

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

February 4, 2008

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

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**CALL TO ORDER:** Commissioner Lewark-Wood.

**INVOCATION:** Commissioner Fowler.

**PLEDGE OF ALLEGIANCE:** Commissioner Tucker.

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**AGENDA APPROVAL:**

**ACTION:** *A motion was made by Commissioner Lewark-Wood to approve the agenda as amended. The motion was seconded by Commissioner Fowler.*

*ROLL CALL VOTE – Commissioner Lewark-Wood - Yes  
Commissioner Tucker - Yes  
Commissioner Fowler – Yes*

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**APPROVAL OF PAYMENT OF INVOICES:**

**ACTION:** *A motion was made by Commissioner Fowler to approve invoices in the amount of - \$60.00, \$135,219.01 and \$102,511.74 as presented by the County Clerk's office. The motion was seconded by Commissioner Tucker.*

*ROLL CALL VOTE – Commissioner Lewark-Wood - Yes  
Commissioner Tucker - Yes  
Commissioner Fowler – Yes*

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**HUMAN RESOURCES – REVISION OF EMPLOYEE HANDBOOK:**

Liz Schwatken, Human Resources Director, met with the Board to discuss the adoption of the revision to the current Employee Handbook as tabled from the meeting of January 28<sup>th</sup>.

The decision was placed on hold until further notice. Commissioner Tucker is visiting with the County Counselor on questions regarding the handbook.

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**GIS COMMITTEE:**

Jim Miller reported on the GIS Committee meeting and presented the recommendations from the Committee. It was recommended there be an established position of a full-time GIS Technician to be a part of the Computer Department and the starting wage be \$12.00 per hour. Kathy Craig, Appraiser's Department and Liz Schwatken, Human Resources Director were present for the meeting. The following action was taken:

**ACTION:** *A motion was made by Commissioner Fowler to establish a position and a job description for a full-time GIS Technician at a starting salary of \$12.00 per hour with the position to be an employee in the Computer Department. Motion was seconded by Commissioner Lewark-Wood.*

*ROLL CALL VOTE – Commissioner Lewark-Wood - Yes  
Commissioner Tucker - Yes  
Commissioner Fowler – Yes*

RES. NO. 08-15

**GIS (Continued):**

Human Resources will post the position and advertise on web-site and other available sources.

The Board authorized the County Clerk to transfer \$17,500.00 from the General Operating Department to the GIS Department for funding of the full-time position. The following action was taken:

**ACTION:** *A motion was made by Commissioner Lewark-Wood to authorize the County Clerk to transfer \$17,500.00 from the General Operating Department (Personnel Services ) to the GIS Department for the funding of a full-time position for a GIS Technician. Motion was seconded by Commissioner Fowler.*

*ROLL CALL VOTE – Commissioner Lewark-Wood - Yes  
Commissioner Tucker - Yes  
Commissioner Fowler – Yes*

*RES. NO. 08-16*

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**PUBLIC WORKS:**

Jim Wright, Assistant Public Works Coordinator, presented the weekly written report. The following items were discussed:

1. Balance Sheet for Road and Bridge for the month of January, 2008.
2. Lease agreement for Sportsman's Club (Skeet Club) for signatures as previously approved.
3. Quotes on service truck bed and request permission to purchase from Kansas Truck Equipment in the amount of \$4,271.00.

Commissioner Tucker asked if bids were taken under the county bid procedures. Since only quotes were received, bids will be requested before approval is given to purchase.

4. Ad will be placed for three (3) equipment operator positions to be paid from No-Fund warrant fund.
5. Discussed snow storm and viewed pictures of truck incident.
6. Requested permission to obtain chemical bids for Noxious Weed Department – Approval given by Board.
7. Presented Annual Montgomery County Noxious Weed 2008 Weed Management Plan for approval by Board. The following action was taken:

**ACTION:** *A motion was made by Commissioner Lewark-Wood to approve the 2008 Annual Montgomery County Noxious Weed Management Plan. Motion was seconded by Commissioner Tucker.*

*ROLL CALL VOTE – Commissioner Lewark-Wood - Yes  
Commissioner Tucker - Yes  
Commissioner Fowler – Yes*

*RES. NO. 08-17*

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**OTHER COUNTY BUSINESS:**

1. **Neighborhood Revitalization letters to entities –**  
The County Clerk discussed letters to Coffeyville and Independence advising them it will be necessary for the entities to contact the school district and college for authorization to the County on Cornerstone Surveying and Mr. Bastain's properties in the Neighborhood Revitalization Program. Coffeyville and Independence will be notified of the action taken by the County.
2. **Report from Jim Miller, Emergency Preparedness Director on Incident report from Coffeyville Resources occurring on 1/20/2008.**
3. **Acknowledged letter from Kansas Department of Commerce denying request for Community Improvement assistance for a 2008 CDBG Community Facilities Application.**
4. **Deed to Beachner was presented for Chairman's signature as previously approved.**

**OTHER COUNTY BUSINESS (Continued):**

**5. Executive Session – Commissioner Lewark-Wood and Commissioner Tucker –**

**ACTION:** *A motion was made by Commissioner Fowler to recess to Executive Session at 11:20 AM to return at 11:35 AM with the Board present to discuss non-elected personnel. Motion was seconded by Commissioner Lewark-Wood.*

*ROLL CALL VOTE – Commissioner Lewark-Wood - Yes  
Commissioner Tucker - Yes  
Commissioner Fowler – Yes*

Returned to session at 11:35 AM with a motion by Commissioner Tucker to extend the Executive Session from 11:35 AM to 11:45 AM to discuss non-elected personnel with the Board present. Motion was seconded by Commissioner Fowler.

*ROLL CALL VOTE – Commissioner Lewark-Wood - Yes  
Commissioner Tucker - Yes  
Commissioner Fowler – Yes*

Returned to session at 11:35 AM with no action taken and no decisions made.

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**ADJOURNMENT: 11:50 AM**

**ACTION:** *Motion by Commissioner Fowler, seconded by Commissioner Lewark-Wood.*

*ROLL CALL VOTE – Commissioner Lewark-Wood - Yes  
Commissioner Tucker - Yes  
Commissioner Fowler – Yes*

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

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**BILLIE LEWARK-WOOD, Chairman**

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**GENE TUCKER, Member**

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**TONY FOWLER, Member**

**ATTEST:**

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**County Clerk**