez.
- d. Approval of a renewal Beer and Wine Liquor License for Jodi Jahrling, DBA Zu Gallery, located at 48 West Main Street, Cortez.

3. PUBLIC PARTICIPATION

**There is no limit to the number of speakers, although public comments will be held to an overall time limit of 30 minutes.**

**(Speakers have a time limit of three (3) minutes per person, may only speak once, and may not cede time to another commenter. Please reference rules below.)**

4. PRESENTATIONS

- a. Youth Substance Abuse Prevention Month - October 2023

5. PUBLIC HEARINGS

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- a. **Resolution No. 25, Series 2023**

Resolution No. 25, Series 2023, a resolution approving an application for a Minor Subdivision plat for a three-lot subdivision.

**Presenter:** Nancy Dosdall, Contract City Planner

**b. Award of Recreation Center Domestic Water Heater Bid.**

Award of the Recreation Center Domestic Water Heater bid to Sparks Plumbing not exceeding \$29,787.35.

**Presenter:** Creighton Wright, Director of Parks and Recreation

**c. Council Chambers AV Bid Award**

City Council Chambers AV equipment bid award.

**Presenter:** Kelly Koskie, Director of Finance

**d. Appointment to the Community Support Grant Selection Committee.**

Appointment of two Council Members for the Community Support Grant Selection Committee

**Presenter:** Drew Sanders, City Manager

8. DRAFT RESOLUTION/ORDINANCES

9. CITY ATTORNEY'S REPORT

10. CITY MANAGER'S REPORT

11. CITY COUNCIL COMMITTEE REPORTS

a. Mayor's Report on Workshop

b. Other Board Reports

12. OTHER ITEMS OF BUSINESS

a. Executive Session as needed.

13. PUBLIC PARTICIPATION

**There is no limit to the number of speakers and no overall time limit.**

**(Speakers have a time limit of three (3) minutes per person, may only speak once, and may not cede time to another commenter. Please reference rules below.)**

14. ADJOURNMENT

PURSUANT TO RESOLUTION 11, SERIES 2022, PUBLIC COMMENT:

--Individuals may comment regarding items on the Council agenda or any other topic they wish to address the City Council about, including items discussed in a previous Council Workshop. Those wishing to comment must register by completing an "Intent to Speak" card (located outside of the Council chambers). Completed cards will be collected at the start of the meeting and delivered to the Mayor, who will call each speaker to the podium at the appropriate time. Comments specific to agenda items scheduled for public hearings should be reserved and delivered during the public hearing session.

--Courtesy, civility, and respect for others is expected. All comments should be addressed directly to the Council. Commenters who are called upon by the Mayor to speak are the only persons allowed to speak during the allotted time. Comments, or other distractions from the audience intended for commenters or others are not permitted. The Mayor, as the chairperson for the meeting, retains the discretion to deviate from the formats described below.

--There are two general opportunities for citizens to address the Council:

For the first opportunity (which will occur toward the start of the meeting) there is no limit to the number of speakers, although public comments will be held to an overall time limit of 30 minutes so City business may proceed. Speakers have a time limit of 3 minutes per person, may only speak once, and may not cede time to other commenters.

For the second opportunity (which will occur toward the end of the meeting) there is no limit to the number of speakers, and no overall time limit. Speakers have a time limit of 3 minutes per person, may only speak once, and may not cede time to other commenters.

--Other Opportunities to Participate

Citizens may also participate via email if addressed to [councilcomments@cortezco.gov](mailto:councilcomments@cortezco.gov). Comments received by 3:00pm the day of a Council meeting will be delivered to Council the same day and entered into the meeting minutes. Citizens may also send letters to the Council by addressing them to "City Council" 123 Roger Smith Ave., Cortez, CO 81321. In-person deliveries are also accepted.

MOTION TO GO INTO EXECUTIVE SESSION:

--For a conference with the City attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b);

--For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. Section 24-6-402(4)(e);

--To discuss the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest under C.R.S. Section 24-6-402(4)(a)

--For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific fire employees who have 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

--For discussion of a matter required to be kept confidential by the following federal or state law, or regulation: \_\_\_\_\_ under C.R.S. Section 24-6-402(4)(c)

--For discussion of specialized details of security arrangements or investigations under C.R.S. Section 24-6-402(4)(d)

--For consideration of documents protected by the mandatory nondisclosure provisions of the Open Records Act under C.R.S. Section 24-6-402(4)(g)

AND THE FOLLOWING ADDITIONAL DETAILS ARE PROVIDED:

(a brief description must be included following the statute citation regarding why the executive session is being held)



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

**Linda Smith**  
City Clerk  
123 Roger Smith Avenue  
Cortez, CO. 81321  
lsmith@cortezco.gov

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### Memorandum

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**To:** CORTEZ CITY COUNCIL

**From:** DONNA MURPHY, DEPUTY CITY CLERK

**Date:** 10/3/2023

**RE:** Approval of the Council Work Session and Agenda Minutes for September 26, 2023.

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### Attachments

Work Session Minutes  
Council Agenda Minutes

CITY COUNCIL  
WORK SESSION/SPECIAL MEETING  
TUESDAY, SEPTEMBER 26, 2023

No Work Session/Special Meeting was held this evening.

CITY COUNCIL  
REGULAR MEETING  
TUESDAY, SEPTEMBER 26, 2023

1. The meeting was called to order in the City Council Chambers at 7:30 p.m., with the Pledge of Allegiance. Roll Call was taken and the following Councilmembers were present: Mayor Rachel Medina, Mayor Pro-tem Arlina Yazzie, Lydia DeHaven, Robert Dobry, Matthew Keefauver, David Rainey, and Dennis Spruell. Staff present included: Chief of Police Vernon Knuckles, Finance Director Kelly Koskie, Community and Economic Development Director Rachael Marchbanks, Community and Economic Development Specialist Helen West, Contract City Planner Nancy Dossdall, Director of Public Works Brian Peckins, Airport Operations Foreman Gary Ordway, City Engineer George Tripp, Court Clerk/Administrator Carla Odell, Library Director Isabella Sharpsteen, Airport Manager Jeremy Patton, Human Resources Director Matt Cashner, Director of General Services Rick Smith, Deputy City Clerk Donna Murphy, City Clerk Linda Smith, City Manager Drew Sanders, and City Attorney Patrick Coleman. There were approximately 58 people present in the audience.

Councilmember DeHaven moved that the agenda of September 26, 2023 be approved. Councilmember Dobry seconded the motion and the vote was as follows:

DeHaven	Dobry	Keefauver	Medina	Rainey	Spruell	Yazzie
Yes	Yes	Yes	Yes	Yes	Yes	Yes

2. The Consent Agenda items acted upon by Council were as follows:
  - a. Approval of the Council Worksession and Agenda Minutes for September 12, 2023.
  - b. Approval of the Expenditure List for September 26, 2023.
  - c. Approval of a renewal Tavern Liquor License for Purple Sage Rib Company & Saloon, LLC, DBA Purple Sage Rib Company, located at 2591 East Main Street, Cortez.
  - d. Approval of a Special Event Permit application for Crow Canyon Archaeological Center to host a special event on Thursday, October 12, 2023, and Friday, October 13, 2023, from 4:00 to 10:00 p.m., on the premises of Montezuma County Senior Center Annex, located at 107 North Chestnut Street, Cortez.
  - e. Approval of Three Special Event Permits for The Good Samaritan Center to host fundraiser events on September 27, October 25, and November 29, 2023, at Buffalo Bob's, located at 90 North Mildred Road, Cortez.

Councilmember Dobry moved that the Consent Agenda be approved as presented. Councilmember Keefauver seconded the motion, and the vote was as follows:

DeHaven	Dobry	Keefauver	Medina	Rainey	Spruell	Yazzie
Yes	Yes	Yes	Yes	Yes	Yes	Yes

### 3. PUBLIC PARTICIPATION

a. John Lund and Collin Rader, Durango, stated that they are realtors and work in the area and wanted to know where the City was at in opting in to Proposition 123 which offers grant funding for affordable housing. City Manager Sanders asked that Ms. Rader and Mr. Lund speak with the City's Economic Development (Planning) Department about affordable housing in Cortez.

b. James Mischke, North Street, Cortez, spoke about noise and the health hazards from high decibel levels. He suggested that the City establish a baseline at several locations throughout the City and devise a plan that would help with noise issues. He asks that Council stay in touch with the community and ask for their help.

### 4. PRESENTATIONS

a. Swear in Jeremy Patton as Airport Director. Jeremy Patton took his Oath of Office as Airport Director. Council congratulated Mr. Patton for all his hard work at the Airport and welcomed his family which were present for a photo.

b. 2023 August Financial Statements. Director of Finance Koskie spoke about the Financial Statements noting the sales tax revenue amount through August 2023. Revenue for the 2024 proposed budget has been projected to be flat. She noted the net income (income minus expenses) for the Golf Course through August was \$106,463 which is a \$10,000 increase from the entire prior year. Also, the City Clerk budget looks like it is unusually under budget; however, the money budgeted for election expenses has not been spent this year.

### 5. PUBLIC HEARINGS

a. New Hotel and Restaurant Liquor License for El Campestre Mexican Restaurant, LLC. Deputy City Clerk Murphy stated that Alejandro Ceballos, owner of El Campestre Mexican Restaurant, LLC, has applied for a new Hotel and Restaurant Liquor License. El Campestre Mexican Restaurant will be located at 1430 East Main Street, Suite 6, Cortez. Fingerprints and an individual history record have been completed on Mr. Ceballos and is on file with the City. Chief of Police Knuckles was sworn in and presented his report concerning the issuance of a new Hotel and Restaurant Liquor License noting that public notice for the request was completed on August 8, 2023 with a property sign placed on the property and notice was also placed in the newspaper on September 13, 2023. A poll of the surrounding neighborhood showed 30 people in favor of granting the license, 6 against, and 7 with no opinion. The location complies with the Colorado Liquor Code Rules and Regulations and the location does not create any known public safety issues or endanger public health. The report from Chief Knuckles was entered into the record. Gerardo Rojas and Alejandro Ceballos, applicants for the new Hotel and Restaurant Liquor License, presented their petitions and commented that their new restaurant will be located next to the Thai Restaurant. They said they would be open soon and invited everyone to come by. Their petitions were presented to City Council. The public hearing was opened; however, no one spoke and the

hearing was closed.

Mayor Pro-tem Yazzie moved that after considering the reasonable requirements of the neighborhood, the desires of the adult inhabitants, the necessity of any restrictions on the license, the good moral character of the applicants, and compliance with all the provisions of Colorado Revised Statutes Section 44-3-301, City Council approve a new Hotel and Restaurant Liquor License for El Campestre Mexican Restaurant LLC, located at 1430 East Main Street, Suite 6, Cortez. Councilmember Keefauver seconded the motion and the vote was as follows:

DeHaven	Dobry	Keefauver	Medina	Rainey	Spruell	Yazzie
Yes	Yes	Yes	Yes	Yes	Yes	Yes

b. Resolution No. 24, Series 2023. Contract City Planner Dosdall stated that a letter has been received from the applicants asking that the review of the site development for a new office building on property located at a to-be-determined (TBD) address on North Sligo, be continued until October 24, 2023.

Councilmember Dobry moved that Council continue Resolution No. 24, Series 2023, approving the site development plan for a new office building on property located at (60 and 72 guess) TBD North Sligo, Cortez, Colorado, in the Commercial Highway (C) zone, to October 24, 2023 as requested by the applicants. Mayor Pro-tem Yazzie seconded the motion, and the vote was as follows:

DeHaven	Dobry	Keefauver	Medina	Rainey	Spruell	Yazzie
Yes	Yes	Yes	Yes	Yes	Yes	Yes

c. Ordinance No. 1322, Series 2023. City Attorney Coleman stated that two items have come up that he would like to address: one of the items is in regard to spot zoning and the other is two lawsuits from the 1980's. City Attorney Coleman noted that spot zoning occurs when a small parcel is changed to a zone clarification that is entirely different than the surrounding property, and that does not mean the immediately adjacent properties, it means the properties in the area. He stated that one of the items that courts look at for spot zoning is the size of the parcel, and the proposed property for Independent Log Company is about 10 acres and would not be considered spot zoning as there are a number of industrial parcels in the general vicinity. He stated that he concurs with the staff report that this project is not considered spot zoning. City Attorney Coleman addressed the other issue that has received a lot of comment regarding the precedential value of two lawsuits, one in 1983 and one in 1984. He stated that the first case was an appeal of a Board of Adjustment (not City Council) decision that had revoked a building permit issued by the building official. He noted that the zoning on the property had already been approved by Council prior to the activity taking place and no one appealed the zoning. He stated that the second lawsuit was in regard to the land owner at the time seeking an injunction claiming that their constitutional rights had been violated; however, that case was dismissed on procedural grounds. It was noted that the cases were State District Court cases and there is no legally binding precedential value. Council can consider, if they chose to, to look at some of the reasoning that the Court used in upholding the revocation of the building permit as there were issues discussed; however, there was a different Land Use Code in 1983 and 1984 and the zoning on the property was IM (light industrial zoning) which the City does not have that zoning today. Also, noted there was a different Comprehensive



Plan in 1983.

