

March 8, 2016

The Harper County Board of Commissioners met in regular session with Chairman Carla Pence calling the meeting to order to Commissioners Lee Adams and Brian Waldschmidt. Also in attendance was Recording Secretary Melinda McCurley.

Commissioner Waldschmidt motioned to approve benefits withholding for \$74,451.05 and to approve March 1<sup>st</sup> minutes; both approved unanimously.

Audrey Anderson, Register of Deed's, compared revenue reports. As of March 22<sup>nd</sup> the office will be able to receive E-filed documents. Discussions held regarding charging fees to researchers who utilize cameras to photograph documents, and standardizing font size, margins etc. Audrey will prepare a policy and bring it for review. After her presentation on fee overpayments, Commissioner Waldschmidt motioned to approve Resolution 2016-03 that will only refund amounts over \$14.00; approved unanimously.

Kristie Clark, HR, received resignation from Road and Bridge. It was the Board consensus to discuss the position with John next week prior to approval of the vacancy notice. Kristie presented personnel status forms for longevity and annual evaluations, along with the new hire Emily Harrison in the Clerk's Office. Presented updated job description for current employee in the Appraiser's office for approval. More information is needed prior to approval of the job description.

After discussion, Commissioner Adams motioned to approve Resolution 2016-04 appointing Todd Pettegrew as Harper County Emergency Manager; approved unanimously. Todd, who is also Dispatch Director, met with local Fire Chiefs. They recommended a process for declaring a temporary burn ban when resources are spread thin providing mutual aid elsewhere. Todd recommended a resolution be prepared on how those situations could be addressed. The generator at the tower wasn't functioning well during a power outage, creating a loss in radio signal for emergency communications. Technicians were able to resolve the issue and they recommended installation of software in dispatch to help monitor the generator. Todd will check on details of the software and report back to the Board.

Melinda McCurley, GIS/Zoning, presented the updated 2016 ownership book. It will go to the printer this week and be sold for \$20. The mobile GIS site is in testing mode and will go live next week. This site will work on all mobile devices with internet connection, with live access to GIS data. Commissioner Adams motioned to declare March 21-25, 2016 as Flood Safety Awareness Week to go along with the State of Kansas declaration; approved unanimously. Melinda updated the Board on an environmental violation and the progress with bringing it into compliance.

There was discussion about transporting ambulances to Linn, Missouri to have the boxes removed and placed on the new units. It was recommended that Joanna contact Newberry's to request their assistance in the transportation.

Commissioner Adams motioned to approve the quote from Hazel's Sheet Metal to alter the duct work in the law library, in the amount of \$4400; approved unanimously.

As there was no further business, the meeting was adjourned at 12:41 p.m. The next regular meeting will be held Tuesday – March 15<sup>th</sup>, at 9 a.m. in the Courthouse Commissioner Room.

APPROVED



Carla Pence, Chair

ATTEST:



Melinda McCurley  
Recording Secretary