

PLEASE VIEW THE LIVE STREAMED CITY COUNCIL MEETINGS ON THE CITY'S WEB SITE:
[City-Council-Live-Stream](#)

CORTEZ CITY COUNCIL
REGULAR MEETING
TUESDAY, APRIL 9, 2024
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 Worksession and Agenda Minutes for March 26, 2024.
 - b. Approval of the Expenditure List for April 9, 2024
 - c. Approval of a renewal Retail Marijuana Store License and a Retail Marijuana Cultivation Facility License for Chronic Therapy - Cortez, located at 1020 South Broadway, Cortez.
 - d. Approval of a renewal Fermented Malt Beverage and Wine Liquor License for Western Refining Retail, LLC., DBA Speedway #9492, located at 2320 East Main Street, Cortez.
 - e. Approval of a renewal Fermented Malt Beverage and Wine Liquor License for Western Refining Retail, LLC., DBA Speedway #9496, located at 2021 East Main Street, Cortez.
 - f. Approval of a renewal Hotel and Restaurant Liquor License for Mi Mexico Restaurant Inc., DBA Mi Mexico, located at 801 East Main Street, Cortez.
 - g. Approval of a renewal Hotel and Restaurant Liquor License for Thai Cortez, LLC., DBA Thai Cortez, located at 1430 East Main Street, Suites 1-3, Cortez.
 - h. Approval of a renewal Hotel and Restaurant Liquor License for Agave Azul Taqueria & Bar LLC., DBA Agave Azul Taqueria & Bar, located 44 West Main Street, Cortez.
 - i. Approval of a Special Event Permit application for the Cortez Area Chamber of Commerce to host a "Business After Hours" event on April 18, 2024, from 4:00-8:00pm, on the premises of the Cortez Area Chamber of Commerce, located at 20 West Main Street, Cortez.
 - j. Approval of a Special Event Permit application for the Cortez Celtic Fair to host two events on Friday, June 21, 2024, from 5:00-9:00pm and Saturday, June 22, 2024, from 9:00am-7:00pm, on the premises of Parque de Vida, located at 400 North Mildred Road, 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. **Arbor Day Proclamation**

Presented by Kyle McCaw, City Forester and Creighton Wright, Director of Parks and Recreation

5. PUBLIC HEARINGS

6. UNFINISHED BUSINESS

7. NEW BUSINESS

a. **City Selection of Contractors: Cortez Safe Roads Action Planning Project (SS4A Grant)**

City selection of certified contractors for Cortez Safe Roads Action Planning Project (SS4A grant): AM Signal proposal for data-collection platform and BHI proposal for transportation planner/engineer services.

Presenter: Scott Baker, Grants Administrator

b. **Resolution No. 6, Series 2024**

Resolution No. 6, Series 2024, SN Warehouse, LLC., submitted an application for a second amended plat of Lots 1 -- 9, Block 2W, Western Addition to the Town of Cortez. The property is located at 459 W North Street, Cortez, CO, zoned C, Commercial Highway District.

Presenter: Contract City Planner Nancy Dosedall

c. **Award of Bid for Outdoor Restroom Janitorial Services**

Award of Bid for Outdoor Restroom Janitorial Services to Bravo! Cleaning and Restoration for \$15,454.53.

Presenter: Creighton Wright, Director of Parks and Recreation

d. **Award of Bid for Park Litter and Trash Removal Service**

Award of Bid for Park Litter and Trash Removal Service to Bravo! Cleaning and Restoration for \$30,840.00.

Presenter: Creighton Wright, Director of Parks and Recreation

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. 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

Memorandum

To: CORTEZ CITY COUNCIL

From: LINDA SMITH, CITY CLERK

Date: April 3, 2024

RE: Approval of the Council Worksession and Agenda Minutes for March 26, 2024.

Attachments

Worksession of March 26, 2024
Agenda Minutes for March 26, 2024

CITY COUNCIL
REGULAR WORKSHOP/SPECIAL MEETING
TUESDAY, MARCH 26, 2024
7:00 p.m.

1. The Workshop was called to order at 7:00 p.m., at the City Council Chambers. Councilmembers present included Mayor Rachel Medina, Mayor Pro-tem Arlina Yazzie, Robert Dobry, Matt Keefauver, David Rainey, Dennis Spruell, and Lydia DeHaven. Staff members present included: Chief of Police Vernon Knuckles, Director of Finance Kelly Koskie, Director of Parks and Recreation Creighton Wright, Community and Economic Development Director Rachael Marchbanks, Director of Public Works Brian Peckins, IT Technician Aaron Holleman, Deputy City Clerk Donna Murphy, City Clerk Linda Smith, City Manager Drew Sanders, and City Attorney Patrick Coleman. There were five people present in the audience.

2. Nick Mustoe, District Ranger for the Dolores Ranger District of the San Juan National Forest, gave an update on the prescribed fire program. He spoke about the process for a prescribed burn in the National Forest and the qualifications and checklist which is completed prior to a burn taking place. He stated that prescribed burns are regulated by the State of Colorado Department of Public Health and Environment. Information is shared with the community prior to any prescribed burns and the area proposed for a prescribed burn in 2024 was reviewed (in the Boggy Draw/Haycamp areas). Also, prescribed burns for future years were reviewed. Discussion was held regarding smoke in the area from a prescribed burn and what precautions residents can take to help with the smoke issues.

5. General Discussion: Councilmember DeHaven spoke about the numbers that have been documented for the “Point-in-Time” census that was taken to note the non-housed (unsheltered) people in the County. She stated that the information helps to set a base line number, which was approximately 124 for 2023. The key players who helped in collecting the data were noted. It is hoped that the numbers will become lower over time with the support system available for the non-housed people.

The regular workshop was adjourned at 7:20 p.m.

CITY COUNCIL
REGULAR MEETING
TUESDAY, MARCH 26, 2024

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, Director of Parks and Recreation Creighton Wright, Finance Director Kelly Koskie, Community and Economic Development Director Rachael Marchbanks, Court Clerk/Administrator Carla Odell, Airport Director Jeremy Patton, Director of General Services Rick Smith, Contract City Planner Nancy Dossdall, Director of Public Works Brian Peckins, Water Treatment Plant Superintendent Randy Hunt, Inspector/Safety Coordinator James Maestas, Deputy City Clerk Donna Murphy, City Clerk Linda Smith, City Manager Drew Sanders, and City Attorney Patrick Coleman. There were fourteen people present in the audience.

Councilmember DeHaven moved that the agenda for March 26, 2024, 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 to be acted upon by Council were as follows:
 - a. Approval of the Council Worksession and Agenda Minutes for March 12, 2024.
 - b. Approval of the Expenditure List for March 26, 2024.
 - c. Approval of a renewal Fermented Malt Beverage and Wine Liquor License for Paragon Business Investments, LLC, DBA Gopher Food & Fuel, located at 2410 Fairway Drive, Cortez.
 - d. Approval of a renewal Hotel and Restaurant Liquor License for Hunan Kitchen Inc., DBA Hunan Chinese Restaurant, located at 2561 East Main Street, Cortez.
 - e. Approval of a renewal Hotel and Restaurant Liquor License for Ocean Pearl Cortez, Inc., DBA Ocean Pearl Chinese Restaurant, located at 30 East Main Street, Cortez.
 - f. Approval of a renewal Hotel and Restaurant Liquor License for The Farm Bistro Cortez, LLC, DBA The Farm Bistro, located at 34 West Main Street, Cortez.

Councilmember Rainey moved that the Consent Agenda be approved as presented. 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

3. PUBLIC PARTICIPATION

a. Lana Waters, Cortez, spoke about the adoption by Council of a statement for strict adherence to quasi-judicial hearings. She commented that the adoption of the statement is not enough and asked that Council implement a code of ethics and conduct for Council and other City boards so that everyone conducts themselves with the utmost integrity, professionalism and respect for the law. Ms. Waters asked how the damages will be remedied for the applicants of which the quasi-judicial process is in question. She commented that an apology for wrong doing is not enough and that the City must go beyond cosmetic fixes and make transformative measures that prioritize fairness, transparency and accountability above all else. Ms. Water asked that the City return the fee which she paid for a CORA (Colorado Open Records Act) request in which she uncovered the City's violations noting that accountability within municipal governance should be accessible to all without monetary barriers.

b. Susan Kemnitz, Cortez, asked why there would need to be extra training for Council as they have received training during their tenure. She commented that Councilmembers are in a trusted position and should know that you cannot judge anything until all the evidence is heard. She stated that someone needs to take responsibility for the wrong doing.

4. PRESENTATIONS

a. 2024 February Financial Statements. Director of Finance Koskie stated that the February Financial Statements were included in the Council packets and show the revenue and expenses for each department through February 2024. She stated that the year end accrual for payroll would true up the payroll expenses to exactly December 31, 2023. She commented that the new AV system was being used this evening for the first time and thanked IT Support Technician Aaron Holleman for all his hard work in making sure the program runs smoothly. Mayor Medina asked that if anyone has any issues with hearing/watching the meeting to let the City know.

5. PUBLIC HEARINGS

a. Resolution No. 5, Series 2024. Contract City Planner Dosdall stated that Resolution No. 5, Series 2024, is a resolution approving a Conditional Use Permit to establish a temporary mobile vendor on 145 East Main Street. Bell Beef (Kasey Bell) has applied for a Conditional Use Permit to place their truck and 20' freezer trailer on the property (145 East Main Street) on Tuesdays thru Thursdays from 2:00 p.m. to 6:00 p.m. Discussion was held on the process of allowing mobile vendors in the Central Business District, which was recently changed after Farmer's Market made a request in the last year. The criteria for a Conditional Use Permit was reviewed and staff noted that there have not been any concerns from the public received about the request. It was noted that the request for the temporary mobile vendor is from a community member that will be selling a local product. The Planning and Zoning Commission and City staff recommended approval of Resolution No. 5, Series 2024, a resolution approving a Conditional Use Permit for a parcel located at 145 East Main Street, Cortez, Colorado, zoned CBD, Central Business District with the following conditions:

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.

- 2. The applicant shall comply with all stipulations of the submittal documents.
- 3. The Conditional Use Permit is valid for a total of three (3) years from the date of approval with a staff review after one year to ensure there have been no issues or concerns with the use.

Contract City Planner Dosdall explained what a mobile vendor would include, such as food stands and possible other uses, and stated that the mobile vendor name is the same as it was before the new regulations were approved. After discussion by Council, it was noted that the property at 145 East Main Street has been used previously for the sale of fresh fruits and vegetables. Contract City Planner Dosdall stated that use will continue to be allowed on the property as there is plenty of room for both. The drawing for the Bell Beef Mobile Sales setup was reviewed and Contract City Planner Dosdall noted that a more defined site plan was not required as the request is simple with the truck pulling up on the property and leaving at the end of the day. Council agreed that a review should be completed on the Conditional Use Permit after one year to ensure there have not been any concerns (condition 3 on the resolution). It was noted that if the applicants want to add more days or extend the time, they can touch base with staff.

Scott Bell stated that he and his son have been operating a trailer for about five years in the County and would like to offer the sale of their beef in the City. He stated that the only thing that is being sold is frozen meat, and that the trailer will come in during the day and be removed at the end of the day. Mayor Medina opened the public hearing comment period; however, no one spoke, and the public comment portion was closed.

Mayor Pro-tem Yazzie moved that Council approve Resolution No. 5, Series 2024, a resolution approving a Conditional Use Permit to establish a temporary mobile vendor on 145 East Main Street, with the three conditions listed in the resolution. 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

4. New Retail Liquor Store Application for Elevated Liquors, LLC. Deputy City Clerk Murphy stated that applicant Cole Clark of Elevated Liquors, LLC, DBA Elevated Liquors, located at 530 North Broadway, has applied for a new Retail Liquor Store License. Chief of Police Knuckles was sworn in and presented his report on the issuance of a new Retail Liquor Store License for Elevated Liquors. He noted that public notice was posted on the premise on February 8, 2024 and notice was placed in the newspaper on March 6, 2024. A poll of the surrounding neighbors and businesses regarding the issuance of the liquor license showed that 27 people were in favor, 14 against, and 8 had 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. Chief Knuckles presented his report to City Council for inclusion in the record. Applicant Cole Clark was sworn in and presented his petitions to City Council for consideration in the approval of the new Retail Liquor Store License for Elevated Liquors. Mr. Clark stated he went to speak with the people that had signed against the license and explained what would be happening on the property and several of them signed his petitions in favor of the license being issued. It was noted that the building was vacant and Mr. Clark has purchased the building and is cleaning up the property.

Mayor Medina opened the public hearing for comment; however, no one spoke and the public comment portion of the public hearing was closed. A brief discussion was held on the amount of people that had signed the petition against the license, and Mayor Pro-tem Yazzie thanked Mr. Clark for visiting with some of the people to explain his plans for the property. It was noted that the license application meets the liquor license requirements. Mr. Clark stated that he would like to have a drive-thru which would have access from the alley and that he has spoken with Building Inspector Sean Canada on that use.

Councilmember DeHaven 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 C.R.S. 44-3-301(2)(a) and 44-3-312(2)(a), City Council approve a new Retail Liquor Store License for Elevated Liquors, LLC, DBA Elevated Liquors, located at 530 North Broadway. 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

6. UNFINISHED BUSINESS – None.

7. NEW BUSINESS

a. Ordinance No. 1326, Series 2024. Contract City Planner Dosdall stated that Ordinance No. 1326, Series 2024, is being presented on first reading and approves an application for a rezoning of a .66 acre parcel, the address of which is identified by Montezuma County as TBD Driscoll Street, aka Cornetts Sub. Amended. Lot: 1-5 Block: 6 & E15 ft. Lot 6, and Cornetts Sub. Amended. Lot 7-10 Block 6, recorded at B369 P66 and B454 P805. The request from the applicants is to rezone the property from R2, Residential Multi-Family to MH, Residential Manufactured Home District. It was noted that the request is a quasi-judicial item and that the information on the request would be presented to Council during the public hearing which is being scheduled for April 23, 2024. She explained the difference between the R-2 and MH zones. City Attorney Coleman asked that Council not speak to any one on the issue or do a site visit of the premises as Council needs to consider only the information that will be presented during the public hearing.

Councilmember DeHaven moved that Council approve on first reading Ordinance No. 1326, Series 2024, an ordinance approving an application for a rezoning of a .66 acre parcel, the address of which is identified by Montezuma County as TBD Driscoll Street, aka Cornetts Sub. Amd. Lot: 1-5 Block: 6 & E15 ft. Lot 6, and Cornetts Sub. Amd. Lot 7-10 Block 6, recorded at B369 P66 and B454 P805 from R2, Residential Multi-family to MH, Residential Manufactured Home District, and set for second reading and public hearing on April 23, 2024. 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

b. Purchase of Two New Air Compressors for the Water Treatment Plant. Director of Public

Works Peckins stated that the Public Works Water Division needs to replace two air compressors at the Water Treatment Plant as both compressors have exceeded their life expectancy. The current compressors no longer produce a sufficient volume of air independently to keep up with the demand of the membrane treatment plants; therefore, both compressors need to run simultaneously to keep up with the demand which leaves the City with no redundancy if a failure were to occur. Bids were received for two new 10-HP tank-mounted air compressors with air dryers with a three-year warranty period. Six bids were received on March 13, 2024. Staff recommends that the Water Treatment Plant purchase two new air compressors from REMCO for a total expenditure of \$24,050.00. Funds are available in the Water Capital Outlay account for the purchase. Water Treatment Plant Supervisor Hunt commented that there were no local bids and explained that one of the current compressors has 47,000 hours and the other is at 42,000 hours. He stated that their life expectancy was 30,000 hours.

Councilmember Dobry moved that Council approve the acquisition of two new air compressors for the Water Treatment Plant from REMCO for a total expenditure of \$24,050.00. Councilmember Spruell seconded the motion and the vote was as follows:

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

c. Award of the 2024 Concrete Cost-Share Project. Director of Public Works Peckins stated that the City provides an annual sidewalk cost-share program to help residents and business owners either install new sidewalk or replace deteriorated sidewalk on their property. The program encourages and promotes improvement of the City’s public walkways by offering a 50% cost-share agreement. The City also utilizes this project for maintenance of sidewalks, in addition to ADA accessible ramps, curbs and gutters. The Street Capital Fund has a total of \$388,639 budgeted for this year’s project which includes seven citizens and/or businesses participating in the cost-share project. Five sets of plans were picked up from the Service Center by interested parties and two bids were received. Staff recommends that the bid be awarded to K&K Concrete at the bid price of \$349,816.00. Inspector/Safety Coordinator Maestas stated that he handed out flyers on the cost-share program to residents/businesses and stated that if there were more requests for the cost-share portion, the City would decrease the amount spent on City projects. He stated that the average citizen participation is between 7 to 10 requests a year.

Mayor Pro-tem Yazzie moved that Council accept the bid and award the 2024 Concrete Cost-Share Project to K&K Concrete at the bid price of \$349,816.00. 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

d. CML Letter – Support Partnership, Not Preemption. City Manager Sanders stated that the Colorado Municipal League (CML) is reaching out to local elected officials to consider signing with other communities across the State on the CML letter to members of the Colorado General Assembly asking for their support for housing legislation that emphasizes “partnership, not preemption.” CML is working on multiple fronts to keep local control local, and home rule at home

when it comes to matters of land use and housing. Staff is recommending that Council authorize the Mayor to sign the online CML letter to the Colorado General Assembly. Councilmember Dobry stated that he feels cooperation with the State is more important than legislation and supports the Mayor signing the letter on the City’s behalf.

Councilmember Dobry moved that Council authorize the Mayor to sign the online CML Letter to the Colorado General Assembly to support partnership, not preemption. Councilmember Spruell seconded the motion and the vote was as follows:

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

e. Position Statement of the Cortez City Council Regarding Compliance with Quasi-Judicial Hearing Rules. City Attorney Coleman stated that at the February 27, 2024, regular City Council meeting, a concern was raised during the public comments section that two members of the Council allegedly violated some rules governing quasi-judicial matters in relation to a rezoning request this past year. Council wishes to thank the member of the public who brought this issue to our attention and wishes to consider adopting a Position Statement in response to the public comments. Discussion on the Position Statement was held by Council at the March 12, 2024, Council meeting and Council asked that the Planning and Zoning Commission be involved in training with City Council. Additionally, it was asked that staff advise Council and Planning and Zoning as soon as possible of any pending matters that may result in a quasi-judicial hearing. City Attorney Coleman stated that training was held recently with the Planning and Zoning Commission on quasi-judicial items; however, any future training for Council will also include the Planning and Zoning Commission members. The Position Statement was read for the record. City Attorney Coleman stated that two comments were received at the beginning of the meeting (during Public Participation) regarding this matter and additional comments could be received if anyone else would like to speak. Mayor Medina stated that she feels Council has taken proper action to address the issue and believes that Council has the best intention and we have a good Council that we can trust and she is ready to move on.

Councilmember Dobry moved that Council adopt the Position Statement of the Cortez City Council regarding compliance with Quasi-Judicial Hearing Rules. 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

- 8. DRAFT RESOLUTION/ORDINANCES – None.
- 9. CITY ATTORNEY’S REPORT – None.
- 10. CITY MANAGER’S REPORT – City Manager Sanders gave the following report:

The following is my report for the current term:

- The Cortez Community and Economic Development Department has been awarded the Community Business Preservation Program (CBPP) grant through the Governor's office and the Business Funding and Incentives office of Economic Development and International Trade (OEDIT) for \$179,000. Cortez was one of 11 communities funded out of the 38 community applications. The five participating downtown Cortez local businesses, High Desert Life Outdoors, Love On A Hangar, Merriweather Home & Market, Notah Dineh Trading Company, Turquoise Raven Art Gallery, and the ZU Gallery, who were included in the grant will each receive a sum of money for physical improvements to their business. They all have strong family ties to Montezuma County and are committed to supporting local artisans and products. The Community and Economic Development Department (specifically Community and Economic Development Specialist Helen West) spent many hours working closely with these businesses and their presentations to ensure their needs will be met. Their hard work translated into our local businesses being supported and funded.

- Pinnacle Assurance, our provider for workman's compensation, has issued the City of Cortez a general dividend of \$9,609 for the year 2022 due to our workplace safety program. We all succeed when we work together and commit to higher safety standards making the City of Cortez a better and safer place to work.

- The 'We are Water' traveling exhibit through a partnership with NOAA and the University of Colorado has been installed at the Cortez Library and will be on exhibit through the end of July, 2024. This exhibit creates a place where all community members can experience, learn, share, and talk about what water means to them. The exhibit has four parts, each highlighting a different theme: (1) Water and Life, (2) Water Use, Water Rights, (3) Water in the Landscape, and (4) Water and Our Community. Each piece of the exhibit also includes a hands-on activity, and is presented in Navajo, Spanish and English.

11. CITY COUNCIL COMMITTEE REPORTS

- a. Mayor's Report on Workshop. Mayor Medina stated that during the worksession an update was given by Nick Mustoe, District Ranger for the Dolores Ranger District, regarding the prescribed fire program for our area. It was noted that the plan is to burn in the Boggy Draw parking lot area in 2024. Also discussed, Councilmember DeHaven shared the "Point-in-Time" process to gather information on the unhoused in our community was completed for 2023.

- b. Mesa Verde Country. Councilmember Dobry stated that discussion at the Mesa Verde Country meeting held on March 18, 2024, included the annual review of the director Brian Bartlett.

- c. Art Advisory Board. Councilmember Rainey congratulated the art galleries in town for receiving grants (mentioned in City Manager Sanders report).

12. OTHER ITEMS OF BUSINESS

- a. Executive Session. Councilmember Dobry moved that Council adjourn into Executive Session at 8:45 p.m. for the following purposes:

1. Discussing the possible transfer or sale of real property owned by the City pursuant to C.R.S. Section 24-6-402(4)(a).
2. Determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators concerning the possible transfer or sale of real property owned by the City pursuant to C.R.S. Section 24-6-402(4)(e).

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

Council returned from Executive Session at 9:36 p.m. Participants in the Executive Session included City Manager Sanders, City Attorney Coleman, Mayor Rachel Medina, Mayor Pro-tem Arlina Yazzie, Councilmember DeHaven, Councilmember Dobry, Councilmember Keefauver, Councilmember Rainey, and Councilmember Spruell. No adoption of any policy, position, resolution, rule, regulations, or other formal action occurred during Executive Session.

