

# KIT CARSON COUNTY COMMISSIONERS

## MINUTES JANUARY 27, 2016

8:00 AM WORK SESSION – INCLUDING CONSENT AGENDA ITEMS  
10:00 AM RON RUBY – CONCRETE AT THE LANDFILL  
10:30 AM ANNUAL JAIL TOUR FOR THE COMMISSIONERS  
MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE;  
REVIEW & APPROVE CONSENT AGENDA ITEMS  
11:00 AM JEFF CURE – COUNTY ATTORNEY WEEKLY MEETING  
12:00 PM LUNCH  
1:00 PM KIM SCHALLENBERGER – REGIONAL EMS CONCEPT  
2:00 PM DOUG SATTERLY – PUBLIC HEALTH PURCHASE ORDERS, NEW HIRE REQUEST  
2:30 PM SHELLEY HORNUNG – DHS – FINANCIALS, REVIEW TANF PLAN, CASELOAD REPORT  
3:30 PM BURLINGTON CHAMBER – DISCUSS JUNE BULL RIDE EVENT  
4:00 PM ~~KRISTINA RICHARDSON – USE OF FAIRGROUNDS~~  
5:00 PM ADJOURN

### CONSENT AGENDA:

- Minutes – January 20, 2016
- Accounts Payable
- Payroll
- Side Items

### NEW ITEMS:

- Office Works – Copier Maintenance Agreement – Sheriff’s Copier
- January VSO report
- Community Ambulance Licenses
- The Bar – Liquor License
- CTF Resolution
- HUTF

### PURCHASE ORDERS:

- #150 – Dell Computers – Clerk’s Office
- #151 – Daniel Electric – Sally Port Gate
- #152 – Motorola Radios – Sheriff
- #153 – R&S – Family Planning Supplies
- #154 – Cura Script – Family Planning Supplies

### MONTHLY REPORTS:

### OLD ITEMS:

### PERSONNEL ITEMS:

- Orange Sheet – Move Borchert from Jail to Deputy

### FYI:

### TABLED:

- Waiting on Burlington Fire Department to return full executed MOU (it is signed)

The Board of County Commissioners was called to order by Chairman Cory Wall at 10:15 A.M. in the Kit Carson County Courthouse Board of County Commissioners Room. Cory Wall led the American Pledge of Allegiance. Those present were Cory Wall, Gary Koop, Dave Hornung, Paula Weeks, and Susan Corliss.

### CONSENT AGENDA

The Board of County Commissioners reviewed the following items: Minutes of January 20, 2016, Payroll, and Accounts Payables.

Dave Hornung moved to approve minutes of January 20, 2016, and to pay the Accounts Payables and Payroll, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**OFFICE WORKS – COPIER MAINTENANCE AGREEMENT – SHERIFF’S COPIER**

Dave Hornung moved to sign the Copier Maintenance Agreement with Office Works for the Kit Carson County Sheriff’s Department for the Ricoh 2020DSPF Copier, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**JANUARY VSO REPORT**

The VSO January Report was presented to the Board of County Commissioners to be reviewed. There were 3 telephone calls, 2 office visits, and 2 VTF requests with a total of \$540.65 in salary on the report.

Dave Hornung moved to approve VSO January Report, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**COMMUNITY AMBULANCE LICENSES**

The Board of County Commissioners reviewed the documentation on four ambulances for the Community Ambulance Service for the 2016 Ambulance Certification.

Dave Hornung moved to approve certification for Community Ambulance Service located at Seibert - Basic Life Support KC-5, at Arriba - Basic Life Support KC-6, and at Flagler - Basic Life Support KC-7 and KC-8 upon receipt of the final paperwork, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**THE BAR – LIQUOR LICENSE**

The Board of County Commissioners received the new Liquor License from the Colorado Department of Revenue – Liquor Enforcement Division for The Bar owned by Starla Walkinshaw and Amanda Walkinshaw. The property will need to be inspected prior to the first opening per the application. The license will expire on December 21, 2016.

Dave Hornung moved to sign The Bar county liquor license with the understanding that the property will be inspected prior to opening, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**CTF RESOLUTION**

**16-045**

**RESOLUTION TO CORRECT AN AUDITOR ADJUSTING ENTRY THAT WAS TAKEN OUT OF THE CONSERVATION TRUST FUND IN 2011**

Dave Hornung moved to approve Resolution 16-045 to have the County Treasurer transfer \$4,921.64 from the General Fund 0020.0800 to the Conservation Trust Fund 0090.0800 to correct the auditor adjusting entry in 2011, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

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 27th day of January, 2016 there were present:

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

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

**A RESOLUTION TO CORRECT AN AUDITOR ADJUSTING ENTRY THAT WAS TAKEN OUT OF THE CONSERVATION TRUST FUND IN THE 2011**

**WHEREAS**, a journal entry of \$4,921.64 was transferred out of the Conservation Trust Fund and moved back to the General Fund to align the Administration Office Financials with the County Treasurer's Financials; and,

**WHEREAS**, no proof of eligible expenditures is available to substantiate this transfer and therefore, must be repaid to the Conservation Trust Fund.

