

COMMISSIONERS PROCEEDINGS 1

BOARD OF COUNTY COMMISSIONERS

Minutes of Meeting

March 1, 2016

The Board of Morgan County Commissioners met on Tuesday, March 1, 2016 at 9:00 a.m. with Chair Laura Teague, Commissioner Brian McCracken and Commissioner James Zwetzig in attendance. Chair Laura Teague called the meeting to order and asked Morgan County Finance Director Michelle Covelli to lead the meeting in the Pledge of Allegiance to the Flag.

CONSENT AGENDA

Ratify the Board of County Commissioners approval of Minutes dated February 23, 2016
Ratify the Board of County Commissioners approval of Contract 2016 CNT 035, Mid Western Millwright, Public Works Department Repairs, Term of Contract February 17, 2016 until completed
Ratify the Board of County Commissioners approval of Contract 2016 CNT 036, Quad County Plumbing and Heating, Inc., Fairgrounds Repairs, Term of Contract February 16, 2016 until completed
Ratify the Board of County Commissioners approval of Contract 2016 CNT 037, Quad County Plumbing and Heating, Inc., Commissioners Office Repairs, Term of Contract February 5, 2016 until completed
Ratify the Board of County Commissioners approval of Contract 2016 CNT 038, United Reprographic Supply Inc., Clerk & Recorder, Term of Contract March 2, 2016 through March 1, 2017
Ratify the Board of County Commissioners approval of Contract 2016 CNT 039, Hart Intercivic, Clerk & Recorder, Term of Contract April 18, 2016 through April 17, 2017
Ratify the Board of County Commissioners approval of Morgan County Fee Schedule, Clerk and Recorder's Office Modification to Voter List formats

Commissioner McCracken made a motion to approve all items on the Consent Agenda as presented. Commissioner Zwetzig seconded the motion. Commissioner Zwetzig asked to note that a number of the items above are those contracts being prepared for various vendors for services being completed for the County. Upon a vote being taken, the motion passed 3-0.

Chair Laura Teague asked Mr. Merle Rhodes to approach the podium who introduced Greg Thomason, the new Executive Director of the Morgan County Economic Development Corporation. At this time, Mr. Thomason introduced himself to the Board stating he is looking forward to getting started in his new position and looking forward to the upcoming year and working with the Board. He stated his Administrative Assistant as Jeton Edge. Commissioner Zwetzig explained that Morgan County is one of the largest investors of Morgan County Economic Development and the asset the corporation is to the County for economic development. Mr. Thomason stated he will provide a more detailed background at the upcoming annual meeting.

GENERAL BUSINESS AND ADMINISTRATIVE ITEMS

Consideration of Approval – BID AWARD – 2016-0211-001 Morgan County Plumbing Contract

Morgan County Building/Maintenance Manager Dave Cornwell presented to the Board for approval Bid Award 2016-0211-001 Morgan County Plumbing Contract. Mr. Cornwell stated he received one bid from Quad County Plumbing and Heating, Inc. Mr. Cornwell explained Quad County Plumbing and Heating, Inc.'s rates as \$75.00 an hour with an on-call rate of \$125.00 an hour. Mr. Cornwell recommended that this vendor be approved as the annual contractor for plumbing purposes for Morgan County. Chair Teague stated she is hopeful this will be less confusing as to the number of contracts being required for issues throughout the year.

Commissioner Zwetzig made a motion to approve award the 2016-0211-001 Morgan County Plumbing Contract to Quad County Plumbing and Heating, Inc. as presented by Mr. Cornwell and authorized the Administrative Services Manager to execute the necessary contract to be ratified by the Board upon completion. Commissioner McCracken seconded the motion and motion carried 3-0.