13. PUBLIC PARTICIPATION – None.
14. ADJOURNMENT: Councilmember Dobry moved that the regular meeting be adjourned at 9:38 p.m. 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

Rachel Medina, Mayor

ATTEST:

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

Memorandum

To: CORTEZ CITY COUNCIL

From: SARA COFFEY, PAYROLL/SALES TAX ADMINISTRATOR

Date: 04/03/2024

RE: Approval of the Expenditure List for April 9, 2024

Attachments

Expenditure List

EXPENDITURE LIST FOR WEEK ENDING MARCH 29, 2024

Department	Vendor Name	Description	Amount
City Clerk	FLOWER COTTAGE	PLANT	\$ 72.50
		Total	\$ 72.50
Events	12 HOURS OF MESA VERDE	2024 SPONSORSHIP	\$ 750.00
	CORTEZ RETAIL ENHANCEMENT ASSN	THIRD THURSDAY SPONSORSHIP	\$ 10,000.00
		Total	\$ 10,750.00
Library	BLACKSTONE PUBLISHING	NON PRINT MEDIA	\$ 162.39
	XEROX CORPORATION	EQUIPMENT RENTAL	\$ 481.21
	NICE ELECTRIC	Materials/Labor - Add Outside Fixtures at Libra	\$ 820.00
	MK SOLUTIONS INC	ANNUAL SOFTWARE SUBSCRIPTION	\$ 682.91
		Total	\$ 2,146.51
City Hall Operations	WAGNER ENTERPRISE, L.L.C.	JANITORIAL SERVICES	\$ 2,300.00
	AMAZON CAPITAL SERVICES	Excello Please Do Not Flush" Plastic Sign 3/pk -	\$ 7.84
	AMAZON CAPITAL SERVICES	Gojo FTX Touch-Free Foam Hand Soap Dispense	\$ 71.98
	AMAZON CAPITAL SERVICES	Freshnaps Wet Wipes, 4/pk - CH	\$ 83.40
	AMAZON CAPITAL SERVICES	Germisept Wall Mount Wipe Dispenser - CH	\$ 59.98
		Total	\$ 2,523.20
Welcome Center	CDLE, DIV. OF OIL AND PUBLIC SAFETY	CP09-001266 Conveyance Certificate - Welcom	\$ 30.00
	STERICYCLE INC.	HAZARDOUS WASTE REMOVAL	\$ 40.20
	CENTURYLINK	TELEPHONE SERVICE	\$ 91.86
	ZORO TOOLS INC	UB645 Sealed Lead Acid Battery 6v 4.5 ah	\$ 23.78
	IMAGENET CONSULTING LLC	EQUIPMENT RENTAL	\$ 71.16
		Total	\$ 257.00
Police Department	CCNC, INC.	Membership dues	\$ 100.00
	PIONEER PRINTING	County Tickets (1,000)	\$ 458.00
	AXON ENTERPRISE	Body Worn Camera bundle (3)	\$ 1,423.43
	STERICYCLE INC.	HAZARDOUS WASTE REMOVAL	\$ 291.69
	AXON ENTERPRISE	Axon Evidence	\$ 870.72
	WAGNER ENTERPRISE, L.L.C.	JANITORIAL SERVICES	\$ 1,499.58
	CENTURYLINK	TELEPHONE SERVICE	\$ 63.24
	AMAZON CAPITAL SERVICES	Purell 1450-06 Hand Sanitizer, 6/pk - PD	\$ 22.99
	AMAZON CAPITAL SERVICES	Carlton E97BRR Floor Box - PD	\$ 282.51
		Total	\$ 5,012.16
Animal Shelter	FOUR CORNERS M.A.S.H., LLC	CASTRATIONS	\$ 204.00
		Total	\$ 204.00
Public Works	AMAZON CAPITAL SERVICES	Hangton BC65 BC80 Charger for Trimble M3 Ni	\$ 72.00
		Total	\$ 72.00
Outdoor Pool	MONTEZUMA VALLEY PLUMBING LLC	Materials/Installation - Commercial Water Hea	\$ 8,828.82

EXPENDITURE LIST FOR WEEK ENDING MARCH 29, 2024

Department	Vendor Name	Description	Amount
		Total	\$ 8,828.82
Golf Course Maint	HOME DEPOT PRO INSTITUTIONAL	SCA12024402 Mini Jumbo Tissue Rolls - GC	\$ 100.16
	R & R PRODUCTS INC.	RP205-25 Ball washer gasket set	\$ 27.50
	R & R PRODUCTS INC.	RP200-6 Towel clips	\$ 32.10
	R & R PRODUCTS INC.	RP2355BK Tee marker	\$ 99.80
	SENERGY PETROLEUM	OIL	\$ 102.82
	R & R PRODUCTS INC.	CREDIT	\$ (115.00)
	R & R PRODUCTS INC.	R14M7376 JD8700 Bed knife nut	\$ 36.00
	R & R PRODUCTS INC.	R19M7573 JD8700 Bed knife bolt	\$ 37.50
	R & R PRODUCTS INC.	R106-2633 Toro 3150 bolt	\$ 43.50
	R & R PRODUCTS INC.	R101272 GP400 Bed knife screw	\$ 70.00
	R & R PRODUCTS INC.	RMT1928 JD8700 Bed knife	\$ 233.75
	R & R PRODUCTS INC.	R5003150 LF550 Bed knife	\$ 257.00
	R & R PRODUCTS INC.	356447-0080-G1 B&S Vanguard 18 hp Engine fo	\$ 1,681.95
		Total	\$ 2,607.08
Parks	FERGUSON WATERWORKS #1116	WIRE FLAGS	\$ 46.73
	FERGUSON WATERWORKS #1116	ROTOR	\$ 636.18
	FERGUSON WATERWORKS #1116	GOLF FIELD DECODER	\$ 819.25
	AMAZON CAPITAL SERVICES	Prime Line RG 18704 Ez Hydraulic Door Closer -	\$ 152.64
	DURANGO TRUCK ACCESSORIES INC	Leer 100R Topper Shell Std. Features for 2019 F	\$ 2,894.00
	NICE ELECTRIC	Materials/Labor - Replace Flag Pole Light at Par	\$ 644.44
	POTESTIO BROTHERS EQUIPMENT, INC.	Wiedenmann Super 600 Parks Sweeper	\$ 54,272.00
		Total	\$ 59,465.24
Planning & Building	CORTEZ RETAIL ENHANCEMENT ASSN	CORTEZ CASH CARDS - COLORING BOOK	\$ 120.00
		Total	\$ 120.00
Shop	ALLDATA LLC	OEM Automotive Mechanical Repair Informatio	\$ 1,500.00
	SENERGY PETROLEUM	86E10 Unleaded Gas for Service Center	\$ 5,418.43
	STAPLES ADVANTAGE	512215 Copy Paper 11 x 17, 5 reams per case	\$ 41.84
		Total	\$ 6,960.27
Technology	LEWAN TECHNOLOGY	Barracuda Essentials Compliance Edition Renew	\$ 6,615.00
	CENTURYLINK	TELEPHONE SERVICE	\$ 278.12
		Total	\$ 6,893.12
Airport	DELL MARKETING L.P.	Bracket for WIFI Antenna D12	\$ 1.98
	DELL MARKETING L.P.	Screw M3x3MM	\$ 1.98
	DELL MARKETING L.P.	Screw M2x3.5	\$ 2.98
	DELL MARKETING L.P.	Internal Antenna	\$ 4.97
	DELL MARKETING L.P.	AX211 Wireless Card	\$ 12.93
		Total	\$ 24.84

EXPENDITURE LIST FOR WEEK ENDING MARCH 29, 2024

Department	Vendor Name	Description	Amount
Rec Center	ALPINE SECURITY & ELECTRONICS	REPAIR POOL BUTTON	\$ 105.00
	CDLE, DIV. OF OIL AND PUBLIC SAFETY	CP09-001264 Conveyance Certificate - Rec Cen	\$ 30.00
	ATMOS ENERGY	GAS SERVICE	\$ 1,517.87
	BRAND CENTRAL	PRICE LIST SIGN	\$ 285.00
	AMBROSIA LLC	CHEMICALS	\$ 7,182.00
	LARRY'S PEST CONTROL	PEST CONTROL	\$ 190.00
	LARRY'S PEST CONTROL	PEST CONTROL	\$ 190.00
	LARRY'S PEST CONTROL	PEST CONTROL	\$ 190.00
	XEROX CORPORATION	EQUIPMENT RENTAL	\$ 329.38
	ADVANCE FIRE SYSTEMS, INC.	REC CENTER REPAIRS	\$ 1,757.00
	ULINE	CLEANING SUPPLIES	\$ 557.25
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 166.58
	ME&E ENGINEERING	REC CENTER BOILER ASSESSMENT	\$ 2,025.00
		Total	\$ 14,525.08
Water	GREEN ANALYTICAL LABS, INC.	Blanket PO - Lab Testing Services	\$ 124.20
	MONTEZUMA WATER COMPANY	WATER	\$ 563.76
	CENTURYLINK	TELEPHONE SERVICE	\$ 63.24
		Total	\$ 751.20
Refuse	WASTEBUILT ENVIRONMENTAL SOLUTIONS	UR3150SR 31x50 Rear Load Lid - SW, Quote #2	\$ 2,079.36
	FOUR CORNERS WELDING & GAS SUPPLY	Blanket PO - Welding Supplies - Dumpster Repa	\$ 465.78
		Total	\$ 2,545.14
Total			\$ 123,758.16

EXPENDITURE LIST FOR WEEK ENDING APRIL 5, 2024

Department	Vendor Name	Description	Amount
Human Resources	GRAVES CONSULTING, LLC	COMPENSATION STUDY	\$ 6,689.00
	AT&T MOBILITY	PHONES	\$ 55.45
		Total	\$ 6,744.45
Municipal Court	PADILLA LAW P.C.	MUNICIPAL COURT PROFESSIONAL SERVICES	\$ 3,000.00
	RACHEL D. MUHONEN, P.C.	LEGAL SERVICES - WHITEHORSE	\$ 25.50
	RACHEL D. MUHONEN, P.C.	LEGAL SERVICES - HATCH	\$ 40.00
	RACHEL D. MUHONEN, P.C.	LEGAL SERVICES - ECKENRODE	\$ 40.00
	RACHEL D. MUHONEN, P.C.	LEGAL SERVICES - ARCHIE	\$ 42.50
	RACHEL D. MUHONEN, P.C.	LEGAL SERVICES - MILLS	\$ 51.00
	RACHEL D. MUHONEN, P.C.	LEGAL SERVICES - MILES	\$ 60.00
	RACHEL D. MUHONEN, P.C.	LEGAL SERVICES - JONES	\$ 60.00
	RACHEL D. MUHONEN, P.C.	LEGAL SERVICES - JONES	\$ 60.00
	RACHEL D. MUHONEN, P.C.	LEGAL SERVICES - MITCHELL	\$ 60.00
	RACHEL D. MUHONEN, P.C.	LEGAL SERVICES - DESCHENY	\$ 68.00
	RACHEL D. MUHONEN, P.C.	LEGAL SERVICES - MILLS	\$ 70.00
	RACHEL D. MUHONEN, P.C.	LEGAL SERVICES - SANCHEZ	\$ 100.00
	BUFFINGTON LAW, LLC	LEGAL SERVICES - ASSISTANT CITY ATTORNEY	\$ 2,197.00
		Total	\$ 5,874.00
City Manager	AMAZON CAPITAL SERVICES	'Extreme Ownership' books	\$ 207.22
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 34.84
		Total	\$ 242.06
Finance	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 20.77
	CITY OF CORTEZ	FIBER	\$ 902.08
		Total	\$ 922.85
City Clerk	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 18.09
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 462.00
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 43.47
		Total	\$ 523.56
Events	NCSI	APPLICANT PROFILES	\$ 18.50
		Total	\$ 18.50
Library	CITY OF CORTEZ	FIBER	\$ 3,503.40
	CORTEZ SANITATION DISTRICT	SEWER	\$ 48.00
	CITY OF CORTEZ	REFUSE	\$ 165.00
	CITY OF CORTEZ	WATER	\$ 39.50
	NCSI	APPLICANT PROFILES	\$ 92.50
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 149.50
		Total	\$ 3,997.90
General Services	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 12.67

EXPENDITURE LIST FOR WEEK ENDING APRIL 5, 2024

Department	Vendor Name	Description	Amount
		Total	\$ 12.67
City Hall Operations	CITY OF CORTEZ	REFUSE	\$ 247.00
	CITY OF CORTEZ	WATER	\$ 86.65
		Total	\$ 333.65
Welcome Center	MESA VERDE COUNTRY V.I.B.	Contracted Services at Colorado Welcome Cente	\$ 2,501.00
	MESA VERDE COUNTRY V.I.B.	Contracted Services at Colorado Welcome Cente	\$ 2,501.00
	ORKIN LLC	PEST CONTROL SERVICES	\$ 141.99
	CORTEZ SANITATION DISTRICT	SEWER	\$ 48.00
	CITY OF CORTEZ	REFUSE	\$ 115.00
	CITY OF CORTEZ	WATER	\$ 31.80
		Total	\$ 5,338.79
Police Department	AXON ENTERPRISE	Credit	\$ (40.00)
	AXON ENTERPRISE	Pro License Bundle	\$ 870.72
	LEXIPOL, LLC.	Annual Policy Update - renewal	\$ 9,134.29
	AT&T MOBILITY	PHONES	\$ 132.09
	AT&T MOBILITY	PHONES	\$ 178.71
	AXIS HEALTH SYSTEM	Blanket PO - Jail contract	\$ 350.00
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 14.57
	AXON ENTERPRISE	Body Worn Camera Bundle	\$ 3,670.83
	AXON ENTERPRISE	Evidence.com	\$ 3,264.00
	AXON ENTERPRISE	Interview Room/ software	\$ 3,376.00
	TRANSUNION RISK AND ALTERNATIVE	PERSON SEARCH	\$ 75.00
	ADVANCE FIRE SYSTEMS, INC.	Building Fire Inspection	\$ 700.00
	MANE SHIPPING LLC	SHIPPING	\$ 13.88
	CORTEZ SANITATION DISTRICT	SEWER	\$ 64.00
	CITY OF CORTEZ	REFUSE	\$ 253.00
	CITY OF CORTEZ	WATER	\$ 58.75
		Total	\$ 22,115.84
Animal Shelter	FOUR CORNERS M.A.S.H., LLC	SPAY	\$ 128.00
	CORTEZ SANITATION DISTRICT	SEWER	\$ 72.00
	CITY OF CORTEZ	REFUSE	\$ 61.00
	CITY OF CORTEZ	WATER	\$ 70.30
	NCSI	APPLICANT PROFILES	\$ 18.50
		Total	\$ 349.80
Public Works	DOUGLAS ROTH	Blanket PO - GIS Consulting Services	\$ 1,300.00
	AT&T MOBILITY	PHONES	\$ 55.45
	AMAZON CAPITAL SERVICES	Construction & Maintenance Daily Log	\$ 154.00
	AT&T MOBILITY	PHONES	\$ 229.56
	ELAM CONSTRUCTION	Asphaltic Cold Mix for Road Repairs	\$ 4,358.50
	ELAM CONSTRUCTION	Asphaltic Cold Mix for Road Repairs	\$ 11,789.80

EXPENDITURE LIST FOR WEEK ENDING APRIL 5, 2024

Department	Vendor Name	Description	Amount
	LIGHTLE ENTERPRISES OF OHIO LLC	Decal Letters 4 inch - E	\$ 13.00
	LIGHTLE ENTERPRISES OF OHIO LLC	Decal Letters 4 inch - S	\$ 13.00
	LIGHTLE ENTERPRISES OF OHIO LLC	Decal Letters 4 inch - L	\$ 13.00
	LIGHTLE ENTERPRISES OF OHIO LLC	SNS - Edith St	\$ 25.59
	LIGHTLE ENTERPRISES OF OHIO LLC	NO PARKING RESERVED FOR POLICE" 12X18 R/W	\$ 35.85
	LIGHTLE ENTERPRISES OF OHIO LLC	SNS - Kansas St	\$ 51.18
	LIGHTLE ENTERPRISES OF OHIO LLC	SNS - Sligo St	\$ 51.18
	LIGHTLE ENTERPRISES OF OHIO LLC	SNS - Livesay Dr	\$ 61.42
	LIGHTLE ENTERPRISES OF OHIO LLC	SNS - McElmo St	\$ 61.42
	LIGHTLE ENTERPRISES OF OHIO LLC	SNS - Rolling Rd	\$ 61.42
	LIGHTLE ENTERPRISES OF OHIO LLC	SNS - Memorial Dr	\$ 71.66
	LIGHTLE ENTERPRISES OF OHIO LLC	SNS - Jarrett Ave	\$ 76.77
	LIGHTLE ENTERPRISES OF OHIO LLC	LEFT TURN ONLY" 24X30"	\$ 79.50
	LIGHTLE ENTERPRISES OF OHIO LLC	SNS - 3rd St - per Submitted Bid	\$ 81.92
	LIGHTLE ENTERPRISES OF OHIO LLC	SNS - Alamosa St	\$ 92.13
	LIGHTLE ENTERPRISES OF OHIO LLC	SNS - Shady Lane	\$ 92.13
	LIGHTLE ENTERPRISES OF OHIO LLC	SNS - MacArthur Ave	\$ 122.85
	LIGHTLE ENTERPRISES OF OHIO LLC	SNS - Montezuma Ave	\$ 122.85
		Total	\$ 19,014.18
Parks & Rec	NCSI	APPLICANT PROFILES	\$ 55.50
		Total	\$ 55.50
Outdoor Pool	CORTEZ SANITATION DISTRICT	SEWER	\$ 48.00
	ATMOS ENERGY	GAS SERVICE	\$ 30.17
	CITY OF CORTEZ	REFUSE	\$ 345.00
	NICE ELECTRIC	Material/Labor - Repair contactor at Outdoor Po	\$ 285.00
		Total	\$ 708.17
Golf Pro	CORTEZ SANITATION DISTRICT	SEWER	\$ 48.00
	CITY OF CORTEZ	REFUSE	\$ 247.00
	CITY OF CORTEZ	WATER	\$ 66.45
		Total	\$ 361.45
Golf Course Maint	GRANDTECH INC	Vehicle/Travel	\$ 180.00
	GRANDTECH INC	Services - Pump Station start up	\$ 600.00
	LE PEW PORTA-JOHNS INC.	Winterization Months	\$ 9.00
	LE PEW PORTA-JOHNS INC.	Portolet Rental #16 Tee, Monthly	\$ 23.20
	LE PEW PORTA-JOHNS INC.	Portolet Rental #13 Tee, Monthly	\$ 23.20
	LE PEW PORTA-JOHNS INC.	Delivery/Pickup	\$ 108.00
	AT&T MOBILITY	PHONES	\$ 53.22
	CORTEZ SANITATION DISTRICT	SEWER	\$ 48.00
	CITY OF CORTEZ	REFUSE	\$ 247.00
	CITY OF CORTEZ	WATER	\$ 435.42
	HOME DEPOT PRO INSTITUTIONAL	REN06037-SP Facial tissue, 30/cs - GC	\$ 25.22

EXPENDITURE LIST FOR WEEK ENDING APRIL 5, 2024

Department	Vendor Name	Description	Amount
	STAPLES ADVANTAGE	Max-30 Corded Earplugs, 100/box - GC	\$ 70.12
	KANSAS GOLF & TURF INC	4297126 Fuel Filter LF550 - has new number	\$ 222.12
	R & R PRODUCTS INC.	R100-3629 Solid tines	\$ 367.00
	MILE HIGH TURFGRASS, LLC	Retain Max Pellets	\$ 760.00
	MILE HIGH TURFGRASS, LLC	Pervade Magnum Pellets	\$ 1,440.00
		Total	\$ 4,611.50
Parks	LE PEW PORTA-JOHNS INC.	MONTHLY RENTALS	\$ 1,379.00
	AT&T MOBILITY	PHONES	\$ 53.22
	CORTEZ SANITATION DISTRICT	SEWER	\$ 336.00
	CITY OF CORTEZ	REFUSE	\$ 1,058.00
	CITY OF CORTEZ	WATER	\$ 405.43
	BELT SALVAGE	Material for trailer decking - Parks	\$ 78.00
	BELT SALVAGE	Used rebar panel - Parks	\$ 125.00
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 10.77
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 10.77
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 19.32
		Total	\$ 3,475.51
Planning & Building	AT&T MOBILITY	PHONES	\$ 232.80
	NCSI	APPLICANT PROFILES	\$ 18.50
		Total	\$ 251.30
Shop	CONSERVANCY OIL COMPANY	Blanket PO - Lubrication Products for Fleet Maint	\$ 45.31
	CONSERVANCY OIL COMPANY	Blanket PO - Lubrication Products for Fleet Maint	\$ 630.00
	FOUR STATES TIRE CO.	Blanket PO - Tire Repairs and Alignments	\$ 161.99
	AMAZON CAPITAL SERVICES	S&G 37230 Injector Pressure Test Adaptor - Shop	\$ 47.92
	FASTENAL COMPANY	Blanket PO - Fasteners and Shop Supplies	\$ 52.29
	FASTENAL COMPANY	Blanket PO - Fasteners and Shop Supplies	\$ 79.90
	FASTENAL COMPANY	Blanket PO - Fasteners and Shop Supplies	\$ 87.07
	FOUR CORNERS WELDING & GAS SUPP	SSSH12S Standard weld hinge, 2x2	\$ 4.16
	FOUR CORNERS WELDING & GAS SUPP	SAI20063 Disc A24R 4.5x1/4x7/8	\$ 16.52
	FOUR CORNERS WELDING & GAS SUPP	FLXZ4537F Flap disc, 4.5x7/8-60g	\$ 19.46
	KEESEE MOTORS	4L3Z9276AA Gasket	\$ 8.90
	KEESEE MOTORS	8L3Z9H307L Kit - Unit 1230	\$ 401.46
	LACAL EQUIPMENT, INC.	LM23153 Seal Kit for Tiger Mower - Unit 991	\$ 407.68
	O'REILLY AUTO PARTS	Blanket PO - Parts for Fleet Repairs and Supplies	\$ 19.74
	O'REILLY AUTO PARTS	Blanket PO - Parts for Fleet Repairs and Supplies	\$ 78.96
	O'REILLY AUTO PARTS	Blanket PO - Parts for Fleet Repairs and Supplies	\$ 98.97
	PARTNERS IN PARTS, INC.	CORE CREDIT	\$ (57.83)
	PARTNERS IN PARTS, INC.	Blanket PO - Parts/Supplies for Fleet Maintenan	\$ 112.41
	STOTZ EQUIPMENT	Blanket PO - Parts/Supplies for Fleet Maintenan	\$ 178.32
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenan	\$ 7.17
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenan	\$ 50.12
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenan	\$ 51.08

EXPENDITURE LIST FOR WEEK ENDING APRIL 5, 2024

Department	Vendor Name	Description	Amount
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 63.49
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 140.69
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 202.18
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 281.38
	SUPERIOR SERVICES, LLC	Blanket PO - Janitorial Services at the Service Center	\$ 1,950.00
	CORTEZ SANITATION DISTRICT	SEWER	\$ 116.00
	CITY OF CORTEZ	REFUSE	\$ 379.50
	CITY OF CORTEZ	WATER	\$ 384.92
	AMAZON CAPITAL SERVICES	Z-Grip Ball Point Pens, Medium, 1.0, Red, 12/pk	\$ 7.09
	AMAZON CAPITAL SERVICES	Mean Well LED Driver HLG-120H-24A - SC	\$ 60.85
		Total	\$ 6,087.70
Technology	AT&T MOBILITY	PHONES	\$ 43.23
	FASTTRACK COMMUNICATIONS	Internet ID IPBLCK-COC Class C IPv4 Block/24 - A	\$ 600.00
		Total	\$ 643.23
Streets	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 59.04
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 32.31
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 75.99
		Total	\$ 167.34
Airport	CITY OF CORTEZ	REFUSE	\$ 45.75
	MONTEZUMA COUNTY WATER DIST.	WATER M064	\$ 50.00
	MONTEZUMA COUNTY WATER DIST.	WATER M068	\$ 58.20
		Total	\$ 153.95
Dispatch	PARKER'S WORKPLACE SOLUTIONS	NOTARY STAMP	\$ 19.84
	CITY OF CORTEZ	FIBER	\$ 902.08
		Total	\$ 921.92
Rec Center	CITY OF CORTEZ	FIBER	\$ 902.08
	CORTEZ SANITATION DISTRICT	SEWER	\$ 520.00
	CITY OF CORTEZ	REFUSE	\$ 247.00
	CITY OF CORTEZ	WATER	\$ 290.78
	CHOICE BUILDING SUPPLY	OFFICE CONSTRUCTION	\$ 1,605.34
	SPARKS PLUMBING	HEAT EXCHANGER REPAIR	\$ 4,270.89
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 201.46
		Total	\$ 8,037.55
Water	CITY OF CORTEZ	FIBER	\$ 902.08
	CITY OF CORTEZ	REFUSE	\$ 61.00
	ALL AMERICAN TECHNICAL TEAM	Service Call - Troubleshoot new motor	\$ 560.00
	ALL AMERICAN TECHNICAL TEAM	Materials/Labor - Service, install and align motor	\$ 3,759.00
	BROWNS HILL ENGINEERING & CONTR	Blanket PO - Technical Consulting/Service Work	\$ 190.00
	NCSI	APPLICANT PROFILES	\$ 55.50

