

Board of Crawford County Commissioners

Commissioners' Journal

2015, FIFTY-SIXTH MEETING

CRAWFORD COUNTY COURTHOUSE, COMMISSIONERS' BOARD ROOM
Girard, KS Tuesday, August 4, 2015, 10:00 AM

The Crawford County Board of Commissioners met pursuant to Kansas Statutes
Annotated Chapter 19, Article 2, Section 18 in due and regular session with open doors.
Commissioner Carl Wood served as the presiding officer.
Commissioner Tom Moody was in attendance.
County Clerk Don Pyle and County Counselor Jim Emerson were seated with the Board.
Chairman Wood led the pledge of allegiance.

UNDER THE HEADING BUSINESS FROM A PREVIOUS MEETING
CONSENT AGENDA

On motion (15-217) of Commissioner Moody and the second of Commissioner Wood
that the consent agenda be approved including:

- 1. Approval of the July 31, 2015 minutes of the Board of Commissioners.

Yeas: Commissioners Moody and Wood

Nays:

Present but not voting:

Absent or not voting: Commissioner Murphy

The motion prevailed and the consent agenda was approved.

SIGNING OF MOTIONS

The County Clerk presented the following motions for Commissioners' signatures:

Table with 3 columns: Motion 15, 216, That the consent agenda be approved including: Approval of the July 28, 2015 minutes

- UNDER THE HEADING NEW BUSINESS
CRAWFORD COUNTY BOARD OF HEALTH
PUBLIC HEARINGS AND OPENING OF ANNOUNCED BIDS
MESSAGES FROM THE PUBLIC
MESSAGES FROM OTHER GOVERNMENTAL ENTITIES
MESSAGES FROM ELECTED OFFICIALS
MESSAGES FROM APPOINTED OFFICIALS
PROCLAMATIONS AND ORDERS OF THE BOARD
NEW BUSINESS

Board of Crawford County Commissioners

Item One: Mr. Jim Emerson, County Counselor, presenting Resolution #2015-023, a Resolution Changing the Speed Limit on 190th Street Between 500th Avenue (US 400 Highway) and 520th Avenue Crawford County, Kansas to a maximum speed limit of 45 miles per hour. Commissioner Wood mentioned that this is a change that he has asked for and that the residents on that road requested it.

BOARD OF COUNTY COMMISSIONERS
CRAWFORD COUNTY, KANSAS
GIRARD, KANSAS

RESOLUTION NO. 2015-023

A RESOLUTION CHANGING THE SPEED LIMIT ON 190TH STREET BETWEEN 500TH AVENUE (US 400 HIGHWAY) AND 520TH AVENUE CRAWFORD COUNTY, KANSAS.

WHEREAS, the Board of County Commissioners is authorized under K.S.A. §8-1560(h) to determine the proper maximum speed for county roads and shall declare a reasonable and safe maximum limit thereon; and

WHEREAS, the Board of County Commissioners, upon reviewing the recommendation of the Sheriff's Department, finds it is necessary to lower the maximum speed limit on 190th Street between 500th Avenue and 520th Avenue.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Crawford County, Kansas:

Section 1: That the maximum speed limit on 190th Street located between 500th Avenue and 520th Avenue is hereby set at 45 miles per hour.

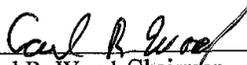
Section 2: The Crawford County Road and Bridge Department is hereby authorized to post speed limit signs according to the maximum speed established in Section 1 of this Resolution.

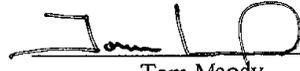
Section 3: It shall be unlawful for any person to operate a motor vehicle on such road in excess of such maximum speed limit.

Section 4: This Resolution shall be effective from and after the date of its adoption and approval.

ADOPTED, APPROVED AND GIVEN by the Board of County Commissioners of Crawford County, Kansas under our hands at the Courthouse in Girard, Crawford County, Kansas this 4th day of August, 2015.

