Ellis COUNTY KANSAS

COUNTY COMMISSION

Monday, September 19, 2016

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
September 12, 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 Courthouse Preservation Project (Committee Chair Guy Windholz)

VI. Extension Monthly Report (Family & Consumer Sciences Agent Linda Beech) Enclosure

VII. Health Department Monthly Report (Public Health Administrator Butch Schlyer) Enclosure

VIII. Public Works Monthly Report (Public Works Director Bill Ring) Enclosure

IX. Appoint Viewers for Road Vacation Petition and Fix Time for Viewing (County Administrator Phillip Smith-Hanes) Enclosure

X. Sale of Property at 209 W. 12th Street (County Administrator Phillip Smith-Hanes) Enclosure

XI. City of Hays Extraterritorial Jurisdiction (County Administrator Phillip Smith-Hanes) Enclosure

XII. County Counselor Reports (County Counselor Bill Jeter)

XIII. County Administrator Report (County Administrator Phillip Smith-Hanes)

XIV. County Commission Reports

XV. Executive Session(s)

XVI. Adjournment

MAKING A DIFFERENCE

Grand Challenges

K-State Research and Extension develops and delivers practical, research-based solutions to challenges faced by all Kansans, which includes the grand challenges:

- Global Food Systems
- Water
- Health
- Community Vitality
- Developing Tomorrow's Leaders

K-State Research and Extension
Ellis County Extension Office
601 Main Street, Suite A
Hays, KS 67601
785-628-9430
www.ellis.ksu.edu
Facebook: "K-State Research and Extension- Ellis County"

K-STATE
Research and Extension

Ellis County Extension Office
Family and Consumer Sciences Report

Linda K. Beech
County Extension Agent, FCS
September 19, 2016

High Speed Hand Washing Saves Time and Water

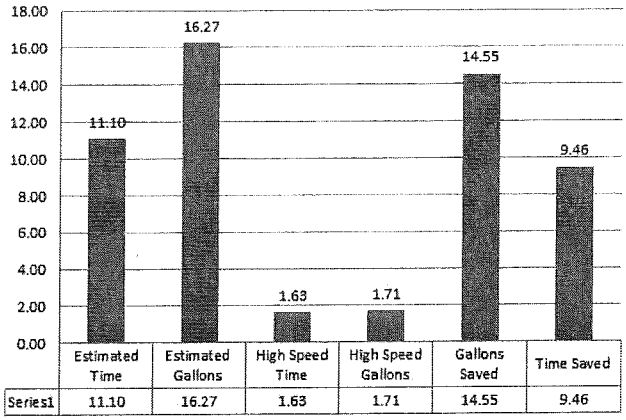
High speed hand washing is a simple concept that changes the way groups of people line up to wash their hands.

In the high speed method, people in line to wash their hands approach the sink twice– first to wet their hands and apply soap, then they go to the back of the line while scrubbing. As the line moves forward, they return to the sink to wash away the soap and dry their hands. This method greatly reduces the time and water needed for group hand washing.

We were able to test the high speed hand washing method with 205 junior high students at two local water festivals. Throughout the day, 16 groups of 12-20 students learned the importance of washing hands for health and sanitation, and estimated how long it would take all of them to wash their hands based on a demonstration by one student per group. Then aided by a stopwatch and a basin to catch the water for measuring, the students used the high speed hand washing method to wash their hands.

The results were amazing! The average time per group to wash hands was 1.63 minutes and the average water use was 1.71 gallons. That saved an average of 9.46 minutes of time and more than 14.5 gallons of water from what was estimated for the group to wash their hands in the "traditional" way.

Handwashing Average of 16 Trials



Ellis County introduced the high speed hand washing method to K-State Research and Extension agents last fall. That sparked interest in a video to show the high speed hand washing method in action. I worked with a Hays preschool teacher who has implemented high speed hand washing in her classroom to record her students using this new technique. The Ellis County video is posted on the K-State Research and Extension food safety web page at http://bit.ly/1NZQA3y.

