

**Phillips County Commissioner**  
**Meeting Minutes<sup>1</sup>**  
**July 18, 2023**

The board held a work session with Road and Bridge Manager Mike Salyards and Assistant Road and Bridge Manager Kevin Scott prior to the meeting.

**Call to order**

Chairman Garold Roberts called the meeting of the Phillips County Commissioners to order and opened with the Pledge of Allegiance at 8:00 a.m. on July 18, 2023, at the County Courthouse in the Commissioner meeting room.

**County Attendees**

Chairman Garold Roberts, Commissioners Terry Hofmeister and Tom Timm, County Clerk Beth Zilla, County Administrator Laura Schroetlin, Deputy Administrator/Planner Andrew Nygaard, County Assessor Doug Kamery, County Treasurer Steve Young, Landfill Manager Bill Andrews, and via Microsoft Teams: Department of Human Services Director Lori Lundgren, Department of Human Services Accountant Monica Ramirez, and Road and Bridge Manager Mike Salyards

**Additional Attendees**

Janelle Krueger and Ronny Farmer (via Microsoft Teams)

**Additions or Corrections to the Agenda**

Additions

- 10) Gravel Pit Rates
- 11) Commissioner redistricting

**Approval of Consent Agenda**

Timm made a motion to approve the consent agenda as presented. Hofmeister seconded the motion. Motion carried unanimously.

**Consent Agenda Items:**

- a. Approval of the minutes of the BOCC 07.07.2023 meeting
- b. Approval of invoice list
- c. Acknowledge receipt of Double W Dairy Farm inspection report
- d. Acknowledge receipt of Treasurer's reports
- e. Acknowledge receipt of finance reports
- f. Acknowledge receipt of CAPP report
- g. Acknowledge receipt of Workers' Comp report
- h. Acknowledge receipt of Bureau of Land Management notice
- i. Acknowledge receipt of Mobile Food Pantry report
- j. Acknowledge receipt of BST Racing race event
- k. Acknowledge receipt of Event Center/BOC Pavilion rentals

**Public Comments**

None presented.

**Appointments**

The board met virtually with Ronny Farmer with rfarmer,llc to review the 2022 audit. County representatives present were Deputy Administrator/Planner Andrew Nygaard, County Administrator Laura Schroetlin, County Commissioners Terry Hofmeister, Garold Roberts, and Tom Timm, County Clerk Beth Zilla, County Assessor Doug Kamery and County Treasurer Steve Young. Virtual county attendees were DHS Director Lori Lundgren, DHS

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

Accountant Monica Ramirez, and Road and Bridge Manager Mike Salyards. Farmer reported no areas of concern.

The board met with County Assessor Doug Kamery. Kamery presented the board with his annual report.

The board met with Landfill Manager Bill Andrews to discuss the options for freon disposal. Andrews will do some more research on the licensing, testing, certifications, and costs.

The board convened as the Board of Human Services at 10:27 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 10:37 a.m.

#### **Unfinished Business**

The board reviewed the NE CO Revolving Loan Fund documents and the County Investment Policy.

#### **Motions/ New Business**

Timm made a motion to authorize the Chairman to sign the intergovernmental agreement with the NE CO Revolving Loan Fund for the Community Development Block Grant Project. Roberts seconded the motion. Motion carried unanimously.

Timm made a motion to authorize the chairman to sign the following documents for the Community Development Block Grant project:

- CDBG Economic Development Application Forms
- Exhibit 1-B Applicant Statement of Assurance and Certifications
- Exhibit 1-C Citizen Participation Plan
- Exhibit 1-F Residential Anti Displacement and Relocation Assistance Plan

Roberts seconded the motion. Motion carried unanimously.

Timm made a motion to adopt resolution No. 2023-07-18-01 outlining the investment policy for Phillips County, per Exhibit A of the resolution. The Resolution reads:

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PHILLIPS COUNTY,  
COLORADO, TO ADOPT AN INVESTMENT POLICY FOR PHILLIPS COUNTY**

**WHEREAS**, the County Treasurer makes recommendations to the Phillips County Board of County Commissioners concerning the use of certain financial institutions as depositories for county funds and also makes recommendations concerning investments; and

**WHEREAS**, the County Treasurer is authorized by C.R.S. 30-10-708 and the Board of County Commissioners of Phillips County, Colorado, Resolution No. 2023-01-09-06 to deposit and invest funds on behalf of the County.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PHILLIPS COUNTY, COLORADO** that the Phillips County Investment Policy is adopted in its entirety, as set forth in Exhibit A.

The effective date hereof shall be the date of the adoption of this Resolution.

Hofmeister seconded the motion. Motion carried unanimously.

Hofmeister made a motion to approve the request from Administrator Laura Schroetlin to move Patrick Mitchell to GN Grade 16 Step 7, effective July 29, 2023. Timm seconded the motion. Motion carried unanimously.

Timm made a motion to approve the request from Maintenance Supervisor Lonny Vernon to hire Maelynn Frost as a part-time employee for the maintenance department at \$13.65 per hour, effective July 10, 2023. Hofmeister seconded the motion. Motion carried unanimously.

Hofmeister made a motion to approve the request from County Clerk Beth Zilla to move Mary Roberts to GN Grade 23 Step 3, effective August 1, 2023. Timm seconded the motion. Motion carried unanimously.

Hofmeister made a motion to approve the audit engagement agreement for 2023 as proposed by rfarmer LLC for an amount not to exceed \$19,570. Timm seconded the motion. Motion carried unanimously.

Timm made a motion to increase the gravel pit payments from 50¢ per cu.yd. to 60¢ per cu.yd. Hofmeister seconded the motion. Motion carried unanimously.

Hofmeister made a motion to authorize the Chairman to sign a service agreement with IMEG for Commissioner redistricting to use 2020 Census data to develop 3 scenarios where the population in each district is within 5% at an estimated fee of \$2,400. Timm seconded the motion. Motion carried unanimously. Once the county determines which scenario to proceed with, IMEG will develop the final layer along with a written description.

Adjournment

Chairman Roberts adjourned the meeting at 10:53 a.m.  
Minutes submitted by County Clerk Beth Zilla.  
Next meeting is scheduled for July 31, 2023.

Phillips County Commissioners:

  
Garold Roberts

  
Terry Hofmeister

  
Tom Timm

Attest:

  
Beth Zilla, County Clerk

