

Ottawa County Board of Commissioner's Minutes

May 11, 2022

The Board of Commissioners met in Emergency session with, Second District Commissioner Scott Mortimer, Third District Commissioner D. D. Malmberg, JoDee Copple, Richard Buck, Greg Dockins, Heather Maddox, Kenny Baccus, Samantha Davis, Keith Coleman, Trisha Smith, Kim Winsett, Marilyn Heck, Marie Ballou, Sara Hodges present.

Commissioner Malmberg called the meeting to order at 4:00 p.m.

JoDee Copple, Ottawa County Treasurer took the minutes for the meeting.

Richard Buck, County Attorney asked who called the meeting and what it was about. JoDee Copple said the meeting was being held to discuss the vacant clerk's office. She said it needs to be discussed what the county needs to do in order to keep the Clerk's office up and running until the Republican Committee can appoint a new county clerk. There was discussion on who can work in the office until the clerk position can be filled. Richard discussed who that person could be. Per KAC, any person employed with the County could work in the office with limited duties. There is no designated person who can pay bills or open the office, so he thinks the Commissioners need to designate someone today. Richard discussed who can sign checks. He said there would need to be two wet signatures and there could be a stamped signature. Commissioner Mortimer said he could wet sign along with County Treasurer JoDee Copple, then they would stamp Chairperson Malmberg's signature.

Commissioner Wolf arrived at 4:05 p.m.

Commissioner Malmberg said she has contacted Jay Hall with KAC about what he suggested we do to handle the office, and if they have to be bonded. He referred Malmberg to KCAMP, and KCAMP informed Commissioner Malmberg that because the office is under a bond, then the county is covered.

Richard Buck discussed the upcoming election and who can have access to the election information. He talked with Bryan Caskey at the State Election Office and was told that no one can access these documents until they are approved by the Secretary of State's office. If someone comes into the clerk's office to file for an elected position the person filling would need to contact the Secretary of State's Office. The discussion continued with questions about overall budgets, and valuations need to be certified and submitted to the state and surrounding counties by June 15th.

Kim Winsett, IT said that at 6:00 p.m. on May 10th all of the computers in the Clerk's office were locked down. There is a third computer in the clerk's office that has been set up for election purposes that the designated person filling in the clerk's office could access for daily use until further notice. LockIT has done backups and screen shots of everything from last night and prior history. LockIT suggested that all computers that had been used recently be shut down and unplugged until an audit of them is complete.

Discussion of voting machines. All voter machines have been put in the clerk's vault and locked down until further notice. There were questions on what would need to be taken out of the vault to use daily so there isn't anyone going into the vault without Keith and a commissioner present. Commissioner Wolf asked that Keith Coleman Facilities Manager be the only one with a key to the Clerks Vault.

Richard Buck said that the commissioners need to get someone in the office to pay bills because they are due Thursday. Richard said that it would be best if the employee be paid out of the Clerks budget so they would be under the county bond. Commissioner Malmberg asked who has access to pay bills. Heather Maddox said she was the only one trained on the new software. Commissioner Mortimer said he thinks if she knows what she is doing then that's what we need to do. Commissioner Malmberg asked Heather Maddox if she wanted to work in the clerk's office. Heather said, "What is best for the county is to get bills paid, so yes, I would be willing to work in the clerk's office."

Marilyn Heck, Register of Deeds, asked Commissioners who will be signing deeds that come from their office that usually gets signed by the Clerk. Richard said he would look into this and get Marilyn an answer.

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Commissioner Mortimer moved to have Heather Maddox and Shelia Reed work in the clerk's office and be paid out of the clerk's budget until the Republican Committee can select a new clerk. Commissioner Wolf seconded. Motion carried 3-0.

Clerks' emails have been backed up and frozen, so any new emails that come through will be forwarded to a new account that LockIT created.

Budget deadlines were discussed between commissioners and department heads. There were questions on who all had received their budget information. Richard Buck said he would reach out to other counties to come in and help in the clerk's office to get the RNR's out to entities that need it to build their budgets.

JoDee Copple, Treasurer presented information on getting access to the credit card online account. Commissioner Wolf signed paperwork from the Credit Card company to grant JoDee Copple, treasurer, to be the person to access the website so that the visas can be paid on time. Commissioner Mortimer will be present when Visa's are paid. If Mortimer is unavailable, Commissioner Malmberg will come in. JoDee also presented a letter for Commissioner Wolf to sign requesting that all access for the previous clerk's credit card be terminated along with any access to the online portal. Wolf signed the paperwork. JoDee also had Commissioners sign new signature cards for Citizens State Bank & Trust. Commissioners signed them.

Budgets will need to be presented to the commissioners by June 6th.

Kenny Baccus, noxious Weed Administrator, KAC President, recommended that KAC be contacted to ask if they would be willing to send out a mass email to all County Clerks to see if anyone would be willing to come in to help.

All Department Heads left the meeting.

Commissioner Mortimer moved to go into executive session pursuant to Attorney Client Privilege. Commissioner Wolf seconded. Motion carried 3-0. Those present were Commissioners and Richard Buck. The group returned to regular session at 5:09 pm.

Commissioner Wolf moved to extend the executive session. Commissioner Mortimer seconded. Motion carried 3-0. Those present were Commissioners and Richard Buck. The group returned to regular session at 5:22 pm. No discussion was made.

Commissioner Wolf moved to authorize Richard Buck, County Attorney, to get quotes for an outside examiner that can have the examination of the Clerk's office done within 30-45 days. Commissioner Mortimer seconded. Motion carried, 3-0.

There was discussion on who will inventory the clerk's office to verify that there are no missing items. Keith will lock all computers in the clerk's office away for the time being.

JoDee asked who will oversee the Clerks Budget since there isn't an acting Clerk. Commissioners will leave it the same as last year.

Commissioner Malmberg moved to pay Heather Maddox and Shelia Reed the same pay as they were paid before. Commissioner Malmberg amends her previous motion to add, and they will be paid out of the Clerk's budget. Commissioner Mortimer seconded. Motion carried, 3-0.

With no further business before the board Commissioner Malmberg moved to adjourn the meeting at 5:35 pm. Commissioner Mortimer seconded. Motion carried, 3-0.

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ADOPTED this 17th day of May 2022.

BOARD OF COUNTY COMMISSIONERS
OF OTTAWA COUNTY, KANSAS

Dawn Wolf, Member

D.D. Malmberg, Chairman

Scott Mortimer, Member

ATTEST:

Heather Maddox, Interim Ottawa County Clerk