

# KIT CARSON COUNTY COMMISSIONERS

## MINUTES NOVEMBER 12, 2014

- 8:00 A.M. PRE-DEPARTMENT HEAD MEETING**  
**8:30 A.M. DEPARTMENT HEAD MEETING**  
Host Breanna Lightle
- 10:00 A.M. WORK SESSION**  
Including Consent Agenda Items:  
Payables  
Minutes  
Side Items
- 11:00 A.M. JEFF CURE – COUNTY ATTORNEY WEEKLY MEETING**  
**11:00 A.M. COMMISSIONER MEETING TO CONVENE: REVIEW & APPROVE  
CONSENT AGENDA ITEMS**
- 12:00 P.M. LUNCH**  
**1:00 P.M. DICK PICKETT & STATE DIRECTORS – SBDC Small Business Assoc. For  
Governor’s Task Force**
- 1:30 P.M. CHARLES CRISP – ANNUAL EVALUATION**  
**1:30 P.M. SCOTT TOVREA – ANNUAL EVALUATION**  
**1:30 P.M. ZEB STALTER – ANNUAL EVALUATION**  
**2:00 P.M. JOINT ROAD & BRIDGE FOREMEN MEETING**  
Terry Koehn & Steve Bruskevage invited to discuss 2015 prices on Road equipment
- 5:00 P.M. MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE**

### Consent Agenda Items:

- October Clerk’s Report
- October Clerk’s Payables
- Minutes
- Accounts Payables
- CAPP/CWCP October Report
- CTSI – Workers Comp/CAPP agenda for CCI conference including 2015 rates

### New Items:

- Resolution to correct a deposit
- Resolution for Solid Waste A/R write off’s
- Wage Change form correction to add Exempt and Non Exempt statutes

### Old Items:

- City 2015 proposed budget requested
- Winterset Concert Events Contract – sent to Jeff for review

### Employee Items:

#### FYI:

Ann from Magellan Pipeline will be stopping in for a brief meeting on Nov. 18 around 11-11:30AM. 720-864-4555

SBDC – Ideas for meeting  
Quality employees  
Govt Regulations

CDL Audit Thursday Nov. 13, 2014

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

### DEPARTMENT HEAD MEETING

Meeting was called to order by Breanna Lightle with the pledge of allegiance. Those present were Doug Satterly, Abbey Mullis, Randy Gorton, David Litteral, Paula Weeks, Breanna

Lightle, Nicole Richards, Susan Corliss, Cory Wall, Dave Gwyn, Dave Hornung, Gary Koop and Della Calhoon.

Those absent were Kindra Mulch, Pam Mills and Tom Ridnour.

Breanna stated that they had inspections done on the equipment last week and found several minor items that need to be fixed and once repaired will submit for the Ambulance License. Breanna also reviewed that EMT's will now be able to recertify online now instead of taking classroom courses.

David Litteral stated that he has been working with Red Cross on shelter training in Stratton. David has also met with the Bethune School and found that they have everything in place should an emergency arise. They have advanced first aid kits and each kit has a roster with all the student and staff names. David also said that he will be meeting with Kevin in Akron for the 2015 Grant.

Paula Weeks handed out information that has changes in regards to policy, hiring, and coding invoices. Paula stated that each office has been given a new code manual for expenditures and revenues. The 2015 Board of County Commissioners calendar was placed in the mail boxes for all the offices. The Board would like to have the final changes to budget in the first part of December. The Special Districts, Schools, and Towns need to submit their Mill Levies by December 15<sup>th</sup> and the Board will adopt the 2015 Budget on December 17. The 2015 Fair will be held the last week of July. The Burlington Chamber is not going to assist with the entertainment so the BOCC are looking for entertainment for Saturday night. Paula has appointed Phil Decker the chief Vital Records Registrar. Paula has been working with the staff and has people cross trained for the different items in the office. New hires need to make an appointment with the Admin Office 24 hours before they start so they can be briefed on Policy and Procedures.

