

Board of Crawford County Commissioners

Commissioners' Journal

2016, [SEVENTY-THIRD](#) MEETING

CRAWFORD COUNTY COURTHOUSE, COMMISSIONERS' BOARD ROOM
Girard, KS [Tuesday, October 4, 2016, 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 Tom Moody served as the presiding officer. Commissioners Carl Wood and Jeff Murphy were in attendance. County Clerk Don Pyle and County Counselor Jim Emerson were seated with the Board. Chairman Moody led the pledge of allegiance.

UNDER THE HEADING BUSINESS FROM A PREVIOUS MEETING CONSENT AGENDA

On motion (16-352) of Commissioner Wood and the second of Commissioner Murphy that the consent agenda be approved including:

1. Approval of the [September 30, 2016](#) minutes of the Board of County Commissioners.

Yeas: Commissioners Moody, Murphy 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 16	352	That the consent agenda be approved including: Approval of the September 27, 2016 minutes
Motion 16	353	To approve the publication of the Notice of Intent to Vacate a platted road in Mullen's Subdivision, Crawford County, Kansas with a Public Hearing to be held on October 25, 2016 at 10:00 AM
Motion 16	354	To purchase a 2011 Ford F150 from Evans Motors for \$12,500 for District 1 Road Crew
Motion 16	355	To recess this open session and go into a closed executive session for a period of not more than 5 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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Motion 16	356	To recess this open session and go into a closed executive session for a period of not more than 15 minutes to discuss personnel matters involving Non-Elected Personnel and to include the Board of County Commissioners, County Counselor Jim Emerson and Troy Graham
Motion 16	357	To recess this open session and go into a closed executive session for a period of not more than 10 minutes to discuss personnel matters involving Non-Elected Personnel and to include the Board of County Commissioners and County Counselor Jim Emerson
Motion 16	358	To approve and sign the memo to all Elected Officials and Department Heads regarding the 2015 inventory listings with a due date of October 31, 2016

UNDER THE HEADING NEW BUSINESS

PUBLIC HEARINGS AND OPENING OF ANNOUNCED BIDS MESSAGES FROM THE COUNTY LOCAL BOARD OF HEALTH MESSAGES FROM THE PUBLIC

Item One: Mr. Bob Clement, Area Senior Vice President, Gallagher Group addressed the Commissioners. He stated that renewal is automatically renewed but can be cancelled at any time by either party. He feels that his company has saved the county money with their consulting agreement. Mr. Murphy appreciates the help and advice his company has given. Mr. Clement stated it is an annual contact but can be cancelled by either party with a 30 day notice. Mr. Clement explained how his company has helped the County in the past year and spoke about how a third party can assist. Mr. Wood asked for a run down from now until next June what services can be provided by Mr. Clement's company since there are no health insurance issues during that period. Mr. Clement stated that during the inactive period his company provides monthly financial reports and summary of claims. He also stated that Gallagher Group sends to the HR department compliance changes and newsletters, which provides the County's HR staff anything they need to be aware of to stay compliant. Mr. Clement stated they also assist with wellness and they have representatives just for wellness. Mr. Clement explained the wellness benefits and the Commissioners would like to have the Gallagher Group wellness rep contact Crawford County's wellness rep Debra Anthony. Mr. Murphy asked about the report that HR gets from Gallagher. Mr. Clement gave the Commissioners a sample copy. He stated that this goes out every month and the Commissioner would like a copy of the report each month. Mr. Clements stated that it is a very user friendly format and if the Commissioner would like any changes his company would be more than happy to change it. He also stated that there is an Attorney in office at the Gallagher Group. Mr. Clements spoke about the differences in being fully insured verses self-funded. Mr. Emerson stated he reviewed the contract he did not see the automatic renewal. Mr. Clement showed the contract and it is not the same agreement Mr. Emerson has. Mr. Emerson stated that the Commissioner would like the clause that each year the contract be reviewed. Mr. Clement will get a new contract out for the Commissioners to sign. Mr. Pyle asked about the Delta Dental contract. The Commissioners thanked Mr. Clement for speaking with them.

MESSAGES FROM OTHER GOVERNMENTAL ENTITIES

Board of Crawford County Commissioners

Item One: Mr. Chris Weiner, Girard City Administrator, discussed road paving for the City of Girard. The Commissioner discussed having an engineer study done. He explained to the Commissioner what the City of Girard has planned for the road paving project and the Commissioners discussed this with Mr. Weiner.

