

ELK COUNTY BOARD OF COMMISSIONERS

Approved Minutes

May 13, 2024

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

<https://us02web.zoom.us/j/83666432403?pwd=R2xxUIJWSzVlOWphSzMwRzFPMnFJQT09>

select join meeting and enter meeting ID: 836 6643 2403 Password: 807115

Regularly Scheduled Meeting

1:00 p.m. - Call to Order

Pledge of Allegiance & Prayer

Minutes Approval – April 29, 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

Property on Dove Road, Moline

New Business

2:00 p.m. – Courthouse HVAC/Windows/Electric – Community Building Solutions – Tyler

2:30 p.m. – Executive Session Non-Elected Personnel - EMS

2:45 p.m. – Boundary and Topo Surveys for 1285 Evergreen

3:00 p.m. – Quote for Site Planning for Industrial Park 1285 Evergreen

3:15 p.m. – Sealed Bids for House 1285 Evergreen

3:30 p.m. – Resolution Matching Funds for Certified Sites Program Grant

3:45 p.m. – Commission Discussion

Abatements:

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

Chris Miller, Deputy Appraiser

Don Sanders, Public Works

Stefni Hebb, Deputy Clerk

Kandy Dowell, Health

Kaye Spooner

Tyler Garst

Erica Cordell, EM

Kristina Kraft, Deputy Treasurer

Shari Kaminska, Community Development

Stephanie Ollenborger, ROD

Ken Mitchell, EMS

Jacob Hurla

Call to Order

Chairman Liebau called the regular meeting to order at 1:00 p.m. Commissioner Hendricks and Commissioner 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 29, 2024 minutes as presented. Motion carried 3-0.

Public Forum

Kaye Spooner gave updates on what is happening in the United States regarding elections.

Public Works

Road

Don Sanders presented 2-week reports. Mr. Sanders would like to have a CDL Contract for Elk County in place.

Maintenance

Work will be done on the sewer lines going upstairs in the courthouse. The work should be completed by the end of June.

Emergency Management

Erica Cordell stated she attended the Red Cross Shelter training with Kandy Dowell and Kristy Hanks on May 2, 2024. They have started a working group to create a more localized planning guide for the different locations in the county. Ms. Cordell attended the Emergency Operations Center/Incident Command System Interface Course in Fredonia on May 9, 2024. Ms. Cordell hosted the Street-Smart Search and Rescue Training course in Moline on May 11, 2024. The County would like to thank Chanutte Task Force 4 and Task Force 5, Midwest Search and Rescue, Howard State Bank for providing the lunch and Swinging Bridge Café for preparing the food. The training was funded through a Homeland Security Council Grant.

Rural Fire

Todd Winscher stated the Street-Smart Training on May 11, 2024 was a success. Mr. Winscher would like to thank the Swinging Bridge Café and the Howard State Bank.

Register of Deeds

Stephanie Ollenborger presented the report for April 2024. They had a total of 67 instruments recorded and a total deposit of \$3,770.75.

County Clerk

Kerry Harrod would like to thank the maintenance department for installing the election equipment cage.

Community Development

Shari Kaminska stated the deed for the Moline Methodist Church has been filed with the Register of Deeds. The gutters have been cleaned out and some roof repair has been done to the church. The sump pumps need to be replaced and carpet needs to be ripped out. Ms. Kaminska stated she is working on preliminary plans to have a lemonade day in Elk County. It is a program funded partly by Network of Kansas. The program is to encourage kids to put up lemonade stands to learn entrepreneurship skills.

EMS

Ken Mitchell presented the report for April. There were 23 total runs with total collections being \$8,535.43. Mr. Mitchell stated he will need to be replaced as Deputy Coroner when he retires in July.

Courthouse HVAC/Windows/Electric – Community Building Solutions

Jacob Hurla presented a preliminary engineering audit to the Commission. Mr. Hurla's overview of agenda was project goal and objectives, HVAC systems, building envelope, lighting systems, financial overview and project timeline.

Executive Session 2:41 p.m.

Commissioner Russell moved and Commissioner Hendricks seconded the motion to recess into executive session for non-elected personnel to discuss employee reviews with Ken Mitchell 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.

Action: Commissioner Hendricks moved and Commissioner Russell seconded the motion to give Kimberly Dupuis a merit increase from \$14.14hr to \$14.64hr. Motion carried 3-0. Commissioner Hendricks moved and Commissioner Russell seconded the motion to give Jenifer Clatt a merit increase from \$15.03hr to \$15.53hr. Motion carried 3-0.

Boundary & Topo Surveys

Shari Kaminska presented quotes from Cornerstone for \$4,800 and Smith & Oaks for \$8,900. Commissioner Hendricks moved and Commissioner Russell seconded the motion to go with Cornerstone Regional Surveying in the amount of \$4,800 for the boundary and topo survey at 1285 Evergreen. Motion carried 3-0.

Quote for Site Planning for Industrial Park 1285 Evergreen

Shari Kaminska presented from MKEC for \$7,000 plus additional expenses. Commissioner Hendricks moved and Commissioner Russell seconded the motion to hire MKEC Engineering Services for the civil engineering master planning for the Industrial Park in the amount of \$7,000 plus additional expenses. Motion carried 3-0.

Invitation to Bid

Shari Kaminska presented an invitation to bid for clearing at 1285 Evergreen, Moline. Ms. Kaminska will publish the invitation to bid.

Executive Session 2:22 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 present not to return to open session until 2:27 p.m. Motion carried 3-0.

Back in session 2:27 p.m.

No action taken.

Sealed Bids for House at 1285 Evergreen

Paul Dean will prepare a publication for sealed bids.

Warrants

Commissioner Russell moved and Commissioner Hendricks seconded the motion to pay the warrants in the amount of \$140,593.20. Motion carried 3-0.

Resolution Matching Funds for Certified Sites Program Grant

Commissioner Russell moved and Commissioner Hendricks seconded the motion to approve Resolution 24-04 for matching funds for Certified Sites Program Grant. Motion carried 3-0.

Adjournment

Commissioner Russell moved and Commissioner Hendricks seconded the motion to adjourn at 3:10 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)