

KIT CARSON COUNTY COMMISSIONERS
MINUTES
FEBRUARY 17, 2016

8:00 AM WORK SESSION – INCLUDING CONSENT AGENDA ITEMS
10:30 AM MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE;
REVIEW & APPROVE CONSENT AGENDA ITEMS
11:00 AM JEFF CURE – COUNTY ATTORNEY
12:00 PM LUNCH
1:00 PM DELLA CALHOON – UPDATES ON OEM ITEMS
3:00 PM AMBER B – KCC HEALTH DISTRICT – HOSPITAL BOARD OPENINGS
5:00 PM ADJOURN

CONSENT AGENDA:

- Minutes – February 10, 2016
- Accounts Payable
- Side Items

NEW ITEMS:

- March 2 – EOC Exercise – Regular Board meeting that day?
- Sub-Division Exemption

PURCHASE ORDERS:

- #162 – McKesson – Epi-Pens \$600.00
- #163 – C&C Autobody – \$658.05
- #164 – Stratton Equity – Tires - \$1,421.00

MONTHLY REPORTS:

- Admin Financials – *tabled to next meeting*

OLD ITEMS:

- Review Strategic Plan
- COSI Support Letters – *tabled to next meeting*

PERSONNEL ITEMS:

FYI:

- What does being healthy meal to you and your community? Share your story and join the new Foundation President and CEO of The Colorado Health Foundation, Karen McNeil-Miller, as she embarks across Colorado to hear from grantees, community residents and leaders about the perspective on health. Register to attend an event near you.
 - Monday, February 22
 - Kiowa – 10:30 a.m. to 11:30 a.m.
 - Limon – 2:00 p.m. to 3:00 p.m.
 - Tuesday, February 23
 - Burlington – 9:00 a.m. – 10:00 a.m.
- RSVP – www.ColoradoHealth.org/COTourReg
- Learn more about the tour at www.coloradohealth.org/COTour

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 10:30 A.M. in the Kit Carson County Courthouse Board of County Commissioners Room. The Pledge of Allegiance was said. 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 February 10, 2016, and Accounts Payables.

Dave Hornung moved to approve minutes of February 10, 2016, and to pay the Accounts Payables, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

VETERAN LETTER - BAKER

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

MOU-LINCOLN COUNTY-ENVIRONMENTAL HEALTH

The Board of County Commissioners reviewed the MOU with Lincoln County for Environmental Health/Consumer Protection for January 1, 2016 to December 31, 2016. The purpose of the this MOU is what will be charged to Lincoln County for services provided by Kit Carson County HHS for Environmental Health with the Public Health Specialist.

Dave Hornung moved to sign MOU with Lincoln County for Environmental Health/Consumer Protection for January 1, 2016 to December 31, 2016, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

MOU-LINCOLN COUNTY-WIC AND FAMILY PLANNING

The Board of County Commissioners reviewed the MOU with Lincoln County for WIC and Family Planning for January 1, 2016 to December 31, 2016. The purpose of the this MOU is what will be charged to Lincoln County for services provided by Kit Carson County HHS for WIC and Family Planning

Gary Koop moved to sign MOU with Lincoln County for Family Planning and WIC, seconded by Cory Wall. The motion carried with Dave Hornung voting against it.

SUB-DIVISION EXEMPTION - CRAIG

Subdivision Exemption for Chris and Dawn Craig of a 4.19 +/- acre tract in South Half of Section 19, Township 6, Range 46. Gary Koop made motion to approve the Subdivision Exemption for Chris and Dawn Craig, seconded by Dave Hornung. Motion carried by unanimous vote of Cory Wall.

PURCHASE ORDERS

Purchase Order #162

Gary Koop moved to approve Purchase Order #162 for Ambulance Department to McKesson for Epi-Jr Pens for a total of \$600.00 Invoice #1962, seconded by Dave Hornung. The motion was carried by unanimous vote of Cory Wall.

Purchase Order #163

Gary Koop moved to approve Purchase Order #163 for Sheriff's Department to C&C Autobody and Glass for Bumpers for a 2014 Ford F-150 Pickup for a total of \$658.05 Invoice #1136, seconded by Dave Hornung. The motion was carried by unanimous vote of Cory Wall.

Purchase Order #164

Gary Koop moved to approve Purchase Order #164 for Sheriff's Department to Stratton Equity CO-OP for Tires for a 2015 F-150 Ford Pickup for a total of \$1,421.00 Ticket #4130716, seconded by Dave Hornung. The motion was carried by unanimous vote of Cory Wall.

REORGANIZATION CORRECTIONS:

Gary Koop moved to add the following committees of Health Advisory Board and KCC 911 Advisory Board to the 2016 Reorganization Committee List that were left out of the January

12, 2016 minutes and that Dave Hornung will serve of the KCC 911 Advisory Board, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

HEALTH ADVISORY BOARD

Daymond Dietrich	Dawn James	Jeff Shean	Fred Trimmer
Kim Henry	Liz Pautler	Elaine Thompson	

KCC 911 ADVISORY BOARD

Tom Ridnour	Kit Carson County Sheriff, Chairman
Mark Weber	Burlington Fire, Vice Chair
Breanna Lightle	KCCEMS, Secretary
Barry Romans	Burlington PD
Randy Fagerlund	Community Ambulance Service
Non-Voting Members	
Shawn Franz	KCC Dispatch
Dave Hornung	KCC BOCC
Della Calhoon	KCC OEM

REVIEW STRATEGIC PLAN

The Board of County Commissioners reviewed the 2016 Strategic Plan.

