

Minutes of Proceeding
Ottawa County Board of Commissioners
November 16, 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, Second District Commissioner James P. Kay, Third District Commissioner Karen S. Brumbaugh, and County Clerk Mary Arganbright.

D. D. Malmberg, Commissioner-Elect Third District Commissioner, was present.

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

Mary Arganbright, Ottawa County Clerk, gave the minutes of November 9, 2020, to the commissioners to review. Commissioner Wolf moved to accept the November 9, 2020, minutes. Commissioner Kay seconded. Motion carried, 3-0. Mary gave the commissioners a copy of their letter that went out to all employees September 23, 2020, on the mandatory refresher training on EEO & Harassment Policy. In their letter they said that if an employee could not attend one of the sessions, they needed to let the Ottawa County Clerk know, in writing, and the document would be filed in their employee file. Mary had sent an email on October 19, 2020, to the two department heads that had employees that did not attend asking for their reason be sent in writing so that it could be filed in their personnel file, and to date there has been no response. She asked the commissioners what the next step was. The commissioners will talk to the department heads. Mary gave the commissioners the information they would need for the 8:30 a.m. tie breaking for township offices. Mary gave the commissioners a bid for the electrical panel in the 1st floor closet.

Josh Brown, Custodian, stopped in and the commissioners asked him if he had received any other bids for the electrical panel in the 1st floor closet. Josh said no. Commissioner Brumbaugh opened the only bid received from Brian Johns, Johns Electrical, for \$3,800. Commissioner Wolf moved to accept the bid from Brian Johns, Johns Electrical, for the 1st floor electrical panel for \$3,800. Commissioner Kay seconded. Motion carried, 3-0. Josh said that he has got all the vents cleaned in the courthouse. Josh is still working on getting information on the dehumidifiers.

Amanda Loughridge, Aging Department, gave the commissioners the corrections that were found and updated in the Ottawa County Public Transportation Policies and Procedures manual. All the corrections have been made in the Policies and Procedures manual except for the Procurement and Standard of Ethics section, in which she will get done and send back down for approval.

Greg Dockins, Road & Bridge Administrator, gave the commissioners the bids for interest rates for the lease payments on the two new motor graders. At 9:00 a.m., the bids were opened. Citizens State Bank and Trust, 2.29% for \$300,000, for 5-years; The Bennington State Bank, 2.08% for roughly \$288,754, for 5-years; and Bank of Tescott, 3.5%, for 5-years. No decision was made. Greg will have the bid letters sent out again stating the dollar amount needed for the lease purchase, and the length of the lease purchase. Greg discussed his proposal for homeowners facing 135th Rd and will bring up the official proposal next week. Greg reported on what crews were doing.

Sara Hodges, Health/Aging Administrator, gave an update on the Golden Wheel, who is closing today for dine in. Other centers are closed to most all activities. Sara reported on the Food Bank. Sara said that they are performing around 50 COVID tests a week. She went over SPARK funding for her office. Amanda Loughrdige, Aging Department, brought back in the Ottawa County Public Transportation Policies and Procedures with the updated Procurement and Standard of Ethics section, and the Title VI Ottawa County Transportation document. Commissioner Kay moved to approve the Title VI Ottawa County Transportation. Commissioner Wolf seconded. Motion carried, 3-0. Commissioner Wolf moved to approve the Ottawa County Public Transportation Policies and Procedures dated November 2020. Commissioner Kay seconded. Motion carried, 3-0.

Keith Coleman, Sheriff, gave prisoner count of Saline County 33, City of Minneapolis 1, and Ottawa County 2. Keith updated the board on the deputy sheriff he has at training, and the facility closing longer for Thanksgiving due to COVID.

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Missy Witt, Deputy Treasurer, brought up the October bank reconciliation for the commissioners to review.

Samantha Davis, Museum Curator, came in and the commissioners discussed her proposed hour change. She is proposing Monday-Friday, 8-5, going to 40 hours a week, versus 7 hours a day, Tuesday-Saturday. She said that she could volunteer if she needed to come in. The commissioners said that if an employee works, they must be paid. Commissioner Wolf does not want to see the Museum closed on Saturday. Commissioner Kay moved to approve the boards recommendation that Samantha work 8-5, Monday-Friday, and the other part-time paid employees will fill in the Saturday's hours of 10-12 and 1-5, until further recommendation. Commissioner Wolf seconded. Motion carried, 3-0. Commissioner Wolf said that she would like to know how much the part-time employees are working. Samantha said that one of the part-time employees cannot go over 20 hours a week. She was not sure about the other part-time employee, but he works 1 day a week for her. Her full-time status will be November 2, 2020.

With no further business before the board, Commissioner Wolf moved to adjourn at 10:44 a.m. Commissioner Kay seconded. Motion carried, 3-0