MESSAGES FROM APPOINTED OFFICIALS

Item One: Mr. Eldon Bedene handed out a document stating the job description for the Crawford County Emergency Management Director. The Commissioner held a short discussion on this document.

Board of Crawford County Commissioners

Crawford County Emergency Management

Job Description for Director

DEFINITION

Under the direction of the Crawford County Commissions the Emergency Management Director organizes and directs the Emergency Management programs for the county; acts as the community representative on all Emergency Management matters; and coordinates activities of the local Emergency Management Agency with other local, State, and Federal, non-profit and private agencies.

DUTIES

- Coordinates the planning, organizing and carrying out of local emergency Management activities.
- Coordinates the development, maintenance and annual review of the local emergency operations plan and other plans, as required.
- Coordinates the use of resources, equipment and manpower available within the community.
- Coordinates public information programs to keep all residence of the community informed about emergency management activities.
- Establishes, maintain, and runs an Emergency Operations Center.
- Coordinates a training and exercise program to prepare the Emergency Management organization for emergency operations.
- Attends Emergency Management training courses and workshops.
- Keep the chief executive(s) and State Emergency Management representative fully informed of all Emergency Management matters.
- Acts as the community representative in dealing with other governmental and private organization.
- During emergencies; coordinates community resources, reports activities and conditions to State Emergency Management, and request assistance as needed.
- Coordinates damage assessment activities and promptly reports all damage assessment reports to the State.
- Checking all the county radios and tower sites and getting hold of the proper personnel to repair them. Also installing equipment if needed.
- Help doing grants for the county.

SUGGESTED QUALIFICATIONS

- Certified in NIMS, ICS, and K.C.E.M
- Ability to deal effectively with local and State government officials.
- Knowledgeable of the structure functions, objectives and interrelationships of Federal, State and local governments.
- Ability to evaluate situations and exercise good judgment in making decisions.

Updated Sept.30,2016

MESSAGES FROM ELECTED OFFICIALS PROCLAMATION AND ORDERS OF THE BOARD NEW BUSINESS

Item One: Mr. Pyle introduced Mr. Chris Borher from Wood Doluhery Insurance. Mr. Borher stated he would like to bid on the County's property, casualty and liability insurance. He explained that his company has the ability to bid work comp through EMC.

Board of Crawford County Commissioners

Mr. Borher gave information about his company and what insurance services they can provide. The Commissioners discussed equipment and vehicles inventory in the County. The Commissioner stated that they were not ready to make a decision yet.

Item Two: Mr. Pyle, County Clerk, requested the Commissioner sign a memo to all Elected Officials and Department Heads about updating the 2015 inventory listings with a due date of October 31, 2016. Mr. Pyle needed to correct a date in the memo. There was a short discussion on the inventory and what is needed.

Item Three: Mr. Emerson presented a notice of intent to vacate a platted street in Mullen's Subdivision to wit: A portion of Third Street located adjacent to and South of Lots Nine and Ten and North of Lots Twenty Three and Twenty Four in Mullen's Subdivision of the Northwest Quarter of the Northeast Quarter of the Southeast Quarter of Section Eighteen (18), Township Twenty Nine (29) South, Range Twenty Five (25) East, Crawford County Kansas, according to the recorded plat thereof.

NOTICE OF INTENT TO VACATE A PLATTED STREET

Pursuant to K.S.A. §58-2613, notice is hereby given that the Board of County Commissioners of Crawford County, Kansas proposes to close and vacate the a portion of the following platted street, to-wit:

A portion of Third Street located adjacent to and South of Lots Nine and Ten and North of Lots Twenty Three and Twenty Four in Mullen's Subdivision of the Northwest Quarter of the Northeast Quarter of the Southeast Quarter of Section Eighteen (18), Township Twenty Nine (29) South, Range Twenty Five (25) East, Crawford County Kansas, according to the recorded plat thereof.

A public hearing regarding said proposed road vacation will be held on Tuesday, October 25, 2016 at 10:00 a.m. in the Crawford County Courthouse, 2nd Floor, Commission Room, Girard, Kansas. All interested persons are encouraged to attend the public hearing.

