

# 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/485qibd>

January 16, 2024

The Board of Barton County Commissioners convened this 16th day of January 2024, at the 1500 Kansas location.

*Members present:*

Duane Reif, Commissioner, 1<sup>st</sup> District

Barb Esfeld, Commissioner, 2<sup>nd</sup> District, (Chairman Pro-Tem)

Shawn Hutchinson, Commissioner, 3<sup>rd</sup> District, Chairman

Tricia Schlessiger, Commissioner, 4<sup>th</sup> District

Donna Zimmerman, Commissioner, 5<sup>th</sup> District

Bev Schmeidler, County Clerk

Matt Patzner, Director of Operations

Patrick Hoffman, County Counselor

## **I. OPENING BUSINESS:**

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

Commissioner Schlessiger moved to approve the agenda.

Commissioner Zimmerman seconded the motion.

All voted aye. Motion passed.

Commissioner Esfeld moved to approve the minutes of the December 19, 2023, December 28, 2023, and January 2, 2024, Regular Meetings.

Commissioner Reif seconded the motion.

All voted aye. Motion passed.

## **II. APPROVAL OF APPROPRIATIONS: 13th Month:**

-Bev Schmeidler, County Clerk, will present details. An Accounts Payable Register will be submitted to the Commission for the period ending December 31, 2023. This is considered the first "13th Month" for 2023 expenditures.

Bev Schmeidler, County Clerk, presented details.

Commissioner Reif moved to approve 13th Month appropriations for the period ending December 31, 2023. Authorize the Chairman to sign on behalf of the Commission.

Commissioner Esfeld seconded the motion.

All voted aye. Motion passed.

## **III. APPROVAL OF APPROPRIATIONS:**

-Ms. Schmeidler will present details. An Accounts Payable Register will be submitted to the Commission for the period of January 1, 2024, and ending January 16, 2024.

Bev Schmeidler, County Clerk, presented details.

Commissioner Esfeld moved to approve appropriations for the period of January 1, 2024, to January 16, 2024. Authorize the Chairman to sign on behalf of the Commission.

Commissioner Schlessiger seconded the motion.

All voted aye. Motion passed.

## **IV. OLD BUSINESS:**

-There was no Old Business.

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## **V. NEW BUSINESS:**

### **A. ELECTION FOR CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS:**

-Matt Patzner, County Administrator, will provide details. Nominations are in order for the 2024 Commission Chairman as is allowed under Kansas Statute 19-219. The Board of County Commissioners consists of Commissioners Barb Esfeld, Shawn Hutchinson, Duane Reif, Tricia Schlessiger and Donna Zimmerman.

Matt Patzner, County Administrator, asked for consideration of appointing Commission Chairman for 2024.

Commissioner Hutchinson introduced his family present. His mother, Joyce; wife, Jamie and son, Eli. He said it had been an honor and privilege to serve as chair for the last two years. It had been rewarding and sometimes difficult. Commissioner Hutchinson thanked his fellow commissioners, Matt Patzner and Patrick Hoffman. He also thanked the media for their accurate reporting and Diana Watson for keeping him in line. The HVAC Improvement Project and others had brought everyone together creating a strong team. Other projects such as the Façade Improvement Grants had been a pleasure.

Commissioner Schlessiger moved to appoint Barb Esfeld as the Chairman of the Barton County Commission for 2024.

Commissioner Zimmerman seconded the motion.

All voted aye. Motion passed.

Commissioner Esfeld said Commissioner Hutchinson really stepped up as Chairman and it was a wise decision to keep him as chair for two years with the renovations in progress. Commissioner Esfeld said hopefully he could get back to some family time and business time. They presented him with a flag in appreciation of his service.

Commissioner Reif said Commissioner Hutchinson's dedication was outstanding. He led the charge for the renovations of the courthouse.

Commissioner Schlessiger said Commissioner Hutchinson's guidance for the three new commissioners last year was appreciated.

Commissioner Zimmerman said she appreciated his leadership and constant communication.

Patzner said they had dealt with a lot the past year and Commissioner Hutchinson took it all on, head on. He appreciated how involved Commissioner Hutchinson had been.

Patrick Hoffman, County Counselor, said he appreciated all of their talks and looked forward to more.

Commissioner Hutchinson said Barton County Invests in Growth and we always say we need more taxpayers, not more taxes. His mother was buying a house in Great Bend.

Commissioner Esfeld said she had big shoes to fill taking over as chair. Commissioner Esfeld thanked Commissioner Hutchinson for everything and said he always thought about the employees and taxpayers. Commissioner Esfeld said the commissioners believe in the employees and that all helped to make Barton County great.

