

April 4, 2023

The Board of Ellis County Commissioners met in regular session at 8:30 am Tuesday, April 4, 2023, in the Commission Chambers, at the Administration Center, 718 Main Street, Hays, Kansas. Chair Neal Younger was absent. Vice-Chair Nathan Leiker called the meeting to order. Commissioners present: Vice-Chair Nathan Leiker and Commissioner Michael Berges. Also present were County Counselor Bill Jeter, County Administrator Darin Myers and County Clerk Bobbi L. Dreiling. The meeting opened with the Pledge of Allegiance.

ORDER OF BUSINESS

There were no changes to the order of business.

APPROVAL OF PRIOR MINUTES

Vice-Chair Leiker asked for any changes to the draft minutes of March 21. No changes were given; the draft minutes were approved as presented.

CONSENT AGENDA

Motion: Berges Second Leiker

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

Payment Voucher Claims

Freedom Claims Management dated March 22 in the amount of \$11,647.48

Payroll #6 for March 5-18, dated March 24 in the amount of \$501,231.23

Payroll Deductions dated March 29 in the amount of \$223,193.77

Health Insurance dated March 29 in the amount of \$374,135.36

Vouchers dated April 4 in the amount of \$463,657.39

Vouchers dated March 23 in the amount of \$678.

Tax Adjustments

Tax roll adjustments 2023000042-71 were approved.

Disposition: Motion was carried by a voice vote of two to zero

ISSUES FROM PERSONS NOT ON THE ORDER OF BUSINESS

There were no issues from persons not on the order of business.

INTRODUCTION OF NEW EMPLOYEES

Human Resources Coordinator Jennifer Taylor introduced new employees: Treasury MVTCC Kristi Luetters, Public Works Truck Driver 2 Steve Durheim and Public Works Truck Driver 1 Josh Lemman.

JOB DESCRIPTION UPDATE

Human Resources Coordinator Jennifer Taylor is asking the Commission to approve two job description edits on Weed Control Technician I – remove Class B CDL with tanker endorsement requirement and replace with a valid driver’s license is required. Equipment Operator – Add Environmental to department field so it reads Public Works/Environmental, change the Reports To field to varies, change the Pay Grade to 104, and remove the requirement of a Class B CDL with tanker endorsement. The number of qualified CDL drivers has decreased. It is now common to have multiple area employers needing to recruit applicants who do not have a CDL and provide the benefit of the employer assisting with obtaining a CDL while employed and working. The proposed changes to this position will allow the County to accurately reflect those situations. The change in paygrade from 103 to 104 is necessary to

remain consistent and in alignment with current positions and pay practices. Changes to both positions will allow the County to potentially recruit more applicants and potentially resulting in the ability to hire in a timely manner.

Motion: _____ **Berges** _____ **Second:** _____ **Leiker**

I move to approve the edits to the job descriptions as presented.

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

BIG BROTHERS BIG SISTERS UPDATE

Area Director Jenny Bates updated the Commission on the Big Brothers Big Sisters Organizations. She thanked the Commissioners for the funding the County provided. Leiker asked if there was a waiting list. Bates said there was a waiting list of about 12 now which is mostly little brothers. Berges said this is a great program and is very supportive of it. The Commissioners thanked Bates for the update.

COMMERCE BANK AP REVENUE SHARE PROGRAM

Commerce Bank Hays Market President Shane Smith gave a presentation from Commerce Bank on changes to the new purchase card agreement, and information on the accounts payable program. This is the first renewal of the program since 2013. The purchase card program provides certain county employees with a credit card to make purchases. Ellis County then receives a revenue share based on a percentage of the total monthly expenditures. Depending on the monthly expenditures, the new agreement will nearly double the revenue percentage the county receives. The updated agreement will also create a new accounts payable feature to pay certain vendors via ACH and Credit Card payments to vendors currently being paid through checks. The County Treasurer Vern Ruder, and the County Clerk Bobbi Dreiling have been working with our financial program to implement this new program and identify vendors who would accept this new payment feature. If approved, this would create cost savings for the county by decreasing the amount of time processing, printing, stuffing envelopes and mailing checks through the mail. In addition, Ellis County would receive new revenue shares based on the monthly volume of expenditures.