High speed hand washing saves time, it saves water, it allows each individual to scrub longer– and better hand washing ultimately leads to better health.

ELLIS COUNTY
AGENDA ITEM COVER SHEET
COMMISSION AGENDA DATE: September 19, 2016

TOPIC:
Ellis County Health Department Monthly Report for August 2016

ACTION REQUESTED:
Review and accept report. Provide questions or discussion as necessary.

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:

X Yes __No ☐N/A

REVIEWED BY COUNTY COUNSELOR:

☐ Yes x No ☐N/A

ATTACHMENTS:
Ellis County Health Department Monthly Report for August 2016

ELLIS COUNTY HEALTH DEPARTMENT

Phone: 785-628-9440 Fax: 785-628-0804
E-MAIL: butch@ellisco.net
601 Main Street
Hays, Kansas 67601

Monthly Report Narrative
August 2016

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

Epidemiology:

Administration and nursing staff investigated 7 cases of reportable diseases as assigned by the Kansas Department of Health and Environment. These cases included:

- Elevated Blood Lead Level 3 cases
- Hepatitis B 1 case
- TB Infection 1 case
- TB Suspect 1 case

KDHE:

August 18: Department administrator participated in a KDHE webinar on Zika Virus Surveillance.

August 23: Department administrator participated in a KDHE statewide public health conference call regarding current public health events.

Meetings:

August 9 – Department staff meeting to discuss current public health, county, and department issues.

Department Head Meeting:

Department administrator attended department head meetings with the county administrator on August 4, 11, and 18th.

Clinics:

1 community blood pressure clinic was conducted in August due to personnel medical issues and time off work.

Attached is a listing of community flu shot clinics scheduled for starting in September and into October.

Other:

Department employees utilized 167.5 hours of benefit time in August.

Respectfully Submitted
Butch Schlyer, Health Administrator

FLU SHOT CLINICS

DATES AND TIMES

PLACE	DATE	TIME
Carrico Implements	09-20-16	7:30 to 8:00
NexTech Main Office	09-20-16	9:00 to 10:00
NexTech Call Center	09-20-16	1:30 to 2:00
NexTech Wireless	09-20-16	2:30 to 3:30
Centennial Towers	09-21-16	8:00 to 9:00
Hays Plaza	09-21-16	9:30 to 10:00
Good Sams of Hays	09-22-16	9:00 to 11:00
Cedarview	09-22-16	2:00 to 3:00
DSNWK	09-23-16	8:30 to 10:00
Lang Diesel	09-27-16	9:00 to 9:30
Sunflower Electric	09-27-16	10:00 to 11:00
Wyndam Place	09-27-16	2:00 to 2:30
Epworth Towers	09-27-16	3:00 to 4:00
Senior Center	09-29-16	11:00 to 12:00
Via Christi Assisted Living	10-03-16	8:30 to 9:30
Victoria USD 432	10-03-16	3:00 to 4:00
Victoria Friary	10-03-16	4:00 to 4:30
Victoria City Clinic	10-04-16	8:00 to 9:00
Ellis City Clinic	10-04-16	10:00 to 11:00
Hays Area Childrens Center	10-04-16	3:30 to 4:30
USD 489 Middle School	10-05-16	7:00 to 8:00
USD 489 Hays High School	10-05-16	3:00 to 4:00
Law Enforcement Center	10-06-16	8:30 to 9:30
Ellis County Administrative Bldg.	10-06-16	10:00 to 11:00

Ellis County Road and Bridge	10-11-16	7:30 to 8:30
Wheelchairs of KS (Hays)	10-11-16	9:00 to 10:00
Wheelchairs of KS(Ellis)	10-11-16	1:30 to 2:30
USD 388 Ellis Tentative	10-11-16	3:00 to 4:00

Ellis County Health Department

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

Date: September 12, 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 August -16

