



**YUMA COUNTY COMMISSIONERS**

**March 30, 2018**

**Minutes<sup>1</sup>**

On March 30, 2018 at 8:00 a.m., the Yuma County Board of Commissioners met in regular session. Chairman Trent Bushner, Commissioner Dean Wingfield, and Administrator Andrea Calhoon were present throughout the day. Commissioner Wiley was present from 8:00 a.m. until 11:30 a.m. and rejoined the meeting at 2:00 p.m.

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

Special Events Liquor License

Nancy Wright, Yuma County Motor Vehicle Deputy Clerk, presented for approval a special events liquor license for the Vernon Community Center for April 21, 2018 from 6:00 pm – 11:00 pm at the Vernon Community Center, 25817 Colorado Street, Vernon, CO 80755. **Commissioner Wingfield moved to approve the special events liquor license for the Vernon Community Center for April 21, 2018 from 6:00 pm – 11:00 pm at the Vernon Community Center, 25817 Colorado Street, Vernon, CO 80755. The motion was seconded by Commissioner Wiley and passed unanimously.**

Department of Human Services

The Board of County Commissioners convened as the Board of Social Services at 8:26 a.m. Human Service Director Phyllis Williams, Child Welfare Supervisor Hollie Hillman, Eligibility Supervisor Grant Smith, Bookkeeper Melanie Fisher, and receptionist Robin Barnhardt were present. Detailed minutes from this meeting are maintained by the Department of Human Services.

- **Commissioner Wiley moved to approve the recommended promotion of Jana Gallegos to Lead Eligibility Technician, G7/S4, with updated job description and additional training duties as of April 1, 2018 as proposed by Eligibility Supervisor Grant Smith. Commissioner Wingfield seconded the motion which passed unanimously.**

The Board of County Commissioners reconvened at 8:57 a.m.

Road and Bridge

Road & Bridge Supervisor JR Colden joined the meeting at 9:20 a.m. to provide the following updates:

Current Projects

- *EIAF 8302 Change of Scope Project Progress* – Colden reported on the progress for the change of scope portion of EIAF project 8302 including CR 39, CR H, and CR J. Mill work is complete and Colden reported needing to haul approximately 6 loads of caliche from the Deterding pit to the location. Colden estimates chip seal and striping will begin around Labor Day.
- *Gravel on CR LL north of Hwy 36* – Colden reported current work on County Road LL north of Highway 36.
- *Cattle Guard Bids* – Colden presented bids for concrete pours for six cattle guard bunkers, one from Chamberlain Concrete and one from Ritchey’s Redi-Mix, both for \$850 per cattle guard for a total of \$5,100. The guards are to be stock items on hand at Road & Bridge as need arises. **Commissioner Wiley moved to approve the bid from Chamberlain Concrete for the fabrication and delivery of six cattle guard bunkers for a total of \$5,100 to be paid from 02-703-6490 with delivery to be made within six months. The motion was seconded by Commissioner Wingfield and passed by unanimous vote.**

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



- *Updating Job Descriptions* – Colden discussed a joint project with County Administrator Andrea Calhoon during which Road & Bridge job descriptions will be reviewed for appropriate language related to safety-sensitive positions. Feedback has been sought from CTSI on sample language and cooperative efforts will be made with CTSI to ensure the necessary verbiage is added.
- *Shop Addition* – Colden presented an estimate from VAP Construction for an addition on the west side of the Road & Bridge main shop totaling \$35,330 not including concrete work. Colden reported the inability to find another organization willing to bid on the project. The idea was presented for consideration in the 2019 budget process.
- *New Hire* – Colden presented the salary authorization for new hire Jonathan Aagesen. **Commissioner Wiley moved to sign the salary authorization for Equipment Operator Jonathan Aagesen at Category 5, Grade 1, Level 3 as of April 2, 2018. Commissioner Wingfield seconded the motion which passed unanimously.**

#### Extension Office Updates, Joy Akey and JoLynn Midcap

At 10:04 a.m., the Board of County Commissioners met with Mrs. Joy Akey and Mrs. JoLynn Midcap to discuss updates and business related to the Yuma County CSU Extension Office. Midcap reported on 4-H accomplishments over the last quarter and program plans and updates to the Yuma County 4-H program as well as current participation rates. Akey reported on Family and Consumer Sciences activities and accomplishments including upcoming diabetes webinars and the Healthier Weigh competition as well as other community education activities planned for the remainder of the year. Akey also discussed a potential project with the Denver Nature and Science group for a travelling educational unit that may be forthcoming. Additionally, Akey shared a listing of upcoming community events she plans to participate in and Midcap and Akey discussed efforts by the National Western group to expand on agriculture education integration efforts and availability of services outside of the National Western Stock Show.

