

ELK COUNTY BOARD OF COMMISSIONERS
APPROVED MINUTES
NOVEMBER 30, 2020

If you would like to attend the meeting via zoom go
to: <https://us02web.zoom.us/j/87064099406?pwd=d0k5bmppWHFoYWJiYnBiK0sxbUZ2UT09> select
join meeting and enter meeting ID: 870 6409 9406 Password: 459611

Regularly Scheduled Meeting

1:00 p.m. - Call to Order

Minutes Approval – November 9, 2020 Regular Meeting
November 16, 2020 Special Meeting
November 24, 2020 Special Meeting

1:10 p.m. – Public Forum
1:25 p.m. – Department Reports

Old Business:

New Business

2:00 p.m. – CIC Annual Peopleware Agreement Renewal
2:15 p.m. – Covid Grant Funding request for Tri-Valley Developmental Services
2:30 p.m. – Executive Session – Non-Elected Personnel
2:45 p.m. – Executive Session
3:15 p.m. – Employee Wages
3:45 p.m. – EMS/Health Discussion
4:00 p.m. - Commissioner Discussion

Abatements:

Presentation of Claims

Other

Adjournment

Future Events:

Commissioners Present:

Shari Kaminska, District I
Alan Coble, District II
David Evans, District III (Chairman)

County Clerk: Kerry Harrod
County Counselor: Paul Dean

Others:

Don Sanders, Public Works
Jenifer Clatt, EMS
Beth Koehler, EM
Stephanie Ollenborger
Joanna Hunter, City of Howard
Miranda Bruening, HB&K
Sherry Tuggle

Kandy Dowell, Health
Kenneth Mitchell, EMS
Erica Cordell, Co Atty Office
Jake Liebau
Deanna Jones
John Walker, SO

Call to Order

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

Minutes Approval

Commissioner Kaminska moved and Commissioner Coble seconded the motion to approve the regular meeting minutes of November 9, 2020 as presented. Motion carried 3-0.
Commissioner Coble moved and Commissioner Kaminska seconded the motion to approve the special meeting minutes of November 16, 2020 as presented. Motion carried 3-0.
Commissioner Kaminska moved and Commissioner Coble seconded the motion to approve the special meeting minutes of November 24, 2020 as presented. Motion carried 3-0.

Public Forum

The South-Central Kansas Aging and Disability Resource Center would like the County to appoint someone to be the representative for Elk County on the Board of Directors. This is a 2-year term which would begin on January 1, 2021.

The County would like to offer their condolences to the family of Jim Criger. Mr. Criger was a long-time Chief of the Rural Fire Department and very active with the County. Mr. Criger will be dearly missed. The old Howard National Bank is on the Kansas Register of Historic Places.

Emergency Management

Beth Koehler stated she hit a deer last Monday with the County vehicle and is getting estimates for KCAMP.

EMS

Jenifer Clatt stated Unit 205 is having issues with the air conditioner but is still in service. Parts will be ordered to fix the air conditioner. Mrs. Clatt said the department will be applying for a KRAFT Grant to help purchase a new cot. The grant will be submitted in December.

Health

Kandy Dowell stated the County is up to 55 total cases of COVID-19 with 15 of them being active. Mrs. Dowell will get an invoice for the cargo trailer to be used to transport vaccines and other medical supplies. Mr. Sanders will get an updated quote for a truck for the Health Department to pull the trailer. These items will be paid with the CARES money.

Public Works

Road

Don Sanders stated the Killdeer project is almost complete. Mr. Sanders said he has a few Road Department employees that are on quarantine.

Maintenance

The remodel work on the Register of Deeds office has begun.

Recycling

The department is on schedule, December 5th Elk Falls and Longton, December 12th Howard, and December 19th Moline.

County Clerk

Kerry Harrod informed the Commission that several employees were not going to be able to attend the party and several others were concerned about having it due to the COVID-19 cases increasing. Commissioner Kaminska moved and Commissioner Coble seconded the motion to cancel the Christmas Party and compensate Cozy In Café in Longton a sum of \$200 for cancelation of the County Christmas Party. Motion carried 3-0.

