

April 6, 2020

The Board of Ellis County Commissioners met in regular session at 5:00 p.m., Monday, April 6, 2020, in the Commission Chambers, at the Administration Center, 718 Main Street, Hays, Kansas.

Chair Robert "Butch" Schlyer called the meeting to order.

Commissioners present: Chair Robert "Butch" Schlyer, Commissioner Dustin G. Roths and Commissioner Dean F. Haselhorst.

Also present were Interim County Administrator Darin Myers, County Counselor Bill Jeter and County Clerk Donna J. Maskus.

The meeting opened with everyone standing and saying the Pledge of Allegiance.

ORDER OF BUSINESS

One executive session was added to the Order of Business.

APPROVAL OF PRIOR MINUTES

Chair Schlyer asked for any updates to the Draft Minutes of March 16, 20, 25 and 30, 2020.

With no updates given to the draft minutes, Chair Schlyer stated that the March 16, 20, 25 and 30, 2020 minutes stand as submitted.

CONSENT AGENDA

Motion: Haselhorst Second: Roths

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

Payment Voucher Claims

Solid Waste Credit Card dated March 16, 2020, for \$289.17.

Reissued checks dated April 6, 2020, for \$899.20.

Purchasing Card Claims dated April 6, 2020, for \$45,485.98.

Voucher Claims dated April 6, 2020, for \$393,317.53.

Payroll Claims

Payroll #7, matches and deductions, dated March 27, 2020, for \$162,387.31.

Payroll #7 dated March 27, 2020, for \$406,428.92.

April health insurance dated March 27, 2020, for \$225,892.65.

Purchase Order Claim

Purchase Order Number 7539 to Victoria Lumber on Fairgrounds replace announcer's booth for rodeo grounds at \$12,504.10 dated April 3, 2020. (Fund 01, Department 56)

Purchase Order Number 7540 to Andy Littrel to replace siding and roof on Fairgrounds RPM Concession Stand at \$13,775 dated April 3, 2020. (Fund 01, Department 56).

Purchase Order Number 7541 to Jackpot Services to repair and fix rodeo arena at \$9,939.95 dated April 3, 2020. (Fund 01, Department 56).

Purchase Order Number 7542 to RPM Speedway to reposition RPM bleachers and order six radios for the speedway at \$2,628.83 dated April 3, 2020. (Fund 01, Department 56).

Purchase Order Number 7543 to RDH Electric to install new lights at the rodeo arena and new wiring on all poles at \$41,700 dated April 3, 2020. (Fund 01, Department 56).

Tax Adjustments

Tax Adjustment numbers 2020000088 through 2020000114.

Disposition: _____ The motion was carried by a voice vote of three to zero.

ISSUES FROM PERSONS NOT ON THE ORDER OF BUSINESS

No issues from persons not on the order of business.

APPRAISER UPDATE – APPRAISER LISA REE

Appraiser Lisa Ree reported that the real property valuation notices were mailed to property owners on April 1st. Ree stated that she had been given two state extensions in getting these valuations processed. She shared that 43% real estate property tax owners did not see any change or had a decrease to their property values. Appeals may be filed until May 1st by the property tax owners if they are not happy with their values. The oil values will be mailed on May 1st and appear to have a possible 50% decrease from current year values. Personal property values are due to go out on May 1st.

Appraiser Ree stated that with the Stay-At-Home order she has several deadlines coming and for now her staff is working in the office.

ELECTION CANVASS – ELECTION OFFICER DONNA J. MASKUS

Election Officer Donna J. Maskus stated that all mail ballots for the two Countywide sales tax questions must be into her office by noon, Tuesday April 7, 2020. Her office staff has been very busy notifying voters that did not sign their ballot envelope. The signatures are needed by noon, April 7th.

The Canvass will be held on Thursday, April 16, 2020, at 5:00 p.m. in the Commission Chambers, and she asked if all Commissioners would be able to be at the Canvass. All Commissioners indicated that they plan to attend the Canvass.

