

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

Meetings Live Streamed through **Microsoft Teams**® at the following link: <https://bit.ly/44YHM9G>

July 8, 2025

The Board of Barton County Commissioners convened this 8th day of July, 2025, at the Barton County Courthouse.

Members present:

Duane Reif, Commissioner, 1st District, (Chairman Pro-Tem)
Barb Esfeld, Commissioner, 2nd District
Shawn Hutchinson, Commissioner, 3rd District
Tricia Schlessiger, Commissioner, 4th District, Chairman
Donna Zimmerman, Commissioner, 5th District
Chris Saenz, Deputy County Clerk
Matt Patzner, County Administrator
Patrick Hoffman, County Counselor

I. OPENING BUSINESS:

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

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

Commissioner Reif moved to approve the minutes of the July 1, 2025, Regular Meeting.
Commissioner Esfeld seconded the motion.
All voted aye. Motion passed.

II. OLD BUSINESS:

There was no old business.

III. APPROVAL OF APPROPRIATIONS: 13th Month – Fiscal Year ending June 30, 2025:

-Chris Saenz, Deputy County Clerk, will present details. An Accounts Payable Register will be submitted to the Commission for the fiscal year ending June 30, 2025. Generally this impacts offices utilizing federal grant funding.

Chris Saenz, Deputy County Clerk, presented details and asked for approval.

Commissioner Esfeld moved to approve 13th month appropriations for the fiscal year ending June 30, 2025 and authorize the Chairman to sign on behalf of the Commission.
Commissioner Reif seconded the motion.
All voted aye. Motion passed.

IV. NEW BUSINESS:

A. RESOLUTION 2025-11: A Resolution Concerning the Continuation of Group Health Benefits for Barton County Retirees and their Dependents:

-Matt Patzner, County Administrator, will provide details. Thought the adoption of this Resolution, and as required by Kansas statute, Barton County will extend coverage for health care benefits to retired former employees and their dependents, upon written application filed with the Clerk within 30 days following retirement of the employee. The Resolution stipulates qualifications, coverage type and payment requirements.

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Matt Patzner, County Administrator, said the County would charge 125% of the cost to the County for the program. Patzner said it was similar to COBRA but was more specific to retired former employees. It was required by statute, something that needed to be put into place.

Commissioner Zimmerman asked Patzner how long the retired person could be covered. Patzner said he believed it was until a person became eligible for Medicare.

Commissioner Reif asked how long they had to be employed by the County to qualify. Patzner said it was 10 years of service.

Commissioner Hutchinson said once retired, coverage could be eliminated when they became eligible for Medicare, but we could not do the same while they were still employed. Patrick Hoffman said that was correct.

Commissioner Hutchinson moved to adopt Resolution 2025-11, A Resolution Concerning the Continuation of Group Health Benefits for Barton County Retirees and their Dependents.

Commissioner Zimmerman seconded the motion.

All voted aye. Motion passed.

B. RESOLUTION 2025-12: A Resolution Establishing a Procurement Policy and Procedures for Purchasing and Sourcing and Rescinding Resolution 2023-09, Same, Adopted March 8, 2023:

-Mr. Patzner will provide details. The County has operated with purchasing standards for several years. That practice eventually evolved into the current Procurement Policy. First adopted in 2020, the County continues to refine its language. The latest revision will be presented at this time.

Matt Patzner, County Administrator, said the only change was adding Section 5 under unsealed bids, giving us the ability to develop a preferred vendor list. Being able to use that list when there were time constraints.

Commissioner Reif moved to adopt Resolution 2025-12, A Resolution Establishing a Procurement Policy and Procedures for Purchasing and Sourcing and Rescinding Resolution 2023-09, Same, Adopted March 8, 2023.

Commissioner Hutchinson seconded the motion.

All voted aye. Motion passed.

C. FAÇADE IMPROVEMENT GRANT: 10-39 LLC:

-Mr. Patzner will provide details. On July 1, 2025, the Commission approved, in cooperation with the City of Ellinwood, a \$20,000.00 Façade Improvement Grant for 10-39 LLC, 104 W 1st, Ellinwood, Kansas. The original motion did not correctly identify the payment source. The Commission will be asked to approve payment from the Finance General account of the General Fund rather than Capital Improvement.

Matt Patzner, County Administrator, said this was a housekeeping item and asked for approval.

