

# KIT CARSON COUNTY COMMISSIONERS

## MINUTES DECEMBER 9, 2015

8:00 AM PRE-DEPARTMENT HEAD MEETING  
8:30 AM DEPARTMENT HEAD MEETING – HOST: SHERIFF/TOM RIDNOUR  
10:00 AM WORK SESSION – INCLUDING CONSENT AGENDA ITEMS  
~~10:30 AM~~ MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE;  
1:20 PM REVIEW & APPROVE CONSENT AGENDA ITEMS  
11:00 AM JEFF CURE – COUNTY ATTORNEY WEEKLY MEETING –*Work Session*  
12:00 PM LUNCH  
1:00 PM INTRODUCTORY MEETING WITH MAYOR KORSVOLD –*Work Session*

- NEW CITY ADMINISTRATOR JAMES BRADLEY

1:30 PM KATIE KIRBY – VALE CONTRACT SIGNING  
2:00 PM NIKKIE HALDE – DHS – IMMUNIZATION CONTRACT  
4:30 PM MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE  
5:00 PM MEETING TOWN OF FLAGLER

### CONSENT AGENDA:

- Accounts Payable
- Minutes – December 2, 2015
- Side Items
  - Clerk’s November Report

### NEW ITEMS:

- Office Works – Copier Maintenance Agreements
  - New Commissioner Copier Contract
  - Revise prior Commissioner Copier Contract to show changed to Annex
- MOU with Burlington Fire Department
- Performance Warranty – Beattie Pit
- Treasurer’s November Report
- Purchase Orders
- Resolution for Ambulance Fund Transfer per 2015 Budget
- CCI Voting Proxy for 2016

### SIGNATURES:

- Board meeting appointment letters:
  - Planning – Kyle Franz, Chris Bledsoe, Jerry Guy
- Royalty appointment letter

### OLD ITEMS:

- Next Era Bond
- 2016 Bid reviews for Graders
- Review Community Budget requests

### EMPLOYEE ITEMS:

- Jail personnel – illness
- New Hire Orange Sheet

### FYI:

- ECCOG bus
- Best & Brightest Program
- Water meeting in Flagler @ 5:00 pm @ Town Hall
- Vital Records office completed audit with CDPHE

### NOTES:

### DEPARTMENT HEAD MEETING

Meeting was hosted by Tom Ridnour. Those present were Tom Ridnour, Kindra Mulch, Paula Weeks, Dave Hornung, Gary Koop, Breanna Lightle, Randy Gorton, Jason Richardson, Della Calhoon, Pam Mills, and Susan Corliss. The meeting started with the Pledge of Allegiance.

Tom Ridnour shared that the Sheriff’s Department has hired one new employee but is still short staffed. At the recent CDOT meeting, the upcoming roadwork was discussed. There will be

three projects in Kit Carson County: I-70 will have four miles west of Vona completely redone, all of the bridges on I-70 east of Burlington will be resurfaced, and Hwy 24 from Stratton to Seibert will be worked on. The road close sign South of Burlington on Hwy 385 will be moved further south to allow vehicles to turn around and return to Burlington.

Gary Koop shared that the NextEra project has been completed. Next Era has donated 77 culverts and several loads of millings to the county. The Magellan pipeline is moving across the county approaching the crossing at the Interstate. It's been a busy year with over 10,000 miles driving the roads of District 1.

Dave Hornung stated that the commissioners have been working on the budget. The county is looking good financially but there may be the possibility that some of the reserves may need to be used for major projects like the jail doors, landfill, election equipment, and asphalt road projects.

Paula Weeks reported that the Board of County Commissioners will be giving some raises based on the new step and grade that is based on \$250 steps. The next payroll will include a spreadsheet with each employee's new salary with benefits that provides a final dollar per hour information to show what they are actually making per hour. The mill levy certifications are due next week. Paula will be out of the office beginning on December 16<sup>th</sup> for the remainder of the year.

Randy Gorton said that the landfill is business as usual with the wind causing problems. As County Coroner, Randy shared that Kit Carson County has seen a lower death rate than usual years.

Breanna Lightle stated that Nicole Richards is back on deputy in the Ambulance Department. She is presently working on getting the ambulance inspections completed for recertification. The new ambulance will be here in June and that she will begin the process of applying for another ambulance on next year's grant process.

