

COMMISSIONER PROCEEDINGS

January 6, 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, January 6, 2020. Chairman Alexis Pflugh called the meeting to order at 10:00 a.m. with Vice-Chairman Randy Lohmann and Member James Gabelmann present. County Clerk Dawn Harlow was in attendance as the recording secretary.
- Visitors:** Others present for portions of the meeting: Cynthia Nelson, Sharon Dohe, Mona Gerstmann, Brendan Mackay, Howard Wehrman, Ladonna Reinert, Leann Bishop, Tami Kerth, Mike Weigel, Dustin Florence, Jerry Philbrick, Kerry Jackson and Rhonda Wright.
- Minutes Approved:** James Gabelmann moved to approve the minutes of December 30, 2019, seconded by Randy Lohmann. Motion carried.
- Correspondence:** Correspondence: letter from the Hospital Board of Trustees, pursuant to their bylaws, notifying the commission that a member has been absent for three consecutive meetings, which the commission questioned; Commissioner Lohmann received a complaint from the Smoky Hills Wind Farm regarding the lack of maintenance on E Colt Dr. and a complaint about back billing for the Ambulance Service; Commissioner Gabelmann related that he attended the Juvenile Detention Facility Board meeting with Al Joe Wallace and has agreed to tour the facility and Wally Loy has requested Veteran's markers for cemeteries that he is taking care of; email from Ladonna Reinert regarding communication issues with PIC; draft copy of the Smoky Hills repower road maintenance agreement; Lincoln Park Manor census is 32; and email requesting approval of a proclamation from DVACK.
- Department Heads:** Department Heads met with the board to inquire about whether the board will grant cost of living increases. The board addressed the following items: time clock usage, handbook update, developing pay scales for departments, evaluations and longevity pay. Alexis Pflugh moved to amend the longevity policy to state that the longevity will be calculated according to the pay rate for the last payroll of any calendar year, seconded by Randy Lohmann. Motion carried. The board further discussed the evaluation process and received comments regarding the evaluation process and issue with forms that were used last year. Reinert will resend the evaluation form proposed by department heads last fall to the board. The board discussed granting salary increases as merit only, based upon recommendations from the department heads. County Treasurer Leann Bishop provided the State Statute that approves compensation to the Treasurer based upon vehicle registrations. The board approved the following: evaluations will be due on February 6, commissioners will review the evaluations the afternoon of February 10.
- Health Department:** Health Nurse/Administrator Ladonna Reinert updated the board on the ambulance bills that were mailed: 75 statements mailed and that they have received 18 complaints, providing 2 written complaints received, 11 payments have been made, 3 returned as undeliverable, and several that secondary insurance was not billed, which will be written off. Reinert related that those that have contacted the department never received statements from the third party biller. Reinert related that when Walter returns from vacation she will ask him to contact Delisa's Medical Billing concerning the statement mailing issue. The board approved for Commissioner Pflugh to contact Delisa's to request a meeting with the board. Reinert related that the EMPG grant was approved and she will complete the report that is due at the end of January and

updated the board regarding the Hunter siren project. Reinert discussed the annual transfer and requested that a checklist of things be provided to department heads with expectations and due dates, if notifications and reminders will no longer be sent by the clerk.

Budget Due Dates:

Alexis Pflugh moved to have the Lincoln County policy requiring budgets to be submitted by every department with a deadline of July 1 annually, seconded by Randy Lohmann. Motion carried. James Gabelmann moved to table the motion, seconded by Alexis Pflugh. Motion carried.

Highway Department:

Director of Highway Department Brendan Mackay provided reports on fuel usage; proposed agreement with Wilson Lake Estates Homeowners Association; proposed agreement with Russell County; listing of equipment; will apply for High Risk Rural Road grant for the minor collectors; and requests to lower the banister when reinstalling the banister on E Teal Dr. Mackay requested approval to utilize old millings to build equipment pads at the north lot. Dialogue was held on staffing needs, with Mackay relating that they do not need a Road Supervisor that Stephen Weber is in charge of the department when he is absent, and Caleb Holeman is in charge when he or Weber is absent. Clerk Harlow inquired what the intention was for department hours as there might be a discrepancy in expectation versus actuality, especially after the board approved year round 4 ten hour days for the department. After discussion, the board related that it was their intention to have someone in the office Monday – Friday 8 a.m. – 4:30 p.m. Commissioner Pflugh related that she is still receiving complaints regarding N 50th Rd.; and forwarded a request for guard rails west of the bridge at N 130th and E Lark Dr.

Proclamation Approved:

Alexis Pflugh moved to approve the proclamation acknowledging January 2020 as Slavery and Human Trafficking Prevention month, seconded by James Gabelmann. Motion carried.

Executive Session:

Alexis Pflugh moved to enter into executive session for five minutes to discuss county employee job applicants, pursuant to K.S.A. 75-4319(2)(b)(3) to discuss employer-employee negotiations whether or not in consultation with the representative or representatives of the public body or agency, to reconvene in the commission meeting room with the commission and Dawn Harlow, seconded by Randy Lohmann. Motion carried. Time in: 2:20 p.m. Time out: 2:25 p.m.

Reconvened:

The chairman reconvened the meeting to regular session at 2:25 p.m. with no action taken.

Human Resource Officer:

The board discussed the Human Resource Officer position, expectations of the employee, County Clerk and the Commission. James Gabelmann moved to remove the motion from the table that was made December 23, 2019, seconded by Randy Lohmann. Motion carried. Original motion from December 23, 2019: *Alexis Pflugh moved to authorize the Lincoln County Clerk authority over the Human Resources budget to effectively hire, train and establish an independent Human Resource Office, seconded by Randy Lohmann.* Motion carried. Clerk Harlow asked the board to confirm her understanding. The Human Resource Officer position will be advertised as an entry level position, under the direction of the County Clerk, the successful applicant will be expected to be moved out on their own within 6 months; the employee will not perform clerical duties for the Board of Commissioners until after the employee is outside of the Clerk's responsibility; pay will be based upon experience; training will be provided by the County Clerk and staff; and employee will be required to attend seminars on a regular basis; Clerk Harlow will report monthly with the employee on progression, and the employee will meet with the board monthly once they are on their own. The board approved Commissioner Lohmann to be a co-interviewee for the Human Resource Officer position.

Budget Due Date: James Gabelmann moved to remove from the table to readdress the deadline for budgets, seconded by Alexis Pflugh. Motion carried. Original motion: *Alexis Pflugh moved to have the Lincoln County policy requiring budgets to be submitted by every department with a deadline of July 1 annually, seconded by Randy Lohmann.* Motion carried.

Advertisement for Land Lease Approved: Alexis Pflugh moved to advertise the land lease, seconded by James Gabelmann. Motion carried. (property located to the west of the landfill)

Adjourn: Adjourned at 3:06 p.m. until 10:00 a.m. January 13, 2019 in the commission meeting room of the courthouse.