

# KIT CARSON COUNTY COMMISSIONERS

MINUTES  
JANUARY 8, 2013

8:00 A.M. MEETING CALLED TO ORDER  
8:05 A.M. ADMINISTRATOR SIDE ITEMS  
8:30 A.M. SWEARING IN OF NEWLY ELECTED OFFICIALS  
8:45 A.M. REORGANIZATION - DEPARTMENT HEAD MEETING  
10:00 A.M. RECEPTION TO HONOR JIM WHITMORE AND WELCOME GARY KOOP  
11:00 A.M. REVIEW AND APPROVE ACCOUNTS PAYABLE  
12:00 P.M. LUNCH  
1:00 P.M. TOM RIDNOUR – TOWER LIGHTS  
1:30 P.M. GEORGE GARNER – FLAGLER HISTORICAL SOCIETY  
2:00 P.M. REVIEW AND APPROVE ACCOUNTS PAYABLES  
2:30 P.M. ADMINISTRATOR SIDE ITEMS  
3:00 P.M. DELLA CALHOON – READ AND APPROVE MINUTES  
5:00 P.M. MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE

#### NEW ITEMS:

- RANCH RODEO
- COMPUTER QUOTE FOR ADMIN OFFICE

#### SIGNATURES:

- ORANGE SHEETS
- TREASURER'S DECEMBER REPORT
- CLERKS RESOLUTION
- CLERKS DECEMBER REPORT
- DARCY'S IGA WITH CYENENNE COUNTY
- BLANK SCHEDULE OF BILLS
- CCAPP AND WCP REPORT FOR DECEMBER

#### OLD ITEMS:

- ACCOUNTING COPIER
- CARNIVAL
- E911 RATES

#### FYI:

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

## **21957**

### OATH OF OFFICE

Judge Grinnan Kit Carson County Judge gave the oath of office to Gary Koop County Commissioner District #1 and Dave Hornung County Commissioner District #3.

## **21958**

### REORGANIZATION

INSERT REORG INTO THE MINUTES

21958

**REORGANIZATION FOR 2013**

- 1      21958    Roll Call
- 2                    Consider Prior Year's Unfinished Business
- 3                    Organization of the Board of County Commissioners
- 4      21959    Authorized County Signature
- 5      21960    Review Official Bond
- 6      21961    Setting Regular Meeting Dates; Special Meeting Requirements
- 7      21962    Employment of County Personnel and Special Personnel Appointments
- 8      21963    County Employees' Salaries
- 9      21964    Employee and Elected Official Insurance
- 10     21965    Reimbursement Out of County and Away From Home Expenses
- 11     21966    Medical Services Providers - County Employees
- 12     21967    Consider Unemployment Insurance
- 13     21968    Adoption of Personnel and Employment Policy Manual
- 14                    Forms-Manuals-Plans-Policies
- 15                    Travel by County Officials and Staff
- 16     21969    Purchase Order Limitation
- 17     21970    Limitation and Approval of Extra Help
- 18                    Depositories for County Funds
- 19     21971    Consider Road and Bridge District Division
- 20     21972    Soil Erosion - Dust Blowing Act, 1954
- 21     21973    Right to Farm and Ranch
- 22     21974    Farming of County Roads
- 23     21975    Colorado Open Records Request
- 24     21976    Ambulance Fees
- 25     21977    Assessor Fees

- 26      21978    Nursing Service And Health Specialist
- 27      21979    Civil Fees of Kit Carson County Sheriff
- 28      21980    Work release fees
- 29      21981    Antibuse Monitoring Fees and Bond Fees at the Kit Carson County Jail
- 30      21982    Resolution to Increase Medical Treatment Charges for Inmates
- 31                    Model Traffic Code Adoption
- 32      21983    Equipment and labor charge
- 33                    Landfill - Hours - Rules & Regulations
- 34      21984    Fees for the Kit Carson County Landfill and Transfer Sites
- 35      21985    Weed Dist
- 36      21986    Clerk and Recorder
- 37      21987    County Treasurer's Fees
- 38      21988    Public Trustee Fees
- 39      21989    Human Services
- 40      21990    Designation of Official Newspaper, Publications and Publication Rates
- 41      21991    Lease Payments - County Translator Towers
- 42      21992    Sickleave Pool – Hours Set for Bank

Minutes of the Annual Re-organizational  
Meeting of the Board of County Commissioners  
of Kit Carson County, Colorado, Held With  
All of the Elected Officials and Department  
Heads of the County - **January 8, 2013**

The Regular Annual Re-organizational Meeting was called to order by **Dave Gwyn**, Chairman of the Board of County Commissioners, at the hour of **8:45 A.M.** on the **8th** day of **January, 2013** in the Kit Carson County Ambulance office in Burlington, Kit Carson County, Colorado, in accordance with prior Resolution of the Board of County Commissioners setting this time, date, and place for the "Annual Re-organizational Meeting of the Board of County Commissioners of Kit Carson County, Colorado, Held With All of the Elected Officials and Department Heads of the County".

## **21958**

1. **Roll Call:** Thereupon, Chairman **Dave Gwyn**, requested **Della M. Calhoon**, the County Clerk and Recorder, to call the roll of the Members of the Board of County Commissioners, **Della M. Calhoon**, Clerk and Recorder, called the roll of the Members of the Board of County Commissioners and reported that the following Commissioners were present:

**Dave Gwyn, Chairman - District #2**  
**Dave Hornung – Chairman Pro-tem – District #3**  
**Gary Koop, Commissioner - District #1**  
Jim Whitmore – District #1 Outgoing Commissioner

Chairman **Dave Gwyn**, declared a quorum of Commissioners present, the meeting duly called and legally convened and ready to transact the business of the County in accordance with the Agenda which has previously been prepared and duly posted by the County Clerk and Recorder.

Thereupon, Chairman **Dave Gwyn** requested the County Clerk and Recorder to call the roll of the elected officials and Department Heads present and to record any elected official or Department Head of the County who was not present. The County Clerk and Recorder reported the following persons present:

Jim Whitmore, Outgoing Commissioner Dist #1  
Gary Koop, Commissioner-Dist #1  
Dave Gwyn, Commissioner-Dist #2  
Dave Hornung, Commissioner-Dist #3  
Della M. Calhoon, Clerk & Recorder  
Pam Mills, Treasurer  
Abbey Mullis, Assessor  
Dave Weber, Grounds & Building  
Tom Ridnour, Sheriff  
Randy Gorton – Coroner, Solid Waste Director

Paula Weeks – Finance Director  
Kindra Mulch – Health and Human Services  
Ted Foth – Ambulance Director  
Ron Meyer – Extension Service

The County Clerk reported that the following persons were not present:  
Wade Gateley, County Attorney  
Darcy Janssen – Emergency Preparedness

**2. Consider Prior Year's Unfinished Business Which Was Not Completed By January 8, 2013:** Chairman **Dave Gwyn** called the Board's attention to the following items of unfinished business:

Minutes for Jan. 2, 2013

All other business was completed. Motion was made by **Dave Hornung** showing all business complete, seconded by **Gary Koop**, motion carried.

**3. Organization of the Board of County Commissioners for the Next Ensuing Year:**

Motion for **Dave Hornung** to serve as Chairman for this meeting and the coming year, was made by **Gary Koop, Dave Gwyn** seconded motion. Motion carried by unanimous vote.

Motion for **Gary Koop** to serve as Chairman Pro-tem, was made by **Dave Gwyn, Dave Hornung** seconded the motion. Motion carried.

The Board of County Commissioners will continue to have Della M. Calhoon, County Clerk continued as Secretary to the Board of County Commissioners of Kit Carson County.

Chairman Pro-tem **Gary Koop** declared the Board of County Commissioners duly organized and ready to transact the business of this Regular Annual Re-organizational Meeting.

**4. Authorized County Signature:** The next item of business to come before the Board of County Commissioners was the matter of authorizing a member or members of the Board of County Commissioners to execute and deliver legal documents on behalf of the Board of County Commissioners. Thereupon, upon motion of **Gary Koop** and seconded **Dave Gwyn** by the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **21959**

"BE IT RESOLVED: That **Dave Hornung**, as Chairman of the Board of County Commissioners, is, by these presents, appointed, authorized and directed to execute and deliver all legal documents on behalf of the Board of County Commissioners and the County of Kit Carson, Colorado, his signature to be attested to by **Della M. Calhoon** Clerk and Recorder of Kit Carson County, Colorado, with the Seal of the County being placed thereon.

BE FURTHER RESOLVED: That in the absence of **Dave Hornung**, as Chairman of the Board of County Commissioners, **Gary Koop** is, by these presents, appointed, authorized and directed to execute and deliver all legal documents on behalf of the Board of County Commissioners and the County of Kit Carson, Colorado, his signature to be attested to by **Della M. Calhoon**, Clerk and Recorder of Kit Carson County, Colorado, with the Seal of the County being placed thereon.

BE IT FURTHER RESOLVED: That in the absence of **Della M. Calhoon**, as Clerk and Recorder of Kit Carson County, Colorado, **Patricia A. Witzel**, as Deputy Clerk to the Board of County Commissioners, is appointed, authorized and directed to attest to the signature of **Dave Hornung**, or in his absence **Gary Koop**, on legal documents executed and delivered by them on behalf of the Board of County Commissioners and the County of Kit Carson, Colorado."

5. **Review Official Bonds:** Chairman **Dave Hornung** did declare that the next item of business to come before the Board of County Commissioners was the matter of reviewing the required official Bond of the Public Trustee as required by law, as provided for under the provisions of C.R.S., 1973, Title 24, Article 13, Section 105. After this matter was reviewed, together with the provisions of the statute, the Board of County Commissioners did find and determine that the use of the phrase "first day of each term", for the purpose of this Resolution, does mean the first day of the next calendar year of the operation of the County, which the Board of County Commissioners does find would be the first day of January of each year as the official term. Thereupon, the official Bonds of the County officials were reviewed as follows:

a. The Board of County Commissioners of Kit Carson County has the authority, pursuant to C.R.S. 30-10-110(2), to purchase crime insurance coverage in lieu of official bonds. It is the decision of the Board of County Commissioners to purchase insurance that protects taxpayers in a more comprehensive manner than surety bonds. All Kit Carson County Elected Officials will be covered through Colorado Counties Casualty & Property Poll (CAPP) will have a \$10 million in public officials' liability and \$150,000 in crime coverage.

b. The surety bond of the Treasurer/Public Trustee shall be in the penal sum of TEN THOUSAND and NO/100 (\$10,000.00), pursuant to C.R.S. 38-37-102(2); and approved by District Judge, Kevin L. Hoyer.

After the Commissioners had been fully advised, upon motion by **Dave Gwyn** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **21960**

"BE IT RESOLVED: That the Board of County Commissioners, pursuant to the provisions of C.R.S., 1973, Title 24, Article 13, Section 105, as amended, has this day examined and has made inquiry into the sufficiency of the official Bond of the Treasurer/Public Trustee, and does, by these presents, find and determine that the Bond of the Treasurer/Public Trustee does meet the requirements of the specific statute related to each Bond of the respective official and that each

Bond has been reviewed pursuant to the provisions of C.R.S., 1973, Title 24, Article 13, Section 116, and that the Bond is severally sufficient.

BE IT FURTHER RESOLVED: That the Clerk and Recorder of Kit Carson County shall record the Bond in the records of the County and that the County Clerk and Recorder make an entry to the records of the Board of County Commissioners noting the Board's approval and acceptance of the respective Bonds of the County officials, all as set forth under the provisions of C.R.S., 1973, Title 24, Article 13, Section 117."

### **ADMINISTRATION SECTION**

#### **6. Setting Regular Meeting Dates; Special Meeting Requirements:**

Chairman **Dave Hornung** did declare that the next item of business was to set the regular monthly meeting dates where in addition to a specific subject the Board of County Commissioners could consider any and all other County business which might come before a regular meeting of the Board of County Commissioners. After this matter had been fully reviewed and the Board of County Commissioners was fully advised, upon motion by **Dave Gwyn** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **21961**

#### **2013 Meetings and Holidays**

**Commissioner Meetings** are usually held on Wednesday in the Commissioners' Board Room of the Kit Carson County Courthouse. **\*These dates are subject to change.\*** Please call 719-346-8133 (304) to verify the Commissioners meeting dates or to schedule an appointment. Please note this schedule does not include special meetings that are held for budget or other purposes.

**Department Head Meetings** are scheduled for the second Wednesday of each month, except in January and June, and are noted below in grey. These meetings are held at 8:30AM in the KCC Ambulance Shed in Burlington, CO. Please insure a representative from your department attends every meeting and information is shared with all of your employees.

**Holidays** are noted in the table below.

**Board of County Commissioners  
Meeting Dates and County Holidays for 2013**

Month	Dates				Holidays	
January	2	8*	16	23	30	Jan 1 New Years Jan 8 REORG
February	6	13	20	27		Feb 18 – Presidents Day
March	6	13	20	27	Mar. 29	– Good Friday
April	3	10	17	24		
May	1	8	15	22	29	May 27 – Memorial Day
June		12	19	26	June 3-5	CCI No BOCC June 5 <sup>th</sup>
July	3	10	17	24	31	July 4 <sup>th</sup> – Independence Day Fair (22-27) All 25 <sup>th</sup> / ½ day 26 <sup>th</sup> off
August	7	14	21	28		
September	4	11	18	25	Sept 2	– Labor Day
October	2	9	16	23	30	Oct 14 – Columbus Day
November	6	13	20	27	Nov 11	– Veterans Day, Nov 28-29 Thanksgiving
December		11	18	26*	Short BoCC on Dec. 2 CCI Conf Dec. 2-4th ½ day Dec. 24 <sup>th</sup> Dec 25 <sup>th</sup> – Christmas	

\*Meeting day is not a Wednesday

**Invoices and Billing**

Please try to get bills to the Finance Office as soon as you have coded and approved them so we can process them for payment more quickly. Please do not hold bills for processing once a month. Invoices received by 4:00PM Tuesday will be presented to the BOCC for approval and paid the following week.

**Time Sheets**

**Time sheets** are due to Supervisors by 4:00PM on the first working day after the 1<sup>st</sup> day of each month. Supervisors have two working days to get these sheets signed and returned to the Finance Office. Late time sheets and those without pay vouchers may result in a one month delay in paychecks. Remember: Paid out or used overtime, sick leave and vacation needs to be clearly identified on the time sheet. All Paid overtime will need prior commissioner approval. It is up to the Supervisor to obtain approval from the BOCC prior to overtime being paid out and to make sure it is noted.

**Time Sheet Due Dates**

Jan 2/4	Feb 1/5	March 1/5	April 1/3	May 1/3	June 3/5
July 1/3	Aug 1/5	Sept 3/5	Oct 1/3	Nov 1/5	Dec 2/4

7. **Employment of County Personnel and Special Personnel Appointments:** The next item of business was the matter of employing County personnel and special appointments of County personnel. The Board of County Commissioners did review the present list of previous County employees and appointments of County personnel and, after this matter was fully discussed, upon motion by **Dave Gwyn** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **21962**

"BE IT RESOLVED: That the following persons are employed by the County or by special appointment as County personnel, being employees and County personnel, employed and/or appointed at will, each being subject to review and termination and if not sooner terminated, such employment or appointment being effective until the second Tuesday of January of the year **2013**, to-wit:

**ELECTED OFFICIALS**

GWYN/DAVID M	COUNTY COMMISSIONER
HORNUNG/DAVID L	COUNTY COMMISSIONER
KOOP/GARY	COUNTY COMMISSIONER
CALHOON/DELLA M	COUNTY CLERK & RECORDER
MILLS/PAMELA J	COUNTY TREASURER/PUBLIC TRUSTEE
MULLIS/ABBEY J	COUNTY ASSESSOR
RIDNOUR/TOM	COUNTY SHERIFF
GORTON/RANDY	COUNTY CORONER

**COUNTY ATTORNEY**

GATELEY/WADE H	COUNTY ATTORNEY
----------------	-----------------

**COUNTY ADMINISTRATION**

WEEKS/PAULA	COUNTY ADMINISTRATOR
HARTWICK/CARLA J	FINANCE CLERK
DECKER/PHILIP	PAYROLL CLERK

**COUNTY CLERK**

WITZEL/PATRICIA A	DEPUTY CLERK
RICHARDS/CRYSTAL ANN	DEPUTY CLERK
MITCHELL/SUSAN R	CLERKS OFFICE
ROSS/AMANDA D	CLERKS OFFICE
TOVAR/DORA	CLERKS OFFICE

**COUNTY TREASURER**

BEECHLEY/SUSAN	TREASURER CLERK
RUNGE/GRACE	DEPTUY TREASURER

**COUNTY ASSESSOR**  
STEWART/NANCY S

DEPUTY ASSESSOR

**COUNTY GROUNDS & BUILDINGS**  
RICHARDSON/JASON J  
WEBER/DAVID E

GROUNDS/BUILDINGS  
GROUNDS/BUILDINGS DEPT. HEAD

**VICTIM'S ADVOCATE**  
KIRBY/KATHERINE

VICTIM'S ADVOCATE

**COUNTY SHERIFF**  
TRAVIS BELDEN  
COOLEY/TIMOTHY  
DANIEL/DENA K  
ELLIOT/BRIANNA  
FOTH/ANDREW J  
FURROW/ ROBERT  
LAVERENZ/SHANE M  
NEWBERRY/DARRIN E

SHERIFF ROAD DEPUTY  
SHERIFF ROAD DEPUTY  
SHERIFF ADMIN.  
SHERIFF ADMIN.  
SHERIFF DEPUTY  
UNDERSHERIFF  
SHERIFF ROAD DEPUTY  
SHERIFF ROAD DEPUTY

**DETENTION**  
BECK/LLOYD  
CONNER/RANDY  
GARCIA/SANDRA D  
MULLIS/CARL  
PETERSON/ANSLEY  
POWERS/MARCUS  
RUEBER/ANNETTA  
SMITH/SALLY  
STEGEMAN/AMANDA A  
WEISSHAAR/SKYLER  
WILLIS/WILLIAM A  
ZERGER/TYLER

JAIL DEPUTY  
JAIL DEPUTY  
JAIL DEPUTY  
JAIL CAPTAIN  
JAIL DEPUTY  
JAIL DEPUTY  
JAIL DEPUTY  
JAIL DEPUTY  
NURSE-JAIL  
JAIL DEPUTY  
JAIL DEPUTY  
JAIL DEPUTY

**COMMUNICATION CENTER**  
BROWN-EPPERLY/RANA R  
CISNEROS/JON  
CONDREY/BRENDA K  
FRANZ/SHAWN A  
HIGHLAND/SUE A

DISPATCH  
DISPATCH  
DISPATCH  
DISPATCH  
DISPATCH

LAVERENZ/DAMARRA  
PELSER/MERLENE H

DISPATCH  
DISPATCH SUPERVISOR

**COUNTY SHERIFF SECURITY**

MURRAY/JAMES R  
MONROE/EVERETT W  
RUDNIK/LORI A

SHERIFF - SECURITY PART TIME  
SHERIFF - SECURITY  
SHERIFF - SECURITY

**COUNTY CORONER**

GUY/GERALD D  
RUSSELL/BRYAN

DEPUTY CORONER  
DEPUTY CORONER

**EMERGENCY MANAGER**

JANSSEN/DARCY L

EMERGENCY MANAGER

**PUBLIC HEALTH AND HUMAN SERVICES**

ALVAREZ/KELLY S  
BERRY/ANGELA  
BLACKWELDER/LINDSEY  
BLAZIER/SHELLY  
COMER/JESSICA A  
DOBLER/KATIE  
DUELL/JOHNNA K  
JAMES/DAWN M  
KASTER/DELORES A  
KOSCH/VICKY J  
METTLING/DIANE  
MULCH/KINDRA M  
ORTEGA/SALLY  
RICHARDS/LINDSEY  
ROBLES/KRISTIE L  
RUEB/RITA G  
SATTERLY/DOUGLAS  
SCHREIVOGEL/LINDA D

HEALTH SPECIALIST  
NURSE  
NURSE FAMILY PARTNERSHIP  
NURSE FAMILY PARTNERSHIP  
NURSE  
NURSE FAMILY PARTNERSHIP  
PUBLIC HEALTH & SS CLERICAL  
NURSE  
NURSE  
NURSE  
PUBLIC HEALTH  
PUBLIC HEALTH/SOCIAL SERVICES DIRECTOR  
NURSE FAMILY PARTNERSHIP  
NURSE FAMILY PARTNERSHIP  
PUBLIC HEALTH  
PUBLIC HEALTH -PT  
PUBLIC HEALTH CLERICAL  
NURSE & SS

**COUNTY AMBULANCE**

FOTH/TED A  
HILGEMANN/BREANNA  
RICHARDS/NICOLE

AMBULANCE EMT DIRECTOR  
AMBULANCE CREW  
AMBULANCE CREW

**COUNTY EXTENSION SERVICE**

DUSATKO/KAREN  
WEISSHAAR/JEAN E

CSU EXTENSION  
CSU EXTENSION

**IT**

TROBEE/KATRINA

IT

**ROAD & BRIDGE**

**DISTRICT #1**

BOYD/WILLIAM P  
COOPER/DAVID M  
EKBERG/GERALD L  
HAINES/NICKY L  
KUHN/JOHN D  
PAINTIN/ROGER E  
STALTER/GALE D  
TALAMENTES/DEAN  
TROBEE/TODD  
WEEKS/STANLEY

ROAD & BRIDGE DISTRICT 1  
ROAD & BRIDGE DISTRICT 1 - PT  
ROAD & BRIDGE DISTRICT 1  
ROAD & BRIDGE FOREMAN  
ROAD & BRIDGE DISTRICT 1 - PT  
ROAD & BRIDGE DISTRICT 1  
ROAD & BRIDGE DISTRICT 1

**DISTRICT #2**

ARMOUR/ROBERT E  
CLAPPER/TODD M  
EISENBART/HAROLD L  
LEOFFLER/JOSEPH M  
MALONE/RUSSELL  
MASON/JAMES L  
LEVIN/TIMOTHY  
MILLER/GEORGE J  
RUTLEDGE/HEITH  
SMITH/DAVID  
TOVREA/AARON S

ROAD & BRIDGE DISTRICT 2  
ROAD & BRIDGE DISTRICT 2  
ROAD & BRIDGE DISTRICT 2 -PT  
ROAD & BRIDGE DISTRICT 2  
ROAD & BRIDGE FOREMAN

**DISTRICT #3**

ALLACHER/SCOTT E  
CRISP/CHARLES R  
GOODWIN/SCOTT J  
HELDERMAN/CHARLES  
MILLER/FRANK L  
MOORE/MICHAEL L  
NICKS/TIMOTHY RAY

ROAD & BRIDGE DISTRICT 3  
ROAD & BRIDGE FOREMAN  
ROAD & BRIDGE DISTRICT 3  
ROAD & BRIDGE DISTRICT 3

PAYNE/TERRY  
PICKARD/DARYL L  
RICHARDS/DALE S

ROAD & BRIDGE DISTRICT 3  
ROAD & BRIDGE DISTRICT 3  
ROAD & BRIDGE DISTRICT 3

**WEED DISTRICT**

FLOCK/RAY W  
GURLEY/DON

WEED DISTRICT PT  
WEED DISTRICT PT

**SOLID WASTE**

BELLOMY/LORIE  
GORTON/RANDY B  
GRAMM/WILLIAM  
HICKMAN/DENNIS R  
KING/JAMES M  
KING/DORIS  
MATSCHKE/EARL J  
WEATHERLY/FLOYD P

LAND FILL  
LANDFILL DEPT. HEAD  
LAND FILL  
LAND FILL PART TIME  
LAND FILL PART TIME  
LAND FILL PART TIME  
LAND FILL  
LAND FILL PART TIME

**COUNTY VETERAN OFFICER**

LITTERAL/DAVID

COUNTY VA OFFICER

**SOCIAL SERVICES**

BURCIAGA/VIRGINIA  
DUELL/JOHNNA KIM  
HORNUNG/SHELLEY K  
HUDDLESTON/SHELLI A  
JAMES/ALISSA L  
HALDE/NICOLE  
LIKE/BARBARA J  
MADER/MARIE LORRAINE  
MEYERS-MIRELES/LANIE M  
RICHMOND/REBECCA  
WEIBEL/PEGGY A  
WEISSHAAR/SHARI  
WINSLOW/LOAS M

