

Board of County Commissioners of Lincoln County  
Agenda for June 28, 2018

- 9:00 Call to order and Pledge of Allegiance
- 9:00 Jeremiah Higgins, Lincoln County Assessor, to provide an update on protests and discuss a purchase of a market model
- 10:00 James Martin with Evergreen Systems & Technology, to discuss a contract with Lincoln County for Information Technology services and Website Design management
- 11:00 Richard Johnson, Lincoln County Public Health Director, to present the June, 2018 Public Health Agency's monthly report
1. Approve the minutes from the June 18, 2018 meeting
  2. Review the May, 2018 Statement of Revenues and Expenditures for the Conservation Trust, Lodging/Tourism, Landfill, Capital Projects, and E911
  3. Review the monthly management report from the First National Bank Omaha
  4. Review and act upon a credit card request for Jobeth Mills
  5. Review and act upon a Request for Extension of Time to File Audit with the Office of the State Auditor
  6. Complete a Performance Evaluation for Jacob Piper, Lincoln County Administrator
  7. Old Business
  8. New Business
  9. Approve payroll and expense vouchers

The Board of Lincoln County Commissioners met at 9:00 a.m. on June 28, 2018. The following attended: Chairman Doug Stone, Commissioners Ed Schiffers and Steve Burgess, County Administrator Jacob Piper, and Clerk to the Board Corinne M. Lengel. Juliet Lundy with The Eastern Colorado Plainsman and Limon Leader also attended the meeting.

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

County Assessor Jeremiah Higgins, and staff members Renita Thelen and Casey Love, met with the Board to provide an update on protests and to discuss a purchase of a market model. First, Mr. Higgins gave the members of the group a list of 2018 protests, stating that most of them were things that needed to change. There were only five, one of which was the AHIMSA coffee shop in Limon. Mr. Higgins said that the value is high due to the property, so the commissioners should expect to see more on that particular piece. He added that he feels comfortable with the concessions he has given them. Mrs. Thelen put in that it's a large corner lot with utilities and that she adjusted the square footage value from what it was when the building was the Eastern Colorado Bank.

Mr. Higgins provided information on obtaining a market model for their office, which is a set of adjustments applied to a large group of properties to arrive at an estimate of value. The adjustments are derived from a study of the factors that influence property value; such as, market conditions (aka time adjustment), location, quality of construction, land size, and improvement size. There are different methods for determining which factors are significant and those that are not. The significant factors are analyzed to determine how much that influence is worth. Market models have been a struggle for them, Mr. Higgins said, since 2009. The old computer system couldn't develop a market model within their system to use with Lincoln County data, but the Tyler system that they currently use can. The Marshall & Swift valuation table they use now does not produce a true market valuation, nor does its depreciation tables accurately reflect what the assessor's office sees in Lincoln County. In the last reappraisal, his office had to add a market adjustment to each residence to reflect the change in market sales. Mr. Higgins said that if they had a good market model, which the Tyler system can produce, they would be able to adjust it during the reappraisal more accurately, and it would be much easier to defend that value during an appeal. The market model would be created using data from the county's actual current market sales, and the valuations would be real market valuations.

The one-time fee for the market model is \$6,260 and includes commercial, mobile home, and residential model configurations. Mr. Higgins has the money in his 2018 budget and said the fee includes thirty-four hours of training. Mr. Burgess asked about ongoing maintenance fees, and Mr. Higgins said there would be none; Tyler will teach them how to maintain it. They hope to implement the model in September or October and use it beginning in January of 2019.

After Mr. Higgins and his staff left, Mrs. Lengel said that since they were on the subject of Tyler Technologies, she'd like to discuss the new accounting system for the county. She and her staff,

