

Labette County Board of Commissioners
November 30, 2018

Convene

Chairman T. Douglas Allen called the regular session of the Labette County Board of Commissioners to order at 9:00 a.m. on November 30, 2018 at the Commission Room. Attendance: Lonie R. Addis, Present: T. Douglas Allen, Present: Fred E. Vail, Present.

Others Present for the Meeting

County Counselor Brian K. Johnson and County Clerk Peggy Minor.

Media present

Rena Russell from the Labette Avenue and Ray Nolting from the Parsons Sun.

Vehicle Purchase & Transfer (July)

Commissioner Lonie R. Addis made a motion to authorize the Sheriff to purchase three vehicles (pickups) from Green Country Ford in the amount of \$100,552.00 and to transfer two used Sheriff's vehicles (Dodge pickups) to Public Works; said purchase was payable from the General Fund – Jail Housing Department. T. Douglas Allen seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes).

Hourly/Salary Wage Schedule – 2019

Commissioner Lonie R. Addis made a motion to adopt the 2% (two percent) Labette County Hourly Wage Schedule and the 2% (two percent) Labette County Salary Schedule (which includes Elected Officials and Department Heads) effective January 1, 2019 as was budgeted by the Labette County Commission during the 2019 budget sessions; no employee or department head will be eligible for this two percent increase unless they have a satisfactory employee evaluation (signed by their department head or Commissioners) turned into the Payroll Department by January 14, 2019. There will be no retroactive payments if a department head or elected official is late in getting their department's evaluations turned in; all employees must be evaluated except for the five elected officials that the new Salary Schedule covers. County Commissioners will not be eligible for the two percent increase. T. Douglas Allen seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes).

Approval of Minutes

Chairman T. Douglas Allen made a motion to approve prior minutes dated November 26, 2018 as submitted. Lonie R. Addis seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Abstain).

Bulk Fuel Bids

Chairman T. Douglas Allen opened the following bulk fuel bids at 9:15 a.m.:

Bartlett Cooperative Association

Unleaded Gas - \$1.805 per gallon – 60,000 gallons	\$108,300.00
Clear #2 ULSD Diesel - \$2.215 per gallon – 85,100 gallons	\$188,496.50
Red #2 ULSD Diesel - \$1.999 per gallon – 62,100 gallons	\$124,137.90
Total	\$420,934.40

Manners Oil Co., Inc.

Unleaded Gas - \$1.925 per gallon – 60,000 gallons	\$115,500.00
Clear #2 ULSD Diesel - \$2.299 per gallon – 85,100 gallons	\$195,644.90
Red #2ULSD Diesel - \$2.139 per gallon – 62,100 gallons	\$132,831.90
Total	\$443,976.80

Commissioners asked Public Works Director Sandy Krider and Assistant Public Works Director Ralph George to go to the Courthouse breakroom and review the bid quotes and then report back to the Commissioners their findings so the fuel bids can be acted upon today.

Noxious Weed Chemical Bids

Noxious Weed Supervisor Ralph George presented the Commissioners with a spreadsheet of the chemical bids from three suppliers – the quotes include Escort, Outrider, Glyphosate, 2,4-D Amine and Surfactant (these chemicals will be for county use only):

Nutrien Solutions	\$22,132.80
Van Diest Supply	\$23,788.80
Bartlett Coop	\$25,531.92

Commissioner Fred E. Vail made a motion to authorize the Noxious Weed Department to purchase the 2019 chemicals from Nutrien Solutions for a total cost of \$22,132.80; said purchase is payable from the Noxious Weed Fund. Lonie R. Addis seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes).

Judicial Center – District Court – Remodeling Project

District Court Administrator Mac Young, Clerk of the District Court Terri Thurman and District Court Judge Fred W. Johnson met with Commissioners to discuss a remodeling project at the Judicial Center – District Court Office concerning removing and installing new counters to accommodate SPP Level 1 Bullet Resistant Acrylic; approximate cost of the project will be under \$40,000.00. Commissioners brought up the fact that the new counters must meet ADA requirements.

Commissioner Lonie R. Addis made a motion to authorize District Court at the Judicial Center in Parsons, Kansas to pursue a new security counter that will be ADA compliant not to exceed \$39,999.99; said amount will be payable out of the District Court Budget. The labor and material quote for the project was \$37,920.00 from Advantage Computer, Iola, Kansas. The dumpster and paint expense will be payable from the General Fund – Capital Improvements. T. Douglas seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes).

