

Board of County Commissioners of Lincoln County
Agenda for January 11, 2022

- 9:00 Call to order and Pledge of Allegiance
- 9:30 Roxie Devers, Lincoln County Roundhouse Representative, to discuss construction update
- 10:00 Jim Covington, Lincoln County Treasurer, to present bank and public trustee report and investment policy
1. Review the employee timesheets for County Administrator Jacob Piper, Land Use Administrator Fred Lundy, Landfill Manager Allen Chubbuck, Weed Control Coordinator Patrick Leonard, Office of Emergency Management Director Ken Stroud and Public Health Director Kelly Meier
 2. Review the December, 2021, Statement of Revenues and Expenditures for County General, Public Health, Capital Projects, Conservation Trust, E911, Landfill, Library, Lodging/Tourism, Human Services, Road and Bridge and Individual Road Districts
 3. Review the December, 2021, reports from the County Assessor, County Clerk & Recorder, County Sheriff and County Treasurer
 4. Review and Act upon Ambulance Permit #134 for a basic life support ambulance for the Limon Area Fire Protection District
 5. Discuss regional opioid council bylaws and IGA
 6. County Commissioner reports
 7. County Attorney's report
 8. County Administrator's report
 9. Old Business
 10. New Business
- 10:30 Adjourn for 2021
- 10:45 Call to Order and reorganize for 2022
- a. Elect Chairman and Vice-chairman
 - b. Designate a public place to post meeting notices pursuant to C.R.S. §24-6-402(2)(c)
 - c. Designate a representative for the County Health Pool
 - d. Approve appointments and holidays
 - e. Set the county's vacation and sick leave policy pursuant to the Lincoln County Personnel Manual
 - f. Set the E911 surcharge pursuant to C.R.S. 29-11-103(3)(a)
 - g. Approve Lincoln County's investment policy
 - h. Appoint the County Administrator as the County Budget Officer pursuant to C.R.S. §29-1-04
1. County Commissioner reports
 2. County Attorney's report
 3. County Administrator's report
 4. Old business
 5. New business

The Board of Lincoln County Commissioners met at 9:00 a.m. on January 11, 2022, for the annual reorganization meeting. Chairman Steve Burgess, Commissioner Doug Stone, County Administrator Jacob Piper, County Attorney Stan Kimble, and Deputy Clerk of the Board Mindy Dutro attended in person. Commissioner Ed E. Schifferns participated in the meeting via zoom, and Clerk of the Board Corinne M. Lengel was absent and excused. Other people attending the meeting included Nyal Smith, Kimberly Harreld, and Julia Rosa.

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

Mr. Stone moved to approve the minutes from the meeting held on December 29, 2021, as submitted. Mr. Schifferns seconded the motion, which carried unanimously.

The Board reviewed the employee timesheets for County Administrator Jacob Piper, Land Use Administrator Fred Lundy, Landfill Manager Allen Chubbuck, Weed Control Coordinator Patrick Leonard, Office of Emergency Management Director Ken Stroud, and Public Health Director Kelly Meier. Next, the commissioners reviewed the December 2021 Statements of Revenues and Expenditures for County General, Public Health, Capital Projects, Conservation Trust, E911, Landfill, Library, Lodging/Tourism, Human Services, Road and Bridge, and individual road districts.

Mr. Piper reported that there would be one supplemental appropriation for Public Health and possibly one for the hospital that the Board would have to approve at the next regularly scheduled meeting in January.

The commissioners then reviewed the December 2021 reports from the County Assessor, County Clerk & Recorder, County Sheriff, and County Treasurer.

Mr. Piper reported that the Limon Area Fire Protection District had submitted all the required paperwork for their ambulance permit. Mr. Stone moved to approve the permit for the Limon Area Fire Protection District ambulance, and Mr. Schifferns seconded the motion, which carried unanimously.

