



COUNTY COMMISSION

Monday, March 4, 2019

5:00 PM

Ellis County Administrative Center – Commission Room

Order of Business

I. Opening

- A. Call to Order
- B. Pledge of Allegiance
- C. Clerk Calls the Roll
- D. Order of Business
 Consideration of Amendments

II. Prior Minutes

- February 18, 2019
- February 20, 2019
- February 22, 2019

III. Consent Agenda

- A. Approval of Refunding Warrants as presented
- B. Approval of Tax Roll Adjustments as presented
- C. Approval of Escape Tax Orders as presented
- D. Approval of Adds and Abates as presented
- E. Approval of Purchase Orders as presented
- F. Approval of Accounts Payable and Payroll as presented

- G. Approval of County Licenses as presented
- IV. Issues from Persons Not on the Order of Business
- V. Introduction of New Employees
- VI. Fair Update (Fair Board President Jill Pfannenstiel)
- VII. IT Policy Updates (IT Director Mike Leiker) [Enclosure](#)
- VIII. Emergency Operations Plan (Director of Fire & Emergency Management Darin Myers) [Enclosure](#)
- IX. Emergency Communications Service Agreements (Director of Fire & Emergency Management Darin Myers) [Enclosure](#)
- X. Ellis County Fire Department Company 4 (Victoria) Captain Appointment (Director of Fire & Emergency Management Darin Myers) [Enclosure](#)
- XI. Ellis County Attorney Budget Authority Increase (County Attorney Tom Drees)
- XII. Sale of One Acre of Land (Public Works Director Bill Ring) [Enclosure](#)
- XIII. County Counselor Reports (County Counselor Bill Jeter)
- XIV. County Administrator Report (County Administrator Phillip Smith-Hanes)
- XV. County Commission Reports
- XVI. Executive Session(s)
- XVII. Adjournment

ELLIS COUNTY
AGENDA ITEM COVER SHEET
COMMISSION AGENDA DATE: 3-04-2019

TOPIC:

IT Policy Updates

ACTION REQUESTED:

Approve the updated IT Password and Acceptable Use Policies.

MOTION NEEDED:

Yes No

SUGGESTED MOTION LANGUAGE:

I move that the Commission approve the updated Ellis County Password Policy and the Ellis County Acceptable Use Policy.

DISCUSSION:

Our IT Security policies have not been updated for several years. These policies have been updated to address current technology threats. Because of the ever-changing cyber threat landscape, these policies should be reviewed and revised if necessary on an annual basis.

FINANCIAL IMPACT:

N/A

PRESENTED BY:

Michael S. Leiker, IT Director

REVIEWED BY COUNTY ADMINISTRATOR:

Yes No N/A

REVIEWED BY COUNTY COUNSELOR:

Yes No N/A

ATTACHMENTS:

1. Ellis County Password Policy
2. Ellis County Acceptable Use Policy



Password Policy

Policy Owner:	Ellis County, KS
Policy Approver(s):	County Commission
Related Policies:	
Related Procedures:	
Storage Location:	K:/Policies/IT Policies
Initial Approval Date:	11/21/11
Effective Date:	3/04/2019
Next Review Date:	3/04/2020

ELLIS COUNTY PASSWORD POLICY

Purpose

Passwords are the primary form of user authentication used to grant access to Ellis County's information systems. To ensure that passwords provide as much security as possible they must be carefully created and used. Without strict usage guidelines the potential exists that passwords will be created that are easy to break thus allowing easier illicit access to Ellis County's information systems, thereby compromising the security of those systems.

Scope

This policy applies to all employees, contractors, consultants, temporaries, and other personnel at the County, including those workers affiliated with third parties who access the County's computer networks. Throughout this policy, the word "employee" is hereafter used to collectively refer to all such individuals. The policy applies to all computer and data communication systems owned by or operated on behalf of the County.

Policy

1. User passwords must be constructed according to set length and complexity requirements. As such user passwords must be 8 - 14 characters in length and must include alphanumeric characters.
2. Users are encouraged to use complex passwords such as upper and lower case and special characters. Pass phrases can be used to increase complexity and for easy recollection. For example, *ILikePassPhrases* is a very strong password.

