

July 25, 2022

The Board of Ellis County Commissioners met in Special Session on the 2023 Budget Work Session at 8 am, Monday, July 25 at the Ellis County Emergency Services Building, 1105 E 22<sup>nd</sup> Street, Hays, Kansas. Chair Schlyer called the meeting to order at 8 am. Commissioners present were: Chair Robert "Butch" Schlyer, Commissioner, Commissioner Joe Leroux and Commission Neal Younger. Also present were County Administrator Darin Myers and County Clerk Bobbi L. Dreiling.

**2022 BUDGET REQUEST FROM COUNTY DEPARTMENTS:**

<b>Department</b>	<b>2022 Budget</b>	<b>Proposed 2023 Budget</b>
<b>DISTRICT COURT</b>	<b>\$411,538</b>	<b>\$414,980</b>

Honorable 23<sup>rd</sup> District Court Chief Judge Braun and 23<sup>rd</sup> and District Court Administrator Mike Smith presented the District Court proposed budget. They kept the budget about the same. Smith consolidated a lot of the line items. Schlyer asked about the \$12,000 credit. Smith explained that it is a reimbursement credit that can go back into the budget. Younger asked about the postage decrease. The postage machine is shared. They are now getting reimbursed by the various departments that share it. Leroux asked about the subscriptions. Smith thought they were not being coded correctly in the past under the correct line time. Schlyer asked about the attorney contracts. Braun discussed the attorney contracts. He said the Commission has been very good in funding the attorney's contracts and he appreciates that.

<b>ATTORNEY</b>	<b>\$834,076</b>	<b>\$830,651</b>
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County Attorney Robert Anderson presented the proposed County Attorney budget. Schlyer commented it looks like a good budget. Anderson said it was a simple one and 95% of it is personnel. He budgeted for the staff he has currently, and a part-time position for a legal assistant. He talked about the trust fund and where those funds came from. It was \$30,000 when he started and now it has doubled since he has taken office. He is trying to get everything to be paid out of this trust fund other than personnel. Schlyer asked about the part-time position and if applications are hard to come by. Anderson said he is getting applications, so it is not a problem.

<b>COUNTY CLERK</b>	<b>\$345,743</b>	<b>\$387,207</b>
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County Clerk Bobbi Dreiling presented the County Clerk's proposed budget which is 95% personnel with passports being the biggest revenue generator. Dreiling talked about the increase needed for the Revenue Neutral Rate letter that goes out to all taxpayers in August. There will reimbursement from the State for 2023 and 2024.

<b>ELECTION</b>	<b>\$114,031</b>	<b>\$102,391</b>
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County Clerk Bobbi Dreiling presented the Election proposed budget. She budgeted for a special election that may or may not be needed. She showed the commission the new advance mail and provisional envelopes that will save additional funds on postage.

<b>SHERIFF</b>	<b>\$3,945,390</b>	<b>\$4,287,606</b>
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Sheriff Scott Braun presented the Sheriff proposed budget. He said they are experiencing increases on all their contracts. He increased the food service contract from \$140,000 to \$168,000. They are fully staffed at this time. He increased the doctor line item in the event of an increase. Other professional fees were increased. It is because of the RMS system. The inmate housing was increased due to the people they are holding in the jail, so they are housing out. They are paying about \$6,000 a month to house inmates elsewhere. Commodities was increased. He had to budget more for gasoline due to the price increase in fuel. He is asking to transfer \$30,000 into reserves. Leroux commented that it seems

like a big jump from year-to-year, but when you consider the adjustments it's only 7.5 percent increase and this increase is under the current inflation rate. Younger asked on the protective gear line item and wanted to know if it is adequate. Braun said it is.

Chair Schlyer called for a ten-minute break at 9:05 am. Meeting resumed at 9:15 am.

**EMERGENCY MANAGEMENT**

**\$103,114**

**\$114,956**

Assistant Director of Fire & Emergency Management Lyle Pantle presented the Emergency Management proposed budget. Service agreements was increased because of the federal signal contract and Blue Valley Public Safety on tornado sirens. The transfer to equipment replacement line item is \$7,000 to put money away for future sirens and update the system. Schlyer asked what a siren costs to replace. County Administrator Darin Myers said in 2017 applied for a grant that replaced everyone except for the City of Hays. \$160,000 was the County's portion.

