

## Ottawa County Board of Commissioner's Minutes

January 18, 2022

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 all present.

Those present were Vicki Jensen, Ottawa County Clerk, JoDee Copple, Ottawa County Treasurer and Heather Maddox, Ottawa County Deputy Clerk.

Commissioner Wolf called the meeting to order at 8:00 am with opening prayer and flag salute.

The commissioners held reorganization. Commissioner Mortimer motioned to nominate Commissioner Malmberg as Chairperson. Commissioner Malmberg seconded. Motion passed 3-0. Commissioner Malmberg motioned to nominate Commissioner Mortimer to Vice Chairperson. Commissioner Wolf seconded. Motion passed 3-0. Commissioner Malmberg then presided as Chairperson.

Commissioner Malmberg motioned to have Citizens State Bank, Bennington State Bank, and Tescott State Bank as our county banks. Commissioner Mortimer seconded. Motion passed 3-0.

Commissioner Malmberg motioned to keep district boundaries the same. Commissioner Mortimer seconded. Motion passed 3-0.

Commissioner Malmberg motioned to keep Minneapolis Publishing Company as the official county newspaper. Commissioner Mortimer seconded. Motion passed 3-0.

Commissioner Malmberg motioned to appoint Dr. Labes, Ottawa County Health Officer and Dr. Little, Health Director and Melanie Kuder, Ottawa County Pharmacist. Ottawa County Council on Aging Representatives were appointed as follows: Ada Senior Center - George Powell and Gary Sechrist, Bennington Senior Center - Karen McClain and Judith Swagerty, Delphos Senior Center - Brenda Kline and Katherine Paige, Golden Wheel Senior Center - Rachel Bell-Hudson and Niles Senior Center - Sandy Slater and Joan Sullivan. Commissioner Mortimer seconded. During further discussion, it was asked if both doctors knew about the appointments. Motion passed 3-0.

Commissioner Malmberg motioned to appoint the following department heads: Kenny Baccus, Ottawa County Noxious Weed, Marie Ballou, Ottawa County Emergency Management, Sara Hodges, Ottawa County Health Department, Greg Dockins, Ottawa County Road and Bridge Department, and Samantha Davis, Ottawa County Museum Curator. Commissioner Wolf seconded. Motion passed 3-0.

Commissioner Malmberg motioned to adopt Roberts Rules of Order as the meeting rules. Commissioner Mortimer seconded. Motion passed 3-0.

Using a Request for Action form was discussed to streamline commissioner meetings. Anyone who has a request for the commissioners would complete the form and deliver it to the County Clerk to be added to the commissioner's agenda. Commissioner Mortimer motioned to have the Request for Action Form filled out and delivered to the Clerk by noon on Thursdays. Commissioner Wolf seconded. Motion passed 3-0.

After looking at the property, Commissioner Malmberg motioned to approve the Solid Waste Exemption for John Merriman's property on 713 Frontier Rd. Commissioner Mortimer seconded. Motion passed 3-0.

JoDee Copple, Ottawa County Treasurer, gave the commissioners an update on working with Marry Arganbright. JoDee said it all went well and they got W-2's completed. Mary will also come in on January 24<sup>th</sup> to help with January payroll.

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JoDee Copple asked to go into executive session for 5 minutes to discuss confidential data about CPM billing. Commissioner Wolf motioned to go into executive session to discuss Confidential Data. Commissioner Mortimer seconded. Motion carried 3-0. Those present were the commissioners and JoDee Copple, Treasurer. The group returned to regular session at 8:37a.m. No decision was made.

Commissioner Wolf motioned to move \$50,000 from Employee Benefits Fund to Employee Insurance Claims. Commissioner Mortimer seconded. Motion passed 3-0.

Public Comment, there was no one present.

Commissioner Malmberg said she had talked to HR Partners and asked what all they offer to counties. She has been in contact with an HR Partner Representative who would be available on February 14<sup>th</sup> to come and talk to the commissioners. Commissioner Wolf motioned to ask HR partners in for the February 14<sup>th</sup> meeting. Commissioner Mortimer seconded. Motion passed 3-0.

Keith Colman Facilities Manager reported working on lighting in the courthouse, he put in lights in the major hallways, he put new lights in the commissioner's room, and the basement meeting room. Keith worked on a walk-in freezer in the jail. He worked with Sheriff Thornton to complete end of year audit. He also finished up with the conduit at Road and Bridge.

Discussing yearend inventory, Commissioner Malmberg asked Keith if the Ottawa County property is engraved or if inventory stickers are used to identify. Commissioner Malmberg asked if we should set up a committee to implement inventory processes and procedures. Commissioners asked Keith if he had time to be a committee of one. He responded that it would take a lot of time and he would look into software that could be used. Keith will get back with the commissioner about how he thinks we could proceed with inventory.

Russ Thornton, Sheriff gave a prisoner count of Ottawa County 1, Saline County 17, Sedgwick County 28, for a total of 46 prisoners. Commissioner Mortimer motioned to go into executive session with Russ Thornton for 5 minutes to discuss non-elected personnel. Commissioner Wolf seconded. Motion passed 3-0. Those present were the commissioners and Russ Thornton. The group returned to regular session at 9:11a.m.

