

YUMA COUNTY COMMISSIONERS

September 15, 2020

Minutes¹

On September 15, 2020 at 8:00 a.m., the Yuma County Board of Commissioners met in regular session. Chairman Dean Wingfield, Commissioner Trent Bushner, Commissioner Robin Wiley, and Administrator Andrea Calhoon were present throughout the day with Commissioner Wingfield joining via teleconference. The meeting was open to the public via teleconference due to the COVID19.

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

4H Travel Funds

CSU 4H Extension Agent Jolynn Midcap joined the meeting at 8:15 a.m. to request renewal of the annual \$300 travel donation for 4H shooting sports. **Commissioner Wiley moved to approve the donation of \$300 in travel funds to the Yuma County 4H program. Commissioner Bushner seconded the motion. It passed by unanimous vote.**

Liquor License Signature

County Clerk Bev Wenger joined the meeting at 8:25 a.m. to present for signature the previously approved retail liquor license renewal for Vernon Liquors, LLC.

Financial Reports

Finance Officer in Training Sarah Carwin joined the meeting at 8:30 a.m. to provide financial updates including the limits on Commissioner credit cards, fair revenue updates, employee leave balances, overtime usage at Road & Bridge, and updates on the Paycor payroll processing implementation.

Commissioner Wiley moved to approve signature on Resolution 09-15-2020 A increasing the credit limit on the Finance Office credit card to allow for purchases from the maintenance department. Commissioner Bushner seconded the motion and it passed by unanimous vote.

Human Services

The Board of County Commissioners convened as the Board of Social Services at 9:00 a.m. Human Services Director Kara Hoover, Child Welfare and Adult Protection Supervisor Hollie Hillman, Eligibility Supervisor Dalene Rogers, and Receptionist Robin Stich were present via teleconference. Detailed minutes of the Board of Social Services are maintained separately by the Department of Human Services.

The Board of County Commissioners reconvened at 9:45 a.m.

Road and Bridge

Road & Bridge Supervisor Tom Andersen joined the meeting at 10:00 a.m. to provide department updates.

- **Road Projects** – Andersen provided updates on current road work to rebuild County Road PP.5. Andersen also discussed options for repairs needed on County Road 39 and a request to install a cattle guard on County Road 23 west of County Road RR ¼ mile.
- **New Hires** – Andersen presented salary authorizations for new hires Steven Nichley and Mike Harmon. **Commissioner Wiley moved to approve signature on the salary authorizations for Steven Nichley and Mike Harmon. Commissioner Bushner seconded the motion and it passed by unanimous vote.**
- **Mowing** – Andersen reported the status of mowing operations including focus on harvest roads and the planned completion of mowing on the Beecher highway today.



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

- *Brazos Trailers* – Andersen provided updated information on the two new Brazos trailers that have needed considerable repair since purchase. The group discussed options for how to handle the trailers moving forward. Additional information will be sought and the topic will be revisited at a future meeting.
- *4Sight Software* – Andersen presented a bid from 4 Rivers for the installation of 4Sight fleet management software on 15 units of non-John Deere fleet equipment. The initial bid for installation and set up was presented at \$14,552.09. **Commissioner Wiley moved to approve the purchase of 4 Rivers 4Sight fleet management software as presented. Commissioner Bushner seconded the motion. It passed by unanimous vote.**
- *Job Descriptions* – Andersen presented job descriptions for the positions of Blade Foreman, Fleet Foreman, Maintenance Foreman, Truck Foreman, and Mining and Reclamation Foreman. The group discussed plans for the continued review and refresh of department job descriptions. **Commissioner Wiley moved to approve the foremen job descriptions as presented. Commissioner Bushner seconded the motion, which passed unanimously.**
- *Permit Requests* – Andersen presented a road crossing permit for Patrick Armagost to bore a water tress under County Road 39 at County Road L. **Commissioner Wiley moved to approve the road crossing permit for Patrick Armagost to bore a water tress under County Road 39 at County Road L. Commissioner Bushner seconded the motion and it passed unanimously.**

