

# KIT CARSON COUNTY COMMISSIONERS

## MINUTES FEBRUARY 11, 2015

8:00 AM PRE-DEPARTMENT HEAD MEETING  
8:30 AM DEPARTMENT HEAD MEETING – HOST: DAVE HORNUNG  
10:00 AM COMMISSIONER MEETING TO CONVENE; REVIEW & APPROVE CONSENT AGENDA ITEMS  
10:30 AM WORK SESSION – INCLUDING CONSENT AGENDA ITEMS

- Accounts Payable
- Minutes – February 4, 2015

11:00 AM JEFF CURE – COUNTY ATTORNEY  
12:00 PM LUNCH WITH STEVE MARSHALL - COBITCO  
1:00 PM GEORGE TINKER - CTSI COUNTY POOL ANNUAL LOSS ANALYSIS  
2:00 PM GREG ETL – CO DEPT OF LOCAL AFFAIRS  
2:30 PM BREANNA LIGHTLE - AMBULANCE GRANT AND PO'S  
3:30 PM WORK SESSION – CONTINUED  
5:00 PM MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE

### CONSENT AGENDA:

- Accounts Payable
- Minutes – February 4, 2015

### NEW ITEMS:

- Window Repairs
  - Availability of grant to replace all courthouse windows
- Review draft IGA for Coroners Association
- Review drafts of KCC Wildfire Protection Plan for Emergency Manager

### SIGNATURES:

- (2) Veteran Condolence Letters
- Treasurer's January Report
- CCAP & WCP January Report
- Contract for Kinnon Entertainment – for Fair
- Attorney – Resolution for Lyle Brown (15-028)

### OLD ITEMS:

- December Financials
- Mileage on Annex cars

### EMPLOYEE ITEMS:

- End of trial period David Long – Orange Sheet
- Sheriff's used pickup
- Opening in Dispatch

### FYI:

- South Pipeline is Saddlehorn Pipeline
- Update on US Visa Card – online access, change in due date
- New Workman comp claim
- Janitor services at courthouse - update

The Board of County Commissioners visited with Doug Moss, City of Burlington Administrator, as meet and greet to create a good working relationship between the City of Burlington and Kit Carson County.

### DEPARTMENT HEAD MEETING

Meeting was hosted by Dave Hornung. Those present were Dave Hornung, Cory Wall, Gary Koop, Susan Corliss, Pam Mills, Nancy Stewart, Scott Tovrea, Zeb Stalter, Terry Hubble, Breanna Lightle, Kindra Mulch, Randy Gorton, and Paula Weeks. Those not present were: Tom Ridnour, Dave Weber, Mick Livingston, Della Calhoun, and Charles Crisp.

Dave Hornung hosted the Department Head Meeting at 8:30 a.m. in the Ambulance meeting room. He asked everyone to give a report on their department and mention any items that should be added to the Strategic Plan.

Susan Corliss reported that the Clerk and Recorder's office is currently being painted with new carpet coming in the next month. For the Strategic Plan, election equipment is based on the state and there may need to be changes for any election, two staff members will be completing the DMV BOST training for the drive portion of the Driver's License with the other staff members being recertified by 2016, and converting older recorded documents to digital. Storage of the old records needs to be looked into for the safety of the county's records.

Pam Mills reported that the Treasurer's Office has been busy collecting taxes. The new ACS computers have been installed with little to no issues. For the Strategic Plan, new credit card readers will be needed in the future to accommodate the new types of credit cards. It would be nice to have better signage outside of the offices to indicate what type of business each of office does. Handicap parking and accessibility is something that could be looked into to accomodate the public better.

Nancy Stewart said that the Assessor's Office has been finishing up the tax role corrections. The installation of the new ACS computers went very smooth in their office.

District 2 Road & Bridge – Scott Tovrea reported that they are in process of closing a couple of sand pits. The roads in District 2 are in pretty good shape. For the Strategic Plan, there will be a need for some new equipment – a pickup and truck.

District 1 Road & Bridge – Zeb Stalter reported that they have been hauling gravel and building up roads in District 1. Northeast of Burlington has been on shaping up roads for the Tri-State crew. NextEra will want to take a tour of the main roads they will be using for the Carousel Wind Project and to photographically document the road conditions at the starting date. The possible upgrades for County Road 48 one mile North of X are being looked into with a focus on building up the road base. For the Strategic Plan, a new roller to pack roads will be needed.

Terry Hubble reported that he has been updating the weed map for bind weed locations and the plan for being compliant by 2020. Spraying at the fairgrounds has been a discussion topic. The Weed District is planning on beginning bare ground spraying next week. For the Strategic Plan, the one ton pickup will need a new motor and ¾ ton pickup will need to be replaced.

Brianna Lightle is working on an EMTS Provider Grant for a new ambulance. For the Strategic Plan, several areas of equipment are almost at their life cycle like the life packs and cots.

