



COUNTY COMMISSION

Monday, May 16, 2016

5:00 PM Following Public Building Commission Meeting
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 May 9, 2016

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. Update on May 8 Storm Damage (Emergency Management Coordinator Bill Ring) [Enclosure](#)
- VI. Health Department Monthly Report (Health Administrator Butch Schlyer) [Enclosure](#)
- VII. Zoning Issues (County Administrator Phillip Smith-Hanes and County Counselor Bill Jeter) [Enclosure](#)
- VIII. County Counselor Reports (County Counselor Bill Jeter)
- IX. County Administrator Report (County Administrator Phillip Smith-Hanes)
- X. County Commission Reports
- XI. Executive Session(s)
- XII. Adjournment

ELLIS COUNTY
AGENDA ITEM COVER SHEET
COMMISSION AGENDA DATE: 5-16-16

TOPIC:

Storm damage in the county from recent storms including the EF-2 tornado on May 8th, 2016

ACTION REQUESTED:

No action is requested at this time. This is an update for the Commission and the public.

DISCUSSION:

Emergency Management staff will provide an overview of damages reported from recent storms and preparations for possible disaster declaration at a future date. As of May 11, most of the damage reports are from electrical cooperatives who will be dealing with FEMA directly for reimbursement. Emergency Management will provide liaison services with all agencies.

FINANCIAL IMPACT:

None at this time.

PRESENTED BY:

Bill Ring, Director of 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: May 16, 2016

TOPIC:

Ellis County Health Department Monthly Report for April 2016

ACTION REQUESTED:

No Action

DISCUSSION:

Provide the County Board of Health (County Commission) with an overview of department services, budget progress, and upcoming or new public health events.

FINANCIAL IMPACT:

None

PRESENTED BY:

Butch Schlyer, Ellis County Health Administrator

REVIEWED BY COUNTY ADMINISTRATOR:

Yes No N/A

REVIEWED BY COUNTY COUNSELOR:

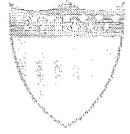
Yes No N/A

ATTACHMENTS:

Ellis County Health Department Monthly Report for April 2016



ELLIS COUNTY HEALTH DEPARTMENT
Phone: 785-628-9440 Fax: 785-628-0804
E-MAIL: butch@elliscountycolorado.net
601 Main Street
Hays, Kansas 67601



**Monthly Report Narrative
April 2016**

In addition to the various services listed on the Health Department's Report for the month of April, department administration and staff also accommodated the following:

Epidemiology:

Administration and nursing staff investigated 4 cases of reportable diseases as assigned by the Kansas Department of Health and Environment. These cases included:

- Mobile Food Establishment Complaint
- Hepatitis C 3 cases
- Meningitis (Bacterial) 1 case

Jail:

The department administrator performed the following services for the jail:

- Jail Visits – 33
- Medication Set-ups – 176. Med boxes were set up and/or refilled 176 times
- Physician Contact – 30. Physicians called or were called 30 times for orders or clarification of orders.
- Jail calls – 17. Jail staff called or were called for inmate concerns, orders, order clarification and/or medications.
- Prescription refills – 7. Pharmacies were called to refill medication scripts
- Prescription pick-ups – 5. Went to the pharmacy 5 times to retrieve prescriptions for inmates
- ICF Reviews – 11. ICF forms (Inmate Communication Forms) related to medical concerns were reviewed with direction recommended to jail staff
- Lab draws – 1.
- Procedures - 1
- Inmate Consultation – 15. Assessed and/or discussed medical concerns with various inmates.

KDHE:

April 12 – Department administrator participated in a general surveillance webinar.

Meetings:

April 1 – Health department staff meeting regarding public health and local issues.

April 11 – Department administrator had a meeting with a NW Office Supplies regarding office equipment (copier).

April 25 – Department nurse attended a DSNWK human rights committee meeting.

Department Head Meeting:

Department administrator attended department head meetings with the county administrator on April 7, 14, 21 and 25th.

Clinics:

Community blood pressure clinics during April were conducted at:

Wyndam Place	Hays Plaza
Hays Meal Site	Centennial Towers
Epworth Towers	Ellis County Office

Other:

April 5 – Department employees had a birthday celebration pot luck.

