

**KIT CARSON COUNTY COMMISSIONERS
MINUTES
JANUARY 12, 2021**

8:00 AM	SWEARING IN OF NEWLY ELECTED OFFICIALS – EAST DOOR OF THE COURTHOUSE OR FOYER
8:30 AM	MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE
	• REVIEW CONSENT AGENDA ITEMS: PAYABLES, MINUTES, SIDE ITEMS
8:45 AM	REORG – DEPARTMENT HEAD MEETING; HOST COMMISSIONER DAVE HORNUNG
10:00 AM	COME AND GO TO WELCOME NEWLY ELECTED COMMISSIONERS
10:30 AM	DARLENE CARPIO – WITH KEN BUCK'S OFFICE – UPDATES AS WE START A NEW YEAR
11:00 AM	JEFF CURE – COUNTY ATTORNEY
12:00 PM	LUNCH
1:00 PM	DELLA CALHOON OEM, 4 TH QUARTER REPORT
1:30 PM	DAWN JAMES / CHILD FATALITY BOARD

AGENDA:

- Minutes – January 6, 2021
- Accounts Payable

NEW ITEMS:

- CCI Proxy Voting - online file
- Sympathy card
- Veteran's Letter - Dobler, Coleman
- Child Fatality Team Info
- Kit Carson County Operating Plan – *Wildfire Annual Operating Plan*
- Board Member application response letter
- Letter of release of bond

PURCHASE ORDERS:**MONTHLY REPORTS:**

- Public Trustee - December report
- Treasurer's Semi-Annual Financial report - *tabled*
- Treasurer's December Treasurer Report - **CORRECTED**
- CAPP & CWCP

OLD ITEMS:

- DMV Kiosk

PERSONNEL ITEMS:**FYI:**

- Requirements for honoring County employees for retirement - Discussion
- CDBG Grants with DOLA

TABLED:

- City of Burlington - MOU for Community Center and invoice for Generator

ADDITIONAL ITEMS

- *KCC Board Agreement Letter – Chris Bledsoe*

BOARD OF PUBLIC HEALTH:

- | | | | | |
|----------------|-----------------|-------|------------|-------------------|
| • PO# 20-00121 | Gov Connections | PH | \$1,284.26 | ThinkPad Computer |
| • PO# 20-00122 | VOID | | | |
| • PO# 20-00121 | Sanofi | Clerk | \$5,255.58 | Flu Vaccine |

BOARD OF HUMAN SERVICES:**Minutes for the January 12, 2021 Board of County Commissioners Meeting include attachments:**

- **2021 Reorganizational Minutes – BOCC Meeting called to Order**
- **2021 Kit Carson County Policies – Exhibit A**
- **January 12, 2021 Meeting Minutes – Exhibit B**

At 8:00 AM on Tuesday, January 12, 2021, Judge Michael Grinnan swore in Commissioner District 1 – Stan Hitchcock and Commissioner District 3 – Dave Hornung.

The Department Head Meeting was hosted by Commissioner Dave Hornung, as it continued with the Department Head reports at 9:15 AM. Those present were Collin Koop, Della Calhoon, Korena Laue, Randy Gorton, Terry Hubbell, Tiffany Ramos, Dawn James, Scott Stinnett, Jeff Cure, Paula Weeks, Abbey Mullis, Susan Corliss, Cory Wall, Dave Hornung, and

Stan Hitchcock. The Department Head reports followed the review and resolutions of the 2021 Reorganization.

DEPARTMENT HEADS MEETING

Collin Koop – Grounds & Buildings – shared that they made it through the holidays and now to business as usual.

Della Calhoon – OEM – nothing to report today.

Tom Ridnour – Sheriff – nothing to report today.

Korena Laue – Ambulance – nothing to report today.

Randy Gorton – Landfill / Coroner – shared that the landfill got a new 816K compactor.

Terry Hubbell – Weed District – nothing to report today.

Tiffany Ramos – Department of Human Services Director – nothing to report today.

Dawn James – Public Health & Environment Director – shared that by the end of the week 300 doses of the COVID vaccine will have been administered. There will be mass vaccine clinics on the 20th and 25th, which should bring the total administered 600 doses. Walgreens administered the Pfizer vaccine to the long term care, while Kit Carson County Public Health has covered the assisted living in Burlington, Stratton, and Flagler.

Scott Stinnett – Extension – reported that it is a new year and new region. The county is now part in the Northeast Region under that same leadership. There was a County Council meeting last night. The club leaders indicated that the enrollment is looking very similar to last year. There is hope that there could in person activities again at least on a limited basis.

Jeff Cure – Attorney – nothing to report today.

