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BOARD OF COUNTY COMMISSIONERS Minutes of Meeting July 25, 2017

The Board of Morgan County Commissioners met Tuesday, July 25, 2017 at 9:02 a.m. with Chair Pro Tem Laura Teague and Commissioner Mark Arndt in attendance with Chairman James Zwetzig being absent. Chair Pro Tem Laura Teague called the meeting to order and asked Morgan County Intern Connor Woodall to lead the meeting in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Commissioner Arndt made a motion to adopt the agenda as presented, with Chair Pro Tem Teague seconding the motion. Motion carried 2-0.

CONSENT AGENDA

Ratify the Board of County Commissioners approval of meeting minutes dated July 18, 2017

Ratify the Board of County Commissioners approval on Contract 2017 CNT 153, A & R Automotive, alignment on unit #710, Term of Contract July 17, 2017 until completed

Ratify the Board of County Commissioners approval on Contract 2017 CNT 154, Jemcko Technologies, Inc, phone and data services, Term of Contract July 16, 2017 through July 15, 2018

Ratify Commissioner Laura Teague's electronic signature on the NetDMR benchmark monitoring reports for Solid Waste signed on July 19, 2017

Ratify the Board of County Commissioners approval of waiver of fairground fees for Brush Volunteer Fire Department

Commissioner Arndt made a motion to approve all items on the Consent Agenda as presented. Chair Pro Tem Teague seconded the motion and motion carried 2-0.

GENERAL BUSINESS AND ADMINISTRATIVE ITEMS

Consideration of Approval – RESOLUTION – 2017 BCC 24 – A Resolution amending the Morgan County subdivision regulations to develop a procedure to allow for the combination of lots

MORGAN COUNTY, COLORADO BOARD OF COUNTY COMMISSIONERS

RESOLUTION NO. 2017 BCC 24

A RESOLUTION AMENDING THE MORGAN COUNTY SUBDIVISION REGULATIONS TO DEVELOP A PROCEDURE TO ALLOW FOR THE COMBINATION OF LOTS

WHEREAS, the Board of County Commissioners of Morgan County has adopted the Morgan County Subdivision Regulations to protect the public health, safety and welfare;

WHEREAS, the Board of County Commissioners may make amendments to the Morgan County Subdivision Regulations upon its own motion or upon petition of the Morgan County Planning Commission;

WHEREAS, the Board of County Commissioners has determined that it is in the best interest of the County to amend the existing Subdivision Regulations to develop a procedure for the combination of contiguous lots or parcels lots under common ownership; and

WHEREAS, the Board of County Commissioners has complied with all relevant provisions of the Morgan County Subdivision Regulations, as well as the requirements of C.R.S. § 30-28-116, for amending the Morgan County Subdivision Regulations.

NOW THEREFORE BE IT RESOLVED by the Morgan County Board of County Commissioners as follows:

1. Chapter 2, Definitions, of the Morgan County Subdivision Regulations shall be amended by the addition of a new Section 2-105.5 to read as follows:

2-105.5 Combination Agreement.

A voluntary acknowledgement by property owner filed for recording with the Clerk and Recorder whereby a property line is removed between two or more contiguous lots or parcels for the purpose of designating the exterior boundaries of the resulting parcels. The execution and filing of a combination agreement eliminates the lot or parcel line between two or more parcels for the purpose of meeting the requirements of this Code.

2. Chapter 9 of the Morgan County Subdivision Regulations shall be amended by the addition of a new Section 9-185, Combination of Contiguous Lots or Parcels, to read as follows:

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Section 9-185 **Combination of Contiguous Lot or Parcels**

(A) Purpose.

The purpose of this Section is to establish standards whereby lots or parcels may be combined to create a single lot or parcel to provide for building permit issuance for new construction or habitable additions, without necessitating a replat or variance.

(B) Applicability. The combination by contiguity may be applied to any contiguous lots or parcels of land where:

- i. The number of buildings located on the lots or parcels to be combined is no more than the maximum number of buildings permitted with the zoning district;
- ii. The lots or parcels to be combined are located within the same zoning district; and
- iii. The lots or parcels are owned in common ownership by the same person, persons or entity.

(C) Interpretation of Contiguity.

- i. **Common Boundary**
Lots or parcels shall be regarded as contiguous when not less than one-sixth of the perimeter of either lot or parcel is shared by both lots or parcels or if the lots or parcels share a common boundary of at least 50 feet, whichever is less.
- ii. **Severance of Contiguity**
The contiguity of lots or parcels shall not be considered severed by the existence, along their common boundaries, of a private road, road easement, driveway or alley; a public or private transportation or utility easement; a river, creek, stream, or other natural or artificial waterway; a geologic condition that naturally or artificially divides property; or an intersecting mining claim.

(D) Effect of Combination

The following provisions shall be applied to the combined lots or parcels as a result of a combination agreement:

- i. The combined lots or parcels shall be considered as one lot or parcel of land for the purposes of application of this Code; and
- ii. The combined lots or parcels shall have setbacks applied only along the exterior boundaries of the combined properties.

