

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

8:00 AM PRE-DEPARTMENT HEAD MEETING  
8:30 AM DEPARTMENT HEAD MEETING – HOSTED BY VALERIE BOYD – PUBLIC HEALTH  
9:55 AM COMMISSIONER MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE  
\* REVIEW CONSENT AGENDA ITEMS: PAYABLES, MINUTES, SIDE ITEMS  
10:00 AM SHAWN FRANZ – DISPATCH DIRECTOR – UPDATES  
10:30 AM COLLIN KOOP – GROUNDS & BUILDINGS – UPDATES  
11:00 AM JEFF CURE – COUNTY ATTORNEY  
12:00 PM LUNCH  
1:00 PM OUR HOMETOWN CHARITABLE FOUNDATION/PROJECT AT MERCHANTS FIELD  
1:30 PM HEATHER MORRIS – AMBULANCE DIRECTOR – STAFF UPDATES  
2:00 PM TIFFANY RAMOS – DHS DIRECTOR – PERSONNEL UPDATES

**AGENDA:**

**CONSENT AGENDA:**

- ❖ Minutes
- ❖ Accounts Payable

**NEW ITEMS:**

- ❖ Neal McCoy Addendum & Contract – *tabled to next week*
- ❖ Liquor License Renewal - The Bar

**PURCHASE ORDERS:**

- ❖ PO#21-00217 Gov Connection laptop & desktop \$2,621.94 OEM

**MONTHLY REPORTS:**

- ❖ Treasurer's October Report
- ❖ Public Trustee's October Report
- ❖ CAPP & CWCP October Report
- ❖ Clerk's October Reports
  - > Motor Vehicle, Driver License, Recording
  - > ERTF Recording Report

**OLD ITEMS:**

❖

**PERSONNEL ITEMS:**

- ❖ Orange Sheet:
  - > Cheyenne McBride - Dispatch
- ❖ County Credit Card Agreement

**FYI:**

❖

**TABLED:**

❖

**ADDITIONAL ITEMS:**

❖

**BOARD OF PUBLIC HEALTH:**

**PURCHASE ORDERS:**

- ❖ PO#21-00218 National Business desk \$1,635.10 PH
- ❖ Orange Sheet:
  - > Donna Tatkenhorst - Public Health

**BOARD OF DEPARTMENT OF HUMAN SERVICES:**

- ❖ Orange Sheet:
  - > Luz Sandoval - DHS – *tabled to next week*

The Department Head Meeting was hosted by the Valerie Boyd, Public Health Director, at 8:35 AM. Those present were Valerie Boyd, Collin Koop, Della Calhoon, Ashley Hernandez, Shawn Franz, Randy Gorton, Tiffany Ramos, Heather Morris, Abbey Mullis, Lynsay Cormack, Susan Corliss, Cory Wall, Dave Hornung, and Stan Hitchcock.

## **DEPARTMENT HEADS MEETING**

**Valerie Boyd – Public Health** – shared that members of Public Health have helped at the Midway and with Trunk or Treat. They are hosting a December Coat, Hat, & Glove Drive.

**Collin Koop – Grounds & Buildings** – recently attended the Colorado Fairs & Shows Conference, where he learned a lot. It was fun to go to something where people do what you do and really Grateful of the size of our fair. The goat and show buildings are torn down and the dirt is out, the next step will be bringing new dirt to pack. They will be replacing carpet in Admin Office this weekend and new laminate flooring in lab at the Annex. With all of the work coming up he will have a new hire soon. There were lots of different acts that could be available for fair. Working on leads for a new carnival in 2023.

**Della Calhoon – OEM** – introduced Ashley Hernandez, who started on November 1st. Della is trying to get things organized for the transition. They attended the Northeast Regional meeting yesterday. They have been busy finishing the mitigation plan.

**Ashley Hernandez – OEM** – shared that there are new cyber security requirements; they are working with Todd in regards to the county. Special Districts will need to have training in cyber security as well. She is busy with her own training right now.

**Shawn Franz – Dispatch** – indicated that there is Not a lot happening in the Dispatch room but getting ready to move Cheyenne County's dispatch into ours has lots of things happening. He has been doing the IPAWS training with Della. This system attaches to the CODE RED. He is in the process of hiring 3 new employees. It was explain that Cheyenne County will have a contract concerning the transition and services the Kit Carson County Dispatch will provide in the future. He will be meeting with Intrado and Abbey Mullis to get the maps set up for both counties. Cory Stark will be working with Shawn today.

