

Board of County Commissioners of Lincoln County
Agenda for April 18, 2023

- 9:00 Call to order and Pledge of Allegiance
- 9:30 Katie Zipperer, Lincoln County Bookmobile Director, to present proposed updates to the Lincoln County Bookmobile Policy Manual
- 10:00 Emergency Preparedness Assessment meeting with the Division of Homeland Security Emergency Management

-To be completed as time permits-

1. Approve the minutes from the April 7, 2023, meeting
2. Review the March 2023 reports from the County Assessor, County Clerk & Recorder, County Sheriff, and County Treasurer
3. Review the March 2023 reports from the Colorado Counties Casualty and Property Pool and Workers' Compensation Pool
4. Review March 2023 Statement of Revenues and Expenditures for County General, Public Health, Capital Projects, Conservation Trust, E911, Landfill, Library, Lodging/Tourism, Human Services, Road & Bridge and Individual Road Districts
5. Review and act upon an Employee Credit Card Request for Dusti Mohan
6. Review and act upon Resolution #1092, a request for a secure transportation service license for Centennial Mental Health Center, Inc.
7. Review the State and Local Federal Recovery Funds compliance report for fiscal year 2022
8. Review potential changes to the Lincoln County Personnel Manual
9. County Commissioner reports
10. County Attorney's report
11. County Administrator's report
12. Old Business
13. New Business

The Board of Lincoln County Commissioners met at 9:00 a.m. on April 18, 2023. Chairman Doug Stone, Commissioners Steve Burgess and Wayne Ewing, County Administrator Jacob Piper, County Attorney Stan Kimble, Clerk of the Board Corinne M. Lengel, and Limon Leader reporter Stephanie Zwick attended (until 12:25 p.m.).

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

Mr. Burgess moved to approve the minutes from the April 7, 2023, meeting, as submitted. Mr. Ewing seconded the motion, which carried unanimously.

The Board reviewed the March 2023 reports from the Assessor, Clerk & Recorder, Sheriff, and Treasurer, and the March 2023 Colorado Counties Casualty and Property and Workers' Compensation reports. The commissioners also reviewed the March 2023 Statements of Revenues and Expenditures for the General, Public Health, Capital Projects, Conservation Trust, E911, Landfill, Library, Lodging/Tourism, Human Services, and Road & Bridge funds, and the individual road districts.

Mr. Burgess moved to approve a county credit card with a \$1,000 credit limit for janitor Dusti Mohan. Mr. Ewing seconded the motion, which carried unanimously.

Lincoln County Bookmobile Director Katie Zipperer met with the Board at 9:30 a.m. to present proposed updates to the Bookmobile Policy Manual. She explained she and the bookmobile board worked on the revision, last updated in 2007. Changes addressed material selections, recording, filming, photography, and code of conduct. Mrs. Zipperer had also revised the job description. Mr. Kimble asked who chose the books available to bookmobile patrons, and Mrs. Zipperer said she did it by selecting opposing viewpoints, regardless of her personal opinions or beliefs. Review journals were highly beneficial in that regard and considering the age of the patrons also helped. She mentioned she could pull material from one hundred and sixty different libraries using the inter-library loan system.

As the Board reviewed the bookmobile circulation reports, Mrs. Zipperer commented that usage was up twenty-one percent in 2022, the first full year she'd had Hugo school students visit the bookmobile since COVID. Library use, in general, also increased substantially over the past ten years.

Emergency Manager Ken Stroud arrived at 9:35 a.m.

Mr. Ewing asked for mileage statistics, but Mrs. Zipperer hadn't brought the information. She estimated they traveled between three-and-four hundred miles monthly. Mr. Burgess asked for an update on the air compressor that went out in February, and Mrs. Zipperer expected Nathan Seymour would have it fixed or replaced by the end of April or the first of May. The unit also had a steering indicator issue she hoped he could repair. Mr. Burgess preferred that Mrs. Zipperer contact Mr. Seymour or Interstate Diesel when there were problems with the

bookmobile, and Mrs. Zipperer agreed. She said NAPA did the oil changes on the bus and generator.

