

KIT CARSON COUNTY COMMISSIONERS

MINUTES – DECEMBER 12, 2018

8:00 AM PRE-DEPARTMENT HEAD MEETING
8:30 AM DEPARTMENT HEAD MEETING – HOSTED BY PUBLIC HEALTH DIRECTOR – MICK LIVINGSTON
10:00 AM WORK SESSION
11:00 AM JEFF CURE – COUNTY ATTORNEY – WEEKLY MEETING
12:00 PM LUNCH
1:00 PM ROAD & BRIDGE SUPERVISOR MEETING
1:00 PM COMMISSIONER MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE
• REVIEW & APPROVE CONSENT AGENDA ITEMS
5:00 PM MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE

AGENDA:

- Minutes – December 5
- Accounts Payable

NEW ITEMS:

- Cemetery Board Appointment Letter
- Dove Counseling Contract – Human Services
- Lenenthal/PUGA letter – Public Records Request Form
- State Hazard Mitigation Funding Match Commitment Letter

PURCHASE ORDERS:

PUBLIC HEALTH:

• PO#677	GSK	Public Health	\$682.50	Pediarix
• PO#678	Merck	Public Health	\$4,251.15	Pedvax, Gardisil, Proquad
• PO#679	Pfizer	Public Health	\$1,800.48	Prevnar

MONTHLY REPORTS:

- Public Trustee November Report

OLD ITEMS

PERSONNEL ITEMS:

- Heriberto Renteria – New Jail Hire
- William Sauer – New Sheriff Hire
- Samantha Jones – E911 instead of Dispatch – need D. Hornung's initials

FYI:

- Ambulance Inflation Factor

TABLED:

ADDITIONAL ITEMS:

- Resolution 18-051 – DHS Signature
- Nitty Gritty Dirt Band

The Department Head Meeting was hosted by Mick Livingston, CSU Extension, and Dawn James, Department of Public Health and Environment Director. The meeting opened at 8:38 AM in the Kit Carson County Ambulance Building meeting room. The meeting started with the Pledge of Allegiance. Those present were Mick Livingston, Della Calhoon, Randy Gorton, Tom Ridnour, Gary Koop, Pam Mills, Abbey Mullis, Tony Rodriguez, Dawn James, Nicole Richards, Korena Laue, Collin Koop, Scott Stinnett, Cory Wall, Dave Hornung, and Susan Corliss.

DEPARTMENT HEADS MEETING

Della Calhoon – OEM – shared that she has been attending a lot of meetings. There was an interesting one on consumer protection in Pueblo that highly encouraged not to allow food in the livestock barns during fair and limited petting zoos for health safety. Kit Carson will be the financial agent for the Northeast Region All Hazard Mitigation Plan. Paula and Della attend the Public Information Officer (PIO) training G291 Class that was really good on how agencies work together. Linda Yoskowitz and several other staff with American Red Cross came on November 28, 2018 and did an inventory of supplies they have here in Burlington. Jerry Wolf was also in attendance to assist with the inventory and may move some of the supplies. Wheatland Prairie Center continues working on becoming Red Cross certified in Flagler.

Randy Gorton – Landfill / Coroner – indicated that they are getting ready for the winds tomorrow at the landfill. He recently attended the Coroners Institute which included the beginning training for the new elected coroners.

Sheriff Tom Ridnour – stated that they are fairly busy. He will have four or five new employees starting the first of the year. The county work is done on the Flagler Tower with the State starting their work soon that should be completed in a couple months. The old generator will be available for a new location soon. There is guide cable that was replaced that is available. Collin would like to use the cable at the fairgrounds or the Board of County Commissioners will check with Road and Bridge. Dawn stated it would be beneficial for the for the 4-H building to have generator power during Public Health emergencies.

Gary Koop – Commissioner District 1 – shared that District 1 has been slow with the guy using up vacation time at this point. There has been some gravel hauled. Everything is going very smooth.

Pam Mills – Treasurer – stated that they are excited but nervous about going live next Monday with Tyler software. They are unable to post transactions this week while the data is being transferred. The staff has really liked what they have seen in training. The county taxes are 99.8% collected this year. There have been 16 foreclosures which is up from last year but have slowed down. Cleaning the vault has been going well and found a newspaper from 1929 that she would like to get framed for her office.

