

**KIT CARSON COUNTY COMMISSIONERS  
MINUTES  
MAY 13, 2020**

8:00 AM PRE-DEPARTMENT HEAD MEETING  
8:30 AM DEPARTMENT HEAD MEETING –ZOOM HOST- EMS PAULA WEEKS  
9:00 AM 10:00 WEEKLY BRIEFING – ZOOM  
• Kit Carson County DPHE is inviting you to a scheduled Zoom meeting  
10:00 AM 9:00 TIFFANY RAMOS – DHS – CORE POSITION  
11:00 AM JEFF CURE – COUNTY ATTORNEY  
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 COLLIN  
MEETING TO ADJOURN WHEN BUSINESS COMPLETED

**AGENDA:**

- Minutes – May 6, 2020
- Accounts Payable

**NEW ITEMS:**

- Veteran’s Letter – Bob Siler
- Drug-Free Certification for Victim Assistance

**PURCHASE ORDERS:**

- PO#20-00020 Herman Lumber Grounds & Buildings \$ 1,800.00 Countertop – Treasurer Office

**MONTHLY REPORTS:**

- CAPP & CWCP
- Treasurer
- Clerk’s April Reports
  - Clerk’s Report with Warrants – Driver License, Motor Vehicle & Marriage License
  - ERTF Report & Transfer
- Public Trustee

**OLD ITEMS:**

- FEMA Discussion
- Joint Budget Commission

**PERSONNEL ITEMS:**

**FYI:**

- Jail Based Behavioral Health Services

**TABLED:**

**ADDITIONAL ITEMS**

**BOARD OF PUBLIC HEALTH AGENDA:**

- Immunization and Vaccines for Children
- SEP Contract

**PURCHASE ORDERS:**

- PO#20-00021 Herman Lumber Grounds & Buildings \$ 2,000.00 Countertop – Treasurer Office

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

The Department Head Meeting was called to order at 8:35 AM in the Ambulance Building meeting room with Zoom virtual meeting hosted by Administrator – Paula Weeks. The Pledge of Allegiance was recited. Those present were Susan Corliss, Randy Gorton, Abbey Mullis, Tiffany Ramos, Collin Koop, Korena Laue, Dawn James, Scott Stinnett, Della Calhoon, Paula Weeks, Stan Hitchcock, Cory Wall, Dave Hornung, and Gary Koop.

**DEPARTMENT HEADS MEETING**

**Susan Corliss – Clerk and Recorder** – shared that they have been busy but scheduling appointments to allow for social distancing and lines. Mari Miller started on May 1<sup>st</sup> and is really an asset already. The Kit Carson County Health Service District is winding down and will be certified on Monday, May 18<sup>th</sup>. The Primary Election is in full swing with the ballot content sent to the printer.

**Randy Gorton – Landfill/Coroner** – indicated that the ground water testing has been completed. The iron balers are here at the landfill.

**Abbey Mullis – Assessor** – reported that they have been working in the field updating records.

**Tiffany Ramos – Director of Human Services** – explained that the work load is increasing with 10 child welfare calls already this month, which is more than the month of April. They are working with the Midway to plan for a future movie night for foster family recruitment.

**Collin Koop – Grounds & Buildings** – shared that Hunter Tracy has started as summer help. They are busy mowing and preparing for summer activities.

**Dawn James – Public Health & Environment Director** – indicated that the Board of Health has been really busy working on a waiver for the county to open up. Guidelines for the restaurants to reopen have been given to all of the restaurants, noting that if they choose to open early it would be at their own risk. The current positive rate done by Public Health is around 4% of those tested. The office is open for immunizations with the family waiting in their cars because the waiting room is not easy to sanitize after each appointment. There has been collaboration with the Board of Health as the rules keep changing. It will take individual responsibility and taking precautions as things return to normal.

