

BUTLER COUNTY BOARD OF COMMISSIONERS
Tuesday, March 31, 2020

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

Commissioner Myers presented the invocation.

APPROVAL OF MINUTES

Commissioner Wheeler provided the following amendment: Change the spelling of “marshall” to “martial” in Public Comments, page one.

Commissioner Wheeler motioned to approve the minutes of the Butler County Commission meeting from March 24, 2020, with the above amendment. Commissioner Myers seconded the motion. Motion carried 5-0.

(00:02:29)

ITEM #1 – COVID-19 UPDATE – WORK SESSION

Jamie Downs, Health Department Director, came before the Board to give an update and to discuss the recommended changes to the County’s response to the COVID-19 issue. The Governor of Kansas declared a Stay-at-Home order and provided a list to local government of what/who are essential functions/employees in the State. Mrs. Downs stated Butler County has three positive cases of COVID-19 so far, there are 365 total reported cases statewide and eight deaths thus far.

Keri Korthals, EMA Director, came before the Board to discuss the Governor’s Executive Stay at Home Order. Ms. Korthals discussed the definition of an essential business and the Kansas essential functions framework provided in the 20-16 Executive Order. Ms. Korthals informed the Board that there is not currently a specific “essential letter” that employers/employees are required to carry in Kansas in order to travel while the Stay at Home Order is in place. Mrs. Korthals noted there will eventually be a website provided to the public as to what the State deems essential. Administrator Johnson stated Butler County is not going to be stopping people on the streets and locally enforcing people to stay home because there are too many essential services to enforce. Commissioner Wheeler asked if RV dealerships are an essential business. Mrs. Downs and Ms. Korthals were both unsure if RV’s are considered essential and they will ask the State for more clarification later today. Commissioner Myers felt we should all be thankful that there are only 368 cases in Kansas and thinks that Kansas is doing very well. Mrs. Downs stated this disease has been known to double every day and expressed her gratitude to everyone who is listening to the Stay at Home Order to help reduce the spread of COVID-19. Ms. Korthals stated Butler County only received a small amount of PPE from the State and all health care workers are going to have to be very careful with the equipment and how it will be dispersed out during this time.

Frank Williams, EMS Director, stated fortunately Butler County already had a stock of N95 masks and surgical masks. EMS is using disposable safety glasses, and practicing putting on, and taking off PPE very carefully to cut down on exposure risks. Mr. Williams stated Fire Departments are still responding to serious calls but cutting down on responding to other medical calls during this time.

Ms. Korthals stated between the previous Emergency Declaration and the Major Declaration that the President has just declared, not much has changed for Butler County besides new FEMA applicants.

Last Friday Mrs. Downs reached out to both hospitals in Butler County and both indicated they did not need any assistance from the Health Department at the time. Mrs. Downs also stated Susan B. Allen Hospital is going to begin drive-thru services.

Administrator Johnson presented the Board with a minimal staffing plan, a telework plan and which departments and employees are essential. Administrator Johnson felt it is important to minimize and reduce the number of people in each office and discussed which departments can work from home. At this time, all first court appearances are being done through video arraignment at the Detention Facility and the State has granted a sixty-day extension on driver's license and motor vehicle tags. The County-wide clean up at the landfill will also need to be postponed to a later date. Administrator Johnson stated at this time it is important that everyone is following the intent of the Stay at Home Order by staying home during this time and practicing social distancing.

Commission Chairman Murphy motioned to approve postponing the County-Wide Clean up, the extension of the closure of all Butler County Facilities allowing for limited access as necessary through April 19th, in correspondence to the Governor's order, allowing County Departments to enter into minimal staffing operations for non-essential staff through April 19th with all departments remaining open and phones staffed during normal working hours and allowed for non-essential staff who are sent home as a part of minimal staffing plans to receive Administrative Pay, in lieu of utilizing vacation or sick leave accruals. Commissioner Woydziak seconded the motion. Motion carried 5-0.

