

YUMA COUNTY COMMISSIONERS

July 14, 2017

Minutes¹

On July 14, 2017 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 Kara Hoover were present throughout the day. Town of Eckley Councilman Jesse Vance also attended throughout the day.

The Commissioners reviewed and signed accounts payable and discussed various meetings attended throughout the first half of the month.

Liquor License

Nancy Wright presented the following:

- *Ballyneal Golf Ltd* -- A Liquor license renewal application for Ballyneal Golf, Ltd. **Commissioner Wiley moved and Commissioner Bushner seconded the motion to approve the Liquor License for Ballyneal, Ltd., 58839 County Road FF, Holyoke, Colorado 80734. The motion passed by unanimous vote.**
- *Vernon Liquors, LLC* – A new Liquor License Application for Vernon Liquors, LLC. Mitch Witte joined the meeting. **Commissioner Wiley moved to approve the new Liquor License for Vernon Liquors, LLC, 26101 Washington Street, Vernon, Colorado 80755. Commissioner Bushner seconded. The motion was unanimously passed.**

Department of Human Services

The Board of County Commissioners convened as the Board of Social Services at 8:33 a.m. Human Service Director Phyllis Williams, Eligibility Supervisor Grant Smith, Child Welfare Supervisor Hollie Hillman, and Receptionist Robin Barnhart were present. Detailed minutes from this meeting are maintained by the Department of Human Services.

- *Family Engagement Contract/Karen Merritt* – **Commissioner Bushner moved and Commissioner Wiley seconded to approve an Agreement for Services between Karen Merritt and the County of Yuma to facilitate Family Engagement Services, for July 1, 2017 through June 30, 2018, at \$40 per hour and travel reimburse at \$0.42 per mile. The motion passed by unanimous vote.**
- *Paths Center, LLC Contract* -- **Commissioner Wiley moved to accept the contract with Paths Center, LLC for therapy services from June 1st, 2017 to May 31st, 2018, annual payments of no more than \$5,000, using CORE funding. Commissioner Bushner seconded the motion; which passed unanimously.**
- *Staffing* – Williams presented the following Salary Authorizations for approval: **Commissioner Wiley moved and Commissioner Bushner seconded to approve the Salary Authorizations for:**
 - *Ariana Mendoza* – **New hire Ariana Mendoza, Eligibility Tech I, at G4/S8, beginning July 13, 2017; and**

¹ Minutes prepared by Kara Hoover are a summary of discussions, not a verbatim account.



- **Melanie Fisher – Promoting Melanie Fisher from Eligibility Tech I to Bookkeeper I, at G6/S7, beginning August 1, 2017. The motion passed unanimously.**

The Board of County Commissioners reconvened at 8:52 a.m.

Road and Bridge

Supervisor JR Colden was present to provide the following updates.

Current Projects

- *County Roads R, RR, Q, and 39* – Colden shared that Road and Bridge crews are working on rebuilding County Roads R, RR, Q, and 39. Colden shared that County Road RR is completed with good base cover applied. Crews will move on to County Roads Q, 39, and R.
- *Bridges* – Colden mentioned that the Maintenance Crew is spraying weeds along the bridge guard rails before they grow too big this season.
- *Beecher Island Road, EIAF # 8302* — Colden said that Scoular has delivered approximately 50% of Chip Rock for the Beecher Island Road project that is set to begin in late August. He shared that this is a big job and he is going to need about 28 people to run this project. The Commissioners suggested Colden run an ad in the paper asking people to use an alternative route during the project. Hoover shared that she is completing the quarterly grant report for this project.
- *Striping Paint* – Colden reported that the Maintenance Crew plans to start the stripe painting on the Vernon Road the week of July 24, 2017. He reported that he is unable to use the State's method of two-step painting process without a GPS for the painting machine. He plans to use the traditional method.
- *Tower Repair* – Colden presented a quote from United Tower Services, LLC to remove a cable from the Wray Tower located at Road and Bridge. This cable is no longer being used by Road and Bridge and is causing interference for emergency transmissions that continue to use the tower. **Commissioner Wiley moved to hire United Tower Services, LLC, in the amount of \$1,620.40, to remove the lose cable from the Wray Tower located at Yuma County Road and Bridge, 1310 Blake Street, Wray, CO. Commissioner Bushner seconded the motion; which passed by unanimous vote.**
- *Yuma Shop* – Colden reported that the Yuma shop roof is in need of repairs. He said that he has a quote from Jason Howard for approximately \$500 to reseal the roof. The Commissioners agreed with Colden's decision to repair the roof.
- *County Road 39* – Colden said that County Road 39 is in need of additional repairs. He spoke to the Commissioners about funding of the repairs. The group discussed various options for repairs, possibility of breaking it up into smaller sections annually. The Commissioners reported that they could speak to DOLA about the possibility of an Energy Impact grant for this road, but believe that funds may be limited. Colden reported he would develop a plan to repair the road and associated costs and return for further discussion.
- *Chain for CAT Scraper Unit #0147-16* – Colden shared that the new chain and repairs for the 2007 Caterpillar Scraper, Unit #0147-16, will cost \$16,178. **Commissioner Wiley moved and**

