

The Allen County Board of Commissioners met in regular session at 8:30 a.m. with Chairperson Jerry Daniels, Commissioner Thomas R Williams Commissioner Jim Talkington and Sherrie L. Riebel, Allen County Clerk.

Bob Johnson, Iola Register, Heather Bosler, Humboldt Union, Bryan J. Murphy, Allen County Sheriff and Larry Walden, citizen, was present to observe the meeting.

Alana Kinzle, citizen and Ron Holman, Allen County House and Grounds Director, joined the meeting. Alana stated she was aware Ron was waiting until after the farm city days to start the water lines on the courtyard. She informed the commission on organizations that are willing to help with the Memory Garden. She said Ryan Sigg was going to volunteer time and forms, the National Guard would help with the cement, Mr. Hermstein, history teacher, would have his classes review the history plaques which will have the facts of history and the Rotary Club would be willing to maintain the flowers and fountain. She allowed they would make arrangements as they go. She stated they should be running water lines to the fountain area when the courtyard lines are ran. The fountain will be a rock fountain like Sam and Louie's and the golf course; run all year and not have to be shut off, low maintenance. Temporarily there will be flowers in the middle where the fountain will go later. She asked if commission would cover the cost of the concrete. She has visited with Cory Emerson and Payless concerning the concrete. She is waiting until the water line is installed so she can mark the garden area so that the concrete can be estimated. Commissioner Talkington asked her to call Tom Nevans to see if the money set aside for the Veteran's Wall sidewalk project would help with the cost.

Commissioner Williams asked about the history plaques; whether they would be on the ground or on a post. Alana said no, they will be intermixed with the flowers on posts.

Ron discussed Farm/City Days and reported the forecast is calling for rain, so they might move the Car Show. Discussion followed. Commissioners approved Ron to make the call, so as not to mess up the courtyard.

Commissioners discussed the sidewalk bid for Iola Senior Center. Ron stated there needs to be repair due to people with walkers can't easily roll them up to the senior center.

Commissioner Talkington presented information for a plaque that will be put by a tree planted on September 13, 2016, that can be read in a standing position in memory of Judy Zirjacks. Commissioners approved.

Mitchell Garner, Allen County Public Works Director, discussed a plane landing on a county road that was an emergency landing.

Mitch stated the cost of repair of the crusher for 2015 was \$126,791.24 and 2016 so far has been cost of \$200,000.

Commissioner Talkington asked about an incident last week on an employee who lost a finger. The employee is fine.

Bob Johnson, Iola Register, asked about a city/county agreement on use of equipment. Commissioners stated there are already some out there with other counties.

Sherrie reported KWORC stated Allen County has an increase in their Experience Mode from .82 to 1.16 which will result in higher work comp premiums. These modes are based on a three year rotation.

Aaron Franklin, Farm/City Days Committee, joined the meeting.

Commissioner Williams moved to go into executive session for 10 minutes to discuss Confidential Data. Commissioner Talkington seconded, motion passed 3-0-0. Those in the room will be Chairman Daniels, Commissioner Talkington, Commissioner Williams, David Toland, Thrive Executive Director, John McRae, Iola Industries and Sherrie L. Riebel, Allen County Clerk. The time is now 8:51 a.m. Commissioners reconvened at 9:01 a.m. No action was taken.

Commissioner Williams moved to go into executive session for 5 minutes to discuss Confidential Data. Commissioner Talkington seconded, motion passed 3-0-0. Those in the room will be Chairman Daniels, Commissioner Talkington, Commissioner Williams, David Toland, Thrive Executive Director, John McRae, Iola Industries and Sherrie L. Riebel, Allen County Clerk. The time is now 9:01 a.m. Commissioners reconvened at 9:06 a.m. No action was taken.

David reported G&W have filed their site plan for Iola and it is bigger, it is now a little less than 18,000 square feet, it started out smaller. He presented pictures of the proposed store. The City of Iola will be starting their hearing process soon to review and approve the site plan. G&W has requested an extension for building due to the increase of their businesses from Allen County Commissioners. A ribbon cutting will be scheduled in late spring. Ceremonial ground breaking is planned for the week of October 24th. Commissioners extended their appreciation of the beautiful frontage and approved an extension.

David reported the East Gage Lofts will be completed tomorrow and then the ribbon cutting next week. David discussed next phase of the planning included more apartments. They will be on 2<sup>nd</sup> and US Hwy #54, east of the current apartment building. The city has already approved phase 2, as the phase 1 & 2 plans were done at the same time.

David reported there is a Kansas Moderate Income Housing (MIH) Grant opportunity has come up through Kansas Housing Resources Corporation. David discussed the moderate income housing income range guidelines and benefits to Allen County. The thing is only local government can apply. So David is requesting the county apply for the \$400,000 in funds for the next project. He requested the county be a pass through to fund the construction and another \$600,000 from conventional income opportunities. Once a year for 5 years report who is living there and their income to KRHC. Thrive would be doing this for the county. Iola Industries would borrow the \$600,000 from the bank or sales.

Larry Walden asked if Iola Industries is planning on getting into competition with local businesses. David stated no, they are addressing a need for the community for housing and there are local businesses building. David will be in next Tuesday to meet with the commission. Grant request is due by October 14, 2016.

Commissioners reviewed Resolution 201606 for Allen County Purchasing Policy:

**RESOLUTION NO. 201606**

**A RESOLUTION AMENDING THE PURCHASING PROCEDURES  
INVOLVING THE EXPENDITURE OF COUNTY FUNDS**

WHEREAS, the Board of County Commissioners of Allen County, Kansas, has determined to require a competitive bid procedure for the efficient and economical purchase of goods and services obtained by Allen County, Kansas (hereinafter "the County").

NOW THEREFORE, the Board of County Commissioners of Allen County, Kansas (hereinafter "the Board"), meeting in regular session this 4th day of October, 2016, and intending to exercise their powers of home rule legislation pursuant to K.S.A. 19-101a do hereby resolve as follows:

1. Purchases. Except as otherwise required by law or this Resolution.

a. ~~\$0-\$499.99~~. All requests and orders for the purchase, rental or lease of goods, supplies, materials, equipment, and services, single or multiple items not reasonable expected to exceed a total cost of Five Hundred dollars (\$500.00) need not be submitted to the Board. A formal bid will not be necessary. The Department Head shall send the bill, approved for payment, to the Allen County Clerk's office. Two (2) telephone quotations are advised.

b. \$500.00-\$2999.99. All requests and orders for the purchase, rental or lease of goods, supplies, materials equipment, and services, single or multiple items reasonably expected to cost more than Five Hundred Dollars (\$500.00) but less than Three Thousand Dollars (\$3,000.00), need not be submitted to the Board for approval unless so requested by the Board, or at the option of the Department Head. The department will obtain an informal or verbal quote before the purchase will be approved. The informal quote will be by at least two (2) oral, telephone, electronic or catalog price solicitations.

c. \$3000.00 Plus. All requests and orders for the purchase, rental or lease of goods, supplies, materials, equipment, and services, single or multiple items reasonable expected to meet or exceed three Thousand Dollars (\$3000.00) shall be approved by the Board before bids are advertised or otherwise solicited by the Department Head pursuant to this Resolution. After solicitation and when a bid is awarded, an accounts payable will be issued.

1. \$3000.00-\$9999.99. For all requests and orders involving the expenditure of the County funds of Three Thousand Dollars (\$3000.00) or more but not in excess of Nine Thousand Nine Hundred Ninety-nine and 99/100 dollars (\$9999.99), the Department Head shall solicit informal bids for all such purchases but need not advertise by public notice.

2. \$10000.00 Plus. For all requests and orders involving the expenditure of the county funds of Ten Thousand Dollars (\$10000.00) or more, the Department Head shall solicit formal bids and advertise by published notice as specified in paragraph 3.

d. Exceptions. Purchases of culvert pipe, reinforcing steel, sheet piling, correlated bridge decking, motor fuels, motor oils, concrete rock, liquid asphalt materials, wholesale medications and prescription drugs, ammunition, herbicides and utilities need not be approved by the Board as long as there are sufficient public funds budgeted to pay for the purchase. The Department Head purchasing culvert pipe, reinforcing steel, sheet piling, corrugated bridge decking, motor fuels, motor oils, concrete, rock, liquid asphalt materials, wholesale medications and prescription drugs, ammunition, herbicides and utilities shall make a t least three (3) telephone calls for competitive quotations, if competitive quotations are possible. A copy of the uniform tabulation form shall be sent to the Board once completed. Any purchase made pursuant to this paragraph shall not exceed \$12500.00 without prior approval of the Board.

2. Competitive Bids Preferred. Except as otherwise provided in this Resolution, contracts for the purchase, rental or lease of goods, supplies, materials, equipment, or services shall be awarded on the basis of competitive bids or quotations to the lowest and/or best bidder, taking into consideration conformity with the specifications, terms of delivery, whether the supplier is located in Allen County, Kansas and other conditions imposed in the solicitation for bids.

