

## Commissioner Meeting Minutes

**Date:** Tuesday, March 25, 2025 at 9:00 a.m.

**Pledge of Allegiance:** The Pledge of Allegiance was recited.

**Present:** Justin Clark, Kevin Stuber, Jerry Sedlacek, Bret Heim, County Counselor, and Amanda DeWitt, County Clerk

### Approval of Agenda:

- Jerry Sedlacek moved to approve the agenda. Kevin seconded. Motion passed.

### Proclamations:

- Representatives from Hope Unlimited and CASA requested the commissioners sign a proclamation declaring April as Child Abuse Prevention Month and to place a pinwheel garden at the bank.
  - Jerry Sedlacek moved to proclaim April as Child Abuse Prevention Month for Woodson County. Kevin Stuber seconded. Motion passed.
- Hope Unlimited also requested the commissioners proclaim April as Sexual Assault Awareness Month.
  - Jerry Sedlacek moved to proclaim April as Sexual Assault Awareness Month for Woodson County. Kevin Stuber seconded. Motion passed.

### Sheriff's Department:

- Jacob Morrison, Sheriff, reported he is still waiting on information regarding the Tahoe that is out for repair.
- Undersheriff Helkenberg is back to work.
- Jacob Morrison is working with John Atkin to add more lights to the truck purchased in January.
- A deputy is currently transporting inmates back to the county jail.

### Executive Session:

- Justin Clark moved to recess into executive session to discuss non-elected personnel to protect confidentiality to discuss employee performance with the commissioners, counselor, and Michelle Zimmerman until 9:25 a.m. Kevin Stuber seconded. Motion passed.

### Minutes Approval:

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

### Road and Bridge:

- Gary Ward, Road and Bridge Supervisor, presented paperwork about a spring meeting he plans to attend. CDL training is complete, and one employee is taking his test today.
- Gary reported that the Owl Creek Bridge on Squirrel Road is retaining a lot of brush after heavy rains, causing washouts. They are working on clearing it out.
- The John Deere motor grader is still out for repair, and the company is waiting for John Deere Corporation to determine how to fix it.

### Executive Session:

- Jerry Sedlacek moved to recess into executive session to discuss non-elected personnel to protect confidentiality to discuss employee performance with the commissioners, counselor, and Gary Ward, Road and Bridge Supervisor until 9:45 a.m. Kevin Stuber seconded. Motion passed.

### EMS Department:

- Cari Cavender, EMS Director, presented a wage sheet for a new PRN hire.
- Kevin Stuber moved to approve the wage sheet for PRN EMT Dakota Parker. Jerry Sedlacek seconded. Motion passed.
- The commissioners requested documentation verifying the approval of the ordered ambulance to avoid a potential budget violation due to insufficient funds in the account for the purchase. Cari Cavender stated that the ambulance order was discussed in a commission meeting a few years ago. Without proper documentation, the order may need to be canceled.
- The ordered ambulance is intended to replace the current first run ambulance, with the existing ambulance becoming the second unit. The old unit will be replaced with a refurbished box.

### Executive Session:

- Jerry Sedlacek moved to recess into executive session to discuss non-elected personnel to protect confidentiality to discuss employee performance with the commissioners, counselor, and Cari Cavender until 10:10 a.m. Kevin Stuber seconded. Motion passed.

### Executive Session:

- Jerry Sedlacek moved to recess into executive session to discuss non-elected personnel to protect confidentiality with the commissioners, counselor, and treasurer until 10:20 a.m. Kevin Stuber seconded. Motion passed.

### Treasurer's Office:

- Michelle Zimmerman, Treasurer, presented information on the Unifirst bill. The total cost to purchase the mops and mats would be \$1,165.05, resulting in an annual savings of \$5,903.30.
- Justin Clark moved to discontinue renting mops and mats from Unifirst and purchase them instead. Kevin Stuber seconded. Motion passed.

### Executive Session:

- Jerry Sedlacek moved to recess into executive session for attorney-client privilege to discuss legal liability with the commissioners, counselor, clerk, and treasurer until 10:45 a.m. Kevin Stuber seconded. Motion passed.

**Executive Session:**

- Justin Clark moved to recess into executive session to discuss non-elected personnel to protect confidentiality to discuss employee performance with the commissioners and counselor until 11:00 a.m. Kevin Stuber seconded. Motion passed.

**Executive Session:**

- Justin Clark moved to recess into executive session to discuss non-elected personnel to protect confidentiality to discuss employee performance with the commissioners and counselor until 11:10 a.m. Kevin Stuber seconded. Motion passed.

Bret Heim left at 11:07 a.m. He will be available by phone for the April 1st meeting.

**Custodian:**

- Jarrold McVey presented a corrected wage sheet for Candice Cullison due to an incorrect probation date. She is classified as part-time.
- Jarrold McVey is working on obtaining a simple computer for the custodian. He will check with John Atkin regarding extra laptops in Emergency Management or order one if necessary.

**Extended Illness Bank Discussion:**

- Kevin Stuber brought up the topic of reclassifying the Extended Illness Bank (EIB) as sick leave. He noted that PTO is intended to cover both sick and vacation leave. Jerry Sedlacek disagreed with reclassifying EIB, and further discussion was tabled with no decision made.

**Employee Meeting:**

- Discussion was held about scheduling an all-staff employee meeting in June.

**Vouchers:**

- Justin Clark moved to approve vouchers in the amount of \$43,297.90. Jerry Sedlacek seconded. Motion passed.

**Adjournment:**

- Kevin Stuber moved to adjourn at 12:12 p.m. Justin Clark seconded. Motion passed.



Justin Clark, Chairman



Kevin Stuber, Vice-Chairman



Jerry Sedlacek, Member

Attest:



Amanda DeWitt, County Clerk