

## Regular Session Minutes

September 10th, 2024 at 8:30 A.M.

The Board of Woodson County Commissioners convened for its regular session on September 10th, 2024 with Chairman Justin Clark, Vice-Chairman Kevin Stuber, Member Jerry Sedlacek, County Counselor Bret Heim, and County Clerk Amanda DeWitt.

Jerry Sedlacek moved to approve the agenda. Kevin Stuber 2<sup>nd</sup>, motion passed.

Jerry Sedlacek moved to approve the minutes for September 3<sup>rd</sup>, 2024. Kevin Stuber 2<sup>nd</sup>, motion passed.

Jerry Sedlacek moved to recess into an executive session for attorney client privilege to reconvene at 8:40a.m. with the commissioners, clerk, and counselor. Kevin Stuber 2<sup>nd</sup>, motion passed.

Teresa Shaede called in and let the Clerk know she would not be at the meeting.

Undersheriff Jared Helkenberg stated that the sheriff's vehicle that hit a deer was currently in the shop getting repaired.

Cari Cavender brought in a wage sheet that was approved in a past meeting to be signed. She stated that they are looking into having an EMT training course as they have had some interest. It will be of no cost to county.

Gary Ward brought in a quote for two welding machines. The Miller brand costs \$4,080.00 and the Lincoln brand costs \$3,399.00. Kevin Stuber had looked into the costs of machines and said that they have increased. Kevin Stuber made a motion to allow Gary Ward to purchase a welder to replace the welder that went down through Thompson Brothers for \$3,399.00. Jerry Sedlacek 2<sup>nd</sup>, motion passed.

Samantha Cole and Tricia Goebel with KansasWorks came to talk about how funding for the CDL program would work. They said that it depends on income and they cover the cost of the training, gas, meals, and hotel if needed. They offer several programs not just the CDL program. They have access to a lot of state money for these programs for people who need it.

Gary Ward said they are planning to close 150<sup>th</sup> between Jay and 75 HWY next and it will not be open to traffic so they are able to replace culverts.

Nick Barney expressed concerns about the location of the stop signs that were moved recently. He is afraid someone is going to get hit due to the placement of the signs and low visibility. Gary Ward felt that cutting down trees in that area would help the situation but they are located on private property. In the past they have reached out to landowners to remedy overgrown trees but have not gotten very far. Gary Ward is concerned if the county starts removing trees on private property it could become a large time investment.

Justin Clark moved to take a five-minute break until 9:42a.m. Kevin Stuber 2<sup>nd</sup>, motion passed.

Nick Barney, rural fire chief, is still working on getting pricing for the water rescue equipment. Jerry Sedlacek asked how many life-jackets the department would need. Nick Barney said he would like at least a dozen. He thinks the equipment would help his department be more useful in the future should a water rescue situation happen. Justin Clark asked if life-jackets have an expiration date. Kevin Stuber was able to find that they can last up to 10-years with the appropriate care. Nick Barney said that he would also like to have some of his people to get water safety training.

Michelle Zimmerman led the department head meeting to finalize the employee handbook and policy book. Topics covered were shared EIB, employee evaluations, timesheet approval, employee leave payout, travel reimbursement, and the new policy on employee's ability to trespass a person from county property. There were minor grammar errors to be fixed and discussion to clearly define who is eligible for shared leave requests.

Michelle Zimmerman shared a memo with employees that covered incident reports, timeclock plus, evaluations, job descriptions, employee titles, wage sheets, and equipment insurance updates.

Kevin Stuber made a motion to approve the handbook as modified with the changes made at the meeting today. Jerry Sedlacek 2<sup>nd</sup>, motion passed.

Jared McVey, noxious weed department, spoke with Robert Link about reseeding the courthouse lawn in the near future.

The commissioners took a 10-minute break to reconvene at 11:45a.m.

Regular Session Minutes (continued)

September 10th, 2024 at 8:30 A.M.

