

KIT CARSON COUNTY COMMISSIONER

MINUTES JANUARY 2, 2013

8:00 A.M. MEETING CALLED TO ORDER
8:05 A.M. TOM RIDNOUR – EQUIPMENT
8:30 A.M. KINDRA MULCH – NOV. FINANCIALS
9:30 A.M. ABBEY MULLIS – PERSONNEL
10:30 A.M. REVIEW & APPROVE ACCOUNTS PAYABLES
11:00 A.M. ADMINISTRATOR SIDE ITEMS
11:30 A.M. COUNTY CLERK – MINUTES
12:00 P.M. LUNCH
1:00 P.M. WORK SESSION ON REORGANIZATION
5:00 P.M. MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE

NEW ITEMS:

- Ambulance Licenses
- Clerk's office copier – Maintenance Agreement
- Resolution

OLD ITEMS:

- E-911 rate increase
- RETAC IGA
- Darcy's IGA with Cheyenne County
- Carnival for 2013 fair

Meeting called to order by Chairman Dave Gwyn. Those present were Dave Gwyn, Dave Hornung, Jim Whitmore, Wade Gateley, Paula Weeks, and Della Calhoon. Citizens present were Gary Koop (Commissioner Elect).

21940

TOM RIDNOUR – SHERIFF

Tom would like to purchase a Cage for \$690.00 which will increase by \$60.00 after the first of the year. This will be for the new vehicle in the Sheriffs department. Tom would also like to have the decals installed on the new unit also and the cost is \$700.00. Motion to approve decals and cage was made by Dave Hornung, seconded by Jim Whitmore, motion carried by unanimous vote of Dave Gwyn.

A system on the towers that would monitor and notify the com center when a light is out was also discussed. Cost of system is \$2218.00 for two towers with installation. This would be for the Flagler and Bethune Towers. At this time the Deputies when on patrol try to look to make sure the lights are on. Shawn did not believe there would need to be any maintenance on this system.

There were several questions asked that neither Tom nor Shawn could answer. They will contact Complete Wireless about these questions. Tom will be on the schedule for next week.

21941

CTSI – PERSONNEL POLICY

Paula reviewed that she had received an approval letter from CTSI for the Personnel Policy that has been established by Kit Carson County.

21942

RESOLUTION – TO CORRECT A DEPOSIT

The Board of County Commissioners reviewed a resolution to correct a deposit in the amount of \$145.89 that was placed in the Public Health Fund that should have been in the General Fund. Motion to approve was made by Jim Whitmore, seconded by Dave Hornung, motion carried by unanimous vote of Dave Gwyn.

Upon review Paula Weeks found that this resolution had already been done on October 24, 2012. Motion to rescind this resolution was made by Dave Gwyn, seconded by Gary Koop, motion carried by 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 2nd day of January, 2013, there were present:

- Dave Gwyn.....Chairman
- Dave HornungCommissioner
- Jim Whitmore.....Commissioner
- Della Calhoon.....County Clerk
- Paula Weeks.....Administrator
- Wade Gateley.....County Attorney

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

A RESOLUTION TO CORRECT A DEPOSIT MADE INTO THE PUBLIC HEALTH FUND THAT SHOULD HAVE BEEN MADE INTO THE GENERAL FUND;

WHEREAS, a deposit of \$145.89 for cigarette tax refund was errantly deposited into the Public Health fund instead of the General Fund;

NOW THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County that the County Treasurer transfer \$145.89 out of the Public Health Fund back into the General Fund to correct this error.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE IMMEDIATELY THIS 2nd day of January, 2013.

DONE THIS 2nd day of January, 2013, at Burlington, Colorado.

Motion made by Jim Whitmore, seconded by Dave Hornung Motion carried by unanimous vote of Dave Gwyn.

Board of County Commissioners

By: Dave Gwyn
Dave Gwyn, Chairman

By: Dave Hornung
Dave Hornung, Commissioner

By: Jim Whitmore
Jim Whitmore, Commissioner

ATTEST:

Della M. Calhoun
Della Calhoun, County Clerk

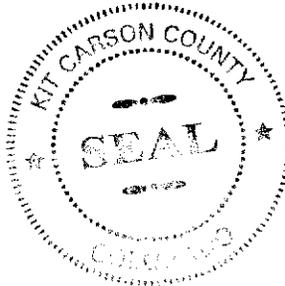


STATE OF COLORADO)
) ss.
COUNTY OF KIT CARSON)

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 2nd day of January, 2013.

