

**MINUTES FOR JULY 18, 2016****BOARD OF CHEROKEE COUNTY COMMISSIONERS****CHEROKEE COUNTY, KANSAS****CONVENE**

Chairman Myers called the regular session of the Cherokee County Board of Commissioners (The Board), to order and led all in attendance in the Pledge of Allegiance at 9:00 AM on Monday, July 18, 2016 in the Commission Room, #109 of the Cherokee County Courthouse located at 110 W Maple St., Columbus, Kansas. Commissioners Robert Myers, Pat Collins, Charles Napier, County Counselor Barbara Wright, and County Clerk Rodney Edmondson were present.

Members of the press present: Larry Hiatt, Sarah Okeson, and Mabelle Smith

**Brenda Clugston - Health Department**

She presented a request for the purchase of a new infant measuring board at a cost of \$416.95 to the Board to review. The Board approved the request.

**Joni Hicks - Deputy Treasurer**

She appeared at the request of the Board regarding the fund balance in County General. The note from Treasurer Hodgson stated that County General will be short \$141,142.93. Joni is going to prepare a list of dates that revenues can be expected for the remainder of the year. She will also check on the status of the old bank accounts.

A motion was made by Commissioner Collins to transfer \$142,000 from the Equipment Reserve Fund to the County General Fund. The motion was seconded by Commissioner Napier. The motion carried 3-0.

**Leonard Vanatta - County Road Supervisor**

He appeared before the Board on routine county road business.

He stated that Lawton Rd. asphaltting is complete. Faulkner Rd. is being prepped for asphalt this week.

A motion was made by Commissioner Collins to increase Leonard's credit card to \$5,000 permanently to cover equipment repairs or purchases as needed. The motion was seconded by Commissioner Napier. The motion carried 3-0.

A motion was made by Commissioner Collins to enter an Executive Session with the Board, Leonard, and Counselor Wright for the purpose of Non-Elected Personnel for a period of five minutes. The motion was seconded by Commissioner Napier. The motion carried 3-0 at 9:27 AM.

The meeting reconvened at 9:32 AM.

No action was taken during the Executive Session.

The Board discussed the draft resolution for a Right-of-Way Policy for Cherokee County with Leonard and Counselor Wright.

A motion was made by Commissioner Myers to approve Resolution 19-2016 with the recommended changes. The motion was seconded by Commissioner Napier. The motion carried 3-0.

Leonard informed the Board that one of the farmers at SW 90<sup>th</sup> St. and Blackjack Rd. phoned him this morning and they have decided against putting a gate up to close the dead end road.

A motion was made by Commissioner Collins to approve the Minutes of the July 11, 2016 BOCC meeting as written. The motion was seconded by Commissioner Napier. The motion carried 3-0.

A motion was made by Commissioner Collins to approve the Payroll for the period ending July 8, 2016. The motion was seconded by Commissioner Napier. The motion carried 3-0.

Commissioner Myers discussed the voucher from the Sewer Department to Casey's for fuel for the truck. It's about \$200 per month but there is no mileage sheet attached to it to show the actual mileage driven. The Board agreed to require that a mileage sheet be submitted for the Sewer Department.

A motion was made by Commissioner Collins to approve the Accounts Payable for the period ending July 12, 2016. The motion was seconded by Commissioner Napier. The motion carried 3-0.

A motion was made by Commissioner Napier to approve the radio tower lease agreement with Jack Maxton. The motion was seconded by Commissioner Myers. The motion carried 3-0.

#### **Doug Mogle, Ron Costlow, and Mike King - Cherokee County Ambulance Association**

They appeared before the Board to present their 2017 Budget Requests. They updated the Board on their current financial standings. They also discussed the current condition of equipment and vehicles.

A motion was made by Commissioner Collins to take a 10 minute recess. The motion was seconded by Commissioner Napier. The motion carried 3-0 at 10:20 AM.

The meeting reconvened at 10:30 AM.

#### **Deana Randall - Human Resources**

She appeared before the Board to present her budget request for 2017.

#### **Barbara Bilke - Register of Deeds**

She appeared before the Board to present her budget request for 2017.

#### **Mark Hixon - County Appraiser**

He appeared before the Board to present his budget requests for 2017 for the Appraiser and GIS Departments. He presented a written reorganization plan for his department that includes written job descriptions and salary proposals.

A motion was made by Commissioner Collins to enter an Executive Session with the Board, Mark Hixon, and Counselor Wright for the purpose of Non-Elected Personnel for a period of 10 minutes. The motion was seconded by Commissioner Napier. The motion carried 3-0 at 10:58 AM.

The meeting reconvened at 11:08 AM.

No action was taken during the Executive Session.

**Rodney Edmondson - County Clerk & Election Officer**

He appeared before the Board to present his budget requests for 2017 for the County Clerk and Election Departments. He presented an estimate of the costs to replace the election equipment that will be needed in the very near future. With the tax lid coming next year, the funds to purchase new election equipment needs to be considered for budgeting now.

**Jason Allison - Emergency Management Coordinator**

He appeared before the Board to present his budget request for 2017. The Board asked that his department submit a mileage sheet for their vehicles to show the mileage driven by each.

The Board discussed the resolution for the carrying of handguns by county employees. Counselor Wright will make the necessary changes.

**Joni Hicks - Deputy Treasurer**

She brought in banking documents for the Board to sign to add a new employee and to remove a former employee from the bank accounts. She stated that she had spoken with Treasurer Hodgson and she said the old bank account will be closed by the end of today.

A motion was made by Commissioner Collins to recess for lunch and to reconvene at 1:00 PM. The motion was seconded by Commissioner Napier. The motion carried 3-0 at 11:55 AM.

**Paul Bone, Kregg Rennie - County Conservation District**

They appeared before the Board to present their budget request for 2017. They reported that the State of Kansas has cut their funding again for next year. They are asking for \$25,000 from the County, the same amount of funding as this year. The Board took their request under consideration along with all budgets next month.

A motion was made by Commissioner Napier to approve Resolution 19-2016 establishing a Right-of-Way Policy for Cherokee County. The motion was seconded by Commissioner Myers. The motion carried 3-0.

A motion was made by Commissioner Collins to approve Resolution 20-2016 establishing a policy for the carrying of handguns by county employees. The motion was seconded by Commissioner Myers. The motion carried 3-0. Employees will need to read and sign the acknowledgment page of Appendix D.

**Sheriff David Groves, Under-Sheriff Terry Clugston - County Sheriff's Department**

They appeared before the Board to present a proposal for the purchase of three new trucks for the patrol fleet. Recent purchases have come from the Equipment Reserve Fund. The Board stated that there are no funds left available in that account. Commissioner Collins asked them to take a look at their budget and revenues and see where they are at. The Board took their request under advisement.

They also presented a proposal from KP&F as an alternative to KPERS retirement. They stated that the benefits are better with employees able to reach retirement sooner, and it's a more solid plan than KPERS. The cost to employees would increase from 6% to 7.15% and the county cost would increase 11.5%. To be eligible an employee must be a sworn law enforcement officer. They currently have 20 deputies that would qualify. The Board asked them to see how many would like to participate. They stated that they would get with those deputies and see if there is any interest in the plan.

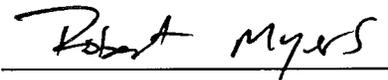
**Terry Cizerle - District Court Clerk**

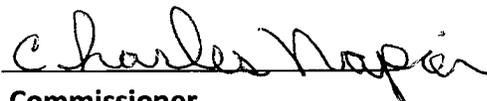
She appeared before the Board regarding the District Court budget request for 2017. The Board took the request under advisement.

Commissioner Napier made a motion to adjourn until the next regular meeting set for Monday, July 25, 2016 at 9:00 AM. The motion was seconded by Commissioner Myers. The motion carried 3-0 at 1:44 PM.

**ATTEST: Resolved and ordered this 25<sup>th</sup> day of July, 2016**

  
Cherokee County Clerk

  
Commissioner

  
Commissioner

  
Commissioner

## RADIO TOWER SPACE LEASE AGREEMENT

This AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between Jack Maxton, hereinafter "Lessor" and the Board of County Commissioners of Cherokee County, Kansas, hereinafter, "Lessee".

WHEREAS, Lessor is the owner of a commercial radio tower located in Cherokee County, Kansas, and

WHEREAS, Lessee is desirous of renting space on said commercial radio tower.

NOW, THEREFORE WITNESS:

1. The Premises. Lessor leases to Lessee, on the terms and conditions herein set forth, one certain antennae space on a 200 foot commercial radio tower located at the address and upon the premises more particularly described on Exhibit "A" attached hereto and made a part hereof. The tower and the land upon which it is located shall hereinafter be referred to as premises.
2. Space Leased, Lease Rental Lessee leases from Lessor's space for one antennae on Lessor's radio tower located on the real property referenced herein, up to a height of 200 feet from ground level for a rental fee of Two Hundred Fifty Dollars (\$250.00) per month. Lessee also leases from Lessor additional antennae space upon the aforesaid tower up to a height of 200 feet as Lessee shall, in Lessee's discretion, determine is necessary. Whenever Lessee shall have need of an additional antennae and shall so install an additional antennae, Lessee shall pay Lessor a monthly rental fee of Fifty Dollars (\$50.00) for any additional antennae installed. The lease payment provided for hereunder shall be payable annually in advance.
3. Use. Lessee is hereby granted the right to place upon the premises, at Lessee's cost and expense, certain radio equipment, including antennae, cables, transmitters and other necessary devices for the operation of the radio system that Lessee intends to install upon the premises. Lessee shall operate its radio system in accordance with its FCC license, a copy of which is attached as Exhibit "B" hereto. Lessee shall maintain its license in a current status at all times.
4. Term. This lease shall be for a term of three (3) years commencing July 1, 2016, provided however, that the lease term shall automatically renew itself for two (2) successive one (1) year terms unless Lessee elects to give notice of non-renewal to Lessor at least thirty (30) days prior to the end of the then existing lease term.
5. Generator. Lessor shall provide an on-premises generator that shall be maintained to provide power in the event that the usual source of power to operate the radio tower is not being provided for any reason.
6. Access to Premises. Lessee shall have twenty-four (24) hour access to the premises (including the tower and all transmission buildings located upon the premises) for the purpose of

installing and maintaining the radio and antennae equipment described herein. Lessee is specifically granted a non-exclusive license for ingress and egress to said premises during the term of this lease.

All installation and maintenance of Lessee's equipment shall be done by qualified contractors or radio technicians at Lessee's expense. All tower climbing or tower work shall be done by licensed and insured radio contractors who maintain workman's compensation insurance and general liability insurance. Lessee shall hold Lessor harmless from any and all liabilities that may arise from any such tower climbing or tower work or any other work services being performed on the premises on behalf of, and at the request of, Lessee. Lessor shall promptly disclose to Lessee all known dangers and hazards upon the premises known to Lessor.

This license of access may be used by engineers, employees or contractors of Lessee, Lessee's assigns or subleases, FCC inspectors or persons under the direct supervision of Lessee for the purposes herein granted.

7. Ownership of Equipment. All equipment, antennae, cables, transmitters and devices placed upon the premises by Lessee or Lessee's assigns or subleases shall be and remain the property of Lessee. Upon termination of this lease, Lessee may enter the premises and remove all such items. Such removal shall be accomplished with due care so as to not damage the tower, pad, guys, antennas, wires, cables or transmission building located upon the premises. Lessee shall, at Lessee's expense, repair all damage caused by the removal of such equipment.

The top antennae and coax line, plus the lower antennae and coax line are owned by Lessor and are provided at no cost.

8. Non-Exclusive Use. The lease rights granted to Lessee are non-exclusive. Lessor reserves the right to use the premises for its own business purposes provided, however, Lessor agrees to not lease any portion of the tower space for purposes that would interfere with the radio transmission and reception rights granted to Lessee. Lessee agrees to not cause interference with Lessor's radio use of its tower.

9. Maintenance. Lessor shall at all times maintain the tower in accordance with the rules and regulations of the Federal Communications Commission (FCC) and the Federal Aviation Administration (FAA). Specifically, Lessor shall at all times maintain the lighting and marking on the tower that are required by such Federal agencies and any other Federal or State agency that might acquire such jurisdiction over such matters. Lessee shall at all times maintain its equipment in proper working order in compliance with its licenses. Lessor shall not be responsible for any interference or other operational problems experienced by Lessor.

10. Destruction of Tower. Should the tower be destroyed by wind, ice or other acts of God so as to make the tower useless for Lessee's purpose, Lessee shall have the right to terminate this lease upon five (5) days notice to Lessor.

11. Risk of Loss. The risk of loss to the tower shall at all times remain upon the Lessor. The risk of loss to Lessee's equipment shall at all times remain upon Lessee. Lessor shall have no duty to protect or insure Lessee's equipment.

12. Liability Insurance. Lessor shall at all times maintain public liability insurance covering the premises herein leased. Lessee shall have the right to request proof of such insurance and, further, Lessee may request that Lessee be named as an additional named insured on such public liability policy if Lessee agrees to pay any additional premium. In the event of such request, Lessor, within thirty (30) days of such a request by Lessee to be so insured, shall take such action as is necessary to add Lessee as an additional named insured.

13. Applicable Laws. All installations and operation in connection with the tower and the premises, either by Lessor or Lessee, shall meet with all applicable rules and regulations of the United States Government and the State of Kansas, whether promulgated by the FCC, FAA or other agency having jurisdiction over the premises.

14. Right to Assign and Sublease. Lessee shall not assign its rights under this agreement.

15. Other Leases. Nothing herein shall prohibit Lessor from selling tower space to any other person, firm or corporation so long as Lessee's reasonable use is not interfered with.

16. Default by Lessee. In the event that Lessee shall default in the payment of any installment of rent or other sums herein specified, and if such default shall continue for ten (10) days after written notice thereof, or if Lessee shall default in observance or performance of any other of the covenants, agreements or other obligations hereunder, and such default shall not be corrected within ten (10) days after written notice is given to Lessee, Lessor shall have the right to terminate this lease and remove, at Lessor's option, Lessee's equipment from the premises in a reasonable fashion. Such removal by Lessor shall be without prejudice to any other remedies that Lessor might have for default of rent or any other default hereunder.

16a. Default by Lessor. In the event that Lessor shall default in the payment of any installment of rent or other sums herein specified, and if such default shall continue for ten (10) days after written notice thereof, or if Lessor shall default in observance of performance of any other of the covenants, agreements or other obligations hereunder, and such default shall not be corrected within ten (10) days after written notice is given to Lessor, Lessee shall have the right to terminate this lease and remove, at Lessee's option, Lessee's equipment from the premises in a reasonable fashion. Such removal by Lessee shall be without prejudice to any other remedies that Lessee might have for default of rent or any other default hereunder.

17. Removal of Equipment Upon Termination. Upon termination of this lease, Lessee shall, within sixty (60) days after expiration or termination, remove all of Lessee's property from the premises. In the event Lessee fails to remove such property, Lessor shall provide fifteen (15)

days advance notice in writing to Lessee to remove the property or said property shall be considered abandoned and become the property of Lessor to dispose of as Lessor sees fit.

