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**CORTEZ CITY COUNCIL
REGULAR MEETING
TUESDAY, JANUARY 14, 2025
7:30 P.M.**

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

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

- a. Approval of the Council Worksession/Special Meeting and Agenda Minutes for December 10, 2024.
- b. Approval of the Expenditure List for January 14, 2025.
- c. Approval of a renewal Fermented Malt Beverage and Wine Liquor License for Safeway Stores 46 Inc., DBA Safeway Store No. 1892, located at 1580 East Main Street, Cortez.
- d. Approval of a renewal Hotel and Restaurant Liquor License for Stonefish Sushi Management, LLC, DBA Stonefish Sushi, located at 16 West Main Street, Cortez.
- e. Approval of a Special Event for the Cortez Area Chamber of Commerce to host a Putt Putt Event through Onward! A Legacy Foundation on February 1, 2025, from 3:00-8:00 p.m., on the premises of the Cortez Area Chamber of Commerce, located at 20 West Main Street, Cortez

3. PUBLIC PARTICIPATION

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

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

4. PRESENTATIONS
5. PUBLIC HEARINGS

- a. **Resolution No. 1, Series 2025**

Resolution No. 1, Series 2025, a resolution approving an application for a conditional use permit and site plan for a triplex (two apartments added to the basement of the recently constructed home) located on a 12.82 acre property at located 1090 S. Oak St., Cortez, CO (the "Property"), zoned Residential Manufactured Home (MH).

Presenter: Contract City Planner Nancy Dosedall

b. Resolution No. 2, Series 2025

Resolution No. 2, Series 2025, a resolution denying an application requesting a site plan approval to allow a new drive-up liquor sales window on the existing liquor store located at 530 N. Broadway, Cortez, CO, and owned by Elevated Liquors, LLC.

Presenter: Contract City Planner Nancy Dossdall

6. UNFINISHED BUSINESS

7. NEW BUSINESS

a. Intergovernmental Agreement for Dispatch Services

Council will consider approving the Intergovernmental Agreement for Dispatch Services for the year 2025.

Presenter: Andy Brock, Interim Chief of Police

b. Highway Users Tax Fund (HUTF) Report for 2024

Council will consider authorizing the Mayor to sign the 2024 Highway Users Tax Fund Report.

Presenter: Brian K. Peckins, Director of Public Works

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. Council Hybrid Meeting Discussion

b. Executive Session as needed.

13. PUBLIC PARTICIPATION

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

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

14. ADJOURNMENT

PURSUANT TO RESOLUTION 11, SERIES 2022, PUBLIC COMMENT:

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

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

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

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

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

--Other Opportunities to Participate

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

MOTION TO GO INTO EXECUTIVE SESSION:

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

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

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

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

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

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

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

AND THE FOLLOWING ADDITIONAL DETAILS ARE PROVIDED:

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



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

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

Memorandum

To: CORTEZ CITY COUNCIL

From: LINDA SMITH, CITY CLERK

Date: January 8, 2025

RE: Approval of the Council Worksession/Special Meeting and Agenda Minutes for December 10, 2024.

Attachments

Worksession minutes for December 10, 2024
Agenda minutes for December 10, 2024

CITY COUNCIL
REGULAR WORKSHOP/SPECIAL MEETING
TUESDAY, DECEMBER 10, 2024

The Workshop was canceled.

CITY COUNCIL
REGULAR MEETING
TUESDAY, DECEMBER 10, 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, April Randle, Matthew Keefauver, Bill Lewis, and Dennis Spruell. Staff present included: Finance Director Kelly Koskie, Director of Parks and Recreation Creighton Wright, Municipal Court Clerk Carla Odell, Municipal Judge Beth Padilla, Director of Public Works Brian Peckins, Assistant City Engineer Ian Roberson, Refuse/Recycling Superintendent Colby Earley, Public Information Specialist Kelly Codner, Contract City Planner Nancy Dossdall, Fire/Building Inspector Sean Canada, Community and Economic Development Director Rachael Marchbanks, Interim Chief of Police Andy Brock, Detective Lieutenant Angelo Martinez, Patrol Lieutenant Rogelio Maynard, Human Resources Director Matt Cashner, Airport Manager Jeremy Patton, City Clerk Linda Smith, City Manager Drew Sanders, and City Attorney Patrick Coleman. There were approximately 44 people present in the audience (many that were City Police Officers).

Mayor Pro-tem DeHaven moved that the agenda of December 10, 2024, be approved. Councilmember Lewis seconded the motion and the vote was as follows:

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

2. The Consent Agenda items acted upon by Council were as follows:
 - a. Approval of the Worksession and Agenda Minutes for November 26, 2024.
 - b. Approval of the Expenditure List for December 10, 2024.
 - c. Approval of an application for a Transfer of Ownership for Once Upon LLC, DBA Once Upon a Sandwich (owners Richard and Carolyn Hessom) to Once Upon a Sandwich, LLC, DBA Once Upon a Sandwich (owners Cameron and Kari Watson) located at 7 West Main Street, Cortez.
 - d. Approval of a renewal application for a Hotel and Restaurant Liquor License for Lakeside Lanes, Inc., DBA Lakeside Lanes, locate at 410 Lakeside Drive, 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	Lewis	Keefauver	Medina	Randle	Spruell
Yes	Yes	Yes	Yes	Yes	Yes	Yes

3. PUBLIC PARTICIPATION: None.

4. PRESENTATIONS:

a. Presentation of a Purple Heart and Medal of Honor to Katalina “Kat” Moran and Novelyn “Novi” Moran in honor of their Father, Sergeant Mike Moran, as well as a presentation of The Chief’s Certificate of Commendation to Cortez resident Amanda Darland. Detective Kristin Cannon read a letter written by her regarding the award of the Chief’s Certificate of Commendation to Amanda Darland. The letter reads as follows:

On 09/15/23, I was standing in the back parking lot of the Cortez Police Department and heard rapid fire gunshots ringing out. I knew of recent conflict between two groups of community members that had resulted in a shooting a couple days before at 702 North Market Street, which is where the sound was coming from. I proceeded to that location and observed multiple subjects running around in the street, extremely agitated. They were saying there had just been a shooting and one male’s vehicle had just been shot up. I was trying to get information out of them but they were extremely uncooperative and volatile.

Amanda approached from across the street and said she had a video of the suspects and could show me on her phone, which was an immediate improvement in this volatile situation. Amanda providing this video later proved to be vital in identifying suspects and understanding the timeline of events. As Amanda was approaching me, she walked past the vehicle that had been shot up and saw that someone was sitting in it. She screamed that someone was shot and this was the first time I learned this and requested EMS. I immediately started attending to the victim but the situation became even more volatile because the two uncooperative males that were already agitated escalated even more.

The victim was sandwiched in the backseat of the car and it was difficult to help her while she was in there. Amanda repeatedly asked me how she could help. Due to the male subjects screaming, I was desperately trying to listen to my radio because I was listening for suspect information and also trying to listen for breaks in the traffic so I could call out as well. I was listening so hard that I couldn’t give Amanda instructions about what to do. Additionally, two suspects from the shooting suspect’s family returned to the scene and a physical confrontation occurred between them and the male subjects. I got the victim out of the car and laid her on the ground. Amanda was asking how she could help. This is all while people were crowded around and screaming at the top of their lungs. There was so much going on that I could not give instructions. Amanda was standing behind me and sensed what was going on and told me “I’m going to get the gloves out of your pouch on your belt and I’m going to help you.” Without stopping, I gave her a nod and she did so.

Repeatedly, the victim started losing consciousness and I knew she was dying. While I addressed the bullet wound to her leg, Amanda talked with the victim and made sure she stayed conscious. When she’d lose consciousness, Amanda would yell to her to stay with us and wake up. I personally believe this was absolutely integral to the victim surviving this incident because each time Amanda did it, the victim would come back to consciousness a little bit.

I am recommending Amanda for this award because I believe she performed an outstanding act that was worthy of recognition. Knowing what I know now about the incident, she came into a volatile situation to assist me, after having just witnessed that both males that were screaming at

me had just been part of the violence. When I began to help the victim, she stepped in to help when everybody else escalated and worsened the conditions of this scene. She acted sensibly by telling me she would get the gloves out of my belt so she could help. She truly seemed to care about the outcome and care of the victim. She provided vital information that assisted in creating the timeline of events, which was extremely muddled since members of both groups were untruthful or deliberately interfering. This was all done at great risk to her own safety because I could not provide her any protection or instruction during the rapid deterioration of the scene.

While I have been recognized for my actions that day, I personally feel that Amanda was an important part of the success of the rescue and the following investigation and she deserves recognition. This is, without question, the most stressful scene I've ever worked and Amanda did not hesitate to jump in and help. In a world where there is intense divide related to the activities of police, I will never forget hearing Amanda's voice behind me saying "I am going to help you" as I navigated one of the worst scenes I have ever worked. Thank you, Amanda.

Thank you for taking the time to consider my recommendation. Detective Kristin Cannon

Interim Chief of Police Andy Brock stated that the Chief's Certificate of Commendation is an award granted by the Chief to any member or citizen for an outstanding act or achievement that brings credit upon the office or person, which involves performance above and beyond. It is awarded to citizens who perform an outstanding act worthy of office recognition. Amanda Darland received her certificate of commendation.

Interim Chief of Police Andy Brock, Detective Lieutenant Angelo Martinez, and Patrol Lieutenant Rogelio Maynard presented a Purple Heart and Medal of Honor to Katalina "Kat" and Novelynn "Novi" Moran in honor of their Father, Sergeant Michael A. Moran. The Medal of Honor recognizes employees who have risked their lives in the line of duty or performed under life-threatening conditions above and beyond their required scope of duty while protecting the lives of others. The Medal of Honor is the highest award this office presents in recognition of personal bravery. The Purple Heart is awarded to employees who suffer serious line-of-duty injuries or a Line of Duty Death caused by the act of an aggressor and which are directly related to their law enforcement service, either on or off-duty. Many Police Department employees and City Council were present for the awards presentation.

b. 2024 Employee Anniversary Awards. The following employees were recognized for their years of service to the City of Cortez:

5 Years – Steve Bogott, Caleb Caldwell, Tyler Gray, Pam Imm, Taylor Marston
Alexis Parker, Walter Taft, Joseph Jen

10 Years – Marissa Hurst

20 Years – Angelo Martinez

25 Years – Michelle Devall

30 Years – Don Cornett and Carla Odell

35 Years – Rex Brinkerhoff and Debbie Speer

45 Years – Dona Thompson

5. PUBLIC HEARINGS:

a. Ordinance No. 1330, Series 2024. City Manager Sanders stated that Ordinance No. 1330, Series 2024, approves the Second Amendment to Professional Services Contract for Municipal Judge Services. The Municipal Court Judge’s salary must be established by ordinance, and therefore any changes require a new ordinance to be enacted. The 2025 Budget provides an increase in the Judge’s salary to \$59,800.00 a year. The current ordinance reflects a salary of \$36,000.00. The proposed increase in salary is due to the increase in workload and demands of the Municipal Court. If approved, the Judge would begin working all day on Mondays for the City of Cortez, as well as being available on Wednesdays and Fridays for in-custody hearings. Staff recommends approval on second and final reading. Mayor Medina opened the public comment period; however, no one spoke and the hearing was closed. Mayor Medina thanked Judge Padilla for all her hard work and professionalism.

Councilmember Lewis moved that Council approve on second and final reading, Ordinance No. 1330, Series 204, an Ordinance approving the Second Amendment to Professional Services Contract for Municipal Judge Services. Councilmember Dobry seconded the motion and the vote was as follows:

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

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS

a. 2025 Cortez Community Support Grants. City Manager Sanders stated that most years the Cortez City Council budgets money from the General Fund to support community organizations that preserve or enrich the health, education and welfare of the community. The 2025 Community Support Grant application and criteria were made available to the public on the City of Cortez website the first of August, 2024, and distributed to media outlets by the Cortez PIO. The City received 26 applications totaling \$109,715.00 in funding requests. The Council budget for the grant awards is \$32,000.00. The grant review committee analyzed each application based on the required criteria and have submitted their recommendations for the 2025 grant awards. Staff recommends that Council award the 2025 Cortez Community Support Grants as determined by the Grant Review Committee (Councilmember Spruell, Councilmember Keefauver, Community and Economic Development Director Marchbanks, Executive Assistant Mimiaga, and City Manager Sanders). The total awards equal \$32,000.00. Following are the awards:

1. Cancer Resource Alliance of Montezuma/Dolores Counties, \$4,000.00
2. Colorado Pet Pantry, \$1,500.00
3. Community Connections, \$2,500.00
4. Four Corners Child Advocacy Center, \$5,000.00
5. Four Corners Community Band, \$1,000.00
6. Grace’s Kitchen, \$5,000.00
7. Hope’s Kitchen, \$5,000.00
8. Hospice of Montezuma, \$2,000.00

- 9. Montezuma Leadership Network, \$1,000.00
- 10. School Community Youth Collaborative, \$2,500.00
- 11. Southwest Memorial Hospital Foundation, \$2,500.00

Councilmember Lewis moved that Council approve the 2025 Community Support Grant awards as determined by the Grant Review Committee, and authorize the Mayor to sign the award letters for all grant applicants. Councilmember Dobry seconded the motion and the vote was as follows:

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

b. 2025 Janitorial Bids for the Service Center, Welcome Center, City Hall, and Police Department
 Director of Public Works Peckins stated that the City contracts out janitorial services for cleaning the Service Center, Welcome Center, City Hall, and Police Department. For the past several years, the City has reissued contracts to the existing vendors at the same rate as the previous year. This year, it was decided to rebid all janitorial services for the 2025 year. Specifications were drawn up and bids were received on November 20, 2024. The City received five responses to the Service Center bid request; four responses for the Welcome Center; four responses for City Hall; and three responses for the Police Department. Staff recommends that Council consider approving the 2025 Janitorial bids to the low bidder for each building: Service Center – Red Fin Janitorial, LLC, \$20,320.00; Welcome Center – Red Fin Janitorial, LLC, \$15,396.00; City Hall – Monica’s Cleaning Service, \$38,000.00; and Police Department – Monica’s Cleaning Service, \$48,000.00. In answer to a question from Councilmember Spruell, Director of Public Works Peckins stated that the City has had work done by both of the companies that are being awarded the bids and is satisfied with their work for the City.

Councilmember Randle moved that Council award the 2025 Janitorial Bids to the following bidders, and authorize the City Manager to negotiate and sign a Professional Service Agreement on behalf of the City with each: Service Center – Red Fin Janitorial, LLC, \$20,320.00; Welcome Center – Red Fin Janitorial, LLC, \$15,396.00; City Hall – Monica’s Cleaning Service, \$38,000.00; and Police Department – Monica’s Cleaning Service, \$48,000.00. Councilmember Dobry seconded the motion and the vote was as follows:

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

c. 2025 Refuse Sideload Truck Lease. Director of Public Works Peckins stated that the City initiated the transition to residential side-load truck technology within its refuse fleet by introducing one truck in 2024. This effort has allowed for the establishment and refinement of routes, as well as the collection of operational data. Currently, there are 1,600 residential services that have yet to be incorporated into the side-load system. The addition of another side-load truck will facilitate complete coverage of all residential pickups. For context, a rear-load truck utilizes two crew members and can handle approximately 400 residential services a day. A side-load truck utilizes one driver and can handle approximately 900 residential services a day. The Refuse Department is seeking approval for the City to lease one new sideload garbage truck. Upon the conclusion of the lease, the City of Cortez has the option to either sell the vehicle to the leasing company, utilize it for

other municipal purposes, or sell it to a third party. There are no restrictions regarding mileage or usage. The quotes received were reviewed and staff recommends that the truck be purchased from Kois Brothers due to the continuity and compatibility with parts' requirements align well with the Heil sideload truck in the City's fleet. There are two Certified Heil Technicians on staff. The expenditure received approval in the Fiscal Year 2025 budget as a component of the Refuse Enterprise Fund. Director of Finance Koskie stated that three quotes were received from bank institutions for financing the purchase of the truck and Clayton Holdings, LLC had the lowest APR with 4.6% and would require the first payment in 2025 of \$42,344.30 and six annual payments of \$75,872.35 through June 15, 2031. It was noted that that Clayton Holdings, LLC was also used for the lease of the golf course mowers. Staff recommends that Council authorize the City Manager to negotiate and the Mayor to sign a seven year lease agreement with Clayton Holdings, LLC to lease one sideload refuse truck from Kois Brothers Equipment in the amount of \$423,443.00. In answer to a question from Councilmember Lewis, Refuse/Recycling Superintendent Earley stated that the one side load truck that the City has now has a five-year lease which matures in 2028. Councilmember Keefauver commented that it is a plus for the City that there are two certified technicians that can work on the truck if needed.

Councilmember Dobry moved that Council authorize the City Manager to negotiate and the Mayor to sign a seven (7) year lease agreement on behalf of the City with Clayton Holdings, LLC, to lease one 2025 Autocar Heil 30-yard sideload refuse truck from Kois Brothers Equipment in the amount of \$423,443.00. Councilmember Keefauver seconded the motion and the vote was as follows:

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

d. Resolution No. 18, Series 2024. City Clerk Smith stated that Resolution No. 18, Series 2024, approves the 2025 Fee Schedule for all the City Departments, except the Airport which has a separate fee schedule. The Council packet includes the 2024 Fee Schedule (Resolution No. 30, Series 2023) and the three changes that were made to the 2024 Fee Schedule which included changing the CORA (public records) standard fee and charges, a new fee category for Surface Roadway Replacement Cold Patch/Surface Roadway Replacement Hot Patch, and the Water Volume Charges over 1,000 gallons of usage – Single Family. The items highlighted in yellow are the fees which are being recommended by staff to be changed from the 2024 Fee Schedule. Director of Parks and Recreation Wright spoke about the changes being recommended in 2025 which include a new five (5) punch pass for the Recreation Center; a new Swim Team Individual Pass; change to the private golf course cart registration fee; swim team pass monthly; and the addition of a youth and preschool basketball/volleyball program. Director of Parks and Recreation Wright spoke about the use of the private golf cart fee for the creation of new cart paths and commented that there has been some issues in the past years regarding how the fees were used; however, a plan will be formulated after the first of year how the funds will be used in the future. Discussion was held regarding some of the improvements that have been done previously to the golf course cart paths and the commitment to use the cart fees strictly for future improvements.

Contract City Planner Dosedall stated that the cash-in-lieu fee has been increased for 2025. She stated that the Land Use Code outlines the public land dedication requirements for a new subdivision within the City. The process for determining the fee amount is set based upon the

current fair market value for raw lands adjacent to the City, utilizing an average per-acre value calculated over the previous five years. The new fee would be based at \$1,310/acre (up from \$675/acre in 2024).

Director of Public Works Peckins reviewed the recommendations being made by staff regarding refuse collection and water rates. The water rates are recommended to be increased 5% which will be sufficient to address unforeseen water related costs such as waterline breaks and to enhance the investment account for future repair and replacement of the City’s water infrastructure. The increase will be applied to the volume charge rates for single-family residential, multi-family residential, commercial, and water dock services. The water rate fee schedule has been further modified to include new water tap fees for taps measuring three inches and larger. Fees associated with the Refuse Department are minimal and designed to recover staff time and materials necessary for implementing additional services. The adjusted rates in refuse include the one-time locking dumpster fee; one-time bear cart setup; and easement/alley cleanup. Language relating to 2nd and 3rd polycart discounts at the same residence has also been added.

Building/Fire Inspector Canada spoke about the increases made to the mechanical and plumbing permit fees which have not been changed in several years. Set price permits for decks, portable storage buildings, etc. were increased to keep pace with increasing costs. Residential mechanical permits are proposed to increase from a base fee of \$25 to \$30 and residential plumbing fees are proposed to increase from \$30 to \$35. Commercial mechanical permit fees will be base on the cost of the project per the Building Permit Fees Chart.

Councilmember Keefauver moved that Council approve Resolution No. 18, Series 2024, a resolution adopting the 2025 Fee Schedule for the City of Cortez. Councilmember Lewis seconded the motion and the vote was as follows:

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

e. Resolution No. 21, Series 2024. Airport Director Patton stated that Resolution No. 21, Series 2024, approves the fees and charges for 2025 for the Cortez Municipal Airport. He stated the majority of the fees are already being applied via land lease agreements, surface use agreements, contracts, weight-based landing fees, flight simulator use fees, classroom use fees, key/gate card issued fees, callout fees, and now public parking fees. The guiding document brings the Cortez Airport into a better position for growth while maintaining fairness to the users in the general aviation community. Staff recommends approval of Resolution No. 21, Series 2024, a resolution approving the Cortez Municipal Airport Schedule of Fees and Charges for 2025. Discussion was held on the new parking fee which will allow up to one hour of free parking and would be from one hour to seven days at \$1.00/hour up to maximum of \$4.00 a day. The other fees for parking were reviewed and it was noted the revenue received from the parking fees will help with items that are not grant eligible. In answer to a question from Councilmember Lewis, Airport Director Patton, stated that the fees were established based on industry standards and economic status of comparable economies. Council commended staff on creating a fee schedule that works for the community.

Councilmember Lewis moved that Council approve Resolution No. 21, Series 2024, a resolution

approving the Cortez Municipal Airport Schedule of Fees and Charges. Councilmember Keefauver seconded the motion and the vote was as follows:

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

f. Resolution No. 23, Series 2024. Finance Director Koskie stated that Resolution No. 23, Series 2024, is a resolution certifying the 2024 Mill Levy for the 2025 Budget Year to the Board of County Commissioners of Montezuma County, Colorado. She stated that each year the City has the option of choosing a 5.5% increase or a TABOR limitation for a total amount of mill levy to be imposed. The most restrictive of these two options must be used. For 2025 an inflation factor of 5.215% was used which was set by DOLA (Department of Local Affairs). For the calendar year, the City is requesting a total of \$129,578.00 be collected. That is an increase over 2024 by \$7,320.00. Staff recommends approval of Resolution No. 23, Series 2024, a resolution certifying the 2024 Mill Levy for the 2025 Budget Year to the Board of County Commissioners of Montezuma County, Colorado.

Councilmember Spruell moved that Council approve Resolution No. 23, Series 2024, a resolution certifying the 2024 Mill Levy for the 2025 Budget Year to the Board of County Commissioners of Montezuma County, Colorado. Councilmember Lewis seconded the motion and the vote was as follows:

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

- 8. DRAFT RESOLUTION/ORDINANCES: None
- 9. CITY ATTORNEY’S REPORT: None.
- 10. CITY MANAGER’S REPORT: City Manager Sanders gave the following report:
 - I attended the SHIELD616 event on Monday December 2, 2024. The organization awarded our 30 police officers each an Angel Armor vest in front of a packed room of law enforcement, their families and the community. These vests offer the best protection and can withstand fire from a rifle. Each year SHIELD616 choses a department to gift body armor to and this year they chose the Cortez Police Department after hearing Sgt. Michael Moran was killed in the line of duty on November 29, 2023. Over the years, SHIELD616 has helped protect 8,357 first responders across 360 agencies in 34 states.
 - Our two new Directors, Beth Edson, Library Director and Casey Simpson, General Services Director will both start next Monday December 16, 2024. We are all looking forward to having them join our team.
 - The lane lines on Empire Street have been corrected and the bike lane markings will be completed in the spring.
 - Roadwork is completed for the winter on West 7th Street.

11. CITY COUNCIL COMMITTEE REPORTS

- a. Mayor's Report on Workshop. Mayor Medina stated that the worksession was canceled.
- b. Parks, Recreation, and Forestry Advisory Board. Councilmember Keefauver stated that the Parks, Recreation, and Forestry Advisory Board met on Thursday, December 5, 2024, and discussion included a report from the Recreation User Group and Special Events Coordinator Asialynn Hager. The Board members have been asked to give input on the Parks and Recreation Master Plan scope. The chair person for the Parks, Recreation, and Forestry Advisory Board will remain the same as was in 2024 and the meeting date/time will also remain the same.

12. OTHER ITEMS OF BUSINESS:

- a. Council Discussion on Council Rules of Procedure Regarding Remote Attendance at Council Meetings. Mayor Medina stated that the item of allowing remote attendance at Council meetings was brought up at the last Council meeting due to Mayor Pro-tem DeHaven going on maternity leave and other Councilmembers traveling or being out-of-town and wanting to participate in the Council meetings. City Attorney Coleman stated that remote participation is not prohibited by State laws; however, the City Charter, Article 3, Section 4, states that Council shall meet regularly twice each month on such days as the council by written resolution shall prescribe, *at city hall* at an hour to be fixed from time to time by the rules and procedures of each council. The ordinance that governs City Council also states Council shall meet *at city hall* and the question becomes if Councilmembers participate virtually, are you present at city hall. City Attorney Coleman stated that the Code and Charter don't necessarily clarify what *at city hall* means and it would be a subjective call of the Council. He stated that if Council wants to proceed with some sort of virtual participation, that an amendment be made to Article 1, Section 2-3, Council rules of procedure generally, to clarify that participation virtually constitutes a councilmember being at city hall. In order to change the Charter language, the City would need to place a question on the ballot for a vote of the people which could be done in 2025 with other Charter amendments through either a Special Election or the General Election. Various communities have arranged for Council virtual participation but there are in-depth rules and regulations that would need to be set, such as Executive Session participation virtually, timing, notice, and number of Councilmembers that would be allowed to attend virtually. Some of the comments made regarding virtual attendance: set a number for the amount of meetings that can be attended in a year virtually; some Councilmembers were apposed and some Councilmembers supported Executive Session/Quasi Judicial hearings virtual participation; Council needs to be present in the building to complete the people's business properly; virtual attendance should be allowed for life circumstances but should not be taken advantage of; Councilmembers could be paid if participating virtually; and concern for background noise or other unattended consequences that could come from the virtual participation. City Manager Sanders commented that the presiding officer would need to be present (not virtual) for the meeting so the meeting can be run smoothly. Also, consideration would need to be given to the capacity that the City has to handle virtual participation. Discussion was held on how many Councilmembers could miss a meeting at the same time and if the number, such as two at a meeting, who would decide who the two would be if there were more than two that would want to participate virtually. Finalizing the discussion, clarification given to staff was that Executive Session/Quasi Judicial hearings could be allowed virtually, advanced notice would

need to be given of 24 hours to attend virtually, the number of Councilmembers would be limited to two at a single meeting that could be virtual on a first come first serve basis, the presiding officer must be present, and that up to four meetings per year could be use for virtual attendance per Councilmember. City Attorney Coleman stated that the regulations for virtual attendance will be done through an ordinance and would require a public hearing which would allow for more conversation with Council on the regulations.

b. Executive Session. Councilmember Dobry moved that Council convene into Executive Session at 9:35 p.m. for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators concerning the possible sale of real property by the City pursuant to C.R.S. Section 24-6-402(4)(e); and to discuss the possible sale of real property by the City pursuant to C.R.S. Section 24-6-402(4)(a). Mayor Pro-tem DeHaven seconded the motion, and the vote was as follows:

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

Council returned from Executive Session at 9:44 p.m. Participants in the Executive Session included City Manager Sanders, City Attorney Coleman, Mayor Medina, Mayor Pro-tem DeHaven, Councilmember Dobry, Councilmember Keefauver, Councilmember Lewis, Councilmember Spruell, and Councilmember Randle. No adoption of any policy, position, resolution, rule, regulations, or other formal action occurred during Executive Session.

