



All Times are Approximate

- | | | | |
|-----------|---|-----------------------------------|------------|
| 1 | Call To Order
Prayer
Flag Salute | | 8:00 a.m. |
| 2 | Public Forum
<i>This is reserved for public comment for any items not on the agenda limited to 3 minutes</i> | | 8:00 a.m. |
| 3 | Policies | Tammi Cox, County Clerk | 8:05 a.m. |
| 4 | Bennington EMS | Tony Swetson, EMS | 8:30 a.m. |
| 5 | Appropriation Discussion | | 9:00 a.m. |
| 6 | Zoning Discussion | Truette McQueen, County Appraiser | 9:30 a.m. |
| 7 | Sales Tax Discussion | | 10:00 a.m. |
| 8 | Consent Agenda
Accounts Payable
Commission Minutes (May 5th/6th & 11th)
Payroll
AAE's | | 10:30 a.m. |
| 9 | Clerk Comments | Tammi Cox, County Clerk | 10:45 a.m. |
| 10 | Commissioner's Comments | | 11:00 a.m. |
| 11 | Adjournment | | 11:15 a.m. |



OTTAWA COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE:

SECTION NO. 20

SUPERSEDES:

POLICY NO. 19

SUBJECT: Personnel Files

RELATED POLICY NO.

SCOPE: All Ottawa County Employees

Purpose:

This policy outlines the procedures for maintaining, accessing, reviewing, and retaining employee personnel files at the Ottawa County. Employee files are confidential and must be managed in accordance with applicable employment laws, privacy standards, and Ottawa County procedures.

1. Maintenance of Personnel Files

- Ottawa County Human Resources maintain employee personnel files.
- Each employee will have the following files:
 - Employment File
 - Payroll File
 - Medical File
 - I-9 Documents File
- Files will be maintained in both physical and electronic formats.

2. File storage and security

- Physical files will be stored in a locked file cabinet in the Human Resources Office. Access is restricted to authorized personnel only.
- Electronic files will be stored in a secure Human Resources folder on the county's internal network, protected by password authentication and limited access controls.
 - Access to digital files will be granted only by written requests and only to authorized individuals such as human resources personnel, supervisors (as needed), or legal counsel.



3. Employee responsibility

Employees are responsible for keeping their personal information current. Personal information should be updated upon any change to the following:

- Address and phone number.
- Driver's License renewal or change of name.
- Emergency contacts
- Tax withholding status.
- Benefits and dependent information.

4. Access to Personnel Files

Access to employee records is limited to:

- Ottawa County Human Resources personnel.
- The employee's immediate supervisor or manager, when necessary for employment-related matters.
- Legal counsel, when required by law.

5. Employee access to their own files

- Employees may review their own personnel records by submitting a written Personnel Record Request Form (Appendix A) request to Ottawa County Human Resources.
- Access will be granted within five (5) business days.
- Reviews must occur in the presence of:
 - A human resources representative, or
 - The employee's supervisor or manager

Original documents may not be removed. Copies of requested records may be provided upon approval.



6. Retention of Personnel Files

All personnel files will be retained in accordance with the Federal File Retention Act and applicable state and local regulations.

The following general guidelines apply:

- Employment records – retained for a minimum of 3 years after termination.
- Payroll records – retained for a minimum of 3 years.
- Medical and benefits records – retained for at least 6 years.
- I-9 Forms – retained for 3 years after the date of hire or 1 year after termination, whichever is later.

Ottawa County Human Resources is responsible for ensuring all records are archived or disposed of in compliance with these retention requirements.

7. Confidentiality and Enforcement

All personnel records are considered confidential. Any breach of confidentiality, unauthorized access, or tampering with files may result in disciplinary action, up to and including termination.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



Appendix A

Personnel Record Request Form

Employee Information

- Full Name: _____
- Employee ID / Last 4 of SSN: _____
- Current Address: _____
- Phone Number: _____
- Employment Status: [] Current [] Former (Last employment date: _____)

Request Details

- Nature of Request: [] Review/Inspection [] Copies
- Original documents may not be removed; copies of requested records may be provided upon approval.
- **Specific Records Requested:**
 - Payroll Records: Hours worked and wages paid.
 - Medical Records: Maintained in a separate, confidential file.
 - Employee Records: Performance ratings, applications, etc.
 - Other: _____

Certification (KORA Requirement for Public Records)

- I certify that I do not intend to, and will not, use any list of names or addresses derived from these records for the purpose of selling or offering for sale any property or service.

