The Payne County Budget Board met in a Special meeting of the board at 9:00 a.m. on **Tuesday, April 28, 2020** at the Payne County via Videoconference

**Chairman Reding called the meeting to order**: at 9:00 a.m.

**The following members were present:**

Glenna Craig-County Clerk, Rocky Blasier-Commissioner District 3, Zach Cavett-Commissioner District 1, Chris Reding-Commissioner District 2, Lori Allen-Court Clerk, Kevin Woodward-Under Sheriff, Carla Manning-Treasurer, James Cowan-Assessor

**Approve minutes of the previous meeting of the board:**

Minutes of the previous meeting was presented for approval. Motion by Cavett to approve minutes as presented, second by Woodward. Roll Call Vote: Woodward-Yes, Blasier-Yes, Cowan-Abstain, Craig-Yes, Cavett-Yes, Allen-Yes, Manning-Yes, Reding-Yes.

**Discussion/Possible Action – COVID19 update:** Jeff Kuhn, Emergency Management Director stated that Payne County continues to do well with the number of cases. Kuhn stated at this time he was not fearful in reopening also stating that the surrounding areas are doing well as far as positive cases. Kuhn did not expect a huge spike in cases as everything begins to open.

**Discussion/Possible Action – Process for Returning to Regular Business Operations:** The Board discussed how things will look over the next few weeks with returning to regular business operations. Reding discussed the community and how those businesses that are open are handling social distancing and staff wearing masks. Reding also noted the hospitals and the surrounding communities. Cowan stated that he was ready to open back up and get things moving. Cowan stated his staff would soon be out and about anyways with Visual Inspections and so traffic in his office will be light once past protests next Wednesday. Craig stated her office has been ready continuing to still work with the public with meeting them at the doors downstairs to pick up or drop off documents. Craig also stated her office is large enough that she can space them out to meet the social distancing safety suggestions as well as gloves and masks for her staff. Craig stated although her daily operations have continued it has slowed down banks and closing companies with having to mail in documents. Craig felt at this point with all of the precautions we have in place she would agree with going ahead and moving forward with reopening. Manning stated that she agreed with moving forward with opening May 1st as well with the few things she has coming up on her calendar. Anderson, OSU Extension Office stated that OSU was doing May 8th but his office could do whatever the Officials decide it would not affect them doing what they needed to do on his end but they would need masks that Kuhn said he could provide to staff. Masks can be provided to those that need them, but it would be encouraged should they have one on them to wear them. Craig reminded the board that her purchasing agent is always inquiring with vendors on Lysol wipes and spray so if anyone needs any please let her know. After discussion, the board decided to reopen the Administration Building on Friday, May 1, 2020. Motion by Cowan to reopen the Administration Building May 1st with normal operational hours and access to the building leaving it up to the Elected Official handling the operation of their office accordingly, second by Craig. Allen stated that the Courts are not up and running until May 15th so that May 1st date would not work for her. Craig inquired with Allen on why she could not open her office back up on May 1st. The Supreme Court may not be holding court proceedings but that has nothing to do with reopening our buildings. Allen stated that a committee of Judges and Clerks has been formed to decide what opening back up might look like, but she has not heard anything further at this time. Reding inquired with Allen if the public could not do business with the Court Clerk’s Office or does the Supreme Court does not allow that. Allen stated that the judges and herself are under the agreement that they are not going to be open to the public at all until after May 15th. Craig inquired with Allen was she not still filing documents with the public and scheduling court? Allen stated that yes but after May 15th and they were only taking filings through the mail and email but not at the door. Craig stated that was only because the building was closed, Allen stated correct. Allen stated she was the only public office in the courthouse other than the Sheriff’s Office and District Attorney’s Office. If anyone was to come in, they would not be able to come to her office because the D.A.’s office is also closed because no one is holding court. Craig had concerns with the offices all opening at different times and that be confusing to the public. Allen stated it wasn’t that she didn’t want to open it was that the Supreme Court states all Courthouses will be closed until May 15th and that too was the understanding of Judge Corley. Craig stated she was just not understanding the reasoning for keeping the Courthouse closed. The Supreme Court can close court proceedings but not the building. Craig asked Cowan to restate his motion since there had been so much discussion and no vote. Cowan motioned to reopen the Administration Building with regular access as of May 1st with each Elected Official having the option on how the want to control access to their offices, second by Craig. Roll Call Vote: Woodward-Yes, Allen-Yes, Blasier-Yes, Cavett-Yes, Manning-Yes, Cowan-Yes, Craig-Yes, Reding-Yes. Reding inquired with Allen on making a motion to reopen May 18th. Cavett stated we should just discuss the Courthouse at our regular scheduled Budget Board Meeting on May 11th. Craig inquired on the Expo Center and County Barns. Colin Campbell stated he was trying to get clarification on holding events at the Fairgrounds. Colin inquired on what his guidelines would be from May 1st to June 1st. After discussion motion by Cavett to allow Campbell to reopen upon him seeking guidance from Lowell Barto, ADA and following/researching guidelines by the governor with any future events, second by Woodward. Roll Call Vote: Allen-Yes, Blasier-Yes, Cavett-Yes, Manning-Yes, Craig-Yes but the understanding the Campbell will notify the Board prior to him deciding to open, Campbell agreed he could do that. Cowan-Yes, Woodward-Yes, Reding-Yes. Reding inquired with Cavett and Blasier on their opening date they stated that they have low traffic and have no problems opening May 1st.  Motion by Cavett to reopen, second by Blasier. Roll Call Vote: Blasier-Yes, Cavett-Yes, Manning-Yes, Craig-Yes, Cowan-Yes, Woodward-Yes, Allen-Yes, Reding-Yes. This will include Environmental Enforcement as well.

**Approval of Employee request for Leave and/or Request for leave share:** None presented at this time.

**Adjournment:** Motion to adjourn by Craig, second by Cowan. Roll Call Vote: Woodward-Yes, Allen-Yes, Cavett-Yes, Craig-Yes, Manning-Yes, Cowan-Yes, Blasier-Yes, Cavett-Yes.

**Minutes of the Board attested to**

**By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Glenna Craig, Payne County Clerk**

**Seal of office**

**Approved by the Budget Board**

**On the \_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_ 2020**

**Chairman\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vice Chairman\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**