

**KIT CARSON COUNTY COMMISSIONERS
MINUTES
FEBRUARY 13, 2019**

8:00 AM WORK SESSION
 8:30 AM DEPARTMENT HEAD MEETING – HOSTED BY CLERK SUSAN CORLISS
 10:00 AM WORK SESSION
 11:00 AM JEFF CURE – COUNTY ATTORNEY – *work session*
 12:00 PM LUNCH
~~1:00 PM~~ 11:45 AM COMMISSIONER MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE
 • REVIEW CONSENT AGENDA ITEMS: PAYABLES, MINUTES, SIDE ITEMS
 1:00 PM DENNIS KANN POSITIONS IN EXTENSION OFFICE
 1:30 PM ABBEY MULLIS – PEGGY WEIBEL 40 HR WORK WEEK
 2:00 PM DAWN JAMES – PUBLIC HEALTH – CONTRACTS
 MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE

AGENDA:

- Minutes – February 13, 2019
- Accounts Payable

NEW ITEMS:

- Veterans Letter
- Great Copier Service – Clerk’s Recording Maintenance Agreement
- Clerk’s Request for Overtime
- 2018 CTSI Claim – review of Herrera Settlement
- 2019 DOLA EIG for Rd. 40 Project

PUBLIC HEALTH:

- SOW – *Contract Amendment #3 Family Planning*
- PO#704 GSK Public Health \$970.00 Pediarix, Hep A-ped
- PO#705 Merck Public Health \$2,284.14 Pedvax Hib, MMR-V
- PO#706 Pfizer Public Health \$1,800.48 Prevnar
- *Orange Sheet – Kari Briegel*

PURCHASE ORDERS:

- PO#703 IKEA Grounds \$2,647.00 Cabinets in Election Room
- PO#707 Adams Co Finance Sheriff \$6,800.00 2019 Academy Class – 2 Participants
- PO#708 Steel Corner R&B Dist 2 \$2,863.50 Plasma Cutter Hypertherm

MONTHLY REPORTS:

- CAPP & CWCP

OLD ITEMS:

- *CORA Request – R&B District 3*

PERSONNEL ITEMS:

FYI:

- CDOT removal of HUTF inventory

TABLED:

ADDITIONAL ITEMS:

The Department Head Meeting was called to order at 8:35 AM hosted by Clerk Susan Corliss. The Pledge of Allegiance was recited. Those present were Scott Stinnett, Paula Weeks, Abbey Mullis, Dawn James, Tony Rodriguez, Terry Hubbel, Randy Gorton, Collin Koop, Todd Holmes, Susan Corliss, Dave Hornung, Gary Koop, and Cory Wall.

DEPARTMENT HEADS MEETING

Scott Stinnett – CSU Extension – stated that the Extension Office is pretty well self-sufficient but they will add their goals to the Strategic Plan when Ron gets back. The Conservation Tillage Conference went well with all the speakers; business management seemed to be the main focus topic. Sorghum will be the crop that fits the program the best, the discussion of hemp did not come up at the conference. Enrollment for 4-H this year has 195 members and over 60 volunteers, which is a good ratio. The two winter camps have just been

completed: Leadership Development Conference (LDC) was for the older members held at the Radisson's at the end of January and last week the younger members participated in Youth Fest at Ponderosa. Scott received a phone call notifying him that he will fill Mick Livingston's position.

Paula Weeks – Admin – shared that reviewing last year's strategic plan she has added one person to the office, attended training for HR, and will have earned her PHR degree this year. The Best and Brightest Program will stay in the Strategic Plan which is for college interns to work in all departments to experience the local government jobs in more than a filing position. DOLA likes to see it in the plan but it does require a lot of paperwork. The Single Audit has started to be uploaded to the federal clearing house. It was due July 31st. The Corrective Action Plan by the county improved the overall rating in the report but is still not good but also not true; but not worth the fight at this time. The Single Audit is for determining if the county is high risk for Federal money, which is not where we want to be. The county has hired a new auditor.

Abbey Mullis – Assessor – reported that the tax bills have went out, now everyone is calling. The process went a lot better than she thought it would with some kinks that are being worked on in the new system. They are busy getting the new values done. For the Strategic Plan, she would like to add a fourth person to the office to cover the office while road work is happening, vacation, and sick leave. Completed the roll over without issues. Commercial appraiser program needs fixed.

