

# KIT CARSON COUNTY COMMISSIONERS

## MINUTES JULY 6, 2016

8:00 AM WORK SESSION – INCLUDING CONSENT AGENDA ITEMS  
10:30 AM COMMISSIONER MEETING TO CONVENE  
11:00 AM JEFF CURE – COUNTY ATTORNEY  
12:00 PM LUNCH  
1:00 PM NORMA PANKRATZ, ANDREA EVANS, CHRIS KLINE, ROL HUDLER re: CCA  
2:00 PM KAREN DUSATKO – COUNTY FAIR  
5:00 PM ADJOURN

### CONSENT AGENDA:

- Minutes – June 29, 2016
- Accounts Payable

### NEW ITEMS:

- Resolution #16-050 - Land Use Application Fees
- Resolution #16-051 - Inter-fund loan
- Resolution #16-052 - Reverse inter-fund loan
- Audit extension request
- Property Info – implementation of Credit Cards for County Clerk & Recorder

### PURCHASE ORDERS:

- #243 -

### MONTHLY REPORTS:

### OLD ITEMS:

- Wright Express

### PERSONNEL ITEMS:

- Kim Duell – budgetary orange sheet change

### FYI

- Take Picture with new ambulance – postponed to July 20
- Meeting July 13<sup>th</sup> – canceled

### TABLED

The Board of County Commissioners meeting was called to order by Chairman Cory Wall at 10:15 AM at the Kit Carson County Courthouse Commissioners' Room. Those present were Gary Koop, Cory Wall, Paula Weeks, and Susan Corliss.

### CONSENT AGENDA

The following items were reviewed by the Board of County Commissioners: Minutes of June 29, 2016, and Accounts Payables.

Gary Koop moved to approve minutes of June 29, 2016, and to pay the Accounts Payables, seconded by Cory Wall. The motion was carried.

## **16-050**

### RESOLUTION TO ADOPT FEE CHARGES FOR THE KIT CARSON COUNTY LAND USE APPLICATIONS

The Board of County Commissioners resolve to adopt Land Use Application fees as included in the following resolution to be added to the Kit Carson County Reorganization Resolutions for review each January.

Gary Koop moved to approve Resolution 16-050 to adopt and sign Kit Carson County Land Use Application fees as indicated, seconded by Cory Wall. The motion was carried.

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 6<sup>th</sup> day of July, 2016, there were present:

Cory Wall	Chairman
Gary Koop	Commissioner
Susan Corliss	County Clerk
Paula Weeks	County Finance Director
Jeff Cure	County Attorney

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

**A RESOLUTION TO ADOPT REVISED FEES FOR KIT CARSON COUNTY LAND USE APPLICATIONS.**

**WHEREAS**, the Kit Carson County Board of County Commissioners desire to revise and adopt necessary and appropriate fees to be charged for the various Land Use Applications in an effort to compensate Kit Carson County for the cost of reviewing and processing applications; and

**WHEREAS**, an existing land use application fee schedule is contained within the Health Specialist subpart of the annual Kit Carson County Reorganization; and

**WHEREAS**, the Kit Carson County Board of County Commissioners wish to exercise its authority to revise land use application fees and further create a Land Use Application Fees subpart within the Kit Carson County Reorganization.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF KIT CARSON COUNTY, COLORADO THE COUNTY WILL CHARGE THE FOLLOWING LAND USE APPLICATION FEES:**

<b>Description of County Land Use Application Fees</b>	<b>Fees</b>
Residential	\$50.00
Commercial	\$150.00
Industrial	\$250.00
Concentrated Animal Feeding Operation	\$150.00
Additional Structure - Different Use	\$75.00
Additional Structure – Same Use	\$50.00
Cluster Development	\$250.00
Divisions of Land (Excluding Cluster Developments)	\$50.00
Variance – In Addition to Other Fees	\$50.00
Other	\$50.00



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 6th day of July, 2016 there were present:

- Cory Wall..... Chairman
- Gary Koop..... Commissioner
- Susan Corliss ..... County Clerk
- Paula Weeks..... Administrator
- Jeff Cure..... County Attorney

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

**A RESOLUTION TO DO AN INTERFUND LOAN FROM THE GENERAL FUND TO THE PUBLIC HEALTH FUND AND THE AMBULANCE FUND TO OFFSET NEGATIVE SEMI-ANNUAL REPORT BALANCES**

**WHEREAS**, the Public Health Fund was showing a - \$123,707.11 balance and the Ambulance Fund was showing a -\$303,731.64 balance at the end of the June 30, 2016 semi-annual Treasurer's report; and,

**WHEREAS**, the County Treasurer has deemed it necessary to ask for a loan from the General Fund to offset this negative balance of \$427,590.81 to make the General fund whole as of the end of business, June 30, 2016;

**NOW THEREFORE**, be it resolved that the Board of County Commissioners of the County of Kit Carson hereby request the Treasurer to move \$123,707.11 into the Public Health Fund, 0025.0910 from the General Fund, 0020.0910, and \$303,731.64 into the Ambulance Fund 0055.0910 from the General Fund for a total of \$427,590.81.

**BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE RETROACTIVELY ON THE 30th day of June, 2016.**

**DONE THIS** 6th day of July, 2016, at Burlington, Colorado.

Motion made by Gary Koop, Seconded by Cory Wall.

Motion carried by unanimous vote of both Commissioners.

Board of County Commissioners

By:   
Cory Wall, Chairman

By:   
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 6th day of July 2016.