13. PUBLIC PARTICIPATION: None.

14. ADJOURNMENT: Councilmember Lewis moved that the regular meeting be adjourned at 9:45 p.m. Councilmember Dobry seconded the motion, and the vote was as follows:

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

Merry Christmas and Happy Holiday.

Rachel B. Medina, Mayor

ATTEST:

Linda L. Smith, City Clerk



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

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

Memorandum

To: CORTEZ CITY COUNCIL

From: SARA COFFEY, PAYROLL/SALES TAX ADMINISTRATOR

Date: 01/08/2025

RE: Approval of the Expenditure List for January 14, 2025.

Attachments

Expenditure List

EXPENDITURE LIST FOR WEEK ENDING DECEMBER 13, 2024

Department	Vendor Name	Description	Amount
Finance	POSTAL PROS, INC.	INVOICES	\$ 516.33
		Total	\$ 516.33
Grant Admin	POSTAL PROS, INC.	SAFETY ACTION PLAN INSERT	\$ 332.82
		Total	\$ 332.82
Events	LE PEW PORTA-JOHNS INC.	Third Thursday Porta Johns	\$ 360.00
		Total	\$ 360.00
Library	BRAVO CLEANING & RESTORATION	Clean Carpet - Hot Water Extraction - Director	\$ 121.50
	FARMERS TELECOMMUNICATIONS INC.	PHONES	\$ 40.65
	BLACKSTONE PUBLISHING	AUDIO BOOKS	\$ 55.99
	XEROX CORPORATION	COPIER EXPENSE	\$ 484.06
	4 CORNERS WINDOW COVERINGS LLC	Installation	\$ 188.00
	4 CORNERS WINDOW COVERINGS LLC	Hunter Douglas Designer Screen Roller - Office	\$ 355.68
	4 CORNERS WINDOW COVERINGS LLC	Hunter Douglas Designer Screen Roller - Office	\$ 355.68
	4 CORNERS WINDOW COVERINGS LLC	Hunter Douglas Designer Screen Roller - Office	\$ 980.40
	TRANE US INC	RTU Roof Top Units - Library HVAC - Remainde	\$ 17,257.51
		Total	\$ 19,839.47
General Services	BRAVO CLEANING & RESTORATION	Clean Carpet - Hot Water Extraction - Director	\$ 137.70
	FARMINGTON HEATING & METAL CO., INC	2024 Service Center HVAC Install per Submitta	\$ 98,244.49
		Total	\$ 98,382.19
City Hall Operations	ORKIN LLC	Blanket PO - Pest Control Services - City Hall	\$ 166.99
	FARMERS TELECOMMUNICATIONS INC.	PHONES	\$ 79.26
	FP MAILING SOLUTIONS	POSTBASE	\$ 110.85
	ATMOS ENERGY	GAS SERVICE	\$ 846.56
	IMAGENET CONSULTING LLC	COPIER EXPENSE	\$ 178.70
		Total	\$ 1,382.36
Welcome Center	MESA VERDE COUNTRY V.I.B.	Contracted Services at Colorado Welcome Ce	\$ 2,501.00
	FARMERS TELECOMMUNICATIONS INC.	PHONES	\$ 40.65
	ATMOS ENERGY	GAS SERVICE	\$ 124.75
		Total	\$ 2,666.40
Police Department	AT&T MOBILITY	PHONES	\$ 1,493.51
	AXIS HEALTH SYSTEM	Blanket PO - Jail contract	\$ 350.00
	REX ALLEN	Blanket PO - Lifer Jiu Jitsu Training	\$ 800.00
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 5.50
	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

EXPENDITURE LIST FOR WEEK ENDING DECEMBER 13, 2024

Department	Vendor Name	Description	Amount
	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	\$ 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	\$ 38.50
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 38.50
	LANGUAGE LINE SERVICE	INTERPRETATION SERVICES	\$ 94.79
	MONTEZUMA COUNTY SHERIFF	INMATE CHARGES	\$ 6,300.00
	ORKIN LLC	Blanket PO for bug control	\$ 204.99
	ATMOS ENERGY	GAS SERVICE	\$ 169.36
	XEROX CORPORATION	XER006R04401 - Toner, XHC, B230/225/235,B	\$ 263.37
		Total	\$ 9,973.02
Animal Shelter	ORKIN LLC	PEST CONTROL SERVICES	\$ 120.99
		Total	\$ 120.99
Public Works	ONLINE SOLUTIONS	CITIZENSERVE ANNUAL BILLING	\$ 3,600.00
	CHIROPRACTIC HEALTH ALLIANCE	DOT PHYSICAL - HILL	\$ 100.00
	ONLINE SOLUTIONS	CITIZENSERVE ANNUAL BILLING	\$ 1,800.00
		Total	\$ 5,500.00
Outdoor Pool	FARMERS TELECOMMUNICATIONS INC.	PHONES	\$ 46.30
		Total	\$ 46.30
Golf Pro	ALPINE SECURITY & ELECTRONICS	REPAIR KEYPADS	\$ 110.00
		Total	\$ 110.00
Golf Course Maint	LE PEW PORTA-JOHNS INC.	Winterization Months	\$ 3.85
	LE PEW PORTA-JOHNS INC.	Portolet Rental #16 Tee, Monthly	\$ 17.40
	LE PEW PORTA-JOHNS INC.	Winterization Months	\$ 40.00
	LE PEW PORTA-JOHNS INC.	Delivery/Pickup	\$ 54.00
	LE PEW PORTA-JOHNS INC.	Winterization Months	\$ 69.30
	LE PEW PORTA-JOHNS INC.	Portolet Rental #16 Tee, Monthly	\$ 90.00
	LE PEW PORTA-JOHNS INC.	Portolet Rental #13 Tee, Monthly	\$ 90.00
	LE PEW PORTA-JOHNS INC.	Fuel Surcharge - 20%	\$ 108.00
	LE PEW PORTA-JOHNS INC.	Portolet Rental #16 Tee, Monthly	\$ 156.00
	LE PEW PORTA-JOHNS INC.	Portolet Rental #13 Tee, Monthly	\$ 156.00
	ATMOS ENERGY	GAS SERVICE	\$ 77.51
	AMAZON CAPITAL SERVICES	: PATIKIL Oil Seal, TC 17mm x 40mm x 7mm N	\$ 20.97
	FERGUSON WATERWORKS #1116	STAPLES	\$ 250.00

EXPENDITURE LIST FOR WEEK ENDING DECEMBER 13, 2024

Department	Vendor Name	Description	Amount
	FERGUSON WATERWORKS #1116	FD101 DECODER	\$ 671.76
	STONE SAND & GRAVEL	15 Yds 3/4 Roadbase - Trucking Included"	\$ 1,395.13
		Total	\$ 3,199.92
Parks	BRAVO CLEANING & RESTORATION	CITY PARK TRASH REMOVAL	\$ 1,044.00
	ATMOS ENERGY	GAS SERVICE	\$ 119.51
	MONTEZUMA COUNTY WATER DIST.	WATER M592	\$ 50.00
	20 SOUTH MARKET LLC	GRANT	\$ 3,000.00
	ACUPUNCTURE THERAPY CLINIC	GRANT	\$ 453.11
	COMMUNITY RADIO PROJECT, INC.	GRANT	\$ 613.11
	DOLORES SHEETS ACCOUNTING & TAX	GRANT	\$ 1,000.00
	HIGH DESERT PHYSICAL THERAPY LLC	GRANT	\$ 732.50
	LOUNGIN' LIZARD	GRANT	\$ 1,054.11
	MAIN STREET DESIGNS INC	FB-30-1 30 2-Loop Outdura Bow"	\$ 822.68
	RUN + HIKE	GRANT	\$ 909.11
	TIPTON WEBER WEALTH MANAGEMENT	GRANT	\$ 3,000.00
		Total	\$ 12,798.13
Planning & Building	ONLINE SOLUTIONS	CITIZENSERVE ANNUAL BILLING	\$ 10,800.00
	SHORT-ELLIOTT-HENDRICKSON INC	IHOP HOUSING & USE CODE	\$ 1,365.00
		Total	\$ 12,165.00
Shop	KOIS BROTHERS EQUIPMENT CO.	HEIL TRAINING	\$ 1,330.00
	MANE SHIPPING LLC	SHIPPING	\$ 57.36
	FOUR STATES TIRE CO.	Fuel Surcharge and Deliver Fee	\$ 20.27
	FOUR STATES TIRE CO.	Roadside Service - Reg Hours	\$ 79.00
	FOUR STATES TIRE CO.	TR218A R TR - Parts	\$ 97.99
	FOUR STATES TIRE CO.	Tire Disposal and state tire tax	\$ 22.20
	FOUR STATES TIRE CO.	City of Cortez Install Package	\$ 98.00
	FOUR STATES TIRE CO.	Wrangler Workhorse AT	\$ 588.32
	FRONTIER CONTRACTING	Packing Kit for 2 x 1-1/8" Tie Rod Cylinder"	\$ 55.83
	FRONTIER CONTRACTING	Services Provided - Labor - Repack 2 Cylinder"	\$ 165.00
	HARDLINE EQUIPMENT	Oil level Stick	\$ 128.40
	HARDLINE EQUIPMENT	Gasket Kit for AGS Engine	\$ 135.09
	KEESEE MOTORS	BB5Z7821850AB - KNOB - DOOR LOC	\$ 9.04
	KEESEE MOTORS	BB5Z7821850AB - KNOW - DOOR LOC	\$ 18.08
	FARMERS TELECOMMUNICATIONS INC.	PHONES	\$ 88.49
		Total	\$ 2,893.07
Technology	RINGCENTRAL INC	Subscription - DigitalLine Unlimited - New Pur	\$ 93.84
		Total	\$ 93.84
Streets	ONLINE SOLUTIONS	CITIZENSERVE ANNUAL BILLING	\$ 3,600.00
	WCA CONSTRUCTION, LLC	PW-24-02-SD Public Works Storm Drain Proje	\$ 6,447.98
	WCA CONSTRUCTION, LLC	PW-24-02-SD Public Works Storm Drain Proje	\$ 43,314.04

EXPENDITURE LIST FOR WEEK ENDING DECEMBER 13, 2024

Department	Vendor Name	Description	Amount
		Total	\$ 53,362.02
Airport	MONTEZUMA COUNTY WATER DIST.	WATER M064	\$ 50.00
	MONTEZUMA COUNTY WATER DIST.	WATER M068	\$ 95.00
		Total	\$ 145.00
Dispatch	FARMERS TELECOMMUNICATIONS INC.	PHONES	\$ 105.55
	PARKER'S WORKPLACE SOLUTIONS	NOTARY STAMPS	\$ 36.86
		Total	\$ 142.41
Rec Center	FARMERS TELECOMMUNICATIONS INC.	PHONES	\$ 40.65
	SYMMETRY ENERGY SOLUTIONS LLC	GAS SERVICE	\$ 3,587.95
		Total	\$ 3,628.60
Water	POSTAL PROS, INC.	POSTAGE	\$ 784.39
	AMAZON CAPITAL SERVICES	206A Toner Cartridges 4 Pack (with Chip) Com	\$ 125.99
	SPRONK WATER ENGINEERS	CORTEZ WATER MATTERS - Excel Accounting,	\$ 185.00
	SPRONK WATER ENGINEERS	CORTEZ WATER MATTERS - Excel Accounting,	\$ 3,318.75
	DONA THOMPSON	REIMB PETTY CASH - WATER DOCK REFUND	\$ 50.00
	COBLACO SERVICES INC	Blanket PO - 2024 Clarifier Rehabilitation Proj	\$ 49,543.11
		Total	\$ 54,007.24
CCN Fund	VISIONARY COMMUNICATIONS, INC.	Blanket PO - Tower rental, Business wireless i	\$ 1,980.32
	VISIONARY COMMUNICATIONS, INC.	Blanket PO - Tower rental, Business wireless i	\$ 1,980.32
		Total	\$ 3,960.64
Refuse	POSTAL PROS, INC.	POSTAGE	\$ 784.39
	CHIROPRACTIC HEALTH ALLIANCE	DOT PHYSICAL - CALDWELL	\$ 100.00
	KOIS BROTHERS EQUIPMENT CO.	HEIL TRAINING	\$ 1,330.00
	INTERMOUNTAIN FARMERS ASSOC.	CLOTHES	\$ 132.73
		Total	\$ 2,347.12
Conservation Trust	SIMPLOT AB RETAIL INC	Mirage Stressgaurd (2.5 Gal)	\$ 976.00
	SIMPLOT AB RETAIL INC	Interface Stressgaurd (2.5 Gal)	\$ 1,122.00
		Total	\$ 2,098.00
Total			\$ 290,070.87

EXPENDITURE LIST FOR WEEK ENDING DECEMBER 20, 2024

Department	Vendor Name	Description	Amount
Municipal Court	OFFICE DEPOT	201A CF400A - BLACK TONER	\$ 123.48
	OFFICE DEPOT	206A W1120A - BLACK TONER	\$ 125.62
	OFFICE DEPOT	206A W2112A - YELLOW TONER, 206A W2	\$ 216.72
	OFFICE DEPOT	201A CF401A-YELLOW TONER, 201A CF402	\$ 222.27
		Total	\$ 688.09
Finance	CASELLE, INC.	Annual Support - Maintenance and Upgrad	\$ 26,699.00
		Total	\$ 26,699.00
City Clerk	CORTEZ RETAIL ENHANCEMENT ASSN	CORTEZ CASH CARDS	\$ 400.00
		Total	\$ 400.00
Grant Admin	BOHANNAN HUSTON INC	Blanket PO - Cortez Safety Action Plan" Pro	\$ 4,317.76
		Total	\$ 4,317.76
Library	ELIZABETH EDSON	MOVING EXPENSES	\$ 6,000.00
	EMPIRE ELECTRIC ASSOCIATION	ELECTRIC SERVICE	\$ 923.79
	ATMOS ENERGY	GAS SERVICE	\$ 610.94
	ALPINE SECURITY & ELECTRONICS	ALARM SERVICES	\$ 45.50
		Total	\$ 7,580.23
City Hall Operations	ALPINE SECURITY & ELECTRONICS	ALARM SERVICES	\$ 30.00
	ALPINE SECURITY & ELECTRONICS	ALARM SERVICES	\$ 45.50
	EMPIRE ELECTRIC ASSOCIATION	ELECTRIC SERVICE	\$ 575.05
	XEROX CORPORATION	COPIER EXPENSE	\$ 82.64
		Total	\$ 733.19
Welcome Center	ALPINE SECURITY & ELECTRONICS	ALARM SERVICES	\$ 45.50
	EMPIRE ELECTRIC ASSOCIATION	ELECTRIC SERVICE	\$ 411.98
		Total	\$ 457.48
Police Department	DAVE GUY,P.D. CHAPLIN	Counseling services for November - POMH	\$ 1,500.00
	AT&T MOBILITY	PHONES	\$ 89.01
	VERIZON WIRELESS	DEMO LAPTOP	\$ 40.01
	CIRSA	VEHICLE ADDITIONS/DELETIONS	\$ (37.74)
	GALL'S LLC	STRYKE PANTS RETURN	\$ (221.76)
	GALL'S LLC	RETURN SHIPPING LABEL	\$ 7.99
	GALL'S LLC	Shipping	\$ 12.21
	GALL'S LLC	Shipping	\$ 12.99
	GALL'S LLC	Shipping	\$ 18.99
	GALL'S LLC	511 Icon Pants	\$ 144.32
	GALL'S LLC	Womens Apex pant	\$ 158.40
	GALL'S LLC	511 Jacket	\$ 237.60
	GALL'S LLC	Shipping	\$ 12.99
	COLORADO ASSOC OF CHIEFS OF POL	Membership Dues - Rogelio Maynard	\$ 250.00

EXPENDITURE LIST FOR WEEK ENDING DECEMBER 20, 2024

Department	Vendor Name	Description	Amount
	BLUE 360 MEDIA	Colorado Peace Officers Handbook 2024-2	\$ 2,458.17
	CIRSA	VEHICLE ADDITIONS/DELETIONS	\$ 184.62
	GALL'S LLC	Handcuff Case/Mag Pouch Combo	\$ 143.56
	COLORADO ASSOC OF CHIEFS OF POL	Membership Dues - Angelo Martinez	\$ 250.00
	ALPINE SECURITY & ELECTRONICS	ALARM SERVICES	\$ 45.50
	EMPIRE ELECTRIC ASSOCIATION	ELECTRIC SERVICE	\$ 3,443.65
	ATMOS ENERGY	GAS SERVICE	\$ 137.17
	IMAGENET CONSULTING LLC	COPIER EXPENSE	\$ 19.60
	IMAGENET CONSULTING LLC	COPIER EXPENSE	\$ 22.75
		Total	\$ 8,930.03
Animal Shelter	ALPINE SECURITY & ELECTRONICS	ALARM SERVICES	\$ 45.50
	EMPIRE ELECTRIC ASSOCIATION	ELECTRIC SERVICE	\$ 44.63
		Total	\$ 90.13
Public Works	CIRSA	VEHICLE ADDITIONS/DELETIONS	\$ 69.93
	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 68.94
	EMPIRE ELECTRIC ASSOCIATION	ELECTRIC SERVICE	\$ 11,738.43
	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 22.98
		Total	\$ 11,900.28
Outdoor Pool	ALPINE SECURITY & ELECTRONICS	ALARM SERVICES	\$ 45.50
	EMPIRE ELECTRIC ASSOCIATION	ELECTRIC SERVICE	\$ 821.94
	ATMOS ENERGY	GAS SERVICE	\$ 50.38
		Total	\$ 917.82
Golf Pro	RUDOSKY GOLF, LLC	BONUS #3 - TOTAL OUTREACH PARTICIPAN	\$ 500.00
	RUDOSKY GOLF, LLC	BONUS #1 - ROUNDS	\$ 1,000.00
	RUDOSKY GOLF, LLC	BONUS #2 - TOTAL REVENUE	\$ 1,000.00
	RUDOSKY GOLF, LLC	PRIVATE CART REGISTRATION	\$ 5,774.00
	RUDOSKY GOLF, LLC	Blanket PO - Professional Services - Golf Pr	\$ 10,125.00
	ALPINE SECURITY & ELECTRONICS	ALARM SERVICES	\$ 35.50
	RUDOSKY GOLF, LLC	2024 ADVERTISING	\$ 3,000.00
		Total	\$ 21,434.50
Golf Course Maint	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 11.49
	ALPINE SECURITY & ELECTRONICS	ALARM SERVICES	\$ 45.50
	EMPIRE ELECTRIC ASSOCIATION	ELECTRIC SERVICE	\$ 354.71
		Total	\$ 411.70
Parks	CIRSA	VEHICLE ADDITIONS/DELETIONS	\$ 47.00
	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 22.98
	ALPINE SECURITY & ELECTRONICS	ALARM SERVICES	\$ 45.50
	EMPIRE ELECTRIC ASSOCIATION	ELECTRIC SERVICE	\$ 1,891.57
	FERGUSON WATERWORKS #1116	VALVES	\$ 218.66

EXPENDITURE LIST FOR WEEK ENDING DECEMBER 20, 2024

Department	Vendor Name	Description	Amount
	KIMBALL - MIDWEST	CAP SCREWS, DISC	\$ 62.60
	KIMBALL - MIDWEST	LUBRICANT, WASHERS, CAP SCREWS	\$ 334.77
		Total	\$ 2,623.08
Recreation	ALPINE SECURITY & ELECTRONICS	ALARM SERVICES	\$ 22.00
	DELL FINANCIAL SERVICES LLC	Dell Thunderbold Dock - WD22TB4	\$ 245.62
		Total	\$ 267.62
Planning & Building	DOWNTOWN COLORADO INC	Technical Assistance - TIF 101 Training We	\$ 3,000.00
	RANDOLPH A WEST	DE-ESCALATION WORKSHOP	\$ 945.00
		Total	\$ 3,977.32
Shop	CONSERVANCY OIL COMPANY	Blanket PO - Lubrication Products for Fleet	\$ 100.33
	FOUR STATES TIRE CO.	Shop Supplies	\$ 13.72
	FOUR STATES TIRE CO.	Tire disposal fee	\$ 20.00
	FOUR STATES TIRE CO.	Blanket PO - Tire Repairs and Alignments	\$ 20.00
	FOUR STATES TIRE CO.	GOV PROCESSING FEE	\$ 44.40
	FOUR STATES TIRE CO.	Wheel Balance	\$ 64.00
	FOUR STATES TIRE CO.	Dismount/Mount Tires	\$ 80.00
	FOUR STATES TIRE CO.	77267 - CDHT CLSD SHLDR DRIVE RETREAT	\$ 247.07
	FOUR STATES TIRE CO.	77267 - CDHT CLSD SHLDR DRIVE RETREAT	\$ 494.14
	FOUR STATES TIRE CO.	Wrangler All-Terrain Tires	\$ 664.00
	FOUR STATES TIRE CO.	77267 - CDHT CLSD SHLDR DRIVE RETREAT	\$ 741.21
	FOUR STATES TIRE CO.	481535855 - Wrangler Workhorse At GDYF	\$ 1,364.40
	AMAZON CAPITAL SERVICES	GL 3 inch, 20 Foot Tow Strap	\$ 33.98
	BIG R/JOHN DEERE FINANCIAL	FUEL FILTER	\$ 35.99
	CHOICE BUILDING SUPPLY	SPRING SNAPS	\$ 14.76
	CORTEZ GLASS CO.	Chip Repair - Unit 733	\$ 45.00
	CORTEZ GLASS CO.	Windshield Replacement 2022 Chevy Silve	\$ 358.00
	STOTZ EQUIPMENT	Blanket PO - Parts/Supplies for Fleet Maint	\$ 16.48
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ (22.00)
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ (19.98)
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ (2.92)
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ 4.19
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ 4.40
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ 4.54
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ 12.87
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ 13.25
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ 23.76
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ 25.44
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ 34.99
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ 39.98
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ 39.98
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ 54.67

EXPENDITURE LIST FOR WEEK ENDING DECEMBER 20, 2024

Department	Vendor Name	Description	Amount
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ 78.67
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ 81.32
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ 172.34
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ 453.09
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maint	\$ 454.80
	BRENNAN OIL INC	86E10 UL for Service Center	\$ 2,921.74
	BRENNAN OIL INC	Dyed Diesel with winter additive for Servic	\$ 7,808.28
	SUPERIOR SERVICES, LLC	Blanket PO - Janitorial Services at the Servi	\$ 1,950.00
	ALPINE SECURITY & ELECTRONICS	ALARM SERVICES	\$ 45.50
	ORKIN LLC	Blanket PO - Pest Control Services - Service	\$ 195.99
	PITNEY BOWES PURCHASE POWER	Blanket PO - Postage for Service Center	\$ 441.99
	EMPIRE ELECTRIC ASSOCIATION	ELECTRIC SERVICE	\$ 3,345.66
	ATMOS ENERGY	GAS SERVICE	\$ 960.87
	XEROX CORPORATION	Blanket PO - C8045 AltaLink Color Copier, s	\$ 470.03
		Total	\$ 23,950.93
Technology	INSIGHT PUBLIC SECTOR, INC.	Cisco Duo Essentials edition subscription re	\$ 1,600.00
	CENTURYLINK	DID	\$ 2.46
		Total	\$ 1,602.46
Streets	SGM INC.	Blanket PO - Professional Engineering Serv	\$ 43.25
	SGM INC.	Blanket PO - Professional Engineering Serv	\$ 56.25
		Total	\$ 99.50
Airport	AMAZON CAPITAL SERVICES	SLOAN G2 EBV-136-A SOLENOID	\$ 61.84
	EMPIRE ELECTRIC ASSOCIATION	ELECTRIC SERVICE	\$ 589.74
	FOUR STATES TIRE CO.	TIRES	\$ 1,104.36
	VULCAN SIGNS	Custom 080 x 48 x Square 3930DS DP Inter	\$ 144.40
	VULCAN SIGNS	Custom 080 x 48 x 12" Rectangle 3930DS D	\$ 311.15
	GARVER LLC	Terminal Improvements Design - Invoice N	\$ 2,377.20
	GARVER LLC	Parking Lot and Access Road Rehabilitation	\$ 2,910.55
	GARVER LLC	Runway 3-21 Rehabilitation Design - Invoic	\$ 7,845.80
	GARVER LLC	Runway 3-21 Rehabilitation Design - Invoic	\$ 7,932.20
	GARVER LLC	Parking Lot and Access Road Rehabilitation	\$ 11,684.50
	GARVER LLC	Terminal Improvements Design - Invoice N	\$ 18,322.70
	GARVER LLC	Terminal Improvements Design - Invoice N	\$ 27,589.29
	GARVER LLC	Parking Lot and Access Road Rehabilitation	\$ 40,205.67
	GARVER LLC	Runway 3-21 Rehabilitation Design - Invoic	\$ 82,085.05
	OLDCASTLE SW GROUP INC	Parking Lot and Access Road Rehabilitation	\$ 4,541.87
	OLDCASTLE SW GROUP INC	Parking Lot and Access Road Rehabilitation	\$ 227,668.92
		Total	\$ 435,375.24
Dispatch	OFFICE DEPOT	HP 210A Black Toner Cartridge, W2100A	\$ 199.98
	OFFICE DEPOT	HP 210A Toner Cartridge, Cyan W2101A, Y	\$ 999.95
		Total	\$ 1,199.93

