

**COLORADO COUNTY COMMISSIONERS COURT**  
**NOTICE OF OPEN MEETING**

**DATE OF MEETING:** December 5, 2024 – 9:00 A.M.  
**BUILDING:** Colorado County Courthouse, County Courtroom  
**STREET LOCATION:** 400 Spring Street  
**CITY OF LOCATION:** Columbus, Texas 78934

Pursuant to the authority granted under Government Code, Chapter 551, the Commissioners Court may convene in a closed meeting to discuss, deliberate and take action on any of the agenda items listed below and may use a telephone conference call, video conference call, or communications over the Internet to conduct a public consultation with its attorney in an open meeting of the governmental body or a private consultation with its attorney in a closed meeting of the governmental body. Immediately before any closed meeting, the specific section or sections of Government Code, Chapter 551, which provides statutory authority, will be announced.

**On this the 5<sup>th</sup> day of December 2024, the Commissioners Court of Colorado County, Texas met in Special Session at 9:00 A.M., in their regular meeting place at the Colorado County Courthouse, County Courtroom, 400 Spring Street, in the City of Columbus, Texas.**

**The Following Members were present to wit:**

<b>Honorable Ty Prause</b>	<b>County Judge</b>
<b>Honorable Doug Wessels</b>	<b>Commissioner Precinct #1</b>
<b>Honorable Ryan Brandt</b>	<b>Commissioner Precinct #2</b>
<b>Honorable Keith Neuendorff</b>	<b>Commissioner Precinct #3</b>
<b>Honorable Darrell Gertson</b>	<b>Commissioner Precinct #4</b>
<b>By: Michelle Kollmann</b>	<b>Deputy Clerk</b>

**The Honorable Kimberly Menke, County Clerk was unable to attend.**

**The County Judge Ty Prause called the meeting to order at 9:00 A.M.**

**MINUTES OF THE COLORADO COUNTY  
COMMISSIONER'S COURT SPECIAL MEETING**

**December 5, 2024**

DELIBERATE AND CONSIDER ACTION ON THE FOLLOWING ITEMS:

\_\_1. Pledge of Allegiance to the American Flag and the Texas Flag.

**Judge Prause led the Pledge of Allegiance to the American Flag and the Texas Flag.**

\_\_2. Agenda as posted.

**Motion by Commissioner Wessels to approve the agenda as posted; seconded by  
Commissioner Neuendorff; 5 ayes 0 nays; motion carried; it was so ordered.**

**(See Attachment)**

**MINUTES OF THE COLORADO COUNTY  
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**December 5, 2024**

FILED FOR RECORD  
COLORADO COUNTY, TX

COLORADO COUNTY COMMISSIONERS COURT  
NOTICE OF OPEN MEETING

2024 NOV 27 AM 11:35

KIMBERLY MENKE  
COUNTY CLERK

MK

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**DELIBERATE AND CONSIDER ACTION ON THE FOLLOWING ITEMS:**

- 1. Pledge of Allegiance to the American Flag and the Texas Flag.
- 2. Agenda as posted.
- 3. Public Comments.
- 4. Amendments to the Colorado County Personnel Policy Manual regarding:
  - a. Effective date of County Benefits (Health, Dental, AD&D, Life Insurance).
  - b. Vacation Policy.
- 5. Commissioners Court Members sign all documents and papers acted upon or approved.
- 6. Adjourn.

**CERTIFICATION**

NAME: Ty Prause  
TITLE: Colorado County Judge  
SIGNATURE OF CERTIFYING OFFICIAL: \_\_\_\_\_  
DATE: November 27, 2024  
TELEPHONE NUMBER: (979) 732-2604  
FAX NUMBER: (979) 732-9389



The Colorado County Courthouse is wheelchair accessible and accessible parking spaces are available.

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**\_\_3. Public Comments.**

**None at this time.**

**\_\_4. Amendments to the Colorado County Personnel Policy Manual regarding:**  
a. Effective date of County Benefits (Health, Dental, AD&D, Life Insurance).  
b. Vacation Policy.

**Motion by Judge Prause to adopt the vacation schedule as presented with changes in paragraph four to December 8<sup>th</sup> and changes in paragraph eight to include the language unless approved by Commissioners Court at the end of the paragraph; seconded by Commissioner Wessels; 5 ayes 0 nays; motion carried; it was so ordered.**

**Motion by Judge Prause to adopt group medical, dental, and life insurance policy changes as presented with the effective date being tomorrow, December 6, 2024; seconded by Commissioner Brandt; 5 ayes 0 nays; motion carried; it was so ordered.**

**Motion by Commissioner Wessels to approve giving two current hourly employees the 40 hours of vacation time before they take office (these employees being Melinda Zajicek and Justin Lindemann); seconded by Commissioner Gertson; 5 ayes 0 nays; motion carried; it was so ordered.**

