

**KIT CARSON COUNTY COMMISSIONERS  
MINUTES  
SEPTEMBER 8, 2021**

<b>8:00 AM</b>	<b>PRE-DEPARTMENT HEAD MEETING</b>
<b>8:30 AM</b>	<b>DEPARTMENT HEAD MEETING – HOSTED BY ASSESSOR ABBEY MULLIS</b>
<b>9:55 AM</b>	<b>COMMISSIONER MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE</b>
	• <b>REVIEW CONSENT AGENDA ITEMS: PAYABLES, MINUTES, SIDE ITEMS</b>
<b>10:00 AM</b>	<b>COLLIN KOOP GROUNDS / STATE OF THE COUNTY</b>
<b>10:30 AM</b>	<b>RICK MAUCH – BURLINGTON RECORD – PROJECT PLANS</b>
<b>11:00 AM</b>	<b>JEFF CURE – COUNTY ATTORNEY</b>
<b>12:00 PM</b>	<b>LUNCH</b>
<b>1:00 PM</b>	<b>WORK SESSION</b>
<b>1:00 PM</b>	<b>TIFFANY RAMOS – DHS DIRECTOR - UPDATES</b>
<b>1:30 PM</b>	<b>OEM, SO, AND CORONER / REQUEST</b>
<b>3:30 PM</b>	<b>OEM INTERVIEW</b>

**AGENDA:**

- ❖ Minutes –September 8, 2021
- ❖ Accounts Payable

**NEW ITEMS:**

- ❖ Election MOU's with Party Chairs

**PURCHASE ORDERS:**

**MONTHLY REPORTS:**

- ❖ Clerk's August Reports
  - Clerk's Motor Vehicle, Driver's License, Recording
  - ERTF Recording Report
- ❖ Treasurer's August Reports
  - Public Trustee Report
  - August Treasurer's Report
- ❖ CTSI
  - CAPP Loss Ratio
  - CWCP Loss Ratio
- ❖ VSO August Report

**OLD ITEMS:**

- ❖ MOU with the hospital

**PERSONNEL ITEMS:**

- ❖ Orange Sheet
  - Idaliz Santiago – Clerk & Recorder – *declined position*
  - Clint Wilder – Jail
  - Dawn James – Public Health
- ❖ Credit Card Agreements
  - AMEX – Mike Jones
  - VISA – Heather Morris

**FYI:**

**TABLED:**

- ❖ Garry Moore Amusement Contract

**ADDITIONAL ITEMS:**

- ❖ Todd Holmes – IT – *File Server*

**BOARD OF PUBLIC HEALTH**

- ❖ Contract – Jennie Jolliffe – Family Planning Clients

**BOARD OF HUMAN SERVICES:**

The Department Head Meeting was hosted by the Abbey Mullis, at 8:33 AM. Those present were Abbey Mullis, Collin Koop, Della Calhoon, Shawn Franz, Randy Gorton, Cody Reese, Heather Morris, Travis Belden, Mike Jones, Tiffany Ramos, Valerie Boyd, Lynsay Cormack, Susan Corliss, Cory Wall, Dave Hornung, and Stan Hitchcock. Cory Stark arrived at 9:10 a.m.

## **DEPARTMENT HEADS MEETING**

**Abbey Mullis – Assessor** – stated that the microburst has made a lot of work looking at buildings that were impacted. One was a total loss with several others sustaining considerable damage. An issue coming up is water. The Republican Ground Water District talking about raising fee to \$30 per irrigated acre. It will require the FSA and other paperwork to proof the amount of irrigated ground from those wanting to change their number of acres. The new construction and sales are keeping them busy.

**Collin Koop – Grounds & Buildings** – shared that the new card key system in the courthouse and ambulance installation went very smooth. He has been getting bids for a new show barn. They are working on every day stuff; if Department Heads need anything give him a call. They are going to try filling cracks with new machine at the courthouse on Friday. Cleaning out will be done with District 1's air compressing and the broom on the tractor.

**Della Calhoon – OEM** – indicated that she has been working with businesses that had damage. Hitchcock lost four of their large doors. South side doors were affected on a lot of buildings. Brenner Storage lost part of the roof; helped people relocate items. S&S Fumigation received the most damage with a loss of an entire building. The trailer park was mainly windows blown in and several trees were blown over in the east area of Burlington. There was a lot of vehicle damage as well. NOAA weather reported some of the winds were 115 mph at peak of microburst. The last report from the airport was at 7:40 p.m. at 76 mph before the microburst. The broken power poles caused power outage for several hours.

