



COUNTY COMMISSION

Monday, April 6, 2020

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
 - March 16, 2020
 - March 20, 2020 Special Meeting
 - March 25, 2020 Virtual Sales Tax Town Hall Meeting
 - March 30, 2020 Special Meeting

- 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. Appraiser Update (Appraiser, Lisa Ree)
- VI. Election Canvas (Clerk, Donna Maskus)
- VII. COVID-19 Update (Health Administrator, Jason Kennedy)
- VIII. COVID-19 Policy (Interim County Administrator, Darin Myers) [Enclosure](#)
- IX. Sheriff's Office Shift Schedule (Undersheriff, Scott Braun)
- X. Fairground Building Rentals (Interim County Administrator, Darin Myers)
- XI. FY21 Budget Review (Interim County Administrator, Darin Myers)
- XII. County Administrator Report (Interim County Administrator Darin Myers)
- XIII. County Commission Reports
- XIV. Executive Session(s)
- XV. Adjournment



ELLIS COUNTY
AGENDA ITEM COVER SHEET
COMMISSION AGENDA DATE: 4-6-2020

TOPIC:

Appraisal office update

ACTION REQUESTED:

No action required

MOTION NEEDED:

Yes No

SUGGESTED MOTION LANGUAGE:

No motion required

DISCUSSION:

Real property valuation notices were mailed to property owners on April 1. An update to the preliminary valuations will be provided.
The effects that current events have on the operations of the Appraiser's office will be discussed.

FINANCIAL IMPACT:

None

PRESENTED BY:

Lisa Ree, County Appraiser

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: 4/6/2020

TOPIC:

Sales Tax Election Ballot Canvass Procedures to be held April 16, 2020 at 5 PM

ACTION REQUESTED:

Appoint Canvassers

MOTION NEEDED:

Yes No

SUGGESTED MOTION LANGUAGE:

NA

DISCUSSION:

Canvassers need to be appointed for the April 16th Sales Tax Election Ballot process.

FINANCIAL IMPACT:

None

PRESENTED BY:

Donna J Maskus, Ellis County Clerk/Election Officer

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: 4-6-2020

TOPIC:

COVID-19 Policy

ACTION REQUESTED:

Discuss and approve the attached COVID-19 policy for Ellis County

MOTION NEEDED:

Yes No

SUGGESTED MOTION LANGUAGE:

I make the motion to approve the Ellis County COVID-19 Policy effective for April 6, 2020 with a review date of May 4th, 2020.

DISCUSSION:

As a result of the COVID-19 pandemic, staff has identified the need to create a new leave policy to help protect our employees while also providing new federally mandated benefits from the Family First Coronavirus Act (FFCRA).

Several safety precautions have already been implemented to help protect staff like restricting access to certain facilities, providing cleaning and disinfectant materials to clean, as well as closing offices and only allow appointments between the community and County offices.

The COVID-19 Policy was created to help take additional precautions to help maintain future continuity of operations for the Ellis County government as well as provide direction to department heads and elected officials on the options with staffing. Currently there is no policy to follow for sending employees home if they are COVID symptomatic, direction on the pay of employees who are sent home by their supervisor, changes to minimum or alternate staffing levels, and to identify the FFCRA FMLA benefits.

The policy was created in reviewing several other county policies in Kansas, working with our local health officer, direction from KDHE, and a final review from our executive team.

FINANCIAL IMPACT:

Approval of the policy will not increase expenditures as the salaries of the employees are already budgeted in 2020. There could be decreases for less overtime, salaries, and in FICA payments depending on the types of leave used. There will be a loss in productivity and efficiency with less employees.

PRESENTED BY:

Darin Myers, Interim County Administrator

REVIEWED BY COUNTY ADMINISTRATOR:

Yes No N/A

REVIEWED BY COUNTY COUNSELOR:

Yes No N/A

ATTACHMENTS:

COVID-19 Policy





COVID-19 Policy

Policy Owner:	Ellis County, KS
Policy Approver(s):	County Commission
Related Policies:	Continuity of Operations
Related Procedures:	
Storage Location:	K:\POLICIES\Human Resources
Initial Approval Date:	April 6 th , 2020
Effective Date:	April 6 th , 2020
Next Review Date:	May 4 th , 2020

I. Background

Ellis County is preparing and planning for Continuity of Operations for the Coronavirus Disease 2019 (COVID-19). Ellis County recognizes the impacts this pandemic has had on our employees and may have in the near future.

