



COUNTY COMMISSION

Monday, April 20, 2015

5:00 PM

Ellis County Courthouse

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

III. Consent Agenda

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

IV. Issues from Persons Not on the Order of Business

V. Public Requests/Presentations/Reports Agenda

N/A

VI. Action Items Agenda

A. Ellis County Council on Aging [Enclosure](#) [page 7](#)

Consideration of Appointments

B. Treasurer's Office Open Position

Consideration of Hiring Request

C. Road & Bridge – Mechanic Position

Consideration of Authorizing Advertising for Applicants

VII. Issue Introduction/Report Agenda

A. County Administrator

1. Wage & Benefit Study

Report/Discussion

2. Projects Cost Spreadsheets Update [Enclosure](#) [page 8](#)

Report/Discussion

3. County Owned Properties [Enclosure](#) [page 11](#)

Report/Discussion

4. 2016 Budget

Consideration of Setting Next Commission/Management Meeting

B. County Commission

1. Commissioner Reports

C. Executive Session

To Discuss Economic Development Matters

VIII. Adjournment



Meeting Memo

To: County Commission
From: Greg Sund
CC: Order of Business Recipients
Date: 4/16/2015
Re: Order of Business for April 20, 2015 Regular Meeting

IV. Public Requests/Presentations/Reports Agenda

N/A

V. Action Items Agenda

- A. Ellis County Council on Aging** – This is a group of volunteers who review applications for funding from senior citizen groups in the County. After reviewing the applications, they interview representatives of the groups regarding them, and develop recommendations for the County Commission regarding the total senior citizen subsidy for the County budget. Enclosed is a list of the people who have volunteered this year. This group is very dedicated to determining the needs and activities of the various senior citizen groups and they save the County a lot of time by developing a final list of recommendations. I have observed their process a couple times and appreciate what they do for the County. I recommend appointing the people listed in the enclosure.

Suggested Motion: To appoint Karen Ashbaugh, Dr. Arris Johnson, Alberta Klaus, Ilona Patterson, Milton Leiker, and William Moriarty to the 2015 Ellis County Council on Aging.

- B. Treasurer's Office Open Position** – The County's Accounting Manager submitted her resignation. This is a vital position to the operation of the Treasurer's Office and one we cannot leave unfilled. Luckily, Ms. Pfeifer reported that she believes there is at least one person in her office qualified to move into this position. If this is the case, we will be able to promote an

employee without need to fill a position publicly. However if an employee is promoted into this position, it will create another opening with the eventuality that a front line position will be open and will require a public process to fill. In a discussion with Ms. Pfeifer, I said I fully understand the need to fill the Accounting Manager position. I also said if this is done in-house, it does not change the fact that the office is down one position due to the resignation. I said to her that only when she is in a position to fill a position publicly will there be an issue as described in Resolution No. 2015-07, the Hiring Practices and Procedures Policy. I said it is likely going to be an issue to convince the Commission of the need to fill an open front line position when it is clear at this time to those observing walk-in traffic to the Treasurer's Office that waiting lines seem to seasonal. The period of commercial license renewals is two months. The period of property tax payments is two periods of a month or less each. I talked to her about the possibility of bringing in seasonal employees to work with the rushes such as commercial licensing renewals and property tax collections. She said the challenge with taking this approach is the job requires an understanding of the State licensing software and the CIC software used by the County. She said people need to be trained and familiar with the software and if they only work once in a while, they never become efficient in its use and are hence much more likely to make mistakes. I recommend authorizing Ms. Pfeifer to backfill open positions with promotions of existing staff. I am asking the Commission for input regarding the possibility in the near future of advertising a position publicly.

Suggested Motion: To authorize the promotion of current staff into the Accounting Manager position and as necessary to backfill other positions from current staff.

- C. **Road & Bridge – Mechanic Position** – According to Shop Foreman Mark Polifka, a qualified mechanic talked to him about the possibility of applying for one of our open positions. I have not, yet had time to work up the cost of mechanic services for the first three months of 2015. I will try to have this information by Monday's meeting for review and consideration of whether filling a mechanic position is justified at this time.

