

**PROWERS COUNTY, COLORADO BOARD OF COMMISSIONERS**  
**MARCH 19, 2024**

**PROWERS COUNTY ANNEX – LAND USE CONFERENCE ROOM**  
**1001 S. MAIN STREET, LAMAR, CO 81052**

8:00 a.m. Board of Human Services, Lanie Meyers-Mireles  
8:30 a.m. Board of Health, Meagan Hillman

**WORK SESSION**

9:00 a.m. Judy Wittman, Prowers County Treasurer  
- Updates

9:30 a.m. Pete Hernandez, Director Consolidated Return Mail Center and Overflow  
Processing Center  
- Update on new Shift Work

10:00 a.m. Brooke Matthew, CSU Extension SE Region Director and Prowers County  
Extension Agents – Amber Comer, 4-H Youth Development and Michaela  
Mattes, Agronomist  
- Colorado State University Extension update

10:30 a.m. Greg Ausmus, Lamar Ministerial Alliance  
- Update on Programs and Finances

11:00 a.m. Dr. Claire Reed, High Plains Community Health Center CMO  
- Update

11:30 a.m. Karen Bryant, Prowers Medical Center CEO  
- Update

**MEETING AGENDA**

1:00 p.m. Invocation

Pledge of Allegiance

Call Meeting to Order

Roll Call

### **CONSENT AGENDA ACTION ITEMS:**

1. Consider Approval of Adoption of Agenda
2. Consider Approval of Payment of Bills Presented and of Voiding Checks, if any
3. Consider Approval of March 12, 2024 Meeting Minutes

### **PUBLIC APPEARANCES**

- Anyone wishing to address the BOCC may do so at the discretion of the Board and subject to a three-minute limitation.
- 1:05 p.m. Lanie Meyers-Mireles, Director, Department of Human Services
  - Child Abuse Prevention Month Proclamation
- 1:15 p.m. Thomas Dunagan, Prowers County Coroner
  - Discussion regarding Baca County vehicle

#### Mark Westhoff

- County Administrator Update

#### Rose Pugliese, Esq.

- County Attorney Update

### **EXECUTIVE SESSION**

- Executive Session pursuant to C.R.S. §24-6-402(4)(b) Conference with the attorney for the purposes of receiving legal advice on specific legal questions related to **Part I** - Coroner, **Part II** - CIC and **Part III** - County Investments.
- Executive Session pursuant to C.R.S. §24-6-402(4)(b) Conference with the attorney for the purposes of receiving legal advice on specific legal questions.

**ACTION ITEMS:**

1. Consider approval of Proclamation declaring April as Child Abuse Prevention Month.
2. Consider approval of amending Fairgrounds Facility Rental Agreement and Waiver of Fees for LCC College Rodeo, changing event date from October 4-6, 2024 to October 17-20, 2024.
3. Consider approval of Fairgrounds Facility Rental Agreement and Waiver of Fees for SECCC- Barrel Racing, event scheduled for April 7, 2024, May 19, 2024, June 4, 2024, June 18, 2024, July 2, 2024, July 9, 2024, July 23, 2024, August 5, 2024, September 1, 2024 and October 3, 2024.
4. Consider approval of Prowers Area Transit Passenger Code of Conduct and Passenger Suspension Policy.

**PREVIOUSLY TABLED ACTION ITEMS:**

1. NONE

***NOTE: This Agenda is provided for informational purposes only. Action may be taken on any or all of the items. All times are approximate. If any given item is finished earlier than anticipated, the Commissioners may move on to the next item. The only exceptions are public hearings on items which have had published notices of a specific hearing time; those items will not begin until the specific time or after.***

***If you need assistance in participating in this meeting due to a disability as defined under the Americans with Disabilities Act, please call 719-336-8030 at least three days prior to the scheduled meeting to request an accommodation.***

# **PROWERS COUNTY AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 3/19/24

**Submitter:** Department of Human Services

**Submitted to the County Administration Office on:** 3/13/24

**Return Originals to:** Department of Human Services

**Number of originals to return to Submitter:** 1

**Contract Due Date:** ASAP

**Item Title/Recommended Board Action:**

“Consider approval of Proclamation declaring April as Child Abuse Prevention Month.”

**Justification or Background:**

**Fiscal Impact:** This item is budgeted in the following account code:

County: \$\_\_\_\_\_ Federal: \$\_\_\_\_\_ State: \_\_\_\_\_ Other:

**Approved by the County Attorney on:**

**Additional Approvals (if required):**

**PLEASE ATTACH THIS SHEET TO ALL AGENDA ITEMS WHEN SUBMITTING TO  
COUNTY ADMINISTRATION.**

**THANK YOU!**

# **PROWERS COUNTY**

## **PROCLAMATION**

### **FOR**

## **CHILD ABUSE PREVENTION MONTH**

WHEREAS, every one of the more than 1.2 million children in Colorado today deserve to be valued, healthy and thriving; and

WHEREAS, children are our future employees, leaders and neighbors and will shape the future of Colorado; and

WHEREAS, positive childhood experiences build healthy families and strong communities; and

WHEREAS, childhood trauma, including abuse and neglect, is a serious problem affecting every segment of our community, and finding solutions requires input and action from everyone; and

WHEREAS, childhood trauma can have long-term psychological, emotional, and physical effects that have lasting consequences for victims of abuse; and

WHEREAS, everyone benefits when we focus on addressing underlying causes that lead to health and social inequities; and.

