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**CORTEZ CITY COUNCIL  
REGULAR MEETING  
TUESDAY, AUGUST 13, 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 Special Meeting/Worksession and Agenda Minutes of July 23, 2024.
  - b. Approval of the Expenditure List for August 13, 2024
  - c. Approval of a Transfer of Ownership application for Mi Mexico Restaurant Inc., DBA Mi Mexico, located at 801 East Main Street, Cortez.
  - d. Approval of a renewal Fermented Malt Beverage and Wine Liquor License application for Dillon Companies. LLC., DBA City Market #08, located at 508 East Main Street, Cortez.
  - e. Approval of a renewal Liquor Store Liquor License application for Tubros, LTD., DBA Cork N Bottle, located at 443 East Main Street, Cortez.
3. PUBLIC PARTICIPATION  
**There is no limit to the number of speakers, although public comments will be held to an overall time limit of 30 minutes.**  
(Speakers have a time limit of three (3) minutes per person, may only speak once, and may not cede time to another commenter. Please reference rules below.)
  4. PRESENTATIONS
  5. PUBLIC HEARINGS
  6. UNFINISHED BUSINESS
  7. NEW BUSINESS
    - a. **Letter of Support for Southwest Memorial Hospital Foundation**  
  
Approval of a Letter of Support for Southwest Memorial Hospital Foundation Enterprise Zone Project.  
  
**Presenter:** Drew Sanders, City Manager

**b. City of Cortez Boards and Commissions Manual**

Approval of the City of Cortez Boards and Commissions Manual.

**Presenter:** Drew Sanders, City Manager

**c. Amendment to City Attorney Employment Contract**

Approval of the Amendment to the City Attorney Employment Contract for City Attorney J. Patrick Coleman.

**Presenter:** Drew Sanders, City Manager

**8. DRAFT RESOLUTION/ORDINANCES**

**9. CITY ATTORNEY'S REPORT**

**10. CITY MANAGER'S REPORT**

**11. CITY COUNCIL COMMITTEE REPORTS**

**a. Mayor's Report on Workshop**

**b. Other Board Reports**

**12. OTHER ITEMS OF BUSINESS**

**a. Executive Session as needed.**

**13. PUBLIC PARTICIPATION**

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

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

**14. ADJOURNMENT**

PURSUANT TO RESOLUTION 11, SERIES 2022, PUBLIC COMMENT:

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

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

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

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

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

--Other Opportunities to Participate

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

MOTION TO GO INTO EXECUTIVE SESSION:

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

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

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

--For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific fire employees who have requested discussion of the matter in open session: any member of this body or any elected official: the appointment of any person to fill an office of this body or of an elected official: or personnel policies that do not require the discussion of matters personal to particular employees

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

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

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

AND THE FOLLOWING ADDITIONAL DETAILS ARE PROVIDED:

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



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

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

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### Memorandum

**To:** CORTEZ CITY COUNCIL

**From:** LINDA SMITH, CITY CLERK

**Date:** August 6, 2024

**RE:** Approval of the Council Special Meeting/Worksession and Agenda Minutes of July 23, 2024.

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### Attachments

Worksession Minutes for July 23, 2024  
Agenda Minutes of July 23, 2024

CITY COUNCIL  
REGULAR WORKSHOP/SPECIAL MEETING  
TUESDAY, JULY 23, 2024  
5:15 p.m.

1. The Regular Worksession/Special Meeting was called to order in the City Council Chambers at 5:15 p.m. The following Councilmembers were present: Mayor Rachel Medina, Mayor Pro-tem Lydia DeHaven, Robert Dobry, Bill Lewis, Matthew Keefauver, April Randle, and Dennis Spruell. Staff present included: Patrol Lieutenant Angelo Martinez, Finance Director Kelly Koskie, City Clerk Linda Smith, City Manager Drew Sanders, and City Attorney Patrick Coleman. There was one citizen present in the audience.
2. Compensation Study Results were reviewed by Graves Consulting. Laurie Graves, Founder/Principal and Wendy Ecklund, Senior Consultant for Graves Consulting, reviewed the intent and scope for completing the City of Cortez compensation study. Ms. Graves spoke about the process that was completed by the Graves Consulting team which included review of the current wage structure and classification system, current and relevant market data for each position was gathered from a defined market, recommended pay structures that meet the City's needs were provided, and the financial impact analysis and a phased-in implementation for ongoing maintenance was recommended. The data sources were reviewed as well as the process and methodology. The City of Cortez has two pay structures, one open range structure for General Government positions and a separate step plan for all sworn Police positions. The two pay structures are being recommended to continue with a change to the Police step plan to be used for non-exempt sworn personnel only, moving the Chief and Assistant Chief to the General Government open range structure and the General Government positions will have consistent distance between the minimum and maximum ranges for each pay grade. The financial impact for the City was reviewed. City Manager Sanders stated that the next step is for employee buy-in and the key is fundamental fairness. The proposal for any changes to employee compensation will be reviewed by Council for the 2025 budget. A meeting on the compensation study has been scheduled with the Employee Focus Group which includes employees that have been elected to represent each department. The information from the Employee Focus Group will be shared with Council during the budget process, along with a financial proposal. Discussion was held on the Police Department sworn officers and the importance of keeping officers after they are trained. The pay scale needs to stay competitive and for someone to be able to see into the future as to what their pay may be should they stay with the City.
3. Councilmember Dobry moved that Council adjourn into Executive Session at 6:04 p.m., for discussion of a personnel matter, specifically to conduct a review of Cortez City Attorney Coleman's performance and to discuss possible amendments to Mr. Coleman's employment agreement as authorized by C.R.S. Section 24-6-402(4)(f)(I). The Executive Session will not involve any specific employee who has requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees. A previous Executive Session for this purpose was held at the July 9, 2024, meeting. Councilmember Lewis seconded the motion and the vote was as follows:

DeHaven	Dobry	Keefauver	Lewis	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

Council returned from Executive Session at 6:48 p.m. The participants in the Executive Session included City Manager Sanders and City Attorney Coleman for a portion of the Executive Session and Mayor Medina, Mayor Pro-tem DeHaven, Councilmember Dobry, Councilmember Keefauver, Councilmember Lewis, Councilmember Randle, and Councilmember Spruell. No adoption of any policy, position, resolution, rule, regulations, or other formal action occurred during Executive Session.

4. General Discussion. Councilmember Spruell spoke about code enforcement in the community and that he feels there is not consistency with enforcement. He spoke about the code enforcement position once being in the Police Department and the possibility of moving that position back which City Manager Sanders stated that he would not recommend that change as there is some value with keeping it in a different department that deals with the Land Use Code/Fire Code. Discussion was held on the Police Department and Code Enforcement working together to deal with problems in the community regarding weeds/junk/abandoned vehicles, etc. It was noted that compliance solutions are decided by the Municipal Court Judge and staff was asked if the time frame could be compressed to have compliance completed. It was suggested that volunteer groups could be formed to help people who can't do some of the clean-up required for their property.

The regular workshop was adjourned at 7:05 p.m.

CITY COUNCIL  
REGULAR MEETING  
TUESDAY, JULY 23, 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 Lydia DeHaven, Robert Dobry, Matthew Keefauver, Bill Lewis, April Randle, and Dennis Spruell. Staff present included: Patrol Lieutenant Angelo Martinez, Finance Director Kelly Koskie, Airport Director Jeremy Patton, Human Resources Director Matt Cashner, Director of Parks and Recreation Creighton Wright, Water Treatment Plant Superintendent Randy Hunt, Director of Public Works Brian Peckins, Court Clerk/Administrator Carla Odell, IT Technician Aaron Holleman, City Clerk Linda Smith, City Manager Drew Sanders, and City Attorney Patrick Coleman. There were twelve people present in the audience.

Mayor Pro-tem DeHaven moved that the agenda of July 23, 2024 be approved. Councilmember Lewis seconded the motion and the vote was as follows:

DeHaven	Dobry	Keefauver	Lewis	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

Mayor Medina commented that anyone in the audience that would like to make a statement during Public Participation would need to complete a comment card which is located by the door.

2. The Consent Agenda items acted upon by Council were as follows:
  - a. Approval of the Special Meeting/Worksession Council Agenda Minutes for July 9, 2024.
  - b. Approval of the Expenditure List for July 23, 2024.
  - c. Approval of a renewal application for a Retail Marijuana Center License for Green Kiwi 4, LLC, DBA Livwell, located at 1819 East Main Street, Cortez.
  - d. Approval of a Special Event Permit application for the Cortez Area Chamber of Commerce to host a “Business After Hours” event on August 8, 2024, from 4:30-7:30 p.m., on the premises of Mann Mortgage, located at 138 West 1<sup>st</sup> Street, Cortez.
  - e. Approval of a renewal application for a Hotel and Restaurant Liquor License for Once Upon LLC, DBA , Once Upon a Sandwich, located at 7 West Main Street, Cortez.

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

DeHaven	Dobry	Keefauver	Lewis	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

## 3. PUBLIC PARTICIPATION - None.

## 4. PRESENTATIONS:

a. 2024 June Financial Statements. Director of Finance Koskie stated that the June Financial Statements include revenue and expenses through June 2024. It was noted that the Conservation Trust Fund has total revenue of 121% over projected. This is in large part due to the fact that the City was not sure how much our quarterly payment would be because the City hadn't been receiving payments for some time due to the City's delinquent audits. Also, the Recreation Center Fund has a healthy year-to-date net income of \$468,814.00 which is 261% over projected. It was noted that a portion of the income is from investments which have increased over the past year. Discussion was held on Parks and Recreation projects that would be completed through the Conservation Trust Fund monies recently received.

## 5. PUBLIC HEARINGS: None.

## 6. UNFINISHED BUSINESS: None

## 7. NEW BUSINESS

a. Consider Awarding Contract for the 2024 Clarifier Rehabilitation Project. Director of Public Works Peckins stated that the Public Works Department was seeking a qualified contractor for the rehabilitation of a drinking water clarifier structure. The work would include cleaning the clarifier structure and hardware, rehabilitating the hardware for attachments, and blasting and recoating specified clarifier structures and hardware. SGM, the City's on-call engineer, compiled bid documents for the Clarifier Rehabilitation Project and the bid opening was held on June 5, 2024, with three bids received. While all three companies are qualified to perform the necessary work, Coblaco Services, Inc., will meet the City's needs at the lowest bid price for drive replacement. Thus, staff recommends that Council award the 2024 Clarifier Rehabilitation Project to Coblaco Services, Inc., at its bid price of \$470,849.00. The monies for the clarifier drive replacement project will be funded through the 2024 Water Fund Capital Projects. In answer to a question from Councilmember Randle, Water Treatment Plant Superintendent Hunt stated that the clarifier has been in operation since 1992 and the new coatings should have a lifespan of approximately 20 to 25 years. The work is a maintenance item and will not increase the capacity of the plant. It was noted that Coblaco Services has a good reputation and is currently doing the same kind of work in Telluride.

Councilmember Lewis moved that Council award the 2024 Clarifier Rehabilitation Project to Coblaco Services Inc. at their bid price of \$470,849.00. Councilmember Dobry seconded the motion and the vote was as follows:

DeHaven	Dobry	Keefauver	Lewis	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

b. Executive Search and Recruitment Services Bid. City Manager Sanders stated that the City is seeking to recruit a General Services Director and a Library Director. A previous attempt to fill the Library Director position was not successful even after receiving 18 applications. The City is seeking



the services of a professional firm to help find qualified candidates that will meet the needs of the key positions. Sixteen bids were received for the recruiting services. The seven companies whose bids came in under \$50,000.00 were vetted and scored. Scoring was based upon five factors to include: cost, value, aggregate recruiting experience, governmental recruiting experience, and experience in Colorado. The scoring matrix was attached to the agenda item for reference. Of the seven companies vetted, Colombia Ltd. of Colorado Springs, scored a 23.5 out of the possible 25 points. The bid documents were very clear and concise from Colombia Ltd. and they stood out amongst the other bidding organizations in all areas except cost. One item that was stated in the Colombia Ltd. bid documents, which no other scored company mentioned, was that Columbia Ltd. factored in at least two on-site visits to Cortez to handle the selection processes. The City has a history of successful recruitments using Columbia Ltd. in the past (four within the past three years) and Columbia Ltd. knows the history of Cortez and ensured a stable process with no surprises. Staff recommends that Council authorize the selection of Columbia Ltd. for recruiting services for the Director of General Services and the Library Director. In answer to a question from Councilmember Randle, City Manager Sanders stated that the fee of \$45,000.00 includes the recruitment for both positions and includes travel and all expenses paid for Columbia Ltd. City Manager Sanders stated there is a warranty time period of time for the candidates should the person/persons selected do not work out.

