

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

8:00 AM PRE-DEPARTMENT HEAD MEETING
8:30 AM DEPARTMENT HEAD MEETING – HOSTED BY CORONER RANDY GORTON; AMBULANCE BUILDING
9:55 AM COMMISSIONER MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE
• REVIEW CONSENT AGENDA ITEMS: PAYABLES, MINUTES, SIDE ITEMS
10:00 AM COLLIN KOOP GROUNDS AND BUILDINGS / FAIRGROUNDS UPDATE
10:30 AM
11:00 AM JEFF CURE – COUNTY ATTORNEY
12:00 PM LUNCH
1:00 PM KORENA LAUE EMS DIRECTOR / ORANGE SHEET

AGENDA:

- Minutes – March 3, 2021
- Accounts Payable

NEW ITEMS:

- Road Easement – Shawn Schulte SE-23-6-50 to NW 26-6-50

PURCHASE ORDERS:

- PO#21-00133 VOID – waiting on actual invoice
- PO#21-00137 VOID – bid on wrong RTV
- PO#21-00139 Kubota Grounds \$15,084.76 Tractor - RVT

MONTHLY REPORTS:

- CAPP & CWCP
- Clerk's February Reports
 - Clerk's Motor Vehicle, Driver License, Recording
 - ERTF Recording Report
- Treasurer February Report

OLD ITEMS:

- Northwest Kansas Ambulance License Renewal

PERSONNEL ITEMS:

FYI:

TABLED:

- Community Center MOU

ADDITIONAL ITEMS:

- Federal Excise Tax – Rush Truck Center
- Adopt 2021 Strategic Plan

BOARD OF PUBLIC HEALTH:

- PO#21-00138 American Express PH \$573.65 Seed Packets

BOARD OF HUMAN SERVICES:

The Department Head Meeting was hosted by the Coroner Randy Gorton at 8:35 AM. Those present were Randy Gorton, Collin Koop, Della Calhoon, Terry Hubbell, Korena Laue, Jon Cisneros, Tiffany Ramos, Pam Mills, Abbey Mullis, Paula Weeks, Scott Stinnett, Susan Corliss, Cory Wall, Dave Hornung, and Stan Hitchcock.

DEPARTMENT HEADS MEETING

All Department Heads shared their items for the new Strategic Plan which will be reviewed and submitted as Exhibit A of the Board of County Commissioners' meeting.

Collin Koop – Grounds & Buildings – shared that it has been an exciting couple of weeks. Carpet has been ordered for the hallways and lobby in the Annex and the Administration office. There was water leak in the basement of the Annex that has been located coming from a crack in the parking lot. With the warmer weather, some work has been started at the fairgrounds.

Paula Weeks – Admin – announced that the auditors will be here the week of May 10th in the Election Office. The interim audit went well and the single audit was pulled to review the CARES grants.

Abbey Mullis – Assessor – reported that they are wrapping up 2021 reappraisal and will be finalizing soon. They are attending online trainings for certification.

Susan Corliss – Clerk and Recorder – shared that transition to a new recording server was just completed. Todd is working with Kofile to solve some of the hiccups. It has been frustrating with DRIVES down about once a week because of CenturyLink issues. Jon Cisneros mentioned that these same outages affect 911 calls. These systems are based on state contracts with CenturyLink and there is not a roll over backup at this time.

Tiffany Ramos – Department of Human Services Director – indicated that three of the eligibility programs are currently under state audit. Last year Kit Carson County was most improved in CSTAT and she has set goals to become one of the most efficient. There is one opening for a combined position as Child Support PT/ Eligibility PT and Child Welfare is fully staffed. This position would allow for more cross training and help in times of short staff. Child Welfare supervisor needs a backup person because right now she has to ask for coverage by another county. There may need to be a fraud investigation team created.

Della Calhoon – OEM – stated that the Northeast Field Manger will be here next month and have a short presentation for the Department Heads. The Northeast Mitigation Plan has been approved by the state and will now go to FEMA for approval. Operation Coordination is being worked on between the neighboring counties. The NOAA weather forecast looks like the weekend snow storm will be west of the county. If needed for shelter, the Community Building will be under Red Cross MOU with the city for road closures.

