

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

December 23, 2024

The Board of County Commissioners, three members and the Deputy Clerk present, met in regular session at 9:00 AM.

CALL TO ORDER: Commissioner Cordray.

INVOCATION: Reverend Doug Mund Grace Fellowship, Coffeyville

PLEDGE OF ALLEGIANCE: Commissioner McManus.

AGENDA APPROVAL:

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

*ROLL CALL VOTE - Commissioner Bever - Yes
Commissioner McManus - Yes
Commissioner Cordray- Yes*

APPROVAL OF PAYMENT OF INVOICES:

ACTION: *A motion was made by Commissioner Bever to approve invoices in the amount of \$44,717.54 (Prepays) as presented by the County Clerk's Office. Motion was seconded by Commissioner McManus.*

*ROLL CALL VOTE - Commissioner Bever - Yes
Commissioner McManus - Yes
Commissioner Cordray- Yes*

APPROVAL OF MINUTES:

ACTION: *A motion was made by Commissioner McManus to approve the minutes of December 16, 2024 as presented by the County Clerk. The motion was seconded by Commissioner Bever.*

*ROLL CALL VOTE - Commissioner Bever - Yes
Commissioner McManus - Yes
Commissioner Cordray- Yes*

DONNIE COLLIER – COUNTY ADMINISTRATOR POSTION:

Mr. Collier met with the Board to discuss the reasoning behind adding the County Administrators position. The Board provided Mr. Collier with a copy of the County Administrators job description and explained to him that the County Administrator has been an asset to the County overseeing daily responsibilities, operations and communication with department heads

COUNTY APPRAISER – MELODY KIKKERT

ACTION: A motion was made by Commissioner Cordray to recess to executive session at 9:15 AM to return at 9:30 AM with the Board, County Administrator and County Appraiser present to discuss non-elected personnel KSA 75-4319(b1). The motion was seconded by Commissioner Bever.

ROLL CALL VOTE – Commissioner Bever – Yes
Commissioner McManus – Yes
Commissioner Cordray – Yes

Returned to session at 9:30 AM stating no decisions made and no action to be taken.

COUNTY ADMINISTRATOR – JONATHAN BOOE:

County Administrator Jonathan Booe presented to the Board Budget Assistance and Audit Engagement letters from Jared, Gilmore & Phillips, PA to be signed by the Chairman.

ACTION: A motion was made by Commissioner Bever for the Chairman to sign the Budget Assistance and Audit Engagement letters from Jared, Gilmore & Phillips, PA on behalf of the Board. The motion was seconded by Commissioner McManus.

ROLL CALL VOTE – Commissioner Bever – Yes
Commissioner McManus – Yes
Commissioner Cordray – Yes

RES NO. 24-172

Mr. Booe also discussed the authorization of year end fund transfers, the 2025 Holiday Schedule and Cost of Living Adjustment (COLA) / Merit Increases.

1. Household Hazardous Waste fund to Special Noxious Weed fund in the amount of Ten Thousand Two Hundred Dollars (\$10,200).

ACTION: A motion was made by Commissioner Bever to authorize a fund transfer from Household Hazardous Waste to Special Noxious Weed in the amount of Ten Thousand Two Hundred Dollars (\$10,200). The motion was seconded by Commissioner McManus.

ROLL CALL VOTE – Commissioner Bever – Yes
Commissioner McManus – Yes
Commissioner Cordray – Yes

RES NO. 24-173

2. Solid Waste fund to Risk Management fund in the amount of Fifty Thousand Six Hundred and Twenty-Nine Dollars and Thirty-Seven Cents (\$50,629.37).

ACTION: A motion was made by Commissioner Bever to authorize a fund transfer from Solid Waste to Risk Management in the amount of Fifty Thousand Six Hundred and Twenty-Nine Dollars and Thirty-Seven Cents (\$50,629.37). The motion was seconded by Commissioner Cordray.

ROLL CALL VOTE – Commissioner Bever – Yes
Commissioner McManus – Yes
Commissioner Cordray – Yes

RES NO. 24-174

3. 2025 Official County Holiday Schedule, Thursday, June 19th, 2025 county offices will be closed to the public for employee in-service and training, and Wednesday, December 31, 2025 county offices will close at noon for auditing case purposes.

