

ELK COUNTY BOARD OF COMMISSIONERS

Approved Minutes
November 25th, 2013

1:00 p.m. Regularly Scheduled Meeting

1:00 p.m. Call to Order

Minutes Approval

Regular Meeting of November 11, 2013

1:10 p.m. -- Department Reports

(Department Head meetings: 2nd Thursday/monthly; 8 AM; Commissioners Room)

Ambulance

Appraiser

Emergency Preparedness

Health

Maintenance

Recycling

Register of Deeds

Road & Bridge

Rural Fire

Sheriff

Treasurer

County Counselor

County Clerk

Old Business

County Credit Card

Road Closing Petition

New Business

1:30 p.m. – Kelsey Jones, County Website

1:45 p.m. – Employee Christmas Gifts

2:00 p.m. –

2:15 p.m. –

Public Forum

Presentation of Claims

Other

Adjournment

Future Events: Dec 9 – Christmas Party at Cox Bldg (Courthouse closed 11:00 – 1:00)

Dec 23-Courthouse Christmas Open House 8 a.m. to 4 p.m.

Commissioners Present:

Douglas C. Ritz, District I

Gary D. Hebb, District II

K.R. Liebau, District III

County Counselor: Paul Dean

County Clerk: Vicky Wedman

Others:

Joe Love, Maintenance

Byrdee Miller-Marcic, Emg Prep

Neva Walter, Reg Deeds

Sharon Wagner, Road Dept

Kandy Dowell, Health

Rachel Ware, Treasurer

Kenneth Mitchell, EMS

Richard Marcic

Jim Criger, Rural Fire

Connie Hey, Appraiser Dept

William Bischof, Recycling

Call to Order

The meeting was called to order by Commissioner Doug Ritz at 1:00 p.m. in the Commissioners Room of the Courthouse. Commissioners Ritz, Hebb and Liebau were present, as well as, County Clerk Vicky Wedman. County Counselor Paul Dean arrived at 1:05.

Minutes Approval

Commissioner Hebb moved to approve the November 12, 2013 minutes. Commissioner Liebau seconded the motion. Motion carried 3-0.

Roberts Rules of Order

Commissioner Ritz read from Roberts Rules of Order regarding an abstaining vote. The rule book said that abstentions do not count. If you abstain from voting you have not voted. Figuring abstentions into vote totals or noting them in the record is never correct.

Ambulance

Kenneth Mitchell reported the ambulance bids should be ready to go out next week.

Appraiser

Connie Hey reported the Appraisers Office is setting values.

Emergency Preparedness

Byrdee Miller-Marcic thanked Jeremy McCully for providing maps for the County's Emergency Plan.

Maintenance

Joe Love said the window at the front door of the courthouse will cost \$492.71 to replace.

Health

Kandy Dowell said the Health Department has been working on school stuff.

Recycling

William Bischof said recycling delivered 1920 lbs. of recycling to Fredonia this month, plus one trip to El Dorado. He said there are 8 bins in El Dorado from the e-waste recycling that he needs to pick up and asked the commissioners to pay his mileage. They agreed.

Register of Deeds

Mid-Continent Micrographics, Inc. will be here December 16th through December 19th to start repair on the damaged Register of Deeds books in the vault and the County Commissioner books from the basement storage.

Road and Bridge

Sharon Wagner presented Agreement 348-13 with the State of Kansas regarding fund exchange. Commissioner Liebau moved and Commissioner Hebb seconded the motion to sign the agreement. Motion carried 3-0.

Rural Fire

Jim Criger said the City of Grenola is building a lean to on the side of their fire barn for the brush truck. Criger said the rural fire captains would like to donate \$6200 out of the rural fire fund to help with the building. The Commissioners were in agreement. Criger also discussed getting some new foam units for the fire trucks. Criger also said the questioned charges on the last bills turned out to be legitimate charges.

Sheriff

Commissioner Ritz said he talked with the Sheriff regarding the courthouse security key program being on his personal computer. Sheriff Hanks said the company would not install the program on anything except a laptop computer and the Sheriff's office did not have one. Commissioner Ritz got the Economic Development laptop to give to the Sheriff's office. The computer had been wiped clean. County Counselor Paul Dean stated it is a liability to the county for employees to wipe out the files on the county computers upon termination. The files need to be kept for a minimum of 5 years.

Treasurer

Rachel Ware said her office will be closed December 5th in order to allow her office to attend the mandatory training for the new Motor Vehicle Commercial Vehicle program. She also said she will need to get a new fax machine for the upstairs offices.

County Counselor

All the interlocal agreements with the cities for the special alcohol funds have been received and will be mailed to the Attorney General.

County Clerk

County Clerk Vicky Wedman presented the budget amendment publication for signature. The hearing will be held December 9th. A letter has been sent out to Matt Eck regarding the proposed road closing asking him to respond before December 5th if he has any objection to the road being closed.

County Website

Kelsey Jones rescheduled for next meeting.

Employee Christmas Gifts

Commissioner Ritz moved and Commissioner Liebau seconded the motion to give full time employees a \$100 Christmas gift and part time employees a \$50 Christmas gift. Motion carried 3-0.

Public Forum

Byrdee Miller-Marcic asked why the current policy handbooks have not been distributed. County Clerk Wedman said a copy of the approved handbook was emailed to the Department Heads but she is waiting for the revision pages before handing the hard copies to the other employees.

Warrants

Commissioner Liebau moved and Commissioner Hebb seconded the motion to pay the bills in the amount of \$45,984.82. Motion carried 3-0.

Courthouse Electrical

Joe Love is in the process of getting quotes on a generator that will handle both the courthouse and the sheriff's office. The commissioners asked him to also get quotes for upgrading the courthouse electrical panel.

Adjournment

Commissioner Liebau moved and Commissioner Hebb seconded the motion to adjourn at 2:00 p.m. Motion carried 3-0.

ATTEST:

Vicky D. Wedman, County Clerk

Douglas C. Ritz, Chairman

Gary D. Hebb, District II

K.R. Liebau, District III