VI. Issue Introduction/Report Agenda

A. County Administrator

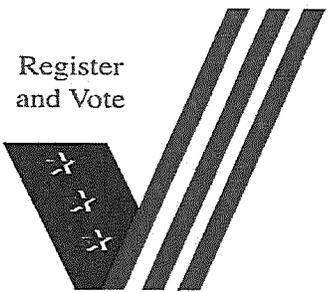
- 1. **Wage & Benefit Study** – I am working with Evergreen to update the "Bring to Minimum" costs and to reorganize the information in department order so it is easier for Commissioners and others to see how the costs of the change are allocated throughout the workforce and how many employees it affects. I hope to have this information in time to include it in the meeting packet.

2. **Projects Costs Spreadsheets Update** – As requested during the last Public Building Commission meeting, I updated the spreadsheets to show the original budget for each project, the change orders, and project contingencies. For the Administrative Center Project, I estimated the architect fees based on the original proposal and the added costs approved by the Commission to compensate Spangenberg Phillips Tice for the added time and effort to redesign the project after rejection of the original bids. I left the budget for the Emergency Services Project the same as originally approved, but I recall the architectural fees were adjusted for that project also when we had to redesign it to pull the project closer to the original project. The reason I left this project at the original budget level is the project was reduced in cost through the redesign and the added architectural fees were hopefully covered by the cost change. I inserted the established budget for the Courthouse/LEC Project.
3. **County Owned Properties** – As in past years, we received a list of County owned properties from the Appraiser’s Office. That list is enclosed in the packet. In order to better communicate the location of all of the properties, I asked GIS Technician Lori Dreiling to plot the location of the properties on a map. She is in the process of doing this. Copies of the booklets prepared by Ms. Dreiling are in the meeting packet.
4. **2016 Budget** – If possible, I ask the Commission to consider setting the next Commission/Management meeting on the 2016 Budget for early May. Please discuss and set a date during this meeting.

Greg Sund

Ellis County Clerk

Donna J. Maskus
County Clerk / Election Officer
718 Main St., P.O. Box 720
Hays, Kansas 67601



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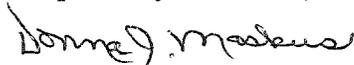
TO: The Board of Ellis County Commissioners
FROM: Donna J. Maskus, Ellis County Clerk
DATE: April 14, 2015

The following people have been contacted and have agreed to serve on the Ellis County Council on Aging Board for 2015:

Karen Ashbaugh, 311 W 14th St, Ellis, KS 67637
Dr. Arris Johnson, 2714 Hillcrest Dr, Hays, KS 67601
Alberta Klaus, 111 W 35th St, Hays, KS 67601
Ilona Patterson, PO Box 358, Victoria, KS 67671
Milton Leiker, 1619 Canterbury Dr, Hays, KS 67601
William Moriarity, 116 W 38th St, Hays, KS 67601

Mr. William Moriarity has agreed to chair the Ellis County Council on Aging Board for 2015.

Respectfully submitted,



Donna J Maskus
Ellis County Clerk

Administrative Center
718 Main Street, Hays, KS

| | |
|------------------------|--------------------|
| Original Budget | 779,000.00 |
| Change Orders #1 - #13 | 38,929.00 |
| Contingency | <u>(30,000.00)</u> |
| Adjusted Budget | 787,929.00 |

| Description | Vendor | Totals |
|---------------------------------|---------------------------|--------------------|
| Architectural Services | Spangenberg Phillips Tice | 67,190.76 |
| Publication Costs | Hays Daily News | 36.40 |
| Building Permit | City of Hays | 1,474.40 |
| Construction Costs | Paul Wertenberger, Inc. | 713,482.55 |
| Building Sign | Paul Wertenberger, Inc. | 5,342.50 |
| Access Control System | FileSafe, Inc. | <u>1,749.26</u> |
| Total Direct Project Costs | | 789,275.87 |
| Adjustments: | | |
| Treasurer Area Improvements | MV Reimbursement | |
| Glass Wall for Lobby Area | Fund 016 - Appraiser | |
| Door For Bldg Maint Office | Fund 006 - Bldg Maint. | |
| Total Reimbursements | | <u>(91,834.00)</u> |
| Net Building Cost to Bond Issue | | 697,441.87 |
| | | |
| Budget Remaining | | 90,487.13 |