**NOW THEREFORE**, be it resolved by the Board of County Commissioners of Kit Carson County that the County Treasurer transfer \$4,921.64 from the General Fund 0020.0800 to the Conservation Trust Fund 0090.0800 to correct this error.

**BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE IMMEDIATELY THIS 27th day of January, 2016.**

**DONE THIS 27<sup>th</sup> day of January, 2016, at Burlington, Colorado.**

Motion made by Dave Hornung seconded by Gary Koop.

Motion carried by unanimous vote of Cory Wall.

Board of County Commissioners

By: Cory Wall  
Cory Wall, Chairman

By: Dave Hornung  
Dave Hornung, Commissioner

By: Gary Koop  
Gary Koop, 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 27th day of January 2016.

Susan Corliss  
Susan Corliss, County Clerk



**HUTF CERTIFICATION**

The Board of County Commissioners reviewed the changes in the roads for the county. There are 1,444.29 miles of arterial streets, 682.03 miles of local streets, 2,162.32 total miles of H.U.T. eligible streets, 83.66 miles of non H.U.T. eligible streets – Maintained by others, and 162.78 miles of non H.U.T. eligible streets – Not maintained as of December 31, 2015.

Dave Hornung moved to approve the HUTF Certification, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

## **PURCHASE ORDERS**

### **Purchase Order #150**

Gary Koop moved to approve Purchase Order #150 for the Clerk & Recorder's Office to Dell for Recording Hardware including server for \$9,921.21 Quote #723266905 and workstations and scanner for \$10,314.10 Quote #1023046664349.1 for a total of \$20,235.31, seconded by Dave Hornung. The motion was carried by unanimous vote of Cory Wall.

### **Purchase Order #151**

Gary Koop moved to approve Purchase Order #151 for the Grounds & Buildings to Daniel Electric for Sally Port Gate repairs for a total of \$4,900.00 Quote #4157, seconded by Dave Hornung. The motion was carried by unanimous vote of Cory Wall.

### **Purchase Order #152**

Gary Koop moved to approve Purchase Order #152 for the Sheriff's Department to Motorola for 7 APX 6000 Radios with chargers and mics for a total of \$18,755.03 Quote #QU000348572, seconded by Dave Hornung. The motion was carried by unanimous vote of Cory Wall.

## **NEW AMBULANCE CHANGES**

Breanna Lightle presented a quote for changes that she would like in the new ambulance including LED lights inside instead of standard lights, bucket seats with 4 point harness instead of a bench with 3 point seat belts.

Dave Hornung moved to approve the changes in the new ambulance for a total cost of \$320.00, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

## **ORANGE SHEET – PATRICK BORCHERT**

The Board of County Commissioners reviewed the Job Change Orange Sheet for Patrick Borchert from the Jail to Sheriff Patrol.

Dave Hornung moved to approve the Job Change for Patrick Borchert to Sheriff Patrol remaining at the full time Non-Exempt employee with benefits at Grade 27 Step 5 at \$13.22 per hour for an annual wage of \$27,500.00, which has a six month Trial Period ending July 1, 2016, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

## **ANNUAL JAIL TOUR FOR THE COMMISSIONERS**

Sheriff Tom Ridnour and Deputy Carl Mullis provided a tour of the county jail for the Board of County Commissioners – Cory Wall, Dave Hornung, Gary Koop, Susan Corliss and Peggy Dunlap.

## **JEFF CURE – COUNTY ATTORNEY WEEKLY MEETING**

Jeff Cure and Dain Barnett reported that the MOU with the Goodland Ambulance Service is almost ready to present to Duane Wright.

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

The Board of County Commissioners reconvened at 1:00 p.m. Those present were Cory Wall, Gary Koop, Dave Hornung, Paula Weeks, Susan Corliss, Kim Schallenberger, Nicole Richards, Rob Handley, and Breanna Lightle.

### **KIM SCHALLENBERGER – REGIONAL EMS CONCEPT**

Kim Schallenger presented an update on the Regional EMS Concept to the Board of County Commissioners. Rob Handley presented the estimate to fund a regional ambulance service. This plan would provide five ALS 24/7 crews that would cover the Cheyenne, Kit Carson, and Lincoln Counties. The next stage would be creating a committee of all three counties to determine the details and feasibility.

### **ROBERT BLEDSOE – EASEMENT FORMS**

Robert Bledsoe expressed the need to improve the county easement forms that are available on the website because they don't flow and are hard to fill out. The Board of County Commissioners explained that the county lawyer is working on new forms for the county.

The Board of County Commissioners recessed at 2:10 p.m.

The Board of Public Health was called to order by Chairman Cory Wall at 2:15 P.M. in the Kit Carson County Courthouse Board of County Commissioners Room. Those present were Cory Wall, Gary Koop, Dave Hornung, Paula Weeks, Susan Corliss, Dawn James and Doug Satterly.

