

KIT CARSON COUNTY COMMISSIONERS

MINUTES NOVEMBER 4, 2015

8:00 AM WORK SESSION – INCLUDING CONSENT AGENDA ITEMS
10:00 AM MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE;
REVIEW & APPROVE CONSENT AGENDA ITEMS
10:00 AM KATIE KIRBY – SIGN CONTRACT FOR VOCA
10:30 AM DENNIS KAAAN – CSU BUDGET
11:00 AM JEFF CURE – COUNTY ATTORNEY WEEKLY MEETING
12:00 PM LUNCH
1:00 PM ROAD & BRIDGE FOREMEN MEETING
3:00 PM STEVE BRUSKAVAGE – HONNEN EQUIPMENT TO DISCUSS GRADERS AND BIDS
3:30 PM TERRY KOEHN – WAGNER EQUIPMENT – TO DISCUSS GRADERS AND BIDS
5:00 PM MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE

CONSENT AGENDA:

- Accounts Payable
- Minutes –October 28, 2015
- Side Items

NEW ITEMS:

- Veteran Condolence Letter

SIGNATURES:

- Spices on the Green Liquor License
- New Bank of the West Credit cards for Purchasing
- Letter to CTSI requesting benefit changes
- Office Works Maintenance Agreements – Admin & Human Services
- Purchase Order – Jail Control System

OLD ITEMS:

- September Financials

EMPLOYEE ITEMS:

- Open positions – Jail, Patrol Deputy, Grounds & Building

FYI:

- Policy items to update:
 - CDL Physicals – Insurance pays every two years, but some employees are required to take them annually
 - CDL Physicals – Re-visit issue of failed CDL's physicals
 - FTE and benefits – Define full time employees and benefits for part-time employees

NOTES:

The Board of County Commissioners meeting was called to order by Chairman Gary Koop at 10:00 AM. Those present were Gary Koop, Dave Hornung, Cory Wall, Katie Kirby, Tom Ridnour, Paula Weeks, and Susan Corliss.

CONSENT AGENDA

The Board of County Commissioners reviewed the following items: Accounts Payables, and the minutes of October 28, 2015. Dave Hornung moved to approve the minutes of October 28, 2015, and to pay the Accounts Payables, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

VETERAN CONDOLENCE LETTER – EISENBART

The Board of County Commissioners signed a letter of condolence for the family of Mike Eisenbart as a Kit Carson County Military Veteran.

SPICES ON THE GREEN LIQUOR LICENSE

The Board of County Commissioners received the Liquor License Renewal from the Colorado Department of Revenue – Liquor Enforcement Division. Dave Hornung moved to sign the Spices on the Green county liquor license, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

NEW BANK OF THE WEST CREDIT CARDS FOR PURCHASING

Paula Weeks presented proposed paperwork from Bank of the West and reasons to replace most of the US Bank credit cards; two cards with US Bank would be kept that are used only locally. The Board of County Commissioners reviewed the Bank of the West terms and credit limits for new MasterCard credit cards for county purchases.

Cory Wall move to set up MasterCard credit cards with Bank of the West with the following limits: one account with \$42,000 in limits for 16 cards and a second account with a \$5,000 limit card for Social Services, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop.

LETTER TO CTSI REQUESTING BENEFIT CHANGES

The Board of County Commissioners reviewed the present CTSI policy to the Federal Motor Carrier Administration rules concerning the DOT-CDL physicals.

Cory Wall moved to request the CHP board to consider changing the current covered services to include allowing payment for 1 Department of Transportation Commercial Driver's License (DOT-CDL) physical every 12 months if the employee needs it for their job, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop.

COPIER MAINTENANCE AGREEMENT – FAIRGROUNDS & HUMAN SERVICES

Dave Hornung moved to sign the Copier Maintenance Agreement for the Fairgrounds with Office Works for the Ricoh 2020 copier, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

Dave Hornung moved to sign the Copier Maintenance Agreement for the Health & Human Services with Office Works for the Ricoh 1051 copier, which is the repurposed copier from the Administration Office, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

PURCHASE ORDERS

Dave Hornung moved to approve the Purchase Order #112 for the Administrator Office to Office Works for additional items for Ricoh Copier MPC6003 (PO#110) of Fax Option, 32 MB Memory, Startup Supplies, and Surge Protector for a total of \$1,960.18, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

Cory Wall moved to approve the Purchase Order #113 for the Sheriff's Department to KUBL for Jail Control and Intercom Upgrade that will include a control system with two stations, intercom system, CCTV system, door hardware, and spare equipment in the following payments: \$1,000 due upon contract, \$50,000 due January 1, 2016, \$30,000 due upon the arrival of material on site, and \$19,600 due upon project completion for a total of \$100,600.00, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop.

ORANGE SHEET – JASON RICHARDSON - GROUNDS AND BUILDINGS

The Board of County Commissioners reviewed Jason Richardson for Department Head of the Grounds and Buildings.

Dave Hornung moved to approve the Raise Change for Jason Richardson as the Head of the Grounds and Buildings from Grade 26 Step 3 at \$16.79 per hour for an annual wage of \$34,920.21 full time Exempt employee with benefits, to the new salary at Grade 37 Step 75 at \$18.15 per hour for an annual wage of \$37,750.00 full time Exempt employee, which is Ineligible for January 1st raise, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

KATIE KIRBY – SIGN CONTRACT FOR VOCA

Katie Kirby and Tom Ridnour presented the VOCA grant documentation for the 2016 re-contracting. This 92 page contract is based on the grant written for 2015-2016 with one change that will require filling out a Federal Fund Grid that will account for the \$45,204 grant money that is to be spent in 2016. The VOCA grant process for 2017-18 will open in January 2016.