Abbey Mullis – Assessor – shared that things are going good since they went live with their new Tyler software the middle of October. She would like to thank the Board of County Commissioners, Pam Mills, and Todd Holmes for making this possible. While she was at conference, she was emailed a new wind farm, Bronco Plains Wind Project - southwest corner of the county, GIS map that came in went into a layer of the online map very easy. The map for FCC towers has come in as well. So far she has received 4 out of 20 some mill levy certifications. It looks like the tax count process will be pretty simple.

Tony Rodriguez – Department of Human Services Director – reported that he has had quite a few employees out sick lately. Child welfare has the final approval to go live with differential response after the first of the year. The department has had nearly 250 child welfare referrals, which is a substantial increase over last year. There is a 91% increase in Adult protection cases this year state wide. The department had 10 or 11 adult protection referrals last year and they are on pace for 45 -50 this year. Interviews for case aide position have been completed just waiting on a background check. There are internship possibilities in the future through a university. Since April, Eligibility cases are at or very near 100% on timeliness. This is a nice accomplishment and was put to the test this week with 18 cases that came in one day, which is a usual week's worth. Eligibility techs got through all but two in the business day. The state system has been experiencing outages; they are working with the state OIT for a resolution.

Dawn James – Public Health & Environment Director – indicated that they are back to regular daily operations with the big shot season finishing. Dawn has been appointed as mentor for three new directors in the counties of Lincoln, Cheyenne, and Elbert. There has been a group meeting already with the state and they will be meeting every other month. This will work well since all four counties use the same data process in the Region 5 data region. This may lead to larger grant writing opportunities for combined efforts of the four counties. Jessica Schart has been hired to fill Michelle Thompson's position in Communities That Care; as Michelle has moved into a full time nurse position. Whitney will be going out on maternity leave. Public Health is still looking to fill one open position. The State has asked for state and federal money

that has been in a deferred account to be returned in January. CRP training will be scheduled for everyone in Public Health after the first of the year for new hires and recertification.

Nicole Richards – Ambulance – reported that Cody Reese started on Monday as a full time EMT. Cindy McCombs should be back full time next week, which will help since they have had lots of transfers lately. The second EMT class will be graduating on Saturday then will need to do national computer test to be certified. The staff is ready for 2019.

Korena Laue – EMS – shared that the prebuilt meeting for the new rig will be next week.

Collin Koop – Grounds & Buildings – stated that they are slowly getting caught up on the summer lists. While cleaning the supplies vault, they found hand sanitizers and have put them up; contact Collin if they need to be filled. Last week an electrical breaker pop again that effected things on the generator. This caused a hard shut down of the main county servers and Todd had a problem restarting some. There is a new breaker coming. They have been cleaning the closet by the Assessor's office and have found some interesting things. Pam found a newspaper from 1929 that had who were running for office in the Treasurer's vault while they have been cleaning.

Scott Stinnett – CSU Extension – stated that Ron Meyer is harvesting the last corn plot and will be doing a lot of speaking engagements. The deadline for 4-H enrollment will be January 15 due to new staff at the state and not having the paperwork due at the holidays. The county has 180 members and 60-80 leaders, which is a ratio of 3 to 1. This shows the support of leadership in the county and is very good compared to across the state. Mick Livingston will be retiring on January 2nd. Still trying to figure out a time for a retirement party when Mick will be there! The Golden Plains District has one position to fill; the state had interviews with two people. Campus is closing so it will be after the first of the year until the livestock agent will be named. Scott has applied to take the next agent training for the new project My PI, which is training for 4-H youth to be a first responder. Dawn James shared her experience of being on a search and rescue team as a youth member which led to her career.

Cory Wall – Commissioner District 2 – shared that Road & Bridge District 2 is down one employee, so they are advertising for truck driver. The county received the DOLA grant for the overlay project on County Road 40 in 2019. Kit Carson County Growth Committee has been formed to encourage people to relocate to the county. Cory is a member on the board. Kit Carson County will be the agent for the calls because they would represent all the municipalities. Updating the county's webpage with up-to-date information will be one of the first priorities. There has been an increased interest in industrial hemp production in the county, which will require a lot of education on the difference between hemp and marijuana.

Dave Hornung – Commissioner District 3 – stated that he is going to bid on something for District 3 on a live auction today. Paula Weeks is not here today because of the funeral for Stan's mother. There will be a short meeting on Monday, December 17th, to certify the mill levies and budget. Road and Bridge District 3 has been graveling.

