

March 30, 2020

Minutes taken by Kathleen Foster

9:03

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

Vouchers, Checks, and Minutes of Commissioners' Board meeting 3/23/2020

Discussion regarding: Reducing County Department staffing due to reduced operations as well as conducting Courthouse business if have reduced staff due to illness of family member, of individual employee ill, self-quarantine, or mandated quarantine due to testing positive.

In order to keep the offices in the Courthouse and County open for business to serve the community, as well as to protect the staff, the following were discussed: Potential staffing arrangements and changes such as offices organizing teams alternating with other office teams in order to limit potential exposure to the COVID-19. Also, discussion of staffing changes due to reduced operation. Consideration of paid leave and granting full sick leave. Differentiate between an individual that tests positive and someone who displays symptoms or answers yes to the four questions regarding fever, has traveled out of state, etc. or chooses to stay at home because a family member is ill.

Doug McNett, County Attorney - advice regarding: Federal law as it applies to unemployment insurance as extended by the Senate Bill passed by the Federal Government.

Aaron with Von Feldt and Bauer was consulted regarding unemployment insurance rates.

9:25

Joel Davis, Public Information Officer, passed out Public Health Resolution.

9:29

Kyle Grant - notified that the K-State County Extension Office employees will be working from home as of mid-morning 3/30/2020. The Extension Board /Fair Board has approved the three staff members to work from home using Fair Board computers.

9:37

Roger Higgins, Camp Pawnee, contacted Commissioners for direction of use of facility in compliance with the Governor's Executive Order 20-16 and the KDHE directive regarding COVID-19. Discussion of the use of the facilities for RV parking and the building. Decision not to lease/rent the building.

Mike Seeman, Community Center use. Inquiry - County department and facilities are to adhere to the Governor's Executive Order 20-16.

9:40

Cheryl Hoberecht, Amanda Lakin, PNCO Health Dept., update on COVID-19. Currently the situation in Pawnee County is status quo. Encouraging compliance of Governor's "stay at home" order. Grant financial status report will look different than had been initially projected. Thermometers are being obtained .

Currently No positive COVID-19 tests in Pawnee County.

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- 10:10 Cheryl discussed the cost of repairing the health department vehicle that was side swiped. Damage cost around \$500-600. Insurance deductible is \$500. May consider replacing the vehicle at a later date. Currently putting the decision involving on hold. Other priorities to address.
- 10:55 Broadway – Toles Road Drainage Project committee meeting. Present are Dennis Theis, Home Owner; Karen and Dean Van Vleet, Home Owners; Kurt Demel, Road and Bridge; Jerald Hadley, Larned Township Board; Josh Beckman, Kirkham and Michael Firm; Doug McNett, County Attorney.
- Present on the Zoom: Jamie Holopirek, Soil Conservation Office; Richard Deckert, land owner; Mr. Tranbarger, Property Owner, and unknown.
- Josh Beckman Engineer presented an update to the home owners on the potential drainage plan,
- Kurt Demel, Pawnee County Road and Bridge, Update of Plan Move the drainage water west to natural channel and away from residential area. Also cleaning and perhaps where needed, widening, deepening the ditches on the east of Toles to move some of the drainage water north. No permits are needed for this upcoming project. Jamie Holopirek, Conservation Office, is monitoring the water drainage onto the farm land. The City is to clean out the ditches that catch the water flow from the ball fields. Kurt commented that it will be necessary for all of the components must be successfully completed in order to successfully move the drainage water away from the residential areas. The plan to enlarge the retention ponds to 25-year storm standard may not be immediately necessary if the above discussed modifications to enhance drainage water flow are successfully completed.
- Final Improvements for Drainage of Excess Water include: Improve drainage to the west and then eventually north thru natural channel Road Elevated, Additional Drainage pipes, Culverts replaced, ditches cleared, East Side of Toles move water north faster and more efficiently by adding three larger drainage pipes, regrading ditch one/half miles to the North City of Larned, Improve Drainage to the South along Broadway Avenue and field (former Erway Lumber area), clear ditches carrying water runoff from ball diamonds. School district add retention pond.
- Josh Beckham, Engineer, stated that once the drainage improvement plans are successfully completed, drainage water should not go over roads.
- Kurt Demel - Building the school has impacted the intensity and volume of drainage water towards homeowner's property. A school retention pond would be a beneficial addition to holding the drainage water from the building roof run off, slowing down the drain water surge from moving across the road into homeowner's yards and homes. Homeowners expressed agreement stating that in 50 some years of living in the residential area, they had not experienced drainage water into their property ... Commented that before the school was built, the water flowed down the ditches. Now, since school was built, the water has crossed over the road over five times causing flooding into house basements.