Dawn James – Public Health & Environment Director – indicated that things are going good with Nurse Family Partnership (NFP) while Whitney is out. Almost had a school shut down yesterday with 78 absent from the Middle School yesterday. There were 48 positive influenza cases in Burlington. A reminder letter is going out on good hand hygiene and cough practices. You are not to come back for work or school until 24 hours after the fever breaks and send employees home if they are sick. She is going to be interviewing next week for: Single Entry Point (SEP) case worker - 9 applicants, Communities That Care (CTC) - 15 applicants, and 3 applications from nurses. The Public Health Strategic Plan is based on Community Health Improvement Plan that has to be completed by the end of April. There is a grant coming that will provide \$25,000 per year for three years (total of \$75,000) to implement the plan. They are working on a self blood pressure plan to add on to that grant. They have a long list of building needs for the annex that is getting old and needs a hug.

Tony Rodriguez – Department of Human Services Director – reported that Human Services is dealing with sickness in the office, so keeping things clean and spraying a lot. He will be attending new bookkeeper training next week. The office is running smooth and not a lot going on. Strategic Plan - developing and partnering with community to increase programs for kids. Updating the technology in the conference room including the projector that has blue tooth possible and the ability to teleconference in that room. The visitation room needs repairs and appropriate kid furniture, plus flooring that easier to clean. He thanked Collin for all of the work that has been done.

Terry Hubbell - Weeds – shared that he is ready to start working on the fairground but hoping for a couple more snows for moisture before starting. Strategic Plan indicates that he will Recertify in 2019 but will be updated 2020 instead since that is when his license expires. He has completed some upgrades to his truck to work from both sides. He may talk about help if he gets behind in the summer.

Randy Gorton – Landfill / Coroner – indicated that he has been busy in both capacities. He is monitoring State legislation as they are trying to push things out quickly. Strategic Plan - accomplished some of the goals including the cot for Coroner and the Landfill cell closure. The storm water removal plan is the piece that the state is waiting on to finish their paperwork. There is a meeting on February 27th on storm water. The new SP need to provide for putting money in reserves to purchase additional land and replacement of the compactor in the future. They will be working on crushing concrete to help with space.

Collin Koop – Grounds & Buildings – reported that the he will be hiring a high school student that will be working Monday through Thursday from 1:00 to 3:00 p.m. and all day on Fridays during school. If this works out well, he could be the summer helper. They will be working on a copper water line that needs to be replaced at the jail when the weather cooperates. Note that Glenda and Madisson have disinfectant sprays for the annex while he and Rueben spray down the courthouse every morning. Strategic Plan projects include at the courthouse: roof on courthouse, jail water system, old elevator, sidewalk on the north side, north street side parking lot, sign on the south side of the building, access to Sheriff’s roof for maintenance of rooftop units, and Sheriff’s parking lot. Fairground improvements include: GOCO grant (if received) LED lights on arena, new bleachers on north side of arena sound system for show barn, hand rails on cement grandstands, new power for merchant row, and added panels for warm up area. Other fairground items include: arena tractor, larger show building, and drainage problems. Annex Building plan includes: LED bulbs in the building, parking lot, sign on the front of the building. Dawn gave her list of additional items for the Annex building. Equipment to replace would be the snow plow trucks.

Todd Holmes – IT – shared with excitement all that had been accomplished this past year with the network upgrade and a lot of cabling top the list. Strategic Plan items include: exchange migration (email server) will need to be upgraded, ambulance meeting needs a firewall that will connect them back to the county servers, copiers for HHS and EMS, Elections laptops and all other Windows 7 computers replaced by January 2020, fax system refit, and phone PCs.

Susan Corliss – Clerk and Recorder – indicated that the completed projects were the DRIVES rollout in August 2019 which is still having hiccups but is a working system, purchase of the scanner/printer/plotter with grant money that is shared with the Assessor’s Office, and purchased a copier for the Elections Office. Strategic Plan items include to digitally preserve old county land records and the commissioners books which has started with the aperture cards being sent to US Imaging and they will be onsite to do the books from March 1-13, clean and repair Clerk’s vault, and future wish to expand the Clerk & Recorder’s office. For Elections, upgrade office space with new base cabinets, counter tops, and flooring following the Courthouse Upgrade Project, additional FTE for 2020, and upgrade Election laptops.

Dave Hornung – Commissioner District 3 – stated that Dave Gwyn was the commissioner with the idea of the Strategic Plan 7 years ago. It is wonderful to see that the department heads are now participating with some of the ideas but a reminder that not all things can happen at once. Randy's mention in the beginning that the landfill would need to close a cell and open one; the budget was change to have the money available in time. Road & Bridge going good.

Gary Koop – Commissioner District 1 – reported that Road & Bridge is working on a water truck needed for smaller areas. Starting to haul gravel again and are going to tear out a couple of bridges to be replaced by culverts. Hoping to put culverts in first and then remove bridge. This is the planning stage to complete the projects in 3 days on each.

