

Phillips County Commissioners  
2019 Reorganization Minutes  
January 8, 2019

Don Lock made a motion, seconded by Terry Hofmeister, to elect Harlan Stern as the Chairman for 2019. Motion carried.

The meeting was then called to order by Chairman Stern and opened with the Pledge of Allegiance. Also present besides Commissioners Hofmeister and Lock was County Administrator Randy Schafer.

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

Meeting dates for 2019 will be on or about the:

- 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

All meeting changes to the approved annual meeting schedule shall be posted on the bulletin board by the County Commissioners' office on the main floor at least 24 hours prior to the actual meeting date.

The board reviewed the previously adopted 2019 budget which allowed an additional \$51 pay per pay period for monthly paid qualified employees (.29 per hour for qualified hourly) - 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 2019, assuming satisfactory performance appraisals – a score of 3.0 or higher. Additional pay for 2019 will be a total of \$6,288 for each eligible monthly paid employee and \$3.02 per hour for full-time hourly employees. Permanent part-time hourly employees who are on the county pay scale and work year-round will receive an additional hourly amount (\$3.22 for 37.5 hour/week employees and \$3.02 for 40 hour/week employees). The additional pay will not change employee's approved salary amount at the end of 2019. 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 2019 pay scale.

Temporary part-time help will be paid minimum wage (\$11.10) 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 currently offers health insurance, dental insurance, and vision insurance through the County Health Pool. For 2019, the County will offer five of the seven available medical plans – B1000, B1500, B2000, HDHP2000 and HDHP2500. For 2019, the County will reimburse the employee for the deductible on the HDHP2500 plan. Currently, the five employees enrolled in another plan will be grandfathered into the reimbursement benefit.

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

Example: An employee working a normal work week (40 hours or 37.5 hours)			
Plan	E/E+1/Family	County 80%/65%	Employee 20%/35%
HDHP2500	702/1,315/1,617	561.60/960.05/1,156.35	140.4/354.95/460.65
Example: An employee working a 24-hour work week (of a normal 37.5 hours) equals 64%			
Plan	E/E+1/Family	Cty 64% of 80% & 65%	Employee share
HDHP2500	702/1,315/1,617	359.42/614.43/740.06	342.58/700.57/876.94

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 \$175 per hour; the backhoe will be \$150 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 \$20/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 \$6/per loaded mile will be charged. No sales to 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 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 \$1,200 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 permanent part-time employees and work at least 20 hours per week to qualify for the retirement benefits.

Each employee who has been employed one year must participate in the County retirement plan and contribute 4% of payroll amount. The County will match 4%. The employees can contribute more than 4% (into a 457 plan only), 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 (pages 9 and 10).

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

For 2019, 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 \$1,000 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. Keys will be maintained by county personnel only.

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

- Water truck - \$150/day (no county operator required)
- Maintainer, loader, tractor - \$175/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 use for fair-related activities 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 2019.

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 Planning and Zoning. See attachment 'A'.

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."

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

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.

2019 Holiday schedule observed by Phillips County. See attachment 'B'.

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 2019 Phillips County Boards and reviewed year-by-year commissioner appointments to various boards of jointly funded organizations. See attachment 'C'.

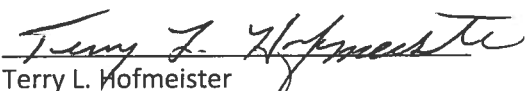
Lock made a motion, seconded by Hofmeister, to approve the reorganization policies and appointments for 2019. Motion carried.

The meeting adjourned at 1:55 pm.

Submitted by  
Randy Schafer, County Administrator

  
Harlan Stern

  
Donald J. Lock

  
Terry L. Hofmeister

Attest:   
Beth Zilla - Phillips County Clerk

**Attachment "A"**

**PHILLIPS COUNTY, COLORADO  
PLANNING & ZONING FEES**

**EFFECTIVE: AUGUST 1, 2017**

Zoning Amendment	\$100 plus cost of advertising
Conditional Use Permit	\$100 plus cost of advertising
Subdivision Exemption	\$50 plus recording fees (\$12 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 road crossing fee.	\$20 per mile for laying telephone lines in right-of-way plus  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

## Attachment "B"

2019

### Holidays Observed by Phillips County

Personal HOLIDAY Available after 1 year of employment (taken with Department Head Approval).  
Comm Center takes Colorado Day in lieu of personal holiday

NEW YEAR'S DAY	JANUARY 1 <sup>ST</sup>	TUESDAY
PRESIDENTS' DAY	FEBRUARY 18 <sup>TH</sup>	MONDAY
MEMORIAL DAY	MAY 27 <sup>TH</sup>	MONDAY
INDEPENDENCE DAY	JULY 4 <sup>TH</sup>	THURSDAY
LABOR DAY	SEPTEMBER 2 <sup>ND</sup>	MONDAY
COLUMBUS DAY	OCTOBER 14 <sup>TH</sup>	MONDAY
VETERAN'S DAY OBSERVED	NOVEMBER 11 <sup>TH</sup>	MONDAY
THANKSGIVING DAY	NOVEMBER 28 <sup>TH</sup>	THURSDAY
DAY AFTER THANKSGIVING	NOVEMBER 29 <sup>TH</sup>	FRIDAY
Christmas Eve (close at noon)	December 24 <sup>th</sup>	Tuesday
CHRISTMAS	DECEMBER 25 <sup>th</sup>	Wednesday