**Scott Stinnett – Extension** – has received good news from CSU. On May 18th, the extension agents can resume some limited face to face. Virtual programming will still be the norm. The fair office has been opened with plexi-glass screen made for the window. McKayla Stephen will be the new 4-H/FCS Extension Agent for Kit Carson County starting on June 1st.

**Della Calhoon – OEM** – stated that she has been working with Dawn on the drive through testing. Work continues on the Hazard Mitigation Plan. Communication with the other emergency managers about what is needed in different counties.

**Korena Laue – Ambulance** – shared that she is working on things to show appreciation for the crew for EMS Week next week. There will be a crew training on mental health next week. The Stratton crew has a new reserve.

**Cory Wall – Commissioner District 2** – stated that the Board of County Commissioners has been working hard for the county to preserve the way of life safely. Road and Bridge has not been affected and actually are getting more done since they don't go to the shop every morning.

**Dave Hornung – Commissioner District 3** – indicated that Road & Bridge really need to have rain to fix the roads. The work to remove an antique bridge on County Road E and replace it with culverts has been completed. There is concern that the county is not being able to open back up soon enough.

**Gary Koop – Commissioner District 1** – reiterated what Dave had said on the need for rain.

**Paula Weeks – Administration** – shared that COVID 19 has kept her busy with weekly calls and Zoom meetings. The audit is taking place with emails and one person in the building. It is really business as usual.

The Kit Carson County Department Head Meeting adjourned at 9:05 AM.

Next meeting is Wednesday, June 10, 2020, with OEM – Della Calhoon as the host.

The Board of County Commissioners meeting convened at 9:12 AM.

**BOARD OF HUMAN SERVICES:**

Dave Hornung moved to go into the Board of Human Services meeting at 9:12 AM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall. Those present were Cory Wall, Dave Hornung, Gary Koop, Tiffany Ramos, Paula Weeks, Stan Hitchcock and Susan Corliss.

**DIRECTOR OF DHS – CORE POSITION**

Tiffany Ramos presented the need for Mental Therapy position in CORE programming. The position would require a Master’s degree. Tiffany would like to offer a job change to Katie Gay. Interviews for a Case Worker and Eligibility Tech are pending for open positions.

**ORANGE SHEET – KATIE GAY**

Dave Hornung moved to approve the DHS Job Change – Orange Sheet for Katie Gay at \$21.63 per hour for Step .00 and Grade 45 with annual wage of \$45,000.00 as an Exempt Full Time Employee with Benefits effective June 1, 2020, with a Trial Period expiring on November 1, 2020, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

Dave Hornung moved to adjourn The Board of Human Services at 9:50 AM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

**INCIDENT COMMAND SENTER CALL**

The Board of County Commissioners attended a conference call at 10:10 AM with the Incident Command Senter (ICS) for updates. The call ended at 10:45 AM. Notes from this meeting are kept within the ICS.

**JEFF CURE – COUNTY ATTORNEY**

Jeff Cure reported that there were no new updates on the projects he has been working on. Dawn James and Kelly Alvarez joined the meeting at 11:39 AM with major concerns about the restaurants already opening before the county variance has been granted. The State CDPHE will be calling this afternoon. A warning letter should be prepared and ready to deliver to the restaurants if necessary. The Board of County Commissioners expressed an interest to be involved with the call.

The Board of County Commissioners recessed for lunch at 12:25 PM.

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

## **FAIR GRANDSTANDS & PLANS FOR FAIR**

Collin Koop presented four samples for the mural featuring the Carousel to be painted on the southeast section of the grandstands. Audrey Sayles was called to answer questions about the cost and thought behind two of the designs. Collin will follow up with addition questions.

Scott Stinnett and Collin Koop were asking about the plans for the fair. At this time, the fair should still continue to be planned as usual with the understanding that accommodations may need to be made. It is too far out to start canceling events.

The Board of County Commissioners went into work session at 1:30 PM

The Board of County Commissioners meeting reconvened at 3:20 PM.

