



Atchison County Commission Meeting

Emergency Operations Center

10443 US Hwy 59

Atchison, KS 66002

January 10, 2022

REGULAR MEETING AGENDA

Starting at 12:00 pm

Chairman Jack Bower, 1st District

Commissioner Eric Noll, 2nd District

Commissioner Casey Quinn, 3rd District

1. 12:00 P.M. ZOOM MEETING ID # 841 0134 0243
2. Call To Order
The County Commission is called to order by the Chairman
3. Pledge Of Allegiance
4. Public Comment
5. Reading And Approval Of Minutes
Approval of Minutes from Last commission meeting
- 5.1. Approved 01/10/2022 Atchison County Commission Meeting Minutes
Documents:
[01-10-2022.PDF](#)
6. Commissioner Comments And Committee Reports
7. Reports Of Elected Officials And Department Heads
8. New Business Before The Board
- 8.1. Corey Scott, Emergency Medical Services Director
Portable Cardiac Monitor/Defibrillator Bid Approval
- 8.2. Kim Pruett, Joint Communication Director
Approval of Purchase Orders
- 8.3. Jodi Moore, HR Director
Update to COVID-19 Policy
- 8.4. Loyd Group, LLC

American Rescue Plan (ARP) Consulting Agreement and Consent Form Approval

- 8.5. Wesley Lanter, Emergency Management/IT Director
ESRI Annual Maintenance Purchase Order Approval
- 8.6. Joe Snyder, Road & Bridge Superintendent
Departmental Update
- 8.7. Joe Snyder, Road & Bridge Superintendent
Approval of 2022 KDOT Noxious Weed Contract
- 8.8. Organizational Meeting
Organizational Meeting for Atchison County for 2022

Documents:

[2022 ORGANIZATIONAL AGENDA.PDF](#)

- 9. Old Or Unfinished Business Before The Board
- 10. County Counselor Updates
- 11. Executive Sessions (Time Reserved For Executive Sessions)
- 12. Presentation And Approval Of Claims
- 13. Presentation Of Petitions, Memorials, And Remonstrances
- 14. Introduction And Consideration Of Resolutions
- 15. Notices And Communications
- 16. Public Comment
- 17. Adjournment
- 18. Zoom Details

Atchison County will be limiting public access to all Atchison County departments and offices to take preventative measures designed to reduce the spread of the Coronavirus illness. We are making arrangements to adjust services to be in the best interest of the employees and citizens of Atchison County and following the interim guidance as provided by KDHE and the CDC. The Atchison County Board of County Commission meetings will be utilizing Zoom to meet the Kansas Open Meetings Act. Members of the public can connect to the meetings via smart phone, or computer connections. The meeting ID number will be listed on the corresponding agenda. Members of the public can attend the BOCC meeting in-person; however, we urge and encourage all citizens to take active steps to prevent the spread of COVID-19. If you have any symptoms similar to the flu, including fever, cough or shortness of breath, please do not attend until symptoms have subsided and you have been fever-free for 24 hours. |

Tuesday, January 10, 2022 (including Organizational Meeting)

Pursuant to the law, the Atchison County Commission Board met in Regular Session at 12:00 PM at the Emergency Operations Center, 10443 US Hwy 59 Atchison, KS. A link to the meeting was made available to the public prior to the meeting. In addition, public attendance was available for the Commission meeting at the Emergency Operations Center, 10443 US Hwy 59, Atchison. Chairman Jack Bower called the meeting to order with Commissioner Eric Noll, Commissioner Casey Quinn and County Counselor Patrick Henderson present for the meeting. Michelle Phillips, County Clerk recorded the minutes.

The Board recited the pledge of allegiance to start the meeting.

***Public Comment:**

There were no public comments.

***Reading and Approval of Minutes:**

Minutes of the January 4, 2022 meeting were reviewed with no corrections noted. Commissioner Noll made the motion to approve the minutes as presented. Chairman Bower seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 2-0, with Commissioner Quinn abstaining due to her absents.

