

**KIT CARSON COUNTY COMMISSIONERS
MINUTES
MAY 8, 2019**

8:00 AM PRE-DEPARTMENT HEAD MEETING
 8:30 AM DEPARTMENT HEAD MEETING – HOST PAULA WEEKS
 10:00 AM WORK SESSION
 11:00 AM JEFF CURE – COUNTY ATTORNEY
 12:00 PM LUNCH
 12:55 PM MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE
 • REVIEW CONSENT AGENDA ITEMS: PAYABLES, MINUTES, SIDE ITEMS
 1:00 PM DAWN JAMES – PUBLIC HEALTH – IMMUNIZATION CONTRACT AND PURCHASE ORDERS
 1:30 PM TONY RODRIGUEZ - PERSONNEL

AGENDA:

- Minutes – May 1, 2019
- Accounts Payable

NEW ITEMS:

- Camper Title - Signature

PURCHASE ORDERS:

MONTHLY REPORTS:

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

OLD ITEMS:

- MLC Leasing for Sheriff’s Department

PERSONNEL ITEMS:

FYI

TABLED:

ADDITIONAL ITEMS

- Orange Sheet – Road & Bridge District 2

BOARD OF PUBLIC HEALTH:

- Contract Amendment 19 FHHA 108889

PURCHASE ORDERS:

• PO#749	Pfizer	Public Health	\$1,890.13	Prevnar
• PO#750	Merck	Public Health	\$4,416.82	Rota-12 Gardisil Pedvax
• PO#751	GSK	Public Health	\$3,436.50	Pediarix

The Department Head Meeting was called to order at 8:35 AM hosted by Administrator Paula Weeks. The Pledge of Allegiance was recited. Those present were Paula Weeks, Pam Mills, Della Calhoon, Randy Gorton, Tom Ridnour, Nicole Richards, Korena Laue, Collin Koop, Dawn James, Tony Rodriguez, Terry Hubbell, Patty Witzel, Dave Hornung, Gary Koop, and Cory Wall.

DEPARTMENT HEADS MEETING

Paula Weeks – Admin – Audit was two weeks ago and they will come back at a later date. At this time, we do not really know where we stand, but haven’t received any negative emails. Auditor suggested that Paula goes to CFDA #’s beneficial class to help with audit documents; the class will be in October. She has set up a Facebook group for information on county road closures, office closures and other emergency matters in Kit Carson County.

Della Calhoon – Emergency Manager – Scott Nyman is the Emergency Preparedness Director for Cheyenne County. Della attended the Retac meeting by phone conference. Della attended an I-70 TIMP meeting and a draft of the Traffic Incident Management Plan was reviewed. I-70 is now head to head in the construction zone between Flagler and Arriba. A 911

Authority Board meeting with discussion on increasing fees, meeting tonight in Stratton to explain more about possible increase.

Terry Hubbell- Weed District- Finished project on fair grounds, now caught up and waiting for rain to settle and hope to get busy.

Randy Gorton – Landfill / Coroner –Hit with new policies for landfill and will have training in the near future. The moisture has been nice.

Nicole Richards – Ambulance Department – New ambulance will be delivered at the end of the month. New full time employee will start at the end of May that is willing to work mainly in Stratton shed mostly days but some nights. Cindy McCombs will be back soon which will help a lot.

Korena Laue-Ambulance Department- EMT classes will be held at the end of September with a lot of interest, mostly Burlington area, but great.

Collin Koop – Grounds & Buildings – Treasurer and Election Office will have carpet in near future. New roof on the old part of Court House. Bleachers for the north side of the arena will be in shortly. Hope to have them assembled and up for the Little Britches. These will let the spectators be high up to see over the arena fence. New door scanner has been installed for the Ambulance building. Already getting ready for fair.

Dawn James – Public Health & Environment Director – Since the measles outbreak in Colorado have been busy getting dispensary ready in near future. Adults born before 1967 should have their booster. Kit Carson County has 20 doses at present time and if needed will get more for dispensing by May 31st. Public Health and Environment are fully staffed and doing blood pressures and cholesterol checks for better Senior wellness.

Tony Rodriguez – Department of Human Services Director – Two positions are open for an APS Case Worker and a Child Welfare Case Worker. Activity with school for a new logo. Rotary has donated \$500.00 for top three winners. Working with Prairie Family on new project.

Pam Mills-Treasurer- Busy with second tax deadline at end of April Tyler has been working with us on getting all the problems solved. Treasurer's office will be closed 12:00 PM May 17th and open at 12:00 PM Monday, May 20th, 2019, for new carpet installation in the office.

Tom Ridnour-Sheriff – Two new personnel will graduate the Academy first week of June and intern in Kit Carson County. Need two employees, one for jail and one for dispatch. New software in the works which should be 100% paperless in the near future.

