

Phillips County Commissioner
Meeting Minutes¹
January 30, 2026

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 January 30, 2026, at the County Courthouse in the Commissioner meeting room.

County Attendees

Chairman Garold Roberts, Commissioners Tom Timm and Terry Hofmeister, Administrator/Planner Andrew Nygaard, County Clerk Beth Zilla, Sheriff Michael Beard, Emergency Manager Broc Pelle, County Attorney Tammy Kelley, and Landfill Manager Bill Andrews (via phone)

Additional Attendees

Janelle Krueger, Kelley Sullivan, Stacy Romero, Brianna Brauer, Brittany Daniel, Michelle Sharp, and Trisha Herman

Additions or Corrections to the Agenda

None presented.

Additions or Corrections to the Consent Agenda

None presented.

Approval of Consent Agenda

Timm moved to approve the consent agenda as presented. Hofmeister seconded the motion, which carried unanimously.

Consent Agenda Items:

- a) Approval of the minutes of the BOCC 01.19.2026 regular meeting
- b) Approval of January payroll
- c) Approval of invoice list
- d) Approval of P.I.L.T. Grant
- e) Acknowledge receipt of HUTF Summary
- f) Acknowledge receipt of Road & Bridge 4th quarter 2025 report
- g) Acknowledge receipt of Building Permits log
- h) Acknowledge receipt of Event Center/BOC Pavilion/Facilities rentals

Public Comments

None presented.

Appointments

The board met with Administrator Andrew Nygaard, who reported on the following topics:

- On Saturday, January 24, a waterline broke in the lobby of the Event Center leading to the CSU Extension office. Maintenance personnel worked on it for about four hours that day and did a great job handling the situation. It broke above the drywall, and it will be about \$1,450 to put in new insulation and replace the drywall. Work on it has been mostly completed. Pye Barker Fire and Safety has been contacted to see if that area is required to have a sprinkler.
- The metal has been removed from the jail, and maintenance has ordered a jackhammer to remove the concrete curb where the bars were.
- The Assessor's office door is currently in a locked state, and Assessor's office personnel have been issued physical keys. The lock is under warranty, and parts have been ordered. They should arrive sometime between February 18 and March 4.
- Nygaard reviewed an article that Hofmeister had shared regarding the six-month moratorium on data centers, utility-scale solar operations, and battery installations that Logan County approved. There were concerns mentioned at the Logan County public hearings about the regrowth of grassland and about taking the grassland away from cattle.
- Nygaard reviewed documentation created by Deputy Administrator Carrie Waln regarding sick leave reserve payout as well as the parts of the county's personnel policy that outline the circumstances used to determine how much is paid on separation, if any. It is based on hire date as well as number of years of tenure as of July 1, 2022. The administration office will review the policy with the employees it affects.

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

- Investment information for the last five years was reviewed with the board. The figures include funds that are due to other entities within the county.
- PC Telcom representatives, who attended the October 20, 2025, Commissioner meeting to discuss converting the county's phone system to Voice over Internet Protocol (VoIP), performed a walkthrough with personnel of Platinum Technology to discuss the potential project. The quote from PC Telcom is for \$6,678.50 and includes changing to VoIP in the administration, Treasurer, Assessor, and Clerk offices in the courthouse.

The board met with Brianna Brauer and Brittany Daniel regarding Fair Royalty funds. Right now, there is no Fair Royalty account, as the Fair Board keeps it separate. The board said the county's attorney and auditor advised to keep Fair Royalty as a line item under the Fair Board. Fair Board President Tom Andersen and the Commissioners would also like to keep it under the Fair Board since the Commissioners do not wish to micromanage the Fair Board.

The board met with Trisha Herman to discuss the housing summit held in Akron on January 28. She talked about the resolution process for expedited review of affordable housing projects, which can be a funding source that opens a local planning capacity grant for \$45,000, which could be used to hire a consultant, grant writer, etc. for potential regional collaboration. Nygaard noted the county does not have infrastructure and asked what this would look like for the unincorporated areas of the county, and Herman said she would envision the county being fiscal support in collaboration with possibly the City of Holyoke or Holyoke Housing Authority. It was the consensus of the board that they would be open to potentially collaborating.