Pam Mills has held the tax lien sale with one date beginning canceled due to the blizzard. The county did really well with 99.92% of the taxes being collected this year. The requests to prepay taxes are already starting. The tax notices are at the printers should be ready the last week of December.

Jason Richardson has been extremely busy putting up Christmas lights and decorations throughout the Grounds and Buildings. He has a new employee, Josh Rodriguez, who started on December 1<sup>st</sup>.

Susan Corliss asked all department heads to get the items for Reorg to her as soon as possible. The schedule for the Department Heads Meetings for 2016 was given out. She thanked Jason and Josh for repairing items in the Clerk and Recorder's office so quickly and efficiently. There will be new Driver's License equipment that should be installed in January, which will mean that the Driver's License part of the office will be closed for training on the morning of January 14<sup>th</sup>.

Tom Ridnour added that there will be an active shooter training for the employees of the courthouse. There will also be a simulation training/practice with CCA. Kindra Mulch indicated that there is concern at the Annex because there is no form of security in the building for Health and Human Services. Trainings by the Sheriff's Department will be conducted after the first of the year.

Kindra Mulch reported that Health and Human Services is currently advertising for the several positions and the advertisement for the HHS Director position will come out in this week's paper. There still flu shots available for the public and especially college students coming home that still would like them. The SNAP program has been under review by the Hunger Free Colorado, which is part of a national organization. The parking lot at the Annex is getting worse with the cracks being dangerous for anyone wearing heels.

Paula Weeks added that the fairgrounds is now the pickup location for Bountiful Baskets. There is also a location in Stratton. Involvement in this is a \$15 contribution for a basket of fruit and

vegetables that are preordered. The drop offs are every other week, which alternate between Burlington and Stratton. Bountiful Baskets would like to thank the Board of County Commissioners for their support.

Della Calhoun attended a tabletop demonstration meeting in Ft. Collins. There is a fire training trailer that can be used at no cost other than the replacement of propane used. She has contacted the fire districts about this resource. Della thanked the Sheriff’s Department for their great job during the blizzards. The Red Cross will be looking at Prairie Trail Lodge as a possible shelter. The EMPG grant has arrived; it will be lower than thought because of the lack of reporting during the first quarter of this year. There will be a water meeting in Flagler tonight looking at keeping the town water safe. The Planning Board may need to be involved in watching the types of uses that ask to be close to public water wells.

Next meeting is January 12, 2016, with Commissioner - Gary Koop Hosting.

The Board of County Commissioners meeting was called to order by Chairman Gary Koop at 1:20 p.m. Those present were Gary Koop, Dave Hornung, Paula Weeks, and Susan Corliss. The meeting started with the Pledge of Allegiance.

**CONSENT AGENDA**

The Board of County Commissioners reviewed the following items: the minutes of November 25, 2015, Accounts Payables for December 2<sup>nd</sup> and December 9<sup>th</sup>. Dave Hornung moved to approve the minutes of November 25, 2015, and to pay the Accounts Payables for December 2<sup>nd</sup> and December 9<sup>th</sup>, seconded by Gary Koop. The motion was carried by unanimous vote.

**CLERK’S OCTOBER FINANCIALS**

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

Colo. Dept. of Revenue (MV Remittance/License Fees)	\$110,144.71
Colo. Dept. of Revenue (State & Flagler Sales Tax)	\$26,500.96
City of Burlington Sales Tax	\$6,889.33
Town of Seibert Sales Tax	\$0.00
Town of Stratton Sales Tax	\$77.52
State Treasurer (Driver’s License)	\$1,309.95
Colorado Department of Health Marriage License	\$100.00
State Treasurer (Domestic Abuse) Marriage License	\$15.00
	\$145,037.47

