

**March 16, 2020**

Minutes taken by Kathleen Foster

9:02

Reconvene. Rein, Hammeke, and Lewis present.  
Call to Order. Flag Salute.

Provided: Vouchers & Minutes.

Quick discussion about day's agenda.

Recess to PC Building Commissioner Board meeting

Move to downstairs conference room for Pawnee County Public Building  
Commissioner Board meeting.

Discussion with Pawnee County Public Building Commissioner Board: Tim  
George, Tom Giessel, Dick King; Commissioners Deborah Lewis, Philip  
Hammeke, Bob Rein, Jr., Aaron Koehn of Von Felt, Bauer, Von Felt  
Accountants, Doug McNett, County Attorney, Joel Davis Public  
Information Officer.

Discussion Regarding PVCH Bonds and pros and cons of refinancing.

Decision that given the current uncertainties with the Coronavirus and  
fluidity of the economic time, interest rates and refinancing fees are very  
unsettled; therefore, it was agreed that the topic of refinancing bonds  
would be discussed again in 2021.

Next meeting with the PCPB (Pawnee County Public Building) Commission  
Board is scheduled for March 15, 2021 at 9:00 a.m. in Courthouse  
Conference room, first floor.

9:36

Recess. Call to Order as Board of Health.

Cheryl Hoberecht and Amanda Lakin, County Health Department,  
Conference Call and Webinar on COVID-19, with Lee A. Norman, MD,  
MHS, MBA, Secretary of Services with the Kansas Board of Health  
Dr. Lee Harman providing updates on Coronavirus.  
Conference call included information of reported positive cases, protocol  
and procedures for local health departments and agencies to disseminate  
information to public preparedness of local agencies and health care  
providers. Governor Kelley's announcement of School Closure Policy and  
procedure.

10:20

Cheryl Hoberecht and Amanda Lakin, County Health Department, discussion  
with Commissioners regarding Pawnee County Health Department Press  
Release regarding preparedness and procedures for handling Coronavirus  
Information.

Pawnee County Health Department is in contact with the State Health Department  
frequently throughout the day. In discussion with PVCH regarding  
coordinating disseminating information to the public, testing, treatment  
policy/procedures

Commissioners will visit with Tim, Courthouse custodian to discuss frequency of  
wiping down surfaces.

**Continued**

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Joel Davis, Public Information Officer, will send a memo to the entire Courthouse staff to be vigilant in wiping down surfaces in their offices multiple times throughout the day.

Cheryl Hoberetcht presented grant Application signature page for State of Kansas Department of Health and Environment Grant Period: July 1, 2020 – June 30, 2021. **Motion: Lewis moved to approve Grant Signature Page, State of Kansas Dept of Health and Environment grant period July 1, 2020 – June 30 2021 as presented. Second by Hammeke. Motion Passed.**

10:33 Reconvene as Board of Commissioners.

Discussion regarding the Toles and O Road Drainage Project

Present: Allen Taylor, City of Lamed, Kurt Demel, Road and Bridge Department, Josh Beckman, engineer with Kirkham and Michael Engineering Firm and, Gerald Hadley, Larned Township Board, Tom Gieseel, Landowner, Doug McNett, County Attorney, Phil Martin USD 495 School Attorney

Kurt Demel assisted by Josh Beckman explained the projected map and illustrated handouts as to what the projected improvements might be regarding drainage of excess water on Toles and O roads

*Tom Giessel, Land Owner, shared that the issue of the drainage and excess water from rains had been an issue before the school was built. But the school plan regarding detention pool that was to be built if he donated additional acreage never came to fruition. The expressed thought was the hope that all parties involved would do a little bit to cooperatively rectify the issue of drainage and flooding. Restated by Rein that this should and hoped it would be a Joint Venture by all to be resolved.*

Projected costs of \$140,000 to cover proposed engineering & drainage plan. Expansion and buildup of 50-year and 100-year Detention Ponds would be additional.

Water Study was passed out to all in attendance.

Engineer explained the need for and plan to add more, larger drainage pipes.

Broadway St. Drainage Project Projected Cost report handed out.

Cost Projection: Possibly each department (Township, City, School) will pay \$25,000.00 with County covering the rest.

Next Meeting regarding O and Toles Roads Drainage project is scheduled for next Monday.

10:58 Recess to County Wide Emergency Preparedness Meeting in the Conference room first floor Cheryl Hoberrecht, County Health Department addressing the individuals present regarding Coronavirus Information.

**Continued**

## March 16, 2020 Continued

Those in attendances represented County Wide governments, City of Burdett, Rozel, Garfield, Larned, EMS, State Hospital, PVCH, Health Clinic and doctors' offices, Sheriff, Police Department, emergency preparedness department, fire department, Heart of Kansas Clinic, and concerned citizens.

Cheryl Hoberrecht, assisted by Amanda Lakin, County Health Dept. .... Updated audience regarding procedures of 14-day self-quarantine if have been in one of the identified hotspots in Colorado, Seattle, Florida, etc. or returning from being out of the Country or a cruise.

If displaying symptoms, must call health care provider. Provider has a series of questions and will facilitate the next step by notification County Health Department. KDHE Procedures are to be followed.

PVCH is a collection site, not a testing site.

Community Center has posted no large gatherings and limited number of walkers and those using open gym.

Rein stated that the State of Kansas is providing recommended guidance for local communities to proceed with Coronavirus. At this time, the decision making of how to do this is left up to the local government.

Sheriff stated that Office's dispatcher will continue to ask several questions to pass on to officers in preparedness of situation.  
Police Chief stated that Police Department dispatcher continues to ask questions to determine state of health of individual in need.  
No visitors to the Jail. KDHE has hot line number in trucks and emergency vehicles. All are following KDHE guidelines. Been in preparedness mode for several weeks. Staff following protocols.