#### Sheriff's Office Vehicle Damage Estimates

At 10:35 a.m. Undersheriff Adam Wills requested to present bids on the repair of damage to Sheriff's Office 2017 Dodge Ram unit #172 following a vehicle accident incurred during the course of recent Sheriff's Office business. Damage was also incurred to some parking structures at the Wray Hitchin' Post Inn.

**Commissioner Wingfield moved to approve the repair of damage to Sheriff's Office unit #172 as bid by South 40 up to a total of \$600 to be paid out of 01-301-6361. Commissioner Wiley seconded the motion, which passed unanimously.**

**Commissioner Wiley moved to reimburse the total expense of \$105.44 to the Wray Hitchin' Post for damage to their property caused by Sheriff's Office unit #172 during the course of Sheriff's Office business per invoices by Chamberlain Concrete submitted by Wray Hitchin' Post. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**

#### Land Use

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

#### Land Use Hearings

Chairman Wingfield opened the Land Use hearings at 1:05 p.m.

In attendance were Jody Buck, Kim Bailey, and Rick Bailey.



### Exemption from Subdivision

Birnie presented staff reports for:

- Exemption from Subdivision for Wray Ranch, Co., LLC, EFS0218-01, to divide 4.42 acres, more or less, from 506.08 acres, more or less, on CR 35.5 in the SW  $\frac{1}{4}$  of Section 4, T1N, R42W for purpose of resale as a tower site. Birnie reported no public comment received on the application and recommended the following stipulations:
  - The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.
  - The new owner shall contact Yuma County Road & Bridge for written access approval for a proposed new access off of County Road 35.5.

### Major Land Use Development

Birnie read the staff report for Text Amendments to the Yuma County Land Use Code as follows:

- Land Use Development Permit for N.E. Colorado Cellular, Inc., dba Viaero Wireless & Mountain Tower & Land, LLC, DEV 0218-01, to build a fenced, 195-foot guyed antenna support structure (tower) and supporting equipment. The tower and supporting equipment is to be built on 4.42 acres of land on County Road 35.5 in the SW  $\frac{1}{4}$  of Section 4, T1N, R42W. Birnie reported no public comment received on the application and recommended the following stipulations:
  - The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.
  - Applicant must consult with the State Historic Preservation Offices to avoid any impacts to the site.
  - All structures shall comply with the setback from site boundary lines as required in the Yuma County Land Use Code.
  - Any part of the site, other than inside the fence and around the guy wire anchors, disturbed during construction shall be re-vegetated using seed mixture appropriate to existing species and soil type.
  - Because Yuma County is an agriculture based county and aerial application is a common way to spray crops with crop protection products, the BOCC is requiring safety lighting on all structures exceeding a height of 149' to be installed in accordance with FAA Advisory circular 70/7460-1 L Change 1.

Land Use hearings closed at 1:16 p.m.

**Commissioner Wingfield moved to approve Resolution 03-30-2018 E approving the Exemption from Subdivision for Wray Ranch, Co., LLC, EFS0218-01, to divide 4.42 acres, more or less, from 506.08 acres, more or less, on CR 35.5 in the SW  $\frac{1}{4}$  of Section 4, T1N, R42W for purpose of resale as a tower site. Birnie reported no public comment received on the application and recommended the following stipulations:**

- **The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.**
- **The new owner shall contact Yuma County Road & Bridge for written access approval for a proposed new access off of County Road 35.5.**