Dave Hornung moved to approve the 2016 Strategic Plan as attached, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

See attachment

MOU BURLINGTON FIRE DEPARTMENT

The Board of County Commissioners received the fully executed copy of the MOU with the Burlington Volunteer Fire Department concerning the Kit Carson County ambulances.

JEFF CURE-COUNTY ATTORNEY-WEEKLY MEETING

Jeff Cure updated the Board of County Commissioners on several items that he has been working on.

The Board of County Commissioners recessed at 11:50 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, and Susan Corliss.

DELLA CALHOON – UPDATES ON OEM ITEMS

There is Federal FEMA money that could be used for video conferencing equipment including a smart television mounted in the Ambulance Building for trainings and emergencies. If this purchase is approved by FEMA, it will be a 100% reimbursement. Katrina Trobee will get quotes for the necessary items.

Della Calhoon has been working on the Storm Ready plan/agreement that needs to be updated every three to five years. When the plan is updated, a representative from NOAA will go over it and check areas in the county like the Sheriff's Dispatch Room.

The Town of Seibert has been approached about doing a Full-Scale Tornado Event for Kit Carson County. Della feels that the town should be involved in planning the event to see what it will take to not only plan but needs to happen during an emergency. She will be contacting the volunteer fire department, Community Ambulance Service and Superintendent Michael Warren in working on the exercise. The Hi-Plains High School restrooms are designated as tornado shelters, so the students would be kept in place for drills and practice events.

OFFICE WORKS – EXTENSION OFFICE COLOR COPIER

Gary Koop moved to sign the Office Works contract for Extension Office MPC4503 Color Digital Copier effective date of February 17, 2016 to February 16, 2017, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

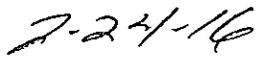
AMBER BRAKE – KCC HEALTH DISTRICT – HOSPITAL BOARD OPENINGS

Amber Brake called into to share with the Board of County Commissioners the self-nomination process for the six open positions of the Kit Carson County Health District Advisory Board. Amber indicated that the district is looking for a new doctor to replace Dr. Pham. The KCCHD is in a better financial position than it was at the end of 2014.

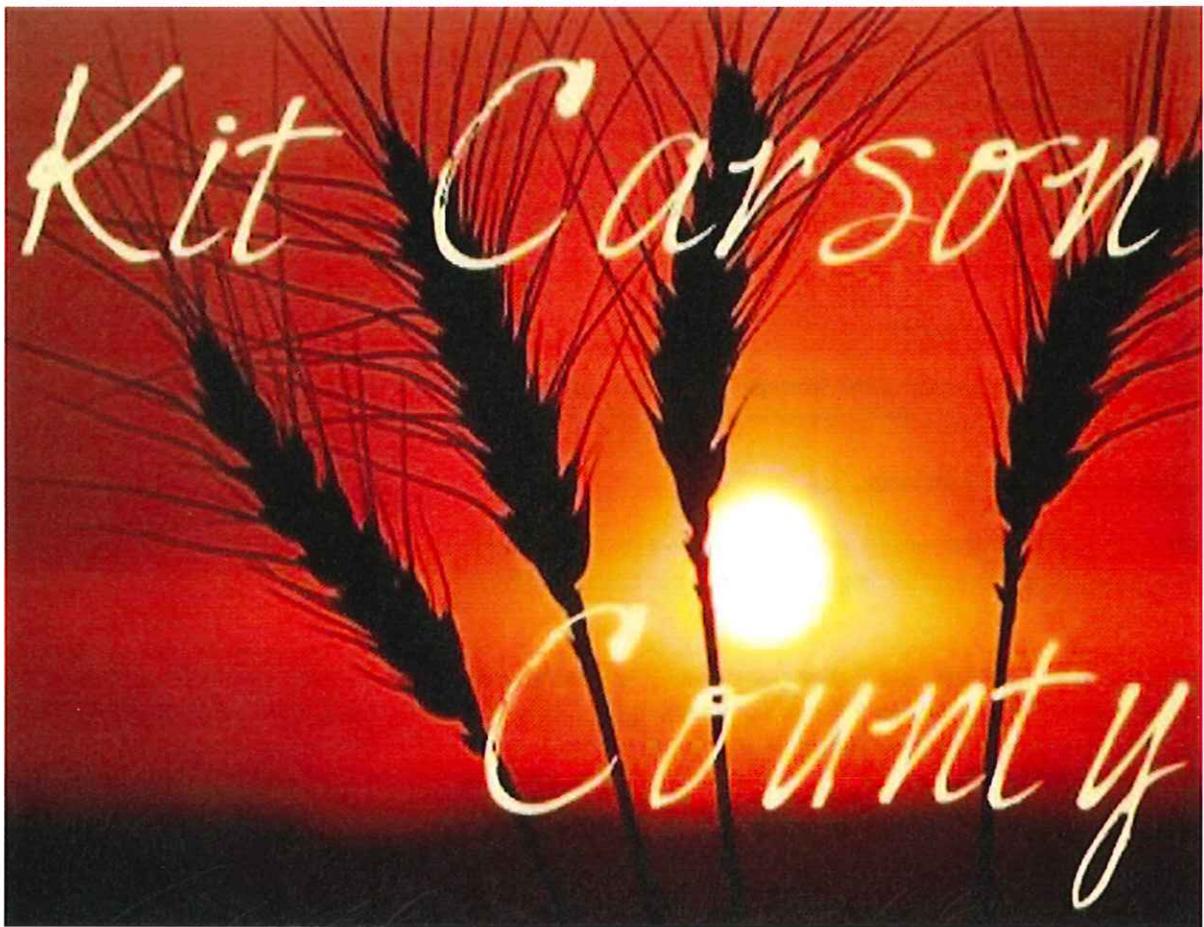
The Board of County Commissioners adjourned at 3:20 p.m.



