

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
July 8, 2025**

OPENING

Commissioners C. Brian Ellis, Douglas Pierson, and R. Andrew Skidmore were present when the 9:00 a.m. meeting convened in the old courtroom by County Clerk Brian Wood. The Pledge of Allegiance followed.

BRIAN WOOD, COUNTY CLERK

Commissioner Ellis made a motion to approve the decision to notify the citizens of Putnam County regarding changes in magisterial districts, precincts, and polling place locations as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

1. Edit registers and checks

Commissioner Ellis made a motion to approve invoices as reflected in the edit registers as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Ellis made a motion to approve the June 24, 2025 Commission meeting minutes as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

None

COURT ORDERS APPROVED

Commissioner Ellis made a motion to approve and sign the following orders, personnel payroll changes and certifications as presented:

1. An Order to approve the closing of the Putnam County Courthouse for the entire workday on July 3, 2025 and July 4, 2025 based on Governor Morrissey's Executive Order as presented by the Commission Secretary

2. An Order to make a payroll change for Tim Hanna, Full-Time, County Manager, Department 401, \$89,250.00/salary, effective July 1, 2025 as presented by the Commission Secretary
3. An Order to make a payroll change for Melissa Smith, Full-Time, Executive Assistant, Department 401, \$20.73/hourly, effective July 6, 2025 as presented by the Commission Secretary
4. An Order to make a payroll change for Frances Rutan, Full-Time, Deputy Clerk, Department 402, \$15.99/hourly, effective July 6, 2025 as presented by the Commission Secretary
5. An Order to make a payroll change for Cathie Bias, Full-Time, Deputy Clerk, Department 402, \$16.36/hourly, effective July 6, 2025 as presented by the Commission Secretary
6. An Order to make a payroll change for Jill Burnside, Full-Time, Deputy Clerk, Department 402, \$21.04/hourly, effective July 6, 2025 as presented by the Commission Secretary
7. An Order to make a payroll change for Lisa Copley, Full-Time, Accountant, Department 402, \$80,800.00/salary, effective July 1, 2025 as presented by the Commission Secretary
8. An Order to make a payroll change for Marcia Fewell, Full-Time, Senior Deputy Clerk, Department 402, \$29.15/hourly, effective July 6, 2025 as presented by the Commission Secretary
9. An Order to make a payroll change for Regina Hull, Full-Time, Deputy Clerk, Department 402, \$19.27/hourly, effective July 6, 2025 as presented by the Commission Secretary
10. An Order to make a payroll change for Amy Ashworth, Full-Time, Payroll Coordinator, Department 402, \$27.77/hourly, effective July 6, 2025 as presented by the Commission Secretary
11. An Order to make a payroll change for Cindy Powell, Full-Time, Deputy Clerk, Department 402, \$16.95/hourly, effective July 6, 2025 as presented by the Commission Secretary
12. An Order to make a payroll change for Colleen Stone, Full-Time, Senior Deputy Clerk, Department 402, \$27.98/hourly, effective July 6, 2025 as presented by the Commission Secretary

13. An Order to make a payroll change for Erica Panaro, Full-Time, Elections/Accounts Payable Clerk, Department 402, \$17.64/hourly, effective July 6, 2025 as presented by the Commission Secretary
14. An Order to make a payroll change for Brooke Barnes, Full-Time, Deputy Clerk, Department 403, \$16.21/hourly, effective July 6, 2025 as presented by the Commission Secretary
15. An Order to make a payroll change for Tonya Colunio, Full-Time, Deputy Clerk, Department 403, \$15.44/hourly, effective July 6, 2025 as presented by the Commission Secretary
16. An Order to make a payroll change for Lisa DeBord, Full-Time, Chief Deputy Clerk, Department 403, \$25.47/hourly, effective July 6, 2025 as presented by the Commission Secretary
17. An Order to make a payroll change for Michelle Garrison, Full-Time, Senior Deputy Clerk, Department 403, \$23.40/hourly, effective July 6, 2025 as presented by the Commission Secretary
18. An Order to make a payroll change for Shayla Garrison, Full-Time, Deputy Clerk, Department 403, \$19.06/hourly, effective July 6, 2025 as presented by the Commission Secretary
19. An Order to make a payroll change for Heather Kuhn, Full-Time, Deputy Clerk, Department 403, \$14.70/hourly, effective July 6, 2025 as presented by the Commission Secretary
20. An Order to make a payroll change for Jennifer O'Quinn, Full-Time, Deputy Clerk, Department 403, \$16.21/hourly, effective July 6, 2025 as presented by the Commission Secretary
21. An Order to make a payroll change for Christina Sibold, Full-Time, Deputy Clerk, Department 403, \$18.74/hourly, effective July 6, 2025 as presented by the Commission Secretary
22. An Order to make a payroll change for Tandy Boggess, Full-Time, Teller, Department 404, \$16.21/hourly, effective July 6, 2025 as presented by the Commission Secretary
23. An Order to make a payroll change for Lesa Barnette, Full-Time, Teller, Department 404, \$14.70/hourly, effective July 6, 2025 as presented by the Commission Secretary
24. An Order to make a payroll change for Caitlyn Boyles, Full-Time, Conservator Account Manager, Department 404, \$17.94/hourly, effective July 6, 2025 as presented by the Commission Secretary

