

YUMA COUNTY COMMISSIONERS

November 27, 2019

Minutes<sup>1</sup>

On November 27, 2019 at 9:00 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 discussed various meetings attended throughout the prior month.

Liquor License Signature

At 9:15 a.m. Deputy County Clerk Nancy Wright presented the previously approved retail liquor license for Vernon Liquor for signature as well as a county retail liquor license application for Milan Ventures, LLC.

**Commissioner Wingfield moved to approve the retail liquor license application for Milan Ventures, LLC. Commissioner Bushner seconded the motion and it passed unanimously.**

Human Services

The Board of County Commissioners convened as the Board of Social Services at 9:30 a.m. Human Services Director Kara Hoover, Child Welfare and Adult Protection Supervisor Hollie Hillman, Bookkeeper Melanie Fisher, and Receptionist Robin Newton were present. Detailed minutes of the Board of Social Services are maintained separately by the Department of Human Services.

The Board of County Commissioners reconvened at 10:03 a.m.

Road and Bridge

Road & Bridge Supervisor JR Colden joined the meeting at 10:05 a.m. to provide department updates. Also joining the meeting was Mining and Reclamation Foreman Don Marr.

- *Current Road Work* – Colden reviewed current road work on County Road SS in the area of County Road 44.
- *Gravel Pit Exploration and Status Report* – Marr presented updates on the current status of County gravel pits and exploration efforts for the establishment of new pits. The group discussed the status of the perpetual lease on the Mek 1 pit ground which is currently for sale. Marr notified the Commissioners of Yuma County's award for gravel pit reclamation of the year for reclamation of the Godsey pit.
- *County Road 39 Repair Costs* – Colden initiated a discussion concerning the cost of further repairs to County Road 39. Colden estimates the repair costs at approximately \$60,000 per mile. The group discussed the pros and cons of purchasing a mill versus hiring out milling for projects.
- *Equipment Trades* – Colden expressed his prioritization of trailer replacement over road grader replacement in his capital acquisition plan for 2020.
- *Emergency Closing* – The group discussed
- *Road Crossing Permits:*
  - Colden presented a road crossing permit application for YW Electric to install electric line along County Road BB. **Commissioner Wingfield moved to approve the road crossing permit for YW Electric to install electric line along County Road BB. Commissioner Bushner seconded the motion, which passed unanimously.**
  - Colden presented a road crossing permit application for CenturyLink to install fiber along County Road EE. **Commissioner Wingfield moved to approve the road crossing permit for CenturyLink to install fiber along County Road EE. Commissioner Bushner seconded the motion, which passed unanimously.**

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



WY Communications 2020 Budget, Adam Srsen

At 10:55 a.m. the Commissioners were joined by WY Communications Director Adam Srsen to review the 2020 Communications Center budget and discuss Communications Center updates.

Elected Officials Meeting

At 11:30 a.m., the Board of County Commissioners met with County Assessor Cindy Taylor and County Sheriff Todd Combs to make a final review of the updated employee handbook. County Clerk and Recorder Bev Wenger and County Treasurer Dee Ann Stults were unable to attend and recommended adoption by proxy.

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 1019-15 for Brenda Drullinger** to divide 3.43 acres, more or less, from 160 acres, more or less, in the NE ½ of Sec 28, T4S, R46W for purpose of dividing the homestead from the farm ground.
  - **EFS 1019-16 for Don Rogers** to divide 30.82 acres of land, more or less, from 473.68 acres, more or less, in the SW ¼ of Sec 36, T1N, R44W for purpose of refinancing.
  - **EFS1119-17 for Pariset Farms** to divide 29.99 acres of land, more or less, from 163.1 acres, more or less, in the NW ¼ of Sec 30, T1S, R45W for purpose of resale.
  - **DEV1019-02 for Kevin Todd Shively** to build a hep processing facility on a 36-acre property located in Sec 1, T3S, R44W.

Land Use Hearings closed at 1:25 p.m.

**Commissioner Wingfield moved to approve signature on Resolution 11-27-2019 B approving exemption from subdivision EFS 1019-15 for Brenda Drullinger to divide 3.43 acres, more or less, from 160 acres, more or less, in the NE ½ of Sec 28, T4S, R46W for purpose of dividing the homestead from the farm ground. Commissioner Bushner seconded the motion. It passed unanimously.**

**Commissioner Wingfield moved to approve signature on Resolution 11-27-2019 C approving exemption from EFS 1019-16 for Don Rogers to divide 30.82 acres of land, more or less, from 473.68 acres, more or less, in the SW ¼ of Sec 36, T1N, R44W for purpose of refinancing. Commissioner Bushner seconded the motion. It passed unanimously.**