	Services		Revenue Received		Prior Year - 2015	
Services	Month/Yr to date		Month/Year to Date		Services	Revenue
Allergy Injections	55	496	595.42	5,004.21	805	7,946.00
Basic Health Service Grant				14,878.00		19,907.00
Blood Pressure Screens	14	185			338	
Bob's Boxes	85	627			704	
Client Credit						
County Wellness Profiles		7		175.00	78	334.00
County Wellness PSA's		2		36.00	34	72.00
CYSHCN Grant				1,861.66		2,255.80
Dental Screenings						
Drug Screens/Spec. Collections	22	78	910.00	1,775.00	33	847.00
Ear Exam					2	10.00
Epidemiology Cs Mangement	1	7			7	
Epidemiology Surveillance	5	41			80	
Glucose Screening						
Head Lice Screening					2	20.00
Hearing/Auditory Screening					1	5.00
Hemoglobin Screening	14	38	41.26	67.36	47	144.86
Height/Weight Screen		5			5	
Immunizations - Routine	92	451	7,071.32	36,241.02	822	87,909.87
Immunizations - Hepatitis A	7	55	678.18	4,372.35	98	7,261.26
Immunizations - Hepatitis B	7	85	591.82	5,141.14	177	10,312.12
Immunizations - Meningicoccal	29	59	4,059.85	6,030.57	60	6,998.78
Injections - Miscellaneous	10	90	110.40	1,106.40	198	2,488.09

Interest Paid By Insurance Co.						5.33
Jail Attendance						
Labs - Miscellaneous	4	43	160.15	1,001.57	94	2,046.27
Lead Screening	14	49	90.16	386.16	58	460.63
Nuisance Complaint					1	
Nuisance Follow-up					1	
Nutritional Assessments		80		415.00	22	370.00
Office Visits						
Other Department Revenue	5	5	13.20	638.98		1,293.15
Other Reimbursements						
Physicals	1	8	50.00	430.00	30	1,380.00
Physicals XIX (KBH)				50.00	2	
Pregnancy Tests	2	5	10.00	50.00	9	80.00
Pvt Insurance Overpayment				96.22		600.48
Refugee Assessment						
TB Case Management	1	3			3	
TB Follow-up	9	45			167	
TB Medications	2	14			113	
TB Screens/Readings	198	662	1,086.21	4,054.06	891	5,757.68
Vision Screens						
Vaccinations - Flu				148.50	1467	40,464.22
Vaccinations - Pneumonia	3	10	294.00	1,072.02	39	3,611.81
Vaccinations - Rabies	4	8	790.00	2,542.81	34	13,827.38
Vaccinations - Travel	3	58	533.84	5,905.17	117	10,516.52
Voter Registrations						
Weight Loss Program			120.00	465.00		1,094.60
Orientation					2	
Follow-up	1	13			9	
Participants						
WIC Program			7,592.68	60,834.41		76,368.81
Certifications	89	631			888	
Check Pick-Up	162	1138			1748	
Participants	371					
RD/Nutrition Ed	52	376			635	
Other WIC Tranactions	41	227			350	
Totals:	1,303	5,601	24,798.49	154,778.61	10,171	304,389

Dept Clients Served	749	4,480	8844

Budget Summary

Budget for year 2016 - $598,255.00

Percentage of year gone - 67.00%

Category	Year-to-Date	% Used
Personnel Services	289,705.00	65.06%
Contractual Services	14,953.00	42.94%
Commodities	61,575.00	51.51%
Capital Outlay	0.00	0.00%
2016 Budget YTD Expenditures	366,234.00	61.08%
2016 Budget YTD Revenues	154,789.00	88.45%

ELLIS COUNTY
AGENDA ITEM COVER SHEET
COMMISSION AGENDA DATE: Monday-September 19th, 2016

TOPIC:
Ellis County Public Works Department Monthly Report

ACTION REQUESTED:
No Action

DISCUSSION:
Provide the Commission with an overview of road projects and other division's activity during August and September to date 2016

FINANCIAL IMPACT:
None

PRESENTED BY:
Bill Ring, Public Works Director

REVIEWED BY COUNTY ADMINISTRATOR:
X Yes ☐No ☐N/A

REVIEWED BY COUNTY COUNSELOR:
☐ Yes ☐No X N/A

ATTACHMENTS:
September 2016 Monthly Report.

