

# Board of Crawford County Commissioners

## Commissioners' Journal

2015, [FIRST MEETING](#)

CRAWFORD COUNTY COURTHOUSE, COMMISSIONERS' BOARD ROOM  
Girard, KS [Tuesday, January 6, 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 Bob Kmiec served as the presiding officer. Commissioners Tom Moody and Carl Wood were in attendance. County Clerk Don Pyle and County Counselor Jim Emerson were seated with the Board. Chairman Kmiec led the pledge of allegiance.

### **UNDER THE HEADING BUSINESS FROM A PREVIOUS MEETING CONSENT AGENDA**

**On motion (15-001)** of Commissioner Moody and the second of Commissioner Wood that the consent agenda be approved including:

1. Approval of the [December 30, 2014](#) minutes of the Board of Commissioners.

Yeas: Commissioners Moody, Kmiec and Wood

Nays:

Present but not voting:

Absent or not voting:

**The motion prevailed and the consent agenda was approved.**

### **SIGNING OF MOTIONS**

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

Motion 14	325	That the consent agenda be approved including: Approval of the December 23, 2014
Motion 14	326	To make it known that the board hereby issues a license to "sell at retail", cereal malt beverages from the place of business as shown in the application 2015 Cereal Malt Beverage Licenses APPLICANT: Kim Brewer "Countryside Golf Course" PREMISES: 469 E 520 <sup>th</sup> Ave, Pittsburg, KS (For consumption on the premises) APPLICANT: Mary Ellen Gebhardt "Gebhardt Chicken Dinners" PREMISES: 124 N 260 <sup>th</sup> St, Mulberry, KS (For consumption on the premises)
Motion 14	327	To adopt Resolution #2014-034, a Resolution Retransferring Funds from the Special Road and Bridge Building Machinery, Equipment and Bridge Building Fund to the County Road and Bridge Fund

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Motion 14	328	To recess this open session and go into a closed executive session for a period of not more than 20 minutes to discuss personnel matters involving Non-Elected Personnel and to include the Board of County Commissioners and County Counselor Jim Emerson
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**UNDER THE HEADING NEW BUSINESS**  
**PUBLIC HEARINGS AND OPENING OF ANNOUNCED BIDS**  
**MESSAGES FROM THE PUBLIC**  
**MESSAGES FROM ELECTED OFFICIALS**  
**MESSAGES FROM APPOINTED OFFICIALS**

**Item One:** Ms. Judith Freeman, Zoning Administrator, presenting the year end zoning report. Ms. Freeman reviewed her Annual Report with the Commissioners and discussed the different types of permits issued and the estimated value that will be added to the county valuation due to the building projects completed during 2014. There was a discussion of the information presented in the report and the location of the additional cell towers was discussed. Ms. Freeman mentioned that the number of cases that had property removed from the floodplain has decreased significantly from the number of those cases that were processed in 2009 and 2010 after FEMA had approved new floodplain maps. Ms. Freeman stated that the number of permits issued indicates that the county is growing. Commissioner Wood was concerned that some mobile homes that are not in good shape are being located in the county.

2014 ANNUAL REPORT  
 To: County Commissioners

From: Zoning Administrator

TYPE OF PERMIT	# OF PERMITS @ YEAR		AMOUNTS TOTAL EACH YEAR
New Single Family Residential	'98	38	\$ 4,467,550.
	'99	27	\$ 3,199,375
	'00	26	\$ 3,283,700
	'01	32	\$ 3,760,500
	'02	41	\$ 5,198,000
	'03	46	\$ 5,869,141
	'04	43	\$ 6,959,739
	'05	46	\$ 6,676,000
	'06	42	\$ 8,353,000
	'07	38	\$ 7,106,500
	'08	23	\$ 3,122,000
	'09	18	\$3,823,000
	'10	16	\$2,072,997
	'11	19	\$3,919,543
'12	14	\$3,330,304	
'13	26	\$5,159,000	
'14	34	\$6,668,120	
Agriculture Structures	'98	7	\$ 194,700
	'99	16	\$ 68,300
	'00	11	\$ 127,795
	'01	12	\$ 92,380
	'02	11	\$ 115,000
	'03	10	\$ 101,700
'04	23	\$ 589,150	
'05	12	\$ 481,500	

