

## YUMA COUNTY COMMISSIONERS

August 15, 2017

Minutes<sup>1</sup>

On August 15, 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.

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

### Liquor Licenses

Pam Zuege presented for signature a Special Events Liquor License for the Vernon Volunteer Fire Department, Inc., located at 26055 Denver Street, Vernon, Colorado, to be held August 19, 2017; which was approved at the July 31, 2017 BOCC meeting.

### Department of Human Services

The Board of County Commissioners convened as the Board of Social Services at 8:32 a.m. Human Service Director Phyllis Williams, Child Welfare Supervisor Hollie Hillman, Bookkeeper Melanie Fisher, and Receptionist Robin Barnhart were present. Detailed minutes from this meeting are maintained by the Department of Human Services.

- **Christopher Duvernay Core Contract** -- Commissioner Bushner moved to accept the Contract with Christopher Duvernay for therapy services, from July 10, 2017 to May 31, 2018, in the amount of \$80 per hour, allowing up to \$5,000 of billable expenses, utilizing PA3/CORE funding. Commissioner Wiley seconded the motion; which passed.

The Board of County Commissioners reconvened at 8:54 a.m.

### Road and Bridge

Supervisor JR Colden was present to provide the following updates.

#### *Current Projects*

- **Drug and Alcohol Policy** – Colden updated the Commissioners that Office Manager Debbie Logue is working on revisions for the Drug and Alcohol Policy. The Commissioners asked that they bring the information to County Administration for review.
- **County Roads AA to 16** – Colden shared that Road and Bridge crews are working on County Road AA to County Road 16. He said that new base has been applied and they are currently laying new gravel.
- **Mowing** – Colden mentioned that mowing operations are in full-force throughout the county.
- **Fairground Arena** – Colden said that after the rains during the Yuma County Fair, he believes that there is a need for sand in the arena. He said the product that they placed in the arena for fair will get hard as concrete if sand is not mixed in. The Commissioners thanked Colden for helping to improve the arena.

---

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





- *County Road Q* – Colden reported that Steve McCasland had a complaint about County Road Q.
- *Culverts* – Colden said that he believes a culvert needs to be set on County Road 42 at Cargill and County Road AA, north of County Road 2.5 due to dangerous drainage and erosion issues noted in the last few rains.
- *Computer Upgrades* – Colden discussed the current age of two computers at Road and Bridge; one for his office and the other for the part-time office assistant. He presented quotes from Teryx to purchase a laptop for his office and a desktop for the part-time office assistant. **Commissioner Wiley moved to approve the quotes from Teryx, Inc. for a Dell Latitude 3580 BTX Laptop with MS Office 2016 for \$1,310.20 and an OptiPlex 3050 Tower with a 15.6" WLED monitor and MS Office 2016 for \$1,151.50 to be paid from 02-701-8941. Commissioner Bushner seconded the motion; which passed by unanimous vote.**
- *Road Concerns* – Commissioner Bushner mentioned that he had phone calls concerning County Road 45 and; in general, all the roads in the southern part of the county. Colden stated that he has blades and mowers in these areas and would take a look at these areas.
- *Grader Workshop* – Colden said that rains prevented staff from conducting the grader workshop on August 10, 2017. They plan to conduct the workshop in the next couple of weeks, weather permitting.
- *Staffing* – Colden presented Salary Authorizations for Office Assistant Kellie Curtis, PT Office Assistant Tammy Colcleasure, Truck Foreman Zachary Barr, and Truck Driver Chris Padilla for approval. After review, **Commissioner Wiley moved to approve the following Salary Authorizations:**
  - **Office Assistant Kellie Curtis to full time at a G5/S4, beginning July 31, 2017,**
  - **Part-time Office Assistant Tammy Colcleasure at a G1/S4 beginning August 22, 2017,**
  - **Truck Foreman Zachary Barr at a G5/C1/L14, retroactive to March 1, 2017, and**
  - **Equipment Operator/Maintenance Chris Padilla at a G1/C1/L1, beginning August 28, 2017.****Commissioner Bushner seconded the motion; which passed by unanimous vote.**
- *Underground and Utility Permit* - Colden presented an Underground and Utility Permit for Mary K. Engel. **Commissioner Wiley moved and Commissioner Bushner seconded to approve the Underground and Utility Permit for Mary Engel to install a water line under County Road 24 approximately 1000 feet East of Highway 385. The motion passed unanimously.**

### Maintenance

Travis Dinsmore, Maintenance Sergeant joined Administrator Hoover to provide a Maintenance Report.

