

HR Generalist Janet Schmidt presented the promotions and new hires as follows:

Promotions:

Present – Justin Craig from Interim Environmental Services Director to Environmental Service Director

Not Present – Jason Gerstner from Truck Driver I to Truck Driver II (Road & Bridge)

Not Present – Dennis Johnson from Truck Driver I to Truck Driver II (Road & Bridge)

Not Present – Jacob Burns from Truck Driver I to Truck Driver II (Road & Bridge)

Not Present – Jancy Leonard from Appraiser I to Administrative Assistant (Appraiser)

New Hires:

Not Present – Jennie Hyland – Appraiser I Office – (5/4)

Present – Brock Davis – Appraiser I Field - (6/27)

Present – Brady Weigel – Environmental Service Assistant Director – (6/20)

Present – Jocelyn Ornelas - Jailer - (5/23)

Not Present – Juan (Johnny) Colegio – Jailer (5/24)

Not Present – Analyse Claude – Legal Assistant (6/16)

Not Present – Ashlee Miller – Paramedic – (5/23)

Not Present – Savannah Racette – Paramedic – (5/23)

Not Present – Tyler Reeves – Part Time Paramedic – (5/31)

Not Present – Stephanie Holmes – Part Time EMT – (6/27)

Not Present – Keith Dechant – Facilities Maintenance Technician – (7/5)

WIC AGREEMENT

Ellis County Health Department Director and Public Health Officer Kim Reel asked that the Commissioners sign the WIC Letter of Agreement. Yearly the Ellis County Health Department must sign a letter of agreement with Osborne County. Osborne County acts as the primary agency for state distribution of funds. Ellis County is a sub agency of Osborne County. This agreement must be signed by the Chair of the Ellis County Commission. Schlyer asked how much WIC money the County will be receiving. Reel said it was for \$114,337.

Motion: _____ **Younger** _____ **Second:** _____ **Leroux**

I move to approve the agreement with Osborne County for the purpose of fulfilling the requirements of the WIC program.

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

HEALTH DEPARTMENT REMODEL GRANT

County Administrator Darin Myers is asking the Commission to award the bid for construction services for the remodel of the health department. As the commission is aware, the health department has been actively working with the State in many different grant opportunities to benefit the health department and the citizens of Ellis County who use their services. One such grant was approved in the amount of \$130,000 to assist in remodeling the patient waiting room area, two offices, and the front reception area. As an add alternate to the RFP, HVAC issues were addressed to request proposals to replace the three aging rooftop units on the building. This is an alternate as this part of the project is being considered for another grant from the state which may or may not be approved later this summer. If approved, this bid can be approved at a later date for the work to be done. It will be brought back to the commission for approval to proceed. Upon the completion of the bid process, Commercial Builders submitted a bid to complete the work. Commercial Builders are also Infection Control Risk Assessment certified to assist in healthcare renovations to help ensure cleanliness of the work area, noise mitigation

and patient and staff privacy. Staff has reviewed the RFP submittal and consider it a good bid to include the required documentation, attended meetings, and a bid bond. If approved, the project will start in mid-July and will be substantially completed by the beginning of October. The base bid of the project is \$197,300. A 10% contingency was included for an additional \$19,730 for a total purchase order amount of \$217,030. Of that amount, Ellis County has already received the \$130,000 grant. If no contingency is needed, the cost to the county health department would be \$67,300 which will be paid out of the capital improvement fund. Myers then discussed the replacement of the HVAC system. This was left out of the RFP because it was not part of the grant. Reel will submit another grant for the HVAC at a later date. The vendor is expecting a twelve percent price increase on the unit so Myers is asking that the HVAC be purchased now. Myers said it would be worthwhile to approve the purchase order for \$28,260 to save on the increase of the unit. This would be about a \$3400 savings. The health department remodel has to be completed by the end of November. Schlyer agreed that the purchase order should be approved to save the \$3400 on the price increase of the HVAC. Younger and Leroux agreed.

Motion: _____ **Schlyer** **Second:** _____ **Younger**

I move to approve Purchase order #7667 and #7669 to Commercial Builders to complete the partial remodel of the Ellis County Health Department.

