

KIT CARSON COUNTY COMMISSIONERS

MINUTES MARCH 13, 2013

- 8:00 A.M. ADMINISTRATOR PRE-SIDE ITEMS**
8:00 A.M. REVIEW AND APPROVE ACCOUNTS PAYABLES
8:30 A.M. DEPARTMENT HEAD MEETING
10:00 A.M. TOM RIDNOUR – STATUTES AND BIDS
10:30 A.M. KELLY ALVAREZ – PLANNING & ZONING
11:00 A.M. ADMINISTRATOR SIDE ITEMS
11:30 A.M. COUNTY CLERK – READ & APPROVE MINUTES
12:00 P.M. LUNCH
1:00 P.M. RANDY GORTON – FLAGLER TRANSFER SITE
5:00 P.M. MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE

NEW ITEMS:

- Gravel Roads Academy
- CHP Loss Ratio Report
- Bright Futures Report – Request for Funding
- Medicare Cuts Ambulance through Sequestration – Letter

SIGNATURES:

- Bid Request for Landfill pickup
- CAPP/CWCP February Report
- Fair Events Guide for Review
- February Financials

OLD ITEMS:

- E911 Rates – PUC filing – budget questions
- Crime and Fidelity Bond Coverage
- Gravel Pit is and TC reporting – Schafer Review Status
- Sean Brenner Pit Application and Fee

FYI:

- Thank you from Palmers

Meeting called to order by Chairman Dave Hornung. Those present were Dave Hornung, Dave Gwyn, Gary Koop, Paula Weeks, and Della Calhoon.

22137

DAVE WEBER – BLEACHERS

Dave Weber met with the Board of County Commissioners and had been approached by Troy Marshall who asked if he could use some of the County Bleachers. Dave Weber stated that if the Bleachers are damaged cost for replacement would be \$1500.00. The Board of County Commissioners stated to charge a fee of \$200.00 rental fee per set of bleachers. If bleachers are damaged would have to pay replacement costs.

22138

DEPARTMENT HEAD MEETING

Pam Mills called the meeting to order and the pledge of allegiance was given. Those present were Pam Mills, Doug Satterly, Ron Meyer, Molly Witzel, Darcy Janssen, Ted Foth,

Dave Weber, Paula Weeks, Randy Gorton, Abbey Mullis, Dave Gwyn, Gary Koop, Dave Hornung, and Della Calhoon.

Pam Mills reviewed that they were busy with the first deadline and the next deadline will be the end of April. Pam stated that they have sent files on those with the Homestead Exemption and also the Veteran exemption to the State. There have been a lot of people coming in asking questions in regards to these exemptions and if they would be eligible for the exemptions from the mailer that went out with the tax notices. Pam also said thank you for all the painting that Dave Weber and Jason Richardson have done on the seconded floor.

Doug Satterly reviewed that Kindra is gone for several days. Doug thanked the Board of County Commissioners for providing IT services. Katrina is helping to get the web page set up for the different program. Kindra would like the Board of County Commissioners to place the vehicles at the annex on a replacement cycle as the sheriff has for his vehicles. Doug stated that the vehicle are no longer trustworthy and have to stay within the county.

Ron Meyer stated that he has had numerous questions in regards to the condition of the wheat. Ron reviewed that he has checked locations and found the wheat to still be alive but in need of moisture. Ron assisted with the Wheat Summit and that about 200 thousand acres were represented by those in attendance. This was the first time that they were able to use credit cards for payment. Molly assisted with this process and the 2.75% fee was added to the registration fee when a credit card was used.

The Colorado Tillage Board is a 501C3 organization that purchased the Pipe and Drape display from excess revenue from vendor fees. This pipe and drape was given to the 4-H Council and if anyone should need the use of the pipe and drape it can be rented out.

Molly Witzel reviewed that she started work on Jan. 24, 2013 and has been trying to attend 4-H club meeting to introduce herself.

Ted Foth reviewed that he received a letter that all Medicare invoices will be decreased by 2% due to sequester that was imposed. The sequester action will possibly affect other departments.

Abbey Mullis reviewed that her office is finishing up the reappraisal on values for property. Figures are looking good but will not see much change in values. The Office is working on personal property at this time. ValueWest has not completed the Commercial property appraisals but seems to be going well.

Della reviewed that they have started getting items archived and have sent items to the landfill that were shredded. The office is looking at the precincts and the different ways to possibly combine. Counter work has been busy.