Signature: _____ **Date:** _____

HR Signature: _____ **Date:** _____



OTTAWA COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE:

SECTION NO. 40

SUPERSEDES: 40.06

POLICY NO. 05

SUBJECT: Travel Expenses Reimbursement

RELATED POLICY NO.

SCOPE: All Ottawa County Employees

1. Purpose

To establish consistent, fair, and fiscally responsible rules for county employee travel, lodging, meal reimbursement, and related expenses incurred while conducting authorized Ottawa County business. This policy ensures compliance with Kansas Statute Annotated, K.S.A. 19-101(a) applicable laws and promotes responsible stewardship of public funds. Ottawa County will follow GSA CONUS (General Services Administration) for the (Continental United States) as outlined for the state of Kansas. These rates can be found at www.gsa.gov/perdiem

2. Scope

This policy applies to all Ottawa County employees, elected officials, volunteers, and other authorized personnel when traveling on County business, attending training, conferences, conventions, or other work-related events, whether travel is within Kansas, elsewhere in the United States, or internationally.

3. Policy Principles

- Travel must support County business and provide a documented public benefit.
- Employees shall exercise prudent judgment and show proper discretion for accountable and economic use of public funds. All travel will follow applicable federal, state, and local laws and County procurement rules.
- Employees are expected to acquire a copy of a PR-78KS Kansas Department of Revenue Sales and Tax Entity Exemption Certificate prior to their travel.



4. Authorization and Approval

- All travel must be authorized in advance by the traveler's supervisor or department head.
- Travel not authorized in advance may be denied reimbursement except in extraordinary circumstances with written justification and department head approval.
- Travel Expenses submitted for reimbursement of expenses must be accompanied by signed or initialed detailed receipts and a completed Travel Expense Sheet. (Appendix A) These items should be sent to County Clerk's office for processing no later than 30 days after the last day of travel.

5. Booking & Arrangements

- Per this policy, all travel, including transportation (airline, train, etc.), lodging, and convention or training registration, will be arranged by the traveler (attendee) unless the county makes alternative arrangements in writing prior to travel.
- Travelers should seek the most economical options consistent with the needs of the assignment (e.g., use of coach fares, advanced purchase where cheaper, and government rates for lodging).
- When practical, travelers should take advantage of group/conference room blocks or County-negotiated discounts.

6. Transportation

- **Air Travel:** Lowest reasonable fare in coach/economy class is required. Upgrades require pre-approval by the department head and must be paid by the traveler personally.
- **Personal Vehicles:** Mileage will be reimbursed at the federal mileage rate. established mileage rate when a personal vehicle is used and when authorized. (as published by the applicable government rate schedule www.irs.gov/tax-professionals/standard-mileage-rates) Mileage reimbursement covers fuel and vehicle wear and does not apply when rental cars are used.
 - (a) Use of personal vehicle in lieu of county vehicle: Employees may choose to use their personal vehicle rather than a county-provided vehicle for authorized travel. When this option is selected, reimbursement will be made at the current IRS standard mileage rate in effect at the time of travel. This reimbursement covers all expenses associated with vehicle use, including fuel, maintenance, insurance, and depreciation.



- **Rental Vehicles:** Allowed when cost-effective or necessary; rentals should be midsize or smaller. Collision damage waiver and liability coverage should be taken unless covered by the County's insurance; traveler must consult the County's insurance or risk manager prior to rental.
- **Taxi / Rideshare / Public Transit:** Reimbursable with receipts where required.

7. Lodging

- Lodging is reimbursable at the current government lodging rate for the travel location (as published by the applicable government rate schedule www.gsa.gov/perdiem)
- Travelers must make reasonable efforts to secure lodging within that rate.
- Lodging expenses require itemized receipts. If actual lodging exceeds the government rate due to lack of availability, traveler must justify and obtain prior approval from the department head; exceptions require written explanation with the reimbursement submission.
- Incidental charges (mini-bar, personal phone calls, movies) are the traveler's responsibility and will not be reimbursed.
- Overnight stays for meetings/conferences located less than 40 miles from Minneapolis will not be paid or reimbursed, unless it has been approved by the department head prior to the training.

