

YUMA COUNTY COMMISSIONERS

July 31, 2019

Minutes¹

On July 31, 2019 at 8:00 a.m., the Yuma County Board of Commissioners met in regular session. Chairman Robin Wiley, Commissioner Trent Bushner, Commissioner Dean Wingfield, and Administrator Andrea Calhoon were present throughout the day.

The Commissioners reviewed and signed accounts payable and payroll and discussed various meetings attended throughout the prior month.

Liquor License Renewal, Deputy County Clerk Nancy Wright

At 8:15 a.m. Deputy County Clerk Nancy Wright presented the previously approved county liquor license for Ballyneal Golf LTD for signature and a special event permit for Ag Innovation for a fundraiser at the Yuma County Fair.

Public comment was heard from Kevin Mathias, Lola Mathias, and Crystal Terrell regarding the permit. Concern was expressed over the sale of beer at the fair and the impact on safety and youth. The Commissioners affirmed that the fair is a youth-focused event and clarified that the special event permit is for the fundraiser only and is not comparable to a beer garden or other mass-sale venue and reviewed the liability insurance requirements and boundaries that they have required for the event.

Commissioner Bushner moved to approve the special event permit for High Plains Event Center DBA Ag Innovation. Commissioner Wingfield seconded the motion. It passed by unanimous vote.

Human Services

The Board of County Commissioners convened as the Board of Social Services at 8:30 a.m. Human Services Director Kara Hoover, Eligibility Supervisor Dalene Rogers, Bookkeeper Melanie Fisher, Child Welfare and Adult Protection Supervisor Hollie Hillman, IV D Administrator Joyce Brown, new Income Maintenance Technician Stephanie Merritt, and Receptionist Robin Barnhardt were present. Detailed minutes of the Board of Social Services are maintained separately by the Department of Human Services.

Commissioner Wingfield moved into executive session at 9:08 a.m. under CRS 24-6-402(4)(b) for legal advice on specific legal matters. Commissioner Bushner seconded the motion, which passed unanimously. Present for executive session were Director of Human Services Kara Hoover, Eligibility Supervisor Dalene Rogers, Chairman Robin Wiley, Commissioner Dean Wingfield, Commissioner Trent Bushner, and Administrator Andrea Calhoon. Executive session ended at 9:19 a.m. No action was taken following executive session.

The Board of County Commissioners reconvened at 9:19 a.m.

Road and Bridge

Road & Bridge Supervisor JR Colden joined the meeting at 9:30 a.m. to provide department updates.

- **Black Hills Energy Right of Way Request** – Representatives from Black Hills Energy presented a request to replace a steel line they are acquiring from Tallgrass Energy on the west side of Wray with a 4" plastic line with more appropriate compliance requirements for the location. The transmission line provides primary service to the City of Wray. The group discussed terms necessary for the agreement related to road maintenance and future potential issues. The agreement and project standards will be developed between Colden and Black Hills for future consideration and signature.

¹ Minutes prepared by Andrea Calhoon are a summary of discussions, not a verbatim account.



- *39-H-J Project* – Colden reported on status updates for the overlay of County Roads 39, H, and J. Mr. Tom Morgan of Cobitco joined the meeting to discuss the project and paving efforts by McCormic were reported to be ready to begin the repair work on August 12. Morgan and the group discussed various technical factors related to the original 39-H-J project and contributing factors to the road failure.
- *Western Sugar* – Colden reported on a call from Western Sugar regarding beet dig schedules for the year as related to the 39-H-J repair project.
- *Fuel Tanks* – Colden reported that the Wray fuel tanks are needing cleaned and that fuel injector issues are beginning to come up. Colden is in the process of bidding the cleaning of the fuel tanks and will bring pricing forward at an upcoming meeting.
- *Idalia Water Well* – A new pump has been installed in the well at the Idalia location. The pump has not resolved flow problems and the tech has recommended the installation of 3 pressure tanks to resolve the issues.
- *Fleet Foreman Vacancy* – Colden reported on a vacancy for the position of Fleet Foreman. The group discussed position requirements and recruiting efforts.
- *Employee Referral Bonus Proposal* – Colden presented a proposed employee referral bonus for recruitment and retention of new employees. The proposal was for a \$50 bonus to employees who make a referral that is hired and an additional \$150 bonus when the hire reaches the end of their probationary period.
- *John Deere Fuel Advantage Incentive* – Colden reported on the receipt of a \$6,837 gift card from John Deere earned through preventative maintenance and reporting on John Deere equipment. The gift card is required to be used at John Deere and the group discussed restrictions on how it should be spent.
- *Office Support* – Colden reviewed the changes in the admin office and support received from the administration office.
- *Drainage on CR PP.5* – Colden discussed a call received from Mr. Chris Kucera at the State of Colorado regarding drainage issues on County Road PP.5.
- *Staffing* – Colden initiated a discussion on recruitment and retention as the department now has 10 vacancies, representing 20% of the department. The group discussed various recruitment and retention options.
- *Deterding Pit* – Colden discussed production and material usage out of the Deterding Pit as well as grounds maintenance at the pit.
- *Road Crossing Permits:*
 - Colden presented a road crossing permit application for Viaero to install conduit along County Road 54 west of Highway 385. **Commissioner Wingfield moved to approve the road crossing permit for Viaero to install conduit along County Road 54 west of Highway 385. Commissioner Bushner seconded the motion, which passed unanimously.**

