

**Phillips County Commissioner
Meeting Minutes¹
October 31, 2025**

The board held a 2026 budget work session after the meeting.

Call to order

Chairman Tom Timm called the meeting of the Phillips County Commissioners to order and opened with the Pledge of Allegiance at 8:00 a.m. on October 31, 2025, at the County Courthouse in the Commissioner meeting room.

County Attendees

Chairman Tom Timm, Commissioners Garold Roberts and Terry Hofmeister, Administrator/Planner Andrew Nygaard, County Clerk Beth Zilla, Treasurer Steve Young, Sheriff Michael Beard, Road and Bridge Manager Kevin Scott, and Department of Human Services Director Lori Lundgren

Additional Attendees

Janelle Krueger

Additions or Corrections to the Agenda

None presented. Roberts moved to approve the agenda as presented. Hofmeister seconded the motion, which carried unanimously.

Approval of Consent Agenda

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

Consent Agenda Items:

- a) Approval of the minutes of the BOCC 10.20.2025 meeting
- b) Approval of the minutes of the BOCC 10.24.2025 special meeting
- c) Approval of October Payroll
- d) Approval of Invoice list
- e) Acknowledge receipt of HUTF Summary
- f) Acknowledge receipt of Road and Bridge quarterly report
- g) Acknowledge receipt of Seaboard Farms quarterly monitoring reports
- h) Acknowledge receipt of Treasurer summary on tax lien sale
- i) Acknowledge receipt of Building Permits log
- j) Acknowledge receipt of Event Center/BOC Pavilion/Facilities rentals

Public Comments

None presented.

Appointments

The board met with Treasurer Steve Young, who updated the board on county investment accounts. He also provided an update on the tax lien sale.

The board convened as the Board of Human Services at 8:42 a.m., meeting with Director Lori Lundgren. The minutes from this portion of the meeting will be maintained by the Department of Human Services. The board reconvened as the Board of County Commissioners at 8:58 a.m.

The board met with Road and Bridge Manager Kevin Scott to discuss tractor rentals in 2026. He also discussed plans for repair work on the 1996 John Deere 8100 tractor. Estimates from 21st Century Equipment were \$30,119.40 for replacing the transmission with a remanufactured transmission, or \$30,037.08 for rebuilding the existing transmission.

The board met with Sheriff Michael Beard to discuss the required upgrades to fingerprinting software in the Sheriff's Office. Beard also discussed the server in the Sheriff's Office. Nygaard asked if it would be possible to link the Sheriff's Office server to the courthouse server and have folders whose access is restricted only to Sheriff's Office personnel, but Beard said there are CBI restrictions that would not make this approach a viable option. Beard said a new server would be about \$10,000 and he will get a quote from Platinum Technology. It was the consensus of the board that the work be done in 2025.

Beard also discussed hiring reserve deputies. He would like to hire two or three reserve deputies at the hourly rate of \$40 to assist with duties while Undersheriff Abe Magaña is on light duty.

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

Unfinished Business

None presented.

Motions/New Business

The board tabled the request from County Clerk Beth Zilla to hire Apex Shredding Inc. for shredding services until more information can be obtained.

Roberts moved to approve the request from DHS Director Lori Lundgren to amend the hire date for Ashley Tarin as Income Maintenance Technician to November 12, 2025. Hofmeister seconded the motion, which carried unanimously.

Roberts moved to approve the request from Road and Bridge Manager Kevin Scott to proceed with repair work on the 1996 John Deere 8100 tractor, either replacing the transmission with a remanufactured transmission for \$30,119.40 or rebuilding the existing transmission for \$30,037.08, as they will know which is the better option once they look into it further. Hofmeister seconded the motion, which carried unanimously.

Hofmeister moved to approve the request from Sheriff Michael Beard to upgrade the fingerprint software in the Sheriff's Office, to include a one-year maintenance agreement and a complete evaluation of existing equipment for the estimated cost of \$9,097 from Idemia. Roberts seconded the motion, which carried unanimously.

Roberts moved to approve the request from CSU agent Stephanie Starkebaum to move Carrie Anderson to GN Grade 24 Step 4, effective November 4, 2025. Hofmeister seconded the motion, which carried unanimously.

Hofmeister moved to approve the request from County Administrator Andrew Nygaard to move Landfill Manager Bill Andrews to GN40 Grade 23 Step 9, effective November 1, 2025. Roberts seconded the motion, which carried unanimously.

Roberts moved to approve the request from Sheriff Michael Beard to pursue hiring reserve deputies at the hourly rate of \$40.00. Hofmeister seconded the motion, which carried unanimously.

The board discussed unused PTO and past payouts, which were only approved due to extenuating circumstances such as the department being short-handed. It was the consensus of the board that these PTO payouts should be the exception and not the rule, and that requests in the future will need to be presented on a written form to be created by the administration office. Hofmeister moved to approve the request from Ed Glennemeier to pay out up to 50 hours of unused PTO. Roberts seconded the motion, which carried unanimously.

Adjournment

Chairman Timm adjourned the meeting at 10:18 a.m.

Minutes submitted by County Clerk Beth Zilla.

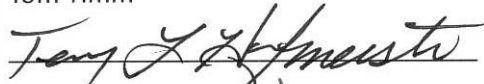
Next meeting is scheduled for November 10, 2025.

Phillips County Commissioners:

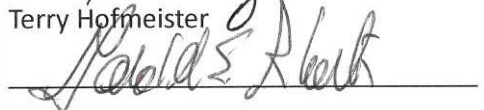
Attest:



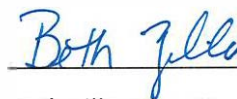
Tom Timm



Terry Hofmeister



Garold Roberts



Beth Zilla, County Clerk