

Phillips County Commissioners
2012 Reorganization Minutes
Tuesday, January 10, 2012

The meeting was called to order by Chairman Bud Bieseemeier and opened with the Pledge of Allegiance. Those present were County Commissioners Quentin "Bud" Bieseemeier, Jerry Beavers and Joe Kinnie, County Administrator Randy Schafer, and County Clerk Beth Cumming.

A motion was made by Jerry Beavers and seconded by Bud Bieseemeier, to elect Joe Kinnie as the Chairman for 2012. Motion carried.

Joe Kinnie then proceeded with the meeting.

Joe Kinnie appointed Jerry Beavers and Bud Bieseemeier as co-chairs in his absence. They will alternate who presides at meetings.

Meeting dates for 2012 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 2012 assuming satisfactory performance appraisals. The \$1,576 additional pay for 2012 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 2012, 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 to \$168/month if they are eligible and working full time. The additional pay will not change employee's approved salary amount at the end of 2012. 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.

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.

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

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 2012.

The County Auditor will be FARMER AND COMPANY, of Lamar, Colorado, for the yearly audit fee of \$18,600.

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 (Re-adopted 03-19-07) | \$150 for boring under each dirt or gravel road. \$300 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 |

(Re-adopted 03/19/07)

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+'' | |

The Board re-affirmed the **NO SMOKING RESOLUTION**.

EFFECTIVE MARCH 01, 1989, SMOKING BECAME PROHIBITED IN ALL BUILDING UNDER THE CONTROL OF PHILLIPS COUNTY, EXCEPT IN THE DESIGNATED AREAS, AS DEFINED BY THE BOARD OF COUNTY COMMISSIONERS:

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.

2012

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, 2012) | |
|--------------------------|---|--------------------|
| New Year's Day Observed | January 2 nd | Monday |
| PRESIDENTS' DAY | FEBRUARY 20 th | MONDAY |
| MEMORIAL DAY | MAY 28 TH | MONDAY |
| INDEPENDENCE DAY | JULY 4 TH | Wednesday |
| LABOR DAY | SEPTEMBER 3 rd | MONDAY |
| COLUMBUS DAY | OCTOBER 8 TH | MONDAY |
| VETERAN'S DAY Celebrated | NOVEMBER 12 TH | MONDAY |
| THANKSGIVING DAY | NOVEMBER 22 TH | THURSDAY |
| DAY AFTER THANKSGIVING | NOVEMBER 23 TH | FRIDAY |
| Christmas Eve | December 24 th | Monday (2012 only) |
| CHRISTMAS | DECEMBER 25 TH | Tuesday |

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

A motion was made by Jerry Beavers, seconded by Bud Bieseemeier, to approve the list of bank depositories for County funds as presented by County Treasurer Linda Statz except the two out-of-county banks. They 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 2012 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.

2012 APPOINTED BOARDS

PC FAIR BOARD - 3 YR (Aug 31)

| | | | |
|-------------------------------------|----|----------|------|
| Dustin Guthrie | #2 | 854-5792 | 2013 |
| Brent Vieselmeyer | #1 | 854-4322 | 2013 |
| Jim Helfer | #3 | 466-0621 | 2012 |
| Woody Woodhead | AL | 854-3734 | 2014 |
| Pam Haynes | #1 | 854-5700 | 2014 |
| Lisa Atkins | #3 | 774-7573 | 2014 |
| Gary McCallum | AL | 854-5396 | 2012 |
| Ranae McCallum | #2 | 854-5470 | 2012 |
| Ron Thompson | AL | 854-2588 | 2013 |
| Shirley Legg-Haxtun Chamber Rep | | 774-7360 | 2011 |
| Matt Winterow d-Holyoke Chamber Rep | | 520-9710 | 2013 |

WEST PC CEMETERY BOARD - 6 YR

| | | |
|--------------|----------|------|
| Brad Michael | 774-6223 | 2013 |
| Margo Sauder | 774-6506 | 2017 |
| Reon Chaney | 774-6534 | 2015 |

PC RECREATION DISTRICT - 5 YR

| | | |
|--------------------|----------|------|
| Jim Tomky | 854-4175 | 2014 |
| Richard Starkebaum | 774-7169 | 2015 |
| Eton Olofson | 854-2693 | 2016 |
| Larry McConnell | 774-6392 | 2012 |
| Dan Kafka | 854-2769 | 2013 |

WEED & PEST BOARD - 3 YR (Dec)

| | | |
|----------------|----------|------|
| Tony Krueger | 854-4158 | 2012 |
| Martin Olofson | 854-2859 | 2012 |
| Steve Meakins | 774-6294 | 2013 |
| Elw in Poe | 854-3115 | 2013 |
| Gary Koch | 774-6460 | 2014 |
| Jim Tomky | 854-4175 | 2014 |

EAST CO SERV FOR DEVELOPMENTALLY DISABLE - 3 YR

| | | |
|------------|----------|-----------|
| Joe Kinnie | 520-1475 | 6/30/2014 |
|------------|----------|-----------|

BABY BEAR HUGS

| | | |
|------------|----------|-----------|
| Joe Kinnie | 520-1475 | 6/30/2012 |
|------------|----------|-----------|