EXPENDITURE LIST FOR WEEK ENDING DECEMBER 20, 2024

Department	Vendor Name	Description	Amount
Rec Center	ALPINE SECURITY & ELECTRONICS	ALARM SERVICES	\$ 30.00
	ALPINE SECURITY & ELECTRONICS	ALARM SERVICES	\$ 45.50
	EMPIRE ELECTRIC ASSOCIATION	ELECTRIC SERVICE	\$ 8,683.15
	DELL FINANCIAL SERVICES LLC	Dell 24 Monitor - P2725H	\$ 151.46
	AMBROSIA LLC	MURIATIC ACID	\$ 425.00
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 436.23
		Total	\$ 9,771.34
Water	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 45.96
	ALPINE SECURITY & ELECTRONICS	ALARM SERVICES	\$ 45.50
	VERIZON WIRELESS	CRADLE PORTS	\$ 160.26
	EMPIRE ELECTRIC ASSOCIATION	ELECTRIC SERVICE	\$ 2,633.95
	ATMOS ENERGY	GAS SERVICE	\$ 867.12
	USA BLUEBOOK	ANSI Class 3 Sweatshirt Yellow Black Botto	\$ 40.95
	USA BLUEBOOK	ANSI Class 3 Sweatshirt Yellow Black Botto	\$ 64.54
	USA BLUEBOOK	ANSI Class 3 Sweatshirt Yellow Black Botto	\$ 81.90
	USA BLUEBOOK	TU5sc Online Desiccant Cartridge (LZY876)	\$ 270.97
	USA BLUEBOOK	(OR) Free Chlorine Reagent Set for Hach CL	\$ 458.10
	AMAZON CAPITAL SERVICES	WirthCo 32410 Funnel King 1 Thread Polye	\$ 24.73
	AT&T MOBILITY	IPADS	\$ 288.51
	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 68.94
	MON DO TITLE CO., INC.	Research for 4 hours - SW 1/2 Section 23 T	\$ 400.00
	USA BLUEBOOK	Hose Shutoff Valve 1-1/2 NST x 1-1/2" NST	\$ 61.95
	USA BLUEBOOK	10 Brass Nozzle x 1-1/2" NST"	\$ 199.90
	LE PEW PORTA-JOHNS INC.	Pickup and Delivery	\$ 54.00
	LE PEW PORTA-JOHNS INC.	Pickup and Delivery	\$ 54.00
	LE PEW PORTA-JOHNS INC.	Porta John Rental for Oak St. Job - July and	\$ 116.10
	LE PEW PORTA-JOHNS INC.	Porta John Rental for Oak St. Job - July and	\$ 116.10
		Total	\$ 6,053.48
CCN Fund	MAMMOTH NETWORKS	Blanket PO - D1A, CRTZ2018-001R 2Gbps d	\$ 1,695.00
		Total	\$ 1,695.00
Refuse	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 103.41
	BRAND CENTRAL	CS206 - LOGO PRINTING SET UP	\$ 20.00
	BRAND CENTRAL	CS206 - ROYAL BLUE ENHANCED VISIBILITY	\$ 58.00
	BRAND CENTRAL	CS206 - ROYAL BLUE ENHANCED VISIBILITY	\$ 144.00
	BRAND CENTRAL	CS206 - ROYAL BLUE ENHANCED VISIBILITY	\$ 208.00
	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 22.98
	BRAND CENTRAL	CS206 - ROYAL BLUE ENHANCED VISIBILITY	\$ 48.00
	BRAND CENTRAL	CS206 - ROYAL BLUE ENHANCED VISIBILITY	\$ 58.00
		Total	\$ 662.39
Total			\$ 571,838.50

EXPENDITURE LIST FOR WEEK ENDING JANUARY 3, 2025

Department	Vendor Name	Description	Amount
Human Resources	SEW BY SO	CAPS	\$ 1,292.40
	AT&T MOBILITY	PHONES	\$ 55.53
		Total	\$ 1,347.93
Grant Admin	WOODS CANYON ARCHAEOLOGICAL	Class III Cultural Resource Survey of the Carpenter	\$ 7,764.00
		Total	\$ 7,764.00
Events	CORTEZ RETAIL ENHANCEMENT ASSN	Fourth of July car Show Award Gift Card	\$ 20.00
	CORTEZ RETAIL ENHANCEMENT ASSN	Fourth of July car Show Award Gift Card	\$ 50.00
	CORTEZ RETAIL ENHANCEMENT ASSN	Fourth of July Car show award gift cards	\$ 100.00
	KSJD RADIO	Underwriting - Business for November '24	\$ 250.00
	TYSON COX	DJ SERVICES	\$ 400.00
		Total	\$ 820.00
Library	PARKER'S WORKPLACE SOLUTIONS	Furniture, chairs and installation for LB & GS Direc	\$ 609.32
	FARMERS TELECOMMUNICATIONS INC	PHONE	\$ 40.65
	INNOVATION MEDICAL GROUP	PRE-EMPLOYMENT PHYSICAL - EDSON	\$ 125.00
	XEROX CORPORATION	COPIER	\$ 345.34
	MANGO LANGUAGES	ASL	\$ 375.00
	MANGO LANGUAGES	LITTLE PIM SUBSCRIPTION	\$ 375.00
	MANGO LANGUAGES	MANGO CONVERSATIONS SUBSCRIPTION	\$ 1,150.00
		Total	\$ 3,020.31
General Services	AMAZON CAPITAL SERVICES	Chicago 1-099XKJKABNF & 1-100XKJKABNF Ceram	\$ 57.50
	OFFICE DEPOT	Table of Contents Index - A-Z	\$ 3.80
	OFFICE DEPOT	Heavy Duty 3-ring binder 2,5.74"	\$ 5.74
	OFFICE DEPOT	Pilot G2 Gel Pens, 1.0	\$ 6.90
	OFFICE DEPOT	Zebra Pens Blue - 1.2mm	\$ 6.94
	OFFICE DEPOT	3-ring Binder 3,9.11"	\$ 9.11
	OFFICE DEPOT	Mind Reader Dual Monitor Stand	\$ 38.49
	PARKER'S WORKPLACE SOLUTIONS	Furniture, chairs and installation for LB & GS Direc	\$ 609.31
		Total	\$ 737.79
Building Maint	AMAZON CAPITAL SERVICES	Mighty Max Battery ML7-6 - 6 Volt 7 AH	\$ 35.47
		Total	\$ 35.47
City Hall Operations	WAGNER ENTERPRISE, L.L.C.	JANITORIAL SERVICES	\$ 2,300.00
	FARMERS TELECOMMUNICATIONS INC	PHONE	\$ 79.26
	XEROX CORPORATION	COPIER	\$ 2,425.43
		Total	\$ 4,804.69
Welcome Center	COLORADO CUSTOM ELEVATOR & LIF	Semi-annual Routine service as per contract 12/1	\$ 450.00
	ORKIN LLC	PEST CONTROL SERVICES	\$ 141.99
	STERICYCLE INC.	HAZARDOUS WASTE DISPOSAL	\$ 42.21
	REDFIN JANITORIAL LLC	JANITORIAL SERVICE	\$ 1,700.00

EXPENDITURE LIST FOR WEEK ENDING JANUARY 3, 2025

Department	Vendor Name	Description	Amount
	CENTURYLINK	PHONE	\$ 105.74
	FARMERS TELECOMMUNICATIONS INC	PHONE	\$ 40.65
	IMAGENET CONSULTING LLC	COPIER EXPENSE	\$ 78.28
		Total	\$ 2,558.87
Police Department	ABTECH TECHNOLOGIES INC	Consulting, Flat Rate, HW - IT Support for the serv	\$ 7,000.00
	FERGUSON WATERWORKS #1116	AAC1003NHC - 3 NH ROOF DRAIN W/ CI DOME &	\$ 1,485.95
	AT&T MOBILITY	PHONES	\$ 49.23
	EAGLE ENGRAVING	Shipping	\$ 11.95
	EAGLE ENGRAVING	Commendation bars	\$ 214.20
	GALL'S LLC	Shipping	\$ 6.99
	GALL'S LLC	Nametags	\$ 47.84
	WAGNER ENTERPRISE, L.L.C.	JANITORIAL SERVICES	\$ 1,499.58
	OFFICE DEPOT	Sharpie fine tip markers	\$ 16.42
	OFFICE DEPOT	Pilot G2 Blue Pens	\$ 31.05
	OFFICE DEPOT	Pilot G2 Black Pens	\$ 41.40
	OFFICE DEPOT	Rayovac Ultra Pro Alka AA Batteries - 24 Pack	\$ 49.12
		Total	\$ 10,453.73
Animal Shelter	FOUR CORNERS M.A.S.H., LLC	SPAY	\$ 96.00
	ATMOS ENERGY	GAS SERVICE	\$ 187.09
		Total	\$ 283.09
Public Works	AT&T MOBILITY	PHONES	\$ 55.53
	BRAND CENTRAL	CS206 - ROYAL BLUE ENHANCED VISIBILITY SHIRTS	\$ 52.00
	BRAND CENTRAL	CS206 - ROYAL BLUE ENHANCED VISIBILITY SHIRTS	\$ 58.00
	AT&T MOBILITY	PHONES	\$ 229.80
	BRAND CENTRAL	CS206 - ROYAL BLUE ENHANCED VISIBILITY SHIRTS	\$ 96.00
	BRAND CENTRAL	CS206 - ROYAL BLUE ENHANCED VISIBILITY SHIRTS	\$ 104.00
	BRAND CENTRAL	CS206 - ROYAL BLUE ENHANCED VISIBILITY SHIRTS	\$ 116.00
	BRAND CENTRAL	6277 - DrkGry - Flex Fit Hats	\$ 420.00
	BRAND CENTRAL	112 - Char/White - Richardson Trucker Hats	\$ 460.00
	FOUR CORNERS MATERIALS	Blanket PO for cold mix	\$ 1,949.50
	VULCAN SIGNS	WEDGE FOR 2 3/8 ROUND POST"	\$ 162.50
	VULCAN SIGNS	27 SOCKET FOR 2 3/8" ROUND POST ANCHOR"	\$ 799.75
	VULCAN SIGNS	12' 2 3/8 16 GA GALV ROUND POST	\$ 1,546.25
	BRAND CENTRAL	CS206 - ROYAL BLUE ENHANCED VISIBILITY SHIRTS	\$ 52.00
	BRAND CENTRAL	CS206 - ROYAL BLUE ENHANCED VISIBILITY SHIRTS	\$ 58.00
		Total	\$ 6,159.33
Outdoor Pool	FARMERS TELECOMMUNICATIONS INC	PHONE	\$ 46.30
		Total	\$ 46.30
Golf Pro	COLORADO AVIDGOLFER	June 2024 - 1/3 Page Vertical	\$ 1,575.00
		Total	\$ 1,575.00

EXPENDITURE LIST FOR WEEK ENDING JANUARY 3, 2025

Department	Vendor Name	Description	Amount
Golf Course Maint	AT&T MOBILITY	PHONES	\$ 53.22
		Total	\$ 53.22
Parks	AT&T MOBILITY	PHONES	\$ 53.22
	BELT SALVAGE	FLATBAR	\$ 23.10
	DELL FINANCIAL SERVICES LLC	DELL 3-Cell 53 Lithium Ion Replacement Battery for	\$ 83.24
	LE PEW PORTA-JOHNS INC.	PARADE OF LIGHTS RENTALS	\$ 390.00
	SLAVENS TRUE VALUE	LOCK BIT HOLDER	\$ 10.91
	AMAZON CAPITAL SERVICES	CHARKEE Solar Lights Outdoor with Motion Sensor	\$ 69.99
		Total	\$ 630.46
Recreation	DELL FINANCIAL SERVICES LLC	LATITUDE 3550 LAPTOP	\$ 802.74
		Total	\$ 802.74
Planning & Building	AT&T MOBILITY	PHONES	\$ 396.14
		Total	\$ 396.14
Shop	INNOVATION MEDICAL GROUP	PRE-EMPLOYMENT PHYSICAL - SIMPSON	\$ 125.00
	FOUR STATES TIRE CO.	Tire Disposal Fee	\$ 22.20
	FOUR STATES TIRE CO.	Install package	\$ 98.00
	FOUR STATES TIRE CO.	Install package/labor	\$ 142.00
	FOUR STATES TIRE CO.	Wrangler Workhorse AT	\$ 590.68
	FOUR STATES TIRE CO.	Wrangler Workhorse AT FDYR Tires	\$ 717.76
	FOUR STATES TIRE CO.	77267 - XDHT CLSD SHLDR DRIVE RETREAD and re	\$ 1,266.24
	BELT SALVAGE	SCRAP CREDIT	\$ (31.75)
	BELT SALVAGE	METAL	\$ 28.88
	FRONTIER CONTRACTING	Packing Kits for 310SJ Lift Cylinders - 50m x 80m	\$ 265.54
	FRONTIER CONTRACTING	Repack 2 John Deere Lift Cylinders - Labor	\$ 495.00
	KEESEE MOTORS	BL3Z6A968C - CONNECTOR - OIL	\$ 19.00
	O'REILLY AUTO PARTS	Blanket PO - Parts for Fleet Repairs and Supplies	\$ (35.74)
	O'REILLY AUTO PARTS	Blanket PO - Parts for Fleet Repairs and Supplies	\$ 35.74
	O'REILLY AUTO PARTS	Blanket PO - Parts for Fleet Repairs and Supplies	\$ 260.00
	THE PLUMBING STORE	BLKNIP050X1 - 1/2 x Sht Black Nipple - Unit 1240"	\$ 0.83
	THE PLUMBING STORE	BRBAD025BX - 1/4 Barb x 1/4" Mip Adpt"	\$ 1.01
	THE PLUMBING STORE	BRTBSH050X - 1/2 x 1/4" Brass Bushing"	\$ 2.22
	THE PLUMBING STORE	BLKBSH100X - 1 x 3/4" Black Bushing - Unit 1240"	\$ 2.93
	THE PLUMBING STORE	BRBAD050BX - 1/2 Barb x 1/2" Mip Adpt	\$ 3.33
	THE PLUMBING STORE	BRTBSH075X - 3/4 x 1/2" Brass Bushing"	\$ 5.82
	THE PLUMBING STORE	BRTNIPH075 - 3/4 x 1/2" Brass Hex Nipple"	\$ 8.90
	THE PLUMBING STORE	BRTTR075X0 - 3/4 x 3/4" x 1/2" Brass Tee"	\$ 15.48
	WEBB CHEVROLET BUICK OF CORTEZ	Removal and Installation for Light Bar - 411	\$ 413.40
	WEBB CHEVROLET BUICK OF CORTEZ	85 Accessories - 5058 CP - Unit 410	\$ 413.40
	FARMERS TELECOMMUNICATIONS INC	PHONE	\$ 88.49
	EPIC BUSINESS ESSENTIALS LLC	AAG PM228 - 12 Month Wall Calendar - 1 Month	\$ 10.80

EXPENDITURE LIST FOR WEEK ENDING JANUARY 3, 2025

Department	Vendor Name	Description	Amount
	EPIC BUSINESS ESSENTIALS LLC	AAG SK4600 - DayMinder Basic Dialy Planner 5x8	\$ 17.20
		Total	\$ 4,982.36
Technology	DELL FINANCIAL SERVICES LLC	Dell USB-C to HDMI Adapter	\$ 110.97
	DELL FINANCIAL SERVICES LLC	Dell Slim Soundbar - SB522A	\$ 129.48
	DELL FINANCIAL SERVICES LLC	StarTech.com Under Desk Keyboard Tray	\$ 135.31
	DELL FINANCIAL SERVICES LLC	Dell Memory Upgrade - 16GB	\$ 162.79
	DELL FINANCIAL SERVICES LLC	Dell 27 Monitor - P2725H	\$ 376.62
	DELL FINANCIAL SERVICES LLC	Latitude 5550 Laptop	\$ 5,908.20
	NETFORCE PC, INC.	Verkada PoE++ Injector, GigE	\$ 284.50
	AT&T MOBILITY	PHONES	\$ 43.23
		Total	\$ 7,151.10
Streets	SGM INC.	2025 Chip Seal Engineer - Carella, Catherine	\$ 15,000.00
	SGM INC.	Montezuma-Sligo Drainage Improvements - Engin	\$ 31,697.25
	SGM INC.	800 N Broadway Drainage Improvements - Engine	\$ 47,567.50
		Total	\$ 94,264.75
Airport	ATMOS ENERGY	GAS SERVICE	\$ 474.01
	WESTERN PAPER DISTRIBUTORS	VB-VBBT5431 Victoria Bay 2 Ply Toilet Tissue	\$ 283.71
		Total	\$ 757.72
Dispatch	FARMERS TELECOMMUNICATIONS INC	PHONE	\$ 105.55
	BRAND CENTRAL	Uniform shirts for dispatchers	\$ 435.00
		Total	\$ 540.55
Rec Center	AT&T MOBILITY	PHONES	\$ 108.82
	FARMERS TELECOMMUNICATIONS INC	PHONE	\$ 40.65
	PIONEER PRINTING	NAME BADGES FOR PARFAB BOARD	\$ 128.00
	XEROX CORPORATION	BLACK IMPRESSIONS - JULY 2024	\$ 31.19
	XEROX CORPORATION	BLACK IMPRESSIONS - JUNE 2024	\$ 40.59
	XEROX CORPORATION	NOVEMBER LEASE PAYMENT	\$ 246.28
	XEROX CORPORATION	LEASE PAYMENT - DECEMBER	\$ 246.28
	SPARKS PLUMBING	State Retail Delivery Fee	\$ 0.29
	SPARKS PLUMBING	Consumable Material	\$ 7.50
	SPARKS PLUMBING	Travel, Decision-Making, and Time	\$ 225.00
	SPARKS PLUMBING	American meters industrial natural gas regulator	\$ 877.50
	YOURMEMBERSHIP.COM, INC.	JOB POSTING	\$ 129.00
		Total	\$ 2,081.10
Water	GREEN ANALYTICAL LABS, INC.	Blanket PO - Lab Testing Services	\$ 124.20
	MONTEZUMA WATER COMPANY	WATER 57371	\$ 281.80
	AMERICAN WATER WORKS ASSOC.	Water Treatment Process Monitoring & Evaluatio	\$ 431.11
	PVS DX INC	Blanket PO - Sodium Hypochlorite 10% Bulk	\$ 13,159.73
	THATCHER CHEMICAL CO.	Blanket PO - Liquid Alum AL2	\$ 7,252.78

EXPENDITURE LIST FOR WEEK ENDING JANUARY 3, 2025

Department	Vendor Name	Description	Amount
	USA BLUEBOOK	Blanket PO - Parts/Supplies - Repair/Maintenance	\$ 64.34
	AMERICAN WATER WORKS ASSOC.	Disinfection of Pipelines and Storage Facilities Field	\$ 65.00
	AMERICAN WATER WORKS ASSOC.	Operational Guide to AWWA Standard G200 Distribution	\$ 140.00
	AMERICAN WATER WORKS ASSOC.	Water System Operations (WSO) Water Distribution	\$ 196.66
	AMERICAN WATER WORKS ASSOC.	Water Distribution Operator Training Handbook, 4th Edition	\$ 228.00
	AT&T MOBILITY	PHONES	\$ 65.52
	BRAND CENTRAL	CS206 - ROYAL BLUE ENHANCED VISIBILITY SHIRTS	\$ 58.00
	BRAND CENTRAL	CS206 - ROYAL BLUE ENHANCED VISIBILITY SHIRTS	\$ 104.00
	BRAND CENTRAL	CS206 - ROYAL BLUE ENHANCED VISIBILITY SHIRTS	\$ 144.00
	SGM INC.	2nd St. Water Line Replacement - Engineer	\$ 49,913.50
	SGM INC.	Localized Sustainability Water Planning	\$ 116.75
	SGM INC.	Blanket PO - Water Scoping Services	\$ 8,151.50
	SGM INC.	Oak St. Water Line - Engineer	\$ 29,753.50
		Total	\$ 110,250.39
Total			\$ 261,517.04

EXPENDITURE LIST FOR WEEK ENDING JANUARY 10, 2025

Department	Vendor Name	Description	Amount
City Council	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 1,933.14
	COLORADO MUNICIPAL LEAGUE	2025 DUES	\$ 7,148.00
	CANCER RESOURCE ALLIANCE OF MON	2025 DONATION	\$ 4,000.00
	COLORADO PET PANTRY	2025 DONATION	\$ 1,500.00
	COMMUNITY CONNECTIONS	2025 DONATION	\$ 2,500.00
	FOUR CORNERS CHILD ADVOCACY CEN	2025 DONATION	\$ 5,000.00
	FOUR CORNERS COMMUNITY BAND	2025 DONATION	\$ 1,000.00
	GRACE'S SOUP KITCHEN	2025 DONATION	\$ 5,000.00
	HOPE'S KITCHEN	2025 DONATION	\$ 5,000.00
	HOSPICE OF MONTEZUMA INC	2025 DONATION	\$ 2,000.00
	ONWARD! A LEGACY FOUNDATION	2025 DONATION	\$ 1,000.00
	SCHOOL COMMUNITY YOUTH COALITI	2025 DONATION	\$ 2,500.00
	SOUTHWEST MEMORIAL HOSPITAL FO	2025 DONATION	\$ 2,500.00
		Total	\$ 41,081.14
City Attorney	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 218.78
		Total	\$ 218.78
Human Resources	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 216.83
		Total	\$ 216.83
Municipal Court	MARSHALL SUMRALL	LEGAL SERVICES	\$ 525.00
	MARSHALL SUMRALL	LEGAL SERVICES	\$ 1,207.50
	PADILLA LAW P.C.	MUNICIPAL COURT PROFESSIONAL SERVICES	\$ 3,000.00
	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 956.00
	BUFFINGTON LAW, LLC	LEGAL SERVICES - ASSISTANT CITY ATTORNEY	\$ 1,859.00
		Total	\$ 7,547.50
City Manager	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 224.65
		Total	\$ 224.65
Finance	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 522.34
	CITY OF CORTEZ	FIBER	\$ 902.08
		Total	\$ 1,424.42
City Clerk	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 260.20
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 18.72
		Total	\$ 278.92
Grant Admin	BOHANNAN HUSTON INC	Blanket PO - Cortez Safety Action Plan" Project #2	\$ 13,117.31
	HIGH DESERT LIFE OUTDOORS LTD	GRANT	\$ 1,866.17
	MERRIWEATHER HOME & MARKET LLC	GRANT	\$ 713.10
	MONTEZUMA VALLEY PLUMBING LLC	GRANT	\$ 2,419.34
	TURQUOISE RAVEN ART GALLERY LLC	GRANT	\$ 197.92
	ZU GALLERY	GRANT	\$ 1,257.86

EXPENDITURE LIST FOR WEEK ENDING JANUARY 10, 2025

Department	Vendor Name	Description	Amount
		Total	\$ 19,571.70
Events	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 32.27
		Total	\$ 32.27
Library	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 5,033.14
	CITY OF CORTEZ	FIBER	\$ 3,503.40
	CORTEZ SANITATION DISTRICT	SEWER	\$ 48.00
	CITY OF CORTEZ	REFUSE	\$ 165.00
	CITY OF CORTEZ	WATER	\$ 39.50
	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 45.00
	MK SOLUTIONS INC	SOFTWARE SUBSCRIPTION	\$ 200.00
	MK SOLUTIONS INC	SOFTWARE SUBSCRIPTION	\$ 700.00
	NCSI	APPLICANT PROFILES	\$ 55.50
		Total	\$ 9,789.54
General Services	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 1,367.66
		Total	\$ 1,367.66
Building Maint	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 1,909.30
	AMAZON CAPITAL SERVICES	MEAN WELL LED Driver Single Output Switching P	\$ 110.36
		Total	\$ 2,019.66
City Hall Operations	CITY OF CORTEZ	REFUSE	\$ 247.00
	CITY OF CORTEZ	WATER	\$ 82.80
	IMAGENET CONSULTING LLC	COPIER	\$ 178.70
	COMFORT AIR MECHANICAL	Gutter repair - AL032BZ Aluminum .032 Sheet Bro	\$ 904.32
		Total	\$ 1,412.82
Welcome Center	CORTEZ SANITATION DISTRICT	SEWER	\$ 48.00
	CITY OF CORTEZ	REFUSE	\$ 115.00
	CITY OF CORTEZ	WATER	\$ 31.80
		Total	\$ 194.80
Police Department	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 3,593.98
	AT&T MOBILITY	PHONES	\$ 1,445.75
	EAGLE ENGRAVING	Commendation Awards	\$ 2,748.90
	AXIS HEALTH SYSTEM	JAIL CONTRACT	\$ 350.00
	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 9,307.16
	REX ALLEN	JIU JITSU TRAINING	\$ 800.00
	CRYSTAL BRITE LAUNDRY	UNIFORM CLEANING	\$ 5.50
	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