Patty Witzel – Deputy Clerk and Recorder. – Susan Corliss at Eastern Regional Meeting. Next week three employees will be at BOST training, when completed after training and job shadowing, will be able to take public on their drives.

Dave Hornung – Commissioner District 3 – Hutton Law Suite is over for Republican River Conservation District. Talked with project manager on Bronco Plains Wind, LLC and working with them on roads and culverts for roads necessary for their project. CDOT is asking that the High Plains' Highway counties to set priorities for the road projects on Highway 385. Working with Jeff Cure on reviewing the decommissioning plans for the current and future wind projects.

Gary Koop – Commissioner District 1 – Nothing to report at this time.

Cory Wall – Commissioner District 2 – Getting roads ready to work on project County Road 40 which will be soon when weather cooperates. County Road 40 from Road FF to Road HH will possibly be closed for one week.

The Kit Carson County Department Head Meeting adjourned at 10:00 AM.

Next Department Head meeting is Wednesday, June 12, 2019, with Emergency Manager Della Calhoon as the host.

The Board of County Commissioners meeting was called to order at 10:45 AM in the Kit Carson County Courthouse Commissioners Room. Those present were Cory Wall, Gary Koop, Dave Hornung, Paula Weeks, and Patty Witzel.

CONSENT AGENDA

The following items were reviewed by the Board of County Commissioners: Minutes of May 1, 2019, and Accounts Payable.

Dave Hornung moved to approve minutes of May 1, 2019, and to pay the Accounts Payables in the amount of \$272,139.39, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

SHERIFF CAMPER TITLE

2005 OTBK - Camper 4YDT21R2X5G911367 Title 26E154991

Gary Koop moved to approve the signing of the Kit Carson County title for a camper used by the Sheriff’s Department that will be sold, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

CLERK’S APRIL 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 April 2019 for the County Clerk’s office:

KIT CARSON COUNTY COMMISSIONERS REPORT				
APRIL	To General COUNTY	To Towns STATE	Warrants STATE	TOTAL
BURLINGTON CITY SALES TAX		\$ 6,084.21		\$ 6,084.21
CERTIFICATES OF TITLE	\$ 1,020.00		\$ 816.00	\$ 1,836.00
MISC ELECTIONS	\$ 25.00			\$ 25.00
REFUNDS	\$ 565.00			\$ 565.00
ERTF \$2 ST FEE		\$ 276.00		\$ 276.00
ESCROW DEPOSIT	\$ 1,414.25			\$ 1,414.25
DRIVERS LICENSE	\$ 1,698.00		\$ 2,172.00	\$ 3,870.00
DUP'S (REG & TITLE)	\$ 111.00		\$ 23.80	\$ 134.80
E-RECORDING SURCHARGE	\$ 138.00			\$ 138.00
SMALL BALANCE ADJUSTMENT	\$ 0.70			\$ 0.70
COUNTY REVENUE (SHORT CHECKS)				\$ -
MARRIAGE LICENSE	\$ 28.00		\$ 92.00	\$ 120.00
MISCELLANEOUS	\$ 714.79			\$ 714.79
MOTOR VEHICLE AUTO TAX	696.48	\$ 83,713.86		\$ 83,713.86
MV LICENSE FEE/PERMITS	\$ 5,257.20		\$ 106,773.62	\$ 112,030.82
RECEPTION MOTOR VEHICLE	\$ 1,250.00			\$ 1,250.00
ROAD \$1.50 / \$2.50 FEES		\$ 4,496.95		\$ 4,496.95
SB03-103 PD/SAFETY	\$ 53.98			\$ 53.98
SB09-108 LATE FEES	\$ 970.00			\$ 970.00
SEIBERT SALES TAX		\$ 528.28		\$ 528.28
STATE DOCUMENTARY FEE	\$ 116.04			\$ 116.04
STATE SALES TAX			\$ 17,914.11	\$ 17,914.11
STRATTON SALES TAX		\$ 48.34		\$ 48.34
RECEPTION RECORDING	\$ 2,695.00			\$ 2,695.00
VENDOR FEES	\$ 846.47			\$ 846.47
GRAND TOTAL	\$ 17,599.91	\$ 95,147.64	\$ 127,791.53	\$ 240,539.08
		\$	\$	\$ 222,939.17

