



## Commissioner Meeting Minutes

**January 8, 2018 through December 31, 2018**

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## Commissioner Meeting Minutes

**January 8, 2018 through June 18, 2018**

~ First half of year archive. ~

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## January 8, 2018

The Mitchell County Commissioners met in formal session on Monday, January 8, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Jim Marshall and members Tom Claussen and Mike Cooper. Also present was Jason Rabe, Beloit City Manager, Chad Hallack, KDNS Radio, Terry Bailey, KSVV Radio, and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the December 29, 2017 meeting were approved as written on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

The commission passed the GAAP Resolution #1-18 on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. They also passed a transfer from the Election Fund to the Election Technology Fund in the amount of \$28,000 on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote.

A resolution was passed to make January Stalking Awareness Month on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. A proclamation was also passed making January National Slavery and Human Trafficking Awareness month on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

Mike Cooper made motion to approve the interlocal agreement between Mitchell County, the City of Beloit, and USD 273 for the Little Red Schoolhouse renovation and upkeep. Motion was seconded by Tom Claussen and carried by unanimous vote.

County Health Administrator Cortney Murrow requested, and was granted, a 5-minute executive session for non-elected personnel on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Session began at 9:05 and ended at 9:10 with no decisions made in executive session. It was announced that an RN will be hired for immunizations, etc. for the department. County Health is wanting a new vehicle. The commission advised looking into all-wheel drive vehicles. Ms. Murrow also discussed a possible generator to prevent any problems keeping vaccinations at the correct temperature.

Jesse Benedick, NCRPC, met with the commission to inform them of a Brownfield's project with the K-State Landscape Department for riverfront development in the City. These will include the walking/riding trails proposed by HEAL. Mr. Benedick was advising the commission that he may be asking for them to sign a waiver for soil testing near the Public Works Department.

County Clerk Chris Treaster requested, and was granted, a 20-minute executive session for non-elected personnel which was granted on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Payroll Clerk Kristi Vandaveer was requested to be in session. Session began at 9:45 and ended at 10:05 when it was extended 10-minutes on motion by Tom Claussen and seconded by Mike Cooper. Motion carried by unanimous vote. Session ended at 10:15 with no decisions made in executive session.

Mike Cooper made motion to make Tom Claussen Chairman of the Commission for 2018. Motion was seconded by Jim Marshall and carried by unanimous vote. Tom Claussen then made motion to make Mike Cooper Vice-Chair for 2018 which was seconded by Mike Cooper. Motion carried by unanimous vote.

The meeting was adjourned at 10:30 on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

\_\_\_\_\_ Jim Marshall, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

## January 16, 2018

The Mitchell County Commissioners met in formal session on Tuesday, January 16, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Jim Marshall and members Tom Claussen and Mike Cooper. Also present was Chad Hallack, KDNS Radio, and Terry Bailey, KVSV Radio.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the January 8, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

The following year-end transfers were made by Resolution on motion by Mike Cooper and seconded by Jim Marshall - \$43,576.04 from Employee Benefit Reserve to the General Fund; \$15,000 from MCO Fire to MCO Fire Special Equipment; \$17,000 from Solomon Rapids Fire to Solomon Rapids Fire Special Equipment; \$13,000 from Tipton Fire District to Tipton Fire Special Equipment. Motion carried by unanimous vote.

EMS Director Eric Hamel met with the commission and requested a 15-minute executive session for non-elected personnel which was granted on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Session began at 8:45 and ended at 9:00 with no decisions made in executive session.

Kent Miller provided a report on the prior years activities for the Mitchell County Convention and Tourism Committee.

Cortney Murrow, County Health Administrator, requested, and was granted, a 10-minute executive session for non-elected personnel on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Session began at 9:25 and ended at 9:25 when it was extended 5-minutes on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Session ended at 9:30 with no decisions made in executive session. The commission announced that Ms. Murrow was give a \$2,500 pay increase for 2018 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

The commission passed a Resolution to transfer \$200,000 from the General Fund to Courthouse Renovation on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

The meeting was adjourned at 10:00 on motion by Jim Marshall and seconded by Tom Claussen. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

## January 22, 2018

The Mitchell County Commissioners met in formal session on Monday, January 22, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Chad Hallack, KDNS Radio, Terry Bailey, KSVV Radio, Jason Rabe, Beloit City Manager, and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the January 16, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Public Works Director Dale Housh presented documents for the Federal Exchange Funds Program. It was uncertain what the rate of exchange was going to be. The commission approved the agreement on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

The following year-end transfers were made by Resolution on motion by Jim Marshall and seconded by Mike Cooper - \$20,000 from Reappraisal to Reappraisal Capital Outlay and \$30,000 from County Health to County Health Capital Outlay, Motion carried by unanimous vote.

A Webinar session was held to view the Attendance on Demand payroll system. Those attending the webinar were Karm Princ, Yvonne Melton, and Donna Schmitt along with the commission and Payroll Clerk Kristi Vandaveer. The commission will try to make a decision on the program in the next week or so.

The meeting was adjourned at 10:15 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

## January 29, 2018

The Mitchell County Commissioners met in formal session on Monday, January 29, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Terry Bailey, KVSV Radio, Jason Rabe, Beloit City Manager, and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the January 22, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Stan Deneke, Noxious Weed Director, met with the commission to have them approve and sign the annual report and annual plan which was done on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

Stephanie Simmons, Regional Health Foundation, met with the commission and presented the "Stop the Bleed" program. This program will help fund kits to be placed in county vehicles to stop serious bleeding injuries. They are equipped with special tourniquets, gauze, and gloves. The commission gave their approval to participate in the program.

Cortney Murrow and Hannah Wyman, County Health, informed the commission of Smith County's desire to become a partner in home-health with Mitchell County being the parent agency. Jewell County is doing this at present with Mitchell County. The commission approved the request pending Smith County's desire to participate, to be the parent agency for both Jewell and Smith Counties on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

The commission appointed Dwight Daniels to another term as the 12<sup>th</sup> Judicial District non-attorney representative to the nominating committee on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Mr. Daniels was contacted after the meeting and accepted the position.

Sheriff Tony Perez met with the commission to ask questions regarding the proposed payroll system. He was unable to attend the meeting last week.

The meeting was adjourned at 9:50 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_  
Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

## February 5, 2018

The Mitchell County Commissioners met in formal session on Monday, February 5, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and member Jim Marshall, Mike Cooper was absent. Also present was Chad Hallack, KDNS Radio, Jason Rabe, Beloit City Manager, and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the January 29, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Tom Claussen. Motion carried by unanimous vote.

Chairman Claussen stated that there would be a meeting regarding the Little Red Schoolhouse on February 14<sup>th</sup>.

Eric Hamel, EMS Director, met with the commission to discuss taking bids on a new ambulance unit. They are having issues with two of the current units and need to replace the one that is having the most problems. The commission advised Mr. Hamel to go ahead and get bids and to also get a bid on installing the box on a new motor unit. Mr. Hamel requested, and was granted, a 10-minute executive session for non-elected personnel on motion by Tom Claussen and seconded by Jim Marshall. Motion carried by unanimous vote. Session began at 10:00 and ended at 10:06 with no decisions made in executive session. Mr. Hamel then made the announcement that they would like to hire a couple more part-time EMT's to alleviate having to pay benefits for someone working over 1000 hours a year.

Jesse Benedick and Jason Rabe again discussed the Riverfront Development program. There will be an environmental study and also a study of possible contaminants in the soil if the project proceeds. The commission wanted to wait until Commissioner Cooper was present to sign any documents for the project.