ELLIS COUNTY PUBLIC WORKS

Highway Department--Road & Bridge Environmental Landfill--Transfer Station Noxious Weed

1195 280th Avenue
P.O. Box 691
Hays, Kansas 67601-0691

Phone 785-628-9455
FAX 785-628-9457

September 19th, 2016

Report to Board of County Commissioners:

1- Shop foreman Mark Polifka saved the County $10,000.00 on wheel purchase for the Caterpillar 416 backhoe. Dale Hickey the welder used the wheels from the old Komatsu backhoe and installed new center plates to fit on the Cat.

2-After meeting with County Administrator, IT director and I it was determined the 2010 Jeep Cherokee was only used infrequently by staff. If an employee needed to go out of town other vehicles would be available. The Jeep was transferred to IT department saving the County from another vehicle purchase or large repair bill. The Olds Bravada SUV was sent to Public Works for the excess equipment auction.

3-Auction update: Again kudo's to Mr. Polifka for all the time spent working with Purple Wave to hold a successful sale. He spent numerous hours on the phone arranging the sale and then fielding questions from prospective buyers. Total proceeds to the County are $40,740.00. A few select items below.

a) Komatsu backhoe $16,000.00
b) Beverage truck $1,950.00
c) 1978 IHC Fire truck $2,700.00
d) 1979 IHC Fire truck $4,800.00
e) 2001 Olds Bravada $2,600.00
f) 1957 Fruehauf tanker trailer $1,500.00
g) Office fixtures and shelving $2,330.0

The company does not charge the County but collects a 10% buyer's premium on the high bid amount. They also take care of all vehicle title work.

4-The RFP's for bridge inspection and road striping were posted to the County web site and mailed to bidders if requested. They will be presented at the October 3rd meeting for award to selected bidder.

5-Pfeifer Speed Study: All signage has been moved and replaced. We will check with the interested parties next month to verify improvements.

6-2016 Budget status: Through August we are 66% of the year.
Road and Bridge 54% Noxious Weed 81% (reimbursements start in September)
Environmental 60% Solid Waste 46%
Fund 78-special highway balance is $216,000.00

7-September 4th flooding update: The crews are working overtime to bring the damaged roads back in shape. There are still a number of closed roads or one lane only. The office staff is monitoring the situation and keeping detailed records for use should a Federal Declaration be issued. There will be a conference call Wednesday the 21st with State and Federal partners to get preliminary damage assessment from impacted counties.
Curt Hoffman and I met with individuals from the United States Department of Agriculture/National Resource Conservation Service to discuss possible debris removal funding and repair to erosion control measures. The regional Emergency Watershed Program (EWP) representative will be her on September 20th and 21st to do damage assessment and inspection.

8-Overtime for Road and Bridge: The second pay period of August came in at just under 2%.

9-New truck pricing: The State contract for pickup trucks was won by Dodge Trucks. As we are getting ready to purchase a ½ ton truck it appears it will be 3-4 thousand dollars cheaper.

Respectfully submitted,
Bill Ring
Public Works Director

ELLIS COUNTY
AGENDA ITEM COVER SHEET
COMMISSION AGENDA DATE: 9-19-16

TOPIC:
Appoint Viewers for Road Vacation Petition and Fix Time for Viewing

ACTION REQUESTED:
1. Appoint Wes Debey, Dennis Pfannenstiel and Ernest Pfeifer as disinterested householders to serve with Commissioners Haselhorst and McClelland as viewers of the proposed vacation of Randall Lane.
2. Set a special meeting for the viewing on Friday, October 7, at 8:30 a.m. at the site, approximately two miles south of Hays on the west side of Highway 183.
3. Direct the County Clerk to publish notice of the viewing in the official newspaper twice in consecutive weeks.