Consideration of Approval – BID AWARD – 2016-0211-002 Morgan County HVAC Contractor

Morgan County Building/Maintenance Manager Dave Cornwell presented to the Board for approval Bid Award 2016-0211-002 Morgan County HVAC Contractor. Mr. Cornwell stated he received three bids from CMS Mechanical Services, Quad County Plumbing and Heating, Inc., and Reliant Heating and Air Conditioning Service. He further summarized the individual bids submitted from each vendor. Mr. Cornwell stated that CMS Mechanical is the vendor the County currently uses for services and stated they have done a very good job. Mr. Cornwell stated that both CMS Mechanical and Quad County stating they would provide a one hour report time with Reliant Heating providing a two hour report time. Mr. Cornwell recommended the County award the bid to all three companies due to the dynamics of the services being provided. Chair Teague thanked Mr. Cornwell for the work he has done to obtain the information and feels by allowing more than one vendor to provide services allows for more transparency.

Commissioner McCracken made a motion to approve award the 2016-0211-002 Morgan County HVAC Contractor to accept all three bids as presented as recommended by Mr. Cornwell and authorized the Administrative Services Manager to execute the necessary contracts to be ratified by the Board upon completion. Chairman Zwetzig seconded the motion and motion carried 3-0.

Commissioner Zwetzig asked if Mr. Cornwell has made contact with these three businesses to ensure they are in agreement to the Board allowing this bid process being awarded to all three businesses. Mr. Cornwell stated that he has not spoken with Reliant Heating and Air Conditioning Services and would do so.

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Consideration of Approval – BID AWARD – 2016-0211-003 Morgan County Electrical Contractor

Morgan County Building/Maintenance Manager Dave Cornwell presented to the Board for approval Bid Award 2016-0211-003 Morgan County Electrical Contractor. Mr. Cornwell stated he received two bids from D&J Electric, Inc. and Wiggins Electric, Inc. He further summarized the individual bids submitted from each vendor, D&J Electric and Wiggins Electric Inc. in the amounts being as submitted. Mr. Cornwell recommended the Board award this bid to both companies.

Commissioner Zwetzig made a motion to approve award the 2016-0211-003 Morgan County Electrical Contractor to both companies as recommended by Mr. Cornwell and authorized the Administrative Services Manager to execute the necessary contract to be ratified by the Board upon completion. Chairman McCracken seconded the motion and motion carried 3-0.

Consideration of Approval – BID AWARD – 2016-0211-004 Fairgrounds, Multipurpose Building - A/C Unit Replacement

Morgan County Building/Maintenance Manager Dave Cornwell presented to the Board for approval Bid Award 2016-0211-004 Fairgrounds, Multipurpose Building - A/C Unit Replacement. Mr. Cornwell stated he received six bids from CMS Mechanical Services, Greeley Furnace Company, Bob Staley Plumbing, Heating and AC, Westco Systems, Inc., Reliant Heating and Air Conditioning Service and Quad County Plumbing and Heating, Inc. He further summarized the individual bids submitted from each vendor recommending the bid be awarded to Quad County Plumbing and Heating, Inc. stating they are providing the best warranty for the equipment and their bid is the lowest given the specifications being met. Questions were asked about the bid specifications and what were required for bid submittals, with Mr. Cornwell stating that there were vendors who bid undersized equipment and his recommendation is for the vendor who has submitted the bid for the appropriate specified size.

Chair Teague asked if there are any benefits to placing an oversized unit with Mr. Cornwell stating the oversized unit will fit better and there will be quicker recovery explaining these newer units are very efficient. He spoke of retrofitting the lower unit, explaining the cooling will not be as rapid return as the larger unit. Chair Teague asked if the lifetime of the unit is beneficial by placing a larger unit, with Mr. Cornwell stating the warranties are in place and are similar. Chair Teague asked if it would be best to rebid this equipment ensuring the bidder is providing a bid utilizing the correct size of the unit. Discussion followed regarding the utility costs for an oversized unit versus an undersized unit, with Commissioner Zwetzig in agreement with Commissioner McCracken that an undersized unit is not appropriate, but that is not what is being discussed. Chair Teague wants to ensure that all bidders were aware to submit a bid for the minimum size of 30 ton, with Mr. Cornwell stating that they were aware of the size requirements, and they were given the option to provide a bid for an alternate unit. Further discussion followed in regards to the different models with Mr. Cornwell explaining that the Trane units are proprietary, the Lennox has similar controls, and warranty is a little better. Chair Teague asked if Mr. Cornwell would have told the vendors to bid what they felt would be most appropriate for the building, with Mr. Cornwell stating the bids would have been returned all over the scale, and it would be difficult to configure what would be best. Commissioner Zwetzig stated that he does not believe rebidding this project would be appropriate given the numbers have been represented and it may be best to compare the different models and determine what would be the best fit. Commissioner McCracken suggested the matter be tabled to allow for further discussion.

