



Atchison County Commission Meeting

Atchison County Courthouse
423 North 5th St
Atchison, Kansas 66002
January 11, 2021
REGULAR MEETING AGENDA

Chairman Jack Bower, 1st District

Commissioner Eric Noll, 2nd District

Commissioner Casey Quinn, 3rd District

1. 12:00 P.M. ZOOM MEETING ID # 948 8053 7944
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 01/11/2021 Atchison County Commission Meeting Minutes
Documents:
[01-11-2021.PDF](#)
6. Commissioner Comments And Committee Reports
7. Reports Of Elected Officials And Department Heads
8. New Business Before The Board
- 8.1. Wes Lanter, Emergency Management/IT Director
Resolution Extending Declaration of Local Disaster Emergency Due to COVID-19
Pandemic
- 8.2. Organizational Meeting
Organizational Meeting for Atchison County for 2021
Documents:
[2021 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.

Monday, January 11, 2021

Pursuant to law, the Atchison County Commission Board met in Regular Session at 1:00 pm. Each of the Commissioners appeared by video conferencing using the Zoom platform. A link to the meeting was made available to the public prior to the meeting. In addition, public attendance was available in the Commission meeting room on the 1st floor of the courthouse, 423 N 5th St., 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. Deputy County Election Officer Kalee Vanderweide recorded the minutes. All participants attended via Zoom due to the EMERGENCY ORDER OF THE LOCAL HEALTH OFFICER 2020-13 prohibiting mass gatherings.

Commissioner District #3 Elect Quinn and elected officials at the courthouse recited the pledge of allegiance to start the meeting.

Oaths of office were given by Judge Martin Asher to Commissioner Eric Noll, Commissioner Casey Quinn, County Clerk Michelle Phillips, Register of Deeds Shelley Campbell, County Treasurer Connie Ellerman, Sheriff Jack Laurie, and County Attorney Sherri Becker.

***Public Comment:**

Minutes of the January 5, 2021 meeting were reviewed with no corrections noted. Commissioner Noll made the motion to approve the minutes. Chairman Bower seconded the motion. Chairman Bower called for a vote. The motion passed 2-0, with Commissioner Quinn abstaining.

***Commissioner Comments and Committee Reports:**

Chairman Bower congratulated Commissioner Quinn on her election to the Board.

Commissioner Noll welcomed Commissioner Quinn to the Board.

***New Business Before the Board:**

Wes Lanter, Emergency Management/IT Director, presented a Resolution entitled:

A RESOLUTION EXTENDING DECLARATION OF LOCAL DISASTER EMERGENCY DUE TO COVID-19 PANDEMIC

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. 2021-1475 and was signed by the Chairman and attested by the County Clerk. This resolution will extend the Emergency Declaration until April 11, 2021.

The organizational meeting pursuant to K.S.A. 19-219 for the 2021 year was opened by Chairman Bower.

Commissioner Quinn nominated Commissioner Bower for the Chairperson position. Chairman Bower seconded the motion. Chairman Bower called for a vote. The motion passed 2-1, with Commissioner Noll as opposed.

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

Chairman Bower read the current list of the committees that the board members 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 for 2021	
Ambulance Advisory Board	Chairman Bower
Area Agency on Aging	Commissioner Noll
Chamber Board	Jamie Madison
Community Corrections Advisory Board (exp. 01-2024)	Chairman Bower
County Health	Commissioner Noll
JJA (JCAB)	Chairman Bower
Joint Communication	Commissioner Quinn
Live Well, Live Atchison	TBD
NEK CAP Regional Board	Commissioner Noll
NEKES	Commissioner Noll
Project Concern	Chairman Bower
Safety Committee (New)	Commissioner Noll
Solid Waste Advisory Board	Commissioner Quinn
Economic Development Representative	Chairman Bower
Atchison Senior Village	Commissioner Quinn

Commissioner Quinn made a motion to continue having Jamie Madison, HR Director, as the KERIT Trustee, and Michelle Phillips, County Clerk, as the Alternate Trustee. Commissioner Noll seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

Larry Servaes 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 moved to re-appoint Larry Servaes to serve another three-year term as Trustee for Memorial Hall, with his new term expiring 01-2024. Commissioner Noll seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0. The other Trustees are Leonard

Buddenbohm, whose term is set to expire 01-2022, and Terry McKinney, whose term is set to expire 01-2023.