Cory Wall – Commissioner District 2 – shared that he was not feeling well. Road & Bridge are trying to upgrade some equipment for gravel and keep up. There have been a lot questions concerning hemp production, so he is trying to study as much as possible. It is very possible that industrial hemp will be coming to Kit Carson County.

The Kit Carson County Department Head Meeting adjourned at 9:50 AM.

Next meeting is Wednesday, March 13, 2019, with Coroner Randy Gorton as the host.

Commissioner Cory Wall had to leave the meeting at 10:45 AM. Note that he had already reviewed and signed most of the items for the business meeting.

The Board of County Commissioners meeting was called to order at 11:45 AM in the Kit Carson County Courthouse Commissioners Room. Those present were Gary Koop, Dave Hornung, Paula Weeks, and Susan Corliss.

CONSENT AGENDA

The following items were reviewed by the Board of County Commissioners: Minutes of February 6, 2019, and Accounts Payable.

Dave Hornung moved to approve minutes of February 6, 2019, and to pay the Accounts Payables in the amount of \$129,462.75, seconded by Gary Koop. The motion carried.

CORRESPONDENCE

The Board of County Commissioners received a thank you note from the University of Northern Colorado for the Small Business Development Center contribution.

VETERAN’S LETTER – VERNON JACOBSEN

The Board of County Commissioners signed and mailed a letter to Joyce Jacobsen in honor of her husband, Vernon “Jake” Jacobsen, for his service to our country as a Kit Carson County Military Veterans.

GREAT COPIER SERVICE CONTRACT – ELECTIONS

Dave Hornung moved to sign the Printer Service Agreement for the Clerk & Recorder’s Office with Great Copier Service for the Lanier SPC830dn printer at a rate of black copies at \$0.0082 and color copies at \$0.052 per copy, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

CLERK'S REQUEST FOR OVERTIME & EXTRA HOLIDAY TIME

Susan Corliss presented a request for all overtime and extra holiday to be paid out for 2019 instead of offering compensatory time to staff with the increase time needed for the Coordinated Election.

Dave Hornung moved to approve payment of 2019 overtime and extra holiday for the Clerk and Recorder's staff, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

2018 CTSI CLAIM – REVIEW OF HERRERA SETTLEMENT

Paula Weeks received an update from CTSI on the settlement for claim number C218KIT003.

2019 DOLA EIG FOR RD. 40 PROJECT

The Board of County Commissioners reviewed the Department of Local Affairs Grant Award Terms and Conditions for the Kit Carson County Road 40 Overlay Project under the Energy & Mineral Impact Assistance Program (EIAF). The purpose of this project consists of 11 miles of overlay, and fog sealing on County Road 40 from the State Highway 24 to County Road HH. The fully executed grant agreement contract amount of \$700,000.00 in State Fund that is effective from January 15, 2019, to November 30, 2021.

Dave Hornung moved to accept the DOLA Grant Award Terms and Conditions for the County Road 40 project, seconded by Gary Koop. The motion carried.

PURCHASE ORDERS

Purchase Order #703

Dave Hornung moved to approve the Purchase Order #703 for Grounds & Buildings to IKEA for cabinets for the Elections room totaling \$2,647.00, seconded by Gary Koop. The motion carried.

Purchase Order #707

Dave Hornung moved to approve the Purchase Order #707 for the Sheriff's Department to Adams County Finance Department Invoice #342242 for 2019 Academy Class 25 – 2 cadets, Joseph Marcos and Nathan Gramm, totaling \$6,800.00, seconded by Gary Koop. The motion carried.

Purchase Order #708

Dave Hornung moved to approve the Purchase Order #708 for Road & Bridge District 2 to Steel Corner Invoice #71547 for Plasma Cutter Hypertherm Powermax 65 totaling \$2,863.50, seconded by Gary Koop. The motion carried.

CAPP & CWCP REPORT FOR JANUARY

Dave Hornung moved to approve January CAPP & CWCP Report as presented, seconded by Gary Koop. The motion carried.

CORA – REQUEST – ROAD SIGNS

Paula Weeks will send the CORA information again for County Road V and Country Road 4. The information requested was sent on December 5, 2018.

The Board of County Commissioners meeting recessed at 12:00 PM for lunch.

The Board of County Commissioners meeting reconvened at 12:55 PM in the Kit Carson County Courthouse Commissioners Room. Those present were Gary Koop, Dave Hornung, Paula Weeks, and Susan Corliss. Commissioner Cory Wall did not return as noted.

