

MINUTES
MORTON COUNTY COMMISSIONERS
SEPTEMBER 24, 2007

Bob called the meeting to order at 9:00 a.m. with open doors.

Present: Bob Boaldin, Chairman; Allen Tucker, Vice-Chairman; Ron DeGarmo, Commissioner; Eric Witcher, County Attorney; Mary Gilmore, County Clerk

The Agenda was reviewed and approved with additions.

Minutes of the September 10th and September 12th meetings were read and approved with corrections on a motion by Allen, seconded by Ron.

Bills were reviewed and approved for payment.

A discussion took place concerning the Employees' Christmas Party. Consensus of the Commissioners was to have it at the new Civic Center.

At this time the Commissioners interviewed Sandy Turner for the position of Events Coordinator at the Civic Center. Allen Tucker disqualified himself from this interview and left the meeting. The Commissioners expressed their appreciation for Sandy applying for this position. Following the interview Ms. Turner left the meeting.

Vienna Lee met with the Commissioners. A discussion took place concerning serving alcohol at the Civic Center for private parties. Further investigation will be done on this matter.

Eric stated that the County will have to advertise in the local newspaper three times that the property on Highway 56 is for sale. He said we will have to have the property surveyed prior to advertising because we have to have the correct legal description. No action taken at this time.

Vienna reported that the stage to be purchased for the Civic Center is estimated to cost \$17,412; this includes skirting. The Commissioners asked Vienna to visit with Temple Reed and present this item at the next meeting.

Vienna stated she is ready to place the order for dishes, service ware, glasses, pitchers, etc. Cost of these items is \$7476. Approval for this purchase was given on a motion by Allen, seconded by Ron.

Deb Schnurr and Tony Hoyt met with the Commissioners and requested approval to purchase a new ventilator for an ambulance at a cost of \$8995 plus S&H. Approval was given on a motion by Ron, seconded by Allen. Ventilator will be purchased from Impact Instrumentation, Inc.

Deb also requested approval to purchase a LIFEPAK 12 with adapters and cables from Physio Control at a cost of \$45,842.72. The addition of this LIFEPAK 12 will ensure that each unit will now have a LIFEPAK. Approval for this purchase was given on a motion from Bob, seconded by Allen.

Deb reported that she added a cell phone to the Transfer Unit at a cost of \$9.95/mo. This was approved on a motion by Ron, seconded by Bob.

Tony mentioned that all law enforcement vehicles (five County, three City) will be having their portable radios updated. These will be paid out of the Office of Domestic Preparedness Grant (\$9023.) Radios and upgrades will be purchased from G&G Electronics, Inc.

Tony also mentioned that they will have to add new radio equipment to the new EMS pickup when it arrives. G&G Electronics, Inc. has given a bid of \$2771 for the equipment. Tony said that most of this expense will be paid out of the above grant.

Tony stated that the Rolla and Richfield repeaters need replaced. Cost of the repeaters is \$2440 from G&G Electronics, Inc. Charles Hull indicated to Tony that half of the repeaters can be paid out of County Fire and Tony said the other half can be paid out of the EMS fund. Approval was given on a motion by Ron, seconded by Allen.

Tony mentioned that the County needs to start thinking about a new dispatch module in the Sheriff's Dispatch Office. Tony said these modules run approximately \$100,000. The Commissioners stated they need to know more about this item because it is not budgeted to purchase in 2008 and the Sheriff will need to budget for this in 2009.

At this time the Supervisors met with the Commissioners. Present were Tony, Deb, Charles, Leon, Larry, Vicki, Barb, Kevin, Vienna, Justin, Brandi, Susie, Sally, Melissa. Steve Rice, Auditor, was also present.

Steve reported that each department will now be required to put on paper what internal financial controls they have in place. This is required in order to comply with new standards put in place for next year. Steve also stated that this would be a document that a new person in an office could use to see how the office works; a flow chart of information. Steve said to indicate on this chart how vouchers are controlled. Steve also stressed to the Supervisors the need to know who you are dealing with when you purchase from a new vendor. Before the voucher is turned in to the Clerk's office for payment, the person responsible for purchasing an item from a new vendor needs to confirm the name of a contact person from that company, as well as confirm their address, phone number and/or website. The reasoning for confirming this information is to prevent fraud.

