

Moffat County Board of County Commissioners
1198 W Victory Way Craig, CO 81625

July 12, 2023 – Special Meeting

In attendance: Tony Bohrer, Chair; Melody Villard, Vice-Chair; Donald Broom, Board Member; Erin Miller, Deputy Clerk & Recorder; Rachel Bower; Candace Miller; Roy Tipton; KC Hume; Chip McIntyre; Cathy Nielson

Call to Order

Commissioner Bohrer called the meeting to order at 2:00 pm

Office of Development Services – Roy Tipton

- Request waiving bid process: (see attached)
 - Professional Painting Services for Maybell Wastewater Treatment Plant

Tipton explained that the monies to pay for this process will be from ARPA funds. Because it takes specialized experience to work with the required industrial coatings, Tipton requested awarding the job to Sloop Enterprises in the amount of \$72,654.

Villard moved to approve waiving the bid process for Professional Painting Services at the Maybell Wastewater Treatment Plant and award the job to Sloop Painting in the amount of \$72,654. Broom seconded the motion. Motion carried 3-0.

- Professional Painting Services for Maybell Park Bath House

The bath house at the Maybell Park has a lot of damage due to water penetration, both inside and out. Sloop redid the showers at the jail two years ago with industrial coatings and this is what the park bath house needs. They would also fix any rusting metal in the building. The total bid for this job would be \$87,688.

Villard moved to approve waiving the bid process for Professional Painting Services at the Maybell Park Bath House and award that to Sloop Enterprises, in the total amount (not to exceed) of \$87,688. Broom seconded the motion. Motion carried 3-0.

Office of Development Services – Candace Miller

- Approve purchase of Sheriff's Office vehicles

The County went out for bid on three Sheriff's Office fleet/patrol vehicles earlier this spring. Both Ford and Dodge had nothing available. John Elway Chevrolet let us know they had three vehicles with Government Pricing available at \$48,301 each. Sheriff Hume spoke about their requirements for patrol vehicles, what they have had in the past and the measures they have gone to trying to find new ones.

Broom moved to approve the purchase of three Sheriff's Office vehicles totaling \$144,903 from John Elway Chevrolet. Villard seconded the motion. Motion carried 3-0.

Human Resources Department – Rachel Bower & Finance Director - Cathy Nielson

- Discuss Personnel Pay Grade changes
- Discuss Position Title change

Bohrer spoke about the salary survey that the County did with Employer's Council prior to raises that were given at the first of the year. Some of the information relating to job titles, descriptions, and duties was not

accurate. Some of these were corrected early on in the process; others were not immediately apparent and were readdressed after the Department Head evaluations were complete, to bring them into alignment with the overall salary adjustment process. The following job titles/salary grades adjustments were discussed:

Youth Services Manager	Amend Pay Grade - 9E/step 6 to 11E/step 6
Housing Authority Director	Amend Pay Grade - 10E/step 6 to 11E/step 6
Natural Resources Director	Amend Pay Grade - 14E/step 6 to 15E/step 6
Facilities-Maintenance/Fairgrounds Manager	Amend Pay Grade - 12E to 13E

There was also discussion about a title change for the Facilities-Maintenance Manager to Director, and it was also proposed to make the amended pay grade for the Youth Services Manager be a 10E, rather than an 11E.

Nielson requested that these salary modifications not take effect until after the first of the year, so that the budget would not be adversely affected. Bohrer commented that it would be most likely work for all the positions except for the Facilities/Maintenance Director, due to having to hire a new person for this position. Villard questioned if we should hold off on making the salary grade adjustments until we know what the financial implications would be?

Villard moved to approve the position title change from Facilities Manager to Facilities Director and amend the pay grade from 12 E to 13 E, effective immediately. Broom seconded the motion. Motion carried 3-0.

Villard moved to make the following changes to salary grades: (effective January 1, 2024)

- | | |
|------------------------------|------------------------------|
| - Fairgrounds Manager | Amend Pay Grade - 12E to 13E |
| - Youth Services Manager | Amend Pay Grade - 9E to 10E |
| - Housing Authority Director | Amend Pay Grade - 10E to 11E |
| - Natural Resources Director | Amend Pay Grade - 14E to 15E |

Broom seconded the motion. Motion carried 3-0.

Meeting adjourned at 2:51 pm

The next scheduled BOCC meeting is Tuesday, July 25, 2023

Submitted by:

Erin Miller, Deputy Clerk and Recorder

Approved by: _____

[Handwritten signatures]

Approved on: _____

July 25, 2023

Attest by: _____

Erin Miller