Jon Cisneros – Under Sheriff – reported that they currently have one person in the academy and there is one opening in the Jail. Right now they are dealing day by day with laws being changed.

Pam Mills – Treasurer – shared that the first half deadline has past and 41.38% of the taxes are collected. This is almost 5% over last year. The office is currently short staffed. Collin and Ruben have been helping clean out their vault to free up valuable space.

Korena Laue – Ambulance – stated that the department is down one full time position in Stratton, which has caused a change in scheduling but they are keeping things going okay. The staff that is trained for CPR will be able to handle the upcoming classes. She is looking for additional in-person training to cover the needs to keep everyone fresh. Certification refresher classes are currently just online.

Randy Gorton – Landfill / Coroner – reported that as Coroner, it has been a busy year with 40 cases since October 1st. Deputies must have training for certification but none is available at this time. Plans are being made for the Coroner Summer Conference in June. The landfill has been really busy with 100 tons of trash coming in the last two days. Part of the increase is because there is a large clean up North of Seibert. He is short staffed. The transfer sites are not having enough business to justify all of them.

Scott Stinnett – Extension – shared that they are working on a Community Needs Assessment. They may reach out to different departments on their needs. One area that will be reviewed is the youth mental health. It does appear that youth involved in 4-H are dealing with the mental issues of COVID well on a whole. There is an opening in Golden Area Plains Extension Board for a livestock producer; suggestions would be appreciated. McKayla Stephen is working on Clover Bud activities for members ages 6-8. There will be Project Days during Spring Break for the 4-H members.

Terry Hubbell – Weed District – indicated that he has his weed certification completed until 2023. All of the equipment is ready to go waiting for this next weather surge to pass. The fairgrounds will be treated in late April, which will usually cover it for the summer season.

Cory Wall – Commissioner District 2 – shared that Road & Bridge District 2 is dealing with three blowouts on County Road 30. The cold patches are not holding so they will have to go with hot patch. The Kit Carson County Meat Producers are planning a giant BBQ on March 20 to show support of local meat producers. It is very evident that our county support agriculture.

Anyone can grill and most grillers will have plenty to share. Anyone wanting to participate needs to call Bill Korbek to reserve a location. Other activities are being planned for the day.

Stan Hitchcock – Commissioner District 1 – indicated that Road & Bridge District 1 is hauling a lot of gravel. The new plan of having the road foreman in the shop is working well.

Dave Hornung – Commissioner District 3 – reported that Road & Bridge District 3 is hauling gravel also. They sold some items at the Nichols Miscellaneous Auction earlier this month. The Board of County Commissioners are taking applications for the Sheriff’s appointed position until March 15th. The interview plan will be decided at the next Board of County Commissioners’ meeting.

The Kit Carson County Department Head Meeting adjourned at 9:55 AM.

Next meeting is Wednesday, April 14, 2021, with Korena Laue, EMS Director, as the host.

The Board of County Commissioners meeting convened at 10:15 AM. Those present were Stan Hitchcock, Cory Wall, Dave Hornung, Collin Koop, Paula Weeks, and Susan Corliss.

GROUND AND BUILDINGS

RTV – BIDS UPDATE

Collin Koop presented an updated bid from Kubota for the RTV because of the difference between two and four seats. The comparable bids are as follows:

- | | | | |
|------------------------|------------------|----------|-------------|
| • Kubota | RTV- X 1140WL-H | D1105 | \$15,084.76 |
| • John Deere | Gator XUV825M S4 | | \$16,300.00 |
| • Horizon Motor Sports | Mule PRO-DXT | Kawasaki | \$14,316.00 |

SUMMER LAWN TREATMENT

Bids for the lawn treatment for this summer for the Courthouse, Carousel, and Annex.

