

**Moffat County Board of County Commissioners  
221 W Victory Way Suite 130 Craig, CO 81625**

**July 11, 2017**

**In attendance**, Ray Beck, Vice Chair; Don Cook, Board Member; Lila Herod, Moffat County Clerk & Recorder; Ken Wergin; Neil Folks; Lois and Jay Wymore; Dan Miller; Michelle Balleck; Roy Tipton; JoBeth Tupa; Jackie Goodnow; Cathy Nielson; Mindy Curtis; Jeff Comstock; Mike Foreman; Lynnette Siedschlaw; John Ponikvar; Lauren Blair; Rebecca Tyree

Commissioner Frank Moe is absent.

**Call to Order  
Pledge/Opening Prayer**

Cook made a motion to approve the agenda as presented. Beck seconded the motion. Motion carried 2-0.

**Consent Agenda:**

Cook made a motion to approve the consent agenda consisting of:

- a) Approved the minutes from June 27<sup>th</sup> and June 29, 2017.
- b) Approved Resolutions 2017-93 and 2017-94 payment of payroll warrants for the payroll ending June 30, 2017 in the amounts of \$193,854.18 and \$210,612.69.
- c) Approved Resolution 2017-95 transfer of payments of warrants for the month of July 2017 in the amount of \$530,923.80.
- d) Approved the Discharge Monitoring Report for Limestone Pit #10.
- e) Approved the purchase order with CDOT for Highway Maintenance Agreement.
- f) Approved the monthly Treasurer's Report.

Beck seconded the motion. Motion carried 2-0. See attached.

Tom Soos, Nolan Sharpe, and KC Hume present.

**Public Comments, General Discussion & BOCC Reports:**

General discussion was held among the Board:

- ✓ Cook reported he and Dan Miller, Road Department Director, conducted site visits on various county roads. He reported on the Peek-a-boo Fire and complimented the work of the fire fighters.
- ✓ Beck gave an update on the VFW 4<sup>th</sup> of July events, which included the dedication of the Veterans Memorial Park and the parade. He reported on the river float trip with City and County leaders, and thanked the Parrot Heads for taking them down the river. The intent of this float trip was to see firsthand the Leafy Spurge infestation.
- ✓ Beck discussed the meeting with Senator Cory Gardner. He also reported on upcoming meetings he will attend.

- ✓ Lois Wymore reported the CNCC Foundation will be holding the Foundation Fundraiser in Hayden this weekend. She invited everyone to attend.
- ✓ Roy Tipton reported the Shadow Mountain Club House is being sold today by sealed bids.
- ✓ Jeff Comstock gave an update on the Land Use Board meeting.

Tom Kleinschmidt present.

- ✓ Mike Foreman discussed the City's Parks and Recreation Master Plan and the water diversion project. He gave an update on the City chip seal project. Tipton reported that all of the parking at the courthouse will be closed on Monday so the City can chip seal the parking lots.
- ✓ Mayor John Ponikvar also discussed the river float trip and indicated the Yampa River is an importance asset to this community. The Leafy Spurge is dangerous and can easily spread.

## Staff Reports:

### Finance Department- Mindy Curtis

Curtis reviewed the July Supplemental Budget. Budget transfers were made to the following departments without change to the Contingency Fund: Commissioners, Clerk & Recorder, Assessor, Grounds & Building, Finance, Development Services, Sheriff, Maybell, Maybell Fire, Weed & Pest, Youth Services, other Admin, Conservation Trust Funds, Library, Jail, Social Services, Museum, and Shadow Mountain Local Improvement District.

The Veterans have requested \$2,000 from the Contingency Fund for the lease of unplanned office space at the Work Force Center.

Contingency Fund Balance is	\$350,000.00
Less Veterans request	\$ 2,000.00
New Balance	\$248,000.00

The Emergency Reserve Account Balance \$936,045.00

Cook made a motion to approve Resolution 2017-87 July Supplemental Budget. Beck seconded the motion. Motion carried 2-0. See attached.

### Road & Bridge- Dan Miller

Miller gave the monthly report from the Road & Bridge Department.