WHEREAS, we all have a role in ensuring that children have positive experiences and that families have the resources they need, when they need them; and

WHEREAS, when parents, caregivers, family, friends, neighbors, employers and elected leaders work together to increase five critical protective factors in families' lives, that is when we can prevent child abuse, strengthen families and build brighter childhoods; and,

WHEREAS, effective child abuse prevention activities succeed because of the partnerships created between child welfare professionals, education, health, community- and faith-based organizations, businesses, law enforcement agencies, and families; and

WHEREAS, we acknowledge that we must work together as a community in partnership to build awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, and nurturing environment; and

WHEREAS, strengthening families remains the best defense for our children and families.

NOW, THEREFORE, we, the Board of Commissioners, do hereby proclaim April as NATIONAL CHILD ABUSE PREVENTION MONTH in Prowers County, Colorado and urge all citizens to recognize this month by dedicating ourselves to the task of improving the quality of life for all children and families.

## CHILD ABUSE PREVENTION MONTH

Done this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

### Powers County Board of Commissioners

\_\_\_\_\_  
Ron Cook, Chairman

\_\_\_\_\_  
Wendy Buxton-Andrade, Vice-Chair

\_\_\_\_\_  
Tom Grasmick

### ATTEST:

\_\_\_\_\_  
Jana Coen

# **PROWERS COUNTY AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 3-19-2024

**Submitter:** Administration Office

**Submitted to the County Administration Office on:** 3-11-2024

**Return Originals to:** Jana Coen & Administration Office

**Number of originals to return to Submitter:** 3

**Contract Due Date:**

**Item Title/Recommended Board Action:**

Consider approval of amending Fairgrounds Facility Rental Agreement and Waiver of Fees for LCC College Rodeo, changing event dated from October 4-6, 2024 to October 17-20, 2024.

**Justification or Background:** Annual event

**Fiscal Impact:** This item is budgeted in the following account code:

**County:** \$\_\_\_\_\_

**Federal:** \$\_\_\_\_\_

**State:** \$\_\_\_\_\_

**Other:** \$\_\_\_\_\_

**Approved by the County Attorney on:**

**Additional Approvals (if required):**



**PROWERS COUNTY FAIRGROUNDS FACILITY  
RENTAL AGREEMENT**

Oct 17 - Oct 25<sup>th</sup> 2024

Today's Date: <u>2/2/24</u>	Date(s) of Events: <u>10/4-10/6</u>
Name of Organization: <u>NLRA + Lamar Community College</u>	Set Up Time: <u>10/3 3</u> am <u>pm</u>
Name & Address of Authorized Agent: <u>2401 S Main</u> <u>Lamar, CO 81052</u>	Event Starts: <u>10/4</u> am <u>pm</u>
Phone: <u>330-1623</u> Cell <u>970-620-6154</u>	Finish Time: <u>10/6</u> am <u>pm</u>
Sales Tax ID: _____	<input checked="" type="radio"/> Arena <input type="radio"/> Home Ec <input type="radio"/> Centennial <input type="radio"/> Vaqueros Pavilion
Type of Event: <u>College Rodeo (ICC)</u>	

If approved by the Board of County Commissioners, I agree to pay fees in the amount of \$\_\_\_\_\_ or to submit a request for a waiver of the fees. I understand the decision to waive any or all of the fees are at the total discretion of the Board of Commissioners. I have attached copies of my State of Colorado Sales Tax License and the City of Lamar Sales Tax License. Failure to do so will result in denial of my rental request, unless I am legally exempt. The attached lease terms are part of this agreement.

Mitch Hutzinger  
Authorized Agent

2/2/24  
Date

The Board of County Commissioners reserves the right to not lease any portion or all of the Fairgrounds to any organization which it deems in its sole discretion, to be in direct and adverse competition to Prowers County merchants or is otherwise detrimental to Prowers County citizens. Fees may be adjusted at the discretion of the Board based upon the number of participants or unique conditions. Fees are based on daily rates.

Rental Approved:

Greg Williams  
Maintenance & Facilities Director

2-6-24  
Date

Ken Cook  
Chairman  
Prowers County Board of Commissioners

2-20-2024  
Date

**For County Use Only:**

Date Booking Fee Paid \$25.00: \_\_\_\_\_ Damage/Cleaning Deposit: \_\_\_\_\_  
Date Rental Fee Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Inspection completed: \_\_\_\_\_ Damage/Cleaning Deposit Refunded: Y/N, if no, see attached.  
Please note that any deposit refund due back to you will be provided by a Prowers County check. Checks are issued upon approval at the Commissioners' meetings.