**TREASURER**

**\$503,889**

**\$458,745**

Treasurer Vern Ruder presented the Treasury budget. He said most of his budget is in salary. He is paying four employees under the motor vehicle fund. Postage, printing and binding and advertising are the biggest line items due to tax season and publications. Schlyer said he is really utilizing the motor vehicle fund. Schlyer asked if he was running a full staff. He said they lost three employees in the last three weeks. He has hired two new employees so far. Myers asked about interest on investments if they should keep the revenue on it at \$150,000. Ruder said it can be increased to \$250,000. Younger asked about the employees that left. Ruder said one went back to Community Corrections, and the other two employees quit because of their spouses moving on to new jobs.

**INFORMATION TECHNOLOGY**

**\$676,680**

**\$886,112**

IT Director Mike Leiker presented the IT Department proposed budget. They moved and readjusted the line items to make more sense. Biggest changes are in subscriptions and other contractual services. IT is starting to live in cloud-based applications. Other contractual services line item for the GIS specialist; the County pays half of that salary as they share this position with the City of Hays. This has not been adjusted in several years. Would like to make a GIS intern a regular line item. Schlyer asked if GIS should have additional help. Leiker said Eammon would say yes. Leiker said if the Commission was interested in that he would start exploring that possibility. Younger would be supportive of looking into for 2023 as well. Leroux says he would not want Eammon to get burned out and looks as it as an investment and would be supportive of it in 2023 as well. Leiker mentioned that cyber security is always in the forefront. There is no slowing down the bad guys and said he spent an entire day at the NACO conference talking on cyber security. He said funding the CIP will help with staying up to date on security.

**ENVIRONMENTAL**

**\$231,755**

**\$220,706**

Environmental & Planning Supervisor Justin Craig presented the proposed Environmental budget. He was able to decrease the budget.

**SOLID WASTE**

**\$1,138,590**

**\$1,372,872**

Environmental & Planning Supervisor Justin Craig presented the proposed Solid Waste budget. Biggest jump was line item on Freight and Express from \$250,000 to \$432,000. He is wanting to increase the construction & demolition and municipal waste fees with an increase of \$10.00 per ton. Myers said the sooner we can make the decision to increase this line item, the better it will be so the City of Hays can prepare their budget accordingly. He said this needs to be looked at annually. Schlyer asked about line item 1270. He asked why the increase of \$10,000. Craig said this is the fee that is paid for by the trash charged by Garden City. The credit cards fees to Open Edge have increased so that line item was increased.

**APPRAISER****\$671,480****\$664,085**

County Appraiser Lisa Ree presented the County Appraiser proposed budget. Ree said she tried to stay the same on her contractual items. She had to keep line item 1241 due to the lease vehicle may not be here in time. She upped her service agreement line item due to the fact she has been seeing those increasing. She increased her subscription line item as she has seen an increase in those as well. She increased her fuel line item because of the fuel prices. Her overall budget is lower because of salaries. Schlyer asked if she was fully staffed. Ree said she is as of now. Younger asked about line item 1262. Ree said they have a contractor that helps with their analysis work. She has a plan that in the next two years they may not need to have that contractor as she can train someone in-house to do that job. Schlyer asked about her capital equipment items budgeted. Ree said she still has the aerial photography budgeted for, but it may come out if they use the ARPA funds. She would like to get oblique imaging as well. This is used to measure buildings more accurately.

**REGISTER OF DEEDS****\$238,113****\$242,536**

Register of Deeds Rebecca Herzog presented the Register of Deeds proposed budget. The only line item that has increased is the salaries. She said she has a tech fund that comes from each document that gets filed. They get \$2.00 per document that is filed. She said they can go up to \$50,000 and the extra can go to any other office that deals with technology. She believes she has \$158,000 total in this fund. She can keep the \$50,000 and if anyone needs help, they can decide where to put the additional \$100,000 as long as it is used for technology, storage etc. Schlyer asked what it brings in annually. Herzog said it varies on how many documents are filed. From January through June, they collected \$18,000. She has on her capital plan she is budgeting for the storage room renovation. She has this renovation scheduled for 2024. Commissioners are good with the renovation. Myers asked if the multi-factor authentication would be eligible for the tech funds fees. Herzog said it would fall under those guidelines.

