

**MEETING MINUTES**  
**GRAND COUNTY BOARD OF COUNTY COMMISSIONERS**  
**GRAND COUNTY DEPARTMENT OF SOCIAL SERVICES**  
**GRAND COUNTY HOUSING AUTHORITY**

May 22, 2018

Present: Commissioner Richard D. Cimino, Commissioner District 1  
Commissioner Merrit S. Linke, Commissioner District 2 – Chair  
Commissioner Kristen Manguso, Commissioner District 3

Also Present: Clerk and Recorder Sara Rosene  
County Manager Lee Staab  
County Attorney Robert Franek

Those present recited the Pledge of Allegiance.

Commissioner Manguso moved to approve the Meeting Minutes of the Board of Commissioners of May 15, 2018, with corrections.

The motion passed unanimously.

General Public Comments

None

Employee Recognition

County Manager Lee Staab recognized Cheri Brueske after 27 years of service to Grand County and presented her with Grand County Coin number 21.

County Manager Lee Staab recognized Bill Clark after 30 years of service to Grand County with Grand County Coin number 22.

Finance Department

Finance Director Curtis Lange presented the Warrant Register and Expenditure List to be paid on May 16, 2018, for vendor payments. The list for this period was verified for the Board's approval.

Commissioner Cimino moved to approve the vouchers presented on May 15, 2018, for payment on May 16, 2018 for the Grand County Board of Social Services.

The motion passed unanimously.

Commissioner Cimino moved to approve the wires payments and vouchers payments presented on May 15, 2018, for payment on May 16, 2018 for Grand County.

The motion passed unanimously.

Departmental Contracts, Comments, Issues

Human Resource Director Colleen Reynolds presented:

If approved, the teleworking program would give employees in some positions the flexibility to work from home. Guidelines, obligations and specific parameters are outlined in the proposed policy and agreement.

This information was presented by Lee Staab, County Manager, to the Board of County Commissioners on May 15, 2018 and to the Personnel Policy Review Committee on May 16, 2018.

The Personnel Policy Review Committee recommended approval of the Teleworking Program as presented. They recommended that Section 6.29 of the Grand County Personnel Manual, Working From Home (current language pasted below) be replaced with the Teleworking Program Policy. The Teleworker Acknowledgment Agreement is referenced with the policy and would be used as a component to the program.

Commissioner Cimino moved to approve the changes to the Personnel Policy as recommended by the Personnel Committee, County Manager, and Director of Human Resources.

The motion passed unanimously.

Commissioner Cimino moved to approve and enter into a Services Contract between TWS Aviation Fuel Systems, LLC and Grand County in the amount of \$6,487.96 to replace the fuel filter elements at the Granby-Grand County Airport, at the Kremmling-McElroy Airfield, and the Kremmling mobile re-fueler truck as presented by Road and Bridge Superintendent Chris Baer.

The motion passed unanimously.

Commissioner Cimino moved to approve and enter into a Construction Contract between Grand County and Acord Asphalt, Inc. for the paving on part of County Road 5 (two-inch overlay) in the amount of \$419,485 as presented by Road and Bridge Superintendent Chris Baer.

The motion passed unanimously.

Commissioner Cimino moved to approve the Service Contract between Grand County and Ground Engineering Consultants, Inc. for materials testing services performed on the portions of County Road 5 being reconstructed during an Asphalt Surfacing Project in the amount of \$2,355 as presented by Road and Bridge Superintendent Chris Baer.

The motion passed unanimously.

Commissioner Linke announced that the Board is now sitting as the Board of Human Services.

Commissioner Cimino moved to approve and enter into an Intergovernmental Agreement between the Counties of Grand, Jackson, Moffat, Rio Blanco, and Routt concerning joint cooperation for Child Welfare, Substance Abuse, and Mental Health CORE Services as presented by Human Services Director Deb Ruttenberg.

The motion passed unanimously.

Commissioner Cimino moved to approve the Memorandum of Understanding between the State of Colorado Department of Human Services and the Board of County Commissioners of Grand County for CCAP and TANIF services as presented by Human Services Director Deb Ruttenberg.

The motion passed unanimously.

Commissioner Linke announced that the Board is now sitting as the Board of County Commissioners.

Emergency Manager Christian Hornbaker and OEM Director Chief Ray Jennings presented:

What is CodeRed?

