

**KIT CARSON COUNTY COMMISSIONERS  
MINUTES  
JULY 10, 2019**

8:00 AM PRE-DEPARTMENT HEAD MEETING  
 8:30 AM DEPARTMENT HEAD MEETING – HOST DELLA CALHOON  
 9:30 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 DENNIS KAAAN – CSU EXTENSION  
 MEETING TO ADJOURN

**AGENDA:**

- Minutes July 3, 2019
- Accounts Payable

**NEW ITEMS:**

**PURCHASE ORDERS:**

- |          |              |           |            |                  |
|----------|--------------|-----------|------------|------------------|
| • PO#783 | The Artworks | Ambulance | \$7,950.00 | Ambulance Decals |
| • PO#784 | Simplot      | Dispatch  | \$600.00   | Radio Repeater   |

**MONTHLY REPORTS:**

- Assessor – January – June 2019
- CAPP-CWCP – June Report

**OLD ITEMS:**

- TANF Policies – signed July 5, 2019

**PERSONNEL ITEMS:**

- Orange Sheet – Stephanie Clemans

**FYI:**

**TABLED:**

- Road Easement – American Engineering Testing, Inc.
- IGA – Reciprocal Ambulance Service Licensing – discussed during work session
- PSSF Contract – no action

**ADDITIONAL ITEMS**

- CCOERA – Board Candidate Ballot Packet

**BOARD OF PUBLIC HEALTH AGENDA:**

**PURCHASE ORDERS**

- |          |                  |               |            |          |
|----------|------------------|---------------|------------|----------|
| • PO#778 | VOID             |               |            |          |
| • PO#785 | Strike It Vinyl  | Public Health | \$998.00   | clothing |
| • PO#786 | Tricked Out Tees | Public Health | \$500.00   | clothing |
| • PO#787 | Custom Stitches  | Public Health | \$1,000.00 | clothing |

**BOARD OF DEPARTMENT OF HUMAN SERVICES AGENDA:**

The Department Head Meeting was called to order at 8:40 AM hosted by Emergency Manager, Della Calhoon. The Pledge of Allegiance was recited. Those present were Della Calhoon, Paula Weeks, Randy Gorton, Nicole Richards, Pam Mills, Abbey Mullis, Valerie Boyd, Tony Rodriguez, Collin Koop, Susan Corliss, Dave Hornung, and Gary Koop.

**DEPARTMENT HEADS MEETING**

**Dave Hornung – Commissioner District 3** – stated that the Fair volunteers are greatly appreciated. The activities would not have happened without this help. The board has been working on the Census by helping to promote it; there are questions and concerns especially with the possibility of the citizenship question being added. The Bronco Plains wind farm will be starting earlier than expected. EDP will be presenting their permit application to start a project in the spring.

**Paula Weeks – Admin** – was excited to announce that the 2018 audit is in the final stages and should be in county for her additions next week. A single audit will not be required this year. Help to serve the fair BBQ should be ready at 10:45 AM on Thursday. Simplot will be donating the plates and silverware packets. Collin was able to get a really good deal on water, which is also a reminder to make sure that all employees are drinking water while they are working to stay hydrated. The finance department is going good. A reminder to the Department Heads that purchase orders are needed before processing invoices of \$500 or more for payment.

**Randy Gorton – Landfill / Coroner** – reported that it is business as usual. Area landfills have had their state inspections; hoping that Kit Carson County Landfill's will come up soon.

**Nicole Richards – Ambulance Department** – shared that the new ambulance has been detailed and is currently being used by NW Brawn as a demo unit at a conference. This was part of the arrangement during the bid process to keep the costs within the budget guidelines. They are also busy getting ready for the fair.

**Pam Mills – Treasurer** – indicated that the taxes are 97.15% collected. They next step will be sending out the delinquent notices by the end of July. She met with Tyler during the State Treasurers Conference to get things worked out, since she is not overly please with the transition.

