

**RESOLUTION NO. 24 - 01**

**THE BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO**

**A RESOLUTION ESTABLISHING THE ANNUAL CALENDAR OF COUNTY BOARD  
OF COMMISSIONERS MEETINGS, HOURS OF OPERATION AND OBSERVED  
HOLIDAY CLOSINGS OF COUNTY OFFICES FOR CALENDAR YEAR 2024**

WHEREAS, C.R.S. § 30-10-303 requires the Board of County Commissioners to meet at the County Seat of its county at least once business day of each month and at such other times and locations within the county as, in the opinion of the Board, the public interest may require; with such meetings to be held on a regular and published schedule; and,

WHEREAS, C.R.S. § 24-6-402 requires the Board of County Commissioners to designate annually, at the first meeting, the public place(s) where the posted notice(s) and agenda of the public meetings or hearings will be located; and,

WHEREAS, C.R.S. § 30-10-109 requires the Board of County Commissioners to designate, by resolution, the office hours of the County during which offices will be open for the transaction of County business.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Huerfano County, Colorado hereby designate the following:

**Section 1. Board of County Commissioners Meeting Schedule**

In order to provide for the smooth and efficient management, oversight, and administration of the Huerfano County Government, including communication with the various branches of the County and the residents of Huerfano County, the following meeting schedule is hereby established by the Board of County Commissioners:

- A. The Board will meet on the 2nd and 4th Tuesday of each month on the following schedule
  - a. Commissioner's Study Session – 9:00 AM
  - b. Regular Business Meeting – 10:00 AM
- B. The above meetings will, unless otherwise posted and advertised, be held at the Huerfano County Courthouse Commissioners' Meeting Room at 401 Main Street, Suite 309 Walsenburg, CO.
- C. Work sessions, public hearings, and other meetings of the Huerfano County Board of County Commissioners shall be held as posted and advertised.
- D. Depending on any number of exigencies that may occur during the calendar year, any meeting may be rescheduled; combined with another meeting; or canceled in its entirety, provided that all notices and requirements are met in accordance with Colorado law.

## **Section 2. Legal Entities of the Commissioners and Related Meetings**

- A. Local Licensing Authority: Local Licensing Authority matters for unincorporated Huerfano County are scheduled on regular meeting agendas
- B. Board of Human Services: The Board will meet as the Board of Human Services on the 3<sup>rd</sup> Tuesday of each month at 11:00 AM.
- C. Public Improvement District: Public Improvement District items are scheduled on regular meeting agendas
- D. Huerfano County Housing Authority: Housing Authority items are scheduled on regular meeting agendas

## **Section 3. Posting of Public Meeting Notices**

The Board of County Commissioners hereby designates the hallway immediately within the front doors of the Huerfano County Courthouse at 401 Main Street, Walsenburg, CO as the official posting location of the Board's public meetings requiring prior public notice.

County Staff will also post public meeting notices on the County Website, [huerfano.us](http://huerfano.us), and other locations as deemed appropriate by the County Administrator.

## **Section 3. County Hours of Operation**

The Board of County Commissioners designates that the hours of operation of Huerfano County are Monday through Friday, 8:00 a.m. to 4:00 p.m., except for scheduled Holidays

The Board vests the responsibility for determining unscheduled closures of County offices due to a serious threat of or the actual occurrence of severe weather that has the potential to put employees or facilities at risk with the County Administrator or their designee, after consultation with the Board Chair

## **Section 4. 2024 Adopted Holiday Schedule**

The Board of County Commissioners has anticipated and planned for the closure of County Offices in order to observe a number of generally accepted holidays that occur throughout the year and hereby designates the following Holiday observance schedule:

- New Year's Day: Monday, January 1, 2024
- Martin Luther King Day: Monday, January 15, 2024
- President's Day: Monday, February 19, 2024
- Good Friday: The Afternoon of Friday, March 29, 2024
- Memorial Day: Monday, May 27, 2024
- Juneteenth: Wednesday, June 19, 2024
- Independence Day: Thursday, July 4, 2024
- Labor Day: Monday, September 2, 2024
- Columbus Day: Monday, October 14, 2024
- Veteran's Day: Monday, November 11, 2024
- Thanksgiving: Thursday, November 28, 2024 and Friday, November 29, 2024
- Christmas Day: Wednesday, December 25, 2024
- New Year's Day: Wednesday, January 1, 2025

Employees have the option to take either all-day on Christmas Eve or all-day on New Year's Eve off as a Holiday. Elected officials and department heads must schedule these days off to ensure that all offices and departments are open both days.

The Board of Commissioners may modify or change holidays scheduled; substitute other holidays for scheduled ones; award additional holidays; or reduce the number of holidays depending on the needs of the County.

**Section 5. Tentative 2025 Holiday Schedule.**

For planning purposes, the Board of County Commissioners hereby designates the following tentative holiday schedule and authorizes County Staff to represent these dates as may be requested from time to time:

- New Year's Day: Wednesday, January 1, 2025
- Martin Luther King Day: Monday, January 20, 2025
- President's Day: Monday, February 17, 2025
- Good Friday: The Afternoon of Friday, April 18, 2025
- Memorial Day: Monday, May 26, 2025
- Juneteenth: Thursday, June 19, 2025
- Independence Day: Friday, July 4, 2025
- Labor Day: Monday, September 1, 2025
- Columbus Day: Monday, October 13, 2025
- Veteran's Day: Tuesday, November 11, 2025
- Thanksgiving: Thursday, November 27, 2025 and Friday, November 28, 2025
- Christmas Day: Thursday, December 25, 2025
- New Year's Day: Thursday, January 1, 2026

**Section 6. Effective Date.**

This Resolution shall be in full force and effect immediately upon its adoption by the Huerfano County Board of Commissioners and that any and all resolutions or parts of resolutions in conflict with this Resolution shall be to the extent of such conflict, hereby repealed.

INTRODUCED, READ, APPROVED AND ADOPTED ON THIS 2<sup>nd</sup> day of JANUARY 2024.



ATTEST:

\_\_\_\_\_  
County Clerk and Recorder and  
Ex-Officio Clerk to said Board

BOARD OF COUNTY COMMISSIONERS  
OF HUERFANO COUNTY, COLORADO

BY \_\_\_\_\_  
John Galusha, Chairman

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Arica Andreatta, Commissioner

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Karl Sporleder, Commissioner