

## FIFTH MEETING

The Board of Commissioners of the County of Fremont, State of Colorado, met in Regular Session on March 12, 2019 615 Macon Avenue, Room LL3, Fremont County Administration Building, Canon City, Colorado. Chairman Dwayne McFall called the meeting to order at 9:30 a.m.

Dwayne McFall	Commissioner	Present
Tim Payne	Commissioner	Present
Debbie Bell	Commissioner	Present
Justin Grantham	Clerk & Recorder	Present
Brenda Jackson	County Attorney	Present
Sunny Bryant	County Manager	Present
Sean Garrett	Planning & Zoning Director	Present

### INVOCATION

None.

### PLEDGE OF ALLEGIANCE

Those present cited the Pledge of Allegiance to the flag of the United States of America.

### APPROVAL OF AGENDA

**Commissioner Bell** moved to approve the Agenda. Commissioner Payne seconded the motion. Upon Vote: Commissioner Bell, aye; Commissioner Payne, aye; Commissioner McFall, aye. The motion carried.

### CONSENT AGENDA

1. Approval of Minutes / February 26, 2019
2. Approval of Bills for \$2,489,564.25
3. Ratification of the Chairman's signature on Grant Agreement Amendment #2 between Fremont County and the Department of Local Affairs Grant CMS #94864
4. Ratification of the Chairman's signature on amended Notice of Grant and Grant Agreement Award from USDA Natural Resources Conservation Service, NR188B05XXXXC004
5. Schedule Public Hearing: April 9, 2019 10:00 a.m.
  - a. Amendment of the On-site Wastewater Treatment System Regulations

**Commissioner Payne** moved to approve the Consent Agenda. Commissioner Bell seconded the motion. Upon Vote: Commissioner Payne, aye; Commissioner Bell, Commissioner McFall, aye. The motion carried.

### ADMINISTRATIVE/INFORMATIONAL

1. Staff / Elected Officials:
  - a. County Clerk's Monthly Report, Justin Grantham, County Clerk & Recorder

**Clerk Grantham** gave the monthly report. The total MV Fees, Sales Taxes and Recording Fees collected for February 2019 were \$978,485.66. Fremont County's portion for disbursement was \$555,010.32, which was 57% of the total fees collected and was

\$31,511.34 less than February 2018. Year-to-date, the office is down \$107,011.47 from last year.

**Commissioner Bell** moved to accept the Clerk's Report. Commissioner Payne seconded the motion. Upon Vote: Commissioner Bell, aye; Commissioner Payne, aye; Commissioner McFall, aye. The motion carried.

b. County Manager Report, Sunny Bryant, County Manager

**County Manager Bryant** gave the following report:

- Tomorrow is the deadline for bids for the Hayden Pass Project. They are hopeful to have contractors interested in the project so they can move forward with the construction.
- On Thursday, March 14th they have the kickoff meeting for the Brownfields Advisory Committee. They are excited to move this project forward and work towards getting assessments done on brownfield properties in the community.
- Tomorrow is the grant hearing for the DOLA portion of the courthouse project.

**Commissioner Bell** said that last Friday, County Attorney Jackson and she had the opportunity to be involved with Fremont County's Exceptional Women. There were 15 honorees who she extended her congratulations to and is looking forward to next year's nominees.

**Commissioner Payne** congratulated Commissioner Bell for being elected as a board member of CCI (Colorado Counties Inc.). She will be representing the Mountain District of CCI. He also said he is on the chair of the Steering Committee for CCI and will be at that meeting on Friday.

**Commissioner McFall** said that Colorado Counties is a legislative group and allows them to have their voice heard on any possible legislation that may come through.

2. Citizens who wish to address the Commissioners on a matter not scheduled on the agenda

**Bob Dewey** started by commending the commissioners for their action of declaring Fremont County a Second Amendment Sanctuary County. He also wanted to express his concerns with House Bill-1197. He is concerned with how it is written and takes away certain rights. He wanted to know if the petition was correct and there is a person who is mentally ill, what they are going to do about it. Also, he wanted to know that since we declared Fremont County a Second Amendment Sanctuary, what the procedures are going to be not to enforce the petition once issued by the court.

**Commissioner McFall** said that they would support the Sheriff's decision on how he decides to handle it. He said there is something already in place for those who are mentally ill, that can be used today.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

1. Resolution recognizing David Steffenson for his years of service to Fremont County

**Commissioner Bell** read the resolution recognizing David Steffenson for his years of service, noting that Mr. Steffenson has been a loyal and valued employee of the County from July 13, 1992 until March 14, 2019, earning much respect and admiration for his extraordinary level of dedication and skills in operating equipment.

