

**KIT CARSON COUNTY COMMISSIONERS
MINUTES
DECEMBER 9, 2020**

8:00 AM **PRE-DEPARTMENT HEAD MEETING**
8:30 AM **DEPARTMENT HEAD MEETING –HOST – EXTENSION, SCOTT STINNETT**
10:00 AM **MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE**
 • **REVIEW CONSENT AGENDA ITEMS: PAYABLES, MINUTES, SIDE ITEMS**
11:00 AM **JEFF CURE – COUNTY ATTORNEY – work session**
12:00 PM **LUNCH**
1:00 – 4:00 PM **WORK SESSION**

AGENDA:

- Minutes – December 2, 2020
- Accounts Payable

NEW ITEMS:

- George Miller, Grover Hill -Veteran's Letter
- Liquor License Certificates – Spices on the Green and The Bar
- SS Fumigation Bid
- AJ Pest Control Bid

PURCHASE ORDERS:

- PO# 20-00096 Stryker Ambulance \$18,493.50 Stair Pro & Compressor

MONTHLY REPORTS:

- Treasurer and Public Trustee report for November
- Clerk's November Reports
 - Clerk's Report with Warrants – Driver License, Motor Vehicle & Marriage License
 - ERTF Report & Transfer

OLD ITEMS:

PERSONNEL ITEMS:

FYI:

- 20B-001 New Legislation for support to entities impacted by severe capacity restrictions
- CDOT Grant
- CSU Extension Survey

TABLED:

ADDITIONAL ITEMS

BOARD OF PUBLIC HEALTH:

- NFP Rental Agreement
- Wage Change for job change - Lindsey Richards

PURCHASE ORDERS:

- PO# 20-00095 Sanofi PH \$1,515.60 Fluzone
- PO# 20-00096 American Express- Amazon PH \$ 779.94 Sneeze Guards

The Department Head Meeting was called to order at 8:30 AM in the Ambulance Building meeting room hosted by Scott Stinnett, Extension. The Pledge of Allegiance was recited. Those present were Collin Koop, Korena Laue, Della Calhoon, Tom Ridnour, Randy Gorton, Tiffany Ramos, Dawn James, Paula Weeks, Cory Wall, Dave Hornung, Gary Koop, Stan Hitchcock, and Susan Corliss.

Scott Stinnett presented Susan Corliss with her 40 year pin and certificate for service as a Kit Carson County 4-H Leader.

DEPARTMENT HEADS MEETING

Collin Koop – Grounds & Buildings – shared that Bridget is out so if you need anything to contact him. The HVAC units have been installed in the Jail. They have been busy decorating for Christmas. Inventory was fun and completed. Healthy Vending Machines will be installed in the courthouse and the Annex.

Korena Laue-Ambulance – reported that one of the ambulance needed repairs following the mechanic updates. The state inspector will be here on December 18th to inspect all five rigs for 2021 certification. John Gramm has started driving again on nights and weekends, which has been a huge help.

Della Calhoon – OEM – indicated that there are counties that reached out for assistance. Morgan County was running short on PPE and Community Ambulance Service needed a list of vendors for PPE. She has been working on recovery plans.

Tom Ridnour – Sheriff – stated that they have been fairly busy. The department is fully staffed at the time but will have two openings in the Jail when one deputy goes to the academy in January and another will be joining the Marines.

Randy Gorton – Landfill/Coroner – reported that the compactor is going to be replaced. The landfill passed a virtual inspection. He had to take pictures of everything and then attend the inspection virtually. It has been a busy time for the Coroner with 19 calls since the first of October.

Tiffany Ramos – Human Services – shared that there has been an increase in calls including adult protection which is unusual. Eligibility has seen an increase of calls because the allotments are starting to return to the amounts based on the client's eligibility instead of the full benefits that have been in place during the COVID 19 rules. Fortunately, the department is fully staffed.

Dawn James – Public Health – indicated that the Public Health Department has been very busy. The Thanksgiving bump in COVID cases has started with a current infection rate of 26%, which really would put the county in the red category. The county will not be receiving any vaccine in the first round of distribution. The next round will be easier to store and for front line workers. Walgreens and CVS will have pharmacists dispensing to long term care facilities. The state will be receiving 49,000 doses, so it may be spring before a mass vaccination is possible here. If people have allergies to medicines, they should check with their health care provider before getting the vaccine. The spread is now so wide spread in the county that it is hard to determine the origination of the illness anymore. Immunity for those that have recovered is three months, but not fully understood. Lindsey Richards will be going to a full time nurse position in charge of Women's Health. Whitney Webber will become a part time employee overseeing the immunization program, and will also do general public health nursing.

