

**KIT CARSON COUNTY COMMISSIONERS
MINUTES
JANUARY 6, 2021**

8:00 AM **WORK SESSION**
10:00 AM **TIFFANY RAMOS – HUMAN SERVICES – PERSONNEL UPDATES**
10:30 AM **COLLIN KOOP / 2021 PROJECTS**
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**

AGENDA:

- Minutes – December 30, 2020
- Accounts Payable

NEW ITEMS:

- Vehicle & Grader Purchases for 2021
- RV Park Waste Water
- KCC Board Agreement Letters
 - *Terry Tagtmeyer, Jerry Guy, Benjamin Hasart, Dick McAuley, Ed Rarick, Assessor Appointments*
- Matt Tarr Clown/Barrelman contract
- Subdivision Exemption – Kenneth & Nancy Pottorff
- MOU with the City of Burlington re:
 - VA Office
 - Merging Public Health
 - Emergency Generator *at the Community Center – under review*
 - NAVAID
 - Dispatch Service Agreement
- Bookmobile letter to defund

PURCHASE ORDERS:

- PO# 20-00120 Gov Connections Inc. Clerk \$ 931.86 2 Computers – Recording Lookup

MONTHLY REPORTS:

- Dec VSO Report
- Clerk's Dec Reports
 - Clerk's Motor Vehicle, Driver License, Recording
 - ERTF Recording Report
- Assessor Oct - Dec Report
- Treasurer's December Report

OLD ITEMS:

PERSONNEL ITEMS:

- Minimum Wage increase orange sheets for:
 - Doris King
 - Jim King
 - Dennis Hickman
 - Steve Yacovetta
- Zeb Bell – changing from Jail to Sheriff Deputy 2/1/21
- Codi Fadenrecht – 6 month eval 2/1/21

FYL:

TABLED:

- Notice of Property Tax Forfeiture Rescinded

ADDITIONAL ITEMS

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BOARD OF PUBLIC HEALTH:

- *Merging Public Health*

BOARD OF HUMAN SERVICES:

- Griffith Centers for Children

The Board of County Commissioners meeting was called to order at 9:55 AM. The Pledge of Allegiance was recited. Those present were Cory Wall, Gary Koop, Dave Hornung, Paula Weeks, Stan Hitchcock, and Susan Corliss.

BOARD OF HUMAN SERVICES:

Dave Hornung moved to go into the Board of Human Services meeting at 9:56 AM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall. Those present were Cory Wall, Gary Koop, Dave Hornung, Tiffany Ramos, Stan Hitchcock, Paula Weeks, and Susan Corliss.

GRIFFITH CENTERS FOR CHILDREN

Tiffany Ramos presented a Purchase of Service Contract with Griffith Centers for Children Inc. with the primary goals to assess the parent's/caregiver's parenting abilities and to teach appropriate skills in order to meet the needs of the children. The preferred rate is \$58.00 per hour for Supervised Visitation, \$58.00 intake, \$30 per hour for case management, and \$25.00 for no shows.

Dave Hornung moved to sign the Griffith Centers for Children Inc. Purchase of Service Contract effective January 1, 2021 through June 30, 2021 with an automatic renewal clause, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

ORANGE SHEET

Dave Hornung moved to approve Human Services Job Change Orange Sheet for Vicki Graff at \$15.50 per hour as a Part Time Employee effective January 6, 2021, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Dave Hornung moved to adjourn the Board of Human Services meeting at 10:45 AM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

The Board of County Commissioners meeting reconvened at 10:50 AM.

COLLIN KOOP / 2021 PROJECTS

Collin Koop presented ideas for the 2021 Projects including replacing toilets in courthouse, courthouse hot water heater with a larger circulation pump, bleacher options at the fairgrounds, gaps in Annex parking lot, and a possible walking trail at fairgrounds.

COUNTY ATTORNEY

Jeff Cure has the perpetual contract ready for the Bethune Communication Tower to send to the land owner/lawyer for signing. He had reviewed the MOUs with the City of Burlington.

