

KIT CARSON COUNTY COMMISSIONER

**MINUTES
FEBRUARY 12, 2014**

8:00 A.M. PRE-DEPARTMENT HEAD MEETING WORK SESSION
8:30 A.M. DEPARTMENT HEAD – DAVID LITTERAL HOST
10:00 A.M. WORK SESSION

Including Consent Agenda Items:

Payables
Minutes
Side Items

Terry Hubbell

11:30 A.M. MEETING TO CONVENE
12:00 P.M. LUNCH
1:30 P.M. SAFEWAY INC ABATEMENT PETITION 2011 & 2012
5:00 P.M. MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE

NEW ITEMS:

- Payroll Audit by Department of Labor & Employment
- Xpedx Contract – with Grounds & Buildings for dispensers
- Copier Maintenance Agreements – Clerk & Extension Offices
- January CAPP & CWCP Reports
- January Treasurer's Report
- Resolution for CTF and General Fund
- Veteran Condolence Letter
- Donation Request for Bethune Carnival

SIGNATURES:

OLD ITEMS:

- Sunman Hospitality Stipulation Agreement
- Town and Country Shows Contract
- Plains Telephone Fiber Easement – Landowners signatures

PERFORMANCE BONDS:

- ⚡ Performance bonds
 - In the future, we should always make sure that we have a performance bond. CRS 30-20-622 this was suggested by Wade Gateley

EMPLOYEE ITEMS:

- ❖ New Hire for Paula's office – approve Orange sheet and start date

FYI:

- May 2014 Requirements for CDL drivers
- HB 1216 Adds marking requirement for towers in Rural Areas

DEPARTMENT HEAD MEETING

Meeting called to order by David Litteral Emergency Management Director. Those present were Dave Litteral, Charles Crisp, Scott Tovrea, Zeb Stalter, Terry Hubbell, Randy Gorton, Abbey Mullis, Ron Meyer, Kindra Mulch, Ted Foth, Paula Weeks, Gary Koop, Dave Hornung, Dave Gwyn, and Della Calhoon. Charlene Litteral was acknowledged for the breakfast that was provided.

Dave Litteral gave a short program with a film in regards to what an Emergency Manager can provide to the county and communities should a need arise. Should we have an incident what and how he would assist and organize should an incident occur?

Dave Hornung then presented the 2014 Strategic Plan for Kit Carson County. Items discussed were what may be needed in each department.

- 1) The employees that have CDL driver's license were made aware that physicals are required every two years and regulations will change effective May 24, 2014. The only doctor that is doing the certification to issue CDL physicals at this time is Dr. Hoppe.
- 2) Equipment that may be needed in the departments
- 3) Repairs to buildings
- 4) New buildings and what is needed.

Paula Weeks reviewed that Dave Litteral will be providing Weather Spotter Training on March 7, 2014 at the Stratton Community Center beginning at 6:30 P.M. until 9:00 P.M.

The next department head meeting will be March 12, 2014 and the host will be Abbey Mullis.

Meeting called to order by Chairman Gary Koop at 11:10 A.M. Those present were Gary Koop, Dave Hornung, Dave Gwyn, Paula Weeks, and Della Calhoon.

CONSENT AGENDA

Accounts Payables

Minutes for February 5, 2014

Motion to approve accounts payables and minutes for February 5, 2014 was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

MONTHLY REPORTS

The Board of County Commissioners reviewed the following monthly reports:
County Treasurer for the month of January 2014

MAINTENANCE AGREEMENTS

Paula presented Maintenance Agreements for the Extension Office and County Clerk for their copiers. These agreements were in the same amount as last year. Motion was made by Dave Gwyn to enter into agreements for copiers for County Clerk's office and County Extension office, seconded Dave Hornung, motion carried by unanimous vote of Gary Koop.

HUTF

Paula presented the HUTF report. Dave Hornung had taken time to review the roads and felt that this was close to what we had in each district. Motion to approve and send HUTF report was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

APPRECIATION LETTER – JOHN STEWART

The Board of County Commissioners reviewed and signed a letter of thanks to John Stewart who assisted Tom Ridnour Kit Carson County Sheriff in the search for an individual that had become stuck and did not know his location. The cell phone had died but began a search in a 30 mile radius of the last location from the cell towers.

**A RESOLUTION TO CORRECT EXPENDITURES THAT WERE PAID OUT OF THE
GENERAL FUND AND SHOULD HAVE BEEN PAID OUT OF THE CONSERVATION
TRUST FUND IN 2013**

Paula reviewed that there were repairs and improvements made at the fairgrounds that were taken out of the County General Fund and should have come out of the Conservation Trust Fund in the amount of \$5,758.42. Motion to approve resolution was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.