SS  
SS SECRETARY  
SS CASE WRK  
SS  
SS CASE WKR  
SS CLERICAL  
SS  
SS  
SS CASE WKR  
SS - PART TIME  
SS CASE AIDE  
SS CASE WRK  
SS

**COMMISSIONER BOARDS**

**Dave Hornung**

CCI STEERING COMMITTEES  
CAPP - Designated Rep  
CWCP - Designated Rep  
District Attorney Task Force  
E.C.O.G. (Council of Governments)  
Fair Board  
Colorado East Community Action Agency (CECAA)  
Eastern Colorado Recycling Board

**Dave Gwyn**

CCI STEERING COMMITTEES  
CHP - Designated Rep  
Fair Board  
KCC Child Protection Team  
EMS COUNCIL/RETAC-ALTERNATE  
911 Hearing Board  
Courthouse Security

**Gary Koop**

CCI STEERING COMMITTEES  
CDOT Eastern Transportation Region/Engineering Dist 1  
Burlington Economic Development  
Fair Board  
CCA Public Relations Board  
Centennial Mental Health (non expiring)  
Morgan Community College

**CCI STEERING COMMITTEES**

Agriculture, Wildlife and Rural Affairs  
General Government  
Health and Human Services  
Land Use and Natural Resources  
Public Lands  
Taxation and Finance  
Tourism, Resorts and Economic Development  
Transportation and Telecommunications

**Health Advisory Board**

Kindra Mulch  
Kim Hubbard  
Liz Pautler  
Fred Trimmer

Steve McCracken  
Diane Mettling  
Shelly Hornung  
Jeff Shean

**KCC Facilities Board**

Lance Wheat  
Melody Campbell  
Gary Rhoades

**Fair Board**

Dennie Flock	Sept. 2013 (3 Year Term)
Raymond Dobler, Chairman	Sept. 2013 (3 Year Term)
Cory Wedel	Sept. 2013 (3 Year Term)
Bette Bailly	Sept. 2015 (3 Year Term)
Allen Charles	Sept. 2015 (3 Year Term)
Terry Tagtmeyer	Sept. 2014 (3 Year Term)
Justin Stephen	Sept. 2015 (3 Year Term)

**Fairview Cemetery Board (6 Year Term)**

Ivan Wachs	Nov. 13, 2016 (6 yr term)
Marsha Jackson	Nov. 13, 2018 (6 yr term)
Dave Statler	Nov. 13, 2014 (6 yr term)

**Seibert Cemetery Board (6 Year Term)**

Dick McAuley	July 6, 2014 (6 yr term)
Twila Gorton	July 6, 2017 (6 yr term)
Meredyth Herman	July 6, 2015 (6 yr term)

**Flagler Cemetery Board (6 Year Term)**

Sally Santala	July 6, 2014 (6 yr term)
Linn Stone	July 6, 2017 (6 yr term)
Dallas Saffer	July 6, 2013 (6 yr term)

**Vona Cemetery Board (6 Year Term)**

Ben Grimes	Aug. 7, 2015 (6 yr term)
Linda K. Mowery	Aug. 7, 2017 (6 yr term)
Virginia Hubbell	Aug. 7, 2013 (6 yr term)

**Stratton Cemetery Board (6 Year Term)**

Theo Borden	Sept. 2, 2017 (6 yr term)
Wanda Sweet	Sept. 2, 2013 (6 yr term)
Walt Isenbart	Sept. 2, 2015 (6 yr term)

**Prairie Development Corp. (2 Year Term)**

Ed Rarick Jan. 2015  
Rol Hudler Jan. 2015

**Centennial Region V Mental Health**

Julie Hughes (3 Year Term)  
Sept. 2013  
Gary Koop Jan. 8, 2013 (non expiring)

**East Colorado Services for the  
Developmentally Disabled Inc. (3 Yr Term)**

Kent Jostes June 30, 2013

**Kit Carson County Carousel Advisory Board**

Bette Bailly	Sammy Ortiz
Sally Parker	Dolores Crisp
Steve and Deb Daniel	Jo Downey
Kim Driscoll	Adrienne Fasse
Robbie Fearon	Donna Williams
Lois Henry	Heidi and Mark Hillman
Barry and Debbie Hinkhouse	Marion Lambert
Will & Marlene Morton	Tara & Greg Penny
Norma Pankratz	Dog and Kate Stolz
Iris Roths	Ken & Kathy Viken

**Honorary Members**

Dorothy Brown Dorothy Penny  
Mabel Scheierman

**COUNTY PLANNING**

**(5 Year Terms)**

Gary Pautler	Jan. 2017
Chris Bledsoe	Jan. 2016
Jerry Guy	Jan. 2016
Norbert Dvorak	Jan. 2014
Kyle Franz	Jan. 2016

**REPUBLICAN RIVER WATER**

Tim Pautler Oct. 2015 (3 yr term)

**CITIZENS REVIEW PANEL - 3 YR TERM**

Jim Poole Non expiring

**BOOK MOBILE**

Janice Salmans

Aug. 8, 2017

**EMS COUNCIL**

Ted Foth	Kit Carson County Ambulance, Chairman
Darcy Janssen	Kit Carson County OEM, Vice Chair
Dave Gwyn	Kit Carson County BOCC
Mark Weber	Burlington Fire
Kevin Freund	Stratton Fire
	Community Ambulance Service/MCC EMT
	Instructor
Marilynne Jones	Community Ambulance Service Director
Randy Fagerlund	Seibert Fire
Scott Sayles	Flagler Fire
Lyn Stone	Kit Carson County Memorial Hospital
	Representative
Judi Mitchek	Kit Carson County Dispatch
Shawn Franz	Kit Carson County Public Health Representative
Dawn James	Medical Director
Dr. Dave Ross	Kit Carson County Sheriff
Tom Ridnour	Burlington Police Department
Barry Romans	Stratton Marshal
Dan Cooper	Kit Carson County Coroner
Randy Gorton	

**KCC 911 ADVISORY BOARD**

Tom Ridnour	Kit Carson County Sheriff, Chairman
Mark Weber	Burlington Fire, Vice Chair
Ted Foth	KCCEMS, Secretary
Barry Romans	Burlington PD
Randy Fagerlund	Community Ambulance Service

**Non-Voting Members**

Shawn Franz	KCC Dispatch
Dave Gwyn	KCC BOCC
Darcy Janssen	KCC OEM

**FAIRGROUNDS BUILDING COMMITTEE**

Justin Stephens	Dave Hornung
Monica Daniel	Dave Gwyn
Ron Meyer	Gary Koop
Mick Livingston	Mark Hillman
Duane Hitchcock	Cory Wall

**EAST CENTRAL COUNCIL OF LOCAL  
GOVERNMENT (1 yr term)**

Valerie Rhoades

June 2014

8. **County Employees' Salaries:** The next item of business to come before the Board of County Commissioners is the matter of setting the salaries and wages of County employees. After the previous year's salaries and wages were fully reviewed, the Bruce Amendment (Amendment #1) was again reviewed, as well as the budget, and after the Board of County Commissioners was fully advised, upon motion by **Dave Gwyn** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **21963**

"BE IT RESOLVED: That the salaries and wages for County employees are hereby set for the next ensuing year of operation as follows:

KIT CARSON COUNTY PAY RANGE BY POSITION

DESCRIPTION	Range
Clerk	26,229.78 - 33,227.10
Clerk with Drivers License	27,557.66 - 34,909.22
Deputy Clerk	30,418.50 - 38,533.25
Clerk with Election Cert	29,676.59 - 37,593.41
Deputy Treasurer	30,418.50 - 38,533.25
Treasurer Clerk	23,183.30 - 29,367.91
Deputy Assessor	30,418.50 - 38,533.25
Assessor Clerk	23,183.30 - 29,367.91
Maintenance Supervisor	33,576.33 - 42,533.49
Maintenance Worker	28,246.60 - 35,781.95
Victim's Asst Coordinator	34,415.74 - 43,596.83
Undersheriff	35,276.13 - 44,686.75
Sheriff Captain	35,276.13 - 44,686.75
Sheriff Sergeant	31,958.44 - 40,483.99
Sheriff Corporal	31,178.96 - 39,496.58
Sheriff Deputy 2	30,418.50 - 38,533.25
Sheriff Deputy 1	28,952.77 - 36,676.50
Civil Clerk	23,762.88 - 30,102.11
Secretary/Civil Clerk	28,952.77 - 36,676.50
Detention Captain	30,418.50 - 38,533.25
Detention Sergeant	27,557.66 - 34,909.22
Detention Corporal	26,885.52 - 34,057.77
Detention Deputy 2	24,965.88 - 31,626.03
Detention Deputy 1	24,356.96 - 30,854.66

Emergency Manager	31,178.96	-	39,496.58
Dispatch Captain	30,418.50	-	38,533.25
Dispatch Sergeant	28,952.77	-	36,676.50
Dispatch Corporal	27,557.66	-	34,909.22
Dispatch Deputy 3	26,885.52	-	34,057.77
Dispatch Deputy 2	24,965.88	-	31,626.03
Dispatch Deputy 1	23,183.30	-	29,367.91
4-H/Fair/Clerk	18,936.32	-	23,987.96
Fair/Clerk	26,885.52	-	34,057.77
Administrator	44,055.06	-	55,807.63
Finance Clerk	26,229.78	-	33,227.10
Finance Clerk/Registrar	31,178.96	-	39,496.58
Security Sergeant	24,965.88	-	31,626.03
Security Deputy	21,528.00	-	27,271.03
Public Health Secretary	26,229.78	-	33,227.10
Public Health Program Coordinator	36,158.04	-	45,803.92
Public Health Program Coordinator II	31,178.96	-	39,496.58
Public Health Program Assistant	21,528.00	-	27,271.03
Public Health Program Assistant NFP	25,590.03	-	32,416.68
Public Health Program Assistant II	26,885.52	-	34,057.77
Public Health Program Assistant III	28,952.77	-	36,676.50
Public Health Nurse I	31,958.44	-	40,483.99
Public Health Finance Clerk	31,178.96	-	39,496.58
Public Health Director	34,415.74	-	43,596.83
Public Health Assistant Director	48,628.54	-	61,601.18
Public Health Specialist	36,158.04	-	45,803.92
Combined Director- PH/SS	48,628.54	-	61,601.18
Road Supervisor	34,415.74	-	43,645.12
Road Foremen	31,178.96	-	39,496.58
Road Worker	27,557.66	-	34,909.22
Mechanic	25,590.03	-	32,416.68
Ambulance Director	34,415.74	-	43,596.83
Ambulance Deputy	21,528.00	-	27,271.03
Finance Director	31,178.96	-	39,496.58
SS Tech	30,418.50	-	38,533.25
Case worker 1	41,932.24	-	53,118.51
SS Tech 1	24,356.96	-	30,854.66

SS Case Worker 3	31,958.44	-	40,483.99
SS Tech 5	27,557.66	-	34,909.22
SS Case Worker3	41,932.24	-	53,118.51
SS Case Worker	26,885.52	-	34,057.77
SS Case Aid	26,885.52	-	34,057.77
SS Tech 4	35,276.13	-	44,686.75
Social Service Director	31,958.44	-	40,483.99
Manager Landfill	37,061.99	-	46,949.02
Landfill Clerk/Op	27,557.66	-	34,909.22

9. **Employee and Elected Official Insurance:** The next item of business to come before the Board of County Commissioners was the matter of paying for the following insurance coverage by the County on behalf of each County employee and each elected official of the County. After the matter was fully discussed and the Board of County Commissioners was fully advised, upon motion by **Dave Gwyn** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **21964**

"BE IT RESOLVED: That full-time permanent employees, while employed by the County, shall be insured, at the expense of the County, with Colorado Counties Health and Life Co-operative, as follows:

**Health and Hospitalization Insurance:**

**Three Tier Plan:** This coverage extends to and covers a County employee and the employee's immediate family and an elected official of the County and an elected official's immediate family, subject to Policy limitations and provisions, the cost of which will be as follows:

	Single	Employee + 1	Family
Vision	\$5.70	\$11.35	\$14.75
Medical	\$491.00	\$922.00	\$1,129.00
Life	\$2.40	2.40	2.40
Dental	\$16.40	\$32.85	\$42.75
Per month	\$515.50	\$968.60	\$1,188.90
Annual cost	\$6,186.00	\$11,623.20	\$14,266.80

**Deductible:** This plan has a \$2,000.00 deductible with a maximum deductible of \$4,000.00 per family. County employees may submit a voucher with a copy of the Explanation of Benefits (EOB) from the insurance company for full reimbursement of the deductible.

**Life Insurance:**

A Life Insurance Policy, as hereinafter described, paid for by the County shall be provided for each County employee and each elected official, which Policy shall cover the life of the County employee and the life of the elected official while the employee and the elected official are on the County job carrying out County job-related activities, to-wit:

a. The life of a employee and a elected official shall be covered while on the County job by a Group Life Insurance Policy in the face amount of **TEN THOUSAND and NO/100 Dollars (\$10,000.00)** for each insured, the cost of such coverage being **TWO and 40/100 Dollars (\$2.40)** per month, subject to Policy limitations and provisions."

Age	Coverage	Cost
Under 70	\$10,000.00	\$2.40
70 thru 74	\$8,250.00	\$1.56
75 thru 79	\$5,000.00	\$1.20
80 or over	\$3,750.00	\$0.84

**10. Reimbursement Out of County and Away From Home Expenses:**

The next item of business to come before the Board of County Commissioners was the matter of determining meal allowance for the cost of meals incurred by County employees who are required to be outside of the County and/or must stay overnight away from home to carry out their job assignment or job duties at any time during the next year of the operation of the County. After these matters were reviewed and after the Board of County Commissioners had been fully advised, upon motion by **Dave Gwyn** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **21965**

"BE IT RESOLVED: That when employees of the County are required to work outside of the County and/or are required to stay away from home and outside of the County overnight in order to carry out their job assignment or the duties of the County job, each such employee shall be entitled to a reimbursement for meals in an amount which shall not exceed the sum of **THIRTY-FIVE and NO/100 Dollars (\$35.00)** per day, and when such employee is also required to stay overnight and away from home, such employee shall be entitled to reimbursement for such lodging on 9-14-09 under #18666.

All applications for reimbursement of meals and lodging shall be supported by meal checks and lodging receipts, an employee shall not be reimbursed for meals in excess of the above stated sum unless the employee receives written permission from the Board of County Commissioners prior to making such additional expenditures."

**11. Medical Services Providers - County Employees:**

The next item of business to come before the Board of County Commissioners was the matter of designating for the next calendar year of operation the medical service providers in conjunction with "Worker's Compensation Claims" for Kit Carson County employees. After the available

and qualified medical personnel were reviewed and discussed and after the Board of County Commissioners was fully advised, upon motion by **Dave Gwyn** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **21966**

"BE IT RESOLVED: That the following medical personnel are, by these presents, designated and appointed as medical service providers in conjunction with "Worker's Compensation Claims" for Kit Carson County employees for the next calendar year of County operation or until their successors are designated and appointed by further Resolution and order of the Board of County Commissioners:

Dr. Wayne Hoppe, M.D  
291 15<sup>th</sup> St. (719)346-5301  
Burlington, CO 80807

Kit Carson County Memorial Hospital  
286 16<sup>th</sup> St. (719)346-5311  
Burlington, CO 80807

Flagler Family Practice  
305 Pawnee Ave. (719)765-4340  
Flagler, CO 80815

Parke Health & Wellness Center  
182 16<sup>th</sup> St. (719)346-9481  
Burlington, CO 80807

**12. Consider Unemployment Insurance:**

The next item of business to come before the Board of County Commissioners was the matter of carrying "Unemployment Compensation Insurance" to pay possible awards granted under the provisions of C.R.S., 1973, Title 8, Articles 70 through 82, as amended, being the "Colorado Employment Security Act". This matter was fully reviewed by the Board of County Commissioners, such review including the history of claims filed against the County, the monetary amount of claims paid, the legal costs incurred by Departments of the County in resisting the claims for unemployment benefits, and the annual cost of insurance premiums if the County would elect to carry insurance with a private carrier to meet possible awards for benefits given under the Act. After the Board of County Commissioners was fully advised, upon motion by **Dave Gwyn** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **21967**

"BE IT RESOLVED: That until further Resolutions and order of the Board of County Commissioners, Kit Carson County will insure itself against possible awards of benefits to terminated County employees granted under the provisions of the 'Colorado Employment Security Act' - C.R.S., 1973, Title 8, Articles 70 through 82, as amended."

**13. Adoption of Personnel and Employment Policy Manual:**

The next item of business to come before the Board of County Commissioners was the matter of the review of the proposed revised Personnel and Employment Policies of Kit Carson County, Colorado. After the proposed Manual had been fully reviewed by the Board of County Commissioners, upon motion by **Dave Hornung** and seconded by **Jim Whitmore**, the following Resolution was unanimously passed and adopted on **December 26, 2012 #21932** by the Board of County Commissioners and attached to the Reorganization Minutes.

Chairman **Dave Hornung**, did order that a copy of the Personnel and Employment Policy Manual of Kit Carson County, Colorado, be attached to these ReOrganization Minutes.

Resolution No. **21968**

"BE IT RESOLVED: That the Board of County Commissioners has approved the Personnel and Employment Policies Manual of Kit Carson County."

**14. Forms-Manuals-Plans-Policies:**

The next item of business was the matter forms, manuals, plans and policies that have Kit Carson County on them from any office needs to be signed off by the Board of County Commissioners since it represents Kit Carson County and could affect liability for the county.

**15. Travel by County Officials and Staff**

Travel by County officials, County Road Supervisors, Extension Personnel, and County Coroner to and return of Investigation, to and return of Inquest, .32 cents per mile. This was established by the Board of County Commissioners on Nov. 26, 2008 #17776.

**16. Kit Carson County Purchasing Policy and Procedures:**

The Board of County Commissioners adopted the Kit Carson County Purchasing Policy and Procedures on October 31, 2013 #21821. Motion to adopt was made by Dave Hornung, seconded by Jim Whitmore, motion carried by unanimous vote of Dave Gwyn. The Purchasing Policy and Procedures are attached to these minutes.

Resolution No. **21969**

"BE IT RESOLVED: That no County official, including any elected official, Department head or supervisor, may make any purchase in an amount of Five Hundred and no/100 Dollars (\$500.00) or more unless such purchase is supported by a Purchase Order and is approved in writing by the Board of County Commissioners."

**17. Limitation and Approval of Extra Help:** The next item of business to come before the Board of County Commissioners was the matter of elected officials, Department Heads and/or supervisors employing extra help to carry out the governmental functions of the County. All new employees hired shall have the application filed in the Personnel/Accounting office. After the matter was fully discussed, upon motion by **Dave Gwyn** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **21970**

"BE IT RESOLVED: That no extra help shall be hired by any elected official, Department Head or supervisor without first obtaining written approval for such employment from the Board of County Commissioners."

**18. Depositories for County Funds:**

The Board of County Commissioners designated the following Banks and Savings and Loans as depositories for Kit Carson County Funds. Kit Carson County receives "eligible depository" certificates issued by the State Division of Banking before any money is deposited.

The Bank of Burlington  
Bank of the West  
Colorado East Bank & Trust  
High Plains Bank of Flagler  
Equitable Savings and Loan  
Frontier Bank  
The Colorado East Bank

**19. Consider Road and Bridge District Division:**

The next item of business was the matter of considering for the operation of the County Road System the division of the County into three (3) area Districts with a Commissioner designated as the Department Head for each District who would be responsible for the construction, repair and maintenance of County roads within his designated District. After the matter had been fully reviewed and the prior division of the County into Road and Bridge Districts had been reviewed, upon motion by **Dave Gwyn** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **21971**

"BE IT RESOLVED: That the County of Kit Carson is hereby divided into three (3) Road and Bridge Districts with a Commissioner hereby appointed as the Department Head to oversee and be primarily responsible to the County residents in that District of the construction, repair and maintenance of County roads and bridges in that District.

District 1 shall be all of that portion of the County east of County Road 44 including County Road 44

District 2 shall be all of that portion of the County, which lies west of County Road 44 and east of County Road 23; and

District 3 shall be all of that portion of the County west of County Road 23 including County Road 23.

In no event does the Board of County Commissioners designate its ultimate authority and/or duty to any one (1) Commissioner and all budgetary actions and determinations related to the final operation of the County Road and Bridge System shall be a determination made by a majority vote of the Board of County Commissioners. The day to day administration of the County Road and Bridge System shall be the responsibility of the designated Commissioner in his respective District. Any material violation of the power or authority by any one (1) Commissioner will be subject to review and correction by the full Board of County Commissioners."

**20. Soil Erosion - Dust Blowing Act, 1954:** The next item of business to come before the Board of County Commissioners was the matter of enforcing the Soil Erosion - Dust Blowing Act - 1954, C.R.S., 1973, Title 35, Article 72, Section 101. The Commissioners, in reviewing this statute, do find and determine that when the Board of County Commissioners is advised in writing, or otherwise informed that soil is blowing from any land in the County, and is supplied with a description of such land and it does appear that by reason of such blowing that private property described in the statute is being damaged, the Board of County Commissioners is required, as soon as practicable, to give notice of such complaint to the owner or occupier of such land from which the soil is blowing and to inspect, or cause to be inspected, such land. Thereupon, and upon motion by **Dave Gwyn** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **21972**

"BE IT RESOLVED: That the Commissioner designated as the Commissioner for each Road and Bridge Division, the County being divided into three (3) Districts, is hereby designated as the investigating Commissioner from the Board of County Commissioners to investigate and inspect any written complaint filed under this statute regarding land and real estate located within his designated District and thereafter, such Commissioner shall determine and report to the Board of County Commissioners the following:

It appears that by reason of such blowing from any land in the County:

1. Private property, including but not limited to crops, grasslands, fences, fence rows, irrigation canals, ditches, or livestock on adjacent land or other land, or
2. Roads, barrow ditches, fences or other public property is being damaged.'

Thereafter, the inspecting Commissioner, on behalf of the Board of County Commissioners, shall, as soon as practicable, give notice of such complaint to the owner or occupier of the land from which soil is blowing and inspect, or cause to be inspected, such land.

If the Board of County Commissioners finds, after consultation with a member or members of the local Soil Conservation District, with the State Conservation Board, or with local owners or occupiers, including the owner or occupier of the land from which soil is blowing, that soil is blowing from such land in sufficient quantity to be in violation of the specific provisions of the statute because of soil being blown there from, the Board of County Commissioners shall determine what, if anything, can be done to prevent or materially lessen such blowing of soil from such land. Thereafter, and depending upon the finding of the Board of County Commissioners, appropriate action authorized under the statute shall be taken by the Board of County Commissioners to stop the soil erosion and resulting damage.