COUNTY ADMINISTRATOR – JONATHAN BOOE CONT'D:

ACTION: *A motion was made by Commissioner Bever to adopt the 2025 Holiday Schedule and the closure of county offices on Thursday, June 19th, 2025 for employee in-service and training, and at noon on Wednesday, December 31st, 2025 for auditing purposes. The motion was seconded by Commissioner Cordray.*

*ROLL CALL VOTE – Commissioner Bever – Yes
Commissioner McManus – Yes
Commissioner Cordray – Yes*

RES NO. 24-175

4. Authorization for a 3% Salary Increase to all eligible Montgomery County employees. The 3% Salary Increase will be divided as follows:

- 2% Cost of Living Adjustment (COLA) applied to all eligible employees to address inflation and increased cost of living. This adjustment will not include Elected Officials or the Board of County Commissioners.
- 1% Merit Based Increase allocated based on individual employee performance evaluations conducted by department heads.

ACTION: *A motion was made by Commissioner Cordray to Authorize a 3% Salary Increase. 2% for a Cost of Living Adjustment (COLA) applied to all eligible employees to address inflation and increased cost of living. This adjustment does not include Elected Officials or the Board of County Commissioners. A 1% Merit Based Increase allocated based on individual employee performance evaluations conducted by department heads. The motion was seconded by Commissioner McManus.*

*ROLL CALL VOTE – Commissioner Bever – Yes
Commissioner McManus – Yes
Commissioner Cordray – Yes*

RES NO. 24-176

Mr. Booe presented to the Board the policy for utilizing Highland Cemetery for unclaimed bodies to be approved and signed. Highland Cemetery will be designated as the burial site for unclaimed bodies within Montgomery County. The policy outlines the responsibilities of the county, funeral home, and other parties to ensure a respectful, efficient, and compliant process.

ACTION: *A motion was made by Commissioner Cordray to approve the policy for utilizing Highland Cemetery for unclaimed bodies within Montgomery County. The motion was seconded by Commissioner Bever.*

*ROLL CALL VOTE – Commissioner Bever – Yes
Commissioner McManus – Yes
Commissioner Cordray – Yes*

RES NO. 24-177

COUNTY HEALTH DIRECTOR – BRANDEE KIRK:

County Health Director Brandee Kirk met with the Board to discuss the approval of using their Covid-19 grant funds to extend their contract with Patagonia to November 2030 for their electronic health records in the amount of \$46,021.35.

ACTION: *A motion was made by Commissioner Bever for the approval to extend the contract for electronic health records with Patagonia to November 2030 in the amount of \$46,021.35 using Covid-19 grant funds. The motion was seconded by Commissioner McManus.*

*ROLL CALL VOTE – Commissioner Bever – Yes
Commissioner McManus – Yes
Commissioner Cordray – Yes*

RES NO. 24-178

COUNTY HEALTH DIRECTOR – BRANDEE KIRK CONT'D:

Mrs. Kirk also asked the Board for approval to purchase seven (7) Ipad Pros for the WIC Program in the amount of \$8,400. The Ipad Pros will be paid with Covid-19 grant funds.

ACTION: *A motion was made by Commissioner Bever for the approval to purchase seven (7) Ipad Pros for the WIC Program in the amount of \$8,400 using Covid-19 grant funds. The motion was seconded by Commissioner Cordray.*

ROLL CALL VOTE – Commissioner Bever – Yes
Commissioner McManus – Yes
Commissioner Cordray – Yes

RES NO. 24-179

COUNTY TREASURER – NANCY CLUBINE:

County Treasurer Nancy Clubine met with the Board to request funds for Motor Vehicle to cover payroll expenses and end of year Treasurer Compensation. The Board tabled their decision and asked that Ms. Clubine be put on the agenda for the meeting on Monday, December 30th, 2024.

Ms. Clubine also spoke to the Board about moving forward with the conversion with Komtek Software to add Motor Vehicle to the general fund for year 2025. Conversion will cost up to \$2,000 and the Treasurer requested that it be paid from general operating. The Board agreed for the Treasurer to move forward with the conversion.

