

Phillips County Commissioners
2015 Reorganization Minutes
Tuesday, January 13, 2015

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

A motion was made by Lock, seconded by Kinnie to elect Stern as the Chairman for 2015. Motion carried.

Chairman Stern then proceeded with the meeting.

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

Meeting dates for 2015 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 district.

The board reviewed the previously adopted 2015 budget and will allow an additional \$75 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 2015 assuming satisfactory performance appraisals. Additional pay for 2015 will be for a total of \$3,996 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 2015, 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 \$333/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 2015. In light of financial situation across the nation, the board reserves the right to freeze or lower salaries as required. A 1% COL adjustment was made to the 2015 pay scale.

Temporary part-time help will be minimum wage up to \$15.00 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 will pay 100% of elected officials' single health plan.

The County currently offers health insurance, dental insurance, and vision insurance through the County Health Pool. For 2015, the County will offer five of the seven available medical plans – B1000, B1500, B2000, HDHP2000 and HDHP2500. For 2015, the County will reimburse the employee for the deductible on any of the five 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.

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	474.00/673.00	379.20/437.45	94.80/235.55	330.35
Example: An employee working a 30 hour work week (of a normal 37.5 hours) equals 75%				
Plan	Single/Family	Cty 75% of 80% & 60%	Employee share	
HDHP2500	474.00/673.00	284.40/328.09	189.60/344.91	534.51

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 and approved by the County Commissioners before they are signed. All contracts shall be in writing. Verbal contracts are not acceptable or binding.

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 outside the gravel pit is \$2/cu yd. – customer loads and hauls. 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 2015, 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 provide the equipment to 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 2015.

The County Auditor will be rfarmer, llc, 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: JANUARY 13, 2015

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 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."

The use of all tobacco products 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 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.

2015 Holidays Observed by Phillips County

FLOATING HOLIDAY: May be taken any time after introductory period (with Department Head Approval). (Communication Center & Sheriff Dept take Colorado Day August 1)

New Year's Day	January 1 st	Thursday
PRESIDENTS' DAY	FEBRUARY 16 th	MONDAY
MEMORIAL DAY	MAY 25 TH	MONDAY
INDEPENDENCE DAY Observed	JULY 3 TH	Friday
LABOR DAY	SEPTEMBER 7 th	MONDAY
COLUMBUS DAY	OCTOBER 12 TH	MONDAY
VETERAN'S DAY	NOVEMBER 11 TH	Wednesday
THANKSGIVING DAY	NOVEMBER 26 TH	THURSDAY
DAY AFTER THANKSGIVING	NOVEMBER 27 TH	FRIDAY
Christmas Eve – ½ day	December 24 th	Thursday
CHRISTMAS	DECEMBER 25 TH	Friday

If a holiday falls on Sunday the following Monday will be observed. If a holiday falls on Saturday the previous Friday will be observed. One-half day will be allowed before Christmas except when it falls on Saturday, Sunday, or Monday

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 2015 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.

2015 APPOINTED BOARDS

PC FAIR BOARD - 3 YR (Aug 31)

Ben Kafka	#2		2016
Ryan Travis	#1	595-0012	2016
Jim Helfer	#3	466-0621	2015
Rick Bogan	AL	474-0929	2017
Pam Haynes	#1	854-5700	2017
Lisa Atkins	#3	774-7573	2017
Kayla Kafka	#2	854-2823	2015
Gale Wiebers	AL	854-5067	2015
Ron Thompson	AL	854-2588	2016
Doug Larson - Haxtun Chamber Rep	2015		774-6231
Austin Tharp - Holyoke Chamber Rep	2017		466-2463

WEST PC CEMETERY BOARD - 6 YR

Brad Michael	520-3399	2019
Margo Sauder	774-6506	2017
Reon Chaney	774-6534	2015

PC RECREATION DISTRICT - 5 YR

Jim Tomky	520-5160	2019
Richard Starkebaum	774-7169	2015
Elton Olofson	854-2693	2016
Larry McConnell	774-6392	2017
Dan Kafka	854-2769	2018

WEED & PEST BOARD - 3 YR (Dec)

Dustin Schneller	854-4375	2015
Martin Olofson	854-2859	2015
Kyle McConnell	571-1015	2016
Vern Rafert	520-9547	2016
Gary Koch	580-6712	2017
Jim Tomky	520-5160	2017

NE CO SERV FOR DEVELOPMENTALLY DISABLED - 3 YR

Joe Kinnie	520-1475	6/30/2017
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BABY BEAR HUGS