Paula Weeks – Administration – stated that she has been working on the budget with the Board of County Commissioners. Next week's board meeting will be on Tuesday, December 15th which will include adopting the 2021 Budget. The next department head meeting in January will be on Tuesday, January 12th, for Reorg following the swearing in of the newly elected officials. There was over \$440,000 CARES CVRF funds distributed throughout Kit Carson County of Federal funds out of \$1.6 million that was requested. The state funds for COVID relief will require a different application because of different guidelines. The amount of funding for each county will not be available until January. She thanked all the departments that have already turned in their inventories for the audit. There was a Virtual OEM site visit that was very good learning experience about the changes in some of the programs that will affect items in our policies.

Dave Hornung – Commissioner District 3 – reported that the county did not received a GOCO Grant for the fairgrounds this year. Road and Bridge District 3 will have employees using up comp time in December unless they are needed because of a storm.

Cory Wall – Commissioner District 2 – noted that the roads are really too dry to work very hard at this time. It doesn't look like there will be grant funds available for the County Road

30 project to oil four additional miles south of Stratton. Exploration of this project will continue with an engineer since there is a business that is willing to help with the project. There have been a lot of Zoom meetings to attend.

Gary Koop – Commissioner District 1 – indicated that this will be his last Department Head meeting. Several expressed that they enjoyed working with him the past eight years and thanked him for his service. The Road and Bridge District 1 are running pretty much as normal for this time of the year.

Susan Corliss – Clerk and Recorder – shared that the statewide elections have been certified in Colorado. The Driver License received a full upgrade of equipment on Tuesday, which was very smooth. The job was completed and customers were being waiting on again by 10:00 AM. Emails have been sent out to Department Heads for areas that may need to be updated in Reorg. It would be appreciated to have these returned as soon as possible. The Department Heads schedule for 2021 was distributed to all that were present.

Scott Stinnett – Extension – reported that Ron Meyer will be out of the office for the rest of the year. Extension is going through some changes at the state 4-H office so the enrollment information is just going out. Extension will be divided into six regions beginning in 2021. Dennis Kaan will continue to be in charge of the Northeast Region and Golden Plain Area. The Golden Plains area counties will be joined by Morgan, Logan, Elbert, and Lincoln to create the Northeast Region. McKayla is working with a new In-Body Machine; this will be one at a time by appointment.

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

Next meeting is Tuesday, January 12, 2021, with Commissioner Dave Hornung, as host.

The Board of County Commissioners meeting was called to order at 1:15 PM. Those present were Cory Wall, Gary Koop, Dave Hornung, Paula Weeks, Stan Hitchcock, and Susan Corliss.

CONSENT AGENDA

The following items were reviewed by the Board of County Commissioners: Minutes of December 2, 2020 and Accounts Payable.

Dave Hornung moved to approve the minutes of December 2, 2020, and to pay the Accounts Payable in the amount of \$302,830.34, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

CORRESPONDENCE

The Board of County Commissioners sent a condolence card to Crystal Richards on the passing of her mother-in-law, Marilyn Richards.

VETERAN'S LETTER – GEORGE MILLER & GROVER HILL

The Board of County Commissioners signed and mailed a letter to Diane Miller in honor of her husband, George Miller, and to Karen Hill in honor of her husband, Grover Hill, for their service to our country as a Kit Carson County Military Veterans.

The Board of County Commissioners recessed at 1:17 PM.

LOCAL LIQUOR LICENSE AUTHORITY

Local Liquor License Authority convene at 1:17 PM. Those present were Cory Wall, Dave Hornung, Gary Koop, Paula Weeks, Stan Hitchcock, and Susan Corliss.

LIQUOR LICENSE CERTIFICATES

The Board of County Commissioners received the Liquor License Renewals from the Colorado Department of Revenue – Liquor Enforcement Division for Spices on the Green and The Bar.

Dave Hornung moved to sign the County Liquor License for Spices on the Green noting the change in renewal that does not include an Optional Premises but did pay for the Sidewalk License, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

Dave Hornung moved to sign the County Liquor License for The Bar, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Dave Hornung moved to adjourn Local Liquor License Authority at 1:18 PM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

The Board of County Commissioners reconvened at 1:18 PM.

PESTICIDE BIDS

The Board of County Commissioners reviewed bids for the 2021 monthly pesticide treatments and the fairgrounds before the fair. Pest Control would be done in the Courthouse, Jail, Landfill, Extension Office, Health & Human Services, and Ambulance monthly.

	Monthly	Fairgrounds	Annual
AJ Pest Control & Fumigation	\$230	\$150	\$2,910
S & S Fumigation and Pest Control	\$255	\$175	\$2,980

*Note if paid annually one free month and two power sprays around outside areas per year at no extra charge

PURCHASE ORDER

Purchase Order #20-00096

Gary Koop moved to approve the Purchase Order #20-0096 for the Ambulance Department to Stryker Sales Corporation Quote #10252650 for Stair Pro and Lucas 3 Chest Compressor totaling \$18,493.50, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall. This purchase order will be reimbursed by RETAC.

