

Board of County Commissioners of Lincoln County  
Agenda for October 31, 2017

9:00 Call to order and Pledge of Allegiance

9:00 Patricia Phillips, Human Services Director, to present the Department of Human Services monthly report

9:30 Heike Petersen, RN, BSN, Lincoln County Public Health, to present the October, 2017, Public Health Agency's monthly report

10:00 Lincoln County meeting with various representatives of the Colorado Department of Transportation in order that the CDOT can present an update on recent projects in the county, present general information on the CDOT and entertain comments/questions/concerns

11:15 Joint meeting with the Lincoln County Tourism Board

1:00 On-site inspection of the Lincoln County Fairgrounds to discuss future facility improvements

1. Approve the minutes from the October 30, 2017, meeting
2. Review the Waste Characterization and Acceptance Plan (WCAP) for the Lincoln County Landfill as prepared by American Environmental Consulting, L.L.C.
3. Review and act upon the appointment of Keith Westfall as the County Surveyor
4. Review and act upon a request for a county credit card for Bailey Mares, Department of Human Services Administrative Assistant
5. Review a memorandum from the State of Colorado, Division of Reclamation, Mining and Safety, regarding a conversion application for the Lincoln County Gaede Pit, Permit M-1978-051
6. Review and act upon a request from the Edison Fire Protection District for a waiver of the building permit fee for a new proposed fire station at the corner of Lincoln County Road 4 and Lincoln County Road J
7. Review and act upon the Scope of Work for the Colorado Department of Public Health and Environment, OPPI Assessment and Planning Grant, for Lincoln County Public Health
8. Review and act upon a letter from GMS, Inc., Consulting Engineers, regarding the proposed parking lot improvements at the courthouse
9. County Commissioners' reports
10. County Attorney's report
11. County Administrator's report
12. Old business
13. New business
14. Approve additional expense vouchers as necessary

The Board of Lincoln County Commissioners met at 9:00 a.m. on October 31, 2017. The following attended: Chairman Doug Stone, Commissioners Ed Schiffers and Steve Burgess, County Administrator Gary Ensign, Administrative Assistant Jacob Piper, County Attorney Stan Kimble (until 12:45 p.m.), and Clerk to the Board Corinne M. Lengel.

Chairman Stone called the meeting to order and asked Mr. Schiffers to lead the Pledge of Allegiance.

Human Services Director Patricia Phillips met with the Board to give her monthly report. She provided financial reports for September, as well as employee time sheets and the Income Maintenance, Child Welfare, and director's reports for the month. Mr. Burgess said they had noticed the day before, when approving expense vouchers, that it appears the county meal reimbursement policy is being abused by at least one member of her department. She stated that most of the time staff use their county credit card when they attend meetings or training in Denver. Mr. Schiffers put in that the Board doesn't want one employee to spoil it for everyone else, and Mr. Burgess asked that she simply monitor it. She said if one particular party seemed to be the perpetrator, she would like to know who that was. Mr. Burgess said he would speak with her about it later.

James Martin with Evergreen Systems and Technology stopped in and said he would come back when the Tourism Board met with the commissioners. He showed the group the new Limon Chamber coin that the chamber is introducing, and then mentioned that the county uses Carbonite, which is a backup system, for the major computer systems in several of the offices. He said that the annual renewal fee is \$1,200, and the county uses approximately 80% of the storage that is paid for.

At 9:30 a.m., Heike Petersen with Public Health met with the Board to give the October report for the department. She wanted the commissioners to know that the OPPI supplemental grant funding Scope of Work was received and forwarded to Mr. Stone, and that if the county accepts the SOW and grant funding, there is no personnel who can complete the work. Mr. Stone said he believed they have that problem worked out with Anne-Marie Braga, Director of Local Public Health Partnerships with CDPHE. Ms. Petersen spoke a bit about Hepatitis A and the lack of vaccine doses statewide, due to funding.