Dave Hornung moved to sign the 2016 VOCA grant contract, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

DENNIS KAAAN – CSU BUDGET

Dennis Kaan and Mick Livingston met with the Board of County Commissioners to review the CSU Budget for 2016 that was presented in Akron. The goal was to get the funding from CSU evened out throughout the northeastern counties. Mick and Dennis explained the CSU facilities that will be built on the National Western Stock Show grounds. Mick thanked the Board of County Commissioners for the new building because the increase of the people coming to the office has been wonderful. The Board of County Commissioners explain that they will be working on the waterlines at the fairgrounds.

SEPTEMBER FINANCIALS

The Board of County Commissioners signed the September Financials.

PROPERTYINFO – COUNTY FUSION

Susan Corliss presented the next phase from PropertyInfo of the financial details and software license for the County Fusion recording program. Dave Hornung moved to sign the PropertyInfo Corporation for the County Fusion Recording Program with a one-time payment of \$53,430 due on January 1, 2016, and the First year annual maintenance due at “Go Live” of \$10,788 both payments will be in the 2016 Budget, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

JEFF CURE – COUNTY ATTORNEY WEEKLY MEETING

Jeff Cure reported to the Board of County Commissioners that he is still looking at the UCC reports for the county and the last fairgrounds lawn damage claim. Tom Ridnour presented a MOU from Health & Human Services that he had received from Kindra Mulch that he refused to sign. Tom has created one of his own MOU. The Board of County Commissioners would like to have Jeff look at these MOUs to determine first, if they are needed and second, the best format between the two proposed MOUs. Jeff updated the Board of County Commissioners on an upcoming meeting for the Hutton water issue in Idalia on November 16th.

RURAL PHILANTHROPY DAYS

The Board of County Commissioners received a donation request of \$2,000 for their program in 2016. This item was tabled.

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

The Board of County Commissioners reconvened at 1:00 p.m. Those present were Gary Koop, Cory Wall, Zeb Stalter, Scott Tovrea, Charlie Crisp, Paula Weeks, and Susan Corliss.

ROAD & BRIDGE FOREMEN MEETING

The Board of County Commissioners met with the Road & Bridge Foremen to go over a summary of the year's activities and goals for each district. The overlay project on County Road 30 will be delayed to the spring to correct grant paperwork and wait for the warmer weather. The county gravel pits were discussed with the Pierson Pit, Beeson Pit, and Bohnen Pit are in the process of reclamation, with Kuhn, Corliss, Berens, Lunvall, Bohnen #1, and Kliesen pits being ready for seeding. Top soil need for reclamation can be claimed from other pits or county ditches. The Dorsch Pit needs a permit to allow water to drain from it. The McCormick and Grasser pits permits will be worked on in the future. The Morris and Murphy pits South of Seibert have been released. District 2 would like to do some exploring for a new pit on the North side of the county. The weed spraying season is over so if the districts need help they should contact Terry Hubble.

Information about the DOT-CDL physicals will be sent out to the Road & Bridge Foremen to inform employees that are required to have physicals annually that they will need to pay for the DOT physical and bring the EOB to the Admin Office if it is not paid for by the insurance because of the two year limit. There is also concern of the new regulations that increase the CDL medical restrictions.

The one location screening plant has not worked the best. If it were possible to keep an employee running it all of the time, it would work but when they are pulled off to help elsewhere, the gravel prepared cannot keep up with the demand. Scott would like to get the screener set up to code for District 2.

New employees that need the MSHA (Mine Safety Health Administration) three day training will need to get registered for the next class. If they already have certificates, they need to be turned into the Administration office.

The Board of County Commissioners were pleased with how the Road & Bridge employees took care of the roads this year. The county image has been represented well. It is the foremen's decision on rainy days of what their employees should be doing.

The Board of County Commissioners and Road & Bridge Foremen discussed the Capital Assets Inventories that are due by the end of the year. Each Foremen were given a copy of the Strategic Plan for Road & Bridge to update with addition completions and upcoming requests needed to be added for the reports next year.

STEVE BRUSKAVAGE – HONNEN EQUIPMENT TO DISCUSS GRADERS AND BIDS

Steve Bruskvage presented John Deere grader options to the Board of County Commissioners and the Road & Bridge Foremen. The foremen indicated the graders that will be traded in for each district. These bids will not include the \$200 deductible per call on warranty calls. The bids for each district are requested as soon as possible with a deadline of December 9th.

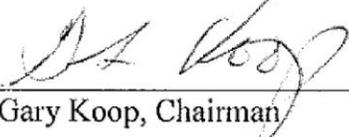
TERRY KOEHN – WAGNER EQUIPMENT – TO DISCUSS GRADERS AND BIDS

Terry Koeh presented information about the CAT grader options to the Board of County Commissioners and the Road & Bridge Foremen. Scott would like a bid on a skid loader with a fork lift trade-in for District 2 and District 1 is looking for a 950 loader. The bids for each district are requested as soon as possible with a deadline of November 24th.

RANDY GORTON - LANDFILL

Randy Gorton presented the need for a policy change for next year for the roll off loads that are coming into the landfill.

The Board of County Commissioners meeting adjourned at 4:45 p.m.



Gary Koop, Chairman



Date