

Board of County Commissioners of Lincoln County
Agenda for January 5, 2018

9:00 Call to order and Pledge of Allegiance

9:00 Heike Petersen, RN, BSN, Lincoln County Public Health, and Richard Johnson, Lincoln County Public Health Director, to present the December, 2017 Public Health Agency's monthly report

1. Approve the minutes from the December 28, 2017 meeting
2. Review employee timesheets for former 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
3. Review the 2017 Land Use Office Yearly Report
4. Review the 2017 Lincoln County Oil and Gas Permit Report
5. Designate a new representative for the County Health Pool
6. Review and act upon a letter to CDOT regarding Highway 287 in support of Cheyenne County
7. Review a recommendation from Ronny Farmer concerning a pre-audit review of financial statements
8. Review financial reports that may be added to the Lincoln County Audit
9. Review and act upon the 2018 pay schedules
10. Review the appointments for 2018
11. County Commissioners' reports
12. County Attorney's report
13. County Administrator's report
14. Old business
15. New business

The Board of Lincoln County Commissioners met at 9:00 a.m. on January 5, 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.

Chairman Stone called the meeting to order and led the Pledge of Allegiance, and then Heike Petersen asked for a moment of silence for Douglas County Sheriff's Deputy Zackari Parrish, killed in the line of duty on December 31.

The Board then convened as the Board of Health, and Ms. Petersen and Public Health Director Richard Johnson presented the December 2017 Public Health report. Ms. Petersen then explained that she had created a Facebook page for the department and listed the job notice for the assistant emergency manager on it. She was excited to report that she had already received three responses and suggested that the county could use that same avenue in the future, since it increases the ability to reach people who may not read the newspapers.

Mr. Burgess stated that he was surprised to learn during a recent power outage in Limon that one of the medical clinics does not have a medical grade refrigerator or battery backup unit for their vaccines. Ms. Petersen said their new refrigerator certainly uses power differently than the old one and definitely drains the battery backup much quicker. Mr. Johnson said they plan to test the battery backup soon to determine how long they can actually be without power, and Ms. Petersen added that they may need to purchase another battery backup and power the refrigerator and freezer units separately.

Mr. Schiffers asked for some clarification on who would be interviewing and hiring the emergency manager: the commissioners or Mr. Johnson. Mr. Johnson said he will hire an assistant emergency manager who will have to attend the academy. That person will not be full time for at least six months, possibly a year.

Mr. Johnson said he has spoken with Sue Kelly who has offered to do the CHAPS health assessment plan. He would also like for her to come in on a consultant basis for a while. Mr. Burgess told him to be mindful of the budget regarding her hours.

Ms. Petersen asked how many hours a person has to work per week in order to receive the health insurance benefit and was told that it is thirty hours. Mr. Piper stated that although the organization can allow a part-time worker a minimum of twenty-four hours per week, the county has opted not to do that.

The Board adjourned as the Board of Health and reconvened as the Board of County Commissioners.

Mr. Burgess asked Mr. Johnson if he had made any progress with the trailers at the county shop. Mr. Johnson said that, unfortunately with the holidays and cold weather, he and Mark Morrison have not had the opportunity to get together yet. He would like to keep the bigger

trailer and stated that the EMS Council has told him to go ahead and get new tires and bearings for it.

Once Ms. Petersen and Mr. Johnson had gone, Mr. Schifferns made a motion to approve the minutes from the meeting held on December 28, 2017, as submitted. Mr. Burgess seconded the motion, which carried.

The commissioners reviewed the December 2017 time sheets for former County Administrator Gary Ensign, Land Use Administrator Trey James, Landfill Manager Mick Jaques, OEM Director Richard Johnson, and Heike Petersen with Lincoln County Public Health. Also reviewed were the 2017 Land Use Office Yearly Report and the 2017 Lincoln County Oil and Gas Permit Report.

Mr. Burgess made a motion to designate Jacob Piper as the new representative for the County Health Pool. Mr. Schifferns seconded the motion, which carried unanimously.

Mr. Schifferns made a motion to sign a letter to CDOT regarding Highway 287 in support of Cheyenne County. Mr. Burgess seconded the motion, which carried unanimously.