Jamie Madison, HR Director, presented the Board with the proposed holiday schedule for the rest of 2021 and for January 2022. Commissioner Noll moved to approve the list of holidays. Commissioner Quinn seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

Commissioner Quinn made a motion to include Martin Luther King, Jr. Day on Monday, January 17, 2022, since it comes so soon after the organizational meeting. Commissioner Noll seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0. The Commission also discussed setting holidays for January of the following year at the Organizational meeting, to assist with planning.

The list of approved holidays for Atchison County are as follows:

2021 Proposed Holidays (10 Days)

Martin Luther King, Jr Day - Monday, January 18, 2021

President's Day - Monday, February 15, 2021

Memorial Day - Monday, May 31, 2021

Independence Day - Monday, July 5, 2021

Labor Day - Monday, September 6, 2021

Veteran's Day - Thursday, November 11, 2021

Thanksgiving Day - Thursday, November 25, 2021

AND Friday, November 26, 2021

Christmas Eve - Friday, December 24, 2021

New Year's Eve Day - Friday, December 31, 2021

Martin Luther King, Jr Day - Monday, January 17, 2022

Commissioner Noll moved to allow a work day training for the employees, where the courthouse would be closed to the public, on Columbus Day, Monday, October 11, 2021. Commissioner Quinn seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

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 on Tuesdays, but holding the regular meetings on a different day. The Board also discussed having meetings later in the day.

Chairman Bower moved to continue to hold their regular meetings on Tuesdays, with a work session at 10:00 a.m. and a regular session at 1:00 p.m. Commissioner Noll seconded the motion. Chairman Bower called for a vote. The motion passed 2-1, with Commissioner Quinn as opposed.

Commissioner Noll moved to set the 2022 Organizational Meeting for the second Monday in 2022, January 10, 2022 at 12:00 pm, and to cancel the regular meeting set for Tuesday, January 11, 2022. Commissioner Quinn seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

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

Commissioner Quinn 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.

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

Commissioner Quinn moved to keep the meal allowance/reimbursement as it has been in the past, stated \$15.00 per meal, total of \$38.00 per day. Commissioner Noll seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

Commissioner Noll made a motion to approve the cell phone reimbursement of \$30 per month for call only, and \$60 per month for data and call. Commissioner Quinn seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

The current sales tax split between the Joint Communication and Solid Waste Department is set at 77% Joint Communication and 23% Solid Waste. Commissioner Quinn moved to keep the current sales tax split. Commissioner Noll seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

Commissioner Noll moved to adopt Resolution No. 2021-1476 waiving the General Accepted Accounting Principles (GAAP) for the 2021 audit. Chairman Bower seconded the motion. County Counselor Patrick Henderson noted that 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. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

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.

The Board discussed the possibility of setting a fee for 911 addressing. The County does not currently charge a fee. Commissioner Quinn made a motion to have a fee of \$75.00 for new construction with a 30-day time frame for installation. Chairman Bower seconded the motion. Chairman Bower called for a vote. The motion passed 2-1, with Commissioner Noll as opposed.

The Board was presented with an updated 2022 budget calendar. Commissioner Noll made a motion to approve the 2022 budget calendar. Commissioner Quinn seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