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

The Board of County Commissioners returned at 1:15 PM for work session. Those present were Cory Wall, Gary Koop, Dave Hornung, Paula Weeks, Stan Hitchcock, and Susan Corliss.

The Board of County Commissioners' meeting reconvened at 2:21 PM.

CONSENT AGENDA

The following items were reviewed by the Board of County Commissioners: Minutes of December 30, 2020, and Accounts Payable.

Gary Koop moved to approve the minutes of December 30, 2020, and to pay the Accounts Payable in the amount of \$1,488,257.05, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

LONGEVITY AWARDS

The Board of County Commissioners delivered and presented Longevity Awards to Dena Daniel for 30 years and Linda Schrivogel for 40 years.

HIGH PLAINS HIGHWAY

The Board of County Commissioners reviewed the 2020 annual report for High Plains Highway. There is a recommendation of waiving of dues for 2021.

2021 VEHICLE PURCHASES

Dave Hornung moved to purchase the following vehicles, graders, and compactor for the listed departments and appropriate funds, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

<u>2021- Vehicle Approved Bids</u>								
	Vehicle Type	Make	Model	Bid Price	Requesting Department	MSRP	Trade In	Estimated Payable
<u>Burlington Ford and Lincoln</u>								
	2021 4x4 Regular Cab, 3.3L	Ford	F-150	\$ 27,871.00	R&B D3	\$ 37,325.00		Feb - Mar
	2021 4x4 C/C 2.3L Ecoboost	Ford	R1F0 Ranger	\$ 25,991.60	Assessor	\$ 32,495.00		Apr - May
	2021 4X4, Styleside, Diesel	Ford	F250	\$ 38,658.30	Landfill	\$ 51,970.00		Apr - May
<u>Vince's GM Center</u>								
	2021 Colorado 4WD Extended	Chevy	Colorado	\$ 24,976.47	PHE			Feb - Mar
	2021 4x4, Regular Cab	Chevy	Silverado K1500	\$ 26,975.40	R&B D1			Feb - Mar
<u>Colby Dodge</u>								
	2021 4x4, 4 Door	Dodge	Ram 1500	\$ 21,014.00	Sheriff	\$ 47,514.00	\$ 26,500.00	January
	2021 4x4, 4 Door	Dodge	Ram 1500	\$ 47,514.00	Sheriff	\$ 47,514.00		January
	2021 4x4 Reg Cab, Long Box	Dodge	Ram 2500	\$ 26,796.00	R&B D2	\$ 38,785.00		Feb - Mar
			TOTAL	\$ 239,796.77				
<u>Graders</u>								
	WAGNER		TRADE IN	TOTAL COST		PRICE	T.I. ALLOWANCE	
2021	150JOY-BR AWD B+2, JSTK	JD	2012 772GP JD	\$195,440.00	D1	\$313,000.00	\$117,560.00	Feb - Mar
2021	150JOY-BR AWD B+2, JSTK	JD	2012 140M2 AWD CAT	\$185,240.00	D2	\$308,000.00	\$122,760.00	Feb - Mar
2021	150JOY-BR AWD, B+2, JSTK	JD	2014 772GP JD	\$185,260.00	D3	\$308,000.00	\$122,740.00	Feb - Mar
2021	816K Landfill Compactor	CAT	2017 CAT 816K	\$313,000.00	Solid Waste	\$508,000.00	\$195,000.00	January
			TOTAL	\$ 878,940.00				

TITLE FOR TRADE-IN

2016 – Chevy Pickup (Sheriff) 3GCUKSEC4GG217227 Title 26E166169

Dave Hornung moved to approve the signing of one Kit Carson County title for trade-in on a 2021 purchase at Colby Dodge, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

LAND USE APPLICATION - RV PARK WASTE WATER

Land Use Application for Mike and Maggie Dunton applying for a commercial land use change to build a 65 lot RV Park located in the southeast quarter of Section 35, Township 8S, Range 43W located on a 36.45-acre parcel of private agricultural land at 18391 County Road 54 owned by Mike and Maggie Dunton has been completed with a commercial water well and the Onsite Wasterwaster Treatment System (OWTS) design.

