

**KIT CARSON COUNTY COMMISSIONERS  
MINUTES  
JUNE 3, 2020**

8:00 AM	WORK SESSION
10:00 AM	COLLIN – BENCHES AT THE FAIRGROUNDS
10:30 AM	DELLA CALHOON – EMPG GRANT AWARD
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
1:00 PM	DAWN JAMES – BURLINGTON GRADUATION CHANGE
1:30 PM	SCOTT STINNETT – NEW HIRE INTRODUCTION
	MEETING TO ADJOURN WHEN BUSINESS COMPLETED

**AGENDA:**

- Minutes – May 27, 2020
- Accounts Payable

**NEW ITEMS:**

- DOLA Grant for COVID19 – *work session*
- Subdivision Exemption – Mangus
- Beeson Pit – Load Increase Request – *work session*

**PURCHASE ORDERS:**

- |               |                                 |     |            |                          |
|---------------|---------------------------------|-----|------------|--------------------------|
| • PO#20-00025 | <i>Some Girls &amp; a Mural</i> | G&B | \$500.00   | <i>Small Barn Murals</i> |
| • PO#20-00026 | <i>Amazon</i>                   | G&B | \$1,336.10 | <i>Air Conditioner</i>   |

**MONTHLY REPORTS:**

- VSO May 2020
- Clerk's May Reports
  - Clerk's Report with Warrants – Driver License, Motor Vehicle & Marriage License
  - ERTF Report & Transfer

**OLD ITEMS:**

- Rol Hudler – JBC is revisiting the prison study. Hiring Brophy again – *work session*

**PERSONNEL ITEMS:**

- *Updated Orange Sheet – Susan Sparks*

**FYI:**

- Oscar Ontiveros vendor booth application letter

**TABLED:**

**ADDITIONAL ITEMS**

- 

**BOARD OF PUBLIC HEALTH AGENDA:**

- *Burlington High School Graduation*
- *Variance Request & Minutes for May 27<sup>th</sup>*
- *Paint Take-Back Event*
- *Grace Manor*
- *Midway Theater Plan*
- *Mick Livingston Memorial*

**Purchase Orders**

- |               |                  |    |          |   |
|---------------|------------------|----|----------|---|
| • PO#20-00024 | Lindsey Richards | PH | \$567.59 | Covid19 Supplies – Replaces PO#20-00013 |
|---------------|------------------|----|----------|---|

**BOARD OF DEPARTMENT OF HUMAN SERVICES AGENDA:**

**INCIDENT COMMAND SENTER CALL**

The Board of County Commissioners attended a conference call at 9:00 AM with the Incident Command Senter (ICS) for updates. The call ended at 9:45 AM. Notes from this meeting are kept within the ICS.

The Board of County Commissioners meeting convened at 10:27 AM. The Pledge of Allegiance was recited. Those present were Cory Wall, Dave Hornung, Gary Koop, Paula Weeks, Della Calhoon, Stan Hitchcock, and Susan Corliss.

### **EMPG GRANT AWARD**

Della Calhoon presented the EMPG Grant Award Letter for review. There will be \$32,000.00 federal funding available for matching to be used by December 31, 2020.

Dave Hornung moved to sign the 2020 Emergency Management Performance Grant (EMPG) Award Letter – 20EM-21-28 for the period of January 1, 2020 to December 31, 2020, for EMPG Activities, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Della reported on current activities. The COVID19 logs for FEMA need lots of documentation. It is necessary to have all parties involved (Public Health, OEM, Admin, etc.) fill out the appropriate FEMA form from the beginning of an emergency. These forms will be required to receive FEMA emergency funds. Dawn James has reviewed the Mitigation Plan and made comments. These will be sent to the plan writer for review. On June 2<sup>nd</sup>, there were three land spout tornadoes spotted in Kit Carson County and one in Cheyenne County. Work has started on a I-70 radio agreement to improve communications between Kit Carson, Lincoln, Elbert, and Adams Counties as well as Colorado State Patrol, law enforcement agencies, EMS, and fire departments. The state fire chief would like financial information from local grocery stores on the cost for meals for fire crews that are required for more than three days. An email request was received for supply requests from larger counties for protest situations; this has been forwarded on to Sheriff Ridnour.

