

YUMA COUNTY COMMISSIONERS

August 13, 2018

Minutes¹

On August 13, 2018 at 8:00 a.m., the Yuma County Board of Commissioners met in regular session. Chairman Trent Bushner, Commissioner Robin Wiley, 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.

County Liquor License Signatures

Yuma County Deputy Clerk Nancy Wright presented the following for signature:

- Liquor License Renewal, Ballyneal Golf LTD, DBA Ballneal, 58839 County Road FF, Holyoke, CO 80734.

Department of Human Services

The Board of County Commissioners convened as the Board of Social Services at 8:30 a.m. Human Service Director Phyllis Williams, Child Welfare Supervisor Hollie Hillman, and Eligibility Supervisor Grant Smith were present. Detailed minutes from this meeting are maintained by the Department of Human Services.

The Board of County Commissioners reconvened at 8:55 a.m.

Tax Lien, Treasurer Dee Ann Stults

Yuma County Treasurer Dee Ann Stults joined the meeting at 8:55 a.m. to discuss a potential tax lien for unpaid taxes on parcels #R112105 and #R212080 for an easement strip of land 33' wide commencing at the SE corner of the NW ¼ of Section 6, T1N, R42W extending west and parallel with the right-of-way intersecting with 42W and 43W and then due North along the west side of NW ¼ of Section 6 and the West side of the SW ¼ of Section 31, T2N, R42 W to the NW corner of the SW ¼. The Commissioners requested the paperwork from Treasurer Stults to prepare the paperwork to deed the easement back to the original landowner.

Commissioner Wiley moved to sign the request for deed transfer for parcels #R112105 and #R212080 transferring ownership from the tax-delinquent easement owner to the original land owner. Commissioner Wingfield seconded the motion which passed unanimously.

Road and Bridge

Road & Bridge Supervisor JR Colden joined the meeting at 9:14 a.m. to provide the following updates:

Current Projects

- **Black Hills Utility Boring** – Daniel Southards from Black Hills Energy joined the Commissioners and Colden to discuss utility boring needed to locate the depth of laid fiber lines in the area of the 39-H-J project and a request to bore before chip seal is complete on the project. Colden expressed that no work was permitted in the month of August during the project and the request had previously been denied. The group discussed the process and concerns that Colden has on the impact to the 39-H-J project. The Commissioners approved the digging of one hole per site that needs tested and set expectations of filling the holes to prevent road failure in the future, which will be supervised by Colden. The holes are to be dug and refilled by Friday, August 17 to avoid disruption of the current project.
- **Office Staffing** – Road & Bridge Inventory Clerk Kellie Curtis joined the meeting at 9:25 a.m. to present information on her current work and inquire as to expectations for the transition of staffing in the Road & Bridge office. The Commissioners will take the information under advisement.

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



- *Gravel* – Colden reported having graveled the Dam Road.
- *CCI Survey* – Colden submitted a copy of a recent CCI survey on County transportation funding that he filled out and requested the Commissioners review before he submit.
- *Railroad Contract* – Colden presented a contract with BNSF Railroad to chip seal up to the railroad tracks as part of the 39-H-J project. **Commissioner Wiley moved to approve signature on the agreement with BNSF Railroad allowing Yuma County to chip seal up to the railroad crossing at Yuma County's expense taking BNSF's offered liability insurance for an expense of \$633 to be paid from 02-705-6635. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**
- *New Holland Tractor Estimate* – Colden presented an estimate for a new hydraulic pump on the New Holland Tractor for \$1,211.50 by Yost Farm Supply.
- *Shop Issues/CAT Unit #92* – Colden and Mining & Reclamation Foreman Don Marr discussed operational challenges in the shop and presented an invoice for repairs on CAT Unit #92 for a total of \$17,037.74 to support the conversation. Colden presented proposed solutions and reviewed his attempts at resolution to date.
- *Civil Rights & Harassment Training* – Colden reported that Civil Rights and Harassment training was completed by the Road & Bridge department in August.
- *Salary Authorization* – Colden presented a salary authorization to hire Gary Monks at Grade 5, Category 1, Level 6 as of 8/13/2018. **Commissioner Wiley moved to approve the salary authorization for Gary Monks at Grade 5, Category 1, Level 6 effective 8/13/2018. Commissioner Wingfield seconded the motion, which passed unanimously.**
- *Permits*
 - *Underground and Utility Permits* – Colden presented Road Crossing Permits for:
 - *Underground Utility Permit* – Jared & Isamer Kelley at 35748 CR 35.5 to install a water line. **Commissioner Wiley moved to approve the underground utility permit for boring of a water line under Yuma County Road 35.5. Commissioner Wingfield seconded the motion, which passed unanimously.**

County Attorney, Ken Fellman, Esq.

At 10:46 a.m., the Board of County Commissioners met with Yuma County Attorney Ken Fellman, Esq. **Commissioner Wiley moved to enter into executive session at 11:15 a.m. under CRS 24-6-402(4)(b) for purposes of receiving legal advice on specific legal questions. Commissioner Wingfield seconded the motion, which passed unanimously.** Present were Chairman Trent Bushner, Commissioner Robin Wiley, Commissioner Dean Wingfield, and Administrator Andrea Calhoon.

The Commissioners reconvened in open session at 11:57 a.m.