COVID-19 UPDATE – HEALTH SERVICES ADMINISTRATOR JASON KENNEDY

Health Services Director Jason Kennedy reported that Ellis County still has good news with no confirmed Coronavirus cases of Ellis County residences as of this date. He appreciates the partnership with city and county organizations. They continue to educate the public. He stated that we need to

abide with the executive orders even though we have not had cases and should continue using good hygiene practices in washing hands and not touching your face. Commissioners thanked Kennedy for the job that he has done in being proactive with the Coronavirus.

COVID-19 POLICY – INTERIM COUNTY ADMINISTRATOR DARIN MYERS

Interim County Administrator Darin Myers discussed a COVID-19 Plan for Ellis County, effective for April 6, 2020 with a review date of May 4, 2020. Department Heads and Elected Officials have discussed the plan. This identifies a new leave policy to help protect our employees and address new federally mandated benefits from the Family First Coronavirus Act (FFCRA). The policy identifies Stay-At-Home order, alternate work schedules, family first Coronavirus response act (FFCRA), and paid leave requirements.

Chair Schlyer items of concerns was in reference to employee travel. He would like to change the wordage to “encouraged to not travel” instead of “not to travel”. Schlyer felt that there may be reason to travel. Schlyer also had concerns with the “will restrict travel” and felt it should state “not okay to travel” on the Kansas Department of Health and Environment (KDHE) travel guidance document.

Health Services Director Kennedy stated that these are two different issues to the plan. The in-state travel is not limited per the KDHE guidance which would need to be an executive order. The KDHE guidance currently restricts traveling to five states that would require a 14-day quarantine period.

Chair Schlyer also would like to see added in the policy that this coordinates with the Information Technology (IT) Department in working from home.

County Counselor Bill Jeter stated that the plan could be approved with the revisions to be added to the COVID-19 Policy.

Motion: _____ Roths _____ Second: _____ Haselhorst

To approve the Ellis County COVID-19 Policy, with the revisions, effective on April 6, 2020 with a review date of May 4, 2020.

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

SHERIFF’S OFFICE SHIFT SCHEDULE – UNDERSHERIFF SCOTT BRAUN

Undersheriff Scott Braun announced that the Sheriff’s Department will be operating on 12-hour work shifts. Their office staff will also be rotating their work schedules as well. They have discussed this with County Counselor Bill Jeter and this work schedule is allowed. They are looking at no cross contamination if the Coronavirus would be a situation in their department. They wish to keep people

safe and healthy.

FAIRGROUND BUILDING RENTALS – INTERIM COUNTY ADMINISTRATOR DARIN MYERS

Interim County Administrator Darin Myers said with the Coronavirus orders which is limiting mass gatherings and states the Stay-At-Home order, that all fairground activities including building rentals and the racetrack events have been cancelled. This has amounted to an estimated loss of \$9,000 dollars in revenue. Interim County Administrator Myers asked if they wish to continue to pay Fairgrounds Manager Melinda Fross the 20% monthly commission after each rental is completed. Haselhorst still felt that they are mowing and providing other monthly upkeeps to the facilities.

Commissioner Roths did recuse himself since he will be in the future rental business for events and feels he needs to not vote on this topic.

Haselhorst and Chair Schlyer decided to pay a 10% commission during this time and will review again on May 9th.

FY21 BUDGET REVIEW – INTERIM COUNTY ADMINISTRATOR DARIN MYERS

Commissioners discussed the proposed 2021 County Budget request.

They found no issues with the following department budgets: Administrator, Appraiser, Clerk, Communication Center, Courts, Election, Emergency Management, Environmental, 911, Noxious Weed, Public Works, Register of Deeds, Sheriff, Fire and Solid Waste.

Roths stated that they need to relook at the two positions for the County Attorney. It was decided to not add this cost into the 2021 Budget at this time but to have money available for this budget.

