

CORTEZ CITY COUNCIL
REGULAR MEETING
TUESDAY, DECEMBER 9, 2025

1. The meeting was called to order in the City Council Chambers at 7:33 p.m., with the Pledge of Allegiance. Roll Call was taken and the following Councilmembers were present: Mayor Pro Tem Dennis Spruell, Matthew Keefauver, Lydia DeHaven, Robert Dobry, Bill Lewis and April Randle. Mayor Rachel Medina participated remotely. Staff present included: Municipal Court Clerk Carla Odell, Patrol Officer Andrew Archer, Director of General Services/Interim Director of Public Works Casey Simpson, IT Director Jay Rohrer, Parks and Recreation Director Creighton Wright, Assistant Parks and Recreation Director Jenni Bandy, Airport Director Jeremy Patton, Human Resources Director Matt Cashner, City Clerk Danielle Wells, and City Manager Drew Sanders. City Attorney Patrick Coleman participated remotely. There were over 30 members of the public and staff present in the audience.

Councilmember Dobry moved that Council approve the agenda as presented for December 9, 2025. 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. CONSENT AGENDA

- a. Approval of the meeting minutes from November 25, 2025.
- b. Approval of the Expenditure List for December 9, 2025

Councilmember Dobry moved that the Council approve the Consent Agenda. 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

Bonnie Anderson introduced herself as a candidate for the BOCC and highlighted her focus on collaboration, reflecting on past successes and challenges.

4. PRESENTATIONS

- a. 2025 Employee Anniversary Awards The following employees were recognized for their years of service to the City of Cortez:

5 Years – Andrew Archer, Richard Baker, Karie Beougher, Tanya Goodall, Vernon Knuckles, Kyle Kuhn, Charles Osborn, Jeremy Patton, Karla Ross, Darren Uptain, Sara White
10 Years – Taylor Cason, William Hill, Brent Jarmon, Rogelio Maynard, David Potter
15 Years – David Rucker
20 Years – Sara Coffey, David Schaak, Buck Woodman, Judd Yench
25 Years – Nathan Hofmann
30 Years – Andy Brock, Matt Cashner
40 Years – Lori Millich

- b. 2024 Independent Audit Result presented by Randy Bailey, Finance Director

A brief overview of the fiscal year 2024 audit was provided, noting that it delivers independent assurance, ensures compliance with accounting principles, enhances transparency, and fulfills statutory

requirements. Conducted by Atlas CPAs and Advisory PLC, the audit was clean with zero deficiencies and minimal feedback, though more input is desired to identify areas for improvement. The audit has been submitted for an award of excellence and is in the final round of review. While Atlas has served as the auditor since 2021, there is consideration of moving to a new auditor within the firm. The single audit was initiated after federal grant expenditures exceeded the \$750,000 threshold. Timely completion of the audit with a clean opinion supports compliance with state law, strengthens transparency and creditworthiness, reduces borrowing costs, and enhances financial planning and internal controls, thereby protecting the City from penalties and ensuring sound fiscal management.

5. PUBLIC HEARINGS: None

6. UNFINISHED BUSINESS: None

7. NEW BUSINESS

a. Resolution No. 14, Series 2025 presented by Randy Bailey, Finance Director

The City reviewed its annual mill levy calculation, which is determined by two different methods. The first is using a 5.5% annual increase and the second being the TABOR limitation rate which was found to be an inflation factor of 3.6% found through the Colorado Economic & Revenue Outlook report dated September 2025. The more restrictive rate is required to be used. Therefore, the 3.6% rate was applied for the 2026 Mill Levy rate.

Councilmember Lewis moved that Council approve Resolution No. 14, Series 2025, a resolution establishing the mill levy for the 2026 fiscal year and certifying the 2025 mill levy to the Montezuma County Board of County Commissioners. Councilmember Randle seconded the motion and the vote was as follows:

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

b. Resolution No. 15, Series 2025 presented by Danielle Wells, City Clerk

Resolution No. 15, Series 2025, adopts the 2026 Fee Schedule for all City departments except the Airport, which will be addressed separately through Resolution No. 16. For reference, Resolution No. 18, Series 2024, outlining the 2025 fees, is included in the packet. Staff has recommended changes to certain fees, highlighted in yellow, and provided explanatory memos. Staff was available during the Council meeting to answer questions or address concerns regarding the proposed adjustments.