## **CONSENT AGENDA**

The following items were reviewed by the Board of County Commissioners: Minutes of May 6, 2020, and Accounts Payable.

Dave Hornung moved to approve the minutes of May 6, 2020, and to pay the Accounts Payables in the amount of \$62,865.60, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

## **VETERAN'S LETTER – BOB SILER**

The Board of County Commissioners signed and mailed a letter to Kevin Siler in honor of his father, Bob Siler, for his service to our country as a Kit Carson County Military Veterans.

## **DRUG-FREE CERTIFICATION FOR VICTIM ASSISTANCE**

The Board of County Commissioners reviewed the Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matter; and Drug-Free Workplace Requirements from the U.S. Department of Justice.

Dave Hornung moved to digitally sign the Certification for Drug-Free Workplace for the Victim Assistance program funding, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

## **PURCHASE ORDERS**

### **Purchase Order #20-00020**

Gary Koop moved to approve the Purchase Order #20-00020 for Grounds & Buildings to Herman Lumber Quote #649555 for countertop in the Treasurer office totaling \$2,000.00, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

## **CAPP & CWCP REPORT FOR APRIL**

Dave Hornung moved to approve April CAPP & CWCP Report as presented, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

## TREASURER – APRIL REPORT

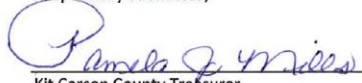
The Board of County Commissioners reviewed the April Treasurer’s Report from County Treasurer Pam Mills.

### MONTHLY REPORT OF ACTIVITY IN THE VARIOUS COUNTY FUNDS

MONTH ENDING April 30 2020

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
County General	\$4,478,634.70	\$1,780,284.26	(553,355.06)	\$5,705,563.90
KCC Public Health Agency	(\$286,634.00)	\$325,425.20	(175,776.10)	(\$136,984.90)
Contingent	\$376,999.54	\$0.00	0.00	\$376,999.54
Road and Bridge	\$1,931,837.78	\$681,933.13	(276,770.73)	\$2,337,000.18
Ambulance	(\$108,537.18)	\$30,105.99	(155,741.04)	(\$234,172.23)
Social Services	\$95,730.25	\$91,236.43	(73,196.85)	\$113,769.83
Capital Expenditures	\$141,968.27	-\$3.51	(40,507.37)	\$101,457.39
Conservation Trust	\$20,303.50	\$8.62	0.00	\$20,312.12
Solid Waste	\$481,881.51	\$177,288.36	(40,207.20)	\$618,962.67
E-911	\$58,126.95	\$8,090.01	(6,288.97)	\$59,927.99
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 April Financials Report, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

## CLERK’S APRIL 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 **April 2020** report for the County Clerk’s office:

KIT CARSON COUNTY COMMISSIONERS REPORT				
APRIL	To General	To Towns	Warrants	TOTAL
	COUNTY	STATE	STATE	
BURLINGTON CITY SALES TAX		\$ 6,007.70		\$ 6,007.70
CERTIFICATES OF TITLE	\$ 448.00		\$ 358.40	\$ 806.40
MISC ELECTIONS	\$ -			\$ -
REFUNDS	\$ 1,142.97			\$ 1,142.97
ERTF \$2 ST FEE		\$ 312.00		\$ 312.00
ESCROW DEPOSIT	\$ 424.25			\$ 424.25
DRIVERS LICENSE	\$ 124.00		\$ 153.25	\$ 277.25
DUP'S (REG & TITLE)	\$ 65.00		\$ 17.00	\$ 82.00
E-RECORDING SURCHARGE	\$ 156.00			\$ 156.00
SMALL BALANCE ADJUSTMENT	\$ -			\$ -
COUNTY REVENUE (SHORT CHECKS)				\$ -
MARRIAGE LICENSE	\$ 21.00	\$ 69.00		\$ 90.00
MISCELLANEOUS	\$ 1,552.57			\$ 1,552.57
MOTOR VEHICLE AUTO TAX	629.78	\$ 74,705.58		\$ 74,705.58
MV LICENSE FEE/PERMITS	\$ 4,806.40		\$ 104,723.32	\$ 109,529.72
RECEPTION MOTOR VEHICLE	\$ 510.00			\$ 510.00
ROAD \$1.50 / \$2.50 FEES		\$ 4,272.04		\$ 4,272.04
SB03-103 PD/SAFETY	\$ 50.74			\$ 50.74
SB09-108 LATE FEES	\$ 330.00			\$ 330.00
SEIBERT SALES TAX		\$ 249.40		\$ 249.40
STATE DOCUMENTARY FEE	\$ 469.08			\$ 469.08
STATE SALES TAX			\$ 14,078.19	\$ 14,078.19
STRATTON SALES TAX		\$ 61.87		\$ 61.87
RECEPTION RECORDING	\$ 3,640.00			\$ 3,640.00
VENDOR FEES	\$ 702.70			\$ 702.70
<b>GRAND TOTAL</b>	<b>\$ 15,072.49</b>	<b>\$ 85,677.59</b>	<b>\$ 119,330.16</b>	<b>\$ 220,080.24</b>
		<b>\$ 205,007.75</b>		

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

<b>Warrants written in May for April</b>	
\$ 105,098.72	Colo Dept of Rev MV/LIC - ELT PMT
\$ 14,078.19	Colo Dept of Rev Sales Tax - ELT PMT
\$ 153.25	Colo Dept of Rev Drivers License - ELT PMT
\$ 6,007.70	City of Burlington Sales Tax
\$ 61.87	Town of Stratton Sales Tax
\$ 249.40	Town of Seibert Sales Tax
\$ 21.00	State Treasurer - M/L \$3.00
\$ 140.00	Colo Dept of Health - M/L \$20.00
\$ 312.00	ERTF \$2 ST FEE - Transferred out of EBT Payment
<b>\$ 126,122.13</b>	
<b>\$ 78,885.62</b>	Difference Collected VS Paid Out
\$ 78,977.62	SOT & R/B Fee Paid Out By Treasurer
<b>\$ (92.00)</b>	
\$ 23.00	REC FEB ML - 1
\$ 69.00	REC MAR ML - 3
<b>\$ 0.00</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 April 2020 from the County Clerk & Recorder's office:

<b>Amounts for Documents Recorded / Total Business</b>					
<b>KIT CARSON COUNTY COMMISSIONERS REPORT - ELECTRONIC FUNDS TRANSFER</b>					
<b>20-Apr</b>					
	<b>In Person less</b>				
	<b>IRS</b>	<b>eRecording</b>	<b>IRS</b>	<b>Total</b>	<b>Escrow</b>
Copies In Person & Escrow (PH)	\$ 103.25			\$ 103.25	
Online Credit Card Copies	\$ 394.25			\$ 394.25	
Documentary Fee (DF)	\$ 460.18	\$ 2.00		\$ 462.18	
ERT Funds (ES)	\$ 186.00	\$ 148.00		\$ 334.00	
Escrow Deposits (EP)	\$ 414.25			\$ 414.25	
Marriage Application (ML)	\$ 90.00			\$ 90.00	
Online - Monthly Subscription	\$ 50.00			\$ 50.00	
Recording Fees (RC)	\$ 1,710.00	\$ 2,765.00		\$ 4,475.00	
Recording Surcharge (EC)	\$ 93.00	\$ 74.00		\$ 167.00	
<b>Totals</b>	<b>\$ 3,500.93</b>	<b>\$ 2,989.00</b>	<b>\$ -</b>	<b>\$ 6,489.93</b>	<b>\$ -</b>
<b>ERT FUNDS RECORDED FOR THE CURRENT MONTH</b>					<b>\$ 334.00</b>
<b>LESS ERT FUNDS NOT COLLECTED FOR THE CURRENT MONTH (Outstanding ES \$\$ from recording reports)</b>					<b>\$ (68.00)</b>
<b>PLUS PREVIOUS MONTH ERT FUNDS RECEIVED IN CURRENT MONTH (From recording copies of checks and reports)</b>					<b>\$ 46.00</b>
<b>CURRENT MONTH ERT FUNDS</b>	<b>Drives Report</b>	\$ 312.00			<b>\$ 312.00</b>
<b>CURRENT MONTH ERT FUNDS</b>	<b>Escrow Pmt</b>				

