



**Rob Oquist** - Commissioner Dist. 1  
**Tim Knabenshue** - Commissioner Dist. 2  
**Jim Baldwin** - Commissioner Dist. 3  
**Amy White-Tanabe** - County Administrator  
**Nathan Shultz** - County Attorney

## Otero County Board of Commissioners

### AGENDA May 27, 2025

1. Opening Prayer
2. Pledge of Allegiance
3. Call to Order
4. Public Comment (limit of 3 minutes)
5. Presentations
  - a. Otero County Historic Preservation Board
6. Consent Agenda. *The Chair will remove any Consent Agenda item upon request by any Commissioner or assigned staff. Items removed upon request will be considered separately by the Board immediately following the action on the remaining Consent Agenda, to be continued to another meeting date, or handled in a manner otherwise determined at the discretion of the Board.*
  - a. Approval of Minutes
  - b. Approval of Bills & Payroll
7. Old Business
8. New Business
  - a. Resolution 2025-13 Adopting the Amended Personnel Handbook
9. Departmental Reports
  - a. Sales Tax Report
10. Commissioners' Report
11. Discussion
12. Announcements

May 12<sup>th</sup>, 2025

The Board of County Commissioners now meets pursuant to adjournment.

Present:	Rob Oquist	Chairman
	Tim Knabenshue	Commissioner
	Jim Baldwin	Commissioner
	Amy White-Tanabe	Administrator
	Lynda Scott	Clerk

Guests in attendance in person: Dee Leyba, Richard Romero, Donna Rohde, Kenneth Powell, Diana Remick, and Nancy Harrington.

Guests on zoom: Jeff Romero

Chr. Oquist asked everyone to stand for Prayer and the Pledge of Allegiance.

Chr. Oquist called the regular meeting to order.

Diane Remick wanted to address the fact that her son was attacked by a man who lives in a house by the high school that is County even though the road is in the city limits. Her son was taking his friends home when his vehicle was pelted by rocks that were thrown by the gentleman who lives in the home. When her son came back the man was standing in the road with a baseball bat that he hit the vehicle with, shattering the windshield and injuring her son. The police and Sheriff's Office were called. The family and others that live along this road have also had to put up with things being disturbed on their property and things being stolen. Richard Romero also expressed frustration with the situation as it is close to the school and the fact that property keeps being stolen or destroyed.

Kenneth Powell would like to know what can be done about the road near his home on Conejos Rd. There is a junk yard outside his home owned by Mike Gomez, that is not zoned for commercial purposes, it is zoned for residential purposes. He contacted the fire department Chief Brad Davidson, because of candles being burned on the property. It was determined that there are several issues with the property. Mr. Powell is very frustrated with the situation of the road, the trash, and the fact that people keep coming onto his property. Chr. Oquist said that they would be talking to Les Nichols about the situation. Mr. Powell indicated that he had a meeting with Mr. Nichols the next day.

Chr. Oquist thanked them for coming.

Chr. Oquist called for approval of the consent agenda. The agenda includes approval of the minutes from April 28<sup>th</sup>, 2025, bills and payroll for April 16<sup>th</sup> through April 30<sup>th</sup>, 2025, and the Department of Human Services Financial Report, March 31, 2025. Co. Knabenshue motioned to approve the consent agenda. Co. Baldwin seconded. Motion carried.

Donna Rohde, the Department of Human Services Director, presented the Proclamation for the Older American Month for May 2025. This year's theme is "Flip the Script on Aging". In 1925 the average life expectancy was 59 now it is in the 80's and 90's. This year's theme is about a growing understanding that aging is not about slowing down but stepping up! Co. Baldwin motioned to approve signature on the Proclamation. Co. Knabenshue seconded. Motion carried.

Admin. White-Tanabe presented the Fuels Impact Reduction Grant Intergovernmental Agreement for Ratification. The purpose of this agreement is for the Grantee to improve hazardous mitigation corridors in Grantee's jurisdiction in accordance with the State of Colorado Fuels Impact Reduction Grant Program. Co. Knabenshue motioned to approve the ratification. Co. Baldwin seconded. Motion carried.