- *Carpet* – Hoover discussed an invoice received from Steve Meier with additional cost for additional demolition because of many layers of flooring in the Commissioners office. **Commissioner Wiley moved to approve the additional \$170 for the extra required to tear out the carpet and tiles in the Commissioners' Offices. Commissioner Bushner seconded the motion; which passed by unanimous vote.**

Dinsmore reported that there is a lot of extra carpet, base cove, and base cove glue left on the project. Wray Lumber is able to take back the glue, but there will be a 35% restocking fee and return freight on the carpet and base cove. Dinsmore and Hoover refigured the actual carpet that was laid and estimate that Meier over estimated by about 54 square yards. The Commissioners were in consensus to use the

carpet in the Land Use Office and replace the aging living room carpet at the County house on 311 Birch St. in Wray. This will still leave an additional few boxes for repairs later.

- *Security* – The Commissioners discussed their consideration for Courthouse security. The Commissioners spoke with a local contractor who provided a name of an architect to use for possibilities of remodeling that will need to be completed for a one-point secure entrance.
- *Holding Cell* – Dinsmore reported to the Commissioners that the Holding Cell is repaired and being used once again. The repairs included removing the ceiling and reinsulating and securing the pipes that ran over the cell. The cell was damaged by an inmate ripping the camera from the ceiling when additional ceiling damage was noted. Travis shared thoughts about expanding holding cells in the jail and asked if the architect spoke about above could possibly look at this area as well.
- *HVAC Update*
  - *Office Relocation* -- Dinsmore shared that he is currently working in the Extension offices preparing the final items for their anticipated move next week. The Commissioners and Administrative offices were moved back upstairs on August 7, 2017 and seem to have most things in place at this time.
  - *Ceiling Grid and Tile* -- The ceiling tilers are in-house finishing up re-installing the ceilings throughout the building.
  - *Boilers* – The boilers are almost completely installed. The next step will be to have Integrated Controls Systems back to install the controls.
  - *Jail Air-Handling Unit* – Wern Air reported that the air-handling unit for the jail that will be in the Sallyport is not available until mid-September; but will be installed immediately when received.

### Yuma Museum

Matt Vincent, Robin Vincent, Monica King, and Rich Birnie joined the Commissioners to talk about repairs, renovations, and updates for the Yuma Museum. Matt shared that the roof and building sustained damage over the last few months due to the excessive rains; they have an estimate of \$3,000 to repair. He shared that they believe the building itself is owned by the museum, but sits on land owned by the City of Yuma. He indicated that the Museum pays for the utilities and insurance expenses. No funding, beyond the lease is received from the City of Yuma. Robin shared that funding comes from their Ice Cream Social fundraiser and King shared that they are planning additional fundraisers such as “Night at the Museum” and possibly a steak dinner in the winter. She also encouraged the Commissioners to join the museum; saying all financial support is appreciated. **Commissioner Bushner moved to provide \$3,000 to the Yuma Museum for repairs to the roof reimbursing the City of Yuma using Conservation Trust Funds. Commissioner Wiley seconded the motion; which passed unanimously.**

Birnie shared future plans to expand the museum showing the addition of a 36’ X 60’ Morton Building, estimated at \$120,000 and an 800 square foot garage area in the amount of \$55,000 to hold the larger vehicles and farm equipment. The group spoke to the Yuma City Council in hopes of obtaining financial assistance for the renovations; to date they have not heard back. The Commissioners told the group that they would consider additional funding of \$10,000 from the Conservation Trust Fund to go towards the Yuma Museum expansion project.

### Executive Session

**At 11:41 a.m. Commissioner Bushner moved to enter into Executive Session For a conference with the Commissioners Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b). The motion was seconded by Commissioner Wiley; which passed unanimously.** Present were Chairman Dean Wingfield, Commissioner Trent Bushner, Commissioner Robin Wiley, Administrator Kara Hoover, joining by conference call was Attorney Ken Fellman. Executive Session concluded at 11:49 a.m.

**Commissioner Bushner moved to pay Stephen W. Monks, P.C. a negotiated amount of \$724.68 for legal fees for final work completed on the Colorado Customware, Incorporated bankruptcy case and dismiss Mr. Monks from representing Yuma County, entering a substitution of counsel to Kenneth S. Fellman, Esq. Commissioner Wiley seconded. The motion passed by unanimous vote.**

### Land Use

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

#### Land Use Updates

- *Hearing/Applications* – Birnie reported that there were no applications received for a hearing in the month of August.
- *Hemp Processing Plant* – Birnie contacted PureHemp Technology whose parent company is PureVision Technology, Inc. He shared that his contact said there is really no state involvement in the plant, other than the State Fire Marshall. PureHemp Technology is mainly regulated by the Denver Environmental Health Department. Birnie asked for Pure Hemp's best management practices to prevent or reduce the amount of pollution generated by the manufacturing process to review.

