



**Agenda
Harper County
Board Of County Commissioners
Harper County Courthouse**

March 8, 2016 - 9:00 a.m.

A. Call To Order

B. Pledge Of Allegiance

C. Public Comment

Citizens are encouraged to speak to items on the agenda when recognized by the Chairman. Citizen desiring to speak to matters not on the agenda may do so at this time. Comments are limited to five (5) minutes and the Commission will take no action on items not on the agenda. Items introduced under Public Comment may be come agenda items at a later date.

D. Approval Of Minutes

E. Payment Of Vouchers

F. Items Of Business

1. Audrey Anderson - Register Of Deed's - 9:15 A.m.

- Overpayment of Fees Resolution 2016-03
- Department Update

Documents: [RESOLUTION NO 2016-3.PDF](#), [STATISTICAL REPORTS 2015 AND 2016.PDF](#)

2. Kristie Clark - HR - 9:30 A.m.

- Employee Evaluations
- Department Update

3. Todd Pettegrew - Dispatch/Emergency Management - 10:00 A.m.

- Appointment for Emergency Manager
- Department Update

Documents: [APPOINT EM RESOLUTION.PDF](#)

4. Melinda McCurley - 10:15 A.m.

- 2016 GIS Ownership Books
- Flood Safety Awareness Week : March 21-25, 2016
- Environmental Update
- Mowing Information
- Initiatives Inc.

5. Work Session - 10:30 A.m.

G. Correspondence

H. Adjourn

RESOLUTION NO. 2016-3

A RESOLUTION SETTING A REFUND POLICY FOR THE
OVERPAYMENT OF FEES PAID TO THE REGISTER OF DEEDS OFFICE

WHEREAS, pursuant to K.S.A. 19-101, the Board of County Commissioners (the Board) is authorized to do all acts in relation to the necessary exercise of its administrative powers and to exercise powers of home rule granted by K.S.A. 19-101a; and

WHEREAS, pursuant to K.S.A. 19-101a the Board may perform all powers of local legislation and administration it deems appropriate: and

WHEREAS, the Register of Deeds is required to collect certain fees in connection with the filing and recording of documents pursuant to K.S.A. 28-115, and to pay those fees over to the County Treasurer for deposit into the general fund. However, that statute does not direct the Register of Deeds on the handling of overpayment of fees; and

WHEREAS, the Board finds that the County's cost of processing refunds of \$14.00 or less exceeds the amount of the overpayment;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY
COMMISSIONERS OF HARPER COUNTY, KANSAS, THAT;

Section 1. PROCEDURE FOR HANDLING OVERPAYMENT OF FEE;

- A. Any overpayment of fees collected by the Register of Deeds pursuant to K.S.A. 28-115, and amendments thereto, which exceed \$14.00 shall be refunded to the person paying the fee.
- B. No refund shall be required if overpayment is determined to be equal to or less than \$14.00.

Section 2. EFFECTIVE DATE April 1, 2016

ADOPTED This ____ day of _____, 2016

HARPER COUNTY BOARD OF COUNTY COMMISSIONERS

Carla Pence, Chairman

Lee Adams, Commissioner

Brian Waldschmidt, Commissioner

Attested by: Cheryl Adelhardt, County Clerk

REGISTER OF DEEDS
Statistical Report
2015

| MONTH | Recording fees | Mortgage Tax | Multi Co. Mtg. Tax | copies | Heritage Trust Fund | ROD Tech Fund | Clerk Tech Fund | Treas. Tech Fund | Deeds | Mortgages | O & G | Misc. | UCC | Plats | Document TOTAL | TOTAL FEES | Paid Outs | Net kept by County |
|---------|----------------|--------------|--------------------|-----------|---------------------|---------------|-----------------|------------------|-------|-----------|-------|-------|-----|-------|----------------|------------|-------------|--------------------|
| JANUARY | 4,634.00 | 49,240.52 | 306.85 | 1,675.00 | 923.00 | 1,846.00 | 461.50 | 461.50 | 37 | 30 | 140 | 19 | 3 | | 229 | 59,548.37 | (19,155.68) | 40,392.69 |
| FEBRUAR | 3,607.00 | 3,534.00 | | 2,021.00 | 713.00 | 1,426.00 | 356.50 | 356.50 | 17 | 35 | 96 | 39 | 3 | | 190 | 12,014.00 | (713.00) | 11,301.00 |
| MARCH | 4,968.00 | 1,635.39 | | 1,480.00 | 918.00 | 1,836.00 | 459.00 | 459.00 | 34 | 37 | 182 | 33 | 2 | 1 | 289 | 11,755.39 | (918.00) | 10,837.39 |
| APRIL | 3,366.00 | 569.30 | | 1,308.00 | 582.00 | 1,164.00 | 291.00 | 291.00 | 48 | 28 | 76 | 39 | 5 | 0 | 196 | 7,571.30 | (582.00) | 6,989.30 |
| MAY | 4,633.00 | 3,640.78 | | 1,468.00 | 925.00 | 1,850.00 | 462.50 | 462.50 | 88 | 46 | 84 | 23 | 1 | 0 | 242 | 13,441.78 | (925.00) | 12,516.78 |
| JUNE | 3,746.00 | 4,053.36 | | 1,850.00 | 687.00 | 1,374.00 | 343.50 | 343.50 | 45 | 36 | 94 | 42 | 4 | 1 | 222 | 12,397.36 | (687.00) | 11,710.36 |
| JULY | 2,893.00 | 3,576.45 | | 1,090.00 | 574.00 | 1,148.00 | 287.00 | 287.00 | 44 | 33 | 66 | 15 | 0 | 0 | 158 | 9,855.45 | (574.00) | 9,281.45 |
| AUGUST | 5,046.00 | 2,821.27 | 313,735.19 | 1,744.00 | 1,098.00 | 2,196.00 | 549.00 | 549.00 | 40 | 38 | 105 | 18 | 5 | 0 | 206 | 327,738.46 | (1,098.00) | 326,640.46 |
| SEPTEME | 6,689.00 | 17,410.88 | 13.18 | 1,564.00 | 1,338.00 | 2,676.00 | 669.00 | 669.00 | 61 | 46 | 167 | 32 | 5 | 0 | 311 | 31,029.06 | (5,733.90) | 25,295.16 |
| OCTOBE | 3,770.00 | 2,382.46 | | 1,690.00 | 744.00 | 1,488.00 | 372.00 | 372.00 | 48 | 32 | 86 | 22 | 4 | 0 | 192 | 10,818.46 | (744.00) | 10,074.46 |
| NOVEMB | 2,984.00 | 3,685.10 | 380.29 | 1,871.00 | 985.00 | 1,970.00 | 492.50 | 492.50 | 43 | 38 | 50 | 7 | 2 | 0 | 140 | 12,860.39 | (985.00) | 11,875.39 |
| DECEMB | 4,528.00 | 3,507.68 | | 1,287.00 | 904.00 | 1,808.00 | 452.00 | 452.00 | 63 | 40 | 93 | 44 | 0 | 0 | 240 | 12,938.68 | (904.00) | 12,034.68 |
| Total | 50,864.00 | 96,057.19 | 314,435.51 | 19,048.00 | 10,391.00 | 20,782.00 | 5,195.50 | 5,195.50 | 568 | 439 | 1239 | 333 | 34 | 2 | 2615 | 521,968.70 | (33,019.58) | 488,949.12 |

