

ELK COUNTY BOARD OF COMMISSIONERS
APPROVED MINUTES
September 11, 2023

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

<https://us02web.zoom.us/j/82183814843?pwd=MFIEbkdpOWJTb2VQZTViamlocmRZZz09>

select join meeting and enter meeting ID: 821 8381 4843 Password: 748301

1:00 p.m. – Neighborhood Revitalization Program Public Hearing

Regularly Scheduled Meeting

1:10 p.m. - Call to Order

Pledge of Allegiance & Prayer

Minutes Approval – Regular Meeting August 28, 2023

1:15 p.m. – Public Forum

1:20 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:

New Business

2:00 p.m. – Eagleview Mapping System-Appraiser’s Office

2:15 p.m. – Health Insurance - Bukaty Companies (Hailey)

2:45 p.m. – Executive Session Non-Elected Personnel - Appraiser

3:00 p.m. – Fence Viewing Request (Frost)

3:15 p.m. – Executive Session Non-Elected Personnel – Clerk

3:30 p.m. – County Policy Review

3:45 p.m. – Adopt Resolution and Statement of Assurances for CDBG – CVR Grant

4:00 p.m. - Adopt Neighborhood Revitalization Program

4:15 p.m. – BASE Grant – Adopt Resolution showing proof of Matching Funds

4:30 p.m. – Executive Session Non-Elected Personnel – Public Works

4:45 p.m. – Commission Discussion

Abatements:

Presentation of Claims

Other

Adjournment

Future Events: SEK County Officials Meeting will be September 14, 2023 at Columbus Kansas

Commissioners Present:

Perry Russell, District I

Doug Hendricks, District II

Jake Liebau, District III

County Clerk: Kerry Harrod

County Counselor: Paul Dean

Others:

Ken Mitchell, EMS

Shari Kaminska, Community Development

Chris Miller, Deputy Appraiser

Kandy Dowell, Health

Stefni Hebb, Deputy Clerk

Kristina Kraft, Deputy Treasurer

Kaye Spooner

Randy Dick

Jenifer Clatt, EMS

Jeremy McCully, Appraiser

Erica Cordell, EM

Don Sanders, Public Works

Malarie Chamberlain, Payroll Clerk

Cloe Zaman, Data Collector

Hailey Marple

Neighborhood Revitalization Program Public Hearing

Chairman Liebau called the Neighborhood Revitalization Program Public Hearing to order at 1:00 p.m. Shari Kaminska presented a handout pertaining to the program. The purpose of the NRP is to incentivize the improvement of existing structures and construction of new structures. The NRP is a declining tax rebate program with a minimum investment requirement of \$10,000. The applicant can not have any delinquent property taxes at the time of application or at any time during their enrollment in the program. It has a 3-year enrollment period which must be renewed by all participating entities. It requires a resolution by the governing body to implement. The County hopes to implement the program by October 1, 2023.

Chairman Liebau closed the NRP hearing at 1:10 p.m.

Call Meeting to Order

Chairman Liebau called the meeting of September 11, 2023 to order at 1:10 p.m. in the Commission Room of the Courthouse. Commissioners Hendricks, Liebau and Russell were present as well as County Clerk Kerry Harrod and County Counselor Paul Dean.

Minutes Approval

Commissioner Russell moved and Commissioner Hendricks seconded the motion to approve the minutes of August 28, 2023 as presented. Motion carried 3-0.

EMS

Ken Mitchell presented the department report for August. There were 19 total runs with total collections being \$16,749.17. Mr. Mitchell stated he will be taking the new ambulance to the State Fair tomorrow.

Appraiser

Jeremy McCully stated the Division of Property Valuation annual statistical and procedural compliance review for the 2023 appraisal year to determine substantial compliance within the county appraiser's office has been completed and Elk County has met all criteria and is determined to be in substantial compliance.

Emergency Management

Erica Cordell stated the monthly outdoor siren test had no issues. Elk County hosted this month's regional KEMA meeting and it was very well attended. Ms. Cordell will be attending the KEMA conference this week.

Public Works

Road

Don Sanders stated Kline Motor will be delivering the new truck in the middle of October 2023.

Maintenance

Mr. Sanders stated the generator is now tied into the Sheriff's Office. The other generator and old shop trucks will be listed on Purple Wave.

Register of Deeds

Stephanie Ollenborger presented the report for August 2023. They had a total of 61 instruments recorded and a total deposit of \$2,851.75.

