

**RECORD OF PROCEEDINGS
BOARD OF COMMISSIONERS
MARION COUNTY, KS**

February 28, 2017

Commission met for payday and other business at the Marion County Courthouse at 9:00 a.m. with Chr. Randy Dallke, Comm. Dianne Novak and Comm. Lori L. Lalouette present. Also present were Co. Clerk Tina Spencer and members of the press. Co. Counselor Susan Robson joined the session at 9:10 a.m. Tom Britain was present for portions of the meeting.

SALES TAX: Sales tax for the month of December, 2016 has been received in the amount of \$59,261.83. The special half cent sales tax distribution for the construction of the jail has been received in the amount of \$51,563.19.

PAYDAY: Manual checks dated 2/22/2017 were approved: #44255 to KS Dept. of Agriculture, Division of Water Resources in the amount of \$500.00 – permit fee for 190th - R&B fund and #44256 to Rexana J. Siebert in the amount of \$3,500.00 - Right-of-way acquisition for 190th - R&B fund. These checks were prepared outside of the regular meeting cycle to accommodate an urgent deadline in relation to the EWP project on 190th.

Department head time sheets and the cumulative comp time report were reviewed. A detailed list of expenditures by fund was reviewed. The warrant register was approved and signed for a payday figure of \$900,903.61, including payroll at \$466,602.26. Checks #44258-44472, Voided Checks # 44257; 44290; 44473-44485.

The monthly purchasing card report was reviewed.

MINUTES: Novak moved to approve the minutes of February 21st as presented. Dallke seconded and motion carried 3-0.

ADMINISTRATIVE: Co. Counselor Susan Robson provided a group of statutes to the Board regarding the County's obligations to provide ambulance service.

Change orders affecting 2016 and prior years' tax rolls were reviewed by the Board and signed by Chr. Dallke.

Department inventory lists as of December 31, 2016 were reviewed. Dallke moved to accept and approve the department inventory as presented. Lalouette seconded and motion carried 3-0.

Salary changes were presented for signature:

- Susan A. Vanderpool, 911 Operator – six month raise from \$14.06/hour to \$14.34/hour effective 1/22/2017
- Derek S. Schmidt, 911 Operator – one year raise from \$14.34/hour to \$14.62/hour effective 2/16/2017
- Michella L. Klenda, Data Collector – six month raise from \$1,636.00/mo. to \$1,667.00/mo. effective 2/1/2017
- Linda Kroupa, new part time office assistant in Register of Deeds Office at \$10.00/hour effective 2/27/17
- Adam J. Benson, Park & Lake Assistant – six month raise from \$2,021.00/mo. to \$2,061.00/mo. effective 2/3/17

Spencer asked for approval to carry over 40 hours of vacation for Park & Lake employee Gerald Bender to be used before the end of the March pay period. Dallke noted that the position held by this employee typically is not as busy in the winter and that vacation hours should have been used on time, barring unforeseen circumstances. Dallke moved to approve the carryover of 40 hours of vacation for Gerald Bender and to send a reminder stating that vacation hours need to be used before the anniversary date during slow times in the department. Novak seconded and motion carried 3-0.

The Board instructed that a reminder be sent to all employees to use hours earned before the next accrual date, as they have had several recent requests to carry over hours.

ENCUMBRANCES: Encumbrances from the 2016 budget were discussed briefly. Spencer noted that the County's accounting policy requires all unused encumbrances to be canceled by the last day of February the following year. The County encumbered \$300,000.00 to be used for the purchase of the Straub building. Spencer asked for discussion about this topic in order to determine whether the encumbrance should be canceled.

STRAUB BUILDING: Planning/Zoning/Environmental Health Director Emma Tajchman was present for this portion of the session. Dallke reported that the Marion City Council reviewed the County's conditional use permit application for the Straub property on February 27th at their regular meeting. A protest petition had been filed with the City; therefore, a 2/3 majority vote would be needed in order to approve the CUP. The council voted 3-2 to approve the conditional use permit, but in order to override the protest petition at least four members needed to vote in favor. The Council then voted to send the application back to the planning commission to have them further evaluate the economic impact of the project. The issue will not be heard until next month's meeting. It would then go back to the City Council for approval or denial.

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STRAUB BUILDING, CONTINUED: This process is likely to take at least 60 days, and the City of Marion did not seem to be in favor of allowing the County to move forward. Robson suggested that Mr. Straub be notified to see what his thoughts were about proceeding with the sale.

Tajchman said that she had received information from consultant David Yearout that the issue should not require an additional public hearing by the Planning Commission, and that it should be heard at their next meeting, which was scheduled for February 28th.

