

**YUMA COUNTY COMMISSIONERS**

**June 29, 2018**

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

On June 29, 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.

Liquor License

Yuma County Deputy Clerk Nancy Wright presented the following for approval of liquor license renewal:

- Vernon Liquors LLC, DBA Vernon Liquors LLC, 26101 Washington Street, Vernon, CO 80755, and
- Ballyneal Golf LTD, DBA Ballneal, 58839 County Road FF, Holyoke, CO 80734.

**Commissioner Wiley moved to approve signature on the liquor license for Vernon Liquors. Commissioner Wingfield seconded the motion and it passed by unanimous vote.**

**Commissioner Wiley moved to approve signature on the liquor license renewal for Ballyneal. Commissioner Wingfield seconded the motion and it passed by unanimous vote.**

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, 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 signature on an MOU between Yuma County Health and Human Services and the Yuma County Sheriff's Office for use of the kitchen facilities in the HHS building from July 1, 2018 to June 30, 2019. Commissioner Wingfield seconded the motion, which passed unanimously.**

**Commissioner Wiley moved to approve the contract with Regional Home Visitation Program, DBA Baby Bear Hugs, for provision of core services for a term of June 1, 2018 to May 31, 2019 and an amount not to exceed \$37,000. Commissioner Wingfield seconded the motion, which passed unanimously.**

**Commissioner Wingfield moved to approve the contract with Wray Community Learning Center for provision of core services for a term of July 1, 2018 to June 30, 2019 for \$5,000. Commissioner Wiley seconded the motion, which passed unanimously.**

The Board of County Commissioners reconvened at 9:05 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

- **Gravel Projects** – Colden discussed the following road gravel projects:
  - Current graveling of CR 56.5
  - The Commissioners requested Colden send someone to blade CR R north of the highway due to citizen request
  - The Commissioners requested inspection of a hole in CR 32 west of Heritage Dairy
  - Colden also received a request to coordinate with Fairgrounds Maintenance staff Jaden Campbell to review projects that may need completed prior to 2018 County Fair

---

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



- *Power Equipment Contract* – Colden presented a contract with Power Equipment for pneumatic rollers for compacting on the 39-H-J project for a total of \$2,625 to hold the roller until needed on August 22, 2018, an additional expense from the original project estimate. Colden also presented bids for tires to replace the standard grader tires that will allow use of our currently owned graders with packers in the project in place of the rental of rollers. The cost of the tires is \$1263.60 from Rudy's Tires. Colden and the Commissioners discussed the process for replacing rollers with road graders. The Commissioners supported the change in procedure in light of the reduced cost on the project.
- *Local Road Safety Plan Approval* – Colden requested a motion to approve the local road safety plan presented at a prior meeting. **Commissioner Wiley moved to approve the local road safety plan as presented by Don Marr at the May 31, 2018 meeting. Commissioner Wingfield seconded the motion, which passed unanimously.**
- *Staff Fair Comp Time 2016* – Colden reported an employee that worked during the fair in 2016 for which he should have earned 10 hours of compensatory time for having worked the County Fair holiday that he has not received to date and requested that the time be added to the employee's bank. The Commissioners tabled the discussion to have the Finance department research the situation and prepare documentation. Colden and the Commissioners discussed planning for water truck driving during the 2018 County Fair.
- *Cars in the Road, CR JJ between 32 and 33* – Colden reported cars parked long-term in the County Road right-of-way on JJ between 32 and 33 belonging to Dean McGinnis. The Commissioners asked that a letter be sent stating that the cars must be removed from the County Road right-of-way or have the cars towed at the expense of the landowner. **Commissioner Wiley moved to send a letter to the estate manager of the Dean Magennis property at CR JJ between CR 32 and CR 33 requesting that the cars parked in the County Road right-of-way be removed or be towed at the landowner's expense. Commissioner Wingfield seconded the motions, which passed unanimously.**
- *PubWorks Mobile Bid* – Colden presented a bid from PubWorks for the addition of a mobile module for an implementation fee of \$1750 with a \$350 per year support fee. Colden and Administrator Andrea Calhoon discussed testing that has been completed by Road & Bridge crew foremen over the past week and intentions for use of the mobile application. Colden discussed timekeeping for lunches in the system and the need for assumed lunch hours based on the variable schedules and tasks and received support from the Commissioners to assume a lunch hour in timekeeping and log worked hours only for the sake of efficiency in the system.  
**Commissioner Wiley to approve the \$1,750 bid from PubWorks for implementation and \$350 annual support of the PubWorks mobile application to be paid from 02-701-6362. Commissioner Wingfield seconded the motion, which passed unanimously.**

Plains Communication Services, Judy Snedeker & Ronnie Puckett

At 10:22 a.m., the Board of County Commissioners met with Judy Snedeker and Ronnie Puckett of Plains Communication Services to hear updates on the implementation of providing broadband services in Wray. Puckett reported that July 15 will be the official go-live date for broadband services in the City of Wray. Beta testing is currently underway and lines to the courthouse are ready to go. The Commissioners requested that Teryx IT coordinate with departments and offices to develop a set of expectations and coordinate with the implementation team for a proposal that will come back to the Commissioners.

