

Phillips County Commissioner Meeting

April 9, 2019

The board held a work session with County Road and Bridge Manager Mike Salyards, Assistant Manager Kevin Scott, Maintenance Department Supervisor Dan Waln and Weed & Pest Manager Kerri Doleshall.

- 1) Doleshall asked for a percentage guideline when determining when to purchase locally. The commissioners directed him to purchase locally when the price is within 10% of the lowest bid.
- 2) Salyards will contact Rick Ensminger to see if he can tear down the barn and bathroom.
- 3) It was noted that several things would be placed on a Big Iron Auction including pickup boxes, a blade, and garage doors (others could be included as appropriate).

Chairman Harlan Stern called the meeting to order at 9:04AM. and opened with the Pledge of Allegiance. Also present were Commissioners Don Lock and Terry Hofmeister, Interim County Administrator Laura Schroetlin and County Clerk Beth Zilla.

The board approved a March accounts payable batch.

Hofmeister made a motion, seconded by Lock, to approve the minutes from the March 29, 2019 meeting as corrected. Motion carried.

The board met with Shawna Strecker, Holyoke High School FFA Sponsor. Strecker is hosting a Regional FFA Quiz bowl and Parliamentary Pro competition on April 29, 2019 at the Event Center. She is requesting the Commissioners waive the rental fee.

Lock made a motion, seconded by Hofmeister, to approve waiving the rental fees for the FFA event. Motion carried. The FFA group is responsible for all setup and cleanup.

Sheila Gift brought a request to the board to designate a memorial for long-time Administrator, Randy Schafer at the fairgrounds complex. The board stated that the process has begun, and several options are being considered.

Hofmeister made a motion, seconded by Lock, to approve the changes to the Personnel Policy. Motion carried. The policy will be presented to the elected officials for their signatures then disbursed to county employees.

Lock made a motion, seconded by Hofmeister, to approve a step increase request to move Deputy Treasurer Sheila Gift to GN Grade 25 Step 3 at an annual rate of \$38,679.59 (\$3,223.30 monthly), retroactive to January 1, 2019. Motion carried. She received a satisfactory performance appraisal.

Hofmeister made a motion, seconded by Lock, to approve a request from Landfill Manager Bill Andrews to attend a SWANA training in Colorado Springs. Motion carried. The training will be from May 20th through May 23rd.

The board met with Department of Human Services Penny Verhoeff for regular business. The minutes from this portion of the meeting are maintained by DHS.

Lock made a motion, seconded by Hofmeister, to approve the request by County Assessor Doug Kamery to retain Sherman Kage as a part time Data Transfer and Personal Property Clerk. Kage's full-time employment ends April 12th. He will be paid \$16.54 per hour effective April 15th. Motion carried.

The board telephoned Pavilion Project Manager Matt Brasby to go over his progress report.

- 1) Brasby had solicited bids from local contractors to complete additional cement projects including the sidewalk between the Pavilion and the Event Center, 2 sections of the walking/bike path, pad above the grease pit, 2 20'x10' sections next to the main entrance, 12"x8" sections inside at each overhead door, 2 culver intakes off the west road. He had received bids for materials and labor from:
 - Rojo Construction - \$27,372
 - Warren Edwards - \$25,500
 - Quintana Repair - \$27,028Lock made a motion, seconded by Hofmeister to approve the low bid from Warren Edwards for the concrete project as outlined above to include a May 15th completion date. Motion carried. Brasby will notify all vendors of the decision.
- 2) A question was raised regarding wireless internet service in the Pavilion. Brasby noted that it appears all the wiring is there but was not the status as far as PC Telcom finishing the work. Schroetlin will contact them to get a completion date for the installation.

- 3) Brasby brought a bid cost for an addition to the west overhead door (\$2,100 for the jack shaft operator plus \$300-\$400 for electrical work). Hofmeister made a motion, seconded by Lock, to approve the additional costs to the west overhead door. Motion carried.
- 4) Brasby outlined a Fetzer proposal for additional electrical services for a total cost of \$10,653.50. After discussion with Waln, Lock made a motion, seconded by Hofmeister, to approve adding (2) 50-amp outlets on the NE pillar for a cost of \$2,073.50. Motion carried.

The board directed Schroetlin to request a recommendation from the Fair Board regarding use of the Pavilion kitchen during the fair.

Lock made a motion, seconded by Hofmeister, approve the purchase of a 10' mower with quick-hitch for the fairgrounds complex from Central Plains Equipment, not to exceed \$8,000. Motion carried. The old mower will be sold with other excess county equipment at an upcoming Big Iron auction.

The board met with Deanna Webster and Dan Waln to discuss the rental agreement for the Pavilion. Webster noted, that with time, the distinction between small events and large events will be easier to identify. The commissioners directed that County Attorney Al Wall be contacted to see if ongoing hourly renters should sign a new rental agreement for each new rental or if a standing rental agreement will suffice. Schroetlin will confer with Wall.

Lock made a motion, seconded by Hofmeister, to move Patrick Mitchell to GN 16 Step 4 at an annual rate of \$33,003.97 (\$2,750.25 monthly) retroactive to March 1, 2019. Motion carried.

Hofmeister made a motion, seconded by Lock, to move Laura Schroetlin to GN32 Step 7 at an annual rate of \$49,623.94 (\$4,135.33 monthly) retroactive to March 1, 2019. Motion carried.

The board reviewed the following reports:

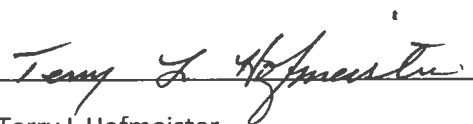
- CWCP claim history
- Public Trustees 1st quarter
- Treasurer monthly
- Mobile Food Pantry
 - 11967 pounds of food served
 - 171 families
 - 32 volunteers
- Event Center rentals

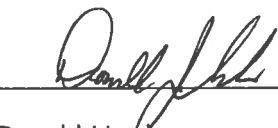
The board scheduled a work session for April 16th at 9:00AM to discuss the county administrator position.

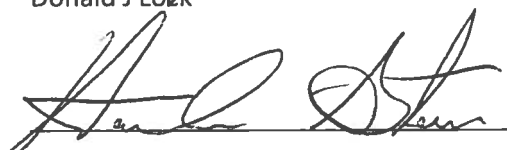
The meeting adjourned at 3:35PM.

Respectfully submitted,
Beth Zilla, Phillips County Clerk

County Commissioners


Terry L Hofmeister


Donald J Lock


Harlan Stern

Attest: 
Beth Zilla, County Clerk