NE TRANSP AGENCY - 1 YR (2nd Wed)

| | | |
|---------------|----------|------|
| Jerry Beavers | 854-2584 | 2012 |
|---------------|----------|------|

SENIOR CITIZENS - 1 YR

| | | |
|------------|----------|------|
| Joe Kinnie | 854-2335 | 2012 |
|------------|----------|------|

BOARD OF ADJUSTMENTS - 3 YR

| | | |
|----------------|----------|------|
| Keith Sagehorn | 520-5211 | 2014 |
| Mark Lutze | 520-3787 | 2012 |
| Pat Meakins | 774-6294 | 2014 |
| LeRoy Michael | 466-7750 | 2012 |
| Virgil Harms | 774-7202 | 2013 |

PLANNING COMMISSION - 5 YR

| | | |
|--------------------|----------------|------|
| Gary Koch | 774-6460 | 2014 |
| Steve Young | 854-2133 | 2015 |
| | w ork 854-2254 | |
| Richard Starkebaum | 774-7169 | 2012 |
| LeRoy Michael | 854-2959 | 2013 |
| Keith Sagehorn | 520-5211 | 2016 |

CENTENNIAL MENTAL HEALTH - 1 YR

| | | |
|-----------------------------|----------|------|
| John Ayoub (Not Cty. Appt.) | | |
| Joe Kinnie | 854-2335 | 2012 |

CHP HEALTH PLAN - 1 YR

| | | |
|-------------------|----------|------|
| Randy Schafer | 854-3778 | 2012 |
| Dana Warren (alt) | 854-3778 | 2012 |

WORKERS COMP INS POOL - 1 YR

| | | |
|-----------------|----------|------|
| Bud Bieseemeier | 774-7279 | 2012 |
|-----------------|----------|------|

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

| | | |
|------------------------|----------|------|
| Jerry Beavers | 520-1952 | 2012 |
| Bud Bieseemeier | 774-7279 | ALT |
| Orville Tonsing - City | 854-2539 | |

CAPP

| | | |
|---------------|----------|------|
| Randy Schafer | 854-3778 | 2012 |
|---------------|----------|------|

N.E. CO HEALTH DEPARTMENT - 5 YRS

| | | |
|-----------------|----------|------|
| Bud Bieseemeier | 774-7279 | 2015 |
|-----------------|----------|------|

CCI LEGISLATIVE COMMITTEE

| | | |
|-----------------|----------|------|
| Joe Kinnie | 854-2335 | 2012 |
| Bud Bieseemeier | 774-7279 | alt |

REGIONAL LIBRARY BOARD - 5 YR

| | | |
|---------------|--|------|
| Elmer Jacobs | | 2015 |
| Lynette Harms | | ALT |

| REVOLVING NE CO LOAN FUND COMMITTEE - 1 YR | | | |
|--|------------------|--|------------------|
| George Michael | | | 2012 |
| Leo Mailander | | | 2012 |
| CENTENNIAL COUNTRY TOURISM BOARD - 3 YR | | | |
| Haxtun - Holyoke Chambers of Commerce | | | |
| E911 BOARD 4 YR | | | |
| David Dirks | at large | | 6/30/2014 |
| John Ayoub | Medical | | 6/30/2012 |
| 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 | | |
| Jerry Beavers | 854-2584 | | |
| 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 | | 6/30/2012 |
| PC ECONOMIC DEV CORP - 3 YRS | | | |
| Tom Bennett | 854-3825 | | 2014 |
| | Fax 854-2199 | | |
| David Blackford | | | 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 | | | |
| COMBOARD 2 yr except Commissioner Rep | | | |
| Tanya Allire | TERM | | Haxtun |
| Rob Urbach | TERM | | Sheriff |
| Doug Bergstrom | TERM | | Holyoke |
| Jerry Beavers | | | Cty Commissioner |
| Stan Kennedy | EMT | | 2012 |
| Phil Wirges | Holyoke Fire | | 2012 |
| SEIZURE COMMITTEE 1 YR | | | |
| Bob Watson | DA | | |
| Rob Urbach | Cty Sheriff | | |
| Bud Biesemeier | Cty Commissioner | | |
| D.A. REVIEW BOARD | | | |
| Bud Biesemeier | 774-7279 | | |
| NE COLORADO HOUSING | | | |
| Bud Biesemeier | 774-7279 | | 12/31/2012 |
| REGIONAL GRIEVANCE BOARD | | | |
| HUMAN SERVICES - 3 YR | | | |
| Linda Jelden | 854-2593 | | 12/31/2013 |
| VETERAN'S SERVICE OFFICE 2 yrs | | | |
| Reon Chaney | 774-6534 | | 2013 |

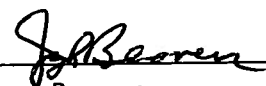
A motion was made by Jerry Beavers, seconded by Bud Biesemeier to approve the reorganization policies and appointments for 2012. Motion carried.

The meeting adjourned at 2:30 p.m.

Submitted by

Beth Cummings, Phillips County Clerk


K. Joe Kinzie


Jerry Beavers


Quentin "Bud" Biesemeier

Attest: 
Beth Cumming - Phillips County Clerk