Nicole Richards stated that they are having problems with a couple of the ambulances. One has an electrical issue and another has a transmission leak. A company brought down a Type 1 Ambulance which was very nice but believes that a Type 3 model would better serve Kit Carson County.

Randy Gorton stated that the winds have been creating havoc at the landfill but all in all things are going well. Coroner cases are up from last year at this time.

Della Calhoon reviewed that they are going to finish up the election on Thursday with the canvass and post audit that needs to be done. They have had numerous Landman in the vault looking at the records.

Doug stated that they will have one more session of flu shots. At this time there does not seem to be any wide spread flu. They continue to get information for Ebola from the Governor's office.

Abbey reviewed that she has been working with Jeff Cure on the Safeway appeal on their personal property taxes. They are scheduled for hearing on December 3 and 4<sup>th</sup>, 2014. Arapahoe was able to show why they valued the property for the Safeway's in their county and won their appeal. The Board of Appeal gave an order to the tax agent for Safeway requesting information for the other stores and not just continue to use what they had provided for the Arapahoe case. If they do not provide the information they may withdraw their appeal but if they do provide information then Jeff has until the next Friday to submit his brief. Abbey will be going to the Prison to gather information on the valuation for the prison.

Dave Gwyn stated that they have finished the overlay south of Stratton and took longer than was expected due to breakdowns on the overlay machine. Dave also congratulated Cory Wall and Susan Corliss on their being elected as Commissioner and County Clerk.

Dave Hornung reviewed the Memo that was handed out. This memo reviewed when the Board of County Commissioners are meeting and that if the Department Heads need to schedule time for a decision or request that this needs to be scheduled 24 hours in advance so it can be posted on the web calendar and posted in the hall and this is required by statute. Memo stated that all grants, contracts, MOU, IGA Maintenance agreement need to go before the Board of County Commissioners for approval. When presenting a grant need to have all the documentation in its entirety, including detailed budget page regardless of whether or not there is any money match by the county. Reminder that all new hires are on a 6 month trial period and that the orange wage sheet must have the Step and Grade so that we can get the next step and grade established once the trial period is completed. New hires will need to set a time to meet with HR for new hire orientation prior to beginning work. When there is a new hire they will go for drug and alcohol testing before they begin working. If a bid is needed the bid will need to be on letterhead from the company not simply a number written on a piece of paper. All purchases of \$500.00 should be pre-authorized with the Board of County Commissioners and will be put in the minutes. The Board of County Commissioners will authorize purchases between board meetings if needed. The Board of County Commissioners adopted the Drug & Alcohol Policy on Oct. 29, 2014 and will go into effect 1-1-15 for random testing. Employees who have a CDL license are in a separate testing pool than the other staff. The Sheriff staff are in another pool. Elected Officials are exempt from the testing if they should choose not to participate.

Gary Koop stated that things are going well for District 1.

Cory asked about the Drug screening and how long it takes to get results back. Paula reviewed that it takes around 3 days for results. If a test comes back positive the company contacts the individuals to see if they are on any prescription drugs etc. Also when a person is hired they are on a trial period and the trial period can be extended. Cory had discussed with the Board of County Commissioners that they may want to look at one night of bull fights and then one night of concert. The Board may consider starting the rodeo at 7:30 P.M. and have the concert and bullfight after the rodeo. This are some items that have been discussed but not yet verified.

Dave Hornung reviewed that the Beer Garden was attended well at the last concert and the Chamber made a profit of around \$5,000.00. The Board of County Commissioners may consider this again in 2015.

The next Department Head meeting will be December 10, 2014 and Paula Weeks will be the host.

### **CONSENT AGEND**

The Board of County Commissioners reviewed the following items: Accounts Payables, Minutes for Nov. 5, 2014.