Commissioner Hutchinson moved to direct the County Administrator to cancel the \$20,000.00 Façade Improvement Grant encumbrance for 10-39 LLC as approved by the Commission on July 1, 2025. Further, that the Administrator is to encumber the \$20,000.00 Façade Improvement Grant payment for 10-39 LLC to the Finance General account of the General Fund, Façade Improvement Grant line, 001-26-6925.

Commissioner Esfeld seconded the motion.

All voted aye. Motion passed.

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D. COUNTY ENGINEER: Inspection Services on Project 05 C-5265-01, High Risk Rural Roads Signage:

-Barry McManaman, County Engineer, will provide details. The Kansas Department of Transportation (KDOT) requests approval of the three-party agreement with Kirkham Michael & Associates, KDOT and Barton County for inspection services on Project 05 C-5265-01, High Risk Rural Roads Signing Project. Under the agreement, Kirkham Michael will have an on-site inspector monitoring and documenting the work done by the construction contractor for the installation of no passing pennants. KDOT will pay 100% of the participating costs up to the upper compensation limit of \$57,116.93. Barton County will be responsible for any costs incurred above the limit or for any non-participating costs.

Barry McManaman, County Engineer, said this formalized the agreement with Kirkham Michael. The work was being done in the southwest quadrant of the county.

Commissioner Esfeld moved to approve Agreement No. 490-25 for Federal-Aid Construction Engineering Inspection Services by Consultant (Cost Plus Net Fee CE Agreement) for Project No. 05 C-5265-01. Direct the County Engineer to submit the Agreement to KDOT once signed by the Commission. Commissioner Reif seconded the motion. All voted aye. Motion passed.

No Executive Session Held

E. EXECUTIVE SESSION:

-Chairman Tricia Schlessiger will present. Any Commissioner may make a motion for the board to recess 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.

V. ENDING BUSINESS:

1. Announcements
2. Appointments

VI. OTHER BUSINESS:

Commissioner Schlessiger – the commission has been invited to attend a coordination meeting with KNRC and U.S. Fish and Wildlife Service.

VII. ADJOURN:

Commissioner Hutchinson moved to adjourn at 9:18 A.M.
Commissioner Reif seconded the motion.
All voted aye. Motion passed.

ATTEST:



Chris Saenz
Barton County Deputy Clerk


Tricia Schlessiger, Chairman

RESOLUTION 2025-11

A RESOLUTION CONCERNING THE CONTINUATION OF GROUP HEALTH BENEFITS FOR BARTON COUNTY RETIREES AND THEIR DEPENDENTS

NOW, THEREFORE, BE IT RESOVLED by the Board of County Commissioners of Barton County, Kansas, that effective July 8, 2025, the following policy has been adopted for the continuation of group health benefits for retirees and their dependents:

As required by Kansas law, Barton County will extend coverage for health care benefits to retired former employees and their dependents, upon written application filed with the Clerk within 30 days following retirement of the employee. Former employees must meet the following criteria to be eligible for retirement benefits:

1. "Retired" means any employee who has terminated employment and is receiving a retirement or disability benefit for service with Barton County; and
2. Must have been employed by any local government no less than a combined employment of 10 years and who retired from Barton County after December 31, 1988; and
3. Barton County retirees must pay 125% of the premium cost charged to Barton County.

Coverage under the employee group health care benefits may cease to be made available upon:

1. The retired employee attaining age 65 (coverage will also end for any covered dependents at which time, COBRA continuation benefits could be available); or
2. The retired employee fails to make required premium payments on a timely basis; or
3. The retired employee becomes covered or eligible to be covered under a plan of another employer.

Adopted this 8th day of July, 2025.


BOARD OF COUNTY COMMISSIONERS OF
BARTON COUNTY, KANSAS


Tricia Schlessiger, Chairman



Barb Esfeld, Commissioner


Shawn Hutchinson, Commissioner


Duane Reif, Commissioner

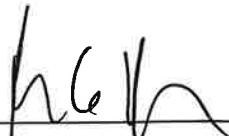

Donna Zimmerman, Commissioner

ATTEST:


Bev Schmeidler, County Clerk



APPROVED AS TO FORM:


Patrick Hoffman, County Counselor

RESOLUTION 2025-12

A RESOLUTION ESTABLISHING A PROCUREMENT POLICY AND PROCEDURES FOR PURCHASING AND SOURCING AND RESCINDING RESOLUTION 2023-09, SAME, ADOPTED MARCH 8, 2023

WHEREAS, the Board of County Commissioners of Barton County, Kansas, believes it is appropriate to update the policy regarding purchasing and sourcing for the County Administrator and Department Heads. This policy is strongly encouraged for elected officials; and

WHEREAS, the Board believes clarifying such issues will further Commission goals that County moneys be spent in an appropriate, responsible and transparent manner; and

WHEREAS, such a policy has historically been described as a "Consent of Purchase Policy."