EXPENDITURE LIST FOR WEEK ENDING JANUARY 10, 2025

Department	Vendor Name	Description	Amount
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 11.00
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 11.00
	CRYSTAL BRITE LAUNDRY	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	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	UNIFORM CLEANING	\$ 22.00
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 27.50
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 27.50
	CRYSTAL BRITE LAUNDRY	UNIFORM CLEANING	\$ 33.00
	CRYSTAL BRITE LAUNDRY	UNIFORM CLEANING	\$ 33.00
	CRYSTAL BRITE LAUNDRY	Blanket po for uniform cleaning	\$ 49.50
	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 90.00
	GALL'S LLC	NAMEPLATES	\$ 54.83
	WEBB CHEVROLET BUICK OF CORTEZ L	Bolts, F Bolts, F Retractor, Retractor	\$ 470.02
	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 15.81
	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 1,774.71
	TRANSUNION RISK AND ALTERNATIVE	PERSON SEARCH	\$ 75.00
	DATAPILOT INC	DPX, DP Desktop Forensic Suite & Certified Traini	\$ 7,690.00
	MANE SHIPPING LLC	SHIPPING	\$ 40.50
	CORTEZ SANITATION DISTRICT	SEWER	\$ 60.00
	ATMOS ENERGY	GAS SERVICE	\$ 361.89
	CITY OF CORTEZ	REFUSE	\$ 253.00
	CITY OF CORTEZ	WATER	\$ 54.90
	AMAZON CAPITAL SERVICES	C-Line Top Loading Heavyweight Poly Sheet Prote	\$ 53.68
		Total	\$ 29,663.63
Animal Shelter	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 410.26
	FOUR CORNERS M.A.S.H., LLC	CASTRATIONS	\$ 160.00
	FOUR CORNERS M.A.S.H., LLC	SPAYS	\$ 192.00
	CORTEZ SANITATION DISTRICT	SEWER	\$ 68.00
	CITY OF CORTEZ	REFUSE	\$ 61.00
	CITY OF CORTEZ	WATER	\$ 62.60
	LE PEW SEPTIC TANK SERVICE	SERVICE ON LIFT STATION	\$ 400.00
	LE PEW SEPTIC TANK SERVICE	SERVICE ON LIFT STATION	\$ 400.00
		Total	\$ 1,753.86
Public Works	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 3,402.91
	DOUGLAS ROTH	Blanket PO - GIS Consulting Services	\$ 1,500.00
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 124.50

EXPENDITURE LIST FOR WEEK ENDING JANUARY 10, 2025

Department	Vendor Name	Description	Amount
	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 7,679.96
	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 400.46
	HARDLINE EQUIPMENT	6247846155 - H.D. Main Brush PPL	\$ 3,514.00
		Total	\$ 16,621.83
Parks & Rec	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 240.63
	NCSI	APPLICANT PROFILES	\$ 18.50
		Total	\$ 259.13
Outdoor Pool	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 2,320.20
	CORTEZ SANITATION DISTRICT	SEWER	\$ 48.00
	CITY OF CORTEZ	REFUSE	\$ 345.00
		Total	\$ 2,713.20
Golf Pro	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 595.99
	CORTEZ SANITATION DISTRICT	SEWER	\$ 232.00
	CITY OF CORTEZ	REFUSE	\$ 247.00
	CITY OF CORTEZ	WATER	\$ 200.46
		Total	\$ 1,275.45
Golf Course Maint	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 783.90
	CORTEZ SANITATION DISTRICT	SEWER	\$ 48.00
	CITY OF CORTEZ	REFUSE	\$ 247.00
	CITY OF CORTEZ	WATER	\$ 31.80
		Total	\$ 1,110.70
Parks	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 6,895.90
	BRAVO CLEANING & RESTORATION	CITY PARK TRASH REMOVAL	\$ 1,044.00
	LE PEW PORTA-JOHNS INC.	MONTHLY RENTALS	\$ 1,296.00
	CORTEZ SANITATION DISTRICT	SEWER	\$ 336.00
	CITY OF CORTEZ	REFUSE	\$ 1,058.00
	CITY OF CORTEZ	WATER	\$ 402.77
	MONTEZUMA COUNTY WATER DIST.	WATER M592	\$ 50.00
	STOTZ EQUIPMENT	MS170-16	\$ 99.49
	STOTZ EQUIPMENT	MS194T - Chainsaw	\$ 459.99
	STOTZ EQUIPMENT	MS261 - Chainsaw	\$ 548.99
	STOTZ EQUIPMENT	11472000032 - MS 500i 25L 33R	\$ 1,609.99
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 41.16
		Total	\$ 13,842.29
Recreation	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 195.09
	NCSI	APPLICANT PROFILES	\$ 148.00
		Total	\$ 343.09
Planning & Building	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 786.33

EXPENDITURE LIST FOR WEEK ENDING JANUARY 10, 2025

Department	Vendor Name	Description	Amount
	LISA BLOOMQUIST	Lisa Bloomquist Consulting Services 2024	\$ 4,575.00
	NCSI	APPLICANT PROFILES	\$ 37.00
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 49.14
		Total	\$ 5,447.47
Shop	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 1,524.28
	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 45.00
	SAFETY-KLEEN SYSTEMS INC	100001 - FEE, FUEL SURCHARGE	\$ 14.80
	SAFETY-KLEEN SYSTEMS INC	100065 - E-MANIFEST FEE	\$ 27.00
	SAFETY-KLEEN SYSTEMS INC	130150 - SOLVENT	\$ 248.00
	CORTEZ SANITATION DISTRICT	SEWER	\$ 152.00
	CITY OF CORTEZ	REFUSE	\$ 379.50
	CITY OF CORTEZ	WATER	\$ 160.85
	CONSERVANCY OIL COMPANY	Blanket PO - Lubrication Products for Fleet Maint	\$ 500.50
	LES SCHWAB EQUIPMENT	Flat Repair - Inside/outside	\$ 49.99
	LES SCHWAB EQUIPMENT	Dismount, Mount, Balance, & disposal	\$ 214.45
	BOBCAT OF DURANGO	7400454 - Fuel Filter	\$ 179.00
	FRONTIER CONTRACTING	Kit for 2 x 1-1/8" Cylinder"	\$ 48.30
	FRONTIER CONTRACTING	Services Provided - labor - Repack 2 x 1-1/8" Cylir	\$ 165.00
	LES SCHWAB EQUIPMENT	Non LS Dismount and mount - truck	\$ 109.98
	LES SCHWAB EQUIPMENT	Non LS Dismount and mount - truck	\$ 219.96
	O'REILLY AUTO PARTS	Blanket PO - Parts for Fleet Repairs and Supplies	\$ 165.47
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ (75.00)
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 4.45
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 9.28
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 9.28
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 10.94
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 16.60
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 31.76
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 34.86
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 108.35
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 109.57
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 145.19
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 208.64
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 213.05
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 276.65
	SUPERIOR AUTO	Blanket PO - Parts/Supplies for Fleet Maintenance	\$ 277.53
	BRENNAN OIL INC	86E10 UL for Service Center	\$ 2,621.40
	SUPERIOR SERVICES, LLC	Blanket PO - Janitorial Services at the Service Cen	\$ 1,950.00
	XEROX CORPORATION	Blanket PO - B7035 WorkCenter s/n 5DA859596,	\$ 280.84
		Total	\$ 10,437.47
Technology	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 353.98
	RINGCENTRAL INC	Mobile User - CD_000964416	\$ 12.18
		Total	\$ 366.16

EXPENDITURE LIST FOR WEEK ENDING JANUARY 10, 2025

Department	Vendor Name	Description	Amount
Streets	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 21.54
	BOHANNAN HUSTON INC	Blanket PO - Professional Services	\$ 79.00
	JONES & DEMILLE ENGINEERING	Blanket PO - Professional Engineering Services - 2	\$ 8,060.40
	JONES & DEMILLE ENGINEERING	Blanket PO - Professional Engineering Services - 2	\$ 13,573.60
		Total	\$ 21,734.54
Airport	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 2,843.97
	SOLAR GARDEN PARTNERS 2	LEASE PAYMENT	\$ 13,418.00
	CITY OF CORTEZ	REFUSE	\$ 45.75
	MONTEZUMA COUNTY WATER DIST.	WATER M064	\$ 50.00
	MONTEZUMA COUNTY WATER DIST.	WATER M068	\$ 95.00
	ULINE	GOJO All-Purpose Foaming Soap Refill Bottle - S-1	\$ 433.93
		Total	\$ 16,886.65
Dispatch	LANGUAGE LINE SERVICE	INTERPRETATION SERVICES	\$ 244.21
	CITY OF CORTEZ	FIBER	\$ 902.08
		Total	\$ 1,146.29
Rec Center	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 9,956.94
	DRUG & ALCOHOL TESTING ASSOC	EMPLOYEE DRUG TESTING	\$ 215.00
	NCSI	APPLICANT PROFILES	\$ 37.00
	CITY OF CORTEZ	FIBER	\$ 902.08
	CORTEZ SANITATION DISTRICT	SEWER	\$ 880.00
	ATMOS ENERGY	GAS SERVICE	\$ 1,724.29
	CITY OF CORTEZ	REFUSE	\$ 247.00
	CITY OF CORTEZ	WATER	\$ 501.27
	LARRY'S PEST CONTROL	PEST CONTROL	\$ 190.00
	LARRY'S PEST CONTROL	PEST CONTROL	\$ 190.00
	LARRY'S PEST CONTROL	PEST CONTROL	\$ 190.00
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 20.29
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 45.27
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 58.91
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 161.67
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 297.12
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 311.98
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 374.17
	WESTERN PAPER DISTRIBUTORS	CLEANING SUPPLIES	\$ 822.37
	BALLANTINE COMMUNICATIONS	NEWSPAPER ADS/NOTICES	\$ 149.50
		Total	\$ 17,274.86
Water	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 25.62
	LA PLATA COUNTY HEALTH DEPT	Blanket PO - Lab Testing for Bac-T's	\$ 385.00
	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 18,513.34
	CITY OF CORTEZ	FIBER	\$ 902.08

EXPENDITURE LIST FOR WEEK ENDING JANUARY 10, 2025

Department	Vendor Name	Description	Amount
	CITY OF CORTEZ	REFUSE	\$ 61.00
	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 2,502.20
	UTILITY NOTIFICATION CENTER	Blanket PO - Utility Notification Charges	\$ 55.47
	AMAZON CAPITAL SERVICES	HISEA Neoprene Fishing Chest Waders for Men w	\$ 99.99
	MOUNTAINLAND SUPPLY COMPANY	Ford F1-514-125 Repair Clamp Single Band	\$ 632.23
	MOUNTAINLAND SUPPLY COMPANY	Ford VHH272-30W-NL 5/8x3/4 Setter - Quote S10	\$ 1,480.47
	SGM INC.	Professional Services for Clarifier Rehabilitation	\$ 5,976.43
	SGM INC.	Blanket PO - WTP Infrastructure Consulting - Trea	\$ 6,542.25
	SGM INC.	Blanket PO - Raw Water Control Valve	\$ 8,152.00
	SGM INC.	Raw Water Valve - Engineer	\$ 10,000.00
		Total	\$ 55,328.08
Refuse	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 1,923.22
	CIRSA	QUARTERLY PROPERTY/CASULATY COVERAGE	\$ 104.43
	AMAZON CAPITAL SERVICES	Honeywell Howard Leight Foam Earplugs	\$ 65.76
		Total	\$ 2,093.41
Total			\$ 283,678.80



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

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

Memorandum

To: CORTEZ CITY COUNCIL

From: LINDA SMITH, CITY CLERK

Date: January 3, 2025

RE: Approval of a renewal Fermented Malt Beverage and Wine Liquor License for Safeway Stores 46 Inc., DBA Safeway Store No. 1892, located at 1580 East Main Street, Cortez.

Attachments

Safeway Renewal License



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

January 3, 2025

MEMO TO: Honorable Mayor and City Council

FROM: Linda L. Smith, City Clerk

SUBJECT: RENEWAL OF A FERMENTED MALT BEVERAGE AND WINE LIQUOR
LICENSE FOR SAFEWAY STORES 46 INC., DBA SAFEWAY STORE NO. 1892,
LOCATED AT 1580 EAST MAIN, CORTEZ

BACKGROUND

The renewal application referred to above was filed in the City Clerk's office on December 9, 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 and Wine Off Premises Liquor License for Safeway Store No. 1892, located at 1580 East Main Street, Cortez.



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

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

Memorandum

To: CORTEZ CITY COUNCIL

From: LINDA SMITH, CITY CLERK

Date: December 27, 2024

RE: **Approval of a renewal Hotel and Restaurant Liquor License for Stonefish Sushi Management, LLC, DBA Stonefish Sushi, located at 16 West Main Street, Cortez.**

Attachments

Renewal License for Stonefish Sushi



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

December 27, 2024

MEMO TO: Honorable Mayor and City Council
FROM: Linda L. Smith, City Clerk
SUBJECT: RENEWAL APPLICATION ON A HOTEL AND RESTAURANT LIQUOR
LICENSE FOR STONEFISH SUSHI MANAGEMENT, LLC, DBA STONEFISH
SUSHI, LOCATED AT 16 WEST MAIN STREET, CORTEZ.

BACKGROUND

The renewal application referred to above was filed in the City Clerk's office on December 9, 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 for the past year is current.

RECOMMENDATION

Staff recommends approval of the renewal Hotel and Restaurant Liquor License application for Stonefish Sushi Management, LLC, DBA Stonefish Sushi, located at 16 West Main Street, Cortez.



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

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

Memorandum

To: CORTEZ CITY COUNCIL

From: LINDA SMITH, CITY CLERK

Date: January 3, 2025

RE: Approval of a Special Event for the Cortez Area Chamber of Commerce to host a Putt Putt Event through Onward! A Legacy Foundation on February 1, 2025, from 3:00-8:00 p.m., on the premises of the Cortez Area Chamber of Commerce, located at 20 West Main Street, Cortez

Attachments

Special Event for Chamber of Commerce



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

January 3, 2025

MEMO TO: Honorable Mayor and City Council

FROM: Linda L. Smith, City Clerk

SUBJECT: APPLICATION FOR A SPECIAL EVENT PERMIT FOR THE CORTEZ AREA
CHAMBER OF COMMERCE

BACKGROUND

The application referred to above was filed with the City Clerk's office on January 2, 2025. The application appears to be complete, the fees have been paid, and the public notice sign has been posted on the premises. The Special Event Permit would allow The Cortez Area Chamber of Commerce to host a Putt Putt Event through Onward! A Legacy Foundation on February 1, 2025, from 3:00-8:00 p.m., on the premises of the Cortez Area Chamber of Commerce, located at 20 West Main Street, Cortez.

ISSUES

Non-profit organizations are allowed fifteen Special Event Permits per year. This application is the first event for 2025.

RECOMMENDATION

Staff recommends approval of a Special Event Permit to allow The Cortez Area Chamber of Commerce to host a Putt Putt Event through Onward! A Legacy Foundation on February 1, 2025, from 3:00-8:00 p.m., on the premises of the Cortez Area Chamber of Commerce, located at 20 West Main Street, Cortez.



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

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

Memorandum

To: CORTEZ CITY COUNCIL

From: Cheryl Lindquist, Permit Technician/Deputy City Clerk

Date: 1/14/2025

RE: Resolution No. 1, Series 2025

BACKGROUND

Paul James, (the "Applicant") is proposing a conditional use permit and site plan to construct two apartments in the basement of his recently constructed home located at 1090 S. Oak St., Cortez, CO. The property is 12.82 acres and zoned MH.

DISCUSSION

See attached

FISCAL IMPACT

Not studied

RECOMMENDATION

Staff and the Planning & Zoning Commission recommend approval of Resolution No. 1, Series 2025, a resolution approving an application for a conditional use permit and site development plan by the City Council.

MOTION

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

I make a motion that the Cortez City Council approve Resolution No. 1, Series 2025, a resolution approving a conditional use permit and site development plan for three units on property located at 1090 S. Oak St., Cortez, Colorado, in the (MH) zone, with the condition stated in the Resolution.

Attachments

Staff Report
Resolution No. 1, Series 2025
PC Resolution No. 7, Series 2024
Documentation



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

Meeting Date: January 14, 2025
Project No. LU24-008

MEMO

TO: Members of the Cortez City Council

FROM: Nancy Dosedall, Contract City Planner

SUBJECT: Public Hearing on an Application for a conditional use permit and site plan for a triplex (two apartments added to the basement of the recently constructed home) located on a 12.82 acre property at 1090 S. Oak St., Cortez CO (the “Property”), zoned Residential Manufactured Home (MH).

APPLICANT: Paul James

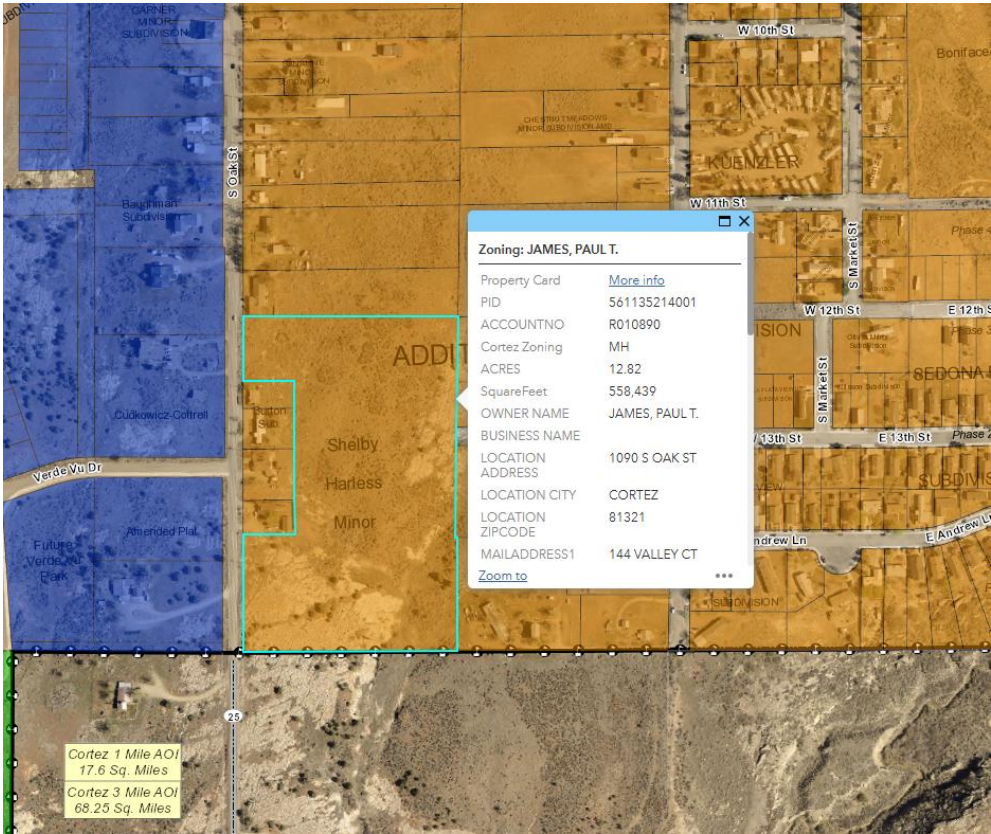
OWNER: Paul James

ATTACHMENTS: Cortez City Council Resolution No. 1, Series 2025
P&Z Resolution No. 7, Series 2024
Plan Set

BACKGROUND

Paul James, (the “Applicant”) is proposing a conditional use permit and site plan to construct two apartments in the basement of his recently constructed home located at 1090 S. Oak St. The property is 12.82 acres and zoned MH.

The Property is located on the southern boundary of town with unincorporated county land to the south. R-1 zoned parcels, some developed and some vacant are to the west and MH zoned parcels are located to the north and east. Most surrounding properties are developed with single family homes.



Zoning: JAMES, PAUL T.

Property Card	More info
PID	561135214001
ACCOUNTNO	R010890
Cortez Zoning	MH
ACRES	12.82
SquareFeet	558,439
OWNER NAME	JAMES, PAUL T.
BUSINESS NAME	
LOCATION ADDRESS	1090 S OAK ST
LOCATION CITY	CORTEZ
LOCATION ZIPCODE	81321
MAILADDRESS1	144 VALLEY CT
Zoom to	***

Cortez 1 Mile AOI
17.6 Sq. Miles

Cortez 3 Mile AOI
68.25 Sq. Miles

DEVELOPMENT STANDARDS

Development Standard	MH Zone Requirement	Proposed
Min. lot area (sq. ft.)/unit	3,000	4 acres/unit
Min. front yard (ft.)	20'	300'
Min. side yard (ft)	7'	62'
Min. rear yard (ft)	7'	300' approx..
Max. lot coverage	50%	.05%
Min. floor area	700 sq ft	n/a
Max height (ft)	35'	20'
Parking	2 spaces/unit or 6 spaces total	6 spaces +
Landscaping	No requirement	

ISSUES

The purpose of the site plan review is to ensure compliance with all regulations and to protect the public health, safety and welfare, to promote balanced growth, to ensure adequate provision of public services and facilities and to guide the character of the city. Section 6-14.12 (f) of the Land Use Code (“LUC”) states:

The Planning Commission in its consideration shall use the standards set forth in Chapter 5 of this code and shall include paving and layout of streets, alleys and sidewalks, means of ingress and egress, provisions for drainage, parking spaces, areas designated for landscaping, and other aspects deemed by the planning commission necessary to consider in the interest of promoting the public health, safety, order, convenience, prosperity and general welfare.

The conditional use permit criteria are as follows:

- (1) The proposed conditional use is compatible with adjacent existing uses and other allowed uses in the zoning district. Such compatibility shall be expressed in terms of appearance, architectural scale and features, site design and scope, landscaping, as well as the control of adverse impacts including noise, vibration, smoke, fumes, gas dust, odor, lighting, glare, traffic circulation, parking, or other undesirable or hazardous conditions.
- (2) The proposed conditional use has incorporated design features sufficient to protect adjacent uses including but not limited to: service areas, pedestrian and vehicular circulation, safety provisions, access ways to and from the site, buffering, fencing and site building placement.
- (3) All proposed accessory uses must demonstrate that they are necessary and desirable. All proposed accessory uses shall comply with the requirements of subsections(f)(1) and (2) of this section. Undesirable impacts created by these uses shall be controlled or eliminated.
- (4) Adequate public services (such as: streets, off-street parking, pedestrian facilities, water, sewer, gas, electricity, police and fire protection) must be available without the reduction of services to other existing uses.
- (5) Provisions for proper maintenance of the building, parking and loading areas, drives, lighting, signs, landscaping, etc. shall be provided.

(6) The proposed conditional use shall conform to adopted plans, hours of operation, polices and requirements for parking and loading, signs, highway access, and all other applicable regulations of this code and other applicable regulations.

DISCUSSION

The project as submitted appears to greatly exceed all of the minimum development standards contained in the Land Use Code. The parcel is very large for the zone district. Although the surrounding area is developed with single family homes on larger than typical lots for the zone district, the size of this parcel allows for the triplex to be very well buffered from existing homes in the area. There does not appear to be a need for additional buffering or impact mitigation for this use.

From a site plan review, the only issue is that Oak St. is not currently developed with sidewalks. Given the location of this Property over 1,000 ft. from the nearest sidewalk and at the end of City limits, it does not seem reasonable to require sidewalks for this development

AGENCY REVIEW

GIS Coordinator (Doug Roth)

Cortez Sanitation District (Jim Webb)

City Engineer (Kevin Kissler)

Atmos Energy (Juan Prieto Arias)

No comments. Thank you.

ALTERNATIVES

1. The Commission can recommend that the Council approve the application for conditional use permit and site development plan for the proposed three units on property located at 1090 S. Oak St., Cortez, Colorado, in the residential manufactured housing (MH) zone; or
2. The Commission can recommend denial of the application for the conditional use permit and site development plan and state its reasons; or
3. The Commission can ask for more information and table the application, or continue the application to a date certain; or
4. The Commission can recommend that Council approve the application for the conditional use permit and site development plan, and state any conditions it feels would be necessary to ensure compliance with the Land Use Code.

RECOMMENDATION

Staff and Planning and Zoning Commission recommends Alternative “4” above, approval of the application for the site development plan through Resolution No. 1, Series 2025, with 1 condition.

If Cortez City Council so chooses to follow the recommendation of Staff and the Planning and Zoning Commission, a possible motion Council could make is as follows:

I make a motion to recommend that the Cortez City Council approve Resolution No. 1, Series 2025, a resolution approving a conditional use permit and site development plan for three units on property located at 1090 S. Oak St., Cortez, Colorado, in the (MH) zone, with the following conditions:

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

**CORTEZ CITY COUNCIL
RESOLUTION NO. 1, SERIES 2025**

A Resolution Recommending Approval of a Conditional Use Permit for the addition of two apartments to a single family home resulting in a tri-plex located at 1090 S. Oak St., Cortez, CO

WHEREAS, owner/applicant Paul James, (the “Applicant”) has applied for review of a conditional use permit to add two dwelling units to the existing single family structure located at 1090 S. Oak St., Cortez, Colorado and more particularly described as (the “Property”):

Lot 1, Shelby Harless Minor Subdivision, located in the S1/2NW1/4SW1/4NW1/4 of Section 35, Township 36 North, Range 16 West, N.M.P.M. as per the plat thereof filed for record May 9, 1997 in the official records of Montezuma County, State of Colorado

WHEREAS, the Owner/applicant presented a request and necessary submittal items for review by the City Planning and Zoning Commission at a regular meeting held on December 3, 2024; and

WHEREAS, Land Use Code Section 6.10, Conditional Use Permits, indicates that a conditional use may be permitted subject to conditions imposed upon the approval of the use that are designed to reasonable mitigate any adverse impacts upon surrounding properties; and

WHEREAS, the Planning and Zoning Commission reviewed the request for a Conditional Use Permit and, based upon the evidence and testimony presented, is recommending approval of the request on the Property, as evidenced in the adoption of P&Z Resolution No. 7, Series 2024; and

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

THAT, Cortez City Council Resolution No. 1, Series 2025, establishes the findings for approval of the request on the afore-mentioned property; and,

THAT, the Conditional Use Permit request for the Property is hereby recommended to the Cortez City Council for approval with the following findings and conditions:

Findings:

1. The proposed triplex is compatible with adjacent existing uses which are all residential in nature.

2. The proposed triplex is providing large setback/buffering areas from nearby single

- family residential areas.
3. Adequate services are available to serve the proposed development.

