

**KIT CARSON COUNTY COMMISSIONERS  
MINUTES  
APRIL 8, 2020**

8:00 AM PRE-DEPARTMENT HEAD MEETING  
8:30 AM DEPARTMENT HEAD MEETING –EMS – ZOOM HOST- EMS KORENA LAUE  
11:00 AM JEFF CURE – COUNTY ATTORNEY – *work session*  
12:00 PM LUNCH  
12:55 PM MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE  
• REVIEW CONSENT AGENDA ITEMS: PAYABLES, MINUTES, SIDE ITEMS  
1:00 PM ~~DELLA CALHOON – EM REPORT~~ – KORENA LAUE – *during work session*  
1:30 PM TODD HOLMES – AVAYA CONTRACT  
MEETING TO ADJOURN WHEN BUSINESS COMPLETED

**AGENDA:**

- Minutes – April 1, 2020
- Accounts Payable

**NEW ITEMS:**

- Easement – Shawn Schulte
- Great Copier Services Contract for Assessor
- Continuant Service agreement for phone system
- Courthouse Security Grant
- Temporary Policy for FFCRA – COVID19 Sick Leave
- Hazard Mitigation Plan

**PURCHASE ORDERS:**

**MONTHLY REPORTS:**

- Clerk’s March Reports
  - Clerk’s Report with Warrants – Driver License, Motor Vehicle & Marriage License
  - ERTF Report & Transfer
- Treasurer’s March Report
- VSO Report

**OLD ITEMS:**

**PERSONNEL ITEMS:**

- Wage Increase for Lynsay Cormack
- Wage Increase for Jeff Challis and Mike Vance, District 2

**FYI:**

**TABLED:**

- Marijuana Ordinance amendment

**ADDITIONAL ITEMS**

**BOARD OF PUBLIC HEALTH AGENDA:**

**BOARD OF DEPARTMENT OF HUMAN SERVICES AGENDA:**

The Department Head Meeting was called to order at 8:35 AM as a Zoom virtual meeting hosted by EMS – Korena Laue. The Pledge of Allegiance was recited. Those present were Korena Laue, Collin Koop, Scott Stinnett, Valerie Boyd, Randy Gorton, Pam Mills, Tiffany Ramos, Tom Ridnour, Abbey Mullis, Paula Weeks, Susan Corliss, Stan Hitchcock, Cory Wall, Dave Hornung, and Gary Koop.

**DEPARTMENT HEADS MEETING**

**Collin Koop – Grounds & Buildings** – reported that the curb & gutter has been completed on the north side of the courthouse. He has been discussing the arena lights at the fairgrounds with the Board of County Commissioners. It is getting nice out starting to begin with mowing and outside work. Things are pretty normal for them.

**Scott Stinnett – Extension** – shared that CSU has sent everyone home to work. The office doors are closed but the ladies are still working and answering the phones. The selection committee has sent a recommendation to hire for the open CSU agent; not sure how long the process will take while waiting on CSU. Nominations for fair animals has been changed to June 1st. Scott is really missing the interaction with the kids.

**Randy Gorton – Landfill/Coroner** – indicated that the landfill is normal as usual. State testing of underground water will continue at a later date. They have changed the billing process. Bills will be emailed to the customers once their vehicle is weighed; this will save a lot of postage and time in sending out statements. It is working really well. There are a few that will continue to be billed by paper for various reasons. Everything is done through the South window.

**Tom Ridnour – Sheriff** – had nothing to report today.

**Paula Weeks – Administration** – shared that the software update has been completed. They are working on finding the reports that will work the best. There have been a few frustrations but things are going good. Tracking the costs for COVID 19 for FEMA.

**Dave Hornung – Commissioner District 3** – reported that the Road & Bridge District 3 is doing business as usual. Bronco Plains Wind project south of Flagler is almost done. Crossing Trails with EDP south of Seibert will be starting the end of May.

**Gary Koop – Commissioner District 1** – indicated that it is standard business. Road and Bridge are working on trying to get the washboards out.

**Cory Wall – Commissioner District 2** – shared that the road crew is going directly to graders and trucks to comply with the social distancing. Work has been completed on a bridge to repair the supports. Liberty Pipeline has stated they will not start the project until January 1<sup>st</sup> due to the current conditions. The pipe is being delivered and stored by Stratton.

**Valerie Boyd – Public Health & Environment** – indicated the Public Health is working on COVID 19 and doing their normal duties.

**Tiffany Ramos – Interim Director of Human Services** – reported that child welfare cases are down. The food and assistance programs are up.

**Pam Mills – Treasurer** – shared that the office is quiet with business as usual. The taxes are currently at 40% collected.

