

**Phillips County Commissioner
Meeting Minutes¹
November 26, 2025**

The board held a work session with Department of Human Services Director Lori Lundgren following 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 November 26, 2025, at the County Courthouse in the Commissioner meeting room.

County Attendees

Chairman Tom Timm, Commissioners Terry Hofmeister and Garold Roberts, Administrator/Planner Andrew Nygaard, County Clerk Beth Zilla, and Road and Bridge Manager Kevin Scott

Additional Attendees

Janelle Krueger, Lanelle Krueger, Kim Killin, Troy Killin, Riley Dubbert, Economic Development Director Kendra Calderon, and Stephanie Starkebaum

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 11.18.2025 meeting
- b) Approval of November Payroll
- c) Approval of Invoice List
- d) Acknowledge receipt of HUTF Summary
- e) Acknowledge receipt of Building Permits Log
- f) Acknowledge receipt of Event Center/BOC Pavilion/Facilities rentals, surveys

Public Comments

None presented.

Public Hearing

Chairman Timm opened the public hearing at 9:00 a.m. to consider the subdivision exemption applications submitted by KLC West, LLC to divide two tracts of approximately 11.71 acres, and one tract of approximately 11.70 acres, from 35.12 acres in the SW ¼ of Section 12, Township 7 North, Range 45 West. The intended use is still to be determined. Kim Killin stated a commercial well has been installed, tested and approved. There will be one well for all properties, and they will have a water sharing agreement. Troy Killin and Riley Dubbert were also present for the hearing. Chairman Timm, seeing no further comments, closed the hearing at 9:06 a.m.

Appointments

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

- Kerri Doleshall is intending to schedule a Weed and Pest Board meeting on Monday, December 15 with December 17 as an alternative date.
- Maintenance personnel have been working on setups and teardowns at the Event Center. The lights in the courtroom have all been replaced with LEDs. They have also been rebuilding the pavilion bleachers and putting up Christmas lights.
- Nygaard spoke with Greg Etl with DOLA about possible grants for the landfill office remodel. The state has not confirmed dollar amounts, so there are still many unknowns. There may be grant cycles at the beginning of the year, and Ready Grant cycles could be available, but the latter are more for municipalities and geared toward permanent job creation.
- The Recreation District has paid a downpayment of \$16,250 for the new Fairgrounds shelter. Vap needs to know the color scheme to use for the new shelter. The board wants the colors to match

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

the Event Center as closely as possible. Additionally, the Recreation District has approved \$12,000 grant in 2026 for the upgrades at the gun range proposed by Gary Engels.

- The EMS Council meeting was held on November 21, 2025. Garold Roberts, Andrew Nygaard, Carrie Waln, Jimmie Bailey III, Michael Hassell, Mick Brant, Julia Biesemeier, Kelsey Garretson, and Lucas Hayes were in attendance. The consensus of the board was to stay with the same contribution for the Ambulance Replacement Fund in 2026. This is \$8,000 from each hospital and \$16,000 from the county. The board has agreed to meet quarterly, with the next meeting in January. Haxtun Health is due to receive monies from the Ambulance Replacement Fund in 2026.
- The onboarding phase of transitioning from Fund Balance for our core financials (Accounts Payable, Payroll, Capital Assets, General Ledger) to ERP Pro 10 through Tyler Technologies has been complete. Nygaard said it is important that all Administration staff, as well as Debbie Bennett and Beth Zilla, attend the training classes and requested to close the administration office from 12:00 p.m. until 3:00 p.m. on Wednesday, December 10, 2025, for required training. The board approved the closure.

The board met with Phillips County Economic Development Director Kendra Calderon. She thanked the board for waiving the fees for the internship fair on February 26, 2026. The annual career fair with Ogallala Commons is March 25, 2026. Rural Philanthropy Days are scheduled in Yuma from July 8-10, 2026. A regional housing roundtable is planned for January. She also reported that Holyoke Community Child Care Initiative received another grant.

The board met with CSU Extension Agent Stephanie Starkebaum for updates from her office. Starkebaum discussed the possibility of getting a translating service where a virtual meeting in Spanish may be an option. The board also discussed the CSU work from home policy.

The board discussed the roadway occupancy agreements submitted by PC Telcom. Road and Bridge Manager Kevin Scott said the work will be done in the road.

Unfinished Business

None presented.

Motions/New Business

Roberts moved to approve the subdivision exemption applications submitted by KLC West, LLC to divide two tracts of approximately 11.71 acres and one tract of approximately 11.70 acres from 35.12 acres in the SW ¼ of Section 12, Township 7 North, Range 45 West. Hofmeister seconded the motion, which carried unanimously.

Roberts moved to approve the request from Road and Bridge Manager Kevin Scott to move Walter Juarez to a monthly wage increase of \$102.17, effective December 1, 2025. Hofmeister seconded the motion, which carried unanimously.

Roberts moved to approve the request from County Clerk Beth Zilla to payout 100 hours of unused PTO for Debbie Bennett at a cost of \$2,752.94 on the December 2025 paycheck. Timm seconded the motion, which carried unanimously.

Hofmeister moved to accept the request from Holyoke High School Agriculture teacher and FFA advisor Shauna Strecker to waive fees for the Colorado Vocational Agriculture Teachers Association Summer Conference to be held at the Phillips County Event Center and the BOC Pavilion on June 23-26, 2026. Roberts seconded the motion, which carried unanimously.

Roberts moved to approve the roadway occupancy agreement submitted by PC Telcom for underground construction of a fiber optic line that will run 1,660 feet along the east side of County Road 41, running south in Section 16-6-44, and will be buried 48" deep and will not be in a conduit, culvert, pipe, or sleeve. Hofmeister seconded the motion, which carried unanimously.

Hofmeister moved to approve the roadway occupancy agreement submitted by PC Telcom for underground construction of a fiber optic line that will run 2,400 feet along the south side of County Road 10, running west from Section 16-6-44 to Section 17-6-44, and crossing County Road 41 at the south side of the intersection of County Road 10 and County Road 41, and will be buried 48" deep and will not be in a conduit, culvert, pipe, or sleeve. Roberts seconded the motion, which carried unanimously.

The board discussed the possibility of constructing a new landfill office and had received a bid from Vap. It was the consensus of the board not to build a new building but to continue with the remodel.

The board discussed the remodel project of the DHS offices, and it was the consensus of the board to use DHS incentive funds for the project in 2026.

Adjournment

Chairman Timm adjourned the meeting at 9:46 a.m.

Minutes submitted by Andrew Nygaard.

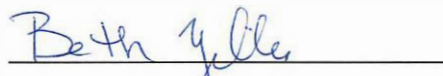
Next meeting is scheduled for December 9, 2025.

Phillips County Commissioners:

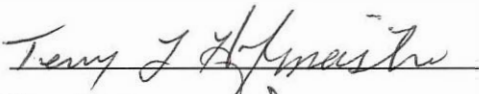
Attest:



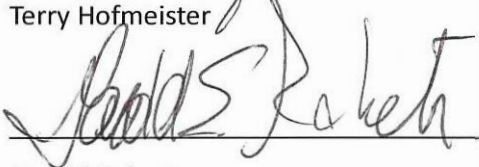
Tom Timm



Beth Zilla, County Clerk



Terry Hofmeister



Garold Roberts

