

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

January 5, 2021

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

Also Present: County Clerk and Recorder Sara L. Rosene  
Acting County Manager Ed Moyer  
County Attorney Chris Leahy  
Assistant County Attorney Maxine LaBarre-Krostue

Those present recited the Pledge of Allegiance.

Commissioner Cimino moved to approve Resolution No. 2021-1-1, "A RESOLUTION OF ACTIONS NECESSARY TO BEGIN THE WORK FOR GRAND COUNTY FOR THE YEAR 2021"

The motion passed unanimously.

Commissioner Cimino moved to approve Resolution No. 2021-1-2, "A RESOLUTION APPOINTING THE COUNTY MANAGER TO SERVE AT THE PLEASURE OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO"

The motion passed unanimously.

Commissioner Manguso moved to approve Resolution No. 2021-1-3, "A RESOLUTION SETTING FORTH CERTAIN STATUTORY REQUIREMENTS BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO, TO-WIT, ACTIONS CONCERNING MEETING DATES; BUILDING CLOSURE AND MEETING SCHEDULES FOR THE YEAR OF 2021; LEGAL NEWSPAPER AND PLACE OF POSTING MEETING NOTICES"

The motion passed unanimously.

Commissioner Cimino moved to approve Resolution No. 2021-1-4, "A RESOLUTION AUTHORIZING THE COUNTY ASSESSOR TO REVIEW FOR ABATEMENT OR REFUND AND TO SETTLE BY WRITTEN MUTUAL AGREEMENT ANY SUCH PETITION FOR ABATEMENT OR REFUND IN AN AMOUNT OF FIVE THOUSAND DOLLARS OR LESS PER TRACT, PARCEL OR LOT OF LAND OR PER SCHEDULE OF PERSONAL PROPERTY"

The motion passed unanimously.

Commissioner Manguso moved to approve Resolution No. 2021-1-5, "A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO APPROVING THE STANDARD MILEAGE RATE OF REIMBURSEMENT FOR 2021, SETTING THE MAXIMUM EMPLOYEE DAILY ALLOCANCE FOR MEALS AND INCIDENTAL EXPENSES FOR 2021, AND SETTING THE MONTHLY REIMBURSEMENT AMOUNT FOR USE OF PERSONAL CELL PHONES FOR 2021"

The motion passed unanimously.

Commissioner Cimino moved to approve Resolution No. 2021-1-6, "A RESOLUTION CONTINUING THE POSITION OF COUNTY ATTORNEY TO SERVE AT THE PLEASURE OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO"

The motion passed unanimously.

Housing Authority

Commissioner Linke announced that the Board is sitting as the Grand County Housing Authority.

Commissioner Cimino moved to approve and adopt the Third Amendment to the Restrictive Covenants for Millers Inn and authorize the Chair to sign.

The motion passed unanimously.

Commissioner Manguso moved to approve the First Amendment to the Contract between On-site Insight and the Grand County Housing Authority and authorize the Chair to sign all applicable documents.

The motion passed unanimously.

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

Finance Department

Finance Director Curtis Lange presented the Check Register and Expenditure List to be paid on January 6, 2021, for vendor payments. The list for this period was verified for the Board's approval.

Commissioner Cimino moved to approve the checks presented on January 5, 2021 for payment on January 6, 2021 for the Grand County Housing Authority.

The motion passed unanimously.

Finance Director Curtis Lange presented the Warrant Register and Expenditure List to be paid on January 6, 2021 for vendor payments. The list for this period was verified for the Board's approval.

Commissioner Cimino moved to approve the vouchers presented on January 5, 2021, for payment on January 6, 2021, for the Grand County Board of Social Services.

The motion passed unanimously.

Commissioner Cimino moved to approve interfund transfers, wire payment and vouchers presented on January 5, 2021, for payment on January 6, 2021 for Grand County.

The motion passed unanimously.

Commissioner Manguso moved to authorize the Chair to sign the 2021 W9 and allow a stamped signature to be used.

The motion passed unanimously.

Budget Update

**REVENUES**

Sales and Lodging taxes, Building and Short-Term Rental fees, and Highway Users taxes are all expected to be lower than originally budgeted for 2020. Sales taxes are projected to be 95% of the budgeted level and Lodging taxes are projected to be 80% of the annual budget. Building permits are projected to be 80% of the original budget amount. Short-Term Rental renewals are projected to be 100% of the budgeted level. Highway User Taxes are projected to be slightly lower than budgeted for 2020. Airport reimbursements for projects are projected to be increased from 95% to 100% of costs.