If the Board of County Commissioners determines that the above-described platted street is no longer required, or cannot be prudently be used for public purposes, the land comprising said street shall revert to the adjoining landowners as originally taken for One Dollar (\$1.00), in the Commission Room at the Crawford County Courthouse, Girard, Kansas, on Tuesday, October 25, 2016 at 10:00 a.m.

Individuals needing reasonable accommodation to attend said public hearing should contact the County Clerk's office at least 24 hours prior to the public hearing at (620) 724-6115.

This notice shall be published one time in an official County newspaper.

Dated this 30th day of September, 2016.

BOARD OF COUNTY COMMISSIONERS
CRAWFORD COUNTY, KANSAS

By: Tom Moody, Chairman

Board of Crawford County Commissioners

ATTEST:
Donald P. Pyle, County Clerk

Published in the Pittsburg Morning Sun on Tuesday, October 4,
2016.

On motion (16-353) of Commissioner Moody and the second of Commissioner Wood to approve the publication of the Notice of Intent to Vacate a platted road in Mullen's Subdivision, Crawford County, Kansas with a Public Hearing to be held on October 25, 2016 at 10:00 AM.

Yeas: Commissioners Moody, Murphy and Wood

Nays:

Present but not voting:

Absent or not voting:

The motion prevailed.

Item Four: Mr. Emerson stated that there is a meeting conducted by Wichita State University on economic outlook and the City of Pittsburg will host it at Memorial Auditorium on October 18, 2016 at 11:30 AM until 2:00 PM and Mr. Murphy, Mr. Emerson and Mr. Wood will be attending. Mr. Emerson will make reservations.

Item Five: Mr. Murphy stated that there will be groundbreaking for the City of Girard sidewalk project tomorrow morning at 11:00 AM right after the parade.

Item Six: Mr. Wood addressed a vehicle for the new Emergency Management Director. He stated he would like the director to have a ¾ ton pickup with 4 wheel drive and 4 doors and he will check into it. Mr. Murphy stated that he feels the department can use the vehicle they currently have.

UNDER THE HEADING OLD BUSINESS

Item One: Mr. Pyle asked about the check for Gallagher Group for September services and the Commissioners stated to go ahead and send out the payment as the County has already used those services

Item Two: Mr. Pyle addressed a new ruling on voting without proof of citizenship.

Item Three: Mr. Murphy addressed a used pickup for his crew from Evans Motors. He stated that the vehicle is a 2011 Ford F150 Short bed 4 wheel drive.

On motion (16-354) of Commissioner Murphy and the second of Commissioner Moody to purchase a 2011 Ford F150 from Evans Motors for \$12,500 for District 1 Road Crew.

Yeas: Commissioners Moody, Murphy and Wood

Nays:

Present but not voting:

Absent or not voting:

The motion prevailed.

Board of Crawford County Commissioners

Item Four: Mr. Wood stated that November 17, 2016 Westar will have their demo and safety meetings at the Fire Station No. 1 in Pittsburg. He stated that he and Liz Hart are coordinating the road and bridge employees attending the demo and classes. Mr. Wood stated that this will be mandatory for the road and bridge employees.

EXECUTIVE SESSION:

Item One: Mr. Emerson requested an executive session for a period of not more than 5 minutes to discuss personnel matters involving Non-Elected Personnel and to include the Board of County Commissioners and County Counselor Jim Emerson.

On motion (16-355) of Commissioner Moody and the second of Commissioner Murphy to recess this open session and go into a closed executive session for a period of not more than 5 minutes to discuss personnel matters involving Non-Elected Personnel and to include the Board of County Commissioners and County Counselor Jim Emerson.

Yeas: Commissioners Moody, Murphy and Wood

Nays:

Present but not voting:

Absent or not voting:

The motion prevailed.

The Commissioners went into Executive Session at 11:50 AM and reconvened the Open Session at 11:53 AM with no action taken except to go back into open session.

Item Two: Commissioner Moody requested an executive session for a period of not more than 15 minutes to discuss personnel matters involving Non-Elected Personnel and to include the Board of County Commissioners, County Counselor Jim Emerson and Troy Graham.

