

ELK COUNTY BOARD OF COMMISSIONERS

Approved Minutes

April 29, 2024

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

<https://us02web.zoom.us/j/82042592746?pwd=WGgwTXJJdDk4elgyNFVKSW1xOGZ3UT09>

select join meeting and enter meeting ID: 820 4259 2746 Password: 746586

Regularly Scheduled Meeting

1:00 p.m. - Call to Order

Pledge of Allegiance & Prayer

Minutes Approval – April 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:

Real Estate @ 1285 Evergreen, Moline

Real Estate Purchase Agreement for Moline UMC

Property on Dove Road, Moline

New Business

2:00 p.m. – Annual Review for Solid Waste Plan – Erica

2:15 p.m. – Fence @ Road 27 & Limestone

2:30 p.m. – Courthouse HVAC/Windows/Electric-Community Building Solutions - Tyler

3:00 p.m. – Extension of Road 4 – Phillips

3:15 p.m. - Boundary and topo surveys for 1285 Evergreen

3:30 p.m. – Fence View Request Cannon/SKM Ag Land LLC

3:45 p.m. – Howard City PILOT Resolution

4:00 p.m. – Site Lease Agreement for Radio Tower Project

4:15 p.m. – Commission Discussion

Abatements: PP24-013, OIL24-015, OIL24-016

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:

Kandy Dowell, Health

Ken Mitchell, EMS

Don Sanders, Public Works

Rachel Ware, Treasurer

Stefni Hebb, Deputy Clerk

Nick Miller, Noxious Weed

Kaye Spooner

Jacob Hurla

Stephanie Ollenborger, ROD

Shari Kaminska, Community Development

Erica Cordell, EM

Malarie Chamberlain, Payroll Clerk

Chris Miller, Deputy Appraiser

Kristina Kraft, Deputy Treasurer

Tyler Garst

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 April 8, 2024 minutes as presented. Motion carried 3-0.

EMS

Ken Mitchell stated the generator failed to start automatically when power was lost. It did start manually but every time a power surge came through it had to be restarted manually. Chris Carlson has been contacted to repair the

generator. Mr. Mitchell would like the Road Department to put some gravel under the dumpster to keep it from being blown into the Health Department's trailer. Don Sanders will have a gravel pad made for the dumpster. Mr. Mitchell stated all the licenses have been renewed for 2024.

#### Emergency Management

Erica Cordell stated the Grenola siren parts will be installed soon and should cost \$1500.00. Commissioner Hendricks moved and Commissioner Russell seconded the motion to adopt resolution 24-02 which is a resolution providing for a state of local disaster emergency for Elk County. Motion carried 3-0.

#### Health

Kandy Dowell presented an office space sharing agreement with 4-County.

#### Public Works

##### Road

Don Sanders stated the phone call has been made to FEMA. The RS roads and any brush removal is not covered by FEMA. Mr. Sanders said we did have some damage. Only six tubes that were impassible and one bridge washed out. Mr. Sanders said 1/3 of the work is already complete. Mr. Sanders recommendation is to not file for FEMA.

##### Maintenance

Commissioner Hendricks moved and Commissioner Russell seconded the motion to hire Eric Watts at \$17.50 an hour for the maintenance position. Motion carried 3-0.

#### Register of Deeds

Stephanie Ollenborger presented the report for March 2024. They had a total of 45 instruments recorded and a total deposit of \$2,160.50.

#### Community Development

Shari Kaminska stated the sump pumps did not work in the basement at the United Methodist Church in Moline and there is water in the basement. Ms. Kaminska presented the resolution for matching funds for the BASE Grant. Commissioner Hendricks moved and Commissioner Russell seconded the motion to adopt Resolution 24-03 for matching funds for the BASE Grant. Motion carried 3-0.

#### Real Estate Purchase Agreement for Moline UMC

Commissioner Hendricks moved and Commissioner Russell seconded the motion to approve the Real Estate Purchase Agreement between Great Plains Annual Conference of the United Methodist Church and Elk County for one ceremonial dollar. Motion carried 3-0.