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Barton County, Kansas, establishes the following procedures for purchases and sourcing.

1. **Definitions.**

- a. *Consumable goods* mean a product that is routinely depleted. Examples include supplies such as paper, pens, file folders, toner, ink cartridges, and similar items. Consumables also include such items as road and bridge materials, chemicals, medicine, perishable goods, and similar items. Consumable goods typically will have a life span of five years or less.
- b. *Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

- c. *Intangible property* means property having no physical existence, such as trademarks, copyrights, patents and patent applications and property, such as loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership.
 - d. *Micro-purchase* means a purchase of supplies or services, the aggregate amount of which does not exceed the micro-purchase threshold.
 - e. *Personal property* means property other than real property. It may be tangible, having physical existence, or intangible.
 - f. *Proposal* means a procurement method in which either a fixed price or cost-reimbursement type contract is awarded.
 - g. *Real property* means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.
 - h. *Sealed Bid* means a procurement method in which bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder.
 - i. *Services* mean an action performed by contractors, subrecipients and other payees.
 - j. *Supplies* mean all tangible personal property other than those described in the definition of equipment in this section. A computing device is a supply if the acquisition cost is less than \$5,000, regardless of the length of its useful life.
2. **Initiation.** The procurement process is initiated by the County Commissioners, County Administrator, or by the requesting Department Head.
3. **Informal procurement methods.** When the value of the procurement for consumable goods, personal property, equipment, supplies or services does not exceed \$5,000.00, or when the procurement for consumable goods has been approved as a budgeted item, informal procurement methods may be used. Barton County uses informal procurement

methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services include:

- a. **Micro-purchases.** The acquisition of consumable goods, personal property, equipment, supplies, or services, the aggregate dollar amount of which does not exceed \$5,000, the micro-purchase threshold. To the maximum extent practicable, Barton County should distribute micro-purchases equitably among qualified suppliers.
 - i. **Micro-purchase awards.** Micro-purchases may be awarded without soliciting competitive price or rate quotations if Barton County considers the price to be reasonable based on research, experience, purchase history, or other information and documents it files accordingly.
 - ii. **Micro-purchase thresholds.** Barton County is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, risk evaluation and its documented procurement process. The micro-purchase threshold is authorized by the Commissioners and is not prohibited under Federal, State or local laws or regulations.

- 4. **Competitive procurement methods.** When the value of the procurement for consumable goods, personal property, equipment, supplies or services exceeds the threshold established by Barton County, or when purchase includes real property such as land and buildings, competitive procurement methods are required. Competitive procurement items will require approval by the Commissioners at an Agenda meeting. The following competitive methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold Barton County determines to be appropriate:

- a. **Sealed Bids.** Sealed bids shall be used on one time purchases of equipment or for single projects in which the project specifications are clearly designed. Sealed bids are practical when all vendors will be supplying identical products or services with little or no deviation. In order for sealed bidding to be feasible, the following conditions should be present:
- i. A complete, adequate, and realistic specification or purchase description is available;
 - ii. Two or more responsible bidders are willing and able to compete effectively for the business;
 - iii. The procurement lends itself to a firm-fixed-price contract and the selection of the successful bidder can be made principally on the basis of price;
 - iv. If sealed bids are feasible, the following apply:
 1. Bids shall be solicited from an adequate number of qualified sources, providing them with sufficient response time prior to the date set for opening the bids. The invitation for bids must be publicly advertised.
 2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond.
 3. A firm-fixed-price contract award will be made in writing to the lowest responsive and most responsible bidder. Bids will be awarded to the lowest and/or best responsible bidder, considering conformity with the specifications, terms of delivery, and other conditions imposed in the bid. In addition to the price, the Commissioners will consider other factors, including but not limited to County and State resident businesses, quality, transportation, safety, adaptability, experience and financial responsibility.