	<b>Current expected</b>	<b>2020 Budget</b>
Sales tax	\$ 6,868,500	\$ 7,230,000
Lodging tax	\$ 969,000	\$ 1,292,000
Building permits	\$ 749,360	\$ 936,700
Short-term rental fees	\$ 136,300	\$ 136,300
Clerk & Recorder	\$ 800,000	\$ 800,000
Airport project reimbursements	\$ 4,849,000	\$ 4,624,000
Highway Users tax	\$ 1,909,000	\$ 2,009,000
Cares Act Reimbursement	\$ 701,000	\$ -
<b>Total</b>	<b>\$16,982,160</b>	<b>\$ 17,028,000</b>

Revenues expected to be lower \$46k in 2020

<b>COVID-19 EXPENDITURES in excess of budget</b>	Incurred thru 12-31-2020
COVID-19 personnel	\$ 381,135
Grand Foundation Business Grant Program & PPE	\$ 230,000
Grand County Rural Health - Covid-19 tests	\$ 10,000
Other Operating expenses	\$ 113,928
<b>Totals</b>	<b>\$ 735,063</b>

<b>EAST TROUBLESOME FIRE (ETF) EXPENDITURES</b>	Spent 10/14 thru 12/31

ETF non-budgeted OT (Sheriff, P Health, R&B)	\$ 137,487	
ETF operating expenses paid	\$ 154,706	
Total paid expenses – ETF	\$ 292,193	
<b>Other potential expenses ordered by EOC but not billed to Grand County yet (per OEM Director 12-14):</b>	\$ 12,000.00	
Grand County EOC ordering for staff, logistics and emergency protective actions		
Grand County Sheriff ordering for evacuation and emergency protective actions	\$ 244,953.00	
Northwest Council of Government GIS services for incident mapping and evacuation	\$ 6,000.00	
<b>Potential expenses (please see note below)</b>	<b>\$ 262,953</b>	
<b>Total ETF costs paid and to be paid</b>	<b>\$ 555,146</b>	

Note: Grand County has budgeted \$150k for emergency response expenses for 2020. The "Other potential expenses..." above may be duplicates of actual expenses shown as paid, and/or may not ever be billed to Grand County. These costs are shown as potentially due by Grand County at some point in the future.

Expenditures expected to be higher \$1.3 million  
 Expected Effect to 2020 budget (\$1.3) million

<b>Projected County wide effects to Fund Balance</b>	<b>(\$ 1,300,000)</b>
Add back Restricted Funds using restricted fund balance to cover deficits	
Lodging taxes	\$ 323,000
Open Lands, Rivers and Trails	\$ 83,423
Use TABOR emergency reserve for COVID-19 unbudgeted expenditures	\$ 31,000
Less Restricted Funds using surplus to cover costs	
Airports - FFA increased project funding to 100%	(\$ 285,000)
<b>Total budget shortfall less restricted funds</b>	<b>(\$ 1,147,577)</b>
<b>% Unrestricted fund balance of operating budget</b>	<b>26%</b>
<b>Postponed or Eliminated Operations and Projects</b>	<b>\$ 500,000</b>
Hiring freeze projected savings	
Excess Hire Lag savings over budget	\$ 420,500
Pay plan consultant cancelled	\$ 40,000
Windy Gap pumping plan cancelled	\$ 35,000
Internship program cancelled	\$ 25,000
<b>Total Budget Shortfall less restricted funds and these projects</b>	<b>(\$ 127,077)</b>
<b>% Unrestricted fund balance of operating budget</b>	<b>30%</b>
<b>Unrestricted Fund Balance calculation</b>	
2020 Operating Expenditure Budget	\$ 20,172,000
2019 Unrestricted Fund Balance	\$ 6,194,000
Total Budget Shortfall less restricted funds and above projects	(\$ 127,077)
<b>Projected Unrestricted Fund Balance</b>	<b>\$ 6,066,923</b>
	<b>30%</b>

Commissioner Manguso moved to approve Resolution No. 2021-1-7, "A RESOLUTION DIRECTING THE GRAND COUNTY TREASURER TO DISBURSE FUNDS FROM THE ESCROW "COLORADO RIVER CA ESCROW" ACCOUNT" for work completed by URS Corporation in the amount of \$181,558.89

The motion passed unanimously.