**Randy Gorton – Coroner/Landfill** – reported that they are fighting dusty conditions with the horrible winds. The top of the old cell is filling up very fast. Coroner department has been busy; there were two fatalities in one day last week.

**Tiffany Ramos – Human Services** – stated that their office has been busy. The staff is working on ordering Christmas TANF gifts (clothes and a toy per child); they are going to ask the Youth Council about wrapping this year. Tiffany will be out the last part of December and will have a plan for contacts during that time.

**Heather Morris – Ambulance** – indicated that they are busy and will have full time staff shortages at various times in the next few months. Applications for reserve and a full time positions are being taken. She has been working on billing training. Very excited for the Vector system that is starting soon that will help with inventory and billing. Needs the door opener fixed in the Burlington and Stratton buildings. There are statutes that deal with EMT vs RN; official state ruling is that a RN needs an EMT in the back with them unless they get the EMT licensure; there is an online option for EMT licensure the main piece is scene safety that an RN has not received. Heather & Becca will be doing the EMT training but not requiring reserves to have it. The first blood drive was a success with 35 people participating and 33 units of blood were donated. December 30th is the next drive in Burlington. Community outreach is very important so they are looking at doing one in Seibert in the future. Heather will be attending online EMS Financial Symposium November 17 & 18. She asked for copies of all contracts for the Ambulance Department; Susan will get her the ones that were done with the Board of County Commissioners.

**Dave Hornung – Commissioner District 3** – state that Road & Bridge District 3 will be closing Road 3 to replace a bridge with culverts; notification will be out before the project starts.

**Stan Hitchcock – Commissioner District 1** – reported that Road & Bridge District 1 has installed new culverts. They have several staff out sick. There are now two graders down but a tech is not available right now.

**Cory Wall – Commissioner District 2** – shared that Road & Bridge District 2 has returned to 5 days a week instead of 4 10s with the time change. They have completed black top patching on County Rd. 40 and a couple other locations. The fall has been meetings about meetings.

**Abbey Mullis – Assessor** – stated that they are training the new person ; the first three days are going well. The staff are trying to get vacation time used. The Colorado Assessors Conference is coming up the first of December. Brandi is scheduled to take her appraiser test before conference. She asked about hard to read and missing road signs; the Commissioners stated the grader drivers are replacing them slowly but there are a lot that need done. There are 300 signs just in Road & Bridge District 1. Abbey asked what the COVID protocol is at this time; a person needs to stay out 10 full days or test negative at 7 days. They must use their sick and vacation time. COVID time only is available when all is used and is set to expire November 15th. Treasurer Pam Mills told her that the taxes are 99.6% collected and tax sale went very well. Very little abatement this year so assessments will go out by December 1st to the Special Districts and Schools. There will be changing assessments rates in 2022. CREP EQUIP contracts that expire require the class of property to be changed/updated, which will see a value drop. It's easily done in the software.

**Lynsay Cormack – Admin** – reported that the New Hire timeline was sent out to all Department Heads, since there are so many new ones and a refresher for all. Collin mentioned that they will be replacing the carpet in the Admin Office this weekend. The office furniture will be move out on Friday afternoon and will be moving things back in on Monday morning. A reminder to everyone that bills are due on Mondays by 4 p.m.

**Susan Corliss – Clerk and Recorder** – announced that her new hire started on November 21st and is currently in training but has already done transactions. The Coordinated Election is in the final stages. The last ballots will be counted on Friday and the Risk Limiting Audit will be conducted on Monday, November 15th. The Canvass to certify the election will be done following completion of the RLA which should be by November 18th. The office will be short staffed through January. The staff is planning to collect baby items on the second floor Christmas tree for Hope's Place. Department Heads should look for their portions of next year's Reorg in the next couple weeks for updates. Please return them to Susan as soon as possible.

The Kit Carson County Department Head Meeting adjourned at 9:20 AM.

Next meeting is Wednesday, December 8, 2021, with Scott Stinnett - Extension as host.

