

Commissioner Meeting Minutes

Date: Tuesday, July 8, 2025 at 9:00 a.m.

Pledge of Allegiance: Pledge of Allegiance was recited.

Present: Justin Clark, Kevin Stuber, Jerry Sedlacek, Amanda DeWitt, Bret Heim

Approval of Agenda

- Jerry Sedlacek moved to approve the agenda for this week's meeting. Kevin Stuber seconded, motion passed.

Approval of Minutes

- Jerry Sedlacek moved to approve the minutes from last week's meeting. Kevin Stuber seconded, motion passed.

Executive Session: Attorney-Client Privilege

- Jerry Sedlacek moved to recess into executive session for attorney-client privilege to discuss legal liability with the Commissioners, Clerk, and Counselor until 9:10 a.m. Kevin Stuber seconded, motion passed.

Appraiser's Update

- Jessica Porter, appraiser, shared updates from the appraiser's office. She plans to provide monthly updates. She also noted a new bill that will impact property tax values next year. Cindy is considering retirement or reduced hours starting in December.

EMS Network Upgrade Request

- John Atkin requested authorization to upgrade the network at the ambulance building due to ongoing connectivity issues.
- Kevin Stuber moved to allow John Atkin to spend up to \$2,500 to upgrade the network for the ambulance building, to be paid out of the courthouse equipment reserve. Jerry Sedlacek seconded, motion passed.

Executive Session: Attorney-Client Privilege

- Jerry Sedlacek moved to recess into executive session for attorney-client privilege with the Commissioners, Clerk, and Counselor until 9:40 a.m. Kevin Stuber seconded, motion passed.

HVAC System Discussion

- Shane McGowen discussed HVAC options for the extension office, recommending a package unit over mini splits. He is waiting on roof plans before providing a final quote. Initial quote for the unit is approximately \$4,000 (installation not included).

NRP Application Approval

- Michelle Zimmerman, treasurer, presented an NRP application from Adam and Staci Slater for a new house build.
- Justin Clark moved to sign the NRP agreement for Adam and Staci Slater. Jerry Sedlacek seconded, motion passed.

Longevity Policy Update

- Michelle shared updates to the longevity policy, including restoration of continuous employment and clarification of the service year calculation.

Executive Session: Non-Elected Personnel

- Justin Clark moved to recess into executive session to discuss employee performance with the Commissioners, Clerk, Treasurer, and Counselor until 10:00 a.m. Kevin Stuber seconded, motion passed.

Resolution 25-12 Approval

- Kevin Stuber moved to approve Resolution 25-12 pertaining to continuous employment for longevity pay. Jerry Sedlacek seconded, motion passed.

Handbook Revisions

- Justin Clark moved to revise the two handbook sections relating to payroll profile and longevity bonus in accordance with Resolution 25-12. Jerry Sedlacek seconded, motion passed.

Antivirus Services Discussion

- Michelle Zimmerman informed the commission that CIC will no longer provide antivirus services, which will impact Road & Bridge and the appraiser's offices.

Executive Session: Non-Elected Personnel

- Justin Clark moved to recess into executive session to discuss employee performance with the Commissioners, Clerk, Counselor, and David Waddell until 10:25 a.m. Jerry Sedlacek seconded, motion passed.

Executive Session: Non-Elected Personnel

- Jerry Sedlacek moved to recess into executive session to discuss employee performance with the Commissioners, Treasurer, Clerk, and Counselor until 10:40 a.m. Kevin Stuber seconded, motion passed.

Counselor Update

- Bret Heim left at 10:41 a.m. and will be available by phone at next week's meeting.

Sheriff's Update

- Jacob Morrison, sheriff, is still experiencing issues with vehicles and is looking into a lease-to-own program to begin replacing them.

Break

- Justin Clark moved to recess for 5 minutes. Kevin Stuber seconded, motion passed.

Road and Bridge Proposal

- Gary Ward presented a proposal from CFS Engineers for geotechnical work on the new bridge project.
- Kevin Stuber moved to pay Cook, Flatt & Strobel for geotechnical engineering services for Bridge Project 104C-5363-01 in the amount of \$18,000 to be paid out of special bridge funds. Justin Clark seconded, motion passed.

Garage Door Repair

- Todd Green reported a verbal estimate between \$1,500–\$2,000 for repairing the north garage door at the county shop.
- Justin Clark moved to allow Gary Ward to spend up to \$2,100 to repair the county shop garage door opener. Kevin Stuber seconded, motion passed.

Culvert Replacement

- Road & Bridge will replace a culvert on Apache Road next Tuesday.

Voucher Approval

- Justin Clark moved to approve vouchers in the amount of \$215,970.39. Jerry Sedlacek seconded, motion passed.

Adjournment

- Justin Clark moved to adjourn at 11:48 a.m. Kevin Stuber seconded, motion passed.



Justin Clark, Chairman



Kevin Stuber, Vice-Chairman

Attest:



Amanda DeWitt, County Clerk



Jerry Sedlacek, Member