## **21. Right to Farm and Ranch**

The Board of County Commissioners recognizes the need to protect the viability and emphasize the importance of farming, ranching and other agricultural activities and operations in Kit Carson County and the changes that are occurring within our county demography and the potential for conflicts between agricultural operations and visitors to and residents of rural Kit Carson County. After the matter was fully discussed, upon motion by **Dave Gwyn**, and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

### Resolution No. **21973**

**WHEREAS**, the Board of County Commissioners of Kit Carson County ("Board") recognizes the need to protect the viability and emphasize the importance of farming, ranching and other agricultural activities and operations in Kit Carson County; and,

**WHEREAS**, the changing nature of land use and demography in Kit Carson County has increased the potential for conflicts between agricultural operations and visitors to and residents of rural Kit Carson County; and,

**WHEREAS**, examples of such conflicts include, but are not limited to: harassment of livestock and livestock losses due to free roaming dogs; trespass by livestock; movement of livestock and machinery on highways and county roads; gates inappropriately left open or shut; fence construction and maintenance; chemical applications, either by airplanes or

spray apparatus of various kinds; complaints regarding noise, dust and odor; disposal of dead animals; weed and pest control; and trespass; and,

**WHEREAS**, residents moving from urban or suburban settings need to realize that public services in a rural area are not at the same level as what they may be accustomed to. Road maintenance and/or surface quality may be at a lower level; in certain situations, surface maintenance may not be the county's responsibility; mail delivery may not be as frequent; utility services may be nonexistent or subject to interruption; water is a valuable resource and is not available in all locations of the county and, if it is available, the costs associated with obtaining it may be prohibitive; a permit from the State of Colorado is required before drilling a well, with different requirements for domestic and livestock wells; law enforcement, fire protection and ambulance service will have considerably longer response times; and snow may not be removed from county roads for several days following a major snow storm or it may not be the county's responsibility to remove snow in subdivisions. First priority for snow removal is school bus routes and mail routes; and,

**WHEREAS**, it is desirable to protect agricultural operators from complaints about legal and non-negligent agricultural operations and activities; and,

**WHEREAS**, it is desirable to educate the public and nonagricultural residents and visitors to Kit Carson County about the existence, value and importance of Kit Carson County's agricultural operations and activities; and,

**WHEREAS**, the Board shall attempt and aspire to:

- a. Conserve, enhance and encourage farming, ranching and associated agricultural activities and operations within Kit Carson County;
- b. Minimize financial conflicts between agricultural and nonagricultural users of land in the County;
- c. Educate and notify new rural residents and long time agricultural operators alike of their rights and obligations relating to agricultural activities;
- d. Integrate planning efforts to provide for the retention of traditional and prime agricultural lands, agricultural production, as well as the opportunity for reasonable residential and other development; and

**WHEREAS**, the Board, pursuant to Colorado statute, has the power to regulate the use of land and to preserve the culture and history of Kit Carson County; and

**WHEREAS**, pursuant to Article 3.5, Title 35, C.R.S., it is the declared policy of the State of Colorado to conserve, protect and encourage the development and improvement of agricultural lands for the production of food and other agricultural products. The Colorado General Assembly has also recognized that when nonagricultural land uses

extend into agricultural areas, agricultural operations often become the subject of nuisance suits and that a number of agricultural operations have been forced to cease operations and many others are discouraged from making investments in farm improvements. The State has also stated that the purpose of the Article 3.5 is to reduce the loss to the State of Colorado of its agricultural resources by limiting the circumstances under which agricultural operations may be deemed to be a nuisance; and

**WHEREAS**, pursuant to Section 35-3.5-102(1)(a), C.R.S., an agricultural operation shall not be found to be a public or private nuisance if the agricultural operation alleged to be a nuisance employs methods or practices that are commonly or reasonably associated with agricultural production; and

**WHEREAS**, pursuant to Section 35-3.5-102(1)(b), C.R.S., an agricultural operation that employs methods or practices that are commonly or reasonably associated with agricultural production shall not be found to be a public or private nuisance as a result of any of the following activities or conditions: change in ownership; nonpermanent cessation or interruption of farming; participation in any government sponsored agricultural program; employment of new technology; or change in the type of agricultural product produced; and

**WHEREAS**, pursuant to Section 35-3.5-102(2)(a), C.R.S., an agricultural operation shall not be found to be a public or private nuisance if such agricultural operation was established prior to the commencement of the use of the area surrounding such agricultural operation for nonagricultural activities; employs methods or practices that are commonly or reasonably associated with agricultural production; and is not operating negligently; and

**WHEREAS**, pursuant to Section 35-3.5-102(2)(b), C.R.S., employment of methods or practices that are commonly or reasonably associated with agricultural production shall create a rebuttable presumption that an agricultural operation is not operating negligently; and

**WHEREAS**, the Board has determined that it is desirable and beneficial to the citizens of Kit Carson County to establish and adopt by resolution a Right to Farm/Ranch Policy involving the elements of protection of agricultural operations, and education of property owners and the public; and

**WHEREAS**, the establishment and adoption of such a right to farm/ranch policy would serve and promote the public health, safety, welfare and morals of the citizens of Kit Carson County;

**NOW, THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Kit Carson County that:

1. Policy Statement. The Kit Carson County Right to Farm and Ranch Policy, attached hereto and by reference made a part hereof, shall be and hereby is adopted as an official policy of Kit Carson County.

2. Public Education and Information Campaign. The Board, with the primary assistance of the CSU Extension Office and through the use of county staff as needed, shall support efforts to educate and inform the public of the Right to Farm and Ranch Policy. Such efforts shall include dissemination of written information and oral presentations to community associations and organizations and schools; providing information at the Kit Carson County Fair; preparation and distribution of press releases relating to the Right to Farm and Ranch Policy.

3. Property Owner Notification. The Board shall notify owners of land within the county by the following means:

- a. Whenever a development permit is submitted to the Kit Carson County Planning Commission or the Kit Carson County Board of County Commissioners for the unincorporated area of Kit Carson County, the Land Use Department shall provide a copy of the policy to the applicant. As a condition of the development permit, the applicant shall sign the receipt and statement of understanding, attached hereto, which shall be maintained by the Land Use Department in the applicant's file.
- b. The Board shall initiate amendments to the County Subdivision Regulations to provide that notification of the right to Farm and Ranch Policy shall be made at the time of any subdivision or related land use application.

**BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE IMMEDIATELY THIS 10th day of January, 2013.**

**22. Farming of County Roads:**

The next item of business to come before the Board was the matter of abutting land owners, or someone on their behalf, farming portions of County road rights-of-way which can create road hazards restricting the use of County roads by the traveling public. After the matter was fully discussed, upon motion by **Dave Gwyn**, and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **21974**

"BE IT RESOLVED: That complaints have been received by the individual members of the Board of County Commissioners, wherein it is alleged that people are farming shoulders and in some instances traveled portions of the County road right-of-way, which could, if circumstances were right, create a hazard to the traveling public traveling a particular County road right-of-way.

Therefore, the road supervisor of each of the three (3) Districts, under the direction of the respective Commission, should investigate each complaint arising in his District and that he should examine the road system in his District and if he finds that a road way is being farmed,

determine the location and the possible person responsible for such act and report the same forthwith to his Commissioner, who shall report the same to the full Board for appropriate review and action.

BE IT FURTHER RESOLVED: That a notice be published in each weekly newspaper published in the County requesting that the farming of County roads or any portion thereof stop. A proposed "Notice" was presented and was approved as to form and content. **Mr. Dave Hornung**, as Chairman of the Board, was authorized to give such written "Notice" and Mrs. Calhoon, as the Clerk and Recorder, was authorized to attest to **Mr. Hornung's** signature, on behalf on the County and to place the Seal of the County thereon."

## 21975

### 23. COLORADO OPEN RECORDS ACT (CORA)

The Board of County Commissioners implemented procedures for CORA requests on December 19, 2012 #21930 under C.R.S. 24-72-201. Motion to approve and implement the Colorado Opens Records Requests policy was made by Dave Hornung, seconded by Jim Whitmore, motion carried by unanimous vote of Dave Gwyn. All requests, submitted pursuant to C.R.S. 24-72-201 to inspect public records in the custody or control of Kit Carson County must be submitted in writing to the official custodian. A copy of the Records Request is attached to the Reorganization minutes.

## COUNTY FEE SCHUDULES

## 21976

### 24. AMBULANCE FEES

The Board of County Commissioners reviewed and adjusted the fees for the Kit Carson County Ambulance Service on Nov. 17, 2010 under #19894. The following fees are adopted as of January 1, 2011.

#### CALL PAY

First Responder	\$0.90 per hour
EMT- Basic	\$0.97 per hour
EMT- Basic/iv	\$1.05 per hour
RN w/o ACLS	\$1.11 per hour
EMT-I or RN w/ACLS	\$1.28 per hour
EMT-Paramedic	\$1.39 per hour

#### RUN PAY

0-10 miles	\$15.00
11-20 miles	\$20.00
21-30 miles	\$25.00
31-40 miles	\$30.00

41-50 miles	\$40.00
51-60 miles	\$50.00
61-70 miles/Goodland Flight, take pt over	\$60.00
71-99 miles	\$70.00

100 + miles/transfers/or Goodland Flight, bring crew to KCCMH

First Responder	\$75.00
EMT – Basic	\$85.00
EMT-B/IV or RN w/o ACLS	\$100.00
RN w/ACLS or EMT-I	\$140.00
EMT – PARAMEDIC	\$170.00

BLS (Basic Life Support) \$450.00 plus \$10.00 per mile

ALS (Advanced Life Support) \$550.00 plus \$10.00 per mile

Special Transport \$750.00 plus \$10.00 per mile

## 21977

### 25. ASSESSOR FEES

The County Assessor collects the following fees:

#### Copies

Appraisal Card	\$ .25 per page
Plat Map	\$2.00 per map
Index Card	\$ .25 per page
Research/Records Request (CORA)	

#### GIS and Data Files:

GIS (ArcView) map & data file	\$1,000.00
Records system data download file	\$100.00
(Minimum of \$100.00, additional charge for data manipulation)	
Tax Roll files	\$25.00

## 21978

### 26. NURSING SERVICE AND HEALTH SPECIALIST

Nursing service will collect the following fees for service: charges maybe available on a sliding fee scale.

<b>Service</b>	<b>2013 Fee</b>
Child Immunization	\$14.00
Hepatitis B Adult	\$35.00
Hepatitis A Adult	\$30.00
Meningitis Adult	\$107.00
TB Skin Test	\$10.00
Tetanus Adult	\$32.00
MMR Adult	\$55.00/dose
IPV Adult	\$27.00
FLU	\$20.00
<b>Flu Pediatric</b>	
6 mo to 35 mo	\$20.00
Fluzone Pediatric	\$11.00
Pneumonia	\$77.00
Varicella Adult	\$91.00
Hearing Screen	\$2.00
Vision Screen	\$2.00
Cholesterol	\$30.00
Blood Sugar	\$2.00
Pregnancy Test	\$5.00
Blood Pressure	\$2.00
HCT	\$2.00
Family Planning	Sliding Fee Scale
Well Child Fees	Sliding Fee Scale
<b>Drug Testing</b>	
Bucal Swabl	\$30.00
Lab Fee	\$25.00
Hair Sample	
Hair Collection	\$10.00
Hair Lab Fee	\$45.00
Paternity Test	\$10.00/Person
A1C Diabetes Test	\$20.00
Glucometer Strips	\$18.75
Gardasil (up to 26 only)	\$155.50/dose

Kit Carson County Health and Human Services Sliding Fee Scale 2011-2012  
Diabetes Education and Prevention Program

	ANNUAL INCOME	MONTHLY INCOME	WEEKLY INCOME	CODE
1 Person	≤\$11,170	≤\$930	≤\$215	1
	\$11,171 - \$16,755	\$ 931 - \$1396	\$215 - \$322	2
	\$16,867 - \$22,340	\$1397 - \$1862	\$324 - \$430	3
	\$22,341 - \$27,925	\$1863 - \$2,327	\$430 - \$537	4
	≥\$27,926	≥\$2,328	≥\$537	5
2 Persons	≤\$15,130	≤\$1,260	≤\$290	1
	\$15,131 - \$22,695	\$1261 - \$1,891	\$291 - \$436	2
	\$22,696 - \$30,260	\$1,891 - \$2,521	\$437 - \$582	3
	\$30,261 - \$37,825	\$2,522 - \$3151	\$583 - \$726	4
	≥ \$37,826	≥ \$3,152	≥\$727	5
3 Persons	≤\$19,090	≤\$1,590	≤\$367	1
	\$19,091 - \$28,635	\$1,591 - \$2,386	\$368 - \$550	2
	\$28,635 - \$38,180	\$2,387 - \$3,181	\$551 - \$733	3
	\$38,181 - \$47,725	\$3,182 - \$3,977	\$734 - \$918	4
	≥47,725	≥\$3,977	≥918	5
4 Persons	≤\$23,050	≤\$1,921	≤\$443	1
	\$23,051 - \$34,575	\$1,922 - \$2,881	\$443 - \$665	2
	\$34,575 - \$46,100	\$2,882 - \$3,841	\$666 - \$887	3
	\$46,101 - \$57,625	\$3,842 - \$4,802	\$888 - \$1,108	4
	≥\$57,626	≥\$4,803	≥ \$1,109	5
5 Persons	≤\$21,878	≤\$1,823	≤\$421	1
	\$21,879 - \$32,817	\$1,824 - \$2,735	\$422 - \$631	2
	\$32,818 - \$54,020	\$2,736 - \$4,502	\$632 - \$1,049	3
	\$54,021 - \$67,525	\$4,503 - \$5,627	\$1,050 - \$1,299	4
	≥\$67,526	≥\$5,627	≥\$1,300	5
6 Persons	≤\$30,970	≤\$2,581	≤\$596	1
	\$30,971 - \$46,455	\$2,582 - \$3,871	\$597 - \$893	2
	\$46,456 - \$61,940	\$3,872 - \$5,162	\$894 - \$1,191	3
	\$61,941 - \$77,425	\$5,163 - \$6,452	\$1,192 - \$1,489	4
	≥\$77,426	≥\$6,453	≥\$1,490	5
7 Persons	≤\$34,930	≤\$2,911	≤\$672	1
	\$32,931 - \$52,395	\$2,912 - \$4,366	\$673 - \$1,008	2
	\$52,396 - \$69,860	\$4,367 - \$5,822	\$1,009 - \$1,344	3
	\$69,861 - \$87,325	\$5,823 - \$7,277	\$1,345 - \$1,679	4
	≥\$87,326	≥\$87,327	≥\$1,679	5
8 Persons	≤\$38,890	≤\$3,240	≤\$748	1
	\$38,891 - \$58,335	\$3,241 - \$4,861	\$749 - \$1,122	2
	\$58,336 - \$77,780	\$4,862 - \$6,482	\$1,122 - \$1,496	3
	\$77,781 - \$97,225	\$6,483 - \$8,102	\$1,496 - \$1,870	4
	≥\$97,226	≥\$8201	≥\$1,871	5

Code 1: At or below 100% of poverty as Defined by 2012 guidelines.

Code 2: Between 101% and 150% of poverty, as defined by 2012 guidelines.

Code 3: Between 151% and 200% of poverty, as defined by 2012 guidelines.

Code 4: Between 201% and 250% of Poverty, as defined by 2012 guidelines.

Code 5: Above 250% of poverty as defined of poverty as defined by 2012 guidelines.

	ANNUAL INCOME	MONTHLY INCOME	WEEKLY INCOME	CODE
1 Person	≤\$11,170	≤\$930	≤\$215	1
	\$11,171 - \$16,755	\$ 931 - \$1396	\$215 - \$322	2
	\$16,867 - \$22,340	\$1397 - \$1862	\$324 - \$430	3
	\$22,341 - \$27,925	\$1863 - \$2,327	\$430 - \$537	4
	≥\$27,926	≥\$2,328	≥\$537	5
2 Persons	≤\$15,130	≤\$1,260	≤\$290	1
	\$15,131 - \$22,695	\$1261 - \$1,891	\$291 - \$436	2
	\$22,696 - \$30,260	\$1,891 - \$2,521	\$437 - \$582	3
	\$30,261 - \$37,825	\$2,522 - \$3151	\$583 - \$726	4
	≥ \$37,826	≥ \$3,152	≥\$727	5
3 Persons	≤\$19,090	≤\$1,590	≤\$367	1
	\$19,091 - \$28,635	\$1,591 - \$2,386	\$368 - \$550	2
	\$28,635 - \$38,180	\$2,387 - \$3,181	\$551 - \$733	3
	\$38,181 - \$47,725	\$3,182 - \$3,977	\$734 - \$918	4
	≥47,725	≥\$3,977	≥\$918	5
4 Persons	≤\$23,050	≤\$1,921	≤\$443	1
	\$23,051 - \$34,575	\$1,922 - \$2,881	\$443 - \$665	2
	\$34,575 - \$46,100	\$2,882 - \$3,841	\$666 - \$887	3
	\$46,101 - \$57,625	\$3,842 - \$4,802	\$888 - \$1,108	4
	≥\$57,626	≥\$4,803	≥ \$1,109	5
5 Persons	≤\$21,878	≤\$1,823	≤\$421	1
	\$21,879 - \$32,817	\$1,824 - \$2,735	\$422 - \$631	2
	\$32,818 - \$54,020	\$2,736 - \$4,502	\$632 - \$1,049	3
	\$54,021 - \$67,525	\$4,503 - \$5,627	\$1,050 - \$1,299	4
	≥\$67,526	≥\$5,627	≥\$1,300	5
6 Persons	≤\$30,970	≤\$2,581	≤\$596	1
	\$30,971 - \$46,455	\$2,582 - \$3,871	\$597 - \$893	2
	\$46,456 - \$61,940	\$3,872 - \$5,162	\$894 - \$1,191	3
	\$61,941 - \$77,425	\$5,163 - \$6,452	\$1,192 - \$1,489	4
	≥\$77,426	≥\$6,453	≥\$1,490	5
7 Persons	≤\$34,930	≤\$2,911	≤\$672	1
	\$32,931 - \$52,395	\$2,912 - \$4,366	\$673 - \$1,008	2
	\$52,396 - \$69,860	\$4,367 - \$5,822	\$1,009 - \$1,344	3
	\$69,861 - \$87,325	\$5,823 - \$7,277	\$1,345 - \$1,679	4
	≥\$87,326	≥\$87,327	≥\$1,679	5
8 Persons	≤\$38,890	≤\$3,240	≤\$748	1
	\$38,891 - \$58,335	\$3,241 - \$4,861	\$749 - \$1,122	2
	\$58,336 - \$77,780	\$4,862 - \$6,482	\$1,122 - \$1,496	3
	\$77,781 - \$97,225	\$6,483 - \$8,102	\$1,496 - \$1,870	4
	≥\$97,226	≥\$8201	≥\$1,871	5

The above fees are subject to change, depending on the costs from the manufacturer.

No one will be denied services based on inability to pay.

Last amended Jan/2013

**Kit Carson County  
Family Planning Sliding Scale**

	Income as % of Poverty Guidelines	CPT Code	0-100%	101-150%	151-200%	201-250%	250+%
			Code 1	Code 2	Code 3	Code 4	Code 5
			% Pay Status	0%	25%	50%	75%
<b>VISIT TYPES (Select one from this section per visit)</b>	New Patient-Focused	<b>99201</b>	\$0	\$9	\$19	\$28	\$37
	New Patient-Expanded	<b>99202</b>	\$0	\$19	\$38	\$56	\$75
	New Patient-Detailed	<b>99203</b>	\$0	\$31	\$63	\$94	\$125
	New Patient-Comprehensive	<b>99204</b>	\$0	\$36	\$72	\$108	\$144
	Establish Patient-Minimal	<b>99211</b>	\$0	\$7	\$14	\$21	\$28
	Established Patient-Focused	<b>99212</b>	\$0	\$12	\$24	\$36	\$48
	Established Patient-Expanded	<b>99213</b>	\$0	\$14	\$27	\$41	\$54
	Established Patient-Detailed	<b>99214</b>	\$0	\$18	\$36	\$54	\$72
	New Patient Preventive Visit - 12-17 Years of Age	<b>99384</b>	\$0	\$35	\$70	\$105	\$140
	New Patient Preventive Visit - 18-39 Years of Age	<b>99385</b>	\$0	\$35	\$70	\$105	\$140
	New Patient Preventive Visit - 40-64 Years of Age	<b>99386</b>	\$0	\$35	\$70	\$105	\$140
	Established Patient Preventive Visit - 12-17 Years of Age	<b>99394</b>	\$0	\$30	\$60	\$90	\$120
	Established Patient Preventive Visit - 18-39 Years of Age	<b>99395</b>	\$0	\$30	\$60	\$90	\$120
	Established Patient Preventive Visit - 40-64 Years of Age	<b>99396</b>	\$0	\$30	\$60	\$90	\$120
	Individual Counseling, 15 minutes	<b>99401</b>	\$0	\$10	\$20	\$30	\$40
	Individual Counseling, 30 minutes	<b>99402</b>	\$0	\$15	\$30	\$45	\$60
	IUD Removal	<b>58301</b>	\$0	\$13	\$25	\$38	\$50
	IUD Insertion	<b>58300</b>	\$0	\$13	\$25	\$38	\$50
	Implant Insertion	<b>11975</b>	\$0	\$13	\$25	\$38	\$50
	Implant Removal	<b>11976</b>	\$0	\$13	\$25	\$38	\$50
	Implant Removal with Reinsertion	<b>11977</b>	\$0	\$13	\$25	\$38	\$50
	Vasectomy <sup>1</sup> (by referral)		\$0	\$0	\$0	\$0	\$0
Tubal Ligation <sup>1</sup> (by referral)		\$0	\$0	\$0	\$0	\$0	
Essure <sup>1</sup> (by referral)		\$0	\$0	\$0	\$0	\$0	
<b>LAB SERVICES</b>	Chlamydia/Gonorrhea (slides for the reasons stated below <sup>2</sup> )*	<b>87490</b>	\$0	\$8	\$15	\$23	\$30
	Thin Prep Pap Smear (Initial or Annual Exam)*	<b>88142</b>	\$0	\$8	\$15	\$23	\$30
	Urine Pregnancy Test	<b>81025</b>	\$0	\$2	\$3	\$5	\$6
	Fecal Occult Blood	<b>82270</b>	\$0	\$3	\$6	\$9	\$12

	Screening/Hemoccult (females > 50)						
	Hematocrit (for pre-IUD client or for a BC method)*	<b>85013</b>	\$0	\$1	\$3	\$4	\$5
<b>CONTRACEPTIVES/SUPPLIES</b>	Oral Birth Control	<b>S4993</b>	\$0	\$6	\$12	\$17	\$23
	Depo-Provera	<b>J1055</b>	\$0	\$8	\$15	\$23	\$30
	Nuva Ring (3 cycles)	<b>J7303</b>	\$0	\$13	\$25	\$38	\$50
	CycleBeads		\$0	\$4	\$8	\$11	\$15
	Diaphragm	<b>A4266</b>	\$0	\$6	\$13	\$19	\$25
	Male Condoms (12)	<b>A4267</b>	\$0	\$0	\$0	\$0	\$0
	Latex Free Condoms (per pkg of 6)	<b>A4267</b>	\$0	\$0	\$0	\$0	\$0
	Female Condom (each)	<b>A4268</b>	\$0	\$0	\$0	\$0	\$0
	Contraceptive Foam/Suppositories	<b>A4269</b>	\$0	\$0	\$0	\$0	\$0
	Emergency Contraception (referral to area pharmacies)		\$0	\$0	\$0	\$0	
	IUD Mirena	<b>J7302</b>	\$0	\$85	\$170	\$255	\$340
	IUD Paragard	<b>J7300</b>	\$0	\$68	\$135	\$203	\$270
	Implanon	<b>J7307</b>	\$0	\$85	\$170	\$255	\$340
	Zithromax (state supplied)	<b>Q014</b> <b>4</b>	\$0	\$0	\$0	\$0	\$0

Starred (\*) items are only required to slide to \$0 when meeting conditions in parentheses. In other instances, clients may be charged full price for these services.

<sup>1</sup>These items are provided at no cost to the client through the Colorado Family Planning Initiative

<sup>2</sup>a) Annually for women and men with indicators at visit (as described in the FPP STD Protocol); b) Annually for women < age 25; c) All women pre-IUD.

