



Atchison County Commission Meeting

Atchison County Courthouse  
423 North 5th St  
Atchison, Kansas 66002  
[February 16, 2016]  
AGENDA

Commissioner Jeff Schuele, 1st District

Commissioner Eric Noll, 2nd District

Chairman Henry W. Pohl, 3rd District

1. Call To Order

The County Commission is called to order by the Chairman

2. Presentation And Approval Of Claims

3. Pledge Of Allegiance

4. Reading And Approval Of Minutes

Approval of Minutes from Last commission meeting

4.1. Commission Minutes, February 9, 2016

*\*Disclaimer-This document represents the "unofficial" minutes of the Atchison County Board of Commissioners. At this point it is a working document and does not become official until the Board approves the minutes at a subsequent meeting. It is to be used for informational purposes only.*

Documents: [02092016.PDF](#)

5. Commissioner Comments And Committee Reports

6. Reports Of Elected Officials And Department Heads

7. New Business Before The Board

7.1. 1:15 PM Connie Ellerman, Noxious Weed Director  
information on sprayer

7.2. 1:30 PM Andrea Clements, Live Well Live Atchison Director

7.3. 2:00 PM Brent Teter, Tech Inc.  
2:00 pm to 2:30 pm discussion finalization new truck

8. Old Or Unfinished Business Before The Board
- 8.1. Review Of Letter Of Engagement From Reese And Novelley, CPA's
- 8.2. Social Media Policy

Documents: [ATCHISON COUNTY PROPOSED SOCIAL MEDIA POLICY WORKING DRAFT.PDF](#)

9. County Counselor Updates
10. Public Comment
11. Executive Sessions ( Time Reserved For Executive Sessions)
12. Presentation Of Petitions, Memorials, And Remonstrance's
13. Introduction And Consideration Of Resolutions
14. Notices And Communications
15. Adjournment

Tuesday, February 9, 2016

Pursuant to the law, the board met in Regular Session at 1:00 pm on the 1<sup>st</sup> floor of the courthouse with Chairman Bill Pohl calling meeting to order with Commissioners Eric Noll and Commissioner Jeff Schuele present for the meeting, County Clerk Pauline M Lee recorded the minutes with County Counselor Pat Henderson present.

Board recited the pledge of allegiance at the start of the meeting.

Minutes of February 2<sup>nd</sup> were reviewed. Commissioner Schuele would like part of a sentence taken out of paragraph 12 concerning trading of equipment between solid waste and road and bridge. Commissioner Noll said he did not vote on the approval of his bill for rent of the blue building, final vote was 2-0. Commissioner Noll made the motion to approve as corrected, Commissioner Schuele second with Chairman Pohl calling for a vote, all voted aye, motion carried, 3-0.

Committee Reports: no reports given.

Elected Official and Department Head reports: no reports given

New Business: 1:15 pm Connie Ellerman, Noxious Weed Director appeared and presented copies of her 2015 annual noxious weed report for the board to review and to have the board sign.

Connie also talked to the board about the spray equipment for the new truck and bed. Chairman Pohl said that they would like to see another bid on the spray equipment, Connie said she could do it but it would not be apples to apples it would be more like apples to oranges. Commissioner Schuele said that he liked the bid process but with it being a specialized piece of equipment they could eliminate another bid. Connie told the board that she would get another quote on the spray equipment and on the bed so that the board could review both for next week.

1:30 pm Seth Howard appeared before the board with truck bids, Commissioner Schuele made a motion to open the truck bids at 1:30 pm for Road and Bridge Department on a ½ ton pickup 4x4, Commissioner Noll second with Chairman Pohl calling for a vote, all voted aye, motion carried, 3-0.

	Foster Ford, Holton, Ks	Henry Martens Chev,	Shawnee Mission	Lewis Chev, Atchison	Roberts Chev, Platte City,
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		Leavenworth	Ford, Shawnee, Ks		Mo
½ T Reg Cab V6	23,400.00 XL	28,042.20 LT 24,709.76 WT	21,437.00 XL	24,549.76 WT 28,137.40 LT	27,522.00 LT 23,694.00 WT
½ T reg Cab V8	24,755.00 XL	29,093.80 LT	22,787.00 XL	25,601.41 WT 29,189.05 LT	28,617.00 LT 24,789.00 WT
½ T Crew Cab V6	27,930.00 XL	Not available	27,954.00 XL	30,454.71 LT	29,619.00 LT
½ T Crew Cab V8	29,300.00 XL	31,694.20 LT	27,613.00 XL	29,655.00 WT 33,470.20 LT	30,874.00 LT

Board was very confused with all of the figures, Chairman Pohl asked if it would make more sense to put Seth's truck in fleet and get him a new one, Seth said he would rather have a shop truck, and keep his, he needs one that can carry a fuel tank and his tools when he gets called out on weekends and nights. Seth said he will take the bids back with him and look them over to be sure they met specs and come back next Tuesday, February 16<sup>th</sup> with a recommendation.

Board approved abatements on Real Estate for 2016.

Board signed off on bills for the week.