Conditions:

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

MOVED, SECONDED, AND ADOPTED THIS 14th DAY OF JANUARY, 2025

Rachel B. Medina, Mayor

ATTEST:

Cheryl Lindquist, Deputy City Clerk

**CITY OF CORTEZ
PLANNING AND ZONING COMMISSION
RESOLUTION NO. 7, SERIES 2024**

**A Resolution Recommending Approval of a Conditional Use Permit for the addition of two
apartments to a single family home resulting in a tri-plex located at 1090 S. Oak St.,
Cortez, CO**

WHEREAS, owner/applicant Paul James, (the “Applicant”) has applied for review of a conditional use permit to add two dwelling units to the existing single family structure located at 1090 S. Oak St., Cortez, Colorado and more particularly described as (the “Property”):

Lot 1, Shelby Harless Minor Subdivision, located in the S1/2NW1/4SW1/4NW1/4 of Section 35, Township 36 North, Range 16 West, N.M.P.M. as per the plat thereof filed for record May 9, 1997 in the official records of Montezuma County, State of Colorado

WHEREAS, the Owner/applicant presented a request and necessary submittal items for review by the City Planning and Zoning Commission at a regular meeting held on December 3, 2024; and

WHEREAS, Land Use Code Section 6.10, Conditional Use Permits, indicates that a conditional use may be permitted subject to conditions imposed upon the approval of the use that are designed to reasonable mitigate any adverse impacts upon surrounding properties; and

WHEREAS, the Planning and Zoning Commission reviewed the request for a Conditional Use Permit and, based upon the evidence and testimony presented, is recommending approval of the request on the Property, as evidenced in the adoption of P&Z Resolution No. 7, Series 2024; and

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

THAT, P&Z Resolution No. 7, Series 2024, establishes the findings for approval of the request on the afore-mentioned property; and,

THAT, the Conditional Use Permit request for the Property is hereby recommended to the Cortez City Council for approval with the following findings and conditions:

Findings:

- 1. The proposed triplex is compatible with adjacent existing uses which are all residential in nature.**

2. The proposed triplex is providing large setback/buffering areas from nearby single family residential areas.
3. Adequate services are available to serve the proposed development.

Conditions:

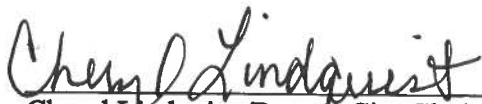
1. All requirements of utility providers, City departments, CDOT and affected districts must be satisfied, as outlined in adopted City Codes and other regulatory documents. Specifically, all public improvements shall comply with the minimum requirements of the 2009 City of Cortez Construction Design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

MOVED, SECONDED, AND ADOPTED THIS 3rd DAY OF DECEMBER, 2024



Robert Rime, Chairman

ATTEST:



Cheryl Lindquist, Deputy City Clerk

Conditional Use Permit Application Checklist

10 24 24

Date

APPLICANT: PAUL T. James

ADDRESS: 1090 South Oak St.

PHONE/FAX: 970 799 3628

FOR: _____

Submittal Requirements:

- Letter of petition requesting conditional use permit
- Title certificate from licensed title company or attorney listing:
 - The name of the property owner(s)
 - All liens
 - All easements and judgments of record affecting the subject property

The Petition Shall Show or be Accompanied By:

- Street address and legal description of the property
- Any and all plans, information, operating data and expert evaluation necessary to clearly explain the location, function & characteristics of any building or proposed use. Such as floor plans, site plan, or operating information. Provide a detailed narrative addressing the applicable criteria for a CUP, LUC section 6.10(f).
- Filing fee (\$500) to cover the costs of review in accordance with the current adopted fee schedule

Notification Requirements

- Public hearing notice to paper 15 days prior to **P&Z** Meeting (20 days for paper to print on the 15 day schedule)
- Notice to landowners 15 days prior to P&Z meeting
- Public Hearing notice to paper 15 days prior to **Council** Meeting (20 days for paper to print on the 15 day schedule)

Conditional Use Permit

October 24, 2024

Re: 1090 S Oak St, Cortez, Co 81321

Applicant: Paul James

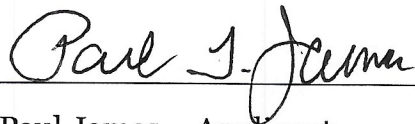
To Whom It May Concern,

I am writing to request a conditional use permit for a property located at 1090 S Oak St, Cortez, CO 81321, which is parcel number 561135214001. The property consists of ≈12.82 acres. The legal description of the property is:

Subdivision: SHELBY HARLESS MINOR Lot: 1 12.66AC P/13-71 R/462879
R/466185 R/483390 & R/486496 R/488574-75

The conditional use permit is being requested to add two apartments to the basement of the existing building on the property. Submitted with this letter you will find a site plan detailing the layout, paved drive, parking, setbacks, and drainage, as well as other information.

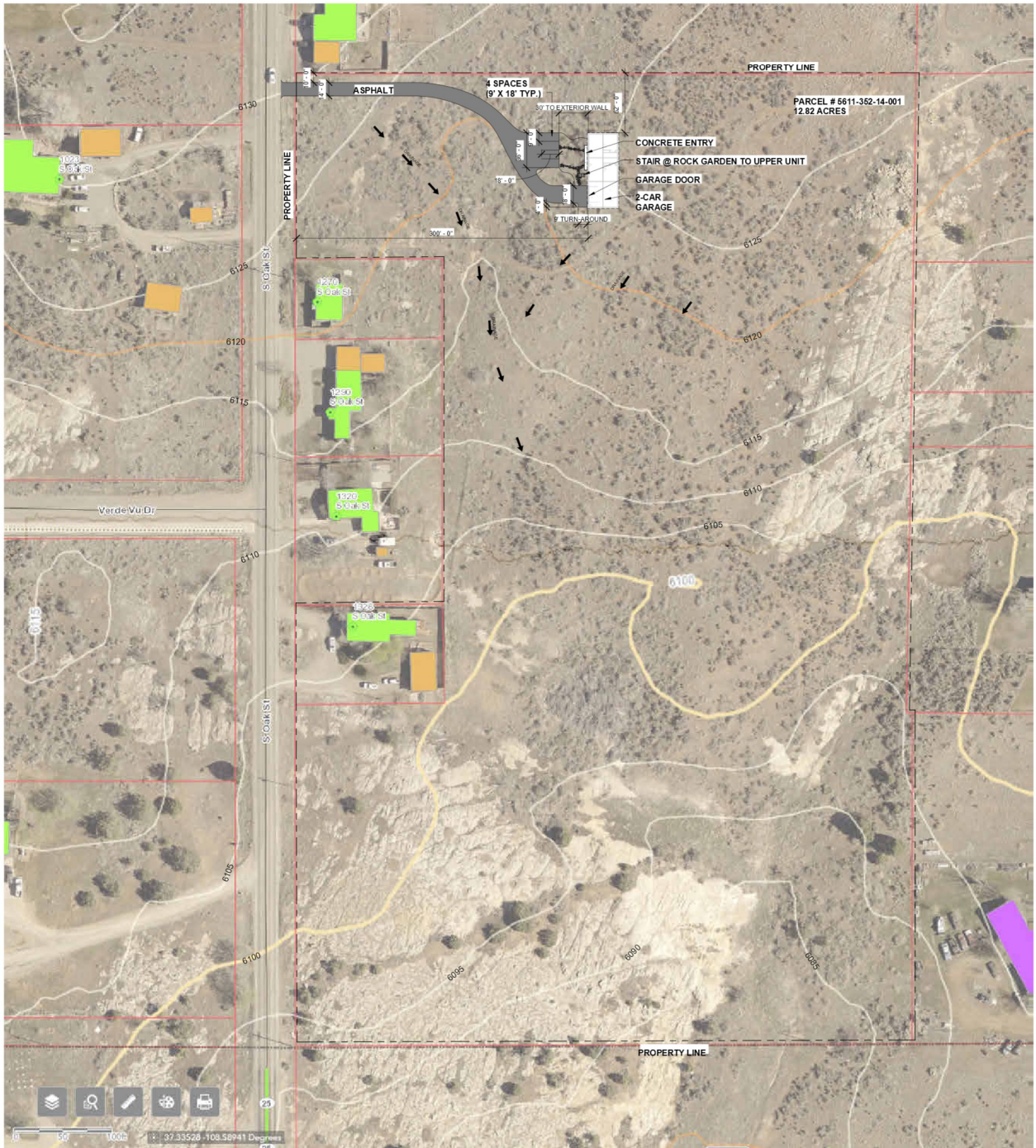
Thank you for your consideration

A handwritten signature in cursive script that reads "Paul J. James". The signature is written in black ink and is positioned above a horizontal line.

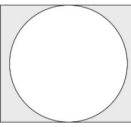
Paul James – Applicant

NOTES

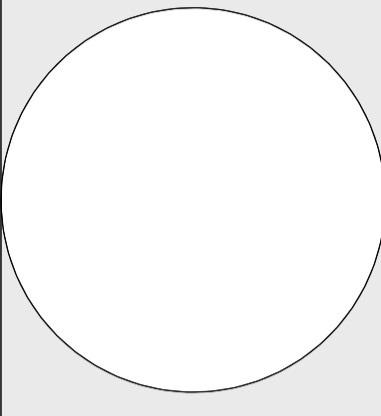
- DRAINAGE: ARROWS INDICATE HISTORIC AND PROPOSED DRAINAGE.
- LANDSCAPE: REVEGETATE ANY DISTURBED AREA W/ NATIVE GRASS SEED MIX.



1 SITE PLAN
1" = 50'-0"



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SCHEMATIC DESIGN

1090 S. OAK ST.
 CITY OF CORTEZ, COLORADO
 PARCEL # 5611-352-14-001

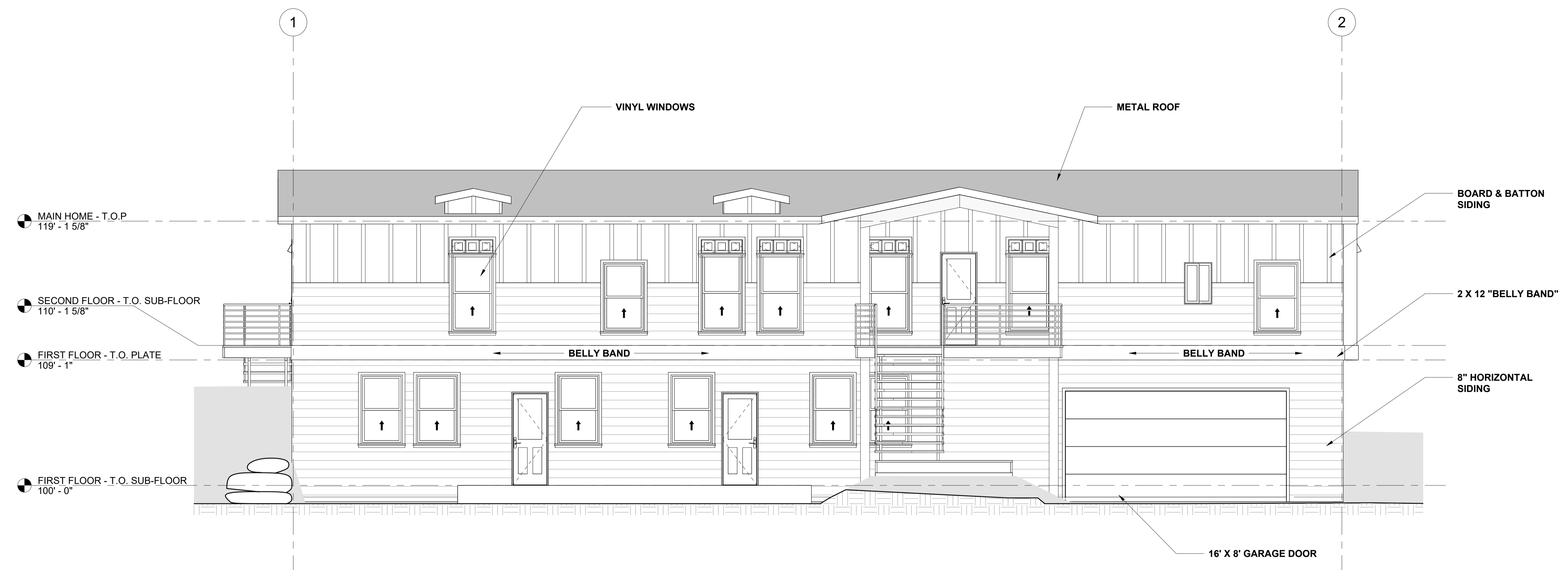
Revision Schedule

Number	Date

date: 10.28.2024
 drawn: CVD
 checked: DRB

ELEVATIONS

A-4.0

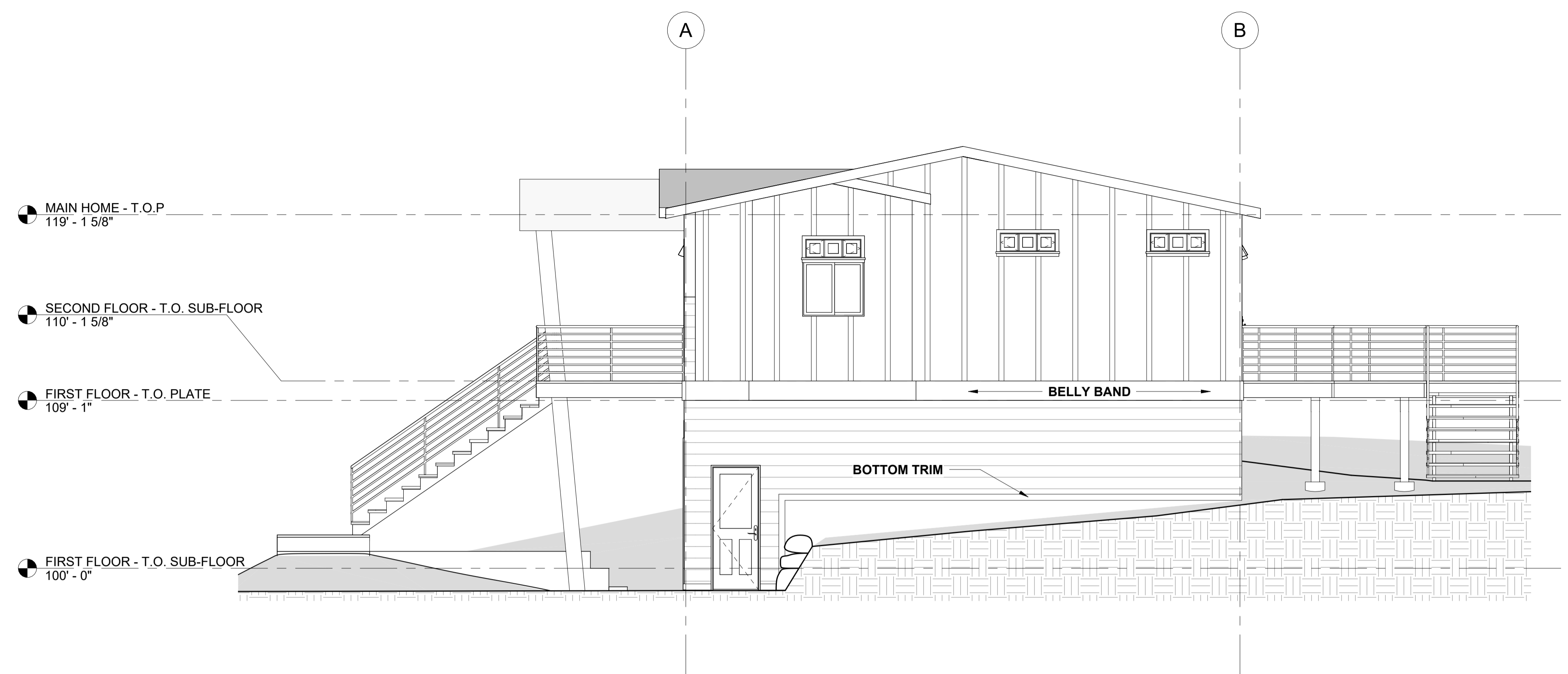


2 FRONT ELEVATION
 1/4" = 1'-0"

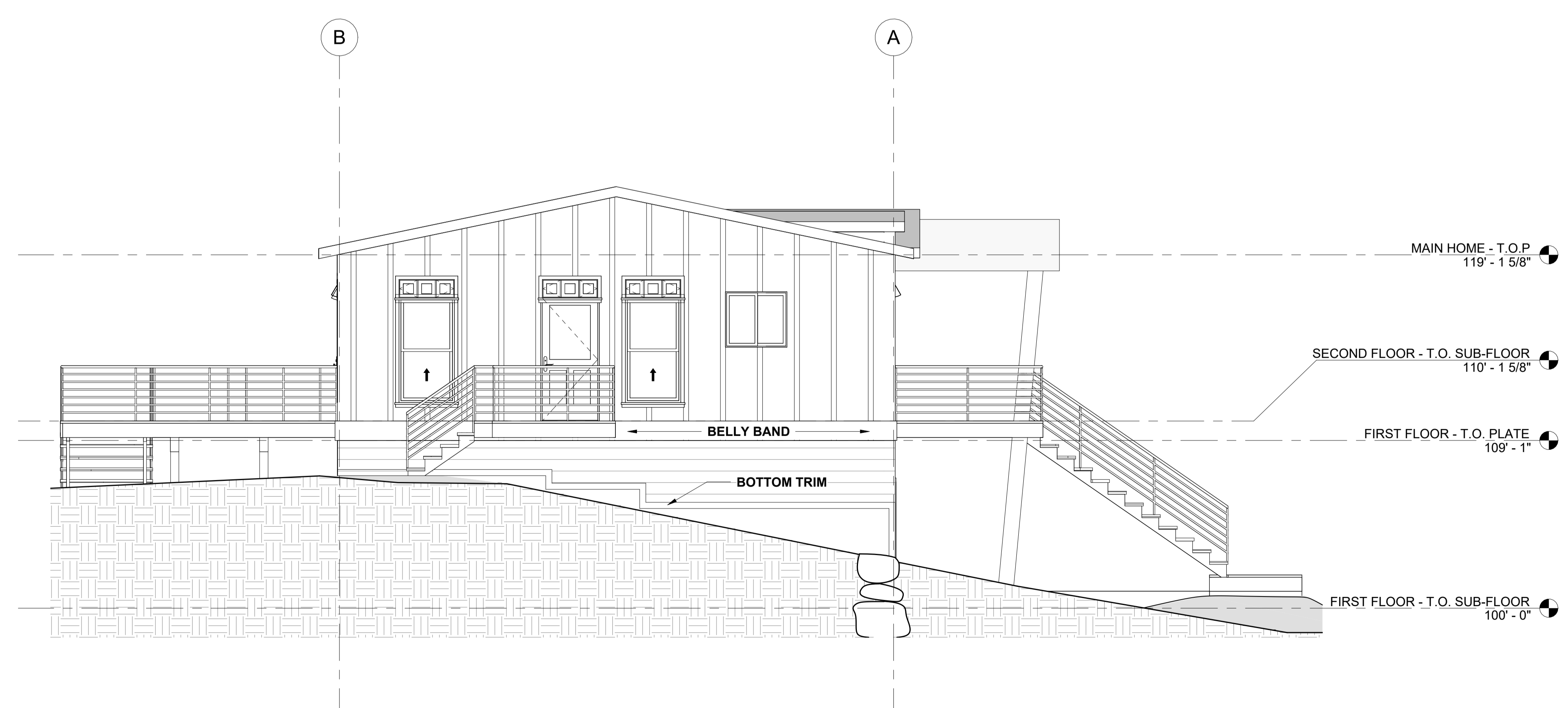


1 BACK ELEVATION
 1/4" = 1'-0"

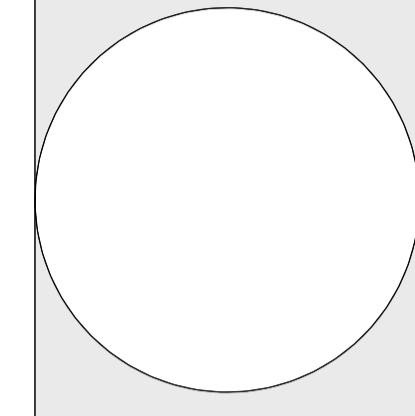
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1 RIGHT ELEVATION
 1/4" = 1'-0"



2 LEFT ELEVATION
 1/4" = 1'-0"



SCHEMATIC DESIGN

1090 S. OAK ST.
 CITY OF CORTEZ, COLORADO
 PARCEL # 5611-352-14-001

Revision Schedule	
Number	Date

date: 10.28.2024
 drawn: CVD
 checked: DRB

ELEVATIONS



ALTA COMMITMENT FOR TITLE INSURANCE
issued by
STEWART TITLE GUARANTY COMPANY

NOTICE

IMPORTANT – READ CAREFULLY: THIS COMMITMENT IS AN OFFER TO ISSUE ONE OR MORE TITLE INSURANCE POLICIES. ALL CLAIMS OR REMEDIES SOUGHT AGAINST THE COMPANY INVOLVING THE CONTENT OF THIS COMMITMENT OR THE POLICY MUST BE BASED SOLELY IN CONTRACT.

THIS COMMITMENT IS NOT AN ABSTRACT OF TITLE, REPORT OF THE CONDITION OF TITLE, LEGAL OPINION, OPINION OF TITLE, OR OTHER REPRESENTATION OF THE STATUS OF TITLE. THE PROCEDURES USED BY THE COMPANY TO DETERMINE INSURABILITY OF THE TITLE, INCLUDING ANY SEARCH AND EXAMINATION, ARE PROPRIETARY TO THE COMPANY, WERE PERFORMED SOLELY FOR THE BENEFIT OF THE COMPANY, AND CREATE NO EXTRACONTRACTUAL LIABILITY TO ANY PERSON, INCLUDING A PROPOSED INSURED.

THE COMPANY'S OBLIGATION UNDER THIS COMMITMENT IS TO ISSUE A POLICY TO A PROPOSED INSURED IDENTIFIED IN SCHEDULE A IN ACCORDANCE WITH THE TERMS AND PROVISIONS OF THIS COMMITMENT. THE COMPANY HAS NO LIABILITY OR OBLIGATION INVOLVING THE CONTENT OF THIS COMMITMENT TO ANY OTHER PERSON.

COMMITMENT TO ISSUE POLICY

Subject to the Notice; Schedule B, Part I – Requirements; Schedule B, Part II – Exceptions; and the Commitment Conditions, Stewart Title Guaranty Company, a(n) Texas corporation (the "Company"), commits to issue the Policy according to the terms and provisions of this Commitment. This Commitment is effective as of the Commitment Date shown in Schedule A for each Policy described in Schedule A, only when the Company has entered in Schedule A both the specified dollar amount as the Proposed Amount of Insurance and the name of the Proposed Insured.

If all of the Schedule B, Part I – Requirements have not been met within 180 days after the Commitment Date, this Commitment terminates and the Company's liability and obligation end.

COMMITMENT CONDITIONS

1. DEFINITIONS

- a. "Discriminatory Covenant": Any covenant, condition, restriction, or limitation that is unenforceable under applicable law because it illegally discriminates against a class of individuals based on personal characteristics such as race, color, religion, sex, sexual orientation, gender identity, familial status, disability, national origin, or other legally protected class.
- b. "Knowledge" or "Known": Actual knowledge or actual notice, but not constructive notice imparted by the Public Records.
- c. "Land": The land described in Item 5 of Schedule A and improvements located on that land that by State law constitute real property. The term "Land" does not include any property beyond that described in Schedule A, nor any right, title, interest, estate, or easement in any abutting street, road, avenue, alley, lane, right-of-way, body of water, or waterway, but does not modify or limit the extent that a right of access to and from the Land is to be insured by the Policy.
- d. "Mortgage": A mortgage, deed of trust, trust deed, security deed, or other real property security instrument, including one evidenced by electronic means authorized by law.
- e. "Policy": Each contract of title insurance, in a form adopted by the American Land Title Association, issued or to be issued by the Company pursuant to this Commitment.
- f. "Proposed Amount of Insurance": Each dollar amount specified in Schedule A as the Proposed Amount of Insurance of each Policy to be issued pursuant to this Commitment.
- g. "Proposed Insured": Each person identified in Schedule A as the Proposed Insured of each Policy to be issued pursuant to this Commitment.
- h. "Public Records": The recording or filing system established under State statutes in effect at the Commitment Date under which a document must be recorded or filed to impart constructive notice of matters relating to the Title to a purchaser for value without Knowledge. The term "Public Records" does not include any other recording or filing

This page is only a part of a 2021 ALTA Commitment for Title Insurance issued by Stewart Title Guaranty Company. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I – Requirements; and Schedule B, Part II – Exceptions; and a counter-signature by the Company or its issuing agent that may be in electronic form.

