

**KIT CARSON COUNTY COMMISSIONERS  
MINUTES  
APRIL 3, 2019**

8:00 AM WORK SESSION  
10:00 AM TONY RODRIGUEZ – DHS FINANCIALS FOR DECEMBER  
10:30 AM LAWRENCE PIERSON NEEDS A ROAD  
11:00 AM JEFF CURE – COUNTY ATTORNEY  
12:00 PM LUNCH  
1:00 PM COMMISSIONER MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE  
• REVIEW CONSENT AGENDA ITEMS: PAYROLL, PAYABLES, MINUTES, SIDE ITEMS  
1:30 PM TRADE WIND ENERGY  
2:00 PM DAWN JAMES – PUBLIC HEALTH – RENTAL CONTRACT

**AGENDA:**

- Minutes – March 27, 2019
- Accounts Payable

**NEW ITEMS:**

- Converge One – formerly Avaya One – annual renewal for maintenance

**PURCHASE ORDERS:**

• PO#730	Durham Ag	Fair Grounds	\$ 5,203.50	Hand Rails Installation
• PO#731	Great Copier Service	Annex	\$ 699.00	Copier
• PO#732	Main St Home Furnishings	Grounds	\$ 2,962.36	Carpet Treasurer Office
• PO#733	Eastern Co Flooring	Grounds	\$ 2,656.00	Treasurer Office Carpet Labor
• PO#738	Art Works	Road & Bridge	\$ 2,700.00	Decals
• PO#739	Styker Sales Corporation	Ambulance	\$ 22,276.13	Power Load
• PO#740	Stryker Sales	Ambulance	\$ 19,183.98	Ambulance Cot
• PO#741	Stryker Sales	Ambulance	\$ 19,764.01	Ambulance Cot

**MONTHLY REPORTS:**

- Clerk's March Reports
  - Clerk's Report with Warrants – Driver License, Motor Vehicle, & Marriage License
  - ERTF Report & Transfer
- VSO Report

**OLD ITEMS:**

**PERSONNEL ITEMS:**

**FYI**

**TABLED:**

**ADDITIONAL ITEMS**

The Board of County Commissioners meeting was called to order at 9:56 AM in the Kit Carson County Courthouse Commissioners Room. The Pledge of Allegiance was recited. Those present were Cory Wall, Gary Koop, Dave Hornung, Tony Rodriguez, Melissa Ross, Paula Weeks, and Susan Corliss.

The Board of County Commissioners recessed for Board of Human Services.

Dave Hornung moved to go into the Board of Human Services meeting, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

**BOARD OF HUMAN SERVICES - AGENDA**

**Reports**

- February Financial Reports

**Action Items:**

**Personnel update:**

- Orange Sheet – Case Aide

**DHS – FEBRUARY FINANCIALS**

Tony Rodriguez and Melissa Ross presented the February Financial Reports for the Department of Human Services.

EBT PAYMENTS FOR SELF SUFFICIENT PROGRAMS WITHIN THE DEPARTMENT  
2019 EXPENDITURES

	COLO WORKSTAMP	CHILD CARE	CHILD WELFARE CASE SERVICES	CHILD WELFARE OUT OF HOME	CHILD WELFARE RELATED CHILD CARE	CHILD WELFARE SUBADOPT	CHILD WELFARE RELATIVE GUARDIAN	CORE MENTAL HEALTH	CORE SUBSTANCE ABUSE TREATMENT	CORE OTHER PREVENTION SERVICES
JANUARY	\$ 8,969.00	\$ 1,000.00	\$ -	\$ 7,999.20	\$ -	\$ 590.87	\$ 3,162.00	\$ -	\$ -	\$ -
FEBRUARY	\$ 9,048.00	\$ 791.00	\$ -	\$ 6,907.04	\$ -	\$ 550.87	\$ 2,472.00	\$ 880.00	\$ 1,553.00	\$ 1,748.75
MARCH										
APRIL										
MAY										
JUNE										
JULY										
AUGUST										
SEPTEMBER										
OCTOBER										
NOVEMBER										
DECEMBER										
TOTAL	\$ 18,017.00	\$ 1,791.00	\$ -	\$ 14,906.24	\$ -	\$ 1,101.74	\$ 5,634.00	\$ 880.00	\$ 1,553.00	\$ 1,748.75