EXPENDITURE LIST FOR WEEK ENDING APRIL 5, 2024

Department	Vendor Name	Description	Amount
	UTILITY NOTIFICATION CENTER	Blanket PO - Utility Notification Charges	\$ 125.13
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 99.50
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 99.50
	AT&T MOBILITY	PHONES	\$ 106.84
	CORE AND MAIN	13749-200 Neptune Antenna Assembly w/6' Cab	\$ 384.00
	SGM INC.	Blanket PO - WTP Infrastructure Consulting - Tre	\$ 82.50
	SGM INC.	Blanket PO - WTP Infrastructure Consulting - Tre	\$ 827.57
	RICHARD LANDRETH	Blanket PO - Consulting - 2024 Turf Replacement	\$ 1,300.00
	POWER EQUIPMENT COMPANY	24 inch Bucket for Unit 1239	\$ 3,750.00
		Total	\$ 12,302.62
CCN Fund	MAMMOTH NETWORKS	Blanket PO - D1A, CRTZ2018-001R 2Gbps commi	\$ 1,695.00
	VISIONARY COMMUNICATIONS, INC.	Blanket PO - Tower rental, Business wireless inte	\$ 1,980.32
		Total	\$ 3,675.32
Refuse	NCSI	APPLICANT PROFILES	\$ 18.50
	BELT SALVAGE	Material for Welding Truck - Refuse	\$ 14.52
	BELT SALVAGE	Material for Welding Truck - Refuse	\$ 41.40
	AMAZON CAPITAL SERVICES	Vevor 1104A Roller Stands 28-52 adj. height	\$ 197.22
		Total	\$ 271.64
Total			\$ 107,212.95



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

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

Memorandum

To: CORTEZ CITY COUNCIL

From: LINDA SMITH, CITY CLERK

Date: March 28, 2024

RE: **Approval of a renewal Retail Marijuana Store License and a Retail Marijuana Cultivation Facility License for Chronic Therapy - Cortez, located at 1020 South Broadway, Cortez.**

Attachments

Chronic Therapy - Cortez Renewal



City of Cortez
123 Roger Smith Ave.
Cortez, Co. 81321

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

Memorandum

To: CORTEZ CITY COUNCIL

From: LINDA SMITH, CITY CLERK

Date: March 29, 2024

RE: Renewal Application for a Retail Marijuana Store License and a Retail Marijuana Cultivation Facility License for Chronic Therapy – Cortez, located at 1020 South Broadway, Cortez

BACKGROUND

The renewal application for a Retail Marijuana Store License and a Retail Marijuana Cultivation Facility License for Chronic Therapy – Cortez, located at 1020 South Broadway, Cortez, was received in the City Clerk's office on February 28, 2023. The application appears to be complete and all fees were paid.

DISCUSSION

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 that Council approve the renewal application for a Retail Marijuana Store License and a Retail Marijuana Cultivation Facility License for Chronic Therapy – Cortez, located at 1020 South Broadway, 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

Memorandum

To: CORTEZ CITY COUNCIL

From: DONNA MURPHY, DEPUTY CITY CLERK

Date: 03/20/2024

RE: Approval of a renewal Fermented Malt Beverage and Wine Liquor License for Western Refining Retail, LLC., DBA Speedway #9492, located at 2320 East Main Street, Cortez.

Attachments

Renewal- Speedway #9492



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

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

Memorandum

To: CORTEZ CITY COUNCIL

From: DONNA MURPHY, DEPUTY CITY CLERK

Date: 03/20/2024

RE: Approval of a renewal Fermented Malt Beverage and Wine Liquor License for Western Refining Retail, LLC., DBA Speedway #9496, located at 2021 East Main Street, Cortez.

Attachments

Renewal- Speedway #9496



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

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

Memorandum

To: CORTEZ CITY COUNCIL

From: DONNA MURPHY, DEPUTY CITY CLERK

Date: 04/01/2024

RE: Approval of a renewal Hotel and Restaurant Liquor License for Mi Mexico Restaurant Inc., DBA Mi Mexico, located at 801 East Main Street, Cortez.

Attachments

Renewal- Mi Mexico



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

4/1/2024

MEMO TO: Honorable Mayor and City Council

FROM: Donna Murphy, Deputy City Clerk

SUBJECT: RENEWAL APPLICATION ON A HOTEL AND RESTAURANT LIQUOR LICENSE FOR MI MEXICO RESTAURANT INC., DBA MI MEXICO, LOCATED AT 801 EAST MAIN STREET, CORTEZ

BACKGROUND

The renewal application for Mi Mexico Restaurant Inc., DBA Mi Mexico, was filed in the City Clerk's office on April 1, 2024. 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 Hotel and Restaurant License for Mi Mexico Restaurant, Inc., DBA Mi Mexico, located at 801 East 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

Memorandum

To: CORTEZ CITY COUNCIL

From: DONNA MURPHY, DEPUTY CITY CLERK

Date: 03/19/2024

RE: Approval of a renewal Hotel and Restaurant Liquor License for Thai Cortez, LLC.,
DBA Thai Cortez, located at 1430 East Main Street, Suites 1-3, Cortez.

Attachments

Renewal- Thai Cortez



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

3/19/2024

MEMO TO: Honorable Mayor and City Council
FROM: Donna Murphy, Deputy City Clerk
SUBJECT: RENEWAL APPLICATION ON A HOTEL AND RESTAURANT LIQUOR
LICENSE FOR THAI CORTEZ, LLC, DBA THAI CORTEZ, LOCATED AT 1430
EAST MAIN STREET, SUITES 1,2,3, CORTEZ.

BACKGROUND

The renewal application referred to above was filed in the City Clerk's office on March 8, 2024. 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 Hotel and Restaurant Liquor License for Thai Cortez, LLC DBA Thai Cortez, located at 1430 East Main Street, Suites 1,2,3, 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

Memorandum

To: CORTEZ CITY COUNCIL

From: DONNA MURPHY, DEPUTY CITY CLERK

Date: 03/20/2024

RE: Approval of a renewal Hotel and Restaurant Liquor License for Agave Azul Taqueria & Bar LLC., DBA Agave Azul Taqueria & Bar, located 44 West Main Street, Cortez.

Attachments

Renewal- Agave Azul



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

3/20/2024

MEMO TO: Honorable Mayor and City Council

FROM: Donna Murphy, Deputy City Clerk

SUBJECT: RENEWAL APPLICATION ON A HOTEL AND RESTAURANT LIQUOR LICENSE FOR AGAVE AZUL TAQUERIA & BAR, LLC., DBA AGAVE AZUL TAQUERIA AND BAR, LOCATED AT 44 WEST MAIN STREET, CORTEZ.

BACKGROUND

The renewal application referred to above was filed in the City Clerk's office on March 12, 2024. 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 Hotel and Restaurant Liquor License for Agave Azul Taqueria & Bar, LLC., DBA Agave Azul Taqueria and Bar, located at 44 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

Memorandum

To: CORTEZ CITY COUNCIL

From: DONNA MURPHY, DEPUTY CITY CLERK

Date: 03/18/2024

RE: Approval of a Special Event Permit application for the Cortez Area Chamber of Commerce to host a "Business After Hours" event on April 18, 2024, from 4:00-8:00pm, on the premises of the Cortez Area Chamber of Commerce, located at 20 West Main Street, Cortez.

Attachments

SEP Chamber of Commerce



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

3/18/2024

MEMO TO: Honorable Mayor and City Council
FROM: Donna Murphy, Deputy City Clerk
SUBJECT: APPLICATION FOR A SPECIAL EVENT PERMIT FOR THE CORTEZ AREA
CHAMBER OF COMMERCE

BACKGROUND

The application referred to above was filed with the City Clerk's office on March 15, 2024. The application appears to be complete, the fees have been paid, and the public notice sign has been posted on the premises. The Special Event Permit would allow The Cortez Area Chamber of Commerce to host a "Business After Hours" event, on April 18, 2024 from 4:00-8:00pm, on the premises of the Cortez Area Chamber of Commerce, located at 20 West Main Street, Cortez.

ISSUES

Non-profit organizations are allowed fifteen Special Event Permits per year. This application is the fourth event for 2024.

RECOMMENDATION

Staff recommends approval of a Special Event Permit to allow The Cortez Area Chamber of Commerce host a "Business After Hours" event, on April 18, 2024 from 4:00-8:00 pm, on the premises of the Cortez Area Chamber of Commerce, located at 20 West Main Street, Cortez.



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

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

Memorandum

To: CORTEZ CITY COUNCIL

From: DONNA MURPHY, DEPUTY CITY CLERK

Date: 04/02/2024

RE: Approval of a Special Event Permit application for the Cortez Celtic Fair to host two events on Friday, June 21, 2024, from 5:00-9:00pm and Saturday, June 22, 2024, from 9:00am-7:00pm, on the premises of Parque de Vida, located at 400 North Mildred Road, Cortez.

Attachments

SEP- Celtic Fair



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

4/2/2024

MEMO TO: Honorable Mayor and City Council
FROM: Donna Murphy, Deputy City Clerk
SUBJECT: APPLICATION FOR A SPECIAL EVENT PERMIT FOR THE CELTIC FAIR

BACKGROUND

The application referred to above was filed with the City Clerk's office on March 6, 2024. The application appears to be complete, the fees have been paid, and the public notice sign has been posted on the premises. The Special Event Permit would allow The Cortez Celtic Fair to host two events on Friday, June 21, 2024 and Saturday, June 22, 2024, at Parque de Vida, located at 400 N. Mildred Road., Cortez.

ISSUES

Non-profit organizations are allowed fifteen Special Event Permits per year. This application is the first and second event for 2024.

RECOMMENDATION

Staff recommends approval of a Special Event Permit to Cortez Celtic Fair to host two events on Friday, June 21, 2024 from 5:00 p.m.- 9:00 p.m. and Saturday, June 22, 2024 from 9:00 a.m. until 7:00 p.m. at Parque de Vida, located at 400 N. Mildred Road, Cortez.



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

Creighton Wright
Director of Parks and Recreation
425 Roger Smith Avenue
Cortez, CO. 81321
cwright@cortezco.gov

Memorandum

To: CORTEZ CITY COUNCIL

From: LINDA SMITH, CITY CLERK

Date: March 26, 2024

RE: **Arbor Day Proclamation**
Presented by Kyle McCaw, City Forester and Creighton Wright, Director of Parks and Recreation

Attachments

Arbor Day Memo
Proclamation



Creighton Wright
Parks and Recreation Director
425 N. Roger Smith Ave.
Cortez, CO 81321
cwright@cortezco.gov

Memorandum

To: Honorable Mayor and City Council

CC: Drew Sanders, City Manager

From: Kyle McCaw, City Forester
Creighton Wright, Parks and Recreation Director

Date: April 9, 2024

RE: Arbor Day Proclamation

BACKGROUND

J. Sterling Morgan established Arbor Day on April 10th, 1872. Morgan, a Nebraskan man, advocated for the importance of trees, especially in rural communities. After becoming Secretary of the Nebraska territory, he used his position to further encourage communities across the territory and officially established Arbor Day as a recognized day of observance, even going as far as to offer prizes for towns and communities that planted the most trees between January and April of 1872. It is estimated that one million trees were planted during this four-month period. Eventually other states began celebrating Arbor day, and in turn countries and communities around the world began following suit.

DISCUSSION

Arbor Day is vastly important. By observing a day to appreciate trees, we not only bring the aesthetic wonder of trees to the forefront, but we can use this as an opportunity to showcase the importance of trees in our communities.

Trees sequester more carbon than any other source, cleaning and recycling the air we breathe. This also reduces pollution which has shown significant effects on respiratory health. Trees are a major source of shade and water retention, and serve as a cooling mechanism through respiration and heat absorption. Planting trees in urban areas has been shown to reduce crime rates by up to 40%, and are being used worldwide to improve mental and physical health. Many countries are even adopting programs that immerse hospital patients in forests and green spaces, and studies have shown that these programs decrease healing and recovery times of patients exponentially. Even just having a tree visible from a patient's window has shown to have immense effects on mental and physical recovery.

The importance of trees is immeasurable. The effects they have on our planet, and our communities, is profound. This Arbor day, I encourage everyone to take a moment and not only observe the trees in our town, but in our unique area of the country, and take time to really appreciate all that they do for us. Engage in our Urban Forest by enjoying the shade from one of our many trees while spending time in our parks. Plant a tree in your own yard for future generations. Take time to look at the diverse species that we have in town and appreciate all that trees do for us.

Our Urban Forest is important, not just for us, but for those who come after us. Please take the time this Arbor Day and celebrate the wonder of trees.

RECOMMENDATION

Approve the Arbor Day Proclamation.

PROCLAMATION

- WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska board of Agriculture that a special day be set aside for the planting of trees; and
- WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska, and
- WHEREAS, Arbor Day is now observed throughout the nation and the world; and
- WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and
- WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and
- WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and
- WHEREAS, trees are a source of joy and spiritual renewal; and
- WHEREAS, Cortez has been recognized as a Tree City USA by The National Arbor Day Foundation and desires to continue its tree-planting ways.

NOW, THEREFORE, I, Rachel B. Medina, Mayor of the City of Cortez, do hereby proclaim **Friday April 19, 2024**, as

ARBOR DAY

In the City of Cortez, and I urge all citizens to support efforts to care for our trees and woodlands and to support our city's community forestry program, and

FURTHER, I urge all citizens to plant trees to gladden the hearts and promote the well being of present and future generations.

DATED this 9th day of April, 2024.

Rachel B. Medina, Mayor

ATTEST:

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

Memorandum

To: CORTEZ CITY COUNCIL

From: SCOTT BAKER, GRANTS ADMINISTRATOR

Date: 4/3/2024

RE: City Selection of Contractors: Cortez Safe Roads Action Planning Project (SS4A Grant)

DISCUSSION

The review committee consisted of Cortez Public Works, Finance, and Police Department management. Vendors herein recommended for contract have each met the requirements of the respective RFPs, illustrate synergy for the SS4A project and its public-engagement role, and reflect broad, practical experience with professional results. For the data-collection agent, the review committee selected AM Signal. For the project's planner/engineer work, Bohannon-Huston (BHI) was selected.

Generally speaking, the vendors who demonstrated the best mix of price-point, coherence, flexibility, and client responsiveness scored highest. Both of the selected contractors are Coloradan, with abundant experience working in smaller communities.

In entirety, data-collection proposals were received from:

- | | | |
|------------------------|----------------|--------------------|
| 1. AM Signal | Littleton, CO | \$100,669 |
| 2. IDAX Data Solutions | Renton, WA | \$306,600 |
| 3. VivaCity Labs | Wilmington, UK | \$240,000 |
| 4. GridMatrix | Cupertino, CA | \$ [indeterminate] |

In entirety, planner/engineer proposals were received from:

- | | | |
|-------------------------|---------------|----------------|
| 5. Bohannon-Huston Inc. | Englewood, CO | \$74,145 |
| 6. Iteris, Inc. | Santa Ana, CA | \$73,133 |
| 7. JR Engineering | Denver, CO | \$ [not given] |

To fulfill our Cortez Safe Roads Project (SS4A), and efficiently stretch grant funds for maximum benefit, therefore, the review committee's recommendation of AM Signal and BHI represent the best possible configuration to support public-engagement functions already underway at Cortez PD, and to produce a complete Safety Action Plan draft for City Council's consideration.

The City Grants Administrator has verified the candidates' business standing and eligibility. Pending Council approval, we will submit the recommended proposals for contracting under the City Manager's signature as soon as possible in order to expedite project launch by May 2024.

BACKGROUND

Awarded to the City in 2023, the USDOT Safe Streets & Roads For All Grant (SS4A) provides for professional services that lead to the creation of a Safety Action Plan in Cortez, which will identify remedies for traffic and mobility improvements as well as establish commitments to reducing crash fatalities and injuries. The Project is led by the Cortez Police Department, under Chief Knuckles.

The grant funds of \$203,390, along with in-kind City match dollars of \$50,850, were secured last summer. Broadly, these funds provide for (1) staffing for public engagement on the topics of safety and injury abatement, (2) a data-collection agent that generates state-of-the-art video and digital analysis of traffic and mobility conditions in the City, and (3) an engineering consultant to compile an Action Plan draft that meets DOT Complete Streets and Vision Zero formulae. The practical goal of this Cortez Safety Action Plan is to allow the City a necessary basis for immediate follow-up requests for SS4A construction funds under the Bipartisan Infrastructure Law.

Requests for Proposals (RFP) for the two vendor roles were drafted in September 2023 and posted in October. At the time, the City was additionally making significant efforts with respect to financial compliance duties with the funder (Federal Highway Administration, under USDOT). Four proposals were received for data-collection services; only one was received for the engineer/planner role. The latter was deemed insufficient for response and the RFP was therefore postponed pending selection of the data-collection vendor; the second RFP was then redrafted for posting in February 2024. This time, three proposals were received for the engineer/planner consulting service, with a selection finalized in March.

FISCAL IMPACT

The grant funds are budgeted to cover 100% of these contract costs. For its match portion with the grant, the City of Cortez has already committed in-kind resources (e.g., office supply, public outreach materials, etc.). Moreover, Public Works, Finance, and the Police Department provides ongoing guidance for the project, while the Cortez Police Department will supervise contractor executions and deliverables.

RECOMMENDATION

Per the recommendations of the review committee, the City Grants Administrator asks for Council approval of the AM Signal proposal of \$100,669 and the BHI proposal of \$74,145, respectively pertaining to data-collection and planning services, in order to enter into respective contracts for each.

MOTION

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

I move that the bid submitted by AM Signal in the amount of \$100,669 for its data-collection platform, and the bid submitted by Bohannon-Huston in the amount of \$74,145 for transportation planning/engineering services, be approved, authorizing City Manager Drew Sanders to negotiate and sign contracts with each in order to proceed with the Cortez Safe Roads Project (SS4A) grant.

Attachments

AM Signal
BHI proposal
Memo 1085



AM SIGNAL

PROPOSED UPDATED BUDGET AND SOLUTION

AM Signal would like to propose the following Miovision Traffic Data Solution for the City of Cortez’s Safe Roads Project, which we feel will achieve the city’s objectives while staying within the budgetary constraints.

We are recommending (3) permanent count stations with a single camera, a year of full multimodal counts, and a year of the continuous safety offering with remote communications to view the video and data. * Note that as we are doing a single camera, the intersections need to be agreed upon prior to installation to ensure we have an adequate line of sight.

Miovision Permanent Count Stations **\$15,825.00 per location**

Each Location Includes:

- (1) Miovision SmartView 360 Cameras with mount,*
- 250’ Catv-5c Shielded Non-Plenum Cable,*
- (1) Miovision Core DCM*
- 12 Months of Traffic Link Continuous Counts,*
- Managed LTE Connectivity (1GB)*

We are recommending (2) Scout Plus Cameras with (2) rechargeable batteries each and connectivity to each device, and (5) Single Intersection Safety Studies. In addition to the near-miss and safety reports, these studies include turning movement counts and volumes.

Note - they do not include multimodal volumes, however, if this were an absolute requirement, we could do another round of processing, but that would add a significant cost of roughly \$2,000 per intersection.

Part & Description	Months	Qty	Unit Price	Total Price
Miovision Scout Plus Device		2	7,550.00	\$15,100.00
Scout Plus Rechargeable Battery		4	835.00	\$3,340.00
Scout Plus and Explore - Annual				
Connectivity	12	2	222.00	\$444.00
Continuous Safety Monitoring	12	2	1,875.00	\$3,750.00
*Safety Study – Intersections		5	6,112.00	\$30,560.00

PROPOSED UPDATED BUDGET

Total Permanent Count Stations for 3 Locations	\$47,475.00
Total Counts for All Locations	\$22,634.00
Total Safety Studies for 5 Locations	<u>\$30,560.00</u>
Total Miovision Solution	<u>\$100,669.00</u>

Virtual training on the platform included at no cost and customer service available throughout the year.

Updated Scope includes:

Three permanent count stations with one year of continuous counts and the continuous safety monitoring included, as laid out in the proposal, but with a single 360 camera to keep costs down

- o Intersections need to be scoped remotely by Miovision to ensure a single 360 will have adequate coverage
- o Installation needs to be done by the City, CDOT, or a contractor and is not included in the proposal
- o We will provide a remote training to go over the platform and count zone configuration and technical support is available
- o 4G LTE is included at 1 GB per month to pull data and from the permanent installations and enable remote configuration

Two Scout Plus devices

- o To be deployed by the City or contractors for temporary counts.
- o Five safety studies, as shown on page 19 of the proposal
- o We recommend budgeting \$10,000 for additional counts processing throughout the year, as outlined in our "standard rate card for Scout Plus" on the following page.

Lead time is approximately 3-4 weeks from order date to delivery.



Quote Q-26494

Version Q-26494-20231116-1217

Miovision Technologies Incorporated
137 Glasgow Street, Suite 110 Kitchener, ON N2G 4X8
Tax ID #831042346

Account Executive: Marshall Peters
marshall.peters@miovision.com

Shipping Contact: Kevin Kissler
kkissler@cortezco.gov

Date: 11/16/2023

Valid Until: 2/14/2024

Currency: U.S. Dollar

Payment Term: Prepayment Required

Billing Term: Standard Billing Terms

Shipping Term: FOB Shipping Point

Bill To

City of Cortez
110 West Progress Circle
Cortez, Colorado 81321
United States

Ship To

City of Cortez
110 West Progress Circle
Cortez, Colorado 81321
United States

DataLink Usage Rates	Rate
Intersection Count (1 hour)	\$24.00
Intersection Count with Premium Class (1 hour)	\$28.00
Light Goods Vehicle - Intersection counts (1 Hour)	\$2.00
Crosswalk Data (1 hour)	\$2.00
Intersection Count 24+ Hour Study (1 hour)	\$16.67
Intersection Count 24+ Hour Study with Premium Class (1 hour)	\$18.00
Travel Time Report Generation (1-Hour)	\$15.00
Travel Time Report Generation (24-Hour)	\$12.50
Road Volume Count (1 lane-hour)	\$2.00
Road Volume Count with Premium Class (1 lane-hour)	\$3.00
Light Goods Vehicle - Road Volume Counts (1 lane-hour)	\$0.25
Small Roundabout (1 hour)	\$36.00
Small Roundabout with Premium Class (1 hour)	\$39.00
Large Roundabout (1 Hour)	\$76.00
Large Roundabout with Premium Class (1 Hour)	\$79.00
Light Goods Vehicle - Roundabout Counts (1 Hour)	\$2.00
Pathway Volume (1 lane-hour)	\$6.00
Junction Count (1 Hour)	\$18.00
Intersection Right Turn On Red	\$2.00
Rush Turnaround - 48 Hours	\$3.00
Rush Turnaround - 24 Hours	\$7.00

The Customer hereby agrees to order the products outlined above at the prices indicated, and acknowledges it has read, understands and agrees to be bound by the terms and conditions outlined at:

<https://miovision.com/legal/msa>

For customers paying by credit card, a Miovision accounts receivable representative will contact you by phone to obtain credit card details. Please note that in order to complete payment the Miovision representative will require you to provide the applicable Quotation reference number.



