

**KIT CARSON COUNTY COMMISSIONERS  
MINUTES  
FEBRUARY 10, 2021**

8:00 AM PRE-DEPARTMENT HEAD MEETING  
8:30 AM DEPARTMENT HEAD MEETING – HOSTED BY CLERK SUSAN CORLISS; AMBULANCE MEETING  
10:00 AM COLLIN KOOP GROUNDS AND BUILDINGS / BLEACHERS – *work session*  
11:00 AM JEFF CURE – COUNTY ATTORNEY  
11:30 AM COMMISSIONER MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE  
• REVIEW CONSENT AGENDA ITEMS: PAYABLES, MINUTES, SIDE ITEMS  
12:00 PM LUNCH  
1:00 PM

**AGENDA:**

- Minutes – February 3, 2020
- Accounts Payable

**NEW ITEMS:**

- MOUs 4H Council
- Veterans Letter/ Dean Driscoll
- Great Copier Service – Maintenance Renewal Clerk & Recorder
- Colorado Parks Impact Grant Application
- Clerk and Recorder Copier bids
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**PURCHASE ORDERS:**

- PO# 21-00127 Uline Grounds Solid Waste \$4,150.00 trash liners

**MONTHLY REPORTS:**

- Treasurer Jan Report

**OLD ITEMS:**

**PERSONNEL ITEMS:**

**FYI:**

**TABLED:**

- Community Center MOU
- Northwest Kanas Ambulance License Renewal
- Burlington Golf Club/Prairie Pines Golf Club Liquor License Renewal

**ADDITIONAL ITEMS**

**BOARD OF PUBLIC HEALTH:**  
**BOARD OF HUMAN SERVICES:**

The Department Head Meeting was hosted by the Clerk & Recorder Susan Corliss at 8:36 AM. Those present were Collin Koop, Della Calhoon, Korena Laue, Tom Ridnour, Randy Gorton, Dawn James, Tiffany Ramos, Paula Weeks, Scott Stinnett, Abbey Mullis, Susan Corliss, Cory Wall, Dave Hornung, and Stan Hitchcock.

**DEPARTMENT HEADS MEETING**

**Collin Koop – Grounds & Buildings** – reported that an application for a GOCO grant for a walking path with two pavilions should be announced on March 5<sup>th</sup>. Currently they are trying to finish the water project in the jail. He is working on bids for carpet projects. He encouraged Department Heads to let him know of future projects that they would like to see included in the Strategic Plan.

**Korena Laue – Ambulance** – shared that two new EMTs that have passed their tests that she is working into the schedule. She is now on the board to review the state EMS grants.

**Della Calhoon – OEM** – indicated that she completed 4th quarter reports and helped with COVID vaccines doing rapid tag and actual costs. She provided Red Cross training connections for the Human Services Department. She has been working on agreements with the City of Burlington for the American Red Cross (ARC) and with the county for the use of the Community Building. The generator has been installed but failed to test fire, so this is being reviewed as a possible air lock. The agreement will note that it should be scheduled for weekly tests. The next ICS 300 will be Feb 17 – 18 from 8:00 AM– 5:00PM. Participants will have to register for the virtual class and then notification has been sent out. Cory Stark would like to meet with Department Heads quarterly for 2 hours each time. They would probably work best during one of the monthly Department Head meetings. Della will check on the availability of March or April. The Sick Bank met to review policies for updating and check with the FMLA changes. The Sick Bank hours are currently over 1,400 so it doesn't look like they will need to be replenished at this time.

**Tom Ridnour – Sheriff** – announced that he is retiring from law enforcement on May 1st. Not sure of plan but will be moving to Goodland. The Flagler tower is now on the state generator, so the county one can be relocated. Landfill could use it to keep the scales going when the power is down.

**Randy Gorton – Landfill / Coroner** – stated they are taking trash, pounding it in, and cover it up. The department is down one person due to an injury. The Coroner Office had 10 deaths at the end of January, which is high based on 2020 ending the year with 57 deaths total.