Admin. White-Tanabe presented the Clear Ballot Agreement. The Clear Ballot Agreement is for new and additional technology, and it has been reviewed by the Commissioner's and the Clerk & Records' office. The amount of the agreement is \$234,000.00 over 8 years. Co. Baldwin motioned to approve the agreement. Co. Knabenshue seconded. Motion carried.

Admin. White-Tanabe presented Support for the Southern Colorado Safe Streets and Roads for All (SS4A) Planning Grant letter for Ratification. It will show support for the Southeast Colorado Thriving Communities Program (SECO-TCP) regarding the coordinated regional grant application funding for Safe Streets and Roads for All (SS4A). Co. Knabenshue motioned to approve the letter of support. Co. Baldwin seconded. Motion carried.

Admin. White-Tanabe reported that she has been working with the 2024-11 process and has been meeting with the auditors who have reported that all departments have been very helpful.

Clerk Scott reported that she and Dara Hallman will be attending a mini-recording conference in Canon City, CO in June.

Donna Rohde, Department of Human Services Director, reported that she has been working through the bills that passed and didn't pass through the legislature and what that means for the County in way of cuts or increases of the new regulations.

Co. Knabenshue reported that he had meetings with Colorado Springs Utilities and the Conduit. Met with Rep. Ty Winter and Senator Rod Pelton on legislative bills what passed and what did not.

Chr. Oquist reported that he attended an EMS meeting, and that the courthouse held a lockdown drill. Overall, it went well but there are some things to work on which is why we have them.

Admin. White-Tanabe announced that the courthouse and the landfill would be closed on Memorial Day May 26, 2025, and that the public meeting will be held on May 27<sup>th</sup>, 2025.

With no further business, the Board adjourned the meeting.

Next meeting will be May 27<sup>th</sup>, 2025, at 1:30 pm.