Mayor Pro-tem DeHaven moved that Council accept and approve the bid from Columbia Ltd., for recruiting services for the Director of General Services and the Library Director, and grant authorization to City Manager Drew Sanders to negotiate and sign contracts for this purpose. Councilmember Keefauver seconded the motion and the vote was as follows:

DeHaven	Dobry	Keefauver	Lewis	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

c. Parks, Recreation, and Forestry Advisory Board Appointment. City Clerk Smith stated that Council made appointments to the various City Advisory Boards at the June 25, 2024, Council meeting. One of the applicants that was appointed to the Parks, Recreation, and Forestry Advisory Board has declined the appointment. Eight applicants were originally interviewed and three of the applicants that were not chosen have stated an interest to be considered for the appointment. Council held discussion on the three candidates (Dennis Olson, Steve Moore, and Melissa Baisden) and it was noted that Steve Moore was the candidate that several Councilmembers had spoken of previously for possible appointment during the original interviews.

Councilmember Dobry moved that Council appoint Steve Moore to the Parks, Recreation, and Forestry Advisory Board for a two-year term. Councilmember Lewis seconded the motion and the vote was as follows:

DeHaven	Dobry	Keefauver	Lewis	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

d. Resolution No. 15, Series 2024. Mayor Medina stated that Resolution No. 15, Series 2024, is a resolution amending the 2024 Fee Schedule for the City of Cortez. City Manager Sanders stated that in 2023, City Council was presented with a recommendation from the Public Works Department, Water Division, to impose a tiered water rate system that differed from previous years. The tiered

system imposes a graduated higher cost for increased volume in residential water usage. Essentially the more a residential customer uses, the more they pay. Information was presented to City Council prior to adoption of the new rate structure that asserted there would be minimal impact upon the average water user. The new rate structure was adopted and appeared to be operating well until the start of the outdoor watering season. When outdoor watering began in earnest in May 2024 there was a significant increase in water expense for higher volume water users that ranged between 70%-100%, in some cases, over the same period in 2023. The problem became more acute in June 2024 when the weather became even warmer and outdoor watering increased. As a result, staff began the process of re-evaluating the active tiered rate structure and the associated data. The result of the analysis was a determination that, in many cases, the rate structure is not working as intended and is resulting in excessively high costs for higher volume residential water users. Given the unintended consequences of the current tiered rate structure, it is the responsibility of the City to intervene and take corrective action as appropriate. It is clear the issue resides in the single-family tiered rates and the remainder of the water fee schedule appears to be operating as intended and should not be altered. Staff recommends that the residential base rate remain with no change and the volume charges over 1000 gallons of usage be changed to reflect that the fee for greater than (>) 1000 gallons would be \$3.73 (single-family usage).

Councilmember Spruell stated that he feels the City got it wrong as he feels he was penalized for keeping his lawn green and he is glad the City is fixing the fee. He asked if the City could go back and reimburse some of the fees charged and City Manager Sanders stated that anything is possible and staff is at Council's direction; however, he would suggest that it was the rate that was enacted at the time and it may take months to fix it. Councilmember Keefauver stated that he served previously on Council for eight years and historically the fee was raised 5% each year to account for inflation, which most of those years that worked. He stated that Council needs to look at a realistic plan for water line replacement and what that may take. He stated that we need to recognize where we live and there is a way to maintain green lawns that is not so water intensive which he gave several suggestions. Mayor Pro-tem DeHaven stated that she doesn't feel that penalizing people for having green lawns is the issue and that it is more about people using so much water and plants can only process so much. She spoke about some of the high water bills and how much her bill was for watering her property. She noted that the purpose of the information used from the water rate study is not operating as was intended but she does support a tiered system based on different data and there should be a higher rate for the higher users as they are taxing the infrastructure at a much higher rate. She feels that the water rates have not been based on real data for many years. Councilmember Randle stated that she is glad that the City can turn the ship around; however, her concern is that the City is in need of capital improvement projects for line replacement and the City needs to find a way fund it. She feels that this was not the appropriate measure to do so. She spoke about the SEH study and the propositions that were included in the study for capital improvements. She stated that the City needs to look ahead and pay attention to the issues during the budget process. She commented she doesn't necessarily agree with the fee changes between single-family and multi-family as treated water is being used by both and that everyone needs to be conservative, but there needs to be a balance. Councilmember Dobry stated that the structure the City has was not doing what Council intended. Council does know that the rates need to be raised to meet the infrastructure needs and to make sure the community is sustainable into the future. He did note that the vast amount of water that is used at the City parks and golf course is irrigation water which is not treated water. Councilmember Spruell commented that if the City doesn't use the irrigated water we will lose it.

Mayor Medina opened the public comment period.

- Patty Curtis, Cortez, stated that she has lived in Cortez since 1977 and is concerned about the state of the City's infrastructure and the way that water issues have been presented. She stated the Cortez Journal article gave the indication that the water issues were essentially the fault of the residents by wastefully using treated water for landscaping, even though there are no other options and that residents have failed to landscape appropriately for our area and are not using water according to conservation guidelines. Ms. Curtis asked how the water lines become so seriously neglected and why was it necessary to raise water rates above the recommended rates in our own water study.
- Cindy Lindvall, Cortez, asked why the tiered rates are different for single-family, multi-family, and commercial when the water is the same. She stated that the rates should be the same for everyone. She suggested that with new construction in the area, that the City should encourage xeriscape and that only so much turf is allowed per square footage.
- Elise Goggin, Cortez, stated that she supports the tiered water structure and that we do live in a desert. She stated that she is a very conscious water user and people need to be incentivized to use less water. There are people that have green lawns and gardens and their water bills are not astronomical. She suggested that the community needs to work together to educate residents on how to limit their water use and be more responsible with water. She commented that a financial incentive needs to be part of that equation. She stated that the change may have been a bit abrupt and could use better education before a change occurs. She stated that the City could set a good example by using less water on the grass medians located on Montezuma and North Market Streets, as there is water consistently running in the streets from the medians. She commented that the medians on Highway 491 are beautifully xeriscape.
- Robert Lindvall, Cortez, stated that the sprinkler company set up their sprinkler system and they assumed they knew how to set the sprinkling appropriately. He stated that when the bill was received it alarmed them and they have taken a look at how much water needs to be used to keep everything green. He suggested that the City do a better job at policing the abusers and give them warnings to encourage them to use water better. He stated that it was good that the City took a step backwards to reassess, but the residents could be better water users with some education.

Mayor Medina stated that several Councilmembers had a tour of McPhee Dam recently and got a better understanding of the City's water rights versus the water rights in the County. The City's water use is very small compared to the County and conservation within the City isn't going to make a huge difference for the reservoir. We also don't want to be wasteful and not be in solidarity with the County as they struggle with water issues. The water plant can only process so much water in one day and if the City is using almost all that water everyday, it will strain the infrastructure, increase costs, and shorten the lifespan of the water plant. Irrigation water used by the City is less costly as the water is not treated. The last water rate study was completed in 1986 and the City was overdue on rate information. The rates that were adopted were higher than proposed and that is a mistake that the City owns. Mayor Medina stated that the average user uses less than 8,000 gallons a month and she reviewed the percentage of use in the higher water use months. She suggested that residents take their water usage more seriously and that we all try to be more efficient. In answer to a question from Councilmember Randle, City Manager Sanders stated that more discussion on how to move forward with future water rate fees will be held with Council during the budget process which begins in August/September and a public process can be held through Council worksessions.

Councilmember Lewis moved that Council approve Resolution No. 15, Series 2024, a resolution amending the 2024 City of Cortez fee schedule by deleting the section entitled “Volume Charges over 1000 Gallons of Usage – Single Family” and replacing it with the following: “>1000 Gallons: \$3.73 per 1000 gallon”. Councilmember Dobry seconded the motion and the vote was as follows:

DeHaven	Dobry	Keefauver	Lewis	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

City Manager Sanders stated that the new fee will take effect with the July 1, 2024, billing. Mayor Medina thanked the residents for attending the meeting and noted that this is a complicated issue and Council wants to do right by the community for the future and she asked that the residents stay engaged.

e. Award a Lease Bid for a 124-inch Toro Rotary Mower for the Parks and Recreation Department. Director of Parks and Recreation Wright stated that on March 22, 2023, Council approved an order to Simpson Norton for the 124-inch Toro Rotary Mower. The mower is available for delivery. He noted that the mower that the 124-inch Toro Rotary Mower is replacing a 2016 model which had 4,000 hours on the engine which recently failed. He noted that the City is mowing with the backup mower and it is important to get the new mower in place. Finance Director Koskie requested lease proposals for the total amount of \$110,146.92 with five annual payments. The lease is for a 4-year lease, with the first annual payment due at closing, plus a \$1 buyout. Four lease bids were received and the low bid was offered by Clayton Holdings, LLC (Commerce Bank) at an annual payment of \$24,317.47, with an annual interest rate of 5.2%. The budgeted amount was \$27,000.00 and the remaining four year payments will be budgeted in the future budgets. Staff recommends that the lease bid be awarded to Clayton Holdings, LLC (Commerce Bank) with five annual payments of \$24,217.47 at a 5.2% interest rate, and authorize the City Manager to negotiate and sign a lease agreement.

Mayor Pro-tem DeHaven moved that Council award the 124-inch Toro Rotary Mower lease bid to Clayton Holdings, LLC (Commerce Bank) with five annual payments of \$24,317.47 at a 5.2% interest rate, and authorize the City Manager to negotiate and sign a lease agreement. Councilmember Spruell seconded the motion and the vote was as follows:

DeHaven	Dobry	Keefauver	Lewis	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

8. DRAFT RESOLUTIONS/ORDINANCES: None.

9. CITY ATTORNEY’S REPORT: None.

10. CITY MANAGER’S REPORT: None.

11. CITY COUNCIL COMMITTEE REPORTS

a. Mayor’s Report on Workshop. Mayor Medina stated that the results of the City’s wage study was reviewed with Graves Consulting staff. City staff will be meeting to review the information and

Council will review the recommendations during the budget session. Also, an Executive Session was held to complete the evaluation on the City Attorney and an amendment to his contract will be reviewed at the next Council meeting. General Discussion included the need to be consistent across the community in code enforcement. The Mayor asked if there are any volunteer groups that would be interested in helping citizens deal with their weeds and shovel their snow, please let the City know so a list could be made for the citizens.

12. OTHER ITEMS OF BUSINESS: None.

13. PUBLIC PARTICIPATION:

- Brent Pharo, Cortez, inquired about the property on South Broadway, once known as the Anasazi Inn, which is now in complete disarray. He stated that it is an embarrassment to the community and asked what is being done regarding the property. Mayor Medina noted that information on the property could be obtained from the Community and Economic Development Department (Director Rachael Marchbanks).

14. ADJOURNMENT: Mayor Pro-tem DeHaven moved that the regular meeting be adjourned at 8:35 p.m. Councilmember Lewis seconded the motion, and the vote was as follows:

DeHaven	Dobry	Keefauver	Lewis	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

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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

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### Memorandum

**To:** CORTEZ CITY COUNCIL

**From:** SARA COFFEY, PAYROLL/SALES TAX ADMINISTRATOR

**Date:** 08/07/2024

**RE:** Approval of the Expenditure List for August 13, 2024

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### Attachments

Expenditure List

## EXPENDITURE LIST FOR WEEK ENDING JULY 26, 2024

Department	Vendor Name	Description	Amount
Human Resources	AT&T MOBILITY	PHONES	\$ 55.41
	PIONEER PRINTING	BUSINESS CARDS	\$ 38.00
		Total	\$ 93.41
City Manager	CIRSA	SPECIAL EVENT - VENDOR MARKETS	\$ 3,573.28
		Total	\$ 3,573.28
Finance	EXPRESS EMPLOYMENT PROFESSIONALS	Blanket PO - Contract IT Manager - Jay Rohrer	\$ 1,855.20
	EXPRESS EMPLOYMENT PROFESSIONALS	Blanket PO - Contract IT Manager - Jay Rohrer	\$ 1,855.20
		Total	\$ 3,710.40
Events	CORTEZ RENDEZVOUS	Sponsorship Fee	\$ 600.00
	JIMMY MCCLAIN	Fourth of July Celebration Show	\$ 500.00
		Total	\$ 1,100.00
General Services	CORTEZ COPY & PRINT	BUSINESS CARDS	\$ 60.00
		Total	\$ 60.00
Building Maint	MSC INDUSTRIAL SUPPLY CO.	Kleenguard Coveralls, Large, Zipper Front, 25/cs	\$ 152.79
		Total	\$ 152.79
City Hall Operations	FIRST RESPOND	SUPPLIES	\$ 50.85
	XEROX CORPORATION	COPIER EXPENSE	\$ 93.99
	XEROX CORPORATION	COPIER EXPENSE	\$ 459.96
	AIR FILTER SOLUTIONS, INC.	855086023 - Air Filter	\$ 308.91
	AIR FILTER SOLUTIONS, INC.	Shipping	\$ 344.53
	AIR FILTER SOLUTIONS, INC.	855086021 - Air Filter	\$ 1,235.52
		Total	\$ 2,493.76
Welcome Center	ORKIN LLC	PEST CONTROL SERVICES	\$ 141.99
		Total	\$ 141.99
Police Dept	AT&T MOBILITY	PHONES	\$ 116.60
	AT&T MOBILITY	PHONES	\$ 188.71
	PROFORCE LAW ENFORCEMENT	Holsters	\$ 68.66
	PROFORCE LAW ENFORCEMENT	Holsters	\$ 1,430.24
	PROFORCE LAW ENFORCEMENT	Holsters	\$ 1,799.64
	PROFORCE LAW ENFORCEMENT	CREDIT MEMO - HOLSTERS RETURNED	\$ (1,995.00)
	PROFORCE LAW ENFORCEMENT	Holster	\$ 105.00
	WEIR HOMETOWN HEALTHCARE, LLC	PRE-EMPLOYMENT PHYSICAL - JEWELL	\$ 110.00
	NOVA PRINCIPLES FOUNDATION	Annual License Fee	\$ 250.00
		Total	\$ 2,073.85
Animal Shelter	CORTEZ ADOBE ANIMAL HOSPITAL	CASTRATION	\$ 57.00
	FOUR CORNERS M.A.S.H., LLC	SPAY	\$ 84.00

