

Board of County Commissioners of Lincoln County  
Agenda for December 7, 2017

9:00 Call to order and Pledge of Allegiance

9:00 Heike Petersen, RN, BSN, Lincoln County Public Health, to present the November, 2017, Public Health Agency's monthly report.

1. Review employee timesheets for County Administrator Gary Ensign, Land Use Administrator Trey James, Landfill Manager Mickey Jaques, Office of Emergency Management Director Richard Johnson and Heike Peterson, Lincoln County Public Health
2. Review applications received for the Janitorial position
3. County Commissioners' reports
4. County Administrator's report
5. Old business
6. New business
7. Approve Expense Vouchers

The Board of Lincoln County Commissioners met at 9:00 a.m. on December 7, 2017. The following attended: Chairman Doug Stone, Commissioners Ed Schifferns and Steve Burgess, County Administrator Gary Ensign, Administrative Assistant Jacob Piper, and Acting Clerk to the Board Mindy Dutro.

Chairman Stone called the meeting to order and led the Pledge of Allegiance.

Heike Petersen and Patricia McHone met with the Board at 9:00 a.m. to present the November 2017 Lincoln County Public Health report. Ms. Petersen reported that Ms. McHone has taken on doing the state audit reports since the office is currently without a director. She also informed the Board that there is a nationwide shortage of funds and vaccines for Hepatitis A. Ms. Petersen stated that the office put a battery backup on their vaccine refrigerator, and when the power was out during the windstorm there was no fluctuation in the refrigerator's power, so the backup had done its job. She also stated that their office was looking at buying a medical grade freezer for all the vaccines.

Ms. Petersen went over the planned state funding for the 2018 year and stated that both Family Planning Program and WIC funding has been increased. She also reported that the medical and pharmacy providers in Lincoln County would like to see the Family Planning Program contract within Lincoln County rather than Kit Carson County as it is now.

Lastly, Ms. Petersen told the Board that by January 31, 2018, she will have run out of sick and vacation time and will want to look at a part-time contract.

At 10:00 a.m., District one Road Foreman Chris Monks met with the Board to discuss the compactor at the landfill. He stated they discovered that the oil has been contaminated with antifreeze, so they sent a sample off to see how bad the contamination is. Mick Jaques told Mr. Monks that the machine only had 3 ½ hours on it since the oil had been changed last. Mr. Monks told the Board that if the test comes back positive they can replace the water pump and see if that fixes the issue. If not they will go from there to see how much work the compactor needs and if it is worth it. Commissioner Burgess stated that he would like to see how the sample turns out and then go from there. Mr. Burgess also told Mr. Monks that he did a bridge inspection north of Limon by Steve Newsom's house, and the timbers are damaged and need to be replaced. Since they intend to replace the bridge with culverts, he asked Mr. Monks to order the needed tubes.

Mr. Monks also informed the Board that he caught 13 more Mortensen trucks that will have to pay the fines for not using the correct route. He told the Board that his road crew would begin tearing down the building at the fairgrounds between Christmas and New Year's.

The Board reviewed the employee time sheets for the county administrator and land use administrator, as well as the landfill manager, OEM director, and Heike Petersen.

After Mr. Monks left, the Board reviewed five applications for the Janitorial position and set interviews for all five applicants for December 15, 2017, starting at 9:00 a.m.

Under commissioner reports, Mr. Burgess reported that he checked roads on December 1, and Sheriff Tom Nestor called about a stolen trailer that had been dumped on County Road 48 between County Roads 4C and 4D. He also spoke with Jennifer Kovac about working with the commissioners to design the new fairgrounds building; she plans to meet with the Board on January 22, 2018. On December 4, Mr. Burgess spoke with Carlos Gutierrez about getting a quote to build the fence at the landfill. Mr. Burgess also reported that he and Wayne Shade went to pick up the new weed pickup, but the company had installed the steps on the wrong side, so they were having it fixed. He and Mr. Shade will go back to Denver to pick it up soon. Mr. Burgess reported that on December 5 the oil problem with the landfill's compactor was discovered, and on December 6, he stopped by the fairgrounds in Kiowa and looked at their building for ideas for the new building at the Lincoln County fairgrounds.

