

ELK COUNTY BOARD OF COMMISSIONERS

Approved Minutes

January 29, 2024

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

<https://us02web.zoom.us/j/87908985853?pwd=Q1dTNDhYbUlnSG00ZXhOa1E4NTB5Zz09>

select join meeting and enter meeting ID: 879 0898 5853 Password: 887425

Regularly Scheduled Meeting

1:00 p.m. - Call to Order

Pledge of Allegiance & Prayer

Minutes Approval – January 8, 2024

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:

Policy Review Section 50 - Sick/Vacation Benefits

New Business

2:00 p.m. – Executive Session – Non-Elected Personnel

2:15 p.m. – Executive Session - Employee Evaluation

2:30 p.m. – Executive Session – Employee Evaluation

2:45 p.m. – Policy Review 50.02 – Administrative Leave

3:00 p.m. – Executive Session – Non-Elected Personnel

3:15 p.m. – Executive Session – Potential Purchase & Sale of Real Estate

3:30 p.m. – Executive Session – Non-Elected Personnel

3:45 p.m. – Commission Discussion

Abatements: PP24-005, RE24-006, RE24-007, OIL24-008, OIL24-009

Presentation of Claims

Other

Adjournment

Future Events:

Commissioners Present:

Perry Russell, District I

Doug Hendricks, District II

Jake Liebau, District III

County Clerk: Kerry Harrod

County Counselor: Paul Dean

Others:

Todd Winscher, Rural Fire

Don Sanders, Public Works

Chris Miller, Deputy Appraiser

Shari Kaminska, Community Development

Rachel Ware, Treasurer

Malarie Chamberlain, Payroll Clerk

Kaye Spooner

Ken Mitchell, EMS

Stephanie Ollenborger, Register of Deeds

Erica Cordell, EM

Kandy Dowell, Health

Stefni Hebb, Deputy Clerk

Kristina Kraft, Deputy Treasurer

Call to Order

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

Minutes Approval

Commissioner Hendricks moved and Commissioner Russell seconded the motion to approve the January 8, 2024 minutes as presented. Motion carried 3-0.

Public Forum

Kaye Spooner would like to set in on the poll workers training for the Presidential Preference Primary Election. County Clerk Kerry Harrod stated Ms. Spooner would be welcome to attend the training.

EMS

Ken Mitchell stated the department is in a 5-person schedule rotation now.

Appraiser

Chris Miller stated the department is ready to send out mailers on March 1, 2024. Postalocity will be mailing them out for \$2,304.03.

Emergency Management

Erica Cordell the first LEPC meeting of the year was January 18, 2024 and was well attended. The next LEPC meeting will be April 18, 2024.

Public Works

Road

Don Sanders presented reports. There were 70 tubes installed, 59 miles of continuous rock put down in year 2023. The new shop should be complete in 2 weeks. Discussion was had regarding tree removal at the intersection of Evergreen and Road 5. County Counselor Paul Dean will contact the land owner.

Noxious Weed

Mr. Sanders would like to purchase a F450 truck for the department.

Maintenance

Mr. Sanders stated there has been a lot of boiler testing being done.

Recycling

Mr. Sanders stated a load of paper and other recyclables was sent to International Paper this month.

Community Development

Shari Kaminska stated she attended the Community Block Grant Road Show in Chaunte last week. Ms. Kaminska will be attending the City Council meetings to let them know of the different grants that are available. Ms. Kaminska would like to pursue the Youth Job Training Grant for kids ages 12 to 19. This grant is a \$100,000 grant that requires 10% matching funds. The Youth Entrepreneurship Challenge will be February 28, 2024 at Elk Valley.

Rural Fire

Todd Winscher stated the Elk Falls shop is insulated but needs a new heater. Mr. Winscher has ordered a heater for the shop. There will be a Grain Bin Rescue Class March 9, 2024 at the Cox Building from 8:00 a.m. to 5:00 p.m. lunch will be provided. There will be a grass fire course on March 16, 2024 instructed by Darren Roe Atlanta Fire Chief.

County Clerk

Commissioner Russell moved and Commissioner Hendricks seconded the motion to hold the PPP Election canvass on March 27, 2024 at 10:00 a.m. at the Courthouse. Motion carried 3-0.

Executive Session 2:11 p.m.