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	'06	-	12	\$	110,320
	'07	-	11	\$	191,210
	'08	-	9	\$	237,780
	'09	-	11	\$	282,399
	'10	-	11	\$	302,462
	'11	-	12	\$	215,399
	'12	-	10	\$	131,800
	'13	-	9	\$	444,139
	'14	-	13	\$	228,500
<b>Double Wide with Foundations</b>	'98	-	13	\$	734,780
	'99	-	11	\$	670,300
	'00	-	10	\$	429,189
	'01	-	25	\$	623,188
	'02	-	9	\$	239,500
	'03	-	32	\$	453,500
	'04	-	11	\$	389,150
	'05	-	8	\$	210,742
	'06	-	13	\$	390,100
	'07	-	8	\$	184,072
	'08	-	12	\$	166,108
	'09	-	9	\$	137,000
	'10	-	8	\$	223,681
	'11	-	4	\$	128,000
	'12	-	7	\$	118,200
	'13	-	6	\$	566,564
	'14	-	6	\$	216,300
<b>Additions to Residents, Garages, Remodeling</b>	'98	-	20	\$	190,000
	'99	-	19	\$	151,970
	'00	-	17	\$	145,150
	'01	-	13	\$	228,094
	'02	-	24	\$	361,221
	'03	-	23	\$	462,272
	'04	-	30	\$	388,014
	'05	-	30	\$	481,500
	'06	-	18	\$	240,200
	'07	-	24	\$	625,000
	'08	-	18	\$	359,800
	'09	-	21	\$	438,209
	'10	-	23	\$	496,262
	'11	-	24	\$	495,575
	'12	-	21	\$	646,285
	'13	-	18	\$	636,353
	'14	-	23	\$	371,050
<b>Commercial Structures</b>	'98	-	0	\$	-0-
	'99	-	7	\$	199,700
	'00	-	7	\$	149,000
	'01	-	9	\$	358,750
	'02	-	4	\$	210,000
	'03	-	12	\$	717,263
	'04	-	12	\$	633,400
	'05	-	13	\$	1,097,452
	'06	-	5	\$	534,550
	'07	-	4	\$	121,200
	'08	-	6	\$	280,186
	'09	-	3	\$	224,000
	'10	-	2	\$	100,000
	'11	-	3	\$	837,400
	'12	-	4	\$	728,958
	'13	-	3	\$	22,294,000
	'14	-	2	\$	1,000,000



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with County Counselor Jim Emerson and he felt that the facts included in her letter fell outside the reasons to allow an Appeal Hearing that is detailed in the Employee Manual. The Commissioners decided to allow April Kalm 5 minutes to speak with the Commissioners about the incidents that led to her termination. Ms. Kalm discussed the incidents that transpired in the office prior to her termination. Ms. Kalm asked that the Commissioners give her a chance to have her termination reviewed by the Commissioners. It was discussed that the policy manual only allows for a hearing in certain instances and that those do not apply in this case. It was also discussed that Ms. Kalm now has the opportunity to pursue this course further in district court if she wishes.

**On motion (15-002)** of Commissioner Wood and the second of Commissioner Kmiec to deny the Notice of Appeal and Request for Hearing submitted by April Kalm.

Yeas: Commissioners Kmiec, Moody and Wood

Nays:

Present but not voting:

Absent or not voting:

**The motion prevailed.**

**Item Two:** County Clerk Don Pyle presenting the December 2014 Clerk's Report. Mr. Pyle stated that it summarizes the total amounts spent by departments for payroll and other bills during the month of December. Mr. Pyle also gave the Commissioners a copy of the November 2014 to December 2014 Clerk's Report of Changes in Expenditures for comparison. Mr. Pyle stated that he had not had sufficient time to review all the larger changes in expenditures for different funds and that he could do some additional research and they could discuss this report again at the next commission meeting.

**Item Three:** County Counselor Jim Emerson regarding an invoice from CIC Software company for a second installment towards the purchase of this software package. Mr. Emerson stated that the county had already paid \$55,000 towards the total purchase amount of \$140,000 and that this invoice was for another payment of \$55,000 which would then leave approximately \$30,000 to pay. Mr. Emerson stated that this payment was delayed until the tax statements had been completely processed and taxes were beginning to be collected. Mr. Emerson explained that this payment had been delayed intentionally to make sure that the program was working properly before this payment was processed. The Commissioners felt that it would be appropriate to make the second installment payment of \$55,000 at this time.

