



Atchison County Commission Meeting

Emergency Operations Center
10443 US Hwy 59
Atchison, Kansas 66002

May 9, 2023
REGULAR MEETING AGENDA

Chairwoman Casey Quinn, 3rd District.

Commissioner Allen Reavis, 1st District.

Commissioner Eric Noll, 2nd District.

1. ZOOM MEETING ID # 848 2899 0388
2. 9:00 A.M. Department Head Workshop
9:00 am to 10:00 am - Discussion with Department Heads.

*There will be no Zoom available during this time. The Zoom link will start at 10:00am.
3. Call To Order
The County Commission is called to order by the Chairman
4. Pledge Of Allegiance
5. Public Comment
6. Additions To Agenda
Items of discussion added by Commissioners.
7. Reading And Approval Of Minutes
Approval of Minutes from Last commission meeting
- 7.1. Approved 05/09/2023 Atchison County Commission Meeting Minutes

Documents:

[5-9-2023.PDF](#)
8. Commissioner Comments And Committee Reports
9. Reports Of Elected Officials And Department Heads
10. Presentation And Approval Of Claims
11. New Business Before The Board

11.1. 10:00 AM Casey Quinn, District 3 Commissioner
Kansas County Commission Conference Update

Succession planning with both elected and appointed

Legislative session updated

Appraisal process (trends, valuations, budget adjustments to avoid tax increase)

Economic development

Opportunities and action - Kansas Office of Broadband

KOMA for elected officials

NACo membership update

County Budget: Align money with priorities and plans

Kansas sales & use tax

Atchison County's Local Ad Valorem Tax Reduction Fund (LAVTRF) and County & City Revenue Sharing fund (CCRSF)

11.2. 10:30 AM Staci Waggle, Solid Waste Manager
Bid opening approval for Transfer Station and Scale House

11.3. 10:40 AM Atchison Senior Village
Purchase order approvals

RFTechnologies

Evergy

11.4. 11:00 AM Eric Noll, District 2 Commissioner
Columbus Day training discussion

11.5. 11:15 AM Joe Snyder, Road & Bridge Superintendent
Kenworth lease purchase bid opening

11.6. 11:30 AM Roger Denton, GIS Coordinator
Issue Disclosure

11.7. 11:45 AM Connie Ellerman, County Treasurer
Purchase order approval

11.8. 11:50 AM Invocation Resolution

- 11.9.** 11:55 AM Wesley Lanter, Emergency Management/IT Director
Rescue truck camper & bed slide purchase order approval

- 11.10.** 12:10 PM Brian Oswalt, Facility & Maintenance Director
Treasurer's office update

- 11.11.** 12:30 PM Mark Zeltner, Finance Director
Joint Communications journal entry

- 11.12.** 12:45 PM Treasurer Salary Correction Per Commission Error

- 11.13.** 12:50 PM Casey Quinn, District 3 Commissioner
Historic and current tax sale property status

- 11.14.** 2024 County Counselor RFP

- 11.15.** Procurement Policy
 - 12.** Old Or Unfinished Business Before The Board
 - 13.** County Counselor Updates
 - 14.** Executive Sessions (Time Reserved For Executive Sessions)
 - 15.** Public Comment
 - 16.** Adjournment

Tuesday, May 9, 2023

Pursuant to the law, the Atchison County Commission Board met in Regular Session at 10:00 AM at the Atchison County 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 Atchison County Emergency Operations Center at 10443 US Hwy 59, Atchison, KS. Chairwoman Casey Quinn called the meeting to order with Commissioner Eric Noll, Commissioner Allen Reavis, and County Counselor Patrick Henderson present for the meeting. Kalee M. Vanderweide, Deputy County Election Officer 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 from the May 2, 2023, meeting were reviewed with no corrections noted. Commissioner Reavis made the motion to approve the minutes as presented. Commissioner Noll seconded the motion. Chairwoman Quinn called for a vote, all voted aye. The motion passed 3-0.

