

COMMISSIONER PROCEEDINGS

April 27, 2020

- Call to Order: The regular meeting of the Lincoln County Board of Commissioners was held in the commission meeting room of the courthouse Monday, April 27, 2020. Chairman Randy Lohmann called the meeting to order at 10:00 a.m. with Vice-Chairman James Gabelmann and Member Alexis Pflugh present. County Clerk Dawn Harlow was in attendance as recording secretary.
- Visitors: Others present for portions of the meeting: Leann Bishop, Tawnya Seitz, Brendan Mackay, Tanner Yost, Sarah Hageman, and Rhonda Wright.
- EM Update: Commissioner Gabelmann provided an emergency management update and related that they are working on a re-opening plan for businesses should the governor lift the stay-at-home order.
- Correspondence: Correspondence: note from John Grace inquiring about the status of the nursing home RFP and lease agreement extension; bills for Lincoln Park Manor; equipment flyer; the Hospital Board of Trustees board packet; and an email from Becky Rathbun with an update on Lincoln Senior Center activities and meal deliveries made to Barnard, Beverly, Lincoln and Sylvan Grove.
- Budget Concern: Commissioner Gabelmann suggested that the board consider planning on how budgets will be cut due to the decrease in sales tax collection and the potential of the second half tax collection is not received from the oil and gas pipelines which amount to \$1.5 million for all taxing entities. Gabelmann suggested that departments cut their budgets now in preparation. The board agreed to hold a department head meeting on Thursday, April 30, 2020 at 11:00 to discuss budgetary concerns.
- County Treasurer: County Treasurer Leann Bishop related that two wind farm certificate of deposits are set to expire and provided reinvestment options. Bishop provided the following 1st quarter 2020 Treasurer Quarterly reports: Treasurers Special Vehicle Fund Balance – \$8,768.76; and Interest Earned on Idle Funds - \$24,546.04.
- Hospital: Lincoln County Hospital CFO Tawnya Seitz presented a Small Business Association (SBA) loan application to apply for the paycheck protection program loan. Alexis Pflugh moved to approve the chairman to sign the Paycheck Protection Program application for Lincoln County Hospital, seconded by Randy Lohman. Motion carried.
- KOMA Complaint: Commissioner Pflugh discussed the response to the KOMA complaint she emailed to members, relating that she had also sent the response to the KAC attorney and another attorney, with both indicating she needed to add more explanation.
- Minutes Approved: James Gabelmann moved to approve the April 20, 2020 minutes as corrected, seconded by Randy Lohmann. Motion carried.
- Highway Department: Tanner Yost, Kirk Michael related that Enel had requested additional haul routes and they are currently inspecting the road surface, pipes, and bridges on the proposed routes. Director of Highway Department Brendan Mackay presented a bid to replace the roof on the Sylvan shop. The board discussed potential budget shortfalls encouraging a reduction in spending. Mackay provided a Real Estate Acquisition for the board's approval to purchase right-of-way to relocate N 150th Rd. Alexis Pflugh moved to approve Lincoln County Real Estate Acquisition for Valuation Uncomplicated of \$10,000 or less, in the amount of \$2,743.70 to Walter and Mary Sheldon,

seconded by Randy Lohmann. Motion carried. Mackay presented the Highway Department Entrance Policy and Application for the board's approval. James Gabelmann moved to cease the highway department pay raises indicated in the previous motions, seconded by Randy Lohmann. Motion carried. Voting as follows: Gabelmann – Aye; Lohmann – Aye; Pflugh – Nay. (Motion made on April 20, 2020) Randy Lohmann requested that Mackay provide the specific dollar amount of raise for each employee.

Pay Increase Rescinded:

Executive Session: Alexis Pflugh moved to recess into executive session for five minutes to discuss employee evaluations in the highway department pursuant to K.S.A. 75-4319(2)(b)(1), to discuss employee matters of non-elected personnel to reconvene in the commission meeting room of the courthouse, with the commission, Director of Highway Department Brendan Mackay, and Human Resource Officer Sarah Hageman, seconded by Randy Lohmann. Motion carried. Time in: 11:21 a.m. Time out: 11:26 a.m.