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

# **TREASURER'S NOVEMBER REPORT**

MONTHLY REPORT OF ACTIVITY IN THE VARIOUS COUNTY FUNDS

MONTH ENDING NOVEMBER 30, 2015

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
County General	\$ 3,465,324.38	\$ 116,527.41	\$ (333,083.69)	\$ 3,248,768.10
KCC Public Health Agency	\$ (91,411.52)	\$ 100,850.65	\$ (98,778.89)	\$ (89,339.76)
Contingent	\$ 204,517.54	\$ -	\$ -	\$ 204,517.54
Road and Bridge	\$ 2,373,910.94	\$ 226,333.67	\$ (209,083.02)	\$ 2,391,161.59
Ambulance	\$ (210,857.59)	\$ 29,106.02	\$ (23,546.08)	\$ (205,297.65)
Social Services	\$ 135,046.37	\$ 42,926.55	\$ (68,760.78)	\$ 109,212.14
Capital Expenditures	\$ 87,444.98	\$ 460.33	\$ (1,706.36)	\$ 86,198.95
Conservation Trust	\$ 23,517.47	\$ 5,431.00	\$ -	\$ 28,948.47
Solid Waste	\$ 898,348.20	\$ 30,479.78	\$ (26,411.84)	\$ 902,416.14
E-911	\$ 96,947.76	\$ 6,786.27	\$ (7,172.28)	\$ 96,561.75
KCC Facilities Corp	\$ 18,211.88	\$ -	\$ -	\$ 18,211.88

Dave Hornung moved to approve the Treasurer's November Report, seconded by Gary Koop. The motion was carried by unanimous vote.

## **CORRESPONDENCE**

The Board of County Commissioners sent condolence cards to Nikkie Halde and Kim Schallenberger.

## **EMPLOYER'S UNITY ANNUAL REPORT**

The Board of County Commissioners reviewed the Employer's Unity Annual Report with the comparison of the years from 2011 to 2015. The five year total premium was \$3,624.00 with \$148,436.91 in claims. Kit Carson County won claims that would have amounted in \$138,429.21 and losses of \$9,187.37 for the five years. The savings for Kit Carson County for the five years has been \$135,625.54.

## **OFFICE WORKS – COPIER MAINTENANCE AGREEMENTS**

Dave Hornung moved to sign the Copier Maintenance Agreements for the Kit Carson County Board of County Commissioners in the Administration Office with Office Works for the Ricoh MPC6033 color copier, seconded by Gary Koop. The motion was carried by unanimous vote.

Dave Hornung moved to sign the Copier Maintenance Agreement for the Health & Human Services with Office Works for the Ricoh MP5500SP copier, which is the repurposed copier from the Administration Office. The motion was seconded and carried by unanimous vote by Gary Koop.

**MOU WITH BURLINGTON FIRE DEPARTMENT**

The Board of County Commissioners table this item to the next meeting.

**PERFORMANCE WARRANTY – BEATTIE PIT**

Board of County Commissioners reviewed the Performance Warranty for the Beattie Pit, Permit No. M-1982-098. The Performance Warranty was signed by Kit Carson County Chairman Gary L Koop on December 10, 2015.

**PURCHASE ORDERS**

Dave Hornung moved to approve Purchase Order #122 for the Board of County Commissioners – Administration Office to Office Works for Copier Replacement Ink & Staples – Invoice #225319 for a total for \$911.54, seconded by Gary Koop. The motion was passed.

Dave Hornung moved to approve Purchase Order #123 for the Sheriff’s Department to Galls for Hi-lite Carrier (BP Vest) – Invoice #004455052 for a total for \$690.99, seconded by Gary Koop. The motion was passed.

**CCI VOTING PROXY FOR 2016**

The Board of County Commissioners table this item to the next meeting.

**VETERAN LETTER - SCHAAL**

The Board of County Commissioners signed a letter of condolence for Rudy Schaal as a Kit Carson County Military Veteran.

**BOARD MEETING APPOINTMENT LETTERS**

The Board of County Commissioners sent letters for the Planning Board reappointments and Royalty Appointment.

**NEXT ERA BOND**

Gary Koop reported that he is waiting to hear from Next Era about the repairs for County Road 55. It was agreed not to sign the release until the repairs are completed and paid for.

**2016 BID REVIEWS FOR GRADERS**

The Board of County Commissioners reviewed bids for the graders for 2016 from Caterpillar and HONNEN.

**15-048**

**RESOLUTION FOR AMBULANCE FUND TRANSFER PER 2015 BUDGET**

The Board of County Commissioners reviewed the fund transfer of \$87,171.00 of funding to support Ambulance Fund with a transfer from the General Fund.

