

COMMISSIONERS PROCEEDINGS
JANUARY 6, 2020

Agenda: 8:30 – Bills
9:00 –
9:30 – Tony Martin – Road & Bridge
10:00 – Airport Board – Erick Nordling and Matt Rome
10:30 –

The Board of County Commissioners met in regular session with all members present. Also present were Paul Kitzke, County Attorney and Amy Jo Tharp, County Clerk. Tron called the meeting to order. Joe moved to approve the minutes of the last meeting. Pat seconded. Motion carried. Pat moved to approve the county vouchers. Joe seconded. Motion carried. The Clerk was instructed to draw warrants on the Treasurer chargeable to the various funds of the county for the following amounts:

General	\$	231,870.88
Road & Bridge	\$	60,207.57
Airport	\$	1,661.55
Noxious Weed	\$	3,806.72
EMS	\$	8,975.48
Fire	\$	18,607.29
Community Health	\$	8,888.69
Sheriff	\$	39,750.19
Employee P/R Misc W/H	\$	144.30
Fair	\$	44,350.00
Services for the Elderly	\$	102,602.50
Employee Benefits	\$	59,045.00
Alcohol Treatment	\$	250.00
Hospital	\$	750,000.00
Library	\$	86,198.50
Road Machinery	\$	239,450.00
Insurance Agency	\$	138,410.00
Diversion	\$	950.70
911 Wireless	\$	111.78
Special Law Enforcement	\$	810.00
Library Empl Benefits	\$	10,000.00
TOTAL:	\$	1,806,091.15

Joe D Thompson discussed some information about a county employee requesting help on county equipment from the city. He did not feel it was a city issue and stated he would appreciate

employees coming before the commissioners if they felt there was an issue. The other commissioners feel the same.

Rodney Kelling came in and told the commissioners the 2006 Freightliner ambulance has broken bolts that hold the box to the frame. He will use it only in town and will not use it for transport on the highway until he can get it repaired. He said he is looking into the warranty on the issue to see if it is covered under the lifetime warranty and if it is, he will need to take the vehicle to Iowa for repairs.

Rodney said the portable radios are in but waiting on the mobile radios to come in. He is hoping they will get in within the month.

Tron asked Rodney how old the fire and ambulance equipment is and how it measures up to surrounding counties. Rodney said he needs to replace fire trucks and is in the process of looking into getting the bids started for the new ambulance. He is checking into lease agreements where he could replace three (3) firetrucks for \$30,000.00 per year. Rodney asked if it was possible to know by the end of March if he would have money to encumber to help purchase vehicles. Rodney said he will be needing to replace cylinders and SCBA's soon. Tron asked if there was any concern on the equipment to involve the safety of the fire volunteers and EMT staff. Rodney said not that he was aware of and the equipment is very equal to Haskell, Morton and Grant Counties.

Vernon Anderson came in and discussed a Planning and Zoning senate bill number 248. He stated it concerns inter-local agreements being established between city and county to make sure they are published in the newspaper one time, as a notice of public hearing, at least (20) days prior to the meeting, proposal listed as well as the time and place for the public meeting. He stated all owners of the land must be informed for right-of-way issues.

The commissioners discussed COLA for the Stevens County employees. Pat said he is concerned due to the tax exemption causing problems with the budgets. Paul Kitzke said he is declining any COLA for his position. Other discussion concerning the possibility of a wage cap for county employees was dismissed at this time.

Tron made a motion for all Stevens County employees to receive a \$1,200.00 annual raise for the 2020 year and all part time employees will receive a three percent (3%) raise for the 2020 year, omitting the commissioners and county attorney. Pat seconded, Joe declined. Two (2) votes for one (1) vote against. Motion carried.

Matt Rome and Erick Nordling with the airport board came in as per commissioner's request. The commissioners had a memorandum of understanding they handed to Matt and asked him to propose it to the airport board and see if there was anything they would like to include. Tron said the airport board shouldn't have a reason not to agree to the memorandum.

Paul spoke up and explained the commissioners only want to have the accounting procedures ran by county regulations. The commissioners do not want to micro-manage the airport, just to have it ran accordingly like the other departments within the county. Paul further explained if the airport

goes out on its own, it will need to have an election for the board members and if it gets to a point where it needs financial assistance, they will be on their own and have to operate on a levy.

Matt said the airport drew down their funds and have a few CD's left to help carry the airport for a little while. He said the money that has not been accounted for on the airport grants is probably in the wrong account. Amy Jo Tharp said she would speak with Vanessa and see if by chance it could have been deposited under the wrong fund and asked Matt to check and see if the money was deposited in the airport account instead of the county.

Tony Martin told the commissioners the new grader was in and hoped to use it soon depending on the weather. He said they are hauling gravel and will be putting in some culverts to create entrances to some properties on the west city limits of Hugoton. His only concern is the number of culverts he will be putting in within a short distance. He said the state only requests ninety (90) feet for right-of-way and one thousand (1,000) feet of signage control but nothing about entrances.

Pat made a motion to accept **Resolution 20-01** for the financial statements and financial reports for the year ended December 31, 2019 to be prepared in conformity with GAAP. Joe seconded. Motion carried.

Pat made a motion to accept **Resolution 20-02** for participating in the Rural Opportunity Zone (ROZ) student loan repayment program. Joe seconded. Motion carried.

Pat made a motion for the Hugoton Hermes to be the official county newspaper. Joe seconded. Motion carried.

Joe made a motion for Citizens State Bank to be the primary depository and Equity Bank to be the secondary depository for Stevens County. Pat seconded. Motion carried.

Joe made a motion to move the commissioner meetings to the second (2nd) and fourth (4th) Monday of each month, beginning January, 2020 until further notice. If a meeting falls on a holiday, then the meeting will be the next business day. Pat seconded. Motion carried.

Discussion came up on who should replace the open seat on the hospital board. Discussion was tabled until the next commissioner meeting on January 24th, 2020.

Amy Jo Tharp was instructed to inform county entities they could be looking at a shortage of ten percent (10%) or more due to the over-estimated valuations.

Pat made a motion to appoint commissioner Tron Stegman as chair. Joe seconded. Motion carried.

Joe made a motion to appoint commissioner Pat Hall as vice chair. Tron seconded. Motion carried.

Discussion concerning a letter the commissioners received about a tax sale was reviewed and they said they would speak with Vanessa about it in more detail and follow up.

Amy Jo Tharp provided the starting wages for elected officials. Sheriff \$52,000; Attorney \$30,000; Commissioner \$25,113.14; Register of Deeds, County Clerk and Treasurer \$40,000.

Abatement Orders for tax year 2019 numbers 189-190 were reviewed and approved by the commissioners and given to the County Treasurer; the abatement value -4,444 and tax -\$653.19.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman

COMMISSIONERS PROCEEDINGS
JANUARY 27, 2020

Agenda: 8:30 – Bills
8:45 – Ross Sullivan - Contracts
9:00 – Paula Rowden – Non-elected personnel
9:30 – Tony Martin – Road & Bridge
10:00 – Hugoton Sr Center – 3-door fridge
10:30 – Angela Eichman – County Appraiser

The Board of County Commissioners met in regular session with all members present. Also present were Paul Kitzke, County Attorney and Amy Jo Tharp, County Clerk. Tron called the meeting to order. Joe moved to approve the minutes of the last meeting. Pat seconded. Motion carried. Pat moved to approve the county vouchers. Joe seconded. Motion carried. The Clerk was instructed to draw warrants on the Treasurer chargeable to the various funds of the county for the following amounts:

General	\$	105,821.61
Road & Bridge	\$	152,954.13
Airport	\$	3,415.42
Noxious Weed	\$	7,059.10
EMS	\$	11,680.12
Fire	\$	8,166.80
Community Health	\$	21,913.25
Sheriff	\$	70,836.23
Employee P/R Misc W/H	\$	4,470.32
Diversion	\$	1,722.84
County Building	\$	250.00
WEKANDO	\$	500.00
911 Wireless	\$	111.88
Library Empl Benefits	\$	15,642.50
TOTAL:	\$	404,544.20

Ross Sullivan came in and presented the commissioners with contracts involving Trane for the HVAC system and KONE for the elevator. The commissioners agreed to the KONE contract but have asked Ross to negotiate with Trane on the HVAC contract.

Pat instructed to pay KONE annually instead of quarterly or monthly as the cost is cheaper due to discounts.

Vernon Anderson with Planning and Zoning stopped in to let the commissioners know he is sending out the permit information to contractors in the area.

Rodney Kelling came in and told the commissioners he will be leaving Sunday with the Freightliner ambulance for repairs in Iowa and should be able to return Wednesday. The box attachment was under warranty so there will be no cost for the repair.

Rodney said when the encumbrances take place, he would like to roll over leftover funds to the equipment fund.

The commissioners discussed encumbrances and instructed Amy Jo Tharp to inform the department heads all encumbrances will need to be turned in by the next commissioner meeting on February 10th, no later than 10:30 am.

The commissioners discussed the optional benefit through Liberty and decided to no longer offer that option to employees.

Paula Rowden with the Community Health Department came in and requested a five minute executive session to discuss non-elected personnel.

Pat made a motion to go into executive session with Paula Rowden to discuss non-elected personnel for five (5) minutes. Joe seconded. Executive session began at 9:04 am and concluded at 9:09 am with no action taken.

Tron made a motion to go into executive session with Paula Rowden to discuss non-elected personnel for five (5) minutes. Joe seconded. Executive session began at 9:09 am and concluded at 9:14 am.

Tron made a motion to give Community Health employee Cammie Heaton a \$1.50 per hour raise. Pat seconded. Joe opposed. Vote two to one, motion carried.

Sheriff Ted Heaton came in and told the commissioners he ordered a truck from Ghumm's. The K-9 pickup is at 98,000 miles and he wants to trade before 100,000 miles. The commissioners asked Ted to bring in bid sheets, even though there is only one car dealer in Stevens County. They further discussed how to do bids on county vehicles. Decision was made to have more than one bid from more than one dealership. They suggested, to have a better idea of costs, requesting bids from Seward County, Grant County, Morton County and Haskell County dealers since they surround Stevens County.

Joe told Ted he noticed there were four (4) deputies that were not eligible to receive COLA and asked if it's because Ted set a salary cap for his department. Ted said at this time there is a cap on the deputies and since he had given them a raise in 2018 they had met the cap. Ted said he will look and possibly readjust the cap for deputies in the next three to five (3-5) years.

Tony Martin with Road and Bridge came in along with Rick Hansen from the Freedom Pipeline. Tony passed out the right-of-way permit constructed by Freedom Pipeline with some reservations as it asks for Road and Bridge Administrator and County Clerk's signatures approving the permit. Tony feels the commissioners should sign or just Freedom Pipeline sign, as it discusses where they are laying the pipeline along a section of Road 21. Tony and Pat stated they are unsure if the

minutes from 1897 mean that same road as is now or if they meant the 21st road constructed or what the actual verbiage meant.

Paul said he would visit with Freedom Pipeline's attorney and see what can be changed on the permit as far as the approvals and some of the verbiage to reflect Freedom Pipeline is responsible for the install. This would make Freedom Pipeline liable instead of the county if it is determined the section of Road 21 does not have a right-of-way because it was never a road. The permit should also state Freedom is responsible for the pipeline and how it's put in.

Tony said with the valuation changing due to a large abatement within the county he knows Road and Bridge's budget will be less than anticipated. He said he plans to use some funds out of the Special Highway account and pay for rock with it instead of the Road and Bridge fund.

Karen Rich, Barbara Beeks and Nichole Kinser from the Hugoton Senior Citizens Center were in attendance to discuss their three (3) door refrigerator. They presented the commissioners with bids from US Foods and Ben E. Keith. They said the repair costs are too great compared to a new unit.

Bids are as follows:

- | | |
|---|------------|
| 1. US Foods – Reach-in-Freezer Model #2997286 | \$5,543.07 |
| 2. Ben E. Keith – Reach-in-Freezer Model #MXCF-72FD | \$4,949.00 |
| 3. Ben E. Keith – Reach-in-Freezer Model #3F | \$7,274.90 |

Pat made a motion to take Ben E. Keith freezer model #MXCF-72FD in the amount of \$4,949.00. Joe seconded. Discussion ensued over where the two (2) door refrigerator was purchased and motion was rescinded by Pat.

Discussion of the refrigerator ensued on which company the county purchased the recent two (2) door refrigerator from and suggested they should probably use the same company.

Joe made a motion to accept the lowest bid for the refrigerator which was Ben E. Keith Model #MXCF-72FD in the amount of \$4,949.00, as it is also the same company the recent refrigerator was purchased from. Pat seconded. Motion carried.

Adrian Howie, superintendent of USD 210 was present.

Angela Eichman the county appraiser was in attendance to discuss the appraisal issues for Stevens County. Angela said she had finished appraising seventeen percent (17%) of Stevens County and will continue until all is appraised. She informed the commissioners it will take about another year or two (2) at least to get through all the appraisals. She said next year she will have a better idea of values for Stevens County and said William is working on the commercial and agriculture so water will be updated and there will be a difference.

Values overall will bring in some protests and she wanted the commissioners to be aware and able to have the knowledge about the appraised values within Stevens County.

Angela said the large abated value could have been figured in November's property valuation however due to lack of response, it was hard to know for sure when several said it had to be calculated in and others said it was not necessary.

Adrian asked if the school district would have to pay any of that revenue back. He was told they would not be responsible for paying anything back as those taxes were already received, just to be aware the taxes received this year might not be as much as anticipated. He said the school tried to go by the figures the county clerk sent out back in June for the foreseen issue. He asked Angela if she had an idea for next years value, if it will be up or down. Angela said she would know more in a month or two (2).

Joe made a motion to go into a thirty (30) minute executive session with Angela Eichman over matters affecting private institutions and public individuals. Pat seconded. Executive session began at 10:45 am and concluded at 11:15 am, with no action taken.

Tron made a motion to go into executive session for fifteen (15) minutes with Angela Eichman over matters affecting private institutions and public individuals. Pat seconded. Executive session began at 11:18 am and concluded at 11:32 am, with no action taken.

Ted Heaton came back with the bid information on the K-9 pickup he is trading in.