**Susan Corliss – Clerk and Recorder** – indicated that they are working in the new normal seeing only five to eight in-person customers. Comparing last month to 2019, seeing that the financial picture is very similar. There will be a huge curve when the office reopens, so scheduling for services will need to continue. The staff is currently working on getting the ballot envelopes ready to mail on Monday.

**Korena Laue – Ambulance** – reported that she hired a new employee and went on the first run with him last night. He is a good addition to the reverses. They are super busy and everyone is staying healthy. The current EMT students are currently doing classes online but are unable to go on runs or emergency room experience. All practical experiences are postponed.

**Abbey Mullis – Assessor** – shared that new is nothing new in her office. There is a webinar for COVID 19 and GIS for data. They are working on Notice of Valuations.

The Kit Carson County Department Head Meeting adjourned at 8:52 AM.

Next meeting is Wednesday, May 13, 2020, with Admin – Paula Weeks as the host.

## **BOARD OF PUBLIC HEALTH -**

Dave Hornung moved to go into the Board of Public Health meeting at 11:03 AM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Dawn James gave a current update on the COVID 19 in Kit Carson County.

Dave Hornung moved to sign two orders presented, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Dave Hornung moved to adjourn the Board of Public Health meeting at 11:13 AM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

The Board of County Commissioners recessed for lunch at 12:20 PM.

The Board of County Commissioners continued in work session at 1:00 PM. Those present were Cory Wall, Dave Hornung, Gary Koop, Korena Laue, Stan Hitchcock, and Susan Corliss.

The Board of County Commissioners reconvened at 1:30 PM.

## **FAIRGROUNDS ARENA LIGHTS**

Collin Koop presented additional information from Fox Electric about the difference in the bids concerning the quality of lights. The bids received for the arena lights:

- Fox's Electric LLC \$ 68,871.48
- Fox's Electric LLC \$ 89,670.71
- Daniel Electric, Inc. \$106,570.00

Dave Hornung moved to accept the bid from Fox Electric in the amount of \$89,670.71, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

## **TODD HOLMES – AVAYA CONTRACT**

Todd Holmes explained the Avaya Contract for the maintenance concerning the phone systems for the Annex and the courthouse.

## **CONSENT AGENDA**

The following items were reviewed by the Board of County Commissioners: Minutes of April 1, 2020, and Accounts Payable.

Gary Koop moved to approve the minutes of April 1, 2020, and to pay the Accounts Payables in the amount of \$147,971.19, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

## **CONDOLENCE LETTERS**

The Board of County Commissioners signed a sympathy card to Kit Carson County employee, Kristi Janousek, and her family on the passing of her mother-in-law.

### **EASEMENT – SHAWN SCHULTE**

Shawn Schulte requested an easement in the Southwest Quarter of 24-6-50 to the Northeast Quarter of 26-6-50 to install a new 8” waterline and 2 #12 gauge conduit.

Dave Hornung moved to approve the easement requested by Shawn Schulte to bury new 8” waterline and 2 #12 gauge conduit, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

### **GREAT COPIER SERVICES CONTRACT FOR ASSESSOR**

Gary Koop moved to approve and sign the Service and Support Contract for the Assessor copy machine with Great Copier Service for the Lanier MP255 copier at a rate of black copies at \$0.0095, effective May 15, 2020 through May 15, 2021, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

### **CONTINUANT SERVICE AGREEMENT FOR PHONE SYSTEM**

The Board of County Commissioners reviewed the agreement and requested a new agreement for the courthouse only.

### **COURTHOUSE SECURITY GRANT**

Dave Hornung moved to approve the Court Security Grant Proposal in the amount of \$114,923.00 for two full time employees for the 2020-21 Fiscal Year grant cycle which will be electronically signed by Gary Koop, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

### **TEMPORARY POLICY FOR FFCRA – COVID19 SICK LEAVE**

The Board of County Commissioners reviewed the Families First Coronavirus Response Act (FFCRA) Policy. This policy provides employees with Emergency Paid Sick Leave and Emergency Paid Family and Medical Leave (EFMLA) for those affected by the COVID-19 pandemic.