**Dawn James – Public Health & Environment Director** – reported that the COVID unit had 30 volunteers for the mass vaccination and it went very well vaccinating 200 in three hours. The wait period following the vaccinations would be the area that could cause a problem to accommodate a large increase. There have been 900 to 1,000 vaccinations in the county since the first of the year. Second shots are scheduled around 28 days but can't go past 40 days but an individual can take their card and go anywhere and get the second shot. Documentation of the shot is kept digitally at the state level similar to the shots for children's immunization. There are 400 new shots that are scheduled if they get the vaccine in for next week on Wednesday and Friday at Public Health and on Thursday at the hospital. This extra location will help Public Health do their regular clinics and jobs. No vaccinations are scheduled for Monday & Tuesday of any week due to shipping and delivery. There have been some reactions to shots but nothing severe. The antibodies should show in blood tests within time. There has been a spike in positive testing during the last week; the county went to 12% while the week before was at 7%. Data will be reviewed on a weekly basis now instead of a combining two weeks. The Board of Public Health was ready to request to go to Yellow on the dial, when the state announced that the county would be going Blue on Saturday. One of the main changes is for seating at indoor events to be increased.

**Tiffany Ramos – Department of Human Services Director** – shared that they are currently Hiring for an Eligibility Tech. The staff is preparing for three audits in March: Medicaid, Child Welfare, and Child Care. It looks as though Medicaid and Food Assistance eligibility requirements will possibly be extended to December due COVID. There will need to be a prep period to wean people off, so that they are not set up to fail when the extra funding goes away.

**Paula Weeks – Admin** – indicated that they are preparing for the County Financials Audit. Interim Audit is usually in person but may be virtual on February 22nd. Across the departments there have been more audits in the past couple years. There is also an increase in Unemployment Fraud since no verification is needed really to apply. Colorado Department of Labor has a link to report fraud. Experian or similar can report identity theft and then they will contact all of the possible agencies. The Strategic Plan is on the agenda for March; please send your department wish list to Paula.

**Scott Stinnett – Extension** – suggested the Strategic Plan start with COVID go away. The 4-H enrollments are up this year with 100 families and 190 members. Blue on the dial means that in person club meetings can happen again. Plus, they can start planning county events/activities for small groups. McKayla and Scott are planning 4-H activities over spring break. Ron is starting to return to the office; it has been a slower than normal recovery.

**Abbey Mullis – Assessor** – reported that there have been calls from citizens about letters wanting to buy land. The county residents that have called are upset but don't understand that the information in these letters is public information. The letters are most likely a scam. Another recent concern is concerning the Modular home - Prefab homes that can't get VA financing even though they are not considered a Manufactured home. Modular/Prefab are the homes that are delivered to the land and assembled becoming part of the property. They are not in any way mobile like a Manufactured home. VA Lenders would like the Modular/Prefab to be labeled as stick built, which would skew the appraised value of these homes and not be factual. They are moving ahead with reappraisal. At this time, it looks like there will be no change in Agriculture land, but the residential is going up. Along with county visits, the staff has been using Google Earth to compare to their cards and found a lot of changes. There was a question of how up-to-date Google Earth data is. The audit for the Assessor's office will be virtual also.

**Cory Wall – Commissioner District 2** – shared that Road & Bridge District 2 has been business as usual. They are working in the shop with being very cold.

**Dave Hornung – Commissioner District 3** – reported that Road & Bridge District 3 are working in the shop also. They have equipment repaired if they need to push snow. The Board of County Commissioners attended a virtual workshop on State Assessed for Renewable Energy. It details state assessed value for the equipment and working process of the wind farms. The battery storage will be a flat rate of property tax, which is a tax break because it is not on a depreciation scale.

**Stan Hitchcock – Commissioner District 1** – indicated that Road & Bridge District 1 has two new employees, Nathaniel Ekberg and Sean Mireles. Excel gave the county \$50,000 to fix road from the damage caused during the construction of the Cheyenne Ridge Wind farm. It was noted that there are a lot of missing road signs.

