Bourbon County Commission Meeting

Meeting Agenda

July 6, 2026, 5:30 PM

1) Call Meeting to Order
2) Pledge of Allegiance
3) Prayer
4) Introductions
5) Approval of Agenda
6) Approval of Accounts Payable
    a. Accounts Payable 07.02.26 $144,022.62
    b. Postage tabled on 06.29.26 – requesting approval to pay
    c. Murphy Tractor training dispute update
7) Special Appearances
    a. Redemption House Roof Replacement – Tucker & Simhiser
8) Public Comments
9) Old Business
    a. Discussion of Minutes version to use (Short, Medium, or Long)
    b. Resolution 25-26 Cancellation of Warrant Checks – Walker
    c. Confluence Contract Approval – Use of Solar Funds – Beerbower
    d. Jarred Gilmore Phillips 2026 Audit Engagement
10) New Business
    a. Budget Discussion – Milburn-Kee
        i. EMS
        ii. County Attorney
    b. Statement & Discussion – Allen
    c. CIC renewal – Approval to pay from IT Budget $55,465
11) Future Agenda Topics
12) Commission Comments
13) Adjournment

Selection Criteria: Vendor = Batch =
Bank = Due Date = 7/2/2026
Invoice Date =

Open Invoices By Department Summary — Bourbon County

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 00 Non-Departmental					
Fund: 016 APPRAISERS					
6146321373		VERIZON WIRELESS	ACCT#00010 ENVIRONMENTAL WIRELESS SERVICE	APPRAISER CONTRACTUAL SVCS	$64.38
		Fund: 016 - APPRAISERS Invoice Count and Total:		**1**	**$64.38**
Fund: 062 ELECTION					
1V49-PWNJ-T1Y9		AMAZON CAPITAL SERVICES	SECURITY SEALS/KEYBOARD & MOUSE	ELECTION COMMODITIES	$108.24
		Fund: 062 - ELECTION Invoice Count and Total:		**1**	**$108.24**
Fund: 064 EMPLOYEE BENEFIT					
INV-42552		LUCET	QUARTERLY PAYMENT 7/26-9/26	CONTRACTUAL SERVICES	$875.00
		Fund: 064 - EMPLOYEE BENEFIT Invoice Count and Total:		**1**	**$875.00**
Fund: 108 LANDFILL					
0198-409461		O'REILLY AUTO PARTS	BUNGEE CORDS #154	LANDFILL COMMODITIES	$15.87
1842431735 6/24/26		EVERGY	2286 NOBLE RD - LANDFILL	LANDFILL CONTRACTUAL SVCS	$127.05
1JNJ-36KV-K497		AMAZON CAPITAL SERVICES	DOOR HANDLE/DOOR LOCK/WINDOW SWITCH #136	LANDFILL COMMODITIES	$52.98
32375		ALLEN COUNTY PUBLIC WORKS	MSW 6/18 - 6/24/26	LANDFILL CONTRACTUAL SVCS	$7,526.36
9057		SKITCH'S HAULING&EXCAVATION INC	PORTA POTTY RENTALS	LANDFILL CONTRACTUAL SVCS	$140.00
PS210151153		FOLEY EQUIPMENT CO.	SEAL O RINGS #21	LANDFILL COMMODITIES	$47.00
S3089701		FOLEY EQUIPMENT CO.	30" BUCKET #21	LANDFILL COMMODITIES	$1,595.00
SS210038336		FOLEY EQUIPMENT CO.	BEARINGS/ALTERNATOR/CONDENSER FAN #15	LANDFILL COMMODITIES	$4,673.88
SS210038336		FOLEY EQUIPMENT CO.	BEARINGS/ALTERNATOR/CONDENSER FAN #15	LANDFILL CONTRACTUAL SVCS	$10,450.39
		Fund: 108 - LANDFILL Invoice Count and Total:		**9**	**$24,628.53**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 00 Non-Departmental					
Fund: 120 COUNTY SHERIFF/CORRECTIONAL					
06/25/26		FORT SCOTT RIDES LLC	FLAT REPAIR	SHERIFF CONTRACTUAL	$20.00
111055		ADVANTAGE COMPUTER ENTERPRISES	MICROSOFT OFFICE	SHERIFF COMMODITIES	$598.00
111055		ADVANTAGE COMPUTER ENTERPRISES	INSTALL	SHERIFF CONTRACTUAL	$85.00
16-4897-01 06/29/26		CITY OF FT SCOTT UTILITIES DPT	293 E 20TH ST	SEKRCC CONTRACTUAL	$279.61
26-07083		PEARSON SR, ARTHUR D	TOW/HOOK FEE	SHERIFF CONTRACTUAL	$85.00
42333358		GREAT AMERICA FINANCIAL SVCS	KYOCERA COPIERS	SHERIFF CONTRACTUAL	$218.44
488832		HENRY KRAFT, INC.	CLEANING SUPPLIES	SEKRCC COMMODITIES	$218.38
7143		PEST-X SOLUTIONS	PEST CONTROL	SEKRCC CONTRACTUAL	$150.00
INV234080		KEY INDUSTRIES, INC.	UNIFORM SHIRTS	SEKRCC COMMODITIES	$518.92
		Fund: 120 - COUNTY SHERIFF/CORRECTIONAL Invoice Count and Total:		**9**	**$2,173.35**
Fund: 200 NOXIOUS WEED					
315		NC FOAM LLC	SPRAY FOAM WEED BARN	NOXIOUS WEED CONTRACTUAL SVCS	$1,550.00
		Fund: 200 - NOXIOUS WEED Invoice Count and Total:		**1**	**$1,550.00**
Fund: 220 ROAD AND BRIDGE					
1740-0817-484-000 5/18/26		HUTCHINSON COMMUNITY COLLEGE	NEW MINER TRAINING	ROAD & BRIDGE CONTRACTUAL SVC	$750.00
19WH-Y4LR-GNCT		AMAZON CAPITAL SERVICES	GREASE GUN/MAGIC ERASER/CLEANER	ROAD & BRIDGE COMMODITIES	$23.25
1DTN-MTKR-TQYG		AMAZON CAPITAL SERVICES	3 RING BINDERS	ROAD & BRIDGE COMMODITIES	$26.44
1LCF-4YGX-TGF7		AMAZON CAPITAL SERVICES	COFFEE	ROAD & BRIDGE COMMODITIES	$28.58
281000		MAYCO ACE HARDWARE	ACCT #415 SYRINGE/HEX NUTS/CARRIAGE SCREWS	ROAD & BRIDGE COMMODITIES	$27.24
450995		LOCKWOOD MOTOR SUPPLY, INC.	TIES	ROAD & BRIDGE COMMODITIES	$17.89
9057		SKITCH'S HAULING&EXCAVATION INC	PORTA POTTY RENTALS	ELM CREEK CONTRACTUAL	$280.00
9057		SKITCH'S HAULING&EXCAVATION INC	PORTA POTTY RENTALS	ROAD & BRIDGE CONTRACTUAL SVC	$140.00