CORTEZ SAFE ROADS ACTION PLANNING PROJECT

March 8, 2024

Cover Letter

March 8, 2024

City of Cortez
Office of General Services Director
110 West Progress Circle
Cortez, CO 81321

Re: Cortez Safe Roads Action Planning Project

Dear Members of the Selection Committee:

Bohannon Huston, Inc., (BHI) feels an unwavering dedication to the safety and growth of the vibrant and diverse communities of Colorado. After **64 years** of loyal service to the communities of Colorado and New Mexico, we understand their future is often dependent on updates and improvements to the transportation system in which the community relies.

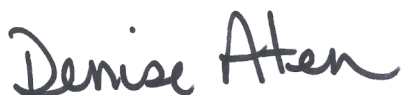
The BHI team was strategically developed to bring the City of Cortez a strong set of professionals who collectively will complete a robust, compliant, and implementable Cortez Safety Action Plan (CSAP). BHI, along with our teaming partner, Lee Engineering (Lee), will seamlessly combine our skills and share resources. Our combined firms have been teaming partners for many years and, together, bring solid engineering and planning skills with a résumé built around the creation and implementation of safety improvements within a broad transportation network. The established relationship we have with Lee allows our team to work together efficiently, providing your City an even stronger team prepared to not only get the job done well but to also get it done in a timely and cost-effective manner.

With BHI as the lead, you can be certain of a trusted partner with strong local knowledge and genuine interest in your community, with Lee integrating a focus on traffic-related data collection, analysis, and transportation safety solutions. Our team is composed of dedicated planners and professionals who want to see the communities we serve thrive.

As demonstrated in the following proposal, our experience with Master Transportation Plans (MTP), Vision Zero initiatives, safety enhancement strategies, and comparable projects enables our team to mitigate learning curves and respond quickly, efficiently, and accurately to your requests.

Thank you for considering our proposal. We look forward to the possibility of partnering with the City to make a positive and lasting difference in transportation safety in your community. Please feel free to contact me at daten@bhinc.com or at 303.799.5103.

Sincerely,



Denise Aten, AICP
Senior Vice President | Principal-in-Charge



Derrick Webb, AICP
Vice President | Project Manager

Qualifications and References

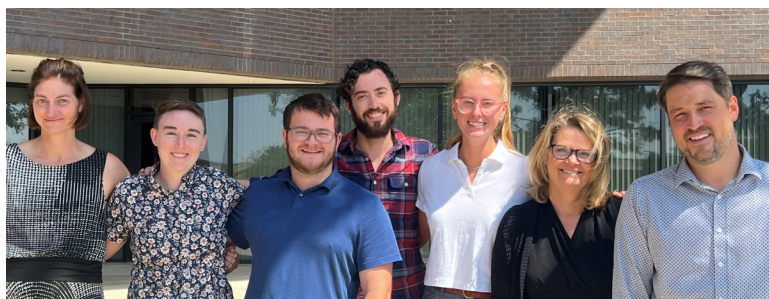
QUALIFICATIONS

Meet BHI Since 1959, BHI has grown to become a leading multidisciplinary engineering, spatial data, and advanced technologies firm serving the municipal infrastructure needs of communities throughout Colorado. With **64-and-counting years** of successful service, BHI is recognized for a broad range of capabilities, including planning; engineering for traffic and transportation, surface water, and structures; as well as survey and mapping. Our breadth of expertise enables us to provide project solutions from concept through completion. We have developed a staff of professionals, currently **more than 240 strong** across all offices, within a diverse company structure that allows us to provide our clients with a variety of services under one roof. Through our growing résumé of municipal projects, we are widely known across Colorado and New Mexico for our quality work and technical expertise.

Collectively, BHI brings a close-knit, integrated team of planners and engineers who provide solutions that are community-oriented, economical, and feasible for implementation. This connection also ensures that agencies prioritize projects and strategies that are both feasible (based on land use/engineering factors) and reasonable (based on cost). During the planning process, we strive for **innovative solutions** based on sound professional practices.

BHI has a team of planners and engineers who are highly skilled in the development of transportation systems. Our vast experience covers all phases of projects from planning through design and even includes activities associated with maintenance and operations. Our projects embrace all modes of travel, such as interstate freeways, multi-lane highways, rural roadways, local surface streets, public transit corridors, airports, railways, bicycle ways, pedestrian paths, and equestrian facilities. Ultimately, our goal is for every project to provide our clients and the public with convenient, safe, and economical infrastructure to **support all modes of transportation**.

Through a careful and comprehensive planning process, BHI will establish the safety need, evaluate the existing conditions to identify constraints and limitations, investigate viable alternatives, and provide feasible recommendations that can reasonably be implemented.



Working as dynamic partners, Principal-in-Charge Denise Aten and Project Manager Derrick Webb will ensure that you are well cared for, from contracting, staff allocation, leadership communication, and quality control perspectives. Derrick will work daily with the team and closely with the City to manage the project schedule and budget, while applying the technical skills required to complete a compliant CSAP. The BHI team was developed to be comprehensive with redundancy in resources to ensure our ability to provide the appropriate support services as described in the Work Plan outlined in this proposal. The dual-person management team of Denise and Derrick will guarantee back-up coverage for project leadership as well as staff resources.

THE BHI ADVANTAGE

With 240+ employees who demonstrate their expertise every day, BHI offers a multitude of advantages the City can access. Some of these advantages and benefits of working alongside BHI include:

Strong Company Résumé with Transportation Projects

One of BHI's principal areas of expertise is traffic and transportation planning and design. The firm has a team of experts highly skilled in the development of transportation systems. BHI planners have worked on design guidelines, state-wide bicycle plans, road diets, and a variety of corridor plans. Our vast experience covers all phases of project development: planning, traffic analysis, design, and construction. Our projects embrace all modes of travel including interstate freeways, multi-lane highways, rural roadways, local surface streets, airports, bicycle ways, pedestrian paths, transit connections, and equestrian facilities.

Integrated Expertise in both Planning and Engineering

Our knowledge of current planning techniques supports a variety of projects, plans, and studies and includes multiple factors such as sustainable design, environmental planning, infrastructure planning, zoning, and land use. The close relationship between our planning and engineering teams is an added benefit to projects, ensuring viable solutions that are community-oriented, economical, and ultimately feasible for implementation.

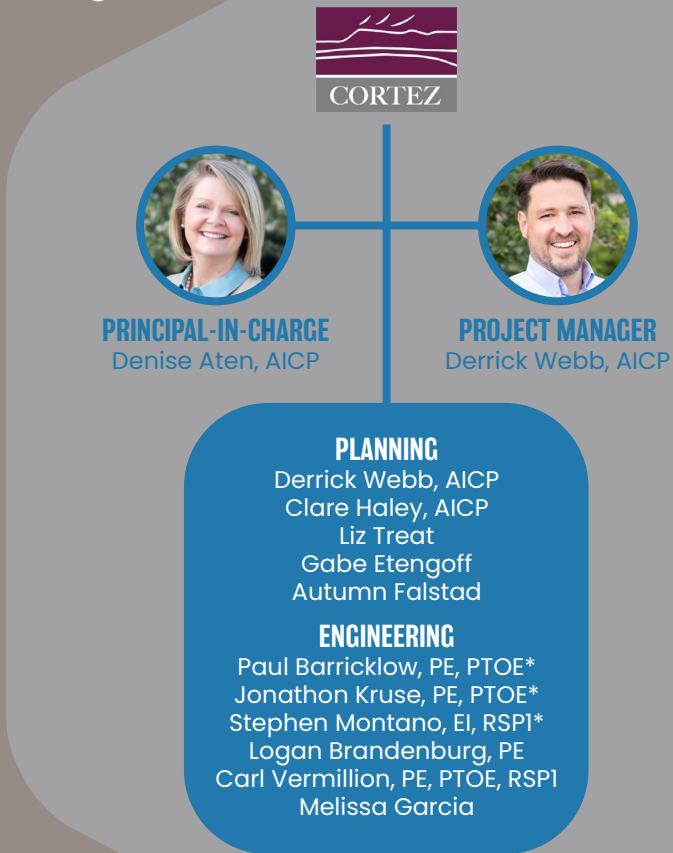
Project Team Members

The BHI team’s specialized expertise and availability to dedicate themselves to the Cortez Safety Action Plan will ensure an effective collaboration between the project team and the City. The organization chart outlines the team structure for this project, with Derrick Webb as your project manager and your direct contact. Résumés for our key team members, identified by name and role in the organization chart, can be found in the résumé section below. You’ll notice that while our staff is derived of two firms, our team remains integrated for this project, and with effective communication by Derrick, this arrangement will be seamless to the City. We anticipate all key staff will remain at our firms for the duration of the project, but should an unexpected issue arise, we have significant depth of planning and engineering staff that can be assigned.



Lee is a specialized traffic engineering and transportation planning firm dedicated to providing exceptional services to clients for over 25 years. The firm’s team of highly skilled engineers have focused their careers on traffic through hands-on experience and concentrated education. Using their expertise and state-of-the-art equipment, Lee investigates progressive solutions for each project. Their passion for improving the way people, goods, and services move throughout communities is apparent in each of their projects.

Lee was formed to provide specialty traffic engineering services to clients and has become a “go to” traffic and transportation engineering firm across the Southwest and beyond with offices in Phoenix, Albuquerque, Dallas, San Antonio, and Oklahoma City. Lee will perform 25% of the work with a focus on safety analysis and development of safety-related solutions and recommendations for this study.



*Lee Engineering

DENISE ATEN AICP



PRINCIPAL-IN-CHARGE

EXPERIENCE
33 YEARS

REGISTRATION
AICP #023292

EDUCATION
MS ENVIRONMENTAL
PLANNING
BA MATHEMATICS AND
ECONOMICS

Denise has more than 30 years of transportation planning experience, including the implementation of a variety of infrastructure, land use, and environmental planning projects with a focus on transportation planning, public and stakeholder engagement, agency coordination, and community benefits. Recently, Denise has worked closely with the New Mexico Department of Transportation (NMDOT) to complete the Pedestrian Safety Action Plan with a state-wide focus, including trainings prepared and facilitated for NMDOT and consultant engineers on strategic decision-making tools for the most appropriate improvements to address pedestrian safety issues under various scenarios. She has also been working closely with the City of Albuquerque on the development and application of specific safety improvements in alignment with the City of Albuquerque's Vision Zero goals.

Complementing her technical and planning skills, Denise brings extensive experience in leading public involvement activities, coordinating with multiple agencies and stakeholder groups. Integrating her transportation planning and environmental compliance experience, she is able to better understand the challenges and potential benefits/impacts with more depth and clarity, while creating space for consensus building around solutions. She has direct experience with implementing equitable and diverse outreach programs built from her experience with binational, multi-lingual, and multi-cultural initiatives. With the support of her planning team, she has developed a comprehensive outreach toolbox which includes a variety of virtual and online applications in order to safely and effectively collect, document, and address stakeholder and community input.

DERRICK WEBB AICP



PROJECT MANAGER

EXPERIENCE
13 YEARS

REGISTRATION
AICP #027364

EDUCATION
MASTER OF URBAN AND
REGIONAL PLANNING
MS INFO. AND COMM.
TECHNOLOGY
BA ARCHITECTURE

Derrick is a Senior Planner with more than 13 years of experience working throughout Colorado and New Mexico. He has worked on and managed a variety of transportation planning projects, including MTPs, land use code development/updates, design standard development/updates, corridor studies, and transit-oriented development area plans for numerous communities. Derrick is skilled in long- and short-range planning with specific experience coordinating federal funding with planning and infrastructure implementation. His experience includes data collection and analysis, socioeconomic research and evaluation, long-range regional planning and scenario planning, project management, professional writing and document preparation, public outreach, and meeting facilitation. Specifically, Derrick has built a strong skillset supporting communities in the identification of appropriate transportation strategies and implementation of programs, subsidies, and policy updates to realize their mobility-related vision.

CLARE HALEY

AICP



PLANNING

EXPERIENCE

3 YEARS

REGISTRATION

AICP #035080

EDUCATION

MASTER OF COMMUNITY AND REGIONAL PLANNING

BA INTERNATIONAL STUDIES

Clare is a transportation planner with experience in multimodal (pedestrian and bicycle), micro mobility, and active transportation planning and analysis. She has deep knowledge of pedestrian and bicyclist safety best practices and recently presented on trail crossing facilities at the Association of Pedestrian and Bicycle Professionals (APBP) national conference. Clare also presented and facilitated pedestrian safety trainings for NMDOT and coauthored a case study guidebook on quick-build street interventions (Rethinking Streets During COVID-19). She brings comprehensive skills in data analysis and written/visual communication. Clare’s outreach skills include facilitating stakeholder working groups, conducting interviews and focus groups, and developing engaging presentations.

LIZ TREAT

PLANNING



EXPERIENCE

3 YEARS

EDUCATION

MASTER OF URBAN AND ENVIRONMENTAL POLICY AND PLANNING

BS ENVIRONMENTAL SCIENCE

Liz is a planner whose interests cover many areas of planning, from community engagement to downtown corridor studies. She has experience working at the local, state, and federal levels of government, as well as within the private sector. Liz brings a range of experience to the team, which includes organizing and conducting diverse and inclusive public meetings and workshops, writing grants, leveraging ArcGIS to prepare maps, participating in Safe Routes to School evaluations, as well as updating zoning codes and Housing Production Strategy studies. Liz values healthy and productive working relationships with clients and always strives to communicate effectively in order to develop meaningful and implementable solutions

GABE ETENGOFF

PLANNING



EXPERIENCE

2 YEARS

EDUCATION

MASTER OF URBAN AND REGIONAL PLANNING

BS POLITICAL SCIENCE

Gabe brings valuable skills with his experience in ArcGIS analysis and map making, combined with his ability to strategize and develop data-driven recommendations. This approach is appropriate for all types of infrastructure elements, including transportation, water systems, housing, broadband, and more. Applying his skills, he can efficiently create project-specific analysis methodology to support the variety of planning initiatives we complete for our clients. Gabe’s map making allows our team to not only do the level of analysis needed, but also to create maps and visuals that help tell the story around the analysis, as well as present the results and recommendations.

AUTUMN FALSTAD



PLANNING

EXPERIENCE
2 YEARS

EDUCATION
BA GEOGRAPHY

Autumn has a wide range of skills that allow her to assist in many different stages of the planning process. She brings knowledge of ArcGIS, strong writing and editing skills, and social media and advertising toolkit creation. Autumn also brings an understanding of sustainability measures in urban and regional planning and strives toward creating environmentally conscious plans. Autumn is a key team member supporting the team’s work in affordable housing studies, transportation plans, and streetscape plans through extensive research, preliminary data collection, and public outreach material development. Autumn leads our team in creating GIS- based interactive maps for easy and efficient comment collection during the outreach process. In support of public and stakeholder coordination, Autumn is highly organized and thorough. She applies her planning skills to create effective and efficient ways to collect input and then follows up with a comprehensive approach to documentation and communication.

LOGAN BRANDENBURG PE (NM)



ENGINEERING

EXPERIENCE
14 YEARS

REGISTRATION
PE NM #23908

EDUCATION
BS CIVIL ENGINEERING

As a transportation engineer, Logan thrives on figuring out how all the various pieces of the project puzzle get put into place, from planning through design and into construction. Transportation projects always have many moving parts to coordinate across disciplines, and Logan inherently sees how to line up all the pieces and knows where everything needs to go. Logan takes pride in seeing his projects get built and loves being in the field when the construction equipment starts rolling. Logan has assisted both state and municipal clients in developing their transportation infrastructure, ranging from sidewalks and bike trails, to roadways and intersections, to interstates and interchanges. Because each transportation project is truly unique, Logan is always motivated to have a new, different puzzle to put together.

MELISSA GARCIA



ENGINEERING

EXPERIENCE
4 YEARS

EDUCATION
BS CIVIL ENGINEERING

Melissa is a skilled transportation designer and safety analyst known for her expertise in roadway safety analysis and design. With a background in civil engineering and a strong proficiency in various engineering software programs, Melissa specializes in organizing and analyzing crash data, creating comprehensive roadway models, and preparing detailed safety reports. Her passion lies in improving road safety and efficiency to provide safer routes for all users. Melissa’s commitment to data-driven solutions and dedication to enhancing transportation infrastructure make her a valuable asset in the field. She has experience with AutoCAD-Civil3D, HCS7, MATLAB, ArcGIS, Settle 3D, ANSYS, BRR (Bridge Rating Program), PLS-CADD, WEPS (Wind Erosion), and Global Mapper programs. Her modeling experience has involved developing roadway designs that help improve existing conditions, as well as the overall quality of the road, to provide safe and efficient routes for all users.

CARL VERMILLION

PE (NM), PTOE, RSP1



ENGINEERING

EXPERIENCE

8 YEARS

REGISTRATION

PE NM #23908

PTOE NM #5364

ROAD SAFETY PROFESSIONAL
LEVEL 1

EDUCATION

BS CIVIL ENGINEERING

CERTIFICATE ROADWAY
SAFETY PROFESSIONAL LEVEL 1

Carl's experience in traffic engineering includes traffic analysis, signal analysis, roundabout analysis, and future traffic needs analysis, including development of traffic generation models for new development. He also has experience in the analysis of alternatives and the integration of new design ideas to enhance interchange and intersection efficiency and has conducted research on diverging diamond interchanges and the impact of alternatives on interchange efficiency. Carl's software expertise includes AutoCAD Civil 3D, Synchro, HCS7 and TransModeler.

**PAUL
BARRICKLOW**
PE (NM), PTOE



ENGINEERING (LEE)

REGISTRATION

PE NM #17744
PTOE NM #1885

EDUCATION

MBA
BS CIVIL ENGINEERING

Paul has served communities for over 20 years. His atypical combination of management and engineering education, combined with his hands-on experience, make him uniquely qualified for complex traffic engineering and transportation planning projects. His areas of expertise include traffic operations studies, signal design, signal timing, Safe Routes to School studies, ITS design, and advanced traffic modeling. Paul is also a Safe Routes to School National Course Instructor and League of American Bicyclists Instructor.

**JONATHON
KRUSE**
PE (NM), PTOE



ENGINEERING (LEE)

REGISTRATION

PE NM #25017
PTOE NM #4773

EDUCATION

MBA
BS CIVIL ENGINEERING

Jonathon has conducted or been involved with many different traffic studies for a wide range of purposes and has worked on multiple federally funded and privately funded projects. Jonathon has been responsible for writing engineering specifications, authoring supplemental special provisions (SSPs), and compiling contract books for federally funded projects. His traffic engineering study expertise ranges from small single intersection studies, to traffic impact analyses for housing and commercial developments, to large policy-driven master plan studies. Most recently, he has taken on the role of managing Lee's City of Albuquerque Neighborhood Traffic Management Program on-call, where he has been able to apply his skills to smaller neighborhood studies and present at various public meetings.

**STEPHEN
MONTANO**
EI (NM), RSP1



ENGINEERING (LEE)

REGISTRATION

EI NM #7583
ROAD SAFETY PROFESSIONAL
LEVEL 1

EDUCATION

MS CIVIL/ENVIRONMENTAL
ENGINEERING
BS CIVIL ENGINEERING

Stephen is a Senior Engineering Designer at Lee. He spends his days focused on reducing traffic deaths by improving road safety, especially for vulnerable road users. He has worked on several transportation safety plans, Road Safety Audits, and traffic calming and safety studies. His experiences have helped hone his skills in evaluating multimodal road safety and analyzing traffic and crash data.

Similar Project Experience

At BHI, our work is about solving problems, turning challenges into solutions that fulfill the project requirements, and meeting or exceeding client expectations.



BHI staff have both the expertise and creativity to evaluate the challenges, devise the right solutions, consider how to fund them, and create a plan outlining implementation. With a focus on innovation, we apply a broad suite of technological tools to ensure that these solutions are created efficiently and accurately and can be seamlessly incorporated into design and future implementation. Through the following project examples, we share with you our depth and breadth of team experience in the realm of transportation safety planning for all modes.

BHI
EXTENDS
A LOCAL
TOUCH
COMBINED
WITH
REGIONAL
STRENGTH

MASTER TRANSPORTATION PLAN

Town of Bennett

Bohannon  Huston


BHI supported the development of the Town of Bennett's first MTP. This community-driven and staff-supported plan is a critical component of the Town's planning and management of a substantial amount of development in the community. This plan not only leveraged a strong community voice and substantial Town staff and board support but also coordinated several regionally significant transportation improvement projects at the regional and county level. Technical tasks included identifying the gaps, developing network volume estimates, evaluating current and recommended street functional classification, coordinating for regional connectivity, identifying opportunities for multimodal transportation, and developing data-driven recommendations and reports for the Town to utilize in its online planning platform. Outreach for this effort included a project website with consistent branding, an interactive map for informal community feedback about gaps and opportunities in the current network, and ongoing communication supported by in-person and virtual events. BHI coordinated with Town staff to ensure that our engagement efforts could be adaptable as any pandemic-related limits on social gathering arose.



LOUISIANA BLVD. VISION ZERO IMPROVEMENTS

City of Albuquerque, NM

In support of the City of Albuquerque Vision Zero initiative, BHI has been working with the City to develop and implement traffic calming measures and introduce infrastructure that promotes pedestrian and bicyclist safety. BHI reviewed roadway conditions and crash data contained in the previously developed Road Safety Audit (RSA) to help identify potential traffic operations challenges and propose a restriping plan, design improvements, and mid-block crossings for the Louisiana Blvd. corridor from Gibson Blvd. to Central Ave. Supporting both the specific improvements along Louisiana Blvd., as well as a city-wide approach to the Vision Zero initiative, BHI prepared two technical memorandums: 1) potential crossing locations with recommended techniques and 2) potential quick-build techniques such as temporary raised medians, vertical barriers for bicycle and pedestrian facilities, and temporary bulb-outs or curbs. Given the potential impacts to the roadway configuration and traffic operations, ongoing coordination occurred with key City staff, the Greater Albuquerque Bicycling Advisory Committee, and the Vision Zero Task Force.

