

**KIT CARSON COUNTY COMMISSIONER**

**MINUTES  
AUGUST 27, 2014**

- 8:00 A.M. WORK SESSION**  
**10:00 A.M. MEETING TO CONVENE; Review & Approve consent agenda items**  
**10:00 A.M. DONN WITZEL – PLANNING & ZONING**  
**11:00 A.M. JEFF CURE – COUNTY ATTORNEY WEEKLY MEETING**  
**12:00 P.M. LUNCH**  
**1:00 P.M. LARRY DAVELINE PRESENTATION**  
**2:00 P.M. TOM RIDNOUR – 2015 BUDGET MEETING**  
**2:30 P.M. DAVID LITTERAL – 03M MITIGATION PLAN**  
**3:00 P.M. KIINDRA MULCH – FINANCIALS AND PERSONNEL**  
**4:00 P.M. CHARLES LITTERAL – VSO QUARTERLY REPORT**  
**4:30 P.M. STEVE SCHOEN – TERMITES AT AG BUILDING**  
**5:00 P.M. MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE**

**CONSENT AGENDA**

- Accounts Payable
- Payroll
- Minutes

**NEW ITEMS:**

- CHP Meeting – for insurance renewal – Sept 18<sup>th</sup> 10:00 – 1:00 P.M. we can call in
- Eastern District Joint Budget meeting changed to Sept. 3, need to reschedule our BOCC meeting to Sept 4<sup>th</sup>

**SIGNATURES:**

- Terry Tagtmeyer Accepted Fair board renewal
- Republican River Water Board Appointment
- SBDC Budget request letter
- Otis Contract for elevator's

**OLD ITEMS:**

**EMPLOYEE ITEMS:**

**FYI:**

- Anniversary Celebration for Randy Schafer – 40 years with Phillips County Friday Aug 29, 2-4pm

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

**TED FOTH RESIGNATION**

The Board of County Commissioners received the resignation of Ted Foth as the Kit Carson County Ambulance Director effective immediately.

**PARKING LOT – EXTENSION OFFICE**

The Board of County Commissioners received a quote for a cement parking lot from Aeschliman's Construction for 31' x 68' x 4" \$7,900.00  
31' x 68' x 5 1/2" \$8,500.00

This does not include dirt work for the site.

Motion to approve Aeschliman Construction Bid in the amount of \$8,500.00 was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

Breanna to be interim director and Nicole be operations manager with wages remaining the same was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

Discussion was held in regards to the need to hire another full time EMT. Dave Hornung made a motion to hire another EMT full time, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

Melody Knutsen is a volunteer that will assist on weekends and will be paid by run and call pay.

Discussion was held in regards that the county would pay for the EMT class but the individual would work for the ambulance service for a two year period. Shayla Myrick went through the EMT course but has not been around to do call time.

### **CONSENT AGENDA**

The Board of County Commissioners reviewed items on the consent agenda: Payroll, Accounts Payables, and Minutes for Aug. 20, 2014. The Board of County Commissioners want to review an individual payroll and withdrew the one payroll and approved the remainder. Paula will get all the papers together and bring back to the Board of County Commissioners for review.

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

### **CARPET IN NEW OFFICE**

The Board of County Commissioners received a bid from Duane Laverenz to remove old carpet and install new carpet for Paula Weeks office in the amount of \$656.00. Motion to approve new carpet was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

### **LETTER OF ACCEPTANCE FROM TIM PAUTLER – REPUBLICAN RIVER WATER CONSERVATION DISTRICT**

The Board of County Commissioners received the acceptance from Tim Pautler who will serve another term on the Republican River Water Conservation District and will send a letter to the District of this appointment.

### **LETTER OF ACCEPATNCE FROM TERRY TAGTMEYER – KIT CARSON COUNTY FAIR BOARD**

The Board of County Commissioners received the letter of acceptance from Terry Tagtmeyer for a three year term that will expire September 2017.

## **14-053**

### **RESOLUTION TO CORRECT A DEPOSIT THAT WAS DEPOSITED INTO THE PUBLIC HEALTH FUND AND SHOULD HAVE BEEN DEPOSITED INTO THE SOCIAL SERVICES FUND**

Board of Health and Human Services reviewed a resolution to correct a deposit that was placed in the incorrect account in the amount of \$454.32 from Public Health to Social Services. Motion to approve 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 28th day of August, there were present:

- Gary Koop..... Chairman
- Dave Hornung .....Commissioner
- 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 A DEPOSIT THAT WAS DEPOSITED INTO THE PUBLIC HEALTH FUND AND SHOULD HAVE BEEN DEPOSITED INTO THE SOCIAL SERVICE FUND**

**WHEREAS**, a deposit on August 22, 2014 treasurer's receipt #15473, for \$454.32 was errantly deposited into the Public Health Fund (0025.0500) and should have been deposited into the Social Services Fund (0060.0500);

**NOW THEREFORE**, be it resolved by the Board of County Commissioners of Kit Carson County that the County Treasurer transfer \$454.32 from the Public Health Fund into the Social Services Fund to correct this error.

**BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE IMMEDIATELY THIS 28th day of August, 2014.**

**DONE THIS** 28th day of August, 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 28th day of August, 2014.

*Della M. Calhoon*  
Della Calhoon, County Clerk



14-053

# REQUEST FOR ACCOUNT CORRECTION

DATE OF REQUEST

8/22/2014

DATE OF ORIGINAL ENTRY	INCORRECT CODE	AMOUNT	CORRECT CODE	AMOUNT
8/21/2014	0025.054.43001.0500	231.2	0060.0500.7000.	231.12
8/21/2014	0025.032.43001.0500	223.2	0060.0500.7000	223.2
				454.32

\_\_\_\_\_  
Applicant Signature

INTERNAL USE ONLY	
DATE JE DONE	
RESOLUTION DONE	
INITIALS	
COPY RETURNED TO ORIGINATOR	

**Paula Weeks**

014-053

**From:** Nikkie Halde  
**Sent:** Friday, August 22, 2014 2:03 PM  
**To:** Paula Weeks; Erin Grinnan  
**Cc:** Pam Mills; Kindra Mulch  
**Subject:** Deposit correction  
**Attachments:** Deposit Correction 8-22-14.xlsx

Ladies

Yesterday I took a deposit to the Courthouse and the check in the amount of \$454.32 is actually Human Services. This new system they have is really throwing things for a loop, they say kinks will be worked out by October, I'm not gonna hold my breathe. But anyway I have attached the correction form. If I need to do anything else please let me know. I guess my NEMT checks are going to start coming here instead of the courthouse.

Thanks

Nikkie Halde  
Finance Manager  
Kit Carson County Health & Human Services  
252 South 14<sup>th</sup> Street  
Burlington, CO 80807  
(719) 346-8732 x.125  
Fax (719) 346-8066

14-053

# REQUEST FOR ACCOUNT CORRECTION

DATE OF REQUEST

8/22/2014

DATE OF ORIGINAL ENTRY	INCORRECT CODE	AMOUNT	CORRECT CODE	AMOUNT
8/21/2014	0025.054.43001.0500	231.2	0060.0500.7000.	231.2
8/21/2014	0025.032.43001.0500	223.2	0060.0500.7000	223.2

\_\_\_\_\_  
Applicant Signature

INTERNAL USE ONLY	
DATE JE DONE	
RESOLUTION DONE	
INITIALS	
COPY RETURNED TO ORIGINATOR	

### **OTIS ELEVATOR**

Paula presented a contract with Otis Elevator for quarterly inspections on the elevators. This contract would be for \$109.00 per month or an annual rate of \$1308.00. Motion to approve quarterly inspection with an annual payment of \$1308.00 was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

### **REQUEST FOR FUNDING OF SMALL BUSINESS DEVELOPMENT**

Paula reviewed that in the past they have budgeted for support of small business development in the amount of \$1,500.00. The Board of County Commissioners agreed to continue budgeting \$1500.00.

### **HEALTH & HUMAN SERVICE AIR CONDITIONER**

Dave Weber presented to bids for the replacement of an air conditioners at the County Annex building. The following bids were received:

Plains Heating and Air Conditioning	\$2,584.00
Burlington Sheet Metal	\$2,396.66

Motion to award bid to Burlington Sheet Metal in the amount of \$2,396.66 was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

### **LARRY DAVELINE – PRESENTATION**

Larry Daveline introduced himself and his organization. McPherson, Breyfogle, Daveline & Goodrich, (MBDOG PC) have 13 staff members of which 10 are CPA's and 3 support staff. Nine have extensive experience in governmental accounting. They have done governmental since 1998 with Pueblo County. They also do the City of Pueblo and Pueblo West Metro district. These jobs are from 60 hour jobs to 1000 hour jobs. They will bring a lot of consistency with staff so will learn our operation and be consistent. In the first year they may have to request for an extension so that they cover all aspects of the county. They would supply the State Auditor with an application to grant a 90 day extension since it would be a new account. They would bring 3 people for a week after year end and have the same people work another week to finalize the field work. They would do interviews with the different departments to get a more complete idea of how the offices work. Three people for the county and additional people for Social Services.

The Board of County Commissioners asked if there would be an issue with travel and Larry stated that there would not be an issue with travel.