**Shawn Franz – Dispatch** – reported that things are pretty much normal. Wednesday's electrical outage was a problem even more on Thursday with 44 outage calls and 12 calls for services made for a call approximately every three minutes. He would like to recommend that the City of Burlington get an outage number to call like KC Electric for the afterhours reports. He is working on the 2022 dispatch agreement with City of Burlington.

**Randy Gorton – Coroner/Landfill** – indicated that Cell A will be full sometime between December or January. The State usually requires a full cell to be covered in one year. It will take a lot of trash to get it buried at the current rate to be able to properly cover it; he figures two to three years. They are still waiting for the annual inspection.

**Cody Reese – Ambulance** - introduced **Heather Morris** as the new Ambulance Director. Another full time person has been hired that will be able to provide ALS ambulance service from Stratton. This will have three full time positions in both Burlington and Stratton with help from reserves. Applications are coming in for new reserves. Transfers will be increasing because of the hospital's decision to stopping OB deliveries in the next few months. Bob is currently out on leave and Cody will be out on leave soon. RETAC will be here today. Burlington Airport will be closed the week of September 13<sup>th</sup> to patch cracks in the runways, which may mean flight transfers may be going out of Goodland.

**Travis Belden – Sheriff** – introduced **Mike Jones** as the new undersheriff. He had a super start on day one. The private event at the fairgrounds had no problems with the 300 bikers. This size of event only happens every 5 years. They usually look for different locations to hold it.

**Valerie Boyd – Public Health** – was introduced by Dave Hornung as the Interim Public Health Director. Her ultimate goal to mediate the COVID activity in the office. There is need to get programs a little more to the normal. She is working through how notifications will be done; not looking to shut anything down. Public Health was not involved with the school shutting down. Need to work with the first responders and Coroner in emergency situations when COVID is involved; there are times they need to know.

**Lynsay Cormack – Admin** – reminded that budgets need to be presented to the Board of County Commissioners by the end of the month. She is getting salaries and benefits updated. Department Heads need to let employees know about FMLA before they go out on sick leave. She will be unavailable due to classes on September 13-14.

**Tiffany Ramos – Human Services** – reported that there are two open positions and maybe more. Child Welfare has had 10 referrals today, which is a typical increase when school is starting. This could continue to see an increase once the full allotments of benefits is decreased to qualifications; anticipating that the adjustment will be really hard.

**Dave Hornung – Commissioner District 3** – shared that the chip and seal of 2 miles is done for this year. The Board of County Commissioners would like to take a break from interviewing new Department Heads.

**Stan Hitchcock – Commissioner District 1** – stated that Road & Bridge District 1 is keeping the mowers running. They have one road grader that is down because the part is not available and no anticipated date of getting one.

**Cory Wall – Commissioner District 2** – reported that District 2 are working to gravel roads & mowing weeds. They shut down to help District 3 last week on the chip and seal. Basically business as usual. T-Mobile Grant was applied for to install a Wi-Fi infrastructure at the fairgrounds.

**Susan Corliss – Clerk and Recorder** – shared that the Coordinated Election process has started; the ballots have been proofed and approved by Arriba-Flagler, Idalia, and Stratton School Districts. All county voters will be receiving a ballot as there are three state ballot measures brought to the ballot by petitions.

**Cory Stark, Regional Field Manager** – gave a presentation on the 3 year plan for EM - slow introduction with presentations/workshops that will be 2 hours long. Next year will move into a hands on tabletop exercise that will be planned for 3 hours per workshop. In 2023, large live exercise will take place that should be expected to be 6 hours in length. Incident management is being brought into the smaller counties.

The Kit Carson County Department Head Meeting adjourned at 10:00 AM.

Next meeting is Wednesday, October 13, 2021, with Collin Koop – Grounds & Buildings as host.

The Board of County Commissioners meeting convened at 10:05 AM. Those present were Stan Hitchcock, Cory Wall, Dave Hornung, Lynsay Cormack, and Susan Corliss.

### **GROUND'S BUDGET & UPDATES**

Collin Koop presented the Board of County Commissioners with the Draft 2022 Grounds & Buildings Budget. Discussion was held on creating a new department for the show building project.

## **BURLINGTON RECORD – PROJECT PLANS**

Rick Mauch gave the Board of County Commissioners a copy of the Explore Pioneering Plains Travel Guide published May 21, 2021. This project provides information about the following counties: Morgan, Washington, Logan, Kit Carson, Lincoln, Yuma, Phillips, Cheyenne, and Sedgwick. The magazine also has an Internet version called Impressions. It was suggested that the Impressions be updated throughout the year as new events are available. He asked the Board of County Commissioners to consider advertising in the next edition.