8. Meals

The county will provide daily Travel Allowance within the guidelines of the county approved rate. Additional items purchased are the responsibility of the employee. i.e. snacks, sodas, and randomly purchased items.

- If a meal is provided to the traveler (e.g., included in conference registration or provided by the event), or if the county pays for meals directly (e.g., catering charged to county card or included in registrations), no travel allowance will be paid for those meals/days.
- Receipts are required for travel allowance; documentation of which meal purchases are personally purchased and those which were provided by conference agenda, registration invoice, etc. must be attached to the reimbursement request.
- Alcohol purchases do not qualify, nor will they be reimbursed.

9. Reimbursement and Documentation



- Reimbursement requests must be submitted with required attachments: travel authorization, itemized receipts for lodging/registration/transportation (airfare, car rental, taxi, etc.), documentation of meals included in registration or provided by event and a copy of the itinerary.
- Reimbursement submissions must be made within **30** calendar days of return from travel. Late submissions require department head approval and a written explanation.
- Ottawa County reserves the right to reduce or deny reimbursement for expenses that are excessive, unnecessary, or non-compliant with this policy.

10. Exceptions and Special Circumstances

- Emergency travel or other unusual situations which conflict with this policy require prior approval when possible. Retrospective approvals may be granted only with written justification and department head approval.
- Exceptions for international travel, extended stays, or high-cost events must be approved in advance by the department head.

11. Non-Allowable / Unreasonable Expenses

Examples of non-allowable or normally unallowable expenses include (but are not limited to):

- Personal entertainment (in-room movies, spa treatments, etc.)
- Personal items (toiletries, shampoo, etc.)
- Traffic fines, parking tickets, or other violations
- Travel upgrades (airfare or lodging) without prior approval.
- Unapproved companions travel unless authorized and paid personally.

12. Compliance and Auditing

The county may audit travel and expense claims for compliance. Any misuse of county funds may result in disciplinary action, up to and including termination and/or requirement to reimburse the county.

13. Records Retention



- Receipts, travel authorizations, and reimbursement documentation will be retained by county records retention schedules and applicable law.

14. Roles & Responsibilities

- **Traveler:** Arrange travel as required, keep receipts, submit reimbursement claim, and comply with this policy.
- **Supervisor / Department Head:** Authorize travel, review and approve expenses, confirm business purpose, and ensure compliance with budgets and this policy.
- **Clerk's Office:** Review reimbursements for compliance, process payments, and maintain records.

15. Reimbursement Checklist

- Conference registration receipt
- Hotel itemized receipt showing nightly rate and taxes.
- Airfare/rental car receipts or e-tickets
- Completed travel reimbursement form with Travel Allowance calculations.

17. Questions and Policy Interpretation

Questions about policy interpretation, unusual travel arrangements, or requests for exceptions should be directed to County Clerk or Human Resources Department

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO. 40

SUPERSEDES: 40.05

POLICY NO. 05a

SUBJECT: Sales Tax

RELATED POLICY NO. 40.02, 40.05

SCOPE: All Ottawa County Departments

This policy is established to ensure consistent, predictable, and compliant practices for the processing of reasonable and necessary expenses. The expenditure of public funds must be carefully regulated to ensure that only authorized and appropriate expenses are reimbursed or paid by the county.

When purchasing items or services within the State of Kansas, employees must notify the vendor that the purchase is sales tax exempt. Sales tax paid on out-of-state purchases is allowable if the vendor does not accept out of state tax exempt status. Fuel purchases for County-owned vehicles are not tax-exempt and must be paid using the department-issued county credit card.

At the time of purchase, employees must follow one of the options outlined below:

- **Preferred Method:** Present the county tax-exempt card and request that sales tax be removed at the point of sale. This method may require manager approval from the vendor and could take additional time; however, it remains the preferred approach.
- **If removal of sales tax is not feasible or would cause excessive delay:** Complete the purchase using the county credit card at the time of reconciliation and advise your department head or the clerk's office of the issue.
- **Online Purchases:** When making online purchases, employees may follow the vendor's process for obtaining tax-exempt pricing. A tax-exempt form may be obtained from the County Clerk's Office. If a vendor does not offer tax-exempt purchasing options, an attempt to locate an alternative vendor will be selected.