Dave Hornung moved to approve Resolution 15-049 to transferring \$87,171.00 of funding to the Kit Carson County Ambulance Funds from the County General Fund. The motion was seconded and 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 9<sup>th</sup> day of December, there were present:

- Gary Koop..... Chairman
- Dave Hornung .....Commissioner
- Susan Corliss ..... County Clerk
- Paula Weeks.....Administrator

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

**RESOLUTION TRANSFERRING \$87,171.00 OF FUNDING TO THE KIT CARSON COUNTY AMBULANCE FUNDS FROM THE COUNTY GENERAL FUND.**

**WHEREAS**, the 2015 Kit Carson County Budget was adopted and appropriated on December 17,2014, and;

**WHEREAS**, this budget included \$87,171.00 of funding to support Ambulance Fund, and;

**WHEREAS**, the Kit Carson County Ambulance Service receives it funds from transfers in from the County General Fund, then;

**NOW THEREFORE** be it resolved that the Board of County Commissioners of the County of Kit Carson hereby request the Treasurer to transfer \$87,171.00 into the Kit Carson County Ambulance Fund, 0055.0800 from County General Fund 0020.0800

**BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE IMMEDIATELY THIS 9th day of December, 2015.**

**DONE THIS** 9th day of December, 2015, at Burlington, Colorado.

Motion made by Dave Hornung seconded by Gary Koop.

Motion carried.

Board of County Commissioners

By: [Signature]  
Gary Koop, Chairman

By: [Signature]  
Dave Hornung, 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 9th day of December, 2015.

Susan Corliss  
Susan Corliss, County Clerk



**REVIEW COMMUNITY BUDGET REQUESTS:**  
**RURAL PHILANTHROPY DAYS**

The Board of County Commissioners reviewed the request for \$2,000 for the Rural Philanthropy Days that will be added in the 2016 Budget.

**ORANGE SHEETS**

The Board of County Commissioners reviewed the Orange Sheets for Nancy Gilley, Kyle James Taylor, Josh Rodriguez, Joshua Hall, Chad Pace, and Soraya Frank.

Dave Hornung moved to approve the New Hire Orange Sheet for Nancy Gilley with the Clerk & Recorder's Office at \$12.98/hr.- Annual Salary of \$27,000.00/yr. full time with benefits on a trial period ending June 15, 2016, which is a Grade 27 Step 0 as Non-Exempt and Ineligible for a January 1 Raise. The motion was seconded and carried by unanimous vote by Gary Koop.

Dave Hornung moved to approve the New Hire Orange Sheet for Kyle James Taylor for the Sheriff Department in the Jail at \$13.22/hr.- Annual Salary of \$27,500.00/yr. full time with benefits on a trial period ending June 14, 2016, which is a Grade 27 Step 5 as Non-Exempt and Ineligible for a January 1 Raise. The motion was seconded and carried by unanimous vote by Gary Koop.

Dave Hornung moved to approve the New Hire Orange Sheet for Josh Rodriguez with the Grounds and Buildings Department at \$14.54/hr.- Annual Salary of \$30,250.00/yr. full time with benefits on a trial period ending June 1, 2016, which is a Grade 30 Step 25 as Non-Exempt and Ineligible for a January 1 Raise. The motion was seconded and carried by unanimous vote by Gary Koop.

Dave Hornung moved to approve the Raise Orange Sheet for Joshua Hall with Solid Waste from the present \$12.06/hr.- Annual Salary of \$25,084.80/yr. to the raised \$14.42/hr.- Annual Salary of \$30,000.00/yr. full time with benefits, which is a Grade 30 Step 0 as Non-Exempt and Ineligible for a January 1 Raise. The motion was seconded and carried by unanimous vote by Gary Koop.

Dave Hornung moved to approve the Raise Orange Sheet for Chad Pace with Road & Bridge District #2 from the present \$13.65/hr.- Annual Salary of \$28,383.06/yr. to the raised \$14.42/hr.- Annual Salary of \$30,000.00/yr. full time with benefits, which is a Grade 30 Step 0 as Non-Exempt and Ineligible for a January 1 Raise. The motion was seconded and carried by unanimous vote by Gary Koop.

Dave Hornung moved to approve the Raise Orange Sheet for Soraya Frank with Health and Human Services from the present \$16.22/hr.- Annual Salary of \$33,738.54/yr. to the raised \$16.71/hr.- Annual Salary of \$34,750.00/yr. full time with benefits, which is a Grade 34 Step 75 as Non-Exempt and Ineligible for a January 1 Raise. The motion was seconded and carried by unanimous vote by Gary Koop.

#### **ECCOG BUS**

The new ECCOG bus was delivered last week. The old bus will be repurposed or put on an upcoming sale.

#### **BEST & BRIGHTEST PROGRAM**

Paula Weeks met with a person that went through the Best & Brightest Program.