18. Holding Over. Any holding over after the expiration of the term of this lease and payment and receipt of the lease shall be construed to create a tenancy from month to month at the rents herein specified and shall otherwise be on the terms and conditions herein specified.

19. Notices. All notices and demands incidental to this lease shall be duly served and sent by one party to the other party, by certified mail, postage pre-paid, to the address of said party set forth herein or to such other address as said party shall, from time to time designate in writing.

The address of the parties for the purpose of notice is as follows:

Jack Maxton	Cherokee County Emergency Management
2001 West Katy Street	Attn: Jason Allison
Scammon, Kansas 66773	P.O. Box 143
	Columbus, Kansas 66725

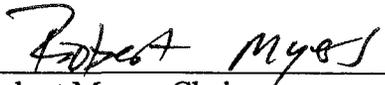
20. Total Agreement. Construction and Applicable Law. This agreement contains the entire, integrated agreement of the parties hereto and supersedes all prior agreements and understandings, both written and oral, of the parties with respect to the subject matter hereof. No alteration, amendment or addition to this agreement shall be binding upon any party hereto unless contained in a writing signed by the parties. This agreement may be executed in any number of counterparts each of which when executed shall be deemed an original, and all of which together shall constitute one and the same agreement. If any clause, phrase, provision or portion of this agreement or the application thereof to any person or circumstances shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this agreement, nor any other clause, phrase, provision, grammar of terms and phrases herein, where necessary to conform this agreement to the circumstances of the parties hereto shall in all cases be assumed as though in each case fully expressed herein. This agreement shall be construed in accordance with the laws of the State of Kansas.

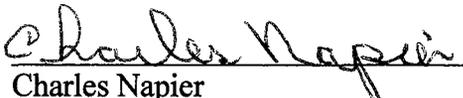
Lessor:

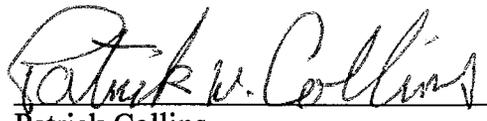
\_\_\_\_\_  
Jack Maxton

\_\_\_\_\_  
Date

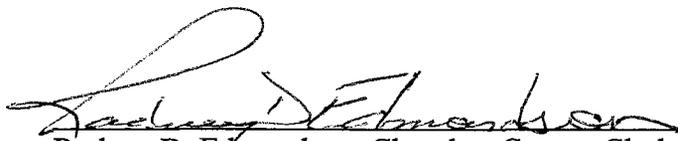
Lessee:  
Board of County Commissioners  
of Cherokee County, Kansas

  
Robert Myers, Chairman  
Cherokee County Commissioner

  
Charles Napier  
Cherokee County Commissioner

  
Patrick Collins  
Cherokee County Commissioner

ATTEST:

  
Rodney D. Edmondson, Cherokee County Clerk

SEAL

Exhibit "A"

Lots One (1), to Six (6), both inclusive, in Block Thirty-three (33); and Lots One (1), to Fourteen (14), both inclusive, in Block Thirty-four (34); and Lots One (1), to Fourteen (14), both inclusive, in Block Thirty-five (35), all in First Katy Addition to the City of Scammon, according to the recorded plat thereof.

RESOLUTION NO. 19-2016

**A RESOLUTION ESTABLISHING RIGHT-OF-WAY POLICY FOR  
CHEROKEE COUNTY, KANSAS**

**BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF  
CHEROKEE COUNTY, KANSAS, THAT THE FOLLOWING RESOLUTION BE  
ADOPTED:**

**SECTION 1. Definitions.** (a) "Public right-of-way" means only the area of real property in which the County has a dedicated or acquired right-of-way interest in the real property. It shall include the area on, below or above the present and future streets, alleys, avenues, roads, highways, parkways or boulevards dedicated or acquired as right-of-way. The term does not include the airwaves above a right-of-way with regard to wireless telecommunications or other nonwire telecommunications or broadcast service easements obtained by utilities or private easements in platted subdivisions or tracts.

(b) "Occupant" means any person, firm, corporation, association, utility or entity which enters upon the right-of-way of the County, or in any manner establishes a physical presence on, upon, in or over the right-of-way of the County for the purpose of installing, constructing, maintaining or operating lines, conduits, wires, fiber optic wires, cables, pipes, pipelines, poles, towers, vaults or appliances, or related facilities or appurtenances thereto.

**SECTION 2. Authorization from County Required.** (a) No person, firm, corporation, association, utility or entity shall enter upon the right-of-way of the County, or in any manner establish a physical presence on, upon, in or over the right-of-way of the County for the purpose of installing, constructing, maintaining or operating lines, conduits, wires, fiber optic wires, cables, pipes, pipelines, poles, towers, vaults or appliances, or related facilities or appurtenances thereto without the express written permission of the County. The permission of the County may be granted by a franchise agreement pursuant to the provisions of K.S.A. 12-2001, *et. seq.*, or by such other agreement as the governing body determines best protects the public interest in the right-of-way.

(b) Nothing in this Resolution shall be interpreted as granting an occupant the authority to construct, maintain or operate any facility or related appurtenance on property owned by the County outside of the public right-of-way.

(c) The County shall process each valid and administratively complete application for use of the right-of-way within 30 days.

**SECTION 3. Health, Safety, and Welfare Regulations.** The authority of a provider to use and occupy the public right-of-way shall always be subject and subordinate to the reasonable public health, safety and welfare requirements and regulations of the County.

**SECTION 4. Specific Portions of Right-of-Way Restricted.** (a) The County hereby has the authority to prohibit the use or occupation of specific portions of public right-of-way by a provider due to a reasonable public interest necessitated by public health, safety and welfare, exercised in a competitively neutral manner including:

1. prohibition based upon recommendation of the County engineer;
2. the provider has rejected a reasonable, competitively neutral and nondiscriminatory justification offered by the County for requiring installation expenses nor a diminution of service quality;
3. the County reasonably determines, after affording the provider reasonable notice and an opportunity to be heard, that a denial is necessary to protect the public health and safety and is imposed on a competitively neutral and nondiscriminatory basis; or
4. the specific portion of the public right-of-way for which the provider seeks use and occupancy is environmentally sensitive as defined by state or federal law or lies within a previously designated historic district as defined by local, state or federal law.

**SECTION 5. Compliance With, Manual of Uniform Traffic Control Devices.** Any occupant of the public right-of-way shall comply with the provisions of Standards and Guides for Traffic Controls for Street and Highway Construction, Maintenance, Utility, and Incident Management Operations Part IV of the Manual of Uniform Traffic Control Devices (MUTCD), published by the U.S. Department of Transportation, Federal Highway Administration, 2009 Edition, which is incorporated herein by reference as if fully set forth herein.

**SECTION 6. Additional Requirements.** The County may impose additional requirements of right-of-way occupants excluding the following:

1. requirements that particular business offices or other telecommunications facilities be located in the County;
2. requirements for filing applications, reports and documents that are not reasonably related to the use of a public right-of-way;
3. requirements for County approval of transfers of ownership or control of the business or assets of a provider's business, except that the County may require that such entity maintain current point of contact information and provide notice of a transfer within a reasonable time; and
4. requirements concerning the provision or quality of customer services, facilities, equipment or goods in-kind for use by the County, political subdivision or any other provider or public utility.

**SECTION 7. Emergencies.** If there is an emergency necessitating response work or repair, any person, firm, corporation, association, utility, or entity which has been granted permission to occupy the public right-of-way may begin that repair or emergency response work or take any action required under the circumstances, provided that the person, firm, corporation, association, utility or entity notifies the County promptly after beginning the work and timely thereafter meets any permit or other requirement had there not been such an emergency.

**SECTION 8. Repair.** Any occupant of the public right-of-way is hereby required to repair all damage to a public right-of-way caused by the activities of that occupant, or of any agent affiliate, employee or subcontractor of that occupant while occupying, installing, repairing or

maintaining facilities in a public right-of-way and to return the right-of-way to its functional equivalence before the damage pursuant to the reasonable requirements and specifications of the County. If the occupant fails to make the repairs required by the County, the County may effect those repairs and charge the occupant the cost of those repairs.

**SECTION 9. Relocation.** Whenever requested by the County, in order to accomplish construction and maintenance activities directly related to improvements for the health, safety and welfare of the public, an occupant shall promptly remove its facilities from the public right-of-way or shall relocate or adjust its facilities within the public right-of-way at no cost to the political subdivision. Such relocation or adjustment shall be completed as soon as reasonably possible within the time set forth in any request by the County for such relocation or adjustment. Any damages suffered by the County or its contractors as a result of such occupant's failure to timely relocate or adjust its facilities shall be borne by such occupant.

**SECTION 10. Fees.** The following fees shall be assessed against occupants of the public right-of-way:

- (a) A permit fee of: \$25.00 ;
- (b) An excavation fee of: \$100.00 for each road, street or pavement cut;
- (c) An inspection fee of: \$25.00, plus \$25.00 for each road, street or pavement cut;
- (d) Repair and restoration costs associated with repairing and restoring the public right-of-way because of damage caused by the provider, its assigns, contractors and/or subcontractors in the right-of-way; and
- (e) A performance bond in a form acceptable to the County from a surety licensed to conduct surety business in the State of Kansas, insuring appropriate and timely performance in the construction and maintenance or facilities located in the public right-of-way.

**SECTION 11. Indemnity.** (a) Occupants shall indemnify and hold harmless the County and its officers and employees against any and all claims, lawsuits, judgments, costs, liens, losses, expenses, fees (including reasonable attorney fees and costs of defense), proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including personal or bodily injury (including death), property damage or other harm for which recovery of damages is sought, to the extent that it is found by a court of competent jurisdiction to be caused by the negligence of the occupant, any agent, officer, director, representative, employee, affiliate or subcontractor of the provider, or their respective officers, agents, employees, directors or representatives while installing, repairing or maintaining facilities in a public right-of-way.

(b) The indemnity provided by this subsection does not apply to any liability resulting from the negligence of the County, its officers, employees, contractors or subcontractors. If an occupant and the County are found jointly liable by a court of competent jurisdiction, liability shall be apportioned comparatively in accordance with the laws of this state without, however, waiving any governmental immunity available to the County under state law and without waiving any legal defenses of the parties under state or federal law.

(c) This section is solely for the benefit of the County and occupant and does not create or grant any rights, contractual or otherwise, to any other person or entity.

**SECTION 12. Claim Notification.** An occupant shall promptly advise the County in writing of any known claim or demand against the provider or the County related to, or arising out of the occupant's activities in a public right-of-way.

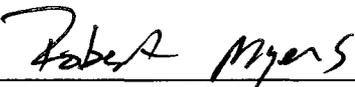
**SECTION 13. Penalty Provision.** Any person, firm, corporation, association, utility or entity or agent, contractor or subcontractor thereof, violating any provision of this article shall be guilty of a misdemeanor offense and shall, upon conviction, be subject to a maximum fine of \$500.00. Each day of violation shall constitute a separate and distinct offense.

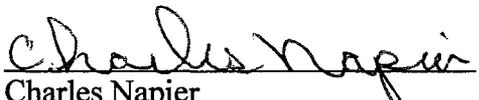
**SECTION 14. PUBLICATION.** The County Clerk shall cause this resolution to be published in the official County Newspaper.

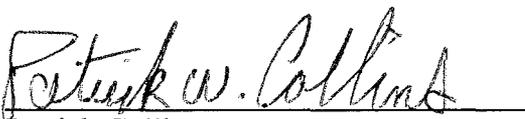
**SECTION 15. CONFLICT.** All resolutions, County policies or parts thereof, in conflict herewith are hereby expressly repealed insofar and they conflict herewith.

**SECTION 16. EFFECTIVE DATE.** This resolution shall be effective upon passage.

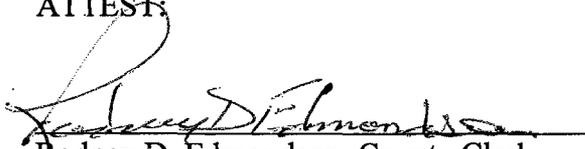
**PASSED AND APPROVED** this 18<sup>th</sup> day of July, 2016, by the Board of County Commissioners of Cherokee County, Kansas.

  
\_\_\_\_\_  
Robert Myers, Chairman  
Cherokee County Commissioner

  
\_\_\_\_\_  
Charles Napier  
Cherokee County Commissioner

  
\_\_\_\_\_  
Patrick Collins  
Cherokee County Commissioner

ATTEST:

  
\_\_\_\_\_  
Rodney D. Edmondson, County Clerk

SEAL

RESOLUTION NO. 20-2016

**A RESOLUTION AMENDING THE PERSONNEL POLICY FOR EMPLOYEES OF  
CHEROKEE COUNTY, KANSAS, REGARDING CONCEALED CARRY OF  
HANDGUNS.**

**BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF  
CHEROKEE COUNTY, KANSAS, THAT THE FOLLOWING RESOLUTION BE  
ADOPTED:**

**SECTION 1. GENERAL AUTHORITY.** K.S.A. 19-101, *et. seq.*, and K.S.A. 19-212 authorize the Board of County Commissioners of Cherokee County, Kansas, to transact all County business and perform all powers of local legislation deemed appropriate, and to make all contracts and do all other acts in relation to the property and concerns of the County necessary to the exercise of its corporate or administrative powers.

**SECTION 2. LEGISLATIVE ACTION.** The Cherokee County Personnel Policy shall be amended to reflect compliance with 2016 revisions to K.S.A. 2015 Supp. 75-7c10, as enacted by passage of House Bill 2502.

**SECTION 3. GENERAL POLICY. PERSONNEL POLICY HANDBOOK FOR  
CHEROKEE COUNTY, KANSAS; NEW APPENDIX D, POLICY FOR CONCEALED  
CARRY OF HANDGUNS.**

County employees and officials who are not otherwise prohibited by State or Federal law from possessing a firearm may carry concealed handguns in conformance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01, *et. seq.*, as amended.

Carrying of a concealed handgun is not within the course and scope of employment with Cherokee County except for employees who are certified law enforcement officers: Sheriff's deputies and security guards licensed to carry firearms and retained by Cherokee County, who are performing such services; Federal and State law enforcement and protective service personnel; and members of the Uniformed Services actively engaged in the performance of their duties.

The following list includes the policies applicable to Cherokee County employees who are not certified law enforcement officers:

- a. Any injury while working that is caused by the employee choosing to carry a concealed handgun will not be considered for workers' compensation.

