

# **BOARD OF COUNTY COMMISSIONERS**

November 30, 2015

Chairman Goff Searl called the meeting of the Chautauqua County Board of Commissioners to order on Monday, November 30, 2015 at 8:30 a.m. in the commission room of the courthouse. Commissioner Danny Williams and Jack Carpenter were present as was County Counselor Ruth Ritthaler and County Clerk Janice A. Fine. Danny Williams opened the meeting with prayer.

Minute's approval: Danny Williams made a motion to approve the minutes of November 23, 2015 as presented. Jack Carpenter seconded the motion. Motion carried 3-0.

Joel Haden, Road & Bridge Superintendent presented his weekly road report. Crews are hauling rock to the following: Bronco and Rd 30, the North side of Peru, Rd 25, Rd 16 and Eagle. The Solid Waste truck was transported to Wichita. Haden called the Sheriff regarding a citizen removing rock from the road for personal use. Commissioners asked Haden to review several road issues.

Rodney Burns, Auditor joined the meeting to discuss county issues. There are issues with prior tax distributions and Amy Goode, Treasurer is working with our software vendor to clean up those issues. Burns reconciles the books every year.

Crystal Wade, HR Administrator joined the meeting to discuss the recommended change for the employee handbook. Ruth Ritthaler made a comment for an addition. Commissioners approve the change to the handbook regarding funeral leave. Employee benefits were discussed. Paid Time Off (PTO) was discussed versus sick and vacation. The 4<sup>th</sup> quarter employee luncheon has been scheduled for December 14, 2015. There will be a volunteer ornament exchange. Commissioner Williams will check on costs to provide the meat for the employee luncheon. Danny Williams made a motion to go into executive session for 5 minutes with Crystal Wade to discuss non-elected personnel at 9:10 a.m. Jack Carpenter seconded the motion. Motion carried 3-0. Chairman Searl called the regular meeting back in session at 9:15 a.m. No action was taken as a result of the executive session. Wade informed commissioners that she has been appointed by the state to the Selective Service Board. Tim Nordell joined the meeting as observer. Nordell left the meeting.

Linda Kline, Solid Waste Department Head joined the meeting to discuss department business. Kline provided a report on solid waste business for the month. There needs to be an appointment made to the district solid waste board. Commissioner Carpenter asked Kline for a recommendation. There was discussion on possible appointments.

Ruth Ritthaler, County Counselor discussed the upcoming tax sale.

Janice Fine, County Clerk brought the following to commissioners: 1) A letter of support for Four County Mental Health for general public transportation. Commissioners signed the letter.

Commissioners discussed and reviewed the process for the tax sale. Laura Beeson, ROD joined the meeting as requested by commissioners to verify ownership on a particular piece of property. Amy Goode, Treasurer joined the meeting for discussion regarding the tax sale properties. Beeson will research a particular piece of property and bring the results back to the commission meeting. Beeson brought clarity to the parcel in question with assistance from Jeremy Hendren, Appraiser.

Commissioners reviewed and approved the Warrants Payable expenses for End-of-Month expenditures as follows:

FUND	TOTAL
General Fund	\$11,515.43
Ambulance District #2	\$13,875.00
Appraiser	\$7,346.88
Election	\$51.98
Health	\$4,917.94
Noxious Weed	\$124.26
Road & Bridge	\$61,935.54
Juvenile Detention	\$1,684.00
Solid Waste	\$957.15
Treasurer's Auto	\$420.71
Payroll Clearing Fund	\$65,423.44
<b>TOTAL ALL FUNDS</b>	<b>\$168,252.33</b>

Goff Searl made a motion to go into executive session for 25 minutes at 10:20 a.m. to discuss non-elected personnel. Danny Williams seconded the motion. Motion carried 3-0. Chairman Searl called the regular meeting back in session at 10:45 a.m. As a result of the executive session all commission responsible employee evaluations were completed and appointments will be scheduled to review evaluations with employees prior to year-end.

Danny Williams made a motion to adjourn at 10:47 a.m. Jack Carpenter seconded the motion. Motion carried 3-0.

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Goff Searl, Chairman, First District Commissioner

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Danny D. Williams, Second District Commissioner

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Jack Carpenter, Third District Commissioner

ATTEST:

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Janice A. Fine, County Clerk