

**SEWARD COUNTY BOARD  
OF COMMISSIONERS MINUTES  
BUDGET PRESENTATIONS**

**DATE:** August 20, 1996

**TIME:** 6:30 p.m.

**CALL TO ORDER:** Chairman Sealey

**INVOCATION:** Commissioner Wettstein

**PRESENT:** Joe Sealey  
Ann Harrison  
C.J. Wettstein  
Randy Malin

**COUNTY COUNSEL:** Doug Miller

**COMMISSION OFFICE:** Jan Stickler

**CLERK'S OFFICE:** Dee Malin  
Marilyn Eisenhart

**CITIZEN COMMENTS** None

**ADMINISTRATIVE BUSINESS**

**Payroll:** Approved \$109,337.64

**Vouchers:** **Commissioner Harrison moved to approve vouchers signed by three Commissioners with the numbers to be included in the minutes by the Commissioner's Assistant; seconded by Commissioner Main. Motion passed 4-0 with Commissioner Eichman absent.**

Voucher dated 08/07/96 in the amount of \$408 were approved, check number 23474. Vouchers dated 08/21/96 in the amount of \$153,369.02 were approved, check numbers 23476-23823 with voids 23742 and 23730. Computer voids were 23510 and 23553.

**Abates:** \$17,077.26

**Escapes:** \$3,206.69

**Crossing Permits:** None

**Budget Update:** Chairman Sealey asked if there were any modifications to the proposed budget. Commissioner Malin suggested some changes to Rural Fire's budget.

1.) The line item, insurance, property & veh/lib/dis was overlooked and needs an additional \$8500.

Commissioner Harrison has no problem with this amount, since it is not under the tax lid. It will affect the rural Seward and Kismet population.

Chairman Sealey recognized that these funds have been expended to the general fund in the past. He agreed to transfer the amount and get it out from under the tax lid.

2.) The next issue deals with the part-time secretary. The budget set for this is \$8565 which is less than half of the full-time salary.

Commissioner Harrison stated that part-time employees are not on a pay scale and it should be left alone.

3.) Rural Fire is running short on funds for fuel already this year. It was recommended by Commissioner Malin to add \$1000 for next year.

Chairman Sealey suggested Rural Fire deal with the fuel concern through their budget.

**Commissioner Wettstein moved to approve increasing the budget for Rural Fire's fuel line item an extra \$1000; seconded by Commissioner Malin. Motion failed 2-2 with Commissioner Eichman absent.**

**Commissioner Wettstein moved to approve increasing the budget for Rural Fire's insurance, property & veh/lib/dis line item by \$8500; seconded by Commissioner Malin. Motion passed 4-0 with Commissioner Eichman absent.**

**Commissioner Wettstein moved to approve increasing the budget for Rural Fire's part-time secretary's salary by \$1200; seconded by Commissioner Malin. Motion failed 2-2 with Commissioner Eichman absent.**

The budget was to be published in the Southwest Daily Times the week of August 19, 1996. The budget hearing is set for September 3rd at 7:30 a.m.

**Housing Contract Bid Award:**

Commissioner Harrison presented this item for Commissioner Eichman in her absence. D.L. Bryan's bid was the lowest of three presented to the housing committee at their last meeting. It is their recommendation that it be accepted.

**Commissioner Harrison moved to award the Housing Grant Contract to the lowest bid presented by D. L. Bryan in the amount of \$38,338 and to authorize the Chairman and the County Clerk to sign the notices to proceed on the contract work; seconded by Commissioner Malin. Motion passed 4-0 with Commissioner Eichman absent.**

Commissioner Wettstein wanted to know some statistical information about the number of applications from the City of Liberal, Kismet City and rural Seward County. Mike Tabor, Landfill Supervisor, was present but did not have actual numbers. To the best of his recollection all five awards were giving to the City of Liberal. More were received from the City than the County and none were submitted from Kismet City. There are more applications pending but a date for approval has not been set.

**Pitney Bowes Maintenance Contract:**

Commissioner Eichman asked County Clerk, Dee Malin, to present this agenda item in her absence. We have received another billing regarding the maintenance contract on the mailing machine. A decision needs to be made either to purchase the service contract or operate the machine without it. The contract cost for one year is \$1,634.40. This amount is broken down between the electric scale costing \$317.70, the counting unit costing \$265.50, the mail machine costing \$856.80 and the power stacker costing \$194.40.

If it would break down our cost would include mileage, service and replacement equipment. Our service time would be much slower since they service their contracts first.

The County Clerk implied she is not nervous operating without an agreement. If it goes down it will be down longer waiting for service. All

Commissioners were comfortable operating the machine this year without the agreement.

