

# Ottawa County Board of Commissioner's Minutes

January 9, 2023

The Board of County Commissioners met in regular session in suite 201 at the Ottawa County Courthouse.

**Those present were:**

First District Commissioner Dawn Wolf,

JoDee Copple, County Treasurer/Payroll Clerk

Second District Commissioner Scott Mortimer

Third District Commissioner D. D. Malmberg

County Clerk, Heather Maddox

Commissioner Malmberg called the meeting to order at 8:00 am and Karen Ballou led the group in opening prayer, followed by the flag salute.

Jim Kay came into the meeting to ask the commission to approve a new employee for the Ottawa County Museum. On motion by Commissioner Mortimer, seconded by Commissioner Wolf, by unanimous vote the Board approved to hire an assistant for the museum as a 999 employee.

Chris Smith, Road and Bridge Administrator and Josh Beckman, Engineer with Kirkham Michael brought the commission the 1302 form that KDOT requires so they can obligate the funding for the Laramie Rd bridge. The Commission asked if this is considered a historical bridge or not. Beckman said he would have to get the paperwork signed so we can get the process started to know for sure if the Historical Society would classify it as a historical bridge. Commission asked Smith if he had talked to Scouler about how the bridge construction would affect them. Smith said that he reached out and the person he needed to talk to wasn't available, so he has a meeting next week with them to discuss the project. Commission would like to have Richard Buck, County Counselor look at the contract before they proceed.

Smith asked the commission how they wanted to proceed with interviews for the road supervisor position.

Commission discussed they would like to have one member of the board present during the interview process.

Shelby Walker, Deputy Clerk came into the meeting.

Meeting was recesses at 9:00 am to swear in recently elected Commissioner Wolf, Clerk Maddox, Sheriff Thornton and newly appointed Deputy Clerk Walker.

Meeting was back in session at 9:20am

On a motion by Commissioner Malmberg, seconded by Commissioner Wolf, by unanimous vote the Board approved the January 9th, 2023 minutes as presented.

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## Claims for Approval: Totaling \$196,183.48

County General	\$28,466.69
Road & Bridge	\$88,833.22
Solid waste	\$19,600.00
Ottawa County 911	\$36,356.61
Vehicle	\$6.80
Election	\$6,755.00
Building Fund	\$420.00
Noxious Weed	\$29.45
Buckeye TWP	\$244.44
Richland TWP	\$4,323.46
Appraiser	\$63.80
Employee Benefits	\$875.00
FD #2 MPLS	\$1,256.58
Jail Commissary	\$1,041.72
Law Enforcement	\$7,910.71

## Public Comment: None

### The commission held reorganization as follows,

On motion by Commissioner Malmberg, seconded by Commissioner Wolf, by unanimous vote the Board approved Commissioner Mortimer as Chairperson.

Commissioner Mortimer presided as Chairperson.

On motion by Commissioner Malmberg, seconded by Commissioner Mortimer, by unanimous vote the Board approved Commissioner Wolf as Vice-Chairperson.

On motion by Commissioner Malmberg, seconded by Commissioner Wolf, by unanimous vote the Board approved to have Citizens State Bank, Bennington State Bank, and Tescott State Bank as the County's Banks.

On motion by Commissioner Wolf, seconded by Commissioner Malmberg, by unanimous vote the Board approved to keep district boundaries the same.

On motion by Commissioner Wolf, seconded by Commissioner Malmberg, by unanimous vote the Board approved Minneapolis Publishing Company to be the official County Newspaper.

On motion by Commissioner Wolf, seconded by Commissioner Malmberg, by unanimous vote the Board approved to appoint Patricia Little, Ottawa County Health Officer, Bruce Labes, Health Director and Melanie Kuder, Ottawa County Pharmacist.

On motion by Commissioner Malmberg, seconded by Commissioner Wolf, by unanimous vote the Board approved to appoint Ottawa County Council on Aging Representatives as follows:

Ada Senior Center – George Powell and Gary Sechrist,  
Bennington Senior Center – Karen McClain and Judith Swagerty,  
Golden Wheel Senior Center- Rachele Bell-Hudson,  
Niles Senior Center – Sandy Slater and Joan Sullivan.

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On motion by Commissioner Wolf, seconded by Commissioner Mortimer, by unanimous vote the Board approved to appoint the following Ottawa County Department Heads as follows:

Noxious Weed, Kenny Baccus  
Emergency Management, Marie Ballou  
Health Department, Sara Hodges  
Road and Bridge, Chris Smith  
Museum Curator, Samantha Davis.

On motion by Commissioner Malmberg, seconded by Commissioner Wolf, by unanimous vote the Board approved to keep Roberts Rules of Order as the commission meeting rules.

