

Ottawa County Board of Commissioner's Minutes

December 27, 2021

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.

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

Those present were JoDee Copple, County Treasurer, Vicki Jensen, County Clerk, Theresa Charbonneau, Bennington EMS Director. Katrina Pollet, Human Resources was in and out of the meeting.

Vicki Jensen, County Clerk gave the commissioners minutes, claims register and solid waste exemption to approve.

Commissioner Malmberg motioned to pay the Election Officer Pay of \$7,000 to Vicki Jensen, approved in January 2021, Commissioner Mortimer seconded. Motion carried 3-0.

Commissioner Mortimer asked about the \$10.00 past due to each election worker and wanted a \$10.00 check cut from Account Payable instead of running through Payroll as advised by our auditor. Vicki Jensen handed out the auditor's email dated 10/20/21 which recommended all election workers receive a W-2 and be subject to FICA withholding. Commissioner Mortimer left the meeting to go to Richard Buck, County Attorney's office to ask his opinion. Commissioner Mortimer returned saying that Richard advised to pay thru Accounts Payable as a 1099 wage. Vicki will cut the AP check and mail before yearend.

Minutes from December 20, 2021 were reviewed. Commissioner Mortimer motioned to approve the minutes. Commissioner Malmberg seconded. Motion carried, 3-0.

Greg Dockins, Road & Bridge Administrator reported the crews have been on dirt work and will be working on trees. Greg presented 3 bids for a fuel monitoring and card system. Commissioner Mortimer motioned to approve the Westhusing's Inc. low bid for \$38,500, for the fuel monitoring and card system. Commissioner Malmberg seconded. Motion carried 3-0.

Keith Coleman, Facilities Management repaired electrical outlet, replaced heater in the mechanical room, plumbing issues, fan in kitchen, plugged sewer, shower curtain in sheriff office.

Russ Thornton, Sheriff, gave a prisoner count of Ottawa County 5, Saline County 17 and Sedgwick County 26 for a total of 42. Russ asked for an executive session to discussion non-elected personal and Attorney client privilege, those present were Richard Buck, Tyler VanCoevern, Russ Thornton and Commissioners

Commissioner Malmberg motioned for a 5-minute recess. Commissioner Mortimer seconded. Motion carried 3-0.

Commissioner Mortimer motioned to go into executive session Attorney-Client Privilege and Non-Elected Personnel Exception for 15 minutes, Commissioner Malmberg seconded. Motion carried 3-0. Those present were the commissioners, Russ Thornton, Sheriff, Tyler VanCoevern, Under-Sheriff and Richard Buck, County Attorney. The group returned to regular session at 9:51 a.m.

Commissioner Wolf motioned to go into executive session for Attorney-Client Privilege for 15 minutes, Commissioner Mortimer seconded. Motion carried 3-0. Those present were Commissioners and Richard Buck, County Attorney. The group returned to regular session at 10:27 a.m.

Commissioners decided to hire Jennifer Guipre, Full Charge Bookkeeper, to assist with balancing payroll accounts and preparing W-2's, monthly, quarterly and annual reports.

Scott Loyd, CPA of the Loyd Group, LLC. presented the commissioners with documentation and cost of consultation services regarding utilization and reporting of Coronavirus State and Local Fiscal Recovery Fund provided by the American Rescue Plan Act ("ARPA"). He would like to start January 5, 2022. Kathy Luthi joined the meeting.

Jennifer Guipre came in for discussion of payroll needs. Commissioners gave Jennifer the task of balancing all payroll accounts and getting W-2's out by January 31, 2022.

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Kim Winsett, IT Contact presented the commissioners with ballpark figure, from Lock-It, for audio and video capability of meetings. Approximately \$2000 to get set up, then yearly fee for streaming service. Commissioners agreed to have Kim get a quote from Lock-It for streaming meetings.

Richard Buck presented the commissioners with a Non-Disclosure/Confidentiality Agreement for Jennifer Guipre.

Commissioner Malmberg motioned to go into executive session for Attorney-Client Privilege for 15 minutes to discuss IRB's for the slaughter house Commissioner Mortimer seconded. Motion carried 3-0. Those present were Commissioners and Richard Buck, County Attorney. The group returned to regular session at 12:15 a.m.

Commissioner Malmberg motioned for a 10-minute recess. Commissioner Mortimer seconded. Motion carried 3-0.

Kathy Luthi joined the meeting to assist with yearend money transfers. Commissioner Mortimer motioned to pay Kathy Luthi \$200 for training with the commissioners and county clerk. Commissioner Malmberg seconded. Motion carried 3-0.

Commissioner Mortimer motioned to go into executive session for Non-Elected Personnel Exception for 10 minutes, Commissioner Malmberg seconded. Motion carried 3-0. Those present were the commissioners and Katrina Pollet. Group returned to regular session at 4:13 p.m.

Katrina Pollet rescinded her resignation until February 1, then will re-evaluate.

Commissioner Malmberg motioned to adjourn the meeting at 4:35 p.m. Commissioner Mortimer seconded. Motion carried, 3-0.

ADOPTED this 3rd day of January, 2022.

BOARD OF COUNTY COMMISSIONERS
OF OTTAWA COUNTY, KANSAS

Dawn Wolf, Chairman

D.D. Malmberg, Member

Scott Mortimer, Member

ATTEST:

Vicki L. Jensen, County Clerk