**County Insurance Update:**

Al Shank, Jr. was present to give an update and answer questions regarding County insurance. He started his presentation by reviewing with the Commission the current coverage.

The County's umbrella liability policy is at one million dollars. It has been recommended by Legal Counsel to increase to two million dollars. The County has many areas of high intensity including the Landfill, Road & Bridge, Jail and increased events at the Activity Center.

Currently, for a one million dollar umbrella the cost for a full year is \$9460. The upgrade will be an additional charge of \$3800 making the annual premium \$13,260 for a two million dollar umbrella.

The Commission agreed to wait until renewal time which is January 1st to make any changes.

**Gas Gathering Contract:**

Ronald Cook with Petroleum Consultants, Inc. wrote a letter to the Commission. In it he recommended he be Seward and Morton county's representative at the Governor's Task Force Committee meetings. At these meetings he would assemble pertinent information and obtain copies of exhibits that would be included in a report to the County. He has met with Morton County's appraiser and she will meet with her Commissioners to propose this plan. If both counties agree for him to represent them, then his total time and expenses would be split by each county.

There would be a total of seven meetings. He estimated his total time and expenses for each meeting would range between \$600-\$700. Each County's share would be \$300-\$350. For seven meetings Seward County's share of the cost is estimated to be \$2100 to \$2450.

Chairman Sealey questioned Gary Post, Seward County Appraiser, as to the worth of this project. Gary Post finds the cost worthwhile because Mr. Cook is sharp and has a lot of credibility.

The Commission agreed that it would cost the County more money to send Gary to the meetings.

**Commissioner Malin moved to approve the Gas Gathering contract with Mr. Ronald Cook with the expense not to exceed \$2450; seconded by Commissioner Wettstein. Motion passed 4-0 with Commissioner Eichman absent.**

**Sheriff's Disposal of Equipment:**

The Seward County Sheriff's office requests permission to sell some surplus office equipment that is no longer of use to their department. The two pieces of equipment are a brother electronic office typewriter #EM-2050/D and an IBM system 36 computer model #5362.

Legal Counsel confirmed with the Commission that this sale does not need to be published.

**Commissioner Harrison moved to allow the sale of surplus office equipment from the Sheriff's Office with the County Offices having first choice, seconded by Commissioner Malin. Motion passed 4-0 with Commissioner Eichman absent.**

**Landfill Report:**

During the past couple of months there have been some allegations regarding the landfill. The claims deal with scrap metal and receipts.

Steve Rice, auditor, was present to explain the audit trail and answer questions. Steve confirmed the audit for 1995 was normal. No problems were noted and the control seemed adequate. The records are better than in the past.

The money for the metal was deposited in the Treasurer's Office, Monday, August 19, 1996. The 1995 amount was \$236 and to date for 1996 was \$296. Records indicate money is being collected. The money has been kept as cash on hand. Steve has not been to the landfill to examine supporting documents.

Steve Rice and Doug Miller, Legal Counsel, agree that keeping this money as cash on hand does not allow an audit trail. They are violating statutes by having this petty cash fund without Commission approval.

The auditor has a problem with the landfill's cash account. Pop and cat food are being purchased from this "petty cash fund." Also, the amount of cash is unreasonably high for this type of fund. Purchases should be run through the voucher system with commissioner signatures.

Steve recommends an "impressed petty cash fund" (impressed meaning audited) be established by the Commission passing a resolution. This will allow limited items to be purchased and the fund replenished through the voucher system. Receipts for expenditures will be completed showing who, what and when.

No action was taken at this meeting. Commissioner Wettstein wanted to wait until the next meeting.

**League of Municipalities  
Recommendation:**

Allison Emerson with the League of Municipalities addressed the Commission concerning the proposed pay classification system. Each County position has been analyzed and a job description created. Along with the job description a point factored salary system has been identified

for each County position. From this point ranking system a number is assigned to each job. The positions are placed in pay order from top to bottom with highest to lowest pay according to the point number.

For the most part the League has primarily worked with cities. They have rarely been involved with County entities, making this a more challenging procedure.

The League looked at 14 entities in the public sector with which Seward County has a close affinity. This group consisted of 10 neighboring Counties with similar populations and evaluations. To complete the comparison four Cities were used. The League compared each job classification and salary. The overall salary structure of Seward County is comparable or slightly lower in most positions to other Kansas local governments.

It is important to note that the League identifies a medium salary for comparison instead of an average. They find that each position has certain aspects in any situation that aren't fully appreciated in another organization.

Under this plan the employee will receive merit based pay giving the employee the responsibility to meet set objectives. The Department Head being the direct supervisor knows their employees work characteristics and has the opportunity to reward productive employees.