14th JUDICIAL DIST. COMMUNITY CORRECTIONS JUVENILE SERVICES DIRECTOR – KENNETH FECKE:

ACTION: *A motion was made by Commissioner Cordray to recess to executive session at 10:15 AM to return at 10:30 AM with the Board, County Administrator, Assistant County Administrator, and Kenneth Fecke present to discuss real property KSA 75-4319(b6). The motion was seconded by Commissioner Bever. A motion was made by Commissioner Bever to extend the executive session 10 more minutes.*

ROLL CALL VOTE – Commissioner Bever – Yes
Commissioner McManus – Yes
Commissioner Cordray – Yes

Returned to session at 10:40 AM with action taken to give Administration the authority to enter into negotiations to make an offer for a building for JJA.

HEALTH INSURANCE BROKER – MICAH BOULANGER

Health Insurance Broker Micah Boulanger presented to the Board a Financial Review for plan year 2024.

OTHER BUSINESS:

1. Neighborhood Revitalization Application for 4438 CR 4175 Independence, KS-

ACTION: A motion was made Commissioner Bever to approve the application for Neighborhood Revitalization for 4438 CR 4175 Independence, KS. The motion was seconded by Commissioner McManus.

ROLL CALL VOTE – Commissioner Bever – Yes
Commissioner McManus – Yes
Commissioner Cordray – Yes

RES NO. 24-180

2. Cereal Malt Beverage License for AKAS 1, LLC
3. Occupational License for Coffeyville Country Club
4. Occupational License for Independence Country Club

ACTION: A motion was made by Commissioner Bever to approve the Cereal Malt Beverage License for AKAS, LLC and the Occupational Licenses for Coffeyville Country Club and Independence Country Club. The motion was seconded by Commissioner Cordray.

ROLL CALL VOTE – Commissioner Bever – Yes
Commissioner McManus – Yes
Commissioner Cordray – Yes

RES NO. 24-181

ADJOURNMENT: 12:20 PM

ACTION: Motion by Commissioner Bever, seconded by Commissioner McManus.

ROLL CALL VOTE - Commissioner Bever - Yes
Commissioner McManus – Yes
Commissioner Cordray- Yes

WORK SESSION:

The work session with the Board of County Commissioners and County Administrator, Jonathan Booe began at 12:20 PM and closed at 12:50 PM.

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


ROBERT BEVER, Member

LARRY McMANUS, Member


MIKE CORDRAY, Chairman

ATTEST:


Charlotte Schmidt, County Clerk

RESOLUTION NO. 24-172

DATED at Independence, Montgomery County, Kansas this 23th day of December, 2024

WHEREAS: *A motion was made by Commissioner Bever for the Chairman to sign the Budget Assistance and Audit Engagement letters from Jared, Gilmore & Phillips, PA on behalf of the Board.*

Motion was seconded by Commissioner McManus.

*ROLL CALL VOTE - Commissioner Bever - Yes
Commissioner McManus - Yes
Commissioner Cordray - Yes*



Robert Bever, Member

Larry McManus, Member



Mike Cordray, Chairman

ATTEST:


Misty Wilson, Deputy Clerk

Resolution No. 24- 173

A Resolution of the Board of County Commissioners of Montgomery County, Kansas, Authorizing a Transfer of Funds from Household Hazardous Waste to the Special Noxious Weed Fund in 2024.

WHEREAS, the Board of County Commissioners of Montgomery County, Kansas, recognizes the need to ensure the proper allocation and management of county funds; and

WHEREAS, the Board has determined that a transfer of funds is necessary to support the continued operations and activities of the Special Noxious Weed Fund; and

WHEREAS, the Board has determined that there are sufficient funds in the Household Hazardous Waste Fund to support this transfer without disruption to its operations; and

WHEREAS, the Board has allocated the amount of Ten Thousand Two Hundred Dollars (\$10,200) to be transferred from the Household Hazardous Waste Fund to the Special Noxious Weed Fund, per K.S.A. 2-1318, to address programmatic and operational needs;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MONTGOMERY COUNTY, KANSAS, AS FOLLOWS:

1. Authorization of Transfer

The Board hereby authorizes the transfer of \$10,200 from the Household Hazardous Waste Fund to the Special Noxious Weed Fund, per K.S.A. 2-1318 effective immediately.