Ghummm's	2020 F-150	\$52,405.00
	Less Trade	<u>\$21,000.00-</u>
		\$31,405.00

Pat made a motion to accept the amount of the 2020 Ford F-150 from Ghumm's with the trade-in for a total payment of \$31,405.00. Joe seconded. Motion carried.

There was a discussion about hospital board between the commissioners. Two candidates were discussed for the position.

Tron made a motion to have Shannon Crawford on the hospital board. Joe seconded. Motion carried.

Added and Abatement Orders for tax year 2019 number 191 thru 193 were reviewed and approved by commissioners and given to the County Treasurer; total valuation added 4640 and tax assessed \$699.35. Total valuation abated 8,665,904 and total tax abated \$1,306,133.72.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman

COMMISSIONERS PROCEEDINGS
FEBRUARY 10, 2020

Agenda: 8:30 – Bills
9:00 – County Business
9:30 – Tony Martin – Road & Bridge
10:00 – Encumbrances

The Board of County Commissioners met in regular session with all members present. Also present were Paul Kitzke, County Attorney and Amy Jo Tharp, County Clerk. Tron called the meeting to order. Joe moved to approve the minutes of the last meeting. Pat seconded. Motion carried. Pat moved to approve the county vouchers. Joe seconded. Motion carried. The Clerk was instructed to draw warrants on the Treasurer chargeable to the various funds of the county for the following amounts:

General	\$	111,800.26
Road & Bridge	\$	72,166.27
Airport	\$	1,707.71
Noxious Weed	\$	4,578.10
EMS	\$	19,746.10
Fire	\$	16,859.82
Community Health	\$	21,953.46
Sheriff	\$	41,072.28
Employee P/R Misc W/H	\$	46.88
Highway Improvement	\$	190,012.05
Special Law Enforcement	\$	661.40
Non Specific Equipment	\$	3,599.00
Reg of Deed Tech Fund	\$	9.77
TOTAL:	\$	484,213.10

Rodney Kelling came in and told the commissioners the ambulance he was taking to Iowa to get repaired, is in the shop in Dodge City. He said he was glad he wasn't transferring a patient because a bearing went out in the rear seal and caused major issues. He hopes it will be repaired by Tuesday and he can continue the trip to Iowa for the bed repair.

Rodney turned in his encumbrance letter and requested the remaining funds from Fire and Ambulance be rolled over into the corresponding equipment funds. He would like to purchase a new desk chair and computer for the office with the \$3,900.00 he has left in the civil defense fund.

Rodney informed the commissioners the CodeRed bill came in and the County Foundation will cover the 2020 year but he is unsure who will cover the years following. He said the bill for CodeRed is about \$4,300.00 per year. It has been beneficial with weather related issues and he hopes the school and city will start using the program also.

The tornado sirens do not currently work with the new digital radios. This causes an issue on the dispatcher's switchboard which no one really planned for. They are looking to implement a better fix on this soon.

Joe asked Paul how cases are determined if the county is responsible for a defendant. Paul told the commissioners the defendant has to fill out paperwork to be allowed free legal representation or on a sliding scale. He said the county pays for subpoena's and misdemeanor attorney fees, but the state is responsible for covering felony fees.

Pat discussed the Trane contract and the commissioners all agreed to not sign into an annual contract but to have the twice annual maintenance and pay any repairs needed during the rest of the year.

Pat made a motion to strike the Article of Attendance and Leave in the employee's handbook referencing *E-5 (a) The maximum amount of M/B/E leave that can be accumulated is 90 days. After 90 days have accumulated and if an employee does not use any M/B/E leave for six (6) months following the accumulation, he/she will be granted one personal day off to be used within six (6) months.* Joe seconded. Motion carried.

A question was presented to the commissioners on who is allowed to drive the county vehicle assigned to the appraiser and courthouse maintenance. The commissioners agreed the appraisers and courthouse maintenance are allowed to drive the vehicle and anyone with Angela Eichman's authority acting in her capacity.

Amy Jo Tharp brought up an issue with the 2020 budget for the Appraiser's department. She states the new county appraiser is paid in a different manner than the previous appraiser and would like to transfer the appropriate funds from the appraiser's contractual amount to the appraiser's personnel fund account so the accounting would be reflected correctly.

Pat asked if everyone has paid their dues on the land leased out by the county. Amy Jo Tharp informed the commissioners she is still waiting payment from one renter and has sent two (2) letters prior to February 1, 2020. Pat asked Paul to send a final notice by certified mail.

Amy Jo Tharp went over the airport memorandum she received by e-mail to discuss any issues with the revisions. Discussion was made and a response will be given to the airport board.

Joe made a motion to accept Carol Swinney and Ashley Percy for a second four-year term on the Library Board beginning May 1, 2020. Pat seconded. Motion carried.

Amy Jo Tharp told the commissioners she put an ad in the Hugoton Hermes two (2) separate times for the SWKAAA (Southwest Kansas Area Agency on Aging, AKA Silver Hair) to get two (2) people to volunteer to represent the elderly in Stevens County. She has had no one contact her showing interest at this time.

Tony Martin came in and said he spoke with Mike Bennet from Freedom Pipeline and expressed his concerns with requiring landowner permission for Right-Of-Way usage. The commissioners stated the last company went in without notice to landowners and it caused quite an issue.

Tony presented the commissioners with the bridge inspection report and said two (2) of the three (3) bridges were good and on one (1) the steel beams need to be repainted.

By law, a class-3 city cannot own a bridge unless they sign a statement stating they have the financial stability for the liability and upkeep of a bridge. The bridge on East Third and Washington is currently under the county's liability due to this rule.

Tony requested \$130,000.00 left from the 2019 budget be rolled over into the County Equipment Fund.

Discussion of Christmas holiday for the county was brought up and left as is.

Discussion of the Road and Bridge workers going to work while the rest of the county is closed was brought up.

Tron made a motion to allow the road and bridge workers no more than eight (8) hours comp time when they are called in to work when the county is closed due to snow days. It is up to the department heads discretion when said employee(s) use their comp time prior to summer work hours. Pat seconded. Motion carried.

Joe discussed with the other commissioners about giving the county clerk a cell phone allowance to compensate for the times at election and regular usage when the commissioners need to contact the county clerk (work related).

Joe made a motion to give the county clerk a cell phone allowance of \$40.00 per month. Pat seconded. Motion carried.

Discussion about allowing county employee's discounts at the Stevens County Wellness Center was brought to the commissioner's attention.

Joe made a motion for full-time Stevens County employees to have access to the Stevens County Wellness Center at \$48.00 per month for family and \$20.00 per month for single memberships at a minimum of six (6) month intervals. The memberships will be deducted from payroll. Pat seconded. Motion carried.

Ted came in and told the commissioners he will need a new compressor for the fire system at the sheriff's department. He also turned in his encumbrance letter.

Joe made a motion to accept the encumbrance and transfer letters from Road and Bridge, EMS, Fire, Civil Defense, Wellness Center, Community Health, Election, District Court Clerk and Sheriff. Pat seconded. Motion carried.

Added and Abatement Orders for tax year 2019 number 194 thru 195 were reviewed and approved by commissioners and given to the County Treasurer; total valuation added 72 and tax assessed \$11.96. Total valuation abated -72 and total tax abated -\$11.96.

Added and Abatement Orders for tax year 2018 number 159 thru 160 were reviewed and approved by commissioners and given to the County Treasurer; total valuation added 72 and tax assessed \$12.85. Total valuation abated -72 and total tax abated -\$12.85.

Added and Abatement Orders for tax year 2017 number 111 thru 112 were reviewed and approved by commissioners and given to the County Treasurer; total valuation added 72 and tax assessed \$12.71. Total valuation abated -72 and total tax abated -\$19.35.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman

COMMISSIONERS PROCEEDINGS
FEBRUARY 24, 2020

Agenda: 8:30 – Bills
 9:00 – County Business
 9:30 – Tony Martin – Road & Bridge
 10:00 – Encumbrances

The Board of County Commissioners met in regular session with all members present. Also present were Paul Kitzke, County Attorney and Amy Jo Tharp, County Clerk. Tron called the meeting to order. Joe moved to approve the minutes of the last meeting. Pat seconded. Motion carried. Joe moved to approve the county vouchers. Pat seconded. Motion carried. The Clerk was instructed to draw warrants on the Treasurer chargeable to the various funds of the county for the following amounts:

General	\$	57,264.42
Road & Bridge	\$	50,089.07
Airport	\$	1,707.71
Noxious Weed	\$	6,456.42
EMS	\$	11,688.53
Fire	\$	2,070.02
Community Health	\$	15,027.54
Sheriff	\$	69,164.41
Employee P/R Misc W/H	\$	223.44
County Building	\$	2,983.00
911-Wireless	\$	2,510.36
Reg of Deed Tech Fund	\$	156.68
Alcohol Treatment Fund	\$	250.00
TOTAL:	\$	219,591.60

Ross Sullivan came in and told the commissioners he received a better proposal on the Trane contract. He gave prices of tires to the commissioners and was instructed to get the tires replaced on the appraiser pickup. Amy Jo Tharp inquired of the commissioners where the fuel costs for the pickup should be paid from. It was agreed the courthouse general should pay for fuel usage as it was not budgeted in for appraiser.

Rodney Kelling was in briefly to discuss with the commissioners about the repairs on the freightliner ambulance. He will be taking it Saturday to Iowa for the box repair.

Rodney Kelling and Courtney Leslie talked to the commissioners about the State Emergency Management coming down and having an exercise on March 31 for training. Courtney said it would be beneficial to have several people from the county there for representation, possibly from each department such as commissioner, clerk, road and bridge, landfill, sheriff, etc. to show

support. It was also mentioned the PIO (Public Information Officer) class will be held here in Hugoton on April 22-23. The County Clerk is supposed to act as PIO and has taken classes. Susan Schulte is another PIO for the county but Rodney feels it wise to have at least three (3) PIO's for the county in case of any catastrophic event.

Vanessa Willis came in and expressed her thanks to the commissioners for their concern regarding her health. She said she is still not up to par but is working on getting stronger.

Phillip Willis came in and said he is still working on the permit for the new pit which should be ready in a couple of weeks. This new pit should last about five (5) years. Phil then asked the commissioners about a new dozer as the current one has over 16,000 hours. Pat suggested calling around and getting prices and Phil agreed. Phil also stated he would check out lease deals to see if that would be a better way to go.

Joe made a motion to appoint Judy Parsons and Walter Beesley to the Eco Devo board. Pat seconded. Motion carried.

Pat made a motion to move budget authority for a transfer in the appraiser's fund for \$21,000.00 from contractual to personal. Joe seconded. Motion carried.

Amy Jo informed the commissioners the auditors would like to set the date for the budget workshop on June 25th. Joe asked if it could be right after July 4 sometime. Amy Jo said she would look into changing the date.

The commissioners agreed to have the budgets to the county clerk's office no later than June 1. They also asked Amy Jo to give revenue amounts along with the budgets for true cost comparison.

Tony Martin with road and bridge came in and passed information about the new CDL law. He said this law states everyone with a CDL, or going to get a CDL, will need to register with the clearinghouse. Any new employee requiring a CDL will have to be registered with the clearinghouse prior to being hired and the employer will have to run a pre-employment check. There is a \$5.00 fee for each employee test.

Tony said Pipeline Voorhees, LLC is starting a new pipeline.

Chance Yoder with Freedom Pipeline came in and gave the commissioners a signed copy of the Application to Install Gas Pipeline.

Sheriff Ted Heaton and Christian Heger were present. Ted said the only thing he had to inform the commissioners of, is that he is changing the rules on the acceptance program to admit people into the county jail.

The commissioners inquired if every party had paid their dues for the lot lease. Amy Jo stated one party still has not brought in lease payment. She has mailed two notices to inform them the money was due. Pat suggested the next highest bidder would have an option for the lot and if they choose not to lease the lot, it should be reopened for bids. Paul said he would send a letter to the current

party informing them of the decision to cancel their lease and go to the next bidder due to non-payment.

Rodney Kelling came back to be present for the ambulance bid openings.

Tim Leitnaker with American Response Vehicles was present for the ambulance bid openings.

AMBULANCE BIDS

- | | | |
|-----------------------------------|---|--------------------------------------|
| 1. American Response Vehicles | - | \$217,579.00 (delivery 120-210 days) |
| 2. Rocky Mountain Emerg. Vehicles | - | \$219,834.00 (delivery 130 days) |
| 3. Osage Ambulance Emergency | - | \$203,080.00 (delivery 240 days) |

Pat made a motion to accept the lowest bid from Osage Ambulance Emergency for \$203,080.00. Discussion ensued and the motion dropped.

More discussion on the ambulance took place and Tim with American Response Vehicles stated their bid is for all specs and will come to Hugoton to do any repairs on the vehicle.

Rodney looked over all the bids and discovered the Osage bid did not meet all of the specs and had a longer build time. Rodney was concerned about the build time.

Paul told the commissioners by sending out bid specs and having bids put out on them, the wise choice would be to go by the one with the matching specs and choose appropriately.

The commissioners asked Rodney if any of the specs gave him a concern. He replied the main concern he had was build time and felt 240 days was too long to wait for an ambulance.

The commissioners told Tim they appreciated having a representative from the company to come out for bids.

Joe made a motion to accept American Response Vehicles bid at \$217,579.00 since it met all of the specs. Pat seconded. Motion carried.

The commissioners told Rodney when the ambulance comes in, they would like to discuss what the plans are for the ambulance he will be getting rid of since it was not included as a trade-in on the bids.

