

KIT CARSON COUNTY COMMISSIONERS

MINUTES NOVEMBER 10, 2015

8:00 AM DEPARTMENT HEAD MEETING – HOST: EXTENSION/MICK LIVINGSTON/*Cory Wall*
• *AGENDA CHANGED DUE TO SCHEDULING CONFLICT AT THE EMS BUILDING*

9:30 AM DEPARTMENT HEAD EVALUATIONS

10:00 AM REGIONAL EMERGENCY MANAGERS MEETING

12:00 PM LUNCH

1:00 PM WORK SESSION – INCLUDING CONSENT AGENDA ITEMS

2:30 PM MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE;
REVIEW & APPROVE CONSENT AGENDA ITEMS

3:00 PM JEFF CURE – COUNTY ATTORNEY WEEKLY MEETING
• *MOVED DUE TO CONFLICTS WITH THE AGENDA*

4:00 PM KATRINA TROBEE – ONLINE DATA STORAGE – BUDGET REQUEST – *tabled to next week*

5:00 PM MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE

CONSENT AGENDA:

- Accounts Payable
- Minutes –November 4, 2015
- Side Items
 - Veteran Condolence Letter
 - County Arbitrator List

NEW ITEMS:

- Treasurer's October Financials
- Clerk's October Financials
- October CAPP CWCP Report

SIGNATURES:

- Resolution to adopt retention schedule for Sheriff's Department

OLD ITEMS:

- Letter acknowledging 5.5% Tabor Exemption

EMPLOYEE ITEMS:

FYI:

- Department Head Evaluations
 - Jason Richardson
 - Terry Hubbell
 - Randy Gorton

NOTES:

DEPARTMENT HEAD MEETING

Meeting was hosted by Dave Hornung because Mick Livingston was unable to attend. Karen Dusatko provided breakfast on behalf of the Extension Office. Those present were Terry Hubbell, Abbey Mullis, Jason Richardson, Della Calhoon, Breanna Lightle, Randy Gorton, Paula Weeks, Dave Hornung, Gary Koop, Cory Wall, and Susan Corliss. The meeting started with the Pledge of Allegiance at 8:30 a.m.

Randy Gorton reported that the Carousel Wind Farm is getting close finishing up with trash deliveries. The landfill has been doing business as usual. The compactor that the county was able to use for a trial period has been moved to the San Luis Valley. There is a newer style compactor that will be available.

Jason Richardson is in the process of getting the grounds and buildings ready for winter. Upcoming events at the fairgrounds on Memorial Day Weekend will be the Little Britches Rodeo and Plainview 4-H would like to sponsor a pig show, if that will not be a conflict. The Kit Carson County Spring Show will be held the next weekend on Saturday, June 4th, 2016.

Della Calhoon has met with the Ministerial Alliance to help determine locations to stay in the county during an emergency. The Vona siren is up and working now but the warning tones will need to be changed to match the tones used in the rest of the county for fire and tornado.

Paula Weeks shared that Phil Decker has all the new health insurance information for the county employees. Department heads are asked to remind their employees that now is the time to make any changes. There are changes in the life insurance that were emailed to employees recently. The auditors will be in the county the week of December 7-12 to begin the pre-audit for 2015. The Administration Office is busy getting ready for the random checking and additional detail that is needed for the pre-audit.

Terry Hubbell reported that everything has been winterized in the Weed District. He is spending time working on the vehicles to get them in shape for next year. Paula reminded Terry that the Inventory Asset information needs updated by the end of the year.

Abbey Mullis updated that ValueWest has been dealing with the BAA process on the Comfort Inn and Best Western Hotels. Jeff Cure has been included in all of the correspondence dealing with the arbitration. It looks like the Comfort Inn will withdraw and the Best Western assessed value will be lower a little before going to hearing in February. Abbey will be able to deal with the final paperwork. The Division of Property from the State of Colorado has indicated that parcel that has split interest/ownership cannot have the tax notices split. Going forward Kit Carson County will no longer send our split tax notices on any property. Abbey needs a copy of any gravel pits that have been closed to change the information on the ownership cards.

Breanna Lightle stated that the ambulance inspections are scheduled for Wednesday, November 11th. This may be a problem due to the weather and the fact it was the only day available for the inspector that is located in Eagle. The Board of County Commissioners asked if the Goodland Ambulance Department has started the Colorado certification process to be able to handle transfers in Colorado. As far as Breanna knows, they have not but one of the hospital nurses had called again to ask why they were not able to do transfers if needed.