The meeting was adjourned at 9:40 on motion by Jim Marshall and seconded by Tom Claussen. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk



## February 12, 2018

The Mitchell County Commissioners met in formal session on Monday, February 12, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Chad Hallack, KDNS Radio, Jason Rabe, Beloit City Manager, and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the February 5, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Public Works Supervisor Dale Housh and secretary Karm Princ met with the commission to discuss the donation of unused vacation to another employee. The commission was going to check into the issue and make a decision. Mr. Housh discussed a truck that was for sale at WT Repair for \$39,000. He thought he could find it at a lower cost elsewhere.

Eric Hamel, EMS Director, presented his regular monthly report.

Stan Deneke, Noxious Weed Director requested, and was granted a 5-minute executive session for non-elected personnel on motion by Mike Cooper and seconded by Jim Marshall. County Clerk was asked to remain in session. Motion carried by unanimous vote. Session began at 9:20 and ended at 9:25 with no decisions made in executive session. Mr. Deneke announced that his part-time employee, Cyndy McCullough, was going to receive a \$.50 per hour increase in pay.

The commission placed a call to Bob Bowden, who has replaced Jeff Jerome, on the Causeway Project. The commission and Road & Bridge Department received answers to ongoing concerns regarding the project and all hoped it could proceed as planned.

Mike Cooper made motion to purchase the Attendance on Demand payroll program. Jim Marshall seconded and the motion carried by unanimous vote.

The commission approved a proclamation declaring February as Teen Dating Violence Awareness Month on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

The meeting was adjourned at 10:40 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_  
Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**March 6, 2018**

The Mitchell County Commissioners met in formal session on Monday, March 6, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Terry Bailey, Jason Rabe, Beloit City Manager, Jason Schmitt, LMC, and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the February 20, 2018 meeting and waiver of the February 28<sup>th</sup> meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Public Works Supervisor Dale Housh requested, and was granted, a 5-minute executive session for trade secrets of a corporation on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. County Clerk was asked to remain in session. Session began at 8:34 and ended at 8:30 with no decisions made in executive session. Mr. Housh announced a new hire – Gib Hulett, who will be a truck driver. Mr. Housh also stated that the plans for the bridge replacement near Kirby Kisslinger's will be finished the end of the month.

Neighborhood Revitalization applications were approved for Carol Krier in the amount of \$49,792, Justin & Shelby Gengler \$214,000, and Linda Ludwig \$46,195 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

County Attorney Mark Noah requested a 5-minute executive session for pending litigation which was granted on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. Session began at 8:55 and ended at 9:00 with no decisions made in executive session.

Jeff Roberg, IT, discussed an Anti-Virus program for all Mitchell County Computers. After discussion it was decided on motion by Jim Marshall to enter into a 3-year contract with Malware Bytes at a cost of \$2,813 per year for 50 computers. Each additional computer will be \$56.28 additional cost. Mike Cooper seconded the motion and it carried by unanimous vote. Mr. Roberg also discussed his hours for the County and the time for the new Interpol program for Communications, Sheriff, and Police Department.

Heather Hartman, Community Development, discussed the Clay Center Business Expo to be held on March 15. The next strategic doing meeting will be March 28<sup>th</sup>. Mrs. Hartman has also applied for some clean-up grants to provide new trash containers in the area.

The meeting was adjourned at 9:56 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

The commissioners and County Clerk, along with Heather Hartman, attended the Multi-County meeting in Mankato, hosted by Jewell County. Sherry Koster, District Sanitarian, provided her yearly report. A representative from the Kansas Department of Commerce attended the meeting to discuss various programs available to County's including ROZ.

## March 12, 2018

The Mitchell County Commissioners met in formal session on Monday, March 12, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Terry Bailey, KVSV Radio, Jason Rabe, Beloit City Manager, Chad Hallack, KDNS Radio, and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the March 6, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Commissioner Claussen announced the formation of a Joint Task Force between Courtland, Ada, Tescott, Osborne County, MCO Fire District, and Tipton Fire District in case of a large fire. John Cary, Downs, will be the Chairman of the Task Force.

The commission received notice of the Farmway Credit Union Annual Meeting.

Eric Hamel, EMS Director, presented his regular monthly report. He also discussed the possible purchase of a new ambulance unit. The commission advised him to look at other options for refurbishing one of the old ambulances before they make a decision on the purchase.

Sheriff Tony Perez met with the commission and announced he will be purchasing a 2018 Chevy Tahoe to be used for transport and for the drug dog. He will trade in one of the pickups or the older Tahoe. After discussion about the need for a vehicle for a dog the commission approved the purchase of a 2018 Chevy Tahoe on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

The meeting was adjourned at 9:30 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

A Department Head Meeting was held to inform supervisory employees of the Attendance on Demand Payroll System. The commission stated that all employees, except Elected Officials and the Appraiser, will be required to clock in and out using the system regardless of exempt or non-exempt status. Each department provided a short overview of activities in their respective departments. Those attending the meeting were: Becky Snook, Eric Hamel, Jeff Roberg, Cortney Murrow, Clint Offutt, Karm Princ, Tami Eck, Rick Horn, Yvonne Melton, Donna Schmitt, Brian Streit, Heather Hartman, Melinda Latham, Dale Housh, Stan Deneke, and Tony Perez.

**March 19, 2018**

The Mitchell County Commissioners met in formal session on Monday, March 19, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and Mike Cooper. Jim Marshall was absent. Also present was Terry Bailey, KVSV Radio.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the March 19, 2018 meeting were approved as written on motion by Mike Cooper and seconded by Tom Claussen. Motion carried by unanimous vote.

Eric Hamel, EMS Director, stepped in long enough to inform the commissioners that Demars is willing to offer a \$10,000 trade-in for the old ambulance. Their asking price for the new ambulance will increase by the end of this month.

The commissioners received an invitation to Becky Davies' retirement reception from 2:00 to 4:00 on April 6<sup>th</sup>. Becky has been with the county for 27 years.

Becky Snook, Communications Director, asked for the commissioners' approval on a couple conferences she has coming up this year. These conferences are paid for by the 911 tax money. She will have an APCO International conference in Las Vegas in August, and she has applied for a \$500 scholarship to cover travel expenses. She will also volunteer 2 four-hour sessions at the conference which will give her \$100 to put towards expenses. In June she will be attending a National Emergency Number Association (NENA) conference in Nashville. The commissioners gave her their approval.

Cortney Murrow from County Health came in needing signatures for some state grants. She said she will be attending CLC training in Junction City the last week of April, which is funded by these grants. She also said she spoke with John at the hospital about purchasing a generator for the Health Dept. building. He suggested she speak to the hospital board about this.

At 9:30 a.m. Mike Cooper made a motion to adjourn the meeting. Motion was seconded by Tom Claussen. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

## March 26, 2018

The Mitchell County Commissioners met in formal session on Monday, March 26, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Terry Bailey, KVSV Radio, Jason Rabe, Beloit City Manager, Chad Hallack, KDNS Radio, and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the March 19, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

The commission voted 3-0 to remain members of the LEPG which has a cost to the County of \$1,500 per year.

Eric Hamel, EMS, discussed the purchase of a new ambulance. The commission asked him to check on a unit with a gas engine and to get back to them.

Neighborhood Revitalization Applications were approved for Judith Wendell in the amount of \$39,000 and Alvin & Debra Becker in the amount of \$144,696 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Dale Housh, Public Works, presented the commission with their Spill Prevention Plan, which the commission signed. Crews will be helping with repairs at the Little Red Schoolhouse. The bridge near the Kirby Kisslinger residence at 210 & P Rd will be started soon. Stuart Porter and Randy Stroede, Schwab-Eaton Engineers, presented the bridge inspection report to the commission. After review and discussion Mr. Porter suggested that the County develop a plan for future bridge replacements.