**Commissioner Bell** moved to approve the Resolution recognizing David Steffenson for his years of service. Commissioner Payne seconded the motion. Upon Vote: Commissioner Bell, aye; Commissioner Payne, aye; Commissioner McFall, aye. The motion carried.

2. Fremont County Tourism Council Annual Report  
Representative: Steve Kaverman

**Steve Kaverman** gave the annual Fremont County Tourism Council Report. He went over budget details and explained the economic and development impact that comes from tourism. He said, if not for tourism, each person in the State of Colorado would have to pay an additional \$228 in taxes. He thanked and recognized the board that makes up the tourism council as they are all volunteers and mentioned that the commissioners might extend their annual employee recognition picnic invitation to all the volunteers who serve Fremont County.

**Commissioner Bell** wanted to mention that their monthly meetings are open to the public and anyone is welcome to listen in. They are on the first Tuesday of every month in the County Administration Building, room 207, starting at 8:00 a.m.

3. 2018 Fremont County Accountability Report

**Commissioner Bell** presented the 6<sup>th</sup> annual Fremont County Accountability Report. She started by recognizing Fremont County's 2018 Employee of the Year, Jon Grayson and went on to mention that County Manager Bryant was surprised to be nominated and awarded CCI's 2018 Administrator of the Year award. She mentioned the adopted budget for 2018 and some accomplishments such as the new roof project, the Hayden Pass project, the brownfields project and the renovations at the Judicial Building. She gave reports on the airport, the Building Department and the CSU Extension Office.

**Commissioner McFall** continued with the report, giving details about the Department of Human Services, Department of Transportation and Emergency Management.

**Commissioner Payne** finished the report, with the Planning and Zoning Department, the Public Health Department, the County Treasurer and Public Trustee and finally the Weed Management Department. The complete report and presentation will be available to view on the County website at [www.fremontco.com](http://www.fremontco.com).

4. Resolution No. 13, Adopting the March 2019 Edition of the Fremont County Personnel Policies and Procedures Manual

**Commissioner McFall** said that updates were made to the manual. It had not been updated since 2010. He said all elected officials have signed off on the updated version.

**Commissioner Payne** moved to approve Resolution #13. Commissioner Bell seconded the motion. Upon Vote: Commissioner Payne, aye; Commissioner Bell, Commissioner McFall, aye. The motion carried.

5. Resolution No. 14, Appropriating additional sums of money to defray expenses in excess of amounts budgeted for and appropriated by Fremont County, Colorado for the budget year ending December 31, 2018

**County Manager Bryant** explained that this is something done every year. These are the funds that over spent the budget amounts and those are defrayed with added revenues, mostly from funds that came in to the County by way of grants or revenues that were unexpected. The total requested amount for the 2018 budget amendment is \$976,000.

**Commissioner Bell** moved to approve the Resolution #14. Commissioner Payne seconded the motion. Upon Vote: Commissioner Bell, aye; Commissioner Payne, aye; Commissioner McFall, aye. The motion carried.

6. Resolution No. 15, Authorizing the transfer of appropriated funds between the various funds of Fremont County, Colorado for the budget year ending December 31, 2018

**County Manager Bryant** explained that each year they have transfers that they do between funds, this resolution is just to make a record of those transfers. The total amount of transfers is \$5,467,142.

**Commissioner Payne** moved to approve Resolution #15. Commissioner Bell seconded the motion. Upon Vote: Commissioner Payne, aye; Commissioner Bell, Commissioner McFall, aye. The motion carried.

7. Approval of sponsorship of a Colorado Department of Local Affairs / Division of Housing Grant Application for the Upper Arkansas Council of Governments for Single Family Owner Occupied Housing Rehabilitation Program

**Autumn Dever**, the Regional Housing Director, asked the Board to act as the sponsor for this grant. She said that they have been doing Housing Rehab since 1987 and the County has been the sponsor every year. It is applied for through the Colorado Division of Housing and they are asking for \$120,000 for the administration of the program which will cover staff and administration costs. She said every year they rehab 16 houses and it is done over six counties, Chaffee, Fremont, Custer, Lake, Park and Teller.

**Commissioner Bell** moved to approve the sponsorship of a Colorado Department of Local Affairs / Division of Housing Grant Application for the Upper Arkansas Council of Governments for Single Family Owner Occupied Housing Rehabilitation Program. Commissioner Payne seconded the motion. Upon Vote: Commissioner Bell, aye; Commissioner Payne, aye; Commissioner McFall, aye. The motion carried.

#### PUBLIC HEARINGS

None.

Commissioner McFall adjourned the meeting at 10:35 a.m.



Clerk and Recorder

RESOLUTION NO. 13, SERIES OF 2019

**RESOLUTION ADOPTING THE MARCH 2019 EDITION OF THE FREMONT COUNTY PERSONNEL POLICIES AND PROCEDURES MANUAL**

WHEREAS, pursuant to C.R.S. 30-2-104; 30-11-101; 30-11-103; 30-11-107 the Board of County Commissioners, with consent of all elected officials, has revised and updated the March 2010 Fremont County Personnel Policies and Procedures Manual and desires to adopt the same; and

WHEREAS, the Board of County Commissioners finds it to be in the best interest of the County and County Employees to adopt and implement the March, 2019 Fremont County Personnel Policies and Procedures Manual; and

WHEREAS, the Board of County Commissioners has determined the March 2019 Fremont County Personnel Policies and Procedures Manual should be provided in electronic format to all County Employees and become effective immediately with the following exceptions; and

WHEREAS, the Board of County Commissioners has determined Chapter 7, Section 09, Sick Leave will be effective April 5, 2019, to allow the payroll processing staff sufficient time to review and take action on those employee records who exceed 500 accrued hours of sick leave and place the leave into the Sick Leave Bank account for future use of members who qualify for use of the same; and

WHEREAS, the Board of County Commissioners has determined Chapter 7, Section 13, Vacation Leave will be effective with the processing of payroll on April 5, 2019, to allow sufficient time to review and take action on those employee records that presently exceed the maximum accrual and transfer the hours into a "Personal Time Off" (PTO) account for each employee; and

WHEREAS, 2019 Vacation Leave accruals as of March 23, 2019 (6 accruals) shall not be transferred from Vacation Leave to PTO, and shall remain available for current use as Vacation Leave; and

WHEREAS, the Board of County Commissioners encourages employees to use the hours in their "Personal Time Off" account no later than January 1, 2022.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Board of County Commissioners of Fremont County hereby adopts the 2019 Fremont County Personnel Policies and Procedures Manual, effective immediately except as noted in this Resolution.

2. All previous Fremont County Personal Policies and Procedures, including the 2010 Fremont County Personnel Policies and Procedures Manual are superseded by the 2019 Fremont County Personnel Policies and Procedures Manual, and to the extent not superseded, are hereby rescinded.

3. A copy of this Resolution shall be included as part of the 2019 Manual.

4. All employees shall receive a copy of the revised policy by electronic method. County Administrative staff shall have discretion to supply a hard copy or other format upon request, should the particular circumstances justify providing an alternative format.

Commissioner Payne moved adoption of the foregoing Resolution, seconded by Commissioner Bell and approved by roll call vote as follows:

Timothy R. Payne	<u>Aye</u>	Nay	Abstain	Absent
Debbie Bell	<u>Aye</u>	Nay	Abstain	Absent
Dwayne McFall	<u>Aye</u>	Nay	Abstain	Absent

Date: 3/12/19

BOARD OF COUNTY COMMISSIONERS  
OF FREMONT COUNTY

ATTEST:

By: D McFall  
Chairman

By: [Signature]  
Clerk to the Board



RESOLUTION NO. 14 2019  
RESOLUTION FOR SUPPLEMENTARY 2018 BUDGET

A RESOLUTION APPROPRIATING ADDITIONAL SUMS OF MONEY TO DEFRAY EXPENSES IN EXCESS OF AMOUNTS BUDGETED FOR AND APPROPRIATED BY FREMONT COUNTY, COLORADO, FOR THE BUDGET YEAR ENDING DECEMBER 31, 2018.

