

COUNTY COUNCIL REGULAR MEETING – DECEMBER 8, 2025

The meeting was called to order by Council Vice-President, Michele Ann Graves.

A. Call the Meeting to Order

1. Roll Call

The following members were present: Jonathan Myers, Melinda Griesemer, John Mallers, John Ditmars, and Ron Bates. Pamela Burton was present via zoom. *Note: all votes were done by roll call

2. Invocation

Ms. Griesemer gave the invocation.

3. Pledge of Allegiance

Mrs. Graves led the Pledge of Allegiance.

4. Approval of 12/8/25 Agenda

Mrs. Graves noted there was one small change: on item D1, the location should be 0213 instead of 0216 (*General Fund (#1001-0216 0213) Juvenile Comm Corr AA: 1001.11400.00000.0216 0213*).

Mr. Bates made a motion to approve the agenda as amended. Mr. Ditmars seconded the motion, which unanimously carried.

5. Public Comments (agenda items only, limited to 5 minutes per person)

There were no public comments.

B. Appointments:

- Property Tax Assessment Board of Appeals (PTABOA)**

Mrs. Graves noted they have one appointment to make for this board.

Mike Watkins, County Assessor, was present to request the reappointment of Donna Zelner to the PTABOA, he stated he had reviewed both applications.

Mrs. Graves stated Mrs. Zelner was the only candidate with the required qualifications.

Mr. Ditmars made a motion to reappoint Donna Zelner to the PTABOA. Mr. Mallers seconded the motion, which carried unanimously.

- Rate of Compensation for 2026**

- \$350.00 per day for each day for members with Certified Level 2 or Level 3 Assessor/Appraiser designation*
- \$100.00 per day for each day for members without Certified Level 2 or Level 3 Assessor/Appraiser designation*

Mr. Watkins was also present for this request, stating the rates did not change from the previous year.

Mr. Myers made a motion to approve the rates for 2026 as presented. Mr. Bates seconded the motion, which carried unanimously.

- Johnson County Redevelopment Commission**

Mrs. Graves stated there were several applicants who applied for this position, noting they need to appoint two candidates for this board. She also noted that all applicants for every board had been vetted to make sure they met the requirements for the board they were applying for.

The following applicants were present either in person or via zoom to introduce themselves and tell why they wanted to serve on this board: Lee Money, Eric Reingardt, Michael Hall, and Michele Ann Graves. Mr. Money also spoke on behalf of Rob Henderson, who was unable to attend.

Mrs. Burton then made a motion to appoint Michele Ann Graves and Rob Henderson to the Johnson County Redevelopment Commission. Mr. Mallers seconded the motion.

Ms. Griesemer made a motion to appoint Michael Hall. The motion died due to lack of a second.

The vote was taken regarding the appointment of Michele Ann Graves and Rob Henderson. The motion carried 6-1; Ms. Griesmer voted nay.

- Edinburgh Town Economic Development Commission

Mrs. Graves asked if any applicants for this board were present and wanted to speak regarding this board. She noted they need to make one appointment to this board.

The following applicants were present via zoom to introduce themselves and tell why they wanted to be on this board: Sarabeth Drybread and Christina Riley.

Mrs. Burton made a motion to appoint Sarabeth Drybread to the Edinburgh Town Economic Development Commission. Mr. Myers seconded the motion, which unanimously carried.

- Greenwood City Economic Development Commission

Mrs. Graves commented they have two applicants for this board; however, there needs to be some further review done before they appoint this board. She added this board won't hold their first meeting until February, so the Council should be fine tabling this appointment until their January meeting.

Mr. Bates made a motion to table the Greenwood City Economic Development Commission Board appointment until their January meeting. Mr. Myers seconded the motion, which unanimously carried.

- Local Alcohol Beverage Commission Board

Mrs. Graves asked if any applicants for this board were present and wanted to speak regarding this board. She noted they need to make one appointment to this board.

The following applicants were present either in person or via zoom to introduce themselves and tell why they wanted to serve on this board: David Mauer and Michael Hall.

Mr. Ditmars made a motion to reappoint David Mauer to the Local Alcohol Beverage Commission Board. Mr. Myers seconded the motion, which carried unanimously.

- Edinburgh-Wright-Hageman Public Library

Mrs. Graves stated they had two applicants for this board, noting they need to make one appointment to this board. She then asked if either of them were present and wanted to speak.