After Ms. Petersen had gone, Mr. Burgess made a motion to approve the minutes from the meeting held on October 30, 2017, as submitted. Mr. Schiffers seconded the motion, which carried unanimously.

The Waste Characterization and Acceptance Plan (WCAP) for the county landfill as prepared by American Environmental Consulting, LLC has been completed and submitted. Mark McMullen will get with Mick Jaques regarding training and what he will need to do to comply with the plan.

Mr. Burgess made a motion to appoint Keith Westfall as the Lincoln County Surveyor. Mr. Schifferns seconded the motion, which carried unanimously. The appointment will remain in effect until the next election, and Mr. Westfall can be reappointed if no one else is elected to the position. Mr. Ensign said there will need to be a small budget created for the department since the annual salary is \$1,430. Mr. Kimble commented that when the law was passed, several counties did not have a surveyor, but now it is a requirement.

Mr. Schifferns made a motion to approve a county credit card with a \$500 limit for Human Services Employee Bailey Mares. Mr. Burgess seconded the motion, which carried unanimously.

The Board reviewed a memorandum from the State of Colorado, Division of Reclamation, Mining and Safety, regarding a conversion application for the Lincoln County Gaede Pit, Permit M-1978-051.

At 10:00 a.m., several representatives from the Colorado Department of Transportation met with the Board to provide an update on recent projects in the county, present general information, and answer questions or concerns. CDOT members were Karen Schneiders, Bob Johnson, Brian Schaefer, Keith Scheaffer, Steve Hoffmeister, Johnny Olson, and Travis Miller. Gary Beedy, Joe Kiely, Greg Tacha, Troy McCue, James Russell also attended the discussion. Mr. Olson spoke for the CDOT group, stating that although there has not been much construction funding spent in Lincoln County since mid-2013, all TPRs got together to prioritize projects across the state, should there be any additional funding. Mr. Olson also provided a copy of the 2017 Region 4 Annual County Meetings brochure, which included performance measures and financial information.

Gary Beedy asked about adding or lengthening passing lanes on Hwy 287 east of Hugo to Kit Carson, due to an increase in motor vehicle accidents. Mr. Olson said that the update on 287 is that the passing lanes are adequately located but that they *may* need to be lengthened. There is also a *possibility* that more passing lanes may be added.

Mr. Burgess asked when the new building would go up and was told construction is set to begin next fall. He suggested that the old CDOT location in Limon would be a great training facility for Morgan Community College. Mr. Olson agreed and said he would submit that request.

Mr. Kiely commented that Limon has been trying to adopt the newer Model Traffic Code for the past two years and asked where CDOT gets the authority to determine signage and speed limits within a municipality. Mr. Kimble stated that he was told it has always been in the law; it was just never enforced. Mr. Olson said he will look into that as well, but statute dictates that speed studies are required to change speed limits. Mr. Kimble put in that the county's concern is development, but there is no way to slow down truck traffic on county roads without the speed study or calling the route a construction zone.

Mr. Olson also informed the group that they are working with the industry to raise local engineering project funding, which hasn't seen an increase since 1986. Currently, local projects only get \$50,000 without going to the commission, but they are looking at raising it to \$500,000. He added that Mr. Johnson and Mr. Miller could get quite a bit done locally with such an increase in funding.

The group also discussed the closure of several rest stops statewide, wayfaring signage, and the junction of SR71 and SR94 at Punkin Center. Mr. Stone asked what could be done there to further increase safety and help prevent accidents. Travis Miller said they could grind some rumble strips into the road surface, and Bob Johnson added that they have asked for regular lighting there. Mr. Olson said they will follow up with that as well.

Mr. Kimble asked about CDOT's policy regarding flagpole annexation and was told that CDOT is typically neutral. Keith Scheaffer suggested that CDOT be involved from a planning level standpoint, as the state highway system is sometimes impacted when a municipality decides to annex something. If the resident engineer and local traffic people are involved to begin with, they can provide insight for the developers, which may alleviate issues later on.