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- system, including any pertaining to environmental remediation or protection, planning, permitting, zoning, licensing, building, health, public safety, or national security matters.
- i. "State": The state or commonwealth of the United States within whose exterior boundaries the Land is located. The term "State" also includes the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, and Guam.
 - j. "Title": The estate or interest in the Land identified in Item 3 of Schedule A.
2. If all of the Schedule B, Part I – Requirements have not been met within the time period specified in the Commitment to Issue Policy, this Commitment terminates and the Company's liability and obligation end.
 3. The Company's liability and obligation is limited by and this Commitment is not valid without:
 - a. the Notice;
 - b. the Commitment to Issue Policy;
 - c. the Commitment Conditions;
 - d. Schedule A;
 - e. Schedule B, Part I – Requirements;
 - f. Schedule B, Part II – Exceptions; and
 - g. a counter-signature by the Company or its issuing agent that may be in electronic form.
 4. **COMPANY'S RIGHT TO AMEND**


The Company may amend this Commitment at any time. If the Company amends this Commitment to add a defect, lien, encumbrance, adverse claim, or other matter recorded in the Public Records prior to the Commitment Date, any liability of the Company is limited by Commitment Condition 5. The Company is not liable for any other amendment to this Commitment.
 5. **LIMITATIONS OF LIABILITY**
 - a. The Company's liability under Commitment Condition 4 is limited to the Proposed Insured's actual expense incurred in the interval between the Company's delivery to the Proposed Insured of the Commitment and the delivery of the amended Commitment, resulting from the Proposed Insured's good faith reliance to:
 - i. comply with the Schedule B, Part I – Requirements;
 - ii. eliminate, with the Company's written consent, any Schedule B, Part II – Exceptions; or
 - iii. acquire the Title or create the Mortgage covered by this Commitment.
 - b. The Company is not liable under Commitment Condition 5.a. if the Proposed Insured requested the amendment or had Knowledge of the matter and did not notify the Company about it in writing.
 - c. The Company is only liable under Commitment Condition 4 if the Proposed Insured would not have incurred the expense had the Commitment included the added matter when the Commitment was first delivered to the Proposed Insured.
 - d. The Company's liability does not exceed the lesser of the Proposed Insured's actual expense incurred in good faith and described in Commitment Condition 5.a. or the Proposed Amount of Insurance.
 - e. The Company is not liable for the content of the Transaction Identification Data, if any.
 - f. The Company is not obligated to issue the Policy referred to in this Commitment unless all of the Schedule B, Part I – Requirements have been met to the satisfaction of the Company.
 - g. The Company's liability is further limited by the terms and provisions of the Policy to be issued to the Proposed Insured.
 6. **LIABILITY OF THE COMPANY MUST BE BASED ON THIS COMMITMENT; CHOICE OF LAW AND CHOICE OF FORUM**
 - a. Only a Proposed Insured identified in Schedule A, and no other person, may make a claim under this Commitment.
 - b. Any claim must be based in contract under the State law of the State where the Land is located and is restricted to the terms and provisions of this Commitment. Any litigation or other proceeding brought by the Proposed Insured against the Company must be filed only in a State or federal court having jurisdiction.
 - c. This Commitment, as last revised, is the exclusive and entire agreement between the parties with respect to the subject matter of this Commitment and supersedes all prior commitment negotiations, representations, and proposals of any kind, whether written or oral, express or implied, relating to the subject matter of this Commitment.
 - d. The deletion or modification of any Schedule B, Part II – Exception does not constitute an agreement or obligation to provide coverage beyond the terms and provisions of this Commitment or the Policy.


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- e. Any amendment or endorsement to this Commitment must be in writing and authenticated by a person authorized by the Company.
 - f. When the Policy is issued, all liability and obligation under this Commitment will end and the Company's only liability will be under the Policy.
7. **IF THIS COMMITMENT IS ISSUED BY AN ISSUING AGENT**
The issuing agent is the Company's agent only for the limited purpose of issuing title insurance commitments and policies. The issuing agent is not the Company's agent for closing, settlement, escrow, or any other purpose.
 8. **PRO-FORMA POLICY**
The Company may provide, at the request of a Proposed Insured, a pro-forma policy illustrating the coverage that the Company may provide. A pro-forma policy neither reflects the status of Title at the time that the pro-forma policy is delivered to a Proposed Insured, nor is it a commitment to insure.
 9. **CLAIMS PROCEDURES**
This Commitment incorporates by reference all Conditions for making a claim in the Policy to be issued to the Proposed Insured. Commitment Condition 9 does not modify the limitations of liability in Commitment Conditions 5 and 6.
 10. **CLASS ACTION**
ALL CLAIMS AND DISPUTES ARISING OUT OF OR RELATING TO THIS COMMITMENT, INCLUDING ANY SERVICE OR OTHER MATTER IN CONNECTION WITH ISSUING THIS COMMITMENT, ANY BREACH OF A COMMITMENT PROVISION, OR ANY OTHER CLAIM OR DISPUTE ARISING OUT OF OR RELATING TO THE TRANSACTION GIVING RISE TO THIS COMMITMENT, MUST BE BROUGHT IN AN INDIVIDUAL CAPACITY. NO PARTY MAY SERVE AS PLAINTIFF, CLASS MEMBER, OR PARTICIPANT IN ANY CLASS OR REPRESENTATIVE PROCEEDING. ANY POLICY ISSUED PURSUANT TO THIS COMMITMENT WILL CONTAIN A CLASS ACTION CONDITION.
 11. **ARBITRATION**
The Policy contains an arbitration clause. All arbitrable matters when the Proposed Amount of Insurance is \$2,000,000 or less may be arbitrated at the election of either the Company or the Proposed Insured as the exclusive remedy of the parties. A Proposed Insured may review a copy of the arbitration rules at <http://www.alta.org/arbitration>.

STEWART TITLE GUARANTY COMPANY
P.O. Box 2029, Houston, TX 77252-2029



By: 
Frederick H. Eppinger, President and CEO

By: 
David Hisey, Secretary

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Transaction Identification Data, for which the Company assumes no liability as set forth in Commitment Condition 5.e.:

Issuing Agent: Mon Do Title Co., Inc.

Issuing Office: 236 W. North St
Cortez, CO 81321

Issuing Office's ALTA® Registry ID: 1135005

Loan ID Number:

Commitment Number: 2024-02-14

Issuing Office File Number: 2024-02-14

Property Address: 1090 South Oak Street, Cortez, CO 81321

Revision Number:

SCHEDULE A

1. Commitment Date: April 16, 2024 7:00 AM
2. Policy to be issued:
 - (a) 2021 ALTA Owner's Policy

Proposed Insured:	Paul T. James
Proposed Amount of Insurance:	\$80,000.00
Policy Premium:	\$567.00
The estate or interest to be insured:	fee simple
Endorsements:	
<input checked="" type="checkbox"/> CO Form 110.1	\$65.00
 - (b) 2021 ALTA Loan Policy

Proposed Insured:	The Dolores State Bank 101 South 6th Street, Dolores, CO 81323
Proposed Amount of Insurance:	\$358,000.00
Policy Premium:	\$790.00
The estate or interest to be insured:	fee simple
3. The estate or interest in the Land at the Commitment Date is:
fee simple
4. The Title is, at the Commitment Date, vested in:
Patricia A. Curtis, Personal Representative of The Estate of Frankie L. Amrine
5. The land is described as follows:
The land is described as set forth in Exhibit A attached hereto and made a part hereof.

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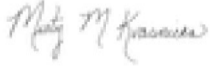
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MON DO TITLE CO., INC.
236 W. North St, Cortez, CO 81321
Telephone: (970) 565-8491

STEWART TITLE GUARANTY COMPANY
P.O. Box 2029, Houston, TX 77252-2029

Countersigned by:



Misty M. Kvasnicka, License #113762
Mon Do Title Co., Inc., License #403909



By: _____
Frederick H. Eppinger, President and CEO



By: _____
David Hisey, Secretary

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SCHEDULE B, PART I – Requirements

All of the following Requirements must be met:

1. The Proposed Insured must notify the Company in writing of the name of any party not referred to in this Commitment who will obtain an interest in the Land or who will make a loan on the Land. The Company may then make additional Requirements or Exceptions.
2. Pay the agreed amount for the estate or interest to be insured.
3. Pay the premiums, fees, and charges for the Policy to the Company.
4. Documents satisfactory to the Company that convey the Title or create the Mortgage to be insured, or both, must be properly authorized, executed, delivered, and recorded in the Public Records.
 - a. Duly authorized and executed Personal Representative's Deed from Patricia A. Curtis, Personal Representative of The Estate of Frankie L. Amrine, to Paul T. James, to be executed and recorded at closing.
 - b. Duly authorized and executed Deed of Trust from Paul T. James, to The Dolores State Bank, securing its loan in the amount of \$358,000.00.
5. A completed final affidavit.
6. Survey Affidavit of no new improvements or changes.
 - a. NOTE: Requirements No. 5 and 6 need not be recorded, however they need to be furnished to and approved by MON DO TITLE CO., INC.
 - b. NOTE: Upon receipt of Items No. 5 and 6 above, and additional premium Form 110.1 Owner's Extended Coverage Endorsement will be issued and Items 1-4 will be deleted from Schedule B of the Owner's Policy.

Taxes for the year 2023 are DUE in the amount of \$367.28 as per Tax Certificate Number 23701.

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NOTE: Pursuant to C.R.S §10-11-122, for each commitment for an Owner's Policy of Title Insurance pertaining to the sale of residential real property, notice is hereby given that:

- A) The subject property may be located in a special taxing district.
- B) A Certificate of Taxes Due listing each taxing jurisdiction will be obtained from the County Treasurer or the County Treasurer's authorized agent unless the proposed insured provides written instructions to the contrary.
- C) Information regarding special districts and the boundaries of such districts may be obtained from the Board of the County Commissioners, the County Clerk and Recorder, or the County Assessor.
- D) The Company will not issue its policy of policy of title insurance contemplated by the commitment until it has been provided a Certificate of Taxes Due from the County Treasurer or the County Treasurer's authorized agent; or until the Proposed insured has notified or instructed the company in writing to the contrary.

NOTE: Pursuant to C.R.S §10-11-123, for each Commitment for an Owner's Policy of Title Insurance containing a mineral severance instrument exception or exceptions in Schedule B, Section 2, notice is hereby given that:

- A) There is recorded evidence that a mineral estate has been severed, leased, or otherwise conveyed from the surface estate and that there is a substantial likelihood that a third party holds some or all interest in oil, gas, other minerals, or geothermal energy in the property; and
- B) Such mineral estate may include the right to enter and use the property without the surface owner's permission.

Note: Pursuant to Colorado Division of Insurance Regulation 8-1-2, notice is hereby given that every title insurance company shall be responsible to the proposed insured(s) subject to the terms and conditions of the title insurance commitment, other than the effective date of title insurance commitment, for all matters which appear of record prior to the time of recording whenever the title insurance company, or its agent, conducts the closing and settlement service that is in conjunction with its issuance of an owner's policy of title insurance and is responsible for the recording and filing of legal documents resulting from the transaction which was closed.

Note: Pursuant to Colorado Division of Insurance Regulation 8-1-3, notice is hereby given of the availability of a Closing Protection Letter which may, upon request, be provided to certain parties to the transaction.

NOTE: C.R.S. §30-10-40 requires that all documents received for recording or filing in the Clerk & Recorder's office shall contain a top margin of at least one inch and a left, right, and bottom margin of at least one half inch. The Clerk & Recorder may refuse or file any document that does not conform, except that, the requirement for the top margin shall not apply to documents using forms on which space is provided for recording or filing information at the top margin of the document. Regulations of County Clerk and Recorder's offices require that all documents submitted for recording must contain a return address on the front page of every document being recorded.

NOTE: If the transaction includes sale of the property and the price exceeds \$100,000.00, the seller must comply with the disclosure/withholding provisions of C.R.S. §39-22-604.5 (non-resident withholding) NOTE: C.R.S. §39-14-102 requires that a real property transfer declaration accompany any conveyance document presented for recordation in the State of Colorado. Said declaration shall be completed and signed by either the grantor or grantee.

NOTE: Notwithstanding to the contrary in this commitment, if the policy to be issued is other than an ALTA Owner's Policy (6/17/06), the policy may not contain an arbitration clause, or the terms of the arbitration clause may be different from those set forth in this Commitment. If the Policy does contain an arbitration clause, and the amount of insurance is less than the amount, if any, set forth in the arbitration clause, all arbitrable matters shall be arbitrated at the option of either the Company or the Insured as the exclusive remedy of the parties.

NOTE: Please be aware that due to conflict between federal and state laws concerning the cultivation, distribution, manufacture or sale of marijuana, the company is not able to close or insure any transaction involving land that is associated with these activities. Nothing herein contained will be deemed to obligate the company to provide any of the coverages referred to herein unless the above conditions are fully satisfied.

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SCHEDULE B, PART II – Exceptions

Some historical land records contain Discriminatory Covenants that are illegal and unenforceable by law. This Commitment and the Policy treat any Discriminatory Covenant in a document referenced in Schedule B as if each Discriminatory Covenant is redacted, repudiated, removed, and not republished or recirculated. Only the remaining provisions of the document will be excepted from coverage.

The Policy will not insure against loss or damage resulting from the terms and conditions of any lease or easement identified in Schedule A, and will include the following Exceptions unless cleared to the satisfaction of the Company:

1. Any defect, lien, encumbrance, adverse claim, or other matter that appears for the first time in the Public Records or is created, attaches, or is disclosed between the Commitment Date and the date on which all of the Schedule B, Part I - Requirements are met.
2. Rights or claims of parties in possession not shown in the Public Records.
3. Easements, or claims of easements, not shown in the Public Records.
4. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the title that would be disclosed by an accurate and complete land survey of the Land and not shown by the Public Records.
5. Any lien, or right to a lien, for services, labor or materials heretofore or hereafter furnished, imposed by law and not shown by the Public Records.
6. (a) Unpatented mining claims; (b) reservations or exceptions in patents or in Acts authorizing the issuance thereof; (c) minerals of whatsoever kind, subsurface and surface substances, in, on, under and that may be produced from the Land, together with all rights, privileges, and immunities relating thereto, whether or not the matters excepted under (a), (b) or (c) are shown by the Public Records or listed in Schedule B.
7. Water rights, claims or title to water.
8. Assessments, taxes, fees or charges arising pursuant to the inclusion of the land in one or more special districts or municipalities, including but not limited to those listed on tax certificate.
9. Montezuma County Regulations for Subdivisions as recorded February 1, 1972 in Book 426 at page 379 including amendments; and the terms, conditions, regulations and restrictions set forth therein.
10. General Taxes for the year 2023 and subsequent years.
11. Easements, Plat Notes, Notices, Building Setbacks, General Dedications, Rights of Ways, Restrictions and Reservations as shown on the plat of Shelby Harless Minor Subdivision recorded on May 9, 1997 in Book 13, Page 71 in the official records of Montezuma County.
12. A right of way easement for a pipeline from Shelby Harless to the City of Cortez as described in instrument, recorded on February 13, 1965 in Book 344, Page 27 in the official records of Montezuma County; and the terms conditions, stipulations, obligations and reservations with respect thereto.

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13. Title to interest in oil, gas and other minerals as reserved by Shelby Harless in Deed to Isaac Hale and Mary Roberta Hale recorded on June 29, 1957 in Book 239, Page 354 in the official records of Montezuma County; and all leases, assignments, easements and the terms, conditions, provisions and obligations as contained therein. The Company makes no representation as to the present ownership of any such interests. There may be leases, grants, exceptions or reservations of interests that are not listed.
14. Title to interest in oil, gas and other minerals as reserved by Shelby Harless and Ava Harless in Deed to E.L. Elliott and Sue Elliott recorded on May 25, 1959 in Book 271, Page 312 in the official records of Montezuma County; and all leases, assignments, easements and the terms, conditions, provisions and obligations as contained therein. The Company makes no representation as to the present ownership of any such interests. There may be leases, grants, exceptions or reservations of interests that are not listed.

NOTE: The policy(s) of insurance may contain a clause permitting arbitration of claims at the request of either the Insured or the Company. Upon request, the Company will provide a copy of this clause and the accompanying arbitration rules prior to the closing of the transaction.

NOTE: Our Privacy Policy is stated as follows: We do not reveal nonpublic, personal customer information to any external non affiliated organization or person unless authorized to do so by said customer, or are required to do so by law or court order.

EXCEPTIONS NUMBERED NONE ARE HEREBY OMITTED

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EXHIBIT "A"

The Land referred to herein below is situated in the County of Montezuma, State of Colorado, and is described as follows:

Lot 1, Shelby Harless Minor Subdivision, located in the S $\frac{1}{2}$ NW $\frac{1}{4}$ SW $\frac{1}{4}$ NW $\frac{1}{4}$ of Section 35, Township 36 North, Range 16 West, N.M.P.M. as per the plat thereof filed for record May 9, 1997 in the official records of Montezuma County, State of Colorado.

LESS AND EXCEPT a tract of land in Lot 1, Shelby Harless Minor Subdivision, City of Cortez, in the S $\frac{1}{2}$ NW $\frac{1}{4}$ SW $\frac{1}{4}$ NW $\frac{1}{4}$ of Section 35, Township 36 North, Range 16 West, N.M.P.M., being more particularly described as follows:

Beginning at the NE Corner of Lot 1, Shelby Harless Minor Subdivision, City of Cortez, Montezuma County, Colorado; thence, South 00°14'21" West a distance of 9.06 feet along the east line of said Lot 1 to a fenceline; thence, South 89°11'23" West a distance of 641.17 feet along a fenceline to the west line of said Lot 1; thence, North 00°06'46" East a distance of 12.15 feet along the west line of said Lot 1 to the NW Corner of said Lot 1; thence, North 89°27'59" East a distance of 641.15 feet along the north line of said Lot 1 to the point of beginning.

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MON-DO TITLE CO

PRIVACY POLICY NOTICE

Purpose of Notice:

MON-DO TITLE COMPANY respects the privacy of our customers' personal information, so we want you to know the ways in which we may collect and use non-public personal information ("personal information"). Our practices and policies are set out in this notice.

Types of Information We May Collect:

In the course of our business, the types of personal information that we may collect about you include:

- Information we receive from you or your authorized representative on applications and forms, and in other communications to us;
- Information about your transactions with us, our affiliated companies, or others;
- Information from consumer or other reporting agencies.

Use and Disclosure of Information:

We use your information to provide the product or service you or your authorized agent have requested of us.

We may disclose information to our affiliated companies and unrelated companies as necessary to service your transaction, to protect against fraudulent or criminal activities, when required to do so by law, and as otherwise permitted by law.

We do not share any personal information we collect from you with unrelated companies for their own use.

Protection of Your Personal Information:

We restrict access to personal information about you to those employees who need to know that information in order to provide products and services to you or for other legitimate business purposes. We maintain physical, electronic and procedural safeguards to protect your personal information from unauthorized access or intrusion.

Changes:

This notice may be revised in accordance with applicable privacy laws.



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

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

Memorandum

To: CORTEZ CITY COUNCIL
From: Cheryl Lindquist, Permit Technician/Deputy City Clerk
Date: 1/14/2025
RE: Resolution No. 2, Series 2025

BACKGROUND

The window is already existing. The request is for permission to use it for drive-up customers. The use of a liquor store is considered a permitted use in the Commercial zone. A site plan is required due to how the proposed drive-up window could change traffic patterns in the area.

DISCUSSION

See attached Staff Report.

FISCAL IMPACT

Not studied

RECOMMENDATION

Staff and the Planning and Zoning Commission recommend that City Council adopt Resolution No. 2, Series 2025, and deny the application for the site development plan.

MOTION

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

I move that City Council approve Resolution No. 2, 2025, a resolution to deny a site development plan for a drive-up window on a property located at 530 N. Broadway, Cortez, CO, located in the (C) Commercial zone.

Attachments

Staff Report
Resolution No. 2, Series 2025
PC Resolution No.8, Series 2024
Documentation
Documents from neighbor



City of Cortez
Community & Economic Development Dept.
123 Roger Smith
Cortez, CO 81321

Meeting Date: January 14, 2025
Project No. LU24-0010

MEMO

TO: Members of the Cortez City Council

FROM: Nancy Dosedall, Contract City Planner

SUBJECT: Public Hearing on an Application for a site plan to add a drive-up window to the existing liquor store located at 530 N. Broadway, in the Commercial (C) Zone.

APPLICANT: Elevated Liquors LLC (Cole Clark)

OWNER: Elevated Smoke LLC (Cole Clark)

ATTACHMENTS: Cortez City Council Resolution No. 2, Series 2025
P&Z Resolution No. 8, Series 2024
Application Package

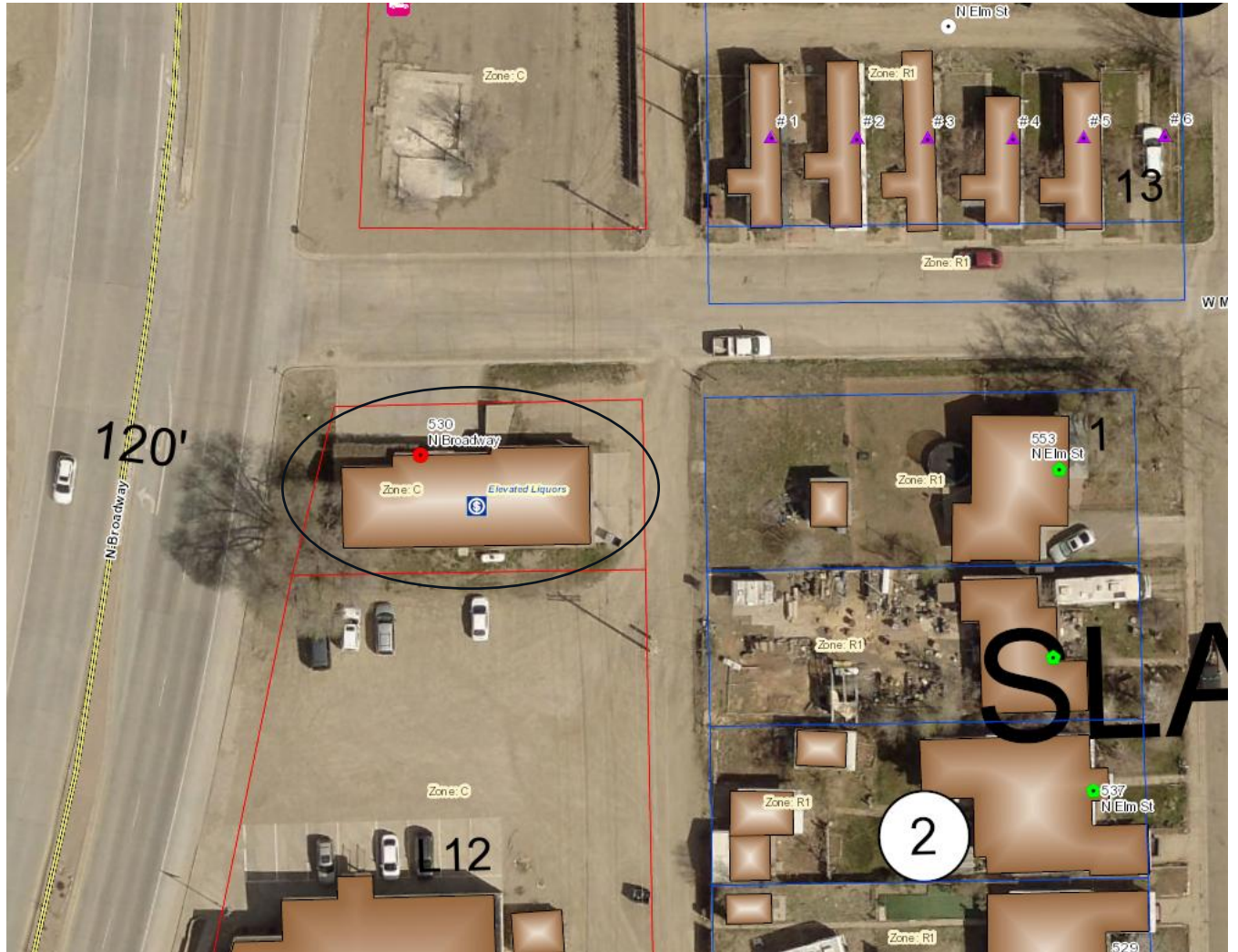
BACKGROUND

Cole Clark, on behalf of Elevated Liquors LLC, (the “Applicant”) with consent of the owner, Elevated Smoke LLC, (the “Owner”) is requesting a site plan approval to allow a new drive-up liquor sales window on the existing liquor store located at 530 N. Broadway (Elevated Liquors). The window is already existing, the request is for permission to use it for drive up customers. The use of a liquor store is considered a permitted use in the C zone. A site plan is required due to how the proposed drive-up window could change traffic patterns in the area. Please note that the window was open for a short period of time before the applicant was made aware that a site plan review was required.

6.14.C(2) A site plan review may be required for a change in use or expansion of an existing site when any of the following occurs:

- a. The proposal involves new construction.*
- b. The proposal involves the expansion of a building or intensification of use that would result in a change in traffic volume or patterns in the area, noise, parking, lighting, etc.*
- c. The proposal involves deviations or variances from the applicable development standards.*

The Property is located at 530 N. Broadway, on the southeast corner of the intersection of N. Broadway and W. MacArthur Ave. The proposed drive-up window is located on the east side of the existing building and would be accessed off the alley that runs north and south from W. Coronado Ave to W. MacArthur Ave. Properties to the north, west and south are also zoned C. The property directly north is vacant with Choice Supply located to the west across Broadway and Hospice of Montezuma County located directly south. Properties to the east (across the alley) are zoned and developed residentially (R-1).





Approach to drive-up window from alley heading north



Close up of drive-up window with Hospice parking signs

ISSUES

The purpose of the site plan review is to ensure compliance with all regulations and to protect the public health, safety and welfare, to promote balanced growth, to ensure adequate provision of public services

and facilities and to guide the character of the city. Section 6-14.12 (f) of the Land Use Code (“LUC”) states:

The Planning Commission in its consideration shall use the standards set forth in Chapter 5 of this code and shall include paving and layout of streets, alleys and sidewalks, means of ingress and egress, provisions for drainage, parking spaces, areas designated for landscaping, and other aspects deemed by the planning commission necessary to consider in the interest of promoting the public health, safety, order, convenience, prosperity and general welfare.

The alley proposed for traffic flow has an easement that appears to be 20’ in width which is standard for the City. It does appear that there may be encroachments on the alley including structures although without a survey it is difficult to tell. The applicant has measured the physical width of the alley as 13’6”. The alley is gravel surfaced. There is a concrete parking pad located on the applicant’s property adjacent to the window. The proposed drive-up window is located approximately 11 feet from the southern property line that is shared with Hospice of Montezuma County. A standard parking space in the City is 9’ x 18’.

It does not appear to be physically possible for a standard vehicle to pull in and park at the proposed drive-up window without encroaching on the property to the south. City Road & Bridge and Engineering staff have expressed concern with the additional impact of commercial traffic on the gravel alleyway and safety concerns with vehicles maneuvering to try and access the window. Hospice of Montezuma County has expressed concerns that when the window was briefly open, customers cut through their parking lot, blocked parking spaces and made access to their parking lot generally difficult.

