

# KIT CARSON COUNTY COMMISSIONERS

## MINUTES SEPTEMBER 25, 2013

8:00 A.M. WORK SESSION  
10:30 A.M. TALANA DAVIS – ROYALTY BUDGET & UPDATES  
11:00 A.M. TERRY KOEHN – WAGNER – BIDS FOR NEW GRADERS  
12:00 P.M. LUNCH  
1:00 P.M. WORK SESSION  
5:00 P.M. MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE

### NEW ITEMS:

#### SIGNATURES:

- Veteran Condolence Letter
- Payroll Resolution

#### OLD ITEMS:

- o E911 IGA with City of Burlington
- o Complete Wireless Bid

#### FYI:

- Defensive Driving Refresher course scheduled Sept. 26
- Schedule commissioners to be present at BAA by Nov. 15

#### NOTES:

- > In December – get bids for slag

Meeting called to order by Chairman Dave Hornung at 10:00 A.M. Those present were Dave Hornung, Dave Gwyn, Gary Koop, Paula Weeks, and Della Calhoon.

### **CONSENT AGENDA**

Payroll

Payables

Minutes for Sept. 19, 2013 approved

Motion to approve consent agenda was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

### **LETTER – MRS. KRAMER**

The Board of County Commissioners sent a letter to Mrs. Kramer for the service Norman Kramer who served our country and that he will be greatly missed.

### **LIQUOR LICENSE – SPICES ON THE GREEN**

The Board of County Commissioners reviewed the renewal application for Spices on the Green with Optional Premises. This was inspected by Kelly Alvarez with the County Health Department. Motion to approve renewal application for Spices on the Green with Optional Premises was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

### **EASEMENT OF RIGHT-OF-WAY – LOUIS STOUT AND DENNIS RIDDER**

The Board of County Commissioners reviewed an easement of right-of-way for Louis Stout and Dennis Ridder for the placement of underground power line. This line will be placed by Hitchcock Inc. This line will cross County Rd 48 between SE ¼ 11-8-44 and SW ¼ 12-8-44. This line will be located from the REA Pole in the SW ¼ 12-8-44 to the Valley Pivot in the SE ¼ 11-8-44 power line will be in #2 1¼” conduit. Motion to approve was made by Gary Koop, seconded by Dave Gwyn, motion carried by unanimous vote of Dave Hornung.

### **CCA POSSIBLE SETTLEMENT**

Abbey reviewed the possible appeal for CCA for the 2013 and 2014 tax years. The Board of County Commissioners called Stephen Arredondo in regards to a settlement for the CCA Prison at Burlington. The Board of County Commissioners would like to settle for \$50,000,000.00. Stephen said they would settle for 46,643,000. Stephen said he would put this through the channels and get back with the Board of County Commissioners next week.

Wade reviewed that he will get in touch with Ken Kramer who has served the county in the past. Stephen stated that they would like to have Wade wait and he will send information to Ken and then Ken can send to the County Attorney Wade Gateley.

### **TALANA DAVIS – ROYALTY**

Talana Davis reviewed different things that the girls were able to participate in during the year. They participated at the Stock Show, Cheyenne Frontier Days and numerous other events. The girls used sponsorship funds on portions of their excursions. Not all lodging and meals were paid by county dollars but by sponsorship donations. Talana reviewed items that may change and for decorations will try and re-use the next year if possible. The girls will send out an invite for royalty to see if the visiting royalty will bring horses and if not Talana will need to find a wagon for visiting royalty.

Talana reviewed that the Banquet cost was \$16.00 per plate x 48 people, plus drinks, plus the gratuity came to a total of \$999.32. Banquet is the best way to feed a large group of people. County funds did not cover any expense for State Fair and the girls used sponsorship funds this ran around \$760.00 for motel.

The Board of County Commissioners agreed to leave the funds for royalty at \$4,000.00 for 2014 budget.