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Clerk

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Chairman

OTERO COUNTY PAYMENTS  
MAY 1 THROUGH MAY 15, 2025

Check #	Vendor	Description	Department	Amount
130115	SECOM	TELEPHONE/SECOM CIRCUIT	VARIOUS	5,630.46
130116	NOT A CHECK			-
130117	SWEET INSPIRATIONS CATERING	SPECIAL PROJECTS	ADMIN	234.00
130118	A CUT ABOVE PEST CONTROL, LLC	MAINTENANCE CONTRACTS	SHERIFF/G&B	158.00
130119	ACM DIESEL, LLC	PARTS/SERVICE	R&B	7,780.28
130120	ADVANCED LAUNDRY SYSTEMS	OPERATING SUPPLIES	JAIL	44.85
130121	NAME REDACTED	FSSP CLIENT SUPPORT	FSSP	2,200.00
130122	ARKANSAS VALLEY LUMBER & SUPPLY	DETENTION DEVELOPMENT	JAIL	7.98
130123	AVRMC - PATIENT ACCOUNTS	MEDICAL SERVICES	JAIL	14.50
130124	BLACK HILLS ENERGY	UTILITIES	VARIOUS	3,252.30
130125	BRIGITTE BROWN	TRAVEL	ADULT SERVICES	799.00
130126	CITY OF LA JUNTA - UTILITIES	UTILITIES	JAIL	305.67
130127	COLORADO BUREAU OF INVESTIGATION	CONCEALED HAND GUN PERMIT	SHERIFF/G&B	353.50
130128	COLORADO COUNTY CLERKS ASSN	DUES & MEETINGS	CLERK	700.00
130129	COMPANION LIFE INSURANCE COMPANY	LIFE INSURANCE & AD&D PREMIUMS	MEDICAL TRUST	2,620.80
130130	COUNTRY CHIROPRACTIC, PC	PRE-EMPLOYMENT COSTS	JAIL	50.00
130131	CROWLEY COUNTY COMMISSIONERS	CROWLEY COUNTY	AAA	664.87
130132	EL PASO COUNTY CORONER	AUTOPSY	CORONER	6,400.00
130133	EXPRESS TOLL	TRAVEL	SHERIFF	26.90
130134	GOBIN'S INC	MAINTENANCE CONTRACTS	VARIOUS	604.26
130135	GRAINGER, INC	SMALL TOOLS-SWINK SHOP	R&B	165.23
130136	GREAT AMERICA LEASING CORP.	MAINTENANCE CONTRACTS	ASSESSOR	145.22
130137	HERO 247	OPERATING SUPPLIES	SHERIFF	162.00
130138	INDUSTRIAL HEALTH SERVICE, INC	PRE-EMPLOYMENT COSTS	LAND USE/JAIL/SEP	145.20
130139	INSPIRATION FIELD	SLS CLIENT SUPPORT	SLS	6,273.94
130140	JEFFREY RICHARDSON	HRSA	HEALTH	50.00
130141	JOHN DEERE FINANCIAL	PARTS/SERVICE	VARIOUS	1,400.60
130142	KVAY-FM	STEPP GRANT	HEALTH	400.00
130143	LA JUNTA JR/SR HIGH SCHOOL	DUES & MEETINGS	HEALTH	250.00
130144	LA JUNTA TRADING COMPANY, INC	BUILDING MAINT/REPAIRS	G&B/R&B/JAIL	1,816.22
130145	LEONARD TAFOYA	TRAVEL	ADULT SERVICES	661.20
130146	MARSHALL & SWIFT/BOECKH, LLC	BOOKS	ASSESSOR	1,476.10
130147	MARTIN PIPE & STEEL, INC	PARTS/SERVICE	R&B	1,899.87
130148	MHC KENWORTH-PUEBLO	PARTS/SERVICE	R&B	2,334.08
130149	MILES HEATING & AIR CONDITIONING	SUPPORTIVE SERVICES	HEALTH	120.00
130150	MORGAN & SONS GLASS INC	PARTS/SERVICE	R&B	68.00
130151	OTERO COUNTY COMMISSIONERS	RENT/OPERATING	ADULT SERVICES	3,837.71
130152	OTERO COUNTY ROAD & BRIDGE	REPAIR/MAINT-MOTOR VEHICLES	SHERIFF/HEALTH/SEP	1,445.56
130153	OTERO COUNTY SHERIFF POSSE	UNIFORMS	JAIL	349.00
130154	OTERO TRUE VALUE	PARTS/SERVICE	R&B	257.51
130155	PITNEY BOWES, INC	MAINTENANCE CONTRACTS	VARIOUS	398.37
130156	PRIMO BRANDS	MISCELLANEOUS	ADMIN	138.86
130157	PRYOR GUNS INC	OPERATING SUPPLIES	SHERIFF	193.74
130158	RANCHERS SUPPLY OF LA JUNTA, INC	PARTS/SERVICE	R&B	274.72
130159	ROCKY FORD AUTO PARTS	PARTS/SERVICE	R&B	439.86
130160	ROCKY FORD DAILY GAZETTE	ADVERTISING/LEGAL NOTICES	LAND USE/ADMIN	598.10
130161	RUSLER IMPLEMENT CO	PARTS/SERVICE	R&B	1,455.24
130162	SECOM	CTC GRANT	HEALTH	105.18
130163	SHARON JONES	DUES & MEETINGS	TREASURER	123.88
130164	SHRED AMERICA COLORADO	MISCELLANEOUS	VARIOUS	131.28
130165	SNO-WHITE LINEN & UNIFORM RENTAL	PARTS/SERVICE	R&B	154.81
130166	SOUTHERN TIRE MART LLC	TIRES	R&B	4,659.60
130167	TASCOSA OFFICE MACHINES, INC	MAINTENANCE CONTRACTS	SHERIFF/TREASURER	88.43
130168	THE MASTER'S TOUCH LLC	PRINTING	ASSESSOR	3,057.59
130169	THE SIGN SHOP, INC	OPERATING SUPPLIES	JAIL/HEALTH	1,203.00
130170	THOMAS EVANCICH III	BUILDING MAINT/REPAIRS	G&B	500.00
130171	THOMSON REUTERS - WEST	SOFTWARE/HARDWARE RENTAL	SHERIFF	395.12
130172	TOWN OF FOWLER	UTILITIES	R&B	105.48