Birnie went on to say that he contacted the Denver Environmental Health Department and the Northeast Colorado Health Department and spoke with Kara LaVaux, Food Safety and Marijuana Program Supervisor, and learned that new regulations call for a plant making oils and tinctures to register as a wholesale food facility with the State Health Department. LaVaux also suggested that the local fire departments be involved since the processes used are quite flammable.

- *Solar and Wind Text Amendments, Floodplain Ordinance and Private Land Burial* – Rich shared that the Planning Commission will be meeting tonight to hear the Floodplain Ordinance and Private Land Burial Amendments, and the Solar and Wind Text Amendments. He stated that he has received no calls at this time. All are set to be heard at the BOCC meeting on September 22, 2017.
- *Utility Scale Solar Farm-Community Power Group* – Birnie said he received another call from Innovative Solar Systems. They are requesting a letter explaining that the County would be open to entertaining an application for a utility scale solar energy facility on 155 acres owned by Ricky and Donna Aagesen in Section 27, T5N, R48W. Birnie stated he would send a letter.
- *Vacation* – Birnie reminded the Commissioners that he will be on vacation from August 21, 2017 to September 8, 2017.
- *Exemption from Subdivision* – Birnie told the Commissioners that there will be an Exemption from Subdivision for Tracy Lungwitz at the September 22, 2017 BOCC meeting.



- *Exemption from Subdivision* – Birnie told the Commissioners that there will be an Exemption from Subdivision for Tracy Lungwitz at the September 22, 2017 BOCC meeting.

### GIS

- *Electronic Information / Interactive Map* -- Birnie said that the Harris side of the automatic retrieval seems to be working, but he is still manually uploading the zipped gbd file to the Sidwell ftp site every Friday morning. The online map is up-to-date.
- *Addresses* – Birnie stated that he continues to work on the City of Wray addresses while editing street centerlines.

### Yuma County Event's Center

Kenny Rogers and Nicole Frank joined the Commissioners meeting to update them on the progress of the proposed Events Center at the Yuma County Fair. The group reported that they had good responses with the prototype presented during the 2017 Yuma County Fair. Rogers noted that they learned that the Event Center may have to be more regionalized. Frank mentioned that the group would like to work toward a planning grant to come up with a business plan. Frank has researched planning grants and is willing to write for assistance. The Commissioners were favorable in allowing Frank to write for planning grant funding.

### Medical Air Services Association

Lynn Arenson, with Medical Air Services Association, MASA, stopped in to speak to the Commissioners about the MASA program. MASA works as a second payer, paying the remainder of the costs for ground or air transportation. MASA covers any air or ground ambulance throughout the domestic 50 states. There is no threshold of the number of employees that have to be enrolled. The costs for MASA is \$99 per employee household. The Commissioners note that they will discuss for budget purposes.

### Judicial Visit

13<sup>th</sup> Judicial District Administrator Doug Short and Administrator of Judicial Security John Putbrese dropped in to speak to the Commissioners about Courthouse security. Putbrese reported that the Court Security grant cycle is opening up soon. He said that grant monies are used for staffing. Putbrese suggested if the Commissioners were interested in the single-point entry that requires remodeling, then the Underfunded Courthouse Commission may be a better avenue to consider. Short went on to say that the Court Security funding could pay a portion of the single-point entry; possibly for the equipment. They mentioned the HVAC project and thanked the Commissioners for their diligence in making the renovation and repairs.

### 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 meeting. **Commissioner Bushner moved to approve the July 31, 2017 Board of County Commissioners minutes. Commissioner Wiley seconded the motion; which passed unanimously.**
- *Certification of Accounts Payable* drawn on Yuma County Funds on August 15, 2017 with check #65984 through Check #66133 for \$443,323.70 and Accounts Payable drawn on WY Communications Funds with check #7975 through #7979 in the amount of \$1,838.23 were signed by Chairman Dean Wingfield.



