

**Phillips County Commissioner
Meeting Minutes¹
July 31, 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 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, Sheriff Michael Beard, Road and Bridge Manager Kevin Scott, and County Attorney Tammy Kelley (via phone)

Additional Attendees

Krista Doble

Additions or Corrections to the Agenda

Additions:

- 11) Tractor repair estimate
- 12) Emergency management updates
- 13) C.R.S. 29-1-304.5

Roberts moved to approve the agenda as amended. 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 07.18.2025 meeting
- b) Approval of July payroll
- c) Approval of Invoice List
- d) Acknowledge receipt of Finance Reports
- e) Acknowledge receipt of Seaboard Farms quarterly monitoring reports
- f) Acknowledge receipt of HUTF Summary
- 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 Nygaard, who reported on the following topics:

- The law firm Sullivan, Green, Seavy, Jarvis, LLC continues to work on suggested revisions to the wind energy section of the county's Land Use Code. They expect to have the new draft to the county by mid-August. They have been finalizing items like permit transferring, transportation, and cumulative impacts.
- The septic system at the Pleasant Valley Road and Bridge storage building was installed on July 21 and inspected on July 22. The second reimbursement request for reimbursement from the DOLA grant in the amount of \$35,131.27 was approved. Roberts added that concrete work for the floor of the building is scheduled to begin on either August 6 or August 7.
- Nygaard reported that Weed and Pest Manager Kerri Doleshall said that spraying for the enforcement action of a landowner with noxious weeds was completed on July 22, and that the landowner currently plans to plant a no-till crop on the ground.
- Phillips County stakeholders received an email from the state on July 29 requesting feedback, comments, or questions by close of business on August 29 regarding the ongoing floodplain study. The state will then schedule a touchpoint meeting later this year.
- Damage was done to the three south doors of the Bank of Colorado Pavilion and the south part of the building itself during the fair, and it has been reported as an insurance claim.

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

- Budget documents will be sent to department heads on August 8, and they will return department draft budgets to the administration office by August 25. Most departments are on pace through the first half of the year.

The board met with Sheriff Michael Beard regarding the Underfunded Courthouse Facility Grant, which opens at 8:00 a.m. on August 8 and closes at 5:00 p.m. on September 30. Facility improvement projects related to security are eligible for the grant, and an in-person presentation is required on the morning of November 19 at the Ralph Carr Judicial Center in Denver. Grant rules and conditions will be available on the grant's website in August. Beard discussed applying for the grant with the goal of securing the court clerk's office, with a bank window for the passing of documents similar to what is in place at the Communications Center. The board agreed that applying for the grant is a good idea and asked that it's confirmed the project would not jeopardize the courthouse's listing on the national registry of historic places before pursuing.

The board met with Krista Doble with Melissa Memorial Hospital to discuss their upcoming events. Their annual Cancer Walk will be held on Saturday, September 20, and their Halloween Trunk or Treat event on October 31. Doble asked the board for permission to use the courthouse lawn for both events and to waive or reduce the fees.

The board met with Road and Bridge Manager Kevin Scott for updates from the Road and Bridge department. He reported that the tractor recently purchased from Big Iron Auctions is ready for use at the landfill. The repairs required were far less than the original estimate, and it was the consensus of the board to go with the repairs that will make the tractor serviceable. Scott reported that work on County Road 36 was completed on July 30, specifically on the three miles from Highway 385 to County Road 45. He is also working on getting quotes from Carper Earthmoving for rebuilding work on County Road 43.

Unfinished Business

None presented.

Motions/New Business

High Plains News North Fair Results Tab options were discussed. The board instructed Administrator Nygaard to run comparable ads in both The Haxtun-Fleming Herald and in The Holyoke Enterprise.

The board discussed personnel in the Clerk's office with respect to the employee retiring at the end of August. County Clerk Beth Zilla would like to hire another employee before the end of the year, and the board approved.

Hofmeister moved to approve the request from Krista Doble with Melissa Memorial Hospital to use the Phillips County Courthouse lawn from 4:00 p.m. to 10:00 p.m. for their annual Cancer Walk on Saturday, September 20, 2025, and to waive the fees. Roberts seconded the motion, which carried unanimously.

Roberts moved to approve the request from Krista Doble with Melissa Memorial Hospital to use the Phillips County Courthouse south parking lot and Courthouse lawn from 2:30 p.m. to 6:30 p.m. on October 31, 2025, and to waive the fees. Hofmeister seconded the motion, which carried unanimously.

Roberts moved to authorize the Chairman to sign the contract proposal between Phillips County and Tyler Technologies for the upgrade/migration project from Fund Balance to ERP Pro10 software, as presented. Hofmeister seconded the motion, which carried unanimously.

Hofmeister moved to authorize the Chairman to sign the contract proposal between Phillips County and Tyler Technologies to upgrade Records Management and Fraud Notification services, as presented. Roberts seconded the motion, which carried unanimously.

Hofmeister moved to approve a contribution to the Phillips County Arts Council for membership at the Endowment level of \$400. Roberts seconded the motion, which carried unanimously.

Roberts moved to allow Road and Bridge Manager Kevin Scott to purchase three shipping containers for storage purposes at the three district shops for \$20,400. Hofmeister seconded the motion, which carried unanimously.

Roberts discussed the funding for Emergency Manager Officer Broc Pelle. The 2025 notice of funding opportunity for the EMPG Grant was released and will provide funding for the remainder of 2025.

Roberts discussed C.R.S. 29.1.304.5, which states that no new state mandate or an increase in the level of service for an existing state mandate beyond the existing level of service required by law shall be mandated by the general assembly or any state agency on any local government unless the state provides additional moneys to reimburse such local government for the costs of such new state mandate or such increased level of service. In the event that such additional moneys for reimbursement are not provided, such mandate or increased level of service for an existing state mandate shall be optional on

the part of the local government. Mesa County is leading an effort to push back against unfunded mandates from the state, and it was the consensus of the board to join their efforts.

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). Roberts seconded the motion, which carried unanimously. The regular meeting recessed at 9:47 a.m. and reconvened at 10:08 a.m. Chairman Timm stated the participants in the executive session were Garold Roberts, Terry Hofmeister, Tammy Kelley, Andrew Nygaard 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

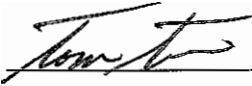
Chairman Timm adjourned the meeting at 10:13 a.m.

Minutes submitted by County Clerk Beth Zilla.

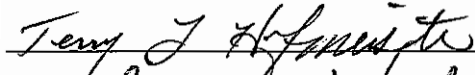
Next meeting is scheduled for August 8, 2025.

Phillips County Commissioners:

Attest:



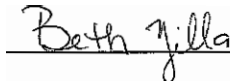
Tom Timm



Terry Hofmeister



Garold Roberts



Beth Zilla, County Clerk