Check #	Vendor	Description	Department	Amount
130173	TOWN OF SWINK	UTILITIES	R&B	120.32
130174	TRIAD COMPUTER SERVICES, INC	ERTB GRANT/UPGRADES/DETENTION	VARIOUS	47,312.05
130175	TRIPLE T AUTO PARTS	PARTS/SERVICE	R&B	338.82
130176	UNITED COMPANIES	ROAD OIL	R&B	21,847.35
130177	VALLEY AUTO PARTS, INC	PARTS/SERVICE	R&B	1,709.55
130178	VISA	DUES & MEETINGS/TRAVEL/OPERATING	VARIOUS	26,335.74
130179	NOT A CHECK			-
130180	WAGNER EQUIPMENT CO	PARTS/SERVICE	R&B	8,945.82
130181	WALMART / CAPITAL ONE	OPERATING SUPPLIES	LAND USE/G&B/SHERIFF	335.06
130182	WALMART / CAPITAL ONE	OPERATING SUPPLIES	HEALTH	799.62
130183	WALMART / CAPITAL ONE	OPERATING/SHOP SUPPLIES	R&B	253.07
130184	X-TREME H2O	REPAIR/MAINT-MOTOR VEHICLES	SHERIFF/TRANSPORT	156.02
4250	10-41 APPAREL	UNIFORMS	SHERIF	332.00
4251	16TH JUDICIAL DISTRICT	16TH JUDICIAL DISTRICT	INTERGOVERNMENTAL	109,950.34
4252	AMAZON CAPITAL SERVICES, INC	OPERATING SUPPLIES	VARIOUS	1,113.83
4253	ARKANSAS VALLEY ACCUMED	JAIL BASED SERVICES (JBBS)	STATE GRANTS	3,930.76
4254	AXON ENTERPRISE, INC	OPERATING SUPPLIES	SHERIFF/G&B	1,979.12
4255	BACA HOME CARE AGENCY, INC	CAREGIVER SUPPORT	AAA	3,468.00
4256	BRENDA DONALDSON	TRAVEL	SEP	126.67
4257	NAME REDACTED	FSSP CLIENT SUPPORT	FSSP	1,000.00
4258	CENTURYLINK	TELEPHONE	E911/AAA	7,371.59
4259	CHARM-TEX, INC	OPERATING SUPPLIES	JAIL	1,731.00
4260	NAME REDACTED	FSSP CLIENT SUPPORT	FSSP	450.00
4261	CLEAN VALLEY RECYCLING	UTILITIES	G&B	160.00
4262	COLORADO COUNTIES CASUALTY & PROPERTY	LIABILITY INSURANCE	ADMIN	65,124.00
4263	NAME REDACTED	FSSP CLIENT SUPPORT	FSSP	1,000.00
4264	DEE ANN LYONS	MEDICAL SERVICES	JAIL/STATE GRANTS	3,828.75
4265	DIGITCOM ELECTRONICS, INC	MAINTENANCE CONTRACTS	E911	2,665.00
4266	EATON SALES & SERVICE, LLC	PARTS/SERVICE	R&B	12,815.09
4267	ELSIE MAE KLEIN	TRAVEL	ADULT SERVICES	907.00
4268	FARIS MACHINERY COMPANY	PARTS/SERVICE	G&B	556.77
4269	NAME REDACTED	FSSP CLIENT SUPPORT	FSSP	450.00
4270	FLOYD R WARD JR	TRAVEL	ADULT SERVICES	158.00
4271	GALLS, LLC	OPERATING SUPPLIES	JAIL	957.00
4272	HD SUPPLY	OPERATING SUPPLIES	VARIOUS	4,023.29
4273	INTERSTATE BILLING SERVICE	PARTS/SERVICE	R&B	494.00
4274	JOHNETTE SUE FULLER	TRAVEL	ADULT SERVICES	85.00
4275	NAME REDACTED	FSSP CLIENT SUPPORT	FSSP	500.00
4276	LAMAR AREA HOSPICE	CAREGIVER SUPPORT	AAA	4,966.00
4277	LISA M CONTY	MISCELLANEOUS	SHERIFF	275.00
4278	MARDONA L MORELAND	TRAVEL	ADULT SERVICES	896.00
4279	MEDINA'S TIRE SERVICE, LLC	PARTS/SERVICE	R&B	284.00
4280	MEI TOTAL ELEVATOR SOLUTIONS	BUILDING MAINT/REPAIRS	G&B	3,792.89
4281	NUNN CONSTRUCTION, INC	DETENTION DEVELOPMENT	JAIL	192,263.07
4282	OTERO PARTNERS, INC	DA BUILDING EXPENSES	INTERGOVERNMENTAL	582.96
4283	NAME REDACTED	FSSP CLIENT SUPPORT	FSSP	2,200.00
4284	NAME REDACTED	FSSP CLIENT SUPPORT	FSSP	500.00
4285	PEACOCK-LARSEN FUNERAL HOME, INC	AUTOPSY	CORONER	375.00
4286	NAME REDACTED	FSSP CLIENT SUPPORT	FSSP	400.00
4287	QUILL CORPORATION	OPERATING SUPPLIES	VARIOUS	611.41
4288	RESERVE ACCOUNT	POSTAGE	LAND USE/CLERK/ELECTIONS	1,448.00
4289	ROBERT L KLINKERMAN	TRAVEL	ADULT SERVICES	19.00
4290	ROCKY FORD FOOD MARKET LLC	FOOD/SUPPLIES	JAIL	952.87
4291	RONDA BUCHOLZ	SECOR	HEALTH	3,103.67
4292	NAME REDACTED	FSSP CLIENT SUPPORT	FSSP	800.00
4293	RUBY'S AUTO BODY, INC.	REPAIR/MAINT-MTR VEHICLES	INSURANCE/R&B	2,974.80
4294	SAGE SERVICES, INC.	CONGREGATE/HOME DELIVERED MEALS	AAA	49,233.25
4295	SAMANTHA PALMER	TRAVEL	SEP	133.56
4296	SHELLY R BAUER	TRAVEL	ADULT SERVICES	12.00
4297	SHULTZ LAW OFFICE LLC	CONTRACT SERVICES	VARIOUS	955.50
4298	SOUTHEAST COLORADO POWER ASSN	UTILITIES	R&B	417.99
4299	STEVEN MARTINEZ	TRAVEL	ADULT SERVICES	133.60