Mr. Schifferns reported that on December 4 he and his wife stopped by the driver's license office to renew her driver's license, and the state computers were down. He also reported that on December 5 he checked roads, and that's when the 13 Mortensen trucks were caught. Mr. Schifferns told the Board that on December 12 the District 1 road crew would be putting the bigger culverts in south of Arriba on Highway 63.

Mr. Stone reported that on December 5 he stopped by the Karval shop and checked roads north and northwest of Karval. On December 6, he spoke with Rick Ashcraft about renting a scraper for the gravel pits and also about getting roto mill from Colorado Springs.

Under old business, the Board discussed leaving the wall between the commissioner room and employee lounge closed after the interviews on December 15, so that everyone would sit in the jury assembly room for the employee appreciation and Christmas party.

Chairman Stone called for new business, and Mr. Burgess asked about the email they had all received from Emergency Manager Rich Johnson about keeping all old emails. Mr. Ensign stated that it probably needed to be addressed but there wouldn't be a one-size-fits-all solution. The Board, along with CCI and Stan Kimble, would need to look at a policy for how long emails need to be kept.

Mr. Burgess reported that he had spoken with Bart O'Dwyer with Structures Unlimited in Limon about repairing the old Genoa shop, and Mr. O'Dwyer quoted him \$1,500 to \$2,000.

There was no other new business to discuss, so the commissioners approved the remaining expense vouchers for the month of November 2017.

#### COUNTY GENERAL FUND

Correctional Officer III Salary \$3,360.62

Correctional Officer I Salary \$3,206.18

Chief Deputy Salary \$3,658.00  
Corporal Salary \$3,928.68  
Commissioner Salary \$4,745.00  
Road Deputy Salary \$3,220.00  
Correctional Officer I Salary \$2,823.00  
Road Deputy Salary \$3,220.00  
Treasurer Salary \$3,650.00  
Correctional Officer I Salary, \$3,370.41  
Road Deputy Salary, \$3,380.67  
Metal Detector Salary \$408.00  
Chief Deputy Salary \$3,298.00  
Administrator Salary \$4,350.00  
Clerk I Salary \$2,566.00  
Road Deputy Salary \$3,405.16  
Clerk I Salary \$2,883.00  
Clerk I Salary \$2,883.00  
Assessor Salary \$3,650.00  
Driver Examiner Salary \$2,955.00  
Deputy I Salary \$2,858.00  
Driver Examiner Salary \$3,255.00  
Correctional Officer III Salary \$4,140.64  
Land Use Administrator Salary \$3,238.00  
OEM Salary \$1,619.00  
Attorney Salary \$2,100.00  
Clerk Salary \$3,650.00  
Coroner Salary \$825.00  
Correctional Officer I Salary \$2,956.82  
Correctional Officer I Salary \$3,342.91  
Maintenance Salary \$3,003.00  
Part Time Fairground Salary \$168.00  
Janitor Salary \$2,523.00  
Undersheriff Salary \$3,778.00  
Correctional Officer I Salary \$3,321.77  
Sheriff Salary \$4,091.67  
VA Service Officer Salary \$450.00  
Corporal Salary \$3,598.57  
Fairgrounds Manager Salary \$1,650.00  
Administrative Assistant Salary \$3,040.00  
Clerk I Salary \$2,883.00  
Victim Assistant Salary \$3,183.00  
Corporal Salary \$3,614.99  
Janitor Salary \$472.50  
Commissioner Salary \$3,650.00  
4-H Program Assistant Salary \$3,397.00

Weed Coordinator Salary \$3,424.00  
Office Manager II Salary \$3,176.00  
Commissioner Salary \$4,745.00  
Correctional Officer I Salary \$3,560.97  
Chief Deputy Salary \$3,076.00  
Metal Detector Salary \$561.00  
Appraisal Clerk Salary \$2,731.00  
Correctional Officer II Salary \$3,655.69  
Admin Assist Salary \$3,640.00  
Metal Detector Salary \$1,946.50  
Captain Salary \$3,538.00  
Road Deputy Salary \$3,886.48

