

Phillips County Commissioner Meeting

December 19, 2017

The board met in a work session to discuss road issues prior to the regular meeting. Attending were Road Manager Mike Salyards, Assistant Manager Kevin Scott, Jennifer Wagner (Big Iron Auctions), the Commissioners and the County Administrator. The discussion centered around selling a few assets through Big Iron and about the purchase of a semi-truck.

The meeting was called to order at 9:00 a.m. by Chairman Joe Kinnie and opened with the Pledge of Allegiance. Also present were County Commissioners Don Lock and Harlan Stern, and County Administrator Randy Schafer. County Clerk Beth Zilla was absent.

Lock made a motion, seconded by Stern, to approve the minutes from the December 11th meeting. Motion carried.

The board approved an accounts payable batch.

The board met with Department of Human Services Director (DHS) Penny Verhoeff for regular monthly business. The minutes from this portion of the meeting are maintained by DHS.

County Clerk Beth Zilla requested closing her office on January 18th and 19th for training. With adequate public notification, the board approved the closing.

Lock made a motion, seconded by Stern, to list 3 county assets with Big Iron Auction:

- 1) 2006 International Truck
- 2) 1998 International Truck
- 3) John Deere 950 tractor

Motion carried.

The board met with Sheriff Thom Elliott and Holyoke Chief of Police Doug Bergstrom to discuss the possibly extending the Event Center hours for alcohol events from 12:00 am to 1:00 am for special events. Both agreed they did not have a problem if the parties comply with requirements for certified security officers.

Stern made a motion, seconded by Lock, to approve hiring William (JR) Myers as Phillips County Undersheriff effective December 15, 2017. He will move to GN40 Grade 30 Step 1 at an annual salary of \$36,029.51 (\$3,379.29 monthly) plus annual additional pay of \$5,316. Motion carried.

Lock made a motion, seconded by Stern, to adopt the following budget resolutions:

1) RESOLUTION TO ADOPT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR PHILLIPS COUNTY, COLORADO, FOR THE ENSUING YEAR OF 2018.

WHEREAS, the Board of County Commissioners of Phillips County has appointed Randy Schafer to prepare and submit a proposed budget to said governing body at the proper time, and;

WHEREAS, Randy Schafer has submitted a final proposed budget to the governing body on December 19, 2017 for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 20, 2017, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to revenues so that the budget remains in balance, as is required by law;

WHEREAS, a separate time was set aside during said hearing for the discussion of the expenditure of Highway Users Tax Funds which the county received from the State of Colorado;

NOW, THEREFORE, BE IT RESOLVED BY the Board of County Commissioners of Phillips County, Colorado:

Section I. That estimated expenditures for each fund are as follows:

A. GENERAL FUND	\$3,497,858
B. ROAD AND BRIDGE FUND	\$2,115,221
C. ROAD AND BRIDGE CAPITAL FUND	\$73,250
D. PUBLIC WELFARE FUND	\$1,008,767
E. CONTINGENCY FUND	\$170,101
F. AMBULANCE FUND (Not county fund)	\$78,059

G. CONSERVATION TRUST FUND	\$77,306
H. CAPITAL EXPENDITURE FUND	\$478,800
I. UNEMPLOYMENT FUND (Trust fund)	\$51,771
J. JR. LIVESTOCK SALE FUND (Not county funds)	\$165,000
K. E911 (Not county funds)	\$139,530
L. ECONOMIC DEVELOPMENT	\$60,013
M. FAIRGROUNDS PAVILION PROJECT	\$2,100,271
N. COUNTY FAIR	\$92,400

Section 2. That estimated revenues for each fund are as follows:

A. GENERAL FUND	
Unappropriated Fund Balance	\$685,061
Sources other than General Property Taxes	\$1,029,537
General Property Tax	<u>\$1,988,979</u>
TOTAL	\$3,703,577
B. ROAD & BRIDGE FUND	
Unappropriated Fund Balance	\$724,898
Sources other than General Property Taxes	\$1,492,967
General Property Tax	<u>\$392,232</u>
TOTAL	\$2,610,097
C. Road & Bridge Capital Expenditure Fund	
Unappropriated Fund Balance	\$73,250
Sources other than General Property Taxes	\$0
General Property Tax	<u>\$0</u>
TOTAL	\$73,250
D. PUBLIC WELFARE FUND	
Unappropriated Fund Balance	\$112,737
Sources other than General Property Taxes	\$811,008
General Property Tax	<u>\$162,362</u>
TOTAL	\$1,086,107
E. CONTINGENCY FUND	
Unappropriated Fund Balance	\$169,351
Sources other than General Property Taxes	\$750
General Property Tax	<u>\$0</u>
TOTAL	\$170,101
F. AMBULANCE REPLACEMENT FUND	
Unappropriated Fund Balance	\$61,927
Sources other than General Property Taxes	\$16,150
General Property Tax	<u>\$0</u>
TOTAL	\$78,077
G. CONSERVATION TRUST FUND	
Unappropriated Fund Balance	\$67,381
Sources other than General Property Taxes	\$9,925
General Property Tax	<u>\$0</u>
TOTAL	\$77,306
H. CAPITAL EXPENDITURE FUND	
Unappropriated Fund Balance	\$289,172
Sources other than General Property Taxes	\$135,300
General Property Tax	<u>\$92,726</u>
TOTAL	\$517,198
I. UNEMPLOYMENT FUND	
Unappropriated Fund Balance	\$51,771
Sources other than General Property Taxes	\$0
General Property Tax	<u>\$0</u>
TOTAL	\$51,771
J. JR. LIVESTOCK SALE FUND	
Unappropriated Fund Balance	\$6,228
Sources other than General Property Taxes	\$165,000
General Property Tax	<u>\$0</u>
TOTAL	\$171,228

K. E911 FUND	Unappropriated Fund Balance	\$28,383
	Sources other than General Property Taxes	\$117,525
	General Property Tax	<u>\$0</u>
	TOTAL	\$145,908
L. ECONOMIC DEVELOPMENT	Unappropriated Fund Balance	\$12,303
	Sources other than General Property Taxes	\$65,000
	General Property Tax	<u>\$0</u>
	TOTAL	\$77,303
M. Pavilion & Education Center	Unappropriated Fund Balance	\$562,771
	Sources other than General Property Taxes	\$1,537,500
	General Property Tax	<u>\$0</u>
	TOTAL	\$2,100,271
N. COUNTY FAIR	Unappropriated Fund Balance	\$33,748
	Sources other than General Property Taxes	\$82,700
	General Property Tax	<u>\$0</u>
	TOTAL	\$116,448

Section 3. That the budget as submitted, amended, and herein above summarized by fund, hereby is approved and adopted as the budget of Phillips County, Colorado for the year stated above.

Section 4. That the budget hereby approved and adopted shall be signed by the Board of County Commissioners and made a part of the public records of the County.

2) APPROPRIATIONS RESOLUTION

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH BELOW, FOR PHILLIPS COUNTY, COLORADO FOR THE 2018 BUDGET YEAR.

WHEREAS, Phillips County has adopted an annual budget in accordance with the Colorado Local Government Budget Law on December 19, 2017 and:

WHEREAS, Phillips County has made provisions therein for revenues equal to or greater than the total proposed expenditures as set forth in said budget, and:

WHEREAS, it is required by law and is necessary to appropriate the revenues in the budget to and for the purpose below, so as not to impair the operation of the County.

NOW, THEREFORE BE IT RESOLVED BY THE Board of County Commissioners of Phillips County, Colorado:

Section I. That the following sums are hereby appropriated from the revenues of the General Fund for the purposes stated:

A. GENERAL GOVERNMENT		
Office of the Board		\$157,054
County Attorney's Office		\$4,900
County Surveyor's Office		\$0
Planning & Zoning Office		\$80,410
Administration		\$80,459
Other Administrative Expenses		\$189,600
County Clerk & Recorder Operations		\$227,168
Elections		\$41,650
County Treasurer		\$130,001
County Assessor		\$197,767
Maintenance of Buildings and Grounds		\$197,225
Computer Fund		\$133,700
Special Projects		\$25,000
Public Trustee		\$6,750
B. PUBLIC SAFETY		
County Sheriff		\$355,865
County Jail		\$156,080
County Coroner		\$42,541
Emergency Management		\$66,660
Communication Center		\$255,218
Useful Public Service		\$2,120
Victim's Assistance (VOCA)		\$25,906
Victim's Assistance (VALE)		\$13,000
VAWA		\$10,376
C. JUDICIAL		
District Attorney		\$96,851
D. CULTURE - RECREATION		
County Fair		\$25,000
Libraries		\$10,275

