

KIT CARSON COUNTY COMMISSIONERS

MINUTES MAY 11, 2016

8:00 AM WORK SESSION - PRE-DEPARTMENT HEAD MEETING
8:30 AM DEPARTMENT HEAD MEETING – JASON RICHARDSON HOST
10:00 AM WORK SESSION – INCLUDING CONSENT AGENDA ITEMS
11:00 AM JEFF CURE – COUNTY ATTORNEY – *work session*
12:00 PM LUNCH
1:00 PM JASON TRIPPLET – SEH ENGINEERING
• BRIDGE INSPECTION REPORTS
2:00 PM ~~KATIE KIRBY & BARB LIKE – HUMAN SERVICES~~
• ~~EMPLOYMENT FIRST COUNTY PLAN FOR DHS~~
2:30 PM DAWN JAMES – PUBLIC HEALTH
• NURSING CONTRACT, MRC AND WIC SPENDING AUTHORITY CONTRACT
5:00 PM ADJOURN

CONSENT AGENDA:

- Minutes – May 4, 2016
- Accounts Payable
- Side Items

NEW ITEMS:

- Progressive 15 Membership renewal
- Contract for Kinnon Entertainment – Fair Concert Sound
- DHE quote for video conferencing

PURCHASE ORDERS:

- #208 Stratton Equity – MIG Welder - \$945.29
- #209 Flock Auciton – Forklift - \$4,100.00
- #210 Vince's – repairs Sheriff's vehicle - \$666.84

MONTHLY REPORTS:

- April Treasurer's Report
- April Assessor's Report
- April CAPP & CWCP

OLD ITEMS:

PERSONNEL ITEMS:

- Part time hire – R&B #3 – Hunter Clapper
- Change Allocation on Linda Schreivogel's Wages to straight Public Health

DEPARTMENT HEAD ITEMS:

- IT contracted help -

DEPARTMENT HEAD MEETING

Meeting was hosted by Jason Richardson opened at 8:45 a.m. in the Ambulance Building meeting room. Those present were Jason Richardson, Randy Gordon, Abbey Mullis, Chris Graham, Paula Weeks, Dawn James, Dave Hornung, Gary Koop, Cory Wall, and Susan Corliss. The meeting started with the Pledge of Allegiance.

Randy Gorton stated that the landfill and the Coroner have both been busy departments. The weather was an issue for the landfill for a little while but the ground has improved. The Coroner office has been busy trying to catch up.

Abbey Mullis reported that the Assessor's Office has been relatively quiet, which is good during the protest period that will end with the protest deadline of June 1st. There were approximately 290 notices of valuations sent out this year because of mineral splits and building improvements. The new hotels were considered to be partially complete so they were added to the tax rolls based on the cost approach and will change to the income approach in the future. Abbey explained how the Senior Exemption works for people that have lived in their house for at least 10 years and are over 65 years old. There is a simple application but the exemption qualification can change if the senior citizen moves or a member of the household dies. The Kit Carson County

Assessor's office does a good job keeping up with changes through the obituaries. These senior and veteran exemptions are reimbursed to the county from the state in April or May.

Chris Graham, representing the Ambulance Department while Breanna Lightle is out on maternity leave, shared that the new ambulance will be finished May 31st. The department has been busy with a lot of calls. Discussion was held on how multiple patients are billed when they are transported in the same ambulance. If care is administered to both, the patients will be billed separately as they have been in the past.

Paula Weeks shared that the Administrators office has been extremely busy with auditors for the regular county audit, Human Services auditors, and the SEP audit that was completed recently. Two projects that are going are the County Road 30 paving project South of Stratton that will be wrapping up this week that is funded by the DOLA Energy Impact Grant from last year and the Carousel shingling should be starting this week. The county is still looking for an IT. During this transition Glen Marciniak and Shawn Franz are helping with any IT issues while they have time. Any problems should be called into Paula so that she can contact Glen or Shawn. The Board of County Commissioners indicated that they will not pay any bills for IT that do not follow these procedures or from another IT. The phone server went down over the weekend that needed a new power supply. There is concern that there may be a power surge on the weekends that may be caused by electricity not be used in the offices. It was suggested to have a monitor placed in the courthouse to track the voltage throughout the week.