(E) No Guarantee of Buildable Lot or Parcel

Combination of lots does not guarantee that the resulting lot or parcel will meet the zoning district standards and be considered buildable.

(F) Criteria for Approval

The Planning Administrator, in approving a combination of contiguous parcels, shall find:

- i. The lots or parcels being combined are legal lots, except that an illegally-created lot or parcel may be combined with one or more existing legal lots if the Planning Administrator determines the resultant lot or parcel is consistent with the intent and purpose of this Code;
- ii. The combination agreement will not adversely affect access, drainage or utility easements or rights-of-way serving the property or other properties in the area; and
- iii. The combination agreement will not result in establishing a nonconformity.

(G) Completed Action

A combination of contiguous lots or parcels shall be considered completed and in effect when an approved combination agreement is filed for recording with the Clerk and Recorder.

APPROVED this 18th day of July, 2017.

THE BOARD OF COUNTY COMMISSIONERS MORGAN COUNTY, COLORADO

s/Laura D. Teague
Laura D. Teague, Pro Tem

s/ Mark A. Arndt
Mark A. Arndt, Commissioner

(SEAL)

ATTEST:

s/ Susan L. Bailey

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Susan L. Bailey

Morgan County Planning and Zoning Planning Director/Floodplain Administrator Pam Cherry presented to the Board for approval, Resolution 2017 BCC 24, a Resolution amending the Morgan County subdivision regulations to develop a procedure to allow for the combination of lots. Ms. Cherry stated the Board heard this matter during public hearing at last week's meeting and is basically requesting signature authorizing the approval of last week's matter. Chair Pro Tem confirmed this resolution does capture the information as presented and agreed on during last week's meeting.

Commissioner Arndt made a motion to approve Resolution 2017 BCC 24, A Resolution amending the Morgan County subdivision regulations to develop a procedure to allow for the combination of lots, as outlined Morgan County Planning and Zoning Planning Director/Floodplain Administrator Pam Cherry. Commissioner Arndt noted that on the signature line, Commissioner Zwetzig is absent today. Chair Pro Tem Teague seconded the motion. At this time, the motion carried 2-0, with Commissioner Zwetzig being absent from meeting.

Consideration of Approval – BID AWARD – RFP 2017-0720-001 – Applicant Tracking System

Morgan County Human Resources Director Tracy Amen presented to the Board for approval Bid Award 2017-0720-001 Applicant Tracking System. Ms. Amen stated she received four bids from iCims, Gyan-I, CivicHR and NeoGov. Ms. Amen stated one of the things she and the Board has come up with is to better streamline the management of employment applications and indicated that given the procurement process, it was not necessary to proceed with a formal bid but wanted to be sure that the County was able to review the scope of services being required and reviewed fully by the Board. At this time, Ms. Amen summarized the bids received. She stated at this time there is no tracking system to monitor as to what is being completed throughout the hiring and application process. She further stated that she has asked Information Systems Manager Karol Kopetzky to ensure security is in place for the vendor that is chosen. She then recommended the Board award this bid to CivicHR and outlined the reasons why she recommended this vendor. She stated that it is easy to post vacancies and something that is unique is Morgan County can set up a county social media option which interfaces with those social media options that can communicate job openings. She stated the initial cost as being \$6,995 for the first year and the subsequent year costs. She shared her concerns about the cost that was proposed by NeoGov and other specific concerns. She stated the timeline will be approximately 12 to 20 weeks in implementing this process. She stated she did speak with Michael Boyer, who provided a reference for this vendor stating this is created a time saving process and feels this was a credible reference. She also spoke with Mr. Armstrong who expressed positive remarks and provided a strong reference for CivicHR. She stated that after careful consideration of evaluating the proposals she would recommend that the Board of County Commissioners approve the bid from CivicHR and authorize the administrative assistant to prepare a service agreement.

Chair Pro Tem Teague asked Ms. Amen if the funding for these costs were budgeted for in 2017 or in 2018 with Ms. Amen stating the cost for this process is being requested in her 2018 budget but she believes she can work with CivicHR to implement the process at this time and costs be expended out in the 2018 budget. She also stated that she has not advertised in the local paper as much as she had been given it was costing the County approximately \$200 per month by advertising in the Brush and Fort Morgan papers weekly editions. Commissioner Arndt stated that the County is trying to reach out further than those publications allow for. Ms. Amen stated the County has worked with the Workforce and they will be able to use CivicHR to link together with the Workforce which is another benefit this service will provide.

Commissioner Arndt stated that Connor Woodall will be working with Ms. Amen in implementing this process with Ms. Amen stating Mr. Woodall will be assisting her with the technology side of the process.