BOARD ACCEPTANCE LETTERS

The Board of County Commissioners received an acceptance letters from Jerry Guy, Dick McAuley, Terry Tagtmeyer, Ed Rarick, and Benjamin Hasart.

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

Dave Hornung moved to appoint Ed Rarick to serve a 2-year term on the Prairie Development Corporation Board of Directors that will expire December 2022, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Dave Hornung moved to appoint Dick McAuley to serve a 6-year term on the Seibert Cemetery Board that will expire December 31, 2026, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Dave Hornung moved to appoint Terry Tagtmeyer to serve a 3-year term on the Kit Carson County Fair Board that will expire December 31, 2023, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Dave Hornung moved to appoint Benjamin Hasart to fill a vacant 5-year term to serve on the Planning Commission Board that will expire December 31, 2021, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

PLANNING BOARD CONTRACT FOR PATTY WITZEL

The Board of County Commissioners reviewed the annual agreement for hourly rate of pay for Planning Board Secretarial work executed by Patty Witzel.

Dave Hornung moved to approve the Agreement with Patty Witzel as the Planning Board Secretary at a rate of \$20.79/hour with the approved payout of over time if the hours in the Clerk and Recorder's Office and Planning Board exceed 40 hours per week at a rate of \$31.19, and there will be no annual leave, sick leave, or holidays for duties as a Planning Board Secretary, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

MATT TARR – BARRELMAN

Gary Koop moved to approve the contract with Matt Tarr to provide barrelman services for the Kit Carson County Fair and Pro Rodeo on July 29, 30, and July 31, 2021 for a total of \$4,000.00 and RV hook up, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

SUBDIVISION EXEMPTION – KENNETH & NANCY POTTORFF

The Board of County Commissioners reviewed the Subdivision Exemption for Kenneth and Nancy Pottorff, owner, consisting of 23.2 acres of 160 acres located in the Southwest Quarter Section 6, Township 9S, Range 46W. The purpose of this subdivision is to subdivide a homestead with existing water and sewer.

Dave Hornung moved to approve the Subdivision Exemption for Kenneth and Nancy Pottorff, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

MOUS WITH THE CITY OF BURLINGTON RE: VA OFFICE

The Board of County Commissioners reviewed a Memorandum of Understanding (MOU) with the City of Burlington for the purpose of procurement of insurance and basic maintenance provisions for the V.A. Clinic at 1177 Rose Avenue.

Gary Koop moved to sign the City of Burlington V.A. Clinic MOU for insurance and basic maintenance for an annual cost of \$5,000.00, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

CITY OF BURLINGTON – PUBLIC HEALTH MERGER IGA

The Intergovernmental Agreement (IGA) for the merger of the Board of Public Health between Kit Carson County Department of Public Health and Environment with the City of Burlington will continue as the services have been provided in the past for the City of Burlington, the only difference is that the City of Burlington will have a representative attend the Board of Public Health meetings.

Dave Hornung moved to sign the Department of Public Health and Environment Board IGA with a fee of \$750 per quarter for the Public Health Medical Officer, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

AIRPORT - NAVAID

The Board of County Commissioners reviewed a Memorandum of Understanding (MOU) with the City of Burlington for the purpose of navigation system (NAVAID) and other maintenance, repair or upgrades of the airport. Kit Carson County will be responsible for half of the monthly maintenance fees of \$2,122.92 and one half of the repairs & upgrades for the NAVAID up to the amount of \$6,000 per year.

Dave Hornung moved to sign the City of Burlington MOU for the airport agreeing to pay \$1,061.46 monthly for one half share and \$3,000 for NAVAID, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

DISPATCH SERVICE AGREEMENT

The Board of County Commissioners reviewed a Dispatch Service Agreement with the City of Burlington for the purpose of operation, management, and cost sharing of a joint Communication/Dispatch Center. The City of Burlington will pay \$100,000.00 apportioned equally and payable monthly for their portion of the dispatch equipment, maintenance, and staffing.

