

ELK COUNTY BOARD OF COMMISSIONERS
APPROVED MINUTES
MARCH 8, 2021

If you would like to attend the meeting via zoom go
to: <https://us02web.zoom.us/j/87464461213?pwd=REhjWUlvQnpScUNqT1pXdnoxZER5dz09> select
join meeting and enter meeting ID: 874 6446 1213 Password: 959298

Regularly Scheduled Meeting

1:00 p.m. - Call to Order

Minutes Approval – Regular Meeting February 22, 2021
Special Meeting February 23, 2021

1:10 p.m. – Public Forum

1:25 p.m. – Department Reports

Old Business:

New Business

2:00 p.m. – EMS/Health Facility- Miranda Bruening

2:30 p.m. – Section 50 Benefit Policies

2:45 p.m. – Legal Executive Session

3:00 p.m. – 2020 Audit & 2022 Budget Prep

3:15 p.m. – CIC Annual Peopleware Agreement

3:30 p.m. – Commissioner Discussion

Abatements: PP21-16

Presentation of Claims

Other

Adjournment

Future Events:

Commissioners Present:

Shari Kaminska, District I

Doug Hendricks, District II

Jake Liebau, District III

County Clerk: Kerry Harrod

County Counselor: Paul Dean

Others:

Don Sanders, Public Works

Jenifer Clatt, EMS

Melody Lyman, SO

Stephanie Ollenborger, ROD

Scott McLean, City of Howard

Marty Hunter, City of Howard

Stefni Hebb, Clerk's Office

Miranda Bruening, HB&K

Skylar Harrod, Public Works

Ken Mitchell, EMS

Monty Magner, SO

William Bischoff, Recycling

Rachel Ware, Treasurer

Kristina Kraft, Treasurer Office

Joanna Hunter, City of Howard

Erica Cordell, Co Atty Office

Mark Julius, Accel Construction

Marissa Rivera, Treasurer Office

Call to Order

Chairman Hendricks called the meeting to order at 1:00 p.m. in the Commission Room of the Courthouse. Commissioners Hendricks, Kaminska and Liebau were all present as well as County Clerk Kerry Harrod and County Counselor Paul Dean.

Minutes Approval

Commissioner Kaminska moved and Commissioner Liebau seconded the motion to approve the minutes of the February 22, 2021 regular meeting as amended. Motion carried 3-0. Commissioner Kaminska moved and Commissioner Liebau seconded the motion to approve the special meeting minutes of February 23, 2021 as amended. Motion carried 3-0.

Sheriff

Undersheriff Magner presented a report for February 28 through March 5, 2021. There were 146 calls to duty and 6 total inmates in the jail. There have been 22 total arrest made this year. On March 3, 2021 two dispatchers were sent to NCIC training at Chanute. On March 4th one dispatcher and the day clerk was sent to TAC training at Chanute. There will be a CPR class for all Sheriff Office employees on April 29, 2021. Sheriff Walker is currently at the sheriff's school at KLETC. A quote was presented for a new

copy machine. Commissioner Liebau moved and Commissioner Kaminska seconded the motion to approve the purchase of a Xerox Verslink C7000 Series copy machine in the amount of \$3,995.00. Motion carried 3-0.

EMS

Ken Mitchell stated Joe Mueller will be attending a CPR Instructor Class this Wednesday. The air conditioning compressor is out on the first out truck. Mr. Mitchell has contacted Estel Knapp in Severy to repair the compressor.

County Treasurer

Rachel Ware stated there was an error in the February payroll ACH system. There were a few employees who should have had direct deposits but instead received paper checks and the system did not deposit her new payroll split into her account. County Clerk Kerry Harrod spoke with CIC regarding the issue and they instructed a treasurer's check to be issued to Mrs. Ware because the new ACH was never generated. Ms. Harrod will call CIC when the March Payroll ACH file is ready to be generated to make sure there are no issues with the file. Mrs. Ware presented a quote from Advantage Computer to fix the internet problems within the courthouse. Commissioner Kaminska moved and Commissioner Liebau seconded the motion to approve the quote for the network switch in the amount of \$978.00 from Advantage Computer. Motion carried 3-0.

Register of Deeds

Stephanie Ollenborger presented the monthly report for February. They had a total of 44 instruments recorded and a total deposit of \$2,308.00.

