

## COMMISSION MINUTES, May 11, 2015

The Board of County Commission (BOCC) for Washington County met in regular session on Monday, May 11<sup>th</sup>, 2015 in the Commission room at the Washington County Courthouse. Members present: Tim Mueller, 1<sup>st</sup> District Commissioner; Roger Otott, Chairman, 2<sup>nd</sup> District Commissioner; and Gary Ouellette, Vice-Chairman, 3<sup>rd</sup> District Commissioner. Denae Jueneman, County Clerk, was present to record meeting minutes.

The next regular meeting will be Monday, May 18<sup>th</sup>, 2015 at 8:30 a.m.

Chairman Otott called the meeting to order. Janice Kern, County Health Administrator, and Elizabeth Hiltgen, County Attorney, were present for public comment on utilizing a construction manager-at-risk for the County Health Department project. There being no comment to the contrary, Commissioner Ouellette made a motion to use the construction manager-at-risk for the health department project. Commissioner Mueller seconded the motion. Motion passed unanimously.

The Board reviewed consent agenda items. Commissioner Mueller made a motion to approve all consent agenda items. Commissioner Ouellette seconded the motion. Motion passed unanimously and the following items were signed:

- May 4 official minutes
- Payroll and bills totaling \$182,310.06

• Janice Kern, County Health Administrator; Ann Hawk, County Treasurer; and Sheila Ouellette, Communications Director, joined the meeting.

• In unfinished business from last week, Jueneman reported back with information on a domain name for the new County website. The Board agreed to go with a .gov domain name. Jueneman informed the Board that she had been in contact with Karen Wilson at the Area Agency on Aging regarding the Washington County Senior Citizens centers. Jueneman was advised that Becky Pannbacker has been replaced at Friendly Corners. Chairman Otott asked Jueneman to schedule Jan Taylor on next weeks agenda.

• In new business, Jueneman advised the Board the County's cell phone contract has expired and asked whether or not to seek new bids. Smartphones and stipends were discussed. Jueneman was asked to contact the County's CPA regarding stipends and the open records requirements. Jueneman stated she would like to resign from the Heartland Works Board and asked if any of the Commissioners would be interested in taking her place on the Board who meet quarterly in Topeka. Commissioner Mueller agreed to be a Board member. The Board signed a letter to the Secretary of the Kansas Department of Transportation informing the Secretary of the appointment of Justin Novak as Road and Bridge Supervisor. Jueneman presented information on the original cost and contracts when the County purchased seven lots in Washington as a new site to build the County Health Department. Per the contracts, the original sellers were promised the first opportunity to purchase the property back in the event the County Health Department was not built on the lots. The County purchased lots 4, 5 and 6 from the Brethren Church for \$1,000 and lots 7, 8, 9 and 10 from Richard and Denise Powell for \$14,000. The addition of time clocks was discussed. Employees present asked for a demo of the potential system.

• Kern asked why salaries and positions weren't noted in the minutes when the new Road and Bridge Supervisor and Assistant Supervisor were hired. Jueneman responded that it was not discussed while the Deputy Clerk was present so it was not added to the minutes.

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Hawk asked about pay scales being developed. Commissioner Mueller responded that the Board will be visiting with each department head as they come in for their monthly visits and they are interested in a pay scale to get salaries in line with job descriptions and feel the current starting salary for every employee is unfair.

S. Ouellette gave an update on various activities within the Communications department.

The Board received thank you notes from the Clifton-Clyde and Hanover High Schools for their contribution to after-prom parties.

Justin Novak, Road and Bridge Supervisor, presented a break-down of the work performed in Highland Township. Public Works uses KDOT cost scale for equipment charges. Commissioner Mueller asked if CFS could perform samplings of rebar and concrete. Novak will check with CFS and indicated he could take classes to get certified as well. Novak reported he will be meeting with Keystone Pipeline this afternoon to examine pipelines that were left exposed after heavy rains over the weekend. Novak asked about asphalt projects the Board had planned for 2015. Commissioner Ouellette said they wanted the Mahaska road and the road South of Barnes resurfaced. Novak expressed concern over resurfacing the road South of Barnes because of the current instability of the road.

Francine Crome, County Appraiser, did not have any department activity to report. Commissioner Mueller asked her to provide a report of how many home visits they do on a monthly basis. Chairman Otott asked Crome to provide a monthly report on new homes and buildings being built.

Commissioner Mueller is asking each department to prepare job descriptions in order to create a pay scale. He also indicated he would like all departments to go through one location to purchase office supplies in order to take advantage of price breaks. Jueneman was asked to talk to vendors to see how that could be accomplished.

Deborah Swoboda, Emergency Management Director, submitted a state of disaster proclamation. Commissioner Mueller made a motion to sign Resolution 04-15. Commissioner Ouellette seconded the motion. Motion passed unanimously. Swoboda reported the State must have \$4 million in damages to declare a disaster and receive federal funding. Swoboda also reported 62 Washington County residents were affected as a result of a water main break due to the flooding.

Ben Trout, EPM, presented information on computerized temperature control systems offered through EPM.

Justin Dragastin, Dragastin Insurance Agency, presented a property rate adjustment check in the amount of \$768. Dragastin reported a general liability and work comp audit was recently completed and submitted a check in the amount of \$4,209 due to changes in employee salaries. Chairman Otott asked about coverage on the County Health department project. Dragastin stated the County is covered at full replacement value but suggested adding a policy to cover theft of materials when construction begins.

The Board received a thank you note from St. Johns Catholic School in Hanover for supporting the DARE program and their trip to a Royals game.

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· Jueneman reported on the annual Clerk's meeting held last week in Lawrence and changes in election equipment.

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· Chairman Otott asked to have Sharon Pierce attend the next meeting to explain the Kansas Airport Improvement Program. Chairman Otott also asked Jueneman to check into the hay bid that is done every year.

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· Commissioner Ouellette made a motion to adjourn at 12:20. Commissioner Mueller seconded the motion. Motion passed unanimously.