**(See Attachments)**

**MINUTES OF THE COLORADO COUNTY  
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**December 5, 2024**

**VACATION**

1. All Regular full-time employees as defined in the EMPLOYEE STATUS policy shall be eligible for paid vacation leave.
2. Vacation shall be accrued in accordance with the Vacation Accrual Schedule. Vacation shall not accrue while an employee is on leave without pay.
3. Vacation accrual shall begin at the time an employee begins work in a position eligible to accrue vacation. All employees will be awarded 2 weeks (80 hours) of vacation time at date of hire.
4. Effective December 5, 2024, all current employees will be granted a one-time additional week of vacation. Vacation accruals will occur per the attached Vacation Accrual Schedule.
5. An employee shall be required to work for a minimum of three (3) months before the employee may take any vacation. A department head can waive this requirement on a case-by-case basis. If an employee uses the 80 hours and terminates within the first year, the unearned, used vacation time will be deducted from the final paycheck.
6. Employees who have been employed for less than three (3) months in a position which accrues vacation shall receive no pay for accrued vacation at termination. Vacation time awarded at date of hire WILL NOT be paid out if termination occurs within one year of the date of hire. Employees employed for more than three (3) months shall receive pay for any earned unused accrued vacation up to the maximum allowed under this policy (20) days.
7. The maximum amount of unused vacation that an employee shall be allowed to carry-over from one year to the next shall be twenty (20) days or 160 hours.
8. Any unused vacation over 160 hours at the end of the year shall be forfeited **(use it or lose it)**. The employee will continue to accrue at the regular rate in the following year. For the 2024 year ONLY, any carryover from 2024 to 2025 that is scheduled to be forfeited, the employee will be allowed to keep that time to be used in 2025. **At 12/31/25, all hours greater than 160 will be forfeited.**
9. An employee shall not be allowed to receive pay in lieu of taking time off for vacation.
10. The Department Head is responsible for approving and arranging vacation time for employees with consideration being given to seniority, operating needs of the department, and employee requests.
11. The maximum amount of vacation that an employee shall be allowed to use at any one time is the amount the employee has accrued.
12. Employees shall not be allowed to borrow vacation against possible future vacation earnings.

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13. Employees which have exhausted all accrued leave time shall be allowed to receive donated vacation from another employee with an agreement, in writing, of both parties and approval of the department head. Donated leave time shall not be paid out on termination.
14. Each department head or their designee shall receive on a monthly basis a leave record for each employee in their department which shows the hours of vacation used and earned during the month.
15. Years of service will be calculated on an employee's anniversary date, not January 1, unless that is the employee's date of hire.
16. An employee will accrue vacation according to the schedule prorated from date of hire.
17. Any requests to use vacation leave, will be charged first to compensatory time should there be compensatory time accrued.

**VACATION ACCRUAL SCHEDULE  
(Regular Full Time Employees)**

Years of Service	Hrs/ Pay Period	Annual Accrual (Hours)	Annual Accrual (Days)
<b>0-1</b>	<b>1.54</b>	<b>40</b>	<b>5</b>
<b>2-10</b>	<b>3.08</b>	<b>80</b>	<b>10</b>
<b>11-19</b>	<b>4.62</b>	<b>120</b>	<b>15</b>
<b>20 plus</b>	<b>6.15</b>	<b>160</b>	<b>20</b>

**MINUTES OF THE COLORADO COUNTY  
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**GROUP MEDICAL, DENTAL, AND LIFE INSURANCE**

1. All Regular full-time employees as defined in the EMPLOYEE STATUS policy shall be eligible for coverage under the group hospitalization, medical, dental, and life insurance program.
2. Effective December 5, 2024 an employee will be covered from the date of hire or when the employee has worked hours attributable to their payroll for the current pay period (whichever is later).
3. Under the Health Insurance Portability and Accountability Act of 1996 (HIPPA), if you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided that you request enrollment within 30 days after your other coverage ends. If you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents, provided that you request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.
4. Pre-existing condition exclusion is inapplicable to a pregnancy or to a newborn child or adopted child under age 18 who becomes covered within 30 days of birth or adoption.
5. The County shall pay the premium for coverage of eligible employees.
6. An employee eligible for coverage under the plan may include eligible family members under the coverage by paying the full cost of their coverage.
7. An employee with dependent coverage may elect to participate in Colorado County's Flexible Employee Benefit Plan. By enrolling in this "Plan", you agree to have your gross salary reduced by the amount of the cost of dependent medical insurance coverage. Once enrolled, you are locked in until the anniversary date of the "Plan".
8. Premiums for family members covered under this plan shall be deducted from the employee's bi-weekly paycheck.
9. The benefits for the group hospitalization, medical, dental and life insurance program shall be in accordance with the provisions of the master contract.
10. Colorado County's group hospitalization and medical insurance program provides that employees whose health care coverage would otherwise terminate, because their employment ends (except for gross misconduct) or their work hours are reduced, may elect to continue coverage for themselves and their qualified dependents for a maximum period of either 18, 29 or 36 months depending on the reason that eligibility terminated as defined in the Consolidated Omnibus Budget Reconciliation Act (COBRA). (See notice relating to COBRA on pages 72 & 73.)

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11. Employees who retire drawing a monthly county pension may elect to continue their coverage until the employee becomes sixty-five (65) years of age and/or is entitled to Medicare benefits at their own expense.



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**\_\_5. Commissioners Court Members sign all documents and papers acted upon or approved.**

**Judge Prause announced it is now time to sign all documents and papers.**

**\_\_6. Adjourn.**

**Motion by Judge Prause to adjourn at 9:42 A.M.; seconded by Commissioner Neuendorff;  
5 ayes 0 nays; motion carried; it was so ordered.**

**An audio recording of this meeting of December 5, 2024 is available in the County Clerk's Office.**

**MINUTES OF THE COLORADO COUNTY  
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**Minutes were taken and prepared by Kimberly Menke, County Clerk on the  
5<sup>th</sup> day of December 2024 with Judge Ty Prause presiding.**

**I, KIMBERLY MENKE, COUNTY CLERK AND EX-OFFICIO OF THE  
COMMISSIONERS COURT IN AND FOR COLORADO COUNTY, TEXAS do hereby  
certify that the foregoing is a true and correct copy of the minutes of the  
Commissioner Court in session on the 5<sup>th</sup> day of December 2024.**

**Given under my hand and official seal of office this date December 5, 2024.**



