

Phillips County Commissioner  
Meeting Minutes<sup>1</sup>  
March 30, 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.

Chairman Garold Roberts, Commissioner Tom Timm, and Deputy Administrator/Planner Andrew Nygaard held a work session with Greg Etl with the Department of Local Affairs immediately after the meeting.

**Call to order**

Chairman Roberts called the meeting of the Phillips County Commissioners to order and opened with the Pledge of Allegiance at 8:00 a.m. on March 30, 2023, at the County Courthouse in the Commissioner Meeting room.

**County Attendees**

Chairman Garold Roberts, Commissioners Tom Timm and Terry Hofmeister, County Administrator Laura Schroetlin, Deputy Administrator/Planner Andrew Nygaard, County Clerk Beth Zilla, County Assessor Doug Kamery, Maintenance Supervisor Lonny Vernon, and Emergency Manager Broc Pelle.

**Additional Attendees**

Janelle Krueger, Andrew Turck, Victoria Dunker, Kevin Scott, Jessie Stewart.

**Additions or Corrections to the Agenda**

Add Item

Unfinished Business: Election room update.

**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 03.20.2023 meeting
- b. Approval of March payroll
- c. Approval of invoice list
- d. Acknowledge receipt of VSO recognition
- e. Acknowledge receipt of Building Permits log
- f. Acknowledge receipt of Event Center/BOC Pavilion rentals

**Public Comments**

None presented.

**Appointments**

The board met with Andrew Turck, editor of the Holyoke Enterprise, for the monthly press briefing. Notes from this portion of the meeting were sent to the Haxtun-Fleming Herald.

County Assessor Doug Kamery met with the board to discuss the \$24,000 tax abatement a state-assessed entity will receive due to being overvalued on an assessment.

The board met with the CSU Extension Agent Jessie Stewart for updates from her office.

The board met with Maintenance Supervisor Lonny Vernon to discuss the fence project at the fairgrounds. Vernon also mentioned that the race track light project should be completed by the April 28<sup>th</sup> race.

The board met with City of Holyoke Recreation Director Victoria Dunker and Holyoke Mayor Kevin Scott to discuss the electrical demand and usage charges at the Showdown on the Plains event.

The board met with Emergency Manager Broc Pelle for updates from his office. He informed the board that the School Safe Program is operational in both Haxtun and Holyoke schools.

**Unfinished Business**

County Clerk Beth Zilla updated the board on the progress of the new election room funded by the Colorado- Election Security Act (CESA) Grant. She will put an RFP into the local newspapers for the construction of a doorway into the room.

**Motions/ New Business**

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

Nygaard reported that he had submitted a TAP pre-application grant to CDOT for the installation of forty-four (44) light fixtures along the walking path at the Fairgrounds Complex. He also reported that the Planning Commission hearing for the county’s proposed Land Use Code is scheduled for 8 p.m. on Thursday, April 27, in the Biesemeier Room at the Phillips County Event Center.

Timm made a motion to re-adopt the current Emergency Operations Plan with no major changes since last review. Hofmeister seconded the motion. Motion carried unanimously.

Hofmeister made a motion to approve the request from Communications Center Director Sara Kumm to move Olivia Olivas-O’Dea to GN40 Grade 11 Step 2, effective April 6, 2023. Timm seconded the motion. Motion carried unanimously.

Timm made a motion to approve the request from Maintenance Supervisor Lonny Vernon to create a new classification for Assistant Maintenance Supervisor at a pay grade of GN40 Grade 25. Hofmeister seconded the motion. Motion carried unanimously.

Hofmeister made a motion to approve the request from Maintenance Supervisor Lonny Vernon to change the classification for Maintenance Supervisor to a pay grade of GN 40 Grade 28. Timm seconded the motion. Motion carried unanimously.

Timm made a motion to approve the request from Maintenance Supervisor Lonny Vernon to move Brandon Markert to the newly approved classification of Assistant Maintenance Supervisor at GN40 Grade 25 Step 1, effective April 1, 2023. Hofmeister seconded the motion. Motion carried unanimously.

Hofmeister made a motion to approve the request from Administrator Laura Schroetlin to move Lonny Vernon to the newly approved classification for Maintenance Supervisor at GN40 Grade 28 Step 2, effective April 1, 2023. Timm seconded the motion. Motion carried unanimously.

Timm made a motion to authorize the chairman to sign the annual operating license renewal for the East Phillips County Ambulance Service which will run from April 1, 2023, through March 31, 2024. Hofmeister seconded the motion. Motion carried unanimously.

Hofmeister made a motion to authorize the chairman to sign the annual operating license renewal for the Haxtun Ambulance Service which will run from April 1, 2023, through March 31, 2024. Timm seconded the motion. Motion carried unanimously.

Timm made a motion to approve the request from the Phillips County Fair Board to serve alcohol at its beer garden during the upcoming 2023 races at the Phillips County Raceway on April 28, May 26, June 30, August 25, and September 22, 2023, with the condition that a special events permit is obtained from the City of Holyoke. Hofmeister seconded the motion. Motion carried unanimously.

Hofmeister made a motion to approve the request from the Phillips County Fair Board to serve alcohol at its beer garden during the upcoming Phillips County Fair, July 26-July 30, 2023, with the condition that a special events permit is obtained from the City of Holyoke. Timm seconded the motion. Motion carried unanimously.

Timm made a motion to approve the request from County Clerk Beth Zilla to close the Clerk and Recorder office on April 12, 2023, to allow staff to attend motor vehicle training. Hofmeister seconded the motion. Motion carried unanimously.

Hofmeister made a motion to purchase 2,347 feet of tubing, well casing and caps for the fencing project at the fairgrounds at a cost not to exceed \$10,000 from A+ Fence Pipe Sales in Platteville. Timm seconded the motion. Motion carried unanimously.

Hofmeister made a motion to approve Timm Trucking to deliver the pipe for the fencing project at the fairgrounds for \$4 per running mile. Roberts seconded the motion. Motion carried 2-0, with Timm abstaining.

Adjournment

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

Minutes submitted by County Clerk Beth Zilla.

Next meeting is scheduled for April 7, 2023.

Phillips County Commissioners:

  
Garold Roberts

Attest:

  
Beth Zilla, County Clerk

  
Terry Hofmeister

  
Tom Timm