Della presented the following list of warrants that were reviewed by the Board of County Commissioners for the month of October 2014 for the County Clerk's office:

Colo. Dept. of Revenue (MV Remittance/License Fees)	\$100,223.33
Colo. Dept. of Revenue (State & Flagler Sales Tax)	\$20,339.86
City of Burlington Sales Tax	\$8,875.46
Town of Seibert Sales Tax	\$1,983.55

Town of Stratton Sales Tax	\$67.69
State Treasurer (Drivers License)	\$1,624.50
Colorado Department of Health Marriage License	\$160.00
State Treasurer (Domestic Abuse) Marriage License	\$24.00
	\$133,298.39

Motion to approve the consent agenda and expenditures for the County Clerk's office was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

**14-066**

**RESOLUTION TO WRITE OFF OUTSTANDING ACCOUNTS RECEIVABLES TO KIT CARSON COUNTY SOLID WASTE**

The Board of County Commissioners reviewed outstanding accounts for Colorado Excavating in the amount of \$359.23 of finance charges and Boyd Trucking in the amount of \$116.49 and \$139.08 in finance charges. Motion to write off the outstanding accounts for Colorado Excavating and Boyd Trucking 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 November, 2014, there were present:

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

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

**A RESOLUTION TO WRITE OFF OUTSTANDING ACCOUNTS RECEIVABLES TO KIT CARSON COUNTY SOLID WASTE**

**WHEREAS**, Kit Carson County Solid Waste has tried to collect outstanding accounts receivables from Colorado Excavating and Boyd Trucking; and,

**WHEREAS**, the balance due for Colorado Excavating is \$359.23 in finance charges; and, Boyd Trucking owes \$116.49 and \$139.08 in finance charges; and,

**WHEREAS**, it is not cost effect to pursue collection of these amounts since they are mostly finance charges.

**NOW THEREFORE**, be it resolved by the Board of County Commissioners of Kit Carson County that this resolution is adopted.

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

**DONE THIS** 12th day of November, 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:   
Gary Koop, Chairman

By:   
Dave Gwyn, Commissioner

By:   
Dave Hornung, 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 November, 2014.

*Della M. Calhoon*  
Della Calhoon, County Clerk



**14-067**

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

The Board of County Commissioners reviewed a resolution to correct a deposit that was made into the Public Health fund in the amount of \$189.02 and should have been deposited into the General Fund.

Motion to approve resolution to correct deposit of \$189.02 into the General Fund was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

RESOLUTION NO. 14-067

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 November, 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 GENERAL FUND**

**WHEREAS**, a deposit on November 5, 2014 treasurer's receipt #16479, for \$189.02 was errantly deposited into the Public Health Fund (0025.0500) and should have been deposited into the General Fund (0020.0500);

**NOW THEREFORE**, be it resolved by the Board of County Commissioners of Kit Carson County that the County Treasurer transfer \$189.02 from the Public Health Fund into the General Fund to correct this error.