TREASURER – NOVEMBER REPORT

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

MONTHLY REPORT OF ACTIVITY IN THE VARIOUS COUNTY FUNDS

MONTH ENDING Nov. 30, 2020

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
County General	\$5,119,908.10	\$446,646.18	(\$425,770.43)	\$5,140,783.85
KCC Public Health Agency	(\$373,698.30)	\$145,827.43	(\$220,098.21)	(\$447,969.08)
Contingent	\$376,999.54	\$0.00	\$0.00	\$376,999.54
Road and Bridge	\$2,621,393.27	\$343,349.86	(\$266,130.89)	\$2,698,612.24
Ambulance	(\$247,826.59)	\$23,462.18	(\$30,382.83)	(\$254,747.24)
Social Services	\$110,131.45	\$16,030.57	(\$102,693.28)	\$23,468.74
Capital Expenditures	\$4,289.58	\$0.00	\$0.00	\$4,289.58
Conservation Trust	\$15,308.64	\$0.00	\$0.00	\$15,308.64
Solid Waste	\$718,680.78	\$59,068.45	(\$36,318.84)	\$741,430.39
E-911	\$54,897.85	\$7,162.51	(\$31,799.01)	\$30,261.35

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

PUBLIC TRUSTEE – NOVEMBER REPORT

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

PUBLIC TRUSTEE FEES PAID TO PUBLIC TRUSTEE

Month Ending Nov 30, 2020			
<u>PUBLIC TRUSTEE FEES</u>	Fee	Quantity	Total
Foreclosures	\$150.00	0	\$0.00
PT Deeds	\$30.00	0	\$0.00
Withdrawals	\$35.00	0	\$0.00
Admin Withdrawals	\$50.00	1	\$50.00
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	32	\$480.00
Total PT Fees for Nov 30,2020			\$530.00

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

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 2020** report for the County Clerk’s office:

NOVEMBER	To General COUNTY	To Towns STATE	Warrants STATE	TOTAL
BURLINGTON CITY SALES TAX		\$ 7,974.78		\$ 7,974.78
CERTIFICATES OF TITLE	\$ 820.00		\$ 656.00	\$ 1,476.00
MISC ELECTIONS				\$ -
ERTF \$2 ST FEE		\$ 340.00		\$ 340.00
ESCROW DEPOSIT	\$ 615.00			\$ 615.00
DRIVERS LICENSE	\$ 1,276.00		\$ 1,635.27	\$ 2,911.27
DUP'S (REG & TITLE)	\$ 104.00		\$ 27.20	\$ 131.20
E-RECORDING SURCHARGE	\$ 170.00			\$ 170.00
COUNTY REVENUE (SHORT CHECKS)				\$ -
OVERPAYMENT	\$ -			\$ -
MARRIAGE LICENSE	\$ 42.00	\$ 138.00		\$ 180.00
MISCELLANEOUS	\$ 10,696.37			\$ 10,696.37
MOTOR VEHICLE AUTO TAX	524.01	\$ 86,624.83		\$ 86,624.83
MV LICENSE FEE/PERMITS	\$ 3,940.23		\$ 87,203.80	\$ 91,144.03
RECEPTION MOTOR VEHICLE	\$ 906.50			\$ 906.50
ROAD \$1.50 / \$2.50 FEES		\$ 3,485.24		\$ 3,485.24
SB03-103 PD/SAFETY	\$ 41.98			\$ 41.98
SB09-108 LATE FEES	\$ 650.00			\$ 650.00
SEIBERT SALES TAX		\$ 357.02		\$ 357.02
STATE DOCUMENTARY FEE	\$ 413.26			\$ 413.26
STATE SALES TAX			\$ 38,222.13	\$ 38,222.13
STRATTON SALES TAX		\$ 9.67		\$ 9.67
RECEPTION RECORDING	\$ 4,271.00			\$ 4,271.00
VENDOR FEES	\$ 1,603.94			\$ 1,603.94
REFUND	\$ 608.34			\$ -
GRAND TOTAL	\$ 26,682.63	\$ 98,929.54	\$ 127,744.40	\$ 253,356.57
		\$ 226,673.94		