25. An Order to make a payroll change for Farrah Crane, Full-Time, Chief Tax Deputy, Department 404, \$65,940.00/salary, effective July 1, 2025 as presented by the Commission Secretary
26. An Order to make a payroll change for Greg Delbart, Full-Time, Teller, Department 404, \$15.43/hourly, effective July 6, 2025 as presented by the Commission Secretary
27. An Order to make a payroll change for Cheyenna Manley, Full-Time, Senior Teller, Department 404, \$16.80/hourly, effective July 6, 2025 as presented by the Commission Secretary
28. An Order to make a payroll change for Tracy Thacker, Full-Time, Administrator Specialist, Department 404, \$21.99/hourly, effective July 6, 2025 as presented by the Commission Secretary
29. An Order to make a payroll change for Rob Fewell, Full-Time, 404, Department 404, \$15.04/hourly, effective July 6, 2025 as presented by the Commission Secretary
30. An Order to make a payroll change for Rita Given, Full-Time, Staff, Department 404, \$15.04/hourly, effective July 6, 2025 as presented by the Commission Secretary
31. An Order to make a payroll change for Shella Cobb, Full-Time, Staff, Department 404, \$15.04/hourly, effective July 6, 2025 as presented by the Commission Secretary
32. An Order to make a payroll change for Marian Smith, Full-Time, Victim's Service Advocate, Department 405, \$2,500.00-One-Time Grant Awarded Retention Bonus, effective July 8, 2025 as presented by the Commission Secretary
33. An Order to make a payroll change for Nancy Bellomy, Full-Time, Chief of Staff/Investigator, Department 405, \$67,725.00/salary, effective July 1, 2025 as presented by the Commission Secretary
34. An Order to make a payroll change for Paige Hoffman, Full-Time, Assistant Prosecuting Attorney, Department 405, \$100,098.60/salary, effective July 1, 2025 as presented by the Commission Secretary
35. An Order to make a payroll change for Jennifer Karr, Full-Time, Assistant Prosecuting Attorney, Department 405, \$100,098.60/salary, effective July 1, 2025 as presented by the Commission Secretary
36. An Order to make a payroll change for Kevin Lawson, Full-Time, Assistant Prosecuting Attorney, Department 405, \$100,098.60/salary, effective July 1, 2025 as presented by the Commission Secretary

