

# Barton County Commission Agenda Meeting Minutes

Recorded audio is available on compact disk upon KORA request to the Barton County Clerk's Office, 1400 Main – Room 202, Great Bend, Kansas 67530.

Phone (620) 793-1835 \ Fax (620) 793-1990 \ Email [clerk@bartoncounty.org](mailto:clerk@bartoncounty.org)

Meetings Live Streamed through **Microsoft Teams**® at the following link: <https://bit.ly/3m1w5ZM>

December 14, 2021

The Board of Barton County Commissioners convened this 14th day of December 2021, at the Barton County Courthouse.

*Members present:*

- Kirby Krier, Commissioner, 1st District
- Barb Esfeld, Commissioner, 2nd District
- Shawn Hutchinson, Commissioner, 3<sup>rd</sup> District *(Chairman Pro-Tem)*
- James R. Daily, Commissioner, 4th District, Chairman
- Jennifer Schartz, Commissioner, 5th District
- Donna Zimmerman, County Clerk
- Barry McManaman, Interim County Administrator
- Patrick Hoffman, County Counselor

**I. OPENING BUSINESS:**

Commissioner Daily called the meeting to order at 9:00 A.M.

Commissioner Schartz moved to approve the agenda.  
 Commissioner Krier seconded the motion.  
 All voted aye. Motion passed.

Commissioner Hutchinson moved to approve the minutes of the November 30, 2021, Regular Meeting.  
 Commissioner Schartz seconded the motion.  
 All voted aye. Motion passed.

Minutes of the December 7, 2021, Regular Meeting were not available.

**II. OLD BUSINESS:**

There was no old business.

**III. NEW BUSINESS:**

**A. COUNTY CLERK'S OFFICE: Request for Approval – Added / Abated / Escaped / Refunded Taxes:**

-Donna Zimmerman, County Clerk, will present a listing of Added / Abated / Escaped / Refunded Taxes. Orders for these actions are kept on file in the County Clerk's Office. These are used to correct assessments and are requested by the County Appraiser's Office or the County Clerk's Office.

Donna Zimmerman, County Clerk, presented the following tax roll adjustments:

BATCH #1	VALUES	ESCAPED TAXES	ADDED / ABATED	REFUNDS
Gas				
Oil	(2)		\$12.14	
Personal Property	(24,654)		(\$4,389.90)	\$724.44
Real Estate	(2,997)		(\$753.44)	\$843.64
16/20 M Trucks	(118)		(\$18.00)	\$12.00
State Assessed Utilities				
Special Assessments				
<b>Grand Totals</b>	<b>(27,771)</b>	<b>-</b>	<b>(\$5,149.20)</b>	<b>\$1,580.08</b>
<b>Total Taxes</b>	<b>(\$5,149.20)</b>			
<b>Total Records Selected</b>	<b>155</b>			

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Wendy Prosser, County Appraiser, said the adjustments are due to corrections, reduction in penalties for failure to file from 50% to 25% on properties that may have been sold, corrected division of interest from oil and gas companies and the change in royalty amounts.

Commissioner Esfeld moved to approve the Listing of Added / Abated / Escaped / Refunded Taxes as reviewed by the County Appraiser and presented by the County Clerk's Office. Direct the Chairman to sign on behalf of the Commission.

Commissioner Krier seconded the motion.

All voted aye. Motion passed.

## **B. PUBLIC HEALTH: Repayment of WIC Funds:**

-During the close out of the Federal Fiscal Year 2021 Women, Infants and Children Grant, it was determined that the Kansas Department of Health and Environment (KDHE) had overpaid Barton County by \$2,260.00. This overpayment was the result of a benefits calculation. Karen Winkelman, Public Health Director, will ask that the Commission authorize repayment of those funds.

Karen Winkelman, Public Health Director, said they recently had a situation where an employee no longer carried county insurance for two months. They had submitted that bill for reimbursement in advance and are now needing to repay the WIC program at KDHE.