Liability Insurance received: Yes\_\_\_ No\_\_\_ Date: \_\_\_\_\_



8. Non-commercial User may have one day in advance for set-up, decorating, etc. between the hours of 8:00am and 4:00pm on the condition there is nothing previously booked on that date. If additional days are required for set-up, an additional fee of \$ \_\_\_\_\_ will be charged for each additional day. Commercial Users: If special set-up/tear-down is required, standard facility use days will be charged on a ½ day basis.
9. Liability insurance is **required** for all commercial events. Certain "at risk" activities i.e. rodeos, tractor pulls, carnivals, circuses, etc. are **required** to provide liability insurance. An insurance certificate showing Prowers County as an additional insured **must** be provided to the County no later than 10 working days prior to the scheduled event.
10. Under Colorado Law, an equine professional is not liable for any injury to or the death of a participant in equine activities resulting in the inherent risks of equine activities, pursuant to Section 13-21-119, Colorado Revised Statutes.
11. The User acknowledges that User's rental of County's property is not subject to the direct supervision and control of County personnel. Accordingly, and in express consideration for the within rental agreement, User hereby agrees to indemnify, and hold harmless, Prowers County, its officers, agents, and employees from and against any and all claims for liability asserted for personal injury, or property damage to any and all persons or entities whatsoever, and arising out of User's rental of County's property as hereinabove set forth. This indemnification expressly extends to any and all damage awards, and shall further cover all costs of defense, which shall be conducted in County's sole discretion, including attorney's and expert witness fees.
12. The within agreement shall be and become binding upon, and inure to the benefit of the parties hereto, their heirs, personal representatives, successors and assigns. Any action necessary to construe, interpret, or enforce the provision of the within agreement shall be brought and maintained in the District Court in and for Prowers County, Colorado, with the substantially prevailing party therein being entitled, as a matter of contract law an agreement to recover its costs and expenses therein incurred, including reasonable attorney's and expert witness fees.
13. Falsified or misleading information on this form may be cause for cancellation of this contract and forfeiture of security deposit and/or fees paid and may result in loss of future usage of the facility
14. The user shall pay, in full, the required fee, damage deposit fee, or security deposit fee as established by the Prowers County Board of Commissioners. It is Prowers County policy that no facility shall be made available for use until full payment of the required fee is recorded. It is understood that this document defines *use* as Fairground Facility use only and does not in any way include the use of Prowers County Personnel. Each user is solely responsible for the care of the facilities, preparation of the arena floor for the duration of the event, clean-up of the facilities, grounds, and parking areas during, and at the conclusion, of the event. Parking areas are included in the use and clean-up of all facilities.
15. The user shall be required to call for an on-site facility orientation with the Fairgrounds Caretaker no later than 5 working days prior to the event. The user will be familiarized with information pertaining to use of the facility, obtain keys, and will have the opportunity to ask questions of the caretaker. The Fairgrounds Caretaker can be reached by calling 931-0034 and is available to schedule an orientation Monday – Friday 9:00am to Noon and 1:00pm to 3:00pm. *Regularly scheduled monthly meeting organizers are not required to complete an orientation, however, are expected to cooperate with the expectations for use outlined in this document.* The user understands that Prowers County does not employ 7 day per week, 24 hour per day Fairgrounds Personnel. The Fairgrounds Caretaker hours are scheduled from 8:00 am to 5:00pm, Monday –Friday. The Fairgrounds Caretaker schedule may change to correlate with an event; however, changes must be pre-approved and are at the discretion of the Prowers County Maintenance Supervisor.
16. Every effort has been made to provide Fairground Facilities that are adequately maintained and appropriately prepared for normal use. It is further understood that building and grounds systems can, and do, fail at times. Failures may include, but are not limited to; electrical outlet power losses and blown breakers due to abnormal use and overloaded circuits, public announcing or loudspeaker malfunctions, lighting failures, water supply problems, and restroom malfunctions, etc. There are no guarantees against such failures either implied

# PROWERS COUNTY FAIRGROUNDS

## REGISTERED RODEO EVENTS

### FAIRGROUNDS USE:

The Prowers County Fairgrounds is available for registered rodeo events in-season from April through October. Conditions for use of the facilities for all events including registered rodeo events are specifically detailed in the following information:

1. Prowers County Fairgrounds Facility Rental Reservation Agreement, 3 pages. Revised October 20, 2011.
2. Prowers County Fairgrounds Facility Rental Agreement, 1 page. Revised October 20, 2011.
3. Fairgrounds Fee Schedule, 2 pages. Revised October 18, 2011.
4. All event organizers who may be interested in reserving the Prowers County Fairgrounds for a registered rodeo event are encouraged to read very carefully all of the rental information provided by Prowers County before scheduling any rodeo event.

### REGISTERED RODEO EVENTS:

Scheduled registered rodeo events are to be conducted in cooperation with the established fees and agreements for use of the Prowers County Fairgrounds. Event organizers are encouraged to include this information in all event literature distributed to potential rodeo participants in an effort to lessen costly misunderstandings during the event.

