

Labette County Board of Commissioners

July 10, 2017

Convene

Chairman Fred E. Vail called the regular session of the Labette County Board of Commissioners to order at 9:00 a.m. on July 10, 2017 at the Commission Room. Attendance: Lonie R. Addis, Present: T. Douglas Allen, Present: Fred E. Vail, Present.

Others Present for the Meeting

County Counselor Fred Johnson and County Clerk Peggy Minor.

Media present

Rena Russell from the Labette Avenue and Jamie Willey from the Parsons Sun.

Elected Officials and Department Head Meeting

Commissioners met with all Elected Officials and Department Heads to discuss some items concerning the 2018 Budget, vehicle usage, Non-Tobacco Use Policy, Out of State Travel, salary increase for 2018 and the Health Fair/In-service meeting for 2017 and 2018.

Executive Session

Commissioner T. Douglas Allen made a motion to go into executive session for Security Reasons. Lonie R. Addis seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes). Others present were County Counselor Fred Johnson, County Treasurer Crystal Addis, County Register of Deeds Julie Becker, County Attorney Stephen Jones, Public Works Director Sandy Krider, Noxious Weed Supervisor Ralph George, Public Health Administrator Debbi Baugher, EOC Director Charlie Morse, Sheriff Darren Eichinger, Labette-Cherokee Youth Director Gina Dolechek, 911 Dispatch Director Brandy Grassl and County Clerk Peggy Minor for a period of 15 minutes to reconvene at 9:21 a.m.

Commissioner T. Douglas Allen – Vehicle Usage

Commissioner Allen talked about Resolution No. 2017-19-A – Labette County vehicles are only to be used by county employees in the course and scope of their employment, while on County business. No one other than public employees are to be transported in County Vehicles. Exceptions: When the passenger is a participant in the Sheriff's "Ride Along" program, riding in Labette County with a Sheriff's employee in the course and scope of law enforcement duties. Such participant shall be properly vetted by the Sheriff's department, and must have executed a liability waiver approved by County Counsel; In the case of an emergency, where transporting a non-county employee is necessary to preserve the health and/or safety of the passenger, or others.

Employees from other entities will be allowed to ride along when attending training or meetings; also when Public Works employees are called out after regular work hours (such as the middle of the night) to cut up a fallen tree – it was agreed that this was an emergency situation and the spouse would be allowed to accompany the employee so they would not be alone when operating the chain saw. It was understood that the spouse would be there only to make a phone call.

Commissioner Addis also added that there is an informal policy that the two vehicles that are usually available should only be used by departments that do not have accessibility to vehicles within their own department. The vehicles are high mileage and we are trying to get the maximum use out of them. There has also been the unofficial policy that three or more employees can take the Expedition and two or less take the smaller blue van. He would like to see this policy also adhered to.

Chairman Fred E. Vail – Non-Tobacco Use Policy

Chairman Vail brought up the Non-Tobacco Use Policy and wanted to remind Department Heads if an employee had signed the form stating that they were not using any tobacco products and getting the \$50.00

credit on their Health insurance premiums - please make sure that they was still true adhering to the policy. Commissioner Addis brought up the fact that the employees were not supposed to use any tobacco products in county buildings or county vehicles. Department Heads can contact the Payroll Department and ask for an updated list of employees that have signed the Non-Tobacco Form.

Commissioner Lonie R. Addis – Out of State Travel

Chairman Addis reinstated the fact that Out-of-State travel for training or a conference requires the acknowledgement by the Board of Commissioners. There are exceptions: Court orders (Sheriff or Jail) to pick up a prisoner, etc. or picking up parts that are unobtainable in the state of Kansas.

Commissioner Lonie R. Addis – Budget Preparation

Commission Addis talked about how the Commissioners wanted the 2018 Budgets presented:

1. Give four (4) copies to the County Clerk or Deputy County Clerk (3 for Commissioners and 1 for the County Clerk)
2. Commissioner Addis will schedule the appointments with the Board of Commissioners
3. Use the Budget Worksheet the County Clerk provides
4. Also use the Personal Services Excel spreadsheet provided by the County Clerk (list all employees in your department on this sheet)

Commissioner Addis also stated that Commissioners will need to meet with Court Administrator Mac Young, the County Sheriff and the County Attorney to discuss the Bennett trial to make sure the county is funding it adequately. Commissioner Addis also informed Charlie Morse that he was to do the Emergency Management Budget this year.

Commissioner Addis also brought up the Tax Lid and stated the three departments that are outside the Tax Lid – Sheriff, Jail and 911 Dispatch. He also stated the County Attorney and District Court are still under the Tax lid. All three Commissioners agreed that they were not going to raise taxes or the levy this year if possible.

Commissioner T. Douglas Allen – 2018 Proposed Salary Increase

Commissioner Allen stated that Commissioners intend to give up to a 2% COLA increase in January, 2018. It should be possible due to the savings with the health insurance claims and premiums and without raising the mill levy. At the present time it looks like it will be possible but yet not 100% set in stone. The raise will not be automatic. Each Department Head or Elected Official will have to complete an employee evaluation on each one of their employees and turn it into the Payroll Department before the raise would be effective. The Department Head has the option to give none, a partial or complete increase of 2%. The raise will not be given to the employee until the employee evaluation is complete and in the hands of the County Clerk's Office; also the raise will not be retroactive – meaning if the Department Head does not get the employee evaluations into the Clerk's Office until February or March, etc. – then that is when the raise would become effective. The Commissioners will not be receiving the COLA. Commissioners will also be looking for a new employee evaluation form because they feel the old one is out of date and too long. The Commissioners feel the increase should be earned and not given automatically. Commissioner Addis stated also the money for the COLA will be mainly coming from the Employee Benefit Trust Fund (the fund the savings has accumulated from on the health insurance claims and premiums).

