

Commission Minutes January 9, 2017

At 8:00 a.m., the following elected officials, along with the Sheriff's Deputies, were sworn in by the Honorable Paul Monty, District Magistrate Judge: Gary Ouellette, 3rd District Commissioner; Elizabeth Baskerville Hiltgen, County Attorney; Sonya Hiltgen, Register of Deeds; David Willbrant, 2nd District Commissioner; Diana L Svanda, County Clerk; and Justin Cordry, Sheriff.

After the swearing in of officials, The Board of Washington County Commission met in regular session on Monday January 9, 2017 in the commission room at the Washington County Courthouse Present: Tim Mueller, 1st District Commissioner, David Willbrant 2nd District Commissioner, Gary Ouellette 3rd District Commissioner, and Diana Svanda, County Clerk to record minutes.

Chairman Ouellette Called the meeting to order.

The Board addressed 2017 Reorganization. Gary Ouellette moved, David Wiibrant seconded to appoint Tim Mueller as Chairman of the Board for 2017. Motion carried. Tim Mueller moved and David Willbrant seconded to appoint Gary Ouellette as Vice Chairman of Board for 2017. Motion carried.

Mueller made the motion and Ouellette seconded to approve the following for 2017.

Depositor for Register of Deeds: 1st National Bank

County Treasurer: To use all Banks

Employee Health Care: State of Kansas Blue Cross Blue Shield

Mileage Rate: \$.53

Meal Per Diem: Employee shall be responsible for their own meal for one day seminars and meetings. Per Diem rate of \$40.00 will be allowed per 24 hour period when travel requires overnight stay. Meals can be placed on an authorized County procurement card not to exceed \$40.00 in any 24 hour period provided itemized receipts are submitted. Reimbursement for meals up to \$40.00 in any 24 hour period will be made upon submission of itemized receipts. Any overage of the per diem meal allowance will be deducted from payroll.

Boot allowance of \$110.00 once a year.

Cleaning Rate for Sheriff, undersheriff, deputies will be \$20.00 per month
Official County Paper for 2017: Washington county News

Wage adjustment – Per 2017 pay scale previously approved, with an adjustment to the County Clerk’s pay which shall be increased by 2% from the 2016 salary. The County Clerk’s increase was inadvertently omitted from the pay scale previously adopted.

Holidays for 2017

New Year ’s Day	January 2, 2017
Martin Luther King Jr.	January 16, 2017
Presidents Day	February 20, 2017
Good Friday	April 14, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017
Labor Day	September 4, 2017
Thanksgiving	November 23, 24 2017
Veteran’s Day	November 10, 2017
Christmas	December 25, 2017

Appointments:

- County Health Officer----- Tiffany Hayman
- County Health Administrator-----Tiffany Hayman
- Consultant to the County Health Administrator ----- Dr. David Hodgson
- Environmental Science Director ---- Duane Bruna
- Emergency Management Coordinator -----Randy Hubbard
- Emergency Management Alternate Coordinator – Tim Mueller
- Public Works Administrator -----Justin Novak
- Communications Director -----Sheila Ouellette
- Freedom of information Officer-----Diana L Svanda
- North Central Regional Planning Commission -----Gary Ouellette
- North Central Regional Juvenile Detention –Delegate Tim Mueller and alternate David Willbrant
- Heartland Works -----David Willbrant
- 12th Judicial District Representative -----Tim Mueller

Motion carried.

Mueller moved and Ouellette seconded to approve the Commission minutes from the December 19, 2016, December 27, 2016 and January 3, 2017 meetings; payroll change notices for Tiffany Hayman, Sheila Ouellette, and Shenane White; and Abatement to Treasurer's Tax Roll #2016 37-39, as presented by Diana L Svanda, County Clerk

Svanda presented Quarterly finance report that will be published in the newspaper.

Gary Ouellette informed the Board that he sent a letter to the City of Washington asking for the late fee in the amount \$334.53 to be refunded due to the fact the check was lost in the mail.

Mueller moved and Ouellette seconded to approve the Sherman Township annual report as present.

Motion carried.

Phone quotes for Blue Valley and ATT were presented. No action was taken.

Justin Novak- Road & Bridge Supervisor, reminded the board that the North Central Highway meeting is scheduled for April 5th in Clay Center, The Board asked Novak to submit travel Voucher.

Svanda informed the Board that there is currently a refrigerator in the County Clerk's office that is no longer needed. The Board advised Svanda to see if any other County Departments are interested in it before selling it.

Gloria Moore- Tourism Director, Reported that the increase in money received form Transient Guest Tax will allow the board to allocate more advertising opportunities for the county. Moore also reported that North Central Kansas Tourism Council & Flint Hills Tourism will have booths at the statehouse reception for Legislatures on February 9, 2017, and the NCKTC Executive Board will meet at Mayberry's on January 11, 2017

The Board asked Svanda for an update on the County time clock system. Svanda informed the Board she would email an update.

Mueller ask Svanda to update the Washington County Web Page to include Commissioners name and numbers.

Diana L Svanda, County Clerk informed the Commissioners that she has had a vacation planed for over a year and would be gone from March 17, 2017 thru 28, 2017, they all said that it was fine and they understood.

Elizabeth Hiltgen, County Attorney joined the meeting. Hiltgen is reviewing the proposed Airport Rules and Regulations, and discussed potential lease terms for constructing hangars. The Board asked Hiltgen questions regarding consent agendas. The consensus was to retain a consent agenda for routine and non-controversial items that do not require discussion.

Mueller moved and Willbrant seconded to enter into executive session under the non-elected personnel exception for a period of 20 minutes and to include Randy Hubbard, Emergency Management Coordinator. Upon returning to regular session, no action was taken.

The Board asked Hubbard to obtain information on “slides to safety” and other emergency exit systems due to the County Courthouse being listed on the Historical Register.

Don Alldredge, custodian stopped in to report on his recovery and how much longer he would be out.

There being no further business, Ouellette moved and Willbrant seconded to adjourn. Motion carried.

Next Regular meeting will be January 17, 2017 due to the Martin Luther King Jr Holiday on January 16, 2017.

ATTEST:

Tim Mueller, Chairman, 1st District

Gary Ouellette, Vice-Chairman, 3rd Dist

Diana L Svanda, County Clerk

David Willbrant, 2nd District