

The Board of County Commissioners, Highland County, Ohio, met on this day in Regular Session with Brad Roades, Terry Britton, and David Daniels 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 Jamie Wheeler, Amber Dunseith, Larry Gray, David Bushelman, Diana Setty, Jeremy Ratcliff, Randy Sanders, Alex Butler, Heather Hughes, Amanda Hall, James Flower, Barry Stratton, Ty Hamilton, Danielle Combs, Caitlin Forsha, and Jacob Clary were present at the meeting.

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

MOTION Mr. Britton moved, seconded by Mr. Daniels, to approve payment of Bill File No. 25-44. The total file amount paid was \$402,446.70. The total General Fund paid was \$32,992.04. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

MEETINGS/APPOINTMENTS

9:00 a.m. – Jamie Wheeler – Support Local Campaign

Jamie Wheeler presented to the commissioners to discuss supporting local businesses. The Chamber will feature Marvin the Moose throughout the county during the months of November and December. Jamie also discussed small business Saturday being 11/29/2025. Commissioner Roades thanked Jamie for the work her group does and the success of the Steel Conference.

9:05 a.m. – Amy Bradley, Human Resource Director – project closure

Ms. Amy Bradley was attending to discuss the countywide wage study that was done as requested by the commissioners. Commissioner Britton asked for the Clemans & nelson study to be sent back for revisions as changes were made and asked for a final to be returned for approval.

In another discussion, Commissioner Daniels discussed the election and thanked those who ran for public office and thanked those who will not be returning, thanking them for their service. Commissioner Daniels added, the commissioners are ready to stand and be partners.

9:15 a.m. – Snow Removal Bid Opening

Commissioner Roades opened bids received at 9:15 a.m. and stated the commissioners will review and award next Wednesday.

Parry Landscaping	Snow removal/Ice melt	Ice melt only
Courthouse	\$250.00	\$125.00
Administration Building	\$130.00	\$60.00
Beech Street	\$40.00	\$20.00
Records Storage	\$150.00	\$75.00
Knoblach’s Lawn Care	Snow removal/Ice melt	Ice melt only
Courthouse	\$250.00	\$200.00
Administration Building	\$100.00	\$60.00
Beech Street	\$50.00	\$40.00
Records Storage	\$150.00	\$90.00

9:30 a.m. – Fair board – Ohio State Extension

James Flowers, Barry Stratton, Ty Hamilton, and Danielle Combs were in attendance. Mr. Flowers discussed fair week being a success, the weather was good, and they broke records. Also discussed was the Jr. Fair board position that the Sr. Fair board has helped fund over the past years. The individual is working 1100 hours a year. The Fair board is asking for help to fund an individual. Ty Hamilton with the

OSU Extension Office said he appreciated what the fair board does and thanked Kaylee for her service. They are interested in helping and building partnerships to support the youth in the county. Discussion will continue between the Fair board and the Extension Office to determine how they can work together to support the position.

RESOLUTIONS

Res No 25-249 Mr. Britton moved, seconded by Mr. Daniels, Commissioners request to create a new line item within (3200) Various Purpose Fund, Transfers Out. Also requested is an additional appropriation from unappropriated funds within the (3200) Various Purpose Fund, Transfers Out in the amount of \$1,858.14. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea, and Mr. Daniels, yea.

Res No 25-250 Mr. Britton moved, seconded by Mr. Daniels, Commissioners request an additional appropriation from unappropriated funds within the (4220) Airport Capital Improvement Fund in the amount of \$12,297.90. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea, and Mr. Daniels, yea.

Res No 25-251 Mr. Britton moved, seconded by Mr. Daniels, commissioners authorize an additional appropriation from unappropriated funds within the (2100) DD General Fund, in the amount of \$6,500.00. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-252 Mr. Britton moved, seconded by Mr. Daniels, Commissioners authorize a budget modification within the (2470) DD Help Me Grow Fund in the amount of \$7,962.00. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea, and Mr. Daniels, yea.

Res No 25-253 Mr. Britton moved, seconded by Mr. Daniels, Commissioners request a budget modification within the General Fund, County Misc, in the amount of \$25,000.00. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-254 Mr. Britton moved, seconded by Mr. Daniels, Commissioners approve purchases made before a purchase order was issued, “then and now”. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Res No 25-255 Mr. Britton moved, seconded by Mr. Daniels, Commissioners request to create a new line item within the (3130) SCORJDC Debt Retirement Fund, Transfers Out. Also requested is an additional appropriation within Transfers Out in the amount of \$1,550.25. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

CONTRACTS

#72 Highland County Commissioners – Greystone Systems, Inc. – Records Storage Building – Standard Fire Alarm Agreement **MOTION** Mr. Daniels moved, seconded by Mr. Britton to accept the contract as presented. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

#73 Highland County Commissioners – Pivot Point – Website Service and License Agreement **MOTION** Mr. Britton moved, seconded by Mr. Daniels to accept the contract as presented. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

#74 Highland County Commissioners – Maximus – Highland County Prosecutor – IV-D services.

