

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

December 30, 2025

In attendance: Melody Villard, Chair; Donald Broom, Vice-Chair; Tony Bohrer, Board Member; Erin Miller, Deputy Clerk & Recorder; Cathy Nielson; Heather Brumblow; Candace Miller; Neil Binder; Jon Miller; Chris Nichols; Chip McIntyre; Nathan Businger; Max Salazar; Glenn Kelsy

Call to Order
Pledge of Allegiance

Commissioner Villard called the meeting to order at 8:30 am

Villard made a motion to approve the agenda as presented. Bohrer seconded the motion. Motion carried 3-0.

Consent Agenda –

Review & Sign the following documents: (see attached)

Minutes:

- a) December 9th
- b) November 18th – Executive Session
- c) Board of Public Health – December 9th

Resolutions:

- d) 2025-127: Voided Resolution
- e) 2025-128: Payroll
- f) 2025-130: Accounts Payable
- g) 2025-131: P-cards
- h) 2025-132: Correction to Resolution 2025-125
- i) 2025-133: Transfer of Funds for the month of December 2025
- j) 2025-135: Health & Welfare Resolution
- k) ~~2025-136: Payroll~~

Contracts & Reports:

- l) Treasurer's Report
- m) Municipal Jail Services agreement w/City of Craig
- n) Moffat County Public Safety Center sublease w/ City of Craig
- o) First Amendment to the Bill Credit agreement w/YVEA
- p) Ambulance Services agreement w/Rangely
- q) ~~Craig Skatepark Alliance – Sale & Operating Agreement~~
- r) Contract Amendment #1 – CH Johnson Consulting
- s) Farming Lease Amendment #2 – Sterling Rollins
- t) Letter of Support – Craig Skatepark Alliance
- u) Human Resources Department contracts:
 - Insight Global – Contract Employee Rate Sheet
 - American Fidelity, Moffat County Section 125 plan document.
 - First Amendment between 6 Degrees Health, Inc. and Memorial Regional Hospital dba Memorial Regional Health

- Plan Document Amendment # 5 For Moffat County Group Benefit Plan
- First Amendment to the Order Form: Health Plan Administration Services
- v) Landfill Engineering & Environmental Services agreement w/Northwest CO Consultants, Inc.
- w) NW CO Trails Corp Lease Agreement – Moto Cross Park

Item “k” was pulled to be moved to the next agenda and item “q” was pulled because it was not ready to move forward.

Villard made a motion to approve the consent agenda items A-W. Broom seconded the motion. Motion carried 3-0.

Please note that the Board may discuss any topic relevant to County business, whether or not the topic has been specifically noted on this agenda

Public Comment/General Discussion:

No Public Comment or General Discussion

Craig/Moffat County Airport – Candace Miller

- Present Final Payment - Retainage approval for Airport project (see attached)

Miller presented a letter requesting release of final payment (retainage) to Oldcastle SW Group, dba United Companies for the airport runway rehabilitation project at the Craig/Moffat County Airport. The Release of Final Payment legal notice was advertised on December 17 and December 24 in the Craig Press. No notices or claims of outstanding payments have been received. Miller stated that the project will be closed out after the FAA does a “flight check” and she expects that to be done in the next six months.

The final payment-retainage amount is \$272,421.22; this amount is reimbursed at 90% by FAA and 3.8% by CDOT. The final physical invoices will be received after FAA review.

Bohrer moved to approve the final retainage settlement to Oldcastle SW Group, dba United Companies, for the airport runway rehabilitation project in the amount of \$272,421.22. Broom seconded the motion. Motion carried 3-0.

Presentation:

Memorial Regional Health – Kyle Miller

- Resolution 2025-134: Conveyance of Real Property Deed to County Hospital (see attached)

Memorial Regional Health had approached the Arthur Dubs Foundation, owners of a section of land directly east of the hospital, about putting a directional sign on that property. The Foundation has offered to donate the 28.55-acre parcel to the hospital. Resolution 2025-134 would designate CEO Jennifer Riley as a “Commissioner” in order “to complete the conveyance of the deed to real property and to execute on behalf of Moffat County all contracts, conveyances, closing instructions, settlement sheets and other reasonable and customary closing documents in furtherance of such transactions”.

Broom moved to approve Resolution 2025-134. Bohrer seconded the motion. Motion carried 3-0.

8:45 am

Public Hearing:

Finance Department – Cathy Nielson & Heather Brumblow

- December Budget Supplemental (Resolution 2025-129 - see attached)

Villard read the Public Hearing protocol and declared the Public Hearing open.

Nielson presented the December Budget Supplemental. The supplemental provides a chance for various departments to amend their budget amounts due to a change in revenues, grants or unanticipated needs. Nielson highlighted items that were \$10,000 or more.

Budget supplemental requests by category:	
Unexpected Revenue	\$ 5,522,812.34
Transfers	\$ 1,107,713.08
Increase Spending Authority	\$ 3,317,458.00
Rollovers	\$ 0.00
Downward Supplemental	\$ 223,908.99
Total Adjustments	\$ 10,233,892,.41
Contingency Account History	
Balance as of January 1, 2025	\$ 625,000.00
March Supplemental	\$0.00
July Supplemental	\$0.00
December Supplemental	\$0.00
Balance as of December 31, 2025	\$ 625,000.00
Emergency Reserve Account History	
Balance as of January 1, 2025	\$ 1,380,130.00
Balance as of December 31, 2025	\$ 1,380,130.00

*Emergency Reserve is 10% of the current year's general fund budget.

Villard asked the audience if there was anyone that would like to speak either for or against the December Supplemental Budget. There was no testimony or comments.

Back in regular session, Bohrer moved to adopt Resolution 2025-129 to approve the December 2025 Budget Supplemental as presented. Broom seconded the motion. Motion carried 3-0.

Meeting adjourned at 9:00 am

The next scheduled Board of County Commissioners meeting is Tuesday, January 13, 2026

Submitted by:

Erin Miller, Deputy Clerk and Recorder

Approved by: Melody Steward

[Signature]

[Signature]

Approved on: January 13, 2026

Attest by: Erin Miller



Link to view this meeting on the Moffat County YouTube channel:

<https://www.youtube.com/channel/UC0d8avRo294jia2irOdSXzQ>