Before the discussion ended, Gary Beedy mentioned that there may be ballot issues coming regarding state funding. He cautioned that it should remain HUTF funding and stated that if the county wants any CDOT projects, there has to be state funding.

At 11:30 a.m., members of the Lincoln County Lodging/Tourism Board Apryl Huelskamp, Steve Beedy, Dan Merewether, Tim Andersen, and Linda Orrell met with the commissioners to discuss various issues. Also attending the discussion were Gary Beedy, Troy McCue and James Russell, James Martin, and Renita Thelen.

Mr. Ensign stated that as of the end of September, the fund was showing a balance of \$9,200, but Steve Beedy stated that expenditures since that time have put them over budget by approximately \$1,000. There are also several outstanding invoices that will need to be paid, as well as the PR person from Denver and Megan Mosher with Lincoln Community Hospital who does local PR work for them. He felt \$10,000 would cover their expenses through the remainder of the year. Mr. Stone said he was concerned with them overspending their budget, which didn't seem to have ever happened before. Mr. Beedy responded that he had assumed they would be able to deposit the \$19,580 from the concert event in June back into the Lodging/Tourism fund rather than it going back into the County General fund. He added it was a hard lesson learned but they now know going forward what changes they need to make.

Ms. Huelskamp put in that they were definitely planning on income from the concert event to help with the rest of the expenditures for the year, but she felt they would need an additional \$15,000 to cover their expenses rather than \$10,000. Mr. Ensign said the fund has currently only generated \$80,000 of the \$146,000 projected revenue, so in all actuality they have expensed their revenues by \$54,000. If the anticipated revenue is not collected for some reason they will have to dip into their fund balance. He added that the commissioners would

have to approve a supplemental appropriation in order for their budget to be increased. The group asked that the 2018 budget also be increased by \$20,000 from the reserve account, or fund balance. However, they were cautioned about continuing that practice.

Mr. Burgess felt that the Lodging/Tourism Board should only be allowed to put twenty percent of their budget toward large projects or major events in the future. Mr. Andersen asked what the commissioners thought the Lodging/Tourism board's function is, and Mr. Burgess responded that they are to promote the county and bring in tourists.

Gary Beedy spoke up to say that if the lodging board wants to use part of their reserves in the future, they need to include that in their annual budget request in the fall prior to the adoption of the budget.

Steve Beedy commented that they have collected almost \$1 million since 2009. Mr. Kimble said that state statute only reflects that funds collected are to be used for the advertising and marketing of tourism and isn't very helpful beyond that. Dan Merewether said they are all volunteers and have done the best they could with no guidance or legal knowledge, and Mr. Kimble said that they have great ideas, they simply need to coincide with the legal aspect of it.

Mr. Schifferns made a motion to approve a supplemental appropriation of \$15,000 to the Lodging/Tourism fund to be completed in December. Mr. Burgess seconded the motion, which carried unanimously.

Once everyone had gone, Mr. Kimble reported that he had received the information from Mr. Ensign regarding the discussion the commissioners had with Chris Monks about the Road Use Agreement the previous day. He said he would revise the amendment to reflect that change. He also reported that Land Use Administrator Trey James had taken pictures of the Rocky Mountain Crane site in Genoa. He thinks they are definitely an operating business and in violation of the county zoning ordinance, so he and Mr. Kimble will draft a letter to them. Mr. Kimble said he would forward the letter to the Board for their review once he has it complete. Mr. Burgess put in that the property is taxed as industrial ground.

The Board approved additional expense vouchers and then broke for lunch at 12:30 p.m. At 1:30 p.m., the commissioners met with several individuals, including John Palmer and Travis Taylor, at the Lincoln County Fairgrounds to discuss future facility improvements. Former commissioners Gene Vick and Gary Beedy were there as well. When the commissioners returned to the meeting room, they stated no decisions had been made.

