

Phillips County Commissioner  
Meeting Minutes<sup>1</sup>  
November 17, 2023

**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 Friday, November 17, 2023, at the County Courthouse in the Commissioner meeting room.

**County Attendees**

Chairman Garold Roberts, Commissioners Terry Hofmeister and Tom Timm, County Administrator Laura Schroetlin, Deputy Administrator/Planner Andrew Nygaard, County Clerk Beth Zilla, County Treasurer Steve Young, County Assessor Doug Kamery, and Sheriff Michael Beard

**Additional Attendees**

Janelle Krueger

**Additions or Corrections to the Agenda**

Addition

7) Construction bid on courthouse meeting room

**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 11.08.2023 meeting
- b. Approval of invoice list
- c. Acknowledge receipt of Treasurer reports
- d. Acknowledge receipt of HUTF summary - November
- 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 County Assessor Doug Kamery to review some possible legislative changes and the effects on the county and taxpayers.

The board met with County Treasurer Steve Young to discuss filling the Deputy Treasurer position.

The board met with Sheriff Michael Beard to discuss the step increase for Deputy Robert Corrado. The board also discussed the procedure of pursuits outside of city and town limits.

**Unfinished Business**

The board discussed filling the remaining county board vacancies.

The board discussed the fair board manager position.

**Motions/ New Business**

Hofmeister made a motion to appoint Ron Carpenter to fill the remaining term for the Town of Haxtun representative on the E911 Board, which will end June 30, 2025. Timm seconded the motion. Motion carried unanimously.

Timm made a motion to reappoint Jeanette Kingman to a 1-year term on the Phillips County Planning Commission, effective January 1, 2024, and expiring on December 31, 2024. Hofmeister seconded the motion. Motion carried unanimously.

Hofmeister made a motion to appoint Lea White to a 3-year term on the Phillips County Economic Development Board, effective January 1, 2024 and expiring on December 31, 2027. Timm seconded the motion. Motion carried unanimously.

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

Hofmeister made a motion to approve the request from County Treasurer Steve Young to hire Crystal Oakley as Deputy Treasurer at GN Grade 25 Step 1, effective December 1, 2023. Timm seconded the motion. Motion carried unanimously.

Timm made a motion to approve the request from Sheriff Michael Beard to move Robert Corrado to GN40 Grade 26 Step 2, effective November 12, 2023. Hofmeister seconded the motion. Motion carried unanimously.

The board tabled the roadway occupancy agreement submitted by Zion Farms for underground construction of an electrical service line crossing County Road 40 from Section 27-T9N-R46W to Section 34-T9N-R46W until more information about the depth of the service line is received.

Hofmeister made a motion to approve the bid from Junior's Handyman Services LLC in the amount of \$5,500 for the construction of an office to include a door and a partition wall located on the second floor of the courthouse building to be budgeted for 2024. Timm seconded the motion. Motion carried unanimously.

**Adjournment**

Chairman Roberts adjourned the meeting at 9:55 a.m.

Minutes submitted by County Clerk Beth Zilla.

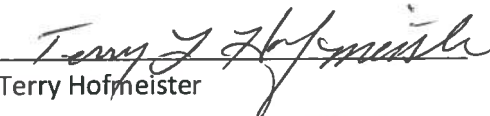
Next meeting is scheduled for November 30, 2023.

Phillips County Commissioners:

Attest:

  
\_\_\_\_\_  
Tom Timm

  
\_\_\_\_\_  
Beth Zilla, County Clerk

  
\_\_\_\_\_  
Terry Hofmeister

  
\_\_\_\_\_  
Garold Roberts