***Commissioner Comments and Committee Reports**

Commissioner Quinn mentioned that she has been working with the Clerk's Office staff and the Extension Council Board to get the requirements met to authorize funds collected per approval of the 2021 budget to be transferred to the Capital Outlay fund. In previous years, the requirements were not met to complete the transfer. Commissioner Quinn noted there was nothing distinguished during the 2022 budget process for Capital Outlay funds. Clarification would need to be made during the 2023 budget process to collect such funds, providing that is the intention of the Board.

Commissioner Quinn told the Board that she has been in contact with a representative with KAIR on the County Minute time slots. During the meeting on January 4, 2022, there was mention of trying to get more airing time on the county minute recordings. Commissioner Quinn stated she was given a quote for 6 spots, 4 on Friday and 2 on Saturday, for \$55.75 per week. Currently the County is paying \$30.00 per week for 2 spots. Chairman Bower asked that this topic be brought before the Board during the next week meeting.

Commissioner Quinn mentioned an article that was published in the Atchison Globe regarding a resolution that was passed by the City of Atchison. Commissioner Quinn expressed some concerns about the article and the future funding of Joint Communications. Communication with the City of Atchison was also a concern with hopes of starting conversations soon with representatives from the City of Atchison.

***New Business Before the Board:**

Corey Scott, Emergency Medical Director, appeared before the Board with a recommendation on a Portable Cardiac Monitor/Defibrillator. The three sealed bids received and opened during the January 4, 2022 commission meeting were as follows:

Name	Bid
Zoll Medical Corporation	\$34,976.28
Stryker Medical	\$33,939.95
Ferno	\$37,361.60

Director Scott told the Board he has reviewed the bids, and recommended going with the lowest bid from Stryker Medical in the amount of \$33,939.95. Director Scott had a purchase order payable to Stryker Medical, Chicago, IL in the amount of \$33,939.95. Commissioner Noll made a motion to approve the purchase for the Portable Cardiac Monitor/Defibrillator from Stryker. Commissioner Quinn seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

Kim Pruet, Joint Communication Director, appeared on the Zoom platform requesting approval on two purchase orders from the Board. The first purchase order was for the yearly maintenance contract for the 911 recorder, payable to Voice Products in the amount of \$7,228.00. Commissioner Quinn made a motion to approve the payment for the yearly maintenance in the amount of \$7,228.00. Commissioner Quinn seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

The second purchase order was for monthly IT Services payable to TS Conrad in the amount of \$3,852.00 per month. Commissioner Noll made a motion to approve the payment for the monthly IT Services. Commissioner Quinn made a comment that there had previously been discussion on providing some of the IT services in-house. Commissioner Quinn would like to look into this option in the future; however, paying the monthly dues until something could be figured out. Commissioner Quinn seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

Jodi Moore, HR Director, appeared before the Board requesting approval of updates to the COVID-19 policy. It was noted that the policy will not require any of the county employees to obtain the vaccine, it is merely a guideline for department heads to use if COVID were to affect their offices and all the criteria has been met. Commissioner Noll made a motion to approve the policy updates. Commissioner Quinn seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

County Counselor Patrick Henderson asked that the Loyd Group be tabled until next week since he was still looking at the agreement.

Wes Lanter, Emergency Management/IT Director appeared before the Board with a purchase order payable to ESRI in the amount of \$4,200.00 for software annual maintenance. This amount is split between the IT/GIS department and the Appraiser's

department. Commissioner Quinn made a motion to approve the annual maintenance in the amount of \$4,200.00. Commissioner Noll seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

Joe Snyder, Road & Bridge Superintendent, appeared via the Zoom platform and mentioned that his department is running short of staff due to COVID. He has been in contact with the HR Director and Emergency Management Director for guidance. Director Snyder mentioned that Bridge 520 pour should happen tomorrow morning. Director Snyder mentioned that the blade should be delivered by the end of the week.

Kim Glover, Road & Bridge Office Manager, appeared viz the Zoom platform with a final update on the 2021 Chemical Sale Report. Office Manager Glover also requested approval for a Noxious Weed contract with Kansas Department of Transportation (KDOT). This document needs to be in place in order for them to contract with the county for any noxious weed needs. Commissioner Noll made the motion to approve the contract and allow the Chairman to sign the documents needed. Commissioner Quinn seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0. Commissioners Noll and Quinn requested the department reached out to the Townships to offer services for spraying similar to what is being offered to the state.

