

1 Call To Order

Prayer

Flag Salute

2 Public Forum

This is reserved for public comment for any items not on the agenda

8:00 AM

3 EMS

Karl Leech - EMS

8:05 AM

4 Fire District #6 Ammendments to By-Laws

Tammi Cox, County Clerk

8:20 AM

5 Health Department Budget 2025

Sara Hodges - Health Dept Director

8:30 AM

6 Executive Session Non-Elected Personnel

Shelby Walker, Register of Deeds

8:45 AM

7 Register of Deeds Staffing

Shelby Walker, Register of Deeds

9:00 AM

8 Noxious Weed Job Description

Chris Smith, Road and Bridge

9:15 AM

9 Center Township Appt - Becky Myers

Tammi Cox, County Clerk

9:30 AM

10 Executive Session-Attorney Client

Tammi Cox, County Clerk

10:00 AM

11 Museum Staffing

Tammi Cox, County Clerk

10:30 AM

12 Key Issuance Policy

Tammi Cox, County Clerk

10:45 AM

13 Retirement Policy

Tammi Cox, County Clerk

11:00 AM

14 Arnold Group Contract

Tammi Cox, County Clerk

11:15 AM

15 Consent Agenda

Accounts Payable

Commission Minutes (July 14th)

Adds, Abates, Escapes

Tammi Cox, County Clerk

11:30 AM

16 Clerk Comments

Tammi Cox, County Clerk

11:45 AM

17 Commissioner's Comments

11:50 AM

18 Announcements

11:55 AM

19 Adjournment

12:00 PM

OTTAWA COUNTY RURAL FIRE DISTRICT #6

BY-LAWS

1. Article I: Name and Mission

a. Section 1: Name

- i. The name of this department shall be Ottawa County Rural Fire District Number 6 (#6).
- ii. Other names and abbreviations accepted will be Ottawa County Fire District #6, Tescott Fire District #6, and Tescott FD #6.

b. Section 2: Mission

- i. To help citizens deal with natural and man-made emergencies, and with the resources available and with the utmost regard for the safety of the members of the department, to work to the best of our abilities to limit the loss of life, impact on the environment, and property damage.

c. Section 3: Statutory Duties

- i. The board of trustees shall be vested with all powers and duties delegated by the Board of County Commissioners, pursuant to the Resolution #_____ attached hereto.

2. Article II: Board of Trustees (General)

a. Section 1: Composition

- i. Whenever the Board of County Commissioners determine, by resolution, that it is in the best interest of the county to place the supervision of a fire district under a fire district board of trustees, said Commission may appoint a board of not less than three (3) members and not more than ten (10) members, who shall serve at the pleasure of the Commission. The board so established may be vested with all supervisory powers as the Commission delegates by resolution.
- ii. The fire district Board of Trustees shall establish an Executive Board of Trustees to oversee the day-to-day management of the district. The executive board shall consist of the chair-person, vice-chairperson(s), secretary, and treasurer, all of whom shall serve on the board of trustees and have all rights, duties, and responsibilities of the board of trustees members.

b. Section 2: Qualifications

- i. Persons interested in serving on the Board of Trustees of a rural fire district shall submit an expression of interest form to the board of Board of Trustees.
- ii. As vacancies occur, recommendations for appointments to the board of trustees shall be submitted by the Board of Trustees to the Board of County Commissioners for their consideration.
- iii. Any person who is qualified and approved by the Board of County Commissioners may serve on the Board of Trustees.
- iv. All fire district Board of Trustees shall be comprised of active district firefighters as a majority of the board.
- v. A person appointed to fill an unexpired term shall be eligible for reappointment at the conclusion of that term. New appointments and re-appointments shall be for a term of one (1) year.

c. Section 3: General Duties

- i. It shall be the duty of each Board of Trustees member to participate regularly in matters involving the board, and to attend regular meetings and special meetings as called by the Chair.
- ii. It shall be the duty of the board officers to fulfill the obligations of the office to which they are elected.
- iii. The board shall appoint a Fire Chief annually, who shall serve at the pleasure of the board. The Fire Chief may serve as at-large members or as officers of the board, and may receive consecutive appointments as Fire Chief.
- iv. Any trustee may submit for consideration, recommendations to the board which he or she considers to be important to the policies and affairs of the district.

d. Section 4: Elections

- i. Election of trustees shall be held during the first quarter of each fiscal year and said elected officers will assume office immediately.