Commissioner Bushner seconded to approve the repairs for the Caterpillar Scraper, Unit # 0147-16 in the amount of \$16,178.08 from Wear Parts & Equipment Co, Inc., Aurora, CO. The motion passed by unanimous vote.

- *Fairgrounds* – Colden said that he has crews that will begin work at the Fairgrounds to improve the drainage and such at the arena on Monday, July 17, 2017.
- *Wray Shop-Air Conditioning* – Colden stated that he was able to get a used chiller from Wern Air, Inc. when they removed the unit from the First Pioneer National Bank. The Chiller will be used for the Wray Shop and will also flow through to the break room. Colden said that he will get with electricians for quotes to install the chiller.
- *Gravel* – Commissioner Bushner asked about the amount of gravel being loaded from the pits. He said that he got gravel from the Mek 1 pit and it was not a full load. JR said that the product may be a bit drier than the product that they have been loading from other pits, and thus less dense.
- *Truck Driver Complaint* – Commissioner Bushner reported to JR about two separate complaints of poor driving by Yuma County Road and Bridge trucks. Colden will look into the complaints.
- *Underground and Utility Permit*- Colden presented an Underground and Utility Permit request from Brett Rutledge to install a waterline that was discussed at the June 30, 2017 BOCC meeting. **Commissioner Wiley moved and Commissioner Bushner seconded to approve the Underground and Utility Permit for Brett Rutledge to install a 3" waterline by boring under County Road G and County Road H, and trenching ½ mile of pipeline in County Road 31 right-of-way. The motion unanimously passed.**

Treasurer

Treasurer Dee Ann Stults presented the following:

- *Treasurer's Report* – Treasurer's report for June 2017. She reported there were; \$2,277,011.84 in taxes, \$153,295.60 in Specific Ownership, and \$43,440.32 in Treasurer Fees collected for the month. She reports 95.5% of taxes paid for the year.
- *Public Trustee Quarterly Payment* – **Commissioner Wiley moved to approve the 2017 second quarter Public Trustee Quarterly Payment of \$3,125.00. Commissioner Bushner seconded the motion; which passed unanimously.**
- *Semi Annual Statement* – The Commissioners reviewed and signed the semi-annual statement for January 1, 2017 through June 30, 2017 for publication in the newspapers. Commissioner Bushner mentioned that he noted a negative balance on the semi-annual statement, line item 030-County Warrant Clearing Fund. Stults reports that this issue was due to a 2016 correction that was made by the Finance Office after she closed out the year. She said this will show as a negative number throughout the year.
- *Sheriff's Non Tax / Commissary Account*—Dee Ann shared that her office, per the auditor's recommendations, will now be the co-signors and reconciliation agent on the Sheriff's non-tax and commissary accounts. She stated that she will be reviewing these accounts on a regular basis.

Extension Office

Joy Akey and JoLynn Midcap joined the meeting to provide Yuma County Extension Office program highlights of January through June, 2017. JoLynn reported on the 4-H Youth Development programs. She commented on the declining numbers of animals weighed-in for the 2017 Yuma County Fair. She was happy to share that they hosted a Progress Show this year. Joy Akey reported on Family and Consumer Sciences. She mentioned that the Healthier Weigh added a new summer challenge this year. She has been helping with various programs and providing educational classes both locally and regionally. Joy shared that CSU informed her the Livestock position, recently vacated, will not be filled until late 2017 or the beginning of 2018. Both Akey and Midcap reported the challenges of being relocated this summer to the Elections Center, saying they will be very happy when they can move back to their offices at the Courthouse.

