

The Board of County Commissioners met in regular session at 9:00 a.m. with all members and County Clerk present. Commissioner Martin led the Pledge of Allegiance and Commissioner McGaughey provided prayer. Ulysses News reporter Josephine Jellison was in attendance.

The monthly department head meeting was held with the following: Shaun Minks, Public Works Supervisor; Terri Trotman, County Treasurer; David Manzano, Building Maintenance Supervisor; Jeff Baier, EMS Director/EM Coordinator; Cindy Wellbrock, Appraiser; Nancy Borthwick, Senior Center; Julie Widder, Register of Deeds, and Mari Honstead, Civic Center Manager.

Shaun Minks, Public Works Supervisor, stated they have been busy sealing roads, reviewing the required Safety videos and Bloodborne pathogens training. They had their annual Inspection at the Transfer Station. They have CPR training scheduled.

Jeff Baier, EMS Director/EM Coordinator, reported that they had 66 total calls last month. In 2024 there ended with a total of 703 calls which was an increase of 163 more calls than in 2023. Due to the increase in transfers, the concern of maybe needing new equipment was discussed.

Mari Honstead, Civic Center Manager, stated that they have a few things scheduled: Blood drive, Food Distribution and some Safety meetings. She reported that the roof is still not complete. She is very pleased with the crew working on the roof. After the roof is complete, the County Clerk will contact Stanfield Roofing to inspect it.

David Manzano, Building Maintenance Supervisor, stated since starting he has completed a variety of small maintenance tasks and repairs throughout the Courthouse and other County facilities. He is still working on finding the reasoning to the wall in the Register of Deeds having moisture.

Anita Lane, County Clerk, stated they got the year ended and are working on W-2's and 1099's. She reminded Non-Elected Salary personnel to log their Benefits hours into Time IPS.

Cindy Wellbrock, County Appraiser, stated that she is still working on the Values from the State. She is hoping to have added value in the next week or two.

Terri Trotman, County Treasurer, reported that they have been busy. They already took 75% of their 2025 taxes. January and February are renewals for Heavy Trucks, Trailers, and Commercial Vehicles. Commissioner Figgins asked if there is Interest or penalties on delinquent taxes. Terri stated there is, but she did not have the calculations with her at the time.

Mari Honstead, Civic Center Manager, discussed concerns regarding an event that was scheduled incorrectly and later changed without adequate communication. Staff were not notified in advance, resulting in confusion and added responsibility to resolve the issue after vendors, hotels, and other community partners had already made commitments. It was noted that the event fell on a holiday-adjacent weekend, which staff typically avoid when booking events due to staffing challenges and conflicts. Vendors often plan their schedules far in advance, and late changes can result in vendor cancellations and strained relationships. The Commissioners recognized the economic benefit the event brings to the community, such as hotel bookings, gas sales and local business traffic. They all agreed that the Organizer's failure to confirm and communicate the correct date was unacceptable, but the event is allowed to proceed on the currently scheduled weekend.

Julie Widder, Register of Deeds, reported that they processed 119 documents in December.

Nancy Borthwick, Senior Center Director, requested a line item to be added to your budget for miscellaneous kitchen equipment that is not covered by Eldercare. Nancy shared with the Commissioners the concern of the bathroom doors. The doors currently open inward and are very heavy doors and the handles are not ADA Compliant. She would like to change to a lighter door and have them open outward. She received quotes from Home Depot and Ulysses Building Supply. Ulysses Building Supply is the cheaper way to go, and it will take a few weeks to get them in. She is going to have Davind Manzano, Building Maintenance Supervisor, install the doors. Nancy also would like to replace her lights with LED fixtures, adding cameras on the south side of the building, replacing their stove and flooring.

Commissioner McGaughey reported the County was rewarded \$250.00 from Kcamp for lost prevention controls.

Commissioner Figgins mentioned it was nice to see the Health Department helped another facility with storing vaccines.

Commissioner Martin thanked everyone for everything they did for the County.

Julie Widder, Register of Deeds, presented a quote from Ulysses Building Supply for 3 plate glass desktops in the amount of \$793.75. Commissioner McGaughey motioned to accept the quote from Ulysses Building Supply in the amount of \$793.75 to be paid from County Building Fund. Commissioner Martin seconded the motion, and it was carried unanimously.

Nancy Borthwick, Senior Center Director, requested an executive session. Commissioner Figgins motioned to recess into executive session for 10 minutes under the justification of non-elect personnel. Commissioner McGaughey seconded the motion, and it was carried unanimously. After 10 minutes, the meeting resumed in open meeting with no action taken.

Commissioner McGaughey motioned to accept the minutes from December 16, 2025, meeting and the claims against various funds, voucher number ending 177154 totaling

\$261,442.41, and Appreciation gift totals \$13,125.00 dated December 17, 2025, and payroll totals \$187,725.83 dated December 24, 2025. Commissioner Martin seconded the motion, and it was carried unanimously.

Anita Lane, County Clerk, inquired about the pay for the new Assistant EMS Director. After a short discussion, the EMS Director on the pay plan will be changed to Assistant EMS Director with the max pay of \$33.10 per hour, per pay plan regulations. The Commissioners requested Jeff Baier, EMS Director/EM Coordinator, to attend the meeting.

Commissioner McGaughey motioned to recess into executive session with Jeff Baier for 10 minutes under the justification of non-elect personnel. Commissioner Figgins seconded the motion, and it was carried unanimously. After 10 minutes the meeting resumed in open session with no action taken.

Anita Lane, County Clerk, inquired about the 3-mile city radius. The Commissioners decided to review all the City Ordinances before deciding on the 3-mile city radius. Anita will request the County Attorney to review also.

Commissioner McGaughey motioned to recess to executive session for 15 minutes under the justification of non-elected personnel. Commissioner Figgins seconded the motion, and it was carried unanimously. After 15 minutes the meeting resumed in open session with no action taken.

Commissioner Figgins moved to adjourn at 11:20 a.m. to meet again in regular session on Tuesday, January 16, 2026, at 9:00 a.m. Commissioner Martin seconded the motion, and it was carried unanimously.



Anita Lane, County Clerk



John Martin, Chairman