The Board was previously given a purchase order payable to Kansas Eastern Region Insurance Trust (KERIT), Kansas City, MO, in the amount of \$62,838.00 for the Workers Compensation Renewal. Commissioner Noll made a motion to approve the payment for the workers compensation renewal. Commissioner Quinn seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

The Board was previously given a purchase order payable to Kansas Association of Counties (KAC), Topeka, KS in the amount of \$4,173.44 for annual membership dues. Commissioner Quinn made a motion to approve the payment for the annual dues. Commissioner Noll seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

The organizational meeting pursuant to K.S.A. 19-219 for the 2022 year was opened by Chairman Bower.

Commissioner Quinn nominated Commissioner Noll for the Chairperson position. Chairman Bower seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

Commissioner Bower nominated Commissioner Quinn for the Vice-Chairperson position. Commissioner Noll seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

The Board discussed the current list of the committees that the board members and County Personnel are appointed to. The Commission discussed several reassignments from previous years. Commissioner Noll made a motion to approve the Committee

assignments as shown in the following table. Commissioner Quinn seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0. The committees are as follows:

Committee Boards assigned to Commissioners and Staff for 2022	
Area Agency on Aging	Commissioner Eric Noll
ASAF Board	Commissioner Jack Bower
Atchison Senior Village	Commissioner Casey Quinn
Chamber Board – Quarterly Updates	Jodi Moore, HR Director
Community Corrections Advisory Board (exp. 01-2024)	Commissioner Jack Bower
County Health	Commissioner Eric Noll
JJA (JCAB)	Commissioner Jack Bower
Joint Communication	Commissioner Casey Quinn
NEK CAP Regional Board	Commissioner Eric Noll
NEKES	Commissioner Eric Noll
Project Concern	Commissioner Jack Bower
Safety Committee	Commissioner Eric Noll
Solid Waste Advisory Board	Commission Casey Quinn
Economic Development Representative	Commissioner Casey Quinn
*Atchison County Extension Board – Quarterly Updates	No Board Seat

The Board choose to place Jodi Moore, HR Director, for the (KERIT) Trustee, and Michelle Phillips, County Clerk, as the Alternate Trustee.

Leonard Buddenbohm has served as Trustee for Memorial Hall pursuant to K.S.A. 73-407 for several years. His current term is now expiring. Commissioner Quinn would like to see this advertised to invite letters of interest from qualified individuals. This will be tabled until two weeks after it is advertised. The other Trustees are Terry McKinney, whose term is set to expire 01-2023, and Larry Servaes, whose term is set to expire 01-2024.

The Board approved the following holidays:

2022 Proposed Holidays

- Martin Luther King, Jr Day - Monday, January 17th (previously approved)
- President’s Day - Monday, February 21st
- Memorial Day - Monday, May 30th
- Juneteenth – Monday, June 20th
- Independence Day - Monday, July 4th
- Labor Day - Monday, September 5th
- Veteran’s Day – Friday, November 11th
- Thanksgiving Day - Thursday, November 24th

Thanksgiving Holiday - Friday, November 25th
Christmas Eve - Friday, December 23rd
Christmas - Monday, December 26th
New Year's Eve Day - Monday, January 2, 2023
Martin Luther King, Jr Day - Monday, January 16, 2023

The Board approved a work day training for the employees, in which the courthouse would be closed to the public, on Columbus Day, Monday, October 10, 2022.

Charter Resolution 2013-1 requires the Board to establish the day and time of its regular meetings by an ordinary resolution. The Board discussed continuing having the work session and regular meeting on Tuesdays. The discussion was held to have a quarterly meeting later in the day and holding those meetings at a remote location.

There was presented a Resolution entitled:

A RESOLUTION ESTABLISHING A MEETING SCHEDULE FOR THE
BOARD OF COUNTY COMMISSIONERS OF ATCHISON COUNTY, KANSAS

Commissioner Noll moved that the Resolution be adopted. The resolution would hold the meetings on Tuesday with the morning work session starting at 9:00 am, and the regular meeting starting at 1:00 pm. The motion was seconded by Commissioner Quinn. Chairman Bower called for a vote, all voted aye. The motion passed 3-0. Chairman Bower declared the Resolution duly adopted and the Resolution was then duly numbered Resolution No. 2022-1493, which was then signed by the Commissioners and attested by the County Clerk.

