

*Phillips County Commissioner*

*Meeting Minutes*

*April 30, 2021*

The board held a work session with Road and Bridge Supervisor Mike Salyards prior to the meeting.

**Call to order**

Chairman Hofmeister called to order the meeting of the Phillips County Commissioners and opened with the Pledge of Allegiance at 9:00 A.M. on April 30, 2021 at the County Courthouse in the Commissioner's Meeting room.

**Attendees**

Chairman Terry Hofmeister, Commissioners Garold E. Roberts and Tom Timm, County Administrator Laura Schroetlin, and County Clerk Beth Zilla.

**Additional Attendees**

Andrew Nygaard, Bill Andrews, Sheriff Elliott, Ed Lake, Rich Starkebaum, Keith Sagehorn, Jessie Stewart, Carrie Anderson and Dan Waln.

**Additions or Corrections to the Agenda**

The following corrections were made to the Agenda:

Item #10 – Event Center office for Fair Board was removed

Added #11 - Spelts Roofing Proposals

Added #12 – Fairgrounds/BOC Pavilion underground powerline project

**Approval of Consent Agenda**

Roberts made a motion to approve the consent agenda. Timm seconded the motion. Motion carried unanimously 3-0.

**Consent Agenda Items:**

- A) April 19, 2021 BOCC Minutes
- B) Payroll
- C) Invoice list
- D) CAPP Loss Reserves Notice
- E) Event Center/BOC Pavilion rentals
- F) Economic Development Update

**Public Comments**

No public comments

**Appointments**

Andrew Nygaard, reporter for the Holyoke Enterprise, met with the board for the monthly briefing. Notes from this portion of the meeting will be sent to the Haxtun/Fleming Herald.

Bill Andrews, Landfill Manager, proposed to the board to table the discussion of E-waste fees until next year. Board agreed. The board discussed with Andrews the county's newspaper recycling system.

Ed Lake of RF Systems, LLC and Rich Starkebaum both representing Region 1 Translator Association, met with the board to update them on the regional television service and upcoming updates to the system.

Rich Starkebaum and Keith Sagehorn met with the board to report the Planning Commission/Board of Adjustment recommendation for zoning change, specifically dealing with Resolution 2020-11-19-08 which established a six-month moratorium on the processing of permits related to the expansion and creation of new livestock facilities and livestock operations within Phillips County. The decision from their joint meetings was to recommend no changes in the A1 – A2 zones specific to commercial feedlots. The boards continue to work on minor changes to the zoning regulations and will bring those recommendations to the board at a later date. A public hearing will be necessary prior to any adoption of any revisions to the current zoning regulations.

The board met with CSU 4-H Extension Agent Jessie Stewart for her monthly update. Stewart mentioned the 4-H Council received an \$8,000 donation from the March 20<sup>th</sup> All Meat Barbeque celebration that was held as a response to Governor Polis’ Meatless Day Proclamation and outlined plans for spending the donation.

The board met with BOC Pavilion Reservationist, Carrie Anderson and County Maintenance Supervisor Dan Waln to discuss facility fees at the Fairgrounds Complex.

**Old Business**

The board tabled the discussion on the Platinum Technology IT Proposal until the budget process begins.

**Motions/ New Business**

Roberts moved to approve the following Facility Use Agreement forms as corrected.

**PHILLIPS COUNTY FACILITY USE AGREEMENT**

Reservation Office (T) 970-854-3616 (F) 970-854-3811 email: reservations@phillipscounty.co

TODAY'S DATE: _____	DATE(S) & TIME(S) OF EVENT
Name & Address of Responsible Party	Start Date: _____ Setup Time: _____
_____	End Date: _____ Finish Time: _____
_____	Time Event Starts _____ Time Event Ends _____
{T #} _____ Alt # _____	<b>Please note that all events must be done by 1:00 am and the Fairgrounds / Facilities must be vacated by 2:00 am.</b> **Alcohol events must end at 12:00 and vacated by 1:00 am Driver's License # (alcohol events only) _____

TYPE OF EVENT \_\_\_\_\_ ALCOHOL PRESENT:  NO  YES\*\* (event insurance may be required)

