



**ELBERT COUNTY, COLORADO
BOARD OF COUNTY COMMISSIONERS MEETING MINUTES**

Regular Meeting Held in the BOCC Meeting Room

January 31st, 2018 at 9:00 A.M.

WE VALUE

- **Honesty, integrity and respect for the rights of all individuals**
- **Quality service to all**
- **Respect for our culture and history**
- **Clear communication and transparency**
- **Efficiency & fiscal responsibility**
- **Recognition of employee and citizen contributions**
- **Partnerships and collaborations**
- **Planning for the future**
- **Cooperative leadership and professional development**

VISION: Elbert County is recognized by our citizens and employees as the best place to live, work, and conduct business in Colorado; led in a responsive, effective, transparent, and professional manner.

A. CALL TO ORDER AND ROLL CALL:

Commissioner Thayer – Here, Commissioner Richardson – Here, Commissioner Willcox - Here

B. INVOCATION/PLEDGE OF ALLEGIANCE: Pastor Jim Kimbriel, Harvest Bible Church

C. APPROVAL OF AGENDA

Motion: Approval of Agenda as presented with the following changes:

- Strike Consent Agenda item #3 (Sheriff Request to Enforce County Rubbish Ordinance)
- Add Approval of CDS Mylars as needed to the Consent Agenda
- Add Approval of County Attorney Policy to Action Items
- Correct spelling on Action Item #7 to reflect Eastern instead of Easter

	Moved	2nd	Comments
Richardson	x		
Thayer		x	
Willcox			
	AYE	NAY	
Richardson	x		
Thayer	x		
Willcox	x		

D. CONSENT AGENDA:

1. Approval of Vouchers as needed
2. Acknowledgement of Variance Reports
3. ~~Sheriff Request to Enforce County Rubbish Ordinance~~
4. Approval of CDS Mylars as needed

Motion: Approval of Consent Agenda

	Moved	2nd	Comments
Richardson		x	
Thayer	x		Motion to approve as modified
Willcox			
	AYE	NAY	
Richardson	x		

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Thayer	x	
Willcox	x	

E. ELECTED OFFICIALS/DEPARTMENT HEADS/STAFF REPORTS

Sam Albrecht, County Manager, introduced the new Director of Administration, Elbert County resident Justin Klassen. Mr. Klassen has a degree in Organizational Leadership. His unique background will help strengthen the organization according to Mr. Albrecht. Mr. Albrecht reviewed an updated version of the County's organizational chart.

F. OPEN PUBLIC COMMENT (See Note 1)

None

G. DISCUSSION ITEMS: (See Note 2)

1. Stranded Properties (Sam Albrecht, County Manager)

Sam Albrecht, County Manager, stated he recently completed a search, with the help of the Assessor's office, to compile a list of all of the properties the County owns. The County currently owns 92 properties, including severed minerals. The list will be reviewed with the County's insurance company to ensure there are no gaps in coverage, and will also be incorporated into the financial records to reflect an updated overall value of the County. At first glance, Mr. Albrecht sees no major problems with any of the properties, and plans to look at both the short term and long term value of each one. A book will be created with a record of each property. In the future, evaluations will be made to determine whether sales of any of the properties make sense. An update will be provided to the BOCC in March.

Commissioner Thayer stated this is a project he is fond of and in his review of the list of properties, he believes some of them may have significant value.

Mr. Albrecht commented on two pieces of property that are part of a larger section that an oil and gas company is looking to lease. These are two eight acre parcels the County didn't realize they owned.

Commissioner Richardson said he is looking forward to the March report.

Mr. Albrecht indicated Mr. Klassen will be helping with this project.

Commissioner Willcox stated it is not uncommon for counties to be unaware of some property ownership, as properties are acquired in so many different ways. He is looking forward to these being managed effectively and the County benefitting economically.

Commissioner Thayer stated the Hoo House (307 Pawnee Street, Kiowa) started this thought process.

No Public Comment

Mr. Albrecht requested to continue with one more staff report before moving on to the next discussion item.

Shayne Heap, Elbert County Sheriff, brought forth a request to issue a rubbish ordinance at 1122 Belgrade Drive in Parker. Sheriff Heap would like to get this rectified in court.

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Commissioner Thayer asked how this works.

Sheriff Heap reviewed this particular case, stating the individual who owns the property has had multiple chances to rectify issues that are in violation of the rubbish ordinance, and multiple certified letters have been sent. Moving forward, the options would be to issue a court summons, or issue an administrative warrant and the County could clean up the property and put a lean on the property for the cost of the cleanup.

No Public Comment

Commissioner Richardson moved to grant the Elbert County Sheriff the authority to enforce a county Rubbish Ordinance at 1122 Belgrade Drive in Parker and issue a summons.

