

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

*\*Disclaimer-This document represents the "unofficial" minutes of the Jefferson County Board of Commissioners. At this point, it is a working document and does not become official until the Board approves the minutes at a subsequent meeting. It is to be used for informational purposes only.*

March 16, 2020

The Jefferson County Board of Commissioners convened in regular session on Monday, March 16 at 1:00 p.m. Present were Commissioners Wayne Ledbetter and Richard Malm. Lynn Luck was absent but joined by phone for part of the meeting. Also present was County Clerk Linda M. Buttron. Counselor Josh Ney arrived at 1:48 p.m.

Wayne moved that the minutes of March 9 be approved as presented. Richard seconded. All voted in favor of the motion.

Crystal VanHoutan, Health Department Administrator met with the Board. Crystal asked that the Board approve the agency's grant application packet in the amount of \$74,323.92. She reported that the Childcare licensing grant will be lost next year in the amount of approximately \$9,000. Wayne moved the request be approved. Richard seconded. All voted in favor of the motion. Crystal discussed the COVID19 virus. As of today, there are no positive cases in Jefferson County. Recommendations for self-quarantine/self-monitoring were discussed. As of today there are 175,274 in the world, 4,093 in Kansas and 9 in Kansas. Wayne thanked Crystal and Emergency Manager Keith Jeffers for their diligence and hard work.

Emergency Services Director James Tweed asked that the public remain calm and vigilant, following social distancing and handwashing recommendations. Official measures being taken (such as closing schools) represent a cautious and proactive response to a potential local pandemic and are not reactionary measures. Jefferson County currently has no confirmed cases of COVID19.

Phil Hoffman, Interim Public Works Director met with the Board. Phil discussed the grant application for improvements on Ferguson Road. The project has been accepted by KDOT. The project cost is \$356,000. The County's match will be 10%. The project adds turn lanes at Slough Creek and Ferguson roads.

James Tweed, Emergency Services Director met with the Board. James requested that the Board adopt an Emergency Declaration related to the COVID 19 Virus. James clarified that because a federal and state disaster have been declared we need to approve a resolution so that we would be eligible for future funding through FEMA and other agencies. Richard moved that Resolution 2020-009 be approved as presented to be in effect for 30 days. Wayne seconded. All voted in favor of the motion. James also reported that the ambulance stations and dispatch center are closed to the public and non-essential personnel due to the risk to the emergency services personnel and the patients they serve. James also discussed the controlled burn log used in the dispatch center. The number to call for a controlled burn permit is 785-403-0108. The

Everbridge Emergency Communications contract is coming up for renewal. He plans to renew the contract.

Wayne moved that the Board recess into executive session until 1:30 p.m. to discuss matters of non-elected personnel with regard to employee retention and recruitment. Richard seconded. All voted in favor of the motion. The Board recessed at 1:22 pm. with Lynn Luck joining by phone. Present during the session was the Board. The Board reconvened at 1:30 p.m. The Vice-Chair announced that no binding action was taken during executive session.

Dustin Parks, Community Development Director presented CU2020-01 a request to consider a boat and RV storage lot at 12569 17<sup>th</sup> St. Requestors Shawn and Tiffany Ball were present for the discussion. Wayne moved that the request be approved as presented. Richard seconded. All voted in favor of the motion.

Wayne moved that the Board recess into executive session to discuss matters of safety and security until 1:55 p.m. Richard seconded. All voted in favor of the motion. The Board recessed at 1:36 p.m. Present during the session were Linda Buttron, Crystal Vanhoutan, James Tweed, Chris Schmeissner, Delia Heston, Janet Allen, Dustin Parks, Lisa Buerman, Jeff Herrig ad Phil Hoffman and the Board. Josh Ney joined the session at 1:48 p.m. At 1:48 p.m. the chair announced that the meeting would be extended for 15 minutes until 2:10 p.m. The Board reconvened at 2:10 p.m. The Vice-Chair announced that no binding action was taken during executive session.

Chris Schmeissner, GIS/IT Director asked for an executive session to discuss matters of non-elected personnel regarding recruitment and retention. Richard moved that the Board recess into executive session to discuss matters of recruitment and retention until 2:20 p.m. Wayne seconded. All voted in favor of the motion. The Board recessed at 2:11 p.m. Present during the session were Chris and the Board. The Board reconvened at 2:20 p.m. The vice-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 March 23, 2020.