Commissioner Krier said that employee has since retired and was a very good employee.

Commissioner Krier moved to repay the Kansas Department of Health and Environment a total of \$2,260.00 that was overpaid to Barton County in reference to the WIC Grant. Repayment to be made from the Health Fund, Return of Grant Funds Line, 006-66-6710.

Commissioner Esfeld seconded the motion.

All voted aye. Motion passed.

## **C. COMMISSION: COVID-19 Award From HHS**

-Barton County was awarded COVID-19 funding from the U.S. Department of Health and Human Services.

Karen Winkelman, Public Health Director, said there was an application back in September for this funding and noted it was awarded in December. Winkelman said this funding can be used to reimburse health related expenses or lost revenues due to coronavirus.

Commissioner Krier asked if this is the last or will there be more funding. Sue Cooper said every time the President signs an act there is trickle down funding.

Commissioner Krier asked how the money will be spent. Winkelman said they will use it to reimburse funds for the purchase of the generator and payroll for staff related to COVID work. Commissioner Krier asked if the payroll will be similar to the one-time premium pay. Winkelman said no, it will be used for WIC additional hours for example.

Commissioner Hutchinson moved to accept the Phase 4 General Distribution & ARPA Rural Payment from the U.S. Department of Health and Human Services, in the amount of \$17,877.53, funded by the Coronavirus Aid, Relief, and Economic Security (CARES) Act; the Paycheck Protection Program (PPP) and Health Care Enhancement Act, the Coronavirus Response and Relief Supplemental Appropriations Act, and the American Rescue Plan Act (PL 117-002). Funds to be deposited in the HHS Grant Fund, Federal Funds Received Line, 909-00-4286.

Commissioner Schartz seconded the motion.

All voted aye. Motion passed.

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## COMMISSION:

-On September 29, 2021, Barton County invited proposals for an architectural and mechanical engineering firm to replace the heating and air conditioning system at the Barton County Courthouse to address building ventilation to increase the air quality. Two firms submitted qualifications proposals, and those firms were also invited to submit proposals to conduct a feasibility study, making recommendations for services related to the replacement of the existing heating, ventilating, and air conditioning (HVAC).

Sue Cooper, Grant and Compliance Manager, said \$2,639,128.76 in the first round of ARPA Funds has been obligation so far. A qualifying expenditure of ARPA funding is for continued improvements to address air quality. Upgrades to ventilation systems can increase clean air delivery and dilute potential contaminants. COVID-19 mitigation and prevention to enhance public health is acceptable.

Phil Hathcock, Facilities Manager said the Commissioners have held internal discussions concerning the replacement of the HVAC system at the courthouse for over 5 years. The courthouse HVAC system is a two-pipe forced water system that has become antiquated and is in need of replacement. Current issues with the system include leaking supply and return pipes, the system is either in heating or cooling mode, there is no temperature control, and the system does not allow for building ventilation. For example, the courtroom must call down to facilities to get them to turn the air on or off. Before you today are proposals from OSE and WDM for a feasibility study to make recommendations and provide cost estimates to replace the existing HVAC system in the courthouse.

Commissioner Krier asked who OSE is. Hathcock said Orazem & Scalora Engineering, P.A. and DMA Architects, P.A.

Commissioner Hutchinson said he will recuse himself as DMA Architects is a relative of his wife.

Commissioner Schartz asked how old our current system is. Hathcock said the chiller was replaced around 2011 and the boiler is from the 1960s/70s. Hathcock explained the individual units in the offices are a bigger problem and noted it is harder to find replacement parts for those units.

Commissioner Krier moved to accept the bid from OSE Engineering and DMA Architects for \$4,400.00 to conduct a feasibility study and make recommendations for services related to the replacement of the existing heating, ventilation, and air conditioning (HVAC). Payment to be made from the ARPA Fund, Equipment Line, 906-00-6951-60, supported in the whole by the Coronavirus State and Local Fiscal Recovery Funds, awarded to Barton County by the United States Department of the Treasury.

