

# *Phillips County Commissioner*

## *Meeting Minutes*

*December 10, 2021*

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

The board held a second work session with Aaron Sprague from Republican River Water. Those present were County Assessor Doug Kamery, Deputy Assessor Toby Thompson, Road Supervisor Mike Salyards, Assistant Road Supervisor Kevin Scott, County Administrator Laura Schroetlin and Assistant County Administrator Nici Akey.

### **Call to order**

Chairman Hofmeister called to order the meeting of the Phillips County Commissioners and opened with the Pledge of Allegiance at 9:15 A.M. on December 10, 2021 at the County Courthouse in the Commissioners' Meeting room.

### **Attendees**

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

### **Additional Attendees**

County Attorney Tammy Kelley, County Sheriff Thom Elliott, District Attorney Travis Sides, Fair Board President Kayla Kafka, Event Center/Pavilion Reservationist Carrie Anderson, Holyoke Chamber Executive Director Holly Ferguson, Department of Human Services Director Lori Lundgren, Veteran Service Officer Jeremy Kilpatrick

### **Additions or Corrections to the Agenda**

#### **Additions to the Agenda**

- #15 Approval of Road & Bridge capital purchase
- #16 Conversation on hiring bonuses
- #17 CCI Letter from Gov. Polis

### **Approval of Consent Agenda**

Timm made a motion to approve the Consent Agenda as presented. Roberts seconded and the motion unanimously 3-0.

### **Consent Agenda Items:**

- a. Approval of the minutes of the BOCC 11.24.2021 meeting
- b. Approval of the AP Invoice List
- c. Acknowledgment of the Treasurer's Monthly Reports
- d. Acknowledgment of the Monthly Financial Reports
- e. Acknowledgment of receipt of the TV Service Log for October
- f. Acknowledgment of receipt of Seaboard Quarterly Monitoring Report
- g. Acknowledgment of receipt of Timmerman CAFO Insp. Report
- h. Acknowledgment of the receipt of Mobile Food Pantry Report
- i. Acknowledgment of the receipt of CTSI Monthly Reports
- j. Approval of Special Meeting minutes from 12.02.2021
- k. Acknowledgment of receipt of Event Center rentals/surveys

### **Public Comments**

No public comments

### **Appointments**

The board and Elliott held a phone conference with Sides.

Kafka gave an update on the fair board plans and activities going into next year. She reported on the event planned for New Year's Eve as well as their work with B&B Investments to schedule a race during the fair.

Anderson and Ferguson presented a plan for the Pavilion concession stand. Ferguson is checking on appropriate insurance for the use.

Roberts made a motion to become the Board of Human Services at 11:00. Timm seconded and the motion carried 3-0. The minutes from this portion of the meeting will be maintained by the DHS. The BOCC resumed at 11:09.

Kilpatrick gave a monthly activity report and discussed potential office hours and office locations in the county.

**Old Business**

Roberts moved to adopt the three (3) following resolutions for the 2022 budget:

No. 2021-017

**A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND, AND ADOPTING A BUDGET FOR THE COUNTY OF PHILLIPS, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST OF JANUARY 2022, AND ENDING ON THE LAST DAY OF DECEMBER 2022.**

**WHEREAS**, the Board of County Commissioners of Phillips County has appointed Laura L. Schroetlin, Deputy Administrator, to prepare and submit a proposed budget to said governing body on December 10, 2021 for its consideration; and

**WHEREAS**, Laura L. Schroetlin, Budget Officer, has submitted a proposed budget to this governing body on December 10, 2021, 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 December 10, 2021, 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 the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF PHILLIPS, COLORADO:**

Section 1. That estimated expenditures for each fund are as follows:

GENERAL FUND	\$3,899,940
ROAD AND BRIDGE FUND	\$3,075,778
HUMAN SERVICES FUND	\$ 567,745
CAPITAL EXPENDITURE FUND	\$ 450,350
CONSERVATION TRUST FUND	\$ 42,898
AMBULANCE FUND – NOT COUNTY FUNDS	\$ 76,972
UNEMPLOYMENT FUND – TRUST FUND	\$ 30,977
E911 FUND – NOT A COUNTY FUND	\$ 157,167
ECONOMIC DEVELOPMENT FUND	\$ 81,865
AMERICAN RECOVERY ACT FUND	\$ 674,663