**HEALTH****\$530,995****\$625,905**

Health Services Director Kim Reel presented the proposed Health Department budget. Her revenue lines items have increased. Some went up because of cost of living. The items that increased in contractual is service agreements and doctor fees. She increased the clothing line item because of a new employee. She increased her other supplies because of increase in supplies. Leroux commented that there was about \$95,000 increase but see that this is in salary and benefits. He asked if they are fully staffed. She said they are for the first time in two years. Schlyer asked if they still investigate COVID. She said they still do. Schlyer asked about 2025 for new vehicle for \$75,000. She said this is the community response vehicle program. She doesn't know if this will ever happen but wants to plan for it. She said a few things that will be coming off is the copier and the Patagonia membership as these can get paid for by a grant.

**EMERGENCY MEDICAL SERVICES****\$3,397,624****\$3,555,228**

Health Services Director Danita Schroeder presented the proposed EMS budget. She has kept most of her budget the same as last year except for fuel. The costs of medical supplies went up as well, so she had to increase her budget on that. Leroux asked about the dues and membership fees and why there was a dip and then increased it again. She said she wasn't sure about 2021, but the former Director Jason Kennedy was offering to pay for employees' membership fees so that line item was increased. Schlyer asked if she was full-staffed. She said she was at this time. He asked if the incentives made any difference. She said she believes it has. Younger inquired of line item 1402. She said she wants to replace some of the furniture. Schlyer said there was quite a bit going on in Fund 16. She said the EKG monitors can be moved to next year. She is finding out the life expectancy of everything and getting that all under control. She is wanting to get some bids sent out this year on ambulances as they are 18 months out in getting any new vehicles. Younger asked if she plans to move everything to electronic records. She indicated that is her plan.

**PUBLIC WORKS****\$4,905,899****\$5,619,066**

Public Works Director Brendan Mackay presented the proposed Public Works budget. The main increases were in fuel and sealing oil. He said there is about \$100,000 reimbursement from FEMA. He said they should be doing 12 miles a year on overlay/sealing; they will be doing only about seven miles this year. Culvert prices increased dramatically as well. He said they have enough to be operational. Leroux said all the price increases are accounted for. Mackay said he is being very conservative in the diesel fuel budget. Schlyer asked if they were still short a truck driver. Mackay said they are down three. Younger asked about overtime and if we should budget for more overtime hours. If doubled overtime, it would be an increase of \$21,000. Commissioners agreed on the overtime hours to be budgeted. Mackay went over the capital improvements which included replacing copiers, dump truck, grader, crack sealer, skid steer, bulldozer, sheepfoot roller, mowers, scraper, and a backhoe. Mackay then went over the Fund 78 budget (Road & Bridge). Myers indicated that on this Fund the bottom balance was always negative. He and Mackay redid the requests so that if there was a critical bridge failure there would be money to have it repaired. Younger wanted to discuss the backhoe replacement. How much is the backhoe really used where we can use the mini excavator. Mackay said the backhoe is used quite a bit as a tractor with a loader on it, and just used quite a bit in general. Myers said there is \$60,000 earmarked for a mini excavator with the ARPA funding if there are any funds left over.

**NOXIOUS WEEDS****\$924,214****\$1,476,993**

Noxious weeds Director Gary Haas presented the proposed Noxious Weeds budget. Herbicides have increased, some over 100%. What is used on the roadways for the County and fairgrounds there is a 73% increase. It would increase the revenue by 89%; this is a net increase to the budget of 28.5%. We get back 72% of costs on herbicides. There is a spray truck on capital budget for 2027.