Mr. Ewing moved to approve the proposed updates to the Lincoln County Bookmobile Policy Manual, and Mr. Burgess seconded the motion, which carried unanimously.

The commissioners thanked Mrs. Zipperer for her hard work, and she left.

Mr. Piper said he'd gone to Sterling to inspect the four Centennial Mental Health ambulances, which the mechanic signed off on. They were Class B (no restraints), Type 1 vehicles. Mr. Piper said the licenses would cost CMH approximately \$640 every three years, with \$10 annual renewals per vehicle.

Mr. Burgess moved to adopt a resolution approving a secure transportation service license for Centennial Mental Health Center, Inc. Mr. Ewing seconded the motion, which carried unanimously.

At a regular meeting of the Board of County Commissioners of Lincoln County, Colorado held in Hugo, Colorado on April 18, 2023, there were present:

Douglas D. Stone, Chairman	Present
Steve Burgess, Vice Chairman	Present
Wayne Ewing, Commissioner	Present
Stan Kimble, County Attorney	Present
Corinne Lengel, Clerk of the Board	Present
Jacob Piper, County Administrator	Present

when the following proceedings, among others, were had and done, to-wit:

RESOLUTION #1092 It was moved by Commissioner Burgess and seconded by Commissioner Ewing to adopt the following resolution:

WHEREAS, pursuant to C.R.S. § 25-3.5-309, et seq, and the Code of Colorado Regulations, 6 CCR 1011-4, Standards for Secure Transportation Services the Board of County Commissioners has the authority to establish requirements for the inspection, licensure, and operation of secure transportation services for individuals experiencing behavioral health crises, in order to ensure high-quality behavioral health transportation within Lincoln County; and

WHEREAS, the Lincoln County Commissioners adopted Resolution #1084 and thereby established rules and regulations governing the licensure of secure transportation services operating within Lincoln County; and

WHEREAS, Centennial Mental Health Center, Inc. has presented the Board of County Commissioners with an application to license the secure transportation service and to permit their transport vehicles as Type 1 (partitioned) Class B (no physical restraint) vehicles; and

WHEREAS, upon review the Board of County Commissioners determined that the documentation presented met the rules and regulations established under Resolution #1084.

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Lincoln County that Centennial Mental Health Center, Inc. is hereby authorized to provide secure transportation service in Lincoln County with Type 1 (partitioned) Class B (no physical restraint) vehicles.

Upon roll call the vote was:

Commissioner Ewing, Yes; Commissioner Burgess, Yes; Commissioner Stone, Yes.

The Chairman declared the motion carried and so ordered.

Board of County Commissioners
of Lincoln County

ATTEST:

Clerk of the Board

At 10:00 a.m., Division of Homeland Security Emergency Management Preparedness Coordinator Michael Bouwman conducted a Zoom meeting with the commissioners and Emergency Manager Ken Stroud. Others on the call were Regional EPR Coordinator Darcy Janssen, Lincoln County Public Health Director Kelly Meier, and Hugo Town Manager Maria Nestor.

Mr. Bouwman clarified that the Colorado Emergency Preparedness Assessment (CEPA) is a tool to help state and local stakeholders assess capabilities, gaps, and needs during emergencies or disasters. He asked Mr. Stroud if he had completed it yet. When Mr. Stroud said he hadn't, Mr. Bouwman noted that CEPA provides a standardized and repeatable process to better understand and assess capabilities at the county/local level and allows for the examination and analysis of regional or statewide trends. The key component of the CEPA process is a meeting between subject matter experts (SMEs) to discuss and analyze capability information and to identify potential resource gaps by assessing each planning, organization, equipment, training, and exercise (POETE) element of the 32 FEMA Core Capabilities. Information obtained helps the state better plan for and respond to the needs of counties. CEPA is not a replacement for a

strategic plan, IPP, TEP, or EOP but an input to those documents. Mr. Bouwman said the county should conduct a capability assessment using POETE elements and a scale of one to five, one being the lowest on the scale, and focus on gaps and needs more than accomplishments. A grant reliance assessment would help determine which capabilities rely on grant funding, whether it's obtainable, and, if so, how much.