Dallke stated that he would like to discuss the matter in executive session to see what the preference of the Board might be. Dallke moved to enter executive session for 10 minutes for attorney/client business to discuss property acquisition with Robson and Spencer present. Lalouette seconded and motion carried 3-0. (9:44 a.m. to 9:54 a.m.) Open session resumed with a motion by Dallke to extend the session for five more minutes. Lalouette seconded and motion carried 3-0. (9:55 a.m. to 10:00 a.m.) Open session resumed with no action.

ECONOMIC DEVELOPMENT DISCUSSION: Dir. Teresa Huffman, Roger Holter and Russell Groves were present for this portion of the session. Novak said that she would like the Board to show a firm commitment to the proposed economic development committee and to allocate funds in the budget for the next five years. In addition, the County should review the current year budget over the next few weeks to determine what amount of support might be offered in 2017. Lalouette concurred, noting that she would like the County to make an investment now in order to get things moving. Lalouette noted that perhaps in future years the money that is currently being allocated to the Extension District might be used for this purpose. Dallke stated that he hopes that everyone in the County will get behind the group and help to move the County forward.

Novak made a motion that in support of the Marion County Community Economic Development Corporation, the governing body of Marion County, Kansas instructs the County Clerk to budget and appropriate \$165,000.00 for the fiscal years 2018-2022, and that the County Clerk should determine the best possible funding mechanisms for the said support. Dallke asked for a slight revision to the motion, as the County Clerk does not have the authority to appropriate the funds, as that is a function of the County Commission. Novak amended her motion, stating that in support of the Marion County Community Economic Development Corporation, the governing body of Marion County, Kansas hereby commits to budget and appropriate \$165,000.00 for the fiscal years 2018-2022, and that the County Clerk should assist with determining the best possible funding mechanisms for said support. Lalouette seconded and motion carried 3-0.

Spencer noted that she has received some basic information regarding some of the priorities of the group and general information about how the allocation amount was determined. There are still some questions that need to be answered.

Holter thanked the Commission, and said the group will be moving forward with meeting with municipalities within the County. In addition, two additional subcommittees have been formed to work on the operating budget, priorities, and a vocational training program.

Groves said another subcommittee will reach out to each mayor in the County to brief them on the group so that everyone understands what is being done.

Dallke noted that in the near future he would like to be holding a shovel to break ground on a building project for a new business in Marion County.

ROAD & BRIDGE: Supt. Jesse Hamm presented area fuel bids for review:

	Area 1 1,400 gals.	Area 2 1,950 gals.	Area 3 1,950 gals.	Total
Cardie Oil, Tampa	1.689	1.689	1.709	\$8,990.70
Cooperative Grain, Hillsboro	1.698	1.694	1.728	\$9,050.10
Agri Trails Coop, Hope	1.739	1.739	1.739	\$9,216.70
Epp's Service, Elbing	1.774	no bid	1.754	\$5,903.90

Dallke moved to accept the bid from Cardie Oil for all three areas for a total of \$8,990.70. Lalouette seconded and motion carried 3-0.

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ROAD & BRIDGE, CONTINUED: A road crossing permit was presented for RWD #4 to bore under 150th approximately ½ mile west of Kanza at 1143 150th in section 26-20-2 to install a water service line. Dallke moved to approve the permit. Novak seconded and motion carried 3-0. Chr. Dallke signed the permit.

Dallke questioned whether the County should require markers to be placed when lines are laid and the individual or utility does not participate in the one call utility marking program. Hamm said he will work on adding the requirement to the County's permitting process.

Salary change sheets were presented for approval:

- Glen George, new Equipment Operator I at \$2,222.00/mo. effective 2/13/2017
- Ronald Woerz, new Equipment Operator II at \$2,437.00/mo. effective 2/6/2017
- Larry Cushenbery, Bridge/Culvert Supervisor – pay band change from level 8 to level 9 from \$3,009.00/mo. to \$3,404.00/mo. effective 5/18/2016
- Larry Cushenbery, Bridge/Culvert Supervisor – one year raise from \$3,404.00/mo. to \$3,472.00/mo. effective 5/18/2016

Hamm requested Board approval to promote Loyal Wedel and Derrick Ehlers from Equipment Operator I to Equipment Operator II as they have the required skills and have demonstrated the ability and attitude to be considered for promotion. The Board had no objections to Hamm promoting the employees at his discretion as long as they are treated equally.

Hamm noted that he will be hosting a grader training class April 12th. The classroom portion will be held at the Marion City Building in the morning, and then hands on training will be held at the South Shop after lunch. LTAP will be providing the training and current operators, new operators and supervisors will all be included.