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2022 Budget Calendar

Date	Activity
January 11, 2021	BOCC Review Budget Calendar at Organizational Meeting
March 2nd	BOCC Review Budget Expectations
	Distribute Budget Calendar to Departments Heads for review
March 9th	BOCC & Department Heads meet to review budget calendar and budget expectations
By April 1	Estimate total real estate appraised value determined by Appraiser's Office
By April 1	County Clerk sends letters to outside entities/agencies for appropriation requests.
May	Joint County & City Meeting to review Joint Communications & Solid Waste Budgets
May 1st	Outside entities/agency appropriations requests due to County Clerk
May 1st - June 1st	Schedule Department Heads & Appropriations to meet with BOCC. <small>*Department heads should provide budget summary to County Clerk to share with BOCC one week prior to scheduled meeting.</small>
May 5th	Capital Improvement Requests Review by BOCC
June 1st	Valuations Certified
June 1st	Revenue Estimate Received by County Treasurer
June 8th	Value of 1 Mill is established by County Clerk
June 15th	Due date for Department Heads to have budgets entered into CIC
June 15th	Due date for County & City to approve Joint Communications & Solid Waste Budgets
June 16th	Preliminary Budgets are distributed to BOCC
June 16th	2022 COLA consideration by BOCC
June 22nd - July 6th	Budget & Planning Committee and BOCC Work Sessions
June 22nd - July 6th	Department Heads review final proposed budgets with BOCC
July 20th	Complete Prior Year Audit
July 27th	Rough Draft of Budget to BOCC
August 3rd	Commission Approve County Budget
	Send Hearing Notice to Atchison Globe
August 7th	Publication in Atchison Globe of the proposed budget and notice of hearing
August 17th	2022 Budget Hearing & consideration of adoption
August 25th	Adopted budget due to County Clerk per statute
September 15th	Budget Election (if needed; and 2022 Budget Adoption)
October 1st	Adopted budget due to County Clerk (If election)

Commissioner Noll made a motion to authorize the Chairman of the Board to sign certain documents that pertain to Atchison Senior Village. Commissioner Quinn seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

Discussion was held in regards to holding a joint meeting with all the cities, since this has not been done in recent years. Commissioner Quinn stated she would reach out to see when might work for the cities to have a meeting.

Discussion was held in regards to holding a joint meeting with all the townships. Commissioner Quinn stated she would reach out to see when might work for the townships and Justin Noll, Public Works Director to have a meeting. An estimated time frame for a meeting would be in February 2021. Counselor Henderson also reminded the Board that the Townships are required by K.S.A. 68-539 to submit an annual report of all road work done in the previous year. This report is due by January 15 of each year. The Townships are also to submit an annual financial report under K.S.A. 80-302 by January 31 of each year. The Board is to review the annual report in February of each year under K.S.A. 80-304.

Discussion was held in regards to setting a date for the Annual Tax Sale. Commissioner Quinn made a motion to set the Annual Tax Sale in March. Commissioner Noll seconded the motion. Chairman Bower called for a vote, all voted aye. The motion passed 3-0.

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

Commissioner Noll made the motion to adjourn at 2:13 pm. Commissioner Quinn 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: Kalee Vanderweide, Deputy County Election Officer

Organizational meeting January 11, 2021

- 1. To nominate a Chairperson for 2021.**
- 2. To nominate a Vice Chairperson for 2021.**
- 3. Appointment of Commissioners or County Personnel to various committees for 2021.**
- 4. Appointment for KERIT Trustee and Alternate Trustee.**
- 5. Renew Memorial Hall Trustee for Larry Servaes. Term expired December 2020.**
- 6. Approve holidays for County for 2021.**
- 7. Approve Columbus Day Employee Training for Monday, October 11th.**
- 8. Approve Work Session/Official Meeting dates and times for 2021.**
- 9. Date & Time of Organizational Meeting for 2022? (No meeting on Tuesday)**
- 10. To name the following banks as eligible depositories (Exchange Bank & Trust, UMB, Bank of Atchison, and Bank of Blue Valley).**
- 11. Recommendation made by County Treasurer to name Exchange Bank & Trust as the main depository for Atchison County.**
- 12. Mileage rate for 2020 (IRS 58.0 cents per mile, State of Kansas 58.0 cents per mile)**
- 13. Meal Reimbursement**
- 14. Cell Phone Reimbursement**
- 15. Percentage to be set for Sales Tax Distribution between Solid Waste and Joint Communication.**
- 16. Resolution for Waiving of the GAAP for the 2021 Audit.**
- 17. Set County Government Day.**
- 18. Set 911 Addressing Permit fee and the Location Permit Fee**
- 19. Approve the 2022 Budget Calendar**
- 20. ~~ASV Board Resolution for Authorizing Signatures. Do not need since already completed for this year.~~**

Organizational meeting January 11, 2021

- 21. Discussion for Joint Meeting with all Cities in County and setting date.**
- 22. Discussion for Township Meeting and setting date.**
- 23. Discussion for date of Annual Tax Sale.**