	LEAP	STATE AND	AND SSI HOME CARE	SSI HOME CARE	OAP BURIAL	OAP A	OAP B	FOOD STAMPS	STATE DIVERSION	TOTAL
JANUARY	\$ 6,325.68	\$ 1,727.00	\$ -	\$ -	\$ -	\$ 3,190.00	\$ 2,787.00	\$ 174,331.00	\$ -	\$ 209,841.75
FEBRUARY	\$ 30,485.42	\$ 1,898.50	\$ -	\$ -	\$ -	\$ 2,759.00	\$ 2,609.00	\$ 6,247.00	\$ -	\$ 67,949.58
MARCH										\$ -
APRIL										\$ -
MAY										\$ -
JUNE										\$ -
JULY										\$ -
AUGUST										\$ -
SEPTEMBER										\$ -
OCTOBER										\$ -
NOVEMBER										\$ -
DECEMBER										\$ -
TOTAL	\$ 36,611.10	\$ 3,625.50	\$ -	\$ -	\$ -	\$ 5,949.00	\$ 5,396.00	\$ 180,578.00	\$ -	\$ 277,791.33

\*EBT/FTT PAYMENTS AUTHORIZED TO CLIENTS OR PROVIDERS

**DHS ORANGE SHEET - JOHNSON**

Dave Hornung moved to approve the New Hire – Orange Sheet for Alexis Johnson at \$14.42 per hour for Step .00 and Grade 30 with annual wage of \$30,000.00 as a Non-Exempt Full Time Employee with Benefits effective April 8, 2019, with a Trial Period expiring on October 8, 2019 seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

Dave Hornung moved to adjourn the Board of Human Services meeting at 10:34 AM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

The Board of County Commissioners went into Work Session.

The Board of County Commissioners meeting was reconvened at 1:00 PM in the Kit Carson County Courthouse Commissioners Room. Those present were Cory Wall, Gary Koop, Dave Hornung, Paula Weeks, and Susan Corliss.

**TRADE WIND ENERGY**

Member of the Trade Wind Energy Cheyenne Ridge Project, Dave Iadorola - Director of Development, John Riley - Project Manager, Marie Vagher - Excel Project Engineer, Haileigh Shull - Assistant Developer – Tradewind, Thadd Barker - TWE Associate Developer, and Jonathan Dimitiou – TWE Project Engineer, updated the Board of County Commissioners on the road map and cement stabilization process for the roads. Dave Iadorola will work with Jeff to finalize the Road Agreement for Phase II. Project parts will be built in Pueblo and Denver.

The Board of County Commissioners meeting recessed for Board of Public Health at 2:10 PM.

**BOARD OF PUBLIC HEALTH:**

April 3, 2019

Agenda

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

**Action Items:**

- Great Copier Service – Annex Copier (shared by DHS & PH)
- Estoppel Statement for NFP rental in Kiowa

**Personnel update:**

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

• PO#734	Sanofi	Public Health	\$ 1,083.36	Adacel
• PO#735	Pfizer	Public Health	\$ 1,890.13	Prevnar
• PO#736	GSK	Public Health	\$ 2,743.00	Vaccines
• PO#737	Merck	Public Health	\$ 2,648.74	Pedvax Gardisil

**Other:**

Dave Hornung moved to go into the Board of Public Health meeting, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall. Those present were Cory Wall, Gary Koop, Dave Hornung, Dawn James, Paula Weeks, and Susan Corliss.

**ESTOPPEL STATEMENT – KIOWA NFP OFFICE – NEW OWNERS**

Dave Hornung moved to sign the Nurse Family Partnership Rental Agreement with William & Joey Kuhn for an office space at 216 Comanche Street, Suite A, Kiowa, Colorado, for \$450.00 per month including utilities beginning April 1st on a year to year basis effective from the Cecil Brown contract in 2016, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**PURCHASE ORDERS**

**Purchase Order #734**

Gary Koop moved to approve the Purchase Order #734 for Public Health to Sanofi PH PO#3041 for Adacel vaccine totaling \$1,083.36, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

**Purchase Order #735**

Gary Koop moved to approve the Purchase Order #735 for Public Health to Pfizer PH PO#3042 for Prevnar vaccine totaling \$1,890.13, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

**Purchase Order #736**

Dave Hornung moved to approve the Purchase Order #736 for Public Health to GSK PH PO#3043 for Pediarix, Kinrix, Infanrix, Havrix and Menevo vaccines totaling \$2,743.00, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

**Purchase Order #737**

Gary Koop moved to approve the Purchase Order #737 for Public Health to Merck PH PO#3040 for Pedvax Hib & Gardisil 9 vaccines totaling \$2,648.74, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

Dave Hornung moved to adjourn the Board of Public Health meeting at 2:24 PM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

The Board of County Commissioners meeting was reconvened at 2:25 PM

**CONSENT AGENDA**

The following items were reviewed by the Board of County Commissioners: Minutes of March 27, 2019, Payroll, and Accounts Payable.

Dave Hornung moved to approve minutes of March 27, 2019, and to pay the Accounts Payables in the amount of \$110,045.38, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

**CORRESPONDENCE**

The Board of County Commissioners received a thank you note from the family of Randy Schafer.