Unless otherwise specified, the following are applicable to registered rodeo events:

1. The fairgrounds rodeo arena is watered regularly using a water reel. Use of the water reel by event organizers is prohibited. The rodeo arena may be watered once daily during a registered rodeo event at the event organizers request only if scheduled and coordinated with the Fairgrounds Caretaker.
2. The fairgrounds rodeo arena is worked prior to the rodeo event by the Fairgrounds Caretaker using Prowers County equipment. Working the arena during the event is the responsibility of the event coordinator. The county tractor and attached arena king finisher are available for use by the event coordinator, or specified driver, for the duration of the event. A key to the tractor is provided only after the specified driver has met on-site with the Fairgrounds Caretaker for operating instructions.
3. Concession stand use is by reservation only. Call the Prowers County Extension service (336-7734) to reserve.
4. The event organizer is responsible to reserve and collect fees for covered stalls located in the Prowers County Pavilion. The stalls are located in the Prowers County Sale Barn and set-up by Prowers County Staff before the event.
5. The event organizer is responsible for ensuring the following:
  - a. Scheduling with the Fairgrounds Caretaker for setting up horse stalls in the Pavilion.
  - b. Scheduling with the Fairgrounds Caretaker for cleaning the stalls after the event.
6. The event organizer is responsible for reserving and collecting all fees associated with R.V. hook-ups, dry camping, and horse stall fees.

The event organizer is responsible for ensuring the following:

1. No horses shall be tied or penned at, or near, any R.V. electrical or water hook-up located at the arena parking area and arena parking area fencing, or at the R.V. hook-ups located north of the Prowers County Pavilion.
2. No R.V. campers, horse trailers, or other similar vehicles shall not be allowed to park near, and/or plug any electrical cord into the electrical outlets located in the Prowers County Pavilion.
3. No horses shall be tied to, or penned near, any permanent fence or any tree located anywhere on Prowers County Fairgrounds property.
4. All dry camping and horse penning shall be located in the south west dirt parking area only. Under no circumstances shall dry camping and penning be located on roto-mill, asphalt, or grass areas elsewhere on the Prowers County Fairgrounds property. The Event Organizer is responsible for the cost of clean-up if horses are penned or tied in areas outside dry camp areas.



## USE OF THE PROWERS COUNTY FAIRGROUNDS R.V. ELECTRIC PEDESTALS

In an on-going effort to mitigate potential damage, and to maintain safe, reliable electrical pedestals it is the responsibility of the Event Organizer to remind each camper utilizing the pedestals that:

- Each electrical pedestal is wired for 50 amp., 30 amp., or 20 amp. uses and should not be overloaded with multiple or piggyback cords and appliances.
- Each electrical pedestal is intended to be used by a single user. One camper - one pedestal. Choose one 50, 30, or 20 amp outlet that best meets the required load for each R.V. or Camp Trailer.
- Each electrical pedestal is complete and ready for use. Under no circumstances shall the face plate cover be removed and/or the electrical outlets, wiring, or related pedestal components be manipulated.
- Use only safe and well maintained electrical cords and plugs designed to carry the specified load. Under no circumstances shall exposed cord wires be direct wired into any electrical pedestal or pedestal outlet.
- Do not secure livestock or pets to the electrical pedestals or water hydrants located in designated R.V. campsites or throughout the fairgrounds.
- The electrical pedestal located north of the Crow's Nest is intended for auxiliary use only and is not available for campers.
- Report any damaged pedestals to the event coordinator, or fairgrounds staff as soon as the damage is discovered. Damage to pedestals will be charged to the event organizer at a rate double the cost for repair or replacement.
- Under no circumstances shall RV Pedestals be used by vendors.

Campers are encouraged to use the electrical pedestals safely and responsibly. The pedestals are checked daily and potential safety hazards are reported to event coordinators for immediate corrective actions. Recommendations may include re-locating campers who share pedestals, removing and replacing hazardous cords, rescinding use of an electrical pedestal, or requiring compensation for repairing damaged pedestals.

## VAQUEROS BUILDING CHECKLIST

- Do not tape or hang decorations from the ceiling grid or ceiling tile.
- Do not tape or staple decorations to tables, chairs, walls, windows, or doors
- Please place all chairs and tables back as they were before leaving.
- Cleaning supplies are in the custodial supply closet located in the men's room.
- Clean and put away any items that you used.
- Please clean and dry all counter tops, sinks, and appliances in restrooms.
- Sweep and Vacuum the floors.
- Wipe down all the tables.
- Pickup all trash in restrooms, kitchen, and meeting room and place in the dumpsters located outside the south door of the building.
- Turn the meeting room lights off.
- Please return thermostat settings back to the original temperature.  
(68° in the winter or 75° in the summer)
- Close and lock all windows and doors. Place the building keys in the drop box located near the south door.
- Please leave the building in the condition you found it.

Please call (719) 931-0034 to reach the caretaker.

