

# FRANKLIN COUNTY

*www.franklincocks.org*

## COUNTY COMMISSION

The Franklin County Commissioners are the elected voice of the citizens of Franklin County. They hear many public points of view from the various constituents within the county and then act as a single governing body to form public policy and set the current and future direction of the county. Policy duties of the Commission involve issues of all the county departments and working with outside agencies.

The County Commissioners seek and welcome the comments and opinions of Franklin County citizens. They can be reached by calling 785-229-3485, or by writing to County Commissioners, Franklin County Annex, 1428 South Main, Suite 2, Ottawa, Kansas 66067.

## ADMINISTRATION/COUNTY COUNSELOR

The Department of Administration is responsible for preparing County Commission agendas, preparing and managing the annual budget for the county, management of the human resource functions of the county including the county pay plan, personnel rules and regulations, recruitment and employment of county employees and directing county operations.

The County Counselor is the legal counsel for the Board of County Commissioners, County Administrator and all other County Departments. This includes representing the Board in civil matters, administrative proceedings, filing an annual tax foreclosure sale, prosecuting violations of county resolutions and codes and other matters as needed.

**785-229-3485** (Admin/Counselor) **785-229-3444** (HR)

## COUNTY CLERK

The County Clerk's office keeps the seal, records the papers of the County Commission, signs the records of proceedings and attests the same with the seal of the county, and is the repository for all Commission records. The County Clerk's Office doubles as the Election Office, Tax Administration and Financial Administration offices for the County. Other services of the County Clerk's Office include: Public Information Officer; Cereal Malt Beverage Licensing, Drinking Establishment Licensing, House Moving Permits, Kansas Hunting & Fishing Licenses, State Park Licenses, Boat Registration and others.

**785-229-3410**

## COUNTY TREASURER

The County Treasurer's Office is responsible for tax billing, collection and distributions of local tax money for the State, County, Cities, Schools and other taxing entities within the County that levy Ad Valorem and/or special assessment taxes. This also includes managing all other moneys belonging to the County and/or directed by law to be paid to the Treasurer.

**785-229-3450**

## MOTOR VEHICLE

The Motor Vehicle Department offers many services to the public including the renewal of license plates and the titling of newly purchased vehicles. Other services provided include the issuance of handicapped placards, 30-day tags and a variety of specialty license plates

**785-229-3455**

## REGISTER OF DEEDS

The Register of Deeds Office is responsible for filing all documents pertaining to real estate within the county, fees are set by State Statute. This includes Deeds, Mortgages, Easements, Oil and Gas Leases, Affidavits, Surveys and Plats as well as Military Discharge papers. They are to maintain and preserve an accurate set of indexes which shows current ownership of land within the County. Also assists genealogists in researching their lineage.

**785-229-3440**

## SHERIFF/JAIL

The Franklin County Sheriff's Office provides law enforcement services to the citizens of Franklin County. Additionally, the Sheriff's Office provides service to six of the smaller towns in Franklin County and assistance as needed to the Ottawa, Wellsville and Richmond Police Departments.

**785-229-1200**

## COUNTY ATTORNEY

The County Attorney prosecutes violations of the criminal laws of the State of Kansas; institutes proceedings to protect abused and neglected children; prosecutes juvenile offenders; secures care and treatment in alcohol, drug and mental commitment cases; appears before the appellate courts of the State of Kansas regarding criminal appeals; and provides services to victims and witnesses to ensure their fair treatment in the criminal justice system.

**785-229-8970**



## EMERGENCY COMMUNICATIONS

Franklin County 911 Dispatch serves all of Franklin County, by receiving all requests for all law enforcement, fire and medical needs. They answer both emergency and non-emergency calls for assistance. They are in continual contact with other county, state and federal agencies to provide local officials with assessments of current events which might affect the safety and security of our citizens.

**785-242-3800** (non-emergency) or **911** (emergency)

## JUVENILE DETENTION

The Franklin County Juvenile Detention Center is established as a secure facility that is used for the lawful custody of juveniles, from ages 10-17. The Franklin County Juvenile Detention Center works closely with community agencies and education institutions to provide the best services available.

**785-229-3405**

## COMMUNITY CORRECTIONS

Community Corrections and its sub-grantees provide community based supervision, assessment, prevention, and intervention programming for adults and juveniles residing in the Fourth Judicial District, which encompasses Franklin, Anderson, Coffey and Osage counties. The Kansas Department of Corrections, Juvenile Justice Authority, Community Corrections Advisory Board and the Franklin County Commissioners provide program guidance and oversight.

**785-229-3510**

## AMBULANCE

The Ambulance Department serves all cities located within Franklin County which include Centropolis, Lane, Ottawa, Pomona, Princeton, Rantoul, Richmond, Wellsville, and Williamsburg. The Ambulance Department's mission is to provide and assure the highest level of emergency medical services in an effective, compassionate and professional manner.

**785-229-7300**

## EMERGENCY MANAGEMENT

The office of Emergency Management is responsible for dealing with all aspects of emergencies, in particular preparedness for, response to, recover from, and mitigation against all types of major emergencies or disasters. The intent of Emergency Management is to minimize the impact of disasters, provide and support necessary disaster operations to protect the public, reduce damage and to enable an effective disaster recovery.

**785-229-3505**

## HEALTH DEPARTMENT

The Franklin County Health Department offers a variety of services to all Franklin County residents on a daily walk-in basis. The health department offers preventative services and provides limited illness care for those who do not have a doctor and have no insurance.

**785-229-3530**

## APPRAISER

The primary duty of the County Appraiser's Office is to appraise taxable property accurately, uniformly, and according to law in order to provide a fair base for distributing the cost of local services utilizing the property tax.

**785-229-3420**

## PUBLIC WORKS

The Public Works Department is responsible for the installation and maintenance of signs, culverts, and entrance pipes; and the maintenance of roads and bridges. The department reviews and approves improvement plans for subdivisions and the way proposed streets fit into the existing road system. Constructed improvements must meet the standards adopted by the Board of Commissioners and be approved by the department.

**785-229-3550**

## PLANNING & BUILDING

The Planning and Building Department is responsible for administering and enforcing the Zoning Subdivision and Building Codes within the unincorporated areas of Franklin County. The department inspects all building construction for compliance with the structural, electrical, plumbing and mechanical codes and is responsible for preparing reports to the Planning Commission and County Commissioners regarding all Planning and Zoning issues.

**785-229-3570**

## ENVIRONMENTAL HEALTH

The Environmental Health Department is responsible for administering regulations adopted by the County designed to prevent or control those environments and environmental conditions that may adversely affect the health and well being of the public. Such environment and environmental conditions include, but are not restricted to: wastewater and wastewater disposal; water supply and nuisances.

**785-229-3590**

## NOXIOUS WEED

The Franklin County Noxious Weed Department assists in the control of noxious weeds in Franklin County. Services to landowners include: recommending control methods approved by the State, the sale of herbicides and sprayer rental. The County controls noxious weeds on County and State owned right-of-ways only.

**785-229-8470**

## RECYCLING CENTER

The Franklin County Recycling Center is responsible for reducing the amount of solid waste that must be landfilled by accepting a wide variety of Recyclable products such as: newspaper, cardboard, plastics, glass, and egg cartons. Most recently the Recycling Center has begun accepting e-waste and has shipped out more than 35,000 pounds to be recycled since April of 2006.

**785-229-8470**