

Elk County Board of Commissioners
Approved Minutes
January 8, 2024

If you would like to attend the meeting via zoom, go
to: <https://us02web.zoom.us/j/88423668323?pwd=RFp0cmJTY3VhK1JUalpQQWNqcnpBQT09>
select join meeting and enter meeting ID: 884 2366 8323 Password: 888981

1:00 P.M. - Call to Order
Organizational Meeting:

- A. Elected Chairman
- B. Appoint Health Officer
- C. Designate Official County Newspaper
- D. Adopt 2024 Holidays
- E. Approve Meeting Dates
- F. Approve Payroll & Warrant Dates
- G. Appoint Investment Officer
- H. Approve Closing of Courthouse to public for yearend balancing on December 31, 2024
- I. Approve Meal Reimbursement
- J. Adopt GAAP Resolution #24-01
- K. Approve Authorized users for banking signature cards (Howard State & Commerce Bank)

Regular Meeting:

Minutes Approval: December 26, 2023 Regular Meeting

Department Reports:

| | |
|----------------------|-----------------------|
| Ambulance | Rural Fire |
| Appraiser | Sheriff |
| Emergency Management | Treasurer |
| Health | County Counselor |
| Public Works | County Clerk |
| Register of Deeds | Community Development |

Old Business:

Policy Review Section 50 - Sick/Vacation Benefits

New Business:

1:30 PM –
1:45 PM –
2:00 PM –
2:15 PM –
2:30 PM –
2:45 PM – Commissioner Discussion

Abatements: PP24-001, PP24-002, PP24-003, PP24-004

Presentation of Claims:

Other:

Adjournment:

Future Events:

Commissioners Present:

Perry Russell, District I (Zoom)

Doug Hendricks, District II

Jake Liebau, District III

County Clerk: Kerry Harrod

County Counselor: Paul Dean

Others:

Ken Mitchell, EMS

Rachel Ware, Treasurer

Erica Cordell, EM

Todd Winscher, Rural Fire

Chris Miller, Deputy Appraiser

Malarie Chamberlain, Payroll Clerk

Jenifer Clatt, EMS

Stephanie Ollenborger, ROD

John Walker, Sheriff

Kandy Dowell, Health

Stefni Hebb, Deputy Clerk

Kristina Kraft, Deputy Treasurer

Jessica Kessler, Office Clerk

Joe Mueller, EMS

Call to Order

Chairman Liebau called the organizational meeting to order at 1:00 p.m. Commissioners Hendricks, and Russell (by zoom) were all present as well as County Clerk Kerry Harrod and County Counselor Paul Dean.

Elected Chairman

Commissioner Russell moved and Commissioner Hendricks seconded the motion to elect Jake Liebau as chairman for 2024. Motion carried 2-0.

Appoint Health Officer

Commissioner Hendricks moved and Commissioner Russell seconded the motion to appoint Kandy Dowell as health officer. Motion carried 3-0.

Designate Official County Newspaper

Commissioner Hendricks moved and Commissioner Russell seconded the motion to designate the Prairie Star Newspaper as the official county newspaper. Motion carried 3-0.

Adopt 2024 Holidays

Commissioner Hendricks moved and Commissioner Russell seconded the motion to adopt the 2024 holidays as presented, except for adding December 26, 2024 to the EMS and Sheriff holiday schedule. Motion carried 3-0. The County Attorney's Office and the Emergency Management Office will follow the State Holiday Schedule. The Holiday schedules will be posted on the county website www.elkcountyks.org.

Approve Meeting Dates

Commissioner Hendricks moved and Commissioner Russell seconded the motion to adopt the 2024 commission meeting dates as presented. Motion carried 3-0. The 2024 meeting will be posted on the county website www.elkcountyks.org.

Approve Payroll & Warrant Dates

Commissioner Hendricks moved and Commissioner Russell seconded the motion to approve the 2024 payroll and warrant dates as presented. Motion carried 3-0. The 2024 payroll and warrant dates will be posted on the county website at www.elkcountyks.org.

