

Board of Crawford County Commissioners

Commissioners' Journal

2019, FIFTY-EIGHTH MEETING

CRAWFORD COUNTY COURTHOUSE, COMMISSIONERS' BOARD ROOM
Girard, KS Friday, August 23, 2019 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 Jeremy Johnson and Bruce Blair were in attendance.

Deputy County Clerk Bobbi Wicker 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 (19-261) of Commissioner Johnson and the second of Commissioner Moody
that the consent agenda be approved including:

- 1. Approval of the August 20, 2019 minutes of the Board of County
Commissioners, and
2. Authorizing the Chairman to sign the previous week's vouchers.

Yeas: Commissioners Moody, Blair and Johnson

Nays:

Present but not voting:

Absent or not voting:

The motion prevailed and the consent agenda was approved.

SIGNING OF MOTIONS

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

Table with 3 columns: Motion Number, Item Number, and Description. Rows include Motion 19 items 250 through 254, covering consent agenda approval, budget hearings, and fire district budgets.

## Board of Crawford County Commissioners

Motion 19	255	To close the public hearing on the Fire District Number One, Fire District Number Two, Fire District Number Three and Fire District Number Four of Crawford County FY 2020 budgets
Motion 19	256	To adopt the Fire District Number One, Fire District Number Two, Fire District Number Three and Fire District Number Four of Crawford County FY 2020 budgets as published
Motion 19	257	To adopt Resolution #2019-019, a Resolution Expressing the Property Taxation Policy of the Board of Crawford County Commissioners with respect to financing the 2020 Annual Budget for Crawford County Fire District Number One, Crawford County, Kansas
Motion 19	258	To adopt Resolution #2019-020, a Resolution Expressing the Property Taxation Policy of the Board of Crawford County Commissioners with respect to financing the 2020 Annual Budget for Crawford County Fire District Number Three, Crawford County, Kansas
Motion 19	259	To recess this open session and go into a closed executive session for a period of not more than 10 minutes to discuss Non-Elected Personnel and to include the Board of County Commissioners and County Counselor Jim Emerson and to reconvene by 10:33 AM
Motion 19	260	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, County Counselor Jim Emerson and attorneys Rod Turner & John Peterson and to reconvene by 11:05 AM

### EXECUTIVE SESSION

**Item One:** Commissioner Moody requested an executive session for 20 minutes to discuss Non-Elected Personnel.

**On motion (19-262)** of Commissioner Moody and the second of Commissioner Johnson to recess this open session and go into a closed executive session for a period of not more than 20 minutes to discuss Non-Elected Personnel and to include the Board of County Commissioners, County Counselor Jim Emerson and Emergency Management Director Jason VanBecelaere and to reconvene by 10:30 AM.

Yeas: Commissioners Moody, Blair and Johnson

Nays:

Present but not voting:

Absent or not voting:

**The motion prevailed.**

The Commissioners went into Executive Session at 10:10 AM and reconvened the Open Session at 10:19 AM with no action taken except to go back into open session.

**Item Two:** Commissioner Moody requested an executive session for 10 minutes to discuss Non-Elected Personnel.

## Board of Crawford County Commissioners

**On motion (19-263)** of Commissioner Moody and the second of Commissioner Blair to recess this open session and go into a closed executive session for a period of not more than 10 minutes to discuss Non-Elected Personnel and to include the Board of County Commissioners, County Counselor Jim Emerson and Sheriff Danny Smith and to reconvene by 10:30 AM.

Yeas: Commissioners Moody, Blair and Johnson

Nays:

Present but not voting:

Absent or not voting:

**The motion prevailed.**

The Commissioners went into Executive Session at 10:20 AM and reconvened the Open Session at 10:28 AM with no action taken except to go back into open session.

### **UNDER THE HEADING NEW BUSINESS**

**PUBLIC HEARINGS AND OPENING OF ANNOUNCED BIDS**

**MESSAGES FROM CRAWFORD CO LOCAL BOARD OF HEALTH**

**MESSAGES FROM ELECTED OFFICIALS**

**MESSAGES FROM THE PUBLIC**

**MESSAGES FROM OTHER GOVERNMENTAL ENTITIES**

**MESSAGES FROM APPOINTED OFFICIALS**

**Item One:** Shop Foreman Greg Hite and Mr. Archie Moffett from Foley Equipment addressed the purchase of 3 Caterpillar Motor Graders. The Commissioners decided to have Mr. Hite and Mr. Moffett move forward with the purchase of 3 Caterpillar Motor Graders. Mr. Emerson stated that he will look into financing.