Dawn James attended an initial training in Greeley to learn how to create and launch a Child Fatality Review Team that is required by statute since 2014. This team will review fatalities that occur in Kit Carson County - children age 0-18. The team's purpose is to evaluate the circumstances around the death and to look at prevention strategies that can be created and shared with the public. Suggested members of the team are one person from the departments of Coroner, Sheriff (or any law enforcement agency), Public Health, Human Services, and can also have EMS or hospital member. The Commissioners suggested that members for this team will be added to the 2017 Kit Carson County Reorganization. Dawn has been meeting one on one with her staff and will have a whole staff meeting on May 24 to go over 6 month, one year and five year strategic plans, with the main focus on customer service in the short term. It is the time to renew the contracts for the 2016-17 year plus trainings and conferences that will see a lot of members in and out of the office.

Jason Richardson has been busy getting the fairgrounds ready for the spring and summer events beginning with the Circus on May 25th, Little Britches, Spring Show, Camron Lanes, and riding clinics to name a few.

Dave Hornung said that there is a new wind farm that will be applying for 40 towers in the southwest corner of the county with towers also in Lincoln and Cheyenne with the majority south of Simla in Elbert County. Invenergy has contacted Abbey for a list of land and mineral owners in that area. The Land Use Regulations will be addressed by the Board of County Commissioners and the Planning Commission in June.

Gary Koop shared that NextEra will be starting their next project south of I-70 with approximately 150 towers. Saddlehorn's pipeline work is finished in the county but the weather has delayed the full project being finished.

Cory Wall reported that County Road 31 was damaged by the pump station that will need to be repaired, which Saddlehorn will pay for. McCormick Excavation and Paving should finish with County Road 30 in the next day or two. They will begin the state project on Hwy 24 between

Stratton and Seibert on Monday. There may be a ballot initiative to have road projects move to a bond process.

Susan Corliss stated that the Clerk and Recorder Office is ready to make the change to the new recording system this weekend. The staff has been training on the new system for about three weeks. Elections has seen the finish of helping with the special district election to move full swing into the Primary Election with ballots arriving soon. There was a hold up on the certification of the Republican Ballot because of court cases on the candidates attempting to petition on the ballot. Motor Vehicle and Drivers License are running smoothly.

The Kit Carson County Department Head Meeting adjourned at 9:45 a.m.

Next meeting is June 15, 2016, with Administrator – Paula Weeks Hosting.

Executive Session:

BOARD OF COUNTY COMMISSIONERS EXECUTIVE SESSION UNDER CRS 24-6-402 (2) (A) (d.5) (I) (B) MOTION TO GO INTO EXECUTIVE SESSION AT 10:05 MM WAS MADE BY DAVE HORNUNG, SECONDED BY GARY KOOP. THE MOTION WAS CARRIED BY UNANIMOUS VOTE BY CORY WALL.

MOTION TO COME OUT OF EXECUTIVE SESSION AT 10:40 AM WAS MADE BY DAVE HORNUNG, SECONDED BY GARY KOOP. THE MOTION WAS CARRIED BY UNANIMOUS VOTE BY CORY WALL.

Executive Session:

BOARD OF COUNTY COMMISSIONERS EXECUTIVE SESSION UNDER CRS 24-6-402 (2) (A) (d.5) (I) (B) MOTION TO GO INTO EXECUTIVE SESSION AT 10:50 MM WAS MADE BY DAVE HORNUNG, SECONDED BY GARY KOOP. THE MOTION WAS CARRIED BY UNANIMOUS VOTE BY CORY WALL.

MOTION TO COME OUT OF EXECUTIVE SESSION AT 11:25 AM WAS MADE BY DAVE HORNUNG, SECONDED BY GARY KOOP. THE MOTION WAS CARRIED BY UNANIMOUS VOTE BY CORY WALL.

The Board of County Commissioners was called to order by Pro-Tem Chairman Gary Koop at 11:50 AM. in the Kit Carson County Courthouse Board of County Commissioners Room. Those present were Gary Koop, Dave Hornung, Paula Weeks, and Susan Corliss.

SADDLEHORN PIPELINE COMPANY, LLC DAMAGE RELEASE - ADVANCE

Mark Larson, Saddlehorn Pipeline Right of Way Agent, present a bid from McCormick Excavation and Paving to repair the road damage on County Road 31 at the pump station and an agreement for the Damage Release-Advance. Saddlehorn will pay Kit Carson County and then the county will pay McCormick Excavation and Paving when the job is finished.

