

Phillips County Commissioners  
2017 Reorganization Minutes  
January 10, 2016

The meeting was called to order by Chairman Don Lock and opened with the Pledge of Allegiance. Also present were County Commissioners Joe Kinnie and Harlan Stern, and County Administrator Randy Schafer.

Lock made a motion, seconded by Stern, to elect Kinnie as the Chairman for 2017. Motion carried.

Chairman Kinnie then proceeded with the meeting.

Kinnie appointed Lock and Stern as co-chairs in his absence. They will alternate who presides at meetings.

Meeting dates for 2017 will be:

- 9<sup>th</sup> of the month for accounts payable
- 19<sup>th</sup> of the month for the mid-month meeting
- Last day of the month will be the payroll meeting

If a meeting date falls on a Saturday, the meeting will be held the prior Friday; if the meeting falls on a Sunday, the meeting will be moved to the next Monday.

All meetings held otherwise shall be posted on the bulletin board by the County Commissioner’s office on the main floor at least 24 hours prior to the actual meeting date.

The board reviewed the previously adopted 2017 budget and will allow an additional \$35 pay per pay period for qualified employees (the description of a qualified employee is defined in the following paragraph).

The board reviewed the previously adopted budget to keep the normal step increase that will occur in 2017 assuming satisfactory performance appraisals. Additional pay for 2017 will be for a total of \$5,316 each eligible employee. Permanent part-time hourly employees who work year-round will receive an additional hourly amount (\$2.73 for 37.5 hour/week employees and \$2.56 for 40 hour/week employees), not to exceed \$443/month. The additional pay will not change employee’s approved salary amount at the end of 2017. In light of financial situation across the nation, the board reserves the right to freeze or lower salaries as required. No COL adjustment was made to the 2017 pay scale.

Temporary part-time help will be minimum wage up to \$20 per hour based on the experience.

The County will pay 80% of the employee share and 65% of the dependent share of health insurance. The County will pay 80% of the employee share and 60% of the dependent share for Dental and Vision. The County will pay 100% of elected officials’ single health plan (who have yet to be reelected) and 80% of newly elected officials’ single health plan.

The County currently offers health insurance, dental insurance, and vision insurance through the County Health Pool. For 2017, the County will offer five of the seven available medical plans – B1000, B1500, B2000, HDHP2000 and HDHP2500. For 2017, the County will reimburse the employee for the deductible on any of the five medical plans.

Employees must work 24 hours per week to be able to carry insurance. If an employee works less than full-time, any benefits will be pro-rated.

Example: An employee working a normal work week (40 hours or 37.5 hours)				
Plan	Single/Family	County 80%/65%	Employee 20%/35%	Total Emp (Fam)Cost
HDHP2500	554.00/788.00	443.20/512.20	110.80/275.80	386.60
Example: An employee working a 24-hour work week (of a normal 37.5 hours) equals 64%				
Plan	Single/Family	Cty 64% of 80% & 65%	Employee share	
HDHP2500	554.00/788.00	283.65/327.81	270.35/460.19	730.54

The department heads must get approval from the board on purchases over a \$1,000.00.

A majority of the Board of County Commissioners will agree for major purchases or repairs of \$5,000 or more.

All contracts or agreements which bind the County must be reviewed by the County Attorney and then presented to the County Commissioners for review and approval before they are signed. All contracts shall be in writing. Verbal contracts are not acceptable or binding.

Maintainer and loader rental will be \$140 per hour; the backhoe will be \$100 per hour. All rentals include the operator and the fuel. Rental will be subject to convenience of the County and available only when private contractors are not available.

The County's current rate for payment of gravel is \$0.45 per cubic yard.

Loading dirt and gravel will be \$16/cu yd (landfill loader is 2 1/2 yds per scoop and the large loader is 4 yds per scoop). The County prefers not to haul but if necessary \$4/ per loaded mile will be charged.

Gravel that has been stockpiled outside the gravel pit is \$11/cu yd. – customer loads and hauls with own equipment. No sales to a commercial enterprise.

Special requests from landowners for culverts on driveways and fills - individual pays for the culvert and county installs the culvert. The county will not provide any more than 3 in a half-mile for one quarter, subject to review by the Board of County Commissioners.

County Attorney will be Alvin Wall. He will be retained for \$300.00 per month plus an hourly rate per litigation. The County will pay his expenses to attend one County Attorney's conference.