Fellman reviewed with the Commissioners proposed finance policy drafts including revisions to a recently adopted banking policy to include credit cards. **Commissioner Wiley moved to amend Resolution 06-29-18 F adopting Yuma County Banking Policies to include language as proposed by Ken Fellman to include credit cards opened on behalf of the County. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**

Fellman presented the first reading of ordinance 2018-1 adopting rules and regulations governing the use of county property for public events of expressive activities. **Commissioner Wingfield moved to approve on first reading Ordinance 2018-1 adopting rules and regulations governing the use of county property for public events of expressive activities with publication in both the Wray Gazette and Yuma Pioneer and second reading with final adoption scheduled for September 14, 2018. Commissioner Wiley seconded the motion, which passed unanimously.**



Fellman reported on HB18-1128 governing records retention requirements as well as a policy on personal use of County vehicles. Fellman discussed the IRS implications of non-monetary income resulting from personal use of business vehicles and the Commissioners reviewed their concerns and questions regarding the matter. Fellman will draft policies in reference to these subjects and will return with recommendations.

Land Use

Yuma County Land Use Administrator/GIS Coordinator Rich Birnie was heard at 1:00 p.m. to review Land Use and GIS business.

- *Administrative Land Use Permits* – Birnie presented the following for signature.
 - **Resolution 08-13-18 A ADM0818-04 OneOK Elk Creek Pipeline** approving a pipeline beneath Chief Creek, North Fork Republican River and Arikaree River. **Commissioner Wiley moved to sign Resolution 08-13-18 A approving a pipeline beneath Chief Creek, North Fork Republican River and Arikaree River for the OneOK Elk Creek Pipeline. Commissioner Wingfield seconded the motion, which passed unanimously.**
 - **Resolution 08-13-18 B ADM0818-05 Udo & Heather Forman and Mark Lengel** lot line adjustment to correct a structure encroachment. **Commissioner Wingfield moved to sign resolution 08-13-18 B approving a lot line adjustment for Udo & Heather Forman and Mark Lengel correcting a structure encroachment. Commissioner Wiley seconded the motion, which passed unanimously.**
- *Retirement Planning* – Birnie reported that, following the declination of position by James Price, Colten Yoast was hired as the GIS Coordinator/Land Use Administrator and is scheduled to report to work on September 4.
- *Pending Land Use Activity* – Birnie reported one pending land use application for August DEV0718-03 for Yuma County and the State of Colorado to build a 400' guyed, communications tower and 12'X20' structure to house supporting equipment including generator. The tower and supporting equipment structure are to be built on 5.73 acres of land near County Road T in the SE1/4SE1/4 of Section 2, T4S, R46W.

GIS

- *Addresses* – Birnie said he will continue to work on the City of Wray addresses while editing street centerlines.

Administrator's Report

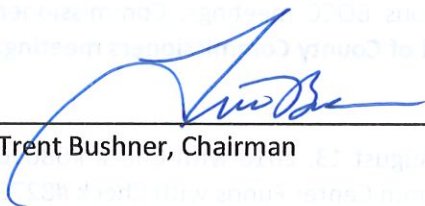
Administrator Andrea Calhoun reviewed calls, correspondence, and presented the following for action:

- *Minutes* – The Commissioners reviewed the minutes from the previous BOCC meetings. **Commissioner Wingfield moved to approve the minutes from the July 31, 2018 Board of County Commissioners meeting. Commissioner Wiley seconded the motion, which passed unanimously.**
- *Certification of Accounts Payable* drawn on Yuma County Funds on August 13, 2018 with Check #68690 through 68690 to 68779 and 31700-31743 for \$476,293.06 and WY Comm Center Funds with Check #8270 through 8280 for \$6,331.76, were signed by Chairman Trent Bushner.
- *CAPP Report & Claim Review* – The Commissioners heard information on pending CAPP claims.
- *Signatures and Ratifications* –
 - Invoices/Finance Requests:
 - *Phone System Upgrade* – The Commissioners reviewed a bid from CenturyLink for the update of the current AVAYA phone system, discussion and consideration was tabled for comparative bid for VOIP phone services.




- **Grant Updates** – The Commissioners discussed a grant application for Energy Impact Assistance Funds through the Division of Local Government by the Yuma Ag Innovation/Events Center Group and tabled a discussion of an Economic Development Grant for provision of further information by Economic Development Director Maggie Metzler.
- **Department Reports** – The Commissioners discussed 2019 budget planning topics and reviewed department reports including the 2018 Q2 Sheriff's Office Report, 2018 Q2 Useful Public Service Report, July 2018 Treasurer's Report, July 2018 Clerk & Recorder's Report, and July 2018 TV System Maintenance Log.
- **Prior Meeting Follow-Up** – Calhoon provided updates on ongoing projects including preliminary reports for 2018 online fair ticket sales and the implementation of Blackbaud Financial Edge NXT accounting software.
- **Correspondence** – Calhoon presented correspondence received since the last meeting including:
 - An IGA between Yuma County Clerk Bev Wenger and the Board of County Commissioners for support on the November 6, 2018 ballot question 7 regarding 13th Judicial District Attorney term limit extensions.
 - A request for information on an easement to a cemetery located at CR PP and CR 11.
 - A request for a letter of support for a local nomination for EMS personnel of the year.
- **Oil & Gas Updates** – Calhoon reported no updates on the proposed Elk Creek pipeline since the last meeting. The Commissioners requested input at the next meeting on road impact fees for upcoming projects.
- **Maintenance Updates** – Calhoon provided updates on facilities maintenance projects across the County.
- **HR Updates** – Calhoon reported updates on County Human Resource topics including recruitment efforts for County employment vacancies and pending HR issues.


There being no further business, the meeting adjourned at 4:42 p.m. The next regular meetings of the Board of County Commissioners will be on August 31, 2018 and September 14, 2018 with work sessions scheduled for August 29, 2018 and September 5, 2018.



Trent Bushner, Chairman



Andrea Calhoon, Administrator

ATTEST: 

Beverly Wenger, County Clerk