37. An Order to make a payroll change for Travis Hoffman, Full-Time, Assistant Prosecuting Attorney, Department 405, \$100,098.60/salary, effective July 1, 2025 as presented by the Commission Secretary
38. An Order to make a payroll change for Elizabeth Sunyog, Full-Time, Assistant Prosecuting Attorney, Department 405, \$100,098.60/salary, effective July 1, 2025 as presented by the Commission Secretary
39. An Order to make a payroll change for Shelly Keefer, Full-Time, Legal Assistant, Department 405, \$21.39/hourly, effective July 6, 2025 as presented by the Commission Secretary
40. An Order to make a payroll change for Marcie Kimberling, Full-Time, Legal Assistant, Department 405, \$21.51/hourly, effective July 6, 2025 as presented by the Commission Secretary
41. An Order to make a payroll change for Elissa Shell, Full-Time, Legal Assistant, Department 405, \$20.99/hourly, effective July 6, 2025 as presented by the Commission Secretary
42. An Order to make a payroll change for Sara Whitney, Full-Time, Chief Investigator, Department 405, \$67,725.00/salary, effective July 1, 2025 as presented by the Commission Secretary
43. An Order to make a payroll change for Amber Berkimer, Full-Time, Deputy Assessor, Department 406, \$16.26/hourly, effective July 6, 2025 as presented by the Commission Secretary
44. An Order to make a payroll change for Susan Higginbotham, Full-Time, Deputy Assessor, Department 406, \$19.35/hourly, effective July 6, 2025 as presented by the Commission Secretary
45. An Order to make a payroll change for Joy Madore, Full-Time, Deputy Assessor, Department 406, \$14.33/hourly, effective July 6, 2025 as presented by the Commission Secretary
46. An Order to make a payroll change for Luanne Runyon, Full-Time, Deputy Assessor, Department 406, \$18.97/hourly, effective July 6, 2025 as presented by the Commission Secretary
47. An Order to make a payroll change for Jessica Schrader, Full-Time, Deputy Assessor, Department 406, \$13.65/hourly, effective July 6, 2025 as presented by the Commission Secretary

48. An Order to make a payroll change for Lena Walker, Full-Time, Deputy Assessor, Department 406, \$19.15/hourly, effective July 6, 2025 as presented by the Commission Secretary
49. An Order to make a payroll change for Elizabeth White, Full-Time, Deputy Assessor, Department 406, \$14.88/hourly, effective July 6, 2025 as presented by the Commission Secretary
50. An Order to make a payroll change for Bridget Delbart, Full-Time, Deputy Assessor, Department 406, \$13.65/hourly, effective July 6, 2025 as presented by the Commission Secretary
51. An Order to make a payroll change for Sonia Boggess , Full-Time, Field Appraiser, Department 407, \$14.33/hourly, effective July 6, 2025 as presented by the Commission Secretary
52. An Order to make a payroll change for Gerald Dudley, Full-Time, Deputy Assessor, Department 407, \$21.76/hourly, effective July 6, 2025 as presented by the Commission Secretary
53. An Order to make a payroll change for Ronald Hayson, Full-Time, Field Appraiser, Department 407, \$15.30/hourly, effective July 6, 2025 as presented by the Commission Secretary
54. An Order to make a payroll change for Tammy Higginbotham, Full-Time, Field Appraiser, Department 407, \$15.87/hourly, effective July 6, 2025 as presented by the Commission Secretary
55. An Order to make a payroll change for Cathy Landers, Full-Time, Personal Property Supervisor, Department 407, \$24.99/hourly, effective July 6, 2025 as presented by the Commission Secretary
56. An Order to make a payroll change for Michael Karr, Full-Time, Field Appraiser, Department 407, \$13.65/hourly, effective July 6, 2025 as presented by the Commission Secretary
57. An Order to make a payroll change for Kristine Phillips, Full-Time, Deputy Assessor, Department 407, \$16.15/hourly, effective July 6, 2025 as presented by the Commission Secretary
58. An Order to make a payroll change for Beverly Steele, Full-Time, Deputy Assessor, Department 407, \$19.27/hourly, effective July 6, 2025 as presented by the Commission Secretary
59. An Order to make a payroll change for Bobby Stover, Full-Time, Mapper, Department 407, \$25.53/hourly, effective July 6, 2025 as presented by the Commission Secretary

