

# Board of Crawford County Commissioners

## Commissioners' Journal

2018, **FOURTH** MEETING

CRAWFORD COUNTY COURTHOUSE, COMMISSIONERS' BOARD ROOM

Girard, KS **Friday, January 12, 2018, 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 Jeff Murphy was not in attendance as he was at National Guard exercises. Commissioner Tom Moody served as the presiding officer and Commissioner Carl Wood was also in attendance. County Clerk Don Pyle and County Counselor Jim Emerson were seated with the Board. Vice-Chairman Moody led the pledge of allegiance.

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

#### **CONSENT AGENDA**

**On motion (18-014)** of Commissioner Wood and the second of Commissioner Moody that the consent agenda be approved including:

1. Approval of the **January 8, 2018** minutes of the Board of County Commissioners, and
2. Authorizing the Chairman to sign the previous week's vouchers, and
3. Approval of the accounts payable warrant numbers **579315 to 579532 dated January 12, 2018 in the total amount of \$943,717.62.**

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:

Motion 18	7	That the consent agenda be approved including: Approval of the January 5, 2018 minutes
Motion 18	8	To approve the nomination of Commissioner Jeff Murphy to serve as Chairman of the Board of Crawford County Commissioners for a one-year term commencing immediately

## Board of Crawford County Commissioners

Motion 18	9	To approve the nomination of Commissioner Tom Moody to serve as Vice Chairman of the Board of Crawford County Commissioners for a one-year term commencing immediately
Motion 18	10	To name the First National Bank of Girard, Exchange State Bank of Girard and Girard National Bank as the official working banks for the business of the taxpayers of Crawford County for a period of one year commencing immediately
Motion 18	11	To name the <i>Pittsburg Morning Sun</i> as the official newspaper publications of Crawford County for a period of one year commencing immediately
Motion 18	12	To approve the publication of the notice for the Crawford County Codes Court
Motion 18	13	To recess this open session and go into a closed executive session for a period of not more than 30 minutes to discuss items that would be deemed privileged in the Attorney-Client Relationship and to include the Board of County Commissioners and County Counselor Jim Emerson

### UNDER THE HEADING NEW BUSINESS PUBLIC HEARINGS AND OPENING OF ANNOUNCED BIDS

**Item One:** Opening of Rock bids. The commissioners directed County Clerk Don Pyle to open the rock bids that had been received. Mr. Pyle read out loud the bids received from Midwest Minerals and from Mulberry Limestone. The commissioners gave the bids to Road & Bridge Office Manager Alyssa Edwards.

**On motion (18-015)** of Commissioner Moody and the second of Commissioner Wood to have Triad Environmental Services review the Rock Bids and make recommendations to the commissioners based on those bids.

Yeas: Commissioners Moody and Wood

Nays:

Present but not voting:

Absent or not voting: Commissioner Murphy

**The motion prevailed.**

### MESSAGES FROM OTHER GOVERNMENTAL ENTITIES MESSAGES FROM ELECTED OFFICIALS MESSAGES FROM APPOINTED OFFICIALS

**Item One:** County Zoning Director Troy Graham presented the commissioners with a copy of a draft of the County Codes Court Procedures. This draft is for them to review and they can discuss the procedures and make changes to them if necessary. County Counselor Jim Emerson stated that once a judge for codes court is hired, the judge will need to review these procedures to see if they identify any changes that they want. There was a discussion of the need to keep Codes Court Fines separate on the county books.

# Board of Crawford County Commissioners

## COUNTY CODES COURT January 2018

### ARTICLE 1. PROCEDURES

#### 1-101. DEFINITIONS.

The definitions in The Code for Enforcement of County Codes and Resolutions (K.S.A. 19-4701, *et seq.*) are hereby adopted and incorporated by reference in this chapter. In addition, the following words, terms and phases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

- (A) **Clerk** shall mean the Clerk of the District Court, Eleventh Judicial District, Crawford County, Kansas, or authorized deputy.
- (B) **Holiday** shall mean any date that the Board of County Commissioners of Crawford County, Kansas declares, by resolution, a holiday. If a regularly scheduled Court date falls on a holiday, the Court date shall be scheduled for the following Friday.
- (C) **Judge** shall mean a judge of the Eleventh Judicial District or a judge pro tem appointed by the Administrative Judge and assigned to the County Codes Court of Crawford County.
- (D) **Codes Court** shall mean the District Court of Crawford County, Kansas Codes Court Division.

#### 1-102. ISSUANCE OF COMPLAINT AND NOTICE TO APPEAR.

Any code enforcement officer or law enforcement officer duly authorized and having jurisdiction in the unincorporated area of Crawford County, Kansas, may issue a Complaint and Notice to Appear to any person (hereinafter "accused person") violating a county code or resolution of Crawford County, Kansas, when such code or resolution provides for enforcement by prosecution through Crawford County Codes Court. The Complaint and Notice to Appear shall be served on the accused person named either by certified mail or by any law enforcement officer.