The Board of County Commissioners meeting convened at 9:40 AM. Those present were Dave Hornung, Stan Hitchcock, Cory Wall, Lynsay Cormack, and Susan Corliss.

### **DISPATCH DIRECTOR – UPDATES**

Shawn Franz reported the State upgrade on the Bethune Tower will be moving to IP based communication making the current microwave and components out of date and will need to be replaced next year. Motorola indicated updates will have to be done by the end of 2022 with the cost being approximately \$30,000. Shawn would like to get additional bids.

### **Communication Center Contract with Cheyenne County**

Shawn reached out to the Cheyenne County Administrator, she stated the contract is up to Shawn & BJ (911 Member from Rebeltec) following the October 29th vote of Cheyenne County Commissioners to merge their communication center with Kit Carson County. The Board of County Commissioners asked Lynsay and Shawn to work on the contract for next week. Portions of the contract should include the following:

- \$80,000 will be paid to Cheyenne County for their Dispatch Communication Unit
- 20% will be Cheyenne County expense billed monthly - Maintenance Agreements, utilities, etc - estimated \$40,000 per year

### **GROUNDS & BUILDINGS – GENERATOR & UPDATES**

Collin Koop gave an update on the electrical bids. Steve Daniel talked with the City of Burlington (Carl); they are going to add transformers for the show building and RV areas which will relieve the amount of voltage and require less wire for the RV projects. Daniel Electric will be paid \$10,000 for designing the electrical plan for the show building and fairgrounds RV areas. Collin recapped the Colorado Fair & Shows possible acts that could be used in the Carousel Park area. The phone conversation with ECT about the camera installation was not the best. The bill will be paid and Collin will fix things the way he wants.

### **COUNTY ATTORNEY**

Jeff Cure and Kelly Alvarez shared the updated Land Use forms that are ready to be used. The Land Use Fees approved last week will be updated and then the forms will be ready to be updated on the webpage and put into use. A Subdivision Exemption may be needed for a property that the loan company has only allowed one half acre for the homestead instead of going through the division of land process. Court follow up with a DHS employee protection order; the employee was very good in court and ask for it to be dismissed at this point. Lots of discussion was held on the vaccine mandate, exemptions, and freedom of choice.

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

The Board of County Commissioners meeting reconvened at 1:00 PM. Those present were Dave Hornung, Stan Hitchcock, Cory Wall, Cindy Halde, Christa Gilbert, Lynsay Cormack, and Susan Corliss.

### **OUR HOMETOWN CHARITABLE FOUNDATION PROJECT AT MERCHANTS FIELD**

Cindy Halde and Christa Gilbert Reported to the Board of County Commissioners that the Field of Dreams Project has been closed at this time. The funds that have been raised for the project should be used in upgrading the current ball fields but would like to focus on things that have longevity. Merchants Park is on county and city ground; and updating the bathrooms could be of benefit to the fairgrounds. The Board of County Commissioners could not see that the current location would benefit the fairgrounds.

## **AMBULANCE DIRECTOR – STAFF UPDATES**

The Board of County Commissioners reviewed the hiring process with Heather Morris. Discussion on office space was held. There will be people sleeping at the building during long shifts so the use of the OEM office could be beneficial to the Ambulance Department. It was agreed that cutting into the classroom portion of the building would not be the best. The storage area above the bay and offices could be used but it is full.

Discussion was held on the applications for the full time position.

A recall on the gas tank explanation in KC-10 is getting fixed today. Following the inspections of the rigs, two will need alignment. The Board of County Commissioners asked for estimates.

EMT online classes cost \$3,295. A request was made to have a contract with RNs that would be willing to take the course similar to the agreements for EMTs to take classes at Morgan Community College. Lynsay will work on revising the contract.

The Board of County Commissioners meeting recessed at 2:00 PM.

## **BOARD OF HUMAN SERVICES**

Cory Wall moved to go into the Board of Human Services meeting at 2:03 PM, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung. Those present were Dave Hornung, Stan Hitchcock, Cory Wall, Tiffany Ramos, Lynsay Cormack, and Susan Corliss.

## **UPDATES**

Tiffany Ramos requested to hire, Luz Sandoval-Orona. The Board of Human Services requested that the DHS Training Contract be presented with the Orange Sheets. The Orange Sheet presented was tabled to next week.

