

# KIT CARSON COUNTY COMMISSIONERS

## MINUTES OCTOBER 12, 2016

8:00 AM PRE-DEPARTMENT HEAD MEETING  
8:30 AM DEPARTMENT HEAD MEETING – SUSAN CORLISS HOST – COMMISSIONERS BOARD ROOM  
10:00 AM TERRY HUBBELL – WEED DISTRICT WORK SESSION  
10:30 AM COMMISSIONER MEETING TO CONVENE  
11:00 AM JEFF CURE – COUNTY ATTORNEY – *work session*  
12:00 PM LUNCH  
1:00 PM WORK SESSION – INCLUDING CONSENT AGENDA ITEMS  
• BOCC TO MEET WITH BRADLEY GAUTHREAU AT THE AMBULANCE SHED – 1:00 OR 2:00 PM  
3:00 PM DRAFT BUDGET PUBLIC HEARING  
5:00 PM ADJOURN

### CONSENT AGENDA:

- Minutes – October 5, 2016
- Accounts Payable

### NEW ITEMS:

- Choice Insurance Agreements (3)

### PURCHASE ORDERS:

- PO#288 – Vari-Desk – Vari-Desks - \$870.00 – Treasurer
- PO#289 – Schaal Drilling – well - \$12,500.00 - Landfill
- PO#290 – Response – Ballots & Envelopes - \$4, 305.57 - Elections

### MONTHLY REPORTS:

- Treasurer’s September Report
- CAPP/CWCP September Report

### OLD ITEMS:

- Bid for Jail Lights
- Bid for snow plow for Grounds pickup

### PERSONNEL ITEMS:

#### FYI

- COSI check and photo op
- Security Grant was submitted by Sheriff’s office
- ACCA update

### TABLED

The Department Head Meeting was hosted by Susan Corliss which opened at 8:35 a.m. in the Board of County Commissioners meeting room in the Kit Carson County Courthouse. Those present were Abbey Mullis, Della Calhoon, Dawn James, Terry Hubble, Tom Ridnour, Randy Gorton, Nicole Richards, Mick Livingston, Pam Mills, Jason Richardson, Paula Weeks, Dave Hornung, Gary Koop, Cory Wall, and Susan Corliss. The meeting started with the Pledge of Allegiance.

Susan Corliss began the Department Head reports with updates from the Clerk and Recorder’s Office. The Election Judges are busy preparing the ballots for mailing on October 17<sup>th</sup>. The Voting Service and Polling Center will be open October 24 until November 8, including half days on Saturdays, October 29<sup>th</sup> and November 5<sup>th</sup>. The office has received materials to begin training for the DRIVES Drivers License program that will go into place in February 2017.

Abbey Mullis stated that the Assessor’s Office has been contacted by Western Cartographers about updating the county maps, there will be new maps provided for some of the county offices and there will be some books for the county. The Arickaree Water District will have a new fee coming up; there will be more details as they are available. The office is pretty well caught up on the new construction and have been touring the newer commercial sales.

Della Calhoun has been continuing training at the Emergency Management Academy. Pueblo has a new Emergency Operations Center building which needed help in staffing. Della requested to work with the departments to see if staff would be able to help if needed in Kit Carson County. There would be training involved for those interested. It is very important to have local staff to cover emergencies in at least the first twelve hours.

Dawn James shared that Public Health administered flu shots to around 100 people that came through the drive through clinic. There will be shots available at the courthouse this afternoon. Kit Carson County Public Health will be hosting a training for the Healthcare Coalition on Monday, October 17<sup>th</sup> with 30 people already registered from Cheyenne, Lincoln and Kit Carson counties. The office will be short staffed because some of the nurses are out on medical leave. The health insurance marketplace will be opening soon but there will not be a counselor in Public Health to help with enrollment this year.

Terry Hubbell reported that the Weed District is continuing to treat the noxious weeds across the county. The areas being treated are very similar to last year's.

Sheriff Tom Ridnour had nothing new to report this month.