Abatement Order for tax year 2019, number 196, was reviewed and approved by commissioners and given to the County Treasurer; total valuation abated 1,156,629 and tax assessed (174,347.41). Total valuation abated 8,665,904 and total tax abated \$1,306,133.72.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman

COMMISSIONERS PROCEEDINGS
MARCH 9, 2020

Agenda: 8:30 – Bills
9:00 – Vanessa Willis & Jayme Muncy
9:30 – Tony Martin – Road & Bridge
10:00 – Larry Sharp - KCAMP

The Board of County Commissioners met in regular session with all members present. Also present were Paul Kitzke, County Attorney and Amy Jo Tharp, County Clerk. Tron called the meeting to order. Joe moved to approve the minutes of the last meeting. Pat seconded. Motion carried. Pat moved to approve the county vouchers. Joe seconded. Motion carried. The Clerk was instructed to draw warrants on the Treasurer chargeable to the various funds of the county for the following amounts:

General	\$	58,096.19
Road & Bridge	\$	51,001.23
Airport	\$	1,707.71
County Building	\$	7,537.50
Noxious Weed	\$	3,720.39
EMS	\$	5,488.43
Fire	\$	2,253.23
Highway Improvement	\$	5,568.90
Diversion	\$	5,188.30
Ambulance Bequest	\$	44.00
Community Health	\$	13,889.74
Special Law Enforcement	\$	2,187.20
Sheriff	\$	46,286.32
Non Specific Equip Fund	\$	5,099.00
Emp P/R Misc W/H	\$	70.32
Reg Deeds Tech Fund	\$	97.19
TOTAL:	\$	208,235.65

Toby McClure, a senior with the Hugoton High School, was in attendance to take notes on commissioner proceedings for her government class.

Rodney Kelling came in and told the commissioners he sent a truck and some people to Beaver, Oklahoma to assist with the fire Saturday and they returned early Sunday morning. Rodney is looking into a lease-to-buy option on three (3) of the county fire trucks that are in Moscow because the cost for repairs is high and one (1) of the vehicles is forty (40) years old. He said there is a lease-to-buy option for ten (10), twelve (12) and fifteen (15) years.

Pat said he thinks the county could fund the fire trucks out of the depletion trust fund instead of paying interest on a purchase. The commissioners told Rodney they would rather look into

purchasing the fire trucks one (1) every year or every other year to stagger the purchases instead of all three (3) in the same year. Discussion was tabled until later.

Rodney said the ambulance is back from Iowa and hopes it will last quite some time.

Phillip Willis with the landfill came in and stated he is looking at information on a waste handler and gave the commissioners some information to review. Joe said a wheel loader probably doesn't move the dirt as well as one with a track. Discussion was tabled until a further time. Phillip said he is sending an employee to noxious weed school to get his certificate.

Vanessa Willis, County Treasurer and Jayme Muncy, Deputy County Treasurer, came in. Vanessa requested a non-elected personnel executive session over disciplinary actions for fifteen (15) minutes.

Pat made a motion to go into executive session with Vanessa Willis and Jayme Muncy over non-elected personnel disciplinary actions for fifteen (15) minutes. Joe seconded. Executive session began at 8:59 AM and concluded at 9:14 AM. No action taken.

Tony Martin with Road and Bridge came in and told the commissioners there are three (3) pipelines in Stevens County getting crossing permits: Freedom Pipeline, Black Hills and Voorhees.

Tony told the commissioners he will be attending the Kansas County Highway Association in Topeka around the middle of May. He said the department is in the process of getting things ready to switch over to summer hours.

Joe asked if he had heard anything about Highway 51. Tony said he heard the state was going to grind about two (2) inches off and re-lay it, but it will be overlaid. Tony said the state will be resurfacing Highway 56 from Moscow to Satanta but isn't sure when it will get started.

Sheriff Ted Heaton and Chritian Heger came in. Ted informed the commissioners his computer system is old and needs updated. He said the state has new equipment to run driver's license and tags. He said he has spoken to some companies about the updates. Two (2) are from Kansas. Ted told the commissioners the 911 fund would take care of most of the cost and the sheriff department would have to cover around \$11,000.00.

Larry Sharp with KCAMP came in and passed around an informational page describing the Risk Management Services that are available for Stevens County departments to take advantage of.

Added and Abatement Orders for tax year 2019, number 197-202, was reviewed and approved by commissioners and given to the County Treasurer; total valuation abated -10,059 and tax assessed (1,050.93). Total valuation added 118,646 and total tax added \$17,882.44.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman

COMMISSIONERS PROCEEDINGS
MARCH 17, 2020

Agenda: 2:00 PM COVID-19
 Courthouse/Wellness Center

The Board of County Commissioners met in special session with all members present. Also present were Paul Kitzke, County Attorney; Amy Jo Tharp, County Clerk; RoGlenda Coulter, Hugoton Hermes; Paula Rowden, Community Health and County Board of Health chair and Susan Schulte, Stevens County Public Information Officer. Tron called the meeting to order.

People attending the meeting by request were: Stu Moore, USD 209 Superintendent; Adrian Howie, USD 210 Superintendent; Kristi Singer, Heritage Christian Academy director; Boynett Tablate, Stevens County Hospital lab director; Linda Stalcup, Stevens County Hospital and Pioneer Manor director; Billy Bell, City of Moscow mayor; Jack Rowden, City of Hugoton mayor; Paul Nordyke, City of Hugoton; Matt Lamatsch, Hugoton Police; Rodney Kelling, Stevens County Emergency Services director; Stevens County Sheriff Ted Heaton and Ross Sullivan, Courthouse Maintenance director. Others in attendance include: Jean Lamatsch, Kelsee Burnett, Karen Rich, Eunice Schroeder, Stacey Strickland, Alicia Owens, Marcus Howe, Jan Leonard and Judge Paula Sosa.

Tron began the meeting by stating it was informational on the COVID-19 that is affecting the country. He informed the guests that Paula Rowden is head of the County Board of Health which is comprised of the commissioners and health officer.

Paula Rowden told the commissioners and observers there was a timeline the COVID-19 came into the states. She said the first case in Kansas was on March 7th and to date there are eleven (11) known cases within the state of Kansas. There have been other suspicions but have not been confirmed yet. At this time, what is known about the virus is that it spreads from person to person, by close contact, within six (6) feet of each other. The CDC recommends no large gatherings. The longevity of this virus on surfaces is still inconclusive. The best way to prevent not only you getting the virus, but you spreading it to someone who would be most affected, is by hand washing and covering coughs with an elbow or article of clothing so as not to spray the droplets thus spreading the virus.

Paula further stated if a person has come into contact with someone, there is around two to fourteen (2-14) days for potential development with this disease. This is why it is being recommended throughout the country people self-quarantine if they feel they have come into contact with the virus or have any symptoms. There are more positive outcomes than deaths which keeps things in a better perspective. The higher risk individuals are what the community needs to focus on more. Governor Kelly has implemented no disconnect with utilities or internet at this time, along with no mass gatherings of fifty (50) people or more. This includes auditoriums, meeting rooms, facilities, etc. At this time, it is not recommended to close Senior Citizens Centers or Libraries. Calls from restaurants have come in and Paula has advised them to offer curbside delivery, only allow minimum people inside with some tables closed off for the spacing suggestions and constant cleaning to help disinfect. Paula said the best advice she can give is correct information instead of

misinformation in hopes the small businesses can continue to stay successful in the community and still be able to help lessen the spread.

Linda Stalcup stated the Pioneer Manor is closed to the outside. The hospital is currently screening all employees, every shift, every day. Vendors and consultants are not allowed to enter the building and must do all business over the phone or drop off outside the buildings in a designated location.

Joe Thompson asked Paula about the possibility of enforcing individuals to comply with self-quarantine. She said as the Board of Health for Stevens County, they can enact a ruling to enforce quarantine if need be. Paula also said acting as the Community Health Department, they cannot enforce that but can give guidance and help work together.

Linda Stalcup said there are several swing beds in the hospital which can be used for people who have COVID-19 who need the extra care due to their at-risk health issues. She said Boyett Tablate, the lab director, can pass on further information.

Boyett told the BOH his lab is capable of collecting samples and sending them to private labs vs the KDHE. The KDHE has certain requirements in order for them to test samples which requires a fever of 100.4 degrees fahrenheit or higher, respiratory symptoms and flu and strep testing negative. The lab has some test kits for collection but the need for more is there.

Boyett has some suggestions for local businesses and people of the community to help prevent the spread:

1. Businesses or customers should use disinfectant wipes for gas pumps, door handles, card readers, etc.
2. Limit the number of customers per area of a store if possible, or offer curbside assistance.
3. Discourage the elderly from leaving their home and find a delivery system to get items to the elderly; volunteers or a service.

Adrian Howie, with the USD 210, said if the school system is to shut down after the spring break, there is still implementation by the government to feed kids from the ages of one to eighteen (1-18) years old breakfast and lunch. He said it might be a grab and go type of system but meals will still be provided.

Stu Moore with USD 209 said even though things will be different, the school will still go forward as much as possible.

Adrian and Stu both stated, at this time, it looks like there might not be any prom, graduation or spring sports. They will hopefully know more later and if there is a shut down of some type hopefully, it will only be for a week or two.

Joe asked if there were any thoughts on people coming back from spring break that are in high risk areas and if the school would recommend a quarantine before coming back to school. Both superintendents stated they will be having meetings this week to discuss the thought of resuming school or just holding off another week for the purpose of spring break students coming back.

Paula said most important would be guidelines to follow for areas of concern which would be a fourteen day self-imposed quarantine and help meet the elderly residents needs. Paula said if there are any questions, she is open to the public to call and get correct information and be more educated on this virus.

Jack Rowden asked if Paula had heard if there is a time frame for this to move on. His question concerns banks and the city offices, if they choose to impose a drive-up/thru only route, if there is a time-frame for them to resume regular business.

Paula said it is all dependent on what this virus does and how we can keep it contained to a minimum in the community.

Amy Jo Tharp stated several counties have implemented appointment only for courthouses or having a space between the public and workers to keep the virus at a minimum. Most are continuing to work as normal, just closed access for the public because most work can be done online or by phone. The rare instances when a person needs to come in can be done by appointment.

Paul Kitzke said the Sheriff in Haskell County is screening people entering the courthouse before going on to the offices. Meade County is not having court for four (4) weeks and postponing any cases.

Jean Lamatsch asked Amy Tharp if the courthouse was closing and Amy stated at this time, the commissioners have not given any word on the closing but it will probably be discussed at some point.

Marcus Howe asked what Paula recommends as far as the people who do have a fever but no other symptoms. Paula said she would like to keep a record of those with a fever and be able to follow up with them to see if they need to be screened and if their symptoms warrant a hospital visit. She said the best way is to stay quarantined for fourteen days, drink plenty of fluids and take ibuprofen and Tylenol by alternating to keep fever down. This disease has to run its course however, if you are experiencing respiratory issues, please get to a doctor or hospital. If the public has questions on being screened or feel they need to be, she urges them to contact the Community Health Department to get answers for their questions. The screening kits are at a minimum for the whole community and most people are getting over the virus by the treatment stated.

Linda Stalcup stated the most affected by this disease are those with pulmonary or cardiovascular issues.

Rodney Kelling said he is currently working with the local hospital, health department and law enforcement entities to make sure they have what they need.

Karen Rich with the Senior Center said as of today they have closed down to the public, but will keep the kitchen open to provide meals to the home bound and those who can pick up at the back

door for curbside delivery. She stated they will still deliver food to Moscow so those residents will not have to worry about food.

Pat Hall asked if the Road and Bridge department should hold off on their morning meetings and Paula suggested at this time it would be wise to have them get their daily duties by phone or other means.

Joe Thompson said to implement conference calls for the meetings so others may attend that are not on the agenda and to keep the meetings at a minimum in physical attendance.

Adrian said employees of USD 210 who do not feel well or have a fever or cough, are ordered to not return to work for fourteen (14) days.

Jan Leonard said Seward County is pushing for the workers and or citizens who do not feel well, to stay home to help contain the spread.

Amy Jo Tharp asked the health personnel the best way to sanitize or clean areas for prevention since most stores are out of disinfectants. They said wiping things and areas down with Hydrogen Peroxide, Bleach and water mix, or even Isopropyl Alcohol will help contain the spread of this virus along with not touching eyes, mouth or nose, which is the fastest way to contract the disease.

Ted Heaton said his plan of action at this time, is to keep the inmates separated, especially anyone new who comes in and to do screenings. As far as his deputies, he will make sure they take all the precautions they can at this time by wearing rubber gloves, trying to keep detainees at a distance and separated.

Kelsee Burnett said at this time, the judges can shut down the district court but the clerk will still need to work with the public. She said they will have ways of contact by phone, e-mail and regular mail to continue work.

Discussion continued amongst the commissioners, county attorney, county clerk and other courthouse staff who were in attendance about the possibility of closing the courthouse to the public.

Joe made a motion to close the courthouse for two (2) weeks to the public beginning Wednesday, March 18, at 12:00 PM (noon), with public access by appointment only. Tron seconded. Motion carried.

Joe made a motion to close the Wellness Center down beginning Wednesday, March 18, at 12:00 PM (noon). Pat seconded. Motion carried.

Discussion on how to reimburse or extend Wellness Center patron's funding will be tabled until Monday, March 23rd at the original commissioner meeting date.

Paula suggested closing the Hugoton Recreation Center for a short period of time for the extended break to help prevent the spread. She stated two (2) weeks and re-evaluate to see where this

outbreak is moving. She said she will call the board of recreation and let them know her suggestions.

The commissioners have decided to have a special meeting on Friday, March 20th, at 2:30 PM to continue further discussion on the COVID-19.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman

COMMISSIONERS PROCEEDINGS
MARCH 20, 2020

Agenda: 2:30 PM COVID-19

The Board of County Commissioners met in special session with all members present. Also present were Paul Kitzke, County Attorney; Amy Jo Tharp, County Clerk; RoGlenda Coulter, Hugoton Hermes, via zoom.com; Paula Rowden, Community Health, via Zoom.com and Susan Schulte, Stevens County Public Information Officer. Tron called the meeting to order.

This session was the first time done by www.zoom.com conference with several people in attendance on the line: Kansas Senator John Doll, Kansas Representative Marty Long, Kelsee Burnett, Adrian Howie, Stu Moore, Ricky Tharp, Cammie Heaton, Gina Payne, Tony Martin, Chelle Leiniger, Ross Sullivan, Angela Heger and the City of Moscow.

Those who attended in person were: Sheriff Ted Heaton, Rodney Kelling and Jan Leonard.

Paula Rowden with the Community Health Department said she is in constant contact with the Kansas Health Administration and she has been helping with school closures, guidelines on helping the schools and support for schools. She said she has been reaching out to the local businesses to help reduce potential contamination of the virus. It has been recommended the churches consider suspending services in person until further notice, if their congregation is under fifty (50) she has expressed the concern in room size and sanitizing.

