

Cheyenne County Board of Commission

December 27, 2016

Convene

Chairman Brett Poling called the meeting of the Cheyenne County Board of Commission to order at 12:00 P.M. on December 27, 2016 at the Board Room. Attendance: Brett Poling, Present: John Garner, Present: Rodney Radcliffe, Present. The special meeting was called for the purpose of discussing the job descriptions as drafted by The Austin Peters Group. Also present were County Attorney, Nicole Romine, and County Clerk, Deb Lindsten.

Emergency Management Assistant/Grant Writer

Carol Sloper discussed changes with the Board of Commission regarding her job description. Additions were made to cover the Public Transportation Grant Administration, who this position reports to, and the classification was requested to be exempt.

Motion/Vote - Emergency Management Assistant/Grant Writer

Commissioner Rodney Radcliffe made a motion to accept to Emergency Management Assistant/Grant Writer job description as amended. John Garner seconded the motion. The motion passed by vote: Brett Poling (Yes), John Garner (Yes), Rodney Radcliffe (Yes).

Emergency Management Director

Emergency Management Director, Ryan Murray, discussed changes to the NIMS Certifications. Certifications 300 and 400 need to be added. There is no safety and rescue certification needed. Director Murray noted that emergency management is not necessarily an 8-5 job. This position is under the direction of the Board of Commission.

Motion/Vote - Emergency Management Director

Commissioner Rodney Radcliffe made a motion to approve the Emergency Management Director job description as amended. John Garner seconded the motion. The motion passed by vote: Brett Poling (Yes), John Garner (Yes), Rodney Radcliffe (Yes).

Custodian

Custodian, Shelley Christensen, discussed changing her job title to Director of Maintenance and Facilities. She discussed the many duties her job entails. This position can also be an emergency on-call position for maintenance issues. Ms. Christensen noted that she uses her personal vehicle for business purposes.

Motion/Vote - Custodian

Commissioner John Garner made a motion to approve the change in the job title from Custodian to Director of Maintenance and Facilities and to include on-call for emergencies for maintenance if needed. Brett Poling seconded the motion. The motion passed by vote: Brett Poling (Yes), John Garner (Yes), Rodney Radcliffe (No).

Deputy Appraiser

Deputy Appraiser, Doug Sloper, felt his corrections were mostly about cleaning up redundant wording.

Motion/Vote - Deputy Appraiser

Commissioner Rodney Radcliffe made a motion to accept the Deputy Appraiser job description as amended. John Garner seconded the motion. The motion passed by vote: Brett Poling (Yes), John Garner (Yes), Rodney Radcliffe (Yes).

Fire Chief

Fire Chiefs, Dan Blair and Loren White, felt that there needed to be two job descriptions. One job description for the Bird City Fire Chief and one job description for the St. Francis Fire Chief. Both Fire Chiefs felt that the Bird City fire budget and the St. Francis fire budget need to be split out. When budgeting in 2017 for the 2018, both fire chiefs would like to submit their own budgets for consideration by the Board of Commission. Volunteer fireman need to take the PCP Testing.

Motion/Vote - Fire Chief

Commissioner Rodney Radcliffe made a motion to accept the job description for Fire Chief Volunteer as amended. John Garner seconded the motion. The motion passed by vote: Brett Poling (Yes), John Garner (Yes), Rodney Radcliffe (Yes).

Sheriff

Sheriff Cody Beeson felt that there should be some clarification on the General Qualifications for the Sheriff's position. The remaining job descriptions in the Sheriff's department had no changes. Sheriff Beeson discussed The Austin Peters wage report for his department.

Motion/Vote - Sheriff

Commissioner Rodney Radcliffe made a motion to approve the Sheriff's job description as amended. John Garner seconded the motion. The motion passed by vote: Brett Poling (Yes), John Garner (Yes), Rodney Radcliffe (Yes).

Dispatch

Dispatch Director, Eric Harper, recommended taking out the law enforcement functions on the Dispatch Supervisor job description. Other changes were noted with check marks to leave in the job description and o's to omit. The changes will be given to the County Clerk for revision.

Motion/Vote - Dispatch

Commissioner Rodney Radcliffe made a motion to approve the job descriptions for the Dispatch Supervisor and Dispatchers as amended. John Garner seconded the motion. The motion passed by vote: Brett Poling (Yes), John Garner (Yes), Rodney Radcliffe (Yes).

