

KIT CARSON COUNTY COMISIONERS

MINUTES
AUGUST 28, 2013

8:00 A.M. REVIEW AND APPROVE PAYROLL
8:30 A.M. REVIEW PAYABLES
9:00 A.M. KINDRA MULCH – CONTRACTS, PURCHASE ORDERS AND PERSONNEL
10:00 A.M. TOM RIDNOUR – JAIL CAMERAS
10:30 A.M. REVIEW CONSENT AGENDA FOR APPROVAL
11:00 A.M. CATHY SHULL – PROGRESSIVE 15
12:00 P.M. LUNCH
1:00 P.M. ADMIN SIDE ITEMS
1:30 P.M. READ MINUTES
2:30 P.M. MEETING ADJOUR WHEN BUSINESS IS COMPLETE
3:00 P.M. MADATORY INSURANCE MEETING FOR EMPLOYEES-
COMMUNITY BUILDING

NEW ITEMS:

- Commissioner's Corner

SIGNATURES:

- July financials
- July CWCP/CAPP
- Signature sheets

OLD ITEMS:

FYI:

- August 28 – CHP meeting closing court house at 3:00 p.m.
- Auto backing accident in Sheriff's office. Have asked CTSI for an a refresher Driving course
- CHP September 19, 2013 at 10:00 a.m. at the CTSI offices

NOTES:

- In December – get bids for slag
-

The Board of Health and Human Services called meeting to order at 9:00 A.M. by Chairman Dave Hornung. Those present were Dave Hornung, Dave Gwyn, Gary Koop, Paula Weeks and Della Calhoon.

KINDRA MULCH – HHS

Agenda

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

Action Items:

Personnel:

Orange Sheets
Health Exchange/Healthy Community
Leap
Tech

Contracts:

MRC

Purchase Orders:

Information Items:

Other

ORANGE SHEETS:

Kindra presented orange sheets for the following that are being new hires. Kindra was not sure of the Step and Grant that the Board has established. The Board of Health and Human Services had Paula print this out for Kindra. Kindra stated that the Social Service personnel did not need to be different then the other county employees. Paula stated that they are not any different the other General Fund employees.

- Georgia Ann Woelk will be a FTE with benefits for Health Exchange and Healthy Communities with an hourly wage of \$13.78 for an annual wage of \$28,661.99
- Damaris Orrantia will be a Seasonal PT for LEAP and Health Exchange with a limit of 550 hours Annual Salary of \$9,378.00
- Diana Gilley will be a FTE for Human Services with benefits with an hourly wage of \$13.78 for an annual wage of \$28,661.99

Kindra will have to submit orange sheets after six month trial period for the FTE employees.

Contracts: MEDICAL RESERVE CORPS (MRC)

The Board of Health and Human Services reviewed the Medical Reserve Core Contract. Kindra stated as the scope of work is completed will be submitted to the State for reimbursement. This contract had been and will continue to be administered by Linda Schreivogel.

Purchase Orders

Kindra presented three purchase orders for contraceptives in the following amounts:

- 1) In the amount of \$1639.58
- 2) In the amount of \$1625.00
- 3) In the amount of \$1565.65

Motion to approve the PO's for contraceptives was made by Dave Gwyn, seconded by Gary Koop. Motion carried with a yes vote from Dave Gwyn, and Gary Koop. Dave Hornung voted no.

Information Items:

Kindra reviewed that she had three letters of award from Eastern Colorado Health Occupations Network (ECHO). Kindra reviewed that ECHO had funding left over and applied for different programs. Kindra reviewed that this had been done by Plains Medical in the past but these awards were to Kit Carson County. The award letters are for Breast Feeding in the amount of \$5,280.00; Health Care Retainer and Provider for staff in the amount of \$4,425.00; and for Erica Cure who will administer the programs as she had for Plains Medical for the last 5 years. Dee Kaster will be the lead for the Breast Feeding program. Kindra also reviewed that the County will have to submit a W-9 since this is a Federal money.

The Board of Health and Human Services recessed at 10:00. The Board of County Commissioners went into a work session.

