

February 21, 2022

The Board of Ellis County Commissioners met in regular session at 5:00 pm Monday, February 21, 2022, in the Commission Chambers, at the Administration Center, 718 Main Street, Hays, Kansas. Chair Robert "Butch" Schlyer called the meeting to order. The meeting opened with the Pledge of Allegiance. Commissioners present: Chair Robert "Butch" Schlyer, Commissioner Joe Leroux and Commissioner Neal Younger. Also present were County Administrator Darin Myers, County Counselor Bill Jeter and County Clerk Bobbi L. Dreiling.

ORDER OF BUSINESS

There were no changes to the order of business.

EXECUTIVE SESSION

There will be one executive session.

APPROVAL OF PRIOR MINUTES

Chair Schlyer asked for any changes to the draft minutes of February 14th. No changes were given; the draft minutes were approved as presented.

CONSENT AGENDA

Motion: _____ **Leroux** _____ **Second** _____ **Younger**

To approve the Consent Agenda items A-G as presented, including the following:

Payment Voucher Claims

Accounts Payable dated February 22 in the amount \$253,218.14

Commerce Bank Purchase Card dated February 21 in the amount \$49,579.

Enterprise Lease dated February 16 in the amount of \$29,521.64

Freedom Claims Management dated February 16 in the amount \$26,121.43

Tax Adjustments

Tax roll adjustment numbers 2022000050

Disposition: _____ **Motion was carried by a voice vote of three to zero**

ISSUES FROM PERSONS NOT ON THE ORDER OF BUSINESS

None.

MONTHLY DEPARTMENTAL REPORTS

Commissioners said the reports are appreciated.

CITY OF ELLIS CHIP SEAL PROJECT

Public Works Director Branden Mackay asked the Commission to allow Ellis County to supply labor and equipment to complete the City of Ellis chip seal project. In the past the County staff has assisted the City of Ellis with the chip sealing of their roadways as they do not have the equipment to do so. They are requesting assistance for two miles of their roads. The City of Ellis will purchase all materials and pay Ergon for the emulsion oil required for the project. There is no cost to the County other than providing the labor and equipment to complete the project. Schlyer asked if Victoria has asked for assistance. Mackay said they have, and Ellis County has assisted them. Leroux asked for a rough cost. Mackay thought it could be around \$10,000.

Motion: _____ **Younger** _____ **Second:** _____ **Leroux**

I move to approve the Ellis County Public Works Department to assist the City of Ellis in completing their chip seal project utilizing the County's labor and equipment.

Disposition: **Motion passed by a voice vote of three to zero.**

APPOINTMENT OF BOARD OF ZONING APPEALS

Ellis County Environmental Director Mason Ruder asked the Commission to appoint the Joint Planning Commission as the Board of Zoning Appeals. The Board of Zoning Appeals is a board that would hear issues of variances or Zoning Administrator decisions. The board shall consist of not less than five nor more than nine members who shall be appointed by the Board of County Commissioners.

Motion: **Leroux** **Second:** **Younger**

I move to appoint the Joint Planning Commission as the Board of Zoning Appeals

Disposition: **Motion passed by a voice vote of three to zero.**

EXAMINATION OF ANNUAL REPORTS OF TOWNSHIPS

County Clerk Bobbi Dreiling asked the Commission to examine the annual reports of the Townships so that she can sign off on them. Dreiling said out of the nine townships, seven of them returned their reports.

SELF-CONTAINED BREATHING APPARATUS (SCBA) PURCHASE

Director of Fire & Emergency Management Darin Myers asked the Commission to approve the purchase of 38 SCBA and related equipment from Conrad Fire for \$336,755.23 using the 2021 ARPA funds. About 10 years ago, the county fire department was allowed to purchase the current SCBA's. Currently, the firefighters are not issued their own face piece (respirator). It is common practice for most departments to issue individual respirators. This allows firefighters to not have to share a facepiece with other firefighters on the fire scene. The RFP was released on the website, sent to the Small Business Administration, and sent to vendors throughout the State. Three vendors responded back with not being able to bid, one bid was received after the deadline, and one proposal was received on time. The proposal received was from Conrad Fire, it met the specifications, is considered a good bid, and is also the lowest bid. This purchase would be made using funds from the 2021 allocation of the ARPA funds. This line item had \$335,000 set aside for this purchase. The remaining \$1,755.23 can be covered by other projects coming in under budget, or the Fire District can fund the remaining amount if the commission directs. Schlyer asked for the life expectancy of the units. Myers said about 15 years. Younger asked if the City of Hays was asked to join in this purchase. Myers said that was the original plan but was notified by the City that they no longer wanted to do a joint purchase.

Motion: **Schlyer** **Second:** **Younger**

I move to approve the purchase of 38 SCBA and related equipment from Conrad Fire for \$336,755.23 using the 2021 ARPA funds.