### Fees for Health Specialist

<b>Retail Food Establishment License Fees</b>	<b>Fee</b>
No Fee License (Schools, Charitable, Other)	\$0.00
Mobile Unit	\$255.00
Mobile Unit (Prepackaged Food)	\$115.00
Temporary/Special Event Establishment	\$255.00
Temporary/Special Event (Prepackaged Food)	\$115.00
Restaurant 0-100 Seats	\$255.00

Restaurant 101-200 Seats	\$285.00
Restaurant Over 200 Seats	\$310.00
Grocery Store 0-3,500 Sq. Ft.	\$115.00
Grocery Store 3,501-15,000 Sq. Ft.	\$180.00
Grocery Store 15,001-25,000 Sq. Ft.	\$200.00
Grocery Store 25,001-45,000 Sq. Ft.	\$235.00
Grocery Store 45,001-65,000 Sq. Ft.	\$290.00
Grocery Store 65,001-85,000 Sq. Ft.	\$415.00
Grocery Store Over 85,000 Sq. Ft.	\$500.00
Grocery w/Deli 0-3,500 Sq. Ft.	\$207.00
Grocery w/Deli 3,501-15,000 Sq. Ft.	\$338.00
Grocery w/Deli 15,001-25,000 Sq. Ft.	\$360.00
Grocery w/Deli 25,001-45,000 Sq. Ft.	\$395.00
Grocery w/Deli 45,001-65,000 Sq. Ft.	\$450.00
Grocery w/Deli 65,001-85,000 Sq. Ft.	\$575.00
Grocery w/Deli Over 85,000 Sq. Ft.	\$690.00
Oil & Gas Temp. 0-50 (Initial License)	\$750.00
Oil & Gas Temp. Over 50 (Initial License)	\$1,250.00
Oil & Gas Temp. 0-50 (Renewal)	\$275.00
Oil & Gas Temp. Over 50 (Renewal)	\$500.00

<b>Description of Sewage System</b>	<b>Fees</b>
New Sewage System	\$223.00
Repair of Sewage System	\$175.00
Privy	\$100.00
Perk Test for Sewage System	\$175.00

<b>Description of Land Use Fees</b>	<b>Fees</b>
Residential	\$50.00
Commercial	\$150.00
Industrial	\$250.00
Concentrated Animal Feeding Operation	\$150.00

Additional Structure - Different Use	\$75.00
Additional Structure - Same Use	\$50.00
Cluster Development	\$250.00
Variance - In Addition to Other Fee	\$50.00
Other	\$50.00

**SHERIFF FEES**

**27. Civil Fees of Kit Carson County Sheriff:**

The next item of business to come before the Board was the matter of increase in Civil Fees to be charged for services rendered. After the matter was fully discussed, upon motion by **Dave Gwyn**, seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **21979**

WHEREAS, the Board of County Commissioners of Kit Carson County has the power, pursuant to C.R.S. 30-1-104(gg)(2), to set the fees for each type of service performed by the County Sheriff, within the limitations of that statute; and

WHEREAS, C.R.S. 30-1-104 has increased the fees of the County Sheriff for service of pleadings and other documents in all non-criminal actions through House Bill 1288, which was effective August 8, 2001; and

WHEREAS, increasing the fees is in the best interests of the citizens of the County of Kit Carson, Colorado.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County, Colorado that the following fee schedule shall be approved and charged by the Sheriff of Kit Carson County, Colorado, in accordance with stature:

	Service Fee:	INCREASED FEE
30-1-104	DOCUMENT	
a.5	Summons (with or without Complaint)	\$35.00
b.5	Summons (not actually served)	\$20.00
c.5	Subpoena	\$60.00
d.5	Subpoena (not actually served)	\$20.00
E	Service of Juror	\$10.00
F	Writ of attachment or replevin	\$75.00
G	Garnishment	\$20.00
Gg	Writ of restitution (Actual Eviction/Move Out)	100.00 up to 200.00
Gg	Order of possession of premises-preposting	\$35.00

O	Writ with aid of posse comitatus	\$60.00
O	Writ without aid	\$4.00
Bb	Writ of ne exeat or body attachment	\$20.00
Cc	Copy of execution (when making levy on shares of stock under execution)	\$60.00
set on	Service fee (Changed to zip code based)	
9-1-1010	Burlington	\$2.00
	Bethune	\$4.00
	Stratton	\$8.00
	Vona	\$12.00
	Seibert	\$16.00
	Flagler	\$20.00
	Second Service to same address/same time-same case	\$10.00
	Any service of any writ of process not Specified above	\$35.00
	FOR OTHER SERVICES:	
	Sex Offender Fees	\$25.00 Initial \$15.00 there after
J	Levyng execution or writ of attachment	Actual Expense
K	Levyng writ of replevin	Actual Expense
M	Making and filing for record a certificate of Levy on attachment or other cases	\$30.00
R	Advertising property for sale	\$30.00
S	Making certificates of sale	\$30.00
T	Executing and acknowledging deed of sale Of real estate	\$40.00
Dd	Making certificates of levy on shares	\$30.00
Ee	Making return on execution	\$60.00
Ff	Executing certificate of redemption	\$30.00

**28. Work release fees:**

The next item of business to come before the Board of County Commissioners was the matter of work release fees to be charged under C.R.S. 17-26-107 for county sentenced prisoners and out of county sentenced prisoners. Thereupon, and upon motion made by **Dave Gwyn**, seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of Commissioners, to-wit:

Resolution No. **21980**

“BE IT RESOLVED: That the Kit Carson County Sheriff’s Department of Kit Carson County will charge \$35.00 per day for county sentenced prisoners, and \$40.00 per day for out of county sentenced prisoners. This fee is charged for everyday held in work release and includes all meals served at the Kit Carson County Jail. Any meal taken outside the Jail is above this charge.

The Board of County Commissioners approved \$9.00 fee to cover cost for ankle bracelet / GPS Tracker which will be added to the \$35.00 for a total of \$44.00 for County sentenced prisoners and \$40.00 for a total of 49.00 for out of county sentenced prisoners that are approved for work release for a total of \$44.00 to \$49.00. This was adopted June 22, 2011 under #20476 as show in the Commissioner minutes.

**29. Antibuse Monitoring Fees and Bond Fees at the Kit Carson County Jail**

The next item of business to come before the Board of County Commissioners was the matter of Antibuse Monitoring Fees and Bond Fees at the Kit Carson County Jail. Thereupon, and upon motion made by **Dave Gwyn**, seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of Commissioners, to-wit:

Resolution No. **21981**

Whereas, the Board of County Commissioners of Kit Carson County has the power, pursuant to CRS §17-26-101, to provide and maintain a county jail, at the expense of the county, and has the duty to make personal examination of the jail, its sufficiency, and its management pursuant to CRS §17-26-126;

WHEREAS, The Board of County Commissioners of Kit Carson County has the power to determine accounting decisions for the county jail, and to set reasonable fees and charges, and to cooperate with the sheriff to keep an accurate account of jail expenses and charges collected, pursuant to CRS §17-26-125; and

WHEREAS, imposing a reasonable fee to be paid by prisoners to the sheriff to cover the expenses of monitoring antibuse dosages, and to cover the administrative expenses of preparing jail bonds, is necessary for the benefit and protection of the residents of Kit Carson County; and

WHEREAS, imposing a reasonable fee for the above-described services provided by jail personnel is necessary to equitably offset additional expense incurred by the county in providing these services.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County, Colorado that a fee of \$5.00 will be charged for each separate daily monitoring of antibuse consumption, and that a fee of \$5.00 will be charged for the preparation of each jail bond.

**30. Resolution to Increase Medical Treatment Charges for County Jail Prisoners**

The next item of business to come before the Board of County Commissioners was the matter to Increase Medical Treatment Charges for County Jail Prisoners. Thereupon, and upon motion made by **Dave Gwyn**, seconded **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of Commissioners, to-wit:

Resolution No. **21982**

WHEREAS, the Kit Carson County Sheriff has the authority to assess medical treatment charges for prisoners being held in custody in the Kit Carson County Jail, pursuant to C.R.S. 17-26-104.5; and

WHEREAS, the County Jail may assess a reasonable medical treatment charge for each visit by a prisoner in custody to an institutional or non-institutional physician, dentist, optometrist, nurse, or licensed hospital, and the jail may assess any such medical treatment charge against the prisoner's jail account; and

WHEREAS, the current fee charges for medical treatment are insufficient to cover the reasonable costs incurred by jail personnel; and

WHEREAS, increasing the fees is in the best interests of the citizens of the County of Kit Carson, Colorado.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County, Colorado that the medical treatment charge to be assessed against any prisoner held in custody in the County Jail, to be paid by the prisoner from such prisoner's jail account, shall be \$20.00 per visit. Nothing in this Resolution shall preclude the Sheriff of Kit Carson County from requiring the prisoner to be primarily responsible for the payment of the cost of medical care for any self-inflicted injury or any pre-existing condition, in accordance with C.R.S. 17-26-104.5(3), and nothing in this resolution shall preclude the County for seeking payment or reimbursement for any medical treatment costs from a person being held in custody and receiving such services, and for collecting medical treatment charges as a cost of care, pursuant to C.R.S. 17-26-104.5(1) and (4).

**31. MODEL TRAFFIC CODE ADOPTION**

The Board of County Commissioners made motion to adopt the current schedule of the Model Traffic Code for Kit Carson County on December 15, 2009. These are found the Kit Carson County Commissioners minutes under #**18898** with a copy of the notice from the public notice.

**ROAD AND BRIDGE FEES**

**32. Equipment and labor charges:**

The next item of business to come before the Board of County Commissioners was the matter of Equipment and Labor charge fees to be charged for county residents using the equipment and labor on a non-commercial contractor basis. Thereupon, and upon motion made by **Dave Gwyn**, seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of Commissioners, to-wit:

Resolution No. **21983**

“BE IT RESOLVED: That the Kit Carson County Road & Bridge Department will charge the following fees:

**EQUIPMENT OPERATOR**

Bull Dozer with Operator	\$128.00 + 20.00 Per Hr
Hydraulic Crane with Operator	\$128.00 + 20.00 Per Hr
Truck with Operator (Small)	\$ 80.00 + 20.00 Per Hr
Loader with Operator	\$128.00 + 20.00 Per Hr
Self Propelled Roller with Operator	\$ 92.00 + 20.00 Per Hr
Broom with Operator	\$ 104.00 + 20.00 Per Hr
Motor Grader with Operator	\$128.00 + 20.00 Per Hr
Rubber Tired Roller + Tractor	\$ 128.00 + 20.00 Per Hr
Low Boy with Tractor & Operator (\$3.50 Loaded Mile)	\$128.00 + 20.00 Per Hr
Belly Dump Trailer with Tractor may need adjusted (\$3.50 Loaded Mile)	\$128.00 + 20.00 Per Hr
Chip Spreader & Operator	\$152.00 + 20.00 Per Hr
Back Hoe with Operator	\$128.00 + 20.00 Per Hr
Sheep Foot Packer with Tractor	\$128.00 + 20.00 Per Hr
Terracer + Tractor with Operator	\$128.00 + 20.00 Per Hr
Scraper with Operator	\$200.00 + 20.00 Per Hr
Air Compressor (Dist #1,2 &3)Without Hammer	\$ 62.00 + 20.00 Per Hr
Air Compressor (Dist #1,2 &3)With Hammer	\$ 68.00 + 20.00 Per Hr
Welder	\$ 80.00 + 20.00 Per Hr
Pickup/Trailer	\$ 50.00 + 20.00 Per Hr
Forklift	\$ 68.00 + 20.00 Per Hr
Grid Roller + Tractor	\$128.00 + 20.00 Per Hr

No equipment shall leave the County without prior approval. Equipment will not go beyond 150 miles from the county shop. The Operator hourly rate would be paid at \$20.00 in addition to the fee.

GRAVEL CHARGES

\$ .35 per yard  
Fill Dirt Charges  
\$ .25 Per Yard

**33. LANDFILL – HOURS – RULES & REGULATIONS**

**KIT CARSON COUNTY LANDFILL  
AND TRANSFER SITES**

January 1, 2013

## Operational Rules and Regulations

DAYS OF OPERATION:  
KIT CARSON COUNTY MONDAY THRU FRIDAY 8:00AM TO 4:30PM  
LANDFILL AT BURLINGTON SATURDAYS 8:00AM TO 12:00PM  
CLOSED SUNDAYS AND HOLIDAYS

STRATTON TRANSFER SITE MONDAY, WEDNESDAY  
SUMMER HOURS 1:00PM TO 6:00PM  
SATURDAY 10:00AM TO 5:00PM

WINTER HOURS MONDAY, WEDNESDAY  
12:00PM TO 5:00PM  
SATURDAY 11:00AM TO 5:00PM

SEIBERT TRANSFER SITE TUESDAY, THURSDAY  
SUMMER HOURS 1:00PM TO 6:00PM  
SATURDAY 11:00AM TO 6:00PM

WINTER HOURS TUESDAY, THURSDAY  
12:00PM TO 5:00PM  
SATURDAY 11:00AM TO 5:00PM

FLAGLER TRANSFER SITE MONDAY, WEDNESDAY  
SUMMER HOURS 1:00PM TO 6:00PM  
SATURDAY 11:00AM TO 6:00PM

WINTER HOURS MONDAY, WEDNESDAY  
12:00PM TO 5:00PM  
SATURDAY 11:00AM TO 5:00PM

Summer hours are effective the first full week of May.  
Winter hours are effective the first full week of October.

The Kit Carson County Landfill will be closed on days of high winds or inclement weather, as determined by the Operator in charge. To check on closures you may call **719-346-8198**. If you have questions you may call **719-346-8198**.

**All loads must be secured or covered to prevent the losing or blowing out of trash and/or other solid wastes (shingles, wood, tree branches, etc.). All unsecured loads will be charged double.**

The following materials will not, under any circumstances, be accepted at any of the sites: Hazardous Wastes, including but not limited to; Chemicals, Pesticides, Herbicides, Poisons, Acids, Caustics, Explosives, Fuel Oils, batteries containing lead or acids, Dead Animals (Household Pets {dogs, cats, etc.} or livestock, oil field sludge and wastes or liquids.

All chemical, pesticide, herbicide or liquid containers must be triple rinsed and punctured in at least 3 places before they will be accepted for disposal.

**34. Fees for the Kit Carson County Landfill and Transfer Sites**

The next item of business to come before the Board of County Commissioners was the matter of fees to be charged at the Kit Carson County Landfill and Transfer Sites. Thereupon, and upon motion made by **Dave Gwyn**, seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of Commissioners, to-wit:

**Resolution 21984**

WHEREAS, the Board of County Commissioners of Kit Carson County has the power, pursuant to C.R.S. 30-11-107(k), to provide and manage a county landfill; and

WHEREAS, pursuant to C.R.S. 30-1-115 the Board of County Commissioners is also authorized after a public hearing, to fix, modify, and collect service charges from users of solid wastes disposal sites and facilities or transfer stations for the purpose of financing solid wastes management in the County; and

WHEREAS, a public hearing was held, following proper notice, on November 16, 2005; and

WHEREAS, establishing tipping fees is in the best interests of the citizens of the County of Kit Carson, Colorado, and such fees distribute the costs to the actual users of the landfill and transfer sites.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County, Colorado that the following tipping fees shall be approved and charged by the manager of the Kit Carson County landfill:

**SHREDDER FEES**

**Shredder:** The Kit Carson County Landfill will do paper shredding for all individuals or entities at the rate of \$5.00 a box (size of box: (H)10"X(W)11"X(L)17 ½"). If it is a large quantity, the charge will be \$5.00 per 30 pounds and weighed on the scales at the landfill.

**LANDFILL FEES**

Appliance/Furniture (each)	\$5 per unit
*Appliances with freon	\$15 per unit
*Farm trucks or dump trailers	\$25
*Full pickup or pickup box trailer	\$10
*Mattress/Box Springs (each)	\$5 per unit
*Minimum Fee	\$5
*Semi truck	\$100
*Tandem axle truck	\$50
Tire 16.5" to 24.5"	\$6 per unit (\$10.00 with rim)
Tire 16" and smaller	\$3 per unit (\$8.00 with rim)
Tire larger than 24.5"	\$20 per unit (\$30.00 with rim)

*Trailers	\$15
*Trees – pickup load	\$7.50
*Trees – trailer	\$12.50
*Trees – truck or truck size trailer	\$20
Used Oil	\$.20 per gallon
Bulk Tires	\$125 per ton
Commercial Trash in County	\$15 per ton
Commercial Trash out of County	\$30 per ton
Concrete in County	\$7.50 per ton
Concrete out of County	\$15 per ton
Construction & Debris in County Secured	\$15 per ton
Construction & Debris in County Unsecured	\$30 per ton
Construction & Debris out of County Secured	\$30 per ton
Construction & Debris out of County Unsecured	\$60 per ton
Contaminated Soil	\$20 per ton
Metal in County	\$5 per ton
Metal out of County	\$10 per ton
Residential trash in County Secured	\$15 per ton
Residential trash in County Unsecured	\$30 per ton
Residential trash out of County Secured	\$30 per ton
Residential trash out of County Unsecured	\$60 per ton
Shingles in County Secured	\$15 per ton
Shingles out of County	\$30 per ton
Shingles in County Unsecured	\$30 per ton
Shingles out of County Unsecured	\$60 per ton

Special Wastes and Handling \$100 per ton

In regards to the above R.R.E.O. FUND the Colorado Department of Public Health and Environment have raised the User's fees that will become **effective on April 1, 2011** C.R.S. 25-16-104.5 and 6 CCR 1007-2§1.7

\*All Unsecured Loads will be charged double!

\*Unsorted Loads will be charged double!

**All vehicles will be weighed at the Burlington landfill.**

\*Also applies to transfer sites

All materials brought to the site will be placed where directed by the Operator in charge. There will be areas designated for Tires, Metal, Concrete, Trees and Grasses, Furniture and Used Oil. Doors must be removed from appliances such as refrigerators and freezers.

Compactor Trash Trucks, Roll-Offs and Transfer Trailers will only be accepted at the Kit Carson County Landfill at Burlington.

Truck and trailer loads of shingles and roofing materials must be hauled to the Kit Carson County Landfill at Burlington.

Waste grain, grain cleanings and grain screenings will no longer be accepted at the Transfer Sites and must be hauled to the Kit Carson County Landfill in Burlington.

No burning will be permitted on the sites, except by Supervisor.

There will be no trespassing allowed after hours and any violators will be prosecuted.

All salvage rights are the sole right of Kit Carson County. No salvaging will be allowed except by permission of attendant or the County Commissioners.

## 21985

### 35. WEED DISTRICT

The Kit Carson County Weed District will only provide spraying services on county road right of ways as of January 1, 2011.

## 21986

### 36. COUNTY CLERK

<b>EASTERN REGION COUNTY CLERK AND RECORDER FEE CHART</b>	
<b>BACA, CHEYNE, ELBERT, KIOWA, KIT CARSON, LINCOLN, LOGAN, MORGAN, PHILLIPS, PROWERS, SEDGWICK, WASHINGTON, YUMA COUNTIES</b>	
<b>30-1-103 Colorado Revised Statutes, As Amended</b>	<b>FEES</b>
<b>GENERAL RECORDING: Documents 8 1/2" x 11" &amp; 8 1/2" x 14"</b>	
FIRST PAGE OF THE DOCUMENT \$10.00 Plus \$1.00 surcharge	\$11.00
EACH ADDITIONAL PAGE OF DOCUMENTS	\$5.00
<b>GENERAL RECORDING: Documents Larger than 8 1/2" x 14"</b>	
FIRST PAGE OF THE DOCUMENT \$10.00 Plus \$1.00 surcharge	\$11.00
EACH ADDITIONAL PAGE OF DOCUMENTS	\$10.00
<b>DOCUMENTARY FEES: 39-13-102</b>	
Must add to general recording fee if more than \$500 is exchanging hands in transfer of ownership, i.e. Property transferring ownership for \$500,000 would be \$50 doc fee.	\$ .10 per \$1,000 over \$500
<b>Documents that often have documentary fees:</b>	
Warranty Deed, Quit Claim Deed, Personal Rep. Deed, Easements, Mine Deed,	
Sale Deed(Bill of Sale), Bargain & Sale Deed, Mineral Deed, Grant Deed	
<b>Documents that are exempt from documentary fees:</b>	
Treasurer's Deed, Public Trustees Deed, Sheriff's Deed, PT Certificate of Purchase	

Sheriff's Certificate of Purchase, Patents	
<b>Documents that have no documentary fees:</b>	
Deed of Trust (Mortgage), Real Estate (Mortgage), Indentures (Mortgage),	
Mineral & Royalty Deeds	
<b>EXCEPTIONS TO GENERAL RECORDING:</b>	
1. <b>AFFIDAVIT OF LABOR/INTENTION TO HOLD CLAIM: 34-43-114</b>	\$6.00 first page/\$5.00 for each additional page plus \$.25 for each mining claim named
2. <b>UCC FILINGS FOR REAL ESTATE ONLY:</b>	
ALL UCC FORMS – 1-2 pages	\$11.00 Flat Fee
ALL UCC FORMS- 3+ pages	\$16.00 Flat Fee
3. <b>MARRIAGE LICENSES (Recording fee is included in initial license fee): 14-2-105</b>	\$30.00 of which \$10.00 is retained by county
4. <b>PLATS</b>	\$11.00 first page/\$10.00 each additional page
(Add if County Surveyor's signature is required)	\$10.00
5. <b>SURVEY PLATS</b>	\$20.00 for first page
<b>Deposited survey</b> (\$10.00 for the land survey book, \$10.00 for indexing in survey plat book, & \$10.00 for each additional page)	\$10.00 first page/\$10.00 each additional page
6. Department of Transportation-State of Colorado Plat Maps	
<b>NOTE: The only exemptions from recording fees are counties &amp; the State of Colorado. Even though other entities may be exempt from Documentary Fees, only counties &amp; the State of Colorado are exempt from Recording Fees</b>	
<b>COPIES</b>	<b>FEES</b>
NON-CERTIFIED COPY OF A MARRIAGE LICENSE	\$.25
CERTIFIED COPY OF A MARRIAGE LICENSE	\$1.25
CERTIFIED COPY OF A VOTER REGISTRATION	\$1.25
UNRECORDED DOCUMENTS/XEROX COPIES (GENERAL COPIES)	\$.50 per page
RECORDED DOCUMENTS (8 1/2" x 11" & 8 1/2" x 14") <b>Includes Monument Records</b>	\$.25 per page
CERTIFICATION PER DOCUMENT	\$1.00 per document
RECORDED PLATS (11" x 17" COPY)	\$.25 per page
RECORDED PLATS (24" x 36" COPY) (VARIES BY COUNTY DUE TO CALCULATIONS)	\$.25 per page
RECORDED MYLAR PLATS	\$.25 per page
USER DEFINED REPORTS ( could use this for the voter registration lists)	\$25.00 set up fee + \$.01 per name

FAX	\$1.00 per page
MINUTES	\$.25 per page
POSTAGE CHARGE FOR MAILING OF COPIES:	
Standard size documents with 10 pages or less	\$1.00 flat rate
Standard size documents with 11 pages or more	\$2.00 flat rate
Plat size copies (11" x 17" or 24" x 36") with 2 or fewer pages	\$2.00 flat rate
Plat size copies (11" x 17" or 24" x 36") with 3 or more pages	\$5.00 flat rate
<b>SCANNER-will vary depending on if county performs this function</b>	<b>FEES</b>
REDUCTION TO 8 1/2" x 11" with 1 copy	\$4.00
- WITH ADDITIONAL COPIES (8 1/2" x 11" OR 8 1/2" x 14)	\$0.50
- WITH ADDITIONAL COPIES (OVER 8 1/2" x 14)	\$1.00
<b>MONTHLY SCANS</b>	<b>FEES</b>
1 MONTH COPY OF SCANS – REPORT REQUEST Image CDs – back records \$25.00 Per CD and \$.02 per image	\$25.00 report fee + \$.10 per reception line
1 MONTH COPY OF SCANS – REPORT REQUEST Image CDs – back records \$25.00 Per CD and \$.02 per image	\$25.00 report fee + \$.10 per reception line
CDS FOR SCANNED IMAGES – COPIED BY COUNTY CLERK'S OFFICE	\$200.00
CDS , ZIPS, THUMB DRIVE COPIES SCANNED IMAGES – COPIED BY PUBLIC	\$175.00 monthly
<b>SPECIAL REPORTS- MIN. \$5 PARTIAL LIST \$25.00 FULL LIST SET-UP/HR &amp; IF LABELS ARE REQUESTED .02¢</b>	

# COUNTY TREASURERS' FEES

STATE OF COLORADO  
EFFECTIVE 8/5/2009

## FEE CLASSIFICATION OF COUNTIES

**FIRST CLASS** - Denver (1)      **SECOND CLASS** - Adams, Arapahoe, Boulder, Douglas, El Paso, Jefferson, Pueblo and Weld (8)  
**THIRD CLASS** - Delta, Garfield, Larimer, Las Animas, Logan, Mesa, Montezuma, Montrose, Morgan and Otero (10)  
**FOURTH CLASS** - Alamosa, Archuleta, Bent, Broomfield, Chaffee, Cheyenne, Clear Creek, Conejos, Costilla, Crowley, Eagle, Elbert, Fremont, Gilpin, Gunnison, Huerfano, Kit Carson, Lake, La Plata, Lincoln, Ouray, Park, Phillips, Prowers, Rio Grande, Routt, Saguache, San Miguel, Sedgwick, Teller, Washington and Yuma (32)  
**FIFTH CLASS** - Baca, Custer, Dolores, Grand, Hinsdale, Jackson, Kiowa, Mineral, Moffat, Pitkin, Rio Blanco, San Juan and Summit (13)

LIST OF COUNTY TREASURERS' FEES AND COMMISSIONS <small>C.R.S. 30-1-102</small>	FIRST CLASS	SECOND CLASS	THIRD CLASS	FOURTH CLASS	FIFTH CLASS
Upon all moneys received by him for town and city taxes, whether such town or cities are incorporated under the general laws or by special charter, and anything in said charter to the contrary notwithstanding.	1%	1%			
In counties of every other class for collecting town and city taxes			2%	2%	2%
For collecting school taxes (General Fund)	¼%	¼%	¼%	¼%	¼%
Upon all moneys received by him for taxes of every other kind	1%	1½%	2%	3%	5%
For receiving all moneys other than taxes, except moneys received from all federal funds derived from any and all sources	1%	1%	1%	1%	1%
For each Certificate of Purchase delivered	4.00	4.00	4.00	4.00	4.00
For each Certificate of Redemption delivered	7.00	7.00	7.00	7.00	7.00
For processing an application for a Treasurer's Deed - Advertised	75.00	75.00	75.00	75.00	75.00
For processing an application for a Treasurer's Deed - Not Advertised	35.00	35.00	35.00	35.00	35.00
For Certificate of Taxes on any parcel of real estate, and for certifying outstanding sales for unpaid taxes	10.00	10.00	10.00	10.00	10.00
For copy of duplicate Tax Receipt (current year)	2.00	2.00	2.00	2.00	2.00
For copy of duplicate Tax Receipt (prior year)	5.00	5.00	5.00	5.00	5.00
For assignment of Certificate of Purchase from county, city, town or city and county	4.00	4.00	4.00	4.00	4.00
For endorsing payment of subsequent taxes on Tax Certificate and books of tax sales for each tract therein described	5.00	5.00	5.00	5.00	5.00
Penalty assessment against person who issued a check returned for insufficient funds in payment of taxes, fees or other charges collectable by the County Treasurer (amount authorized in 13-21-109 (1) (b), C.R.S.	20.00	20.00	20.00	20.00	20.00
For preparation of a Distrain Warrant	15.00	15.00	15.00	15.00	15.00

Penalty assessment for advertising real estate for sale for delinquent taxes applicable at any time after list has been given to the county printer - estimated cost of advertising, but not less than \$10.00.