60. An Order to make a payroll change for Amanda Watson, Full-Time, Deputy Assessor, Department 407, \$14.74/hourly, effective July 6, 2025 as presented by the Commission Secretary
61. An Order to make a payroll change for Paul Wray, Full-Time, Chief Appraiser, Department 407, \$28.80/hourly, effective July 6, 2025 as presented by the Commission Secretary
62. An Order to make a payroll change for Gary Lilly, Full-Time, Field Deputy, Department 407, \$17.64/hourly, effective July 6, 2025 as presented by the Commission Secretary
63. An Order to make a payroll change for Angela Belcher, Full-Time, Senior Fiduciary Supervisor, Department 411, \$19.23 /hourly, effective July 6, 2025 as presented by the Commission Secretary
64. An Order to make a payroll change for Nancy Reishman, Full-Time, Fiduciary Deputy, Department 411, \$17.64/hourly, effective July 6, 2025 as presented by the Commission Secretary
65. An Order to add to payroll for Christopher Saunders, Part-Time, Custodian, Department 424, \$12.50/hourly, effective June 23, 2025 as presented by the Commission Secretary
66. An Order to make a payroll change for Jessica Bradford, Full-Time, Custodian, Department 424, \$13.12/hourly, effective July 6, 2025 as presented by the Commission Secretary
67. An Order to make a payroll change for Christine Grant, Full-Time, Custodian, Department 424, \$13.78/hourly, effective July 6, 2025 as presented by the Commission Secretary
68. An Order to make a payroll change for Kenneth Harrah, Full-Time, Supervisor, Department 424, \$15.00/hourly, effective July 6, 2025 as presented by the Commission Secretary
69. An Order to make a payroll change for Teresa Hart, Full-Time, Custodian, Department 424, \$15.63/hourly, effective July 6, 2025 as presented by the Commission Secretary
70. An Order to make a payroll change for Autumn McDaniel, Full-Time, Custodian, Department 424, \$13.12/hourly, effective July 6, 2025 as presented by the Commission Secretary
71. An Order to make a payroll change for Michael May, Full-Time, Maintenance, Department 425, \$21.00/hourly, effective July 6, 2025 as presented by the Commission Secretary

72. An Order to make a payroll change for Ricky Rose, Full-Time, Maintenance, Department 425, \$16.80/hourly, effective July 6, 2025 as presented by the Commission Secretary
73. An Order to make a payroll change for Kevin Stevens, Full-Time, Maintenance, Department 425, \$22.57/hourly, effective July 6, 2025 as presented by the Commission Secretary
74. An Order to make a payroll change for Jordan Chapman, Full-Time, Planner, Department 439, \$21.20/hourly, effective July 6, 2025 as presented by the Commission Secretary
75. An Order to make a payroll change for David Coll, Full-Time, Director of Planning, Department 439, \$84,000.00/salary, effective July 1, 2025 as presented by the Commission Secretary
76. An Order to make a payroll change for Denise May, Full-Time, Administration Planner, Department 439, \$19.23/hourly, effective July 6, 2025 as presented by the Commission Secretary
77. An Order to make a payroll change for Melissa Sargent, Full-Time, Senior Planner, Department 439, \$56,175.00/salary, effective July 1, 2025 as presented by the Commission Secretary
78. An Order to make a payroll change for Sandra Mellert, Full-Time, Planner, Department 439, \$15.75/hourly, effective July 6, 2025 as presented by the Commission Secretary
79. An Order to delete from payroll for Shane Shamblin, Full-Time, Chief Deputy, Department 700, effective June 27, 2025 as presented by the Commission Secretary
80. An Order to make a payroll change for Abigail Soper, Full-Time, Office Administrator, Department 700, \$20.40/hourly, effective July 6, 2025 as presented by the Commission Secretary
81. An Order to make a payroll change for Destiny Reese, Full-Time, Office Assistant/Receptionist, Department 700, \$17.64/hourly, effective July 6, 2025 as presented by the Commission Secretary
82. An Order to make a payroll change for Janette Sigman, Full-Time, Secretary, Department 700, \$17.94/hourly, effective July 6, 2025 as presented by the Commission Secretary
83. An Order to make a payroll change for Leanne Thompson, Full-Time, Transcriptionist/CID Receptionist, Department 700, \$17.85/hourly, effective July 6, 2025 as presented by the Commission Secretary

