

**RESOLUTION 2018-15**

A RESOLUTION ESTABLISHING BUSINESS HOURS FOR COUNTY OFFICES AND RESCINDING UNTITLED RESOLUTION 1978-06, ADOPTED MARCH 27, 1978

**WHEREAS**, it is a duty of the Board of County Commissioners of Barton County, Kansas, to establish business hours for County departments that will allow for citizens to access services as needed and for departments to operate efficiently; and

**WHEREAS**, given the variety of duties performed by County offices, it is expected that operational need may dictate work hours outside those regularly established business hours.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of County Commissioners of Barton County, Kansas, herein establishes regular business hours for County offices. Therein, County business offices shall be open from 8:00 a.m. until 5:00 p.m., Monday through Friday, outside of lawful holidays, unless otherwise announced; and

**FURTHER**, certain offices may operate outside the regularly scheduled hours:


1. That the Barton County Courthouse shall be open from 7:30 a.m. – 5:30 p.m., Monday – Friday, unless otherwise announced.
2. That the Barton County Detention Facility shall be operational 24 hours a day, seven (7) days a week, with the Records Division available to the public at times as established by the Sheriff; and
3. That the Health Department, Central Kansas Community Correction and Juvenile Services may operate outside the regularly established hours, provided that said hours are posted at each business site for the public; and
  - A. That these offices may be closed to the public for no more than eight (8) consecutive hours each month for staff training opportunities. In the event that any one of these offices is closed to the public for training, that department shall post closing hours at least one week prior to the closing;
4. That the Barton County Communications Department shall be operational 24 hours a day, seven (7) days a week; and
5. That the Barton County Works Department shall be open to the public from 7:30 a.m. – 4:30 p.m., Monday – Friday, unless otherwise announced; and
6. That the Barton County Solid Waste Landfill shall be open to the public from 8:00 a.m. until 5:00 p.m., Monday – Friday, with Saturday hours of 8:00 a.m. until 4:00 p.m., unless otherwise announced. Given that Solid Waste Operations are affected by the weather, the Landfill may close from time to time. The policy for high wind closings is found in Resolution 2009-06, Establishing a High Wind Policy for the Barton County Solid Waste Landfill and Rescinding Resolution 2005-11, Same, Adopted May 2, 2005.

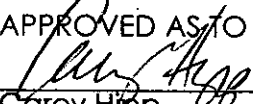
**FURTHER**, that untitled Resolution 1978-06, dealing with Courthouse hours, adopted March 27, 1978, is hereby rescinded.

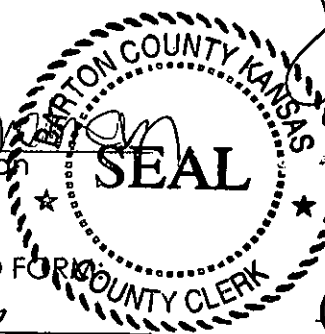
Adopted this 30<sup>th</sup> day of July, 2018.

BOARD OF COUNTY COMMISSIONERS

ATTEST:

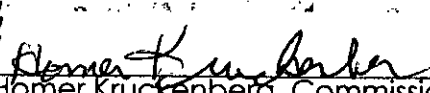
  
Donna Zimmerman  
County Clerk

APPROVED AS TO FORM:  
  
Carey Hipp,  
County Counselor



  
Jennifer Scharz, Chair

  
Don Davis, Commissioner

  
Homer Kruckenberg, Commissioner

  
Kenny Schremmer, Commissioner

  
Alicia Straub, Commissioner