(01:02:42)

RECESS

Commission Chairman Murphy recessed the meeting of the Board at 10:02 a.m. for eight minutes.

Commission Chairman Murphy reconvened the meeting at 10:10 a.m.

(01:02:48)

ITEM #2 – RADIO TOWER SITE GENERATOR REPLACEMENT

Chris Davis, 9-1-1 Director, came before the Board for approval to purchase a replacement radio-tower site generator. Each of the tower sites used in the radio system has an onsite generator to provide electricity during outages. Mr. Davis noted the generator located at the Augusta East tower site was installed in 2011 and has required more maintenance in recent years than average; the motor was rebuilt in late 2018. Mr. Davis stated his department has spent \$10,791.22 on maintenance and rebuilding costs. Administrator Johnson stated the old generator will be placed on Purple Wave to re-coup some of the money. Commissioner Myers inquired

about the size of the motor on the current generator and at what RPMs it is running. Mr. Davis stated he was unaware what the size of the motor is. Commissioner Myers expressed his concern with the replacement generator proposed by Mr. Davis. Administrator Johnson felt it would be best to table this item for one week until more research has been done.

Commissioner Woydziak motioned to table this item for one week. Commissioner Myers seconded the motion. Motion carried 5-0.

(01:11:50)

ITEM #3 – NEW WORLD ANNUAL SOFTWARE MAINTENANCE

Chris Davis, 9-1-1 Director, came before the Board for approval of the annual software maintenance payment to New World in the amount of \$82,855.00. New World provides the software for Butler County’s Computer Aided Dispatch, Sheriff Records Management and Jail Records Management. The New World software, particularly the CAD applications are mission critical to providing public safety. These applications also contain legal documentation and criminal history information that is regulated by law.

Commissioner Woydziak motioned to approve the software maintenance payment to New World in the amount of \$82,855.00. Commission Chairman Murphy seconded the motion. Motion carried 5-0.

(01:13:28)

ITEM #4 – RECEIVE BIDS FOR THE NEW ROOF AT THE ANDOVER FIRE/EMS STATION

Dan Ingalls, Facilities Management Director, came before the Board to receive and open sealed bids for replacing the roof at the Andover Fire/EMS Station. Following are the bids received:

Stanfield Roofing	El Dorado, Kansas	\$79,400
Martin Roofing	Wichita, Kansas	\$59,900
Larry Walty Roofing	Wichita, Kansas	\$68,000
Wray Roofing	Newton, Kansas	\$92,950
Buckley Roofing	Wichita, Kansas	\$87,710
Mahaney Group	Wichita, Kansas	\$92,200

Commissioner Masterson motioned to accept the bids as received and directed staff to review bids and come back with a recommendation for the replacement of the roof at the Andover Fire/EMS Station. Commissioner Woydziak seconded the motion. Motion carried 5-0.

(01:18:39)

ITEM #5 – FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) REVIEW

Sherry Hoelker, Butler County HR Director, came before the Board for discussion on development of Personnel Policies for leave and compensation of staff in conformance to the new FFCRA requirements. The Families First Coronavirus Response Act was signed into law on March 18, 2020. The FFCRA requires employers to provide employees two weeks of paid sick leave, paid at the employee’s regular rate, to quarantine or seek a diagnosis or preventive care for coronavirus, or paid at two-thirds the employee’s regular rate to care for a family member for such purposes or to care for a child whose school has closed, or child care provider is unavailable, due to the coronavirus. The law outlines six qualifying reasons for the leave, four of which are clearly outlined relating to those required to be quarantined for experiencing

symptoms or as a preventative measure. The two other provisions of the law pertain to the loss of childcare due to a school or place of childcare being closed for coronavirus related reasons. As the County waits for further clarification from the US Department of Labor, we are seeking input on the following options:

- 1 - Employees requesting leave for lack of childcare, depending on the dependents ages, the County will exhaust all possible accommodations at the workplace. Then be subject to the first ten days of leave from accruals or leave without pay, then 67% of pay from existing leave or other pay line and then the employee would be without pay for the remaining 33%.
- 2 - Same as option one for the first ten days, but employee would be fully compensated if they run out of leave.
- 3 - Fully compensate employees, regardless of leave, who provided proper documentation.