Cory Wall, Chairman



Date

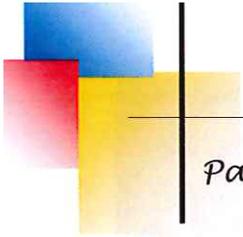


2016 STRATEGIC PLAN

February 17, 2016

251 16th St.

Burlington, CO 80807



Paula S. Weeks, Administrator

Kit Carson County
P.O. Box 160
Burlington, CO 80807
Phone: 719-346-8133 ext 220
Fax 719-346-7242

2016 Strategic Plan Message

February 12, 2016

Dear Board of County Commissioners:

2015 showed many positive benefits of the Strategic Plan for Kit Carson County. This letter includes some highlights of the accomplishments we made during our third year of the strategic plan.

Notable Projects & Accomplishments:

Kit Carson County (KCC) continues to move forward as a responsive and responsible government, with an emphasis on being proactive instead of reactive. Highlights of our continued progress in 2015 included:

- ✚ The Road and Bridge received another grant from DOLA Energy Impact for \$356,000.00 which will allow the road and bridge crews to overlay another 5.4 miles of paved roads. This project was slated to be completed in 2015, but due to timing issues will be completed in the spring of 2016. This is outlined in the continually updated Strategic Plan that was begun in 2012.
- ✚ KCC EMS received grant funding for 90% cost of a new ambulance that will arrive sometime in 2016.
- ✚ KCC Public Health Department continues to assist our community with health promotions such as flu shot clinics, Women's Wellness checks, & Nurse Family Partnership. They have begun to accept most health insurance plans to bill directly for their services. The Public Health staff have been assisting the City of Burlington in their efforts to correct the high nitrate issue with their water.
- ✚ Severe winter weather brought several snow/ice storms to Kit Carson County in 2015, causing I-70 to close. Emergency Management helped to open shelters for traveler's throughout the county.
- ✚ The Board continues to provide full health insurance coverage for all full time employees with a \$2,500.00 deductible, for a maximum deductible per family of \$5,000.00. Since implementing this plan in 2012, the county has saved about \$924,000 in premium costs. Of that savings, 45% has been reimbursed to the employees for their out of pocket costs. This plan will continue in 2016 with no cost to the employee. The addition of the Health Savings Account (HSA) was well received by employees with 70% participation.
- ✚ The Sheriff's office continues to offer Courthouse Security which received full funding for 2 ½ staff for 2016 from the State of Colorado. No additional provisions were included in this grant.
- ✚ Dispatch services will continue to be provided to the City of Burlington for a reduced rate for a few years to aid them in their financial situation. The addition of a K-9 Unit has been a valuable asset to the county, aiding in multiple drug arrests.
- ✚ The reverse 911 system, Code Red, has proven a valuable asset for county citizens. This is a joint effort with Cheyenne and Lincoln counties, enabling us to use this service as a lower cost.
- ✚ The Solid Waste department has continued to aid the community with the addition of the commercial shredder.
- ✚ KCC continues to support community programs, such as the Kit Carson County 4-H program, Veteran's Service Officer, Senior Center meal sites, DDI, ECCOG, County Fair, PRCA Rodeo, SBDC, Northeast Colorado Bookmobile, Flagler Soil Conservation District, Burlington Soil Conservation District, Eastern Colorado Rural Philanthropy Days and other worthwhile efforts.

Issues:

- ❖ Kit Carson County works diligently to find alternative sources of funding to meet mandated requirements and programs without having to cause added burden to the taxpayer.
- ❖ Recruiting and training certified EMS staff. This issue will be addressed in the 2016 Strategic plan as KCC continues to plan for the future needs of the citizens of the county.
- ❖ State and Federal laws have tightened security measures which KCC must enforce.
- ❖ Staying abreast of the ever changing rules and regulations in the State's Motor Vehicle Department is a challenge. Electronic driver's license tests have been added to our DMV.
- ❖ The KCC board continues to strive for more effective representation of all Colorado Rural Counties at the State level.
- ❖ The Solid Waste department will be facing a cell closure in 2016 as well as opening a new cell. The costs associated with the closure and opening have been prepared for with the implementation of the Strategic Plan.

Taxes:

The overall County Mill Levy for 2015 taxes has been set at 37.967 mills based on the assessed valuation of \$154,589,494.00. Of the \$5,869,299.00 tax revenue generated, \$204,474.00 is immediately shared back to local municipalities to offset road and bridge maintenance in those cities and towns.

Intent:

The intent of the Board of County Commissioners is to continue to serve the citizens of the county as well as concerns on a state and federal level through strong fiscal responsibility and address local concerns. Furthermore, the board's intent is not to expand the role of local government, but to maintain our constitutional responsibilities within the county.