Commissioner Lonie R. Addis – Health Fair

Commissioner Addis stated that the Health Fair will be held on Columbus Day, October 9th for all employees except Public Works; it will be held on October 10th. The Courthouse, Public Health Department and the County Attorney's Office will be closed to the public on Monday, October 9th so employees can attend the Health Fair. On October 10th it is asked that departments that have employees with the 24-hour service attend whichever day will allow them time to do so. Commissioner Addis also stated that if you are not an attorney having to attend the seminar/training that usually happens the same day as the Health Fair you will have to get it done on October 9th or 10th in order to get the credit. He also told County Attorney Stephen Jones that if he or his Deputy Attorney does not attend the training they will need to come one of the two days in order to get the credit. He also specially told him not to allow his office staff to go to the Health Department or Labette Health to get this done (they must attend one of the two days of the Health Fair). The two attorneys will be allowed to go to Health Department and Labette Health to get the Health Fair done within a one week time

period. A full In-Service Day on Columbus Day will be planned for 2018. The Personnel Policy needs to be updated – so it may be done and read to the employees on that day by County Counselor.

New Payroll Computation Rates for the 2018 Budget were also passed out.

911 Generator

Commissioner Lonie R. Addis made a motion to allow the 911 Dispatch Director to contract through Foley Equipment to remove, replace and install the pulley on the Cummins Generator Model GGHH567387 Serial No. F040653437 for a total cost of \$786.96 payable from the Labette County 911 Fund (Fund #183). T. Douglas Allen seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes).

Sheriff – Camera Discussion

Labette County Sheriff Darren Eichinger informed the Commissioners that someone had donated \$15,000 to the Sheriff's Department to help with the purchase of body cameras similar to those used by the Parsons Police Department. He also informed Commissioners that he plans to use that money in addition to the money received from the sale of the airboat as a match for a possible grant to buy the equipment along with vehicle cameras that will work with the body cameras. Total cost of the equipment would be around \$100,000. Leighton Davis from Bartlett is working on the grant application. The yearly service contract for the cameras would be around \$3,500

Land Donation

Commissioner T. Douglas Allen informed the public that David Nesbitt, former owner of Sun Graphics, Parsons, has donated 1.25 acres of land behind the Judicial Center in Parsons to Labette County. Nesbitt and his partners recently sold Sun Graphics and the new company did not want the 1.25 acres behind the Judicial Center, nor did Nesbitt. The land will be used to increase security at the Judicial Center.

Approval of Prior Minutes

Commissioner T. Douglas Allen made a motion to approve prior minutes dated July 03, 2017 as submitted. Lonie R. Addis seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes).

Approval of Prior Minutes

Commissioner T. Douglas Allen made a motion to approve prior minutes dated July 06, 2017 as submitted. Lonie R. Addis seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes).

Chetopa City – Rock

Commissioner Lonie R. Addis made a motion to allow the Public Works Department to deliver around 120 tons of AB3 rock to the City of Chetopa on a Friday. Chetopa City will hire the Public Works employees to work on Friday and use County equipment to haul the rock. T. Douglas Allen seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes).

McCarty's Office Machines, Inc. – Fax Service Contract

Commissioner T. Douglas Allen made a motion to authorize the chairman's signature on the Fax Service Contract between McCarty's Office Machines, Inc. and Labette County (Clerk's Office) for Fax Canon Model LC730IR Serial No. UZT05371 for the period of July 10, 2017 to July 10, 2018 for the annual amount of \$245.00. Lonie R. Addis seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes).

Micro Loan Program Income Report

Commissioner Lonie R. Addis made a motion to authorize the chairman's signature on the Program Income Report for Economic Development for Micro Loan Grant Number 99-ML-003 for the period ending June 30, 2017; interest earned was \$32.00 for a total amount of \$64,218.15. T. Douglas Allen seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes).

Home Pro – Windows

Sales Manager Rod Haynes talked to Commissioners about possible solutions for the window problem the County is currently experiencing at the Labette County Courthouse. Mr. Haynes talked about new roofing, LED lighting, Solar panels and new windows for the Courthouse. The approximate cost for all options would be around \$130,000 to \$140,000. Commissioners will contact Mr. Haynes if they want to proceed with any of the options.

Accounts Payable

Chairman Fred E. Vail made a motion to approve the following checks: Accounts Payable check no. 11387 thru 11484 in the amount of \$177,308.45. T. Douglas Allen seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes).

Work Session

Commissioners recessed into a work session at 12:03 p.m. The meeting reconvened at 12:45 p.m.

Out of State Travel

County Treasurer Crystal Addis informed Commissioners that as KCTA (Kansas County Treasurer's Association) President she will be traveling to Columbus, Ohio the week of July 17 thru July 21, 2017 for the 2017 NACCTFO National Conference; all expenses will be reimbursed by KCTA.

Work Session

Commissioners recessed into a work session at 1:00 p.m. The regular meeting reconvened at 2:34 p.m.

Adjournment

There being no further business before the Board of Commissioners the meeting adjourned at 2:34 p.m. until 9:00 a.m., Thursday, July 13, 2017 for a special budget meeting.

Attest

County Clerk Peggy Minor

Chairman, Fred E. Vail