#### 1-103. APPEARANCE DATE.

- (A) Any Complaint and Notice to Appear so issued shall state on its face an appearance date, which is the date the accused person so cited shall either appear in court for arraignment, or pay the fine(s) and costs assessed for the violation(s) cited.

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- (B) The appearance date to be written by the code enforcement officer or by the law enforcement officer shall be on the CHOSEN DAY of the month following the date of issuance of the Complaint and Notice to Appear, unless such CHOSEN DAY is a holiday, in which circumstance the next following CHOSEN DAY shall be the appearance date.

### **1-104. APPEARANCE; PAYMENT OF FINE(S) AND COSTS; TRIAL SETTING.**

An accused person shall either appear in the County Codes Court of Crawford County on the appearance date for the purpose of setting a trial date, or shall on or before the appearance date pay the total fine(s) and costs stated thereon in person or by mail and in either case by cash or by check. The trial date shall be set by the Judge for the second CHOSEN DAY of the following month from the appearance date, unless such date is a holiday, in which circumstance, the next following CHOSEN DAY shall be the trial date.

### **1-105. CLERK'S EXTENSION OF TIME TO PAY OR APPEAR.**

On or before the appearance date, the accused person, or that person's attorney of record, may contact the Clerk, in person, by phone, or by mail, for the purpose of requesting an extension of time to pay or appear. The Clerk, upon prior approval of the Judge, is authorized to grant an additional two weeks to pay any outstanding fines. The Clerk, upon judicial approval, is authorized to schedule the arraignment for the following month. The Clerk is authorized to grant only one continuance to pay or to appear.

### **1-106. FAILURE TO APPEAR DEFINED; VIOLATION, ADDITIONAL COUNT; ISSUANCE OF COMPLAINT AND NOTICE TO APPEAR BY CLERK; SERVICE THEREOF.**

- (A) If any accused person fails to appear on the appearance date and fails to pay the total fine(s) and costs on or by the appearance date, then upon directions from the Judge, the Prosecuting Attorney shall add a count of "Failure to Appear" against such person. The Clerk shall thereupon issue a Complaint and Notice to Appear ordering the accused person so cited to appear on all violations cited including the added count of "Failure to Appear", on an appearance date which shall be on the next date that the Court will be in session. The Complaint and Notice to Appear shall be served on the accused person named therein either by certified mail or by any law enforcement officer.
- (B) It shall be a violation of this Code for an accused person to fail to appear on an appearance date stated on the face of the Complaint and Notice to Appear and to fail to pay all fine(s) and costs stated on the face of the Complaint and Notice To Appear on or before the appearance date stated on the face of the Complaint and Notice to Appear. Failure to Appear is a class B violation of the Schedule of Fines for Violations of Codes and Resolutions of Crawford County, Kansas.

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### **1-107. FAILURE TO APPEAR IN COURT DEFINED: VIOLATION; ADDITIONAL COUNT; ISSUANCE OF COMPLAINT AND NOTICE TO APPEAR BY COURT, SERVICE THEREOF.**

- (A) If an accused person who has appeared before the Judge at an appearance date and who has requested trial fails to appear in Court on the date set by the Court for trial, then on the Monday following such failure to appear in Court and upon directions from the Judge, an additional count of "Failure to Appear in Court" may be filed against the accused person. Upon the filing of such additional count, the Court shall thereupon issue a Complaint and Notice to Appear including the added count of "Failure to Appear in Court", with an appearance date set for the date that the Court will be in session. This Complaint and Notice to Appear shall be served on the accused person named, and service shall be made either by regular first class mail to the address provided by the accused at the first appearance, or by a commissioned law enforcement officer.
- (B) Violation. It shall be a violation of this County Codes Court Procedures Code for an accused person to fail to appear in court for trial as scheduled. Failure to Appear in Court shall be a class C violation of the "Schedule of Fines for Violations of Codes and Resolutions of Crawford County, Kansas."

### **1-108. ISSUANCE OF BENCH WARRANT; CASH BOND.**

If an accused person fails to appear on the appearance date stated in the Complaint and Notice to Appear which carries the additional count of Failure to Appear or Failure to Appear in Court, then following such failure the Judge may issue either an Order to Show Cause why a Bench Warrant should not be issued, or at the Judge's discretion, a Bench Warrant for the accused person's arrest may be issued. The Prosecuting Attorney shall prepare for the Judge's signature, such Order to Show Cause or Bench Warrant.

An Order to Show Cause shall be served upon the accused and such service shall be completed either by mail in the same manner as required for the issuance of the Failure to Appear or by any duly commissioned law enforcement officer. If such accused person does not appear in court upon the date shown on the Order to Show Cause the Judge shall issue a bench warrant for the arrest of such accused person in the manner below described.

A Bench Warrant, signed by the Judge, shall be executed by the Sheriff of Crawford County or by any duly authorized law enforcement officer. A cash bond shall be stated on the Bench Warrant, which shall be the minimum amount of the total fine(s) and costs due on all counts.