Next, the Board discussed the regional opioid council bylaws and IGA; Mr. Piper had provided a copy of the draft bylaws and IGA before the meeting. Mr. Schifferns moved to approve the draft of the regional opioid council bylaws and IGA as submitted to the Board. Mr. Stone seconded the motion, which carried unanimously. Mr. Burgess stated that he had asked Ben Ferree to serve on the council.

Chairman Burgess called for commissioner reports. Mr. Schifferns reported that on January 2, he received the call that former Lincoln County Administrator Gary Ensign passed away. On January 3, he was at Lincoln Health, where they said that COVID numbers had gone up, and the hospital was very concerned. On January 4, he learned that the hospital had canceled all operations. Lastly, Mr. Schifferns reported that a Genoa resident called and stated that he would continue operating his salvage yard.

Lincoln County Economic Development Corporation Executive Director Troy McCue joined the meeting at 9:30 a.m.

Mr. Stone reported that he went to the Karval shop on January 4. He also checked roads and received a call from Mr. Burgess regarding canceling the January 6 commissioner meeting. It snowed on January 6, and Mr. Stone checked roads. Mr. Stone reported speaking with Rick Ashcraft on January 10, who told him that A&S Construction wants the county to release the bond from the highway 71 project. Mr. Piper said that Land Use Administrator Fred Lundy gave him copies of the bond but stated he thought Stan Kimble had the original bond agreement. Mr. Kimble said he would check for the original, mark it "canceled," and return it to A&S.

At 9:30 a.m., Roxie Devers, Lincoln County Roundhouse Representative, called to discuss the construction updates. Mrs. Devers told the Board that Bart O'Dwyer and Structures Unlimited had been working on the sewer line and that she had the contract paperwork from Black Hills Energy for the work on the gas line. Mrs. Devers informed the Board that Structures could do the trenching for the gas line, which would cost \$30 per linear foot minus one hundred feet, or Black Hills Energy would do it for \$60 per foot minus one hundred feet. Mr. Burgess asked if Black Hills Energy would install the meter at that time as well, to which Mrs. Devers replied they had to install the gas line, and then the roundhouse would have to apply for the meter. Mr. Burgess asked if there would be issues with how Structures ran the waterline to the front of the roundhouse instead of the back as planned. Mrs. Devers stated that she spoke with the architect on the project, and he said it should be okay.

Mr. Burgess felt they should have Black Hills do the trenching for the gas line since it's their line of business, and Mr. Stone and Mr. Schifferns agreed. Mr. Schifferns moved to hire Black Hills Energy to trench the gas line to the roundhouse. Mr. Stone seconded the motion, which carried unanimously. Mrs. Devers said she would complete the paperwork to have Black Hills trench the gas line.

Lastly, Mrs. Devers reported that she'd applied for a grant for the Phase II roundhouse in-floor heating and mezzanine project and would receive \$10,000.00. She stated the entire projected cost for the phase was around \$500,000.00, so it would be a while before they could raise the rest of the money to complete the project. Mrs. Devers ended the call at 9:40 a.m.

Chairman Burgess gave his commissioner report, starting with January 3. The District 2 road crew graded roads and put in a cattleguard they built for one of the gravel pits. On January 4, Mr. Burgess attended a public health zoom meeting. He spoke with Mr. Schifferns, Mr. Stone, and County Clerk Corinne Lengel about canceling the January 6 meeting and having finance director Andrea Hendricks send the bills to the Board for approval via email. Mrs. Devers called Mr. Burgess and told him that Structures installed the waterline at the roundhouse in front of the building instead of behind as planned. Structures told her the plans were unclear about where it should go, so they put it in the front. Mrs. Devers said she would speak with the architect to see if it would be acceptable.