Quick Facts: Protected Bicycle Lanes	
Purpose	Separate bicycle lane from vehicle travel lane
Suggested Roadway Application	Roadways where bicycle lanes are uncomfortable due to high traffic volumes and vehicle speeds
Cost	Medium (\$\$)
Complimentary Quick-Build Treatments	Bike Boxes Cross-Bikes Adding Street Parking
Suggested Materials	

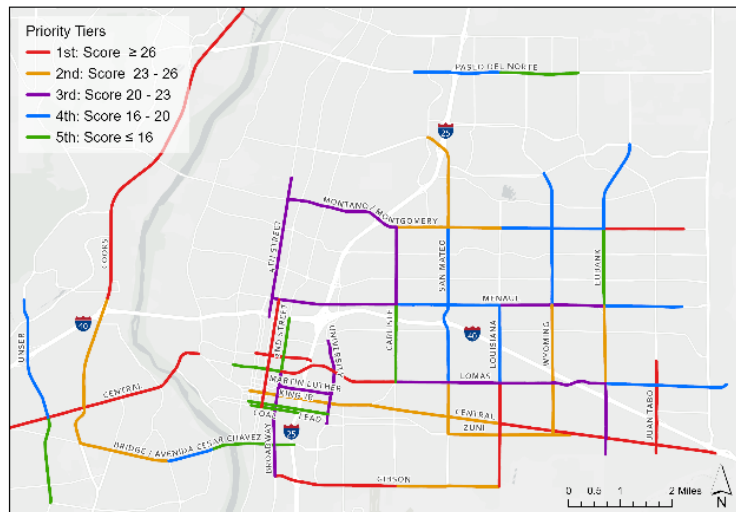
VISION ZERO ACTION PLAN

City of Albuquerque, NM

BHI was part of the team that recently completed the City of Albuquerque Vision Zero Action Plan Implementation Project. The team developed and applied a methodology for prioritizing corridors for safety improvement projects. BHI developed the prioritization methodology that considered a comprehensive range of criteria, including equity, safety, land use, access, facility needs, level of use, and employment.

The methodology utilized a wide array of data sets as inputs and was developed to be replicable for future projects. The project team then applied the methodology to specific corridors to develop a set of design recommendations for the highest-priority corridors based on a series of client workshops. The team prepared for and facilitated workshops which considered crash data, feasibility, adjacent streets projects, and connections to multimodal facilities to create an actionable list of projects the City can advance for further study and design. Based on the analysis, the team developed priority tiers for the High Fatality and Injury Network (HFIN) for easy use in planning.

HFIN PRIORITY TIERS



Gibson Ave: Broadway Blvd NE to Carlisle Blvd SE
 Functional Classification: Principal Arterial Comprehensive Plan Corridor Designation: Commuter

COGID	26364	29929	26380	29930	26436	26448	26456	26468
Begins	E of Broadway	E of Western I-25 Ramps	E of Western I-25 Ramps	E of Eastern I-25 Ramps	E of Eastern I-25 Ramps	E of University	E of Yale	E of Grand
Ends	W of I-25 Ramps	W of Western I-25 Ramps	W of Eastern I-25 Ramps	W of Eastern I-25 Ramps	W of University	W of Yale	W of Grand	W of Carlisle
AWDT19	21900	17500	33676	28000	33676	40168	28115	28794
Posted Speed	35	35	35	35	45	45	45	45
Number of Lanes	6	6	4	6	4	6	6	6
Pavement Width (curb to curb)	90'	70'-82'	82'	65'-65'	90'-102'	100'-114'	98'	116'
Center Designations	-	-	-	-	CH/ML/UM South	-	-	-
Current LRBS Designations	-	Bike Lane	Bike Lane	Bike Lane	Bike Lane	Bike Lane	Bike Lane	Bike Lane
Future LRBS Designations	Buffered Bike Lane	Protected Bike Lane	Protected Bike Lane	Protected Bike Lane	Protected Bike Lane	Protected Bike Lane	Protected Bike Lane	Protected Bike Lane



PEDESTRIAN SAFETY ACTION PLAN

NMDOT

Bohannon  Huston

BHI is part of the team selected to develop a statewide Pedestrian Safety Action Plan, create and deliver trainings regarding pedestrian safety, and provide ongoing planning services to support improvements to pedestrian safety. The Pedestrian Safety Action Plan was focused on implementing a meaningful plan with action items identified to develop, apply, and institutionalize strategies that would help reduce the rates of pedestrian fatalities and serious injuries. Integral to Plan implementation, the team recently completed developing and presenting a series of NMDOT trainings which included defining key learning objectives pertaining to education and awareness around pedestrian safety issues, discussing key outcomes of the Plan, introducing FHWA STEP countermeasure criteria, and providing an overview of the NMDOT Design Manual. The training sessions also involved interactive activities with project examples and case studies so attendees could apply the FHWA PEDSAFE tool and explore the numerous pedestrian countermeasure options. The FHWA STEP countermeasure tool is a great planning tool and can aid in the decision-making around where, when, and how to implement pedestrian improvements. During the training, we also provided an overview of some of the top pedestrian countermeasures with details to help planners and engineers make solid choices around pedestrian safety improvements.

Raised Crosswalks: Benefits



- On local roads, reduces pedestrian crashes by 45%
- Drivers 10%-55% more likely to yield to pedestrians
- Reduces vehicle speeds
- Increases visibility of pedestrians by raising height of person crossing

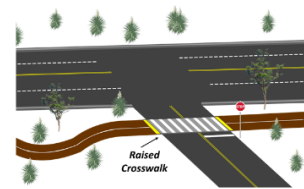


Image courtesy of FHWA's National Transportation Library

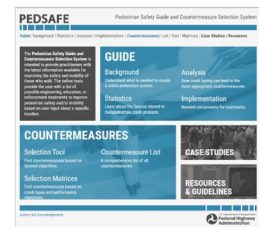
Source: FHWA (2012). Pedestrian Safety Guide and Countermeasures Selection System. (2012). Retrieved from <https://www.fhwa.gov/transportation/pedestrian/>

STEP COUNTERMEASURE OVERVIEW 97

PEDSAFE Countermeasure Selection Tool: Overview



- Provides countermeasures to consider based on:
 - Crash type OR performance objectives
 - Roadway context factors
- Information on each countermeasure, purpose, cost estimates, and case studies
- Two ways to use the tool: select from matrix or use online form
- 67 countermeasures



STEP COUNTERMEASURE SELECTION TOOL 100



TRANSPORTATION MASTER PLAN

City of Gallup, NM

Bohannon  Huston

The purpose of the Gallup Transportation Master Plan (TMP) is to establish a comprehensive multimodal approach to improve traffic and circulation throughout the city. Specifically, the Plan seeks to identify roadway improvements and analyze alternative transportation options beyond the automobile. This plan also aims to help the City capitalize on the connection between transportation and economic development opportunities, leading to a more efficient transportation network and an increased quality of life for area residents.



WEST 136TH AVE. SAFETY IMPROVEMENTS

City and County of Broomfield

Bohannon  Huston

BHI completed the survey and design of improvements along West 136th Ave. near Legacy High School for the City of Broomfield as part of a Colorado Department of Transportation (CDOT) Local Agency (LA) Project. The proposed improvements should reduce accidents by improving motorists' safety for this section of West 136th Ave. and alleviate traffic congestion during the peak volume hours by providing a dedicated right-turn lane into the school visitor and student entrances, reconfiguring the westbound intersection of Zuni St., and modifying the existing signals. Survey activities included survey records research, boundary evidence collection and evaluation, topographic design survey, and utility locate coordination and survey to support of design improvements.



COORS BLVD. ROAD SAFETY AUDIT

NMDOT



A 2019 network screening of non-interstate NMDOT-maintained routes identified the corridor of Coors Blvd., between Blake and Gun Club Rds., as having a high rate of pedestrian deaths. Between 2015 and 2019, seven pedestrian-involved crashes occurred, four of them fatal. As a result, a Road Safety Audit (RSA) was prompted. The Coors RSA team comprised 20 professionals from multiple agencies, including NMDOT, Bernalillo County, City of Albuquerque, and Mid-Region Council of Governments. Lee understands the value of the experience, perspectives, and insights that working with such a diverse and knowledgeable team can bring to identifying safety challenges and improving roadway safety for all road users. As a result, Lee coordinated the above agencies in performing RSA activities, such as meeting to introduce the study, conducting multiple field reviews, meeting to discuss the findings and recommended safety countermeasures, and reviewing the final RSA report.



TRUTH OR CONSEQUENCES REGIONAL TRANSPORTATION SAFETY PLAN

NMDOT



This multimodal Regional Transportation Safety Plan focused on three primary areas within Truth or Consequences. The project team collaborated with NMDOT District 1, Sierra County Road Department, City of Williamsburg, and community stakeholders. The community's safety vision was to improve roadway safety through increased vehicle speed limit compliance, suitable pedestrian facilities, accessibility, and striping and signage and reduce intersection conflicts. The countermeasures included efforts to calm traffic, improve pedestrian accessibility, enforce ADA compliance, and improve communication of roadway conditions.



REFERENCES

TOWN OF BENNETT

Trish Stiles
Town Administrator
207 Muegge Wy.
Bennett, CO 80102
720.231.1947
tstiles@bennett.co.us

NEW MEXICO DEPARTMENT OF TRANSPORTATION

Rosa Kozub, AICP
Programs Supervisor
1120 Cerrillos Rd.
Santa Fe, NM 87504
505.285.3251
rosa.kozub@dot.nm.gov

CITY OF GALLUP

Nikki Lee
Planning Manager
110 Aztec Ave.
Gallup, NM 87301
505.863.1290
nlee@gallupnm.gov

Project Organization and Task Approach

The importance of the CSAP cannot be overstated, as it serves as a fundamental framework for prioritizing safety improvements and justifying vital investment decisions that aim to reduce serious injury and fatal crashes within the city. At its core, the CSAP aims to enhance the experience for **all** roadway users in the city through the complementary focus on Safety Analysis and Community Collaboration:

Safety Analysis

Our team will comprehensively analyze crash data, identify high-risk areas, and recommend evidence-based safety solutions.

Community Collaboration

Our team will embrace the entire community and ensure that all voices are heard and considered throughout the planning process. Through the tasks on the following pages, our team will apply a Project Plan resulting in a CSAP that is:

innovative, resilient, and implementable.

COMPREHENSIVE

Consider all modes of travel under planning and solutions.

SAFETY

Focus on all analysis, recommendations, and performance measures.

ACTION

Go beyond planning; begin implementation.

PLAN

Create a functional and feasible deliverable.

TASK 1

PROJECT MANAGEMENT AND COORDINATION

Together, Denise and Derrick will ensure that you are afforded all the necessary resources and consistent communication needed to keep this planning initiative on task and under budget. Derrick not only brings strong project management skills, but he is also a strong transportation planner. His vantage point is focused on the big picture with consideration of all modes, land use connections, overall benefits, and potential impacts. As the team lead, he will engage the appropriate technical experts to initiate and complete any and all analysis needed as solutions are developed, whether they be policies, programs, or infrastructure. Derrick prides himself on creating plans that go beyond visuals and diagrams, pushing the team to have clear and measurable action items around each recommendation to include funding, key stakeholders, design elements, and construction or implementation costs.

Derrick will be your primary point of contact, and he will maintain close coordination with Paul Barricklow (Lee) as needed to manage all staff requirements throughout the project. BHI will be responsible for all deliverables created by the entire team, including quality assurance and quality control.

Derrick will establish (virtual) monthly Progress Meetings with the City's project manager (at a minimum). An agenda will be provided prior to each meeting, as well as a meeting summary with action items after each meeting. The agenda will help determine who from the consultant team and the City staff should join the progress meetings, providing the most efficient use of team resources, both ours and yours.

Based on the firm deadline established by the Safe Streets and Roads for All Grant Funds, it will be imperative we create a milestone schedule for the completion of the CSAP and stick to it! The Progress and Stakeholder Meetings will support this effort. Maintaining good communication throughout project development, Derrick will provide monthly progress reports with each invoice outlining task completion, schedule and budget status, upcoming milestones, and any potential issues. Although, if any potential issues need to be discussed, Derrick will reach out directly and immediately to allow for context and a full discussion on resolution.

A preliminary schedule is provided in on page 30, but we can certainly refine this together to align with City staff timelines and expectations.

TASK 2

STAKEHOLDER AND PUBLIC ENGAGEMENT



The BHI team, in conjunction with City staff, will develop an equitable and inclusive stakeholder and public engagement program. As integral participants in the planning, analysis, and development of recommendations, BHI team members are the most qualified and well-informed people to create and facilitate a comprehensive stakeholder and engagement plan for this initiative. The BHI planning team brings experience, knowledge of transportation planning, land use and zoning, economic development, housing, and overall quality of life issues resulting in a compassionate and positive approach to outreach that is not only beneficial to the planning outcome, but also cost effective. We are the actual staff working on the technical elements of the CSAP, so the ability to actively engage with the vast array of stakeholders and residents currently using your transportation system helps us collect more accurate data, make appropriate assumptions, and develop better solutions for your community.



The BHI team will create a collection of fun and unique techniques to equitably engage the residents of Cortez. We will draw from years of outreach experience, combined with input from City staff, to develop a strategy with far-reaching benefits. We

have found a combined approach of in-person and online opportunities is the most resourceful approach. **Details will be finalized with City input, but our overall approach includes building and maintaining a project website throughout plan development, launching an interactive map and project specific email for input collection, facilitating one in-person public event, and hosting of two-three virtual focus group meetings.**

As planners, we have an appreciation for the cultural perspectives, mixed opinions, and diverse social needs that exist in each community, and we will bring the positive and inviting energy needed to encourage participation and build trust. BHI has bilingual Spanish speaking staff and can self-perform document translation and provide Spanish speaking support and outreach, as appropriate. We will devote the effort needed to not only collect the input but also to build a framework so we can share what we heard as well as what we plan to do with that input, creating a sense of transparency and accountability that will result in more sustainable safety solutions for Cortez's residents and your transportation system.



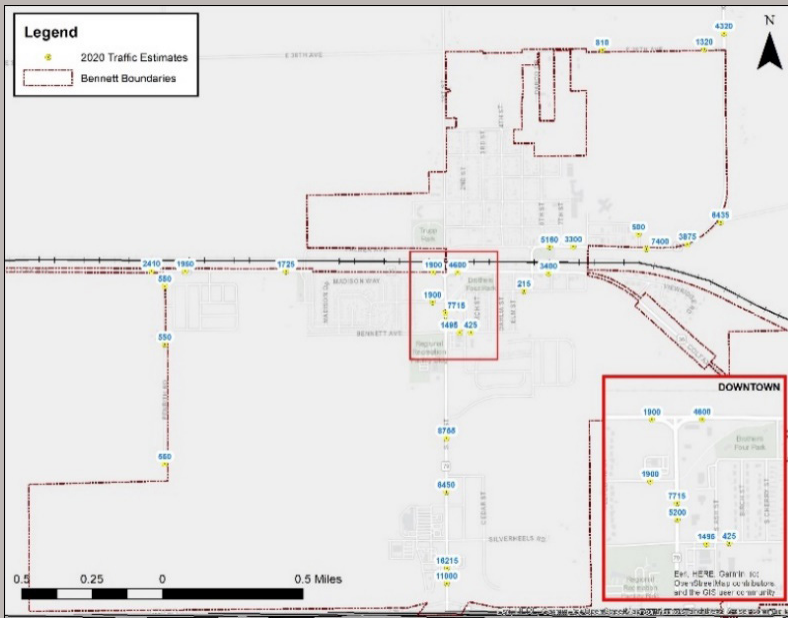
As a critical element of the engagement process, we will consider every opportunity to **educate the public on safety** and how it can be improved. This includes full share-out of safety data, validation on perceived safety issues, explanation of adjacent safety issues such as lighting and land use, discussion on the influence of policy and programs, importance of enforcement, and more. It is important the public and the decision-makers fully understand what and how recommendations can influence the future of mobility within Cortez, with the goal of making it safer. But it is also important for them to understand the limitations and challenges of some safety concerns which are more difficult, if not impossible, to address.



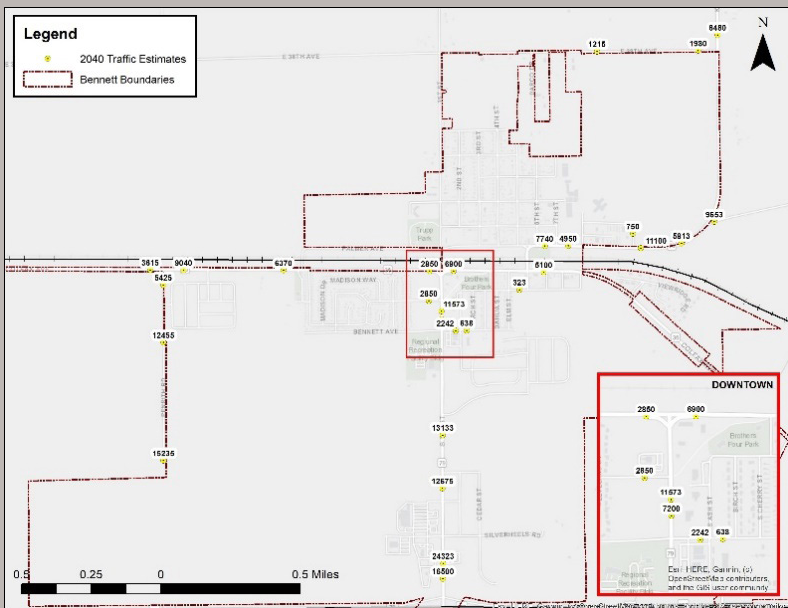
BHI will ensure that the outreach is consistent, transparent, and equally available to all. An opportunity for input via an interactive map, email, and telephone will be made available throughout the project timeframe. All public comments will be collected, recognized, and documented, and every person who provides a comment or question will receive a recognition response. This type of polite communication builds trust with your community, which will help you as you move through implementation. A contact list will be developed, updated, and maintained. This will allow us to share the final recommendations with everyone who showed an interest in the development of the CSAP. The draft and final version of the CSAP will also be shared on the project website, built and hosted by BHI, for the public to review.

Through targeted outreach, BHI will be intentional about the collection of input from various social groups in the community.

TASK 3 DATA COLLECTION AND REVIEW



Bennett MTP 2020 Traffic Counts and Traffic Forecast



The BHI team brings recent and direct experience with the data resources available in communities like Cortez and throughout the State of Colorado. BHI has completed numerous local and regional traffic and transportation studies and projects, which results in us either already having some of the data we need and the relationships and efficient access to any additional data desired.

Existing Conditions Data Collection

One of the keys to success for this project will be the efficient compilation, summarization, and presentation of data. When completed and presented to SRC for input and approval, the CSAP and the prioritized list of recommendations therein will be based on this data, so we want it to be as accurate and comprehensive as possible.

Our general approach will be focused on a comparative analysis of the data the City already has on-hand and available for use for

this work, as well as our knowledge of additional data sources that may provide helpful context for the development of the CSAP (such as CDOT traffic count data). As much as possible, existing data will be noted for all modes of travel: automobiles, truck freight, rail freight, transit, bicycles, and pedestrians. If additional data is needed, it will be collected via coordination with City sources or other publicly available data sources. No additional field data will be collected by BHI under this scope of work. Findings from this data collection effort will be integrated into the CSAP to provide a complete picture of where Cortez is today in relation to comprehensive transportation safety. This baseline information will serve as a cornerstone to the CSAP recommendations and ensure that it provides a strong platform for the pursuit of implementation funds in the future.

LITERATURE REVIEW AND RECOMMENDATIONS

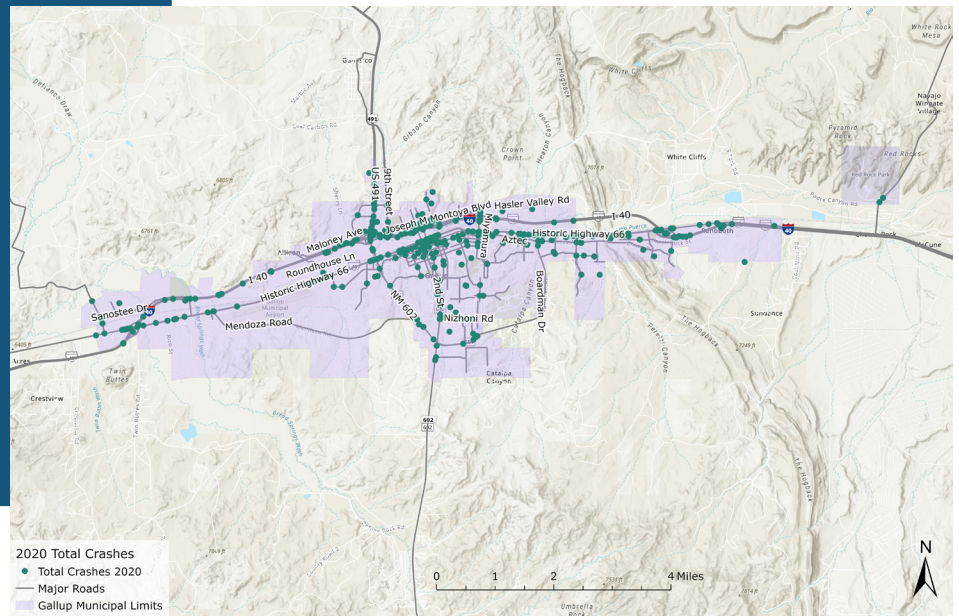
Concurrent with the existing conditions data collection, our team will also complete a review on local, regional, state, and federal plans, as well as peer communities, to better understand best management practices and innovative ideas toward improved safety. Through literature review and policy research, we'll gain a well-rounded understanding and summarize how local, regional, and state agencies are advancing multimodal safety. While we understand good planning is context-sensitive and Cortez's challenges and opportunities are unique, a scan of what other communities are doing will be very informative. The CSAP literature review for this task will focus on the following, culminating in a set of recommendations specific to the City of Cortez:

- **Methodology** – How other communities conduct crash analyses and present quantitative data and maps in ways that make it easy for the public, key stakeholders, and decision-makers to understand and act on key findings.
- **Project Development** – How transportation safety is integrated and accounted for as projects are conceived and designed (i.e., design guidelines or checklists requiring inclusion of bicycle/pedestrian safety features).
- **Ranking / Prioritization** – Methods or specific criteria communities are using to prioritize and phase projects focused on improving transportation safety.
- **Funding** – Unique methods or funding measures used to generate revenue for the design, construction, and maintenance of projects specifically intended to address multimodal safety (i.e., a specific tax or surcharge).
- **Collaboration** – How collaboration is being fostered amongst key stakeholders, such as municipal public works, local and state police departments, MPO staff, and DOT staff to advance projects that deliver mutual benefits across agencies.
- **Programming** – Look for winning education and encouragement programs that have resulted in meaningful behavior change and reductions in non-compliant behavior to reduce risk.

TASK 4 SAFETY ANALYSIS

Safety analysis will expand upon the evaluation of existing crash data, including location, type, and other details about the crashes across the City, as well as patterns in crash type, severity, and user type. Identifying these details about each of the fatal and injury crashes, and the potential cause of those crashes when available, will be critical to selecting safety countermeasures that will reduce the potential for similar crashes in the future. For all crash data captured, we will prepare hot-spot graphics, tables, pie charts, and other visuals to represent conditions and trends for both the decision-makers, stakeholders, and the public. Within the MTP, we created a summary of existing conditions crash data, along with some raw visuals and data points to share.