County Clerk & Recorder, Bev Wenger

The Commissioners met with County Clerk & Recorder Bev Wenger at 10:45 a.m. to present for signature an ERBT grant award for recorded document digitization and preservation, review lease terms for the Yuma office, and discuss recently obtained election certifications for Office staff. **Commissioner Wingfield move to approve a one-grade increase for Jessica Olson, Jessica Humphrey, Sara Vance, and Perla Brown effective August 1, 2019 for additional certifications received and additional elections duties. Commissioner Bushner seconded the motion, which passed unanimously.**

Road & Bridge Safety Meeting

Over the lunch hour the Commissioners attended the Road & Bridge safety meeting and employee barbeque.



Land Use

Land Use Administrator Colten Yoast was heard at 1:00 p.m. to review Land Use and GIS business and conduct land use hearings.

- *Land Use Hearings* – Land use hearings opened at 1:00 p.m. Yoast presented the following for signature.
 - **EFS 0519-05 for Jim L. and Bernice R. Pagel** to divide 21.9 acres, more or less, and 20.15 acres, more or less, from 122.3 acres, more or less in the NE ¼ of Sec 11, T2N, R48W for purpose of resale.
 - **EFS 0719-11 for Les Gelvin on behalf of Louis Graves** to divide 20.43 acres, more or less, from 286 acres, more or less, in the SW ¼ of Sec 15 & the NW ¼ of Sec 22 of Township 2N, R45W for purpose of resale.
 - **EFS 0719-12 for Keaton Gorman on behalf of Troy Gorman** to divide 5 acres, more or less, from 317 acres, more or less in the S ½ of Sec 2, T4N, R48W for purpose of resale.

Land Use Hearings closed at 1:08 p.m.

Commissioner Wingfield moved to approve signature on Resolution 07-31-2019 A approving exemption from subdivision EFS 0519-05 for Jim L. and Bernice R. Pagel to divide 21.9 acres, more or less, and 20.15 acres, more or less, from 122.3 acres, more or less in the NE ¼ of Sec 11, T2N, R48W for purpose of resale. Commissioner Bushner seconded the motion. It passed unanimously.

Commissioner Wingfield moved to approve signature on Resolution 07-31-2019 B approving exemption from EFS 0719-11 for Les Gelvin on behalf of Louis Graves to divide 20.43 acres, more or less, from 286 acres, more or less, in the SW ¼ of Sec 15 & the NW ¼ of Sec 22 of Township 2N, R45W for purpose of resale. Commissioner Bushner seconded the motion. It passed unanimously.

Commissioner Wingfield moved to approve signature on Resolution 07-31-2019 C approving exemption from subdivision EFS 0719-12 for Keaton Gorman on behalf of Troy Gorman to divide 5 acres, more or less, from 317 acres, more or less in the S ½ of Sec 2, T4N, R48W for purpose of resale. Commissioner Bushner seconded the motion. It passed unanimously.

- *Pending Land Use Activity* – Yoast reported on two Exemption from Subdivision permits expected to be heard next month.
- *Land Use Inquiry* – Yoast reported on a call regarding land use requirements for purposes of growing fruit trees.
- *Communications* – Yoast reported having sent a certified letter regarding missing land use permit applications for a hemp processing facility under construction in Sec 3, R44W.

GIS

- *Mapping* – Yoast provided status updates on various mapping projects including the master map and Road & Bridge and Emergency Management maps.
- *Map Images* – Yoast reported on complaints on the images in county mapping software due to cloud cover when the aerial photos were taken. He has been in contact with the mapping software vendor and the issue is being worked on.

Exit Interview

Commissioner Wingfield moved into executive session at 2:06 p.m. under CRS 24-6-402(4)(f) for personnel matters to conduct an exit interview. Commissioner Bushner seconded the motion, which passed unanimously. Present for executive session were Sean Malay, Chairman Robin Wiley, Commissioner Dean Wingfield, Commissioner Trent

Bushner, and Administrator Andrea Calhoon. Executive session ended at 2:55 p.m. No action was taken following executive session.