DISCUSSION:
On September 1, the County Clerk received such a petition for vacation of a road right-of-way known as Randall Lane. As noted at last Monday's Commission meeting, the next step upon receipt of such a petition is for the Commissioners to "appoint three disinterested householders of the county as viewers with such commissioners." The statute also requires the County Clerk to advertise the petition for at least twenty days and to publish for two consecutive weeks in a newspaper of general circulation. Thereafter, the Commissioners and the householders appointed as viewers shall view the road proposed for vacation within 20 days following the second publication.

The names of Messrs. Debey, Pfannenstiel and Pfeifer were provided to the County Administrator by Commissioners. The County Administrator has contacted all three gentlemen to verify their willingness to serve and their availability at the proposed time. Commissioners Haselhorst and McClelland, County Attorney Tom Drees and local surveyor Darrell Christen are also available at the proposed time.

FINANCIAL IMPACT:
It is estimated that publication will cost approximately $125. This amount is included within the Commission's budget for 2016. Surveyor work is estimated to cost $50/hour if instrument usage is not required. Commissioners will need to fix compensation for the viewers.

PRESENTED BY:
Phillip Smith-Hanes, County Administrator

REVIEWED BY COUNTY ADMINISTRATOR:
☐ Yes ☐No ■N/A

REVIEWED BY COUNTY ATTORNEY:
■ Yes ☐No ☐N/A

ATTACHMENTS:
None.

ELLIS COUNTY
AGENDA ITEM COVER SHEET
COMMISSION AGENDA DATE: 9-19-16

TOPIC:
Sale of Property at 209 W. 12th Street (Tholen Building)

ACTION REQUESTED:
1. Find that the building at 209 W. 12th Street in Hays is no longer needed for County business purposes.
2. Authorize the County Administrator to advertise for bids and schedule a public hearing regarding sale of real property.

DISCUSSION:
On April 18, Commissioners affirmed an intent to sell the property at 209 W. 12th Street in Hays (known as the "Tholen building"), which has been used for storage of records. Commissioners expressed that departments should remove all remaining records from the building within 90 days. The 90-day timeframe has passed, and departments have removed all County records from the building. At this time, it is up to the Commission to determine whether to proceed with a sale of the building. Staff recommends using the process that was used in 2015 to sell the former EMS and Fire buildings. This involves a notice of opportunity to bid and a public hearing at which community members can comment on the bids.

FINANCIAL IMPACT:
There is a potentially positive impact through sale of the building. One-time proceeds from the building sale could be placed into the County's capital reserve fund for future improvements to other County buildings. In addition, sale of the building to a private party would place the property back on the tax rolls and generate future tax revenue to fund ongoing operations.

PRESENTED BY:
Phillip Smith-Hanes, County Administrator

REVIEWED BY COUNTY ADMINISTRATOR:
☐ Yes ☐No ■N/A

REVIEWED BY COUNTY COUNSELOR:
■ Yes ☐No ☐N/A

ATTACHMENTS:
Draft Notice of Sale

NOTICE OF REAL ESTATE FOR SALE

The Ellis County Board of Commissioners has determined that its property located at 209 W. 12th Street in Hays, Kansas, will no longer be needed by the County and should be sold.

Ellis County, Kansas will accept sealed bids/proposals to purchase the above described property. Fees for title insurance and closing costs will be divided equally between the parties. Taxes will be prorated to the date of closing.

All sealed bids must be received no later than 4:00 p.m. Central Daylight Time, Thursday, October 20, 2016, and should be mailed or delivered to:

Ellis County Administrator
County Administrative Center
718 Main Street (P.O. Box 720)
Hays, Kansas 67601

Bids received after 4:00 p.m. on October 20, 2016, will not be considered and shall be returned to the vendor unopened.

Bids are to be sealed and marked "**209 W. 12th Street Bid**". All bids are to be mailed or delivered to the above address. Because of the sealed bid requirement, bids faxed or emailed to Ellis County are not acceptable.

Ellis County, Kansas reserves the right to reject any or all bids and to waive any technicalities in the bid procedure.

