

Commissioner Meeting  
December 19, 2016

Vice Chairman Ben Fox called the regular meeting of the Greenwood County Commissioners to order at 9:00 a.m. Other members present were Cole Conard, Kathy Robison, County Clerk, and Paul Dean, County Counselor. Chairman Brian Hind was not in attendance.

Commissioner Conard made a motion to approve December 12, 2016 minutes. Commissioner Fox seconded the motion. The motion carried.

Roger Lowe, Road and Bridge Supervisor reported crews have been cutting trees on the west side of Climax; have been cleaning out ditches; Leiser got the tin horns put in on 290th and GG; they cleaned out the Dead End Ranch Ridge; they got a call on the Browning Bridge and cleaned it out; they are waiting on one more bid for the furnace at the Road and Bridge shop; lit the burn pile from the tornado debris today. Closed with saying he still hasn't gotten his pickup yet.

Kathy Robison, County Clerk, reported that the two officers from Salt Springs Township had told her they both have served previously on the board and were written in again and are not interested in being officers anymore. The commissioners discussed merging Salt Springs Township with another township and having their officers assume the duties. Commissioner Conard said to hold the money at this time and see if someone volunteers.

Commissioner Fox made a motion to approve a special payable dated 12-06-16 in the amount of \$65.00. Commissioner Conard seconded the motion. The motion carried.

Commissioners reviewed the weekly Treasurer's Report.

Commissioner Conard made a motion to approve payroll in the amount of \$99,360.86. Commissioner Fox seconded the motion. The motion carried.

Commissioner Conard made a motion to approve payables in the amount of \$262,812.83. Commissioner Fox seconded the motion. The motion carried.

Commissioner Fox made a motion to approve abatements in the amount of \$7,364.24. Commissioner Conard seconded the motion. The motion carried.

Commissioner Conard made a motion to approve adds in the amount of \$10,068.68. Commissioner Fox seconded the motion. The motion carried.

Commissioner Fox made a motion to approve a CMB License for Tripco (dated 12-23-2016). Commissioner Conard seconded the motion. The motion carried.

Commissioner Fox made a motion to approve a CMB License for Kerosene (dated 12-23-2016). Commissioner Conard seconded the motion. The motion carried.

Commissioner Fox made a motion to approve a CMB License for Tri-Corner (dated 12-23-2016). Commissioner Conard seconded the motion. The motion carried.

Commissioner Fox made a motion to approve a CMB License for Jim & Lila's Café (dated 12-23-2016). Commissioner Conard seconded the motion. The motion carried.

Bids were submitted for the year-end county dinner. Bids submitted included Cherokee Lanes (at the restaurant) for \$9/person, the Eureka Country Club (at the Country Club) for \$13.50 per person plus the room rental fee of \$150, \$11 per person at the Copper Kettle Restaurant, or \$10 per person from the Copper Kettle at the Matt Samuels Community Building. Commissioner Fox made a motion to accept the bid from Copper Kettle for the \$10 per person meal at the Matt Samuels Community Building. The meal will include roast beef, potatoes, green beans and dessert. Commissioner Conard seconded the motion. The motion carried.

Commissioners had called Roger Lowe, Road and Bridge Supervisor, back to the meeting to discuss a letter from GSI Engineering regarding an October 2016 Detection Monitoring Report of the landfill they had received. The letter indicates that a well (MW-8) at the landfill is in need of repair "soil from the base of the monitoring well is eroding away, causing the well to lean." The letter explains that further movement of the well pad could cause permanent damage to the well casing, which, if not repaired, could lead to needing a full replacement. Lowe planned to gather more information from GSI and report back.

**\*The following discussion is in regard to the handbook: (See Below)**

**\*Handbook-Business Expense Reimbursement (20-20)** - Marsha Ramsey, Register of Deeds, is asking the commissioners about the meal reimbursement. The new policy stated you would be reimbursed \$15 per meal, so if you ate three meals that day you would be allowed \$45 per day. Then she referred to **(20-32) in regard to the credit card policy**-where it states meals are not to exceed \$25 per day. After some discussion it was decided to change policy (20-32) to be the same as (20-20), reimbursement for meals is \$15 per day, however the employee is responsible for the tip, county will no longer reimburse the employee for that expense.