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

At a regular meeting of the Board of County Commissioners for Kit Carson County, Colorado, held at the Court House in Burlington on Wednesday the 12th day of February, there were present:

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

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

A RESOLUTION TO CORRECT EXPENDITURES THAT WERE PAID OUT OF THE GENERAL FUND AND SHOULD HAVE BEEN PAID OUT OF THE CONSERVATION TRUST FUND IN 2013

WHEREAS, expenditures of \$5,758.42 were errantly paid out of the General Fund and should have been paid out of the Conservation Trust Fund;

NOW THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County that the County Treasurer transfer \$5,758.42 from the Conservation Trust Fund to the General Fund to correct this error.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE IMMEDIATELY THIS 12th day of February, 2014.

DONE THIS 12th day of February, 2014, at Burlington, Colorado.

Motion made by Dave Hornung, seconded by Dave Gwyn.

Motion carried by unanimous vote of Gary Koop.

Board of County Commissioners

By: [Signature]
Gary Koop, Chairman

By: [Signature]
Dave Hornung, Commissioner

By: [Signature]
Dave Gwyn, 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 12th day of February 2014.

Della M. Calhoon
Della Calhoon, County Clerk



14-028

date	vendor	item	
4/3/2013	Daniel Electric	Electrical at fairgrounds	\$ 766.59
5/30/2013	Daniel Electric	Labor to put outlets in sheep barn	\$ 198.00
6/19/2013	Dayton Mechanical	Seal Ducts, inspection.service of fair booths	\$ 260.50
6/26/2013	Daniel Electric	fairgrounds - electric work	\$ 82.44
6/27/2013	Daniel Electric	fairgrounds - electric work	\$ 21.39
7/3/2013	Daniel Electric	fairgrounds - electric work -new transformer	\$ 2,336.55
7/10/2013	Daniel Electric	fairgrounds - work on crow's nest electrical	\$ 497.70
7/10/2013	Dayton Mechanical	Leak repair of AC/replace condensor at fairgr	\$ 680.19
7/15/2013	Daniel Electric	labor for crow's nest electrical	\$ 145.00
7/22/2013	Daniel Electric	fairgrounds - circuit breaker for booths	\$ 233.28
7/28/2013	Dale's	water system repairs	\$ 55.81
7/28/2013	Dale's	water system repairs	\$ 150.97
8/6/2013	Daniel Electric	fairgrounds line locate	\$ 45.00
9/11/2013	Burlington Lawn	sprinkler system	\$ 285.00

\$ 5,758.42

CONDOLENCE LETTER TO WILLIAM KRUEGER FAMILY

The Board of County Commissioners reviewed a letter of condolence to the family of Bill Krueger for his years of service in the military.

BETHUNE CARNIVAL

Paula reviewed that she had received a request for donations of tickets for the 2014 Rodeo to be given away at the Bethune Carnival. Motion to give the same as we had last year was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

EXPEDEX CONTRACT

Paula presented the agreement with Xpedx and Kit Carson County for a three year commitment for Reliable Brand Dispensers for dispensers for the courthouse and other facilities. This contract is for 15 dispensers. Motion to enter into agreement with Xpedx was made by Dave Hornung, second by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

REQUEST TO HIRE

Paula reviewed that she had received applications and would like to hire Jana Carlin for the Administration Office. Jana has experience for accounts payables. Start date would be March 3, 2014. Wage will begin at \$12.99 for an annual wage of \$27,015.40 for the six month trial period.

Motion to approve the hiring of Jana Carlin was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

KINDRA MULCH – WIC RENT

Paula reviewed that Kindra does not have money in the WIC program to cover the cost of rent for the program. Paula stated that Della was able to find in the minutes last October 2013 where it was mentioned that they may need to reduce the rent for WIC. Board asked if Paula will have Kindra come in this afternoon. Dave Hornung made a motion to send notice that WIC does not get funds for rent of the program will need to find another program to keep the rent at the same level, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

PROJECTOR FOR COMMISSIONER ROOM

Paula presented a request for a new projector for the Commissioner room in the amount of \$1300.00. The Board of County Commissioners are not interested in this expense at the time.

EQUIPMENT FOR CLERK

Della reviewed that she had received a quote from Office Works for a table and draw for the vault in her office. At the current time have two small tables and need to have a better way of arranging the equipment. Della would also like to purchase a new two drawer file cabinet that can be rolled down to the Commissioner's office when we use their office for elections. The table and drawer is in the amount of \$691.00 and the file cabinet is in the amount of \$406.00 for a total of \$1,097.00. Motion to approve the table, drawer and file cabinet in the amount of \$1,097.00 was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

KINDRA MULCH – HEALTH AND HUMAN SERVICES

Kindra met with the Board of County Commissioners and the Board asked if there was some other program to cover the rent. Kindra stated that the Farm Bill does have money for WIC but may not have funds for rent. Kindra stated that she would like to continue to have the rent charged to WIC. May look at the satellite clinics and the cost that these occur. Kindra stated that individuals would need to come to Burlington would have to find funding in other programs for travel for the clients. Kindra stated that the only location in the budget for WIC is in the personnel line item. They had cut the services out in Lincoln County and this cut in revenue. Lincoln County now have services for their WIC program.

