

March 25, 2020

The Keith County Board of Commissioners met for their regular meeting at the Courthouse in Ogallala. Chairman Krajewski asked those attending to join in a moment of silence in support of our armed services and first responders serving our country, followed by the pledge of allegiance to the flag. Krajewski acknowledged the Open Meeting Act was posted. Roll call was answered by Chairman Toney Krajewski and Commissioners Joan Ervin, Corey Crandall, Lane Anderson and Kim Elder. Note Commissioner Crandall attended the meeting via telephone. Also attending the meeting was County Clerk Sandra Olson and County Attorney Randy Fair. Elder moved to approve the agenda, Anderson seconded the motion. Crandall, Ervin, Anderson, Elder and Krajewski voting aye; none voting nay; motion carried. Ervin moved to approve the minutes of the previous meeting, Anderson seconded the motion. Elder, Crandall, Anderson, Ervin and Krajewski voting aye; none voting nay; motion carried. Elder moved to approve the payment of claims, Anderson seconded the motion. Ervin, Crandall, Anderson, Elder and Krajewski voting aye; none voting nay; motion carried.

Salaries - \$158,782.61

General Fund

Adams Bank & Trust, Fee, Business checks, \$30.05; Albertsons/Safeway, Prisoner Board, \$251.94; Banner Health, Services, \$983.78; Cash-Wa Distributing, Prisoner Board, \$1,806.52; Cranmore Fire, Supplies, tests, \$701.00; DataShield, Service, \$48.55; Dept. Correctional Services, Safekeeper, \$2,483.56; Encartele, Phone cards, \$260.00; Galls, Supplies, \$406.71; K-Lawn, Lawn care, \$929.00; NPPD, Service, \$156.57; Perkins County Health Services, Services, \$302.00; Pinnacle Bank, Charges, \$156.54; Prairie Hills Funeral Home, Services, \$2,250.00; Region II Human Services, Services, \$7,665.24

Roads Fund

Century Link, Service, \$349.68; Consolidated, Service, \$103.83; Kelly's Trucking, Trucking, \$2,600.00; NPPD, Service, \$141.76; S & D Trucking, Trucking, \$2,600.00

Visitor Promotion Fund

Bird Watchers Digest, Advertising, \$382.50; Certified Folder Display, Services, \$8,293.41; Teri Elmshaeser, Photo, \$30.00; Iowa Sportsman, Advertising, \$375.00; Keith County News, Notice, \$7.20; Lonergan Creek Media, Contract, \$1,400.00; Midwest Meetings, Advertising, \$1,500.00; NPPD, Services, \$148.12; NRG Media, Advertising, \$1,190.00; Ogallala/Keith County Chamber of Commerce, Mileage, contract, etc., \$9,233.73; Prairie Mountain Media, Advertising, \$900.00; Truwest Publishing, Advertising, \$525.00

Visitor Improvement Fund

City of Ogallala, Library Grant request, \$200,000.00; Lonergan Creek Media, Contract, \$1,505.93; Midwest Electric, Services, \$92.97; Move Creative, Licensing Fees, \$825.00; Ogallala/Keith County Chamber of Commerce, Contract, State Fair deposit, \$4,050.00; Renn Enterprises, Billboard lease, \$4,800.00

CBSA Health Insurance Claim Fund

KC CBSA/Health Insurance Fund, Health Claims, \$5,593.92

Emergency Phone 911 Fund

Century Link, Service, \$97.35; Consolidated, Service, \$36.00

Wireless 911 Services Fund

Century Link, Service, \$511.10

Krajewski and Anderson told the Board that they had met with Building and Grounds Supervisor Ron Olson and Human Resources Director Laurie Jones. Krajewski said they met to decide what procedures would be in place regarding cleaning as relates to COVID-19. Anderson said that Olson was cleaning as he should but they felt they needed a deeper cleaning of the building and Olson just did not have the time to do it. The Board discussed hiring someone part-time to help Olson but will discuss further at budget time. Anderson is going to get figures for what someone would charge to thoroughly clean the entry ways, walls, bathrooms and to strip and wax floors.

The Board heard the report of Sheriff Jeff Stevens, Highway Superintendent Tim Ryan and Head Jailer Travis Poncik.

Commissioner Anderson told Sheriff Jeff Stevens something had to be done in the Jail about the inmates flushing towels down the toilets. Anderson said the county's plumbing bills for this were unnecessary. Stevens told the Board that the Jail staff would be watching this closer.