Administrator Johnson recommended paying the full two weeks to employees that are affected. Administrator Johnson stated all local and state governments are required to follow the guide lines previously listed. No action was taken.

(01:49:28)

ITEM #6 – UPDATE DEBT MANAGEMENT POLICY

Ryan Adkison, Assistant County Administrator/Finance Director, came before the Board for approval to update AR-10-20, the County’s Debt Management Policy.

Commissioner Woydziak motioned to approve updates to AR-10-20, the County’s Debt Management Policy. Commissioner Myers seconded the motion. Motion carried 5-0.

(02:09:15)

NON-AGENDA ITEM – ESTIMATED REPAIR COSTS TO REPAIR AND REACTIVATE THE GATES AT SIENNA RANCH

Darryl Lutz, Public Works Director, came before the Board for approval of the costs to reactivate Sienna Ranch gates related to the SW Butler Rd Project at SW 150th Street. The current gates were installed when Sienna Ranch was originally started. There are four sets of double gates that cover two access locations. One access at SW Butler Rd and one access at SW 150th St. The gates have been inactive for several years at the requirement of the City of Rose Hill. The City of Rose Hill in February authorized the gates to be reactivated at the request of Butler County in order to restrict non-local traffic from cutting through Sienna Ranch during construction of the SW Butler Rd improvements. The cost estimate to make the gates operational with the appropriate safety features is \$60,340.02. The Sienna Ranch HOA would pay for the cost of \$2,356.25 for 125 remotes.

Commissioner Woydziak motioned to approve the estimated costs to reactivate the four pairs of double gates at Sienna Ranch related to KDOT Project No. 8 C-4942-01, the SW Butler Rd improvement project and roundabout intersection at SW 150th St. in the not to exceed amount of \$54,000. Commissioner Masterson seconded the motion. Motion carried 5-0.

Administrator Johnson requested approval to sign the documents on behalf of the Board for the closing of the DeGraff Property today at 2:00 p.m.

Commissioner Masterson motioned to authorize the County Administrator to sign the documents for closing today at 2:00 pm. In lieu of the Board. Commissioner Wheeler seconded the motion. Motion carried 5-0.

(02:22:55)

NON-AGENDA ITEM - BID AWARD ANDOVER FIRE/EMS STATION

Dan Ingalls, Facilities Management Director, came before the Board and recommended Martin Roofing, Wichita, KS, be awarded the bid for the roof replacement at the Andover Fire/EMS Station for \$64,200.00. Mr. Ingalls stated he called the Andover Fire Chief and he recommended the low bid also.

Commissioner Woydziak motioned to approve the award of bid for the roof replacement at the Andover Fire/EMS Station to Martin Roofing in the not-to-exceed cost of \$64,200.00.

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

(02:25:38)

VOUCHERS

Commissioner Woydziak motioned to approve vouchers for March 31, 2020, in the amount of \$442,490.21. Commissioner Masterson seconded the motion. Motion carried 5-0.

(02:26:04)

ADDS & ABATES

Commissioner Woydziak motioned to approve Adds & Abates #2763 dated March 31, 2020; Adds in the amount of \$966.02 & Abates in the amount of \$4,241.66. Commissioner Myers seconded the motion. Motion carried 5-0.

(02:26:16)

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

Administrator Johnson notified the Board of a large voucher from the Sheriff's Department.

(02:32:34)

ADJOURNMENT

Commissioner Woydziak motioned to adjourn the meeting of the Board at 11:40 a.m.

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