Nicole Richards indicated the Ambulance Department has had 49 calls last month with 10 being transfers. There is one person attending the EMS-Basic training at Morgan Community College that will be joining the part-time staff. She will be working with Ross next month to design the 2017 ambulance. The annual ambulance inspection is coming up, so they are getting the ambulances ready.

Mick Livingston reported that the Extension Office is getting programs ready for next spring with 4-H enrollments having opened October 1<sup>st</sup>. Ron Meyer has been busy with harvesting test plots and planting red winter wheat.

Pam Mills stated that the Treasurer's Office has collected 99% of the taxes for 2016. They are getting ready for the upcoming Tax Sale on November 15<sup>th</sup>. Mobile home distrains will be going out this Friday Oct. 14. The Sheriff's office will be delivering these for our office. There have been 12 foreclosures so far in 2017, which is up from the eight last year.

Jason Richardson, Grounds & Buildings, has been busy winterizing. The roofing project for Carousel and gazebo have been completed.

Paula Weeks, Administration Office, indicated that 2015 Audit is done and has been posted on the website. The department heads will be contacted when the date is set for Tim Mayberry to present the audit to the Board of County Commissioners. The draft budget is ready for today's Board of County Commissioners meeting, with a reminder that it is subject to change. If there are changes or additional items that need brought to the Board of County Commissioners, please let her know or schedule a time with the board.

Dave Hornung, Commissioner District 3, shared that Terry Payne was hired as the Foreman of Road and Bridge District 3 as of October 1<sup>st</sup>. District 3 is busy finishing up road work.

Gary Koop, Commissioner District 1, reported that Road and Bridge District 1 is still working on the road repairs from the large rains; it has been difficult during harvest. They are mowing for the second time this season. The mowers are getting pretty beat up.

Cory Wall, Commissioner District 2, stated that the Road and Bridge District 2 are working on weeds and fighting the dry roads. The washboards will not be able to be fixed until there is rain or moisture. He has been working with 100 Year Fair Committee on plans that so far include a parade on Saturday that will be planned by Ken Viken, the Rotary will have BINGO, and there will be a street dance at the fairgrounds on Friday night sponsored by McCook

National Bank. There are other events being discussed and time to add new ideas. The Board of County Commissioners have contracted with Tracy Lawrence for the Saturday night entertainment.

The Kit Carson County Department Head Meeting adjourned at 9:04 a.m.

Next meeting is November 9, 2016, with Mick Livingston - Extension as the host.

### **WORK SESSION**

The Board of County Commissioners met with Dawn James, Tom Ridnour, Randy Gorton, and Terry Hubbell following the Department Heads meeting.

Dawn James – open positions in Public Health. Public Health Billing Specialist and Nurse Family Partnership Program Assistant position could also include the Accounts Receivable Manager. The advertisement for the nursing position will start running this week.

Tom Ridnour – additional information on law libraries.

Randy Gorton – need to schedule a phone conference in regards to the landfill with a tentative date of October 26<sup>th</sup>.

Terry Hubbell – update on weed district and purchase request.

The Board of County Commissioners meeting was called to order at 11:50 AM at the Kit Carson County Courthouse Commissioners' Room. Those present were Gary Koop, Cory Wall, Dave Hornung, Paula Weeks, and Susan Corliss.

### **PURCHASE ORDERS**

#### **Purchase Order #288**

Dave Hornung moved to approve Purchase Order #288 for the Treasurer's Office to Vari-Desk for two Vari-Desks units for a total of \$870.00, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

#### **Purchase Order #289**

Gary Koop moved to approve Purchase Order #289 for the Landfill to Schaal Drilling Invoice #9335 for Construction of 2 Wells for a total of \$12,500.00, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

#### **Purchase Order #290**

Dave Hornung moved to approve Purchase Order #290 for the Elections Department to Response Technologies Invoice #201009970 for General Election Ballots and Envelopes for a total of \$4,305.57, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