Della M. Calhoun
Della Calhoun, County Clerk



21943

**RESOLUTION – TO CORRECT PAYROLL EXPENDITURES THAT DUPLICATED
DUE TO A SPECIAL PAYROLL**

The Board of County Commissioners reviewed a resolution to correct payroll expenditures that duplicated due to a special payroll at the first of December, 2012. Motion to approve was made by Jim Whitmore, seconded by Dave Hornung, motion carried by unanimous vote of Dave Gwyn.

Upon review Paula Weeks found that this resolution needed to be amended. Motion to amend this resolution was made by Dave Gwyn, seconded by Gary Koop, motion carried by 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 2nd day of January, 2013, there were present:

- Dave Gwyn.....Chairman
- Dave HornungCommissioner
- Jim Whitmore.....Commissioner
- Della Calhoon.....County Clerk
- Paula Weeks.....Administrator
- Wade Gateley.....County Attorney

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

A RESOLUTION TO CORRECT PAYROLL EXPENDITURES THAT DUPLICATED DUE TO A SPECIAL PAYROLL AT THE FIRST OF DECEMBER, 2012;

WHEREAS, salaries of \$1,669.84 were errantly transferred out of the Road and Bridge Fund into the payroll transfer account and withholding taxes of \$1,063.01 were transferred out of the Road and Bridge Fund into the payroll withholding account;

NOW THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County that the County Treasurer transfer \$1,669.84 out of the payroll transfer account and \$1,063.01 out of the payroll withholding account back into the Road and Bridge Fund to correct this error.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE IMMEDIATELY THIS 2nd day of January, 2013.

DONE THIS 2nd day of January, 2013, at Burlington, Colorado.

Motion made by Jim Whitmore, seconded by Dave Hornung, Motion carried by unanimous vote of Dave Gwyn.

Board of County Commissioners

By: Dave Gwyn
Dave Gwyn, Chairman

By: Dave Hornung
Dave Hornung, Commissioner

By: Jim Whitmore
Jim Whitmore, Commissioner

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 2nd day of January, 2013.

Della M. Calhoun
Della Calhoun, County Clerk



The Board of County Commissioners recessed to convene as Board of Health and Human Services at 9:30 A.M.

KINDRA MULCH – HEALTH AND HUMAN SERVICES

Kindra met with the Board of County Commissioners

Agenda

Financials:

- Human Services
- Public Health

Action Items:

- Contract Amendment for Health Communities Outreach and Case Management: extending the term of the original contract and providing the requisite funding for 2012-2013 to \$15,600.00 with an effective date of January 1, 2013.
- Merit Certification
- CCI Health & Human Services Proxy

Information Items:

- CDPHE Financial Risk Assessment results; “Low Risk”
- Ronny audited program compliance for 2 days in December
- Tobacco education, cessation, prevention funding opportunity for 2013
- Plan Program Updates by Staff with Commissioners
 - Approximately 10 hours
 - Working lunch
 - Possible Dates: Jan. 23, Feb. 6, Feb. 13, Feb. 27

21944

FINANCIALS

Kindra gave a review of the financials for Health and Human Services and that all were in balance with the State and County Treasurer. Kindra reviewed that the \$500.00 for petty cash has been a great help and reviewed that this is in balance also. All allocations are current except for Administration.

Kindra reviewed reports in CBMS and that they need to review some of these reports and get information for comparison. Food assistance is 100% Federal money. Kindra gave a review of the food banks in Kit Carson County.

Motion to sign the Proceedings was made by Dave Hornung, seconded by Jim Whitmore, motion carried by Dave Gwyn.

21945

CONTRACT AMENDMENT – HEALTHY COMMUNITIES OUTREACH

Kindra gave a review that this contract for Health Communities Outreach is for the money paid January 2013 to June, 2013. This Amendment No. 3 would give reimbursement through the end of June, 2013. Motion to approve was made by Dave Hornung, seconded by Jim Whitmore, motion carried by unanimous vote of Dave Gwyn.

21946

MERIT CERTIFICATION

Kindra reviewed that the letter was sent to the Board of Health and Human Services and that they are in compliance with the Merit Certification. Motion to certify that the county meets the Merit Certification in Kit Carson County was made by Dave Hornung, seconded by Jim Whitmore, motion carried by unanimous vote of Dave Gwyn.

21947

CCI HEALTH AND HUMAN SERVICES PROXY

Kindra reviewed that she would like to have the CCI Proxy vote for Health and Human Services. Motion was made by Dave Hornung, seconded by Jim Whitmore, motion carried by unanimous vote of Dave Gwyn.