Gary Koop moved to sign the Families First Coronavirus Response Act (FFCRA) Policy effective April 1, 2020 through December 31, 2020, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

### **HAZARD MITIGATION PLAN**

The Board of County Commissioners reviewed the draft copy of the Hazard Mitigation Plan making a few notations for correction

### **CLERK’S MARCH FINANCIALS**

The following report was submitted by the Clerk and Recorder’s Office, including a list of warrants that need approved by the Board of County Commissioners for the month of **March 2020** report for the County Clerk’s office:

KIT CARSON COUNTY COMMISSIONERS REPORT				
MARCH				
	To General COUNTY	To Towns STATE	Warrants STATE	TOTAL
BURLINGTON CITY SALES TAX		\$ 7,957.46		\$ 7,957.46
CERTIFICATES OF TITLE	\$ 876.00		\$ 700.80	\$ 1,576.80
MISC ELECTIONS				\$ -
ERTF \$2 ST FEE		\$ 336.00		\$ 336.00
ESCROW DEPOSIT	\$ 374.25			\$ 374.25
DRIVERS LICENSE	\$ 1,388.00		\$ 1,491.50	\$ 2,879.50
DUP'S (REG & TITLE)	\$ 69.00		\$ 17.00	\$ 86.00
E-RECORDING SURCHARGE	\$ 168.00			\$ 168.00
COUNTY REVENUE (SHORT CHECKS)	\$ -			\$ -
REFUNDS PAID OUT	\$ 1,728.08			\$ 1,728.08
MARRIAGE LICENSE	\$ 70.00		\$ 230.00	\$ 300.00
MISCELLANEOUS	\$ 4,210.42			\$ 4,210.42
SPECIAL PURPOSE / SPECIFIC OWNERSHIP	507.75	\$ 77,195.51		\$ 77,195.51
MV LICENSE FEE/PERMITS	\$ 3,822.40		\$ 80,614.94	\$ 84,437.34
RECEPTION MOTOR VEHICLE	\$ 1,095.00			\$ 1,095.00
ROAD \$1.50 / \$2.50 FEES		\$ 3,367.16		\$ 3,367.16
SB03-103 PD/SAFETY	\$ 40.86			\$ 40.86
SB09-108 LATE FEES	\$ 650.00			\$ 650.00
SEIBERT SALES TAX		\$ 58.00		\$ 58.00
STATE DOCUMENTARY FEE	\$ 361.62			\$ 361.62
STATE SALES TAX			\$ 20,156.12	\$ 20,156.12
STRATTON SALES TAX		\$ 83.13		\$ 83.13
RECEPTION RECORDING	\$ 3,753.00			\$ 3,753.00
VENDOR FEES	\$ 973.33			\$ 973.33
<b>GRAND TOTAL</b>	<b>\$ 20,087.71</b>	<b>\$ 88,997.26</b>	<b>\$ 103,210.36</b>	<b>\$ 212,295.33</b>
		<b>\$ 192,207.62</b>		

Dave Hornung moved to approve the Clerk's March Report as presented and pay the following list of Electronic Funds Transfers and Warrants for the month of **March 2020** for the County Clerk's office, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Warrants written in MARCH for FEBRUARY	
\$ 81,332.74	Colo Dept of Rev MV/LIC, Title & Dupe Title- ACH PMT
\$ 20,156.12	Colo Dept of Rev Sales Tax - State & Flagler - ACH PMT
\$ 7,957.46	City of Burlington Sales Tax
\$ 83.13	Town of Stratton Sales Tax
\$ 58.00	Town of Seibert Sales Tax
\$ 24.00	State Treasurer - M/L \$3.00
\$ 160.00	Colo Dept of Health - M/L \$20.00
\$ 1,491.50	State Treasurer - Dr Lic & Organ Donation - ACH PMT
\$ 336.00	ERTF \$2 ST FEE - Transferred out of EBT Payment
<b>\$ 111,598.95</b>	
<b>\$ 80,608.67</b>	Difference Collected VS Paid Out
<b>\$ 80,562.67</b>	SOT & R/B Fee Paid Out By Treasurer
<b>\$ 46.00</b>	
\$ 3.00	waiting on 1 Feb ML
\$ 20.00	waiting on 1 Feb ML
\$ 9.00	WAITING ON 3 MAR ML
\$ 60.00	WAITING ON 3 MAR ML
<b>\$ 46.00</b>	

## CLERK'S ELECTRONIC RECORDING TECHNOLOGY FUNDS REPORT

The following report was submitted by the Clerk and Recorder's Office for Recording, including the Electronic Recording Technology Funds Report to be approved by the Board of County Commissioners for the month of March 2020 from the County Clerk & Recorder's office:

KIT CARSON COUNTY COMMISSIONERS REPORT - ELECTRONIC FUNDS TRANSFER					
20-Mar					
	In Person less IRS	eRecording	IRS	Total	Escrow
Copies In Person & Escrow (PH)	\$ 105.50			\$ 105.50	
Online Credit Card Copies	\$ 419.50			\$ 419.50	
Documentary Fee (DF)	\$ 257.37	\$ 111.15		\$ 368.52	
ERT Funds (ES)	\$ 192.00	\$ 158.00	\$ 2.00	\$ 352.00	
Escrow Deposits (EP)	\$ 343.25			\$ 343.25	
Marriage Application (ML)	\$ 300.00			\$ 300.00	
Online - Monthly Subscription	\$ 410.00			\$ 410.00	
Recording Fees (RC)	\$ 1,975.00	\$ 2,415.00	\$ 5.00	\$ 4,395.00	
Recording Surcharge (EC)	\$ 96.00	\$ 79.00	\$ 1.00	\$ 176.00	
<b>Totals</b>	<b>\$ 4,098.62</b>	<b>\$ 2,763.15</b>	<b>\$ 8.00</b>	<b>\$ 6,869.77</b>	<b>\$ -</b>
ERT FUNDS RECORDED FOR THE CURRENT MONTH					\$ 352.00
LESS ERT FUNDS NOT COLLECTED FOR THE CURRENT MONTH (Outstanding ES \$\$ from recording reports)					\$ (46.00)
PLUS PREVIOUS MONTH ERT FUNDS RECEIVED IN CURRENT MONTH (From recording copies of checks and					\$ 30.00
CURRENT MONTH ERT FUNDS	Drives Report \$ 336.00				<b>\$ 336.00</b>
CURRENT MONTH ERT FUNDS	Escrow Pmt				

Dave Hornung moved to approve the Clerk's March ERT Report as presented that will be transferred and pay \$336.00 via ACH to the State Treasurer, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

## TREASURER – MARCH REPORT

The Board of County Commissioners reviewed the March Treasurer's Report from County Treasurer Pam Mills.

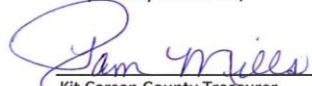
KIT CARSON COUNTY COLORADO

MONTHLY REPORT OF ACTIVITY IN THE VARIOUS COUNTY FUNDS

MONTH ENDING Mar. 31, 2020

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
County General	\$4,761,382.63	\$365,731.18	(\$648,479.11)	\$4,478,634.70
KCC Public Health Agency	(\$244,340.47)	\$117,588.72	(\$159,882.25)	(\$286,634.00)
Contingent	\$376,999.54	\$0.00	\$0.00	\$376,999.54
Road and Bridge	\$1,990,355.25	\$303,778.71	(\$362,296.18)	\$1,931,837.78
Ambulance	(\$106,842.24)	\$28,449.62	(\$30,144.56)	(\$108,537.18)
Social Services	\$53,555.66	\$136,762.22	(\$94,587.63)	\$95,730.25
Capital Expenditures	\$141,968.27	\$0.00	\$0.00	\$141,968.27
Conservation Trust	\$14,838.45	\$5,465.05	\$0.00	\$20,303.50
Solid Waste	\$477,106.37	\$44,235.44	(\$39,460.30)	\$481,881.51
E-911	\$57,069.34	\$7,339.06	(\$6,281.45)	\$58,126.95
KCC Facilities Corp	\$0.00	\$0.00	\$0.00	\$0.00

Respectfully Submitted,

  
 Kit Carson County Treasurer

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

**VSO REPORT**

The VSO March Report was presented to the Board of County Commissioners to be reviewed. There were 4 telephone calls, 3 correspondence received, 2 correspondence written, 2 21-526EZ Entitlements, and 1 SF180 Military Record/Correction with a total of \$1,075.00 in salary on the report.

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

**OEM – 1<sup>st</sup> QUARTER REPORT**

Dave Hornung moved to sign 2020 1<sup>st</sup> Quarter EMPG-LEMS Grant Activities January through March Work Plan, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**ORANGE SHEETS – CORMACK, CHALLIS, & VANCE**

Dave Hornung moved to approve Administration Office 6 Month Evaluation Raise Orange Sheet for Lysnay Cormack at \$16.35 per hour for Step 00 and Grade 34 with annual wage of \$34,000.00 as a Non-Exempt Full Time Employee with Benefits effective April 1, 2020, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Gary Koop moved to approve Road & Bridge District 2 New Orange Sheet for Jeff Challis at \$15.385 per hour for Step 00 and Grade 32 with annual wage of \$32,000.00 as a Non-Exempt Full Time Employee with Benefits effective April 1, 2020, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

Gary Koop moved to approve Road & Bridge District 2 New Orange Sheet for Michael Vance at \$15.385 per hour for Step 00 and Grade 32 with annual wage of \$32,000.00 as a Non-Exempt Full Time Employee with Benefits effective April 1, 2020, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

The Board of County Commissioners meeting adjourned at 1:57 PM.

Submitted by: Susan Corliss, County Clerk and Recorder



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

Attest:



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

\_\_\_\_\_  
4/15/2020

Date