Councilmember Lewis moved that Council approve Resolution No. 15, Series 2025, a resolution adopting the 2026 Fee Schedule for the City of Cortez. Councilmember DeHaven seconded the motion and the vote was as follows:

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

c. Resolution No. 16, Series 2025 presented by Jeremy Patton, Airport Director

The Council reviewed the progression of municipal airport fees. Airport fees were first established in 2023, followed by implementation of a digital landing fee schedule in 2024 to improve tracking integrity, and the introduction of paid parking in 2025. For 2026, adjustments are proposed to several fees, including updated guidelines for hangar square footage charges and a more descriptive land lease rate. The landing fee rate has been adjusted to apply to aircraft beginning at 6,000 pounds, generating additional revenue from heavier planes. Lighter aircraft—primarily student and private—are no longer subject to the landing fee, a change expected to benefit local, private, and fire service users while supporting the continued

operation of the airport. Fuel flow fees will also be raised for the first time in over 12 years, and landing fees have tripled since adoption of the new system.

Councilmember Lewis moved that City Council approve Resolution 16, Series 2025, approving the 2026 Schedule of Fees and Charges for the Cortez Municipal Airport. 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

d. Bid Results for the 2026 Chemical Bid presented by Casey Simpson, Interim Director of Public Works

For several years, the City of Cortez has coordinated a joint chemical bid with neighboring water and sewer plants to reduce costs. This year's participants include the Town of Dolores, Town of Mancos, Montezuma Water Company, and the City of Cortez, while the Cortez Sanitation District declined to participate. By pooling chemical purchases and arranging semi-weekly deliveries, the entities have achieved significant savings, with a fiscal impact of \$305,000 already budgeted. Each participant awards contracts for the chemicals used at their respective plants and manages purchase orders and payments. Council was asked to accept each low bidder, with discussion noting the importance of including Montezuma County in future bids. The joint bid was recognized as a strong example of municipalities collaborating for the common good, providing particular benefit to smaller communities.

Councilmember Keefauver moved that Council approve and award the 2026 Joint Chemical Bid to the individually highlighted vendors on the bid tabulation sheet for a total bid award amount of \$305,807.44. Councilmember Randle seconded the motion and the vote was as follows:

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

e. Bid Results for the 2026 Janitorial Services presented by Casey Simpson, General Services Director

Building staff are offered the opportunity each year to seek janitorial services, with qualifications and cost evaluated through a scoring matrix. For the current cycle, different providers were selected for each building based on the bids received, with fiscal impacts included in each contract. Contracts are awarded on a one-year basis, with the option to renew for up to three years if services and costs prove satisfactory. Staff noted that the buildings did not feel prior services were worth the expense, prompting the search for new providers.

Councilmember DeHaven moved that Council approve and award the 2026 Janitorial Bids to the following bidders, and authorize the City Manager to negotiate and sign a Professional Services Agreement on behalf of the City with each vendor.

Service Center:	Care Beyond Care Cleaning Services LLC	\$31,700.00
City Hall:	Wagner Enterprise L.L.C.	\$38,359.44
Police Department:	Wagner Enterprise L.L.C.	\$35,999.88

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

f. Intergovernmental Agreement (IGA) with Montezuma County Water District No. 1 for Purchase of Treated Water presented by Casey Simpson, Interim Director of Public Works

Council reviewed the long-standing agreement with Montezuma County Water District #1 (MCWD#1), originally signed in 1986 and renewed in 2006 with an automatic 10-year term. The agreement is now at

a renewal stage, with revisions made to language and terminology. The updated terms establish a 5-year contract with up to three renewals, add seven new articles, and include provisions for appropriation of funds and other miscellaneous legal information. While there is no specific fiscal impact, MCWD#1 will continue participating in the City's debt service, with payments fluctuating annually based on water usage and related projects. Operating expenses—driven by maintenance and annual budget needs—remain the most variable component.