**BUILDING & GROUNDS****\$653,943****\$660,794**

Building & Grounds Supervisor Greg Erbert presented the Building & Grounds proposed budget. He indicated he does not have a lot of control has most of it is utilities so that is why the budget was increased. Leroux said it was straightforward. There will be money transferred out of Fund 16 next year into his Capital Fund where it is needed. 601 Main building may be sold to the Extension District. Erbert said there may be a need to spend \$65,000 on the HVAC system. Schlyer said he would like to see it donated to them. Erbert went over his Fund 6 plan. The only thing major is the new public works building. The fan coil units on the Admin Building will need to be replaced. The skylights will need to be replaced as they are cracking and leaking.

**ADMINISTRATOR****\$339,980****\$396,864**

County Administrator Darin Myers presented the Administration proposed budget. Biggest piece is the salaries. Contractual is the changes in having an HR Coordinator and doing advertising and job fairs. He appreciates the line item for other professional fees to help develop staff training. Leroux said you have to invest in your employees.

**COUNTY COMMISSION****\$160,832****\$266,589**

There was the increase for Commission in case there is a change in Commission seats. This will stay in place for now with the agreement of all the Commissioners.

**COURTHOUSE GENERAL****\$212,928****\$235,000****SPECIAL ALCOHOL PROGRAM****\$9,000****\$5,089****SPECIAL PARK & RECREATION****\$5,775****\$5,089****DEBT SERVICE****\$1,145,741****\$1,146,000****CORONER****\$87,404****\$86,650****JUVENILE DETENTION****\$52,000****\$52,000**

**CONTINGENCIES/SUBSIDIES/TRANSFERS** **\$6,052,160** **\$7,349,182**

This has increased over the years because of the sales tax. The used machinery line item is increased due to the sale of vehicles because of Enterprise Lease program. Transfer of the general sales tax has increased. This helps pay for the subsidies. The retirement contingency is for retirements that are not planned for.

**REVENUES** **(\$17,758,687)** **(\$18,521,368)**

He said the biggest unknown is the health insurance. This year the claims are less. The cost increase is based on these claims. We won't know until September or October what the increase will be; Myers put in the budget for a 5% increase. He said the personnel numbers will also continue to change dependent on hiring and promotions. The transfer to reserves is at the level the Commissioners requested. He said there is about a million dollars to go into capital that is used by Buildings and Grounds department. He said the biggest expense for next year will be the public works building. Myers went over the ARPA funding.

**FAIR BUILDING RENTALS** **\$77,565** **\$77,565**

County Administrator Darin Myers presented the proposed Fair Buildings Rentals budget. The demand fee for Midwest Energy is very high. Younger commented the fees will be getting higher. The budget is same as last year

**FAIR COUNTY** **\$99,800** **\$99,800**

Administrator Darin Myers presented the proposed Fair budget. The budget is same as last year.

**COMMUNICATION CENTER** **\$63,950** **\$99,200**

Administrator Darin Myers presented the proposed Communication Center budget. The difference on this is the transfer to reserve. He is requesting to get this back up to \$70,000.

**FIRE** **\$627,039** **\$684,760**

Administrator Darin Myers presented the Fire proposed budget. The revenue is different than the revenue for the County general fund. Tags and taxes and oil for revenue. The Commission funds the fire district very well. There is no longer comp time so must pay overtime; this is now budgeted. There is a \$30,000 increase in contractual because of utilities. Line item 1279 was increased to give a pay raise to the volunteers. He said they did not ask for the pay raise. As of the end of June they made their last lease payment.

**NEXT GENERATION 911** **\$204,250** **\$201,500**

County Administrator Darin Myers presented the proposed Next Generation 911 budget.

General and healthcare sales tax??

**EMPLOYEE HEALTHCARE FUND**

This fund is doing very well. There is one million dollars in it gaining interest.

Myers asked if he should submit a final agenda before he submits a final budget. Schlyer said he doesn't think he would ask for any changes. Leroux said they all did a decent job in their budget preparation. The RNR hearing is set for September 12<sup>th</sup> along with the regular budget hearing.

Meeting adjourned at 2:50 pm.

BOARD OF ELLIS COUNTY COMMISSIONERS

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ROBERT "BUTCH" COMMISSIONER CHAIR

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JOE LEROUX, COMMISSIONER

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NEAL YOUNGER, COMMISSIONER

ATTEST:

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BOBBI L. DREILING, ELLIS COUNTY CLERK