

# **CHAUTAUQUA COUNTY BOARD OF COMMISSIONERS**

**December 28, 2018**

Chairman Rodney Shaw called the regular meeting to order on December 28, 2018, at 8:30 a.m. in the commission room of the Court House. Commissioner Jack Carpenter, Commissioner Goff Searl, Counselor Zoe Newton, Clerk Niki Collier, and Deputy Clerk Becky Smilko, were all present. Commissioner Goff Searl opened the meeting with prayer.

Commissioner Searl moved to approve the minutes of December 17, 2018. Commissioner Carpenter gave the second, and the motion passed 3-0.

Road & Bridge Superintendent Joel Haden advised the Board that the rock picker has been utilized on several miles of county roads in the last week. Mr. Haden requested \$120,000 of the remaining Road & Bridge funds be moved to the Special Machinery fund. Commissioner Carpenter moved to transfer \$120,000 of the remaining Road & Bridge fund to the Special Machinery fund. Commissioner Searl gave the second, and the motion passed 3-0. Billy Goode joined the meeting.

Emily Powell of Solid Waste Department informed the Board of a recent accident involving one of the trash trucks and stated that a claim had been filed.

Jennifer McNown and Lana Hatton of the Road & Bridge department joined the meeting to request the remaining funds from the Noxious Weed budget be moved to the Equipment Reserve Fund. After discussion the request was declined, the funds will remain in the Noxious Weed Fund. Commissioner Shaw asked if there was any benefit in having a membership with the Kansas County Weed Directors Association. Billy Goode informed the Board that continuing education training was provided to members of KCWDA during meetings.

Treasurer Amy Goode stated that 59% of the 2018 taxes had been collected to date. Mrs. Goode requested that \$6,000 of the remaining Treasurer funds be transferred to the Equipment Reserve Fund in preparation to replace aging computers and printers. Commissioner Searl moved to transfer \$6,000 from Treasurer fund to the Equipment Reserve fund. Commissioner Carpenter gave the second, and the motion passed 3-0.

HR Administrator Crystal Wade advised the Board that she is preparing to replace an aging computer, the possibility of software needs to comply with ACA in 2019 and saving for timeclock software in the future. Ms. Wade is requesting that \$6,000 of the remaining Human Resources funds be transferred to the Equipment Reserve Fund. Commissioner Shaw asked why Ms. Wade felt such a need for the timeclock. After further discussion, Commissioner Carpenter moved to transfer \$6,000 from the Human Resources fund to the Equipment Reserve fund. Commissioner Searl gave the second, and the motion passed 3-0.

District Court Clerk Cynthia Weaver presented two bids for the safety and security remodel of the District Court Office. Commissioner Shaw requested an updated bid from one of the contractors. Mrs. Weaver will follow up as soon as the contractor provides the new bid. Mrs. Weaver is aware of a required server upgrade coming in 2019, and requests to transfer \$8,500 of the remaining District Court funds to the Equipment Reserve to provide for this expense. Commissioner Searl moved to transfer \$8,500 from the District Court fund to the

Equipment Reserve fund. Commissioner Carpenter gave the second, and the motion passed 3-0.

Commissioner Searl moved for a 10-minute recess, Commissioner Carpenter gave the second, and the motion passed 3-0. The meeting resumed at 10:00 a.m.

County Attorney Ruth Ritthaler joined the meeting along with Mrs. Fine. Mrs. Ritthaler informed the Board about the mandated implementation of the Kansas E-Court Centralized Case Management System. Phase III will begin in 2019, and the County will need to purchase software and hardware to accommodate this. Mrs. Ritthaler requests \$18,000 of the remaining Attorney budget to be transferred to the Equipment reserve. Commissioner Searl moved to transfer \$18,000 from the Attorney budget into the Equipment reserve, Commissioner Carpenter gave the second, and the motion passed 3-0. Mrs. Ritthaler discussed with the Board the need for IT support and encouraged them to consider contracting someone to fill the need.

Sheriff Richard Newby joined the meeting and spoke of expenditures that he is preparing for in the coming year, such as cameras, protective vests that are nearing the expiration date, and the need to update the building door locking system. Sheriff Newby requested remaining funds be transferred to the Equipment Reserve fund. Commissioner Searl moved to transfer \$33,000 from the Sheriff budget, \$34,000 from the Jail budget, and \$20,000 from the Dispatch budget to Equipment reserve. Commissioner Shaw gave the second, and the motion passed 3-0. Sheriff Newby discussed the need for a sidewalk from the Jail Building to the Courthouse. He informed the Board that both Cedar Vale and Sedan police departments are currently down to one officer each, requiring more assistance from the Sheriffs Deputies. Sheriff Newby is currently reviewing personnel levels to determine if additional staff will be needed.

Emergency Manager Cody Collier requested \$5,000 of the remaining \$8,500 from the Emergency Management fund be transferred to the Equipment reserve. Commissioner Searl moved to transfer \$5,000 of Emergency Management funds into the Equipment reserve, Commissioner Carpenter gave the second, and the motion passed 3-0.

Appraiser Jeremy Hendren reported that his office had no major expenses such as tires or computers in 2018. Education and training expenses were drastically lower in 2018 as well. Mr. Hendren reduced the office budget for 2019 and will continue to operate with current staffing levels for as long as possible. Mr. Hendren stated that the aging vehicle used by the department needs to be replaced and requests \$40,000 of the Appraiser remaining funds be moved to Equipment Reserve. Commissioner Searl moved to transfer \$40,000 from the Appraiser fund into the Equipment Reserve, Commissioner Carpenter gave the second, and the motion passed 3-0.

County Clerk Niki Collier stated that she had been preparing to replace aging election equipment and update the office computers to Windows 10. Mrs. Collier requested \$18,000 of the \$28,000 remaining in the Election Fund be transferred to Equipment reserve. The Clerk budget has approximately \$23,000 remaining and Mrs. Collier request \$13,000 be transferred to Equipment reserve. Commissioner Searl moved to transfer \$18,000 from Election fund into Equipment reserve and \$13,000 from Clerk fund to Equipment reserve. Commissioner Carpenter gave the second, and the motion passed 3-0. Mrs. Collier stated that she had reviewed the staffing needs of the office for two years. It is evident that additional staff is required and that after reducing the 2019 office budget by \$10,000 it is sufficient to support a full-time employee. Mrs. Collier stated that out of caution she will begin the process to hire a part-time employee. Mrs. Collier requested an executive session for non-elect personnel. Commissioner Shaw moved for a 5-minute executive session

regarding non-elect personnel, Commissioner Searl gave the second, and the motion passed 3-0.

Commissioner Shaw moved to transfer \$7,622.19 from the Commissioner budget to the Equipment Reserve for a correcting entry, Commissioner Searl gave the second. The motion passed 3-0. Commissioner Shaw moved to transfer \$35,000 from the remaining Commissioners budget into the Equipment Reserve, commissioner Searl gave the second, and the motion passed 3-0. Discussion continued regarding the necessity to prepare for unforeseen expenses, while simultaneously seeking to lower taxes.

Deputy Clerk Becky Smilko provided information regarding the 2019 Appointment list for the Board to review.

Commissioner Shaw moved to adjourn the meeting at 11:15 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, Chairman, Second District Commissioner

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Jack Carpenter, Third District Commissioner

ATTEST:

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Niki Collier, County Clerk