FINANCIAL RISK ASSESSEMENT

Kit Carson County was classified "low risk" after the financial Risk assessment for Health and Human Services. We do not have another risk assessment for three years. The State Auditor's office did the assessment for Kit Carson County.

RONNY FARMER – AUDIT REVIEW

Kindra reviewed that Ronny met with them for two days and reviewed programs and determined that the paper work was completed and in compliance. Kindra stated that they had reorganized all their computer files making them uniform among different computers to help with the audit.

TOBACCO CESSATION PROGRAM

Kindra reviewed that Elbert, Kit Carson and Lincoln counties have been targeted for the Tobacco Cessation program. Kindra sees merit in doing the program as a joint county program. Dee Kaster would be placed in charge of this program and the new program would allow the counties to be paid for work that they are currently doing. There would be money to pay for signs that are to be posted. This program would start July 1, 2013. This is under Amendment 35.

PROGRAM UPDATES

Kindra reviewed that she and her staff want to review their programs with the Commissioners and would take approximately 10 hours to do presentations. The Board asked that the presentations be done on Jan. 23, 2013 and Feb. 6, 2013 from 12:00 Noon to 5:00 PM.

CAR FOR ASSISTANCE ON MILEAGE

The Board reviewed that they did notice that Kindra had submitted her mileage for six months and suggested that she at times use the county car that is scheduled out of the administration office.

The Board of Health and Human Services recessed to convene as Board of County Commissioners at 9:40 A.M.

21948

OFFICE WORKS – MAINTANCE AGREEMENT

The Board of County Commissioners reviewed the Maintenance Contract with Office Works for the copier in the County Clerk's Office. Motion to approve was made Dave Hornung, seconded by Jim Whitmore, motion carried by unanimous vote of Dave Gwyn.

21949

AMBULANCE LICENSES

The Board of County Commissioners reviewed the Ambulance License applications for Kit Carson County Ambulance Service and Community Ambulance Service. Motion to approve and issue County Ambulance License was made by Dave Hornung, seconded by Jim Whitmore, motion carried by unanimous vote of Dave Gwyn.

21950

SHERIFF VEHICLE

The Board of County Commissioners reviewed an invoice for a 2013 Chevrolet pickup from Vince's GMC in the amount of \$18,231.96. Motion to approve the invoice for the 2013 Chevrolet pickup for the Sheriff department was made by Dave Hornung, seconded by Jim Whitmore, motion carried by unanimous vote of Dave Gwyn.

21951

ACCOUNTS PAYABLE

The Board of County Commissioners reviewed expenditures for all funds. Motion to approve expenditures for all funds was made by Dave Hornung, seconded by Jim Whitmore, motion carried by unanimous vote of Dave Gwyn.

21952

MINUTES

Della presented corrected minutes for December 19, 2012. Motion to approve and sign was made by Dave Hornung, seconded by Jim Whitmore, motion carried by unanimous vote of Dave Gwyn.

Della presented minutes from December 26, 2012 which were read by Dave Hornung. Della corrected minutes. Motion to approve and sign the December 26, 2012 minutes was made by Dave Hornung, seconded by Jim Whitmore, motion carried by unanimous vote of Dave Gwyn.

21953

WADE GATELEY – COUNTY ATTORNEY CONTRACT

Wade called in and reviewed the Contract for County Attorney. Wade will sign and email the contract to Paula Weeks.

21954

MONTHLY REPORTS

The Board of County Commissioners reviewed the following:
Administrator - Monthly report for Financials for the month of November 2012
County Treasurer Semi Annual Report July 1, 2012 thru December 31, 2012

Motion to sign the County Treasurer Semi Annual Report was made by Dave Hornung, seconded Jim Whitmore, motion carried by unanimous vote of Dave Gwyn.

21955

STATIONARY

The Board of County Commissioners reviewed Re-Organization from 2012. Motion to remove #41 Stationary from Re-Organization minutes for 2013 was made by Jim Whitmore, seconded by Dave Hornung, motion carried by unanimous vote of Dave Gwyn.

21956

2009 FORD PICKUP TO GROUNDS AND BUILDINGS

The Board of County Commissioners reviewed that with the retirement of Road Supervisor a extra pickup would be available that could used by Grounds and Buildings division. Motion to place this pickup for Grounds and Building was made by Dave Hornung, seconded by Jim Whitmore, motion carried by unanimous vote of Dave Gwyn.

Meeting adjourned.



Dave Hornung, Chairman

1-8-13

Date