The commission placed a call to Bob Bowden, the representative working with Mitchell County on the Causeway Project. A request for an increase not to exceed \$24,000 from the County was requested. The commission decided to accept this offer and proceed with the project, which is slated to begin in August of this year.

The meeting was adjourned at 10:40 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

## April 2, 2018

The Mitchell County Commissioners met in formal session on Monday, April 2, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Terry Bailey, KVSV Radio, Jason Rabe, Beloit City Manager, Chad Hallack, KDNS Radio, and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the March 26, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

CASA volunteers Kim Springer, Julie Snavely, Barbara McGrath, Beth Milbers, and John Cashatt met with the commission to request that they proclaim April as Child Abuse Prevention Month, which the commission did on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Eric Hamel, EMS, discussed the purchase of a new ambulance. After discussion the commission authorized the purchase of a 2018 Ford F-50 Shoreline in the amount of \$172,155 which includes the trade-in allowance of \$10,000 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Cortney Murrow, County Health Director, brought a proposal for a 2015 Nissan Rogue from Becker Autos in the amount of \$16,530 with an extended warranty which the commission approved on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. The Taurus will be traded for this vehicle.

A Neighborhood Revitalization Application was approved for Jake & Andrea Sloan in the amount of \$160,000 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Chad Lorenz met with the commission joined by Jason Rabe, Beloit City Manager to discuss signage for frequently used roads by bicyclists. The City is preparing to place signs around the community regarding bicyclists and the commission agreed that it might bring more awareness to drivers on County Roads to be aware of riders. The commission was going to check into costs and agreed that they would place signs on the West Main Street Road to the Tipton Road and back to Beloit to see how the signs would work.

The meeting was adjourned at 10:07 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_  
Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

## April 9, 2018

The Mitchell County Commissioners met in formal session on Monday, April 9, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Jason Rabe, Beloit City Manager, Chad Hallack, KDNS Radio, and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the April 9, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

A Neighborhood Revitalization Application was approved for Eric & Lisa Dunstan in the amount of \$50,000 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Eric Hamel, EMS, presented his regular monthly report. He reported that he is well-pleased with the time clock system which he has implemented in his department. Mr. Hamel requested, and was granted, a 10-minute executive session to discuss trade secrets of a corporation on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. Session began at 9:01 and ended at 9:11 with no decisions made in executive session. The commission then voted, on motion by Mike Cooper, to accept the Guaranty State Bank's financing of the new ambulance at 3.405% interest over a 5-year period. Jim Marshall seconded and the motion carried by unanimous vote.

Jeff Roberg, IT, met with the commission to update them on the Verizon accounts in the County. He has combined them and gotten a government rate, saving the county a substantial amount of money. Mr. Roberg requested a 10-minute executive session for non-elected personnel which was granted on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. Session began at 9:20 and ended at 9:30 with no decisions made in executive session.

Nichole McDaniel, NCRPC, discussed tax credits that can be issued for repairs to the Courthouse. Maintenance Supervisor Brian Streit has a list of projects for the building that need to be done. The commission also decided that as well as issuing tax credits they will apply for a Heritage Trust Fund Grant again later this year.

The meeting was adjourned at 10:00 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

\_\_\_\_\_  
Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

## April 16, 2018

The Mitchell County Commissioners met in formal session on Monday, April 16, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Jason Rabe, Beloit City Manager, Terry Bailey, KVSV Radio, and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the April 9, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Dale Housh, Public Works, discussed snow removal from the blizzard on Saturday. One of the semi-tractors broke down while pulling the trash trailer and had to be taken to Freightliner in Salina. They will add a wet kit to the replacement tractor so it can be used. They are starting the bridge near Kirby Kisslinger's today and are still gravelling Hyde Road. Mr. Housh requested, and was granted, a 5-minute executive session for non-elected personnel on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. Session began at 8:38 and ended at 9:43 with no decisions made in executive session.

The commission discussed the burn ban currently in force in the County. They decided to keep the ban on for one more week to see what weather conditions are like next week.

There are 5 Mondays in April and the commission voted, on motion by Jim Marshall, not to hold a meeting on April 30<sup>th</sup>. Motion was seconded by Mike Cooper and carried by unanimous vote.

The updated handbook was discussed and the commission asked the Clerk to contact KCAMP with a question they had regarding vacation leave upon termination or retirement.

The meeting was adjourned at 9:30 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk



## April 23, 2018

The Mitchell County Commissioners met in formal session on Monday, April 23, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Terry Bailey, KVSV Radio.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the April 16, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

The commission had received calls regarding the closure of roads in Round Springs Township. The commission stated that this was a Township issue and they put the responsibility on the Township Officers.

Fire District members from MCO Fire District #1, Larry Heidrick; Tipton Fire District #2, Virgil Jeardoe; and Solomon Rapids Fire District #3, Bill Bunger, Dan Emmot and Garry Clark; and Rick Horn Emergency Management Director, met with the commission to discuss the burn ban currently put in place by the County Commission. The fire district members stated that they felt it was up to the local fire chiefs to decide whether individuals could burn and that the commission should not be the ones to declare a "burn ban". After consideration the commission voted to lift the burn ban and leave the decision up to the fire chiefs on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. The fire district members requested, and were granted, an executive session for non-elected personnel for 15-minutes on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. Session began at 9:16 and ended at 9:31 with no decisions made in executive session.

Dawn Snyder, Assistant Director of Juvenile and Community Corrections brought paperwork for the commission to sign regarding grant applications and FY '19 budgets. Mike Cooper made motion to approve the Juvenile Service Program Budget for 2019. Motion was seconded by Jim Marshall and carried by unanimous vote. Jim Marshall made motion to approve the FY '19 Community Correction Grant application and the FY '19 budget which was seconded by Mike Cooper and carried by unanimous vote. Mike Cooper made motion to approve the FY '19 Behavioral Health Program Grant application which was seconded by Jim Marshall and carried by unanimous vote.

The 2018 Mitchell County Handbook was approved by the commission on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Any modifications that need to be made can be done so by the commission at any time.

The meeting was adjourned at 10:30 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**There will be no meeting held on April 30, 2018**

**May 7, 2018**

The Mitchell County Commissioners met in formal session on Monday, May 7, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Terry Bailey, KVSV Radio; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the April 23, 2018 meeting and waiver of the April 30, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper

A revision to the Local Workforce One Agreement was approved by the commission on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

A Neighborhood Revitalization application was approved for Mark & Tara Bergmann in the amount of \$130,000 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Tammy Kimminau, Director of Solomon Valley Transportation, met with the commission and asked them to sign a proclamation making May 14-18 National Transportation Week. The commission approved the proclamation on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote and was signed by the commission.

Shelia Nelson-Stout, Patrick Wallerius, and Barb Wise from OCCK met with the commission and presented the 2019 budget request for their organization. They requested a 3% increase in funding for 2019.

The commission took a 5-minute break.

The commission had a 15-minute executive session for non-elected personnel with Rick Horn, Emergency Management Director, on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Session began at 9:31 and ended at 9:46 with no decisions made in executive session.

The meeting was adjourned at 10:05 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

Note that there was no meeting on April 30, 2018

## May 14, 2018

The Mitchell County Commissioners met in formal session on Monday, May 14, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Terry Bailey, KVSV Radio; and Jason Rabe, Beloit City Manager.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the May 7, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Carpet bids were received for the indoor Courthouse stairs. Bids received were:

Ellenz of Tipton	\$3,499.00
Solomon Valley Bldg Center	\$3,469.40

There were some questions regarding the bid from SVBC. Maintenance Supervisor Brian Streit was going to talk to them about their bid prior to the commission making a decision.