The Board discussed the potential meetings with other cities, and decided to table this until an agenda and foundation could be created.

The Board discussed the joint meeting with the Township Boards. Commissioner Noll mentioned that we just had a joint meeting with them that was organized by the Road & Bridge Department. It was discussed to table this until further discussion could be had with the Road & Bridge Department.

The Board approved the 2023 Organizational Meeting for the second Monday in 2023, January 9, 2023 at 12:00 pm, and to cancel the regular meeting set for Tuesday, January 10, 2023.

The Board accepted the recommendation of the County Treasurer, Connie Ellerman, to approve the Exchange Bank & Trust, UMB Bank, Bank of Atchison, and Bank of Blue Valley as eligible depositories.

Chairman Bower moved to accept the recommendation of the County Treasurer, Connie Ellerman, to name Exchange Bank & Trust as the main depository for Atchison County. Commissioner Noll seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

The Board discussed the spending authority for the department heads prior to appearing before the Board for approval. The current limits are \$7,500.00 for the Public Works (Road & Bridge Department), and \$2,500.00 for all other departments. Commissioner Quinn would like to talk to the department heads prior to setting something. Commissioner Noll made a motion to stay with the current authorization amounts. Chairman Bower seconded the motion. Discussion was held that there should be communication between the Board and department heads. Adjustments could be made at a later date by vote if the need arises. Chairman Bower called for a vote. The motion passed 2-1, with Commissioner Quinn voting nay. The Board wants all departments to seek approval on all Capital Outlay expenses.

Commissioner Quinn moved that Atchison County use the State of Kansas mileage rate reimbursement rate, which is currently 56.0 cents per mile. The federal rate increased to 58.5 cents. Commissioner Noll seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

The Board approved to keep the meal allowance/reimbursement as it has been in the past, stated \$15.00 per meal, total of \$38.00 per day. This remains the same as in the past.

The Board approved the cell phone reimbursement of \$30 per month for call only, and \$60 per month for data and call. This remains the same as in the past.

The Board discussed the fees charged for copies and research and review when gathering data for Kansas open Records Act request. In the past there has been questions on the total amount invoiced for reports. County Clerk Michelle Phillips, and County Counselor Patrick Henderson would like to get something approved by the Board to insure consistency for all open records request. Commissioner Noll made a motion to approve the following fees for open records request.

- a) Copies: Cost of .50 per one sided page.
- b) Research: Cost of \$5.00 per quarter hour for search.
- c) Review: Cost of \$7.50 per quarter hour for review.

Commissioner Quinn seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

There was presented a Resolution to waive the GAAP requirements for the audit of financial records for Atchison County.

Commissioner Noll moved that the Resolution be adopted waiving the General Accepted Accounting Principles (GAAP) for the 2022 audit. The General Accepted Accounting Principles (GAAP) require using an accrual basis accounting system, whereas Atchison County uses a cash-basis method for accounting as mandated by state statute. This resolution, if adopted, will allow the auditors to waive the requirements of the accrual method of accounting and proceed with the cash basis accounting. The motion was seconded by Commissioner Quinn. Chairman Bower called for a vote, all voted aye. The

motion passed 3-0. Chairman Bower declared the Resolution duly adopted and the Resolution was then duly numbered Resolution No. 2022-1494, which was then signed by the Commissioners and attested by the County Clerk.

The Board discussed setting the date for County Government Day. The Board needs more input from Atchison High School, Maur Hill-Mount Academy, and Atchison County Community High School, before being able to set a date. COVID-19 has also played a part in not being able to hold this occasion.

The Board discussed the fee set during the 2021 Organizational meeting of installing the 911 address signs. The fee of \$75.00 for new construction with a 30-day time frame for installation was approved. The Road & Bridge department did some research and found that the minimal cost of \$250.00 would be needed to recoup cost involved to put the signs up. This fee included shipping, labor and mileage. Commissioner Quinn made a motion to change the fee amount to \$250.00 with a 90-day installation timeframe. The Road & Bridge Department would be responsible for installation of the signs. Commissioner Noll seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

The Board was presented with and approved an updated 2022 budget calendar.