Coronaviruses are a large family of viruses common in humans and many different species of animals. Rarely, animal coronaviruses can infect people and then spread between people like the MERS-CoV and SARS-CoV. The virus causing COVID-19 to spread from person-to-person is making this a worldwide public health pandemic.

II. Precautions

Taking the following precautions may help prevent workplace exposures to different respiratory illnesses including COVID-19. Ellis County is utilizing guidance from our local Health Officer, CDC, KDHE, and State officials. As the COVID situation is changing daily policies and procedures may also need to be amended or changed frequently.

EMPLOYEES will abide by the following precautions:

- Employees who are sick are encouraged to stay home and will notify their supervisor immediately.
- Employees who are showing any of the following bullet point items are required to stay home and will remain home until they are free of fever, or any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom altering medicines.
 - Fever of 100.4 degrees orally or greater are required to stay home
 - Acute Respiratory Illness (e.g. cough, shortness of breath)
- Employees who appear to have acute respiratory symptoms (e.g. fever, cough, shortness of breath) upon arrival to work or during the workday will be immediately separated from other employees and sent home immediately. Employees should cover their noses and

mouths with a tissue when coughing or sneezing, or an elbow or shoulder if no tissue is available.

- Employees will not travel during the most current stay-at-home order. Furthermore, employees will not travel to any location listed on the KDHE's travel guidance document as well as any location with widespread or continued community spread. If travel is required, employees will immediately remain quarantined upon returning home for the 14-day quarantine period for locations listed on the KDHE quarantine list and 72 hours for areas identified as having widespread community transmission. If an employee is found to have abused reporting procedures or not following a quarantine, the employee may be subject to disciplinary action up to and including termination. Any absence which does not conform to the County's current or expanded leave policy will be considered unauthorized and may be grounds for disciplinary action.
- Employees who choose to take time off work due to other related concerns from COVID-19 than listed in the expanded FLMA leave will be required to use their accumulated PTO or extended leave if applicable.

ELLIS COUNTY - In an effort to help reduce community spread of COVID-19 and the impact on the County, Ellis County will implement the following:

- Has closed all Ellis County offices to the public except for setting up appointments with the community as needed. Individuals requesting appointments must pass the screening questions before being allowed entry into County facilities. These questions are:
 - Do you have a cough or shortness of breath?
 - Have you had a fever in the last 24 hours?
 - Have you traveled to any of the areas listed in the KDHE travel restrictions quarantine list?
- Will emphasize respiratory etiquette and hand hygiene for all employees
- Will provide cleaning and disinfectants to all employees and facilities as supplies are available to allow employees to disinfect frequently touched surfaces in the workplace.
- Will not require a healthcare provider note for the employees who are sick with acute respiratory illness to validate their illness or return to work. Healthcare providers are extremely busy and may not be able to provide such documentation on a timely basis.
- If employees are sent home for having a fever of 100.4 degrees or higher or have acute respiratory illness, Ellis County will pay the employee for administrative pay which will not be counted as hours worked for calculated overtime. This will be titled as "ADMIN PAY" in Time Clock Plus.
- Discourages travel except for the directives under the Kansas Governors current Stay-at-Home order. Will restrict travel of employees who travel to locations listed on KDHE's travel guidance document. Employees who travel to those locations will be required to not report to work for the full 14-day quarantine period.
- Will follow the Families First Coronavirus Response Act for employees who are impacted by COVID as per the Family Medical Leave Act expansion requirements.

III. Stay-At-Home Order

As per the Kansas Governor's Executive Order 20-16 for a Stay-At-Home order, Ellis County departments are authorized and directed to reduce the number of staff members reporting to their

normal places of work to only the minimum staffing necessary to maintain critical functions.

County employees who are directed not to report to their normal places of work will be compensated with Pandemic Pay for up to 20 regular work shifts in a calendar year without further action of the Board of County Commissioners.