By taking these extra precautions in closing down the wellness center and recreation center, having limited access to the courthouse, community health department, clinic and hospital, Paula is confident this will help slow the spread.

Tron asked if anyone had heard if they felt the county was being to drastic. Several people commented they felt the community is adjusting well and has not heard of anyone being disgruntled.

Paula said she is being diligent on social media to better inform the public on the situation at hand. She feels by doing this it has helped with people and their anxiety. She has had to impose quarantine on a few people and has not received any issues with anyone on that matter.

Joe Thompson stated he has visited with Rodney about what happens if people testing positive and said they will have that person check with those they were in contact with.

Joe asked if there were plans for testing available through the Community Health Department. Paula said she has been working with Boyett at the Steven County Hospital lab about mass screenings. She is currently getting some test kits in and is getting some to the hospital as well.

Ted Heaton and Rodney Kelling both said everything is good on their end and they are doing what they can and taking the measures they are.

Amy Jo Tharp said a question was posed to her about knowing if anyone has been tested for or has tested positive with COVID-19 without going against HIPPA laws. Paula stated she can not give out that information to the community. She did state on www.kdheks.gov/coronavirus a person can request information to their e-mail and the information is updated on a daily basis. This site will show how many cases per county within the state of Kansas.

Paula said just a collaboration from everyone working in the health and emergency services field to people in the community is a big step and help for Stevens County to come out of this in a more positive manner.

Paula said she will be discussing with Paul Kitzke about having ordinances ready in case actions need to be taken for quarantine. Paul Kitzke stated he can help Paula with some research so if the time comes it will be legal and correct.

Amy Jo Tharp informed the commissioners the KAC has suggested designating one (1) commissioner per county to receive updates from health officials within the county to act on certain discussions involving COVID-19. They then can relay information at a commissioner meeting instead of setting up several special meetings to meet with KOMA regulations.

Rodney wanted to iterate about the social media post concerning the National Guard preparing for martial law. He stated it was false information and they are preparing to help deliver goods to communities in light of the pandemic.

Kansas Representative Marty Long said there were several discussions in Topeka the last two to three (2-3) months regarding COVID-19 and the emergency procedures to help combat the spread. He stated the KDHE has been working really well for the state and feels like Kansas has a lead on this pandemic. Discussion of closing bars and restaurants have surfaced and some places are closing some are doing curbside, drive-thru and delivery instead.

Joe stated Stevens County restaurants and bars are self-regulating and feels it is working out well for our community.

Representative. Marty Long said there are three to four (3-4) counties in Kansas which have been given a mandatory shut-down by the county health department directors. At this time Kansas is letting each county decide if and when that should be taken into consideration as most counties are staying diligent with this issue.

Marty spoke about the economic factors in Kansas and said in 2008 in the recession, Eight Hundred Million Dollars were used from the reserve fund in Kansas and it only took eight (8) months to drain the fund. They are looking at One Billion Dollars in the fund with an average of \$330.00 per claimant on unemployment and from this pandemic and the funds will not last long. There is a shorter wait time and processing time for people to be able to receive their funds in a quicker manner. The amount of unemployed insurance time has increased from sixteen (16) weeks to twenty-six (26) weeks.

The State of Kansas is discussing a profit for businesses to help small businesses, restaurants, bars, hotels, conference rooms, etc. This is a loan by the state with no interest and up to \$20,000.00 to help the businesses out. There is no payment for the first four (4) months and only takes seventy-two (72) hours to be approved and forty-eight (48) hours to receive funds with a thirty-six month pay back period.

Joe asked if there were any e-rate funds to help rural citizens. He stated Pioneer Communications is giving free internet to homes with school children that at this time do not have internet access but is concerned how that works out in the rural areas of the county if the state was offering some way to get the connections out to those individuals. Marty said he would look into it.

Kansas State Senator John Doll said he feels the state and counties are handling the pandemic really well and feels it makes the state stronger and better.

Joe asked about the state being in a state of emergency.

Senator John Doll said there is a sense of that due to the materials needed such as medical supplies and equipment to keep the emergency services and medical staff protected. He did elaborate he felt the Governor of Kansas has been doing a really good job and social media can be a good thing but can also be harmful for people.

John Doll said there has been no talk of any martial law for Kansas or anywhere else for that matter. He said if parts of Kansas need help with medical providers, nearby states such as Oklahoma and Colorado have preparations on lending aid to Kansas.

John said several comments have been made about the Governor overstepping her bounds and doing more than is allowed. He said she isn't out to take over the world, she is working with health care professionals and is getting guidance before she makes decisions on what she feels is best for Kansans.

John and Marty said call the state numbers they will help out where they can.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman

COMMISSIONERS PROCEEDINGS
MARCH 23, 2020

Agenda: 8:30 – Bills
 8:45 – Tony Martin – Road & Bridge
 9:00 – Jan Leonard - Business
 9:30 – Paula Rowden – COVID-19 Update
 10:00 – County business

The Board of County Commissioners met in regular session with all members present. Also present were Paul Kitzke, County Attorney and Amy Jo Tharp, County Clerk. Tron called the meeting to order. Joe moved to approve the minutes of the last meeting. Pat seconded. Motion carried. Pat moved to approve the county vouchers. Joe seconded. Motion carried. The Clerk was instructed to draw warrants on the Treasurer chargeable to the various funds of the county for the following amounts:

General	\$	68,862.52
Road & Bridge	\$	61,394.49
Airport	\$	1,707.71
County Building	\$	9,103.50
Noxious Weed	\$	3,796.41
EMS	\$	5,334.93
Fire	\$	2,089.24
Employee Benefits	\$	1,918.00
Alcohol Treatment	\$	250.00
Community Health	\$	10,380.20
911 Wireless	\$	114.40
Sheriff	\$	31,661.56
Emp P/R Misc W/H	\$	46.88
Reg Deeds Tech Fund	\$	10.06
<u>TOTAL:</u>	<u>\$</u>	<u>196,669.90</u>

Also present in the meeting via conference were: Jenna Martin, Annie Stegman, Rodney Kelling and Teren Stegman.

Amy Jo informed the commissioners the budget workshop is scheduled for July 9, 2020 at 9:00 AM. The auditors advised the commissioners to receive and review all budgets no later than June 15, 2020.

Due to the changes in the CDL Clearinghouse regulations, Tony discussed with the commissioners about having his name added to the approved list to receive drug test results from county employees. The commissioners agreed. Rodney Kelling has no issues with allowing Tony to be one of the supervisors.

Jan Leonard came in and asked the commissioners if they are still able to pay \$7,500.00 to help purchase the theater. He stated the City has already given their share of \$7,500.00. Jan said there is a tax credit grant he will be applying for when the building is purchased. This will help with the renovating and getting the supplies needed.

J.R. Robl attended the meeting via phone and stated he will be working diligently on a \$350,000.00 grant to help with whatever purchases the theater needs to run efficiently. The commissioners agreed to give Jan the already promised funds when he is ready. The Friends of the Theatre board members are: Debbie Nordling, Diane Crawford, Sue Smith, Davonna Daharsh, Leslee Hoggatt, Jan Leonard, Bill Losey and Alisha Owens. The commissioners will wait to see if they will be able to help fund the project next year.

Sheriff Ted Heaton and Adam Mauk were in attendance. Ted said they have everything on lockdown and being sanitized as much as possible with the inmates and staff. He said he has masks, but would need to get more goggles or face shields to have extra protection. Ted inquired about a non-invasive thermometer to use out in the field and in the building. After asking several people, Ted was able to locate a thermometer.

Tron asked Amy Jo Tharp why and how she consolidated the election precincts within the City of Hugoton. Amy said she requested them to be consolidated because there were ten (10) precincts within the city limits and a total of eighteen (18) different precincts within Stevens County. It caused the election office to have thirty-six (36) different ballot styles for a Primary election and each ballot style costs along with the total number of ballots needed. She felt it was necessary to help cut costs at election time. The City of Hugoton is now down to four (4) different precincts in time for this year's election. Amy stated she worked with the Secretary of State's office for two (2) years to get this completed and is happy it was done by the presidential election coming up. Pat asked if there was a way to consolidate more of Stevens County instead of just the City of Hugoton. Amy said she would look into it.

Amy Jo Tharp asked the commissioners if they were still willing to come in to sign checks. If the pandemic gets to where the courthouse is closed to all, would it be wise to have stamped signatures on checks besides either herself or the county treasurer's signature. At this time, the commissioners said they will still be present to sign county vouchers.

Pat made a motion to designate Tron Stegman as the single commissioner for county health officials to contact and give updated information. Tron will bring this information to commissioner meetings to update the other commissioners. Joe seconded. Motion carried.

Tron inquired about a countywide shutdown and asked if the Foundation funds could help the local businesses in case the economy gets hit hard. Joe said at this time, the state is offering the \$20,000.00 loan for small businesses. The loan is to be repaid in three years with no interest. Pat said depleting the foundation funds would not be wise, but something to look into if all else.

There was discussion concerning the COVID-19 pandemic and how the state is sending people home and businesses are closing. Tron said the county is getting criticized for overreacting, yet the commissioners agree it's better to err in the side of caution instead of catastrophe.

Paula Rowden came in and stated she has some real health concerns she just learned of. There is an investigation under way concerning an individual that was in contact with a person who tested positive for COVID-19. At this time, she is investigating who the person was around and in what capacity, to determine if it is the first possible case in Stevens County.

Paula discussed people not taking this seriously. They are not complying with requests to self-quarantine for two weeks (14 days), after traveling into severely affected areas, "hot spots", then coming back into the community. Paula said there is not much that can be done other than people need to really understand the severity of this virus and take caution. She said the community needs to advise those who have been in certain areas to stay home until they are sure they are not infected.

Paula is beginning a task force to help with the pandemic. She said the task force is to make certain every aspect is covered in the community, involving groups of people for vulnerabilities. The commissioners told Paula they would lend the help and resources as she needs to get things done. Right now, she is contacting people and providing them with information and requesting some do mandatory quarantine. She has seven test kits and the KDHE has a very structured restriction for testing. The tests have to be tested in Topeka at the KDHE and there is a 72 hour window to get the tests there. Living out here, there are no couriers. She is checking with Seward County to see if they can help aid in this.

Paula received a quote to make the necessary repairs to the air system at the community health building. The commissioners feel it will be the most beneficial and the cost is quite a bit lower than anticipated.

Pat made a motion to close the courthouse except by screening and appointments until April 27th, 2020. Joe seconded. Motion carried.

Paul said the courthouse needs to be stringent on who comes in because self-policing does not seem to be working well at this time. He suggests looking over the screening tools and see if there need to be changes.

Joe said most things can be done via e-mail, phone or post office. He did state communication this way isn't as good as being in person but at this time, it has to be this way.

Amy Jo requested an executive session over non-elected personnel for absences.

Pat made a motion to go into executive session for five minutes over non-elected personnel for absences. Tron seconded. Executive session began at 10:43 AM and ended at 10:48 AM. No action taken.

Abatement Orders for tax year 2019, number 203-210, was reviewed and approved by commissioners and given to the County Treasurer; total valuation abated -40,333 and tax assessed -\$4,485.76.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman

Agenda: 9:00 AM COVID-19

Kelsee Burnett, Clerk of the District Court said no public access is allowed in that office. She stated if someone is looking for certain documents or court orders/proceedings she can do the search and e-mail, fax or send copies to whoever is needing them.

Alisha Owens with the Hugoton Chamber of Commerce informed that she has her work phone transferred to her home/cell and is working from home.

Amy Jo Tharp inquired with the commissioners how they are going to handle pay for employees who voluntarily stay home and those who are sent home by their supervisor. Pat Hall said his concern with paying employees who are home is that some employees will find it unfair to have to work, while others stay at home.

Kelsee said the State is paying administrative leave pay to the district court office staff, regardless, because it's already worked into the budget so there is no money lost there.

Tron said they would discuss more on employee pay at Wednesday's special meeting.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman

COMMISSIONERS PROCEEDINGS
APRIL 1, 2020

Agenda: 10:00 AM PAYROLL IN WORKPLACE WITH COVID-19

The Board of County Commissioners met in special session with Commissioner Tron Stegman present. Also present were; Amy Jo Tharp, County Clerk; via zoom.com - Joe Thompson, County Commissioner; Pat Hall, County Commissioner; Paul Kitzke, County Attorney; and RoGlenda Coulter, Hugoton Hermes. Tron called the meeting to order.

This session was public by way of www.zoom.com conference to comply with state regulations. There were several people in attendance on the line: Kelsee Burnett and Lynne Webb.

Those who attended in person were: Amy Rich, Sheriff Ted Heaton, Susan Schulte (PIO), Ross Sullivan and Vanessa Willis.

Amy Rich explained to the commissioners the employers can pay employees if they wish. She said going along with what Kelsee Burnett stated at the prior meeting, the district court employees are receiving administrative leave pay because the budget is already in place and the money is there, and that Amy Jo had relayed recently other Kansas counties have been paying employees who are exercising the stay at home order.

Amy Rich then shared a description of the Families First Coronavirus Response Act (FFCRA) the Department of Labor implemented to take effect April 1, 2020 through December 31, 2020.

Amy ended with a couple points she thought the commissioners may want to consider when making the decision on pay. She said she felt confident the department heads will make sure essential business is carried out. If we all really want to try and do our part in the stay-at-home order, they may be more likely to send employees home knowing they will be compensated. If commissioners decide not to compensate, department heads may be more hesitant to send employees home if they have to use accrued time in order to be compensated; adding that part-time employees are not subject to accrued time, so they would be without pay.

Tron agrees it should be at the discretion of the department heads if they feel they can operate with a skeleton crew, whether to rotate employees or how to handle their department. He is okay with compensating all employees and would like to revisit any decision made today at the next regular commissioner meeting on April 13.

Pat said he agrees people should be paid and reiterated the salaries are already in the budget and money accounted for.

Joe said no one should miss a paycheck and unless there are major changes, he is in agreement.

Paul suggested if a motion is made, it needs to reflect the COVID-19 pandemic as the reason for the decision.

Pat made a motion to allow department heads to decide which employees are essential at this time and who should go home with paid leave due to the COVID-19 pandemic and pay is retro-active to Monday, March 30, 2020. This motion will be revisited on April 13, 2020 at the next regular commissioner hearing. Joe seconded. Motion carried.