**CONVERGE ONE – ANNUAL RENEWAL FOR MAINTENANCE**

Dave Hornung moved to sign the Converge One (formerly Avaya) IPO 24x7 Remote Technical Support and On-site for one year agreement for Department 055 IT effective March 1, 2019, for a total cost of \$2,655.84, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**PURCHASE ORDERS**

**Purchase Order #730**

Dave Hornung moved to approve the Purchase Order #730 for Grounds & Buildings to Durham Ag Estimate #12286 for handrail installation at the grandstand totaling \$5,302.50, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

**Purchase Order #731**

Dave Hornung moved to approve the Purchase Order #731 for the Annex to Great Copier Service for annual copier maintenance totaling \$699.00, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

**Purchase Order #732**

Dave Hornung moved to approve the Purchase Order #732 for the Grounds & Buildings to Main St Home Furnishings for carpet for the courthouse for a total of \$2,962.36, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

**Purchase Order #733**

Gary Koop moved to approve the Purchase Order #733 for Grounds & Buildings to Eastern Colorado Flooring Outfitters for carpet removal and installation at the courthouse totaling \$2,656.00, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

**Purchase Order #738**

Dave Hornung moved to approve the Purchase Order #738 for Road & Bridge to Art Works Invoice #2501 for Kit Carson County Road & Bridge decals totaling \$2,700.00, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

**Purchase Order #739**

Gary Koop moved to approve the Purchase Order #739 for the Ambulance Department to Stryker Invoice #2611882M for Power Load for a total of \$22,276.13 part of grant funds, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

**Purchase Order #740**

Dave Hornung moved to approve the Purchase Order #740 for the Ambulance Department to Stryker Invoice #2625481M for Power Pro Ambulance Cot for a total of \$19,183.98 part of the Ambulance Grant, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

**Purchase Order #741**

Gary Koop moved to approve the Purchase Order #741 for the Ambulance Department to Stryker Invoice #2625480M for Power Pro Ambulance Cot replacement with a \$2,000 trade in credit for a total of \$19,764.01, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall. This will be paid for with RETAC funds.

**CLERK’S MARCH 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 March 2019 for the County Clerk’s office:

<b>KIT CARSON COUNTY COMMISSIONERS REPORT</b>				
<b>MARCH</b>				
	<b>To General</b>	<b>To Towns</b>	<b>Warrants</b>	
	<b>COUNTY</b>	<b>STATE</b>	<b>STATE</b>	<b>TOTAL</b>
BURLINGTON CITY SALES TAX		\$ 10,669.53		\$ 10,669.53
CERTIFICATES OF TITLE	\$ 1,064.02		\$ 851.20	\$ 1,915.22
MISC ELECTIONS	\$ 25.00			\$ 25.00
ERTF \$2 ST FEE		\$ 416.00		\$ 416.00
ESCROW DEPOSIT	\$ 461.85			\$ 461.85
DRIVERS LICENSE	\$ 1,556.00		\$ 1,979.00	\$ 3,535.00
DUP'S (REG & TITLE)	\$ 138.50		\$ 27.90	\$ 166.40
E-RECORDING SURCHARGE	\$ 217.00			\$ 217.00
COUNTY REVENUE (SHORT CHECKS)	\$ -			\$ -
SOT REFUNDS	\$ 17,505.62			\$ 17,505.62
MARRIAGE LICENSE	\$ 14.00		\$ 46.00	\$ 60.00
MISCELLANEOUS	\$ 947.20			\$ 947.20
MOTOR VEHICLE AUTO TAX	612.46	\$ 70,599.93		\$ 70,599.93
MV LICENSE FEE/PERMITS	\$ 4,655.02		\$ 91,823.58	\$ 96,478.60
RECEPTION MOTOR VEHICLE	\$ 1,040.00			\$ 1,040.00
ROAD \$1.50 / \$2.50 FEES		\$ 4,117.09		\$ 4,117.09
SB03-103 PD/SAFETY	\$ 50.61			\$ 50.61
SB09-108 LATE FEES	\$ 720.00			\$ 720.00
SEIBERT SALES TAX		\$ 583.59		\$ 583.59
STATE DOCUMENTARY FEE	\$ 303.90			\$ 303.90
STATE SALES TAX			\$ 21,013.87	\$ 21,013.87
STRATTON SALES TAX		\$ 212.67		\$ 212.67
RECEPTION RECORDING	\$ 4,664.00			\$ 4,664.00
VENDOR FEES	\$ 1,118.88			\$ 1,118.88
DRIVES ROUNDIN			0.12	
<b>GRAND TOTAL</b>	<b>\$ 35,094.06</b>	<b>\$ 86,598.81</b>	<b>\$ 115,741.55</b>	<b>\$ 237,434.42</b>
		<b>\$ 202,340.36</b>		