Bulk Fuel Bid - Awarded

Public Works Director Sandy Krider and Assistant Public Works Director Ralph George presented the Commissioners with summarized bulk fuel bids as submitted by the Bartlett Cooperative Association and Manners Oil Co., Inc. with totals as follows:

Bartlett Cooperative Association	\$420,934.40
Manners Oil Co., Inc.	\$443,976.80

Commissioner Lonie R. Addis made a motion to authorize the authorize the contract for fuel for the Public Works Department for the year 2019 be awarded to Bartlett Cooperative Association at t cost of \$420,934.40. Fred E. Vail seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes).

Dispatch – New Employee Discussion

Commissioner Lonie R. Addis made a motion based upon the past experience of a potential rehire of an employee for Labette County 911 Dispatch that - that employee be started at a Range 14 Step F which is equal to four years – an hourly rate of \$14.48. T. Douglas Allen seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes).

Jury Duty Fees

Chairman T. Douglas Allen made a motion to approve the following checks: Jury Duty Fee check nos. 901342 thru 901343 in the amount of \$20.00. Fred E. Vail seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes).

Accounts Payable

Chairman T. Douglas Allen made a motion to approve the following checks: Accounts Payable check nos. 16096 thru 16129 in the amount of \$375,848.02. Lonie R. Addis seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes).

Payroll

Chairman T. Douglas Allen made a motion to approve the following checks: Payroll check nos. 1656 thru 1658 in the amount of \$4,633.12 and Direct Deposit nos. 816990 thru 817111 in the amount of \$273,667.92 for a total amount of \$278,301.04. Fred E. Vail seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes).

Election Equipment – Poll Pad Electronic Poll Books & Printers

Commissioner Lonie R. Addis made a motion to authorize the chairman’s signature and to allow the County Election Officer to purchase from ElectionSource – two (2) Knowink Poll Pad Electronic Poll Books - \$2,000 (\$1,000 each), twenty-two (22) Wireless Receipt Printers (22 at \$350 each), Shipping/Delivery and Acceptance Testing (22 at \$20 each) for \$440 for a total cost of \$10,140.00 and Annual Maintenance Fee for the two Poll Pads (after first year at \$125 each) of \$250.00 for a grand total of \$10,390.00; said purchase is payable from the General Fund – Courthouse – Technology Support. T. Douglas Allen seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes).

Election Equipment – ExpressVote Ballot Marking Device

Commissioner Lonie R. Addis made a motion to authorize the chairman’s signature and the County Election Officer to purchase from Election Systems & Software (ES&S) eighteen (18) ExpressVote Ballot Marking Devices, Barcode Scanners, Soft-Sided Cases, Equipment Installation, shipping/handling and a Credit/Trade-In allowance of \$8,120.00 (19 AutoMarks) for a total of \$69,815.00; this also includes the ADA Keypads and Headphones; said purchase is payable from the General Fund – Courthouse – Technology Support. The annual Post-Warranty License and Maintenance and Support Fees will be \$2,925.00 annually. T. Douglas Allen seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes).

Work Session

Commissioners recessed into a work session at 11:12 a.m. to review the Labette County Personnel Policy Handbook. The regular session reconvened at 2:07 p.m.

Labette County Personnel Policy Handbook

Chairman T. Douglas Allen made a motion to adopt the Labette County Personnel Policy Handbook as discussed today with the changes made and to move forward with getting it published and distributed by the first of the year. Lonie R. Addis seconded the motion. The motion passed by vote: Lonie R. Addis (Yes), T. Douglas Allen (Yes), Fred E. Vail (Yes). The revised handbooks will be given to each employee and each employee will be required to sign the Handbook Receipt and Acknowledgement page stating they have read and understand the handbook and then return this page to the Payroll Department by a certain date.

Department Head Employee Evaluations

Commissioners plan on doing their part of the Department Head Evaluations on December 10th and then meeting with the actual Department Head on Monday, December 17th.

Adjournment

There being no further business before the Board of Commissioners the meeting adjourned at 2:21 p.m. until 9:00 a.m., Monday, December 10, 2018.

Attest

County Clerk Peggy Minor

Chairman, T. Douglas Allen