

**UNOFFICIAL MINUTES OF THE JEFFERSON COUNTY BOARD OF  
COMMISSIONERS**

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September 14, 2020

The Jefferson County Commissioners met in regular session on Monday September 14, 2020. Present were Commissioners Lynn Luck, Wayne Ledbetter, Richard Malm, Assistant Counselor Ryan Kriegshauser and County Clerk Linda M Buttron.

Vouchers were reviewed and approved by the Assistant Counselor and the Board. Wayne moved that the minutes of August 31 be approved as presented. Richard seconded. All voted in favor of the motion.

Treasurer Lisa Buerman met with the Board. Lisa presented sealed bids for County owned properties: Ronald and Anita Jones-Lot 7, Block K Lake Ridge Estates bid \$310.00. Wayne moved that the bid be accepted as presented. Richard seconded. All voted in favor of the motion. Esther Andrew bid \$325.00 for Lot 14 Block P Lake Ridge Estates. Richard moved that the bid be accepted. Wayne seconded. All voted in favor of the motion. Debbie & John Curry, Lots 40, 41 & 42 Block S, Lake Ridge Estates bid-\$305 for each lot. Wayne moved that the bid be accepted. Richard seconded. All voted in favor of the motion. She also presented a request to publish Lot 564 Lakewood Hills for sale. Lynn moved that Lot 564 in Lakewood Hills be advertised for sale with a \$300 minimum bid. Wayne seconded. All voted in favor of the motion.

Ben Domann, Public Works Director met with the Board. Ben reported on crew work and other department issues.

Richard discussed a Road Use and Maintenance Agreement with Mid States Materials for the proposed rock quarry in the Mooney Creek area. Ryan updated the board on changes made by Josh Ney. Mid States has not agreed to the changes yet. Ben stated that in the very near future a final agreement may be ready for consideration. Richard stated that there has been a lot of back and forth regarding the agreement. Lynn moved that the Board sign the agreement providing Mid States Material agree to the changes quoted. Richard seconded. All voted in favor of the motion.

James Tweed, Emergency Services Director met with the Board. James updated the Board on SPARK funding. James asked for approval of an Economic Assistance Grant application form. He discussed the timeline for the applications. Wayne moved approval of the form. Richard seconded. All voted in favor of the motion.

A budget hearing was held at 1:30 p.m. for the Cemeteries, Drainage District and Sewer Districts. The chair asked for public comment. No comment was heard. Richard moved that the 2021 budget for the districts be approved. Wayne seconded. All voted in favor of the motion.

Dustin Parks, Community Development Director presented cases to the Board for consideration. PR2020-04 and Z2020-04 a request to consider the final plat of the Deerwood Subdivision. Wayne moved that the request be approved as presented. Richard seconded. All voted in favor of the motion. PR2020-05 a request to consider the final Plat of the Union State Bank of Everest Subdivision. Richard moved that the request be approved as presented. Wayne seconded. All voted in favor of the motion. CU2020-04 a request to consider the Conditional use Application for a wedding and event venue. Wayne moved that the request be approved as presented with the conditions recommended by the Planning Commission. Richard seconded. All voted in favor of the motion.

Crystal VanHoutan, Health Department Administrator met with the Board. Crystal presented the contract between KDHE and the Health Department for the WIC program. The grant was awarded in the amount of \$58,696. Wayne moved that the contract be approved. Richard seconded. All voted in favor of the motion. The contract was signed. She also presented proposals for repair of air conditioning units at the Health Department. Heinen quoted \$4,060 for one air conditioning unit and \$4,080 for the second air conditioner unit. Rueschoff quoted a cost of \$3,089 for repair to the fire alarm system. She also wants to replace the cabinets in the downstairs break room. Hosler quoted a cost of \$3,277 and B. & T. construction quoted a cost of \$7,216. She also asked for approval to enclose an office area for \$5,809 for the fiscal manager. Wayne moved to approve all projects for the low bid. Richard seconded. All voted in favor of the motion. Crystal updated the Board on COVID 19 statistics. Jefferson County has 29 active cases. One hundred thirty-four (134) people have recovered. The total case count is at 163. There are two people in the hospital, 100 in quarantine and 1 death. (One month ago, there were 88 total cases and 10 active cases). Lynn moved that due to the increase of active cases and the request of local medical providers for a mask mandate that the Board mandate masks. Crystal reiterated that masks are one of the few tools we have to combat the spread of COVID 19. The motion died for lack of a second. Crystal stated that the increase in cases may force the schools in the Yellow Phase of their COVID plan. She will be calculating that later today.

Ben Domann reported back to the Board regarding a conversation with Rich Eckert about the road maintenance agreement for the proposed rock quarry in the Mooney Creek area. Ben reviewed changes to the agreement recommended by Rich. Ryan will review the requested changes with Josh.

Dustin Parks returned to the Board with other business. He gave the Board three special event permit applications for consideration. SP2020-09 was considered. Richard moved that the application be approved. Wayne seconded. All voted in favor of the motion. SP2020-10- Richard moved that the application be approved. Wayne seconded. All voted in favor of the motion. SP2020-11 - Lynn moved that the application be approved. Richard seconded. All voted in favor of the motion. Dustin discussed Planning Commission deadlines for October. He recommended that the Board consider putting a moratorium on accepting any public hearing applications until the Director's position is filled. Wayne moved that the moratorium be

imposed on public hearing applications until such time that an interim or full time director is in place. Richard seconded. All voted in favor of the motion.

Lynn moved that Melinda Harwood be appointed to the JAAA Advisory Council with a term to run from October 1, 2020 through September 30, 2023 and that Susan Warriner be appointed to the JAAA Board of Directors with a term to run from October 1, 2020 through September 30, 2023. Richard seconded. All voted in favor of the motion.

Linda discussed changes to the Employee Handbook that were recommended by Department Heads as a result of the employee survey conducted earlier this year. The affected policies include Policy #303-Vacation Leave and Policy #305- Holidays. Policy #303 will be amended to add accrual of vacation leave from 5 years up to 11 years of employment. It will also allow for employees to be paid out for vacation leave balances above 220 hours. The leave will be paid out based on balances as of the end of pay period #22 each year. Policy #305 will be amended to add Christmas Eve as a County holiday. Wayne moved that the policies be amended as recommended. Richard seconded. All voted in favor of the motion.

Lynn moved that Linda be designated as the voting delegate for the KCAMP annual meeting in October and that Richard be designated as the alternate delegate. Richard seconded. All voted in favor of the motion.

The Board discussed the President's Executive Order allowing for the option of deferral of the employee's portion of social security taxes from now until December 31. Wayne moved that the County continue the withholding social security tax as usual. Richard seconded. All voted in favor of the motion.

The Board briefly discussed the vacation of Washington street in Dunavant with Dustin Parks. Jeff Holloway requested the vacation in January of 2020.

Lynn moved that the Board recess into executive session to discuss matters of employee recruitment and retention until 2:40 p.m. with Dustin present to facilitate the discussion. Wayne seconded. All voted in favor of the motion. The Board recessed at 2:30 p.m. Present during the session were Dustin and the Board. The Board reconvened at 2:40 p.m. The chair announced that no binding action was taken during executive session.

Lynn moved that the Board recess into executive session to discuss matters of employee retention and recruitment until 2:50 p.m. Richard seconded. All voted in favor of the motion. The Board recessed at 2:41 p.m. Present during the session was the Board. The Board reconvened at 2:50 p.m. The chair announced that no binding action was taken during executive session.

There being no further business to come before the Board they adjourned to meet in regular session on September 21, 2020.