

~Agenda~

POTTER COUNTY COMMISSIONERS MEETING

September 18, 2025

(Meetings recorded and destroyed after meeting minutes approval)

CALL TO ORDER

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

MINUTES – September 4, 2025

GUESTS

Michelle Koslap – Project Coordinator SEDA-COG

Kal Logue – Community Development on CDBG

Will Hunt – GIS/Planning/Community Development Director

Brandon Saeler, Staff Geoscientist and Kennedy Lawson, Planning and Engagement Coordinator – Montrose Environmental on Brownfields project

NEW BUSINESS

Projects and allocations for FFY 2025 CDBG funding

Resolution 7 of 2025 – Potter County FFY 2025 Community Development Block Grant Application

Resolution 8 of 2025 – Fair Housing

Resolution 9 of 2025 – Appointing a Section 504 Compliance Officer and Establishing a Grievance Procedure

CONTRACTS AND AGREEMENTS

Contract Quote - Databranch, for Microsoft 365 renewal at an annual cost of \$1,306.00.

Contract Proposal – Dobil Laboratories, for Main Courtroom AV Upgrades at a cost of \$48,015.00.

Service Agreement – Jon Anderson, for Timber Management at a cost of 12% of the successful high bid.

Service Agreement – Rachel Baker, for Jail Nurse Services at a cost of \$40.00 per hour.

PCHS CONTRACTS AND AGREEMENTS	24/25	25/26
■ Mental Health (07/01/2025 - 06/30/2026)		
<i>Austin Area School District</i>		
Student Assistance Program and available training	Up to \$375.00/person Up to 5 Individuals	No Change

PERSONNEL

Hire - Kelly Coriaty to fill the full-time Fiscal Administrator vacancy; effective September 3, 2025.

Hire - Maintenance Director Joe Kurtz has requested the hiring of Rich Herbstritt to fill the permanent part-time Maintenance Worker vacancy; effective October 1, 2025.

Hire – Judge Minor has appointed Kathy Barrett to fill the unexpired term of Auditor Michelle Gledhill; effective September 22, 2025.

Separation of Employment – Gabrielle Milford, Community Service Coordinator; Effective September 15, 2025

Hire: Thomas Patterson is requesting the hire of David Shalkowski as full-time Clerk-Typist II, effective September 22, 2025

LIQUID FUELS TAX REQUESTS

COMMISSIONERS' REPORTS

BILLS

Potter County Fiscal Summary (09/02/2025)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	General Fund - Accounts Payable	148709-148723			\$122,728.63
10	General Fund - A/P Manual Checks	270			\$35.00
11	LEPC - Local Emergency Planning	3199			\$579.03
16	911 Fund	4030-4031			\$408.76
20	Supervision Fees (County) (CO)	148721			\$259.99
32	Specialty Courts	148721			\$332.04
34	V.O.J.O.	148709			\$7.95
35	Victim Services/RASA	148709			\$47.70

Potter County Fiscal Summary (09/05/2025)

Fund #	Fund Description	Check #'s	Voided Check #	Voided Check Amt	Total
10	Payroll Checks	5040			\$25.07
10	Payroll - Direct Deposit	V1082965-V1083043;5040;V1083114;V1083487-V1083508			\$110,036.23
10	General Fund - Accounts Payable	148724-148803			\$220,053.55
10	General Fund - A/P Manual Checks	271			\$153,373.49
11	LEPC - Local Emergency Planning	3200-3201			\$594.77
14	Liquid Fuels	1823			\$2,767.62
16	911 Fund	4032-4039			\$137,697.55
18	Automation Fund (Civil)	148759			\$127.50
25	Automation Fund (Criminal)	148724			\$233.37
28	Domestic Relations IV-D	1074			\$4,752.00
32	Specialty Courts	148727			\$38.79
34	V.O.J.O.	148748			\$180.00
35	Victim Services/RASA	148748			\$1,290.00
66	911 Statewide Interconnectivity Grant	148752			\$310.50

Potter County Human Services Fiscal Summary (09/04/2025)

PAYROLL CHECK #1	\$0
PAYROLL AUTOMATIC DEPOSITS	\$38,291.19
PAYROLL TAX TRANSFERS (EFTPS)	\$11,235.94
STATE TAX WITHHOLDINGS (ETIDES)	\$1,608.11
PAUC	\$37.56
Local W/H	\$523.81
Paytime P/R Charge	\$145.70
ACCOUNTS PAYABLE CHECKS – 09/05/2025 Ck# 81180	\$1,079.00
ACCOUNTS PAYABLE CHECKS – 09/18/2025 Ck# 81181-81228	\$104,868.74
Total Checks Written	\$157,790.05

NEXT MEETING: October 2, 2025

ADJOURNMENT

Prepared by Paige Barroqueiro