

CITY COUNCIL
REGULAR MEETING
TUESDAY, JANUARY 8, 2019

1. The meeting was called to order at 7:30 p.m., and was opened with the Pledge of Allegiance. Councilmembers present were Mayor Karen Sheek, Mayor Pro-tem Orly Lucero, Sue Betts, Jill Carlson, Ty Keel, Mike Lavey, and Gary Noyes. Staff members present were Chief of Police Roy Lane, Director of Planning and Building Sam Proffer, Management Intern Peyton Heitzman, Director of General Services Rick Smith, City Attorney Mike Green, City Clerk Linda Smith, and City Manager John Dougherty. There were seven people present in the audience. Mayor Sheek wished everyone a Happy New Year and commented that a new sound system had been installed in the Council Chamber and that a listening device is available if anyone needs one.
2. The Consent Agenda items acted upon by Council were as follows:
 - a. Approval of the Worksession and Regular Meeting Minutes of December 11, 2018.
 - b. Approval of the payment of the Expenditure Vouchers of January 8, 2019.
 - c. Approval of a Renewal Liquor Store License and Tastings Permit for West Slope Liquors Inc., DBA West Slope Liquors, located at 2212-1 East Main Street, Cortez.
 - d. Approval of a renewal 3.2% Beer Off Premises Retail Liquor License for Safeway Store Forty Six Inc., DBA Safeway Store #1892, located at 1580 East Main Street, Cortez.
 - e. Approval of a renewal Hotel and Restaurant Liquor License for Lakeside Lanes Inc., DBA Lakeside Lanes, located at 410 Lakeside Drive, Cortez.
 - f. Approval of a renewal Retail Marijuana Store License for Green Kiwi 4, LLC, DBA LivWell, located at 1819 East Main Street, Cortez.

Councilmember Keel moved that Council approve the Consent Agenda with the additional expenditure list totaling \$370,356.42. Mayor Pro-tem Lucero seconded the motion, and the vote was as follows:

Betts	Carlson	Keel	Lavey	Lucero	Noyes	Sheek
Yes	Yes	Yes	Yes	Yes	Yes	Yes

3. PRESENTATIONS – None.
4. CITIZEN PARTICIPATION
 - a. City Urban Forest. David Temple presented Council with a letter he had written regarding the City’s trees and urban forest. He stated that he has helped plant trees in the City for over 40 years and has recently supplied the City with the box container trees that have been located on Main

Street. He stated that he is concerned about the tree removals that have happened in the community and feels that the City needs to go in a better direction with its urban forest management. He spoke about the trees that were recently removed by Slavens and stated that no one will live long enough to see the replacement trees grow to the size that the trees were that were removed. He stated that he doesn't want to complain but be a part of the solution. Mayor Sheek thanked Mr. Temple for his input.

5. PUBLIC HEARINGS – None.

6. UNFINISHED BUSINESS – None.

7. NEW BUSINESS

a. Land Lease with Waste Management of Colorado. City Manager Dougherty stated that the Land Lease with Waste Management of Colorado will be presented to Council at the next Council meeting as the City Attorney has noted that the land lease should be accompanied by a City ordinance.

b. 2019 Joint Chemical Bid. Director of General Services Smith stated that the City has coordinated a joint chemical bid for the water and sewer plants in the area for many years. He stated that cost savings has been received by all the participants by combining the chemicals used by the plants with the quantity delivered semi-weekly. He stated that each entity awards the chemicals used by their plants and are responsible for purchase orders and payments over the course of the award. He stated that the bid was opened on December 28, 2018, and eleven responses were received. He stated that the bid is awarded on an individual item basis to take advantage of the best price per item. He stated that the amount awarded by the City totals \$164,379.89.

Mayor Pro-tem Lucero moved that Council award the 2019 Joint Chemical Bid to the individual highlighted vendors for a total City of Cortez award of \$164,379.89. Councilmember Noyes seconded the motion, and the vote was as follows:

Betts	Carlson	Keel	Lavey	Lucero	Noyes	Sheek
Yes	Yes	Yes	Yes	Yes	Yes	Yes

c. Welcome Center Janitorial Bid. Director of General Services Smith stated that the current janitor at the Welcome Center has let the City know that he would not renew his contract at the end of the contract period. He stated that bids were requested for the service and three bids were received. He stated that Red Fin Janitorial was the low bidder at \$18,175.20. He stated that Management Intern Heitzman completed reference checks and staff is recommending that the bid be awarded to Red Fin Janitorial. In answer to a question from Mayor Pro-tem Lucero, Director of General Services Smith stated that Red Fin Janitorial is a new company; however, the gentlemen that started the company had worked for the previous contractor. Mayor Sheek complimented Dusten and Ashley Friend, owners of Red Fin Janitorial, on their letter included with their bid noting that they want to do a good job and provide good service for the City.