190th: Hamm noted that the bid documents are being prepared. A permit application has been submitted to the State of Kansas, which is likely to take up to 30 days for review and approval. A permit has already been issued by the Corps of Engineers. Robson will be submitting required paperwork for the right of way on the project.

Dallke noted that he has been contacted by a business owner on 190th that has asked for swift repair and reopening of the roadway, as their business has been affected by the reduced traffic.

AMBULANCE: Hillsboro Mayor Delores Dalke was present for this portion of the session. Dir. Ed Debesis presented accounts receivable, billed and collected for the month of January. Accounts receivable forward on January 1, 2017 was \$163,106.24. During the month of January, \$62,161.20 was billed, \$41,945.19 collected, and \$20,051.32 written off. The accounts receivable balance as of January 31, 2017 was \$163,270.93.

Run statistics were presented. There were 86 runs in January, with Marion high at 40. Non transports totaled 15.

Lalouette asked what the total revenue for the department was for 2016. Debesis said that it was more than budgeted, but did not have the figure with him at the meeting.

Novak asked the status of the Tampa ambulance repair. Debesis said that the unit will be taken in for repair on March 1st. If the current circuit board cannot be repaired, a used unit has been located and will be installed. The used part is approximately \$1,000.00. Installation would be extra. The Board was in favor of Debesis moving forward with repairs.

Debesis reported that Dr. Don Hodson was named the Medical Director of the Year at the State KEMSA Conference. Hodson was unable to attend the conference, so Debesis and Karen Larsen presented the award to him. Marion County EMS and the Marion hospital jointly hosted a pizza party in his honor.

During the recent inspections, several mechanical problems were noted with several of the ambulances in the County. The rear-end of the Marion unit was making noise, and will be taken in for evaluation. The Florence unit has a major vibration, which Debesis thinks may be a u-joint. Other tire/balancing issues have been addressed on other units. Debesis noted that the backup unit is placed into service in each community while the main unit for that area is being repaired. The Director vehicle is experiencing some transmission problems, but they are still covered under warranty and are being evaluated.

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AMBULANCE, CONTINUED: Debesis spoke at the Hillsboro Senior Center and helped them to assess their first aid kits to be sure they had the appropriate supplies on hand. He also discussed the level of staff coverage in Hillsboro, which currently is not adequate. Over the last year, several volunteers have left the service for various reasons. Ambulances are having to be dispatched from Marion or other communities to cover Hillsboro much of the time. Adding full time and/or part time crew members in Hillsboro was discussed, but there is no housing currently available. Lalouette asked D. Dalke if she knows of any housing that might be available in the community. D. Dalke noted that the City has always been supportive of Marion County EMS over the years, and said that they will provide help if they are asked.

Dallke questioned whether additional staff members should be added without first determining where they would be housed. Again Dallke asked the other two Board members to visit the station in Marion to see how the full time staff are being housed. Dallke said that decisions made now also need to make sense for the future. All options need to be considered, including a facility centrally located with two full time crews on staff. Novak noted that the County should try to fill the void now and then set a plan for the future.

Novak asked what sort of education is provided to EMS technicians. Debesis teaches 18 hours of continuing education coursework each month over the course of six meetings. He will be taking classes this fall to become certified to teach an EMT class. Hiring a full time training officer in the future is a goal. D. Dalke asked if any EMT classes are being offered, and there are none currently.

D. Dalke invited the Commissioners and Debesis to tour the new hospital in Hillsboro.

WEED/HHW/TRANSFER STATION/RECYCLING: Dir. Bud Druse presented chemical bids for review:

(Item #)	(Description)	(Specs)	CPS	Van Diest
1.	2,4-D Amine Bulk Shuttles	880 gal.	\$8,175.20	\$8,246.60
2.	2,4-D Amine	720 gal. 2x2.5	\$6,516.00	\$6,890.40
3.	2,4-D Low Vol	540 gal. 2x2.5	\$7,662.60	\$6,474.60
4.	Tordon 22K	160 gal. 4x1	\$7,278.40	\$7,262.40
5.	Remedy	160 gal. 4x1	\$7,502.40	\$7,452.80
6.	Dicamba	150 gal. 2x2.5	\$5,083.50	\$5,025.00
7.	Glyphosate	110 gal. 2x2.5	\$1,087.90	\$1,137.40
8.	Escort XP	320 oz. 8x8	\$ 700.80	\$ 700.80
9.	Sahara or Mojave	40 lbs. 10x5		\$ 299.60
		40 lbs. 10x4	\$ 319.60	
10.	Aresenal or Imazapyr	15 gal. 2x2.5	\$ 823.35	\$ 661.35

Lalouette moved to accept the bid from CPS for items 1,2,7 and 8 and to accept the bid from Van Diest for items 3,4,5,6,9 and 10. Novak seconded and motion carried 3-0.