1:45 pm Wes Lanter, Emergency Management and IT Director appeared with purchase orders for IT and GIS for ArcGIS publisher and desktop maintenance and licensing, total amount of \$4300.00, GIS will pay \$3500.00 and Appraisers office pays \$800.00, Commissioner Noll made the motion to approve the request as presented, Commissioner Schuele second with Chairman Pohl calling for a vote of the board, all voted aye, motion carried, 3-0.

Wes also presented a purchase order for Emergency Management for battery backups for seven sirens at a cost of \$5080.00, Commissioner Schuele made a motion to approve the request as presented with Commissioner Noll second and Chairman Pohl calling for a vote, all voted aye, motion carried, 3-0.

Wes also told the board that EMS was all moved out of the building that belonged to the hospital on 3<sup>rd</sup> street and is in its new location. Commissioner Noll asked about a walk through on the building with someone from the hospital to be sure everything was okay before turning over keys. County Counselor Pat Henderson said that he checked the lease contract that they had with the hospital, he will talk with someone at the hospital concerning the building.

Board asked Wes about the ambulance committee, Wes said they will have Ted Graf, Atchison Fire Department; Wes Lanter, Emergency Management; Kerri McCue, Board of EMS, Sandy Liggett, Atchison Hospital, J D Thompson, will have meetings monthly until they get everything in place and then go quarterly.

Commissioner Noll and Wes Lanter talked to the board about Fire District #2 possibly storing a shipping container for burn training out at the Transfer Station, they have asked the City of

Effingham about putting in on a city lot, if city does not allow it can it be stored at the Transfer Station, Board said that they would need to run it by Staci Joice, Solid Waste manager.

Shelly Nelson, Community Corrections Director appeared and talked to the board concerning the juvenile side, she received an email from Sean Crittendon, Leavenworth County Director of Juvenile Services, have gotten paid for their bills, have not received the compensation plan on juveniles yet.

Pauline Lee, County Clerk presented to the board the invoice for the 2016 ambulance for payment, total cost \$174,211.00, \$170,721.02 will come out of the lease purchase money and the \$3,489.98 will come from Ambulance fund under miscellaneous contractual account. Commissioner Schuele made the motion to approve the invoice as presented with Commissioner Noll second and Chairman Pohl calling for a vote, all voted aye, motion carried, 3-0.

Board talked about the letter of engagement from Reese and Novelty for the 2015 audit year, Pat Henderson County Counselor said he sent an email to Melanie Tuttle concerning dates or deadlines and have not received an email back, Board will wait until next week before making a decision.

Board signed off on an invoice from Patsy Porter CPA on professional services for the Atchison Senior Village financials in the amount of \$2,000.00 which will come out of the county general miscellaneous fund.

Board discussed with Pat Henderson, County Counselor about special tax sale of different properties not in the sale coming up, Board was asking about a listing of properties that are delinquent, would have to talk with treasurer concerning a list.

No further business appearing, Commissioner Schuele made the motion to adjourn at 3:39 pm with Commissioner Noll second and Chairman Pohl calling for a vote, all voted aye, motion carried, 3-0.

Attest: Pauline M. Lee, County Clerk



## **SOCIAL MEDIA POLICY**

### **Policies and Procedures Regarding Social Media Usage**

Atchison County endorses the secure and responsible use of social media technology to enhance communication, collaboration, and information exchange; to streamline processes, and to foster productivity improvements. Use of social media must not compromise data confidentiality and integrity. All standards of conduct that apply to the employees of Atchison County in the performance of their assigned duties also apply to employee social media technology use.

Due to the widespread use of social media to engage in communication over the internet and the potential risks for that medium of communication to be used in a way that violates the Policies and Procedures of Atchison County, the Board of County Commissioners has adopted the following guidelines concerning appropriate use of social media.

#### **Guidelines**

The same principles and guidelines found in Atchison County's Policies and Procedures Handbook apply to employee's activities online. Ultimately, each person is solely responsible for what he or she posts online. Before creating online content, each employee should consider the risks and rewards that are involved, keeping in mind that any conduct that adversely affects the employee's job performance, the performance of fellow employees, or otherwise adversely affects employees, members of management, customers, vendors, suppliers, or Atchison County's legitimate interests may result in disciplinary action.

An employee's personal social media use may not be represented as official county agency sites. When posting on social media sites, employees should not speak on behalf of Atchison County unless specifically authorized to do so. Employees who mention Atchison County, its services or its employees in any capacity on any website, or social media site, without prior authorization to speak on behalf of the county, must explicitly include a disclaimer that the views expressed are the poster's personal views and do not necessarily reflect the views of Atchison County.

Employees shall refrain from using social media while on work time or on equipment provided by the County, unless it is work-related as authorized by your supervisor and consistent with the County's Technology Policy. In all cases, employee use of social media during work hours shall not interfere with work duties. Employees shall not use Atchison County email addresses to register on social networks, blogs or other online tools utilized for personal use.

Employees are encouraged to be fair and courteous to fellow employees, members of management, customers, vendors and suppliers, or people who work on behalf of Atchison County.

