

RESOLUTION NO. 25 - 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 2025**

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 every Tuesday on the following schedule
 - a. Commissioner's Study Session – 9:30 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 3rd 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, 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 a designee thereof, after consultation with the Board Chair

Section 4. 2025 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: Wednesday, January 1, 2025
Martin Luther King, Jr. 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

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 2026 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: Thursday, January 1, 2026
- Martin Luther King, Jr. Day: Monday, January 19, 2026
- President’s Day: Monday, February 16, 2026
- Good Friday: The Afternoon of Friday, April 3, 2026
- Memorial Day: Monday, May 25, 2026
- Juneteenth: Friday, June 19, 2026
- Independence Day: Friday, July 3, 2026
- Labor Day: Monday, September 7, 2026
- Columbus Day: Monday, October 12, 2026
- Veteran’s Day: Wednesday, November 11, 2026
- Thanksgiving: Thursday, November 26, 2026 and Friday, November 29, 2026
- Christmas Day: Friday, December 25, 2026
- New Year’s Day: Friday, January 1, 2027

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 14th day of JANUARY 2025.



ATTEST:

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

BOARD OF COUNTY COMMISSIONERS
OF HUERFANO COUNTY, COLORADO

BY _____

James L. Chamberlain, Commissioner

Karl S. Sporleder, Commissioner

Mitchell Wardell, Commissioner