Dave Hornung moved to have the chairman-protem sign the Saddlehorn Pipeline Compnay, LLC Damage Release - Advance which advance the county \$8,970 of full payment and settlement for the damages caused to County Road 31, north of Stratton at the pump station, located in: Section 12, Township 8S, Range 47W, 6th PM, seconded by Gary Koop.

The Board of County Commissioners recessed for lunch at 12:00 PM.

JASON TRIPPLET – SEH ENGINEERING – BRIDGE INSPECTION

The Board of County Commissioners received a detailed report from SHE Engineering that document with suggested improvements and pictures of all of the bridges in the county. Jason Tripplet presented a slide show of the bridges that need the most improvements and what SHE Engineering have been monitoring. The good news is the bridge on County Road 40 that crosses the Republican River received the full 100 points which does not happen very often.

The Board of County Commissioners recessed at 2:00 PM.

The Board of Public Health was called to order by Chairman Cory Wall at 2:00 PM. in the Kit Carson County Ambulance Building Meeting Room. Those present were Cory Wall, Gary Koop, Dave Hornung, Paula Weeks, Susan Corliss, Dawn James and Doug Satterly.

PUBLIC HEALTH DEPARTMENT

May 11, 2016 Agenda
This Agenda is subject to addition/correction & final approval.

Financials:

NA

Action Items:

Nursing Contract
Healthy Communities Contract
WIC Spending Authority, additional money
MRC Spending Authority, additional money

Personnel update:

Orange Sheet for Becky Richmond

Purchase Order approval:

New computers for MRC, NFP, and 3 for WIC.
Katrina used to order for us, do we order for ourselves, and if so what company or companies does the county prefer us to use.

Information

Other:

ACTION ITEMS

The Board of County Commissioners received the following contracts for review during the next week including - Nursing Contract, Healthy Communities Contract, Emergency Preparedness (EPR), Immunization CORE, WIC Spending Authority, Additional Money, MRC Spending Authority, Additional Money

ORANGE SHEET FOR BECKY RICHMOND

The Board of County Commissioners reviewed Job Change Orange Sheets for Becky Richmond and Linda Schreivogel.

Gary Koop moved to approve the Department Breakdown Change for Becky Richmond for EPR 0.05, OLTC 0.7, and C4HCO 0.05 (Ends in June) at \$17.88 per hour for Step .750 and Grade 29 wage of \$29,750.00 as a .8 FTE Non-Exempt Employee effective May 1, 2016, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

Gary Koop moved to approve the Job Change for Linda Schreivogel for straight Public Health Grade 37 Step .500 in Nursing 0.25, WIC 0.4, Healthy Communities 0.2, CVP 0.05, and Health Promotions 0.1 at \$18.03 per hour for an annual wage of \$37,500.00 as a Full Time Non-Exempt Employee with Benefits effective May 1, 2016, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

REASSESSMENT REPORT – FINANCIAL RISK MANAGEMENT SYSTEM

The Board of County Commissioners received a draft of the Reassessment Report – Financial Risk Management System Cycle 3 for the site visit on March 14, 2016 that is indicating a Low Risk Rating. The report will be reviewed by the Board of County Commissioners.

The Board of Public Health was adjourned at 2:25 p.m.

The Board of County Commissioners reconvened at 2:30 PM in the Kit Carson County Ambulance Meeting Room. 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 May 4, 2016, and Accounts Payables.

Dave Hornung moved to approve minutes of May 4, 2016, and to pay the Accounts Payables in the amount of \$84,604.64, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

VETERAN LETTER – KING

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

PROGRESSIVE 15 MEMBERSHIP RENEWAL

The Board of County Commissioners received the renewal for the Membership Investment in Progressive 15.

Dave Hornung moved to approve the Progressive 15 Membership Investment from May 1, 2016 to April 30, 2017 in the amount of \$740.00 to be added to next week's bills, Gary Koop seconded. The motion was carried by unanimous vote by Cory Wall.

KINNON ENTERTAINMENT – SOUND FOR FAIR CONCERT

The Board of County Commissioners reviewed the Kinnon Entertainment Contract which will require access to the stage for a period of not less than 4 Hours prior to sound check and for a period of not less than 3 Hours after the conclusion of the performance for the purpose of load-in, set-up, tear-down and load-out with a deposit of \$3,444.50 due with the signed contract and the balance of \$3,444.50 due no later than the day of the event.