Department heads are responsible for reviewing all purchases and receipts to ensure full compliance with this policy. Only department heads are authorized to approve county credit card transactions and other invoices. Failure to comply with this policy will result in denial of payment by the County Clerk, with notification provided to the department head. Any late fees incurred because of noncompliance will be the personal responsibility of the department head.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO. 40

SUPERSEDES:

POLICY NO. 06

SUBJECT: Use of County Vehicles

RELATED POLICY NO. 50.08

SCOPE: All Ottawa County Employees

The following is the Ottawa County policy concerning use of county-owned vehicles. This policy shall apply to all vehicles purchased with public funds allocated by the Board of County Commissioners.

Use of County Vehicles

1. Sheriff Driven County-owned vehicles shall be used only for official county business.
2. No county vehicle shall be used to commute to and from work without permission from the department head or elected official.
3. In the event of possible emergencies existing or the need to respond, exceptions may be made but only after approval is given as by number bullet #2.
4. All county vehicles shall display the proper markings as outlined in K.S.A. 8-305.
5. Current mileage shall be recorded on all fuel purchases.
6. Only county employees will be allowed to operate county vehicles. Reserve deputies, volunteers, or other individuals may be authorized by the department head or elected official.
- 7 It is against this policy to take a county vehicle home as a commuter vehicle without consent from the County Commission.



Proof of Insurance

State law requires that any person operating a vehicle has proof of insurance. Certificates of insurance are provided for all county-owned vehicles. Employees who operate these vehicles are responsible for having this proof of insurance in their possession while operating the vehicle. Any fines incurred for not having proof of insurance is the responsibility of the operating employee if they fail to ensure the vehicle is properly insured.

Vehicle Damage

1. Whenever a county vehicle is damaged or involved in an accident, the department head or elected official must be notified immediately. Human Resources will then be notified by the department head or elected official so that a claim may be filed, if necessary. As per **Policy 50.08 #2** All Ottawa County employees operating a vehicle involved in an accident which renders the vehicle immobile, results in personal injury, or the death of individual, will be subject to submit to a drug/alcohol test to determine if they are impaired or under the influence of drugs or intoxicants.

It is the county's option to determine what type of test will be administered.

Enforcement

Enforcement of this policy shall be the responsibility of the department heads or elected officials. Violation of any part of this policy could result in the loss of privilege.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners

Ottawa County Human Resources
307 N Concord
Minneapolis, KS 67467
humanresources@ottawacounty.org



OTTAWA COUNTY
EST. 1866

**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO. 40

SUPERSEDES:

POLICY NO. 06 (a)

SUBJECT: Safety Belt Use

RELATED POLICY NO. 40.06

SCOPE: All Ottawa County Employees

Policy Statement:

Ottawa County is committed to providing a safe and healthy working environment for all employees. As part of this commitment, the county requires the use of safety belts in all motor vehicles operated for the county business. Safety belts are a proven and effective form of personal protective equipment and are essential to reducing the risk of injury in motor vehicle incidents. Pursuant to Kansas Statute 8-2503, every occupant of a passenger vehicle or autocycle who is 14 years of age or older must wear a properly fastened safety belt when the vehicle is in motion.

Policy Purpose:

The purpose of this policy is to promote the safety of county employees by mandating the proper use of safety belts in all applicable vehicles used in the performance of county duties.

Policy Requirements:

1. Mandatory Use:

All County employees must wear properly fastened safety belts when operating or riding in any motor vehicle during county business, regardless of vehicle ownership (county-owned, leased, or personal vehicle).

2. Proper Use:

Safety belts must be worn as intended by the manufacturer and in accordance with applicable laws and regulations. Lap and shoulder belts must be used simultaneously if both are provided.



3. Passenger Compliance:

Employees operating a county vehicle are responsible for ensuring that all passengers are wearing safety belts before the vehicle is in motion.

4. Vehicle Equipment:

All county-owned and leased vehicles must be equipped with functional safety belts. Any malfunction or damage to seat belt systems must be reported immediately to the appropriate supervisor or department head and the vehicle must not be operated until repaired.

5. Enforcement and Disciplinary Action:

Failure to comply with this policy may result in disciplinary action, up to and including termination, in accordance with the county's personnel policies and procedures.

6. Exceptions:

Exceptions to this policy may be made only where safety belt use is medically contraindicated and documented by a licensed physician or where use is otherwise exempted by law.