Commissioner Hutchinson said this was a hard working group of people and it was great to be able to lead with a group like this.

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## **B. ELECTION FOR CHAIRMAN PRO TEM OF THE BOARD OF COUNTY COMMISSIONERS:**

-Mr. Patzner will provide details. Nominations are in order for the 2024 Commission Chairman Pro Tem as is allowed under Kansas Statute 19-219.

Matt Patzner, County Administrator, asked for appointment of Chairman Pro Tem.

Commissioner Reif moved to appoint Commissioner Schlessiger as Chairman Pro Tem of the Barton County Commission for 2024.

Commissioner Hutchinson seconded the motion.

All voted aye. Motion passed.

### *Members present:*

Duane Reif, Commissioner, 1<sup>st</sup> District

Barb Esfeld, Commissioner, 2<sup>nd</sup> District, Chairman

Shawn Hutchinson, Commissioner, 3<sup>rd</sup> District

Tricia Schlessiger, Commissioner, 4<sup>th</sup> District, (*Chairman Pro-Tem*)

Donna Zimmerman, Commissioner, 5<sup>th</sup> District

Bev Schmeidler, County Clerk

Matt Patzner, Director of Operations

Patrick Hoffman, County Counselor

## **C. RESOLUTION 2024-03: Designation of the Official County Newspaper:**

-Mr. Patzner will provide details. Resolution 2024-03 calls for the designation of the official County newspaper. The newspaper selected must meet the qualifications as prescribed by K.S.A. 64-101. To meet this statute, and to best reach the citizens of Barton County, the Commission shall consider the designation of The Tribune.

Matt Patzner, County Administrator, presented details.

Commissioner Esfeld said she appreciated all they do.

Commissioner Schlessiger moved to adopt Resolution 2024-03, Designation of the Official County Newspaper as the Great Bend Tribune.

Commissioner Zimmerman seconded the motion.

All voted aye. Motion passed.

## **D. RESOLUTION 2024-04: Requesting a Waiver Under K.S.A. 75-1120a:**

-Mr. Patzner will provide details. It is standard procedure to request a waiver of the requirements of K.S.A. 75-1120a relating to the preparation of financial statements and reports each year. The basis is that statements prepared in conformity with this statute are of no significant value to Barton County nor to the general public.

Matt Patzner, County Administrator, said this basically allowed us to keep the books on a cash basis.

Commissioner Zimmerman moved to adopt Resolution 2024-04, Requesting a Waiver under KSA 75-1120a.

Commissioner Schlessiger seconded the motion.

All voted aye. Motion passed.

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## **E. FIRE DISTRICT NO. 2: Appointment of a Board of Trustees:**

-Mr. Patzner will provide details. Per Resolution 2018-10, which created Fire District No. 2, the members of the Fire District Board of Trustees shall consist of not more than one (1) appointee from each participating township and not more than one (1) from each participating city. At this time, Hoisington and Olmitz city representation is open. The positions expire December 31, 2025.

Matt Patzner, County Administrator, asked for consideration of appointment of Shannon Donovan.

Commissioner Esfeld said there were two openings, were they just appointing one position. Patzner said this appointment was for Hoisington, Olmitz position was still open.

Commissioner Reif said Donovan had been a firefighter for 25 years. He volunteered to be the Chairman and had done an excellent job.

Commissioner Reif moved to appoint Shannon Donovan to the Board of Trustees for Fire District No. 2, Barton County, Kansas. The uncompensated term ends December 31, 2025.

Commissioner Hutchinson seconded the motion.

All voted aye. Motion passed.

## **F. UPDATE: 2024 Authorized Positions Listing:**

-Mr. Patzner will provide details. It is suggested that the Commission approve the addition of the Programming Liaison position as a temporary employee under the County Administrator. The person in this position will work with all County departments in troubleshooting Computer Information Concepts (CIC) programming.

Matt Patzner, County Administrator, said just trying to get ahead and allow for the position, still needed to reach out to the person and have discussions.

Commissioner Esfeld said this position could be used in all offices.

Commissioner Hutchinson asked if the position was full-time, part-time or temporary. Patzner said for now it was temporary. It was a new position so we would see how it worked out.

Commissioner Hutchinson moved to approve the updated 2024 Authorized Positions Listing.

Commissioner Schlessiger seconded the motion.

All voted aye. Motion passed.

## **G. COURTHOUSE HVAC IMPROVEMENT PROJECT: Other Change Orders – Under Resolution 2023-19 Threshold:**

-Mr. Patzner will present details. Barton County has received notice of certain needed updates to the Heating, Ventilation and Air Conditioning improvement project. These changes, individually, are under the threshold established with the adoption of Resolution 2023-19.