Commissioner Zwetzig made a motion to table the award of the 2016-0211-004 Fairgrounds, Multipurpose Building - A/C Unit Replacement until a future meeting to allow discussion and comparison between the two lowest bid with Commissioner McCracken seconding the motion, and motion passed 3-0. Commissioner Zwetzig asked Finance Director Michelle Covelli if the funds to be used to purchase this unit will be conservation funds, with her confirming it would be and discussion followed that this will need to be resolved in order to have it installed in time for the County Fair. Mr. Cornwell stated at this time there is only one AC unit in operable status at the fairgrounds. Chair Teague asked Mr. Cornwell to provide additional information for the Board to review.

Consideration of Approval – BID AWARD – 2016-0211-007 Motor Grader Mounted Roller/Packer

Morgan County Public Works Director Bruce Bass presented to the Board for approval Bid Award 2016-0211-007 Motor Grader Mounted Roller/Packer. Mr. Bass stated he received three bids from Lycox Enterprises, Inc., Power Equipment Co, and Wagner Equipment Company. He summarized the individual bid proposals submitted. Mr. Bass stated his initial recommendation to the Board was going to be the low bidder for the Handy Hitch machine in the amount of \$17,728.00 but explained that Road Supervisor John Goodman attended a conference last week in which he obtained additional information that warrants the County take a closer look at the Handy Hitch unit before awarding the bid. He further spoke about the issues they have heard about the quick attach assembly with the Handy Hitch units and asked the Board to table the matter

Road Supervisor John Goodman explained to the Board that he spoke with Moffatt County regarding the two machines they ordered similar to this Handy Hitch machine, with them explaining there are certain things they are not happy with in the design of the different models. He provided detailed information to the Board of the different designs between the Walk and Roll design versus the Handy Hitch design. He explained the different time constraints between the two different machines explaining that if it is one person trying to hook this unit up, it could be more difficult with the one machine. He would like more time to visit with Power Equipment Company to review these concerns more in depth.

Commissioner Zwetzig asked the difference between quick hitches and non-quick hitch designs, with Mr. Goodman explaining the difference between the two different styles.

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Commissioner Zwetzig made the motion to table the matter to allow staff additional time to make a more appropriate recommendation to approve the 2016-0211-007 Motor Grader Mounted Roller/Packer bid with Commissioner McCracken seconding the motion and motion carried 3-0.

Consideration of Approval – BID AWARD – 2016-0211-008 AWD Motor Grader 38,000 lb class

Morgan County Public Works Director Bruce Bass presented to the Board for approval Bid Award 2016-0211-008 AWD Motor Grader 38,000 lb class. Mr. Bass stated he received two bids from 4 Rivers Equipment and Wagner Equipment Company. He summarized the individual bid proposals submitted. Mr. Bass recommended to the Board to award the bid to the lowest bidder to Wagner Equipment Company in the amount of \$268,453.00 with a total cash outlay of \$169,053.00. Mr. Bass stated these are budgeted items for the 2016 budget cycle. He further summarized the machines that will be traded in and summarized the replacement cycle that is currently in place. Mr. Bass believes the seven year replacement plan has worked fine to meet the County's needs.

Commissioner Zwetzig asked if he was to ask the drivers of these units who work for the County if they would feel there is an advantage for the County to purchase the Cat machines, with both Mr. Goodman and Mr. Bass stating they feel the CAT machines are the best for both the drivers and the shop mechanics. Further discussion followed regarding the controls and ergonomics of the equipment with Mr. Bass stating the Deere machine is a joystick machine, which has a steering wheel that overtakes the steering, with the CAT machine having two joysticks, feeling that in running the machine, the CAT machine is more intuitive that allows operating the machine in an easier manner for the operator. Mr. Goodman agreed with the information stating the configuration with the CAT machines, the operator does not have to move their hands, whereas the Deere machine, it is required to move your hands, which is a little more difficult. Commissioner Zwetzig confirmed these machines include the data package necessary for the County to utilize the Cartograph system with Mr. Bass stating they are compatible.