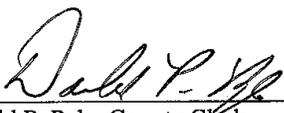
Board of Crawford County Commissioners


Carl R. Wood, Chairman


Tom Moody

Jeff Murphy

ATTEST:


Donald P. Pyle, County Clerk

On motion (15-218) of Commissioner Wood and the second of Commissioner Moody to adopt Resolution #2015-023, a Resolution Changing the Speed Limit on 190th Street Between 500th Avenue (US 400 Highway) and 520th Avenue Crawford County, Kansas, to a maximum speed limit of 45 miles per hour.

Yeas: Commissioners Moody and Wood

Nays:

Present but not voting:

Absent or not voting: Commissioner Murphy

The motion prevailed.

Item Two: Mr. Jim Emerson, County Counselor, regarding a request from Community Corrections to authorize a Supervision Transfer Fee that can be charged to other judicial districts when clients are transferred to the 11th Judicial District from other judicial districts. Mr. Emerson stated that Ms. Tracy Harris, Community Corrections Administrator, told him that several other judicial districts have these transfer fees in place. Mr. Emerson stated that he modeled the resolution from other districts that have already implemented this fee.

Board of Crawford County Commissioners

BOARD OF COUNTY COMMISSIONERS
CRAWFORD COUNTY COURTHOUSE
GIRARD, KANSAS

RESOLUTION NO. 2015-024

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CRAWFORD COUNTY, KANSAS, IMPLEMENTING COURTESY SUPERVISION TRANSFER FEES FOR THE 11TH JUDICIAL DISTRICT COMMUNITY CORRECTIONS PROGRAM, PURSUANT TO K.S.A. 19-101A.

WHEREAS, the Crawford County Board of Commissioners is statutorily responsible for implementing and operating under a comprehensive plan for correctional services provided within the community pursuant to K.S.A. 75-5292, 75-52,102, and 75-52,110; and

WHEREAS, it is the goal of 11th Judicial District Community Corrections to provide appropriate and necessary community-based supervision services to offenders who remain in the community; and

WHEREAS, adult programs are an integral component of the 11th Judicial District Community Corrections comprehensive plan for correctional services; and

WHEREAS, since the cost of correctional services is borne by the community at large, it is important for purposes of offender accountability that individuals receiving these services bear at least a portion of the cost of these services.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Crawford County, Kansas, that there is hereby established a courtesy supervision transfer fee to be assessed against participants in the 11th Judicial District Community Corrections Adult Program as follows:

SUPERVISION FEE

Section 1. A one-time, courtesy supervision transfer fee will be assessed against participants who were sentenced outside of the 11th Judicial District, but who wish to transfer within the 11th Judicial District Community Corrections Adult Supervision Program. Such fee shall be in the amount of One Hundred Dollars (\$100.00).

Section 2. A program participant's agreement to pay the supervision fee shall be part of the acceptance criteria for supervision.

Section 3. The written policy developed by the 11th Judicial District Community Corrections for the implementation of a procedure for collecting this supervision fee is

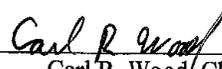
Board of Crawford County Commissioners

hereby approved. Such policy includes a method for the 11th Judicial District Community Corrections to waive or reduce the supervision fee in appropriate circumstances.

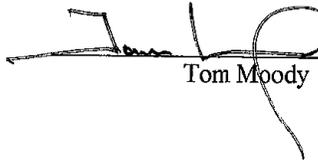
Section 4. All supervision fees collected pursuant to this Resolution shall be utilized to defray the costs of the 11th Judicial District Community Corrections.

Section 5. This resolution shall become effective upon its adoption and approval by the Board of County Commissioners.

ADOPTED, APPROVED AND GIVEN by the Board of County Commissioners under our hands at the Courthouse in Girard, Crawford County, Kansas this 4th day of August, 2015.