April 22 – Staff conducted wellness labs for the city of Ellis.

Department employees utilized 96.25 hours of benefit time in April.

Respectfully Submitted
Butch Schlyer, Health Administrator

Ellis County Health Department

601 Main Street, Suite B, Hays, Kansas 67601
 Phone: (785) 628-9440 Fax (785) 628-0804

Date: May 10, 2016

To: Ellis County Commissioners, 1204 Fort Street, Hays, Ks. 67601
 Katrina Hess, MD. 1923 E. 22nd Street, Hays, Ks. 67601

From: Robert "Butch" Schlyer, R.N. Ellis County Health Administrator

Subject: Monthly Health Department Report APR-16

Services	Services		Revenue Received		Prior Year - 2015	
	Month/Yr to date	Month/Year to Date	Month/Year to Date	Revenue	Services	Revenue
Allergy Injections	60	264	762.33	2,613.83	805	7,946.00
Basic Health Service Grant			4,970.00	9,939.00		19,907.00
Blood Pressure Screens	30	103			338	
Bob's Boxes	79	310			704	
Client Credit						
County Wellness Profiles	7	7	175.00	175.00	78	334.00
County Wellness PSA's	2	2	36.00	36.00	34	72.00
CYSHCN Grant				1,252.77		2,255.80
Dental Screenings						
Drug Screens/Spec. Collections	6	30	95.00	395.00	33	847.00
Ear Exam					2	10.00
Epidemiology Cs Mangement		4			7	
Epidemiology Surveillance	5	20			80	
Glucose Screening						
Head Lice Screening					2	20.00
Hearing/Auditory Screening					1	5.00
Hemoglobin Screening	5	8	1.31	6.55	47	144.86
Height/Weight Screen	2	5			5	
Immunizations - Routine	46	204	3,039.78	17,382.09	822	87,909.87
Immunizations - Hepatitis A	4	29	343.55	2,242.47	98	7,261.26
Immunizations - Hepatitis B	12	39	387.55	2,418.84	177	10,312.12
Immunizations - Meningococcal	1	5	277.02	457.02	60	6,998.78
Injections - Miscellaneous	11	48	93.60	582.60	198	2,488.09

ELLIS COUNTY
AGENDA ITEM COVER SHEET
COMMISSION AGENDA DATE: 5-16-16

TOPIC:

Zoning Issues

ACTION REQUESTED:

1. Refer the issue of amendments to the County's subdivision regulations to the Joint Planning Commission.
2. Direct County Administrator and County Counselor to meet with representatives of the City of Hays regarding:
 - a. The possibility of contracting with the City for increased enforcement of code violations in the unincorporated area of the County; and
 - b. The possibility of amending the boundaries of the City's extraterritorial jurisdiction.

DISCUSSION:

On May 2, 2016, the Commission asked for a memo detailing options with respect to several zoning issues in the unincorporated area. A responsive memo is attached. At this time, staff recommends proceeding as outlined above, although your Board could choose other alternatives as outlined in the memo.

FINANCIAL IMPACT:

There is no financial impact to the current recommended actions. They are included within budgeted staff time. The financial impact of increased enforcement will vary depending on the option chosen.

PRESENTED BY:

County Administrator Phillip Smith-Hanes, County Counselor William Jeter

REVIEWED BY COUNTY ADMINISTRATOR:

Yes No N/A

REVIEWED BY COUNTY COUNSELOR:

Yes No N/A

ATTACHMENTS: Memo from Phillip Smith-Hanes and William Jeter

Memo

To: County Commissioners

From: Phillip Smith-Hanes, County Administrator
William Jeter, County Counselor

Date: May 16, 2016

Re: County Zoning Issues

At the Commission's May 2 meeting, you asked us to evaluate a number of issues with respect to the County's administration of zoning and report back with options for addressing these issues. We have distilled the issues into three major categories:

- Changes to the Subdivision Regulations Applicable to Unincorporated Areas Outside the Extraterritorial Jurisdictions of the Cities of Ellis and Hays as Well as the City of Shoenchen
- Enforcement of Zoning Regulations (Both Within the Extraterritorial Jurisdictions of Cities and in Outlying Areas)
- Changes to the Boundaries of the Extraterritorial Jurisdiction of the City of Hays

This memo will address these three categories of issues. If your Commission desires staff to address additional issue categories, please advise.