488,949.12

paid outs = Multi Co. Mtg. Tax. Pd out and Heritage Trust Fund paid out:

REGISTER OF DEEDS

Statistical Report

2016

| MONTH | Recording fees | Mortgage Tax | Multi Co. Mtg. Tax | copies & overpays | Heritage Trust Fund | ROD Tech Fund | Clerk Tech Fund | Treas. Tech Fund | Deeds | Mortgages | O & G | Misc. | UCC | Plats | Document TOTAL | TOTAL FEES | Paid Outs | Net kept by County |
|--------------|-----------------|-----------------|--------------------|-------------------|---------------------|---------------|-----------------|------------------|-----------|-----------|-----------|-----------|----------|----------|----------------|------------------|-----------------|--------------------|
| JANUARY | 3,236.00 | 4,374.13 | 0.00 | 1,601.05 | 396.00 | 792.00 | 198.00 | 198.00 | 28 | 30 | 38 | 16 | 2 | 0 | 114 | 10,795.18 | (396.00) | 10,399.18 |
| FEBRUARY | | | | | | | | | | | | | | | | 0.00 | - | 0.00 |
| MARCH | | | | | | | | | | | | | | | | 0.00 | - | 0.00 |
| APRIL | | | | | | | | | | | | | | | | 0.00 | - | 0.00 |
| MAY | | | | | | | | | | | | | | | | 0.00 | - | 0.00 |
| JUNE | | | | | | | | | | | | | | | | 0.00 | - | 0.00 |
| JULY | | | | | | | | | | | | | | | | 0.00 | - | 0.00 |
| AUGUST | | | | | | | | | | | | | | | | 0.00 | - | 0.00 |
| SEPTEMBER | | | | | | | | | | | | | | | | 0.00 | - | 0.00 |
| OCTOBER | | | | | | | | | | | | | | | | 0.00 | - | 0.00 |
| NOVEMBER | | | | | | | | | | | | | | | | 0.00 | - | 0.00 |
| DECEMBER | | | | | | | | | | | | | | | | 0.00 | - | 0.00 |
| Total | 3,236.00 | 4,374.13 | 0.00 | 1,601.05 | 396.00 | 792.00 | 198.00 | 198.00 | 28 | 30 | 38 | 16 | 2 | 0 | 114 | 10,795.18 | (396.00) | 10,399.18 |

10,399.18

paid outs = Multi Co. Mtg. Tax. Pd out and Heritage Trust Fund paid out.

Resolution 2016-_____

RESOLUTION CONCERNING EMERGENCY MANAGEMENT POSITION

WHEREAS, The Emergency Management Director shall be appointed by the Board of County Commissioners. The Emergency Management Director shall serve as the advisor to the Board of County Commissioners on all Emergency Management matters.

WHEREAS, The Emergency Management Director is hereby delegated sufficient authority to effect coordination and accomplish all actions required prior to, during, and after an incident to the functions and duties required in K.A.R. 56-2-2(a)(4) and other related duties as directed by the Board of County Commissioners.

IT IS RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT:

Todd Pettegrew was hired and appointed to the position of Emergency Management Director effective February 29, 2016.

This Resolution shall be in force immediately upon its being adopted by the Board of County Commissioners of Harper County, Kansas, effective this 8th day of March, 2016.

Carla Pence, Chairman

Lee Adams, Commissioner

Brian Waldschmidt, Commissioner

ATTEST:

Cheryl Adelhardt, County Clerk