Councilmember Rainey made a statement that he had attended the Planning and Zoning meeting (which was a public meeting and also live streamed) on this subject; however, he did not participate in the meeting but was there to gather facts about the project. Councilmember DeHaven stated that she had recently purchased a home located on Market Street, southeast of the subject property; however, she does not believe that her home ownership creates a conflict-of-interest or otherwise requires her to recuse herself from voting on the land use applications related to the subject property.

City Planner Dosdall stated that Ordinance No. 1322, Series 2023, would amend the City of Cortez Zoning Map for a 9.64-acre parcel located at 1050 Lebanon Road, Cortez, Colorado, to change the zoning on the parcel from C, Commercial Highway to I, Industrial District. A presentation was made on the location of the property and the surrounding properties which include residential, commercial, Carpenter Natural Area, commercial/industrial properties and a mix of uses in the County. Also, the City's Industrial Park is located north of the property. The owners/applicants, who are doing business as Independent Log Company, also own the parcel located at 1107 Lebanon Road directly west of the subject property, and are already using the property for equipment and material storage for the business. The request, if approved, would partially bring the property into conformance with the Land Use Code. The application was reviewed in regard to the request from the applicants to operate and maintain equipment which is used for wildfire response including trucks, trailers, water trucks, earth moving equipment, and chain saws. According to the applicants, for the most part, the equipment is off-site at wildfire events during the wildfire season and returns for storage during the winter months. In addition to wildfire response, the company conducts wildfire mitigation services which primarily include tree cutting and thinning services. The cut trees are then brought to their properties, prepared and used in several ways, depending on the quality and size of the product, including log home construction, wood furniture construction, fence materials and firewood. These uses would most likely be considered "manufacturing" in that the proposed application does not anticipate retail sales of products from the site. It was noted that contractor storage or equipment yards and manufacturing, wood products are similar uses that are listed as Conditional Uses in the "C" zone and permitted uses in the "I" zone, indicating that rezoning is not required, and a Conditional Use Permit would be the only approval required for those proposed uses. However, Section 5.07(j) of the Land Use Code states that "No open storage of materials or commodities shall be permitted in any district except as an accessory use to a main use located in a building in an I or PUD industrial district. No open storage operation shall be located in front of a main building." Staff determined that Section 5.07(j) of the Land Use Code requires a rezoning of the property to the I, Industrial zone, since open storage of commodities is a component of the proposed operation. Land Use Code Section 6.02 (a-h) establishes the criteria for a rezoning amendment. Staff reviewed the findings for the rezone criteria and noted the portions of the Comprehensive Plan that support the rezone and other parts of the Comprehensive Plan that do not support the rezoning. City Planner Dosdall commented that the Planning Commission reviewed the application on July 18, 2023, and failed to pass a motion due to the lack of a majority vote in favor or denial of the rezone on a 2-2 vote – a tie vote means denial. The sample motions for Council to consider for either approving or denying the rezone application were reviewed.

The applicants, Mary Lancaster and Anthony Moore, made statements as to what they would like to

do with the property and commented that there is precedent for the use of the property as the Lively Logging Company is located directly next to their property which has operated since 1973. Ms. Lancaster read a letter from Skip Simmons, Forest Fire Operations Risk Management Specialist, regarding his experience with Anthony Moore and the Independent Log Company. Mr. Moore spoke about his background and his experience as a fire fighter (first responder) and logger. He stated that he wants to be a good neighbor and runs his business with his heart and soul. He shared information that he had completed on noise surrounding his property and presented Council with a noise level decibel chart which he had completed. He stated that he is a resource that is needed in this community and the nation and spoke of the forest fires that he has been involved with over the past few years. He commented that he has been looking for property all over the area and there is not much commercial/industrial property available. He shared information on the properties which he has bought and spoke about the fire fighter academy he wants to bring to the area. Ms. Lancaster spoke about the process that they have been through with the City, which began in May 2020, and shared a timeline that she has kept since her original contact with the City staff. She commented that the residential subdivision on the hill was developed in the 1980's and was aware of all the development below the hill that was commercial/industrial. Also, the Carpenter Natural Area was donated to the City in 1993. She commented that everyone in the area is doing the same thing with their property as Independent Log is requesting to do. Ms. Lancaster spoke about the six properties they have bought in Cortez and what they have done with the properties and intend to do in the future and that Independent Log will do what is needed and will be an asset to Cortez.

Mayor Medina opened the public comment portion of the public hearing. Support for the proposal included 14 citizens with comments including how the company would be an asset to the community; the good character and hard work ethic of the applicants; the use of the property would be similar to what is already being done in the area; support for the family owned business; good jobs that will be available to the community; employees that work for the company and are thankful for their jobs; and the opportunity to diversify the tax base in Cortez.

Citizens that spoke against the proposal were 17 total and their comments included the non-compatibility of an industrial zone with the residents and the park/natural area; concern for noise, light and dust pollution; loss of wildlife in the area; concern for property values of the residential homes; spot zoning; goals of the Comprehensive Plan and Land Use Code requirements not being met; and concern for the core values of the City. The public comment period was closed.

Mr. Moore stated that the noise level decibel chart that was provided to Council was not done by a phone but was completed by a decibel meter. He stated that he would be a good neighbor and would be as quiet as possible. He again emphasized that the highway noise is more an issue than his business would be. Ms. Lancaster spoke about a property on North Market Street that is now listed for more than when it was originally purchased in 2020. She stated that she feels the sale of the property for more than it was originally bought is an indication that Independent Log is not a problem for property values in the area.

Discussion was held on what would be allowed as a permitted use in a Commercial zone. Contract City Planner Dodsall stated that the wildland trucks and equipment would appear to be a permitted use; however, that would need to be reviewed by staff to confirm. Council agreed that the company has a good reputation, is family owned, and offers jobs to people in the community.

Concerns for rezoning the property is about the perception/precedent and what that would mean for the future. Councilmember Keefauver noted that there is a lot of commercial property in the City and a precedent could be set that the City would allow for a commercial property to be rezoned to industrial. He stated that he does not feel the development would affect wildlife as there is wildlife all around the community. He supports the idea of the business but does not feel the property should be rezoned. He stated that he hopes property that is owned by Independent Log that was recently rezoned to industrial would work to accomplish the company's needs that would not be allowed to be done on the commercial lot. Ms. Lancaster stated that Council reviews each project on a case-by-case basis and that Council could decide if a property fits a rezone request or not when presented with the information that would come into play at that time. Councilmember Spruell stated that the character of the applicants is not in question and that he believes the applicants would be good stewards of the land and the surrounding property; however, he is concerned about the future and if the property were sold, what would be allowed on the property if it was zoned Industrial. Ms. Lancaster stated that this is a generational company and will be passed down to the family which she noted the youngest son is in his 20's and asked that Council have confidence in their company which she said is here to stay. Mr. Moore stated that he has contracts with the forest service and is a first responder and award-winning wild fire officer. He stated that he supplies firewood to the tribe as well as community members and that the only thing he has been told he can't do on the property is the open storage of the firewood with the Commercial zone. He stated that if he messes up, the City has the power to revoke his conditional use permit.

Mayor Medina commented that there are available lots in the Industrial zoned area and it is not extremely pressing that the City needs another Industrial parcel at this time. She noted that even if the rezoning is denied it does not mean that nothing can happen on the property as there are many permitted uses for the property and a conditional use permit could be requested for the Commercial property. She noted the permitted uses that would be allowed on the property should it be rezoned to Industrial could include a batch plant, electrical station, and other uses that would not be compatible to the area. She commented that she feels the Commercial use is a good buffer for the area. Councilmember Rainey stated that Council supports the business as the City could use the good jobs; however, the Council wants to do what is right for all of the community. Ms. Lancaster stated that the information on the project was advertised throughout the community and every person that wanted to speak on the issue is here. In answer to a question from Mayor Pro-tem Yazzie, City Attorney Coleman stated that Council is deciding if the use is allowed in a particular rezoning district and if the uses are compatible with the property. He stated that if the zoning is changed it changes the permitted uses and if the zone is changed it becomes permanent unless someone asks for a different zone. Councilmember Dobry referenced the three criteria to be considered for rezoning and stated that he does not feel the proposal meets the criteria; however, he feels the project proposed can meet the criteria through the permitted and conditional uses as a Commercial property. He stated that he feels the property is zoned correctly and serves as a buffer for the residential property. Mayor Medina noted that Council did re-zone a parcel of land recently for Mr. Moore that fit the re-zoning conditions.

Councilmember Keefauver moved that Council deny Ordinance No. 1322, Series 2023, with the following findings:

1. The existing zoning is consistent with the general area and not adopted in error.
2. The proposed industrial uses are not compatible with the open space and residential uses

in the area and may not be able to be adequately mitigated.

Councilmember DeHaven seconded the motion and the vote was as follows:

DeHaven	Dobry	Keefauver	Medina	Rainey	Spruell	Yazzie
Yes	Yes	Yes	Yes	Yes	Yes	Yes

d. Resolution No. 21, Series 2023. Contract City Planner Dосdall noted that Resolution No. 21, Series 2023, is a review of a Conditional Use Permit for an approximately 10-acre parcel located at 1050 Lebanon Road, Cortez, owned by Anthony Moore and Mary Lancaster, DBA Independent Log. She stated that the request is for a Conditional Use Permit within the Industrial Zone which was not approved during the previous discussion (5c). Staff had completed the review of the Conditional Use Permit with the assumption that the property would be Industrial and therefore the Conditional Use Permit process cannot proceed as requested. City Attorney Coleman stated that a new application would be required for a Conditional Use Permit in the Commercial zone. Contract City Planner Dосdall stated that if the applicants were to withdraw the application and reconfigure it, it would be re-noticed and reviewed again by the Planning and Zoning Commission as well as Council. She read a letter given to her from Anthony Moore and Mary Lancaster which thanked Council for their consideration and time working with Independent Log Company on the rezoning and conditional use permit of 1050 Lebanon Road. The letter continued stating that at this time, we would like to withdraw our Conditional Use application and revise the conditional use that complies with the current Commercial zoning. Independent Log Company would like to resubmit the revised Conditional Use for your review at the October meeting. Contract City Planner Dосdall stated that she would not be able to set a date for the review until the revised application is received. City Attorney Coleman stated that no motion would be required due to the withdrawal of the application.

Mayor Medina thanked the audience for attending and encouraged them to stay engaged in the process.

6. UNFINISHED BUSINESS – None.

7. NEW BUSINESS

a. Resolution No. 23, Series 2023. Contract City Planner Dосdall stated that Resolution No. 23, Series 2023, approves an application for applicants/owners, Robert and Lavona Hansen, to consolidate three existing lots located at 817 North Sligo into one lot. The parcels are identified as Lots 3, 4, and the West ½ of Lot 5, Block 2, in the Morningside Addition to the Town of Cortez. Lot 3 is currently developed with a single-family dwelling with the other two parcels are currently vacant. The parcels are zoned R-1, Residential Single Family. The results of the consolidation of the three lots would be the creation of Lot 4A with a total of 30,274 square feet. The regulations from Land Use Code Section 6.09, regarding plat amendments, was reviewed and it was noted that the request meets the relocation or vacation of one or more lot lines between one or more adjacent lots where the owner or owners of all such property join in the application for the plat amendment. Only one comment was received from the GIS Coordinator that notes all right-of-way dedications and utility easements are carried over from the original Morningside Subdivision plat. There are no concerns with this lot consolidation. 817 North Sligo Street address in use will carry over to the new lot. Staff recommends approval of Resolution No. 23, Series 2023.