**\*Handbook-Accident of County Employee (10-20)** - Marsha Ramsey, Register of Deeds, said that she noticed a drug screening is required after an accident of a county employee. She inquired if this includes a sprained ankle.

County Counselor Paul Dean stated that "yes" if it happens on the job a drug screening is required, and it is not a policy that he put in the handbook that our work comp. insurance (KWORCC) requires it. So it is mandatory of any employee involved in any type of accident.

\*Handbook-Prohibits the carrying of all weapons including firearms (10-22)-Marsha Ramsey, Register of Deeds, said she wondered about this policy because Kansas law says anyone can carry. Commissioner Fox said he wondered if that law supercedes it. County Counselor asked what they would like it to say, and explained that this paragraph was put together before the laws had changed. Commissioner Conard asked, if as an employer he could require that his employees not carry. There was some discussion regarding whether county employees, besides law enforcement, should be allowed to carry in/or outside of the courthouse. Paul Dean, County Counselor said you can state that they are unable to have a weapon inside a county vehicle or on their person during work. More discussion ensued about the right to carry and the Kansas Law, Sheriff Samuels said there is a statute that says business owners have the right to restrict employees from carrying.

\*Handbook-All County Employees should constantly strive to develop a better county government and with that, a thorough knowledge of their own job and an overall understanding of the various aspects of county government(20)- Marsha Ramsey, Register of Deeds, said "My question is, 'or what?'" referring to clarification on what would happen if an employee failed to do this. County Counselor Paul Dean explained that there are no specific consequences listed, that it is expected that bettering the county government should be the goal of all employees and it was for guidance purposes.

\*Handbook-Business Hours (20)-Marsha Ramsey, Register of Deeds, verified what the business hours of the courthouse were to be set at and said she realized, of course, that the Sheriff's Office was excluded from that, but did the Health Department follow those same hours. Commissioner Conard said they set their own hours. After further discussion Commissioner Conard said that the Health Department could set their own hours, kindof like the Road and Bridge Department, but only with the approval of the Commissioners.

\*Handbook-Lunches cannot be taken at the beginning or end of a shift workday or with breaks (20-02)-Marsha Ramsey, Register of Deeds, asked the commissioners if employees can work through their lunch break and leave early if they have business to attend to. Commissioners agreed to change the policy to read: that at the department heads discretion, lunch breaks may be taken at the end of the day, but may not be combined with other breaks.

\*Handbook-Comp time in lieu of overtime (20-08)-Marsha Ramsey, Register of Deeds, asked if the departments are still not offering comp time to employees. The commissioners said that if a department head requests to pay their employees with comp time instead of overtime they may approve it, but it's on a case-by-case basis.

\*Handbook-Holiday pay (20-16)-Marsha Ramsey, Register of Deeds, said that in the past, if a payday fell before a holiday, employees would be paid the day before, but there was nothing in the policy to insure that. The commissioners decided to insert that the employees would be paid the day before a holiday, if the payday fell on an actual holiday.

\*Handbook-Transferring vacation and sick time when a county employee transfers to another county department (30-04)-Marsha Ramsey, Register of Deeds, just wanted some clarification on which department is responsible for the liability. It was decided that whichever department the employee came from would assume the liability.

\*Handbook-Employees that voluntarily resign or are discharged are not eligible to be rehired (30-14)-Marsha Ramsey, Register of Deeds, said she understood why people that were discharged could not be rehired but asked about the voluntarily resigned people being rehired. The commissioners decided to remove the part about the voluntarily resigned people not being allowed to be rehired.