along with County Treasurer Jim Covington and LaRay Patton, attended the demonstration, and everyone was impressed with the system. Although the Caselle software was cheaper at \$78,000, Mrs. Lengel said that system was geared more toward municipalities, and the staff wasn't comfortable with it being what the county needs. She provided a quote for the Incode accounting software from Tyler Technologies for \$112,379 and reminded the Board that they purchased the current accounting system in 2006. Her biggest fear now is not having the support that they had before their consultant retired. The annual fee would be \$15,684, which is almost triple the current costs for accounts payable and payroll updates and annual fees, but Mrs. Lengel said it includes unlimited support. Right now, each time staff contacts someone with Sage, the company charges the county \$185 per hour. The \$15,684 fee also includes any software updates. Mrs. Lengel said she realized it was a lot of money but added that, unfortunately, the cost for a new system would continue to increase if they wait. Mrs. Lengel went on to say that Tyler is about eight months out with their installations and suggested a February 2019 implementation so that the end-of-year activities would be complete. The county would have to pay half of the overall cost up front this year, which would be \$56,000, with the remainder due upon installation. Mrs. Lengel said that if the commissioners would prefer to wait and add it to the 2019 budget that would be fine, but her office would have to conduct a presidential primary election in February of 2020, which was something else to keep in mind.

The Clerk's office would update all accounting and payroll account numbers if they moved to the new system, which the auditor had suggested the previous year. Mrs. Lengel had asked Mr. Farmer if it would be a problem for the Clerk's office and Treasurer's office to have the same system, but he told her it would actually be better as the reports would all look the same. If the account numbers were changed to reflect the fund, department, and account number, it should be easier for everyone. Mrs. Lengel said they would have training for anyone who worked with accounting so that they could learn the new account numbers. There are many other features included in the Incode system, such as budgeting and HR, which Mr. Piper might be able to utilize with a simple login.

Mr. Stone asked what departments would use the new system, and Mrs. Lengel said that everyone would—it would be a countywide change. Mr. Burgess commented that if the amount were divided among all the funds, it wouldn't seem quite so high, adding that they purchase equipment at prices like those all the time and don't think twice about it. This system would just be another tool of the trade. He added that he would like to think about it overnight, but Mr. Stone said they might as well decide unless he felt he would have a different opinion the following day.

Mr. Schifferns made a motion to purchase the Incode accounting software from Tyler Technologies for \$112,379 and to use Capital Projects funds of \$56,000 for the up-front costs in 2018. Mr. Burgess seconded the motion, which carried unanimously.

Mr. Schifferns made a motion to approve the minutes of the meeting held on June 18, 2018, as submitted. Mr. Burgess seconded the motion, which carried unanimously.

The Board reviewed the May 2018 Statements of Revenues and Expenditures for the Conservation Trust, Lodging/Tourism, Landfill, Capital Projects, and E911 funds, as well as the monthly management report from the First National Bank of Omaha.

After reviewing a request for a county credit card for new Public Health Director Jobeth Mills, Mr. Burgess made a motion to approve the credit card with a \$1,500 limit. Mr. Schifferns seconded the motion, which carried unanimously. Mr. Burgess also made a motion to increase the credit limits of Mr. Stone's and Mr. Schifferns' credit cards from \$500 to \$1,000. Mr. Schifferns seconded the motion, which carried unanimously.

The Board reviewed a Request for Extension of Time to File Audit with the Office of the State Auditor. Mr. Piper said they would not submit the audit until after the completion of the GASB report, so it would be a good idea to request the extension. Mr. Burgess made a motion to approve the request for extension. Mr. Schifferns seconded the motion, which carried unanimously.

At 10:00 a.m., James Martin with Evergreen Systems & Technology met with the Board to discuss the renewal of his contract for IT services and website design management. Tony Lyons with Eastern Slope Rural Telephone Association also attended the discussion. Changes to the contract, last signed in 2014, included the removal of electronic recycling services, an adjustment to the mileage rate to agree with the county's forty-five cents per mile rate, and the increase of Mr. Martin's hourly rate from \$60 to \$80. Mr. Schifferns made a motion to approve Mr. Martin's contract through June 30, 2019. Mr. Burgess seconded the motion, which carried unanimously.

Mr. Burgess asked about the county's website design, but Mr. Martin said the department heads met and agreed they didn't feel a need to move to a mobile website at this time.