For services in collecting irrigation and drainage district assessments - such amount as the Board of Directors of said district may allow, but not less than \$25.00 nor more than \$100.00 per annum.

For Advertising delinquent personal property - \$10.00 or the cost of advertising, whichever is greater.

For services rendered in handling the payment of principal and interest on bonds of a school district, such amount as the county treasurer and the board of education shall agree upon, which shall be determined in accordance with the prevailing rate charged for similar services rendered by commercial banks in the state of Colorado.

For research - \$15.00 per hour or portion thereof, but not less than \$15.00.

### SPECIAL NOTICE

Ch. 30-1-108: "All officers of this state who are required to collect fees for their services are hereby required to make fair tables of their respective fees and keep the same posted in their respective offices in some conspicuous place, for the inspection of all persons who shall have business in said office." - penalty \$5.00 per day for each day not posted.

Ch. 30-1-116: "Every officer shall collect every fee, as prescribed, for services performed by him in advance, if the same can be ascertained, and when any officer negligently or willfully fails to collect any such fee, the same shall be charged against his salary."

Sections referred to in this table are in Colorado Revised Statutes, as amended.

## PUBLIC TRUSTEE FEE SCHEDULE

<b>RELEASE FEES: 38-37-104(1)(a)</b>	
For executing a Release of Deed of Trust*	\$15.00
<b>FORECLOSURE DEPOSIT: 38-38-101(10)</b>	
To be applied to Fees and Costs	Up to \$650.00
or the amount of the fee permitted pursuant to 38-37-104(1)(b)(I), whichever is greater	
<b>FORECLOSURE FEES: 38-37-104(1)(b)</b>	
<b>(I) Opening and Administering a Foreclosure</b>	
For original principal balance under \$480,000.00	\$150.00
For original principal balance over \$480,000.00	1/32 of 1%
of the original principal amount or outstanding balance, whichever is less, but no less than \$150.00	
<b>(II) Accepting the filing of an Intent to Redeem (per notice)</b>	\$50.00
<b>(III) Processing and Executing a Certificate of Redemption*</b>	\$30.00
<b>(IV) Executing a Confirmation Deed*</b>	\$30.00
<b>(V) Processing a Withdrawal*</b>	\$35.00
<b>(VI) Processing an Administrative Withdrawal*</b>	\$50.00
<b>(VII) Recommencing Sale when Held in Violation of Automatic Stay</b>	\$50.00
<b>(VIII) Recommencing Sale after Bankruptcy where Publication was not Completed</b>	\$75.00
<b>(IX) Performing Actions Caused by a Partial Release as Described in 38-38-101(9)</b>	\$100.00
<b>(X) The Sum of all Amounts paid by the Public Trustee to Third Parties in Connection with Processing a Foreclosure</b>	
<b>(XI) Processing a Rescission of Sale pursuant to 38-38-113</b>	\$100.00
<b>(XII) Rescheduling a Sale after a Rescission of Sale pursuant to 38-38-113(4)</b>	\$50.00

### OTHER FEES:

<b>38-37-104(1)(c):</b> Convey and dispose of property of a dissolved for profit or nonprofit corporation after death of the last surviving director as described in §38-30-171(3)(b) and §38-30-173(3)(b) ...	\$25.00
Serve as Trustee of an unexecuted express trust after the death of the surviving trustee as described in §38-34-104.....	\$25.00
<b>38-37-104(1)(d):</b> Serve as Escrow Agent for Contract for Deed as described in §38-35-126(1), annually for each Taxable Year.....	\$75.00
<b>38-38-101(1)(h):</b> Fee for restarting a foreclosure if the document notifying the Public Trustee that the property referred to in the notice of election and demand is property that requires posting under section 38-38-802 is not filed at the time the documents required for commencing a foreclosure are filed with the Public Trustee, and the holder determines at a later date that the property requires posting (Repealed 6/30/2011).....	\$75.00
<b>38-38-109(2)(d):</b> The fees prescribed in section 38-37-104 (1) (b) (VII) and (1) (b) (VIII) Recommencing sale after being enjoined by court order where publication was not completed... Recommencing a sale after being set aside by court order .....	\$75.00 \$50.00
<b>38-38-704:</b> The fees and costs for providing educational or other information or material to the property owner or any person liable on the debt, not to exceed .....	\$25.00

\* Additionally, recording costs of \$5.00 per page plus \$1.00 surcharge per document are applicable, pursuant to §30-1-103 and §30-10-421

### FORM OF PAYMENTS TO THE PUBLIC TRUSTEE

**C.R.S. 38-37-108:** All moneys payable to a public trustee at any foreclosure sale under the provisions of this article or upon redemption or cure pursuant to article 38 of this title shall be in the form of cash, electronic transfer to an account of the public trustee available for such purpose or a certified check, cashier's check, or teller's check, or draft denominated as an official check that is a teller's check or a cashier's check as those terms are defined in and governed by the "Uniform Commercial Code", title 4, C.R.S., made payable to the public trustee and certified or issued by a state-chartered bank, savings and loan association, or credit union licensed to do business in the state of Colorado or a federally chartered bank, savings bank, or credit union.

### SPECIAL NOTICE

**C.R.S. 30-1-108:** All officers of this state who are required to collect fees for their services are required to make fair tables of their respective fees, and keep the same posted in their respective offices in some conspicuous place for the inspection of all persons who have business in said office; and, if any such officer neglects to keep a table of fees posted in his office, such officer, for each day of such neglect, shall forfeit and pay the sum of five dollars, to be recovered by action at law before the county court for the use of the county in which the offense has been committed.

**C.R.S. 30-1-116(1):** Every officer shall collect every fee, as prescribed, for services performed by him in advance, if the same can be ascertained, and when any officer negligently or willfully fails to collect any such fee, the same shall be charged against his salary.

© COLORADO PUBLIC TRUSTEES' ASSOCIATION - EFFECTIVE JANUARY 1, 2010

## 21989

### 39. HUMAN SERVICES

#### General Assistance Fees

The Human Services 2001 General Assistance Fee Schedule is kept in the Human Services Office. General Assistance is a program of County only funds with no State participation and is used for all needs, not just medical. Usually it is used only for those not qualifying for any other program. We are only allowed to budget a set amount each year to last the entire year and because it is used for any sort of need, we cannot usually pay the full amount of fees. By setting our rates at the beginning of the year, our fund will hopefully last the entire year.

#### OTHER COUNTY BUSINESS

40. Designation of Official County Newspaper, Publications and Publication Rates: The next item of business to come before the Board of County Commissioners was the designation of an official newspaper published within the County as the official newspaper of the County. After the Board of County Commissioners had been fully advised, the Board of County Commissioners found that the only newspaper published in Burlington, Kit Carson County, Colorado, the County seat of the County, having general circulation throughout the County and which meets the requirements of a legal newspaper as set forth by statute (C.R.S., 1973, Title 24, Article 70, Section 103), is The Burlington Record. Upon motion made by **Dave Gwyn** and seconded **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

#### Resolution No. **21990**

"BE IT RESOLVED: That The Burlington Record, a weekly newspaper published in Burlington, Kit Carson County, Colorado, with general circulation within the County, is hereby designated as the official legal newspaper of Kit Carson County, Colorado. Therefore, all legal notices and/or advertisements caused to be published by the Board of County Commissioners and/or by any elected County official or a Department Head, as the case shall be, shall be published in The Burlington Record, Burlington, Colorado.

The rates for legal notices or advertisements caused to be made by the Board of County Commissioners and/or by any elected County official or a Department Head, as the case may be, shall be in accordance with the provisions of C.R.S., 1973, Title 24, Article 70, Section 107, as amended, or in accordance with any effective amendment thereto. The designated official legal newspaper shall, upon publication of any legal notices or advertisements, cause proof of publication to be made and delivered in accordance with C.R.S., 1973, Title 24, Article 70, Section 105.

BE IT FURTHER RESOLVED: That in accordance with C.R.S., 1973, Title 30, Article 25, Section 111, as amended, the Board of County Commissioners shall publish in at least one (1) legal newspaper published in Kit Carson County, Colorado, the Board finding and determining that presently The Burlington Record, Flagler News and Stratton Spotlight are all legal newspapers published weekly in Kit Carson County, Colorado, as defined by C.R.S., 1973, Title

24, Article 70, Section 103, a report of each claim, except salary warrants, and expenditure allowed and paid by the County and taxes rebated, disclosing the name and the amount paid to each individual or firm, a description of the service or material furnished to the County, and as to other items, the nature of the claim, disclosing the fund charged with each expenditure. Such report shall contain a statement of any contracts for the expenditure of money not paid immediately made by the Board of County Commissioners, disclosing the nature and purpose of the contract, the parties thereto, and the amounts involved therein.

Such reports shall be published at least monthly within thirty (30) days following the end of the period for which made. The County Clerk and Recorder shall provide to the Board of County Commissioners all information necessary for the publication. The published report shall state that it is published under the direction of the Board of County Commissioners.

Nothing contained in this Resolution shall be construed as requiring the Board of County Commissioners to publish or make public the names of, or individual public welfare payments to or on behalf of, indigent persons receiving assistance from public welfare programs financed, in whole or in part, by Federal and State funds, or any combination thereof, when such publication is specifically forbidden by law.

BE IT FURTHER RESOLVED: That the foregoing monthly publications shall be published on an alternate monthly basis rotating the publication each month between the Stratton Spotlight, Flagler News and The Burlington Record.

Salary information for all County employees and officials shall be published twice annually in the manner provided in subsection (1) of C.R.S., 1973, Title 30, Article 25, Section 111, as amended. The first publication shall be in August and shall include each employee's name, title, and gross monthly salary for the period prior to July 1<sup>st</sup> of that year. The second publication shall be in February and shall list each employee by name and title, along with the total amount of gross salary paid to such employee during, up to, and including December 31<sup>st</sup> of that fiscal year.

Each publication of salary information shall be accompanied by the County-wide average percentage of salary that is paid in addition to regular wages as fringe benefits, including but not limited to insurance, medical care, retirement plans, housing, transportation, or other subsidized expenses.

The semi-annual salary and wage publications referred to herein and the delinquent tax list shall be published in the Burlington Record."

#### **41. Lease Payments - County Translator Towers:**

The next item of business to come before the Board of County Commissioners was the matter of considering the payment of the lease payment for the use of the land upon which the County TV translator towers are now located. After this matter was reviewed and after the Board of County Commissioners had been fully advised, upon motion by **Dave Gwyn** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **21991**

"BE IT RESOLVED: That TV reception over most of the area in Kit Carson County, Colorado, is enhanced by the maintenance and operation of the three (3) translator towers making up the County UHV TV translator system and, therefore, such system does provide a definite communication and entertainment service to the residents of Kit Carson County, Colorado; therefore, staff is authorized and directed to make the lease payments for the use of the land upon which the towers are located, to-wit:

- a. Donald LeRoy Koepke and  
Chad Lee Koepke  
41777 County Rd T  
Burlington, Colorado 80807      \$200.00  
Reception # 540127 – Tract 11-9-45
  
- b. Nova Joy Blancken Life Estate  
19206 County Rd 3  
Flagler, Colorado 80815      \$200.00  
Reception #527200 – Tract 9-9-51
  
- c. Larry and Patricia Smiley,  
31125 County Rd 191  
Limon, Colorado 80828      \$300.00  
Reception #203546 Elbert County Tract SW1/4 5-8-57

**21992**

**42. SICKLEAVE POOL - HOURS SET FOR BANK**

The Board of County Commissioners established the limit of hours that are available to the Sickleave bank, following a recommendation by the Sickleave Pool Committee. Upon review of the hours used and the hours remaining in the bank, the Board of County Commissioners set the hours available at 1600 hours for the year of 2013.

Dave Hornung

01/08/2013



1-16-13

Dave Hornung, Chairman

Date



# Personnel & Employment Policies of Kit Carson County

Adopted  
December 26, 2012

## Table of Contents

<b>Table of Contents</b> .....	1
<b>Introduction</b> .....	3
<b>Welcome</b> .....	4
<b>Mission Statement</b> .....	4
<b>Chapter I Employment</b> .....	5
Equal Employment Opportunity (EEO) Policy .....	5
ADA & Religious Accommodation.....	5
EEO Harassment .....	5
Sexual Harassment .....	5
Complaint Procedure (EEO/ADA/Sexual Harassment).....	6
Problem Resolution – General .....	6
Employee Classification Status.....	6
Employment of Relatives .....	7
Personnel/Employee Records .....	7
Performance Appraisals.....	8
Job Posting .....	8
Drug Testing.....	8
Separation from Employment.....	8
Exit Interviews.....	8
Rehire .....	8
<b>Chapter II Hours of Work</b> .....	9
Hours of Work/Workweek .....	9
Time Reporting.....	9
Meal Time /Breaks .....	9
Inclement Weather .....	9
<b>Chapter III Compensation and Payroll</b> .....	10
Step and Grade Plan.....	10
Compensation Administration .....	10
Pay for Exempt Employees .....	11
Pay Day .....	11
Compensatory Time.....	12
Garnishments & Support Orders.....	13
<b>Chapter IV Employee Benefits</b> .....	13
Eligibility .....	13
Insurance Benefit Plans.....	13
Retirement.....	14
Other Benefits .....	15
Statutory Benefits .....	15
Holidays.....	15
<b>Chapter V Leaves/Time-Off</b> .....	16
Bereavement/Funeral Leave .....	16
Family & Medical Leave (FMLA) .....	16
Jury/Witness Duty .....	19
Leave Without Pay.....	19
Military Leave .....	19
Sick Leave.....	20
Sick Donation .....	20

Vacation Leave .....	21
Voting.....	21
<b>Chapter VI Conduct</b> .....	22
Absence & Punctuality.....	22
Alcohol & Drugs .....	22
Appearance, Attire & Hygiene .....	22
Website .....	23
Confidential Information.....	23
County Property .....	23
Conflict of Interest .....	23
Gratuities & Gifts.....	24
Maternal Nurturing .....	24
Outside Employment .....	24
Parking .....	24
Political Activity.....	24
References .....	25
Searches & Inspections .....	25
Smoke-Free Workplace .....	25
Visitors .....	25
Work-Related Injury & Illness .....	25
<b>Chapter VII Communications</b> .....	25
Computer Systems .....	26
Personal Use of the Internet .....	26
Software & Copyright.....	26
Unauthorized Use .....	26
Email .....	26
Voice Mail.....	27
Telephones/Cell Phones .....	27
<b>Chapter VIII Additional Information of Importance</b> .....	27
Discipline/Discharge .....	27
Legal Defense of Claim.....	27
Exceptions.....	27
Amendments .....	28
<b>Chapter IX Adoption</b> .....	29
<b>Acknowledgement of Receipt</b> .....	30

## **INTRODUCTION**

### **IMPORTANT INFORMATION**

*THIS HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE COUNTY'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS, LETTERS, MEMORANDA, OR INDIVIDUAL UNDERSTANDINGS.*

*EMPLOYMENT WITH KIT CARSON COUNTY IS "AT-WILL." EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE COUNTY, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE COUNTY HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF KIT CARSON COUNTY, OTHER THAN THE BOARD OF COUNTY COMMISSIONERS, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD.*

*NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES WHO HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES OFFICE. IN ADDITION, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE COUNTY THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR CHANGE THEM WITHOUT PRIOR NOTICE.*

## **Welcome to Kit Carson County!**

A challenging and rewarding experience awaits you as an employee of Kit Carson County. These Personnel Guidelines have been written to answer some of the questions you may have concerning the County, as well as to provide a consistent framework for personnel management within the County. All employees should familiarize themselves with the contents of this handbook as soon as possible, for it may answer many questions about your employment with the County.

We believe that each employee contributes directly to the success of the organization, and we hope you will take pride in being a member of Kit Carson County's team.

We hope that your experience here will be challenging and enjoyable.

*Board of Kit Carson County Commissioners*

### **MISSION STATEMENT**

***The mission of Kit Carson County is to model excellence in local government through accountability to the community, and to strive daily to provide services as a responsive body to meet citizen needs and a quality of life.***

***We are dedicated to facilitating services that provide public health, well being, safety and infrastructure to the citizens of Kit Carson County, while continually improving and increasing our efficiency, therefore maximizing our tax-payers dollars.***

## **CHAPTER I EMPLOYMENT**

### **101 EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY**

The County is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, genetic information, or any other applicable status protected by state or local law.

### **102 ADA & RELIGIOUS ACCOMMODATION**

The County will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the county or a direct threat. Employees needing such accommodation are instructed to contact their supervisor or Human Resources (HR) immediately.

### **103 EEO HARASSMENT**

The County strives to maintain a work environment free of unlawful harassment. In doing so, the County prohibits unlawful harassment because of age 40 and over, race, sex, color, religion, national origin, disability, genetic information, or any other applicable status protected by state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose of or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age 40 and over, race, sex, color, religion, national origin, disability, genetic information, or any other applicable status protected by state or local law will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mail, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees including Elected Officials, department heads, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, salespersons, etc.

### **104 SEXUAL HARASSMENT**

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, the County believes it warrants separate emphasis.

The County strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature," when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to:

- Written form such as cartoons, e-mail, posters, calendars, notes, letters, etc.

- Verbal form such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcoming touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

### **105 COMPLAINT PROCEDURE – EEO/ADA/SEXUAL HARASSMENT**

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. The County expects employees to make a timely complaint to enable it to investigate and correct any behavior that may be in violation of this policy.

Report the incident to County Administrator and/or their designee, who will investigate the matter and take corrective action, as necessary. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Chairman-Board of Kit Carson County Commissioners.

The County prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If the County determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination.

### **106 PROBLEM RESOLUTION - GENERAL**

If problems and complaints arise in the workplace, we encourage you to use the following procedure:

1. Discuss the situation with your supervisor within three (3) to five (5) days, or at least in a timely basis. Discussions held in a timely manner will enhance our ability to resolve concerns while it's fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.
2. If a resolution is not reached with your supervisor or if it is inappropriate to go to your supervisor, discuss the situation with your Elected Official/department head.
3. If the situation is not resolved, communicate the problem directly to the County Administrator.
4. Should further resolution be required, the Board of County Commissioners makes the final determination. The Board's decision is final.

### **107 EMPLOYEE CLASSIFICATION STATUS**

#### **107.1 Regular Full-Time Employee**

An employee who is normally scheduled to work at least 32.0 or 40.0 hours per week (depends on department). Full-time employees are currently eligible for County benefits.

#### **107.2 Part-Time Employee**

An employee who is normally scheduled to work less than 30.0 hours per week with no more than 1,040 hours per year. Part-time employees currently are not eligible for County benefits other than those required by law or regulation.

#### **107.3 Temporary/Seasonal Employee**

An employee who is hired in a job established for a temporary period or for a specific assignment. Temporary employees receive no County benefits other than those required by law or regulation.

#### **107.4 Regular Contract Employee**

An employee who is hired under the terms and conditions of a contract. This does not include "independent contractors." Such employees may be part-time or full-time, and receive no compensation or benefits other than those outlined in the terms and conditions of their specific contract. Such contracts shall be reviewed and authorized by the Board of County Commissioners.

#### **107.5 Exempt Employee**

An employee who is not eligible for overtime pay. Exempt employees are paid on a salary basis, and must meet certain criteria under the Fair Labor Standards Act (FLSA).

#### **107.6 Non-Exempt Employee**

Non-exempt employees are eligible to earn compensatory time at one and one-half times their regular rate of pay for all hours worked in excess of 40.0 hours per workweek, or other specified work period per the Fair Labor Standards Act. Overtime is given as compensatory time and will not be paid out unless approved by the board of commissioners. Any compensatory time will be paid out when the employee becomes separated from employment with the company.

### **108 EMPLOYMENT OF RELATIVES**

The County may hire relatives of current employees except in the following situations:

- Relative would be in a position to directly supervise another relative.
- Relatives have access to confidential information including personnel records.
- Relatives would audit, verify, receive, or are entrusted with money handled by another relative.

A relative is defined as parent, spouse, child, grandchild, grandparent, brother, sister, nephew, niece, aunt, and uncle and current in-laws of the same relationship.

In the event two employees marry and one of the above situations applies, the County will try to arrange a transfer. If no such transfer is available, one of the employees must terminate within ninety (90) days from the date of marriage. The decision as to which one resigns will be left to the two employees.

These guidelines apply to all categories of employment, including full-time, part-time, and temporary classifications. They also apply to all relatives and to individuals who are not legally related, but who reside with another employee. It is the employee's responsibility to disclose such a relationship. Failure to do so may result in disciplinary action.

### **109 PERSONNEL/EMPLOYEE RECORDS**

The County maintains personnel files on each employee. These files contain certain documentation regarding aspects of the employee's employment with the county, such as performance appraisals, beneficiary designation forms, certifications, letters of commendation, etc. If you want to look at your file or discuss it with someone, contact the Human Resources Office to schedule an appointment.

To ensure that your personnel file is up-to-date at all times, notify the Human Resources Office of any changes in the following: Your name, telephone number, home address, marital status, number of dependents, beneficiary designations, education and training, emergency contact names & telephone numbers, and any other relevant information.

Generally, the employees' official personnel files are kept in the Human Resources Office (unless statute or regulations require different location). In those situations, a comprehensive supplemental file will be

submitted to the Human Resources Office. Access to all personnel files, regardless of where they are kept, is governed by C.R.S. 24-72-204, regarding allowances or denial of public records.

Copies of any personnel actions taken for or against an employee must be submitted to the Human Resources Office in order to maintain an accurate and current reporting of the employee's status.

### **110 PERFORMANCE APPRAISALS**

Evaluating employee job performance and providing feedback is an important factor in making employment-related decisions. Please contact and advise your supervisor or Human Resources if more than a year has passed since receiving formal feedback.

### **111 JOB POSTING**

Recognizing the need to fill available positions with the best-qualified people, the County may recruit from outside as well as consider qualified candidates in the County.

Normally, job openings are posted in the county appointed newspaper and on the county website. Employees may submit applications to Human Resources office.

### **112 DRUG TESTING**

Public Safety and Road & Bridge Applicants agree to be tested as a condition of employment and are not hired if they produce a positive test. A positive test result or refusal to take the test shall result in the individual no longer being considered for employment with the County. In addition, drug testing may be required due to state/federal regulations regarding certain job positions, e.g., safety sensitive positions (DOT regulations require drug testing). See the Human Resources Office for additional information on the County alcohol & drug policy.

### **113 SEPARATION FROM EMPLOYMENT**

The County requests that employees who wish to resign their positions notify the County of their anticipated departure date and go over the "check out" procedures at separation (conversion of insurance, return of property, delivery of final paycheck, etc.) with the Human Resources Office.

Employees who plan to retire are asked to provide sufficient time to process pension forms to ensure that retirement benefits commence in a timely manner.