\*Handbook- (50.33)-Marsha Ramsey, Register of Deeds, asked for clarification on this section. County Counselor Paul Dean explained that this pertains to an employee who has run out of FMLA and no longer has sick or vacation time left to use but there department head has approved letting them still be off work, however they do not accrue sick or vacation time during this period.

\*Handbook-Sellback (50.33)-Marsha Ramsey, Register of Deeds, asked about the sellback policy. County Counselor Paul Dean said this policy is more in effect for departments that may not be able to take their vacation due to being shorthanded in the office. It's a case-by-case basis and would need approval by the commission.

\*Handbook-Sick & vacation leave donation (50-06)-Marsha Ramsey, Register of Deeds, asked what the procedure was to apply for sick and vacation leave donation from other employees. County Counselor Paul Dean explained that there is a form to be filled out in the clerk's office and then the commissioners decide whether to approve it on a case-by-case basis.

\*Handbook FMLA (50-08)-Marsha Ramsey, Register Deeds, said that the policy used to read that employees were able to use all of their sick and vacation time before applying for FMLA. Now they are to use their sick and vacation time while they are on FMLA. The commissioners decided to leave the policy as it is.

\*Handbook-Insurance Termination dates (50-18)-Marsha Ramsey, Register of Deeds, was inquiring about the end date in regard to insurance termination and last day of employment. Kathy Robison, County Clerk, explained that has to do with the state rule.

\*Handbook-Tobacco Use (40-28)-Kathy Robison, County Clerk, asked the commissioners to add smokeless tobacco, to the no smoking policy, in the courthouse, as well. The commissioners and County Counselor Paul Dean

said the Department Head has the right to tell their employee if they do not want their employee to chew in their office.

\*Handbook-Bereavement Leave (50-04)-Changed from three days to four days for certain authorized family members.

\*County Counselor, Paul Dean, got the information in regard to (10-22) Weapons-County does not encourage conceal and carry but under the new law we cannot prohibit it, but it must be conceal /carry at all times. Dean explained that the stand that KCAMP who underwrites the county's liability insurance, has taken is that employees may not be forbidden to carry, however if they shoot someone while working for the county, they will have to provide their own legal defense.

\*Handbook-Contracts (10.306)-Sheriff Samuels asked about entering into employment contract in an effort to eliminate "gypsy cops", who go through training then leave after a year. County Counselor, Paul Dean, explained that the reasoning for that is that allowing department heads to enter into contracts presents increased due process and liability concerns. Dean suggested visiting with Sheriff Samuels about a contract and bring it to the commissioners for approval.

Commissioner Fox made a motion to approve the Greenwood County Employee Handbook with the modifications discussed, leaving out the weapons portion (10-22). Commissioner Conard seconded the motion. The motion carried.

Emergency Management Director, Levi Vinson told commissioners he would like to purchase a logo/decal for his truck, in the amount of \$594. The commissioners approved it.

Levi Vinson, Noxious Weed Director, reported that he had received the bill from Clean Harbor for the collection of the excessive amount of household hazardous waste that had accumulated, and it was lower than he expected. The bill was just under \$6,000.

Commission Fox made a motion for a 5 minute executive session for Legal with Levi Vinson, Emergency Management/Noxious Weed Director. Commissioner Conard seconded the motion. The motion carried.

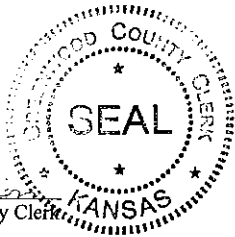
No decision was made.

The next commission meeting will be Friday, December 30, 2016 at 9:00 a.m.

At 11:00a.m. Commissioner Conard made a motion to adjourn. Commissioner Fox seconded the motion. The motion carried.

Calendar:

December 30th- Next Commission Meeting - 9:00 a.m.



ATTEST: Kathy Robison  
Kathy Robison, County Clerk

Brian Hind  
Brian Hind, Chairman

Ben Fox  
Ben Fox, Vice Chairman

Cole Conard  
Cole Conard, Member