#### Completed projects:

- ✓ Gravel County Roads
- ✓ Test holes at Villard Pit
- ✓ Replace cattleguards

- ✓ Install new culverts
- ✓ Stock pile chip seal
- ✓ Replace street signs
- ✓ Shut down crusher for repairs

Projects in progress:

- ✓ New gravel
- ✓ Blading roads
- ✓ Crushing at Big Burn Pit

Pending projects:

- ✓ Re-decking Dollarhide Bridge

General:

- ✓ Finish Mag Chloride
- ✓ Mow ditches along County Roads
- ✓ Replaced culverts and road signs
- ✓ Work on Dead Dog Fire

Landfill:

- ✓ Select new cells
- ✓ Closing early on Tuesdays and Fridays to clean up trash around the perimeter fence.

**Office of Emergency Management- Tom Soos**

Soos reviewed the Homeland Security and Emergency Management grant agreement.

The grant is in the amount of \$56,526.00.

Sheriff Hume thanked Tom Soos for his efforts on this grant application. This particular grant will benefit the community and first responders.

Soos also gave an update on the Emergency Management Program activities. The work plan includes:

- Quarterly report reimbursement requests
- List of resolutions that impact Emergency Management
- Special needs population
- ADA requirements
- State assets – recovery planning
- Workshop with City of Craig and BOCC for recovery planning
- Multi-year training and exercise plan
- Training for EMPG funded personnel
- Determine training and exercise goals for 2018-2019
- Credentialing system
- Maybell MCI Planning

- County personnel and resources credentialing
- 911 Board meetings
- WEB EOC training
- Mutual Aid Agreements
- Resource management workshop, drill or functional exercise
- Equipment inspections
- PIO meetings, planning

The Commissioners signed both agreements, 1) the State of Colorado Department of Public Safety Division of Homeland Security and 2) the Calendar Year 2017 EMOG-LEMS Grant Activities and Work Plan. See attached.

#### **Human Resources Department- Lynnette Siedschlaw**

Siedschlaw reviewed a temporary personnel requisition for Fair Security.

This is a budgeted position to provide security for the Grandstands, Pavilion and Livestock barns during the Moffat County Fair.

Cook made a motion to approve the personnel requisition for a temporary position for security for the Moffat County Fair, not to exceed \$1,292.00. Beck seconded the motion. Motion carried 3-0. See attached.

#### **Sheriff- KC Hume**

Sheriff Hume again thanked Tom Soos for his work on the Emergency Management Grants and discussed the importance of the EMT training.

Hume reviewed the resolution to establish a stage one restriction on open fires and open burning in Moffat County. Weather conditions, lack of rain and heavy fuel load has created a significant threat of prairie and grass fires within the County. Hume recommends a fire ban effective July 12<sup>th</sup> until further notice. The public will be notified of the imposed fire ban.

The Sheriff reported fire bans have been instituted among cooperating agencies and counties.

Cook made a motion to approve Resolution 2017-96-Establishing a Stage One Restriction on Open Fires and Open Burning in the Unincorporated Areas of Moffat County. Beck seconded the motion. Motion carried 2-0. See attached.

#### **Presentations:**

#### **Craig Moffat Economic Development Partnership- Michelle Balleck & JoBeth Tupa**

Balleck gave the quarterly report from CMEDP.

- ✓ Served thirty three clients at the Marianna Raftopoulos Business Success Center

Balleck reported Audrey Anna Masterson has taken over the Business Services program and is offering various workshops regarding business plans. Targeted workshops will be offered around Human Resources, finances and accounting, etc.

✓ Working on Broadband project

Secured funding for broadband implantation project and hired JoBeth Tupa as the executive assistant. Frank Moe, Mike Foreman and Balleck attend the Regional Broadband meetings, working with partners, funders and vendors.