The contract with Early Childhood Development still lacks definition of how the TANF funds will be used and a way to document the expense. Tiffany is not in favor of signing the contract or budgeting for the services at this time.

There is a misconception in the community that Kit Carson County Department of Human Services is working to build a childcare center instead of the fact the Burlington ChildCare Center Project is exploring the possibility and funding. Candace Schaal, Bri Kastner, Katie Reece, and Shannon Finch are the officers of the childcare committee.

Current staff concerns were discussed with the board.

Tiffany was impressed with Sheriff Belden and his staff during an event removal. They were very good and handled the situation very professionally.

Cory Wall moved to adjourn the Board of Human Services meeting at 2:42 PM, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

The Board of County Commissioners went into work session at 2:42 PM.

The Board of County Commissioners meeting reconvened at 3:20 PM.

**CONSENT AGENDA**

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

Cory Wall moved to approve the November 3<sup>rd</sup> minutes and \$91,931.50 for Accounts Payable, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

**NEAL MCCOY ADDENDUM & CONTRACT**

Tabled to next week.

The Board of County Commissioners meeting recessed at 3:24 PM.

**LOCAL LIQUOR LICENSE AUTHORITY**

Stan Hitchcock moved to convene the Local Liquor License Authority at 3:24 PM, seconded by Cory Wall. Those present were Cory Wall, Dave Hornung, Stan Hitchcock, Lynsay Cormack, and Susan Corliss.

**LIQUOR LICENSE CERTIFICATES**

Susan Corliss presented to the Board of County Commissioners a Liquor License Renewal for The Bar. Inspections of the facility will be completed.

Stan Hitchcock moved to approve signing The Bar's Liquor License Renewal, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

Cory Wall moved to adjourn Local Liquor License Authority at 3:24 PM, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

The Board of County Commissioners meeting reconvened at 3:25 PM.

**PURCHASE ORDERS:**

**Purchase Order #21-00217**

Stan Hitchcock moved to approve Purchase Order #21-00217 for the Emergency Manager Department to GovConnections for a laptop and computer docking station totaling \$2,621.94, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

**TREASURER OCTOBER REPORT**

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

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
County General	\$6,416,106.17	\$161,748.07	(\$602,716.99)	\$5,975,137.25
KCC Public Health Agency	(\$112,876.35)	\$99,165.40	(\$131,849.26)	(\$145,560.21)
Contingent	\$376,999.54	\$0.00	\$0.00	\$376,999.54
Road and Bridge	\$3,110,135.51	\$320,789.48	(\$261,535.68)	\$3,169,389.31
Coronavirus State & Local Func	\$408,786.40	\$0.00	\$0.00	\$408,786.40
Ambulance	(\$258,515.68)	\$77,555.33	(\$43,418.16)	(\$224,378.51)
Social Services	\$14,556.74	\$1,369.87	(\$96,474.76)	(\$80,548.15)
Capital Expenditures	\$88,299.24	\$864.48	(\$7.68)	\$89,156.04
Conservation Trust	\$15,410.90	\$3.19	\$0.00	\$15,414.09
Solid Waste	\$690,327.97	\$29,560.86	(\$39,787.19)	\$680,101.64
E-911	\$121,592.19	\$20,160.95	(\$8,445.79)	\$133,307.35

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

**PUBLIC TRUSTEE – OCTOBER REPORT**

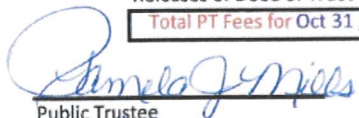
The Board of County Commissioners reviewed the October Public Trustee’s Report.

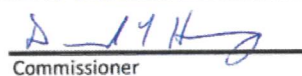
Stan Hitchcock moved to approve the Public Trustee’s October Financials, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

TO THE HONORABLE BOARD OF COUNTY COMMISSIONERS  
KIT CARSON COUNTY COLORADO  
PUBLIC TRUSTEE FEES PAID TO PUBLIC TRUSTEE

Month Ending Oct. 31, 2021

PUBLIC TRUSTEE FEES	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	30	\$450.00
<b>Total PT Fees for Oct 31, 2021</b>			<b>\$450.00</b>

