

May 11, 2020

9:00 a.m.

Reconvene. Chairperson Rein, Hammeke, Lewis present.

Pledge of Allegiance. Minutes taken by Kathleen Foster

The Clerk's Office provided the Commissioners with the following for their review/approval: Vouchers, Checks, mail, Payables, and Draft Minutes from May 4, 2020.

10:00a.m.

Agenda Item: Department Head Meeting: Present: Appraiser, Tina Keeler; County Attorney, Doug McNett; Sheriff Scott King; Solid Waste, Rod Wheaton; Twenty-Fourth Judicial District Court; Judge Bruce Gatterman, Kay Schartz; Health Department, Cheryl Hoberrecht; Treasurer, Tami Keenan; Register of Deeds, Joel Davis; Deputy County Clerk, Kevin Holt; Road and Bridge, Kurt Demel; and Custodia, Tim Taylor.

Cheryl Hoberrecht, Public Health Department provided update on current COVID-19 report for Pawnee County. No positives in Pawnee County. Hospitals starting to do more surgeries with tests before surgeries. New portal being used to record testing and results. Health care workers administering and recording testing are reminded to complete all information so the health department has information for follow up.

Kevin Holt, Deputy County Clerk. Working on election for the Primary. Election material ordered.

Judge Gatterman, Twenty-Fourth Judicial District Court, court is status quo. Most courts are not open. Some court business with teleconferencing. Supreme Court has ordered that when Courts do open, health precautions must be followed. Six health departments in the district must sign off before court opens. Department of Justice meeting on Wed. may 12 for more information. May extend administrative leave to May 31st. Split work teams are encouraged to continue. Participant sin court hearing must wear mask and follow screening procedure. Cheryl Hoberrecht, Health Department, is working closely with Judge Gatterman. Counties are picking up expense for thermometers, masks, cleaning supplies to wipe down tables etc.

When asked by Chairman Rein when the date might be for opening Courts, Judge Gatterman replied date was uncertain but it wouldn't be a limited process in order to comply with health department COVID-19 guidelines.

10:11 a.m.

Sheriff Scott King, Sheriff Department is in a "hold position." Department continues to follow daily procedures of screening, temperature control, social distancing. Some staff has been on leave. Some will be taking vacation time. Not full staff available. Currently housing 4 inmates. Statutory deadlines for court appearances are temporarily suspended. NO one in Pawnee County jail has missed any court appearances.

10:14 a.m.

Kurt Demel, Road and Bridge. Working hard to keep crew healthy by split teams and following health procedures for screening Someone each morning screens crew. All crew back at work. When public request chemicals for Noxious Weed, department is following COVID-19 social distancing procedures.

- 10:18 a.m. Tami Keenan, Treasurer Office, very busy in office with public paying taxes due on May 11th, processing 8-10 motor vehicles a day. Driver's License stations are opening up throughout the state. Priority being given to those turning 21 and CDL. Encouraging appointments.
- 10:20 a.m. Tim Taylor, Custodian has all cleaning and disinfectant supplies on hand. Good inventory in stock. Continues to wipe down court house space such as railings, door handles, and elevator buttons.
- 10:21 a.m. Kyle Grant, Extension Office- Staff continues to work from home. Many Zoom meetings with State Extension office out of K-State. Furloughs may occur. Waiting to hear from K-State office regarding status of County Fair and whether 4-H would be participating.
- 10:25 a.m. Tina Keeler, Appraiser's Office- Have had two oil /gas hearings. Anticipates not more until September.
- 10:26 a.m. Doug McNett, County Attorney- Regarding court schedule: nothing on docket for DOC.
- 10:29 a.m. Rod Wheaton, Solid Waste- Public complies with procedures by not having close contact with staff nor coming into the office. All employees wear masks when trash truck comes. Staff is following procedures by staying a minimum of six feet from each other. All is going well. Very busy. Split staff except all present on Saturday because of the public coming out steady on that day.
- 10:31 a.m. Mark Wagner, Emergency Management received paperwork from FEMA related to virus. Information being passed on the Health Department. FEMA will cover 75% of the costs related to virus. Language from FEMA and directive on how to use funds is still being written by FEMA.
- Cheryl Hobercht, Health Department- keeping overtime minimum to save funds for future if needed. Have some supplies for emergency use by Health Care workers.
- Discussion among Department Members and Commissioners regarding procedure for following COVID-19 guidelines when Court House south and west doors on main floor are unlocked and is opened to the public on May 18th.
- Commissioner Lewis recommended the Commissioners develop a plan emphasizing safety for staff and public.
- The plan will include: A table set up in the main lobby, first floor for public to check in. Individual's temperature will be taken as well as the questions asked regarding travel and recent illness in home, etc.... (Questions provided by Cheryl-Health Dept.). Passes will be available from each department for the court house monitor to pass out directing the individual to go directly to the office of business and return as soon as business is completed. If public does not have own mask, a mask will be offered by the court house monitor. Only limited numbers of individuals are permitted in each office at a time. Others will wait in appropriate distance seating and be called on as their appointment or turn becomes available. Appointments are encouraged to be made in advance. Two staff members on rotation schedule from Custodial and Court will be in place on Main Floor lobby to screen and assist public protocol established by Commissioners.