- Astro Spraying \$1,995.25
- Green Horizons \$2,590.00
- KLawn \$2,449.50

Stan Hitchcock moved to accept the Astro Spraying bid for the 2021 Summer Lawn Treatment, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

COUNTY ATTORNEY

Jeff Cure updated the Board of County Commissioners on the contract for the Bethune Tower that is pending signature from Chad Koepke. Discussion was held on the interview and appointment process for the position of Sheriff. It may be necessary to update the Land Use Code to include regulations for solar.

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

The Board of County Commissioners meeting reconvened at 1:15 PM. Those present were Stan Hitchcock, Cory Wall, Dave Hornung, Korena Laue, Paula Weeks, and Susan Corliss.

AMBULANCE DIRECTOR / ORANGE SHEET

Cory Wall moved to approve New Hire – Orange Sheet for Telena Kerst for the Ambulance Reserves as a RN with ACL with Call Pay at 1.33 per hour, Other Pay of Weekend/Holiday of \$50.00, Stand By Time at \$15.00, Games – High School Varsity at \$20.00, Jr. High, JV, and Youth at \$15.00 per game effective March 15, 2021, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

The Board of County Commissioners went into work session at 1:30 PM.

The Board of County Commissioners meeting reconvened at 2:39 PM.

CONSENT AGENDA

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

Stan Hitchcock moved to approve the minutes of March 3, 2021, and to pay \$81,876.71 for Accounts Payable, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

CORRESPONDENCE

The Board of County Commissioners received thank yous from Louise Stoker and Vince’s GM Center.

EASEMENT – SHAWN SCHULTE

Hitchcock Inc. requested an easement in the Southeast Quarter of 23-6S-50W to Northwest 26-6S-50W owned by Shawn Schulte to install an 8” water line with 2 well kill wires.

Cory Wall moved to approve the easement requested by Hitchcock Inc to trench an 8” water line with 2 well kill wires in the water ditch across County Road KK between County Road 10 & County Road 11, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

ADOPT 2021 STRATEGIC PLAN – Exhibit A

Stan Hitchcock moved to adopt the 2021 Strategic Plan, seconded by Cory Wall. The motion carried by unanimous vote of Dave Hornung. See the attachment at the end of the minutes.

RUSH TRUCK CENTER

Cory Wall moved to sign the Federal Excise Tax Exemption Form from Rush Truck Center for a new truck for Road & Bridge District 3, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

PURCHASE ORDERS

Purchase Order #21-00133 – VOID *waiting for actual invoice*

Purchase Order #21-00137 – VOID *improperly quoted for a 4 seat RTV*

Stan Hitchcock moved to void Purchase Order #21-00137 based on improper quoted RTV, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

Purchase Order #21-00139

Cory Wall moved to approve the Purchase Order #21-00139 for Grounds & Buildings to Kubota Tractor Corp Quote #1896424 for Kubota D1105 RTV totaling \$15,084.76, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

CAPP & CWCP REPORT FOR FEBRUARY

Stan Hitchcock moved to approve February CAPP & CWCP Report as presented, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

CLERK’S FEBRUARY 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 **February 2021** report for the County Clerk’s office:

KIT CARSON COUNTY COMMISSIONERS REPORT				
FEBRUARY	To General COUNTY	To Towns STATE	Warrants STATE	TOTAL
BURLINGTON CITY SALES TAX		\$ 8,939.53		\$ 8,939.53
CERTIFICATES OF TITLE	\$ 960.00		\$ 768.00	\$ 1,728.00
MISC ELECTIONS				\$ -
ERTF \$2 ST FEE		\$ 366.00		\$ 366.00
ESCROW DEPOSIT	\$ 738.25			\$ 738.25
DRIVERS LICENSE	\$ 1,508.00		\$ 1,684.14	\$ 3,192.14
DUP'S (REG & TITLE)	\$ 148.50		\$ 35.70	\$ 184.20
E-RECORDING SURCHARGE	\$ 183.00			\$ 183.00
COUNTY REVENUE (SHORT CHECKS)	\$ 7.20			\$ 7.20
REFUNDS PAID OUT	\$ 1,844.89			\$ 1,844.89
MARRIAGE LICENSE	\$ 28.00	\$ 92.00		\$ 120.00
MISCELLANEOUS	\$ 3,771.00			\$ 3,771.00
SPECIAL PURPOSE / SPECIFIC OWNERSHIP	629.50	\$ 93,031.58		\$ 93,661.08
MV LICENSE FEE/PERMITS	\$ 4,427.80		\$ 91,591.69	\$ 96,019.49
RECEPTION MOTOR VEHICLE	\$ 830.00			\$ 830.00
ROAD \$1.50 / \$2.50 FEES		\$ 4,139.58		\$ 4,139.58
SB03-103 PD/SAFETY	\$ 49.88			\$ 49.88
SB09-108 LATE FEES	\$ 980.00			\$ 980.00
SEIBERT SALES TAX		\$ 575.48		\$ 575.48
STATE DOCUMENTARY FEE	\$ 319.54			\$ 319.54
STATE SALES TAX			\$ 37,857.58	\$ 37,857.58
STRATTON SALES TAX		\$ 106.34		\$ 106.34
RECEPTION RECORDING	\$ 3,462.00			\$ 3,462.00
VENDOR FEES	\$ 1,635.52			\$ 1,635.52
GRAND TOTAL	\$ 21,523.08	\$ 107,250.51	\$ 131,937.11	\$ 260,710.70
			\$ 239,187.62	\$ 260,710.70

Cory Wall moved to approve the Clerk’s February Report as presented and pay the following list of Electronic Funds Transfers and Warrants for the month of **February 2021** for the County Clerk’s office, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

Warrants written in MARCH for FEBRUARY	
\$ 92,395.39	Colo Dept of Rev MV/LIC, Title & Dupe Title- ACH PMT
\$ 37,857.58	Colo Dept of Rev Sales Tax - State & Flagler - ACH PMT
\$ 8,939.53	City of Burlington Sales Tax
\$ 106.34	Town of Stratton Sales Tax
\$ 575.48	Town of Seibert Sales Tax
\$ 3.00	State Treasurer - M/L \$3.00
\$ 20.00	Colo Dept of Health - M/L \$20.00
\$ 1,684.14	State Treasurer - Dr Lic & Organ Donation - ACH PMT
\$ 366.00	ERTF \$2 ST FEE - Transferred out of EBT Payment
\$ 141,947.46	
\$ 97,240.16	Difference Collected VS Paid Out
\$ 97,171.16	SOT & R/B Fee Paid Out By Treasurer
\$ 69.00	
\$ 9.00	waiting on 1 Feb ML
\$ 60.00	waiting on 1 Feb ML
\$ -	waiting on 1 Jan ML
\$ -	waiting on 1 Jan ML
\$ 0.00	

CLERK’S ELECTRONIC RECORDING TECHNOLOGY FUNDS REPORT

The Clerk and Recorder’s Office submitted the following report for Recording, including the Electronic Recording Technology Funds Report to be approved by the Board of County Commissioners for the month of February 2021 from the County Clerk & Recorder’s office:

Amounts for Documents Recorded / Total Business					
KIT CARSON COUNTY COMMISSIONERS REPORT - ELECTRONIC FUNDS TRANSFER					
21-Feb					
	<u>In Person less</u>				
	<u>IRS</u>	<u>eRecording</u>	<u>IRS</u>	<u>Total</u>	<u>Escrow/Adjust</u>
Copies In Person & Escrow (PH)	\$ 430.00			\$ 430.00	
Online Credit Card Copies				\$ -	
Documentary Fee (DF)	\$ 319.70			\$ 319.70	
ERT Funds (ES)	\$ 244.00	\$ 124.00		\$ 368.00	
Escrow Deposits (EP)	\$ 705.25			\$ 705.25	
Marriage Application (ML)	\$ 120.00			\$ 120.00	
Online - Monthly Subscription				\$ -	
Recording Fees (RC)	\$ 2,195.00	\$ 1,515.00		\$ 3,710.00	
Recording Surcharge (EC)	\$ 122.00	\$ 62.00		\$ 184.00	
Totals	\$ 4,135.95	\$ 1,701.00	\$ -	\$ 5,836.95	\$ -
ERT FUNDS RECORDED FOR THE CURRENT MONTH					\$ 368.00
LESS ERT FUNDS NOT COLLECTED FOR THE CURRENT MONTH (Outstanding ES \$\$ from recording reports)					\$ (44.00)
PLUS PREVIOUS MONTHS ERT FUNDS RECEIVED IN CURRENT MONTH (From recording copies of checks and reports)					\$ 46.00
CURRENT MONTH ERT FUNDS	Drives Report	\$ 366.00	\$ 10.00		\$ 370.00
CURRENT MONTH ERT FUNDS	Escrow Pmt	\$ 4.00			