Kathy Webster, Pawnee Mental Health Board Member, met with the commission and asked them to approve a proclamation making May "Mental Health Month". The commission voted unanimously, on motion by Jim Marshall and seconded by Mike Cooper to approve the proclamation.

Galen Seehafer, Custer Township Treasurer, met with the commission to discuss the replacement of several bridges/culverts in their township. One that needs attention is a two-culvert system 4 miles west of Hunter. There are other bridge/culvert issues and Public Works Supervisor Dale Housh was going to check to see if they were located in the State's right of way on the highway.

Dale Housh, Public Works, requested permission to purchase a used snow plow truck from Purple Wave. This is a State-owned trade in. The cost listed was \$22,000. The commission ok'd the purchase. Mr. Housh stated that he would like to get out of the contract with Rolling Hills in Topeka for trash. He would prefer to haul to Salina as it would be a much shorter trip. He was going to check with Rolling Hills.

Kelly Hawk, Rural Planning Commission requested that the County purchase a laptop computer for the board secretary. He had tried to locate one in County offices that no one was using but came up empty. He quoted a price from Nex-Tech and was referred to Jeff Roberg, County IT Director, to see about a less expensive option.

The meeting was adjourned at 10:00 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

## May 21, 2018

The Mitchell County Commissioners met in formal session on Monday, May 21, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were members Jim Marshall and Mike Cooper. Chairman Tom Claussen was absent so Chairman Pro-Tem Mike Cooper presided over the meeting. Also present was Terry Bailey, KSVV Radio; and Jason Rabe, Beloit City Manager.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the May 14, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

A family medical leave was approved for Amanda Matthews on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

Public Works Director Dale Housh met with the commission and reported that one employee has returned to light duty work and one employee is off with an injury that occurred on his time. A culvert was replaced in Custer Township where discussed last week. Stuart Porter contacted Mr. Housh and reported that there is more federal money available for more work on the Causeway. Mr. Housh was going to check to see what the program entailed.

Brian Streit, Maintenance Supervisor, brought carpet samples to view regarding the carpet bids last week. After reviewing the bids again and checking samples the bid was awarded to Ellenz of Tipton in the amount of \$3,499 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. There was an error on the bid from Solomon Valley Building Center which made its bid higher than the Ellenz bid.

Eric Hamel, EMS Director, presented his regular monthly report to the commission. He also showed the commission the specs for the new ambulance unit. He stated that there will be a significant bill for MC-1 as it had to be repaired. Mr. Hamel requested, and was granted, a 15-minute executive session for non-elected personnel on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Session began at 9:17 and ended at 9:32 with no decisions made in executive session.

Pawnee Mental Health Director Robbin Cole and many others presented their 2019 budget request to the commission. They requested a 10% increase in their funding. Those who attended the request meeting included: Gilletta Molleker, Charlene Trost, Myra Pfeiffer, Diane Hinrichs, Joyce Jasper, Greg & Cheryl Renter, Terry Bailey, Kathy Webster, Karen Niemczyk, Cassie Kopsa, and Jeff Travis.

The meeting was adjourned at 10:15 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

\_\_\_\_\_  
Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**May 29, 2018**

The Mitchell County Commissioners met in formal session on Tuesday, May 29, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Terry Bailey, KVSV Radio; Chad Hallack, KDNS Radio; and Jason Rabe, Beloit City Manager.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the May 21, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Eric Hamel, EMS Director, requested, and was granted a 15-minute executive session for non-elected personnel on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. Session began at 8:50 and ended at 9:05 with no decisions made in executive session.

Mike Cooper made motion to approve a \$1 per hour pay increase for Missy McGinnis following her 6-month probation period as Assistant EMS Director. Motion was seconded by Jim Marshall and carried by unanimous vote.

County Clerk Chris Treaster brought a proposal to replace the copier in her office used by both the Clerk and Treasurer's offices. After review the commission approved the lease on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

The meeting was adjourned at 9:30 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**June 4, 2018**

The Mitchell County Commissioners met in formal session on Monday, June 4, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Terry Bailey, KVSV Radio; Chad Hallack, KDNS Radio; Jason Rabe, Beloit City Manager; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the May 29, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Julia Rabe was introduced as the new Chamber Director for the City of Beloit.

Dale Housh, Public Works Director, met with the commission and reported that mowing would begin today. They are ready to put a deck on the bridge they are replacing. The truck that has had issues is still having problems. It was in the shop for approximately 3 weeks trying to have electronics issues worked out. The drive shaft also broke in Manhattan. A new dump truck/snow plow was purchased from the State of Kansas for \$22,000. The commission authorized Mr. Housh to purchase a second truck if they could find something similar for the same price.

Heather Johnson, Waconda Fireworks Association, questioned the commission on a date for the fireworks display at Waconda Lake since the 4<sup>th</sup> falls on a Wednesday this year. The commission chose June 30<sup>th</sup> on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Mrs. Johnson also stated that she and her family are no longer going to take care of the fireworks and are looking for someone to take their place.

HEAL Committee members Stephanie Simmons, Chad Lorenz, and Jason Rabe met, along with Jim Zimmer and Brian Dillner, to discuss bicycle safety and signs to be placed along a certain route in Mitchell County. Jim Marshall made motion to approve the bike route except for the area on Highway 14, on K Rd to 250 Rd, then back to Beloit following "West Main Street Road". Mike Cooper seconded and the motion carried by unanimous vote.

Becky Snook, Communications Director, requested, and was granted, a 15-minute executive session for non-elected personnel on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. Session began at 9:20 and ended at 9:35 with no decisions made in executive session.

After discussion regarding payroll at the Courthouse Mike Cooper made motion that beginning with the payroll that includes June 1<sup>st</sup> all employees will be paid hourly. Jim Marshall seconded and the motion carried by unanimous vote.

The meeting was adjourned at 9:54 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**June 11, 2018**

The Mitchell County Commissioners met in formal session on Monday, June 11, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Terry Bailey, KVSV Radio; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the June 4, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Register of Deeds Tami Eck met with the commission to keep them apprised of purchase of new books for deeds and to repair and maintain several old books. Mrs. Eck requested, and was granted, an executive session for non-elected personnel for 10-minutes on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Session began at 8:40 and ended at 8:50 with no decisions made in executive session. Mrs. Eck announced that she will be hiring a temporary employee for approximately 3 months to help update information that was transferred incorrectly when a new software system was installed.

Eric Hamel, EMS Director, provided his regular monthly report to the commission.

Cortney Murrow, County Health Administrator, discussed the purchase of a backup generator for the health department to protect vaccines if power is lost. The price is \$7,100 installed and, if a risk avoidance grant is awarded, it will pay for \$2,000 toward that cost. Jim Marshall made motion to purchase the generator which was seconded by Mike Cooper and carried by unanimous vote.

Becky Snook, Communications/911 Director, requested that employee Terrence Silvia be promoted to Assistant Director and be given a \$1.00 per hour raise with another possible increase of an additional \$1.00 after a six-month period. Mike Cooper made motion for the promotion and wage increase with Jim Marshall seconding. Motion carried by unanimous vote. As Mr. Silvia's wife works for Communications he will have no supervisory authority over her.

Heather Hartman gave an update on SVED and of her recent activities.

The meeting was adjourned at 9:35 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

The commission met with commissioners from Osborne, Jewell, and Smith Counties for the Multi-County Meeting in Beloit at Plum Creek Restaurant. County Clerks from the respective counties were present also as was Heather Hartman, Community Development Director. Discussion centered around budgets and valuations for the 2019 year. The next meeting will be held in Osborne County on September 10<sup>th</sup>.