- 10:49 a.m. Each department will be provided information for safe public opening via email from Joel Davis, Public Information Officer. Important that each employee wear a mask when working with the public. Public will be asked to wear their own mask when in courthouse offices.
- 10:55 a.m. Commissioner Hammeke asked what type of mask will be required/provided. Asked that each courthouse employee be provided two cloth masks. An order for 50 masks will be made.
- Department Chair Meeting concluded at 10:55 a.m.
- 11:00 a.m. Agenda item: LEPC Meeting. (Local Emergency Planning Committee)
Zoom participants: Bryce Wachs, USD #495 Superintendent, Jason Zink EMS, Kendall Lothman, Sheriff Office, Lesia Dipman, Larned State Hospital,... Wayne Gore DOC, TJ Hearn Police Dept., Buddy Tabler Tiller and Toiler, Casey Robinson, USD #496, Pawnee Heights Superintendent, Dustin Thacker Pawnee Valley Hospital, Brad Eilts, City Manager. Participants present in room: Cheryl Hoberrecht, County Health Department, Joel Davis, Register of Deeds, Doug McNett, Attorney, Scott King, Sheriff Department, Kurt Demel, Road and Bridge, Julie Kramp, Center for Counseling.
- 11:01 a.m. Cheryl Hoberrecht, County Health reported no active cases in Pawnee County. Few on quarantine. Testing has increased as precaution. Health department follows up on individuals tested. Important to have all contact information for follow up.
- Sheriff King, Department continues to follow precautions. Monitors employees and intake individuals. Some employees have been at home. Not full staff available. Seeing more auto accidents in early morning and late night hours.
- 11:05 a.m. Kurt Demel, Road and Bridge- Continue to follow precautions. Has employee checking each department employee each morning – temperature and health questions. Some employees have been sent home or stayed home because of illness. Still working with two teams so can keep the work going in case of a staff illness. When possible, working on department business using laptops from home. Department is on a 4-day work week.
- 11:06 a.m. Doug McNett, County Attorney- Court remains closed with few exceptions. Masks will be worn by department employees if public comes to the office.
- 11:10 a.m. Lesia Dipman, Larned State Hospital, LSH continues with check station for temperature taking of each employee. One road in and same road out. Now quarantining for 14 days all patients coming to the hospital. Monitoring the cases in Western Kansas.
- Wayne Gore, DOC Department does active screen with staff and clients. Clients that need to be quarantined are in a designated area at the former LJC building.
- Twenty-two offenders are currently assigned to private industry jobs.
- Julie Kramp, the Center for Counseling and Consultation, Youth Program face to face with youth in you program is discouraged but activities from