"Last day worked" is defined as the last day the employee is physically on the job. The employee will receive a final check through the last day actually worked, along with any payouts for accrued leave, if eligible. Employees do not accrue any additional leave nor are they eligible to use leave after their "last day worked."

### **114 EXIT INTERVIEWS**

Exit interviews with the Human Resources Office are normally scheduled for outgoing employees. The purposes of this interview are to review eligibility for benefit continuation and conversion, to ensure that necessary forms are completed, to collect all county property that may be in the employee's possessions (e.g., County credit cards, keys, identification cards, etc.), and to provide employees with an opportunity to discuss their job-related experience.

### **115 REHIRE**

Employees considered for rehire with the County will need to meet satisfactory performance and attendance standards. Employees separated from employment through no fault of their own in the judgment of the County may also be considered for rehire. Any person seeking rehire may do so by applying to the Human Resources Office.

Typically, persons discharged from employment are not considered for rehire.

## **CHAPTER II HOURS OF WORK**

### **201 HOURS OF WORK/WORKWEEK**

Normally, our workday begins at 8:00 a.m. in the morning and ends at 5:00 p.m. in the afternoon. It may be necessary for employees in certain departments to work at times other than the regularly scheduled hours, depending on the needs of the County, i.e., Road & Bridge and Public Safety. Some departments may have an option of a four (4) day work week.

From time to time, you may be required to work overtime. For the purposes of calculating overtime, the workweek begins Sunday at 12:01 a.m. and ends Saturday at midnight. Different workweeks may be designated to facilitate the operation of a specific department.

### **202 TIME REPORTING**

All employees (including those classified as exempt) are required to complete a daily time card. At the conclusion of each month, employees must sign the time card and submit it to their immediate supervisor for signature and approval. It is necessary for employees to indicate whether the recorded hours are for time worked, or time off.

Proper recording of time is important for both the employee and the County.

### **203 MEAL TIME/BREAKS**

Meal and break times are currently provided to relax and refresh you for the day's work. Since each department's needs are different, ask your supervisor for the meal and break schedules in your department.

Generally, meal periods are 30-60 minutes in duration and breaks are fifteen (15) minutes long. While meal periods are counted as unpaid time, break periods are included in your paid work time.

We recognize the importance of taking "breaks" during the workday. It gives us an opportunity to enjoy a short rest period or to take a coffee break. Two rest periods, not to exceed fifteen (15) minutes each, are provided during the workday. Rest periods are to be scheduled with your supervisor so as to provide continuous coverage of the telephone and other services. Rest periods should not be used to shorten the workday or to extend the lunch period. When breaks must be skipped because of workload, it does not mean that you can leave early.

### **204 INCLEMENT WEATHER**

The County rarely closes due to adverse weather conditions. In the event of an extreme weather situation, it may be necessary to close County facilities. The Board of County Commissioners is the only authority that may authorize such a closure. Each employee should decide whether it is safe to travel. We expect all employees to make a determined effort to report for work, even if they are late.

Employees who have not reported to work should check for closure announcements on local radio station KNAB 104.1FM.

If the County does officially close as a result of weather conditions, the following criteria shall apply:

- If the closure is authorized before normal working hours, employees will be paid for a regular work day.

- If the closure is authorized during a regular business day, employees at work will be excused at that time, and paid for their regular work hours. Exempt employees who are not at work may also be considered for regular day pay.
- Employees not at work when the closure is authorized because they are on leave will have the time charged against their leave accruals as though the office/department had remained open.
- Employees who, for personal reasons, wish to leave work early during severe weather conditions may do so with permission from their supervisor, and shall be charged leave time for the hours they are absent from work. If leave is not available, it will be charged as leave without pay.
- Employees who do not come to work due to weather conditions when a closure has not been authorized shall be charged leave time for their regular workday, or if leave is not available, it will be charged as leave without pay.

Some County services are required regardless of the weather. Elected officials/department heads responsible for providing these necessary services will specify which employees are to report to work, and make the proper notifications (if required).

## **CHAPTER III COMPENSATION AND PAYROLL**

### **301 COMPENSATION ADMINISTRATION**

The County considers a number of factors including organizational effectiveness, our need for attracting/retaining qualified and talented employees, as well as our financial position. Four main tools are utilized to determine compensation.

- *Job Description* – All of our jobs have been defined in a written job description. These typically identify the purpose, responsibilities, qualifications, and accountabilities of the job.
- *Job Evaluation* – This is a process used to rate a position within the organizational structure of the County. The purpose is to establish the relationship of each job in comparison to other jobs within the organization.
- *Salary Ranges* – Currently we have a formal salary structure in an attempt to keep our salaries aligned with comparable markets. These ranges are developed by blending our compensation philosophy, salary survey data, and current economic and financial conditions.
- *Performance Appraisal* – This process measures an employee's demonstrated job performance and results achieved. How well a job is performed is one of the major factors that determine eligibility for a merit increase.

In using the above tools the Board of County Commissioners may adopt a classification and compensation plan for all county employees paid in whole or in part by the county. Changes in benefits, pay grades, and job classifications of employees shall thereafter be made in accordance with the plan as established by law.

#### **301.1 STEP & GRADE PLAN**

The Commissioners reserve the right to freeze the plan due to budgetary constraints.

There are three families of job classifications:

- GN - General fund employees who work 40 hours per week
- RB - Road and Bridge and Landfill employees work 40 hours per week
- SS - Social Services employees work 40 hours per week

The Kit Carson County pay and compensation plan has nine steps for each grade level. When an employee is hired for a classified position, he/she will be placed on a grade by recommendation from the Department Head and final decision by the Board of County Commissioners.

Typically a new employee will be placed on Step 1. If he/she enters the system on Step 1, he/she enters a trial period of six months. At the end of six months he/she will receive a performance appraisal. If the appraisal is unsatisfactory, he/she will either be let go or given an extended introductory period as defined by the Department Head. An employee will not move to Step 2 until he/she receives a better than satisfactory performance appraisal. A county employee being promoted to a new position may start on Step 1 and remain there for 2 years.

If placed on the Steps from level 2-6, the employee typically will not change steps until he/she has two additional years of experience and has received a better than satisfactory performance appraisal. Steps 7-9 require three additional years of experience between steps and a satisfactory performance appraisal. Performance appraisals will be an annual part of the county's pay and compensation plan. Other salary increases such as cost of living raises will be considered separately by the Board of County Commissioners each year. If a cost of living increase is granted to all employees, the pay and compensation plan will be adjusted accordingly.

Some job categories have more than one level. An example would be Social Services Case Services Aide and Senior Case Services Aide - two levels. An employee must be on the lower level at least three years before they could be recommended to move to a higher position level.

The Commissioners reserve the right to freeze the plan due to budgetary constraints.

Job descriptions and any revisions will be created, maintained and issued to the employee by the Elected Official or Department Head. At no time will a job description be distributed without the description's final approval of the Elected Official, Department Head and the Board of County Commissioners.

### **302 PAY FOR EXEMPT EMPLOYEES**

It is our guideline to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a pre-determined amount of compensation for each pay period. Exempt employees are expected to work forty (40) hours per work and any hours over the forty (40) hours per week as necessary to fulfill the job requirements. A time sheet must be presented monthly showing such hours worked or used for vacation/sick time. The County is committed to complying with salary basis requirements which allows properly authorized deductions.

Deductions from salaries that are permissible:

- *Personal absences.* Employers may deduct for full day absences for personal reasons other than sickness or disability.
- *Absences for illness or injury.* Employers may deduct for full day absences due to illness or injury if bona fide sick pay/disability plans are in place.
- *Absences for FMLA Leave.* Employers may deduct for full day absences taken as FMLA leave and partial day absences for hours taken as intermittent or reduced FMLA leave.
- *Offsets.* Employers may offset employees' pay for amounts received by the employee for jury fees, witness fees, or military pay.
- *Infractions of Safety Rules.* Employers may deduct for penalties imposed when salaried employees violate safety rules of major significance.

- *Infractions of workplace conduct rules.* Employers may suspend exempt employees without pay for full day for infractions of written workplace conduct rules, i.e., serious workplace misconduct such as sexual harassment, alcohol & drug violations, etc. Such action would be taken upon completion of an investigation of the situation by the County Administrator and/or designee. If the County determines that an employee's behavior is in violation of this its personnel guidelines, then such disciplinary action will be taken.
- *First or last weeks of employment.* Employers may make partial week payments during an employee's first or last weeks of employment.

If you believe an improper deduction has been made to your salary, you should immediately report this information to your supervisor.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be reimbursed.

### **303 PAY DAY**

Paydays are on the Kit Carson County last working day of each month and cover the immediately preceding payroll period. If the regular payday occurs on a weekend or holiday, the payday is on the last working day prior to the weekend or holiday.

No advance wages will be paid. If an employee's first day of work falls on a County holiday, the employee will not be paid for the holiday. The County has established procedures and rules for the submittal of time sheets and other information, and these are available in the Human Resources Office.

The County requires that all employees use direct deposit.

### **304 COMPENSATORY TIME**

#### **304.1 Overtime Pay Vs. Compensatory Time**

In accordance with the Fair Labor Standards Act (FLSA), Kit Carson County has a policy of granting FLSA non-exempt employees compensatory time off in lieu of compensation for hours worked in excess of forty (40) hours per week, or other permissible work schedules for law enforcement, seasonal and other employees. It is important to remember that all overtime must be authorized and approved in advance by your supervisor.

Compensatory time must be used prior to vacation hours.

#### **304.2 Compensatory time Calculation**

Non-exempt employees earn compensatory time at the rate of one and one-half (1 1/2) times their regularly hourly rate for hours worked in excess of forty (40) during their established workweek.

Law enforcement & Ambulance personnel (FLSA defines them as employees who are empowered by State or local ordinance to enforce laws designed to maintain peace and order, protect life and property, and to prevent and detect crimes; who have the power to arrest; and who have undergone training in law enforcement) would receive overtime for hours worked in excess of a work period consisting of (173.33 hours) in a twenty-eight day (28) period.

For the purposes of calculating compensatory time, the workweek begins Sunday at 12:01 a.m. and ends Saturday at midnight. Different workweeks may be designated to facilitate the operation of a specific department. For purposes of calculating compensatory time, only hours actually worked are counted.

Consequently, hours paid but not worked, e.g., vacation, sick leave, holidays, etc. are not counted.

### **304.3 Compensatory Time**

An employee may, under Federal Labor Standards Act, accrue a maximum of two hundred forty (240) hours of compensatory time; or four hundred eighty (480) if in applicable law enforcement position. Any accrual of Compensatory Time or Overtime Pay must be approved by their appropriate Elected Official/department head, and/or their designee. It is intended that employees who have earned compensatory time off will be granted use of that time as soon as practical after the time's accumulation. Compensatory time must be used prior to vacation time. Compensatory time will also be paid out upon termination. Such payment will be made from the appropriate departmental budget.

### **305 GARNISHMENTS & SUPPORT ORDERS**

By court action, a creditor can require the County to withhold a certain percentage of your pay. If garnishments or similar proceedings are instituted against an employee, the County will deduct the required amount from the employee's paycheck. Garnishment actions are conducted in compliance with appropriate Federal and State laws.

## **CHAPTER IV EMPLOYEE BENEFITS**

The Board of County Commissioners shall, by resolution, pass and adopt at the annual re-organizational meeting a complete list of the employee benefits. For more information about the following benefit plans, eligibility requirements, etc., please contact the Human Resources Office or refer to the various Summary Plan Descriptions. In the event the above information conflicts with the actual terms and conditions of coverage, the latter governs.

### **401 ELIGIBILITY**

The County currently offers a full range of benefits to regular full-time employees after the first 90 (ninety) days of employment.

### **402 INSURANCE BENEFIT PLANS**

The County's comprehensive benefits package includes a number of different plans for employees. The County currently offers these plans:

- *Medical Insurance Plan* – helps pay covered medical expenses for you and your dependants.
- *Dental Insurance Plan* – helps pay covered dental expenses for you and your dependants.
- *Vision Insurance Plan* – helps pay covered visions expenses for you and your dependants.
- *Life Insurance Plan* – provides term insurance coverage for you and your dependants. Supplemental life insurance coverage is also available.
- *Other Insurance Plans* - various types of other insurance coverage is also available. These include cancer, personal accident, ICU, disability, and similar types of plans.

#### **402.1 INSURANCE ELIGIBILITY**

There is a ninety (90) day waiting period for all new hires for health insurance benefits. Any new employee hired on or before the 15<sup>th</sup> of the month is eligible for health insurance benefits on the 1<sup>st</sup> day of the 3<sup>rd</sup> month after the date of hire. If hired after the 15<sup>th</sup> of the month, the employee is eligible for health insurance on the 1<sup>st</sup> day of the fourth month after the date of hire.

## **402.2 INSURANCE OPTIONS**

1. Insurance Options of Regular Full-Time Employees and Dependents of Regular Full-Time Employees:

Upon the death, retirement, resignation, other job termination or another qualified event under COBRA, such as an employee's legal separation or divorce from a spouse of a regular full-time employee or elected official, he/she does have the right and option, at their sole expense, to continue their Medical Insurance coverage, together with the Dental and Life Insurance coverage, subject to the limitations and provisions of such continued insurance coverage and applicable law.

2. The premiums for the Medical Insurance coverage and the Dental and Life Insurance coverage for each County employee and/or elected official described above are paid on a month-to-month basis by the County, the amount of the premiums are determined on a month-to-month basis and are subject to the provisions contained in resolutions passed and adopted by the Board of County Commissioners at the annual re-organizational meeting.

## **403 RETIREMENT**

The County currently provides a retirement program with County Employee Official Retirement Association (CCOERA) for eligible employees. This is in addition to your Social Security coverage.

### **403.1 REQUIREMENTS**

When the employee is hired for employment with the County it is mandatory that the employee enrolls in the retirement plan. The employee must work for the County at least twenty (20) hours per week or an average of twenty (20) hours per week throughout the year, but no less than 1,040 hours in a twelve (12) month period during the year to remain eligible for retirement benefits.

### **403.2 CONTRIBUTIONS AND MATCH**

The minimum monthly contribution by the employee is three percent (3%) of the employee's monthly salary with the County making a matching contribution of three percent (3%), and no more, of the employee's monthly salary.

An employee, in addition to the minimum three percent (3%) employee contribution, can contribute up to an additional twenty-two percent (22%) of the employee's monthly salary. In no event can an employee make a contribution to the employee's retirement plan of more than twenty-five percent (25%) of the employee's monthly salary.

Employee contributions to the employee's retirement plan can only change once in any calendar year. Any change in the percentage of contribution for any year in which the employee is employed needs to be made in writing to the County Finance Office on or before January 15th of the calendar year. Forms authorizing these changes are available from Human Resources.

### **403.3 VESTMENT**

Employees hired after January 1, 2013 will be on a prorated vestment schedule as follows:

- Year 1: 0% Vestment
- Year 2: 20% Vestment
- Year 3: 40% Vestment
- Year 4: 60% Vestment
- Year 5: 80% Vestment

Year 6: 100% Vestment

If the employee leaves Kit Carson County before he/she is full vested, he/she will only be able to take the earned percentage of vestment with them. If the employee is age fifty five (55) or above on the date of hire, or before the six (6) year vestment period is complete, he/she will be immediately vested.

#### **403.4 VOLUNTARY RETIREMENT**

A County employee must work for the County for a period of six (6) months from the date the employee is first employed by the County before the employee is eligible to enroll in a 457B or a 457 Roth deferred compensation (volunteer) retirement plan. This amount is not matched by the employer.

#### **404 OTHER BENEFITS**

The employee has the option to participate in any of the following benefit programs:

- *Flexible Spending Account (Section 125)* - these plans allow employees to deduct childcare expense, medical expense and medical insurance premiums from their "pre-tax" salary.
- *457B Deferred Compensation* - program allows an employee to defer compensation on a "pre-tax" basis. The employee is able to defer the tax consequence until a future date.
- *Other programs authorized by the Board of Commissioners.*

#### **405 STATUTORY BENEFITS**

Certain employee benefits are required by state or federal law. These include the following:

- *Social Security (FICA)* - program is intended to provide you and your family with security for retirement benefits, disability payments, financial assistance for dependents or disabled persons, lump sum death payments, Medicare and survivor's benefits. Specific information is available through your local office of the Social Security Administration.
- *Worker's Compensation Insurance* - County carries insurance to cover the cost of a work-related injury or illness. Benefits help pay your medical treatment and may include some disability income while recovering. Detailed information is given to you if you are injured on the job, or suffer an occupational illness.

For more information about these benefits, please contact the Human Resources Office.

#### **406 HOLIDAYS**

The County currently observes the following holidays as days off with pay:

- New Years' Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- County Events Day during fair

The list of authorized holidays is approved on an annual basis, and may be changed at the discretion of the Board of County Commissioners.

When a holiday falls on a Saturday, it is observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday is observed. Should any of the observed holidays occur during an employee's vacation period, an additional day of vacation may be granted.

Employees must either have worked or been on County paid leave the full working day before and the first full working day after the holiday in order to be granted holiday leave with pay. If a new employee's first day of work falls on a County holiday, the employee will not be paid for the holiday. Employees on a general leave of absence without pay or on work-related injury leave, or temporary/part-time employees are not eligible for holiday leave with pay.

Holidays are not counted as hours worked in the computation of overtime.

#### **406.1 EXTRA HOLIDAY**

Time earned during a holiday week is not overtime unless the employee physically works over 40 hours that week in addition to the hours credited for the holiday. The time earned in addition to the holiday will be called "Extra Holiday" on the pay stub. This time will be used by the employee as Compensatory time. Time earned in this fashion is calculated as straight time and must be used within the calendar year that it was earned. Extra Holiday time must be used before annual leave.

### **CHAPTER V LEAVES/TIME-OFF**

#### **501 BEREAVEMENT/FUNERAL LEAVE**

A full-time employee may be granted a leave of absence with pay for a death in the employee's immediate family. Funeral leave will be granted by the employee's supervisor for a period not to exceed three (3) days. (1 week for spouse or child.) Entitlement to leave of absence under this section is in addition to any other entitlement for sick leave, emergency leave, or any other leave. For purposes of this section, "immediate family" means mother, stepmother, father, stepfather, husband, wife, son, stepson, daughter, stepdaughter, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchild, foster parent, foster child, or any other person in the legal position as a parent. One (1) day (if needed) is allowed for being a Pall-Bearer and all other funeral time off is to be used as vacation time.

#### **502 FAMILY & MEDICAL LEAVE ACT (FMLA)**

The County provides up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- Serious health condition that makes the employee unable to perform the employee's job.

#### **502.1 Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their twelve (12) week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees may also take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12) month period. A covered service member is a current member of the Armed Forces, including a member of the National guard or Reserves, who has a serious injury or illness incurred in the line of duty or on active duty. The injury or illness must make the service member

medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

### **502.2 Benefits & Protections**

During FMLA leave, the County maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave.

If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the County for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leave, paid leave will not accrue during the period of unpaid leave. Holidays, funeral leave, and other types of leave are not granted on unpaid leave. The County cannot guarantee reinstatement except as provided for by law concerning Military Leave and Family Medical Leave.

### **502.3 Eligibility Requirements**

Employees are eligible if they have worked for the County for at least twelve (12) months, for 1,250 hours over the previous twelve (12) months, and if they work at a work site with at least fifty (50) employees within seventy-five (75) miles.

### **502.4 Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive full calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### **502.5 Use of Leave**

The maximum time allowed for FMLA leave is either twelve (12) weeks in the twelve (12) month period as defined by the county, or twenty-six (26) weeks as explained above. The County currently uses a "rolling" twelve (12) month period measured backward from the date an employee uses any FMLA leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the County's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the County's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

### **502.6 Substitution of Paid Leave for Unpaid Leave**

The County requires employees to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the County's normal paid leave policies. If an employee fails to follow the County's policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

### **502.7 Employee Responsibilities**

Employees must provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the County's normal-call in procedures.

Employees must provide sufficient information for the County to determine if the leave may qualify for the FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform the County if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The County may require second and third medical opinions at the County's expense. Documentation confirming family relationship, adoption or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the County's attendance guideline. Employees on leave must contact the Human Resources Office at least two (2) days before their first day of return.

### **502.8 County's Responsibilities**

The County will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employee's rights and responsibilities. If they are not eligible, the County will provide a reason for the ineligibility. The County will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against an employee's leave entitlement. If the County determines that the leave is not FMLA-protected, the County will notify the employee.

### **502.9 Unlawful Acts**

FMLA makes it unlawful for the County to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relation to FMLA.

### **502.10 Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the County.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

### **503 JURY/WITNESS DUTY**

#### **503.1 Jury Duty**

The County recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform their duty as a juror. The employee must make sure that their supervisor is notified of this selection for jury duty. If the employee is excused from jury duty during regular work hours, they are expected to report to work promptly.

Employees receive regular pay for the first three (3) days of jury duty if they were scheduled to work and a juror service certificate is submitted. No allowance shall be given for "overtime" in situations where the jury is required to stay past normal working hours. Beginning the fourth day and thereafter, employees serving as a juror are paid a set fee per day by the State of Colorado for state district or county courts.

#### **503.2 Witness Duty**

Employees who are required to appear as witnesses in cases that relate directly to their employment with the County will be granted court leave with pay on the condition that any compensation received for such services during working days shall be given to the County.

Employees who are required to appear in court on matters that do not relate directly to their duties (jury duty excepted), will not be granted court leave. Vacation, compensatory leave or general leave without pay may be authorized.

### **504 LEAVE WITHOUT PAY**

Leave without pay may be available for employees facing a situation that requires time off in excess of their accruals. Requests for general leave without pay must be authorized by the employee's Elected Official/department head. Employees need to state the reason for the leave request and time of duration. Failure to obtain authorization or other such types of abuse may result in disciplinary action. Employee requests for leave without pay in excess of ten (10) work days must be submitted to the Board of County Commissioners for review and authorization. A maximum of thirty (30) days may be authorized.

The County may continue to provide health insurance benefits until the end of the month in which the approved leave begins. At that time, the employee will be responsible for the full costs of their health insurance benefits if the employee wishes coverage to continue. The County will resume payment of its share of the costs of these benefits when the employee returns to active employment.

Benefit accruals (e.g., vacation & sick leave, etc.) are suspended during the leave and may resume upon return to active employment.

When leave ends, the employee may return to the same position, if available, or to a similar one for which qualified, where practical. If the previous position or a comparable one is not available, the employee may apply for another position that is available and suitable. The County cannot guarantee reinstatement.

If an employee fails to report to work promptly at the end of the approved leave period, the employee is terminated.

### **505 MILITARY LEAVE**

Employees granted a military leave of absence are reinstated and paid in accordance with the laws governing veteran's re-employment rights. Currently, these requirements are defined in the Uniform Services employment and Re-employment Rights Act of 1994 (USERRA) and C.R.S. 28-3-601. The

County cannot guarantee reinstatement except as provided for by law concerning Military Leave and Family Medical Leave.

### **506 SICK LEAVE**

If you become ill or injured and cannot come to work, the best medicine is to get appropriate medical care and rest until you are better.

It is your responsibility to notify your supervisor each day at the beginning of your shift when you cannot come to work because of an illness or injury. Also, let your supervisor know when you expect to return to work. Your manager may request medical certification for sick leave pay at any time. In the event an employee is absent for more than three (3) days, medical certification from a healthcare provider is required.

Employees who are working 10.0 hour days will have 10.0 hours of sick leave taken against their accumulations for each day of leave taken. Employees who are on an 8 hour work day will be credited with 8 hours of leave taken.

If you are a full-time employee, you are granted sick leave time of 8 hours per month. Employees will be permitted to accrue sick leave until they reach the accrual cap of 1000 hours. Once an employee reaches the annual cap, no additional leave will be accrued. Accruals will again start when the employee's accrued falls below the maximum accrual cap. Upon separation from the county, employees hired before April 1, 2011 are eligible for a 25% payout of sick leave. The sick leave will be paid out at the pay rate in effect at the time of separation.

Sick leave is not used in the computation of overtime.

#### **506.1 LEAVE DONATIONS**

Full time employees are not eligible to request donated hours unless they are members of the Sick Bank and have exhausted their allotment of sick bank, accrued annual leave, and sick leave hours. These donations are not to create an additional sick bank nor will they be added to the existing sick bank.

#### **506.2 DONATION PROCEDURE**

An application for donated sick leave benefits must be made in writing on an authorization form.