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

<b>GENERAL FUND</b>	
From unappropriated surpluses	\$1,941,044
From sources other than general property tax	\$1,516,692
From the general property tax levy	<u>\$2,171,473</u>
Total General Fund	\$5,629,209
<b>ROAD AND BRIDGE FUND</b>	
From unappropriated surpluses	\$1,665,020
From sources other than general property tax	\$2,012,532
From the general property tax levy	<u>\$ 369,810</u>
Total Road and Bridge Fund	\$4,047,362
<b>HUMAN SERVICES FUND</b>	
From unappropriated surpluses	\$180,903
From sources other than general property tax	\$462,000
From the general property tax levy	<u>\$158,033</u>
Total Human Services Fund	\$800,936
<b>CAPITAL EXPENDITURE FUND</b>	
From unappropriated surpluses	\$571,609
From sources other than general property tax	\$336,593
From the general property tax levy	<u>\$ 98,758</u>
Total Capital Expenditure Fund	\$1,006,960
<b>CONSERVATION TRUST FUND</b>	
From unappropriated surpluses	\$28,883
From sources other than general property tax	\$14,015
From the general property tax levy	<u>\$ 0</u>
Total Conservation Trust Fund	\$42,898
<b>AMBULANCE FUND</b>	

From unappropriated surpluses	\$60,772
From sources other than general property tax	\$ 8,200
From the general property tax levy	<u>\$ 0</u>
Total Ambulance Fund	\$68,972
<b>UNEMPLOYMENT FUND</b>	
From unappropriated surpluses	\$30,977
From sources other than general property tax	\$ 0
From the general property tax levy	<u>\$ 0</u>
Total Unemployment Fund	\$30,977
<b>E911 FUND</b>	
From unappropriated surpluses	\$114,351
From sources other than general property tax	\$165,745
From the general property tax levy	<u>\$ 0</u>
Total E911 Fund	\$280,096
<b>ECONOMIC DEVELOPMENT FUND</b>	
From unappropriated surpluses	\$ 8,931
From sources other than general property tax	\$53,869
From the general property tax levy	<u>\$ 0</u>
Total Economic Development Fund	\$62,800
<b>AMERICAN RECOVERY PLAN ACT FUND</b>	
From unappropriated surpluses	\$167,470
From sources other than general property tax	\$414,213
From the general property tax levy	<u>\$ 0</u>
Total American Recovery Plan Act Fund	\$581,683

Section 3. That the budget submitted, and hereinabove summarized by fund, be, and the same 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 Board of County Commissioners of Phillips County and certified by the County Clerk and made a part of the public records of Phillips County.

No. 2021-018

**A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR PHILLIPS COUNTY, COLORADO, FOR THE 2022 BUDGET YEAR.**

WHEREAS, the Board of County Commissioners has adopted the annual budget in accordance with the Local Government Budget Law, on December 10, 2021, and;

WHEREAS, the Board of County Commissioners has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the County.

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

Section 1. That the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated:

GENERAL FUND	\$ 3,899,940
ROAD AND BRIDGE FUND	\$ 3,075,778
HUMAN SERVICES FUND	\$ 567,745
CAPITAL EXPENDITURE FUND	\$ 450,350
CONSERVATION TRUST FUND	\$ 42,898
AMBULANCE FUND	\$ 76,972
UNEMPLOYMENT FUND	\$ 30,977
E911 FUND	\$ 157,167
ECONOMIC DEVELOPMENT	\$ 81,865
AMERICAN RECOVERY ACT	\$ 674,663
TOTAL ALL FUNDS	\$9,058,355

No. 2021-019

**A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2021 ASSESSMENT YEAR PAYABLE IN 2022 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE COUNTY OF PHILLIPS, COLORADO, FOR THE 2022 BUDGET YEAR.**

