

KIT CARSON COUNTY COMMISSIONERS

MINUTES JANUARY 8, 2019

8:00 AM	REVIEW REORG
8:30 AM	SWEARING IN OF NEWLY ELECTED OFFICIALS
8:45 AM	DEPARTMENT HEAD MEETING – EMS, HOSTED BY COMMISSIONER DAVE HORNUMG
10:00 AM	NEWLY ELECTED RECEPTION
11:00 AM	TOM RIDNOUR – K9 - <i>canceled</i>
12:00 PM	LUNCH
12:55 PM	COMMISSIONER MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE
	• REVIEW CONSENT AGENDA ITEMS: PAYABLES, MINUTES, SIDE ITEMS
1:00 PM	WORK SESSION
2:30 PM	RALPH BELL – 1-70 PROJECT
	MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE

AGENDA:

- Minutes – January 2, 2019
- Accounts Payable

NEW ITEMS:

- Vona-Seibert Direct Service Contract
- Veteran's Letter – Hovey Abbott
- Wagner – Backhoe Sales Agreement for District 3
- Board appointment for Ed Rarick

PUBLIC HEALTH:

- Resolution to transfer money from General Fund to Public Health for SEP Deferred Revenue payback

PURCHASE ORDERS:

- PO#684 Kubota Grounds & Buildings \$24,092.98 Tractor BX Series

MONTHLY REPORTS:

- *VSO December Report*

OLD ITEMS:

PERSONNEL ITEMS:

FYI:

TABLED:

ADDITIONAL ITEMS:

- *Northeast Colorado Regional Multi-Jurisdictional Hazard Mitigation Plan Update – OEM*
- *Mick Livingston – Retirement Card*
- *Veteran's Letter – Jack Bass*

Minutes for the January 8, 2019 Board of County Commissioners Meeting include attachments:

- **2019 Reorganizational Minutes – BOCC Meeting called to Order**
- **2019 Kit Carson County Policies – Exhibit A**
- **January 8, 2019 Meeting Minutes – Exhibit B**

At 8:30 AM on Tuesday, January 8, 2019, Judge Michael Grinnan sworn in Commissioner District 2 – Cory Wall, Clerk and Recorder – Susan Corliss, Assessor – Abbey Mullis, and Coroner – Randy Gorton. Noting that by statute, Treasurer – Pam Mills was sworn in on December 21, 2018 to meet the January 1st deadline by Judge Grinnan. Sheriff – Tom Ridnour was sworn in later in the day.

The Department Head Meeting was hosted by Commissioner Dave Hornung, as it continued with the Department Head reports at 9:40 AM. Those present were Nicole Richards, Korena Laue, Pam Mills, Abbey Mullis, Tony Rodriguez, Collin Koop, Paula Weeks, Randy Gorton, Dawn James, Susan Corliss, Cory Wall, Dave Hornung, and Gary Koop. The Department Head reports followed the review and resolutions of the 2019 Reorganization.

DEPARTMENT HEADS MEETING

Nicole Richards – Ambulance – reported that they have been updating items for the 2019 ambulance and the transfer rig. They are in getting reorganized for the new year. There will only be one EMS class in 2019 that will be held in the fall. Cindy will be working on IV training for those that have completed the first class. One student has passed national test and three more going to test; their next step will be Colorado licensing. The paperwork for recertification of ambulances was turned in yesterday, so it will at next week's Board of County Commissioners meeting.

Pam Mills – Treasurer – shared that her staff is busy trying to learn their new software. The tax roll has been sent to the printers. Last year the new online notices had 206 signed up which was exciting.

Abbey Mullis – Assessor – stated that she is looking at using the same service as the Treasurer for the notices of value in the future. The Tyler software has a new service for email verify. Things going well.