There was presented a Resolution entitled:

A RESOLUTION OF THE BOARD OF ATCHISON COUNTY
COMMISSIONERS AUTHORIZING PARTICIPATION IN RURAL
OPPORTUNITY ZONE STUDENT LOAN REPAYMENT PROGRAM
CALENDAR YEAR 2022

Commissioner Noll moved that the Resolution be adopted. The motion was seconded by Commissioner Quinn. Chairman Bower called for a vote, all voted aye. The motion passed 3-0. Chairman Bower declared the Resolution duly adopted and the Resolution was then duly numbered Resolution No. 2022-1495, which was then signed by the Commissioners and attested by the County Clerk.

Michelle Phillips, County Clerk, appeared before the Board asking for a change in the meeting schedule during the weeks of the Primary and General Election, with no meeting on the week of the elections, and meetings on the Monday following the election for the canvass of those elections. Clerk Phillips noted that the even year elections had state and national races resulting in more Primary Elections; however, if there were no Primary Election, the meeting for August would be on the normal meeting schedule. Holding the canvass on the Monday after the election would eliminate the need for an additional publication. The Board approved this request.

***County Counselor Updates**

County Counselor Patrick Henderson provided the Board with a revised Resolution 2022-1493 that was adopted earlier in the meeting. Counselor Henderson noted that he added a statement that the Resolution 2019-1478 would be repealed. Commissioner Noll made a motion to adopt the revised Resolution 2022-1493. Commissioner Quinn seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

***Public Comment:**

Mary Meyers, Atchison Globe appeared before the Board and told the Board that if there were any questions on any certain article the Board should contact the author of that article. Ms. Meyers also mentioned an article that she was preparing and was hoping to communicate more with the Board prior to its publication.

There were no public comments.

Add, abate, escapes for real estate and personal property taxes were presented to be approved.

Bills were presented to be signed.

Chairman Bower made the motion to adjourn at 2:06 pm. Commissioner Noll seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

*Note: Once approved these minutes will be the official minutes of the Board of County Commissioners. Regular meetings of the Board of County Commissioners are video-recorded. The video of these meeting is generally available for supplementation of the minutes. The videos can be located under the Government tab at www.atchisoncountyks.org.

Attest: Michelle Phillips, County Clerk

Organizational meeting January 10, 2022

- 1. To nominate a Chairperson for 2022.**
- 2. To nominate a Vice Chairperson for 2022.**
- 3. Discussion of Current Committee Boards with removal and additions, if needed.**
- 4. Appointment of Commissioners or County Personnel to various committees for 2022.**
- 5. Appointment for KERIT Trustee and Alternate Trustee.**
- 6. Renew Memorial Hall Trustee for Leonard Buddenbohm. Term expired December 2021.**
- 7. Approve holidays for County for 2022.**
- 8. Approve Columbus Day Employee Training for Monday, October 10, 2022.**
- 9. Approve Work Session/Official Meeting dates and times for 2022.**
- 10. Discussion for Joint Meeting with all Cities in County and setting potential date.**
- 11. Discussion for Joint Meeting with all Townships in County and setting potential date.**
- 12. Date & Time of Organizational Meeting for 2023? (No meeting on Tuesday)**
- 13. To name the following banks as eligible depositories (Exchange Bank & Trust, UMB, Bank of Atchison, and Bank of Blue Valley).**
- 14. Recommendation made by County Treasurer to name Exchange Bank & Trust as the main depository for Atchison County.**
- 15. Verification of Spending Authority for Department Heads.**
- 16. Mileage rate for 2022 (IRS 58.5 cents per mile, State of Kansas 56.0 cents per mile)**
- 17. Meal Reimbursement Verification**
- 18. Cell Phone Reimbursement Verification**
- 19. KORA Cost for copies and research time.**

Organizational meeting January 10, 2022

- 20. Resolution for Waiving of the GAAP for the 2022 Audit.**
- 21. Discuss County Government Day.**
- 22. Set 911 Addressing Permit fee and the Location Permit Fee**
- 23. Approve the 2023 Budget Calendar**
- 24. Rural Opportunity Zone (ROZ) Resolution for 2022**
- 25. Set Canvass Dates and Election Meeting Dates**