Rental Fees— (check correct box)	Daily Rate	# Of Days	Mandatory Damage Deposit	Fees Due
Grandstands & Arena	\$200 <input type="checkbox"/>			
Arena Lights	\$50 <input type="checkbox"/>			
Midway Area		# Of Days		
Daily Rate	\$50 <input type="checkbox"/>			
Electric Hookups Daily Rate	\$10 <input type="checkbox"/>			
Homesteaders' Park—Daily Rate Walk Path not included		# of Days	\$100/day <input type="checkbox"/>	
All Features (Shelter, Grass Area, Water Feature, Playground, Soccer Field, Disc Field)	\$300 <input type="checkbox"/>			
Shelter Only—Daily Rate	\$50 <input type="checkbox"/>			
Soccer Field Only—Daily Rate	\$50 <input type="checkbox"/>			
Courthouse Square - Daily Rate (includes restrooms & electric hookups)	\$175 <input type="checkbox"/>			
<b>Deposit for Event with Alcohol (see Page 2, section 2)</b>			\$625 <input type="checkbox"/>	
Harvest Park Camp Spaces Available—First come basis. Pay at the camping site or with credit card at the Extension Office located at the fairgrounds. \$25 1st day—\$20/day after — \$140 for 7 days — \$450 for 28 days — \$10 Dry camping Hookups: water, sewer, electricity 50 amp, 120/240 volt receptacles. Any other type—you must supply your own adapter.				
<b>In the section below please check all that apply</b>				
Stage \$200/Day <input type="checkbox"/>	# Days Needed _____	Location _____		
(1 week notice required. Renter must supply additional helpers)				
Additional Dumpsters & Trash Cans <input type="checkbox"/>	# _____	Location _____		
(Please indicate how many and where)				
Inflatables <input type="checkbox"/>	(Indicate how many and location) # _____	Location _____		
Additional Fees: (office use only)				
*County Setup—\$35 per man hour <input type="checkbox"/>				
*County Tear Down—\$35 per man hour <input type="checkbox"/>				
Additional Fees: (office use only)				
Office use only: Commissioner Approved NC <input type="checkbox"/>				
<b>TOTAL DAMAGE DEPOSIT &amp; TOTAL FEES DUE</b>				
<b>Make checks payable to "Phillips County" PO Box 328, Holyoke, CO 80734.</b>				
<b>Please make separate checks for damage deposit and rental fees. Damage deposits may be fully refundable.</b>				

Office Use Only: Fee Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_ Deposit Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_ Alcohol Deposit \$ \_\_\_\_\_ Check # \_\_\_\_\_

\*Rates are Subject to Change

# PHILLIPS COUNTY FACILITY USE AGREEMENT

Reservation Office (T) 970-854-3616 (F) 970-854-4347 email: reservations@phillipscounty.co

## 1. SCHEDULING EVENT/RESERVATIONS:

All events must be scheduled through the Reservation Office in the Phillips County Event Center. All events are scheduled on a first come, first served basis. The facilities (except Harvest Park) may be reserved in advance of the date of the event. The full amount of the damage deposit is due at the time of your reservation. The full amount of the rental and any other fees are due thirty (30) days before the event. The rental agreement may be submitted electronically or faxed to 970-854-3811, but will not be considered completed until the damage deposit is received.

County sponsored events may have fees waived.

The Commissioners have final authority over all rentals.

## 2. \*\*ALCOHOLIC BEVERAGES:

Alcohol is not allowed on county grounds at any time other than licensed events or private, invitation-only events.

If alcohol is sold at any event, a "Special Events Permit" liquor license must be obtained from the City of Holyoke. A representative from the group wishing to sell liquor at the Event Center must appear before the Board or submit a request in writing to obtain the "Permission to Sell Liquor Letter" from the Commissioners. The City of Holyoke will require this letter before proceeding with the liquor license process.

Private invitation-only events may serve alcohol only in pre-arranged (with the Commissioners) designated areas (to be roped off and marked by facilities manager). Do not allow guests to take drinks outside of designated areas. All beverages must be served in cans or disposable cups. *No bottles are allowed except for serving purposes.*

Responsible adults must serve the alcohol and must be aware of the liability of serving alcohol to your guests. It is a violation of law to allow or otherwise permit minors to consume alcoholic beverages. If minors are served or otherwise allowed to consume alcoholic beverages at your event, the entire security deposit shall be forfeited and such violations will be reported to the Law Enforcement.

Alcohol in Homesteaders' Park must be pre-approved by both

1. The City of Holyoke
2. The Board of County Commissioners

The Sheriff's office/ Holyoke Police Department will be notified of all events where alcohol is present and will be conducting routine compliance checks throughout the duration of the event as part of their regular patrol.

The undersigned must take responsibility of the actions of persons and guests attending the event, without limitation, and shall take reasonable steps to prevent or control acts which may result in bodily injury or property damage.

You must show proof of Liability Insurance (personal policy or renter's policy) for all events serving alcohol, if requested to do so by the Phillips County Commissioners, and list PHILLIPS COUNTY AS AN ADDITIONAL INSURED. You must provide a CERTIFICATE OF INSURANCE with your rental agreement.