CCOERA- Employees must be regular part-time employees or work at least 20 hours per week to qualify for the retirement benefits.

Each employee who has been employed one year must take County retirement of 4%. The County will match 4%. The employees can contribute more than 4%, but the County will not match above the 4% level.

Employees who desire to work an approved holiday will be given another day off. The Department Head and the employee must agree on the scheduling for the day off. If an employee is required to work an approved county holiday, the employee will receive time and a half pay as approved by the County Commissioners. Vacations should be taken according to requirements in the County Policy (page 9).

#### **USE OF COUNTY PERSONNEL/EQUIPMENT DURING RACE DAY**

For 2017, a contract has been approved with B & B Enterprise (dba Phillips County Raceway - PCR) for staging car races at the Phillips County Fairgrounds track. A net payment of \$750 per completed race event will be made to Phillips County. Phillips County was agreed to allow PCR the free use of county equipment that has been utilized in past seasons. This includes a tractor, water truck, farm implements, PA system, radios, ice machine, ticket booth, and other items to run the race events in the most efficient manner possible. Items not included in this list will need pre-approval from the Board of County Commissioners prior to use. Equipment shall be returned to the County in good working order. Fuel for this equipment is the responsibility of PCR.

Any other party's use of raceway equipment will be charged the following rate:

- Water truck - \$100/day (no county operator required)
- Maintainer, loader, tractor - \$140/hour
- Race track rental fee will be \$100/day for county groups
- Race track rental fee will be \$200/day for out of town commercial groups

All county equipment comes with the operator and fuel and must be run by county employees. Fair board will be excluded from these costs.

Purchasing from county businesses is encouraged for all county departments.

County newspapers will be the Haxtun-Fleming Herald and the Holyoke Enterprise.

Mileage reimbursement rate for use of personal vehicles on county business will be \$0.35/mile for 2017.

The County Auditor will be rfarmer, llc, of Lamar, Colorado, for the yearly audit fee of \$19,500.

The Board will annually review the fees for:

PHILLIPS COUNTY, COLORADO  
PLANNING & ZONING FEES  
EFFECTIVE: JANUARY 12, 2016

Zoning Amendment	\$100 plus cost of advertising
Conditional Use Permit	\$100 plus cost of advertising
Subdivision Exemption	\$50 plus recording fees (\$10 for first page, \$5 each additional page, plus \$1 surcharge per document)
Building Permit	\$ 30 plus the 1% use tax
Road Crossings	\$150 for boring under each dirt or gravel road. \$400 for trenching across each dirt or gravel road ( \$400 trenching refundable deposit will be collected) \$100 for locally based utility companies
Agricultural Use Permit Fees (For Trenching or Boring)	There will be a \$100.00 fee for non-utility cuts (i.e. agricultural landowners who are required to cut county rights-of-way to provide utility services for agricultural production or a farm residence on their own property). Minimum depth is to be 48".
Right-of-way impacts	\$20 per mile for laying telephone lines in right-of-way plus road crossing fee. Graduated fee per foot for burying pipelines in the right-of-way (minimum depth of 36") plus road crossing fee.

Graduated Fees

Ditch Width	Cost per foot
½" to 8"	\$0.14
8+ " to 16	0.20
16+ " to 24"	0.35
24+ " to 42"	0.60
42+ "	0.72

**USE OF TOBACCO PRODUCTS IN BUILDINGS, EQUIPMENT, AND VEHICLES UNDER THE CONTROL OF PHILLIPS COUNTY**

As stated in the personnel policy, section e. page 26, "Use of any county property, equipment, vehicle, or convenience for any purpose other than the performance of official duties is prohibited unless said use is specifically authorized by the Board of County Commissioners."

Smoking is hereby prohibited in all buildings, equipment, and vehicles under the control of Phillips County, Colorado. Smoking shall also be prohibited within a 15' radius of the entrance of any county owned buildings. Signs or the international no smoking symbol will be posted in all buildings, equipment, and vehicles which shall notify employees and visitors of the policy.

The County fairground property, lying within the corporate limits of the City of Holyoke, is covered under the Holyoke City Ordinance on Open Containers. Holyoke currently prohibits open containers of alcohol on public lands unless a waiver is approved by the City. Since this prohibition already covers the fairgrounds, Homesteaders' Park, and the grandstands, no additional County regulation is needed. The City has agreed that no alcohol permit will be granted for the fairground property without first receiving the approval of the Board of County Commissioners. Special events serving alcohol can still be allowed if all the proper approvals are in place.