84. An Order to make a payroll change for Sheyenne Vieth, Full-Time, Victim Liaison, Department 700, \$19.42/hourly, effective July 6, 2025 as presented by the Commission Secretary
85. An Order to make a payroll change for Deputies, Full-Time, Deputy, Department 700, \$26.33/hourly, effective July 6, 2025 as presented by the Commission Secretary
86. An Order to make a payroll change for Corporals, Full-Time, Corporal, Department 700, \$27.78/hourly, effective July 6, 2025 as presented by the Commission Secretary
87. An Order to make a payroll change for Sergeants, Full-Time, Sergeant, Department 700, \$31.25/hourly, effective July 6, 2025 as presented by the Commission Secretary
88. An Order to make a payroll change for Lieutenants, Full-Time, Lieutenant, Department 700, \$35.88/hourly, effective July 6, 2025 as presented by the Commission Secretary
89. An Order to make a payroll change for Leslie Payne, Full-Time, Process Server, Department 701, \$16.53/hourly, effective July 6, 2025 as presented by the Commission Secretary
90. An Order to make a payroll change for Regina Stone, Full-Time, Process Server, Department 701, \$16.53/hourly, effective July 6, 2025 as presented by the Commission Secretary
91. An Order to make a payroll change for Micah Casto, Full-Time, Home Confinement Officer, Department 705, \$17.94/hourly, effective July 6, 2025 as presented by the Commission Secretary
92. An Order to make a payroll change for Kathryn Miller, Full-Time, Home Confinement Officer, Department 705, \$17.94/hourly, effective July 6, 2025 as presented by the Commission Secretary
93. An Order to make a payroll change for John Pottorff, Full-Time, Supervisor, Department 705, \$21.42/hourly, effective July 6, 2025 as presented by the Commission Secretary
94. An Order to make a payroll change for Mikyle White, Full-Time, OES/911 Director, Department 711-712 (50-50 split), \$85,664.25/salary, effective July 1, 2025 as presented by the Commission Secretary
95. An Order to make a payroll change for Noah Alvis, Full-Time, OES/911 Deputy Director, Department 711-712 (50-50 split), \$71,648.20/salary, effective July 1, 2025 as presented by the Commission Secretary
96. An Order to make a payroll change for Shannon Smalley, Full-Time, Operations Manager, Department 711-712 (50-50 split), \$62,577.90/salary, effective July 1, 2025 as presented by the Commission Secretary

97. An Order to make a payroll change for Carley Stover, Full-Time, Addressing/Administrative Assistant, Department 712, \$52,093.13/salary, effective July 1, 2025 as presented by the Commission Secretary
98. An Order to make a payroll change for Elizabeth Adkins, Full-Time, 911 Supervisor, Department 712, \$24.00/hourly, effective July 6, 2025 as presented by the Commission Secretary
99. An Order to make a payroll change for Lindy Cleary, Full-Time, 911 Supervisor, Department 712, \$24.00/hourly, effective July 6, 2025 as presented by the Commission Secretary
100. An Order to make a payroll change for Hailee Thompson, Full-Time, 911 Supervisor, Department 712, \$24.00/hourly, effective July 6, 2025 as presented by the Commission Secretary
101. An Order to make a payroll change for Tyler Witt, Full-Time, 911 Supervisor, Department 712, \$24.00/hourly, effective July 6, 2025 as presented by the Commission Secretary
102. An Order to make a payroll change for Jennifer Smith, Full-Time, Telecommunicator, Department 712, \$22.00/hourly, effective July 6, 2025 as presented by the Commission Secretary
103. An Order to make a payroll change for Connor Dalton, Full-Time, Telecommunicator, Department 712, \$22.00/hourly, effective July 6, 2025 as presented by the Commission Secretary
104. An Order to make a payroll change for McKenzie Dombeck, Full-Time, Telecommunicator, Department 712, \$22.00/hourly, effective July 6, 2025 as presented by the Commission Secretary
105. An Order to make a payroll change for Felisa Franco, Full-Time, Telecommunicator, Department 712, \$22.00/hourly, effective July 6, 2025 as presented by the Commission Secretary
106. An Order to make a payroll change for Kimberly Hunt, Full-Time, Telecommunicator, Department 712, \$22.00/hourly, effective July 6, 2025 as presented by the Commission Secretary
107. An Order to make a payroll change for Jessi Hale, Full-Time, Telecommunicator, Department 712, \$22.00/hourly, effective July 6, 2025 as presented by the Commission Secretary