Druse presented information about safety lights for the weed pickup truck. These lights are less expensive than previous versions he has looked at and will work well. The Board had no objection to Druse purchasing the lights.

Druse reported that the stone block wall between the recycling area and trash area at the transfer station is not stable and needs to be repaired.

Tires were discussed briefly. Novak asked about the orphan tire program through the State. Druse said that the best scenario is for people to bring their tires to the transfer station for disposal. They are charged the rate the County pays for disposal. If tires are left on the roadside, the County has staff time and fuel invested to go pick them up, and then can be partially reimbursed by the State as long as that program is in place.

HEALTH DEPARTMENT: Adm. Diedre Serene requested an executive session for five minutes to discuss personnel/performance. Dallke moved to enter executive session for five minutes to discuss personnel/performance with Serene, Spencer and Robson. Lalouette seconded and motion carried 3-0. (11:35 a.m. – 11:40 a.m.) Open session resumed with an announcement by Dallke that Melanie Brandt will transition from part time to full time effective 3/21/2017. A part-time nurse will be hired to fill Brandt's previous position.

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HEALTH DEPARTMENT, CONTINUED: Information about required incident command system training was presented. Spencer noted that all higher level managers and employees should be taking these courses. Advanced ICS training will be held at Tabor College.

Dallke asked Serene whether it had been necessary to close down the office during the prior week for staff to attend a training exercise. Serene said that during a disaster all staff would have roles and training was necessary for everyone.

Serene invited the Board to the next Lunch and Learn session to be held March 24th.

Novak asked Serene about the old vaccine refrigerator. Serene said she will get information to the County Clerk's Office in March in order to advertise for sealed bids.

CITIZEN CONCERN: Dan Holub expressed concern about incorrect information presented in the newspaper and also inaccurate comments he had heard in the public about the County's proposed purchase of the Straub building.

- The loss of property taxes for entities in the County did not equate to cash loss of the magnitude reported in the paper. Rather, the entities would lose some value from their tax base, part of which would be replenished when current County properties are sold.
- Wage information in the amount of \$839,000.00 might not be accurate. He questioned where the numbers came from.
- The inclusion of the transfer station in the CUP application was a direct result of guidance from Marion City Administrator Roger Holter. It was never part of the County's original plan for the site. Holub noted that locations outside the City would be better suited for the transfer station.
- The idea that the County "shut down" the City of Marion from developing the property for business purposes was false, according to Holub. He stated that he contacted Mayor Heitschmidt and Holter prior to approaching Straub with any offer. In addition, he talked to one or both of them several times after that to try to give them an opportunity to bring a business in. The preference of the County was always (and still should be) to allow a business to move in if anyone expressed interest. The County would take a back seat to that sort of development.

Dallke thanked Holub for his comments, saying that the County seems to be receiving some blame in the situation, as there may actually be a business interested in the building. He updated Holub on the current status of the CUP.

ENCUMBRANCES: Outstanding encumbrances from the 2016 budget were reviewed:

General Fund	\$300,000.00
Ambulance/Rescue	<u>\$ 624.25</u>
	\$300,624.25

Spencer asked whether the Board wished to cancel all outstanding encumbrances, per the County's policy. It was noted that if the County moves forward with the purchase of the Straub building that the purchase would be funded from the current year budget. If the overall expenses exceed what was previously approved, an amended budget for 2017 may be required. After further discussion, Novak moved to cancel outstanding encumbrances in the amount of \$300,624.25. Lalouette seconded and motion carried 2-1. Dallke opposed.

PUBLIC COMMENT: Randy Eitzen expressed concerns regarding changes to burning regulations. He has heard several different stories, and encouraged the Commission to include citizens who need to conduct controlled burns in the conversation before implementing changes. Dallke noted that he would like input from people in every area of the County. Some of the suggestions regarding the requirements for pumping water may be unreasonable. Other proposed changes make a lot of sense. Dallke said that the Board intends to try to make things work for everyone. Eitzen received misinformation regarding the procedure for permitting a burn under the new plan. A copy of the proposed changes was provided to Eitzen for review.

Novak moved to adjourn. Dallke seconded and motion carried 3-0. Meeting adjourned at 12:23 p.m.

Randy Dallke, Chairman

ATTEST: _____
Tina D. Spencer, County Clerk