Minutes from January 10, 2022 were reviewed. Commissioner Wolf motioned to approve the minutes. Commissioner Mortimer seconded. Motion carried, 3-0.

Greg Dockins, Road & Bridge Administrator, said there were 5 employees out sick. Chris Smith and Greg went out Saturday, during the snow, to check roads. Crews cleaned up limbs and trees that were knocked down by the windstorm and replaced decking on bridge on Aspen Rd between 270<sup>th</sup> & 280<sup>th</sup>. Commissioner Wolf received a call from Bob Smith, a township board member, concerned with a road that had been rocked, and then was graded and covered with dirt. Greg will go look at the road and make sure it is fixed.

Greg discussed with the commissioners that since they had voted to not pay employees for Covid time off, there is a provision in the employee handbook that if there is an employee wants to donate their own sick time to another employee they could, with commissioners' approval. Greg has one employee who will donate time and asked the commissioners to approve. Commissioner Wolf motioned to allow Road and Bridge employee, because of insinuating circumstances, to give his sick time to two other Road and Bridge employees. Commissioner Mortimer seconded. Motion passed 3-0.

Kim Winsett, IT, presented the commissioners with a quote from LOCK-IT Technologies for streaming options of commissioners' meetings. The proposal for \$940 includes an IPAD, tripod, and installation. Monthly streaming service would be \$99 and hosted by Box Cast. The streaming link would be uploaded to the Ottawa County

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Website. Commissioners asked Kim to research other options. Commissioner Malmberg tabled the discussion for 3 weeks until Kim could look more into other resources that could do something like this for the county.

Kim Winsett asked if all departments could transfer to having @ottawacounty.org emails when our new software CIC is adopted. Commissioner Malmberg mentioned that the Ottawa County web page doesn't have all departments phone numbers either. Vicki Jensen suggested having all departments phone numbers on the home page of the website. Commissioner Wolf motioned to require all departments to move an @ottawacounty.org email address to streamline the county no later than August 1, 2022 and for all department heads to look at the Ottawa County web page now to update their departments information and update quarterly. Commissioner Mortimer seconded. Motion passed 3-0.

Kim addressed the commissioners not being on the county server, they wouldn't need access to anything that we have on our servers. Commissioner Malmberg tabled the server discussion for 3 weeks, or until Kim could get a price on how much it would cost to get the Commissioners on the server.

Commissioner Mortimer motioned to take a 5-minute break starting at 10:47am and returning at 10:52am. Commissioner Wolf seconded. Motion passed 3-0.

Richard Buck, Ottawa County Attorney discussed the Request for Action form with the Commissioners. Commissioner Wolf motioned to rescind the Request for Action Form motion made earlier in this meeting. Commissioner Mortimer seconded. Motion passed 3-0. This form was tabled until the templates were revised.

Richard Buck was asked about the server at his home. He clarified that yes, he has a server, personally owned, that houses data for his office. The reason for this is when he was elected the county attorney's office did not have a server and at that time the cost to purchase one was around six thousand dollars. He informed the commission that if he is no longer employed by the county or dies, he has a professional & legal obligation to turn over all data. Richard's attorney also has all information necessary to return the data if Richard is unable for any reason, including incapacitation or death.

Commissioner Mortimer motioned to go into executive session to discuss non-elected personnel. Commissioner Wolf seconded. Motion carried 3-0. Those present were Commissioners. The group returned to regular session at 11:31. No decision was made.

With no further business before the board Commissioner Wolf moved to adjourn the meeting at 11:38am. Commissioner Mortimer seconded. Motion carried, 3-0.

Given recent direction from Richard Buck, County Attorney, Vicki Jensen, County Clerk asked if her office was approved to write the \$50,000 check for Employee Insurance Claims. Commissioners wanted to consult with Richard.

Commissioner Wolf rescinded the motion to adjourn. Commissioner Mortimer seconded. Motion passed 3-0.

Commissioner Wolf left the meeting at 11:48am

Richard explained that the commissioner's "approval" for a payment is different than the "issuance" of a payment. Per K.S.A. 19-716, no bill shall be allowed by the board of county commissioners until the county attorney has passed upon it.

An Invoice for \$50,000 payable to Citizens State Bank was created and signed by Richard Buck and the commissioners.

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Commissioner Malmberg motioned to approve moving \$50,000.00 from Employee Benefits fund to Employee Insurance fund. Commissioner Mortimer seconded. Motion passed 2-0.

With no further business before the board Commissioner Mortimer motioned to adjourn the meeting at 11:52am. Commissioner Malmberg seconded. Motion carried, 2-0.

ADOPTED this 24<sup>th</sup> day of January 2022.

BOARD OF COUNTY COMMISSIONERS  
OF OTTAWA COUNTY, KANSAS

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Dawn Wolf, Chairman

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D.D. Malmberg, Member

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Scott Mortimer, Member

ATTEST:

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Vicki L. Jensen, County Clerk