

*Phillips County Commissioner  
Reorganization Meeting Minutes  
January 12, 2021*

**I. Call to order**

Chairman Terry Hofmeister called to order the Reorganization Meeting of the Phillips County Commissioners at 9:00 A.M. on January 12, 2021 at the County Courthouse in the Commissioner Meeting room.

**II. Attendees**

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

**III. Reorganization Meeting**

Roberts made a motion to appoint Terry Hofmeister to serve as chairman of the Phillips County Board of County Commissioners for the 2021 calendar year, as per Colorado Revised Statute 30-10-307. Timm seconded the motion. Motion carried.

Roberts made a motion to appoint Timm and Roberts as a temporary Chairman in the absence of Hofmeister, as per Colorado revised Statute 30-10-307. Timm and Roberts will rotate the duty as temporary Chairman. Timm seconded the motion. Motion carried.

Timm made the motion to allow the Chairman to make a motion or to second a motion. Roberts seconded the motion. Motion carried.

Roberts made a motion to post BOCC meeting agendas in the following locations: on the county website, on bulletin board in the hall outside the Commissioners Meeting Room, and on the bulletin board located in the County Clerk's Office. Timm seconded the motion. Motion carried.

Roberts made a motion to approve the usage fees for the Event Center per the schedule presented. Timm seconded the motion. Motion carried. *See Attachment "A"*

Timm made a motion to approve the usage fees for the Bank of Colorado (BOC) Pavilion per the schedule presented. Roberts seconded the motion. Motion carried. *See Attachments "B-1" and "B-2"*.

Roberts made a motion to approve the Planning and Zoning fees, per the schedule presented. Timm seconded the motion. Motion carried. *See Attachment "C"*.

Timm made a motion to approve the Road and Bridge fees, per the schedule presented. Roberts seconded the motion. Motion carried. *See Attachment "C"*.

Roberts made a motion to approve the Harvest Park campground fees, as per the schedule presented. Timm seconded the motion. Motion carried. *See Attachment "D"*.

Timm made a motion to approve the usage fees for the Fairground Facilities, per the schedule presented. Roberts seconded the motion. Motion carried. *See Attachment "E"*.

Roberts made a motion to approve the usage fees for the Homesteaders' Park, per the schedule presented. Timm seconded the motion. Motion carried. These fees will be reviewed again at the next commissioner meeting on January 19, 2021. *See Attachment "F"*.

Timm made a motion to approve the Landfill fees, per the schedules presented. Roberts seconded the motion. Motion carried. Fees will be reviewed at the next meeting with Landfill Manager Bill Andrews on January 19, 2021. *See Attachments "G-1", "G-2", and "G-3"*.

The board tabled the approval of accounts receivable late fees for the landfill and weed and pest departments until the January 29, 2021 meeting.

The board tabled the approval to impose a penalty on those who build in Phillips County without obtaining a building permit until more information is obtained and reviewed.

Roberts made a motion to approve Resolution 2021-02 to appoint Pamela Jensen as County Administrator for the 2021 Calendar year. Timm seconded the motion. Motion carried.

**WHEREAS**, pursuant to Colorado Revised Statutes, Section 30-11-107 (1)(n), the Phillips County Board of County Commissioners ("Board") is authorized to create, by resolution duly adopted, the office of county administrator or such other offices as the Board deems required for the efficient management of the business and concerns of the County; and

**WHEREAS**, to further the efficient and effective management of County affairs:

**WHEREAS**, the Board is authorized to make appointments to the offices so created and to prescribe duties to be performed by such appointees; and

**WHEREAS**, pursuant to Section 30-11-107(1)(n), C.R.S., the Board is authorized to employ the services of Pamela J. Jensen as its county administrator; and

**WHEREAS**, on January 12, 2021, the Board voted to appoint Pamela J. Jensen as its county administrator; and

**WHEREAS**, the Board desires to affirm said appointment of Pamela J. Jensen and authorize the Execution of this Resolution;

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

- I. Pamela J. Jensen is hereby appointed as Phillips County Administrator in accordance with this Resolution.
2. The Chairman of the Board is authorized to sign and execute on behalf of Phillips County all other documents necessary to complete the appointment of Pamela J. Jensen as Phillips County Administrator.
3. The duties of the county administrator shall be as described in the attached County Administrator 04.19.19 County Position Description, and as described in exhibit "A".