3. User passwords will have maximum lifespan. As such, user passwords must be replaced at a maximum of 90 days. As an exception to the 90 days password expiration, a password on an administrator account shall be changed whenever the technician responsible for the account leaves the organization or changes roles. In this case, the password length and complexity requirements are increased (at least 10 characters in length, upper and lower case and special characters) to allow for less frequent password expiration which may be appropriate to ensure that key services are not disrupted due to password expiration.
4. User passwords may not be reused any more frequently than every 24 password refreshes. Reuse includes the use of the exact same password.
5. User passwords are to be used and stored in a secure manner. User passwords are to be obscured during entry into information system login screens and are to be transmitted only in an encrypted format.
6. User passwords are to be individually owned and kept confidential. Passwords must not be shared with anyone, including supervisors and coworkers. All passwords are to be treated as sensitive, confidential Ellis County information.
7. Passwords must not be inserted into email, text messages or other forms of unencrypted electronic communication, nor revealed over the phone to anyone.
8. Passwords may be stored only in “password managers” authorized by IT.
9. County passwords must be different than personal passwords.
10. The Multi-States Information Sharing and Analysis Center (MS-ISAC) recommends never using the "Remember Password" feature of web browsers. Ellis County IT supports this recommendation as best practice however, IT understands the complexity of remembering multiple passwords therefore, the “Remember Password” feature shall only be allowed for non-County passwords only on any County-owned device or account.
11. Any user suspecting that his/her password may have been compromised must report the incident and change all County account passwords. It should be assumed that if one password is compromised then all the users’ passwords may be compromised as well.
12. User’s computer will be locked automatically by the system after 15 minutes of inactivity. The user will be required to enter their password to unlock the screen.

Compliance

IT will verify compliance to this policy through various methods, including but not limited to, periodic walk-throughs, video monitoring, business tool reports, and internal and external audits.

Exceptions

The County Commission grants authority to the Information Technology Director to approve limited exceptions to this policy, when necessary, to maintain continuity of operations (i.e. Law Enforcement investigations or circumstances).

Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action up to and including termination of employment. IT may restrict or refuse the employee’s access to County-owned data or devices, pending follow up with the employee’s supervisor, or appointed or elected Department Head if said access poses a threat to County proprietary information or equipment.

Reapproved by County Commission _____, 2019

County Commission

Dean Haselhorst, Commission Chair

Dustin Roths, Commissioner

Robert “Butch” Schlyer, Commissioner

ATTEST:

Donna Maskus, County Clerk



ACCEPTABLE USE POLICY

Policy Owner:	Ellis County, KS
Policy Approver(s):	County Commission
Related Policies:	Password Policy, Personnel Policy
Related Procedures:	
Storage Location:	K:/Policies/IT Policies
Initial Approval Date:	11/18/2003
Effective Date:	3/04/2019
Next Review Date:	3/04/2020

ELLIS COUNTY ACCEPTABLE USE POLICY

1. Overview

The intention for publishing an Acceptable Use Policy is not to impose restrictions that are contrary to Ellis County's established culture of openness, trust and integrity. Ellis County is committed to protecting Ellis County's employees, partners and the County from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Ellis County. These systems are to be used for business purposes in serving the interests of the County, and of our clients and customers during normal operations. Effective security is a team effort involving the participation and support of every Ellis County employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

2. Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Ellis County. These rules are in place to protect the employee and Ellis County. Inappropriate use exposes Ellis County to risks including virus attacks, compromise of network systems and services, and legal issues.

3. Scope

This policy applies to the use of digital information, electronic and computing devices, and network resources to conduct Ellis County business or interact with internal networks and business systems, whether owned or leased by Ellis County, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at Ellis County and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Ellis County policies and standards, and local laws and regulation. Exceptions to this policy are documented in section 5.2. This policy applies to employees, contractors, consultants, temporaries, and other workers at Ellis County. This policy applies to all equipment that is owned or leased by Ellis County.

4. Policy

4.1 General Use and Ownership

- 4.1.1 Ellis County information stored on electronic and computing devices whether owned or leased by Ellis County, the employee or a third party, remains the sole property of Ellis County.
- 4.1.2 It is the user's responsibility to promptly report the theft, loss or unauthorized disclosure of Ellis County proprietary information.
- 4.1.3 The user may access, use or share Ellis County proprietary information only to the extent it is authorized and necessary to fulfill the user's assigned job duties.
- 4.1.4 For security and network maintenance purposes, authorized individuals within Ellis County may monitor equipment, systems and network traffic.
- 4.1.5 Ellis County reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.
- 4.1.6 Ellis County reserves the right to remove any County-owned device from service after 90 days of inactivity. If the device is tied to a subscription (i.e. Smart phone) the subscription will be canceled or reassigned to another user.

4.2 Security and Proprietary Information

- 4.2.1 System level and user level passwords must comply with the *Password Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- 4.2.2 All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 15 minutes or less. You must lock the screen or log off when the device is unattended.
- 4.2.3 Postings by employees from an Ellis County email address to newsgroups

should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Ellis County, unless posting is during business duties.

4.3 Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is an employee of Ellis County authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Ellis County-owned resources. The lists below are by no means exhaustive but attempt to provide a framework for activities which fall into the category of unacceptable use.