Paula Weeks – Admin – reviewed policies changes that will be made in the Personnel Policies as follows: Employees are to take a break of 10 minutes per 4 hours worked, overtime is exempt for Government – it is figured as comp time instead; Paid Leave for COVID19 expired on December 31, 2020, Paid leave for emergency leave like COVID must use earned sick leave before emergency paid leave is used; Part-time employees will earn 1 hour per 30 hours worked up to 48 hours per year but it does not apply to the Ambulance Reserves; Political endorsements will not be allow posters in the workplaces; and EAP - Employee Assistance Plan will include Ryon Medical at Schaal Physical Therapy which will be covered by our insurance if employees need counseling. There was some discussion on whether part-time sick leave would be allowed as carryover to a new year. It was agreed that 16 hours of carryover would help if someone needed it early in the year, noting that there would still be the 48 hours maximum for the next year.

Abbey Mullis – Assessor – stated that tax bills have went out which means that they are answering many complaint calls.

Susan Corliss – Clerk and Recorder – stated that it is business as usual but on the busy side.

Cory Wall – Commissioner District 2 – stated that Road and Bridge District 2 is fully staffed and business as usual.

Dave Hornung – Commissioner District 3 – indicated Road and Bridge District 3 is business as usual. Department Heads should be working on their items for the Strategic Plan that will be on the agenda for February or March.

Stan Hitchcock – Commissioner District 1 – shared that there will be a new hire for Road & Bridge District 1. They have been working on replacing a bridge with culverts in the northeast corner of the county.

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

Next meeting is Wednesday, February 10, 2021, with Clerk & Recorder Susan Corliss as the host.

There was a public reception for the new and re-elected commissioners in the Kit Carson County Courthouse lobby from 10:00 – 11:00 AM. The Board of County Commissioners presented Gary Pautler with a plaque in honor of his 33 years of service on the Kit Carson County Planning Commission Board. Jeff Cure, Kelly Alvarez, and Patty Witzel have worked with him and were present to congratulate him.

The Board of County Commissioners meeting reconvened at 11:05AM. Those present were Stan Hitchcock, Cory Wall, Dave Hornung, Darlene Caprio, Paula Weeks, and Susan Corliss.

KEN BUCK'S OFFICE – UPDATES AS WE START A NEW YEAR

Darlene Carpio gave an update on activities for Representative Ken Buck including a letter that has been sent to President-Elect Biden to call off the Letter of Impeachment because there needs to be a beginning to unify the country again; this would just continue and further the division. He will be reintroducing the Water Act for mutual water storage. Discussion was held on the need for reliable broadband Internet.

COUNTY ATTORNEY

Jeff Cure is still working on vacating the section line road policy and the Bethune Tower 10 year lease.

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

The Board of County Commissioners reconvened at 1:00 PM for work session. Those present were Stan Hitchcock, Cory Wall, Dave Hornung, Della Calhoon, Paula Weeks, and Susan Corliss.

OEM, 4TH QUARTER REPORT

Della Calhoon presented Calendar Year 2020 EMPG-LEMS 4th Quarter Grant Activities Work Plan – Part I with documentation for activities during October through December of 2020. The financial report will be submitted in a couple of weeks.

Cory Wall moved to sign 2020 4th Quarter EMPG-LEMS Grant Activities October through December Work Plan, seconded by Stan Hitchcock. The motion was carried by unanimous vote by Dave Hornung.

The Board of County Commissioners meeting recessed at 1:35 PM.

BOARD OF PUBLIC HEALTH:

Cory Wall moved to go into the Board of Public Health meeting at 1:35 PM, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung. Those present were Dawn James, Stan Hitchcock, Cory Wall, Dave Hornung, Paula Weeks, and Susan Corliss.

CHILD FATALITY REVIEW TEAM

The Board of County Commissioners and Dawn James reviewed the history and statute requirements for the Child Fatality Review Team. Discussion was held on the required and possible members of the team.

PURCHASE ORDERS

Purchase Order #20-00121

Stan Hitchcock moved to approve the Purchase Order #20-00121 for Public Health PO#3860 to Gov Connections Inc. Quote #25132217.01 for ThinkPad laptop for Kristi Robles totaling \$1,284.26, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

Purchase Order #20-00122 - VOID

Purchase Order #20-00123

Cory Wall moved to approve the Purchase Order #20-00123 for Public Health PO#3861 to Sanofi Pasteur, Inc. for Flu Vaccine totaling \$5,255.58, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

LEGISLATION

The Board of County Commissioners shared a possible bill that may be introduced to remove the Board of County Commissioners ability to be on county Boards of Health. Dawn was aware that there have been discussions about this at the State level, but was unaware of the bill being introduced. It will be watched because of the impact it could have on Kit Carson County.

Stan Hitchcock moved to adjourn the Board of Public Health meeting at 2:17 PM, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

The Board of County Commissioners' meeting reconvened at 2:31 PM.

CONSENT AGENDA

The following items were reviewed by the Board of County Commissioners: Minutes of January 6, 2021, and Accounts Payable.