### **1-109. ARREST ON BENCH WARRANT; BOND POSTED; RELEASE ON RECOGNIZANCE.**

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Upon an accused person's arrest on a Bench Warrant, the accused person shall be processed at the Crawford County Jail, and

- (A) Upon posting the cash bond stated in the Bench Warrant, the accused person shall be given an appearance date for the next date that the Court will be in session, and the accused person shall be released; or
- (B) In the event the accused person who is arrested does not post the cash bond stated in the Bench Warrant, the accused person shall be detained until the accused person can be brought before the Judge for an appearance, and the Judge shall inquire into the financial circumstances of the accused person, set a trial date which shall be on the next session of the County Codes Court, and the accused person shall be released by the Judge on the accused person's own recognizance.

### **1-110. BOND FORFEITURE; FINE(S); ENFORCEMENT; AND COSTS SATISFIED.**

If an accused person who has posted a cash bond fails to appear on the appearance date, on that date the Judge shall find that the posting of bond constitutes such an appearance, waiver of right to trial, and plea of no contest and order the entire amount of the bond forfeited by operation of county law and the fine(s) and costs assessed on all counts to be satisfied out of the bond proceeds. In the event the bond proceeds exceed the amount due on all fine(s) and costs, the Clerk shall retain said monies in the fine(s) and costs overage fund.

### **ENFORCEMENT.**

- (A) The Board of County Commissioners shall have the power to enforce all resolutions and provisions of this code passed pursuant to county home rule powers, as designated by K.S.A. 19-101 and amendments thereto.
- (B) Prosecution of any such violation shall be commenced in the Crawford County District Court and shall be conducted in the manner provided by law for the prosecution of misdemeanor violations of State laws, and/or in accordance with the Kansas code for the enforcement of county codes and resolutions, K.S.A. 19-4701, *et. seq.*
- (C) Any action commenced in the district court for the enforcement of this code, wherein a person may be subject to detention or arrest or wherein an accused person, if found guilty, would or might be deprived of such person's liberty, shall be conducted in the manner provided by law for the prosecution of misdemeanor violations of state laws under the Kansas code of criminal procedure. (K.S.A. 19-101d; Code 2007)

### **SCHEDULE OF FINES FOR VIOLATIONS OF CODES AND RESOLUTIONS.**



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(D) Range of fines for each violation and recommended fines upon conviction of subsequent violations which occur within 24-month period following prior conviction are as follows:

Violation Classification	First	Second	Third
A	<b>Range \$100.00 to \$300.00</b>		
	\$100.00	\$200.00	\$400.00
B	<b>Range \$250.00 to \$1,000.00</b>		
	\$250.00	\$500.00	\$1,000.00
C	<b>Range \$500.00 to \$1,000.00</b>		
	Recommended	\$500.00	\$1,000.00

(E) In addition to the above fines, court costs of \$20.00 will be assessed in each case, pursuant to K.S.A. 19-4707.

(F) An alleged violator may be charged with separate counts for each day that an offense occurs, with a fine being assessed for each separate count for which the violator is convicted.

(G) The presiding district court judge has discretion to assess fines other than those recommended, as long as the fines are within the range for each classification, if the facts or circumstances warrant a fine other than the recommended amount.

### **1-111. COURT APPEARANCE BY CODE ENFORCEMENT OFFICERS.**

All code enforcement officers and law enforcement officers who are complaining witnesses in a Codes Court Complaint and Notice to Appear shall appear in Crawford County Codes Court for any hearing for which they are needed and for all hearings related to the Compliant and Notice to Appear issued by the officer without the requirement of a subpoena and the payment of witness fees and mileage, unless such appearance is specifically excused by the prosecutor.

### **1-112. SUBPOENAS ISSUED BY ACCUSED.**

Any accused person may subpoena witnesses for trial or hearing subject to the procedures and rules of the Eleventh Judicial District of the State of Kansas.

### **1-113. HEARING DAYS AND TIME.**

The Judge shall conduct hearings and trials on the second Friday of the month that is not a holiday, commencing at 9:00 o'clock a.m., at which time the Judge will conduct first appearances and trials, hear motions and orders to show cause.

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### 1-114. JUDGMENT.

At the conclusion of a trial, the Judge shall find the accused person either guilty or not guilty of each of the violations cited in the complaint and shall assess the appropriate fine(s) for each of the violations, according to the Schedule of Fines, and shall assess costs, determine the length of time to pay and establish a payment schedule, when necessary, and enter the judgment on the record. The Judge shall have discretion to adjust the fine according to the number of violations that guilty person is convicted of, the length of time that the convicted person was in violation of the charges upon which he/she was convicted, whether or not the guilty party has mitigated the violation/s of county codes and resolutions and whether the convicted person has prior convictions in Crawford County Codes Court.

