

THE MINUTES OF THE MEETING  
OF THE BOARD OF COUNTY COMMISSIONERS  
ON DECEMBER 23, 2013

The Board of Kingman County Commissioners met in regular session, in the Commissioners' Meeting Room, Kingman County Courthouse, Kingman, Kansas, on December 23, 2013. Those Present:

John Steffen, Chairperson  
Carol Voran, Commissioner  
Fred Foley, Commissioner  
Carol Noblit, Master County Clerk

Commissioner Steffen called the Board of County Commissioners Meeting to Order at 8:00 a.m.

Commissioner Steffen asked if there were any amendments to the agenda. Commissioner Voran moved to approve the agenda as presented. Commissioner Foley seconded the motion. The motion was approved upon the unanimous vote of the Commissioners.

Visitors: John Bock

Staff: Nancy Borst, County Communications Coordinator, Linda Langley, Internal Auditor, Mendy Frampton, Activity Center Director, Stan Goetz, HR/Planning/Zoning Director, Richard Batchellor, County Appraiser, Steve Ramsey, Community Service Director, Heather Kinsler, 911/Dispatch Director, Charles Arensdorf, Public Works Director, Susan Hubbell, Register of Deeds, Donna Rohlman, County Treasurer, Cindy Chrisman-Smith, County Health Nurse, Matthew Ricke, County Attorney, John Wimer, Noxious Weed Director, Sheriff Randy Hill and Fred Simon, Emergency Management Director.

**EXECUTIVE SESSION:** Commissioner Steffen made a motion to recess for an executive session at 8:15 a.m. for the purpose of discussing personnel matters of non-elected personnel in order to protect the privacy interests of the individual(s) to be discussed, that Stan Goetz, Human Resources, Linda Langley, internal auditor, Carol Noblit, County Clerk be included in the meeting and that the Commissioners return to open session in the Board meeting room at 9:05 a.m. Commissioner Voran seconded. The motion was approved upon the unanimous vote of the Commissioners.

The Commissioners returned to the regular session at 9:05 a.m. No binding action was taken during the executive session.

Ms. Langley and Mr. Goetz left the meeting at 9:05 a.m.

9:05 a.m. Richard Batchellor, Appraiser was in with quotes for the ArcGIS Desktop Advanced User License package. Commission advised Mr. Batchellor to check his budget and see if it could be purchased this year.

Mr. Batchellor left the meeting at 9:15 a.m.

9:15 a.m. Mendy Frampton, Activity Center Director was in to request approval to purchase a new Blue GH-8' Ground Hog Arena Tool for \$3,465.00 from Lucas Metal Works.

**MOTION:** Commissioner Foley made a motion to approve the purchase of a Blue GH-8' Ground Hog Arena Tool for \$3,465.00 from Lucas Metal Works. Commissioner Steffen seconded. The motion was approved upon the unanimous vote of the Commissioners.

Mendy gave the commission an update on the sales of the surplus roof tin. Ms. Frampton left the meeting at 9:25 a.m.

The County Clerk presented for approval the minutes of the County Commissioners regular meeting on December 16, 2013.

**MOTION:** Commissioner Foley made a motion to approve the minutes from the December 16, 2013 meeting presented. Commissioner Steffen seconded. The motion was approved upon the unanimous vote of the Commissioners.

9:42 a.m. Mr. Ramsey was in to discuss a small leak he has in his radiator on his truck and asked if he could put Stop Leak in the radiator. Commission said that would be fine and that he should go ahead and put it in his radiator.

Mr. Ramsey left the meeting at 9:48 a.m.

10:22 a.m. Commissioner Steffen discussed an invoice received for the 2014 Kansas Association of Counties Membership Dues.

**MOTION:** Commissioner Voran made a motion to approve the invoice from the Kansas Association of Counties for 2014 in the amount of \$2,385.54. Commissioner Foley seconded. The motion was approved upon the unanimous vote of the Commissioners.

10:23 a.m. Stan Goetz, HR/Planning/Zoning Director was in to discuss the following:

- Discussed miscellaneous items.
- Department Head Meeting minutes.
- Discussed with the Commission the concealed carry of firearms by employees.
- Policy #25-county vehicles approval & log forms.
- Review Policy #32-Smoke Free Workplace (include E-cigs?).

**MOTION:** Commissioner Voran made a motion to approve Policy #25-county vehicles approval & log forms. Commissioner Foley seconded. The motion was approved upon the unanimous vote of the Commissioners.

Stan Goetz reviewed a draft received from John Caton, County Counselor for a new vacation/closing form and application fees.

Mr. Goetz left the meeting at 10:45 a.m.

10:45 a.m. Heather Kinsler, 911/Dispatch Director was in to discuss 911 addressing. Ms. Kinsler left the meeting at 11:00 a.m.

11:00 a.m. John Bock was in to discuss a road concern with the County Commission.

11:15 a.m. Charles Arensdorf, Public Works Director was in to discuss the following:

- Review of the October and November Financial Reports.
- Review recommendation of 2013 excess fund transfers with 75% to Special Highway and 25% to Special Machinery.
- Update on intersection work on SW 170 Avenue & SW 50 Street.
- Update on Galesburg #29 box work.

**MOTION:** Commissioner Voran made a motion to approve the transfer of excess funds as 75% to Special Highway and 25% to Special Machinery. Commissioner Foley seconded. The motion was approved upon the unanimous vote of the Commissioners.

**EXECUTIVE SESSION:** Commissioner Steffen made a motion to recess for an executive session at 11:50 a.m. for the purpose of discussing non-elected personnel matters with Stan Goetz, HR Director, Carol Noblit, County Clerk and Jeremy Courtney, Payroll/Benefits Clerk be included in the meeting and that the Commissioners return to open session in the Board meeting room at 12:05 p.m. Commissioner Voran seconded. The motion was approved upon the unanimous vote of the Commissioners.

The Commissioners returned to the regular session at 12:05 p.m. No binding action was taken during the executive session.

Mr. Courtney left the meeting at 12:05 p.m.

12:20 p.m. Richard Batchellor, Appraiser was in with an update on his budget and discussed the purchase of ArcGIS Licenses.

**MOTION:** Commissioner Foley made a motion to purchase the ArcGIS for Desktop Advanced and Basic Licenses from Environmental Systems Research Institute, Inc. in the amount of \$15,440.49. Commissioner Voran seconded. The motion was approved upon the unanimous vote of the Commissioners.

Commissioners discussed by Conference call with John Caton, County Counselor, correspondence received about fence viewing and appeal bonds.

**MOTION:** Commissioner Voran made a motion as a matter of policy, that appeal bonds in fence viewing disputes be fixed at an amount equal to 110% of the amount awarded by

the fence viewers. Commissioner Foley seconded. The motion was approved upon the unanimous vote of the Commissioners.

**MOTION:** Commissioner Steffen made a motion to adjourn the Board of Commissioners regular meeting at 2:30 p.m. Commissioner Voran seconded. The motion was approved upon the unanimous vote of the Commissioners.