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

**DONE THIS** 12th day of November, 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 November, 2014.

*Della M. Calhoon*  
Della Calhoon, County Clerk



KIT CARSON COUNTY COMMISSIONERS REPORT

MONTH OCTOBER 2014

MONTHLY REPORT FOR COUNTY CLERK  
MONTH OF OCTOBER 2014

	COUNTY	STATE	TOTAL
RECEPTION	\$ 4,488.50		\$ 4,488.50
STATE DOCUMENTARY FEE	\$ 343.86		\$ 343.86
TORRENS TITLES	\$ -		\$ -
MARRIAGE LICENSE	\$ 42.00	\$ 138.00	\$ 180.00
CIVIL UNION LICENSE	\$ -	\$ -	\$ -
MISCELLANEOUS	\$ 1,699.63		\$ 1,699.63
DRIVERS LICENSE	\$ 1,836.00	\$ 1,597.50	\$ 3,433.50
CERTIFICATES OF TITLE	\$ 1,152.00	\$ 921.60	\$ 2,073.60
ID'S	\$ -	\$ -	\$ -
DUP'S	\$ 123.50	\$ 32.30	\$ 155.80
VENDOR FEES	\$ 1,077.42		\$ 1,077.42
E-RECORDING SURCHARGE	\$ 185.00		\$ 185.00
MOTOR VEHICLE AUTO TAX	\$ 645.50	\$ 84,260.74	\$ 84,906.24
DUP REG/CUSTOMER INQ	\$ 27.30		\$ 27.30
ORGAN DONOR	\$ -	\$ 27.00	\$ 27.00
MV LICENSE FEE/PERMITS	\$ 4,747.30	\$ 99,269.43	\$ 104,016.73
STATE SALES TAX	\$ -	\$ 20,335.03	\$ 20,335.03
BURLINGTON CITY SALES TAX	\$ -	\$ 8,875.46	\$ 8,875.46
FLAGLER CITY SALES TAX	\$ -	\$ 4.83	\$ 4.83
STRATTON SALES TAX	\$ -	\$ 67.69	\$ 67.69
SEIBERT SALES TAX	\$ -	\$ 1,983.55	\$ 1,983.55
ROAD \$1.50 FEES	\$ -	\$ 1,699.50	\$ 1,699.50
ROAD \$2.50 FEES	\$ -	\$ 2,532.50	\$ 2,532.50
CONFIDENTIAL MV	\$ -	\$ -	\$ -
CONFIDENTIAL DL	\$ -	\$ -	\$ -
CONFIDENTIAL VT	\$ -	\$ -	\$ -
SB03-103 PD/SAFETY	\$ 50.39		\$ 50.39
SB09-108 LATE FEES	\$ 730.00		\$ 730.00
<b>GRAND TOTAL</b>	<b>\$ 17,148.40</b>	<b>\$ 221,745.13</b>	<b>\$ 238,893.53</b>

FILE 11-12-14

*Shelley M.*  
COUNTY CLERK

*John A. Long*  
COUNTY COMMISSIONERS  
CHAIRMAN

EXAMINED AND APPROVED THIS 12 TH  
DAY OF NOVEMBER, 2014. BOARD OF CHAIRMAN

*David D. Dyer*  
COMMISSIONER

*David J. King*  
COMMISSIONER

### **BIDS ROOFS AT FAIRGROUNDS**

The Board of County Commissioners reviewed the following bids and discussed this with Jo Downey in regards to the roof on the carousel.

Bids received were:

Reents Construction LLC	1) Malarkey shingles	\$15,510.00
Davis Construction	2) Malarkey shingles	\$17,455.55

Motion to approve the bid from Reents Construction LLC in the amount of \$15,510.00 was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

### **CONDOLENCE LETTER TO BOB BEST FAMILY**

The Board of County Commissioners sent a condolence letter to the Bob Best family thanking them for his years of service in the military.

### **MONTHLY REPORTS**

The Board of County Commissioners reviewed the following monthly reports:  
County Clerk for the month of October, 2014  
CAPP/CWCP for the month of October, 2014

### **WAGE CHANGE FORM**

Paula presented an amended Change Wage Form. Motion to approve amended Orange Wage Change form was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

### **AMENDED CORE PROGRAM – CENTENNIAL MENTAL HEALTH**

The Board of County Commissioners reviewed the PA-3 Service Agreement for 2014 – 2015 with Centennial Mental Health Center, Inc. This is an agreement that Centennial is to provide “trauma informed behavioral health services” for the Department of Health and Human Services from June 1, 2014 thru May 31, 2015 in the amount of \$4,000.00.

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

### **JEFF CURE – COUNTY ATTORNEY**

Jeff had reviewed the contract for Winterset Concert Event LLC and did not see any issues with the agreement.

Jeff gave a review of the Board of Appeals for Safeway and that they are arguing the same information for the same cases. Prowers and Otero hired an attorney for this case and joined in their response. Safeway would need to provide a brief by Friday and then we would have to provide a response by the next Friday.