Mr. Piper provided a copy of an email from Ronny Farmer to several counties concerning his recommendation for how best to handle a pre-audit review of financial statements. He suggested that an individual or individuals within the entity could be designated to review the draft financial statements or he could arrange for another CPA (Paul Miller) to do it. Mr. Piper said he'd contacted Mr. Farmer to find out what it would cost to have Mr. Miller take on the task and was told it would be about \$350. The commissioners asked Mr. Piper to pursue it further. Mr. Farmer had also sent other financial reports that may be added to the Lincoln County audit, which the Board reviewed. Mr. Burgess asked Mr. Piper to find out if adding the reports to future audits would cost more money.

The group discussed the 2017 pay scales and how best to go about correcting the discrepancies in Levels 4, 5 and 6. Ms. Lengel said the department heads had said to leave it as is at the department head meeting the previous day, but she and Mr. Piper still feel that it needs to be corrected. Although it might mean adjusting salaries for approximately five employees, the Board agreed that it should be fixed. Mr. Piper said he would look at it again and see how much it might affect the budget.

The Board discussed the appointments for 2018, Mr. Burgess stating that he had not had the opportunity to contact everyone he needed to. Discussion was held regarding who would replace Lucas Hohl on the hospital board, as he has requested a replacement even though his term doesn't expire until 2020. Mr. Piper said that Roxie Devers' name was mentioned, but Gary Ensign had expressed interest as well. A call was placed to Ms. Devers who said that Lincoln Community Hospital Administrator Kevin Stansbury had contacted her, and she had told him she would serve if the commissioners approved the appointment. Mr. Schifferns stated that he felt Mr. Ensign would also be an excellent choice.

Mr. Burgess reported speaking with Bruce Walters about an employee earlier in the day. District 2 has also been doing some crack sealing. He toured the fairgrounds prior to the meeting and said they have torn down one building, and it looks very nice.

Mr. Schiffers reported that he'd spoken with Chris Monks on January 3. The problems with Mortensen continue. They were told that they must have a road grader and water on the road, and Mr. Schiffers said he has no problem with shutting the road down again and sending them the repair bills if they continue to tear up the road without fixing it. He attended the hospital board meeting on January 4, and he and Mr. Burgess spoke with Deputy District Attorney Jim Bartkus earlier this morning regarding a land dispute north of Arriba.

Mr. Stone reported that he and Rick Ashcraft met Land Use Administrator Trey James at the Patel property on December 29 to discuss how to go about cleaning the place up. Mr. Stone believes a county crew can do it in a day and a half. They will charge their time back to the property to be placed on the tax rolls. He stated that Mr. Kimble had said they would need to sell anything of value, but as far as Mr. Stone could tell, the only thing that may have any value are the trailer axles. He said Steve Bailey has a big trailer so he plans to ask him if he will bring it to the site where the road crew can load it. Mr. Stone wants to talk to Mr. Kimble first to make sure everything is done legally. The District 3 road crew did some patching on a bridge on January 3, and Mr. Stone checked roads east of Karval on January 4. He went by the fairgrounds before the meeting this morning. Mr. Burgess suggested that they could possibly move the BBQ shade over to give them more capacity this year if the new building is not up. Mr. Stone said there is a fair board meeting next week, and he was sure the building would be part of the discussion.

Mr. Piper reported that he has had several issues come up this week alone, but he is working through them. The group discussed the problems the county is having with retirees getting their retirement funds, and a call was placed to Steve Ahn with United Retirement Consultants. Mr. Ahn was unavailable once again, so Mr. Piper left a message. He stated that Mr. Ensign had also tried to call him in December but had never heard back from him. Ms. Lengel suggested asking Roxie Devers to come in and discuss the plan since she had been an integral part of setting it up. Mr. Piper said he would have someone come and meet with the Board on January 22.

Mr. Burgess asked what was happening with the courthouse parking lot survey, but Mr. Piper did not know. He will add it to his list of things to do but stated it wouldn't be done before the re-organizational meeting the following Tuesday.

There was no old or new business, so the meeting was adjourned until 8:00 a.m. on January 9, 2018.

Corinne M. Lengel, Clerk to the Board

Doug Stone, Chairman