On January 6, the Board approved bills remotely by email and telephone. Lastly, on January 10, Mr. Burgess had a zoom meeting with Baby Bear Hugs, where they discussed hiring a new director. He received a telephone call from Mr. Schiffers, who said he might miss the January 11 meeting because of illness. Mr. Burgess also spoke with District 2 road boss Bruce Walters about building a second cattle guard for another gravel pit. He went by the landfill and called Power Equipment about the compactor, which they should deliver by the end of the week or the following week. Landfill manager Allen Chubbuck contacted Duerst in Burlington about doing some repair work on the green machine. Mr. Burgess reported that someone from the District 2 road crew would haul it to Burlington on a lowboy trailer, and Mr. Chubbuck would go along to tell Duerst what needed repairing.

Mr. Burgess asked Mr. Kimble to present his attorney's report, and Mr. Kimble stated that he would get the bond released for A&S Construction for the highway 71 project, saying they had minor issues with the project. Mr. Kimble also reported that Mrs. Lengel had provided him with some potential models of resolutions for delaying the redistricting, and he would get it ready for the Board when Mrs. Lengel returned. Regarding the land donation from the town of Hugo for the new hospital, Mr. Kimble reported that the first surveyor couldn't complete the survey, so Scott Kimble was hired to do it. He found an error concerning the original legal description the town of Hugo used for the deed, and they would need to add another acre. Mr. Kimble said he would write up a correction deed for recording.

Lastly, Mr. Kimble reported speaking with Brenda Toft at Farm Service Agency about the blowing dirt complaint north of Genoa. Mrs. Toft told him they'd seen many of the same issues because of the drought. Mr. Kimble said he could send a letter to the complainant and tell them he'd turned it over to FSA.

Mr. McCue addressed the commissioners, stating he was currently working on the Board's annual renewal packet for economic development, and he would present the information at the next meeting. He reported quite a bit of new business interest; the problem is finding a place or property for a reasonable price within the county.

Mr. Burgess called for the administrator's report, and Mr. Piper reported receiving an email from the Community Ambulance service of Arriba/Flagler/Seibert, asking how to change from BLS service to ALS. Mr. Piper asked if they needed to put something in their service plan or apply with the ALS application. Mr. Kimble stated if the ambulance service were part of a district that received tax money, they would have to change their service plan. If not, they would have to apply with the ALS application. Mr. Burgess asked if their ambulances were equipped for ALS service or if they needed to be upgraded. Mr. Piper felt it was up to the medical director to sign off on the ALS application, stating that they are capable of ALS service.

There was no old business, so Chairman Burgess called for new business. Mr. Burgess reported that Lincoln Health CEO Kevin Stansbury asked the commissioners to require applications to replace Gary Ensign on the hospital board. Mr. Burgess tabled the subject until the next meeting.

Lincoln County Treasurer Jim Covington joined the meeting at 10:00 a.m. Mr. Covington presented the bank and public trustee report to the Board. Mr. Stone moved to accept the bank and public trustee report for the quarter. Mr. Schifferns seconded the motion, which carried unanimously.

Mr. Burgess said they needed to decide on a policy for county employees taking time off due to COVID and whether they had to use vacation time if they exhausted their sick leave. Mr. Piper stated that Kit Carson County did not make their employees use vacation leave; they still pay for hours not covered if employees run out of sick time. Yuma County requires its employees to use both sick and vacation time if missing work due to COVID. Mr. Schifferns said he didn't want it to be complicated. Mr. Burgess felt if an employee were out sick with COVID or missed work due to a COVID exposure or quarantine, they should use their sick leave. If they ran out, the county should pay them for missed days and not require them to use vacation leave unless they would rather use those hours instead of sick time.

Mr. Stone moved that, effective January 11, 2022, the county's COVID-19 policy regarding sick and vacation leave would be as follows: If a county employee misses work while placed in quarantine or because they have COVID (confirmed with a doctor's note or notification from Public Health Director Kelly Linnebur), the employee does not have to use vacation leave unless they want to. Employees can use sick leave until they are out of hours, then the county will cover the missed work time and pay the employee their full salary. If the employee wants to save their sick leave hours or needs to use up vacation time, they can use vacation leave if they prefer, but the county won't mandate they do so because of COVID-19. If applicable, employees can work from home while out on leave due to COVID-19. Mr. Schifferns seconded the motion, which carried unanimously.

