

Phillips County Commissioner  
Meeting Minutes<sup>1</sup>  
April 9, 2024

The board held a work session with Road and Bridge Manager Kevin Scott 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, Landfill Manager Bill Andrews, Department of Human Services Director Lori Lundgren, Maintenance Supervisor Lonny Vernon, and Maintenance Worker Jason Redman

**Additional Attendees**

Matt Meusborn, Gary Engels, Jessica Ayala, and Mikey Brown

**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 03.29.2024 meeting
- b) Approval of invoice list
- c) Approval of Veterans Service Officer monthly report
- d) Acknowledge receipt of Workers' Comp Reports
- e) Acknowledge receipt of CAPP reports
- f) Acknowledge receipt of Treasurer reports
- g) Acknowledge receipt of FAA notice re: wind turbine height
- h) Acknowledge receipt of Building Permits log
- i) Acknowledge receipt of Event Center/BOC Pavilion rentals

**Public Comments**

None presented.

**Appointments**

The board met with Matt Meusborn to discuss the continued use of the open area on the west side of the fairgrounds for commercial driver's license training. It was the consensus of the board to continue to allow commercial driver's license training there.

The board met with Gary Engels to discuss the shooting range. Engels would like to put in a shooting bench at the cost of \$800. The board agreed to allow Engels to put in the shooting bench.

The board met with Chamber of Commerce Director Jessica Ayala. Ayala asked the board to waive fees for the rental of the courthouse courtyard for Dandelion Daze on June 15. She also asked the board to approve the request to sell alcohol at their concert at the BOC Pavilion on June 29. The board tabled the discussion on the concert until the next meeting so Ayala could see if the City of Holyoke would assist with costs.

The board met with Andrews to discuss ordering a topographical survey of the landfill to determine how much time is left until the current hole is filled.

The board met with Economic Development Director Mikey Brown to discuss the CSU Rural Action Project.

The board convened as the Board of Human Services at 10:04 a.m., meeting with Director 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 10:15 a.m.

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

The board met with Vernon and Redman to discuss the plans for courthouse sprinklers and sod for landscaping by the sidewalks.

**Unfinished Business**

None presented.

**Motions/New Business**

Roberts moved to approve the request to change the date of the September 30, 2024, Board of County Commissioners meeting to September 27, 2024. Timm seconded the motion, which carried unanimously.

Timm moved to approve the request from Maintenance Supervisor Lonny Vernon to hire Jason Redman as a full-time worker in the Maintenance Department and be placed on GN40 Grade 20 Step 2, with an effective date of April 8, 2024. Roberts seconded the motion, which carried unanimously.

Roberts moved to approve the request from Road and Bridge Manager Kevin Scott to hire Jason Schmidt as a full-time road worker at RB Grade 16 Step 3, effective April 8, 2024. Timm seconded the motion, which carried unanimously.

Timm moved to authorize the chairman to sign the contract agreement between Phillips County and Gary Engels for maintenance of the gun range. The contract will run from April 9, 2024, through April 8, 2025, for the amount of \$1,200. Roberts seconded the motion, which carried unanimously.

Timm moved to approve the request from Chamber of Commerce Director Jessica Ayala to waive the rental fees for the courthouse courtyard for Dandelion Daze on June 15, 2024. Roberts seconded the motion, which carried unanimously.

Roberts moved to accept the bid from Dickinson Land Surveyors to provide topographical survey work at the Phillips County Landfill for the estimated amount of \$5,500. Timm seconded the motion, which carried unanimously.

Timm moved to approve the request from Landfill Manager Bill Andrews to move Isidro Juarez to GN40 Grade 15 Step 3, effective April 16, 2024. Roberts seconded the motion, which carried unanimously.

Roberts moved to approve the request from County Administrator Andrew Nygaard to pay out 100 hours of unused PTO for Lori Lundgren at a cost of \$3,934.01. Timm seconded the motion, which carried unanimously.

Timm moved to approve the request from County Administrator Andrew Nygaard to payout 100 hours of unused PTO for Tiffany Watson at a cost of \$2,777.22. Roberts seconded the motion, which carried unanimously.

Roberts moved to send a warning letter, as presented, to Brightwater Dairy for damage done to County Road 38. Timm seconded the motion, which carried unanimously.

Timm moved to approve a letter of support to endorse Highline Electric Association's attempt at securing grant funding for improvements in Phillips County, including aiding in wildfire prevention. Roberts seconded the motion, which carried unanimously.

**Adjournment**

Chairman Hofmeister adjourned the meeting at 10:58 a.m.

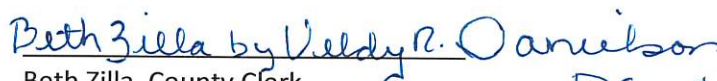
Minutes submitted by County Clerk Beth Zilla.

Next meeting is scheduled for April 19, 2024.

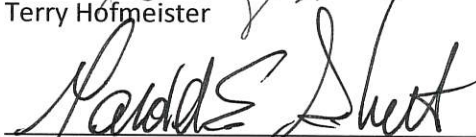
Phillips County Commissioners:

Attest:

  
Tom Timm

  
Beth Zilla, County Clerk  
Deputy Clerk

  
Terry Hofmeister

  
Garold Roberts