Another item Steve touched on was county-owned cell phones. According to the IRS, if an employee uses a county-owned cell phone, this is to be considered a fringe benefit to the employee because they have the ability to receive and place personal phone calls on that phone. Therefore, Steve said that cell phone must have a value. The County will have to begin taxing each

employee who utilizes a county-owned cell phone beginning January 2008. There will be a deduction from each employee's paycheck for each cell phone they use. This will be a recurring payroll charge. The Commissioners will determine a base. The employee will then be charged a percentage of that base; currently the IRS is accepting 15% of the base charged to the employee. Steve will work with the Clerk's Office on this item. A discussion took place concerning employees who use their personal cell phones excessively at work. Steve stated the Supervisor needs to take control over the use of personal cell phones at work.

Steve discussed employees who attend meetings and stay over night. If an employee is paid \$30 per diem then the employee must bring back a copy of the hotel bill to be attached to the per diem voucher to prove to the IRS that they did, in fact, stay over night at a hotel.

The Commissioners discussed how liability claims (KCAMP) affect the County's insurance premiums.

The Supervisors gave their individual departmental reports.

The Clerk was asked to read a communication from KCAMP regarding the use of seat belts. Three very serious claims were received from member counties in the last three months; all three would have been minor if the employees had used their seat belts.

The Clerk asked if there was anyone who planned to attend the Southwest Kansas Association of Counties meeting to be held on October 9th in Meade. The list of attendees needs to be sent to Meade on Tuesday.

Brandi Fleming presented the Commissioners a copy of the Health Department Report from 9/1/07 through 9/24/07.

Charles Hull mentioned he needs to purchase another radio in the amount of \$695; one of the guys lost his. Approval was given on a motion by Ron, seconded by Bob. The Capital Outlay Form was signed.

The meeting recessed at 12:00 for lunch and reconvened at 12:30 p.m.

At this time the Commissioners interviewed Melissa Tucker for the position of Events Coordinator for the Civic Center. Allen Tucker disqualified himself and was not present during this interview. The Commissioners thanked Melissa for applying for the position and for cutting her lunch time short to visit with them. Following the interview Melissa left the meeting.

The Commissioners then left the meeting room and drove to the Civic Center site and the Assisted Living construction site to view the progress.

Upon returning to the Courthouse the Commissioners interviewed Charley Tucker for the position of Events Coordinator for the Civic Center. Allen Tucker disqualified himself and was not present during this interview. Following the interview Charley left the meeting.

Ernie Barnes entered the meeting to give the Commissioners an update on his truck and tractor that caught fire at the Landfill. Ernie said his insurance is working on the claim. The Commissioners stated the Clerk has sent all of the information to their insurance too. The Commissioners stated they received a letter from their insurance company denying the claim and if Ernie's insurance has a problem with this determination they need to get hold of KCAMP because the Commissioners cannot do anything about it.

Kevin Shook met with the Commissioners and reported on the work done to the Cannonball Run Golf Club in Greensburg. This golf course is maintained solely by volunteers but everyone has been busy with the clean-up from the tornado. Kevin and Don Grasz were among the volunteers helping to save the golf course. Kevin showed pictures of all of the volunteers and equipment utilized that day.

Justin Holliday, Sheriff, met with the Commissioners and reported he cancelled their cell phone contract with Altel; this is a savings between \$80-\$100/mo. They are now using Epic Touch. A discussion took place concerning the possible need for Shelby to have a county-owned cell phone because there are occasions LEC needs to get hold of Shelby when she is off duty. Following a discussion motion was made by Allen, seconded by Ron, to approve this purchase, if it is what Shelby wants.

Justin reported that he has implemented a new department policy that whenever someone calls in a rollover, or if called to an accident and the victim has just a small cut, Dispatch is to page out the ambulance.