Susan Corliss reported that there was a county wide turnout of 43% of active and inactive voters in Kit Carson County for the 2015 Coordinated Election. Even though the turnout was low, it was a good opportunity to test the new layout of the election office for next year's General Election. The close race for the Hi-Plains School Board will not be a required recount by the State at this time and the likelihood of anything changing by Canvass is unlikely. The amount of business in the Clerk's Office seems to be more than last year, one area that has already been checked is that over 20 more marriage licenses have been issued.

Cory Wall has been putting on a lot of miles in District 2 checking the road conditions and helping determine where additional gravel needs to be brought in or if the ditches should be pulled up.

Dave Hornung wanted to correct the record about the 5.5% De-Bruce Referendum that was voted on in 1997 and passed, so that there is not a required abatement if the taxes increase more than 5.5%. The commissioners still have the ability to abate if they see that it is necessary. The Board of County Commissioners had a productive meeting with the Road Foreman last week. There is quite a lot of activity north of Stratton at the new pumping station site. They are presently filling in the valley and hauling quite a lot of water from Stratton to prepare the ground. There are flag men located on the hills for public safety from both directions.

Gary Koop reported that the county is seeing some additional benefits while the Carousel Wind Farm is winding down. They have donated 77 culverts to the county that are 1' to 2' and 20' long. Once they are finished putting the millings on the service roads to the turbines, the remaining

millings will be hauled to the fairgrounds. Randy Gorton indicated that the landfill is in great need for millings around their building and roads to the cells. There will be additional millings available in the spring when the County Road 30 project is finished. The Board of County Commissioners are presently getting bids on pickups from all three dealerships in Burlington.

Next meeting is December 9th with Sheriff Tom Ridnour Hosting.

The Board of County Commissioners attended the Northeast Colorado Emergency Managers Meeting at the Kit Carson County Ambulance Building.

The Board of County Commissioners meeting was called to order by Chairman Gary Koop at 2:30 PM. Those is were Gary Koop, Dave Hornung, Cory Wall, Paula Weeks, and Susan Corliss. Student observers were Kearsten Parry, Jasmine Hernandez, Conner Leiding, Garrett Sayles, and Grason Miller from the Hi-Plains High School.

CONSENT AGENDA

The Board of County Commissioners reviewed the following items: Accounts Payables and the minutes of November 4, 2015. Dave Hornung moved to approve the minutes of November 4, 2015 and to pay the Accounts Payables, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

TREASURER’S OCTOBER FINANCIALS

MONTHLY REPORT OF ACTIVITY IN THE VARIOUS COUNTY FUNDS

MONTH ENDING OCTOBER 31, 2015

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
County General	\$ 3,689,878.37	\$ 131,100.97	\$ (355,654.96)	\$ 3,465,324.38
KCC Public Health Agency	\$ (56,161.56)	\$ 69,072.08	\$ (104,322.04)	\$ (91,411.52)
Contingent	\$ 204,517.54	\$ -	\$ -	\$ 204,517.54
Road and Bridge	\$ 2,266,858.34	\$ 314,882.00	\$ (207,829.40)	\$ 2,373,910.94
Ambulance	\$ (166,878.22)	\$ 16,423.47	\$ (60,402.84)	\$ (210,857.59)
Social Services	\$ 77,857.00	\$ 124,030.90	\$ (66,841.53)	\$ 135,046.37
Capital Expenditures	\$ 87,043.67	\$ 405.04	\$ (3.73)	\$ 87,444.98
Conservation Trust	\$ 23,514.56	\$ 2.91	\$ -	\$ 23,517.47
Solid Waste	\$ 904,760.09	\$ 23,608.34	\$ (30,020.23)	\$ 898,348.20
E-911	\$ 93,778.76	\$ 10,461.44	\$ (7,292.44)	\$ 96,947.76
KCC Facilities Corp	\$ 18,211.88	\$ -	\$ -	\$ 18,211.88

Cory Wall moved to approve the Treasurer’s October Financials, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop.

CLERK’S OCTOBER FINANCIALS

Following is a list of warrants that need approved by the Board of County Commissioners for the month of **October 2015** for the County Clerk’s office:

Colo. Dept. of Revenue (MV Remittance/License Fees)	\$109,924.84
Colo. Dept. of Revenue (State & Flagler Sales Tax)	\$30,508.37
City of Burlington Sales Tax	\$7,835.49
Town of Seibert Sales Tax	\$912.77
Town of Stratton Sales Tax	\$0.00
State Treasurer (Driver’s License)	\$1,915.70
Colorado Department of Health Marriage License	\$180.00
State Treasurer (Domestic Abuse) Marriage License	\$27.00
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	\$151,304.17

Cory Wall moved to approve the Clerk’s October Financials, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop.

OCTOBER CAPP CWCP REPORT

The Board of County Commissioners reviewed the October CAPP CWCP Report. Cory Wall moved to approve the CAPP CWCP Report as presented, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop.

VETERAN CONDOLENCE LETTER – JOHNSON

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

ECCOG BUS – NEW BURLINGTON BASE BUS - UPDATE

The new Burlington Base bus for ECCOG is in Denver for the Pre-Delivery Inspection at Creative Bus Sales. The bus final cost is \$59,013.00, of which the Federal Share is \$46,000.00 with a Local Share balance due of \$13,013. When the ECCOG buses are rented out, the money collected is set aside for vehicle replacement, which presently is \$11,310.00. This amount will be used for the local share leaving a balance of \$1,703.00 that will be taken out Capital Fund.

BOUNTIFUL BASKETS – DELIVERY SITE

Katie Kirby and Paula Weeks addressed the Board of County Commissioners about using one of the rooms at the fairgrounds grandstands during the winter months and the front of the grandstands during the summer months for the Bountiful Baskets Burlington site, which is delivered every two weeks on Saturday.

Dave Hornung moved to approve the Bountiful Basket Burlington site at the fairgrounds for one year, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

COUNTY ARBITRATOR LIST

Abbey Mullis presented the County Arbitrator List for approval by the Board of County Commissioners. Dave Hornung moved to approve the list presented by County Assessor for the County’s Arbitrators, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

According to Colorado Revised Statute § 39-8-108.5 states "in order to give taxpayers an alternative to pursuing an appeal of the county board of equalization's decision through either the board of assessment appeals or the district court, an arbitration process shall be established. The board of county commissioners shall develop a list of persons who shall be qualified to act as arbitrators of property valuation disputes."

Section § 39-8-108.5(1)(a), C.R.S. states "The official list of arbitrators shall be kept in the county clerk and recorder's office."

On November 10, 2015 the Kit Carson County Commissioners approved a list of qualified arbitrators for the 2015 Property Valuation process. The name(s) of the arbitrator(s) are as follows:

- 1.) Donna Shaver
O'Neil and Company
Certified General Appraiser
P.O. Box 917
Brush, CO 80723
(970)842-5016 office
(970)380-9707 cell

15-048

RESOLUTION TO ADOPT A RETENTION SCHEDULE FOR THE SHERIFF

The Board of County Commissioners reviewed the Colorado County Sheriff's Retention Schedule that has been approved by the Attorney General's Office and State Auditor.

Dave Hornung moved to approve Resolution 15-048 to adopt a Retention Schedule for the Sheriff's Department Records, 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 10th day of November, 2015 there were present:

- Gary Koop..... Chairman
- David L. HornungCommissioner
- Cory Wall.....Commissioner
- Susan Corliss County Clerk
- Tom Ridnour.....Sheriff
- Paula Weeks.....Administrator

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

A RESOLUTION TO ADOPT A RETENTION SCHEDULE FOR THE SHERIFF'S DEPARTMENT RECORDS

WHEREAS, the Colorado County Sheriff's Retention Schedule has been approved by the Attorney General's Office and the State Auditor and is ready to be implemented by any Colorado Sheriff's Office.

NOW THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County that the Sheriff adopt the state approved retention schedule.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE IMMEDIATELY THIS 10th day of November, 2015.

DONE THIS 10th day of November, 2015, at Burlington, Colorado.

Motion made by Dave Hornung, seconded by Cory Wall.

Motion carried.

Board of County Commissioners

By: [Signature]
Gary Koop, Chairman

By: [Signature]
David L. Hornung, Commissioner

By: [Signature]
Cory Wall, Commissioner

ATTEST:

Susan Corliss
Susan Corliss, County Clerk



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

I, Susan Corliss, 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 10th day of November, 2015.

Susan Corliss
Susan Corliss, County Clerk



40 Page Detail Retention Sheriff Schedule is included with the Resolutions Book

JEFF CURE – COUNTY ATTORNEY WEEKLY MEETING

Jeff Cure reviewed the MOUs written by Kindra Mulch and Tom Ridnour for use between the Health and Human Services Department and the Sheriff's Department. These MOUs are not required or necessary for the needed working relationship between the departments.

The Board of County Commissions went into work session at 4:00 p.m.

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

Gary Koop
Gary Koop, Chairman

11-18-15
Date