3. Renter will be given a separate sheet of instructions for special requests. Special requests are not guaranteed. Renter agrees to adhere to any and all instructions pertaining to special requests.

## 4. PROHIBITED USES:

By directive of CTSI (building insurance carrier) no open flame allowed.

No motorized vehicles are allowed on the walk & bike path

No horses are allowed on the walk & bike path, in Homesteaders' Park or Harvest Park Campground.

No sub-leasing of County Facilities is allowed or permitted.

## 5. DAMAGE /LIQUOR DEPOSIT

If a cleaning/damage deposit is required, the deposit may be refunded, within 30 days, after your event, dependent upon the condition of the facility. All areas included in the rental must be clean and ready for use at the end of your rental period.

Phillips County reserves the right to withhold any part of the damage deposit.

All events need to end per the instructions on page 1 of this Use Agreement.

## 7. LIABILITY

The Phillips County Harvest Park, Homesteader's Park, Grandstands, Outdoor Arena, Horse Stalls, Midway Area and Courthouse Square are available to any person, group or organization. However, the undersigned understand(s) that they, and not Phillips County are personally responsible for any and all accidents to themselves, their invited guests, their personal property and anyone associated with the rental event, caused by their errors, negligence, or omissions.

The undersigned understand(s) further that they are responsible for damages caused to the Phillips County Facilities by persons attending the scheduled event and they shall be responsible to properly supervise, chaperon, and regulate the use of the facilities to protect any persons attending the event during the rental period.

I (WE) AGREE TO THE AFOREMENTIONED EVENT CENTER RULES AND REGULATIONS, TO ASSUME PERSONAL RESPONSIBILITY AND ANY AND ALL LIABILITY, for any or all accidents resulting in bodily injury to persons attending my event, damage to the Event Center caused by persons attending my event, any personal property loss or damage, and any liability associated with alcohol consumption at the Event Center during my scheduled event, caused by my invitees.

I acknowledge that I have received a copy of the rental agreement and these rules and regulations and have read them and understand them prior to signing them. The facilities above mentioned are owned by the residents of Phillips County and maintained by County personnel. Any violation of the rules and regulations as set forth within this rental agreement will jeopardize your future ability to use this facility.

\*\*\*Submit form ONLY if you agree to all rules and regulations\*\*\*

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

USE APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**RETURN THIS FORM TO EVENT CENTER OFFICE WITH FEES**

## PHILLIPS COUNTY FACILITY USE CLEANING CHECKLIST

*Cleaning must be completed within rental time frame.*

1. Pick up all trash from your event and put it in the waste receptacles.
2. Remove all personal items.
3. Leave the areas set up as you found them. (Benches, tables, etc.)
4. You are also responsible for the following:

- > **THE BUILDINGS ARE SMOKE FREE.** The Colorado Clean Air Act requires a person to be at least 15 feet away from any entrance if they wish to smoke. Please use the provided receptacles.
- > **ALCOHOL USE MUST BE PRE-APPROVED.**
  - All State of Colorado and City of Holyoke requirements must be met.
    - These include, but are not limited to:
      - No service of alcohol to anyone under the age of 21.
      - No open containers outside of the building.
      - Discontinue service of alcohol to an obviously intoxicated attendee.
      - Event must be private and entrance to the event must be controlled.
      - Alcohol may not be sold except by qualified non-profit organizations. Permits must be acquired from the Holyoke City Clerk and State of Colorado and must be presented at least 45 days prior to the event.
      - **Absolutely no alcohol allowed outside of the approved alcohol serving area.**
      - **Service of alcohol should terminate one hour before the end of the event.**
- > There is **ZERO TOLERANCE** for alcohol at a non-alcohol event. If the event was arranged as a non-alcohol event and does not have the proper liability insurance purchased and \$500.00 deposit paid in advance, it may be shut down immediately upon discovery of alcohol on the premises and the deposit may be forfeited for rental contract violation.
  - If there is evidence of alcohol use via debris (cans, bottles, etc.) in the area(s) rented, parking lot or trash cans, 100% of the deposit may be forfeited for rental contract violation.
- > Phillips County reserves the right to make periodic inspections of the facility during any and all events.
- > Phillips County reserves the right to have County staff on site during all stages of events (set-up, event itself, clean-up).