### **COUNTY ATTORNEY**

Jeff Cure and Kelly Alvarez lead the discussion on solar panels for residential and commercial uses. David Churchwell for KC Electric was called to provide information about their classifications of residential and commercial solar clients. At this time, Kit Carson County will continue with review of solar requests on a case by case basis.

There are some items that may need to be addressed in an update to the Kit Carson County Land Use Code, since they were adopted in 2016. Jeff has a list of corrections that need to be made as well.

The Board of County Commissioners recessed for lunch at 12:15 PM.

The Board of County Commissioners reconvened at 1:09 PM. Those present were Cory Wall, Dave Hornung, Gary Koop, Paula Weeks, Dawn James, Stan Hitchcock, and Susan Corliss.

### **BOARD OF PUBLIC HEALTH**

Dave Hornung moved to go into the Board of Public Health meeting at 1:09 PM for the purpose of a contract and purchase orders, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

### **BURLINGTON HIGH SCHOOL GRADUATION**

Dave Hornung moved to approve the Burlington High School graduation plan contingent on their school board's approval, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

### **VARIANCE REQUEST**

The Board of Public Health held a phone conference on May 28<sup>th</sup> to review items in the next CDPHE variance to move into Phase 3. The minutes for the meeting were submitted by Valerie Boyd.

Dave Hornung moved to approve the minutes in regards to the variance, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

### **PAINT TAKE-BACK EVENT**

PaintCare is planning a paint take-back event on August 11<sup>th</sup> at the parking lot of Herman Lumber. There Covid-19 plan was presented.

Dave Hornung moved to approve the plan for the Paint Take-Back Event submitted by PaintCare, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

### **GRACE MANOR**

There have been no positive COVID19 tests at the Grace Manor Center for four weeks. They have forms to be presented to the CDPHE to be removed from the Outbreak listing.

Dave Hornung moved to approve the plan for Grace Manor Center to take new admits, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Dave Hornung moved to approve the Family Visit Protocol plan once they are removed from the outbreak list, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

### **MIDWAY THEATER PLAN**

Dave Hornung moved to approve the Midway Theater and Cultural Event Center's Theater Distancing Protocol contingent on the next Kit Carson County variance approval, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

### **MICK LIVINGSTON MEMORIAL**

The family of Mick Livingston would like to hold his memorial at the Carousel Park in June. The Board of County Commissioners will have the family contact Collin to reserve the park.

### **Purchase Order #20-00013 - VOID replace with:**

### **Purchase Order #20-00024**

Dave Hornung moved to approve the Purchase Order #20-00024 for Public Health to Lindsey Richards PH PO3688 for client materials totaling \$567.59, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Dave Hornung moved to adjourn the Board of Public Health meeting at 1:28 PM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

The Board of County Commissioners meeting reconvened at 1:30 PM.

### **CSU NEW HIRE INTRODUCTION**

Scott Stinnett introduced Mikayla Stephen to the Board of County Commissioners. She will be running the Family Consumer Science extension programs for Kit Carson County as well as helping with the 4-H programs.

**CONSENT AGENDA**

The following items were reviewed by the Board of County Commissioners: Minutes of May 27, 2020, and Accounts Payable.

Dave Hornung moved to approve the minutes of May 27, 2020, and to pay the Accounts Payables in the amount of \$122,371.04, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

**CORRESPONDENCE**

The Board of County Commissioners received a thank you from Virginia Burciaga.