2. Purpose of Transfer

The funds transferred shall be utilized exclusively for expenses related to the operations and management of the Special Noxious Weed program, including but not limited to weed control, initiatives, materials, program management, and operations.

3. Record of Transfer

The County Clerk and the County Treasurer are directed by the Montgomery County BOC to make the necessary accounting entries to reflect the transfer of funds and ensure accurate records are maintained.

4. Compliance

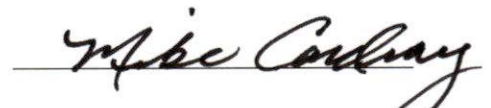
This transfer shall be made in accordance with all applicable state statues, regulations, and county financial policies governing the transfer.

ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS OF MONTGOMERY COUNTY, KANSAS, THIS 23rd, DAY OF DECEMBER, 2024.

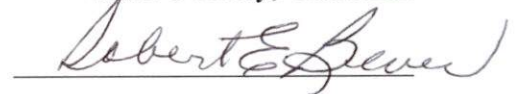
ROLL CALL VOTE – Commissioner Bever - Yes

Commissioner McManus - Yes

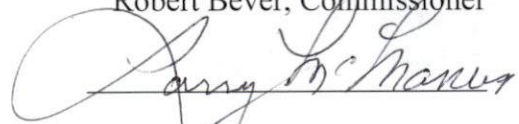
Commissioner Cordray - Yes



Mike Cordray, Chairman



Robert Bever, Commissioner



Larry McManus, Commissioner

Attest:



Charlotte Scott Schmidt, County Clerk

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Resolution No. 24-174

A Resolution of the Board of County Commissioners of Montgomery County, Kansas, Authorizing the Transfer of Funds from the Solid Waste Fund to the Risk Management Reserve Fund and Closing Out the Solid Waste Fund

WHEREAS, the Board of County Commissioners of Montgomery County, Kansas, has determined that the Solid Waste Fund is no longer necessary for the financial management of the county's solid waste operations; and

WHEREAS, there is a remaining balance of \$50,629.37 in the Solid Waste Fund that the Board wishes to transfer to the Risk Management Reserve Fund, per K.S.A.12-2615, to support the county's ongoing risk management needs; and

WHEREAS, the Board deems it appropriate to close out the Solid Waste Fund upon the completion of the fund transfer;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MONTGOMERY COUNTY, KANSAS, AS FOLLOWS:

1. Transfer of Funds

The Board hereby authorizes the transfer of up to fifty thousand six hundred and twenty nine dollars and thirty-seven cents (\$50,629.37) from the Solid Waste Fund to the Risk Management Reserve Fund, per K.S.A. 12-2615. This transfer shall be executed in accordance with applicable laws and accounting procedures.

2. Closing of the Solid Waste Fund

Upon the successful transfer of the funds as outlined in Section 1, the Solid Waste Fund shall be closed. Any remaining balances or obligations related to the Solid Waste Fund shall be resolved or transferred to the appropriate accounts before closure.

3. Administration and Oversight

The transfer and closure shall be documented in the county's financial records, and the Board shall be notified upon completion.

4. Effective Date

This resolution shall take effect immediately upon its adoption by the Montgomery County Board of County Commission.

ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS OF MONTGOMERY COUNTY, KANSAS, THIS 23rd, DAY OF DECEMBER, 2024.

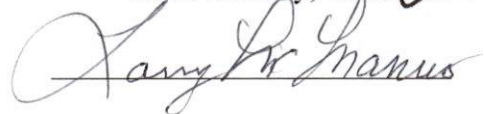
ROLL CALL VOTE – Commissioner Bever -

Commissioner McManus -

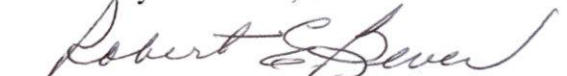
Commissioner Cordray -



Mike Cordray, Chairman



Larry McManus, Member



Robert Bever, Commissioner

Attest:

Musty Wilson, Deputy Clerk

Charlotte Schmidt, County Clerk

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RESOLUTION NO. 24-115

A RESOLUTION ESTABLISHING THE 2025 HOLIDAY SCHEDULE FOR MONTGOMERY COUNTY, KANSAS.