## KITCHEN CHECKLIST

- Please plan for enough time to clean-up after use. It is your responsibility to clean the Kitchen after using it.
- Wash all dishes and utensils and place back in the proper location.
- Wipe off all counter tops.
- Clean all of the appliances you use including the stove, microwave, coffee machine, and refrigerator.
- Clean and dry the sinks and faucets.
- Clean up all spills on floors and counter tops.
- Sweep and mop floors.
- Leftover food will be disposed of, be sure to take leftovers with you.

PROWERS COUNTY  
REQUEST FOR WAIVER OF FEES AT FAIRGROUNDS

On behalf of Lamar Community College, I do hereby request a waiver of fees for rental of the Fairgrounds. The waiver is needed because

of limited school funds in production of the Antelope Stampede.  
This event doesn't generate a profit for LCC or its Radio  
Program. This event is about keeping a Tradition  
alive.

10/4 - 10/6  
Date(s) of Event

[Signature]  
Authorized Agent

2/2/24  
Date

Request is approved with the following conditions:

[Signature]  
Chairman  
Prowers County Board of Commissioners

Date: 2-20-2024

Request is denied for the following reason:

\_\_\_\_\_  
Chairman  
Prowers County Board of Commissioners

Date: \_\_\_\_\_

# **PROWERS COUNTY AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 3-19-2024

**Submitter:** Administration Office

**Submitted to the County Administration Office on:** 3-11-2024

**Return Originals to:** Jana Coen & Administration Office

**Number of originals to return to Submitter:** 3

**Contract Due Date:**

**Item Title/Recommended Board Action:**

Consider approval of Fairgrounds Facility Rental Agreement and Waiver of Fees for SECCC- Barrel Racing, event scheduled for April 7, 2024, May 19, 2024, June 4, 2024, June 18, 2024, July 2, 2024, July 9, 2024, July 23, 2024, August 5, 2024, September 1, 2024 and October 3, 2024.

**Justification or Background:** Annual event

**Fiscal Impact:** This item is budgeted in the following account code:

**County:** \$\_\_\_\_\_

**Federal:** \$\_\_\_\_\_

**State:** \$\_\_\_\_\_

**Other:** \$\_\_\_\_\_

**Approved by the County Attorney on:**

**Additional Approvals (if required):**



# PROWERS COUNTY FAIRGROUNDS FACILITY RENTAL AGREEMENT

<p><b>Today's Date:</b> <u>3/10/24</u></p> <p><b>Name of Organization:</b> <u>SECC</u></p> <p><b>Name &amp; Address of Authorized Agent:</b> <u>Tori Hawk - SECC</u> <u>3500 CR SS</u> <u>Wiley, Co 81012 688-9024</u> <b>Phone:</b> _____ <b>Sales Tax ID:</b> _____</p>	<p><b>Date(s) of Events:</b> <u>See Colorado</u></p> <p><b>Set Up Time:</b> <u>S: 11:00 T 4:00</u> am pm</p> <p><b>Event Starts:</b> <u>S: 1:00 S: 5:00</u> am pm</p> <p><b>Finish Time:</b> <u>4:00 9:00</u> am pm</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p><u>Arena</u></p> <p>Centennial</p> </div> <div style="text-align: center;"> <p><u>Home Bc - Home out 13?</u></p> <p>Vaqueros Pavilion</p> </div> </div>
<p><b>Type of Event:</b> <u>Barrel Racing</u> <span style="float: right;"><u>email: toristates@yahoo.com</u></span></p>	

If approved by the Board of County Commissioners, I agree to pay fees in the amount of \$ \_\_\_\_\_ or to submit a request for a waiver of the fees. I understand the decision to waive any or all of the fees are at the total discretion of the Board of Commissioners. I have attached copies of my State of Colorado Sales Tax License and the City of Lamar Sales Tax License. Failure to do so will result in denial of my rental request, unless I am legally exempt. The attached lease terms are part of this agreement.

 _____ Authorized Agent	<u>3/10/24</u> _____ Date
---	---------------------------------

The Board of County Commissioners reserves the right to not lease any portion or all of the Fairgrounds to any organization which it deems in its sole discretion, to be in direct and adverse competition to Prowers County merchants or is otherwise detrimental to Prowers County citizens. Fees may be adjusted at the discretion of the Board based upon the number of participants or unique conditions. Fees are based on daily rates.

Rental Approved:  _____ Maintenance & Facilities Director	<u>3-11-24</u> _____ Date
---	---------------------------------

_____ Chairman Prowers County Board of Commissioners	_____ Date
--	---------------

**For County Use Only:**

Date Booking Fee Paid \$25.00: _____	Damage/Cleaning Deposit: _____
Date Rental Fee Paid: _____	Date Paid: _____

Inspection completed: \_\_\_\_\_ Damage/Cleaning Deposit Refunded: Y/N, if no, see attached.  
 Please note that any deposit refund due back to you will be provided by a Prowers County check. Checks are issued upon approval at the Commissioners' meetings.

