

ELK COUNTY BOARD OF COMMISSIONERS
Approved Minutes
March 10, 2025

If you would like to attend the meeting via zoom, go to:
<https://us02web.zoom.us/j/84686626621?pwd=YFKb4l5Yf223uuvuwlmDXfAHZoOYB6.1>
select join meeting and enter meeting ID: 846 8662 6621 Password: 376718

Regularly Scheduled Meeting
1:00 p.m. - Call to Order
Pledge of Allegiance & Prayer
Minutes Approval – Regular Meeting Minutes of February 24, 2025

Public Forum
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
Adjustable Hiring Tool/Wage Scale

New Business
2:00 p.m.
Twin Valley – Tammy Taylor
Four Co Mental Health Building Projects – Greg Hennen
Community Building Solutions – Tyler Garst
Executive Session Security - Commission
Executive Session Non-Elected Personnel – EMS
Executive Session Non-Elected Personnel – Road
Executive Session Non-Elected Personnel – Commission
Executive Session – Commission Legal

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 Counselor: Paul Dean
Register of Deeds: Stephanie Ollenborger

Others:
Kaye Spooner
Erica Cordell, EM
Chris Miller, Deputy Appraiser
Don Sanders, Public Works
Kandy Dowell, Health
Tammy Taylor, Twin Valley
Jacob Hurla, Com. Bldg. Sol.
Kristina Kraft, Deputy Treasurer
Gillian Beaumont, EMS Director
Todd Winscher, Rural Fire
Rachel Ware, Treasurer
Greg Hennen, Four County
Diane Cucar, Community Dev.
Tyler Garst, Com. Bldg. Sol.
Malarie Chamberlain, Payroll Clerk
Rachel Adams

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 Stephanie Ollenborger, representing County Clerk, and County Counselor Paul Dean.

Minutes Approval
Commissioner Liebau moved and Commissioner Russell seconded the motion to approve the regular meeting minutes of February 24, 2025, as presented. Motion carried 3-0.

Public Forum
No public spoke at this time.

EMS

Gillian Beaumont turned in the Monthly reports for December, 2024 for \$1,768.58, and the January, 2025 report for \$1,286.37. She said they are still waiting on some insurance returns.

Appraiser

Chris Miller, Deputy Appraiser, had a new Neighborhood Revitalization Program to present.

Emergency Management

Erica reported that on Feb. 25th, she attended the Healthcare Coalition Meeting in Chanute. She also stated that she picked up her Jeep from Parks Motors, but it still had issues and she had to take it back. They fixed it and it is running better now. Elk County participated in the Statewide siren test, and all of the sirens passed. On March 5th, she held the Annual Storm Spotters Workshop. She also hosted the KEMA meeting here on the 6th. She stated that the City of Longton is under a boil water advisory through the KDHE, because the water tower was emptied, due to a house fire. She also stated, that on the 8th, she became a Kansas Certified Emergency Manager.

Public Works

Don Sanders presented the Annual Noxious Weed Ratification Progress Report from 2024, with a total of \$268,000 in Revenue, and \$251,000 in Expenditures. Don also presented the 2025 Weed Management Plan. Commissioner Russell made a motion to approve the 2025 Weed Management Plan, and Commissioner Liebau seconded, motion carried 3-0. Commissioner Russell made a motion to approve the Annual Noxious Weed Ratification Progress Report, Commissioner Liebau seconded, and motion passed 3-0.

Rural Fire

Todd Winscher asked the Commissioners to place a Burn Ban on the County, starting Wednesday, March 12. He stated that the National Weather Service advised not to burn. Erica Cordell, EM, stated that this is a Red Flag Warning week, and other counties are placing burn bans on as well. Commissioner Liebau made the motion to put a Burn Ban on, starting Wednesday, March 12 until further notice, Commissioner Russell seconded, Motion passed 2-1, with Commissioner Hendricks opposing.

