

February 10, 2020

Minutes taken by Kathleen Foster

- 9:02 Reconvene. Rein, Hammeke, and Lewis present.
Call to Order. Flag Salute.
- Review of Checks, Vouchers
- 9:03 Review Abatements
- 9:05 Lewis: Reported Legislative Task Force Committee Met 2/4/2020 and the Committee reviewed "Talking Points" for the trip to Topeka on February 20.
- 9:07 **Motion by Lewis to Accept the abatements to the Treasurer's Tax roll to tax ABATEMENTS: 2019-30 and 2019-31. Hammeke seconded. Motion Carried.**
- 9:13 Tami Keenan, County Treasurer, reminding each department to file paperwork to the City of Larned for Midwest Energy Rebate.
- 9:30 Department Head Roundtable – Discussions from each department on what they are currently working on, any issues, or need for employees.
- Kurt Demel, Road & Bridge reported personnel issues with keeping help.
- Tina Keeler, Appraiser reported valuations will be going out February 28th. Discussed switching telephone service from Lingo to Golden Belt telephone. There is a savings of \$55/month with no contract. Discussed looking into changing to Golden Belt courthouse wide in order to receive more of a discount. Discussed mice issue around the dumpster causing damage to county vehicles.
- Mark Wagner, Emergency/Zoning reported that storm shutters are installed and requested a walk through for employees, as the lounge is now the designated storm shelter.
- Scott King, Sheriff reported the new panic system has been set up. One deputy of the Sheriff's Department went to work with the KBI. There is currently a Deputy position available. There was an office involved shooting.
- Cheryl Hobericht, Health Department is concerned about the coronavirus. They have been involved with conferences regarding the coronavirus. The Health Department is still giving flu shots. The Health Department is getting ready to write grants. If the Health Department is going to switch telephone services, it will need to be done by May due to the grants.
- Doug McNett, County Attorney reports no changes in office personnel.
If there are questions with the tax s.a.e, the public is to contact Doug McNett. Conversations have started about consolidating EMS with a target date of January 2021. Tina Keeler stated that if the 911 boundaries change, her office needs to know.

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Joel Davis, Register of Deeds Deputy reported the office has also switched to Golden Belt telephone. Discussed City of Lamed refund sheets, need to make sure one gets filled out for the courthouse. Stated that the bills go to the Clerk's office. Aimee Norris, Deputy II Clerk stated that the Clerk's office will complete the application for the courthouse.

Tami Keenan, Treasurer reported the deadline for the REAL ID is October 1st, 2020. Citizens will need the REAL ID to fly, get into military bases, and get into Federal buildings, excluding the county courthouse.

Kay Schartz, District Court Clerk reports the district court changed to Golden Belt telephone. The office will be down on February 14th due to receiving new servers. The office will be closed on February 17th.

Gail Antenen, Community Corrections reported issues with fleas and bed bugs. They had a cable torn down when an Old Dominion truck went through the alley. A report was made to law enforcement. Gail asked if they could get a sign for the alley that states NO TRUCKS. There was a fire in the court service office. A ballast went out in the light causing a fire. The basement is not ADA compliant and cannot be leased due to safety concerns. Bob Rein stated they are looking at how to utilize the building best. Asked for ideas from Department Heads as to what the building can be used for. Jessica Moore asked about the shared leave bank. She and another employee donated a personal day and a sick day to the leave bank but noticed in the reports that they are still on the report. Jessica wanted to know if these days were available to her or if they will be put into the shared leave bank. Deborah Lewis directed the question to Aimee Norris, Deputy II Clerk. Aimee stated that the current software does not support a human resources module and one would be needed in order to keep track of the leave days in the leave bank. Jessica Moore stated that from her experience in the Clerk's office, it would be easy to manually take the days off, but how would it be tracked after it's in the pool. It was decided that there will be a conference between Doug McNett and the Clerk's office after the Department Head meeting to discuss calculations of the cost of a Human Resource module.

Doug McNett shared that if there is an issue with the computers, Golden Belt can remote in to offer help. Doug urged each office to make sure that the remote access requires the office to allow them into the computer in order to prevent Gold Belt from having 24-hour instant access.

Cheryl Hoberecht raised concern that the annex is listed in their plan as a designated place to operate from in the event that the courthouse wasn't functioning. With the basement not being ADA accessible, a new spot may need to be designated.

Tim Taylor, Custodian, reports the need to go over prices on a few lights that need replaced. There is a leak in the boiler. Tim let Comfort Systems know. Tim feels the heater is working better. Discussed if a ballast goes out, the lights in that room will be converted to LED lighting. The conversion to LED lights will be on a case by case basis.

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Jennifer Fitzpatrick, Extension offices reports that their office is getting 4-H up and running. They also just switched phone service to Golden Belt Telephone and received at new phone system. Jennifer invited each department to go look at their new phones, if they are considering switching. The extension office received a new sink in their office, they are very pleased with it.

10:30 Tim Taylor, Custodian, presented vouchers.