The following applicant was present via zoom to introduce themselves and tell why they wanted to be on this board: Christina Riley.

Mrs. Burton made a motion to appoint Christina Riley to the Edinburgh-Wright-Hageman Public Library Board. Mr. Bates seconded the motion, which carried unanimously.

- Board of Zoning Appeals – Alternate

Mrs. Graves noted they only had one eligible applicant, who is actually the incumbent. She then asked if Roger Meyer was present and wanted to speak.

Mr. Roger Meyer was present and spoke and asked to be reappointed to this board as an alternate.

Mr. Mallers made a motion to reappoint Roger Meyer as the Alternate on the Board of Zoning Appeals. Mr. Ditmars seconded the motion, which unanimously carried.

- County Park Board

Mrs. Graves stated there were several applicants who applied for this position; they need to appoint two for this board, noting there are some party affiliations they need to adhere to [*Republican (R) or Democrat (D)*].

The following applicants were present to introduce themselves and tell why they wanted to be on this board: Eric Reingardt, Jeri Thompson, and Danette Morgan.

The Assistant County Attorney, Taylor Webster, was present and noted the Council approved a restructuring to this board by ordinance earlier this year and one of the requirements is that they appoint one Republican appointment one Democrat appointment. She also stated one will serve a 2-year term and one will serve a 4-year term, and the Council gets to decide who serves which term. Ms. Webster also stated that the prior Council appointments were Jeri Ann Thompson and Penny Lee; she noted Dianne Morgan was previously appointed by the Circuit Court Judge – which is no longer applicable due to the recent ordinance that restructured the County Park Board.

Ms. Griesemer made a motion to appoint Jeri Ann Thompson (R) and Dianne Morgan (D). This motion died due to a lack of a second.

Mr. Bates then made a motion to appoint Jeri Thompson (R) for a 4-year term and Penny Lee (D) for a 2-year term to the County Park Board. Mr. Ditmars seconded the motion, which carried unanimously.

Several Council members expressed their gratitude for all of the applicants and encouraged them to keep applying for any open boards within the community.

- County Plan Commission (Council Member)

Mrs. Burton made a motion to reappoint Mr. Myers as the Council member representative to the County Plan Commission. Mr. Ditmars seconded the motion, which unanimously carried.

- County Plan Commission Alternate (Council Member)

Mr. Myers made a motion to reappoint Mr. Bates as the alternate Council member representative to the County Plan Commission. Mr. Mallers seconded the motion, which unanimously carried.

- Emergency Management Advisory Council (Council Member or Representative)

Mr. Ditmars made a motion to reappoint Mrs. Graves as the Council member representative to the Emergency Management Advisory Council. Mr. Bates seconded the motion, which carried unanimously.

- Solid Waste Management District (Council Member)

Mr. Mallers made a motion to reappoint Mr. Ditmars as the Council member representative to the Solid Waste Management District Board. Mr. Bates seconded the motion, which carried unanimously.

C. Routine Matters – Consent Agenda

By a single motion, the Board approves the following items, which may include Salary Ordinance Amendments, Additional Appropriations, Reductions, and Transfers. Any items listed on the consent agenda may be removed by a Council member and moved to the regular agenda.

Mr. Bates made a motion to approve the following requests as presented. Mr. Myers seconded the motion, which unanimously carried.

1. *Approval of 2026 Budget Hearing Minutes (September 2nd, 4th, and 11th, 2025)*
2. *Approval of 11/10/25 Regular Meeting Minutes*
3. *General Fund (#1001-0144) Fleet*

<i>(a) From: 1001.21500.00000.0144</i>	<i>Office Supplies</i>	<i>\$ (365.00)</i>
<i>To: 1001.36101.00000.0144</i>	<i>Maintenance Contracts (new)</i>	<i>\$ 365.00</i>
4. *Park Non-Reverting Operating (#1179) Park*

<i>(a) From: 1179.44100.00000.0273</i>	<i>Misc Equipment</i>	<i>\$ (10,000.00)</i>
<i>To: 1179.32400.00000.0273</i>	<i>Utilities</i>	<i>\$ 10,000.00</i>
5. *General Fund (#1001-0125) Museum*