108. An Order to make a payroll change for Haley Legg, Full-Time, Telecommunicator, Department 712, \$22.00/hourly, effective July 6, 2025 as presented by the Commission Secretary
109. An Order to make a payroll change for Buren Maynor, Full-Time, Telecommunicator, Department 712, \$22.00/hourly, effective July 6, 2025 as presented by the Commission Secretary
110. An Order to add to payroll for Hannah Kersey, Part-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective July 6, 2025 as presented by the Commission Secretary
111. An Order to add to payroll for Hannah Kersey, Part-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective July 6, 2025 as presented by the Commission Secretary
112. An Order to delete from payroll for Ashlyn Melvin, Part-Time, EMT, Department 715, effective July 6, 2025 as presented by the Commission Secretary
113. An Order to make a payroll change for Amber Hughes, Full-Time, Paramedic, Department 715, \$27.04/hourly – 12 hour shift, effective July 6, 2025 as presented by the Commission Secretary
114. An Order to make a payroll change for Amber Hughes, Full-Time, Paramedic, Department 715, \$18.64/hourly - 24 hour shift, effective July 6, 2025 as presented by the Commission Secretary
115. An Order to make a payroll change for Phillip Wigfall, Full-Time, EMT, Department 715, \$19.90/hourly - 12 hour shift, effective July 6, 2025 as presented by the Commission Secretary
116. An Order to make a payroll change for Phillip Wigfall, Full-Time, EMT, Department 715, \$14.00/hourly - 24 hour shift, effective July 6, 2025 as presented by the Commission Secretary
117. An Order to make a payroll change for Chynna Rogers, Full-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective July 6, 2025 as presented by the Commission Secretary
118. An Order to make a payroll change for Chynna Rogers, Full-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective July 6, 2025 as presented by the Commission Secretary
119. An Order to make a payroll change for Jon Anderson, Full-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective July 6, 2025 as presented by the Commission Secretary

120. An Order to make a payroll change for Jon Anderson, Full-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective July 6, 2025 as presented by the Commission Secretary
121. An Order to make a payroll change for EMT's, Full-Time, EMT, Department 715, \$19.90/hourly – 12 hour shift, effective July 6, 2025 as presented by the Commission Secretary
122. An Order to make a payroll change for EMT's, Full-Time, EMT, Department 715, \$14.00/hourly – 24 hour shift, effective July 6, 2025 as presented by the Commission Secretary
123. An Order to make a payroll change for Advanced EMT's, Full-Time, Advanced EMT, Department 715, \$22.00/hourly – 12 hour shift, effective July 6, 2025 as presented by the Commission Secretary
124. An Order to make a payroll change for Advanced EMT's, Full-Time, Advanced EMT, Department 715, \$15.70/hourly – 24 hour shift, effective July 6, 2025 as presented by the Commission Secretary
125. An Order to make a payroll change for Paramedic's, Full-Time, Paramedic, Department 715, \$27.04/hourly – 12 hour shift, effective July 6, 2025 as presented by the Commission Secretary
126. An Order to make a payroll change for Paramedic's, Full-Time, Paramedic, Department 715, \$18.64/hourly – 24 hour shift, effective July 6, 2025 as presented by the Commission Secretary
127. An Order to make a payroll change for Assistant Supervisor's, Full-Time, Assistant Supervisor, Department 715, \$27.30/hourly – 12 hour shift, effective July 6, 2025 as presented by the Commission Secretary
128. An Order to make a payroll change for Assistant Supervisor's, Full-Time, Assistant Supervisor, Department 715, \$19.16/hourly – 24 hour shift, effective July 6, 2025 as presented by the Commission Secretary
129. An Order to make a payroll change for Supervisor's, Full-Time, Supervisor, Department 715, \$28.62/hourly – 12 hour shift, effective July 6, 2025 as presented by the Commission Secretary
130. An Order to make a payroll change for Supervisor's, Full-Time, Supervisor, Department 715, \$19.95/hourly – 24 hour shift, effective July 6, 2025 as presented by the Commission Secretary