Changes to the Subdivision Regulations Applicable to Unincorporated Areas Outside the Extraterritorial Jurisdictions of the Cities of Ellis and Hays as Well as the City of Shoenchen

At your May 2 meeting, Commissioners specifically questioned whether it was warranted to change Section 12 of Article 4 of the County's Subdivision Regulations, dealing with platting of private streets in new subdivisions. The Subdivision Regulations were first adopted in 2006 and have not undergone a significant re-write in the intervening years, despite the adoption of the County's Comprehensive Plan in 2012. In discussions with Planning & Zoning staff, there may be additional sections of the regulations that bear updating.

To begin the process of changing the Subdivision Regulations, the County Commission should refer the matter to the Planning Commission for consideration. The Planning Commission would then need to study the issue, take formal action and refer the changes back to your Commission for final action. It is estimated that this process would take two months at minimum and may require additional time depending on the number of issues examined and the level of community discussion of these issues.

Enforcement of Zoning Regulations (Both Within the Extraterritorial Jurisdictions of Cities and in Outlying Areas)

There was also concern expressed by the Commission at your May 2 meeting about the enforcement of zoning regulations. There are three basic options with respect to regulatory enforcement:

- Continue the status quo. This provides for only minimal enforcement of the most serious environmental and criminal violations outside the extraterritorial jurisdictions of cities. Per the County's agreement with the City of Hays, the City is charged with enforcement within its extraterritorial jurisdiction only for zoning and subdivision matters, not building code violations.
- Increase enforcement by adding a County staff member.
- Increase enforcement by contracting with another entity which provides enforcement.

Ellis County does not currently have a position for Code Enforcement Officer, but this could be added. The most logical organizational placement of such a staff position would be in the Environmental/Planning & Zoning office, although staff could certainly discuss with the Sheriff and County Attorney as to their interest in staffing this function as well. Although a study would need to be conducted before a final salary could be established, it is estimated that the annual cost of adding a position (including benefits, vehicle, uniform, office supplies, etc.) would be in the range of \$60,000 - \$80,000. If the Commission wishes to pursue this option, the first step is to direct staff to come back with a job description and salary range for an appropriate position. It is estimated that the total process of creating the position, hiring and training would take at least five months.

Alternatively, the City of Hays does have an enforcement function and staff could investigate the cost of a contract with the City to provide this service in the unincorporated area outside the City's extraterritorial jurisdiction. Very preliminary discussions indicate that the City is open to this possibility, but many details would need to be worked out. If the Commission wishes to pursue this option, staff could be directed to enter into more serious negotiations with the City. There is no estimated cost and the timeframe is undetermined.

Staff could also investigate whether this function could be contracted to a private firm or another jurisdiction outside Ellis County. At first blush, these options seem to present challenges with delegation of authority, but further research would be warranted if your Commission desires to look into this option.

Changes to the Boundaries of the Extraterritorial Jurisdiction of the City of Hays

Finally, the Commission on May 2 questioned whether the existing boundaries were appropriate for the extraterritorial jurisdiction of the City of Hays. The existing boundaries were set pursuant to County resolution 2007-8 and City ordinance 3721, adopted in 2007. Again, in the intervening time frame both the County and the City have adopted new Comprehensive Plans and the boundaries may warrant some adjustment.

A brief conversation between the County Administrator and the City Manager indicates that the City of Hays is amenable to working with the County to examine this issue. To move forward, the County Commission should direct staff to meet with City representatives. Alternatively, the Commission might want to appoint one of your own members to be engaged in these discussions and also send a letter to

the Hays City Commission asking that they appoint a City Commissioner to a working group on this matter.

There is no identified cost for changing the boundaries of the extraterritorial jurisdiction. The timeframe for completing this task could vary significantly depending on the specific areas examined.