Commissioner Thayer seconded the motion.

ALL IN FAVOR

2. CDS Update (Sam Albrecht, County Manager)

a. Planning Pipeline Report

Sam Albrecht, County Manager, gave an update on the number of applications the County has currently and what stage they are in. Mr. Albrecht advised there will be a lot scheduled in the future for the Planning Commission and the BOCC to review. The Planning Commission will meet two times a month. Mr. Albrecht reviewed upcoming meeting dates.

b. Master Plan/Comprehensive Plan Update

Sam Albrecht, County Manager, stated the Planning Commission has finished their review, and a first draft is being prepared. Late May or early June this will come back to the BOCC.

c. Subdivision and Zoning Regulations Update

Sam Albrecht, County Manager, stated this project is still on track and a first draft should be available in June, with a goal for BOCC adoption in August. Mr. Albrecht advised CDS will be coordinating with the Building Department to ensure processes between departments are seamless.

d. Compliance Patch Update

Sam Albrecht, County Manager, communicated that this compliance patch to the Zoning and Subdivision regulations will provide clearer authority and enforcement. This will go to the Planning Commission on February 6th and come back to the BOCC on February 14th.

e. EDZ Overlay Patch Update

Sam Albrecht, County Manager, stated this change to the Zoning regulations will allow for commercial development. This will go to the Planning Commission on February 6th and come back to the BOCC on February 14th.

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f. Fee Update

Sam Albrecht, County Manager, stated the County is looking at how our fees compare to neighboring counties to ensure the County is being competitive, but not leaving money on the table. This will be reviewed further in February with the Planning Commission.

g. CDS Director Search

Sam Albrecht, County Manager, relayed applications are being reviewed and a search committee is being formed. Interviews may begin in February.

h. CDS Staffing

Sam Albrecht, County Manager, stated CDS is open for business. The County's contractor Baseline is in the office three days a week, and should be able to serve in this role until the right candidate for CDS Director is found. Mr. Albrecht complimented Planning employee Tracey Aaron for her hard work.

No Public Comment

3. Building Department Update (Sam Albrecht, County Manager and Rory Hale, Public Works Director)

a. Building Regulations Update

Sam Albrecht, County Manager, provided an update on the status of projects in the Building Department, starting with moving from the current 2006 ICC Codes to the 2012 version. The department is working on a plan to communicate to the public. Discussion took place on how often fees are updated, what other jurisdictions look like, and how the process can be lengthy as it involves so many entities.

b. Permit Paper Application Update

Sam Albrecht, County Manager, relayed the work staff has started to re-write all permit applications to provide clearer expectations. Mr. Albrecht is looking to get these changes approved sometime this Spring.

c. Permit Fees

Sam Albrecht, County Manager, expects to bring a new fee structure to the BOCC in May.

d. Collaboration/Streamlining with CDS

Sam Albrecht, County Manager, plans to sit down with both departments and review the most common questions they receive from the public to see if a zoning change may need to be made.

No Public Comment

4. Gallagher Amendment Impacts - Property Type Analysis (Commissioner Richardson)

Commissioner Richardson provided a presentation through power point that covered the following key questions:

- What is Gallagher?

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- What are our numbers?
- How are we impacted?
- How do we limit impact of future adjustments?

Commissioner Thayer gave credit to Commissioner Richardson for the story this presentation tells, and stated this analysis will be inserted into the Strategic Plan.

Commissioner Richardson commented that commercial doesn't fluctuate like residential, and the right mix of residential and commercial will help economic slumps from impacting the County.

Public Comment

Lance Bakemeyer, 42125 Las Colinas Drive, Elizabeth

Mr. Bakemeyer advised he was involved in the development of Canterbury Crossing from 1997-2007, and in 2007 became a commercial realtor. He encouraged the Commissioners to finish the EDZ Overlay, as it will attract commercial development. He stated there is extreme interest in bringing commercial activity to Elbert County. Mr. Bakemeyer provided a personal example of difficulty he experienced in trying to establish a convenient store off Singing Hills. He is looking forward to the EDZ Overlay and commercial development.

Susan Shick, 4122 Downwest Ride, Elizabeth

Ms. Shick wanted clarification on portions of the Gallagher documents that were posted online for the public versus what was reviewed by Commissioner Richardson.

Commissioner Thayer responded stating with the County Managers help, the Commissioners made a road trip through the County and discovered many business operations that are not reflected in current assessments.

Commissioner Richardson stated the County wants to make sure assessments are accurate, essentially doing the right things for the right reasons.

Ms. Shick commented there were more protests this year for property valuations than in past years.

Commissioner Richardson attributed this to the overall increase in property values.