**On motion (19-264)** of Commissioner Moody and the second of Commissioner Blair to authorize Shop Foreman Greg Hite and Mr. Archie Moffett, Foley Equipment Sales Representative to move forward with the purchase of 3 Caterpillar Motor Graders.

Yeas: Commissioners Moody, Blair and Johnson

Nays:

Present but not voting:

Absent or not voting:

**The motion prevailed.**

### **EXECUTIVE SESSION continued**

**Item Three:** Commissioner Moody requested an executive session for 15 minutes to discuss Non-Elected Personnel.

**On motion (19-265)** of Commissioner Moody and the second of Commissioner Johnson to recess this open session and go into a closed executive session for a period of not more than 15 minutes to discuss Non-Elected Personnel and to include the Board of County Commissioners and County Counselor Jim Emerson and to reconvene by 10:46 AM.

Yeas: Commissioners Moody, Blair and Johnson

Nays:

Present but not voting:

## Board of Crawford County Commissioners

Absent or not voting:

**The motion prevailed.**

The Commissioners went into Executive Session at 10:31 AM and reconvened the Open Session at 10:40 AM with no action taken except to go back into open session.

**Item Four:** Commissioner Moody requested an executive session for 20 minutes to discuss Non-Elected Personnel.

**On motion (19-266)** of Commissioner Moody and the second of Commissioner Johnson to recess this open session and go into a closed executive session for a period of not more than 20 minutes to discuss Non-Elected Personnel and to include the Board of County Commissioners, County Counselor Jim Emerson and Shop Mechanic Josh Peak and to reconvene by 11:01 AM.

Yeas: Commissioners Moody, Blair and Johnson

Nays:

Present but not voting:

Absent or not voting:

**The motion prevailed.**

The Commissioners went into Executive Session at 10:41 AM and reconvened the Open Session at 10:53 AM with no action taken except to go back into open session.

### **PROCLAMATION AND ORDERS OF THE BOARD NEW BUSINESS**

**Item One:** County Counselor Jim Emerson presenting Resolution #2019-021, A Resolution Creating a Special Ambulance Reserve Fund. Mr. Emerson stated that he researched the statutes and found a statutory authority in reference to creating a reserve fund for replacement of equipment for ambulance departments.

# Board of Crawford County Commissioners

BOARD OF COUNTY COMMISSIONERS  
CRAWFORD COUNTY COURTHOUSE  
GIRARD, KANSAS

RESOLUTION 2019-021

A RESOLUTION CREATING A SPECIAL AMBULANCE RESERVE FUND  
PURSUANT TO K.S.A. §12-110d.

WHEREAS, K.S.A. §12-110d authorizes the governing body of any municipality to transfer annually, by resolution, any funds received from a tax levy specifically authorized to be made for an ambulance or emergency medical service to a special fund for the replacement of ambulance or emergency medical service equipment; and,

WHEREAS, the Board of County Commissioners finds that it is in the best interests of the County to establish a special ambulance reserve fund for the replacement of equipment.

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

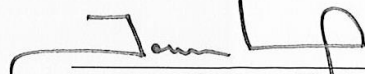
Section 1: There is hereby created a Special Ambulance Reserve Fund. This fund can be used to replace equipment for the Ambulance Department.

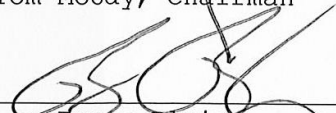
Section 2. If the Board of County Commissioners determines that money which has been transferred into the Special Ambulance Reserve Fund is not needed for the purposes for which it was transferred the Board of County Commissioners may by resolution retransfer such amount not needed to the County Ambulance Fund.

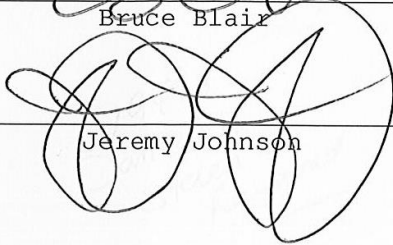
Section 3. The County Clerk is hereby directed to deliver a copy of this resolution to the County Treasurer.

## Board of Crawford County Commissioners

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 23rd day of August, 2019.