Kay Schmidt	854-3144	6/1/2015
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NE CO TRANS AGENCY - 1 YR (2nd Wed)

BOARD OF ADJUSTMENT - 3 YR

Keith Sagehorn	520-5211	2017
Mark Lutze	520-3787	2015
Pat Meakins	774-6294	2017
LeRoy Michael	466-7750	2015
Bill Fuesz	580-7280	2017

PLANNING COMMISSION - 5 YR

Gary Koch	580-6712	2019
Steve Young	854-2133	2015
	work 854-2254	
Richard Starkebaum	774-7169	2017
LeRoy Michael	854-2959	2018
Keith Sagehorn	520-5211	2016

CENTENNIAL MENTAL HEALTH - 1 YR

John Ayoub (Not Cty. Appt.)		
Harlan Stern	466-2132	2015

CHP HEALTH PLAN - 1 YR

Randy Schafer	854-3778	2015
Laura Schroetlin (alt)	854-3778	2015

WORKERS COMP INS POOL - 1 YR

Harlan Stern	466-2132	2015
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NE ASSOC OF LOCAL GOVTS - 1 YR (3rd Wed)

Don Lock	520-0841	2015
Orville Tonsing - City	854-2539	

CAPP

Randy Schafer	854-3778	2015
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NE CO HEALTH DEPT - 5 YRS

Joe Kinnie	520-1475	2015
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CCI LEGISLATIVE COMMITTEE

Joe Kinnie	520-1475	2015
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Don Lock 520-0841 2015

Harlan Stern 466-2132 ALT

Don Lock 520-0841 ALT

REVOLVING NE CO LOAN FUND COMMITTEE - 1 YR

George Michael 520-5854 2015

Leo Mailander 580-4770 2015

REGIONAL LIBRARY BOARD - 5 YR

Elmer Jacobs 2015

Lynette Harms ALT

CENTENNIAL COUNTRY TOURISM BOARD - 3 YR

Haxtun - Holyoke Chambers of Commerce

COMBOARD 2 yr except Commissioner Rep

E911 BOARD 4 YR

David Dirks at large 6/30/2018

Mark Evers Medical 6/30/2016

Rob Urbach Sheriff 6/30/2017

Bob Heldenbrand Holyoke Fire 6/30/2017

Tanya Mayhew Haxtun Fire 6/30/2017

Tanya Mayhew TERM Haxtun

Rob Urbach TERM Sheriff

Doug Bergstrom TERM Holyoke

Joe Kinnie Cty Commissioner

Bruce Mahnke Haxtun EMS 2016

Stacey Reuter Holyoke Fire 2016

EMS BOARD

Bruce Mahnke 580-5076

Harlan Stern 466-2132

Sharon Greenman 580-0507

John Ayoub 854-2241

Larry Schrage 774-6301

SEIZURE COMMITTEE 1 YR

Brittney Lewton DA

Rob Urbach Cty Sheriff

Don Lock Cty Commissioner

NE COLORADO HOUSING

Don Lock 520-0841

NE COLORADO AREA TRAUMA ADVISORY (RETAC)

Bruce Mahnke 580-5076 6/30/2015

Susan Deslaurier 854-5344 6/30/2016

REGIONAL GRIEVANCE BOARD

HUMAN SERVICES - 3 YR
Linda Jelden 854-2593 12/31/2016

PC ECONOMIC DEV CORP - 3 YRS

Tom Bennett 854-3825 2017

Fax 854-2199

Marc Bornhoft 774-5852 2017

VETERAN'S SERVICE OFFICE 2 yrs

Reon Chaney 774-6534 2015

REPUBLICAN RIVER WATER CONSERVATION DIST - 3 YRS

Aaron Sprague 854-5328 10/2017

RAINFALL COLLECTION

Dan Kafka 854-2769

Clark Rueter 774-7152

A motion was made by Lock, seconded by Kinnie, to approve the reorganization policies and appointments for 2015. Motion carried.

Submitted by

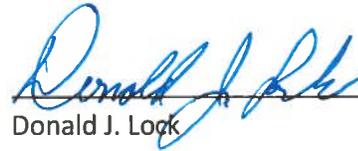
Beth Zilla, Phillips County Clerk



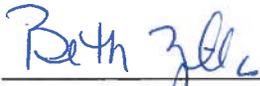
Harlan Stern



K. Joe Kinnie



Donald J. Lock

Attest: 
Beth Zilla - Phillips County Clerk