

PHILLIPS COUNTY MEETING MINUTES

Meeting/Project Name:	Phillips County Board of County Commissioners		
Date of Meeting:	June 18, 2019	Time:	9:00
Minutes Prepared By:	Beth Zilla	Location:	Commissioners' meeting room
1. Meeting Objective			
Regular Mid-month Business Meeting			
2. Attendees			
<p>Commissioners:</p> <p>Harlan Stern, Chair</p> <p>Don Lock</p> <p>Terry Hofmeister</p> <p>County officials/personnel:</p> <p>Pamela Jensen - Administrator</p> <p>Laura Schroetlin - Administrator Assistant</p> <p>Beth Zilla – County Clerk</p> <p>Kerry Doleshall – Weed and Pest Manager</p> <p>Penny Verhoeff – DHS Director</p> <p>Public:</p> <p>Charlie Triplette – Historical Society</p> <p>Tammy Kelly – Cline, Williams Law Firm</p> <p>Kim Killin – Cline, Williams Law Firm</p> <p>Arlan Scholl – Scholl Oil</p>			
3. Revisions to agenda:			
<p>Donor List</p> <p>Oil and Gas Regulation</p> <p>Bob Heldenbrand – EMO</p> <p>Tracey Trumper's replacement- CSU Extension</p> <p>Warrant to Check procedure change</p>			
4. Consent Agenda Items			
<ul style="list-style-type: none">May 31 meeting minutesMay accounts payable batchEvent Center Rental <p>Don Lock moved to accept the Consent Agenda as presented. Terry Hofmeister seconded, and the motion carried.</p>			
5. Minutes / Action Items			
<ul style="list-style-type: none">Charlie Triplette spoke about lack of volunteers at the Museum, confirmed that Phillips County owns the building, but if the Museum closes, whom owns the items that were donated. After discussion, Pam Jensen to contact Al Wall to obtain legal opinion.Kerry Doleshall presented update on obtaining AEDs. Pam to work with Kerry on project.Tammy Kelley and Kimbra Killin from law firm Cline Williams presented their firm's capabilities and desire to represent Phillips County.Pavilion sound system and acoustic panel estimates presented by Arlan Scholl.<ul style="list-style-type: none">Discussed sound system.Discussed installing half of the acoustic panels installed to verify if that will help with the sound issue in the northeast.Bids will be reviewed again at June 28, 2019 Commissioners' meeting.Hofmeister moved to approve the request from the Fair board to have a beer garden during the 2019 county fair on:<ul style="list-style-type: none">July 24 from 4:00pm until 12:00amJuly 25 from 4:00pm until 12:00amJuly 26 from 3:00pm until 12:00amJuly 27 from 2:00pm until 12:00amas long as a special event permit is obtained from the City of Holyoke. Lock seconded, and the motion carried.Hofmeister moved to approve the following resolution regarding simplifying accounting for traded capital assets<ul style="list-style-type: none">WHEREAS, the Board of County Commissioners has established a useful life for all depreciable assets;WHEREAS, in some instances, it is to the County's benefit to trade assets before reaching full depreciation;WHEREAS, the County wishes to accurately maintain the depreciable cost of new assets;THEREFORE; the Board of County Commissioners has established that the County will depreciate any remaining basis of a traded asset as of the date of the trade, so the value of the trade is \$0, and this depreciation amount will be taken in the year of the trade, so the cost and accumulated depreciation are the same amount. Lock seconded, and the motion carried.Hofmeister moved to accept the bid from Maverick Steel for the purchase of 4 AVD Low voltage fans for the Pavilion at a cost of \$32,382 which includes materials, labor, travel expense and installed (electrical hookup will be done by others). Estimated to be \$5,000.00. Lock seconded, and the motion carried.Lock moved to approve the request from Communications Director to move Dispatcher Brenda Brandt to Grade 11 Step 9 at an hourly rate of \$17.06, effective June 1, 2019. Hofmeister seconded, and the motion carried.Lock moved to accept the resignation from Matt Meusborn as the County CDL Administrator, effective June 30, 2019, and appoint current CDL tester Gerald Whipple as the new County CDL Administrator, effective July 1, 2019 through December 31, 2019. Hofmeister seconded, and the motion carried.			


- Hofmeister moved to classify County Administrator/Planner Pam Jensen as an exempt employee and place her on GN Grade 43 Step 2 at annual salary of \$55,336.37 (\$4,611.36 monthly), effective June 10, 2019. Lock seconded, and the motion carried.
- Lock moved to create two new position classifications on the county pay scale:
 - Deputy Administrator at GN Grade 32 Step 1 through 9.
 - Administrative Support at GN Grade 16 Step 1 through 9.
 - When, at such time, as Deputy Administrator becomes available, the position will be reclassified and filled as an Assistant Administrator position.
 Hofmeister seconded, and the motion carried.
- Lock moved to add Pamela J Jensen as a business officer and speaker on the County Credit cards accounts ending in the numbers:

6211, 5601, 6500, 8431, 5379, 8084, 8092, 8076, 8423, 8068, 6112, 8449, 8340, 5411, 5429, 8159, 5254, 8399, 8142, 8134, 8126, 8498, 5593, 7219, 8308, 8548, 7227, 8563, 9546, 8837.


 Hofmeister seconded, and the motion carried.
- Lock moved to authorize a \$5000 transfer from County General to the Imprest Checking account at First Pioneer National bank which will be used solely as a clearing account for Accounts Payable checks. Hofmeister seconded, and the motion carried.
- Hofmeister moved to change from warrants to bank checks starting July 1, 2019. Lock seconded, and the motion carried.
- Hofmeister moved to transfer the title of the 2002 Ford Ambulance to the Haxtun Hospital District. Lock seconded, and the motion carried.
- Discussed equipment to be sold.
 - Two 10'x10' overhead doors with tracks and one opener, and one 16'x16' overhead door with tracks were donated to Camp Machasay.
 - Other equipment listed below are to be sold via sealed bids.
 - Bids must be returned to the Courthouse Administrative office by noon July 18, 2019.
 - Run advertisement for two weeks in the Haxtun and Holyoke newspapers, Phillips County Facebook and web sites.
 - Bids must be returned to Phillips County Courthouse Administrative office by noon, July 18, 2019.
 - Questions can be directed to Phillips County Administrative office either in person or by telephone, 970-854-3778.
 - Items can be seen during daylight hours at the Phillips County Fairgrounds.
 1. John Deere Skid Steer Worksite Pro mower – RC72B
 2. John Deere 1032 snow blower – 32" with power start
 3. Backpack blower/vacuum
 4. Allied by Farm King 3-point blade – 150108 – 9 ft
 5. Pickup boxes
 - a. 2012 Chev 2500 8 ft
 - b. 2002 Dodge 3500 dually
 - c. 2001 Chev 2500 8 ft
- Discussed and Commissioners approved that two business days prior to Commissioners' meeting, information must be delivered to the Administrative offices at or before 8:00 am.
 - Note, there will be flexibility for exceptions.
 - Administrative staff will publish notice in Haxtun and Holyoke newspapers, on Phillips County web site and Facebook pages.
 - State date will be August 1, 2019.
- Lock moved to purchase spray painter and approximately 50 gallons of paint for Fairgrounds painting project. Hofmeister seconded, and the motion carried.
- Next meeting, June 28, 2019, Commissioners request to discuss:
 - Regulations on oil and gas
 - Model Traffic code

County Commissioners

Attest:


Harlan Stern


Beth Zilla – County Clerk


Donald J Lock


Terry L Hofmeister