The Board reviewed a request from the Edison Fire Protection District to waive the \$2,000 building permit fee for a new proposed fire station at the corner of County Road 4 and County Road J. Mr. Burgess made a motion to waive the fee, Mr. Schifferns seconded the motion, and it carried unanimously.

The Board also reviewed the Scope of Work for the Colorado Department of Public Health and Environment OPPI Assessment and Planning Grant for Lincoln County Public Health. Anne-Marie Braga with CDPH had told Mr. Ensign that the county should accept the funding and lock it up. They have until September 2018 to use the money, so as long as the new director is working on the Health Assessment Plan as part of their duties, they can use the grant funding to offset some of his or her salary. Mr. Burgess made a motion to sign the SOW for the CDPHE OPPI Assessment and Planning Grant in the amount of \$10,000 for Lincoln County Public Health. Mr. Schifferns seconded the motion, which carried unanimously.

An email from GMS, Inc., Consulting Engineers was reviewed, and the commissioners answered several questions regarding the proposed parking lot improvements at the courthouse. Mr. Stone commented that Jim Day had said the handicap parking spaces in the front of the building need to be addressed.

Mr. Burgess reported meeting Valarie Rhodes with MCC at the CDOT facility in Limon on October 18 after the commissioner meeting. He checked roads and talked with road foreman Bruce Walters on the Nineteenth. He called in to the PDC meeting on October 24, and talked with Bruce Walters again on the Twenty-fifth. They got the pipe put in on County Road 30. On October 30, after receiving the State's bridge report, Mr. Burgess called Pete Newman about putting in 28' spans since the load limit was decreased on the bridge twelve miles north of Arriba on County Hwy 63. He added that the bridge on County Road 38 was another one with a decreased load limit, but he hasn't had a chance to look at it yet.

Mr. Schifferns reported attending the Arriba town board meeting on October 23. They are working on an ordinance for unkempt property and abandoned vehicles, as well as the modification of buildings and structures. They will use part of the county's ordinance as a model. He checked roads on October 25, and he and Chris Monks had several phone conversations regarding the Xcel trucks and haul routes for the Rush Creek II wind project throughout the week.

Mr. Stone reported checking roads on October 20, checking roads and the Schmeiser gravel pit with Rick Ashcraft on October 26, and checking roads again on the Twenty-eighth. They would like to close the gravel pit, and Mr. Stone said the oil crew had also moved to a new location.

Mr. Ensign provided the job description for the Public Health Director, stating that he'd had input from Anne-Marie Braga who had asked for a slight correction. He made the change, and he and Mr. Piper amended the 40-hour per week pay scale to include PH Director, since that was the direction the Board had chosen to take.

Mr. Ensign reported that several department heads met on October 24 to discuss the annual Christmas/employee appreciation party. It will be held on Friday, December 15, if that is acceptable to the commissioners. The Board agreed to close the county offices at 12:30 p.m. on December 15 for the employee appreciation/Christmas party as has been done in the past. Mr. Ensign said the department heads also briefly discussed that a new salary schedule should

be created, but stated they needed direction from the commissioners as to whether or not the Board was mandating that every office move to a forty-hour work week. Human Services would be willing to do so, but would prefer to work four ten-hour days, as they have enough staff to keep the office open for regular office hours. The commissioners agreed that was the direction they would like the department heads to move in and understood that it may mean an increase in the 2019 budgets.

Mr. Stone said he'd been informed that the stove in the Ellis Allen building is no longer big enough. A commercial stove would run anywhere from \$2,400 to \$6,000, so the commissioners agreed they could just purchase another stove of the same size for around \$500, which would double the cooking capacity.

The commissioners briefly discussed the proposed building at the fairgrounds and then, with no further business to come before the Board, the meeting was adjourned until 9:00 a.m. on November 8, 2017.

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Corinne M. Lengel, Clerk to the Board

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Doug Stone, Chairman