Sheriff Office

Undersheriff Adam Wills joined the meeting to discuss the following:

- *Sheriff Vehicles* – Wills discussed retiring miled-out patrol vehicles to transfer to the Road and Bridge Department use. Wills said that Unit #132, the 2013 Dodge Ram Pickup and Unit #143, the 2014 Dodge Ram Pickup are two vehicles that have higher mileage and could be potentially used at Road and Bridge. Wills also discussed the equipment that they would leave on the pickups; reporting that the lights can be retrofitted to yellow and white. The Commissioners said they would consider such, when Road and Bridge requests replacement vehicles; stating it may not be this year.
- *Hail Damage* – Wills reviewed the list of hail damaged vehicles. Chad sent an email highlighting the top priority vehicles to be repaired. The Commissioners were in consensus to repair the vehicles. Wills will work on scheduling repairs.

Land Use

Rich Birnie was present to conduct Land Use and GIS business.

- *Hilt Revocable Trust EFS 0617-10* – Birnie shared that the Elmer R. Hilt Revocable Trust, has applied for an Exemption from Subdivision to divide 12.1 acres, more or less, from 255.07 acres, more or less, in the NE ¼ and SE ¼ of Section 3, T3S, R42W, to separate the existing homestead from the farm land for resale. This application will be reviewed by the Planning Commission and the BOCC in July.
- *Solar and Wind Text Amendments, Floodplain Ordinance and Private Land Burial* – Rich reviewed the hearing scheduling for the Solar and Wind Text Amendments, Floodplain Ordinance, and Private Land Burial. The process will begin with advertising in July with the BOCC hearing on the September 22, 2017, which would then go into effect on October 22, 2017.
- *Land Use Codes* – Birnie stated that he will be discussing with the Planning Commission a more effective way of making the Land Use Codes available to the public. Currently he is advertising quarterly in the local papers, puts a flyer in the tax notices, has information on the website, and the local land surveyors notify clients. Additional recommendations include a periodic newspaper article, posting signs at the lumber yards, and placing the information on the back of the plat book.



- *Olivares Road Access* – Birnie spoke to Benito Olivares, as instructed at the June 30, 2017 BOCC meeting, about his legal right to use County Road P to access his property. According to Birnie, Olivares was happy to learn that he can use the road.
- *Hemp Processing Plant* – Commissioner Wiley shared he had received a phone call about opening a HEMP processing plant in Yuma County. Wiley asked and Birnie confirmed that the land owner would need to complete a major land use permit application to change use of the land and go through the land use process.

GIS

- *Electronic Information / Interactive Map* -- Birnie reported that the Harris side of the automatic retrieval is back up and running as of July 7. He said that the only problem he is still having is on the Sidwell side that pulled an empty zip file. He states he and Teryx, Inc. are working on this issue. He will have to check with Sidwell every Friday to ensure the automatic transfer of information is working correctly.

Maintenance / HVAC Project

Maintenance Sergeant Travis Dinsmore joined the meeting to update the Commissioners on the following:

- *Ceiling Grid and Tile* – Dinsmore reported that Rockwell Construction started on the ceiling grid and tile installation, beginning in the Jail booking room. The grid is being installed in the Extension and Commissioner Offices right now and they will plan to follow up in the hallways in the following weeks.
- *Lights* – Travis shared that there are eight light fixtures that need to be replaced in the Administrative Offices, because the existing light fixtures do not fit between the ceiling grid and the newly installed Air Handling Unit. Additionally, there are light fixtures in the Extension office and lower hallways that must be replaced. The Commissioners discussed various options for replacing lights throughout the courthouse. In the end they decided to replace the fixtures that were high priority and see if the LED fixtures work well. An estimate for new light fixtures was received from AC Electric.

Commissioner Wiley moved to approve the quotes from AC Electric for:

- **\$960 for eight LED light fixtures in the Administrative Offices;**
- **\$1,000 for eight LED light fixtures for the conference room in the Extension Office;**
- **\$250 for two LED light fixtures for the lower hallway;**

Commissioner Bushner seconded the motion; which passed unanimously.

- *Scheduling/Moving* – Hoover relayed that since the ceiling grid and tile contractor was delayed a week, the schedules for the painter and the carpet layers also had to be adjusted. This delay is going to cause an issue as the Extension Office borrowed a truck for storage from Lenz Farms. The truck needs to be unloaded by August 1, 2017 for potato harvest. Hoover told the Commissioners that she and Dinsmore are working hard to try to get a space complete to unload the truck by the deadline. After discussion about the use of the truck, **Commissioner Wiley moved to reimburse Lenz Farms \$500 for the use of their truck for storage from April through July. Commissioner Bushner seconded the motion; which passed by unanimous vote.**