Liability Insurance received: Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

or stipulated in this document. Prowers County Personnel will only be made available during off-hours in the event of an emergency pertaining to life safety or unsanitary conditions. All other unexpected occurrences should be documented and will be addressed on the next regular work day.

17. The user understands that costs incurred by Prowers County due to responding to non-emergency calls for service, facility or grounds clean-up, and sub-contractor repairs for damages to equipment or facilities will be billed to the user at a rate of 2 times the actual costs. It is the user's responsibility to minimize non-emergency calls for service.
18. The user agrees that it is their responsibility to provide, and be responsible for, the equipment or supplies necessary to circumvent potential failures in the buildings, restrooms, or arena including; portable generators, portable toilets, portable amplifier or loudspeaker systems, water, and/or water trucks for wetting a dusty arena floor, toilet paper and hand towel paper supplies, first aid supplies, etc.
19. The user is specifically responsible to ensure adherence to these written and any posted policies and to:
  - a) Provide written documentation specifying any concerns, system failures, or break-downs and deliver that documentation to the Fairgrounds Caretaker. Please do not manipulate circuit breakers.
  - b) Pick-up trash and debris accumulated during the event including parking areas, and deposit the trash in the 55 gallon trash drums provided, or if full, into available dumpsters.
  - c) Re-stock indoor and outdoor men's and women's restrooms with toilet paper and paper hand towels as needed throughout the event. The Fairgrounds Caretaker will make these items available to users.
  - d) Pick-up trash in, and around, the indoor and outdoor restrooms, the kitchen, and concession stands and leave fixtures, appliances, and counter surfaces clean. Sweep and mop, or vacuum indoor floor surfaces.
  - e) Make appropriate arrangements for providing the necessary crowd control, public safety, and building security for the event.
  - f) Ensure that scheduled dance events end at 12:00 Midnight, no exceptions.
20. Prowers County assumes no responsibility for lost or stolen items.
21. Alcohol is not allowed on the Fairgrounds at any time.
22. **Building or grounds emergency call: 931-0034 or 931-9335. Medical or safety emergency call: 911.**

I have read, understand, and agree to the terms and conditions outlined in this agreement.

Date: 3/10/24

Organization: SECCC

Authorizing Agent Printed name: Shoni Hawk

Authorizing Agent Signature: [Signature]

**For Rodeo Events:**

Authorized Tractor/Equipment Operator Printed Name: Shoni Hawk | Darren Ridley



**SECCC**

35100 CNTY RD SS  
WILEY, CO 81092



SECCC  
35100 CNTY RD SS  
WILEY, CO 81092

PROWERS COUNTY  
REQUEST FOR WAIVER OF FEES AT FAIRGROUNDS

On behalf of SECCC, I do hereby request a waiver of fees for rental of the Fairgrounds. The waiver is needed because

We are a non-profit organization that gather a few times a month to compete in arenas. Since taking over the organization in 2018 we have grown to over 50 members ranging from 3 years old to 4th 70's! We have members coming from as far as Paducah Ky, Burlington, Pueblo, Cochet, to Bristow OK. We are also an open event and anyone can compete in our organization without a membership! In 2023 we average 50-60 runs per race and our highest race was when we partnered with ZCC College rodeo and had right under 100! Since we are non-profit we heavily rely on local business to help with our program, we partner with SEVERAL business and this last year partnered with 42 business in Prowers, Bent, Kiowa, and western Kansas!

April 7 - Oct. 13 2024  
Date(s) of Event

[Signature]  
Authorized Agent

3/10/24  
Date

Request is approved with the following conditions:

\_\_\_\_\_  
Chairman  
Prowers County Board of Commissioners

Date: \_\_\_\_\_

Request is denied for the following reason:

\_\_\_\_\_  
Chairman  
Prowers County Board of Commissioners

Date: \_\_\_\_\_

# 2024 SECCC Tentative Schedule

- ✓ S April 7- Lamar *Arena* ✓
- S April 21 Kim
- ✓ S May 19 Lamar *Arena* ✓
- T May 28 La Animas
- ✓ T June 4 Lamar *Arena* ✓
- T ? (Barrel Bash) June 11 -LAS ANIMAS
- ✓ T June 18 Lamar *Arena* ✓
- T June 25 Las Animas
- ✓ T July 2 Lamar *Arena* ✓
- T July 9 Lamar /Eads *Arena* ✓
- T July 16 Las Animas
- ✓ T July 23 Lamar *Arena* ✓
- T July 30 Las Animas Fair
- ✓ M August 5 Lamar Sand and Sage Fair *Arena* ✓
- S August 18 Las Animas
- ✓ S September 1 Lamar *Arena* ✓
- W Sept 11 Eads Fair
- W September 18/25 Holly Fair?
- S September 29 Las Animas
- ✓ TH October 3 College Rodeo Lamar ? ✓
- S October 13 Lamar (Home Ec. Building) ?