- b. Any liability associated with the employee's decision to carry a concealed handgun will not be defended by the County and will be of a personal nature since the carrying of a concealed handgun is not part of the employee's duties.
- c. Employees are prohibited from brandishing of a handgun or leaving a handgun in plain view, or unattended.
- d. Employees shall abide by all laws related to conceal carry, such as not entering any building, private or public, which prohibits conceal carry.
- e. Firearms should not be stored in a County-owned vehicle.
- f. The County is not responsible for the replacement or repair of any lost or damaged handgun.
- g. The election of an employee to carry a concealed handgun should not interfere with the employee's ability to perform any duties and should not obstruct any required safety equipment or procedures.

**SECTION 4. INCORPORATION.** The Policy For Concealed Carry Of Handguns is incorporated as Appendix D to the Personnel Policy Handbook For Cherokee County, Kansas.

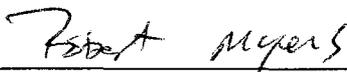
**SECTION 5. ACKNOWLEDGMENT.** Every Cherokee County employee shall be provided a copy of APPENDIX D, POLICY FOR CONCEALED CARRY OF HANDGUNS. Employees shall sign an acknowledgment that he or she has received a copy and understands the contents. Signed acknowledgments shall be maintained in employees' personnel files.

**SECTION 6. PUBLICATION.** The County Clerk shall cause this resolution to be published in the official County Newspaper.

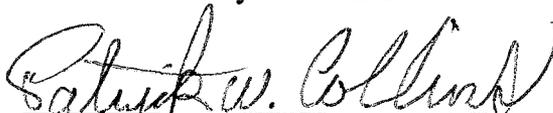
**SECTION 7. CONFLICT.** All resolutions, County policies or parts thereof, in conflict herewith are hereby expressly repealed insofar and they conflict herewith.

**SECTION 8. EFFECTIVE DATE.** This resolution shall be effective upon passage.

**PASSED AND APPROVED** this 18<sup>th</sup> day of July, 2016, by the Board of County Commissioners of Cherokee County, Kansas.

  
 \_\_\_\_\_  
 Robert Myers, Chairman  
 Cherokee County Commissioner

  
 \_\_\_\_\_  
 Charles Napier  
 Cherokee County Commissioner

  
 \_\_\_\_\_  
 Patrick Collins  
 Cherokee County Commissioner

ATTEST:

  
 \_\_\_\_\_  
 Rodney D. Edmondson, County Clerk

(Seal)

## **APPENDIX D**

### **POLICY FOR CONCEALED CARRY OF HANDGUNS**

County employees and officials who are not otherwise prohibited by State or Federal law from possessing a firearm may carry concealed handguns in conformance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01, *et. seq.*, as amended.

Carrying of a concealed handgun is not within the course and scope of employment with Cherokee County except for employees who are certified law enforcement officers: Sheriff's deputies and security guards licensed to carry firearms and retained by Cherokee County, who are performing such services; Federal and State law enforcement and protective service personnel; and members of the Uniformed Services actively engaged in the performance of their duties.

The following list includes the policies applicable to Cherokee County employees who are not certified law enforcement officers:

- a. Any injury while working that is caused by the employee choosing to carry a concealed handgun will not be considered for workers' compensation.
- b. Any liability associated with the employee's decision to carry a concealed handgun will not be defended by the County and will be of a personal nature since the carrying of a concealed handgun is not part of the employee's duties.
- c. Employees are prohibited from brandishing of a handgun or leaving a handgun in plain view, or unattended.
- d. Employees shall abide by all laws related to conceal carry, such as not entering any building, private or public, which prohibits conceal carry.
- e. Firearms should not be stored in a County-owned vehicle.
- f. The County is not responsible for the replacement or repair of any lost or damaged handgun.
- g. The election of an employee to carry a concealed handgun should not interfere with the employee's ability to perform any duties and should not obstruct any required safety equipment or procedures.

(continued on page 2 - Receipt and Acknowledgment)

**RECEIPT AND ACKNOWLEDGMENT**  
**APPENDIX D, POLICY FOR CONCEALED CARRY OF HANDGUNS**

Sign on this receipt after you have read and understand the complete Policy For Concealed Carry of Handguns. Please ask if you have questions concerning this Policy.

I certify that I have read and understand the Policy For Concealed Carry of Handguns. I agree to abide by the terms of these policies contained herein and understand that I may be terminated for violating these policies.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**DAVID M. GROVES**  
SHERIFF

**SHERIFF'S OFFICE**

**TERRY CLUGSTON**  
UNDERSHERIFF



CHEROKEE COUNTY  
PHONE 620-429-3992  
FAX 620-429-1454

915 E. COUNTRY RD.  
COLUMBUS, KANSAS 66725

**2016 Sheriff's Office vehicle purchase quotes**

Mike Carpino Ford – 2016 Ford F150 Crew cab SSV 4x4 Pickup	\$28,746
Jay Hatfield Dodge – 2017 Dodge Crew cab SSV 4x4 pickup	\$31,632
KHP Partners Program – 2017 Dodge Crew cab SSV 4x4 Pickup	\$27,510
2016 Ford Crew cab SSV 4x4 Pickup	\$31,817
2017 Chevrolet Crew cab SSV 4x4 Pickup	\$31,099

The Ford F-150's quotes are for 2016 model year because 2017 models will not be available until August or September.

KHP Partners  
Program



Price Comparison

SUMMARY							
PICKUP TRUCKS (4X4) - ( 55C - 4X4 PICKUP,FULLSIZE,CREW CAB,6700 GVWR,SPECIAL SERVICE VEH)							
CONTRACTOR	MODEL	MODEL YR.	ADDITIONAL INFO	MPG (City/Hwy/Combined)	g CO2/mile	TOTAL PRICE	N/A
FCA US LLC	RAM 1500 SSV	2017		13/19/15	584	\$ 27,509.37	
GM	K1500 SSV	2017		16/22/18	525	\$ 31,098.91	*
FORD	F150 SSV	2016		15/21/17	522	\$ 31,816.01	*

**Note:** Incl. (Includes) = The selected option is part of a package that includes the listed options.  
 Req. (Requires) = In order to get the selected option, you must also select from the listed required options.  
 Excl. (Excludes) = The selected option cannot be ordered with the listed options.

Note: "\*" Denotes that one or more options are **NOT AVAILABLE (N/A)**. Please see Contract Detail below:

Manufacturer	FCA US LLC	GM	FORD
Model Picture			
Model	RAM 1500 SSV	K1500 SSV	F150 SSV
Model Year	2017	2017	2016
Additional Info			
Program 1122	Yes	Yes	Yes
Base Price \$ (A)	25,169.00	29,656.00	30,365.00
+ Vehicle Options :			
AT	206.00 Incl: LT	220.00	0.00
BB	1,062.00 Incl: CBE	N/A	N/A
BLS	266.00	415.00	380.00
CBU	164.00	180.00	200.00
RH4	82.00	320.00	556.00
RKS	288.00	N/A	N/A
Addtl Required Vehicle Options(G)	0.00	0.00	0.00
Total Vehicle Options (B)	2,068.00	1,135.00	1,136.00
= Subtotal Unit Price (A+B+G)	27,237.00	30,791.00	31,501.00
Quantity (C)	x 1	x 1	x 1
= Sub-Total\$ (A+B+G)*C	27,237.00	30,791.00	31,501.00
+ GSA Surcharge	272.37	307.91	315.01
=Total Selling Price (F)	<b>27,509.37</b>	<b>31,098.91</b>	<b>31,816.01</b>
=Unit Selling Price \$) (F/C)	<b>27,509.37</b>	<b>31,098.91</b>	<b>31,816.01</b>
	Select Model	Select Model	Select Model

[Back to Options](#)

MPG and g CO2/mile Comparison

Vehicle Model	RAM 1500 SSV		K1500 SSV		F150 SSV	
Base/Options	MPG	g CO2/mile	MPG	g CO2/mile	MPG	g CO2/mile
<b>Base Model</b>	13/19/15	584	16/22/18	525	15/21/17	522

Option Description	Vendor Data
AT - ALL TERRAIN TIRE TREAD	
BB - STORAGE BINS, BOTH BED SIDEWALLS	
BLS - BEDLINER, OEM SPRAY-ON	
CBE - CARGO BED EXTENDER	
CBU - BACKUP CAMERA	
LT - LIGHT TRUCK TIRES	
RH4 - OEM DRAW BAR RECEIVER CLASS IV	
RKS - REMÔTE KEYLESS START	

Print

JAY HATFIELD DODGE CHRYSLER RAM JEE  
 1021 N HWY 69  
 FRONTENAC, KS 667638100

# ATTN TERRY CUGSTON

Configuration Preview

Date Printed: 2016-07-07 12:13 PM VIN:  
 Estimated Ship Date: VON:

Quantity: 1  
 Status: BA - Pending order  
 FAN 1: 0054E Crawford County Sheriff Depart  
 FAN 2:  
 Client Code:  
 Bid Number: TB7065  
 PO Number:

Sold to: JAY HATFIELD DODGE CHRYSLER RAM JEEP (26873)  
 1021 N HWY 69  
 FRONTENAC, KS 667638100

Ship to: JAY HATFIELD DODGE CHRYSLER RAM JEEP (26873)  
 1021 N HWY 69  
 FRONTENAC, KS 667638100

Vehicle: 2017 1500 SSV CREW CAB 4X4 (DS6T98)

	Sales Code	Description	MSRP(USD)
Model:	DS6T98	1500 SSV CREW CAB 4X4	39,975
Package:	25D	Customer Preferred Package 25D	0
	EZH	5.7L V8 HEMI MDS VVT Engine	0
	DG1	6-Spd Automatic 65RFE Transmission	0
Paint/Seat/Trim:	PW7	Bright White Clear Coat	0
	APA	Monotone Paint	0
	*D7	Cloth Front Bench / Vinyl Rear Seat	45
	-X8	Black/Diesel Gray	0
Options:	4DH	Prepaid Holdback	0
	4ES	Delivery Allowance Credit	0
	MAF	Fleet Purchase Incentive	0
	TXN	LT265/70R17E OWL On/Off Road Tires	250
	ADB	Protection Group	225
	DSA	Anti-Spin Differential Rear Axle	395
	YEP	Manuf Statement of Origin	0
	XB9	RamBox Cargo Management System	1,295
	AJB	Remote Start & Security Alarm Group	395
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	174	Zone 74-Denver	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB7065	Government Incentives	0
Discounts:	YGE	5 Additional Gallons of Gas	0
Destination Fees:			1,195
<b>Total Price:</b>			<b>43,775</b>

Order Type: Fleet PSP Month/Week:  
 Scheduling Priority: 1-Sold Order Build Priority: 99  
 Customer Name:  
 Customer Address:

Instructions: USA

*SELLING PRICE  
 DELIVERED IS 31,632*

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

*FAX 429 1207*



CNGP530

VEHICLE ORDER CONFIRMATION

06/07/16 10:27:07

==>

Dealer: F53504

2016 F-150

Page: 2 of 2

Order No: 0001 Priority: G3 Ord FIN: KL459 Order Type: 5B Price Level: 655

Ord PEP: 101A Cust/Flt Name: CHEROKEECOUNT PO Number:

RETAIL

RETAIL

23 GAL TANK

66S SSV PKG 50

76C REARVIEW CAMERA 250

FLEX FUEL

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

DEST AND DELIV 1195

TOTAL BASE AND OPTIONS 42395

XL MID DISCOUNT (750)

TOTAL 41645

\*THIS IS NOT AN INVOICE\*

F7=Prev

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC05454

# **2016/2017 Cherokee County Appraiser's Office Reorganization and Salary Proposal**

Proposed by:

**Mark Hixon, CKA, RMA**  
**Cherokee County Appraiser**

Presented to:

**Board of County Commissioners of Cherokee County, Kansas**

Presented on:

**July 18, 2016**

## **Executive Summary:**

The County Appraiser's office performs a vital role in the administration of the property tax. Among the many duties and responsibilities are the discovery, listing, and appraisal of all real and tangible personal property. Of chief importance is the fair and equitable appraisal of all taxable property pursuant to the Statutes and Constitution of the State of Kansas as well as the rules, guidelines, and directives promulgated by the director of the Property Valuation Division (PVD) of the Department of Revenue.

Due to the fact that there are 15,739 parcels of real property in the county that are required to be appraised at market value (use value for agricultural land) every year, it is necessary to utilize highly specialized technology and methodology in order to accomplish a task of that proportion in a cost effective manner. Additionally, there are 3,432 personal property accounts with approximately 10,000 individual items that must be valued. And, because it is necessary to maintain a high degree of uniformity and equity in our appraised values, it is imperative that we employ highly competent appraisal professionals who are well trained in the processes and procedures along with the use of appraisal technology and best practices for attaining desirable results. However, because of the specialized nature of the work, it is difficult (often impossible) to recruit trained and experienced appraisal professionals when the need arises. Therefore, it is extremely important that we make every effort to avoid the costly and wasteful loss of trained professionals by failing to recognize the value of our investment in their training and experience.

The purpose of this proposal is to reorganize the Cherokee County Appraiser's Office into a high performance team through raising the level of professionalism, increasing productivity and efficiency while attempting to ensure employee retention. Additionally, it is my intent to provide a work environment that encourages professional growth and assists employees in meeting organizational goals and personal career objectives. All of these goals have, at their core, the concept of providing the most cost effective service possible to the taxpayers of Cherokee County.

## **Opportunity Cost:**

While it is possible to hire employees to perform entry level appraisal tasks and to educate, train, and mentor them into becoming competent real and personal property appraisers, the direct and indirect costs are significant. Not only do we incur the direct costs of providing formal education through classroom courses and on-the-job training, but we also incur the loss of productivity experienced throughout the timeframe required for a new appraiser to acquire the necessary skills, abilities, and knowledge in order to perform the duties of the position.

## **Direction:**

In the past, the County Appraiser's office has lacked direction and effective management. The evidence to support that regrettable assertion is the lack of the most basic requirements for any functional organization – position descriptions and a salary schedule. Competent employees are the foundation upon which all functional organizations are built. Without position descriptions, it is not possible for employees to clearly understand what is expected of them. Nor is it possible to set meaningful and attainable goals, evaluate employee performance, hold employees accountable for failing to meet those goals, or recognize them for excellence. Therefore, this proposal is built upon a set of position descriptions.

I have also devised a salary schedule for this department and made it part of this proposal. The purpose for this is to eliminate randomness and inequities between and among positions of similar levels of responsibility and assign realistic values to the various levels of responsibility for each position.

### **Compensation:**

Turnover is the punishing cost of failure to adequately compensate employees.

It is futile to recruit, educate, train, and mentor employees only to lose them to competing employers who often do not even require their specialized skills, abilities, and knowledge that were acquired through the investment of time and taxpayer dollars.

While compensation in the form of salary and benefits is not the only thing employees take into consideration when weighing their options, it is one of the most important elements. Therefore, this proposal also includes proposed salary adjustments for the employees of this department that are in line with the market and fit the included salary schedule. More importantly, some of the current employees were hired to fill entry-level positions that would coincide with the Appraiser Trainee position description. However, they have acquired the necessary education, experience, skills and abilities required to qualify for higher level positions. And they are performing the job duties of those positions. Therefore, it is fair and equitable that they be fairly compensated.