### 1-115. FAILURE TO PAY JUDGMENT.

- (A) If a person has been found guilty by a Judge upon entering a plea of guilty or no contest or has been found guilty by the Judge after a trial and has failed to pay all fine(s) and costs ordered by the Court within the time allowed by the Court, the Clerk shall notify the prosecutor who shall request that the Judge issue either an Order to Show Cause why the accused person should not be found in contempt of court for failing to comply with the Judge's order or a bench warrant, cash bond only, in the amount of the outstanding balance of the fine and cost.
- (B) The Order to Show Cause shall be set for hearing on the next date that the Court is in session.
- (C) A law enforcement officer shall serve the Order to Show Cause upon the accused person.
- (D) The Bench Warrant shall be issued by the Judge in the manner described in the manner described in above paragraph 1.108.

### 1-116. RETENTION OF COURT RECORDS.

Records of the County Codes Court of Crawford County, Kansas shall be retained for two years following the finding of judgment of the accused person by the Judge.  
(R07-04-020)

## MESSAGES FROM THE PUBLIC PROCLAMATION AND ORDERS OF THE BOARD NEW BUSINESS

**Item One:** County Clerk Don Pyle regarding a Cereal Malt Beverage License. Mr. Pyle stated that a 2018 CMB License had already been issued for Weege's 1 Stop on Dec. 8, 2017. The business had a fire in mid-December and they have sold the store to a new owner that is currently repairing the building and will apply for their own 2018 CMB License. The owner of Weege's was hoping that the county could refund the county portion of the CMB License fee for 2018 since they were never able to use that license. The commissioners felt that it would be fair to refund that fee. County Clerk Pyle asked that he be allowed to wait until the new owner obtains a 2018 CMB License Fee before the county refunds the fee to Weege's. The commissioners agreed with this.



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**Item Two:** County Clerk Don Pyle wanted to be sure that the commissioners were aware that SEK, Inc. is hosting their SEK Day on the Hill on Tuesday, January 30, from 7:30 AM to 9:30 AM at the Celtic Fox in Topeka.

### **Join us for the 2018 SEK Day on the Hill!**

The event will be held on Tuesday, January 30<sup>th</sup> from 7:30-9:30 a.m. at The Celtic Fox, 118 SW 8<sup>th</sup> Ave, Topeka. Enjoy a breakfast buffet while discussing the issues of our region with legislators and community leaders from throughout Southeast Kansas.

Please RSVP by January 22<sup>nd</sup> to Lisa Carter with SEK Inc. and the Southeast Kansas Regional Planning Commission by email at [lisa@sekrpc.org](mailto:lisa@sekrpc.org) or call 620-431-0080.

If you are needing lodging the night before, there is a "Southeast Kansas Day on the Hill" room block available at the Capitol Plaza for \$97/night plus taxes. Reservations **MUST** be made by January 18 through one of these methods:

- Call 785-431-7200 and mention the room block
- Use code "SEKS" online at <http://www.capitolplazahoteltopeka.com>
- Or no code should be needed at <http://bookings.ihotelier.com/bookings.jsp?groupID=2099512&hotelID=13576>

Below is last year's position statement. If you have any suggestions for this year, please reply to this email by January 22<sup>nd</sup> so the board can consider your input.

*Thank you to our sponsors for making this event possible!*

SEK, Inc.  
Chanute Area Chamber of Commerce & Office of Tourism  
Coffeyville Area Chamber of Commerce  
Columbus Chamber of Commerce  
Fort Scott Area Chamber of Commerce  
Fredonia Chamber of Commerce  
Girard Chamber of Commerce  
Humboldt Chamber of Commerce  
Independence Chamber of Commerce  
Iola Area Chamber of Commerce  
Neodesha Chamber of Commerce  
Parsons Chamber of Commerce  
Pittsburg Area Chamber of Commerce  
Woodson County Chamber of Commerce

**Item Three:** County Clerk Don Pyle discussed the ALICE Active Shooter training that will take place at the courthouse in Girard on January 18 and 19. Mr. Pyle stated that at the LEPC meeting the Health Dept. expressed interest in the training. Mr. Pyle also wondered if there would be space at the ALICE training that is being held for Road & Bridge employees at the Homer Cole Center Building in Pittsburg on January 26. Commissioner Wood stated that they would have room for additional employees.

**Item Four:** County Clerk Don Pyle regarding the addition of the TeleHealth coverage to the Blue Cross & Blue Shield health insurance coverage for 2018. Mr. Pyle stated that BCBS has requested that a new agreement for 2018 health insurance be signed that includes the Telehealth coverage on it.

