

**Kiowa County Commissioners Meeting  
Courthouse Lower Level Conference Room  
May 16, 2016**

John Unruh, Ron Freeman, Kristi Cooper, Jay Schmidt, Mitzi Hesser, Bruce Foster, Steve Heft, Chris Tedder, Scott James and Franklin Ruff attended the meeting. Bert Lowery was absent.

**Consent agenda included:** Agenda, Payroll and Accounts Payable reports and 5-2-16 minutes

After the Prayer was given, John opened the meeting.

Ron moved to approve the consent agenda and John seconded, motion carried 2-0.

John adjourned the Commissioner meeting and called the Board of Health meeting to order.

Mitzi Hesser came to address the Commissioners regarding updates in the Health Department which included; immunization conference coming up, Health fair paperwork finished, assisted Safe Kids program with Storm preparedness and first aid. John adjourned the Board of Health meeting and called the regular session of Commissioner meeting to order. Once back in regular session Mitzi presented a form to allow employees to volunteer 1 hour a month for a nonprofit organization to give back to the community for their review. She advised she would talk the other department heads at their next meeting to see what their thoughts are.

Jay Schmidt came forward with Bruce Foster. Bruce started the conversation with informing them of what his spraying plan is for the season and after Bruce left Jay presented Payroll changes for J Ahrens and C Schmidt for a year merit increase and a part time mower hand. John moved to approve the changes and Ron seconded, motion carried 2-0. At 9:30 the Commissioners opened the seal bids for the Asphalt project on Haviland blacktop. The following bids read; Heft and Sons - \$448,000 and APAC - \$491,000. After some discussion Ron moved to accept the bid from Heft and Sons for \$448,000 and John seconded, motion carried 2-0. Steve mentioned his start date would be late August right before corn harvest.

Chris Tedder stopped by to inform the Commissioners he lost the K-9 handler R Davis but is going to look into hiring an experienced officer and dog handler. After some discussion Ron moved for a 10 minute executive session for non-elected personnel to discuss employee negotiations at 10:08 and Ron seconded, motion carried 2-0. Regular session began at 10:18 with no action taken. Next the Clerk presented a new job description for an Office Manager to the Commissioners. Chris explained he has created the position and he will be eliminating the Dispatcher Supervisor position and he will appoint S McVey to that position. Next the Clerk presented a Payroll change for S McVey for the new job description and Ron moved to approve the change and John seconded, motion carried 2-0. Next she presented two Payroll changes for new hires for A Ward and J Sanchez for Dispatcher and Detention Officer. John moved to approve the changes and Ron seconded, motion carried 2-0.

Kristi Cooper presented tax corrections for severed minerals. Ron moved to approve the tax corrections and John seconded, motion carried 2-0.

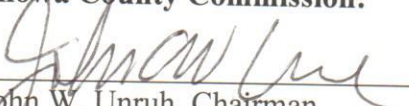
Scott James informed the Commissioners he has offered the Assistant County Attorney to the Chaz Howard and so he created a job description for the Assistant County Attorney and Legal Intern. Scott

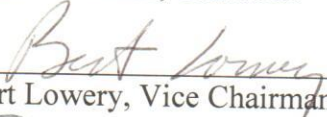
presented the job descriptions for approval and after they reviewed them Ron moved to approve the two job descriptions and John seconded, motion carried 2-0.

No discussion for Commissioner Discussion.

Meeting adjourned at 11:08


**Kiowa County Commission:**

  
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John W. Unruh, Chairman

  
\_\_\_\_\_  
Bert Lowery, Vice Chairman

  
\_\_\_\_\_  
Ron Freeman, Commissioner

Attest:

  
\_\_\_\_\_  
Kristi Cooper, County Clerk

Next Commissioner meeting date will be May 31<sup>st</sup> located in the basement conference room.