Land Use

Yuma County Land Use Administrator/GIS Coordinator Rich Birnie was heard at 1:00 p.m. to conduct Land Use Hearings and review Land Use and GIS business. Present was Dan Kafka representing Highline Electric Association.



*Land Use Hearings*

- Land Use Development Permit DEV0418-02 for Highline Electric Association to build a fenced, 180', self-supporting lattice tower and 8x12' structure on slab to house supporting equipment. The tower and supporting equipment structure are to be built on 1 acre of land on CR QQ in the SW1/4 of Section 30, T5N, R42W. Birnie reported no public comment and receipt of setback waiver from all proximal neighbors. Kafka reported that all FAA recommendations for the tower will be followed and that sites will be fenced following construction.
  - The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.
- Subdivision Exemption EFS0518-10 for Yuma County applying on behalf of Marvin McDonald to divide 5.73 acres of land, more or less, from 640.23 acres of land, more or less, in the SE ¼ of Section 2, T4S, R46W, for the purpose of resale to Yuma County as a communication tower site. Birnie reported no public comment and receipt of setback waiver from adjacent property owner as well as statement of no objection from adjacent mineral owners.
  - The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.
- Subdivision Exemption EFS 0518-11 for Peter Brophy & David Wilson (BW Partnership) to divide 12.53 acres of land, more or less, from 56.45 acres of land, more or less, at the intersection of US Hwy 385 and Canyon Ridge Drive in the NW ¼ of Section 18, T 1N, R43W for the purpose of resale as a home site. Birnie reported one inquiry on the application but no objections as well as a communication from the Wray Planning Commission with no objections.
  - The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.
- Subdivision Exemption EFS 0518-12 for the Estate of Bruce Warren Hall aka Bruce W. Hall aka Bruce Hall c/o Keree DeLynn Olsen, Personal Representative to divide 20 acres of land, more or less from 127.46 acres of land, more or less in the NE ¼ of Section 26, T2N, R46W for the purpose of resale to the Town of Eckley as a site for their new wastewater treatment facility. Birnie reported no objection and planned construction date for the treatment facility in Spring of 2019.
  - The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.
  - The Town of Eckley shall submit a land use development permit before construction of their new water waste treatment facility.

Land Use hearings closed at 1:22 p.m.

**Commissioner Wingfield moved to sign Resolution 06-29-18 A approving Land Use Development Permit DEV0418-02 for Highline Electric Association to build a fenced, 180', self-supporting lattice tower and 8x12' structure on slab to house supporting equipment. The tower and supporting equipment structure are to be built on 1 acre of land on CR QQ in the SW1/4 of Section 30, T5N, R42W.**

- **The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.**

**Commissioner Wiley seconded the motion, which passed by unanimous vote.**

**Commissioner Wiley moved to Sign Resolution 06-29-18 B approving Subdivision Exemption EFS0518-10 for Yuma County applying on behalf of Marvin McDonald to divide 5.73 acres of land, more or less, from 640.23 acres of land, more or less, in the SE ¼ of Section 2, T4S, R46W, for the purpose of resale to Yuma County as a communication tower site.**



- The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.

Commissioner Wingfield seconded the motion, which passed by unanimous vote.

Commissioner Wiley moved to sign Resolution 06-29-18 C approving Subdivision Exemption EFS 0518-11 for Peter Brophy & David Wilson (BW Partnership) to divide 12.53 acres of land, more or less, from 56.45 acres of land, more or less, at the intersection of US Why 385 and Canyon Ridge Drive in the NW ¼ of Section 18, T 1N, R43W for the purpose of resale as a home site.

- The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.

Commissioner Wingfield seconded the motion, which passed by unanimous vote.

Commissioner Wiley moved to Sign Resolution 06-29-18 D approving Subdivision Exemption EFS 0518-12 for the Estate of Bruce Warren Hall aka Bruce W. Hall aka Bruce Hall c/o Keree DeLynn Olsen, Personal Representative to divide 20 acres of land, more or less from 127.46 acres of land, more or less in the NE ¼ of Section 26, T2N, R46W for the purpose of resale to the Town of Eckley as a site for their new wastewater treatment facility.

- The Applicant shall be responsible for complying with all Federal, State, and Local regulations, rules, codes, conditions, and design standards.