Gary Koop moved to sign the City of Burlington Dispatch Service Agreement for January 1, 2021 through December 31, 2021, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

BOOKMOBILE LETTER TO DEFUND

Dave Hornung moved to send a letter to the NE Bookmobile notifying them that Kit Carson County will not provide funding in 2021, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

PURCHASE ORDERS

Purchase Order #20-00120

Dave Hornung moved to approve the Purchase Order #20-00120 for the Clerk and Records office to Gov Connections Inc. Quote #25116561.02 for two ThinkCentre Tiny Core Computers for the Recording Lookup Stations totaling \$931.86, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

DECEMBER VETERANS REPORT

The VSO December Report was presented to the Board of County Commissioners to be reviewed. There were 3 telephone calls, 4 office visits, 2 community events, 3 correspondences received, 1 correspondence written, 2 New Claims 21-22 CVAs, and 2 SF180 military record with a total of \$1,075.00 in salary on the report.

Gary Koop moved to approve VSO December Report, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

CLERK'S DECEMBER 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 **December 2020** report for the County Clerk's office:

KIT CARSON COUNTY COMMISSIONERS REPORT				
DECEMBER	To General COUNTY	To Towns STATE	Warrants STATE	TOTAL
BURLINGTON CITY SALES TAX		\$ 7,593.39		\$ 7,593.39
CERTIFICATES OF TITLE	\$ 880.00		\$ 704.00	\$ 1,584.00
MISC ELECTIONS				\$ -
ERTF \$2 ST FEE		\$ 398.00		\$ 398.00
ESCROW DEPOSIT	\$ 313.00			\$ 313.00
DRIVERS LICENSE	\$ 1,130.00		\$ 1,523.73	\$ 2,653.73
DUP'S (REG & TITLE)	\$ 52.00		\$ 13.60	\$ 65.60
E-RECORDING SURCHARGE	\$ 199.00			\$ 199.00
COUNTY REVENUE (SHORT CHECKS)				\$ -
OVERPAYMENT				\$ -
MARRIAGE LICENSE	\$ 35.00	\$ 115.00		\$ 150.00
MISCELLANEOUS	\$ 6,352.09			\$ 6,352.09
MOTOR VEHICLE AUTO TAX	\$ 795.50	\$ 111,644.39		\$ 111,644.39
MV LICENSE FEE/PERMITS	\$ 5,947.00		\$ 132,405.47	\$ 138,352.47
RECEPTION MOTOR VEHICLE	\$ 905.00			\$ 905.00
ROAD \$1.50 / \$2.50 FEES		\$ 5,456.67		\$ 5,456.67
SB03-103 PD/SAFETY	\$ 65.78			\$ 65.78
SB09-108 LATE FEES	\$ 750.00			\$ 750.00
SEIBERT SALES TAX		\$ 714.63		\$ 714.63
STATE DOCUMENTARY FEE	\$ 232.71			\$ 232.71
STATE SALES TAX			\$ 24,424.95	\$ 24,424.95
STRATTON SALES TAX		\$ 164.34		\$ 164.34
RECEPTION RECORDING	\$ 4,253.00			\$ 4,253.00
VENDOR FEES	\$ 1,133.23			\$ 1,133.23
REFUND	\$ -			\$ -
GRAND TOTAL	\$ 23,043.31	\$ 126,086.42	\$ 159,071.75	\$ 308,201.48
		\$ 285,158.17		

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

Warrants written in DECEMBER for NOVEMBER	
\$ 133,123.07	Colo Dept of Rev MV/LIC - ELT PMT
\$ 24,424.95	Colo Dept of Rev Sales Tax - ELT PMT
\$ 7,593.39	City of Burlington Sales Tax
\$ 164.34	Town of Stratton Sales Tax
\$ 714.63	Town of Seibert Sales Tax
\$ -	State Treasurer - M/L \$3.00
\$ -	Colo Dept of Health - M/L \$20.00
\$ 1,523.73	State Treasurer - Dr Lic - ELT PMT
\$ 398.00	ERTF \$2 ST FEE - Transferred out of EBT Payment
\$ 167,942.11	
\$ 117,216.06	Difference Collected VS Paid Out
\$ 117,101.06	SOT & R/B Fee Paid Out By Treasurer
\$ 115.00	
\$ -	0 Licenses for NOV paid in DEC
\$ -	0 Licenses for NOV paid in DEC
\$ 15.00	Waiting for 6 Dec Marriage Licenses
\$ 100.00	Waiting for 6 Dec Marriage Licenses
\$ 115.00	

