

**Phillips County Commissioner**  
**Meeting Minutes<sup>1</sup>**  
**July 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 July 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, County Clerk Beth Zilla, County Treasurer Steve Young, Department of Human Services Accountant Monica Ramirez (via Teams), and Weed and Pest Manager Kerri Doleshall (via phone)

**Additional Attendees**

Janelle Krueger and Ronny Farmer (via Teams)

**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 07.09.2025 meeting
- b) Approval of Invoice List
- c) Approval of Treasurer's Semi-Annual Report
- d) Approval of Public Trustee Quarterly Report
- e) Acknowledge receipt of Treasurer Reports
- f) Acknowledge receipt of CAPP Reports
- g) Acknowledge receipt of Workers Comp Reports
- h) Acknowledge receipt of Landfill Letters
- i) Acknowledge receipt of Building Permits log
- j) Acknowledge receipt of Event Center/BOC Pavilion/Facilities rentals
- k) Acknowledge receipt of Weldco Farms Spring/Summer 2025 Monitoring Reports

**Public Comments**

None presented.

**Appointments**

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

- Electrical outlets along the north side of the road into the fairgrounds have been installed. Maintenance personnel wired in the ticket booth south of the grandstands on July 16, and air conditioning has been installed. Maintenance will let the floor of Heginbotham Hall in the Phillips County Event Center cure during fair, and they will work on buffing it after fair is over.
- A road and bridge employee will be resigning at the end of July. Advertising for the position will take place as soon as possible.
- Tyler Technologies demonstrated their new software on May 7. Tyler Technologies currently supports the Fund Balance applications of Accounts Payable, Payroll, General Ledger, and Capital Assets used in the administration and Clerk's office. Tyler Technologies will not support Fund Balance after 2026. Nygaard reported that Platinum Technology representatives and Tyler Technologies representatives will be meeting at 10:00 a.m. on Tuesday, July 22, and Nygaard requested that the administration office be closed from 10:00 a.m.-11:00 a.m. on that day so all administration office personnel could attend the meeting. The board approved the closure request. Nygaard said the cost of the migration to the new software platform costs \$30,100 as a one-time cost and \$18,238 for yearly maintenance.
- The Weldco Farms monitoring reports show that the upgradient well is at 4.3 parts per million in terms of nitrate levels, which is down from 4.4 in the fall of 2024. The downgradient well is at 6.45 parts per million, which is up from 6.43 in the fall of 2024. The board would like to flag any nitrate levels that reach 8.0 or above.

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

- The county has received \$36,660.50 in reimbursement from the DOLA grant for the Pleasant Valley Road and Bridge building. This amount helps offset the \$13,125 building downpayment to VAP, the \$9,804 overhead doors downpayment to VAP, and the \$15,000 concrete downpayment to VAP. The county's match for this was the \$35,392 for the property acquisition and \$1,268.50 out of pocket. The second reimbursement request was submitted on Monday, July 14, and was passed on to the next level of DOLA approval. The requested reimbursement amount was half of each of the following expenses: \$39,375 to VAP for the delivery of the building materials and the completion of the structure, \$12,600 to M&S Drilling for the drilling of the well, and \$18,287.54 to Phillips Drilling & Pump for well piping and materials.
- Nygaard reported on the ongoing enforcement action against a landowner for noxious weed control. Weed and Pest Manager Kerri Doleshall contacted the landowner on Monday, July 14, and was told that the landowner had contacted a private applicator. The landowner would get Kerri details regarding the application plan by the end of the week of July 14.

The board met virtually with Ronny Farmer with rfarmer, llc to review the 2024 audit. No areas of concern were reported.

Roberts discussed the proposed fairgrounds shelter. The Recreation District will look at the request again after fair to see where the best location for the shelter would be. He reported that Sheriff Michael Beard said the new tower for the Communications Center has arrived. The tower was damaged by wind and needs to be replaced. An insurance claim has already been submitted. He reported that Road and Bridge Manager Kevin Scott received a preliminary quote for rebuilding the last 1.25 miles of County Road 43 in the southern part of the county. Roberts also reported on the Region One Translator Association meeting that was held on July 11. By 2030 ATSC 1.0 will be converted to ATSC 3.0 in terms of digital recording, which allows for the better carrying of signals and bypassing interference. Federal grants may be able to assist with this cost, but the potential funding is still unknown. Translators should be exempt from the change, but there is a need to continue to keep up with the upgrades. Roberts reported on a meeting he had with Emergency Manager Broc Pelle and Holyoke City Council member Shawn Dalton regarding the emergency sirens in Holyoke, and all the sirens that should be working are working.

The board contacted Weed and Pest Manager Kerri Doleshall by phone to discuss the enforcement action. Doleshall said that if he does not hear back from the landowner by 3:00 p.m. today then he will take the next step in the process on Monday, July 21, and cause the property to be sprayed.

#### **Motions/New Business**

Roberts moved to approve the request from County Administrator Andrew Nygaard to move Sara Gordon to GN40 Grade 28 Step 3, effective August 1, 2025. Hofmeister seconded the motion, which carried unanimously.

Hofmeister moved to approve the request from Road and Bridge Manager Kevin Scott to move Daryl Kuehn to a monthly wage increase of \$94.91 effective August 1, 2025. Robert seconded the motion, which carried unanimously.

Roberts moved to approve the 2026 budget schedule as presented. Hofmeister seconded the motion, which carried unanimously.

Hofmeister moved to allow 4H and FFA members to pay half price for Harvest Park RV Campground rates for the 2025 Phillips County Fair dates. Roberts seconded the motion, which carried unanimously.

#### **Adjournment**

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

Minutes submitted by County Clerk Beth Zilla.

Next meeting is scheduled for July 31, 2025.

Phillips County Commissioners:

Attest:



Tom Timm



Beth Zilla, County Clerk



Terry Hofmeister



Garold Roberts