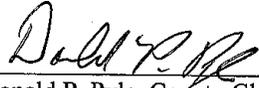
Carl R. Wood, Chairman



Tom Moody

Jeff Murphy

ATTEST:



Donald P. Pyle, County Clerk

Board of Crawford County Commissioners

11th JUDICIAL DISTRICT COMMUNITY CORRECTIONS Policy and Procedure Manual

POLICY # B-102	SUBJECT:
REFERENCES: 1B-ADM-200 1B-ADM-201 1B-ADM-203 1B-ADM-203 1B-ADM-204 1B-ADM-205	CLIENT FEES & FISCAL CONTROL
DIRECTOR'S SIGNATURE:	EFFECTIVE DATE
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POLICY:

It is the policy of the 11th Judicial District Community Corrections to establish sound fiscal management practices and policies. We will enforce client accountability through assessment of program fees for expenses accrued as a result of supervision and monitoring of the client while in the community. Actual fees are contingent upon the client fee structure as identified in this agency's annual Comprehensive Plan.

PROCEDURE:

A. FEES

1. UA FEES

- a) All clients shall be responsible for the total cost of drug testing performed each month.
- b) The number of drug tests taken is left to the discretion of the ISO and shall be conducted when in their professional opinion it is in the best interest of the client, the agency and public safety to do so.
- c) The total amount owed by each client is due by the last working day of each month.
- d) Clients determined to be indigent by the ISO may have their UA fees waived.

2. ELECTRONIC MONITORING

- a) The 11th Judicial District Community Corrections will provide Electronic Monitoring funds through a KDOC grant funds, as available.
- b) All clients who are ordered by the Court to participate in electronic monitoring, shall be responsible for all or part of the total cost of the electronic monitoring.
- c) Payment for electronic monitoring shall be arranged directly between the client and the service provider or in the case of any condition violator grants, with this program.

3. COURTESY TRANSFER FEE

- a) Any client who is sentenced outside of the 11th Judicial District, who wishes to relocate

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POLICY # B-102

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to our jurisdiction shall be attributed a one-time courtesy supervision transfer fee of \$100.

- b) The courtesy supervision transfer fee shall be paid in full within 30 days of transferring to this jurisdiction.
- c) Failure to pay the transfer fee shall result in intermediate sanctions being applied and could result in return of supervision if other violations occur.
- d) Should extenuating circumstances occur, a written request may be presented to the Director for an extension of the deadline for payment, a reduction, or waiver of said fees.
- e) Clients who have multiple cases, one of which has already been sentenced within the 11th Judicial District, will not be assessed the transfer fee.

4. SB 123 TREATMENT RE-IMBURSEMENT

- a) The ISO shall collect from assigned SB 123 clients a \$300.00 treatment re-imbursment fee to be forwarded to the Kansas Sentencing Commission.
- b) This payment shall be in the form of a money order or cashier's check made out to the Kansas Sentencing Commission
- c) Clients who have been assessed needing only Alcohol and Drug Education services, shall be excluded from this payment, but should be responsible for the fee associated with the education curriculum.
- d) Clients who receive Medicaid or a state issued medical card are exempt from this fee.
- e) The ISO may gain supervisory approval to waive or adjust fees, when client is considered indigent and has demonstrated their inability to make payment.
- f) In the event a client is determined capable of making payment, but refuses to do so, the ISO shall impose sanctions on the client similar to what the agency would use if the client was not making required court payments.
- g) The ISO and/or designee shall forward collected re-imbursments to the Kansas Sentencing Commission on a monthly basis.