4.3.1 System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Ellis County are strictly prohibited.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Ellis County or the end user does not have an active license is strictly prohibited.
3. Accessing data, a server or an account for any purpose other than conducting Ellis County business, even if you have authorized access.
4. Willful manipulation or deletion of data residing on County-owned systems or devices without the express permission of the data owner.
5. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
6. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
7. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

8. Using an Ellis County computing asset to actively engage in procuring or transmitting material that is in violation of federal, state or local sexual harassment or hostile workplace laws is strictly prohibited.
9. Making fraudulent offers of products, items, or services originating from any Ellis County account is strictly prohibited.
10. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
11. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
12. Port scanning or security scanning is expressly prohibited unless prior notification to IT is made.
13. Executing any form of network monitoring which will intercept data not intended for the employee's host unless this activity is a part of the employee's normal job/duty.
14. Circumventing user authentication or security of any host, network or account.
15. Introducing a network-attached system set up as a decoy to lure cyber attackers and to detect, deflect or study hacking attempts to gain unauthorized access to information systems.
16. Interfering with or denying service to any user or device with the malicious intent of disrupting normal computer operations.
17. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's computer session, via any means, locally or via the Internet.
18. Providing information about, or lists of, Ellis County employees to parties outside Ellis County.

4.3.2 Email and Communication Activities

(When using County resources to access and use the Internet, users must realize they represent the County. Whenever employees state an affiliation to the County, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the County".)

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

4.3.3 Blogging and Social Media

(Social Media refers to websites and applications that enable users to create and share content or to participate in social networking.)

1. Blogging/Posting by employees, whether using Ellis County's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Ellis County's systems to engage in blogging/posting is acceptable, if it is done in a professional and responsible manner, does not otherwise violate Ellis County's policy, is not detrimental to Ellis County's best interests, and does not interfere with an employee's regular work duties. Blogging/Posting from Ellis County's systems is also subject to monitoring.
2. Employees shall not engage in any blogging/posting that may harm or tarnish the image, reputation and/or goodwill of Ellis County and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging/posting.
3. Employees may also not attribute personal statements, opinions or beliefs to Ellis County when engaged in blogging/posting. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Ellis County. Employees assume all risk associated with blogging/posting.
4. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, Ellis County's trademarks, logos and any other Ellis County intellectual property may also not be used in connection with any blogging/posting activity

5. Policy Compliance

5.1 Compliance Measurement

IT will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the County Commission in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action up to and including termination of employment. IT may restrict or refuse the employee’s access to County-owned data or devices, pending follow up with the employee’s supervisor, or appointed or elected Department Head if said access poses a threat to County proprietary information or equipment.

Reapproved by County Commission _____, 2019

County Commission

Dean Haselhorst, Commission Chair

Dustin Roths, Commissioner

Robert “Butch” Schlyer, Commissioner

ATTEST:

Donna Maskus, County Clerk

ELLIS COUNTY
AGENDA ITEM COVER SHEET
COMMISSION AGENDA DATE: 3-4-19

TOPIC:

Ellis County Emergency Operations Plan

ACTION REQUESTED:

Adoption of the 2019 State approved Ellis County Emergency Operations Plan (EOP)

MOTION NEEDED:

Yes No

SUGGESTED MOTION LANGUAGE:

I move that the Commission adopt the February 2019 update of the Ellis County Emergency Operations Plan, including the attached Resolution, and direct the Clerk to publish Resolution No. 2019-3.

DISCUSSION:

Over the last year and a half, the Ellis County Emergency Management Department has been working with local staff and outside agencies to review and update the Ellis County Emergency Operations Plan (EOP). Upon completion of the update process, the EOP was sent to the Kansas Division of Emergency Management (KDEM) in November 2018 for review. Upon completing required items from KDEM since November, the EOP has been finalized and approved by KDEM on February 6, 2019.

The next step to the process is for the Ellis County Commission to adopt the plan and sign the attached promulgation letter. After the document is signed, it will be sent to KDEM.

Also included is an updated Ellis County Resolution stating Ellis County continues to adopt the National Incident Management System (NIMS). NIMS is a national standard on how to approach and manage incident responses. Ellis County formally adopted NIMS in 2005 and County staff has been trained in NIMS since then. The Emergency Management Department is currently working with staff in all departments to reach the goal off 100% compliance with the required NIMS training.

Note: the actual EOP document contains information pertaining to the deployment, mobilization, and tactical operations of Ellis County public safety agencies responding to emergencies. It is exempt from public disclosure under Kansas law. A hard copy of the document has been placed in the County Administrator's office for the Commission to review.

