



## Phillips County Commissioner

### Meeting Minutes<sup>1</sup>

December 15, 2023

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

#### Call to order

Chairman Garold Roberts called the meeting of the Phillips County Commissioners to order and opened with the Pledge of Allegiance at 8:00 a.m. at the County Courthouse in the Commissioner meeting room.

#### County Attendees

Chairman Garold Roberts, Commissioners Terry Hofmeister and Tom Timm, County Administrator Laura Schroetlin, Deputy Administrator/Planner Andrew Nygaard, County Clerk Beth Zilla, County Weed and Pest Manager Kerri Doleshall, Assistant Maintenance Supervisor Brandon Markert, and County Assessor Doug Kamery

#### Additional Attendees

Janelle Krueger

#### Additions or Corrections to the Agenda

None presented.

#### Approval of Consent Agenda

Timm made a motion to approve the consent agenda as presented. Hofmeister seconded the motion. Motion carried unanimously.

#### Consent Agenda Items:

- a. Approval of the minutes of the BOCC 12.08.2023 meeting
- b. Approval of invoice list
- c. Acknowledge receipt of Treasurer reports
- d. Acknowledge receipt of CAPP reports
- e. Acknowledge receipt of Workers' Comp reports
- f. Acknowledge receipt of Finance reports
- g. Acknowledge receipt of Building Permits log
- h. Acknowledge receipt of Event Center/BOC Pavilion rentals

#### Public Comment

None presented.

#### Appointments

The board met with Assistant Maintenance Supervisor Brandon Markert to discuss the scout building at the fairgrounds. Markert asked about covering up the hole in the wall of the building with a slide door or overhead roll-up door for mower access and storage. The board agreed to allow minimal maintenance and will budget for a new building in the future. The board also discussed the Fair Manager job description with Markert since he is president of the Phillips County Fair Board.

The board met with Weed and Pest Manager Kerry Doleshall to discuss new equipment to use for prairie dog and rodent control.

#### Public Hearing

Chairman Roberts opened the 2024 Budget Hearing 10:00 a.m. Present were Chairman Roberts, Commissioners Terry Hofmeister and Tom Timm, County Administrator Laura Schroetlin, Deputy Administrator/Planner Andrew Nygaard, County Clerk Beth Zilla, County Assessor Doug Kamery, and Janelle Krueger from the public.

Kamery made comments requesting that elected officials be notified before the budget hearing if their budget requests had been approved. Schroetlin stated that if there were any major changes made to a department that department head would be notified prior to the public hearing.

<sup>1</sup>Minutes prepared by Beth Zilla are a summary of discussions, not a verbatim account.



Krueger asked the board to consider having a place in the budget for housing development. She also said there are some grants that help pay for a grant writer, and that she'd like to have the county play a role in housing efforts. Seeing no further comments, Chairman Roberts closed the hearing at 10:23 a.m.

#### **Unfinished Business**

The board reviewed the new landfill rate proposal.

#### **Motions/ New Business**

Timm made a motion to approve the request from Weed and Pest Manager Kerri Doleshall to purchase a rodent control machine from Cheetah Industries to be used in pest control operations, at a total cost of \$1,835. Hofmeister seconded the motion. Motion carried unanimously.

Hofmeister made a motion to approve the request from Landfill Manager Bill Andrews to raise rates as presented on the proposed landfill fee schedule effective January 1, 2024. Timm seconded the motion. Motion carried unanimously.

Timm made a motion to approve the request from Sheriff Michael Beard to move Emali Torres to GN40 Grade 26 Step 3, effective December 12, 2023. Hofmeister seconded the motion. Motion carried unanimously.

Hofmeister made a motion to approve the request from Sheriff Michael Beard to move Jack Wieland to GN40 Grade 30 Step 2, effective December 1, 2023. Timm seconded the motion. Motion carried unanimously.