Cost of living adjustments do not affect this program or its implementation. The League encourages the continuation of separate cost of living adjustments to be given at the discretion of the Governing Body. It is the League's opinion that the length of an employee's tenure with the County (longevity) usually has an adverse impact on hourly salaries, assuming longevity is a part of the hourly salary. The League's view is as an employee's salary increases over time, job worth, performance or productivity may not increase. The League neither encourages nor discourages longevity pay for public employees.

The League also encourages annual performance evaluations. The Commission can decide when the evaluations are conducted. Two common practices are at the employee's anniversary date or a County wide effort at the end of the year. Performance appraisals should be conducted on each full-time employee at least once annually.

The dollar impact is not certain. It could change annually. Budgeted funds should be set aside annually to provide for the implementation of this

performance based program. Allison referred the Commission to read the blue packet in the binder. It has a two page review.

Commissioner Harrison encouraged the Commission to call Allison with any questions they might have. Commissioner Harrison also asked Legal Counsel to draft a couple of Resolutions to adopt this plan if the Commission so decides at the next meeting.

There were no questions from the Commission for Allison to answer. The employee committee did suggest hiring new employees at 85% of the pay line. The committee also identify the performance appraisals, but were uncertain when these assessments would take place.

**Recess:**

The meeting recessed at 8:40 p.m. and resumed in regular session at 8:55 p.m.

**PORTFOLIO REPORTS**

Commissioner Malin expressed great pride in the Five State Fair. It was a big success.

Commissioner Wettstein announced the 1996 Annual Convention of Kansas Legislative Policy Group will be held Friday and Saturday, October 11-12, 1996. Commissioner Wettstein will attend this convention.

Commissioner Harrison had sent a memo to Cynthia Sallaska, Register of Deeds, questioning the state requirements for microfilming court records. If we can meet these requirements, would Cynthia be willing to let Oscar Obando use the camera and how many hours a week.

Commissioner Harrison received a written reply from the Register of Deeds confirming the state's requirements are the same. She is also willing to let Oscar use the camera as long as he works around their schedule. He could begin anytime after the machine is repaired.

There will be a follow-up report at the Commissioner's meeting on September 17, 1996.

Commissioner Harrison reported on the Employee Committee. The picnic plans are progressing. Unfortunately, the dunking booth will not be available. Entertainment will consist of Commissioner Wettstein singing and Chairman Sealey reading poems. Games will begin at 2 p.m. and serving time is 5 p.m.

There will be a joint meeting with the Employee Committee and Department Heads on September 10, 1996. They will be discussing Paid Time Off.

Gary Post, County Appraiser, inquired about the rooms next to his office. Road & Bridge were using them, but recently moved their office space to the shop area. The Appraiser's Office could greatly utilize this area.

Commissioner Harrison suggested the Commission contact the District Judge, again. She thinks the Courts could utilize the whole south end of the Courthouse until the building project is complete. We are in great need of another jury court room. Commissioner Harrison will talk to the Judge.

A department head has asked if a County employee can use the employee assistance portion of the Drug Policy. The County had originally opted not to use the second section of the policy. It would be of no charge to the County.

Doug Miller, Legal Counsel, addressed the Commission about the Drug Policy. The Mental Health Consortium has two parts with the policy we chose. The option we decided to use provides a toll free number 24 hours a day. An individual with a Master's level degree will be on line. This person will have options for available facilities if needed. The second alternative which we chose not to provide requires a **mandatory** referral which the employee or the family can call voluntarily. This guarantees something will be done with a follow-up.

**EXECUTIVE SESSION:**

**Commissioner Harrison moved to recess into executive session for consultation with our attorney which would be deemed privileged in the attorney-client relationship under K.S.A. 75-4319 (b)(2) for one hour, to reconvene in the commission Meeting Room at 9:55 p.m. Commissioner Malin seconded. Motion passed 4-0 with Commissioner Eichman absent.**

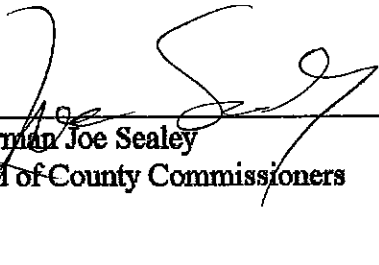
The meeting resumed in regular session at 9:25 p.m with no action taken .

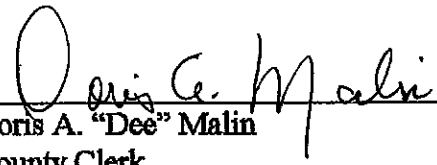


**Commissioner Wettstein moved to adjourn; Commissioner Malin seconded. Motion passed 5-0.**

**Adjourn:**

**9:25 p.m.**

  
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Chairman Joe Sealey  
Board of County Commissioners

  
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Doris A. "Dee" Malin  
County Clerk