### **Fiscal Note:**

If implemented as presented, the overall reduction in full-time employee salaries from the 2016 approved budget is \$56,971 due to the proposed elimination of two full-time positions. However, it is anticipated that part of the salary savings will be utilized in compensating temporary part-time employees. Even so, the additional benefits we provide to full-time employees (health insurance, KPERS, etc.) would not be provided to temporary part-time employees, thereby resulting in meaningful savings.

This proposal anticipates the employment of three temporary employees at peak workload times of the year for a total of 1,920 hours at \$10/hour for a total of \$19,200. The net reduction in salaries would be \$37,771 (not including benefits). The total savings would be even greater than that due to the fact that we would not pay health insurance, KPERS, etc. for temporary employees. The actual net savings would likely be in the range of \$50,000.

### **Risk:**

One of the risks associated with paring down the staffing level is the increased dependency on existing staff. At such a lean staffing level as this proposal, the loss of one of our trained professionals would mean a serious drop in productivity that would take several years from which to recover. However, I do not believe the current market and pace of new construction represent a threat that we would fall behind significantly enough to cause us to fall out of compliance with statutory and Constitutional requirements. I also believe such efficiency measures are what taxpayers expect to see in their public officials. Therefore, it is my opinion that the risk level is acceptable only if we adequately compensate existing staff in an effort to avoid turnover.

**Conclusion:**

This plan is the result of careful analysis of the scope of work that is the responsibility of this department along with an in-depth assessment of the current staff. With all of that in mind and with the objective of providing the greatest return on investment, I respectfully present this plan for your approval.

**CHEROKEE COUNTY, KANSAS**  
**Position Description**  
**Appraiser Trainee**

**POSITION NUMBER:**  
**SALARY RANGE: 10**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under direct supervision, this is an entry-level position participating in the valuation of residential and agricultural real property for property tax purposes. This is not a permanent position. The incumbent is expected to develop the education and skills necessary to qualify and be promoted to the Appraiser I position within a 12 – 18 month timeframe. Performs other duties as required.

**WORK PERFORMED**

- 10% Sales Validation.** Assists with verifying the conditions of sale and validity of sale price; site inspection of sold properties; measuring and verifying data on dwellings, additions and outbuildings including agricultural buildings and verification of agricultural land use. Takes photographs of all structures from different angles.
- 30% Data Analysis, Final Review and Hearings.** Works with senior appraisers and county appraiser during the data analysis, final review, and hearing process to learn the various aspects of the appraisal process.
- 20% New Construction.** Assists with measuring, listing, and photographing newly constructed dwellings, additions, and outbuildings including agricultural buildings and verification of agricultural land use.
- 40% Collection and Verification of Property Characteristics.** Assists with the verification of data on dwellings, additions and outbuildings including agricultural buildings and verification of agricultural land use.

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Basic math and computer skills.
- Basic residential construction.

**Ability to:**

- Follow complex oral and written instructions.
- Work outdoors throughout the year in varying climatic conditions and often difficult terrain.
- Establish and maintain effective working relationships with co-workers and public.
- Communicate effectively, both orally and in writing, using the English language.
- Operate standard office machines and use standard computer software (Word, Excel).

**Cherokee County Position Description**  
**Appraiser Trainee**

- Represent the Cherokee County Appraiser’s office in a courteous and professional manner.

**PHYSICAL REQUIREMENTS**

N-Never    O-Occasional (1%-33%)    F-Frequent (34%-66%)    C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching		X			Sitting			X		Driving				X
Pushing/Pulling		X			Bending	X				High Elevation	X			
Climbing	X				Reaching	X				Unprotected Heights	X			
Throwing	X				Lifting	X				Around Moving Machinery		X		
<b>ARMS</b>					Carrying	X				Driving Automotive Equipment		X		
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting		X			Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions		X		
Carrying	X				Turning	X				Noise Levels (Excessive)		X		
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground		X		
Far Vision			X		Sitting			X		Work Below Ground		X		
Color Vision	X				Carrying		X			Irregular Surfaces		X		
<b>VOICE</b>					Climbing		X			Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic		X		
<b>EARS</b>					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting		X							X

**EQUIPMENT USED**

Personal Computer  
Printer

Telephone  
Photocopier

Fax Machine  
Calculator

Office Furniture

**MINIMUM QUALIFICATIONS**

High School Diploma or GED Certificate.

Valid Kansas Driver’s License.

**SPECIAL REQUIREMENTS**

Required to pass a pre-employment physical and drug screen.

Required to pass an Appraisal Aptitude test at time of interview.

Required to work outdoors throughout the year in varying climatic conditions and often difficult terrain.

**Cherokee County Position Description**  
**Appraiser Trainee**

This Position Description is not designed to list all tasks and responsibilities of this position. Cherokee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

---

Employee's Signature / Printed Name

---

Date

---

Administering Supervisor's Signature / Printed Name

---

Date

---

Appointing Authority's Signature / Printed Name

---

Date

Created: 03/18/2016  
Revision History:

**CHEROKEE COUNTY, KANSAS**  
**Position Description**  
**Appraiser I**

**POSITION NUMBER:**

**FLSA STATUS: N**

**SALARY RANGE: 12**

**POSITION DESCRIPTION**

Under general supervision, responsible for the appraisal of residential and agricultural real property pursuant to State Statutes, Directives, Guidelines, and Uniform Standards of Professional Practice (USPAP). Performs other duties as required.

**WORK PERFORMED**

- 10% Hearings.** Represents Cherokee County in explaining appraised values to taxpayers and defending values at various hearing levels. Prepares appropriate documentation in a timely manner for all levels of hearings and status conferences.
- 10% Data Analysis.** Duties include: Assisting in the collection and analysis of market data for the assigned market areas.
- 15% New Construction/Building Permits.** Measures and lists newly constructed buildings, additions, and site improvements. Reviews remodeling of existing structures. Verifies the current property use and occupancy level. Gathers construction cost information when possible. Photographs all structures from different angles.
- 15% Final Review (Value Reconciliation).** Sets an appropriate value on each parcel in assigned market areas by the deadline established each year. Verifies all multi-classified parcels are valued correctly in the Computer Assisted Mass Appraisal (CAMA) system. Details the reasons for any values that vary more than 10% from a model derived value indicator.
- 35% Collection and Verification of Property Characteristics.** Measures buildings and verifies the interior data of all structures. Collects data on contributory items and other characteristics that impact the valuation of property. Works splits/combinations.
- 15% Sales Validation.** Verifies conditions of sale and validity of sale prices. Performs site inspections of sold properties including new photographs. Measures and verifies the property characteristics and verification of the current property use and occupancy.

**Cherokee County Position Description  
Appraiser I**

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- The basic fundamentals of real property appraisal.
- The CAMA system as well as PC-based programs used in statistical analysis (Excel).
- The cost, income, and sales comparison approaches to value.
- Construction methods and building types.
- Statutes, directives, and state guidelines relating to the appraisal of real property.

**Ability to:**

- Concentrate on complex appraisal tasks for extended periods of time.
- Interpret, present, and apply appraisal principles and techniques in appraising real property and in exercising sound judgment in developing, analyzing and reporting appraisal conclusions.
- Read and understand blueprints, property ownership maps, and property descriptions.
- Communicate effectively, both orally and in writing, using the English language.
- Learn and retain complex written and oral instructions.
- Establish and maintain effective working relationships with fellow employees and the general public.

**Skill in:**

- The use of the CAMA system for inquiry and data entry of property characteristics.
- The use of PC-based computer programs for word processing, spread sheet, and statistical analysis.

**PHYSICAL REQUIREMENTS**

N-Never    O-Occasional (1%-33%)    F-Frequent (34%-66%)    C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching		X			Sitting			X		Driving			X	
Pushing/Pulling		X			Bending	X				High Elevation	X			
Climbing	X				Reaching	X				Unprotected Heights	X			
Throwing	X				Lifting	X				Around Moving Machinery	X			
<b>ARMS</b>					Carrying	X				Driving Automotive Equipment	X			
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting		X			Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying		X			Turning	X				Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision			X		Sitting			X		Work Below Ground	X			
Color Vision	X				Carrying	X				Irregular Surfaces	X			
<b>VOICE</b>					Climbing	X				Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning	X				Exposure to Marked Changes in				
Hearing				X	Lifting	X				Temperature and Humidity			X	

**Cherokee County Position Description  
Appraiser I**

**EQUIPMENT USED**

Personal Computer	Telephone	Photocopier	Tape Measure
Printer	Fax Machine	Office Furniture	Scanner

**MINIMUM QUALIFICATIONS**

High School Diploma or GED Certificate.

One (1) year of mass appraisal experience.

Successful completion of International Association of Assessing Officers (IAAO) courses 101 and 102 plus qualifying Orion introductory courses offered by the Property Valuation Division for a total minimum tested classroom hours of seventy (70).

Valid Kansas Driver's License.

**SPECIAL REQUIREMENTS**

Required to pass a pre-employment physical and drug screen.

This Position Description is not designed to list all tasks and responsibilities of this position. Cherokee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 03/18/2016  
Revision History:

**CHEROKEE COUNTY, KANSAS**  
**Position Description**  
**Appraiser II**

**POSITION NUMBER:**  
**SALARY RANGE: 15**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under general supervision of the County Appraiser, appraises residential and agricultural real property pursuant to State Statutes, Directives, Guidelines, and Uniform Standards of Professional Appraisal Practice (USPAP). Assists with the training and supervision of subordinate appraisal staff. Performs other duties as required.

**WORK PERFORMED**

- 10% Hearings.** Represents Cherokee County in explaining appraised values to taxpayers and defending values at various hearing levels. Prepares appropriate documentation in a timely manner for all levels of hearings and status conferences.
- 10% Data Analysis.** Stratifies and analyzes sales. Assists with market modeling and determining appropriate coefficients and variables for assigned markets areas.
- 15% New Construction/Building Permits.** Measures and lists newly constructed buildings, additions and contributory items. Reviews remodeling of existing structures. Verifies the current property use and occupancy level. Gathers construction cost information when possible. Photographs all structures from different angles.
- 15% Final Review (Value Reconciliation).** Sets an appropriate value on each parcel assigned by the deadline established each year. Verifies that all multi-classified parcels are valued correctly in the CAMA system. Details the reasons for any values that vary by more than 10% from a model derived value.
- 35% Collection and Verification of Property Characteristics.** Measures buildings and verifies the interior data on all structures. Collects data on contributory items and other characteristics that impact the valuation of property. Works splits/combinations. Takes current photos of structures.
- 15% Sales Validation.** Verifies conditions of sale and validity of sale price. Performs site inspections of sold properties. Measures and verifies the property characteristics and verification of the current property use and occupancy. Takes current photos of all structures from different angles.

**Cherokee County Position Description  
Appraiser II**

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Advanced appraisal methodology with an emphasis on data analysis and market modeling.
- The cost, income and sales comparison approaches to value.
- Construction methods and building types.
- The Computer Assisted Mass Appraisal system as well as PC-based programs used in statistical analysis.
- Statutes, Directives, and state guidelines relating to the appraisal of real property.

**Ability to:**

- Assist in market modeling and data analysis.
- Concentrate on complex appraisal tasks for extended periods of time and independently solve complex problems.
- Interpret, present and apply appraisal principles and techniques in appraising real property and in exercising sound judgment in developing, analyzing and reporting appraisal data pursuant to the USPAP.
- Read and understand blueprints, property ownership maps and property descriptions.
- Communicate effectively, both orally and in writing, using the English language.
- Establish and maintain effective working relationships with outside contractors, regulatory agencies, fellow employees, and the general public.

**Skill in:**

- The use of a Computer Assisted Mass Appraisal system for inquiry, data entry, reporting and valuation functions.
- The use of PC-based computer programs for word processing, spread sheet and statistical analysis.

**PHYSICAL REQUIREMENTS**

N-Never    O-Occasional (1%-33%)    F-Frequent (34%-66%)    C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching		X			Sitting			X		Driving			X	
Pushing/Pulling		X			Bending	X				High Elevation	X			
Climbing	X				Reaching	X				Unprotected Heights	X			
Throwing	X				Lifting	X				Around Moving Machinery	X			
<b>ARMS</b>					Carrying	X				Driving Automotive Equipment	X			
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting		X			Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying		X			Turning	X				Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision			X		Sitting			X		Work Below Ground	X			
Color Vision	X				Carrying	X				Irregular Surfaces	X			
<b>VOICE</b>					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning	X				Exposure to Marked Changes in				
Hearing			X		Lifting	X				Temperature and Humidity			X	

**Cherokee County Position Description  
Appraiser II**

**EQUIPMENT USED**

Personal Computer	Telephone	Photocopier	Tape Measure
Printer	Fax Machine	Office Furniture	Scanner

**MINIMUM QUALIFICATIONS**

High School Diploma or GED Certificate.

Two (2) years of mass appraisal experience.

Successful completion of International Association of Assessing Officers (IAAO) courses 101, 102 and USPAP (14 hour) plus either 112, 300, 311, 312 or equivalent courses totaling ninety (90) hours.

State of Kansas Registered Mass Appraiser (RMA) designation.

Valid Kansas Driver's License.

**SPECIAL REQUIREMENTS**

Required to pass a pre-employment physical and drug screen.

This Position Description is not designed to list all tasks and responsibilities of this position. Cherokee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
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_____ Administering Supervisor's Signature / Printed Name	_____ Date
--	---------------

_____ Appointing Authority's Signature / Printed Name	_____ Date
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Created: 03/18/2016  
Revision History:

**CHEROKEE COUNTY, KANSAS**  
**Position Description**  
**Appraiser III**

**POSITION NUMBER:**  
**SALARY RANGE: 19**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under general supervision of the County Appraiser, appraises residential, agricultural, and commercial real property pursuant to State Statutes, Directives, Guidelines, and Uniform Standards of Professional Appraisal Practice (USPAP). Assists with the training and supervision of subordinate appraisal staff. Assists with the higher-level functions of the appraisal process. Performs other duties as required.

**WORK PERFORMED**

- 10% Hearings.** Represents Cherokee County in explaining appraised values to taxpayers and defending values at various hearing levels. Prepares appropriate documentation in a timely manner for all levels of hearings and status conferences.
- 15% Data Analysis.** Participates in various higher-level appraisal tasks such as cost index and depreciation studies, income and expense analysis, etc. Stratifies and analyzes sales. Assists with market modeling and determining appropriate coefficients and variables for assigned markets areas.
- 15% New Construction/Building Permits.** Measures and lists newly constructed buildings, additions and contributory items. Reviews remodeling of existing structures. Verifies the current property use and occupancy level. Gathers construction cost information when possible. Photographs all structures from different angles.
- 15% Final Review (Value Reconciliation).** Sets an appropriate value on each parcel assigned by the deadline established each year. Verifies that all multi-classified parcels are valued correctly in the CAMA system. Details the reasons for any values that vary by more than 10% from a model derived value.
- 30% Collection and Verification of Property Characteristics.** Measures buildings and verifies the interior data on all structures. Collects data on contributory items and other characteristics that impact the valuation of property. Works splits/combinations. Takes current photos of structures.
- 15% Sales Validation.** Verifies conditions of sale and validity of sale price. Performs site inspections of sold properties. Measures and verifies the property characteristics and verification of the current property use and occupancy. Takes current photos of all structures from different angles.

