

# KIT CARSON COUNTY COMMISSIONERS

## MINUTES MAY 27, 2015

8:00 AM WORK SESSION – INCLUDING CONSENT AGENDA ITEMS  
10:30 AM COMMISSIONER MEETING TO CONVENE; REVIEW & APPROVE CONSENT AGENDA ITEMS  
11:00 AM JERI BUSBY, PAT MILFORD, DELMAR ROUSE – LAWN SPRAYING UPDATE  
11:30 AM JEFF CURE – COUNTY ATTORNEY WEEKLY MEETING  
12:00 PM LUNCH  
5:00 PM MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE

### CONSENT AGENDA:

- Accounts Payable
- Minutes –May 20, 2015
- Side Items
- Payroll

### NEW ITEMS:

- Purchase Orders for Sheriff

### SIGNATURES:

### OLD ITEMS:

### EMPLOYEE ITEMS:

### FYI:

- Update on ColoWyo OSM

The Board of County Commissioners was called to order by Chairman Gary Koop at 11:00 A.M. Cory Wall led the American Pledge of Allegiance to the flag. Those present were Gary Koop, Dave Hornung, Cory Wall, Susan Corliss, Pat Milford, Cathy A. Milford, Craig Fidler (legal counsel for Jeri Busby), Jeri Busby, Delmer Rouse, Paula Weeks, and Jeff Cure.

### JERI BUSBY, PAT MILFORD, DELMAR ROUSE – LAWN DAMAGE UPDATE

Kristen Kryant, Pat Milford, Delmar Rouse, and Jeri Busy all presented their estimates, pictures, and a statement. These items will be reviewed by the Board of County Commissioners and the county's insurance company.

### CONSENT AGENDA

The Board of County Commissioners reviewed the following items: Accounts Payables, Minutes for May 20, 2015, and Payroll.

Dave Hornung moved to approve the minutes of May 20<sup>th</sup> and pay the Accounts Payable and Payroll, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

### EMERGENCY MANAGEMENT – INTER-GOVERNMENTAL AGREEMENTS

The Board of County Commissioners received the excuted agreement between Kit Carson County & the Town of Bethune. Della Calhoon gave an update on recent weather issues. She also asked the Board of County Commissioners to keep track of time and expense for Road & Bridge for use in the FEMA reports.

**TREASURER OFFICE – UPDATE**

Pam Mills addressed the Board of County Commissioners about the lack of cleaning in her office. The carpet has not been vacuumed for over a week and this is not unusual.

**JEFF CURE – COUNTY ATTORNEY WEEKLY MEETING**

Jeff Cure reviewed the county easement contract and suggested possible changes to paragraphs 4, 5, and 6.

The Board of County Commissioners recessed for lunch at 12:10 p.m.

The Board of County Commissioners reconvened at 1:05 p.m.

**ORANGE SHEET – JASON RICHARDSON - GROUNDS AND BUILDINGS**

The Board of County Commissioners interviewed Jason Richardson for Department Head of the Grounds and Buildings. Details of the job description and present projects were reviewed.

Cory Wall moved to approve the Promotion/Job Change for Jason Richardson from Grade 21 Step 5 at \$15.75 per hour for an annual wage of \$32,744.02 full time Non-Exempt employee with benefits, to the new position as the Head of the Grounds and Buildings as Grade 26 Step 3 at \$16.79 per hour for an annual wage of \$34,920.21 full time Exempt employee on a Trial Period beginning June 1, 2015 and ending December 1, 2015, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop.

**PURCHASE ORDER FOR SHERIFF**

Cory Wall moved to approve Purchase Order #50 to Supercircuits Quote #915852 for six security cameras (4 indoor and 2 outdoor) to upgrade courthouse cameras for \$2,170.82, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop.

**15-036**

**A RESOLUTION OF THE COUNTY OF KIT CARSON, COLORADO ELECTING NOT TO REFER APPLICATIONS FOR SPECIAL EVENT PERMITS LIQUOR LICENSES TO THE STATE LICENSING AUTHORITY PURSUANT TO SENATE BILL 11-066 (C.R.S. § 12-48-107(5), AS AMENDED).**

The Board of County Commissioners reviewed a resolution to process Special Event Permits on its own and has elected not to notify the State Licensing Authority to obtain approval or disapproval of Special Event Permits. The approved applications will be sent to the State Licensing Authority to be on record and monitored. Dave Hornung moved to approve Resolution 15-036, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

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

RESOLUTION NO. 15-036

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 27<sup>th</sup> day of May, 2015, there were present:

Gary Koop	Chairman
Cory Wall	Commissioner
Dave Hornung	Commissioner
Susan Corliss	County Clerk
Paula Weeks	County Finance Director
Jeff Cure	County Attorney