Gary Koop moved to sign the estimate with Kinnon Entertainment, LLC providing the sound and lights for fair concert for a total \$6,889.00, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

DHE QUOTE FOR VIDEO CONFERENCING

The Board of County Commissioners reviewed three different quotes from DHE for video conferencing in the courtroom and jail. The Board of County Commissioners tabled this item to the next meeting while waiting on another bid.

PURCHASE ORDERS

Purchase Order #208

Gary Koop moved to approve Purchase Order #208 for Grounds & Buildings to Stratton Equity COOP for MIG Welder for a total of \$945.29 Ticket #4168933, seconded by Dave Hornung. The motion was carried by unanimous vote of Cory Wall.

Purchase Order #209

Gary Koop moved to approve Purchase Order #209 for Road and Bridge District #3 to Flock Auction for a Datson Forklift for a total of \$4,100.00, seconded by Dave Hornung. The motion was carried by unanimous vote of Cory Wall.

Purchase Order #210

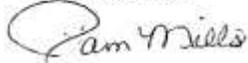
Gary Koop moved to approve Purchase Order #210 for Sheriff’s Department to Vince’s GM Center for Repairs and Warranty work on Sheriff’s pickup for a total of \$666.84 Ticket #46171, seconded by Dave Hornung. The motion was carried by unanimous vote of Cory Wall.

TREASURER’S APRIL FINANCIALS

Pam Mills submitted the Treasurer’s April Financials for the Board of County Commissioners to review:

KIT CARSON COUNTY COLORADO
MONTHLY REPORT OF ACTIVITY IN THE VARIOUS COUNTY FUNDS
MONTH ENDING APRIL 30, 2016

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
County General	\$ 3,174,180.36	\$ 1,868,045.38	\$ (508,745.58)	\$ 4,530,486.16
KCC Public Health Agency	\$ (89,989.62)	\$ 104,363.87	\$ (94,475.63)	\$ (79,101.38)
Contingent	\$ 204,517.54	\$ -	\$ -	\$ 204,517.54
Road and Bridge	\$ 1,708,493.47	\$ 682,124.81	\$ (219,269.32)	\$ 2,171,348.96
Ambulance	\$ (125,150.87)	\$ 34,096.78	\$ (32,701.78)	\$ (123,755.87)
Social Services	\$ 118,044.25	\$ 94,935.57	\$ (66,709.21)	\$ 146,250.61
Capital Expenditures	\$ 88,470.40	\$ 8,060.16	\$ (235.43)	\$ 96,295.13
Conservation Trust	\$ 40,544.97	\$ 4.22	\$ (1,628.11)	\$ 39,321.08
Solid Waste	\$ 1,024,369.33	\$ 210,811.79	\$ (36,961.50)	\$ 1,198,252.62
E-911	\$ 100,548.15	\$ 9,950.50	\$ (7,488.44)	\$ 103,010.21
KCC Facilities Corp	\$ 18,211.88	\$ -	\$ -	\$ 18,211.88

Respectfully Submitted,

 Pam Mills
 Kit Carson County Treasurer

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

ASSESSOR’S QUARTERLY REPORT

The Board of County Commissioners reviewed the Assessor's 2016 First Quarter Report. Gary Koop moved to accept the Assessor's 2016 First Quarter Report, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

MARCH CAPP & CWCP REPORT

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

PERSONNEL ITEMS:

The Board of County Commissioners reviewed a new hire Orange Sheet for Hunter Clapper as a summer employee. Gary Koop moved to approve Road and Bridge District #1 New Hire Orange Sheet for Hunter Clapper at \$10.00 per hour that is part-time without benefits as Non-Exempt; the effective date is May 11, 2016, this summer job will be no more than 8 hours per day, no more than 40 hours per week and limited to 90 days from the first day of work, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

CCI – AMENDMENT 69

Dave Hornung moved send a letter to Colorado Counties, Inc. to oppose the Amendment 69 that will be on the ballot in 2016, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

The Board of County Commissioners adjourned at 3:35 p.m.

Submitted by: Susan Corliss, County Clerk and Recorder

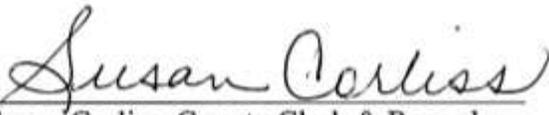


Cory Wall, Chairman



Date

Attest:



Susan Corliss, County Clerk & Recorder