Sheriff's Office

Yuma County Patrol Sergeant Will Janisch joined the meeting at 11:00 a.m. to discuss 2021 patrol vehicle bids. The group discussed information on graphics updates for new patrol vehicles designed to decrease the expense of replacement if the vehicle is damaged. The group also discussed the order of an additional patrol vehicle based on the bids presented at the last meeting. The Commissioners assessed the cost difference and equipment availability between local vendors and the vendor approved at the August 30 meeting. Sgt. Janisch will ensure that communication between the Sheriff's Office and local vendors is in place to ensure local vendors understand the decision to buy external. **Commissioner Wiley moved to approve the purchase of a second Tahoe for 2021 as presented at the August 30, 2020 meeting. Commissioner Bushner seconded the motion. It passed unanimously.**

School Records Request

At 11:30 a.m. the Commissioners were joined by Bev Tracy to request permission to check out historical school records from the courthouse archives to reduce foot traffic in the building due to public health concerns related to COVID19. Ms. Tracy provided updates on the school records project and discussed historical discoveries made during the project. **Commissioner Wiley moved to approve the Wray Museum to remove school records and take them to the Wray Museum for photographing. Commissioner Bushner seconded the motion and it passed by unanimous vote.**

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.

- *Pending Land Use Activity* – Yoast reported that there are currently three hearings scheduled for the month of September and one application received so far for October.
- *Idalia Replat* – Yoast reported updates on his evaluation of the potential replat for the town of Idalia.

GIS

- *Current Projects* – Yoast reported on various GIS topics including the online map and public utility mapping work being completed with the City of Yuma and the WY Emergency Communications Center.

- *Cannon Printer* – Yoast presented the invoice for the purchase of a Cannon printer as budgeted. **Commissioner Wiley moved to approve the purchase of a new Cannon printer as budgeted. Commissioner Bushner seconded the motion. It passed unanimously.**

Department Heads Meeting

At 1:30 p.m. a Department Heads meeting was convened to discuss COVID policy and protocol. Present for the meeting were Chairman Dean Wingfield, Commissioner Robin Wiley, Commissioner Trent Bushner, Road & Bridge Supervisor Tom Andersen, Administrator Andrea Calhoon, Finance Officer Sarah Carwin, Human Services Director Kara Hoover, Truck Foreman Jeremy Lund, County Treasurer Dee Ann Stults, Finance Officer Vicky Southards, and Land Use/GIS Coordinator Colten Yoast were present. Updates were provided regarding County COVID protocols and plans moving forward.

Administrator's Report

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

- *Minutes* – The Commissioners reviewed the minutes from the previous BOCC meetings. **Commissioner Wiley moved to approve the minutes from the August 30, 2020 regular meeting and the September 4 and September 10, 2020 special meetings of the Board of County Commissioners. Commissioner Bushner 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:
 - **Commissioner Wiley moved to ratify Chairman Wingfield's signature on the Blackbaud change order prior to contract renewal. Commissioner Bushner seconded the motion and it passed unanimously.**
 - Invoices/Finance Requests:
 - **Commissioner Bushner moved to approve payment of renewal dues for Colorado Counties, Inc. for \$13,500. Commissioner Wiley seconded the motion which passed unanimously.**
 - **Commissioner Wiley moved to renew CTSI County Health Pool health insurance options with no change from 2020 offerings. Commissioner Bushner seconded the motion. It passed by unanimous vote.**
 - Grant Updates:
 - The Commissioners reviewed information regarding pending and submitted grant applications including: GOCO funds for the construction of a beef barn expansion for the Ag Innovation Center, DOLA administrative planning funds for completion of a landfill feasibility study, DOLA energy impact funds for chip sealing of the Eckley Road, and CDOT multimodal funds for sidewalk updates in cooperation with the City of Wray. The Commissioners also reviewed the application and intergovernmental agreement with the Yuma County municipalities for administration of a local COVID response grant program.
- *Department Reports* – The Commissioners heard various department updates including the 2020 second quarter monitoring reports for Seaboard Foods and Murphy Brown, the August 2020 TV System Maintenance Log, and updates on outstanding possessory interest taxes.
- *Prior Meeting Follow-Up* – Calhoon provided updates on ongoing projects.
- *Correspondence* – Calhoon presented correspondence received since the last meeting including a request by the Northeast Colorado Health Department to hold a flu shot clinic at the Yuma County Fairgrounds, a



survey request from CCI for winter conference participation preferences, and updates on board vacancies posted for review at the next meeting.