Commissioner Schartz seconded the motion.

Commissioner Krier said we must do a feasibility study to comply with ARPA. Cooper said correct. Commissioner Daily, Commissioner Krier, Commissioner Esfeld and Commissioner Schartz voted aye. Commissioner Hutchinson abstained.

Motion passed 4 - 0.

## E. SOLID WASTE: Municipal Buy Back of Bobcat skid steer:

-The Barton County landfill operates a T770 Bobcat skid steer that was purchased with a municipal buy-back option. The landfill has not exercised the buy-back option for five years. Bobcat of Salina provided an estimate for exercising the buy-back option for a 2021 T770 skid steer.

Phil Hathcock, Solid Waste Director, said this equipment is used to mow ditches, unload trucks as a forklift and has a bucket to move rock around. Hathcock said the landfill purchased a Bobcat skid steer seven years ago, municipal buy-back was included in the price. Hathcock said they have not exercised the buy-back option at the landfill for the past five years simply for the fact that they do not put that many hours on it and would not be cost effective. The current Bobcat has approximately 1,400 hours and the trucks are getting worn out and showing some age. Hathcock said he reached out to Bobcat of Salina

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Who quoted \$21,195.12 for a 2021 skid steer which is approximately \$4,500 per year which is the buy-back option agreed to in the beginning.

Commissioner Schartz asked what a new skid steer cost. Hathcock said \$62,445.12.

Commissioner Krier asked what the warranty is. Hathcock said 2yrs/2,000 hours.

Commissioner Schartz asked for the delivery date. Hathcock said middle of January.

Commissioner Schartz moved to approve the municipal buy-back of the 2016 T770 Bobcat skid steer for a 2021 model from Bobcat of Salina. The \$22,195.12 cost with trade-in of 2016 T770 skid steer to be paid from the Solid Waste Fund, Equipment – Operate and Construction Line, 140-68-6190.

Commissioner Esfeld seconded the motion.

All voted aye. Motion passed.

Hathcock said they are expecting 65-mile winds on Wednesday and said the landfill will open from 7:00 – 8:00 A.M. to allow commercial haulers to get in and will then close.

## **F. INFORMATION TECHNOLOGY: Replacement of Certain Computers:**

-The County has developed a plan for the annual replacement of a certain number of computers. This practice improves the County's technological capabilities and allows for more consistent budgeting. The Information Technology Department accepted bids through Vendor Registry for the needed equipment.

Dereck Hollingshead, Information Technology Director, said he visits annually with all department heads to determine which computers need replaced. Hollingshead said he received five bids and noted two of the vendors did not submit complete bids. Hollingshead said he recommended SHI with the Dell option. Hollingshead said he requested bids for forty-three computers and have since reduced that since a new pricing source has been identified. The original bid was for \$40,281.60. Today he is asking for approval of \$34,054.93.

Commissioner Daily said Kenny Vink, OPI, discussed computer replacements with them last week during study session. Hollingshead said OPI did not submit a bid.

Commissioner Esfeld asked how many vendors submitted bids. Hollingshead said five bids were received with two bids from the same vendor.

Commissioner Daily asked if the county has worked with SHI before. Hollingshead said yes, we do computer repairs in house, but we do go out of house for warranty claims. Hollingshead said we get 24/7/365 support.

Commissioner Krier asked if the office furniture and equipment is part of the Clerk Tech Fund. Patzner said yes, that was a line item within the Clerk Tech Fund.

Commissioner Krier asked about Diversion Funds. Patzner said the "06" designates it is Diversion Funds.

