ELK COUNTY BOARD OF COMMISSIONERS
Approved Minutes
August 11, 2025

If you would like to attend the meeting via zoom, go to:
https://us02web.zoom.us/j/82402888121?pwd=d8EfjWwbdXIhlNszSsc6nELVqorn2Z.1
select join meeting and enter meeting ID: 824 0288 8121Password: 480538

Regularly Scheduled Meeting
1:00 p.m. - Call to Order
Pledge of Allegiance & Prayer
Minutes Approval – July 28, 2025
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

New Business
2:00 p.m. –
July Payment Request to Farmers Bank & Trust
2025 County Audit Engagement Letter
2027 County Budget Engagement Letter
Abatements: OIL25-011, OIL25-012, PP25-006, RE25-009
Presentation of Claims
Other
Adjournment
Future Events: Primary Election Canvas August 13, 2025 @ 10:00 a.m.

Commissioners Present:
Perry Russell, District I
Doug Hendricks, District II
Jake Liebau, District III

County Counselor: Paul Dean
County Clerk: Kerry Harrod

Others
Don Sanders, Public Works
Diane Cucar, Community Development
Chris Miller, Deputy Appraiser
Malarie Chamberlain, Payroll Clerk

Erica Cordell, EM
Stephanie Ollenborger, ROD
Stefni Hebb, Deputy Clerk
Kaye Spooner

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 County Clerk Kerry Harrod and County Counselor Paul Dean.

Minutes Approval
Commissioner Liebau moved and Commissioner Russell seconded the motion to approve the regular meeting minutes of July 28, 2025 as presented. Motion carried 3-0.

Public Forum
Chairman Hendricks requested a 20 minute executive session regarding legal issues with County Counselor Paul Dean and Public Works Supervisor Don Sanders.

Emergency Management
Erica Cordell stated on August 8th the county-wide monthly siren test was conducted with no issues. Ms. Cordell attended the monthly KEMA meeting in Crawford County on August 7, 2025. Ms. Cordell said there was one family displaced due to damages to their home from the July 30, 2025 storm. Ms. Cordell was able to facilitate assistance through Red Cross and the Elk County Community Foundation to help provide the family with housing support.

Public Works
Don Sanders stated they have been fixing washouts from the recent rains.

Register of Deeds
Stephanie Ollenborger presented the report for July 2025. They had a total of 39 instruments recorded and a total deposit of $1,395.25. Ms. Ollenborger stated there has been mold found on the canvass covered books in her office. Ms. Ollenborger has cleaned the books and has set up a dehumidifier.

Community Development
Diane Cucar stated she has been working on the site certification for 1285 Evergreen. Ms. Cucar will be attending some workshops for business development later this month.

County Clerk
Kerry Harrod stated the Southeast Kansas County Official District Meeting will be on September 4, 2025 in Franklin County.

RE @ 1285 Evergreen
The barn has been demolished.

July Payment Request to Farmers Bank & Trust
Commissioner Liebau moved and Commissioner Russell seconded the motion to approve the payment request in the amount of $269,917.00 for the courthouse project. Motion carried 3-0.

2025 County Audit Engagement Letter
Commissioner Liebau moved and Commissioner Russell seconded the motion to approve the 2025 County Audit Engagement Letter with Jarrad, Gilmore and Phillips. Motion carried 3-0.

2027 County Budget Engagement Letter
Commissioner Liebau moved and Commissioner Russell seconded the motion to approve the 2027 County Budget Engagement Letter with Jarrad, Gilmor and Phillips. Motion carried 3-0.

Executive Session 1:19 p.m.
Commissioner Russell moved and Commissioner Liebau seconded the motion to recess into executive session to discuss legal information with Diane Cucar and County Counselor Paul Dean present not to return to open session until 1:29 pm. Motion carried 3-0.

Back in session 1:29 pm.
No action taken.

Executive Session 1:30 p.m.
Commissioner Liebau moved and Commissioner Russell seconded the motion to recess into executive session to discuss legal issues with Don Sanders and County Counselor Paul Dean present not to return to open session until 1:50 pm. Motion carried 3-0.

Back in session 1:50 pm.
Action: Commissioner Russell moved and Commissioner Liebau seconded the motion to have County Counselor Paul Dean send a letter to WS Ranch regarding a gate removal on Road 19. Motion carried 3-0.

Bridge Replacement
Commissioner Liebau moved and Commissioner Russell seconded the motion to approve the contract for a bridge replacement project #2312845. Motion carried 3-0.

Abatements
Commissioner Russell moved and Commissioner Liebau seconded the motion to approve abatements OIL25-011, OIL25-012, PP25-006 and RE25-009. Motion carried 3-0.

Warrants
Commissioner Russell moved and Commissioner Liebau seconded the motion to approve the warrants in the amount of $111,573.27. Motion carried 3-0.

Payroll
Commissioner Russell moved and Commissioner Liebau seconded the motion to approve the payroll in the amount of $286,584.42. Motion carried 3-0.

Adjournment
Commissioner Russell moved and Commissioner Liebau seconded the motion to adjourn at 2:20 p.m. Motion carried 3-0.

ATTEST:

_____
Kerry E. Harrod
Elk County Clerk

_____
Perry Russell, District I

_____
Doug Hendricks, District II(Chairman)

_____
Jake Liebau, District III