CONSENT AGENDA

Payroll

Accounts Payables

Minutes

13-12276

RESOLUTION TO CORRECT A FUND LEDGER AMOUNT FOR THE MOTOR VEHICLE/CLERKS MISC. CLEARANCE (0180) THAT SHOULD BE TRANSFERRED TO THE GENERAL FUND

Paula presented this resolution after the auditor presented finds of the 2012 audit. The auditor had been tracking this clearing account for a number of years. Ronny stated that this had been an issue and had discussed this with the previous County Treasurer trying to find where there error in posting had happened. Della's office continued tracking this to make sure that the amount had not increased for the auditor. Della had reviewed this with the auditor in May. Ron asked that a resolution be made and the funds be transferred to the General Fund.

Motion to approve this resolution was made by Gary Koop, Dave Gwyn, motion carried to unanimous vote of Dave Hornung.

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 Wednesday the 28th day of August, 2013, there were present:

- Dave Hornung Chairman
- Dave Gwyn.....Commissioner
- Gary Koop.....Commissioner
- Della Calhoon.....County Clerk
- Paula Weeks.....Administrator
- Wade Gateley.....Attorney

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

A RESOLUTION TO CORRECT A FUND LEDGER AMOUNT THAT FOR THE MOTOR VEHICLE/CLERKS MISC. CLEARANCE (0180) THAT SHOULD BE TRANSFERRED TO THE GENERAL FUND

WHEREAS, our auditor, has been tracking the fund #0180 Motor Vehicle/Clerk's Misc Clearing account for the past few years; and,

WHEREAS, our auditor has determined and recommended that these funds, \$38,381.80 should be transferred to the General Fund.

NOW THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County that the County Treasurer transfer the \$38,381.80 from the #0180 Motor Vehicle/Clerk's Misc Clearing account to the General Fund to correct this.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE IMMEDIATELY THIS 28th day of August, 2013.

DONE THIS 28th day of August, 2013, at Burlington, Colorado.

Motion made by Gary Koop, seconded by Dave Gwyn, Motion carried by unanimous vote of Dave Hornung.

Board of County Commissioners
 By: Dave Hornung
 Dave Hornung, Chairman
 By: Dave Gwyn
 Dave Gwyn, Commissioner
 By: Gary Koop
 Gary Koop, Commissioner

RESOLUTION NO. 13-12276

ATTEST:

Della M. Calhoun
Della Calhoun, County Clerk



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

I, Della Calhoun, 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 28th day of August, 2013.

Della M. Calhoun
Della Calhoun, County Clerk



JUNE '13

ACCT DESCRIPTION

B

EOM

INT

TOTAL YTD

PROJ REV

BALANCE

PCT

0130 MOTOR VEHICLE/CLERKS MISC CLEARING
0130.0500 MISC COLLECTIONS
0130.0800 TRANSFERRED

SUB TOTAL *

881598.86 *

114862.62 *

818957.12

.00

996461.48 *

0130.7100 WARRANTS
0130.7400 TRANSFERRED

SUB TOTAL *

722547.11-

120623.95-

843171.06-

.00

843171.06-*

0130 FUND TOTALS

159051.75

5761.33-

153290.42

0.*

22 * 870.61 +

30 * 646.07 +

25 * 850.32 +

35 * 495.62 +

004

114 * 862.62 *

Ending Balance 153,290⁴²
June Warrants (114,862⁶²)

38,427⁸⁰

153 * 290.42 +

114 * 862.62 *

000

38 * 427.80 +

46.00 -

-001

38 * 381.80 *

Outstanding
Jun H/L to
pay (2)
 $\begin{matrix} 23.00 \\ \times 2 \\ \hline 46.00 \end{matrix}$

-46⁰⁰

38381⁸⁰

(Same as last)

13-12276

13-12277

**RESOLUTION TO FORGIVE A DEBT CREATED BY A SOFTWARE ERROR IN 2012
AS SHOWN IN THE 2012 AUDIT, PAGE 5 OF THE BALANCE SHEET**

Paula reviewed that this is a house keeping resolution due to the error in the accounting software. Motion to approve was made by Gary Koop, seconded by Dave Gwyn, motion carried by unanimous vote of Dave Hornung.

RESOLUTION NO. 13-12276

ATTEST:

Della M. Calhoun
Della Calhoun, County Clerk



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

I, Della Calhoun, 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 28th day of August, 2013.