Due to unforeseen circumstances, Mr. Burgess had canceled the meeting scheduled for January 6, 2022, but the Board had remotely approved the following expense vouchers for bills received after December 29, 2021:

LINCOLN COUNTY PAYABLES

44743 21st Century, Parts \$511.96
44744 ACCA, Membership \$200.00
44745 Amazon Cap Services, Supplies \$25.46
44746 William Benzel, Inspections \$632.50
44747 Black Hills Energy, Services \$4,296.80
44748 CCTPTA, Dues \$50.00
44749 CDPHE, Certificates \$329.00
44750 CDPHE, Certificates \$230.50
44751 CC Casualty & Property Pool, Contribution \$266,398.00
44752 Colorado Counties, Dues \$12,000.00
44753 CCFS, Contract \$7,189.84
44754 County Workers' Comp Pool, Contribution \$109,274.00
44755 DirecTV, Services \$218.99

44756 D-J Petroleum, Fuel \$2,619.70
44757 ESRTA, Services \$3,393.40
44758 Evergreen S&T, IT \$319.10
44759 FNB of Hugo, Fees \$66.40
44760 FNB of Omaha, Charges \$1,257.16
44761 FNB of Omaha, Charges \$461.85
44762 FNB of Omaha, Charges \$372.11
44763 Fox Electric, Labor \$2,480.00
44764 Henry Schein, Supplies \$4,647.73
44765 Hoffman Drug, Supplies \$266.10
44766 InfoRad, Renewal \$105.00
44767 Darcy Janssen, Supplies \$51.44
44768 Juvenile Assessment Center, Contribution \$953.30
44769 Karval Water Users, Water \$65.00
44770 KC Electric, Services \$4,711.68
44771 LC Road & Bridge, Fuel \$5,695.32
44772 NAC, Dues \$450.00
44773 Osborne's, Supplies \$353.18
44774 Ports-to-Plains, Membership \$528.60
44775 Public Lands, Dues \$150.00
44776 Quill, Supplies \$178.81
44777 Saul's Creek Engineering, Services \$5,400.00
44778 Steel Corner, Repairs \$317.73
44779 Stone's LLC, Repairs \$550.00
44780 Town and Country, Supplies \$244.92
44781 Tucker Custom Service, Rock \$11,266.50
44782 Veritrace, Vital Record Forms \$143.50
44783 Viaero, Phone \$475.63
44784 Wex Bank, Fuel \$784.97
44785 Witt Boys, Repairs \$710.53
44786 Xerox, Contract \$176.22
44787 Xerox, Contract \$187.40
44788 Xerox, Contract \$187.40

With no further 2021 business to come before the Board, Mr. Burgess adjourned the meeting at 10:20 a.m.

Mindy Dutro, Deputy Clerk of the Board

Steve Burgess, Chairman

The re-organization meeting of the Board of Lincoln County Commissioners convened at 10:45 a.m. on January 11, 2022. Commissioners Steve Burgess and Doug Stone, County Administrator Jacob Piper, County Attorney Stan Kimble, County Treasurer Jim Covington, and Deputy Clerk of the Board Mindy Dutro attended in person. Commissioner Ed E. Schifferns participated via zoom. Clerk of the Board Corinne M. Lengel was absent and excused.

Commissioner Burgess called the meeting to order and moved to appoint Doug Stone as the chairman for 2022. Mr. Schifferns seconded the motion, which carried unanimously.

Mr. Burgess moved to appoint Ed Schifferns as the vice-chairman for 2022. Mr. Stone seconded the motion, which carried unanimously.

To comply with 24-6-402 (2) (c), C.R.S., Mr. Burgess moved to designate the official notice board of the Board of County Commissioners as that located in the lobby hallway of the county courthouse and email. Mr. Schifferns seconded the motion, which carried unanimously. Mr. Burgess moved to designate Doug Stone as the representative to the County Health Pool, with Jacob Piper as an alternate. Mr. Schifferns seconded the motion, which carried unanimously.