Responsibility for Implementation:

Department heads and supervisors are responsible for ensuring compliance with this policy within their departments and for taking appropriate action in the event of non-compliance.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO. 40

SUPERSEDES: 40.03

POLICY NO. 08

SUBJECT: Social Media

RELATED POLICY NO.

SCOPE: This policy applies to all employees, elected officials, contractors, and volunteers of Ottawa County who use social media, whether for personal or professional purposes. It applies regardless of whether access occurs during working hours or using personal or county-owned devices and accounts.

Purpose

Social media is an important part of how individuals and organizations communicate in today's world. At Ottawa County, we recognize that social media can be a valuable tool for personal expression, professional networking, and community engagement. However, use of social media—both on and off duty—must be balanced with our responsibility to protect the integrity, confidentiality, and reputation of the county and its employees. This policy provides guidelines to help employees use social media responsibly, legally, and in a manner that aligns with Ottawa County's values and expectations.

Definition of Social Media

For the purposes of this policy, "social media" refers to all forms of electronic communication through which users create online communities to share information, ideas, messages, and other content. This includes, but is not limited to:

- Blogs, vlogs, and personal websites
- Social networking platforms (e.g., Facebook, X/Twitter, Instagram, LinkedIn)



- Video or photo-sharing sites (e.g., YouTube, Snapchat)
- Online forums, message boards, and chat rooms
- Any other form of electronic communication, whether public or private

General Guidelines

- Employees should have no expectation of privacy when using the internet or social media. Online activity may be reviewed by supervisors, the Ottawa County Board of Commissioners, or others.
- Personal use of social media must not interfere with work responsibilities or county operations. Employees should not access or post to personal accounts during work hours unless authorized.
- County-owned devices, systems, and email accounts must not be used for personal social media activities.
- Employees are personally responsible for what they post online. Even when off-duty, employees' conduct online may impact their employment if it affects Ottawa County's operations, reputation, or work environment.

Expectations for Employee Conduct

When using social media, employees must:

- Be honest, accurate, and respectful. If an error is made, it should be corrected promptly.
- Never post malicious, obscene, threatening, harassing, discriminatory, or defamatory comments.
- Avoid content that could be viewed as bullying, unlawful, intimidating, or disparaging to citizens, visitors, coworkers, elected officials, or business partners.



- Avoid comments that could create a hostile work environment, particularly those based on protected characteristics such as race, color, national origin, religion, sex, age, disability, gender identity, or any other status protected by law or Ottawa County policy.
- Not share or discuss confidential or proprietary information, including internal reports, policies, procedures, or communications, unless expressly authorized.

Identifying as an Ottawa County Employee Online

If an employee identifies themselves as an Ottawa County employee or discusses Ottawa County business online, they must:

1. Clearly state that their opinions are their own and do not represent the views of Ottawa County.
 - Recommended disclaimer: *"The views expressed are my own and do not necessarily reflect the views of Ottawa County."*
2. Avoid presenting themselves as a spokesperson for the county.
3. Never create links from a personal blog, site, or post to an Ottawa County website without identifying oneself as an employee.
4. Never post rumors or false information about the county, its employees, or its citizens.

County-Sanctioned Use of Social Media

- Only employees authorized by their supervisor or department head may post to official county social media accounts.



- Posts on official accounts must follow all applicable county policies and should uphold the professionalism and integrity of Ottawa County.
- Any official use must be coordinated through or approved by the Public Information Officer (if applicable).

Reporting and Enforcement

- Employees are encouraged to report concerns or potential violations of this policy to Human Resources or a supervisor.
- Ottawa County prohibits retaliation against any employee for reporting a potential violation or cooperating in an investigation.
- Violations of this policy may result in disciplinary action, up to and including termination.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



Appendix A

Social Media Policy Acknowledgment Form

I acknowledge that I have received, read, and understand the Ottawa County social media policy. I agree to comply with the guidelines and requirements outlined in the policy and understand that failure to adhere to these standards may result in disciplinary action, up to and including termination.

I understand that this policy applies to all social media use, whether during working hours or off duty, and whether using personal or County-provided devices or accounts.

Employee Name (Print): _____

Employee Signature: _____

Date: _____

Supervisor Name (Print): _____

Supervisor Signature: _____

Date: _____



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO. 40

SUPERSEDES:

POLICY NO. 09

SUBJECT: Telephone & Cell Phone Use

RELATED POLICY NO.