<i>(a) From: 1001.11202.00000.0125</i>	<i>Curator</i>	<i>\$ (2,000.00)</i>
<i>To: 1001.32400.00000.0125</i>	<i>Utilities</i>	<i>\$ 2,000.00</i>
6. *10.557 WIC Program 2024-2025 (#8216) WIC*

<i>(a) From: 8216.31601.00000.0215</i>	<i>Operating Expenses</i>	<i>\$ (20,990.88)</i>
<i>From: 8216.21500.00000.0215</i>	<i>Office Supplies</i>	<i>\$ 5,000.00</i>
<i>To: 8216.44000.00000.0215</i>	<i>Office Equipment (new)</i>	<i>\$ 25,990.88</i>
7. *10.557 WIC Program 2025-2026 (#8229) WIC*

<i>(a) From: 8229.21500.00000.0215</i>	<i>Office Supplies</i>	<i>\$ (2,000.00)</i>
<i>From: 8229.31601.00000.0215</i>	<i>Operating Expenses</i>	<i>\$ (5,521.62)</i>
<i>To: 8229.44000.00000.0215</i>	<i>Office Equipment (new)</i>	<i>\$ 7,521.62</i>
<i>(b) From: 8229.31000.00000.0215</i>	<i>Professional Services</i>	<i>\$ (1,000.00)</i>
<i>To: 8229.32200.00000.0215</i>	<i>Dues & Subscriptions (new)</i>	<i>\$ 1,000.00</i>
8. *20.600/20.608 LEC CHIRP 25/26 (#8249) Sheriff*

<i>(a) AA: 8249.19500.00000.0612</i>	<i>Grant Reimb for Personnel</i>	<i>\$ 34,000.00</i>
--------------------------------------	----------------------------------	---------------------
9. *Ordinance Fines (#4201) Commissioners*

<i>(a) AA: 4201.31500.00000.0122</i>	<i>Travel & Training</i>	<i>\$ 590.00</i>
--------------------------------------	------------------------------	------------------
10. *Prof Liability Work Comp & Casualty Res (#4701) Commissioners*

<i>(a) AA: 4701.34200.00000.0122</i>	<i>Prof Liability & Casualty</i>	<i>\$ 60,000.00</i>
--------------------------------------	--------------------------------------	---------------------
11. *User Fee/Jury Fee (#2501-0132) Superior Court #1*

<i>(a) AA: 2501.39101.00000.0132</i>	<i>Jury Expense</i>	<i>\$ 10,000.00</i>
--------------------------------------	---------------------	---------------------
12. *User Fee/Jury Fee (#2501-0134) Superior Court #3*

<i>(a) AA: 2501.39101.00000.0134</i>	<i>Jury Expense</i>	<i>\$ 10,000.00</i>
--------------------------------------	---------------------	---------------------

D. Salary Ordinance Amendments, Additional Appropriations, Reductions, and Transfers:

1. *General Fund (#1001-0216 0213) Juvenile Comm Corr*

Damon Cox, Assistant Director, was present to request an additional appropriation for Part Time. He noted they have expended just over 3,000 hours of part time money; they have also expended all of their DOC (*Department of Corrections*) grant – noting it was spent quicker than they had hoped. He stated they have some money currently in the below line item, but need more to finish out the year.

Mrs. Graves expressed it seems late in the year to be asking for the additional money and questioned what created this shortage of funds.

Mr. Cox responded when they get their DOC grant, they have been getting the exact same amount every year for several years, noting they did increase it a few years ago. He then stated they try to maximize these funds as much as possible; however, they are employing more part time help instead of hiring full time. He added most of their programming is done in the evenings or weekends and it is hard to find full time staff to do that, but it is great for part time staff. They have also expanded a few of their programs and created Parenting Classes. All of these things require more hours and money.

Mrs. Graves then asked why they expanded programs and created programs when they knew they didn't have enough part time funds to cover these.

Mr. Cox replied not necessarily; their ultimate goal was to maximize the DOC grant, noting this is the first year, they have ran out of part time money. He further explained for whatever reason they didn't have that capability this year.

Mr. Myers asked if they have had an increase in their population.

Mr. Cox replied he can't say that for sure; however, he can say the cases they are managing on a daily basis are much more intense. They have kids that have much higher trauma scores than the general population and require a lot of attention. They also have parents and caregivers that don't have the tools or knowledge to manage those behaviors, so they have had to step in and help the best that they can.