Matt Patzner, County Administrator, said in the process of making the grooves for the outlets, there were pockets of air and the floor collapsed.

Commissioner Hutchinson asked if the price included cutting out the old concrete and putting in new. Patzner said yes, it did.

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Commissioner Schlessiger moved to approve the following Change Orders for the Courthouse HVAC Improvement Project. Cost to be paid to Kruse Construction from the Capital Improvement Fund, Building and Fixed Equipment – General Line, 071-00-6305.

Orders	Reason	Amount
No. 23	Floor Outlets to Commission Room	\$4,948.02

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

## H. HEALTH DEPARTMENT: **Champ Software – KS Nightingale Notes Subscription:**

-Karen Winkelman, Health Director, will provide details. In December, 2017, the Commission approved the purchase of Nightingale Notes Electronic Health Records. The Health Department has received a billing of \$31,218.00 from Champ Software for the 2024 - 2025 subscription of 23 named licenses.

Karen Winkelman, Health Director, asked for renewal of electronic medical records called Nightingale Notes. They implemented it in December of 2017 and as of last Friday, they had 30,928 clients in it. It allows them to not have paper charts and all the supplies required for those as well as staff time to put together charts. It can also be used for documentation, billing, scanning in documents for vaccine reminder cards and allows to pull data for grants. There were approximately 17 other Kansas counties using the system. It had a slight increase but came in under budget. The cost was \$31,218.00 for a period of March 1, 2024, to February 28, 2025.

Commissioner Zimmerman moved to approve the subscription charge of \$31,218.00 from Champ Software, Inc, for 23 named licenses to the KS Nightingale Notes subscription. Cost to be paid from the Health Fund, EMR Maintenance Line, 006-52-5661.

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

## I. APPRAISER'S OFFICE: **Bulk Mailing – Valuation Notices:**

-Wendy Prosser, County Appraiser, will provide details on this item. The Appraiser's Office invited Request for Proposals for the 2024 real estate valuation notices. Work involves the creation of valuation notices, mailing labels and envelopes.

Wendy Prosser, County Appraiser, said they were preparing for the annual bulk mailing of valuation notices. They did an RFP and by statute they must be mailed by March 1<sup>st</sup>. They were scheduled to meet that deadline. State law requires them to send out the valuations fair market value on all properties with the exception of land devoted to agriculture and utility properties. Property Valuation Division evaluates and monitors county accuracy level by comparing properties that have sold and the sale prices and expectations at a variation of no more than 10%. Bulk mailing companies were able to obtain supplies and postage at reduced rates that could not be met in-house. They would mail approximately 15,000 pieces of mail. They received four bids:

Lineage Connect	\$ 8,078.41
Summit Litho-A	\$16,191.00
Summit Litho-B	\$23,969.00
The Masters Touch	\$ 8,305.15

Prosser said the amounts would vary slightly depending on parcel changes. She requested going with The Masters Touch because they have used the company in the past and they already have the programming formatted for Barton County.

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Commissioner Esfeld asked how many years we had used The Masters Touch. Prosser said four or five years.

Commissioner Hutchinson moved to award the bid to The Masters Touch for \$8,305.15 to be paid from the General Fund, Appraiser's Account, Professional Service Fees Line – 001-14-5475. Authorize the Commission Chair to sign the Vendor Agreement on behalf of the County.

Commissioner Zimmerman seconded the motion.

All voted aye. Motion passed.

## **J. EMERGENCY MANAGEMENT: Local Emergency Planning Committee:**

-Sean Kelly, Emergency Management Director / Engineering Technician, will provide details. The Barton County Local Emergency Planning Committee (LEPC) is comprised of representatives from the following groups: state/local officials; law enforcement; firefighting; emergency management; health; hospital; broadcast media and/or communications media; transportation; local environmental group; community service/civic group; emergency medical services; and facilities/industries regulated by SARA Title III. Nominations have been sought for appointment according to LEPC bylaws.

Sean Kelly, Emergency Management Director / Engineering Technician, said this was done each year to appoint new members. Lindsey Ensley had attended meetings with Karen Winkelman. Luke McCormick was on the committee when he was with Great Bend Fire Department and was now with Clara Barton Hospital. Kelly asked for appointment of the two individuals.

Commissioner Esfeld asked Kelly about perhaps having CPR training in the future. Kelly said he would check into it.

Commissioner Hutchinson moved to approve the January 15, 2024, Membership List of the Barton County Local Emergency Planning Committee to the Commission on Emergency Planning and Response to include the following new appointments:

Lindsey Ensley, Barton County Health Department  
Luke McCormick, Clara Barton Hospital

Direct Mr. Kelly to forward the complete membership list to the Kansas Division of Emergency Management and the Kansas Commission on Emergency Planning and Response.