35244 AFLAC, Premiums \$2,846.52  
35245 Patricia Bandy, Canvass Board \$75.00  
35246 Blue Tarp, Supplies \$44.98  
35247 Bob Barker, Supplies \$945.57  
35248 Bob Johnson's Computer Stuff, Toughbook \$607.92  
35249 Steve Burgess, Mileage \$328.50  
35250 Business Ink, Supplies \$375.00  
35251 Cash Wa, Supplies \$109.86  
35252 CCTA-Eastern Division, Dues \$100.00  
35253 CDAC, Statutes \$440.00  
35254 ChemaTox, Testing \$625.00  
35255 CHP, Insurance \$74,949.69  
35256 Clinton Clark, Mileage \$27.00  
35257 CCTA, Dues \$400.00  
35258 CDOA, Registration \$50.00  
35259 CCFS, Food \$7,678.84  
35260 Jim Covington, Mileage \$64.80  
35261 Employee Data Forms, Supplies \$37.75  
35262 Family Support Registry, Garnishment \$743.00  
35263 First National Bank Omaha, Charges \$1,379.99  
35264 First National Bank Omaha, Charges \$48.80  
35265 First National Bank Omaha, Charges \$132.90  
35266 First National Bank Omaha, Charges \$161.37  
35267 First National Bank Omaha, Charges \$75.80  
35268 First National Bank Omaha, Charges \$186.84  
35269 First National Bank Omaha, Charges \$99.53  
35270 First National Bank Omaha, Charges \$26.05  
35271 First National Bank Omaha, Charges \$300.00  
35272 First National Bank Omaha, Charges \$611.71  
35273 First National Bank Omaha, Charges \$1,099.35  
35274 First National Bank Omaha, Charges \$8.50

35275 First National Bank Omaha, Charges \$365.95  
35276 First National Bank Omaha, Charges \$153.60  
35277 First National Bank Omaha, Charges \$40.88  
35278 First National Bank Omaha, Charges \$495.00  
35279 First National Bank Omaha, Charges \$213.30  
35280 First National Bank Omaha, Charges \$31.14  
35281 Ben Galloway MD, Autopsy \$1,475.00  
35282 Galls, Uniforms \$819.86  
35283 Galls, Uniforms \$1,058.00  
35284 Goodyear Tire, Tires \$1,327.52  
35285 Great West Life & Annuity, Deferred Comp \$3,730.00  
35286 Groove Ford, Parts \$48.04  
35287 Hoffman Drug, Supplies \$17.64  
35288 Rhonda Holsinger, Cups \$7.00  
35289 Hugo Volunteer Fire Department, Training \$596.32  
35290 InfoRad, EMS Paging \$3,900.00  
35291 Trey James, Reimbursement \$250.00  
35292 Limon Leader, Ads \$2,059.38  
35293 LCH, Contract \$9,311.50  
35294 Lincoln County Clerk, Reimbursement \$110.98  
35295 LCH, Training \$1,343.93  
35296 Kris Lukins, Coroner Assist \$20.00  
35297 Mark's, Supplies \$17.96  
35298 Martech Systems, IT Service \$318.00  
35299 Mike Mosher, Stove \$1,336.43  
35300 Sean Nielson, Coroner Assist \$89.25  
35301 Lisa Nielson, Coroner Assist \$185.00  
35302 LaRay Patton, Mileage \$15.30  
35303 PayFlex, Cafeteria Plan \$1,513.34  
35304 PayFlex, Fee \$100.00  
35305 Pueblo County Commissioners, 3<sup>rd</sup> Qtr Charges \$75.00  
35306 Quill, Supplies \$853.64  
35307 Chip Reid, Mileage \$45.90  
35308 Reserve Account, Postage \$4,500.00  
35309 Ed Schiffers, Mileage \$158.40  
35310 SEI Private Trust, Retirement \$9,141.02  
35311 Snap On Tools, Tools \$1,375.00  
35312 State of Colorado, January MV Renewals \$192.41  
35313 Doug Stone, Mileage \$225.00  
35314 Treasurer of Lincoln County, State Withholding \$5,632.00  
35315 Treasurer of Lincoln County, Federal Withholding \$17,029.97  
35316 Treasurer of Lincoln County, FICA Withholding \$25,926.68  
35317 Verizon Wireless, Phone \$88.59  
35318 Vicki Ware, Canvass Board \$75.00

35319 Waxie Sanitary, Supplies \$1,205.08  
35320 Keith Westfall, Salary \$119.17  
35321 World Data Corp, Supplies \$300.00  
35322 Xerox, Lease \$799.86  
  