#### **VITAL RECORDS OFFICE COMPLETED AUDIT WITH CDPHE**

The Vital Records Office was audited by the Colorado Department of Public Health & Environment for the application audit of 2015. The Kit Carson County Vital Records Office received a score of 100% on this audit.

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

The Board of County Commissioners reconvened at 1:00 p.m. Those present were Gary Koop, Dave Hornung, Paula Weeks, Susan Corliss, Kerry Korsvold, and James Bradley.

#### **INTRODUCTORY MEETING WITH MAYOR KORSVOLD AND NEW CITY ADMINISTRATOR JAMES BRADLEY**

Mayor Kerry Korsvold introduced James Bradley as the new City Administrator of Burlington to the Board of County Commissioners.

## **KATIE KIRBY – VALE CONTRACT SIGNING**

Katie Kirby and Tom Ridnour reviewed the details of the 2016 13<sup>th</sup> Judicial District VALE Grant Program. The amount awarded is very close to the amount requested in the application. Katie explained the approach during the presentation that compared the decrease in the funding compared to the increase of the cases for the past few years.

Dave Hornung moved to sign the 2016 13<sup>th</sup> Judicial District VALE Grant Program to accept the \$16,000.00 award. The motion was seconded and carried by unanimous vote by Gary Koop.

The Board of County Commissioners meeting adjourned at 2:20 p.m.

**December 9, 2015**

## **Public Health & Human Services Agenda**

*This Agenda is subject to addition/correction & final approval.*

### **Action Items:**

- Immunization contract
- Merit System Certification
- Human Services 2014 Cost Allocation Plan

### **Personnel update:**

- SEP (Single Entry Point) internal transfer request
- Nursing applicant consideration for compensation

### **Transition/Interim Plan**

- Team:
  - Public Health: Dee Kaster & Dawn James
  - Human Services: Shelley Hornung & Alissa James
  - Finance team members: Doug Satterly & Nikki Halde

### **Purchase Order approval:**

### **Other:**

The Board of Public Health meeting was called to order by Chairman Gary Koop at 2:25 PM. Those present were Gary Koop, Dave Hornung, Paula Weeks, Susan Corliss, and Kindra Mulch.

## **IMMUNIZATION CONTRACT**

Kindra explained that there were some incorrect dates in the Immunizations Master Contract that was signed on January 12, 2012, and the Task Order Contract dated November 5, 2014. The State promises to increase the amount of funds to be paid by \$11,454.00 for a renewal term of one year ending on December 31, 2016.

Dave Hornung moved to sign the corrected Immunization Contract. The motion was seconded and carried by unanimous vote by Gary Koop.

## **MERIT SYSTEM CERTIFICATION**

Kindra advised the Board of County Commissioners to review and sign the Merit System Certification that is due by January 1<sup>st</sup>. This certification is a required federal requirement that looks at items like the county's step and grade. This item was tabled to the next meeting.

**HUMAN SERVICES 2014 COST ALLOCATION PLAN**

Kindra presented the 2014 Cost Allocation Plan that was prepared with Holscher, Mayberry, & Company, LLC to the Board of County Commissioners

Dave Hornung moved to sign the Human Services 2014 Cost Allocation Plan. The motion was seconded and carried by unanimous vote by Gary Koop.

**SEP (SINGLE ENTRY POINT) INTERNAL TRANSFER REQUEST**

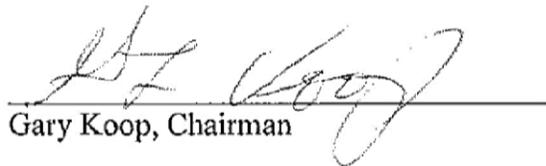
Kindra discussed the possibility of an internal transfer of a current employee to the Single Entry Point position. If this would be a possibility, the advertisement would be made in a general form instead of a specific position. The Board of County Commissioners approved the change in advertisement.

**NURSING APPLICANT CONSIDERATION FOR COMPENSATION**

Kindra expressed the need to increase the minimum wage for the nursing applicants since the current \$21/hour is far below other nursing positions in the county; her suggested minimum wage would be \$27/hour.

Kindra Mulch informed the Board of County Commissioners that the cracks in the parking lot have already been filled in with millings by Jason Richardson and Josh Rodriguez. The office staff is extremely appreciative of the upgraded copier.

Meeting adjourned at 4:10 p.m.

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

  
\_\_\_\_\_  
Date