**Abbey Mullis – Assessor** – noted that the protest of assessment is done with 95 calls being received. These property owners now have until July 15<sup>th</sup> for real property or July 20<sup>th</sup> for personal property to schedule a meeting with the Board of Equalization; this is a hard deadline for individuals with the necessary paperwork that has already been providing. . The State Assessed Value was taken on July 1<sup>st</sup> showing a \$2 million increase and \$20.5 for new construction. A second assessment for these categories will be taken on August 1<sup>st</sup>. New construction is totally reported in the first year. Early reporting for their audit went very smoothly using the new Tyler software. It went through without any problems.

**Valerie Boyd – Public Health & Environment** – shared that the department is busy getting ready for the fair. Communities That Care will have an interactive booth located in the BINGO room at the fairgrounds. Work continues on the updating the online records information. The fiscal year came to an end, so should the contract season for Public Health and Environment.

**Tony Rodriguez – Department of Human Services Director** – indicated that background checks are being finished on two possible new hires for the department. The TANF policies are being updated and reviewed by the state. The parenting room is being redone with the last of furniture coming soon. A CPA reviewed the DHS books and made some changes to prepare for the audit. Melissa Ross will receive additional training from the CPA later in the year.

**Collin Koop – Grounds & Buildings** – reported that power and water hook ups have been installed in merchants' row at the fairgrounds. Air conditioning has been added to the quilting display room and the women's bathroom under the grandstands. Fans will be used in the men's restroom. Handrails have been installed in the grandstands and the fence needs to be finished up. Thank you for patience from the courthouse and annex while fair preparations are being completed.

**Susan Corliss – Clerk and Recorder** – shared that it is business as usual. Nancy Gilley has completed the BOST training and can now do behind the wheel testing for Driver License. Crystal Richards and Susan Corliss traveled to the Western States Conference in Stevenson, Washington for mail ballot states to come together and look at future goals. There were 42 people from Colorado along with attendees from Oregon and Washington and few from California that currently conduct similar mail ballot elections.

**Della Calhoon – Emergency Manager** – noted that she has attended trainings and meetings for NOAA training, RETAC, 911 Authority Board, 1-70 TIMS, Eastern Region OEM, Hazard Mitigation, Mass Fatality Exercise and is on Sub-Committee to look at funding in the future for the EMPG grant program. The ICS 300 & 400 classes were hosted at the Kit Carson County Ambulance Building with approximately 20 attendees for both. The full scale exercise that was held in Ft. Collins included evacuating schools and a courtroom at the judge’s request to see how the plan worked. It included reconnecting students with family members.

**Gary Koop – Commissioner District 1** – repeated the appreciation to all that help with the fair and rodeo from the early preparation, activities, and cleanup, it would not happen without this kind of support. The District 1 Road & Bridge are currently staying off the roads as wheat harvest could start at any time.

The Kit Carson County Department Head Meeting adjourned at 9:16 AM.

Next Department Head meeting is Wednesday, August 14, 2019, with Treasurer Pam Mills as the host.

The Board of County Commissioners meeting convened at 10:30 AM. Those present were Dave Hornung, Gary Koop, Paula Weeks, and Susan Corliss. Commissioner Cory Wall was no present.

### **CONSENT AGENDA**

The following items were reviewed by the Board of County Commissioners: Minutes of July 3, 2019, and Accounts Payable.

Dave Hornung moved to approve minutes of July 3, 2019, and to pay the Accounts Payables in the amount of \$1,543,603.88, seconded by Gary Koop. The motion carried.

### **PURCHASE ORDERS:**

#### **Purchase Order #783**

Dave Hornung moved to approve Purchase Order #783 for the Ambulance Department to The Artworks Invoice #980457 for a Decal Package for Ambulance totaling \$7,950.00, seconded by Gary Koop. The motion carried.

#### **Purchase Order #784**

Dave Hornung moved to approve Purchase Order #784 for the Dispatch to Simplot Invoice #100 for a Radio Repeater totaling \$600.00, seconded by Gary Koop. The motion carried.

### **ORANGE SHEET – CLEMANS**

Dave Hornung moved to approve New Hire Orange Sheet for Stephanie Clemans for the Treasurer Office at \$12.50 per hour as a Non-Exempt Part-Time Employee with No-Benefits effective July 15, 2019, seconded by Gary Koop. The motion carried.