Gallup TMP Crash Map



Planning to Implementation Approach

Beyond the standard crash evaluation, our team will conduct a systemic analysis following the **FHWA's Safe Systems Approach** method. This involves a holistic and comprehensive perspective on safety for all road users: pedestrians, bicycles, drivers, and transit riders. This is where our strong team of planners and engineers combined can make a difference. Our broad experience allows us to effectively evaluate all five elements of a safe transportation network and consider how they interact. Our engineers will work closely with the specific crash data, and our planners will consider the human elements along with land use and other influencing factors. Together, we will complete a CSAP that develops recommendations that result in a safer transportation system for all.

BHI and Lee both bring experience with this FHWA approach to safety and, with a focus on **planning to implementation**, the following key elements of a safety study to be applied to the CSAP are as follows:

Systemic Evaluations

A systemic evaluation will be completed for the roadway segments and intersections with higher-risk potential based on crash data and existing roadway characteristics, such as functional classification, traffic volumes, number of lanes, posted speed limits, presence of sidewalks and bike lanes, etc.

Priority Locations

Based on the results of the systemic evaluation of higher-risk roadway segments and intersections, our team, in conjunction with the City, will select approximately 10-12 priority locations for further evaluation.

Safety Countermeasures

For each of the priority locations, we will consider safety improvements and recommend safety countermeasures for analysis, design, and installation. This could include pilot projects with quick-build alternatives, allowing the City to test the impacts of any proposed infrastructure improvements.

System-wide Recommendations

Supplementing the specific improvements for the priority locations, our team will consider opportunities for system-wide improvements that could include modifications to signals, lane-width, lighting, signage, striping, bicycle and pedestrian facilities, and more. We will make a recommendation on whether these should be implemented collectively or over-time in conjunction with other improvements.

Policy and Program

Beyond modifications to the actual roadway, we will also consider broad-scale policy or programming modifications that would ideally result in a positive influence on improved safety through changes to travel patterns, development footprints, land use, and overall roadway user experience. This includes opportunities to focus enforcement on the higher-risk locations, creating a safer roadway user experience.



TASK 5

TRANSPORTATION EQUITY REVIEW

Equity around the transportation system within Cortez is a critical element of the CSAP initiative. The solutions developed and recommendations made as a result of the CSAP analysis will be informed by the mobility needs of disproportionately impacted and traditionally underserved residents. The educational element and the final CSAP document will make the connection on how the recommendations account for local needs and address equity throughout the community.

Through the engagement work under Task 3, our team will further develop its understanding of Cortez's traditionally underserved populations. The information and perspectives gained during outreach activities will provide the foundation for our work under this task. Our team will apply our national-level experience, combined with our local knowledge, to assess how disadvantaged neighborhoods are affected by transportation systems, services, and decision-making processes, both within Cortez and the surrounding area.

Under the Equity Review, we'll assess the indicators specified in the RFP to gain a better understanding of challenges and needs unique to these populations and specific to Cortez. Then we will use that understanding and our professional skills to help shape our CSAP recommendations, so they bring notable value to all residents.

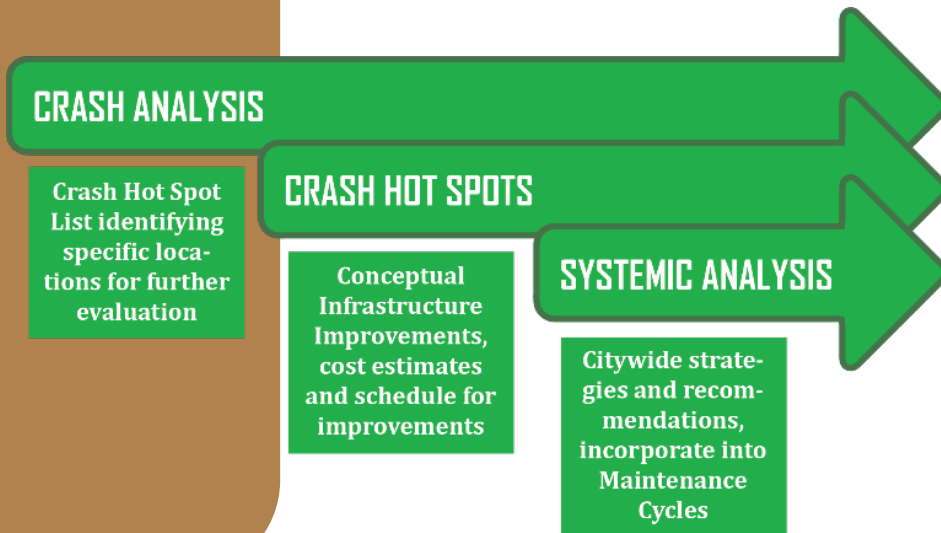
With every project and study we complete, one key goal is to improve transportation equity amongst the area residents and other roadway users. We understand a transportation system must work for everyone to provide true value to the future of any community.

TASK 6 IMPLEMENTATION MATRIX

Ultimately, the Implementation Matrix will be a framework for the future decisions applied to Cortez’s transportation system. Our comprehensive safety analyses will be an integral element in the development of this framework. The BHI team will create various levels of recommendations from each stage of the planning process, leading to the next task and collectively resulting in a list of implementation activities identified in a comprehensive matrix, including action items and associated funding sources.

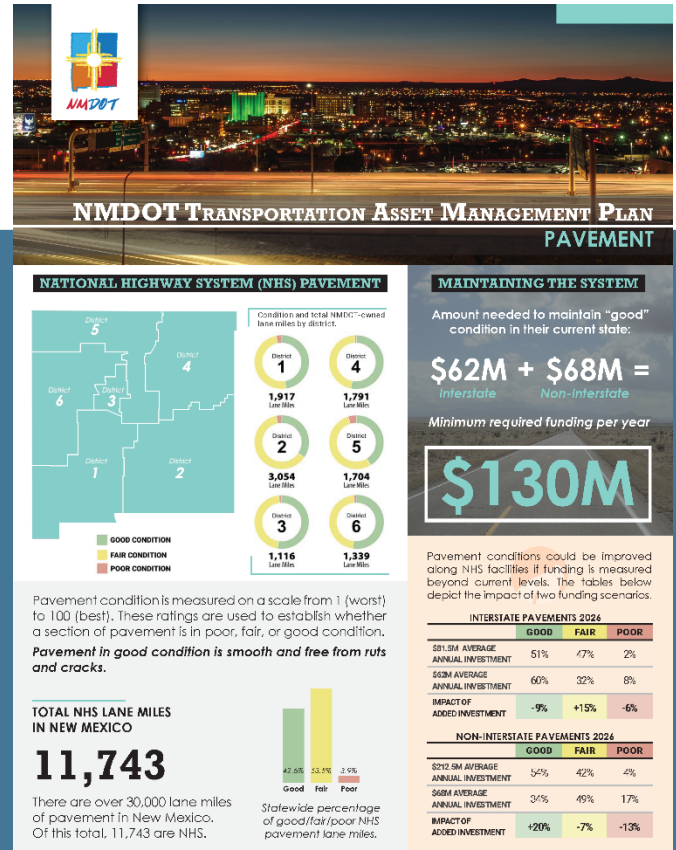
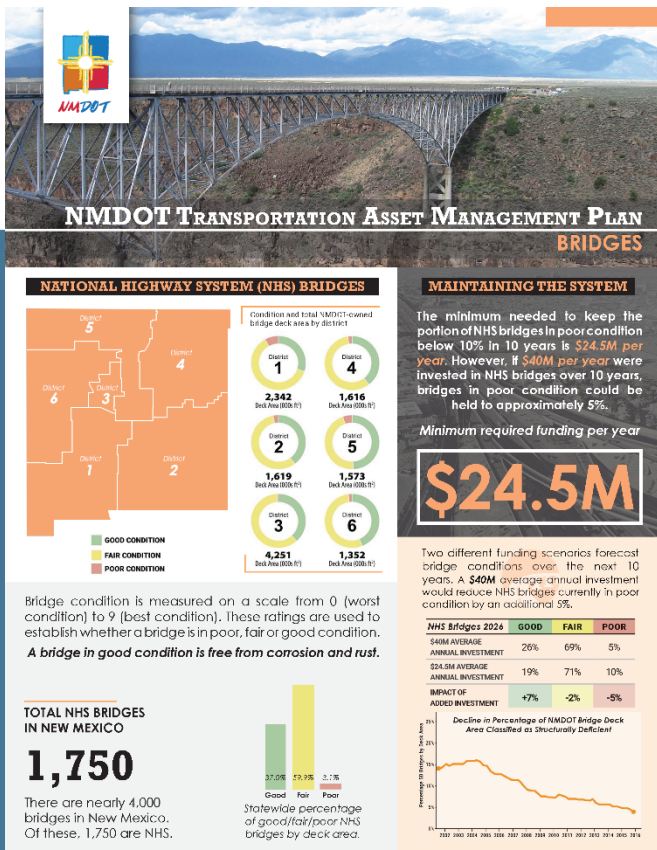
As a result of our comprehensive safety analysis, combined with public feedback, knowledge of best management practices, and identified support for relevant roadway network improvements, the BHI team will develop an initial list of all implementation actions as a general set of recommendations. Through further discussion with stakeholders and the project team, BHI will develop a prioritization process that outlines a standard set of guidelines to be used to prioritize actions for the implementation of the CSAP. This prioritization may include elements such as funding availability, level of need, timeframe (near, long, future, etc.), community support, etc. Throughout this process, BHI will develop an implementation matrix that outlines recommendations and identifies priorities, magnitude of costs, anticipated benefits, funding opportunities, anticipated staff resources, and project timing or phasing, as appropriate.

The Implementation Matrix will be an integral part of the final CSAP and will include visuals and mapping to support the decisions made and recommendations included in the overall implementation plan.



TASK 7 DRAFT & FINAL CSAP

We take great care to produce transportation plans that are visually appealing, easy to read, comprehensive, and customized to provide the highest value to the community. The plan will consolidate existing conditions, engagement benefits, safety analysis, and recommendations, as well as a complete implementation plan with a recommended list of projects or programs. There will be clear sections with links to current data and hyperlinks to relevant national, state, and local guidelines and regulations, so details needed to support implementation will be readily available to the user.



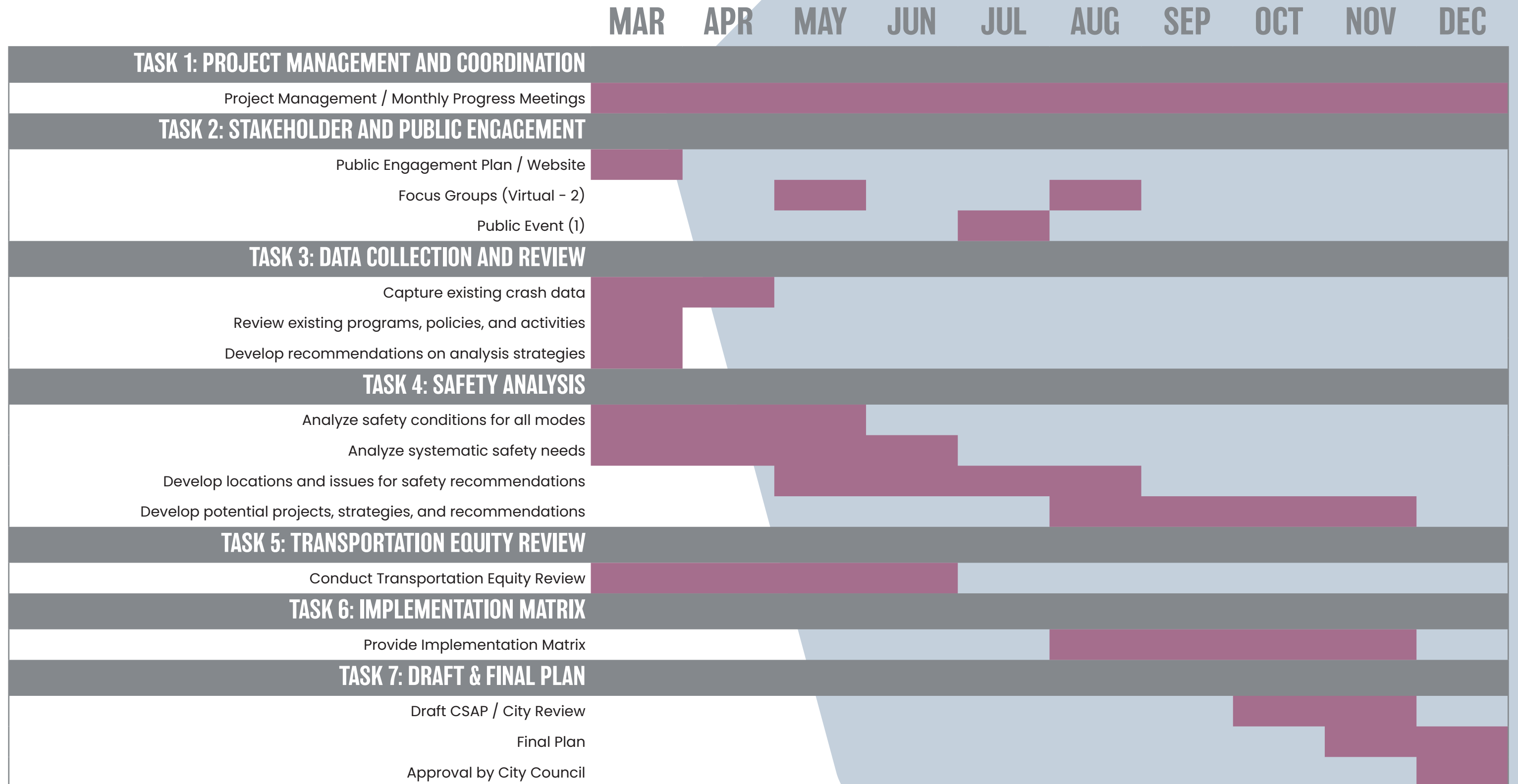
Example Fact Sheets and Summary Details BHI created for the NMDOT Transportation Asset Management Plan

Coupled with our proposed outreach process, the draft CSAP will be vetted with stakeholders and City staff. Through a virtual meeting to collect and discuss comments on the draft plan, we will ensure an efficient revision and transition to a final plan document. Ultimately, the CSAP will be finalized by incorporating any and all input received throughout the review process. The final version will be submitted in an interactive PDF format, along with all associated GIS files and data collected for the analysis element. Specifically, the CSAP will demonstrate:

- A connection to USDOT Complete Streets criteria, articulating key norms and protocols for Cortez road evaluation and data gathering (for the plan and for the future).
- A prioritized indication of identified capital projects (projects and countermeasures) that support the City's efforts to achieve Vision Zero.
- A comprehensive summary of engagement efforts and the connection to identified traffic safety needs as communicated by stakeholders and residents.
- The development of a framework for the City's ongoing review of traffic conditions necessitating changes in approach or implementation of recommendations included in the CSAP.

BHI will provide all the material support necessary as City staff moves through the approval process and will join City staff in presenting the Safety Action Plan for City of Cortez Council consideration.

Estimated Calendar



Budget Table

Budget Table - Cortez SS4A CSAP								Bohannon Huston	3/8/2024
	Planner 7	Planner 6	Planner 3	Planner 1	Engineer 6	Engineer 4	Engineer 1		
	\$260.00	\$205.00	\$140.00	\$105.00	\$235.00	\$180.00	\$120.00		
	Hours	Hours	Hours	Hours	Hours	Hours	Hours		
Task 1: Project Management and Coordination									
Project Management	2	10						\$2,570	
Team Progress Meetings (Monthly)	2	10		10				\$3,620	
Task 1 BHI Sub	4	20	0	10	0	0	0	\$6,190	
Task 1 Lee Engineering Sub-Total								\$500	
Task 1 Total								\$6,690	
Task 2: Stakeholder and Public Engagement									
Project Website and Interactive Map	1	2		12				\$1,930	
Focus Groups - Virtual (2) (prep/facilitate/document)	1	17		17			3	\$5,890	
Public Event (1) (prep/facilitate/document)	2	17		25			4	\$7,110	
Task 2 BHI Sub	4	36	0	54	0	0	7	\$14,930	
Task 2 Total								\$14,930	
Task 3: Data Collection and Review									
Capture crash data from available sources			2	2				\$490	
Capture bike, ped, transit data from available sources			2	2				\$490	
Capture traffic volumes (auto/bike/ped) from available data			2	2				\$490	
Review existing programs, policies, activities in Cortez		1	4	4	2	1		\$1,835	
Peer review of safety strategies	1	1	4	4		2		\$1,805	
Develop recommendations on analysis strategies	1	4	6	8	2	2		\$3,590	
Task 3 BHI Sub	2	6	20	22	4	5	0	\$8,700	
Task 3 Lee Engineering Sub-Total								\$2,000	
Task 3 Total								\$10,700	
Task 4: Safety Analysis									
Analysis of trends of safety conditions for all modes		2	3	8			1	\$1,790	
Analysis of systematic safety needs	1	4	3	6	1		2	\$2,605	
Develop locations and safety recommendations		3	4	8			2	\$2,255	
Develop potential projects, strategies, and recommendations	2	6	8	10	4	2	2	\$5,460	
Task 4 BHI Sub	3	15	18	32	5	2	7	\$12,110	
Task 4 Lee Engineering Sub-Total								\$8,000	
Task 4 Total								\$20,110	
Task 5: Transportation Equity Review									
Transportation Equity Review	1	1	5					\$1,165	
Assess regional transportation indicators	1	1	4	2				\$1,235	
Evaluate barriers and inequalities	1	1	5	2				\$1,375	
Task 5 BHI Sub	3	3	14	4	0	0	0	\$3,775	
Task 5 Total								\$3,775	
Task 6: Implementation Matrix									
Develop timeline for priority projects	1	4	4			2		\$2,000	
Develop schedule for implementation	1	3	8		1	1	1	\$2,530	
Task 6 BHI Sub	2	7	12	0	1	3	1	\$4,530	
Task 6 Lee Engineering Sub-Total								\$1,000	
Task 6 Total								\$5,530	
Task 7: Draft and Final Plan									
Draft CSAP	1	6	14	16	2	4		\$6,320	
Final Plan	1	4	8	8	1	1		\$3,455	
Approval by City Council	2	3						\$1,135	
Task 7 BHI Sub	4	13	22	24	3	5	0	\$10,910	
Task 7 Lee Engineering Sub-Total								\$1,000	
Task 7 Total								\$11,910	
Expenses									
Public Meeting Material Costs (1 mtg)								\$500	
Expenses Total								\$500	
Project Total (Excluding Applicable Tax)								\$74,145	

Travel: 1 trip to Cortez for BHI.

Meeting Costs: Includes meeting materials and refreshments. Excludes meeting venues and advertisements. Mileage is waived.

Item No: 1085

Meeting Date: 4/9/2024

TITLE: City Selection of Contractors: CORTEZ SAFE ROADS PROJECT (SS4A GRANT)

SUBMITTING DEPARTMENT: Grants Administration

ATTACHMENTS: AM Signal proposal & BHI proposal

BACKGROUND

Awarded to the City in 2023, the USDOT *Safe Streets & Roads For All Grant* (SS4A) provides for professional services that lead to the creation of a Safety Action Plan in Cortez, which will identify remedies for traffic and mobility improvements as well as establish commitments to reducing crash fatalities and injuries. The Project is led by the Cortez Police Department, under Chief Knuckles.

The grant funds of \$203,390, along with in-kind City match dollars of \$50,850, were secured last summer. Broadly, these funds provide for (1) staffing for public engagement on the topics of safety and injury abatement, (2) a data-collection agent that generates state-of-the-art video and digital analyses of traffic and mobility conditions in the City, and (3) an engineering consultant to compile an Action Plan draft that meets DOT Complete Streets and Vision Zero formulae. The practical goal of this Cortez Safety Action Plan is to allow the City a necessary basis for immediate follow-up requests for SS4A construction funds under the Bipartisan Infrastructure Law.

Requests for Proposals (RFP) for the two vendor roles were drafted in September 2023 and posted in October. At the time the City was additionally making significant efforts with respect to financial compliance duties with the funder (Federal Highway Administration, under USDOT). Four proposals were received for data-collection services; only one was received for the engineer/planner role. The latter was deemed insufficient for response and the RFP was therefore postponed pending selection of the data-collection vendor; the second RFP was then redrafted for posting in February 2024. This time, three proposals were received for the engineer/planner consulting service, with a selection finalized in March.

DISCUSSION

The review committee consisted of Cortez Public Works, Finance, and Police Department management. Vendors herein recommended for contract have each met the requirements of the respective RFPs, illustrate synergy for the SS4A project and its public-engagement role, and reflect broad, practical experience with professional results. For the data-collection agent, the

review committee selected AM Signal. For the project’s planner/engineer work, Bohannon-Huston (BHI) was selected.

Generally speaking, the vendors who demonstrated the best mix of price-point, coherence, flexibility, and client responsiveness scored highest. Both of the selected contractors are Coloradan, with abundant experience working in smaller communities.

In entirety, data-collection proposals were received from:

1. AM Signal	Littleton, CO	\$100,669
2. IDAX Data Solutions	Renton, WA	\$306,600
3. VivaCity Labs	Wilmington, UK	\$240,000
4. GridMatrix	Cupertino, CA	\$ [indeterminate]

In entirety, planner/engineer proposals were received from:

5. Bohannon-Huston Inc.	Englewood, CO	\$74,145
6. Iteris, Inc.	Santa Ana, CA	\$73,133
7. JR Engineering	Denver, CO	\$ [not given]

To fulfill our Cortez Safe Roads Project (SS4A), and efficiently stretch grant funds for maximum benefit, therefore, the review committee’s recommendation of AM Signal and BHI represent the best possible configuration to support public-engagement functions already underway at Cortez PD, and to produce a complete Safety Action Plan draft for City Council’s consideration.

The City Grants Administrator has verified the candidates’ business standing and eligibility. Pending Council approval, we will submit the recommended proposals for contracting under the City Manager’s signature as soon as possible in order to expedite project launch by May 2024.

FISCAL IMPACTS

The grant funds are budgeted to cover 100% of these contract costs. For its match portion with the grant, the City of Cortez has already committed in-kind resources (e.g., office supply, public outreach materials, etc.). Moreover, Public Works, Finance, and the Police Department provides ongoing guidance for the project, while the Cortez Police Department will supervise contractor executions and deliverables.

RECOMMENDATION

Per the recommendations of the review committee, the City Grants Administrator asks for Council approval of the AM Signal proposal of \$100,669 and the BHI proposal of \$74,145, respectively pertaining to data-collection and planning services, in order to enter into respective contracts for each.



Motion: I move that the bid submitted by AM Signal in the amount of \$100,669 for its data-collection platform, and the bid submitted by Bohannon-Huston in the amount of \$74,145 for transportation planning/engineering services, be approved, authorizing City Manager Drew Sanders to negotiate and sign contracts with each in order to proceed with the Cortez Safe Roads Project (SS4A) grant.

Prepared By: Scott Baker, Grants Administrator



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

Memorandum

To: CORTEZ CITY COUNCIL

From: Cheryl Lindquist, Permit Technician/Deputy City Clerk

Date: 4/09/2024

RE: Resolution No. 6, Series 2024

DISCUSSION

The purpose of this request is to obtain approval of the Second Amended Plat to correct an error in the previously approved First Amended Plat. The new lot will meet or exceed all requirements of the (C) zone.