Ms. Shick continued, stating when valuations are being done in her experience there is no one from the Assessor's office coming out to look at properties and she would like to see hiring done for the Assessor's office.

Commissioner Richardson conveyed additional hiring has been done in the Assessor's office.

Ms. Shick requested the BOCC provide a presentation to the public on different types of agricultural zoning the County has, how that is determined in our county, and how they are accurately maintained. Ms. Shick stated she moved to Elbert County to get away from Castle Rock and Parker and prefers Elbert County to stay 96% agricultural.

5. GIS Contractor Update Sam Albrecht, County Manager)

Sam Albrecht, County Manager provided a brief update on the status of selecting a GIS contractor. It has been determined that first a contractor will be selected to analyze our

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current data and process, and then later implement a plan to provide updates and fixes as needed. Mr. Albrecht is working on drafting a contract, and the goal is to start work in February.

Public Comment

Linda Krausert, 44683 Lariat Trail, Elizabeth

Ms. Krausert spoke about the concern in Sun County Meadows regarding an increase in property taxes. She was happy to report the increase in taxes as a result of the formation of the Sun County PID was correct right to the dollar based on an estimated amount given initially. She is taking this information to her community to share the tax increase is not due to the roads alone. Ms. Krausert advised although she does not live on the roads that are to be paved, it will be an asset as she will see an increase in her property value.

6. Transparency Policy - Timeline to Complete Sub-Policies (Commissioner Richardson)

Commissioner Richardson mentioned he is excited to have a Director of Administration to drive the policy train. This item will be discussed again on February 28th, with a goal to have it finished in March.

Public Comment

Susan Shick, 4122 Downwest Ride, Elizabeth

Ms. Shick commented she hasn't seen this policy. Ms. Shick requested BOCC meeting minutes be available on the website in a timely matter, as there was a gap of four to five months where meeting minutes were not posted.

Don Draper

Mr. Draper advised he is a 50 year resident of Elbert County and he has seen a lot of changes. He moved here to get away from the metro area. Mr. Draper relayed he has seen a \$1,000 increase in his property taxes that are due this year. He wanted to convey that he is not complaining, just making comments.

7. 2019 Budget Update (Sam Albrecht, County Manager)

Sam Albrecht, County Manager advised the 2019 Budget development is underway. A new calendar for 2018 is on the website, and will be shared with all of the departments this week. Worksheets have been sent to all of the departments to capture objectives by month. Mr. Albrecht advised he will come back to the BOCC monthly with updates.

No Public Comment

H. ACTION ITEMS: (See Note 3)

1. Approval of January 17, 2018 BOCC Meeting Minutes

Motion: Approval of January 17, 2018 BOCC Meeting Minutes

	Moved	2nd	Comments
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Richardson	x		
Thayer		x	
Willcox			
	AYE	NAY	
Richardson	x		
Thayer	x		
Willcox	x		

No Public Comment

2. Approval of 2019 BOCC Budget Goals

Motion: Approval of 2019 BOCC Budget Goals

	Moved	2nd	Comments
Richardson		x	Commissioner Richardson commented this document was reviewed in detail at the last BOCC meeting. He requested it be included in the Budget Calendar that it was approved in January.
Thayer	x		
Willcox			
	AYE	NAY	
Richardson	x		
Thayer	x		
Willcox	x		

No Public Comment

3. Approval of Resolution for Appointment for Veterans Services Officer

Motion: Resolution for Appointment for Veterans Services Officer

	Moved	2nd	Comments
Richardson	x		
Thayer		x	
Willcox			
	AYE	NAY	
Richardson	x		
Thayer	x		
Willcox	x		

No Public Comment

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4. Approval of Resolution for CSU Extension Appointments

Sam Albrecht, County Manager, stated the County heard back from Larry Ross, and he is no longer interested in serving in this role. Mr. Albrecht recommended approving the resolution with this change.

Motion: Approval of Resolution for CSU Extension Appointments

	Moved	2nd	Comments
Richardson	x		
Thayer		x	
Willcox			
	AYE	NAY	
Richardson	x		
Thayer	x		
Willcox	x		

No Public Comment

5. Approval of Resolution for HHS Appointments

Motion: Approval of Resolution for HHS Appointments

	Moved	2nd	Comments
Richardson		x	
Thayer	x		
Willcox			
	AYE	NAY	
Richardson	x		
Thayer	x		
Willcox	x		

No Public Comment

6. Approval of Resolution for Elbert County Planning Commission

Sam Albrecht, County Manager, stated

Motion: Approval of Resolution for Elbert County Planning Commission

	Moved	2nd	Comments
Richardson		x	
Thayer	x		
Willcox			

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	AYE	NAY	The appointments were reviewed. Commissioner Richardson explained multiple resolutions were created to better track appointment start and end dates in the future
Richardson	x		
Thayer	x		
Willcox	x		