**June 18, 2018**

The Mitchell County Commissioners met in formal session on Monday, June 18, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Terry Bailey, KVSV Radio; Chad Hallack, KDNS Radio; Jason Rabe, Beloit City Manager; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the June 11, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Chairman Tom Claussen appointed Mike Cooper as 1<sup>st</sup> voting delegate at the annual KAC Convention and Jim Marshall as 1<sup>st</sup> alternate, and he 2<sup>nd</sup> alternate voting delegates.

There will be no commission meeting held on October 15<sup>th</sup> so the commission may attend the KAC Convention on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Heather Hartman gave an update on SVED and an upcoming presentation by the Kansas Department of Commerce and of her recent activities.

Stuart Porter, Engineer for Schwab-Eaton, met with the commission and informed them of a federal program that may allow Mitchell County to continue the replacement of guardrail on the Causeway Road. Mr. Porter was going to give the paperwork to Karm Princ to complete.

Kyle Peterson, Mitchell County Museum Director and Vickie Mears, Board Member, met with the commission and presented their 2019 budget request.

The meeting was adjourned at 9:50 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**June 25, 2018**

The Mitchell County Commissioners did not meet on Monday, June 25, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse due to lack of any agenda items.





## Commissioner Meeting Minutes

**July 2, 2018 through December 31, 2018**

~ Second half of year archive. ~

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**July 2, 2018**

The Mitchell County Commissioners met in formal session on Monday, July 2, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Terry Bailey, KVSV Radio; Jason Rabe, Beloit City Manager; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the June 18, 2018 and waiver of the June 25 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Dale Housh, Public Works, informed the commission that he had been in contact with Bob Bowden on the Causeway project. They have given a July 30<sup>th</sup> start date for the project. Road & Bridge will need to remove old cable posts from the road prior to the project. The pug mill needed repair. Trash hauling to Topeka and Salina was discussed.

Eric Hamel, EMS Director, discussed turning over delinquent bills to a collection agency. He stated that unless individuals file income tax returns with the State of Kansas they are unable to collect anything from those people. That, and these returns are filed once a year. The commission advised Mr. Hamel to research collection agencies and would also like to see delinquent accounts given notice that if they do not set up or make payment arrangements they will be sent to collection. The extended warranty program for the Zoll Monitors was discussed. The commission approved the extended warranty for \$1,275 for the five monitors. Water leaks at the EMS Building were discussed. There is a problem with drainage to the north of the building and the two end walls and roof are in need of repair. The commission advised seeking bids unless B&M Construction was still willing to honor the bid they gave earlier. Mr. Hamel requested, and was granted, a 10-minute executive session for non-elected personnel on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Session began at 9:30 and ended at 9:40 with no decisions made in executive session.

Brian Streit, Maintenance, discussed the bids received for replacement/insert gutters on the Courthouse. After discussion the commission made motion by Mike Cooper, to accept the bid from JR & Sons, Concordia, for gutter inserts in the amount of \$9,875. Jim Marshall seconded the motion and it carried by unanimous vote.

On motion by Jim Marshall, Neighborhood Revitalization Applications were approved for the following:

Russell & Vicki Fincham in the amount of \$89,840

Greg Thiessen in the amount of \$33,500

Eugene & Carol Torkelson in the amount of \$40,400

Randy & Sandra Budke in the amount of \$206,000

Motion was seconded by Mike Cooper and carried by unanimous vote.

Mike Cooper made motion for a 5-minute executive session for non-elected personnel, which was seconded by Jim Marshall and carried by unanimous vote. Session began at 10:10 and ended at 10:15 when

session was extended 5-minutes on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. Session began at 10:15 and ended at 10:20 with no decisions made in executive session.

The meeting was adjourned at 10:20 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**July 9, 2018**

The Mitchell County Commissioners met in formal session on Monday, July 9, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Terry Bailey, KSVV Radio; Jason Rabe, Beloit City Manager; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:35 and the Pledge of Allegiance was recited.

The minutes of the July 2, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

At 9:00 a.m. Jim Marshall made a motion to adjourn the meeting. Motion was seconded by Mike Cooper. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_

Chris Treaster, Mitchell County Clerk

**July 16, 2018**

The Mitchell County Commissioners met in formal session on Monday, July 16, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Terry Bailey, KVSV Radio; Jason Rabe, Beloit City Manager; and Chad Hallack, KDNS Radio.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the July 9, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Eric Hamel, EMS Director, provided his monthly report.

The commission took a short recess at 9:00 a.m. until 9:10 a.m. when 2019 budget preparation was done with Jeff Reece of Lindburg, Vogel, Pierce, Faris & Co.

The meeting was adjourned at 12:05 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**July 23, 2018**

The Mitchell County Commissioners held **no meeting on Monday, July 23, 2018** due to a lack of pressing business.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**July 30, 2018**

The Mitchell County Commissioners held **no meeting on Monday, July 30, 2018** due to a lack of pressing business.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**August 6, 2018**

The Mitchell County Commissioners met in formal session on Monday, August 6, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Terry Bailey, KVSV Radio; Jason Rabe, Beloit City Manager; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the July 16, 2018 meeting and waiver of meetings on July 23 and 30 were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Public Works Director Dale Housh met with the commission and informed them that the causeway project is coming along. They have posts, dirt and rock for the project. They have 40 rolls of approximately 500' per roll of cable that was removed. The commission advised Mr. Housh to give away the cable to anyone locally. The rest will be sold for scrap. DOT rated the bridges in the County. Several were not rated for loaded semi-trucks. Mr. Housh knows that even if they do post them people will drive on them in semi's. The oiler is not functioning. They will rent one again this year. The lease on the mixing strip on Highway 14 south of Beloit is up October 31<sup>st</sup>. Mr. Housh asked the commission to decide whether they would like to purchase this land.

Jason Rabe, Beloit City Manager, discussed Leadership Mitchell County with the commission. The commission agreed to a \$300 donation to the program on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Stuart Porter, Schwab-Eaton, informed the commission that the Federal Lands Access Program grant had been submitted. He also discussed a KDOT bridge application.

Cortney Murrow, County Health, brought contracts for approval for WIC with Jewell and Ottawa Counties. The commissioners approved the contracts on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Mrs. Murrow requested, and was granted, a 20-minute executive session for non-elected personnel on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Kristin Kadel was asked to remain in session. Session began at 9:23 and ended at 9:43 with no decisions made in executive session.

The meeting was adjourned at 9:53 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**August 13, 2018**

The Mitchell County Commissioners met in formal session on Monday, August 13, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Terry Bailey, KVSV Radio; Jason Rabe, Beloit City Manager; Julia Rabe, Chamber of Commerce Director; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the August 6, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Public Works Director Dale Housh met with the commission and informed them that the causeway project is coming along and they might be finished this week. Mr. Housh reported that they will purchase another State Surplus dump truck and are looking at an oiler truck that is in Norton. He said the price of the oiler could be in the \$25,000 to \$30,000 range, much less than the \$200,000 for a new oiler. The commission ok'd the purchase if it meets the approval of Mr. Housh.

Eric Hamel, EMS Director, presented his regular monthly report. Runs were lower in July than at any time anyone could remember. Mr. Hamel also discussed the possibility of having a mechanic on duty that would do maintenance and repair for all county vehicles. The commission was going to review the matter.

The commission adjourned for a 5-minute recess.

