

January 11, 2010

The Edwards County Board of Commissioners met with Mica Schnoebelen, Kenneth Dupree and LaVerne Wetzel present. Gina Schuette, County Clerk, was also in attendance.

Chairman Schnoebelen called the meeting to order at 9:00 AM.

Mr. Dupree moved to approve the January 4, 2010 minutes as presented. Mr. Wetzel seconded the motion and it passed with all in favor.

Vouchers were approved and warrants were signed for the following:

County General	\$141,828.97
Road & Bridge	\$2,850.87
Noxious Weed	\$312.27
Employee Benefits	\$45,653.69
County Health	\$8,168.62
Economic Development	\$1,603.89
Equipment Reserve	\$27,287.00
911 Telephone Tax	\$1,846.00
Total Voucher & Warrants:	\$229,551.31

The Board received and approved the resignation of Ronald Engler as a member and treasurer of the Bethel Cemetery Board effective January 31, 2010, as he has moved and no longer resides in the Bethel Cemetery District. The commissioners will start the process of trying to find another individual to serve on the Bethel Cemetery Board.

Sheriff Bryant Kurth joined the meeting.

For the sheriff's department, Mr. Wetzel made a motion to purchase a used 2009 Chevrolet Silverado Pickup from Atchison Automotive Group, Atchison, KS, in the amount of \$27,287.00. Mr. Dupree seconded the motion and it passed with all in favor.

Sheriff Kurth advised that he did not trade in the 2005 Ford Pickup as the road department is interested in purchasing this vehicle from the sheriff's department in the amount of \$9,500.00 and transferring it to the road department.

Sheriff Kurth left the meeting.

Richard Neilson, County Works Director, and Karen Gilkey, Road and Weed Department Secretary, joined the meeting.

Mr. Neilson advised that he is interested in purchasing the 2005 Ford Pickup from the sheriff's department in the amount of \$9,500.00. A brief discussion followed and Mr. Wetzel made a motion to allow the road department to purchase the 2005 Ford Pickup in the amount of \$9,500.00 to be paid out of the special machinery fund. Mr. Dupree seconded the motion and it passed with all in favor.

Mr. Neilson advised that he plans to replace the road department's 1988 Chevrolet Blazer with the 2005 Ford Pickup. A discussion followed and Mr. Wetzel made a motion to advertise the 1988 Chevrolet Blazer in the newspaper to be sold by sealed bids with a set minimum bid. Mr. Dupree seconded the motion and it passed with all in favor.

Mr. Neilson reported that the engineer from Kirkham Michael and Associates will be here this week to do the bridge inspections.

As per the Board's request, Mr. Neilson reported that he should be receiving a proposal for a portable CAT generator by the end of this week.

In regards to the accounts receivable for the noxious weed department, Ms. Gilkey reported that most of the accounts have been paid in full.

Mark Frame, County Attorney, joined the meeting.

A discussion followed regarding the collection of the rest of the accounts receivable and Mr. Frame agreed to send a letter.

Mr. Frame left the meeting.

At 10:10 AM, Mr. Wetzel requested a 15 minute executive session to discuss non-elected personnel. Mr. Dupree seconded the motion and it passed with all in favor.

The Board resumed at 10:25 AM with no action being taken.

At 10:25 AM, Mr. Wetzel requested an additional 15 minute executive session to discuss non-elected personnel. Mr. Dupree seconded the motion and it passed with all in favor.

The Board resumed at 10:40 AM with no action being taken.

Ms. Gilkey and Mr. Neilson left the meeting.

At 10:45 AM, the Board took a break.

The Board reconvened at 10:55 AM.

Mr. Dupree nominated Mica Schnoebelen to be Chairman of the Board. Mr. Wetzel seconded the nomination and it passed with two votes in favor. Mr. Schnoebelen abstained.

Mr. Schnoebelen nominated Kenneth Dupree to be Vice Chairman of the Board. Mr. Wetzel seconded the nomination and it passed with two votes in favor. Mr. Dupree abstained.

Mr. Wetzel made a motion to approve and adopt the following policies. Mr. Dupree seconded the motion and it passed with all in favor.

COMMISSIONER MEETINGS: Any individual hearing or public hearing before the Board of Commissioners shall be heard, evidence accepted and the Board shall reserve the right to delay a decision until reviewed, discussed and a later time set for a decision.

The Board shall meet on the designated days according to the adopted annual schedule to conduct the business of the County as presented by the agenda. Agenda items may be added as approved by the Board.

Payroll vouchers and warrants shall be approved and paid biweekly by the Board. Accounts payable vouchers

and warrants will be approved and paid at a meeting on or before the 10th of each month.

All special meetings shall be subject to the call of the majority of the Board.

All commissioners shall act as co-chairman in the signing of county warrants, abatements and refunds.

PURCHASING: Each Department Head shall submit a written invoice for purchase of supplies, with prices for the same, to the County Clerk, acting as purchasing agent for all purchases, with the exception of District Court expenses per K.S.A. 20-349. The County Clerk will approve the purchases as determined by the budgetary and cash basis laws and as authorized by the Board of Commissioners. Claims will not be paid without an invoice presented.