### **PUBLIC HEALTH PURCHASE ORDERS, NEW HIRE REQUEST**

#### **Purchase Order #153**

Gary Koop moved to approve Purchase Order #153 for the Public Health to R&S for various Family Planning Supplies for a total of \$2,746.81, seconded by Cory Wall. The motion passed with Dave Hornung voting against it.

#### **Purchase Order #154**

Gary Koop moved to approve Purchase Order #154 for the Public Health to Cura Script for Nexplanon Family Planning Supplies for a total of \$1,820.00, seconded by Cory Wall. The motion passed with Dave Hornung voting against it.

Dawn James and Doug Satterly presented the need to renegotiate the contract with the Family Planning for Nurse Family Practitioners for Glenda Kinkle and Erin Mellot with the new rate and other areas remaining the same to the Board of County Commissioners.

Gary Koop moved to sign the updated Family Planning Contracts for 1 day per month at \$55.00 per hour with Glenda Kinkle and Erin Mellot, seconded by Cory Wall. The motion passed with Dave Hornung voting against it.

Dawn James request the opportunity to interview a person for a part-time nurse position. The Board of County Commissioners ask about the need for this position and then approved the interview.

Doug Satterly presented the MOU between Pikes Peak Area Council of Governments and Colorado Association of Area Agencies on Aging regarding the Colorado Health Foundation grant fund. This contract was from July 1, 2015 through June 30, 2016 and was not received by the state so the grant funds have not been sent to Kit Carson County.

Dave Hornung moved to sign the Colorado Health Foundation grant fund with updated contact information, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**DHS – FINANCIALS, REVIEW TANF PLAN, CASELOAD REPORT**

Nikki Halde presented the December Financials for Human Services. The present assets are \$299,102.53 with liabilities of \$94,920.20 and reserves of \$204,102.53. The Child Care Allocation program is under budget at this time because the qualified providers are full even though there are families in need of this service.

Shelley Hornung presented the Ongoing Workload Report for December 2015.

New Applications	47	Redeterminations	49
<b>Ongoing Workload</b>			
<b>Program</b>	<b># Cases</b>	<b>#Individuals</b>	<b>\$ Issuance</b>
Aid to Needy Disabled	14	14	\$ 6,416.20
Colorado Works	20	69	\$ 7,454.00
Food Assistance	270	618	\$65,807.00
Old Age Pension	28	28	\$13,764.81
<b>Medical</b>			
Medicaid < 21		1,044	
Medicaid 21 and over		939	
CHP+		153	
LTC Nursing Home		<u>16</u>	
Total		2,152	
<b>LEAP</b>	90 approved	39 denied	19 pending \$23,807.79

LEAP has been contracting with Goodwill for this year. This has worked well for timely filling reports but there are some residents that are getting denied because they fail to get all the necessary forms. Shelley would suggest to remain with LEAP/Goodwill as an out-source while providing support to individuals that need help in submitting.

Dave Hornung moved to sign the Economic Security/Food and Energy Assistance (LEAP) Memorandum of Understanding #OM-FEA- 2016-001 with the Colorado Department of Human Services to begin October 1, 2016, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

The Board of Public Health was adjourned.

The Board of County Commissioners reconvened at 3:00 p.m. Those present were Cory Wall, Gary Koop, Dave Hornung, Paula Weeks, and Susan Corliss.

**SUSAN CORLISS – RECORDING SURCHARGE C.R.S 30-10-421**

Susan Corliss expressed the need to track the Recording Surcharge that started on July 1, 2004, that should be in a separate, segregated account. By the figures in the Clerk and Recorder’s Office, there should be over \$29,500.00 in this account to apply to the new recording system. The Clerk’s and Treasurer’s Office will review this account to determine the actual amount.

**ECCOG – SERVICE CONTRACT**

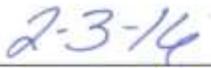
Dave Hornung moved to sign the District Service Contract with the East Central Council of Local Governments’ Outback Express for service beginning January 1, 2016 through December 31, 2016 to reimburse Kit Carson County an estimated \$7,500 and 50% of the monthly transit service cost for Vona/Seibert, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**BURLINGTON CHAMBER – DISCUSS JUNE BULL RIDE EVENT**

The Burlington Chamber of Commerce, represented by Jenna Zimbelman, presented their proposal to have a June Bull Riding Event at the Kit Carson County Fairgrounds on June 18, 2016. The Chamber looked at increasing the food vendors, adding local entertainment in the afternoon, relocating the stage and the beer garden. Kris Kline and Luis Rosa of CCA stated there would be four to seven volunteer staff members to provide security/customer services during the event with the Sheriff’s department being contacted if needed. Ken Viken will be contacting Sheriff Tom Ridnour about the event and changes. The Board of County Commissioners confirmed that no alcohol will be allowed in the grandstands for any event and the “beer garden” be contained in a fenced area.

The Board of County Commissioners adjourned at 4:30 p.m.

  
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Cory Wall, Chairman

  
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Date