*moved to  
Oct 17th-20th*



**SECCC**  
35100 CNTY RD SS  
WILEY, CO 81092

# **PROWERS COUNTY AGENDA ITEM REQUEST FORM**

**Hearing Date Requested:** 03/19/2024

**Submitter:** Mark Westhoff

**Submitted to the County Administration Office on:** 03/13/2024

**Return Originals to:** Mark Westhoff

**Number of originals to return to Submitter:** 1

**Contract Due Date:** N/A

**Item Title/Recommended Board Action:** Consider approval of Prowers Area Transit Passenger Code of Conduct and Passenger Suspension Policy.

**Justification or Background:**

**Fiscal Impact:** This item is budgeted in the following account code: \_\_\_\_\_

County: \$ \_\_\_\_\_ Federal: \$ \_\_\_\_\_ State: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

**Approved by the County Attorney on:** 3/13/2024

**Additional Approvals (if required):**

**PLEASE ATTACH THIS SHEET TO ALL AGENDA ITEMS WHEN SUBMITTING TO  
COUNTY ADMINISTRATION.**

**THANK YOU!**





*Prowers Area Transit  
200 East Hickory St.  
Lamar, Colorado 81052*

*719-336-8034 Fax: 719-336-8018*

### PASSENGER CODE OF CONDUCT

*THE MISSION OF PROWERS AREA TRANSIT IS TO PROVIDE DEPENDABLE AND  
SAFE TRANSPORTATION FOR ALL WHO WISH TO CONNECT WITH LOCAL  
RESOURCES AND COMMUNITY ACTIVITIES.*

The intent of this code of conduct is to ensure safe and comfortable operation of PAT buses and facilities for riders and employees. Riders who violate this code or any other PAT policy or reasonable direction by County employees are subject to suspension of service as outlined by the PAT Passenger Suspension Policy, which is available from any employee upon request.

1. No vulgar language, abuse, disorderly conduct, illegal activities, or harassment of County employees or other passengers.
2. Animals must be properly contained in a pet carrier. Service animals must be on a leash and in control of the passenger. No animals allowed on the seats.
3. No eating and drinking on the bus. Food and beverages allowed in closed containers.
4. 10 carryon items allowed (including grocery bags) per rider.
5. No blocking the aisle of the vehicle.
6. Children under 12 must be accompanied by an adult.
7. Riders must maintain safe personal hygiene. Riders will not be allowed on PAT buses or PAT property if they have: fleas, bedbugs, bodily fluids, urine, blood, or feces on their clothing.
8. Seatbelts are required while the bus is in motion. Riders must remain seated until the bus comes to a complete stop.
9. No open alcohol containers, consumption of alcohol, tobacco usage, smoking, vaping, or use of any other electronic smoking devices on PAT buses or PAT property.
10. Federal Transportation Regulations prohibit the transportation in any transit vehicle of any flammable/acids (i.e. gasoline, battery acid) or explosive materials, including any type of batteries larger than those for typical household uses. Batteries for mobility devices and oxygen tanks are exempt.

#### Notices:

- PAT buses and facilities are under video and audio surveillance.
- Drivers have the right to refuse service to intoxicated or disruptive riders.
- Be careful entering and exiting PAT buses.
- Report suspicious packages or behavior to drivers as soon as possible.
- Have exact change ready for your fares.
- Be ready for your bus early if possible.





*Prowers Area Transit*  
200 East Hickory St.  
Lamar, Colorado 81052

719-336-8034 Fax: 719-336-8018

**NOTICE OF VIOLATION APPEAL FORM**

A person seeking to appeal a Notice of Violation must submit this completed and signed Appeal Form, a copy of the Notice of Violation, and any supporting documentation and evidence to the Prowers County Administrator within ten (10) business days of issuance of the Notice of Violation. The Appeal must be submitted either by email to [ctyadmin@prowerscounty.net](mailto:ctyadmin@prowerscounty.net), or hard copy to the Administration Office, 301 South Main Street, Suite 215, Lamar, CO 81052.

First and Last Name: \_\_\_\_\_ Date of Notice of Violation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime Phone#: \_\_\_\_\_

Please explain why you believe the Notice of Violation should be considered for appeal. Attach any additional narrative information or evidence as needed:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_



*Prowers Area Transit  
200 East Hickory St.  
Lamar, Colorado 81052*

*719-336-8034 Fax: 719-336-8018*

### **PAT PASSENGER SUSPENSION POLICY**

In the interest of public safety as well as compliance with Federal, State, and local laws, and the PAT Passenger Code of Conduct, a person may not engage in any prohibited activity or conduct on any PAT vehicles, facilities, or property.

Violation of any Federal, State, or local laws, or the PAT Passenger Code of Conduct may subject a person to penalties up to and including:

- A written Notice of Violation;
- Immediate suspension (temporary or permanent); and/or
- Report of illegal conduct to law enforcement.