Kindra stated that they will re-submit a voucher for the rent with the correct monthly fee for rent.

SAFEWAY INC. – ABATEMENT

Abbey met with the Board of County Commissioners and they reviewed the list of abatements that have been done by the Assessor office. Abbey reviewed the reasons for the abatements that were given.

Safeway protested 2013 taxes and the abatement they are protesting are for 2011 and 2012. The 2013 will go to BOAA for all Safeway's in Colorado. Abbey stated that they are wanting to use the bulk sales and Abbey does not know what these sales are being presented and no way to calculate for this store.

The Board of County Commissioners called and talked with Ken Zdrok and believed the property was overvalued. They are preserving their rights for 2011 and 2012 since there is no new evidence at this time. Safeway is getting documentation with numbers of how they came up with figures and be heard at the State Board of Assessment.

Safeway asked for denial at this time on the abatement that was provided on this dispute. Motion to deny Abatement for 2011 and 2012 for Safeway Inc. was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

JANUARY MONTHLY REPORT FOR ABATEMENTS FOR 2013

Abbey presented her January report for abatements to the Board of County Commissioners.

KIT CARSON COUNTY ASSESSOR
 PREPARED BY: ABBEY J. MULLIS
 MONTHLY ABATEMENTS/REFUND REPORT AS PER RESOLUTION #20032

MONTH OF: JANUARY

NAME	PARCEL NUMBER	TAX YEAR	DIST	REFUND		ABATED		ADD'TL		NOTES
				TAX AMOUNT	TAX AMOUNT	TAX VALUE	TAX AMT	ASS'D VALUE	TAX AMT	
SCHIEERMAN, MABEL M.	517021044-M	2013	420		154.44					MINERALS WERE SOLD TO SURFACE & NOT TAXABLE
BEECHLEY, JANET K.	34055005-R	2013	600		905.59					OVERVALUATION
CURE, JOSEPH FAMILY TRUST	517030321-M	2013	140		6.33					MINERALS & SURFACE OWNER THE SAME-NOT TAXABLE
CURE, LAURITA	517030324-M	2013	140		6.33					MINERALS & SURFACE OWNER THE SAME-NOT TAXABLE
		2011 &								
STYI	41000028-R	2012	600							ABATEMENT WAS WITHDRAWN JAN. 17, 2014
PALMER, PATRICIA S.	20601006-R	2013	110		185.84					DOUBLE ASSESSMENT
PALMER, PATRICIA S.	20601007-R	2013	110		332.60					DOUBLE ASSESSMENT
DIETZ, RONALD W. & MARJO	13002008-R	2013	400		880.35					SR EXEMPTION SHOULD HAVE BEEN APPLIED
JACKSON INC.	517011064B-M	2013	360		192.29					INCORRECT AMOUNT OF OWNERSHIP INTEREST
BODEN, HARLAN R. & MICHAEL F.	517020131-M	2013	610		66.78					ERRONEOUS ASSESSMENT
SAFFER, NINA	517021003-M	2013	150		12.63					ERRONEOUS ASSESSMENT
DAVIS, JACK P. REV. TRUST A	555070842005-R	2013	610		45.92					DOUBLE ASSESSMENT
SUNMAN HOSPITALITY, LLC	46000011-R	2013	600		15,412.30					STIPULATED VALUE PRIOR TO BAA HEARING

TOTALS 0.00 18,201.40 0 0.00

HEATER AT STRATTON AMBULANCE BUILDING

Ted met with the Board of County Commissioners and discussion was held in regards to the cost for the radiant heater for the Stratton Ambulance bay. Gary Pautler had come in last week and explained that the radiant heat in the Ambulance bay was no longer working. Gary had talked to Plains Heating and was to let the Board of County Commissioners know the amount before repairs were made.

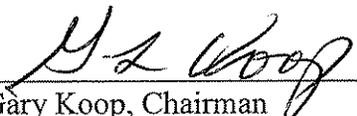
Ted was informed that a heater is going to be \$3520.00 from Plains Heating. The Board of County Commissioners nor Ted Foth had given authorization for the unit to be purchased until bids were given out.

Board of County Commissioners asked Ted to get bids from other companies and bring this back to the Board of County Commissioners next week.

DIRECT SERVICE CONTRACT – EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS FOR OUTBACK EXPRESS

The Board of County Commissioners reviewed the contract with East Central Council of Local governments for the Outback Express bus services. This agreement show an estimated 2014 budget is \$7,412.00. Motion to enter into contract with ECCOG for the Outback Express in the amount of \$7,412.00 was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

Meeting adjourned.



Gary Koop, Chairman



Date

