



**Rob Oquist** - Commissioner Dist. 1  
**John Hostetler** - Commissioner Dist. 2  
**Jim Baldwin** - Commissioner Dist. 3  
**Amy White-Tanabe** - County Administrator  
**Nathan Shultz** - County Attorney

**Office of the Commissioners**

# **AGENDA**

**April 12, 2021**

- 1.0 Call to Order/Approval of Minutes**
- 2.0 Guests**
- 3.0 Public Comment (Limit of 3 minutes)**
- 4.0 Old Business**
- 5.0 New Business**
  - 5.1 Ratify Letter of Support, Grant Application- Lyn Scott, Clerk & Recorder**
  - 5.2 Approval of Bills and Payroll**
- 6.0 Other Business**
- 7.0 Departmental Reports**
- 8.0 Commissioners Report**
- 9.0 Discussion**
- 10.0 Announcements**



March 22<sup>nd</sup>, 2021

The Board of County Commissioners now meets pursuant to adjournment.

Present:	Jim Baldwin	Chairman
	John Hostetler	Member
	Rob Oquist	Member
	Amy White-Tanabe	Admin
	Lyn Scott	Clerk

Guests in attendance via phone/zoom: Marty Lee, Anne Boswell, Trish Leone, Sharon Ghilarducci, and Donna Rohde.  
In Person: Danelle Berg, Adrian Hart, Veronica Mata, and Jolly Rose.

Chr. Baldwin called the meeting to order and asked for approval of the minutes from March 8<sup>th</sup>, 2021. Co. Hostetler motioned to approve the minutes. Co. Oquist seconded. Motion carried.

Chr. Baldwin called for approval of the bills for March 1 – March 15, 2021. Co. Oquist motioned to approve the bills. Co. Hostetler seconded. Motion carried.

Admin. White-Tanabe presented an approval for an ambulance permit for AMR ambulance service #216, with advanced life support. The 2016 Ford was in an accident and has been repaired and re-inspected. Co. Hostetler motioned to approve the permit. Co. Oquist seconded. Motion carried.

Admin. White-Tanabe presented the sales tax report. For the month of January 2021, \$169,971.85. This is up 3.51 percent from this time last year.

Danelle Berg presented that she would like everyone to mark their calendars for the comprehensive economic development strategies (CEDS) meeting that is coming up on dates April 29<sup>th</sup> & May 13<sup>th</sup>, 2021. The meetings are interdependent, so if you attend the first one please, attend the second one as they go together. All communities in Otero County are welcome. They will be in the Rizzuto Room at OJC from 6pm to 8pm. The purpose of the meetings is to garner interests and funding for projects for the next 5 years.

Clerk Scott states that the state will be here May 6<sup>th</sup> to replace equipment and that her office will be closed to the public on the 6<sup>th</sup> and 7<sup>th</sup> of May.

Admin. White-Tanabe stated that she is working with the fiscal recovery fund to determine what kind of help will be forthcoming. She also wanted to remind everyone that the commissioners meet on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of every month now and that the county offices will be closed on Good Friday. State offices will be open.

Co. Oquist attended a SEBREA meeting and a SAGE meeting during the week. He also met with the E-911 board and will be touring the Fremont County facility.

Co. Hostetler attended via conference call, the CCI legislative meeting. He also attended the OPI and OCLI meetings where regular business and discussions were held. He met with Undersheriff Matt Wallace and a representative from CBI to discuss new laws that are coming into effect and how they will affect the County. Co. Hostetler mentioned that he attended the Ag Appreciation dinner with State Senator Simpson and State Representative Luck.

Chr. Baldwin reported that the state was assessing the transportation needs statewide. Currently they are considering adding fees to gasoline and diesel products as well as a fee for electric vehicles.

With no further business, the board adjourned the meeting.

Next meeting will be Monday, April 12<sup>th</sup>, 2021 at 1:30pm.