Ms. Harrod stated all Coronavirus Relief Fund Memorandum of Agreements have been returned.

Commissioner Kaminska moved and Chairman Evans seconded the motion to execute the Memorandum of Agreement for the Small Business Grant Program from Elk County to the Elk County Small Business Program. Motion carried 3-0.

Ms. Harrod asked if any modification need to be made to the office procedures of the Courthouse due to the increase of COVID-19 cases in the County. Commissioner Kaminska moved and Commissioner Coble seconded the motion to return Courthouse operations to by appointment only effective for the month of December. Motion carried 3-0. The Department Heads will have authority to staff their offices as they see fit.

CARES Act Funding

Deanna Jones stated we need to finish spending the CARES money. The money has to be spent by December 30, 2020. Commissioner Kaminska will talk with USD 282 and USD 283 to see where they are at on the childcare program. Mrs. Jones will find out if the CARES money can be used for COVID quarantined employees.

Tri Valley COVID Grant Funding

Tri Valley (New Beginnings) is requesting funds to purchase computer stations. Commissioner Kaminska moved and Chairman Evans seconded the motion to allocate \$2,656 of the CARES money out of the Health Department Reserve to support the Tri Valley Developmental Services purchase of computer communication stations. Motion carried 3-0.

CIC Annual Agreement

Commissioner Coble moved and Commissioner Kaminska seconded the motion to approve the Annual Noxious Weed Agreement in the amount of \$280.00. Motion carried 3-0.

Executive Session 2:35 p.m.

Commissioner Coble moved and Chairman Evans seconded the motion to go into executive session for 10 minutes to discuss non-elected personnel with Jenifer Clatt, Kenneth Mitchell and Paul Dean present. Motion carried 3-0.

Back in Session 2:45 p.m.

Executive Session 2:55 p.m.

Commissioner Kaminska moved and Commissioner Coble seconded the motion go into executive session for 15 minutes to discuss non-elected personnel employee performance reviews with Paul Dean present. Motion carried 3-0.

Back in Session 3:15 p.m.

1st Executive Session Action: Chairman Evans moved and Commissioner Kaminska seconded the motion to pay the emergency responders (EMS&Sheriff) a one-time gross payment of \$1,000 for full-time personnel and \$500 for part-time personnel including Kayla Kraft and Rebecca Maltbie to be paid out of the CARES funding. Motion carried 3-0.

2nd Executive Session Action: Commissioner Kaminska moved and Chairman Evans seconded the motion to give a 2% increase in pay to all non-elected personnel effective on the December payroll. Motion carried 3-0. Commissioner Kaminska moved and Commissioner Coble seconded the motion to increase the salaries of the Register of Deed, County Clerk and County Treasurer to the next step of wage scale plus a 2% increase from that step effective on the December payroll. Motion carried 3-0.

EMS/Health Facility

Discussion was had regarding the address of the new facility. It was determined that the address will be 809 E. Elk, Howard. The legal publication will be published on December 3rd and December 10th. Commissioner Kaminska and Commissioner Coble seconded the motion to approve the architectural drawings and publish the notice to bid for the EMS/Health Facility. Motion carried 3-0.

Warrants

Commissioner Kaminska moved and Commissioner Coble seconded the motion to pay the CARES warrants in the amount of \$9,122.49. Motion carried 3-0.

The regular warrant fund totals are as follows:

County General \$14,675.54, Ambulance \$1,679.09, Election \$11.00, Rural Fire District \$142.42, Health \$105.15, Road \$108,407.92, Noxious Weed \$3,492.94, Emg Prep EOC Grant CARES \$1,600.

Commissioner Coble moved and Commissioner Kaminska seconded the motion to pay the warrants in the amount of \$133,212.68. Motion carried 3-0.

Payroll

Chairman Evans moved and Commissioner Kaminska seconded the motion to pay the November payroll in the amount of \$207,155.30. Motion carried 3-0.

Adjournment

Commissioner Coble and Chairman Evans seconded the motion to adjourn at 4:14 p.m. Motion carried 3-0.

ATTEST:

Kerry E. Harrod
Elk County Clerk

Shari Kaminska, District I

Alan Coble, District II

David Evans, District III (Chairman)