B. FEE COLLECTION

- 1. The ISO shall collect all program fees from each client.
- 2. The ISO shall provide the client with a numbered, duplicate receipt, as provided by this agency, for all funds collected.
- 3. The ISO shall keep complete and accurate records of all collected funds. All payments made by a client must be logged in the client's case file.
- 4. Cash payments shall not be accepted. Payments must be submitted in the form of a money order or cashier's check.
- 5. The ISO shall maintain a log for all "REIMBURSEMENTS/PROGRAM FEES" which is submitted, along with the funds and numbered receipts, to the Administrative Assistant/Secretary by the 15th of each month. Every receipt for that period of collection shall be submitted, whether it was written for program fees, or court ordered costs. Missing receipts will be fully investigated by the Director. The ISO shall notify the Secretary in writing by the 15th, if they do not have fees to turn in. Fees should not be carried over to the following month for submission.

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6. All ISO's shall place the collected funds into a secured pouch and place the pouch into a locked file cabinet or desk drawer.
7. The Secretary shall count all funds received and verify receipts in comparison to the reimbursements log. The Secretary retains all funds in a locked storage box until such time it is transferred to the Director for approval and then deposited with the County Treasurer on or around the 20th of each month. The County Treasurer will then deposit funds that have been reconciled into the 11th Judicial District Community Corrections account and provide appropriate receipts.
8. Once reconciled, all collected client fees/reimbursements shall be reported to KDOC via the prescribed electronic format. All funds collected from clients shall be utilized to reimburse program funds.
9. No client shall be assessed fees for like services by more than one (1) program component at a time.
10. The timely collection of restitution shall always take precedence over collection of client fees.
11. Documentation of client fee payment shall be maintained in the client's case file on the "Drug Screen/Restitution Log" until the file is destroyed, five (5) years after discharge from the program. The agency shall retain the Reimbursements/Program fees log and the client receipts for a period of seven (7) years, after which the documentation may be destroyed.
12. This policy, procedures, and practice shall be reviewed annually and updated as needed by the Director.

C. BUDGET

1. All budget funds awarded annually by the KDOC are administered by the County Fiscal Clerks office.
2. The Administrative Director, Director, ISO II and Secretary are the only authorized purchasing agents for the 11th Judicial District Community Corrections.
3. All payroll and bills for services, supplies, equipment, etc., shall be processed through the Administrative Office in Pittsburg. Bill payments shall be processed by the issuance of an electronic payment voucher. Vouchers and Payroll documents shall be submitted to the County Fiscal Clerk by the 20th of each month. Vouchers, generated by the agency secretary, shall not be submitted to the County without signatory approval from the Director or Administrative Director.
4. Supporting documentation, including invoices, shall be attached to each voucher, which includes, the funding source, general ledger account breakdown, and the KDOC workbook breakdown. All documentation shall reconcile with the amount reflected on the payment voucher.
5. All fiscal transactions and deposits shall be recorded monthly on the KDOC prescribed spreadsheet, after verification of payment/deposit by the County Fiscal Clerk and will be reconciled with the County general ledger, including the agency cash balance. Additionally, this agency will reconcile the monthly purchasing card statement with supporting documentation and the county general ledger

Board of Crawford County Commissioners

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6. Budget funds may be utilized for association dues for the agency; however individual employee association dues cannot be permitted. (See K.A.R. 44-11-127(i)).
7. All agency budget records shall be stored in the agency's administrative office and shall be retained for a period of seven (7) years after which time they may be destroyed.

D. CLIENT ACCOUNTS

1. This agency shall not provide client accounts.

E. PETTY CASH AND BONDING OF STAFF

1. This agency does not accept cash payments and does not maintain petty cash or cash funds of any kind and therefore does not bond staff.

F. SIGNATURE CONTROL

1. The following requires the Director's signature as authorized by the Administrative Director:

- Comprehensive Plan
- Budget Documents
- Policy and Procedure
- Year-end Outcomes
- Fiscal quarterly reports
- Unexpended Funds applications
- Monthly Payment Vouchers
- Supplementary Grant applications

2. The following requires Advisory Board Signature:

- Comprehensive Plan
- Budget Documents
- Year-end Outcomes
- Unexpended Funds application

3. The following requires County Commission Signature:

- Comprehensive Plan
- Budget Documents
- Year-end Outcomes
- Unexpended Funds
- Fiscal Quarterly reports
- Policy and Procedure

4. The Administrative Director and the Director are authorized to sign and administer all documents. The host county does recognize both as having signatory authority.