WHEREAS, the Board of County Commissioners of Montgomery County, Kansas, recognize the need to adopt and approve an official holiday schedule for county employees to ensure continuity, consistency, and clarity for all Montgomery County Departments for the calendar year of 2025 for the observance of recognized national, state, and county holidays.

NOW, THEREFORE BE IT RESOLVED, BY THE BOARD OF COUNTY COMMISSIONERS OF MONTGOMERY COUNTY, KANSAS, AS FOLLOWS:

2025 Official County Holiday Schedule

Holiday	Day of the Week	Date
New Years Day	Wednesday	January 1 st , 2025
Martin Luther King Jr. Day	Monday	January 20 th , 2025
President's Day	Monday	February 17 th , 2025
Good Friday	Friday	April 18 th , 2025
Memorial Day	Monday	May 26 th , 2025
Independence Day	Friday	July 4 th , 2025
Labor Day	Monday	September 1 st , 2025
Columbus Day	Monday	October 13 th , 2025
Thanksgiving Day	Thursday	November 27 th , 2025
Day After Thanksgiving	Friday	November 28 th , 2025
Christmas Eve	Wednesday	December 24 th , 2025
Christmas Day	Thursday	December 25 th , 2025

*Thursday June 19th, 2025, County Offices will be closed to the public for employee in-service and training. *

Wednesday December 31st, 2025, County Offices will be closed at noon for auditing case purposes

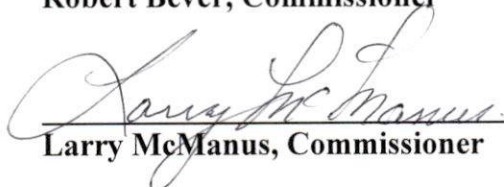
Adopted by the Board of County Commission of Montgomery County, Kansas, this 23rd day of December 2024.

ROLL CALL VOTE – Commissioner Bever - YES
Commissioner McManus - YES
Commissioner Cordray - YES

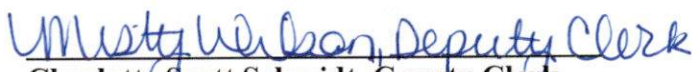
**BOARD OF COUNTY COMMISSIONERS
MONTGOMERY COUNTY, KANSAS**


Mike Cordray, Chairman


Robert Bever, Commissioner


Larry McManus, Commissioner

ATTEST:


Charlotte Scott Schmidt, County Clerk

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Resolution No. 24- 176

A Resolution of the Board of County Commissioners of Montgomery County, Kansas, authorizing a 3% salary increase for Montgomery County Employees.

WHEREAS, the Board of County Commissioners of Montgomery County, Kansas, recognizes the importance of providing fair and equitable compensation to its employees; and

WHEREAS, addressing the costs of living increases to ensure competitive wages that align with economic conditions, and incentivizing high performance is critical for maintaining an efficient and effective workforce; and

WHEREAS, the Board has determined that a 3% salary increase is appropriate, with 2% designated as a Cost-of-Living Adjustment (COLA) and 1% allocated for merit-based performance evaluations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MONTGOMERY COUNTY, KANSAS, AS FOLLOWS:

1. Authorization of Salary Increase

- The 3% increase will be divided as follows:
 1. 2% Cost Of Living Adjustment applied to all eligible employees to address inflation and the increased cost of living.
 2. 1% Merit Based Increase allocated based on individual employee performance evaluations conducted by department heads.

2. Implementation

- Department heads will complete performance evaluations for their staff for the merit-based portion of the increase.
- The County Administrator will complete a performance evaluation of all non-elected department heads for the merit-based portion of the increase.
- Adjustments will be made in payroll when the merit-based evaluation is received by payroll with all performance evaluations being completed and turned into payroll by Friday, January 17th, 2025

3. Applicability

- This resolution applies to all eligible county employees, full and part-time, as defined by Montgomery County employment policies, except for those positions explicitly excluded by separate agreement or policy and will adhere to the approved county budget and applicable personnel policies.

ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS OF MONTGOMERY COUNTY, KANSAS, THIS 23rd, DAY OF DECEMBER, 2024.