  
\_\_\_\_\_  
Tom Moody, Chairman

  
\_\_\_\_\_  
Bruce Blair

  
\_\_\_\_\_  
Jeremy Johnson

ATTEST:

  
\_\_\_\_\_  
Donald P. Pyle, County Clerk

**On motion (19-267)** of Commissioner Johnson and the second of Commissioner Moody to adopt Resolution #2019-021, A Resolution Creating a Special Ambulance Reserve Fund.

Yeas: Commissioners Moody, Blair and Johnson

Nays:

Present but not voting:

Absent or not voting:

**The motion prevailed.**

**Item Two:** County Counselor Jim Emerson presented the Crawford County Conservation District 2020 Operations Fund Budget. He explained that the Chairman needs to sign the County Budget Certification to Conservation District to submit back to the Conservation District.

# Board of Crawford County Commissioners

## County Budget Certification to Conservation District

In accordance with the provisions of K.S.A. 2-1907b (Conservation District Law), the commissioners of Crawford County, Kansas hereby certify that a budget of \$ \_\_\_\_\_ has been approved for the Crawford County Conservation District for calendar year 2020 (which includes an allocation of \$ - 0 - from the county's general fund and/or \$ 49,512 from a special mill levy and/or \$ \_\_\_\_\_ from other county funds (type of other funds: \_\_\_\_\_) for a total of \$ \_\_\_\_\_). Adopted by the county governing body on the 20<sup>th</sup> day of August, 2019.

Signed: [Signature], Commission Chairperson  
Attest: [Signature], County Clerk

\*\*\*\*\*

## Conservation District Budget Certification to Div of Conservation (complete this section after conservation district adopts final budget)

In accordance with the provisions of K.S.A. 2-1907c (Conservation District Law), the Crawford County Conservation District's Board of Supervisors hereby certifies that the commissioners of Crawford County, Kansas, have approved an allocation of \$ \_\_\_\_\_ for district operations in calendar year 2020. A total conservation district operations budget for 2020 of \$ \_\_\_\_\_ has also been adopted by the conservation district Board of Supervisors on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Signed: \_\_\_\_\_, District Chair  
Attest: \_\_\_\_\_, District Secretary / Manager

Following adoption of the district's final budget by the Board of Supervisors, upload this completed form in CSIMS under "County & District Certifications" by September 1, 2019. Do not combine the upload with any other forms.



# Board of Crawford County Commissioners

## Crawford County Conservation District

### 2020 Operations Fund Budget

	Preceding Year Actual 2018 <small>Column 1</small>	Current Year Estimated 2019 <small>Column 2</small>	Proposed Budget 2020 <small>Column 3</small>	Adopted Budget 2020 <small>Column 4</small>
<b>Expenditure Classifications:</b>				
Salaries & Wages (gross)	\$ 48,711.00	\$ 63,648.00	\$ 66,146.60	\$ 66,146.60
Employee Benefits	\$ 13,198.23	\$ 16,798.91	\$ 17,299.75	\$ 17,299.75
Travel Expenses	\$ 2,525.09	\$ 3,075.50	\$ 3,179.27	\$ 3,179.27
Fixed Assets Purchases	\$ -	\$ 2,100.00	\$ 2,205.00	\$ 2,205.00
Equipment & Building Maintenance	\$ -	\$ 1,000.00	\$ 1,050.00	\$ 1,050.00
Information & Education	\$ -	\$ 225.00	\$ 237.50	\$ 237.50
Other Administrative Expenses	\$ 5,952.09	\$ 6,115.02	\$ 6,525.77	\$ 6,525.77
Miscellaneous	\$ 670.70	\$ 250.00	\$ 262.50	\$ 262.50
<b>Total Expenditures</b>	<b>\$ 71,057.11</b>	<b>\$ 93,212.43</b>	<b>\$ 96,906.39</b>	<b>\$ 96,906.39</b>
<b>Receipt Classifications:</b>				
Cash on Hand, January 1*				
a. Checking Account	\$ 134,238.46	\$ 119,728.69	\$ 82,487.94	\$ 82,487.94
b. Savings / Investment Account	\$ -	\$ -	\$ -	\$ -
c. Petty Cash & Other Currency	\$ -	\$ -	\$ -	\$ -
County Appropriation - General Fund	\$ -	\$ -	\$ -	\$ -
County Appropriation - Special Levy	\$ 33,912.00	\$ 33,912.00	\$ 49,512.00	\$ 49,512.00
County Appropriation - Other Funds	\$ -	\$ -	\$ -	\$ -
State Appropriation (matching funds)**	\$ 21,754.92	\$ 21,309.64	\$ 21,309.64	\$ 21,309.64
State Technical Assistance Funds	\$ -	\$ -	\$ -	\$ -
Interest	\$ 568.14	\$ 490.04	\$ 250.76	\$ 250.76
Donations	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 312.28	\$ 260.00	\$ 273.00	\$ 273.00
Transfer of Funds	\$ -	\$ -	\$ -	\$ -
<b>Total Receipts</b>	<b>\$ 190,785.80</b>	<b>\$ 175,700.37</b>	<b>\$ 153,833.34</b>	<b>\$ 153,833.34</b>
<b>Less Total Expenditures</b>	<b>\$ 71,057.11</b>	<b>\$ 93,212.43</b>	<b>\$ 96,906.39</b>	<b>\$ 96,906.39</b>
<b>Cash on Hand, December 31</b>	<b>\$ 119,728.69</b>	<b>\$ 82,487.94</b>	<b>\$ 56,926.95</b>	<b>\$ 56,926.95</b>