## **COUNTY ATTORNEY**

Jeff Cure and the Board of County Commissioners discussed updating the wind and solar permit fees. It was decided to wait until after the public hearing for the solar regulations and updates to the Land Use Policy.

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

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

## **BOARD OF HUMAN SERVICES**

Cory Wall moved to go into the Board of Human Services meeting at 1:00 PM, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung. Those present were Stan Hitchcock, Cory Wall, Dave Hornung, Tiffany Ramos, Lynsay Cormack, and Susan Corliss.

## **INDEPENDENT CONTRACT AGREEMENT**

Tiffany Ramos requested an Independent Contactor to provide “Family Support Partner Program delivering case management services” to TANF eligible participating families. Kit Carson County Department of Human Services will reimburse at a rate of \$25.00 per hour as needed not to exceed \$7,000.00 of TANF funds.

Stan Hitchcock moved to sign the Independent Contract Agreement for Shari Weisshaar with the Department of Human Services effective from September 8, 2021 until December 31, 2021, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

## **DHS DIRECTOR UPDATES**

There is a formal bookkeeping training in October that Tiffany is planning on attending with the new hire for DHS Financial. She is working on finding a mentor for the position as well because the position is financial, EBT cards, and long term care; there will be a lot to learn. She asked the Northeast Region Directors for assistance.

Cory Wall moved to adjourn the Board of Human Services meeting at 1:24 PM, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

The Board of County Commissioners meeting reconvened at 1:25 PM.

### **OEM, SO, AND CORONER / REQUEST**

Della Calhoon, Travis Belden, Randy Gorton, and Shawn Franz presented a plan to upgrade the 800 radios that have an expired end life (December 31, 2019). They presented a quote from Complete Wireless Technologies to upgrade seven patrol vehicle radios and five portable radios. ARP funds can be used for communication. Randy noted that his radios need to have service contract started with Complete Wireless; they were missed when the Sheriff and Dispatch started separate contracts.

Stan Hitchcock moved to approve the Complete Wireless Technologies Quote for a purchase order next week, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

### **IT UPDATE**

Todd Holmes gave an update on the file server that runs the whole network. It is not duplicating to the domain servers. If this cannot be corrected with help from a specialist, it would require rebuilding the file server from scratch. It would mean that the county computer system would be down for several days.

### **CONSENT AGENDA**

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

Cory Wall moved to approve the September 1<sup>st</sup> minutes and \$115,737.48 for Accounts Payable, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

### **CORRESPONDENCE**

The Board of County Commissioners received a thank you from Dena Daniels.

### **ELECTION MOUS WITH PARTY CHAIR**

Susan Corliss, County Clerk and Recorder, presented two Memorandum of Understanding (MOU) for the Primary and General Elections.

Stan Hitchcock moved to sign the MOUs with Judy Arends, Democratic Party County Chair, and Diane Homm, Republican Party County Chairman, for the 2021 Coordinated Elections, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

### **CLERK'S AUGUST 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 **August 2021** report for the County Clerk's office:

KIT CARSON COUNTY COMMISSIONERS REPORT				
JUNE				
	To General COUNTY	To Towns STATE	Warrants STATE	TOTAL
BURLINGTON CITY SALES TAX		\$ 9,973.50		\$ 9,973.50
CERTIFICATES OF TITLE	\$ 1,100.00		\$ 880.00	\$ 1,980.00
MISC ELECTIONS				\$ -
CONFIDENTIAL MV/DL/VT				\$ -
ERTF \$2 ST FEE		\$ 394.00		\$ 394.00
ESCROW DEPOSIT	\$ 21.00			\$ 21.00
DRIVERS LICENSE	\$ 1,614.00		\$ 2,026.75	\$ 3,640.75
DUP'S (REG & TITLE)	\$ 121.00		\$ 30.60	\$ 151.60
E-RECORDING SURCHARGE	\$ 197.00			\$ 197.00
COUNTY REVENUE (SHORT CHECKS)				\$ -
REFUND	\$ 697.82			\$ 697.82
MARRIAGE LICENSE	\$ 63.00		\$ 207.00	\$ 270.00
MILITARY PLT FEE	\$ 1.00			\$ 1.00
MISCELLANEOUS x	\$ 931.56			\$ 931.56
MOTOR VEHICLE AUTO TAX	\$ 654.50	\$ 85,284.19		\$ 85,938.69
MV LICENSE FEE/PERMITS x	\$ 4,919.47		\$ 92,746.72	\$ 97,666.19
RECEPTION MOTOR VEHICLE	\$ 1,365.00			\$ 1,365.00
ROAD \$1.50 / \$2.50 FEES		\$ 4,103.13		\$ 4,103.13
SB03-103 PD/SAFETY	\$ 48.61			\$ 48.61
SB09-108 LATE FEES	\$ 1,140.00			\$ 1,140.00
SEIBERT SALES TAX		\$ 1,450.08		\$ 1,450.08
STATE DOCUMENTARY FEE	\$ 335.29			\$ 335.29
STATE SALES TAX			\$ 32,838.58	\$ 32,838.58
STRATTON SALES TAX		\$ 154.68		\$ 154.68
RECEPTION RECORDING	\$ 4,249.50			\$ 4,249.50
VENDOR FEES	\$ 1,530.13			\$ 1,530.13
OVERPAYMENTS	\$ 145.82			\$ 145.82
GRAND TOTAL	\$ 19,134.70	\$ 101,359.58	\$ 128,729.65	\$ 249,223.93
		\$ 230,069.23		