JR Harsh, a representative for Wagner Equipment Supply stated that the technology for the machine is cellular and satellite based which will be compatible with the system the County has in place. Karol Kopetzky, Information Systems Manager, further spoke in regards to the requirements of the units to be compatible to the software system, explaining the exact configuration that was just presented by Wagner Equipment, is compatible and will be operable as required and stated both machines would offer this ability to capture the data being required.

Commissioner McCracken made a motion to approve award the 2016-0211-008 AWD Motor Grader 38,000 lb class to Wagner Equipment Company for a 140M3 AWD in the amount of \$268,453.00 as presented by Mr. Bass and authorized the Administrative Services Manager to execute the necessary contract to be ratified by the Board upon completion. Commissioner Zwetzig seconded the motion and motion carried 3-0.

Consideration of Approval – BID AWARD – 2016-0211-009 AWD Motor Grader 40,000 lb class

Morgan County Public Works Director Bruce Bass presented to the Board for approval Bid Award 2016-0211-009 AWD Motor Grader 40,000 lb class. Mr. Bass stated he received two bids from 4 Rivers Equipment and Wagner Equipment. He summarized the individual bid proposals submitted. Mr. Bass recommended to the Board to award the bid to the lowest bidder, Wagner Equipment Company for one 160M3 AWD machine in the amount proposed of \$288,307.00 with a total cash outlay of \$193,307.00. Mr. Bass stated this is a budgeted item for the 2016 annual budget. Chair Teague thanked Mr. Bass for the amount of detailed information he provides the Board in making the decision as to whom the bids should be awarded to.

Commissioner McCracken made a motion to approve award the 2016-0211-009 AWD Motor Grader 40,000 lb class to Wagner Equipment Supply in the amount of \$288,307.00 as presented by Mr. Bass and authorized the Administrative Services Manager to execute the necessary contract to be ratified by the Board upon completion. Commissioner Zwetzig seconded the motion and motion carried 3-0.

Consideration of Approval – BID AWARD – 2016-0211-010 GIS Technical Support and Development Services

Morgan County Information Systems Director Karol Kopetzky presented to the Board for approval Bid Award 2016-0211-010 GIS Technical Support and Development Services. Ms. Kopetzky outlined the current project the County is currently overseeing and provided documentation outlining the specifics. Ms. Kopetzky summarized the following information by reading aloud to the Board:

The scope of the RFP includes services for the County's GIS(Geographic Information Systems) or our "automated mapping system" in the following areas:

- Management and Maintenance of the County's current web mapping application – MC Mapper
- Development of public mapping tools using ArcGIS Online
- Updated plat maps production for the County Assessor's Office
- On call and special needs mapping services
- Training and monthly progress / development meetings with County staff

Over the past 5 years, Morgan County has been utilizing an internal web based mapping application developed by Jacobs Engineering from Denver, CO. The application provides parcel searches against the Assessor's database that returns property ownership and property tax information for each parcel. Other GIS layers included in the web application are road centerlines, municipal boundaries, city wards, lot and block boundaries, subdivision boundaries, elevation, railroads, hydrology, public land survey system, monumentation, and aerial maps. Parcel data can currently be symbolized by tax and zoning districts thus automating those maps with current real-time data representation.

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While the MC Mapper application has been a valuable tool for internal departmental usage, Morgan County's goal, with the support of the current Board of County Commissioners, is to begin providing these mapping tools to the public. The environment that Morgan County will be using in publishing data to the public will utilize ESRI's (Environmental Systems Research Institute's) ArcGIS Online tools. ArcGIS Online includes interactive maps and scenes that allow users to explore, understand, and measure geographic data.

While functionality is being developed, moved and evaluated in the ArcGIS Online environment, our current web application MC Mapper will also be maintained and updated over the upcoming year. The RFP outlined requirements for maintaining and managing our current web application for internal staff use as well as development in the ArcGIS Online environment for public access.