### UNDER THE HEADING OLD BUSINESS

**Item One:** County Clerk Don Pyle regarding the County Pay Matrix that has been used for several years to set pay levels for county employees. Mr. Pyle stated that the old matrix was set up in steps of 3% which did not allow much flexibility when setting employee pay levels. Mr. Pyle also stated that it was noticed that the old matrix steps had just less than 3% between each of the pay levels. Mr. Pyle stated that he had developed a completely new pay matrix that started at the same beginning pay level but that it then increased in 1% steps to give more flexibility in setting employee pay levels. Mr. Pyle also stated that each step was based on a 1% increase in the hourly rate and that in each pay level the hourly amount can be multiplied by the number of hours worked each week

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and by 52 weeks to calculate the annual pay amount and then the annual amount is divided by 12 to calculate a monthly amount. Mr. Pyle gave all the Commissioners copies of the new pay matrix and asked that they review it and let him know if they see any changes that should be made.

**Item Two:** County Counselor Jim Emerson regarding a payoff to KDOT for the purchase of radios that were purchased through KDOT by the 911 Fund. Mr. Emerson stated that the payoff of these radios financed by KDOT was made through the use of 911 Funds and this was done after 911 guidelines were changed to not include purchases of radios. This was brought to the attention of the 911 Committee and these funds need to be replaced in the 911 Fund and the funds will probably have to come from the General Fund. It was discussed that the radio that remains in the Dispatch Center can be paid using 911 Funds in the amount of \$1,022.31. This leaves \$11,961.94 that was originally paid out of the 911 Fund that will need to be replaced. Mr. Emerson stated that this did not need to be decided today but that it needs to be settled soon.

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**Don Pyle**

**Subject:** FW: Crawford Co Equipment Lease EL060034

I discussed how the early payoff of this lease purchase would affect reprogramming and repair work.

Currently KDOT technicians will perform minor reprogramming on these radios and are available to answer some questions about technical issues with the radios. Any issues that require the radio to be opened up would require that the radio be sent to the manufacturer for repairs and the warranty period during which those repairs are free has expired. Manufacturer would charge us for repairs.

If we payoff lease early we could still call KDOT technicians for questions about some minor issues with the radios. Minor reprogramming could be done by KDOT technicians at a cost of \$50 per radio. Any issues that require the radio to be opened up would require that the radio be sent to the manufacturer for repairs and the manufacturer would charge us for repairs needed.

**From:** Vicki Shanley [mailto:vickish@ksdot.org]  
**Sent:** Wednesday, September 04, 2013 11:26 AM  
**To:** countyclerk@ckt.net  
**Cc:** Edwin Geer  
**Subject:** Crawford Co Equipment Lease EL060034

*OK to pay per commissioners  
9/10/13 commission meeting*

Don,

I have figured the payoff amount for the equipment lease EL060034 between Kansas Department of Transportation and Crawford County. The lease term is currently set to be paid off March 1, 2018. If the remaining payments are made as scheduled, the balance due including interest is \$14,140.12.

If Crawford County pays the lease off by October 1, 2013, the payoff amount will be \$12,984.25.

Here is the breakdown of the payoff amount:

Portable Radio - \$1,001.33 (principal balance)  
+ \$ 20.98 (interest balance = 6 months)  
\$1,022.31

Mobile Radios - \$11,716.48 (principal balance)  
+ \$ 245.46 (interest balance = 6 months)  
\$11,961.94

Total due - \$12,984.25

Total Remaining Pmts \$14,140.12

Possible Savings \$ 1,155.87

Please let me know if you have any questions. Thank you.