- ii. Each officer of the Board of Trustees shall be elected by the majority vote of the district personnel present at the meeting held during the first quarter of the fiscal year.

e. Section 5: Terms of Office

- i. Each officer of the board, once elected, shall hold the office for a term of one (1) year, and may be re-elected for additional terms, according to the conditions set forth in Article II, Section 4. Nothing shall prohibit any officer from serving consecutive terms or from being voted into a different office.

3. Article III: Board of Trustees (Titles & Duties)

a. Section 1: Officers

- i. The officers of the district shall be chairperson, up to two (2) vice chairpersons, secretary, and treasurer. The officer of secretary and treasurer may be combined to one office of secretary/treasurer. The signatures of any two (2) officers other than the treasurer, is necessary on invoices and vouchers for payment. Just as for all other board members, each officer shall have one (1) vote on the board.

b. Section 2: At-Large Trustee Members

- i. The remaining board members shall be trustees at-large.

c. Section 3: Duties of Officers

- i. Chairperson – It shall be the duty of the chairperson (hereafter referred to as the chair) to preside over all meetings of the rural fire district (hereafter referred to as the district) board of trustees (hereafter referred to as the board) and to execute in the name of the board such documents and other instruments as may be authorized by law, or as directed by the board. The chair shall direct the operations of the board according to the laws of the State of Kansas, and the policies and procedures of Ottawa County and the district. The chair shall be responsible for preserving order and decorum. The chair shall call special meetings of the board and shall perform all acts and duties typically performed by the chief officer of a policy-making body. The chair shall make, or authorize to be made, reports whenever such are required by other government agencies. The chair shall be responsible for establishing all committees and appointing members thereto, and shall perform other such duties as may be prescribed or directed by the board.
- ii. Vice-Chairperson(s) – the vice-chairperson(s) (hereafter referred to as the vice-chair) shall perform the duties of the chair in his or her

absence. Should neither be present at any meeting, a chair will be chosen by a majority vote of the board. In instances of resignation or death of the chair, the vice-chair(s) shall perform such duties as are imposed on the chair until such time as the board elects a new chair. The vice-chair(s) shall function as parliamentarian to the board and shall perform other duties as may be prescribed or directed by the chair.

- iii. Secretary – The secretary shall accurately record the minutes of district board meetings, motions made and passed, committees appointed, and shall keep all other records of the district, including copies of financial reports submitted by the treasurer. All records shall be securely stored at a location determined by the board and shall be open for further review by any person who so requests, as required by the open records laws of Kansas. The secretary, or a designated appointee, shall send all official notices of the district as they pertain to correspondence and meeting announcements as required by law, the by-laws of the district, or as directed by the board. In case of his or her absence, the secretary's duties may be performed by any board member directed by the chair. The secretary shall perform other duties as may be prescribed or directed by the chair.
- iv. Treasurer – the treasurer shall keep accurate record of the financial proceeding of the district, and shall receive and deposit all monies acquired by the district as prescribed by law and the policies and procedures of Ottawa County and the district. All financial transaction records shall be securely stored at a location determined by the board and shall be open for review by any person who so requests as required by the open records laws of Kansas. The treasurer shall prepare invoices and vouchers for payment in accordance with the established procedures of Ottawa County. The treasurer shall make a report available to the board at least monthly to keep the board informed of the status of the general operating budget, the special equipment fund, as well as any other funds or accounts of the district. The treasurer shall perform other duties as may be prescribed or directed by the chair.
- v. At-Large Trustees – At-large trustees may serve on committees and shall perform all duties as prescribed or directed by the chair. Just as with officers, at-large trustees shall have one (1) vote in matters for consideration before the board.

d. **Section 4: Vacancies**

- i. As vacancies occur, recommendations for appointments to the Board of Trustees shall be submitted by the Board of Trustees to the Board of County Commissioners for their consideration.
- ii. In instances of a vacancy by an officer of the board other than the chair, such position shall be filled within thirty (30) days by chair appointment from the remaining members of the board, for the unexpired portion of the term for which the predecessor was duly elected.
- iii. In instances of vacancy by the chair, the board shall elect within 30 days a new chair from the remaining members of the board to fill the unexpired portion of the term for which the predecessor was duly elected.

e. **Section 5: Services**

- i. The board may, at its discretion, and in accordance with Ottawa County policy, engage in services of an outside agency or person to assist in conducting district business.

4. Article IV: Meeting of the Board of Trustees

a. **Section 1: Requirements**

- i. A quorum is necessary for the board to conduct official business.
- ii. All board meetings are subject to the Kansas Open Meetings Laws. Notice of regular and special meetings shall be posted in a public location.
- iii. The board shall meet a minimum of one (1) times during the fiscal year.
- iv. Special meetings of the board may be called at the request of the chair. Telephone notification is permitted for special meetings in the event that immediate action is necessary, but must be at least two (2) hours prior to the meeting time.
- v. Discussion at special meetings shall be limited to the purpose for which the special meeting was called.

