

Phillips County Commissioner

Meeting Minutes¹

June 16, 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 June 16, 2023, at the County Courthouse in the Commissioner meeting room.

County Attendees

Chairman Garold Roberts, Commissioners Terry Hofmeister and Tom Timm, Clerk Beth Zilla, Administrator Laura Schroetlin, Deputy Administrator/Planner Andrew Nygaard, Road and Bridge Manager Mike Salyards, Department of Human Services Director Lori Lundgren, Treasurer Steve Young, Assessor Doug Kamery, County Attorney Tammy Kelley, Courthouse Sidewalk Project Manager Dan Waln, Maintenance Supervisor Lonny Vernon, and Administrative Support Patrick Mitchell

Additional Attendees

Janelle Krueger, Holly Ferguson, Mikey Brown, Valerie Hibbert, Peter Duffy, Wil Gebhart, and Lou Harmon via phone.

Additions or Corrections to the Agenda

New Business #12 – Railroad Crossings and New Business #13 – Courthouse Sidewalk Project Bid Opening were added to the agenda.

Approval of Consent Agenda

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

Consent Agenda Items:

- a. Approval of the minutes of the BOCC 06.09.2023 meeting
- b. Approval of invoice list
- c. Acknowledge receipt of Treasurer's reports
- d. Acknowledge receipt of finance reports
- e. Acknowledge receipt of Mobile Food Pantry report
- f. Acknowledge receipt of Event Center/BOC Pavilion rentals

Public Comments

Holly Ferguson, representing the Holyoke Chamber of Commerce, informed the Board that the Party in the Park scheduled for June 16, 2023, was moved to the BOC Pavilion due to weather concerns. Ferguson asked if the board would waive the fees for the event.

Appointments

The board convened as the Board of Human Services at 8:30 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 8:49 a.m.

The board watched a presentation from Economic Development Director Mikey Brown.

The board met NE CO Revolving Loan Fund Administrator Valerie Hibbert, who discussed the functions of the NE CO Revolving Loan Fund. The board tabled taking action until more information is received.

The board met Peter Duffy with CATALIS Recording Systems, who discussed the company's recording product that Clerk Zilla would like to acquire with an ERTB Grant. Assessor Doug Kamery was also present during the discussion. Duffy reported that the state grant, if received, would cover the cost of the software conversion and three years of maintenance.

Treasurer Young met with the board to discuss abandoned property in the form of outstanding checks or warrants. He also discussed investment policy and tax lien sales with the board.

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

Unfinished Business

Discussion on the Viaero roadway occupancy request was tabled until further information can be obtained from Road and Bridge Manager Salyards.

Motions/ New Business

The board met Salyards regarding railroad crossings in the county. He will bring further information to a future meeting.

The board met with Administrative Support Mitchell to discuss the availability of RV spaces during the upcoming county fair and the procedure for assigning spaces. He recommended staying with the first come, first served process that is in place.

Timm made a motion to approve half-price for the Harvest Park RV Campground for fair participants from July 25 through July 30, 2023. Hofmeister seconded the motion. Motion carried unanimously.

Hofmeister made a motion to approve the request from Holyoke Chamber of Commerce board member Holly Ferguson to waive the rental fees for their Party in the Park event during Dandelion Daze at the BOC Pavilion on June 16, 2023. Timm seconded the motion. Motion carried unanimously.

Timm made a motion to approve the appointment of Emali Torres as Deputy Sheriff by Phillips County Sheriff Michael Beard, placing her at GN40 Grade 26 Step 2, with a signing bonus of \$3,000.00 to be paid out in four (4) equal installments with the condition of a 2-year service commitment, effective June 12, 2023. Hofmeister seconded the motion. Motion carried unanimously.

Hofmeister made a motion to approve the request from Road and Bridge Manager Salyards to hire Anthony Helfer as a full-time road worker at RB Grade 16 Step 1, with a signing bonus of \$3,000.00 to be paid out in four (4) equal installments with the condition of a 2-year service commitment, effective June 20, 2023. Timm seconded the motion. Motion carried unanimously.

Timm made a motion to approve the amendment to extend the DHS Cost Allocation contract with MGT of America Consulting, LLC, for the second renewal period of one (1) year beginning February 15, 2024, and expiring on February 15, 2025, at a total cost of \$5,350.00. Hofmeister seconded the motion. Motion carried unanimously.

The board tabled the request from County Administrator Schroetlin to digitize commissioner meeting minutes books with RMMI Digital Document Solutions until more information is received about licensing for the product.

The meeting recessed at 11:25 a.m. and reconvened at 2:00 p.m. to open the sealed bid for the courthouse sidewalk project. One bid was received, which was from Simon Contractors. Wil Gebhart, representing Simon Contractors, was present during the bid opening. Also present were Chairman Roberts, Commissioners Hofmeister and Timm, Deputy Administrator/Planner Nygaard, Courthouse Sidewalk Project Manager Dan Waln, Maintenance Supervisor Lonny Vernon, and project engineer Lou Harmon via phone.

Roberts opened the bid, which was in the amount of \$396,311.00. Timm made a motion to approve the bid subject to Harmon looking through the bid for any discrepancies or errors. Hofmeister seconded the motion. Motion carried unanimously.

Adjournment

Chairman Roberts adjourned the meeting at 2:11 p.m.

Minutes submitted by County Clerk Beth Zilla.

Next meeting is scheduled for June 30, 2023.


Phillips County Commissioners.


Garold Roberts


Terry Hofmeister


Tom Timm

Attest:


Beth Zilla, County Clerk


Deputy Clerk