Services Provided:

The following services will be provided: General Government (County Clerk & Recorder, Treasurer, Assessor, Coroner & Administration), Public Safety (County Sheriff, Jail, Communications Center, Victim's Advocate, Security), Public Health, Solid Waste Management, Road & Bridge Maintenance, County Events Day, Community Programs, Emergency Assistance (Ambulance, E-911, and Emergency Management), Social Services and as always, responding to citizens' questions and needs.

Respectfully submitted,

Paula S. Weeks, Administrator

MISSION STATEMENT

**The mission of Kit Carson County
is to model excellence in local government
through accountability to the community,
and to strive daily to provide services
as a responsive body
to meet citizen needs and a quality of life.
We are dedicated to facilitating services
that provide public health,
well being, safety and
infrastructure to the citizens
of Kit Carson County,
while continually improving
and increasing our efficiency,
therefore maximizing our tax-payers dollars.**

GOAL: Annually carry over reserves of at least 25% of expenditures for one year.

PURPOSE: To build reserves to provide upcoming needs for Kit Carson County

PLAN:

- Hold budgets to amount determined annually by revenue
- Analyze & curb unnecessary expenditures

PROGRESS: 2015 year-end figures look good, but need proofed by auditor.



GOAL: Consider annual cost of living for employees

- Implement Salary Step and Grade Scale

PURPOSE: To help employees keep up with comfortable standard of living

- Will help employee morale as they will have a goal to work toward

PLAN: Annually analyze budget, review income and expenditures, review benefit program for employees

- Develop a fair step and grade scale for all employees in Kit Carson County
- Step and Grade does not always have to mean a step up in pay
 - if an employee does not pass the evaluation, they can be stepped down to a lower pay
- Performance Evaluations will be required
- 2016 Consider possibility of converting to a PTO plan vs. Annual/Sick Leave

NEEDS: Department Heads to do annual evaluations

PROGRESS:

- 2012 Step and Grade plan was implemented and evaluations were done for all employees.
- 2013 Step & Grade continued, evaluations continued.
- 2014 Cost of Living 3% approved
- Simplify scale in 2015 for 2016 – Done

GOAL: Fairgrounds improvements

PURPOSE: Updating the fairgrounds would make it a more useable for other entertainment and educational needs for county residents and groups such as 4-H/FFA Clubs, KCC Royalty & Cameron Lane horse therapy to name a few. This would also help the local economy

PLAN:

- Update all current restrooms
 - New tile, paint, lights
- Sound System for grandstands
- Add more power near beef barn
- Add wrought iron picket fence around Carousel
- Fix uneven sidewalks and paved area's that have become a tripping hazard
- Chip seal paved driveway into fairgrounds
- Replace broken drinking fountain
- Fair board intends to tear down the existing hog barn and build a new 80 x 100 building

3-5 YEAR PLAN:

- Arena lighting
- Show arena/ring
 - for horse show, livestock show and other educational activities
- Power and water for more hook ups in camping area
- Increase Stall size in Horse barn
 - Remove every other stall

NEEDS: Finances

- Conservation Trust Fund Money can be used for improving the fairgrounds
- GO-CO grant

PROGRESS:

- Conceptual design is currently being done gratis by CSU students for the show arena and extension office. COMPLETED
- GO-CO grant could be available for the lighting
- Grant money applied for show arena in 2013 –Private Foundation
 - This money was not received
- GO-CO grant money was applied for in 2015 for the above mentioned plan and was not received. This grant was resubmitted for the fall 2015 cycle. To be awarded in March of 2016.
- Successfully named as Enterprise Zone to be eligible for donations
 - \$10,000 received in 2012 for help with the new Crow's Nest
 - \$15,000 received in 2014 for help with updates – can be used as match money for Go-Co Grant
- Added 3 new port-a-coolers for horse, beef and Ag buildings
- Replaced exhaust fans in poultry barn

CLERK & RECORDER

GENERAL FUND

GOAL: DRIVES – new program for the Driver's License and Motor Vehicle departments of the State / staff training and new equipment

PURPOSE: Technology improvement and allowing the DL & MV to work together

PLAN: CLERK

Will be sending two or three staff members to Driver's License BOST training this during the Spring of 2017. This will allow all to assist customers that will need to take the drive.

- Licensing should be completed in 2017 for these staff members
- Recertification for the three staff members with BOST Certification will take place later in 2016 or early 2017.
- Cost for this will be time, travel and lodging for training

GOAL: Digitally Preserve Old County Files

PURPOSE: Digitize old documents and back file into the County Fusion recording system

PLAN: CLERK

Looking at converting older documents to a digital format that can be looked up on the current recording system.

- PropertyInfo has the capability of digitizing all county documents without the documents leaving the building.
- Estimated cost to digitally preserve documents from 1889 is approximately \$100,000.
- This project would be attempted in an odd year – possibly 2019 or 2021.

GOAL: Clean and Repair Clerk's Vault

PURPOSE: Repair, paint and re-carpet the Clerk's vault.

PLAN: CLERK

Repairs need to be made in the clerk's office vault, such as the falling ceiling and replacing the carpet.

- This goal is long term since this would require a lot of planning
- Cost of this project has not been estimated at this time.

ELECTIONS

GENERAL FUND

GOAL: New election equipment and training

PURPOSE: State Uniform Voting System coming in 2017

PLAN: ELECTIONS/CLERK

Secretary of State implemented a Uniform Voting System for the 2016 Elections. At this time, we would still be able to use our current equipment for the 2016 Elections. The estimated cost for the new Dominion election equipment, software, and training will be \$110,000.00.