**ALCOHOL AND DRUG ABUSE**

It is the policy of Phillips County to prohibit the unlawful manufacture of, distribution of and possession or use of a controlled substance during the duty hours or on County premises or other work sites where employee may be assigned. Further prohibited is the use, sale, possession, distribution, manufacture or transfer of a controlled substance which would affect the reputation of Phillips County to the general public or threatens its integrity.

Any employee found in violation of the above stated policy will be subject to disciplinary action up to and including termination for a first offense. The elected official or Department head involved will determine the necessary action.

Excluded are prescribed drugs when used in a manner, combination and quantity intended, unless job performance could be affected. Employees who must use an over-the-counter or prescription drug that causes adverse side effects or may affect their ability to perform work in a safe and productive manner must notify his supervisor prior to starting work. The supervisor or manager, after proper inquiry, will decide if the employee can remain at work while using these medications and what work restrictions, if any, are deemed necessary.

Compliance with the above stated policy is a condition for all employees of Phillips County, further, any employee who is convicted under a criminal drug statute for a violation occurring in the workplace or who pleads guilty or nolo contendere to such charges must notify the County within five (5) days of such conviction or plea. Failure to do so will result in disciplinary action, including termination from employment for the first offense. Employees convicted or who plead guilty or nolo contendere to such drug related violations are subject to termination and/or mandatory attendance and successful completion of drug abuse assistance or similar programs as a condition or continued employment.

### 2017 Holidays Observed by Phillips County

FLOATING HOLIDAY: Available after 1 year of employment (taken with Department Head Approval). Comm Center takes Colorado Day August 1

New Year’s Day Observed	January 2 <sup>nd</sup>	Monday
PRESIDENTS’ DAY	FEBRUARY 20 <sup>th</sup>	MONDAY
MEMORIAL DAY	MAY 29 <sup>th</sup>	MONDAY
INDEPENDENCE DAY	JULY 4 <sup>TH</sup>	Tuesday
LABOR DAY	SEPTEMBER 4 <sup>th</sup>	MONDAY
COLUMBUS DAY	OCTOBER 9 <sup>th</sup>	MONDAY
VETERAN’S DAY Observed	NOVEMBER 10 <sup>th</sup>	Friday
THANKSGIVING DAY	NOVEMBER 23 <sup>rd</sup>	THURSDAY
DAY AFTER THANKSGIVING	NOVEMBER 24 <sup>th</sup>	FRIDAY
CHRISTMAS	DECEMBER 25 <sup>th</sup>	Monday

If a holiday falls on Sunday, the following Monday will be observed. If a holiday falls on Saturday, the previous Friday will be observed.

The approved bank depositories for the County are:

- Bank of the West of Holyoke, Colorado
- The First Pioneer National Bank of Holyoke, Colorado
- Points West Community Bank – Haxtun of Haxtun, Colorado
- Bank of Colorado of Holyoke, Colorado

The Commissioners made appointments for 2017 Phillips County Boards and reviewed year-by-year commissioner appointments to various boards of jointly funded organizations. A complete list of board appointments for is included.

### 2017 APPOINTED BOARDS

**PC FAIR BOARD - 3 YR (Aug 31)**

Josh Larson	520-2946	2018
Shannon Schlachter	580-8111	2017
Pam Haynes	854-5700	2017
Lisa Atkins	774-7573	2017
Kayla Kafka	854-2823	2018
Gale Wiebers	466-1248	2018
		2019
Brianna Lebsack		2019
Brian Santestevan		2019
Doug Larson - Haxtun Chamber Rep	2018	774-6231
Austin Tharp - Holyoke Chamber Rep	2019	466-2463
Tim Becker - Jr. Livestock		

**BOARD OF ADJUSTMENT - 3 YR**

Keith Sagehorn	520-5211	2017
Mark Lutze	520-3787	2018
Pat Meakins	774-6294	2017
LeRoy Michael	466-7750	2018
Bill Fuesz	580-7280	2019
<b><u>PLANNING COMMISSION - 5 YR</u></b>		
Gary Koch	580-6712	2019
Steve Young	854-2133	2020
Richard Starkebaum	774-7169	2017
LeRoy Michael	466-7750	2018
Keith Sagehorn	520-5211	2021

**WEST PC CEMETERY BOARD - 6 YR**

Steve Firme	520-1510	2017
Brad Michael	520-3399	2019
John Heermann		2021

**CENTENNIAL MENTAL HEALTH - 1 YR**

Harlan Stern	466-2132	2017
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**PC RECREATION DISTRICT - 5 YR**