  
Public Trustee  
Date 11/3/2021

  
Commissioner  
Date \_\_\_\_\_

**CAPP & CWCP REPORT FOR OCTOBER**

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

**CLERK'S OCTOBER 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 **October 2021** report for the County Clerk's office:

KIT CARSON COUNTY COMMISSIONERS REPORT				
OCTOBER	To General COUNTY	To Towns STATE	Wa. STATE	TOTAL
BURLINGTON CITY SALES TAX		\$ 8,421.38		\$ 8,421.38
CERTIFICATES OF TITLE	\$ 952.00		\$ 761.60	\$ 1,713.60
MISC ELECTIONS				\$ -
CONFIDENTIAL MV/DLVT				\$ -
ERTF \$2 ST FEE		\$ 424.00		\$ 424.00
ESCROW DEPOSIT	\$ 1,165.50			\$ 1,165.50
DRIVERS LICENSE	\$ 1,534.00		\$ 1,864.91	\$ 3,398.91
DUP'S (REG & TITLE)	\$ 92.50		\$ 22.10	\$ 114.60
E-RECORDING SURCHARGE	\$ 209.00			\$ 209.00
COUNTY REVENUE (SHORT CHECKS)	\$ 92.61			\$ 92.61
MARRIAGE LICENSE	\$ 56.00		\$ 184.00	\$ 240.00
MISCELLANEOUS	\$ 914.45			\$ 914.45
MOTOR VEHICLE AUTO TAX	\$ 615.50	\$ 98,066.91		\$ 98,682.41
MV LICENSE FEE/PERMITS	\$ 4,570.53		\$ 102,933.03	\$ 107,503.56
RECEPTION MOTOR VEHICLE	\$ 1,185.00			\$ 1,185.00
ROAD \$1.50 / \$2.50 FEES		\$ 4,127.01		\$ 4,127.01
SB03-103 PD/SAFETY	\$ 49.77			\$ 49.77
SB09-108 LATE FEES	\$ 780.00			\$ 780.00
SEIBERT SALES TAX		\$ 1,510.71		\$ 1,510.71
STATE DOCUMENTARY FEE	\$ 614.33			\$ 614.33
STATE SALES TAX			\$ 26,779.10	\$ 26,779.10
STRATTON SALES TAX				\$ -
RECEPTION RECORDING	\$ 4,343.05			\$ 4,343.05
VENDOR FEES	\$ 1,264.63			\$ 1,264.63
REFUNDS	\$ 1,079.24			\$ 1,079.24
SMALL BAL ADJ	\$ 2.00			\$ 2.00
<b>GRAND TOTAL</b>	<b>\$ 19,520.11</b>	<b>\$ 112,550.01</b>	<b>\$ 132,544.74</b>	<b>\$ 264,614.86</b>
\$	264,614.86	\$	245,094.75	

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

Warrants written in NOVEMBER for OCTOBER	
\$ 103,716.73	Colo Dept of Rev MV/LIC - ELT PMT
\$ 26,779.10	Colo Dept of Rev Sales Tax - ELT PMT
\$ 8,421.38	City of Burlington Sales Tax
\$ -	Town of Stratton Sales Tax
\$ 1,510.71	Town of Seibert Sales Tax
\$ 21.00	State Treasurer - M/L \$3.00
\$ 140.00	Colo Dept of Health - M/L \$20.00
\$ 1,864.91	State Treasurer - Dr Lic - ELT PMT
\$ 424.00	ERTF \$2 ST FEE - Transferred out of EBT Payment
\$ 142,877.83	
\$ 102,216.92	Difference Collected VS Paid Out
\$ 102,193.92	SOT & R/B Fee Paid Out By Treasurer
\$ 23.00	
Marriage Licenses	
\$ 3.00	1 LICENSE FOR SEPT PD IN OCT
\$ 20.00	1 LICENSE FOR SEPT PD IN OCT
\$ (6.00)	WAITING 2 OCT
\$ (40.00)	WAITING 2 OCT
\$ (23.00)	