- proper distance social interaction are being planned. Rain delayed activities for this week. Telehealth conferences are ongoing.
- 11:13 a.m. Laura Smith, Country Living: All quiet. Testing before com from hospital. Waiting to hear Governor's phase III plan and directive.
- Bryce Wachs, Superintendent of Ft. Larned Schools, KSHSAA meeting will provide guidance and timeline for student activities. Some tentative dates for graduation have been discussed with Senior Class representative and sponsor. Hoping to have graduation in June.
- 11:14 a.m. Melanie Urban, PVCH, Elective surgeries are starting. Screening at the door. Still encouraging patients to use teleconferencing.
- Mark Wagner, Emergency Director. FEMA funding may be available.
- 11:15 a.m. Heart of Kansas. Receiving calls from patients outside of Pawnee County requesting to be tested because they work with people that may be exposed to virus.
- Casey Robinson, Superintendent of Pawnee Heights, Graduation plans are being made. This school year concludes in a week. Hoping to have summer school.
- 11:48 a.m. Dustin Thacker, PVCH is continuing screening at the door. Surgeries are being scheduled.
- TJ Hearn, Police Department. Had a question for Tami Keenan regarding availability of office for new drivers to receive license.
- Brad Eilts, Larned City manager. City will open to the public starting Monday, May 18th Phase guidelines. Using safeguards and team approach, continue to encourage public to make phone calls rather than come in to county offices.
- 11:26 a.m. LEPC meeting concludes.
- 11:31 a.m. **Agenda Item: Road and Bridge Kurt Demel weekly report for Road and Bridge.** Discussed damage to railing and repairs needed for the Toles Rd. Bridge. Kirkham and Michael engineering firm will evaluate and recommend. Waiting to hear back from the engineers before scheduling work. Work north of Burdett and Correction Line – T Road. Receiving FEMA money from last year's spring flood damage.
- 11:39 a.m. Camp Pawnee mower has over 1,000 hours and will need to be replaced. Looking at 60-inch mower models.
- Did not sign off on usage permit as Grain Belt requested. Request to move employee to next step for pay.
- 11:45 a.m. Discussion Commissioners with Demel regarding budget and allocations for personnel salary and equipment as well as project for this year and projected budget for 2021. In January will address a salary placement for CDL Driver- incentive for employee to acquire CDL license.
- Kurt Demel presented a request for new part time employee.
- Motion: Lewis Move: Payroll change for part time employee with no benefits dated 12/2020. Hammeke Second. Motion carried.**

Motion: Lewis move: Pay Step Raise from \$16.02 to \$16.84 dated May 19th be made for employee. Hammeke second. Motion passed.

- 12:01 p.m. Repair pier, repair on North Rozel Bridge, Kirham and Michael will evaluate damage and make recommendations for repair.
- 12:05 p.m. Deck on Court House is Sealed. Eakin completed. Court house steps are Leaking: two considerations for repair: re-caulking or overlay. To be decided at a later date.
- 12:05 p.m. Demel said load needs to be replaced. Will put into next year's scheduled equipment replacement.
- 12:09 p.m. Kurt Demel, Road and Bridge report concluded.
- 12:10 p.m. Commissioners discussed plan for opening the courthouse to the public on May 18, 2020 with the focus on safety of employees and safety of the public.
- 12:20 p.m. Discussion regarding the "Plan for Opening Courthouse" May 18 details: included.
Have courthouse staff monitor (s) alternating schedule of two staff members. Courthouse monitor would be present at the main lobby and would ask public health questions and administer a temperature check. Hand sanitizer would be readily available. Each courthouse employee would wear a mask when working directly with public. Public would be required to wear a mask. Masks would be available if public needed one. Six-foot distance would be taped off for public seating and standing. Each department would provide a pass to their department to limit the number of individuals present in each office. Each department chair would determine if their department will continue split staffing or move to full staff. The public is encouraged to call department for appointment.
Plexiglass shields are installed in each office including the Annex.
- Motion: Philip Hammeke: Move, As of Monday, May 18, until further notice, will open courthouse doors with the following procedures: Commencing May 18, 2020, the West and South Main doors will be unlocked between 8:30 a.m. and 5:00 p.m. A door monitor will be stationed on the main level. All individuals requesting access to the courthouse shall be subject to the health questionnaire and temperature check below 100 degrees, and shall be required to wear mask. Additionally, access will be limited to Department specific business subject to individual department's capacity. Staff shall be required to wear a mask when assisting the Public in person. The public is still encouraged to make an appointment. The new restrictions shall remain in place until further order of the Commission. Second: Lewis, Motion Carried.**
- (Joel Davis will email procedure to courthouse staff.) Tiller and Toiler will notify public.
- 12:35 p.m. Adjourned until Monday, May 18, 2020 at 9:00 a.m.



For the Board:
Chair, Board of Commissioners

Ruth Seavright by Anne
Attest: *Norio, Deputy*
County Clerk