Motion: _____ **Berges** _____ **Second:** _____ **Leiker**

I move to approve the agreement with Commerce Bank for the purchasing card program and have the County Administrator sign the contract documents.

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

CAN CRUSHER GRANT

Environmental Services Director Justin Craig updated the Commission on the Household Hazardous Waste (HHW) Grant. On February 7th, 2023, KDHE performed an inspection of the Ellis County Landfill and HHW facilities. It was noted during the inspection that the process for puncturing and disposing of aerosol cans was out of compliance with their standards. In order to remedy this situation, staff prepared and applied for a grant through KDHE to purchase a Newstripe AeroVent 3X Aerosol Can Disposal System. On March 1st, we received a contract for a grant for a 60/40 reimbursement to purchase the equipment and replacement filters in the amount of \$1537.80. Our share of the cost will be approximately \$1026.00 and will be paid out of the operating budget. Commissioners told Craig to move forward.

PLANNING AND ZONING NOMINATION

Environmental Services Director Justin Craig is asking the Commission to appoint Ross Meder for the expired term of the Joint Planning Commission.

Motion: _____ **Berges** **Second:** _____ **Leiker**

I move to appoint Ross Meder to the Joint Planning Commission to serve the remainder of the vacated term effective immediately and expiring June 30, 2024.

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

RPM SPEEDWAY TIRE DISPOSAL

Environmental Services Director Justin Craig is asking for approval of a one-time waiver or reduction of fees for the RPM Speedway to dispose of used tires and boats that have accumulated at the Ellis County Fairgrounds. The cost for Ellis County to dispose of tire through our vendor is currently \$250.00/ton. Estimating 40 lbs./tire times 200 tires, the cost for the landfill could be +/- \$1000.00. The boats could be crushed and buried with our construction and demolition materials or added to our metal collection at minimal cost.

Motion: _____ **Berges** **Second:** _____ **Leiker**

I move to approve the one-time waiver of fees dependent upon the tonnage at the Ellis County Landfill for the disposal of used tires and boats that have accumulated at the Ellis County Fairgrounds.

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

COLD MIX ASPHALT 2023 WORK

Public Works Director Brendan Mackay presented the cold mix requests for proposals and is asking for the approval to accept the bid from Heft & Sons for production of cold mix asphalt. Each year, Public Works staff create a Request for Proposals (RFP's) for creating the Cold Mix Asphalt for use in the maintenance of the roadways. The amount of mix is determined by needs, funding, materials availability, and pricing. The process for creating an asphalt lift to one mile of a road are as follows:

- A 1" asphalt lift would require 800 - 1,000 tons of mix per mile. Usually, Public Works has a minimum of 5,000 tons of Cold Mix Asphalt made each year. After the mix is produced the department will lay it out on the roadway and level it with a motor grader and other equipment. The mix is required to be left to "set up" or harden before a surface coat can be applied. Some years, depending on the variations of funding and quantities, public works have had up to 10,000 tons made in previous years or about 12.5 miles of road depending on the work being done.
- After the lift is completed, a surface coat is necessary to seal and protect the surface. Some common examples Ellis County has used in the past for sealing and surface coats are a Chip Seal, Scrub Seal, and Fog Seal.

Public Works is determining based on the pricing, funding, and availability on how many roads can either have an asphalt lift or other pavement preservation methods/seals. With that, the RFP's for cold mix asphalt mixing were received by two vendors, APAC and Heft & Sons. Heft & Sons were determined to be the low-cost option at \$14.50 per ton at the County's mixing site in Ellis. Future years, with a new public works facility, this mixing could be done at the new site, centrally located in the county, to create savings on distribution to the project locations. Public Works has \$829,000 budgeted in the general fund, \$50,000 in prior year purchase orders for pavement markings, and \$168,213.28 in the Federal Fund Exchange Program for total of \$1,047,213.28. This total is not just for the production of cold mix production described above, but also for other asphalt maintenance projects listed in the 2023 asphalt maintenance plan (seal coats and pavement markings).