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 December 2020 from the County Clerk & Recorder's office:

Amounts for Documents Recorded / Total Business					
KIT CARSON COUNTY COMMISSIONERS REPORT - ELECTRONIC FUNDS TRANSFER					
20-Dec					
	In Person less IRS	eRecording	IRS	Total	Escrow/Adjust
Copies In Person & Escrow (PH)	\$ 445.00			\$ 445.00	
Online Credit Card Copies				\$ -	
Documentary Fee (DF)	\$ 232.71			\$ 232.71	
ERT Funds (ES)	\$ 208.00	\$ 152.00	\$ 6.00	\$ 366.00	
Escrow Deposits (EP)	\$ 220.00			\$ 220.00	
Marriage Application (ML)	\$ 150.00			\$ 150.00	
Online - Monthly Subscription	\$ -			\$ -	
Recording Fees (RC)	\$ 1,920.00	\$ 1,680.00	\$ 15.00	\$ 3,615.00	
Recording Surcharge (EC)	\$ 104.00	\$ 76.00	\$ 3.00	\$ 183.00	
Totals	\$ 3,279.71	\$ 1,908.00	\$ 24.00	\$ 5,211.71	\$ -
ERT FUNDS RECORDED FOR THE CURRENT MONTH					\$ 366.00
LESS ERT FUNDS NOT COLLECTED FOR THE CURRENT MONTH (Outstanding ES \$\$ from recording reports)					\$ (24.00)
PLUS PREVIOUS MONTH ERT FUNDS RECEIVED IN CURRENT MONTH (From recording copies of checks and reports)					\$ 56.00
CURRENT MONTH ERT FUNDS Drives Report					\$ 398.00

Gary Koop moved to approve the Clerk's December ERTF Report as presented that will be transferred and pay \$398.00 via ACH to the State Treasurer, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

ASSESSOR REPORT

Gary Koop moved to approve the Assessor's October - December Report as presented, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

TREASURER – DECEMBER REPORT

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

MONTHLY REPORT OF ACTIVITY IN THE VARIOUS COUNTY FUNDS

MONTH ENDING Dec. 31 2020

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
County General	\$5,140,783.85	\$280,595.06	(\$501,896.10)	\$4,919,482.81
KCC Public Health Agency	(\$447,969.08)	\$380,871.31	(\$220,391.29)	(\$287,489.06)
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)	\$16,813.67	(\$27,838.56)	(\$265,772.13)
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

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

ORANGE SHEETS – HICKMAN, KING, KING, & YACOVETTA

The Board of County Commissioners reviewed the Orange Sheets that need to be raised to the new minimum wage and Orange Sheets submitted by Sheriff Tom Ridnour.

Dave Hornung moved to approve the Raise Landfill Orange Sheets for Dennis Hickman, Doris King, Jim King, and Steven Yacovetta to the new hourly rate of \$12.32 per hour effective January 1, 2021, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

ORANGE SHEET – FADENRECHT & BELL

Dave Hornung moved to approve Sheriff Promotion (from Jail to Patrol) Job Change Orange Sheet for Zebulun Bell at \$15.02 per hour for Step 25 and Grade 31 with annual wage of \$31,250.00 as a Non-Exempt Full Time Employee with Benefits effective February 1, 2021, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Dave Hornung moved to approve Sheriff- Dispatch Raise Orange Sheet for Codi Fadenrecht at \$15.50 per hour for Step 25 and Grade 32 with annual wage of \$32,250.00 as a Non-Exempt Full Time Employee with Benefits effective February 1, 2021, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

The Board of County Commissioners continued in work session reviewing the policies and resolution for Reorg.

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

1/12/2021

Date