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

#### Warrants written in JULY for JUNE

\$ 93,657.32	Colo Dept of Rev MV/LIC - ELT PMT
\$ 32,838.58	Colo Dept of Rev Sales Tax - ELT PMT
\$ 9,973.50	City of Burlington Sales Tax
\$ 154.68	Town of Stratton Sales Tax
\$ 1,450.08	Town of Seibert Sales Tax
\$ 33.00	State Treasurer - M/L \$3.00
\$ 220.00	Colo Dept of Health - M/L \$20.00
\$ 2,026.75	State Treasurer - Dr Lic - ELT PMT
\$ 394.00	ERTF \$2 ST FEE - Transferred out of EBT Payment
\$ 140,747.91	
\$ 89,341.32	Difference Collected VS Paid Out
\$ 89,387.32	SOT & R/B Fee Paid Out By Treasurer
\$ (46.00)	
\$ (6.00)	2 JUNE ML OUT
\$ (40.00)	2 JUNE ML OUT
\$ (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 August 2021 from the County Clerk & Recorder's office:

#### KIT CARSON COUNTY COMMISSIONERS REPORT - ELECTRONIC FUNDS TRANSFER

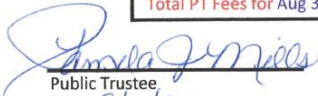
21-May						
	In Person less					
	IRS	eRecording	IRS	Total	Escrow/Adjust	
Copies In Person & Escrow (PH)	\$ 49.50			\$ 49.50		
Online Credit Card Copies	\$ 82.00			\$ 82.00		
Documentary Fee (DF)	\$ 335.29			\$ 335.29		
ERT Funds (ES)	\$ 230.00	\$ 158.00	\$ 2.00	\$ 390.00		
Escrow Deposits (EP)	\$ 280.75			\$ 280.75		
Marriage Application (ML)	\$ 270.00			\$ 270.00		
Online - Monthly Subscription	\$ 200.00			\$ 200.00		
Recording Fees (RC)	\$ 2,285.00	\$ 1,850.00	\$ 5.00	\$ 4,140.00		
Recording Surcharge (EC)	\$ 115.00	\$ 79.00	\$ 1.00	\$ 195.00		
Totals	\$ 3,847.54	\$ 2,087.00	\$ 8.00	\$ 5,942.54		
ERT FUNDS RECORDED FOR THE CURRENT MONTH						
				\$ 390.00		
LESS ERT FUNDS NOT COLLECTED FOR THE CURRENT MONTH (Outstanding ES \$\$ from recording reports)						
				\$ (12.00)		
PLUS PREVIOUS MONTHS ERT FUNDS RECEIVED IN CURRENT MONTH (From recording copies of checks and reports)						
				\$ 16.00		
CURRENT MONTH ERT FUNDS	\$ 394.00			\$ 394.00		
CURRENT MONTH ERT FUNDS	Drives Report					
	Escrow Pmt					

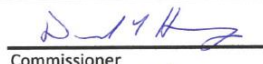
Stan Hitchcock moved to approve the Clerk's August ERTF Report as presented that will be transferred and pay \$384.00 via ACH to the State Treasurer, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

## **PUBLIC TRUSTEE – AUGUST REPORT**

The Board of County Commissioners reviewed the August Public Trustee's Report.  
Cory Wall moved to approve the Public Trustee's August Financials, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

Month Ending Aug 31, 2021			
PUBLIC TRUSTEE FEES	Fee	Quantity	Total
Foreclosures	\$150.00	0	\$0.00
PT Deeds	\$30.00	1	\$30.00
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	28	\$420.00
Total PT Fees for Aug 31, 2021			\$450.00

  
Public Trustee  
Date 9/2/21

  
Commissioner  
Date 9-8-21

## **TREASURER AUGUST REPORT**

The Board of County Commissioners reviewed the August Treasurer's Report from County Treasurer Pam Mills.