PROGRESS: Elections

Currently the SOS has offered to pay for half of the training expense for counties that switch in 2016 or 2017, which will save approximately \$8,000.00 for the county.



EQUIPMENT REPLACEMENT PLAN

GENERAL FUND

GOAL: Establish some type of vehicle/equipment replacement plan

PURPOSE: Keeping vehicles/equipment until it falls apart becomes very costly.

NEEDS:

- ❖ All County Cars need to be rotated out on a schedule
- ❖ Heavy Use Copiers (from Office Works) will be reviewed annually so we can get them replaced every seven (7) years

PROGRESS:

- Sheriff's Department and Road & Bridge have implemented a plan to trade 1 vehicle per year and get the most value out of trade-in's while keeping vehicles current.
- Dispatch 911 system was updated in 2014



ASSESSOR

GENERAL FUND

GOAL: New office furniture and cabinets

PURPOSE: To update the office

PLAN:

NEEDS: Bids to add to the budget for 2017

PROGRESS:

OIL & GAS RESEARCH COST RECOVERY

GENERAL FUND

GOAL: Plan ahead for cost incurred by oil and gas research in Kit Carson County

PURPOSE: To bring more income to Kit Carson County

PLAN:

NEEDS:

PROGRESS: Assessor's office has software for mapping



INCREASED REPRESENTATION

GENERAL FUND

GOAL: Have more representation at state and federal government functions to help with counties burdensome regulations to help reduce cost of county government.

PURPOSE: To help fight strict regulations and to get more funding for county projects

PLAN:

- Appoint a commissioner to go to NACO sponsored events
- Appoint someone to represent County in Economic Development

NEEDS: To have more voice for our citizens

PROGRESS:

- ❖ In 2013, the idea was brought forward by Weld County to separate Eastern Colorado counties and form the 51st State. This idea was presented to Kit Carson County citizens on the 2013 ballot as to whether or not to pursue. The citizens voted to approve the process. This will be followed up in 2014 with legislation trying to get more senators and representatives for each county at the state level.
- ❖ Board met with Governor Hickenlooper on February 6, 2014 to discuss ideas for representation.
 - There was not enough time to get this on the 2014 ballot and it cannot be on the 2015 ballot
 - This will allow time for preparation efforts for it to be on the 2016 ballot.



EMERGENCY MANAGER

GENERAL FUND

GOAL: Equip EOC

PURPOSE: To handle full-blown emergency situations

PLAN: Get bids on telephone lines to add to the Ambulance shed for emergency situations

NEEDS: Smart Screen TV, additional training

GOAL: Implement a new infrastructure rebuilding plan to provide newer, modern County buildings.

PURPOSE: Current buildings are old and in need of updates, and/or replacement which have been neglected for years.

PLAN:

NEEDS:

- Courthouse
 - New windows needed throughout
 - Severe leakage has caused rain damaged in areas
 - Some seals are broken and need to minimally be recaulked
 - Carpet in both courtrooms needs replaced soon
 - More handicapped parking
 - Signage
 - Need something that would show each office & what each office does
 - Clerk/Elections/DMV
 - Treasurer – Taxes
 - Assessor
 - Probation
 - Courts
 - Admin/Commissioners/Finance/Vital Records
 - Courthouse North parking lot cracks need to be filled
 -
- District 2 shop

PROGRESS:

- Courthouse
 - Carpet in part of the big courtroom was replaced in 2015
 - Handicapped parking is up to code
 - Signage
 - Need something that would show each office & what each office does
 - Clerk/Elections/DMV – done
 - Treasurer – Taxes – done
 - New signs were made for the Directory Frames in the courthouse
- Generators:
 - All generators need to be check weekly to assure they work properly
 - Physically shutting everything down to trigger the generator should be done
 - See about Dispatch being able to receive messages when generators are tested and are not working

ADMINISTRATION OFFICE

GENERAL FUND

GOAL: Apply for DOLA's Best & Brightest Program

PURPOSE: To add temporary staff to the Admin office at half the cost

PLAN: DOLA will fund 50% of the salary for the 2-year

NEEDS: Work Plan due sometime around June

- Would be helpful to have some kind of a project, such as broadband or examine land use tax

PROGRESS:



INFORMATION TECHNOLOGY (IT)

GENERAL FUND

GOAL: Keep Servers, Phones and computer equipment up to date for the county

PLAN:

NEEDS:

- Microsoft exchange Server needs updated every 5 years, due in 2017 Cost \$22,000+/-
- Continually watch office computers to keep them current. There is a plan to replace all Microsoft XP's
- Swanson System in the Treasurer's office needs updated

PROGRESS:

- Quite a few of the XP's were replaced in 2015 and will continue in 2016



PUBLIC HEALTH & DHS ANNEX

PUBLIC HEALTH

GOAL: To keep the building in good shape and avoid repairs

PURPOSE: Cost saving

PLAN:

NEEDS:

- Repave parking lot
- New carpeting throughout building

PROGRESS:

- Grant for handicapped accessible doors was received and they were installed
 - Temporary fix is being done to fill cracks in parking lot
 - This is not holding through the winter, needs to be replaced with concrete

GOAL: Equipment replacement

PURPOSE: Our current equipment is getting old and outdated. Cot and Lifepak batteries are failing due to age and constant re-charging. Mileages on ambulances are increasing and the condition of our ambulances are getting beyond the point of being reliable – the costs of repairs are increasing due to increasing age and use of the ambulance. Self-loading cot would increase patient safety and decrease the chance of our crew getting injured while loading / unloading the patient. Radios are outdated and are a vital necessity to our crew being able to respond to calls. Another full time staff member would greatly enhance the coverage of call, thus being able to have a full crew at all times.