Joe stated the KAC has put on several COVID-19 webinars that have been recorded and offers great information for many aspects of what is going on. Amy Jo and Amy relayed they had tuned in to multiple webinars in order to try and keep as updated as possible.

Tron said he heard from Paula Rowden and it has been confirmed that at this time there is only one (1) positive COVID-19 case in Stevens County and the KDHE website has posted incorrectly. Susan said she and Rodney have finally gotten through to KDHE to get that fixed and it should be updated today.

Joe asked how everything is in Vanessa's office. Vanessa said business is slow because they are not doing motor vehicle or driver licenses until the state reopens. At this time, she is making sure there is enough money transferred into the accounts for payroll and accounts payable. Joe asked if there is anything that has to be done in the office on a daily basis and Vanessa said no, most can wait.

Joe asked Amy Jo if there was anything new to report for the August primary election. Amy Jo said at this time the Secretary of State is still going forward with conducting elections as normal. She said the state does not want to consider an all-mail ballot for the primary election to be in compliance with accessibility laws/issues. She said they have conferences on Wednesdays to discuss and get updates on the elections.

Joe said he has been receiving questions on the small businesses who are not considered essential by the state. At the next commissioner meeting he would like to revisit how the county could help these businesses so they won't have to permanently shut their doors.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman

COMMISSIONERS PROCEEDINGS
APRIL 13, 2020

Agenda: 8:30 – Bills
 9:00 – Karen Vines - HUB
 9:30 – Airport – Memorandum of Understanding
 10:00 – Ted Heaton - Bids

The Board of County Commissioners met in regular session with all members present. Also present were Paul Kitzke, County Attorney; Amy Jo Tharp, County Clerk and RoGlenda Coulter with the Hugoton Hermes. Tron called the meeting to order. Joe moved to approve the minutes of the last meeting. Pat seconded. Motion carried. Joe moved to approve the county vouchers. Pat seconded. Motion carried. The Clerk was instructed to draw warrants on the Treasurer chargeable to the various funds of the county for the following amounts:

General	\$	80,487.99
Road & Bridge	\$	64,392.92
Airport	\$	1,707.71
County Building	\$	950.00
Noxious Weed	\$	3,622.29
EMS	\$	8,786.21
Fire	\$	7,187.01
Library Fund	\$	86,198.50
Alcohol Treatment	\$	250.00
Diversion	\$	1,500.00
EMS Bequest	\$	44.00
Community Health	\$	10,046.77
Community Health Grant	\$	4,150.00
Sheriff	\$	42,136.84
Emp P/R Misc W/H	\$	1,141.88
<u>Reg Deeds Tech Fund</u>	<u>\$</u>	<u>163.49</u>
TOTAL:	\$	312,765.61

Also present in the meeting via conference was: Paula Rowden, Kelsee Burnett, Tony Martin, Rodney Kelling, Stacey Strickland, Vanessa Willis, Linda Stalcup and Karen Vines.

Tron inquired if Gilmore Solutions was able to help out at the Wellness Center with their computers and software. Amy Jo Tharp stated she felt they were able to get it taken care of.

Pat asked about the AK Roofing bill for the fire and ambulance building Rodney had sent in. Rodney said there was a leak where the two buildings were joined together and needed repaired.

Joe asked Rodney if the PPE meeting went well and if anything was needed. Rodney said nothing is out of date and the EMS has enough supplies to last a little while.

Rodney said the state is requiring weekly invoice amounts in order to receive reimbursements on the COVID-19 pandemic. He would like to have the numbers by each Monday afternoon so he can get them sent over to the state.

Joe said the cost of elevator maintenance is high and suggested if the county has to build anymore buildings, they should only be one (1) story.

The commissioners discussed having a drop box put in so people can put their payments in the box or whatever they want to drop off to the courthouse since it is closed to the public. The commissioners agreed and to have Ross find something under \$1,000.00 to be installed as a drop box.

Paula Rowden confirmed the second (2nd) positive case in Stevens County and said regarding the first (1st) case, the person recovered without any incidence and she feels this new positive will recover fine as well. She stated the two (2) cases were not related. Paula said limiting travel to essential needs, following safety protocols such as social distancing, wearing masks and gloves have helped our community immensely.

Tron asked if a County could open more buildings such as hair salons which the governor deems non-essential. Paul said the county can enforce more restrictions but not less. Paula said it will change once the government determines we have hit our peak and is hopeful it will decline within the next two (2) weeks.

Joe asked Paula to clarify the COVID-19 testing process due to the high number of tests being run in our county. Paula said due to the similarity in symptoms of strep, flu and COVID-19 they are testing for COVID-19 due to the shortage of equipment to make sure the patient can get the help they need if they were to test positive for COVID-19. Pat asked if there is a new test where the results are within the same day and Paula said the accuracy is still being worked out at this time.

Tony Martin said business in the road and bridge department is going as usual. If the weather is bad this week, he will be sending some employees home but will be splitting up the days and hours. Tony asked for some suggestions from the commissioners if he should go to the four (4) ten (10) hour days beginning April 27th as usual or postpone it for a bit. After discussion with commissioners, Tony said he will postpone it for a bit and see what happens.

Vanessa Willis asked the commissioners if it was possible to open the treasurer's office back up to appointments only because some residents are frustrated with not being able to come into the courthouse and conduct their business. Joe asked her to elaborate on what type of business is so urgent it couldn't be handled via mail or phone, noting the government has extended tags and driver license renewals. She said mainly renewing vehicle tags and paying property taxes. Joe said he feels it is doable for them to mail in payments, drop the payments in the drop box that will be installed or wait until the stay at home order is lifted. Paul said the reason the government has suspended some things is to help with social distancing and essential issues in order to prevent the

spread. He said he would not like to see the courthouse staff put at unnecessary risk by allowing public in the building at this time, pointing out that if an employee contracts the virus, everyone working could potentially be quarantined. After more discussion, the commissioners made the decision to leave the courthouse closed to the public and said they had already decided earlier in the meeting to have a drop box installed on the property for those who don't want to send items in the mail. They also deemed the courthouse employees can meet someone at one of the outside doors to collect any paperwork / payments.

Vanessa said she is fine with the decision and will do what she can to make this work and agreed the drop box would be helpful.

Karen Vines with HUB, who oversees the county group benefits, joined the Zoom meeting to present the commissioners details of a membership employers may offer employees for a medical emergency transportation service through MASA-Medical Transport Solutions. She said MASA is an intermediary for air and ground medical transportation providers that covers a member's out of pocket expenses for ambulance and air transportation. She said they cover all locations within the United States and Canada and under an employer group plan, the cost to employees is \$14.00 per month which covers the entire family. The commissioners agreed to allow full time employees to enroll in a MASA membership through a monthly payroll deduction. Karen thanked the commissioners for inviting her to make this presentation and said she will contact Amy Jo or Amy in the clerk's office to finalize details.

Erick Nordling was next on the agenda regarding the memorandum of understanding between the commissioners and the airport. He said it looked to be in good order, just waiting on the commissioners to approve and sign. He said he would need an original to have an airport board member sign.

Pat made a motion to accept the Memorandum of Understanding between the Hugoton Airport and Stevens County. Joe seconded, motion carried.

Tron instructed Amy to put prior year revenue for each entity on the budget worksheets.

Joe asked Amy if she was able to get the information from KPLG and she stated she called and e-mailed but didn't have any success. Joe said he will call Doug Smith and see if he can get the information he is needing.

Joe talked about the handful of small businesses in Stevens County that may need help. He would like to find a way the county can help them out so they won't have to close their doors permanently. Joe inquired about abating their taxes as a way of assistance. Pat said the small businesses should ask for assistance if they need it and the state is offering a loan with no interest. Joe said the expenses for the restaurants to re-open after being closed could be costly purchasing all the food and feels most businesses are necessary.

Tony Martin discussed some information he received from the extension district. He said at this time they are not allowing face-to-face/in person meetings of any kind until July 4, which is bad for the fair. The extension and 4-H is a big part of the community but he understands they are trying to keep the public safe.

Sheriff Ted Heaton brought in a bid for a 2020 Ford F150 pickup with a trade of a 2016 Ford F150 with just under 100,000 miles.

1. Ghumm's – 2020 Ford F150 with 350 miles on odometer for \$51,800.00 with trade-in value of \$20,500.00 on the 2016 Ford F150 for a total of \$31,300.00

Pat made a motion to accept the Ghumm's bid on the 2020 Ford pickup with a trade-in leaving the amount to be paid of \$31,300.00. Joe seconded. Motion carried.

Ted said he ordered a restraint chair out of his special law fund because of an issue he had with an inmate over the weekend. He said in all his years he has never had that type of an incident happen with an inmate.

Tron asked Ted if there were any issues with too many people gathering and Ted said he has not seen any issues.

Amy said she stated in the budget letter she sent that she prefers budgets be in by April 22. They can extend it until May 25th if needed, but the sooner the better.

Joe asked Amy if there were any changes with elections and she said at this time there were no changes and hopes the elections run as usual since it is not until August. She said as it gets closer, the structure of the elections coming up will be determined by the state. Joe suggested she continue to try and get younger people involved with elections. Amy said she has gone through a couple different avenues recruiting the youth, reminding that some of the high schoolers helped at the last election. She hopes more will be interested in helping this year, but one issue in November for the general election are other school activities going on that could prevent some teens from being able to assist.

The commissioners discussed the way the bids are to be handled and how it is stated in the policy manual. All departments need to inform the commissioners beforehand they are going to request sealed bids so there will be notice in the newspaper that bids will be opened at a certain time and date in case someone wants to bring in a bid or has questions about such bid. Spec sheets need to be given to more than one (1) company to obtain a sealed bid even if only one (1) company responds.

Abatement Orders for tax year 2019, number 212-255, was reviewed and approved by commissioners and given to the County Treasurer; total valuation abated -84,683 and tax assessed -\$12,763.28.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman

COMMISSIONERS PROCEEDINGS
APRIL 27, 2020

Agenda: 8:30 – Bills
 9:00 – Tony Martin – Road & Bridge
 9:30 – Eunice Schroeder - Library
 10:00 – Jonathan Herald – WKCAC 2021 support

The Board of Stevens County Commissioners met in regular session with Pat Hall and Tron Stegman present. Joe Thompson and Paul Kitzke, County Attorney joined the meeting via Zoom. Also present were Amy Jo Tharp, County Clerk. Tron called the meeting to order. Joe moved to approve the minutes of the last meeting. Pat seconded. Motion carried. Joe moved to approve the county vouchers. Pat seconded. Motion carried. The Clerk was instructed to draw warrants on the Treasurer chargeable to the various funds of the county for the following amounts:

General	\$	108,249.63
Road & Bridge	\$	61,676.88
Airport	\$	1,796.82
County Building	\$	281.00
Noxious Weed	\$	3,599.69
EMS	\$	5,573.15
Fire	\$	1,747.50
911 Wireless	\$	18,117.83
Special Law Enforcement	\$	678.94
Community Health	\$	11,368.24
Sheriff	\$	69,302.72
TOTAL:	\$	282,392.40

Also present in the meeting via conference were: RoGlenda Coulter with the Hugoton Hermes, Stacey Strickland, Kelsee Burnett, Tony Martin, Rodney Kelling, Vanessa Willis and Susan Schulte.

Joe enquired about the wellness equipment that was just purchased and Amy Jo informed him it was the encumbered funds from the prior year which was already approved.

Tron said he would like to have a special meeting before Monday, May 3, 2020 with Paula Rowden to discuss opening more of Stevens County. He said Paula contacted him and would like to get a meeting set up. Joe said the Governor is supposed to have a three (3) stage plan of opening businesses and venues she will address sometime in the middle of the week. He also stated that she had expressed the counties will have local control on what they open or allow. They may enforce stricter regulations than the state, but they cannot be more lenient.

Ross said he installed a drop box for customers, but some offices have expressed their concern and do not want people to utilize that for business in their office. Vanessa said she would like the box to be more secure and would like it to be able to receive items such as tags. After discussing the issues with the commissioners, they voted to take down the box since not everyone wants to use it.

Ross said he cleaned out the coils for the HVAC system and everything seems to be in good working order. Joe told Ross to purchase a push mower to care for the library lawn.

Tony Martin joined in and said the Road and Bridge department has started their ten (10) hour, four (4) days a week, this week. He said they have started up the asphalt plant and will hopefully begin patching by the end of the week. Tony said he texts the employees their orders for the next day on the night before and stresses about social distancing. Tony said everything with the Clearinghouse and CDL random drug testing has been going well and everyone is complying.

Tony told the commissioners if no other department wants the drop box, he will take it when it comes down and use it for the permits and other papers people drop off.

Tron asked Amy Jo if anything has changed with elections. She stated nothing has changed that she is aware of and the August Primary will run as usual. The state is issuing some funds and sanitizing kits for the election stations to help with expenditures and she will hear more about that on the phone conference with the Secretary of State's office on Wednesday afternoon.

Joe instructed Amy Jo to look into getting some PPE equipment for the wellness center, courthouse and other department staff so employees will be more protected when things begin to open completely. Rodney said he could help get some PPE items as well and get departments started until more can come in.

Ted Heaton was in attendance and stated he had nothing to report.

Eunice Schroeder with the library chimed in through Zoom and said the cost for bandwidth on internet will go up but is reflected in the budget. She stated the library still has interest coming in on CD's, so they have a cushion and have been paying staff. She said the ordering is minimal now with the COVID-19 pandemic. The staff has been and will continue to sanitize items being returned and is using the ozone machine. Eunice said the library could use masks and disinfectant wipes. The library will remain closed for now.

Pat made a motion to accept Jana Harris to replace Ashley Percy on the library board. Joe seconded. Motion carried.

Amy Jo informed the commissioners most of the budgets have been turned in and are only missing a few. She will be contacting the entities this week to get them in.

Joe asked Paul if he has an estimate on the extra costs of some of the cases. Paul said there will be more expenses. The doctor alone was \$5,000.00 to testify and that does not include any extra witnesses testifying. More of the cases where a person is found guilty go to appeals. Amy Jo said the auditors told her it was up to the commissioners to put money into the special prosecution fund out of the attorney account for these cases and if it goes over it would come out of the general. This would more accurately track the money going to these cases.