Costs Paid Out of Genral Fund Directly

| | | |
|-----------------------------|-----------------------------|-----------------|
| Access Control System | FileSafe, Inc. | 14,921.50 |
| Sound System | Regal Audio/Visual | 19,578.00 |
| Network Cabling Install | Envision Technology Group | 68,252.00 |
| Gigabit Ethernet Cabling | Western Extralite | 24,418.31 |
| Network Switch | Western Extralite | 19,974.92 |
| Panic Button System | Centurion Wireless Security | 10,460.00 |
| Urinal Upgrade | Paul Wertenberger, Inc. | 6,182.00 |
| Commission Table | Paul Wertenberger, Inc. | 8,191.00 |
| Stairwell Fill-in Project | Paul Wertenberger, Inc. | 8,410.00 |
| Building Sign Final Pmt | Paul Wertenberger, Inc. | 5,342.50 |
| Labor & Materials for Sign | Paul Wertenberger, Inc. | 1,540.00 |
| Time2Files | FileSafe, Inc. | 35,034.74 |
| Aurora Mobile Filing System | FileSafe, Inc. | 38,904.42 |
| Ballot Sorter/Bin Shelves | FileSafe, Inc. | <u>2,513.00</u> |
| Total General & Other Funds | | 263,722.39 |

| | |
|---------------|------------|
| Total Project | 961,164.26 |
|---------------|------------|

Courthouse/LEC Project

1204 Fort Street/105 West 12th Street, Hays, KS

| | |
|------------------------|------------------|
| Project Budget | 8,500,000.00 |
| Change Orders | |
| #1 | 25,531.00 |
| #2 | 7,486.00 |
| #3 | <u>12,170.00</u> |
| Adjusted Budget Amount | 8,545,187.00 |

| Description | Vendor | Totals |
|------------------------|-----------------------------|----------------------------|
| Pre-Project Planning | Spangenberg, Phillips, Tice | 18,199.16 |
| Pre-Project Planning | Treanor Architects | 47,500.13 |
| Architectural Services | Treanor Architects | 569,975.25 |
| Surveying | Meis Land Surveying | 4,900.00 |
| Building Permit | City of Hays | 6,110.90 |
| Construction Services | MW Builders | 1,407,106.73 |
| Testing Services | Kaw Valley Engineering | 10,842.82 |
| | | <u>-</u> |
| Total Expenditures | | 2,064,634.99 |
| | | <u>-</u> |
| Budget Remaining | | <u><u>6,480,552.01</u></u> |

Emergency Services Building
 1105 22nd Street, Hays, KS

| | |
|-------------------------|-----------------|
| Budget | 3,800,000.00 |
| Change Orders #1 | <u>4,719.00</u> |
| Adjusted Project Budget | 3,804,719.00 |

| Description | Vendor | Totals |
|------------------------|---------------------------|----------------------------|
| Architectural Services | Spangenberg Phillips Tice | 257,241.52 |
| Geo Technical Report | GSI Engineering | 2,350.00 |
| Engineering Services | Driggs Engineering | 4,302.50 |
| Publication Costs | Hays Daily News | 114.40 |
| Building Permit | City of Hays | 4,229.87 |
| Copies of Plans | Ellis County | 1,186.56 |
| Construction Costs | Commercial Builders, Inc. | 1,524,356.84 |
| Water Line Extension | JCorp | 16,980.00 |
| Water Meter | City of Hays | 951.43 |
| | | - |
| Total Expenditures | | <u>1,811,713.12</u> |
| | | - |
| Budget Remaining | | <u><u>1,993,005.88</u></u> |

