

CLINTON COUNTY EXECUTIVE COMMITTEE
MINUTES OF JUNE 13, 2025 MEETING
COURT ROOM A, CLINTON COUNTY COURTHOUSE

1. Called to order at 9 a.m.
2. Members present: Committee chairman Nelson Heinzmann and members Brad Knolhoff and Ann Schroeder. Also present: Jami Staser, Linda Richter and Vicky Albers.
3. Approved minutes from the May 2025 Executive Committee meeting. Motion by Schroeder, seconded by Knolhoff. Motion carried.
4. County Clerk Vicky Albers reported the tax extension process has been completed in her office. The treasurer's office anticipates sending tax bills in early July with due dates in August and October. Zoning Administrator Jami Staser reported that her office is busy with various solar projects and maintenance of these projects is increasing her workload. She said the board will be looking into the hiring of a solar site inspector to assist with some of this work. The committee briefly discussed solar permit fees for the Ruby Solar Project. A representative from the development company, Birch Creek Development, will attend the full board meeting on June 16.
5. The committee reviewed an application received for the Benefits, Payroll and Accounts Payable Manager position. After speaking with the potential candidate, Knolhoff made a motion to recommend to the full board the hiring of Linda Richter for the position. Schroeder second the motion. Motion carried.
6. The committee reviewed a letter of resignation and request for payout submitted by Probation Department employee Zachary Schienschang. Schroeder made a motion to put the request on the agenda for the full board to consider. Knolhoff seconded the motion. Motion carried.
7. The committee reviewed and clarified agenda items for the June 16, 2025 regular board meeting.
8. Next Executive Committee meeting is scheduled for July 18, 2025 at 9 a.m.
9. Motion for adjournment made by Schroeder and seconded by Knolhoff. Motion carried. Meeting adjourned at 10:30 a.m.