

Phillips County Commissioners
2013 Reorganization Minutes
Tuesday, January 8, 2013

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

A motion was made by Harlan Stern and seconded by Don Lock, to elect Joe Kinnie as the Chairman for 2013. Motion carried.

Chairman Joe Kinnie then proceeded with the meeting.

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

Meeting dates for 2013 will be:

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

If a meeting 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.

Each Commissioner will act as supervisor in each of his own road districts.

The board reviewed the previously adopted budget to allow \$40 additional pay per pay period for qualified employees. (the description of a qualified employee is defined in the following paragraph). The additional pay will be pro-rated over 12 months.

The board reviewed the previously adopted budget to keep the normal step increase that will occur in 2013 assuming satisfactory performance appraisals. The \$2,496 additional pay for 2013 will be for each eligible employee. Eligibility requires that the employee has worked for the county for at least one year. If the employee's one year anniversary doesn't occur until sometime later in 2013, they will receive only a pro-rated share of the additional pay. Regular part-time employees who work year-round will receive a pro-rated share up to \$208/month if they are eligible and working on a regular basis. The additional pay will not change employee's approved salary amount at the end of 2013. In light of financial situation across the nation, the board reserves the right to freeze or lower salaries as required.

Temporary part-time help will be minimum wage up to \$13.00 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 currently offers health insurance, dental insurance, and vision insurance through the County Health Pool. For 2013, the County will offer four of the six available medical plans – B1000, B1500, B2000, and B2500. For 2013, the County will reimburse the employee for the deductible on any of the four medical plans.

Employees must work 30 hours per week to be able to carry insurance. If an employee works less than full-time, any benefits will be pro-rated.

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 which bind the County must be reviewed and approved by the County Commissioners before they are signed.

Maintainer and loader rental will be \$120 per hour; the backhoe will be \$85 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 \$5 per yard. The County will not encourage hauling of material. If hauling occurs the rate will be \$2.50 per loaded mile. (Landfill loader is 2 1/2 yards per scoop and the large loader is 4 yards per scoop).

Gravel that has been stockpiled is \$2/cu yd. – customer loads and hauls. No sales to a commercial enterprise.

Landowners request 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, 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 our retirement of 4%. The County will match 4%. The employees can deduct more than 4%, but the County will not match above the 4% level.

Employees who desire to work a 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 Thanksgiving, Christmas or New Year's Day, 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 2013, a contract has been approved with BST Promotions for staging car races at the Phillips County Fairgrounds track. Terms of that contract will determine any fees for BST Promotions.

For all other race events the following rates and conditions would apply:

The County will prepare the track prior to race day at no cost to the renter. Any race day use of equipment will be charged at the rate as follows:

- Water truck - \$50/day
- All other equipment (maintainer, loader, tractor)- \$100/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 2013.

The County Auditor will be FARMER AND COMPANY, of Lamar, Colorado, for the yearly audit fee of \$19,000.

The Board will annually review the fees for:

PHILLIPS COUNTY, COLORADO

PLANNING & ZONING FEES

EFFECTIVE: MAY 1, 2006

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 \$100 for locally based utility companies

Agricultural Use Permit Fees

(For Trenching or Boring)

There will be a \$25.00 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.)

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 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

The Board decided to review the existing **NO SMOKING RESOLUTION** (March 1, 1989) and possible revise it at a future meeting.

The County fairground property, lying within the corporate limits of the City of Holyoke, is covered under the Holyoke City Ordinance and 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 Commissioner. 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, distribute, dispense possession or use 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 effects 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 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.

2013

HOLIDAYS OBSERVED BY PHILLIPS COUNTY

FLOATING HOLIDAY May be taken any time after probationary period (with Department Head Approval). Mark on the pay voucher when taken. (Except Communication Center – works August 1, 2013)

NEW YEARS DAY	JANUARY 1 ST	TUESDAY
PRESIDENTS' DAY	FEBRUARY 18 TH	MONDAY
MEMORIAL DAY	MAY 27 TH	MONDAY
INDEPENDENCE DAY	JULY 4 TH	THURSDAY
LABOR DAY	SEPTEMBER 2 ND	MONDAY
COLUMBUS DAY	OCTOBER 8 TH	MONDAY
VETERAN'S DAY	NOVEMBER 11 TH	MONDAY
THANKSGIVING DAY	NOVEMBER 28 TH	THURSDAY
DAY AFTER THANKSGIVING	NOVEMBER 29 TH	FRIDAY
CHRISTMAS EVE (1/2 DAY)	DECEMBER 24 TH	TUESDAY
CHRISTMAS	DECEMBER 25 TH	WEDNESDAY

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 2013 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 attached.