- vi. All board meetings shall be governed by Robert's Rules of Order, whereas an item is not covered by Robert's Rules of Order, the by-laws of the district shall take precedence.
 - vii. The date, time, and location of the Board of Trustee meetings shall be designated by the chair-person.
- b. Section 2: Order of Business
- i. All regular meetings of the board shall proceed according to the following order of business:
 1. Reading of the Minutes of the previous meeting
 2. Public Open Forum
 3. Treasurer's Report
 4. Chief's Report
 5. Committee Reports
 6. Unfinished Business
 7. New Business
 8. Adjournment
- c. Section 3: Public Open Forum
- i. Members of the public may address the board after being recognized by the chair.
 - ii. Persons addressing the board shall state their name and address, and shall have five (5) minutes to make a statement. Once this person has spoken, they shall not be allowed to speak to that subject again, unless in response to questions from the board. Statements must be kept respectful, free of vulgar language, and pertinent to the subject being discuss. Should persons addressing the board not be able to follow these rules, the following may occur: 1) they may be asked to obey the rules, 2) their time may be shortened, or 3) they may be asked to leave. If they do not abide by these rules and fail to abide by any requests, they may be forcibly removed from the meeting until such time as they can meet the meeting etiquette requirements.
 - iii. However, with each new business, time shall be allowed for public comment before voting. The procedure as outlined in Article IV, Section 3 (ii) will apply.
- d. Section 4: Quorum
- i. A simple majority of the Board of Trustees members shall constitute a quorum for the purpose of conducting official business at board meeting. Proxy voting will not be allowed.

- e. Section 5: Voting
 - i. Simple majority vote shall rule at board meetings.
 - ii. Any item on the agenda that is called for a vote may be by show of hand or voice vote.

5. Article V: Financial Provisions

- a. Section 1: Purchases
 - i. All district purchases shall be handled in accordance with the established Board of Trustees.
 - ii. Capital purchases greater than five-thousand (\$5,000.00) dollars shall require approval by majority vote by the board.
 - iii. All vouchers to pay bills and obligations of the district shall be signed by a minimum of two (2) officers, following formal approval by the Board of Trustees. Neither of the two officers signing the voucher may be the person that wrote the voucher.
- b. Section 2: Disposal of Property
 - i. Any property declared surplus, excess, or otherwise unneeded shall be disposed of in accordance with the Board of Trustees.
- c. Section 3: Fiscal Year
 - i. The fiscal year of the rural fire districts shall be from January 1 to December 31.
- d. Section 4: Annual Budget
 - i. The budget and finance committee shall prepare and present a recommended annual budget to the board no later than April 1st of each fiscal year. The board shall act to approve this budget in some form.
 - ii. The board shall submit its budget for the succeeding year to the Ottawa County Clerk prior to June 1 of each year.
 - iii. Said budget shall be included in Ottawa County's annual budget planning process.
 - iv. Group purchasing practices, when beneficial and practical, shall be coordinated with other county agencies to take advantage of volume or special discounts.

e. **Section 5: Bank Accounts**

- i. Bank accounts will be established under the district's name.
- ii. Accounts will be established for the following purposes:
 1. General checking account
 2. Savings account
 3. Capital Purchase account
- iii. Decisions to open new accounts other than the three (3) already established will be voted on by the board, and must receive majority vote.

f. **Section 6: Incursion and Assumption of Debt**

- i. Debt will only be incurred for purchases necessary for the operation of the department and only for the purchase of district equipment and materials.
- ii. The district will not incur or assume debt for other persons or entities.
- iii. The decision to incur debt shall be discussed and voted on by the board, and must receive majority vote by the Board of Trustees.

g. **Section 7: Banking and Financial Signature Requirements**

- i. All forms establishing bank accounts and incursion of debt must be signed by all members of the Executive Board of Trustees (chairperson, vice-chairperson(s), secretary, and treasurer).

6. Article VI: Committees

a. **Section 1: Committees Appointments**

- i. Committees shall be appointed by the chair as occasion requires. Districts are encouraged to establish the following as standing committees:
 1. Training and Education
 2. Building and Grounds
 3. Budget and Finance
 4. Good and Welfare
 5. By-Laws
 6. Special Events

b. **Section 2: Rules**

- i. All committees shall be appointed by the chair.