**Commissioner Wingfield moved to approve signature on Resolution 11-27-2019 D approving exemption from subdivision EFS1119-17 for Pariset Farms to divide 29.99 acres of land, more or less, from 163.1 acres, more or less, in the NW ¼ of Sec 30, T1S, R45W for purpose of resale. Commissioner Bushner seconded the motion, which passed unanimously.**

**Commissioner Bushner moved to approve signature on Resolution 11-27-2019 E approving major land use development permit DEV1019-02 for Kevin Todd Shively to build a hep processing facility on a 36-acre property located in Sec 1, T3S, R44W. Commissioner Wingfield seconded the motion, which passed unanimously.**

- *Administrative Land Use Permits* – Yoast presented two Administrative Land Use permit applications for installation of 25kw wind turbines by United Wind Energy on two different Smithfield Farms locations. The turbines will be owned by United Wind and leased by Smithfield Farms for 10 years at which time the Commissioners are to be updated regarding decommissioning and/or change of ownership.



- *Department Reports* – The Commissioners heard various department reports including the county-held tax lien listing report, a request from the Treasurer for conversational support related to state-assessed tax collections across the state, and the November 2019 Veteran's Service Officer report.
- *Prior Meeting Follow-Up* – Calhoon provided updates on ongoing projects including the implementation of new accounting software and challenges with imbedded and supplemental payroll processing software and an update on the banking and reporting for the Yuma County Fair Queens.
- *Correspondence* – Calhoon presented correspondence received since the last meeting including:
  - A request from CCI to report on PFAS foam usage by county fire departments.
  - An update on the CTSI policy for the registration of county-owned vehicles.
- *CDL Testing Unit* – Calhoon reported on progress in the establishment and staffing of the Yuma County CDL testing unit including letters of interest received for CDL A testers and the cancellation of the partnership with CHS Agronomy.
- *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 topics including an assessment of potential improvements to the phone system.
- *Maintenance Updates* – Calhoon reported on various facilities maintenance topics. The group discussed options for replacement of county vehicle pool cars.
- *HR Updates* – Calhoon reported updates on County Human Resource topics including updates to the employee handbook, recruitment efforts for County employment vacancies, annual department head evaluations, and pending HR issues. The Commissioners approved salary authorization requests for Dan Overturf in the Sheriff's Office, and Victor Morales in the Road & Bridge Department.

**Commissioner Wingfield moved to approve the year-end bonus schedule as presented. Commissioner Bushner seconded the motion.**

There being no further business, the meeting adjourned at 3:45 p.m. and the Commissioners entered into a budget work session. The next regular meetings of the Board of County Commissioners will be on December 13, 2019 and December 31, 2019.

  
Robin Wiley, Chairman

  
Andrea Calhoon, Administrator

ATTEST:   
Beverly Wenger, County Clerk



**Commissioner Bushner moved to approve Resolution 11-27-19 F and Resolution 11-27-19 G approving Administrative land use permit applications ADM1019-09 and ADM1019-10 for Smithfield Farms to install 25kw wind turbines at the NW ¼ of Sec 31, T1S, R48W and at the NW ¼ of Sec 21, T1S, R48W, respectively.**

- *Pending Land Use Activity* – Yoast reported on three exemptions from subdivision received for December 2019.

#### GIS

- *Current Projects* – Yoast reported on various GIS topics and projects including updates on the master map, a map of substations for the Sheriff's Office, and the digitization of the road and bridge map.

#### 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 November 15, 2019 regular meeting of the Board of County Commissioners. 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:
    - The Commissioners reviewed a proposed RV parking policy and rate schedule as compared to private businesses within the county. **Commissioner Bushner moved to increase Yuma County Fairgrounds rental rates to \$30 per day and \$500 per month effective January 1, 2020. Commissioner Wingfield seconded the motion. The motion passed with Commissioners Wiley and Bushner in the affirmative and Commissioner Wingfield in the negative.**
    - **Commissioner Wingfield moved to approve signature on the Avaya phone system maintenance renewal for 2020. Commissioner Bushner seconded the motion. It passed by unanimous vote.**
    - **Commissioner Bushner moved to approve signature on the updated Memorandum of Understanding with Golden Plains Extension. Commissioner Wingfield seconded the motion, which passed unanimously.**
    - **Commissioner Wingfield moved to approve signature on Resolution 11-27-2019 A transferring 2019 SCAAP Grant funds from Fund 1 to Fund 12. Commissioner Bushner seconded the motion, which passed by unanimous vote.**
    - **Commissioner Bushner moved to approve Resolution 11-27-2019 H adopting the new Yuma County Employee Handbook as proposed as per the recommendation of the Elected Officials to be effective January 1, 2020. Commissioner Wingfield seconded the motion, which passed unanimously.**
  - Invoices/Finance Requests:
    - **Commissioner Bushner moved to approve the purchase of an upfitted police interceptor from Kansas State Patrol for \$25,850 to be used for jail transports to be paid out of Fund 20. Commissioner Wingfield seconded the motion, which passed unanimously.**
  - Grant Updates:
    - The Commissioners reviewed information regarding pending and submitted grant applications including various grants for the Ag Innovation Center and the approved bid for American Environmental Consultants to complete a Landfill Feasibility Study.