DENNIS KANN POSITIONS IN EXTENSION OFFICE

Dennis Kann shared with the Board of County Commissioners that Scott Stinnett has been hired for the Area Extension position to provide services in livestock and shooting sports with 80% of the time on youth and 20% on adult. There will be a need to advertise for the county funded position with permission from the Board of County Commissioners. This position will be 60% Youth and 40% Family Consumer Science. During the transition, this position will take over duties with the 4-H County Council. The position will be through CSU for payment and benefits with Kit Carson County paying CSU a proposed amount of \$41,000 for the salary.

The Board of County Commissioners agreed to begin the advertising for the position and Cory Wall will sit on the selection committee.

ABBEY MULLIS – PEGGY WEIBEL 40 HR WORK WEEK

Dave Hornung moved to approve the Assessor Salary Adjustment – Orange Sheet for Peggy Weibel at \$20.43 per hour for Step 5 and Grade 42 with annual wage of \$42,500.00 as a Non-Exempt 40 Hour-Full Time Employee with Benefits effective February 1, 2019, through May 31, 2019, and then return to Non-Exempt 32 Hour-Full Time Employee with benefits at \$20.43 per hour for Step 0 and Grade 34 with annual wage of \$34,000.00, seconded by Gary Koop. The motion was carried.

The Board of County Commissioners meeting recessed at 2:00 PM.

February 13, 2019

Agenda

This Agenda is subject to addition/correction & final approval.

Action Items:

- Purchasing a new copier/scan/printer for main office. Cost is split with DHS.
 - Totaling \$8,344.34 ½ = \$4,172.17
- Contract Amendment #3 Family Planning Title X additional Funding

Personnel update:

- Orange Sheet - Kari Briegel 6 month eval and discussion of pay increase

Purchase Order approval: (all purchase orders have been sent over to courthouse)

Other:

Dave Hornung moved to open the Board of Public Health meeting at 2:08 PM in the Kit Carson County Courthouse – Commissioners' Room. Those present were Dave Hornung, Gary Koop, Paula Weeks, Dawn James, and Susan Corliss.

COPY MACHINE

Dawn James presented the sales order from the Great Copier Service for a new HP copier for the annex that will be shared by the Kit Carson County Department of Human Services. Office Works has not presented a bid following several requests.

Dave Hornung moved to approve the request for a new copier with a purchase order being presented next week, seconded by Gary Koop. The motion carried.

CONTRACT AMENDMENT #3 FAMILY PLANNING

Gary Koop moved to sign the Department 048 Family Planning - Contract Amendment #3 to Title X Family Planning (19 FHLA 127618) for contraceptive services to qualified family planning clients effective April 1, 2019, through December 31, 2019, for federal funding in the contract amount of \$8,558.00, seconded by Cory Wall (via phone). The motion carried with Dave Hornung voting against.

ORANGE SHEETS – BRIEGEL

Dave Hornung moved to approve Salary Adjustment Orange Sheet for Kari Briegel for the Public Health FTE of 0.9 SEP, 0.05 HCA, and 0.05 Aging Resources at \$17.78 per hour for Step .00 and Grade 37 with annual wage of \$37,000.00 as a Non- Exempt Full Time Employee with Benefits effective March 1, 2019, following the end of the Trial Period ending, seconded by Gary Koop. The motion carried.

PURCHASE ORDERS

Purchase Order #704

Dave Hornung moved to approve the Purchase Order #704 for Public Health to GSK PH PO#2952 for Pediarix and Hep A- ped vaccines totaling \$970.00, seconded by Gary Koop. The motion carried.

Purchase Order #705

Dave Hornung moved to approve the Purchase Order #705 for Public Health to Merck PH PO#2951 for Pedvax Hib and MMR-V vaccines totaling \$2,284.14, seconded by Gary Koop. The motion carried.


Purchase Order #706

Dave Hornung moved to approve the Purchase Order #706 for Public Health to Pfizer PH PO#2950 for Prevnar vaccine totaling \$1,800.48, seconded by Gary Koop. The motion carried.

Dave Hornung moved to adjourn the Board of Public Health meeting at 2:20 PM, seconded by Gary Koop. The motion carried.

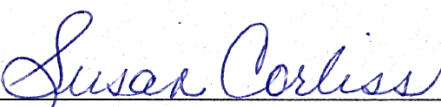
The Board of County Commissioners meeting adjourned at 3:00 PM.

Submitted by: Susan Corliss, County Clerk & Recorder



Cory Wall, Chairman

Attest:



Susan Corliss, County Clerk and Recorder

2/20/2019

Date