Mayor Pro-tem Yazzie moved that Council approve Resolution No. 23, Series 2023, approving the Amended Plat for Lots 3, 4, and the West ½ of 5, Morningside Addition to the Town of Cortez, Colorado, creating Lot 4A, with one condition. Councilmember Dobry seconded the motion and the vote was as follows:

DeHaven	Dobry	Keefauver	Medina	Rainey	Spruell	Yazzie
Yes	Yes	Yes	Yes	Yes	Yes	Yes

b. Resource Central Quote for Turf Replacement Program Services. Director of Public Works Peckins stated that Public Works searched for Turf Replacement Program (TRP) development service providers in the local area as well as elsewhere in Colorado. The Colorado Water Conservation Board recognizes Resource Central as an approved partner and resource for TRP services. For TRP services comparison, Public Works contacted Resource Central, Montrose County, Plant Select, CSU Extension, EPA WaterSense, and reviewed information for the Town of Erie and the City of Lafayette. The investigation by Public Works determined that all sources provided resource information and cost comparison, but Resource Central was the only one that provided program development and administrative services. Resource Central’s proposal consisted of a one-time \$10,000 development fee and a \$3,000 participant fee for an estimated 30 applicants, as outlined in their work scope. After initial development, Resource Central’s annual cost would be around \$10,000 or less. Grant funding will cover \$5,000 and the City of Cortez would provide \$5,000 of budget or in-kind funding. Resource Central’s proposed cost of \$10,000 was the same cost Montrose County budgeted for in-house program administration. Per Resolution No. 34, Series 2001, this contract amount is below the approval level for formal bid requirements. Following citizen requests and the intent of the Water Conservation Plan, Public Works is planning to develop and implement a Turf Replacement Program (TRP). Public Works applied for and received a \$40,000 TRP grant from the Colorado Water Conservation Board for development and implementation. Since the Public Works Department has staffing limitations, Public Works conducted a TRP service provider search and chose Resource Central as the best option for that task. After some discussion on the bid process, it was recommended that a formal bid process should be completed for the Turf Replacement Program Services due to the City’s established spending authority limits.

Councilmember Dobry moved that Council not authorize the City Manager to enter into a contract with Resource Central to provide Turf Replacement Program Development and Administrative Services for a period not to exceed June 30, 2025 (TRP grant fund distribution deadline). Mayor Pro-tem Yazzie seconded the motion and the vote was as follows:

DeHaven	Dobry	Keefauver	Medina	Rainey	Spruell	Yazzie
Yes	Yes	Yes	Yes	Yes	Yes	Yes

c. City Council Representative for Mesa Verde Country. City Manager Sanders stated that Mesa Verde Country receives 80% of the collected City lodgers’ tax for promotion of tourism for the area. A member of the Cortez City Council and a City employee are designated to represent the City on the Mesa Verde Country board. Currently Mayor Rachel Medina has been serving as the City Council representative and has asked to have another Councilmember serve in her place. Staff recommends that Councilmember Robert Dobry be appointed to serve on the Mesa Verde Country

board as the City Council representative. Discussion was held on a alternate Councilmember should the authorized Councilmember not be able to attend.

Mayor Pro-tem Yazzie moved that Council appoint Councilmember Robert Dobry to serve on the board of Mesa Verde Country as the sole representative of the City Council. Councilmember Rainey seconded the motion and the vote was as follows:

DeHaven	Dobry	Keefauver	Medina	Rainey	Spruell	Yazzie
Yes	Yes	Yes	Yes	Yes	Yes	Yes

8. DRAFT RESOLUTION/ORDINANCES – None.

9. CITY ATTORNEY’S REPORT – None.

10. CITY MANAGER’S REPORT – None.

11. CITY COUNCIL COMMITTEE REPORTS

a. Mayor’s Report on Workshop. Mayor Medina stated that there was no Work Session held this evening.

b. Parks, Recreation, and Forestry Advisory Board Meeting. Councilmember Keefauver stated that a Parks, Recreation, and Forestry Advisory Board meeting was held on September 15, 2023 and discussion included tree management concerns and a tour was given of the parks system including the south softball complex. Discussion was also held on the south side pocket park playgrounds and flyers were sent out to the neighbors to inform them of the changes. Councilmember Keefauver stated that he walked door-to-door to talk to the neighbors and everyone is enthusiastic about the new playground equipment.

12. OTHER ITEMS OF BUSINESS – None.

13. PUBLIC PARTICIPATION

a. Charles Jeter spoke about findings on sprawl and urban growth boundaries from the Lexington, Kentucky Land Use Code. He stated that he would speak to the Planning Department about the information which he had obtained.

b. Councilmember Spruell stated that he had a citizen ask why the stop sign at 4<sup>th</sup> Street and Madison was still in place since Manaugh Elementary School is no longer open. He stated that he spoke to the Mayor, the Mayor spoke to the City Manager, and the City Manager spoke to staff and the sign has been removed and the street has been returned to a two-way street. He thanked staff for taking care of the issue. City Manager Sanders stated that the system is supposed to work that way and thanks for the comment.

14. ADJOURNMENT: Councilmember DeHaven moved that the regular meeting be adjourned at

11:05 p.m. Councilmember Dobry seconded the motion, and the vote was as follows:

DeHaven	Dobry	Keefauver	Medina	Rainey	Spruell	Yazzie
Yes	Yes	Yes	Yes	Yes	Yes	Yes

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Rachel B. Medina, Mayor

ATTEST:

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Linda L. Smith, City Clerk



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

**Kelly Koskie**  
Director of Finance  
123 Roger Smith Ave  
Cortez, CO. 81321  
kkoskie@cortezco.gov

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### Memorandum

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**To:** CORTEZ CITY COUNCIL  
**From:** SARA COFFEY, PAYROLL/SALES TAX ADMINISTRATOR  
**Date:** 10/04/2023  
**RE:** Approval of the Expenditure List for October 10, 2023

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### Attachments

Expenditure List



EXPENDITURE LIST FOR WEEK ENDING SEPTEMBER 29, 2023

Department	Vendor Name	Description	Amount
City Council	ONCE UPON A SANDWICH	COUNCIL BUDGET LUNCH	\$ 309.00
		Total	\$ 309.00
Human Resources	AT&T MOBILITY	CELL PHONES	\$ 54.96
		Total	\$ 54.96
City Manager	CORTEZ AREA CHAMBER OF COMMERCE	2ND ANNUAL HALLOWEEN SAFESTOP - CITY HALL	\$ 75.00
		Total	\$ 75.00
City Clerk	BRAND CENTRAL	WELLNESS T SHIRTS	\$ 2,754.00
		Total	\$ 2,754.00
Library	QUILL	Timemist Refills Apple and Spice 12/cs	\$ 85.61
	MONTEZUMA VALLEY PLUMBING LLC	Materials/Labor - Test Roof Storm Drains, Test Rod	\$ 879.38
		Total	\$ 964.99
Building Maint	AMAZON CAPITAL SERVICES	Energizer Max D Alkaline Batteries, 8/pack	\$ 43.92
		Total	\$ 43.92
City Hall Operations	WAGNER ENTERPRISE, L.L.C.	JANITORIAL SERVICES	\$ 2,300.00
	QUILL	Credit for Shortage - Mango Refills	\$ (80.37)
	QUILL	Timemist Refills Mango 12/cs	\$ 80.37
		Total	\$ 2,300.00
Welcome Center	STERICYCLE INC.	HAZARDOUS WASTE DISPOSAL	\$ 38.29
	CENTURYLINK	TELEPHONE SERVICE	\$ 89.54
	IMAGENET CONSULTING LLC	COPIER EXPENSE	\$ 71.16
		Total	\$ 198.99
Police Department	AT&T MOBILITY	CELL PHONES	\$ 258.71
	WAGNER ENTERPRISE, L.L.C.	JANITORIAL SERVICES	\$ 1,499.58
	PITNEY BOWES GLOBAL FINANCIAL SERVICES	POSTAGE METER	\$ 186.33
	ATMOS ENERGY	GAS SERVICE	\$ 38.86
	STAPLES ADVANTAGE	504308 Swingline Desk Stapler	\$ 29.52
	STAPLES ADVANTAGE	424575 Pilot G2 Gel Pens, Blue, dozen	\$ 41.48
	STAPLES ADVANTAGE	246793 Writing Pads, 8.5x11, dozen	\$ 52.56
	STAPLES ADVANTAGE	806229 Energizer AAA Batteries, 24 per box	\$ 68.60
	IMAGENET CONSULTING LLC	COPIER EXPENSE	\$ 15.16
		Total	\$ 2,190.80
Animal Shelter	CORTEZ ADOBE ANIMAL HOSPITAL	SPAY/NEUTER	\$ 80.00
	MONTEZUMA VETERINARY CLINIC	SPAY/NEUTER	\$ 417.14
	ORKIN LLC	PEST CONTROL	\$ 110.99
	ORKIN LLC	PEST CONTROL	\$ 110.99
	ATMOS ENERGY	GAS SERVICE	\$ 56.85

EXPENDITURE LIST FOR WEEK ENDING SEPTEMBER 29, 2023

Department	Vendor Name	Description	Amount
		Total	\$ 775.97
Public Works	AT&T MOBILITY	CELL PHONES	\$ 54.96
	AMAZON CAPITAL SERVICES	Catiga Printing Calculator - Dona	\$ 42.99
	DONA THOMPSON	PETTY CASH REIMBURSEMENT	\$ 10.00
	AT&T MOBILITY	CELL PHONES	\$ 228.09
	SLAVENS TRUE VALUE	BOARDS/SCREWS	\$ 127.31
		Total	\$ 463.35
Golf Course Maint	AT&T MOBILITY	CELL PHONES	\$ 53.22
	AMAZON CAPITAL SERVICES	Scott 75190 Towels, 200/bx, 8 box/case - GC	\$ 208.42
	FERGUSON WATERWORKS #1116	10248 PVC Wet-R-Dry Primer, Pint	\$ 24.10
	FERGUSON WATERWORKS #1116	10165 PVC Med. Aqua Cement, Quart	\$ 24.70
	FERGUSON WATERWORKS #1116	5004PLPC Rotor 5004+ Sprinkler Head	\$ 34.86
	FERGUSON WATERWORKS #1116	236239 Solenoid Assembly	\$ 113.64
	FERGUSON WATERWORKS #1116	DBRY-6 Splice Bury Connector, 100/box	\$ 187.26
	FERGUSON WATERWORKS #1116	23648501 Diaphragm and Bonnet Assembly	\$ 555.76
	FERGUSON WATERWORKS #1116	FD101GOLF Field Decoder	\$ 1,070.44
	HOME DEPOT PRO INSTITUTIONAL	12024402 Tork Mini Jumbo Toilet Tissue - GC	\$ 89.74
		Total	\$ 2,362.14
Parks	AT&T MOBILITY	CELL PHONES	\$ 53.22
	MANE SHIPPING LLC	SHIPPING COST - AUCTION ITEMS	\$ 25.62
		Total	\$ 78.84
Recreation	TIGER BY THE TAIL	NAME BADGES	\$ 62.63
		Total	\$ 62.63
Planning & Building	LOGAN SIMPSON DESIGN INC	Blanket PO - Professional Services - Land Use Code	\$ 23,470.60
	LOGAN SIMPSON DESIGN INC	Blanket PO - Professional Services - Land Use Code	\$ 33,000.64
	AT&T MOBILITY	CELL PHONES	\$ 231.41
		Total	\$ 56,702.65
Shop	FOUR STATES TIRE CO.	New tires for Unit #12353	\$ 522.38
	AMAZON CAPITAL SERVICES	Fresh Cab Botanical Rodent Repellant, 4 per box	\$ 65.84
	HARDLINE EQUIPMENT	HLE6020046HNV Dirt Shoe, RH - Unit 900	\$ 276.00
	SUN GLASS CORTEZ	New windshield for Unit 1406	\$ 290.72
	SUN GLASS CORTEZ	New windshield for Unit 732	\$ 370.39
	ZORO TOOLS INC	Ecco 7965A-HBT Beacon Light - New Parks Unit	\$ 147.99
	AMAZON CAPITAL SERVICES	Catiga Printing Calculator	\$ 42.99
	OFFICE DEPOT	844803 Inneroffice Envelope, 10x13, 100/box	\$ 50.64
	ZORO TOOLS INC	Genuine Joe 23600 Center Pull Towels, 6 per case	\$ 60.10
	AMAZON CAPITAL SERVICES	S/L 026-148 Battery Pack for Exit Lights	\$ 31.96
		Total	\$ 1,859.01

EXPENDITURE LIST FOR WEEK ENDING SEPTEMBER 29, 2023

Department	Vendor Name	Description	Amount
Technology	AT&T MOBILITY	CELL PHONES	\$ 43.23
		Total	\$ 43.23
Airport	ATMOS ENERGY	GAS SERVICE	\$ 30.13
		Total	\$ 30.13
Rec Center	OFFICE DEPOT	ENVELOPES	\$ 50.64
	MONTEZUMA VALLEY PLUMBING LLC	BOILER REPAIRS	\$ 1,526.95
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 303.35
	OFFICE DEPOT	PRINTER CARTRIDGES	\$ 272.93
	OFFICE DEPOT	PRINTER CARTRIDGES	\$ 545.86
	PIONEER PRINTING	FORMS	\$ 227.00
	CORTEZ AREA CHAMBER OF COMMERCE	2ND ANNUAL HALLOWEEN SAFESTOP - REC CENTER	\$ 75.00
		Total	\$ 3,001.73
Water	GREEN ANALYTICAL LABS, INC.	Blanket PO - Lab Testing Services	\$ 124.20
	MONTEZUMA WATER COMPANY	WATER	\$ 287.40
	AT&T MOBILITY	IPADS	\$ 318.51
	AT&T MOBILITY	CELL PHONES	\$ 106.07
		Total	\$ 836.18
Total			\$ 75,107.52