Continued

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Lewis -asked if the home owners had an opinion on the projected plan. Home owners present expressed approval of the plan and stated their appreciation to the Commissioners and County Road and Bridge. Stated their understanding that the project startup date and completion will be delayed due to the "Stay at Home" Governor's order. Asked if Kurt would be able to assist again this year if rain water went over the road threatening to flood basements and homes. Kurt assured the homeowners he would assist as well as provide sand bags.

Kurt said that once "stay at home" order is lifted, KPL will send team to mark their utility lines. However, Kurt said this will not happen in the next sixty days. Once lines are marked, the County Road Dept. will begin work on ditches and drainage pipes. Meantime, Kurt plans to begin work west where water will flow into channel as well as do some work on Toles Road ditches.

Rein asked the Zoom participants to weigh in on thoughts and questions.

10:30 Mr. Tranbarger requested maps and more information about plan stating this he was not able to hear the conversation satisfactorily. Kurt offered to meet individually with Mr. Tranbarger and others to explain the project. Mr. Tranbarger expressed his concern more water coming down Toles causing more flooding on property.

Lewis assured the property owners that the Commissioners have been researching and studying the excess drainage into home owner's property since last year. A wide area survey and acquisition of Kirkland and Michael to draw up an effective plan along with other research provides the "Best Option We Have."

Residents again stated their appreciation for action. Further questions from property owners to Kurt regarding specific details of the project as it might affect their driveways and ditches.

Kurt assured the property owners that their concerns will be addressed and that his department will begin dirt work to the east and along ditch on Toles.

Lewis and Rein assured the home owners that the project would move forward in a timely manner.

10:50 Committee meeting adjourned

10:52 Kurt and Josh presented the Ellsworth City Plan for Drainage to Rein and Lewis. Discussion of the plan's content included development of Ordinances. Might be a consideration of Ordinances for Larned, would be the responsibility of the City Council, not the Commissioners.

10:55 Commissioners thanked Josh and Kurt for their time and research and knowledge.

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11:00

LEPC Meeting.

Present: Cheryl Hoberecht, County Health Dept., Doug McNett, County Attorney, Aimee Norris, Clerk's Office, Judge Bruce Gateman, Federal Court, Tim Taylor, Custodian, Kevin Holt, Clerk's Office, Jessica Moore, Adult Department of Community Corrections, Tina Keeler, Appraiser's Office, Tami Keenan, Treasurer, Kyle Grant, Extension Office, Joel Davis, Public Information Officer, Rod Wheaton, Solid Waste Zoom Attendees: Wayne Gore, Doc, Kendall Lothman, Kara, Lawrence, Country Living, Heart of Kansas, Chelsea, Lisa Dipman, LSH, Antomi, P. J., Derick Slack, Sherriff Office, phone conference.

11:05

Lisa Dipman, LSH started screening all staff on Friday, taking temp., asking 4 questions before proceed to job.
Chelsea Hoffman,

Brad Eilts, Larned City Manager. City has divided staff into two teams. Teams are not to interact. This is to assure that if one employee is absent, remaining staff will be available to continue to provide services.

Bryce Wachs, Superintendent of Schools, USD 495, School District employees, are preparing educational lessons for students. Start date is April 6th.
Food Service has prepared over 800 meals in three days. District will continue to prepare meals for students. Students must be present when adult picks up prepared meals. District is installing "hot spots" outside district school buildings to provide internet access for students needing internet for learning. Casey Robinson Superintendent of Schools, USD 496, Pawnee Heights, delivering food to school site for students to pick up. Ninety-two percent of Pawnee Heights' students have access to internet at home. Teachers are preparing lessons for students.

Diversicare- No outside visitors.

Heart of Kansas, consulting with patients electronically when possible.

Melanie Urban, PVCH, set up to take temperature checks at the hospital entry.
Currently allowing visitors to hospital patients. Visitors enter through front door and are screened. Clinic health care staff can help with ER if necessary. Currently testing has been low.

Brian Stalker

Cheryl Hoberecht, County Health Department. Reminded all to stay in touch. If have a question, please contact her.

Mark Wagner, Emergency Management asked everyone to stay home. County operations are in place.

Courthouse is at Restrict Access to public policy. Encouraging public to handle business by the phone or internet.

Law Enforcement: Continue to be prepared as possible. Essential that law enforcement is on duty.

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Road and Bridge, Kurt Demel, County Operations Continue. Teams working together. Limited access to the dept. building. Not to interact with other employees not on team. Work must continue and move forward. If an employee is ill or family member is ill, employee must stay home..

Tina Keeler, Appraisal Office, Communication and business on going thru phone, mail, and internet.

Doug McNett, County Attorney, follow the Governor's order; counting on the people to do the right thing. Reminder, County is not in the business of being the enforcers. Governor's order is in place. Public needs to follow it.