Check #	Vendor	Description	Department	Amount
4300	SUPERIOR SEPTIC & EXCAVATION	BUILDING MAINT/REPAIRS	ADMIN	160.00
4301	NAME REDACTED	FSSP CLIENT SUPPORT	FSSP	500.00
4302	TRI-TECH FORENSICS, INC	EVIDENCE TESTING	SHERIFF	128.00
4303	TYLA T HIATT	TRAVEL	ADULT SERVICES	363.80
4304	ULINE, INC	OPERATING SUPPLIES	SHERIFF	474.31
4305	VALLEY TRASH LLC	OPERATING/SHOP SUPPLIES	R&B	25.00
4306	VIRGIL K LENZ, JR	TRAVEL	ADULT SERVICES	662.40
4307	VOIANCE LANGUAGE SERVICES, LLC	PURCHASED SERVICES-COMM	E911	15.87
4308	WEX BANK	FUEL	VARIOUS	6,194.80
4309	NAME REDACTED	FSSP CLIENT SUPPORT	FSSP	200.00
				<u>678,513.45</u>

Fund Summary

010 - GENERAL FUND	212,188.51
011 - SMALL BUSINESS DEVELP RLP	66.50
020 - ROAD & BRIDGE FUND	72,685.52
025 - MEDICAL TRUST FUND	2,993.25
040 - AAA FUND	63,281.68
045 - INSURANCE FUND	69,782.14
050 - DETENTION CENTER FUND	206,972.62
065 - INTERNAL SERVICES FUND	6,059.40
070 - GENERAL HUMAN SERVICES	20,671.78
080 - HEALTH FUND	12,203.80
085 - CONSERVATION TRUST FUND	160.00
090 - CLERK HIRE FUND	1,397.31
095 - E-911	<u>10,050.94</u>
<u>678,513.45</u>	

STATE OF COLORADO    )  
                                      ) ss.  
County of Otero         )

At a Regular meeting of the Board of County Commissioners for Otero County, Colorado, held at the Courthouse in La Junta, Colorado, on Tuesday, the 27<sup>th</sup> day of May, A.D. 2025, there were present:

<input type="checkbox"/>	Rob Oquist,	Chairman
<input type="checkbox"/>	Tim Knabenshue,	Commissioner
<input type="checkbox"/>	Jim Baldwin,	Commissioner
<input type="checkbox"/>	Lyn Scott,	Clerk to the Board
<input type="checkbox"/>	Amy White-Tanabe,	County Administrator

when the following proceedings, among others, were had and done, to-wit:

#### **RESOLUTION #2025-13**

#### **A RESOLUTION AMENDING THE PERSONNEL MANAGEMENT HANDBOOK.**

**WHEREAS**, on June 30, 2014, the Board of County Commissioners adopted the Personnel Management Handbook; and

**WHEREAS**, on November 6, 2017, the Board of County Commissioners amended the Personnel Management Handbook; and

**WHEREAS**, December 23, 2019 the Board of County Commissioners amended the Personnel Management Handbook; and

**WHEREAS**, the Board of County Commissioners of Otero County desires to amend the Personnel Management Handbook as more fully set forth below;

**WHEREAS**, in addition to the substantive revisions outlined, other sections of the Personnel Handbook were edited for clarity, consistency, and readability, without making any material changes to the underlying policies;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the County of Otero, Colorado, that:

**The PERSONNEL MANAGEMENT HANDBOOK**, is hereby amended as follows:

***205 INCLEMENT WEATHER***

**DELETE:**

The County rarely closes due to adverse weather conditions... Employees not at work or scheduled to be off when the closure is authorized because they are on leave will have the time charged against their leave accruals as though the office/department had remained open...

**AND REPLACE WITH:**

The County rarely closes or delays opening due to adverse weather conditions... Employees who are scheduled to be off or scheduled to work at a location not impacted by the closure are not entitled to closure hours.

***304 COMPENSATORY TIME***

**DELETE:**

Compensatory time may be granted at the discretion of the elected official/department head... maximum of one hundred twenty (120) hours...

**AND REPLACE WITH:**

Compensatory time is accrued at 1.5 times the overtime hours worked, consistent with FLSA standards. Employees may accrue up to 120 hours... Must be used by January 20 of the following year or paid out. Any unused balance at termination will be paid from the department budget.

***405 STATUTORY BENEFITS***

**DELETE:**

Part-time regular/temporary employees are not eligible for medical leave as of January 1, 1994.

**AND REPLACE WITH:**

Personnel classified as “part-time” receive all benefits required by Colorado and federal law, including paid medical. . .

**ADD:**

Colorado FAMILI Program - Otero County opted out by BOCC Resolution 2022-12 on October 24, 2022; employees may self-enroll and pay their own premiums directly to the State.



## ***501 BEREAVEMENT/FUNERAL LEAVE***

### **DELETE:**

...up to two (2) workdays... Immediate family is defined as spouse, brothers, sisters, parents, children, and grandparents, grandchildren and current in-laws...

### **AND REPLACE WITH:**

Up to four (4) workdays off... for the death of a parent, spouse, child, grandchild, sibling, or current in-law of the same relationship. Up to two (2) workdays off... for the death of a grandparent, niece, nephew, aunt, uncle, or current in-law of the same relationship. Proof of death... should be submitted to the employee's immediate supervisor.

## ***506 MEDICAL/SICK LEAVE***

### **ADD:**

Medical leave may also be utilized for:

- Grieve, attend funerals or memorial services, or deal with financial and legal matters related to the death of an immediate family member.
- Care for an immediate family member whose school or place of care has been closed because of inclement weather, loss of power, heating, water, or another unexpected occurrence or event.
- Employees that need to evacuate their residence because of inclement weather, loss of power, heating or water or another unexpected occurrence or event.
- Reasons related to domestic violence, sexual assault, or stalking affecting the employee or a covered family member, including medical care, counseling, legal services, relocation, or safety planning.
- Quarantine or isolation of the employee or a covered family member when so ordered by a health-care provider or public-health authority

## ***508 WELLNESS WEDNESDAYS***

### **ADD:**

Otero County supports employee well-being and has established "Wellness Wednesdays" as a voluntary program... Employees may take one 30-minute wellness break each Wednesday... must not be used to shorten the workday... and must be pre-approved by the supervisor...

## ***510 PUBLIC-HEALTH EMERGENCY (PHE) SUPPLEMENTAL LEAVE***

### **ADD:**

When a public-health emergency is declared by a federal, state, or local public-health agency, the County will immediately provide up to eighty (80) hours of additional paid medical leave—prorated for part-time employees—for the reasons and during the period required by law. PHE leave is separate from, and does not reduce, an employee's regular medical-leave balance; any unused PHE leave expires four (4) weeks after the official end of the emergency.