Paul said if a case is subject to the death penalty the Attorney General would then handle that case, but it is still the responsibility of the county. Paul stated his salary does not change no matter how much he works but if the Attorney General takes the case the bills aren't any cheaper. After paying the jury and jurors there isn't much money left and it's not budgeted for. Amy Jo clarified the jury and jurors come out of the District Court fund.

Paul reported he heard back from the attorney in Wichita who is looking into the tax sale and said they are ready to move forward.

Joe asked Vanessa if she had a number on how short the tax receipt amounts are compared to last year. Vanessa said she has not looked into that recently but will. She said the bills have been paid without any issues, so money is available. Joe said he is concerned with people being able to pay taxes due to the COVID-19 layoffs or people not getting paid wages. Amy Jo said the appropriations have been able to be paid because the funds are there at this time.

Jonathan Herald with the Western Kansas Child Advocacy Center (WKCAC) was next on the agenda and joined the meeting via Zoom. He informed the commissioners they have six (6) mobile units now and service thirty-four (34) counties in Kansas. They are one of the few in the USA which have mobile units and now medical personnel who travel to assist. There have been 613 cases recorded this year alone with thirty-three (33) cases in the last four (4) weeks. He is requesting Stevens County support for the 2021 year. The commissioners stated they appreciate what WKCAC does and will consider at the budget workshop giving them some appropriation for 2021.

The commissioners asked Rodney if he has any word on the new ambulance. Rodney replied it was in the building stage.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman

COMMISSIONERS PROCEEDINGS
MAY 1, 2020

Agenda: 10:30 AM RE-OPENING STEVENS COUNTY WITH COVID-19

The Board of County Commissioners met in special session with Commissioners Tron Stegman and Pat Hall present. Also present were; Amy Jo Tharp, County Clerk; via zoom.com - Joe Thompson, County Commissioner; Paul Kitzke, County Attorney; and RoGlenda Coulter, Hugoton Hermes. Tron called the meeting to order.

This session was public by way of www.zoom.com conference to comply with state regulations. There were several people in attendance on the line: Kelsee Burnett, Alisha Owens, Vernon Anderson, Paula Rowden, Tony Martin, Thea Schnittker, Vanessa Willis, Stacey Strickland, Eunice Schroeder, Gary Gold, Susan Schulte, Lori Rome, Linda Stalcup, Amy Rich and several other individuals.

Paula said Phase One (1) of the governor's plan is still very restrictive with travel and interactions. She said Governor Kelly is following the Federal guidelines of the Trump Administration with a few exceptions. Counties can be more restrictive but not more lenient. At this time, gyms and cosmetology/barbers are still closed to the public for this phase. She cannot open them due to the governor's restrictions.

Paula said clothing stores and restaurants can be open. The restaurants have limitations of no more than ten (10) people or less and the diners need to be six (6) feet apart.

Eunice Schroeder of the Stevens County Library said during this phase the Library will stay closed for the safety and security of the workers and community at large. She said the staff will be working on sanitizing all materials that have been returned to the library. There will be no checking out at this point. She plans on Phase Two (2), with no increase in COVID-19, having curbside service by appointment only and will sanitize those materials being returned. Phase Three (3), she will allow limited access to the library and only the number of people mandated by the health department and state will be allowed. Computers will only be available for business during that phase.

Tron Stegman answered a question about the Pioneer Manor, if it is still closed to the public which falls in the governor's guidelines. Yes, it is closed to the public for this phase.

Paula told the commissioners the state received additional testing kits from the government to test 60,000 people in clustered areas including Southwest Kansas where the numbers are high. She said there is a drive-up testing site in Seward County. She is in communication with them to get the Stevens County numbers as they come up to have an accurate count.

The courthouse was discussed as far as opening to the public. Paul Kitzke said to phase open like it was phased closed. He said to monitor people coming in and suggests appointments only. The criminal dockets on Mondays have around fifteen (15) or more people at times and with dockets being pushed back about six (6) weeks there will be more dockets and people coming in.

Thea Schnittker, with the Register of Deeds office, said they wear face masks anytime a customer comes in and sanitize everything when the person leaves. The customers only come in with an appointment and are told to bring their own mask, pen and paper.

Kelsee Burnett, District Court Clerk, said the restrictions are not being taken seriously by the public. She said they will only allow people in the courts with appointments and will follow mandated guidelines.

Rodney will procure gloves and masks for the offices. Amy Jo said she located some portable plexi-glass shields (sneeze guards) for the desks for the offices that would like to use them, along with several gallons of sanitizer.

Joe Thompson made a motion to limit the courthouse to appointment only, temperature checks and each department will be responsible for limiting two (2) customers per office. Customers are required to wear masks and employees will wear masks when the customers come in. Pat seconded. Motion carried.

Paula stated questions about symptoms, temperature checks and if a person has been out of state should be asked of the customer as they enter the building.

Thea suggested contact information should be left by the customer so they can be contacted if there is an issue. Paul said we can't force a customer to leave contact information but we can ask if they would like to leave a phone number.

Paula said quarantines are mandatory stay-at-home and self-regulating if a person has symptoms or tested positive for COVID-19. Health Care workers can work as long as they are screened regularly and will be sent home if they have symptoms. There is an ID support agency which delivers to the individuals under mandatory quarantine as they should not be out in the public.

Vanessa said the Treasurer's office will remain closed to the public until they are no longer required to wear masks. She cannot handle items across her face and does not feel her employees should be required to wear a mask if she isn't. Vanessa said if they had the plexi-screens, she would be able to open. But then the issue of paper and money being passed between employee and customer without being properly sanitized would pose the same problems.

Joe said a department head has the right to not open to the public if they feel it is in their best interest.

Vanessa said the drop box that was installed was not what she wanted but it will work until this restriction for COVID-19 is over. She can also do curbside service for those who need to drop something off for their office or conduct business.

Pat Hall asked about relaxing late fees on property taxes and Joe said the commissioners would have to abate for something that can be paid over the phone or by mail.

Linda Stalcup with the Stevens County Hospital and Pioneer Manor said there will be no visitors allowed at Pioneer Manor until June 1st and not before. She informed the commissioners that Boyett and Lynette told her there were no ventilators at the hospital but can accept patients to some extent. The rest would need to be transported to a hospital with proper equipment. Linda said the testing is going well, working with Paula has been helpful as well. She is pleased with the staff and how they are conducting business.

Lupe Acosta stated he is a business owner of the Acosta Restaurant in town and said Southwest Kansas is a hot spot now. He has been doing curbside but has halted the delivery service due to the safety of his employees. Business has been slow. He asked Paula to explain the number of people allowed in the restaurants if he has staff and several different rooms that can be used. Paula said some restaurants have a back door so diners can come and go that way without going through the whole restaurant and have the option of paying at the table. Paula said she feels the workers would not be part of the ten (10) person rule and if there were multiple rooms which could hold ten (10) people at the six (6) foot distance, it should be possible but check with Paul.

Paul said the mandate in place for Phase One (1) states no more than ten (10) people per table and six (6) feet apart and he suggests the customers pay at the table instead of hanging around the entrances. Lupe appreciated getting an explanation on how restaurants are to conduct business. Jan Leonard said the Bonnie and Clyde restaurant has two (2) entrances and can comply comfortably with the mandates for Phase One (1).

Paula said Phase Two (2) is proposed to take effect May 18th which would open swimming pools, libraries, gyms and community centers. She did state it would depend on the increase in incidents for our area. She will review before going to the next phase for our area.

Tony Martin said Road and Bridge has the most employees within the Stevens County departments and will continue to stay safe by using precautions and distancing. He expressed his thanks to the health department and hospital staff for their work.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman

COMMISSIONERS PROCEEDINGS
MAY 4, 2020

Agenda: 10:30 AM PUBLIC ACCESS TO TREASURERS OFFICE

The Board of County Commissioners met in special session with Commissioners Tron Stegman and Pat Hall present. Also present were; Amy Jo Tharp, County Clerk; Vanessa Willis, County Treasurer; Jayme Muncy, Deputy Treasurer; Misty Pietz, Treasurer Clerk and via zoom.com - Joe Thompson, County Commissioner; Paul Kitzke, County Attorney; and RoGlenda Coulter, Hugoton Hermes. Tron called the meeting to order.

This session was public by way of www.zoom.com conference to comply with state regulations. There were several people in attendance on the line: Kelsee Burnett, Lynne Webb, Angela Eichman, Paula Rowden, Amy Rich and several other individuals.

Tron asked Vanessa why they will not be opening to the public at this time.

Vanessa told the commissioners she can't wear a mask. She said when she had to go on an ambulance they put an oxygen mask on her and she took it off, said she just can't handle anything on her face. She explained one of her employees can not wear the masks being distributed because it causes her to get welts along her face. Vanessa further explained the motion made Friday stated it is up to the department heads on how they conduct re-openings.

Vanessa said she has no problem doing curbside service or even meet people at the door. To do a drivers license the customer can't wear a mask for the pictures.

Tron asked Paula Rowden if each office could decide to wear a mask or not. Paula said it is not recommended because it puts the employee and customers at risk. She said any form of mask being a bandana, cloth, scarf or other form is better than no mask. She said we need to protect ourselves to keep the county open and set a precedence as well as it is our duty to protect the public at large.

Vanessa said she is not trying to be contradicting but she has not worn a mask since this whole epidemic has started and wanted to know why we don't wear masks when it's flu season but we are told to wear masks for this virus.

Joe said he spoke with a Seward County Commissioner and they are not mandatory in that county for employees but he agrees with Paula in needing to set an example to the county residents.

Vanessa said she will not be opening her office to the public but will be doing curbside service.

Amy Jo asked if the employee has sneeze-guards on their desk if it would allow employees to not wear a mask. Paula said it would protect the employee and public and any face protection is better than none and is actually better to have one of the plexi-glass guards than a face mask as it protects not just the mouth and nose but eyes as well. If we can stop the spread then it is necessary to take the precautions.

Tron asked Vanessa if the two (2) employees in her office wears a mask and she stays in the back office if she would consider opening to the public.

Taxes are due May 10th and Joe said she can meet them at the door, by mail or over the phone. He asked about the drop box and Tron said it was taken down today.

Vanessa said the problem with the plexi-glass/sneeze-guard is the paper being transmitted and money is dirty.

Jayme said she can wear a mask long enough to work with the public who want to come in and only title work has to be done in person, everything else can be conducted over the phone or by mail. Appointment only will help limit the amount of people in the office.

Vanessa said at this time there is a difference of \$376,000.00 in taxes this year but there was one and a half million abated from Seaboard and people are still paying in taxes. Vanessa also stated no one asked her what she needed in a drop box when she requested it and it was put up and now it's being taken down. She said she was under the impression after the initial discussion it was determined the drop box could cost up to \$1,000.00. She feels the drop box would be used quite often but tags won't fit into the one that is currently there. She said she will pay for one out of motor vehicle funds if she has to.

Pat said every office would need a key and who would be responsible for the drop box and checking for items in it. Pat said he is not opposed to the drop box. Pat said most offices in town have a drop box and feels it is a good idea.

Thea Schnittker spoke up and said she doesn't want any of the Register of Deeds customers to put anything in the drop box in case it gets over looked. So there will need to be a sign stating who the drop box is for or omitting the Register of Deeds office.

Vanessa said she will not worry about a drop box since everyone is not agreeing to the use of one.

Joe said Dr. Roger Marshall was in the ER at Southwest Medical Center said the hospital is steady with patients and not yet overwhelmed which is good news and there have been no deaths from Seward County yet. The main concern is National Beef employees and people still getting sick and some end up in ICU but the reports show those patients are doing well.

Thea said their first (1st) appointment of the day the customers mask broke so they gave him an extra one they had on hand.

Vanessa asked about liability with the masks and giving to a customer. Paul said that circumstance would allow the customer receiving a mask from the courthouse employee. He said some circumstances would be allowed just not to give people a mask so they can enter the building, they need to have their own mask.

Pat asked if Phase Two (2) would allow the choice of not wearing a mask. Paul said that question would need to be deferred to Paula and let her choose because Southwest Kansas is now getting the cases where the eastern half is declining in cases.

Jayme asked about out of state or county customers. Paula said the out of state or county was a recommendation but feels just asking about symptoms or if a person has been in contact with someone who tested positive with COVID-19 should be sufficient.

Thea said she noticed in Shawnee County they are allowing pet groomers because it can be done with social distancing.

Paula said she hasn't recognized pet groomers being allowed but will look into it.

The commissioners stated Mike Rickman does not need to come to the courthouse to work and help Ross. They just ask if Elaine Rowden would like to monitor the front door for people dropping items off or have appointments she can do the screening and take lunch from 12:00 PM to 1:00 PM. If the courthouse needs to close between those times it can be.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman

COMMISSIONERS PROCEEDINGS
MAY 11, 2020

Agenda: 8:30 – Bills
 9:00 – Kayla Janko/Tiffany Bowen – Cimarron Basin
 9:30 – Tony Martin – Road & Bridge
 9:45 – Mark Hinde - SDSI
 10:00 – Scott Kedrowski - RCDC

The Board of Stevens County Commissioners met in regular session with all members present. Paul Kitzke, County Attorney joined the meeting via Zoom. Also present were Amy Jo Tharp, County Clerk. Tron called the meeting to order. Joe moved to approve the minutes of the last meeting. Pat seconded. Motion carried. Joe moved to approve the county vouchers. Pat seconded. Motion carried. The Clerk was instructed to draw warrants on the Treasurer chargeable to the various funds of the county for the following amounts:

General	\$	59,356.97
Road & Bridge	\$	77,741.22
Airport	\$	3,531.39
Noxious Weed	\$	4,129.04
EMS	\$	5,173.71
Fire	\$	2,277.46
NW Equipmetn	\$	464.97
Alcohol Treatment	\$	250.00
Community Health	\$	10,280.94
Community Health Grants	\$	3,150.00
Airport Grants	\$	3,994.85
Emp P/R Misc W/H	\$	105.48
Sheriff	\$	40,664.71
<u>TOTAL:</u>	<u>\$</u>	<u>211,120.74</u>

Also present in the meeting via conference were: RoGlenda Coulter with the Hugoton Hermes, Kelsee Burnett, Tony Martin, Rodney Kelling, Kayla Janko, Mark Hinde and Scott Kedrowski.

