

Commissioner Meeting Minutes

Date: Tuesday, March 18, 2025 - 9:00 a.m.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Present: Justin Clark, Kevin Stuber, Jerry Sedlacek, Amanda DeWitt (Clerk), and Bret Heim.

Approval of Agenda and Minutes:

- Jerry Sedlacek moved to approve the agenda. Kevin Stuber seconded. Motion passed.
- Jerry Sedlacek moved to approve the minutes from the previous meeting. Kevin Stuber seconded. Motion passed.

Executive Session:

- Jerry Sedlacek moved to recess into executive session for attorney-client privilege to discuss legal liability until 9:10 a.m. with the commissioners and Bret Heim. Kevin Stuber seconded. Motion passed.

FEMA Review:

- Bret Heim reviewed the FEMA documents and will discuss further when John Atkin is present.

Sheriff's Office - Jacob Morrison:

- Discussed the need for two dispatchers during the recent incident on Friday. There were 1,244 entries made by the four dispatchers during the incident, including 36 calls before the event and 106 calls overall for the day.
- He is working with Emergency Management on grants to cover the added cost of extra personnel required to manage the situation.
- Overall, the incident was handled well.

KWORCC Audit - Amanda DeWitt:

- Presented the results of the KWORCC audit, which has resulted in an additional payment of approximately \$25,000.

EIB Benefit Usage:

- Jerry Sedlacek discussed the use of the EIB benefit, which was intended for use with FMLA.
- The commissioners prefer that EIB be used as intended, with certification from a physician.
- Michelle and Amanda will create a form to be used in place of FMLA due to the associated costs of physician certification.

EMS - Cari Cavender:

- Presented EMS run logs and mentioned that the department's SUV needs new tires at a cost of approximately \$900, to be paid from the EMS commodities fund.
- She requested new door locks for her department and asked about the planned installation of new door locks at the courthouse.
- Cari would like to discontinue renting out the ambulance meeting room to the public and reserve it for county purposes only.
- Jerry Sedlacek moved to discontinue public use of the ambulance meeting room and limit its use to county business. Kevin Stuber seconded. Motion passed.

Executive Session:

- Jerry Sedlacek moved to recess into executive session to discuss attorney-client privilege regarding confidential medical information and potential litigation until 9:55 a.m. with the commissioners, county counselor, Cari Cavender, and the clerk. Kevin Stuber seconded. Motion passed.

Emergency Management - John Atkin:

- Presented paperwork declaring the recent incident a disaster and requested a resolution be passed to submit to the state.
- Jerry Sedlacek moved to approve **Resolution 25-07** declaring a local disaster emergency. Kevin Stuber seconded. Motion passed.

Flood Plan - Bret Heim:

- Reviewed and will finalize the flood plan for signing at the meeting on April 8.

Resolution 25-08 - Designating Emergency Vehicles:

- Bret Heim provided Resolution 25-08 establishing a standardized process for designating privately owned vehicles as emergency vehicles.
- Jerry Sedlacek moved to approve Resolution 25-08. Kevin Stuber seconded. Motion passed.

Rural Fire - Nick Barney:

- Discussed repairs needed for fire vehicles that performed during the recent fires but need attention soon.
- Pumps required for repairs have been ordered.

Road & Bridge - Gary Ward:

- Reported that the new truck was purchased and picked up.
- Moving forward, he would like all future trucks to be 1-ton to handle workload demands.
- The new John Deere motor grader has been down for two weeks, with a loaner provided after four days. John Deere identified the issue but has not yet found a fix.
- Plans to transition his department to four 10-hour days in two weeks, with no staff in the shop on Fridays.
- CDL training for employees will conclude this week, with tests scheduled next week.

Solid Waste - David Waddell:

- Updated the policy regarding commercial shingle disposal and provided a re-written form.
- Justin Clark moved to update the policy referencing commercial disposal. Kevin Stuber seconded. Motion passed.
- Announced a new hire who will start next Monday and requested approval of the wage sheet.
- Kevin Stuber moved to approve the wage sheet for Jamie Ener for a full-time solid waste position. Jerry Sedlacek seconded. Motion passed.
- Discussed a request from an employee asking about discounts on container rentals, which has not been offered in the past due to the cost being the same for the county regardless.
- Noted the need to purchase several dumpsters and roll-offs as most have been rented out.

Treasurer's Office - Michelle Zimmerman:

- Requested a motion to add overdue invoices to taxpayers' taxes.
- Jerry Sedlacek moved to add the overdue bill of \$745.77 for Luke Collins to the taxes. Kevin Stuber seconded. Motion passed.
- Kevin Stuber moved to add the overdue bill of \$430 for George Koschke to the taxes. Motion passed.
- Reminded the commissioners that inventory must be turned in immediately to the clerk's office for approval prior to the audit.
- Requested the chamber of commerce be required to provide a financial report prior to any disbursement of funds.
- Jerry Sedlacek moved to require the chamber of commerce to provide a financial report before any disbursement of funds. Kevin Stuber seconded. Motion passed.

Idle Investment Report:

- Michelle provided the idle investment report for the 4th quarter.
- Jerry Sedlacek moved to approve the 4th quarter idle investment report. Kevin Stuber seconded. Motion passed.

Employee Classification Changes:

- Michelle proposed changing the definition of regular part-time work from 18 hours to 29 hours to be eligible for benefits and establishing a new part-time KPERS category for 18 to 28 hours.
- Kevin Stuber moved to update the handbook definitions regarding part-time employees. Justin Clark seconded. Motion passed.

NRP Application:

- Michelle presented an NRP application for an addition by Norman Massoth, who previously completed the first NRP process.
- Jerry Sedlacek moved to approve the NRP application for Norman Massoth. Kevin Stuber seconded. Motion passed.

PTO Accruals:

- Michelle mentioned that the handbook incorrectly states that PTO accruals begin on January 1st, whereas the system currently accrues on the employee's anniversary date.

Executive Session:


- Kevin Stuber moved to recess into executive session to discuss trade secrets of county buildings with the commissioners and Nick Barney until 11:00 a.m. Jerry Sedlacek seconded. Motion passed.

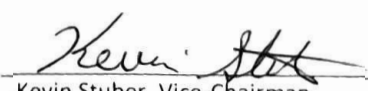
Approval of Vouchers:

- Jerry Sedlacek moved to approve vouchers in the amount of \$171,445.75. Kevin Stuber seconded. Motion passed.

Adjournment:

- Kevin Stuber moved to adjourn at 11:30 a.m. Jerry Sedlacek seconded. Motion passed.


Justin Clark, Chairman


Kevin Stuber, Vice-Chairman


Jerry Sedlacek, Member

Attest: 
Amanda DeWitt, County Clerk