FINANCIAL IMPACT:

None

PRESENTED BY:

Darin Myers, Director of Fire & Emergency Management

REVIEWED BY COUNTY ADMINISTRATOR:

Yes No N/A

REVIEWED BY COUNTY COUNSELOR:

Yes No N/A

ATTACHMENTS:

1. Promulgation Letter
2. NIMS Resolution
3. KDEM letter



PROMULGATION

It is the responsibility of elected and appointed officials to provide the citizens of their governmental jurisdictions with required services. One of these services, required by Kansas Statute 48-929, involves the development of a County Emergency Operations Plan which will help save lives and protect property in the event of a disaster. This planning includes: Mitigation to reduce the probability of occurrence and to minimize the effects of unavoidable incidents; Preparation to respond to disaster situations; Response actions during a disaster; and Recovery operations which will ensure the orderly return to normal or improved levels following a disaster.

The Ellis County Emergency Operations Plan (EOP) has been developed to establish the policies, guidelines, and procedures which will provide the elected and appointed officials, administrative personnel, various governmental departments, and volunteer agencies with the information required to function as a team, to ensure a timely and organized response to situations arising from disasters.

As Chairman of the Ellis County Board of Commissioners, I endorse this plan and direct all personnel involved to take appropriate actions as spelled out herein.

Dean F. Haselhorst, Chairperson
Ellis County Commission
4th day of March 2019

The primary objectives of SARA, Title III (EPCRA), are: (a) to improve local emergency response to accidental or unplanned release of hazardous substances (primarily through improved emergency notification and response planning); and (b) to provide citizens and local governments access to information about hazardous substances located in our community.

As Chairman of the Local Emergency Planning Committee (LEPC), this plan satisfies all provisions required by SARA, Title III.

Darin Myers, Chairperson
Local Emergency Planning Cmte.
4th day of March 2019

RESOLUTION 2019-3**RESOLUTION OF THE BOARD OF ELLIS COUNTY COMMISSIONERS**

WHEREAS, in the Homeland Security Presidential Directive 5, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of the cause, size, or complexity; and

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners have been, and will continue to be, vital to the development, effective implementation, and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary and desirable that all Federal, State, local, and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities, and resources will improve the county's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System (ICS) components of NIMS are already an integral part of various incident management activities throughout the County and State in accordance with K.S.A. 48-928 (o), including current emergency management training programs, emergency operations plan, and emergency operations center; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System; and



WHEREAS, on April 19, 2005, the Governor of Kansas signed the Executive Order 05-03 designating NIMS as the Incident Management System to be used in Kansas; and

WHEREAS, specific individual needs to be designated as Local Point of Contact (LPOC) to coordinate NIMS activities and to ensure compliance;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ELLIS COUNTY, KANSAS, the National Incident Management System (NIMS) is hereby established as the standard for incident management in Ellis County, Kansas.

BE IT FURTHER RESOLVED that Ellis County Emergency Manager, is hereby designated as the Local Point of Contact (LPOC).

This resolution will take effect immediately upon publication in the official county newspaper.

Dated this 4th day of March 2019.

BOARD OF COUNTY COMMISSIONERS

Dean F. Haselhorst, Chair

Dustin G. Roths, Commissioner

Robert "Butch" Schlyer, Commissioner

ATTEST:

Donna J. Maskus, County Clerk





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Major General Lee E. Tafanelli
The Adjutant General and Director of
Emergency Management & Homeland Security

Laura Kelly, Governor

February 6, 2019

Darin Myers, Emergency Manager
Ellis County Emergency Management
1105 East 22nd Street
Hays, KS 67601

Subject: Review of Ellis County Emergency Operations Plan

The purpose of this letter is to provide the status of the Ellis County Emergency Operations plan. In accordance with KSA 48-929(d), the Ellis County Emergency Operation Plan submitted to Kansas Division of Emergency Management (KDEM) is **approved pending adoption**. Please complete and submit a copy of your signed promulgation within 90 days to finalize this approval process. The plan has been reviewed and found compliant with the Kansas Planning Standards to include SARA Title III, ADA compliancy, and NIMS requirements.

Prior to the expiration of the plan in five years, Ellis County will be required to update their plan to reflect county and state changes then resubmit to KDEM for approval. Annual review requirements are the responsibility of Ellis County.

County	Review Completed	Status	Date of Promulgation	Date of Plan Expiration
Ellis	February 6, 2019	Approved (Pending Adoption by County)	TBD (required prior to May 6, 2019)	5 years from promulgation date

If you have questions or concerns, please contact Bryan Murdie at (785) 646-2301.