No Public Comment

7. Approval of Resolution for the Appointment for ECCA, RETAC, Prairie Development Board and Board of Eastern Colorado Coalition of Governments for 2018

Motion: Approval of Resolution for the Appointment for ECCA, RETAC, Prairie Development Board and Board of Easter Colorado Coalition of Governments for 2018

	Moved	2nd	Comments
Richardson	x		
Thayer		x	
Willcox			
	AYE	NAY	Various appointments were reviewed
Richardson	x		
Thayer	x		
Willcox	x		

No Public Comment

8. County Attorney Policy (Bart Greer, County Attorney)

Bart Greer, County Attorney, stated this is a housekeeping item that deals with the authority for him to discuss with colleagues in other counties and outside counsel in matters pertaining to County legal issues. This is nothing new, and any budgetary items associated with this policy have already been passed and contemplated with the 2018 Budget that was passed recently. This will improve efficiency and would not require that every single time there is an engagement of services the board be involved.

Public Comment

Susan Shick, 4122 Downwest Ride, Elizabeth

Ms. Shick reviewed the policy that was located on the County website. Ms. Shick provided an example of action she stated was taken by the previous County Attorney to engage services of Mountain States Employee Council, which in her opinion got the County into a lot of hot water.

Mr. Greer explained notification to the Board is required at a certain dollar amount or size as stated by the policy, and he wouldn't expect that type of scenario to occur.

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Ms. Shick asked if the County Attorney and County Manager are under contract.

Mr. Greer responded yes.

Motion: Approval of County Attorney Policy

	Moved	2nd	Comments
Richardson		x	
Thayer	x		
Willcox			
	AYE	NAY	
Richardson	x		
Thayer	x		
Willcox	x		

I. BOARD PLANNING

Determination of the Tentative Agenda for the January 31, 2017 BOCC Regular Meeting

1. Agenda Items for Next Meeting
 - a. Approval of January 31, 2018 Meeting Minutes
 - b. CDS Update
 - c. Building Update
 - d. Pines and Plains Library Annual Report to Commissioners
 - e. Approval of Resolution for Fair Board Appointments
 - f. 2019 Budget update
 - g. Septic Permits
 - h. Strategic Plan
 - i. Emergency Management Update
 - j. Update on HHS Building Addition
2. Workshops/Study Sessions
3. Pending Hearings
 - a. Spring Valley Development Guide Agreement
 - b. Final Plat Spring Valley Ranch, Filing 4

J. LAND USE HEARINGS 1:00 P.M. (See Note 4)

No Land Use Hearings Scheduled

ADJOURNMENT

Motion: Adjournment at 10:51 A.M.

	Moved	2nd	Comments
Richardson	x		
Thayer		x	
Willcox			
	AYE	NAY	
Richardson	x		
Thayer	x		
Willcox	x		

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NOTES ON PUBLIC COMMENT:

Note 1: General Public Comment - This portion of the agenda is reserved for citizens who wish to comment to the BOCC on items of county interest that are not scheduled for Discussion or Action. This time will not be used to make political speeches nor will personal attacks be tolerated. Individuals will be limited to one opportunity to speak for a period of up to three minutes during this portion of the agenda.

Note 2: Discussion Items - This portion of the agenda is intended to introduce items that may require future board action. It allows for shaping of final decisions, and allows for public input to ensure all aspects of the issue are fully considered before decisions are made. After each item, the chair will offer time for public comment limited to three minutes per person.

Note 3: Action Items - This portion of the agenda is intended for items requiring a board decision. Prior to taking action, the chair will offer time for any final public input, limited to three minutes per person, prior to a vote.

Note 4: Land Use Hearings - Hearings for Land Use Items will be held at 1:00pm on meeting days. If all other agenda items are completed earlier, the chair will recess until this scheduled time. If previous agenda items are not complete by 1:00pm, the land use hearings will be opened and completed before proceeding to any remaining agenda items. Land use hearings will follow the following sequence:

- *Open Land Use Hearing*
- *Staff Presents Application and Recommendation of Planning Commission*
- *Applicant Presents*
- *Public Input on Application (three minutes per person)*
- *BOCC Questions and Discussion*
- *BOCC Decision*
- *Close Land Use Hearing*

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BOARD OF COUNTY COMMISSIONERS

ELBERT COUNTY, COLORADO



CHRIS RICHARDSON, Vice-Chair, COMMISSIONER District 1



DANNY WILLCOX, Chair, COMMISSIONER District 2



GRANT THAYER, COMMISSIONER District 3

ATTEST: Rachel Buchanan

Deputy Clerk to the Board

BY:



Deputy Clerk to the Board of County Commissioners; Rachel Buchanan