The effective date hereof shall be the date of the adoption of this Resolution.

ADOPTED THIS 12th day of January 2021.

Timm made a motion to approve Resolution 2021-03 to appoint Laura Schroetlin as Budget Officer for the 2021 Calendar year. Roberts seconded the motion. Motion carried.

**WHEREAS**, pursuant to Colorado Revised Statutes, Section 29-1-104 & 30-11-107(n), the Phillips County Board of County Commissioners ("Board") is authorized to create, by resolution duly adopted, the office of county budget officer or such other offices as the Board deems required for the efficient management of the business and concerns of the County; and

**WHEREAS**, the Board is authorized to make appointments to the offices so created and to prescribe duties to be performed by such appointees; and

**WHEREAS**, to further the efficient and effective management of County affairs, the Board desires to appoint, as required in Colorado Revised Statutes, Section 29-1-104, Laura Schroetlin, Deputy Administrator to prepare the county budget and submit the same to the Board of County Commissioners.

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

- I. The position of county budget officer is hereby created.
2. The duties of the county budget officer shall be as described in Colorado Revised Statutes 29-1-101 through 29-1-115 "Local Government Budget Law of Colorado" and other functions as prescribed by the Board of County Commissioners.

The effective date hereof shall be the date of the adoption of this Resolution.

ADOPTED THIS 12th day of January 2021.

Timm made a motion to approve Resolution 2021-04 to appoint Kelley Law Ltd. as the County Attorney for the 2021 Calendar Year. Roberts seconded the motion. Motion carried.

**WHEREAS**, pursuant to Colorado Revised Statutes, Section 30-11-107(n) and 30-11-118, the Phillips County Board of County Commissioners ("Board") is authorized to create, by resolution duly adopted, the office of county attorney or such other offices as the Board deems required for the efficient management of the business and concerns of the County; and

**WHEREAS**, the Board is authorized to make appointments to the offices so created and to prescribe duties to be performed by such appointees; and

**WHEREAS**, to further the efficient and effective management of County affairs, the Board desires to establish the office of county attorney.

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

1. The office of county attorney is hereby created.
2. The duties of the county attorney shall be as described in the attached 2021 Contract between Kelley Law, Ltd and Phillips County.

The effective date hereof shall be the date of the adoption of this Resolution.

**ADOPTED THIS 12th day of January 2021.**

Roberts made a motion to approve Temporary and Seasonal part-time employee pay to be at least minimum wage (\$12.32) up to \$18.00 per hour based on experience. Timm seconded the motion. Motion carried.

Roberts made a motion to appoint Administrator Jensen and Commissioner Hofmeister as Interim for the office of the Emergency Management Officer. Timm seconded the motion. Motion carried.

Meeting dates for 2021 will be according to *Attachment H*.

All meeting changes to the approved annual meeting schedule shall be posted on the county website, bulletin board outside of commissioner office and in the clerk's office.

Approved holidays for 2021 will be according to *Attachment J*.

The board had previously approved a \$136 per month (\$.7846 per hour) pay increase for all full-time employees. Permanent part-time employees will receive a prorated amount.

The county will pay 80% of the employee share and 65% of the dependents share of the health insurance. The county will pay 80% of the employees share and 60% of the dependents share for dental and vision insurance.

The county currently offers health insurance, dental insurance, and vision insurance through the County Health Pool. For 2021 the county will offer five of the seven available plans.