131. An Order to make a payroll change for Kraig Barker, Full-Time, EMS Director, Department 715, \$83,370.00/salary, effective July 1, 2025 as presented by the Commission Secretary
132. An Order to make a payroll change for Davd McClure, Full-Time, EMS Education Director, Department 715, \$68,250.00/salary, effective July 1, 2025 as presented by the Commission Secretary
133. An Order to make a payroll change for Martha Dixon, Full-Time, Administrative Assistant, Department 715, \$18.50/hourly, effective July 6, 2025 as presented by the Commission Secretary
134. An Order to make a payroll change for Alex Jividen, Full-Time, Logistics Director, Department 715, \$68,250.00/salary, effective July 1, 2025 as presented by the Commission Secretary
135. An Order to delete from payroll for Maria Landers, Part-Time, Kennel Tech, Department 716, effective June 28, 2025 as presented by the Commission Secretary
136. An Order to delete from payroll for Darlena Fowler, Part-Time, Kennel Tech, Department 716, effective July 3, 2025 as presented by the Commission Secretary
137. An Order to add to payroll for Juliana Linhart, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective July 8, 2025 as presented by the Commission Secretary
138. An Order to add to payroll for Regina Skidmore, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective July 8, 2025 as presented by the Commission Secretary
139. An Order to add to payroll for Hannah Thacker, Part-Time, Kennel Tech, Department 716, \$13.00/hourly, effective July 2, 2025 as presented by the Commission Secretary
140. An Order to add to payroll for Nautica Champlin, Full-Time, Assistant Director, Department 716, \$20.00/hourly, effective July 2, 2025 as presented by the Commission Secretary
141. An Order to make a payroll change for Jessica Tucker, Full-Time, Adoption Coordinator, Department 716, \$17.00/hourly, effective July 6, 2025 as presented by the Commission Secretary
142. An Order to make a payroll change for Elizabeth Grace Garrett, Full-Time, Kennel Tech, Department 716, \$15.75/hourly, effective July 6, 2025 as presented by the Commission Secretary
143. An Order to make a payroll change for Jeff Thomas, Full-Time, ACO, Department 716, \$16.80/hourly, effective July 6, 2025 as presented by the Commission Secretary

144. An Order to make a payroll change for Kennel Tech's, Part-Time, Kennel Tech, Department 716, \$13.65/hourly, effective July 6, 2025 as presented by the Commission Secretary
145. An Order to make a payroll change for Allen Weeks, Full-Time, Lead Mechanic, Department 717, \$19.95/hourly, effective July 6, 2025 as presented by the Commission Secretary
146. An Order to make a payroll change for Zachary Moses, Full-Time, Mechanic, Department 717, \$17.85/hourly, effective July 6, 2025 as presented by the Commission Secretary
147. An Order to add to payroll for William Porterfield, Full-Time, Courthouse Security, Department 730, \$17.36/hourly, effective July 20, 2025 as presented by the Commission Secretary
148. An Order to make a payroll change for Alisa Meade, Full-Time, Courthouse Security, Department 730, \$17.36/hourly, effective July 6, 2025 as presented by the Commission Secretary
149. An Order to make a payroll change for Greg Medley, Full-Time, Courthouse Security, Department 730, \$17.36/hourly, effective July 6, 2025 as presented by the Commission Secretary
150. An Order to make a payroll change for Joseph Mike Reynolds, Full-Time, Courthouse Security, Department 730, \$17.36/hourly, effective July 6, 2025 as presented by the Commission Secretary
151. An Order to make a payroll change for David Ward, Full-Time, Courthouse Security, Department 730, \$17.36/hourly, effective July 6, 2025 as presented by the Commission Secretary
152. An Order to make a payroll change for Doug Parsons, Part-Time, Courthouse Security, Department 730, \$17.36/hourly, effective July 6, 2025 as presented by the Commission Secretary
153. An Order to make a payroll change for Mike Hoffman, Full-Time, Courthouse Security, Department 730, \$17.36/hourly, effective July 6, 2025 as presented by the Commission Secretary

Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve payment of invoices and orders as presented.

1. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,880.00 to Kimberly Sizemore (May Invoice)

Commissioner Pierson seconded the motion. The motion carried unanimously.

