

**KIT CARSON COUNTY COMMISSIONERS
MINUTES
DECEMBER 8, 2021**

8:00 AM PRE-DEPARTMENT HEAD MEETING
8:30 AM DEPARTMENT HEAD MEETING – HOSTED BY SCOTT STINNETT, EXTENSION
9:55 AM COMMISSIONER MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE
• REVIEW CONSENT AGENDA ITEMS: PAYABLES, MINUTES, SIDE ITEMS
10:00 AM DALLIN STOTT / DATA COLLECTION & ROAD ASSESSMENTS
10:30 AM VALERIE BOYD – PUBLIC HEALTH DIRECTOR – CONTRACT UPDATES
11:00 AM LISA BELDEN / VICTIMS ADVOCATE – VALE GRANT
12:00 PM LUNCH
1:00 PM WORK SESSION

AGENDA:

CONSENT AGENDA:

- ❖ Minutes
- ❖ Accounts Payable

NEW ITEMS:

- ❖ South Y-W Ambulance Service – License Renewal

PURCHASE ORDERS:

- ❖ PO#21-00223 Intrado Port Switch \$2,769.41 Dispatch

MONTHLY REPORTS:

- ❖ November VSO Report
- ❖ Clerk's November Reports
 - > Motor Vehicle, Driver License, Recording
 - > ERTF Recording Report

OLD ITEMS:

PERSONNEL ITEMS:

- ❖ Orange Sheet:
 - > Matthew Schults – Grounds & Buildings – FT
 - > Hunter Tracy – Grounds & Building – PT
 - > Paul Lewton - Jail

FYI:

- ❖ PUC

TABLED:

- ❖ Neal McCoy Addendum & Contract – *Buy out for the band will be \$40 per person; would be around \$560.00*

ADDITIONAL ITEMS:

- ❖ Auditor Proposals
 - > Blair and Associates, P.C.
 - > Rae & Co., CPA, LLC

BOARD OF PUBLIC HEALTH:

BOARD OF DEPARTMENT OF HUMAN SERVICES:

The Department Head Meeting was hosted by the Extension Agent Scott Stinnett, at 8:35 AM. The Pledge of Allegiance was recited. Those present were Scott Stinnett, Collin Koop, Travis Belden, Randy Gorton, Shawn Franz, Della Calhoon, Ashley Hernandez, Heather Morris, Valerie Boyd, Kristi Janousek, Susan Corliss, Dave Hornung, and Stan Hitchcock.

DEPARTMENT HEADS MEETING

Collin Koop – Grounds & Buildings – indicated that a new hire starts tomorrow. They are working on show barn and happy they have completed the county's work that was due to be done by February 1st. There is an AC/Heat unit down for the 3rd floor and half of the Clerk and Recorder's office. The parts are ordered but not here yet. The courts have been able to continue with space heaters. They are wrapping up the odds and ends for the end of year. Cleaning in the Annex basement has removed dump trunk worth of trash. They are planning to clean the 2nd floor of the Ambulance Shed after the 1st of the year.

Travis Belden – Sheriff – stated they continue to be very busy not a shortage of crime. The department is short one on patrol. There was a little concern since a deputy has been in the schools a lot; this is just to have a positive influence with the youth and police.

Randy Gorton – Coroner/Landfill – reported that the Landfill is fighting the dusty conditions by watering down a lot. The need to move to new cell; the old cell is not required to be closed but will be covered. The State audit has not been scheduled. As Coroner, it has just been busy.

Shawn Franz – Dispatch – shared that he is working on merger with Cheyenne County with a projected transition on January 17, 2022. CenturyLink is the one link that needs to be finalized on their timeline.

Della Calhoon – OEM – received recognition from the Board of County Commissioners on her 47 years of service and upcoming retirement.

Ashley Hernandez – OEM – stated that she is busy with training. Kit Carson County will be hosting the ICS 300 & 400 Training that are each a 2 day class which will be in March or April. State wants us to do CEPA; a self-grading training. She is looking into ways to email required information so that the department heads could work on their own pace. There will be a meeting scheduled for June 7th for this training.



Heather Morris – Ambulance – reported that they received the DEA license and are working out details for getting ALS medications. Continue to be short staffed due to being down one full time employee, one out for paternity leave/time off, one with daycare issues. Staff are putting in overtime due to all of the above reasons. Doing their best to cover Stratton as much as possible between three people when not covering in Burlington. Multiple staff are continuing education which will better the coverage and transfer capabilities for the county. Finishing up rig checks to ensure they are ready for the recertification survey on December 17th. Repairs are needed to the ceiling and walls in the Burlington shed and garage door needs repairs in Stratton. KC10 doors do not open or close from inside the rig in Stratton. One of the two paramedics is in house today and finishing up his orientation.