The board met with Michelle Sharp with the Early Childhood Council. The board would need to sign a convening entity letter for the Early Childhood Council to still cover a service delivery area that is inclusive of all incorporated and unincorporated areas in Phillips County. This letter will be on a future meeting agenda. She mentioned the Early Childhood Council has never asked for money from the county, but they will be looking for county support in the future. The board said she will need to create a proposal for budget time and present it to the board.

The board met with Emergency Manager Broc Pelle, who discussed the Homeland Security grant, which has about \$9,148 left over. The original application included \$10,700 for Holyoke Police Department Radios, \$19,200 for thermal optics for Holyoke Police Department and Phillips County Sheriff's Office, and \$1,495 for management and administration of the grant. Beard said the five handheld radios the Phillips County Sheriff's Office has are at their end of life, and each upgrade is about \$5,100. It was the consensus of the board to use the remaining funds to help offset the cost of handheld radio upgrades for Phillips County Sheriff's Office. Pelle updated the board that the county will also be receiving \$35,732 for the modified EMPG grant, which runs through the end of June 2026. There is currently no information regarding further funding after that.

The board met with Landfill Manager Bill Andrews via phone to discuss the conversion of the old roll-off boxes to recycle trailers. Andrews said that buying new trailers would still require putting sides and a top on them to hold the cardboard down. He also discussed the repairs required on the loader. Its arms are starting to bend, and the bucket won't sit flat on the floor.

Unfinished Business

None presented.

Motions/New Business

Timm moved to approve the request from Landfill Manager Bill Andrews to move Heather Kellan to GN40 Grade 20 Step 4, effective February 1, 2026. Hofmeister seconded the motion, which carried unanimously.

Hofmeister moved to approve the request from Landfill Manager Bill Andrews to have Revolution Welding convert three roll-off boxes to recycle trailers and to perform repair work on the loader frame for the estimate submitted of \$9,300. Timm seconded the motion, which carried unanimously.

Timm moved to approve the 50% down payment of \$11,898.15 to Junior's Handyman Services LLC to begin building and installing a partition wall in the Clerk of the Court's office. Hofmeister seconded the motion, which carried unanimously.

Hofmeister moved to approve the annual CDOT/HUTF report as presented. Timm seconded the motion, which carried unanimously.

Timm moved to approve the boundary line adjustment application submitted by Enrique Varela Dominguez as presented. The application is to adjust the boundary line between a 4.96-acre parcel and a 7.86-acre parcel in the SE ¼ of Section 6, Township 7 North, Range 44 West, increasing the size of the

4.96-acre parcel to approximately 6.01 acres, and reducing the size of the 7.86-acre parcel to approximately 6.55 acres. Hofmeister seconded the motion, which carried unanimously.

Hofmeister moved to approve the VoIP conversion of the phone lines of the administration, Assessor, Treasurer, and Clerk offices for the quote submitted of \$6,678.50. Timm seconded the motion, which carried unanimously.

Executive Session

Hofmeister moved to go into executive session for a conference with the County Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b). Timm seconded the motion, which carried unanimously. The regular meeting recessed at 10:22 a.m. and reconvened at 11:09 a.m. Chairman Roberts stated the participants in the executive session were Tom Timm, Terry Hofmeister, Tammy Kelley, Andrew Nygaard, Michael Beard, and himself. Participants in the executive session were asked if they believed that any substantial discussion of any matters not included in the motion to go into executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, to state their concerns for the record. No concerns were stated.

Adjournment

Chairman Roberts adjourned the meeting at 11:29 a.m.

Minutes submitted by County Clerk Beth Zilla.

Next meeting is scheduled for February 9, 2026.

Phillips County Commissioners:

Attest:



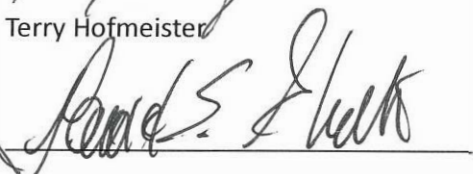
Tom Timm



Beth Zilla, County Clerk



Terry Hofmeister



Garold Roberts