## EXPENDITURE LIST FOR WEEK ENDING JULY 26, 2024

Department	Vendor Name	Description	Amount
	FOUR CORNERS M.A.S.H., LLC	CASTRATIONS	\$ 264.00
	ATMOS ENERGY	GAS SERVICE	\$ 46.99
		Total	\$ 451.99
Public Works	AT&T MOBILITY	PHONES	\$ 55.41
	AT&T MOBILITY	PHONES	\$ 229.44
	FOUR CORNERS MATERIALS	Blanket PO - Hot mix asphalt for Street Repair	\$ 524.00
	FOUR CORNERS MATERIALS	Blanket PO - Hot mix asphalt for Street Repair	\$ 589.50
	BLAZE CONE CO.	28 inch Cones, Double Bands, City of Cortez" Ster	\$ 1,537.00
	BUILDERS FIRST SOURCE	Credit for pallet return	\$ (15.00)
	BUILDERS FIRST SOURCE	Redi-Mix Concrete, pallet	\$ 182.79
		Total	\$ 3,103.14
Outdoor Pool	SYSCO FOOD SERVICES	CONCESSIONS	\$ 604.80
		Total	\$ 604.80
Golf Course Maint	AT&T MOBILITY	PHONES	\$ 53.22
		Total	\$ 53.22
Parks	AT&T MOBILITY	PHONES	\$ 53.22
		Total	\$ 53.22
Planning & Building	AT&T MOBILITY	PHONES	\$ 242.33
	OFFICE DEPOT	SUPPLIES	\$ 371.19
		Total	\$ 613.52
Shop	WASTEBUILT ENVIRONMENTAL SOLUTIONS	H1-071-0838 BELT - 071-0838	\$ 134.18
	SENERGY PETROLEUM	86UL for Parks Shop	\$ 862.08
	SENERGY PETROLEUM	Dyed Diesel for gold course	\$ 1,369.94
	SENERGY PETROLEUM	Dyed Diesel for Parks Shop	\$ 1,471.58
	SENERGY PETROLEUM	86E10 Unleaded Gas for Service Center	\$ 4,767.51
	ATMOS ENERGY	GAS SERVICE	\$ 33.60
		Total	\$ 8,638.89
Technology	AT&T MOBILITY	PHONES	\$ 43.23
		Total	\$ 43.23
Streets	SGM INC.	Blanket PO - Professional Engineering Services	\$ 43.25
	TRAUTNER GEOTECH	Blanket PO - Testing Services - Concrete Cost Sha	\$ 341.25
	TRAUTNER GEOTECH	2023 Cedar St. Project - Testing Services - Nuclea	\$ 102.00
	TRAUTNER GEOTECH	2023 Cedar St. Project - Testing Services - Field D	\$ 148.75
	TRAUTNER GEOTECH	2023 Cedar St. Project - Testing Services - Field D	\$ 255.00
	TRAUTNER GEOTECH	2023 Cedar St. Project - Testing Services - Field D	\$ 255.00
	TRAUTNER GEOTECH	2023 Cedar St. Project - Testing Services - Field D	\$ 297.50
	TRAUTNER GEOTECH	2023 Cedar St. Project - Testing Services - Field D	\$ 340.00



## EXPENDITURE LIST FOR WEEK ENDING JULY 26, 2024

Department	Vendor Name	Description	Amount
	TRAUTNER GEOTECH	2023 Cedar St. Project - Testing Services - Theore	\$ 340.00
	TRAUTNER GEOTECH	2023 Cedar St. Project - Testing Services - Labrat	\$ 561.00
	TRAUTNER GEOTECH	Blanket PO - Cortez Schools Drainage Improveme	\$ 223.50
		Total	\$ 2,907.25
Airport	ATMOS ENERGY	GAS SERVICE	\$ 30.20
	ATMOS ENERGY	GAS SERVICE	\$ 38.70
		Total	\$ 68.90
Rec Center	COLORADO CUSTOM ELEVATOR & LIFT	SEMI-ANNUAL ROUTINE SERVICE	\$ 425.00
	CORTEZ ELECTRIC	CHANGE GFI	\$ 346.69
	SPARKS PLUMBING	SNAKE BATHROOM	\$ 340.00
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 45.72
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 204.83
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 236.23
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 362.66
	TREATMENT TECHNOLOGY HOLDING LL	TRICHLOR TABLETS	\$ 8,745.00
		Total	\$ 10,706.13
Water	GREEN ANALYTICAL LABS, INC.	Blanket PO - Lab Testing Services	\$ 124.20
	MONTEZUMA WATER COMPANY	WATER 57371	\$ 308.80
	POSTAL PROS, INC.	Print, fold, insert into statements	\$ 1,745.00
	THATCHER CHEMICAL CO.	Blanket PO - Liquid Alum AL2	\$ 7,301.50
	USA BLUEBOOK	PH Storage Solution 500ml #30467	\$ 56.19
	USA BLUEBOOK	Buffer - Yellow #40475	\$ 56.45
	USA BLUEBOOK	Buffer - Blue #40477	\$ 56.45
	USA BLUEBOOK	Electrode Cleaner 500ml #40453	\$ 68.27
	USA BLUEBOOK	Blanket PO - Parts/Supplies - Repair/Maintenanc	\$ 73.13
	AT&T MOBILITY	IPADS	\$ 258.51
	AT&T MOBILITY	PHONES	\$ 200.82
	BLAZE CONE CO.	28 inch Cones, Double Bands, City of Cortez" Ste	\$ 1,537.00
	MOUNTAINLAND SUPPLY COMPANY	4 MJ Plug	\$ 85.54
	MOUNTAINLAND SUPPLY COMPANY	4X2 MJ Cap - Quote S106275331	\$ 142.10
	CORE AND MAIN	Ann. Maint R900 #BC001598	\$ 508.23
	CORE AND MAIN	Neptune 360 AMR SUB	\$ 4,693.55
	BUILDERS FIRST SOURCE	Credit for pallet return	\$ (15.00)
	BUILDERS FIRST SOURCE	Redi-Mix Concrete, pallet	\$ 182.79
	MOUNTAINLAND SUPPLY COMPANY	Ford 5/8 x 3/4 Setter - Original PO 230970	\$ 2,960.93
	JAMIE STEPHENS	Rebate for Participation in the City Turf Replacem	\$ 1,500.00
	POSTAL PROS, INC.	Cortez water conservation and turf replacement	\$ 570.00
		Total	\$ 22,414.46
Refuse	DONA THOMPSON	REIMB PETTY CASH - CALDWELL CDL HAZMAT RE	\$ 18.23
	BELT SALVAGE	Blanket PO - Miscellaneous Materials for Repairs	\$ 235.40
	CHIROPRACTIC HEALTH ALLIANCE	DOT PHYSICAL - SILAS	\$ 100.00

## EXPENDITURE LIST FOR WEEK ENDING JULY 26, 2024

Department	Vendor Name	Description	Amount
		Total	\$ 353.63
Total			\$ 63,411.86

## EXPENDITURE LIST FOR WEEK ENDING AUGUST 2, 2024

Department	Vendor Name	Description	Amount
Human Resources	DERRICK L. NOBLE	CITY-WIDE EMPLOYEE TRAINING	\$ 3,000.00
		Total	\$ 3,000.00
Municipal Court	MARSHALL SUMRALL	LEGAL SERVICES - MULTIPLE	\$ 575.00
	MARSHALL SUMRALL	LEGAL SERVICES - MULTIPLE	\$ 600.00
	MARSHALL SUMRALL	LEGAL SERVICES - MULTIPLE	\$ 700.00
	RICHARD SIMS LAW OFFICE	LEGAL SERVICES - WEEKS	\$ 50.00
	B&H PHOTO-VIDEO	SHURE MX400DP SMALL DESKTOP BASE/REG	\$ 195.48
	B&H PHOTO-VIDEO	SHURE MX410/C 10 GOOSNECK CARD MIC/REG"	\$ 258.12
	OFFICE DEPOT	206A-W2112A Yellow Toner	\$ 68.80
	OFFICE DEPOT	206A-W2111A Blue Toner	\$ 68.80
	OFFICE DEPOT	206A-W2113A Magenta Toner	\$ 68.80
	OFFICE DEPOT	206A-W2110A Black Toner	\$ 176.37
		Total	\$ 2,761.37
City Manager	4 CORNERS WINDOW COVERINGS LLC	Hunter Douglas Designer Screen Roller Custom C	\$ 757.82
		Total	\$ 757.82
City Clerk	ONCE UPON A SANDWICH	WELLNESS LUNCH	\$ 198.75
	FLOWER COTTAGE	PLANTS	\$ 213.50
		Total	\$ 412.25
General Services	AMAZON CAPITAL SERVICES	Rolodex card refills	\$ 5.10
	AMAZON CAPITAL SERVICES	Accordion File Organizer	\$ 5.98
	AMAZON CAPITAL SERVICES	White-out correction tape	\$ 6.59
	AMAZON CAPITAL SERVICES	Stamp Refill Ink	\$ 7.99
	AMAZON CAPITAL SERVICES	Self Inking Rubber Stamp - Received	\$ 9.99
	OFFICE DEPOT	Legal Size Paper	\$ 31.89
	PARKER'S WORKPLACE SOLUTIONS	General Services Buyer name plate	\$ 11.95
		Total	\$ 79.49
City Hall Operations	WAGNER ENTERPRISE, L.L.C.	JANITORIAL SERVICE	\$ 2,300.00
		Total	\$ 2,300.00
Welcome Center	STERICYCLE INC.	HAZARDOUS WASTE DISPOSAL	\$ 40.20
	CENTURYLINK	PHONE	\$ 96.89
		Total	\$ 137.09
Police Department	RAGSDALE AND ASSOC. P.C.	Psychiatric Disagnostic Evaluation for Officer	\$ 375.00
	DESERT SNOW	3 Day Criminal Interdiction Workshop	\$ 1,398.00
	GALL'S LLC	Shipping	\$ 4.93
	GALL'S LLC	Shipping	\$ 24.35
	GALL'S LLC	Air Force Cap	\$ 52.80
	GALL'S LLC	Poromeric Academy Oxford	\$ 73.60
	GALL'S LLC	Taclite Pro Shorts	\$ 91.52