Commissioner Cimino moved to approve Ryan Fosha for three-year term on the Airport Advisory Committing. The term will run from January 1, 2021 thru December 31, 2023.

The motion passed unanimously.

Commissioner Manguso moved to approve the HUTF signature sheet for the Colorado Department of Transportation and authorize signatures to be stamped.

The motion passed unanimously.

Commissioner Cimino moved to approve the MOU between Grand County and Prowers County starting January 1, 2021 and ending December 31, 2021 in the amount of \$3,873. This authorizes Prowers County to continue to manage and administer the hotline calls for child and adult protection.

The motion passed unanimously.

Commissioner Manguso moved to reappoint George Davis to the Board of Adjustment:

The motion passed unanimously.

Commissioner Cimino moved to reappoint the following to the Grand County Planning Commission:

Bob Gnuse  
Ryan McNertny

The motion passed unanimously.

Commissioner Manguso moved to approve the following the Building Board of Appeals for three-year terms:

Troy Neiberger  
Steve Jensen  
Craig Kobe

The motion passed unanimously.

### Public Health Update

Commissioner Linke announced the Board is sitting as the Grand County Board of Health.

Medical Director Darcy Selenke noted that the Governor put the entire state in level orange. Prior to the announcement, Grand County was in level orange with some red restrictions. The red restrictions were lifted yesterday.

On the Grand County Dashboard, Grand County has had a two-week case rate of 438 with 68 cases in the past two weeks. Grand County is staying in the 400s right now but needs to be below 350 for a two-week case rate for the County to have a case rate in level orange.

The positivity rate in Grand County is 9.8 percent. That is in the yellow zone. Grand County currently has two hospitalizations.

In terms of the five-star program, we need to see that all of the dial framework is in the same level.

Grand County is accepting the Moderna vaccine. Grand County Public Health has received 300 vaccines and have given 110 vaccines.

Public Health Director Brene Belew-LaDue stated that the vial comes in 10 dose vials. After the vial has been opened, he has to be used within six hours.

### Board Business

Commissioner Manguso moved to appoint Dakota Cordell to one-year term on the Middle Park Fair Board.

The motion passed unanimously.

The Board noted receipt of a letter of appreciation for the great work performed by Grand County EMS.

The Board received the Veterans Service Officer report.

Commissioner Manguso attended an emergency STAC meeting. It was an emergency because the stimulus package from the federal government allocated another \$150 million to the State of Colorado for road projects. It was two weeks allocate the money. Every region selected projects from their 10-year plan.

There will be another \$500 million spread out between the TPRs over the next year. Commissioner Manguso hopes that part of that money can be used on Red Dirt Hill.

January 6 Commissioner Cimino will be attending the CCAT Affordable Housing Subcommittee 10:30 to 4:30  
January 6 Rural Health Network Board meeting at 6:30 p.m. – Commissioner Cimino  
January 7 Sun Valley Ranch Subdivision 5 p.m. – All three commissioners  
January 8 Colorado Geographic Naming Advisory Board meeting from 1 to 3 – Commissioner Cimino  
January 8 CCAT Wildfire Discussion 3 p.m. – Commissioner Cimino  
January 8 Club 20 – Executive Committee meeting – Commissioner Linke  
January 8 CCI meeting at 1 p.m. regarding potential legislation for the structure of the Board of Health – Commissioner Linke

January 11 Climate Resiliency Panel Roundtable meeting 12 to 1:30 – Commissioner Linke  
January 11 CCAT Governing Board 3 to 5 – Commissioner Cimino

### Consent Agenda

Resolution No. 2020HA-12-34, “A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO, ACTING IN THE CAPACITY AS THE GRAND COUNTY HOUSING AUTHORITY BOARD, APPROVING A LOAN FROM THE GRAND COUNTY HOUSING AUTHORITY DOWN PAYMENT ASSISTANCE PROGRAM, AND AUTHORIZING A BOARD MEMBER TO WIRE TRANSFER FUNDS”

Resolution No. 2020-12-36, “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 BY AND BETWEEN MIND SPRINGS HEALTH, INC. AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO”

Resolution No. 2020-12-37, “A RESOLUTION APPROVING A LEASE/PURCHASE AGREEMENT BETWEEN REV FINANCIAL SERVICES, LLC AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO FOR THE FINANCING FOR REFURBISHING SIX AMBULANCES, THE PURCHASE OF TWO NEW AMBULANCES, AND THE PURCHASE OF FIVE COMMAND VEHICLES TO BE USED BY GRAND COUNTY EMERGENCY MEDICAL SERVICES”

