

December 5, 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 Melinda McCurley, Recording Secretary.

John McClure, Road and Bridge, was present for a department update. A bridge near Corwin collapsed and will require that pilings be replaced. The bridge crew assisted in unloading commodities last week for Department on Aging. John is getting a quote on repairing road near the entrance of Elkhorn Valley Packing north of Harper.

Commissioner Adams motioned to approve the minutes from November 28, 2016; approved unanimously.

Joanna Kenney, EMS, department update, presented the December schedule for call-back crews. The second new ambulance will be ready to pick up in Missouri December 7th. Joanna reported that there will be an EMS class starting January 10th pending State approval. The class will be on Tuesday and Thursday evenings from 6 -10 PM and 2 Saturdays. It will be held in the Health Department lower level. Joanna will be teaching the class.

Commissioner Waldschmidt motioned to authorize Chairman Pence to sign the titles for the two new ambulances; approved unanimously.

Ruth Elliott, County Clerk, indicated that her office is working on year-end information to prepare for 1099/W2 processes. Departments are cooperating on proper submission of vouchers to ease data entry processes. The tax abstract process was approved by PVD of Topeka, certifying the tax roll. The November comparative revenue and expenditure reports are not accurate due to the continued delay in the daily statements being completed by the Treasurer's Office.

At 10:05 a.m., Commissioner Adams motioned to enter executive session for attorney-client privilege for legal advice and assistance with Ami DeLacerda, Melinda McCurley and Kevin Fowler, and reconvene the open meeting in this room at 10:50 a.m.; approved unanimously. The meeting returned to open session at 10:50 a.m. with no binding action taken.

Linda Langley, Internal Auditor and Kelsie Murphy, Deputy County Clerk, were present to discuss transfer processes. The 2015 adjusting journal entries are not posted to the cash balances in the different funds. It was the consensus of the Board to have transfers presented for approval by the Board prior to posting. Linda and Kelsie were questioned regarding some funds that do not currently reconcile; particularly Fund 045 and 054. Linda stated that she has not reconciled these 2 funds for 2 years as the Treasurer reconciles them now, so therefore she cannot verify the balance. The Commissioners will ask the Treasurer for an updated reconciliation report on both funds.

Ruth Elliott, County Clerk, entered to join discussion on budget reports. The Board asked for a weekly report from the Clerk's Office on the timeliness of daily statements. It is the responsibility of the department heads to keep a track on their budgets. They are unable to do so unless the daily statements are done timely enabling the Clerk's office to prepare accurate budget reports.

Deed, Treasurer and County Attorney have personnel that aren't paid from the general fund but by other special allocations. The County Treasurer refuses to sign the transfer from motor vehicle fund to employee benefits to cover position hired outside of the County budget and authority. Linda will calculate the benefits for new hire in Attorney's Office to reimburse the Employee Benefit Fund. The special fund from the Deed's office for employee's transfer has happened to repay the Employee Benefit Fund.

Discussion about internal auditor services in 2017. Tabled for further research.

The meeting recessed for lunch at 12:04 p.m. and reconvened at 1:05 p.m.

Ami DeLacerda, HR, reviewed draft policy changes, which will be sent to the attorney for review. These will be presented at department head meeting next week. A mandatory employee meeting will also be held to present the changes. It was also recommended that the retirement gift/reception policy be added to the manual. Ami presented personnel status forms for longevity and annual review for signature.

At 1:42 p.m. Commissioner Waldschmidt motioned to enter executive session for non-elected personnel to protect the privacy of the individual with Ami DeLacerda and reconvene the open meeting in this room at 1:52 p.m.; approved unanimously. The meeting returned to open session at 1:52 p.m. with no binding action taken.

Ami presented a payroll request from Mildred Metzger, County Treasurer, for the year-end payout to the County Treasurer from the Motor Vehicle Fund. The Commissioners didn't approve the payroll request as the request is a State authorized payment and they have no control over those funds.

Commissioner Adams motioned to approve payroll in the amount of \$155,158.16; approved unanimously.

Commissioner Waldschmidt motioned to approve a special accounts payable for the remount cost of the new ambulance and the lease payment for road and bridge equipment for a total of \$54,656.26; approved unanimously.

Commissioner Waldschmidt motioned to approve the add and abate orders for a negative -\$1,597.48; approved unanimously.

Commissioner Waldschmidt motioned to approve the transfers as presented; approved unanimously.

Mildred Metzger presented the report for the partial payment and advance payment accounts and they were not reconciled for November 2016. The Board asked for her to bring back the last known report that shows the funds are reconciled.

Commissioner Adams left the meeting at 2:09 p.m.

Melinda McCurley, presented information regarding grant opportunities for small businesses. Melinda will draft a policy and bring back to the Board for further discussion. Updates on other county projects were given.

Bob Randall, IT and Facilities, was present for discussion about rebuilding the landfill office building that was lost in the fire. Commissioner Waldschmidt motioned to begin the design build process; approved unanimously.

As there was no further business, the meeting was adjourned at 3:04 p.m. The next regular meeting will be held on Monday, December 12th at 9 a.m. in the Courthouse Commissioner Room.

APPROVED



Brian Waldschmidt, Vice-Chair

ATTEST:



Melinda McCurley
Recording Secretary