Councilmember Carlson moved that Council award the Welcome Center Janitorial Bid to Red Fin

Janitorial at the bid amount of \$18,175.20. Councilmember Lavey seconded the motion, and the vote was as follows:

Betts	Carlson	Keel	Lavey	Lucero	Noyes	Sheek
Yes	Yes	Yes	Yes	Yes	Yes	Yes

d. Service Center IT Cooling and Welcome Center HVAC Project. Director of General Services Smith stated that the 2019 City Information Technology budget provides \$40,000 for the replacement of the IT equipment cooling system at the City Service Center and the Colorado Welcome Center budget provides \$75,000 for the replacement of the HVAC system. He stated that the two projects (Lot A, Service Center IT cooling system and Lot B, Colorado Welcome Center) were joined together in hopes to save costs and both projects are expected to be installed early spring. He stated that ME&E Engineering completed the design work for both systems and administered the bid process. He stated that three bids were received and Comfort Air, which is considered a local vendor, was the low bidder at \$139,778.00. He stated that the total budgeted amount was \$115,000.00, which will make the project \$24,778.00 over budget. In answer to a question from Councilmember Keel, City Manager Dougherty stated that the budget can be revised after six months to cover the project and that the project would move forward as proposed with completion in the spring.

Councilmember Lavey moved that Council award the Service Center IT Cooling and Welcome Center HVAC Project to the low bidder – Comfort Air for the bid amount of \$139,778.00. Mayor Pro-tem Lucero seconded the motion, and the vote was as follows:

Betts	Carlson	Keel	Lavey	Lucero	Noyes	Sheek
Yes	Yes	Yes	Yes	Yes	Yes	Yes

e. Contract for Professional Services with Moss 27223 LLC for Audit Assistance. City Manager Dougherty stated that the 2016 audit is now in the auditors hands and the 2017 and 2018 audits remain to be completed. He stated that with the new finance director not starting until January 14, 2019, he would like to have Kathi Moss continue to work on the audits for 2017 and 2018 and let Ben Burkett, new Finance Director, acclimate to his new position and start with a clean slate for 2019. He stated that the contract would not exceed \$10,000 and would be primarily for completion of the 2016-2018 audits. Discussion was held on the timeline for completion of the audits and the need to have the 2016/2017 audits done for the receipt of DOLA grants in the future.

Mayor Pro-tem Lucero moved that Council authorize the City Manager to sign a Professional Services Contract with Kathi Moss (Moss 27223 LLC) for an amount not to exceed \$10,000 to complete the 2016-2018 fiscal audit reports and provide guidance to the new finance director. Councilmember Keel seconded the motion, and the vote was as follows:

Betts	Carlson	Keel	Lavey	Lucero	Noyes	Sheek
Yes	Yes	Yes	Yes	Yes	Yes	Yes

8. DRAFT ORDINANCES/RESOLUTIONS – None.

9. OTHER ITEMS OF BUSINESS – None.
10. ADDITIONAL CITIZEN PARTICIPATION – None.
11. CITY ATTORNEY’S REPORT – None.
12. CITY MANAGER’S REPORT

a. Housing Authority. City Manager Dougherty stated that he and the Planning Department met with representatives of the Housing Authority about their future project to be located next to the new south park. He stated that the Housing Authority continues to work on their plan which may take up to four to five years to complete. He stated there are utility issues that need to be worked out prior to the drawings for the proposed buildings being completed.

13. CITY COUNCIL COMMITTEE REPORTS

a. Mayor’s Report on Workshop. Mayor Sheek stated that discussion during the worksession included a fence line boundary discrepancy and a request for a presentation by HomesFund. She stated that Mark Drudge, Executive Director of Cortez Retail Enhancement Association (CREA), made a presentation on the program that they offer to the community and Council adjourned to Executive Session for discussion of a personnel matter under C.R.S. Section 24-6-402(2)(f) and not involving: any specific 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.

b. Cortez Cultural Center. Councilmember Lavey stated that on December 18, 2018, the Cortez Cultural Center met to review the programs that were held in December and proposed programs for the new year. He stated that the gift shop revenues are up.

c. City Board Openings. In answer to a question from Councilmember Keel, City Clerk Smith stated that two vacancies are open on the Parks, Recreation, and Forestry Advisory Board and the at-large position is open on the Golf Advisory Board. She stated that the positions are being advertised in the newspaper and on the City’s web site.

The regular meeting was adjourned at 7:55 p.m.

Karen W. Sheek, Mayor

ATTEST:

Linda L. Smith, City Clerk