On motion by Commissioner Malmberg, seconded by Commissioner Wolf, by unanimous vote the Board approved Resolution 23-01 for Salaries of Elected Officers.

On motion by Commissioner Wolf, seconded by Commissioner Malmberg, by unanimous vote the Board approved Resolution 23-02 for Ottawa County Sheriff's Department pay scale.

On motion by Commissioner Malmberg, seconded by Commissioner Wolf, by unanimous vote the Board approved Resolution 23-03 for Ottawa County Road and Bridge pay scale.

On motion by Commissioner Wolf, seconded by Commissioner Malmberg, by unanimous vote the Board approved Resolution 23-04 for Ottawa County hourly employees pay scale.

On motion by Commissioner Wolf, seconded by Commissioner Malmberg, by unanimous vote the Board approved Resolution 23-05 for Ottawa County Appointed Department Heads pay scale.

On motion by Commissioner Wolf, seconded by Commissioner Malmberg, by unanimous vote the Board approved Resolution 23-06 for Ottawa County Health Department pay scale.

On motion by Commissioner Wolf, seconded by Commissioner Malmberg, by unanimous vote the Board approved Resolution 23-07 for Ottawa County miscellaneous position pay scale.

## **County Departments:**

### **Sheriff**

Prisoner count for Ottawa County 6, Saline County 18, Sedgwick 18, for a total of 42.

### **Noxious Weed**

Kenny Baccus, Noxious Weed Director asked the commission for an executive session to discuss non-employee personnel.

On a motion by Commissioner Wolf seconded by Commissioner Malmberg, by unanimous vote the Board approved a 10-minute executive session for non-elected to discuss an exit interview including Wolf, Mortimer, Malmberg, Baccus and JoDee Copple. No decision was made.

Baccus talked with commission about hiring a new employee. Baccus would like the new employee to obtain an applicators license. Commission asked if this was in the job description. Baccus said yes it was in the job description. Wolf asked if we should only pay one time for testing to obtain a license was the way to go. Then the commission discussed that if the employee didn't pass the testing the first time then it would be their responsibility for additional testing. Commission asked Baccus if he had a time frame on the employee obtaining the licenses required. Baccus said when he was hired it was a 3-month period to obtain all 3 applicators licenses. Mortimer said let's leave this up to Baccus' discretion.

On motion by Commissioner Wolf, seconded by Commissioner Mortimer, discussion: Malmberg asked to add in the motion that if the employee doesn't pass the applicators test the first time, the employee will pay out of pocket for additional fees. Mortimer said no. By unanimous vote the Board approved to hire within the Noxious Weed Department a new general applicator.

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## Clerk

Heather Maddox, County Clerk asked to go into executive session to discuss pay raises for non-elected personal.

On a motion by Commissioner Wolf seconded by Commissioner Malmberg, by unanimous vote the Board approved a 5-minute executive session for non-elected personal to discuss pay raise including Wolf, Mortimer, Malmberg and Maddox. No decision was made.

On motion by Commissioner Malmberg, seconded by Commissioner Wolf, by unanimous vote the Board approved a raise as discussed for the newly appointed Deputy Clerk.

## Treasurer/Payroll Clerk

JoDee Copple, Payroll Clerk asked to go into executive session to discuss non-elected personal.

On a motion by Commissioner Wolf seconded by Commissioner Malmberg, by unanimous vote the Board approved a 10-minute executive session for non-elected personal to discuss an exit interview including Wolf, Mortimer, Malmberg, Copple and Heather Maddox. No decision was made.

Copple discussed with the commission about the handbook from HR Partners. HR Partners has reviewed changes from the County Counselor notes on the handbook. Copple asked the commission if they would like to approve the handbook that HR Partners presented or if they would like to approve the handbook with Counselor Buck's changes. Mortimer said I think we should approve what HR Partners presented. Malmberg said she would like to look over what the changes are that Buck made compared to what HR Partners presented.

On motion by Commissioner Wolf, seconded by Commissioner Mortimer, by 2/3 vote, Malmberg Nay the Board approved to print the handbook as presented from HR Partners.

## Upcoming Meetings Commission will attend:

Wolf is planning on attending the County Days in Topeka this month.

With no further business before the commission the meeting was adjourned at 11:53am on motion by Mortimer and seconded by Wolf. Motion carried by unanimous vote.

ADOPTED this 17<sup>th</sup> day of January, 2023.

BOARD OF COUNTY COMMISSIONERS  
OF OTTAWA COUNTY, KANSAS

\_\_\_\_\_  
Dawn Wolf, Vice-Chairman

\_\_\_\_\_  
D.D. Malmberg, Member

\_\_\_\_\_  
Scott Mortimer, Chairman

ATTEST:

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Heather Maddox, County Clerk