Restaurants have to dispense with self-serve lines.

Cheryl Hoberrecht, County Health Dept, explained the goal is to slow down the transmission of the virus and to flatten out the spike to a curve, permitting health care workers and facilities the opportunity to better handle those in need.

Melanie Urban, PVCH, commented that Emergency Declaration may require hospitals to keep patients longer. The State Hospital and PVCH and Pawnee County Health Department are in daily contact regarding care of patients, as well as establishing procedures to comply with KDHE mandates and regulations.

Businesses receiving deliveries are reminded to ask vendors drop off supplies outside.

Church leaders and Ministerial Alliance complying with recommendation of no more than 50 in one area. Several churches are moving to Live stream services.

There is reminder that the elderly in the community have needs and request that stores for set aside specific times for elderly to have access to resources, shopping.

Continued

**March 16, 2020 Continued**

In closing, Amanda Lakin, Health Dept, is to oversee the writing and dissemination of a unified mandate from County Health Dept, and PVCH regarding update and procedures. Information to be available to the public through social media and Tiller and Toiler.

12:05 Recess. To reconvene at 1:30

1:30 Reconvene. Kevin Holt, First Deputy, Clerk Office, Kevin presents Change Order 2019-33 and 2019-34 Abatement to Treasurer Tax Roll.  
**Hammeke made motion to accept Change Order 2019-33 and Change Order 2019-34 as presented. Lewis seconded. Motion Passed.**

Lewis made a request for updated financial report from Clerk's Office.

1:33 Doug McNett, County Attorney, and Kevin Holt presented payroll procedure for Shared Leave Bank.

Clerk's office is ready to pull hours from employee's payroll that are participating in Shared Leave Bank.

Lewis requested Clerk's office notify participating members that donated personal day and sick day is being pulled.

Reminder that Leave is days not dollars.

1:35 Joel Davis, Public Information Officer, preparing memo to Courthouse staff regarding disinfecting office surfaces and space frequently used by public.

1:45 Writing a policy/resolution for agencies and department to follow regarding KDHE guidelines and Pawnee County mandates.

Proceed with Discussion of content to be included in policy regarding Coronavirus precautions and procedures to report, test, and provisions for health care. Present: Cheryl Hobercht and Amanda Lakin, County Health Dept., Scott King, Sheriff, Doug McNett, County Attorney.

Scott King, Sheriff, began discussion by asking how to cover payroll for those that are absent from work because of coronavirus

Discussion of how to identify and compensate employee in need of being at home and able to do work at home.

Rein stated the need for making accommodations for high risk employees working in the Court house

Scott King, Sheriff, pointed out that there are certain things that have to be covered in his department requiring staff to work in place. Some work can be done from home, but not all.

Doug McNett, County Attorney stated that Chief Justice of Kansas Courts may use Speedy Trial Act. Court Hearings are being modified. Emergency cases will proceed.

**Continued**

## March 16, 2020 Continued

Rein wants to formalize policy for at risk employees to have the opportunity to work from home with no disruption to pay.

Lewis asked McNett to do some research regarding legal language and provide recommended write policy to the Commissioners.

Sheriff King pointed out that there are ongoing procedures and reports that have to be written and constantly be sent into the state. Requires available staff – some reports might be able to be generated off site at individual staff member's home.

Discussion of procedures local agencies are to follow if Pawnee County begins to get positive cases.

Cheryl reiterated: Any employee displaying symptoms or feeling ill are directed to contact their individual health care provider by phone. Any employee that has been exposed to virus must self-quarantine. No one to go in person to an ER or health care clinic. Avoid contamination to others.

Department Heads are to inform County Health Department.

Department Heads need to inform Commissioners

Need to inform the public of the policies and procedures in place in Pawnee County to deal with the coronavirus. Once a mandate from the health department is written and approved, it is to be made available to the public of Pawnee County. To disseminate the information, Lewis asked that Kevin Holt, Clerk's Office, contact Tiller and Toiler to save a half to quarter page for Update and Notification of Procedure for Pawnee County residents regarding coronavirus.

Kevin Holt contacted Tiller and Toiler to request space be reserved.

Throughout the day, Amanda Lakin, County Health Department, will work with Melanie Urban from PVCH to write agreed upon COVID-19 information to be dispersed to public.

Discussion about possibility of Emergency Declaration from Governor office.

To assure continual updates, Commissioners and County Health Department agreed upon emergency meeting at 9:00 a.m. Thursday to receive updated Coronavirus information.

Request to direct Kevin Holt to notify the Tiller and Toiler of Special Meeting regarding update on coronavirus. Commissioners and Health Dept. will meet on Thursday, March 19, at 9:00 in Commissioners Office.


New Update was received that Governor stating she had just declared that no more than 50 to be in one gathering.

Commissioners direct Custodial staff and office employees to be vigilant in wiping down surfaces in offices using disinfection wipes ... several times throughout the day.

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- 3:11 Discussion regarding repairing court house steps.  
**Motion: Lewis moved to accept the proposal to seal outside stair joints and top deck of the court house steps as presented by Eakin Enterprises. Hammeke seconded. Motion passed.**
- 3:13 Joel Davis presented edited memo to notify court house staff to be vigilant in frequent use of disinfection wipes on surfaces. Review of memo language by Commissioners. Joel will post the memo immediately.
- 3:15 Update Agenda to add another LEPC meeting at 11:00 next Monday.
- 3:20 Reviewed press release from County Health Department.
- 3:25 Hammeke shared input from Rozel community regarding positive comments regarding EMS service.
- 3:30 Discussion of possible lease-purchase of phones with Golden Belt.
- 3:31 Adjourned.

  
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For the Board:

Chair, Board of Commissioners

  
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Attest:

County Clerk