

**Phillips County Commissioner
Meeting Minutes¹
November 18, 2025**

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 November 18, 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, Emergency Manager Broc Pelle, Maintenance Supervisor Lonny Vernon, Assistant Maintenance Supervisor Jason Redman, Sheriff Michael Beard, and Landfill Manager Bill Andrews

Additional Attendees

Janelle Krueger, Kendra Schlachter, Cari-Jo Oestman, Karen Ortner, Valeria Morales, and Brianna Brauer

Additions or Corrections to the Agenda

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

Approval of Consent Agenda

Roberts 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 11.10.2025 meeting
- b) Approval of invoice list
- c) Acknowledge receipt of Workers Comp reports
- d) Acknowledge receipt of Treasurer Reports
- e) Acknowledge receipt of Building Permits Log
- f) Acknowledge receipt of Event Center/BOC Pavilion/Facilities rentals, surveys

Public Comments

None presented.

Appointments

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

- Sheriff Michael Beard and Nygaard virtually presented the application for the Underfunded Courthouse Grant for the Clerk of the Court partition wall project on November 13. There was no information provided regarding when the county will hear further details about any grant award decision.
- Nygaard reported that the budget meeting for the Phillips County Recreation District was scheduled for 9:00 a.m. on November 20 in the Ortner Room at the Phillips County Event Center.
- A public hearing is scheduled for Wednesday, November 26, for subdivision exemption applications from KLC West LLC, seeking to divide two 11.71-acre parcels and an 11.70-acre parcel from a 35.12-acre parcel located in Section 12, Township 7 North, Range 45 West.
- Maintenance personnel are working to restore the signage and verbiage that had been on the walls of the Ortner Room at the Phillips County Event Center. They are using past photographs to recreate what it looked like before and are working with Kari Fecht to restore it as closely as possible.

The board met with Emergency Manager Broc Pelle regarding the EMPG grant. The fourth quarter of 2025 through June 30, 2026, will be funded with the state's backup plan for the grant. There will be further information closer to June 2026, and it was the consensus of the board to budget to fund the Emergency Management department in 2026 at the same level as 2025.

The board met with Maintenance Supervisor Lonny Vernon and Assistant Maintenance Supervisor Jason Redman regarding the upgrades at the Landfill office. Topics included replacing the south door, sheet rocking the bathroom, and lowering and extending the main counter. The contractor will install the south door and then look at the east door, where drainage needs to be improved. It was the consensus of the board to hold off further work on the project, and it will be discussed at the next meeting.

¹Minutes prepared by Andrew Nygaard are a summary of **discussions**, not a verbatim account.

The board met with Kendra Schlachter regarding the Showdown on the Plains event scheduled at the Bank of Colorado Pavilion on January 31 and February 1, 2026. She requested help from county personnel with set up, tear down, and clean up in return for the county being a sponsor for the event.

The board met with Cari-Jo Oestman with the Caring Pregnancy Resource Center. She requested a reduced rental rate for their event at the Phillips County Event Center on January 24, 2026.

The board met with Karen Ortner and Valeria Morales, representing Holyoke High School FCCLA. They requested the waiving of fees for their driver safety event scheduled for February 4, 2026, at the Event Center and BOC Pavilion. The event includes a mock car crash in the BOC Pavilion and stations that teach about driving safety in the Event Center.

The board met with Brianna Brauer to discuss 4H use of the BOC Pavilion arena for horse riding practice. They would like to use the arena once per week from October until fair time free of charge, and the current agreement is for free use from October through May. She said they are looking at Thursday evenings from 4:00 p.m. to 6:00 p.m. as a possibility, and they understand that they will not be able to use it if there is a paying renter scheduled for the same time.

The board met with Landfill Manager Bill Andrews. He provided updates on the fire that happened at the landfill on November 3. Andrews said he thought it could have been a lithium-ion battery or a solvent-soaked rag that caused the fire in the bales. He said there needs to be two to operate the loader at the landfill in the event of a fire so that they can relieve each other when needed if there is smoke blowing as they operate the loader. Andrews will work with Pelle to develop procedures in case a fire happens in the future.

The board met with Sheriff Michael Beard to discuss the server quote for the Sheriff's Office received from Platinum Technology for \$10,215. Beard said Platinum Technology does not need to meet with personnel from the Colorado Bureau of Investigation since the CBI requires a server to be onsite, and there is no alternative. Platinum Technology had thought about creating encrypted folders that run off the courthouse server, but this does not meet CBI requirements.

Unfinished Business

None presented.

Motions/New Business

The board discussed the draft letter to be sent to the Sedgwick County Commissioners and the Sedgwick County Sheriff regarding Phillips County discontinuing the payment to Sedgwick County of the \$8,640 yearly stipend for their Victim Assistance program in 2026. Hofmeister moved to approve the VALE grant stipend letter to the Sedgwick County Commissioners and the Sedgwick County Sheriff as presented. Roberts seconded the motion, which carried unanimously.

Roberts moved to authorize the chairman to sign the 2026 contract between the Phillips County Board of County Commissioners, State of Colorado, and Broc Pelle, as County Emergency Manager. Hofmeister seconded the motion, which carried unanimously.

Hofmeister moved to authorize the chairman to sign the Emergency Manager job description for 2026 as presented. Roberts seconded the motion, which carried unanimously.

Roberts moved to authorize Broc Pelle to act as grant administrator and to sign the financial reports for the Emergency Manager for 2026. Hofmeister seconded the motion, which carried unanimously.

Roberts moved to approve the request from Kendra Schlachter from Showdown on the Plains to allow alcohol sales at their upcoming event scheduled for January 28-February 2, 2026, with the condition that a special events permit is obtained from the City of Holyoke, the required liquor liability insurance is acquired, and the additional alcohol deposit is paid. Hofmeister seconded the motion, which carried unanimously.

Roberts moved to waive the rental fee for Showdown on the Plains for Tuesday, February 3, 2026, and to provide the help of up to two maintenance workers and county equipment on Monday, February 2, 2026, and Tuesday, February 3, 2026. Hofmeister seconded the motion, which carried unanimously.

Hofmeister moved to approve the request from Cari-Jo Oestman with A Caring Pregnancy Resource Center for a discounted rental rate of \$200 for their event at the Phillips County Event Center on January 24, 2026. Roberts seconded the motion, which carried unanimously.

Roberts moved to accept the request from Karen Ortner and Valeria Morales with Holyoke High School FCCLA to waive the fees for their event at the Phillips County Event Center and BOC Pavilion on February 4, 2026. Hofmeister seconded the motion, which carried unanimously.

Roberts moved to accept the request from Brianna Brauer to allow the 4H Club to use the BOC Pavilion arena free of charge from October 1, 2025, through September 15, 2026, with the understanding that they will not use it if there is a paying renter. This agreement will be reviewed on an annual basis. Hofmeister seconded the motion, which carried unanimously.

Hofmeister moved to approve the request from Sheriff Michael Beard to purchase a new file server for the Phillips County Sheriff's Office from Platinum Technology for the estimated cost of \$10,215. Roberts seconded the motion, which carried unanimously.

Adjournment

Chairman Timm adjourned the meeting at 11:06 a.m.

Minutes submitted by Andrew Nygaard.

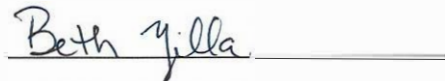
Next meeting is scheduled for November 26, 2025.

Phillips County Commissioners:

Attest:



Tom Timm



Beth Zilla, County Clerk



Terry Hofmeister



Garold Roberts