

Phillips County Commissioner  
Meeting Minutes<sup>1</sup>  
November 27, 2024

**Call to order**

Chairman Hofmeister called the meeting of the Phillips County Commissioners to order and opened with the Pledge of Allegiance at 8:00 a.m. on November 27, 2024, at the County Courthouse in the Commissioner Meeting room.

**County Attendees**

Chairman Terry Hofmeister, Commissioners Garold Roberts and Tom Timm, County Administrator/Planner Andrew Nygaard, County Clerk Beth Zilla, Road and Bridge Manager Kevin Scott, Victims' Advocate Director Kelley Sullivan, and Sheriff Michael Beard

**Additional Attendees**

Janelle Krueger and Jessie Salyards

**Additions or Corrections to the Agenda**

None presented.

**Approval of Consent Agenda**

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

**Consent Agenda Items:**

- a) Approval of the minutes of the BOCC 11.19.2024 meeting
- b) Approval of November payroll
- c) Approval of invoice list
- d) Acknowledge receipt of Treasurer's reports
- e) Acknowledge receipt of finance reports
- f) Acknowledge receipt of Building Permits log
- g) Acknowledge receipt of Event Center/BOC Pavilion/Facilities rentals, surveys

**Public Comments**

None presented.

**Appointments**

The board met with Road and Bridge Manager Kevin Scott to discuss the county's in-kind assistance toward the Holyoke Community Childcare Initiative. Scott stated that they had delivered 100 loads of dirt as had been approved by the board. The board had also agreed to allow the free use of a county roll-off dumpster for trash removal during the construction process for a period of time not to exceed 18 months. The board discussed the cost estimates received from landfill personnel for the rental of the roll-offs would be \$5,720 with the delivery fee of \$550 for a total of \$6,270 for 12 months. For 18 months the rental fee would be \$8,580 with the delivery fee of \$810 for a total of \$9,390, not including dump fees and the cost of county personnel to sort the items.

The board met with Victims' Advocate Director Kelley Sullivan to discuss the VALE Grant. Sullivan announced that the grant awarded for 2025 was in the amount of \$20,000 which is \$1,407 less than last year, and the VOCA grant awarded was \$10,000 less than what was awarded last year.

The board met with CSU Extension Agent Jessie Salyards for updates from her office.

The board met with Sheriff Michael Beard to discuss the new door lock installation at the courthouse and Event Center. The board agreed to move forward with installing two door locks in the Sheriff's office with Platinum Technology.

**Unfinished Business**

None presented

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

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BOCC - Minutes BETH ZILLA PHILLIPS COUNTY  
RECFEE: 0.00 DOCFEE: TOTAL FEE: 0.00

**Motions/New Business**

Roberts moved to approve the request from County Administrator Andrew Nygaard to move Maintenance Supervisor Lonny Vernon to GN40 Grade 28, Step 3, effective December 1, 2024. Timm seconded the motion, which carried unanimously.

Timm moved to approve the request from Road and Bridge Manager Kevin Scott to promote Walter Juarez to Phillips County District 1 Road and Bridge Supervisor with an increased additional monthly wage of \$151.54, effective December 1, 2024. Roberts seconded the motion, which carried unanimously.

Timm moved to appoint Wyatt McCallum to a term on the Phillips County Fair Board, expiring on August 31, 2027. Roberts seconded the motion, which carried unanimously.

Timm moved to approve the request from Road and Bridge Manager Kevin Scott to purchase two CTS bottom-dump trailers from Crossroad Trailer Sales & Service for a total cost of \$88,800 using American Recovery Plan Act (ARPA) funds, to be paid in 2025. Roberts seconded the motion, which carried unanimously.

Roberts moved to authorize the chairman to sign the VALE Grant. Timm seconded the motion, which carried unanimously.

The board discussed the records retained by the Communications Center and who can request access to those and under what circumstances access is allowed. The matter will be discussed with County Attorney Tammy Kelley.

Roberts gave an update on the Lions Club concession stand at the fairgrounds. The board agreed to demolish what is left of the building.

**Adjournment**


Chairman Hofmeister adjourned the meeting at 10:33 a.m.

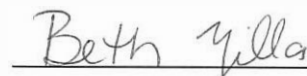
Minutes submitted by County Clerk Beth Zilla.

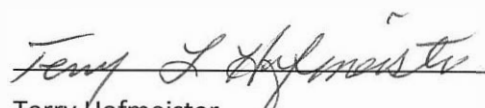
Next meeting is scheduled for December 10, 2024.

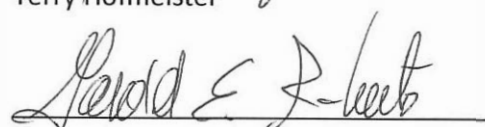
Phillips County Commissioners:

Attest:

  
Tom Timm

  
Beth Zilla, County Clerk

  
Terry Hofmeister

  
Garold Roberts