

BOARD OF COUNTY COMMISSIONERS

November 22, 2016

Chairman Goff Searl called the meeting of the Chautauqua County Board of Commissioners to order on Tuesday, November 22, 2016 at 8:30 a.m. in the commission room of the courthouse. Commissioners Jack Carpenter and Danny Williams were present as was County Counselor, Ruth Ritthaler and County Clerk Janice A. Fine. Niki Collier, County Clerk Elect joined the meeting as an observer. Danny Williams opened the meeting with prayer.

Minute's approval: Danny Williams made a motion to approve the minutes of November 14, 2016 as presented. Jack Carpenter seconded the motion. Motion carried 3-0.

Canvass Minutes approval: Danny Williams made a motion to approve the Canvass minutes of November 14, 2016 as presented. Jack Carpenter seconded the motion. Motion carried 3-0.

Joel Haden, Road and Bridge Superintendent provided a weekly road report. Crews are hauling rock to the following: Rd 31 on Bronco, Rd 10 and Ranch, Rd 3 to Rd 6 on Eagle, Rd 11, Rd 6 and Marshall south. Crews reworked an inlet on a bridge. Concrete was poured at Kansas and Rd 7. A culvert was installed at Rd 31 and Saddle. A culvert extension was installed on Rd 2 north of 166. A tree was removed on Rd 18 north of 166. The new heating stove was installed at the shop. A concrete slab was poured at the shop. Cowboy and Rd 30 west a tree was removed. The fence issue was reviewed with the owner. Haden discussed staff overtime. Commissioners asked Haden to review particular road issues. Crystal Wade, HR Administrator joined the meeting as an observer. Commissioner Carpenter stated that Lance Carter had looked at the tower for removal. Commissioners asked Haden to review the possibilities regarding the tower. Haden asked to purchase new culverts and will bring bids to commissioners as soon as he receives them. There was discussion regarding the storage of seized vehicles that the Sheriff has at the shop area. Ruth Ritthaler, County Counselor stated that forfeiture items must be resolved as soon as she takes over as County Attorney since the current County Attorney stated he would not move forward on the forfeiture issue.

Ruth Ritthaler, County Counselor offered a resolution for the tax sale 2016-06 with Austerman as well as a contract for their services to conduct the yearly tax sale. Ritthaler will place an ad in the papers advising citizens of the new process. There was discussion and clarification on the contract cost for Austerman. Danny Williams made a motion to approve the contract with Austerman. Jack Carpenter seconded the motion. Motion carried 3-0. Danny Williams made a motion to approve Resolution 2016-06 regarding the tax sale. Jack Carpenter seconded the motion. Motion carried 3-0.

Crystal Wade, HR Administrator joined the meeting to discuss department business. Wade discussed the employee exempt/not exempt status with regard to the new state statute which goes into effect 12/1/2016. Wade has talked to all department heads regarding this issue. The Health Quest open enrollment ended with 80% employee participation. Payroll has gone through the annual audit without issue. Auditor requested a few modifications and Wade brought commissioners up to date. Wade provided information to commissioners regarding the new commissioner orientation and will provide the information to Commissioner Elect Rodney Shaw. Wade offered a document on newly elected official's salary. Rodney Burns, Auditor joined the meeting to answer commissioner's questions. Jeremy Hendren joined the meeting as an observer. Wade reviewed the requested updates to the handbook.

Amy Goode, Treasurer joined the meeting to discuss the lot in Cedar Vale which the county has to pay taxes on. There is a \$400.00 application fee to apply for an exemption. Commissioners need to pay at least half the taxes and apply for the exemption with COTA.

Wendy Kirchner, Deputy County Clerk prepared a response to the Sheriff letter from the last meeting for commissioner's review. Kirchner reviewed all processes in question. Sheriff Newby joined the meeting for discussion on the subject. There was good conversation regarding best financial practices

and open communication. Kirchner offered suggestions for better tracking so duplicate invoices/statements are not submitted.

Sheriff Newby and Emergency Management Coordinator Cody Collier joined the meeting to continue last week's discussion regarding to whom the Emergency Management Coordinator would report. Sheriff offered his opinion and shared advantages to leaving the position with the Sheriff. Cody Collier offered his opinion of the situation. Ritthaler asked if a grant was attached to the Emergency Management funding. Collier addressed the issue. The county is in compliance for the grant usage. Ritthaler defined previous discussion of concerns. There was in-depth discussion regarding all issues and how they would be addressed. Commissioners will leave the Emergency Management Coordinator as is for now. The purchase of flowers from the Sheriff's Department is to be paid from sheriff commodities on a one time basis. A policy should be included in the employee handbook.

There was continued discussion regarding elected officials salary.

Danny Williams made a motion to go into executive session for 10 minutes with Ruth Ritthaler, County Counselor and Janice Fine, County Clerk in attendance to discuss attorney/client privilege at 10:55 a.m. Jack Carpenter seconded the motion. Motion carried 3-0. Chairman Searl called the regular meeting back in session at 11:05 a.m. No action was taken as a result of the executive session.

Danny Williams made a motion to adjourn at 11:06 a.m. Jack Carpenter seconded the motion. Motion carried 3-0.

Goff Searl, Chairman, First District Commissioner

Danny D. Williams, Second District Commissioner

Jack Carpenter, Third District Commissioner

ATTEST:

Janice A. Fine, County Clerk