# Board of Crawford County Commissioners

## ASO - Summary of Charges

Group Name: Crawford County Employees

**\*\*SOLD\*\***

Group #: 96361  
MPN: 96213

Effective Period: 1/1/2018 - 12/31/2018

\*\* Option 1 \*\*

\*\* Option W Benefits \*\*

**1. Benefit Summary**

Blue Choice Comp Major Med; \$1,250 / \$2,500 Deductible; 50/50% to \$2,000 / \$4,000 Coinsurance;  
**Telehealth:** \$25 OVC for Spinal Manipulation, Vision Exams, and Primary Visits;  
\$50 OVC for Specialist; \$100 OVC for Urgent Care Copay (then subject to ded/coins); Accidents subject to ded/coins; \$200 ER Copay (then subject to ded/coins); Lab/X-ray - 100% to \$150 (then subject to ded/coins); Unlimited Lifetime Maximum; Dependents to age 26; Mental Health Parity; OB Benefit Available to All Females; Home Social Work Visits and Hospice Unlimited - both subject to deductible and coinsurance; HCR 100% Preventive Benefits; Excludes Elective Abortions; Autism Coverage Included; Standard Eyewear; BlueRx Card \$15/\$40/\$60/20% up to \$250 on specialty; Mail Order (2 1/2 x Copay); Mandatory Designated Specialty Pharmacy; Out of Pocket Max Combined for Health and RX \$6,350 / \$12,700; Comp Dental (\$25/75, then 100/80/50%) to \$3,000 Max, \$1,500 Lifetime Ortho Max (No waiting period on any dental services if enrolling at 1st opportunity; otherwise standard waiting periods apply)

Outpatient MH/SUD claims other than office visits are subject to Ded/Coins; MH/SUD Urgent Care Claims must take the lower \$25 OVC (and NO COST SHARE after)

**2. Monthly Expected Claims - Incurred Basis**

	Emp	E/Ch	E/Sp	E/Depts
A) Health, Drugs, Office Visit Copay and Eyewear	456.82	962.98	982.16	1,488.32
B) Dental	28.54	63.07	61.08	94.75
	<u>\$485.36</u>	<u>\$1,026.05</u>	<u>\$1,043.24</u>	<u>\$1,583.07</u>

**2A. Annualized Expected Claims\***

*Total of all options* \$2,889,448.32

**2B. Aggregate Attachment Point @ 125%\***

*Total of all options* \$3,374,044.35

*\* Initial Aggregate Attachment Point will be based on first month's enrollment*

\*\*\* Dental Excluded \*\*\*

**2C. Annualized Estimate of Value Based Services**

\$462.00

**3. Monthly Billed Charges**

A) Administration Expense	82.70	82.70	82.70	82.70
B) Aggregate Stop-Loss @ 125% w/ Monthly Aggregate	2.44	5.15	5.24	7.96
C) Individual Stop-Loss @ \$100,000 *** Dental NATSL ***	97.57	205.90	209.78	318.11
	<u>\$182.71</u>	<u>\$293.75</u>	<u>\$297.72</u>	<u>\$408.77</u>

**3A. Annualized Billed Charges\***

*Total of all options* \$815,045.88

**4. Total Monthly Liability at Expected**

\$668.07    \$1,319.80    \$1,340.96    \$1,991.84

**4A. Annualized Liability at Expected\***

\$3,704,494.20

**4B. Annualized Liability at Expected including Value Based Services**

\$3,704,956.20

*Total of all options*

**5. Total Monthly Liability at 125%**

\$789.41    \$1,576.31    \$1,601.77    \$2,387.61

**5A. Annual Liability at 125% (excludes Value based Services)**

\$4,426,856.28

\*\*\* Dental Included @ 125% of Expected \*\*\*

\*Based On Contract Counts of

Health & Rx - Option 1: 51 Emp - 24 E/Ch - 46 E/Sp - 75 E/Depts  
Health & Rx - Option 2: 4 Emp - 2 E/Ch - 5 E/Sp - 6 E/Depts  
Health & Rx - Option 3: 3 Emp - 1 E/Ch - 0 E/Sp - 2 E/Depts  
Dental - Option 1: 48 Emp - 23 E/Ch - 47 E/Sp - 76 E/Depts  
Dental - Option 2: 4 Emp - 2 E/Ch - 5 E/Sp - 6 E/Depts  
Dental - Option 3: 18 Emp - 1 E/Ch - 13 E/Sp - 5 E/Depts

\*\*\* BLUES ENROLLMENT: BEH \*\*\*

\*\*\* HCR GRANDFATHERED GROUP: NO \*\*\*

\*\*\* MEETS MINIMUM VALUE: Y \*\*\*

Agreement to return 80% of the 2018 calendar year rebates. Distributions will begin in August 2018 based on rebate received with additional rebates for 2018 distributed quarterly.

Signed by: Carl R Wood

Date Signed: 1-12-18

**BlueCross  
BlueShield  
of Kansas**

Classified: Corporate

An Independent Licensee of the  
Blue Cross and Blue Shield  
Association

**Actuarial Research**  
01/03/2018

**On motion (18-016)** of Commissioner Moody and the second of Commissioner Wood to approve the agreement between Crawford County and Blue Cross & Blue Shield of Kansas for 2018 that includes Telehealth Coverage and authorize Commissioner Wood to sign.