#### Rural Fire

Don Sanders stated the generator for the courthouse did not work. Chris Carlson will fix it.

#### Treasurer

Rachel Ware made the request for a non-elected personnel executive session. Mrs. Ware asked County Counselor Paul Dean what the status was on the tax sale.

#### County Clerk

Kerry Harrod stated she will be out of the office the rest of the week for the KCCEOA Conference.

#### Real Estate @ 1285 Evergreen

Discussion was had regarding the clearing of trees. The County will take bids for the clearing of trees and brush within the perimeter of the property.

#### Property on Dove Road

Discussion was had regarding taking sealed bids with the chance to increase bid if you are present at the meeting. County Counselor Paul Dean will prepare the paperwork.

#### Executive Session 2:11 p.m.

Commissioner Hendricks moved and Commissioner Russell seconded the motion to recess into executive session for non-elected personnel to discuss wages with County Counselor Paul Dean and County Treasurer Rachel Ware not to return to open session until 2:13 p.m. Motion carried 3-0.

Back in session 2:13 p.m.

Action: Commissioner Russell moved and Commissioner Hendricks seconded the motion to hire Traci Swanwick at \$14.00 an hour in the Treasurer's Office. Motion carried 3-0.

#### Annual Review for Solid Waste Plan

Commissioner Russell moved and Commissioner Hendricks seconded the motion to approve the 2024 Solid Waste Plan for Elk County. Motion carried 3-0.

#### Fence @ Road 27 & Limestone

County Counselor Paul Dean sent letter to landowner April 5, 2024 regarding boundary line.

#### Courthouse HVAC/Windows/Electric- Community Building Solutions

Tyler Garst and Jacob Hurla presented a preliminary engineering audit for the updating of the courthouse's HVAC, windows and electric.

Recess 3:30 p.m.

Commissioner Russell moved and Commissioner Hendricks seconded the motion to recess for 5-minutes not to return to open session until 3:35 p.m. Motion carried 3-0.

Boundary and Topo Surveys for 1285 Evergreen

Shari Kaminska presented a proposal for a boundary and topo survey from Cornerstone Regional Survey LLC in the amount of \$4,800. Ms. Kaminska presented a proposal for site planning from MKEC Engineering Services in the amount to \$7,000 plus costs with 3 options. Ms. Kaminska will get another proposal on surveys.

Fence View Request Cannon/SKM Ag Land LLC

Commissioner Hendricks moved and Commissioner Russell seconded the motion to have a fence viewing on May 20, 2024 at 10:00 a.m. meeting on Road 27 between Limestone and Native. Motion carried 3-0.

Howard City PILOT Resolution

The new Howard City PILOT Resolution was presented.

Site Lease Agreement for Radio Tower Project

Commissioner Hendricks moved and Commissioner Russell seconded the motion to approve the Site Lease Agreement between Public Wholesale Water Supply District #23 and Elk County. Motion carried 3-0.

Abatements

Commissioner Hendricks moved and Commissioner Russell seconded the motion to approve abatements PP24-013, OIL24-015 and OIL24-016. Motion carried 3-0.

Warrants

Commissioner Russell moved and Commissioner Hendricks seconded the motion to approve the warrants in the amount of \$296,939.62. Motion carried 3-0.

Payroll

Commissioner Russell moved and Commissioner Hendricks seconded the motion to approve the payroll in the amount of \$262,895.53. Motion carried 3-0.

Executive Session 4:43 p.m.

Commissioner Hendricks moved and Commissioner Russell seconded the motion to recess to executive session for attorney-client privilege to discuss legal matters with County Counselor Paul Dean not to return to open session until 4:53 p.m. Motion carried 3-0.

Back in session 4:53p.m.

No action taken.

Adjournment

Commissioner Russell moved and Commissioner Hendricks seconded the motion to adjourn at 4:54 p.m. Motion carried 3-0.

ATTEST:

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Kerry E. Harrod  
Elk County Clerk

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Perry Russell, District I

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Doug Hendricks, District II

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Jake Liebau, District III (Chairman)