**Cherokee County Position Description  
Appraiser III**

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Advanced appraisal methodology with an emphasis on data analysis and market modeling.
- The cost, income and sales comparison approaches to value.
- Construction methods and building types.
- The Computer Assisted Mass Appraisal system as well as PC-based programs used in statistical analysis.
- Statutes, Directives, and state guidelines relating to the appraisal of real property.

**Ability to:**

- Assist in market modeling and data analysis.
- Concentrate on complex appraisal tasks for extended periods of time and independently solve complex problems.
- Interpret, present and apply appraisal principles and techniques in appraising real property and in exercising sound judgment in developing, analyzing and reporting appraisal data pursuant to the USPAP.
- Read and understand blueprints, property ownership maps and property descriptions.
- Communicate effectively, both orally and in writing, using the English language.
- Establish and maintain effective working relationships with outside contractors, regulatory agencies, fellow employees, and the general public.

**Skill in:**

- The use of a Computer Assisted Mass Appraisal system for inquiry, data entry, reporting and valuation functions.
- The use of PC-based computer programs for word processing, spread sheet and statistical analysis.

**PHYSICAL REQUIREMENTS**

N-Never    O-Occasional (1%-33%)    F-Frequent (34%-66%)    C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching		X			Sitting			X		Driving			X	
Pushing/Pulling		X			Bending	X				High Elevation		X		
Climbing	X				Reaching	X				Unprotected Heights	X			
Throwing	X				Lifting	X				Around Moving Machinery		X		
<b>ARMS</b>					Carrying	X				Driving Automotive Equipment		X		
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting		X			Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions		X		
Carrying		X			Turning	X				Noise Levels (Excessive)		X		
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground		X		
Far Vision			X		Sitting			X		Work Below Ground		X		
Color Vision	X				Carrying	X				Irregular Surfaces		X		
<b>VOICE</b>					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic		X		
<b>EARS</b>					Turning	X				Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting	X							X	

**Cherokee County Position Description  
Appraiser III**

**EQUIPMENT USED**

Personal Computer	Telephone	Photocopier	Tape Measure
Printer	Fax Machine	Office Furniture	Scanner

**MINIMUM QUALIFICATIONS**

High School Diploma or GED Certificate.

Five (5) years of mass appraisal experience.

Successful completion of International Association of Assessing Officers (IAAO) courses 101, 102, 112, 201, 300, 311, 331, and USPAP (14 hour) plus qualifying courses offered by the Property Valuation Division all totaling a minimum of two hundred seventy (270) hours.

State of Kansas Registered Mass Appraiser (RMA) designation.

Valid Kansas Driver's License.

**SPECIAL REQUIREMENTS**

Required to pass a pre-employment physical and drug screen.

This Position Description is not designed to list all tasks and responsibilities of this position. Cherokee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
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_____ Administering Supervisor's Signature / Printed Name	_____ Date
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_____ Appointing Authority's Signature / Printed Name	_____ Date
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Created: 03/18/2016  
Revision History:

**CHEROKEE COUNTY, KANSAS**  
**Position Description**  
**Cadastral Mapping Specialist**

**POSITION NUMBER:**

**FLSA STATUS:** N

**SALARY RANGE:** 10

**POSITION DESCRIPTION**

Under general supervision, this position maintains land ownership data and maps for property appraisal purposes. Performs cadastral mapping duties and some data entry. Provides customer service. Performs other duties as assigned. This position is supervised by the County Appraiser.

**WORK PERFORMED**

- 65% Cadastral Mapping.** Reads and analyzes legal descriptions from recorded documents and court documents to determine real property ownership. Responsible for creating new parcel numbers and property descriptions for splits and combinations as necessary in accordance with mapping specifications. Researches documents and draws out legal descriptions. Keeps inventory of parcel changes and tracks deeds and other transfer documents. Files permanent records of all transfers, changes, splits and combinations of real property. Reviews final maps prepared from information for compliance to mapping specifications and for accuracy. Creates map work sheets. Uses independent judgment to create or refine operation procedures. Transfers parcel update, ownership transfer and other documents to GIS data editing contractor in a timely manner.
- 25% Data Entry.** Maintains ownership information and sales information in Orion. Updates parcel identification numbers and determines if property was split/combo or a multi parcel sale.
- 10% Customer Service.** Assists taxpayers in obtaining correct mapping information. Assists with mapping questions when necessary. Offers assistance to other departments.

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Cadastral mapping methods and practices.
- Property Valuation Division (PVD) mapping specifications.
- ArcGIS

**Ability to:**

- Read and understand legal descriptions.
- Follow prescribed laws, policies, rules and procedures regarding cadastral mapping.
- Communicate effectively, both orally and in writing, using the English language.
- Use best judgment to solve issues related to parcel mapping.
- Make accurate decisions related to parcel mapping.
- Establish and maintain effective working relationships with supervisors, fellow employees, other departments, and the general public.
- Prioritize tasks.
- Manage time effectively.

**Cherokee County Position Description  
Cadastral Mapping Specialist**

**Skill in:**

- Following protocol.
- Determining ownership problems and solving them.
- Professional contact with general public.

**PHYSICAL REQUIREMENTS**

N-Never    O-Occasional (1%-33%)    F-Frequent (34%-66%)    C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching	X				Sitting			X		Driving	X			
Pushing/Pulling	X				Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting	X				Around Moving Machinery	X			
<b>ARMS</b>					Carrying	X				Driving Automotive Equipment	X			
Reaching	X				Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying	X				Turning	X				Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking	X				Slippery Surfaces	X			
Near Vision		X			Standing	X				Work Above Ground	X			
Far Vision		X			Sitting			X		Work Below Ground	X			
Color Vision		X			Carrying	X				Irregular Surfaces	X			
<b>VOICE</b>					Climbing	X				Moving Objects	X			
Talking		X			Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning	X				Exposure to Marked Changes in Temperature and Humidity				
Hearing		X			Lifting	X			X					

**EQUIPMENT USED**

Personal Computer    Telephone    Fax Machine    Office Furniture    Engineer Scale  
Laser Printer    Photocopier    Calculator    Plotter

**MINIMUM QUALIFICATIONS**

High School Diploma or GED Certificate.

Six (6) months experience reading, interpreting and drawing legal descriptions.

Six (6) months experience editing or maintaining parcel data.

Completion of or required to complete PVD Course 812424 Reading Legal Descriptions and Understanding Deeds and PVD Course 110509 Basic Mapping. If courses are not complete at the time of hire, required to complete within six (6) months of hire date.

Completion of or required to achieve Kansas Mapper (KM) or equivalent designation. If KM or equivalent designation is not achieved at the time of hire, required to achieve within six (18) months of hire date.

**Cherokee County Position Description  
Cadastral Mapping Specialist**

**SPECIAL REQUIREMENTS**

Required to pass a pre-employment aptitude test as well as physical and drug screen.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

\_\_\_\_\_  
Employee's Signature / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority's Signature / Printed Name

\_\_\_\_\_  
Date

Created: 07/16  
Revision History:

## 2016/2017 County Appraiser's Office Reorganization Salary Proposal

Name	Job Title	Current Salary	Current Annual Salary	Proposed Range/Step	Proposed Salary	Proposed Annual Salary
Kristi Davis	Personal Property Manager/Administrative Assistant	12.50	26,000	10/6	14.13	29,390
Jane Fletcher	Cadastral Mapper	14.64	30,451	10/8	14.85	30,888
Mark Hixon	County Appraiser		74,000			74,000
Tamara Jarrett	Appraiser I	11.50	23,920	12/2	13.45	27,976
Daisy Mooney	Appraiser I	14.36	29,869	12/7	15.22	31,658
Temporary	Appraisal/Clerical Assistant	10.00	19,200	N/A	10.00	19,200
<b>Total</b>						<b>184,240</b>
						<b>213,112</b>

2016 Budget	250,883
Proposal	213,112
Difference	37,771



**MIDSIZE COUNTY COMPARISON SORTED BY PARCELS PER EMPLOYEE**

COUNTY	PARCELS	2016 BUDGET	2017 BUDGET	NO. OF STAFF	APPR DOES GIS?	APPRAISER'S 2016 SALARY	APPRAISER'S SALARY PER PARCEL	2016 COST PER PARCEL	2017 COST PER PARCEL	PARCELS PER EMPLOYEE
Finney	15,164	\$ 673,806.00	\$ 686,280.00	11	No	67,800	4.47	44.43	45.26	1,379
Ford	15,534	\$ 493,360.00	\$ 456,518.00	11	No	67,886	4.37	31.76	29.39	1,412
Seward	10,264	\$ 501,658.00	\$ 501,658.00	7	No	63,500	6.19	48.88	48.88	1,466
Miami	18,141	\$ 596,020.00	\$ 647,975.00	11	No	80,662	4.45	32.85	35.72	1,649
Pottawatomie	15,037	\$ 449,200.00	\$ 496,866.00	9	Yes	72,530	4.82	29.87	33.04	1,671
Geary	13,800	\$ 371,700.00	\$ 371,700.00	8	No	74,285	5.38	26.93	26.93	1,725
Bourbon	12,264	\$ 268,162.00	\$ 268,162.00	7	No	64,400	5.25	21.87	21.87	1,752
Sumner	18,439	\$ 447,994.00	\$ 453,270.00	10.5	No	58,245	3.16	24.30	24.58	1,756
Lyon	17,432	\$ 648,300.00	\$ 648,300.00	9.5	Yes	82,000	4.70	37.19	37.19	1,835
Labette	15,700	\$ 552,018.00	\$ 552,018.00	8.5	Yes	57,120	3.64	35.16	35.16	1,847
Osage	12,344	\$ 316,265.00	\$ 325,000.00	6.5	Yes	50,000	4.05	25.62	26.33	1,899
Barton	17,698	\$ 413,560.00	\$ 410,000.00	9	No	80,350	4.54	23.37	23.17	1,966
Neosho	11,914	\$ 245,350.00	\$ 358,356.00	6	No	55,000	4.62	20.59	30.08	1,986
McPherson	17,300	\$ 430,000.00	\$ 405,000.00	8.5	Yes	79,000	4.57	24.86	23.41	2,035
Cowley	20,500	\$ 534,171.00	\$ 547,087.00	10	No	69,900	3.41	26.06	26.69	2,050
Franklin	14,380	\$ 339,080.00	\$ 334,642.00	7	Yes	71,000	4.94	23.58	23.27	2,054
Allen	10,720	\$ 372,745.00	\$ 372,745.00	5	No	68,500	6.39	34.77	34.77	2,144
Ellis	15,600	\$ 593,608.00	\$ 577,628.00	7.25	No	74,953	4.80	38.05	37.03	2,152
Cherokee	15,739	\$ 327,403.00	\$ 305,067.00	6	Yes	74,000	4.70	20.80	19.38	2,623
Average	15,156	\$ 451,284.21	\$ 458,856.42	8.3		\$69,007	4.66	59.83	60.91	1,863
Median	15,534	\$ 447,994.00	\$ 453,270.00	8.5		\$69,900	4.62	55.77	58.57	1,855

5 Full-time, 3 temp

**CHEROKEE COUNTY AMBULANCE**  
**Districts I & II Col/Gal**

**Budget 2017** **Col/Gal**

**INCOME**

Ambulance Service	525,000
County Subsidy	405,056
Interest Income	300

**TOTAL INCOME** **930,356**

**EXPENSES**

**LOAN SERVICE** **0**

Telephone/Internet- Col	3,575
Telephone/Internet-Gal	3,575
Electricity-Col	12,000
Electricity-Gal	4,000
Gas-Col	2,500
Gas-Gal	1,000
Water-Col	1,000
<b>TOTAL UTILITIES</b>	<b>27,650</b>

Ambulance Replacement	50,000
Fuel	22,000
Ambulance Maintenance	8,000
<b>TOTAL AMBULANCE</b>	<b>80,000</b>

Capital Equipment	25,000
Equipment Repair-Col	2,000
Equipment Repair-Gal	2,000
Medical Supplies	32,000
Operating Supplies	1,000
Oxygen	1,900
<b>Total Equipment</b>	<b>63,900</b>

**TOTAL PAYROLL (See pg 2)** **715,876**

Building Repairs- Col	5,000
Building Repairs-Gal	1,000
<b>TOTAL BUILDING REPAIRS</b>	<b>6,000</b>

Postage	300
Office Supplies	3,100
Professional Services *	32,000
Office Equipment Purchase	1,000
Office Equipment Repair	300
Insurance	11,700
Bank Charges	400
Dues & Subscriptions	300
Taxes & Licenses	1,000
<b>TOTAL OFFICE EXPENSES</b>	<b>50,100</b>

**CHEROKEE COUNTY AMBULANCE**  
**Districts I & II Col/Gal**  
2017

Training Classes	1,500
Text Books	200
<b>TOTAL TRAINING</b>	<b>1,200</b>

Miscellaneous Expenses	4,000
<b>TOTAL MISC. EXPENSES</b>	<b>4,000</b>

<b>TOTAL EXPENSES</b>	<b>948,726</b>
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<b><u>NET LOSS/GAIN</u></b>	<b>(18,370)</b>
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\* Contracted acctg and billing service

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**Assets - July 11, 2017**

Checking Account	41,668
Savings	81,647
C.D.'s	51,497
<b>TOTAL</b>	<b>174,812</b>

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**Salary 2017**

Salaries Full-Time	475,000
Salaries Part-Time	104,450
Social Security	44,334
Employee Benefits	23,000
Health Insurance	41,092
Workman's Comp	27,000
Unemployment Taxes	1,000
<b>TOTAL PAYROLL 2017</b>	<b>715,876</b>

13 FT  
10 PT

CHEROKEE COUNTY AMBULANCE ASSOCIATION DISTRICT #3  
Profit & Loss Budget Overview  
January through December 2017