Appoint Investment Officer

Commissioner Hendricks moved and Commissioner Russell seconded the motion to appoint Rachel Ware as the Investment Officer. Motion carried 3-0.

Approve Closing of Courthouse

Commissioner Hendricks moved and Commissioner Russell seconded the motion to approve the closing of the Courthouse on December 31, 2024 for yearend balancing. Motion carried 3-0.

Approve Meal Reimbursement

Commissioner Hendricks moved and Commissioner Russell seconded the motion to approve the meal reimbursement of \$15.00 a meal and \$30.00 a day. Motion carried 3-0.

Adopt GAAP Resolution

Commissioner Hendricks moved and Commissioner Russell seconded the motion to adopt resolution #24-01 exempting Elk County from the provisions of KSA 75-1120a. Motion carried 3-0.

Approve Authorized Users for Banking Signature Cards

Commissioner Hendricks moved and Commissioner Russell seconded the motion to have Rachel Ware, Jessica Kessler, Kerry Harrod, Kristina Kraft, Stefni Hebb, Malarie Chamberlain and Jake Liebau approved as authorized users on the bank signature cards at Howard State Bank and Commerce Bank. Motion carried 3-0.

Regular Meeting 1:20 p.m.

Minutes Approval

Commissioner Russell moved and Commissioner Hendricks seconded the motion to approve the December 26, 2023 minutes as presented. Motion carried 3-0.

EMS

Ken Mitchell presented the December 2023 report. There were 15 total runs with total collections being \$8,218.94. Commissioner Hendricks moved and Commissioner Russell seconded the motion to approve the hire of Abigail Bowman as an EMT at \$12.00 an hour. Motion carried 3-0. Mr. Mitchell stated the overhead doors stopped working last Thursday and had to be repaired. The EMS and Health Department are looking at LED signs. The EMS and Health Department will split the cost of the sign.

Emergency Management

Erica Cordell stated the SAMS renewal is completed for 2024. This is the government program that must be current for the county to receive grants. The EMPG 2023 has been approved and we will be receiving the allotted full amount of \$6,864. There was a decrease across the board due to less money be allocated from FEMA to the states. On January 4, 2024 Ms. Cordell attended the first KEMA meeting of the year in Wilson County. The LEPC meeting will be January 18, 2024 at 6:30 p.m. at the Cox Building. This meeting is open to the public. The Storm Fury on the Plains annual storm spotter workshop with NWS is set for February 29, 2024 at 6:30 p.m. at the Cox Building.

Register of Deeds

Stephanie Ollenborger presented the report for December 2023. They had a total of 44 instruments recorded and a total deposit of \$3,281.00. Mrs. Ollenborger presented 2023 year-end reports.

Rural Fire

Todd Winscher stated they had a total of seventy-five runs in 2023, thirty of them being rescue runs.

Health

Kandy Dowell stated the roof is leaking in the restroom at Health Office and a culvert is plugged causing water to pool around it. The City of Howard is able to remove the culvert if that's what the County would prefer. The Commission stated they would like the city to remove the culvert.

Treasurer

Rachel Ware stated more tax payments have been received. This will help with the January distribution.

County Clerk

Kerry Harrod stated the Southeast Kansas District meeting will be hosted by Coffey County on Thursday, April 18, 2024. Registration will be from 8:30 a.m. to 10:00 a.m. in the courthouse lobby located at 110 S. 6th, Burlington, Kansas.