Councilmember Randle moved that City Council approve the Intergovernmental Agreement for Purchase of Treated Water between the City of Cortez and Montezuma County Water District No. 1, and authorize Mayor Medina to sign the IGA on behalf of the City for this purpose. Councilmember DeHaven seconded the motion and the vote was as follows:

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

g. 2026 Cortez Community Support Grants presented by Drew Sanders, City Manager

The Committee met on November 24 to review applications and determine funding recommendations. With \$32,000 budgeted and requests totaling \$161,411, the Committee faced difficult decisions. Recommendations were directed toward the most urgent and foundational needs of the community, prioritizing food security, medical support, and child advocacy to ensure support for the most vulnerable residents. As a result, funding was not recommended for youth sports and other enrichment activities this year, noting that these organizations already receive ongoing City support through waived facility fees, partnerships for improvements, and approximately \$40,000 invested in facility upgrades over the past three years. The Committee expressed confidence that these recommendations maximize the impact of the available funds to meet critical needs. Councilmembers Lewis and Randle, Executive Assistant Wendy Mimiaga, City Manager Sanders, and City Clerk Wells participated, with special thanks extended to Wendy for her work behind the scenes.

Councilmember Dobry moved that Council approve the 2026 Community Support Grant awards as determined and recommended 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

8. DRAFT RESOLUTION/ORDINANCES: None

9. CITY ATTORNEY'S REPORT: None

10. CITY MANAGER'S REPORT:

- a. The three finalists for the Cortez Library Director position will arrive in Cortez tomorrow. They will meet with both the senior leadership team and the library staff in the afternoon before meeting with the community from 5 – 6:30 p.m. in Council Chambers. The individual interviews will occur at City Hall Thursday morning (December 11, 2025) where they will interview with a Leadership Panel, a Community Panel, and the City Manager.
- b. The City will hold an informational open house on Wednesday, January 7, 2026 from 5:30 – 6:30 p.m. at City Hall for anyone who may be interested in running for City Council. We will talk about the role of Council and the necessary commitment for the position, as well as answer any questions. All interested parties can begin circulating their nomination petitions January 6, 2026. Petitions must be turned into the City Clerk by Monday, January 26, 2026 by 5 p.m.

11. CITY COUNCIL COMMITTEE REPORTS

- a. Parks, Recreation and Forestry Advisory Board – The Committee met on Thursday, December 4 to discuss the Parks and Recreation Master Plan, appoint a new chair, vice chair, and secretary, and note that 2025 projects are largely complete. Efforts are underway to recruit a youth member in January, and the next meeting has been rescheduled to January 8.
- b. Library Advisory Board – Members were selected to interview applicants for the Library Director position. The author event with Alana Yazzie went well. The recent book sale raised \$472 and provided valuable lessons for future events. Upcoming activities include a Valentine’s Day fundraiser and a “Cocoa with Santa” event featuring face painting at the library on December 18 from 5–7 p.m. A meet-and-greet interview is scheduled for tomorrow with the Library Director finalists.
- c. Public Arts Advisory Board – The board plans on attending the 3rd Thursday events next year to highlight creative projects in the community.
- d. Historic Preservation Board – Two properties requested to be put on the registry – 245 E. Montezuma and 410 East Empire St. The Board is also seeking input from Civilian Conservation Corps camp workers or their families.
- e. Mesa Verde Country Board meeting is December 15
- f. Futures Fair – Despite the snowy weather, the event saw great attendance from local school districts and featured many booths from different businesses. The strong presence of City of Cortez employees was especially impressive, with representation from the library, aquatics, and police departments.

12. PUBLIC PARTICIPATION: None

13. OTHER ITEMS OF BUSINESS

- a. The 3rd Annual Community Involvement Expo will be held on January 8 at 4:00 p.m. The event is designed to connect volunteers with local nonprofits, with more than 200 organizations across the county in need of support. Community members interested in volunteering are encouraged to attend.

14. The meeting was adjourned at 8:42 p.m.

Rachel Medina, Mayor

ATTEST:

Danielle Wells, City Clerk