All purchases of new capital equipment exceeding \$1,000 dollars in value will go through the sealed bid process. Bids shall be submitted to the County Clerk's office and presented to the Board of County Commissioners for approval before the purchases are made.

SHERIFF'S OFFICE: If possible, the Sheriff shall notify the Board of Commissioners prior to any out of state travel.

All property lost or broken, due to gross neglect, shall be assessed to the officer assigned. All Sheriff's Department vehicles shall be locked at all times.

Every officer shall furnish the Sheriff a list of any personal property used on duty, their blood type and allergies they may have.

The Sheriff, Undersheriff, Deputy Sheriffs and Dispatchers will be allowed \$20.00 per month for the cleaning and repair of issued uniforms. Deputy and Matron hire is designated at \$6.00 per hour not to exceed \$60.00 per day. In the event that an on staff deputy or dispatcher is utilized, they will be paid at their regular hourly rate.

The Board will allow a maximum of \$4.00 per meal for prisoners. Edwards County shall charge \$40.00 per day for immigration, military and all other out-of-county prisoners. Local city charges shall be \$25.00 per day.

COURTHOUSE SECURITY: Any authorized personnel entering the Courthouse after regular business hours are required to notify the dispatcher on duty upon entering and exiting the building and shall be responsible for securing the facility.

ROAD PETITIONS: For the opening and/or closing of a road and viewing thereof, the petitioner shall pay a \$100.00 fee to the County Clerk upon filing the petition.

SNOW REMOVAL POLICY: When the National Weather Service predicts accumulations of snow, preparations for removal will be made at the county road department. Equipment will be checked for readiness. If storm conditions exist, personnel may be released to go home and given instructions on when to report back to duty by the County Works Director.

No snow removal will commence until after the snowfall has ended and operations may safely commence. Crews will begin work immediately and work until all county roads are opened with the first priority being given to the Edwards County Sheriff and Undersheriff, the Edwards County Hospital and the Edwards County Courthouse.

Emergencies involving life threatening situations will be given immediate priority regardless of work or weather conditions. Request for emergency assistance shall be cleared through the County Works Director. This includes but is not limited to, the emergency entrance to the Edwards County Hospital.

Schools and emergency agencies will be kept informed and updated on the progress and the road conditions.

Assistance in removing snow on roads not considered county jurisdiction will be given after all county roads have been cleared at a cost to reimburse labor, equipment and fuel. Authority for this assistance must be cleared through the County Works Director.

The general public will be asked to assist in curtailing unnecessary travel so that snow removal may be expedited and accidents can be prevented.

CLOSURE OF COUNTY OFFICES DUE TO SEVERE WEATHER: The County Works Director or Assistant Road Supervisor will update the County Clerk on adverse weather conditions and the County Clerk, in turn, will contact the Board Chairman &/or other Board Members for the directive to close county offices.

COUNTY EQUIPMENT: The use of county owned equipment may be requested only by tax supported organizations, except in an emergency.

All county vehicles shall display appropriate markings and identification. Seat belts are required to be worn in county vehicles while in use.

COUNTY HEALTH OFFICER: Dr. Robert Wray, D.O. is appointed to serve as the Edwards County Health Officer. He will receive a retainer fee of \$100.00 per month and standard charges will be paid for medical services rendered. The Health Officer's duties shall consist of the following: (1) To advise the County Health Department. (2) To provide medical assistance upon request of the Sheriff (3) To be at the disposal of the County Commissioners for consultation. In the absence of the appointed County Health Officer, the on call physician at the hospital will be the temporary County Health Officer.

EMERGENCY PREPAREDNESS: The Board of County Commissioners agree, in principal, to cooperate with the State Division of Emergency Preparedness. In event of an emergency due to storm, flood, fire or other disaster, the County Works Director is specifically authorized to immediately move out with the necessary personnel, machinery, and equipment in cooperation with the Emergency Preparedness Director and Sheriff's Department in order to provide a prompt and coordinated response to an emergency.

HOLIDAYS: The Board of County Commissioners approve the following days as holidays for 2010:

New Year's Day	Friday, January 1, 2010
President's Day	Monday, February 15, 2010
Memorial Day	Monday, May 31, 2010
Independence Day	Monday, July 5, 2010
Labor Day	Monday, September 6, 2010
Columbus Day	Monday, October 11, 2010
Veterans Day	Thursday, November 11, 2010
Thanksgiving Day	Thursday, November 25, 2010
	Friday, November 26, 2010
Christmas Day	Friday, December 24, 2010

REVISIONS: The above policies and procedures may be revised or amended at any time throughout the year as determined by the Board of County Commissioners.

Mr. Wetzel made a motion to pay the 2010 membership dues to the Kansas Association of Counties (KAC) in the amount of \$1,168.34. Mr. Dupree seconded the motion and it passed with all in favor.

Stephanie Brake, Deputy County Clerk, joined the meeting.

The Board reviewed proposed amendments and clarifications including the addition of a nepotism provision

to the current county employee manual. The Board decided to review and approve the discussed changes at the next meeting on Monday, January 18, 2010.

Ms. Brake left the meeting.

A discussion followed about a proposal to change the township borders throughout the county.

There being no further business to come before the Board, the meeting adjourned at 12:00 PM.

Approved As
Presented
1-18-10