**Susan Corliss – Clerk and Recorder** – stated that it was business as usual for a change. Crystal and Susan are reviewing programs to help with the Census data for Commissioner Districts and other things that it will help with.

The Kit Carson County Department Head Meeting adjourned at 9:35 AM.

Next meeting is Wednesday, March 10, 2021, with Randy Gorton, Coroner/Landfill, as the host.

### **GROUND AND BUILDINGS / BLEACHERS**

Collin Koop presented bids for arena stairs to the bullpen and bleachers for the fairgrounds as follows:

- Durham Ag arena stairs \$ 7,057.00 (two quotes for full job) - accepted
- Hitchcock arena stairs \$20,026.00 (paint & installation included) – rejected
- Park & Facilities bleachers \$44,466.00 (10 row elevated 3- 5 row) – rejected
- Belson Outdoors bleachers \$49,888.00 (10 row elevated 3- 5 row) – accepted

The Board of County Commissioners went to lunch at 12:00 PM.

The Board of County Commissioners return at 1:00 PM in work session.

### **BOARD OF HUMAN SERVICES:**

Cory Wall moved to go into the Board of Human Services meeting at 1:20 PM, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung. Those present were Stan Hitchcock, Cory Wall, Dave Hornung, Tiffany Ramos, Paula Weeks, and Susan Corliss.

### **DIRECTOR UPDATE**

Tiffany Ramos discussed the need to revoke or not renew a contract due to possible breach of contract. It was decided that concerns of breach of contract will be reviewed with the contractor. The decision due to this, is that the contract may not be renewed in June 2021.

Stan Hitchcock moved to adjourn the Board of Human Services meeting at 1:50 PM, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

The Board of County Commissioners meeting convened at 3:16 PM. Those present were Stan Hitchcock, Cory Wall, Dave Hornung, Paula Weeks, and Susan Corliss.

### **CONSENT AGENDA**

The Board of County Commissioners reviewed the following items: Minutes and Accounts Payable.

Stan Hitchcock moved to approve the minutes of February 3, 2021, and to pay \$137,989.52 for Accounts Payable, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

### **MOU – KIT CARSON COUNTY 4-H COUNCIL GOAT PENS & SHOW ARENA**

Stan Hitchcock moved to sign the MOU with the Kit Carson County 4-H Council along with KCC 4-H Council President, and Scott Stinnett, CSU Extension Associate, in regards to the ownership of the livestock show arena on the Kit Carson County Fairgrounds, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

Cory Wall moved to sign the MOU with the Kit Carson County 4-H Council along with KCC 4-H Council President, and Scott Stinnett, CSU Extension Associate, in regards to the ownership of the goat pens on the Kit Carson County Fairgrounds, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

Cory Wall moved to sign the MOU with the Kit Carson County 4-H Council along with Plainview 4-H Club President, and Scott Stinnett, CSU Extension Associate, in regards to the ownership of the goat pens on the Kit Carson County Fairgrounds, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

Cory Wall moved to sign the MOU with the Kit Carson County 4-H Council along with Go-Getters 4-H Club President, and Scott Stinnett, CSU Extension Associate, in regards to the ownership of the goat pens on the Kit Carson County Fairgrounds, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

**VETERAN’S LETTERS – DEAN DRISCOLL**

The Board of County Commissioners signed and mailed a letter to Gwendolyn Driscoll in honor of her husband, Dean Driscoll, for his service to our country as a Kit Carson County Military Veteran.

**GREAT COPIER SERVICE – MAINTENANCE RENEWAL CLERK & RECORDER**

Stan Hitchcock moved to sign the Printer Service Agreement for the Election’s Office with Great Copier Service for the Samsung X4250LX at a rate of black copies at \$0.009 and color copies at \$0.0573 per copy, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

**COLORADO PARKS IMPACT GRANT APPLICATION**

The Board of County Commissioners reviewed the Colorado Parks and Wildlife Impact Assistance Grant Application. The State Wildlife total acres 368, total assessed value \$4,117.00, total mill levy for taxing acres 71.355, with total Wildlife amount requested \$293.65.