### **MONTHLY REPORT OF ACTIVITY IN THE VARIOUS COUNTY FUNDS**

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
County General	\$6,988,596.16	\$534,286.91	(\$762,193.48)	\$6,760,689.59
KCC Public Health Agency	(\$49,289.28)	\$110,839.62	(\$138,817.50)	(\$77,267.16)
Contingent	\$376,999.54	\$0.00	\$0.00	\$376,999.54
Road and Bridge	\$2,609,737.12	\$33,115.86	(\$203,195.78)	\$2,439,657.20
Coronavirus State & Local Funds	\$408,786.40	\$0.00	\$0.00	\$408,786.40
Ambulance	(\$207,482.99)	\$16,638.22	(\$32,617.04)	(\$223,461.81)
Social Services	\$29,033.26	\$112,816.13	(\$94,804.64)	\$47,044.75
Capital Expenditures	\$84,750.61	\$2,141.19	(\$33.94)	\$86,857.86
Conservation Trust	\$18,630.99	\$3.09	\$0.00	\$18,634.08
Solid Waste	\$728,599.20	\$37,237.16	(\$36,206.94)	\$729,629.42
E-911	\$99,266.59	\$29,264.16	(\$8,470.83)	\$120,059.92

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

### **CTSI MID-YEAR LOSS REVIEW**

The CTSI packet for the mid-year Kit Carson County report for 2021 CAPP and CWCP claims was reviewed by the Board of County Commissioners.

### **VSO REPORT FOR AUGUST**

The Board of County Commissioners reviewed the VSO August Report. There were 6 telephone calls, 1 appointments, 1 outreach, and a total served of 2 with a total of 35 hours per week or fewer on the report.

Stan Hitchcock moved to approve VSO August Report, seconded by Cory Wall. The motion carried by unanimous vote by Dave Hornung.

### **ORANGE SHEET – JAMES & WILDER**

Stan Hitchcock moved to approve the Jail New Hire Orange Sheet for Clint Wilder at \$15.00 per hour for Step .25 and Grade 31 with annual wage of \$31,250.00 as a Non-Exempt Full Time Employee with Benefits effective September 20, 2021, with a trial period ending March 20, 2022, seconded by Cory Wall . The motion carried by unanimous vote by Dave Hornung.

Cory Wall moved to approve the Public Health Job Change Salary Adjustment Orange Sheet for Dawn James to .25 Diabetes and .5 NFP at \$38.94 per hour for Step . 75 and Grade 60 with annual wage of \$60,750.00 as an Exempt .75 Time Employee with Benefits effective September 1, 2021, , seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

### **CREDIT CARD POLICY AGREEMENT – JONES & MORRIS**

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

Cory Wall moved to sign a Kit Carson County credit card agreement with Heather Morris for an US Bank county credit card for the Ambulance Department, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

The Board of County Commissioners meeting recessed at 3:05 PM.

### **BOARD OF PUBLIC HEALTH**

Stan Hitchcock moved to go into the Board of Public Health meeting at 3:05 PM, seconded by Cory Wall for the purpose of a contract. The motion carried by unanimous vote by Dave Hornung. Those present were Stan Hitchcock, Cory Wall, Dave Hornung, Lynsay Cormack, and Susan Corliss.

### **LETTER OF AGREEMENT – PROVIDER SERVICES**

The Board of Health reviewed an Independent Contractor Agreement for the purpose of hiring Jennie Jolliffe as a Family Nurse Practitioner. Kit Carson County Public Health and Environment will provide telephone and in-person consults at a rate of \$55.00 per hour monthly.



Cory Wall moved to sign the Family Nurse Practitioner agreement with Jennie Jolliffe effective from September 1, 2021, to September 1, 2022, seconded by Stan Hitchcock. The motion was carried. Dave Hornung voted against.

Cory Wall moved to adjourn the Board of Public Health meeting at 3:09 PM, seconded by Stan Hitchcock. The motion carried by unanimous vote by Dave Hornung.

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

Submitted by: Susan Corliss, County Clerk and Recorder

  
\_\_\_\_\_

Dave Hornung, Chairman

Attest:

  
\_\_\_\_\_

Susan Corliss, County Clerk and Recorder

9/15/2021

Date