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Clerk

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Chairman



**Rob Oquist** - Commissioner Dist. 1  
**John Hostetler** - Commissioner Dist. 2  
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## Office of the Commissioners

March 25, 2021

Re: State of Colorado Electronic Technology Fund  
Letter of Support of Grant Application

To Whom It May Concern:

This letter is written in support of the Otero County Clerk and Recorder's ongoing efforts to complete the digitization of the reception books. These records are digitized, indexed, and then uploaded to iCounty, where access is readily available.

We are interested in the completion of this project and wish to relay our support of the County Clerk and Recorder to achieve this goal. These records are often needed after business hours and digitizing the remaining records would benefit many offices and other entities needing access on a regular basis. The process would also eliminate the risk of loss due to fire, theft, or vandalism. These records are irreplaceable and could not be duplicated in the event of loss. The importance of this project has never been more apparent.

Thank you for your thoughtful consideration.

Sincerely,

  
Jim Baldwin, Chair

  
John Hostetler

  
Rob Oquist



**Rob Oquist** - Commissioner Dist. 1  
**John Hostetler** - Commissioner Dist. 2  
**Jim Baldwin** - Commissioner Dist. 3  
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## Office of the Commissioners

March 25, 2021

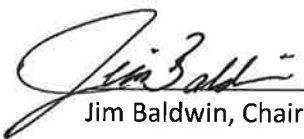
Re: State of Colorado Electronic Technology Fund  
Letter of Support of Grant Application

To Whom It May Concern:

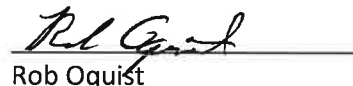
This letter is written in support of the Otero County Clerk and Recorder's Office request for funds to offset the annual portion of recording maintenance and web hosting public access services. The clerk's office would like to pay for the maintenance software of the document management system that stores survey maps, marriage license applications, and other public records. Both local and remote hosting is used for the recording documents, remote is used for 24/7 document searching, including internet services hosted off-site, including backup. The County Clerk does not collect sufficient funds to cover this ongoing expense.

The Otero County Board of Commissioners asks for the favorable consideration of the Otero County Clerk and Recorder's Office grant application to the State of Colorado Electronic Technology Fund to retain these vital services.

