

**BUTLER COUNTY BOARD OF COMMISSIONERS**  
**Tuesday, May 1, 2018**

**CALL TO ORDER**

Vice 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, County Administrator Will Johnson, and Clerk Recorder Chelsea Noel. Commission Chairman Dan Woydziak was absent.

**INVOCATION**

Pastor Rick Neubauer, First Baptist Church, Augusta, presented the invocation.

**APPROVAL OF MINUTES**

*Commissioner Masterson provided the following amendment: Correct the spelling of the BCC President, from Dr. Kim Kroll to Dr. Kim Krull.*

*Commissioner Masterson motioned to approve the minutes of the Butler County Commission meeting from Tuesday, April 24, 2018 with the above correction. Commissioner Wheeler seconded the motion. Motion carried 4-0.*

(00:02:19)

**PUBLIC COMMENTS**

Suzanne Scribner, Butler County Democrat Chair, came before the Board and stated the Butler County Kansas Democrats felt that the Driver's License Department should be reinstated at the Court House in El Dorado and also felt that closing the office is a disservice to the citizens of the County. Ms. Scribner stated the Treasurer should hire an employee and train them on the duties of the Driver's License Administrative Assistant. Ms. Scribner encouraged the Board to do everything in their power to restore the service. Vice Chairman Murphy stated the Board is in favor of reinstating the driver's license department at the Court House.

(00:05:27)

**ITEM #1 – INTRANET SOFTWARE FOR INTERNAL AND EXTERNAL WORKFLOW FORM ROUTING AND OTHER COMMUNICATION ENHANCEMENTS**

Ryan Adkison, Assistant County Administrator/Finance Director, came before the Board for approval to purchase Noodle, intranet software for internal and external workflow form routing and other communication enhancements, at a cost not-to-exceed \$10,000. Staff began working on planning inspection and licensing software around two years ago to streamline their permit/inspection processes and to make it more customer friendly. The following lists some of the functions staff was looking for: web based mobile compatible, workflow capabilities, e-signature capabilities, fillable PDF like forms with data being captured on a back-end searchable database, reasonable fees on on-line payment options with balancing options for GL coding, integrates with CivicPlus website, interfaces with existing databases, availability to all departments, the County would own the data, avoid multi-year contracts, use an already established vendor per IT Strategic Plan, aligns with the newly adopted Butler County 2017-2019 Strategic Plan, HIPAA/PCI compliant, and invoicing for merchant services in researching options. Mr. Adkison stated CIC developed a customized solution that would integrate with our existing CIC modules but is not completed and would be a more expensive option with none of the robust workflow options. The market for web-based form workflows has many players and

after consideration, staff believed the latter would bring more value to the county as a whole. Departments who deal with a high volume of forms and those not within the main county campus, would especially benefit from electronic web-based form workflows. Staff shortlisted web-based form workflow providers and after conducting four interviews, determined that the overall capabilities of each proposal did not satisfy enough of our criteria to warrant purchase. Concurrent with these interviews, staff became aware of the web-based form workflow capabilities of several intranet providers. In further research, staff concluded that there were several intranet providers that would provide significant value to the county at a better price point. Therefore, after shortlisting, staff conducted four more interviews and chose Noodle as the best option and one that the value exceeded the price. Commissioner Myers stated he felt comfortable with this approach and was agreeable to moving forward with the purchase of Noodle.

Melissa Riley, HR Director, stated building the forms is very straight forward and overall Noodle is very user-friendly.

***Commissioner Myers motioned to approve the purchase of Noodle for a price not-to-exceed \$10,000. Commissioner Wheeler seconded the motion. Motion carried 4-0.***

(00:27:58)

#### **VOUCHERS**

Commissioner Myers asked questions of the vouchers.

***Commissioner Masterson motioned to approve vouchers for May 1, 2018 in the amount of \$636,717.25 Commissioner Myers seconded the motion. Motion carried 4-0.***

(00:30:34)

#### **COMMISSION ADDS & ABATES**

***Commissioner Masterson motioned to approve Adds & Abates #2686 dated May 1, 2018; Adds in the amount of \$628.12 and Abates in the amount of \$2,558.32. Commissioner Myers seconded the motion. Motion carried 4-0.***

(00:31:01)

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

Commissioner Myers stated County Clerk, Don Engels is retiring at the end of the week. Commissioner Myers stated he has always appreciated Mr. Engels and his qualities as a leader and wished him the best in the future.

Commissioner Masterson inquired about setting a date to meet with the Butler Community College Board of Trustees to discuss a resolution of support for a reduction of the Butler Community College Property Tax Levy. Administrator Johnson stated the meeting would take place after commencement on May 12<sup>th</sup>.

Administrator Johnson noted the week of May 6<sup>th</sup>-12<sup>th</sup> is National Law Enforcement week.

Administrator Johnson stated Quad Counties is next Monday.

Administrator Johnson announced the retirement of EMA Director Jim Schmidt and IT Director Scott Stoskopf on June 1<sup>st</sup>.

Administrator Johnson stated William McCoy would act as the interim IT Director and Keri Korthals would act as the interim EMA Director.

Administrator Johnson informed the Board of an issue with an autopsy from Kansas Department of Corrections.

Administrator Johnson discussed the future of driver's license services with the Board. Administrator Johnson stated County Treasurer, Ruth Fechter, has not yet turned in a letter of termination of driver's license services to the Kansas Department of Revenue. Administrator Johnson stated the Secretary of Revenue can appoint a different department to offer the services. Administrator Johnson stated the Clerk's Office has offered to re-open driver's license. The Board was in favor of the Clerk's Office taking over driver's license services and re-opening within the next couple of weeks.

Administrator Johnson noted the annual Spring Fling Senior Resource Fair is tomorrow from 9:00 a.m. to 3:00 p.m.

Commissioner Murphy stated he plans to attend the CERT Volunteer Appreciation dinner next Monday.

(00:58:35)

#### **ADJOURNMENT**

*Commissioner Myers motioned to adjourn the meeting of the Board at 9:58 a.m.*

*Commissioner Wheeler seconded the motion. Motion carried 4-0.*