Andrew Pellett with Pellett Carpentry and Finishing arrived at 10:45 a.m.

Mr. Bouwman finished his presentation by saying the county's next action should be identifying leads and stakeholders and formulating questions or concerns that DHSEM could help with. When the call ended, Mr. Burgess told Mr. Stroud they would look to him for guidance and that most of the legwork would fall on him. Mr. Stroud affirmed he would contact the appropriate individuals, and then Mr. Burgess asked about the assessment's deadline. Mr. Stroud said there was an in-person meeting on May 23, but the final report would come later. Before he left, Mr. Stroud said there was no specific timeline; they would have to pick one or two things to work on each year.

Andrew Pellett updated the group on the election security/commissioner meeting room construction, stating the glass installers were working on the installation as they spoke. He said that Dave Dobbs wouldn't be able to build the cabinets as previously planned but that Mr. Dobbs helped him order the materials. Mr. Pellett intended to work on the cabinets later in the week and install them the following week. He hoped to finish the project by the end of the month. Since the doors arrived four and a half weeks early, Mr. Pellett contacted Multicard to ask when they would be back to finish the keycard access and cameras. They told him it would be within three or four weeks. Mr. Pellett said there was a discrepancy with the electrician's labor for the panel work and pop-up outlets, but he'd found them and ordered them. He commented that he didn't add to sub-contractor costs like other contractors did; he'd prefer customers consider using him for other projects than tack on unnecessary expenses and lose future work.

Mr. Pellett planned to measure the carpet and tile in the offices later that afternoon and give the requested carpet cleaning information to Stanley Steamer. He asked Mr. Piper what offices he needed to measure.

Lastly, Mr. Pellett asked the commissioners if they'd spoken with County Treasurer Jim Covington about his electrical requests, but Mr. Piper said they hadn't had a chance to do so.

Mr. Piper provided the annual SLFRF Compliance report, reminding the Board the county chose to opt for the standard allowance for revenue replacement and divided the allocation evenly between the General and Road & Bridge budgets. The budget also allocated \$10,000 to the Karval Water Users project starting later in 2023 and \$30,000 to the Limon Water and Sewer Project. If KWU or the town didn't move forward with their projects, Mr. Piper said they could allocate those funds to revenue replacement. He added that the county had until the end of 2024 to spend the money but that reporting would continue until 2027.

The department heads met on April 11 and discussed possible revisions to the personnel manual. There were no other changes besides recommending that a terminated employee's exit interview occur within five business days of their termination and individual office policies determining employee telework guidelines. Mr. Piper said they added a policy prohibiting employees from performing most of their regularly assigned duties outside of Colorado. The department heads also set Thursday, June 15, for the county picnic and discussed four-day work weeks at length. Several other counties have started the practice, and those attending the meeting expressed their opinions and concerns. Mr. Piper told the commissioners they didn't need to adopt the changes because he still needed to check on a provision requiring certified mailings.