Amy told the commissioners the plexiglass desk shields came in Friday and were distributed and put up today. She said they are connected to a stand and seem to be sturdy enough for the offices.

Tron said the auditors told him there was quite a bit of money being transferred from last year's remaining budget and felt hopeful. Pat said he would like to hear back from Theresa (Lewis, Hooper and Dick auditor) on how to finish up the year with Seaboard being tax exempt. Discussion resulted in questioning the budget workshop on how this will go. Amy was instructed to let

Theresa know the concerns of the commissioners so she can have the information for the budget workshop. Pat asked if anyone had heard anything about the valuation. With the natural gas being depleted and the price of oil, the valuation is going to drop very low.

Commissioners asked Tony how much four (4) miles of road costs to repave. He said it is \$88,000.00 per mile per inch which is roughly just above \$700,000.00 to complete. Tron asked if there is a way to cut costs in 2021 for roads. Tony said he has budget authority to purchase some product out of the special highway funds to keep the roads up and save the road and bridge budget.

Pat said there is money in the depletion trust fund but when it is spent, there is no more money. Tron said with this pandemic, it could be useful with helping businesses that had to close and now do not have funds to re-open.

Kayla Janko with Cimarron Basin joined in and told the commissioners she would like to request any donation/appropriation the county can help with. Currently, they see seventy-eight (78) felony probation cases in Stevens County but those cases are not all Stevens County cases. She stated she will be in sometime next week to have the chairman sign the inter local agreement.

The commissioners asked if anyone has been in recently to sign up for any of the candidate positions. Damon Simmons came in to get paperwork for District Magistrate Judge. Paula Sosa is retiring and will not be running. No one else has picked up paperwork. Amy did inform the commissioners Kelsee Burnett is going to run as a write-in for the District Magistrate Judge position. She cannot file or she will have to quit her current job as District Court Clerk.

Ted Heaton came in and discussed the value versus cost with Thrifty King. He said the off-brand items are costing as much as name brand and it is hard to cut costs on inmates. He isn't trying to put a bad name to the grocery store because they have what he needs, he just says groceries are getting too costly. He said he is open to any ideas on saving money and is asking if the commissioners have any suggestions. Joe said he is a big supporter of buying within the county. Ted said he has been cutting medical costs by having Medicare come in and work with the doctor offices on rates. He has saved quite a bit of money doing the inmate medical that way.

Amy said the president of the SWKAC has reached out via mail and expressed concerns with possibly disbanding the association. The commissioners discussed the issues with the SWKAC and inquired on the cost per year to stay within the association. Amy said the annual cost is \$100.00 per county. The commissioners said they will table the discussion for a later date.

Tony Martin said Stevens County was nominated to receive a grant for projects. He said the Moscow/Hooker road still has many wrecks from people just going across without stopping. He said Kirkham Michael will come up with a plan to fix it and not exceed the amount the state is giving. There will be signage at intersections and hopefully, flashing lights with the thought it will cut down on the wrecks. Commissioners agree to getting the intersections noticed more to cut down on wrecks.

Tony said weather permitting, the road patching will begin.

Mark Hinde with SDSI (Southwest Developmental Services Inc.) was in Zoom and discussed the quality of help for the individuals who meet the criteria for assistance. SDSI utilizes money for services for adults, transportation, Medicaid ineligible, low-income assisted living and other programs. He is very appreciative the county has always donated funds to help keep the program going. He showed the commissioners a waiting list for those requesting SDSI aid. He told them the list is usually due to waiting on information from the individual. The SDSI needs this information to give them assistance.

Mark said he is looking for a board representative for Stevens County. They only meet four (4) times a year and mileage and meals are provided.

Phillip Willis called in and said he is having a problem with the trash that has blown around caused by the weather. He would like to hire some college students for two to three (2-3) weeks to pick up the trash, before the landfill gets written up by the state. The commissioners agreed and said to pay them \$10.00 per hour.

Ross Sullivan stopped in and Joe asked if he got a new mower for the grounds yet. Ross said he purchased one from Flatlanders and it is working well. The commissioners told Ross to have someone look at the tree in front and get a quote for trimming. They asked Ross if anyone has used the kitchen. Ross and Amy told them the Memorial Hall has been closed since the courthouse was shut down due to COVID-19. Amy told the commissioners they will not be opening the Memorial Hall until at least the next phase or when the courthouse opens back to normal. Ross said he has been dusting down the kitchen to keep it clean. He said he has sanitizer and Amy has several gallons being delivered so there should be plenty for a while. He has given a case of gloves to Amy to pass around plus Rodney gave some masks also he has some wipes with more on back order.

Jan Leonard spoke up on the zoom call saying there are some community service kids in Seward County who would probably be interested in doing their community service by picking up trash or other things Stevens County needs done if the commissioners are interested.

Scott Kedrowski the director for RCDC (Russell Child Development Center) called in and asked to speak with the commissioners. He said RCDC has been in service for fifty-five (55) years in Southwest Kansas. He informed the commissioners the RCDC helps families with newborns, preemies, micro-preemies and tiny-k kids. There were 107 children helped last year alone. In the past, they have received \$22,050.00 from Stevens County and he is asking for a donation of \$25,000.00. He did say any amount the commissioners will agree to pay would be greatly appreciated.

Amy expressed her concerns with conducting draw downs on grants for the airport. She told the commissioners the clerk office and treasurer's office have never requested grant funds for any of the other departments and she is not wanting to be responsible for the airport. She told them after discussions with Sarah Smith on the Delphi program for the FAA, it is up to the county to determine who is allowed to do the draw downs in Delphi. Currently Amy Jo Tharp, Vanessa Willis and Dax Gaskill (prior airport board member) are the authorized Delphi users. Amy said she gets notified when the airport is waiting for the draw down and she has to get information from the airport in order to do the draw down. She feels she is too much in the middle with no knowledge about the grants to be useful. She said she spoke with Vanessa from the treasurer's office and was told Kim Harper (previous airport board member) use to bring in the amount the grant/draw down was for so she knew when and how much to expect to see going into the bank account. He also brought the project number so she could have the information to place the correct funds into the correct account. Amy said she has an e-mail she is wanting to send to the airport board discussing this issue. She asked Paul if he had a chance to view it and if the commissioners would agree to discuss having different people being authorized. Paul told her the e-mail was fine and did express his concerns with having someone on the Delphi system from either the clerk or treasurer's office in case something was to happen.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman

COMMISSIONERS PROCEEDINGS
MAY 13, 2020

Agenda: 9:30 AM GRANT FOR STEVENS COUNTY BUSINESSES (CDBG)

The Board of County Commissioners held a special session through Zoom with Commissioners, Tron Stegman, Pat Hall and Joe D Thompson signed in via Zoom. Also present via Zoom were Paul Kitzke, County Attorney; Amy Rich, Deputy County Clerk; Carrie Baeza, Jan Leonard and Alisha Owens.

This session was public by way of www.zoom.com conferencing to comply with state regulations.

Tron called the meeting to order.

Hugoton City Clerk, Carrie Baeza informed the commissioners if the city manages the grant process, it will be exclusive to only people within the city limits. She suggested the county oversee the grant so all businesses in Stevens County and the cities of Hugoton and Moscow are covered. She offered to assist in any way she could.

Joe D. explained that representatives from Great Plains Development were on the Zoom conference to discuss the process of the CDBG (Community Development Block Grant). Faye Trent spoke on behalf of Great Plains Development and explained details of the grant. This is a state funded grant for businesses in the amount of 9 million dollars, clarifying this is a grant, not a loan. Counties / Cities can qualify for up to \$300,000 and each business completes the application process through their local government. Counties apply through the state, and part of the county's application process is passing a resolution in a public hearing which is required to be published in the newspaper. Grant funds will be distributed on a first come first serve basis. Tron asked about the resolution and Faye said that will come during the application process and suggested to the commissioners canvassing the businesses in Stevens County first, to see how many would qualify and are interested. She said that may be the deciding factor in whether to pursue applying for the grant and it would likely take a couple of weeks for most counties / cities to complete the application process. Faye relayed she would be on a question and answer conference call the following morning to get further clarification on details. She said the basis for qualifying is 51% of a business's employee household income needs to be within the LMI threshold (low to moderate income). This means all incomes within an employee's household need to be included. Pat had previously made the motion to allow the county to be the flow-through. Motion was tabled when Faye joined in. Pat asked, "Are we going to have to be responsible for determining eligibility?" Faye replied, "yes, the commissioners will be responsible in relaying to applicants if they are approved but the Employee Certification Form will determine eligibility status for the businesses. Faye explained someone could be hired to handle the administration portion of the application process. Pat asked if Great Plains Development could do that for them and she said, yes, but she will need to take it through her chain of command and she would let the commissioners know after their next meeting, adding they could also possibly help with writing the grant. Pat said it looks like a lot more strings than the commissioners anticipated. Faye said there always is with these kinds of matters. Pat asked if this LMI is based on state level or county. Faye said, county, then she gave the following examples ... for Stevens County: a one- person household that brings home less than \$38,900 annually meets the LMI level; a four-person household bringing in less than \$55,500 annually meets the LMI level. Commissioners decided they would like to obtain more

information before making any firm decisions on applying for the grant. Faye advised it is okay to state they are applying but no need for a resolution yet. Tron said they do probably need to start with canvassing businesses for interest and eligibility. Paul asked Faye to send Amy Jo a list of the requirements. Faye said she will email her the Employee Certification Form. Paul reiterated the businesses need to understand this is not just the employee's earnings but must include the spouses' earnings as well.

Carrie said she will be listening to a conference call through the Department of Commerce League of Kansas Municipalities the following afternoon, and if she gets any new information, she will pass it along to Amy Jo. Faye said she will be tuning in to that call as well.

By motion, the Board adjourned.

Attest: Amy Rich, Deputy County Clerk

Tron Stegman, Chairman

COMMISSIONERS PROCEEDINGS
MAY 15, 2020

Agenda: 4:30 PM PHASE 1.5 FOR STEVENS COUNTY

The Board of County Commissioners met in special session with Commissioners Tron Stegman. Also present were; Amy Jo Tharp, County Clerk; Susan Schulte, GIS/PIO; Thea Schnittker, Register of Deeds Clerk; Elaine Rowden, Wellness Center employee and via zoom.com - Joe Thompson, County Commissioner; Pat Hall, County Commissioner; Paul Kitzke, County Attorney; Paula Rowden, Health Department Director and RoGlenda Coulter, Hugoton Hermes. Tron called the meeting to order.

This session was public by way of www.zoom.com conferencing to comply with state regulations. There were several people in attendance on-line: Kelsee Burnett, Lynne Webb, Lori Rome, Ginny Marquis and several other individuals.

The commissioners began the discussion by stating Kansas Governor Kelly's COVID-19 Re-opening Phase 1.5. This phase now allows salons and fitness centers to open, but no group gatherings larger than ten (10) people. Social distancing is still required with these new openings as well as salons needing to be appointment only. No walk-ins at this time.

Paula Rowden said she would like to hear how the Stevens County Wellness Center is planning to operate under COVID-19 guidelines. Elaine Rowden said there would be disinfectant wipes around the fitness center for staff and customers to use to keep the equipment sanitized. She said not many people come in at once after 9:00 PM. Mike could extend his hours to work until 9:00 PM to keep control of the number of people in the gym at one time. To help maintain numbers, Tron suggested setting times for the elderly to come in and use the facility.

Discussion about the wellness center concluded with the decision to allow it to be open for twenty-four (24) hour service with employees working until 9:00 PM, having a time for the elderly to use the facility and to disinfect frequently. There will need to be signs posted to encourage people to disinfect equipment before and after use to help keep the COVID-19 spread down. The gym will need to be monitored regularly and if the public does not clean behind them, discussion will be brought up to be open during set times.

Paula Rowden said the museum is still not allowed to open at least until June 1 and Phase 2 has been discussed.

Amy Jo Tharp inquired about the courthouse. If it is open to the public, will there be any restrictions. Paula said at this time, the courthouse can be open to the public and masks are voluntary. The commissioners decided to open the courthouse to the public and each department has the decision to require masks or not.

Paul Kitzke said the District Court on the third (3rd) floor of the courthouse will be open by appointment only. He suggested people who have court dates could wait in Memorial Hall until called upstairs and must go through a screening process.

Kelsee Burnett informed the commissioners that Judge Ambrosier is adamant that people must be screened and wearing a mask or they will not be seen. If the courthouse is open, he wants the District Courts floor blocked off to public access.

After discussing what would work best for the District Court to remain in compliance with Judge Ambrosier's requests, Paula Rowden said on days there is court, she will have an employee from the health department stationed at the courthouse for screenings and access to the District Court. The south entrance of the courthouse will be the only door unlocked. Those needing elevator access will have to contact the office they are needing to conduct business. That office will give access to the door on the elevator side.

Thea Schnittker told Kelsee she would have the patrons coming into the Register of Deed's office for land titles, call the District Court's office if they need anything from them.

Tony Martin said the fair is at the end of July and he plans to be able to have it up and running. He asked Paula if she could attend a fair board meeting so they could get some insight on what the projections for the fair would be. Paula said she would get in touch with him to find out when the meetings are and would visit one to be informative.

Pat Hall asked about the Library, just out of curiosity not managing. Paula said Libraries can be open with social distancing and number of people. The entity/county can be more restrictive just not more lenient than Governor Kelly's Phase 1.5.

Thea Schnittker reiterated the masks are up to each department to decide if they are mandatory or not for employees and customers. The commissioners agreed to that statement.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman

COMMISSIONERS PROCEEDINGS
MAY 26, 2020

Agenda: 5:30 PM PHASE COVID OPENING FOR STEVENS COUNTY

The Board of County Commissioners met in special session. All members were present. Also present were; Amy Jo Tharp, County Clerk; Paula Rowden, Community Health Director; Susan Schulte, PIO and RoGlenda Coulter, Hugoton Hermes. Tron called the meeting to order.

Several people were in attendance: Rodney Kelling, Kelsee Burnett and Thea Schnittker.