Timm made a motion to approve the request from Road and Bridge Manager Mike Salyards to move Anthony Helfer to RB Grade 16 Step 2, effective December 20, 2023. Hofmeister seconded the motion. Motion carried unanimously.

Hofmeister made a motion to approve the request from County Administrator Laura Schroetlin to hire Christy Kage as Administrative Support at GN Grade 16 Step 2, effective January 1, 2024. Timm seconded the motion. Motion carried unanimously.

Timm made a motion to approve the Colorado Counties Inc. annual dues of \$10,700 for 2024. Hofmeister seconded the motion. Motion carried unanimously.

Timm made a motion to approve the CCI Public Lands annual dues of \$150 for 2024. Hofmeister seconded the motion. Motion carried unanimously.

Hofmeister made a motion to authorize the chairman to sign the ACH Authorized Signature Form for county personnel listed. Timm seconded the motion. Motion carried unanimously.

Timm made a motion to approve the 2024 Board of County Commissioners meeting schedule as presented. Hofmeister seconded the motion. Motion carried unanimously.

Hofmeister made a motion to extend the hiring incentive to June 30, 2024, for new employees to earn \$3,000 to be paid out in four (4) six-month installments with the condition of a 2-year service commitment. Timm seconded the motion. Motion carried unanimously.

The board discussed the Memorandum of Understanding with CSU Extension. The board tabled further discussion until County Attorney Tammy Kelley reviews it.

Hofmeister a motion to adopt Resolution 2023-12-15-01 which summarizes expenditures and revenues for each fund, and adopting a budget for the County of Phillips, Colorado, for the calendar year beginning on the first day of January 2024, and ending on the last day of December 2024. Timm seconded the motion. Motion carried unanimously. The Resolution reads:

## **RESOLUTION TO ADOPT BUDGET**

**DECEMBER 15, 2023**

No. 2023-12-15-01

**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 2024, AND ENDING ON THE LAST DAY OF DECEMBER 2024.**

**WHEREAS,** the Board of County Commissioners of Phillips County has appointed Laura L. Schroetlin, County Administrator, to prepare and submit a proposed budget to said governing body on December 15, 2023 for its consideration; and



**WHEREAS**, Laura L. Schroetlin, Budget Officer, has submitted a proposed budget to this governing body on December 15, 2023, 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 15, 2023, 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	\$4,596,273
ROAD AND BRIDGE FUND	\$2,433,769
HUMAN SERVICES FUND	\$ 500,565
CAPITAL EXPENDITURE FUND	\$ 544,000
CONSERVATION TRUST FUND	\$ 60,695
AMBULANCE FUND – NOT COUNTY FUNDS	\$ 68,103
UNEMPLOYMENT FUND – TRUST FUND	\$ 30,977
E911 FUND – NOT A COUNTY FUND	\$ 193,447
AMERICAN RECOVERY ACT FUND	\$ 329,952

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

**GENERAL FUND**

From unappropriated surpluses	\$2,792,606
From sources other than general property tax	\$1,841,047
From the general property tax levy	<u>\$2,324,875</u>
Total General Fund	\$6,958,528

**ROAD AND BRIDGE FUND**

From unappropriated surpluses	\$ 910,598
From sources other than general property tax	\$1,840,707
From the general property tax levy	<u>\$ 377,856</u>
Total Road and Bridge Fund	\$3,129,161

**HUMAN SERVICES FUND**

From unappropriated surpluses	\$446,916
From sources other than general property tax	\$430,792
From the general property tax levy	<u>\$162,083</u>
Total Human Services Fund	\$1,039,791

**CAPITAL EXPENDITURE FUND**

From unappropriated surpluses	\$ 676,772
From sources other than general property tax	\$ 558,693
From the general property tax levy	<u>\$ 0</u>
Total Capital Expenditure Fund	\$1,235,465

**CONSERVATION TRUST FUND**

From unappropriated surpluses	\$46,595
From sources other than general property tax	\$14,100
From the general property tax levy	<u>\$ 0</u>
Total Conservation Trust Fund	\$60,695