Cory Wall moved to approve the minutes of January 6, 2021, and to pay the Accounts Payable in the amount of \$106,044.91, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung. *Note that the checks were stamped with Cory Wall's signature.*

CONDOLENCE LETTERS

The Board of County Commissioners signed a sympathy card to the family of Mark Stoker past Kit Carson County employee.

VETERAN'S LETTERS – KENNETH DOBLER & DEAN COLEMAN

The Board of County Commissioners signed and mailed a letter to Catherine Dobler in honor of her husband, Kenneth Dobler, and to Mary Jane Coleman in honor of her husband, Dean Coleman, for their service to our country as a Kit Carson County Military Veterans.

WILDFIRE ANNUAL OPERATING PLAN

The Board of County Commissioners reviewed the updated Wildfire Protection Plan and Agreement with the State of Colorado Department of Safety that was presented.

Cory Wall moved to sign the Wildfire Protection Plan and Agreement effective from signing until April 1, 2021, seconded by Stan Hitchcock. The motion was carried by unanimous vote by Dave Hornung.

BOARD ACCEPTANCE LETTERS

The Board of County Commissioners received an acceptance letters from Chris Bledsoe.

Cory Wall moved to appoint Chris Bledsoe to serve a 5-year term on the Planning Commission Board that will expire December 31, 2025, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

LETTER OF RELEASE OF BOND

Stan Hitchcock moved to release Colorado Highland (Texas) Energy Company and Washington Federal Bank, NA pursuant to the Irrevocable Letter of Credit (Surety Bond) dated October 22, 2020 and recorded under Reception No. 582077 between Colorado Highland (Texas) Energy Company and Kit Carson County, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

PUBLIC TRUSTEE – DECEMBER REPORT

The Board of County Commissioners reviewed the December Public Trustee's Report.

TO THE HONORABLE BOARD OF COUNTY COMMISSIONERS
KIT CARSON COUNTY COLORADO
PUBLIC TRUSTEE FEES PAID TO PUBLIC TRUSTEE

Month Ending Dec 31, 2020			
<u>PUBLIC TRUSTEE FEES</u>	<u>Fee</u>	<u>Quantity</u>	<u>Total</u>
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	49	\$735.00
Total PT Fees for Dec 31, 2020			\$785.00

Stan Hitchcock moved to approve the Public Trustee's December Financials, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

TREASURER SEMI-ANNUAL REPORT:

The Board of County Commissioners tabled the Semi-Annual Report of the Kit Carson County Treasurer.

TREASURER – DECEMBER REPORT - CORRECTED

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

MONTHLY REPORT OF ACTIVITY IN THE VARIOUS COUNTY FUNDS

CORRECTED

MONTH ENDING Dec. 31 2020

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
County General	\$5,140,783.85	\$280,595.06	(\$1,055,157.29)	\$4,366,221.62
KCC Public Health Agency	(\$447,969.08)	\$668,360.37	(\$220,391.29)	(\$0.00)
Contingent	\$376,999.54	\$0.00	\$0.00	\$376,999.54
Road and Bridge	\$2,698,612.24	\$98,931.06	(\$429,944.06)	\$2,367,599.24
Ambulance	(\$254,747.24)	\$282,585.80	(\$27,838.56)	(\$0.00)
Social Services	\$23,468.74	\$127,232.68	(\$102,452.62)	\$48,248.80
Capital Expenditures	\$4,289.58	\$2,015.29	(\$60.45)	\$6,244.42
Conservation Trust	\$15,308.64	\$5,997.36	\$0.00	\$21,306.00
Solid Waste	\$741,430.39	\$33,520.21	(\$40,759.77)	\$734,190.83
E-911	\$30,261.35	\$15,675.27	(\$6,101.94)	\$39,834.68

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

COLORADO MOTOR VEHICLE SELF- SERVICE TERMINAL AGREEMENT

Susan Corliss presented Amendment #1 to the agreement for Colorado Motor Vehicle Self-Service Terminal Participation Agreement with Intellectual Technology, Inc. (ITI) for the cross county motor vehicle renewals in the kiosk machines located in the counties that will have these machines. This contract does not indicated that there will be a self-service terminal located in Kit Carson County nor will there be any cost to the county for any transactions that happen in other counties.

Cory Wall moved to sign the Self-Service Terminal Agreement for cross county motor vehicle renewals for the Kit Carson County Clerk and Recorder, seconded by Stan Hitchcock. The motion was carried by unanimous vote by Dave Hornung.

The Board of County Commissioners' meeting adjourned at 3:50 PM.

Submitted by: Susan Corliss, County Clerk and Recorder

D. H.

Dave Hornung, Chairman

1/20/2021

Date

Attest:

Susan Corliss

Susan Corliss, County Clerk and Recorder