AGENCY REVIEW

City Engineer (Kevin Kissler)

It is the professional opinion of the City Engineer that the proposed use of the alleyway located between Coronado Ave. and MacArthur Ave. adjacent to the properties of 512 N Broadway and the Applicant’s property of 530 N Broadway would impair the proper function of adjacent parking. Loading, and access and would further endanger the public safety as stated in section 5.02 of the Cortez Land Use Code. Specifically, the applicant has not presented a clear access pattern which accommodates typical turning radius for vehicles in a manner that does not require vehicles to cross over the adjacent property to the South and does not require southbound vehicles to cross over northbound traffic to gain access to the drive through window. Furthermore, there is no accommodation of turning movement from the alley onto MacArthur Ave. which may pose additional conflict points onto that intersection.

As a pre-condition for any further consideration of a drive through window, the applicant is hereby informed that the City engineer requests in writing a traffic impact study be performed per section 2.1.6-A and 2.1.6-B3 of the Cortez Construction Design Standards. This study shall include an estimate of average annual daily traffic anticipated in the alleyway, appropriate channelizing or barricading devices to prevent access from the adjacent properties, turning movement counts at Coronado Ave. and MacArthur Ave., and anticipated pedestrian traffic counts in the immediate area. Depending on the anticipated volumes, applicant may be requested to provide further improvements to the alleyway or connecting streets and/ or sidewalks in order to safely accommodate the anticipated traffic loads and safely integrate vehicular and pedestrian traffic with existing City infrastructure. These findings shall be incorporated into a site plan, showing specific vehicle

ingress and egress patterns with delineated vehicle trajectories, turning radii, turn lanes if appropriate, crosswalks if appropriate, or any other improvements necessary as identified in the traffic impact study and in accordance with the City's commitment to 'Vision Zero'.

Atmos Energy (Juan Prieto Arias)

No comments. Thank you.

ALTERNATIVES

1. The Council can approve the application for a site development plan for the proposed new drive-up window and state any conditions it feels would be necessary to ensure compliance with the Land Use Code; or
2. The Council can deny the application for the site development plan and state its reasons; or
3. The Council can ask for more information and table the application or continue the application to a date certain.

RECOMMENDATION

Staff and Planning and Zoning Commission, at their meeting of December 3, 2024, recommended Alternative "2" above, denial of the application for the site development plan through P&Z Resolution No. 8, Series 2025.

If Cortez City Council so chooses to follow the recommendation of Staff and Planning and Zoning Commission, a possible motion the City Council could make is as follows:

I make a motion that the Cortez City Council approve Resolution No. 2, Series 2025, a resolution denying a revised site development plan for a drive-up window on property located at 530 N. Broadway, Cortez, Colorado, in the (C) zone.

**CORTEZ CITY COUNCIL
RESOLUTION NO. 2, SERIES 2025**

A Resolution Denying a Site Plan for the addition of a drive-up window located at the existing liquor store (Elevated Liquors) at 530 N. Broadway, in the C Zone

WHEREAS, applicant Elevated Liquors LLC, (Cole Clark) (the “Applicant”) on behalf of Elevated Smoke LLC, (the “Owner”), has applied for review of a Site Plan to add a drive-up window to the existing structure located at 530 N. Broadway, Cortez, Colorado and more particularly described as (the “Property”):

SLAVENS Lot: 12 Block: 2 N 50FT OF LOT 12; B559 P183 B589 P880

WHEREAS, the Applicant presented a request and necessary submittal items for review by the City Planning and Zoning Commission at a regular meeting held on December 3, 2024; and

WHEREAS, Land Use Code Section 6.14.C(2), Site Plan Review, indicates that site plan review may be required for an expansion of an existing use when the proposal involves an intensification of use that would result in a change in traffic volume or patterns in the area; and

WHEREAS, the Planning and Zoning Commission reviewed the request for a Site Plan and, based upon the evidence and testimony presented, is recommending denial of the request on the Property, as evidenced in the adoption of P&Z Resolution No.8, Series 2024; and

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

THAT, Cortez City Council Resolution No. 2, Series 2025, establishes the findings for denial of the request on the Property; and

THAT, the Site Plan request for the Property is hereby denied with the following findings:

1. The proposed drive-up window would impair the proper function of adjacent parking. Loading, and access and would further endanger the public safety as stated in section 5.02 of the Cortez Land Use Code.
2. The applicant has not presented a clear access pattern which accommodates typical turning radius for vehicles in a manner that does not require vehicles to cross over the adjacent property to the South and does not require southbound vehicles to cross over northbound traffic to gain access to the drive through window.
3. There is no accommodation of turning movement from the alley onto MacArthur Ave. which may pose additional conflict points onto that intersection.
4. The proposed drive-up window would adversely affect adjacent properties by encouraging trespass on the adjacent property to the south.

MOVED, SECONDED, AND ADOPTED THIS 14th DAY OF JANUARY, 2025

Rachel B. Medina, Mayor

ATTEST:

Cheryl Lindquist, Deputy City Clerk

**CITY OF CORTEZ
PLANNING AND ZONING COMMISSION
RESOLUTION NO. 8, SERIES 2024**

A Resolution Recommending Denial of a Site Plan for the addition of a drive-up window located at the existing liquor store (Elevated Liquors) at 530 N. Broadway. in the C Zone

WHEREAS, applicant Cole Clark (the “Applicant”) on behalf of Elevated Smoke LLC, (the “Owner”), has applied for review of a Site Plan to add a drive-up window to the existing structure located at 530 N. Broadway, Cortez, Colorado and more particularly described as (the “Property”):

SLAVENS Lot: 12 Block: 2 N 50FT OF LOT 12; B559 P183 B589 P880

WHEREAS, the Owner/applicant presented a request and necessary submittal items for review by the City Planning and Zoning Commission at a regular meeting held on December 3, 2024; and

WHEREAS, Land Use Code Section 6.14.C(2), Site Plan Review, indicates that site plan review may be required for an expansion of an existing use when the proposal involves an intensification of use that would result in a change in traffic volume or patterns in the area; and

WHEREAS, the Planning and Zoning Commission reviewed the request for a Site Plan and, based upon the evidence and testimony presented, is recommending denial of the request on the Property, as evidenced in the adoption of P&Z Resolution No. 8, Series 2024; and


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

THAT, P&Z Resolution No. 8, Series 2024, establishes the finding for denial of the request on the afore-mentioned property; and,

THAT, the Site Plan request for the Property is hereby recommended to the Cortez City Council for denial with the following findings:

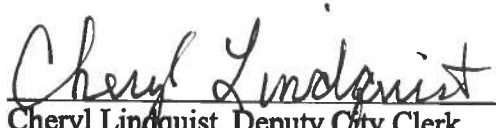
1. The proposed drive-up window will result in a change in traffic patterns in the block adjacent to N. Broadway between W. MacArthur and W. Coronado Ave, adversely impacting the alley and adjacent residences and businesses with additional traffic, noise and dust.
2. The proposed drive-up window does not have adequate space for parking and maneuvering without trespass on adjacent parcels or blockage of the public alley.

MOVED, SECONDED, AND ADOPTED THIS 3rd DAY OF DECEMBER, 2024



Robert Rime, Chairman

ATTEST:



Cheryl Lindquist, Deputy City Clerk

SITE PLANS

(Land Use Code Section 6.14)

Contractor's Name: _____ Phone/Fax: 970-529-6145

Owner's Name: Cole Clark Phone/Fax: _____

Address: 530 N. Broadway Cortez CO Zone District: _____

Legal Description (Lot & Block): _____

Existing Use: Commercial Proposed Use: Commercial

Lot Dimensions: 54' x 113.2' x 54.1' x 98' Proposed GFA(Gross Floor Area): _____

Application Requirements

- 3 copies of site plan drawn to scale, titled "Preliminary Site Plan"
- Scale and north point indicated
- Name of street on drawing _____
- Fees 300 = P

- Site plan shall contain, but not limited to:
 - Drives, streets, and rights-of-way
 - Easements
 - Location and dimensions of structures and signs
 - Typical elevations of such buildings
 - Access ways, including points of ingress, egress
 - Parking, loading, and refuse areas
 - Common open space
 - Landscaping and open spaces
 - Topography
 - Specific areas proposed for specific types of land use
 - Lots or plots
 - Area proposed for dedication
 - Parks and parkways
 - School sites
 - Wetlands
 - Narrative describing the proposed development, Lot, Block and subdivision description, and name(s), address and phone number of the property owner(s) must be attached to the plat
 - A copy of the warranty deed and title commitment current within thirty days of submittal.
 - Five copies of the drainage plan.
 - Five copies of the landscape plan.
 - Five copies of building elevations of all sides to include rooftop mechanical structures and showing screening of rooftop mechanical devices.
 - Surface and subsurface soils report.
 - Additional copies may be requested for the referral process
 - Certification of notification of mineral estate owners as described in Section 6.04 (b)(19).

Review Procedures/Approval Requirements

_____ Site plan submittal, narrative, fees, and application form
_____ PN in paper 15 days prior to P&Z meeting on _____

Action of P&Z: _____

_____ PN in paper 15 days prior to Council meeting on _____

Action of Council: _____

- _____ Certificate of Occupancy, provided that:
 - Landscaping requirements met
 - Drainage plan approved by City Engineer
 - Parking lot and drainage facilities are in
 - Fire flow/prevention approved by Cortez Fire District
 - Other requirements are met by agencies and Building Official

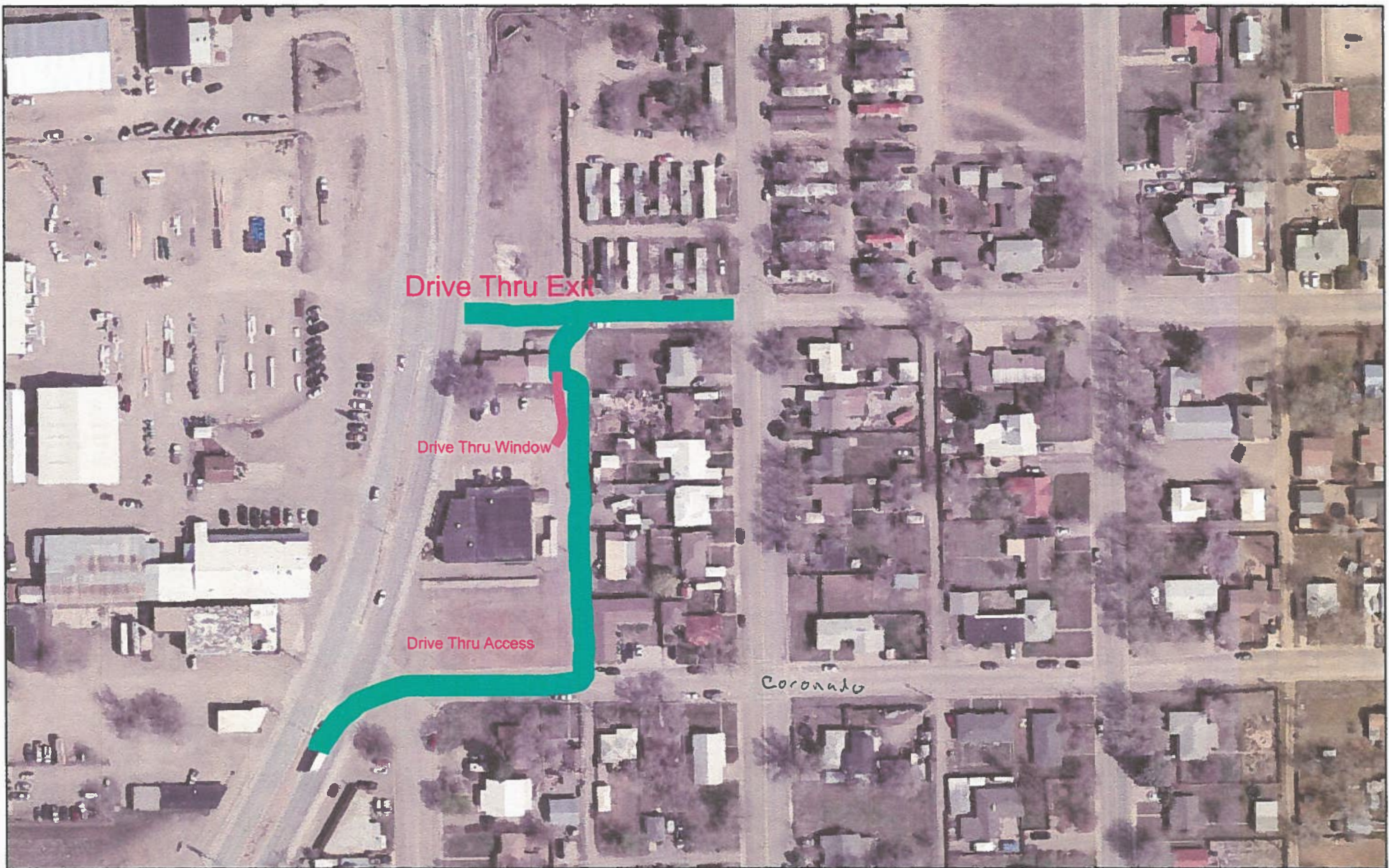
Elevated Liquors Drive Thru

Elevated Liquors is requesting access to the public access alley between West Coronado Ave and W Macarthur Ave (closest alley to North Broadway) for our Drive Thru to help us drive more sales, and make business more convenient for our customers. There is ample room for such access and would help drive more sales to our business. More sales in the City of Cortez drives more sales tax income for the Cities disposal. More sales also allows us to employ more people to work the drive thru for our business strengthening our local economy.

The access point for the drive thru would be turning off of Broadway to W. Coronado. Then turning immediately left at the alley access. Driving north up the alley until you stop at the indicated drive thru. Exiting the drive either left or right down W. Macarther.

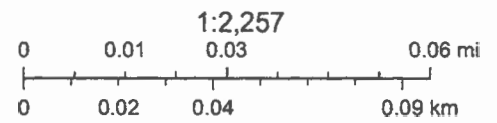
Preliminary Site Plan

Montezuma County Property Detail Map



11/5/2024, 11:49:35 AM

Lines
Override 2
Override 1

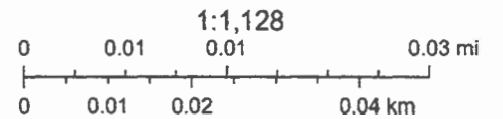
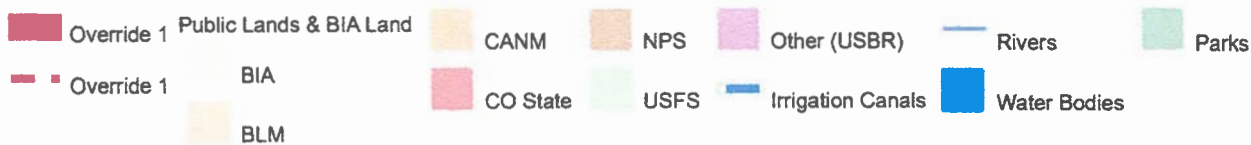


Preliminary Site Plan

Montezuma County Property Detail Map



11/5/2024, 11:42:27 AM





Date: November 22, 2024

To: City of Cortez – City Council and Planning and Zoning

From: Carol Baumgartner, Executive Director, Hospice of Montezuma

Re: Elevated Liquors – request for drive through

We understand that a neighboring business, Elevated Liquors, is applying to re-open their drive through on the east side of their building. We have repeatedly requested that this be denied for the following reasons.

Primarily - there is no vehicle access to their drive through window installed into the east end of the Elevated Liquors building without going through the private property belonging to Hospice of Montezuma. We have not granted access through our property in any way, for any reason, to Elevated Liquors or their customers.

We have had our property lines surveyed and posted. We have posted our property as private and for the use of Hospice of Montezuma only. This is constantly disregarded by Elevated Liquors and their customers.

When Elevated Liquors opened their drive through for a few days, although they did not have approval to do so, there was a line of cars through our parking lot preventing our employees from parking on our property for our own work. We do not have extra parking available and have purchased the property to the south of our building just to accommodate our own parking needs.

Even though their drive through is closed, they left their signs up on their building to access through the alley running on the east side of both of our buildings. The customers from Elevated Liquors continue to park in our north parking lot even though it is posted for Hospice of Montezuma parking only. Last week I could not even get in my vehicle when I left at 7:30 p.m. because one of the Elevated Liquors customers was parked so closely to my vehicle I could not get in the drivers side until they left. This is a safety issue for myself and my employees who often work throughout the evening and overnight to serve our patients.

Elevated Liquors put 2 large dumpsters on the northeast corner of our parking lot, and although they told the City that they would pour slabs to move the dumpsters onto their own property they have not done so.

Not only are the customers of Elevated Liquors continually trespassing on our private property, but they are taking parking needed for our own employees and customers as well as causing a safety issue for the elderly patients that use our parking for our services.

970-565-4400 | 970-565-9543 (fax)

[HOSPICEOFMONTEZUMA.ORG](https://www.hospiceofmontezuma.org)

P.O. Drawer 740 | 512 N. Broadway, Cortez, CO 81321

Since the property was purchased by Elevated Liquors, we have continually had them parking in our parking lot throughout their construction. Their employees, their contractors, and now their customers continue to trespass on our private parking area. They have put their landscaping on our side of the property line and have left the end of their sidewalk entrance open towards our parking lot to accommodate their customers entering their business from our parking lot.

We strongly object to the drive through being allowed as it creates a constant trespass on our private property and endangers both our employees and our clients.

Respectfully,



Carol A. Baumgartner
Executive Director

Hospice of Montezuma



Elevated Liquors – Proposed Drive Through window. There is no Access to their drive through without trespassing on Hospice of Montezuma property. The Parking signs are several feet off of the Property line. The only access is through the alley. We have given no permission at any time for access through our private property. Rock is corner of Hospice of Montezuma property



Rock is where the corner of Hospice of Montezuma property line is. Both of the Elevated Liquors dumpsters are still completely on our property even after telling City they would be Moved back on to Elevated property if we allowed access for the City trash trucks to dump them. They take up two parking spaces in our parking lot because no one wants to park in front of them and block them



Pink spray painted rocks are view of property line from west end
The edge of their property line is where their concrete pad is
Their property. Landscaping paper has been left on our property
as well as rocks everywhere.



When Elevated Liquors opened their drive through, these were the cars going
through our parking lot to access the drive through at 5:00 p.m. when our
staff was leaving for the day.



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

Vern Knuckles
Chief of Police
608 N. Park Street
Cortez, CO. 81321
abrock@cortezco.gov

Memorandum

To: CORTEZ CITY COUNCIL

From: Lori Millich, Administrative Secretary/Police

Date: 01-07-2025

RE: Intergovernmental Agreement for Dispatch Services

BACKGROUND

The City Attorney and the County Attorney participated in the drafting of the IGA, and it has been circulated to the eleven participating governmental entities for approval.

DISCUSSION

The City of Cortez has been utilizing dispatch services from the Dispatch Center since its inception. The IGA improves police, fire, and emergency medical service communications. To continue participating in and operating the Dispatch Center, the City is required to sign an IGA annually.

RECOMMENDATION

Staff recommends that Council approve the Intergovernmental Agreement for Dispatch Services for the year 2025, and authorize the Mayor to sign the agreement.

MOTION

If agreed upon by the City Council, a possible motion would be: I move that City Council approve the Intergovernmental Agreement for Dispatch Services for the year 2025, and authorize the Mayor to sign the agreement.

Attachments

Agreement

INTERGOVERNMENTAL AGREEMENT FOR DISPATCH SERVICES

THIS INTERGOVERNMENTAL AGREEMENT is made and entered into effective as of January 1, 2025 (the "Effective Date"), by and between the County of Montezuma, Colorado, the City of Cortez, Colorado, the Town of Mancos, Colorado, the Cortez Fire Protection District, the Dolores Fire Protection District, the Mancos Fire Protection District, the Lewis-Arriola Fire Protection District, the Pleasant View Fire Protection District, Montezuma County Hospital District, the County of Dolores, Colorado, and the US Department of Interior, National Park Service, Mesa Verde National Park (collectively the "Member Jurisdictions" or the "Parties," and individually as a "Party").

RECITALS

WHEREAS, Article XIV, Section 18 of the Colorado Constitution, and Part 2 of Article 1, Title 29, Colorado Revised Statutes, encourage and authorize Colorado state and local governments to cooperate and contract with one another, and with the government of the United States, to provide any function, service, or facility lawfully authorized to each; and

WHEREAS, the Member Jurisdictions, all located in Montezuma and/or Dolores Counties in Colorado, including multi-jurisdictional representation from law enforcement, fire, emergency medical services, and bodies politic, believe that a user group will provide the most cost-efficient and effective emergency dispatch services throughout the areas served by the Member Jurisdictions; and

WHEREAS, the Member Jurisdictions and residents of Montezuma and Dolores Counties would benefit in terms of enhancement of life safety and efficiency of service from the Member Jurisdictions entering into this consolidated intergovernmental agreement to provide services for the various Member Jurisdictions (this "Agreement"); and

WHEREAS, the Member Jurisdictions wish to enter into and comply with this Agreement for the purpose of operating and managing a dispatch center to be located inside the City of Cortez Police Department (the "Dispatch Center"); and

WHEREAS, entering into and compliance with this Agreement will provide improved police, fire, and emergency medical service communications, within the boundaries of the Member Jurisdictions; and

WHEREAS, as part of this endeavor, the Montezuma County Board of County Commissioners, acting as the Montezuma County Emergency Telephone Authority (the "E-911 Authority"), shall continue to be responsible for an E-911 related emergency telephone system.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties agree as follows:

I. GENERAL PROVISIONS

The Parties agree to support the Dispatch Center and will establish a user group. The Dispatch Center shall provide emergency dispatch services throughout the service area that the Member Jurisdictions serve (the "Dispatch Services"). The operation of the Dispatch Center shall be set forth in this Agreement.

II. THE DISPATCH CENTER USER GROUP

A. **User Group Members.** A user group of the Dispatch Center is hereby established (the "User Group"), and it shall consist of individuals appointed by each of the eleven (11) Member Jurisdictions (the "UG Members"). Each UG Member shall be appointed by the governing board, council, or authorized agency or department of their respective Member Jurisdictions, and their appointment shall be accomplished by resolution or other applicable formal action. On or before the Effective Date, a written confirmation of the appointment of each UG Member shall be submitted by each Member Jurisdiction along with this Agreement bearing the signature of an authorized signatory of the Member Jurisdiction.

B. **Administrative Representative.** Under Section V, Subsection (E) herein, the City of Cortez (the "City") commits to providing support staff and administrative services necessary to accomplish the Dispatch Services at the Dispatch Center. So long as the City continues to provide such support services, the City of Cortez City Council may appoint an administrative representative with voting privileges to serve as the twelfth UG Member on the User Group. In the event, another Member Jurisdiction assumes the City's obligation to provide support staff and administrative services for the Dispatch Center, that Member Jurisdiction may appoint its own administrative representative with voting privileges to serve as the twelfth UG Member on the User Group.

III. RULES AND REGULATIONS OF THE USER GROUP

The User Group will recommend to the Cortez Police Chief supplementary rules and regulations governing the operation of the Dispatch Center as it deems appropriate, provided the supplementary rules and regulations comply with this Agreement. The Cortez Police Chief shall have the sole discretion to adopt and implement any recommended rules and regulations.

IV. POWERS OF THE USER GROUP

A. **Dispatch Services.** The purpose of the Dispatch Center, located at 608 N Park St., Cortez, Colorado 81321, is to provide the Dispatch Services throughout the areas in which the Member Jurisdictions provide services. The User Group shall make recommendations and provide service performance information to the Cortez Police Chief.

B. **Dispatch Reports.** Member Jurisdictions shall receive quarterly management reports on or before fifteen (15) days prior to the quarterly meeting of the User Group. The reports shall consist of financial, personnel, and operational information relating to the operation of the Dispatch Center (the "Dispatch Reports"). The Dispatch Reports shall contain the following information, generated

by the computer-aided dispatch system and such other sources as the City deems appropriate, for each call dispatched: incident location, time call received, notification time, en-route time, time of arrival at the scene, and time back in service.

C. **Ownership of Records and Data.** All records of the Dispatch Center relating to specific calls dispatched, including electronically stored data, geographic information system ("GIS") data, computer-aided dispatch ("CAD") data, and audiotapes, shall be owned by the particular Member Jurisdiction(s) for which the specific call was dispatched. Copies of any such records belonging to a particular Member Jurisdiction may be made at that Member Jurisdiction's request and shall not be disposed of without prior authorization from or in compliance with a retention schedule adopted by the Cortez Police Chief, which retention schedule shall comply with all applicable laws and regulations.

i. **Access to Data.** Each Member Jurisdiction shall have access to all data and audio recordings maintained by the Dispatch Center for internal analysis and criminal investigations. It is the responsibility of each Member Jurisdiction to provide any criminal justice records for case filing purposes directly to the respective court or prosecutor involved in a particular case.

ii. **Records Request.** Any records released must be records specific to only the Member Jurisdiction requesting the record. One Member Jurisdiction may not request records of another Member Jurisdiction without the express written consent of that other Member Jurisdiction, and such written consent shall be submitted with the request for records.

iii. **Colorado Open Records Act.** Records owned, created, or maintained by the Dispatch Center shall be subject to the provisions and limitations of the Colorado Open Records Act, C.R.S. § 24-72-201, et seq., and the Colorado Criminal Justice Records Act, C.R.S. § 24-72-301, et seq., and any applicable federal records laws and regulations.