Susan Corliss – Clerk and Recorder – reported that there has been a lot of activity in the land records the past month with the usual business in Driver License and Motor Vehicle with a little slower periods, which is allowing the staff to catch up on some vacation time this month. She handed out the schedule for the 2019 Department Head meetings. It has been arranged to have Judge Grinnan swear in Treasurer Pam Mills on December 21, 2018, and the remaining elected officials - Commissioner Cory Wall, Clerk and Recorder Susan Corliss, Assessor Abbey Mullis, Sheriff Tom Ridnour, and Coroner Randy Gorton, will be sworn in on Tuesday, January 8, 2019, prior to the county reorganization with the Department Heads.

The Kit Carson County Department Head Meeting adjourned at 9:28 AM.

Next meeting is Tuesday, January 8, 2019, with Commissioner Dave Hornung as the host.

The Board of County Commissioners resumed 11:50 AM in the Commissioners Meeting Room. Those present were Cory Wall, Gary Koop, Dave Hornung, Jeff Cure, and Susan Corliss.

JEFF CURE – COUNTY ATTORNEY

Jeff Cure discussed the land use of industrial hemp and the sale of a house in care of the Kit Carson County Department of Human Services.

18-051

RESOLUTION THAT THE DIRECTOR OF KIT CARSON COUNTY HUMAN SERVICES SHALL ONE TIME ONLY SIGN SPECIFIC DOCUMENTS.

Gary Koop moved to approve Resolution 18-051 as prepared by Attorney Jeff Cure, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

The Board of County Commissioners meeting recessed at 12:03 PM for lunch.

Work Session was held with Road & Bridge Foreman to discuss upcoming projects and the needs for each district.

The Board of County Commissioners meeting resumed at 3:30 PM in the Commissioners Meeting Room. Those present were Gary Koop, Dave Hornung, Cory Wall, and Susan Corliss.

CONSENT AGENDA

The following items were reviewed by the Board of County Commissioners: Minutes of December 5, 2018, and Accounts Payable.

Cory Wall moved to approve minutes of December 5, 2018, meeting and to pay the Accounts Payable in the amount of \$89,798.67, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

CONDOLENCE LETTER

The Board of County Commissioners signed a sympathy card to Kit Carson County employees, Stan and Paula Weeks and their family, on the passing of Stan's mother, Helen Weeks.

CORRESPONDENCE

The Board of Commissioners received a letter from Department of Local Affairs (DOLA) awarding a grant award for state Energy and Mineral Impact Assistance funds in the amount of \$700,000 for the Kit Carson County Road 40 Overlay Project in 2019.

APPOINTMENT LETTER – FAIRVIEW CEMETERY BOARD

The Board of County Commissioners received an acceptance letter from Marsha Jackson. Cory Wall moved to appoint Marsha Jackson to fill a 6-year term to serve on the Fairview Cemetery Board that will expire on November 13, 2024, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

DOVE COUNSELING CONTRACT – HUMAN SERVICES

The Board of County Commissioners reviewed an Agreement for Independent Contractor, Dove Counseling, to provide intake services for clients, individual therapy, and other services that may be recommended by the provider for the Kit Carson County Department of Human Services.

Gary Koop moved to sign the agreement with Dove Counseling at the negotiated service rate of \$26.00 group, \$40.00 intake for individual, \$35.00 intake for group, and \$50.00 individual counseling for substance use or mental health treatment effective December 1, 2018 through June 30, 2019, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

STATE HAZARD MITIGATION FUNDING MATCH COMMITMENT LETTER

The Board of County Commissioners reviewed a fund matching commitment letter to meet the matching fund requirements for the Northeast Colorado Regional Hazard Mitigation Plan (HMP). The cash matching funds of \$1,500.00 will be needed and available on January 2, 2019 if awarded the HMA Planning Grant.

Cory Wall moved to sign the Fund Matching Commitment Letter as a participating jurisdiction in the Northeast Colorado Regional Hazard Mitigation Plan, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

The Board of County Commissioners meeting recessed at 3:35PM.

Cory Wall moved to open the Board of Public Health meeting at 3:35 PM in the Kit Carson County Commissioners' Meeting Room for the purpose of purchase orders only, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung. Those present were Dave Hornung, Gary Koop, Cory Wall, and Susan Corliss.