Mr. Ewing reported talking to Chris Monks about the county shop door on April 10; getting an iron bar door would be cheaper and serve the same purpose. District 1 had a truck quit when exiting a pit, so they had Theron Perry tow it for them. The oil patch machine is ready to go after receiving a service job. Mr. Ewing checked on the condition of the Limon property at 155 ½ Indiana Avenue on April 11 and then discussed it with Mr. Piper and Mr. Burgess. He also checked some roads and stopped by the County Road 2W oil patching job. When the crew was only half finished, a pump went out, so they returned to hauling gravel. Mr. Ewing reported they had temporarily fixed the oil patching machine, so they planned to return to filling cracks on April 17. He met with Lincoln Health CEO Kevin Stansbury and board member Lori Coonts on April 12. They were researching other funding options for the new hospital, such as community projects and state grants, and asked Mr. Ewing for the best way to approach the Board of County Commissioners. He brought up sustainability, billing, and scheduling and recommended including the County Treasurer in future meetings with the commissioners. Mr. Ewing talked to Chris Monks about the Mack truck on April 13, and Mr. Monks said the problem was the injector. Mr. Ewing suggested Mr. Monks have them check for weak injectors and service it as if fuel had gotten into the oil. Mr. Monks also told him the hospital wanted the county to mow Lady Bird Park for a helicopter landing pad. Mr. Ewing discussed it with Mr. Stansbury and suggested spraying as an alternative. He then talked to Weed Coordinator Patrick Leonard, and they agreed to visit the site and devise a plan. Mr. Ewing also joined most of the CCI Steering Committee meetings via Zoom. He felt the votes accurately reflected his and the county's opinions. Mr. Ewing attended more Steering Committee meetings via Zoom on April 14. He commented that HB23-1249 was not only a bad bill overall but that it directly affected DHS, the sheriff, and the county's youth, and the commissioners strongly opposed it. CCI also voted to oppose it. Other bills brought up on the agenda went the way Mr. Ewing wanted. On April 15, Mr. Ewing received a formal complaint about the 155 ½ Indiana Avenue property. He forwarded the email to Mr. Piper and Land Use Administrator Ty Stogsdill. Mr. Ewing also got a phone call from a resident concerning spraying nozzles on blades. They discussed legalities, liabilities, and practicalities, and he assured the party he would look into it. Mr. Ewing attended the RPI annual meeting on April 16 with Mr. Stone and Mr. Burgess. On April 17, Mr. Ewing learned the District 1 crew finished the .7 mile oil patching stretch and moved to another area on County Road 2W. He and Chris Monks discussed personnel issues and replacing signs; County Roads 2T and 2G will be the targeted roads this year. They also discussed picking up the Mack truck on April 19 and that most of the work would be warranted. Maintenance personnel at the Genoa-Hugo

School asked if the county could patch areas of their parking lot, and Mr. Ewing felt it would be good PR and shouldn't cost much. He also spoke with Mr. Stogsdill about the Indiana Avenue property. The owners had begun cleanup, which might mean they could avoid a nuisance order. Since the mobile home on the property was a 1973 model, Mr. Stogsdill planned to see if it were inhabitable.

Mr. Burgess reported that he and Bruce Walters went to Wagner Cat and picked up a grizzly on April 10 but needed to add more bars to reduce it to 2-inch openings. He and Chris Monks discussed contacting TLM Construction Company in Swink regarding a price for the bridge on County Road 109 south of the courthouse. Mr. Burgess received a complaint *and* a compliment on County Road 4D and looked into it. He removed some rocks and said it needed gravel, so they would try and start this week. He also checked on the crusher progress; not much production appeared to be happening. On April 11, Mr. Burgess and Mr. Walters checked out the county line gravel pit for possible expansion. The road crew hauled gravel to County Road 4D and needed to finish approximately six miles. Mr. Burgess checked on the crusher again and reported he wasn't happy with the product and might decide to use crushed concrete instead. He talked to the man doing it on April 12 and told him to cancel any asphalt because he was crushing the material too finely. Mr. Burgess told him he would take one hundred tons of crushed concrete and that the county would pay him when he finished the job. Mr. Stone called Mr. Burgess on April 12 regarding the annex keys, and Mr. Ewing called him about the Indiana Avenue complaint. Mr. Burgess looked at the property and called the neighboring landowner, who said the owner of the 155 ½ address wasn't concerned because the town wouldn't do anything since it was in the county. Mr. Burgess picked up a confirmation letter from Comfort Inn for the Baby Bear Hugs silent auction. He also informed a crew member to start grading County Road 3P. While attending the Centennial Mental Health meeting in Fort Morgan, he learned they'd had a thirty-five percent staff turnover. At the annual roundhouse meeting in Hugo on April 16, the group presented their work schedule, accomplishment wish list, and cost estimates. The District 2 road crew planned to start hauling gravel on County Road 3X between County Road 109 and State Highway 71. Mr. Burgess received a letter regarding the property in south Limon and a call from a resident requesting gravel on the road to Walks Camp Church.