ESTATE SETTLEMENTS

The Fiduciary Supervisor Mr. Frye presented the following documents to the Commission and recommended that they be approved as presented:

Short Form Settlements: Rosalee Bowling, Alice Marie Davis, Ricky Howard Fields, Lawrence Leon Hoptry, Janet Lynn Rowsey, Phyllis Jean Stinnette, Benjamin Jeffrey Torman, Thomas Clark White, Gary M. Yowell

Long Form Settlements: None

Partial Settlements: None

Annual Accounting: None

Certificates of Completion: None

Report and Notice of Fiduciary Supervisor on Order to Show Cause Against Delinquent Or Unprogressed Estate (No Good Cause Shown):
None

An Order of "Appointment List" of Actions of Fiduciary Supervisor from June 25, 2025 through July 7, 2025

Commissioner Ellis made a motion to approve the documents and authorize the Commission President to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

MARIAN SMITH, DIRECTOR OF VICTIM SERVICES

Commissioner Ellis made a motion to approve the FY26 VOCA grant application for the Prosecutors Office and authorize the Commission President to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

JORDAN CHAPMAN, PLANNER

Commissioner Ellis made a motion to dismiss DAEA Case 2024-21 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

DAVID COLL, PLANNING DIRECTOR

Commissioner Ellis made a motion to open public hearing regarding Text Amendment 2025-07. Commissioner Pierson seconded the motion. The motion carried unanimously.

There were no public comments.

Commissioner Ellis made a motion to close public hearing regarding Text Amendment 2025-07. Commissioner Pierson seconded the motion. The motion carried unanimously.

2025-07 Criteria #1 – Will the proposed amendment protect and promote the public health, safety, convenience, morals, and general welfare:

Commissioner Ellis voted yes stating: This proposed amendment clarifies ordinance language and provides an avenue for a unique land use to be reviewed and potentially approved.

Commissioner Skidmore voted yes stating: The unique land use is a good candidate for the special permit process through the Board of Zoning Appeals.

2025-07 Criteria #2 – Is the amendment consistent in achieving the objectives for the adopted Comprehensive Plan, US 35 Corridor Management Plan, and the Teays Valley Land Use Plan:

Commissioner Ellis voted yes stating: For the same reasons stated above.

Commissioner Pierson voted yes stating: For the same reasons stated above.

Commissioner Skidmore voted yes stating: There are many “C-2” properties that may or may not be suitable for this unique land use and each request for such should be considered on a case-by-case basis.

Commissioner Ellis made a motion to approve Text Amendment 2025-07 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to update Section 7.9 – Fees of The Putnam County, West Virginia Floodplain Management Program Ordinance to reflect current fees associated with development in the flood hazard areas of the county as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

TIM HANNA, COUNTY MANAGER

Commissioner Ellis made a motion to approve the FY26 VOCA grant application for the Sheriff's Department and authorize the Commission President to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the following orders to issue checks from the Dog Fund (#003-716-2-23.0) as presented:

*Issue a check in the amount of \$42.00 made payable to Healing Paws Veterinary Center for July 2025 vet exams

*Issue a check in the amount of \$49.50 made payable to Godfrey's Animal Clinic for veterinary exams in the month of June 2025

Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the following orders to issue checks from the Putnam County Network Fund (#042-424-2-30.0) as presented:

*Issue a check in the amount of \$2,700.00 made payable to Mouldagraph Corp. for April 2025 storage of Fider Optic materials

*Issue a check in the amount of \$2,700.00 made payable to Mouldagraph Corp. for July 2025 storage of Fiber Optic materials

*Issue a check in the amount of \$10,000.00 made payable to New River Engineers, Inc. for work completed on the Putnam County Fiber Optic Broadband Project

Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Putnam County Fire Levy Fund (027-713-2-30.0) in the amount of \$180,000.00 made payable to the Community First National Bank for lease payment for Lease Number 83707 on 2024 Saber Pumper Fire Truck as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the order to issue a check from the Putnam County General County Fund (001-809-5-66.0) in the amount of \$185,000.00 made payable to the Putnam County Building Commission Series B Bond Revenue Account, toward Waterworks Revenue Bond payments as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve the following orders to transfer from the 911-07 Fund to ULIN in the amount of \$6,788.37 for Coax Cable Protector as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Stephen Hill, Culloden & Billy Jack Gragg, Culloden, both spoke about a water project on Benedict Road.

ADJOURN

At 9:41 a.m. on Tuesday, July 8, 2025, having no further business, Commissioner Ellis made a motion and Commissioner Pierson seconded to adjourn the regular session of the County Commission until Tuesday, July 29, 2025 at 5:00 p.m.

Respectfully submitted,

Melissa Smith
Executive Assistant