

# COMMISSIONERS PROCEEDINGS 1

## BOARD OF COUNTY COMMISSIONERS Minutes of Meeting December 26, 2017

The Board of Morgan County Commissioners met Tuesday, December 26, 2017 at 9:00 a.m. with Chairman James Zwetzig, Commissioner Laura Teague and Commissioner Mark Arndt in attendance. Chairman James Zwetzig asked Morgan County Chief Deputy Clerk Randee Aleman to lead the meeting in the Pledge of Allegiance.

### **ADOPTION OF THE AGENDA**

Commissioner Teague made a motion to adopt the agenda as presented, with Commissioner Arndt seconding the motion. Motion carried 3-0.

### **CONSENT AGENDA**

Ratify the Board of County Commissioners approval of meetings minutes dated December 19, 2017  
Ratify the Board of County Commissioners approval on Contract 2017 CNT 250, Waste Management of NE CO, cardboard recycling, Term of Contract January 1, 2018 through December 31, 2018  
Ratify the Board of County Commissioners approval on Contract 2017 CNT 251, City of Brush, combined recycling program, Term of Contract January 1, 2018 through December 31, 2018  
Ratify the Board of County Commissioners approval on Contract 2017 CNT 252, Concept Auto Body, remount/replace inner fender wells & repair bumper on unit #5502, Term of Contract December 13, 2017 until completed  
Ratify the Board of County Commissioners approval on Contract 2017 CNT 253, Graulus Painting, paint County Clerk office, break room and election room, Term of Contract December 18, 2017 until completed  
Ratify the Board of County Commissioners approval on Grant 2017 GRA 17, Bloedorn Foundation grant for power cot upgrades for Morgan County Ambulance, approved on December 22, 2017  
Ratify Chairman Jim Zwetzig's signature on the letter of support for Morgan County Economic Development Corporation in applying for an administrative grant with DOLA signed on December 19, 2017  
Ratify Chairman Jim Zwetzig's signature on the Colorado Department of Public Health and Environment reimbursement invoice form for Ambulance services reimbursed through Grant 2017 GRA 05 signed on December 20, 2017

Commissioner Arndt made a motion to approve all items on the Consent Agenda as presented. Commissioner Teague seconded the motion and motion carried 3-0.

### **GENERAL BUSINESS AND ADMINISTRATIVE ITEMS**

#### **Consideration of Approval - CONTRACT - 2017 CNT 254 – Colorado Correctional Industries**

Morgan County Clerk and Recorder Susan Bailey presented to the Board Contract 2017 CNT 254, a contract Colorado Correctional Industries. Ms. Bailey stated the contract is for the installation of modular workstations for the Clerk's office, specifically, in the motor vehicle department. She indicated the vendor as being Colorado Correctional Industries, and the purchase will be made utilizing State Bid Award 42500YYY08M in the amount of \$25,910.17. Ms. Bailey stated the proposed layout has been designed to better provide safety for both our customers and staff as well as increase productivity. This is an approved budgeted item and upon approval, the time line for ordering and delivery is approximately five weeks. This contract provides for all design, construction, delivery and installation of the entire layout which includes all stations to be powered for computer station hookups, telephone, and electrical. Ms. Bailey further indicated she has been working closely with Correctional Industries who has designed and installed numerous work stations comparable to this proposed design and layout. Each workstation will have adequate lighting, storage compartments for storage of license plates and inventory, as well as the required ergonomic keyboard trays and desk height. There will be glass panels installed as well which will act as a barrier for obvious reasons and the area in which a customer will access the workstation will be at "teller height" to provide a better customer service experience.

Ms. Bailey stated the State is on schedule to implement a software and hardware upgrade to the motor vehicle registration database which is to go live in August 2018. This upgrade will require additional equipment at each work station and the existing work stations will not be adequate to ensure ergonomics and accessibility.

Commissioner Teague asked about the concern Ms. Bailey has had regarding the current height of the existing workstations whereas the customer is standing above the staff person. Ms. Bailey stated the layout being proposed will have a barrier in place where the customer will not be able to reach across into the staff person's space, and the staff person will have the ability to rise or lower their work station to the level they feel most comfortable. Commissioner Teague asked Ms. Bailey to provide a copy of the information the State has provided regarding the confidentiality and security concerns.

Commissioner Arndt made a motion to approve Contract 2017 CNT 254 with Colorado Correctional Industries, Inc, utilizing Morgan County capital outlay funds in the amount of \$25,910.17 as outlined by Morgan County Clerk and Recorder Susan Bailey. Commissioner Teague seconded motion and motion carried 3-0.

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

Commissioners reviewed the calendar dated December 22, 2017 through January 2, 2018 with no changes.

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## UNFINISHED BUSINESS

There was no unfinished business.

## CITIZEN'S COMMENT

There were no citizens in attendance at the meeting.

Being no further business, the meeting was adjourned at 9:09 a.m.

Respectfully Submitted,  
Susan L. Bailey  
Clerk to the Board

(Minutes ratified January 2, 2018)

## THE BOARD OF COUNTY COMMISSIONERS MORGAN COUNTY, COLORADO

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s/ James P. Zwetzig  
James P. Zwetzig, Chairman

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s/Laura D. Teague  
Laura D. Teague, Commissioner

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

(SEAL)

ATTEST:

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s/ Susan L. Bailey  
Susan L. Bailey