Larry stated that the audit would be very similar to Ronny Farmer's audit. Reserves were discussed and we have appropriated the full amount and reserves. Larry stated that this is a policy set by the Board. Discussion was held in regards to TABOR and the need to reserve 3% that is in the contingency fund. Conservation Trust Fund should be a restricted fund also. Larry and Todd are the CPA's that would be coming down if they are awarded a contract as well as other staff to get information. Larry stated that he would have the ultimate responsibility for the county audit.

### **RICHARD FLOCK – LETTER OF SYMPATHY**

The Board of County Commissioners signed a letter of sympathy for Richard Flock who service in our military.

David stated that the County is in pretty good shape for an emergency. Dave stated that he needs to get a notice in the paper where people could attend to give public comment. Hazard Mitigation Formal Public Meeting will be held Sept. 10, 2014 at 4:00 P.M. at the County Commissioners meeting room.

David stated that on the plan we will need volunteers to assist and would need to find someone for this position and review with the County Attorney if they are covered under the insurance. We do not want people to go to the scene but to the designated building.

The Board of County Commissioners recessed to convene as the Board of Health and Human Services at 3:37 P.M.

### **KINDRA MULCH – HEALTH AND HUMAN SERVICES**

Kindra met with the Board of Health and Human Services and reviewed the following agenda items:

**Financials:**

- Public Health
- Human Services

**Action Items:**

- Contracts – First Step Recovery: Child Welfare Core Services 7/1/14 to 6/30/2015

**Personnel:**

- Pay due to Katie Dobler from 3/16/13 in the amount of \$2,815.25

**Purchase Order approval:**

- Child Welfare Office furniture
- Family Planning supplies

**Information:**

- Child Welfare Workload Study results & DP article

### **PUBLIC HEALTH FINANCIALS**

Kindra gave a review of reports for June and July 2014. Kindra reviewed the June expenditures showing 33% last year and 46% for July received and July are at 42% last year and 55% this year. In October will have a fiscal review the fiscal practices. It will be interesting when the State comes out and the State has not paid.

Treasurer is showing a negative balance. They have been in contact with the Treasurer but since the state is behind in payments and the Auditor said not to worry until the end of the year will not request a transfer at this time.

### **HUMAN SERVICES**

Human Services has totally closed their fiscal year. They do not have July fiscal year and presented a report through June 30, 2014. The Balance Sheet is not correct and the cash and the number is too high and correcting entries will be coming. Paula stated that the reports will not be the same because of funds not in the same month.

Kindra reviewed the following reports:

**Bank Reconciliation**

**Trial balance sheet**

Kindra stated that the trial Balance sheet is used by Ronny Farmer and can cross check with CFMS and matches.

**State/Federal/County Revenues**

**Revenue Expenditure Report**

**OTHER ITEMS**

The Child care center closed in Burlington and promoting in home day care. Kindra had requested information and a budget so that she could promote the Day Care Center but they had not brought information to her to review.

Kindra gave a review of the expenditures for the Ronald McDonald House and why this was needed.

The cost allocation is mandated for Human Services but is not required for Public Health at this time. Kindra stated the cost is \$1500.00 that is done by CPA. Kindra stated that we do need to have the cost allocation done and they have the data to prove the need for cost.

The Board of Health and Human Services recessed and re-convened as Board of County Commissioners at 4:30 P.M.

**CHARLES LITTERAL – VA OFFICER**

Charles met with the Board of County Commissioners and presented May, June, July and August 2014 reports. Charles stated that they are in the busy part of the year. Charles reviewed the number of phone calls, office visits, homes contact, nursing homes visits, and attended 2 community events. There has been a number of request for information.

Dave Hornung asked in regards to reimbursement from the state and Charles reviewed that he had been sending in the reports but had failed to have Commissioners.

**STEVE SCHOEN – TERMITE AT FAIRGROUNDS EXHIBIT BLDG.**

Steve stated that he found termites in the support beams at the U shaped building. Steve treated the carousel on Monday. Steve would like to treat the building so that they do not get into the carousel display building. Cost to treat would be around \$4,000.00. Motion to allow treatment of termites in the amount of \$4,000.00 and come out of Conservation Trust funds was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

**TOM RIDNOUR – VEHICLES**

The Board of County Commissioners reviewed that they want to budget for two vehicles for 2015 and then look at another vehicle in three years. Motion to order two 2014 Ford F150 4x4 crew cab pickups from Burlington Ford and to be paid out of the 2015 budget was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

**FIRE DRILL**

Paula reviewed that they need to have a tornado drill for the courthouse. Paula would like to have a drill on September 17, 2014 at 8:00 A.M.

Meeting adjourned.

  
\_\_\_\_\_  
Gary Koop, Chairman

9-4-14  
\_\_\_\_\_  
Date