

Minutes of Proceeding
Ottawa County Board of Commissioners
June 7, 2021

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 Scott Mortimer, Third District Commissioner D. D. Malmberg, and County Clerk Mary Arganbright.

Reverend Cynthia M. Smart opened the meeting in prayer and then Commissioner Wolf led the group in the flag salute.

Katrina Pollet, Human Resources, was an observer.

Mary Arganbright, Ottawa County Clerk, gave the board the minutes from June 1, 2021. Commissioner Malmberg moved to approve the June 1, 2021, minutes. Commissioner Wolf seconded. Motion carried, 3-0. Mary gave the board the May Budget Activity Report.

Commissioner Malmberg moved to have Emergency Management keep track of the spare car for county employees and to keep track of maintenance and the vehicle should be returned full of fuel and a checkout sheet will be kept in the vehicle with the date, mileage, department, and signature of employee who took it. Commissioner Mortimer seconded. Motion carried, 3-0.

Marie Ballou, Emergency Management Coordinator, and Josh Brown, Custodian, met with the board and Josh reported where the sheriff's office camera cuts off as far as being able to see the west side of the courthouse, and you cannot see the trailer or the north parking lot. Josh reported that over the weekend 2 air conditioning compressors were installed. While they were installing the compressors, they found a leak in the middle of the condensers that cannot be fixed. He will hopefully have a quote for the board this morning. Marie reported that the State is doing an assessment on the flood damage from May 15, 2021. She will be sending a letter to the townships. Marie had a quote from R & L Fire and Security Specialists LLC, for the alarm system. It has not been working for quite some time. R & L will install a cellular communicator for a one-time fee of \$454.27. For monitoring the alarm for three years it will be \$1,042.20. There is a credit of \$526.85, so for three years it will be \$969.62 to upgrade. The commissioners approved. Marie gave the board the existing contract with ThyssenKrupp Elevator Corporation, which is for a 5-year period. It renews month-to-month after expiration. Marie went over the estimate for recorders, and 2 5mp TVI cameras for the outside of the courthouse on the west side of the building. The estimate is for \$2,722.66. Marie will get some more information and let them know. Marie said that Casey Ahlquist started last week as the assistant custodian, and training is going well. With the air conditioner not working, Marie said that the commissioners might need to consider letting employees work from home. Katrina Pollet, Human Resources, joined the group. They asked Katrina to go around to the departments and find out what employees can work from home. Marie discussed leaving the basement meeting room door unlocked. After discussion, it was decided to leave the door unlocked.

There was no one present for public comment from 8:45 a.m. – 9:00 a.m.

Keith Coleman, Sheriff, gave prisoner count of Saline County 33, Sedgwick County 10, and Ottawa County 6.

Greg Dockins, Road & Bridge Administrator, reported on what crews were doing. Greg discussed the vacant position he has. The group discussed the ad in the paper for the position.

Katrina Pollet, Human Resources, reported back on visiting with offices on who can work from home. Commissioner Malmberg moved to have the courthouse employees work from 8 a.m.- Noon, at the courthouse. Then it is the department head's discretion for the hours 1:00 p.m.- 5:00 p.m. If the employees can work from home, then they should. If they cannot, they will still get paid normal hours, until the air conditioner is fixed. All hours working from home need to be documented on the employee's timesheet, like what they did for COVID. Commissioner Mortimer seconded. Motion carried, 3-0. Katrina asked permission to have a booth at the fair and the fee is \$25. The commissioners approved. Katrina gave the commissioners a sample Travel Expense Detail sheet for employees, including elected officials, if the commissioners wanted, to use for logging expenses. The group discussed the \$45 daily

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per diem meal allowance. After discussion, Katrina will work on a travel policy. Katrina presented her 2022 budget for consideration. The group discussed the IT contract, and the county contact. Commissioner Mortimer moved to go into executive session at 10:34 a.m. for fifteen minutes to discuss non-elected personnel. Commissioner Malmberg seconded. Motion carried, 3-0. Those present were the commissioners, and Katrina Pollet, Human Resources. They returned to regular session at 10:49 a.m. No decision was made. Commissioner Mortimer moved to go back into executive session at 10:51 a.m. for ten minutes for non-elected personnel. Commissioner Malmberg seconded. Motion carried, 3-0. Those present were the commissioners and Katrina Pollet, Human Resources. They returned to regular session at 11:01 a.m. No decision was made.

Josh Brown, Custodian, brought up the estimate from Systems 4 for the condenser coil for the air conditioner, for \$10,348. Commissioner Malmberg moved to go with the estimate from Systems 4 to furnish and install condenser coil for \$10,348. Commissioner Mortimer seconded. Motion carried, 3-0.

The commissioners worked on their 2022 budgets for consideration.

With no further business before the board, Commissioner Mortimer moved to adjourn the meeting at 12:21 p.m. Commissioner Malmberg seconded. Motion carried, 3-0.