- County-wide Reverse 911 Alert & Notification System
- Landline, cellphones, emails, TDD/TTY, multilingual, social media
- Those wishing to receive email, cellphone, TDD/TTY and multilingual notifications must sign up in advance through website or contacting OEM
- All landline #s are automatically inserted into the system, with option to be removed by user
- CodeRED activation is initiated by OEM, Jeff Bauckman with Sheriff's Office, or Dispatch

When is CodeRed activated?

- Missing Children in the area
- Wildfires that threaten residents
- Emergency Preparedness
- Public Health Crisis
- Emergency Evacuations Notices
- Criminal Activity
- Severe Weather that threatens the population
- When an incident commander, Sheriff, County Manager, or County Commissioner requests it
- Test Messages

Signing up for CodeRED

- Link on OEM's website, [gcmemergency.com](http://gcmemergency.com) takes users to Grand County's CodeRED sign-up page
- Those without internet access can call and request to sign up at 970-887-2732
- Through any of our outreach events (9Healthfairs, town hall meetings, other events)

## What a CodeRED looks like on the County's end

- Only Christian Hornbaker, Jeff Bauckman or a designated dispatcher has the ability to send off a notification for security purposes
- Requires 'launch codes' and cannot be sent without
- Can be sent to designated areas, contact groups or entire county
- National average to create and launch a notification is 15 minutes
- Working to get that down to 5 minutes with preparedness and training
- Given stats on number of contacts so the County can have records in case of any inquiries
- Currently have a total of 11950 contacts. 11438 calls, 4241 emails, 6146 texts

Clerk and Recorder Sara Rosene presented the monthly Clerk Fees.

Community Development Director Robert Davis stated that he received a request from Historic Fraser to waive building permit fees for the renovation of the 4 Bar 4 Ford barn.

Kent Wehmeyer, Director of Historic Fraser, Inc. stated that the Board has been a strong supporter of the project in the past and he requested that the County waive the Building Permit Fees.

Mr. Wehmeyer stated that Historic Fraser has received a \$200,000 state grant. The group raised \$70,000 privately. It is a \$304,000 project.

Commissioner Cimino moved to approve the fee waiver request for all fees that have been requested to be waived from Historic Fraser.

The motion passed unanimously.

## Abatement Hearing for AB18-03 for Grand Lake Vista, LLC, Schedule Number R169770

County Assessor Tom Weydert stated that the abatement has been withdrawn.

Commissioner Manguso moved to accept the withdrawal for AB18-03 and dismiss the petition.

The motion passed unanimously.

## Manager Items

Commissioner Manguso moved to approve the Services Contract between Grand County and Randy Lewis Enterprises LLC for announcer and auctioneer services for the 2018 Middle Park Fair and Rodeo in the amount of \$1,000 plus 1.5 percent of the gross total sales of the Junior Livestock Sale.

The motion passed unanimously.

Commissioner Cimino moved to approve and sign the Grand Code of Ethics and Conduct for Elected and Appointed Officials as presented.

The motion passed unanimously.

County Manager Lee Staab presented his weekly update.

## Consent Agenda

Resolution No. 2018-5-25, "A RESOLUTION APPROVING AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO TO EXECUTE A CONTRACT BY AND BETWEEN THE STATE OF COLORADO, DIVISION OF YOUTH CORRECTIONS AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO CONCERNING COST REIMBURSEMENT OF COLORADO YOUTH DETENTION CONTINUUM PROGRAM AND MARIJUANA TAX REVENUE PROGRAM REQUIREMENTS"

Resolution No. 2018-5-26, "A RESOLUTION AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO TO EXECUTE AN AGREEMENT TO PURCHASE A BOAT FOR USE BY THE GRAND COUNTY SHERIFF'S

DEPARTMENT, AUTHORIZING THE SALE OF THE EXISTING BOAT, AND APPROVING A CAPITAL RELEASE FOR THE PURCHASE OF THE BOAT, TRAILER, AND EQUIPMENT”

Resolution No. 2018-5-27, “A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO APPROVING AN AWARD OF CONSERVATION TRUST FUND MONIES TO THE TOWN OF WINTER PARK, COLORADO FOR MAINTENANCE OF COUNTY ROAD 80”

Resolution No. 2018-5-28, “A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO APPROVING THE WAIVER OF THE USE FEE FOR THE USE OF THE CSU EXTENSION HALL BY THE U.S. BUREAU OF LAND MANAGEMENT”

Resolution No. 2018-5-29, “A RESOLUTION APPROVING AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO TO EXECUTE A SERVICES CONTRACT BETWEEN COLORADO DOCUMENT SECURITY, INC. AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO FOR ON-SITE DOCUMENT DESTRUCTION SERVICES”

Commissioner Manguso moved to approve the Consent Agenda excluding Resolution No. 2018-5-31.