Commissioner Russell moved and Commissioner Hendricks seconded the motion to recess to executive session pursuant to attorney-client privilege with County Counselor Paul Dean present not to return to open session until 2:15 p.m. Motion carried 3-0.

Back in Session 2:15 p.m.

No action taken.

Executive Session 2:27 p.m.

Chairman Liebau moved and Commissioner Russell seconded the motion to recess to executive session pursuant to non-elected personnel matters to protect the privacy of non-elected personnel to include County Clerk Kerry Harrod, Public Works Supervisor Don Sanders, and County Counselor Paul Dean not to return to open session until 2:42 p.m. Motion carried 3-0.

Back in Session 2:27 p.m.

No action taken.

Executive Session 2:27 p.m.

Commissioner Russell moved and Commissioner Hendricks seconded the motion to recess to executive session pursuant to non-elected personnel matters to protect the privacy of non-elected personnel to include County Clerk Kerry Harrod, Public Works Supervisor Don Sanders, and County Counselor Paul Dean not to return to open session until 3:00 p.m. Motion carried 3-0.

Back in session 3:00 p.m.

No action taken.

Executive Session 3:01 p.m.

Commissioner Hendricks moved and Commissioner Russell seconded the motion to recess to executive session pursuant to employer-employee negotiations to discuss employee evaluation to include County Counselor Paul Dean and Public Works Supervisor Don Sanders not to return to open session until 3:11 p.m. Motion carried 3-0.

Back in session 3:11 p.m.

No action taken.

Executive Session 3:15 p.m.

Commissioner Russell moved and Commissioner Hendricks seconded the motion to recess to executive session pursuant to employer-employee negotiations to discuss employee evaluation to include County Counselor Paul Dean not to return to open session until 3:25 p.m. Motion carried 3-0.

Back in session 3:25 p.m.

Action: Commissioner Hendricks moved and Commissioner Russell seconded the motion to give Erica Cordell a merit raise from \$17.60hr to \$19.60hr starting on the February payroll. Motion carried 3-0.

Policy 50.02 Administration Leave

Commissioner Hendricks moved and Commissioner Russell seconded the motion to have the chairman of the board be the authoritarian on whether to close the courthouse during inclement weather or other emergencies or not.

Motion carried 3-0. When the courthouse is closed by the Chairman, employees will be paid their regular time.

Commissioner Hendricks moved and Commissioner Russell seconded the motion to approve the updated policy 50.02 on Administration Leave. Motion carried 3-0. Policy 50.02 will be updated in the employee handbook effective January 29, 2024.

Executive Session 3:45 p.m.

Commissioner Hendricks moved and Commissioner Russell seconded the motion to recess into executive session for 5-minutes for non-elected personnel to discuss wages to include Public Works Supervisor Don Sanders and County Counselor Paul Dean not to return to open session until 3:50 p.m. Motion carried 3-0.

Back in session 3:50 p.m.

Action: Commissioner Hendricks moved and Commissioner Russell seconded the motion to give Charles Connely a merit raise from \$15.01hr to \$15.46hr. Motion carried 3-0.

Executive Session 3:52 p.m.

Commissioner Hendricks moved and Commissioner Russell seconded the motion to recess into executive session for preliminary discussion of acquisition of real estate to discuss potential purchase of real estate to include Shari Kaminska and County Counselor Paul Dean not to return to open session until 4:07 p.m. Motion carried 3-0.

Back in session 4:07 p.m.

No action taken.

Executive Session 4:10 p.m.

Commissioner Russell moved and Commissioner Hendricks seconded the motion to recess into executive session for employer-employee negotiations to discuss wages to include Ken Mitchell and County Counselor Paul Dean not to return to open session until 4:15 p.m. Motion carried 3-0.

Back in session 4:15 p.m.

No action taken.

Abatements

Commissioner Hendricks moved and Commissioner Russell seconded the motion to approve abatements PP24-005, RE24-006, RE24-007, OIL24-008, OIL24-009 as presented. Motion carried 3-0.

Warrants

Commissioner Hendricks moved and Commissioner Russell seconded the motion to approve the warrants in the amount of \$123,374.95. Motion carried 3-0.

Payroll

Commissioner Hendricks moved and Commissioner Russell seconded the motion to approve the January payroll in the amount of \$277,779.21. Motion carried 3-0.

Adjournment

Commissioner Russell moved and Commissioner Hendricks seconded the motion to adjourn at 4:27 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)