Kindra Mulch reminded everyone that the deadline for the Connect for Health deadline is Sunday, February 15. The Child Welfare Hotline will go live in April since there are some rural phone companies that are needing to be worked into the calling plan. Our area is working well and is ready to go. There has been one case of measles in Colorado but it is past the spreading stage. Locally, most people are already vaccinated with some coming in to get vaccinated on their own. The Annex Building has received grant money to install handicap accessible doors. For the Strategic Plan, it would be nice to have software or an application that would make it possible for the pictures taken on smart phones to be converted to upload able documents. The Annex Building is in need of carpeting, credit card machine, and the parking lot needs repairs or

updated. It would be nice to start some type of employee recognition program and take a county employee picture during the BBQ at the Kit Carson County Fair. The fairgrounds need to do something about the portable bathrooms by the arena and label them. Advertisements on how to request use of the grounds could be done.

Randy Gorton reported that the landfill will be closing a cell with state approval in the three to four months. A new cell will be started in the near future. The three transfer sites are down to 30% in 2014 and may need to be closed. A used cot from the Stratton Ambulance has been acquired for use in the Coroner's vehicle. For the Strategic Plan, the Coroner's vehicle will need to be replaced in the next couple of years and purchase a new body cooler.

Paula Weeks reported that she is presently working on a Go CO Grant for the fairgrounds. Since the fairgrounds has been certified as an Enterprise Zone, it has been received donations with the latest one in December for \$15,000 which is part of the reason for filling out the Go CO Grant to gain additional funds for the updates and repairs to the fairgrounds. The grant for updating the oiled part of County Road 30 is in its final stages and Greg Etl will be giving the commissioners an update on the grant. The auditors will be here May 1-15 to do the 2014 audit.

Gary Koop attended the Economics & Development Meeting and reported on the additional businesses coming into Burlington.

Dave Hornung gave an update on the Carousel Wind Farm and the annexation of ground for the Bomgaars business. The commissioners will be working on a simplified step and grade, so it will be more understandable in the future.

Cory Wall reported that he has been running the roads in District 2 and working with Scott on the improvement of different areas. The commissioners are looking into general upkeep of the courthouse as the cleaning, carpet in the court rooms, and replacement of the windows.

Next Department Heads meeting will be held Tuesday, March 11, 2015, at the Ambulance meeting room with Abbey Mullis hosting.

The Board of County Commissioners went into Work Session at 10:15 a.m.

Meeting called to order by Chairman Gary Koop at 11:00 A.M. Those present were Gary Koop, Dave Hornung, Cory Wall, Paula Weeks, and Susan Corliss.

#### **JEFF CURE – COUNTY ATTORNEY**

Jeff Cure presented a possible clause to add to the fair booth rental agreements for the 2015 Fair and information on the wavier of annexation impact report of the City of Burlington. At this time, there were no other updates.

Dave Hornung moved the Board of County Commissioners go into Executive Session at 11:10 a.m., seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop. Dave Hornung moved the Board of County Commissioners close the Executive Session at 11:18 a.m., seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

## **CONSENT AGENDA**

The Board of County Commissioners reviewed the following items: Accounts Payables, Minutes for February 4, 2015.

Dave Hornung moved to pay the Accounts Payable, approve the Financials, CAPP & CWC and Treasurer's January Monthly Reports, and the minutes of February 4<sup>th</sup>, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

## **15-028**

### **RESOLUTION TO WAIVE THE ANNEXATION IMPACT REPORT OF THE CITY OF BURLINGTON, PURSUANT C.R.S. 31-12-108.5(1).**

The Board of County Commissioners reviewed a resolution to waive the annexation impact report of the City of Burlington, Pursuant C.R.S. 31-12-108.5(1). Dave Hornung moved to approve Resolution 15-028, seconded by Cory Wall. The motion was carried by unanimous vote by 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 \_\_\_\_ day of \_\_\_\_\_, 2015, there were present:

- Gary Koop.....Chairman
- Cory Wall.....Commissioner
- David L. Hornung.....Commissioner
- Susan Corliss.....County Clerk
- Paula Weeks.....Administrator

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

**A RESOLUTION TO WAIVE THE ANNEXATION IMPACT REPORT OF THE CITY OF BURLINGTON, PURSUANT TO C.R.S. 31-12-108.5(1).**

**WHEREAS**, the City of Burlington desires to annex into city limits a 10.2 acre tract of land, known as the Brown Addition, located in the NW4 of Section 6, Township 9 South, Range 43, West of the 6<sup>th</sup> P.M., Kit Carson County, Colorado; and

**WHEREAS**, pursuant to C.R.S. 31-12-108.5(1), an area totaling more than ten acres requires an Annexation Impact Report be filed with the Board of County Commissioners governing the area proposed to be annexed; and

**WHEREAS**, also pursuant to C.R.S. 31-12-108.5(1), the Kit Carson County Board of Commissioners (the Board of County Commissioners governing the area proposed to be annexed) and the City of Burlington (the municipality) do have the ability to agree that the Annexation Impact Report may be waived.

**NOW THEREFORE**, be it resolved by the Board of County Commissioners of Kit Carson County that the Annexation Impact Report for the 10.2 acre tract of land known as the Brown Addition located in the NW4 of Section 6, Township 9 South, Range 43, West of the 6<sup>th</sup> P.M., Kit Carson County, Colorado, is hereby waived.

**BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE IMMEDIATELY THIS 11<sup>th</sup> day of February, 2015.**

**DONE THIS 11<sup>th</sup> day of February, 2015, at Burlington, Colorado.**

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

Board of County Commissioners

By: [Signature]  
Gary Koop, Chairman

By: [Signature]  
Cory Wall, Commissioner

By: [Signature]  
David L. Hornung, Commissioner



### **ORANGE SHEET – END OF TRIAL - DAVID LONG**

The Board of County Commissioners reviewed a raise of Grade:20 Step:2 for David Long from Road & Bridge District 2 full time at \$14.06 per hour for an annual wage of \$29,234.55 with benefits because the end of trial period.

Dave Hornung moved to approve a Grade:20 Step:2 raise for David Long for the Road & Bridge District 2 at \$14.06 per hour for an annual wage of \$29,234.55 with benefits, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

### **VETERAN'S SERVICE LETTER**

The Board of County Commissioners signed a letter of condolence for Eddie Emig and Donald A. McKee as Kit Carson County Military Veterans.

### **FAIR BOOTH VENDORS AGREEMENT**

The Board of County Commissioners reviewed the past contract with the Fair Booth Vendors. Dave Hornung moved to add *"No item may be sold or displayed if it is illegal, offensive or contains expletives, graphics, and/or language that either directly or indirectly insinuates or promotes sex-related products, discrimination, and/or drug related activities, including but not limited to the use of marijuana. The Board of County Commissioners shall have the sole authority, in its absolute discretion, to determine if an item is unacceptable for sale or display and can institute a removal thereto and/or ban of the vendor for the entirety of the event."* to the 2015 Fair Booth Vendor Agreement, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

### **PURCHASE ORDER – KINNON ENTERTAINMENT**

Cory Wall moved to approve Purchase Order 16 for Kinnon Entertainment Estimate #1072 for the sound system and crew for the 2015 Kit Carson County Fair Concert at cost of \$7098.00, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop.

The Board of County Commissioners recessed at 12:00 p.m.

### **LUNCH WITH STEVE MARSHALL - COBITCO**

The Board of County Commissioners meeting reconvened at 1:20 p.m.

### **GEORGE TINKER - CTSI COUNTY POOL ANNUAL LOSS ANALYSIS**

George Tinker went over the 2015 Colorado Counties Casualty & Property Pool (CAPP). Kit Carson County is 17<sup>th</sup> of 52 counties on County Loss Rate with .51 Loss Rate, which is up from the 24<sup>th</sup> place last year and is below the pool's average. In the Worker's Compensation Pool (CWCP), Kit Carson County is 7<sup>th</sup> of 51 counties with a Loss Rate of .45 of the pool and down from 5<sup>th</sup> place. Claims from 2010 to 2014 were 28 claims with a Severity of Claims of \$184,171, which is below the pool's average.

### **GREG ETL – COLO DEPT OF LOCAL AFFAIRS**

Greg Etl reported on the grant process for repairing County Rd. 30: The Pro/Con Meeting will be next to discuss the possible projects with the thirteen pages of the grant being condensed

to a page of financials and a narrative page of the grant. The Board of County Commissioners should expect questions following this meeting. The Grant Conference will be March 17-19 in the Denver area. Greg Etl will be ready to help prepare for the presentation. Discussion was held about different details in the grant.

**BREANNA LIGHTLE - AMBULANCE GRANT AND PO'S**

Breanna Lightle updated the Board of County Commissioners on the EMTS Provider Grant for the ambulance with the gas instead of the diesel vehicle. The grant application is due on February 18<sup>th</sup>. Dave Hornung moved to sign a letter of support for the EMTS Grant, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

Dave Hornung moved to purchase three Lenovo ThinkPad Tablet 2 with keyboards and MoKo Ultra Slim Lightweight Smart-shell for \$1,079.19 with the PO#17, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

**ORANGE SHEET – DEANNA HILGEMANN**

Dave Hornung moved to hire Deanna Hildgemann as an Ambulance Volunteer at the following pay scale for a six month Trial Period, February 16 to August 16, 2015: as a First Responder at \$0.90 per hour; \$75 First Responder; Weekend/Holiday - \$50.00; and Year End Bonus Pay – Varies, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

The Board of County Commissioners went into work session at 3:30 p.m. The Board of County Commissioners reconvened at 4:00 p.m.

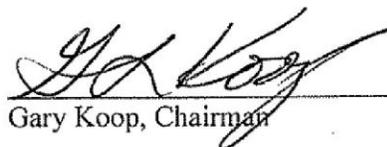
**PURCHASE ORDER – LACTATION COUNSELOR**

Dave Hornung moved to approve PO #18 for Katie Dobler to attend a Lactation Counselor Training Course for \$750, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

**KCC WILDFIRE PROTECTION PLAN FOR EMERGENCY MANAGER**

Dave Hornung moved to sign the 2015 Kit Carson County Annual Operating Plan, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

Meeting adjourned.

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

2-18-15  
\_\_\_\_\_  
Date