

**BOARD OF COUNTY COMMISSIONERS
MONTGOMERY COUNTY, KANSAS
OFFICIAL MINUTES**

January 5, 2015

The Board of County Commissioners, two members and the County Clerk present, met in regular session at 9:00 AM. Commissioner Brown was absent.

Commissioner McManus will serve as Acting Chairman for the meeting today.

CALL TO ORDER: Commissioner McManus.

INVOCATION: Commissioner Rau.

PLEDGE OF ALLEGIANCE: Commissioner McManus.

AGENDA APPROVAL:

ACTION: *A motion was made by Commissioner Rau to approve the agenda as amended.. The motion was seconded by Commissioner McManus.*

*ROLL CALL VOTE - Commissioner Brown - Absent
Commissioner McManus – Yes
Commissioner Rau - Yes*

APPROVAL OF PAYMENT OF INVOICES:

ACTION: *A motion was made by Commissioner Rau to approve invoices in the amount of - \$256,386.25 (End of Month) and \$42,301.30 (Motor Vehicle Department) as presented by the County Clerk's office. The motion was seconded by Commissioner McManus.*

*ROLL CALL VOTE - Commissioner Brown - Absent
Commissioner McManus – Yes
Commissioner Rau - Yes*

APPROVAL OF MINUTES:

ACTION: *A motion was made by Commissioner Rau to approve the minutes of December 29, 2014 as presented by the County Clerk. The motion was seconded by Commissioner Rau.*

*ROLL CALL VOTE - Commissioner Brown - Absent
Commissioner McManus – Yes
Commissioner Rau - Yes*

SHERIFF'S DEPARTMENT – AMMO PURCHASE:

Under Sheriff Richard George, Administrative Assistant Liz Schwatken and Detective Kelly Stewart met with the Board to discuss the purchase of ammo for the department. Richard George told the Board they would like approval to purchase all ammunition throughout the year with approval to purchase when it is available as long as they do not exceed their line item of \$15,000 for the year. They are having difficulty receiving the ammo when it is purchased at the end of each year in large quantities. The following action was taken:

ACTION: *A motion was made by Commissioner Rau to authorize the Sheriff's Department to order ammunition at anytime throughout the year, not to exceed the 2015 budget line item in the total amount for the year of \$15,000.00. Motion was seconded by Commissioner McManus.*

*ROLL CALL VOTE – Commissioner Brown – Absent
Commissioner McManus – Yes
Commissioner Rau – Yes*

RES. NO.15-02

SHERIFF’S DEPARTMENT (Continued):

Administrative Assistant Liz Schwatken talked to the Board regarding body cameras for the officers. She gave an estimated cost of \$6,000.00 for cameras, software and computer equipment needed. They are continuing getting information and prices and will return to the Board later with more information.

PUBLIC WORKS:

Public Works Coordinator Robert Bever presented the weekly written report. The following items were discussed:

1. Grader study done by Norm Bowers the Local Road Engineer for Kansas Association of Counties
2. Balance Sheet for Noxious Weed for December, 2014 –
3. GIS Work Load Report –
4. Local Bridge Improvement Program on Project 63C-4759-01 (signatures required) –
ACTION: *A motion was made by Commissioner McManus to approve the Kansas Local Bridge Improvement Program Project 63C-4759-01 agreement between Montgomery County and Secretary of Transportation. Motion was seconded by Commissioner Rau.*

*ROLL CALL VOTE - Commissioner Brown - Absent
Commissioner McManus – Yes
Commissioner Rau - Yes*

RES. NO. 15-03

5. Mr. Bever reported on the remodeling request for the 3rd Floor of Coffeyville City Hall.. The Board said there will be no money will be put into the building by the County until a decision is made by the city of Coffeyville on their remodeling project.

OTHER COUNTY BUSINESS:

1. Executive Session – Non-elected Personnel –
ACTION: *A motion was made by Commissioner McManus to recess to Executive Session at 9:52 AM to return at 10:02 AM to discuss non-elected personnel with the Board present. Motion was seconded by Commissioner Rau.*

*ROLL CALL VOTE - Commissioner Brown - Absent
Commissioner McManus – Yes
Commissioner Rau - Yes*

Returned to session at 10:02 AM stating no decisions made and no action to be taken.

2. Register of Deeds – Transfer of \$35,000 from Register of Deeds Technical Fund to the County General fund. –
ACTION: *A motion was made by Commissioner McManus to authorize the County Clerk to transfer \$35,000, on the request of the Register of Deeds, from the Register of Deeds Tech Fund to County Operating General Fund. Motion was seconded by Commissioner Rau*

*ROLL CALL VOTE - Commissioner Brown - Absent
Commissioner McManus – Yes
Commissioner Rau - Yes*

RES.NO. 15-04

3. Employee Handbook revision –
ACTION: *A motion was made by Commissioner Rau to amend the Montgomery County Employees Handbook as follows:*

HOLIDAYS

The County will grant holiday time off to all employees on the holidays designated by the Board of County Commissioners. To be entitled to holiday

pay, an employee must work, be on approved vacation, or be on approved sick leave the day before and the day after the holiday. *Prior approval shall be given*

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Other County Business (Continued) – Employee Handbook Revision:

by employees' supervisor. (See Attendance and Punctuality-pg. 25) The holidays are to be announced annually by the Board of County Commissioners.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the County expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the County. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. The employees' notification shall be made personally, not by texting, e-mail, or social media. If the employee is physically unable to make the call, then a family member may notify the employees' supervisor by telephone contact. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment. Three straight working days absence without authorization will result in termination, as will two straight working days absence without notification.

Motion was seconded by Commissioner McManus.

*ROLL CALL VOTE - Commissioner Brown - Absent
Commissioner McManus – Yes
Commissioner Rau - Yes*

RES. NO. 15-01

ADJOURNMENT: 10:12 AM

ACTION: *Motion by Commissioner Rau, seconded by Commissioner McManus.*

*ROLL CALL VOTE - Commissioner Brown - Absent
Commissioner McManus – Yes
Commissioner Rau - Yes*

**BOARD OF COUNTY COMMISSIONERS
MONTGOMERY COUNTY, KANSAS**

FRED BROWN, Chairman

LARRY McMANUS, Member

LEON RAU, Member

ATTEST:

County Clerk