On motion (15-219) of Commissioner Moody and the second of Commissioner Wood to adopt Resolution #2015-024, a Resolution Implementing Courtesy Supervision Transfer Fees for the 11th Judicial District Community Corrections Program, Pursuant to K.S.A. 19-101A.

Yeas: Commissioners Moody and Wood

Nays:

Present but not voting:

Absent or not voting: Commissioner Murphy

The motion prevailed.

Board of Crawford County Commissioners

Item Three: Commissioner Wood asked if there was another traffic study that had been performed recently that had indicated that another change in the speed limit would need to be done by resolution. Mr. Emerson stated that he would review his records to see if there was another traffic study that needs to be addressed.

Item Four: Commissioner Moody regarding the schedule for publication of the budget and the public hearing for its approval. Mr. Pyle stated that the Notice of the Public Hearing on the 2016 budget would need to be printed by August 14, 2015, so that the public hearing could be scheduled for August 25, 2015. Mr. Pyle stated that state law requires that there be a 10 day period between the publication of the Notice of Public Hearing being printed in the newspaper and the date of the hearing. It was discussed that it would be good to complete changes to the budget by August 11 and then send the notice to the newspaper for publication. The commissioners felt that they would like to discuss the diversion fees with the county attorney before finalizing the budget. Commissioner Wood had some questions about the creation of a Rainy Day or Operating and Equipment Reserve Fund. Mr. Emerson stated that funding for this reserve fund could be included in the budget and the fund could be created at a later date by resolution.

UNDER THE HEADING OLD BUSINESS

Item One: County Clerk Don Pyle regarding the meeting to be held at Memorial Auditorium in Pittsburg to find interested parties that will run the Crawford County Museum. There was a discussion of the setup for this meeting and some of the items that need to be on hand for the participants.

Item Two: Commissioner Wood regarding work in the Road & Bridge Department that will be performed in the next couple of weeks. Mr. Wood stated that there would be a list of projects so that the public will be aware of road work in the county. Mr. Woods also stated that the camera installed by the bridge that has been closed is functioning and will be used to identify individuals that cross this bridge illegally.

Item Three: The commissioners decided to take a short recess and then reconvene to discuss the county budget for 2016.

EXECUTIVE SESSION

UNDER THE HEADING FUTURE BUSINESS AND ANNOUNCEMENTS

FUTURE BUSINESS:

Item One: August 7, 2015 – Eldon Bedene, Emergency Management Director and Dave Goble addressing storm shelters at Farlington Lake.

ANNOUNCEMENTS:

Item One: August 4, 2015 – 6:30 PM Public meeting for all residents interested in the reopening of the Crawford County Museum in the basement of Memorial Auditorium at 503 N. Pine in Pittsburg.

Board of Crawford County Commissioners

UNDER THE HEADING MOTION TO ADJOURN MOTION TO ADJOURN

Item One: Adjournment

On the motion of Commissioner Wood and the second of Commissioner Moody to adjourn the [August 4, 2015](#) meeting of the Board of Crawford County Commissioners at 11:32 AM and to reconvene at the next regularly scheduled time with open doors.

Yeas: Commissioners Moody and Wood

Nays:

Present but not voting:

Absent or not voting: Commissioner Murphy

The motion prevailed.

In Testimony whereof, I have hereunto set my hand and caused to be affixed my official seal and submitted these minutes for the approval of the Board of Crawford County Commissioners:

Don Pyle
County Clerk

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This submission completed at the Crawford County Courthouse in Girard.

Taken by DPP 08/04/2015 at 11:32 AM, Amended by DPP 08/04/2015 at 5:00 PM/amended BKW 08/06/2015 3:09 PM