

Pawnee County Commissioners
Minutes
February 1, 2021

Present: Commissioners: Rein, Lewis and Hammeke

9:15 Meeting was called to order.

Commissioners reviewed and signed payroll roll vouchers and checks as well as account payable vouchers. Clerk Rein presented the Commissioners with Clerk Report for Year to Date as of 12/31/2020, as well as the Interim Statement of Expenditures, Encumbrances and Appropriations for the Month of Month 13 and Year to Date Ended Month-13, 31, 2020.

10:14 **Motion by Rein, seconded by Lewis to enter into executive session for Attorney-Client Privilege for a period of 5 minutes, from 10:14am to 10:19am to include County Attorney McNett and County Clerk Rein. Motion carried. 3-0**

10:19 Reconvened to regular session, no action taken.

Clerk Rein updated the Commissioners on items that were found from the previous County Clerk. Aaron Koehn from VonFeldt Bauer and VonFeldt joined the meeting.

1/11/2021 - Found a Blue Cross Blue Shield check dated September 2020. Blue Cross Blue Shield sent this check to refund employees that pay for dental insurance. County Clerk Rein deposited the check on 1/13/2021 and it will be refunded to five employees on the 2/3/2021 payroll.

1/13/2021 Received a phone call from Blue Cross Blue Shield that the County's Premium Only Plan contract has not been received along with the \$100.00 maintenance fee. This contract is required for the County to pull Blue Cross Blue Shield premiums pre-tax.

1/13/2021 Received call from the State of Kansas Property Valuation Division that Pawnee County has not completed the November Tax Abstract Certifications. They had previously contacted the office to make corrections to two reports and 3 certifications. Clerk Rein was able to complete these and Pawnee County was released as of 1/15/2001.

1/13/2021 Blue Cross Blue Shield 1094/1095C forms have not been sent out. Former County Clerk informed staff this did not need to be done anymore. Discovered they were sent to employees last year, but possibly not the IRS. These have been completed for 2020. Aaron from VonFeldt Bauer and VonFeldt stated the government requires those to be send out.

1/15/2021 Another Blue Cross Blue Shield refund check was found for a specific employee's premium adjustment. This check was received in the clerk's office on 3/9/2020. It has been deposited and will be refunded to employee on their 2/3/ 2021 payroll.

1/15/2021 A KPERS refund check was found due to an adjustment on a specific employee. The clerk's office received this check in August 2020. This check has been deposited. Clerk Rein is still working on how to handle this refund.

1/15/2021 County Clerk Rein discovered after working on the first daily that the Payroll clearing account has not been cleared since August 2020 and Fund 122 and 127 are not balanced with the Treasurer. Contracted Individual, hired to help with the general ledger, informed Clerk Rein that she notified Previous Clerk of these issues and was told not to do the appropriate adjustments to correct the issues. The year was closed by both the clerk and the treasurer without making the necessary corrections. It was determined that the Payroll clearing account could be zeroed out.

1/19/2021 Clerk Rein discovered that her office has over 300 1099-MISC forms and envelopes. Clerk Rein stated these forms are used but only 20 or so. There has been changes to the form and we need to send most of the Counties 1099s are sent out on a 1099NEC form. Clerk Rein stated she have been working with our software company trying to get forms in time to send these out.

1/22/2020 Aaron at Vonfeldt Bauer and Vonfeldt informed Clerk Rein the mill levy for the USD 495 Recreation Commission is supposed to be 3 mill or less and it has been set at 3.5. Also, the tax dollars are not really calculating correctly. After a discussion with our software company, there is a cap field built into the system and the previous clerk failed to enter that cap. Also, the previous clerk used the incorrect budget to calculate the levy, she used the Recreation Commission's budget instead of USD 495's budget. Aaron stated he had a plan to correct. Aaron explained to the Commissioner that the mill levy for the Recreation Commission is set by resolution by the school board and the Recreation Commission. The Commissioners asked Clerk Rein to call PVD on this issue to make sure the County does not need to make any additional corrections to fix this matter.

1/26/21 The County Clerk reported that she received a very angry employee's call because the federal government has not processed their 2019 taxes yet and they had not received their stimulus checks. They were able to speak with the IRS and was informed it was because they had never received Pawnee County's W-2 electronic submission. After research it was discovered that the W-2's and 1099's had not been sent by the Previous Clerk. County Clerk Rein and staff filed the W-2s on 1/27/2021. The Clerk informed the Commission that she will be attempting to electronically file the 1099s this week.

1/27/2021 Clerk Rein received a phone call from the Secretary of State that both the Primary and General Elections voter credit still needs posted. Clerk Rein has a staff member working on this project.

1/28/2020 It was discovered the Kansas Department of Labor Multiple Worksite Report has not been completed for the last year. Clerk and staff submitted these on January 29, 2021. The Clerk stated that she did speak to someone at the Kansas Department of Labor at this time they were unsure if there would be any penalties for the non-filing of this report for the year.

1/28/2020 Employee Benefit reimbursement checks for the Health department were found, the checks were received in the Clerks off in November 2020 and never deposited. Aaron from VonFeldt Bauer and VonFeldt recommended to go ahead and deposit those checks even though last year is closed. Aaron recommended copies of receipts be made and put them in an audit file, for the audit this year.