At 9:30 the budget hearing for MCO #1 Fire District, Solomon Rapids Rural Fire District #3, and Tipton Fire District #2 were opened by Chairman Claussen. Bill Bunger, representing Fire District #3 expressed their appreciation of the support from the commission. After 15-minutes and hearing no objections the Fire District budgets were approved and the hearing closed on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

At 9:45 the Mitchell County Budget Hearing was opened by Chairman Claussen. The only person who questioned the budget was Kathy Webster, Pawnee Mental Health Board, who questioned the funding for PMH. The commission noted they had funded Pawnee at their requested amount. After 15-minutes and hearing no objections the Mitchell County 2019 budget was approved and the hearing closed on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

At 10:00 the business meeting was adjourned on motion by Jim Marshall and seconded by Mike Cooper to open the canvass for the Primary Election held on August 7, 2018.

Due to the close vote between Gubernatorial Candidates Jeff Colyer and Kris Kobach, there were observers in the audience for the canvass. They were: Tim Keck, Topeka, and Scott Chapman, Beloit representing Governor Colyer, and Chuck Henderson, Manhattan, representing Kris Kobach. Finding no egregious errors or omissions the results were finalized and the canvass was adjourned at 11:10 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_  
Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**August 20, 2018**

The Mitchell County Commissioners met in formal session on Monday, August 20, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall and Mike Cooper. Also present was Terry Bailey, KVSV Radio; Chad Hallack, KDNS Radio; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the August 13, 2018 meeting were approved as amended on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Stuart Porter, Schwab-Eaton, brought a contract for geological survey work for the bridge project on the Mitchell-Jewell County line. The commission approved the bid from Geo-Source to do core drilling on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

Commissioner's Claussen and Marshall will meet with Bob Bowden for the final inspection of the causeway project tomorrow morning.

Chairman Claussen appointed Mike Cooper as voting delegate and Jim Marshall as first alternate for the KWORCC annual meeting to be held at KAC.

Tammy Kimminau, Director of Solomon Valley Transportation, presented an update on the program.

The meeting was adjourned at 9:30 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**August 27, 2018**

The Mitchell County Commissioners **did not meet on Monday, August 27, 2018** at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse due to having no agenda items to address.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk



**September 4, 2018**

The Mitchell County Commissioners met in formal session on Tuesday, September 4, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Jim Marshall. Mike Cooper was absent. Also present was Terry Bailey, KVSV Radio; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the August 20, 2018 and August 27, 2018 waiver of meeting were approved as written on motion by Jim Marshall and seconded by Tom Claussen. Motion carried by unanimous vote.

Dale Housh, Public Works Director, informed the commission that overlaying of roads has been put on hold due to the wet, cooler weather. If it does get warm again (over 80°) they may try to finish, but if not, it will be next year before they can proceed. Mowing ditches will begin soon.

Jason Rabe, Beloit City Manager, asked the commission to consider if they could lower or waive landfill fees for the city-wide clean-up. The commission commented that the fees are barely covering the cost of operations right now, but they would discuss it and get back with him.

Terry Bailey, Pawnee Mental Health Board Member, requested the commission sign a proclamation making September Mental Health Recovery Month. The commission approved the proclamation on motion by Jim Marshall and seconded by Tom Claussen. Motion carried by unanimous vote.

Heather Hartman, Community Development Director, had the commission sign an updated ROZ Resolution #2-2018. Resolution was approved on motion by Jim Marshall and seconded by Tom Claussen. Motion carried by unanimous vote. Ms. Hartman also explained some of the regulations for ROZ that are now going to be enforced.

Chairman Claussen appointed Jim Marshall as KCAMP Voting Delegate and Mike Cooper as alternate for the KAC Conference.

The meeting was adjourned at 9:30 on motion by Jim Marshall and seconded by Tom Claussen. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**September 10, 2018**

The Mitchell County Commissioners met in formal session on Monday, September 10, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Mike Cooper and Jim Marshall. Also present was Terry Bailey, KVSV Radio; Jason Rabe, Beloit City Manager; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the September 4, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Tom Claussen. Motion carried by unanimous vote.

Eric Hamel, EMS Director, provided his monthly report. He stated that the ambulance is in production and is slated to be delivered sometime in the next 30-days.

Rick Horn, Emergency Management Director, discussed active shooter training and provided a Facility Security Plan regarding emergency situations. The commission passed the plan on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. Chairman Claussen stated that he would like to see all current and future employees provided with the plan.

Cortney Murrow, County Health Department Administrator, informed the commission that they will begin giving flu shots next week. She also recommended shingles shots, especially for individuals over 60. The health fair was discussed. This year the health fair will consist of blood tests and a booth for the Health Department. It will be on either October 5 or 12 beginning at 6:30 a.m. Mrs. Murrow requested, and was granted, a 5-minute executive session for non-elected personnel on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Session began at 9:56 and ended at 10:01 with no decisions made in executive session.

The meeting was adjourned at 10:10 on motion by Jim Marshall and seconded by Tom Claussen. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

Chairman Tom Claussen, County Clerk Chris Treaster, EM Director Rick Horn and Community Development Director Heather Hartman attended the Multi-County Meeting in Osborne. District Sanitarian Sherry Koster provided an update on permits, etc. that she had done in the region. The shooting in Jewell County was discussed along with training for active shooters. Landfill (or Transfer Station) fees were discussed. Osborne County brought up concerns about County Attorney's and the possibility of hiring an independent prosecutor so certain individuals do not receive preferential treatment. The meeting ended at 2:00 p.m.

**September 17, 2018**

The Mitchell County Commissioners met in formal session on Monday, September 17, 2018 at 8:30 a.m. in the Commissioner’s Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Mike Cooper and Jim Marshall. Also present was Sharon Nelssen, Beloit Call; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the September 10, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Public Works Director Dale Housh reported that they are repairing a bridge that has a wash-out area on Jazmine Trail. They will do no more overlaying of roads due to cooler weather. They are done with the Hunter Road project. The cable is being moved near Dr. Kimple’s house to allow for repair of a bridge. The mixing strip on Highway 14 will be leased month to month. The commission may want to possibly purchase the land and a couple more acres to allow storage of rock that is hard to access in wet weather. The City-wide clean-up in Beloit and landfill fees were discussed. The County will ask the City to pay the fees of \$70 per ton and \$35 per ton for the CD pit from their grant. Mr. Housh requested, and was granted, on motion by Mike Cooper, a 10-minute executive session for acquisition of real estate. Motion was seconded by Jim Marshall and carried by unanimous vote. Session began at 8:45 and ended at 8:55 with no decisions made in executive session.

A Neighborhood Revitalization application was approved for Tim & Rhonda Mehl in the amount of \$380,000 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

The meeting was adjourned until the Department Head meeting at 9:15 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

The Department Head meeting began at 9:15. Those present were: Jeff Roberg; Becky Snook; Rick Horn; Stan Deneke; Yvonne Melton; Melinda Latham; Cortney Murrow; Tami Eck; Dale Housh; Tony Perez; Donna Schmitt; and Heather Hartman. Each department provided an overview of their office’s activities. The Christmas Party was discussed. No one has offered to do the planning for the party so departments are to inform the Clerk whether they wish to keep the party or perhaps receive more in Beloit Bucks this year. Deficiencies in the annual audit were addressed with the department heads affected by the noted areas named. The meeting ended at 10:45.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**September 24, 2018**

The Mitchell County Commissioners met in formal session on Monday, September 24, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Mike Cooper and Jim Marshall. Also present was Terry Bailey, Beloit Call; Jason Rabe, Beloit City Manager; Doug McKinney, NCRPC; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the September 17, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Public Works Director Dale Housh requested permission to purchase a 2018 Peterbilt oiler truck in the amount of \$153,000. The commission approved the request on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. After discussion the commission advised Mr. Housh to have road striping done by True-Line out of Nebraska. Osborne County has used them and were pleased with their work.