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

PUBLIC WORKS SERVICE TRUCK

County Administrator Darin Myers is asking the Commission for the approval to purchase a mechanics service bed to be installed on a new 2022 RAM 4500 chassis. The public works staff has been working to find a truck chassis available for purchase to be able to replace the current service truck for the mechanics. This vehicle is used to travel throughout the county to work on vehicles and equipment needing service or repairs. This truck is to replace a 2000 Ford F350 which is starting to have mechanical issues to include a possible engine replacement. The chassis being purchased is one size larger than the current truck. This is because the current truck is maxed out on its load and many of the tools the mechanics need cannot be placed on the truck. Also, the current service body cannot be reused as it is too old, is rusting through, and will not fit on the new truck. The new service body will be able to be used on future trucks when just the chassis is replaced next time around. The truck was found in Wichita at Master Truck Tech & Equipment who is a dealer who adds the service boxes to the bed of the truck for different applications. They have the vehicles on site and sell them with the purchase of a service body. Public works staff has been in contact with this dealer to ensure the size of the chassis will support the size of the service body being placed on it. The chassis was purchased through the County's fleet management program. The cost to "upfit" the chassis with the service body is an additional expense of \$48,340. This will be paid from the Public Works capital fund and will not be leased.

Motion: _____ **LEROUX** **Second:** _____ **YOUNGER**

I move to approve Purchase Order #7668 for the purchase and installation of a mechanics service body for public works.

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

PUBLIC WORKS FACILITY PLANNING

County Administrator Darin Myers discussed the options for the design and build process for the new public works facility. In July, the County Commission approved the purchase of 75 acres of land in the 1700 Block of 250th Avenue. This was purchased to facilitate the relocation of the current shop located

in the 1100 block of 280th Avenue. Per the Ellis County Purchasing Policy and Procedures, staff is authorized to use the “Design-Bid-Build” process for building projects. In this process, an architectural firm would be selected through a qualification-based selection process. After the project is designed in coordination with county staff, plans and specifications are approved by the commission and a bid process would start for construction of the project. Once bids are received, the bids would be brought back to the commission for consideration of awarding the bid. Staff is requesting the Design-Bid-Build process to be used for this project. Upon the selection criteria for selecting a construction contractor, staff is requesting to add in a construction manager to assist successful completion of the project. With approval from the commission, staff will work on creating an RFP for the design engineering to start the process. There are no current costs. However, depending on the level of service requested it would impact the construction costs of the project. Myers indicated to hire a project manager would be costly and roughly estimated to be around \$50,000 to \$100,000. He thinks with the experience that we have with staff they could have a building designed by the end of the year. Myers said that Commissioner Younger has agreed to oversee the transformer portion of the project. Leroux said the average project manager is \$64.00 per hour, and if you did by fee based it was 5 to 15 percent of the project dependent upon how large the project was. He said if we could save that money by not hiring a project manager, he agreed with the staff designing the building. Schlyer agreed as well. Younger asked if all the department heads would have an input on the design. Myers indicated they would. Myers said he would work on a RFP for the architect.

COUNTY ADMINISTRATOR REPORT

County Administrator Myers had no report.

COUNTY COMMISSION REPORTS

Leroux said he visited with James Robben. Younger said he visited with James Robben. Schlyer had no report

EXECUTIVE SESSION

Motion: _____ **Schlyer** **Second:** _____ **Younger**

To recess into Executive Session for 10 minutes under the following exception to the Kansas Open Meeting Act pursuant to the attorney-client privilege Those persons to attend are Chair Butch Schlyer, Commissioner Neal Younger, Commissioner Joe Leroux, County Counselor Bill Jeter, Public Works Director Brendan Mackay by phone and County Administrator Darin Myers.

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

The Executive Session started at 5:46 pm.

The Open Session resumed at 5:57 pm with no action taken.

ADJOURNMENT

With no further business, Chair Schlyer adjourned the meeting at 5:57 pm. The next regular meeting will be held on Monday, July 11, 2022, the Administrative Center Commission Chambers, 718 Main Street, Hays, Kansas at 5:00 pm.

BOARD OF ELLIS COUNTY COMMISSIONERS

ROBERT “BUTCH” SCHLYER, CHAIR

NEAL YOUNGER, COMMISSIONER

JOE LEROUX, COMMISSIONER

ATTEST:

BOBBI L DREILING
ELLIS COUNTY CLERK