EXPENDITURE LIST FOR WEEK ENDING OCTOBER 6, 2023

Department	Vendor Name	Description	Amount
Municipal Court	PADILLA LAW P.C.	PROFESSIONAL SERVICES	\$ 2,200.00
	BUFFINGTON LAW, LLC	LEGAL SERVICES - ASSISTANT CITY ATTORNEY	\$ 2,184.00
	STAPLES ADVANTAGE	HP206A W2111A Print Cartridge - Cyan	\$ 60.06
	STAPLES ADVANTAGE	HP206A W2112A Print Cartridge - Yellow	\$ 60.06
	STAPLES ADVANTAGE	HP206A W2113A Print Cartridge - Magenta	\$ 60.06
	STAPLES ADVANTAGE	HP206A W2110A Print Cartridge - Black	\$ 102.66
		Total	\$ 4,666.84
Finance	GOVOS INC	ONLINE PAYMENT PROCESSING - AUG 2023	\$ 802.03
		Total	\$ 802.03
City Clerk	FLOWER COTTAGE	PECKINS - PLANT	\$ 77.50
		Total	\$ 77.50
Library	FARMERS TELECOMMUNICATIONS INC	PHONES	\$ 44.17
	CITY OF CORTEZ	FIBER	\$ 3,503.40
	CORTEZ SANITATION DISTRICT	SEWER	\$ 45.00
	CITY OF CORTEZ	REFUSE	\$ 135.60
	CITY OF CORTEZ	WATER	\$ 37.15
	INGRAM LIBRARY SERVICES	BOOKS	\$ 10.51
	INGRAM LIBRARY SERVICES	BOOKS	\$ 17.53
	INGRAM LIBRARY SERVICES	BOOKS	\$ 23.24
	INGRAM LIBRARY SERVICES	BOOKS	\$ 26.48
	INGRAM LIBRARY SERVICES	BOOKS	\$ 161.86
	INGRAM LIBRARY SERVICES	BOOKS	\$ 695.44
	INGRAM LIBRARY SERVICES	BOOKS	\$ 1,304.29
	BLACKSTONE PUBLISHING	AUDIO BOOKS	\$ 116.00
	XEROX CORPORATION	EQUIPMENT RENTAL	\$ 441.74
	USA TODAY - SUBSCRIBER	SUBSCRIPTION	\$ 136.00
		Total	\$ 6,698.41
Building Maint	SLAVENS TRUE VALUE	FASTENERS	\$ 13.49
		Total	\$ 13.49
City Hall Operations	FARMERS TELECOMMUNICATIONS INC	PHONES	\$ 102.79
	CITY OF CORTEZ	FIBER	\$ 599.64
	CORTEZ SANITATION DISTRICT	SEWER	\$ 781.00
	CITY OF CORTEZ	REFUSE	\$ 235.40
	CITY OF CORTEZ	WATER	\$ 413.67
	BOB'S PLACE APPLIANCE SERVICE	Materials/Labor - Repair Refrigerator at City Hall	\$ 315.00
		Total	\$ 2,447.50
Welcome Center	FARMERS TELECOMMUNICATIONS INC	PHONES	\$ 44.17
	CITY OF CORTEZ	FIBER	\$ 806.76
	CORTEZ SANITATION DISTRICT	SEWER	\$ 45.00

EXPENDITURE LIST FOR WEEK ENDING OCTOBER 6, 2023

Department	Vendor Name	Description	Amount
	CITY OF CORTEZ	REFUSE	\$ 94.80
	CITY OF CORTEZ	WATER	\$ 30.05
		Total	\$ 1,020.78
Police Department	AT&T MOBILITY	PHONES	\$ 131.73
	CRIMEWATCH	Postcards	\$ 172.00
	RAGSDALE AND ASSOC. P.C.	Psychological testing - Bourdon	\$ 375.00
	GALL'S LLC	Shipping	\$ 16.98
	GALL'S LLC	Cross FGX Class A pant	\$ 54.56
	GALL'S LLC	Cross FX Class A shirt	\$ 69.52
	GALL'S LLC	Oakley Boot	\$ 115.92
	GALL'S LLC	511 performance l/s polo	\$ 139.92
	GALL'S LLC	511 Stryke pant	\$ 150.56
	GALL'S LLC	511 performance s/s polo	\$ 172.48
	FOUR CORNERS MATERIALS	Concrete for Shooting Range	\$ 709.75
	APPLIED CONCEPTS, INC.	Repair radar Serial # 23079	\$ 327.50
	TRANSUNION RISK AND ALTERNATIVE	PERSON SEARCH	\$ 75.00
	SIRCHIE ACQUISITION COMPANY	Evidence supplies	\$ 30.11
	SIRCHIE ACQUISITION COMPANY	Evidence supplies	\$ 203.16
	SIRCHIE ACQUISITION COMPANY	Evidence supplies	\$ 1,085.00
	CITY OF CORTEZ	FIBER	\$ 1,136.52
	CORTEZ SANITATION DISTRICT	SEWER	\$ 57.00
	CITY OF CORTEZ	REFUSE	\$ 218.30
	CITY OF CORTEZ	WATER	\$ 47.80
	IMAGENET CONSULTING LLC	EQUIPMENT RENTAL	\$ 19.78
	MONTEZUMA VALLEY PLUMBING LLC	Materials/Labor - Repair cut gas line, hook-up ger	\$ 603.50
		Total	\$ 5,912.09
Animal Shelter	CORTEZ ADOBE ANIMAL HOSPITAL	SPAYS	\$ 160.00
	MONTEZUMA VETERINARY CLINIC	CASTRATION	\$ 90.00
	SONNY'S APPLIANCE REPAIR & SALES	DRAIN LINE LEAK	\$ 140.00
	CITY OF CORTEZ	FIBER	\$ 650.20
	CORTEZ SANITATION DISTRICT	SEWER	\$ 89.00
	CITY OF CORTEZ	REFUSE	\$ 54.00
	CITY OF CORTEZ	WATER	\$ 72.65
		Total	\$ 1,255.85
Public Works	DELL MARKETING L.P.	Dell E2423H Monitor - Plotter	\$ 99.00
	DELL MARKETING L.P.	Dell Optiplex Micro 7010	\$ 692.01
	DOUGLAS ROTH	Blanket PO - GIS Consulting Services	\$ 2,175.00
	FASTENAL COMPANY	1013597 Nemesis Clear Safety Glasses	\$ 23.68
	FASTENAL COMPANY	1013598 Nemesis Smoke Safety Glasses	\$ 41.72
	RENT ALL RENTALS	Trencher Rental - PD Electric Gate	\$ 121.00
		Total	\$ 3,152.41

EXPENDITURE LIST FOR WEEK ENDING OCTOBER 6, 2023

Department	Vendor Name	Description	Amount
Outdoor Pool	FARMERS TELECOMMUNICATIONS INC	PHONES	\$ 49.82
	CITY OF CORTEZ	FIBER	\$ 323.80
	CORTEZ SANITATION DISTRICT	SEWER	\$ 201.00
	CITY OF CORTEZ	REFUSE	\$ 161.40
	CITY OF CORTEZ	WATER	\$ 16.48
	RECREONICS, INC.	12 CHAISE LOUNGES	\$ 1,997.61
		Total	\$ 2,750.11
Golf Pro	CORTEZ SANITATION DISTRICT	SEWER	\$ 253.00
	CITY OF CORTEZ	REFUSE	\$ 235.40
	CITY OF CORTEZ	WATER	\$ 186.25
		Total	\$ 674.65
Golf Course Maint	LE PEW PORTA-JOHNS INC.	Fuel Surcharge - 20%	\$ 33.00
	LE PEW PORTA-JOHNS INC.	Portolet Rental #16 Tee - Monthly	\$ 165.00
	CITY OF CORTEZ	FIBER	\$ 563.80
	CORTEZ SANITATION DISTRICT	SEWER	\$ 49.00
	CITY OF CORTEZ	REFUSE	\$ 235.40
	CITY OF CORTEZ	WATER	\$ 46.31
	TARGET SPECIALTY PRODUCTS	1506911 Turf Fuel Base K26	\$ 285.00
	TARGET SPECIALTY PRODUCTS	1506913 Turf Fuel Base N25	\$ 358.50
	TARGET SPECIALTY PRODUCTS	1513458 Turf Fuel Infinite 2.5 gallon	\$ 590.00
	TARGET SPECIALTY PRODUCTS	1506940 Turf Fuel 08-08-08 Premium Granular	\$ 765.00
		Total	\$ 3,091.01
Parks	LE PEW PORTA-JOHNS INC.	MONTHLY RENTALS	\$ 696.00
	CITY OF CORTEZ	FIBER	\$ 386.68
	CORTEZ SANITATION DISTRICT	SEWER	\$ 351.00
	CITY OF CORTEZ	REFUSE	\$ 1,810.15
	CITY OF CORTEZ	WATER	\$ 4,033.63
	SLAVENS TRUE VALUE	PIPE PLUG	\$ 6.36
		Total	\$ 7,283.82
Recreation	JUSTIN LEWIS	UMPIRE COED GAMES - 10	\$ 300.00
		Total	\$ 300.00
Shop	CONSERVANCY OIL COMPANY	Blanket PO - Lubrication Productst for Fleet	\$ 1,235.00
	FOUR STATES TIRE CO.	Blanket PO - Tire Repairs and Alignments	\$ 50.00
	FASTENAL COMPANY	Blanket PO - Fasteners and Shop Supplies	\$ 162.33
	BELT SALVAGE	3/8 H.R. Round"	\$ 8.10
	BELT SALVAGE	3/8 Square Solid"	\$ 8.30
	BELT SALVAGE	3/16x2" Flat Steel1-1/2" Flat Steel"	\$ 12.60
	BELT SALVAGE	3/16x2" Flat Steel"	\$ 19.60
	BELT SALVAGE	3 Channel for New Units"	\$ 107.00
	BELT SALVAGE	3 Channel for New Units"	\$ 214.00

EXPENDITURE LIST FOR WEEK ENDING OCTOBER 6, 2023

Department	Vendor Name	Description	Amount
	KEESEE MOTORS	ML3Z99292A22BA Shield	\$ 4.38
	KEESEE MOTORS	ML3Z99292A23BA Shield	\$ 4.38
	KEESEE MOTORS	ML3Z99292A22CA Shield	\$ 12.20
	KEESEE MOTORS	ML3Z99292A23CA Shield	\$ 12.20
	KEESEE MOTORS	ML3Z17A385BB License bracket - Unit 513	\$ 28.94
	O'REILLY AUTO PARTS	RETURN	\$ (3.84)
	O'REILLY AUTO PARTS	Blanket PO - Parts for Fleet Repairs and Supplies	\$ 44.79
	O'REILLY AUTO PARTS	Blanket PO - Parts for Fleet Repairs and Supplies	\$ 46.59
	PARTNERS IN PARTS, INC.	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 90.27
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 4.89
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 5.19
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 10.32
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 10.65
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 20.64
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 27.05
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 33.24
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 91.11
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 231.19
	SENERGY PETROLEUM	86E10 Unleaded Gas for Service Center	\$ 5,960.21
	CDLE, DIV. OF OIL AND PUBLIC SAFETY	Storage Tank Registration - 4969-1 Unleaded	\$ 35.00
	CDLE, DIV. OF OIL AND PUBLIC SAFETY	Storage Tank Registration - 4969-2 Unleaded	\$ 35.00
	CDLE, DIV. OF OIL AND PUBLIC SAFETY	Storage Tank Registration - 4969-3 Unleaded	\$ 35.00
	CDLE, DIV. OF OIL AND PUBLIC SAFETY	Storage Tank Registration - 4969-4 Diesel	\$ 35.00
	CDLE, DIV. OF OIL AND PUBLIC SAFETY	Storage Tank Registration - 4969-5 Diesel	\$ 35.00
	SUPERIOR SERVICES, LLC	Blanket PO - Janitorial Services at Service Center	\$ 1,950.00
	FARMERS TELECOMMUNICATIONS INC	PHONES	\$ 95.52
	CITY OF CORTEZ	FIBER	\$ 256.00
	CORTEZ SANITATION DISTRICT	SEWER	\$ 126.00
	CITY OF CORTEZ	REFUSE	\$ 380.65
	CITY OF CORTEZ	WATER	\$ 575.90
		Total	\$ 12,010.40
Technology	DELL MARKETING L.P.	Dell Mobile Precision 7670 - Quote #3000158351	\$ 1,491.28
	OFFICE DEPOT	HP M283fdw LaserJet Pro Printer - Court	\$ 410.94
	FARMERS TELECOMMUNICATIONS INC	PHONES	\$ 529.00
	SOUTHERN COMPUTER WAREHOUSE	BM0068 Battery for EN900LCD UPS	\$ 48.91
	DELL MARKETING L.P.	Mobile Precision 7770 Workstation - Quote 3000	\$ 2,435.28
		Total	\$ 4,915.41
Streets	OLDCASTLE SW GROUP INC	2023 Street Improvement Project per Submitted	\$ 168,654.24
	CHAVEZ CONSTRUCTION	2023 Concrete Cost Share - Curb & Gutter	\$ 9,877.51
	CHAVEZ CONSTRUCTION	2023 Concrete Cost Share - Cost-share Concrete	\$ 5,725.29
	CANDELARIA CONSTRUCTION INC	2023 Cedar Street Improvement Project - Genera	\$ 37,271.16
		Total	\$ 221,528.20