SCOPE: All Ottawa County Employees

Purpose

This policy establishes standards for the appropriate use of county-owned telephones and employee personal mobile devices in the workplace to ensure efficient operations, uphold professionalism, and minimize distractions.

Policy Statement

Ottawa County is committed to maintaining a professional work environment and ensuring effective communication both internally and with the public. To support this objective, employees must use both county-owned and personal telephones responsibly and in a manner that does not interfere with productivity, safety, or county operations.

1. General Telephone Use

- All incoming County telephone calls must be answered promptly and courteously.
- Employees are expected to exercise proper telephone etiquette at all times. This includes:
 - Identifying the department and themselves.
 - Using a polite and professional tone.



- Placing callers on hold only when necessary and with their consent.
- Transferring calls appropriately and informing the caller if they are being directed to voicemail.
- Voice mailboxes must be maintained regularly to ensure messages are received and returned in a timely manner.

2. Personal Cell Phone and Personal Device Use

- Use of personal cell phones, smart watches, or other personal communication devices should be limited during Working Time (as defined by the county's working hours policy).
- Employees are strongly encouraged to make personal calls, texts, or emails only during breaks or lunch periods (non-working Time) and in designated break areas.
- Ring tones should be set to vibrate or silent during working hours to avoid disrupting others.
- Personal device usage must not interfere with employee duties, distract coworkers, or reduce overall productivity.

3. Use of County-Owned Phones and Devices

- County-owned phones, including desk phones and any issued mobile devices, are to be used primarily for county business purposes.
- Personal use of county devices should be limited, occasional, and incidental, and must not interfere with work performance or incur excessive costs to the county.
- Employees must not use County devices to access or transmit inappropriate, illegal, or offensive content.



4. Emergencies

- Ottawa County recognizes that emergencies may arise. In such situations, employees may use their personal or county-provided phone as needed.
- Employees must notify their immediate supervisor as soon as possible if an emergency requires extended or repeated personal phone use during working hours.

5. Safety Considerations

- Employees must comply with all state and local laws regarding mobile device use while operating a vehicle.
- County employees are prohibited from using handheld devices while driving a county vehicle or while driving on county business. Use of hands-free technology is recommended, but calls should be limited and only made when it is safe to do so.

6. Confidentiality and Security

- Employees must take care not to discuss or transmit confidential or sensitive information over the phone in public areas or via unsecured personal devices.
- County data or records may not be stored or transmitted on personal phones or devices unless authorized and in compliance with applicable county IT security policies.

7. Disciplinary Action



- Failure to comply with this policy may result in disciplinary action, up to and including termination.
- Examples of violations include, but are not limited to:
 - Excessive personal phone use during work hours.
 - Use of county phones for personal financial gain or inappropriate activities.
 - Unsafe use of phones while driving.
 - Breach of confidentiality via phone communications.

8. Questions

Employees with questions about this policy or its interpretation should direct them to their supervisor or the Human Resources Department.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners

2027 Appropriations

Appropriation	2024	2025	2026	2027 Request	2027 Budgeted	Notes
Choose Ottawa County Economic Development	\$50,000.00	\$50,000.00	\$65,000.00	\$70,000.00	\$65,000.00	\$5,000.00 Increase Contract Minimum \$40,000.00
Conservation District	\$25,000.00	\$25,000.00	\$25,000.00	\$30,000.00	\$25,000.00	\$5,000.00 Increase
Fair Board	\$22,500.00	\$22,500.00	\$22,500.00	\$22,500.00	\$22,500.00	
Central Kansas Mental Health Center	\$33,500.00	\$33,500.00	\$34,840.00	\$35,885.00	\$15,000.00	Statutorily Required Service 3% Increase
OCCK	\$21,800.00	\$21,800.00	\$21,800.00	\$21,800.00	\$10,000.00	
Bennington EMS	\$160,181.00	\$197,855.00	\$209,286.00	\$369,000.00	% of 6 mills + \$30,000.00	Historically receives a percentage of 6 mills 2027 is Total Budget
Minneapolis EMS	\$394,732.00	\$422,259.00	\$448,847.00	\$622,115.00	% of 6 mills + \$50,000.00	Historically receives a percentage of 6 mills \$199,855.00 Increase
Ottawa County Museum	\$52,910.00	\$110,500.00	\$92,317.00	\$65,000.00	\$65,000.00	Prior to 2027 they were part of County budget 2024-2026 were total expenditures