4. Barton County reserves the right to reject any and all sealed bids and to award in the best interests of the County.
- b. **Unsealed Bids.** In some situations, sealing of bids is impractical. Unsealed bids shall be used when the qualifications, experience, timeliness, and other factors of the individual vendors are key components of the bid. The County Administrator shall determine when sealed or unsealed bids are appropriate. In these instances, multiple quotes shall be solicited, and efforts shall be made not to disclose to any vendor information regarding competing quotes until all quotes have been received. Documentation of each quote shall be retained whenever practical:
- i. Contracts must be awarded to the responsible offeror whose bid is most advantageous to Barton County, with the price and other factors considered;
 - ii. Barton County may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E), consultants, and professional services whereby the offeror's qualifications are evaluated, and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method where the price is not used as a selection factor can only be used in the procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort;
 - iii. Barton County reserves the right to reject any and all proposals and to award in the best interests of the County.

5. **Preferred vendor list.** In the event that Barton County is faced with time constraints on various projects and / or purchases, the Administrator may allow for purchasing from a preferred vendor listing. Said purchase may be ratified at the next appropriate Commission meeting.
6. **Non-competitive procurement.** There are specific circumstances in which non-competitive procurement may be used. Non-competitive procurement may only be awarded if one or more of the following apply:
 - a. The acquisition of property, equipment, supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of \$5,000;
 - b. The item is a consumable good;
 - c. The purchase of specific items of consumable goods generally does not require approval by the Commissioners at the time of purchase. The authorization for such purchases is implicit in the budget of the appropriate department for items such as road and bridge materials, chemicals, medicine, perishable goods, and similar items;
 - d. The item is for the repair of vehicles and/or machinery and does not exceed \$15,000 or the vehicle or machinery's current estimated value, whichever is lower.
 - e. The item is needed during an emergency situation. Emergency purchases may be authorized by the Commissioners or the County Administrator. The Commissioners or the County Administrator may determine if an emergency exists to authorize an emergency purchase;
 - f. The Federal, State or pass-through awarding agency expressly authorizes a non-competitive procurement in response to a written request from Barton County;

- g. The item is available only from a single source, whereas that justification may include one or more of the following situations:
- i. After solicitation of a number of sources, competition is determined to be inadequate;
 - ii. Competition is precluded because of the existence of patent rights, copyrights, secret processes, control of the basic raw material(s) or similar circumstances;
 - iii. The procurement is for parts or components for equipment and no information or data is available to ensure that the parts or components obtained from another supplier will perform the same function in the equipment, or the parts or components could compromise the safety or reliability of the product;
 - iv. The procurement could potentially void or invalidate a manufacturer's warranty, guarantee, or purchase agreement;
 - v. The procurement is for services from a provider with unique knowledge, skill or ability not available from other sources;
 - vi. A distributor or service provider has an exclusive franchise or operating agreement with the supplier of goods to be purchased or maintained, and no other person or entity may provide, install, service or maintain the goods in the service area. This does not include the purchase of goods where the same or similar good may be purchased;
 - vii. The procurement is for goods and/or services where standardization is beneficial for reasons including maintenance, repair, training and interoperability;
 - viii. The procurement is for goods and/or services where continuity of providers' efficiency or critical knowledge is preferable and other providers of the goods and/or services cannot provide similar efficiency or critical knowledge.

7. **Job Order Contracting.** Job Order Contracting is a procurement method used for maintenance, repair, alteration, renovation, remediation, minor construction or when the work is of a recurring nature, but the delivery times, type and quantities of work required are indefinite. Barton County may award job order contracts for maintenance, repair, alteration, renovation, remediation, or minor construction if the work is of a recurring nature (multiple orders for items or services will be needed), but the delivery times are indefinite. Job Order Contracts may be awarded using sealed bidding or competitive proposals as appropriate.
8. **Grant procurement.** Procurement with grant funds must be administered according to Federal and State laws and regulations, the issuing entity's guidelines and grant agreement, and according to Barton County's Procurement Policy. Federal grant awards shall also follow the regulations and guidance set forth in §200.317 -§200.327 of the Uniform Guidance. Each award shall be examined for additional governance within the agency or program issue.
 - a. Subrecipients are subject to the same regulations, standards and audits as the award pass-through agent (Barton County) and performance is measured against whether the objectives of the program are met. Barton County subrecipient monitoring for projects involving Federal funds shall also follow the regulations and guidance set forth in §200.317 -§200.327 of the Uniform Guidance.
9. **Publication.** Vendors may view solicitations, receive electronic notification and submit bids/proposals electronically by contacting the County, viewing the County's website or by utilizing software such as but not limited to Vendor Registry. Barton County will make every effort to ensure that bid/proposal information is posted when practical. All questions regarding bid/proposal opportunities should be directed to the person identified in the bid/proposal solicitation.