**AMBULANCE FUND**

From unappropriated surpluses	\$36,022
From sources other than general property tax	\$32,081
From the general property tax levy	<u>\$ 0</u>
Total Ambulance Fund	\$68,103

**UNEMPLOYMENT FUND**

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

**E911 FUND**

From unappropriated surpluses	\$260,119
From sources other than general property tax	\$291,865
From the general property tax levy	\$ 0
Total E911 Fund	\$551,984

AMERICAN RECOVERY PLAN ACT FUND

From unappropriated surpluses	\$ 0
From sources other than general property tax	\$329,952
From the general property tax levy	\$ 0
Total American Recovery Plan Act Fund	\$329,952

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.

Timm made a motion to adopt Resolution 2023-12-15-02 which appropriates sums of money to the various Phillips County funds and spending agencies for the 2024 budget year. Hofmeister seconded the motion. Motion carried unanimously. The Resolution reads:

**RESOLUTION TO APPROPRIATE SUMS OF MONEY**

**DECEMBER 15, 2023**

No. 2023-12-15-02

**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 2024 BUDGET YEAR.**

WHEREAS, the Board of County Commissioners has adopted the annual budget in accordance with the Local Government Budget Law, on December 15, 2023, 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	\$4,596,273
ROAD AND BRIDGE FUND	\$2,433,769
HUMAN SERVICES FUND	\$ 500,565
CAPITAL EXPENDITURE FUND	\$ 544,000
CONSERVATION TRUST FUND	\$ 60,695
AMBULANCE FUND	\$ 68,103
UNEMPLOYMENT FUND	\$ 30,977
E911 FUND	\$ 193,447
AMERICAN RECOVERY ACT	\$ 329,952
<b>TOTAL ALL FUNDS</b>	<b>\$8,757,781</b>

Hofmeister made a motion to adopt Resolution 2023-12-15-03 levying general property taxes for the 2023 assessment year payable in 2024 to help defray the costs of government for Phillips County, Colorado, for the 2024 budget year. Timm seconded the motion. Motion carried unanimously. The Resolution reads:

**RESOLUTION TO SET MILL LEVIES**

**December 15, 2023**

No. 2023-12-15-03

**A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2023 ASSESSMENT YEAR PAYABLE IN 2024 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE COUNTY OF PHILLIPS, COLORADO, FOR THE 2024 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 15, 2023 and;



**WHEREAS**, the amount of money necessary to balance the budget for general operating purposes (General Fund) is \$2,324,875, and;

**WHEREAS**, the amount of money necessary to balance the budget for Road & Bridge Fund is \$377,856 and;

**WHEREAS**, the amount of money necessary to balance the budget for Human Services Fund is \$162,083, and;

**WHEREAS**, the amount of money necessary to balance the budget for Capital Expenditure Fund is \$0 and;

**WHEREAS**, the 2023 valuation for assessment for the County of Phillips as certified by the County Assessor is \$101,147,210.

**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 2024 budget year, there is hereby levied a tax of 28.28 mills upon each dollar of the total valuation for assessment of all taxable property within the County in 2023.

The details of the above tax levies are as follows:

<u>FUND</u>	<u>MILL LEVY</u>
General	22.95
Road and Bridge	3.73
Human Services	1.60
Capital Expenditure	<u>0</u>
Total levy	28.28

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 made a motion to approve the Fair Manager job description as revised. Roberts seconded the motion. Motion carried unanimously.

**Adjournment**


Chairman Roberts adjourned the meeting at 10:30 a.m.

Minutes submitted by County Clerk Beth Zilla.

Next meeting is scheduled for December 29, 2023.

Phillips County Commissioners:

Attest:

  
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Tom Timm

  
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Beth Zilla, County Clerk

  
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Terry Hofmeister

  
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Garold Roberts