Randy Gorton reviewed that everything has been going well. Randy also reviewed that there will be a town meeting in Stratton at the Activity Center on March 18th at 7:00 P.M. for review of possible closure of the Stratton transfer site. Randy stated that the recycling fee will be increasing over the next several years.

Dave Weber stated that they have been busy with painting.

Darcy Janssen reviewed that the Weather Spotter Training will be held on March 26, 2013, 6:30 PM at the Burlington Community Center. Darcy will also be working on the Storm Ready program. Darcy has been working with Ted Foth, Paula Weeks and Tom Ridnour on several grants. Darcy will be attending the Homeland Security meeting tomorrow and see if she can get supplies for the schools. Kit Carson County activated the Mutual Aid agreement with surrounding Law Enforcement and Fire Departments for Caleb Medley funeral services.

Paula reviewed that she had a Useful Public Servant client that assisted with cleaning some cabinets in her office. Thanked Dave Weber and Jason Richardson for completing the painting in the Commissioners room.

Gary Koop reviewed that District 1 has been busy. District #1 will be receiving bids on some gravel trailers that have been replaced with new units. Gary stated that they have been busy opening the Hinkhouse gravel pit.

Dave Gwyn stated that work as been going well for District #2.

Dave Hornung reviewed the Strategic Plan for the County. Dave asked that everyone review the plan and make adjustment if needed. Dave reviewed that the Board of County Commissioners, Darcy Janssen, Ted Foth and Paula Weeks will be presenting a request for aid for the Ambulance Building on the 21st of this month. This grant was applied for from DOLA funds. These funds were reinstated this last year and have applied for approximately half of the cost of the Ambulance Building project. Greg Etl believes that we have a good chance on getting this grant. The last time the county received any of the DOLA grant money was for the Communications tower in 2009.

Dave reviewed that they have been reviewing the Hiring and Procedure policies. This will give all department heads information they need when there is an opening in their offices. Paula reviewed that we have been inconsistent with hiring procedures.

Dave also reviewed that the Board of County Commissioners will be meeting in the morning each Wednesday as a work session. They will then go into the open meeting in the afternoons.

The next Department head meeting will be held on April 10th and conducted by Dave Hornung.

22139

RON MEYER – MOVE TO FAIRGROUNDS

Ron met with the Board of County Commissioners and stated they will move the Extension office to the fairgrounds June 6, 2013 until after fair. Ron reviewed that cell phones did not work last year will need to be addressed. Ron would like to contact CenturyTel and get another landline. Ron will work with Katrina to get another land line; Ron also stated they had problems with the internet. Board of County Commissioners said to work with Katrina through the IT service for assistance.

22140

ACCOUNTS PAYABLES

The Board of County Commissioners reviewed accounts payables for all funds. Discussion was held in regards to several expenditures for Social Services. The Board did not approve two expenditures for Social Services until they are brought back to the Board and questions answered. Motion to approve expenditures for all funds except for those that were removed was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

22141

KELLY ALVAREZ – PLANNING AND ZONING

Kelly met with the Board of County Commissioners that she had been contacted for a greenhouse to grow marijuana. The Board of County Commissioners reviewed that they had passed a resolution to prohibit the operation of medical marijuana centers, optional premises cultivation operations, and medical marijuana-infused products manufacturers license on June 9, 2010. The Board of County Commissioners asked that Kelly send a copy of the resolution to this individual.

Kelly also reviewed Ryan Niebur land use for an airstrip northeast of Burlington. This property is leased by Ryan who wants to build an airstrip that will be used by several individuals. This will be presented at the Planning and Zoning meeting on March 19, 2013 at 7:00 PM at the Stratton Activity Center.

22142

INSURANCE – CRIME AND FIDELITY POLICY

Paula reviewed that the county received a renewal of a Crime and Fidelity Policy. Upon future review and checking with CTSI this insurance is no longer needed. Motion to cancel policy was made by Gary Koop, seconded by Dave Gwyn, motion carried by unanimous vote of Dave Hornung.

22143

ZEB STATLER – GRAVEL ROADS ACADEMY

Paula reviewed that Zeb would like to take others to attend the Gravel Roads Academy training that will be at Bennett and given by LTAP (Local Technical Assistance Program). The Board of County Commissioners approved the attendance for road and bridge staff to attend LTAP grader training. They will drive each day and car pool with a couple of vehicles.