Jan - Dec 17

Income	
100 - RECEIVABLES	
121 - MEDICARE	131,280.00
122 - MEDICAID	18,000.00
123 - INSURANCE	60,000.00
124 - PATIENT	12,000.00
125 - COLLECTION	2,100.00
126 - HOSPICE	2,004.00
127 - NO TRANSPORT	2,004.00
128 - WHEELCHAIR VAN INCOME	11,004.00
<b>Total 100 - RECEIVABLES</b>	<b>238,392.00</b>
602 - COUNTY	228,717.00
<b>Total Income</b>	<b>467,109.00</b>
Gross Profit	
	467,109.00
Expense	
260 - EQUIPMENT	
261 - BUILDING EQUIPMENT	804.00
262 - OFFICE EQUIPMENT	2,304.00
263 - UNIT EQUIPMENT	1,008.00
264 - OTHER EQUIPMENT	5,004.00
<b>Total 260 - EQUIPMENT</b>	<b>9,120.00</b>
400-800 - PAYROLL EXPENSES	
414 - UNEMPLOYMENT	324.00
806 - SALARY	320,004.00
820 - FICA EXPENSE	24,000.00
882 - INS. - HEALTH	30,000.00
866 - LIFE INSURANCE CO.	300.00
<b>Total 400-800 - PAYROLL EXPENSES</b>	<b>374,628.00</b>
829 - UTILITIES	
830 - ELECTRIC	3,708.00
831 - GAS	2,004.00
833 - TELEPHONE	3,288.00
<b>Total 829 - UTILITIES</b>	<b>9,000.00</b>
839 - MAINTENANCE	
840 - BUILDING & EQUIP. MAINT.	1,200.00
875 - VEHICLE MAINT.	5,004.00
<b>Total 839 - MAINTENANCE</b>	<b>6,204.00</b>
845 - POSTAGE	900.00
847 - FREIGHT	204.00
860 - INSURANCE	
861 - INS. PERSONELL	21,594.00
863 - INS. - VEHICLE	3,504.00
864 - INS. - BUILDING	1,800.00
865 - INS. - EQUIPMENT	438.00
<b>Total 860 - INSURANCE</b>	<b>27,336.00</b>
870 - FUEL	5,508.00
890 - SUPPLIES	
891 - BUILDING SUPPLIES	1,200.00
892 - OFFICE SUPPLIES	504.00
893 - UNIT SUPPLIES	504.00
894 - PATIENT SUPPLIES	12,003.00
<b>Total 890 - SUPPLIES</b>	<b>14,211.00</b>
900 - TRAINING	1,674.00
911 - WHEELCHAIR VAN EXPENSE	1,200.00
912 - ADMINISTRATIVE	1,008.00
913 - PERSONELL	2,208.00
914 - MISCELLANEOUS	2,004.00

INCREASE COUNTY SUBSIDY

\$26,589/YR  
OR  
\$2,2175.75/mo

REASONS  
WC VAN Revenue  
IN THE PAST  
HAS BEEN OVER  
\$40,000 OR MORE  
LOSS OF RPT WE  
TOOK EVERY DAY  
FOR 6 YEARS HAS  
DRAMATICALLY DECREASED  
THAT.

4% CUT KS MED  
4% CUT OKIA MED

LINE ITEMS  
CIRCLED ARE  
THE ONLY TWO  
WE CAN CUT  
AND OPERATE  
BUT WE WILL HAVE  
NO RETIREMENT STILL!  
AND NO \$ TO REPLACE  
EQUIPMENT IF NEEDED.  
NO MONEY FOR TRUCK  
REPLACEMENT. THERE  
WAS TRUCK COUPLE  
YEARS AGO OF ROTATING  
AMB. PURCHASES OUT  
OF COUNTY EQUIPMENT  
FUND EVERY TWO YEARS  
AND JUST ROTATE STATIONS  
NO TAX \$ COST ???

4:52 PM  
07/03/16  
Cash Basis

CHEROKEE COUNTY AMBULANCE ASSOCIATION DISTRICT #3  
Profit & Loss Budget Overview  
January through December 2017

	Jan - Dec 17
915 - RETIREMENT	9,504.00
960 - SALES TAX	2,400.00
Total Expense	467,109.00
Net Income	0.00

## Cherokee County Emergency Management

### 2017 Budget Request

Acct. Number	Description	2013	2014	2015	2016	2017			
30090-02	Salary Director	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 46,500.00	\$ 49,000.00			
30090-02	Salary Asst.	\$ 14,400.00	\$ 14,400.00	\$ 14,000.00	\$ 42,000.00	\$ 45,000.00			
30090-02	Clerical/Grants	\$ 25,000.00	\$ 12,500.00	\$ 20,000.00	\$ -				
30090-21	Office Supplies	\$ 678.00	\$ 750.00	\$ -	\$ -				
30090-22	Uniforms	\$ 300.00	\$ 400.00	\$ 600.00	\$ 700.00	\$ -			
30090-23	Food/Drugs/Chemical	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00			
30090-24	Operating Equipment	\$ 500.00	\$ 500.00	\$ 750.00	\$ 500.00	\$ 500.00			
30090-25	Vehicle Repairs	\$ 900.00	\$ 1,200.00	\$ 750.00	\$ 750.00	\$ 2,000.00			
30090-27	Small Parts Equipment	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00			
30090-28	Computer Supplies	\$ 600.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00			
30090-29	Misc. Supplies	\$ 200.00	\$ 200.00	\$ 300.00	\$ 400.00	\$ 400.00			
30090-30	Gasoline	\$ 3,500.00	\$ 3,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00			
Contractual									
30090-73	Transportation	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00			
30090-74	Telephone Bills	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00			
30090-75	Dues/Subscriptions	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00			
30090-77	Hotel Rentals	\$ 500.00	\$ 500.00	\$ 500.00	\$ 600.00	\$ 1,000.00			
30090-78	Legal Printing/ Advice	\$ -		\$ 600.00	\$ -				
30090-79	Maint. Equipment	\$ -		\$ 600.00	\$ 600.00	\$ 600.00			
30090-84	Cell Phone Charges	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,300.00	\$ 1,200.00			
30090-89	Classes/Training	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00			
Siren Maint.			\$ 1,500.00	\$ 3,500.00					
Vehicle				\$ 25,000.00		\$ -			
<b>Totals</b>		<b>\$ 98,178.00</b>	<b>\$ 88,550.00</b>	<b>\$ 122,200.00</b>	<b>\$ 102,850.00</b>	<b>\$ 108,200.00</b>			
Flood Plain									
Resource grant	Reimbursement	\$ 5,000.00							
SLA	Reimbursement	\$ 14,600.00	\$ 20,400.00	\$ 20,400.00	20,400.00	\$ 20,557.00			
<b>Budget Total</b>		<b>\$ 78,578.00</b>	<b>\$ 68,550.00</b>	<b>\$ 102,200.00</b>	<b>\$ 82,900.00</b>	<b>\$ 87,643.00</b>			



**CHEROKEE COUNTY APPRAISER  
2017 BUDGET PROPOSAL SUMMARY**

<b>Commodities</b>	<b>\$ Change from Previous Year</b>	<b>Summary</b>
30230/21 Printing/Office Supplies	\$ -	No change from previous year
30230/23 Employee Meals	\$ -	No change from previous year
30230/25 Vehicle Parts & Repairs	\$ -	Transferred from Deleted Tire Line Item
30230/28 Computer Supplies	\$ -	No change from previous year
30230/29 Miscellaneous Supplies	\$ -	No change from previous year
30230/30 Gasoline	\$ -	No change from previous year
30230/32 Oil/Grease	\$ -	No change from previous year
30230/33 Tires	\$ -	No change from previous year
<b>Total Commodities</b>	<b>\$ -</b>	
<hr/>		
<b>Contractural</b>	<b>\$ -</b>	
30230/74 Telephone	\$ -	No change from previous year
30230/75 Dues & Subscriptions	\$ (955.00)	See Attached Dues & Subscriptions List
30230/76 Professional Services	\$ -	No change from previous year
30230/77 Hotel Rentals	\$ 1,000.00	Increased for Professional Development
30230/78 Legal Printing/Advertising	\$ 80	Increased for legislative changes
30230/79 Maintenance/Repairs Machinery/Equi	\$ -	No change from previous year
30230/81 Miscellaneous Expenses	\$ -	No change from previous year
30230/88 Professional Development	\$ -	No change from previous year
30230/89 Other Contractural	\$ 15,310	See Attached Contracts List
<b>Total Contractural</b>	<b>\$ 15,435</b>	
<hr/>		
<b>Capital Outlay</b>		
30230/93 Office Furniture & Equipment	\$ -	No change from previous year
30230/98 Other Capital Outlay (Software)	\$ -	No change from previous year
<b>Total Capital Outlay</b>	<b>\$ -</b>	
<hr/>		
<b>TOTAL CHANGE IN ALL ABOVE FUNDS</b>	<b>\$ 15,435</b>	
<b>Personal Services</b>	<b>\$ (37,771)</b>	Reduced 15% due to department reorganization
<hr/>		
<b>TOTAL</b>	<b>\$ (22,336)</b>	Reduced 7% from previous year

**CHEROKEE COUNTY APPRAISER**

**2017 DUES & SUBSCRIPTIONS**

<b>DESCRIPTION</b>	<b>COST</b>
International Association of Assessing Officers (Hixon)	200
Registered Mass Appraiser (Hixon)	30
Kansas County Appraisers Association (Membership & CKA Dues - Hixon)	150
Southeast Kansas County Appraisers Association	25
Kansas Association of Mappers (Fletcher)	50
Kansas Real Estate Appraisal Board (Hixon)	200
The Sentinel Times	35
News Advocate	35
Columbus News-Report	35
Price Digests ABOS Marine Blue Book (online)	200
Price Digests Truck Blue Book: (online)	210
NADA Official Older Used Car Guide	50
NADA RV Guide	75
NADA Motorcycle/Snowmobile/ATV/Personal Watercraft Guide	50
Misc. Appraisal Guides and Manuals	100
Appraisal Foundation - USPAP	100
<b>Total</b>	<b>1,545</b>

**CHEROKEE COUNTY APPRAISER**

**SERVICE CONTRACTS 30230/89**

<b>PERIOD OF CONTRACT</b>	<b>DESCRIPTION OF SERVICES</b>	<b>ESTIMATED COST</b>
2017	Thomson Reuters - Web Main Modual; Web Tax Support	3,015
2017	Apex Sketching Software Annual Maintenance	1,000
2017	KWORK	15,000
2017	Single Property Appraisals	5,000
2017	File Safe - Support & Maintenance for NetLabels	95
2017	Copy Products, Inc. (Toshiba copy/printer)	1,200
	<b>TOTAL</b>	<b>25,310</b>

**CHEROKEE COUNTY APPRAISER  
2017 SALARY PROPOSAL**

<b>Name</b>	<b>Job Title</b>	<b>Current Hourly Salary</b>	<b>Current Annual Salary</b>	<b>Proposed Range/Step</b>	<b>Proposed Hourly Salary</b>	<b>Proposed Annual Salary</b>
Kristi Davis	Personal Property Manager/Administrative Assistant	12.50	26,000.00	10/6	14.13	29,390.40
Jane Fletcher	Cadastral Mapper	14.64	30,451.20	10/8	14.85	30,888.00
Mark Hixon	County Appraiser		74,000.00			74,000.00
Tamara Jarrett	Appraiser I	11.50	23,920.00	12/2	13.45	27,976.00
Daisy Mooney	Appraiser I	14.36	29,868.80	12/7	15.22	31,657.60
Temporary	Appraisal/Clerical Assistant	10.00	19,200.00	N/A	10.00	19,200.00
<b>Total</b>			<b>203,440.00</b>			<b>213,112.00</b>
2016 Budget			250,883.00			
2017 Proposal			213,112.00			
Difference			37,771.00			



**2017 CHEROKEE COUNTY GEOGRAPHIC INFORMATION SYSTEM (GIS) BUDGET PROPOSAL**

<b>Description</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 Proposal</b>
<b>Commodities</b>			
Printing/Office Supplies		29,078	
Employee Meals			
Vehicle Parts & Repairs			
Computer Supplies			
Miscellaneous			
Gasoline			
Oil/Grease			
Tires			
<b>Total Commodities</b>	<b>\$ -</b>	<b>\$ 29,078</b>	<b>\$ -</b>
<b>Contractural</b>			
Transportation			
Telephone			
Dues & Subscriptions*	735.34		3,100
Professional Services			26,170
Hotel Rentals			
Legal Printing/Advertising			
Maintenance/Repairs Machinery/Equipment			
Miscellaneous			
Professional Development			
Other Contractural	68,680.26		
<b>Total Contractural</b>	<b>\$ 69,415.60</b>	<b>\$ -</b>	<b>\$ 29,270</b>
<b>Capital Outlay</b>			
Office Furniture & Equipment			
Other Capital Outlay (Software)			
Vehicles			
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL OF ALL ABOVE FUNDS</b>	<b>\$ 69,415.60</b>	<b>\$ 29,078</b>	<b>\$ 29,270</b>
<b>Personal Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 69,415.60</b>	<b>\$ 29,078</b>	<b>\$ 29,270</b>

\* 911 Mapping \$1,700; Appraiser \$1,400 for ESRI licences

***Cherokee County, Kansas***  
***Estimated Yearly GIS Support Costs***

GIS Task Description	Estimated Cost
<b>Support for all County Offices</b>	<b>\$2,700</b>
review, analyze and organize GIS data on county server	
identify and resolve network and server issues with Stronghold (county's IT support)	
<b>GIS activities in the Clerk's Office and 911 Mapping &amp; Addressing</b>	
Recent Examples:	
created an accurate School District boundaries layer using supplied legal descriptions	
re-aligned Taxunit boundaries to new Parcel layer and School District boundaries	
implemented Owner Name labeling script to support more efficient 911 map output	
modified City Limit boundaries to new Parcel layer	
used CENSUS population data to adjust City of Columbus Voting Ward boundaries	
<b>Appraisers Office - GIS Parcel and Aguse layer maintenance</b>	<b>\$6,960</b>
parcel changes (splits & combinations)	
KDOT K-7 right-of-way deeds acquiring land from property owners	
generate Landuse Acreage Reports for Orion data entry	
load updated GIS data on county's server for staff access	
update ArcReader maps used internally by county staff	
provide DASC updated parcel layer for Orion GIS map update	
<b>Appraisers Office - GIS Aguse layer updates</b>	<b>\$2,880</b>
changes from hearings, annual review and field work	
review State of Kansas water reports and add irrigated land information	
acquire and implement Farm Service Agency (FSA) CRP information	
add and maintain Wetlands information	
generate Landuse Acreage Reports for Orion data entry	
<b>Appraisers Office - Online webmap for public access</b>	<b>\$1,080</b>
configure and monitor ArcGIS Online account	
update parcel and aguse layers each month after maintenance	

***Cherokee County, Kansas***  
***Estimated Yearly GIS Support Costs***

GIS Task Description	Estimated Cost
<b>Appraisers Office - GIS related activities</b>	<b>\$1,800</b>
process GIS data and create maps/reports for special projects requiring information	
Example: City of Baxter Springs Revitalization Map	
re-align Parcel boundaries in problem areas discovered by staff	
implement Sales data in ArcReader map	
provide GIS data to meet periodic data requests from outside agencies or companies	
<b>Onsite Support 3-4 times a year</b>	<b>\$9,450</b>
each visit 2-3 days, includes travel related expenses	
GIS consulting supports all County Offices:	
Appraisers Office	
911 Mapping & Addressing	
Clerk	
Emergency Operations	
<b>Appraisers Office - ESRI Software Maintenance</b>	<b>\$1,300</b>
two (2) ArcGIS Desktop Basic (ArcView) licenses	
one (1) Publisher extension	
<b>Estimated Yearly Total:</b>	<b>\$26,170</b>