The commissioners began the discussion by stating Kansas Governor Kelly's COVID-19 phase plan being vetoed by midnight tonight. Paula stated with the Governor doing this, it turns control over to local and county authorities to make decisions and guidelines for their areas.

Paula Rowden stated at this time, there are twenty-seven (27) cases with twenty-five (25) recovered. Twelve (12) are under quarantine because of the case study for the two (2) that are currently positive COVID cases.

Paula said she has concerns for local businesses, as well as the health and welfare of the people. With the holiday being just this past weekend, she is concerned there could be spikes in the positive cases. She stated the Community Health Department opened to the public as of today and she is concerned with the safety of her employees yet wanting to be able to provide service to the public.

Paula requested the commissioners take time to see the impact of the holiday and adjust accordingly. She would like to see the bars open, as that is the only business not currently open in Stevens County due to the original phase plans. She expressed she doesn't know enough about this virus and doesn't want to hold back or rush things.

After much discussion over how the county opening phases should be without the direction of the Governor, the commissioners and Paula have come to an agreement to heavily suggest:

1. Bars will be conducted like restaurants where groups of no more than ten (10) per table area with six (6) feet between the next group of no more than ten (10).
2. Weddings, funerals and church should be open to the public with caution for social distancing.
3. Courthouse open to the public – with the exception of District court which is by appointment only and masks required.
4. No mass gatherings outside above thirty (30) per group and comply with social distancing.
5. No mass gatherings inside above ten (10)
6. Suggestion for ball games and activities would be to restrict bleacher seating to personal chairs and no more than family per group or less than thirty (30) before social distancing.

If ten (10) cases or more at one time become positive, the commissioners and Paula will revisit the guidelines for Stevens County.

Kelsee said there is a trial coming up in Stevens County and she has plans to use Memorial Hall for the potential jurors on June 17th. There will be around fifty-four (54) people in the morning and possibly forty-six (46) people in the afternoon. She told Paula and the commissioners she will not be setting up tables or have refreshments. All the chairs will be six (6) feet apart as well as being disinfected each time a juror is called upstairs. Tron told Kelsee she could implement the library conference room if she needs to.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman

COMMISSIONERS PROCEEDINGS
MAY 26, 2020

Agenda: 8:30 – Bills/Minutes
 9:00 – Courtney Leslie/Hugoton Police - Communications
 9:30 – Tony Martin – Road & Bridge
 10:00 – Jan Leonard & Rob Schladetzky

The Board of Stevens County Commissioners met in regular session with all members present. Also present were Amy Jo Tharp, County Clerk and Ro Glenda Coulter, Hugoton Hermes. Tron called the meeting to order. Pat moved to approve the minutes of the last meeting. Joe seconded. Motion carried. Pat moved to approve the county vouchers. Joe seconded. Motion carried. The Clerk was instructed to draw warrants on the Treasurer chargeable to the various funds of the county for the following amounts:

General	\$	38,893.38
Road & Bridge	\$	78,503.81
Airport	\$	2,531.82
Noxious Weed	\$	4,533.02
EMS	\$	4,885.52
Fire	\$	2,145.16
County Building	\$	60.00
911 Wireless	\$	110.97
Community Health	\$	10,529.63
Sheriff	\$	33,578.25
Emp P/R Misc W/H	\$	46.88
Reg of Deed Tech Fund	\$	223.83
TOTAL:	\$	176,042.27

Vernon Anderson stopped in to give the commissioners an update on his recent health. He also informed them of what the planning and zoning commission is working toward. He said they are reviewing the International Plumbing Code book and will be adopting plumbing codes in the county to be effective 2021 to comply with the state legislature.

The commissioners discussed the projected valuation for the county and said it dropped due to the oil and gas. The commissioners had a brief discussion on how to manage without raising taxes, such as a hiring freeze, slowing down of road paving among other ideas.

Amy Jo Tharp said there needs to be discussion of the airport but would like to have the discussion when the county attorney could be present.

Rodney Kelling was in attendance and produced ***Resolution 20-04 Declaration Continuing a State of Local disaster Emergency for Stevens County, Kansas.***

Hugoton Police Chief, Courtney Leslie, came in followed by Sheriff Ted Heaton, Undersheriff TJ Steers, Adam Mauk, Brenda Dylissa Hill, Duane Topliss, Christian Heger, Chris Beltz, Tammy Kiley, Lupe Don Juan and other Sheriff employees.

Courtney came in to discuss concerns she has with the dispatch for Stevens County. She said there are at least two (2) incidents where the dispatch mishandled the information going out to law enforcement. One (1) being the evening when the Presto convenience store on Main was robbed and the Hugoton Police Department was unaware of any incident until the next day. The other incident Courtney discussed was when an occupied dwelling was shot into and again, the Hugoton Police were not contacted. Both incidents occurred within the Hugoton city limits. She expressed her concern about the safety of the community and the safety of her officers. She said knowing there was a robbery and a shooting, her officers could have helped locate the suspects and would have been aware of someone potentially being able to cause harm if stopped. She feels this is a serious officer safety issue and the taxpayers are not getting the services they are paying for. She discussed the issues with the City of Hugoton council and they requested all city dispatch calls be dispatched to a city officer. If they are not being given information on calls pertaining to the city, they will redact the amount of money they are helping the county with on dispatch. Officers and sheriff's wear the same type of uniforms and should work together in unity.

Joe said he spoke with Paul to discuss negotiations with the city. Pat said officer safety is paramount.

Courtney said she sent a request of records to the Sheriff Department on April 20, 2020. She further stated she sent a letter dated April 28, 2020, requesting clarification and a copy of the Sheriff's Standard of Operations.

Ted said he was waiting for the Hugoton City Police to send over their Standard of Operations. Courtney said she had already e-mailed it to Ted.

Tony Martin, with the road and bridge department, came in and informed the commissioners he received the Federal Safety Traffic Grant document to be signed by the commissioners and county clerk. There was discussion about different applications for grant money, such as for flashing lights that run on solar power.

Tony said he received a phone call about bailing grass around the ponds. The commissioners said it needs to be done in bids but have decided against it at this time.

The commissioners informed Tony of the severe drop in valuations and asked what could be done to reduce the budget. Tony said possibly forego chip and seal for a year to help save money. Tony

said eight (8) years ago in 2012 they used to do five (5) miles of overlay and now only do a little over two (2) miles and can't see where to cut.

Joe said they will need to look at counties with less valuation to see how they are being ran to keep taxes down. He also mentioned the thought of road closings and maintenance of the roads with the liabilities.

Tony said when the asphalt plant went from diesel to natural gas, it saved the county roughly \$250,000.00. He also stated the county does not do fifteen (15) miles chip/seal like it used to. They will start up chip/seal in July, if they decide to continue to do the chip/seal.

Paula Rowden came in and informed the commissioners she is receiving a state grant for \$15,850.00. This is to support the county health efforts with COVID.

Paula stated she is concerned for the next two (2) weeks due to the holiday weekend. She said she is aware some people are tired of restrictions and hopes there will be no new cases for a while.

Paula was asked by a family in the community if they can have their roping event on June 6th, 2020. Paula felt if the next phase would take place, then the roping event could be possible as she is not interested in being more restrictive than the Governor's phase. This past Friday, May 22, the number of mass gatherings were no more than 15 people, with some places opened up such as groomers, churches and some other places. She did inform the commissioners using peroxide, bleach water or alcohol would be cheaper to stock the wellness center for sanitizing compared to disinfecting wipes.

Joe asked if the federal government or state had any grants the county could apply for. Paula and Amy said the state allocated a certain amount of money per county and was divided out between the community health department, EMS and elections.

Paula finished by letting the commissioners know she has worked closely with Seward County's drive thru COVID testing and has had the information corrected to reflect Stevens County accurately.

Jan Leonard with EcoDevo and Rob Schladetzky with Fagen, came in to inform the commissioners the new Seaboard phase would bring in roughly 300-400 people. They gave assurances that all are quarantined for two (2) weeks where they are staying, have background checks and drug testing before coming to the community. He said working with the community is important.

The projected opening mechanical completion date would be in 2021, according to the contract. There will be problem areas to be fixed as it is opened, to see what works and doesn't, with hopes to see the plant running smoothly within two (2) years. Rob said ninety-million gallons is the minimum goal.

Amy Jo Tharp asked Jan to stay to discuss the CDBG-CV grant. She asked Jan and the commissioners if they felt the grant application was worth applying for. After a small discussion the commissioners decided to hold a special hearing on June 8, 2020 at 9:00 AM in the commissioner meeting room. This would be to form a resolution to apply for the CDBG-CV grant to help the county's small businesses.

Angela Eichman, County Appraiser, came in and discussed the projected valuation with the commissioners. She said Morton County's valuation dropped again and is looking bad. She said River Rock wanted to get a retroactive tax abatement but did not receive it. They are going forward for tax abatement next year. Right now, she doesn't see many hearings for valuation but possibly protests in the fall. The agriculture value went down. Seaboard getting their abatement caused it to drop.

Abatement Order for tax year 2019, number 256, was reviewed and approved by the commissioners and given to the County Treasurer; Abatement value -5,474 and tax -\$1,086.52.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman

COMMISSIONERS PROCEEDINGS
JUNE 8, 2020

Agenda: 8:30 – City on a Hill – Miranda
 8:45 – Bills/Minutes
 9:00 – Public Hearing CBDG-CV Resolution
 9:30 – Tony Martin – Road & Bridge

The Board of Stevens County Commissioners met in regular session with all members present. Also present were Paul Kitzke, County Attorney; Amy Jo Tharp, County Clerk and Ro Glenda Coulter, Hugoton Hermes. Tron called the meeting to order. Pat moved to approve the minutes of the last meeting. Joe seconded. Motion carried. Pat moved to approve the county vouchers. Joe seconded. Motion carried. The Clerk was instructed to draw warrants on the Treasurer chargeable to the various funds of the county for the following amounts:

General	\$	57,815.92
Road & Bridge	\$	152,221.60
Airport	\$	4,683.60
Noxious Weed	\$	33,989.53
EMS	\$	5,478.37
Fire	\$	3,320.53
County Building	\$	393.07
Alcohol Treatment Fund	\$	250.00
Community Health	\$	19,171.06
Comm Health Grants	\$	3,324.95
Sheriff	\$	39,379.22
Emp P/R Misc W/H	\$	246.88
Reg of Deed Tech Fund	\$	202.05
TOTAL:	\$	320,476.78

Miranda with City on a Hill called in and spoke with the commissioners about funding. She asked if they would support City on a Hill with \$3,000 for the 2021 year. The commissioners said they will discuss it at the budget workshop and let her know.

Pat inquired about the Stevens County valuation and Amy Jo said she just finished the proposed 2021 valuation last week. She shows where the valuation is 88,695,598 instead of around 69mil which is better, but well under 100mil.

Ross came in and discussion about a possible part-time, temporary person to help during the summer was brought up. Ross stated he did not want any extra help and is doing fine. The commissioners agreed not to hire anyone else at this time.

Pat said the landfill has four (4) young guys working there part-time/temporary and that needs to be at an end. It has been about two to three (2-3) weeks as discussed and he was originally thinking only two (2) part-time people not four (4). No further discussion on the subject.

Rodney Kelling came in and told the commissioners, due to the COVID pandemic shut down, the new ambulance should be here by the first (1st) of August. He did inform the commissioners he has two (2) new hires on the fire department and feels they will be an asset. He mentioned there will be a FEMA conference call at 9:00 AM tomorrow and he plans to listen in.

Pat said with it being so dry and windy, he wanted to know if Rodney had any plans to request a burn ban. Rodney said most people are being good about not burning when it is so windy and he would rather some of the stuff get burned down before anymore lightning strikes happen.

Tron announced the 9:00 AM public hearing over CDBG-CV is in action. Amy Jo told the commissioners she has received two (2) applications for the CDBG-CV. She informed the commissioners the grant funding has dispersed all the money at this time. Amy Jo also told them, the state is planning on another grant fund. She feels it would be in the county's best interest to go forward with a resolution to receive grant funding. Then if the state issues more funding, the county will be more apt to receive funds. The commissioners agreed with the plan and Paul Kitzke asked Amy to give him the information for Faye at Great Plains so a resolution can be written up.

Joe made a motion to accept ***Resolution 20-05 Accepting Grant Funding***. Pat seconded, motion carried.

Tony Martin came in and handed the commissioners a retirement letter from Terry Lamberson. He said he plans on purchasing Terry a retirement gift and hopes to give it to him by the next commissioner meeting. Terry is planning to retire July 1, 2020.

Tony showed the commissioners a map of the traffic amounts on the county blacktops. He said the numbers are per day and the most traveled are Highway 51 and 56.

Trying to save some money, knowing what the future valuation is, Pat brought up the subject of chip seal. After a lengthy discussion to decide when would be better to get the chip/seal done, this year or wait until next year, Pat and Tron said wait and Joe said go forward with the chip/seal. Two (2) to one (1) vote wins and the chip/seal will be held off until next year.

Amy Jo presented the commissioners with the annual McCully and Associates contract (portion of appraiser assistance). Joe made a motion to accept the contract, Pat seconded. Motion carried.

Sheriff Ted Heaton came in and said there is nothing new to report. He did say the Police Chief spoke only on her opinion and he would never in any way, contribute to the harming of fellow law

enforcement personnel. He also reiterated the people involved in the two (2) cases were caught and arrested at the time of the incidents.

Discussion of the valuation for 2021 was revisited. The commissioners instructed Amy Jo to contact counties with approximately the same population and similar valuation, to find out what the budget is for their departments: Sheriff, Road and Bridge, Community Health, etc.

Pat brought up the idea about possibly selling the hospital and was adamant he does not want to sell the hospital or Pioneer Manor. Joe said he feels if they are sold, people will be out of jobs. No further discussion.

The commissioners said there will be cuts and has recommended department heads need to attend the budget workshop. They expressed their concerns about being able to discuss issues or decisions with the department head in person.

With the school's bond and interest to be paid, the school will have to raise taxes. The commissioners reiterated it is not the county's decision to raise taxes, it will be the schools.

By motion, the Board adjourned.

Attest: Amy Jo Tharp, County Clerk

Tron Stegman, Chairman