Ms. Griesemer commented that unfortunately budgeted numbers are not always exact and there are times when things come up and there are needs within the community that we need to address and help with; she is in support of this request.

Mr. Myers agreed with Ms. Griesemer.

Mrs. Burton stated she also agrees, but is concerned about the timing of this and would have thought the request would have been done earlier. She noted there should have been more warning regarding this.

Mr. Cox stated he understands completely.

Mrs. Graves asked if the line item is currently in the red.

Mr. Cox stated yes, the Part Time line item in the DOC grant is currently in the red. This request would help cover that deficit and also finish out the end of the year.

Mrs. Graves then asked if there were any line items he could transfer money from.

Mr. Cox replied no; the only line items they have budgeted in the General Fund are salaries.

Mrs. Burton wanted to clarify that the money was already spent, and the request is being done after-the-fact.

Mrs. Cox stated yes, the line item for the DOC grant is currently in the red about \$7,000 (2 payrolls).

Mrs. Graves voiced it is not the matter of what the funds are being used for, but it is the matter of better planning done by the department.

Mr. Bates asked what can be done to avoid this situation in the future.

Mr. Cox stated he keeps a spreadsheet of every dollar they spend; however, with payroll it got a little tricky since they have different people making different amounts. He also noted he was a little behind on entering the payroll one time onto the spreadsheet, which threw everything off. In the future, he will ensure he keeps his spreadsheet up to date.

Ms. Griesemer stated she is more empathetic and as much as you plan, life doesn't always work out, and that is why the Council meets monthly. She then urged the Council members not to push back and to go ahead and approve this request.

Mr. Ditmars stated the request isn't really the issue, just the timing of it and maybe the management of it. He added there seems to be a plan in place to avoid this issue going forward.

Mr. Mallers asked Amy Thompson, First Deputy Auditor and Council Assistant, if there are budget reports from the financial system that could be available to Mr. Cox to help him.

Mrs. Thompson replied that he already has access to the financial system and can run reports.

Mrs. Burton made a motion to approve the request as presented. Mr. Mallers seconded the motion, which carried unanimously.

(1a) AA: 1001.11400.00000.0216 0213 Part Time \$ 7,000.00

2. 16.575 VOCA Grant 2024-2026 (#8109) Prosecutor

3. Pretrial Diversion Program (#2509) Prosecutor

Mrs. Graves stated that the Prosecutor was unable to attend the meeting.

Mr. Mallers, as the liaison to the Prosecutor, stated there was an error in the original set up of the grant. These requests are to correct the salaries and appropriations.

Mrs. Graves clarified these are just housekeeping issues due to grants and timing issues.

Mr. Ditmars stated he didn't have an issue with the request, but questioned the retro date.

Mrs. Thompson explained when the grant was initially appropriated, it was based on the grant award they received at that time; however, for whatever reason, the grant award changed and they never came back to correct the appropriations. She also stated the retro date of 10/1/24 is the first day of the grant cycle.

Mr. Mallers made a motion to approve the below as presented:

(2a) 8109.10000.00000.0108 – Director – approval of annual salary \$21,179.56 (retro to 10/1/24) and \$19,861.65 (retro to 10/1/25)

(2b) 8109.10008.00000.0108 – Project Director – approval of annual salary \$41,455.50 (retro to 10/1/24) and \$41,206.92 (retro to 10/1/25)

(3a) From: 2509.11400.00000.0286 Part Time \$ (472.71)
To: 2509.30060.00000.0286 Grant Adjustments \$ 472.71

(3b) 2509.11236.00000.0286 – Supp VA Grant (1) – approval of annual salary \$22,275.50 (retro to 12/26/24) and \$28,014.48 (retro to 10/1/25)

(3c) From: 2509.11400.00000.0286 Part Time \$ (2,432.00)
To: 2509.11236.00000.0286 Supp VA Grant (1) \$ 2,432.00

<i>(3d) 2509.11548.00000.0286 – Supp VA Grant (2) – approval of annual salary \$13,972.40 (retro to 12/26/24) and \$16,733.60 (retro to 10/1/25)</i>				
<i>(3e) From: 2509.11400.00000.0286</i>	<i>Part Time</i>	<i>\$</i>	<i>(54.00)</i>	
<i>To: 2509.11548.00000.0286</i>	<i>Supp VA Grant (2)</i>	<i>\$</i>	<i>54.00</i>	

Mr. Myers seconded the motion, which carried unanimously.