BACKGROUND

SN Warehouse, LLC, recently received approval for a conditional use permit to establish/renovate a storage facility located at 459 W North Street and approval of a First Amended Plat to consolidate all lots into one to facilitate the construction. The sole purpose of this Second Amended Plat is to correct an error on the First Amended Plat.

FISCAL IMPACT

Not Studied

RECOMMENDATION

Staff recommends approval of the Second Amended Plat/boundary adjustment, with two conditions.

MOTION

If Council chooses to follow the recommendation of Staff, a suggested motion is as follows:

I move that the City Council approve Resolution No. 6, Series 2024, a resolution approving the 2nd Amended Plat for Lots 1 -- 9, Block 2W, Western Addition to the Town of Cortez, amending Lot 8A, with the conditions of approval stated in the Resolution.

Attachments

Staff Report
Resolution No. 6, Series 2024
Resolutions from first approvals
New Documentation
Previous Plat



*City of Cortez
Community &
Economic Development
123 Roger Smith Avenue
Cortez, CO 81321*

Meeting Date: April 9, 2024
Project No. LU24-0002

STAFF REPORT

TO: Members of the Cortez City Council
FROM: Nancy Dossdall, Contract City Planner

SUBJECT: Application for a second amended plat of Lots 1 – 9, Block 2W, Western Addition to the Town of Cortez. The property is located at 459 W North Street, Cortez, CO, zoned C, Commercial Highway District (the “Property”).

APPLICANT: The S N Warehouse, LLC (Erin and Jeramie Neer)

OWNER: The S N Warehouse, LLC

ATTACHMENTS: CC Resolution No. 6, Series 2024
Project Narrative
Amended Plat

BACKGROUND

The applicant, The S N Warehouse, LLC (the “Applicant”), recently received approval for a conditional use permit to establish/renovate a storage facility located on the Property at 459 W North Street and an amended plat to consolidate all lots into one to facilitate the construction. An error occurred in the drafting of the consolidation plat which consisted of Lots 4-9 depicted as 30’ wide instead of the correct 25’ wide and additional adjacent property being included. The sole purpose of this amended plat is to correct the error.

The site is bounded on all sides by commercial properties, all zoned Commercial Highway (C).

DEVELOPMENT STANDARDS

Development Standard	C Zone Requirement	Proposed
Min. lot area (sq. ft.)	3,000	33,722 sq. ft. (after consolidation)
Min. front yard (ft.)	10’	10’
Min. side yard (ft)	0’	15’
Min. rear yard (ft)	7’	20’

Max. lot coverage	50%	42%
Min. floor area	n/a	n/a
Max height (ft)	50'	19' 3 1/8"
Parking	No code requirement	4 spaces provided
Landscaping	10% or 3,372 sq. ft.	10.3% or 3,467 sq. ft.

ISSUES

Section 6.09 of the City’s Land Use Code allows a replat or plat amendment under the following circumstances:

(a) Replats and plat amendments shall be subject to all of the requirements of this code regarding preliminary plats and final plats, provided, however, that the city council shall be authorized to approve a replat or plat amendment without notice or hearing where the replat or plat amendment is solely for one or more of the following purposes and does not remove any covenants or restrictions or increase the number of lots. Such approval and issuance shall not require notice, hearing, or approval of other lot owners. Allowable purposes for a replat or plat amendment include to:

- (1) Correct an error in any course or distance shown on the prior plat.
- (2) Add any course or distance that was omitted on the prior plat.
- (3) Correct an error in the description of the real property shown on the prior plat.
- (4) Indicate monuments set after death, disability, or retirement from practice of the engineer responsible for setting the monuments.
- (5) Show the proper location or character of any monument that has been changed in location or character or that originally was shown at the wrong location or incorrectly as to its character on the prior plat.
- (6) Correct any other type of clerical error or omission in the previously approved plat.
- (7) Correct an error in courses and distances of lot lines between two (2) adjacent lots where both lot owners join in the application for plat amendment and neither lot is abolished, provided that such amendment does not have a material adverse effect on the property rights of the owners in the plat.
- (8) Relocate a lot line in order to cure an inadvertent encroachment of a building or improvement on a lot line or on an easement.
- (9) Relocate or vacate one (1) or more lot lines between one (1) or more adjacent lots and /or parcels or tracts where the owner or owners of all such property join in the application for the plat amendment.

DISCUSSION

The purpose of this request is to correct the error in the previously approved First Amended Plat. The new lot will meet or exceed all requirements of the (C) zone. The proposal meets the requirements of (1 and 3) above.

AGENCY REVIEW

Cortez Sanitation (Jim Webb)

The Sanitation District has no issues with this amended request.

No other agencies responded.

ALTERNATIVES

1. The Council can approve the amended plat as submitted;
2. The Council can deny the Second Amended Plat and state its reasons;
3. The Council can ask for more information and continue the application to a date certain; or
4. The Council can approve the Second Amended Plat, and state any conditions it feels would be necessary to ensure compliance with the Land Use Code.

RECOMMENDATION

Staff recommends Alternative “4” above, approval of the Second Amended Plat/boundary adjustment, with 2 conditions.

If Council so chooses to follow the recommendation of Staff, a suggested motion is as follows: I move that the City Council approve Resolution No. 6, Series 2024, a resolution approving the 2nd Amended Plat for Lots 1 – 9, Block 2W, Western Addition to the Town of Cortez, Amending Lot 8A, with the following conditions:

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.
2. The plat shall be recorded at the Montezuma County Clerk and Records Office within six (6) months of Council approval, in accordance with Land Use Code Section 6.05 (d)(2)a.

**CITY OF CORTEZ
RESOLUTION NO. 6, SERIES 2024**

A RESOLUTION APPROVING A SECOND AMENDED PLAT OF LOTS 1-9, BLOCK 2W, WESTERN ADDITION TO THE TOWN OF CORTEZ, COLORADO, IN THE COMMERCIAL HIGHWAY (C) ZONING DISTRICT

WHEREAS, the owner/applicant, The S N Warehouse, LLC (the “Owner/applicant”), has applied for approval of a 2nd amended plat to correct an error in the amended plat approved December 12, 2023 and recorded in Plat Book 23 at Page 23, Reception #654268 on January 10, 2024 (the “First Amended Plat”). The property is located at 459 W North Street, Cortez, Colorado, and more particularly described as (the “Property”):

Lots 1, 2, 3, 4, 5, 6, 7, 8 and 9, Block 2W, Western Addition to the Town of Cortez, according to the plat thereof filed for record November 20, 1947 in Book 1 at Page 56, contained in Section 27, T36 N, R16W, NMPM, also known as 459 W North St, Cortez, Colorado

WHEREAS, the error in the First Amended Plat consists of Lots 4-9 depicted as 30’ wide instead of the correct 25’ wide and additional adjacent property being included, and the Second Amended Plat that is the subject of this Resolution corrects that error; and

WHEREAS, Land Use Code Section 6.09, Replats and plat amendments, indicates that the owner or developer of a property may request a plat amendment pursuant to all code requirements; and

WHEREAS, the City Council reviewed the application and proposed plat for a plat amendment for the Property; and

WHEREAS, based on the evidence and testimony presented at the City Council’s April 9, 2024 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 a plat amendment 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. 6, Series 2024, contains the conditions of approval for the plat amendment of the Property; and

THAT, the Second Amended Plat of Lots 1-9, Block 2W, Western Addition to the Town of Cortez, Colorado, and the 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 an amended plat:

- a. All requirements of utility providers, City departments, CDOT and affected districts must be satisfied, as outlined in adopted City Codes and other regulatory documents.
- b. The plat shall be recorded at the Montezuma County Clerk and Records Office within six (6) months of City Council approval, in accordance with Land Use Code Section 6.05 (d)(2)a.

MOVED, SECONDED, AND ADOPTED THIS 9th DAY OF APRIL 2024

CORTEZ CITY COUNCIL

Rachael B. Medina, Mayor

ATTEST:

Linda L. Smith, City Clerk

**CITY OF CORTEZ
RESOLUTION NO. 31, SERIES 2023**

**A RESOLUTION APPROVING AN AMENDED PLAT OF LOTS 1-9, BLOCK 2W,
WESTERN ADDITION TO THE TOWN OF CORTEZ, COLORADO, IN THE
COMMERCIAL HIGHWAY (C) ZONING DISTRICT**

WHEREAS, the owner/applicant, The S N Warehouse, LLC (the "Owner/applicant"), has applied for approval of an amended plat to consolidate the existing lots located at 459 W North Street, Cortez, Colorado, and more particularly described as (the "Property"):

Lots 1, 2, 3, 4, 5, 6, 7, 8 and 9, Block 2W, Western Addition to the Town of Cortez, according to the plat thereof filed for record November 20, 1947 in Book 1 at Page 56, contained in Section 27, T36 N, R16W, NMPM, also known as 459 W North St, Cortez, Colorado

WHEREAS, Land Use Code Section 6.09, Replats and plat amendments, indicates that the owner or developer of a property may request a plat amendment pursuant to all code requirements; and

WHEREAS, the City Council reviewed the application and proposed plat for a plat amendment for the Property; and

WHEREAS, based on the evidence and testimony presented at the City Council's December 12, 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 a plat amendment of the Property have been or can be met.

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

THAT, Resolution No. 31, Series 2023, contains the conditions of approval for the plat amendment of the Property; and

THAT, the plat amendment and full application for the Property are hereby approved, subject to the following condition to ensure compliance with the standards in the City of Cortez Land Use Code for an amended plat:

- a. All requirements of utility providers, City departments, CDOT and affected districts must be satisfied, as outlined in adopted City Codes and other regulatory documents.
- b. The plat shall be recorded at the Montezuma County Clerk and Records Office within six (6) months of City Council approval, in accordance with Land Use Code Section 6.05 (d)(2)a.

MOVED, SECONDED, AND ADOPTED THIS 12th DAY OF DECEMBER 2023

CORTEZ CITY COUNCIL

A handwritten signature in black ink, appearing to read "Rachael Medina", written over a horizontal line.

Rachael B. Medina, Mayor

ATTEST:

A handwritten signature in blue ink, appearing to read "Linda L. Smith", written over a horizontal line.

Linda L. Smith, City Clerk

CITY OF CORTEZ
RESOLUTION NO. 26, SERIES 2023

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT AND SITE PLAN
FOR A PARCEL LOCATED AT 459 W NORTH STREET, CORTEZ, COLORADO, IN
THE COMMERCIAL HIGHWAY (C) ZONING DISTRICT**

WHEREAS, the owner/applicant, The S N Warehouse, LLC (the "Owner/applicant"), has applied for review and approval of a Conditional Use Permit and Site Plan for a storage facility to be located at 459 W North Street, Cortez, Colorado, and more particularly described as (the "Property"):

Lots 4, 5, 6, 7, 8 and 9, Block 2W, Western Addition, according to the plat thereof filed for record November 20, 1947 in Book 1 at Page 56, also known as 459 W North, Cortez, Colorado

WHEREAS, the Owner/applicant presented an application and necessary submittal items requesting review and a recommendation of approval of the application by the City Planning and Zoning Commission at a regular meeting held on October 3, 2023; and

WHEREAS, Section 6.10 of the Cortez Land Use Code, Conditional Use Permits, indicates that the owner or developer of a property may request a conditional use permit for development of said property; and

WHEREAS, the Planning and Zoning Commission reviewed the request for a Conditional Use Permit and is recommending approval of the request on the Property, as evidenced by adoption of P&Z Resolution No. 17, Series 2023; and

WHEREAS, it appears that all requirements of Chapters 5.00 and 6.00 of the City's Land Use Code for development of this site have been met.

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

THAT, this Resolution No. 26, Series 2023, establishes the conditions of approval for a Conditional Use Permit and Site Plan on the Property; and

THAT, the Conditional Use Permit and Site Plan for the Property is hereby approved, subject to the following conditions to ensure compliance with the standards in the Cortez Land Use Code for a conditional use permit and site development plan:

- a. All requirements of utility providers, City departments, CDOT and affected districts must be satisfied, as outlined in adopted City Codes and other regulatory documents. Specifically, all public improvements shall comply with the minimum requirements of the 2009 City of Cortez Construction Design Standards and Specifications and all

- requirements of CDOT for required highway improvements.
- b. The appropriate construction drawings and reports for the project, revised as required by the City Engineer shall be signed and stamped by a Colorado licensed architect or engineer, must be approved by the Building Official and City Engineer, and a building permit obtained prior to any construction on the Property.
 - c. A drainage report meeting CDPHE requirements shall be submitted and approved by the City Engineer prior to issuance of a building permit for the Property.
 - d. Prior to issuance of a building permit for the project, the lots will be consolidated.

MOVED, SECONDED, AND ADOPTED THIS 24th DAY OF OCTOBER 2023.

CORTEZ CITY COUNCIL



Arlina Yazzie, Mayor Pro-Tem

ATTEST:



Linda L. Smith, City Clerk

**CITY OF CORTEZ
PLANNING AND ZONING COMMISSION
RESOLUTION NO. 17, SERIES 2023**

A Resolution Recommending Approval of a Conditional Use Permit and Site Development Plan for a parcel located at 459 W North Street, Cortez, Colorado, zoned C, Commercial Highway

WHEREAS, the owner/applicant, The S N Warehouse, LLC (the “Owner/applicant”), has applied for review of a Conditional Use Permit and Site Plan for a storage facility to be located at 459 W North Street, Cortez, Colorado, and more particularly described as (the “Property”):

Lots 4, 5, 6, 7, 8 and 9, Block 2W, Western Addition, according to the plat thereof filed for record November 20, 1947 in Book 1 at Page 56, also known as 459 W North, Cortez, Colorado

WHEREAS, the Owner/applicant presented a request and necessary submittal items for review of the application by the City Planning and Zoning Commission at a regular meeting held on October 3, 2023; and

WHEREAS, Section 6.10 of the Cortez Land Use Code, Conditional Use Permits, indicates that the owner or developer of a property may request a conditional use permit for development of said property; and

WHEREAS, the Planning and Zoning Commission reviewed the request for a Conditional Use Permit and is recommending approval of the request on the Property, as evidenced in the adoption of this P&Z Resolution No. 17, Series 2023; and

WHEREAS, based on the evidence and testimony presented at said meeting, the Planning and Zoning Commission is recommending that the City Council approve the requested Conditional Use Permit; and

WHEREAS, it appears that all requirements of Chapters 5.00 and 6.00 of the City’s Land Use Code for development of this site have been met.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF CORTEZ PLANNING AND ZONING COMMISSION:

THAT, this P&Z Resolution No. 17, Series 2023, establishes the conditions of approval for a Conditional Use Permit on the Property; and

THAT, the Conditional Use Permit for the Property is hereby recommended to City Council for approval, subject to the following conditions to ensure compliance with the standards in the Cortez Land Use Code for a conditional use permit:

- a. All requirements of utility providers, City departments, CDOT and affected districts must be satisfied, as outlined in adopted City Codes and other regulatory documents. Specifically, all public improvements shall comply with the minimum requirements of the 2009 City of Cortez Construction Design Standards and Specifications and all requirements of CDOT for required highway improvements.
- b. The appropriate construction drawings and reports for the project, revised as required by the City Engineer shall be signed and stamped by a Colorado licensed architect or engineer, must be approved by the Building Official and City Engineer, and a building permit obtained prior to any construction on the Property.
- c. A drainage report meeting CDPHE requirements shall be submitted and approved by the City Engineer prior to issuance of a building permit for the Property.
- d. Prior to issuance of a building permit for the project, the lots will be consolidated.

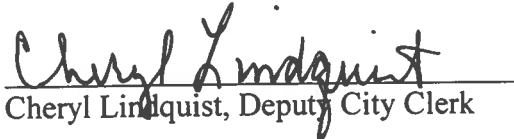
MOVED. SECONDED. AND ADOPTED THIS 3rd DAY OF OCTOBER. 2023

CORTEZ PLANNING AND ZONING COMMISSION



Robert Rime
Robert Rime, Chairman

ATTEST:



Cheryl Lindquist
Cheryl Lindquist, Deputy City Clerk

Amended Plat

APPLICANT: SN WAREHOUSE LLC BY HUDDLESTON LAND SURVEYING
APPLICANT EMAIL: matears@fone.net
MAILING ADDRESS: P.O. BOX KK, CORTEZ, CO 81321
PHONE: 970 565-3330 FAX: N/A
PROPERTY ADDRESS: 459 W. NORTH ST., CORTEZ
PROPERTY FOR: SN WAREHOUSE, LLC

Submittal Requirements

- Letter of petition (Narrative)
- 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
- Agent Authorization Letter if Applicable
- Plat

- Boundary lines, bearings and distances
- Adjacent subdivisions and property owners indicating existing streets, alleys, and other features
- Intersecting streets
- Proposed streets, alleys, and easements
- Proposed blocks, lots and parks – with dimensions
- 5' intervals of topographic contours
- All easements or ROW's necessary for drainage
- Subdivision title 2ND AMENDED PLAT OF LOTS 1-9, BLOCK 2W
WESTERN ADDITION TO THE TOWN OF CORTEZ, AMENDING LOT 8A
- Land planner or engineer GERALD HUDDLESTON Phone #: 970 565 3330
SURVEYOR
- Name and addresses of the owner(s)
- Dedicated parks, playgrounds and other public uses
- Scale, north point, date, and other pertinent data
- Property owner's name, address, and telephone number
- A proposed preliminary layout of sanitary sewer and water lines
- Drainage report/statement
- Wetlands identification
- Protective covenants
- Proposed land uses
- Vicinity map
- Application fee \$ _____



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
 Amended Plats and/or RePlats Plumbing Permit
 13-000737

File Number:

Permit Number:
 PL24-000002

Project Address: 459 West NORTH Street
 Legal Description: Subdivision: WESTERN Block: 2 Lot: 4 THRU:- Lot: 9 , , , : TR: .516AC S: 27 T: 36 R: 16: B416 P78 B429
 P280-281

Owner:

Name: Jeramie & Erin Neer Phone:
 Address: 27696 HWY 145
 Dolores, CO 81323

Contractor:

Name: [Ppermit:::3796:::16441:::[BUSINESS_NAME\]] Phone: [Ppermit:::3796:::16441:::[WORK_PHONE\]]

Project Description: correction
 Other Permit #'s: Building: B13-000117 Land Use: LU20-000003 B.O.A.: BOA20-000001 Land Use: LU23-000008

Fees:				Payments:	
Description	Total Date Cost	Type Reference	Receipt Received	From	Amount
Amended Plats and / or Replats	300.00 03/18/2024	Check 200	390	Gerald and Rita Huddelston	300.00
Permit Total:	300.00				
Total Paid:	300.00				
Balance Due:	0.00				

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

3/18/24

Issued By

Date

Receipt No: 30.002736

Mar 18, 2024

Huddelston Surveying

Building Permits - PL24-2	300.00
---------------------------	--------

Total:	300.00
--------	--------

Check	Check No: 200	300.00
	Payor: Huddelston Surveying	

Total Applied:	300.00
----------------	--------

Change Tendered:	.00
------------------	-----

03/18/2024 2:52 PM

S N Warehouse, LLC – Lots 1-9, Block 2W, Western Addition to the Town of Cortez Creating Lot 8A
459 W. North St., Cortez

The first preliminary plat we drafted and submitted for approval showed the exterior footprint of Lots 1-9, Block 2W in the Western Addition to the Town of Cortez correctly, what was incorrect was the graphically shown interior lots that were being combined into one lot. Specifically, Lots 4-9 were depicted as 5 lots, each being approx. 30' wide as opposed to 6 lots being 25' wide. Thus Lot 9 was not represented on that plat although it existed in the exterior footprint.

When the city planner called us in December asking about where Lot 9 was, I instantly thought we had made a mistake and had not surveyed far enough west. We surveyed that extra lot, which is Lot 10 and not owned by S N Warehouse, LLC, and incorrectly added it to the existing survey.

That plat was approved by the council in December and recorded in Plat Book 23 at Page 23, Reception #654268 on 1/10/2024.

This plat submission is to correct that error and bring the footprint of the combined lots back to 9 lots and correct the plat title and dedication statement to reflect that it is amending the recorded plat.

Huddleston Land Surveying
970-565-3330

S N Warehouse, LLC – Lots 1-9, Block 2W, Western Addition to the Town of Cortez Creating Lot 8A
459 W. North St., Cortez

The first preliminary plat we drafted and submitted for approval showed the exterior footprint of Lots 1-9, Block 2W in the Western Addition to the Town of Cortez correctly, what was incorrect was the graphically shown interior lots that were being combined into one lot. Specifically, Lots 4-9 were depicted as 5 lots, each being approx. 30' wide as opposed to 6 lots being 25' wide. Thus Lot 9 was not represented on that plat although it existed in the exterior footprint.

When the city planner called us in December asking about where Lot 9 was, I instantly thought we had made a mistake and had not surveyed far enough west. We surveyed that extra lot, which is Lot 10 and not owned by S N Warehouse, LLC, and incorrectly added it to the existing survey.

That plat was approved by the council in December and recorded in Plat Book 23 at Page 23, Reception #654268 on 1/10/2024.

This plat submission is to correct that error and bring the footprint of the combined lots back to 9 lots and correct the plat title and dedication statement to reflect that it is amending the recorded plat.

Huddleston Land Surveying
970-565-3330

2ND AMENDED PLAT OF LOTS 1-9, BLOCK 2W, WESTERN ADDITION TO THE TOWN OF CORTEZ AMENDING LOT 8 A

SECTION 27, T.36 N., R.16 W., MPM, MONTEZUMA COUNTY, COLORADO

CERTIFICATE OF DEDICATION AND OWNERSHIP

KNOW ALL MEN BY THESE PRESENTS that The S N Warehouse, LLC is the owner of a portion of property in the City of Cortez, Montezuma County, Colorado, being more particularly described as follows:

Lots 1, 2, 3, 4, 5, 6, 7, 8, and 9, Block 2W, Western Addition to the Town of Cortez according to the plat recorded in Plat Book 1 Page 54, contained in Section 27, T.36 N., R.16 W., MPM, Montezuma County, Colorado, containing 317,937.72 sq. ft. or 7.275 acres more or less, SUBJECT TO all easements of record, pre-emptive or dedicated herein.

Know by these presents that said plat was established and platted the same into 9 lots as shown on this plat, under the name and style of said AMENDED PLAT OF LOTS 1-9, BLOCK 2W, WESTERN ADDITION, AMENDING LOT 8 A, and do hereby dedicate to the public utilities shown hereon herein as change or utility easements on this plat, for the use and benefit of the public, the right to install, maintain, operate, repair, and replace overhead and underground lines, telephone lines, water lines, sewer lines, gas lines, communication cables, and drainage structures and other facilities as may be necessary, and the right of ingress and egress for the maintenance, operation, repair, and replacement of such utilities, including the right to install, maintain, operate, repair, and replace overhead and underground lines, telephone lines, water lines, sewer lines, gas lines, communication cables, and drainage structures and other facilities as may be necessary, and the right of ingress and egress for the maintenance, operation, repair, and replacement of such utilities, including the right to install, maintain, operate, repair, and replace overhead and underground lines, telephone lines, water lines, sewer lines, gas lines, communication cables, and drainage structures and other facilities as may be necessary.

