

BUTLER COUNTY BOARD OF COMMISSIONERS
Tuesday, February 5, 2019

CALL TO ORDER

Commission Chairman Marc Murphy called the Butler County Board of Commissioners to order at 9:00 a.m. Present were Commissioner Jeff Masterson, Commissioner Ed Myers, Commissioner Mike Wheeler, Commissioner Dan Woydziak, County Administrator Will Johnson, and Clerk Recorder Chelsea Noel.

INVOCATION

Pastor Wanetta Baldwin, Community of Christ Church, El Dorado, presented the invocation.

APPROVAL OF MINUTES

Commissioner Woydziak motioned to approve the minutes of the Butler County Commission meeting from Tuesday, January 29, 2019 as written. Commissioner Masterson seconded the motion. Motion carried 5-0.

(00:01:40)

PUBLIC COMMENTS

Administrator Johnson discussed the pictures that were taken of Integrated Plastic Solutions (IPS) last week. Administrator Johnson stated it did not look like much progress had been made in cleaning up the property over the last couple of weeks. Commissioner Wheeler asked Administrator Johnson if they could bring Mr. Riley, IPS owner, before the Board to discuss his progress. Administrator Johnson stated at this point there is nothing the County can do because the Board gave him a deadline of March 31st. Commissioner Masterson stated at this point the communication needs to be with the actual property owner, Mr. Smith, because he will be the one responsible for cleaning up the property.

(00:08:01)

ITEM #1 – CIVIC HR APPLICANT TRACKING SYSTEM AND ONBOARDING ENHANCEMENT

Melissa Riley, Human Resources (HR) Director, came before the Board for approval to purchase Civic Plus HR Applicant Tracking System and the Onboarding Enhancement for a cost not to exceed \$10,313.00. Due to the number of employment applications the County receives annually, the use of an applicant tracking system is required. Civic HR offers a robust system that would meet our ATS needs and increase efficiency for our applicants, hiring managers, and HR department. The system would allow Mrs. Riley to post all of the County's positions directly to the website, attract more applicants, track and rank all applicants based on qualifications, produce relevant reports, and meet record retention requirements. The investment for the Applicant Tracking System for year one, including implementation and training, is \$7,219.00. Annual Services for years two and beyond are \$5,625. The Orientation enhancement would allow the County to reach out to newly hired staff prior to day one, ensure a consistent and engaging first impression for new staff, and leverage technology to reduce administrative tasks and paperwork. The year one investment for the Onboarding Enhancement is \$3,094.00. Annual Services for year two and beyond would be \$1,500 annually. Commissioner Myers inquired about the total number of completed job applications the County receives annually. Mrs. Riley stated in 2018 the County received around 1,400 completed applications. Commissioner Myers

also inquired about the number of new hires the County has each year. Mrs. Riley stated the County has approximately 50 new hires in a year.

Commissioner Myers motioned to approve the purchase of Civic HR Applicant Tracking System and the Onboarding Enhancement for a cost not-to-exceed \$10,313.00 pending legal review. Commissioner Masterson seconded the motion. Motion carried 5-0.

(00:17:56)

ITEM #2 – PUBLIC WORKS DEPARTMENT SHIRT ORDER – BID AWARD

Darryl Lutz, Public Works Director, came before the Board for approval to award the bid for the annual purchase of PPE uniform shirts to Well's Design in the amount of \$6,546.00.

Commissioner Masterson motioned to approve the purchase of PPE uniform shirts for the Department of Public Works from Wells Design, Inc., El Dorado, KS in the low bid amount of \$6,546.00. Commissioner Woydziak seconded the motion. Motion carried 5-0.

(00:20:24)

ITEM #3 – MOTOR GRADER AND SNOW PLOW BLADES – BID AWARD

Darryl Lutz, Public Works Director, came before the Board for approval to award the bid for the purchase of blades for motor graders and snow plows for the Public Works Department to Welborn Sales in the amount of \$16,849.18.

Commissioner Masterson motioned to award the bid to Welborn Sales in the amount of \$16,849.18 for the purchase of motor grader and snow plow blades for the Public Works Department. Commissioner Woydziak seconded the motion. Motion carried 5-0.