E. Other Business

1. Approval of Interlocal Agreement with City of Franklin

Luke Mastin, Highway Supervisor, was present via zoom to request approval of an interlocal agreement with the City of Franklin. He explained they are memorializing the City of Franklin's contribution to an in-house paving project they did on Hospital Road (from the Juvenile Detention Center to SR 44), including approximately .32 miles of the road (adjacent to Custer Baker Intermediate School) that is on the City of Franklin's certified road inventory. The City of Franklin will be reimbursing the County approximately \$24,000 for this work.

Mr. Myers made a motion to approve the request as presented. Mr. Bates seconded the motion, which carried unanimously.

2. Approval of Sheriff's Salary Contract for 2026

Duane Burgess, Sheriff, was present to request approval of the Sheriff's Salary Contract for 2026. He stated this is something that is done annually; his salary is 90% of the Prosecutor's salary, noting neither of these salaries have changed from the prior year. He added the Commissioners have already approved this and the amount was already approved at budget time.

Mr. Ditmars made a motion to approve the request as presented. Mr. Mallers seconded the motion, which unanimously carried.

3. Approval of Agreement for Consulting Services with Michael A. Reuter for 2026

Mrs. Graves stated that Mike Reuter is the financial advisor for the County and he provides a very valuable service.

Mr. Ditmars asked if there were any material changes to the 2026 agreement compared to the current one.

Mrs. Thompson relayed there was a small price increase.

Mr. Mallers made a motion to approve the request as presented. Mr. Bates seconded the motion, which unanimously carried.

4. Approval of Agreement for Legal Services with Peter King for 2026

Mr. Mallers asked what the changes were on this agreement.

Mrs. Burton answered this agreement was the same as the current agreement.

Mrs. Thompson added this agreement is also for a full twelve months, where the current one was only for six months.

Mr. Mallers then stated that explains the increase of the total.

Mrs. Graves noted the hourly rate stayed the same.

Mr. Mallers made a motion to approve the request as presented. Mrs. Burton seconded the motion, which unanimously carried.

F. Old & New Business

1. Approval of Ordinance 2025-14: Amending 2025 Annual Salary Ordinance (August 2025-November 2025 approvals)

Mr. Ditmars made a motion to approve the request as presented. Mr. Mallers seconded the motion, which carried unanimously.

2. Job Classification and Compensation Maintenance Plan

- (a) Recorder – Review of Job Classification for: (1) Deputy Recorder/Rejections, (2) Deputy Recorder/Honor Rewards, and (3) Deputy Recorder/Prop Fraud/Rec Ret

Teresa Petro, Recorder, was present to seek approval to submit three revised job classifications to WIS for their review to change these positions to a COMOT I to a COMOT II for the year 2026. She commented the increased pay would be about \$2,800 and all of her salaries are paid from the Recorder's Perpetuation Fund, not the General Fund.

Mrs. Burton voiced she understands this request has been presented several times before and that Ms. Petro has done everything the Council has asked; however, as she reviewed the red-line changes, she didn't see any certification changes, nor any educational changes, nor any changes, in her opinion, for these jobs descriptions to be reclassified. She then followed with she would support the request if a motion was made to approve it.

Ms. Petro stated in her job description updates, she did address that she looked at people (when hiring new employees) with associate degrees, experience in title work and land records, worked in a public system, and researching documents.

Mrs. Burton expressed she understands those qualifications are good to have, but asked if those are requirements to perform the job duties – that is what should be looked at.

Ms. Petro added she did compare her job descriptions with at least two other COMOT II job descriptions in the Assessor's office, the Clerk's office, and the Auditor's office. With this comparison, she did not see where they had any more requirements listed than what she had listed, so she was unsure why the classifications were different.

Ms. Griesemer commented that Ms. Petro has approached the Council for many years and she is an Elected Official and is advocating for her employees; therefore, she is putting her trust in her and if Ms. Petro feels like this is the best thing for her office, then she would be supporting this request.

