

COMMISSIONER PROCEEDINGS

October 21, 2024

Call to Order: The Lincoln County Board of Commissioners met in the courthouse commission meeting room on Monday, October 21, 2024. Chairman Dennis Ray called the meeting to order at 8:30 a.m. with Vice-Chairman Debora Smith and Member Ryley Hembry present. County Clerk Dawn Harlow was in attendance as recording secretary.

Visitors: Others present for portions of the meeting: Jennifer Machado, Brandon Cochran, Kelly Gourley, Felicia Strahm, Dustin Florence, Diane Walters, Leann Johnson, Mary Ann Stertz, and Hayden Howard.

Correspondence: Correspondence: Resolution 2024-25; Interlocal Agreement with the City of Sylvan Grove and USD 299 to participate in the Neighborhood Revitalization Plan, bills for Lincoln Park Manor; an estimate to repair the nursing home sprinkler system; a termination agreement with Wilson Communication Company Inc to end an agreement for managed IT services; the Hospital Board of Trustees monthly meeting packet; a flyer from Black Hills Energy; a letter from the USDA regarding the investment disclosure act; a letter from the Kansas Historical Society regarding an application to the Kansas Historic Sites Review Board for a property in Lincoln County; a management letter of representation for the 2023 fiscal year audit; and mid-month accounts payable.

Correspondence Action: Debora Smith moved to approve Resolution 2024-25, for the adjustment of solid waste collection fees effective January 1, 2025, seconded by Ryley Hembry. Motion carried. Debora Smith moved to enter into an Interlocal Agreement for the 2025-2030 Neighborhood Revitalization Plan for the City of Sylvan Grove, seconded by Ryley Hembry. Motion carried. Debora Smith moved to approve the repairs to the sprinkler system at Lincoln Park Manor in the amount of \$2,602, seconded by Ryley Hembry. Motion carried. Debora Smith moved to terminate the agreement with Wilson Communications, who provides managed IT services for the Highway Department and EMS, seconded by Ryley Hembry. Motion carried. Dennis Ray moved to approve mid-month accounts payable in the amount of \$37,644.54, seconded by Ryley Hembry. Motion carried. Debora Smith moved to sign the Management Representation Letter to Lindburg Vogel Pierce Faris, Chartered for the annual audit, seconded by Ryley Hembry. Motion carried. Dennis Ray moved to approve the October 7 minutes with corrections, seconded by Ryley Hembry. Motion carried.

Exeucutive Session: Dennis Ray moved to recess into executive for five minutes for the purpose of discussing Clerk's office employees, pursuant to K.S.A. 75-4319(2)(b)(1) to discuss personnel matters of nonelected personnel to reconvene in the courthouse commission meeting room, with the commission and County Clerk Harlow, seconded by Debora Smith. Motion carried. Time in: 8:57 am. Time out: 9:02 a.m.

Reonvene: The chairman reconvened the meeting to regular session at 9:02 a.m. with no action taken.

Heritage Trust Fund Grant: Economic Development Director Kelly Gourley related that the Heritage Trust Fund grant application is due November 1 and inquired if the board wanted to apply for funding again this year and for what project. The board approved applying for the window project applied for in 2023. The group discussed the bicycle program initially funded with grant funding through OCCK

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from Blue Cross Blue Shield. The board related that they are not interested in funding the program due to the low usage numbers.

**Ambulance Service:** EMS Director Brandon Cochran provided an update on bookkeeping activities for the department, noting that invoices have been entered for ambulance runs from 9/3/23 - present. He will begin receipting checks and ACHs received during the month that have not been provided to the Treasurer's Office. Cochran related that the Board of EMS has completed the department's inspection and that they suggested that he modify his quality assurance policy to match how the department is conducting quality assurance reviews. Two of the EMT students will be testing in Hutchinson this week.

**Member  
Departs/Arrives:** Commissioner Hembry departed the meeting at 9:40 a.m. and joined the meeting via phone at 9:42 a.m.

**Law Enforcement:** Sheriff Dustin Florence, with Human Resource Officer Felicia Strahm, requested approval to hire Heath Barta as a part-time per-need sheriff's deputy and Crystal Chapman as a full-time dispatcher. Dennis Ray moved to hire Heath Barta as a deputy, part-time per-need, at grade 31 step 12, \$19.13 per hour, seconded by Debora Smith. Motion carried. Debora Smith moved to employ Crystal Chapman as a full-time dispatcher, grade 13, step 7, \$14.44 per hour, effective upon successful completion of pre-employment testing, seconded by Dennis Ray. Motion carried. Dennis Ray moved to approve Joseph Baker's employment status change from full-time to part-time per-need, effective November 1, seconded by Ryley Hembry. Motion carried. Voting as follows: Ray – Aye; Hembry – Aye; Smith – Abstained. Sheriff Florence updated the board on staffing hours. The board expressed concerns over a business owner telling individuals that a full-time employee is answering their business cell phone while on duty at the Sheriff's Department and requested Sheriff Florence address the issue.

**Nursing Home:** Nursing Home Administrator Diane Walters provided an update on repairs and maintenance needs for the facility. The group discussed the response from DHPace, stating they did not replace any hardware when they replaced doors last year and that the hardware failed inspection, not the doors. No decision was made on the bid received from DHPace to replace the door hardware. Walters presented a proposal to replace the facility's hot water heaters with a tankless hot water system.

**County Treasurer:** Treasurer Leann Johnson and Deputy Treasurer Mary Ann Stertz, with HR Officer Felicia Strahm, proposed the starting wage for a potential employee who has experience working in a Treasurer's Office in another county. The board declined the proposed wage, discussing the impact the wage would have on other departments, existing employees, and future new hires in similar positions. Johnson will make an offer to the applicant based on board input. Johnson and Stertz provided a listing of deposits received in the county checking account for which the ambulance service has not provided deposit slips.

**Nursing Home Proposal:** Hayden Howard, Double H Heating & Cooling, answered board questions concerning the proposal submitted to replace the nursing home's hot water heaters with a tankless hot water system.

**Energy Audit:** Jeff Flathman and Brad Rahe, Energy Solutions Professionals, presented the energy audit results for the courthouse.

Commissioner Departs: Commissioner Hembry departed the meeting at 10:51 a.m.

CDBG-CVR Grant: Carol Torkelson, North Central Regional Planning Commission, presented information on a CDBG-CVR grant application received for the board's approval. Debora Smith moved to authorize Chairman Dennis Ray to sign the environmental review forms for the CDBG-CVR grant application, seconded by Dennis Ray. Motion carried. Torkelson related that a notice must be posted to the county website as one of the environmental review requirements. Clerk Harlow will post the notice through November 1 as required. The board approved requesting a time extension through the CDBG grant program. Torkelson will prepare the necessary paperwork for approval at a future meeting.

Adjourn: The chairman adjourned the meeting at 11:52 a.m. The next meeting will be in the courthouse commission meeting room at 8:30 a.m. on Monday, October 28, 2024.