

**KIT CARSON COUNTY COMMISSIONERS  
MINUTES  
MAY 19, 2021**

8:00 AM WORK SESSION  
9:55 AM COMMISSIONER MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE  
• REVIEW CONSENT AGENDA ITEMS: PAYABLES, MINUTES, SIDE ITEMS  
10:00 AM SCOTT STINNETT – CSU – COUNTY FAIR JUDGES AND BUDGET  
10:30 AM DHS DIRECTOR TIFFANY RAMOS – MONTHLY FINANCIALS  
11:00 AM JEFF CURE – COUNTY ATTORNEY - *canceled*  
12:00 PM LUNCH  
1:00 PM LORI W/ BLACK HILLS ENERGY – PRESENTING A CHECK  
1:15 PM SHERIFF BELDEN - UPDATES

**AGENDA:**

- Minutes – May 12, 2021
- Accounts Payable

**NEW ITEMS:**

- CSU Letter of Support
- Fair Rodeo Contract – Doug Mathis
- Employee Performance Review / New Form

**PURCHASE ORDERS:**

- PO# 21-00157 DHE Computer Systems Sheriff \$1,279.80 ThinkPad computer

**MONTHLY REPORTS:**

- Public Trustee

**OLD ITEMS:**

- Park Place Technologies
- 30x30 Resolution

**PERSONNEL ITEMS:**

**FYI:**

- Colorado Tire Recyclers

**TABLED:**

**ADDITIONAL ITEMS:**

- *April HUTF Report*

**BOARD OF PUBLIC HEALTH:**

- Environmental Health Contract – Digital Signature Needed

**Purchase Order**

- PO# 21-00153 Pfizer PH \$2,097.53 Prevnar
- PO# 21-00154 GSK PH \$1,672.48 Infanrix, Pediarix, Havix
- PO# 21-00155 Merck PH \$2,945.23 Pedvax, Proquad
- PO# 21-00156 GSK PH \$1,142.98 Menveo

**BOARD OF HUMAN SERVICES:**

- MOU with CDHS

The Board of County Commissioners meeting was called to order at 9:49 AM. The Pledge of Allegiance was recited. Those present were Stan Hitchcock, Cory Wall, Dave Hornung, Scott Stinnett, Tiffany Ramos, Paula Weeks, and Susan Corliss.

**CSU – COUNTY FAIR JUDGES AND BUDGET**

Scott Stinnett presented the proposed fair judges compensation. The fees have been increased slightly since there has not been a change in five years.

Cory Wall moved to approve the 2021 Kit Carson County Fair Judges Fees, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

Scott has been talking with Susan Corliss, Rabbit Superintendent, about the Rabbit Hemorrhagic Disease that is highly contagious and active in Colorado. Plans are being made for alternative show methods if necessary.

## **BOARD OF HUMAN SERVICES**

Cory Wall moved to go into the Board of Human Services meeting at 10:05 AM, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung. Those present were Stan Hitchcock, Cory Wall, Dave Hornung, Tiffany Ramos, Paula Weeks, and Susan Corliss.

## **WORKS AND CHILD CARE PROGRAM**

Tiffany Ramos presented the Memorandum of Understanding (MOU) to implement the Works Program and the Child Care Program with Colorado Department of Human Services with new guidelines.

Cory Wall moved to sign the Colorado Department of Human Services MOU for the Works and the Child Care Programs effective July 1, 2021 through June 30, 2024, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

## **DIRECTOR'S UPDATE**

Tiffany Ramos would like to reintroduce the Baby Bear Hugs program. Discussion was held on the how it can work with the Public Health NFP program to provide services for mothers with the more than one child and possibly reducing future child welfare cases. She will bring back additional information.

## **DHS MONTHLY FINANCIALS**

The financials will be presented as scheduled for next week.

Cory Wall moved to adjourn the Board of Human Services meeting at 10:55 AM, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

The Board of County Commissioners meeting reconvened at 11:25 AM.

## **CONSENT AGENDA**

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

Stan Hitchcock moved to approve the minutes of May 12, 2021, and to pay \$68,046.34 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, Kelly Alvarez and her family on the passing of her aunt, Betty Franklin, and a retirement card for Debby Conrads. They received a thank you card from Della Calhoon and the Burlington High School Class of 2022.

## **CSU LETTER OF SUPPORT**

Cory Wall moved to send a letter to the Honorable Gina M. Raimondo, Secretary of Commerce U.S. Department of Commerce expressing support for the Colorado State University Broadband Plan and Feasibility Study, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

**PRCA RODEO ANNOUNCER**

The Board of County Commissioners reviewed the Rodeo Contract Multi-Year Labor Agreement with Doug Mathis.

Stan Hitchcock moved to sign the PRCA Rodeo Announcer Rodeo Contract for Labor Agreement for Doug Mathis to announce three rodeo performances, no slack, on July 29, 30, and 31, 2021, for \$5,400.00 and the county will provide a 50 amp electric outlet and a water outlet at the rodeo arena for the announcer’s bus, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

**EMPLOYEE PERFORMANCE REVIEW / NEW FORM**

The Board of County Commissioners reviewed a sample form and requested changes.