22144

COURTHOUSE PHONE LINES

Paula reviewed that she was informed that the T1 line to the Courthouse and Annex will be discontinued and we will need to find another provider. Paula stated she called another company and had Katrina Trobee IT call and their cost would be \$1316.51 per month. Katrina brought this cost to Paula and they then talked to the company who installed the phone system. They suggested that the County get another DSL line installed and the cost would be \$100.00 per month. Paula stated that the T1 technology is going away.

22145

HIRING POLICY AND PROCEDURES

The Board of County Commissioners has reviewed the Hiring Policy and Procedures document. Motion to approve Hiring Policy and Procedures was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

22146

BRENDA CONDREY – CONTRACT

Paula pulled the contract for Brenda Condrey June 19, 2003 item #6 will not work any overtime and would not have more than 40 hrs per week. Paula reviewed that Brenda is having overtime and has had overtime for several years. Paula reviewed that she given a copy of the contract Tom Ridnour to review. This contract will need to be reviewed.

22147

BRIGHT FUTURES

Paula received a report of financials for Bright Futures Day Care from Amelia Colby. Bright Futures is asking for money that was budgeted of \$5,000.00. Bright Futures did receive additional funding from the Buell Foundation but they are requesting \$5,000.00. Motion to approve was made by Gary Koop, seconded by Dave Gwyn, motion carried by unanimous vote of Dave Hornung.

22148

MONTHLY REPORTS

The Board of County Commissioners reviewed the following monthly reports:
CAPP/CWCP report for the month of February 2013
County Administrator financials for the month of February 2013
CHP Loss Ration Report

22149

RANDY GORTON – BIDS FOR PICKUP

Randy met with the Town of Flagler and reviewed the trips being taken to Burlington by their trash service. Randy suggested that the loads that have been coming to the landfill have not been full loads. Randy also informed the Town of Flagler that in three years the fuel subsidy will go away. Flagler is willing to take over the outside of the fence and the County would take care of the Trash in the enclosure part of the site. Town of Flagler will be coming in April 10, 2013 to talk with the Board of County Commissioners.

Randy stated that at this time Stratton has taken in more trash than the other two sites. Randy may not be able to attend the Town of Stratton meeting and will provide cost information to the Board of County Commissioners for this meeting.

Paula reviewed that she received a request for a bid to replacement the pickup at the landfill. Randy had put funds in his budget for a new pickup for the landfill. Randy reviewed that his pickup has 160,000 miles. Randy would like to have a crew cab pickup with a short bed. Randy reviewed that he would need the heavy tow package, 4X4 and 10 ply tires. Motion to sign letter for request for bid was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

Randy had talked about purchasing a used tire machine but the individual has not called him back. Randy did check on a new machine and the cost would be \$3298.00. Randy stated that the tires that come in have to be taken off the rims at the landfill and with the cost of \$17.50 per tire at the Coop believes that they would cover the cost of the machine in two years.

Motion to approve the purchase of a Coats tire machine in the amount of \$3298.00 with shipping was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

Randy reviewed that he had a call from Idalia School of concrete with tile on the cement and Randy stated that he would not take this into our landfill.

22150

DELLA CALHOON – MINUTES

Della presented minute for the March 7, 2013 meeting and were read by Gary Koop. Minutes were corrected with motion to approve was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

22151

MOU – CHAMBER OF COMMERCE

The Board of County Commissioners reviewed the MOU between the Burlington Chamber of Commerce and Kit Carson County for entertainment for the 2013 Fair. Motion to approve and enter into MOU was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

22152

PUC FILING FOR 911 FEE RATE INCREASE

Wade talked to Susan Travis who reviewed the application and she would like to see some changes to the budget. Paula talked with Susan and suggested some change. Board approved changes to the budget.

22153

PERSONNEL POLICIES – CHANGES

Paula reviewed that she was looking at the personnel policies after Della asked about the Maternity Leave and also discovered there is Statute for Domestic Abuse and can have 3 days with or without pay. Paula will get a draft of these policies and present to the Board of County Commissioners.

22154

PHONE CONFERENCE – AIR STRIP

The Board of County Commissioners called Steve Grey with Tri-State Generation in regards to a private air strip. The Board of County Commissioners had to leave a message for Steve to call the Board.

Meeting adjourned.

(Signed by Dave Hornung)

Dave Hornung, Chairman

(March 20, 2013)

Date