Della M. Calhoun
Della Calhoun, County Clerk



ORANGE SHEET – R&B

The Board of County Commissioners reviewed a seasonal PT position for Jim Mitchell for District #1 at an hourly rate of \$12.00. Motion to approve hire for Seasonal Employment for Jim Mitchell at \$12.00 part-time R&B Dist #1 by Gary Koop, seconded Dave Gwyn, motion carried by unanimous vote of Dave Hornung.

ORANGE SHEET – HHS

The Board of County Commissioners reviewed the orange sheets that Kindra had presented for:

- Georgia Ann Woelk will be a FTE with benefits for Health Exchange and Healthy Communities with an hourly wage of \$13.78 for an annual wage of \$28,661.99
- Damaris Orrantia will be a Seasonal PT for LEAP and Health Exchange with a limit of 550 hours Annual Salary of \$9,378.00
- Diana Gilley will be a FTE for Human Services with benefits with an hourly wage of \$13.78 for an annual wage of \$28,661.99

Kindra will have to submit orange sheets after six month trial period for the FTE employees.

Motion to accept HHS was made by Gary Koop, seconded by Dave Gwyn, motion carried by unanimous vote of Dave Hornung.

MRC CONTRACT HHS

The Board of County Commissioners reviewed the MRC contract. Linda Schreivogel will continue to administer this contract in the amount of \$5808.00 contract. Motion to approve was made by Gary Koop, second by Dave Gwyn, motion carried by unanimous vote of Dave Hornung.

SUBDIVISION EXEMPTION – IAN ROHN

The Board of County Commissioners reviewed the Subdivision Exemption for Ian Rohn. This subdivision exemption is for a 3.01 Acre tract of land in the SE ¼ 34-6-44. This was presented to the Kit Carson County Planning Commission who approved the exemption on Aug. 27, 2013.

Motion to approve Subdivision Exemption for Ian Rohn was made by Gary Koop, second by Dave Gwyn, motion carried by unanimous vote of Dave Hornung.

LAND USE PERMIT – RYAN SCHULTE

The Board of County Commissioners reviewed a Land Use Permit Application for Ryan Schulte who wants to develop 20 pads or layouts for Manufactured Homes on a parcel of land located in the SE ¼ 33-8-45. Discussion was held in regards to water, sewer and that the Town of Bethune had agreed to supply water and sewer for this development. This was presented to the Kit Carson County Planning Board on August 27, 2013 and was approved. This development is within a 2 mile radius of the Town of Bethune.

Motion to approve land use was made by Gary Koop, second by Dave Gwyn, motion carried by unanimous vote of Dave Hornung.

MONTHLY REPORTS

The Board of County Commissioners reviewed the following monthly reports:
Financials for County for month of July, 2013
CAPP/CWCP monthly report for July 2013

EMERGENCY MANAGER THIRD QUARTERLY REPORT

Paula presented the Emergency Manager Director the Third Quarterly report for 2013. Motion to approve and sign was made by Dave Gwyn, second by Gary Koop, motion carried by unanimous vote of Dave Hornung.

RONNY FARMER – AUDITOR CONTRACT

The Board of County Commissioners reviewed the 2013 Audit MOU with Ronny Farmer.

Motion to approve and enter into a contract with Ronny Farmer in the amount of \$24,500.00 for the 2013 audit was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

REFRESHER DRIVING COURSE

Jon Wagner will come and provide a Driving Course for County Staff on Sept. 26, 2013 all office that use county vehicle may take this course.

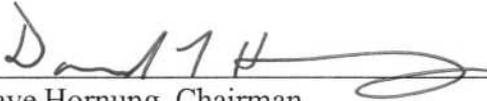
PURCHASE ORDER – JAIL

The Board of County Commissioners reviewed a Purchase Order for a new camera system in the jail. Tom had reviewed that there is concern with the age and down time in the amount of \$7,127.42 they also needed a monitor for the system and found this at Alco in the amount of \$650.00. Motion to approve purchase cameras, computer and monitor and will come out of the inmate commissary funds was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

CONSENT AGENDA

The Board of County Commissioners reviewed the consent agenda and motion to approve was made by Dave Gwyn, second by Gary Koop, motion carried by unanimous vote of Dave Hornung.

Meeting adjourned.



Dave Hornung, Chairman

9-4-13
Date