Yeas: Commissioners Moody and Wood

Nays:

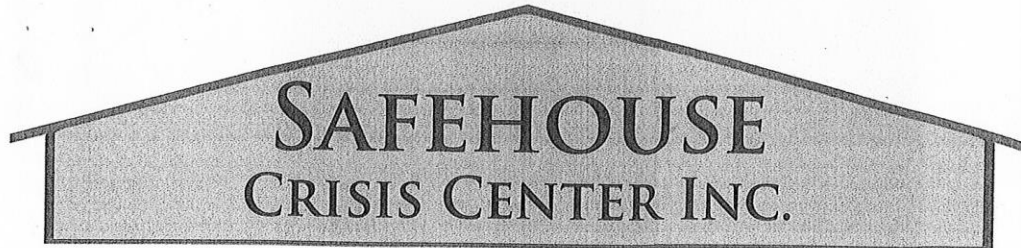
Present but not voting:

## Board of Crawford County Commissioners

Absent or not voting: Commissioner Murphy

**The motion prevailed.**

**Item Five:** County Counselor Jim Emerson presenting the Kansas Housing Resource Corporation Emergency Solutions Grant (ESG) Recipient Request for Reimbursement and Financial Status Report in the amount of \$5,081.00. It was discussed that this is a quarterly drawdown of these grant funds for Safehouse.



Jim Emerson  
County Counselor  
Crawford County  
P.O. Box 249  
Girard, KS 66743-0249

January 3, 2018

Dear Mr. Emerson:

Please find enclosed the ESG Financial Status Report for the months of October, November, and December, 2017, for the signature of the Chair of the County Commissioners.

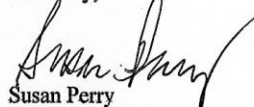
Please forward the FSR to James Chiselom at Kansas Housing Resources Corporation. Please be aware that this must be accompanied by a letter from the County with an Invoice on Letterhead, or a Cover Letter on Letter-Head, that contains the following:

- 1) The Grant number of the funds being requested.
- 2) The date of the request.
- 3) The amount being requested.
- 4) Name of the authorized person making the request.
- 5) The signature of the authorized person making the request.

Mr. Chiselom has informed us that the only time we need to send the paper backup is for the First Quarter.

If you have any questions or concerns, please feel free to contact me Susan Perry, (Fiscal Consultant), or Rebecca Brubaker, Executive Director, at (620) 231-8692.

Sincerely,

  
Susan Perry  
Fiscal Consultant

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409 N. Walnut Pittsburg, KS 66762 Crisis Line 800-794-9148 Office 620-231-8692 Fax 620-231-8693  
1317 W 8th St Coffeyville, KS 67337 Crisis Line 888-320-7218 Office 620-251-0030 Fax 620-251-0632

A provider of shelter and advocacy services to victims of domestic violence, sexual assault, and stalking.  
[www.crisisresourcecenter.org](http://www.crisisresourcecenter.org)

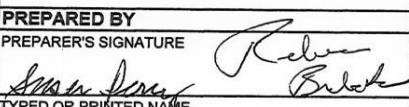
## Board of Crawford County Commissioners

<b>KANSAS HOUSING RESOURCE CORPORATION</b> <b>EMERGENCY SOLUTIONS GRANT (ESG)</b> <b>RECIPIENT REQUEST FOR REIMBURSEMENT AND FINANCIAL STATUS REPORT</b>		
RECIPIENT ORGANIZATION (CITY, COUNTY) <b>SAFEHOUSE CRISIS CENTER - CRAWFORD COUNTY</b>		
CONTRACT NUMBER <b>ESG - FFY2017</b>	DATE REQUEST SUBMITTED January 2, 2018	CASH OUTLAYS FOR MONTH(S) OF October, November, & December 2017
PART A. BUDGET CATEGORY		COMMENTS
A. ADMINISTRATION	\$635.00	
B. STREET OUTREACH	\$0.00	
C. EMERGENCY SHELTER	\$3,683.00	
D. HMIS	\$763.00	
E. HOMELESS PREVENTION	\$0.00	
F. RAPID RE-HOUSING	\$0.00	
<b>F. SUB-TOTAL ESG FUNDS REQUESTED</b>	<b>\$5,081.00</b>	
G. LOCAL MATCH OUTLAYS	\$5,081.00	
H. TOTAL PROJECT OUTLAYS	\$10,162.00	