V. ADMINISTRATION

A. **User Group.** It is the overriding and critical desire of all the Member Jurisdictions to ensure that all the Parties maintain a strong and united working relationship. To accomplish that objective, the Parties shall form the User Group, which shall be comprised of a representative from all Member Jurisdictions (the "UG Members"). The Cortez Police Chief, upon the request of any UG Member, or at the Cortez Police Chief's discretion, may call a meeting of the User Group upon seventy-two-hour's prior written notice to all UG Members. Email correspondence from a UG Member may be used to satisfy the written notice requirement.

i. **Operating Procedures.** The User Group shall review Standard Operating Procedures and Dispatch Performance Standards for the Dispatch Center. Recommendations of the User Group shall be presented to the Cortez Police Chief.

ii. **Personnel Matters.** The User Group shall review employee regulations and make staff performance recommendations concerning the Dispatch Center employees to the

Cortez Police Chief. The Cortez Police Chief, or his designee through his City of Cortez chain of command, shall be solely responsible for all employment decisions relating to employees of the Dispatch Center, including, without limitation, management, discipline, and promotions.

iii. Dispute Resolution. The User Group will conduct a preliminary discussion of all unresolved disputes between Member Jurisdictions, Dispatch Center employees, or other issues relating to the operation of the Dispatch Center, and based upon such discussions, the User Group shall make recommendations to the Cortez Police Chief.

iv. Matters of Concern. The User Group will be the proper forum for discussion amongst the Parties of other matters of concern any Party may have concerning the operation of the Dispatch Center and the implementation of this Agreement.

B. Capital Equipment Purchases. It may be necessary to purchase hardware, software, and other equipment to operate the Dispatch Center and provide the Dispatch Services. As part of this endeavor, the E-911 Authority shall continue to be responsible for the 911 Surcharge.

The Party that purchased any personal property or equipment to be used in the Dispatch Center shall continue to own such property or equipment unless that Party transfers ownership to another Member Jurisdiction in writing. All purchases must be made in compliance with the Dispatch Center operating budget and the 911 Surcharge budget, with purchasing procedures approved by the Cortez Police Chief, the User Group, and the 911 Authority.

C. Annual Budget. The Annual Budget shall be based upon an analysis of actual expenses and revenues from the previous year, which shall be prepared annually by the Cortez Police Chief and City of Cortez Finance Director. A final and updated budget request shall be reviewed annually by the User Group per Section V(C)(iii).

The costs allocated to each Member Jurisdiction shall be outlined in the annual budget, which shall be prepared by the Cortez Police Chief. The User Group shall have the opportunity to review and provide comments concerning the annual budget to the Cortez Police Chief. The annual budget shall include an estimate of the operational costs for each Member Jurisdiction based on each Member Jurisdiction's percentage of total calls for service. The billing statement shall reflect each Member Jurisdiction's use of the Dispatch Center as a percent of all Member Jurisdictions' total usage for the preceding year. Billings to Member Jurisdictions shall be based upon the percentage of calls each Member Jurisdiction incurred in the prior year, and there shall not be any minimum billing for any Member Jurisdiction.

i. Preliminary Budget. An initial preliminary operation and capital budget for Dispatch Services ("Preliminary Budget") for the next fiscal year shall be presented by the Cortez Police Chief to the User Group on or before August 31st of each year.

ii. Recommended Budget. No later than September 30th of each year, each Member Jurisdiction shall present the Preliminary Budget to their respective governing board, council, or entity for comment.

iii. **Final Requested Budget.** The final requested budget for Dispatch Services (“Final Budget Request”), containing the recommendations from the Member Entities’ governing boards, councils, or entities, and the User Group, shall be presented by the Cortez Police Chief to the City of Cortez Finance Director no later than October 15th of each year. The Cortez City Council will consider the Final Budget Request as part of its annual process for adopting the City of Cortez budget by December 31st of each year.

iv. **Purchasing Considerations.** The User Group shall review and recommend purchases not included in the Final Budget Request to the Cortez Police Chief for equipment and services necessary to provide the Dispatch Services. Purchases to be made by the E-911 Authority shall not be subject to review by the User Group.

D. **Employees.** The User Group shall have the authority to make recommendations to the Cortez Police Chief on the performance and service standards of the Dispatch Center personnel. The User Group may select participants to an oral board and any other board or committee as requested by the Cortez Police Chief.

E. **Administrative Services.** The City of Cortez shall provide support staff and administrative services for the Dispatch Center. An appendix of services to be provided shall be attached hereto and incorporated herein as **Exhibit A**. On or before August 31st annually, the City of Cortez shall inform the User Group of the total cost of administrative services incurred by the City of Cortez in the prior year, which amount shall constitute the fee for administrative services for the subsequent year (the “Administrative Services Fee”). The portion of the Administrative Services Fee allocated to each Member Jurisdiction shall be based upon each Member Jurisdiction’s total calls for service in the prior year as a percent of all Member Jurisdictions’ total calls for service for the prior year.

F. **Joint Meetings.** The User Group shall request, at a minimum, one annual joint meeting with the members of the E-911 Authority. The purpose of this meeting shall be to provide operational updates, capital improvement needs, enhance transparency, and foster communication between E-911 Authority and the Dispatch Center.

VI. MEETINGS

A. **Annual Meetings.** The User Group shall hold an Annual Meeting which shall occur each January on the third Thursday of the month. The User Group shall designate a time and location for the Annual Meeting. If the User Group fails to establish a time and a place, the Annual Meeting shall occur at 3 p.m., and shall be held at the Cortez Police Department, located at 608 N. Park St, Cortez, CO 81321. At the Annual Meeting, the Cortez Police Chief shall be named Chairperson of the User Group. The Cortez Police Chief shall also appoint a co-chair during this meeting.

B. **Regular Meetings.** During the Annual Meeting, the User Group shall establish a calendar scheduling regular meetings throughout the year, which at a minimum, must occur on a quarterly basis (individually “Regular Meeting,” and collectively “Regular Meetings”). The User Group shall decide the time and location of Regular Meetings by a majority vote of the UG Members

present at the Annual Meeting. In the event, the User Group fails to designate a time and a place for the Regular Meetings, the Regular Meetings shall occur at 3 p.m. on the third Thursday of the month, at least every three months, and shall be held at the Cortez Police Department located at 608 N. Park St, Cortez, CO 81321. The User Group may cancel or reschedule a Regular Meeting by the written agreement of a majority of the UG Members, after written notice of a request to cancel or reschedule has been provided to all of the UG Members no less than seventy-two hours prior to the then currently scheduled Regular Meeting.

C. Notice of Meetings. Written notice for all meetings required by this Agreement shall be given at least 72 hours prior to the meeting. All notices must include the date, time, and place of the meeting and the purpose of the meeting. The Cortez Police Chief shall be responsible for notices of meetings. Any Member Jurisdiction may request a meeting by sending a written request to the Cortez Police Chief.

Where it is not possible or practical for UG Members to be physically present at any scheduled meeting, any UG Member may attend meetings through an electronic communication method by which all participating UG Members may simultaneously hear each other during the meeting.

All business concerning this Agreement shall be conducted only during publicly noticed meetings, which shall be open to the public.

D. Meeting Protocols. Except where more strict requirements are set forth in this Agreement, meetings shall be conducted in accordance with the Colorado Open Meetings Law, C.R.S. § 24-6-402. Minutes of these meetings will be taken and retained on file in the Cortez City Clerk's Office.

E. Quorum for Meetings. In order to conduct business, a quorum of the User Group must be present, either in person or via an electronic communication method referenced in Section VI(C). A quorum shall consist of a minimum of six (6) UG Members.

VII. BOOKS AND RECORDS

A. Records and Accounts. The City of Cortez Finance Director shall maintain adequate and correct accounts of its funds, properties, business transactions, annual audits, or exemptions. Such records shall be posted as part of the City of Cortez's overall financial report to the City of Cortez Web Page, once annual audits are completed.

B. Annual Audit. The books and records of the City of Cortez Dispatch Fund shall be included in the City of Cortez's annual audit. The audit shall be conducted by an independent Certified Public Accountant licensed to practice in the State of Colorado.

VIII. DEFAULT

A. Intent to Terminate. In the event that any Member Jurisdiction fails to pay its share of the operating expenses when due, or fails to perform any of its covenants and undertakings required pursuant to this Agreement, that Member Jurisdiction shall be considered in default. The City of Cortez shall provide written notice of intent to terminate the defaulting Member Jurisdiction's

status as a Member Jurisdiction, and to remove the Member Jurisdiction's UG Member from membership in the User Group. Notice of Default shall be provided to the defaulting Member Jurisdiction's governing board, council, or entity, providing such Member Jurisdiction thirty days from the date of such notice to cure the default. Upon failure to cure, the defaulting member shall not be entitled to representation as a Member Jurisdiction on the User Group and shall not receive services from the Dispatch Center.

B. Forfeiture. Except for the E-911 Authority, any Member Jurisdiction that is terminated under the provisions of this Section shall forfeit all right, title, and interest in and to any property or monies, liquid or investment funds acquired or held by the User Group to which the Member Jurisdiction may otherwise be entitled to receive upon the dissolution of this Agreement. This Section is not intended to limit the right of any Member Jurisdiction to pursue any and all other remedies it may have for breach of this Agreement.

IX. TERMINATION OF AGREEMENT

A. Term. This Agreement shall be in full force and effect commencing on the Effective Date of this Agreement, subject to amendments and addendums, for one year. This Agreement may be renewed in one-year increments. The Cortez Police Chief shall send a renewal draft to all UG Members no later than October 1st of each year. Member Jurisdictions will provide updated signatory authorization and a copy of the executed Agreement to the Cortez Police Chief no later than December 31st of each year.

B. Termination/Withdrawal. Any Member Jurisdiction's participation in this Agreement may be voluntarily terminated and the Member Jurisdiction may withdraw as a Party to this Agreement by written notice from the Member Jurisdiction to the User Group and the Cortez Police Chief at least sixty days prior to December 31st of any given year. Upon termination, the terminating Member Jurisdiction shall forfeit all right, title, and interest in and to any property or monies, liquid or investment funds, acquired or held by the Dispatch Center. A Member Jurisdiction that terminates/withdraws as a Party to this Agreement shall remain obligated to pay its share of that Member Jurisdiction's annual costs as identified in the Annual Budget, including, without limitation, its share of the Administrative Services Fee identified in Section V(E) of this Agreement, for the then current year and for the year following termination/withdrawal.

C. Dissolution. Upon a vote to disband the Dispatch Center by a majority of the Member Jurisdictions, the powers granted to the User Group under this Agreement shall continue to the extent necessary to make an adequate disposition of the property, equipment, and monies required to fully disband the Dispatch Center and discontinue its operations.

D. Appropriation. Pursuant to Article X, Section 20 of the Colorado Constitution, the Parties' financial obligations under this Agreement and the renewal of this Agreement are expressly contingent upon the annual appropriation of funds sufficient to perform such obligation. Should adequate appropriations not be made by any Party, that Party's status as a Member Jurisdiction, and its rights to receive Dispatch Services pursuant to this Agreement shall automatically terminate. This Agreement shall never constitute a debt of any Party as defined by any statutory or constitutional provision.

X. MISCELLANEOUS

A. Notices. Any formal notice, demand, or request provided for in this Agreement, shall be in writing and shall be deemed properly served, given, or made if delivered in person, by facsimile, email, or sent by certified mail, postage prepaid to the Member Jurisdictions at the addresses each Member Jurisdiction may provide to the Cortez Police Chief in writing from time to time.

B. Amendments. The Member Jurisdictions may amend this Agreement from time to time. Any such amendment must be in writing and executed by the majority of the Member Jurisdictions.

C. Governing Law and Enforcement. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Colorado, and the venue for any legal action arising out of this Agreement shall be in the State District Court in Montezuma County, Colorado. If legal action is pursued to enforce or interpret this Agreement, the substantially prevailing Party in such legal action shall be entitled to payment of its court costs and reasonable attorney's fees.

D. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions shall remain in full force and effect to the extent possible.

E. Integration. This Agreement constitutes the entire agreement between the Parties, and no additional or different oral representation, promise, or agreement shall be binding on any Party with respect to the subject matter of this Agreement.

F. No Third-Party Beneficiaries. There are no intended third-Party beneficiaries to this Agreement.

G. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Parties to this Agreement, and each of their respective successors, assigns, or heirs.

H. Governmental Immunity. Nothing in this Agreement shall be construed or deemed a waiver of any and all rights and immunities of any Party, Director, Officer, or Employee under the Colorado Governmental Immunity Act, codified under C.R.S. Section 24-10-101, *et seq.* Further, nothing in this Agreement shall be construed as an indemnification between and among any of the Parties.

I. Duplicate Originals. This Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one in the same instrument.

IN WITNESS WHEREOF, the Member Jurisdictions have executed this Agreement as of the Effective Date.

{SIGNATURES ON FOLLOWING PAGES}

THE COUNTY OF MONTEZUMA, COLORADO

Jim Candelaria, Chairman
Board of County Commissioners

THE CITY OF CORTEZ, COLORADO

Rachel B. Medina, Mayor

THE TOWN OF MANCOS, COLORADO

Cindy Simpson

Cindy Simpson, Mayor

THE CORTEZ FIRE PROTECTION DISTRICT

Drew Buffington, President

THE DOLORES FIRE PROTECTION DISTRICT

Chris Majors, Board President

THE MANCOS FIRE PROTECTION DISTRICT

Vance Koppenhafer, President

THE LEWIS-ARRIOLA FIRE PROTECTION DISTRICT

Rick Newby, President

THE PLEASANT VIEW FIRE PROTECTION DISTRICT

Jeremy Rosenbaugh, President

THE MONTEZUMA COUNTY HOSPITAL DISTRICT

Brandon Johnson, President

THE COUNTY OF DOLORES, COLORADO

Steve Garchar, Chairman
Board of County Commissioners

**US DEPARTMENT OF INTERIOR, NATIONAL PARK SERVICE,
MESA VERDE NATIONAL PARK**

By: _____

Print Name

Print Title

EXHIBIT A

APPENDIX OF ADMINISTRATIVE SERVICES

Pursuant to Section V, Subsection (E) of the Intergovernmental Agreement for Dispatch Services, executed effective ____, 2025, the City of Cortez shall provide the following administrative services at no charge to the User Group or the Member Jurisdictions.

a. **Legal Services.** The Cortez City Attorney (“City Attorney”) shall represent the Dispatch Center and its employees in all legal matters and provide legal counsel when requested, subject to any legal conflicts of interest, except for matters that are handled by outside legal counsel retained by the City’s liability insurance carrier, and except for legal matters that require specialized legal training or experience not possessed by the City Attorney. The City Attorney shall not represent individual UG Members or any Member Jurisdiction other than the City of Cortez.

b. **Financial Services.** The City of Cortez Finance Department shall assist the Dispatch Center User Group with usual and normal financial services needed to meet the financial requirements of a public entity that are related to the operation of the Dispatch Center, subject to any conflicts of interest, and except for financial services that require specialized financial training or experience not possessed by the City of Cortez Finance Department.

c. **Human Resources.** The City of Cortez Human Resources Department shall provide all employment-related services necessary to operate the Dispatch Center, including, but not limited to, assisting with employee hiring, employee termination, human resources policy consultation, and personnel issues involving employees of the Dispatch Center, except for conflicts of interest, and except for employment related services that require specialized training or experience not possessed by the City of Cortez Human Resources Department.

d. **Information Technology Services.** The City of Cortez, and Montezuma County (as necessary), Information Technology Department(s) shall provide general information technology services, including routine equipment maintenance. However, any equipment used by the Dispatch Center that requires specific training, expertise, or certification shall be handled by outside services or the equipment manufacturer, and any costs associated for such outside services shall be paid for by the E-911 Authority, and that equipment will remain the property of the E-911 Authority, or paid for by the Dispatch Center Fund, and the cost will be subsequently invoiced by the City of Cortez to the Member Jurisdictions.

e. **Facilities & Maintenance Services.** The City of Cortez General Services Department shall provide services related to the ongoing maintenance and upkeep of the Dispatch Center Facilities. However, any alteration, construction or remodeling of the Dispatch Center that, in the opinion of the City of Cortez, requires specific training, expertise, or certification, not possessed by City of Cortez Staff, shall be handled by outside services supervised by the City of Cortez, and paid for by either the E-911 Authority, for alteration, construction or remodeling related to E-911 Authority equipment, or, for all other alteration, construction or remodeling of the Dispatch Center Facilities, shall be paid for by the Dispatch Center Fund, and subsequently invoiced by the City of Cortez to the Member Jurisdictions.



CITY OF CORTEZ
123 ROGER SMITH AVENUE
CORTEZ, CO 81321

Brian Peckins
Director of Public Works
110 West Progress Circle
Cortez, CO. 81321
bpeckins@cortezco.gov

Memorandum

To: CORTEZ CITY COUNCIL

From: BRIAN PECKINS, DIRECTOR OF PUBLIC WORKS

Date: December 10, 2024

RE: Highway Users Tax Fund (HUTF) Report for 2024

BACKGROUND

The HUTF was started in 1953 and distributes .22 cent / gallon fuel tax, as well as faster vehicle registration fees to CDOT, counties, and municipalities for road maintenance. HUTF reporting helps CDOT keep up-to-date records on all publicly-maintained roadways in Colorado.

At HUTF reporting time, the GIS Coordinator also collects all street improvement project data from Public Works Staff for the prior year and enters it into the GIS. This allows Public Works to create reports outlining maintenance history on all City-maintained road segments.

DISCUSSION

Each year, the GIS Coordinator puts together the City's Highway Users Tax Fund (HUTF) report. This mileage certification ensures that local governments report roadway updates to CDOT for funding purposes. The formula for distributions for municipalities is based on mileage of roads in the City, as well as the number of vehicles registered in the City.

FISCAL IMPACT

In CY 2024 Cortez received \$332,611
In CY 2023 Cortez received \$268,289
In CY 2022 Cortez received \$295,326
In CY 2021 Cortez received \$275,000
In CY 2020 Cortez received \$251,000

RECOMMENDATION

Staff recommends that Council authorize the Mayor to sign the 2024 Highway Users Tax Fund Report.

MOTION

If Council agrees with Staff's recommendation, a possible motion might be: I make a motion to authorize the Mayor to sign the 2024 Highway Users Tax Fund Report.

Attachments

HUTF Signature Sheet
HUTF Inventory Changes
HUTF Formula for Roads

City of Cortez - Changes to HUTF Inventory for 2024 Reporting Year

Prepared by Doug Roth, GIS Coordinator, January 3rd, 2025

Added New Eligible Segments:

-none

Changed Surface Type / Major Improvements in 2024:

Note: only centerline miles count for municipalities, not lane miles or surface type. These changes are done to make sure CDOT has an up to date inventory of the City Streets.

Surface Type updates for 2024.

W 7th Street – seg 100 – (.18 miles) Memorial to Hartman Dr was a chipseal surface in poor condition so it was ground up and re-graveled (Originally FDR chipsealed in 2013)

Reconstruction and Maintenance updates for 2024:

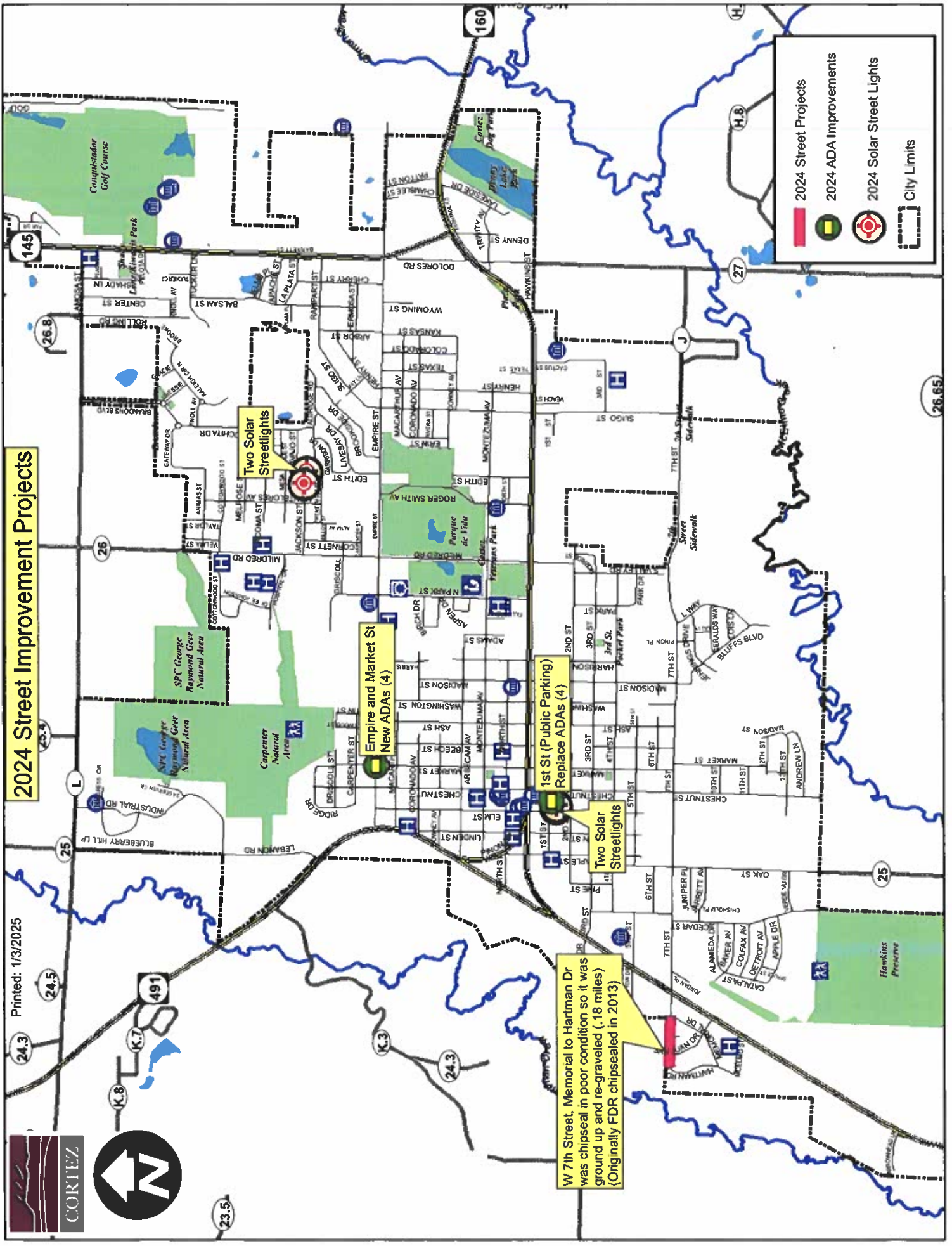
Various streets received a slurry/fog coating and were restriped.

In addition, the City of Cortez installed 8 new ADA ramps at two intersection locations

2024 Street Improvement Projects



- 2024 Street Projects
- 2024 ADA Improvements
- 2024 Solar Street Lights
- City Limits



W 7th Street, Memorial to Hartman Dr was chipseal in poor condition so it was ground up and re-graveled (.18 miles) (Originally FDR chipseal in 2013)

Two Solar Streetlights

Empire and Market St New ADAs (4)

1st St (Public Parking) Replace ADAs (4)

Two Solar Streetlights

Mileage Statistics & Totals for Cortez

HUTF Eligible



CenterLine Miles

Paved:

55.020

Unpaved:

1.410

Total eligible:

56.430

Arterial:

15.820

Local:

40.610

Lane Miles

Paved:

110.340

Unpaved:

2.820

Total:

113.160

Arterial:

31.940

Local:

81.220

Overview of HUTF Revenues

The following revenue sources make deposits to the Highway User Tax Fund:

Motor Fuel Tax Collections
Passenger Mile Tax Collections
Motor Vehicle License & Registrations Collections
Hutf Tabor Backfill - Hb 00-1227
Motor Vehicle Penalty Assessment Collections
Miscellaneous Collections
Judicial Collections
Interest Earned
Sales Tax Transfer To 783 Ebwa
Express Consent
Id Security Surcharge Hb 01-1125
Motorist Insurance Id Database
FASTER Sb 09-108

General information on factors used to allocate Highway User Tax Funds (HUTF) to the Cities

The allocation formula for cities is relatively straightforward. Generally, the amount available to cities is allocated as follows:

- 80% of the funds are allocated based upon the percent of statewide municipal motor vehicle registrations in the city.
- 20% of the funds are allocated based upon the percent of statewide municipal centerline miles in the city.

General information on factors used to allocate Highway User Tax Funds (HUTF) to the Counties

There are three tiers to the allocation formula for Counties. The first two tier's dollar amounts and allocations are set by law (See attached table):
(1.2 billion in HUTF revenue in 2018)

- The first tier of \$69.7 million is "allocated to the counties in such a manner that each county receives the same allocation that it received for the fiscal year 1987-88."
- The Second tier of \$17.0 million is allocated to seventeen specific counties listed and at percentages set in the statute.
- The Third tier is the balance (if any) that remains of the County portion of HUTF funds after the initial \$86.7 million is allocated. The third tier is allocated as follows:

- 1) 60% is based upon jurisdictional lane-miles (See discussion below).
- 2) 15% is based upon the percent of statewide rural motor vehicle registrations in the county (Vehicle registrations in unincorporated portions of the county).
- 3) 15% is based upon the percent of total statewide motor vehicle registrations in the county (municipal and rural).
- 4) 10% is based upon the percent of total statewide bridge deck square footage in the county (for bridges greater than twenty feet in length only).

How are County lane miles calculated and adjusted?

A lane is defined as 10 feet of road width. The total width of the road (the travelway) is divided by 10 to determine the number of lanes. For example: a 24 foot wide road has 2.4 lanes. The number of lanes is then multiplied by the length of the road to determine the "lane-miles".

Total lane mileage is calculated separately for paved and unpaved roads. Paved roads are given a 1.5 factor over unpaved roads. Paved lane mileage totals are adjusted by multiplying the paved lane mileage total by this factor.

Each county has a terrain factor between 1 ("flat") and 3 ("mountainous"). All lane mileage totals (paved and unpaved) are adjusted by multiplying them by this factor. Finally, the adjusted paved and unpaved lane mileage totals are summed to determine total adjusted lane mileage for the county

Counties have to update information on their roads in the CDOT local road system inventory each year. Roads must be open, used by the public, and maintained to be counted. Counties can count Forest Service road lane-miles that they maintain under a Schedule A agreement with the USFS.