

The Board of County Commissioners, Highland County, Ohio, met this day in Regular Session with Terry Britton, David Daniels and Brad Roades present.

Mr. Britton called the meeting to order at 9:00 a.m. All documents referenced in the minutes are filed in the Commissioners' office and are available for review upon request.

**NOTE** Damon Lucas, Randy Sanders, Alex Butler, Amy Bradley, Jeremy Ratcliff, Larry Gray, Rick Hughes, Todd Whithead, Julie Wallingford, Jacob Clary and Caitlin Forsha were present for the meeting.

**MOTION** Mr. Daniels moved, seconded by Mr. Roades, to approve the minutes from the previous meeting. The vote resulted as follows: Mr. Britton, yea; Mr. Daniels, yea; and Mr. Roades, yea.

**MOTION** Mr. Daniels moved, seconded by Mr. Roades, to approve payment of Bill File No. 26-02. The total bill file amount paid was \$814,898.47. The total General Fund paid was \$235,026.61. The vote was as follows: Mr. Britton, yea; Mr. Daniels, yea; and Mr. Roades, yea.

#### RESOLUTIONS

**Res No 26-22** Mr. Daniels moved, seconded by Mr. Roades, Probation requests to rename two-line items within the 2170 Community Probation Department Services Fund: Operating Expenses and Drug Testing. The vote was as follows: Mr. Britton, yea; Mr. Daniels, yea; and Mr. Roades, yea.

**Res No 26-23** Mr. Daniels moved, seconded by Mr. Roades, Probation requests an additional appropriation from unappropriated funds within the 2170 Community Probation Department Services fund in the amount of \$57,900.00. The vote was as follows: Mr. Britton, yea; Mr. Daniels, yea; and Mr. Roades, yea.

**Res No 26-24** Mr. Daniels moved, seconded by Mr. Roades, Commissioners authorize an additional appropriation from unappropriated funds within the 2505 County Land Bank fund in the amount of \$300.00.

The vote was as follows: Mr. Britton, yea; Mr. Daniels, yea; and Mr. Roades, yea.

**Res No 26-25** Mr. Daniels moved, seconded by Mr. Roades, Board of Elections requests to rename 7190 Receipt – Revenue – Ohio Elections Commission fund to Ohio Elections Integrity Commission fund. The vote was as follows: Mr. Britton, yea; Mr. Daniels, yea; and Mr. Roades, yea.

**Res No 26-26** Mr. Daniels moved, seconded by Mr. Roades, Commissioners grant authorization for the listed "Then and Now" purchase orders and the County Auditor is authorized to issue warrants for their payment (see attached resolution). The vote was as follows: Mr. Britton, yea; Mr. Daniels, yea; and Mr. Roades, yea.

**Res No 26-27** Mr. Daniels moved, seconded by Mr. Roades, Auditor requests to create the following line item within the 2170 Community Probation Department fund – Workers Compensation. The vote was as follows: Mr. Britton, yea; Mr. Daniels, yea; and Mr. Roades, yea.

**Res No 26-28** Mr. Daniels moved, seconded by Mr. Roades, Auditor requests a budget modification within the 1000 County General fund retroactive to the 2025 budget in the amount of \$255.30. The vote was as follows: Mr. Britton, yea; Mr. Daniels, yea; and Mr. Roades, yea.

#### DISCUSSION

Commissioner Britton stated that we needed to select an Apiary for 2026. Under the recommendation from Ashleigh Willey to use Bill Huhman again, Commissioners agreed.

**MOTION** Mr. Daniels moved, seconded by Mr. Roades, to approve Bill Huhman as the apiarist for 2026 with an appropriation of \$5,000.00. The vote was as follows: Mr. Britton, yea; Mr. Daniels, yea; and Mr. Roades, yea.

Commissioner Britton stated that they met with Terry Mickelsen to go over the meeting room audio and video set-up.

**MOTION** Mr. Roades moved, seconded by Mr. Daniels, to approve the quote from Tech T Productions as well as Contract #3 – Independent Contractor Terry Mickelsen. The vote was as follows: Mr. Britton, yea; Mr. Daniels, yea; and Mr. Roades, yea.

Ms. Amy Bradley stated that Elizabeth Huston has accepted the Dog and Kennel position and will start on January 26<sup>th</sup>.

**MOTION** Mr. Roades moved, seconded by Mr. Daniels, to approve the hiring of Elizabeth Huston for the Kennel Attendant position. The vote was as follows: Mr. Britton, yea; Mr. Daniels, yea; and Mr. Roades, yea.

#### CONTRACTS

**#4** Commissioners, Primary Health Partners, Sheriff – Agreement for Physician Services #5 Commissioners, Village of Mowystown, Sheriff – Agreement for Law Enforcement Coverage in Mowystown

Sheriff Sanders said that Contract 4 was adding an increase for the nurses pay and adding a Nurse Practitioner to the staff. Contract 5 is just a renewal of the previous contract with dedicated hours in Mowystown.

**MOTION** Mr. Roades moved, seconded by Mr. Daniels, to approve Contract 4 and 5. The vote was as follows: Mr. Britton, yea; Mr. Daniels, yea; and Mr. Roades, yea.