Justin questioned the withholding to the paychecks for utilizing a county-owned cell phone. The Commissioners stated they will have the Clerk send an email to each department once an amount has been determined. Justin reported that after visiting with Shelby, she does not want a county-owned cell phone.

Motion was made by Bob, seconded by Allen, to transfer the \$300,000 from the By-Pass fund to Special Highway Improvement to pay for the roads at the Civic Center.

Motion was made by Ron, seconded by Allen, to approve Bob signing the Deed to the City of Elkhart for the road in front of the Assisted Living Facility. The Clerk will notarize Bob's signature. The Deed will be taken to the next City Council Meeting, October 2nd when the Commissioners will request an extension of 3rd Street.

The Clerk mentioned that Jean Ann Hull had called her and said that Larry Hagler had asked when he was going to get paid for the equipment he had to rent to prepare the wall in Rolla for the mural. Jean Ann said that the City of Rolla had agreed to pay \$500 towards the cost of the project and the County just needs to let her know when the money is needed. Ron said he will tell Larry that he needs to submit a bill to the County in order to get paid.

The Clerk presented a bill from the Hospital for the County's part of the Health Fair expenses (50% not to exceed \$15,000.) The bill detailed the number of participants (1778); the amount of contributions (\$10,759); the amount of expenses (\$37,217); and the amount the County owes (\$13,229.) Approval to pay this bill was given on a motion by Ron, seconded by Allen.

Three bills were submitted for consideration from the Museum. These were for electrical services and pouring a sidewalk due to construction work on the Civic Center. The bills were reviewed and approved for payment on a motion by Ron, seconded by Allen.

The Commissioners signed the contract with HWS for groundwater monitoring at the Morton County Landfill for October in the amount of \$2381.02 on a motion by Bob, seconded by Allen.

Shelby Chapman entered the meeting. Shelby is the Chairperson for the Employees Christmas Party. The Commissioners informed Shelby they have reconsidered their decision and have decided to hold the Christmas Party at the Civic Center instead of the VFW. Shelby said she has confirmed that the date of December 14th is open at the Civic Center.

Motion was made by Bob, seconded by Ron, to pay the voucher for the tables, chairs and carts for the Civic Center in the amount of \$21,034.90. This is an increase of \$4292.31 from what was approved at the last meeting.

Motion was made to approve Payment #15 to Orr Construction for the Civic Center in the amount of \$146,537 on a motion by Bob, seconded by Ron.

The Payroll Form was signed. The Commissioners also signed the Community Corrections Year-End Outcomes and the Community Corrections Statewide Performance Measures.

The Commissioners asked Larry Simmons if he would plan to meet with Tony, Wildcat Electric, at 10:00 a.m. on Tuesday, September 25th to go over some electrical procedures that Larry can pass on to whomever is hired to be the Maintenance person at the Civic Center.

The October meetings were scheduled for October 1st and October 15th.

The Commissioners signed the Kansas Airport Improvement Program Grant Application Form. Total project cost is \$348,025. If the County is awarded the grant, the County will have to come up with an estimated \$82,006 in matching funds. This grant application is for FY 2009.

The Commissioners and Vienna indicated they would be attending the WEKANDO meeting on September 27th at 9:00 a.m. at the Library in Ulysses.

Motion was made by Ron, seconded by Bob, to go into executive session to discuss a personnel matter. Present were Bob, Ron, Eric and Mary. No action taken after coming out of executive session.

At this time the Commissioners discussed the interviews held earlier. Allen Tucker abstained from this discussion and left the meeting.

Following a lengthy discussion of each of the three applications received for the position of Events Coordinator for the Civic Center motion was made by Bob, seconded by Ron, to offer the position to Charley Tucker and to have him begin this position as soon as possible. A call was placed to Charley asking if he could return to the meeting.

The Commissioners asked the Clerk to write a draft of the job description for the Maintenance person for the Civic Center for their review at their October 1st meeting.

Charley Tucker entered the meeting. The Commissioners offered Charley the position of Events Coordinator. Charley accepted the position and a beginning date of October 1st was determined. Starting salary is \$32,000/yr.

Motion to adjourn the meeting was given by Ron, seconded by Bob.