PLAN: Schedule a yearly replacement plan for equipment.

NEEDS: Finances, looking for grant money to replace

- (5) Lifepaks,
- (3) Battery operated suction
- Cot/Lifepak batteries (1) per year
- Ambulances
 - 1-2016
 - 1-2017
 - Replace one thereafter every 5 years
- Another full time staff member
 - Hopefully a paramedic

PROGRESS: Applied for EMTS Provider grant for purchasing an ambulance, cot, and Lifepak for FY16.

- Ambulance's are in the beginning stages of a replacement plan
 - 10% waiver grant was received for a new ambulance in 2016 with (1) Self-loading cot
And 2 lifepacks
 - Funds for radios was received for 2016 from FEMA
 - 10% waiver grant is being applied for a new ambulance for 2017

ROAD & BRIDGE, WEED & SOLID WASTE

2016 STRATEGIC PLAN

ONGOING GOALS

ROAD & BRIDGE

GOAL: Continual plan for upgrading roads and bridges

PURPOSE: To maintain current roads in good condition and to assure HUTF money from the state

PLAN: Do 2 miles of overlay and 2 miles of chip seal per year

NEEDS: Complete update to HUTF map with state for all county roads

PROGRESS: Ongoing



GOAL: Prepare scheduled purchase list for capital equipment for R&B with no lease purchases.

PURPOSE: To keep machinery upgraded and prevent costly repairs

PLAN:

- Trade off a grader every year for each district
 - Every 7th year (approx. 7500 hours) each grader will be traded off
 - Began trading 1 new grader for each district in 2013
 - Trucks and other equipment as needed

NEEDS:

- Ongoing plan will need to be looked at with each year at budget time.

PROGRESS:

- All lease purchases were paid off in 2012 and no new leases were made
 - No new leases on graders have been started
- 3 graders were purchased in 2013, 2 traded off
 - 3 graders were purchased in each subsequent year with 3 older graders being traded off
 - 3 new trailers were purchased in 2013, 2 trailers in 2015
 - Trucks and other equipment necessary will be looked at annually at budget time.
 - Older trucks and trailers are gradually being sold and new ones purchased as budgets allow
 - 2015 Rental agreements for 9 mower tractors began
 - This is a 5 year agreement for 3 tractors in each district

- Completed in 2014 -Get maps updated for EMS and Sheriff Office
 - Copies are available in Admin office



GOAL: Forward fuel contracting

PURPOSE: To save money on fuel

PLAN: Work with local fuel companies to contract fuel with them

NEEDS: Evaluate annually



#1 MAINTAIN COUNTY ROADS

ROAD & BRIDGE

GOAL: Maintain the paved roads in the county

PURPOSE: Upkeep on roads is very costly and a constant need. Searching for grant money to help offset the cost.

PLAN: Proper maintenance of all of the county owned paved roads will promote longevity.

- Annually evaluate roads to determine condition, high traffic areas and wear/tear.
- Based on the evaluation, decide which roads need immediate attention.
- Pave at least 2 miles of road annually.
- Chip Seal new asphalt paved roads within 2 years to preserve road base.
- Watch for cracking, treat with crack seal.
- Follow up with another chip seal or fog seal every 5-7 years.
- Watch continuously for drainage problems which deteriorate the road condition

NEEDS: Paved roads are suffering from the increased traffic with the oil and gas pipeline projects currently ongoing in Kit Carson County.

- Golf Course road asphalt project
- Late 2016 apply for DOLA grant to asphalt CR 40, 7 miles
- Road 48 – raise, make a good base and either chip/seal or mag chloride

PROGRESS: In December 2014, we applied for money through DOLA to help overlay 5.4 miles of asphalted road CR 30.

- Grant funding for 50% of the project, \$356,000.00 was contracted
 - The project was delayed in 2015, but will be completed in the spring of 2016



#2 OTHER ROAD & BRIDGE NEEDS

ROAD & BRIDGE

GOALS:

- ❖ Continue to find ways to work together to upgrade roads
- ❖ Annually review bridges
- ❖ Upgrade signage
- ❖ Become MSHA compliant

PURPOSE: To be less liable in these areas we must be more compliant

PLAN:

- ❖ Consult CTSI for MSHA requirements for gravel pits and follow those plans

NEEDS:

- ❖ To be better stewards of the tax payers money by preventing unnecessary fees and fines
- ❖ 2014 Winter Preparation
 - Need to have foremen prepare ahead of time for winter diesel fuel blends
 - The newer machines require higher grade blend
 - Need to contract in September to have by November 15
- ❖ Bridges
 - 2016 The bridge on CR 31 & CC needs to have guard rail replaced
 - 2016 Landsman Bridge on CR 44 needs new decking

PROGRESS:

- ❖ For MSHA:
 - 1 Screener is registered
 - All personnel entering pits are certified
 - Necessary equipment has been put in place with purchase of a small camper to store this equipment
 - Another unit is needed for District 2's screener to be fully compliant



#3 GRAVEL PITS

ROAD & BRIDGE

GOAL: Reclaim unused gravel pits

PURPOSE: Unused gravel pits have annual fee ranging from \$323.00 to \$791.00

- Some pits have not been used in 20 years so we should not be paying on them.
 - This would save county dollars in the long run.