Motion by Lewis to accept bid from Haynes Electric for replacing lights in extension office and law library. Hammeke seconded. Motion Carried.

10:31 Gail Antenen, Jessica Moore, Community Corrections. Discussed errors in processing Employee Benefits and how to correct billings for December and February. Jessica Moore: Seeking advice on how to proceed regarding accurate payment of December Benefits – Percentages to be split from Adult and Juvenile Budget Categories at 50% each.

Commissioners directed Moore to write check for December. Suggest she compile spreadsheet for each month categorizing varied funds for split payment including benefits and FICA, etc. Also made suggestion for her to consult with Aaron at Von Feldt, Bauer, and Von Feldt regarding split.

10:45 Samantha Parish: Seeking Advice regarding accurate monthly payroll.

Samantha Parish stated there is a difference with the Clerk's office regarding correct calculation of percentages of splits and amounts in payroll check.

Commissioners said she should go forward with distributing the checks even though there is the current difference with Clerk's office regarding correct percentages. Commissioners directed Samantha Parish to proceed with payroll distribution, keeping accurate records and display figures on spread sheet.

Samantha Price: Left blue prints for Community Corrections office with Commissioners

10:47 Kurt Demel, Road and Bridge Department, presented Federal Funds Distribution/Federal Fund Exchange 2020

Motion by Lewis to exchange, as presented, the awarded 90% of the \$70,761.92 of the KDOT federal funds monies available to Pawnee County. Hammeke seconded. Motion carried.

10:50 Kurt Demel presented a Payroll Change.

Motion by Lewis to accept Payroll Change notice for resignation of employee from Road and Bridge. (Last day of employment 02-21-2020) Hammeke seconded. Motion carried.

10:52 Kurt Demel presented Letters of Offer to Purchase Land for Right away and for Easement for Bridge work – 0S-21 Project 73 C4948-01.

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- Motion by Lewis to Approve Offer Letter to Purchase Land from John and Matthew Bittle for Right Away and for Easement for Bridgework 0S-21 Project 73 C4948-01 Off System Bridge 21. Hammeke seconded. Motion carried.**
- Motion by Lewis to approve Offer Letter to Purchase Land from Allen Klein for Right Away and for Easement for Bridge Work Project 0S-21 Project 73 C4948-01. Hammeke seconded. Motion carried.**
- Motion by Hammeke to acknowledge the donation of land from Gary Tindall and Family for the Bridge Work Project 0S-21 73 C4948-01. Lewis seconded. Motion carried.**
- Kurt Demel Presented Purchase Agreement between Pawnee County and Pawnee County Cooperative Association for the purchase of Dyed Diesel and the purchase of Clear Diesel at the specified price and amount as stated in the agreement.
- Motion by Hammeke to accept Purchase Agreement as Presented to Purchase Dyed Diesel and Clear Diesel from Pawnee County Cooperative Association. Lewis seconded. Motion carried.**
- 11:10 Kurt Demel- Routine Maintenance Report
Kurt Demel - FEMA coming Wednesday 2/12/2020 to look at two townships' Damage.
Waiting for department employees to complete reports needed by FEMA
- 11:20 The recently purchased drill has been delivered to the Pawnee County Road and Bridge Department.
- 11:25 Hammeke informed Demel -- Group of landlords has formed a coalition in dealing with oil companies.
- 11:26 Joel Davis, Public Information Officer, presentation of invoice for repair of Courthouse boiler to be submitted as a voucher to be paid from Courthouse General Contractual Fund.
- 11:33 Tina Keeler, Appraiser's Office, presented calendar of meeting dates and SB and HBs relating to Appraiser's Office.
SB 266 Met January 22nd
HB 2440 Referred to Committee on Taxation
SB 177 Referred to Committee on Taxation
SB 309 Referred to Committee on Taxation
SB 272 Met January 29th
SB 295 Met January 23rd, then February 6th
- Requested Commissioners send letters to object to all Bills involving proposed change in Appraiser qualifications and office regulations and responsibilities.
- Rein requested short notes from Tina Keeler stating why each bill should be opposed.
- Lewis shared Legislative Committee going to Topeka and is requesting Talking Points from Tina regarding opposition to SB and HB.


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- 11:35 Tina Keeler shared that some property owners may appeal their tax valuation. Commissioners stated that if there are property owner appeals before Board of Appeals, the decisions made by the Board of Appeals are to be shared by Tina Keeler with Commissioners.
- 11:37 Tina Keeler submitted form for Commissioners' signature for approval of Office Manager I Step I, start date 1/24/2020.
Motion by Lewis to accept Payroll Change for new hire of Office Manager I, Step I start date 1/24/2020. Hammeke seconded. Motion carried.
- 11:55 Tina Keeler discussed State Requirements and Guidelines for Portable Housing.
- 11:57 **Motion by Hammeke to approve the 2020 Initial Boundary Validation Program (BVP). Lewis seconded. Motion carried.**

11:59 Adjourned.



For the Board:
Chair, Board of Commissioners


Attest:
County Clerk