Commissioner Esfeld moved to purchase certain computers from SHI International Corp. for a total of \$34,054.93. Direct payment to be made as indicated in the included chart that we have here in our documentation:

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FUND	LINE NAME	LINE NUMBER	AMOUNT
General Fund, County Attorney - Diversion	Office Furniture and Equipment Over \$50.00	001-08-6175-06	\$ 5,239.38
General Fund, Sheriff's Office	Office Furniture and Equipment Over \$50.00	001-12-6175	\$ 737.47
General Fund, Appraiser	Office Furniture and Equipment Over \$50.00	001-14-6175	\$ 4,582.88
General Fund, Administrator	Office Furniture and Equipment Over \$50.00	001-22-6175	\$ 2,471.00
General Fund, Emergency Management	Office Furniture and Equipment Over \$50.00	001-28-6175	\$ 737.47
General Fund, Engineering	Office Furniture and Equipment Over \$50.00	001-32-6175	\$ 2,575.98
General Fund, Communications	Office Furniture and Equipment Over \$50.00	001-36-6175	\$ 2,212.41
Road and Bridge Fund	Office Furniture and Equipment Over \$50.00	002-92-6175	\$ 2,212.41
Register of Deeds Tech Fund	Other Contractual Services	045-10-5465-14	\$ 2,949.88
County Clerk's Tech Fund	Office Furniture and Equipment Over \$50.00	046-04-6175-15	\$ 1,474.94
Treasurer's Tech Fund	Office Furniture and Equipment Over \$50.00	047-06-6175-17	\$ 2,949.88
Juvenile Services	Office Furniture and Equipment Over \$50.00	121-88-6175	\$ 5,173.76
Solid Waste	Office Furniture and Equipment Over \$50.00	140-68-6175	\$ 737.47
<b>TOTAL</b>			<b>\$34,054.93</b>

Commissioner Krier seconded the motion.  
All voted aye. Motion passed.

## G. ADOPTION OF THE 2022 AUTHORIZED POSITIONS LISTING:

-To assure that offices are operating with appropriate personnel, the 2022 Authorized Positions listing is presented for adoption. The listing includes all County positions, including Central Kansas Community Corrections and 20th Judicial District Juvenile Services, since both fall under the umbrella of County operations.

Pat Patzner, Finance / Human Resources Officer, said the authorized positions is adopted outside of the budget and requested approval.

Commissioner Hutchinson moved to approve the 2022 Authorized Positions Listing.  
Commissioner Schartz seconded the motion.  
All voted aye. Motion passed.

## IV. ENDING BUSINESS:

1. Announcements
2. Appointments

## V. OTHER BUSINESS:

- Comm Krier: Please notify the Sheriff to come over to discuss the insurance bids.
- Comm Schartz: In light of the fact, it is only 9:30am, can we move Matt, Derrick and Sue up on the schedule, so they do not have to come back later. The Commission agreed.
- Wendy Prosser: Holding a retirement celebration for Ellen Fischer next Monday in the Conference Room. Fischer has been employed with Barton County for 29 years.
- Comm Krier: Was informed this morning there is a taxing entity who purchased a building on 10<sup>th</sup> street. Bought it for \$1.5 million. How does that affect the other buildings with similar square footage?
- Prosser: Will call to see if it included any additional equipment. That sale price will be reflected in the appraisals. Had to cut-off for analysis, so that sales information will not be in the studies for this year.
- Comm Krier: A non-profit purchased it, so it took it took \$22,862.82 off the tax rolls.
- Comm Hutchinson: Do you use sales data to access the properties?
- Prosser: Yes, individual can also obtain sales data in order to appeal taxes.
- Comm Daily: It could impact the sales value for the other properties.
- Comm Hutchinson: An unintended consequence is a non-profit buying a property is that property can come off the tax roll and the other taxpayers must make up the difference.

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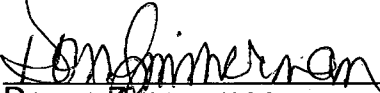
## ADJOURN.

Commissioner Schartz moved to adjourn at 9:35 A.M.

Commissioner Hutchinson seconded the motion.

All voted aye. Motion passed.

ATTEST:

  
\_\_\_\_\_  
Donna Zimmerman  
Barton County Clerk

  
\_\_\_\_\_  
James R. Daily, Chairman