**SUBDIVISION EXEMPTION – MANGUS**

The Board of County Commissioners reviewed the Subdivision Exemption for Jerry Brenner, seller, consisting of 4.7 acres located in the Southwest Quarter Section 20, Township 6S, Range 44W for Tony and Tammy Mangus, buyers, that was applied by Dale Stull.

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

**VSO REPORT**

The VSO May Report was presented to the Board of County Commissioners to be reviewed. There were 2 telephone calls, 4 Community Events, 1 correspondence received, 1 correspondence written, 1 21-526EZ Entitlements, and 2 SF180 Military Record/Correction with a total of \$1,075.00 in salary on the report.

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

**CLERK’S APRIL 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 **May 2020** report for the County Clerk’s office:

MAY	To General COUNTY	To Towns STATE	Warrants STATE	TOTAL
BURLINGTON CITY SALES TAX		\$ 9,238.17		\$ 9,238.17
CERTIFICATES OF TITLE	\$ 928.00		\$ 742.40	\$ 1,670.40
MISC ELECTIONS	\$ -			\$ -
REFUNDS	\$ 1,135.70			\$ 1,135.70
ERTF \$2 ST FEE		\$ 428.00		\$ 428.00
ESCROW DEPOSIT	\$ 325.46			\$ 325.46
DRIVERS LICENSE	\$ 1,726.00		\$ 1,723.05	\$ 3,449.05
DUP'S (REG & TITLE)	\$ 66.50		\$ 15.30	\$ 81.80
E-RECORDING SURCHARGE	\$ 207.00			\$ 207.00
SMALL BALANCE ADJUSTMENT	\$ 0.23			\$ 0.23
COUNTY REVENUE (SHORT CHECKS)				\$ -
MARRIAGE LICENSE	\$ 42.00		\$ 138.00	\$ 180.00
MISCELLANEOUS	\$ 9,408.54			\$ 9,408.54
MOTOR VEHICLE AUTO TAX	674.19	\$80,850.26		\$ 80,850.26
MV LICENSE FEE/PERMITS	\$ 5,131.40		\$ 91,863.33	\$ 96,994.73
RECEPTION MOTOR VEHICLE	\$ 891.50			\$ 891.50
ROAD \$1.50 / \$2.50 FEES		\$ 4,377.69		\$ 4,377.69
SB03-103 PD/SAFETY	\$ 52.28			\$ 52.28
SB09-108 LATE FEES	\$ 380.00			\$ 380.00
SEIBERT SALES TAX		\$ 864.84		\$ 864.84
STATE DOCUMENTARY FEE	\$ 528.29			\$ 528.29
STATE SALES TAX			\$ 23,200.88	\$ 23,200.88
STRATTON SALES TAX		\$ -		\$ -
RECEPTION RECORDING	\$ 9,040.50			\$ 9,040.50
VENDOR FEES	\$ 1,147.20			\$ 1,147.20
<b>GRAND TOTAL</b>	<b>\$ 31,684.79</b>	<b>\$95,758.96</b>	<b>\$ 117,682.96</b>	<b>\$ 245,126.71</b>
		<b>\$</b>	<b>213,441.92</b>	

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

<b>Warrants written in June for May</b>	
\$ 92,621.03	<b>Colo Dept of Rev MV/LIC - ELT PMT</b>
\$ 23,200.88	<b>Colo Dept of Rev Sales Tax - ELT PMT</b>
\$ 1,723.05	<b>Colo Dept of Rev Drivers License - ELT PMT</b>
\$ 9,238.17	<b>City of Bulrington Sales Tax</b>
\$ -	<b>Town of Stratton Sales Tax</b>
\$ 864.84	<b>Town of Seibert Sales Tax</b>
\$ 18.00	<b>State Treasurer - M/L \$3.00</b>
\$ 120.00	<b>Colo Dept of Health - M/L \$20.00</b>
\$ 428.00	<b>ERTF \$2 ST FEE - Transferred out of EBT Payment</b>
<b>\$ 128,213.97</b>	
<b>\$ 85,227.95</b>	<b>Difference Collected VS Paid Out</b>
<b>\$ 85,227.95</b>	<b>SOT &amp; R/B Fee Paid Out By Treasurer</b>
<b>\$ -</b>	