Mr. Stone reported talking to Judd Kravig on April 10 about an employee who hadn't passed his CDL test. The wind caused issues with several District 3 roads, so Mr. Stone went out to look at them. There was a small fire on Highway 71 at the Karval turnoff on April 11. District 3 had problems with their crack sealer that day, but Mr. Stone thought they had fixed it. John Mohan called him about the annex keys, so Mr. Stone contacted Christine Schinzel and asked her not to leave them where they had been. He went to the recycling meeting in Las Animas that morning and said the organization was getting low on funds and planned to raise prices. Mr. Stone attended the roundhouse meeting on April 16. He went by the Karval shop on April 17, and he and Judd Kravig talked about the loader and personnel matters. Some of the crew members still felt the loader wasn't working correctly.

Mr. Kimble reported that he'd filed the Report of Execution of Administrative Entry and Seizure Warrant on the Cameron property. The landowner had until April 24 to remit \$2,742.50. If that

didn't happen, Mr. Kimble said he would convert the Warrant to a Judicial Lien, and the cost would encumber the property and go on the tax rolls.

Mr. Piper had sent Mr. Kimble the contract regarding the U.P. Railroad and the expansion of the public road crossing at Third Avenue in Hugo. After speaking with Hugo Town Manager Maria Nestor and deciding it was a town street rather than a county road, Mr. Kimble felt he should contact UP and CDOT and let them know. The commissioners agreed when Mr. Kimble added the railroad wanted \$4,400.

Mr. Kimble informed the Board he'd sent them information regarding the town of Arriba's request for help enforcing nuisance issues. Cory Hoffman, the town attorney, sent a proposed Intergovernmental Agreement between the county commissioners, the sheriff, and the town of Arriba. Mr. Kimble said he thought Sheriff Nestor wanted no part of it, but he would forward the agreement to him, nevertheless. Mr. Burgess wanted to know why the IGA would involve the commissioners, and Mr. Kimble said he didn't think the sheriff could enter into such an agreement on his own.

Mr. Piper reported that several employees had taken retirement lump sums already this year, and he'd transferred approximately \$326,000 from the investment account into the bank account.

Mr. Burgess brought up the roof leak in Human Services and said John Mohan wanted to obtain a quote from Brian Sorensen to widen the entire roof valley. Mr. Burgess remembered that the county's insurance hadn't wanted to replace the roof several years before, after a hailstorm. They had supposedly sent a letter stating the county wouldn't be responsible for replacing it in the future since it was CTSI's decision. Mr. Burgess thought it occurred possibly around 2010 when they replaced the annex roof.

Land Use Administrator Ty Stogsdill met with the Board at 12:10 p.m. and asked for an executive session to receive legal advice. Stephanie Zwick left at that time.

After further discussion, Mr. Kimble didn't believe Mr. Stogsdill's information fit the criteria for an executive session, so Mr. Stogsdill explained he'd found a discrepancy in the zoning resolution and wanted the Board's and Mr. Kimble's opinions. Mr. Kimble agreed to read through it and see what he could find.

Mr. Stogsdill addressed the complaint regarding 155 ½ Indiana Avenue, stating he took pictures of the area the previous day and the owners were cleaning it up. Mr. Ewing didn't want to do anything if they were working on it, and Mr. Burgess and Mr. Stone agreed they should give the owners a chance to take care of the problem. Mr. Kimble said he would find the file from the last time such an instance occurred and review it.

Mr. Burgess asked Mr. Piper if he could post the commissioner meeting agendas on the county website before meetings.

Mr. Stogsdill left at 12:50 p.m., and Mr. Piper told the commissioners he needed their signatures on some paperwork.

Mrs. Lengel said she'd learned that the 18th District Attorney's office employees were not state employees, nor were they on PERA, as Mr. Burgess believed.

With no further business coming before the Board, Mr. Stone adjourned the meeting at 1:00 p.m. The next meeting will be at 9:00 a.m. on April 27, 2023.

Corinne M. Lengel, Clerk of the Board

Doug Stone, Chairman