Sincerely,

  
Jim Baldwin, Chair

  
John Hostetler

  
Rob Oquist

OTERO COUNTY PAYMENTS  
MARCH 16 THROUGH MARCH 31, 2021

Check #	Vendor	Description	Department	Amount
122235	VISA	OPERATING SUPPLIES	HEALTH	9,946.51
122236	ROCKY FORD RURAL FIRE PROTECTION DISTRICT	PILT PAYMENTS - DOW	INTERGOVERNMENTAL	112.30
122237	A CUT ABOVE PEST CONTROL, LLC	PARTS/SERVICE	R&B	240.00
122238	ALAN M WADLEIGH	TRAVEL	NEMT	12.00
122239	AMAZON CAPITAL SERVICES, INC	JAIL BASED SERVICES (JBBS)	SHERIFF/JAIL/STATE GRANTS	764.98
122240	ARK VALLEY DISTRIBUTING	OFFICE SUPPLIES	ADMIN/R&B	219.64
122241	ARROWHEAD SCIENTIFIC, INC.	OPERATING SUPPLIES	SHERIFF	307.25
122242	ASSN OF CO COUNTY ADMINISTRATORS (ACCA)	DUES & MEETINGS	ADMIN	100.00
122243	AVRMC	PRE-EMPLOYMENT COSTS	JAIL	44.00
122244	BARBARA E WHITE	JAIL BASED SERVICES (JBBS)	STATE GRANTS	382.83
122245	BRIGITTE BROWN	TRAVEL	NEMT/CSBG	225.00
122246	CAPITAL ONE TRADE CREDIT	SMALL TOOLS	G&B/R&B	1,468.58
122247	CARROLL'S TIRE & AUTO SERVICE LLC	PARTS/SERVICE	R&B	76.00
122248	CENTURYLINK	TELEPHONE	SHERIFF	40.45
122249	CHRISTY BOWMAN	EMS	AMBULANCE SERVICE	100.00
122250	CITY OF LA JUNTA	ANIMAL POUND CHARGES	ADMIN	750.00
122251	CITY OF LA JUNTA	RENT	HEALTH	500.00
122252	CITY OF LA JUNTA - UTILITIES	UTILITIES	G&B/R&B/SHERIFF	5,700.93
122253	CITY OF ROCKY FORD	UTILITIES	LAND USE	111.73
122254	COLO ASSN. LOCAL PUBLIC HEALTH OFFICIALS	DUES & MEETINGS	HEALTH	3,158.00
122255	COLORADO BUREAU OF INVESTIGATION	CONCEALED HAND GUN PERMIT	SHERIFF	970.00
122256	COLORADO CORONER'S ASSN.	DUES & MEETINGS	CORONER	900.00
122257	COLORADO DEPT OF PUBLIC HEALTH	OPERATING SUPPLIES	HEALTH/R&B	734.25
122258	COLORADO STATE UNIVERSITY EXTENSION	SALARIES/TRAVEL/OPERATING	EXTENSION	8,068.23
122259	COOPERATIVE PERSONNEL SERVICES	SPECIAL PROJECTS	ADMIN	900.00
122260	COUNTRY CHIROPRACTIC, PC	DRUG TESTING & DOT PHYSICALS	R&B	100.00
122261	DEAN W CHASE	TRAVEL	NEMT/CSBG	215.00
122262	DEEP ROCK	MISCELLANEOUS	ADMIN	39.05
122263	DIGITCOM ELECTRONICS, INC	MAINTENANCE CONTRACTS	E911	32,160.00
122264	FALCON INDUSTRIES INC	PARTS/SERVICE	R&B	238.12
122265	FORD-USTICK FUNERAL HOME	AUTOPSY	CORONER	185.00
122266	FORM WORKS DESIGN GROUP	BUILDING MAINT/REPAIRS	G&B	8,060.00
122267	GALLS, LLC	UNIFORMS	TRANSPORT	80.46
122268	GAYLE LANGAN	TRAVEL	NEMT	62.00
122269	GOBIN'S INC	CONTRACT SERVICES	VARIOUS	281.86
122270	GRAINGER, INC	PARTS/SERVICE	R&B	457.07
122271	GREAT AMERICA LEASING CORP.	CTC GRANT	HEALTH	84.16
122272	GREGORY MCATEE	SHOP MAINTENANCE	R&B	80.00
122273	HOTEL ELEGANTE CONFERENCE & EVENT CENTER	DUES & MEETINGS	CORONER	774.00
122274	JOHNETTE SUE FULLER	TRAVEL	NEMT/CSBG	261.00
122275	JR THOMPSON	P & Z BOARD FEES	LAND USE	60.90
122276	LA JUNTA PRINTING COMPANY INC	OFFICE SUPPLIES	ASSESSOR	48.00
122277	LA JUNTA TRIBUNE-DEMOCRAT	OPERATING SUPPLIES	G&B	190.80
122278	LA JUNTA VALLEY OIL CO	GAS	R&B	20,459.19
122279	LOCK MONKEY INC	PARTS/SERVICE	R&B	39.00
122280	LYLE & SONS PLUMBING & HEATING, INC	HOUSING	CSBG	287.55
122281	MARDONA L MORELAND	TRAVEL	NEMT/CSBG	797.00
122282	MCKESSON MEDICAL-SURGICAL GOV SOLUTIONS	MEDICAL SUPPLIES	HEALTH	109.31
122283	MEDINA'S TIRE SERVICE, LLC	EQUIPMENT R & M	LANDFILL	313.00
122284	MIGUEL A ESTRADA-HURTADO	BLDG UTIL/MAINT - RF	HEALTH	50.00
122285	MOBILE RECORD SHREDDERS	DOCUMENT SHREDDING	ADMIN/ADULT SERVICES	60.00
122286	MURRAY DAHL BEERY RENAUD LLP	CONTRACT SERVICES	LAND USE	1,700.00
122287	NATALIE A. EDMUNDSON	CONTRACT SERVICES	LAND USE	1,552.50
122288	NEWMAN TRAFFIC SIGNS	SIGNS	R&B	5,477.07
122289	OFFICE DEPOT, INC	OPERATING SUPPLIES	HEALTH	715.52
122290	OFFICE MAX INC.	OFFICE SUPPLIES	SHERIFF/JAIL/STATE GRANTS	483.56
122291	ORDWAY NEW ERA	OPERATING SUPPLIES	HEALTH	32.00

