

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

8:00 AM	PRE-DEPARTMENT HEAD MEETING
8:30 AM	DEPARTMENT HEAD MEETING – HOSTED BY OEM DIRECTOR DELLA CALHOON
9:55 AM	COMMISSIONER MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE
	• REVIEW CONSENT AGENDA ITEMS: PAYABLES, MINUTES, SIDE ITEMS
10:30 AM	TODD HOLMES IT/PARK PLACE TECHNOLOGIES
11:00 AM	JEFF CURE – COUNTY ATTORNEY
12:00 PM	LUNCH
1:00 PM	WORK SESSION

AGENDA:

- Minutes – May 5, 2021
- Accounts Payable

NEW ITEMS:

- 30x30 Resolution - *tabled*
- Recovery Roadmap/Colorado Resiliency
- Park Place Technologies
- Veterans Letters / Daniel Weiss & Wilson Hendricks

PURCHASE ORDERS:

- PO# 21-00151 Caliper Corp Clerk/Elections \$7,500.00 Census Software

MONTHLY REPORTS:

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

OLD ITEMS:

- JBBS Contract

PERSONNEL ITEMS:

- Mari Miller / Sick Leave Donation Request

FYI:

- City/County Dinner meeting. Monday, May 24, 6:30 PM @ Community Center
 - Prior to this meeting, let Paula know items that you wish to discuss
- Idalia Communication Tower

TABLED:

ADDITIONAL ITEMS:

- *Bethune Wastewater Treatment Application*

BOARD OF PUBLIC HEALTH:

- Long Bill Contract – Digital Signature Needed
- SEP/HCPF Contract – Digital Signature

Purchase Order

- PO# 21-00152 GSK PH \$1,618.50 Shingrix

BOARD OF HUMAN SERVICES:

- Orange Sheets / Kristin Simpson/new hire Bailey Tillitson

The Department Head Meeting was hosted by the Office of Emergency Management Director, Della Calhoon, at 8:37 AM. Those present were Della Calhoon, Cory Stark, Collin Koop, Shawn Franz, Paula Weeks, Randy Gorton, Korena Laue, Travis Belden, Tiffany Ramos, Abbey Mullis, Dawn James, Susan Corliss, Cory Wall, Dave Hornung, and Stan Hitchcock.

DEPARTMENT HEADS MEETING

Collin Koop – Grounds & Buildings – stated that they are in the swing of summer with mowing. They have a bleacher project at the fairgrounds. The 3rd floor AC is running again with the parts under warranty. Super busy with lots of rodeos; Little Britches Rodeo and pig show on Memorial Weekend and the Junior Rodeo the next weekend.

Shawn Franz – Dispatch – had nothing new to report.

Paula Weeks – Admin – reported that it is Audit Week; the auditors arrived yesterday and the day began with a two hour update on the county. The office is busy as usual with increased audit items. The guidance for the federal relief funds was available on Monday; she will be going through the regulations with the Board of County Commissioners this afternoon.

Randy Gorton – Landfill / Coroner – shared that it is a muddy mess at the landfill; complaints about not being able to get in and one of the trash trucks getting stuck. On the Coroner side, the Governor signed body composting bill into law. There will be rules and regulations for this. The cost will be somewhere between cremation and burial.

Korena Laue – Ambulance – stated that next week is EMS week. It will be graduation week also. Community Ambulance has three EMTs that will be finishing paramedic training this week. Ryan Bancroft has been in contact with Korena; she has been sharing forms etc. and creating a good working relationship.

Travis Belden – Sheriff – shared that the crime business has been as usual. He is getting things worked out in his office.

Tiffany Ramos – Human Services – reported that their state audits are finished. Following the Adult Protection Services (APS) Audit one county employee was recognized at the state. There is still one opening in Child welfare.

Abbey Mullis – Assessor – indicated that the Data clerk position is still open. The appraisal value notices went out, which have increased due to the sale of houses. The office and phones have been busy with questions. Things are going smoothly.

Dawn James – Public Health & Environment – shared that Public Health is fighting the good fight against COVID-19 with an increase including the UK variant during the last week.

Samples during the last month were sent to the state for test of variants. The UK variant is showing up in the younger people. The Johnson & Johnson vaccine is being used again. There was a good turnout for the walk in clinic. On Wednesdays & Fridays the Moderna vaccine is being used with 70-80 doses during these clinics. They will be ordering 40 doses for ages 12 and up because there has been some interest. She will be interviewing next week for the nurse opening.

Susan Corliss – Clerk and Recorder – reported that the office is busy as usual with a large increase in Recording during the last month. She is advertising for the financial/motor vehicle clerk position in her office that will be open soon. The legislation season is very stressful but the Electronic Recording Technology bill to extend the board and funding until 2026 has been moving smoothly. She has noted that there has been an increase in stolen/lost wallets in the past month; several know that they were taken while shopping in Safeway.

Dave Hornung – Commissioner District 3 – stated that the moisture has been great and they are working on the roads. He attended the Fire Training on Saturday in Seibert. It was a good training and it looks like the state is wanting to help out here. It will be important to do the right steps in asking for help.

Stan Hitchcock – Commissioner District 1 – shared that Road & Bridge have been grading and graveling. They are getting caught up on the DOT inspections of the county trucks.

Cory Wall – Commissioner District 2 – reported that we got mud; enough that a school bus got stuck; the guys are helping out as needed and finding areas that still need gravel. Business as usual.

Della Calhoon – OEM – attended the Advanced Weather Spotter Class, Fire training and other meetings. She is working on getting a hold of large outdoor events so that there is a contact person for NOAA weather notices. She introduced Cory Stark, Regional Field Manager - Division of Homeland Security & Emergency Management .

Cory Stark, Regional Field Manager – gave a presentation on the 10 Service Areas. The Eastern Service Area includes Denver, Adams, Arapahoe, Elbert, Lincoln, Cheyenne, and Kit Carson Counties. Some topics covered were that community lifelines are used in all emergencies and the state is there to provide support when needed during Pre-Disaster, State Focus During and Post Disaster. Kit Carson County is still in the Northeast Region but will have support from Cory Stark through the Eastern Service Area.

The Kit Carson County Department Head Meeting adjourned at 10:15 AM.

Next meeting is Wednesday, June 9, 2021, with Paula Weeks, Admin, as the host.

The Board of County Commissioners continued in work session at 10:30 AM in the courthouse. Those present were Stan Hitchcock, Cory Wall, Dave Hornung, Paula Weeks, and Susan Corliss.

COUNTY ATTORNEY

Jeff Cure is working on the new by-laws for the KCC 911 Advisory Board. Discussion was held on the way solar should be included in the update for Land Use. The Board of County Commissioners shared a letter from Phillips 66 announcing that they have sold their assets in the Liberty Pipeline, LLC to the Bridger Pipeline and Tallgrass Energy for development of the Pony Express Pipeline Guernsey Expansion and other potential projects.

The Board of County Commissioners recessed at 12:05 PM for lunch.

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

The Board of County Commissioners meeting convened at 3:38 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 May 5, 2021, and to pay \$90,701.83 for Accounts Payable, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

CORRESPONDENCE

The Board of County Commissioners signed a sympathy card for employee Ruben Rodriguez and his family on the passing of his wife's grandfather and a retirement card for Sharlene Mills as the District Court Clerk on June 18th. They received a thank you card from Peggy Weibel.

30X30 RESOLUTION

The Board of County Commissioners tabled the 30x30 Resolution.

RECOVERY ROADMAP/COLORADO RESILIENCY

The Board of County Commissioners reviewed the COVID-19 Recovery Roadmaps Program Application that would create a Regional Community Team including the Town of Limon – Lead Applicant, Cheyenne County, Kit Carson County, and Lincoln County.

Cory Wall moved to sign the letter and application for the COVID-19 Recovery Roadmaps, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

PARK PLACE TECHNOLOGIES

The Board of County Commissioners tabled the Park Place Technologies agreement to wait for an updated invoice based on the presentation by Todd Holmes. The agreement would be for monitoring and service on two servers.

VETERAN'S LETTERS – BOB HENDRICKS & DANIEL WEISS

The Board of County Commissioners signed and mailed a letter to Bonnie Hendricks in honor of her husband, Bob Hendricks, and to Eugene Weiss in honor of his father, Daniel Weiss, for their service to our country as a Kit Carson County Military Veterans.

PURCHASE ORDER #21-00151

Stan Hitchcock moved to approve the Purchase Order #21-00151 for Clerk / Elections to Caliper Corp Pro-Forma Invoice #19275 for Census Software (Maptitude) totaling \$7,500.00, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

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 **April 2021** report for the County Clerk's office:

KIT CARSON COUNTY COMMISSIONERS REPORT

APRIL

	To General COUNTY	To Towns STATE	Warrants STATE	TOTAL
BURLINGTON CITY SALES TAX		\$ 9,907.54		\$ 9,907.54
CERTIFICATES OF TITLE	\$ 1,000.00		\$ 800.00	\$ 1,800.00
MISC ELECTIONS	\$ -			\$ -
REFUNDS	\$ 446.60			\$ 446.60
ERTF \$2 ST FEE		\$ 570.00		\$ 570.00
ESCROW DEPOSIT	\$ 668.50			\$ 668.50
DRIVERS LICENSE	\$ 1,422.00		\$ 2,152.96	\$ 3,574.96
DUP'S (REG & TITLE)	\$ 91.00		\$ 23.80	\$ 114.80
E-RECORDING SURCHARGE	\$ 285.00			\$ 285.00
SMALL BALANCE ADJUSTMENT	\$ -			\$ -
COUNTY REVENUE (SHORT CHECKS)				\$ -
MILITARY PLT FEE	\$ 1.00			\$ 1.00
MARRIAGE LICENSE	\$ 14.00		\$ 46.00	\$ 60.00
MISCELLANEOUS	\$ 8,405.82			\$ 8,405.82
MOTOR VEHICLE AUTO TAX	\$ 645.00	\$ 83,565.27		\$ 84,210.27
MV LICENSE FEE/PERMITS	\$ 4,767.37		\$ 101,648.78	\$ 106,416.15
OVERPAYMENT	\$ 764.40			\$ 764.40
RECEPTION MOTOR VEHICLE	\$ 1,040.00			\$ 1,040.00
ROAD \$1.50 / \$2.50 FEES		\$ 4,109.76		\$ 4,109.76
SB03-103 PD/SAFETY	\$ 48.77			\$ 48.77
SB09-108 LATE FEES	\$ 1,120.00			\$ 1,120.00
SEIBERT SALES TAX		\$ 1,026.52		\$ 1,026.52
STATE DOCUMENTARY FEE	\$ 937.73			\$ 937.73
STATE SALES TAX			\$ 23,031.91	\$ 23,031.91
STRATTON SALES TAX		\$ 19.33		\$ 19.33
RECEPTION RECORDING	\$ 6,559.00			\$ 6,559.00
VENDOR FEES	\$ 1,170.77			\$ 1,170.77
GRAND TOTAL	\$ 29,386.96	\$ 99,198.42	\$ 127,703.45	\$ 256,288.83
	\$256,288.83		\$ 226,901.87	

Cory Wall 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 **April 2021** for the County Clerk's office, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

Warrants written in MAY for APRIL

\$ 102,472.58	Colo Dept of Rev MV/LIC - ELT PMT
\$ 23,031.91	Colo Dept of Rev Sales Tax - ELT PMT
\$ 9,907.54	City of Burlington Sales Tax
\$ 19.33	Town of Stratton Sales Tax
\$ 1,026.52	Town of Seibert Sales Tax
\$ 12.00	State Treasurer - M/L \$3.00
\$ 80.00	Colo Dept of Health - M/L \$20.00
\$ 2,152.96	State Treasurer - Dr Lic - ELT PMT
\$ 570.00	ERTF \$2 ST FEE - Transferred out of EBT Payment
\$ 139,272.84	
\$ 87,629.03	Difference Collected VS Paid Out
\$ 87,675.03	SOT & R/B Fee Paid Out By Treasurer
\$ (46.00)	
\$ 6.00	PAID 2 MAR ML
\$ 40.00	PAID 2 MAR ML
\$ 46.00	

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 April 2021 from the County Clerk & Recorder's office:

KIT CARSON COUNTY COMMISSIONERS REPORT - ELECTRONIC FUNDS TRANSFER

21-Apr

	<u>In Person less</u>		<u>eRecording</u>	<u>IRS</u>	<u>Total</u>	<u>Escrow/Adjust</u>
Copies In Person & Escrow (PH)	\$	49.50			\$	49.50
Online Credit Card Copies	\$	215.50			\$	215.50
Documentary Fee (DF)	\$	697.23	\$	240.00	\$	937.23
ERT Funds (ES)	\$	300.00	\$	196.00	\$	502.00
Escrow Deposits (EP)	\$	597.50			\$	597.50
Marriage Application (ML)	\$	60.00			\$	60.00
Online - Monthly Subscription	\$	200.00			\$	200.00
Recording Fees (RC)	\$	2,940.50	\$	2,700.00	\$	5,655.50
Recording Surcharge (EC)	\$	150.00	\$	98.00	\$	251.00
Totals	\$	5,210.23	\$	3,234.00	\$	8,468.23
				\$		-
ERT FUNDS RECORDED FOR THE CURRENT MONTH						\$ 502.00
LESS ERT FUNDS NOT COLLECTED FOR THE CURRENT MONTH (Outstanding ES \$\$ from recording reports)						\$ (48.00)
PLUS PREVIOUS MONTHS ERT FUNDS RECEIVED IN CURRENT MONTH (From recording copies of checks and reports)						\$ 116.00
CURRENT MONTH ERT FUNDS	Drives Report	\$	572.00			\$ 570.00
CURRENT MONTH ERT FUNDS	Escrow Pmt					

Stan Hitchcock moved to approve the Clerk's April ERTF Report as presented that will be transferred and pay \$570.00 via ACH to the State Treasurer, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

CAPP & CWCP REPORT FOR APRIL

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

JBBS CONTRACT

The Board of County Commissioners and Sheriff Travis Belden reviewed the FY Jail Bases Behavioral Health Renewal Agreement. The agreement purpose is to identify and treat substance abuse and mental health disorders in the Kit Carson County Jail. The minimum funding will be \$100,000.00 plus salaries of a qualified individual to manage and oversee the program. Funds will be used for substance use disorder, mental health, and medication assisted treatments, plus the Telehealth Systems.

Stan Hitchcock moved to sign the Department 021 JBBS contract effective July 1, 2021 to June 30, 2022, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

MARI MILLER / SICK LEAVE DONATION REQUEST

Cory Wall moved to deny the Sick Leave Donation request from Mari Miller per Kit Carson County Policy 711, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

BETHUNE WASTEWATER APPROVAL

Kelly Alvarez received an Application Certification and Review Agencies Recommendation for 22.6 – New Domestic Wastewater Treatment Plant for the Bethune Wastewater Treatment Facility from the Colorado Department of Health & Environment Water Quality Control Division-Engineering Section. Signatures are needed from the Board of County Commissioners and the Local Health Authority to continue with the project.

Stan Hitchcock moved to sign the Bethune Wastewater Treatment Facility Application, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

The Board of County Commissioners meeting recessed at 3:40 PM.

BOARD OF PUBLIC HEALTH:

Stan Hitchcock moved to call the Board of Public Health to order at 3:40 PM for the purpose of Orange Sheet, contracts and purchase orders. Those present were Stan Hitchcock, Cory Wall, Dave Hornung, Paula Weeks, and Susan Corliss.

LONG BILL CONTRACT – DIGITAL SIGNATURE

OFFICE OF PLANNING, PARTNERSHIPS & IMPROVEMENT (OPPI) - #2019*0277 Amendment #5

The Office of Planning, Partnerships and Improvement and the local public health agency are accountable in assuring state moneys are being used effectively to provide Core Public Health Services for Local Core Public Health Services, Maternal and Child Health Services, and Child Fatality Prevention System. The total contract funding since July 2017 is \$236,368.39.

Cory Wall moved to approve the Office of Planning, Partnerships, and Improvement (OPPI) Department 025 Contract Amendment 2019*0277 Amendment #5 in accordance with Master Contract 18 FAAA 97470 for the effective period of July 1, 2021 to June 30, 2022 in the additional amount of Federal Funding of \$8,019.00 and State Funding of \$29,044.00 for a total of \$37,063.00, seconded by Stan Hitchcock. The motion was carried by unanimous vote by Dave Hornung.

SEP/HCPF CONTRACT – DIGITAL SIGNATURE

The purpose of the Single Entry Point (SEP) Agency contract is for long-term care information, screening, assessment of need, and referral to appropriate long-term care program and case management services for clients within the Kit Carson County Public Health and Environment Department 044 designated district.

Stan Hitchcock moved to approve the Amendment #1 for a modification to the statement of work to the Single Entry Point contract #21-160385 effective July 1, 2021 through June 30, 2022 with funding TBD by Rate Methodology, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

PURCHASE ORDERS

Purchase Order #21-00152

Cory Wall moved to approve the Purchase Order #21-00152 for Public Health PO#3931 to GSK for Shingrix vaccine totaling \$1,618.50, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

Cory Wall moved to adjourn the Board of Public Health meeting at 3:43 PM, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

BOARD OF HUMAN SERVICES

Stan Hitchcock moved to go into the Board of Human Services meeting at 3:43 PM for the purpose of Orange Sheets 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.

ORANGE SHEETS – SIMPSON & TILLITSON

Stan Hitchcock moved to approve the Raise – Orange Sheet for the Department of Human Services for Kristin Simpson at \$15.38 per hour for Step 00 and Grade 32 with annual wage of \$32,000.00 as an Non-Exempt Full Time Employee with Benefits effective June 1, 2021, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

Cory Wall moved to approve the New Hire – Orange Sheet for the Department of Human Services for Bailey Tillitson at \$13.46 per hour for Step 00 and Grade 28 with annual wage of \$28,000.00 as an Non-Exempt Full Time Employee with Benefits effective June 1, 2021, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

Stan Hitchcock moved to adjourn the Board of Human Services meeting at 3:44 PM, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

The Board of County Commissioners' meeting adjourned at 3:45 PM.

Submitted by: Susan Corliss, County Clerk and Recorder



Dave Hornung, Chairman

Attest:



Susan Corliss, County Clerk and Recorder

5/19/2021

Date