### **Definition**

Social media/social networking is defined as internet sites where individuals and organizations may share information and/or engage in conversations with others in a public setting which include—but are not limited to—sites such as Facebook, Flickr, Twitter, YouTube, blogs, podcasts and RSS feeds.

## **3. Policy**

### **Private Use of Social Media**

County employees who use social media for strictly personal use outside of the workplace do not require any prior approval to do so. Employees shall refrain from discussing County business that is not considered public information. Employees are reminded that they may be viewed by the public as representatives of the County. Accordingly, employees are urged to use discretion and common sense when using social media.

### **Official Use of Social Media**

In order to foster the trust and confidence of those who may come across official county social media messages, all such use shall accurately convey the authority of the person making the post. No person shall use social media in such a way as to portray that such use has the endorsement of the County except in accordance with these guidelines.

**Non-elected County employees** who use social media for County use must have prior approval of their department head and the Board of County Commissioners before registering on social media on behalf of the County.

**Elected officials** who use social media for County use are responsible for the content of each and every posting. Elected officials may designate an employee within the office to post on behalf of the elected official.

### **Official County Social Media**

No individual may use social media in a way that suggests that they have the official backing of the County, unless approved by the Board of County Commissioners. County Commissioners may post from an individual account to the official County social

media site, provided such post shows that the post is made in the Commissioner's individual capacity.

Individual departments within the County may utilize Official County social media sites by contacting the IT director.

### **Compliance**

Atchison County social networking sites shall adhere to applicable state, federal and local laws, regulations and policies including all County technology policies and other applicable County personnel policies.

### **Administration**

Access to the technologies and sites will be granted by the Information Technology Department (hereafter referred to as the IT Department) after the following takes place:

- 1) Receipt of a social media policy acknowledgement form signed by the department head and the designated employee.
- 2) Verification of Commission approval.

The IT Department will maintain an archive of signed acknowledgements and applicable Commission approval documentation.

All social media administrators shall be trained regarding the terms of this policy, including their responsibilities of reviewing content submitted for posting to ensure compliance with the policy.

All social media administrators shall respect copyright, fair use and financial disclosure laws. Do not post others' material, for example, photographs, articles or music, without ensuring they've granted appropriate permissions.

All social networking sites shall clearly indicate they are maintained by Atchison County and shall have the County's contact information prominently displayed.

### **Content**

Atchison County reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. Before removing inappropriate content, administrators shall take a screenshot of the content for documentation purposes.

Where possible, social media sites shall link back to the official Atchison County website for any forms, documents or further information.

Material that is inappropriate for public release shall not be posted nor shall personal opinions or editorial comments. Responses shall not be made to hate speech, non-sequiturs (i.e. sarcastic comments) or issues that do not deal with agency objectives or goals.

Atchison County social networking content and comments containing any of the following forms of content shall not be allowed for posting:

- 1) Comments not topically related to the particular site or blog article being commented upon;
- 2) Profane language or vulgar content;
- 3) Content that promotes or perpetuates impermissible discrimination;
- 4) Personal attacks of any kind;
- 5) Sexual content or links to sexual content;
- 6) Solicitations of commerce or endorsement of commercial products, unrelated to County goods or services;
- 7) Endorsement of political parties, candidates or groups;
- 8) Conduct or encouragement of illegal activity;
- 9) Information that may tend to compromise the safety or security of the public or systems;
- 10) Information on County related legal proceedings or controversies, including communications with County attorneys;
- 11) Disclosure of—or speculation on—confidential, financial, technical or operational information pertaining to the County;

The above list shall not be deemed to be all-inclusive and Atchison County reserves the right to add additional criterion.

### **Personal Media Sites**

A personal media site is any site that is not officially approved and operated by Atchison County. County employees shall not present themselves as representing Atchison County on any personal social media site.

Social media administrators found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

### **Account Security**

1) In order to ensure password security, all departments with social media administrators shall adhere to the following procedures:

- a) Any user identification and password information for social media accounts must be provided to the IT Department upon creation and/or modification of said information. An Atchison County email address supplied by the IT Department shall be used for any social media account that utilizes an email address to establish user credentials or retrieval of passwords. The supplied e-mail addresses will be crafted for the intended purpose and not indicative of the particular individual that would be utilizing it.
- b) Social media accounts created for official county use shall be the property of Atchison County and not the intellectual or personal property of the officer, employee or public official who creates, administers or maintains said account.

Any user identification and password information for social media accounts must be provided to the IT Department upon creation and/or modification of said information.

- c) Departments shall immediately change user names and/or passwords if an employee designated as a social media administrator for the department/agency leaves employment or is otherwise no longer designated as a social media administrator.
- d) Use strong passwords: i) Make a password at least eight characters long using upper and lower-case letters, numbers and special characters
- e) Use passwords safely: i) Create different passwords for different accounts and applications. If one account is breached, the other accounts won't be at risk as well. ii) Never enable the "save password" option, even if prompted to do so. Pre-saved passwords make it easier for anyone else using your computer to access the accounts.

Approved by the Atchison County Board of County Commissioners this \_\_\_\_\_ day of February, 2016.

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Henry W. Pohl, Chairman

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Jeffery D. Schuele, Commissioner

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Eric Noll, Commissioner