On motion (16-356) of Commissioner Moody and the second of Commissioner Murphy to recess this open session and go into a closed executive session for a period of not more than 15 minutes to discuss personnel matters involving Non-Elected Personnel and to include the Board of County Commissioners, County Counselor Jim Emerson and Troy Graham.

Yeas: Commissioners Moody, Murphy and Wood

Nays:

Present but not voting:

Absent or not voting:

The motion prevailed.

The Commissioners went into Executive Session at 11:59 AM and reconvened the Open Session at 12:14 PM with no action taken except to go back into open session.

Item Three: Mr. Emerson requested an executive session for a period of not more than 10 minutes to discuss personnel matters involving Non-Elected Personnel and to include the Board of County Commissioners and County Counselor Jim Emerson.

Board of Crawford County Commissioners

On motion (16-357) of Commissioner Moody and the second of Commissioner Murphy to recess this open session and go into a closed executive session for a period of not more than 10 minutes to discuss personnel matters involving Non-Elected Personnel and to include the Board of County Commissioners and County Counselor Jim Emerson.

Yeas: Commissioners Moody, Murphy and Wood

Nays:

Present but not voting:

Absent or not voting:

The motion prevailed.

The Commissioners went into Executive Session at 12:17 PM and reconvened the Open Session at 12:19 PM with no action taken except to go back into open session.

NEW BUSINESS con't

Item Seven: Mr. Pyle, County Clerk, presented a corrected memo on the inventory listing.

Board of Crawford County Commissioners

Office of the County Clerk Donald P. Pyle
Crawford County Courthouse
PO Box 249
Girard, Kansas 66743

620-724-6115
620-724-6007 fax
countyclerk@ckt.net
www.crawfordcountykansas.com



September 30, 2016

TO: Crawford County Elected Officials and Department Heads

FROM: Don Pyle, Crawford County Clerk

RE: 2016 Inventory

It is time to update the inventory of furniture and equipment for each department. Attached you will find a spreadsheet that contains your 2015 inventory submitted to our office. We are asking that this spreadsheet be updated and all changes be made in this format. **Please review the list, adding new items, making corrections, and removing any items that have been disposed of.** It is very important that we have an accurate inventory for insurance and other needs. Please submit your updated spreadsheet to us electronically. This will allow us to provide the Commissioners a clearer view of the property that is owned in the County.

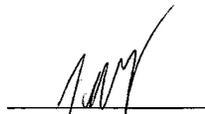
Please return your inventory to the County Clerk's office no later than Monday, October 31st, 2016. If you have any questions or need any assistance, please let us know. Thank you for your time and effort.

Sincerely,



Don Pyle

Crawford County Clerk

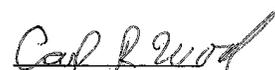


Jeff Murphy
Commissioner



Tom Moody

Commission Chairman



Carl Wood

Commissioner

On motion (16-358) of Commissioner Moody and the second of Commissioner Wood to approve and sign the memo to all Elected Officials and Department Heads regarding the 2015 inventory listings with a due date of October 31, 2016.

Yeas: Commissioners Moody, Murphy and Wood

Nays:

Present but not voting:

Absent or not voting:

The motion prevailed.

UNDER THE HEADING FUTURE BUSINESS AND ANNOUNCEMENTS

Board of Crawford County Commissioners

FUTURE BUSINESS:

Item One: October 7, 2016 – 9:00 AM Work Session with EMS Administrator Dr. Tim Stebbins and EMS Director Randy Sandberg regarding update on EMS Department and to view the new ambulance.

ANNOUNCEMENTS:

Item One: October 4, 2016 – 2016 State of the City Address at 7:30 AM at Memorial Auditorium, 503 N Pine, Pittsburg, Kansas. All three Commissioners will be in attendance.

Item Two: October 10, 2016 – The Courthouse will be closed in observance of Columbus Day.

UNDER THE HEADING MOTION TO ADJOURN MOTION TO ADJOURN

Item One: Adjournment

On the motion of Commissioner Moody and the second of Commissioner Murphy to adjourn the [September 30, 2016](#) meeting of the Board of Crawford County Commissioners at 12:23 PM and to reconvene at the next regularly scheduled time with open doors.

Yeas: Commissioners Moody, Murphy and Wood

Nays:

Present but not voting:

Absent or not voting:

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 BKW 9/30/16 12:23 PM/amended BKW 10/3/16 3:30 PM](#)