

Minutes of Proceeding  
Ottawa County Board of Commissioners  
December 18, 2017

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

The Board of Commissioners met in regular session with Commissioner James P. Kay, Commissioner Karen S. Brumbaugh, Commissioner Kathy M. Luthi, and County Clerk Mary Arganbright.

Commissioner Kay opened the meeting in prayer, then led the group in the flag salute.

The commissioners signed Resolution 17-17, transferring available funds from the Emergency Management General fund to the PS Radio Maintenance/Upgrades fund, of \$4,5011.70.

Jason Parks, County Attorney, brought in his recommendation for the 2018 raise for his employee. Commissioner Brumbaugh moved to approve the county attorney's recommendation for the 2018 raise for Dawnie Plunkett. Commissioner Luthi seconded. Motion carried, 3-0. (Copy attached to the minutes located in the Ottawa County Clerk's office). Commissioner Brumbaugh moved to approve the 2018 wage increase recommended by the County Commissioners for the county attorney. Commissioner Luthi seconded. Motion carried, 3-0. (Copy attached to the minutes located in the Ottawa County Clerk's office). Jason said that the list for a tax sale for next year is bigger than the one held this year.

Shannon Luthi, Highway Administrator, reported on what crews were doing. The culverts are being covered this week at the Delphos Bridge and it should be open by the end of the week. The employees went through training Friday with a chain saw representative.

Kenny Baccus, Noxious Weed Administrator, gave the commissioners copies of chemical costs that he would like to purchase before the end of the year. The commissioners approved. Kenny said they are doing end-of-year maintenance on the spray truck. Kenny reported that all 911 signs are up in the county. Kenny gave the commissioners rough figures for an end-of-year transfer.

Keith Coleman, Sheriff, reported prisoner count of Saline County 33, and Ottawa County 5. Keith reported that the walk-in cooler quit last week, and has been repaired.

Sara Hodges, Health/Aging Administrator, gave the commissioners an update on her office. She said that SHICK enrollment was complete. She went through programs that the Health Department has participated in. Sara gave the commissioners her recommendations for 2018 wage increases.

Marie Ballou, Emergency Management Coordinator, brought in Memorandums of Understanding's with USD #239 and USD #240, which the State is pushing to have done. They are to confirm a spirit of cooperation and coordination between Ottawa County and the USD's, in planning, preparedness, response, and recovery to disasters and other emergencies. She will have some others that she will need to have in place, but they haven't been completed yet. The commissioners approved the two MOU's. Marie informed the board that she is putting HeartSine Defibrillator training in place for the employees. Marie gave the commissioners her recommended 2018 wage increase form, and her signed job description. Commissioner Brumbaugh moved to approve Marie's recommendation for her wage increase for 2018. Commissioner Luthi seconded. Motion carried, 3-0. (Copy attached to the minutes located in the Ottawa County Clerk's office).

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Commissioner Brumbaugh moved to accept the recommended wage increases for the health and aging department. Commissioner Luthi seconded. Motion carried, 3-0. (Copies are attached to the minutes located in the Ottawa County Clerk's office).

Kenny Baccus, Noxious Weed Administrator, brought in his job description with a couple of changes. Kenny gave the commissioners his 2018 wage recommendations. Commissioner Brumbaugh moved to accept the 2018 wage increases for Noxious Weed employees. Commissioner Luthi seconded. Motion carried, 3-0. (Copies attached to the minutes located in the Ottawa County Clerk's office). Kenny discussed the sick leave balance the commissioners gave him by going to hourly. The commissioners explained their reasoning.

Matt Dixon, Custodian, gave the commissioners his 2018 wage recommendations for his office. Commissioner Brumbaugh moved to accept the recommended 2018 wage increases for the custodial office. Commissioner Luthi seconded. Motion carried, 3-0. (Copies attached to the minutes located in the Ottawa County Clerk's office). Matt discussed the rekeying of the courthouse, and keys that have been given out. It was decided that exit door keys would only be given to department heads.

Marilyn Heck, Register of Deeds, gave the commissioners her 2018 wage recommendations for her office. Commissioner Brumbaugh moved to accept the recommended 2018 wage increases for the Register of Deeds office. Commissioner Luthi seconded. Motion carried, 3-0. (Copies attached to the minutes located in the Ottawa County Clerk's office).

The commissioners signed a revised Ottawa County Courthouse Meeting Room Policy agreement.

JoDee Copple, County Treasurer, gave the commissioners her 2018 wage recommendations for her office. The commissioners said that they would like to visit about her recommendations and they would let her know.

Mary Arganbright, County Clerk, gave the commissioners her 2018 wage recommendations for her office. Commissioner Brumbaugh moved to accept the recommended 2018 wage increases for the Clerk's office. Commissioner Luthi seconded. Motion carried, 3-0. (Copies attached to the minutes located in the Ottawa County Clerk's office).

Commissioner Brumbaugh moved to accept the adjusted pay scale increase for the treasurer's office for 2018. Commissioner Luthi seconded. Motion carried, 3-0. (Copies attached to the minutes located in the Ottawa County Clerk's office).

JoDee Copple, County Treasurer, rejoined the group. The commissioners informed her of the adjusted pay increase for 2018. JoDee asked why. The commissioners said that she has only had the position for 18 months, and they have asked for bank reconciliations on a monthly basis, and have not got them. She said that there are other employees, and department heads, that make more than her. JoDee said that she is confused that a deputy who has been here less time than she has been here, makes more than her. The commissioners said that they felt her request was excessive, and JoDee acknowledged that it was. The commissioners said that she gets additional vehicle pay, and JoDee said that doesn't have anything to do

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with her treasurer's pay. The commissioners feel that longevity has something to do with it also. JoDee understood that.

Phil Aumick, Economic Development Director, came in and Phil discussed his 2018 wage recommendation. He discussed the change from salary to hourly, and his anticipated overtime. He discussed using a flex schedule. The commissioners explained the problem they have with using a flex schedule. The commissioners explained that he would be clocking in and out, and they need for him to record his hours accurately as they are work. Commissioner Brumbaugh moved to approve the pay scale for the Economic Development Director for 2018. Commissioner Luthi seconded. Motion carried, 3-0. (Copy attached to the minutes located in the Ottawa County Clerk's office).

Truette McQueen, County Appraiser, gave the commissioners his recommendations for 2018 salary increases for his office. Commissioner Brumbaugh moved to accept the pay scale for the Appraiser's office for 2018. Commissioner Luthi seconded. Motion carried, 3-0. (Copies attached to the minutes located in the Ottawa County Clerk's office).

With no further business before the board, Commissioner Luthi moved to adjourn at 4:00 p.m. Commissioner Brumbaugh seconded. Motion carried, 3-0.