**CHEROKEE COUNTY APPRAISER  
2017 BUDGET PROPOSAL WORKSHEET**

<b>Description</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 Proposal</b>
<b>Commodities</b>			
30230/21 Printing/Office Supplies	1,929.81	2,500	2,500
30230/23 Employee Meals	2,068.64	3,000	3,000
30230/25 Vehicle Parts & Repairs	286.77	1,000	1,000
30230/28 Computer Supplies	436.55	3,000	3,000
30230/29 Miscellaneous Supplies	288.25	500	500
30230/30 Gasoline	2,112.48	2,000	2,000
30230/32 Oil/Grease	67.23	500	500
30230/33 Tires	-	500	500
<b>Total Commodities</b>	<b>\$ 7,189.73</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>
<b>Contractural</b>			
30230/74 Telephone	3,678.15	2,000	2,000
30230/75 Dues & Subscriptions	5,917.04	2,500	1,545
30230/76 Professional Services	19,507.50	20,000	20,000
30230/77 Hotel Rentals	5,513.88	2,000	3,000
30230/78 Legal Printing/Advertising	-	20	100
30230/79 Maintenance/Repairs Machinery/Equipment	1,410.64	6,000	6,000
30230/81 Miscellaneous Expenses	1,099.07	1,000	1,000
30230/88 Professional Development	7,323.38	5,000	5,000
30230/89 Other Contractural	97,814.55	10,000	25,310
<b>Total Contractural</b>	<b>\$ 142,264.21</b>	<b>\$ 48,520</b>	<b>\$ 63,955</b>
<b>Capital Outlay</b>			
30230/93 Office Furniture & Equipment	1,113.78	7,500	7,500
30230/98 Other Capital Outlay (Software)	-	7,500	7,500
<b>Total Capital Outlay</b>	<b>\$ 1,113.78</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
<b>TOTAL OF ALL ABOVE FUNDS</b>	<b>\$ 150,567.72</b>	<b>\$ 76,520</b>	<b>\$ 91,955</b>

**CHEROKEE COUNTY APPRAISER  
2017 BUDGET PROPOSAL WORKSHEET**

<b>Description</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 Proposal</b>
<b>Personal Services</b>	<b>\$ 244,964.91</b>	<b>\$ 250,883</b>	<b>\$ 213,112</b>
<b>TOTAL</b>	<b>\$ 395,532.63</b>	<b>\$ 327,403</b>	<b>\$ 305,067</b>
 \$ Change From Previous Year			 \$ (22,336)
% Change From Previous Year			-7%

## Cherokee County Conservation District 2017 Operations Fund Budget

	Preceding Year Actual 2015 <small>Column 1</small>	Current Year Estimated 2016 <small>Column 2</small>	Proposed Budget 2017 <small>Column 3</small>	Adopted Budget 2017 <small>Column 4</small>
<b>Expenditure Classifications:</b>				
Salaries & Wages (gross)	\$ 15,785.00	\$ 17,000.00	\$ 18,000.00	\$
Employee Benefits	\$ 2,849.98	\$ 3,300.00	\$ 3,700.00	\$
Travel Expenses	\$ 57.50	\$ 125.00	\$ 175.00	\$
Fixed Assets Purchases	\$ -	\$ 37,500.00	\$ 50,000.00	\$
Equipment & Building Maintenance	\$ 1,369.46	\$ 1,500.00	\$ 2,500.00	\$
Information & Education	\$ 250.00	\$ 5,000.00	\$ 7,500.00	\$
Other Administrative Expenses	\$ 5,364.12	\$ 6,500.00	\$ 8,000.00	\$
Miscellaneous	\$ -	\$ 150.00	\$ 225.00	\$
<b>Total Expenditures</b>	<b>\$ 25,676.06</b>	<b>\$ 71,075.00</b>	<b>\$ 90,100.00</b>	<b>\$</b>
<b>Receipt Classifications:</b>				
Cash on Hand, January 1*				
a. Checking Account	\$ 68,358.66	\$ 89,658.60	\$ 82,347.83	\$
b. Savings/Investment Account	\$ 99,164.52	\$ 99,591.85	\$ 83,137.62	\$
c. Petty Cash & Other Currency	\$ -	\$ -	\$ -	\$
County Appropriation - General Fund	\$ -	\$ -	\$ -	\$
County Appropriation - Special Levy	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$
County Appropriation - Other Funds	\$ -	\$ -	\$ -	\$
State Appropriation (matching funds)**	\$ 21,975.00	\$ 21,785.00	\$ 25,000.00	\$
State Technical Assistance Funds	\$ -	\$ -	\$ -	\$
Interest	\$ 427.33	\$ 475.00	\$ 500.00	\$
Donations	\$ -	\$ -	\$ -	\$
Miscellaneous	\$ 1.00	\$ 50.00	\$ 75.00	\$
Transfer of Funds	\$ -	\$ -	\$ -	\$
<b>Total Receipts</b>	<b>\$ 214,926.51</b>	<b>\$ 236,560.45</b>	<b>\$ 216,060.45</b>	<b>\$</b>
<b>Less Total Expenditures</b>	<b>\$ 25,676.06</b>	<b>\$ 71,075.00</b>	<b>\$ 90,100.00</b>	<b>\$</b>
<b>Cash on Hand, December 31</b>	<b>\$ 189,250.45</b>	<b>\$ 165,485.45</b>	<b>\$ 125,960.45</b>	<b>\$</b>

\* The sum of Cash On Hand, January 1 must equal Cash On Hand, December 31 of previous year.

\*\* NOTE: As per K.S.A. 2-1907c, if state appropriations are insufficient to match county funds (not to exceed \$25,000/district), distribution shall be prorated in proportion to eligible amount.

Please mail completed budget forms to the Division of Conservation (DOC) following district adoption of the final budget. If unable to do so by September 1, please contact the DOC.

## County Certification to District

It is hereby certified that the commissioners of Cherokee County, Kansas, have approved and certified to the county clerk a budget that includes an allocation of \$ \_\_\_\_\_ from the county's general fund and/or \$ \_\_\_\_\_ from the special mill levy, in accordance with the provisions of K.S.A. 2-1907b (Conservation District Law), and \$ \_\_\_\_\_ from other funds for a total of \$ \_\_\_\_\_ for the Cherokee County Conservation District for calendar year 2017.

Passed by the governing body, the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

County of Cherokee, State of Kansas

Signed: \_\_\_\_\_, Commission Chairperson

Attest: \_\_\_\_\_, County Clerk

\*\*\*\*\*

## District Certification to Division of Conservation (complete after district adopts final budget)

In accordance with the provisions of K.S.A. 2-1907c (Conservation District Law); it is hereby certified that the commissioners of Cherokee County, Kansas, have approved a total allocation of \$ \_\_\_\_\_ for the Cherokee County Conservation District for calendar year 2017.

Financial assistance, so provided, will not be used to support discrimination on the basis of race, color, sex, religion, national origin or ancestry.

Budget for 2017 was adopted by the conservation district board, the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_ Cherokee \_\_\_\_\_ County Conservation District

Signed: \_\_\_\_\_, District Chairperson

**Please mail completed budget forms with original signatures to the Division of Conservation (DOC) following district adoption of the final budget. If unable to do so by September 1, please contact the DOC.**

## Cherokee County Conservation District 2017 Enterprise Fund Budget

<b>Expenditure Classifications:</b>	<b>Preceding Year Actual 2015 Column 1</b>	<b>Current Year Estimated 2016 Column 2</b>	<b>Proposed Budget 2017 Column 3</b>	<b>Adopted Budget 2017 Column 4</b>
Travel Expenses	\$ -	\$ 150.00	\$ 200.00	\$ -
Annual Meeting Expenses	\$ 1,286.79	\$ 1,300.00	\$ 1,500.00	\$ -
Fixed Assets Purchases	\$ -	\$ -	\$ -	\$ -
Equipment & Building Maintenance	\$ -	\$ -	\$ -	\$ -
Goods for Resale	\$ -	\$ -	\$ -	\$ -
Information & Education	\$ -	\$ -	\$ -	\$ -
Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 1,286.79</b>	<b>\$ 1,450.00</b>	<b>\$ 1,700.00</b>	<b>\$ -</b>
<b>Receipt Classifications:</b>				
Cash on Hand, January 1*				
a. Checking Account	\$ 6,642.40	\$ 7,319.34	\$ 10,090.34	\$ -
b. Savings/Investment Account	\$ -	\$ -	\$ -	\$ -
c. Petty Cash & Other Currency	\$ -	\$ -	\$ -	\$ -
Retail Sales & Services	\$ -	\$ -	\$ -	\$ -
Equipment Rental	\$ 900.00	\$ 3,000.00	\$ 3,500.00	\$ -
Interest	\$ 13.73	\$ 21.00	\$ 25.00	\$ -
Donations	\$ 1,050.00	\$ 1,200.00	\$ 1,300.00	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -
<b>Total Receipts</b>	<b>\$ 8,606.13</b>	<b>\$ 11,540.34</b>	<b>\$ 14,915.34</b>	<b>\$ -</b>
<b>Less Total Expenditures</b>	<b>\$ 1,286.79</b>	<b>\$ 1,450.00</b>	<b>\$ 1,700.00</b>	<b>\$ -</b>
<b>Cash on Hand, December 31</b>	<b>\$ 7,319.34</b>	<b>\$ 10,090.34</b>	<b>\$ 13,215.34</b>	<b>\$ -</b>

\* The sum of Cash On Hand, January 1 must equal Cash On Hand, December 31 of previous year.

**Please mail completed budget forms to Division of Conservation (DOC) following district adoption of the final budget. If unable to do so by September 1, please contact the DOC.**

# Cherokee County Clerk

## 2017 County Clerk Budget

Acct No.	Description	2012 Amount	2013 Amount	2014 Amount	2015 Amount	2016 Amount	2017 Request	Approved Amount
<b>Personal Services</b>								
30020/02	Employee Wages/Salaries	\$110,000	\$110,000	\$113,300	\$114,250	\$116,250	\$125,000	
<b>Sub-Total</b>		\$110,000	\$110,000	\$113,300	\$114,250	\$116,250	\$125,000	\$0
<b>Commodities</b>								
30020/21	Printing & Office Supplies	\$500	\$500	\$500	\$500	\$500	\$500	
30020/23	Employee Food/Meals	\$600	\$300	\$300	\$300	\$300	\$300	
30020/28	Computer Supplies	\$500	\$500	\$500	\$500	\$500	\$500	
30020/29	Misc. Supplies	\$500	\$500	\$500	\$500	\$500	\$500	
<b>Sub-Total</b>		\$2,100	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$0
<b>Contractural</b>								
30020/73	Transportation	\$1,400	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
30020/74	Telephone	\$5,750	\$5,700	\$4,700	\$3,500	\$3,500	\$2,750	
30020/75	Due/Subscriptions	\$450	\$350	\$250	\$250	\$250	\$250	
30020/77	Hotel Rentals	\$500	\$350	\$500	\$500	\$500	\$500	
30020/79	Maint/Repairs Mach. & Equip	\$1,650	\$1,650	\$250	\$250	\$250	\$250	
30020/81	Misc. Expense	\$3,453	\$1,650	\$700	\$700	\$700	\$700	
30020/88	Professional Development	\$700	\$500	\$500	\$750	\$750	\$750	
30020/89	Other Contractural						\$1,200	
<b>Sub-Total</b>		\$13,903	\$11,200	\$7,900	\$6,950	\$6,950	\$7,400	\$0
<b>Budget Total</b>		\$126,003	\$123,000	\$123,000	\$123,000	\$125,000	\$134,200	\$0
<b>Total Funds Available</b>								

  
 County Clerk

July 18, 2014  
 Date

\_\_\_\_\_  
 Chairman, Board of County Commissioners

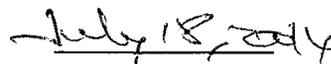
\_\_\_\_\_  
 Date

# Cherokee County Elections

## 2017 Direct Election Budget

Acct No.	Description	2012 Amount	2013 Amount	2014 Amount	2015 Amount	2016 Amount	2017 Request	Approved Amount
<b>Personal Services</b>								
30160/02	Employee Wages		\$32,240	\$33,400	\$35,400	\$37,400	\$39,000	
	Salaries	\$52,000	\$10,600	\$10,900	\$10,900	\$10,900	\$11,000	
	Extra Workers		\$7,160	\$11,000	\$12,000	\$12,000	\$12,000	
Sub-Total		\$52,000	\$50,000	\$55,300	\$58,300	\$60,300	\$62,000	\$0
<b>Commodities</b>								
30160/21	Printing & Office Supplies	\$60,000	\$13,000	\$37,000	\$13,400	\$39,000	\$39,000	
30160/23	Employee Food/Meals	\$1,000	\$500	\$1,000	\$1,000	\$1,000	\$1,000	
30160/28	Computer Supplies	\$2,200	\$2,200	\$2,000	\$2,000	\$2,000	\$2,000	
30160/29	Misc. Supplies	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Sub-Total		\$64,200	\$16,700	\$41,000	\$17,400	\$43,000	\$43,000	\$0
<b>Contractural</b>								
30160/73	Transportation	\$3,000	\$1,000	\$2,100	\$1,500	\$2,100	\$2,100	
30160/75	Dues/Subscriptions	\$825	\$800	\$800	\$800	\$800	\$800	
30160/77	Hotel Rentals	\$1,020	\$1,000	\$2,000	\$1,500	\$2,000	\$2,000	
30160/78	Legal Printing/Advertising	\$2,700	\$1,200	\$3,000	\$1,200	\$3,000	\$3,000	
30160/79	Maint/Repairs Mach. & Equip/Licensing	\$20,889	\$15,000				\$25,000	
30160/80	Poll Workers	\$36,000	\$11,000	\$48,000	\$18,000	\$48,000	\$48,000	
30160/81	Misc. Expense	\$1,575	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
30160/87	Building Rental	\$480	\$80	\$750	\$300	\$750	\$750	
30160/88	Professional Development	\$500	\$220	\$1,000	\$1,000	\$1,000	\$1,000	
30160/	<i>Lease Payment New Election Equipment</i>						\$25,000	
Sub-Total		\$66,989	\$33,300	\$60,650	\$27,300	\$60,650	\$110,650	\$0
<b>Budget Total</b>		<b>\$183,189</b>	<b>\$100,000</b>	<b>\$156,950</b>	<b>\$103,000</b>	<b>\$163,950</b>	<b>\$215,650</b>	<b>\$0</b>
** Non-Levied Equipment Reserve Funds Available				\$32,000	\$25,000	\$25,000		
<b>Total Funds Available</b>		<b>\$183,189</b>	<b>\$100,000</b>	<b>\$188,950</b>	<b>\$128,000</b>	<b>\$188,950</b>	<b>\$215,650</b>	<b>\$0</b>

