

# COMMISSIONERS PROCEEDINGS 1

## BOARD OF COUNTY COMMISSIONERS Minutes of Meeting May 24, 2016

The Board of Morgan County Commissioners met on May 24, 2016 at 9:01 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 Information Systems Manager Karol Kopetzky to lead the meeting in the Pledge of Allegiance to the Flag.

### CONSENT AGENDA

Ratify the Board of County Commissioners approval of Minutes dated May 17, 2016  
Ratify the Board of County Commissioners approval of Contract 2016 CNT 085, Standard Glass, windshield pit Repairs on 2 units , Term of Contract May 13, 2016 until completed  
Ratify the Board of County Commissioners approval of Contract 2016 CNT 086, Lebsock Repair Service, diagnose Air system for 2010 Freightliner, Term of Contract May 6, 2016 until completed  
Ratify the Board of County Commissioners approval of Contract 2016 CNT 087, Rodeo News, tourism advertising, Term of Contract May 2, 2016 through July 15, 2016  
Ratify the Board of County Commissioners approval of Contract 2016 CNT 088, Haas Rock Publications, tourism Advertising, Term of Contract May 16, 2016 through June 30, 2016  
Ratify the Board of County Commissioners approval of Contract 2016 CNT 089, Martin Marietta Materials, asphalt Paving projects, Term of Contract May 10, 2016 through October 15, 2016  
Ratify the Board of County Commissioners approval of Contract 2016 CNT 090, Rick Lapp dba EPEC LLC, weed Spraying, Term of Contract April 26, 2016 until completed  
Ratify the Board of County Commissioners approval for disposal of assets, (1) 2004 Chevy Venture Van #1440, (1) 2005 Chevy Pickup #1469, (1) 2003 Chevrolet Impala #1390, (1) 2003 Chevy Impala #1391  
Ratify Pro Tem Chairman Brian McCracken's signature on the Tasting Permit Application for East Platte Avenue Liquor dated May 16, 2016

Commissioner McCracken made a motion to approve all items on the Consent Agenda as presented. Commissioner Zwetzig seconded the motion and motion passed 3-0.

### GENERAL BUSINESS AND ADMINISTRATIVE ITEMS

#### **Consideration of Approval – Adopted Personnel Policy dated May 24, 2016**

Morgan County Human Resources Director Tracy Amen presented to the Board the Personnel Policy dated May 24, 2016. Ms. Amen provided an overview of the revisions to the policy highlighting those areas which were changed. The first item to be added was the resolution which was approved in 2015 regarding conflict of interest. She further indicated in Section L, Equal Opportunity Employment, a revision to this policy was necessary to remain in compliance with the EEOC. She also stated a revision was made to indicate the Human Resource Director as the ADA compliance officer. She further summarized the remaining revisions stating as for employee compensation, as to worker's compensation and the FMLA, the County Attorney has suggested the change be made from "may be required to will be required" in regards to the need for time off for an employee to recover from a work related injury or illness that exceeds three consecutive days.

As for the policy regarding overtime for non-exempt employees, this revision includes the addition of holiday leave in which Ms. Amen summarized the change made, stating this was a recommendation made by Michelle Covelli, Director of Finance in order to provide further clarification.

The next change is under benefits, as to insurance coverage options, indicated on page 40, she indicated this is a requirement of the Affordable Care Act that the waiting period be identified in order that all employees are aware of this information. She also updated what the County pays towards the employee's health care benefits which can change annually and is noted.

She stated many of the changes came within the inclement weather policy, at which time Ms. Amen read the policy out loud as stated in the policy starting on page 51. Commissioner Zwetzig asked to delete what is indicated as to the radio stations being named, to indicate the communication will be made to two local radio stations. Further discussion followed with a decision made to revise the paragraph to indicate "the decision will also be communicated to the two local radio stations and the County's website".

Ms. Amen further indicated the revision to Section VIII, as to ensuring that a verbal warning is the first step taken in conduct and discipline of an employee.

Discussion followed as to policy regarding concealed carry and Chair Teague recommended the policy in effect should indicate the County is remaining neutral at this time. Ms. Amen read aloud the policy as it is stated with the Board in agreement to allow the policy to stand as written. Chair Teague stated at this time it has been advised by the County Attorney not to approve requests for employees for concealed carry given the County's liability insurance carrier will not provide insurance coverage.

Ms. Amen clarified that the no smoking policy does cover e-cigarettes and the other policy which has been added to the policy manual, is a policy concerning animals/pets with Ms. Amen reading aloud the policy as stated. She summarized that service animals are allowed on County premises.

## 2 COMMISSIONERS PROCEEDINGS

Commissioner Zwetzig made a motion to approve and Adopt the Personnel Policy dated May 24, 2016 as presented by Morgan County Human Resources Director Tracy Amen. Commissioner McCracken seconded the motion and motion carried 3-0.