1. Such forms are available to all supervisors through the Human Resources office.
2. A maximum of 240 hours per illness has been set.
3. The application must be accompanied by a doctor's statement specifying the nature of the illness, the dates and extensiveness of medical service to the member/family member and the date of the employee's release of release for return to duties.
4. Supervisors/department heads/directors will then present the request to the Board of County Commissioners' for their approval.
5. Upon approval, a notice will be sent out to all full time county employees that are in the sick bank asking for donations of sick leave. A maximum donation at any time will be forty (40) hours per each donor.
6. Donors will receive a copy of their donation with their pay stub when their donation is used. Donations that are not used immediately will be kept on file for future needs of the person initially donated to.

**507 VACATION LEAVE**

Vacation leave is granted to eligible employees on a monthly basis. Part-time employees are not eligible for vacation pay.

Currently full time employees are granted vacation as follows:

Years Service	Monthly Accrual	Total Annual Accrual	Maximum Annual Carryover
1 month through 5 years	8 hrs	96 hrs	80 hrs
6 through 10 years	9 hrs	108 hrs	80 hrs
11 years through 20	12 hrs	144 hrs	80 hrs
21 years and up	17 hrs	204 hrs	80 hrs

Employees are responsible for scheduling their vacation, in advance, with their supervisor and must receive the supervisor's approval. Vacations are scheduled in a manner that minimizes interruptions to County operations.

When a paid holiday falls within the employee's vacation period, an additional day of vacation may be granted. Vacation time will not be counted in the computation of overtime.

The County encourages its employees to take some time away from the job. You need time off to pursue your own interests and to rejuvenate your energies.

Employees who are working 10.0 hour days will have 10.0 hours of vacation leave taken against their accumulations for each day of leave taken. Employees who are on an 8 hour work day will be credited with 8 hours of leave taken.

Vacation is not used in the computation of overtime.

Upon separation of employment, employees hired prior to April 1, 2011 will be compensated for up to 40 (forty) hours of unused vacation leave. The vacation leave will be paid out at the pay rate in effect at the time of separation.

**508 VOTING**

Voting is an important responsibility we all assume as citizens. The County encourages employees to exercise their voting rights in all local, state, and federal elections.

Under most circumstances, it is possible for employees to voter either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor no later than the day prior to election. If properly requested as noted, an employee may be eligible to receive up to two (2) hours of "voting time" pursuant to the conditions outlined in C.R.S. 1-7-102.

## **CHAPTER VI CONDUCT**

### **601 ABSENCE & PUNCTUALITY**

Absenteeism and tardiness can be a very serious problem for Kit Carson County. It is costly, causes unnecessary overtime, imposes additional work on co-workers and supervisors, disrupts schedules, and creates morale problems.

Employees are expected to be at work and on time as scheduled. It is recognized that occasional amounts of absence for bona fide sickness are often beyond the control of the employee.

If it is necessary for employees to be absent from work due to illness, injury, or emergency situation, they must notify the County as soon as possible. Employees should contact their immediate supervisor, or if unavailable, the department head or Human Resources office. Employees should notify the County of the specific reason for their absence and expected return date. Voice mail and text messages are not acceptable.

*Tardiness* is defined as being late in your arrival at your work site, i.e., after your scheduled reporting time. Tardiness is not an employee trait that elected officials/department heads are expected to tolerate. Absenteeism or tardiness that is excessive in the judgment of the County will not be tolerated. Continual absenteeism or tardiness will result in disciplinary action.

Employees who are absent for three (3) consecutive workdays without notifying their supervisor will be terminated.

### **602 ALCOHOL & DRUGS**

The goal of the County is to provide our employees with a workplace which promotes health and safety. To meet this goal, the County strictly prohibits the illegal use, possession or sale of controlled substances by its employees. To support the County's safety and health program and to comply with minimum federal safety standards for drivers of commercial vehicles, the County has established an anti-drug program.

Public Safety & Road and Bridge Employees will have drug testing enforced as an integral part of our anti-drug program as well as education and training to assist our employees in understanding their responsibilities in achieving a drug-free environment. Employees should refer to the separate policy statement for details of the County's anti-drug program.

### **603 APPEARANCE, ATTIRE & HYGIENE**

The way you look, dress and act is vitally important to the County. Due to our employee's frequent interaction with the public, standards of personal appearance, hygiene, and attire have been determined. A clean, neat appearance is expected of you.

For Kit Carson County purposes, Business Casual dress may include jeans, polo shirts, etc. Shorts, midriiffs, jump suits, halter tops, and similar items of casual attire may not be appropriate. Casual never means sloppy. All clothes must be clean, wrinkle-free, and in good repair. The workday is not the weekend.

To create a favorable impression, one must be well groomed at all times. Body odor, bad breath, cigarette smoke and excessive use of perfume or cologne are offensive to co-workers and to the public.

If employees report for work improperly dressed or groomed in the County's opinion, their supervisor or department head may instruct them to return home to change clothes or clean up. Department heads

may utilize a higher standard of appearance, attire or hygiene due to the nature of their unit's interaction with the public.

#### **604 WEBSITE**

The County provides an employee page on the website to notify employees of management decisions and other business-related matters. Employees are able to review the website for announcements, access forms and other notices.

#### **605 CONFIDENTIAL INFORMATION**

Employees handling confidential information are responsible for its security. Extreme care must be exercised to ensure that it is safeguarded to protect the County and its clients or customers. Confidential information includes, but is not limited to, information concerning case management files, personal financial information on application forms, legal issues, and similar subjects.

Misuse or disclosure of confidential information obtained in the course of County employment could result in personal legal liability and disciplinary action, up to and including termination from employment. Documents and copies of documents, generated in the course of County employment are the exclusive property of the County and are not to be used for personal use or retained in the possession of an employee.

The County will also comply with the provisions of the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)." This federal policy establishes rules and regulations governing personal medical information privacy issues. Further information on HIPAA is available in the Human Resources Office.

#### **606 COUNTY PROPERTY**

Employees who are issued County property, e.g., identification card, handbooks, vehicles, keys, and other similar items, are responsible for this property. Damaged or lost property due to carelessness, negligence, or other such action, may result in disciplinary action or restitution of damages based on your employment status.

Office equipment such as copiers, fax machines, etc. are intended for conducting County business. These may not be used for any activity that could be construed as invasive, illegal or contrary to the best interests of the County.

#### **607 CONFLICT OF INTEREST**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This guideline establishes only the framework within which the County wishes the organization to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the County Administrator for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative.

If an employee has any situation, which may be an actual or potential conflict of interest, the employee must disclose this to the Board of County Commissioners or its designee as soon as possible.

Note: While the statutes are specific about conflict of interest, it is often the perception of conflict that needs to be reviewed and evaluated.

### **608 GRATUITIES & GIFTS**

Article 29 of the Colorado Constitution was approved by Colorado voters in 2006, and is applicable to all County employees. It essentially established new standards of ethical behavior that must be recognized by all levels of Colorado government. It "forbids the acceptance of any money, forbearance or forgiveness of debt, by any regulated person, unless that person provides equal consideration in return." This applies to the employee, their spouse and dependents. It also provides an exception for a "gift or gifts" that have a cumulative value of \$50.00 or less.

### **609 MATERNAL NURTURING**

The County recognizes the importance of nutrition and nurturing during an infant's early development. The maternal nurturing program is implemented pursuant to C.R.S. 8-13.5-104 and 25-6-301. Employers are required to provide "reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk". This does not imply that a child may come to work and stay with the parent. For more information, please contact the Human Resources Office.

### **610 OUTSIDE EMPLOYMENT**

Employees involved in or contemplating outside work should discuss the issue with their supervisor. Despite any outside employment or business venture, employees are still required to perform the duties with Kit Carson County.

Any outside employment must not affect an employee's ability to meet job requirements, perform competently, or accept overtime hours. Any outside employment must not create or appear to create a conflict with the County's interests. Employees are not permitted to use any of the County's equipment or supplies for purposes related to an outside job.

### **611 PARKING**

The County currently provides free parking facilities for employees and visitors. When you enter the lot, please follow directions and do not park in reserved areas. Employees with special needs should obtain a handicapped permit through the County Clerk's Office.

The County is not liable for fire, theft, damage, or personal injury involving employees or automobiles. Protect your property by locking your vehicle.

You are expected to drive safely and comply with traffic control signs.

### **612 POLITICAL ACTIVITY**

The County encourages employees to participate in the political and governmental affairs of the community. Employees are encouraged to be informed about, work for, contribute to, and communicate with candidates and officeholders. The County encourages its employees to exercise responsible citizenship and does not intend to interfere with their conduct and involvement with political activity, as long as those activities are pursued during hours when the employee is not on duty, and that the activities do not reduce the employee's efficiency or disrupt fellow employees at their job.

If engaging in any political activity, the employee must do so as an individual and not as a representative of the County. Campaigning, fund raising, and other partisan political activities must be conducted on the employee's own time. The County may deny time off for political activity where the activities, in the opinion of the County, would unduly interfere with the employee's fulfillment of any obligations to the County.

### **613 REFERENCES**

Employees who are approached either formally or informally and asked to provide information about former employees of the County should refer such inquiries to the Human Resources Office.

### **614 SEARCHES & INSPECTIONS**

The County reserves the right to conduct inspections. Cooperation in the conduct of inspections is required as a condition of employment.

Employees on the County's premises are subject to questions and search at the County's discretion. County property such as, County vehicles, lockers, desks, filing cabinets, computer files, E-mail, voice-mail, etc., are designated as having limited personal use, and may be searched at any time.

A County-initiated search does not necessarily imply an accusation of theft or that an employee has broken a rule. Employees refusing to cooperate with or submit to search will be subject to termination.

### **615 SMOKE-FREE WORKPLACE**

In order to maintain a safe and healthy working environment and to ensure compliance with applicable law, i.e., "Colorado Clean Indoor Air Act," smoking is prohibited throughout the workplace. This includes all County offices, facilities, and vehicles. This restriction applies to all employees and visitors at all times, including non-business hours.

Employees can smoke outdoors only during regularly scheduled breaks and lunch periods. The duration or number of breaks cannot be extended in order to smoke. Smoking is prohibited within fifteen (15) feet of any building entrance.

### **616 VISITORS**

Visitors are welcome, but their presence may be a distraction to other employees. The presence of personal visitors may present safety and liability problems for the visitor, employees and the County. In consideration of fellow employees and their work, please limit the duration of personal visits. Children are not to be present during work hours, even when sick.

### **617 WORK-RELATED INJURY & ILLNESS**

The County's goal is to provide a safe and healthy work environment. The biggest factor in ensuring your safety on the job is YOU. It is YOUR responsibility, to both yourself and those working in your area, to practice safe work habits. Report any unsafe practices and conditions to your supervisor so corrective action can be taken.

Report all accidents in writing, no matter how minor, to your supervisor and the Human Resources Office immediately; or no less than 72 hours. We want to provide you with prompt medical treatment from one of our designated physicians. Treatment for on-the-job injuries must be obtained from one of these physicians or else you may be responsible for medical treatment. If the injury requires emergent care, the employee and supervisor should seek the nearest emergency care facility. Prompt reporting of the accident will help us to take steps necessary to reduce the possibility of future accidents.

## **CHAPTER VII COMMUNICATIONS**

### **701 COMPUTER SYSTEMS**

The County's computer network, access to Internet, email and voice mail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the County. All information regarding access to the County's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential County information and may not be disclosed to non-County personnel.

All computer files, documents, and software created or stored on the County's computer systems are subject to review and inspection at any time. In this regard, employees should not assume that any such information is confidential, including email either sent or received. Upon separation from employment, all communications tools should be returned to the County.

### **702 PERSONAL USE OF THE INTERNET**

Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or the lunch period. It must not interfere with employees' productivity. Regardless, the County prohibits the display, transmittal, or downloading of material that in violation of County guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time. As noted in Section 615, computer files, emails and voice mails have limited personal use, and may be searched at any time.

### **703 SOFTWARE AND COPYRIGHT**

The County licenses, and does not own the software it utilizes. Therefore, use of the software must be in accordance with the applicable software Agreements or as directed by management.

Employees may not copy or use any software, images, music or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees may not use unauthorized copies of software on personal computers housed in County facilities.

### **704 UNAUTHORIZED USE**

Employees are not permitted to visit websites or send electronic mail that is deemed by management as inappropriate or in violation of other County guidelines. We reserve the right to determine when an employee is using the County communication systems inappropriately.

### **705 EMAIL**

Because the County provides the email system to employees to help them with the performance of their job, it should be used for official County business. Incidental and occasional personal use of email is permitted. However, employees should be aware that these messages will be treated the same as business messages, and subject to review at any time without notice. The County may monitor email from time to time. As noted in Section 615, computer files, emails and voice mails have limited personal use, and may be searched at any time.

Also, employees cannot control where their messages will ultimately end up. For example, a message meant for one person can be mistakenly sent to the wrong individual(s), or the message can be forwarded to unintended recipients. In addition, emails that were deleted are stored elsewhere on the system.

Employees should use discretion when sending emails. Do not write anything in an email message that is inappropriate to say to another face-to-face. Regardless, the County prohibits the display, transmittal, or

downloading of material that in violation of County guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's email messages.

### **706 VOICE MAIL**

The County voice mail system is intended for transmitting business-related information. Although the County does not monitor voice messages as a routine matter, the County reserves the right to access and disclose all messages sent over the voice mail systems for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum. As noted in Section 615, computer files, emails and voice mails have limited personal use, and may be searched at any time.

### **707 TELEPHONES/CELL PHONES**

In the interest of good business practice, telephone calls, including those made with cell phones, must be minimal and not interfere with employees' performance of their jobs. Personal use of the county telephones for long distance is not permitted.

The County provides cell phones to those employees who need them to perform their jobs. Such phones are intended for business use. Therefore, personal calls should be limited to those absolutely necessary and brief.

Employees are expected to follow the provisions of C.R.S. 42-4-239 that prohibits an individual eighteen (18) years of age or older using a wireless phone to perform text messaging or other similar forms of manual data entry or transmission while operating a motor vehicle, unless in an emergency as defined in the statute. Persons under eighteen (18) years of age may not use a wireless telephone for any purpose while operating a motor vehicle.

## **CHAPTER VIII ADDITIONAL INFORMATION OF IMPORTANCE**

### **801 DISCIPLINE/DISCHARGE**

Good working relationships make demands on everyone, and employees have responsibilities to the County, themselves, and the people they work with.

Employees must at all times comply with County expectations for work, performance, and conduct. Failure to do so may result in any or all of the following actions: termination, suspension, demotion, written warning, reprimand, and counseling.

Management will decide in its judgment which of these actions would most effectively take care of the problem. The fact that the County has or has not utilized any of these actions does not set any precedent and should not be relied upon in future disciplinary situations by any employee.

### **802 LEGAL DEFENSE OF CLAIM**

Under C.R.S. 24-10-110, the County would be responsible for legal costs, judgments, settlements, etc., for claims or suits brought against its employees in the performance of their job duties, provided those actions were not willful or wanton. Employees need to immediately notify the County Administrator and Board of County Commissioners when any such legal action is brought against the employee. No private legal counsel arranged solely by the employee will be paid or reimbursed by the County. Any compromise or settlement of a claim by an employee without approval of the County shall result in the County's refusal to pay such costs, judgment, or settlement.

**803 EXCEPTIONS**

Any exceptions to the guidelines stated in this handbook must be submitted in writing to the Board of County Commissioners for their approval.

**804 AMENDMENTS**

The need may arise to change the guidelines described in the handbook. Except for the at-will nature of employment, the County therefore reserves the right to interpret them or change them without prior notice.

## CHAPTER X ADOPTION

This personnel management handbook was adopted on the 26th day of December, 2012 at Burlington, CO by the following:

Motion made by Dave Hornung, seconded by Jim Whitmore

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. Calhoon  
Della Calhoon, County Clerk



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

I, Della Calhoon, 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 26th day of December, 2012.

Della M. Calhoon  
Della Calhoon, County Clerk



## **ACKNOWLEDGEMENT OF RECEIPT**

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED January 8, 2013. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

- EMPLOYMENT WITH KIT CARSON COUNTY IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE COUNTY, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON.
- THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.
- THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE COUNTY'S GUIDELINES.
- THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE COUNTY THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR CHANGE THEM WITHOUT PRIOR NOTICE.
- NO REPRESENTATIVE OF KIT CARSON COUNTY, OTHER THAN THE BOARD OF COUNTY COMMISSIONERS, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE BOARD OF COUNTY COMMISSIONERS AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

---

*Employee Signature*

*Date*

---

*Printed Employee Name*

*This page must be returned to the Human Resources Department.*



**KIT CARSON COUNTY PURCHASING POLICY AND PROCEDURES**

BOARD OF KIT CARSON COUNTY COMMISSIONERS

KIT CARSON COUNTY, COLORADO

Dave Gwyn, Chairman

David L. Hornung, Commissioner

Jim Whitmore, Commissioner

Adopted October 31, 2012

Effective Period: Until Superseded

Review Schedule: Annual

## Table of Contents

<b>FORWARD AND STATEMENT OF POLICY</b> .....	3
Responsibilities.....	4
Exceptions.....	4
Definitions.....	5
<b>QUOTATIONS AND BIDS</b> .....	6
Requirements for Informal Bids.....	6
Requirements for Formal Bids.....	7
Request for Proposal.....	8
<b>BID REVIEW AND ACTION</b> .....	8
<b>FINAL AWARD</b> .....	9
<b>REJECTION OF ALL BIDS</b> .....	9
<b>CONTRACTS</b> .....	9
<b>EMERGENCY PURCHASES</b> .....	9

## **STATEMENT OF POLICY AND PURCHASING ETHICS**

KIT CARSON County presents this Purchasing Policy to assist each County employee or officer who directly buys goods and services.

The County Finance Department will assist with procedural questions and processing of paperwork, but the individual department is responsible for following County policies in purchase decisions.

The purpose of the KIT CARSON County Purchasing Policies and Procedures is to provide a framework for efficient and cost effective purchasing for all county operations. The contents of these policies and procedures do not create any property or contractual rights between the county and any supplier of goods and services.

Except when specifically authorized by statute or regulation to act otherwise, this policy shall apply to all Elected Officials, Department Heads, employees, contractors, and agents for KIT CARSON County. The ultimate authority to purchase items or contract for services lies with the Board of County Commissioners and may only be delegated or authorized pursuant to the provisions of this policy.

The purchasing policy's primary purpose is to communicate policies and give guidance to personnel with delegated purchasing authority. This policy has been designed to:

- Comply with Colorado Revised Statutes, as amended
- Encourage maximum competition on a basis of fair and equal opportunity to qualified and interested bidders
- Provide a uniform procedure for the procurement of material, equipment, supplies and services
- Ensure that the county is getting the best overall value for taxpayer dollars. Some of the factors considered when determining the "best overall value" are:
  - Price
  - Warranty
  - Service
  - Availability
  - Past Performance
  - References

KIT CARSON County's goal is to procure materials, supplies, equipment, and services at the lowest possible cost and consistent with quality required. All authorized employees purchasing on behalf of the County are expected to use public monies wisely; therefore, any employee making any purchases must buy in an honest and prudent manner that results in getting the best product or service for the fewest taxpayer dollars.

The purchaser's timely completion of all the proper documents results in overall efficiency of county purchasing as a whole and ensures complete communication. It can also help the County take advantage of payment/price discounts.

Throughout this policy, responsibilities are defined. You can generally answer questions by referring to this policy. Requests for exceptions are to be reviewed by the Finance Department prior to final approval by the Board of County Commissioners.

**RESPONSIBILITIES:**

- The initiating department has the responsibility for the procurement of goods and services or give functional directions to others delegated the authority to perform such services.
- The initiating department is responsible for initiating and maintaining effective and professional relationships with suppliers, actual and potential.
- The initiating department will conduct all correspondence with suppliers involving prices or quotations. In cases where technical details are necessary, the initiating department may correspond with suppliers regarding technical issues. In such cases, copies of all such correspondence should be attached to the purchase order requisition.
- ***Some items may require additional review and approval prior to purchase. Examples of these items, although not all inclusive, are:***
  - Computer Equipment and Software
  - Vehicle Purchases
  - Communication Equipment (pagers, cell phones, usage plans, etc).
  - Maintenance contracts
- Personnel involved in purchasing activities will recognize and practice good public relations by giving all callers and visitors courteous treatment, and will strive to maintain and enhance the County's image by their personal conduct and methods of doing business.
- Purchasing personnel are to obtain and purchase goods at the lowest possible total end-use cost, considering the guidelines of prices, service, quality, and delivery. The initiating department is to assume full authority to question the quality and kind of material sought in order that the best interests of the County may be served.
- Initiating departments shall work with the Finance Office to ensure budgetary compliance. A purchase may not be made without a prior appropriation.

**EXCEPTIONS:**

The provisions of this policy are mandatory on all KIT CARSON County purchases and contracts unless Colorado Statutes or regulations require a different procedure.

In addition, exceptions are allowed for purchases or services necessary due to General Maintenance or Repairs of the following items -

- Buildings
- Equipment
- Vehicles

A minimum of two (2) quotes is required with documentation attached to the voucher when submitting over \$5,000.00 for payment. If two (2) quotes are not available, detailed justification is required. If any pertinent information is missing it will be returned to the department for completion.

Purchases of books, stationery, records, printing, lithographing, and similar supplies are governed by the provisions of C.R.S. §§ 30-11-109 and 112, which require an annual formal bid solicitation process after publishing the

purchasing advertisement. All Departments should refer to any existing vendor bids previously approved and maintained by the Board of County Commissioners for the purchase of these supplies.

*Any purchase or contract which does not follow the provisions of this policy may become the personal responsibility of the individual who authorized the purchase or signed the contract. Failure to follow the provisions of this policy may be grounds for disciplinary action or modification of budgets.*

## **DEFINITIONS:**

**Bid** – The response to an Invitation for Bids.

**Bidder** – Any person or vendor who submits a bid.

**Capital Assets over \$5,000.00** - Non consumable items, such as vehicles, operating equipment, furniture, copiers, computers, etc. valued \$5,000 or greater. Items generally last longer than six (6) months

**Capital Assets under \$5,000.00** - Non consumable items, such as vehicles, operating equipment, furniture, copiers, computers, etc. valued under \$5,000. Items generally last longer than six (6) months.

**Competitive Bid** – A procedure inviting available vendors to compete with each other to provide goods or services to the County.

**Declared Emergency** – A declaration made by the Board of County Commissioners or Colorado Department of Local Affairs in which some normal functions of the County are affected. Such declarations usually come during a time of natural or manmade disasters and emergency preparedness plans may need to be used and put into action.

**Department** – For purposes of these rules, department includes all Elected Officials and Department Heads.

**Durable Equipment** – goods that yield utility over time rather than being completely consumed in one use.

**Emergency Purchase** – Purchases made in the event of a Declared Emergency where the County's ability to serve the public would be impaired if purchases are not made immediately.

**General Maintenance or Repairs** – The care and servicing of equipment and facilities due to normal wear and tear.

**Invitation to Bid** – A means of notifying vendors that the County has specific requirements for materials and/or supplies and the County is offering vendors an opportunity to fulfill those requirements. This is a formal means of soliciting price quotes requiring formal advertising, and sealed bids.

**Local Business** – A business which maintains a physical place of business in KIT CARSON County.

**Price Quote** – A price for goods or services obtained by telephone, email, fax, or in writing.

**Purchase Order** – A legally binding document provided to a vendor requesting that the vendor supply the County with goods and services as specified.

**Purchasing Authority** – The authority approved by the Board of County Commissioners authorizing Department Heads, Finance Director, or other authorized designees the authority to purchase goods or services for the County within specified limits.

**Purchasing Ethics** – Rules defining ethical conduct of County employees and vendors participating in the purchasing process as stated in Article 18 of Title 24 of the Colorado Revised Statutes.

**Request for Proposals** – A means of notifying vendors that the County has specific requirements for goods or services and the County is offering vendors an opportunity to fulfill those requirements.

**Requisition** – A document requesting a purchase to be made on behalf of the County. This is the first step after the need for a good or service is recognized.

**Specification** – A concise description of a good or service the County is seeking to buy and the requirements the vendor must meet in order to be considered for the award.