All employees will comply with the stay-at-home order when not reporting to work. In addition, employees that are on Pandemic Pay are expected to be ready and available to answer questions, provide assistance, or report to work within one hour, if requested, during normal business hours. Pandemic Pay will not be considered as hours worked for calculated overtime. This will be titled as "PANDEMIC PAY" in Time Clock Plus.

IV. Alternate Work Schedules

Department Heads and Elected Officials shall identify critical functions, employees, and schedules necessary to maintain the minimum staffing necessary for the critical functions. Department Heads/Elected Officials will look for creative ways to maintain critical services with the least amount of on-site staffing required. The adjustment to work schedules will allow for social distancing while splitting up department employees to help continue operations, while limiting exposures to other shift individuals. This may include measures such as:

- Alternating onsite workdays (e.g. some M/W/F, some T/Th),
- Alternate weeks (e.g. ½ first week, other ½ the following week),
- Work reduced schedules.

Telework (work from home) will be allowed on an individual basis on the recommendation of the department head/elected official in coordination with the Information Technology Department. This will be allowed on a very limited basis based on the limited amount of technology resources available. If certain technology is needed to telework, it will be at the expense of the department making the request and the equipment will be approved through the Information Technology Department.

If an employee is allowed to telework, employees will be expected to work during their normal hours of work to help with continuity of operations with other departments and will be classified as hour worked and not as Pandemic Pay. If an employee is requesting to work from home, Ellis County will not financially compensate employees for services, hardware, or personal equipment to work from home (e.g. internet service, printers, scanners, computers).

V. Family First Coronavirus Response Act (FFCRA)

Ellis County will provide full-time employees up to 80 hours of paid sick leave if the employees are unable to work due to COVID-19. Part-time employees are also entitled to paid sick leave based on the number of hours the employee works, on average, over a two-week period. Employees must have been employed for at least 30 days prior to their leave request. The County cannot require employees to use PTO or Extended Leave

Six qualifying reasons for leave related to COVID-19:

1. Employee is subject to Federal, State, or local quarantine or isolation order related to COVID-19,
2. Employee has been advised by a health care provider to self-quarantine related to COVID-

19,

3. Employee is experiencing COVID-19 symptoms and is seeking medical diagnosis,
4. Employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2),
5. Employee is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons,
6. Employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Humans Services.

Paid Leave Requirements

Employees are eligible up to 80 hours, or part-time equivalent, of paid sick leave based on the higher rate of pay. Increments for paid leave can be taken in amounts of the employees' normal workday period (e.g. 8 hours, 10 hours). Employees will not be able to supplement this paid leave with additional paid time off (PTO), nor accrue PTO while on leave. This will be titled as "FFCRA PAY" in Time Clock Plus. Employees who qualify for paid sick leave will be paid based on the following:

- 100% of regular rate of pay for qualifying reasons listed in the above reasons 1-3, up to \$511 daily and \$5,110 total,
- 2/3 of regular rate of pay for qualifying reasons 4 and 6 above, up to \$200 daily and \$2,000 total,
- Up to 10 weeks more of paid expanded family and medical leave at 2/3 for qualifying reason 5 above for up to \$200 daily and \$12,000 total.

Employees who are considered health care providers or an emergency responder are excluded from these requirements. Health care providers and emergency responders can be approved for these paid leave benefits by their department head/elected official on a case by case basis and based on the operational needs of the department. Work hours for emergency responders will be based on the individuals regularly scheduled hours while on leave based on the percentages listed above.

The expanded FMLA provisions take effect on April 1st, 2020 and will expire on December 31st, 2020.

Emergency Paid Sick Leave (EPSL) & Emergency Family & Medical Leave (EFML) Request Form

Ellis County, Hays, KS Phone - (785) 621-1736 * Fax - (785) 628-9413

jlschmidt@elliscounty.net

To Be Completed by Employee. Filling out the form promptly and accurately helps us to track your leave benefits efficiently.

Name: _____

Mailing Address: _____

Contact Telephone #: _____

Department: _____

Request is for _____ **Self** _____ **To Care for Family Member**

Relationship of family member _____

What are the qualifying reasons for leave? Please CIRCLE number that best describes your situation.