The commissioners discussed the 2022 appointments and holidays, and then Mr. Burgess moved to approve the following list of appointments and holidays for 2022. Mr. Schifferns seconded the motion, which carried unanimously.

2022 APPOINTMENTS

County Attorney	Stan Kimble
Official Banks (Other than those delineated to the right, any other qualified financial institution within the State of Colorado and within a 150-mile radius of the Lincoln County Treasurer’s Office in Hugo, Colorado.)	First National Bank of Hugo SIGMA Financial Corporation Equitable Savings & Loan ColoTrust Csafe High Plains Bank Eastern Colorado Bank First Financial Equity Corp Colorado Statewide Investment Program (CSIP)
County Physician	Dr. John Fox
Public Health Specialist	Kelly Alvarez
Fairgrounds Manager	John Palmer
Veterans Service Officer	Laurraine Rodgers

Shop Foreman

Chris Monks

Road Foremen

District #1

Chris Monks

District #2

Bruce Walters

District #3

Rickie Ashcraft

Jail & Juvenile Officer

Tom Nestor

Official Newspaper

Eastern Colorado Plainsman

Hospital Board – 7 members – 5-year term

2023

Dave Stone

2024

Josie Jones

2025

Linda Orrell

2025

OPEN

2026

Lorie Coonts

2027

Jack Cross

2027

Sarah Nuss

Fair Board – 9 members – 3-year term

2023

Clinton Clark

2023

Casey Wiersma

2023

April Hollowell

2024

Kurt Thompson

2024

Elisha Thompson

2024

Meg McAtee

2025

Jonathan Hart

2025

LaRay Becker-Patton

2025

Chip Reid

Land Use Board – 9 members – 3-year term

2023

Bill Craig

2023

Curtis Dutro

2023

Mark James

2024

Mike McCormick

2024

James Bledsoe

2024

Jamie Clark

2025

John Reid

2025

Tim Brown

2025

Paul Martin

Fred Lundy

Secretary

Land Use Board of Adjustment – 3-year term

2023
2023
2023
2024
2025

Robert Boyd
Chris Monks
Adam Nuss
Jamie Clark
OPEN

Karval Water Users Enterprise – 3-year term

2023
2023
2024
2025
2025

Angela Wacker
Jerry Ferrell
Cindy Leonard
Patrick Leonard
John Wacker

Weed Board – 9 Members – 3-year term

2023
2023
2023
2024
2024
2024
2025
2025
2025

Shelby Britten
Jamie Clark
Tom LeValley
Scott Poss
Robert W. Raines, Jr.
David Riemenschneider
Terry Saffer
Todd Thompson
Wade Hollowell

E911 Authority Board – 5 members – 2-year term

2023
2023
2023
2024
2024

Jack Cross
Diane Kimble
Mark McHone
Patrick Leonard
Mark Ward

Bookmobile Board – 5 members – No Term Limit

Maria Root
Cleta Hiner-Felzien
Pam Brown
Cherry Stogsdill
Lisa Miller

Prairie Development Corporation – 2 members – 2-year term

1/2023
1/2023

Robert Safranek
Steve Burgess

Tourism Board – 5 members – 2-year term

1/2023
1/2023
1/2023
1/2024
1/2024

Tim Andersen
Apryl Huelskamp
Dan Merewether
Steve Beedy
Linda Orrell

Karval Community Cemetery District Board of Directors

12/31/2022
12/31/2023
12/31/2024

Vernon Stone
Dennis Kravig
Cherry Stogsdill

Representatives for:

Baby Bear Hugs
Bookmobile
Centennial Mental Health
Colorado East Community Action Agency
County Health Pool
East Central Council of Local Governments
ECCOLG Economic Development Board Member
Eastern CO. Services for the Dev. Disabled
EMS and RETAC