Sincerely,

Bryan Murdie
Planning and Mitigation Branch Director
Kansas Division of Emergency Management
bryan.d.murdie.nfg@mail.mil

ELLIS COUNTY
AGENDA ITEM COVER SHEET
COMMISSION AGENDA DATE: 3-4-19

TOPIC:

Emergency Communications Service Agreements

ACTION REQUESTED:

No action is requested, purely informational.

MOTION NEEDED:

Yes No

SUGGESTED MOTION LANGUAGE:

N/A

DISCUSSION:

In late 2016, the Ellis County Commission approved the purchase of multiple pieces of public safety communications equipment. Some of the public safety equipment at that time was approximately 24 years old and starting to intermittently fail. The emergency dispatch console (radio) temporarily failed upon moving it to make room for the new equipment.

Throughout most of 2017 and into 2018, the dispatch consoles (radio devices), logger (recording device for 911 calls and radio channels), communications tower equipment on Springhill Road, desk sets (phone style radios) for the Emergency Operations Center, and the 911 call-taking equipment and software were all upgraded. The equipment was paid for using Ellis County's portion of a cell phone tax which the State of Kansas had been collecting since 2011. The project was completed under the budget of \$786,629.25.

As part of the project, continued service, maintenance, upgrade, and support programs are needed to help maintain all the equipment. The annual fee for the 911 call handling system is \$72,600 paid to the Kansas NG911 Coordinating Council. This pays for the 4.5 desk positions available to answer 911 calls in the dispatch center and route them to a mapping software for locations services. Motorola is paid \$62,971 annually to pay for the tower equipment maintenance on Springhill Road, equipment maintenance for the four radio consoles in the dispatch center, and a lifecycle support plan. The lifecycle support plan allows the consoles to be automatically upgraded to KDOT standards. This will increase the life and usage of the consoles in the future.

The next prioritized piece of equipment needing to be upgraded is the CAD/RMS (Computer Aided Dispatch/Record Management System) in the dispatch center. During 2018, public safety officials throughout the county reviewed several different vendors. However, due to pricing it will be several years before this project can be completed. Grants may be pursued to help in this cost.



If the new Commissioners would like, I could provide a tour of the dispatch center individually to show and explain the equipment in more detail.

FINANCIAL IMPACT:

The annual subscription for the NG911 call handling package is \$72,600. The annual support services for the communications equipment is \$62,971. These two payments are made from Fund 125. This fund gains revenue from collection of a \$.60 per cell phone bill to all bills addressed in Ellis County. No General Fund money is used to pay these annual payments.

PRESENTED BY:

Darin Myers, Director of Fire & Emergency Management

REVIEWED BY COUNTY ADMINISTRATOR:

Yes No N/A

REVIEWED BY COUNTY COUNSELOR:

Yes No N/A

ATTACHMENTS:

None



ELLIS COUNTY
AGENDA ITEM COVER SHEET
COMMISSION AGENDA DATE: 3-4-19

TOPIC:

Ellis County Fire Department Company 4 (Victoria) Captain Appointment

ACTION REQUESTED:

Approval to promote and appoint Scott Wellbrock from the position of Firefighter to Fire Captain.

MOTION NEEDED:

Yes No

SUGGESTED MOTION LANGUAGE:

N/A

DISCUSSION:

Due to a retirement within the fire officer rank in Company 4 - Victoria, a captain needs to be appointed by the Ellis County Commission. The Company Chief and his officers held assessments between the four candidates who were interested in the position. All four candidates were qualified for the position and are great assets to the ECFD.

It is the Fire Chief's recommendation to promote Firefighter Wellbrock to Fire Captain effective immediately.

FINANCIAL IMPACT:

There is no financial impact to the Fire District.

PRESENTED BY:

Darin Myers, Director of Fire & Emergency Management

REVIEWED BY COUNTY ADMINISTRATOR:

Yes No N/A

REVIEWED BY COUNTY COUNSELOR:

Yes No N/A

ATTACHMENTS:

None



ELLIS COUNTY
AGENDA ITEM COVER SHEET
COMMISSION AGENDA DATE: 3-4-19

TOPIC:

Sale of One Acre of Land Owned by Ellis County

ACTION REQUESTED:

Accept the offer of \$800.00 for one acre of land owned by Ellis County located in S34, T15, R16.

MOTION NEEDED:

Yes No

SUGGESTED MOTION LANGUAGE:

I move that the Commission accept the offer of \$800.00 from Stephen and Fran Robben of Victoria, Kansas for a 1-acre tract located in the Southwest corner of a half section (320 acres) of ground they recently purchased at auction and adopt Resolution No. 2019-04 pertaining to the sale.