Dave Hornung moved to approve the Clerk's April ERT Report as presented that will be transferred and pay \$312.00 via ACH to the State Treasurer, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

## **PUBLIC TRUSTEE – APRIL REPORT**

The Board of County Commissioners reviewed the April Public Trustee’s Report.

Month Ending April 30, 2020			
<u>PUBLIC TRUSTEE FEES</u>	<u>Fee</u>	<u>Quantity</u>	<u>Total</u>
Foreclosures	\$150.00	1	\$150.00
PT Deeds	\$30.00	0	\$0.00
Withdrawals	\$35.00	0	\$0.00
Admin Withdrawals	\$50.00	0	\$0.00
Intent to Cure	\$35.00	0	\$0.00
Cure of Default	\$35.00	0	\$0.00
Intent to Redeem	\$50.00	0	\$0.00
Redemption	\$30.00	0	\$0.00
Releases of Deed of Trust	\$15.00	26	\$390.00
<b>Total PT Fees for April 30, 2020</b>			<b>\$540.00</b>

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

The Board of County Commissioners meeting recessed at 3:19 PM.

### **BOARD OF PUBLIC HEALTH**

Dave Hornung moved to go into the Board of Public Health meeting at 3:20 PM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

### **IMMUNIZATION AND VACCINES FOR CHILDREN**

Dave Hornung moved to approve the Amendment #3 to accept additional funding for Immunization in the amount of \$13,543.00 in State Funds and \$3,997.00 in Federal Funds for contract #19-FHHA 108889 with effective July 1, 2020 through June 30, 2021 total of \$17,540.00, which brings the cumulative total amount of the contract to \$62,765.00, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

### **SEP CONTRACT**

The purpose of the Single Entry Point (SEP) Agency contract is for long-term care information, screening, assessment of need, and referral to appropriate long-term care program and case management services for clients within the Kit Carson County Public Health and Environment Department 044 designated district.

Dave Hornung moved to approve the statement of work to the Single Entry Point contract #21-160385 with a budget of \$290,039.00 of which Federal Funds are in the amount of \$185,270.00 effective July 1, 2020 through June 30, 2021, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**PURCHASE ORDER #20-00021**

Gary Koop moved to approve the Purchase Order #20-00021 for Public Health to GSK PHPO #3704 for Pediarix totaling \$1,367.80, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

**PRIDE OF THE PLAINS PIG SHOW**

Dave Hornung moved to approve the waiver for the Pride of the Plains Pig Show at the fairgrounds on May 30<sup>th</sup>, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

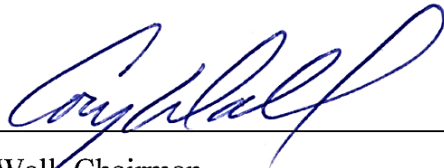
**VARIANCE**

The Board of Public Health reviewed changes that needed to be made for the COVID19 variance and resubmitted the plan on Monday, May 11<sup>th</sup>.

Dave Hornung moved to adjourn the Board of Public Health meeting at 3:22 PM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

The Board of County Commissioners meeting adjourned at 3:23 PM.

Submitted by: Susan Corliss, County Clerk and Recorder



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

\_\_\_\_\_  
5/20/2020

Date

Attest:



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Susan Corliss, County Clerk & Recorder