- ii. The duties of the committees shall be defined by the board.
- iii. All chairs of standing committees shall be members of the board.
- iv. All committees shall be composed of a maximum of seven (7) members of which the majority shall be board members, and the minority shall be active district firefighters who are not board members.

7. Article VII: By-Laws

a. Section 1: Adoption

- i. These by-laws shall supersede all other by-laws previously adopted by the Board of Trustees.
- ii. These by-laws and any amendments thereto shall become effective upon approval by the Ottawa County Board of Commissioners and ratification by the Board of Trustees.

b. Section 2: Amendments

- i. The procedure for amending these by-laws is as follows:
 - 1. For any proposed amendment to these by-laws, a two-thirds (2/3rds) vote of the Board of Trustees is necessary for the amendment to be recommended to the Board of County Commissioners.
 - 2. The Board of County Commissioners may, from time to time, respond to changing demands by creating amendments to these by-laws. Final determination of any and all proposed amendments to these by-laws will be made by the Board of the County Commissioners.

These by-laws are ratified on this _____ day of _____, 2025, at the regular meeting of the Board of Trustees of the Ottawa County Rural Fire District #6 in the County of Ottawa, State of Kansas.

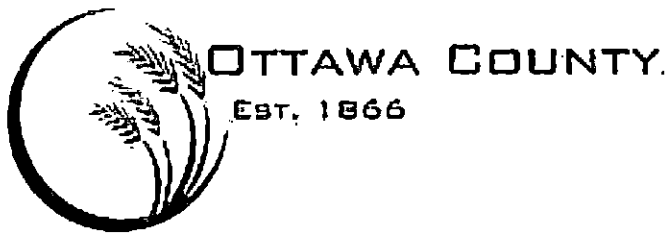
Chairperson

Vice-Chairperson

Vice-Chairperson

Secretary

Treasurer



OTTAWA COUNTY COMMISSION

Room 210 – 307 N CONCORD
Minneapolis, Kansas 67467
Phone: (785) 392-3627

Commissioners:

Carla Grund
First District

Scott Mortimer
Second District

Duane Morris
Third District

07/21/2025

Rebecca Myers
909 Justice Rd
Minneapolis, Ks 67467

Dear Rebecca:

Thank you for your willingness to serve. With this letter the Ottawa County Board of Commissioners makes official your appointment to serve as Clerk on the Board for Center Township. By agreeing to fill this position you will maintain representation for your township which is vital to the continuation of a representative form of government.

It is essential to the future of the townships and Ottawa County that we have citizens such as you to serve in these positions, and we truly appreciate those who voluntarily contribute their time to take care of the necessary routine business. We want to give you the credit you deserve.

If matters arise that warrant our attention, please feel free to contact any one or all of the Commissioners. We strive to keep open the lines of communication.

Sincerely,

OTTAWA COUNTY BOARD OF COMMISSIONERS

Commissioner Scott Mortimer, Chairman



OTTAWA COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE:

SECTION NO. 40

SUPERSEDES: NEW

POLICY NO. 14

SUBJECT: Key Control

RELATED POLICY NO.

SCOPE: Ottawa County Museum All Ottawa County Staff

1. Purpose

This policy establishes procedures and responsibilities for the control, issuance, duplication, inventory, and security of all keys used for access to Ottawa County Buildings including but not limited to, the Ottawa County Museum. The goal is to maintain facility security and ensure proper accountability.

A. Authority and Oversight

- The **Ottawa County Commission** is the sole authority to approve the creation or duplication of any newly created keys.
- The **Facilities Director** at the Ottawa County Courthouse is responsible for the production, custody, and inventory of all keys.

2. Key Creation and Duplication

- No physical keys may be created or duplicated without approval from the Ottawa County Commission.
- Upon approval, the authorization will be forwarded to the Facilities Director, who is responsible for the creation of that key.
- All Key(s) duplication must be completed by the Facilities Director or authorized party.
- Unauthorized duplication is strictly prohibited and may result in revocation of keys and or disciplinary action.

3. Key Custody and Storage

- All spare or unissued keys shall be securely stored and maintained by the Facilities Director.
- Any broken, damaged, or non-usable keys will be returned/turned over to the Facilities Director for disposal.
- All employee's issued keys are responsible for the custody of that key(s) at all times.

4. Key Assignment, Accountability, Inventory

- Each key(s) issued will be documented by the department in a manner that they can identify the key(s).
- Departments can use a system conducive to their needs the following options are recommended.
- The following options Include:



- A Key ring number identifying the Key(s).
- A Color-Coded identification for Ottawa County Keys
- A Tag to identify the Key(s).
- A log or manual which will identify the total number of key(s). This log or manual should address the following:
 - What each key will access.
 - Number of keys on the issued ring
 - The specific individual or department who should have possession of the ring.
 - The date of issuance or return, if applicable or with change in appointment or employment termination.