Another goal of the RFP is to utilize the County's GIS data to produce updated maps for the Assessor's Office. Over the past year, the Information Systems staff has been working on completion of the last couple of layers needed in order for a bidding vendor to begin development of hard copy map replacements. The final layers for completion include geometry for the block, lot and correction section layers. Bidding vendors are required to generate these maps in ERSI's ArcMap software. County staff will be trained on maintaining the ArcMap files once the electronic files are delivered to the County giving the County the ability to produce updated maps on a timely basis.

Each bidding vendor was also asked to include budgeted time for on-call or special needs development, training for County staff and monthly progress / development meetings with County staff.

Ms. Kopetzky stated she received four bids from North Line GIS, Jacobs Engineering, Digital Data Services and Riverside. She summarized the individual bid proposals submitted explaining major findings in each quote to the Board. Ms. Kopetzky recommended to the Board to award the bid to Jacobs Engineering in the amount of \$50,000.00 explaining they met all the RFP requirements and they provided a proposal at market cost and they have a current good working relationship with Jacob's staff and they are also familiar with the County's Assessor database structure and Road and Bridge's Cartegraph asset management program which will help move these projects along as quickly as possible.

Commissioner Zwetzig noted that he believes our County should be involved in the ESRI system, explaining this is where most of the market is utilizing at this time and expressed how important the GIS system is for the entire County. Discussion followed as to the importance of the technology and how well it works within the County and for those different projects in place. Chair Teague noted she believes this is one of Commissioner Zwetzig's most important goals as being a Commissioner for Morgan County, with Commissioner Zwetzig stating it assists other County's, such as Logan County, explaining that our IT Department is providing a high level of service to the County and thanked them for their services.

Commissioner Zwetzig made a motion to approve award the 2016-0211-010 AWD GIS Technical Support and Development Services to Jacobs Engineering in the amount of \$50,000.00 as presented by Ms. Kopetzky and authorized the Administrative Services Manager to execute the necessary contract to be ratified by the Board upon completion. Commissioner McCracken seconded the motion and motion carried 3-0.

Commissioner Zwetzig mentioned the upcoming proposed digitizing of records and the meeting that is scheduled for Thursday, March 3rd, 2016 with Ms. Kopetzky explaining the procedure that is going to be used to move towards implementing this project in 2017.

COUNTY OFFICIAL AND DEPARTMENT HEAD REPORTS

Commissioners reviewed the calendar dated February 26, 2016 through March 8, 2016 with changes. Chair Teague asked the Sheriff's Department if they could reschedule their meeting today at 10:00 a.m. given there is an upcoming meeting following the regular meeting with Sheriff Crone stating they would be willing to cancel today's meeting. Chair Teague mentioned the active shooter training that is being completed by County staff and her appreciation of those involved with ensuring that this issue is being addressed.

Commissioner Zwetzig spoke about the mental health situation and issues within the County.

UNFINISHED BUSINESS

There was no other unfinished business.

LIQUOR LICENSES

At this time, the Board of County Commissioners convened as the Morgan County Liquor License Authority in the matters of:

Liquor or 3.2 Beer License Renewal – Retail Liquor Store (County)
Licensee: Stephen E. Eby and Betty J. Eby DBA East Platte Avenue Liquors
Operating Manager: Stephen Eby

Morgan County Clerk and Recorder Susan Bailey presented to the Board a Liquor of 3.2 Beer License Renewal submitted by Stephen E. Eby and Betty J. Eby doing business as East Platte Avenue Liquors for a Liquor Store (county) license. Ms. Bailey stated that she has received the necessary documents and all fees have been submitted.

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She asked the Morgan County Sheriff's Department to report at which time Sheriff James Crone indicated he had nothing to report.

Chair Teague opened the matter for public comment at which time no comment followed.

A motion was made by Commissioner McCracken to approve the Retail Liquor Store liquor license renewal for Stephen E. Eby and Betty J. Eby doing business as East Platte Avenue Liquors and authorized the Chair to sign. Commissioner Zwetzig seconded the motion and motion carried 3-0.