## EXPENDITURE LIST FOR WEEK ENDING AUGUST 2, 2024

Department	Vendor Name	Description	Amount
	GALL'S LLC	Nov 3 low shoe	\$ 115.00
	GALL'S LLC	511 Stryke Pant	\$ 443.52
	GALL'S LLC	Accumold Elite Mace Case	\$ 151.80
	PIONEER PRINTING	TOW SLIPS	\$ 95.00
	MONTEZUMA COUNTY SHERIFF	JUNE 2024 INMATE CHARGES	\$ 6,800.00
	WAGNER ENTERPRISE, L.L.C.	JANITORIAL SERVICE	\$ 1,499.58
		Total	\$ 11,125.10
Animal Shelter	FOUR CORNERS M.A.S.H., LLC	CASTRATIONS	\$ 176.00
	FOUR CORNERS M.A.S.H., LLC	CASTRATIONS	\$ 384.00
		Total	\$ 560.00
Golf Course Maint	FERGUSON WATERWORKS #1116	RBIRD DIAPH & BONNET	\$ 283.82
	FERGUSON WATERWORKS #1116	RainBird Decoders	\$ 348.60
	FERGUSON WATERWORKS #1116	2 CONTROL VLV SCRUBBER	\$ 409.32
	FERGUSON WATERWORKS #1116	RainBird Decoders FD102	\$ 513.90
	STONE SAND & GRAVEL	15 yds 3/4 Roadbase - delivery included"	\$ 343.50
	R & R PRODUCTS INC.	FINANCE CHARGE	\$ 7.68
	CRANES & MATERIAL HANDLING, INC.	Lift Inspection - Invoice # C15222	\$ 668.00
		Total	\$ 2,574.82
Parks	CORTEZ ELECTRIC	MONTEZUMA PARK PANEL CHANGE	\$ 662.27
	MATTHEWS ELECTRIC OF SW COLORADO	Material/Labor - Remove/replace New Panel w/J	\$ 2,091.75
	CHOICE BUILDING SUPPLY	KIT BLADE	\$ 44.97
	FOUR STATES TIRE CO.	FLAT REPAIR	\$ 21.60
	POR DIA CORPORATION	BEAUTIFICATION GRANT	\$ 1,261.24
		Total	\$ 4,081.83
Recreation	JUSTIN LEWIS	UMPIRE SOFTBALL GAMES - 7	\$ 245.00
	JUSTIN LEWIS	UMPIRE SOFTBALL GAMES - 20	\$ 700.00
		Total	\$ 945.00
Planning & Building	OFFICE DEPOT	Chair Mat 45x53	\$ 302.94
		Total	\$ 302.94
Shop	SAFETY-KLEEN SYSTEMS INC	Chemistry Fee	\$ 27.00
	SAFETY-KLEEN SYSTEMS INC	30150	\$ 263.46
	CONSERVANCY OIL COMPANY	Blanket PO - Lubrication Products for Fleet Maint	\$ 82.50
	CONSERVANCY OIL COMPANY	Blanket PO - Lubrication Products for Fleet Maint	\$ 508.00
	FOUR STATES TIRE CO.	Blanket PO - Tire Repairs and Alignments	\$ 21.60
	FOUR STATES TIRE CO.	Blanket PO - Tire Repairs and Alignments	\$ 66.96
	FOUR STATES TIRE CO.	Blanket PO - Tire Repairs and Alignments	\$ 800.60
	CHOICE BUILDING SUPPLY	PEGBOARD	\$ 27.17
	ABLE TOWING OF CORTEZ	463.DS1214 Drag Link - Unit 989	\$ 137.00
	HARDLINE EQUIPMENT	Air Filter - 6200017EKR	\$ 48.60

## EXPENDITURE LIST FOR WEEK ENDING AUGUST 2, 2024

Department	Vendor Name	Description	Amount
	HARDLINE EQUIPMENT	Oil Filter Cartridge - D73P300000	\$ 265.87
	HARDLINE EQUIPMENT	D717300000 - 24 V COIL	\$ 686.06
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 2.30
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 11.60
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 14.17
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 26.70
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 27.47
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 43.39
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 112.99
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 116.60
	SENERGY PETROLEUM	86E10 Unleaded fuel for Service Center	\$ 4,154.61
	FIRST RESPOND	First Aid Kit Refills	\$ 119.35
	XEROX CORPORATION	Blanket PO - B7035 WorkCenter s/n 5DA859596,	\$ 283.19
	XEROX CORPORATION	Blanket PO - C8045 AltaLink Color Copier, s/n 8TB	\$ 459.77
		Total	\$ 8,306.96
Technology	RINGCENTRAL INC	MOBILE USER CHARGE	\$ 12.12
	DELL MARKETING L.P.	Dell 492-BDBZ Power Adapter - Scott Baker	\$ 34.24
		Total	\$ 46.36
Streets	WCA CONSTRUCTION, LLC	PW-24-02-SD Public Works Storm Drain Project -	\$ 188,546.16
	K & K CONCRETE INC	2024 Concrete Cost Share Project PW-24-01-S, Cu	\$ 38,685.48
	K & K CONCRETE INC	2024 Concrete Cost Share Project PW-24-01-S, Cd	\$ 16,462.43
	TRAUTNER GEOTECH	Blanket PO - Cortez Schools Drainage Improveme	\$ 458.00
		Total	\$ 244,152.07
Rec Center	SILVIA PINA	FITNESS CLASSES	\$ 288.00
	ATMOS ENERGY	GAS SERVICE	\$ 311.94
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 354.06
		Total	\$ 954.00
Water	PVS DX INC	Blanket PO - Sodium Hypochlorite 10% Bulk	\$ 13,971.71
	BIG R/JOHN DEERE FINANCIAL	CLOTHES	\$ 53.99
	FERGUSON WATERWORKS #1116	SP-C650094E Curb Box Assembly, 39B & 24T w/Li	\$ 965.88
	CORE AND MAIN	ED2B11RWG3SG89 5/8x3/4 R900I T10 Water Me	\$ 7,855.88
		Total	\$ 22,847.46
Conservation Trust	AMBROSIA LLC	CHEMICALS	\$ 1,765.00
	COLORADO CUSTOM ELEVATOR & LIFT	SERVICE CALL	\$ 965.75
	RECREONICS, INC.	REC60180 Standard Reel Cover (14-17 Double/Tr	\$ 1,523.97
	RECREONICS, INC.	FedEx Freight	\$ 5,881.32
	RECREONICS, INC.	REC6017217 17' Double Winder S/S Storage Reel	\$ 11,451.43
	RECREONICS, INC.	REC6017416 16' Triple Winder S/S Storage Reel	\$ 13,885.49
	RECREONICS, INC.	REC6017417 17' Triple Winder S/S Storage Reel	\$ 13,975.36
	RECREONICS, INC.	REC60188 Insulating Pool Blanket w/wtg - Per Su	\$ 20,012.64

EXPENDITURE LIST FOR WEEK ENDING AUGUST 2, 2024

Department	Vendor Name	Description	Amount
		Total	\$ 69,460.96
Total			\$ 374,805.52

## EXPENDITURE LIST FOR WEEK ENDING AUGUST 9, 2024

Department	Vendor Name	Description	Amount
Municipal Court	PADILLA LAW P.C.	MUNICIPAL COURT PROFESSIONAL SERVICES	\$ 3,000.00
	BUFFINGTON LAW, LLC	LEGAL SERVICES - ASSISTANT CITY ATTORNEY	\$ 3,341.00
		Total	\$ 6,341.00
Finance	EXPRESS EMPLOYMENT PROFESSIONALS	Blanket PO - Contract IT Manager - Jay Rohrer	\$ 1,855.20
	POSTAL PROS, INC.	INVOICES	\$ 517.90
	CITY OF CORTEZ	FIBER	\$ 902.08
		Total	\$ 3,275.18
Grant Admin	AM SIGNAL, INC.	MOI Scout Explore Rechargeable Battery	\$ 3,340.00
	AM SIGNAL, INC.	MOI Scout Plus	\$ 15,100.00
	AM SIGNAL, INC.	MIO Core DCM (NA) - Discrete - Video Detection	\$ 47,475.00
		Total	\$ 65,915.00
Events	POSTAL PROS, INC.	THIRD THURSDAYS INSERT	\$ 333.10
		Total	\$ 333.10
Library	FARMERS TELECOMMUNICATIONS INC.	PHONE	\$ 38.66
	CITY OF CORTEZ	FIBER	\$ 3,503.40
	CORTEZ SANITATION DISTRICT	SEWER	\$ 48.00
	CITY OF CORTEZ	REFUSE	\$ 165.00
	CITY OF CORTEZ	WATER	\$ 43.35
		Total	\$ 3,798.41
Building Maint	AMAZON CAPITAL SERVICES	LED Emergency Lighs w/ two adjustable heads	\$ 24.98
		Total	\$ 24.98
City Hall Operations	CDLE-FINANCE OFFICE-BOILER INSP	Boiler Inspection - Cert. Fee CO121900 - 2016	\$ 25.00
	CDLE-FINANCE OFFICE-BOILER INSP	Boiler Inspection - Cert. Fee CO121901 - 2015	\$ 25.00
	CDLE-FINANCE OFFICE-BOILER INSP	Boiler Inspection - Cert. Fee CO121902 - 2015	\$ 25.00
	CDLE-FINANCE OFFICE-BOILER INSP	Boiler Inspection - ASME IV External Cert - 2016	\$ 65.00
	CDLE-FINANCE OFFICE-BOILER INSP	Boiler Inspection - ASME IV External Cert - 2015	\$ 65.00
	CDLE-FINANCE OFFICE-BOILER INSP	Boiler Inspection - ASME IV External Cert - 2015	\$ 65.00
	ALPINE SECURITY & ELECTRONICS	PANIC BUTTONS	\$ 385.00
	ORKIN LLC	Blanket PO - Pest Control Services - City Hall	\$ 166.99
	FARMERS TELECOMMUNICATIONS INC.	PHONE	\$ 77.31
	CITY OF CORTEZ	REFUSE	\$ 247.00
	CITY OF CORTEZ	WATER	\$ 266.27
	IMAGENET CONSULTING LLC	COPIER	\$ 178.70
	FASTENAL COMPANY	4300594 HVAC Filter 16x20x1	\$ 117.60
	Total		\$ 1,708.87
Welcome Center	MESA VERDE COUNTRY V.I.B.	Contracted Services at Colorado Welcome Center	\$ 2,501.00
	FARMERS TELECOMMUNICATIONS INC.	PHONE	\$ 38.66
	CORTEZ SANITATION DISTRICT	SEWER	\$ 48.00

## EXPENDITURE LIST FOR WEEK ENDING AUGUST 9, 2024

Department	Vendor Name	Description	Amount
	CITY OF CORTEZ	REFUSE	\$ 115.00
	CITY OF CORTEZ	WATER	\$ 39.50
	IMAGENET CONSULTING LLC	MQPH1 - A1UE011001182 - Welcome Center C	\$ 71.16
		Total	\$ 2,813.32
Police Department	AT&T MOBILITY	PHONES	\$ 132.03
	LORI MILLICH	REIMB PETTY CASH - V KNUCKLES STAFF MEETI	\$ 58.33
	AXIS HEALTH SYSTEM	Blanket PO - Jail contract	\$ 350.00
	COLORADO ASSOC OF CHIEFS OF POLICE	Membership Renewal	\$ 1,400.00
	ROCKY MOUNTAIN INFORMATION NETW	Membership Dues Account COPD013	\$ 100.00
	REX ALLEN	Blanket PO - Lifer Jiu Jitsu Training	\$ 800.00
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 11.00
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 11.00
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 11.00
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 11.00
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 11.00
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 11.00
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 11.00
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 11.00
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 16.50
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 16.50
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 16.50
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 16.50
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 22.00
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 22.00
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 22.00
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 22.00
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 27.50
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 43.75
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 44.00
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 44.00
	ENTENMANN-ROVIN COMPANY	Sergeant badge	\$ 145.75
	WEIR HOMETOWN HEALTHCARE, LLC	PRE-EMPLOYMENT PHYSICAL - JENNINGS	\$ 110.00
	TRANSUNION RISK AND ALTERNATIVE	PERSON SEARCH	\$ 75.00
	MANE SHIPPING LLC	SHIPPING	\$ 14.82
	MANE SHIPPING LLC	SHIPPING	\$ 18.84
	CORTEZ SANITATION DISTRICT	SEWER	\$ 60.00
	CITY OF CORTEZ	REFUSE	\$ 253.00
	CITY OF CORTEZ	WATER	\$ 62.60
		Total	\$ 3,981.62
Animal Shelter	DOLORES ANIMAL HOSPITAL	CASTRATION	\$ 60.00
	FOUR CORNERS M.A.S.H., LLC	CASTRATIONS	\$ 252.00
	ORKIN LLC	PEST CONTROL SERVICES	\$ 120.99
	CORTEZ SANITATION DISTRICT	SEWER	\$ 80.00



## EXPENDITURE LIST FOR WEEK ENDING AUGUST 9, 2024

Department	Vendor Name	Description	Amount
	CITY OF CORTEZ	REFUSE	\$ 61.00
	CITY OF CORTEZ	WATER	\$ 81.85
		Total	\$ 655.84
Public Works	DOUGLAS ROTH	Blanket PO - GIS Consulting Services	\$ 1,200.00
		Total	\$ 1,200.00
Outdoor Pool	FARMERS TELECOMMUNICATIONS INC.	PHONE	\$ 44.30
	CORTEZ SANITATION DISTRICT	SEWER	\$ 152.00
	CITY OF CORTEZ	REFUSE	\$ 724.50
	CITY OF CORTEZ	WATER	\$ 193.13
	SLAVENS TRUE VALUE	WASP SPRAY	\$ 27.28
	SYSCO FOOD SERVICES	CONCESSIONS	\$ 436.59
	SYSCO FOOD SERVICES	CONCESSIONS	\$ 517.23
	SYSCO FOOD SERVICES	CONCESSIONS	\$ 700.13
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 38.94
		Total	\$ 2,834.10
Golf Pro	CORTEZ SANITATION DISTRICT	SEWER	\$ 236.00
	CITY OF CORTEZ	REFUSE	\$ 247.00
	CITY OF CORTEZ	WATER	\$ 315.69
		Total	\$ 798.69
Golf Course Maint	CORTEZ SANITATION DISTRICT	SEWER	\$ 48.00
	CITY OF CORTEZ	REFUSE	\$ 247.00
	CITY OF CORTEZ	WATER	\$ 60.92
		Total	\$ 355.92
Parks	NCSI	APPLICANT PROFILES	\$ 18.50
	BRAVO CLEANING & RESTORATION	JANITORIAL SERVICE FOR PARK RESTROOMS	\$ 1,188.80
	BRAVO CLEANING & RESTORATION	CITY PARK TRASH REMOVAL	\$ 3,660.00
	LE PEW PORTA-JOHNS INC.	MONTHLY RENTALS	\$ 1,645.90
	CORTEZ SANITATION DISTRICT	SEWER	\$ 376.00
	CITY OF CORTEZ	REFUSE	\$ 1,931.50
	CITY OF CORTEZ	WATER	\$ 7,787.63
		Total	\$ 16,608.33
Recreation	MONTEZUMA CORTEZ SCHOOL DIST.	TRIP TO FOZZIE	\$ 62.40
	MONTEZUMA CORTEZ SCHOOL DIST.	TRIP TO BOGGY DRAW	\$ 66.30
	MONTEZUMA CORTEZ SCHOOL DIST.	TRIP TO BRADFIELD	\$ 113.10
	MONTEZUMA CORTEZ SCHOOL DIST.	TRIP TO DURANGO	\$ 198.90
		Total	\$ 440.70
Planning & Building	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 26.60
		Total	\$ 26.60