Commissioner Wingfield seconded the motion, which passed by unanimous vote.

- *OneOK Pipeline* – Birnie shared recent communication with Margaret Tyler of OneOK regarding Commissioner questions about the trenching along the Arikaree River. Tyler stated they will revisit with their plan to explore subterranean water flow and return with report.
- *Quarterly PUC Compliance Filing* – Birnie reported having filed the 7<sup>th</sup> quarterly PUC Compliance Filing for the WY 911 Authority Board. Birnie reported filing will need to continue until the communications center has functional text to 911 capabilities.
- *Pending Land Use Activity* – Birnie reported no pending land use applications for July.

GIS

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

Ag Innovation Center Fundraiser, Jed Gleghorn

The Commissioners met with Jed Gleghorn at 1:56 p.m. to discuss a fundraiser for the Ag Innovation Center/new Events Center. The Events Center group would like to host a fundraiser during fair. They are planning on Tuesday afternoon, August 7 after the rodeo at approximately 3:30 p.m. at the fairgrounds to be held on the north side of the arena in the infield. The event is planned to consist of a concert and auction and would extend the play time of the opening act of the concert from 1.5 hours to 2.5 hours and, in exchange, the Ag Innovation Committee would pay for the act and advertising. The Commissioners discussed with Gleghorn that the plan would require the location of the concert would move from it's originally planned location as well as other logistical planning matters. The group decided that the fundraiser would be least disruptive to the concert that evening if it was finished by 6:00 p.m.

Gleghorn requested that Yuma County host a steer tripping event on Thursday, August 9 in the morning at the Yuma County Fairgrounds. The Commissioners agreed to host the event as a County-sponsored event.



### Executive Session, Exit Interviews

**Commissioner Wiley moved to enter into executive session at 2:52 p.m. under CRS 24-6-402(4)(f) for personnel matters. Commissioner Wingfield seconded the motion, which passed unanimously.** Present for executive session were Chairman Trent Bushner, Commissioner Robin Wiley, Commissioner Dean Wingfield, Administrator Andrea Calhoon, and Patrol Sargent James Thompson. Executive session ended at 3:22 p.m.

**Commissioner Wiley moved to enter into executive session at 3:31 p.m. under CRS 24-6-402(4)(f) for personnel matters. Commissioner Wingfield seconded the motion, which passed unanimously.** Present for executive session were Chairman Trent Bushner, Commissioner Robin Wiley, Commissioner Dean Wingfield, Administrator Andrea Calhoon, and Detention Deputy Ryan Mayer. Executive session ended at 4:03 p.m.

### 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 meetings. **Commissioner Wingfield moved to approve the minutes from the June 11, 2018 and June 15, 2018 Board of County Commissioners meetings. Commissioner Wiley seconded the motion, which passed unanimously.**
- *Certification of Accounts Payable & Payroll* drawn on Yuma County Funds on June 29, 2018 with Check #68356 through 68431 for \$340,067.21, Yuma County Payroll Funds with Check #31558 through 31586 and EFT #43084 through 43225 for \$259,862.66 WY Comm Center Payroll Funds with EFT #5830 through 5841 for \$28,372.53, and WY Comm Center Funds with Check #8233 through 8245 for \$30,792.70, were signed by Chairman Trent Bushner.
- *CAPP Report & Claim Review* – The Commissioners heard information on pending CAPP claims including new claim yet to be filed for hail damage to two Sheriff's Office vehicles from a storm in Yuma on June 12, 2018 in Yuma.
- *Signatures and Ratifications* –
  - Invoices/Finance Requests:
    - South 40 Autobody Invoice – **Commissioner Wingfield moved to ratify approval of the South 40 Autobody invoice for \$100 for purchase and application of vinyl stickering on the Yuma County Fair Queen Trailer out of Conservation Trust Fund account 06-000-6480. Commissioner Wiley seconded the motion, which passed unanimously.**
    - YUMEX Bank Account Signer – **Commissioner Wiley moved to approve signature on resolution 06-29-2018 H approving a change of authorized signors on the YUMEX Fund Bank Account XXX4147 at First Pioneer National Bank. Commissioner Wingfield seconded the motion, which passed unanimously.**
    - 2018 Fair Queen Pickup Lease Agreement – **Commissioner Wiley moved to sign the lease agreement with Bonanza Ford for the lease of a 2013 Ford F250 by the Yuma County Fair Queen for the months of July and August for a sum of \$800 from account 01-511-6850. Commissioner Wingfield seconded the motion, which passed unanimously.**
    - Road Impact Fee Resolution – The Commissioners reviewed draft language for the adoption of road impact fees. The discussion was tabled for further research.