MOTION Mr. Daniels moved, seconded by Mr. Britton, to approve the contract as presented. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

AUTHORIZE TO EXECUTE

- Highland County Engineer – 2025 County Chip Seal Program – Change Order increase - \$44,529.59 **MOTION** Mr. Daniels moved, seconded by Mr. Britton to accept the change order. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.
- Highland County Commissioners, Jay Car Construction Company, Inc. – Public Improvement Notice of Commencement **MOTION** Mr. Daniels moved, seconded by Mr. Britton to approve the NOC. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.
- Highland County Commissioners – Secondary Manufacturers’ Combined Subdivision and Release Form **MOTION** Mr. Daniels moved, seconded by Mr. Britton to approve the opioid settlement as presented. The vote was as follows: Mr. Roades, yea; Mr. Britton, yea; and Mr. Daniels, yea.

Mr. Jeremy Ratcliff and EMA Director, David Bushelman, were in attendance to discuss what services are in place throughout the county due to SNAP benefits being delayed. They plan to have a news release later today with a list of all the local food pantries. If anyone would like to help, monetary donations can be made to the food pantries.

10:00 a.m. – Alex Butler – Work Session

Mr. Alex Butler presented to the commissioners to discuss clarification received from the Auditor of State on employee reimbursement when they use their personal credit card. Also discussed is clarification on when taxes can be reimbursed to an employee who utilizes their personal credit card to make a purchase for the county. Mr. Butler has policies regarding those and asked the commissioners to review and place them on the agenda next week as a resolution to accept as policy for the county. Items in the management letter were discussed concerning timeline for depositing money, pay in process, and electronic deposits. Mr. Butler also is adding a policy for a blanket purchase order monetary limit to be set. In the audit, under the IT portion, software in the Auditor's Office did not update rates but have since been updated. Mr. Butler brought to the commissioner's attention a finding for the cost allocation plan between and county and JFS. If the county chooses not to collect from JFS, we need to clarify what the county needs to put in place to state such.

CORRESPONDENCE

- 10/28/2025 – Governor DeWine – Literacy Leaders Tour Continues
- 10/29/2025 – All Forms – P. Hickey – question regarding Recorder's website
- 10/29/2025 – Governor DeWine – Announces \$100 Million Energy Opportunity Initiative
- 10/30/2025 - Governor DeWine – DeWine, McColley and Huffman take action to support food assistance during federal shutdown.
- 10/30/2025 – Governor DeWine – signs executive order to support Ohio families during federal shutdown.
- 10/31/2025 – Governor DeWine names Scott Partika Director of Ohio Department of Medicaid
- 10/31/2025 - Governor DeWine appointments for October 31, 2025
- 10/31/2025 - Governor DeWine week in review
- 10/31/2025 – Secretary of State week in review, week ending October 31, 2025
- 10/31/2025 – Summit Capital Group – Letter of Contest and Intent – Our Family Campgrounds
- 11/01/2025 – Mark Zurada – public records request, Rocky Fork Lake WWTP Improvements Phase II
- 11/3/2025 – Secretary LaRose – releases early vote numbers ahead of November 4, general election.
- 11/04/2025 – Governor DeWine – Statement on death of former Vice President Dick Cheney
- 11/04/2025 – Lt. Governor Tressel Statement on death of former Vice President Dick Cheney

REPORTS

Highland County Sheriff - Statement of Costs of Prisoners' Meals for the Month of October 2025

Highland County Sheriff – Credit Card/Procurement Card Expenditures Report – Month of October 2025

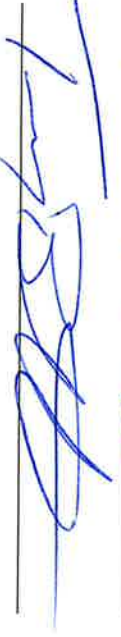
Highland County Sheriff – Statement of Expenditures from Sheriff's Allowances – Month of October 2025

Dog Warden – weekly call log, week ending 11/01/2025

Juvenile Court – disbursement activity report

Meeting Adjourned at 1:05 p.m.


Clerk

Board of County Commissioners
Highland County, Ohio