The motion passed unanimously.

Commissioner Manguso moved to approve RESOLUTION NO. 2018-5-32, “A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO APPROVING THE ADOPTION OF ORDINANCE NO. 19, AN ORDINANCE FOR THE REGULATION OF OPEN BURNING IN UNINCORPORATED GRAND COUNTY, COLORADO, AND REPEALING ANY PART OF ANY PREVIOUS RESOLUTION, REGULATION, OR ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO IN CONTRADICTION TO THIS ORDINANCE WITHOUT AFFECTING THE VALIDITY OF THE REMAINDER OF THE PREVIOUS RESOLUTION, REGULATION, OR ORDINANCE

and

Resolution No. 2018-5-33, “A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO APPROVING THE ADOPTION OF ORDINANCE NO. 20, AN ORDINANCE FOR THE REGULATION OF OPEN BURNING IN UNINCORPORATED GRAND COUNTY, COLORADO, AND REPEALING ANY PART OF ANY PREVIOUS RESOLUTION, REGULATION, OR ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO IN CONTRADICTION TO THIS ORDINANCE WITHOUT AFFECTING THE VALIDITY OF THE REMAINDER OF THE PREVIOUS RESOLUTION, REGULATION, OR ORDINANCE 2018-5-32 and 33”

The motion passed unanimously.

### Board Business

The Board received a note of thanks from Fraser Valley Elementary regarding Law Day.

Commissioner Linke stated that Grand County Wildfire Council is hosting free chipping days:

June 2	8:00 a.m. to 1:00 p.m. at East Grand Fire Headquarters
June 2	11:00 a.m. at the Foundry Cinema & Bowl
June 9	8:00 a.m. at Grand Fire Headquarters
July 14	8:00 a.m. Hwy 34 and Grand County Road 48
August 11	8:00 a.m. to 5:00 p.m. location TBD in Kremmling

More information can be found at [www.bewildfireready.org](http://www.bewildfireready.org) and by calling 970-887-3380.

The Board received a note of thanks for the contribution to the West Grand After Prom Party.

May 16	Commissioner Cimino attended the Headwaters Trail Board meeting
May 16	All three commissioners attended the Fraser Flats Projection Dedication
May 16	Commissioner Linke phoned in for the Personnel Policy Review Committee meeting
May 17	Commissioner Manguso presented the County’s Strategic Plan at the Hot Sulphur Springs Town Board
May 18	Commissioner Cimino attended a CCAT call at noon

- May 21 Many County employees attended the Memorial Services for Judge Ben McClelland  
May 21 Commissioner Linke presented a scholarship at West Grand High School

### Calendar

- May 22 Commissioner Linke will present the Grand County Strategic Plan to the Town of Granby  
May 23 Department Heads Meeting at 7:30 a.m. – All three commissioners will attend  
May 24 Commissioner Cimino will call into the NWCCOG meeting at 10:00 a.m.  
May 24 Commissioner Manguso will attend TPR from 10 a.m. to noon in Steamboat Springs  
May 25 Commissioner Linke will attend the opening of Trail Ridge Road at noon at the Visitors Center  
May 26 Commissioners Linke and Cimino will attend the opening of the Headwaters Center at 4:00 p.m.  
May 30 – 31 Commissioner Linke will attend the Colorado Workforce Consortium in Canon City starting at 8:30 a.m.  
June 3 – 22 Commissioner Cimino will attend the Harvard School of Business  
June 4 Next regular meeting of the Board of Commissioners  
June 4 – 6 Commissioners Linke and Manguso will attend CCI

### Strategic Plan Update – Public Safety Facility (Strategic Result 2-1)

Undersheriff Wayne Schafer presented the Public Safety Facility Briefing from Grand Results Strategic Plan.

By 2021, “Grand County residents will experience improved public safety through a new public safety facility, which includes a modernized detention facility that efficiently meets all applicable standards.”