Community Development

Shari Kaminska stated the E-Community meeting will be on September 13, 2023. The committee will be working on the youth entrepreneurship challenge. Ms. Kaminska will be attending a makerspace summit in Emporia on September 20, 2023. The KEDA Conference in Topeka will be September 26 & 27, 2023. The SCKEDD meeting will be in Wichita on September 28, 2023. Ms. Kaminska has a graphic design intern through Pittsburg State working 20 hours by zoom. The intern is paid through a grant at no cost to the County. They will be working on the Methodist Church project together.

Health

Kandy Dowell stated there are 8 new cases of COVID.

Resolution 23-09

Commissioner Hendricks moved and Commissioner Russell seconded the motion to adopt Resolution 23-09 for matching funds for the BASE Grant. Motion carried 3-0.

Eagleview Mapping System

Jeremy McCully presented paperwork on the Eagleview mapping system. This system will save Elk County \$19,000 annually if we fly with Chautauqua County and will cut field work down by 85%. The commission is in favor of this system. Mr. McCully will contact Chautauqua County to get more details on the cost.

Executive Session 1:50 p.m.

Commissioner Hendricks moved and Commissioner Russell seconded the motion to go into executive session to discuss non-elected personnel with Appraiser Jeremy McCully and County Counselor Paul Dean present not to return to open session until 2:00 p.m. Motion carried 3-0.

Back in session 2:00 p.m.

No action taken.

Fence Viewing Request - Frost

Chairman Liebau will discuss fence with landowner.

Sheriff

John Walker presented the report for August. Sheriff Walker would like to list the red patrol truck on Purple Wave.

Health Insurance – Bukaty Companies

Hailey Marple, Randy Dick with Bukaty Companies presented a handout on health insurance. They would like to submit on a quote for Elk County.

County Policy Review

The holiday (50.10) and bereavement (50.14) leave policies were discussed. Changes will be made to the holiday policy to read; if you are a full-time employee, any pay or time-off calculations regarding a holiday is made for your regularly scheduled work time hours. Changes will be made to the funeral leave policy to read; if you are a full-time

employee, you will be allowed paid time off for three days per year for bereavement leave. Changes will be made in the policy handbook and presented at the next meeting for review.

Resolution 23-10

Commissioner Hendricks moved and Commissioner Russell seconded the motion to adopt resolution 23-10 for the Elk County Neighborhood Revitalization Program. Motion carried 3-0.

Adopt Resolution and Statements of Assurances for CDBG-CVR Grant

Commissioner Hendricks moved and Commissioner Russell seconded the motion to adopt resolution 23-08 a resolution certifying legal authority to apply for the 2023 Kansas Small Cities Community Development Block Grant Program from the Kansas Department of Commerce and authorizing the commissioners to sign and submit such an application. Motion carried 3-0. Commissioner Russell moved and Commissioner Hendricks seconded the motion to adopt the Statements of Assurances for the CDBG-CVR Grant as presented to the Commission. Motion carried 3-0.

Executive Session 2:47 p.m.

Commissioner Russell moved and Commissioner Hendricks seconded the motion to go into executive session to discuss non-elected personnel with Sheriff John Walker and County Counselor Paul Dean present not to return to open session until 2:51 p.m. Motion carried 3-0.

Back in session 2:51 p.m.

No action taken.

Executive Session 2:53 p.m.

Commissioner Hendricks moved and Commissioner Russell seconded the motion to go into executive session to discuss non-elected personnel with County Clerk Kerry Harrod and County Counselor Paul Dean present not to return to open session until 2:58 p.m. Motion carried 3-0.

Back in session 2:58 p.m.

No action taken.

Executive Session 3:00 p.m.

Commissioner Russell moved and Commissioner Hendricks seconded the motion to go into executive session to discuss non-elected personnel with Public Works Supervisor Don Sanders and County Counselor Paul Dean present not return to open session until 3:10 p.m. Motion carried 3-0.

Back in session 3:10 p.m.

No action taken.

Commissioner Discussion

Discussion was had regarding the ownership of the Schaffer House Museum. There will be a second round of the TEFPI SEED Grant Program.

Warrants

Commissioner Hendricks moved and Commissioner Russell seconded the motion to approve the warrants in the amount of \$95,784.23. Motion carried 3-0.

Payroll

Commissioner Hendricks moved and Commissioner Russell seconded the motion to approve the payroll in the amount of \$232,022.96. Motion carried 3-0.

Adjournment

Commissioner Russell moved and Commissioner Hendricks seconded the motion to adjourn at 3:53 p.m. Motion carried 3-0.

ATTEST:

Kerry E. Harrod
Elk County Clerk

Perry Russell, District I

Doug Hendricks, District II

Jake Liebau, District