Museum	\$2,500
Fairgrounds Related Projects	\$29,250
Extension Service	\$145,298
Event Center	\$105,012
E. PUBLIC WORKS	
Fairgrounds Cap Improve & Salary	\$120,889
F. ENVIRONMENT	
Sanitary Landfill	\$312,775
Weed and Pest Control	\$140,242
G. HEALTH AND WELFARE	
Health & Regional Organizations	\$102,000
Veteran's Office	\$8,316
TOTAL GENERAL FUND	\$3,497,858

Section II. That the following sums are hereby appropriated from the revenues of the Road and Bridge Fund for the purposes stated:

ADMINISTRATION	\$85,566
MAINTENANCE OF CONDITION	\$1,976,158
INTERGOVERNMENTAL COOPERATION	<u>\$53,497</u>
TOTAL ROAD AND BRIDGE FUND	\$2,115,221

Section III. That the following sums are hereby appropriated from the revenues of the Road and Bridge Capital Expenditure Fund for the purposes stated

TOTAL R&B CAPITAL EXPENDITURE FUND	\$73,250
---	-----------------

Section IV. That the following sums are hereby appropriated from the revenues of the Public Welfare Fund for the purposes stated:

TOTAL PUBLIC WELFARE FUND	\$1,008,767
----------------------------------	--------------------

Section V. That the following sums are hereby appropriated from the revenues of the Contingency Fund for the purposes stated:

CONTINGENCIES FUND	\$170,101
---------------------------	------------------

Section VI. That the following sums are hereby appropriated from the revenues of the Ambulance Replacement Fund for the purposes stated:

AMBULANCE REPLACEMENT FUND	\$78,306
-----------------------------------	-----------------

Section VII. That the following sums are hereby appropriated from the Conservation Trust Fund for the purposes stated:

PARKS AND RECREATION	\$77,306
-----------------------------	-----------------

Section VIII. That the following sums are hereby appropriated from the revenues of the Capital Expenditure Fund for the purposes stated:

CAPITAL EXPENDITURES FUND	\$478,800
----------------------------------	------------------

Section IX. That the following sums are hereby appropriated from the revenues of the Unemployment Trust Fund for the purposes stated:

UNEMPLOYMENT FUND	\$51,771
--------------------------	-----------------

Section X. That the following sums are hereby appropriated from the revenues of the Livestock Sale Fund for the purposes stated:

LIVESTOCK SALE FUND	\$165,000
----------------------------	------------------

Section XI. That the following sums are hereby appropriated from the revenues of the E911 Expenditure Fund for the purposes stated:

E911 FUND	\$139,530
------------------	------------------

Section XII. That the following sums are hereby appropriated from the revenues of the Economic Development Fund for the purposes stated:

ECONOMIC DEVELOPMENT FUND	\$60,013
----------------------------------	-----------------

Section XIII. That the following sums are hereby appropriated from the revenues of the Fair Fund for the purposes stated:

FAIR FUND	\$92,400
------------------	-----------------

Section XIV. That the following sums are hereby appropriated from the revenues of the Fairgrounds Pavilion and Education Center

PAVILION/ED CENTER FUND	\$2,100,271
--------------------------------	--------------------

3) RESOLUTION - 3% RESERVE

WHEREAS, the people of the State of Colorado adopted the Tabor Act in 1992, also known as Amendment #1, which amended the Colorado State Constitution, and

WHEREAS, the County is required to have a 3% reserve for 2018 and

THEREFORE, since it is the intent to comply with said Amendment, the Phillips County Commissioners declare that the monies currently budgeted in the Contingency Fund of \$170,101 and in the existing General Fund Balance of \$115,016 for a total of \$285,117 will be used to meet the County's 3% reserve requirement in accordance with TABOR requirements.