5. Lost or Stolen Keys

- Lost or stolen keys must be reported immediately to the Facilities Director who will advise Ottawa County Commission.
- A review will be conducted to determine if re-keying or additional security measures are required due to the loss of the key(s).

6. Violations

- Any violation of this policy, including unauthorized duplication or possession of keys, may result in disciplinary action and/or revocation of key privileges.
- If unauthorized duplication is conducted the County Commission, may at their discretion, order the change of all locks that could jeopardize the safety and security of the department and its contents. The party of which circumvented the process of authorization of this policy will have sole responsibility for costs occurred for the lock change.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE:

SECTION NO. 30

SUPERSEDES:

POLICY NO. 23

**SUBJECT: Continuation of Health Benefits
Ottawa County Retirees and Dependents.**

RELATED POLICY NO.

SCOPE: All Ottawa County Employees

Ottawa County has adopted the following policy for continuation of group health, dental and vision benefits for retirees and their dependents.

1. Ottawa County will extend coverage for health care, dental and vision benefits to retired former employees and their dependents, upon written application filed with the Clerk within 30 days following retirement of the employee. Former employees must meet the following criteria to be eligible for retirement benefits.

- A. "Retired" means any employee who has terminated employment and is receiving a retirement or disability benefit for service with Ottawa County.
- B. Must be employed by any local government no less than a combined employment of 10 years and who retired from Ottawa County after December 31, 1988
- C. Ottawa County Retirees will pay 100% of the premium cost charged to Ottawa County. I understand this may be more than I was paying while employed with Ottawa County.

2. Coverage under the employee group health care, dental and vision benefits may cease to be made available upon

- A. the retired employee attaining age 65 (coverage will also end for any covered dependents at which time, COBRA continuation benefits could be available),
- B. the retired employee failing to make required premium payments on a timely basis, or
- C. the retired employee becoming covered or becoming eligible to be covered under a plan of another employer.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners

The Arnold Group (TAG) is hereby authorized to begin the following workforce solutions and consulting services. Billing for the selected service(s) shall be submitted to Ottawa County within 30 days of the signed authorization of services agreement.

Projects / Services:

☐ Total Compensation Study - 1-year annual support \$2,248

Acknowledgments / Disclaimers:

Ottawa County (OC) and The Arnold Group understand, acknowledge and agree to the following regarding The Arnold Group's workforce and consulting services:

- TAG agrees not to divulge, furnish or make available to anyone other than OC and its designated representatives, any knowledge or information with respect to OC, or with respect to OC activities.
- Rates for the above services will remain valid for a period of 60 days from July 15, 2025. Listed rates shall be secured with signed authorization within 60 days of proposal, and project implementation within six (6) months of authorization.
- The Arnold Group does not provide legal advice. The Arnold Group provides workforce solutions consulting services and recommendations for use by OC, which TAG believes are consistent with applicable law. OC should consult its own legal counsel if it has questions about the legality of any of TAG's services or recommendations.
- TAG will make certain recommendations to OC concerning human resources matters; however, OC is solely responsible for all decisions affecting its employees. Therefore, OC agrees to indemnify, defend and hold TAG harmless from any and all third-party claims arising out of such decisions.
- The information, recommendations and written materials provided to OC by TAG are solely for OC's use and are not to be distributed or otherwise communicated to any other persons or entities without the prior express written consent of TAG.

No-Hire Provision / Employees' Restrictive Covenants:

During the Project and for a period of one year after the completion or termination of the Project, Ottawa County will not directly or indirectly solicit any TAG consultants/employees who are working or have worked on the Project to leave the employ of The Arnold Group. After TAG consultants who are working or have worked on the Project cease to be in the employ of TAG, OC shall be free to directly or indirectly employ or retain such employees in any capacity (including, without limitation, as employees of OC or as individual consultants or as employees of another consulting firm), so long as OC did not solicit such personnel to leave the employ of The Arnold Group, and TAG shall waive enforcement of any and all restrictive covenants that otherwise restrict such personnel's post-employment activities to the extent necessary to enable such personnel to directly or indirectly perform services for OC in any capacity (including, without limitation, as employees of OC or as individual consultants or as employees of another consulting firm).

Authorization:

By: _____
Authorized Representative of Ottawa County Date

By: _____
Authorized Representative of The Arnold Group Date