\* The sum of Cash On Hand, January 1 must equal Cash On Hand, December 31 of previous year.

\*\* NOTE: As per K.S.A. 2-1907c, if state appropriations are insufficient to match county funds (not to exceed \$25,000 per district), distribution shall be prorated in proportion to eligible amount.

**On motion (19-268)** of Commissioner Blair and the second of Commissioner Johnson to approve the Crawford County Conservation District 2020 Operations Fund Budget and authorize the Chairman to sign.

Yeas: Commissioners Moody, Blair and Johnson

Nays:

Present but not voting:

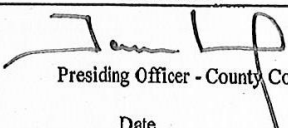
Absent or not voting:

**The motion prevailed.**

**Item Three:** Mr. Emerson presented the 11<sup>th</sup> Judicial District Crawford County Annual Budget. Mr. Emerson stated that the Chairman needs to sign the certification to submit to the State.



# Board of Crawford County Commissioners

Submit to County Commission by July 15 and forward a copy of the proposed budget to the Office of Judicial Administration. Approved budgets are due in the Office of Judicial Administration by August 26.	<b>ANNUAL BUDGET</b> K.S.A. 20-349 All Funds Summary <u>11</u> Judicial District <u>Crawford</u> County, Kansas		Form No. JA 100 (Rev. 3/19)
<b>FUND</b>	Actual Expenditures Previous Year 2018	Estimated Expenditures Current Year 2019	Proposed Expenditures Budget Year 2020
General	\$ 424,905.52	\$ 432,500.00	\$ 422,500.00
Court Trustee Operations			
Retirement			
Social Security			
Workmen's Compensation			
Employment Security			
Employee Benefit			
Other (Specify)			
<b>FUND TOTALS:</b>	<b>\$ 424,905.52</b>	<b>\$ 432,500.00</b>	<b>\$ 422,500.00</b>
COMMENTS:	Submitted:  Chief Judge  Enclosures: Circle all which apply General Fund Account Personnel Schedule Court Trustee Operation Fund Court Trustee Personnel Schedule Other Funds		
	Approved: <u>As submitted</u> Circle One As amended		
	 Presiding Officer - County Commission  Date		
Although courts are not revenue-producing agencies, fees and other revenues which have accrued or will accrue to the County General Fund are as follows:	Actual Previous Year 2018	Estimated Current Year 2019	Proposed Budget Year 2020
	\$ 45,150.04	\$ 50,000.00	\$ 50,000.00