**CAPP & CWCP REPORT FOR JUNE**

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

**ASSESSOR’S QUARTERLY REPORT**

Dave Hornung moved to accept the Assessor’s Report for January through June as presented, seconded by Gary Koop. The motion carried.

**BOARD OF PUBLIC HEALTH AGENDA:**

**PURCHASE ORDERS**

• PO#778	VOID				
• PO#785	Strike It Vinyl	Public Health	\$998.00		Gift Card - Custom Clothing
• PO#786	Tricked Out Tees	Public Health	\$500.00		Gift Card - Custom Clothing
• PO#781	Custom Stitches	Public Health	\$1,000.00		Gift Card - Custom Clothing

Dave Hornung moved to go into the Board of Public Health meeting for the purpose of purchase orders only at 10:35 AM, seconded by Gary Koop. The motion carried. Those present were Gary Koop, Dave Hornung, Paula Weeks, and Susan Corliss

**PURCHASE ORDERS**

**Purchase Order #778 - VOID**

**Purchase Order #785**

Gary Koop moved to approve the Purchase Order #785 for Public Health – Communities That Care to Strike It Vinyl PH PO#3312 for gift card to purchase bulk order clothing items totaling \$998.00, seconded by Dave Hornung. The motion carried.

**Purchase Order #786**

Dave Hornung moved to approve the Purchase Order #786 for Public Health – Communities That Care to Tricked Out Tees and Signs Invoice #1409-PH PO#3311 for gift card to purchase bulk order clothing items totaling \$500.00, seconded by Gary Koop. The motion carried.

**Purchase Order #787**

Dave Hornung moved to approve the Purchase Order #787 for Public Health – Communities That Care to Custom Stitches Invoice #INV-0293-PH PO#3311 for gift card to purchase bulk order clothing items totaling \$1,000.00, seconded by Gary Koop. The motion carried.

Dave Hornung moved to adjourn the Board of Public Health meeting at 10:38 AM, seconded by Gary Koop. The motion carried.

Dave Hornung moved to go into the Board of Human Services meeting at 10:39 AM, seconded by Gary Koop. The motion carried.

**TANF POLICIES**

Cory Wall signed the Department of Human Services for Colorado Works (TANF) policies on July 5, 2019 as approved at the last meeting.

Dave Hornung moved to adjourn the Board of Human Services meeting at 10:40 AM, seconded by Gary Koop. The motion carried.

The Board of County Commissioners meeting reconvened at 11:00 AM.

**JEFF CURE – COUNTY ATTORNEY**

Donn Witzel will have a Commercial Permit Application on the July Planning Board’s meeting for his parcel north of Burlington.

Review of the Ambulance Service Resolution and the statutes indicates that this resolution should be updated every year. It was decided that the resolution should be updated and included in Reorg each year. The new resolution will clearly indicate procedures needed by both the Kit Carson County Ambulance Service and the licensing of the Community Ambulance Service. There will need to be a resolution for the ambulance service from Goodland, KS that would include reference to the current MOU for services needed in emergencies and licensure of their ambulances.

The resolution for onsite construction of wind towers is ready for review but will be presented when all of commissioners are in attendance next week.

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

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


**DENNIS KAAN – CSU EXTENSION**

Dennis Kaan updated the Board of County Commissioners on the updated job description for the opening in Kit Carson County. The posting is being review at the CSU Human Relations Department and should be posting sometime next week. The application period will be open until August 15<sup>th</sup>. The committee will proceed if necessary after State Fair with the selection process.

There is a purposed change in the way to disburse mileage funding for the Golden Plains Region. Instead of sending funds for this line item to CSU, a portion of the county funds would be kept by each county and used each month as invoiced. The vehicles that Scott Stinnett uses may need to be a little different since the county already holds title. Dennis will present this in detail at the budget meeting in September.

The Board of County Commissioners meeting adjourned at 1:30 PM.

Submitted by: Susan Corliss, County Clerk and Recorder

  
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Cory Wall, Chairman

Attest:

  
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Susan Corliss, County Clerk & Recorder