### **TERRY KOEHN – WAGNER – BIDS FOR NEW GRADERS**

Terry Koehn and Mike Fields and presented information on Motor Graders but does not have the information on the amount the trade numbers is at this time. Took the specifications from last year and put it into this bid. Not sure the cost for 2014 with changes. The specifications are the same and do not have the DEF if ordered before June. The County has a machine that is under powered in District #1. They are working this power issue and have three counties that are having problems with the power. They believe this is a fan issue which then tells the computer says it is hot and decreases the power. Working on a fan that will come on sooner and they have the machine is showing it is working at 98% capacity.

Terry reviewed that a machine with DEF could be ordered out of the Brazil site but would have an increase to the purchase price. Arkansas plant will not start production until after June 2014 and not delivered until 2015.

Cost for a Ripper & Shanks is around \$9500.00. They do have snow plows but used snow plows are hard to come by and would take around six weeks to get one. Terry will send trade in information to Paula.

Mike reviewed that they would like to provide information on blades should the county want to purchase in bulk. Mike reviewed that they believe their blade edge and have a longer life then other competitors.

### **APPLICATIONS – AMBULANCE SERVICE**

The Board of County Commissioners reviewed two applications for the Ambulance Service. The Board of County Commissioners approved applications for Jacob Mago and Shannon Murphy.

Meeting recessed to reconvene at 8:00 A.M. September 26, 2013.

Meeting convened at 8:00 A.M. September 26, 2013.

### **ADMINISTRATION OFFICE**

Those present were Dave Hornung, Dave Gwyn, Gary Koop, Paula Weeks, Phil Decker, Della Calhoun, Kindra Mulch, Pam Mills, Doug Satterly and Nikki Halde.

Meeting was opened by Chairman Dave Hornung. Dave reviewed that there was an error made in the Admin Office in regards to the way payroll was divided between the offices. Dave asked that Paula give a review of the error and how the error was made.

Paula presented reports and showed how the error occurred and how those that were in different departments were not split into the multiple funds. Paula's office has since gone back and found how much needs to be transferred from and to which department. Since this error was found the office has split and created new accounts for each fund for employees who work multiple positions. PTO will be tracked in only one sheet. Paula reviewed that the Auditor Ron Farmer said that these funds need to be adjusted. Auditor said this will go from the Payroll Account and go to warrant account. Paula stated that they will have to go back to 2012 and find where the changes need to be made and Ron Farmer will work with her for the corrections.

Kindra wants to know how the changes will be made in the balances. This has been correct in the Social Services but Nikki Halde will now get the second sheet from the Treasurer's report and will be able to see more information.

Dave stated that the payroll could be done in the Tyler software. Kindra stated that since the error was found believes they could continue as they are using QuickBooks. Kindra reviewed that Ronny wants the reports in excel and not QuickBooks reports.

Paula stated that Ronny would like to do the changes for the General Fund first and then make changes in the other funds. Ronny will approve any changes before they are made.

Doug asked why Ronny did not catch this but the funds were in balance and matched with the Treasurer and since they matched would not have found this.

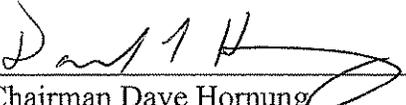
Paula reviewed that this was found when Phil found the error of the split that was not being done. Paula wants all parties to work together to get the correct changes that need to be done. There will be two resolutions one for 2013 and one for 2012. Paula stated that will need to rescind to resolution that was done for the close out.

Paula reviewed that staff that gets paid out of more than one fund will now get two pay stubs.

Kindra said that with the spreadsheet she received they have enough information so they can continue on the 2014 budgets.

The Board of County Commissioners called Ronny Farmer and he did suggest that Nikki learn the Tyler software for Social Services Payroll. Board of County Commissioners called Kindra and asked her to have Nikki trained on the Tyler software. This way payroll and accounts payables are all on the same software.

Meeting adjourned.

  
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Chairman Dave Hornung

10-2-13  
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Date