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above. *(2/3 pay required)*
5. The employee is caring for his or her son or daughter if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions. *(2/3 pay required)*
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor. *(2/3 pay required)*

Type of Leave Requested: Full-Time _____ Intermittent _____ (Numbers of Hours)

Dates of Emergency Leave-Start Date: _____ **Approximate End Date:** _____

Child or Children's Name: _____

Name of Closed School/Child Care Provider: _____

We also need documentation of closure (e-mail, newspaper notice, etc.) and statement representing that no other suitable person is available to care for the child.

By signing, I understand the requirements and conditions of the EPSL & EFML.

Employee Signature

Date

Department Head Signature

Date

Return to Ellis County Human Resources by noon Monday of each covered payroll

ELLIS COUNTY
AGENDA ITEM COVER SHEET
COMMISSION AGENDA DATE: 4-6-2020

TOPIC:

Sheriff's Office Work Schedule

ACTION REQUESTED:

Discuss and approve the attached COVID-19 policy for Ellis County

MOTION NEEDED:

Yes No

SUGGESTED MOTION LANGUAGE:

DISCUSSION:

The sheriff's office believes in working and communicating with the County Commissioners when changes are made within the department. Currently the sheriff has looked at separating staff into different schedules to help limit the exposures of COVID-19 between the shifts.

FINANCIAL IMPACT:

There will be a small financial impact to the change of work schedules however the budget can sustain it over this short period of time. To maintain this schedule on a regular basis, additional staff would be needed.

PRESENTED BY:

Scott Braun, Undersheriff

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: 4-6-2020

TOPIC:

Fairground Building Rental Agreements

ACTION REQUESTED:

Decision on whether to pay the commission of building rentals to the maintenance staff.

MOTION NEEDED:

Yes No

SUGGESTED MOTION LANGUAGE:

DISCUSSION:

Due to the governor's executive orders for limiting mass gatherings and the stay-at-home order, events at the fairgrounds have been canceled for the foreseeable future. This includes meetings, receptions, and events that were reserved at the Schenk and Unrein buildings.

Ellis County currently has an agreement with Melinda Fross to help manage the building rentals, provide access to the buildings, and then clean and maintain the buildings before, during, and after each event. To help compensate Melinda for her time, she receives a 20% commission after each rental date is completed. Due to the forced closings at the fairgrounds, Mrs. Fross has inquired if the commission will still pay the 20% commission of all the canceled events. For a normal cancelation of a scheduled event, commission would not be paid out.

FINANCIAL IMPACT:

Through May 9th, building rental income would have been approximately \$8,300 for the Schenk and Unrein Buildings. The 20% commission paid from the rentals would be \$1,660.

PRESENTED BY:

Darin Myers, Interim County Administrator

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: 4-6-20

TOPIC: 2021 Budget

ACTION REQUESTED:

Have the commission provide feedback to staff on any changes needed to the FY21 budgets.

MOTION NEEDED: Yes No

SUGGESTED MOTION LANGUAGE: None

DISCUSSION:

The 2021 budget calendar was set for the initial budget presentation to the commission on March 16th. On February 17th, the commission provided staff with the initial plan to reduce the general fund budget at 1%. On March 16th, the commission received the first proposed budget to review. The commission chose to wait until April 4th to make any suggested changes allowing the commission more time to review the budget. Staff is anticipating feedback from the commission the suggested changes to their budgets.

The second round of adjustments for the county operational budgets will be due to the county administrator on May 6th. The budget calendar shows special commission meetings on May 14th & 15th to review budgets with department heads and elected officials. These can be adjusted if needed after the commission receives the results from the sales tax election.

FINANCIAL IMPACT:

The proposed 2021 budget has a reduction of 1.35% or \$293,062. The total expenditures for the budget are \$21,392,999. Total General Fund revenues are estimated at \$21,580,754, which is an increase in the budgeted revenues from 2020. However, the revenues will become more accurate mid-year when tax estimates are received.

Future adjustments will be made based on sales tax election results, health insurance premiums, outside agency requests, employee pay raises, as well as direction given by the commission to staff.

PRESENTED BY: Darin Myers, Interim County Administrator

REVIEWED BY COUNTY ADMINISTRATOR:

Yes No N/A

REVIEWED BY COUNTY COUNSELOR:

Yes No N/A

ATTACHMENTS:

