

**BUTLER COUNTY BOARD OF COMMISSIONERS**  
**Tuesday, August 16, 2022**

(00:00:00)

**CALL TO ORDER**

Commission Chair Kelly Herzet called the Butler County Board of Commissioners meeting to order at 9:00 a.m. Present were Commissioner Marc Murphy, Commissioner Jeff Masterson, Commissioner Dan Woydziak, County Administrator Will Johnson and Clerk Recorder Jennifer Currier. Commissioner Mike Wheeler was not in attendance.

(00:00:03)

**INVOCATION**

Reverend Christine Gilson, Retired, presented the invocation.

(00:01:50)

**APPROVAL OF MINUTES**

*Commissioner Woydziak motioned to approve the minutes from the August 2, 2022, Butler County Commission meeting as presented. Commissioner Murphy seconded the motion. Motion carried 4-0.*

(00:02:14)

**PUBLIC COMMENTS**

There were no public comments.

(00:02:20)

**ITEM #1 - SCHOOL RESOURCE OFFICER FOR DOUGLASS USD 396**

Daimon Cundiff, Butler County Undersheriff, came before the Board for approval for the Butler County Sheriff's Office to provide a uniformed Kansas certified Deputy Sheriff to work in the Douglass School District, USD 396, under the direction of the Sheriff as a Certified School Resource Officer (SRO). USD 396 shall be responsible for approximately 71% of the cost of the deputy. When school is not in session the SRO deputy will be assigned to regular law enforcement duties and the Sheriff's Office will make up the difference of the deputy's wages and benefits.

Deputy Dana Burns, Butler County Sheriff's Office, is the new SRO for USD 396.

Commissioner Woydziak suggested reviewing the City and SRO contracts as this has not been done for awhile. Commissioner Woydziak wants to make sure the contracts are consistent for all schools and cities the County assists.

Sheriff Hughey and Deputy Burns discussed the DARE program with the Board.

*Commissioner Woydziak motioned to approve the SRO contract with the Douglass School District USD 396 and allow the chair to sign. Commissioner Murphy seconded. Motion carried 4-0.*

(00:11:31)

**ITEM #2 - DETENTION VEHICLE PURCHASES**

Lieutenant Patrick Light, Butler County Sheriff's Office, and Captain Floyd Hunt, Butler County Detention Facility, came before the Board for approval to purchase one 2023 Ford Transit, T-350, XL, 15 passenger van from Shawnee Mission Ford for the amount of \$50,458.00 and up-fitting by SERV and GCI for a cost not to exceed \$27,932.84 and approval to enter into an agreement with State Contract pricing, or with a dealership, to purchase one 2023 Dodge Charger AWD patrol vehicle for the amount not to exceed \$41,000 when ordering opens up in mid fall of 2022 with the cost for up fitting not to exceed \$15,638.80. The purchase of the two vehicles will not add any vehicles to the fleet management system, but will simply replace a 2012 Chevrolet passenger van with over 143,000 miles and one 2019 Dodge Charger AWD with an estimated 100,000 miles or more once taken out of service. These purchases would start a rotation system for fleet management every four-five years, depending on mechanical issues, mileage, etc. for transport, and other vehicles within the fleet for the Detention Facility. The Sheriff's Office reached out to Don Hattan, Parks Motors, and Shawnee Mission Ford to receive bids. The only dealership which would provide a bid and final price of purchase for a van was Shawnee Mission Ford. The Sheriffs' Office will remain proactive in gathering prices and bids for the 2023 Dodge Charger once the price and ordering is available. The bid received from Shawnee Mission Ford was for a 2023 Ford T-350 XL with a 148" wheelbase, vinyl seats, manual AC, cruise control, power heated mirrors, reverse sensor system and vehicle maintenance controlling system. The purchase of these two vehicles not to exceed \$91,458; up-fitting by SERV and GCI, both of Butler County, for the amount not to exceed 43,894.68, with a total cost not to exceed \$135,352.68.

*Commissioner Masterson motioned to approve the purchase of one 2023 Ford Transit, T-350, XL, 15 passenger van from Shawnee Mission Ford for the amount of \$50,458.00 and up-fitting by SERV and GCI for amount not to exceed \$27,932.84 as well as permitting the Sheriff's Office to enter into an agreement with State Contract pricing, or with a dealership, for pricing to purchase one 2023 Dodge Charger AWD patrol vehicle for the amount not to exceed \$41,000 and for up-fitting not to exceed 15,638.80; for a total amount not to exceed a total of \$135,352.68. Commission Chair Herzet seconded. Motion carried 4-0.*

(00:15:44)

**ITEM #3 - SHERIFF'S OFFICE VEHICLE PURCHASE**

Lieutenant Patrick Light, Butler County Sheriff's Office, and Monty Hughey, Butler County Sheriff, came before the Board for approval to purchase 10 patrol vehicles for the 2023 year. Purchasing nine Dodge Durango's and one Ford Police Interceptor Utilities vehicle this fall will save Butler County, and tax payers, an estimated cost of between \$45,000 and \$98,000, versus purchasing 2023 model year vehicles over the next year. The vehicles are guaranteed for delivery and cannot be cancelled. The Sheriff's Office is requesting to purchase nine 2022 Dodge Durango's for the amount of \$37,714.00/per unit for a total price of \$339,426 from Parks Motors, and one Ford Police Interceptor Utilities for the amount of \$36,597 from Shawnee Mission Ford. There will be an additional cost of \$8,902.90 per vehicle for the up-fitting of equipment from SERV and GCI for a total of cost of \$89,029. The estimated final cost for 10 vehicles and up-fitting will be \$465,052.

Commissioner Masterson inquired about when payment for the vehicles was due; Lieutenant Light stated payment is due at the time of delivery.

*Commissioner Woydziak motioned to approve the purchase of nine 2022 Dodge Durango's for the amount of \$37,714.00 per unit or a total price of \$339,426 from Parks Motors and one Ford Police Interceptor Utilities for the amount of \$36,597 from Shawnee Mission Ford with an additional cost of \$8,902.90/per for the up-fitting from SERV and GCI for a total of cost of \$89,029 with the total cost for 10 vehicles and up-fitting not to exceed of \$465,052. Commission Chair Herzet seconded. Motion carried 4-0.*

(00:22:16)

**ITEM #4 - EMERGENCY COMMUNICATION PAY ADJUSTMENT**

Jeremy Seglem, Emergency Communications Director, came before the Board for approval for the early adoption of the proposed 2023 pay scale for entry level and Communications Officer 1 employees. Turnover of employees has been an issue for 911 for many years and it is becoming increasingly difficult to compete with many entry level job opportunities outside of public safety due to increase in private sector wages. No positions above a Communications Officer 1 will be affected until the 2023 budget year. This is an effort to retain current staff and to entice more qualified individuals who are looking for a career in Emergency Communications. The change will affect nine current employees and will add roughly \$13,000 to this year's salary budget and the line item has room for the adjustment.

Commission Chair Herzet asked about staffing in the Emergency Communications department, Mr. Seglem stated the department has five employees in training and needs one more person to be fully staffed.

*Commissioner Masterson motioned to approve the early adoption of the 2023 pay scale for Emergency Communications ETC-trainee and Communications Officer 1 positions effective August 21, 2022. Commission Chair Herzet seconded. Motion carried 4-0.*

(00:31:30)

**ITEM #5 - ANNUAL RENEWAL OF THE 4PC SOFTWARE SUPPORT AGREEMENT FOR HONEYWELL SOFTWARE**

Lew Harter, Information Technologies Director, came before the Board for approval of the annual renewal of the 4PC software support agreement for the Honeywell MaxPro and Prowatch software which is part of the camera and access control security system used by the County. 4PC has always provided very responsive and timely service. Renewal of this agreement will extend support for the time period from October 1, 2022 to October 1, 2023. The total cost of the renewal is \$13,413.54.

*Commissioner Woydziak motioned to approve the annual renewal of the 4PC MaxPro and Prowatch support in the amount of \$13,413.54 and authorize staff to sign all purchase documents as needed. Commissioner Murphy seconded. Motion carried 4-0.*

(00:33:35)

**ITEM #6 - ESRI SOFTWARE MAINTENANCE**

Will Johnson, Butler County Administrator, came before the Board for approval of the yearly ESRI software maintenance in the amount of \$17,900. ESRI software maintenance is a yearly amount paid to keep the GIS software up and running smoothly. This is an increase of \$3,000 as discussed last year when GIS upgraded to an Enterprise license. This maintenance agreement covers the software installed in the GIS Department, Appraisal Department, Emergency Response (E911, Police, Fire, EMS), Emergency Management, Engineering and Community Development as well as the county-wide deployment of Web Applications utilized internally and our GIS/Mapping interactive property ownership website used both internally and externally, Election HUB, Candidates, Representatives, Poll Site locations, etc. Maintenance provides Butler County with the most current version of the software, a consistent version of the software across the county, 24-7 technical support, and two free ESRI User Conference registrations. All ESRI upgrades and patches as well as e-Learning resources are included with current maintenance as well as cloud content and services. Letting the software maintenance lapse can have detrimental consequences for the County. The question has come up in the past as to why GIS is paying for the maintenance for all the above listed departments and why it is not budgeted and billed out individually; maintaining it all as one account and budgeting and paying for it as one unit ensures that the decision to maintain current maintenance is made on an organization level. This keeps the departments all on the same version and allows sharing of data easily between the departments.

***Commissioner Murphy motioned to approve the GIS Director to renew the yearly software maintenance with ESRI in the amount of \$17,900.00 to come out of line item 01-19-6233-00. Commissioner Masterson seconded. Motion carried 4-0.***

(00:35:25)

**ITEM #7 - GRANTS COORDINATOR POSITION- DEPARTMENT ON AGING**

Crystal Noles, Department on Aging Director, came before the Board for approval to allow the Department on Aging to replace the Clerk III range 15 position with a Grants Coordinator range 20 position. In the past, this position's essential functions have been basic accounts payable, keeping internal grant logs, preparing advisory council meeting agendas and minutes, organizing Freezer Meals and Shopping for Seniors, and assisting with transportation as needed. Over the past year and a half, this position has taken on more responsibility in assisting with grant reporting and document organization, assisting with budget preparation, and assisting with all grant program monitoring and auditing. With these changes, Ms. Noles feels that this position is functioning very similarly to the Grant Coordinator position in the Health Department. Due to the complicated nature of the grant funding sources that make up the Department on Aging budget the reality is that one year of education (Clerk III requirement) is not sufficient to maintain the types of complex accounting required to monitor 10 different grant programs, all with different budget years and different match requirements, and monitor the administrative budget as well. The Grant Coordinator position requires at least three years of experience and/or a college degree. This is more in line with the skill set necessary to perform the duties of the position in a manner that is compliant with all audit recommendations. The financial changes are as following:

Current Range- Clerk III range 15- \$14.14-20.99

New Range- Aging Grant Coordinator range 20- \$18.16-26.86

The difference in the budget will be \$8,361 annually which can be split and allocated to the Department on Aging's grant accounts.

***Commissioner Woydziak motioned to approve the Department on Aging to replace the Clerk III range 15 position with a Grants Coordinator range 20 position beginning the first pay period of September. Commissioner Masterson seconded. Motion carried 4-0.***

(00:40:05)

**ITEM #8 - EMS AMBULANCE REPLACEMENT**

Scott Stueven, Emergency Medical Services (EMS) Deputy Director, came before the Board for approval to allow Butler County EMS staff to solicit ambulance manufacturer bids. Each year, as part of the ongoing Capital Improvement Plan, staff researches and forecasts the need to maintain the County's ambulance fleet. The current ambulance fleet includes three box style (Type III - Ford E450) ambulances and five van style (one-Type II -Mercedes and 4-Type II Ford Transits) ambulances. To maintain a safe and reliable fleet of ambulances and based on the 2018-2021 data review, the average replacement timeline is recommended at one ambulance every eight months. In

2020-2021 the County purchased two new replacement ambulances and one additional ambulance. EMS recommends purchasing two ambulances for replacement this year (delivery late 2023) and order/purchase agreement for one ambulance this year (delivery 2024) based on manufacturer deliver delays and the County's replacement timeline. This would include replacing PowerLoad systems and Power Cots that are seven plus years old. The Ambulance Design Committee has reviewed and revised the van style (Type II) and box style (Type III) ambulance bid specifications. Due to ambulance build timelines of over a year from awarding a bid until delivery/payment, staff now recommends authorizing bid purchases a year in advance. Therefore, three ambulances are being considered in this proposal. EMS has allocated \$210,000 in 2022 and \$440,000 in 2023; this estimated cost includes replacing each PowerLoad and Power Cot system with each ambulance purchase.

Commissioner Masterson inquired if the old ambulances would be traded in or sold; Mr. Stueven stated that they would be sold.

Frank Williams, Emergency Medical Services Director, was recently presented the Hops for Heros Foundation Celine Larson PEER Support Award. Mr. Williams discussed the award with the Board.

Mr. Williams also informed the Board the plaque has been installed on the Statue of Liberty on the Historic Courthouse lawn to complete the Eagle Scout project.

***Commission Chair Herzet motioned to approve EMS staff to begin the bid process for three ambulances as recommended by staff. Commissioner Murphy seconded. Motion carried 4-0.***

(00:49:15)

**ITEM #9 - EQUIPMENT REPAIR RELATED EXPENSES - BUTLER COUNTY LANDFILL**

Darryl Lutz, Public Works Director, came before the Board for approval of separate expenses for proposed equipment repair work at the landfill and for equipment rental at the landfill. The landfill had the dozer down for the past few weeks to have major warranty repair work performed on the transmission. The landfill, however, is responsible for the cost of rental for a temporary replacement dozer. The cost of rental is \$15,014.64 and is due and payable. The expenditure exceeds staff's limit for approval and will require the Boards approval for payment. In addition, staff presented a cost estimate for a list of needed repairs to various hydraulic system components on the small Caterpillar scraper at the landfill. Staff reviewed the proposed repairs and is recommending that the repairs be performed. The estimate is not to exceed \$12,257.21. The work will include removing and reconditioning two hydraulic cylinders, removing and rebuilding the elevator chain control valve and installing a missing plug in the flywheel housing.

*Commissioner Woydziak motioned to approve separate expenses to Foley Equipment Co. for the landfill for rental of a landfill dozer in the total invoiced amount of \$15,014.64 for four weeks of rental and for estimated equipment costs for hydraulic component repair work on the Cat 615C scraper not to exceed of \$12,257.21. Commissioner Masterson seconded. Motion carried 4-0.*

(00:55:15)

**RECESS**

Commission Chair Herzet recessed the meeting at 9:55 a.m. for six minutes.

(00:55:40)

**RECONVENE**

Commission Chair Herzet reconvened the meeting at 10:01 a.m.

(00:55:42)

**ITEM #10 - REVISED AR 11-06 GRANT POLICY**

Ryan Adkison, Finance Director, came before the Board for approval of a revision to Administrative Regulation 11-06 which covers county grants. The grant policy is periodically reviewed and updated as federal grant regulations change. Updates to the grant policy are as following:

- 1) Application and procedure changes to utilize software to capture grant information up front
- 2) Cost sharing definitions and procedures
- 3) Cost allocations definitions and procedures
- 4) Policies on procurement with disadvantaged businesses

*Commissioner Masterson motioned to approve the revised Administrative Regulation 11-06 covering county grants. Commissioner Woydziak seconded. Motion carried 4-0.*

(00:58:04)

**ITEM #11 - REVISED EMPLOYEE REFERRAL INCENTIVE POLICY, AR-22-01**

Sherry Hoelker, Human Resources Director, and Will Johnson, Butler County Administrator, came before the Board for approval of the Employee Referral Incentive Policy, AR-22-01. On

August 9, 2022, Administrative staff held a brainstorming meeting with Sheriff and Detention staff to discuss recruiting and retention plan of action. One of the ideas was to increase the Employee Referral Incentive Policy payment for the Detention Deputy position, specifically, to \$2,000. This would be paid out in two payments, \$1,000 at six months and at one year, depending all other qualifiers are met. This will increase a qualifying Employee Referral Incentive payment for the position of Detention Deputy position to \$2,000. At this time the County has have had seven qualifying referrals that will be paid out for a total of \$5,250 in incentive payments.

***Commissioner Masterson motioned to approve the amendment to the Employee Referral Incentive Policy AR 22-01. Commission Chair Herzet seconded. Motion carried 4-0.***

(01:01:55)

**ITEM #12 - REVISION COVID 19 PREMIUM PAY RETENTION AR-21-03**

Will Johnson, Butler County Administrator, and Ryan Adkison, Finance Director, came before the Board for approval of a revision to AR-21-03 the American Rescue Plan COVID 19 Premium Pay and Retention Program. The current premium pay and retention bonus program being proposed will be paid out in September of 2022 and hopefully see employees through the continued high inflationary period until January 2023, when COLA/merit increases take place. All employees will receive the bonus of \$750 for full-time and \$375 for part-time if they were employed on March 1, 2022 and are still employed through September of 2022. Employees who quit before the payment dates will not be compensated. The program will help to incentivize the employees who were required to work during the pandemic and deal with the public, exposing them to risk, plus help them deal with increased costs of food, fuel and natural gas resulting from the current economy.

***Commission Chair Herzet motioned to approve a revision to AR-21-03 the American Rescue Plan COVID 19 Premium Pay and Retention Program. Commissioner Woydziak seconded. Motion carried 4-0.***

(01:09:20)

**VOUCHERS**

***Commissioner Woydziak motioned to approve vouchers dated August 9, 2022 in the amount of \$478,786.05. Commissioner Masterson seconded the motion. Motion carried 4-0.***

***Commissioner Masterson motioned to approve vouchers dated August 16, 2022 in the amount of \$546,733.47. Commissioner Woydziak seconded the motion. Motion carried 4-0.***

(01:10:09)

**ADDS & ABATES**

***Commissioner Woydziak motioned to approve Adds in the amount of \$1,780.22 and Abates in the amount of \$00.00. Commissioner Masterson seconded. Motion carried 4-0.***

(01:10:32)

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

Commissioner Murphy will not be present for next week's meeting.

Commissioner Woydziak reminded the Board that next week is the Rose Hill Senior Center luncheon.

Administrator Johnson and the Board discussed the Kellogg Expansion Project. The development phase is complete and the construction phase is scheduled to start in 2024.

Administrator Johnson will be out of the office on Friday, August 19, 2022.

Administrator Johnson and Mr. Adkison will be meeting with Donna Farthing, County Treasurer, about funding for the Treasurer's Office.

(01:21:44)

**ADJOURNMENT**

***Commissioner Woydziak motioned to adjourn the meeting of the Board at 10:27 a.m.  
Commissioner Masterson seconded the motion. Motion carried 4-0.***