11:20 Discussion regarding policy if someone in department becomes ill. Encourage teams to implement split staffing. Each department make a decision as to who will work when. No interaction with other court staff if not necessary. Encourage use of electronics and phones. Email Bills, vouchers, communications. Tim will quarantine mail and then distribute. Public safety has to be considered.

Discussion regarding work load. Is there enough work to keep a full staff in each department?

If employee's hours are reduced, or employee becomes unemployed, be aware that the Federal Government has earmarked additional unemployment money for four months.

Each department agreed to organize their own department into teams or crews.

Each Department asked to be vigilant in sanitizing work place a minimum of once a day.

Follow KDHE and Governor's Orders.

Restate that IF employee is placed on medical quarantine, they will receive administrative leave pay. Family Medical leave is generous. Details are available at

Jessica Moore, Department of Corrections, communication with in the department and with public, and clients are through phone, email, or mail. Staff have made arrangements to either work at home. Talia Smith, intake, does work at the office when required. Hearings are being rescheduled, when they must take place, social distancing is followed.

Judge Gatterman, Federal Court Hearings have slowed down extensively. Doing as much electronic communication as possible. Exceptions that must be held in person are first court appearance, care and treatment, and abuse hearings.

Doug McNett, County Court Attorney, Court conferences by phone or electronically. Court business has slowed down. All staff needed to process court business.

Kyle Grant, County Extension Office staff is working from home.

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Tami Keenan, Treasurer, Department staff has increase in volume of phone and mail business. People are paying for tags and property taxes. Some prefer to come in person. Limit to one person at a time in office. At this time, property taxes are not being extended. Will be very busy in the near future. People can pay for property taxes electronically via credit card and check. Tags can be ordered on-line or mail.

Samantha Parrish, Dept. of Corrections. Staff is working from home. Staff member, Taila Smith comes to office for intake. All are on 24hr call. When need to access specific computer, individual staff comes into the office to complete forms and submit to state. No other person in the office at this time. Have completed vouchers for the next three payrolls. Using tablets at home to do reports.

Cheryl Hoberrecht, County Health Dept. Ask department heads to break staff into teams and not to interact with other teams. Could alternate work days or work weeks. Consider split staff.

Kevin Holt, Clerk's Office - Need full staff to prepare for election. Staff needed to process and complete payroll. Other office business requires all staff members. Phone conference from Secretary of the State regarding election. Secretary of State said that mail in ballot requires law changes. Meantime, staff must be preparing for Primary election. There is work that must be done now if elections are to proceed either as has been or by mail in. Cannot wait until the last minute. Multiple people are required in the office to handle the county business and election preparation.

Cheryl Hoberrecht, all departments must communicate with County health department if an employee becomes ill or exposed to COVID-19. Decision will be made as to how to proceed regarding shutting down office or if a potential positive COVID test, shut down the court house.

12:01 Department Heads input continue: Rod Wheaton, Solid Waste Dept. Household and Hazard waste collection is canceled for now. Rod expressed concern regarding the increase of traffic coming to the landfill. Since people are at home, they are cleaning and bringing more to the land fill. People are not necessarily complying with social distancing. Also expressed concern about the increase of bulk from roofing and home improvements. Asked about other issues of handling payment and about the possibility of trash being brought from home of residents carrying virus. Cheryl will work with Rod individually to address his concerns related to the COVID- 19 and landfill business.

12:10 Again, Departments are encouraged to organize staff so split staff provides a higher possibility of always having offices available. Conduct business electronically, emailing vouchers, communications.

Kevin Holt, Clerk's Office Payroll next week, First of April. Distribution of checks. Need to limit contact with each other. Direct Deposit of checks. Any business or information that needs to come to Clerk's office, is encouraged to be sent electronically. Includes vouchers and communication using fax and email.

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Rein reiterated that the objective is to keep staff healthy. If staff is placed on administrative leave, state will have required coding for virus. Record of absences related to COVID-19 will be required to be coded for state reimburse of Federal monies set aside for Stimulus Aid.

Tami Keenan, Treasurer, suggested a drop box outside the building for public to leave payments. Commissions agreed and directed Tim Taylor to construct one. Discussion regarding disinfecting mail. Tim will quarantine mail for a minimum of 24 hours.

12:28 LEPC meeting concluded. Meet again next week.

12:30 Commissioners and Doug McNett discussed wording for team or split staffing directive.

Motion: Lewis move that Department Heads be directed to begin split staffing or team staffing immediately, with the exceptions of law enforcement and health department, with schedules to be determined by Department Heads and that all personnel are to receive their standard full pay and benefits for the duration of the Governor's "Stay at Home Order." Rein seconded. Motion passed.

Doug McNett, County Attorney, will send an email with directive to all departments.

Vouchers and Checks Approved.

12:50 Adjourned.



For the Board:
Chair, Board of Commissioners



Attest:
County Clerk