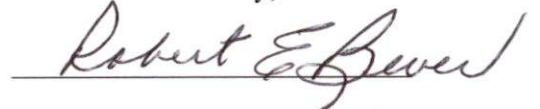
ROLL CALL VOTE – Commissioner Bever - Yes

Commissioner McManus - Yes

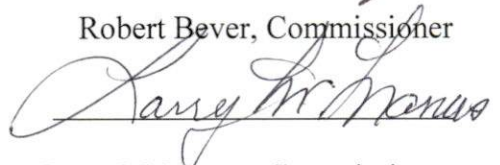
Commissioner Cordray - Yes



Mike Cordray, Chairman



Robert Bever, Commissioner



Larry McManus, Commissioner

Attest:



Charlotte Scott Schmidt, County Clerk

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RESOLUTION NO. 24-177

DATED at Independence, Montgomery County, Kansas this 23th day of December, 2024

WHEREAS: *A motion was made by Commissioner Cordray to approve the policy for utilizing Highland Cemetery for unclaimed bodies within Montgomery County.*

Motion was seconded by Commissioner Bever.

*ROLL CALL VOTE - Commissioner Bever - Yes
Commissioner McManus - Yes
Commissioner Cordray - Yes*



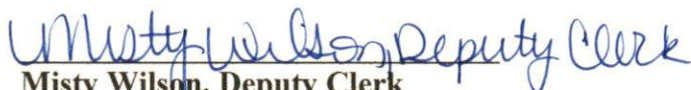
Robert Bever, Member

Larry McManus, Member



Mike Cordray, Chairman

ATTEST:



Misty Wilson, Deputy Clerk

RESOLUTION NO. 24-178

DATED at Independence, Montgomery County, Kansas this 23th day of December, 2024

WHEREAS: *A motion was made by Commissioner Bever for the approval to extend the contract for electronic health records with Patagonia to November 2030 in the amount of \$46,021.35 using Covid-19 grant funds*

Motion was seconded by Commissioner McManus

*ROLL CALL VOTE - Commissioner Bever - Yes
Commissioner McManus - Yes
Commissioner Cordray- Yes*



Robert Bever, Member

Larry McManus, Member



Mike Cordray, Chairman

ATTEST:



Misty Wilson, Deputy Clerk

RESOLUTION NO. 24-179

DATED at Independence, Montgomery County, Kansas this 23th day of December, 2024

WHEREAS: *A motion was made by Commissioner Bever for the approval to purchase seven (7) Ipad Pros for the WIC Program in the amount of \$8,400 using Covid-19 grant funds.*

Motion was seconded by Commissioner Cordray.

*ROLL CALL VOTE - Commissioner Bever - Yes
Commissioner McManus - Yes
Commissioner Cordray- Yes*



Robert Bever, Member

Larry McManus, Member



Mike Cordray, Chairman

ATTEST:



Misty Wilson, Deputy Clerk

RESOLUTION NO. 24-180

DATED at Independence, Montgomery County, Kansas this 23th day of December, 2024

WHEREAS: *A motion was made by Commissioner Bever to approve the application for Neighborhood Revitalization for 4438 CR 4175 Independence, KS.*

Motion was seconded by Commissioner McManus.

*ROLL CALL VOTE - Commissioner Bever - Yes
Commissioner McManus - Yes
Commissioner Cordray - Yes*



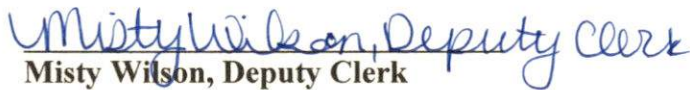
Robert Bever, Member

Larry McManus, Member



Mike Cordray, Chairman

ATTEST:



Misty Wilson, Deputy Clerk

RESOLUTION NO. 24-181

DATED at Independence, Montgomery County, Kansas this 23th day of December, 2024

WHEREAS: *A motion was made by Commissioner Bever to approve the Cereal Malt Beverage License for AKAS 1, LLC and the Occupational Licenses for Coffeyville Country Club and Independence Country Club.*

Motion was seconded by Commissioner Cordray.

*ROLL CALL VOTE - Commissioner Bever - Yes
Commissioner McManus - Yes
Commissioner Cordray- Yes*



Robert Bever, Member

Larry McManus, Member



Mike Cordray, Chairman

ATTEST:



Misty Wilson, Deputy Clerk