**RESOLUTION OF  
THE YUMA COUNTY BOARD OF COMMISSIONERS**

**Resolution # 11-27-19 A**

**RE: Transfer \$ 10,569.00 from the Yuma County General Fund (Fund 1) to the Sheriff's Trust Fund (Fund 12)**

**WHEREAS**, The Board of County Commissioners of Yuma County, State of Colorado, has convened a duly and lawfully called regular meeting on the 27th day of November, 2019 and;

**WHEREAS**, revenues for the SCAAP Federal Grant Funds have been posted to the General Fund #1 as per the Department of Justice grant requirements and;

**WHEREAS**, expenditures for current year have been expended from previous years carryover of SCAAP funds in Fund 12 and;

**WHEREAS**, the SCAAP Federal Grant Funds received in 2019 are \$10,569.00 and;

**WHEREAS**, let it be known that future SCAAP Funds will continue to be deposited in the General Fund Jail Account and transferred to the Sheriff's Trust Fund #12 and expended from the Sheriff's Trust Fund #12-305 expenditure lines;

**WHEREAS**, this transfer will cover the intention of the Yuma County Commissioners and the Yuma County Sheriff, to handle these funds in compliance with SCAAP Federal Grant Fund Guidelines so;

**THEREFORE, BE IT RESOLVED**, the Commissioners of Yuma County, State of Colorado, approve the transfer of ten thousand five hundred sixty-nine dollars and no cents (\$10,569.00) from the General Fund #1 to the Sheriff's Trust Fund #12-305.

The above and foregoing Resolution was, on motion duly made and seconded, adopted by unanimous vote of the Yuma County Board of Commissioners on the 27th day of November 2019.

**ADOPTED THIS 27th DAY OF NOVEMBER 2019.**

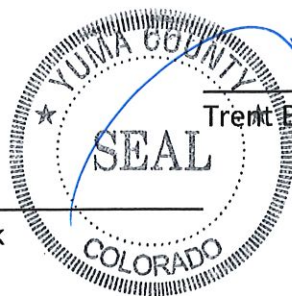
**THE BOARD OF COUNTY COMMISSIONERS  
OF YUMA COUNTY, STATE OF COLORADO**

  
\_\_\_\_\_  
Robin Wiley, Chairman

  
\_\_\_\_\_  
Dean Wingfield

  
\_\_\_\_\_  
Trent Bushner

ATTEST:   
\_\_\_\_\_  
Beverly A Wenger, County Clerk





**RESOLUTION OF  
THE YUMA COUNTY BOARD OF COMISSIONERS**

Resolution # 11-27-2019 H

**Approval of Changes to the Yuma County Employees Handbook**

**WHEREAS**, the County Commissioners of Yuma County, State of Colorado, at a lawfully called meeting of said Board of County Commissioners, held on the 27th day of November, 2019, where all members were present and voting in the affirmative, and;

**WHEREAS**, the Yuma County Employees Handbook provides personnel policies and procedures in order to provide a framework for efficient and cost effective personnel management for all Yuma County operations, and;

**WHEREAS**, it is desirable that such policies and procedures be administered consistently for all County Employees, and;

**WHEREAS**, these revisions were provided for review by all supervisory staff employed with Yuma County, and;


**WHEREAS**, these revisions were recommended for approval by the Elected Officials of Yuma County at the November 27, 2019 meeting, and;

**WHEREAS**, these revisions to the Yuma County Employees Handbook include a full review, revision, and republishing of the existing employee handbook;

**NOW, THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Yuma County that the 2020 Yuma County Employees Handbook is hereby adopted and shall be effective January 1, 2020.

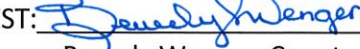
The above and foregone resolution was, on a motion duly made and seconded, adopted by unanimous vote of the Board of Yuma County Commissioners. This motion was approved by the Yuma County of Commissioners on the 27<sup>th</sup> Day of November, 2019.

**THE BOARD OF COUNTY COMMISSIONERS  
OF YUMA COUNTY, STATE OF COLORADO**

By:   
Robin Wiley, Chairman

  
Dean Wingfield

  
Trent Bushner

ATTEST:   
Beverly Wenger, County Clerk