Treasurer

Rachel Ware presented the Advantage Contract to be renewed. Monies will be added to our contract for service. Commissioner Liebau made a motion to approve the Advantage Contract be renewed, and Commissioner Russell seconded, motion carried 3-0. She said the computers in the courthouse need to be replaced, because of the new Windows 11 programming in October, our computers will be outdated. She wondered if a County Equipment Fund should be set up for keeping technology updated. The Appraisers office stated they buy a new computer every couple of years to keep theirs new and not have such a big expense all at once. Rachel said the computers are not functioning in her office, and she feels it would help to get new computers. Advantage gave us quotes of about \$5,000 a department for new computers. Commissioners suggested that each department should have an equipment reserve fund and plan on putting money in those funds for computers, or equipment needed. The new computers will be discussed at a later time. Rachel also discussed the importance of turning in detailed receipts to the Clerks, for conferences and classes, with the dates, meeting names, and location, on the receipts. And some kind of a printout of subscriptions, and online purchases. Kandy asked if handwritten fuel receipts were ok? Rachel said yes.

County Counselor

Paul Dean asked for a 5 minute Executive Session later.

Community Development

Diane stated they had the Youth Entrepreneurship Challenge on March 5th. The winners will go to K-State to possibly win more prize money. Diane will be getting with SCKEDD in the future. Also, she is going to a Rural Prosperity Workshop with the Elk County Community Foundation. She said there is a quarterly report for the Industrial Park coming up, that she will have Shari Kaminska help her with.

Health

Kandy Dowell presented her annual KDHE Grant Application for the Commissioners to sign, for the State Formula, IAP, and PHEP grants in the amount of \$22,896.48. Commissioner Russell made a motion to approve, Commissioner Liebau seconded, motion carried 3-0.

Real Estate @ 1285 Evergreen, Moline

Perry hasn't heard any updates on the cleanup on the property.

Adjustable Hiring Tool/Wage Scale

Will discuss later.

Four County Mental Health Projects

Greg Hennen with Four County Mental Health was present. He stated that they checked into the Family Dollar building on the highway, instead of building a new building. And the owners of that property had no interest in selling the property at this time. So, Four County would be interested in the Community Development Block Grant to help build a building over by the Health Department. He said they would need information on the demographics for the population of the area they are serving, and how the community would be impacted. That study would have to be done within the next 3 or 4 months. SKCEDD will be the contact for Four County to get help with the grant, and Diane Cucar, Com. Dev., has the contact numbers for that information.

Twin Valley

Tammy Taylor with Twin Valley stated she would like to propose a new phone system for the county. It would be a Voice Over Internet phone system, for a proposed amount of \$946.00 monthly fee, for 43 phones, with warranties.

She would like to dig into our current phone system that we have, and save us about \$500 a month. Commission would like Rachel Ware to work with Tammy to figure out the current phone lines. Commissioners asked if we had a contract with Advantage for our current phone system. Rachel will check into it.

Executive Session 1:44 p.m.

Commissioner Russell moved and Commissioner Liebau seconded the motion to recess into Executive Session for 10 minutes for EMS with Gillian Beaumont and Paul Dean present, not to return to open session until 1:54 p.m. Motion carried 3-0.

Back in session 1:54 p.m.
No Action taken.

Executive Session 1:57 p.m.

Commissioner Russell moved and Commissioner Liebau seconded the motion to recess into Executive Session for 5 minutes to discuss Courthouse Security with Paul Dean present, not to return to open session until 2:02 p.m. Motion carried 3-0.

Back in session 2:02 p.m.
No Action taken.

Executive Session 2:04 p.m.

Commissioner Russell moved and Commissioner Liebau seconded the motion to recess into Executive Session for 5 minutes to discuss Non-elected Personnel for Public Works, with County Counselor Paul Dean, Don Sanders, and Malarie Chamberlain not to return to open session until 2:09 p.m. Motion carried 3-0.

Back in Session 2:09 p.m.
No Action taken.

Executive Session 2:10 p.m.

Commissioner Russell moved and Commissioner Liebau seconded the motion to recess into Executive Session for 5 minutes to discuss Legal with County Counselor, Paul Dean 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 2:16 p.m.

Commissioner Liebau moved and Commissioner Russell seconded the motion to recess into Executive Session for 20 minutes to discuss Non-elected personnel with Paul Dean. Not to return to open session until 2:36 p.m. Motion carried 3-0. Motion was rescinded and Executive Session will be done at a later time in the meeting.