Jim Tomky	520-5160	2019
Richard Starkebaum	774-7169	2020
Elton Olofson	854-2693	2021
Larry McConnell	774-6392	2017
Dan Kafka	854-2769	2018

**CHP HEALTH PLAN - 1 YR**

Randy Schafer	854-3778	2017
Laura Schroetlin (ait)	854-3778	2017

**WORKERS COMP INS POOL - 1 YR**

Harlan Stern	466-2132	2017
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**WEED & PEST BOARD - 3 YR (Dec)**

Dustin Schneller	854-4375	2018
Martin Olofson	854-2859	2018
Kyle McConnell	571-1015	2019
Vern Rafert	520-9547	2019
Gary Koch	580-6712	2017
Jim Tomky	520-5160	2017

**NE ASSOC OF LOCAL GOVTS - 1 YR (3rd Wed)**

Don Lock	520-0841	2017
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**CAPP**

Randy Schafer	854-3778	2017
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**NE CO HEALTH DEPT - 5 YRS**

Joe Kinnie	520-1475	2021
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**CCI LEGISLATIVE COMMITTEE**

Joe Kinnie	520-1475	2017
Harlan Stern	466-2132	ALT
Don Lock	520-0841	ALT

**NE CO SERV FOR DEVELOPMENTALLY DISABLE - 3 YR**

Joe Kinnie	520-1475	6/30/2017
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**NE CO TRANS AGENCY - 1 YR (2nd Wed)**

Don Lock	520-0841	2017
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**REGIONAL LIBRARY BOARD - 5 YR**

2021  
ALT

**CENTENNIAL COUNTRY TOURISM BOARD - 3 YR**

Haxtun - Holyoke Chambers of Commerce

**E911 BOARD 4 YR**

David Dirks	at large	6/30/2018
Brady Ring	Medical	6/30/2020
Rob Urbach	Sheriff	6/30/2017
Bob Heldenbrand	Holyoke Fire	6/30/2017
Tanya Mayhew	Haxtun Fire	

**EMS BOARD**

Bruce Mahnke	580-5076
Harlan Stern	466-2132
Brady Ring	580-9118
Trampas Hutches	854-2241
Larry Schrage	774-6301

**NE COLORADO AREA TRAUMA ADVISORY (RETAC) (2YR)**

Bruce Mahnke	580-5076	6/30/2017
Loraine Speicher	854-5344	6/30/2018

**PC ECONOMIC DEV CORP - 3 YRS**

Tom Bennett	854-3825	2017
Marc Bornhoft	774-5852	2017

**RAINFALL COLLECTION**

Dan Kafka	854-2769
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**COMBOARD 2 yr except Commissioner Rep**

Tanya Mayhew	TERM	Haxtun
Rob Urbach	TERM	Sheriff
Doug Bergstrom		
Joe Kinnie		Cty Commissioner
Brady Ring		2018
Jeff Firm		2018

**SEIZURE COMMITTEE 1 YR**

Brittany Lewton	DA
Rob Urbach	Cty Sheriff
Don Lock	Cty Commissioner

**NE COLORADO HOUSING**

Don Lock	520-0841
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**HS CITIZEN'S REVIEW PANEL - 3 YR**

Linda Jelden	854-2593	12/31/2019
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**VETERAN'S SERVICE OFFICE 2 yrs**

Steve Firme	774-6534	2017
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**REPUBLICAN RIVER WATER CONSERVATION DIST**


Aaron Sprague	854-5328	10/2017
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**Emergency Management Board - 4 YR**


Joe Kinnie	Term	Commissioner
Harlan Stern	Term	Commissioner
Don Lock	Term	Commissioner
Dennis Jelden	Term	Coroner
Bob Heldenbrand	Term	Emerg. Mngr
Rob Urbrach	Term	Sheriff
Randy Schafer	Term	Cty Admin
Sharon Greenman	Amb Rep	12/31/2019
Andrew Duell	Fire Rep	12/31/2019

A motion was made by Lock, seconded by Kinnie, to approve the reorganization policies and appointments for 2017. Motion carried.

Submitted by  
Beth Zilla, Phillips County Clerk



Harlan Stern



K. Joe Kinnie



Donald J. Lock

Attest:  \_\_\_\_\_  
Beth Zilla - Phillips County Clerk