### **Consideration of Approval – BID AWARD 2016-051916– Sale of Vehicles for Salvage**

Morgan County Public Works Director Bruce Bass presented to the Board for approval Bid Award 2016-051916-002 Sale of Vehicles for Salvage. Mr. Bass explained these vehicles were those the County had kept for used parts and sheriff's training. Mr. Bass stated he received six bids, one for the cars and five for the trucks. Bid received were from Robert Farris, Mike Skraback, James Nicholson, Robert Farris, John Goodman and Patrick Larsen. Mr. Bass recommended to the Board to award the bid to Mike Skraback for the Ford Crown Victoria's, for all seven vehicles in the amount of \$1,309.00. He further recommended awarding the bid to John Goodman for the 1991 Chevrolet ½ ton pickup in the amount of \$501.01. He also asked that the Board sign the approval of the bill of sale for these vehicles. Commissioner Zwetzig questioned the salvage value with Mr. Bass stating he did not check on this information.

Commissioner McCracken made a motion to approve award the 2016-051916-002 Sale of Vehicles as outlined by Public Works Director Bruce Bass and authorized the Chair to sign the bill of sale for each vehicle. Commissioner Zwetzig seconded the motion and motion carried 3-0.

### **Consideration of Approval – FIREWORKS DISPLAY PERMIT – Jackson Lake Village, Applicant: Margaret Journey**

Morgan County Administrative Services Manager Kristi Waite presented to the Board the application submitted by Margaret Journey for a Fireworks Display Permit for Jackson Lake Village. Ms. Waite stated Ms. Journey has filed an application for a fireworks display at Jackson Lake Village to take place July 2, 2016. Ms. Waite explained the application has been completed and local fire department approval has been received.

Commissioner Zwetzig made a motion to approve the Fireworks Display Permit for Jackson Lake Village, applicant being Margaret Journey as outlined by Morgan County Administrative Services Manager Kristi Waite and authorized the Chair to sign. Commissioner Zwetzig also stated this approval would be contingent upon any fire ban which may be in affect within Morgan County on this date. Chairman McCracken seconded the motion and motion carried 3-0.

### **Consideration of Approval – FIREWORKS DISPLAY PERMIT – Jackson Lake Village, Applicant: Margaret Journey**

Morgan County Administrative Services Manager Kristi Waite presented to the Board the application submitted by Margaret Journey for a Fireworks Display Permit for Jackson Lake Village. Ms. Waite stated Ms. Journey has filed an application for a fireworks display at Jackson Lake Village to take place July 8, 2016, stating this is a separate event, and is not a rain date. Ms. Waite explained the application has been completed and local fire department approval has been received. Discussion followed with Commissioner Zwetzig asking to have Ms. Waite clarify the statement made regarding fire department approval was not received.

Commissioner McCracken made a motion to approve the Fireworks Display Permit for Jackson Lake Village, applicant being Margaret Journey as outlined by Morgan County Administrative Services Manager Kristi Waite and authorized the Chair to sign. Commissioner McCracken stated this approval would be contingent upon any fire ban which may be in affect within Morgan County on this date and to receive clarification in writing as to fire department approval. Chairman Zwetzig seconded the motion and motion carried 3-0.

### **COUNTY OFFICIAL AND DEPARTMENT HEAD REPORTS**

Commissioners reviewed the calendar dated May 20, 2016 through May 31, 2016 with changes.

### **UNFINISHED BUSINESS**

#### **Consideration of Approval – INTERGOVERNMENTAL AGREEMENT – City of Brush for purchase and sale agreement with BM Processors LLC**

Commissioner Zwetzig presented to the Board an Intergovernmental Agreement with the City of Brush, Colorado which is part of the previously approved Purchase and Sale Agreement with BM Processors LLC, this matter was tabled from the April 19, 2016 meeting. Commissioner Zwetzig summarized the agreement stating it appears this allows the County to release the contract for the sale of the Rosewood Property which was approved at a prior meeting to BM Processors, LLC for them to possibly expand their business in the future. He stated this is an agreement which will benefit the County not only in creating additional jobs but gets the County out of owning land.

Commissioner Zwetzig stated the County will benefit from the sale of this property in the terms of resolving drainage issues at the fairgrounds as well.

Commissioner Zwetzig made the motion to approve the Intergovernmental Agreement with the City of Brush for the purchase and sale agreement with BM Processors LLC as written and authorized the Chair to sign. Commissioner McCracken seconded the motion and motion carried 3-0.

# COMMISSIONERS PROCEEDINGS 3

## CITIZEN'S COMMENT

There was no citizen's comment.

Being no further business, the meeting was adjourned at 9:28 a.m.

Respectfully Submitted,  
Susan L. Bailey  
Clerk to the Board

**(Minutes ratified May 31, 2016)**

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

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s/ Laura D. Teague  
Laura D. Teague, Chairman

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

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

(SEAL)

**ATTEST:**

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s/ Susan L. Bailey  
Susan L. Bailey