Dave Hornung moved to approve the Clerk’s March Report as presented and pay the following list of Electronic Funds Transfers and Warrants for the month of **March 2019** for the County Clerk’s office, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

<b>Warrants written in APRIL for MARCH</b>	
\$ 92,702.68	Colo Dept of Rev MV/LIC - ELT PMT
\$ 21,013.87	Colo Dept of Rev Sales Tax - ELT PMT
\$ 10,669.53	City of Burlington Sales Tax
\$ 212.67	Town of Stratton Sales Tax
\$ 583.59	Town of Seibert Sales Tax
\$ 3.00	State Treasurer - M/L \$3.00
\$ 20.00	Colo Dept of Health - M/L \$20.00
\$ 1,979.00	State Treasurer - Dr Lic - ELT PMT
\$ 416.00	ERTF \$2 ST FEE - Transferred out of EBT Payment
<b>\$ 127,600.34</b>	

**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 March 2019 from the County Clerk & Recorder’s office:

KIT CARSON COUNTY COMMISSIONERS REPORT - ELECTRONIC FUNDS TRANSFER					
Mar-19					
	In Person	eRecording	IRS	Total	Escrow
Copies (PH)	\$ 473.75			\$ 473.75	
Online Credit Card Copies				\$ -	
Documentary Fee (DF)	\$ 303.90			\$ 303.90	
ERT Funds (ES)	\$ 272.00	\$ 122.00		\$ 394.00	
Escrow Deposits (EP)	\$ 443.75			\$ 443.75	
Marriage Application (ML)	\$ 60.00			\$ 60.00	
Online - Monthly Subscription	\$ 410.00			\$ 410.00	
Recording Fees (RC)	\$ 2,800.00	\$ 1,720.00		\$ 4,520.00	
Recording Surcharge (EC)	\$ 136.00	\$ 61.00		\$ 197.00	
<b>Totals</b>	<b>\$ 4,899.40</b>	<b>\$ 1,903.00</b>	<b>\$ -</b>	<b>\$ 6,802.40</b>	<b>\$ -</b>
ERT FUNDS RECORDED FOR THE CURRENT MONTH					\$ 360.00
LESS ERT FUNDS NOT COLLECTED FOR THE CURRENT MONTH (Outstanding ES \$\$)					\$ (34.00)
PLUS PREVIOUS MONTH ERT funds received in CURRENT MONTH					\$ 62.00
CURRENT MONTH ERT FUNDS	(Cashbooks)	\$ 416.00	\$ 6.00		\$ 388.00
		Check/Cash Pmt	Escrow Pmt		
Transfer out of 2018.190.0502 Into Frontier Bank					\$ 422.00
EBT Payment to State Treasurer out of Frontier Bank			KITCARSON-MARCH-2019-ERTB Transfer		\$ 422.00

Dave Hornung moved to approve the Clerk’s March ERTF Report as presented that will be transferred and pay \$422.00 that includes a \$6.00 General Ledger adjustment via ACH to the State Treasurer, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

**MARCH VETERANS REPORT**

The VSO March Report was presented to the Board of County Commissioners to be reviewed. There were 6 telephone calls, 1 office visit, 1 outreach visit, 1 community event, and 3 written correspondences with a total of \$1,075.00 in salary on the report.

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

**ORANGE SHEETS – ADMIN & TREASURER**

Dave Hornung moved to approve Treasurer New Hire Orange Sheet for Kelly Ray at \$15.50 per hour for Step .25 and Grade 32 with annual wage of \$32,250.00 as a Non-Exempt Full Time Employee with Benefits effective April 15, 2019, with the trial period expiring October 15, 2019, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

Gary Koop moved to approve the Administrator Office New Hire – Orange Sheet for Lynsay Bloyd at \$14.43 per hour for Step .00 and Grade 30 with annual wage of \$30,000.00 as a Non-Exempt Full Time Employee with Benefits effective April 15, 2019, with the trial period expiring October 15, 2019, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

**GREAT COPIER SERVICE CONTRACT – ANNEX COPIER**

Dave Hornung moved to sign the Printer Service Agreement for the Annex copy machine shared by Kit Carson County Department of Human Services and Kit Carson County Public Health and Environment with Great Copier Service for the HP E87650 copier at a rate of black copies at \$0.009 and color copies at \$0.07 per copy, effective March 7, 2019 through March 7, 2020, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

The Board of County Commissioners meeting adjourned at 2:40 PM.

Submitted by: Susan Corliss, County Clerk & Recorder



\_\_\_\_\_  
Cory Wall, Chairman

\_\_\_\_\_  
4/10/2019

Date

Attest:



\_\_\_\_\_  
Susan Corliss, County Clerk and Recorder