Resolution No. 2020-12-38, “A RESOLUTION APPROVING AND AUTHORIZING THE CHAIR OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO TO EXECUTE AN AMENDMENT TO THE MASTER EQUIPMENT LEASE-PURCHASE AGREEMENT BETWEEN FORD MOTOR CREDIT COMPANY LLC AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO, FOR THE BENEFIT OF THE GRAND COUNTY SHERIFF’S DEPARTMENT”

Resolution No. 2020-12-39, “A RESOLUTION APPROVING AND AUTHORIZING THE CHAIR TO SIGN THE GRANT AGREEMENT FOR A LOCAL PARKS AND OUTDOOR RECREATION GRANT FROM THE STATE BOARD OF THE GREAT OUTDOORS COLORADO TRUST FUND FOR THE COMPLETION OF PARKING & TRAILHEAD ENHANCEMENTS FOR COVID COMPLIANCE CAPACITY”

Resolution No. 2020-12-40, “A RESOLUTION APPROVING AND AUTHORIZING THE CHAIR TO SIGN THE GRANT AWARD FROM THE COLORADO DEPARTMENT OF LOCAL AFFAIRS TO ASSIST WITH SALARY AND BENEFITS FOR A RECOVERY MANAGER”

Resolution No. 2020-12-41, “A RESOLUTION APPROVING AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO TO EXECUTE A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN HEADWATERS TRAILS ALLIANCE AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO FOR A GRANT AWARD FROM THE OPEN LANDS, RIVERS AND TRAILS FUND”

Resolution No. 2020-12-42, “A RESOLUTION APPROVING AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO TO EXECUTE A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN HEADWATERS TRAILS ALLIANCE AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO FOR A GRANT AWARD FROM THE OPEN LANDS, RIVERS AND TRAILS FUND”

Resolution No. 2020-12-43, “A RESOLUTION APPROVING AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO TO EXECUTE A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN HEADWATERS TRAILS ALLIANCE AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO FOR A GRANT AWARD FROM THE OPEN LANDS, RIVERS AND TRAILS FUND”

Resolution No. 2020-12-44, “A RESOLUTION APPROVING AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO TO EXECUTE A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN HEADWATERS TRAILS ALLIANCE AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF

**GRAND, STATE OF COLORADO FOR A GRANT AWARD FROM THE OPEN LANDS, RIVERS AND TRAILS FUND”**

Resolution No. 2020-12-45, “A RESOLUTION APPROVING AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO TO EXECUTE A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN HEADWATERS TRAILS ALLIANCE AND THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GRAND, STATE OF COLORADO FOR A GRANT AWARD FROM THE OPEN LANDS, RIVERS AND TRAILS FUND”

Commissioner Cimino moved to approve the Consent Agenda.

The motion passed unanimously.

Manager and Attorney Items

Acting County Manager Ed Moyer provided his weekly update.

Commissioner Manguso moved to approve the written opinion as being consist with and effectively memorializing the December 8, 2020 decision of the Board to deny the Climax exclusion petition regarding Hot Sulphur Springs – Parshall Fire Protection District and directing that it be provided to the relevant parties.

The motion passed unanimously.

Commissioner Manguso moved to approve Resolution No. 2021-1-8, “DENIAL OF CLIMAX MOLYBDENUM COMPANY’S PETITION FOR EXCLUSION OF REAL PROPERTY FROM HOT SULPHUR SPRINGS-PARSHALL FIRE PROTECTION DISTRICT BOUNDARIES”

The motion passed unanimously.

Fire Recovery Update

Emergency Management Director Joel Cochran spoke with the State Disaster Recovery Officer yesterday and he did not have any updates from the Governor’s Office except that they were working to get the Governor’s letter to FEMA on the Governor’s press page.

Mr. Cochran is working on setting up a workshop with the Board regarding a recovery structure, timelines, things accomplished, and things on the horizon that need consideration. Mr. Cochran reported that he received authorization from DOLA for the Recovery Manager.

Human Services Director Deb Ruttenberg had a meeting with the Program Director Disaster Response Lutheran Family Services Rocky Mountain. Lutheran Family Services provides services in disasters. The work that the Lutheran Family Services provides is regardless of a FEMA declaration. The Lutheran Family Services plan is to hire two full time case managers who will manage a caseload of potentially 30 to 35 cases. The caseworkers will help people develop a recovery plan, refer them to appropriate services, help them navigate the services, advocate for them to receive financial resources, and generally be a resource connection.