EXPENDITURE LIST FOR WEEK ENDING OCTOBER 6, 2023

Department	Vendor Name	Description	Amount
Airport	CITY OF CORTEZ	REFUSE	\$ 45.05
	MONTEZUMA COUNTY WATER DIST.	WATER M064	\$ 50.00
	MONTEZUMA COUNTY WATER DIST.	WATER M068	\$ 95.10
	CDLE, DIV. OF OIL AND PUBLIC SAFETY	Storage Tank Registration - 14324-1 Jetfuel	\$ 35.00
	CDLE, DIV. OF OIL AND PUBLIC SAFETY	Storage Tank Registration - 14324-2 AvGas/DSL	\$ 35.00
		Total	\$ 260.15
Dispatch	MONTEZUMA HEARING CLINIC, LLC	INDUSTRIAL HEARING EVAL	\$ 40.00
	LANGUAGE LINE SERVICE	INTERPRETATION SERVICES	\$ 40.53
	FARMERS TELECOMMUNICATIONS INC	PHONES	\$ 107.44
	STAPLES ADVANTAGE	S33YR36 3x3 Sticky Notes, 36/pkg	\$ 23.89
	STAPLES ADVANTAGE	PC1500BKD AA Alkaline Batteries, 24/pkg	\$ 39.24
	STAPLES ADVANTAGE	W2021A Print Cartridge, Cyan	\$ 88.49
	STAPLES ADVANTAGE	W2022A Print Cartridge, Yellow	\$ 88.49
	STAPLES ADVANTAGE	W2023A Print Cartridge, Magenta	\$ 88.49
	STAPLES ADVANTAGE	W2020A Print Cartridge, Black	\$ 205.11
		Total	\$ 721.68
Rec Center	FARMERS TELECOMMUNICATIONS INC	PHONES	\$ 46.22
	CITY OF CORTEZ	FIBER	\$ 599.64
	CORTEZ SANITATION DISTRICT	SEWER	\$ 605.00
	ATMOS ENERGY	GAS SERVICE	\$ 597.75
	CITY OF CORTEZ	REFUSE	\$ 235.40
	CITY OF CORTEZ	WATER	\$ 232.78
	LARRY'S PEST CONTROL	PRO MONTHLY	\$ 190.00
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 150.25
	XEROX CORPORATION	EQUIPMENT RENTAL	\$ 1,194.99
		Total	\$ 3,852.03
Refuse	CITY OF CORTEZ	FIBER	\$ 556.00
	CITY OF CORTEZ	REFUSE	\$ 54.00
	KUBWATER RESOURCES INC	T-FLOC POLYMER	\$ 2,790.00
	USA BLUEBOOK	Blanket PO - Parts/Supplies - Repair and Maintena	\$ 340.29
	BENTLEY SYSTEMS, INCORPORATED	Open Flows Water CAD AC 1000 Pipe TL 4/1 to 6/	\$ 1,864.75
	BENTLEY SYSTEMS, INCORPORATED	Open Flows Water CAD AC Unlimited Pipes TL 4/1	\$ 4,662.50
	UTILITY NOTIFICATION CENTER	Blanket PO - Utility Notification Charges	\$ 134.16
	FERGUSON WATERWORKS #1116	6x12" MJ C153 Long Sleeve	\$ 781.96
	FERGUSON WATERWORKS #1116	6 MJ C153 Epoxy Tee"	\$ 1,131.08
	CANDELARIA CONSTRUCTION INC	2023 Cedar Street Improvement Project - Waterli	\$ 95,156.89
	SHORT-ELLIOTT-HENDRICKSON INC	WATER RATE STUDY	\$ 972.90
		Total	\$ 108,444.53
CCN Fund	UTILITY NOTIFICATION CENTER	Blanket PO - Utility Notification Charges	\$ 122.55
	CITY OF CORTEZ	FIBER	\$ 1,337.40
	MAMMOTH NETWORKS	Blanket PO - D1A, CRTZ2018-001R 2Gbps commit	\$ 1,695.00



EXPENDITURE LIST FOR WEEK ENDING OCTOBER 6, 2023

Department	Vendor Name	Description	Amount
	VISIONARY COMMUNICATIONS, INC.	Blanket PO - Tower rental, Business wireless inter	\$ 1,949.60
		Total	\$ 5,104.55
Refuse	EMPIRE ELECTRIC ASSOCIATION	Materials/Labor - Repairs from Unit 732 incident	\$ 1,158.01
	BELT SALVAGE	Steel, cold rolled bars, plates, sheets and strips fo	\$ 1,043.80
		Total	\$ 2,201.81
Total			\$ 399,185.25



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

**Linda Smith**  
City Clerk  
123 Roger Smith Avenue  
Cortez, CO. 81321  
lsmith@cortezco.gov

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### Memorandum

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**To:** CORTEZ CITY COUNCIL

**From:** LINDA SMITH, CITY CLERK

**Date:** September 29, 2023

**RE:** **Approval of a renewal application for a Retail Marijuana Center/Retail Marijuana Cultivation Facility License for THA Corporation, DBA The Herbal Alternative, located at 1531 Lebanon Road/10194 Highway 491, Cortez.**

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### Attachments

Herbal Alternative Renewal



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

September 29, 2023

MEMO TO: Honorable Mayor and City Council

FROM: Linda Smith, City Clerk

SUBJECT: RENEWAL APPLICATION ON A RETAIL MARIJUANA CENTER/RETAIL MARIJUANA CULTIVATION FACILITY LICENSE FOR THA CORPORATION, DBA THE HERBAL ALTERNATIVE, LOCATED AT 1531 LEBANON ROAD/10194 HIGHWAY 491, CORTEZ

#### BACKGROUND

The renewal Retail Marijuana Store/Retail Marijuana Cultivation License referred to above was filed in the City Clerk's office on September 27, 2023. The application appears to be complete and all fees were paid.

#### ISSUES

The fire inspection report shows there were no violations to the Fire Code.

The sales tax account is current.

The police report shows they are in compliance with the Marijuana Licensing Code.

#### RECOMMENDATION

Staff recommends approval of the Retail Marijuana Center/Retail Marijuana Cultivation Facility for The Herbal Alternative, located at 1531 Lebanon Road/10194 Highway 491, Cortez.



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

**Linda Smith**  
City Clerk  
123 Roger Smith Avenue  
Cortez, CO. 81321  
lsmith@cortezco.gov

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### Memorandum

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**To:** CORTEZ CITY COUNCIL

**From:** DONNA MURPHY, DEPUTY CITY CLERK

**Date:** 10/2/2023

**RE:** Approval of a renewal Beer and Wine Liquor License for Jodi Jahrling, DBA Zu Gallery, located at 48 West Main Street, Cortez.

---

### Attachments

Renewal- Zu Gallery



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

10/2/2023

MEMO TO: Honorable Mayor and City Council

FROM: Donna Murphy, Deputy City Clerk

SUBJECT: RENEWAL APPLICATION FOR A BEER AND WINE LIQUOR LICENSE FROM JODI JAHRLING, DBA ZU GALLERY, LOCATED AT 48 WEST MAIN STREET, CORTEZ

#### BACKGROUND

The renewal application referred to above was filed in the City Clerk's office on September 26, 2023. The application appears to be complete and all fees were paid.

#### ISSUES

The fire inspection report shows no violation to the Fire Code.

The police report shows no liquor violations were found over the past twelve months.

The sales tax account is current.

#### RECOMMENDATION

Staff recommends approval of a Beer and Wine Liquor License for Jodi Jahrling., DBA Zu Gallery, located at 48 West Main Street, Cortez.



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

**Linda Smith**  
City Clerk  
123 Roger Smith Avenue  
Cortez, CO. 81321  
lsmith@cortezco.gov

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### Memorandum

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**To:** CORTEZ CITY COUNCIL

**From:** LINDA SMITH, CITY CLERK

**Date:** September 29, 2023

**RE:** Youth Substance Abuse Prevention Month - October 2023

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### Attachments

Youth Substance Abuse Prevention Month

**PROCLAMATION**

**Youth Substance Abuse Prevention Month – October 2023**

WHEREAS, the month of October is recognized as National Youth Substance Abuse Prevention Month; and

WHEREAS, substance abuse poses significant challenges to the health, safety, and well-being of individuals and communities across our nation; and

WHEREAS, local data shows **47.5%** of youth in Montezuma County feel it would be **easy** to get marijuana if they wanted; **53.2%** of youth in Montezuma County feel it would be **easy** to get alcohol if they wanted; and **22.6%** of youth in Montezuma County feel it would be **easy** to get drugs like cocaine, LSD, and amphetamines if they wanted; and

WHEREAS, Colorado has seen an increase in fentanyl use and overdoses over the past few years; and

WHEREAS, National Youth Substance Abuse Awareness Month provides an opportunity to unite as a nation and community in a concerted effort to address the challenges posed by substance use; and

WHEREAS, prevention and education play pivotal roles in reducing the prevalence of substance use and its consequences, and adult role models are essential in the effort to prevent youth substance use; and

WHEREAS, to make a difference, we should set a positive example, embrace healthy behaviors, and engage in conversations with our children about living a life free from substances. This month, we support local coalitions and community organizations (such as Communities that Care of Montezuma County) as they work towards reducing risk factors and increasing protective factors; and

WHEREAS, the City of Cortez encourages everyone — parents, siblings, friends, neighbors, teachers, community members, and more — to reach out to the young people in their lives to share information, promote healthy lifestyles, and help transform lives through evidence-based substance use prevention. We thank and support every individual and every organization working on the front lines to prevent youth substance use.

Now, therefore, I, Mayor Rachel B. Medina, do hereby proclaim October 2023 as  
**Youth Substance Abuse Awareness Month**

Dated October 10, 2023

\_\_\_\_\_  
Rachel B. Medina, Mayor





CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

**Rachael Marchbanks**  
Community/Economic Development Director  
123 Roger Smith Ave  
Cortez, CO. 81321  
rmarchbanks@cortezco.gov

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## Memorandum

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**To:** CORTEZ CITY COUNCIL

**From:** Cheryl Lindquist, Permit Technician/Deputy City Clerk

**Date:** 10/4/2023

**RE:** Resolution No. 25, Series 2023

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### DISCUSSION

The Applicant/Owner, Matthew Reynolds, is proposing a three-lot minor subdivision of parcels of land located at 1111 E. Carpenter Street (the "Parcel"). The Parcel is identified as "all of lots 11, 12, 13, 14, 15 and 16 and the East 5 feet of Lot 17, Block 2, Cornetts Subdivision, according to the plat thereof filed for record February 23, 1955 in Book 7 at Page 15.

### BACKGROUND

The Parcel currently includes a single-family home, which will be removed. The intent of this minor subdivision is to divide the Parcel into three smaller parcels on which the Applicant/Owner intends to construct one duplex each. The Parcel is zoned Residential Multi-Family (R-2).

### FISCAL IMPACT

Not studied

### RECOMMENDATION

Staff recommends that Council approve the Minor Subdivision for Cornetts Subdivision Amended, and state any conditions it determines would be necessary to ensure compliance with the Land Use Code.

### MOTION

If agreed upon by the City Council, a possible motion would be:

I move that City Council approve Resolution No. 25, Series 2023, a resolution approving the Cornetts Subdivision Amended submitted by Matthew Reynolds, located at 1111 E Carpenter St, Cortez, with the following condition:

All requirements of utility providers, City departments, CDOT and affected districts must be satisfied, as outlined in adopted City Codes and other regulatory documents.

