JOURNAL OF PROCEEDINGS AND MINUTES

OF THE CHASE COUNTY, KANSAS

BOARD OF COUNTY COMMISSIONERS

 January 22nd, 2019

On January 22, 2019 at 10:00 am, Commissioners Anthony Hazelton-Chairman, William Fillmore Vice-chairman, Randy Talkington-member and Connie Pretzer-County Clerk assembled in the Chase County Commission Chambers. Hazelton opened the meeting with the Pledge of Allegiance.

***Motion to approve Minutes of January 14, 2019 by Hazelton was 2nd by Talkington.*** Motion carried 3-0

***Motion to approve the following Travel Reimbursement Policy for 2019 by Hazelton was 2nd by Talkington.*** Motion carried 3-0.

 MOTION ADOPTING A TRAVEL REIMBURSEMENT POLICY FOR 2019

Chase County Employee Handbook establishes the guidelines for meal and mileage reimbursement governing reimbursement of officers and employees & is determined at the reorganization meeting annually.

**Meals** - Meals during travel will be reimbursed for actual cost not to exceed $10 per meal for lunch & Dinner only. Dinner meals will only be reimbursed for mandatory overnight meetings. Meals provided by the conference or seminar are not included in the meal allowance.

**Personal Automobiles** –Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business*,* not from the employee’s or officer’s residence.  An employee or officer will be reimbursed at the rate of .58 per mile.

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Clerk informed the Board of several changes that needed to be made to the Board of Commissioner meeting dates due to billing conflicts. Some of the County’s bills are not received until the 10th of the month or after and having a meeting before the 10th could result in late charges.

***Hazelton moved 2nd by Talkington to approve the revised set of meeting dates for the BOC meetings as follows. ALL MEETINGS will take place at 10:00 am.* Motion carried 3-0.**

January- 14, 22, 31

 February- 11, 28

 March- 11, 29

 April- 15, 30

 May- 13, 31

 June- 10, 17, 28

 July- 15, 31

 August- 12, 30

 September- 16, 30

 October- 14, 31

 November- 12, 27

 December- 16, 31

***Motion to approve Audit letter of engagement for Cindy Jensen CPA by Hazelton was 2nd by Talkington.*** Motion carried 3-0.

In other business:

1) BOC signed an official List of County Officers for the Secretary of State;

2) Reviewed a list of County buildings provided by Kirk Engle of Scribner Insurance. Fillmore questioned the need to cover several buildings that were listed. Clerk will schedule Engle for the next meeting.

3) Reviewed several job descriptions from the County’s Job Description notebook. Fillmore directed Clerk to contact the State for suggested job descriptions.

4) Reviewed employee evaluations

5) Discussed the wage and salary survey conducted by The Austin Peters Group. Fillmore questioned whether the survey looked at the yearly wage of a particular department as opposed to the hourly wage because of overtime accumulated. “Our County Deputies make a lot more yearly wage than the surrounding counties that don’t get overtime.” Clerk was directed to provide the contact information of the representative for The Austin Peters Group and left the meeting at 10:32 to retrieve the phone number. Discussion continued regarding wages with Fillmore stating that he was in favor of giving all personnel an “across the board” 2.5% cost of living raise then budgeting this year to reach the wage survey’s recommendation. Talkington agreed. Fillmore then commented on several phone calls and text messages regarding the condition of county roads this winter with pot holes and semis getting stuck.

Commissioners agreed that the gravel roads needed more gravel. Clerk returned at 10:35 along with Dow Wilson-Treasurer. Wilson explained the 2018 sales tax distribution worksheet. An EFT from the State to the County Treasurer occurs on the last working day for monies collected for the previous month.

Thom Kirk entered the meeting at 10:40. Commissioner Hazelton asked Kirk for a report on County roads. Kirk told the Board that he has surveyed the roads and that it is too wet to try any repairs. “We would just make things worse with our heavy equipment if we attempted anything while it’s so wet”. Commissioner Fillmore agreed that there was nothing to do until the roads dry out and gravel can be added.

***Motion at 11:00 for 15 minutes of executive session with Pretzer for non-elected personnel by Hazelton was 2nd by Talkington.*** Motion carried 3-0. Meeting resumed at 11:15 with no action taken.

The need for a pay scale was discussed. Dow Wilson commented that the County did have a pay scale in the past where all departments and department heads were making the same wage. This was done away with over the years due to different duties and responsibilities. Wilson also commented that our current system in paying appointed officials and elected officials is not fair. Elected officials have added responsibilities and duties as well as being department heads.

***Motion at 11:30 for 15 minutes of executive session with Kirk & Pretzer for non-elected personnel by Hazelton was 2nd by Talkington.*** Motion carried 3-0. Meeting resumed at 11:45 with no action taken.

***Motion by Hazelton to sign the annual inspection contract for fracture critical bridges with Cook, Flat & Strobel for $500 was 2nd by Talkington.*** Motion carried 3-0.

Fillmore asked Kirk where the County stood on permits for creek gravel. Kirk has several permits open and is waiting for water to reside so he can begin harvest. Kirk is also working on a new site but is waiting on GeoTech for a survey.

***Motion by Fillmore; 2nd by Talkington to approve a cost of living raise of 2.5% for all full time employees to be computed by adding all hourly wages together and dividing by the number of employees.*** Motion carried 3-0. Commissioners opted out of the pay raise for their positions.

***Motion by Talkington; 2nd by Hazelton for a cost of living raise of .25 per hour to part time employees.*** Motion carried 2-0. Fillmore abstained due to conflict of interest.

***Motion to adjourn at 12:15 am by Hazelton was 2nd by Talkington.*** Motion carried 3-0.

Next scheduled meeting is January 31st, 2019 at 10:00 am.

 ADOPTION OF ABOVE MINUTES

 STATE OF KANSAS

 COUNTY OF CHASE

NOW ON This 31st day of January, 2019, as shown in the Minutes of this date’s meeting, the above Minutes are hereby ADOPTED as the official record of the proceedings, business and actions of the Board of Chase County Commissioners during the session above described.

 BY THE BOARD OF COUNTY COMMISSIONERS

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 Anthony Hazelton, Chairman

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 William Fillmore, Vice Chairman

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Randy Talkington, Member

Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Connie M. Pretzer, County Clerk