Amanda DeWitt, county clerk, shared a statement regarding an internal review she has been conducting in which she has found several issues that needed to be corrected. It was found that there were several former employees on the county's health and life insurance policies that have now been removed, along with county credit cards that were not cancelled when the employee left employment. These have now been cancelled. Amanda DeWitt found that several of the rates for payroll taxes and contributions were either missing or incorrect which caused issues when making payments. There were also many former employees who were still listed as active in the system. She has been working to make the software the county already has be used more efficiently which will allow the county to save approximately \$6,000.00 annually. The review has not revealed anything that has cost the county any unnecessary money.

Amanda DeWitt spoke with the commissioners about making the transition to online payments for some of the county's bills. She has spoken with other counties who have done this and are paying 60% to 70% of their bills online. Justin Clark stated that he would ok with it as long as it was with bills that did not vary a lot. Jerry Sedlacek said he would be fine with it as long as the commissioners were still able to approve the payments prior to the payments being made.

The tourism board received a request for \$320 from Festival of Lights for banners, Facebook Ads, and postcards to advertise the festival. As of Friday, August 30<sup>th</sup>, the tourism board has a little over \$8,000.00 in their budget. Kevin Stuber made a motion to approve the funds in the amount of \$320, Justin Clark 2<sup>nd</sup>, motion passed. Jerry Sedlacek abstained from the vote.

Amanda DeWitt, county clerk requested to recess into executive session for 5-minutes. Jerry Sedlacek moved to recess into executive session for 5-minutes with the commissioners, clerk, and road and bridge supervisor to discuss non-elected personnel to reconvene at 12:12p.m. Kevin Stuber 2<sup>nd</sup>, motion passed.

Kevin Stuber moved to recess into executive with the clerk, commissioners, and the road and bridge to discuss non-elected personnel to reconvene at 12:17p.m. for an additional 5-minutes. Jerry Sedlacek 2<sup>nd</sup>, motion passed.

Michelle Zimmerman let the commissioners know that it is time for the delinquent real estate tax sale. The county attorney is not interested in handling the tax sale so they will need to plan on using an outside firm.

Justin Clark moved to approve the delinquent real estate tax sale for the tax year of 2023. Kevin Stuber 2<sup>nd</sup>, motion passed.

Kevin Stuber moved to approve resolution 24-15 to add the extended illness bank to the shared leave policy amending resolution 22-14. Jerry Sedlacek 2<sup>nd</sup>, motion passed.

Kevin stuber moved to sign the neighborhood revitalization plan for Gerald J. and Maryanne Sedlacek. Justin Clark 2<sup>nd</sup>, motion passed. Jerry Sedlacek abstained from the vote.

Justin Clark moved to pass and sign the county and financial policy and procedures manual. Kevin Stuber 2<sup>nd</sup>, motion passed.

Michelle Zimmerman had information from Klenda Austerman LLC, a law firm that could handle the tax sale. They sent a letter to outline how they would handle the sale, including what the fees could be. The fees are set between \$250 and \$500 per parcel and it is added on to the parcel in the tax system. The commissioners plan to discuss this further after they have had time to review the letter.

Jerry Sedlacek spoke about the issue going on with the fairground and the sheep sale. There are animals being held at the fairgrounds when there is not a sale going on. Jerry Sedlacek would like to discuss this further with the county counselor.

Kevin Stuber made a motion to sign the vouchers in the amount of \$111,426.66. Jerry Sedlacek 2<sup>nd</sup>, motion passed.

Kevin Stuber moved to adjourn the meeting at 1:14p.m. Jerry Sedlacek 2<sup>nd</sup>, motion passed.

Attest: Amanda DeWitt  
Amanda DeWitt, County Clerk

Justin Clark  
Justin Clark, Chairman

Kevin Stuber  
Kevin Stuber, Vice-Chairman

Jerry Sedlacek  
Jerry Sedlacek, Member