3. Formal Bidding Process. When required by this Resolution, the following procedures should be used for the Formal Bidding Process. If a separate requirements is made by statutory process in a given circumstance, that process should be used when in conflict with this provision.

A. If a purchase requires formal bids to be taken, the Department Head, or requesting party, shall seek the approval of the Board prior to solicitation of bids.

B. Bids should be advertised two (2) consecutive weeks in a paper of general circulation in the County. The advertisement should be approved as to form by the County Counselor prior to publication, and should be attested to by the County Clerk, or the Secretary of a subordinate board, when appropriate.

C. Bids should be sealed, and remain in that until the designated time of opening. Late bids shall not be accepted, even if only moments behind schedule. Faxed bids may be allowed at the discretion of the department in question. Faxed bids should be confirmed by telephone, and after report should be placed in a sealed envelope by the receiving department. This envelope shall be opened at the stated time and place, and indication made that the bid was received by fax. Faxed bids will be accepted only when allowed by the department.

D. The bids should be opened, and applicable quotations read aloud, and noted on an appropriate bid sheet. This allows all present to have some idea of what the bids note. Alternations or changes should not be allowed in the bids, except in limited circumstances. The Board need not be present for bid openings, but the Department Head or a designee/representative shall be present.

E. After the opening, the bids should be noted and acknowledged. Unless it is clear on the face of the bids, they should not be accepted as bona fide. Often times, a bid may appear sufficient on its face, but does not comply with the specifications. As a

consequence, insufficient bids should not be accepted. Taking some time to review the bids for compliance is always preferable to accepting an insufficient bid.

F. After the bids have been reviewed, the appropriate individual or individuals should meet with the Board to provide a written recommendation on which bid to accept, or at least the written recommendation should be forwarded to the Board signed by the appropriate Department Head or board. A summary of all bids that comply with the specifications should be available, as well as a statement as to why any insufficient bids do not meet the specifications.

G. Upon review of the recommendations, the Board should approve the purchase of the item in the following form:

I move that the bid submitted by (Successful Bidder), be approved as the best bid, and that (Item), be purchased according to the terms of the bid, based upon the recommendation of (Department Head/board).

H. When a particular bid has been accepted, notice should be given to the successful bidder, in writing, that their bid was approved, and that they will be bound by the term and price indicated in their bid documents.

4. Specifications. All specifications issued by the Department Head under authority of this Resolution shall contain applicable language alerting all potential bidders to the pertinent affirmative action, anti-discrimination requirements of the State of Kansas and the county, as amended from time to time. All specifications shall also include language notifying all potential bidders that the Board reserves the right to accept or reject any or all bids and the right to waive any or all informalities or irregularities therein. All specifications shall include a statement regarding trade-in considerations, if applicable, indicating whether a trade-in is optional or definite and indicating when and where the trade-in may be viewed.

5. Seasonal Bidding. Purchases of road salt, liquid chloride de-icing and stabilization materials, roadway striping paint and glass beads, and crushed aggregate shall be subject to policies required by this Resolution, however, competitive bids on such materials shall only be required to be taken at least one (1) time per year, prior to the respective season when such materials are typically purchased and used. Nothing contained in this paragraph shall be construed as prohibiting additional bidding whenever the Department Head or Board deem it advisable.

6. Sale or Disposition of County Property. Whenever purchases are made in conjunction with the sale or disposition of County property (i.e., trade-in) the Board, by unanimous vote, shall determine that the property to be sold or disposed is no longer required, or cannot prudently be used for public purposes of the county. All public notices and procedures required by statute shall be made in conjunction with the sale or disposition of County property. The requirements stated in this paragraph may not be waived.

7. Emergency Purchases. When in the opinion of a Department Head, an emergency exists which requires the immediate purchase, lease or rental of goods or services, the Department Head may procure such goods or services in an amount not to exceed Five Thousand Dollars (\$5000.00) The Department Head shall submit documentation to the Board on the next succeeding business day specifying the facts and reason(s) supporting the emergency purchase. A copy shall also be forwarded to the County Clerk and the Board with the invoice for payment.

8. Award to Best Bid: In County Preference. As a general rule, the award of contracts pursuant to this resolution shall be made to the lowest and/or best bidder, taking into consideration conformity with the specifications, terms of delivery and other conditions imposed in the call of solicitations for bids. However, preference may be given to bidders from within Allen County.