Disposition: **Motion passed by a voice vote of three to zero.**

HAIR FOLLICLE TEST MACHINE

Clerk of the District Court Mike Smith asked the Commission to approve the purchase of the hair follicle test machine that is currently being used in Ellis County District Court, with proceeds which were identified as potential projects using the American Rescue Plan Act (ARPA) funds. This project was discussed, but a formal approval to purchase the machine was not requested. It allows for the courts, community corrections, and attorney's office to conduct a local and cheaper drug testing

process with additional options not currently available. The machine is currently in the courts possession which was used and tested to ensure the different offices would benefit from its use. The offices have found significant value in this machine and are supportive of the purchase. This machine could also be used for some different county departments for the use of initial drug testing for employment. It could also potentially end up in the health department to be used as a revenue source for outside agency drug testing as well. This purchase would be made using funds from the 2021 allocation of the ARPA funds. This line item had \$5,000 set aside for this purchase.

Motion: Leroux **Second:** Younger

I move to approve the purchase of the hair follicle test machine from Micro-Distributing for \$4,300.

Disposition: Motion passed by a voice vote of three to zero.

ADMINISTRATIVE ASSISTANT POSITION

County Commissioner Younger discussed the addition of the position to the County Administrator's office. Several Commissioners have requested this agenda item be added to discuss adding an Administrative Assistant to the County Administrators office. In preparation for the commission of how the new position would benefit the department, here are several examples outside of the normal office duties:

- Prepare and collect Commission agenda items
- Serve as the backup payroll clerk each pay period (only one employee knows payroll in the entire county)
- Assist Human Resources in job fairs
- Complete fire department payroll and reports,
- Complete vouchers for the administrator, communications, fair rental, fairgrounds, emergency management, and fire department,
- Serve as a social media/communications liaison for the county,
- Serve as the contact and recordkeeper for the Tier II reports for the Right to Know Act requirements,
- Assist in preparing for the KCAMP Risk Management awards for insurance premium discounts

Currently, a fulltime staff member is shared with the County Clerk's office to serve as a backup position to the HR payroll duties. This position would be reverted back to a ¾ time position with the Clerk's office. The ¾ time position in the administrator's budget could then be used to fund the new administrative assistant position. If the commission provides direction for the new position, the costs for 2022 would be estimated based on a hire date. If the position were to start near the first of April, salaries and benefits are estimated at \$55,2765. However, currently a ¾ time position currently exists which is budgeted for about \$10,900. For the 2023 budget year, the position would add approximately \$64,492 to Department 18. It was also discussed that the position in the Clerk's office not be reverted back to three-quarter time but be kept at full-time. The factors that were used to decide this was the Clerk said there is enough work to keep this individual busy, plus with vacations, people out due to illness or other related incidences, the struggle to keep this position filled because it is not full-time, it is best to keep this position fulltime. It was agreed by the Commissioners to keep the position in the Clerk's office as full-time. Myers asked how it should be funded. Schlyer said the County Administrator should give a recommendation. Myers said with the HVAC system being under budget through the ARPA funds, as well as possibly the Law Enforcement Center, between those two that would cover the costs for 2022, and then after that it would be a budgeted item. He said the sales tax is trending upwards very well so it should cover it next year as well. They all agreed to use the ARPA funds for 2022.

Motion: _____ **Younger** **Second:** _____ **Leroux**

I move to approve the addition of one administrative assistant position to the County Administrator's department.

Disposition: _____ **Motion passed by a voice vote of three to zero.**

COUNTY ADMINISTRATOR REPORT

No Report.

COUNTY COMMISSION REPORTS

Younger attended the City of Schoenchen meeting and the Kansas Pipeline Association meeting. Leroux said he spent time with the Noxious Weed Department and was impressed with the department on how well they took care of their equipment. Schlyer had no report.

EXECUTIVE SESSION

Motion: _____ **Schlyer** **Second:** _____ **Younger**

To recess into Executive Session for 20 minutes under the following exception to the Kansas Open Meeting Act pursuant to the non-elected personnel matter exception with the subject to be discussed during executive session personnel matter. Those persons to attend are Chair Butch Schlyer, Commissioner Neal Younger, Commissioner Joe Leroux, County Counselor Bill Jeter, Mason Ruder and County Administrator Darin Myers.

Disposition: _____ **Motion passed by a voice vote of two to zero.**

The Executive Session started at 5:48 pm.

The Open Session resumed at 6:11 pm with no action taken.

ADJOURNMENT

With no further business, Chair Schlyer adjourned the meeting at 6:11 pm. The next regular meeting will be held on Monday, March 7, 2022, the Administrative Center Commission Chambers, 718 Main Street, Hays, Kansas at 5:00 pm.

BOARD OF ELLIS COUNTY COMMISSIONERS

ROBERT "BUTCH" SCHLYER, CHAIR

NEAL YOUNGER, COMMISSIONER

JOE LEROUX, COMMISSIONER

ATTEST:

BOBBI L DREILING
ELLIS COUNTY CLERK