**PURCHASE ORDER #21-00157**

Stan Hitchcock moved to approve the Purchase Order #21-00157 for the Victim Advocate - Sheriff Department to DHE Computer Systems, LLC Sales Order #115443 for a ThinkPad Computer totaling \$1,279.80, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

**PUBLIC TRUSTEE – APRIL REPORT**

The Board of County Commissioners reviewed the April Public Trustee’s Report.

**PUBLIC TRUSTEE FEES PAID TO PUBLIC TRUSTEE**

Month Ending April 30, 2021			
<u>PUBLIC TRUSTEE FEES</u>	Fee	Quantity	Total
Foreclosures	\$150.00	0	\$0.00
PT Deeds	\$30.00	0	\$0.00
Withdrawals	\$35.00	0	\$0.00
Admin Withdrawals	\$50.00	0	\$0.00
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	56	\$840.00
<b>Total PT Fees for April 30 ,2021</b>			<b>\$840.00</b>

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

## **APRIL HUTF REPORT**

The Board of County Commissioners reviewed the April HUTF report and money from the State providing the county with a total of \$242,268.63 for the month of April, which is an increase of \$32,317.32 from April of 2020.

## **PARK PLACE TECHNOLOGIES**

The Board of County Commissioners reviewed the Park Place Technologies Statement of Work (SOW) to replace, install, and monitor one PowerEdge server.

Cory Wall moved to sign the Park Place Technologies SOW effective May 13, 2021 through May 12, 2022 for a total of \$494.04, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

The Board of County Commissioners meeting recessed at 11:30 AM.

## **BOARD OF PUBLIC HEALTH:**

Stan Hitchcock moved to call the Board of Public Health to order at 11:30 AM for the purpose of a contract and purchase orders, 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.

## **ENVIRONMENTAL HEALTH SERVICES CONTRACT – DIGITAL SIGNATURE**

The Board of Public Health reviewed the Colorado Department of Health and Environment contract to provide environmental health services to achieve the uniform statewide administration and enforcement of standards and rules established by the CDPHE for retail food establishments, child care facilities, and schools.

Cory Wall moved to sign the Environmental Health Services Department 049 Contract # 2022\*0239 for the effective period of July 1, 2021, to June 30, 2024, in the additional amount of State Funding of \$16,000.00, seconded by Stan Hitchcock. The motion was carried by unanimous vote by Dave Hornung.

## **PURCHASE ORDERS**

### **Purchase Order #21-00153**

Stan Hitchcock moved to approve the Purchase Order #21-00153 for Public Health PO#3934 to Pfizer, Inc. for Prevnar vaccine totaling \$2,097.53, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

### **Purchase Order #21-00154**

Cory Wall moved to approve the Purchase Order #21-00154 for Public Health PO#3935 to GSK for Infanrix, Pediarix, Havix-Ped, and Enegerix vaccines totaling \$1,672.48, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

### **Purchase Order #21-00155**

Stan Hitchcock moved to approve the Purchase Order #21-00155 for Public Health PO#3936 to Merck for Pedvax-Hib and Proquad vaccines totaling \$2,945.23, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

**Purchase Order #21-00156**

Cory Wall moved to approve the Purchase Order #21-00156 for Public Health PO#3942 to GSK for Menveo vaccine totaling \$1,142.98, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

Stan Hitchcock moved to adjourn the Board of Public Health meeting at 11:32 AM, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

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

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

**BLACK HILLS ENERGY – PRESENTING A CHECK**

Amy Fiala, Black Hills Energy Efficiency Coordinator, Trish Riber, BHE Business Development Account Manager, Lori Bolin & Roque Estrada, BHE Burlington Branch, presented Kit Carson County with \$82,000 for energy projects that have been completed in the Jail, Annex, and Fair Extension Office.



**GROUNDS & BUILDINGS UPDATES**

Collin Koop presented bids for a door and window to be added to the Treasurer’s Office.

- Burlington Home Center \$1,466.08
- Herman Lumber \$1,330.00

The Board of County Commissioners told Collin to proceed with the Herman Lumber quote for the door and window for the Treasurer’s Office.

**COLBY CANVAS COMPANY, INC.**

Collin Kopp set up the rental agreement with Colby Canvas Company, Inc. for three tents to be used during the 2021 Kit Carson County Fair & Pro Rodeo.

20x20	Tent rental for the Sheriff	\$ 580.00
30x30	Tent rental for Rodeo Hospitality	\$ 700.00
40x100	Tent with 8' poles – show area	\$2,150.00
	Mileage, Set up & Takedown	\$ 600.00

Cory Wall moved to sign the Colby Canvas Company, Inc. Rental Agreement, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

**SHERIFF UPDATES**

Travis Belden presented an agreement for online learning for Jail staff members.

Stan Hitchcock moved to sign the Lexipol subscription agreement for 12 CorrectionsOne Academy licenses in the amount of \$420.00, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

Update on the pickup that was purchased for Jail use: the contract indicates that the pickup belongs to the county. The plan is to trade it in to Vince’s GMC Center for the future purchase of a K-9 unit.

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

Submitted by: Susan Corliss, County Clerk and Recorder

*D. Hornung*  
Dave Hornung, Chairman

5/26/2021  
Date

Attest:  
*Susan Corliss*  
Susan Corliss, County Clerk and Recorder