Sheriff's Office, Sheriff Todd Combs, Sergeant Joe Wells, Corporal Levi Witte

At 3:00 p.m. the Commissioners met with Sheriff Todd Combs, Sergeant Joe Wells, and Corporal Levi Witte to discuss staffing and budget questions for the Sheriff's Office and Jail. After review of functions and position count, it was determined that one position that is currently functionally split would be reallocated to the Patrol/Admin budget and one position would be added to the jail count with intention of being a float position when turnover is expected.

Exit Interview

Commissioner Wingfield moved into executive session at 4:06 p.m. under CRS 24-6-402(4)(f) for personnel matters to conduct an exit interview. Commissioner Bushner seconded the motion, which passed unanimously. Present for executive session were Dan Wilkens via teleconference, Chairman Robin Wiley, Commissioner Dean Wingfield, Commissioner Trent Bushner, and Administrator Andrea Calhoon. Executive session ended at 4:14 p.m. No action was taken following executive session.

Administrator's Report

Administrator Andrea Calhoon reviewed calls, correspondence, and presented the following for action:

- **Minutes** – The Commissioners reviewed the minutes from the previous BOCC meeting. **Commissioner Bushner moved to approve the minutes from the July 14, 2019 Board of County Commissioners meeting. Commissioner Wingfield seconded the motion, which passed unanimously.**
- **CAPP Report & Claim Review** – The Commissioners heard information on pending CAPP and workers' compensation claims.
- **Signatures and Ratifications** –
 - Resolutions/Ordinances/Signatures:
 - Invoices/Finance Requests:
 - **Commissioner Bushner moved to approve the requested reallocation of purse money for Yuma County Fair County Events and the Dan Kirchenschlager Memorial Roping as requested by the Fair Board, pending confirmation that event coordinators for both events are in agreement. Commissioner Wingfield seconded the motion. It passed unanimously.**
 - The Commissioners reviewed a request for a service award for Tammy Drummond, retiring County Events secretary/treasurer.
 - The Commissioners reviewed results of a recent meet-and-greet ticket promotion for the Yuma County Fair concert.
 - Grant Updates:
 - The Commissioners reviewed information regarding pending and submitted grant applications including the DOLA Administrative Planning Grant for the Ag Innovation Center, the pending DOLA Administrative Planning Grant application for a Landfill Feasibility Study and the availability of additional equipment funding through the Court Security Grant program, which is being applied for to replace missing or broken panic buttons and polycom system infrastructure in Yuma County facilities.
- **Department Reports** – The Commissioners heard various department reports and reviewed the July 2019 Veteran's Service Officer's report and the Q2 2019 Seaboard Monitoring Report. The Commissioners discussed 2020 Fair dates and met with County Livestock Agent Travis Taylor and 4H Extension Agent JoLynn Midcap to discuss fair-related equine health precautions on VSV.



- *Prior Meeting Follow-Up* – Calhoon provided updates on ongoing projects including the implementation of new accounting software.
- *Correspondence* – Calhoon presented correspondence received since the last meeting including:
 - A report of no County Board of Equalization appeals received to date.
 - A request from Mitch Witte to close County Road 25. Mr. Witte is scheduled to attend the August 14 regular meeting.
 - An offer from NECALG to attend an upcoming regular meeting to allow for additional time to discuss budget requests and provide an office report. The Commissioners determined the September 13 Eastern District Meeting would be sufficient to meet budgetary communication needs.
 - Communication with CDOT regarding the 385 Corridor Study.
 - Lease agreements with Northeastern Junior College for Yuma satellite office locations for the Yuma County Clerk and Yuma County Department of Human Services. **Commissioner Wingfield moved to approve signature on the lease agreements between Yuma County and NJC for satellite office space for the Yuma County Clerk and Yuma County Department of Human Services. Commissioner Bushner seconded the motion. It passed by unanimous vote.**
- *Oil & Gas Updates* – Calhoon reported on oil and gas updates since the last meeting including updates on the regional coalition working on Senate Bill 19-181 related to oil and gas drilling permits.
- *IT Updates* – Calhoon presented updates on various IT issues including the implementation of broadband services at all Wray location County offices and broadband infrastructure installation at the Yuma County Fairgrounds. Calhoon also reported on the addition of ADA compliant functionality on County websites.
- *Maintenance Updates* – Calhoon reported on various facilities maintenance topics.
- *HR Updates* – Calhoon reported updates on County Human Resource topics including recruitment efforts for County employment vacancies and pending HR issues. A voluntary employee AED and CPR training will be arranged.

There being no further business, the meeting adjourned at 5:33 p.m. The next regular meetings of the Board of County Commissioners will be on August 14, 2019 and August 30, 2019.


Robin Wiley, Chairman


Andrea Calhoon, Administrator

ATTEST: 
Beverly Wenger, County Clerk