Valerie Boyd – Public Health – stated they are staying busy with vaccinations. Child care center project is trying to bring that to the community. Cleaning basement is going well. Public Health of the Rockies was their conference in August instead of partnering with CCI.

Kristi Janousek – Human Services – shared the dates that Director Tiffany Ramos will be out during December. She will be in charge with Karly Lane covering Child Welfare. At the CCI Conference, Tiffany Ramos was named Department Human Services' Director of the Year. The staff is working on wrapping TANF gifts that parents will be able to pick up next week. Eligibility is fully staffed. Baby bear hugs is now available for Kit Carson County families; advertising will start soon to contact Tiffany.

Stan Hitchcock – Commissioner District 1 – stated that Road & Bridge District 1 is doing maintenance as the main project while several staff are using up comp and vacation time. He shared that Cory Wall has interviewed for open position in Road & Bridge District 2. Lynsay Cormack is currently out as well.

Dave Hornung – Commissioner District 3 – indicated that the Mill Levy certification is next week and the budget will be finalized. The plan is to review it today. They are searching for an auditor. Road & Bridge District 3 has replaced a bridge with culverts on County Road 1. The staff is also using comp time and vacation time, unless there is a blizzard.

Susan Corliss – Clerk and Recorder – stated that emails have been going out to the Department Heads to begin the updating of the 2022 Reorganization resolutions. The

Department Head host schedule was passed out for 2022. The Coordinated Election was certified on November 18th; across the state the mandatory recounts have been matching the final elections with only having a one or two vote variance due to judge adjudication. A new agenda and minutes management program will be starting in early January.

Scott Stinnett – Extension – reported that it is re-enrollment time but most of them will come at the deadline of January 15th. a new director was hired at the end of 2019, now changes are coming from the top down. CSU is doing some rural outreach outside of the Extension Service. McKayla has been working on Safe Serve programs. Ron is working on year end reports and will be doing speaking engagements during the winter months. The Extension Office is fully staffed.

The Kit Carson County Department Head Meeting adjourned at 9:20 AM.

Next meeting is Tuesday, January 11, 2022, with Commissioner Cory Wall as host.

The Board of County Commissioners meeting convened at 10:00 AM. Those present were Dave Hornung, Stan Hitchcock, and Susan Corliss. Commissioner Cory Wall was excused.

DATA COLLECTION & ROAD ASSESSMENTS

Dallin Stott gave a presentation on iWorQ for the roads in the county.

The Board of County Commissioners meeting recessed at 10:28 AM.

BOARD OF PUBLIC HEALTH

Stan Hitchcock moved to go into the Board of Public Health meeting at 10:30 AM, seconded by Dave Hornung. The motion carried. Those present were Stan Hitchcock, Dave Hornung, Valerie Boyd, and Susan Corliss.

Valerie Boyd shared an update on the NFP program. The mandate for vaccination will possibly affect the Nurse Family Partnership program. If there is a loss of three nursing positions, Kit Carson County may withdraw from the program. Valerie will explore with the partner counties the impact if Kit Carson County would withdraw as the fiscal agent of the program.

There is a Public Health Order to make the Monoclonal Antibodies treatment easily available across the state. The hospital is only able to offer a limited number of treatments. Kit Carson County Public Health & Environment would like to host a travel treatment bus for two weeks at the fairgrounds parking lot to offer treatments to the community.

Stan Hitchcock moved to adjourn the Board of Public Health meeting at 11:02 AM, seconded by Dave Hornung. The motion carried.

The Board of County Commissioners meeting reconvened at 11:03 AM.

VICTIM ADVOCATE – VALE GRANT APPROVAL

Lisa Belden, Victims Advocate Director, presented a request for the 2022 Victim Assistance & Law Enforcement (VALE) Fund. Lisa presented the 2022 VALE Grant Award for approval for January – December 2022. The budget for the grant needs to be adjusted because the award is \$2,000 less than was requested in application.

Stan Hitchcock moved to sign the 2022 VALE Grant Award budget of \$6,500.00 for personnel and supplies & operating expenses, seconded by Dave Hornung. The motion carried.

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

The Board of County Commissioners continued in work session at 1:00 PM. Those present were Dave Hornung, Stan Hitchcock, Travis Belden, and Susan Corliss.

DISTRICT ATTORNEY

The Board of County Commissioners had a discussion on the phone with the 13th Judicial District Attorney, Travis Sides, about the 2022 Budget along with some other concerns.

The Board of County Commissioners meeting reconvened at 3:15 PM. Those present were Dave Hornung, Stan Hitchcock, and Susan Corliss

CONSENT AGENDA

The Board of County Commissioners reviewed the following items: Minutes, and Accounts Payable for December 1st and 8th.