PURCHASE ORDERS

Purchase Order #677

Gary Koop moved to approve Purchase Order #677 for the Public Health to GSK PHPO #2843 for Pediarix vaccine totaling \$682.50, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

Purchase Order #678

Cory Wall moved to approve Purchase Order #678 for the Public Health to Merck PHPO #2842 for Pedvax Hib, Gardisil 9, and Proquad vaccines totaling \$4,251.15, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

Purchase Order #679

Gary Koop moved to approve Purchase Order #679 for the Public Health to Pfizer PHPO #2844 for Prevnar vaccine totaling \$1,800.48, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

Cory Wall moved to adjourn the Board of Public Health meeting at 3:36 PM, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

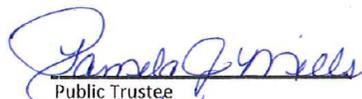
The Board of County Commissioners meeting reconvened at 3:37 PM

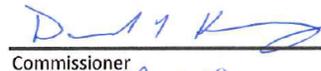
PUBLIC TRUSTEE – NOVEMBER REPORT

The Board of Commissioners reviewed the November Public Trustee Fee Report:

PUBLIC TRUSTEE FEES PAID TO PUBLIC TRUSTEE

Month Ending Nov. 2018			
<u>PUBLIC TRUSTEE FEES</u>	Fee	Quantity	Total
Foreclosures	\$150.00	1	\$150.00
PT Deeds	\$30.00	0	\$0.00
Withdrawals	\$35.00	0	\$0.00
Admin Withdrawals	\$50.00	0	\$0.00
Intent to Cure	\$15.00	0	\$0.00
Cure of Default	\$35.00	0	\$0.00
Intent to Redeem	\$50.00	1	\$50.00
Redemption	\$30.00	0	\$0.00
Releases of Deed of Trust	\$15.00	28	\$420.00
Total PT Fees for Nov. 2018			\$620.00


 Public Trustee
 12/7/18
 Date


 Commissioner
 12-12-18
 Date

Gary Koop moved to approve the Public Trustee’s November Report, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

ORANGE SHEETS – RENTERIA & SAUER

The Board of County Commissioners reviewed Orange Sheets Heriberto Renteria, and William Sauer.

Gary Koop moved to approve the Sheriff Jail Department New Hire Orange Sheet for Heriberto Renteria at \$14.06 per hour for Step 250 Grade 29 with annual wage of \$29,250.00 as a Non-Exempt Full Time Employee with Benefits effective January 1, 2019 with a trial period ending July 1, 2019, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

Tabled Sheriff’s Deputy New Hire Orange Sheet for William Sauer for a corrected Orange Sheet.

BIDS FOR 2019 NEW VEHICLES

The Board of County Commissioners reviewed 2019 bids on vehicles for the OEM and Road & Bridge Departments. The bids are as follows:

2019 - Vehicle Bids				Requesting
13-Dec Vehicle Type	Make	Model	Bid Price	Department
<u>Burlington Ford and Lincoln</u>				
2019 Reg Cab, 4WD	Ford	F-150, 3.3L, V6	\$ 24,596.68	R&B D3
2019 Reg Cab, 4WD	Ford	F-150, 2.7L, V6	\$ 25,395.68	R&B D3
2019 Crew Cab, 4WD	Ford	F-150, 5.0L, V6	\$ 26,294.68	R&B D3
2019 Escape	Ford	4DR, 4WD SE	\$ 24,109.77	OEM
2019 Ecosport	Ford	4WD SE	\$ 25,288.77	OEM
<u>Vince's GM Center</u>				
2019 1/2 Ton, Regular Cab, Long Box, 4WD	Chevy	Silverado - V8	\$ 26,868.50	R&B D1
2019 1/2 Ton, Regular Cab, Long Box, 4WD	Chevy	Silverado - V6	\$ 25,640.90	R&B D1
2019 Equinox	Chevy	AWD 4 cylinder	\$ 23,485.20	OEM

The Board of County Commissioners meeting adjourned at 3:40 PM.

Submitted by: Susan Corliss, County Clerk & Recorder



Dave Hornung, Chairman

12/19/2018

Date

Attest:



Susan Corliss, County Clerk and Recorder