Brian Streit presented bids for concrete replacement around the Courthouse and Dispatch. After consideration the bid from Morgan Harris was accepted in the amount of \$3,495 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. A bid from Pat Kruse was rejected as it did not have all criteria requested in the bid.

A Neighborhood Revitalization application was approved for Bransen and Maddie Thiessen in the amount of \$210,900 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

The commission signed a letter of support for Solomon Valley Transportation on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

The commission agreed to and signed the engagement letter for Lindburg, Vogel, Pierce, Faris, Chtd. To provide audit and other accounting services for 2019 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

The commission held a 5-minute executive session to discuss acquisition of real estate on motion by Tom Claussen and seconded by Jim Marshall. Motion carried by unanimous vote. Session began at 9:16 and ended at 9:21 with no decisions made in executive session.

The meeting was adjourned until the Department Head meeting at 9:15 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**October 1, 2018**

The Mitchell County Commissioners met in formal session on Monday, October 1, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Mike Cooper and Jim Marshall. Also present was Terry Bailey, Beloit Call; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the September 24, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

The commission received a proclamation to approve declaring October as Down Syndrome Awareness Month which they passed on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Eric Hamel, EMS Director, brought the lease agreement with the Guaranty State Bank for the new ambulance. The agreement was approved by the commission on motion by Jim Marshall and seconded by Mike Cooper in the amount of \$172,155. Motion carried by unanimous vote.

After receiving responses from several County Departments, it was decided to cancel the County Christmas party for this year.

The meeting was adjourned at 9:20 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**October 15, 2018**

The Mitchell County Commissioners did not meet in formal session on Monday, October 15, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse as they were attending the KAC Convention.

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**October 8, 2018**

The Mitchell County Commissioners met in formal session on Monday, October 8, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Mike Cooper and Jim Marshall. Also present was Terry Bailey, Beloit Call; Jason Rabe, Beloit City Manager; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the October 1, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Drew Duskie, Mayor of Glen Elder, Tom Whoolery, Council member, and Eldon Behymer, City Employee, met with the commission to discuss possible ways for the County to help them with the upkeep of the road through Glen Elder from the CVA Flat Storage to the elevator and vice-versa. The weight of the semis is causing the road to degrade quickly and the City does not have the funds available for repair. Farmway Cooper used to give a stipend to cities for use of roads but since CVA has taken over there has been no stipend and CVA would not agree to pay it. The commission recommended that those present discuss the issue with Dale Housh and the possibility of the County maintaining the road.

Eric Hamel, EMS Director, presented his monthly report. The new ambulance has been received and, when the title arrives, they will begin to use it.

Sheriff Tony Perez met with the commission at their request to discuss the trade-in and purchase of a different vehicle for the sheriff. The Challenger was traded for a Durango so the Sheriff will be able to drive down roads, if needed, when muddy conditions exist. He had not informed the commission that he was planning to do so and they requested that from now on they be informed prior to the purchase.

Jeremy McGuire, Blue Cross and Blue Shield Representative and Stephanie Buckman, District Representative for BC/BS presented rates for the health insurance premium for 2019. The increase to the County was 29.72%. Usage for 2018 was more than the increase for last years' premiums (2-3%). The commission opted out of the reserve option for the County for a possible savings of around 6%. There was also discussion regarding have the employees pay 5% of the cost of insurance. The commission decided to wait and see what rates did after the reserve option was dropped before

deciding on having the employees pay a portion of cost of coverage. Mike Cooper made motion to accept the Blue Cross/Blue Shield plan as presented removing the reserve option. Jim Marshall seconded the motion and it carried by unanimous vote.

Neighborhood Revitalization applications were approved for David and Janet Wilcox Revocable Trust in the amount of \$18,000 and for Ashley and Dana Clausen in the amount of \$34,000 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

A Chip/Seal machine was borrowed from Lincoln County as Mitchell County's had broken down and crews needed to finish the work. Thanks to Lincoln County.

The meeting was adjourned at 10:20 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**October 22, 2018**

The Mitchell County Commissioners met in formal session on Monday, October 22, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Mike Cooper and Jim Marshall. Also present was Terry Bailey, Beloit Call; Jason Rabe, Beloit City Manager; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the October 8 and 15, 2018 meetings were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Eric Hamel, EMS Director, requested permission to purchase 19 reflective winter coats for his department. He was given approval to purchase 19 coats at an approximate cost of \$169 each on motion by Mike Cooper and seconded by Jim Marshall. Mr. Hamel requested, and was granted, a 10-minute executive session for non-elected personnel on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Session began at 8:47 and ended at 8:57 with no decisions made in executive session.

The commission reappointed Terry Bailey to the Pawnee Mental Health Board for a 3-year term on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Neighborhood Revitalization applications were approved for Justin & Shelby Gengler in the amount of \$46,230 and for Terry Raymer in the amount of \$119,515 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

The meeting was adjourned at 9:30 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk



**October 29, 2018**

The Mitchell County Commissioners met in formal session on Monday, October 29, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Mike Cooper and Jim Marshall. Also present was Terry Bailey, Beloit Call; Jason Rabe, Beloit City Manager; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the October 22, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Nichole McDaniel, NCRPC, met with the commission and discussed the Heritage Trust Fund Grant she was applying for on behalf of Mitchell County for tuck pointing the exterior of the building. It will be submitted on November 1<sup>st</sup> and results will be know the middle of February. The grant is requested for \$90,000 of the \$116,800 project cost.

The commission appointed Tom Maxwell to the NCK Council on Aging on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

The meeting was adjourned at 9:40 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**November 5, 2018**

The Mitchell County Commissioners met in formal session on Monday, November 5, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Mike Cooper and Jim Marshall. Also present was Terry Bailey, Beloit Call; Jason Rabe, Beloit City Manager; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the October 29, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

A Neighborhood Revitalization application was approved for Mike Cooper on motion by Jim Marshall and seconded by Tom Claussen. Motion carried by majority vote as Commissioner Cooper abstained.

Dale Housh, Public Works, met with the commission and reported that striping of roads is finished. The cost was lower than projected as they didn't need as much paint. They found more gravel at Thiessen's pit and will push more out as soon as the weather improves. The southern half Causeway Project grant was denied. There is a forklift at Becker Autos for \$3,500 that Mr. Housh would like to purchase. The purchase was approved on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. Commissioner Cooper reported he had complaints about the condition of the County Line Road with Jewell County. Mr. Housh stated that there was nothing to improve these situations until the weather decides to cooperate.

Cortney Murrow, County Health and Hannah Wyman, Home Health, discussed hiring a CNA on an as-needed basis to help with clients during heavier need periods of the year and when staff will be absent for extended periods. The commission approved the request. Stephanie Simmons, Mitchell County Regional Medical Foundation, joined the meeting to discuss an application for an opioid grant.

Sheriff Tony Perez met with the commission and requested a 5-minute executive session for non-elected personnel which was granted on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. Session began at 9:30 and ended at 9:35 when it was extended 5-minutes on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. Session began at 9:35 and ended at 9:40 when it was extended 5-minutes on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. Session began at 9:40 and ended at 9:45 with no decisions made in executive session.

Chairman Tom Claussen announced that merit raises will be granted to Donna Schmitt, Steve Martin and Matt Kuiak at the rate of increase of \$1.00 per hour.