Megan Ledin of the Grand Foundation stated as of the end of the year, the balance of the wildfire fund has reached over \$3.2 million of which they have awarded out almost \$500,000 so far. Grand Foundation has helped approximately 174 people with immediate needs. The Mountain Family Center has received over \$60,000 in the areas of basic needs of food, clothing, and shelter. They have helped a multitude of individuals.

Grand Foundation have Mind Springs \$20,000 for mental health services for up to five sessions per individual affected by the fire. There have been six clients using the services.

In the area of debris removal, Grand Foundation has funded approximately \$45,000. The money has been used for roll-off containers or equipment for removal of debris being used by the Southern Baptists.

The Grand Foundation has given Middle Park Conservation District, \$47,205 for grass seed. This has been used for over 200 homes. People are getting up to 100 pounds of grass seed free.

Grand Foundation has received over 100 applications in relation to people who have lost homes whether they are renters or homeowners. There are about 50 that are being worked through the process. Approximately \$105,000 has been paid out for renters who have lost their homes. That is typically first and last month rent.

Grand Foundation has funded \$225,000 to homeowners. For some people the money was used for grocery cards, computers, legal fees, insurance deductibles, rental fees, hazardous tree removal, and construction of a bridge.

Ms. Ledin stated that they have been having weekly calls with the Governor's office and the Community Foundation of Northern Colorado, Boulder Community Foundation, and Larimer County United Way to keep the Governor's Office aware of what the wildfire funds are doing.

The Grand Foundation has been on weekly calls with the Builders Association. The Builders Association has been working with a group called "Cares" that is offering education classes on fire recovery.

Road and Bridge Superintendent Chris Baer stated that he spoke with residents of Sun Valley Subdivision. There is some concern for speed on the roads in Sun Valley Subdivision.

Mr. Baer is working to get signs replaced in the areas where signs were damaged by the fire.

Economic Development Director DiAnn Butler reported that there is a public relations and marketing recovery group working with the Tourism Board.

Water Quality Specialist Katherine Morris stated that there were meetings last week to determine potential sponsors and participants in the EWP. The group will meet weekly for the foreseeable future.

The Value At Risk focus group also had a meeting. They are working on a structure for ranking projects both in the EWP (threats to life and property) and using the structure with FEMA.

Acting County Manager Ed Moyer stated that with regard to EWP, Ms. Morris drafted a letter for the Board's signature next week requesting the reduction of match from 25 to 20 percent.

Commissioner Manguso moved to convene an Executive Session at 11:15 a.m. citing Section 24-6-402, CRS, which states that local public bodies may utilize executive sessions for considering any of the following matters (specifically): (4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on a specific legal question. The topic of the meeting is the Kremmling Airport operations. Present at the meeting is the Board, Ed Moyer, Chris Leahy, Maxine LaBarre-Krostue, Chris Baer, Micah Benson, and Josh Schroeder.

The motion passed unanimously.

I, Merrit Linke, hereby attest that the portion of the executive session during which no minutes were taken was confined to a topic authorized for discussion in an executive session.

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I, Chris Leahy, hereby attest that the portion of the executive session during which the Recorder was directed to take no minutes constituted a privileged attorney-client communication.

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Commissioner Manguso moved to convene an Executive Session citing Section 24-6-402, CRS, which states that local public bodies may utilize executive sessions for considering any of the following matters (specifically): (4)(e) determining negotiating strategies and positions and instructing negotiators on for the acquisition of property. The topic of the meeting is the Kremmling Airport operations. Present at the meeting is the Board, Ed Moyer, Chris Leahy, Maxine LaBarre-Krostue, Chris Baer, Micah Benson, and Josh Schroeder.

The motion passed unanimously.

I, Merrit Linke, hereby attest that the minutes of this executive session were recorded in accordance with CRS 24-6-402 and confined to the topic authorized for discussion in the executive session.

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The executive session ended at 12:30 p.m.

There being no further business to come before the Board, the meeting was adjourned at 12:34 p.m. The minutes were prepared by Clerk and Recorder Sara L. Rosene. Approved this 26<sup>th</sup> day of January 2021.

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Merrit Linke, Chair

Attest:

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Sara L. Rosene, Clerk and Recorder