**for posting meeting dates, agendas, notices, and information relating to Commissioner activities. Commissioner Wiley seconded the motion; which passed by unanimous vote.**

- **Salary Authorization** – A salary authorization for Paul McDaniel was presented. **Commissioner Bushner moved to approve the Salary Authorization for Paul McDaniel transfer to a Patrol Deputy I, at a Patrol Division G1/S2, effective 8/15/2017. Commissioner Wiley seconded the motion; which passed by unanimous vote.**
- **2006 Doolittle Cargo Trailer**—The Commissioners reviewed invoices for repairs and tires for the 2006 Doolittle Cargo Trailer. **Commissioner Wiley moved to approve the invoice to Third Street Auto Repair for four tires in the amount of \$285.64 and an invoice from Tri-Corners Trailer Sales & Service, LLC for repairs made to the 2006 Doolittle Cargo Trailer axles to stop tire wear in the amount of \$195.00, paying from Fund 05-000-6480. Commissioner Bushner seconded the motion; which passed by unanimous vote.**
- **Bucking Chute/Crows Nest Invoices** – The Commissioners looked at additional invoices for the installation of the bucking chutes at the Yuma County Fairgrounds. **Commissioner Wiley moved to approve the additional amount of \$2,558.93 of additional work over the bid amount of \$16,900 for Red J Welding, LLC invoice and the invoice to Rustyhorse Trucking for additional work in the allies and chutes in the amount of \$440.00 paying from Fund 06-000-8920. Commissioner Bushner seconded. The motion passed by unanimous vote.**

**Commissioner Bushner moved to approve the invoices from Donelson Company for electrical work in the arena and crows nest at the Yuma County Fairgrounds in the amount of \$2,813.87 paying from 06-000-8920. Commissioner Wiley seconded. The motion passed by unanimous vote.**

- **CDL Testing Site / W-Y Communications Fairground Use** – Hoover reviewed the use of the fairgrounds by Matt Meusborn, Phillips County Testing Unit and W-Y Communications. **Commissioner Wiley moved Matt Meusborn use of the CDL Testing site at the Yuma County Fairgrounds at no charge and allow W-Y Communications the use the Concession Building for their annual BBQ at no cost. Commissioner Bushner seconded the motion; which passed unanimously.**
- **Fairgrounds Grandstand Contract Labor** – The Commissioners approved additional charges from Cliff Henry for the cleaning, resurfacing, and painting of the grandstands. **Commissioner Wiley moved to approve the additional amount of \$1,000 to Cliff Henry for the cleaning, resurfacing, and painting of the grandstands be paid from 01-507-6366. Commissioner Bushner seconded the motion; which passed by unanimous vote.**
- **Board Appointments**
  - **RETAC Board** -- The Commissioners reviewed the board positions that are either open at this time or will be expiring at the end of August. **Commissioner Wiley moved to approve the reappointment of Gary Baucke to serve on the Northeast Colorado Regional Emergency Medical and Trauma Advisory Council for the 2-year term of July 1, 2017 through June 30, 2019. Commissioner Bushner seconded. The motion passed unanimously.**
  - **Fair Board** – The Commissioners discussed the terms expiring for individuals on the Fair Board at the end of August. Hoover shared that advertisements will be placed and letters will be sent.




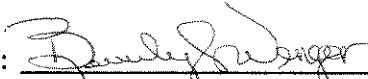
Kim Latoski joined the meeting and requested assistance in purchasing belt buckles for retiring long-term board members. She mentioned that this was not normally done, but the Fair Board members retiring have served a great amount of time. **Commissioner Wiley moved to purchase two belt buckles in the amount of \$400 for long-time Fair Board Member Retirees. Commissioner Bushner seconded the motion; which passed by unanimous vote.**

- *District Attorney's 3<sup>rd</sup> Term Ballot Question* – The Commissioners are still considering if they will go thru with placing the ballot question in this year's mail-in election allowing the District Attorney to seek and serve a third term in office. A meeting is set with area Commissioners on August 21, 2017 by teleconference.
- *Treasurers Report* – The Commissioners reviewed the Treasurer's report for July 2017. There were; \$378,190.81 in taxes, \$157,945.77 in Specific Ownership, and \$13,445.08 in Treasurer Fees collected for the month.
- *Administrator Window* – Hoover brought a request from Marv Southards to trade the labor to install the window in the Administrator's office for a County storage container. **Commissioner Wiley moved to approve the request from Marv Southards, MVS Construction, Inc. and trade used County storage containers for contract labor to install the window in the Administrator's office in the amount of \$1,360. Commissioner Bushner seconded the motion; which passed by unanimous vote.**
- *Millan Citizenship* – The Commissioners were in consensus to write a letter of support for Fernando Millan to accompany his application for citizenship to the United States of America.

The Commissioners adjourned the meeting at 4:39 p.m. to conduct a work session to review applications for the Administrator position. The next regular meetings of the Board of County Commissioners will be on August 31, 2017 and September 13, 2017.

  
\_\_\_\_\_  
Dean Wingfield, Chairman

  
\_\_\_\_\_  
Kara Hoover, Administrator

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