Susan Corliss  
Susan Corliss, County Clerk



**16-052**  
**RESOLUTION – RESCIND RESOLUTION #16-051 – INTERFUND LOAN**

The Board of County Commissioners resolve to rescind Resolution 16-051 to do an interfund loan from the General Fund to the Public Health Fund and the Ambulance Fund to offset negative Semi-Annual Report balances in the amount of \$427,590.81 as of June 30, 2016.

Gary Koop moved to approve Resolution 16-052 to rescind the Interfund Loan from the General Fund the amount of \$123,707.11 to the Public Health Fund and \$303,731.64 to the Ambulance Fund canceling the loan as of July 6, 2016, seconded by Cory Wall. The motion was carried.

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 6th day of July, 2016 there were present:

- Cory Wall..... Chairman
- Gary Koop..... Commissioner
- Susan Corliss ..... County Clerk
- Paula Weeks..... Administrator
- Jeff Cure..... County Attorney

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

**A RESOLUTION TO RESCIND RESOLUTION #16-051 FOR THE INTERFUND LOAN FROM THE GENERAL FUND TO THE PUBLIC HEALTH FUND AND THE AMBULANCE FUND THAT WAS USED TO OFFSET THE NEGATIVE SEMI-ANNUAL REPORT BALANCES**

**WHEREAS**, the Public Health Fund was showing a - \$123,707.11 balance and the Ambulance Fund was showing a -\$303,731.64 balance at the end of the June 30, 2016 semi-annual Treasurer's report; and,

**WHEREAS**, the Public Health Fund and the Ambulance Fund must repay the loan from the General Fund to of \$427,590.81 to make the General fund whole;

**NOW THEREFORE**, be it resolved that the Board of County Commissioners of the County of Kit Carson hereby request the Treasurer to move \$123,707.11 from the Public Health Fund, 0025.0910 into the General Fund, 0020.0910, and \$303,731.64 from the Ambulance Fund 0055.0910 into the General Fund for a total of \$427,590.81.

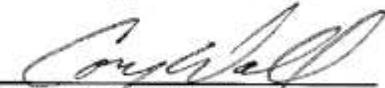
**BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE IMMEDIATELY THIS 6<sup>th</sup> day of July, 2016.**

**DONE THIS** 6th day of July, 2016, at Burlington, Colorado.

Motion made by Gary Koop, Seconded by Cory Wall.

Motion carried by unanimous vote of both Commissioners.

Board of County Commissioners

By:   
Cory Wall, Chairman

By:   
Gary Koop, Commissioner



### **ORANGE SHEET FOR KIM DUELL**

The Board of County Commissioners reviewed Job Change Orange Sheets for Kim Duell.

Gary Koop moved to approve the Department Breakdown Change – Orange Sheet for Kim Duell for Human Services 0.5 and Nursing 0.5 at \$15.26 per hour for Step .750 and Grade 31 with annual wage of \$31,750.00 as a Non-Exempt Full Time Employee with Benefits effective June 1, 2016, seconded by Cory Wall. The motion was carried.

### **JEFF CURE – COUNTY ATTORNEY**

Jeff Cure updated the Board of County Commissioners on a couple of cases. Discussion was held on recording of esignatures and the best practices.

The Board of County Commissioners meeting recessed at 11:50 a.m. for lunch.

The Board of County Commissioners was reconvened at 1:00 PM in the Kit Carson County Courthouse Board of County Commissioners Room. Those present were Cory Wall, Gary Koop, Rol Hudler, Andrea Evans, Norma Pankratz, Paula Weeks, and Susan Corliss.

### **NORMA PANKRATZ, ANDREA EVANS, ROL HUDLER re: CCA**

Andrea Evans – CCA, Norman Pantratz, and Rol Hudler provided an update on the current closing of the Kit Carson CCA. The prisoners will be transported twenty-five a day beginning on July 7, 2016. Ms. Evans is in hopes the closing is short term and requested the Board of County Commissioners stay in contact with their legislators, so that they know it is a concern for the county.

### **KAREN DUSATKO – COUNTY FAIR**

Karen Dusatko shared the way the finances had been done in the past for the fair. The Fair Board, Board of County Commissioners and Treasurer Pam Mills will look at the best practice for the awards, premiums, resale animals, bookkeepers, judges, booths, and parking for the 2017 fair. Jason Richardson will look at a vendors' delivery lane for the vendors along the south side of the vendors on the street. The grandstand lighting has been updated with LED lights. Stratton Equity CO-OP would like to put up a hospitality tent; it was agreed that the best location would be between the grandstands and the open class exhibits building.

### **PURCHASE ORDERS**

#### **Purchase Order #243**

Gary Koop moved to approve Purchase Order #243 for the Fair to Colby Canvas Company for Tent Rental for a total of \$795.00, seconded by Cory Wall. The motion was carried.

#### **Purchase Order #244**

Gary Koop moved to approve Purchase Order #244 for Grounds & Building to Rodriguez Enterprises, LLC for Fairgrounds Bathroom Tiling Estimate #391364 for a total of \$4,500.00, which is approximately 50% of the total project cost of \$9,360.00, seconded by Cory Wall. The motion was carried.

The Board of County Commissioners have canceled their meeting for July 13<sup>th</sup> and postponed the Department Heads meeting to July 20<sup>th</sup>.

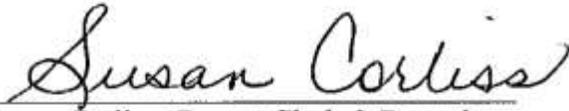
The Board of County Commissioners meeting adjourned at 2:30 p.m.

Submitted by: Susan Corliss, County Clerk and Recorder

  
\_\_\_\_\_  
Cory Wall, Chairman

7-20-16  
\_\_\_\_\_  
Date

Attest:

  
\_\_\_\_\_  
Susan Corliss, County Clerk & Recorder