Ms. Petro stated there are sixteen jobs in the County that are classified as a COMOT I. She doesn't know what they do; however, she has worked in the Clerk's office and the Auditor's office – she has lost employees to these offices for more money. There is no job that is more important than another; it takes everyone to make the wheel turn. She stated a lot of these positions are equal and feels like they should have equal pay and would just like for WIS to review them again.

Mr. Bates called for the question.

Mrs. Graves entertained a motion.

Ms. Griesemer made a motion to approve the requests as presented.

Mr. Bates clarified that the intent for "calling for the question" means they need to take a vote on whether they are going to move forward with this matter or not.

Mrs. Burton then seconded Mr. Bates' motion to call for the question (move forward with this request). Brief discussion was held to clarify what the current vote was. Mrs. Graves stated to clear the record, they are voting to move forward to start the motion process. Mr. Bates stated it is also to end the discussion.

The motion carried 6-1; Mr. Myers voted nay.

Mrs. Graves then entertained a motion for the request from the Recorder (item F2 on the agenda).

Mr. Mallers stated he agreed with some of Mrs. Burton's comments about the revised job descriptions and doesn't think there was enough there that will change the job classification; however, he would support the request. He added it does cost money to send these requests to WIS for review, which could result in no changes.

Mrs. Graves then commented that some of the words Ms. Petro stated earlier about moving these from a COMOT I to a COMOT II, it gives the impression that these revised job descriptions were intentionally written to obtain a higher classification rather than a true reflection of what was submitted for the WIS study in 2025. But since they have closed the discussion portion of this, she just wanted to get this on the record that this has been written to obtain an intentional result and this just didn't sit well with her.

Mr. Mallers added it was stated earlier that these job descriptions were modeled after other department's positions.

Because of the vote of no further discussion (based on the "call to question"), Ms. Petro was unable to comment.

Ms. Griesemer made a motion to send the three revised job classifications to WIS for review. Mr. Myers seconded the motion, which unanimously carried.

(b) Coroner – Review of Job Classification for: Office Manager/Dep Coroner

Mike Pruitt, Coroner, was present via zoom to change the job description to include that the Office Manager would also be able to perform the duties of a Deputy Coroner, such as death investigations. The request is not to change the COMOT classification, it is just to update the job description. He stated this employee has been trained and went to Deputy Coroner School and just needs her job description updated to reflect these duties. He noted she would only perform these additional duties in emergency situations, such as when another Deputy Coroner is needed on a scene or when a Deputy Coroner is sick, or they have an open shift. It was brought to his attention that her job description needs to have the same job duty information in it as a Deputy Coroner has.

Mrs. Graves asked when this position was initially created, it was stated the purpose was for them to run the office as the Administrative Deputy.

Mr. Pruitt said that was correct.

Mrs. Graves also stated back then, Councilman Ron Deer had asked if this position would be required to go out into the field, to which you (Mr. Pruitt) were an adamant no. She then asked if now he wanted to walk all of that back.

Mr. Pruitt replied he didn't say it was an adamant no at that time, but things do change. This request will give them some flexibility to utilize her training in the field, only when needed in emergency situations and it would have to be authorized either by himself or his Chief Deputy Coroner.

Mrs. Graves stated there are about twelve Deputy Coroners and asked how many get sent out to a scene.

Mr. Pruitt replied typically only one is sent; however, if it is a homicide, fatal car crash, or a high profile incident, then two Deputy Coroners would be sent, if two are available. He noted this probably happens 15-20 times a year.

Mrs. Graves asked who determines how many Deputy Coroners go out on a scene.

Mr. Pruitt replied he does or the Chief Deputy Coroner does.

Mr. Mallers asked how many Deputy Coroners are currently on staff.

Mr. Pruitt replied there are currently twelve on staff.

Mr. Mallers then asked what the urgent need was to make this change in the job description.

Mr. Pruitt replied he was told if they wanted to utilize her (Office Manager) in death investigations, it needed to be cleaned up. If she would go out, after normal work hours, then she would get paid overtime. Since this is not in her job description, it could create a problem and so he is just trying to get this cleaned up.

Brief discussion was held regarding staffing.

Ms. Griesemer asked if this job description change comes with a salary increase.

Mr. Pruitt replied no.

Mrs. Graves stated the request is to combine two different job classifications into one and send it to WIS for review, which could result in a salary increase. She also stated that what is being asked is to combine a part time Deputy Coroner position who works in the field with an Administrative position who works in the office.

