

Phillips County Commissioner  
Meeting Minutes<sup>1</sup>  
July 19, 2024

The board held a work session with Maintenance Supervisor Lonny Vernon prior to the meeting.

**Call to order**

Chairman Terry Hofmeister called the meeting of the Phillips County Commissioners to order and opened with the Pledge of Allegiance at 8:00 a.m. at the County Courthouse in the Commissioner meeting room.

**County Attendees**

Chairman Terry Hofmeister, Commissioners Garold Roberts and Tom Timm, County Clerk Beth Zilla, Administrator/Planner Andrew Nygaard, Emergency Manager Broc Pelle, Veterans' Service Officer Jeremy Kilpatrick, and Department of Human Services Director Lori Lundgren (via Teams)

**Additional Attendees**

Janelle Krueger, Julie Thayer, and Ronny Farmer (via Teams)

**Additions or Corrections to the Agenda**

Additions:

- 7) Floodplain Meeting
- 8) Generator for the Event Center
- 9) Jail and Communication Center remodel
- 10) Road and Bridge building

**Approval of Consent Agenda**

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

**Consent Agenda Items:**

- a) Approval of the minutes of the BOCC 07.09.2024 meeting
- b) Approval of invoice list
- c) Approval of Treasurer's semi-annual report
- d) Acknowledge receipt of Treasurer monthly report
- e) Acknowledge receipt of CAPP reports
- f) Acknowledge receipt of HUTF summary – July
- g) Acknowledge receipt of Double W Dairy Final Compliance Advisory
- h) Acknowledge receipt of Building Permits log
- i) Acknowledge receipt of Event Center/BOC Pavilion/Facilities rentals, survey

**Public Comments**

None presented.

**Appointments**

The board met virtually with Ronny Farmer with rfarmer, llc to review the 2023 audit. No areas of concern were reported.

The board discussed the request that was received by the Haxtun Chamber of Commerce to rent the Phillips County Fair Board's inflatables for Old Fashioned Saturday Night. It was the consensus of the board to allow the rental as long as a certificate of liability naming the county as an additional insured was presented. The board will consider renting out the inflatables on a case-by-case basis to organizations, but not individuals, as long as a certificate of liability that shows the county as an additional insured is provided.

The board met with Emergency Manager Broc Pelle for his quarterly update. He also discussed the possibility of installing a generator at the Phillips County Event Center. He said a Department of Local Affairs grant with 50-50 matching could be a possibility as well as a Homeland Security grant. He also informed the board that the regional hazard mitigation plan is due to be updated in 2025.

The board met with Veterans' Service Officer Jeremy Kilpatrick for updates from his office. The Commissioners discussed an email they had received from the state that outlined the requirement of each county VSO utilizing the state's claims management system to take a required Data Security

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

Training each year and that Kilpatrick had not completed it. The training was due July 1, 2024. Kilpatrick told the board he had only used the claims management system a handful of times and that he would rather go to the county veterans and show them how to use the system. He said he can log them into the system on their own devices and bookmark the websites they need. Kilpatrick said that he would like to get accreditation at the national level and bypass the state.

Roberts and Nygaard gave an update on the FEMA floodplain meeting that they attended.

The board discussed the potential remodeling of the Jail/Communications Center. The matter will be addressed with Sheriff Michael Beard and Communications Center Director Sara Kumm in the coming budget discussions.

The board discussed the Road and Bridge building and the DOLA grant received for its construction. Nygaard reported that he expected to hear more information from DOLA in the next few weeks.

Nygaard gave updates on the sidewalk project and reported that \$275,458.15 had been reimbursed to the county through the MMOF grant so far.

#### Motions/New Business

Timm moved to approve the audit engagement agreement for 2024 for an amount not to exceed \$20,160 as proposed by rfarmer llc. Roberts seconded the motion, which carried unanimously.

Roberts moved to approve a contribution to the Phillips County Arts Council for membership at the Endowment level of \$400.00. Timm seconded the motion, which carried unanimously.

#### Adjournment

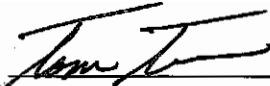
Chairman Hofmeister adjourned the meeting at 10:29 a.m.

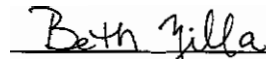
Minutes submitted by County Clerk Beth Zilla.

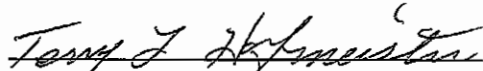
Next meeting is scheduled for July 31, 2024.


Phillips County Commissioners:

Attest:

  
Tom Timm

  
Beth Zilla, County Clerk

  
Terry Hofmeister

  
Garold Roberts