- *CDL Testing Unit* – Calhoon provided updates on the status of the Yuma County CDL testing unit including the status of certification for examiners.
- *Oil & Gas Updates* – Calhoon reported on oil and gas updates since the last meeting including litigation to which Yuma County is party regarding rulemaking by the Air Quality Control Commission.
- *IT Updates* – Calhoon presented updates on various IT-related topics including updates to the website and plans for the implementation of a VOIP phone system at Road & Bridge.
- *Maintenance Updates* – Calhoon reported on various facilities maintenance topics. The Commissioners reviewed sealed bids received on the various equipment posted for sale. **Commissioner Wiley moved to accept the sealed bid from Milton Pope for purchase of the 1999 Crown Victoria for \$1,111.11. Commissioner Bushner seconded the motion and it passed unanimously.**
- *HR Updates* – Calhoon reported updates on county Human Resource topics including policy updates and county vacancies. Calhoon discussed plans to work with a Wray High School student for job service hours.

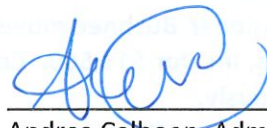
Commissioner Bushner moved to recess for a budget work session at 2:00 p.m. Commissioner Wiley seconded the motion and it passed unanimously.

Commissioner Bushner moved to re-enter the regular meeting at 4:00 p.m. Commissioner Wiley seconded the motion. It passed by unanimous vote.

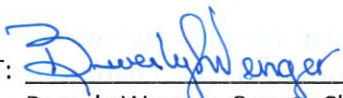
There being no further business, the meeting adjourned at 4:30 p.m. and the Commissioners convened a 2021 budget work session. The next regular meetings of the Board of County Commissioners will be on September 30, 2020 and October 15, 2020.



Dean Wingfield, Chairman



Andrea Calhoon, Administrator

ATTEST: 

Beverly Wenger, County Clerk



**BOARD OF COUNTY COMMISSIONERS
COUNTY OF YUMA, STATE OF COLORADO
RESOLUTION NO. 09-15-2020 A**

**A RESOLUTION REQUESTING AN INCREASE TO THE CREDIT LIMIT FOR A
CREDIT CARD HELD AT FIRST PIONEER NATIONAL BANK**

WHEREAS, the Board of County Commissioners of Yuma County, State of Colorado, has convened a duly and lawfully called regular meeting on the 15th day of September, 2020; and,

WHEREAS, the Debt Collection Improvement Act of 1996 (Public Law 104-134) and Yuma County Financial Auditor McMahan and Associates, LLC require; and,

WHEREAS, First Pioneer National Bank was designated as a depository for various accounts with authorized signers updated via varied resolutions; and,

WHEREAS, an increase in the credit limit for a card under the name of the Yuma County Board of County Commissioners at First Pioneer National Bank is necessary for the continuity of operations of Yuma County,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF YUMA, STATE OF COLORADO:

That the Board hereby requests an increase of the credit limit to \$10,000 (ten thousand dollars) for credit card 7276 held under the name of the Yuma County Board of County Commissioners at First Pioneer National Bank.


MOVED, READ AND ADOPTED by the Board of County Commissioners of the County of Yuma, State of Colorado, at its regular meeting held on the 15th day of September, 2020. The above and foregoing Resolution was, on a motion duly made and seconded, adopted by unanimous vote of the Board of Yuma County Commissioners.

ADOPTED this 15th day of September, 2020.

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



Dean Wingfield, Chairman

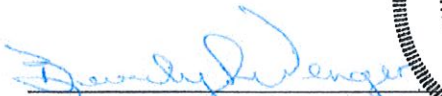


Trent Bushner




Devin Wiley

ATTEST:



Beverly A. Wenger, County Clerk




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