**606 USE OF COUNTY RESOURCES**

**ADD:**

Any work product, document, program, system, or other intellectual property developed by County employees during work hours or using County resources is considered the property of the County... Unauthorized use, sharing, or transfer... is strictly prohibited.

**707 TELEPHONES/CELL PHONES**

**DELETE:**

In the interest of good business practice, telephone calls, including those made with cell phones, must be minimal and not interfere with employees' performance of their jobs. Personal use of the County telephones for long distance is not permitted.

**AND REPLACE WITH:**

In the interest of good business practice, telephone calls, including those made with cell phones, must be minimal and not interfere with employees' performance of their jobs. Hands-free devices must be used if talking on the phone while driving a vehicle for County business.

ADOPTED this 27th day of May, A.D. 2025.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF OTERO, STATE  
OF COLORADO.

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Otero County Clerk & Recorder

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Rob Oquist, Chairman

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Tim Knabenshue

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Jim Baldwin

OTERO COUNTY SALES TAX REPORT  
March 2025



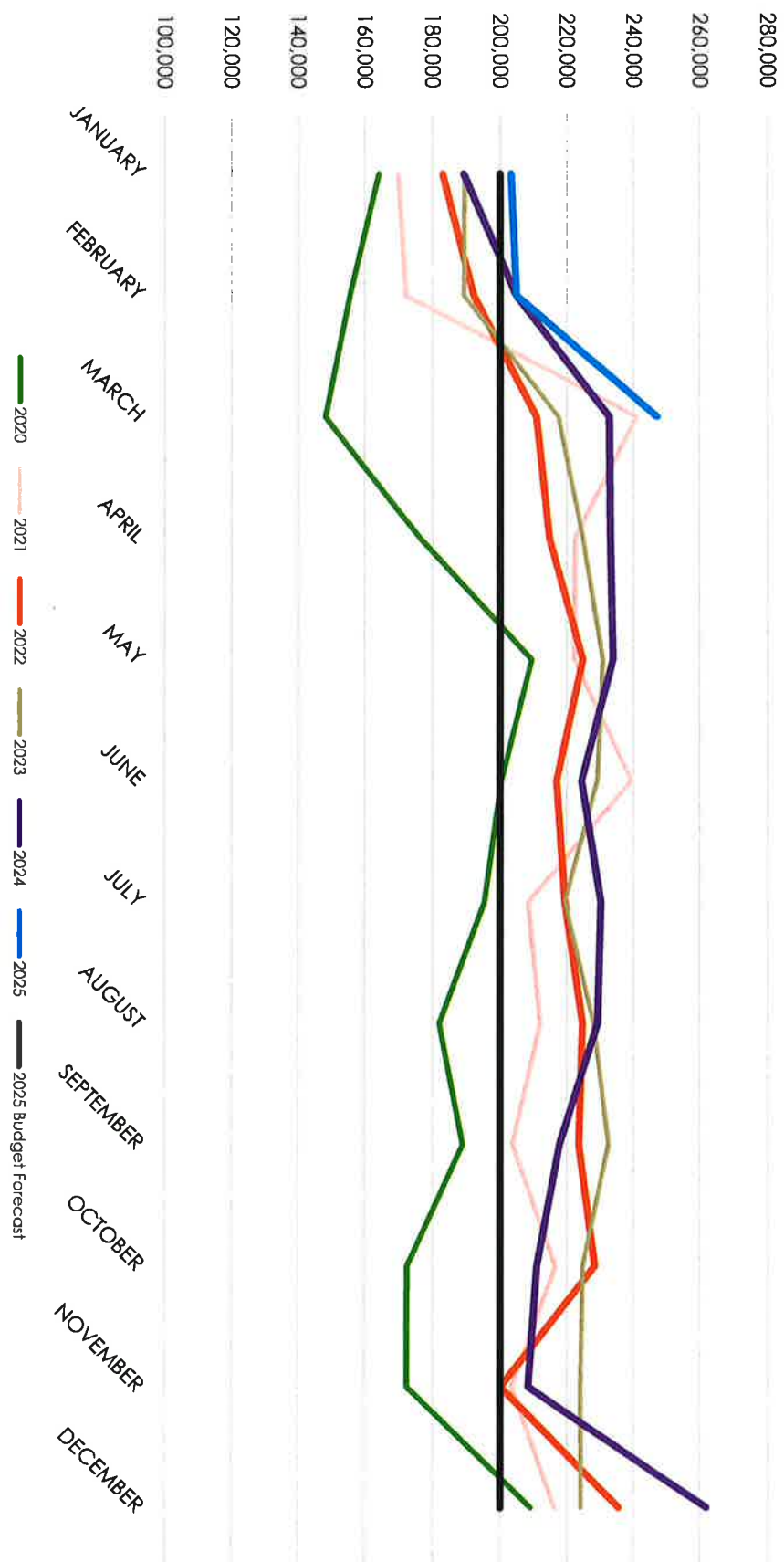
COLLECTED BY COUNTY	\$	38,553
COLLECTED BY STATE	\$	208,572
TOTAL COLLECTED	\$	247,126