## EXPENDITURE LIST FOR WEEK ENDING AUGUST 9, 2024

Department	Vendor Name	Description	Amount
Shop	FARMERS TELECOMMUNICATIONS INC.	PHONE	\$ 84.50
	PITNEY BOWES PURCHASE POWER	Blanket PO - Postage for Service Center	\$ 57.41
	CORTEZ SANITATION DISTRICT	SEWER	\$ 116.00
	CITY OF CORTEZ	REFUSE	\$ 379.50
	CITY OF CORTEZ	WATER	\$ 475.01
		Total	\$ 1,112.42
Technology	ZOHO CORPORATION	46009.3SRAPAU3 - ManageEngine Service Desk	\$ 449.00
	ZOHO CORPORATION	46009.3AS2 - ManageEngine Service Desk Plus	\$ 700.00
	ZOHO CORPORATION	46009.3SRAP5 - ManageEngine Service Desk Pl	\$ 1,161.00
	ZOHO CORPORATION	46249.32S - ManageEngine Service Desk Plus E	\$ 4,194.00
	ZOHO CORPORATION	85511.0MS2 - ManageEngine Endpoint Central	\$ 597.00
	ZOHO CORPORATION	85510.0MU3 - ManageEngine Endpoint Central	\$ 598.00
	ZOHO CORPORATION	85511.0M3 - ManageEngine Endpoint Central U	\$ 3,473.00
	FARMERS TELECOMMUNICATIONS INC.	PHONE	\$ 462.94
		Total	\$ 11,634.94
Streets	TRAUTNER GEOTECH	Blanket PO - Testing Services - Concrete Cost Sh	\$ 787.45
	TRAUTNER GEOTECH	2023 Cedar Street Project - Cylinder Pickup 10/	\$ 85.00
	TRAUTNER GEOTECH	2023 Cedar Street Project - Cylinder Pickup 10/	\$ 145.00
	TRAUTNER GEOTECH	2023 Cedar Street Project - Concrete Testing -	\$ 255.00
		Total	\$ 1,272.45
Airport	CITY OF CORTEZ	REFUSE	\$ 45.75
	MONTEZUMA COUNTY WATER DIST.	WATER M064	\$ 50.00
	MONTEZUMA COUNTY WATER DIST.	WATER M068	\$ 70.50
	COMFORT AIR MECHANICAL	RESET BREAKER	\$ 418.10
		Total	\$ 584.35
Dispatch	WEIR HOMETOWN HEALTHCARE, LLC	PRE-EMPLOYMENT PHYSICAL - LOPEZ	\$ 110.00
	FARMERS TELECOMMUNICATIONS INC.	PHONE	\$ 96.42
	PARKER'S WORKPLACE SOLUTIONS	NOTARY STAMP	\$ 19.84
	CITY OF CORTEZ	FIBER	\$ 902.08
		Total	\$ 1,128.34
Rec Center	ALPINE SECURITY & ELECTRONICS	FIRE ALARM	\$ 110.00
	WEIR HOMETOWN HEALTHCARE, LLC	PRE-EMPLOYMENT PHYSICAL - RUSSEL	\$ 110.00
	FARMERS TELECOMMUNICATIONS INC.	PHONE	\$ 40.71
	CITY OF CORTEZ	FIBER	\$ 902.08
	CORTEZ SANITATION DISTRICT	SEWER	\$ 576.00
	CITY OF CORTEZ	REFUSE	\$ 247.00
	CITY OF CORTEZ	WATER	\$ 292.95
		Total	\$ 2,278.74

## EXPENDITURE LIST FOR WEEK ENDING AUGUST 9, 2024

Department	Vendor Name	Description	Amount
Water	POSTAL PROS, INC.	POSTAGE	\$ 732.04
	LA PLATA COUNTY HEALTH DEPT	Blanket PO - Lab Testing for Bac-T's	\$ 385.00
	CITY OF CORTEZ	FIBER	\$ 902.08
	CITY OF CORTEZ	REFUSE	\$ 61.00
	AMAZON CAPITAL SERVICES	Label Tape refills	\$ 20.98
	KUBWATER RESOURCES INC	Blanket PO - for chemicals & labs	\$ 5,580.00
	THATCHER CHEMICAL CO.	Blanket PO - T-Floc Polymer	\$ 5,856.54
	THATCHER CHEMICAL CO.	Blanket PO - Liquid Alum AL2	\$ 7,009.18
	USALCO MODESTO PLANT LLC	Blanket PO - Aluminum Chlorohydrate	\$ 23,138.08
	UTILITY NOTIFICATION CENTER	Blanket PO - Utility Notification Charges	\$ 165.12
	MOUNTAINLAND SUPPLY COMPANY	3/4 SS Insert Stiffner CTS PE"	\$ 8.02
	MOUNTAINLAND SUPPLY COMPANY	10 MJ ACC Kit - No Gland"	\$ 34.70
	MOUNTAINLAND SUPPLY COMPANY	5-1/4 Valve Box Drop Lid WATER"	\$ 38.64
	MOUNTAINLAND SUPPLY COMPANY	2 x 24" Galv Nipple"	\$ 48.67
	MOUNTAINLAND SUPPLY COMPANY	6 MJ ACC Kit - No Gland"	\$ 49.25
	MOUNTAINLAND SUPPLY COMPANY	LF 3/4 CTS Compression Union"	\$ 51.40
	MOUNTAINLAND SUPPLY COMPANY	6 Megalug Red - C900 Pipe w/NB&G"	\$ 60.66
	MOUNTAINLAND SUPPLY COMPANY	2 Street Ell Galvanized"	\$ 60.91
	MOUNTAINLAND SUPPLY COMPANY	8 Megalug Black - Cast Iron Pipe w/NB&G"	\$ 70.98
	MOUNTAINLAND SUPPLY COMPANY	4 Foster Fitting w/Acc Kit"	\$ 83.20
	MOUNTAINLAND SUPPLY COMPANY	6 Cap MJ C153 w/2" IP Tap"	\$ 88.42
	MOUNTAINLAND SUPPLY COMPANY	8 Cap MJ C153"	\$ 90.30
	MOUNTAINLAND SUPPLY COMPANY	2 Brass Gate Valve - Testing Only - Import"	\$ 97.18
	MOUNTAINLAND SUPPLY COMPANY	8 Joint Restraint Harness Cast Iron Pipe"	\$ 97.48
	MOUNTAINLAND SUPPLY COMPANY	6 Megalug Black - Cast Iron Pipe w/NB&G"	\$ 104.17
	MOUNTAINLAND SUPPLY COMPANY	6 Plug MJ C153 w/2" IP Tap"	\$ 104.73
	MOUNTAINLAND SUPPLY COMPANY	6 Solid Sleeve C153 Long MJ"	\$ 122.91
	MOUNTAINLAND SUPPLY COMPANY	36 CI Valve Box Bottom Section"	\$ 134.09
	MOUNTAINLAND SUPPLY COMPANY	LF 3/4 Ball Corp ST"	\$ 136.21
	MOUNTAINLAND SUPPLY COMPANY	10 Cap MJ C153 w/2" IP Tap"	\$ 145.49
	MOUNTAINLAND SUPPLY COMPANY	26 CI Valve Box Screw Top Section"	\$ 154.55
	MOUNTAINLAND SUPPLY COMPANY	10 x 8" Reducer C153 MJ"	\$ 161.79
	MOUNTAINLAND SUPPLY COMPANY	6 Foster Fitting w/Acc Kit"	\$ 208.05
	MOUNTAINLAND SUPPLY COMPANY	10 Plug MJ C153 w/2" IP Tap"	\$ 219.49
	MOUNTAINLAND SUPPLY COMPANY	10 Solid Sleeve C153 Long MJ"	\$ 236.42
	MOUNTAINLAND SUPPLY COMPANY	10 x 6" Reducer C153 MJ"	\$ 293.48
	MOUNTAINLAND SUPPLY COMPANY	10 x 6" Tee MJ C153"	\$ 311.04
	MOUNTAINLAND SUPPLY COMPANY	3/4 CC Brass Tapping Saddle w/SS Straps 6" C900	\$ 326.75
	MOUNTAINLAND SUPPLY COMPANY	10 Joint Restraint Harness Ductile Iron"	\$ 338.83
	MOUNTAINLAND SUPPLY COMPANY	10 x 10" Tee MJ C153"	\$ 830.29
	MOUNTAINLAND SUPPLY COMPANY	10 Foster Fitting w/Acc Kit"	\$ 1,106.99
	MOUNTAINLAND SUPPLY COMPANY	10 Megalug Black - Ductile Iron Pipe w/NB&G"	\$ 1,211.04
	MOUNTAINLAND SUPPLY COMPANY	6 4.5 Bury K81D (or equal) Hydrant MJ LO Cort	\$ 3,577.05
	MOUNTAINLAND SUPPLY COMPANY	10 Ductile Iron Pipe CL52 Push-on Joints - Per B	\$ 7,313.89
	MOUNTAINLAND SUPPLY COMPANY	10 DI Gate Valve MJ"	\$ 8,094.03

## EXPENDITURE LIST FOR WEEK ENDING AUGUST 9, 2024

Department	Vendor Name	Description	Amount
	NATIONAL TRENCH SAFETY INC	6x10 Steel Plate SR - Quote # 00030402	\$ 6,888.00
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 17.42
	REMCO EQUIPMENT CO	Champion HQR10-12 Air Compressor per Subm	\$ 24,050.00
	SGM INC.	Blanket PO - Water Scoping Services	\$ 617.75
	SGM INC.	Blanket PO - WTP Infrastructure Consulting - Tr	\$ 937.75
	ROBERTS TRUCK CENTER	2025 IHC MV607 SBA Flatbed Truck w/ MCT Bo	\$ 98,928.83
	ROBERTS TRUCK CENTER	2025 IHC MV607 SBA Flatbed Truck w/ MCT Bo	\$ 98,928.83
		Total	\$ 300,229.70
CCN Fund	VISIONARY COMMUNICATIONS, INC.	Blanket PO - Tower rental, Business wireless int	\$ 1,980.32
		Total	\$ 1,980.32
Refuse	POSTAL PROS, INC.	POSTAGE	\$ 732.04
	NCSI	APPLICANT PROFILES	\$ 18.50
		Total	\$ 750.54
Total			\$ 432,083.46



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

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

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### Memorandum

**To:** CORTEZ CITY COUNCIL

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

**Date:** 08/01/2024

**RE:** Approval of a Transfer of Ownership application for Mi Mexico Restaurant Inc., DBA Mi Mexico, located at 801 East Main Street, Cortez.

---

### Attachments

Transfer of Ownership- Mi Mexico



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

August 1, 2024

MEMO TO: Honorable Mayor and City Council

FROM: Donna Murphy, Deputy City Clerk

SUBJECT: APPLICATION FOR A TRANSFER OF OWNERSHIP FOR MI MEXICO RESTAURANT INC., DBA MI MEXICO, LOCATED AT 801 EAST MAIN STREET, CORTEZ

### BACKGROUND

The application for a Transfer of Ownership for a Hotel and Restaurant Liquor License was recently completed for Mi Mexico Restaurant, Inc. The application is being transferred from Mi Mexico Restaurant Inc. (Chavolo Ortiz) to Mi Mexico Mexican Food, LLC. (Dionicio Espinoza, Hosana Espinoza). Transfer of Ownership application is available for view in the City Clerk's Office.

### ISSUES

When a request is made for a Transfer of Ownership, licensing authorities are to consider only the requirements of C.R.S. 2022, 44-3-303, which refers to the character of the licensee. Individual History records were completed for both applicants.

As per Section 44-3-311(1) the local licensing authorities may cause a hearing to be held on the application for Transfer of Ownership; however, the local licensing authority may approve the Transfer of Ownership without a hearing.