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

Warrants written in May for April	
\$ 107,613.42	Colo Dept of Rev MV/LIC - ELT PMT
\$ 17,914.11	Colo Dept of Rev Sales Tax - ELT PMT
\$ 2,172.00	Colo Dept of Rev Drivers License - ELT PMT
\$ 6,084.21	City of Burlington Sales Tax
\$ 48.34	Town of Stratton Sales Tax
\$ 528.28	Town of Seibert Sales Tax
\$ 6.00	State Treasurer - WL \$3.00
\$ 40.00	Colo Dept of Health - WL \$20.00
\$ 276.00	ERTF \$2 ST FEE - Transferred out of EBT Payment
\$ 134,682.36	
\$ 88,256.81	Difference Collected VS Paid Out
\$ 88,210.81	SOT & R/B Fee Paid Out By Treasurer
\$ 46.00	Pending Marriage Licenses

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 April 2019 from the County Clerk & Recorder's office:

KIT CARSON COUNTY COMMISSIONERS REPORT - ELECTRONIC FUNDS TRANSFER					
Apr-19					
	In Person	eRecording	IRS	Total	Escrow
Copies (PH)	\$ 387.25			\$ 387.25	\$ 152.25
Online Credit Card Copies				\$ -	
Documentary Fee (DF)	\$ 116.04			\$ 116.04	
ERT Funds (ES)	\$ 166.00	\$ 100.00	\$ 2.00	\$ 268.00	
Escrow Deposits (EP)	\$ 1,414.25			\$ 1,414.25	\$ 1,417.25
Marriage Application (ML)	\$ 120.00			\$ 120.00	
Online - Monthly Subscription	\$ 100.00			\$ 100.00	\$ 250.00
Recording Fees (RC)	\$ 1,445.00	\$ 1,275.00	\$ 5.00	\$ 2,725.00	
Recording Surcharge (EC)	\$ 83.00	\$ 50.00	\$ 1.00	\$ 134.00	
Totals	\$ 3,831.54	\$ 1,425.00	\$ 8.00	\$ 5,264.54	\$ 1,819.50
ERT FUNDS RECORDED FOR THE CURRENT MONTH					\$ 268.00
LESS ERT FUNDS NOT COLLECTED FOR THE CURRENT MONTH (Outstanding ES \$)					\$ (26.00)
PLUS PREVIOUS MONTH ERT funds received in CURRENT MONTH					\$ 34.00
CURRENT MONTH ERT FUNDS (Cashbooks)					\$ 276.00

Gary Koop moved to approve the Clerk's April ERTF Report as presented that will be transferred and pay \$276.00 via ACH to the State Treasurer, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

TREASURER – APRIL REPORT

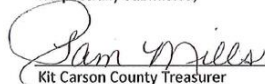
The Board of County Commissioners reviewed the April Treasurer's Report from County Treasurer Pam Mills.

MONTHLY REPORT OF ACTIVITY IN THE VARIOUS COUNTY FUNDS

MONTH ENDING April. 30 2019

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
County General	\$3,557,217.24	\$2,117,946.29	(\$679,365.23)	\$4,995,798.30
KCC Public Health Agency	(\$3,433.95)	\$167,322.97	(\$168,524.94)	(\$4,635.92)
Contingent	\$376,999.54	\$0.00	\$0.00	\$376,999.54
Road and Bridge	\$2,235,500.38	\$690,324.69	(\$334,295.60)	\$2,591,529.47
Ambulance	(\$288,556.14)	\$14,497.24	(\$103,123.70)	(\$377,182.60)
Social Services	\$106,288.64	\$86,654.94	(\$93,903.92)	\$99,039.66
Capital Expenditures	\$207,095.63	\$0.09	(\$10,607.01)	\$196,488.71
Conservation Trust	\$26,948.76	\$28.64	(\$12,000.00)	\$14,977.40
Solid Waste	\$177,392.31	\$176,163.92	(\$57,936.47)	\$295,619.76
E-911	\$74,998.55	\$8,355.20	(\$13,185.63)	\$70,168.12
KCC Facilities Corp	\$3,211.88	\$0.00	\$0.00	\$3,211.88

Respectfully Submitted,


Kit Carson County Treasurer

Dave Hornung moved to approve the Treasurer's April Financials, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

APRIL VETERANS REPORT

The VSO April Report was presented to the Board of County Commissioners to be reviewed. There were 8 telephone calls, 4 office visits, 1 outreach visit, 1 community event, 2 written correspondences, 2 New 21-22 CVA Claims, 2 CF180 Military Records, and 1 NSC Pension 21-527EZ with a total of \$1,075.00 in salary on the report.

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

MLC – CONTRACT

The Board of County Commissioners reviewed the Master Lease Purchase Agreement with Municipal Leasing Consultants, LLC for the purchase of the Software Equipment for the Sheriff’s Department. No contract presented at this time.