***New Business Before the Board:**

Chairwoman Quinn attended the 47th Annual Kansas County Commission Association (KCCA) spring conference last week. Chairwoman Quinn discussed many topics including: succession planning with both elected and appointed, legislative session update, appraisal process, economic development, opportunities and action for Kansas Office of Broadband, Kansas Open Meeting Act (KOMA) for elected officials, NACo membership update, county budget, Kansas sales and use tax, and Atchison County's local ad valorem tax reduction fund (LAVTRF) and county and city revenue sharing fund (CCRSF).

John Kurth, Attorney, appeared before the Board to discuss the contracts for court appointed attorneys for the 2024 budget. The request to the Board would be for \$3,500.00 per month for each attorney on the panel, plus an increase with the 2024 budget.

Staci Waggle, Solid Waste Manager, appeared before the Board for the approval of the contract for the Transfer Building Addition and New Scale House. Bids were received from L&L Construction, Herner Construction, and Lehr Construction. L&L Construction indicated a desire to withdraw their bid. Manager Waggle's recommendation is to accept the bid from Herner Construction. This was tabled for further consideration.

Chairwoman Quinn presented a purchase order to Evergy, on behalf of Atchison Senior Village, for the current charges, in the amount of \$2,911.21. Commissioner Noll made a motion to approve the purchase order to Evergy, in the amount of \$2,911.21. Commissioner Reavis seconded the motion. Chairwoman Quinn called for a vote, all voted aye. The motion passed 3-0.

Chairwoman Quinn presented a purchase order to RFTechnologies, on behalf of Atchison Senior Village, for the RFT installation project, programming existing components/system upgrade, and project management, in the amount of \$3,653.74. Commissioner Reavis made a motion to approve the purchase order to RFTechnologies, in the amount of \$3,653.74. Commissioner Noll seconded the motion. Chairwoman Quinn called for a vote, all voted aye. The motion passed 3-0.

Commissioner Noll brought up discussion for the Columbus Day training to be held in October for County employees. It was discussed to have the Safety Committee help with setting up the training.

***Commissioner Comments and Committee Reports:**

Commissioner Noll stated he had a Northeast Kansas Area Agency on Aging meeting last Thursday, May 4, 2023.

Chairwoman Quinn stated she had an Atchison Senior Village Advisory Board meeting on Wednesday, May 3, 2023.

Chairwoman Quinn stated a constituent brought her a copy of the Leavenworth Times, regarding an article for Leavenworth considering separating Community Corrections services.

Chairwoman Quinn stated the tire program is going great. The County was able to fill up half of a trailer paid for by a citizen (the balance of the space in the trailer was donated for the County to use), in addition to the trailer paid for by the County. In all, we have sent over 20 trailers of tires out of Atchison County, and there appears to be more tires to be processed.

***New Business Before the Board:**

Kalee M. Vanderweide, Deputy Election Officer opened the 2018 Kenworth lease purchase bids, on behalf of Road and Bridge. The three bids received are as follows:

| Bank | Interest Rate | Semi-Annual Payment |
|-----------------------|---------------|---------------------|
| GN Bank | 4.20% | \$ 24,660.00 |
| Exchange Bank & Trust | 5.09% | \$ 25,243.29 |
| First Option Bank | 4.14% | \$ 24,330.03 |

County Counselor Patrick Henderson made a recommendation to accept the bid of First Option Bank, as the lowest interest rate. Commissioner Noll made a motion to have Counselor Henderson contact First Option Bank to complete paperwork for the lease-purchase, which will then be presented for approval by the Board. Commissioner Reavis seconded the motion. Chairwoman Quinn called for a vote, all voted aye. The motion passed 3-0.

Roger Denton, GIS Coordinator, appeared before the Board to discuss how the Commission wants to deal with various land issues that come to the attention of GIS, but which may not technically be the County's responsibility. For example, when GIS notices that a septic system is not built on the same property as the house it serves. These issues would generally be considered important to owners, potential investors, buyers, and community leaders. Coordinator Denton suggested that the County should take steps to make the information available to anyone doing due diligence concerning a property. The Commission was receptive to the idea, and desire to be informed of such situations.

Chairwoman Quinn presented a purchase order to Navrat's, on behalf of the Treasurer's office, for office furniture, in the amount of \$29,250.00. Commissioner Reavis made a motion to approve the purchase order to Navrat's, in the amount of \$29,250.00. Commissioner Noll seconded the motion. Chairwoman Quinn called for a vote, all voted aye. The motion passed 3-0.

Chairwoman Quinn declared that a quorum was present. There was presented a Resolution entitled:

A RESOLUTION ESTABLISHING GUIDELINES AND PROCEDURES FOR
OPENING INVOCATION BEFORE REGULAR MEETINGS OF THE BOARD
OF COUNTY COMMISSIONERS OF ATCHISON COUNTY

Commissioner Reavis moved that the Resolution be adopted. The motion was seconded by Commissioner Quinn. Chairwoman Quinn called for a vote. The motion passed 2-1, with Commissioner Noll as the nay vote. Chairwoman Quinn declared the Resolution duly adopted and the Resolution was then duly numbered Resolution No. 2023-1522 and was signed by the Commissioners and attested by the County Clerk. Chairwoman Quinn suggested that the County Clerk should contact clergy within the County and develop a calendar for the rest of the year.

Chairwoman Quinn presented a purchase order to 4X4 Land, on behalf of Emergency Management, for the rescue truck camper and bed slide, in the amount of \$5,677.00. This is to be paid with ARPA funds. Commissioner Noll made a motion to approve the purchase order to 4X4 Land, in the amount of \$5,677.00. Commissioner Reavis seconded the motion. Chairwoman Quinn called for a vote, all voted aye. The motion passed 3-0.

Mark Zeltner, Finance Director, presented a journal entry transfer from the Sheriff's budget to the Joint Communications budget, in the amount of \$25,290.48. The Sales Tax

Fund 897 cannot be transferred into the Sheriff's budget to pay the TSConard invoices. Commissioner Reavis made a motion to approve the journal entry transfer. Commissioner Noll seconded the motion. Chairwoman Quinn called for a vote, all voted aye. The motion passed 3-0.

Chairwoman Quinn presented an Employee Payroll Status Form for County Treasurer Connie Ellerman. This is for changing of annual pay rate from \$49,808.00 to \$60,000.00 which was effective January 1, 2023, but never changed. Commissioner Noll made a motion to approve the Employee Payroll Status Form effective May 21, 2023. Commissioner Reavis seconded the motion. Chairwoman Quinn called for a vote, all voted aye. The motion passed 3-0.

Commissioner Noll made a motion to clarify the previous motion, to make clear that the pay increase is retroactive to January 1, 2023. Commissioner Reavis seconded the motion. Chairwoman Quinn called for a vote, all voted aye. The motion passed 3-0.

Brian Oswalt, Facilities and Maintenance Supervisor, appeared before the Board with an update on the Treasurer's office remodel. The plasterers will be coming on Thursday, May 11, 2023, and Friday, May 12, 2023. The air units were shipped, and flooring is being waited on. Supervisor Oswalt thinks there is about 2.5 weeks of labor left for the project.

Supervisor Oswalt stated that they will be working on the Appraiser's office after the Treasurer's office is done.

Supervisor Oswalt stated the County Attorney's office remodel is almost complete.

Supervisor Oswalt stated that a tree should be removed on the west lawn in front of the courthouse. This is the likely spot for installation of the Abraham Lincoln statue, and would also allow for better lighting the courthouse.

***County Counselor Updates:**

Patrick Henderson, County Counselor, went over the steps involved with conducting a tax sale.