Board reports were given and correspondence received.

Ervin moved to adopt the resolution to transfer funds from the Emergency Phone 911 Fund (2910) into the Wireless 911 Service Fund (2913) in the amount of \$4,832.50, Crandall seconded the motion. Anderson, Elder, Crandall, Ervin and Krajewski voting aye; none voting nay; motion carried. This resolution will be filed in the Resolution Book as number 2020-12.

Clerk of the District Court Tina DeVoe appeared before the Board with an agreement between Keith County Court and Keith County District Court. Ervin moved to sign this agreement, Elder seconded the motion. Anderson, Crandall, Elder, Ervin and Krajewski voting aye; none voting nay; motion carried. This agreement will be filed in the Resolution Book as number 2020-13.

Highway Superintendent Tim Ryan appeared before the Board with diesel fuel contracts. Ervin moved to accept the contract with Sapp Brothers for sixty four thousand (64,000) gallon of diesel at one dollar and fifty three cents (\$1.53) per gallon, Anderson seconded the motion. Crandall, Elder, Anderson, Ervin and Krajewski voting aye; none voting nay; motion carried.

Ogallala/Keith County Chamber of Commerce Director Karla Scott updated the Board on Tuesday's Visitors Committee's meeting held via internet.

No executive session was held on the agenda item of COVID-19.

County Human Resources Director Laurie Jones spoke to the Board regarding COVID-19 and employees.

Ervin moved to give elected officials/department head the ability to fluctuate employees work schedules effective immediately, Elder seconded the motion. Crandall, Anderson, Elder, Ervin and Krajewski voting aye; none voting nay; motion carried.

Elder moved to approve full payment of employees salary for time missed for COVID-19 situations rather than the two-thirds payment mandated by federal government, Crandall seconded the motion. Ervin, Anderson, Crandall, Elder and Krajewski voting aye; none voting nay; motion carried.

Elder moved to remove the names of Richard Colson, Cynthia Vance and Lonnie Peters from the Keith County Soldiers Relief Committee banking account at Pinnacle Bank, to add the names of Keith County Veteran's Service Officer Daniel Nichols and Keith County Commissioner Lane Anderson and to leave Keith County Treasurer Ronda Johnson's name on the account, Ervin seconded the motion. Crandall, Anderson, Ervin, Elder and Krajewski voting aye; none voting nay; motion carried.

Ervin moved to sign the Emergency Proclamation from Keith County to Keith County School Districts and ESU Districts, Anderson seconded the motion. Crandall, Elder, Anderson, Ervin and Krajewski voting aye; none voting nay; motion carried. This proclamation will be filed in the Resolution Book as number 2020-14.

Anderson moved to declare the copier located in the Sheriff's Office as surplus and allow it to be disposed of, Ervin seconded the motion. Elder, Crandall, Ervin, Anderson and Krajewski voting aye; none voting nay; motion carried.

County Attorney Randy Fair asked the Board their approval for one key fob for his clerical staff to share. The Board told Fair to go ahead and get a key fob for each one of his three clerical staff.

No executive session was held on the Keith County Sheriff Jeff Stevens settlement claim. Fair explained to the Board the settlement claim involving the Sheriff's department. Anderson moved to pay the settlement claim of \$6,000.00 with the funds coming out of the Sheriff's Department, Ervin seconded the motion. Crandall, Elder, Ervin, Anderson and Krajewski voting aye; none voting nay; motion carried.

The Board heard architect presentations of Jail Needs Assessment from Prochaska & Associates and Treinor.

With no further business to come before the Board the meeting was adjourned. The Board will meet again Wednesday, April 1, 2020 at 8:00 a.m. at the Courthouse in Ogallala.

Toney Krajewski

Chairman

Sandra K. Olson

County Clerk

Agenda: Kept current in the office of the County Clerk. *Time of specific agenda items will run continuously thru the meeting and may occur earlier or later than estimated.

Unfinished Business

Executive session – Five Nines – Renewal items.

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Executive session - COVID-19.

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New Business

8:15 a.m. – Spencer Thomas – Novo Benefits – Health insurance update.

9:00 a.m. – Budget Consultant Caleb Johnson – Budget amendment.

Discussion and selection of firm for Jail Needs Assessment.