Barton County has a "purchaser subscription" to Vendor Registry under which vendors (businesses) receive the following services for free:

- Register with Vendor Registry
- View Barton County bids/proposals
- Submit bids/proposals to Barton County
- Receive email notifications for Barton County bids/proposals

Vendors do not have to be registered with Vendor Registry to view bids. They only have to register with Vendor Registry to submit bids electronically and this service is free to the vendor. At the end of registering a business, vendors may be offered additional subscription services that are not necessary to respond to Barton County bids. If Vendors are interested in enhanced services, the vendor is responsible for the enhanced package subscription fees.

Alternative solicitation methods may be utilized at the discretion of the County, including but not limited to publication in the designated County newspaper, on a physical bulletin board, on the County's website and by other means. Bids and proposals are accepted until the announced deadline.

10. **Submission Procedures.** There are two submission options for formal procurement methods.

1) Vendors may receive electronic notifications and submit bids/proposals electronically through Vendor Registry, a link found under the Procurement tab at www.bartoncounty.org.

OR

2) Bids/proposals may also be submitted via mail or courier in a sealed envelope, with the exterior marked with the Bid Name, to the Barton County Clerk, 1400 Main Street, Room 202, Great Bend, KS 67530.

Barton County will not consider any bids/proposals not prepared and not submitted in accordance with the provisions herein and may waive any informalities or reject any and all bids/proposals. Any bids/proposals may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bids/proposals received after the time and date specified shall not be considered. Bids/proposals submitted after the closing date and time will be returned unopened. Bids/proposals may not be withdrawn within sixty (60) days after the actual date of the opening thereof.

11. **Opening.** Bids/proposals will not be opened until after the announced deadline and at the time and place prescribed in the invitation. The bids/proposals must be opened publicly. Electronic bid/proposal submission software does not permit the opening prior to the published deadlines. Mailed bids/proposals will be received and date/time stamped in the County Clerk's Office.

Following the deadline, bids/proposals may be opened by the initiating Board of County Commissioners, County Administrator or Department Head, and anyone may attend.

12. **Awarding Bids/Proposals.** Barton County reserves the right to reject any and all bids/proposals and award in the County's best interests. Barton County will award bids/proposals only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. In addition, consideration will be given to such matters as contractor integrity, compliance with public policy, a record of past performance, delivery, warranty, integration, and financial and technical resources.

Bid results are available by a written request. Please send requests to the Freedom of Information Officer (FIO).

Barton County cannot enter into contracts with vendors that have been suspended or debarred from participating in contracts supported with federal funds. For contracts over \$25,000 supported with federal funds, Barton County will verify that a vendor/contractor is not excluded or disqualified by either:

- Checking SAM (www.sam.gov);
- Collecting a certification from that contractor; or
- Adding a clause or condition to the cover transaction with that contractor.

13. **False or Misleading Statements.** In the opinion of Barton County, if a vendor's bid/proposal contains false or misleading statements or references which do not support the function, attribute, capability or condition of their company and the products and services outlined in their bid/proposal, their bid/proposal shall be rejected.

14. **Conflicts of Interest.** Barton County Commissioners, the County Administrator, Department Heads and vendors shall list any current or potential clients or projects which may be (or cause) a conflict of interest in working for Barton County and describe the possible extent of the conflict.
15. **Modification of Bids/Proposals.** Modifications to bids/proposals already submitted will be allowed if submitted following the submission procedures before the deadline.
16. **Records.** Procurement records, including but not limited to the Request for Proposals (RFP), bids, final awards, purchasing information and other supporting documents, will be maintained by the County Administrator or the requesting Department Head.

FURTHER, that nothing in this Resolution shall apply if in conflict with any Kansas statute and/or Federal law or regulation; and

FURTHER, that Resolution 2023-09, A Resolution Establishing Consent of Purchases During Regular Commission Meetings, adopted March 8, 2023, is hereby rescinded.

Dated this 8th day of July, 2025.

BOARD OF COUNTY COMMISSIONERS



Tricia Schlessiger, Chairman



Barb Esfeld, Commissioner



Shawn Hutchinson, Commissioner

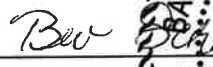


Duane Reif, Commissioner



Donna Zimmerman, Commissioner

ATTEST:



Bev Schneider,
County Clerk



APPROVED:



Patrick Hoffman,
Counselor