### **WINTERSSET CONCERT EVENT – CONTRACT**

The Board of County Commissioners reviewed agreement with Winterset Concert Events Service. Motion to enter into agreement was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

### **TOM RIDNOUR – SHERIFF**

Tom met with the Board of County Commissioners and presented a brief of items that the office provides for the City of Burlington. The Board of County Commissioners had proposed a five year plan for a contract of service. Tom believes that the 346-5339 line needs to be disconnected and these calls be covered by the Burlington PD. There are items that the office has provided service that could be covered by the City of Burlington PD staff.

Board of County Commissioners asked that no action be taken at this time. They are waiting to hear back from the City of Burlington.

### **LETTER OF ACCEPTANCE – DAVID STATLER/FAIRVIEW CEMETERY DISTRICT**

The Board of County Commissioners received the signed acceptance from David Statler who will serve on the Fairview Cemetery for another 6 year term which will expire Nov. 13, 2020.

### **SMALL BUSINESS DEVELOPMENT CENTER**

Kelly Manning and Jeff Putt met with the Board of County Commissioners and reviewed how they may be able to assist the county, towns, economic development. Kelly asked the Board of County Commissioners what they are hearing from the communities. Cost of doing business for the farmers and qualified employees as well as getting qualified CDL drivers are a concern for our area.

The Board of County Commissioners reviewed the several businesses that are coming to the Burlington area but the towns west have not seen much if any new business.

Discussion was held in regards to students going to college instead of a trade school. We find that the college students are not able to find work and if they had possibly gone to a trade school would be able to place them in work. Most of the small businesses are within a municipality and does not affect the county.

Kelly will get a synopsis of information together with all the responses and send to us for the needs of the county and municipalities.

### **JOINT ROAD & BRIDGE FOREMEN MEETING**

The Board of County Commissioners met with Zeb Stalter, Charles Crisp and Scott Tovrea in regards to gravel pits and what will need to be done. Signage for gravel pits and bridges need to be checked to see if they are current. AG Power stated that they may not be able to provide tractors for mowing next year.

The Board of County Commissioners reviewed that Paula is working on a grant for overlay for 5 miles on County Rd 30. Discussion was held in regards to do chip sealing at the same time. Discussed expanding the overlay one foot on each side and came out nice. Scott stated that if we use the slag again we would need to order more tonnage then we did in the last chip and seal.

Paula reviewed a booklet that was given to each foreman and the changes in policies. Hiring policies that were adopted.

Steve Bruskivage with John Deere met with the Board of County Commissioners and gave a review of the cost of equipment. Cost have held steady on the grader and are offering the same graders. Last pieces have DEF so the employees have adjusted to this change.

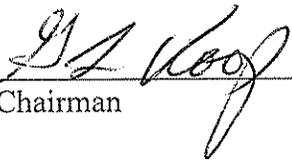
Terry Koehn and Mike Fields Jr. with Wagner also met with the Board of County Commissioners and explained CJ4 oil should work in either the Cat or JD graders. Terry also recommended doing oil changes by Fluid sample rather than machine hours. Samples can get reviewed within a 3 day period. Jerry Ekberg is the person who has email for John Deere.

Terry was asked if specks have change and they have DEF to all their machines from now on. Machines have a little more power with the DEF. The cat graders do not have a steering wheel but hand controls. Cat machines are manufactured in Littlerock, Arkansas. Some machine are built in Argentina as well. They have some machines in stock. Terry and Steve will need to get in touch with the foremen to see what machines they are interested in trading in. Terry asked what the County wanted for a warranty. The County would like the 5 year 5000 hrs and then go to the extended warranty to 7500 hrs that covers the full machine.

Scott would like to look at a different backhoe but not a new machine.

District 1 has one machine 140M, District 2 has 2 machines 140H and 143Hand, District 3 has 2 machine 143H's to have looked at for trade in. Tom Burk will come out and do an appraisal for the equipment that is being traded in.

Meeting adjourned.

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

11-26-14  
\_\_\_\_\_  
Date