WHEREAS, the Board of County Commissioners of the County of Phillips has adopted the annual budget in accordance with the Local Government Budget Law, on December 10, 2021 and;

**WHEREAS**, the amount of money necessary to balance the budget for general operating purposes (General Fund) is \$2,208,473, and;

**WHEREAS**, the amount of money necessary to balance the budget for Road & Bridge Fund is \$374,709 and;

**WHEREAS**, the amount of money necessary to balance the budget for Human Services Fund is \$160,733, and;

**WHEREAS**, the amount of money necessary to balance the budget for Capital Expenditure Fund is \$100,458 and;

**WHEREAS**, the 2021 valuation for assessment for the County of Phillips as certified by the County Assessor is \$100,458,180.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF PHILLIPS, COLORADO:**

Section 1. That for the purpose of meeting all operating expenses of County of Phillips during the 2022 budget year, there is hereby levied a tax of 28.28 mills, plus an abatement of .034, resulting in 28.314 mills upon each dollar of the total valuation for assessment of all taxable property within the County in 2021.

The details of the above tax levies are as follows:

<u>FUND</u>	<u>MILL LEVY</u>
General	21.95
Abatement/Tax Refund	<u>.034</u>
Total General	21.984
Road and Bridge	3.73
Human Services	1.60
Capital Expenditure	<u>1.00</u>
Total levy	28.314

Section 2. That the Budget Officer is hereby authorized and directed to immediately certify to the County Commissioners of Phillips County, Colorado the mill levies for the COUNTY OF PHILLIPS as herein above determined and set.

Timm seconded and the motion carried 3-0.

Timm moved to approve the B&B Investments 2022 Phillips County Raceway contract as amended, the addendum and the 2022 Phillips County Raceway schedule as presented. Roberts seconded and the motion carried 3-0.

### **Motions/ New Business**

Roberts moved to approve the 2022 Board of County Commissioners meeting schedule as amended. Timm seconded and the motion carried 3-0

Kelley met with the board to discuss the Regional Opioid Council Settlement MOU. Her written comments will be passed along to the Region 4 council.

Timm moved to approve Phillips County Records Request Policy with the fee schedule. Roberts seconded and the motion carried 3-0.

Timm moved to approve the hiring request from Road Manager Mike Salyards to hire Tobin Moore as a full-time road worker, effective December 13, 2021. He is to be placed on the RB Grade 16 Step 1 (\$35,246.49 annually, \$2,937.21 monthly). Roberts seconded and the motion carried 3-0.

Roberts moved to approve the request from Star 92.3 to include alcohol tasting at the upcoming Farm and Home show scheduled for February 5, 2022, with the condition that a special events permit is obtained from the City of Holyoke, the required liquor liability insurance is acquired, and the additional alcohol deposit is paid. Timm seconded and the motion carried 3-0.

Roberts moved to approve the purchase of a 2022 CAT 140 motor grader at a price of \$270,140 minus the trade in of a 2004 CAT 140H allowance of \$54,000 for a net price of \$216,140. The purchase will be made out of the 2022 budget. Timm seconded and the motion carried 3-0.

Roberts moved to reappoint Josh Larson and Kayla Kafka to the Phillips County Fair board and to appoint Lindsey Boerner and Gary McCallum to the two open positions. Timm seconded and the motion carried 3-0.

Timm made a motion to approve allowing the Holyoke Chamber of Commerce to manage the Pavilion concession stand. Roberts seconded and the motion carried 3-0. This effort will be coordinated with Pavilion Reservationist Anderson.

### **Adjournment**


Chairman Hofmeister adjourned the meeting at 12:38 P.M.

Minutes submitted by County Clerk Beth Zilla and Nici Akey

Next meeting is scheduled for December 20th, 2021.

Phillips County Commissioners:

Attest:

  
Terry Hofmeister

  
Beth Zilla, County Clerk

  
Tom Timm

  
Garold Roberts