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

**A RESOLUTION OF THE COUNTY OF KIT CARSON, COLORADO ELECTING NOT TO REFER APPLICATIONS FOR SPECIAL EVENT PERMITS LIQUOR LICENSES TO THE STATE LICENSING AUTHORITY PURSUANT TO SENATE BILL 11-066 (C.R.S. § 12-48-107(5), AS AMENDED).**

**WHEREAS**, Senate Bill 11-066, entitled "An Act Concerning The Issuance of Special Event Permits to Serve Alcohol Beverages" amended certain provisions of Section 48 of Title 12 of the Colorado Revised Statutes; and

**WHEREAS**, the revised provisions took effect on August 10, 2011; and

**WHEREAS**, the revised provisions of § 12-48-107(5), C.R.S. authorize a local liquor licensing authority to approve an application for Special Event Permit without notification to the State Licensing Authority, thereby potentially streamlining the application process; and

**WHEREAS**, the Board of County Commissioners serve as the local licensing authority for Kit Carson County and has all of the powers granted to such an authority as set forth in applicable law; and

**WHEREAS**, in accordance with §12-48-1047(5) C.R.S. the Board of County Commissioners has decided to process Special Event Permits on its own and has elected not to notify the State Licensing Authority to obtain approval or disapproval of Special Event Permits.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF KIT CARSON COUNTY, COLORADO THAT:

1. The foregoing recitals are incorporated herein as findings of the Board of County Commissioners.
2. Pursuant to §12-48-1047(5) C.R.S. (as amended by Senate Bill 11-066), the local licensing liquor licensing authority of Kit Carson County elects not to notify the State Licensing Authority or obtain State Licensing Authority's approval or disapproval for the issuance of a Special Event Permit.
3. In accordance with §12-48-1047(5)(a), C.R.S. the County Clerk shall report to the Liquor Enforcement Division the name of the organization to which a permit was issued, the address of the permitted location and permitted dates of alcohol beverage service within ten (10) days after a Special Event Permit is approved.
4. In acting upon an application for a Special Event Permit, the County shall comply with §12-48-101, et seq., C.R.S., and the Colorado Code of Regulations 1 C.C.R. 203-2, Regulations 47-1000 through 47-1020, as these statutes and regulations may be amended from time to time.
5. This resolution shall become effective upon its adoption.

DONE THIS 27th day of May, 2015 at Burlington, Colorado.

Motion made by Dave Herning, seconded by Cory Wall.

motion carried by unanimous vote of Gary Keep.



**HEALTH & HUMAN SERVICES – DOUG SATTERLY**

Doug Satterly presented two contracts for the Board of County Commissioners to review; a Memorandum of Understanding between Cheyenne County Public Health, Kit Carson County Health and Human Services, and Lincoln County Public Health for Emergency Preparedness and Response Program (PHEP) for 2015-2016 PHEP Scope of Work and a Statement of Work for the Kit Carson County Health and Human Services from April 1, 2015 to September 30, 2015 for the funding of Ebola Virus Disease prevention, preparedness, respond and recovery. Doug also reported that there will be approximately \$15,000 that would need to be spent on items needed for emergency preparedness by June 30, 2015.

Dave Hornung moved to sign the Memorandum of Understanding for Emergency Preparedness and Response Program (PHEP) for 2015-2016, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

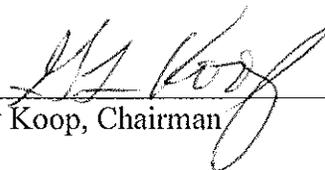
Dave Hornung moved to sign the Statement of Work for the Ebola Virus Disease for April 1, 2015 to September 30, 2015, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

**GROUNDS LEASE AGREEMENT**

The Board of County Commissioners reviewed the county’s lease agreements for the fairgrounds property. There will be two leases one for Non-Profit and Profit. When and if a deposit is required, it may be returned only after the grounds are inspected and appear to be well cared for, if not the deposit can be itemized per category to repair any areas that were damaged.

Dave Hornung moved to approve the Grounds Lease Agreements for Non-Profit and Profit organizations, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop. See attached forms.

Meeting adjourned at 3:00 p.m.

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

  
\_\_\_\_\_  
Date

## Kit Carson County Fairgrounds Usage Agreement For Non-Profit Groups

We, the undersigned, agree to the following items as terms of usage of the Kit Carson County Fairgrounds facilities for the event we are sponsoring.