To ensure that those individuals choosing to bid get correct and consistent information, all questions should be addressed by Phillip Smith-Hanes, County Administrator at (785) 621-1735.

ELLIS COUNTY
AGENDA ITEM COVER SHEET
COMMISSION AGENDA DATE: 9-19-16

TOPIC:
City of Hays Extraterritorial Jurisdiction

ACTION REQUESTED:
Provide direction to staff on moving forward.

DISCUSSION:
In May, your Commission directed the County Administrator and County Counselor to begin a discussion with the City of Hays regarding the city's extraterritorial land use jurisdiction (the so-called "three-mile zone," hereinafter referred to as ETJ). In particular, there was discussion about reducing the amount of land within the city's ETJ.

The Administrator and Counselor met with the City Manager, and then the Administrator and City Manager followed up with some map scenarios. The City Manager presented the attached proposal for new ETJ boundaries to the Hays Area Planning Commission and Hays City Commission. The City of Hays is generally supportive of the boundaries shown on the map, as expressed in the attached letter from the City Manager.

At this time, the question is whether the boundaries as shown are acceptable to your Commission. If so, staff should be directed to prepare a new joint City ordinance/County resolution to amend the joint ordinance/resolution that adopted the current ETJ boundaries. If your Commission desires modifications to the attached map, it would be helpful to know what those modifications are so that can be communicated with the City of Hays. Your Commission may also wish to put this matter on hold pending the outcome of a separate process with the Joint Planning Commission to amend various provisions of the County's zoning regulations.

FINANCIAL IMPACT:
This item has no financial impact.

PRESENTED BY:
Phillip Smith-Hanes, County Administrator

REVIEWED BY COUNTY ADMINISTRATOR:

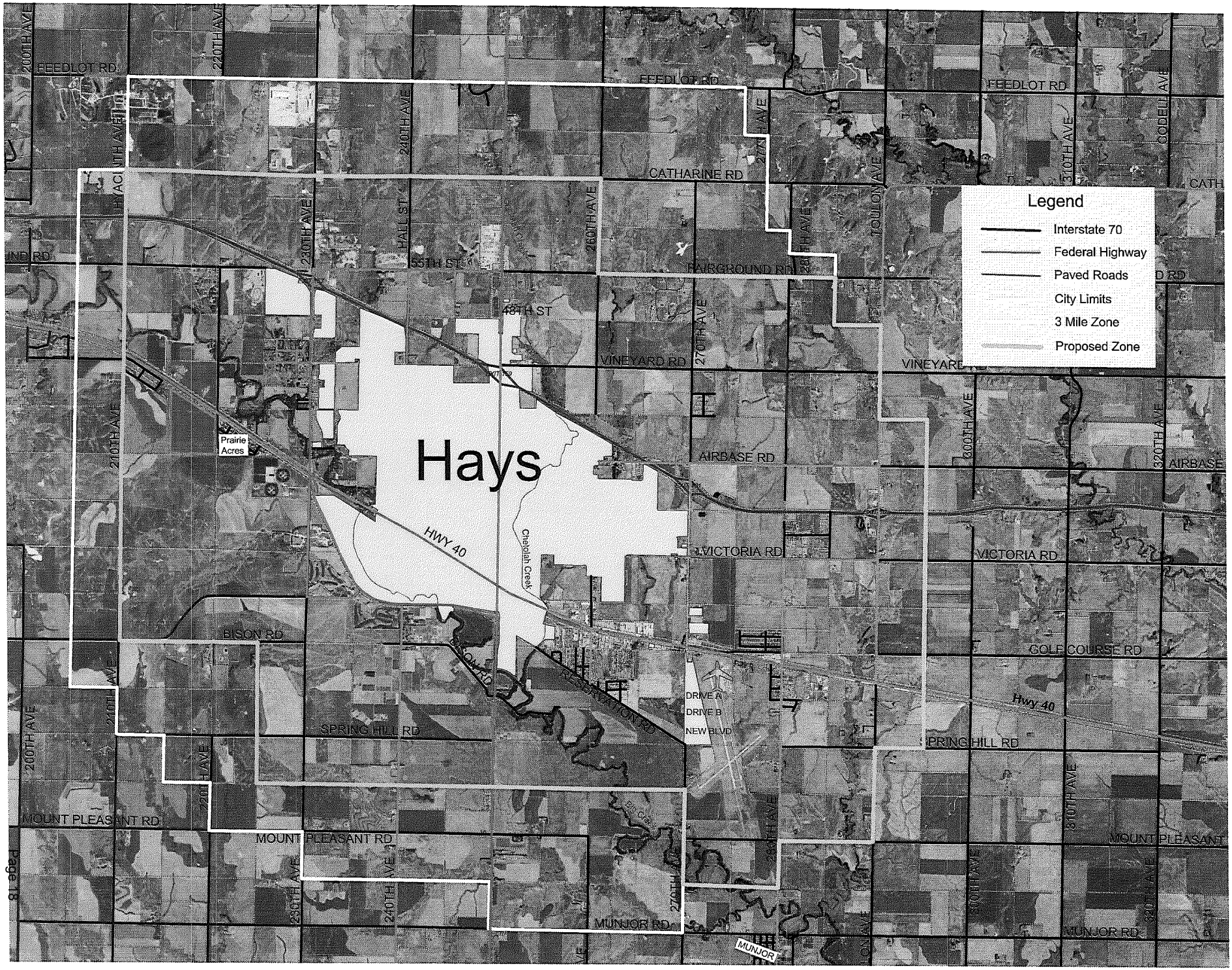
☐ Yes ☐No ■N/A

REVIEWED BY COUNTY COUNSELOR:

■ Yes ☐No ☐N/A

ATTACHMENTS:

1. Map
2. Letter from Toby Dougherty to Phil Smith-Hanes, August 5, 2016


Hays
Legend
Interstate 70
Federal Highway
Paved Roads
City Limits
3 Mile Zone
Proposed Zone
FEEDLOT RD
CATHARINE RD
FAIRGROUND RD
55TH ST
48TH ST
VINEYARD RD
AIRBASE RD
VICTORIA RD
HWY 40
Hwy 40
Chetolah Creek
BISON RD
GOLF COURSE RD
SPRING HILL RD
MOUNT PLEASANT RD
MUNJOR RD
DRIVE A
DRIVE B
NEW BLVD
Prairie Acres
200TH AVE
210TH AVE
220TH AVE
230TH AVE
240TH AVE
250TH AVE
260TH AVE
270TH AVE
280TH AVE
290TH AVE
300TH AVE
310TH AVE
320TH AVE
HALL ST
TOULON AVE
ODELL AVE

TOBY DOUGHERTY, CITY MANAGER
CPM, ICMA-CM
JACOB WOOD, ASSISTANT CITY MANAGER
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1507 MAIN STREET
HAYS, KANSAS 67601-4090
TEL 785/628-7320
FAX 785/628-7323
www.haysusa.com

HAYS
KANSAS

CITY COMMISSION
EBER PHELPS, MAYOR
SHAUN MUSIL
JAMES MEIER
HENRY SCHWALLER, IV
LANCE JONES

August 5, 2016

Phil Smith-Hanes
Ellis County Administrator
718 Main St.
Hays, KS 67601

RE: City of Hays Extraterritorial Jurisdiction

Dear Phil:

At the August 4th Work Session, the City Commission discussed the potential changes to the City of Hays' ETJ. The Commission was supportive of the proposed changes and thought they made a lot of sense. There was nothing specific it wanted to convey to the County Commission, other than its general support for the proposal. The only other item of note during the discussion was the sentiment of the Commission that, if unanticipated or rapid growth is experienced in a specific area, the County Commission be open to discuss modifying the ETJ. If you have further questions, feel free to give me a call.

Sincerely,

Toby Dougherty
City Manager
CPM, ICMA-CM

Enclosure