(00:22:33)

ITEM #4 – PORTABLE TRASH SCREENS – PURCHASE APPROVAL

Darryl Lutz, Public Works Director, came before the Board for approval to purchase five portable trash screens for the County Landfill. Metta Technologies, Toledo, Ohio, provided a cost estimate of \$4,750 per screen plus a steel surcharge of \$235.00 per screen and delivery in the amount of \$2,365.00 for five 24' wide by 15' tall portable litter screens for a total delivered cost of \$27,290.00. The purchase is budgeted in the Landfill Equipment Plan which was included in the approved 2018-2022 CIP. Commission Chairman Murphy suggested purchasing 10 screens this year to save money on freight and the overall unit price. Mr. Lutz stated he would contact Metta Technologies to check if purchasing 10 screens at this time is a possibility.

Commissioner Woydziak motioned to approve the purchase of five 24' wide by 15' tall Bull portable litter fence units for the landfill from Metta Technologies, Toledo, Ohio for a total delivered cost of \$27,290.00 with the option to purchase five additional screens to be paid for from the Landfill Capital Improvements Fund. Commission Chairman Murphy seconded the motion. Motion carried 5-0.

(00:33:35)

ITEM #5 – CAT 623 SCRAPER – MAJOR REPAIR WORK

Darryl Lutz, Public Works Director, came before the Board for approval of planned major repair work to the Caterpillar 623E elevating scraper at the landfill. The estimated cost from Foley Equipment is \$94,805.14 for parts and labor. Mr. Lutz said by doing this work it would keep the unit in good condition and could be kept in service for a long time.

Commissioner Masterson motioned to approve the cost of rebuilding the scraper bowl, ejector, floor and elevating chain assemblies on the Caterpillar 623E elevating scraper at the landfill from Foley Equipment Co., Wichita, KS in the estimated amount of \$95,000 and to give cost authorization approval of up to \$10,000 to the County Administrator for additional repair work discovered during disassembly. Commissioner Woydziak seconded the motion. Motion carried 5-0.

(00:43:44)

NON-AGENDA ITEM – REPAIR COST APPROVAL – NEW HOLLAND MOWING TRACTOR

Darryl Lutz, Public Works Director, came before the Board for approval of cost repair estimate for a New Holland utility tractor for the Public Works Department. Mr. Lutz stated the tractor is currently inoperable and would likely have a value of \$10,000 or less without the repair work. Staff recommended repairing the tractor based upon an estimated cost of \$14,000 since the tractor will be operated for another 5 years.

Commission Chairman Murphy motioned to approve the cost repairs to the New Holland T6030 MFWD tractor at an estimated upper limit cost of \$14,000 to Wichita Tractor Company for hydraulic pump replacement and transmission repairs. Commissioner Masterson seconded the motion. Motion carried 5-0.

Commissioner Woydziak requested to have a work session to discuss the Bois D' Arc Bridge.

(00:59:32)

VOUCHERS

Commissioner Woydziak motioned to approve vouchers for February 5, 2019 in the amount of \$570,920.82. Commissioner Masterson seconded the motion. Motion carried 5-0.

(01:04:21)

COMMISSION ADDS & ABATES

Commissioner Woydziak motioned to approve Adds & Abates #2714 dated February 5, 2019; Adds in the amount of \$5,723.90 and Abates in the amount of \$33,797.26. Commissioner Masterson seconded the motion. Motion carried 5-0.

(01:04:42)

OTHER ITEMS OF BUSINESS TO COME BEFORE THE BOARD OF COUNTY COMMISSIONERS

Administrator Johnson reminded the Board to turn in their RSVP's for the Mayor's Dinner on March 7th.

Next Wednesday is the legislative dinner in Topeka.

The Strategic Retreat is February 28th in Andover.

Administrator Johnson stated he met with a group of people last night who live in Briar Cliff Estates to discuss the poor road conditions on certain roads in Benton Township.

Administrator Johnson stated he plans to attend the Planning and Zoning meeting tonight in regards to an AT&T tower in his district. Administrator Johnson also informed the Board that he would step down from his seat when the item comes before the Board of County Commissioners.

(01:21:00)

ADJOURNMENT

Commissioner Murphy motioned to adjourn the meeting of the Board at 10:21 a.m.

Commissioner Woydziak seconded the motion. Motion carried 5-0.