WHEREAS, various expenditures have occurred during the current budget year that were not planned or anticipated at the time of the adoption of the 2018 budget, and

WHEREAS, unanticipated revenues and available Fund Balance Reserves, not assured at the time of the adoption of the 2018 budget, are the providing resource for the various additional expenditures, by Fund, as follows:

GENERAL FUND	\$ 400,000
DEPARTMENT OF PUBLIC HEALTH	\$ 10,000
LODGING TAX FUND	\$ 10,000
AIRPORT FUND	\$ 290,000
PILT FUND	\$ 70,000
SALES & USE TAX FUND	\$ 5,000
CONSERVATION TRUST FUND	\$ 1,000
SELF FUNDED INSURANCE	\$ 120,000
RESTRICTED FUND	<u>\$ 70,000</u>
 TOTAL	 <u>\$ 976,000</u>

NOW, THEREFORE BE IT RESOLVED, by the Fremont Board of County Commissioners that 2018 Appropriations for the following Funds are hereby increased from the Original adopted budget to the Supplemental budget as follows:

	TOTAL ORIGINAL BUDGET	TOTAL SUPPLEMENTAL BUDGET	INCREASE
GENERAL FUND	\$ 11,949,382	\$ 12,349,382	\$ 400,000
DEPARTMENT OF PUBLIC HEALTH	\$ 941,413	\$ 951,413	\$ 10,000
LODGING TAX FUND	\$ 279,664	\$ 289,664	\$ 10,000
AIRPORT FUND	\$ 561,503	\$ 851,503	\$ 290,000
PILT FUND	\$ 950,000	\$ 1,020,000	\$ 70,000
SALES & USE TAX FUND	\$ 1,755,100	\$ 1,760,100	\$ 5,000
CONSERVATION TRUST FUND	\$ 114,796	\$ 115,796	\$ 1,000
SELF FUNDED INSURANCE	\$ 4,051,136	\$ 4,171,136	\$ 120,000
RESTRICTED FUND	\$ 81,748	\$ 151,748	<u>\$ 70,000</u>
 TOTAL SUPPLEMENTAL APPROPRIATION			 <u>\$ 976,000</u>

Commissioner Bell moved for adoption of this Resolution, with a second by  
Commissioner Payne. The roll call vote of the Board was as follows:

Debbie Bell	<u>Aye</u>	Nay	Absent	Abstain
Dwayne McFall	<u>Aye</u>	Nay	Absent	Abstain
Timothy R. Payne	<u>Aye</u>	Nay	Absent	Abstain

The Resolution was declared to be duly adopted.

Date: 3-12-19

Dwayne McFall  
Chairman

Attest:

[Signature]  
County Clerk and Recorder





RESOLUTION NO. 15, SERIES OF 2019

**A RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATED FUNDS  
BETWEEN THE VARIOUS FUNDS OF FREMONT COUNTY, COLORADO, FOR THE  
BUDGET YEAR ENDING DECEMBER 31, 2018**

**WHEREAS**, the Fremont County Board of Commissioners did approve the 2018 Budget for the various funds of Fremont County, Colorado, by Resolution No. 37, Series 2017, on December 19, 2017, and

**WHEREAS**, such approved budget did include certain Transfers and In-Direct Costs between the various Funds.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of County Commissioners of Fremont County, Colorado, that the following transfers and in-direct costs between the various Funds of Fremont County, Colorado, are hereby approved, and The County Treasurer is authorized to perform such Transfers for the 2018 Budget Year:

**TRANSFERS TO:**

GENERAL FUND	\$ 685,722
SHERIFFS FUND	3,939,852
DEPT OF TRANSPORTATION	274,821
DEPT OF HEALTH	121,747
PUBLIC BUILDING & MAINTENANCE FUND	75,000
SELF-FUNDED INSURANCE	350,000
WEED FUND	<u>20,000</u>

**TOTAL TRANSFERS TO** \$ 5,467,142

**TRANSFERS FROM:**

GENERAL FUND	\$ 4,431,599
GAMING IMPACT FUND	1,612
WASTE DISPOSAL FUND	36,000
COUNTY LODGING TAX FUND	1,264
PILT FUND	973,209
SELF-FUNDED INSURANCE	<u>23,458</u>

**TOTAL TRANSFERS FROM** \$ 5,467,142

Commissioner Payne moved for adoption of this Resolution, with a second by  
Commissioner Bell. The roll call vote of the Board was as follows:

Debbie Bell	<u>Aye</u>	Nay	Absent	Abstain
Dwayne McFall	<u>Aye</u>	Nay	Absent	Abstain
Timothy R. Payne	<u>Aye</u>	Nay	Absent	Abstain

The Resolution was declared to be duly adopted.

Date: 3-12-19

Dwayne McFall  
Chairman

Attest:

[Signature]  
County Clerk and Recorder

