

ELK COUNTY BOARD OF COMMISSIONERS

Approved Minutes  
November 24, 2025

If you would like to attend the meeting via zoom, go to:

<https://us02web.zoom.us/j/87140797685?pwd=F10zn19rtbnyYala21d7hO30uHugTZ.1>

select join meeting and enter meeting ID: 871 4079 7685 Password: 384188

Regularly Scheduled Meeting

1:00 p.m. - Call to Order

Pledge of Allegiance & Prayer

Minutes Approval – November 10, 2025

1:05 p.m. – Public Forum

1:10 p.m. – Department Reports

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

Old Business:

Real Estate @ 1285 Evergreen, Moline

PIO

New Business

2:00 p.m. –

Executive Session Non-Elected Personnel – Treasurer

Amazon Business Account

COLA Raise

Christmas Bonus

2025 Budget Amendments

Abatements:

Presentation of Claims

Other

Adjournment

Future Events:

Commissioner's Present:

Perry Russell, District I

Doug Hendricks, District II

Jake Liebau, District III

County Counselor: Paul Dean

County Clerk: Kerry Harrod

Others:

Don Sanders, Public Works

Gillian Beaumont, EMS Director

Erica Cordell, EM

Diane Cucar, Community Development

Malarie Chamberlain, Payroll Clerk

Jessica Kessler, Treas. Office Clerk

Manny Coya, Amazon

Todd Winscher, Rural Fire

Kelly Young, Undersheriff

Stephanie Ollenborger, ROD

Stefni Hebb, Deputy Clerk

Kristina Kraft, Deputy Treasurer

Rachel Ware, Treasurer

Call to Order

Chairman Hendricks called the regular meeting to order at 1:00 p.m. Commissioners Liebau and Russell were present as well as County Clerk Kerry Harrod and County Counselor Paul Dean.

Minutes' Approval

Commissioner Liebau moved and Commissioner Russell seconded the motion to approve the minutes of November 10, 2025, as presented. Motion carried 3-0. Commissioner Russell moved and Commissioner Liebau seconded the motion to approve November 13, 2025, canvass minutes as presented. Motion carried 2-0.

Emergency Management

Erica Cordell stated the Integrated Preparedness Planning Workshop and Jeopardy exercise were held on November 13, 2025. Ms. Cordell attended the Homeland Security Council in Chanute and a training held by the State regarding a couple of computer programs also held in Chanute. The SAMs have been renewed until November 13, 2026. This is a program the county must be current on to be eligible to receive grant funding.

### Community Development

Diane Cucar presented the county logo for the commissioners. Mrs. Cucar stated if any department heads would like business cards with the county logo on them to let her know. The plumbing at 300 N Main in Moline is almost finished. The PEC on 1285 Evergreen has come back for the site boundaries.

### Sheriff

Under Sheriff Kelly Young presented quotes on a new patrol vehicle. The white patrol vehicle has extensive damage and will cost more to repair than it is worth. The department would like to make a lease purchase on a 2026 Toyota for \$56,000. The department has been working with a dispatch center that is helping get new updated dispatch equipment in the office to make it more conducive for all the computers to run thoroughly. This will be paid for out of the 911 fund. The department has hired three new deputies and one new dispatcher.

### Treasurer

Rachel Ware stated she wanted to recognize the ladies in her office for getting 1<sup>st</sup> place in our region with a score of 99% on the quality assurance review from the State (KDOR) that was conducted. This is an audit of documents that are scanned in and sent to the State for all the title transactions done in the office. Mrs. Ware stated tax statements were mailed out Thursday. The computer installation started last week in the clerk's office. Mrs. Ware stated she is waiting for the deeds for the tax sale.

### County Counselor

Paul Dean requested an executive session for legal matters.

### County Clerk

Commissioner Liebau moved and Commissioner Russell seconded the motion to transfer \$200,000 to Employee Benefits from the Windfarm Fund. Motion carried 3-0. Commissioner Liebau moved and Commissioner Russell seconded the motion to transfer \$10,000 to the Health Department from the Windfarm Fund. Motion carried 3-0.

### Executive Session 1:21 p.m.

Commissioner Russell moved and Commissioner Liebau seconded the motion to recess into executive session to discuss non-elected personnel regarding employee review to include County Treasurer Rachel Ware and County Counselor Paul Dean not to return to open session until 1:23 p.m. Motion carried 3-0.

Back in session 1:23 p.m.

Action: Commissioner Russell moved and Commissioner Liebau seconded the motion to increase Jessica Kessler's hourly wage from \$15.38 to \$16.38 for a merit increase. Motion carried 3-0.

### Amazon Business Account

Manny Coya with Amazon presented to the commission how having a business account would save the county money and offer more vendors to purchase from. The commission agreed to open a business account with Amazon.

### COLA

Commissioner Liebau moved and Commissioner Russell seconded the motion to approve a 2.8% increase for 2026 effective on the January 2026 payroll. Motion carried 3-0.

### Christmas Bonus

Commissioner Liebau moved and Commissioner Russell seconded the motion to approve a \$100 bonus to full-time employees and a \$50 bonus to part-time employees. Motion carried 3-0.

### 2025 Budget Amendment

Commissioner Liebau moved and Commissioner Russell seconded the motion to publish the budget amendment notice in the Prairie Star and hold the budget amendment hearing on December 8, 2025, at 1:00 p.m. in the Commissioner's Room of the Courthouse. Motion carried 3-0.

### Executive Session 1:52 p.m.

Commissioner Liebau moved and Commissioner Russell seconded the motion to recess into an informational executive session to discuss a road with Public Works Supervisor Don Sanders and County Counselor Paul Dean present not to return to open session until 1:57 p.m. Motion carried 3-0.

Back in session 1:57 p.m.

No action taken.

### Warrants

Commissioner Russell moved and Commissioner Liebau seconded the motion to approve the warrants in the amount of \$83,023.49. Motion carried 3-0.

### Payroll

Commissioner Liebau moved and Commissioner Russell seconded the motion to approve the payroll in the amount of \$288,584.02. Motion carried 3-0.

### Adjournment

Commissioner Liebau moved and Commissioner Russell seconded the motion to adjourn at 2:13 p.m. Motion carried 3-0.

ATTEST:

\_\_\_\_\_  
Kerry E. Harrod  
Elk County Clerk

\_\_\_\_\_  
Perry Russell, District I

\_\_\_\_\_  
Doug Hendricks, District II(Chairman)

\_\_\_\_\_  
Jake Liebau, District III