Ellis County Properties
 Provided by Ellis County Appraiser

Tax Year 2015

| Owner | QRID | PropertyNumber | PropertyAddress | Tax | | | | | Class | Appraised Value |
|-------------------------------------|---------|-----------------------------|---|------|-----|-----|-----|----|-----------|-----------------|
| | | | | Unit | Sec | Twp | Rng | | | |
| CEMETERY NORMAN | R87 | 026-021-12-0-00-00-005.00-0 | 00000 SALINE RIVER RD, , KS | 70 | 12 | 11 | 17 | E | 3,900 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R124 | 026-025-16-0-00-00-001.01-1 | 2150B SALINE RIVER RD, Plainville, KS 67663 | 70 | 16 | 11 | 17 | E | 4,480 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R1637 | 026-125-16-0-20-04-002.00-0 | 1691 ST JOHN ST, Catharine, KS 67627 | 74 | 16 | 13 | 17 | E | 23,060 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R1984 | 026-134-17-0-00-00-012.00-0 | 1515 W 55TH ST, Hays, KS 67601 | 51 | 17 | 13 | 18 | E | 624,300 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R1990 | 026-134-19-0-00-01-002.00-0 | 1344 FAIRGROUND RD, Hays, KS 67601 | 51 | 19 | 13 | 18 | E | 1,465,800 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R2016 | 026-134-20-0-00-01-002.00-0 | 1870 W 55TH ST, Hays, KS 67601 | 51 | 20 | 13 | 18 | E | 294,270 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R6170 | 026-138-33-0-30-25-009.00-0 | 209 W 12TH ST, Hays, KS 67601 | 10 | 33 | 13 | 18 | E | 58,850 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R6173 | 026-138-33-0-30-26-001.00-0 | 1204 FORT ST, Hays, KS 67601 | 10 | 33 | 13 | 18 | E | 5,441,570 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R7783 | 026-138-34-0-20-22-005.00-0 | 1009 CODY AVE, Hays, KS 67601 | 10 | 34 | 13 | 18 | E | 149,840 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R7798 | 026-138-34-0-20-23-016.01-0 | 1105 E 22ND ST, Hays, KS 67601 | 10 | 34 | 13 | 18 | E | 55,630 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R9792 | 026-152-09-0-20-01-015.00-0 | 00000 E 9TH ST, Ellis, KS 67637 | 20 | 9 | 13 | 20 | E | 104,550 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R10089 | 026-153-05-0-40-07-001.00-0 | 206 E 2ND ST, Ellis, KS 67637 | 20 | 5 | 13 | 20 | E | 93,310 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R11623 | 026-181-12-0-00-00-001.00-0 | 1195 280TH AVE, Hays, KS 67601 | 51 | 12 | 14 | 18 | E | 482,680 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R11688 | 026-181-12-0-00-00-031.05-0 | 3001 NEW WAY, Hays, KS 67601 | 10 | 12 | 14 | 18 | C | 161,820 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R11688 | 026-181-12-0-00-00-031.05-0 | 3001 NEW WAY, Hays, KS 67601 | 10 | 12 | 14 | 18 | EI | 1,428,320 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R11872 | 026-182-04-0-10-01-004.00-0 | 1208 CEDAR ST, Hays, KS 67601 | 10 | 4 | 14 | 18 | E | 97,910 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R306224 | 026-182-04-0-20-05-001.01-0 | 718 MAIN ST, Hays, KS 67601 | 10 | 4 | 14 | 18 | E | 74,980 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R309078 | 026-182-04-0-20-05-001.02-2 | 718 MAIN ST, Hays, KS 67601 | 10 | 4 | 14 | 18 | E | 1,568,070 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R309079 | 026-182-04-0-20-05-001.03-2 | 718 MAIN ST, Hays, KS 67601 | 10 | 4 | 14 | 18 | C | 823,730 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R12283 | 026-182-04-0-20-05-005.00-0 | 107 E 7TH ST, Hays, KS 67601 | 10 | 4 | 14 | 18 | E | 36,890 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R12327 | 026-182-04-0-20-10-006.00-0 | 601 MAIN ST, Hays, KS 67601 | 10 | 4 | 14 | 18 | E | 373,840 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R12867 | 026-187-25-0-10-17-003.01-0 | 864A SAMARA ST, Hays, KS 67601 | 132 | 25 | 14 | 18 | E | 19,960 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R12938 | 026-188-33-0-00-00-004.00-0 | 00000 240TH AVE, Hays, KS 67601 | 112 | 33 | 14 | 18 | E | 19,510 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R13707 | 026-203-07-0-20-02-006.00-0 | 00000 MAIN ST, Victoria, KS 67671 | 31 | 7 | 14 | 16 | E | 8,250 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R13987 | 026-203-07-0-30-02-002.00-0 | 300 E MAIN ST, Victoria, KS 67671 | 31 | 7 | 14 | 16 | E | 85,140 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R14015 | 026-203-07-0-30-07-002.02-0 | 00000 HWY 40, Victoria, KS 67671 | 121 | 7 | 14 | 16 | E | 1,350 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R14534 | 026-227-36-0-20-08-006.00-0 | 00000 SARRATOV ST, Pfeifer, KS 67660 | 92 | 36 | 15 | 17 | E | 2,230 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R14808 | 026-238-28-0-30-01-019.00-0 | 00000 CHEYENNE ST, Schoenchen, KS 67667 | 112 | 28 | 15 | 18 | E | 1,440 | |
| ELLIS COUNTY BOARD OF COMMISSIONERS | R14890 | 026-238-33-0-00-00-009.00-0 | 108 W OAK ST, Schoenchen, KS 67667 | 40 | 33 | 15 | 18 | E | 25,910 | |