

Ottawa County Board of Commissioner's Minutes

December 29, 2021

The Board of Commissioners met in special session with First District Commissioner Dawn Wolf, Second District Commissioner Scott Mortimer, Third District Commissioner D. D. Malmberg all present.

Commissioner Wolf called the meeting to order at 8:00 am with opening prayer and flag salute.

Those present were Richard Buck, County Attorney, JoDee Copple, County Treasurer, Vicki Jensen, County Clerk, Katrina Pollet, Human Resources, and Greg Dockins, Road & Bridge Administrator.

This special session was to review and complete year end cash transfers.

Commissioner Malmberg motioned to accept Resolution 21-37; Commissioner Mortimer seconded. Motion carried 3-0.

Commissioner Malmberg motioned to accept Resolution 21-38; Commissioner Mortimer seconded. Motion carried 3-0.

Commissioner Mortimer motioned to accept Resolution 21-39; Commissioner Malmberg seconded. Motion carried 3-0.

Commissioner Malmberg motioned to accept Resolution 21-40; Commissioner Mortimer seconded. Motion carried 3-0.

Commissioner Mortimer motioned to accept Resolution 21-41; Commissioner Malmberg seconded. Motion carried 3-0.

Commissioner Malmberg motioned to accept Resolution 21-42; Commissioner Mortimer seconded. Motion carried 3-0.

Commissioner Mortimer motioned to accept Resolution 21-43, Commissioner Malmberg seconded. Motion carried 3-0.

Commissioner Malmberg motioned to accept Resolution 21-44, Commissioner Mortimer seconded. Motion carried 3-0.

Commissioner Mortimer motioned to accept Resolution 21-45, Commissioner Malmberg seconded. Motion carried 3-0.

Commissioner Wolf motioned to accept Resolution 21-46, Commissioner Mortimer seconded. Motion carried 3-0.

Commissioner Malmberg motioned to accept Resolution 21-47, Commissioner Mortimer seconded. Motion carried 3-0.

Commissioner Malmberg motioned to accept Resolution 21-48, Commissioner Mortimer seconded. Motion carried 3-0.

Vicki Jensen, County Clerk asked about township cash transfers. There have been several township treasurers inquire how to spend their unencumbered cash. K.S.A. 68-590 was discussed with Richard Buck, County Attorney. Richard suggested that each township board complete a resolution to establish a special highway improvement fund, pursuant to K.S.A. 68-590. Once this fund is created, township treasurers can request funds per the statute. Vicki will work with Richard to develop a procedure and inform each township treasurer. Fire Departments cash transfers and unencumbered cash were also discussed. We handle some fire districts different than others regarding paying bills. This needs to be researched and discussed at a future meeting.

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Payroll duties and auditing payroll was discussed for the next 90 minutes. Some heated discussion ensued about payroll responsibilities. Commissioner Wolf asked Vicki Jensen, County Clerk if she would be the payroll clerk and Vicki answered no. Katrina Pollet will not continue employment if she must do payroll under the current circumstances, she will do payroll for this month and be done. Tomorrow, December 30, 2021 will be her last day. Commissioner Malmberg started writing a job description to put in the newspaper and on Facebook. Vicki asked the commissioners if they had the job description they used when Katrina was hired, and Commissioner Mortimer replied no that they didn't use one. JoDee Copple will post the job on the Facebook page and on the website.

It was decided that Jennifer Guipre and Kathy Luthi will work together to balance 2021 payroll accounts and complete the year end reports. Jeff Reece, auditor will let us know what their firm can do to assist.

Commissioner Mortimer motioned to adjourn the meeting at 11:45 a.m. Commissioner Malmberg seconded. Motion carried, 3-0.

ADOPTED this 3rd day of January 2022.

BOARD OF COUNTY COMMISSIONERS
OF OTTAWA COUNTY, KANSAS

Dawn Wolf, Chairman

D.D. Malmberg, Member

Scott Mortimer, Member

ATTEST:

Vicki L. Jensen, County Clerk