Check #	Vendor	Description	Department	Amount
122292	OTERO COUNTY COMMISSIONERS	RENT	ADULT SERVICES	2,025.00
122293	OTERO COUNTY SOCIAL SERVICES	SALARIES/OPERATING	ADULT SERVICES	8,256.03
122294	NOT A CHECK			-
122295	PEACOCK-LARSEN FUNERAL HOME, INC	AUTOPSY	CORONER	370.00
122296	PEAK ELEVATOR PERFORMANCE GROUP	MAINTENANCE CONTRACTS	G&B	120.00
122297	PITNEY BOWES, INC	POSTAGE, BOX RENT, ETC	VARIOUS	205.08
122298	QUADIENT FINANCE USA, INC	POSTAGE, BOX RENT, ETC	SHERIFF	50.00
122299	QUILL CORPORATION	OFFICE SUPPLIES	VARIOUS	1,417.96
122300	R.S. HUGHES COMPANY	OPERATING SUPPLIES	JAIL	98.17
122301	RACINE'S LOCKSMITHING & SECURITY, INC	BUILDING MAINT/REPAIRS	G&B	115.00
122302	RESERVE ACCOUNT	POSTAGE	ADMIN/CLERK/LAND USE	799.00
122303	RICHARD L COX	TRAVEL	CSBG	86.00
122304	ROBERT M. FOWLER	TRAVEL/SUPPLIES	CORONER	268.60
122305	ROCKY FORD FOOD MARKET LLC	FOOD/OPERATING	JAIL	1,754.79
122306	ROCKY FORD MINISTERIAL ALLIANCE	RF MINISTERIAL ALLIANCE	ADMIN	200.00
122307	SAFARILAND, LLC	OPERATING SUPPLIES	SHERIFF	396.00
122308	SAFETY-KLEEN SYSTEMS, INC	FLUIDS	R&B	234.00
122309	SAGE SERVICES, INC.	NSIP (IN LIEU OF COMMODITIES)	AAA	59,429.45
122310	SANTA FE TRAIL SYMPOSIUM	HISTORIC PRESERVATION BOARD	ADMIN	1,250.00
122311	SUE A LUTTRELL	OPERATING SUPPLIES	AAA	24.75
122312	SWANSTON EQUIPMENT	PARTS/SERVICE	R&B	359.15
122313	TASC	ASO ADMINISTRATION	MED TRUST	315.00
122314	THE HOME DEPOT PRO	OPERATING SUPPLIES	JAIL/R&B	359.10
122315	TOTAL OFFICE SOLUTIONS	PARTS/SERVICE	R&B	159.81
122316	TRIAD COMPUTER SERVICES, INC	OFFICE SUPPLIES	ADMIN	43.11
122317	ULINE, INC	OPERATING SUPPLIES	SHERIFF	1,282.68
122318	UNITED REPROGRAPHIC SUPPLY, INC	OFFICE SUPPLIES/ERTB GRANT	CLERK/ASSESSOR	14,185.07
122319	VIAERO WIRELESS	TELEPHONE	VARIOUS	989.33
122320	VINCE TATUM	P & Z BOARD FEES	LAND USE	65.42
122321	WALMART COMMUNITY BRC	OPERATING	SHERIFF/JAIL/STATE GRANTS	373.71
122322	WALMART COMMUNITY BRC	OPERATING SUPPLIES	HEALTH	576.48
122323	WALMART COMMUNITY BRC	OPERATING/SHOP SUPPLIES	R&B	192.00
122324	WILLIAM C PIQUETTE	P & Z BOARD FEES	LAND USE	69.90
122325	ZOLTON JOHN ZELENAK	TRAVEL	NEMT/CSBG	263.00
1038	GT INDEPENDENCE	FMS FEE EXPENSE/CLIENT SERVICES	VDC	50,103.91
1039	FLOYD R WARD JR	TRAVEL	NEMT/CSBG	448.00
1040	LA JUNTA ASSOCIATED CHARITIES	LJ ASSOCIATED CHARITIES	ADMIN	200.00
1041	MOLLIE BROWN	GRANT WRITING/PROJECT MANAGEMENT	ADMIN	2,745.00
1042	NATASHA LEE REIFSCHNEIDER	JAIL BASED SERVICES (JBBS)	STATE GRANTS	188.46
1043	OTERO COUNTY 4-H COUNCIL	PARKS & REC FACILITIES	ADMIN	211.00
1044	SPYGLASS	SPECIAL PROJECTS	ADMIN	3,026.01
1045	ZELMA NOVAK	TRAVEL	NEMT	87.00
			TOTAL	<u>264,628.77</u>