**Voucher** – A document authorizing a purchase and receipt of items signed by the Elected Official or Department Head.

## QUOTATIONS AND BIDS

### REQUIREMENTS FOR INFORMAL BIDS

#### *Purchases of goods or services \$500.00 and above:*

- It is at the discretion of the Department Head, Elected Official, or designated person to determine what is in the best financial interest of the County for individual single item purchases under \$500 and such persons are authorized to make these budgeted expenditures without further authorization.
- *Purchases in excess of \$500 shall not be purposely divided into smaller components so as to avoid the more formal requirements of requisitioning and formal bidding.*
- Purchases in amounts less than \$500 do not require a Purchase Requisition. However competitive price quotes from multiple sources is encouraged and should be noted on the voucher when submitting for payment.
- Durable equipment purchases \$5,000 and above, will be tracked on an inventory listing and reviewed annually.
- This policy applies to purchases made with grant funds, unless otherwise required by grant contract, and for repairs resulting from insurance claims.
- *Approval from the Board of County Commissioners is required **PRIOR** to any purchase of \$500.00 or greater.*
- Finance Department will issue a purchase order upon approval by the Board of County Commissioners.
- Once the initiating department receives the purchase order, the approved purchase may be made. Under no circumstance will exceptions be given to vary from this policy unless *approved by the Board of County Commissioners.*
- This policy applies to purchases made with grant funds, unless otherwise required by grant contract, and for repairs resulting from insurance claims.

## REQUIREMENTS FOR FORMAL BIDS

### *Purchases of goods or services, Capital Assets, Remodeling or Construction of any County Property \$5,000 or greater:*

The term "formal bid" is used to identify solicitations which represent major purchases by KIT CARSON County. The difference between an informal and a formal bid is that a formal bid must be sealed and in writing.

1. The department desiring to purchase any goods or service, Capital Assets, or remodeling/construction of any County Property involving the expenditure of \$5,000 or more, shall prepare the specifications and submit the same to the Board of County Commissioners for review.
2. The initiating department shall solicit bids so as to obtain as many bids as possible in order to obtain the best price, with the additional objective that all contractors and/or retailers having a place of business in KIT CARSON County, Colorado, have an opportunity to submit bids. Invitation for bids shall be solicited directly or by publication in the County newspaper or both.
3. In cases when an item is "one of a kind" or there is little likelihood of competitive bidding, the Board of County Commissioners, unless prohibited by law, upon the affirmation vote of a majority of the Commissioners, may waive the requirement of soliciting bids in accordance with the provisions of this policy.
4. Bids shall be required on all motor vehicle purchases regardless of price. If a County-owned vehicle is available for trade-in on the purchase of a new motor vehicle, the Board of County Commissioners may consider the value of any trade-in allowance offers from prospective vendors in making its purchasing decision, but shall not be bound to accept any trade-in offers, regardless of amount.
5. All invitations for bids, whether by direct solicitation or advertisement, shall be mailed or delivered to the Office of County Commissioners in a sealed envelope and clearly labeled as a sealed bid. All bids, once submitted, shall not be amended or rejected except upon affirmative approval of a majority of the Board of County Commissioners and after discussion with the initiating department.
6. Each invitation for bid shall specify the date and time the bids will be opened, which shall not be less than ten (10) days after the invitation is solicited. Each invitation shall also further reserve the right to reject any and all bids, and unless prohibited by law, each invitation shall also reserve the right to accept a bid other than the lowest bid.
7. The Board of County Commissioners shall securely maintain each bid received, and no bid shall be opened by anyone at any time other than the time specified in the invitation. Each bid opening shall be public and the bidders shall have the opportunity to be present at such time, but no further bids or modification of bids shall be accepted at such time.
8. All bids for road construction in excess of \$5,000 shall be advertised in the County newspaper as required by **Section 43-2-209 C.R.S.** In the event of an emergency, when the majority of the Board of County Commissioners, in their judgment, determines that invitation for bids for road construction, or for any other purpose, would be detrimental to the immediate preservation of the public peace, health and safety, the requirement for sealed bids may be waived.
9. Any purchases(s) of goods, service, or proposed construction submitted by any Elected Official or Department Head not in accordance with the provisions of this Resolution shall be rejected and any voucher submitted for payment shall be disallowed.

10. The issuance and acceptance of a formal bid is best accomplished by a cooperative effort between County Departments and the Board of County Commissioners.

### **REQUEST FOR PROPOSAL**

At the discretion and authority of the Board of County Commissioners, an RFP (Request For Proposal) process may be used in lieu of the formal bid process.

1. Requests for this process may be prepared by the initiating department and reviewed by the Commissioner's Office with final approval to be made by the Board. Justification for such request may be required and be provided in written form.
2. The specifications are written using performance standards rather than the description of the good or services in a proposal. The specification also lists the factors by which the proposal will be judged, and the weight to be given to each factor.
3. Vendors submit proposals of their own design for a product to satisfy the requirements set forth in the proposal.
4. The County may consult with a prospective bidder in preparation of an RFP, however the RFP must be written in such a way that it does not prohibit other bidders from bidding and should in no way give preference to any prospective bidder's product.
5. After proposals are received, the County may enter into negotiations with as many vendors as have submitted feasible proposals to find the best possible proposal for each vendor.
6. Terms will not be disclosed until final negotiations are concluded.

#### ***BID REVIEW AND ACTION:***

The Commissioner's Office will retain all original bids, bid summary sheet, and sign-in sheet, and will make them available for review to all interested parties upon request.

The initiating department evaluates the bids and recommends to the Board the award in the best interest of KIT CARSON County. The Board of County Commissioners makes the final award. It is possible that all bids may be rejected and the project abandoned, postponed, or the bid process reinitiated.

After final award, the office of the Board of County Commissioners shall then process and send to all bidders an announcement of award.

All original bid documents will be retained by the Commissioner's Office where they will be kept on file in accordance with applicable state archive rules.

#### ***FINAL AWARD:***

The final award shall be made by the Board of County Commissioners in the best interest of KIT CARSON County. The Board of County Commissioners has the authority to accept or reject any or all bids and waive any required procedures except those required by law.

Board of County Commissioners may consider preference to local businesses. A local business shall be a business which maintains a physical place of business in KIT CARSON County.

**REJECTION OF ALL BIDS:**

Should no award be made, letters of rejection will be mailed from the Board of County Commissioners or initiating department.

**CONTRACTS:**

The Board of County Commissioners has the authority to enter into and sign any contracts made on behalf of KIT CARSON County. An Elected Official may have specific statutory authority to enter into them independently. The Board of County Commissioner's authority may be delegated in writing or by formally adopted written policy.

If the vendor is doing business with the county for the first time, a completed IRS Form W-9 from the vendor must be submitted to the Finance Department prior to any payment.

**EMERGENCY PURCHASES:**

- (1) After declaration of an emergency by Board of County Commissioners or Colorado Department of Local Affairs, emergency procurements may be made without complying with the usual procurement requirements if there is an existing threat to public health, welfare or safety, or risk of a serious disruption of business operations, or risk of harm to county property. The Department Head or authorized Representative may consider this option in lieu of going through the Quotation and Bids process if that process would unduly disrupt department operations or endanger the public's health and safety.
- (2) **Emergency procurements may NOT be used as a replacement for normal purchasing procedures except in an emergency which is a threat to public health, safety or welfare, the financial interests of KIT CARSON County, or the business operations of the county.**
- (3) Emergency procurements shall be made with such competition as is practicable under the circumstances. In prolonged emergency situations, Department Heads or Elected Officials authorized to make emergency purchases shall request assistance of the Board of County Commissioners. The basis for the emergency and for the selection of the particular contractor shall be maintained as a public record with vendor payment records.
- (4) A written record of emergency purchases should be kept in order for the Finance Department to process payment.
- (5) The Department Head or Elected Official should attempt to secure by informal bid, if possible, the "best value" on any emergency materials, supplies, equipment, or services. Written documentation defining the emergency and the selection of the contractor or vendor shall accompany the voucher form signed by the Department Head, Elected Official, or Authorized Person.

# Colorado Open Records Requests

## Kit Carson County, Colorado

### Procedures for Making and Responding to Requests for Information to Kit Carson County Under the Colorado Open Records Act (CORA)

- 1) These procedures apply to all requests, submitted pursuant to C.R.S. 24-72-201 *et seq.*, to inspect public records in the custody or control of Kit Carson County. Those requests must be submitted in accordance with the policy of Kit Carson County.
- 2) All requests to inspect public records must be submitted in writing to the official custodian. Request made to any person other than the proper custodian will not be accepted.
- 3) Requests may be mailed or sent via facsimile. **Requests made via electronic mail will not automatically be accepted.** The custodian, *at the custodian's sole prerogative*, may accept requests sent via e-mail upon request. If a request is sent via e-mail to anyone other than the custodian, it will not be considered as received by the County and the statutory time for response to the requests will not begin until a confirmation has been sent by the custodian.

*Note: The reason for this rule is, due to spam filters and inactive or incorrect e-mail accounts, the County cannot guarantee that the custodian has received an electronic mail request.*

- 4) All requests for records **must** be specific as to the records sought and the relevant dates. Requests for correspondence must identify the parties to the correspondence. For any request that is vague or broadly stated the custodian may require the requestor to provide a more specific request.
- 5) If a requestor is unable to identify the specific documents sought, the requestor is encouraged to contact the County at 719-346-8133 ext. 304 in advance of submitting a request for assistance in providing the requisite specificity.
- 6) The custodian is not required by the Open Records Act to construct or create a record that does not exist.
- 7) Time for response to records requests shall be as follows:
  - a. The normal time for production shall be three working days, beginning on the first business day after the request is received.
  - b. Such period may be extended upon determination by the custodian that extenuating circumstances exist. Such period of extension shall not

normally exceed **seven** working days. The requestor shall be notified of the extension with the three-day period.

- c. Time periods will be calculated without including the date on which the custodian receives any request.
- 8) Requests to inspect records documents will not take priority over the regular work activities of County employees.
- 9) Charges for copies of requested records shall be as follows:
  - a. The normal cost for requested documents shall be \$.25 per standard page or, for documents in non-standard formats, the actual duplication costs.
  - b. At the custodian's prerogative, in lieu of the fee set forth in paragraph 9.a, the requestor may be charged a \$25.00 per hour retrieval fee based on the *actual* cost of responding, including employee time, or gathering, preparing, and copying requested documents.
  - c. If records are readily available, the Board of County Commissioners, or their designee, may waive the charge or may charge a lesser amount per page for copies.
- 10) If charges are expected to exceed \$.25, or if a retrieval fee based on the actual cost of responding is to be charged, the custodian will provide the requestor with an estimated of the cost of responding prior to responding. If the requestor wishes to proceed once receiving an estimate, he or she must respond in writing, and must pay the estimated costs prior to preparation of the response. By responding in writing, the requestor agrees to **pay all fees** associated with responding to the request. The time between the date of the custodian's estimate and the receipt by the custodian of a written request to proceed will not be counted against the time period set forth above.
- 11) If the requestor wishes to inspect available records in advance of receiving copies, such inspection shall be by appointment only during ordinary working hours. Such inspection must be supervised by a County representative and the requestor may be charged \$25.00 per hour for employee time associated with such inspection.

## Kit Carson County Public Records Request Form

The following request is made under the Colorado Open Records Act:

Date: \_\_\_\_\_  
a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

Name: \_\_\_\_\_

Company Represented: \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Cellphone Number: \_\_\_\_\_

Name of document(s) requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the document name is unknown, provide brief, but specific description of document or information requested (note of issuance and location of document, if known).  
\_\_\_\_\_  
\_\_\_\_\_

If the records are available pursuant to C.R.S. 24-72-201 *et seq.*, the records shall be made available for viewing within three working days. The date of receipt is not included in calculating the response date. If extenuating circumstances exist so that the Custodian cannot reasonably gather the records within the three-day period, the Custodian may extend the period by up to seven working days. The requestor shall be notified of the extension within the three-day period.

Public records shall be viewed at 251 16<sup>th</sup> St., Burlington, Colorado 80807, on regular business days at rearranged times. After viewing the document(s), photocopies may be requested for **\$.25 per standard page, the requestor will be charged a retrieval fee of \$25.00 per hour based on the actual cost of responding to the request.** Charges must be paid for at the time the request for photocopies are made, and must be picked up in person.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Official Use Only

Time spent by staff in assembling the records request: \_\_\_\_\_

Estimated cost of assembly: \$ \_\_\_\_\_

Records requests received by: \_\_\_\_\_

Date: \_\_\_\_\_

## Department Head Meeting

Dave Gwyn stated that he appreciated all the years that Jim Whitmore had served as County Commissioner. Jim has had the best interest of the County during his years of service. Dave also welcomed Gary Koop as the new County Commissioner.

Ron Meyer reviewed that Karen has been working on closing the 2012 books and starting the 2013 fair. One thing that they are considering is to move County Events to Saturday instead of Thursday. The Fair Building Committee has set goals and one goal was repairs on the arena which had been done by Dave Weber and Cory Wall. The Committee meets once or twice a year to review the goals. They would like to find funding for an office building and an in-door arena. They have hired Molly Witzel who will start later in January. On the Ag side CSU is doing a series of meeting on drought and how to deal with this on the different farm ground. The locations for this education will be in Burlington, Akron, Julesburg, Wray and Holyoke. There will also be classes on Pesticide Licensing and Applicator Licensing. Ron also reviewed that Extension will be giving information for Crop Insurance.

Kindra encouraged everyone to come and see the facelift that Dave and Jason did with all the painting they have done. Thanked Dave and Jason for all their hard work. It is not too late to get Flu shots. There is a strain that is not covered by the vaccine. If you would like a flu shot call the office to make sure someone is in that can administer the shot. Kindra reviewed that they will see a drastic change in what they will be charging for immunizations with the changes in Health Care reform. Immunizations will increase as much as \$500.00. Kindra stated that several counties are looking at working together to get a better price for vaccines and that the State is looking at working with several other States to get better prices. Loas will be retiring the end of February and has worked for over 50 years. Loas does not want a retirement party so asked that cards be sent.

Pam Mills stated that her office has been very busy getting year end completed. They are working on getting Tax notices in the mail.

Abbey Mullis thanked Pam who allowed her to put in a notice that the Senior Exemption has now been reinstated. Abbey stated that she has an opening in her office for a Data Collector. The Appraisal Board is in the process of changing the education requirement for appraisals. Nancy has been inundated with transfers. They are also working on providing Video Conferencing so that staff does not have to travel so far and have the expense of lodging. Abbey also stated that she has had a lot of good feedback on the website for her office.

Tom Ridnour stated that they have been busy but things are going well for the office. The New Year started at 12:15 A.M. with a bar fight in Flagler so hopes the New Year slows down.

Ted Foth reviewed that they had fewer runs in 2012. They have done more transfers to Denver then in the past.

Randy Gorton stated that they are looking at closing the Flagler and Stratton transfer sites due to the cost of operations vs. the low amount of income for these sites. The Seibert Site would remain open. The Coroner has seen an increase of cases and believes the increase was due to Highway accidents.

Dave Weber reviewed they have been busy with painting at the annex building.

Paula Weeks stated that they are working on year end in the office. They were able to get the W-2's out and have submitted to the Federal agency. Paula reviewed that the increase for Social Security went back to 6.2% so the increase the employee received may be a wash.

Abbey asked if they could have a 101 class on the Step – In Grade and how all this will work for their employees. Dave Hornung stated that they will try and get a class later in the year.

Della Calhoon reviewed that the office has seen an increase in recording and motor vehicles transactions. Della stated that her office has had staff out with the flu.

Gary Koop thanked Jim Whitmore for encouraging him to come to the County Commissioner meetings. This helped him to learn some of the process of what is required as a Commissioner. Gary will be attending a 3 day training for new County Commissioners that will be given by CTSI.

Dave Gwyn stated that Joe Leoffler has a serious illness and to keep him in our prayers.

Dave Hornung stated that they will be reviewing the Strategic Plan at the next Department Head meeting. Dave thanked Jim for serving as Commissioner.

Jim Whitmore thanked everyone and he enjoyed the position as County Commissioner and is confident that Gary will serve the County well.

## **21993**

### **RECEPTION**

Kit Carson County held a reception for Jim Whitmore outgoing County Commissioner and Gary Koop and Dave Hornung elected County Commissioners.

## **21994**

### **RANDY GORTON – LANDFILL**

Randy would like to get a Fly over to do a map of the old cell so that they can proceed with closure. The fly over will cost around \$5,000.00 to \$6,000.00. We do have the right type of soil to close this site for coverage. Randy gave a review of procedures of closure with the correct slope of the land. Randy stated that the old plan that was submitted several years ago to the State cannot be done at this time. Need to provide a new plan that meets the requirements set by the State.

The County needs three methane monitoring wells at the current cell. The cost for wells would be two to three thousand dollars per well. Randy reviewed that AEC is the engineers that have helped with our plan.

The Board of County Commissioners asked that Randy proceed with getting the old cell closed.

Randy reviewed the company that came in and demolished the old Courtney building on Main Street, in Burlington have not paid their bill which is around \$9,000.00. Randy would like to be able to charge a late fee for those invoices older than 90 days.

## **21995**

### **DELLA CALHOON – ACCOUNTS PAYABLE**

Della presented the accounts payables for the County Clerk's office for the month of November, 2012 as follows:

Colo. Dept. of Revenue (MV Remittance/License Fees)	\$136,730.50
Colo. Dept. of Revenue (State & Flagler Sales Tax)	\$36,396.19
City of Burlington Sales Tax	\$7,262.60

Town of Seibert Sales Tax	\$182.70
Town of Stratton Sales Tax	\$83.13
State Treasurer (Drivers License)	\$2,165.50
Colorado Dept of Health June Marriage License	\$27.00
State Treasurer (Domestic Abuse) Marriage License	\$180.00
	\$183,027.62

Motion to approve warrants for the County Clerk's Office was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

## **21996**

### **MONTHLY REPORTS**

The Board of County Commissioners reviewed the following reports:  
 County Clerk for the month of December, 2012  
 County Treasurer for the month of December, 2012  
 CAPP & CWCP for the month of December, 2012

## **21997**

### **ACCOUNTS PAYABLES**

The Board of County Commissioners reviewed expenditures for all funds. The Board of County Commissioners also approved the purchase of a truck for District #1 in the amount of \$16,000.00 and the approval of Planning Board dinner at the Claremont Inn in the amount of \$626.58. Motion to approve was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

## **21998**

### **ENTERPRISE FUND**

Paula reviewed that the County did receive a donations of \$10,000.00 for tax credit and this was deposited to the Facilities Fund. This fund is the 501C3 fund.

## **21999**

### **GEORGE GARNER – FLAGLER HISTORICAL SOCIETY**

George Garner, Linn Stone, Lorie Stone met with the Board of County Commissioners and reviewed their desire to purchase IOOF building in Flagler. Pam Mills, KCC Treasurer attended the meeting also.

George gave a presentation for the purpose of the IOOF Hall at 301 Main Ave., Flagler, CO 80815. They are currently trying to find the owner. George reviewed some of the history of this building.

The Board of County Commissioners reviewed that they would be willing to forgive the taxes due but the Historical Society would need to talk to all taxing entities need to forgive the taxes. Pam would like to have something in writing from each taxing entity.

They have replaced the doors and locks to secure the building and removed debris.

## **22000**

### **ORANGE SHEET**

Paula presented orange sheets for the following:

Veronica Torrez – Health Promotions for new hire with benefits at \$10.00 per hour for an annual salary of \$10,400.00.

Dean Talamentez – minimum wage increase from \$7.64 to \$7.78

Paula Weeks – per contract amount of \$50,760.00 and \$24.41 per hour with benefits.

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

## **22001**

### **PURCHASE ORDER – HEALTH AND HUMAN SERVICES**

Kindra asked for Paula Weeks to present a request for a Ricoh fax machine in the amount of \$1250.00 from Office Works. This will be split between the departments at Health and Human Services. Motion to approve purchase order was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

## **22002**

### **ADMINISTRATION - LAPTOPS**

Paula presented a request for two new laptops for Phil and Carla. Their current laptops are slow and would like to upgrade. Cost of the Toshiba Laptop computers for Admin office in the amount of \$1217.96. Paula reviewed that the current laptops could be cleaned and placed at the Ambulance or Health and Human Services. Motion to approve the purchase of 2 laptops at \$608.98 each for a total of \$1217.96 was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

## **22003**

### **COPIER – OFFICE WORKS**

Paula reviewed that they have had problems with the Ricoh copier in the Administration office. They have replaced parts but are still having some issues with scanning and printing at times. Paula reviewed that the current machine was purchased in 2007 at a cost of \$12475.00. Paula asked for a quote on a new Ricoh copier with the same features and Office Works gave a quote of \$13,531.00 plus Toner \$99.92 and Developer \$137.96 for a grand total of \$13,768.88.

Paula had talked to another Ricoh dealer in Colby, KS but he would not be able to give the government discount. Retail cost would be \$29,000.00. The Board of County Commissioners asked about the warranty for the new machine and also if the old machine would still be under the maintenance contract. Paula will talk to Office Works and bring this information back to the Board next week.

**22004**

**RESOLUTION – CLERKS OFFICE FOR OUTSTANDING WARRANTS**

Della reviewed that when they began looking through the records they found some outstanding warrants. They had checked with the Treasurer's office and they could not see where these warrants had been cashed. Della had talked with Ronny Farmer, County Auditor who stated that these would need to be cancelled and reissued. Motion to approve resolution to cancel outstanding warrants and issue new warrants was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

RESOLUTION NO. 22004

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 Tuesday the 8th day of January, 2013, there were present:

Dave Hornung .....Chairman  
Dave Gwyn.....Commissioner  
Gary Koop.....Commissioner  
Della Calhoon.....County Clerk  
Paula Weeks.....Administrator

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

**A RESOLUTION TO CANCEL OUTSTANDING WARRANTS FROM THE COUNTY CLERK'S OFFICE AS FOLLOWS:**

5/18/2004 WRT#1580 \$419.20 State Treasurer for Drivers License  
3/15/2007 WRT#1782 \$ 18.00 Dept. of Health for Marriage License  
8/11/2008 WRT#1880 \$ 27.00 Dept. of Health for Marriage License  
12/1/2008 WRT #1899 \$ 6.00 Dept. of Health for Marriage License  
12/4/2008 WRT #1903 \$241.43 Town of Seibert City Tax  
\$711.63

**WHEREAS**, according to state statute, these warrants should be reissued to the agencies they were intended to be sent to.

**NOW THEREFORE**, be it resolved by the Board of County Commissioners of Kit Carson County that the County Treasurer cancel the above listed warrants and the County Clerk reissue these warrants.

**BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE IMMEDIATELY THIS 8th day of January, 2013.**

**DONE THIS** 8th day of January, 2013, at Burlington, Colorado.

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

Board of County Commissioners

By: Dave Hornung  
Dave Hornung, Chairman

By: [Signature]

RESOLUTION NO. 22004

Dave Gwyn, Commissioner

By: *[Signature]*  
Gary Koop, Commissioner

ATTEST:

*[Signature]*  
Della Calhoon, County Clerk



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

I, Della Calhoon, 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 8th day of January, 2013.

*[Signature]*  
Della Calhoon, County Clerk



## **22005**

### **MSHA TRAINING FOR R&B STAFF**

Paula reviewed that the R&B staff will have a one day MSHA meeting on January 23, 2013 at the Burlington Community Center starting at 8:00 A.M. from 8:00 A.M. to 4:00 PM and Cheyenne and Yuma Counties will also be in attendance.

## **22006**

### **DARCY JANSEN – MOU/ EMERGENCY MANAGEMENT CONTRACT WITH CHEYENNE COUNTY**

The Board of County Commissioners reviewed the MOU for Darcy Jansen who does Emergency Management for Kit Carson County and Cheyenne County. Motion to enter into MOU with Cheyenne County \$1373.33 per month paid by Cheyenne County was made by Dave Gwyn, seconded Gary Koop, motion carried by unanimous vote of Dave Hornung.

## **22007**

### **INSERVICE FOR HEALTH AND HUMAN SERVICES**

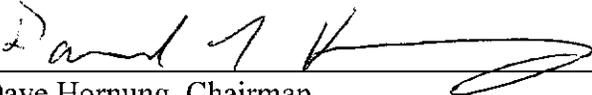
February 13, 2013 the Board of County Commissioners will meet at the Health and Human Services for a review of programs.

## **22008**

### **MINUTES**

Della presented corrected minutes for Jan. 2, 2013. Motion to approve corrected minutes for Jan. 2, 2013 was made by Gary Koop, seconded by Dave Gwyn, motion carried by Dave Hornung.

Meeting adjourned.

  
\_\_\_\_\_  
Dave Hornung, Chairman

1-16-13  
Date