Hoover mentioned the need for help in moving heavy furniture back into the office. She said Road and Bridge Supervisor JR Colden said he could provide staff and she requested hiring additional

assistance to move offices. The Commissioners suggested that Hoover use current staff first, but were in favor of hiring additional help if needed. **Commissioner Bushner moved to pay \$15.00 per hour for help to move offices if current Road and Bridge Staff was not available or more help is required. Commissioner Wiley seconded the motion; which passed by unanimous vote.**

- *HHS Underground Sprinklers* – Dinsmore reported that the underground sprinklers at HHS have had some major breaks. He said that the clamps that connect the underground hoses have metal bolts that are rusting and breaking. The most recent break was so bad that the ground was actually erupting. He had Wells Sprinklers fix the issue and he plans to get fill-dirt and repair the grassy area where the damage occurred.

Elected Official/Department Supervisors

Elected Officials and Supervisors present included: Commissioners Wingfield, Wiley, and Bushner, Kara Hoover, Dee Ann Stults, Joy Akey, Adam Wills, Suzan Weed, Cindy Taylor, Bev Wenger, Rich Birnie, Phyllis Williams, Vicky Southards, and guest Jesse Vance.

- *County Auction* – Dee Ann Stults reminded the group that the County Auction is set for Saturday, September 23rd with Schaffner Auctions, LLC. Hoover shared the list of auction items that was started in April of this year. The group discussed the costs associated with clearing off computers for resale and decided to recycle instead. Stults asked to have any additional items emailed to her for auction preparation.
- *Random Acts of Kindness* – Stults reviewed the list of the upcoming months for the RAK's. August will be the Treasurer's Office and they will be holding a school supply drive. They also wanted to host a Back-to-School Beach Bash on August 15, 2017. She would like the Commissioner's to supply the hamburger and everyone bring a salad or desert for a barbeque. September is the Assessors' Office; October is Maintenance and Custodial Staff; November is the Clerk's Office; and no one has December at this time, so Dee Ann said they will take any ideas!
- *Christmas Coffee* -- Stults reminded the group that HHS will be hosting the Christmas Coffee this year.
- *Christmas Decorating Ideas* -- The group discussed Christmas decorating ideas of using the Candyland game theme for participating departments. The Treasurer's Office will coordinate once again and each office will draw for their "Place of Candyland."
- *Website* -- Rich Birnie relayed that a draft copy of the new website is being prepared by Trish Coberly. The draft, using actual data from the present website, should be available by mid-August. Rich said he would distribute the draft to Elected Officials and Department Supervisors for review and suggestions.
- *2018 Budget* – The group requested a few items as they get ready to begin work on the 2018 Budget. Offices just received the up-to-date Revenue and Expenditure Reports and asked for more information about the Insurance Costs, Retirement Information, and the 2018 Salary Step and Grade. The Commissioners shared that some of this information just isn't available yet. Assessor Taylor provided some preliminary amounts for this year's assessed value. She sadly reports that overall the estimated state assessed values for Yuma County are down \$214 million. She mentioned that this figure did not include the protested amounts and she should receive the preliminary assessment in August. The Commissioners report they will work on the items as requested and forward to the Elected Officials and Department Supervisors when they are made available.

Y-Time Timekeeping Systems

Chad Fittro from Y-Time Timekeeping System joined the meeting by teleconference to field any questions the supervisors may have on the new timekeeping system. Chad shared that he would be teaching the Administrative Offices how to work the system and then in turn they would be the contact for the rest of the County. The new system will be used by staff in the following county offices: Assessors, Clerks, Treasurer, Commissioners, Extension, Sheriffs, GIS, Road and Bridge, and Landfill. The group quickly reviewed the Supervisor and Employee handbook and assured the Administrative Offices that they would have more questions as they begin to work with the system. Finance Officer Vicky Southards shared that the County hoped to be live with the system in the next month or so.

Administrator's Report

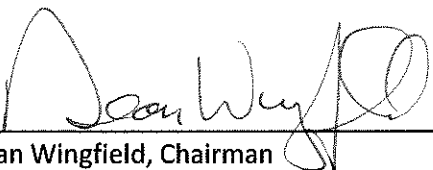
Administrator Kara Hoover reviewed calls, correspondence, and presented the following for action:

- *Minutes* – The Commissioners reviewed the minutes from the previous BOCC meetings. **Commissioner Wiley moved to approve the June 30, 2017 Board of County Commissioners minutes. Commissioner Bushner seconded the motion; which passed unanimously.**
- *Certification of Accounts Payable* drawn on Yuma County Funds on July 14, 2017 with check #65720 through Check #65861 for \$516,714.00 and Accounts Payable drawn on WY Communications Funds with check #7952 through #7959 in the amount of \$3,183.89 were signed by Chairman Dean Wingfield.
- *Kinnon Entertainment* – The Commissioners discussed the contract with Kinnon Entertainment for the stage and sound for the entertainment at the 2017 Yuma County Fair. Commissioner Bushner reported that he has not been able to contact Kinnon Entertainment and is a bit frustrated at this point. He will continue to work on this.
- *Fairgrounds* – The Commissioners discussed the weeds at the Yuma County Fairgrounds. Last year the weeds were terrible and made it quite difficult to get the fairgrounds cleaned up before fair. The Commissioners spoke to Evergreen Landscapes, LLC about spraying at the fairgrounds this year. **Commissioner Wiley moved to allow Evergreen Landscaping, LLC to spray for weeds at the Yuma County Fairgrounds not to exceed \$2,500 for 2017. Commissioner Bushner seconded the motion which passed by unanimous vote.**
- *Fairgrounds Equipment* -- Commissioner Bushner met with Bud Wood at the fairgrounds to work on general fixed assets. He noted that fairgrounds maintenance staff needs a power washer to clean equipment and an air compressor. The Commissioners were in consensus to purchase an air compressor and power washer. Commissioner Bushner will meet with Bud and help him get the needed equipment purchased.
- *Rustyhorse Trucking* – Hoover presented a bill from Rustyhorse Trucking to set the new bucking chutes at the Yuma County Fairgrounds. **Commissioner Bushner moved to pay the \$100 charge to Rustyhorse Trucking from Conservation Trust Funds to set the new bucking chutes at the Yuma County Fairgrounds. Commissioner Wiley seconded the motion; which passed unanimously.**
- *Fairgrounds* – Hoover shared that Missy Luark has been working at the fairgrounds, running a mower and such in her off time. **Commissioner Bushner moved to approve a Salary Authorization for Missy**

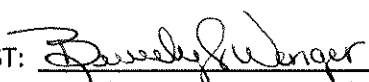
Luark for \$9.00 an hour for seasonal part-time help. Commissioner Wiley seconded the motion; which passed by unanimous vote.

- **Employee Contract Labor** – The Commissioners reviewed an invoice from Jack Parker for labor to produce frames for maps. **Commissioner Wiley moved to pay the \$120 invoice for Jack Parker for labor to produce frames for maps for Road and Bridge. Commissioner Bushner seconded the motion; which passed by unanimous vote.**
- **Rockwell Construction Corporation** – Hoover presented an invoice from Rockwell Construction for work on the ceiling grid and tile work as part of the HVAC project. **Commissioner Wiley moved to approve the payment to Rockwell Construction, in the amount of \$11,343.00 to be paid from 20-910-8920, for part of the bid work for the ceiling grid and tile removal and materials. Commissioner Bushner seconded the motion; which passed by unanimous vote.**
- **June 26, 2017 Hail Storm** – Hoover reported on claim # C217YUM002, from the hail storm on June 26, 2017. She said the estimate on the claim is \$82,500 for 32 vehicles and four county-owned buildings and roofs damaged in Wray. There have been two adjusters out, one for property and one for vehicles. No specific damage estimates have been returned at this point.
- **CenturyLink CAF 2 Funding** – The Commissioners read an update from CenturyLink in regards to the 2016 Connect America Fund 2 Program. The report states that broadband has been delivered to over 14,000 rural customers in 2015 and 2016. The Commissioners noted that Yuma County was not included in this time frame. The email also noted that CenturyLink will be completing applications for additional State Broadband Funds and may be reaching out to local officials for support.
- **CAPP/Worker's Compensation Monthly Loss Reports** – The Commissioners reviewed the monthly CAPP and Worker's Compensation loss reports.
- **Executive Session** -- **At 4:10 p.m., Commissioner Wiley moved to enter into Executive Session for discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f)(I)&(II). The motion was seconded by Commissioner Bushner; which passed unanimously.** Present were Commissioners Wingfield, Wiley, and Bushner, Kara Hoover, Vicky Southards, Kay Prentice, and Sarah Carwin. Executive Session ended at 4:35 p.m.

There being no further business, the meeting adjourned at 4:35 p.m. The next regular meetings of the Board of County Commissioners will be on July 31, 2017 and August 15, 2017.


Dean Wingfield, Chairman


Kara Hoover, Administrator

ATTEST: 
Beverly Wenger, County Clerk