Stan Hitchcock moved to approve the Clerk’s February ERTF Report as presented that will be transferred and pay \$370.00 via ACH to the State Treasurer, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

TREASURER – FEBRUARY REPORT

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

MONTHLY REPORT OF ACTIVITY IN THE VARIOUS COUNTY FUNDS

MONTH ENDING Feb 28 2021

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
County General	\$4,500,270.70	\$1,182,562.89	(\$633,907.06)	\$5,048,926.53
KCC Public Health Agency	(\$313,338.60)	\$141,199.10	(\$121,994.93)	(\$294,134.43)
Contingent	\$376,999.54	\$0.00	\$0.00	\$376,999.54
Road and Bridge	\$1,576,327.13	\$495,013.82	(\$337,879.24)	\$1,733,461.71
Ambulance	(\$278,568.12)	\$19,186.24	(\$30,992.31)	(\$290,374.19)
Social Services	\$10,235.51	\$121,486.47	(\$80,532.46)	\$51,189.52
Capital Expenditures	\$11,361.12	\$18,880.86	(\$566.40)	\$29,675.58
Conservation Trust	\$21,309.29	\$2.79	\$0.00	\$21,312.08
Solid Waste	\$438,244.68	\$96,902.46	(\$44,392.31)	\$490,754.83
E-911	\$43,645.10	\$7,432.69	(\$6,093.06)	\$44,984.73

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

The Board of County Commissioners recessed at 2:45 PM.

BOARD OF PUBLIC HEALTH:

Stan Hitchcock moved to go into the Board of Public Health meeting at 2:47 PM for the purpose of event forms and purchase orders only, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung. Those present were Stan Hitchcock, Cory Wall, Dave Hornung, Paula Weeks, and Susan Corliss.

PURCHASE ORDERS

Purchase Order #21-00138

Stan Hitchcock moved to approve the Purchase Order #21-00138 for Public Health PO#3894 to American Express – 4 Imprint for Wild Flower Seed Packets for Child Abuse and Neglect Awareness Month Activity for all 5 school districts totaling \$573.65, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung. The activity will be fully covered by a State Grant.

EVENT REGISTRATION FORMS

The Board of Health received Indoor Event Registration Forms from 2021-22 Calendar Open Form Stratton Schools – March 8, St. Charles Catholic Church Hall for Stratton High School Prom – April 17, Burlington Elementary School at BHS Gym – March 30, Bethune School Prom – April 24, and Bethune School Alumni Banquet – June 19.

Cory Wall moved to adjourn the Board of Public Health meeting at 2:48 PM, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

The Board of County Commissioners’ meeting reconvened at 2:55 PM.

NW KANSAS AMBULANCE SERVICE CERTIFICATION

Stan Hitchcock moved to approve 2021 certification for Northwest Kansas Ambulance Service of Goodland, Kansas for the purpose of hospital transports as needed when the Kit Carson County Ambulance Service is unavailable for ALS Units MED 1, MED 2, MED 5 & MED 6 based on the filed paperwork January 29, 2021, with additional documentation on March 9, 2021, plus a requirement of the final Medical Inspection forms to be submitted, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

The Board of County Commissioners’ meeting adjourned at 3:00 PM.

Submitted by: Susan Corliss, County Clerk and Recorder

D. Hornung

Dave Hornung, Chairman

Attest:

Susan Corliss
Susan Corliss, County Clerk and Recorder



3/17/2021

Date