Sheriff

John Walker presented the December 2023 department report. Sheriff Walker stated a new system is in the building process called Lightening. This system will take the 911 information and send it straight to the responders (EMS, Fire, Emergency Management). The system will be no cost to the county. The flock system cameras are still waiting on KDOT's approval. The impound yard has 13 vehicles in it, two sold on Purple Wave but were never picked up. The buyers have 15 more days to pick up the vehicles, if they do not the vehicles will be resold. Three of the vehicles are still evidence in ongoing cases. Sheriff Walker stated he will have to get titles on eight of the vehicles. Sheriff Walker stated he has hired two full-time and one part-time dispatcher. Sheriff Walker would like to transfer \$30,000 from the 2023 sheriff's budget to the sheriff equipment reserve fund. Commissioner Hendricks moved and Commissioner Russell seconded the motion to transfer \$30,000 from the 2023 sheriff's budget to the sheriff equipment reserve fund. Motion carried 3-0.

Community Development

Shari Kaminska will send a letter supporting SB196 to the State. Senate Bill 196 is a bill to restore funding to the LAVTR. Ms. Kaminska will be joining the Moline and Howard Chambers. The County will pay for Ms. Kaminska's dues.

Policy Review Section 50 – Sick/Vacation Benefits

No action at this time.

Executive Session 2:05 p.m.

Commissioner Hendricks moved to recess into executive session to discuss matters of employer-employee negotiations regarding a merit increase for 5 minutes to include the Commission, County Counselor Paul Dean, and EMS Director Ken Mitchell. To resume in the Commission Room at 2:10 p.m. Motion carried 3-0.

Back in session 2:10 p.m.

Action: Commissioner Hendricks moved and Commissioner Russell seconded the motion to give Joseph Mueller a .50 cent an hour merit increase from \$13.04hr to \$13.54hr. Motion carried 3-0.

Executive Session 2:12 p.m.

Commissioner Hendricks moved to recess into executive session to discuss matters of employer-employee negotiations regarding a merit increase for 5 minutes to include the Commission, County Counselor Paul Dean, and Sheriff John Walker. To resume in the Commission Room at 2:17 p.m. Motion carried 3-0.

Back in session 2:17 p.m.

Action: Commissioner Hendricks moved and Commissioner Russell seconded the motion to give Nina Teska a .58 cent an hour merit increase from 12.42hr to 13.00hr. Motion carried 3-0.

Executive Session 2:17 p.m.

Commissioner Hendricks moved to recess into executive session to discuss matters of attorney-client privilege regarding policies for 5 minutes to include the Commission, and County Counselor Paul Dean. To resume in the Commission Room at 2:22 p.m. Motion carried 3-0.

Back in session 2:22 p.m.

No action taken.

Executive Session 2:27 p.m.

Commissioner Hendricks moved to recess into executive session to discuss data relating to financial affairs for 10 minutes to include the Commission, County Counselor Paul Dean and Shari Kaminska. To resume in the Commission Room at 2:38 p.m. Motion carried 3-0.

Back in session 2:38 p.m.

No action taken.

Executive Session 2:40 p.m.

Commissioner Hendricks moved to recess into executive session to discuss the acquisition of real property for 10 minutes to include the Commission, County Counselor Paul Dean and Shari Kaminska. To resume in the Commission Room at 2:50 p.m. Motion carried 3-0.

Back in session 2:50 p.m.

No action taken.

Abatements

Commissioner Hendricks moved and Commissioner Russell seconded the motion to approve abatements PP24-001, PP24-002, PP24-003, and PP24-004. Motion carried 3-0.

Warrants

Commissioner Russell moved and Commissioner Hendricks seconded the motion to approved the warrants in the amount of \$162,265.99. Motion carried 3-0. Commissioner Hendericks moved and Commissioner Russell seconded the motion to approve the warrants of December 28, 2023 in the amount of \$10,798.83. Motion carried 3-0.

Payroll

Commissioner Hendricks moved and Commissioner Russell seconded the motion to approve the payroll in the amount of \$253,399.79. Motion carried 3-0.

Adjournment

Commissioner Hendricks moved and Commissioner Russell seconded the motion to adjourn at 3:33 p.m. Motion carried 3-0.

ATTEST:

Kerry E. Harrod
Elk County Clerk

Perry Russell, District I

Doug Hendricks, District II

Jake Liebau, District III (Chairman)