### RECOMMENDATION

Staff recommends approval of the Transfer of Ownership of a Hotel and Restaurant Liquor License from Mi Mexico Restaurant Inc. (Chavolo Ortiz) to Mi Mexico Mexican Food, LLC. (Dionicio Espinoza, Hosana Espinoza) located at 801 East Main Street, Cortez, without a public hearing.



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:** 08/06/2024

**RE:** Approval of a renewal Fermented Malt Beverage and Wine Liquor License application for Dillon Companies. LLC., DBA City Market #08, located at 508 East Main Street, Cortez.

---

### Attachments

Renewal- City Market



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

August 6, 2024

MEMO TO: Honorable Mayor and City Council

FROM: Donna Murphy, Deputy City Clerk

SUBJECT: RENEWAL APPLICATION FOR A FERMENTED MALT BEVERAGE AND WINE LIQUOR LICENSE FROM DILLON COMPANIES, LLC, DBA CITY MARKET #8, LOCATED AT 508 EAST MAIN STREET, CORTEZ

#### BACKGROUND

The renewal application referred to above was filed in the City Clerk's office on August 5, 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 renewal Fermented Malt Beverage Off Premises Liquor License for City Market #8, located at 508 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

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### Memorandum

**To:** CORTEZ CITY COUNCIL

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

**Date:** 08/06/2024

**RE:** Approval of a renewal Liquor Store Liquor License application for Tubros, LTD., DBA Cork N Bottle, located at 443 East Main Street, Cortez.

---

### Attachments

Renewal- Cork N Bottle



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

August 6, 2024

MEMO TO: Honorable Mayor and City Council

FROM: Donna Murphy, Deputy City Clerk

SUBJECT: RENEWAL APPLICATION ON A RETAIL LIQUOR STORE LICENSE FOR TUBROS LTD, DBA CORK N BOTTLE, LOCATED AT 443 EAST MAIN STREET, CORTEZ

#### BACKGROUND

The renewal application referred to above was filed in the City Clerk's office on August 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 renewal Retail Liquor Store License for Tubros LTD, DBA Cork N Bottle, located at 443 East Main Street, Cortez.



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

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

## Memorandum

---

**To:** CORTEZ CITY COUNCIL

**From:** DREW SANDERS, CITY MANAGER

**Date:** August 5, 2024

**RE:** Letter of Support for Southwest Memorial Hospital Foundation

---

### BACKGROUND

The Southwest Memorial Hospital Foundation is a nonprofit organization that exists to support the Southwest Health System (SHS), which provides health services to the rural four corners community.

### DISCUSSION

The Southwest Memorial Hospital Foundation Enterprise Zone Project will focus on supporting physical spaces on the hospital campus, supporting the expansion of healthcare programs and services to meet the needs of our residents, and supporting the infrastructure needs of the Southwest Health System including Southwest Memorial Hospital. Since our community is classified as low to moderate income, the Enterprise Zone will be critical in generating local financial support that will be utilized to help fund major infrastructure upgrade projects and allow SHS to continue to effectively serve this community. SHS is a key economic driver for Cortez and Montezuma County, supporting both existing business and new business growth in the area by providing local emergency, primary, and specialty health services to a community that would otherwise have to travel long distances for care.

### RECOMMENDATION

Staff recommends that Council authorize the Mayor to sign the letter of support for the Southwest Memorial Hospital Foundation Enterprise Zone Project.

### MOTION

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

I move that City Council authorize the Mayor to sign the letter of support for the Southwest Memorial Hospital Foundation Enterprise Zone Project.

---

### Attachments

SWMH Foundation LOS



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

August 13, 2024

Colorado Economic Development Commission  
1600 Broadway, Suite 2500  
Denver, Colorado 80202

RE: Southwest Memorial Hospital Foundation Enterprise Zone Project

To Whom It May Concern:

The purpose of this letter is to express support by the City of Cortez for the Southwest Memorial Hospital Foundation Enterprise Zone Project proposal to the Colorado Economic Development Commission. This project focuses on infrastructure improvements, large medical equipment purchases, and support for the expansion of healthcare programs for our residents.

Southwest Health System is one of the largest employers in the City of Cortez and is a leader in providing quality healthcare services to our community. They are critical to both the physical and economic health of our region. As the current landscape for rural health care is dire, the City firmly supports the Foundation's Enterprise Zone Contribution Project that will allow our hospital to continue to improve their infrastructure and services for our citizens.

Thank you for your consideration of this much needed project.

Sincerely,

---

Rachel Medina, Mayor  
City of Cortez



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

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

---

## Memorandum

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**To:** CORTEZ CITY COUNCIL

**From:** DREW SANDERS, CITY MANAGER

**Date:** August 5, 2024

**RE:** City of Cortez Boards and Commissions Manual

---

### BACKGROUND

The City of Cortez has two regulatory boards and five advisory boards that are appointed by and answer to the Cortez City Council. The advisory boards initiate, review, and make recommendations to the City Council and City staff regarding matters related to its area of responsibility. They set and review goals and objectives in accordance with the management system authorized by City Council, and are instrumental in keeping Council apprised of information pertaining to each board so they can make better and more informed decisions.

### DISCUSSION

Board duties at times have not been made clear to members. Having a manual that instructs and outlines board and board member duties and expectations might make it clearer and more understandable as to what is expected of the position. This will likely help board members have more clarity about their roles and responsibilities, and make outputs more effective.

### RECOMMENDATION

Staff recommends that Council approve the City of Cortez Boards and Commissions Manual.

### MOTION

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

I move that Council approve the City of Cortez Boards and Commissions Manual.

---

### Attachments

City of Cortez Boards and Commissions Manual



# **City of Cortez Boards and Commissions Manual**



August, 2024

## **City Council Members and City Manager**

### **CORTEZ CITY COUNCIL**

Rachel Medina, Mayor  
Lydia DeHaven, Mayor Pro-Tem  
Robert Dobry, Councilor  
Matthew Keefauver, Councilor  
Bill Lewis, Councilor  
April Randle, Councilor  
Dennis Spruell, Councilor

### **CITY MANAGER**

Drew C. Sanders, City Manager

Adopted August, 2024

Note: Non-Policy related administrative changes may be made to this manual by the City Manager without the requirement of the City Council approving such changes by resolution, subject to appropriate notification to City Council.

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**CITY OF CORTEZ**  
**BOARDS AND COMMISSIONS**  
(and establishing documents)

**REGULATORY**

Cortez Planning and Zoning Commission (Cortez Code of Ordinances, Chapter 2,  
Article II, Colorado Revised Statutes, Section 31-23-201, *et seq.*)  
Board of Adjustments and Appeals (Cortez Code of Ordinances, Chapter 2, Article VI,  
Sections 2-28 - 2-41, Cortez Land Use Code, Chapter 6, Section 6.15, Colorado  
Revised Statutes, Section 31-23-307)

**ADVISORY**

Public Arts Advisory Committee (Ord. No. 1232, Series 2017,  
Cortez Code of Ordinances, Sections 2-51 – 2-60)  
Parks, Recreation and Forestry Advisory Board (Res. No. 29, Series 2005,  
Cortez Land Use Code, Chapter 5, Section 5.05(d))  
Golf Advisory Board (Ord. No. 662, Series 1986, City Code of Ordinances,  
Chapter 19, Section 19-6(d))  
Library Advisory Board (Res. No. 10, Series 1999)  
Historic Preservation Board (Ord. No. 1086, Series 2007,  
Cortez Land Use Code, Chapter 6, Section 6.19(b))

## **WELCOME**

Welcome to the City of Cortez! Your involvement with a Board or Commission in Cortez provides you with a valuable opportunity to participate in local change and genuine public service in our unique community. We hope you enjoy your time serving and use this manual as a resource to assist you in maximizing your contribution to the City.

## **Definitions**

The following definitions shall apply to terms used in this Boards and Commissions Manual:

Ad Hoc Board or Commission: A Board or Commission established by the City Council, the functions of which are limited to a specific task or program, and which has a termination point.

Advisory Board or Commission: A Board or Commission established by resolution or ordinance, the recommendations of which are advisory in nature. Decisions of advisory boards are guided by the Comprehensive plan, Council Goals, and other planning documents.

Alternate Member: A member of a Board or Commission appointed to serve in the absence of a regular member in order to provide continuity and a quorum. When serving in the absence of a regular member, an alternate member shall be considered as a regular member for all purposes, including, but not limited to, the establishment of a quorum and the right to vote.

Committee: A group, which may be established by the City Council, that has a specific charge. Normally a Committee is an administrative device appointed through the City's administrative system.

Conflict of Interest: Members of City Boards and Commissions have a duty to use their positions to contribute to the public good and they must refrain from using their positions for personal gain. All Members are required to avoid actual or perceived conflicts of interests between their personal, business or family interests and the interests of the City. The City's Code of Ethics and the Colorado Code of Ethics, Colorado Revised Statutes, Sections 24-18-101 – 24-18-113, which apply to Board and Commission members, should be consulted for a full explanation of what constitutes a conflict of interest and for other mandatory standards of conduct. The instructions and commensurate form for disclosure pursuant to the City's Code of Ethics is provided at the end of this manual.

Council Liaison: A City Councilor who maintains communication and mutual understanding between a Board or Commission and the City Council.

Ex Officio Member: Each Board and Commission may have at least one ex officio member who is a current City Council or City Staff member. Said ex officio member shall be designated by title in the enabling ordinance or resolution. Ex officio members shall

not be voting members. Examples of ex officio members include officially designated Council or staff members who are assigned by nature of their position.

Joint Board or Commission: A Board or Commission composed of members of City and partner organizations.

Quorum: A simple majority of board or commission members. Please refer to your establishing document for specific requirements.

Regulatory Board or Commission: A Board or Commission established by ordinance or Charter or resolution that has decision making authority in accordance with State statutes or City Codes.

Staff Administrator: A staff member who facilitates meeting set up, recording and production of the minutes of the meetings.

Sub Committees: Boards and Commissions can create sub committees to work on a specific topic to bring back to the full committee for consideration. City Council does not need to approve sub committees, but there may be Council appointed sub committees as well.

## **OVERVIEW OF THE CITY OF CORTEZ**

Cortez City Council:

[City Council | Cortez, CO - Official Website \(cortezco.gov\)](http://cortezco.gov)

City of Cortez Code and Cortez Land Use Code:

[Government, City Charter & Codes | Cortez, CO - Official Website \(cortezco.gov\)](http://cortezco.gov)

# OVERVIEW OF BOARDS AND COMMISSIONS

## Procedures for Establishment of Boards or Commissions

**General Authority:** The framework for City Boards or Commissions is established by Colorado State Statutes, the City Charter and Codes, the Cortez City Council and other governing documents.

Note: Non-Policy related Administrative changes may be made to this manual without formal approval by the Cortez City Council.

Boards and Commissions serve the City Council in one of two manners:

- **Advisory** - A Board or Commission whose work, actions, and recommendations are advisory to the City Council; and
- **Regulatory** - A Board or Commission in which the City Council has vested regulatory powers or administrative decision-making powers.

**Establishment of Boards and Commissions:** The creation of a Board or Commission requires formal action by the City Council, either by City Charter, ordinance, or resolution.

**Conflicts with Enabling Ordinance or Resolution:** The purpose of these rules is to govern all Boards and Commissions, and any conflicts with enabling ordinances or resolutions should be resolved by amending the Boards and Commissions Manual.

## Name, Purpose, Duties and Responsibilities

### Name

Each Board or Commission shall have a name and it shall be stated in City Charter, the enabling ordinance, or the enabling resolution for that Board or Commission.

### Purpose

Each Board or Commission shall have a purpose and it shall be stated in the City Charter, the enabling ordinance or the enabling resolution for that Board or Commission.

### Duties and Responsibilities

Each Board or Commission shall have its duties and responsibilities stated in the City Charter, the enabling ordinance or the enabling resolution. Duties and responsibilities shall include, at a minimum, the following:

## **A. Duties**

To initiate, review, and make recommendations to the City Council and City staff regarding matters related to its area of responsibility.

To assist administrative departments of the City in defining programs that meet the needs of the residents of the City of Cortez.

To share information with the public for those interested in its area of responsibility.

If it is a regulatory Board or Commission, to follow all laws and procedures governing its area of concern.

To perform other duties such as the City Council may require.

## **B. Responsibilities**

To set and review goals and objectives in accordance with the management system authorized by the City Council

To submit reports, as required, to the City Council.

To meet as necessary to accomplish its duties and responsibilities.

To hold public meetings as may be required.

To set and review goals and objectives in accordance with the management system authorized by the City Council.

To make recommendations to the City Council relative to needed policies, ordinances, and programs to achieve the purposes of the Board or Commission.

## **Summary of Existing Boards and Commissions**

Advisory Boards are established by resolution or ordinance, the recommendations of which are advisory in nature. Decisions of advisory boards are guided by the comprehensive plan, City Council Goals, and other planning documents. Regulatory Boards are established by ordinance and have regulatory oversight.

