

**Phillips County Commissioner
Meeting Minutes¹
June 17, 2025**

Call to order

Chairman Tom Timm called the meeting of the Phillips County Commissioners to order and opened with the Pledge of Allegiance at 8:00 a.m. on June 17, 2025, at the County Courthouse in the Commissioner meeting room.

County Attendees

Chairman Tom Timm, Commissioners Garold Roberts and Terry Hofmeister, Administrator/Planner Andrew Nygaard, County Clerk Beth Zilla, and Department of Human Services Director Lori Lundgren

Additional Attendees

Janelle Krueger

Additions or Corrections to the Agenda

None presented. Hofmeister moved to approve the agenda as presented. Roberts seconded the motion, which carried unanimously.

Approval of Consent Agenda

Roberts moved to approve the consent agenda as presented. Hofmeister seconded the motion, which carried unanimously.

Consent Agenda Items:

- a) Approval of the minutes of the BOCC 06.10.2025 meeting
- b) Approval of Invoice List
- c) Acknowledge receipt of Workers' Comp Reports
- d) Acknowledge receipt of Treasurer Reports
- e) Acknowledge receipt of Building Permits log
- f) Acknowledge receipt of Event Center/BOC Pavilion/Facilities rentals

Public Comments

None presented.

Appointments

The board met with Administrator Nygaard, who reported on the following topics:

- Repairs on the landfill's roll-off truck were completed on June 13. A roll-off dumpster was delivered to the site of the Holyoke Community Childcare Initiative, which was part of the in-kind agreement in which the county would provide the use of a roll-off dumpster for trash removal during the construction process for a period of time not to exceed 18 months.
- The replacement circuit board for the fire alarm system at the Phillips County Event Center is working well, and the issue seems to have been resolved.
- An insurance claim for the damage to the door on the west side of the Event Center was submitted, and the door has been ordered.
- A public hearing for the vacation of the portion of North Main Avenue in Amherst is scheduled for 9:00 a.m. on June 30 at the Commissioners' regular meeting.
- The east half of the Heginbotham Hall floor was done by the end of June 12, per the agreement with the contractor. The east-west and north-south hallways east of Heginbotham Hall, as well as the bathrooms there, are scheduled to be completed between June 23 and the end of July 4. No events will be scheduled during that time.

The board convened as the Board of Human Services at 8:42 a.m., meeting with Director Lori Lundgren. The minutes from this portion of the meeting will be maintained by the Department of Human Services. The board reconvened as the Board of County Commissioners at 9:04 a.m.

Unfinished Business

The board tabled making a decision on the intergovernmental agreement received from Logan County regarding the sharing of a Veterans Service Officer between the two counties until further details are resolved.

¹Minutes prepared by Beth Zilla are a summary of **discussions**, not a verbatim account.

Motions/New Business

Hofmeister moved to approve the request from Road and Bridge Manager Kevin Scott to hire Carlton Allyn Robinson III as a full-time road worker at RB Grade 16 Step 3, effective June 30, 2025. Roberts seconded the motion, which carried unanimously.

Roberts moved to approve the request from Road and Bridge Manager Kevin Scott to hire Robert Brown as a full-time road worker at RB Grade 16 Step 1, effective June 23, 2025. Hofmeister seconded the motion, which carried unanimously.

Hofmeister moved to approve the request from Communications Center Director Sara Gordon to hire Brittany Donnadio as a full-time dispatcher at GN40 Grade 11 Step 1, effective June 27, 2025. Roberts seconded the motion, which carried unanimously.

Roberts moved to authorize the chairman to sign the Secure Transportation Vehicle Permits for Centennial Mental Health, which will run from May 9, 2025, through May 9, 2026. Hofmeister seconded the motion, which carried unanimously.

Hofmeister moved to approve the payment to VAP Construction of \$19,687.50 for the remaining 50% of building materials delivered to the Pleasant Valley Road and Bridge storage building, per the approved contract. Roberts seconded the motion, which carried unanimously.

Adjournment

Chairman Tom Timm adjourned the meeting at 9:14 a.m.

Minutes submitted by County Clerk Beth Zilla.

Next meeting is scheduled for June 30, 2025.

Phillips County Commissioners:

Attest:



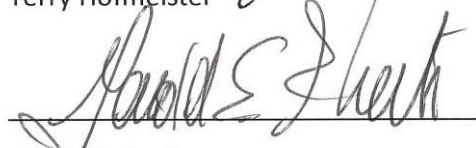
Tom Timm



Beth Zilla, County Clerk



Terry Hofmeister



Garold Roberts