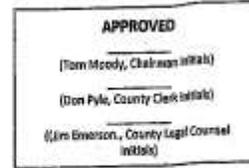
Vicki Shanley  
Kansas Department of Transportation  
Bureau of Maintenance  
Assistant to the Communication System Administrator  
785-296-3662  
vickish@ksdot.org

*Pay from  
Consolidated 911 Fund  
Cons 911 - Lease Expense  
198-500-2230*

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*Attachment 1  
Amended Exhibit A*

to  
Lease Agreement  
Between  
The Kansas Department of Transportation  
Acting on behalf of  
The State of Kansas  
and  
Crawford County, Kansas



**CRF PROJECT NO. EL 060034**

Portable Radio	Dash Mount Radio	Remote Mount Radio	Fixed Radio Equipment	Model Type	Model #	Qty	Inventory #	Serial #
	X			XTL2500	M21URM9PW1AN	8	192-3064	514CHH0000
							192-3065	514CHH0001
							192-3066	514CHH0002
							192-3067	514CHH0003
							192-3068	514CHH0004
							192-3069	514CHH0005
							192-3070	514CHH0006
							192-3071	514CHH0007
	X			XTS2500	H46UCH9PW7BN	1	192-6025	205CHH1498

**Item Three:** Commissioner Carl Wood regarding the Crawford County Policy Handbook. County Counselor Jim Emerson stated that he would work with employees in the Fiscal Office to review the handbook and to recommend changes.

## EXECUTIVE SESSION

**Item One:** Commissioner Moody requesting an Executive Session to discuss personnel issues that involve non-elected personnel.

**On motion (15-003)** of Commissioner Moody and the second of Commissioner Kmiec to recess this open session and go into a closed executive session for a period of not more than 20 minutes to discuss personnel matters involving Non-Elected Personnel and to include the Board of County Commissioners and County Counselor Jim Emerson.

Yeas: Commissioners Kmiec, Moody and Wood

Nays:

Present but not voting:

Absent or not voting:

**The motion prevailed.**

The Commissioners went into Executive Session at 10:47 **AM** and reconvened the Open Session at 11:07 **AM** with no action taken except to go back into open session.

**Item Two:** Commissioner Moody requesting an Executive Session to discuss personnel issues that involve non-elected personnel.

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**On motion (15-004)** of Commissioner Moody and the second of Commissioner Kmiec to recess this open session and go into a closed executive session for a period of not more than 30 minutes to discuss personnel matters involving Non-Elected Personnel and to include the Board of County Commissioners and County Counselor Jim Emerson.

Yeas: Commissioners Kmiec, Moody and Wood

Nays:

Present but not voting:

Absent or not voting:

**The motion prevailed.**

The Commissioners went into Executive Session at 11:07 [AM](#) and reconvened the Open Session at 11:37 [AM](#) with no action taken except to go back into open session.

### UNDER THE HEADING FUTURE BUSINESS AND ANNOUNCEMENTS

#### FUTURE BUSINESS:

**Item One: January 9, 2015** – Mr. Ray Ryan, Mr. Mike Ryan and Ms. Pam Mendicki with the Ryan Insurance Agency presenting Insurance Renewal Package for 2015.

**Item Two: January 9, 2015** – Ms. Judy Freeman reappointing Planning and Zoning Board Members.

**Item Three: January 12, 2015, 9:45 AM** – Swearing in Ceremony for the Newly Elected County Officials with the Crawford County Board of Commissioners Reorganization Meeting to follow immediately.

#### ANNOUNCEMENTS:

**Item One: January 13, 2015** – The regular meeting of the Board of County Commissioners is cancelled.

**Item Two: January 13, 2015, 1:00 PM** – The Crawford County Tax Sale will be held in the District Court Courtroom on the Third Floor of the Courthouse in Girard.

### UNDER THE HEADING MOTION TO ADJOURN MOTION TO ADJOURN

**Item One:** Adjournment

**On the motion** of Commissioner Moody and the second of Commissioner Wood to adjourn the [January 6, 2015](#) meeting of the Board of Crawford County Commissioners at [11:38 AM](#) and to reconvene at the next regularly scheduled time with open doors.

Yeas: Commissioners Moody, Kmiec and Wood

Nays:

Present but not voting:

Absent or not voting:

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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:

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**Don Pyle**  
County Clerk

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**This submission completed at the Crawford County Courthouse in Girard.**  
Taken by DPP 1/06/15 at 11:38 AM, Amended by DPP 1/08/15 at 12:28 PM/amended BKW 01/08/2015 1:56 PM