---

### Attachments

Staff Report  
Resolution No. 25, Series 2023  
Documentation





*City of Cortez  
Community & Economic  
Dev. Dept.  
123 Roger Smith Avenue  
Cortez, CO 81321*

Meeting Date: October 10, 2023  
Project No. PL23-0007

**MEMO**

**TO:** Members of the Cortez City Council

**FROM:** Nancy Dossdall, Contract City Planner

**SUBJECT:** Application for approval of a Minor Subdivision plat for a three-lot subdivision

**APPLICANT:** Matthew Reynolds  
**OWNER:** Matthew Reynolds

**ATTACHMENTS:** Resolution No. 25, 2023  
Plat, letter of application

**BACKGROUND**

The Applicant/Owner, Matthew Reynolds, is proposing a three-lot minor subdivision of parcels of land located at 1111 E. Carpenter Street (the “Parcel”). The Parcel is identified as “all of lots 11, 12, 13, 14, 15 and 16 and the East 5 feet of Lot 17, Block 2, Cornetts Subdivision, according to the plat thereof filed for record February 23, 1955 in Book 7 at Page 15. The Parcel currently includes a single-family home, which will be removed. The intent of this minor subdivision is to divide the Parcel into three smaller parcels (the “Lots”), on which the Applicant/Owner intends to construct one duplex each. The Parcel is zoned Residential Multi-Family (R-2).

The Parcel is bounded on the north, west and south by single family homes, zoned R-2. To the east is also property zoned R-2, currently undeveloped.

**DEVELOPMENT STANDARDS**

<b>Development Standard</b>	<b>R-2 Zone Requirement</b>	<b>Proposed</b>
Min. lot area (sq. ft.) for duplex	3,500	Lot 11A: 7,002.5 Lot 13A: 7,002.5 Lot 15A: 7,002.5
Min. front yard (ft.)	20'	
Min. side yard (ft)	7'	
Min. rear yard (ft)	7'	
Max. lot coverage	50%	
Min. floor area/unit	800 sq. ft.	

## **ISSUES**

The City Council shall, in its action on the preliminary plat, consider the physical arrangement of the subdivision, and determine the adequacy of street rights-of-way and alignment, and the compliance with the Cortez thoroughfare plan, the City street standards, the existing street pattern in the area, and compliance with all applicable provisions of the Comprehensive Plan. The Council shall also ascertain that adequate easements for proposed or future utility service and surface drainage are provided, and that the lot size and area are adequate to comply with the minimum requirements for the underlying zone district and for the type of sanitary sewage disposal proposed.

An issue that Staff has identified with this proposed subdivision is that the Applicant/Owner has expressed a desire to build 1,500 sq. ft. duplexes (750 sq. ft. per unit) on each of the Lots. While the LUC would allow a duplex on a 7,000 sq. ft. lot in the R-2 district, each unit needs to be a minimum of 800 sq. ft.

Otherwise, the minor subdivision as submitted appears to meet all applicable development standards. Conditions below will ensure adequate access, drainage, and all other aspects to promote the public health, safety, order, convenience, prosperity, and general welfare.

## **AGENCY REVIEW**

### **GIS Coordinator (Doug Roth)**

No concerns in this R2 zone. New addresses will be assigned at time of building permit. It will need additional water meters for this project as well as approval for additional driveway entrances onto E Carpenter St.

### **Cortez Sanitation District (Jan Nelson)**

There is one sewer tap currently at this property. They will need to purchase one for each additional home

## **ALTERNATIVES**

1. The City Council can approve the Minor Subdivision Plat for Cornetts Subdivision Amended, as submitted by Matthew Reynolds; or
2. The City Council can deny the application for the Minor Subdivision for Cornetts Subdivision Amended and state its reasons; or
3. The City Council can ask for more information and continue the application to a date certain or table the application; or
4. The City Council can approve the Minor Subdivision for Cornetts Subdivision Amended, and state any conditions it determines would be necessary to ensure compliance with the Land Use Code.

## **RECOMMENDATION**

Staff recommends Alternative “4” above, approve Resolution No.25 Series 2023, a resolution approving the Minor Subdivision for Cornetts Subdivision Amended, with the conditions stated in the Resolution.

If the City Council so chooses to follow the recommendation of Staff, a possible motion could be the following:

**I move that City Council approve Resolution No. 25, Series 2023, a resolution approving the Cornetts Subdivision Amended submitted by Matthew Reynolds, located at 1111 E Carpenter St, Cortez, Colorado, with the following condition:**

**All requirements of utility providers, City departments, CDOT and affected districts must be satisfied, as outlined in adopted City Codes and other regulatory documents.**

**CITY OF CORTEZ  
RESOLUTION NO. 25, SERIES 2023**

**A RESOLUTION APPROVING A MINOR SUBDIVISION PLAT FOR CORNETTS  
SUBDIVISION AMENDED, A THREE-LOT SUBDIVISION LOCATED IN THE SW/4  
SW/4 OF SECTION 24, T36N, R16W, NMPM, IN THE RESIDENTIAL MULTI-FAMILY  
(R-2) ZONING DISTRICT IN CORTEZ, COLORADO**

WHEREAS, Matthew Reynolds, (the “Owner”), has applied for approval of a minor subdivision plat to divide a 21,000 sq. ft. parcel into 3 lots located in the SW1/4 of the SW1/4 Section 24, T.36 N., R.16 W., N.M.P.M., in the Residential Multi-Family (R-2) zone district in Cortez, Colorado (the “Property”); and

WHEREAS, Land Use Code Section 6.11, Minor Subdivision Plats, indicates that the owner or developer of a property may request a subdivision pursuant to all code requirements; and

WHEREAS, the City Council reviewed the application and proposed plat for a three-lot minor subdivision for the Property; and

WHEREAS, based on the evidence and testimony presented at the City Council’s October 10, 2023 meeting, Staff recommended certain conditions of approval to be considered by the City Council; and

WHEREAS, it appears that all applicable requirements of the City of Cortez Land Use Code for subdivision of the Property have been or can be met.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF CORTEZ CITY COUNCIL:

THAT, this Resolution No. 25, Series 2023, contains the conditions of approval for the subdivision of the Property; and

THAT, the proposed minor subdivision plat and full application for the Property are hereby approved, subject to the following conditions to ensure compliance with the standards in the City of Cortez Land Use Code for a preliminary plat:

1. All requirements of utility providers, City departments, CDOT and affected districts must be satisfied, as outlined in adopted City Codes and other regulatory documents.

AND THAT, the Applicant shall coordinate with City Staff to ensure that these conditions are fully met.

MOVED, SECONDED, AND ADOPTED THIS 10th DAY OF OCTOBER, 2023.

*{Signatures on following page}*

CITY OF CORTEZ

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Rachel B. Medina, Mayor

ATTEST:

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Linda Smith, City Clerk

100. 7/6/23

**MINOR SUBDIVISIONS**  
**(Land Use Code Section 6.11)**

APPLICANT: MATTHEW REYNOLDS

MAILING ADDRESS: 15 W MAIN Cortez

PHONE: 314 517-2112 FAX: \_\_\_\_\_

PROPERTY ADDRESS: 1111 E. CARPENTER CORTAZ CO 81321

PROPERTY FOR: \_\_\_\_\_

**Submittal Requirements:**

- Letter of petition requesting approval
- Agent Authorization Statement if applicable
- Title certificate from a licensed title company or attorney listing:
  - The name of the property owner(s)
  - All liens
  - All easements and judgments of record affecting the subject property
- Copies of proposed Plat:
  - \_\_\_\_\_ Boundary lines, bearings and distances
  - \_\_\_\_\_ Adjacent subdivisions and property owners indicating existing streets, alleys, and other features
  - \_\_\_\_\_ Intersecting streets
  - \_\_\_\_\_ Scale, north point, date, and other pertinent data
  - \_\_\_\_\_ Proposed blocks, lots and parks – including easements and alleys
  - \_\_\_\_\_ Any recorded easements or easements to be dedicated on the plat.
  - \_\_\_\_\_ 5' intervals of topographic contours
  - \_\_\_\_\_ All easements or ROW's necessary for drainage
  - \_\_\_\_\_ Wetlands
  - \_\_\_\_\_ Subdivision title CORNETTS SUB AMD LOT 11-16 BK 2
- \_\_\_\_\_ Land planner or engineer \_\_\_\_\_ Phone #: \_\_\_\_\_
- Name and addresses of the owner(s)
- \_\_\_\_\_ Dedicated parks, playgrounds and other public uses
- Property owner's name, address, and telephone number
- A proposed preliminary layout of sanitary sewer and water lines
- \_\_\_\_\_ Drainage report/statement
- \_\_\_\_\_ Draft of any protective covenants
- Vicinity map
- Tax Certificates for current year
- \_\_\_\_\_ Narrative- Proposed Land Uses
- \_\_\_\_\_ Verification Mineral Estate requirements have been met (C.R.S. 10-11-123, 24-65.5-101-106) Provide a statement that mineral owners have been notified of the proposal.
- \_\_\_\_\_ Filing fee \$ 200.00 per plat

Staff Use:  
 City Council Date(s): \_\_\_\_\_  
 Resolutions/Ordinances: \_\_\_\_\_  
 Action of City Council: \_\_\_\_\_  
 Recorded Date: \_\_\_\_\_ Book/page: \_\_\_\_\_

---

**Matthew Reynolds**

*Mailing -* 15 W Main St *Physical - 10295 Road 21.9*  
Cortez, CO 81321  
314-517-2112  
[maddoginvestments@yahoo.com](mailto:maddoginvestments@yahoo.com)

September 2023

**City of Cortez**

To whom it may concern,

In order to provide safe and sustainable housing in Cortez it my intent to subdivide this parcel 561124332001 into three separate lots and to build an approximately 1,500sqft duplex on each lot.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Matthew Reynolds', written over a horizontal line.

Matthew Reynolds

**SPECIAL WARRANTY DEED**

**THIS DEED**, Made this 4<sup>TH</sup> Day of August, 2023

State Documentary Fee

Between **KATHRINE A. NOWLIN**

Date: 8/4/2023

of the County of Montezuma and State of Colorado, grantor

\$ 18.00

and **MATTHEW REYNOLDS**

whose legal address is 10293 ROAD 215 CORTAZ, CO 81321 P.O. BOX 102 Hazelwood MO 63042

of the County of Montezuma and State of Colorado, grantee

**WITNESSETH**, That the grantor for and in consideration of the sum of  
-----TEN DOLLARS AND OTHER GOOD AND VALUABLE CONSIDERATION-----  
the receipt and sufficiency of which is hereby acknowledged, has granted, bargained, sold and conveyed, and by these presents  
does grant, bargain, sell, convey and confirm, unto the grantee, their heirs and assigns forever, all the real property together  
with improvements, if any, situate, lying and being in the County of Montezuma and State of Colorado described as follows:

**All of Lots 11, 12, 13, 14, 15 and 16 and the East 5 feet of Lot 17, Block 2, CORNETT'S  
SUBDIVISION, according to the plat thereof filed for record February 23, 1955 in Book 7 at Page  
15.**

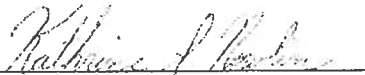
As known by street and number as: 1111 E. Carpenter St.  
Cortez, CO 81321

**TOGETHER** with all and singular the hereditaments and appurtenances thereunto belonging, or in anywise appertaining,  
and the reversion and reversions, remainder and remainders, rents, issues and profits thereof, and all the estate, right,  
title, interest, claim and demand whatsoever of the grantor, either in law or equity, of, in and to the above bargained  
premises, with the hereditaments and appurtenances.

**TO HAVE AND TO HOLD** the said premises above bargained and described, with the appurtenances, unto the  
grantee, their heirs and assigns forever. The grantor, for himself, his heirs, personal representatives, successors does covenant,  
and agree that the grantor shall and will **WARRANT AND FOREVER DEPEND** the above bargained premises in the quiet and  
peaceable possession of the grantee, their heirs and assigns, against all and every person or persons lawfully claiming the whole  
or any part thereof, by, through or under the grantor, except: [Enter Tax Year DUE] taxes due and payable in the  
year [Enter Tax Year PAYABLE]. Subject to Statutory Exceptions as defined in CRS § 38-30-113(5).

The singular number shall include the plural, the plural the singular, and the use of any gender shall be applicable to all  
genders.