Cory Wall moved to sign the tax year 2021 for Colorado Parks and Wildlife Assistance Grant, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

**CLERK AND RECORDER COPIER BIDS**

Susan Corliss presented bids for a new copier in the Clerk and Recorder Office as follows:

Great Copier Service – service plan .0066 B&W per copy and .055 Color per copy

HP E72525z	25 ppm Mono Print, copy, color scan & fax	\$4,949.67
HP E77825z	25 ppm Color Print, copy, color scan & fax	\$5,325.00
HP	40 ppm Mono Print, copy, color scan & fax	\$6,078.29
HP	40 ppm Mono Print, copy, color scan & fax	\$6,582.69

Office Works – service plan .0196 B&W per copy and .0546 Color per copy

Ricoh MP4055	40 ppm Mono Print, copy, scan & fax	\$6,253.00
Ricoh IMG4500	50 ppm Color Print, copy, scan & fax	\$9,112.00
Ricoh IMG3000	30 ppm Color Print, copy, scan & fax	\$8,018.00

Stan Hitchcock moved to accept the bid from the Great Copier Service for the HP E77825z color printer for the Clerk and Recorder Office, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

**PURCHASE ORDERS**

**Purchase Order #21-00127**

Cory Wall moved to approve the Purchase Order #20-00127 for the Grounds & Buildings and Solid Waste to ULINE Quote #1-20635 for trash liners totaling \$4,150.00, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

**TREASURER – JANUARY REPORT**

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

MONTHLY REPORT OF ACTIVITY IN THE VARIOUS COUNTY FUNDS

MONTH ENDING Jan, 31 2021

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
County General	\$4,366,337.15	\$1,048,148.41	(\$914,214.86)	\$4,500,270.70
KCC Public Health Agency	\$0.00	\$104,987.60	(\$418,326.20)	(\$313,338.60)
Contingent	\$376,999.54	\$0.00	\$0.00	\$376,999.54
Road and Bridge	\$2,367,599.24	\$280,630.11	(\$1,071,902.22)	\$1,576,327.13
Ambulance	\$0.00	\$16,111.88	(\$294,680.00)	(\$278,568.12)
Social Services	\$48,248.80	\$71,076.48	(\$109,089.77)	\$10,235.51
Capital Expenditures	\$6,244.42	\$5,274.93	(\$158.23)	\$11,361.12
Conservation Trust	\$21,306.00	\$3.29	\$0.00	\$21,309.29
Solid Waste	\$734,190.83	\$46,490.80	(\$342,436.95)	\$438,244.68
E-911	\$39,834.68	\$9,935.46	(\$6,125.04)	\$43,645.10

Stan Hitchcock moved to approve the Treasurer’s January Financials, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

The Board of County Commissioners recessed at 3:20 PM.

**BOARD OF LIQUOR LICENSURE**

Cory Wall moved to go into the Board of Liquor Licensure meeting at 3:20 PM, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung. Those present were Stan Hitchcock, Cory Wall, Dave Hornung, Paula Weeks, and Susan Corliss.

**PRAIRIE PINES GOLF CLUB LIQUOR LICENSE RENEWAL**

Susan Corliss presented to the Board of County Commissioners a Liquor License Renewal for Prairie Pines Golf Club operated by the officers of the Burlington Golf Club, Inc. for their Optional Premises Liquor License. Reviews of the facility will be completed by Susan Corliss and Kelly Alvarez.

Stan Hitchcock moved to approve signing Prairie Pines Golf Club Liquor License Renewal, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

Cory Wall moved to adjourn the Board of Liquor Licensure meeting at 3:23 PM, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

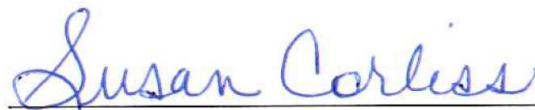
The Board of County Commissioners’ meeting adjourned at 3:30 PM.

Submitted by: Susan Corliss, County Clerk and Recorder



Dave Hornung, Chairman

Attest:



Susan Corliss, County Clerk and Recorder



2/17/2021

Date