

# **CHAUTAUQUA COUNTY BOARD OF COMMISSIONERS**

**October 16, 2017**

Chairman Jack Carpenter called the regular meeting to order on Monday, October 16, 2017, at 8:30 a.m. in the commission room of the Court House. Commissioner Goff Searl, Commissioner Rodney Shaw, County Clerk Niki Collier, and Deputy Clerk Becky Smilko were all present. Commissioner Goff Searl opened the meeting with prayer.

Commissioner Searl motioned to approve the minutes of October 9, 2017 as presented. Commissioner Shaw gave the second, motion passed 3-0.

Road & Bridge Superintendent Joel Haden provided the weekly update on road maintenance. Rock was hauled to several locations, installed a culvert at Road 4 & Junction and worked on a bridge located at Rd 3 and overland. Commissioner Carpenter advised of some roads that needed rock and stated Road 26 looks better. Commissioner Searl requested maintenance at Road 5 and Highway 166. Commissioner Shaw stated Shotgun Ridge needed to be graded and asked about use of the rock picker.

Joel Haden asked for a 20 minute executive session to protect employee privacy under the justification of non-elect personnel and requested that County Counselor, Human Resource and Richard McCoy join. At 8:40 a.m. Commissioner Searl so moved and Commissioner Shaw gave the second. Motion pass 3-0. The regular meeting resumed at 8:50 a.m., no action taken as a result of the executive session. After discussion the board instructed Richard McCoy to obtain a pre-employment physical.

HR Administrator Crystal Wade and Commissioners had discussion regarding possible policy changes in the updated employee handbook and pay for performance options. She also informed the Commission that open enrollment for employee health insurance was going well and she has completed several meetings and scheduled appointments to help employees with their benefits enrollment process.

Commissioner Searl questioned a bill for KIPHS and wanted more details. Annie Blankenship, Health Department Administrator joined the meeting and stated KIPHSs is the Kansas Integrated Public Health System and is the software system used by the State of Kansas to record and bill immunizations. She further stated this was the annual bill for the clinic system maintenance for the 2018 year and that the Health Department has been using this software for over 15 years. Commissioner Shaw stated a doorstop had been purchased and asked if the Health Department's door had been repaired yet, Mrs. Blankenship stated it has not yet been repaired.

Linda Kline of Solid Waste joined the meeting and gave the monthly report. Commissioner Searl moved to adopt resolution 2017-10 thus confirming the Solid Waste Delinquent Fees Report. Commissioner Shaw gave the second. Motion passed 3-0.

Emergency Manager Cody Collier presented a purposed Emergency Action Plan for review. He reported the E-dispatch system has been installed and after working some bugs out it appears to be working well. Cody also reported that he has contacted an electrician to service the Courthouse generator, he is concerned that the automatic switch is not functioning properly. He further stated it would be a good idea to have a routine maintenance checks performed on the generator to ensure it would work properly when the power is out.

County Counselor Ruth Ritthaler suggested the Commission consider having a formal application process for citizens requesting to vacate roads. She stated this would allow consistency and document the landowners reasoning for requesting a road to be closed. Counselor Ritthaler stated she would contact Mr. Burn and request his presence at an upcoming meeting.

Treasure Amy Goode joined the meeting, and presented a list of expenditures. She encouraged the Commission to review the list and assured them she has done her best to keep cost down and that the cost of publication had a large impact on the annual budget. She estimates the department may be approximately \$500.00 over budget for 2017. Mrs. Goode confirmed that there were 77 parcels left in the tax sale list. Amy further stated a payment \$162.00 in restitution was recently received; if restitution continues to be received it would help the 2017 budget.

Clerk Niki Collier informed the Commission that Rodney Burns would be completing the annual audit this week for the county. She stated Rodger Green has informed her, he is cleaning out the shop and that she ordered a replacement "watch your step" sign for the front entrance. Niki reported that a pallet of paper had been purchased, which resulted in a \$400 savings from the previous purchase. She also informed the Commission that she would be purchasing a new filing cabinet from the Clerks reserve equipment fund.

Commissioner Carpenter asked to review the land description for the recent request made to close a road. Commissioner Searl asked if the Clerk's safe locked and she informed him that the original door was no longer intact. Commissioner Carpenter also stated they may need to look at hiring someone to clear the old jail out since it has not yet been completed. Niki advised she was pricing directory signs for the entrance and inquired if the Commissioners would like her to price medical kits for the Courthouse. The Board gave the approval to proceed.

County Counselor Ruth Ritthaler requested a 30 minute executive session to discuss matters covered by attorney client privilege. At 10:15 a.m. Commissioner Shaw moved to approve the request and Commissioner Searl gave the second. Motion passed 3-0. The regular meeting resumed at 10:30 a.m., no action taken as a result of the executive session.

Commissioner Searl made a motion with regrets to accept Ruth Ritthaler's resignation effective on December 1, 2017 as County Counselor and Commissioner Carpenter gave the second. Motion passed 3-0.

Commissioner Searl suggested that the Clerk inquire if the purchase of medical kits would be covered by the Risk Avoidance Grant through KCAMP.

Commissioners reviewed and approved the mid-month expenditures for September 2017 as follows:

General Fund	\$15,110.24
Ambulance District #1	\$4,091.00
Ambulance District #2	\$13,860.00
Election	\$22.75
Health	\$4,461.98
Noxious Weed	\$4,225.92
Road & Bridge	\$29,237.72
County 911	\$1,670.02
Solid Waste	\$6,049.33

**TOTAL Expenditures** **\$78,728.96**

Commissioner Shaw motioned to adjourn the meeting at 10:45 a.m., seconded by Commissioner Searl, motion passed 3-0.

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Goff Searl, First District Commissioner

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Rodney Shaw, Second District Commissioner

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Jack Carpenter, Chairman, Third District Commissioner

ATTEST:

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Niki Collier, County Clerk