



Atchison County Commission Meeting

Atchison County Courthouse
423 North 5th St
Atchison, Kansas 66002
[September 6, 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, August 30, 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:

[08302016.PDF](#)

5. Commissioner Comments And Committee Reports

6. Reports Of Elected Officials And Department Heads

7. New Business Before The Board

7.1. 2:30 PM Roger Edgar, George K Baum & Co
in regards to County's sales tax bonds

8. Old Or Unfinished Business Before The Board

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, August 30, 2016

Pursuant to the law the board met in Regular session at 1:00 pm on the 1st floor of the courthouse with Acting Chairman Eric Noll calling the meeting to order with Commissioner Jeff Schuele present along with Pat Henderson, County Counselor, Chairman Bill Pohl was absent due to medical reasons, County Clerk Pauline M Lee recorded the minutes.

Board recited the pledge of Allegiance before the start of the meeting.

Discussion on broadcasting meetings, Acting Chairman Noll said he doesn't want live on Facebook, would go with delayed like they had, wants Chairman Pohl in on discussion, Commissioner Schuele said whatever they do needs to be consistent with it.

Minutes of August 23rd were reviewed, Commissioner Schuele on third page first paragraph, Meadowlark should be one word, Commissioner Schuele made the motion to approve as corrected with Acting Chairman Noll second and calling for a vote, both voted aye, motion carried 2-0, Chairman Pohl absent.

Committee Reports, Commissioner Schuele said they had a meeting of the Vandiver trust last week, the Vandiver trust board approved a disbursement of funds for things that Peggy House, Administrator would like to purchase from the funds, will need to talk with Pat Henderson, County Counselor on how to do it.

Pauline Lee, County Clerk presented to the board Soil Conservation confirmation sheets on 2017 budget that will need to be approved and signed by county, and the Extension Council with correct budget amount of \$140,000 plus an additional \$5000.00 for capital outlay and for courts 2017 budget.

Commissioner Schuele made the motion to have Acting Chairman Noll sign for the county on the Soil Conservation confirmation page for 2017 budget, Acting Chairman Noll second and called for a vote, both voted aye, motion carried, 2-0, Chairman Pohl absent.

Commissioner Schuele made a motion to have Acting Chairman Noll sign in behalf of the county on the courts request of budget with correct amount specified and a letter of explanation going out with the signed form, Acting Chairman Noll second and called for a vote, both voted aye, motion carried, 2-0, Chairman Pohl absent.

Commissioner Schuele made a motion to have Acting Chairman Noll sign in behalf of the county on the sign off page for the 2017 budget with correct amounts inserted, Acting Chairman Noll second and called for a vote, both voted aye, motion carried, 2-0. Chairman Pohl absent.

At 1:15 pm Seth Howard, Road and Bridge Superintendent appeared with a purchase order from Mo-Kan Transit Inc for Concrete Blocks for the Salt shed, total of the blocks are \$6,435.00, Commissioner Schuele made the motion to approve the purchase order as it was presented, Acting Chairman Noll second and called for a vote, both voted aye, motion carried, 2-0, Chairman Pohl absent.

Seth also talked to the board about one of the sterling dump trucks, it is at Midway Ford Center and needs a new turbo, cost of \$4,000 or more. Would like the commissioners to approve a little more than the \$4,000 incase there is something else that comes up when they start working on it, Commissioner

Schuele made the motion to approve up to \$4,500 limit to fix the truck, Acting Chairman Noll second and Called for a vote, both voted aye, motion carried, 2-0, Chairman Pohl was absent.

Seth also told the board if it would be okay to go ahead and get specs to replace the trucks, and to do a lease purchase on the trucks and to have the first payment come in 2017 and to also look at specs for the tractor and mower, Acting Chairman Noll said he would want more discussion on mowers or other options, but to go ahead with truck specs.

Seth also talked to the board about loader it is needing repairs estimated cost is \$5,000.00, Dean Machinery said they would give the county a trade in of \$10,000 for the county to buy a loader that was just traded in by the state, he has looked at leasing a loader, some companies it is around \$2,000 to \$2,500 per month to lease, looking at possibly using the loader at Effingham Transfer station on the off days it is open, Board discussed repairing it and looking into next year for replacement. Acting Chairman Noll made the motion to authorize up to \$5,000 for repairs, Commissioner Schuele second with Acting Chairman Noll calling for a vote, both voted aye, motion carried, 2-0. Chairman Pohl absent.