#### AUTHORIZE TO EXECUTE

- Annual Service Agreement – Tek84 Intercept Whole Body Scanner

**MOTION** Mr. Roades moved, seconded by Mr. Daniels, to approve the Tek84 Body Scanner agreement. The vote was as follows: Mr. Britton, yea; Mr. Daniels, yea; and Mr. Roades, yea.

- Ohio Water Development Authority Fund Payment – RFL WWTP Improvement Pay App No. 11

Commissioner Roades explained that the RFL WWTP project is moving along and this pay app, as well as the one to Mechanical Construction, is to satisfy the work that is being done with those projects.

**MOTION** Mr. Daniels moved, seconded by Mr. Roades, to approve Pay App No. 11. The vote was as follows:

Mr. Britton, yea; Mr. Daniels, yea; and Mr. Roades, yea.

• Mechanical Construction – RFL WWTP Improvement Pay App No. 9

**MOTION** Mr. Daniels moved, seconded by Mr. Roades, to approve Pay App No. 9. The vote was as follows:

Mr. Britton, yea; Mr. Daniels, yea; and Mr. Roades, yea.

**DISCUSSION**

Commissioner Britton gave an update on the Administration Building Renovations, Courthouse Renovation Project, the Hi-Tec Roof Repairs, and the Records Storage Building.

Mr. Damon Lucas announced that Robert Murry won the transit van they were giving away. He also gave an update for 2025 – stating they completed 156,000 trips at 3.1 million miles which was up from 2.9 million in 2024. He also announced accordingly with the transit development plan, the unlimited pass is no longer in use. Sheriff Sanders announced the locks for the jail project were delivered.

**MEETINGS/APPOINTMENTS**

10:00 a.m. – Work Session – Larry Gray and Jeremy Ratcliff

*Jeremy Ratcliff, Larry Gray*

Commissioners discussed Highland County's Early Intervention program and who would now be the designees while not having FCFC. They also discussed the multi-system youth home.

*Recess 11:05 a.m. // Reconvene 1:02 p.m.*

1:00 p.m. – Work Session – Superior Alarm LLC – Records Building

*Rick Hughes, Todd Whitehead, Julie Wallingford*

Commissioners discussed the Records Storage Building proposal for alarm and doorway entry systems. Superior Alarm will be revising a quote for the Commissioners to review.

**CORRESPONDENCE**

01/02/2026 – Secretary LaRose Press – Ohio Secretary of State Week in Review

01/03/2026 – Jason via Change.org – You've been identified on a petition: Stop Solar Farms in Liberty Township, Hillsboro, Oh 45133

01/04/2026 – Mark Zurada Esq. – ORCA Request – HIG VR 4A Sinking Spring Rd.

01/05/2026 – Gov. DeWine Comms – Governor DeWine Highlights Ohio's Anti – Fraud Safeguards and Urges Public to Report Suspected Child Care Fraud

01/05/2026 – CCAO – Counties Current – January 5, 2026

01/06/2026 – allForms – J. McCann – Contact Info

01/07/2026 – Gov. DeWine Comms – Governor DeWine Statement Endorsing Vivek Ramaswamy for Governor

01/07/2026 – Mark Zurada Esq. – ORPA Request 253 Pavement Repair

01/07/2026 – Gov. DeWine Comms – First Violent Crime Reduction Operation of 2026 Results in 5 Felony Arrests, 2 Illegal Firearm Recoveries

01/08/2026 – allForms – B. Sims – Spectrum Contractors on W. Berryville Rd.

01/08/2026 – Appalachian Regional Commission – IN THE REGION: 2026 State's Co-Chair & Annual Conference

01/08/2026 – Secretary LaRose Press – RELEASE: Secretary LaRose Announces Inaugural Meeting of Ohio Election Integrity Commission

01/08/2026 – Courtney Palmer – Ohio EPA Highland County Contacts

01/08/2026 – Jeff Riddell – Veterans Formula Reform

01/09/2026 – Gov. DeWine Comms – Ohio Governor Mike DeWine Week in Review

01/09/2026 – Secretary LaRose Press – Ohio Secretary of State Week in Review

01/09/2026 – Gov. DeWine Comms – Traffic Fatalities Decrease for Fourth Consecutive Year

**REPORTS**

*Dog Warden Weekly Dog Count, ending 01/04/2026*

*Dog Warden Weekly Call Log, ending 01/02/2026*

*Dog Warden Weekly Dog Count, ending 01/11/2026*

*Dog Warden Weekly Call Log, ending 01/10/2026*

*Highland County Juvenile Court – 2025 Annual Report*

*Juvenile Disbursement Activity Report – January 2026*

*Highland County Juvenile Court – Outstanding Costs Due Report*

*Juvenile Probate Court – Statistical Report for the Date Range 01/01/2025*

*Juvenile Court – Past Due Notices as of January 02, 2026*

*Highland County Sheriff's Office – 2025 Inventory*

*Common Pleas Court – 2025 Inventory*

*Meeting Adjourned at 1:45 p.m.*

*ashley w000f*  
Clerk

*J. Britton*  
*SG*  
*B. Ratcliff*

Board of County Commissioners  
Highland County, Ohio