RECIPIENT ORGANIZATION (CITY/COUNTY) <b>SAFEHOUSE CRISIS CENTER - CRAWFORD COUNTY</b>								CONTRACT NUMBER <b>ESG - FFY2017</b>	
PART B. FINANCIAL STATUS REPORT									
REPORT AS OF <b>12/31/2017</b>					CONTRACT PERIOD BEGINNING: July 01, 2017 to June 30, 2018				
COL. (1)	COL. (2)	COL. (3)	COL. (4)	COL. (5)	COL. (6)	COL. (7)	COL. (8)	COL. (9)	COL. (10)
BUDGET CATEGORY	ADMIN.	Street Outreach	Emergency Shelter	HMIS	Homeless Prevention	Rapid Re-housing	TOTAL ESG FUNDS	LOCAL MATCHING FUNDS	TOTAL PROJECT BUDGET
A. TOTAL PROJECT BUDGET							\$0.00		\$0.00
B. APPROVED BUDGET ADJUSTMENTS	\$635.00		\$21,000.00	\$2,500.00			\$24,135.00	\$24,135.00	\$48,270.00
C. ADJUSTED PROJECT BUDGET	\$635.00	\$0.00	\$21,000.00	\$2,500.00	\$0.00	\$0.00	\$24,135.00	\$24,135.00	\$48,270.00
D. CUMULATIVE CASH OUTLAYS (Line "F" from Previous report; -0- if first report)	\$0.00	\$0.00	\$4,597.00	\$713.00	\$0.00	\$0.00	\$5,310.00	\$5,310.00	\$10,620.00
E. CURRENT REIMBURSEMENT REQUEST (from totals on pg 3)	\$635.00	\$0.00	\$3,683.00	\$763.00	\$0.00	\$0.00	\$5,081.00	\$5,081.00	\$10,162.00
F. CUMULATIVE CASH OUTLAYS (Line "D" plus line "E")	<b>\$635.00</b>	<b>\$0.00</b>	<b>\$8,280.00</b>	<b>\$1,476.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,391.00</b>	<b>\$10,391.00</b>	<b>\$20,782.00</b>
G. UNLIQUIDATED OBLIGATIONS (A. Total Project Budget less F. Cash Outlays)	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,720.00</b>	<b>\$1,024.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,744.00</b>	<b>\$13,744.00</b>	<b>\$27,488.00</b>
H. TOTAL CASH OUTLAYS & UNLIQUIDATED OBLIGATIONS (Lines "F" + "G")	\$635.00	\$0.00	\$21,000.00	\$2,500.00	\$0.00	\$0.00	\$24,135.00	\$24,135.00	\$48,270.00

# Board of Crawford County Commissioners

RECIPIENT ORGANIZATION (CITY/COUNTY)		CONTRACT NUMBER	
<b>SAFEHOUSE CRISIS CENTER - CRAWFORD COUNTY</b>		<b>ESG - FFY2017</b>	
<b>DETAILED BREAKDOWN OF EXPENDITURES SUMMARY (list expenditures by categories for which reimbursement is requested)</b>			
<b>A. ADMINISTRATION</b>		<b>D. HOMELESS PREVENTION</b>	
Eligible Admin Expenses	\$635.00	Rental Assistance (short term)	\$0.00
Other	\$0.00	Rental Assistance (medium term)	\$0.00
<b>TOTAL ADMINISTRATION</b>	<b>\$635.00</b>	Rental Assistance (arrears)	\$0.00
(Amount should match Page 2, Line E, Col. 2)		Housing Relocation & Stabilization Services/Financial Assistance	
<b>B. STREET OUTREACH</b>		Moving costs	\$0.00
Engagement	\$0.00	Rental application fees	\$0.00
Case management	\$0.00	Security deposits	\$0.00
Emergency Health / Mental Health	\$0.00	Last month's rent	\$0.00
Transportation	\$0.00	Utility deposits	\$0.00
Other (Specify)	\$0.00	Utility payments	\$0.00
<b>TOTAL STREET OUTREACH</b>	<b>\$0.00</b>	Services	
(Amount should match Page 2, Line E, Col. 3)		Housing search & placement	\$0.00
<b>C. EMERGENCY SHELTER</b>		Housing stability case management	\$0.00
Essential Services		Mediation	\$0.00
Case management	\$2,311.00	Legal services	\$0.00
Life skills	\$0.00	Credit repair	\$0.00
Child care	\$0.00	<b>TOTAL HOMELESS PREVENTION</b>	<b>\$0.00</b>
Health/Mental Health/Substance Abuse	\$0.00	(Amount should match Page 2, Line E, Col. 6)	
Education Services	\$0.00	<b>D. RAPID RE-HOUSING</b>	
Employment/Job training	\$0.00	Rental Assistance (short term)	\$0.00
Transportation	\$0.00	Rental Assistance (medium term)	\$0.00
Legal services	\$0.00	Rental Assistance (arrears)	\$0.00
Operations		Housing Relocation & Stabilization Services/Financial Assistance	
Maintenance (minor or routine)	\$0.00	Moving costs	\$0.00
Rent	\$0.00	Rental application fees	\$0.00
Staff Costs	\$0.00	Security deposits	\$0.00
Insurance	\$0.00	Last month's rent	\$0.00
Utilities	\$1,372.00	Utility deposits	\$0.00
Food	\$0.00	Utility payments	\$0.00
Hotel/motel	\$0.00	Services	
Supplies	\$0.00	Housing search & placement	\$0.00
<b>TOTAL EMERGENCY SHELTER</b>	<b>\$3,683.00</b>	Housing stability case management	\$0.00
(Amount should match Page 2, Line E, Col. 4)		Mediation	\$0.00
<b>D. HMIS</b>		Legal services	\$0.00
Hardware/Software	\$0.00	Credit repair	\$0.00
Data collection	\$255.00	<b>TOTAL RAPID RE HOUSING</b>	<b>\$0.00</b>
Data quality/Data analysis	\$254.00	(Amount should match Page 2, Line E, Col. 7)	
Training	\$254.00	<b>TOTAL PROJECT OUTLAYS</b>	
<b>TOTAL HMIS</b>	<b>\$763.00</b>	<b>(REQUEST FOR REIMBURSEMENT)</b>	
(Amount should match Page 2, Line E, Col. 5)		(Amount should match Page 2, Line E, Col. 8)	
			<b>\$5,081.00</b>