1:30 pm board met with Melanie Tuttle, Reese and Novelty, CPA firm to go over the 2015 audit and closing letter.

Page 2- net difference of the first payroll of January 2015 and January 2016 if the payroll paid was encumbered into the previous year due to the majority of the pay period is in prior year. Difference for 2015 was \$127,989 which amounts fluctuates depending on the amount of vacation paid and overtime and number of days paid in January for December. Another was the unreconciled difference between cash held in the bank and the general ledger, difference can be between manual accounting records and computerized records, difference is \$21,626, Melanie told the board that they need to make an adjustment between General ledger manual books and computer so that they match and then go forward, need to have treasurer in to discuss.

Page 9-transfer of cash between funds, found that transfers of cash between two funds were incorrectly posted resulting in the expenses in the funds, it should be the treasurer's office responsibility for posting of all cash transfers between funds after approval by the commission and then a review of the fund after the transfer should be done to insure that it was properly posted.

Page 11-chart of accounts, their firm noted an increase in the number of expense accounts including the county's chart of accounts, that new accounts were established to account for vendors rather than account classification, Melanie recommended that the chart of accounts should be setup using natural classifications and not by vendors.

Inmate Funds- change in software , account still holds some old accounts of inmates no longer being held in jail, would like to see it cleaned up, possibly need policies and procedures established to identify clear job duties and responsibilities and proper reconciliation procedures,, and also how to handle old balances. Pat Henderson County Counselor said he talked to Sheriff Laurie concerning this, he suggested possibly charging a monthly service fee until old accounts are gone or send it into unclaimed funds to the state.

Melanie also talked to the board about grants and that guidelines have changed and now there is a threshold of \$750,000 and this is total of county, She is recommending that one person be responsible for keeping track of grants.

Staci Joice, Solid Waste Manager appeared before the board with proposals of roll off recycle boxes and trash boxes, the vendor she got the proposals from, did three proposals,

Pro-Tainer	Paint	Decal	Vinyl wrap
Pro Roll Off trailer	\$19,207.00	\$19,207.00	\$19,207.00
4 21 CF Recycle Drop Box	\$20,988.00	\$23,388.00	\$27,548.00
2 25 Y open top roll off	\$7,906.00	\$7,906.00	\$7,906.00
Total	\$48,101.00	\$50,501.00	\$53,661.00

Discussed possibly different colors for recycle and trash cans also whether to go with decals or the vinyl wrap on the bins. Staci showed the board different samples of decals and vinyl wraps. Board also discussed putting decals on trash roll offs also which would cost an additional \$1200.00. Staci said that they can get yes and no list of what they will take on recyclables, Commissioner Schuele made a motion to go with the proposal with decals on bids from Pro-Tainer for a pro roll off trailer and 4 21 cubic yard recycle drop boxes and two 25 yard open top roll off, will do three different colors one for recyclables, one for glass and the other for trash bins, decals on all along with signs that will tell what we accept and what we do not accept, not to exceed \$52,000, Acting Chairman Noll second and called for a vote, both voted aye, motion carried, 2-0. Chairman Pohl was absent.

Shelly Nelson, Community Correction Director left for the board to sign and approve the FY16 carryover reimbursement plan budget and the FY16 yearend outcome report, Commissioner Schuele made the motion to approve the FY16 Carryover reimbursement plan budget and to have Acting Chairman Noll sign in behalf of the county, Acting Chairman Noll second and called for a vote, both voted aye, motion carried. 2-0, Chairman Pohl was absent.

Commissioner Schuele made a motion to approve the FY16 yearend outcome report and to have Acting Chairman Noll sign in behalf of the county, Acting Chairman Noll second and called for a vote, both voted aye, motion carried, 2-0. Chairman Pohl absent.

Pat Henderson, County Counselor told the board that the Harwi annual accounting was set for Friday, he was going to ask for a continuation for next week, since Peggy House, Administrator of the Atchison Senior Village was gone this week

Commissioner Schuele made a motion to adjourn at 2:30 pm with Acting Chairman Noll second and calling for a vote, both voted aye, motion carried, 2-0, Chairman Pohl absent.

Attest: Pauline M Lee, County Clerk