35368 John Abounader, Dues \$75.00  
35369 Black Hills Energy, Utilities \$1,756.55  
35370 County Sheriffs of Colorado, Conference \$175.00  
35371 DirecTV, TV \$121.98  
37372 DJ Petroleum, Fuel \$46.12  
35373 Mindy Dutro, Reimbursement \$14.98  
35374 ESRTA, Phone \$2,361.80  
35375 Eastern Colorado Plainsman, Ads \$28.00  
35376 ESRTA, Phone \$47.03  
35377 Embassy Suites, Travel \$480.00  
35378 Hillyard, Supplies \$282.72  
35379 Hugo Lumber, Supplies \$251.99  
35380 Hugo Postmaster, Postage \$98.00  
35381 KC Electric, Utilities \$5,243.91  
35382 Limon Leader, Ads \$318.65  
35383 Lincoln County Road & Bridge, Fuel \$2,841.20  
35384 Mark's, Supplies \$359.53  
35385 Midwest Radar, Certifications \$440.00  
35386 Osborne's, Supplies \$41.79  
35387 Public Trustee Association, Dues \$100.00  
35388 Quill, Supplies \$356.99  
35389 Dale Rostron, Coroner Assist \$109.32  
35390 Christine Schinzel, Travel \$118.35  
35391 Travis Taylor, Travel \$380.70  
35392 USPS, Box Rent \$52.00  
35393 Waxie Sanitary, Supplies \$811.19  
35394 Witt Boys, Parts \$157.30  
35395 Witt Boys, Parts \$21.42  
35396 Xerox, Lease \$69.27  
35397 Michael Yowell, Reimbursement \$720.28

#### ROAD AND BRIDGE

Road Crew Salary \$3,003.00  
Road Foreman Salary \$3,544.00  
Road Crew Salary \$3,303.00  
Road Crew Salary \$3,003.00  
Mechanic Salary \$3,452.00  
Road Crew Salary \$2,823.00

Road Crew Salary \$3,183.00  
Road Crew Salary \$2,943.00  
Road Crew Salary \$3,243.00  
Road Crew Salary \$2,943.00  
Road Crew Salary \$2,883.00  
Road Crew Salary \$2,943.00  
Road Crew Salary \$3,243.00  
Road Crew Salary \$3,063.00  
Road Crew Salary \$348.59  
Road Crew Salary \$3,003.00  
Part Time Road Crew Salary \$2,763.00  
Road Crew Salary \$2,883.00  
Road Foreman Salary \$3,884.00  
Road Crew Salary \$3,123.00  
Road Crew Salary \$3,063.00  
Road Crew Salary \$3,123.00  
Road Crew Salary \$2,883.00  
Road Crew Salary \$2,823.00  
Road Crew Salary \$3,363.00  
Shop Secretary Salary \$3,303.00  
Road Crew Salary \$2,883.00  
Road Foreman Salary \$3,424.00  
Road Crew Salary \$3,080.60

35209 21<sup>st</sup> Century, Parts \$323.55  
35210 Ace Industrial Supply, Supplies \$389.00  
35211 A&E Tire, Tire \$347.56  
35212 AFLAC, Premiums \$1,446.91  
35213 AlSCO, Rental \$70.95  
35214 Blue Tarp, Supplies \$100.92  
35215 Charles Brewer, Gravel \$972.00  
35216 Caterpillar, Lease \$34,010.75  
35217 CCI Foundation, Conference \$900.00  
35218 CHP, Insurance \$48,500.35  
35219 C&M Rebuilders, Parts \$189.32  
35220 Corporate Billing, Parts \$457.17  
35221 County Wide Diesel Repair, Repairs \$1,785.00  
35222 Eaton Sales & Service, Parts \$153.00  
35223 Harold Eichman, Gravel \$630.00  
35224 First National Bank Omaha, Charges \$92.60  
35225 Flagler Cooperative, Fuel \$13,567.84  
35226 Great West Life & Annuity, Deferred Comp \$2,245.00  
35227 Interstate Battery, Parts \$109.95  
35228 Interstate Billing, Parts \$1,132.53