The following items will be observed:

1. The event organizers will be responsible for any repairs, materials, and labor costs associated with repairing damage to Fairgrounds buildings or facilities as a result of this event.
2. The event organizers will be responsible for insuring that Fairgrounds buildings or facilities used for the event are clean and in good repair following the event.
3. The event organizers will be responsible for emptying trashcans, used as part of the event, into bins located on the Fairgrounds. The Fairgrounds will provide trash-can liners.
4. The event organizers will provide a check for the total event rate of each applicable category of the event to cover any labor and materials associated with cleaning the area used by the event. Should the event organizers clean the used area in a manner satisfactory to the Fairgrounds Manager, the entire deposit will be refunded following the event. However, if a portion of the categorized deposit is not left in satisfactory condition, the entire check will be cashed by the county and only the refundable portion will be return to your organization.
5. The event organizers will be responsible for closing and securing all Fairgrounds gates or doors as instructed by the Fairgrounds Manager.
6. The event organizers are responsible for damage on all county equipment used on "demonstrator" tractors or equipment. County equipment used will need to be put back as it was found (attached back on the county equipment it was found on or in its original location on the Fairgrounds). No County equipment will be used by event organizers unless operated by a County Employee.
7. The event organizers will need to provide proof of liability insurance coverage for the event prior to the time of the event.
8. All rates and conditions are subject to change and are at the discretion of the Board of County Commissioners.
9. Fees:

Event Rate	Category
\$50	Restroom
\$25	Carousel Park (park only)
\$25	EMT Room
\$50	Christian Booth
\$25	Attached Room

\$25	Grand Stand Rooms
\$50	Kitchen
\$50	Stock Pens
\$300	Arena (day use) includes Grass Area/Hospitality Park
\$350	Arena (Night use)-includes \$50 for lighting & Grass Area
\$50	Crow's Nest
\$250	East Horse Barn
\$250	West Horse Barn
\$75	Sheep Barn
\$75	Hog Barn
\$150	Ag Building
\$150	4-H Building
\$150	Home Economics Building
\$75	Chicken Building
\$250	Beef Barn

10. Liability Waiver- The Kit Carson County Fairgrounds is not liable for anything that happens at the site of the event, and Kit Carson County shall be held blameless for any damage or injury to any party to this event.

Date: \_\_\_\_\_ Name of event: \_\_\_\_\_

Name of sponsoring organization: \_\_\_\_\_

Name of event coordinator: \_\_\_\_\_

Phone number of coordinator: \_\_\_\_\_

Coordinator signature: \_\_\_\_\_

(Note: By signing, the coordinator & sponsoring organization agree to the items listed above).

Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

## Kit Carson County Fairgrounds Usage Agreement For Profit Groups

We, the undersigned, agree to the following items as terms of usage of the Kit Carson County Fairgrounds facilities for the event we are sponsoring.

The following items will be observed:

1. The event organizers will be responsible for any repairs, materials, and labor costs associated with repairing damage to Fairgrounds buildings or facilities as a result of this event.
2. The event organizers will be responsible for insuring that Fairgrounds buildings or facilities used for the event are clean and in good repair following the event.
3. The event organizers will be responsible for emptying trashcans, used as part of the event, into bins located on the Fairgrounds. The Fairgrounds will provide trashcan liners.
4. The event organizers will provide a \$50.00 restroom deposit prior to the event to cover any labor and materials associated with cleaning the restrooms used by the event. Should the event organizers clean the restrooms used by the event in a manner satisfactory to the Fairgrounds Manager, the entire deposit will be refunded following the event.
5. The event organizers will be responsible for closing and securing all Fairgrounds gates or doors as instructed by the Fairgrounds Manager.
6. The event organizers are responsible for damage on all county equipment used on "demonstrator" tractors or equipment. County equipment used will need to be put back as it was found (attached back on the county equipment it was found on or in its original location on the Fairgrounds). No County equipment will be used by event organizers unless operated by a County Employee.
7. The event organizers will need to provide proof of liability insurance coverage for the event prior to the time of the event.
8. All rates and conditions are subject to change and are at the discretion of the Board of County Commissioners.
9. Fees:

Event Rate	Category
\$50	Restroom (deposit may be refunded)
\$25	Carousel Park (park only)
\$25	EMT Room
\$50	Christian Booth
\$25	Attached Room

\$25	Grand Stand Rooms
\$50	Kitchen
\$50	Stock Pens
\$300	Arena (day use) includes Grass Area/Hospitality Park
\$350	Arena Night use -includes \$50 for lighting & Grass Area
\$50	Crow's Nest
\$250	East Horse Barn
\$250	West Horse Barn
\$75	Sheep Barn
\$75	Hog Barn
\$150	AG Building
\$150	4-H Building
\$150	Home Economics Building
\$75	Chicken Building
\$250	Beef Barn

10. Liability Waiver- The Kit Carson County Fairgrounds is not liable for anything that happens at the site of the event, and Kit Carson County shall be held blameless for any damage or injury to any party to this event.

Date: \_\_\_\_\_ Name of event: \_\_\_\_\_

Name of sponsoring organization: \_\_\_\_\_

Name of event coordinator: \_\_\_\_\_

Phone number of coordinator \_\_\_\_\_

Coordinator signature: \_\_\_\_\_

(Note: By signing, the coordinator & sponsoring organization agree to the items listed above).

Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_