Liquor or 3.2 Beer License Renewal – 3.2 Beer On/Off Premises (County)

Licensee: Roger P. Schiel and John H. Hamlin DBA The Last Stand

Operating Manager: Roger Schiel

Morgan County Clerk and Recorder Susan Bailey presented to the Board a Liquor of 3.2 Beer License Renewal submitted by Roger P. Schiel and John H. Hamlin doing business as The Last Stand for a 3.2 Beer On/Off Premises (county) license. Ms. Bailey stated that she has received the necessary documents and all fees have been submitted. She asked the Morgan County Sheriff's Department to report at which time Sheriff James Crone indicated he had nothing to report.

Chair Teague opened the matter for public comment at which time no comment followed.

A motion was made by Commissioner Zwetzig to approve the liquor license renewal for by Roger P. Schiel and John H. Hamlin doing business as The Last Stand and authorized the Chair to sign. Commissioner McCracken seconded the motion and motion carried 3-0.

Liquor or 3.2 Beer License Renewal – Hotel & Restaurant / Optional (County)

Licensee: Longmeadow Game Resort and Event Center, LLC DBA as Longmeadow Game Resort and Event Center

Operating Manager: Heath Stencil

Morgan County Clerk and Recorder Susan Bailey presented to the Board a Liquor of 3.2 Beer License Renewal submitted by Heath Stencil for Longmeadow Game Resort and Event Center, LLC DBA as Longmeadow Game Resort and Event Center for a Hotel & Restaurant / Optional (county) license. Ms. Bailey stated that she has received the necessary documents and all fees have been submitted. She asked the Morgan County Sheriff's Department to report at which time Sheriff James Crone indicated he had nothing to report. Sheriff Crone stated he has attended events at this business and feels they operate in an appropriate manner complying with the liquor licensing regulations.

Chair Teague opened the matter for public comment at which time no comment followed.

A motion was made by Commissioner McCracken to approve the liquor license renewal for Heath Stencil for Longmeadow Game Resort and Event Center, LLC DBA as Longmeadow Game Resort and Event Center and authorized the Chair to sign. Commissioner Zwetzig seconded the motion and motion carried 3-0.

CITIZEN'S COMMENT

There were no citizen comments.

EXECUTIVE SESSION

A motion was made by Commissioner McCracken to move into Executive Session for the purposes of a conference call with the County Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b), motion was seconded by Commissioner Zwetzig, and motion carried 3-0.

Chair Teague stated the time as being 10:27 a.m. and she stated this portion of the meeting was being recorded and named all those present at this time to include Chair Laura Teague, Commissioner James Zwetzig, Commissioner Brian McCracken, Susan L. Bailey, Randee Aleman, John Crosthwait and County Attorney Jeff Parker.

County Attorney Jeff Parker confirmed the subject of this meeting as attorney client privileged and stated that no further recordings of this executive session shall be made indicating the time as 10:28 a.m. when the recorder was turned off.

At this time, Ms. Bailey and Ms. Aleman recused themselves and left the meeting.

Ms. Bailey and Ms. Aleman returned to the meeting at which time the recording was turned back on with Chair Teague stating the time as being 11:16 a.m. and stated the executive session had been concluded and further named those participants in the executive session as being John Crosthwait, Planning Administrator, Commissioner James Zwetzig, Commissioner McCracken and Chair Laura Teague.

Chair Teague stated, for the record, if any person who participated in the executive session believed that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, she asked for them to state their concerns for the record. No concerns were expressed.

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At this time a motion was made by Commissioner McCracken to move back into the open meeting with Commissioner Zwetzig seconding the motion and motion carried 3-0.

Being no further business, the meeting was adjourned at 11:18 a.m.

Respectfully Submitted,
Susan L. Bailey
Clerk to the Board

(Minutes ratified March 8, 2016)

**THE BOARD OF COUNTY COMMISSIONERS
MORGAN COUNTY, COLORADO**

s/ Laura D. Teague
Laura D. Teague, Chair

s/ Brian K. McCracken
Brian K. McCracken, Commissioner

s/ James P. Zwetzig
James P. Zwetzig, Commissioner

(SEAL)
ATTEST:

s/ Susan L. Bailey
Susan L. Bailey, Clerk to the Board