X \_\_\_\_\_ X \_\_\_\_\_

- > **NO horses or carriages** allowed on the walk/bike path, in Homesteaders' Park or Harvest Park Campground.
- > Horse and carriage may enter the grounds only via the main road.
- > Any waste from horses must be cleaned up by the renter. Waste must be put in the roll-off dumpster by the Pavilion.
- > Renter must provide name of horse and carriage company to reservationist.
- > Renter is responsible for making sure horse and carriage company abides by the county policies.

X \_\_\_\_\_ X \_\_\_\_\_

**Clean-Up**

- > **IF minimal cleanup is not done, you forfeit 50% of your deposit plus the County Cleanup charges as indicated on the Rental Agreement Form.**
  - You will be given a separate sheet of the minimal requirements. Renter is financially responsible for the cleanup; that it is done right and keys are returned.

X \_\_\_\_\_ X \_\_\_\_\_

If you have any accidents that break or ruin any part of the facilities during your event, PLEASE let us know as soon as possible so we can work out the best solution for the repairs. We appreciate honesty!

X: \_\_\_\_\_  
Renter

X: \_\_\_\_\_  
Phillips County Staff

Date: \_\_\_\_\_

**Phillips County  
PHILLIPS COUNTY FACILITY USE AGREEMENT  
Rental Information**

*This informational sheet will be discussed with the Renter at the time of reservation and each section will be initialed by Phillips County Staff and Renter.*

**FEES, DEPOSITS, & INSURANCE**

- > **DEPOSIT** is due when reservation is made. **NO EXCEPTIONS.**
- > **RENTAL FEE** is due thirty (30) days before event. **NO EXCEPTIONS.** \_\_\_\_\_  
(Due Date)
- > **ALL ALCOHOL EVENTS MUST HAVE LIABILITY INSURANCE PROOF 2 WEEKS PRIOR OF EVENT. NO EXCEPTIONS.**  
Options for insurance carriers are available from Phillips County.
- > **DEPOSITS WILL BE RETURNED** within 2 weeks of rental date if area(s) used are left clean.
  - Food should be cleaned up immediately after the event. Complete event clean-up must take place during the rental time period.
  - Remove all personal items and dispose of trash, leaving the area(s) as they were found.
  - County Cleanup fees, as indicated on the Facility Agreement Form, will be deducted from the deposit if cleaning is required (if not originally requested).
  - In the event that the security deposit does not cover the cost of the damage/cleaning fees, the renter will be billed for additional charges.

X \_\_\_\_\_ X \_\_\_\_\_

**EVENTS**

- > **SET-UP IS THE RESPONSIBILITY OF THE RENTER.**
  - Set-up can be contracted with Phillips County Reservationist for the fees indicated on the Rental Agreement Form.
  - Renter only has use of that area paid for in the rental agreement.
  - Use of bales for seating must be pre-approved.
- > **NON-ALCOHOL EVENTS MUST CONCLUDE BY 1:00 A.M. AND PREMISES VACATED BY 2:00 A.M.**
  - This means that the building must be vacated by all attendees, caterers, and bands promptly at the required time. *Compliance will be monitored using the video surveillance cameras. Failure to comply may result in loss of deposit monies.*

X \_\_\_\_\_ X \_\_\_\_\_

- > **ALL ALCOHOL EVENTS MUST CONCLUDE BY 12:00 MIDNIGHT AND PREMISES VACATED BY 1:00 A.M.**  
This means that the building must be vacated by all attendees, caterers, and bands promptly at the required time. *Compliance will be monitored using the video surveillance cameras. Failure to comply may result in loss of deposit monies.*

X \_\_\_\_\_ X \_\_\_\_\_

Timm seconded the motion. Motion carried unanimously 3-0.

Roberts made a motion to authorize Broc Pelle to act as grant administrator and to sign the financial reports for the Emergency Manager. Timm seconded the motion. Motion carried unanimously 3-0

Roberts made a motion to approve a project to bury the existing aboveground powerline on the west side of the BOC Pavilion not to exceed a cost of \$5,000.00. Timm seconded the motion. Motion carried unanimously 3-0.

Timm made a motion to approve the insurance roofing claim proposals from Spelts Roofing for tear off and installation of new shingles on the Phillips County Museum in the amount of \$58,309.35, Jailhouse 1 in the amount of \$19,500.97, and Jailhouse 2 in the amount of \$11,184.57. Roberts seconded the motion. Motion carried unanimously 3-0.

**Adjournment**

Chairman Hofmeister adjourned the meeting at 12:06P.M.

Minutes submitted by County Clerk Beth Zilla


Next meeting is scheduled for May 07, 2021.

Phillips County Commissioners

Attest:

  
Terry Hofmeister, Chairman

  
Beth Zilla, County Clerk

  
Tom Timm

  
Garold Roberts