**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 October 2021 from the County Clerk & Recorder’s office:

Amounts for Documents Recorded / Total Business						
KIT CARSON COUNTY COMMISSIONERS REPORT - ELECTRONIC FUNDS TRANSFER						
21-Oct						
	<u>In Person less</u>		<u>eRecording</u>	<u>IRS</u>	<u>Total</u>	<u>Escrow/Adjust</u>
	<u>IRS</u>					
Copies In Person & Escrow (PH)	\$ 369.00				\$ 369.00	
Online Credit Card Copies	\$ 510.00				\$ 510.00	
Documentary Fee (DF)	\$ 484.03	\$ 128.10			\$ 612.13	
ERT Funds (ES)	\$ 250.00	\$ 122.00	\$ -		\$ 372.00	
Escrow Deposits (EP)	\$ 1,114.50				\$ 1,114.50	
Marriage Application (ML)	\$ 240.00				\$ 240.00	
Online - Monthly Subscription	\$ 50.00				\$ 50.00	
Recording Fees (RC)	\$ 2,435.00	\$ 1,420.00	\$ -		\$ 3,855.00	
Recording Surcharge (EC)	\$ 125.00	\$ 61.00	\$ -		\$ 186.00	
<b>Totals</b>	<b>\$ 5,577.53</b>	<b>\$ 1,731.10</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,308.63</b>	<b>\$ -</b>
ERT FUNDS RECORDED FOR THE CURRENT MONTH					\$ 372.00	
LESS ERT FUNDS NOT COLLECTED FOR THE CURRENT MONTH (Outstanding ES \$\$ from recording reports)					\$ (18.00)	
PLUS PREVIOUS MONTHS ERT FUNDS RECEIVED IN CURRENT MONTH (From recording copies of checks and reports)					\$ 70.00	
CURRENT MONTH ERT FUNDS <u>Drives Report</u>	\$ 424.00				\$ 424.00	
CURRENT MONTH ERT FUNDS <u>Escrow Pmt</u>						
Transfer out of 2019.190.0502 Into Frontier Bank					\$ 424.00	
EBT Payment to State Treasurer out of Frontier Bank				KITCARSON-OCT-2021-ERTB Transfer	\$ 424.00	

Cory Wall moved to approve the Clerk’s October ERTF Report as presented that will be transferred and pay \$424.00 via ACH to the State Treasurer, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

**ORANGE SHEET – McBRIDE**

Cory Wall moved to approve the Dispatch New Hire Orange Sheet for Cheyenne McBride at \$15.14 per hour for Step .50 and Grade 31 with annual wage of \$31,500.00 as a Non-Exempt Full Time Employee with Benefits effective November 15, 2021, with a trial period ending May 1, 2022, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

**CREDIT CARD POLICY AGREEMENT – HERNANDEZ**

Stan Hitchcock moved to sign a Kit Carson County credit card agreement with Ashley Hernandez for an American Express county credit card for the Emergency Manager Department, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

The Board of County Commissioners meeting recessed at 3:26 PM.

**BOARD OF PUBLIC HEALTH**

Cory Wall moved to go into the Board of Public Health meeting at 3:26 PM for the purpose of a orange sheet and purchase order, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung. Those present were Stan Hitchcock, Cory Wall, Dave Hornung, Lynsay Cormack, and Susan Corliss.

**ORANGE SHEET – TATKENHORST**

Stan Hitchcock moved to approve the Public Health Job Change Orange Sheet for Donna Tatkenhorst at \$18.70 per hour for Step .00 and Grade 35 with annual wage of \$35,000.00 as a Non-Exempt 0.9 Full Time Employee in CTC with Benefits effective November 11, 2021, with a trial period ending May 1, 2022, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

**PURCHASE ORDERS:**

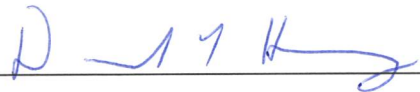
**Purchase Order #21-00218**

Cory Wall moved to approve Purchase Order #21-00218 for Public Health to National Business Furniture Invoice No. ZK148939-TDQ for a desk totaling \$1,635.10, 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 3:26 PM, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

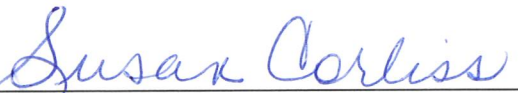
The Board of County Commissioners adjourned at 3:30 PM.

Submitted by: Susan Corliss, County Clerk and Recorder

  
\_\_\_\_\_

Dave Hornung, Chairman

Attest:

  
\_\_\_\_\_

Susan Corliss, County Clerk and Recorder

11/17/2021

Date