  
 \_\_\_\_\_  
 County Election Officer

  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Chairman, Board of County Commissioners

\_\_\_\_\_  
 Date





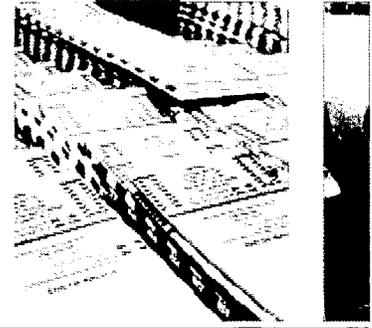
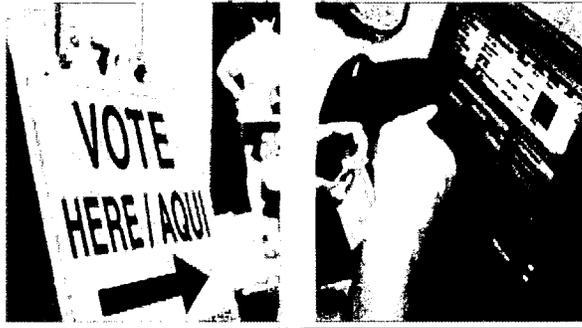
Purchase Solution Includes:

<u>Quantity</u>	<u>Item Description</u>	<u>Price</u>
<b>Tabulation Hardware</b>		
<b>Model DS200 Precinct Scanner:</b>		
1	Model DS200 (Includes Scanner, Plastic Ballot Box with Steel Door and e-Bin, Reverse Wound Paper Roll and 4GB Flash Drive)	\$5,750.00
1	Tote Bin	\$225.00
<b>Model DS450 High Speed Digital Image Scanner:</b>		
1	Model DS450 (Includes Scanner, Steel Table/Cart, Report Printer, Audit Printer, Start-Up Kit, Dust Cover, Battery Backup, Two (2) USB Cables, and Two (2) 8GB Flash Drives)	\$49,950.00
1	DS450 Initial Annual License Fee	Included
1	Installation/Training Fee (1st Unit)	\$3,500.00
<b>ExpressVote Ballot Marking Device:</b>		
12	ExpressVote BMD Terminal (Includes Terminal, Internal Backup Battery, Power Supply with AC Cord, ADA Keypad, Headphones, and 4GB Flash Drive)	\$39,900.00
12	Soft-Sided Case	\$2,100.00
<b>Software</b>		
1	ElectionWare Software - Base Package - Reporting Only (ERM)	\$3,675.00
1	ElectionWareResults (Web-Based Hosted Software)-County Level (Previously called Election Night Reporting)	Included
<b>Election Services</b>		
X	Equipment Operations Training	Included
X	Poll Worker Train-the-Trainer	Included
X	Software Training	Included
1	Election On-Site Support (One Event includes a person on-site the day before, day of, and day after election)	Included
X	Installation/Acceptance Testing	Included
X	1 Year Hardware and Software Warranty	Included
<b>Shipping &amp; Other</b>		
X	Shipping and Handling	\$895.00
X	Customer Discount	(\$4,151.17)
	Trade-In Allowance. Equipment Being Traded-In by Customer Includes:	(\$10,920.50)
	17-Model 100 Scanner	
	17-Model 100 Ballot Box	
	40-AutoMARK	
<b>Total Purchase Solution</b>		<b>\$90,923.33</b>

<b>Lease/Purchase Financing Options:</b>	<b>Annual Pmt</b>
Annual Payment for a Three (3) Year Term	\$32,478.03
Annual Payment for a Four (4) Year Term	\$25,312.38
Annual Payment for a Five (5) Year Term	\$21,053.05

**Lease/Purchase Financing Notes:**

- ES&S is able to provide direct financing for the Total Purchase Price through its affiliate, Nationwide Capital.
- First Payment due at contract execution and annually thereafter.
- Payments do not include Annual Post-Warranty License and Maintenance and Support Fees which will be invoiced separately.



Purchase Solution Includes:

<u>Quantity</u>	<u>Item Description</u>	<u>Price</u>
<b>Annual Post-Warranty License and Maintenance and Support Fees (Fees are Based Upon a 2-Year Customer Commitment to Subscribe to the Following Services)</b>		
<b>Annual Post-Warranty Hardware Maintenance and Support Fees:</b>		
1	HMA DS200 - Silver Coverage (Maintenance Once Every 24-Months)	\$125.00
1	HMA DS450 - Silver Coverage (Maintenance Once Every 24-Months)	\$1,895.00
12	HMA ExpressVote BMD - Silver Coverage (Maintenance Once Every 24-Months)	\$1,170.00
<b>Annual Post-Warranty Firmware License and Maintenance and Support Fees:</b>		
1	Firmware License - DS200	\$80.00
1	Firmware License - DS450	\$1,575.00
12	Firmware License - ExpressVote	\$780.00
<b>Annual Post-Warranty Software License and Maintenance and Support Fees:</b>		
1	ElectionWare Software - Base Package - Reporting Only (ERM)	\$3,675.00
1	ElectionWareResults (Web-Based Hosted Software)-County Level (Previously called Election Night Reporting)	Included
<b>Total Annual Post-Warranty License and Maintenance and Support Fees</b>		<b>\$9,300.00</b>

**Footnotes:**

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Rates valid for 60 days and thereafter may change.
3. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
4. The quantity of service days reflects a reasonable estimate for implementation and selected ongoing election services. Quantities may change depending on specific Customer needs.
5. Customer is responsible for preparing and packaging the trade-in equipment for shipment. ES&S will coordinate and pay for the pickup of the trade-in equipment from Customer's site on a date to be mutually agreed upon by the parties.



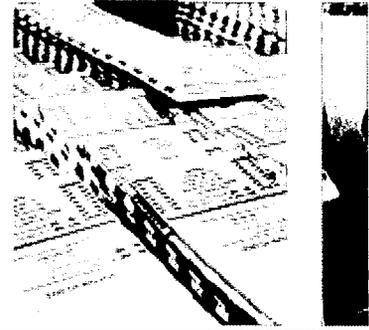
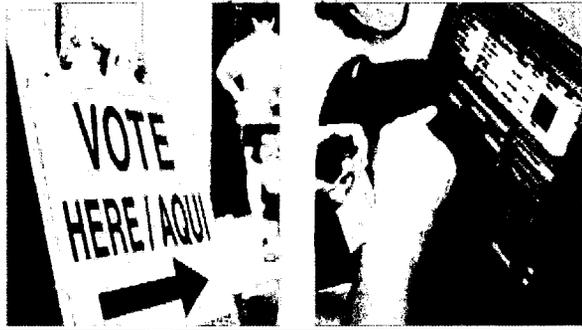
Purchase Solution Includes:

<u>Quantity</u>	<u>Item Description</u>	<u>Price</u>
<b>Tabulation Hardware</b>		
<b>Model DS200 Precinct Scanner:</b>		
14	Model DS200 (Includes Scanner, Plastic Ballot Box with Steel Door and e-Bin, Reverse Wound Paper Roll and 4GB Flash Drive)	\$80,500.00
12	Tote Bin	\$2,700.00
<b>ExpressVote Ballot Marking Device:</b>		
12	ExpressVote BMD Terminal (Includes Terminal, Internal Backup Battery, Power Supply with AC Cord, ADA Keypad, Headphones, and 4GB Flash Drive)	\$39,900.00
12	Soft-Sided Case	\$2,100.00
<b>Software</b>		
1	ElectionWare Software - Base Package - Reporting Only (ERM)	\$3,675.00
1	ElectionWareResults (Web-Based Hosted Software)-County Level (Previously called Election Night Reporting)	Included
<b>Election Services</b>		
X	Equipment Operations Training	Included
X	Poll Worker Train-the-Trainer	Included
X	Software Training	Included
X	Installation/Acceptance Testing	Included
X	1 Year Hardware and Software Warranty	Included
<b>Shipping &amp; Other</b>		
X	Shipping and Handling	\$1,630.00
X	Customer Discount	(\$13,545.00)
	Trade-In Allowance. Equipment Being Traded-In by Customer Includes:	(\$13,033.00)
	17-Model 100 Scanner	
	17-Model 100 Ballot Box	
	40-AutoMARK	
<b>Total Purchase Solution</b>		<b>\$103,927.00</b>

<b>Lease/Purchase Financing Options:</b>	<b>Annual Pmt</b>
Annual Payment for a Three (3) Year Term	\$37,122.97
Annual Payment for a Four (4) Year Term	\$28,932.50
Annual Payment for a Five (5) Year Term	\$24,064.01

**Lease/Purchase Financing Notes:**

1. ES&S is able to provide direct financing for the Total Purchase Price through its affiliate, Nationwide Capital.
2. First Payment due at contract execution and annually thereafter.
3. Payments do not include Annual Post-Warranty License and Maintenance and Support Fees which will be invoiced separately.



Purchase Solution Includes:

<u>Quantity</u>	<u>Item Description</u>	<u>Price</u>
<b>Annual Post-Warranty License and Maintenance and Support Fees</b> <b>(Fees are Based Upon a 2-Year Customer Commitment to Subscribe to the Following Services)</b>		
<b>Annual Post-Warranty Hardware Maintenance and Support Fees:</b>		
14	HMA DS200 - Silver Coverage (Maintenance Once Every 24-Months)	\$1,750.00
12	HMA ExpressVote BMD - Silver Coverage (Maintenance Once Every 24-Months)	\$1,170.00
<b>Annual Post-Warranty Firmware License and Maintenance and Support Fees:</b>		
14	Firmware License - DS200	\$1,120.00
12	Firmware License - ExpressVote	\$780.00
<b>Annual Post-Warranty Software License and Maintenance and Support Fees:</b>		
1	ElectionWare Software - Base Package - Reporting Only (ERM)	\$3,675.00
1	ElectionWareResults (Web-Based Hosted Software)-County Level (Previously called Election Night Reporting)	Included
<b>Total Annual Post-Warranty License and Maintenance and Support Fees</b>		<b>\$8,495.00</b>

**Footnotes:**

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Rates valid for 60 days and thereafter may change.
3. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
5. Customer is responsible for preparing and packaging the trade-in equipment for shipment. ES&S will coordinate and pay for the pickup of the trade-in equipment from Customer's site on a date to be mutually agreed upon by the parties.

HUMAN RESOURCE 2017 BUDGET

SALARY	\$39,900.00
COMMODITIES	
PRINTING/OFFICE SUPPLIES	\$550.00
EMPLOYEE FOOD/MEALS	\$250.00
COMPUTER SUPPLIES	\$600.00
MISC. SUPPLIES	\$450.00
CONTRACTUAL	
TRANSPORTATION	\$250.00
TELEPHONE BILLS	\$720.00
PROFESSIONAL DEVELOPMENT	\$350.00
OTHER CONTRACTUAL	\$750.00
CAPITOL OUTLAY	\$500.00
TOTAL BUDGET	\$44,320.00

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CHEROKEE COUNTY DISTRICT COURT  
PO BOX 189  
COLUMBUS KS 66725

**MEMORANDUM**

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**TO:** CHEROKEE COUNTY COMMISSIONERS  
**FROM:** OLIVER KENT LYNCH, DISTRICT JUDGE  
**SUBJECT:** 2017 BUDGET  
**DATE:** JULY 11, 2016

Attached you will find our proposed 2017 Court Budget.

The increase to our budget includes \$9,000 for additional FullCourt licenses. With the advent of e-Filing and increased users, these additional licenses are a necessary expense.

We have also added a line item for Microfilming of \$10,000. We would like to begin digitizing our records and would do this over several years.

If you have any additional questions, feel free to contact me.





Expenditure Detail	Actual Previous Year - 2015	Estimated Current Year - 2016	Proposed - Budget Year - 2017
Personnel Services			
Salaries	\$28,710.00	\$40,000.00	\$40,000.00
Fringe Benefits			
Health Insurance			
<b>Contractual Services</b>			
Indigent Services			
Legal Defense	\$139,953.00	\$146,000.00	\$149,000.00
Witness Fees and Travel		\$100.00	\$100.00
Transcripts	\$2,262.00	\$5,500.00	\$5,500.00
Medical/Psychiatric Exam		\$1,200.00	\$1,200.00
Other (Publications)	\$1,091.00	\$1,500.00	\$1,500.00
Juvenile GAL			
Mentally Ill GAL			
Alcohol Treatment			
Drug Tests		\$2,500.00	\$2,500.00
Judges Pro Tem			
Court Reporters			
Interpreters	\$403.00	\$600.00	\$600.00
Trial Costs			
Juror Fees and Travel	\$13,201.00		
Juror Meals			
Other			
Travel	\$5,118.00	\$6,000.00	\$6,000.00
Education, Tuition and Training	\$1,416.00	\$1,500.00	\$1,500.00
Equipment Rental	\$2,245.00	\$4,000.00	\$4,000.00
Repair and Maintenance	\$3,670.00	\$3,500.00	\$3,500.00
Microfilming			\$10,000.00
Postage	\$168.00	\$200.00	\$200.00
Rent			
Telephone	\$6,225.00	\$10,000.00	\$10,000.00
Utilities			
Computer Services	\$3,664.00	\$8,000.00	\$17,000.00
Fax Service			
District Expense			
Other (Professional Memberships & Subscriptions)	\$1,000.00	\$2,000.00	\$2,000.00
<b>Commodities:</b>			
Printing and Office Supplies	\$9,649.00	\$11,500.00	\$11,500.00
Recording Tapes			
Other (Books)	\$708.00	\$1,000.00	\$1,000.00
<b>Capitol Outlay:</b>			
Office Equipment	\$25,513.00	\$19,000.00	\$19,000.00
Recording Equipment			
Other (Janitorial & Maintenance)	\$1,065.00		
<b>Special Projects:</b>		\$3,200.00	\$3,200.00
<b>TOTAL</b>	<b>\$246,061.00</b>	<b>\$267,300.00</b>	<b>\$289,300.00</b>

**REGISTER OF DEEDS  
2017 Budget**

2	SALARIES	\$86,609.00	
	Total		\$86,609.00
	COMMODITIES		
21	printing/ office supplies	\$300.00	
29	Misc. supplies	\$400.00	
30	Food/ Travel exp	\$850.00	
	Total		\$1,550.00
	CONTRACTUAL		
73	transportation	\$1,860.00	
74	Utilities/ telephone	\$1,044.00	
75	dues/ subscription	\$550.00	
77	hotel rental	\$2,000.00	
78	legal printing/ advt	\$100.00	
79	main/ repairs	\$300.00	
81	mis exp	\$200.00	
83	equipment lease	\$100.00	
88	profesional develepment	\$500.00	
89	other contractral	\$200.00	
	Total		\$6,854.00
98	capitol outlay	\$250.00	
	Total		\$250.00
	total budget	\$95,263.00	\$95,263.00