Stan Hitchcock moved to approve the November 24th minutes, December 1st and 8th Accounts Payable in the amounts of \$53,047.12 and \$121,994.53, seconded by Dave Hornung. The motion carried.

SOUTH Y-W AMBULANCE SERVICE – LICENSE RENEWAL

Director Bruce Mann submitted the renewal of Ambulance Service License for the South Y-W Ambulance, Inc. for two ambulances to be used when need in Kit Carson County per the MOU.

Stan Hitchcock moved to approve certification for South Y-W Ambulance, Inc. with Certificates #184 & #185 for two ambulances identified by #510 and #520 to provide services in Kit Carson County per the MOU dated September 9, 2018, seconded by Dave Hornung. The motion carried.

PURCHASE ORDERS:

Purchase Order #21-00217

Stan Hitchcock moved to void Purchase Order #21-00217 for the OEM because it was not the type of computer requested, note that bids are being requested for the correct laptop, seconded by Dave Hornung. The motion carried.

Purchase Order #21-00223

Stan Hitchcock moved to approve Purchase Order #21-00223 for the Dispatch Department to Intrado Quote #69222 for a port switch totaling \$2,769.41, seconded by Dave Hornung. The motion carried.

VSO REPORT FOR NOVEMBER

The Board of County Commissioners reviewed the VSO November Report. There were 8 telephone calls, 5 appointments, 1 outreach, and a total served of 6 with a total of fewer than 35 hours per week on the report.

Stan Hitchcock moved to approve VSO November Report, seconded by Dave Hornung. The motion carried.

CLERK'S NOVEMBER 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 **November 2021** report for the County Clerk's office:

NOVEMBER	To General COUNTY	To Towns STATE	Warrants STATE	TOTAL
BURLINGTON CITY SALES TAX		\$ 7,479.71		\$ 7,479.71
CERTIFICATES OF TITLE	\$ 836.00		\$ 668.80	\$ 1,504.80
MISC ELECTIONS				\$ -
ERTF \$2 ST FEE		\$ 362.00		\$ 362.00
ESCROW DEPOSIT	\$ 263.21			\$ 263.21
DRIVERS LICENSE	\$ 1,598.00		\$ 2,035.72	\$ 3,633.72
DUP'S (REG & TITLE)	\$ 81.00		\$ 17.00	\$ 98.00
E-RECORDING SURCHARGE	\$ 181.00			\$ 181.00
COUNTY REVENUE (SHORT CHECKS)				\$ -
OVERPAYMENT				\$ -
MARRIAGE LICENSE	\$ 35.00	\$ 115.00		\$ 150.00
MISCELLANEOUS	\$ 828.75			\$ 828.75
MOTOR VEHICLE AUTO TAX	\$ 534.27	\$ 78,873.79		\$ 79,408.06
MV LICENSE FEE/PERMITS	\$ 4,015.60		\$ 76,583.01	\$ 80,598.61
RECEPTION MOTOR VEHICLE	\$ 1,160.00			\$ 1,160.00
ROAD \$1.50 / \$2.50 FEES		\$ 3,517.48		\$ 3,517.48
SB03-103 PD/SAFETY	\$ 41.97			\$ 41.97
SB09-108 LATE FEES	\$ 800.00			\$ 800.00
SEIBERT SALES TAX		\$ 916.92		\$ 916.92
STATE DOCUMENTARY FEE	\$ 510.62			\$ 510.62
STATE SALES TAX			\$ 30,810.61	\$ 30,810.61
STRATTON SALES TAX		\$ -		\$ -
RECEPTION RECORDING	\$ 3,482.00			\$ 3,482.00
VENDOR FEES	\$ 1,350.58			\$ 1,350.58
REFUND	\$ 28.96			\$ 28.96
GRAND TOTAL	\$ 15,746.96	\$ 91,264.90	\$ 110,115.14	\$ 217,127.00
\$	217,127.00	\$	201,380.04	

Stan Hitchcock moved to approve the Clerk's November Report as presented and pay the following list of Electronic Funds Transfers and Warrants for the month of **November 2021** for the County Clerk's office, seconded by Dave Hornung. The motion carried.