#### **PAT Passenger Suspension Policy and Procedure**

If a rider violates any Federal, State, or local laws, or the PAT Passenger Code of Conduct, they may receive a written Notice of Violation, which will notify the person of the violation and the penalty, up to and including permanent suspension. A Notice of Violation may be issued by any PAT driver, employee, supervisor, or manager. Each Notice of Violation may be appealed using the Appeal Procedure. Any rider receiving a Notice of Violation may be required to exit the PAT vehicle, facilities, or property immediately, at the sole discretion of the driver, employee, supervisor, or manager who issued the Notice of Violation. If video or audio recordings of the violating conduct exist, PAT management will preserve those recordings for at least ten (10) business days.

#### **1. Penalties**

The following general criteria will be used to determine the penalty for each Notice of Violation issued to a PAT rider. A PAT supervisor or manager may increase the penalty of a Notice of Violation if the violating conduct is considered extremely dangerous or harmful. A suspended person will not be entitled to any refund of unused fares, including punch tickets.

##### **a. Non-criminal Violations of PAT Passenger Code of Conduct**

A person receiving a Notice of Violation for violations of the PAT Passenger Code of Conduct within a rolling 24 month is subject to the following general penalties:

- i. First Offense: Written warning.
- ii. Second Offense: Suspension not to exceed 45 days.
- iii. Third Offense: Suspension not to exceed 365 days.
- iv. Fourth Offense: Suspension up to permanent Suspension

**b. Criminal Offenses**

Any criminal offense occurring on PAT vehicles, facilities, or property may be reported to law enforcement.

A person receiving a Notice of Violation for a non-violent criminal act within a rolling 24 month is subject to the following general penalties:

- i. First Offense: Suspension not to exceed 45 days.
- ii. Second Offense: Suspension not to exceed 365 days.
- iii. Third Offense: Suspension up to permanent suspension.

A person receiving a Notice of Violation for a violent criminal act within a rolling 24 month is subject to the following general penalties:

- i. First Offense: Suspension up to permanent suspension.
- ii. Second Offense: Automatic permanent suspension.

If a person refuses to accept their copy of a Notice of Violation, the copy will be held in the PAT Dispatch office and the person shall be de facto suspended from riding PAT until the person calls (719) 336-8034 to retrieve the Notice of Violation.

**c. Violation of Suspension**

If a person currently under suspension elects to board a PAT vehicle or access PAT facilities or property without permission, the person may incur additional penalties, up to and including permanent suspension and/or charges for criminal trespass.

**2. Appeal Procedure**

**a. Right to a Review**

Every person issued a Notice of Violation shall be entitled to have their appeal reviewed if they appeal within ten (10) business days. The purpose of the review is to determine whether the evidence (including witness accounts) supports the issuance of a Notice of Violation, whether there are any mitigating circumstances or aggravating factors relevant to the Notice of Violation, whether the length of any suspension is commensurate with the nature of the violation, whether the penalty shall be sustained, modified, reduced, or waived.

## **b. Appeal Procedure**

A person seeking to appeal a Notice of Violation must submit their request to the Prowers County Administrator within ten (10) business days of issuance of the Notice of Violation. The Appeal must be submitted either by email to [ctyadmin@prowerscounty.net](mailto:ctyadmin@prowerscounty.net), or written letter to the Administration Office, 301 South Main Street, Suite 215, Lamar, CO 81052. If the Appeal is received after ten (10) business days from issuance of the Notice of Violation, the original Notice of Violation and corresponding penalty will be final.

An Appeal submission must include the following:

- i. Completed and signed Appeal Form.
- ii. Copy of passenger's Notice of Violation.
- iii. Any supporting documentation and evidence

If the person issued the Notice of Violation is unable to submit an Appeal, their representative (including a parent or guardian of a minor) may submit the appeal on their behalf, along with verification regarding the representative's right to act on their behalf.

Upon receipt of the Appeal, the County Administrator or the Administrator's Designee, will contact the person within three (3) business days to confirm receipt and request any additional information or evidence needed.

The County Administrator or Designee will review all relevant information and evidence, consider any mitigating circumstances or aggravating factors, and determine - at his or her sole discretion - whether the Notice of Violation or penalty shall be sustained, modified, reduced, or waived.

Within ten (10) business days of receiving all requested information or evidence, the County Administrator or designee shall issue a signed Final Order explaining all findings and decisions on the Notice of Violation and penalty. If a Final Order cannot be issued within ten (10) business days, the County Administrator or Designee shall stay any issued penalties, including suspensions, until the Final Order can be issued. The Final Order shall be in effect the date it is signed and mailed and/or emailed to the contact on the Appeal Form. If the Final Order modifies, increases, reduces, or waives the Notice of Violation or penalty, the Final Order shall clearly state the new penalty, including the exact start and end date of any suspension.

Prowers Area Transit Passenger Code of Conduct and Suspension Policy reviewed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
RON COOK  
Chair

ATTEST:

\_\_\_\_\_  
JANA COEN, County Clerk

\_\_\_\_\_  
THOMAS GRASMICK  
Vice-Chair

\_\_\_\_\_  
WENDY BUXTON-ANDRADE  
Commissioner