The Strategic Team consists of Wayne Schafer, Lee Staab, Ed Moyer, Dan Mayer, Jeff Bauckman, Kyndra Gore, Kelly Friesen, and Curtis Lange.

The strategies being considered:

- Needs Assessment
- Location
- Communications
- Financing
- Building

The County Manager developed and published a RFQ (Request for Qualification). Submissions are due no later than June 25, 2018.

During the assessment, location will be considered:

- Identify potential locations
- Identify pros and cons of each building location option
- Identify desired proximity to Judicial Building
- Obtain feedback from Judicial District re: use of technology in lieu of in-person appearances
- Establish agreement with the local communities as a location
- Purchase/lock down land at preferred location

Communication Plan:

- Determine message
- Determine language / words
- Determine PIO communication protocol
- Establish community meetings / community focus groups
- First joint press release sent on May 1, 2018
- Very limited, but positive feedback

Financing

- Two financing strategies being pursued
  - Municipal bonds
    - G-17 from RBC Capital Markets under review
- USDA Rural Development
  - Grants and Loans (pre-qualification in process)

### Strategic Plan Update - Purchasing Policy Revision (Strategic Result 4-1)

County Finance Director Curtis Lange presented:

Proposed changes to the purchasing policy revisions:

1. Authority of County Manager to execute certain County contracts
2. Rescind requirement to see release of capital on budgeted purchases
3. Revise purchase levels requiring a purchase order, formal bids, and other minor procedure changes

Authority of County manager to execute certain County contracts:

- Board of County Commissioners currently reviews and executes all county contracts
- Propose delegating authority to execute certain contracts to the County Manager
  - Contract must cover activities approved in the current County budget
  - Value over the life of the contract is not to exceed \$250,000
  - County Attorney to review and approve all contracts prior to execution
  - County Manager to notify Board of County Commissioners, if possible, before contracts are executed
- Capital purchase must be approved in the County budget

Revise purchase levels requiring a purchase order, formal bids, and other minor procedure changes:

- Purchase orders to be required on purchases of \$25,000 or more
- Formal bids required for purchases of \$75,000 or more
- Employee authorization to recoup unauthorized credit card purchases from wages requirement to use County issued credit card
- Set level of allowed meals purchased by County issued credit cards to the currently approved per diem amount
- Allow written explanations for lost receipts or excess meal purchases if approved by Department Head

CSU Extension Office Quarterly Update

CSU Extension Director Travis Hoesli presented the Board with participation report:

	2013-14	2014-15	2015-16	2016-17
<b>4-H Enrolment</b>	104	124	121	122
<b>Clover bud Enrollment</b>	24	16	17	16
<b>Register Leaders</b>	30	32	53	57
<b>County Clubs</b>	10	9	8	9

**Community Gardens – Number Of Gardeners**

	2013	2014	2015	2016	2017
<b>Fraser</b>	40	33	33	33	37
<b>Granby</b>	19	28	26	29	17
<b>HSS</b>	11	12	15	11	13
<b>Kremmling</b>	9	4	4	3	4

**Master Gardeners Program**

	2013	2014	2015	2016	2017
<b>MG Volunteers</b>	11	10	10	8	6
<b>Class Participants</b>		10		3	

**Request for information**

	2013	2014	2015	2016	2017
<b>e-Extension</b>	9	8	6	10	12
<b>Phone Calls</b>	78	125	143	127	150

**CSU reporting**

	2017
<b>Outputs</b>	169
<b>Total Adult Participation</b>	3374
<b>Total Youth Participation</b>	3552
<b>Total Participation</b>	6926
<b>Total County participation</b>	3924

**Grand County Return On Investment**

2017 County Actuals

	County Contribution	Added Value By CSU	Total investment	Return On Investment
<b>Direct Contributions</b>	\$130655	\$200309	\$330964	153.31%
<b>Add value from Volunteer Hours</b>	870 hours@ \$21/hour	\$218579	\$349234	167.29%

There being no further business to come before the Board, the meeting was adjourned at 12:02 p.m. The minutes were prepared by Clerk and Recorder Sara L. Rosene. Approved this \_\_\_\_\_ day of June 2018.

\_\_\_\_\_  
 Merrit Linke, Chair

Attest:

\_\_\_\_\_  
 Sara L. Rosene, Clerk and Recorder