- ✓ Reviewed grant applications for Blueprint 2.0 and technical assistance, Data Driven Approach to Economic Development, Brand Building, Grow your Outdoor Recreation Industry.
- ✓ Club 20 Conference for high staff performance training
- ✓ Aging Well program and projects
- ✓ Special recognition award at Craig Chamber of Commerce State of the Community
- ✓ US Small Business Administration workshops
- ✓ Business visits at Madsen Fabrication and Yampa Valley Fiber Works
- ✓ Planning of NW Rural Philanthropy Days- "Patch Adams" will be the keynote speaker.
- ✓ CMEDP developing strategic plans and revising Comprehensive Economic Development Strategies.
- ✓ "How to do Business" workshop with Tri State Generation & Colo Wyo Coal Company
- ✓ Business Blend workshops and Business Visit meetings with Victory Motors and Craig-Moffat Airport.
- ✓ Co –sponsor with Community Builders – upcoming workshop focusing on Colorado state brownfields resources for property assessments, site cleanup and redevelopment. See attached.

**Broadband Executive Committee- Michelle Balleck, Mike Foreman, Frank Moe**

Balleck presented the draft budget for broadband backbone infrastructure. See attached.

Goals for the project include:

- Create redundancy by gaining greater access to statewide and regional infrastructure.
- Build middle mile infrastructure to Craig community anchor institutions and business community.
- Build middle mile infrastructure to Craig homes.
- Connect Hamilton, Maybell, Dinosaur, and north substation via wireless technology.
- Build middle mile infrastructure to Maybell and Dinosaur businesses and homes.

The proposed budget is \$4,128,532.00. Balleck recommends applying for EDA grant funds and DOLA grant funds. She is hopeful both grants would match each other, which will alleviate the funding burden to local jurisdictions.

In-kind match will come from Yampa Valley Electric Association for poles and fiber and from the City of Craig for rent and utilities for the hub site.

Local administration of broadband implementation project funding to Craig Moffat Economic Development Partnership from the City of Craig, Moffat County, Memorial Regional Health,

Moffat County School District, Colorado Northwestern Community College and Moffat County Local Marketing District in the amount of \$175,000.

Balleck requested a letter of support for this grant application. The Commissioners will sign a letter next week.

**Adjournment:**

Beck adjourned the meeting at 10:00 a.m. The meeting will reconvene at 10:30 for the public sale of the Shadow Mountain Clubhouse.

**Reconvene Meeting**

Commissioner Beck reconvened the meeting at 10:30 a.m. for the public sale of the Shadow Mountain Clubhouse Facility located on lot 26 1055 County Road 7, Craig Colorado.

In attendance: Lauren Blair; Michelle Balleck; Lois and Jay Wymore, Josh Weaver; Albert Bennett; Roy Tipton; Rebecca Tyree; Shauna Merrill; Jeff Comstock

- The property will be sold to the highest and best bidder who submits a bid over the minimum bid of \$169,900.00.
- The winning bidder shall execute a contract to purchase upon award of the bid.
- Bidders agree to deposit 20% of the winning bid in certified funds by 3:00 p.m. today, July 11, 2017.
- The winning bidder agrees to a closing date within 21 days of the award of the bid. Title commitment has been furnished by Moffat County and is available for inspection. Title shall be transferred at closing in the form of a warranty deed.
- Buyer shall pay all costs associated with the sale of this property. Those costs include but are not limited to title insurance, re-platting, re-zoning, or survey work. Property is sold AS-IS, WHERE-IS and WITH ALL FAULTS.

Closed bids were opened and received from:

Craig Mennonite Church	\$170,500.00
Bravo Tango LLC	\$201,000.99

Cook made a motion to award the bid for purchase of the Shadow Mountain Clubhouse Facility to Bravo Tango LLC in the amount of \$201,000.99 located at 1055 County Road 7. Beck seconded the motion. Motion carried 2-0. See attachments.

The contract was reviewed by the buyers and they requested that the closing date be changed in order to allow time for the commercial appraisal, which is required by the bank. Tipton suggested setting the closing date at September 14<sup>th</sup>. If the closing can be scheduled earlier that is preferable, but it can also be extended if necessary.

The contract to purchase the property was executed by the Commissioners and Mr. Albert Bennett. The 20% deposit in the amount of \$40,200.20 will be wired to the bank today.

Beck adjourned the meeting at 11:10 a.m.

**Meeting Adjourned**

Submitted by: Lila Herod, County Clerk and Recorder

Approved by: *Jeff A. Moore*

*Don Cook*

*Fay Beck*

Approved on: July 18, 2017

Attest by: Lila Herod