Steve Burgess
Steve Burgess
Steve Burgess
Doug Stone
Doug Stone; Jacob Piper – Alternate
Steve Burgess
Derek Isom
Cindy Tacha
Steve Burgess
Ken Stroud – Alternate
Jacob Piper – Alternate

Foreign Trade Zone
Judicial Review Board for 18th District
Land Use
Lincoln Health
Lincoln County Fair Board
Lincoln County Human Services liaison
Ports to Plains
Resources Unlimited
RETAC Pre-hospital
Southeast & East Central Recycling
Transit Advisory Committee

Steve Burgess
Steve Burgess
Fred Lundy
Steve Burgess
Doug Stone & Ed Schifferns
Doug Stone
Steve Burgess
Ed Schifferns & Steve Burgess
Mark Morrison
Doug Stone
Ed Schifferns

Human Services Region Citizen Review Panel – 3-year term

1/2023

Linda Messer

The following list of holidays was approved for 2022:

January 17, 2022
February 21, 2022
May 30, 2022
July 4, 2022
September 5, 2022

Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day

October 10, 2022
November 11, 2022
November 24 and 25, 2022
December 26, 2022
January 2, 2023

Columbus Day
Veterans Day
Thanksgiving
Christmas
New Year's Day

Mr. Burgess moved to set the county's vacation and sick leave policy for 2022 according to the personnel policy adopted on December 16, 2021. Mr. Schifferns seconded the motion, which carried unanimously. County Treasurer Jim Covington asked that changes to the personnel policy/employee manual go through the department heads before the commissioners adopt them. Mr. Piper stated that he usually does, but the current changes were due to new laws, so they weren't negotiable.

County Treasurer Jim Covington presented the Lincoln County Investment Policy, explaining that it had not changed from 2021. Mr. Burgess moved to adopt the Lincoln County Investment Policy for 2022. Mr. Schifferns seconded the motion, which carried unanimously.

Mr. Burgess moved to adopt a resolution appointing the Lincoln County Administrator as the budget officer for the 2023 budget per 29-1-104, C.R.S. Mr. Schifferns 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 January 11, 2022, there were present:

Doug Stone, Chairman	Present
Ed Schifferns, Vice Chairman	Present Via Telephone
Steve Burgess, Commissioner	Present
Stan Kimble, County Attorney	Present
Mindy Dutro, Acting Clerk of the Board	Present
Jacob Piper, County Administrator	Present

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

RESOLUTION #1056 It was moved by Commissioner Burgess and seconded by Commissioner Schifferns to adopt the following resolution:

WHEREAS, C.R.S. 29-1-104 states that the governing body of each local government shall designate or appoint a person to prepare the budget and submit the same to the governing body: and

WHEREAS, one of the duties of the County Administrator is to act as the budget officer for Lincoln County.

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Lincoln County that the Lincoln County Administrator is designated as the person to prepare the 2023 budget.

Upon roll call the vote was:

Commissioner Burgess, yes; Commissioner Schifferns, yes; Commissioner Stone, yes.

The Chairman declared the motion carried and so ordered.

Board of County Commissioners
of Lincoln County

ATTEST:

Acting Clerk of the Board

There were no commissioner, attorney, or administrator reports or old business, so Mr. Stone called for new business. Mr. Covington asked the Board if the county's life insurance policy terminates when an employee turns seventy, and if so, why. Mr. Kimble thought it was a clause of the policy and didn't know if it could be changed to cover the employee throughout their employment. When he said he would check into it, Mr. Piper said he thought that was just how Anthem worked. Mr. Schifferns agreed with Mr. Covington and felt employees should be covered no matter their age.

Lastly, Mr. Covington asked if the county could use some of the remaining COVID funds to update the outside security cameras. Mr. Piper said he would check into it.

With no further business to come before the Board, Mr. Stone adjourned the meeting at 11:45 a.m.

Mindy Dutro, Deputy Clerk of the Board

Doug Stone, Chairman