*Recorded under Reception No. 00570965*

**Commissioner Bushner seconded. The motion passed by unanimous vote.**



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 Wingfield moved to approve the minutes from the March 16, 2018 Board of County Commissioners meeting. Commissioner Wiley seconded the motion; which passed unanimously.**
- **Certification of Accounts Payable and Payroll** drawn on Yuma County Funds on March 30, 2018 with Check #67725 through 67788 for \$543,844.92, Yuma County Payroll Funds with Check #31483 through 31500 and EFT #42675 through 42804 for 240,045.35, WY Comm Center Funds with Check #8165 through 8178 for \$31,359.46, and WY Comm Center Payroll Funds with Check #4389 and EFT #5791 through 5803 for \$29,591.74 signed by Chairman Trent Bushner.
- **CAPP Report & Claim Review** – The Commissioners heard information on pending CAPP claims and the current status of the 2017 hail storm claim as well as updates on current Worker's Compensation claims.
- **Signatures and Ratifications** –
  - Invoices/Finance Requests:

- Fair Account ACH Creation, Resolution 03-30-2018 B – The Commissioners discussed a resolution authorizing the deposit of electronic revenue received from online ticket vendor eTix, who will be providing online ticket sales services for the 2018 Yuma County Fair.

**Commissioner Wiley moved to approve signature on Resolution 03-30-2018 B allowing the deposit of electronic revenue received from online sales made through eTix into the Bank of Colorado Fair Account 2704. Commissioner Wingfield seconded the motion, which passed unanimously.**

*Resolution attached.*

**Commissioner Wiley moved to approve signature on the eTix disbursement form authorizing ACH deposit of electronically received payments for fair tickets as outlined in Resolution 03-30-2018 B. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**

- Transfer 1 Mill to Fund 20 – The Commissioners reviewed a resolution to transfer 1 mill from Fund 1 to Fund 20 as budgeted for 2018. **Commissioner Wiley moved to approve signature on Resolution 03-30-2018 C authorizing the transfer of one mill totaling \$244,697 on 2017 assessed valuation of \$244,696,970 from Fund 1 to Fund 20 as approved in the 2018 budget. Commissioner Wingfield seconded the motion which passed by unanimous vote.**

*Resolution attached.*

- Mining Fee ACH – The Commissioners discussed a resolution authorizing the payment of State of Colorado Division of Mining and Reclamation fees via ACH payment from the First Pioneer National Bank IRS/State EFT account. **Commissioner Wingfield moved to approve signature on Resolution 03-30-2018 A authorizing ACH payments to be made to the State of Colorado Division of Mining and Reclamation for permit fees from First Pioneer National Bank account 1267-7. Commissioner Wiley seconded the motion, which passed by unanimous vote.**

*Resolution attached.*

- Kissinger & Fellman Invoice Review – The Commissioners reviewed an invoice from Kissinger & Fellman, County Attorneys.
- Fairgrounds Use Fees – The Commissioners heard requests for fairgrounds use for the Yuma FFA Kiddie Barnyard, the 5:10 to Yuma Road Race, and a wedding ceremony requested to be held at the back gate of the fairgrounds.

**Commissioner Wiley moved to waive fairgrounds use fees for the Yuma FFA Kiddie Barnyard to be held on May 16, 2018, plus a \$50 restroom fee should restrooms be required. Commissioner Wingfield seconded the motion which passed unanimously.**

**Commissioner Wiley moved to waive fairgrounds use fees for use of the parking lot only for the 5:10 to Yuma Road Race to be held on June 16, 2018. Commissioner Wingfield seconded the motion and it passed by unanimous vote.**

**Commissioner Wiley moved to waive fairgrounds use fees for the use of the outdoor space near the back gate at the Yuma County Fairgrounds of purposes of a wedding ceremony with no reception to be held on Friday, April 20. Commissioner Wingfield seconded. The motion passed unanimously.**

- Kirk House Landlord Agreement – The Commissioners reviewed a landlord agreement with Black Hills Energy for the Kirk House.
- Grant Contracts and Updates – The Commissioners reviewed the following grant updates:
  - 2018 DOLA/EIAF Grant Projects – The Commissioners discussed potential projects for consideration in application for 2018 DOLA/EIAF funds with input from Road & Bridge Supervisor JR Colden and County Administrator Andrea Calhoon. It was determined that no projects were suitable for current grant deadline and a reassessment would be done later in the year for the next grantmaking cycle.
  - FEMA Project Finalization – The Commissioners heard an update on the finalization of the 2015 FEMA project.
- *Department Reports* – The Commissioners reviewed the recent health inspection for the Yuma County Jail Kitchen as well as the March 2018 Veteran's Report. The Commissioners also reviewed the final Yuma County Emergency Operations Plan as prepared by Yuma County Emergency Manager Roger Brown.