Commissioner Arndt made a motion to approve bid award RFP 2017-0720-001 Applicant Tracking System to CivicHR as outlined by Morgan County Human Resources Director Tracy Amen in the initial amount of \$6,995, year two being \$4,495, year three being \$4,495 and the project timeline being 12-20 weeks as recommended by Morgan County Human Resources Director Tracy Amen and authorized a contract be prepared to be signed and ratified at a later date by the Chair. Chair Pro Tem Teague seconded the motion. Ms. Amen stated that CivicHR does have a feature called ROI which would be a cost benefit to the County given the large turnover that certain departments have recently experienced whereas this will be approximately a \$12,000 benefit to the county. At this time, the motion carried 2-0 with Commissioner Zwetzig being absent from the meeting.

Consideration of Approval – INTERGOVERNMENTAL AGREEMENT – 2017 IGA 05 Regarding extraction of gravel with Washington County

Commissioner Arndt presented to the Board for approval, an Intergovernmental Agreement, 2017 IGA 05 Regarding extraction of gravel with Washington County. Commissioner Arndt asked this IGA be considered explaining this IGA this is for a trade of gravel whereas Morgan County will be use gravel from a pit in Washington County near the Southern Morgan County line and Washington County will utilize gravel from two of Morgan County gravel pits located in the northeast portion of the County that are closer to their county lines which will save on mileage and drive times, which will take it from 86 miles to 32 miles roundtrip. Morgan County will pay for the gravel that Washington County uses and Washington County will pay for the gravel that Morgan County uses, and stated that this will be worked out between the two counties and this data will be reviewed quarterly to be sure that one county does not get ahead of the other and would like to work through the accounting process further. Commissioner Arndt stated that both families who own the gravel pits have approved this request.

Commissioner Arndt made a motion to approve 2017 IGA 05 "With regarding extraction of gravel with Washington County" and authorized the chairman to sign with Chair Pro Tem Teague seconding the motion noting there will be

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an addendum regarding the accounting process. At this time, the motion carried 2-0 with Commissioner Zwetzig being absent.

COUNTY OFFICIAL AND DEPARTMENT HEAD REPORTS

Commissioners reviewed the calendar dated July 21, 2017 through August 1, 2017 with changes.

Clerk Bailey provided information as to a press release regarding public notification of the upcoming 2017 Coordinated Election and location of the Voter Service Polling Center. Ms. Bailey stated that House Bill 1303 dictates that all elections are conducted as mail ballot elections with Voter Service Polling Centers (VSPC) and the number of VSPC's is dependent on the number of registered electors and Morgan County is required to have only one VSPC for the upcoming November Coordinated election.

Ms. Bailey stated that the Morgan County Election Division has designated the Elections Office located at 231 Ensign St., Fort Morgan as the VSPC location for the Coordinated Election to be held on November 7, 2017.

She summarized that by utilizing the VSPC, voters will be able to register to vote, request a replacement ballot, vote in person, drop off their mail ballot and also make changes to their voter registration as necessary.

Ms. Bailey stated that residents may submit written comments to the Clerk and Recorder's Office, 231 Ensign Street, P.O. Box 1399, Fort Morgan, CO 80701 by October 2, 2017 by 4:00 p.m.

UNFINISHED BUSINESS

Consideration of Approval – FIREWORKS DISPLAY – Andy Mitchell

Morgan County Administrative Services Manager Kristi Waite presented to the Board the application submitted by Andy Mitchell for a Fireworks Display Permit on August 5, 2017 with no rain date. The location for the fireworks display will take place at 27693 County Road R Brush, CO. Ms. Waite stated this permit was tabled from July 11th meeting and stated this permit was signed a couple of weeks ago but there was a request to clarify some information regarding events that will be ongoing at this same time, with Commissioner Arndt stating he made contact with individuals representing the Morgan County Fair event, naming Casey Decker and Marlin Eisenach, to ensure this would not create any issues with both Mr. Decker and Mr. Eisenach stating they did not see any problems with this permit request being approved.

Commissioner Arndt made a motion to approve the Fireworks Display Permit, for August 5, 2017, for Andy Mitchell with the location being 27693 County Road R, Brush, Colorado, noting that all parties have been contacted and consent has been received, with the notation that if there should be any fire ban in place, the permit will not be authorized as outlined by Morgan County Administrative Services Manager Kristi Waite and authorized the Chair to sign. Chair Pro Tem Teague seconded the motion and motion carried 2-0 with Commissioner Zwetzig being absent.

CITIZEN'S COMMENT

There was no citizen's in attendance to provide citizens comment.

Being no further business, the meeting was adjourned at 9:25 a.m.

Respectfully Submitted,
Susan L. Bailey
Clerk to the Board

(Minutes ratified August 1, 2017)

THE BOARD OF COUNTY COMMISSIONERS MORGAN COUNTY, COLORADO

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

s/ Mark A. Arndt
Mark A. Arndt, Commissioner

(SEAL)

ATTEST:

s/ Susan L. Bailey
Susan L. Bailey