***Executive Sessions:**

Commissioner Noll moved that the Board of County Commissioners recess into executive session at 1:50 pm for consultation with an attorney for the public body which would be deemed privileged in the attorney-client relationship, as allowed by K.S.A. 75-4319(b) (2), and that the purpose of the closed session is to protect confidentiality of the discussion, and that the Board come out of the executive session at 2:05 pm, at the Emergency Operations Center, 10443 US Hwy 59. Those present will be: the three commissioners, County Counselor Patrick Henderson, Solid Waste Manager Staci Waggle, and Finance Director Mark Zeltner. Chairwoman Quinn seconded the motion. Chairwoman Quinn called for a vote, all voted aye. The motion passed 3-0.

There was no action taken during the executive session.

Commissioner Noll moved that the Board of County Commissioners recess into executive session at 2:05 pm to discuss personnel matters of nonelected personnel, as allowed by K.S.A. 75-4319(b) (1), and that the purpose of the closed session is to protect the privacy rights of the employee, and that the Board come out of the executive session at 2:20 pm, at the Emergency Operations Center, 10443 US Hwy 59. Those present will be: the three commissioners, County Counselor Patrick Henderson, HR Director Jodi Moore, and Finance Director Mark Zeltner. Commissioner Reavis seconded the motion. Chairwoman Quinn called for a vote, all voted aye. The motion passed 3-0. There was no action taken during the executive session.

Commissioner Noll moved that the Board of County Commissioners recess into executive session at 2:20 pm to discuss personnel matters of nonelected personnel, as allowed by K.S.A. 75-4319(b) (1), and that the purpose of the closed session is to protect the privacy rights of the employee, and that the Board come out of the executive session at 2:30 pm, at the Emergency Operations Center, 10443 US Hwy 59. Those present will be: the three commissioners, County Counselor Patrick Henderson, HR Director Jodi Moore, and Finance Director Mark Zeltner. Commissioner Reavis seconded the motion. Chairwoman Quinn called for a vote, all voted aye. The motion passed 3-0. There was no action taken during the executive session.

Commissioner Noll moved that the Board of County Commissioners recess into executive session at 2:30 pm to discuss personnel matters of nonelected personnel, as allowed by K.S.A. 75-4319(b) (1), and that the purpose of the closed session is to protect the privacy rights of the employee, and that the Board come out of the executive session at 2:35 pm, at the Emergency Operations Center, 10443 US Hwy 59. Those present will be: the three commissioners, County Counselor Patrick Henderson, HR Director Jodi Moore, and Finance Director Mark Zeltner. Commissioner Reavis seconded the motion. Chairwoman Quinn called for a vote, all voted aye. The motion passed 3-0. There was no action taken during the executive session.

Commissioner Noll moved that the Board of County Commissioners recess into executive session at 2:35 pm to discuss personnel matters of nonelected personnel, as allowed by K.S.A. 75-4319(b) (1), and that the purpose of the closed session is to protect the privacy rights of the employee, and that the Board come out of the executive session at 3:27 pm, at the Emergency Operations Center, 10443 US Hwy 59. Those present will be: the three commissioners, HR Director Jodi Moore, Finance Director Mark Zeltner, and Sheriff Jack Laurie. Commissioner Reavis seconded the motion. Chairwoman Quinn called for a vote, all voted aye. The motion passed 3-0. There was no action taken during the executive session.

Commissioner Noll moved that the Board of County Commissioners recess into executive session at 3:28 pm to discuss personnel matters of nonelected personnel, as allowed by K.S.A. 75-4319(b) (1), and that the purpose of the closed session is to protect the privacy rights of the employee, and that the Board come out of the executive session at

3:48 pm, at the Emergency Operations Center, 10443 US Hwy 59. Those present will be: the three commissioners, HR Director Jodi Moore, and Finance Director Mark Zeltner. Commissioner Reavis seconded the motion. Chairwoman Quinn called for a vote, all voted aye. The motion passed 3-0.
There was no action taken during the executive session.

***Public Comment:**

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.

Commissioner Reavis made the motion to adjourn at 3:49 pm. Commissioner Noll seconded the motion. Chairwoman Quinn 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: Kalee M. Vanderweide, Deputy County Election Officer