The meeting was adjourned at 9:50 on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**November 13, 2018**

The Mitchell County Commissioners met in formal session on Tuesday, November 13, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Mike Cooper and Jim Marshall. Also present was Terry Bailey, Beloit Call; Jason Rabe, Beloit City Manager; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the November 5, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

The commission appointed the following members to the Public Building Commission: Larry White and John Cashatt 2017-2019, and Phil Kirchoff and Brian Eilert 2018 – 2021 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Eric Hamel, EMS Director, presented his monthly report. He then discussed the repairs to the EMS Building which the commission approved for the roof and window in Mr. Hamel's office at a total of approximately \$30,457 depending on finding any more needed repairs on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

The meeting was adjourned at 9:40 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

The canvass for the November 6, 2018 election was opened at 9:45. Finding no errors and decisions made for provisional ballots the canvass was closed and the meeting adjourned at 10:05

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**November 19, 2018**

The Mitchell County Commissioners met in formal session on Monday, November 19, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Mike Cooper and Jim Marshall. Also present was Terry Bailey, Beloit Call; Jason Rabe, Beloit City Manager; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the November 13, 2018 meeting were approved as amended on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

There was a three-way tie for Salt Creek Township Clerk which was decided by drawing a name from a hat. Don Abercrombie, Pat Abercrombie and Charles Jordan's names were placed in the hat and the name of Charles Jordan was drawn by Chairman Claussen.

Dale Housh, Public Works, reported that his department would return to winter hours beginning next week. They are spot gravelling. The Vo-Tech is waiting for the road conditions to improve prior to beginning work in Lulu Township. Since not all planned chip sealing was completed Mr. Housh has plans to prepay chips for next year. The Causeway project was discussed. The FLAP program used for the upgrades will not be available again for two-years. There may be other programs available for repair to the guard rail.

Beloit City Manager Jason Rabe reported on the river-walk program.

Economic Development Direct Heather Hartman reported that they have been approved through Dane Hansen for an intern next summer. She is currently working on match money for the Solomon Valley Community Foundation.

The meeting was adjourned at 9:07 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**November 26, 2018**

The Mitchell County Commissioners did not meet in formal session on Monday, November 26, 2018

**December 3, 2018**

The Mitchell County Commissioners met in formal session on Monday, December 3, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Mike Cooper and Jim Marshall. Also present was Jason Rabe, Beloit City Manager.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the November 19, 2018 meeting and waiver of November 26, 2018 meeting were approved as amended on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Dale Housh, Public Works, reported that the blacktop road south of Asherville has had its earth base washed out and the road has dropped about 4 feet. They may have to contact Schwab-Eaton to find a solution as this has happened before. They are overhauling and engine in a truck and redoing brakes on another.

EMS Director Eric Hamel reported that he would like to apply for a Craft Grant to purchase two (2) Auto-Pulse's. The total cost is \$28,440 but if the grant is received the match portion to the County would be \$7,110. The commission authorized Mr. Hamel to apply for the grant on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Mr. Hamel also requested permission to purchase a snow-blade for their Gator. Total cost installed is \$2,175. The commission authorized the purchase on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Mr. Hamel then requested a 5-minute executive session for non-elected personnel, County Clerk was asked to remain in session. Request was granted on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Session began at 9:08 and ended at 9:13 with no decisions made in executive session.

County Clerk Chris Treaster requested a 10-minute executive session for non-elected personnel which was granted on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Session began at 9:35 and ended at 9:45 with no decisions made in executive session.

The meeting was adjourned at 9:50 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**December 10, 2018**

The Mitchell County Commissioners met in formal session on Monday, December 10, 2018 at 8:30 a.m. in the Commissioner’s Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and Jim Marshall. Commissioner Mike Cooper was absent. Also present was Terry Bailey, KVSV Radio; Jason Rabe, Beloit City Manager; and Heather Hartman, Community Development Director.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the December 3, 2018 meeting were approved as written on motion by Jim Marshall and seconded by Tom Claussen. Motion carried by unanimous vote.

Dale Housh, Public Works, met with the commissioners along with Stuart Porter, Schwab-Eaton to discuss the two bridges on the Jewell/Mitchell County line. The east of the two bridges will need repaired first to allow construction equipment to the west bridge. Replacement with a culvert as discussed earlier will not be feasible. The east bridge replacement will be a shorter bridge than what is currently there. Mr. Porter provided an agreement for the commission to review on the work to be done.

EMS Director Eric Hamel presented his regular monthly report.

Jason Rabe and Heather Hartman provided overviews in their departments.

A letter declining the Cawker Township Clerk position was received from Ron Schlaefli and the commission appointed Stan Schoen to replace him on motion by Jim Marshall and seconded by Tom Claussen. Motion carried by unanimous vote. Mr. Schoen has previously been on the board.

The 2019 contract for services with Pawnee Mental Health was approved on motion by Jim Marshall and seconded by Tom Claussen. Motion carried by unanimous vote.

The meeting was adjourned at 9:35 on motion by Jim Marshall and seconded by Tom Claussen. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk

**December 24, 2018**

The Mitchell County Commissioners did not meet on Monday, December 24, 2018 as the Courthouse was closed for the Christmas Holiday.

**December 31, 2018**

The Mitchell County Commissioners met in formal session on Monday, December 31, 2018 at 8:30 a.m. in the Commissioner's Room of the Mitchell County Courthouse. Present were Chairman Tom Claussen and members Mike Cooper and Jim Marshall. Also present was Terry Bailey, KVSV Radio; and Jason Rabe, Beloit City Manager.

The meeting was called to order at 8:30 and the Pledge of Allegiance was recited.

The minutes of the December 17, 2018 meeting and waiver of meeting on December 24 were approved as written on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Dale Housh, Public Works, presented the following transfers:

\$175,000 from Road & Bridge to Special Machinery

\$275,000 from Road & Bridge to Special Highway Improvement

\$250,000 from Road & Bridge to Capital Outlay

These transfers were approved on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Mr. Housh requested that he be allowed to write-off uncollectible debts in the amount of \$266.20 which was approved on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

EMS Director Eric Hamel presented the following transfers:

\$100,000 from EMS to Special Equipment

\$20,000 from EMS to Rescue Squad Special Equipment

\$50,000 from EMS to Capital Outlay

These transfers were approved on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Casey Fraser, Foley Tractor, presented the Commission and Clerk with 2019 calendars for appreciation of their business with Foley Tractor.

Transfers for the following accounts were presented to the commission:

\$100,000 from General to Courthouse Renovation

\$50,000 from General to Courthouse Technology

\$8,500 from Election to Election Technology

\$10,000 from MCO Fire to MCO Fire Special Equipment

\$7,800 from Solomon Rapids Fire to Solomon Rapids Fire Special Equipment

\$7,500 from Tipton Fire to Tipton Fire Special Equipment

These transfers were approved on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

Appraiser Melinda Latham presented a transfer for \$20,000 from Special Reappraisal to Capital Outlay. Transfer was approved on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

County Health Administrator Cortney Murrow presented a transfer of \$20,000 from County Health to Capital Outlay. Transfer was approved on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. Mrs. Murrow requested permission to purchase a new copy machine in the amount of \$4,653.67 which was approved on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote. Mrs. Murrow requested a 10-minute executive session for non-elected personnel which was granted on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote. Session began at 9:30 and ended at 9:40 with no decisions made in executive session.

The commission appointed Dr. Kris Kimple and Brent Cunningham to three year terms on the Mitchell County Hospital Health Systems Board on motion by Mike Cooper and seconded by Jim Marshall. Motion carried by unanimous vote.

The meeting was adjourned at 9:55 on motion by Jim Marshall and seconded by Mike Cooper. Motion carried by unanimous vote.

\_\_\_\_\_ Tom Claussen, Chairman

ATTEST: \_\_\_\_\_ Chris Treaster, Mitchell County Clerk