#### **Purchase Order #291**

Gary Koop moved to approve Purchase Order #291 for the Grounds & Buildings to Auto Truck Group Quote #66111 for Snowplow for a total of \$4,925.00 seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

**Purchase Order #292**

Gary Koop moved to approve Purchase Order #292 for the Grounds & Buildings to Davis Construction for Carousel, two side buildings, and restrooms roof repairs for a total of \$19,301.81, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

**Purchase Order #293**

Gary Koop moved to approve Purchase Order #293 for the Public Health to NFP for Educational Materials for a total of \$4,959.00, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

**CONSENT AGENDA**

The following items were reviewed by the Board of County Commissioners: Minutes of October 5, 2016, and Accounts Payables.

Dave Hornung moved to approve minutes of October 5, 2016, and to pay the Accounts Payables, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**CORRESPONDENCE**

The Board of County Commissioners signed a letter of nomination for Administrator of the Year for CCMA.

**FAIRGROUNDS BATHROOM TILE**

Jason Richardson presented a bid on the last stage of tiling in the fairgrounds bathrooms. There were two options for the shower stall. Option #1 with curb inside the stall would cost \$2,240 and Option #2 with curb outside the stall would cost \$2,520. Due to winter, this project will be completed in the spring since the bathrooms are not heated.

Dave Hornung moved to accept the bid option #2 from Dale Rodriguez for tile in the fairgrounds bathrooms, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**CHOICE INSURANCE AGREEMENTS**

The Board of County Commissioners reviewed Employer's Agreement, Master Group Accident Policy, and Group Critical Illness offered by Boston Mutual.

Dave Hornung moved to sign Boston Mutual's Employer's Agreement, Master Group Accident Policy, and Group Critical Illness to allow optional insurance coverage to all county employees that work at least 30 hours a week, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**CAPP/CWCP SEPTEMBER REPORT**

The Board of County Commissioners reviewed the September CAPP & CWCP Report.

Gary Koop moved to approve the September CAPP & CWCP Report, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

**TREASURER'S SEPTEMBER REPORT**

Pam Mills submitted the Treasurer's September Report for the Board of County Commissioners to review:

OCTOBER 6, 2016

TO THE HONORABLE BOARD OF COUNTY COMMISSIONERS  
KIT CARSON COUNTY COLORADO

MONTHLY REPORT OF ACTIVITY IN THE VARIOUS COUNTY FUNDS  
MONTH ENDING - SEPTEMBER 30, 2016

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
County General	\$ 4,214,550.26	\$ 132,104.40	\$ (426,699.74)	\$ 3,919,954.92
KCC Public Health Agency	\$ (173,745.64)	\$ 72,868.34	\$ (129,747.30)	\$ (230,624.60)
Contingent	\$ 204,517.54	\$	\$	\$ 204,517.54
Road and Bridge	\$ 1,594,258.92	\$ 710,562.97	\$ (326,158.53)	\$ 1,978,663.36
Ambulance	\$ (173,418.62)	\$ 30,061.90	\$ (60,526.76)	\$ (203,883.48)
Social Services	\$ 96,291.21	\$ 51,175.21	\$ (60,974.53)	\$ 86,491.89
Capital Expenditures	\$ 101,116.15	\$ 317.32	\$ (5.09)	\$ 101,428.38
Conservation Trust	\$ 40,284.34	\$ 5,334.66	\$ (9,035.70)	\$ 36,583.30
Solid Waste	\$ 1,254,051.95	\$ 65,060.00	\$ (31,263.33)	\$ 1,287,848.62
E-911	\$ 103,192.61	\$ 3,375.76	\$ (7,425.88)	\$ 99,142.49
KCC Facilities Corp	\$ 3,211.88	\$	\$	\$ 3,211.88

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

**PAM MILLS – PUBLIC TRUSTEE SEPTEMBER REPORT**

Pam Mills, Public Trustee, presented the September Public Trustee Fee Report:

TO THE HONORABLE BOARD OF COUNTY COMMISSIONERS  
KIT CARSON COUNTY COLORADO  
PUBLIC TRUSTEE FEES PAID TO PUBLIC TRUSTEE

September 1, 2016

PUBLIC TRUSTEE IN AND FOR THE COUNTY OF KIT CARSON

Month Ending September 2016

PUBLIC TRUSTEE FEES	Fee	Quantity	Total
Foreclosures	\$150.00	2	\$300.00
PT Deeds	\$30.00	0	\$0.00
Withdrawals	\$35.00	3	\$105.00
Admin Withdrawals	\$50.00	0	\$0.00
Intent to Cure	\$15.00	0	\$0.00
Cure of Default	\$35.00	0	\$0.00
Redemption	\$30.00	0	\$0.00
Releases of Deed of Trust	\$15.00	21	\$465.00
<b>Total PT Fees for September 2016</b>			<b>\$870.00</b>

Acct#				
0175-0500	31	RELEASES OF DEED OF TRUST	@	\$15.00 465.00
0175-0502	0	PUBLIC TRUSTEE DEEDS	@	\$30.00 0.00
0175-0503	3	WITHDRAWALS	@	\$35.00 105.00
0175-0503	0	ADMIN WITHDRAWALS	@	\$50.00 0.00
0175-0504	0	CURE OF DEFAULT FILED	@	\$35.00 0.00
0175-0505	0	INTENTS TO REDEEM FILED	@	\$15.00 0.00
0175-0506	0	REDEMPTIONS	@	\$30.00 0.00
0175-0501	2	FORECLOSURES	@	\$150.00 300.00
<b>TOTAL</b>				<b>\$870.00</b>

The above is a true and full account of all fees collected in the office of the Public Trustee in and for the County of Kit Carson, Colorado, for the month ending 08/31/2016

*Pam Mills*  
Public Trustee  
10/6/16  
Date

*Cory Wall*  
Commissioner  
Date

*Pamela J Mills*  
Pamela J Mills  
Kit Carson County Public Trustee

Dave Hornung moved to approve the Public Trustee September Report, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**BID FOR JAIL LIGHTS**

Jason Richardson presented two bids for the repairs to seven lights and a light pole in the Jail from Daniel Electric and Fox Electric. The bids were tabled for comparison to the next meeting.

**BID FOR SNOW PLOW FOR GROUNDS PICKUP**

Jason Richards presented a bid from Auto Truck Group for a Western Ultra Mount 7'6" Pro Plow for the Grounds and Building 2004 Dodge Pickup with a cost of \$4,925.00.

Dave Hornung moved to approve the bid from Auto Truck Group snow plow for the 2004 Dodge Pickup for \$4,925.00, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**DRAFT BUDGET**

Dave Hornung moved to approve the 2017 Draft Budget for Kit Carson County, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**PERSONNEL ITEMS:**

The Board of County Commissioners reviewed Orange Sheet for Dalton Clapper.

Dave Hornung moved to approve Road & Bridge District 1 New Hire Orange Sheet for Dalton Clapper at \$10.00 per hour that is part-time without benefits as Non-Exempt; the effective date is October 1, 2016, this seasonal 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 Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**SECURITY GRANT WAS SUBMITTED BY SHERIFF'S OFFICE**

Dave Hornung moved to digitally sign the Sheriff's Security Grant Application, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

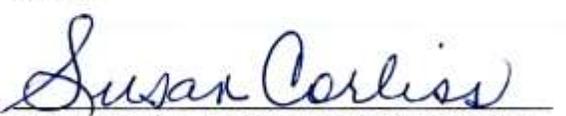
The Board of County Commissioners meeting adjourned for lunch at 12:05 p.m.

The Board of County Commissioners met with Bradley Gauthreaux of Boston Mutual at 1:00 p.m. for an explanation of the items being offered to the Kit Carson County employees.

Submitted by: Susan Corliss, County Clerk and Recorder

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

10-19-16  
\_\_\_\_\_  
Date

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

