BOARD OF McPHERSON COUNTY COMMISSIONERS

AGENDA
November 25, 2024

Meetings held on the 1st floor in the Commission Meeting Room of the County Building, 122 W. Marlin

9:00 a.m. - The following items will be discussed as time permits -

A. Approval of Agenda
B. Approval of Minutes
C. Approval of Checks and Claims & Payroll
D. Adds & Abates
E. Personnel
F. Reimbursements for McPherson County Rural Water District #6 & Rural Fire District #2, Marquette
G. General Correspondence

9:00 a.m. Public Input

9:10 a.m. Hollie Melroy, County Clerk -

Non-elected Personnel

9:15 a.m. Brian Bina, County Counselor -

Executive Session - Attorney/Client Privilege

9:25 a.m. Jon Kinsey, Planning/Zoning/Environment Administrator -

Bushwood Addition Final Plat

9:35 a.m. Jeff Butler, IT Coordinator -

Request to purchase replacement Helpdesk and Asset Management software

9:45 a.m. Public Works Staff -

A. Jon Adamyk, Design Engineer - Replace culvert on Cherokee Road located ½ mile east of 13th Avenue
B. Kevin Erickson, Road Superintendent - Discussion for purchase of 8 X 8'6" shipping container for cold storage at the asphalt plant
C. Kevin Erickson - Discussion of purchase of red blinking beacons for stop signs at various locations

10:00 a.m. Julie McClure, Director of Emergency Management/Communications -

A. Hazard Mitigation Plan Adoption Resolution
B. Proposal for software purchase for policy, training, and evaluations
C. Non-elected Personnel

***THERE WILL BE NO REGULAR COUNTY COMMISSION MEETING THE WEEK OF DECEMBER 2, 2024**

MCPHERSON COUNTY COMMISSION MEETING MINUTES
November 25, 2024

November 25, 2024
9:00 a.m. Regular Meeting
All Present
December 3, 2024 - December 4, 2024, Annual KAC Conference, Wichita, KS
Commissioners Kueser and O'Dell - Present
Chairman Becker - Absent

Chairman Becker opened the meeting at 9:00 a.m. Commissioner Kueser made a motion to approve the agenda for November 25, 2024, as presented. Commissioner O'Dell seconded. **All voted aye.**

During Public Input at 9:00 a.m., Sheriff Montagne updated Commissioners on recent arrest numbers and current jail counts, as well as department activities.

Commissioner Kueser made a motion to approve the minutes for November 18, 2024, as presented. Commissioner O'Dell seconded. **All voted aye.**

At 9:03 a.m., Hollie Melroy, County Clerk, joined the meeting to request approval of a Personnel Change Notice (PCN) to hire Tabitha Sander as a Clerk I (8A), effective December 9, 2024, to fill a vacancy. Commissioner O'Dell made a motion for the Chairman to sign the PCN as presented. Commissioner Kueser seconded. **All voted aye.**

At 9:04 a.m., Brian Bina, County Counselor, joined the meeting and requested ten (10) minutes of executive session, including Rick Witte, County Administrator/Financial Manager, and Jon Kinsey, Planning/Zoning/Environment Administrator, for Attorney/Client Privilege items. Commissioner O'Dell made a motion to go into executive session as requested. Commissioner Kueser seconded. **All voted aye. No action was taken in executive session.**

At 9:17 a.m., Jon Kinsey, Planning/Zoning/Environment Administrator joined the meeting. Chairman Becker called the public hearing for Case SD2024--002, a request by landowner Craig Blomberg to approve the proposed Bushwood Addition Subdivision and final plat for a small tract, located on a portion of the southeast quarter of Section 13, Township 17 south, Range 4 west of the 6th P.M. The subdivision was approved unanimously by the McPherson County Planning Board at their November 2024 meeting. Chairman Becker verified with Mr. Kinsey that no protest petition had been filed. The Chairman also stated that no County Commissioners intended to disqualify themselves from the case, nor had they received any exparte communications of any kind pertaining to the case. Commissioners had all received unapproved copies of the November Planning Board meeting minutes summarizing the case. Mr. Blomberg stated that he felt he had a fair and impartial hearing with the Planning Board. Mr. Kinsey verified that the notice for this hearing was published in the approved local news publication, and that notices were sent to the applicant and real property owners of record in the area of notification in a timely manner. Chairman Becker then called on Mr. Kinsey to provide a background report on the case. Following the report, there were no other comments shared by Mr. Blomberg or questions from the County Commissioners. Chairman Becker closed the public portion of the hearing. The Commissioners had no further questions or comments related to the case. Chairman Becker reviewed options for action and called for a motion. Commissioner O'Dell made a motion to adopt the recommendation of the Planning Board to approve Case SU2024-002 and to sign the final plat as requested. Commissioner Kueser seconded. **All voted aye.**

