

PHILLIPS COUNTY MEETING MINUTES

Meeting/Project Name:	Phillips County Board of County Commissioners		
Date of Meeting:	July 19, 2019	Time:	9:00 a.m.
Minutes Prepared By:	Beth Zilla	Location:	Commissioners' meeting room
1. Meeting Objective			
Mid-month			
2. Attendees			
<div>Commissioners:<div>Harlan Stern, Chair</div><div>Don Lock</div><div>Terry Hofmeister</div></div> <div>County officials/personnel:<div>Pamela Jensen - Administrator</div><div>Beth Zilla – County Clerk</div><div>Dan Waln-Fairground Maintenance Supervisor</div><div>Penny Verhoeff-Department of Human Services Director</div><div>Bob Heldenbrand- Phillips County Emergency Office Manager</div></div> <div>Public:<div>Shannon Schlachter</div><div>Kendra Plumb</div><div>Kayla Kafka</div><div>Denise Smith</div></div>			
3. Revisions to agenda:			
Shannon Schlachter			
4. Consent Agenda Items			
<div><div><div>• July 09, 2019 meeting minutes</div><div>• Event Center Rental</div><div>• Invoice Approval List</div><div>• Treasurer's report</div><div>• Cash flow report</div><div>• Treasurer's Semi-annual report</div></div><div>Lock moved to accept the Consent Agenda as presented, Hofmeister seconded, and the motion carried.</div></div>			
5. Minutes / Action Items			
<div><div>• Shannon Schlachter informed the Board that her sponsored 4H Horse event was a success and shared some suggestions to help make the Pavilion a success in the future: gates, one for roping boxes and one set at the east end. Schlachter is to sketch out ideas and meet with County Maintenance.</div><div>• Discussed second draft of Heginbotham Trust Pavilion sign. Hofmeister moved to accept the design and the purchase of the 'Heginbotham Trust Annex' sign in the amount of \$600.00 from Industrial Welding Supply company (IWS). Stern seconded, and the motion carried. Mike Salyards to assist IWS with acquiring and installation of sign.</div><div>• Kendra Plumb informed the Board that she is resigning as Phillips County 4H Coordinator the end of August 2019. Discussed Pam Jensen contacting Dennis Kaan to discuss replacement, and if Phillips County Extension Agent and 4H Coordinator positions can be combined to creating one full time employee position.</div><div>• Dan Waln discussed replacement of three arena sign bulbs with LEDs. Commissioners approved and requested proposal and bid on replacing all area sign bulbs with LEDs in 2020 from Waln.</div><div>• Kayla Kafka discussed if Jacob Walker, 17 year of age, could run the tractor at the barrel races. Commissioners approved.</div><div>• Discussed overflow at RV park. Until a space is available RV(s) will park on the south side of the park. Kafka and Commissioners agreed.</div><div>• Presented and reviewed Highway Users Tax Fund (HUTF) yearly report from 2007 to 2019.</div><div>• Lock moved to approve the roadway occupancy agreement submitted by PCTelcom for burial of 2,400' fiber optic line in County Road 41 between County Road 14 and County Road 16. Hofmeister seconded, and the motion carried.</div><div>• Discussed AED project. Commissioners approved Pam Jensen to research grants and develop proposal to present to Heginbotham Trust.</div><div>• Reviewed and discussed second draft of temporary Pavilion Donor Wall acknowledgements. Approved and will be installed first part of the week of July 21.</div><div>• Lock moved to approve the request from Dan Waln that Gerald Lauer be moved to GN40 Grade 16 Step 2 at an annual pay of \$33,148.18 (\$2,762.35 monthly), effective July 1, 2019. Hofmeister seconded, and the motion carried.</div><div>• Hofmeister moved to approve Denise Smith to construct a Brand Wall title sign, 12"H X 30" L framed engraved leather stating "Bank of Colorado Pavilion Brand Wall" in the amount of \$150.00. Lock seconded, and the motion carried.</div><div>• Hofmeister moved to approve the request from Jensen that Patrick Mitchell be moved to GN Grade 16 Step 5 at an annual pay of \$33,804.42, (\$2817.03 monthly), effective July 27, 2019. Lock seconded, and the motion carried.</div><div>• Lock moved to approve the request from Dan Waln to hire Anabel Figueroa Olivas as a temporary maintenance worker at the fairground during fair at the rate of \$15.00/hour. Hofmeister seconded, and the motion carried.</div><div>• Discussed and approved that when Olga Baeza is on FMLA in August, her position will be advertised as temporary full-time custodian.</div><div>• Discussed and approved that during Fair, Pavilion restrooms will be open 24/7.</div><div>• Bob Heldenbrand discussed mock Emergency Action Plan drill for the week of fair and for staff to check in/out with EOC office or Sheriff as to track hours and movement.</div><div>• Heldenbrand discussed Federal EOC 50/50 grant. Commissioners approved \$5,000 limit from County. Next steps, Heldenbrand to complete grant application and present to Commissioners at a later date.</div></div>			

- Discussed CDOT Your Transportation Plan.com survey. Table to be set up at Fair, and manned Friday and Saturday by Lock and Jensen. Additionally, the survey will be posted on the County's Facebook and web sites. Jensen to discuss survey with the Haxtun and Holyoke newspapers.
- Hofmeister moved to accept the following sealed bids:
  - \$121.51 to Neil Hassler for the John Deere 1032 snowblower.
  - \$ 750.00 to Tom Timm for the Farm King 3-point blade.
  - \$1,000 to Joe Sittner for John Deere skid steer worksite pro mower deck.
- Lock seconded, and the motion carried. There were no bids for the pickup boxes or backpack blower, which Commissioners requested go to the landfill to be used or recycled.

Meeting adjourned at 11:47 a.m.

**Next meeting July 31, 2019**

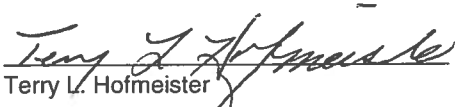
County Commissioners:

  
Harlan Stern

Attest:

  
Beth Zilla – County Clerk

  
Donald J. Lock

  
Terry L. Hofmeister