**Cortez Planning and Zoning Commission** responsibilities include public hearings, recommending and/or determining matters relating to zoning, planning or subdivision control, recommending boundaries of the various zoning districts, and exercising the duties and powers of the Land Use code, the City Charter, and applicable laws of the State of Colorado. (Cortez City Code Sec. 2-13, 2-14, 2-15)

**Board of Adjustment and Appeals'** responsibilities include to hear and decide appeals. (Cortez City Code Sec. -28, 6-22)

**Public Arts Advisory Committee** is committed to enriching the cultural environment and experiences of the people of the City of Cortez through education, sustainable support, coordination and promotion of the arts. Vision Statement: The Cortez Public Arts Advisory Committee is a community asset that affirms the value and necessity of arts as an integral component of the quality of life and the economy of the City of Cortez. (Cortez City Code Sec. 2-51)

**Parks, Recreation & Forestry Advisory Board** makes recommendations to the Parks and Recreation Director concerning the Parks and Recreation Department programs policies, procedures, park and master plan development, park rules, and long-range plans. (Resolution 29, Series 2005)

**Golf Advisory Board** acts in an advisory capacity to the Parks and Recreation Director concerning the operation and master planning of the Conquistador Golf Course. (Cortez City Code Sec 19-6(d))

**Library Advisory Board** acts in an advisory capacity to the Library Director, City Manager, and City Council concerning the operation and master planning of the Cortez Library.

**Historic Preservation Board** is committed to enhancing our community's local resources and promoting public interest in historic preservation through the protection and preservation of the City's architectural, historic, and cultural heritage; and the provision of educational opportunities to increase public appreciation of Cortez's unique heritage. (Ord. 830, Series 1997)

## Meeting Times

Check [www.cortezco.gov](http://www.cortezco.gov) for the most up to date information on specific meeting times and locations.

Board/Commission Name	Meeting Date/Time/Location
Planning and Zoning	First Tuesday of each month – 6:30 p.m. (special meeting may be held on the third Tuesday of each month) City Council Chambers, Cortez City Hall, 123 Roger Smith Ave., Cortez, CO.
Board of Adjustments and Appeals	Meetings held on an as needed basis. City Council Chambers, Cortez City Hall, 123 Roger Smith Ave., Cortez, CO.
Public Arts Committee	First Monday of each month – 5 p.m. Cortez City Hall, 123 Roger Smith Ave., Cortez, CO.
Parks, Recreation and Forestry	First Thursday of each month – 3 p.m. Cortez City Hall, 123 Roger Smith Ave., Cortez, CO.
Golf Advisory Board	Fourth Wednesday of each month – 7 a.m. Conquistador Golf Course 2018 N. Dolores Rd., Cortez, CO.
Library Advisory Board	Second Thursday of each month – 4 p.m. Cortez Public Library 202 N. Park, Cortez, CO.
Historic Preservation	First Wednesday of each month – 5 p.m. Cortez City Hall, 123 Roger Smith Ave., Cortez, CO.

## Board or Commission Business Outside of Meetings

**Attendance at City Meetings:** Board or Commission members shall attend scheduled City meetings when required to carry out the work of the Board or Commission.

**Special Assignments:** At the discretion of the Board or Commission chairperson, Board or Commission members may undertake special assignments outside of committee meetings that are required for the efficient dispatch of Board or Commission business.

**Review of Background Material:** Board or Commission members shall review all background information provided in preparation for regular or special meetings or work sessions.



## **Relationship with Other Entities**

**Overall Coordination:** As advisory representatives of the City Council, Boards or Commissions may need to facilitate agreements among governmental units and individuals, to be executed by the City Council or the City Manager, when requested to do so, for specific projects or other related matters. Boards or Commissions shall do so by:

A. providing a forum for discussion and study of matters that are of mutual interest to governmental units and members of the City Council.

B. discovering, clarifying, and comprehensively planning for the solution of problems within the area of responsibility of the Board or Commission that come to the attention of the Board or Commission.

**Relationship with the City Council:** The Board or Commission is to review, recommend, and advise the City Council on policy matters regarding its area of responsibility. All actions of a Board or Commission, except decisions of regulatory Boards or Commissions governed by ordinance or statute, shall be subject to the approval and confirmation of the City Council. Board or Commission appointees serve at the pleasure of the City Council. No action of a Board or Commission shall relieve the City Council of its responsibilities or usurp the authority granted to the City Council, excepting those regulatory Boards or Commissions that have direct review by the court system. Advisory Board or Commission conflicts associated with this relationship shall be expeditiously referred in writing to both the City Council and the City Manager.

**Relationship with Administrative Staff:** Boards or Commissions shall work closely with assigned City staff. Through this ex-officio member, a Board or Commission may call upon specific administrative departments to provide information upon which the Board or Commission can make informed decisions. The Board or Commission may establish close working relationships with specific departments through the designation of a member of such a department as an ex officio member of the Board or Commission. Department members designated as ex officio Board or Commission members shall attend all Board or Commission meetings and participate in Board or Commission discussions, provide background information, and advocate positions on potential Board or Commission actions. A Board or Commission may call upon other City administrative departments for information or assistance by directing a request through the ex officio member to the City Manager. The department representative shall not vote on Board or Commission actions. City departments may provide staff reports to the City Council through the City Manager. Such reports may supplement, agree with, or take positions opposed to the recommendations of the Board or Commission. If a staff report is prepared relating to a decision by a Board or Commission, a copy of the report shall be provided to the chairperson of the Board or Commission. Conflicts associated with the relationship between a Board or a Commission and City staff shall be directly and expeditiously referred in writing to both City Council and the City Manager.

**Relationships with other Private and Public Agencies:** Boards or Commissions may call upon private and public agencies in order to have adequate information to make decisions and prepare recommendations. A Board or Commission shall provide guidance, advice, and appropriate actions as requested by such bodies. However, prudence should be practiced so that no action of a full Board or Commission or its individual members can be interpreted as an official position or action of the City Council. Conflicts associated with this relationship shall be expeditiously referred in writing to both the City Council and the City Manager.

**Relationships with Other Boards and Commissions:** Various Boards and Commissions will work collaboratively with other Boards and Commissions to discuss shared goals and/or projects.

## **Membership**

The City Council shall consider the following in determining the composition and membership of each Board or Commission:

### **Regular Members**

A. The exact number of members shall be specified in the enabling ordinance or resolution. All regular members shall be appointed by the City Council unless otherwise stated in the enabling Ordinance or Resolution.

B. Applicants for Board or Commission positions will be screened by the City Council. At the time of Council consideration, City Council may consider additional persons for membership recommended by the Council members or Board members. Members of Boards or Commissions shall be appointed by a majority vote of the City Council at a regular or special City Council meeting. When screening applicants, the following should be considered:

- Review of written applications.
- Comments and/or recommendations from the Board or Commission via the chairperson regarding incumbents.
- Comments and/or recommendations from ex-officio members of the Board or Commission.
- Consideration of an applicant's interest in the Board or Commission, experience, or knowledge of a particular Board or Commission's purpose.
- Council will give consideration to specific goals and guidelines of skill sets recommended for each Board or Commission, as outlined in its authorizing document.

- Compliance by the applicant with any specific requirements of the particular Board or Commission to which the applicant is seeking membership.

The length of term of each Board or Commission member shall be determined by the City Charter, the City Codes, or the Board or Commission's Founding Resolution, Ordinance, or Bylaws.

The term for each Board or Commission member shall be structured in a manner to provide continuity of programs by staggering the length of terms of its members. Term expiration dates shall be such that no more than 60 percent of the terms will terminate annually and such that all terms for any one Board or Commission shall terminate in the same month of the given year. Any appointment that fills a vacancy that falls outside of the normal appointment schedule shall serve the remaining term of the vacated position. For example, if a commission member resigns after 1 year into a 3 year term, the replacement commission member would be appointed to a 2 year term.

As a general rule, employees of the City may not serve on Boards or Commissions except as staff liaisons or ex-officio members.

### **Appointment Process**

Notification of upcoming term expirations shall be given to the City Council by the City Clerk's Office.

Advertising for membership to Boards and Commissions and acceptance of applications for openings will be completed semi-annually. Appointments will be made twice a year in April and November.

Prior to the expiration of a term, City staff will alert the current member of the upcoming appointment process. An incumbent's letter of continued interest, all new applications, and any pertinent information (including comments and/or recommendations from the Board or Commission via the chairperson regarding incumbents) will be sent to Council for consideration and screening.

The Clerk's Office will be responsible for organizing requested interviews with City Council and any other administrative responsibilities related to the process.

**Expiration of Term:** A member of a Board or Commission whose term has expired may continue to serve with the agreement of the Board or Commission until a replacement is appointed or reappointment is made.

**Consultation Services:** A Board or Commission may from time to time request consultation from persons not classified as members but possessing expertise relevant to a matter. Such requests shall have approval of the City Council or the City Manager.

If a consultant requires compensation, prior approval must be obtained from the City Manager.

**Ex Officio Members:** Each Board or Commission may have at least one staff liaison who shall represent the City administration, and one ex officio member who shall represent the Cortez City Council. Said ex officio member shall be designated by title in the enabling ordinance or resolution. Ex-officio members shall not be voting members.

**Liability Insurance:** All members of Boards or Commissions are covered under the City's liability insurance program while acting within the scope of their assigned duties.

**Compensation:** Advisory Board and Commission members shall serve without compensation. Planning and Zoning Board members are paid \$25 a month for each month in which a meeting was held and the member attended that meeting.

## **Voting**

**Voting Privileges:** Only regular members of a Board or Commission, or alternate members when acting in the absence of a regular member, shall have the privilege of voting on matters or questions before the Board or Commission.

**Manner of Voting:** Voting shall be conducted by a motion, a second, and a verbal role call of each member's vote. A majority of the regular members shall constitute a quorum unless otherwise specified in the enabling ordinance or resolution.

Each regular member, including the chairperson, shall have one vote.

When a quorum is present at any meeting, the vote of a majority of members present shall decide any question brought before such a meeting.

Any member of the Board or Commission who has a personal or private interest in any matter proposed or pending before the board, shall disclose such interest and shall not vote thereon, and shall refrain from attempting to influence the decisions of other members of the Board or Commission in voting on the matter. (Colorado Revised Statutes, Section 24-18-101 *et seq*)

## **Public Hearings**

City Boards and Commissions are subject to the Colorado Open Meetings Law, Colorado Revised Statutes, Section 24-6-401, *et seq.*, which requires that a notice of the public meeting, with specific agenda information if available, must be posted on the City's website no less than 24 hours prior the public meeting. Actions taken by City Boards and Commissions during a public meeting generally consist of two types of actions – Legislative Actions and Quasi-judicial Actions.

- **Legislative Actions** occur when the Board or Commission considers an action that has general impact on the City as a whole or on a broad group of people or properties. Adopting code amendments, policy statements, and approving programs or activities are examples of legislative actions. When considering a legislative matter, obtaining input from the public prior to and at the public meeting, and lobbying from the public and other Board or Commission members is encouraged.

- **Quasi-judicial Actions** occur when a Board or Commission considers an action that has impact to a specific person or property, and the codes and policies that were previously adopted legislatively are applied to the particular person or property. Quasi-judicial hearings occur most often the context of a land use hearing in front of the City Council or the Planning & Zoning Commission. The consideration of a quasi-judicial matter requires a public hearing (different from a public meeting), in which the Board or Commission acts similar to a panel of judges deciding a court case. Due process for the applicant is imperative in a quasi-judicial public hearing. Due process requires that a Board or Commission not receive or participate in ex parte communications when considering quasi-judicial matters. Ex parte communications in the context of a quasi-judicial hearing occur when a decision maker (Board or Commission member) has communications or receives information on the subject matter of the quasi-judicial hearing outside of the public hearing. The decision maker should only consider materials, evidence and testimony presented during the public hearing.

## **Officers**

**Method of Selection:** Officers shall be chosen from among the regular membership of a Board or Commission by a majority of the members present at an organizational meeting called for that purpose.

**Number of Officers:** Except where designated otherwise by City codes, or resolutions, officers shall consist of a chairperson, vice-chairperson, and a secretary with each Board or Commission reserving the right to select additional officers as it deems necessary.

**Duties of Officers:** The following duties shall be undertaken by the respective officers with a right to delegate duties to other Board or Commission members being reserved to the chairperson.

### **A. Chairperson's Duties**

1. To preside at Board or Commission meetings.
2. To provide the minutes of the meeting to City Council.
3. To execute reports on behalf of the Board or Commission.
4. To take initial action on directives from the City Council via the staff liaison.
5. To establish the agenda for Board or Commission meetings via the staff liaison.
6. To authorize special assignments for Board or Commission members.
7. To inform the Board or Commission of results of all Board or Commission reports or recommendations to the City Council.

**B. Vice-Chairperson's Duties**

1. In the absence of the Board or Commission chairperson, shall assume all duties and responsibilities of the chairperson.
2. To make sure the meeting is properly noticed to the public by staff.