Aaron from VonFeldt Bauer and VonFeldt suggested that the County Insurance company be contacted to see if they would ensure any possible penalties that may incur due to these errors.

11:06

Kurt Demel, Road and Bridge Department head presented the Lease Purchase agreement, Kurt stated that item 6 has been revised to read as previous leases had been written. Kurt explained that one machine will be paid off the final check for \$140,850.00.

Motion by Lewis, seconded by Rein to approve Lease Agreement 82400 dated February 1, 2021 with Farmer's State Bank & Trust for a John Deere 772G Motor Grader. Motion carried. 3-0

Kurt explained he has spoken to County Attorney about a payback policy, where if the County pays for your training to receive your CDL you will be required to work so many months for the County to cover the cost of your training. The Commissioners discussed the pro and cons of this type of policy.

Kurt updated the Commissioners on OS 21 bridge, and the possible struggles with Kirkham Michael and LM.

Kurt stated he would be attending the Spring Conference for recertification credits. He stated he would not be going in person; he would be attending by Zoom.

Kurt updated the Commissioners on positions available. Kurt stated that he has 3 open positions, he stated that he advertised on the County Facebook page, as well as Great Bend Post, Nex-tech Classified.

Kurt presented information regarding CDL differential pay of \$1.00 per hour. Commissioners questioned where Kurt would be with his budget if this would be approved. Kurt stated he would be very close to his budgeted amount. Kurt stated he currently had 12 employees with a CDL.

Motion by Rein, seconded by Lewis to approved \$1.00 CDL differential pay for employees with a CDL. Motion carried. 3-0

11:53

Rod Wheaton, Solid Waste Department Head presented the Agreement for Refuse Tipping Fees to Larned Correctional Mental Health Facility.

Rod stated that he would have a conference call on Tuesday, February 2, 2021 with Larned Stated Hospital regarding new contract.

12:00

Tina Keeler, Appraiser introduced her new employees to the Commissioners and presented payroll change notices.

Motion by Lewis, seconded by Rein to approve the Payroll Change Notice for Appraisers new employees. Motions carried. 3-0

Tina presented 2021 General Kansas Crude Oil Prices, which Tina had stated had gone back up. Discussion took place regarding property items that had been protested. Tina stated that she is working on getting values out and is not currently working on blue-line maps. Tina stated she would like to discontinue doing the blue-line maps. Discussion took place regarding this and it was decided that blue-line mapping would be continued at this time.

12:20

Commissioners recessed for lunch to reconvene at 1:00pm

1:00

Commissioners reconvened.

1:03

Joel Davis, Pawnee County Register of Deeds spoke to the commissioners regarding Golden Belt Telephone and some technical repairs that need to be done to make the Zoom meeting run smoother.

1:15 **Motion by Rein, seconded by Lewis to enter executive session for personnel for a period of 5 minutes from 1:15pm to 1:20pm. Motion carried. 3-0**

1:20 Commissioners reconvened. No action taken.

1:20 **Motion by Lewis, seconded by Rein to enter executive session for personnel to include Appraiser for a period of 10 minutes from 1:20 to 1:30. Motion carried. 3-0**

1:30 Commissioner Reconvened. No action taken.

1:30 County Clerk Rein and Commissioners discussed the 2021 appropriations. It was brought to the Commissioners attention that SWKAA appropriation had not been paid since 2017. They asked Clerk Rein to check with Pawnee County Attorney McNett to see if this is statutorily obligated.

Contracts were signed for Sunflower Diversified and SDSI for their appropriations.

Discussion took place regarding the appropriation for the District Coroner. Clerk Rein asked if the appropriation out of the 1% Health Mill was for the ambulance. Commissioners stated this really should not be listed with the appropriation.

Commissioners discussed the Alcohol Tax dollars requested for, and to be used by Juvenile prevention programs.

Clerk Rein asked about Great Plains Development regarding the appropriation due to and additional funds paid in 2020 for Dues. The Commissioners asked Clerk Rein to check into this prior to paying the appropriation.

Clerk Rein asked if the Fair Board Associations appropriation is to be paid now, or in June with other second half payment. The Commissioners stated that they would like to pay the Fair Board Association now. Clerk Rein stated that their check would be ready next week.

Clerk Rein presented the Commissioners with a Deliverable Acceptance statement from Aumentum Technologies. Clerk Rein explained that the company would like the signature of the Commission to show that these items were completed and can be billed for. Clerk Rein explained this was the bill for \$1600.00 for the November Tax Roll support the clerk's office received in November of 2020. Commissioners asked how many hours of support was given. Clerk Rein stated according to the agreement 8 hours of support was given at \$200.00 an hour.

Clerk Rein present a message from a citizen giving Kudo's to the Health Department. "Wanted to give kudos to everyone in the Health Department". There were several from the same family they were "very nice and professional".

Clerk Rein updated the Commissioner on the reimbursement of Veteran Grave markers. It is understood that several years ago Larry Miller spoke with the Commissioner and a resolution was signed stating that Pawnee County would reimburse the Veterans of Foreign Wars and American Legion for grave makers for our veterans.

2:24

Commissioners meeting adjourned.

Philip Hamrick

Stacy Rein

For the Board:

Attest:

Chair, Board of Commissioners

County Clerk