35229 J&S Contractors, Parts \$1,116.00  
35230 Limon Leader, Ads \$18.70  
35231 LCH, Testing \$60.00  
35232 McCormick Excavation, Road Oil \$25,399.59  
35233 MVEA, Utilities \$394.96  
35234 PayFlex, Cafeteria Plan \$15.00  
35235 Rob Septic, Services \$355.00  
35236 SEI Private Trust, Retirement \$4,656.09  
35237 Snap On Tools, Tools \$1,375.01  
35238 Doug Stone, Gravel \$135.00  
35239 Treasurer of Lincoln County, State Withholding \$2,285.00  
35240 Treasurer of Lincoln County, Federal Withholding \$5,903.99  
35241 Treasurer of Lincoln County, FICA Withholding \$13,176.74  
35242 Wagner, Parts \$1,155.74  
35243 Bruce Walters, Reimbursement \$149.95

35346 Ace Irrigation, Parts \$14,970.25  
35347 DJ Petroleum, Fuel \$5,953.72  
35348 ESRTA, Phone \$376.17  
35349 Flagler Cooperative, Fuel \$4,881.14  
35350 Town of Genoa, Water \$111.50  
35351 Goodyear Tire, Tires \$4,637.90  
35352 Hugo Lumber, Supplies \$37.28  
35353 Interstate Battery, Parts \$555.43  
35354 Karval Water Users, Water \$45.00  
35355 KC Electric, Utilities \$165.19  
35356 Newman Signs, Signs \$696.33  
35357 Office Works, Supplies \$33.16  
35358 Osborne's, Supplies \$2.79  
35359 Parmer's Automotive, Repairs \$183.10  
35360 Rocky Mtn Air Solutions, Parts \$272.24  
35361 Stone Oil, Fuel \$1,107.50  
35362 Truck Pro Holding Corp, Parts \$1,793.75  
35363 Waxie Sanitary, Supplies \$116.58  
35364 Witt Boys, Parts \$1,638.47

#### CAPITAL PROJECTS

35323 Meyer & Sams, Professional Services \$3,901.16  
35324 Spradley Barr Ford, Weed Truck \$56,354.00

#### E911

35325 AT&T, Phone \$6.85  
35326 CenturyLink, Viper Mapping System \$58,204.15

35398 CenturyLink, Phone \$235.15

#### LANDFILL

Operator Salary \$3,123.00

Part Time Clerk Salary \$856.75

Manager Salary \$3,484.00

35338 CHP, Insurance \$2,830.22

35339 Farm Gas, Fuel \$255.79

35340 MVEA, Utilities \$65.97

35341 SEI Private Trust, Retirement \$445.98

35342 Treasurer of Lincoln County, State Withholding \$272.00

35343 Treasurer of Lincoln County, Federal Withholding \$818.20

35344 Treasurer of Lincoln County, FICA Withholding \$1,141.96

35345 Wagner, Parts \$858.18

35399 ESRTA, Phone \$129.55

35400 Hugo Lumber, Supplies \$17.77

35401 Lincoln County Road & Bridge, Fuel \$28.08

35402 Osborne's, Supplies \$37.12

35403 Witt Boys, Parts \$318.54

#### LIBRARY

Bookmobile Salary \$459.01

Bookmobile Salary \$1,004.33

35331 Center Point Large Print, Books \$43.74

35332 Colorado Library Consortium, Services \$110.00

35333 First National Bank Omaha, Charges \$152.42

35334 Lookout Books, Books \$504.18

35335 Office Works, Supplies \$9.09

35336 Treasurer of Lincoln County, FICA Withholding \$223.90

35337 Katie Zipperer, Mileage \$91.97

35404 DJ Petroleum, Fuel \$114.83

35405 First National Bank Omaha, Charges \$218.30

35406 Hoffman Drug, Supplies \$44.73

35407 Office Works, Supplies \$27.19

35408 Windfall, Books \$115.02

#### LODGING & TOURISM

35327 Danielle Dascalos, Marketing \$1,050.00

35328 LCH, Promotion \$1,667.00  
35329 HIP, Fall Festival \$1,900.00  
35330 Techno Graphics, Brochures \$2,668.88

PUBLIC HEALTH AGENCY

Doctor Salary \$75.00  
EPR Coordinator/Office Manager Salary \$1,649.00  
WIC Educator Salary \$2,681.00  
Nurse Salary \$3,497.00  
Part-time Tobacco Educator \$615.00