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

Warrants written in DECEMBER for NOVEMBER	
\$ 87,887.00	Colo Dept of Rev MV/LIC - ELT PMT
\$ 38,222.13	Colo Dept of Rev Sales Tax - ELT PMT
\$ 7,974.78	City of Burlington Sales Tax
\$ 9.67	Town of Stratton Sales Tax
\$ 357.02	Town of Seibert Sales Tax
\$ 27.00	State Treasurer - M/L \$3.00
\$ 180.00	Colo Dept of Health - M/L \$20.00
\$ 1,635.27	State Treasurer - Dr Lic - ELT PMT
\$ 340.00	ERTF \$2 ST FEE - Transferred out of EBT Payment
\$ 136,632.87	
\$ 90,041.07	Difference Collected VS Paid Out
\$ 90,110.07	SOT & R/B Fee Paid Out By Treasurer
\$ (69.00)	
\$ 9.00	3 Licenses for SEPT/OCT paid in NOV
\$ 60.00	3 Licenses for SEPT/OCT paid in NOV
\$ -	Waiting for 0 Nov Marriage Licenses
\$ -	Waiting for 0 Nov Marriage Licenses
\$ 69.00	

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 2020 from the County Clerk & Recorder's office:

Amounts for Documents Recorded / Total Business					
KIT CARSON COUNTY COMMISSIONERS REPORT - ELECTRONIC FUNDS TRANSFER					
20-Nov					
	In Person less				
	IRS	eRecording	IRS	Total	Escrow/Adjust
Copies In Person & Escrow (PH)	\$ 581.75			\$ 581.75	
Online Credit Card Copies	\$ -			\$ -	
Documentary Fee (DF)	\$ 230.56	\$ 182.70		\$ 413.26	
ERT Funds (ES)	\$ 184.00	\$ 154.00	\$ 2.00	\$ 340.00	
Escrow Deposits (EP)	\$ 569.00			\$ 569.00	
Marriage Application (ML)	\$ 180.00			\$ 180.00	
Online - Monthly Subscription	\$ 50.00			\$ 50.00	
Recording Fees (RC)	\$ 1,965.00	\$ 2,710.00	\$ 5.00	\$ 4,680.00	
Recording Surcharge (EC)	\$ 92.00	\$ 77.00	\$ 1.00	\$ 170.00	
Totals	\$ 3,852.31	\$ 3,123.70	\$ 8.00	\$ 6,984.01	\$ -
ERT FUNDS RECORDED FOR THE CURRENT MONTH					\$ 340.00
LESS ERT FUNDS NOT COLLECTED FOR THE CURRENT MONTH (Outstanding ES \$\$ from recording reports)					\$ (48.00)
PLUS PREVIOUS MONTH ERT FUNDS RECEIVED IN CURRENT MONTH (From recording copies of checks and reports)					\$ 52.00
CURRENT MONTH ERT FUNDS	Drives Report \$	340.00			\$ 344.00
CURRENT MONTH ERT FUNDS	Escrow Pmt \$	4.00			

Gary Koop moved to approve the Clerk's November ERTF Report as presented that will be transferred and pay \$344.00 via ACH to the State Treasurer, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

The Board of County Commissioners recessed at 1:20 PM.

BOARD OF PUBLIC HEALTH:

Dave Hornung moved to go into the Board of Public Health meeting at 1:20 PM for the purpose of purchase orders, rental agreement, and an orange sheet, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall. Those present were Cory Wall, Dave Hornung, Gary Koop, Paula Weeks, Stan Hitchcock, and Susan Corliss.

PURCHASE ORDER

Purchase Order #20-00095

Dave Hornung moved to approve the Purchase Order #20-0095 for Public Health to Sanofi PH PO#3842 for Fluzone vaccine totaling 1,493.10, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Purchase Order #20-00097

Dave Hornung moved to approve the Purchase Order #20-0097 for Public Health to American Express – Amazon PH PO#3847 for Sneeze Guards totaling \$779.94, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

NFP RENTAL AGREEMENT

Gary Koop moved to sign the Nurse Family Partnership Rental Agreement with William & Joey Kuhn for an office space at 214 Comanche Street, Suite A, Kiowa, Colorado, for \$500.00 per month including utilities on a year to year basis, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

WAGE CHANGE FOR JOB CHANGE - LINDSEY RICHARDS

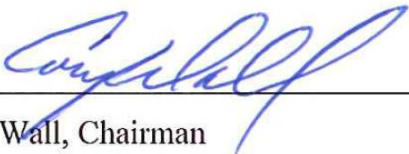
Dave Hornung moved to approve Wage Change Orange Sheet for Lindsey Richards for the Public Health FTE of 0.85 – Family Planning 0.20, WWC 0.05, and NFP 0.6 at \$35.07 per hour for Step .00 and Grade 62 with annual wage of \$62,000.00 as an Exempt Full Time Employee with Benefits effective December 7, 2020, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Dave Hornung moved to adjourn The Board of Public Health at 1:25 PM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

The Board of County Commissioners reconvened at 1:30 PM in work session to work on the 2021 Budget.


The Board of County Commissioners meeting adjourned at 3:30 PM.

Submitted by: Susan Corliss, County Clerk and Recorder



Cory Wall, Chairman

12/15/2020
Date

Attest:


Susan Corliss, County Clerk and Recorder