DISCUSSION:

The Public Works Director was contacted by Mr. Stephen Robben about verifying the right-of-way on some ground he recently purchased at auction. During this review, Mr. Robben provided information that he was not able to obtain clear title to the entire 320 acres. The title company found one acre in the southwest corner of the tract owned by Ellis County. The Register of Deeds researched the 1-acre parcel and provided a warranty deed from 1932 where the County purchased the one acre. The offices of the Clerk and Appraiser researched records dating back to this time period and could not find any other reference to the acquisition of this property. This one acre is not listed on any county inventory of properties owned. The owner of the half section is offering \$800.00 for the one acre which is the price he paid per acre for the half section. The County Counselor has reviewed this matter and has provided a Resolution for the Commission to sign should they vote to accept the offer. Pursuant to KSA 19-211 (a)(3), if the value of the property is under \$1,000.00 notice of publication is not required:

“(3) If the value of the property does not exceed \$1,000, such notice by publication shall not be required prior to the sale or disposition of such property. When property of the county having a value of more than \$50 but not more than \$1,000 is sold or disposed of, the board of county commissioners shall cause to be published as a part of the statement required by K.S.A 19-227, and amendments thereto, a detailed account of such sale or disposition which shall list such property, the person who acquired the property and the purchase price.”

FINANCIAL IMPACT:

It would be an unanticipated revenue of \$800.00 to the General Fund

PRESENTED BY:

Bill Ring, Public Works Director

REVIEWED BY COUNTY ADMINISTRATOR:

Yes No N/A

REVIEWED BY COUNTY COUNSELOR:

Yes No N/A

ATTACHMENTS:

1. 1932 Warranty Deed
2. Location map
3. Title Company report
4. Mr. and Mrs. Robben offer
5. Resolution No. 2019-4



THIS INDENTURE, Made this 1st day of November, A. D. 1932, between Charles L. Beeching and Nelle N. Beeching of Jackson County, Missouri, Harry G. Bacon and Ella M. Bacon of Cumberland County, New Jersey and Gertrude L. Beeching, a single woman, of Bexar County in the State of Texas, of the first part, and The Board of County Commissioners by its members, John L Kruger, Chairman, and John Jacobs and Phil H. Markey of Ellis County, in the State of Kansas, of the second part,

WITNESSETH, That said parties of the first part, in consideration of the sum of Fifty and no/100----Dollars, the receipt whereof is hereby acknowledged, do by these presents grant, bargain, sell and convey unto said party of the second part, heirs and assigns, all the following described real estate, situated in the County of Ellis and State of Kansas, to-wit:

Beginning at a point thirty (30) feet east, and Thirty feet (30) north of the South West corner of Section 34., Twp.15, Range 16, thence north parallel to the west line of said Section 34 207 feet to a stake, thence east at right angles 207 feet parallel with the south line of said Section 34, Thence south at right angles 207 feet parallel to the west line of said Section 34, thence west 207 feet parallel with the south section line of said Section 34, to the place of beginning, containing one acre.

TO HAVE AND TO HOLD THE SAME, together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, forever.

And said Charles L. Beeching, Ella M. Bacon and Gertrude L. Beeching for themselves, their heirs, executors or administrators do hereby covenant, promise and agree, to and with said party of the second part, that at the delivery of these presents they were lawfully seized in their own right, of an absolute and indefeasible estate of inheritance, in fee simple, of and in all and singular the above granted and described premises, with the appurtenances; that the same are free, clear, discharged and unincumbered of and from all former and other grants, titles, charges, estates, judgments, taxes, assessments and incumbrances, of what nature or kind soever, except taxes now and hereafter becoming due and that they will warrant and forever defend the same unto said party of the second part, its heirs and assigns, against said parties of the first part, their heirs and all and every person or persons whomsoever, lawfully claiming or to claim the same.

IN WITNESS WHEREOF, the said parties of the first part have hereunto set their hands, the day and year first above written.

Mabel B. Bacon
Ella M. Bacon
Henry G. Bacon
Harry G. Bacon

Charles L. Beeching
Nelle M. Beeching
Gertrude E. Beeching

STATE OF MISSOURI, JACKSON COUNTY, SS:

BE IT REMEMBERED, That on this 1st day of November, A. D. 1932, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came Charles L Beeching and Nelle M. Beeching, his wife, who are personally known to me to be the same persons who executed the within instrument of writing, and such person duly acknowledged the execution of the same.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Notarial seal, the day and year last abovewritten.

Term expires November 4, 1935 (SEAL Carl E. Kimpton, Notary Public.

STATE OF NEW JERSEY, COUNTY OF CUMBERLAND, SS:

BE IT REMEMBERED, That on this 14th day of November 1932 before me, the undersigned, a Notary Public in and for the County and State aforesaid came Harry G. Bacon and Ella M. Bacon, his wife, who are personally known to me to be the same persons who executed the within instrument of writing, and such persons duly acknowledged

the execution of the same.