RECIPIENT ORGANIZATION (CITY/COUNTY)		CONTRACT NUMBER	
<b>SAFEHOUSE CRISIS CENTER - CRAWFORD COUNTY</b>		<b>ESG - FFY2017</b>	
<b>PART C. CERTIFICATION STATEMENT</b>		<b>PART D. FOR KANSAS HOUSING RESOURCES CORPORATION ONLY</b>	
<p>I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.</p>	DATE REIMBURSEMENT REQUEST RECEIVED	AMOUNT AUTHORIZED FOR PAYMENT	
	AUTHORIZED BY (ESG COORDINATOR)	DATE SUBMITTED TO FISCAL FOR PAYMENT	
	VOUCHER NUMBER AND DATE	DATE CHECK MAILED TO RECIPIENT ORGANIZATION	
SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	OTHER (NOTE REASONS FOR VARIANCES AND/OR OTHER INFORMATION REGARDING PAYMENT)		
TYPED OR PRINTED NAME			
TYPED OR PRINTED TITLE			
DATE			
<b>PREPARED BY</b>			
PREPARER'S SIGNATURE			
TYPED OR PRINTED NAME	Rebecca Brubaker Susan Perry		
TYPED OR PRINTED TITLE	Executive Director Fiscal Consultant		
TELEPHONE NUMBER	620-231-8692		



## Board of Crawford County Commissioners

**On motion (18-017)** of Commissioner Moody and the second of Commissioner Wood to approve the Kansas Housing Resource Corporation Emergency Solutions Grant (ESG) Recipient Request for Reimbursement and Financial Status Report in the amount of \$5,081.00 and authorize the Vice-Chairman to sign.

Yeas: Commissioners Moody and Wood

Nays:

Present but not voting:

Absent or not voting: Commissioner Murphy

**The motion prevailed.**

**Item Six:** County Counselor Jim Emerson presenting a request from Noxious Weed Director Ed Fields to have the remainder of his 2017 budget transferred to the Road & Bridge Equipment Reserve Fund for future equipment purchases. There was a discussion of keeping track of those funds separately in the equipment reserve fund.

**On motion (18-018)** of Commissioner Moody and the second of Commissioner Wood to approve the Transfer of \$3,060 from the Noxious Weed budget to the Road & Bridge Equipment Reserve Fund for future Noxious Weed Equipment purchases.

Yeas: Commissioners Moody and Wood

Nays:

Present but not voting:

Absent or not voting: Commissioner Murphy

**The motion prevailed.**

**Item Seven:** Commissioner Moody mentioned that a meeting is being set up with George Dockery of KDOT to discuss the intersection at 640<sup>th</sup> and Highway 69. Mr. Moody stated that this is the intersection on the Highway 69 bypass around Arma that has had several accidents including a recent fatality. Mr. Moody stated that the meeting will be held after KDOT has completed a traffic study of that intersection. It was discussed that KDOT was presented a petition with nearly 700 signatures to make changes at this intersection.

### **UNDER THE HEADING OLD BUSINESS**

**Item One:** County Clerk Don Pyle stated that he had done some additional analysis regarding the cost of employee raises and the effect on county budgets. It was decided to review this material when Commissioner Murphy returned.

### **EXECUTIVE SESSION:**

### **UNDER THE HEADING FUTURE BUSINESS AND ANNOUNCEMENTS**

#### **FUTURE BUSINESS:**

#### **ANNOUNCEMENTS:**

**Item One: January 15, 2018** – The Courthouse will be closed in observance of Martin Luther King Jr. Day.



## Board of Crawford County Commissioners

**Item Two: January 16, 2018, 9:00 AM** – Work Session with Randy Sandberg and Dr. Tim Stebbins regarding the Crawford County Ambulance Service

**Item Three: January 18 & 19, 2018** – Alice Training for County Employees.

**Item Four: January 19, 2018, 9:00 AM** – Work Session with Sheriff Dan Peak.

**Item Five: January 26, 2018** – Alice Training at 8:00 AM at the Homer Cole Senior Center for Road & Bridge, Maintenance and Sign Department employees.

### 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 12, 2018](#) meeting of the Board of Crawford County Commissioners at 11:16 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.**

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**Don Pyle**  
County Clerk

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**This submission completed at the Crawford County Courthouse in Girard.**

[Taken DPP 1/12/18 at 11:16 AM](#)