**Commissioner Wingfield moved to approve signature on Resolution 03-30-2018 D accepting the 2018 update to the Yuma County Emergency Operations Plan as prepared by Yuma County Emergency Manager Roger Brown to replace all prior existing versions. The motion was seconded by Commissioner Wiley and passed unanimously.**

*Resolution attached.*

- *Prior Meeting Follow-Up* – Calhoon provided updates on prior meeting discussion and action items. The Commissioners heard updates on building security, the implementation of a new online ticket sales system for Yuma County Fair Tickets, the Yuma 1 and Idalia Tower site updates, and the implementation of Financial Edge, Yuma County's new accounting software package. The Commissioners were also updated on the invoicing for Financial Edge expenses to the W-Y Combined Communications Center as discussed at



the March 16, 2018 regular meeting. The Commissioners discussed the use of the Yuma County CDL Test Site by Integrity Trucking to provide a truck driving school to local employers. The Commissioners confirmed their opinion to allow the use for the first year without charge in the interest of economic support for Yuma County.

**Commissioner Wiley moved to approve Chairman Bushner's signature on the contract with Texassee Touring, Inc. for musical entertainment services provided by Lonestar at the Yuma County Fair 2018 for \$25,000, following review by Chairman Bushner. Commissioner Wingfield seconded the motion, which passed unanimously.**

**Commissioner Wiley moved to approve the bid for survey by Dickinson Land Survey for no more than \$1400 for the Idalia Tower site located at SE4SE2, S11, T4S, R46W and no more than \$1600 for the Yuma 1 tower site located at E2NE4, S14, T2N, R49W to be paid from 20-907-6350 for purposes of land use permit applications. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**

- *Correspondence* – Calhoon provided updates on recent fairgrounds RV rental trends as well as a request for a letter of support for the COSI Scholarship program, the status of the Yuma County Landfill Financial Assurance information for 2015 and 2016, letters of interest for the advertised vacancy for Yuma County Veteran's Service Officer, and a proposed Memorandum of Understanding from the South Fork Republican River Conservation Group.

**Commissioner Wingfield moved to authorize Commissioner Wiley to sign the memorandum of understanding with the South Fork Republican River Conservation Group as presented. Commissioner Wiley seconded the motion, which passed unanimously.**

**Commissioner Wiley moved to approve signature on the Financial Assurance Letters to the Colorado Department of Public Health and Environment Hazardous Material Waste Management Division for the 2015 and 2016 fiscal years. Commissioner Wingfield seconded the motion, which passed unanimously.**

- *Oil & Gas Updates* – Calhoon reported receipt of notice of the filing of bankruptcy for Augustus Energy and reviewed property tax paid by Augustus for the last two years.
- *Maintenance Updates* – Calhoon provided updates on facilities maintenance projects including persistent internet connectivity issues at the Yuma branch of the County Clerk's Office and discussion of the purchase of first aid materials for the County.
- *HR Updates* – Calhoon reported updates on County Human Resource topics including policy and salary structure reviews, employee newsletter publication, recruitment efforts for County employment vacancies, timelines for updates from the assigned Apparel Committee, and pending HR issues. The Commissioners set a tentative work session for Tuesday, April 10 or Wednesday, April 11 to complete interviews with candidates for the Land Use Administrator/GIS Coordinator vacancy. Scheduling will depend upon candidate availability.



There being no further business, the meeting adjourned at 4:11 p.m. The Commissioners completed an inspection of the Yuma County Jail following adjournment of the business meeting. The next regular meetings of the Board of County Commissioners will be on April 16, 2018 and April 30, 2018.

Trent Bushner, Chairman

Andrea Calhoon, Administrator

ATTEST:   
Beverly Wenger, County Clerk