Treasurer

County Treasurer, Dolores Jenik, discussed the job descriptions additions and deletions in the treasurer's department. She felt that the required experience and/or education would be hard to fill. However, she

requested to leave the preferred experience.

Motion/Vote - Treasurer

Commissioner Rodney Radcliffe made a motion to accept the job descriptions for the County Treasurer, Deputy Treasurer, and Motor Vehicle Clerk as amended. John Garner seconded the motion. The motion passed by vote: Brett Poling (Yes), John Garner (Yes), Rodney Radcliffe (Yes).

Clerk

County Clerk, Deb Lindsten, had concerns about the required experience and/or education for the County Clerk and Deputy Clerk. She requested that it be deleted, but leave the preferred experience.

Motion/Vote - Clerk

Commissioner Rodney Radcliffe made a motion to approve the job descriptions for the County Clerk and the Deputy Clerk as amended. John Garner seconded the motion. The motion passed by vote: Brett Poling (Yes), John Garner (Yes), Rodney Radcliffe (Yes).

Register of Deeds

Register of Deeds, Jeanne Dunn, had the same concern on the education for the Register of Deeds, required experience. She requested to strike the required experience and leave the preferred experience.

Motion/Vote - Register of Deeds

Commissioner Rodney Radcliffe made a motion to approve the Register of Deeds job description as amended. John Garner seconded the motion. The motion passed by vote: Brett Poling (Yes), John Garner (Yes), Rodney Radcliffe (Yes).

Empolyment Agreement/Wage Agreement

Attorney Romine discussed combining the Employment Agreement and Wage Agreement in to one document. The County Clerk will update the document and send it to the County Attorney for review.

Noxious Weed

Public Works Director, Dave Flemming, reviewed changes in the job descriptions for the Public Works Department. Discussion on the Assistant Noxious Week Director/Equipment Operator job description followed. Additons were made.

Motion/Vote - Assistant Noxious Weed Director

Commissioner Rodney Radcliffe made a motion to approve the job description for the Noxious Weed Director/Equipment Operator as amended. John Garner seconded the motion. The motion passed by vote: Brett Poling (Yes), John Garner (Yes), Rodney Radcliffe (Yes).

Equipment Oprator II

Director Flemming would like to add the operation of cranes to the essential functions for the Equipment Operator II.

Motion/Vote - Equipment Operator II

Commissioner Rodney Radcliffe made a motion to approve the job description for the Equipment Operator II as amended. John Garner seconded the motion. The motion passed by vote: Brett Poling (Yes), John Garner (Yes), Rodney Radcliffe (Yes).

Landfill

Director Flemming would like to have the operation of skid steer loaders to the Landfill Supervisor and the Landfill Operator part-time job descriptions. Daily cover was added to the essential functions. He would like to strike the "must read and abide by Road and Bridge Policy Manual."

Motion/Vote - Landfill

Commissioner Rodney Radcliffe made a motion to accept the job descriptions for the Landfill Supervisor and the Landfill Operator as amended. John Garner seconded the motion. The motion passed by vote: Brett Poling (Yes), John Garner (Yes), Rodney Radcliffe (Yes).

K.S.A. 19-4501

The County Clerk was requested to draft a resolution establishing a Department of Public Works.

Motion/Vote - Job Descriptions

Commissioner Rodney Radcliffe made a motion to approve all other job descriptions that had no revisions. John Garner seconded the motion. The motion passed by vote: Brett Poling (Yes), John Garner (Yes), Rodney Radcliffe (Yes). The County Appraiser job description will be approved at the regular meeting on Friday, December 30th.

Closing on Friday, December 30th

The Board of Commission discussed the courthouse closure on Friday, December 30th. The courthouse will close the doors at noon. The Board of Commission left it to the department heads discretion if the employee left early, as long as the end of the year work was complete.

Adjournment

Commissioner Rodney Radcliffe ordered that the commission adjourn until 12/30/2016. John Garner seconded the motion. The motion passed by vote: Brett Poling (Yes), John Garner (Yes), Rodney Radcliffe (Yes).

Signatures

Chairman, Brett Poling

County Clerk, Deb Lindsten