It was noted that the Buildings and Grounds Department has only two employees as they have contracted cleaning services for the Emergency Medical Services and Courthouse facilities.

The Contingency and Transfer Budget will be reviewed more with the outside agencies funding.

The Coroner's Budget has shown more costs in recent years.

Health Services Director Jason Kennedy discussed an increase in medical drug costs. Kennedy also noted that in EMS he does not have an assistant director position as in the past budget.

Interim County Administrator Myers stated that he has been checking if changes can be made to reduce the electrical cost for the fairgrounds. It was suggested to possibly look at grant funding to help with the cost of energy.

Information Technology Director Mike Leiker said that they continue to upgrade hard drives and monitors on a rotation basis. Leiker stated that he has scaled back on upgrading some of the equipment. The computer replacement schedule is done through the Capital Equipment Fund.

Commissioners voiced concern with the Treasurer's Budget including travel expenses, subsistence cost, employee recognition, registration expenses, advertising, and the hiring of an employee.

Public Works Director Bill Ring asked about continuing to attend the Kansas Association of Counties Conference usually held in October or November. He feels that it has been a good conference, but travel and motels are involved. Commissioners stated that they will continue this discussion at next week's meeting.

Commissioners will continue to review the proposed 2021 Budgets and will see if the sales tax questions will be passed by the voters in Ellis County. The mail ballot election will end at noon, Tuesday, April 7th.

PUBLIC WORKS – FULL STAFF AT 51 EMPLOYEES

Public Works Director Bill Ring was pleased to announce that he is fully staffed today with 51 employees.

COUNTY ADMINISTRATOR REPORT – INTERIM COUNTY ADMINISTRATOR DARIN MYERS

Interim County Administrator Darin Myers stated that the ADA updates to the Courthouse restrooms have been started and the first floor is completed. They are waiting on parts coming from Kansas City for the Courthouse elevator. They have concerns with the Coronavirus since they have had several cases in the Kansas City area. They may be paying Commercial Builders for these parts and once COVID-19 regulations are cleared, the elevator parts will be delivered.

Myers was pleased to announce that the Courthouse EIFS (exterior insulation and finish system) is completed. He said that it came in under budget too.

Myers noted that protective equipment for the COVID-19 was received today and distributed to emergency personnel.

COUNTY COMMISSION REPORTS

Haselhorst stated that he participated in a zoom conference yesterday with Senator Jerry Moran along with 30 community people to discuss the effects of the Coronavirus.

Roths had participated in a radio interview with small business owners to discuss the effects of the Coronavirus.

Roths reported that he enjoyed his time in Pittsburg, Kansas. He got to visit with key personnel on their strategic plan and toured downtown businesses.

Chair Schlyer reported that he did not have a report.

EXECUTIVE SESSION

Motion: Haselhorst Second: Roths

To recess into Executive Session under the following exception to the Kansas Open Meeting Act pursuant to a non-elected matter with the subject to be discussed during executive session is on employee personnel matter for fifteen minutes to include Commissioners, County Counselor Bill Jeter and Interim County Administrator Darin Myers.

Disposition: The motion was carried by a voice vote of three to zero.

The Executive Session started at 6:37 p.m.

The Open Meeting resumed at 6:54 p.m. with no action taken.

ADJOURNMENT

With no further business, Chair Schlyer stated that the meeting will adjourn at 6:54 p.m.

The next regular meeting will be held after the Kansas Public Building Commissioner Meeting that starts at 5:00 p.m., Monday, April 13, 2020, Administrative Center, Commission Chambers, 718 Main Street, Hays, Kansas.

BOARD OF ELLIS COUNTY COMMISSIONERS:

ROBERT "BUTCH" SCHLYER, CHAIR

DUSTIN G. ROTHS, COMMISSIONER

DEAN F. HASELHORST, COMMISSIONER

ATTEST:

DONNA J. MASKUS, COUNTY CLERK