Tony Rodriguez – Department of Human Services Director – indicated that the State OIT has been overwhelmed with CBMS and TRAILS roll outs that are causing issues for our CCAP program access; fortunately support for the program has been received from Cheyenne and Yuma counties. CBMS Update will be complete in March with the last training tomorrow that will be hosted by Kit Carson County. New privacy screens to protect PII have been purchased with SNAP incentive fund. Morgan County representatives was here to help visitation training. New community outreach programs will be needed like the Christmas Angels program that was started last year with about 25 kids receiving coats & a gift. Collin has been helping with sanitizing the conference area but a different sofa may be needed. Referrals for 2018 were up with a 184% increase in Child Welfare and 119% in Adult Protection.

Collin Koop – Grounds & Buildings – shared that the carpet for the 1st & 2nd floors in the courthouse has arrived. Installation will be Jan 17 – 19 in the evenings and on Saturday.

Paula Weeks – Admin – repeated from earlier months that there is no single audit yet. The new auditor will be here the week of January 21-25. Changes in the Admin Office include Peggy is doing Accounts Payable and Chris will be Paula's assistant. January is a busy month with Phil doing W-2s and getting ready for audit.

Randy Gorton – Landfill / Coroner – reported that December and January have been very busy for the coroner. Things at the landfill are going good. The landfill is now on Facebook listing times and dates of being open. This will give them the ability to spread the word if there is a change in the schedule due to the weather.

Dawn James – Public Health & Environment Director – shared that there should be no effect on Public Health or WIC with the federal shutdown. Immunization Registry has been added to electronic health record, this will help with increase of all private and public insurance reimbursement. Whitney is on maternity leave so they are short a nurse, Dawn will be doing home visitation and immunization clinics until help can be found. It is business as usual with it being the quiet time before contract renewal starts in February.

Susan Corliss – Clerk and Recorder – stated is business as usual with some quiet time. There will be one election this year but lots of preparing for 2020 with the possibility of four election seasons.

Gary Koop – Commissioner District 1 – shared that he is healing up and driving roads, while Road & Bridge District 1 is working mainly in the shop.

Dave Hornung – Commissioner District 3 – indicated that the county had a successful year in 2018. This year has two windfarm projects totaling 500 megawatts in the southeast and southwest of parts of the county that are scheduled to be by 2020, which will be a boost in revenue for the county in 2021.

Cory Wall – Commissioner District 2 – stated that he has been attending meetings for committees he is setting on. Road & Bridge burning vacation time during the winter months and looking at new projects. He is looking forward to being chairman for 2019.

The Kit Carson County Department Head Meeting adjourned at 9:59 AM.

Next meeting is Wednesday, February 13, 2019, with Clerk & Recorder Susan Corliss as the host.

There a public reception for the new re-elected officials in the Kit Carson County Courthouse lobby from 10:00 – 11:00 AM. Collin Koop gave tours of the building for those attending.

The Board of County Commissioners continued in work session until lunch at 11:55 AM.

Work Session continued at 1:00 p.m.

RALPH BELL – 1-70 PROJECT

Ralph Bell and Darren Jansen from Castle Rock Construction met with the Board of County Commissioners about the highway repair project that they will be doing on I-70 from Flagler to east of Arriba over the next two years. There will be 15 miles of construction on the west bound beginning in April 2019 and the east bound will be under construction in 2020. The plant site will be just into Lincoln County with the sand coming from a pit south of Flagler. They will be helping to maintain the county roads because it will be beneficial for everyone. There will be asphalt millings available for the taking but the company would like to know how many county trucks are available during the grinding stage.

The Board of County Commissioners meeting reconvened at 3:15 PM at the Kit Carson County Courthouse – Commissioners’ Room. Those present were Gary Koop, Cory Wall, Dave Hornung, Paula Weeks, and Susan Corliss.

CONSENT AGENDA

The following items were reviewed by the Board of County Commissioners: Minutes of January 2, 2019, and Accounts Payable.

Dave Hornung moved to approve minutes of January 2, 2019, and to pay the Accounts Payables in the amount of \$675,012.28, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

VONA-SEIBERT DIRECT SERVICE CONTRACT

Dave Hornung moved to sign the District Service Contract with the East Central Council of Local Governments' Outback Express for service beginning January 1, 2019 through December 31, 2019 and to reimburse ECCOG an estimated \$9,845.00 as budgeted and 50% of the monthly transit service cost for Vona/Seibert will be reimbursed by the Vona/Seibert community following receipt of a copy of the request from ECCOG, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

VETERAN'S LETTER – HOVEY ABBOTT

The Board of County Commissioners signed and mailed a letter to Rae Abbott in honor of her uncle, Hovey Abbott, for his service to our country as a Kit Carson County Military Veterans.

WAGNER – BACKHOE SALES AGREEMENT FOR DISTRICT 3

The Board of County Commissioners reviewed Wagner CAT Equipment Sales Agreement Quote #191815 for a 2013 Caterpillar 416F 4WD Backhoe Serial Number OKSF00749 for the total amount of \$60,000.00.

Dave Hornung moved to sign the Wagner CAT Equipment Sales Agreement for Road & Bridge District 3 in the amount of \$60,000.00, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

BOARD APPOINTMENT FOR ED RARICK

The Board of County Commissioners received an acceptance letter from Ed Rarick.

Gary Koop moved to appoint Ed Rarick to continue the position of board member for a 2-year term to serve on the Prairie Development Corporation Board of Directors that will expire in January 2021, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

The Board of County Commissioners recessed at 3:16 PM.

Dave Hornung moved to open the Board of Public Health meeting at 3:17 PM in the Kit Carson County Courthouse – Commissioners' Room for the purpose of a contract only, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall. Those present were Dave Hornung, Cory Wall, Gary Koop, Paula Weeks, and Susan Corliss.

19-034**RESOLUTION TO ADOPT THE 2019 BUDGET**

Dave Hornung moved to approve Resolution 19-034 to transfer \$277,413.00 of funding to the Kit Carson County Public Health Agency from the County General Fund, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

RESOLUTION NO. 19-034

STATE OF COLORADO)
) ss.
COUNTY OF KIT CARSON)

At a regular meeting of the Board of County Commissioners for Kit Carson County, Colorado, held at the Court House in Burlington on Tuesday the 8th day of January, 2019, there were present:

- Cory Wall..... Chairman
- David L. HornungCommissioner
- Gary Koop.....Commissioner
- Susan Corliss County Clerk
- Paula Weeks.....County Administrator

when the following proceedings, among others, were had and done, to-wit:

RESOLUTION TRANSFERRING \$277,413.00 OF FUNDING TO THE KIT CARSON COUNTY PUBLIC HEALTH AGENCY FROM THE COUNTY GENERAL FUND.

WHEREAS, the 2019 Kit Carson County Budget was adopted and appropriated on December 17, 2018 and;

WHEREAS, this budget included \$227,413.00 of Deferred Revenue for the SEP Program, and;

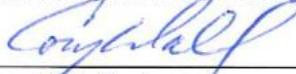
WHEREAS, the Colorado Department of Health Care Policy & Financing has issued a recoupment letter to pay back the deferred revenue as reported for the June 30, 2018 closeout.

NOW THEREFORE be it resolved that the Board of County Commissioners of the County of Kit Carson hereby request the Treasurer to transfer \$277,413.00 into the Kit Carson County Public Health Fund from County General Fund.

ADOPTED THIS 8th day of January, 2019 at Burlington, Colorado.

Motion made by Dave Hornung, seconded by Gary Koop, motion carried.

BOARD OF COUNTY COMMISSIONERS



Cory Wall, Chairman



Gary Koop, Commissioner



David L. Hornung, Commissioner

RESOLUTION NO. 19-034

STATE OF COLORADO)
)ss.
COUNTY OF KIT CARSON)

I, Susan Corliss, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid, do hereby certify that the annexed and foregoing Resolution is truly copied from the Records of the Proceedings of the Board of County Commissioners of said Kit Carson County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the County at Burlington, this 8th day of January, 2019.

Attest:


Susan Corliss, County Clerk



Dave Hornung moved to adjourn the Board of Public Health meeting at 3:18 PM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

The Board of County Commissioners meeting reconvened at 3:18 PM. Those present were Gary Koop, Cory Wall, Dave Hornung, Paula Weeks, and Susan Corliss.

PURCHASE ORDERS

Purchase Order #684

Gary Koop moved to approve the Purchase Order #684 for the Grounds & Buildings Department to Kubota for a BX Series Tractor with bucket, grapple, and sweeper totaling \$24,092.98, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

CLERK'S DECEMBER FINANCIALS

The following report was submitted by the Clerk and Recorder's Office, including a list of warrants that need approved by the Board of County Commissioners for the month of December 2018 for the County Clerk's office:

KIT CARSON COUNTY COMMISSIONERS REPORT				
DECEMBER				
	To General COUNTY	To Towns STATE	Warrants STATE	TOTAL
BURLINGTON CITY SALES TAX		\$ 11,198.64		\$ 11,198.64
CERTIFICATES OF TITLE	\$ 767.99		\$ 74,860.44	\$ 75,628.43
MISC ELECTIONS				\$ -
CONFIDENTIAL MVD/LVT				\$ -
ERTF \$2 ST FEE		\$ 308.00		\$ 308.00
ESCROW DEPOSIT	\$ 449.42			\$ 449.42
DRIVERS LICENSE	\$ 1,458.00		\$ 1,221.80	\$ 2,679.80
DUP'S (REG & TITLE)	\$ 59.00		\$ 10.20	\$ 69.20
E-RECORDING SURCHARGE	\$ 162.00			\$ 162.00
COUNTY REVENUE (SHORT CHECKS)	\$ 30.00			\$ 30.00
Refunds Issued	\$ 1,621.01			\$ 1,621.01
Small Balance Adj / Rounding	\$ 0.10			\$ 0.10
MARRIAGE LICENSE	\$ 7.00		\$ 23.00	\$ 30.00
MISCELLANEOUS	\$ 593.67			\$ 593.67
MOTOR VEHICLE AUTO TAX	\$ 804.51	\$ 133,137.60		\$ 133,137.60
MV LICENSE FEE/PERMITS	\$ 6,191.59		\$ 53,247.55	\$ 59,439.14
RECEPTION MOTOR VEHICLE	\$ 1,105.00			\$ 1,105.00
ROAD \$1.50 / \$2.50 FEES		\$ 5,587.20		\$ 5,587.20
SB03-103 PD/SAFETY	\$ 68.51			\$ 68.51
SB09-108 LATE FEES	\$ 580.00			\$ 580.00
SEIBERT SALES TAX		\$ 943.95		\$ 943.95
STATE DOCUMENTARY FEE	\$ 188.56			\$ 188.56
STATE SALES TAX			\$ 21,655.59	\$ 21,655.59
STRATTON SALES TAX		\$ 59.94		\$ 59.94
RECEPTION RECORDING	\$ 2,990.25			\$ 2,990.25
VENDOR FEES	\$ 1,166.27			\$ 1,166.27
GRAND TOTAL	\$ 18,242.88	\$ 151,235.33	\$ 151,018.58	\$ 320,496.79
			\$ 302,253.91	

Dave Hornung moved to approve the Clerk's November Report as presented and pay the following list of Electronic Funds Transfers and Warrants for the month of **December 2018** for the County Clerk's office, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Warrants written in JANUARY for DECEMBER	
\$ 128,118.19	Colo Dept of Rev MV/LIC - ELT PMT **
\$ 21,655.59	Colo Dept of Rev Sales Tax - ELT PMT **
\$ 1,221.80	State Treasurer - Dr Lic - ELT PMT **
\$ 11,198.64	City of Burlington Sales Tax
\$ 59.94	Town of Stratton Sales Tax
\$ 943.95	Town of Seibert Sales Tax
\$ 12.00	State Treasurer - M/L \$3.00
\$ 80.00	Colo Dept of Health - M/L \$20.00
\$ 308.00	ERTF \$2 ST FEE - Transferred out of EBT Payment
\$ 163,598.11	

CLERK'S ELECTRONIC RECORDING TECHNOLOGY FUNDS REPORT

The following report was submitted by the Clerk and Recorder's Office for Recording, including the Electronic Recording Technology Funds Report to be approved by the Board of County Commissioners for the month of December 2018 from the County Clerk & Recorder's office:

KIT CARSON COUNTY COMMISSIONERS REPORT - ELECTRONIC FUNDS TRANSFER					
Dec-18					
	In Person	eRecording	IRS	Total	Escrow
Copies (PH)	\$ 422.00			\$ 422.00	\$ 176.00
Online Credit Card Copies					
Documentary Fee (DF)	\$ 142.14	\$ 38.30		\$ 180.44	
ERT Funds (ES)	\$ 220.00	\$ 78.00	\$ 6.00	\$ 304.00	
Escrow Deposits (EP)	\$ 348.00			\$ 348.00	\$ 399.64
Marriage Application (ML)	\$ 30.00			\$ 30.00	
Online - Monthly Subscription	\$ 100.00			\$ 100.00	\$ 250.00
Recording Fees (RC)	\$ 1,853.00	\$ 1,345.00	\$ 15.00	\$ 3,213.00	
Recording Surcharge (EC)	\$ 110.00	\$ 39.00	\$ 3.00	\$ 152.00	
Totals	\$ 3,225.14	\$ 1,500.30	\$ 24.00	\$ 4,749.44	\$ 825.64
ERT FUNDS RECORDED FOR THE CURRENT MONTH					\$ 304.00
LESS ERT FUNDS NOT COLLECTED FOR THE CURRENT MONTH (Outstanding ES \$\$)					\$ (18.00)
PREVIOUS MONTH ERT funds received in CURRENT MONTH					\$ 22.00
CURRENT MONTH ERT FUNDS (Cashbooks)	\$	308.00		\$	\$ 308.00

Gary Koop moved to approve the Clerk's December ERTF Report as presented that will be transferred and pay \$308.00 via ACH to the State Treasurer, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

DECEMBER VETERANS REPORT

The VSO December Report was presented to the Board of County Commissioners to be reviewed. There were 3 telephone calls, 3 office visits, 1 community event, 2 received correspondence, 2 written correspondences, and 2 SF180 military records with a total of \$1,075.00 in salary on the report.

Dave Hornung moved to approve VSO December Report, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

NORTHEAST COLORADO REGIONAL MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE - OEM

The Board of County Commissioners reviewed the Scope of Work and DHSEM Eligibility and Completeness Checklist for Hazard Mitigation Planning for the Counties of Cheyenne, Kit Carson, Lincoln, Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma. Kit Carson County is the Region’s fiscal agent for planning grant.

Gary Koop moved to sign the Project Description including the Scope of Work (SoW), Schedule, Budget, and Checklist for the Northeast Colorado Regional Multi-Jurisdictional Hazard Mitigation Plan Update, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

CORRESPONDENCE LETTER

The Board of County Commissioners signed a card in honor of Mick Livingston’s retirement.

VETERAN’S CONDOLENCE LETTER – JACK BASS

The Board of County Commissioners signed and mailed a letter to Wanda Bass in honor of her husband, Jack Bass, for his service to his country as a Kit Carson County Military Veteran.

The meeting adjourned at 3:45 PM.

Submitted by: Susan Corliss, County Clerk & Recorder

Cory Wall, Chairman

Attest:

Susan Corliss, County Clerk and Recorder

_____ 1/16/2019

Date