Warrants written in DECEMBER for NOVEMBER

\$ 77,268.81	Colo Dept of Rev MVLIC - ELT PMT
\$ 30,810.61	Colo Dept of Rev Sales Tax - ELT PMT
\$ 7,479.71	City of Burlington Sales Tax
\$ -	Town of Stratton Sales Tax
\$ 916.92	Town of Seibert Sales Tax
\$ 27.00	State Treasurer - M/L \$3.00
\$ 180.00	Colo Dept of Health - M/L \$20.00
\$ 2,035.72	State Treasurer - Dr Lic - ELT PMT
\$ 362.00	ERTF \$2 ST FEE - Transferred out of EBT Payment
\$ 119,080.77	
\$ 82,299.27	Difference Collected VS Paid Out
\$ 82,391.27	SOT & R/B Fee Paid Out By Treasurer
\$ (92.00)	
\$ 15.00	5 Licenses for SEPT/OCT paid in NOV
\$ 100.00	5 Licenses for SEPT/OCT paid in NOV
\$ (3.00)	Waiting for 1 Nov Marriage Licenses
\$ (20.00)	Waiting for 1 Nov Marriage Licenses
\$ 92.00	
\$ (0.00)	

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 November 2021 from the County Clerk & Recorder's office:

KIT CARSON COUNTY COMMISSIONERS REPORT - ELECTRONIC FUNDS TRANSFER

21-Nov

	<u>In Person less</u>		<u>eRecording</u>	<u>IRS</u>	<u>Total</u>	<u>Escrow/Adjust</u>
	<u>IRS</u>					
Copies In Person & Escrow (PH)	\$ 369.00				\$ 369.00	
Online Credit Card Copies	\$ 343.25				\$ 343.25	
Documentary Fee (DF)	\$ 510.62	\$ -			\$ 510.62	
ERT Funds (ES)	\$ 276.00	\$ 144.00	\$ -		\$ 420.00	
Escrow Deposits (EP)	\$ 192.21				\$ 192.21	
Marriage Application (ML)	\$ 150.00				\$ 150.00	
Online - Monthly Subscription	\$ 50.00				\$ 50.00	
Recording Fees (RC)	\$ 2,403.00	\$ 1,865.00	\$ -		\$ 4,268.00	
Recording Surcharge (EC)	\$ 138.00	\$ 72.00	\$ -		\$ 210.00	
Totals	\$ 4,432.08	\$ 2,081.00	\$ -	\$ -	\$ 6,513.08	\$ -

ERT FUNDS RECORDED FOR THE CURRENT MONTH	\$ 420.00
LESS ERT FUNDS NOT COLLECTED FOR THE CURRENT MONTH (Outstanding ES \$\$ from recording reports)	\$ (76.00)
PLUS PREVIOUS MONTHS ERT FUNDS RECEIVED IN CURRENT MONTH (From recording copies of checks and reports)	\$ 18.00
CURRENT MONTH ERT FUNDS Drives Report	\$ 362.00
CURRENT MONTH ERT FUNDS Escrow Pmt	\$ -

Stan Hitchcock moved to approve the Clerk's November ERTF Report as presented that will be transferred and pay \$362.00 via ACH to the State Treasurer, seconded by Dave Hornung. The motion carried.

ORANGE SHEET – SHULTS, TRACY & LEWTON

Stan Hitchcock moved to approve the Grounds & Buildings New Hire Orange Sheet for Matthew Shults 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 December 8, 2021, with a trial period ending June 1, 2022, seconded by Dave Hornung. The motion carried.

Stan Hitchcock moved to approve the Grounds & Building Department New Hire Orange Sheet for Hunter Tracy at \$14.00 per hour as a part-time Non- Exempt employee without Benefits effective December 13, 2021, seconded by Dave Hornung. The motion carried.

Stan Hitchcock moved to approve the KCCSO Jail New Hire Orange Sheet for Paul Lewton at \$16.11 per hour for Step .50 and Grade 33 with annual wage of \$33,500.00 as a Non-Exempt Full Time Employee with Benefits effective January 3, 2022, with a trial period ending July 1, 2022, seconded by Dave Hornung. The motion carried.

NEAL McCOY ADDENDUM & CONTRACT

The Board of County Commissioners received a buyout option for the extras on the contract in the amount of \$40 per band member for an approximate total of \$560.

Stan Hitchcock moved to sign the Neal McCoy Addendum and Contract for the Kit Carson County Fair and Pro Rodeo Concert on July 30, 2022, seconded by Dave Hornung. The motion carried.

AUDITOR PROPOSALS

The Board of County Commissioners received the following auditor’s proposals for the 2021 Kit Carson County Audit and Single Audit:

- Blair and Associates, P.C. \$27,000
- Rae & Co., CPA, LLC \$29,750

The Board of County Commissioners continued in reviewing the draft budget.

The Board of County Commissioners adjourned at 5:30 PM.

Submitted by: Susan Corliss, County Clerk and Recorder



Dave Hornung, Chairman

12/15/2021

Date

Attest:



Susan Corliss, County Clerk and Recorder