Reconvene: The chairman reconvened the meeting to regular session at 11:26 a.m. with no action taken.

Human Resources: Alexis Pflugh moved to formally appoint Sarah Hageman as the HR Officer working under the direction of the Board of County Commissioners, authorizing her to move down the hall to her own office, effective May 1, 2020, seconded by Randy Lohmann. Motion carried.

12th Judicial District Community Corrections: 12th Judicial District Chief Court Services Officer Wanda Backstrom and Administrative Assistant/JJA Case Manager Dawn Snyder provided the grant applications for the Community Corrections, JJA and Behavioral Health programs. James Gabelmann moved to approve the 12th Judicial Department of Corrections FY 2021 Comprehensive Plan Signatory approval form, FY2021 KDOC-Juvenile Services Comprehensive Plan Signatory approval form, and FY2021 Behavioral Health grant application, seconded by Randy Lohmann. Motion carried.

Highway Department: Mackay inquired about the ownership of the tractor truck that was purchased to be shared between the highway department and the landfill. The board related that the new tractor should be used to transfer the trash and that use by the highway department should be arranged with the landfill operator until a decision is made regarding ownership. Tanner Yost discussed the following: update on the Local Safety Plan, inspected a bridge on X-ray Dr, and inquired about the agreement to design future cells and land development for the construction/demolition pits.

Human Resources: Human Resource Officer Sarah Hageman provided the current and proposed wage increases for the highway department and pay plans for all other departments except for the County Attorney as she has not had the opportunity to finalize.

Pay Increases Approved: James Gabelmann moved to grant Brendan Mackay a fifty cent per hour merit increase for the completion of the first six months of employment, effective March 26, 2020; Caleb Holeman a fifty cent per hour merit increase for the completion of the first six months of employment, effective April 26, 2020; and Sarah Hageman a \$1.00 per hour for transitioning to a standalone office, effective April 26, 2020, seconded by Randy Lohmann. Motion carried. (Hageman's raise was per the letter of offer agreed to by both parties)

Pay Plan Approved: James Gabelmann moved to accept this (HR presentation of pay plan) as the county pay plan for county employees except for elected officials, with the inclusion of the County Attorney's position, seconded by Randy Lohmann. Motion carried.

- Human Resources: Hageman presented an agreement to approve changes to the HSA/FSA plans to authorize additional supplies as approved expenses. The board approved Sarah Hageman to sign documentation regarding employee benefits. The board authorized placing Sarah Hageman as a primary contact for all employee benefits and responsibilities with the County Clerk as a secondary contact.
- Health Department: Health Nurse/Administrator Ladonna Reinert updated the board on COVID-19 planning activities, relating that they are working on a re-opening plan should the governor lift or allow the stay-at-home order to expire, or enact a new order. Reinert cautioned that even if the stay-at-home order is lifted that many businesses will not return to business as usual, as the business may choose to take more stringent steps. Reinert related that if the governor does not issue any directives that it will be up to the counties to make the decisions; she will be meeting with surrounding counties to insure that the reopening plans look similar to prevent confusion.
- Recess: The chairman recessed the meeting for lunch at 12:40 p.m. and will reconvene at 1:30 p.m.
- Reconvene: The chairman reconvened the meeting to regular session at 1:30 p.m.
- KOMA Response: The board reviewed the KOMA complaint response and the Clerk's response to the board regarding specific questions concerning meeting notices and agendas. Randy Lohmann moved to approve the response of the KOMA violation from Mr. Casteel, seconded by Alexis Pflugh. Motion carried.
- Nursing Home & Emerg Management The board discussed the nursing home and whether an attorney should be hired to complete the RFP and the lease agreement extension. The board discussed the emergency management position and job requirements for the position. No decisions were made this date.
- The chairman adjourned the meeting at 2:44 p.m. until 10:00 a.m. Thursday, April 30, 2020 in the commission meeting room of the courthouse.