PLAN: Road and Bridge supervisor is working with BOCC to determine which pits should be closed and then proceed with plan to close those gravel pits.

NEEDS: Time to get the dirt work done on closures and moisture to get the seed growing

PROGRESS:

- All of the maps are now updated with GPS points and requirements as state designed
- Paperwork started on some pits
- Met with the state officer to get definitive plans for each gravel pit.
- Upgraded a pit in 2013 to a 112 size to agree with actual needs
 - Several pits needed to be upgraded before closure could begin
 - Beattie and Dorsch Pit were upgraded in 2015 to 112 size
- Licensed 2 unregistered pits in 2013
- All files have been organized
- 14 pits out of 31 need to be closed
 - Plans are in place to reclaim several pits to be closed in 2015

- 2 of those pits have been successfully closed, Morris and Murphy
- 2016 top priority is closing the Pierson Pit in District 1

ISSUES:

- Work with state to close pits, but the landowners want to retain them for cattle wind breaks instead of closing them
- Paperwork
- Reseeding – moisture to get a cover crop going
 - 8 pits seeded
 - Kuhn, Lundvall, Corliss, Berens, Bohnen, Kliesen, Loutzenhiser, Blesdoe



#4 WEED DISTRICT

ROAD & BRIDGE

GOALS:

- Update Weed Mapping

PURPOSE:

- Getting the program up to date to get off of the non-compliant registry

PLAN:

NEEDS:

- May be needing a new motor in the pickup – high hours
- ¾ ton has mechanical issues

PROGRESS:

- 2014 Mapping is done
- Hoping to be off non-compliant registry by 2020
- Recertification class in 2016, then again in 3 years



CELL CLOSURE

SOLID WASTE

GOAL: Obtain enough reserve funding to close a cell and open a new one

PURPOSE: Landfill is filling up rapidly; new cell will be needed within 5 years

PLAN: Reserves needs to increase about \$100,000 per year to accomplish this goal

NEEDS:

- \$1.2 to \$1.5 million needed
- Transfer sites are down 38% from 2013, may need to look at closing them, this trend has continued in 2015
- Cell A will partially need covered 2020-2021

PROGRESS:

- Reserves have increased to help offset the expense of closing a cell and opening a new one.
- 2015 – approved with the state to get started on closing cell and opening a new one
 - Includes closing the old west cell and incorporate the dirt from digging the new cell



EQUIPMENT

SOLID WASTE

GOALS: Begin rotating equipment and vehicles

PURPOSE:

PLAN: Try to rotate the heavier equipment out every five (5) years

NEEDS:

- Compactor
- Pickups at the landfill
 - 1 - 1998 close to 200,000 miles – this was transferred from R&B
 - 1 -1999
 - 1-2006 - this one is fine for now
- ADC machine – 2006
- Loader – 2012

PROGRESS:

- 2016 – Compactor will be replaced

GOAL: Provide more up to date information to taxpayers about how their money is being spent.

- PURPOSE:
- To build community trust with Kit Carson County residents.
- Public needs to have a better view of the cost of essential services like law enforcement, dispatch and 911 responses.
- Public needs to know about things like CCA tax appeal and what that lost revenue would mean for the county.
- PLAN: Monthly Commissioners corner in the newspapers providing up to date information.
- Possibly town hall type meetings for the public?

PROGRESS: Burlington Record prints agenda weekly and also prints updated columns for the Commissioners at no cost. Board weekly minutes are available on our website [www.Kit Carson County.org](http://www.KitCarsonCounty.org).



GOAL: Job Descriptions for all departments and employees

PURPOSE:

- ADA and Unemployment regulations
- Will help employees understand their jobs more which will improve morale and productivity
- Will provide new employees with understanding of what their job will be
- Will help each department to review for efficiency and productivity

PLAN: Each department head is going to produce job descriptions for their staff.

NEEDS: All departments to participate by providing information

PROGRESS: Completed job descriptions available in the HR office. New hires get a copy when they do their orientation meeting.



GOAL: Fairgrounds improvements

PURPOSE: Updating the fairgrounds would make it a more useable for other entertainment and educational needs of the county residents. This would also help the local economy.

PLAN:

- Update the stage
- Work on drainage

PROGRESS:

- Conceptual design is currently being done gratis by CSU students for the show arena and extension office.
- The stage was completely rebuilt to a more manageable size and a cover put over it to provide shade.
- Drainage project completed.

GOAL: Build new Extension Office at the Fairgrounds

PURPOSE: To be more accessible to the general public and 4-H members

PLAN: Build a fully functional office/meeting space at the fairgrounds.

NEEDS: Each year before fair, they have to move from the courthouse to the fairgrounds.

- That office space is minimal and not fully functional. A new building would eliminate the need for the move.
- Also, during the fair, the Carousel has to move out of the museum to allow space for 4-H exhibits.
- The old fair office building will be used for exhibits during the fair eliminating the museum moving their exhibits.

PROGRESS:

- ❖ Design and blueprints in progress
- ❖ Decide on a 40x60 building
- ❖ Bid process started

OTHER NEEDS:

- Plan for additional expenditures regarding a new facility: electric, heat, janitorial services
- Develop Signage for the new facility at the Fairgrounds
- Plan for Furniture and cabinetry at the new facility
- The office will plan to temporarily relocate to the existing Fair office on May 30
- Continue to update and train secretarial staff regarding CSU needs. Training program planned for Dec 4th.
- Discussion needed regarding current copying machine. The machine has nearly 900,000 copies. Also, needing a separate line item for the maintenance contract. This cost is approximately \$1,300 per year.