Community Building Solutions

Jacob Hurla and Tyler Garst were here with Community Building Solutions to discuss the Courthouse improvements. They presented the final project summary with pricing, and need approval to move forward with the project. They have been working with the Kansas State Preservation office to be able to transfer 40% tax credit to the county for the project, after it is completed. The new HVAC was explained in detail. Customer training is included, and a 1 year workmanship for the HVAC units, with a 10 year compressor warranty included. There will be a major electric upgrade done. They will do the electric work on a Friday, and will let us know a couple weeks ahead before they do it. The boiler system will stay in the building, but will be drained and unhooked. New LED lighting will be installed, and Everygy has incentives for this project. All lights come with a 5 year manufacturer's warranty. Dean Norris, Inc. and Funk Electric are the 2 contractors for the electric project. And for the professional design services it will be VUE Engineering. The guaranteed no change order costs will be a total of \$757,596. The State Historic Preservation Office will be transferring a 40% tax credit of \$303,038 after completion, with a cash value of approximately \$272,735. The tax credits will have to be sold after completion of the project, in order to get the money for them. The electrical quotes were significantly higher because of added HVAC units, and the electrical was more involved than expected. The lighting will be \$21,399 minus the Everygy incentives of \$6,470, so lighting will be \$14,930. Everygy pays the incentives to Community Building Solutions. So total cost of projects will be just under \$500,000. Community Building Solutions does provide financing. The Commission would like to check into local banks for financing. After project approval, it will take 2 to 3 months to get started, with an installation time of about 10 weeks. They will work on Fridays and after hour times. Community Building Solutions will talk to the local banks for financing first. The windows will be done at a later time in a separate project. It was noted that for the sake of the safety of the building on the electricity, for example, that this project needs to be done to protect employees and citizens doing business here. Motion was made by Commissioner Liebau, and seconded by Commissioner Russell to move forward with the approval of using Community Building Solutions on this project, and to find financing to redo the electric, lighting, and heat and air in the amount of \$772,526, contingent upon a final review of the Construction agreement. Motion passed 3-0.

Executive Session 2:55 p.m.

Commissioner Liebau made a motion, and Commissioner Russell seconded to recess into an Executive Session for 10 minutes to discuss Legal with County Counselor Paul Dean. Motion carried 3-0.

Back in session 3:05 p.m.
No Action taken.

Executive Session 3:06 p.m.

Commissioner Liebau made a motion, and Commissioner Russell seconded to recess into an Executive Session for 20 minutes to discuss Non-elected personnel, with County Counselor Paul Dean. Motion carried 3-0.

Back in Session 3:26 p.m.

The wage scale was reviewed, and Commissioner Russell has a wage scale that will be put in a professional form to approve at the next meeting. This will be on the agenda as old business for next meeting.

Commissioner Discussion

The Bank of Commerce will be doing the Neighborhood Revitalization Program to build out on the highway at the old Paul Bocquin property.

Diane Cucar, Community Development, will check into the tax credits on the building improvements, on how to sell them.

Warrants

Commissioner Russell made a motion, and Commissioner Liebau seconded the motion to approve the warrants in the amount of \$128,163.37. Motion carried 3-0.

Payroll

Commissioner Russell made a motion and Commissioner Liebau seconded the motion to approve the payroll in the amount of \$281,388.35. Motion carried 3-0.

Commissioner Russell made a motion and Commissioner Liebau seconded the motion to approve the Added Payroll in the amount of \$430.60. Motion carried 3-0.

Resolution 25-03

Commissioner Liebau made a motion, and Commissioner Russell seconded a motion to approve Resolution 25-03, authorizing the Lease Purchase and Financing through Howard State Bank for a new 2024 Dodge Durango for a total sale amount of \$49,349.64, with Elk County paying a down payment of \$12,223.90, leaving a net due of \$37,125.74 for the lease amount. Vehicle is for Emergency Management. Motion carried 3-0.

Adjourn

Commissioner Liebau made a motion, and Commissioner Russell seconded the motion to adjourn the meeting at 3:41p.m. Motion carried 3-0.

ATTEST:

Kerry E. Harrod
Elk County Clerk

Perry Russell, District 1

Doug Hendricks, District II(Chairman)

Jake Liebau, District III