Executed by owner: The S N Warehouse, LLC, by Erin Noer as member for The S N Warehouse, LLC
 Erin Noer as Member for the S N Warehouse, LLC
 The foregoing dedication was acknowledged before me this _____ day of _____, 2024, by Erin Noer as Member for The S N Warehouse, LLC.
 My commission expires _____ Notary Public

CITY COUNCIL ACCEPTANCE STATEMENT
 This plat and the easement herein are accepted and approved by the City Council of the City of Cortez this _____ day of _____, 2024.
 Mayor _____
 City Clerk _____

EASEMENTS ACCEPTED AND APPROVED BY:
 City of Cortez, Public Works _____ Atmos Energy
 Century Link Communications _____ Cortez Sanitation District
 Empire Electric Association, Inc. _____

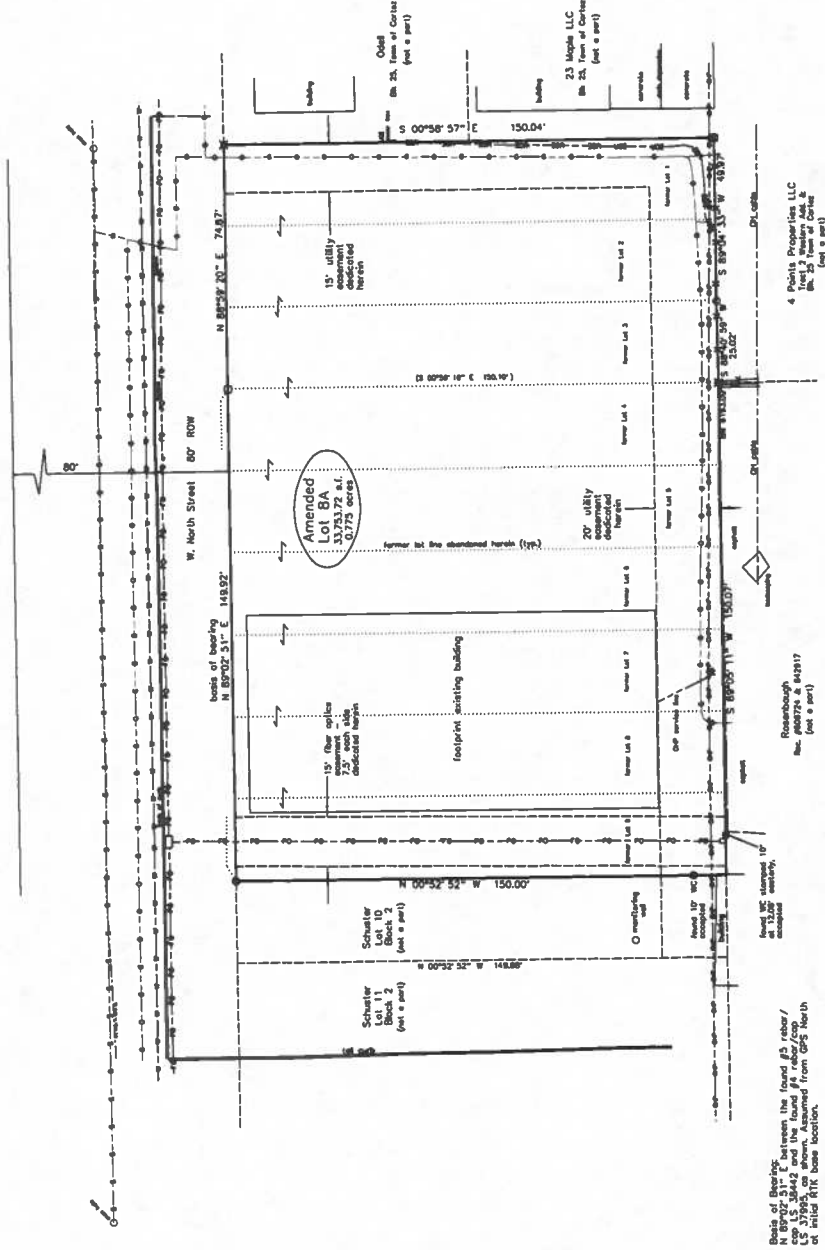
SURVEYOR'S CERTIFICATE
 I do hereby certify to the above signed owner, The S N Warehouse, LLC, that this plat was prepared from data collected by a survey performed by me, or under my direct supervision, and is correct to the best of my knowledge and belief.

Gerald G. Hoffmann - LS 17490 _____ Date _____

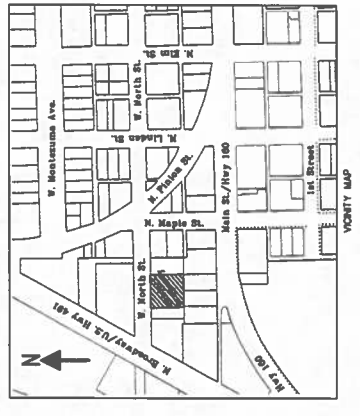
ATTEST:
 This plat was filed for record in the office of the County Clerk, and Recorder of Montezuma County, Colorado, on _____ (m., pm.) on the _____ day of _____, 2024, and duly filed in Plat Book _____ at Page _____ under Reception Number _____

NOTE:
 According to Colorado law you must commence any legal action to enforce this plat within the following period of time after your first recording. Such defects in the event any party action is taken after this period of time shall be deemed to be waived. This plat is subject to the terms and conditions of the Colorado Plat Act, which may be found in the Colorado Revised Statutes, Title 38, Article 10, Section 10-10-101, C.R.S.

THE S N WAREHOUSE, LLC
 2nd Amended Plat of Lots 1-9, Block 2W,
 Western Addition to the Town of Cortez
 Montezuma County,
 T.36 N., R.16 W.,
 Montezuma County, Colorado
 revised 11 March 2024
 11 December 2023
 MIDDLETON LAND SURVEYORS
 P.O. Box 84 - Cortez, CO 81301 - (970) 865-3330



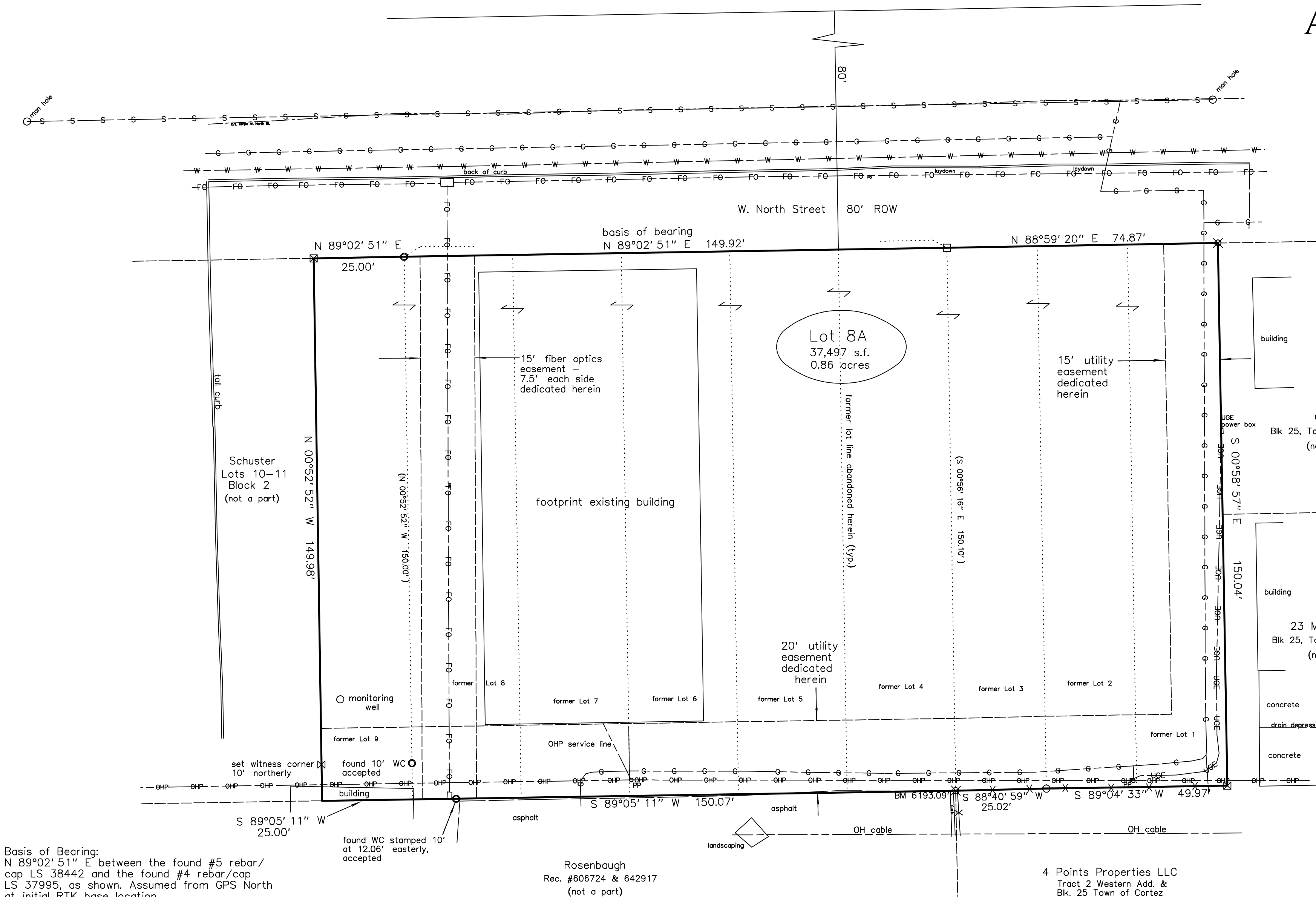
- found #5 rebar/1.5" aluminum cap LS 38442
 found #4 rebar/plastic cap LS 37995
 found #4 rebar/plastic cap LS 6728
 found #4 rebar
 set #4 rebar/plastic cap LS 17490
 fence line
 gas line
 power line OHP and USE
 sewer line
 fiber optical line
 water line



2024 M. LS 17490 by Gerald G. Hoffmann, LS 17490, is hereby certified to be correct to the best of my knowledge and belief. This plat is subject to the terms and conditions of the Colorado Plat Act, which may be found in the Colorado Revised Statutes, Title 38, Article 10, Section 10-10-101, C.R.S. This statement is not a warranty or guarantee, either expressed or implied.

AMENDED PLAT OF LOTS 1-9, BLOCK 2, WESTERN ADDITION TO THE TOWN OF CORTEZ CREATING LOT 8 A

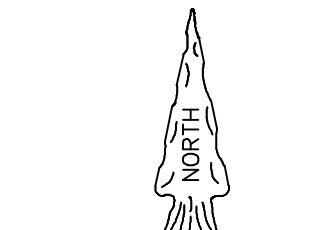
SECTION 27, T.36 N., R.16 W., NMPM, MONTEZUMA COUNTY, COLORADO



Basis of Bearing:
N 89°02' 51" E between the found #5 rebar/
cap LS 38442 and the found #4 rebar/cap
LS 37995, as shown. Assumed from GPS North
at initial RTK base location.

Rosenbaugh
Rec. #608724 & 642917
(not a part)

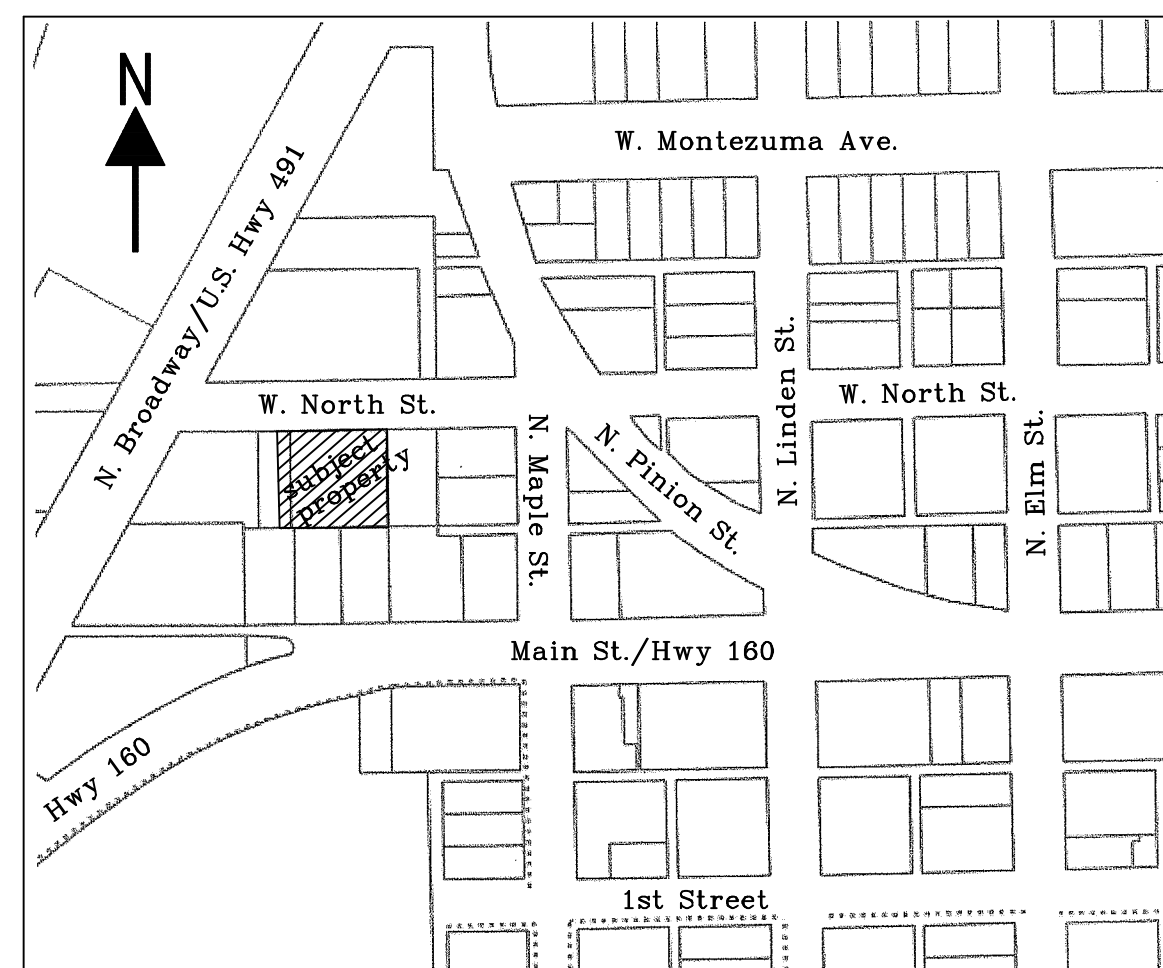
4 Points Properties LLC
Tract 2 Western Add. &
Blk. 25 Town of Cortez
(not a part)



Scale: 1" = 20'
U.S. Survey Feet

- found #5 rebar/1.5" aluminum cap LS 38442
- found #4 rebar/plastic cap LS 37995
- found #4 rebar/plastic cap LS 6728
- ⊗ found #4 rebar
- ⊗ set #4 rebar/ plastic cap LS 17490
- ⊗ set #4 rebar/2" aluminum cap witness corner

- x-x-x-x- fence line
- o-o-o-o- gas line
- - - - - power line OHP and UGE
- s-s-s-s- sewer line
- fo-fo-fo- fiber optics line
- w-w-w-w- water line



VICINITY MAP

CERTIFICATE OF DEDICATION AND OWNERSHIP

KNOW ALL MEN BY THESE PRESENTS that The S N Warehouse, LLC is the owner of a portion of property in the City of Cortez, Montezuma County, Colorado, being more particularly described as follows:

Lots 1, 2, 3, 4, 5, 6, 7, 8, and 9, Block 2W, Western Addition to the Town of Cortez according to the plat recorded Plat Book 1 Page 56, contained in Section 27, T.36 N., R.16 W., NMPM, Montezuma County, Colorado. Containing 37,497 sq. ft./0.86 acres more or less. SUBJECT TO all easements of record, prescriptive or dedicated herein.

have by these presents laid out, re-subdivided and platted the same into a lot as shown on this plat, under the name and style of AMENDED PLAT OF LOTS 1-9, BLOCK 2W, WESTERN ADDITION, CREATING LOT 8A, and do hereby dedicate to the public utilities those portions labeled as drainage or utility easements on this plat, for the purpose of installation and maintenance of utilities and drainage facilities, including but not limited to electric lines, telephone lines, water lines, sewer lines, gas lines, communication cables, and drainage structures and other utilities as may be necessary, and the right of ingress and egress for the maintenance, operation, repair, and replacement of such utilities, including the right to trim interfering trees and shrubs. Landowner shall maintain easement area clear of buildings and structures. Said easements and rights shall be utilized in a reasonable and prudent manner.

Executed by owner: The S N Warehouse, LLC, by Erin Neer as member for The S N Warehouse, LLC

Erin Neer as Member for the S N Warehouse, LLC

The foregoing dedication was acknowledged before me this _____ day of _____, 20____
By Erin Neer as Member for The S N Warehouse, LLC.

My commission expires _____ Notary Public

CITY COUNCIL ACCEPTANCE STATEMENT

This plat and the statement hereon are accepted and approved by the City Council of the City of Cortez this _____ day of _____, 20____.

Mayor _____

City Clerk _____

EASEMENTS ACCEPTED AND APPROVED BY:

- City of Cortez, Public Works _____ Atmos Energy _____
- CenturyLink Communications _____ Cortez Sanitation District _____
- Empire Electric Association, Inc. _____

SURVEYOR'S CERTIFICATE

I do hereby certify to the above signed owner, The S N Warehouse, LLC, that this plat was prepared from data collected by a survey performed by me, or under my direct supervision, and is correct to the best of my knowledge and belief.

Gerald G. Huddleston - LS 17490 _____ date _____

ATTEST:

This plat was filed for record in the office of the County Clerk and Recorder of Montezuma County, Colorado, at _____ (a.m., p.m.) on the _____ day of _____, 20____, and duly filed in Plat Book _____ at Page _____ under Reception Number _____.

NOTICE:
According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of certification shown hereon.

REVISED
PRELIMINARY

THE S N WAREHOUSE, LLC
Amended Plat of Lots 1-9, Block 2W,
Western Addition to the Town of Cortez
Section 27,
T.36 N. R.16 W.,
Montezuma County, Colorado
11 December 2023

KNOW ALL MEN BY THESE PRESENTS, that I, GERALD G. HUDDLESTON, Colorado LS 17490, do hereby certify that this plat was prepared from field notes of an actual survey, made by me or under my supervision and that the same is true and accurate to the best of my knowledge and belief. This plat is in accordance with applicable standards of practice. This statement is not a guaranty or warranty, either expressed or implied.

HUDDLESTON LAND SURVEYING
P.O. Box KK - Cortez, CO 81321 - (970) 565-3330



CITY OF CORTEZ
 123 ROGER SMITH AVENUE
 CORTEZ, CO 81321

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

Memorandum

To: CORTEZ CITY COUNCIL

From: CREIGHTON WRIGHT, DIRECTOR OF PARKS AND RECREATION

Date: April 9, 2024

RE: Award of Bid for Outdoor Restroom Janitorial Services

DISCUSSION

City staff solicited bids for Parks Outdoor Restroom Cleaning Service earlier this year. Two bids were received: one from Bravo! Cleaning and Restoration and one from Red Fin Janitorial.

Table depicting bids received.

	Restroom Service	Emergency/Event Cleaning per request
Bravo! Cleaning and Restoration	\$15,545.53	\$50 per cleaning
Red Fin Janitorial	\$21,840	\$40 per cleaning

Bravo! Cleaning and Restoration is the apparent low bidder. They have received the contract in the last several years. They are responsive and responsible.

Staff feels that contracting the service is very efficient. As an alternative to contracting, the City could complete the service with City forces. This would result in either re-prioritizing a senior maintenance worker's tasks, sacrificing other planned duties, or, at a minimum, hiring an additional seasonal worker. New seasonal maintenance work costs approximately \$16,000 for the season, as well as a vehicle, materials, supplies, and management time to supervise and schedule them.

BACKGROUND

Having a clean restroom is an integral part of a satisfactory park experience. The City of Cortez has contracted for this service for several years.

There are 6 outdoor restrooms in City Parks, one at each: Parque De Vida, Centennial Park, Veterans Park, the Softball Complex, Denny Lake Park, and Montezuma Park.

The scope calls for cleaning and sanitizing each restroom daily from April 15 to October 31. It also calls for emergency and special event cleanings on a per-need request.

FISCAL IMPACT

\$21,400 is budgeted in the Parks Division Budget (001-4554-454-32-90) for park restroom cleaning. The apparent low bid amount of \$15,545.53 is approximately \$5,000 under budget.

RECOMMENDATION

Staff recommends that the Council award the Parks Outdoor Restroom Cleaning contract to Bravo! Cleaning and Restoration for \$15,545.53.

MOTION

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

I move to award the Parks Outdoor Restroom Cleaning contract to Bravo! Cleaning and Restoration for \$15,545.53.



CITY OF CORTEZ
 123 ROGER SMITH AVENUE
 CORTEZ, CO 81321

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

Memorandum

To: CORTEZ CITY COUNCIL

From: CREIGHTON WRIGHT, DIRECTOR OF PARKS AND RECREATION

Date: April 9, 2024

RE: Award of Bid for Park Litter and Trash Removal Service

DISCUSSION

The City posted the bid request earlier this year. We received two bids.

	Park Litter and Trash Removal Cost	Special Event Cleaning
Bravo! Cleaning and Restoration	\$30,840.00	\$200.00
Red Fin Janitorial	\$45,000.00	\$30.00 per hour

Bravo! Cleaning and Restoration is the apparent low bidder for \$30,840. Bravo! Cleaning and Restoration received the bid last year and was responsive and responsible.

As an alternative to contracting, the City could complete the service with City forces. This would result in either re-prioritizing a senior maintenance worker's tasks, sacrificing other duties planned, or, at a minimum, hiring a new full-time maintenance worker. A new full-time maintenance worker costs approximately \$30,000 per year plus benefits, a vehicle, materials, supplies, and management time to supervise and schedule them. We would likely need to bring on an additional seasonal worker to help keep up during the peak season.

BACKGROUND

Keeping our parks clean is a fundamental duty of the Parks and Recreation Department. Keeping up with the litter and trash is challenging. This is the primary reason for contracting the service, as it allows our staff to focus on other tasks like irrigation management, mowing, and sports field prep.

The City began contracting for this service in 2022 and feels that it is an efficient manner of completing the work. The scope of services includes litter and trash removal at 11 city park sites, seven days per week, including holidays from April 15 through October 31. Service is reduced to three days per week from November through March. We also requested a per-site special event fee.

FISCAL IMPACT

The Parks Litter and Trash Removal Service contract is paid from the Parks Division Budget (001-4554-454-32-90). The service is budgeted at \$30,400. The apparent low bid amount of \$30,840 is slightly over budget, but it can be made up with savings from the Parks Outdoor Restroom Cleaning contract, which was approximately \$5,000 under budget.

RECOMMENDATION

Staff recommends that the Council award the Park Litter and Trash Removal bid to Bravo! Cleaning and Restoration for \$30,840.00.

MOTION

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

I move to award the Park Litter and Trash Removal bid to Bravo! Cleaning and Restoration for \$30,840.00.
