

Phillips County Commissioner
Meeting Minutes¹
December 19, 2024

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. on December 19, 2024, at the County Courthouse in the Commissioner Meeting room.

Attendees

Chairman Terry Hofmeister, Commissioners Garold Roberts and Tom Timm, County Administrator/Planner Andrew Nygaard, County Clerk Beth Zilla, Administrative Support Patrick Mitchell, Road and Bridge Manager Kevin Scott, Department of Human Services Director Lori Lundgren, Sheriff Michael Beard, Undersheriff Jack Wieland, Assessor Doug Kamery, County Attorney Tammy Kelley, Maintenance Supervisor Lonny Vernon, and Assistant Maintenance Supervisor Jason Redman

Additional Attendees

Janelle Krueger, Rick Ensminger, and Loren Hendrix

Additions or Corrections to the Agenda

The 10:00 a.m. appointment with Chamber of Commerce Director Jessica Ayala was removed.

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 12.10.2024 meeting
- b) Approval of invoice list
- c) Approval of Veterans Service Officer monthly report
- d) Acknowledge receipt of Treasurer reports
- e) Acknowledge receipt of CAPP Reports
- f) Acknowledge receipt of Workers' Comp reports
- g) Acknowledge receipt of HUTF Summary
- h) Acknowledge receipt of Economic Development transition letter
- i) Acknowledge receipt of Building Permits Log
- j) Acknowledge receipt of Event Center/BOC Pavilion/Facilities rentals

Public Comment

None presented.

Appointments

The board convened as the Board of Human Services at 9:04 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 9:10 a.m.

The board met with Rick Ensminger to discuss his subdivision exemption application to divide a 2.97-acre parcel from a 157-acre parcel located in Section 5, Township 7 North, Range 47 West. The Commissioners discussed the availability of water on the property in question and will get more information on the state statute requirements before proceeding.

The board met with Road and Bridge Manager Kevin Scott to discuss some repair bills from an accident involving a road grader on December 13, 2024.

The board met with Loren Hendrix, who requested the installation of a memorial bench inside the BOC Pavilion. The board agreed to approve the bench, and Hendrix will work with the county maintenance department regarding the specific location.

¹Minutes prepared by Andrew Nygaard are a summary of **discussions**, not a verbatim account.

The board met with County Attorney Tammy Kelley, Sheriff Michael Beard, and Undersheriff Jack Wieland to discuss concerns about loitering and trespassing in public buildings.

Unfinished Business

None presented.

Motions/New Business

Timm moved to approve the request from the 4-H Horse Club to use the BOC Pavilion and waive the fees on Sunday nights from May-October 2025, unless it has been reserved by a renter. Roberts seconded the motion, which carried unanimously.

Roberts moved to approve the request from Loren Hendrix to install a memorial bench at the BOC Pavilion. Timm seconded the motion, which carried unanimously.

Roberts moved to authorize the chairman to sign the Certification of Levies and Revenue for tax year 2024. Timm seconded the motion, which carried unanimously.

Timm moved to approve the request from DHS Director Lori Lundgren to move Monica Ramirez to HS Grade 64, Step 5, effective January 1, 2025. Roberts seconded the motion, which carried unanimously.

Timm moved to authorize the chairman to sign the Managed Service Agreement with Dominion Voting Systems, Inc., extending the agreement through December 31, 2030. Roberts seconded the motion, which carried unanimously.

Timm moved to approve the collection letter for a landfill customer as presented. Roberts seconded the motion, which carried unanimously.

The Board of County Commissioners meeting recessed at 10:45 a.m. and met with the other members of the county Personnel Board to discuss Christmas Eve hours. The Board of County Commissioners meeting reconvened at 11:05 a.m.

Timm moved to observe the full workday of Christmas Eve instead of the half day for December 24, 2024, as a paid holiday. The matter will be revisited again in 2025. Roberts seconded the motion, which carried unanimously.

Adjournment

Chairman Hofmeister adjourned the meeting at 11:10 a.m.

Minutes submitted by County Clerk Beth Zilla.

Next meeting is scheduled for December 31, 2024.

Phillips County Commissioners:

Attest:

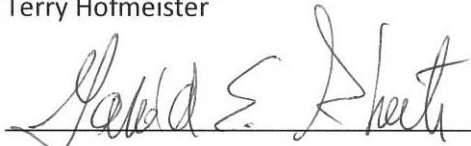


Tom Timm

Beth Zilla by Veldy R. Danielson
Beth Zilla, County Clerk Deputy Clerk



Terry Hofmeister



Garold Roberts