The board opened sealed bids for the 2 advertised vehicles.

Lock made a motion, seconded by Stern, to accept the high bid (\$601) for the 1990 Ford pickup from Juan Bazan. Motion carried.

Lock made a motion, seconded by Stern, to accept the high bid (\$1,550) for the 1999 Dodge Caravan from Randy and Joy Schafer. Motion carried.

The board met with Jessie Ruiz to discuss his request for the extension of hours from 12 am to 1 am for large events selling alcohol at a special event. The board agreed to approve a trial exception for one event. Based upon how this event is conducted, the board may consider a permanent exception rule.

For the one-time event, the following requirements must be met:

- 1) The board will allow extension of serving alcohol to 1 am, vacating the premises by all attendees by 2 am.
- 2) The rental fee will be doubled or a minimum of \$1,000, whichever is greater
- 3) The renter must provide proof 2 weeks prior to the event that certified security officers have been retained.
 - a. Security officers will need to arrive a minimum of 2 hours before the event
 - b. The county will determine the number of security to be retained
 - i. For the proposed event, 15 security officers are required
 - c. Security officers must conduct vehicle checks of all incoming vehicles
 - i. All alcohol and weapons will be confiscated and placed in a non-accessible container and returned when the guest leaves the event
 - d. All advertising for the event will need to state that alcohol cannot be brought to the event
 - e. The regular requirement for damage deposits and a certificate of liquor liability insurance, naming Phillips County as an additional insured, will be in effect
 - f. The non-profit sponsor must obtain approval from the Board of County Commissioners for the date and the proposed area for alcohol consumption prior to the event. They will then be required to obtain a Special Event permit from the City of Holyoke.

Stern made a motion, seconded by Lock, to approve the proposed race date changes to the BST Promotions (Phillips County Raceway) contract as long as Joe Bellm is invoiced March 1 and June 1 for upcoming races. The changes are moving the June 30th race to June 17th, and setting 3 rain dates for April 15th, September 13th, and September 30th. Motion carried.

The board discussed the upcoming High Plains Highway meeting and what Phillips County would be recommending for engineering.

The board was notified that the county has been approved for the mini-grant for recycling in the amount of \$23,447.52.

The county received 2 proposals to supply IT service. Schafer indicated he will review them and bring a recommendation to the board on December 29th.

County Treasurer Linda Statz reported that 5 mobile homes tax sale certificates did not sell at the tax sale. The county now has the tax lien for all 5 units. She also requested that a new keyed lock be installed on the west courthouse door and limited the number of keys issued. The board discussed the request, but decided that would be contrary to their original plan to have a keyless security system.

The board met with Matt Brasby to review the 13 bids for the Pavilion project. After a complete review, Kinnie made a motion, seconded by Lock, to purchase the building from Maverick Steel for the price of \$615,057 (building - \$524,240, insulation - \$42,631, Powerlift door - \$26,686, and ridge vent - \$21,500). Motion carried.

The board agreed to retain Matt Brasby as the project manager for the Pavilion project. He will bill by the hour @ \$48 per hour, plus expenses.

The board reviewed the following reports:

- Mobile Food Pantry
- Veterans Service Officer
- Event Center rentals and survey
 - Adriana Quintana
 - Michael Auction Service
 - Ad Edge
 - Survey – LaVonne Anderson

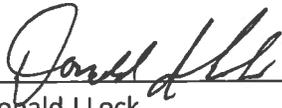
The regular meeting adjourned at 3:05.

Submitted by Randy Schafer

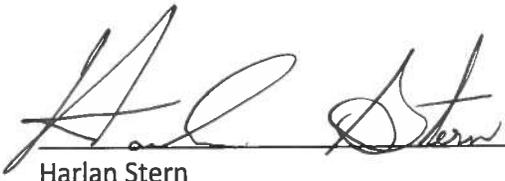
County Commissioners



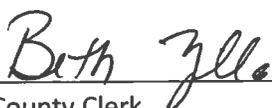
K Joe Kinnie



Donald J Lock



Harlan Stern

Attest:  _____
Beth Zilla, County Clerk