Motion: _____ **Berges** **Second:** _____ **Leiker**

I move to allow the Public Works Director to accept the proposal from Heft & Sons for production of cold mix asphalt.

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

PURPLEWAVE AUCTION

County Administrator Darin Myers is asking the Commission to approve the list of surplus items to be sold with PurpleWave Auction. The sale of the items would be additional unplanned revenue for the County’s general fund which would offset the current leased vehicles. The list below are the items that will be listed with PurpleWave Auction.

Ellis County Purple Wave Auction		
Dept.	Item	Qty:
Appraiser	2000 GMC Sierra	1
EMS	2001 Chevrolet Silverado 2500HD	1
	• 4WD; 8 Cylinders U 6.0L FI 0HV 364 CID	
Noxious Weed	2009 Artic Cat 550 H1 EFI 4x4 w/ Artic Cart sprayer	1
Public Works	1993 Ford F350 (Welding Truck 4-208)	1
	2006 Chevy Silverado 2500HD 4x4 (0-174)	1
	2012 Ford F250 4x4 (0-169)	1
	1993 Marmon Truck/Tractor w/ 1994 Tulsa Winch (2-644)	1
	Coats 50x Tire Machine	1
	2000 IHC 4700 Maintenance Truck (Sign Truck 4-207) ??	1
	1968 Hyster Forklift 2000lbs Capacity (1-014)	1
	Miscellaneous Parts	1
Sheriff's Office	2017 Dodge Charger - AWD Pursuit (2C3CDXKT8HH560958)	1
	2017 Dodge Charger - AWD Pursuit (2C3CDXKT8HH560959)	1
	2016 Ford Explorer Interceptor (1FM5K8AT2GGA77893)**	1
	2017 Dodge Ram 1500 SSV (1C6RR7XT7HS620230)**	1
**in use still, mileage will change		

Leiker inquired of the 2000 IHC 4700 Maintenance Truck (Sign Truck) as to the question marks. Myers said this would be placed for sale but would not be available until after the new sign truck is received. The Commissioners told Myers to proceed.

FINANCIAL FORCAST AND 2024 BUDGET CALENDAR

County Administrator Darin Myers updated the Commission on the 2024 budget process and to approve or deny the proposed budget schedule for the 2024 budget. The 2022 budget books are closed and the final numbers should be near final until the 2022 audit is completed by Adams Brown this summer.

Myers went over the revenue, expenses, sales tax collection, capital reserve funds, investments and the self-funded employee health insurance fund. He also discussed the 10-year forecast. The Commissioners told Myers to move forward with the budget schedule.

COUNTY ADMINISTRATOR REPORT

County Administrator Darin Myers told the Commissioners that Tom and Melinda Fross had contacted him in reference to some updates that are needed on the fairgrounds. He said there needs to be something done with the current parking lot as when there are events planned in the two buildings and RMP Speedway has an event, the parking is not feasible. He also indicated that there is a need to paint the two event buildings.

COUNTY COMMISSION REPORT

Berges had no report. Leiker had no report.

ADJOURNMENT

With no further business, Chair Younger adjourned the meeting at 9:58 am. The next regular meeting will be held on Tuesday, April 11, 2023 at the Administrative Center Commission Chambers, 718 Main Street, Hays, Kansas at 8:30 am.

BOARD OF ELLIS COUNTY COMMISSIONERS

ABSENT

NEAL YOUNGER, CHAIR

MICHAEL BERGES, COMMISSIONER

NATHAN LEIKER, COMMISSIONER

ATTEST:

BOBBI L DREILING
ELLIS COUNTY CLERK