Received in May 2025

	2020	2021	2022	2023	2024	2025	2025 Budget Forecast	FY2024 vs FY2025 (+/-)	Monthly % of Change 7%	Cumm. % of Change 7%	Cumm. % of Change 0%
JANUARY	164,205	169,972	182,983	189,563	189,232	203,223	200,000	13,991	7%	7%	0%
FEBRUARY	155,565	172,204	192,216	189,406	204,819	204,865	200,000	46	0%	7%	4%
MARCH	148,242	240,999	210,892	217,619	232,765	247,126	200,000	14,361	7%	7%	5%
APRIL	176,370	222,632	214,762	224,963	233,125		200,000				4%
MAY	209,430	222,410	224,856	230,836	233,889		200,000				4%
JUNE	200,329	239,552	216,893	229,251	224,587		200,000				3%
JULY	195,468	208,403	219,463	219,497	230,255		200,000				3%
AUGUST	182,048	212,061	224,780	228,199	229,338		200,000				3%
SEPTEMBER	188,993	203,687	223,680	232,592	217,831		200,000				2%
OCTOBER	172,510	216,643	228,498	224,872	210,971		200,000				1%
NOVEMBER	172,426	203,386	199,965	224,198	208,339		200,000				0%
DECEMBER	209,095	216,381	235,641	224,283	261,747		200,000				2%
ACTUAL:	2,174,680	2,528,330	2,574,629	2,635,281	2,676,898		2,400,000	28,398			

BUDGET: 1,743,239 1,847,833 2,300,000 2,300,000 2,400,000 2,400,000

# Otero County 2025 Sales Tax Report



# **5/26/2025 to 6/6/2025**

## **Commissioner's Calendar**

**Monday, May 26, 2025**

**Memorial Day - County Offices CLOSED**

Mon 5/26/2025 (All day)

**Tuesday, May 27, 2025**

**Public Works/Facility Management / LN, DG, RO, TK, JB, AT**

Tue 5/27/2025 9:00 AM - 10:00 AM

Location: Room 212

**Economic Development / DB, RO, TK, JB, AT**

Tue 5/27/2025 10:00 AM - 11:00 AM

Location: Room 212

**Board of Health / AT, JB**

Tue 5/27/2025 11:00 AM - 1:30 PM

**Department of Human Services / RO, TK, JB, DR, AT**

Tue 5/27/2025 11:00 AM - 12:00 PM

Location: Room 212

**Administration / AT, RO, TK, JB**

Tue 5/27/2025 12:00 PM - 1:00 PM

Location: Room 212

**Department of Human Services, Land Use, Commissioner's Meeting**

Tue 5/27/2025 1:30 PM - 2:30 PM

Location: Room 107 or Zoom

**Wednesday, May 28, 2025**

**SECOG/SECED / TK**

Wed 5/28/2025 1:00 PM - 2:00 PM

**Thursday, May 29, 2025**

**Tri-County Community Corrections Board / TK**

Thu 5/29/2025 12:00 PM - 1:00 PM

**Monday, June 2, 2025**

**CCI Foundation Summer Conference**

Mon 6/2/2025 to Wed 6/4/2025

Location: Keystone

**Tuesday, June 3, 2025**

**CCI Foundation Summer Conference**

Mon 6/2/2025 to Wed 6/4/2025

Location: Keystone

**Wednesday, June 4, 2025**

**CCI Foundation Summer Conference**

Mon 6/2/2025 to Wed 6/4/2025

Location: Keystone