Employees must work 24 hours per week to be able to carry insurance. If an employee works less than fulltime, the employee premium for any benefit will be pro-rated.

Employees must be a permanent part-time employee and work at least 20 hours per week to qualify for the county retirement benefit.

Each eligible 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 the time-and-a-half pay as approved by the County Commissioners. Vacations should be taken according to requirements in the County Personnel Policy.

Smoking and vaping are hereby prohibited.

Use of county equipment will be as follows:

Any party's use of county 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
- Keys will be maintained by county personnel only

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.

County grass drill \$15/acre & \$30/day

The department heads must get approval from the board on purchases over \$1,000.

The majority of the Board must agree on purchases or repairs of \$5,000.00 or more.

Purchasing from county businesses is encouraged for all county departments.

All contracts or agreements which bind the County must be reviewed by Kelley Law Ltd. and then presented to the County Commissioners for review and approval before being accepted. All contracts shall be in writing. Verbal contracts are not accepted or binding.

The County's current rate for payment of gravel is \$.50 per cubic yard.

Loading dirt and gravel will be \$20.00/cu.yd (landfill loader is 2 ½ yds per scoop and the large loader is 4 yds per scoop). The county prefers not to haul but if necessary \$6.00/loaded mile will be charged. No sales to commercial enterprises.

Special request from landowners for culverts on driveways and fills: individual pays for the culvert and county installs the culvert. The county does not allow more than three in a one-half mile.

County Newspapers will be the Haxtun-Fleming Herald and the Holyoke Enterprise.

The approved bank depositories for the County are:

- Bank of the West, Holyoke Colorado
- First Pioneer National Bank, Holyoke Colorado
- Points West Community Bank of Haxtun Colorado
- Bank of Colorado, Holyoke Colorado

Mileage reimbursement rate for use of personal vehicles for county business will be \$.35/mile for 2021.

The County Auditor will be rfarmer, llc of Lamar, Colorado, for the yearly audit fee of \$19,500.00.

As per C.R.S. 30-10-109, the Commissioners adopted Resolution 2021-05 which states that all County offices shall be kept open for the transaction of county business Monday through Friday 8:00 a.m. to 4:30 p.m. unless otherwise approved by the board of County Commissioners.

**WHEREAS**, pursuant to Colorado Revised Statutes, Section 30-10-109, the Phillips County Board of County Commissioners ("Board") is authorized to create, by resolution duly adopted, the days and hours the County offices shall be kept open for transaction of County business; and

**WHEREAS**, individual departments and offices may adopt a different schedule to accommodate their individual duties with the approval of the Board; and

**WHEREAS**, the Board desires to give adequate notice to the public for transaction of business to be limited to days and hours other than designated; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of County Commissioners of Phillips County, Colorado, the normal working hours of Phillips County Government shall be from 8:00 AM to 4:30 PM, Monday through Friday, except for county holidays and emergencies.

The effective date hereof shall be the date of the adoption of this Resolution.  
ADOPTED THIS 12th day of January 2021.

**V. Adjournment**

Chairman Hofmeister adjourned the meeting at 12:25 P.M.

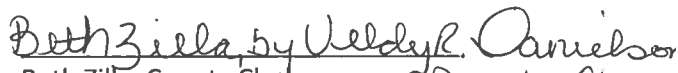
Minutes submitted by County Clerk Beth Zilla.


Next meeting is scheduled for January 19, 2021

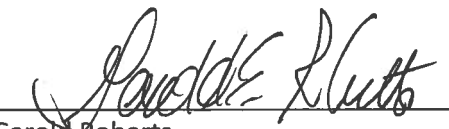
Phillips County Commissioners:

Attest:

  
\_\_\_\_\_  
Terry Hofmeister, Chairman

  
\_\_\_\_\_  
Beth Zilla, County Clerk      ~ Deputy Clerk

  
\_\_\_\_\_  
Tom Timm

  
\_\_\_\_\_  
Garold Roberts