IN TESTIMONY WHEREOF I have hereunto set my hand and affixed my Notarial seal the day and year last above written.

My term expires Dec. 13, 1933 (SEAL) Alonzo T. Bacon, Notary Public.

STATE OF TEXAS

COUNTY OF BEXAR SS:

Be it remembered that on this 22nd day of November 1932 before me, the undersigned, a Notary Public in and for the County and State aforesaid, came Gertrude L. Beeching a feme sole who is personally known to me to be the same person who executed the within instrument of writing and such person duly acknowledged the execution of the same.

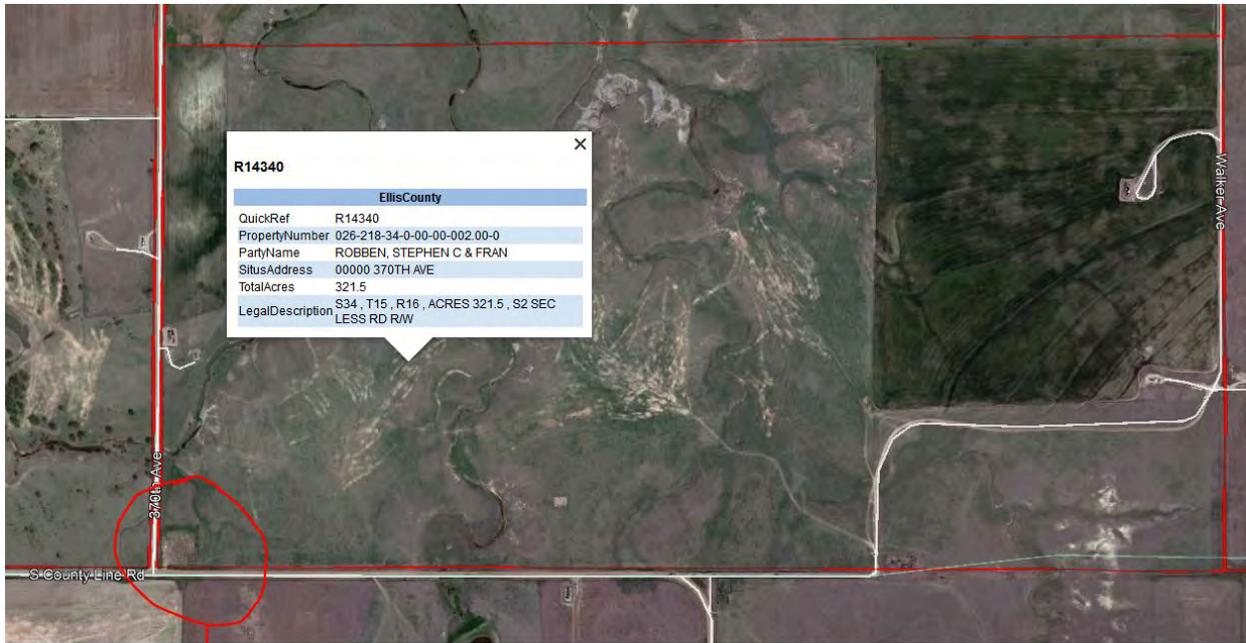
In testimony whereof I have hereunto set my hand and affixed my notarial seal the day and year last above written.

My term expires June 1, 1933 (SEAL) David A. Turner, Notary Public Bexar County, Texas.

Filed for record on the 5 day of Dec. A. D. 1932 at 10:10 A. M.

Entered in transfer record on the 5 day of Dec. A. D. 1932.
D. F. McCarthy, County Clerk
ArR. W., Deputy.

Alois J. Likens
Register of Deeds.



**SCHEDULE A
ALTA COMMITMENT**

- 1. Commitment Date: November 21, 2018 at 08:00 AM
- 2. Policy to be issued:
 - (a) 2006 ALTA Own. Policy (06/17/06) Policy
Proposed Insured: Stephen C. Robben and Fran Robben, husband and wife
Proposed Policy Amount: \$ 255,000.00
- 3. The estate or interest in the Land described or referred to in this Commitment is Fee Simple.
- 4. The Title is, at the Commitment Date, vested in:
Bogleigh Wallah West, LLC, a Kansas limited liability company
- 5. The Land is described as follows:
SURFACE RIGHTS ONLY in and to:

The South Half (S/2) of Section Thirty-four (34), Township Fifteen (15) South, Range Sixteen (16) West of the 6th P.M., Ellis County, Kansas, EXCEPT THE FOLLOWING DESCRIBED TRACT:

Beginning at a point thirty feet (30') East and Thirty feet (30') North of the Southwest corner of Section 34, Township 15 South, Range 16 West; thence North parallel to the West line of said Section 34, 207 feet to a stake; thence East at right angles 207 feet parallel with the South line of said Section 34; thence South at right angles 207 feet parallel to the West line of said Section 34; thence West 207 feet parallel with the South line of said Section 34 to the point of beginning

County

Old Republic National Title Insurance Company

Cynthia A Waigel
Authorized Signatory

This page is only a part of a 2016 ALTA Commitment for Title Insurance. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I - Requirements; and Schedule B, Part II - Exceptions.