Fund Summary

010 - GENERAL FUND	60,457.18
020 - ROAD & BRIDGE FUND	31,725.52
025 - MEDICAL TRUST FUND	315.00
040 - AAA FUND	110,139.12
070 - GENERAL HUMAN SERVICES	12,934.51
080 - HEALTH FUND	16,095.43
085 - CONSERVATION TRUST FUND	211.00
090 - CLERK HIRE FUND	591.01
095 - E-911	<u>32,160.00</u>
	<u>264,628.77</u>

[ocw@otero.gov](mailto:ocw@otero.gov)

**Mon Apr 12, 2021**

**9am - 10am Public Works / JH, RO, JB, LN, DG**

**Where:** Room 212

**10:30am - 11:30am GHG Transportation Planning /JB**

**11am - 12pm Department of Human Services / JH, RO, JB, DR**

**Where:** Room 212

**1:30pm - 2:30pm Department of Human Services**

**1:30pm - 3pm Otero County Board of Commissioners Public Hea**

**Where:** Room 107

**3pm - 4pm Economic Development**

**Tue Apr 13, 2021**

**2pm - 5pm Work Session / JH, RO, JB**

**Where:** Room 212

**Wed Apr 14, 2021**

**10:30am - 12pm RESADA / JH, DR**

**Where:** Las Animas

**12:30pm - 4pm Ark River Basin Roundtable / AW**

**Where:** Pueblo

**Mon Apr 19, 2021**

**8:30am - 10:30am OPI/OCLI**

**11am - 12pm Emergency Management / JH, RO, JB, DC**

**Where:** Room 212

**12pm - 1pm Administration**

**1pm - 2pm Sheriff Mobley**

**1:30pm - 3:30pm 1041 Permit Meeting**



[ocw@otero.gov](mailto:ocw@otero.gov)

10:30am - 11:30am Lower Ark Water Conservancy -- JH

12pm - 1pm SEBREA -- RO, DB

2pm - 3pm SAGE -- RO

**Mon Apr 26, 2021**

9am - 10am Public Works / JH, RO, JB, LN, DG

Where: Room 212

10am - 11am Administration / JH, RO, JB

Where: Room 212

11am - 12pm Department of Human Services / JH, RO, JB, DR

Where: Room 212

1:30pm - 2:30pm Department of Human Services

1:30pm - 2:30pm Land Use

1:30pm - 3pm Otero County Board of Commissioners Public Hea

Where: Room 107

3pm - 4pm Economic Development