ORANGE SHEET – ROAD & BRIDGE DISTRICT 2

Dave Hornung moved to approve New Hire Orange Sheet for Harold Yutzy for the Road & Bridge District 2 at \$13.94 per hour for Step 00 and Grade 29 with annual wage of \$29,000.00 as a Non-Exempt Full Time Employee with Benefits effective June 1, 2019, with a trial period ending on December 1, 2019, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

JEFF CURE – COUNTY ATTORNEY

Jeff Cure reported on what he has learned so far on the county's responsibility in the Wind Tower decommission plans. The 911 meeting about increasing tariff was discussed in preparation of tonight’s meeting in the Stratton Fire House.

The Board of County Commissioners meeting recessed at 11:50 AM for lunch.

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

The Board of County Commissioners meeting recessed at 1:01 PM.

BOARD OF PUBLIC HEALTH:

- Contract Amendment 19 FHHA 108889 – *Immunization Department 032 (CVP)*
- *Nurse Home Visitor – Department 054 Nurse Family Partnership (NFP)*

PURCHASE ORDERS:

• PO#749	Pfizer	Public Health	\$1,890.13	Prevnar
• PO#750	Merck	Public Health	\$4,416.82	Rota-12 Gardisil Pedvax
• PO#751	GSK	Public Health	\$3,436.50	Pediarix

BOARD OF PUBLIC HEALTH:

Dave Hornung moved to go into the Board of Public Health meeting at 1:01 PM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

PURCHASE ORDERS

Purchase Order #749

Gary Koop moved to approve the Purchase Order #749 for Public Health to Pfizer PH PO#3117 for Prevnar vaccine totaling \$1,890.13, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

Purchase Order #750

Gary Koop moved to approve the Purchase Order #750 for Public Health to Merck PH PO#3115 for Rota-25, Gardasil9, and Pedvax Hib vaccine totaling \$4,416.82, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

Purchase Order #751

Gary Koop moved to approve the Purchase Order #751 for Public Health to GSK PH PO#3116 for Pediarix vaccine totaling \$3,436.50, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

IMMUNIZATION CONTRACT AMENDMENT #2

Contract Amendment #2 for Colorado Department of Public Health and Environment Original Contract Number 19 FHHA 108889, for the 032 CVP Department, effective date July 1, 2018, expiration date June 30, 2020, to reduce and eliminate vaccine preventable diseases in Colorado by increasing and maintaining immunization coverages. Contract Amendment #2 effective July 1, 2019, to June 30, 2020, will add Federal funds of \$3,995.00 and State funds of \$13,943.00.

Dave Hornung moved to the sign Contract Amendment #2 Number 2020*088 Amendment #2 for an increase of \$17,938.00 making the Cumulative Amount of \$40,490.00, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

NURSE HOME VISITOR CONTRACT

Dee Kaster presented the 054 Nurse Family Partnership Department contract with the State of Colorado Department of Human Services Number 20 IHIA 129463 for to provide trained visiting nurses to help educate mothers on the importance of nutrition and avoiding alcohol and drugs, including nicotine, and to assist and educate mothers in providing general care for their children with budget \$408,156.00, effective June 1, 2019-June 30, 2020.

Dave Hornung moved to the sign the Nurse Home Visitor contract in the amount of \$408,156.00, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Dave Hornung moved to adjourn the Board of Public Health meeting at 1:20 PM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Dave Hornung moved to go into the Board of Human Services meeting at 1:21 PM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

BOARD OF HUMAN SERVICES - AGENDA

- Personnel

DHS – PERSONNEL

Tony Rodriguez went over with the Board of County Commissioners his plan for retaining personnel and their duties and a wage scale that he would like to see implemented for a 5 year period. The Board would like to see this in writing and encouraged this process.

Dave Hornung moved to adjourn the Board of Human Services meeting at 1:45 PM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

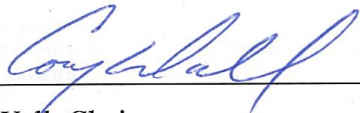
The Board of County Commissioners reconvened the meeting at 1:46 PM.

DELLA CALHOON, DIRECTOR-EMERGENCY MANAGEMENT

Della visited with the Board of County Commissioners about the 911 meeting that will be held in Stratton at the Stratton Fire House tonight. Della will talk about the increase in the 911 tariff that will affect all in the CenturyTel area. Della also thanked the commissioners for the car. Board of County Commissioners stated that the car is for the Emergency Management Department only.

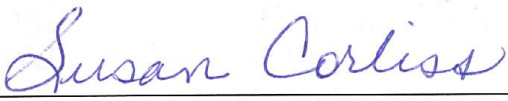
The Board of County Commissioners meeting adjourned at 2:30 PM.

Submitted by: Patty Witzel, Deputy County Clerk and Recorder



Cory Wall, Chairman

Attest:



Susan Corliss, County Clerk & Recorder

5/15/2019
Date

