

Minutes of Proceeding
Ottawa County Board of Commissioners
March 23, 2020

Office of the Ottawa County Clerk
8:00 a.m.
Regular Session

The Board of Commissioners met in regular session with First District Commissioner Dawn Wolf via video conferencing, Second District Commissioner James P. Kay, Third District Commissioner Karen S. Brumbaugh, and County Clerk Mary Arganbright.

Commissioner Brumbaugh opened the meeting in prayer and then led the group in the flag salute.

Mary Arganbright, Ottawa County Clerk, gave the commissioners an abatement and an added tax, which were approved. Mary gave the board the completed draft of the Title VI Civil Rights Plan, which will be reviewed next week.

Commissioner Kay moved to allow Commissioner Wolf to participate and vote through electronic means video conferencing. Commissioner Brumbaugh seconded. Motion carried, 3-0.

Commissioner Kay moved to go into executive session at 8:20 a.m. for 30 minutes for attorney/client matters for security protocols. Commissioner Brumbaugh seconded. Motion carried, 3-0. Those present were the commissioners, Richard Buck, County Attorney, and Mary Arganbright, County Clerk. They returned to regular session at 8:50 a.m. No decision was made. Commissioner Kay moved to go back into attorney/client matters for security protocols. Commissioner Wolf seconded. Motion carried, 3-0. Those present were the commissioners, Richard Buck, County Attorney, and Mary Arganbright, County Clerk. They returned to regular session at 9:20 a.m. No decision was made. Commissioner Kay moved to go back into executive session for attorney/client matters for security protocols for fifteen minutes at 9:25 a.m. Commissioner Wolf seconded. Motion carried, 3-0. Those present were the commissioners, Richard Buck, County Attorney, and Mary Arganbright, County Clerk. They returned to regular session at 9:40 a.m. Commissioner Kay moved to set the following polices in response to the COVID-19 outbreak in accordance with National/State/Local Emergency Declarations: Ottawa County Courthouse, Ottawa County Museum, will be closed to the public until April 20, 2020, except for citizens with prearranged appointments that are willing to submit to health screening process. The commissioners will reevaluate on April 20, 2020. The commissioners designated key personnel and non-key personnel for each department and determined that key personnel shall continue to report to their courthouse offices daily, until April 6, 2020. Non-key personnel shall remain at home, with pay to serve as a backup in case key personnel cannot perform their duties, ensuring that continuity of county government operations. The commissioners designated certain key personnel must at all times maintain the guidance on social distancing so that they remain available to ensure the continuity of operations of their department. All equipment used during the day, including vehicles, workstations, office and other equipment, shall be sanitized repeatedly throughout the day. All work-related travel except for law enforcement is hereby suspended until further order from the County Commissioners. All personnel that travel to any areas with confirmed cases of COVID-19 shall upon their return to work disclose that travel to their department head, where they went, how many people they were around, and purpose of the travel, the department head shall in turn report that information to the director of human resources, by email. Commissioner Wolf seconded. Motion carried, 3-0. Commissioner Wolf moved that if Ottawa County is confirmed with a case of COVID-19, that all key personnel will work from home, and all commission meetings will be held through video and teleconference means, with public access information being provided on the county's website. Commissioner Kay seconded. Motion carried, 3-0.

Keith Coleman, Sheriff, gave prisoner count of Saline County 45, and Ottawa County 8. Keith reported on a roof top A/C unit needs to be replaced. He has calls out for estimates.

Greg Dockins, Road & Bridge Administrator, and Chris Smith, Assistant Road & Bridge Administrator, reported on what crews were doing. The commissioners went over the recent COVID-19 details for their department. Matt Dixon, Custodian, will give Greg and Chris the supplies for the county shop to keep the department sanitized.

At 11:00 a.m., the commissioners held a department head meeting in the courtroom. Those present were the commissioners, Mary Arganbright, County Clerk, Richard Buck, County Attorney, Erin Kearns, Clerk of the District Court, Marie Ballou, Emergency

Minutes of Proceeding
Ottawa County Board of Commissioners
March 23, 2020

Office of the Ottawa County Clerk
8:00 a.m.
Regular Session

Management Coordinator, Truette McQueen, County Appraiser, Matt Dixon, Custodian, Marilyn Heck, County Register of Deeds, Cade Rensink, District Director Extension Office, Samantha Davis, Museum Curator, JoDee Copple, County Treasurer, Greg Dockins, Road & Bridge Administrator, Chris Smith, Assistant Road & Bridge Administrator, Sara Hodges and Trisha Smith, Health Department, and Kenny Baccus, Noxious Weed Administrator. The commissioners went over the policies pertaining to the COVID-19 outbreak.

With no further business before the board, Commissioner Kay moved to adjourn at 12:00 p.m. Commissioner Wolf seconded. Motion carried, 3-0.