- COERRA Forfeitures – The Commissioners signed CCOERA forfeitures of \$2169.36 for deposit in Fund 1.
- Grant Updates – **Commissioner Wiley moved to approve signature on the 2017 Revolving Loan Fund CDBG Grant F17CDB16604 Close-Out previously reviewed and approved. Commissioner Wingfield seconded the motion, which passed unanimously.**

**Commissioner Wiley moved to approve signature on the MOU with Centennial Mental Health for use of one 800 MHz radio owned by Yuma County Office of Emergency Management for purposes of communication during times of disaster. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**

- *Department Reports* – The Commissioners reviewed department reports including a salary authorization for a newly hired Sheriff's Office manager, a report of appealed property values for the current County Board of Equalization, and the June 2018 Veteran's Service Officer report.
- *Prior Meeting Follow-Up* – Calhoon provided updates on ongoing projects including online fair ticket sales, the implementation of Blackbaud Financial Edge NXT accounting software, and the process of acquiring land on which to build additional emergency communication towers.  
**Commissioner Wiley moved to approve signature on the contract with Marvin McDonald for the purchase of 5.73 acres of land in the SE ¼ of Section 2, T4S, R46W for purposes of the State of Colorado building an additional emergency communication tower adjacent to the existing tower for a total expense of \$7,000 to be paid from 20-907-8920. Commissioner Wingfield seconded the motion, which passed unanimously.**

**Commissioner Wiley moved to approve signature on the Use by Special Review application to Washington County for change of use of 7 acres in the NE ¼ of Section 14, T2N, R49W for purposes of the State of Colorado building an additional emergency communication tower adjacent to the existing tower. Commissioner Wingfield seconded the motion, which passed unanimously.**

**Commissioner Wiley moved to approve signature on Resolution 06-29-2018 E supporting the WY 911 Authority Board purchase of a new telephone system, as approved by motion at the 6-15-2018 Board of County Commissioners meeting. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**

- *Correspondence* – Calhoon presented correspondence received since the last meeting including:
  - Notice of eligibility to participate in a class action suit against the Federal Government for underpaid PILT payments for the years 2014-2016.
  - A proposed meeting with CDOT for planning of transportation projects in Yuma County on August 29 at 9:30 a.m.
  - The 2017 annual report for CTSI.
  - Letters of interest for the posted Yuma County vacancy on the RETAC board. **Commissioner Wiley moved to reappoint Krista Terrell to serve as the Yuma County representative on the RETAC board for a two-year term to run from 7/1/2018 through 6/30/2020. Commissioner Wingfield seconded the motion, which passed by unanimous vote.**
  - A letter from the IRS waiving the fee for a recent Failure to Deposit fine.
  - Advice memos from County Attorney Ken Fellman, Esq. Present were Chairman Trent Bushner, Commissioner Robin Wiley, Commissioner Dean Wingfield, Treasurer Dee Ann Stults, and Administrator Andrea Calhoon. **Commissioner Wiley moved to enter into Executive Session under**

**CRS 24-6-402(4)(b) at 11:32 a.m. Commissioner Wingfield seconded the motion, which passed unanimously.** Open session resumed at 12:02 p.m. The Commissioners requested the development of a public demonstration policy for approval and adoption at a subsequent meeting.

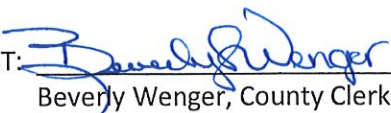
**Commissioner Wiley moved to approve signature on Resolution 06-29-2018 F with Attachment A defining Yuma County banking policies. Commissioner Wingfield seconded the motion, which passed unanimously.**

- *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 including sewer issues at the Health & Human Services building.  
**Commissioner Wiley moved to approve payment of the invoice from Bill Heberlein for \$31,264 to be paid from 20-907-6368 for reroof at the Yuma County fairgrounds. Commissioner Wingfield seconded the motion, which passed unanimously.**
- *HR Updates* – Calhoon reported updates on County Human Resource topics including recruitment efforts for County employment vacancies and pending HR issues. The Commissioners also supported the hosting of a Yuma County booth at Wray Daze on July 27, 2018 if staff volunteers could be found to man the booth. The Commissioners also reviewed a request to grant an exception to personnel policy to allow a separated employee to be bought out paid time off hours in excess of the 480-hour accrual limit. After consideration, the Commissioners determined that the limits on personal leave and compensatory time will be adhered to in this and subsequent cases.

There being no further business, the meeting adjourned at 5:04 p.m. The next regular meetings of the Board of County Commissioners will be on July 16, 2018 and July 31, 2018.

  
Trent Bushner, Chairman

  
Andrea Calhoon, Administrator

ATTEST:   
Beverly Wenger, County Clerk