9. Bid In Excess of Estimate. The Board may elect to reject any bid in excess of Engineer's estimate if an estimate is available and negotiate thereafter, or reject all bids. If the Board authorizes negotiations, the County Counselor/Attorney and the affected Department Head shall negotiate with the lowest bidder first. If negotiations fail with the lowest bidder, the Board may authorize negotiations with the next lowest bidder and each bidder in sequence through all bidders until a satisfactory agreement is reached. At any time during negotiations the Board may terminate negotiations or order the purchase re-bid.

10. Vouchers Issued When Purchase Made. When a bid is accepted by the Board, the amount thereof shall be charged against the current appropriation of the department for which the bid is accepted by issuing an accounts payable voucher. If a contract for services is awarded, a contract payable voucher will be issued.

11. Legal Fees: Retention of Attorney. The procedures required by this Resolution shall not apply to the County Attorney's Office for payment of expert witness services, outside legal counsel, real estate title abstract services in connection with tax foreclosures, or costs for other legal

matters. All contracts for outside legal counsel must be approved by the Allen County Attorney or the Board prior to their effectiveness. The bidding procedures required by this Resolution shall not apply to services of architects, attorneys, engineers and appraisers selected by the Board. The bidding procedures required by this Resolution shall not apply to the purchase of contracts of insurance. The bidding procedures required by this Resolution shall not apply to professional services.

12. Purchase of Automobiles. All Department Heads and other persons authorized to purchase materials and supplies for the County shall notify the Board of the need and intent to purchase any motor vehicle at the time of submitting the department budget request. A reminder notice should also be given by November 1 of the year preceding the anticipated purchase of the vehicle. The purchase of new/unused motor vehicles shall be consolidated whenever feasible. Nothing contained herein shall prevent the county from purchasing storm damaged or demonstrator vehicles.

13. Purchases In Violation of Policy. The Board may refuse to authorize payment of any contract or purchase which has been made or entered into in violation of this Resolution. After considering the same in an open public meeting, the Board may authorize payment for any contract or purchase which has been made or entered into if they find the purchasing procedures as set out in this Resolution were unintentionally not followed.

14. Cooperation with other Entities. It is the intent of the Board to cooperate with other governmental entities and consolidate purchases when such consolidated purchases are feasible. State or Federal grant funds may be expended in accordance with the requirements of that governmental agency.

15. Waiver of Provisions. For good cause, the Board may waive any or all of the requirements of this Resolution for specific purchases requiring its approval, only at an open public meeting. For good cause, a Department Head may waive any or all requirements of this Resolution for specific purchases not required to be submitted to the Board for approval, provided the Department Head submits documentation with the payment voucher specifying the facts and reason(s) supporting good cause and which requirement(s) were waived.

16. Headings Not Binding. The headings contained in this Resolution are for reference purposes only and do not constitute a portion of the Resolution.

17. Insufficiency of Part. Should any portion of this Resolution be deemed by a court of competent jurisdiction to be insufficient or improper, the remainder of this Resolution shall remain in full force and effect.

18. That Resolution No. 99016 shall be, and hereby is superseded by this Resolution.

19. This Resolution shall take effect upon publication one (1) time in the official County newspaper.

APPROVED AND ADOPTED THIS 4th day of October, 2016.

BOARD OF COUNTY COMMISSIONERS  
ALLEN COUNTY, KANSAS

Commissioner Williams moved to approve Resolution 201606. Commissioner Talkington seconded, motion passed 3-0-0.

Commissioner Williams discussed a request by Southeast Kansas Multi-County Health Department to pledge to be a welcoming environment where breastfeeding mothers are able to sit anywhere and enjoy a welcoming attitude from staff, management and, to the fullest extent possible, and other customers while breast feeding. Discussion followed. Commissioner Williams moved to approve Allen County's support for breastfeeding in the courthouse. Chairman Daniels seconded, motion passed 3-0-0.

Aaron Franklin left a Farm/City Days certificate and ribbon for the Allen County Commission.

Larry Walden asked the commission about budget review process. He expressed his concern on "No chain of command chart" for Allen County. He remarked the Commissioners seem to be in a state of confusion due concerning they are the county's budget authority. He expressed he thinks the commission should have say over everyone's budget in Allen County. Discussion followed.

Commissioners approved the following documents:

- a) Clerks Vouchers –\$99,725.58
- b) Payroll Changes
- c) Journal Entry #55-56

With no further business to come before the board, the meeting was adjourned until October 11 20, 2016 at 8:30 a.m. in the Commission room of the courthouse.

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Jerry Daniels, Chairperson

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Thomas R. Williams, Commissioner

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Sherrie L. Riebel, Allen County Clerk

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Jim Talkington, Commissioner