Mrs. Burton added she has also looked into this request and did some research. She stated the requested paperwork was submitted correctly; however, the Council needs to also look to see if the request fits the County's policies and past practices. She noted she did go back and review the meeting when the Office Manager position was created, which was approved reluctantly, and it was for administrative work only – basic office duties only, no Deputy Coroner work. Now, the request is to combine these two duties, and to her, this is something that Johnson County does. She stated our policies don't support the blending of administrative classification with field or sworn positions; we don't tailor job descriptions to fit one individual and it seems like that is what the request is. If this person wants to perform the duties of a Deputy Coroner, then they need to apply for that job. It is the responsibility of the Council to stay consistent with their policies. She noted this person was hired as an administrative employee and the classification needs to remain as is; and for that reason, she would not recommend they approve this reclassification request as it is written.

Mrs. Graves also queried if the Office Manager leaves the office to do field work, then who is managing the office.

Mr. Pruitt replied it would be him or he would go on the call. He added there are days when this employee is on vacation or sick - they don't have anyone to backfill her position. At that point, all of the calls are either forwarded to his cell phone or the Chief Deputy Coroner's cell phone.

Discussion was held regarding the matter of combining two different positions into one position, the revised job description and classification, and how the current staffing is operating and being paid. The title of this position was also discussed and needs to be changed.

Mrs. Burton made a motion to deny this request to send it to WIS. Mr. Myers seconded the motion, which unanimously carried.

Mrs. Graves stated she would like to address the job title change, as it is under the Council's umbrella of responsibilities. There is some confusion on the current job title of "*Office Manager/Dep Coroner*" and how it was arrived. It just needs to be more accurate in order to eliminate any confusion. She voiced there are three positions in

the County that are called "Office Manager", and there are also several positions with a similar role that are called "Administrative Assistants". Either one of these would be much more clear and appropriate for the job description that is currently on file.

Mr. Pruitt stated all along the title was to be "Administrative Deputy Coroner", as he had copied this position's job description from Hendricks County. This employee does both jobs; it is a unique position. He would like to keep the title as "Administrative Deputy Coroner", but he will leave it up to the Council.

Mrs. Thompson explained she creates the account descriptions in the financial system. She would have worked with Mr. Pruitt on how he wanted that new position titled in order to create the account for the initial request. This is where the "Office Manager/Dep Coroner" would have come from. She also stated that she has told all departments that their job description should match the budget account descriptions in financial because she doesn't always see the job descriptions. Unfortunately, they don't always do that for whatever reason.

Brief discussion was held regarding the process of title changes.

Mrs. Graves suggested this matter be tabled, noting it wasn't on the agenda initially, it was just discovered. They can address this in January, after they have talked with legal and make sure that they are making the right descriptions because at the end of the day, it is their job to protect the process; the process of job titles, job descriptions, and employee compensation.

Mr. Myers added it is also their job to, if the system is flawed, to bring it out.

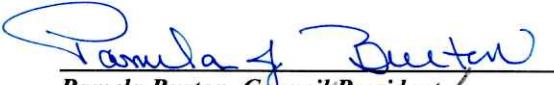
Mrs. Graves stated they would do some research to come up with a better title for this position and would work with Mr. Pruitt, who was in agreement.

Mr. Bates made a motion to table the title change until their January meeting. Mr. Ditmars seconded the motion, which unanimously carried.

G. Adjournment – Next regular meeting January 12, 2026

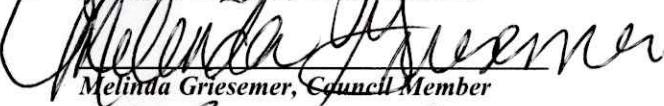
There being no further business, Mr. Mallers moved to adjourn. Mr. Bates seconded the motion, which carried unanimously.

December 8, 2025 – Regular Meeting Minutes


Pamela Burton, Council President


Michelle Ann Graves, Council Vice-President


Jonathan T. Myers, Council Member

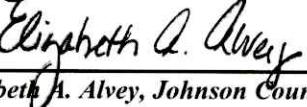

Melinda Griesemer, Council Member


John M. Mallers, Council Member


John Dimars, Council Member


Ron Bates, Council Member

Attest:


Elizabeth A. Alvey, Johnson County Auditor