The group discussed the ballot drop-box cameras, and Mrs. Lengel asked if the commissioners knew of any department that could use one. The first camera they purchased was solar but didn't include timestamps on the images, which was a state requirement. Since it was too late to return it, Mrs. Lengel gave it to Emergency Manager Ken Stroud for the Limon office. The second camera they bought, although it worked for the primary election, required a staff member to upload thirty-second videos to a hard drive since it was a motion-detection system. Mrs. Lengel said it was very time-consuming, so they purchased a third camera. Again, it was too late to return the second one, so she asked if someone else could use it. Mr. Burgess suggested the fairgrounds. Mr. Martin said it does require an internet connection, and Tony Lyons commented that the county does pay for internet at the fairgrounds. Mrs. Lengel thanked Mr. Martin for all the work he put into making the cameras operational for the election.

Mr. Martin and Mr. Lyons left, and Mr. Burgess asked if anyone knew if the demolition derby group pays a fee to use the fairgrounds for the demo derby. Mr. Piper said he thought that LaRay Patton told him they do pay the reduced fee of \$750 like Ranch Rodeo does. Mr. Burgess

said they need to make sure that Mr. Palmer is aware of that fee and when the contracts are due. Mr. Piper said the commissioners would approve the contract within the next month.

As for other new business, Mr. Piper said Hugo town clerk Maria Nestor called to ask if the commissioners would allow them to post a “Certified Small Business Community” sign on county-owned property on the south side of Highway 40/287 coming into town. Mr. Burgess made a motion to allow the posting of the sign, and Mr. Schiffers seconded the motion, which carried unanimously.

The Board completed a performance evaluation for County Administrator Jacob Piper and granted his step raise.

At 11:00 a.m., the Board convened as the Lincoln County Board of Public Health in order for Public Health Director Richard Johnson to give his final monthly report. Jobeth Mills attended the meeting with him. Mr. Johnson reported that Fox Electric in Stratton would install the new generator for the annex building, hopefully by the end of July. The state will carry over approximately \$3,650 into FY18, adding another \$3,650 to give the department \$7,300 for the purchase. The total cost of the project is \$7,995.71, so if the Extension Office won't contribute the remaining \$695.71, Mr. Johnson said they could take it out of their Capital Outlay line item. Mr. Burgess asked if there were an annual maintenance contract with it, but Mr. Johnson said it might be cheaper to have someone come and check it once a year. Mr. Burgess suggested he ask Sheriff Nestor who maintains the generator for the jail complex.

Mr. Johnson reported it was a challenge to spend down all the EPR grant money before the end of the fiscal year, but they did purchase a roadside matrix message board for approximately \$17,000. They should have it in three-to-four weeks. They also got two touch boards for video/teleconferences.

Mr. Burgess asked when the county could reapply for the STEPP grant. Mr. Johnson said they could do it again in March. He said that he, Sue Kelly, and Heike Petersen sat down and completed the application and put in what was asked for: the minimum. They felt they could operate the program on \$13,000, but the state told them it had to be \$38,000. Mr. Johnson felt the excess could go to other counties that needed more than \$38,000, but the state didn't see it that way and didn't award the grant. Since Rick Ritter with Otero County will be Mrs. Mills' mentor as he was Mr. Johnson's, he could do the deliverables, and it could be a pass-through grant through Otero County. Mr. Johnson said that Lincoln County Public Health has always rated low when it comes to the spending area on their assessment.

Mrs. Mills discussed options for hiring a public health nurse and asked the Board if they would be willing to go a little higher than \$22 an hour if necessary. She has some ideas and has talked to someone about the job and is waiting to hear back from her. Unfortunately, Kit Carson County offered the applicant a job with full benefits and \$70,000 per year, so Mrs. Mills is afraid Lincoln County can't compete with that. She also thought about job-sharing or hiring two part-

time people. Mr. Burgess asked her to put together a proposal for the Board. Mrs. Mills said she wanted to talk to other county directors to see what they are doing.

Mr. Burgess asked Mr. Johnson if they could get another message board if there is extra EPR money next fiscal year, but it will depend on the funding. He also asked about the trailers at the county shop, and Mr. Johnson said that Ken Stroud is working on it.

Mr. Johnson said he would be around to help Mrs. Mills through July as she gets acclimated to the position, and invited the group to his going away party the following day.

The commissioners approved the June 2018 payroll and expense vouchers for the month, and then, with no further business to come before the Board, Mr. Stone adjourned the meeting until 9:00 a.m. on June 29, 2018.

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Corinne M. Lengel, Clerk to the Board

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Doug Stone, Chairman