2013 APPOINTED BOARDS

<u>PC FAIR BOARD - 3 YR (Aug 31)</u>				<u>BOARD OF ADJUSTMENT - 3 YR</u>		
Dustin Guthrie	#2	854-5792	2013	Keith Sagehorn	520-5211	2014
Brent Vieselmeyer	#1	520-9006	2013	Mark Lutze	520-3787	2015
Jim Helfer	#3	466-0621	2015	Pat Meakins	774-6294	2014
Rick Bogan	AL	474-0929	2014	LeRoy Michael	466-7750	2015
Pam Haynes	#1	854-5700	2014	Virgil Harms	774-7202	2013
Lisa Atkins	#3	774-7573	2014			
	#2		2012			
	AL		2012			
Ron Thompson	AL	854-2588	2013	<u>PLANNING COMMISSION - 5 YR</u>		
Doug Larson - Haxtun Chamber Rep			774-6231	Gary Koch	774-6460	2014
Matt Winterowd-Holyoke Chamber Rep		520-9710	2013	Steve Young	854-2133	2015
				work	854-2254	
				Richard Starkebaum	774-7169	2017
<u>WEST PC CEMETERY BOARD - 6 YR</u>				LeRoy Michael	854-2959	2013
Brad Michael		774-6223	2013	Keith Sagehorn	520-5211	2016
Margo Sauder		774-6506	2017			
Reon Chaney		774-6534	2015	<u>CENTENNIAL MENTAL HEALTH - 1 YR</u>		
				John Ayoub (Not Cty. Appt.)		
<u>PC RECREATION DISTRICT - 5 YR</u>				Harlan Stern	466-2132	2013
Jim Tomky		854-4175	2014			
Richard Starkebaum		774-7169	2015	<u>CHP HEALTH PLAN - 1 YR</u>		
Elton Olofson		854-2693	2016	Randy Schafer	854-3778	2013
				Laura Schroetlin (alt)	854-3778	2013
Dan Kafka		854-2769	2013			
<u>WEED & PEST BOARD - 3 YR (Dec)</u>				<u>WORKERS COMP INS POOL - 1 YR</u>		
Dustin Schneller		854-4375	2015	Harlan Stern	466-2132	2013
Martin Olofson		854-2859	2015			
Steve Meakins		774-6294	2013	<u>NE ASSOC OF LOCAL GOVTS - 1 YR (3rd Wed)</u>		
Elwin Poe		854-3115	2013	Don Lock	774-7676	2013
Gary Koch		774-6460	2014	Orville Tonsing - City	854-2539	
Jim Tomky		854-4175	2014			
<u>EAST CO SERV FOR DEVELOPMENTALLY DISABLE - 3 YR</u>				<u>CAPP</u>		
Joe Kinnie		520-1475	6/30/2014	Randy Schafer	854-3778	2013
<u>BABY BEAR HUGS</u>				<u>N.E. CO HEALTH DEPARTMENT - 5 YRS</u>		
Don Lock		774-7676	6/30/2012	Joe Kinnie	854-2335	2015
<u>NE TRANSP AGENCY - 1 YR (2nd Wed)</u>				<u>CCI LEGISLATIVE COMMITTEE</u>		
Harlan Stern		466-2132	2013	Joe Kinnie	854-2335	2013
				Harlan Stern	466-2132	ALT
				Don Lock	774-7676	ALT
<u>SENIOR CITIZENS - 1 YR</u>				<u>REGIONAL LIBRARY BOARD - 5 YR</u>		
Joe Kinnie		854-2335	2013	Elmer Jacobs		2015
				Lynette Harms		ALT
<u>REVOLVING NE CO LOAN FUND COMMITTEE - 1 YR</u>				<u>COMBOARD 2 yr except Commissioner Rep</u>		
George Michael			2013	Tanya Alire	TERM	Haxtun
Leo Mailander			2013	Rob Urbach	TERM	Sheriff
				Doug Bergstrom	TERM	Holyoke
				Joe Kinnie		Cty Commissioner
<u>CENTENNIAL COUNTRY TOURISM BOARD - 3 YR</u>				John Ayoub	Holyoke EMS	2014
Haxtun - Holyoke Chambers of Commerce				Keith Davis	Haxtun Fire	2014

E911 BOARD 4 YR

David Dirks	at large	6/30/2014
Don Burris	Medical	6/30/2016
Rob Urbach	Sheriff	6/30/2013
Bruce Mahnke	Haxtun Fire	6/30/2013
Doug Bergstrom	Holyoke	6/30/2013

EMS BOARD

Bruce Mahnke	774-4330
Harlan Stern	466-2132
Sharon Greenman	854-2241
John Ayoub	854-2241
Don Burris	774-6123

NE COLORADO AREA TRAUMA ADVISORY (RETAC)

Krista Johnson	520-4563	6/30/2013
Claudia Powell	854-2241	6/30/2014

PC ECONOMIC DEV CORP - 3 YRS

Tom Bennett	854-3825	2014
Fax	854-2199	
David Bickford		2014

RAINFALL COLLECTION

Dan Kafka	854-2769
Clark Rueter	774-7152

COURTHOUSE AND RESOURCE COMMUNITY ROOMS RENTAL - 854-3778

PHILLIPS COUNTY EVENT CENTER RENTAL - 854-3616

HAXTUN COMMUNITY CENTER - 774-6104

A motion was made by Don Lock, seconded by Harlan Stern to approve the reorganization policies and appointments for 2013. Motion carried.

Submitted by

Beth Zilla, Phillips County Clerk

SEIZURE COMMITTEE 1 YR

Brittney Lewton	DA
Rob Urbach	Cty Sheriff
Don Lock	Cty Commissioner

NE COLORADO HOUSING

Don Lock	774-7676
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REGIONAL GRIEVANCE BOARD

HUMAN SERVICES - 3 YR

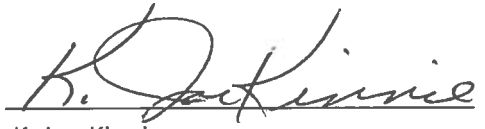
Linda Jelden	854-2593	12/31/2013
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VETERAN'S SERVICE OFFICE 2 yrs


Reon Chaney	774-6534	2013
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REPUBLICAN RIVER WATER CONSERVATION DIST

Aaron Sprague	854-5328	10/2014
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K. Joe Kinpie



Harlan Stern



Don Lock

Attest: 
 Beth Zilla - Phillips County Clerk