**C. Secretary's Duties**

1. To take the minutes at each meeting.
2. To make sure the minutes are properly composed and provided to the Chairperson for inspection to be accepted by the Board or Commission.

**Terms of Office:** Board or Commission officers shall serve for a two year term unless removed from office or no longer in office due to resignation. Each Board or Commission shall choose and set a date by motion, to consider selection of officers.

## **RULES OF PROCEDURE**

**Procedures:** All Board or Commission meetings shall be conducted using *Robert's Rules of Order* as a guideline except that the presiding officer may, at his or her discretion, dispense with such rules, or implement less formal rules of order, to facilitate the orderly and timely conduct of Board or Commission business.

All Boards, Commissions and Committees are subject to and must comply with the provisions of the Colorado Open Meetings Law (Colorado Revised Statutes, Section 24-6-401, *et seq.*). The records and documents associated with Boards and Commissions and their members are generally subject to the Colorado Open Records Act (Colorado Revised Statutes, Section 24-72-201, *et seq.*). Electronic communication between Board or Commission members, including email and discussion on social media platforms, is subject to the Colorado Open Meetings Law. All communications of public business by a quorum, or three or more members of a Board or Commission, whichever is less, shall be held within the confines of a properly noticed public meeting.

**Agenda:** A typed agenda shall be prepared for each Board or Commission meeting and electronic copies shall be posted on the City's website, and a physical copy shall be posted at City Hall. The agenda shall include at a minimum the following:

- A. Roll Call
- B. Approval of Minutes
- C. Unfinished Business
- D. New Business
- E. Reports of officers, sub-committees, and task force groups
- F. Adjournment

**Post Meeting Actions:** All actions and recommendations to the City Council, City administrative units, or any other governmental unit by Boards or Commissions shall be

communicated directly to the City Council by memorandum, formal report, or through minutes signed by the Board or Commission chairperson or designated representative.

## **Sample Agenda**

Name of Board or Commission  
Location of Meeting  
Date of Meeting  
Time of Meeting

### **I. PROCEDURES**

- A. Roll Call
- B. Approval of Minutes of Previous Meetings (dates)

### **II. OLD BUSINESS**

- 1. List topics
- 2.

### **III. NEW BUSINESS**

- 1. List topics
- 2.

### **IV. REPORTS**

- A. Officers of Board or Commission
  - 1. List
  - 2.
- B. Subcommittees and/or task force groups
  - 1. List
  - 2.

### **V. ADJOURNMENT**

## **Example: Leading Effective Board Meetings**

by Jim Slaughter, Parliamentarian

### **Before Meeting:**

Why have a meeting?

Decision-making, problem-solving, planning, evaluation

What are desired outcomes?

Who is responsible for each item?  
Confirm environment and equipment  
Room arrangement  
To give information- auditorium style  
To get participation- Circle  
Combination- Horseshoe

### **Prepare agenda:**

Considerations:  
Do all items relate to mandate?  
Are items for action?  
Agenda clear?  
Location on agenda?

### **Specifics:**

Start and end time for meeting  
Start and end time for each item?  
Require business items (motions) be submitted in advance  
Assign tasks  
Distribute meeting packet  
Distribute agenda in advance  
Ensure everyone on agenda knows role

### **During Meeting:**

Call to order on time  
Stay focused on agenda  
Focus on substance, not form  
End meeting/ each item on time  
Use unanimous consent, when possible  
Use consent on agenda, if possible  
Encourage participation/ equalize participation  
Prompt comments, if necessary  
Control interruptions and digressions  
“Park” digressions  
“Deflate windbags”  
Clarify and rephrase  
Manage conflict  
Ensure decisions/ assignments clear  
More formal procedure if larger group (12+)  
More formal procedure depending on controversy/ importance  
Close the meeting on time  
Close the meeting positively

### **Problem Areas:**

Rambling member (“park digressions”)  
Dominating member (“deflate windbags”)



Argumentative member  
Discouraging member  
Argument between two members  
Side conversations  
Non-participating members

## **Robert's Rules of Order – Simplified**

### **Guiding Principle:**

Everyone has the right to participate in discussion if they wish before anyone may speak a second time.

Everyone has the right to know what is going on at all times.

Only urgent matters may interrupt a speaker.

Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g. "I move that we add a coffee break to this meeting"). After being recognized by the president/chair, any member can introduce a motion when no other motion is on the table.

A motion requires a second to be considered. Each motion must be disposed of (passes, defeated, tabled, referred to a committee, or postponed indefinitely).

### **How to do things:**

#### **You want to bring up a new idea before the group.**

After recognition by the president/chair, present your motion.

A second is required for the motion to go to the floor for discussion, or consideration.

#### **You want to change some of the wording in a motion under discussion.**

After recognition by the president/chair, move to amend by  
adding words,  
striking words or  
striking and inserting words

#### **You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.**

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

#### **You want more time personally to study the proposal being discussed.**

Move to postpone to a definite time or date.

#### **You are tired of the current discussion.**

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds votes.

#### **You have heard enough discussion.**

Move to close the debate. Requires a 2/3rds vote. Or move to previous questions. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

**You want to postpone a motion until some later time.**

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority vote is required to table a motion without killing it.

The Colorado Municipal League publishes a text written by attorney Robert Widner entitled "Bob's Rules of Order," which contains simplified parliamentary rules of order for Colorado Local Governments. The City Clerk's Office has this book and all Board or Commission members are encouraged to review it to enhance their understanding of parliamentary rules.

## ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

## PROCEDURE FOR HANDLING A MAIN MOTION

### Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

### How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion or I second it or second.*
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

### Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

### The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

### The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

### WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite



## HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

### MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that \_\_\_\_\_."

### AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, \_\_\_\_\_, and adding in their place the following words \_\_\_\_\_."

### REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

### POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until \_\_\_\_\_."

### PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

### LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

### **POINT OF ORDER**

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

### **POINT OF INFORMATION**

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

### **POINT OF PARLIAMENTARY INQUIRY**

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

### **APPEAL FROM THE DECISION OF THE CHAIR**

Without recognition, "I appeal from the decision of the chair."

### **Rule Classification and Requirements**

<b>Class of Rule</b>	<b>Requirements to Adopt</b>	<b>Requirements to Suspend</b>
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

## **ADMINISTRATIVE**

### **Removal, Resignation, and Vacancies**

**Removal:** Any member of a Board or Commission may be removed by the City Council for the following reasons:

A. Unexcused absences from three consecutive meetings of the regularly scheduled meetings of the Board or Commission shall be considered as an automatic resignation from the Board or Commission unless action to the contrary is taken by the City Council. In addition, a member who consistently fails to attend meetings, thereby impairing the function of the Board or Commission, may be removed from the Board or Commission by the Council.

B. Misconduct at meetings, which shall include any act that may seriously interrupt the orderly process of said meetings.

C. Violation of these Rules and Procedures or other provisions of the City Code or Charter, neglect of duty, malfeasance or other misfeasance that negatively impacts the performance of the members' duties or obligations, which shall include but not be limited to, intentionally disregarding assigned tasks, deliberately or repeatedly failing to carry out the responsibility expected of members or otherwise undermining the activities of the Board or Commission.

D. Any member subject to removal shall be provided the opportunity to resign as a first alternative to removal action taken by the City Council.

E. Consideration of removal shall be referred to the City Council by the chairperson of the Board or Commission via the City Manager, or independently by the City Manager.

**Resignation:** Notification of intent to resign shall be provided in writing (letter, e-mail, etc.)

**Vacancies:** For any and all vacancies that may occur, notice of such a vacancy shall be given to the City Council through the City Clerk's Office.

A. Upon a vacancy occurring in the office of the Board or Commission chairperson, the vice-chairperson shall automatically become chairperson for the balance of the unexpired term.

B. Upon a vacancy occurring in the office of the Board or Commission vice-chairperson, the Board or Commission shall select a vice-chairperson from among its members to serve for the balance of the unexpired term.

C. For any and all vacancies that may occur, said vacancies shall be filled in the same manner as initial appointments and shall be for the remainder of the unexpired term.

## **Administrative Support/Responsibility**

**Administrative Support:** The City staff liaison to a Board or Commission shall have the following duties:

A. To assist the Board or Commission secretary to transcribe, and type the minutes in a manner best suited to provide an accurate and complete record.

B. To give notice of all meetings in accordance with these procedures and the general guidelines of the Board or Commission.

C. To prepare agendas, reports, and correspondence for the Board or Commission under the direction of the City Clerk's Office.

D. The City Clerk's Office provides a monthly calendar with the meeting schedules.

E. To forward notices of special meetings of Boards or Commissions to the City Clerk's Office.

## **Administrative Responsibility**

### **Amendments**

Amendments to these Rules and Procedures may be made by order of the City Council, with the exception of non-policy related administrative changes, which can be made by the City Manager with appropriate notification to Council.

## **Applications**

Applications to become a Board or Commission member are available for electronic completion on the City's website at [cortezco.gov/327/Boards-Commissions](http://cortezco.gov/327/Boards-Commissions). A paper application will be made available upon request; please contact the City Clerk's Office by calling 970-565-3402, via email at [lsmith@cortezco.gov](mailto:lsmith@cortezco.gov), or by stopping by City Hall, 123 Roger Smith Avenue, Cortez, CO 81321.



## Attachments

**Please note:** the following attachments are provided for convenient reference and are the most current as of June, 2024. City policies change from time to time, and it is strongly recommended that Board and Commission members reference the City of Cortez website at [www.cortezco.gov](http://www.cortezco.gov) for the most current policies.

## EQUAL EMPLOYMENT OPPORTUNITY

The City of Cortez is committed to maintaining a work environment free of unlawful harassment. Members of city boards and commissions are expected to understand and follow the equal opportunity policies of the City. The City of Cortez prohibits unlawful harassment because of age 40 and over, race (including traits historically associated with race such as hair texture and length, protective hairstyles), sex, gender identity, gender expression, color, religion, national origin, disability, military status, genetic information, sexual orientation or any other status protected under applicable federal, state or local law.

The City of Cortez strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

Submission to such conduct is made explicitly or implicitly a term or condition of employment

Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Members of any city appointed board or commission should report violations of this policy to the Human Resources Director for the City of Cortez, who shall be authorized to investigate if warranted. City staff should follow the City of Cortez Employee Handbook.

The City of Cortez prohibits retaliation against anyone for filing a complaint under this policy or for assisting in a complaint investigation.

Should an investigation determine that a violation of this policy has occurred involving a member of a Board or Commission, the City Manager and City Attorney will communicate the findings of the investigation to the City Council. The City Council will consider a full range of disciplinary actions to resolve the situation.



CITY OF CORTEZ  
123 ROGER SMITH AVENUE  
CORTEZ, CO 81321

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

## Memorandum

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**To:** CORTEZ CITY COUNCIL  
**From:** DREW SANDERS, CITY MANAGER  
**Date:** August 6, 2024  
**RE:** Amendment to City Attorney Employment Contract

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### BACKGROUND

Please see attachment.

### DISCUSSION

This is the draft of the amendment to the employment contract for the City Attorney per the direction received from Council during the executive session held at the July 23, 2023 special Council meeting.

### RECOMMENDATION

Staff recommends that Council approve the amendment to the City Attorney employment contract.

### MOTION

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

I move that Council approve the Amendment to the Employment Contract for City Attorney J. Patrick Coleman to become effective August 13, 2024.

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### Attachments

Amendment to City Attorney Contract

## AMENDMENT TO CITY ATTORNEY EMPLOYMENT AGREEMENT

1. Effective May 25, 2022, the City of Cortez ("City") and J. Patrick Coleman ("Coleman") entered into that certain CITY OF CORTEZ, COLORADO CITY ATTORNEY EMPLOYMENT AGREEMENT (the "Agreement").
2. Pursuant to Section 10(B) of the Agreement, in the event the Council desires to terminate the Agreement and terminate Coleman's employment without cause, the Council shall pay Coleman a lump sum payment equivalent to six (6) months of compensation and benefits that he was receiving at the time of such termination. Compensation and benefits shall include, without limitation, Coleman's salary plus the employer's contribution to employment taxes, retirement plans, and insurance premiums.
3. Section 10(B) of the Agreement shall be deleted in its entirety and replaced with the following paragraph:
4. Section 10(B). In the event the Council desires to terminate the Agreement and terminate Coleman's employment without cause on or after August 13, 2024, if Coleman is willing and able to perform the duties of City Attorney, Council agrees to pay Coleman a lump sum cash payment equivalent to nine (9) months of compensation and benefits that he was receiving at the time of such termination. Compensation and benefits shall include, without limitation, Coleman's salary plus the employer's contribution to employment taxes, retirement plans, and insurance premiums.
5. Except as specifically amended herein, all other terms and conditions of the Agreement, as previously amended, shall remain in full force and effect.

AGREED TO EFFECTIVE AUGUST 13, 2024.

FOR THE EMPLOYEE



J. Patrick Coleman

FOR THE CITY OF CORTEZ

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

ATTEST

\_\_\_\_\_  
Linda Smith, City Clerk