**IN WITNESS WHEREOF**, the grantor has executed this deed on the date set forth above.

  
**KATHRINE A. NOWLIN**

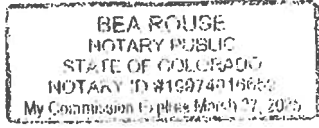
STATE OF COLORADO  
COUNTY OF MONTEZUMA

The foregoing instrument was acknowledged before me this 4<sup>TH</sup> Day of August, 2023

By: **KATHRINE A. NOWLIN**

My commission expires: 3-27-2025

Witness my hand and official seal



  
\_\_\_\_\_  
Notary Public

SPECIAL WARRANTY DEED



**MO22301903**



# Statement of Taxes Due

Account Number R008184

Parcel 561124332001

**Legal Description**

**Situs Address**

Subdivision: CORNETTS SUB AMD Lot: 11-16 Block: 2 & E 5FT LOT 17; B 438 P 130

1111 E CARPENTER ST CORTEZ

Account: R008184  
 REYNOLDS, MATTHEW  
 PO BOX 102  
 HAZELWOOD, MO 63042

Year	Tax	Interest	Fees	Payments	Balance
<b>Tax Charge</b>					
2022	\$389.92	\$0.00	\$0.00	(\$389.92)	\$0.00
<b>Total Tax Charge</b>					<b>\$0.00</b>
<b>Grand Total Due as of 08/21/2023</b>					<b>\$0.00</b>

Tax Billed at 2022 Rates for Tax Area 11001 - DISTRICT 11001

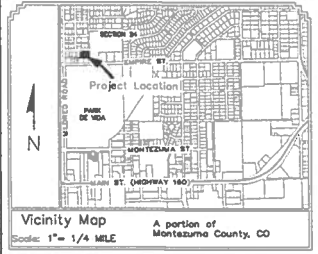
Authority	Mill Levy	Amount	Values	Actual	Assessed
MONTEZUMA CTY ROAD & BRIDGE	1.3080000	\$9.21	SINGLE FAMILY	\$42,000	\$2,920
CITY OF CORTEZ R/B	1.3080000	\$9.21	RESIDENTIAL		
RE-1 CORTEZ	20.8570000	\$146.83	SINGLE FAM.RES-	\$59,271	\$4,120
CITY OF CORTEZ	1.2342600*	\$8.69	IMPROVEMENTS		
MONTEZUMA CTY HOSPITAL DIST	0.7445000	\$5.24	Total	\$101,271	\$7,040
MTZ-DOLORES CTY METRO REC D	0.7770000	\$5.47			
CORTEZ CEMETERY	0.3510000	\$2.47			
DWCD	0.4830000	\$3.40			
DWCD BOND/DEBT	1.7975000	\$12.65			
SOUTHWEST WATER CONSERVATIO	0.4070000	\$2.87			
MOSQUITO DISTRICT	0.3920000	\$2.76			
CORTEZ FIRE DISTRICT	6.7330000	\$47.40			
CORTEZ FIRE ADDITIONAL LEVY	4.4887600	\$31.60			
MONTEZUMA-CORTEZ RE 1 BOND	2.8470000	\$20.04			
MONTEZUMA COUNTY GENERAL	10.8565900	\$76.44			
MONTEZUMA COUNTY SOCIAL SVC	0.8013700	\$5.64			
<b>Taxes Billed 2022</b>	<b>55.3859800</b>	<b>\$389.92</b>			

\* Credit Levy

ALL TAX LIEN SALE AMOUNTS ARE SUBJECT TO CHANGE DUE TO ENDORSEMENT OF CURRENT TAXES BY THE LIENHOLDER OR TO ADVERTISING AND DISTRAINT WARRANT FEES. CHANGES MAY OCCUR AND THE TREASURER'S OFFICE WILL NEED TO BE CONTACTED PRIOR TO REMITTANCE AFTER THE FOLLOWING DATES: PERSONAL PROPERTY AND MOBILE HOMES – SEPTEMBER 1ST, REAL PROPERTY – SEPTEMBER 1ST. **TAX LIEN SALE REDEMPTION AMOUNTS MUST BE PAID BY CASH OR CASHIERS CHECK. MONTEZUMA COUNTY TREASURER, 140 WEST MAIN, SUITE 2, CORTEZ, CO 81321 (970) 565-7550.**

PRELIMINARY FOR REVIEW

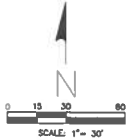
**CORNETTS SUBDIVISION AMENDED**  
**LOTS 11, 12, 13, 14, 15, 16 AND THE EAST 5'**  
**OF LOT 17, BLOCK 2, Per the Amended Plat**  
**thereof filed in Book 7 at Page 15 records**  
**of Montezuma County**  
 LOCATED IN THE SW/4SW/4 SECTION 24,  
 TOWNSHIP 36 NORTH, RANGE 16 WEST, NEW MEXICO PRINCIPAL MERIDIAN,  
 CITY OF CORTEZ, MONTEZUMA COUNTY, COLORADO



**PLAT NOTES**  
 1) According to the laws of the State of Colorado, any legal action based on any defect in this survey must commence within three (3) years after such defect was first discovered. In no event may any legal action based upon any defect in this survey be commenced more than ten (10) years from the date of the certification shown hereon.  
 2) Research for recorded easements and Rights of Way was conducted by Colorado Title and Closing Services, and this property is subject to the easements, rights and restrictions as listed in title Commitment / Policy M22320193 effective date: July 04 2023.  
 3) Existing fence lines may have been accepted as boundary lines by previous owners. Adjacers should be consulted before relocating fences.

**LEGEND**

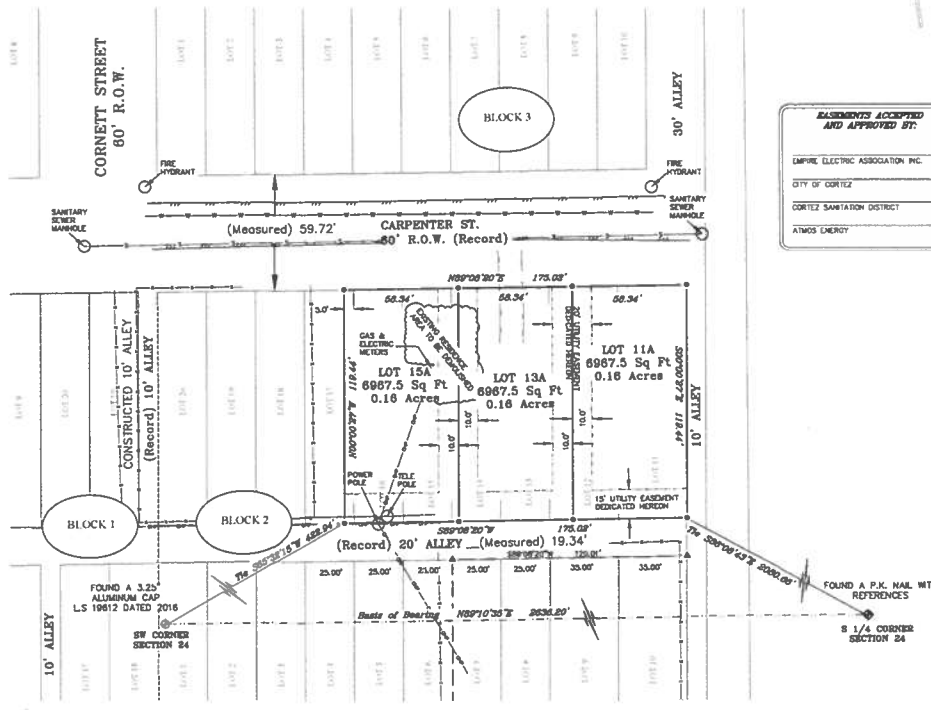
- SET A #4 REBAR 1" IN LENGTH WITH A 1" PLASTIC CAP STAMPED CO. P.L.S. 38411 UNLESS OTHERWISE NOTED
- ⊕ ALIQUOT MONUMENT AS DESCRIBED HEREON
- ▲ FOUND 1" PLASTIC CAP ON #4 REBAR U.S. 38411 UNLESS OTHERWISE NOTED
- FENCE
- OVERHEAD ELECTRIC
- SEWER



The bearings on this plat are referenced by the South line of the SW/4 of Section 24, T.36N., R.16W., N.M.P.M. The West end of said line being a 3.25" aluminum cap U.S. 19812 dated 2016 and the East end of said line being monumented by a P.K. nail with references.  
 Bearings are based on GPS observations.  
 NGS2845 (geodetic) Reference Bearing = N88°10'35"E (2836.10')  
 Unit of Measurement = US SURVEY FOOT

**SURVEYOR'S CERTIFICATION**  
**KNOW ALL MEN BY THESE PRESENTS:**  
 That I, William Brian McLaughlin, do hereby certify that I (or under my direct supervision) prepared this plat from field notes and an actual and accurate survey of the land in question and that the same is true and correct to the best of my knowledge and belief. This plat is in accordance with applicable standards of Professional Land Survey Practice in the State of Colorado. This statement is not a warranty, nor a warranty, nor is it expressed or implied.

WILLIAM BRIAN MCLAUGHLIN COLORADO PROFESSIONAL LAND SURVEYOR 38411



EASEMENTS ACCEPTED AND APPROVED BY:	
EMPIRE ELECTRIC ASSOCIATION INC.	
CITY OF CORTEZ	
CORTEZ SANITATION DISTRICT	
ATMOS ENERGY	

**CERTIFICATE OF LANDS**  
 FIRST AS LIES BY THESE PRESENTS  
 That MATTHEW REYNOLDS owner of a tract of land in the SW/4SW/4 Section 24, Township 36 North, Range 16 West, New Mexico Principal Meridian, Montezuma County, City of Cortez, Colorado, Area Contain as set of Lots 11, 12, 13, 14, 15 and 16 and the East 5 feet of Lot 17, Block 2, CORNETTS SUBDIVISION, according to the plat thereon filed for record February 23, 1988 in Book 7 at Page 15.

Beginning of a plat in said SW/4SW/4 Section 24 and on the South line of said Lot 17 from which part of the Southwest Corner of said Section 24 bears S88°23'27"W a distance of 422.84 feet and the Southwest Corner of said Lot 17 bears N88°23'27"E a distance of 5.00 feet.  
 Thence, N00°02'27"W a distance of 118.44 feet along a the 5.00 foot line of said parcel to the East line of said Lot 17 to the South Right-of-Way of Carpenter Street;  
 Thence, S88°23'27"E a distance of 173.02 feet along said South Right-of-Way of Carpenter Street;  
 Thence, S00°02'27"W a distance of 118.44 feet along the East line of said Lot 11 to the Northwest corner of an alleyway in said Block 2, CORNETTS SUBDIVISION;  
 Thence, N88°23'27"E a distance of 173.02 feet along said alleyway to the point of beginning and containing 0.16 acres (8927 Sq. Ft.) more or less.

Have caused the same to be plotted under the name and style of:  
**CORNETTS SUBDIVISION AMENDED LOTS 11, 12, 13, 14, 15, 16 AND THE EAST 5' OF LOT 17, BLOCK 2.** Per the Amended Plat thereon filed in Book 7 at Page 15 records of Montezuma County.

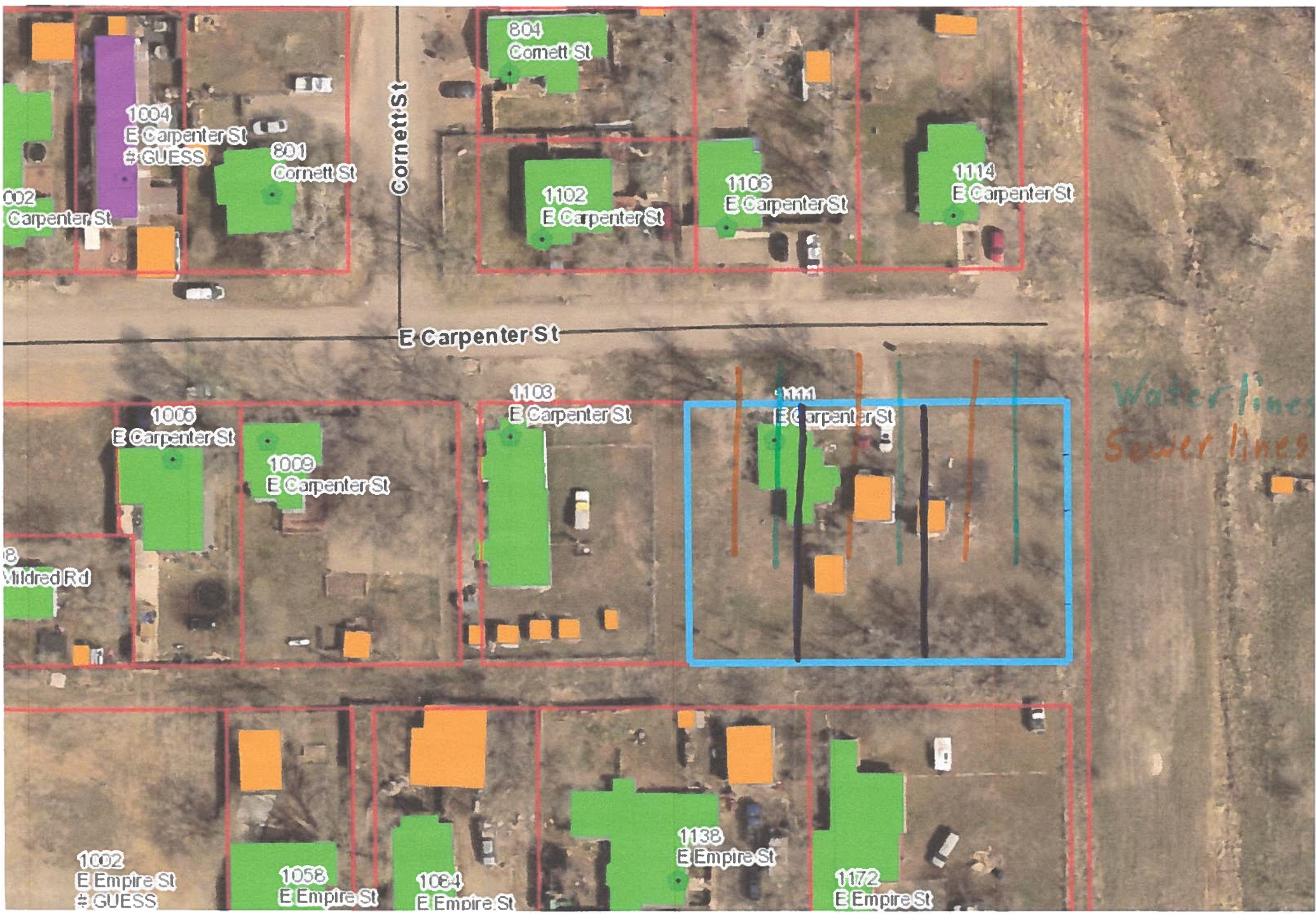
and do hereby declare the utility easements shown herein to be indicated lines with correct subdivision and to the public utility, including but not limited to electric, telephone, water, gas, sewerage and other utilities as may be required together with the personal right of ingress and egress for the installation, maintenance, repair and replacement of existing, changing, adding, replacing and repairing structures, and the right to use the necessary lines and materials. Landowner shall maintain the easement clear of buildings and structures. Sub easements shall be utilized in a reasonable and prudent manner.