35195 AFLAC, Premiums \$180.83  
35196 CDPHE, Certificates \$100.50  
35197 CenturyLink, Phone \$178.89  
35198 CHP, Insurance \$3,211.70  
35199 First National Bank Omaha, Charges \$101.54  
35200 Tracy Grimes, Rent \$530.00  
35201 Lewan & Associates, Lease \$65.46  
35202 Lincoln County Road & Bridge, Fuel \$46.80  
35203 Sonia Machuca, Interpreter \$47.10  
35204 Quill, Supplies \$79.92  
32205 SEI Private Trust, Retirement \$528.33  
35206 Treasurer of Lincoln County, State Withholding \$246.00  
35207 Treasurer of Lincoln County, Federal Withholding \$626.66  
35208 Treasurer of Lincoln County, FICA \$1,283.22

35365 CALPHO, Dues \$429.00  
35366 ESRTA, Phone \$272.93  
35367 Osborne's, Supplies \$110.96

HUMAN SERVICES ADMINISTRATIVE FUND

Child Support Admin Salary \$3,227.00  
Caseworker III Salary \$4,239.00  
Accounting Clerk V Salary \$3,117.00  
Income Maintenance Tech II Salary \$2,757.00  
Caseworker II Salary \$3,764.00  
IMT V Salary \$3,117.00  
Assistance Pmts Supervisor V Salary \$3,635.00  
Child Welfare Supervisor Salary \$4,458.00  
Caseworker III Salary \$3,494.00  
Child Welfare Supervisor Salary \$4,458.00  
Child Support Admin I Salary \$2,725.80

Director Salary \$5,602.00  
Caseworker IV Salary \$4,098.00  
Part Time Intern Salary \$1,335.00

67789 Child & Family Therapy Center, Services \$91.16  
67790 CKLECC, Contract \$695.43  
67791 CCI, Services \$73.13  
67792 ESRTA, Phone \$780.90  
67793 Farm Gas, Fuel \$238.37  
67794 IEBT, Testing \$65.00  
67795 Lexis Nexis, Contract \$50.00  
67796 Lincoln County DHS, Reimbursement \$1,126.47  
67797 Lincoln County Road & Bridge, Fuel \$120.54  
67798 Office Depot, Supplies \$322.65  
67799 Osborne's, Supplies \$11.19  
67800 Parmer's Automotive, Repair \$15.00  
67801 Witt Boys, Service \$105.98  
67802 CenturyLink, Phone \$153.69  
67803 CKLECC, Contract \$1,810.39  
67804 CBI, Services \$39.50  
67805 Division of Criminal Justice, Service \$30.00  
67806 Farm Gas, Fuel \$304.90  
67807 First National Bank Omaha, Charges \$166.26  
67808 First National Bank Omaha, Charges \$528.33  
67809 First National Bank Omaha, Charges \$192.99  
67810 First National Bank Omaha, Charges \$151.14  
67811 First National Bank Omaha, Charges \$42.40  
67812 First National Bank Omaha, Charges \$18.69  
67813 First National Bank Omaha, Charges \$189.00  
67814 First National Bank Omaha, Charges \$41.11  
67815 First National Bank Omaha, Charges \$914.47  
67816 First National Bank Omaha, Charges \$29.00  
67817 First National Bank Omaha, Charges \$181.41  
67818 Tracy Grimes, Rent \$400.00  
67819 Hugo Lumber, Supplies \$13.44  
67820 Lincoln County DHS, Reimbursement \$1,249.55  
67821 Office Depot, Supplies \$1,869.39  
67822 Rose Padilla, Contract \$158.75  
67823 Verizon Wireless, Phone \$618.22  
67824 Viera Wireless, Phone \$47.51  
67825 Xerox, Lease \$253.36  
67826 Lincoln County Treasurer, Withholdings \$13,811.51  
67827 CHP, Insurance \$24,567.19  
67828 SEI Private Trust, Retirement \$3,102.76

67829 Great West Life & Annuity, Deferred Comp \$1,300.00  
67830 PayFlex, Cafeteria Plan \$300.00  
67831 AFLAC, Premiums \$793.16  
67832 Scranton Specht & Associate, Legal \$9,376.40

With no further business to come before the Board, the meeting was adjourned until 9:00 a.m. on December 13, 2017.

---

Mindy Dutro, Acting Clerk to the Board

---

Doug Stone, Chairman