At 9:31 a.m., Jeff Butler, IT Coordinator, joined the meeting to request approval to purchase replacement software for the current ticket-based IT Help Desk system which is not functioning sufficiently. Following discussion, Commissioner O'Dell made a motion to approve the one-year purchase, which includes training and professional services, in a total amount not to exceed $7,632.00 as presented. Commissioner Kueser seconded. **All voted aye.**

At 9:40 a.m., Public Works staff joined the meeting with three (3) items:

A. John Adamyk, Public Works Design Engineer, joined the meeting to request replacement of the box culvert on Cherokee Road located ½ mile east of 13th Avenue. Following discussion, Commissioner O'Dell made a motion to approve the quote for a pre-cast RCB plus any additional work and miscellaneous costs, for a total amount not to exceed $45,100.00 as presented. Commissioner Kueser seconded. **All voted aye.**
B. Kevin Erickson, Superintendent joined the meeting to request the purchase of an 8 X 20 X 8'6" shipping container for cold storage at the asphalt plant in order to separately store explosive items away from the shop area. Following discussion, Commissioner Kueser made a motion to approve the purchase, including delivery, from Sturdi-Bilt for an amount not to exceed $6,600.00 as presented. Commissioner O'Dell seconded. **All voted aye.**
C. Mr. Erickson requested approval of a bid to purchase red blinking beacons for four (4) stop signs at designated locations throughout the County as listed. Following discussion, Commissioner O'Dell made a motion to approve the purchase of ten (10) light units for a total amount not to exceed $25,150.00 from Gades Sales Co. Inc., as presented. Chairman Becker seconded. **Chairman Becker and Commissioner O'Dell voted aye. Commissioner Kueser voted nay.**

At 9:53 a.m., Julie McClure, Director of Emergency Management/Communications, joined the meeting with three (3) items:

A. A request for signatures on proposed Resolution 2024-21, adopting the Kansas Homeland Security Region G Hazard Mitigation Plan. Ms. McClure read the resolution and noted that the resolution is updated every five years for the County and County Townships. Commissioner Kueser made a motion to sign the resolution as presented. Commissioner O'Dell seconded. **Chairman Becker voted aye. Commissioner Kueser voted aye. Commissioner O'Dell voted aye.**
B. A request to purchase Frontline software including the Policy Tracker, Training Tracker, and Performance Tracker. Ms. McClure reviewed the advantages of the software over the current hard copy binders which require physical storage space. The software will allow all policies to be accessed online so that updating is simple, searching for specific policies will be quick and easy, and distributing necessary policy additions and/or changes may be sent individually. Following discussion, Commissioner O'Dell made a motion to approve the one-year purchase of the three (3) software programs for a total amount not to exceed $7,012.50 from Frontline Public Safety Solutions as presented. Commissioner Kueser seconded. **All voted aye.**
C. A request to approve a PCN to hire Keneth Horton as a Communications Technician (13A), effective December 9, 2024, to fill a vacancy. Commissioner Kueser made a motion for the Chairman to sign the PCN as presented. Commissioner O'Dell seconded. **All voted aye.**

Commissioner Kueser made a motion to approve accounts payable and a voided check item for November 25, 2024, and payroll for pay period ending November 23, 2024 as presented. Commissioner O'Dell seconded. **All voted aye.**

Mr. Witte requested approval of the documentation of purchases from McPherson County Rural Water District (RWD) #6 for electronic meters and related billing software, as well as approval of the authorization of reimbursement for these items, totaling $30,194.06, to be paid using County funds. Mr. Witte also requested approval of the billing invoice for Rural Fire District (RFD)#2 in Marquette, KS, for a new ambulance, by allowing the payment of $175,000.00 to RFD #2 for their full allocation from the County. The contract for the new ambulance has been signed, however delivery is scheduled for 2025. Commissioner O'Dell made a motion to accept all requests, and for the Chairman to sign the document of approval as presented. Commissioner Kueser seconded. **All voted aye.**

At 10:26 a.m. Commissioner Kueser made a motion to recess and reconvene December 3, 2024 to attend the Annual KAC Conference in Wichita, KS. Commissioner O'Dell seconded. **All voted aye.** At 8:30 p.m. on December 4, 2024, Commissioner O'Dell made a motion to adjourn the meeting. Commissioner Kueser seconded. **All voted aye. Chairman Becker was absent from the KAC Conference.**

There will be no regular County Commission Meeting the week of Monday, December 2, 2024.

Minutes prepared by Abbey Heidebrecht

Keith Becker, Chairman

David O'Dell, Vice Chairman

Thomas L. Kueser, Commissioner

Hollie D. Melroy, County Clerk