THIS PLAT IS HEREBY EXECUTED BY THE FOLLOWING PARTIES  
**MATTHEW REYNOLDS**  
 By \_\_\_\_\_  
 MATTHEW REYNOLDS  
 Prop. PROPERTY OWNER  
 State of \_\_\_\_\_  
 County of \_\_\_\_\_  
 This plat was subscribed and affirmed before me by MATTHEW REYNOLDS as EXECUTING OFFICER  
 on this \_\_\_\_\_ day of \_\_\_\_\_ 2022, for the aforementioned purposes.  
 My commission expires \_\_\_\_\_ day of \_\_\_\_\_ 2022.

THIS PLAT WAS FILED IN THE OFFICE OF THE COUNTY CLERK AND RECORDER OF MONTEZUMA COUNTY, COLORADO AT \_\_\_\_\_ (A.M. / P.M.) ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_ AND DAILY FILED IN BOOK \_\_\_\_\_ AT PAGE \_\_\_\_\_ UNDER RECEPTION NUMBER \_\_\_\_\_  
 MONTEZUMA CLERK AND RECORDER

**CITY COUNCIL ACCEPTANCE STATEMENT**  
 This plat and the instruments herein approved by the City Council of the City of Cortez, Colorado, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, for the aforementioned purpose.  
 City Council of the City of Cortez, Colorado  
 By \_\_\_\_\_ Mayor  
 \_\_\_\_\_ At-Large  
 \_\_\_\_\_ CITY CLERK

<p><b>SURVEY STANDARD LLC</b>          25 NORTH MADISON STREET,          CORTEZ, COLORADO 81301          PHONE: (970) 544-1400          EMAIL: Brian@SurveyStandard.com</p>	<p><b>CORNETTS SUBDIVISION AMENDED</b>  <b>LOTS 11, 12, 13, 14, 15, 16 AND THE EAST 5' OF LOT 17, BLOCK 2.</b> Per the Amended Plat thereon filed in Book 7 at Page 15 records of Montezuma County</p> <p>IDENTIFIED BY THE SURVEYOR SET HEREON JULY 19TH 2022 IN NORTH RANGE 16 WEST NEW MEXICO PRINCIPAL MERIDIAN CITY OF CORTEZ, MONTEZUMA COUNTY, COLORADO</p> <p>FILED BY DATE: 02/23/2022          FILED BY: [Signature]          BOOK: 7          PAGE: 15</p>	<p>SHEET <b>1</b>          OF <b>1</b></p>
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DEPARTMENT OF PLANNING & BUILDING  
 123 ROGER SMITH AVE, CORTEZ, CO 81321  
 PH. 970-565-3402 FAX 970-565-8172  
 24 HR. INSPECTION LINE: 970-564-4071

City of Cortez  
 Minor Subdivision Plumbing Permit

File Number: 16-000122

Permit Number:  
 PL23-000007

Project Address: 1111 East CARPENTER Street

Legal Description: Subdivision: CORNETTS Block: 2 LOT: 11 THRU:- LOT: 16 E 5FT L 17; B 438 P 130

**Owner:**

Name: Matthew Reynolds  
 Address: 15 W. Main St,  
 Cortez, CO 81321

Phone:  
 314-517-  
 2112

**Contractor:**

Name: Paul Beckler, agent

Phone: [

Project Description: Subdivide one lot into three lots.

Other Permit #'s:

**Fees:**

Description	Total Cost	Date	Type	Reference	Receipt	ReceivedFrom	Amount
Minor Subdivision	200.00	09/06/2023	Check 1	226		Matthew Reynolds	200.00
<b>Permit Total:</b>	<b>200.00</b>						
<b>Total Paid:</b>	<b>200.00</b>						
<b>Balance Due:</b>	<b>0.00</b>						

**Payments:**

Per CRS 12-58-113, only licensed plumbers may perform plumbing work if the property or residence is intended for resale, rental, or is a commercial structure. All demolition/waste materials are required to be disposed of in accordance with State Regulations. For more information, please contact the Colorado Department of Public Health and Environment at 303-692-2000. Electrical work must be permitted through the State of Colorado by contacting DORA at 970-259-6179.

The issuance of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the building code or of any other ordinance of this jurisdiction. The issuance of a permit shall not prevent the City of Cortez from requiring the correction of errors in the construction documents or at the jobsite in order to achieve code compliance.

Authorized Agent

*Cheryl Lindquist*

Date

09/06/2023

Issued By

Date

Receipt No: 30.002589

Sep 6, 2023

Matthew Reynolds

Building Permits - PL23-7	200.00
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Total:	200.00
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Check	Check No: 1	200.00
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Payor: Matthew Reynolds

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Total Applied:	200.00
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Change Tendered:	.00
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09/06/2023 4:10 PM



CITY OF CORTEZ  
 123 ROGER SMITH AVENUE  
 CORTEZ, CO 81321

**Creighton Wright**  
 Director of Parks and Recreation  
 435 Roger Smith Ave  
 Cortez, CO. 81321  
 cwright@cortezco.gov

**Memorandum**

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**To:** CORTEZ CITY COUNCIL

**From:** CREIGHTON WRIGHT, DIRECTOR OF PARKS AND RECREATION

**Date:** October 10, 2023

**RE:** Award of Recreation Center Domestic Water Heater Bid.

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**DISCUSSION**

Parks and Recreation had worked with a plumbing company to determine the best water heater replacement at the Recreation Center. The newer version of the existing water heater is the Lochinvar CFN0992PM -- 990,000 BTU Commercial High-Efficiency Commercial Heater. Bids were opened on September 20, 2023.

Recreation Center Domestic Water Heater Bid

Contractor	Bid
Sparks Plumbing	\$29,787.35
Montezuma Valley Plumbing	\$30,459.54
Farmington Heating & Metal	\$39,812.00

**BACKGROUND**

Hot water at the Cortez Recreation Center is fed from a large commercial water heater. It is one of the oldest pieces of infrastructure in the building and the one system planned for replacement this year. Unfortunately, our replacement came a little too late, as it failed this year because of an electrical issue that shorted out the control board, a relay, and one of the two circulation pumps. The ingenuity of our facilities staff, with guidance from a local plumber, got the unit minimally functioning. This project was planned in the 2023 Budget. Bid documents were prepared and advertised. Bids were received from (3) firms.

**FISCAL IMPACT**

The Cortez Recreation Center Water Heater Replacement was budgeted for \$25,000. The low bid amount is \$29,787.35. This is slightly above the budget. Fortunately, there are savings in the Recreation Center Enterprise Fund due to challenges in hiring several positions early in the year. The Enterprise Fund can absorb the small overage.

**RECOMMENDATION**

Staff recommends that the Council award the Recreation Center Domestic Water Heater bid to Sparks Plumbing not exceeding \$29,787.35.

**MOTION**

If agreed upon by the City Council, a possible motion would be:  
 Motion to award the Recreation Center Domestic Water Heater bid to Sparks Plumbing not exceeding \$29,787.35.

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CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

**Kelly Koskie**  
Director of Finance  
123 Roger Smith Ave  
Cortez, CO. 81321  
kkoskie@cortezco.gov

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## Memorandum

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**To:** CORTEZ CITY COUNCIL

**From:** KELLY KOSKIE, DIRECTOR OF FINANCE

**Date:** 10/03/2023

**RE:** Council Chambers AV Bid Award

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### DISCUSSION

After further discussion at the July 25th City Council meeting regarding the AV equipment in Council chambers, options were narrowed down to option #2 and option #3 with minor adjustments. Option #3 was chosen after removing the interactive tablets at the dais. Please see attached PowerPoint.

### BACKGROUND

Plans to replace the AV equipment that resides in the City Council Chambers and provides live-streaming services of all City Council meetings were approved in the 2023 budget at \$86,734.00. Since that time there have been wide ranging discussions about the level of quality and corresponding expense needed for an appropriate level of streaming service for Cortez. There were 3 vendors who responded to the RFP and attended the required walkthrough. The selection committee consisted of the IT Manager, Finance Director, Network Administrator, City Clerk and the Assistant City Clerk. The bid submitted by Next Level out of Farmington, New Mexico was chosen by the committee as the most desirable bid based on product quality, flexibility, and cost.

### FISCAL IMPACT

The total bid amount of \$86,734.00 will be divided in two payments. The first payment will be made in 2023 for \$43,467.00 with the second payment in the same amount being made in 2024. Both the 2023 and 2024 budgets include this amount.

### RECOMMENDATION

Staff recommends that Council award the bid to Next Level for \$86,734.00

### MOTION

If agreed upon by the City Council, a possible motion would be: I move to award the City Council Chambers AV equipment bid to NextLevel for \$86,734

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### Attachments

Round 2

# City Council Chambers AV Equipment

## Considerations

- ▶ Cost
- ▶ Flexibility
- ▶ What fits our needs?





# We've got options

## ▶ Option 2

\$80,000 to \$120,000

- ▶ Replaces console to stream live video and to YouTube
- ▶ Uses 3 cameras for full room view
- ▶ 1 year of outside support during business hours


## ▶ Option 3

\$120,000 to ~~\$180,000~~ \$150,000

- ▶ Replaces console to stream live video and to YouTube
- ▶ Uses 3 cameras for panoramic room view
- ~~▶ Includes interactive Council tablets at dais for voting~~
- ▶ 1 year of outside support during business hours



# What do we need?

- ▶ A cost efficient way to give the public access to City Council meetings
  - ▶ A reliable system
  - ▶ A system that can flex with our changing needs
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CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

**Drew Sanders**  
City Manager  
123 E Roger Smith Ave,  
Cortez, CO. 81321  
dsanders@cortezco.gov

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## Memorandum

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**To:** CORTEZ CITY COUNCIL

**From:** DREW SANDERS, CITY MANAGER

**Date:** October 4, 2023

**RE:** Appointment to the Community Support Grant Selection Committee.

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### DISCUSSION

Two members of City Council will need to be appointed to the community support grant selection committee. This committee will meet after the November 14, 2023 City Council meeting to review the submitted grant applications and will make recommendations to Council regarding award and funding for each grant submitted.

### BACKGROUND

Each year, the Cortez City Council budgets money from the General Fund to support community organizations that preserve or enrich the health, education, welfare, and fitness of the community. Community support organizations may receive grants up to \$5,000 to support activities and programs that are accessible to the City of Cortez community and encourage the development of healthy community organizations that provide programs for citizen welfare and education in the region. The deadline for grant submission is Friday October 13, 2023 at 5 p.m.

### RECOMMENDATION

Staff recommends that Council appoint two members to the community support grant selection committee.

### MOTION

If agreed upon by the City Council, a possible motion would be:

I move to appoint Council Member \_\_\_\_\_ and Council Member \_\_\_\_\_ to the community support grant selection committee.

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