# Board of Crawford County Commissioners

ANNUAL BUDGET K.S.A. 20-349 General Fund Account		Form No. JA 101 (Rev. 03/19)	
11 Judicial District      Crawford County, Kansas			
Expenditure Detail	Actual Previous Year 2018	Estimated Current Year 2019	Proposed Budget Year 2020
<b>Personnel Services:</b>			
Salaries			
Fringe Benefits			
Health Insurance			
<b>Contractual Services:</b>			
Indigent Services			
Legal Defense	\$ 222,841.92	\$ 232,000.00	\$ 232,000.00
Witness Fees and Travel			
Transcripts	\$ 14,258.19	\$ 19,000.00	\$ 19,000.00
Medical/Psychiatric Exam	\$ 1,517.52	\$ 3,000.00	\$ 3,000.00
Other (Specify)	\$ 2,814.62	\$ 2,500.00	\$ 2,500.00
Publications			
Juveniles GAL			
Mentally Ill GAL			
Alcoholic Treatment			
Drug Tests	\$ 1,271.50	\$ 1,500.00	\$ 1,500.00
Judges pro tem			
Court Reporters			
Trial Costs			
Juror's Fees and Travel	\$ 5,797.37	\$ 19,500.00	\$ 12,000.00
Juror's meals			
Other (Specify)	\$ 5,695.91	\$ 12,000.00	\$ 6,000.00
Interpreters			
Travel	\$ 9,008.37	\$ 10,000.00	\$ 10,000.00
Education, Tuition, and Training	\$ 820.00	\$ 2,500.00	\$ 2,500.00
Equipment Rental	\$ 5,016.85	\$ 3,500.00	\$ 3,500.00
Repair and Maintenance	\$ 19,077.95		
Microfilming	\$ 5,293.27	\$ 5,000.00	\$ 5,500.00
Postage	\$ 17,414.31	\$ 18,000.00	\$ 18,000.00
Rent (including utilities if applicable)			
Telephone	\$ 33,140.48	\$ 30,000.00	\$ 30,000.00
Utilities	\$ 41,754.81	\$ 6,000.00	\$ 6,000.00
Computer Services	\$ 12,027.25	\$ 12,000.00	\$ 15,000.00
Fax Service			
District Expense			
Other (Specify)	\$ 3,313.38	\$ 3,000.00	\$ 3,000.00
Professional Memberships and			
<b>Commodities:</b>			
Printing and Office Supplies	\$ 22,166.77	\$ 25,000.00	\$ 25,000.00
Recording Tapes			
Other (Specify)			
<b>Capital Outlay:</b>			
Office Equipment	\$ 1,415.75	\$ 25,000.00	\$ 25,000.00
Recording Equipment			
Other (Specify)	\$ 259.50	\$ 3,000.00	\$ 3,000.00
Criminal Mediation			
<b>Total</b>	<b>\$ 424,905.52</b>	<b>\$ 432,500.00</b>	<b>\$ 422,500.00</b>

**On motion (19-269)** of Commissioner Johnson and the second of Commissioner Moody to approve the 11<sup>th</sup> Judicial District Crawford County Annual Budget and authorize the Chairman to sign.

Yeas: Commissioners Moody, Blair and Johnson

Nays:

Present but not voting:

## Board of Crawford County Commissioners

Absent or not voting:

**The motion prevailed.**

**Item Four:** Mr. Blair discussed the demonstration on grader blades scheduled for Wednesday and will have more information on the times of the demonstrations on Tuesday.

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

**Item One:** Commissioner Blair stated that sometime in September the striping company will be in Crawford County and a list of roads needs to be compiled. The Commissioners discussed meeting with Asphalt Foreman Randy Chiartano to discuss the road maintenance status and some county parking lots. The Commissioners decided to have a work session at 9:00 AM on Tuesday, September 27, 2019 with Asphalt Foreman Randy Chiartano.

**Item Two:** Commissioner Johnson stated that he has been working with County Clerk Don Pyle on the City/County Luncheon to be held on September 17, 2019. He stated that the County Clerk's office provided him with an updated list of City Officials and he will work on sending out invitations. Mr. Johnson stated that the luncheon will be held at the Girard Civic Center and Chicken Annie's Girard will cater. Mr. Emerson suggested inviting the local legislators also and Commissioner Johnson said he will add them to the invitation list.

### **EXECUTIVE SESSION**

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

##### **FUTURE BUSINESS:**

**Item One: August 27, 2019 – 9:00 AM** Work Session with Asphalt Foreman Randy Chiartano.

##### **ANNOUNCEMENTS:**

**Item One: September 2, 2019** – The Courthouse will be closed in observance of the Labor Day Holiday.

**Item Two: September 17, 2019** – City/County Luncheon beginning at 12:00 Noon at the Girard Civic Center. All three Commissioners will be in attendance.

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

**Item One:** Adjournment

**On the motion** of Commissioner Moody and the second of Commissioner Johnson to adjourn the [August 23, 2019](#) meeting of the Board of Crawford County Commissioners at 11:08 AM and to reconvene at the next regularly scheduled time with open doors.

Yeas: Commissioners Moody, Blair and Johnson

## Board of Crawford County Commissioners

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.**

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**Bobbi Wicker**

Deputy County Clerk

◇

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

[Taken 8/23/19 BKW 11:08 AM/amended BKW 8/26/19 10:00 AM](#)