**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 May 2020 from the County Clerk & Recorder's office:

<b>Amounts for Documents Recorded / Total Business</b>					
<b>KIT CARSON COUNTY COMMISSIONERS REPORT - ELECTRONIC FUNDS TRANSFER</b>					
<b>20-May</b>	<b>In Person less</b>				
	<b>IRS</b>	<b>eRecording</b>	<b>IRS</b>	<b>Total</b>	<b>Escrow/Adjust</b>
Copies In Person & Escrow (PH)	\$ 58.50			\$ 58.50	
Online Credit Card Copies	\$ 623.75			\$ 623.75	
Documentary Fee (DF)	\$ 540.79			\$ 540.79	
ERT Funds (ES)	\$ 228.00	\$ 208.00		\$ 436.00	
Escrow Deposits (EP)	\$ 300.46			\$ 300.46	
Marriage Application (ML)	\$ 180.00			\$ 180.00	
Online - Monthly Subscription				\$ -	
Recording Fees (RC)	\$ 2,540.00	\$ 6,290.00		\$ 8,830.00	
Recording Surcharge (EC)	\$ 114.00	\$ 104.00		\$ 218.00	
<b>Totals</b>	<b>\$ 4,585.50</b>	<b>\$ 6,602.00</b>	<b>\$ -</b>	<b>\$ 11,187.50</b>	<b>\$ -</b>
<b>ERT FUNDS RECORDED FOR THE CURRENT MONTH</b>					<b>\$ 436.00</b>
<b>LESS ERT FUNDS NOT COLLECTED FOR THE CURRENT MONTH (Outstanding ES \$\$ from recording reports)</b>					<b>\$ (72.00)</b>
<b>PLUS PREVIOUS MONTH ERT FUNDS RECEIVED IN CURRENT MONTH (From recording copies of checks and reports)</b>					<b>\$ 68.00</b>
<b>CURRENT MONTH ERT FUNDS</b>	<b>Drives Report</b>	\$ 432.00			<b>\$ 432.00</b>
<b>CURRENT MONTH ERT FUNDS</b>	<b>Escrow Pmt</b>				

Dave Hornung moved to approve the Clerk's May ERT Report as presented that will be transferred and pay \$432.00 via ACH to the State Treasurer, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

**ORANGE SHEET – SPARKS**

Updated start date from last week’s approval, Sheriff Jail New Hire Orange Sheet for Susan Sparks at \$16.46 per hour for Step 25 and Grade 34 with annual wage of \$34,250.00 as a Non-Exempt Full Time Employee with Benefits effective July 1, 2020, with a Trial Period expiring on January 1, 2021.

**PURCHASE ORDERS**

**Purchase Order #20-00025**

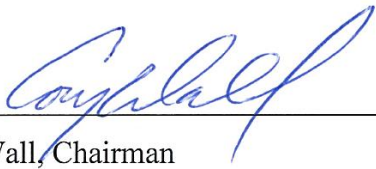
Dave Hornung moved to approve the Purchase Order #20-00025 for Grounds & Buildings to Some Girls and a Mural Invoice #1030 for small murals on the barn doors totaling \$500.00, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

**Purchase Order #20-00026**

Dave Hornung moved to approve the Purchase Order #20-00026 for Grounds & Buildings to Amazon for MRCOOL split air conditioner/heat totaling \$1,336.10, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

The Board of County Commissioners meeting adjourned at 2:25 PM.

Submitted by: Susan Corliss, County Clerk and Recorder

  
\_\_\_\_\_  
Cory Wall, Chairman

6/10/2020  
\_\_\_\_\_  
Date

Attest:  
  
\_\_\_\_\_  
Susan Corliss, County Clerk & Recorder