February 19th, 2019

The Board of County Commissioners of Ellis County, Ks
718 Main St.
Hays, KS 67601

I, Stephen C. Robben , & my wife, Fran Robben, purchased, at auction on October 15th, 2018, the following:

The South Half (S/2) of Section Thirty-four (34), Township Fifteen (15) South, Range Sixteen (16) West of the 6th P.M., Ellis County, Kansas, EXCEPT THE FOLLOWING DESCRIBED TRACT:

Beginning at a point thirty feet (30') East and Thirty feet (30') North of the Southwest corner of Section 34, Township 15 South, Range 16 West; thence North parallel to the West line of said Section 34, 207 feet to a stake; thence East at right angles 207 feet parallel with the South line of said Section 34; thence South at right angles 207 feet parallel to the West line of said Section 34; thence West 207 feet parallel with the South line of said Section 34 to the point of beginning.

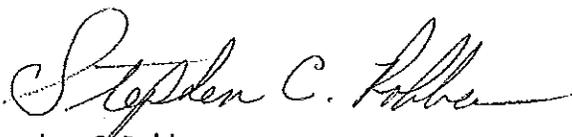
...being approx. one acre-Surface Rights Only

After closing on this property, I went and met with Bill Ring, the Public Works Director of Ellis Co., Ks, inquiring about the possibility of purchasing this excepted out 1 acre tract from the county. At that time, he told me they showed no record of owning this property. Mr. Ring told me he would do some checking into this matter and get back with me.

In the meantime, Roger Legleiter, with Farmland Auction & Realty Co., Inc., has been trying to help clear up this matter and asked Field Abstract & Title Co., in Hays, Ks, to do a title search on this property (attached), showing that the title is vested in "The Board of County Commissioners of Ellis County, Kansas".

Mr. Ring has indicated to me, that in his opinion, the county did not have a specific use for this property and at this time, I, Stephen C. Robben & my wife Fran, are disclosing that we purchased the above described property for \$255,000 or approx. \$800/acre. We would like to make an offer to purchase this property for the same amount of \$800. We will pay the title insurance that has been completed by Field Abstract, as well as the deed prep, thus there should be no additional cost to the county.

Thank You For your Time



Stephen C. Robben

RESOLUTION NO. R-2019-04

RESOLUTION OF THE BOARD OF ELLIS COUNTY COMMISSIONERS

WHEREAS, the Board of County Commissioners of Ellis County, Kansas, by the power vested in it by K.S.A. 19-211 may sell or dispose of County property, and

WHEREAS, K.S.A. 19-211(a)(3) provides for the sale or disposition of county property with a value of less than \$1,000 without notice of sale by publication.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ELLIS COUNTY, KANSAS, that pursuant to K.S.A. 19-211(a)(3) the following described property shall be sold to Stephen C. Robben and Fran Robben, husband and wife, for the sum of Eight Hundred Dollars (\$800.00) and Dean Haselhorst as Chair of the Board of County Commissioners of Ellis County, Kansas, shall be authorized to sign a deed of conveyance, to-wit:

SURFACE RIGHTS ONLY in and to a tract of land located in the South Half (S/2) of Section Thirty-four (34), Township Fifteen (15) South, Range Sixteen (16) West of the 6th P.M., Ellis County, Kansas, described as follows:
Beginning at a point thirty feet (30') East and thirty feet (30') North of the Southwest corner of Section 34, Township 15 South, Range 16 West; thence North parallel to the West line of said Section 34, 207 feet to a stake; thence East at right angles 207 feet parallel with the South line of said Section 34; thence south at right angles 207 feet parallel to the West line of said Section 34; thence West 207 feet parallel with the South line of said Section 34 to the point of beginning (being approximately one acre)

ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS, ELLIS COUNTY, KANSAS, this 4th day of March, 2019.

BOARD OF COUNTY COMMISSIONERS OF
ELLIS COUNTY, KANSAS

Dean F. Haselhorst, Chair

Robert (Butch) Schlyer

Dustin G. Roths

Attest:

Donna Maskus, County Clerk