ELECTIONS

GOAL: New election equipment / Training of Staff for Elections

PURPOSE: State Uniform Voting System coming in 2014

PLAN: Secretary of State is to implement a Uniform Voting System with an implementation date of 2014. At this time we would still be able to use our current equipment for the 2014 Elections.

- Looking at converting older documents to a digital format that can be looked up on the current recording system. Have some documents done, working on a new vendor for the remainder of this project.

PROGRESS:

- Currently the SOS is working with the Treasurer's Office to develop a bond program to finance the purchase of new equipment. Should this not become a reality each county would need to come up with financing to purchase new equipment, for the SOS to proceed will need legislation this year to acquire financing of equipment.

**CLERK**

GOAL: Driver's License Examiner Training, Equipment Update for Recording

PROGRESS:

- Sent two staff members to Driver's License training. This will allow all to issue driver's license and to assist customers that will need to take the drive.
 - Training was completed in 2013
 - Licensing was completed in 2014 for these 2 employees
- A new reader printer for aperture cards in the vault was purchased.
- New recorder installed in December 2013

GOAL: Purchase an industrial shredder for Kit Carson County and our residents to use.

PURPOSE: Safely purge documents to reduce storage problems.

PLAN:

- Purchase this shredder and install at the landfill.
- Advertise so that all residents will know it is available for use.
- Develop a fee schedule for using the shredder.
 - this will help pay for the initial cost

NEEDS: Find a use for shredded papers.

PROGRESS: Purchased and in place. Very high usage reported for not only county departments, but for the public.

CHALLENGE: The public seems to have forgotten, so this will be advertised regularly in the local paper.



GOAL: Get 3rd party CDL testing up and running again in 2012.

PURPOSE: To provide Kit Carson County residents ability to obtain CDL license without having to travel to Front Range area.

PLAN: Find someone to take the week long class to become certified.

NEEDS: Testing area must be approved by CDL compliance officers

PROGRESS:

- We have a certified tester and certified test site.
- Began operation in late April 2012.
- In 2013, 46 tests were given, with a 31% pass rate.

CHALLENGES: Mandatory state regulations and requirements caused the program to close in 2015

COMPLETED GOALS

PUBLIC HEALTH ANNEX

GOAL: Building maintenance Public Health Annex

PURPOSE: To maintain the building

PLAN: Outlined below

NEEDS: Financial – budget annually to achieve goals

COMPLETED:

- Weather stripping on the North & South backdoor, adjust/replace vents, mail drop box outside,
- North side door railing, adjust inside doors to close properly
- Sidewalk repairs
- Repair cracks in all building and paint all of building, including the doors



COMPLETED GOALS

CORONER

NEEDS: New body cooler

PROGRESS:

- 2015 Two person body cooler was purchased and installed in the Ambulance Building



COMPLETED GOALS

AMBULANCE FUND

GOAL: Build new Ambulance Shed/Emergency Management building

PURPOSE: Current shed does not have enough bay space to house all ambulances. Tight quarters getting into and out of the ambulance shed is not ideal.

NEEDS: With continued growth of oil and gas business in Kit Carson County as well as being an Interstate county, there are more EMT needs here than in some other counties. We must continue to stay on top of our ambulance services to provide for the community.

- Coroner cooler needs updated and new home
- Emergency Manager needs office space

PROGRESS:

- ❖ Land was traded in 2012 for land in Burlington right next to the hospital
- ❖ Support letters were sent out for nearly 70 oil and gas companies asking for funding.
- ❖ Requests for bids advertised for in local newspapers.
- ❖ Grants applied for in 2012

- ❖ EIG Grant approved for \$225,000.00 of the total cost
- ❖ September 2013, construction began

PLAN:

- Ambulance staff would move into the new office which would free up the existing Ambulance Shed
 - Sell old Ambulance Building to Hospital
 - Build new extension office at the fairgrounds (see Item #2)

- The Administration staff would move their office into the freed up Extension office space.
 - This would provide a safe for the old vital records that must be secure per CDPHE.
 - This would also provide the commissioners an actual office to use if they choose.

- The Elections would move out of the Clerk's office and into the Administration office.
 - Elections has outgrown the allotted space in the Clerk's office and needs more space
 - Every year, the elections has to take over the Commissioners Board room during elections because of training and early elections
 - This would also free up space in the Clerk's office



COMPLETED GOALS - CLERK & RECORDER / ELECTIONS

GENERAL FUND

Document storage in the vaults will need to be monitored for safety and climate control. The books located in the 1st floor vault accessed through the break room need to be able to be locked since these records are to be permanently kept by state statute.

- Jason replaced the lock on the 1st floor vault so that the doors are now locked unless a staff member opens the door. All of the motor vehicle documents have been relocated from the Janitor's vault to the one in the break room, which has a better climate for the documents. The elections documents remaining in the Janitor's vault are being evaluated and will be relocated if they are to be retained.

The Xerox/ACS recording system will be replaced with the County Fusion program by PropertyInfo. The change will convert all current data in recording to a more technology advanced system and making the documents available online that is fit to the Kit Carson County Clerk & Recorders specifications.

- The conversion and go-live date will be in May 2016.

