

**Phillips County Commissioner
Meeting Minutes¹
August 28, 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 August 28, 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, and Road and Bridge Manager Kevin Scott

Additional Attendees

Janelle Krueger, Stephanie Starkebaum, Jessie Salyards, Linda Jelden

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 08.19.2025 meeting
- b) Approval of August Payroll
- c) Approval of Invoice List
- d) Acknowledge receipt of CTSI CAPP and CWCP Loss Analysis
- e) Acknowledge receipt of HUTF Summary
- f) Acknowledge receipt of Building Permits log
- g) 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:

- Feedback, comments, or questions regarding the ongoing floodplain study are due by close of business on August 29. The state will then schedule a touchpoint meeting later this year.
- Budget documents have been received by department heads. Meetings with department heads will be conducted at 9:00 a.m. – 12:30 p.m. on Wednesday, Sept. 3, and from 8:00 a.m. – 12:00 p.m. on Thursday, Sept. 4. Regarding the Veterans Service Officer budget, Chris Kelley is scheduled to meet with Logan County Commissioners on September 30.
- The CHP Board and Members renewal meeting is taking place at CTSI offices on Thursday, September 11. RSVPs are due by Friday, September 5.
- There are no longer outstanding payments due to the landfill. Repairs have not yet been completed on the landfill's tractor. Timm said that they're waiting on hydraulic parts and fanbelts, and repairs should be completed by the end of the week.
- Payment from CAPP for the insurance claim on Region One Translator Association's tower at Pleasant Valley will need to be made to Yuma County since it is the sponsoring county of Region One Translator Association. Yuma County will then pay Region One Translator Association.
- Sallie Clark with USDA will be available to tour Phillips County Fairgrounds facilities with the Commissioners after 11:00 a.m. on September 9.
- Melissa Memorial Hospital's Cancer Walk will no longer be held at the courthouse on September 20 as originally approved. They are rescheduling it to the first quarter of 2026.
- A public hearing is scheduled for Thursday, September 18, at 9:00 a.m. for a subdivision exemption application from Max and Candace Fryrear, seeking to divide a 9.34-acre parcel from a 23.4-acre parcel located in Section 15, Township 6 North, Range 46 West.

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

- Maintenance personnel have fixed the tin and gutter on the south side of the Bank of Colorado Pavilion that was damaged. This was not included in the insurance claim damage to the doors on the south side since maintenance employees were able to fix it themselves. They have also been working on fixing the lights at Dragon's Wagon Preschool as well as mowing and repairing/adjusting sprinklers. They plan to trim trees around the fairgrounds for easier mowing and will start on the fence around the racetrack pit soon.

The board met with CSU Extension Agents Stephanie Starkebaum and Jessie Salyards for updates from their office.

The board met with Linda Jelden with Phillips County Family Education Services. She requested use of the Ortner Room at the Phillips County Event Center for her upcoming class that has 25-30 students. The Commissioners agreed to waive rental fees and allow the use of the Ortner Room on Monday and Wednesday evenings from 6:00 p.m. – 8:00 p.m. as long as it is not occupied by a paying renter. They also agreed that if the Ortner Room is unavailable, the meeting room in the Bank of Colorado Pavilion can be used.

The board met with Road and Bridge Manager Kevin Scott. The board agreed to allow Scott to proceed with rebuilding the last 1.25 miles of County Road 43 in the southern part of the county. Carper Earthmoving will build the road base and road and bridge personnel will top it with clay. Scott also said there will be interviews for the open road and bridge position next week.

Unfinished Business

None presented.

Motions/New Business

Roberts moved to approve the request from County Clerk Beth Zilla to reclassify Debbie Bennett as County Clerk Deputy and move her to GN Grade 25 Step 8, effective September 1, 2025. Hofmeister seconded the motion, which carried unanimously.

Hofmeister moved to approve the request from County Clerk Beth Zilla to move Kaitlyn McCallum to GN Grade 17 Step 2, effective September 1, 2025, since she has received her certificate in elections. Roberts seconded the motion, which carried unanimously.

Roberts moved to approve the request from County Clerk Beth Zilla to hire Chauntine Lundgren as Motor Vehicle/Recording Clerk at GN Grade 16 Step 2, effective September 8, 2025. Hofmeister seconded the motion, which carried unanimously.

Hofmeister moved to approve the request from Road and Bridge Manager Kevin Scott to purchase a truckload of cutting edges from Wagner Equipment for \$30,465.18. Roberts seconded the motion, which carried unanimously.

Hofmeister moved to proceed with purchasing the property at 345 E. Fletcher St. in Haxtun, west of the Road and Bridge District 3 shop, for \$40,000. Roberts seconded the motion, which carried unanimously.

The board discussed the suggested revisions to the wind energy regulations of the Phillips County Land Use Code that were received from Sullivan, Green, Seavy, Jarvis, LLC. The board would like to schedule a virtual meeting with them to discuss.

Roberts provided an update on the Republican River Water Conservation District. There have been 17,000 acres of ground in the South Fork Focus Zone contracted to retire water wells for irrigation as of today, and there must be an additional 8,000 contracted by December 31, 2029. A study done on the impacts to the local economy once the full 25,000 acres are retired showed a 20% impact in Yuma County and a 10% impact in Phillips County. There will be area meetings inviting local irrigators to discuss future water fees, and the Phillips County meeting will be at the Phillips County Event Center at 6:00 p.m. on Tuesday, September 9.

Roberts discussed ambulance funding in the county. Roberts has had meetings with a group of county employees that includes Nick Flaa of the Assessor's office, and Nygaard, Patrick Mitchell, and Carrie Waln of the Administration/Planning office to look at the current IGA and the ambulance replacement fund. The current IGA calls for Haxtun Health and Melissa Memorial Hospital to contribute \$8,000 each to the fund annually and for the county to contribute \$16,000 annually. Additionally, a state grant is to be applied for every time an ambulance is purchased, and this amount is estimated to be \$120,000. A new ambulance is to be purchased every four years and all ambulances to be replaced every 16 years. The county provides auto physical damage insurance for the ambulances, while the hospitals provide their

own liability insurance. The board would like to review the IGA and determine if the IGA provides enough money, if there should be an allowance for inflation, if 16 years is a reasonable expectation for the equipment to last, and if the county should just make an annual monetary contribution to the hospitals without the details of the present IGA. To that end, a meeting with the EMS Board will be set up in the coming weeks.

It was the consensus of the board that future requests for waivers or reductions of rental fees and for approval of events that involve selling alcohol will not require the applicant to appear before the Commissioners. The applicant will review the details of their request with the administration office, and those details will be conveyed to the Commissioners at their meeting for them to make their decision.

Hofmeister discussed Phillips County's yearly contribution to the Northeast Colorado Health Department. They have not asked for an increase in many years, and the proposed increase for Phillips County will be about \$3,000 more than the \$44,417 that has been requested in prior years.

Adjournment

Chairman Timm adjourned the meeting at 10:35 a.m.

Minutes submitted by County Clerk Beth Zilla.

Next meeting is scheduled for September 9, 2025.

Phillips County Commissioners:

Attest:



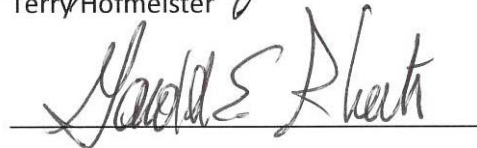
Tom Timm



Beth Zilla, County Clerk



Terry Hofmeister



Garold Roberts