Commissioner Reif seconded the motion.

All voted aye. Motion passed.

## **K. ELECTION: Help America Vote Act Security Grant:**

-Bev Schmeidler, County Clerk, will present details. The Clerk's Office received a \$94,096.91 Help America Vote Act (HAVA) Security Grant. The monies are to be used to improve physical security services. Identified projects include additional security for election equipment storage, to include security locks, cameras and a server; a new trailer and rolling bags. It is suggested that the cost of the project be taken from the Equipment Replacement Fund, with reimbursement made once the grant funding is received. It is noted that this is a 90 / 10 grant.

Bev Schmeidler, County Clerk, said they received two bids for the security upgrades to the County Clerk's Office in the courthouse.

Brentwood Builders	\$59,786.00
David Tabrizi	\$60,000.00

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The upgrades would be increasing security for areas and equipment in the office. They would also like to purchase a new trailer for deploying election equipment to polling sites and security bags for transporting supplies. Schmeidler said she would be back in front of the commissioners for another part of the grant in the future.

Commissioner Reif said security was very important. If you get a bigger trailer, do you have something to pull it. Schmeidler said Noxious Weed/Road & Bridge pull the trailer to deploy the equipment for each election. The trailer requested was heavier exterior metal and upgraded axels.

Commissioner Reif asked about the plan for the old trailer. Schmeidler said they would like to hold onto it at least until after the move back to the courthouse. A second trailer has been borrowed in the past for transporting supplies to Election School and it could be used for that purpose.

Schmeidler added that a requirement of the grant was to have everything purchased and implemented by March 1, 2024. Barton County received a waiver due to being relocated.

Commissioner Reif moved to approve the following costs from the Equipment Replacement Fund, General Line, 072-00-6380:

VENDOR	BID AMOUNT	EXPENDITURE
Brentwood Builders	\$59,786.00	Security Build
Eight-Ten Trailers	\$12,200.00	Trailer
A. Rifkin Co.	\$ 2,824.15	Security Bags
Total	\$74,810.15	

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

## L. EXECUTIVE SESSION:

-The Commission Chair will present. Any Commissioner may make a motion for the board to recess to executive session at this time as allowed by K.S.A. 75-4319. Any motion must contain the justification for the executive session, the subject matter to be discussed, any individuals in addition to the board who will attend the executive session and the time at which the regular session shall resume.

At 9:40 A.M., Commissioner Hutchinson moved that the Commission go into Executive Session until 10:00 A.M. with the County Administrator and County Counselor. The subject to be discussed will be consultation with the County Counselor regarding confidential legal matters of the county and the justification for the Executive Session is protecting the county's attorney client privilege in discussions with legal counsel.

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

At 10:00 A.M., Commissioner Hutchinson moved to come out of Executive Session with no action taken. Commissioner Schlessiger seconded the motion.  
All voted aye. Motion passed.

Commissioner Esfeld said we would back up to Item K. Needed to clarify the motion. Schmeidler asked for clarification in the motion as to who was awarded the bid.

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Commissioner Reif moved to rescind his motion for Item K.

Commissioner Schlessiger rescinded her second.

All voted aye. Motion passed.

Commissioner Hutchinson moved to approve the following costs from the Equipment Replacement Fund, General Line, 072-00-6380:

VENDOR	BID AMOUNT	EXPENDITURE
Brentwood Builders	\$59,786.00	Security Build
Eight-Ten Trailers	\$12,200.00	Trailer
A. Rifkin Co.	\$ 2,824.15	Security Bags
Total	\$74,810.15	

Additionally, move to sell the 2012 Doolittle Trailer at the next County Auction. Total for all of those \$74,810.15.

Commissioner Schlessiger said Bev did not want to sell that trailer.

Commissioner Hutchinson moved to amend the motion to strike additionally move to sell the trailer.

Commissioner Esfeld said motion had been made with the exception of selling the trailer, do we have a second.

Commissioner Schlessiger seconded the motion.

All voted aye. Motion passed.

## VI. ENDING BUSINESS:

1. Announcements
2. Appointments

## VII. OTHER BUSINESS:

Commissioner Esfeld – provided information about SDSI meeting she attended last week.

Commissioner Reif – joint meeting with Claflin on January 8<sup>th</sup> was canceled due to weather conditions.

Tentative date would be February 12<sup>th</sup>.

## VIII. ADJOURN.

Commissioner Hutchinson moved to adjourn at 10:11 A.M.

Commissioner Schlessiger seconded the motion.

All voted aye. Motion passed.

ATTEST:



Bev Schmeidler  
Barton County Clerk



Barb Esfeld, Chairman