Public Works

Road

Don Sanders turned in a financial report, work history report for the last few months and a list of current employees. Mr. Sanders stated he has three new employees; Dalton Smith, Danny Williams and Don Sparks. Mr. Sanders stated Elk County is due to receive \$15,250 from KDOT. Mr. Sanders presented an Agreement for Engineering Services from Kirkham, Michael & Associates for bridge work. Commissioner Kaminska moved and Commissioner Liebau seconded the motion to execute the Agreement for Engineering Services between Elk County and Kirkham, Michael & Associates for engineering services on Bridge 8-G.7 located 2.3 miles north and 7.0 miles west of Howard on Road 8. Motion carried 3-0. A contractor will be doing work on a couple of smaller bridges. These bridges are located at Killdeer east of Road 30, Blackjack ½ mile west of Highway 99. Mr. Sanders has hired a contract hauler run rock from Severy up to Beaumont back to the Green Ranch and Youngmeir Ranch on Pioneer.

Flexible Aide – NACo

Commissioner Kaminska stated Elk County will be receiving \$495,055 from the America Rescue Package. Additional information will be coming on the package in the near future.

County Clerk

Kerry Harrod stated the Project Exemption Certificate has been received from the State of Kansas for the new EMS/Health Facility Project.

Project 17

Project 17 consists of the Southeast 17 Counties in Kansas. The mission is to improve the economic vitality and quality of life of those who live, work, and play in these counties. Commissioner Kaminska moved and Commissioner Liebau seconded the motion to be associated with Project 17. Motion carried 3-0.

CIC Agreement

Commissioner Liebau moved and Commissioner Kaminska seconded the motion to execute the Annual Peopleware Agreement between Elk County and Computer Information Concepts, Inc. in the amount of \$29,625.00 as presented. Motion carried 3-0.

EMS/Health Facility

Miranda Bruening stated she has been working with Accel Construction on a date to start breaking ground within the next couple of weeks, weather permitting. The County will be having a ground breaking ceremony Monday, March 29, 2021 at 12:00 p.m. at 809 E. Elk, Howard KS. Kerry Harrod will email Ms. Bruening the Project Exemption Certificate.

Policy Handbook Section 50

Discussion was had on policy 50.02 and 50.10. On policy 50.10; Department heads do not have the authority to pay their employees holiday pay if they take sick time the day before or after a holiday. If a department head would like their employee paid, they will need to bring it before the Commission to get their approval.

Break

Commissioner Kaminska moved and Commissioner Liebau seconded the motion to take a 15-minute break. Motion carried 3-0.

Back in session 2:40 p.m.

Executive Session 2:40 p.m.

Commissioner Kaminska moved and Commissioner Liebau seconded the motion to go into executive session to discuss legal matters for 15-minutes with County Counselor Paul Dean, Undersheriff Magner, Scott McLean Howard City Councilman, and Marty Hunter Howard City Councilman present. Motion carried 3-0.

Back in Session 2:55 p.m.

No action taken.

Health

Kandy Dowell stated there has been 440 primary doses and 270 secondary doses of the COVID-19 vaccines given in Elk County so far. Mrs. Dowell stated the KDHE Grant is due on March 15, 2021 and we will receive \$10,773. Commissioner Kaminska moved and Commissioner Liebau seconded the motion to authorize the chair to sign the KDHE Grant application for preparedness, immunizations, and state formula as soon as the application is prepared and the grant amount is \$10,773. Motion carried 3-0.

2022 Budget Preparation

Commissioner Kaminska moved and Commissioner Liebau seconded the motion to contract with Jarred, Gilmore & Phillips to do our 2022 budget preparation in the amount of \$1,700. Motion carried 3-0.

2020 Audit

Commissioner Liebau moved and Commissioner Kaminska seconded the motion to contract with Jarred, Gilmore & Phillips to do our 2020 Audit in the amount of \$15,800 plus any other out of pocket costs. Motion carried 3-0.

Abatements

Commissioner Liebau moved and Commissioner Kaminska seconded the motion to approve abatement PP21-16. Motion carried 3-0.

Warrants

The regular warrant fund totals are as follows:

County General \$50,488.20, Ambulance \$4,272.09, Rural Fire District \$3,600.86, Health \$2207.26, Road \$46,982.93, Noxious Weed \$723.36, County Equipment Reserve \$3,092.00, Kansas 911 \$589.44.

Commissioner Kaminska moved and Commissioner Liebau seconded the motion to pay the regular warrants in the amount of \$111,956.14. Motion carried 3-0.

Adjournment

Commissioner Kaminska moved and Commissioner Liebau seconded the motion to adjourn at 4:36 p.m. Motion carried 3-0.

ATTEST:

Kerry E. Harrod
Elk County Clerk

Shari Kaminska, District I

Doug Hendricks, District II (Chairman)

Jake Liebau, District III