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 00 Non-Departmental					
Fund: 220 ROAD AND BRIDGE					
9127625636 6/23/26		EVERGY	1429 215TH - SHOP	ROAD & BRIDGE CONTRACTUAL SVC	$38.83
PS210151301		FOLEY EQUIPMENT CO.	ELEMENT ASSEMBLY #35	ROAD & BRIDGE COMMODITIES	$91.89
SS310056273		FOLEY EQUIPMENT CO.	POWER BY THE HOUR 5/26 - 6/29/26 #52	ROAD & BRIDGE CONTRACTUAL SVC	$647.00
SS310056274		FOLEY EQUIPMENT CO.	POWER BY THE HOUR 5/28 - 6/29/26 #35	ROAD & BRIDGE CONTRACTUAL SVC	$464.88
		Fund: 220 - ROAD AND BRIDGE Invoice Count and Total:		**12**	**$2,536.00**
Fund: 222 ROAD & BRIDGE SALES TAX FUND					
0198-409644		O'REILLY AUTO PARTS	FUEL FILTERS #151	R&B SALES TAX COMMODITIES	$66.84
0198-410331		O'REILLY AUTO PARTS	FUEL/WATER SEPARATOR #59	R&B SALES TAX COMMODITIES	$21.34
1740-0817-484-000 5/18/26		HUTCHINSON COMMUNITY COLLEGE	NEW MINER TRAINING	R&B SALES TAX CONTRACTUAL SVCS	$750.00
281000		MAYCO ACE HARDWARE	ACCT #415 SYRINGE/HEX NUTS/CARRIAGE SCREWS	R&B SALES TAX COMMODITIES	$27.23
450631		LOCKWOOD MOTOR SUPPLY, INC.	AIR FILTER #192	R&B SALES TAX COMMODITIES	$106.41
451014		LOCKWOOD MOTOR SUPPLY, INC.	BRAKE CHAMBER/CLEVIS ASSEMBLY #152	R&B SALES TAX COMMODITIES	$78.40
701526		BOFS, INC	DIAGNOSTIC TEST #142	R&B SALES TAX CONTRACTUAL SVCS	$138.75
9057		SKITCH'S HAULING&EXCAVATION INC	PORTA POTTY RENTALS	R&B SALES TAX CONTRACTUAL SVCS	$140.00
SINV270643		WRIGHT ASPHALT PRODUCTS COMPANY, LLC	AC-20 24.18 TONS @ $609.00	R&B SALES TAX CONTRACTUAL SVCS	$14,725.62
		Fund: 222 - ROAD & BRIDGE SALES TAX FUND Invoice Count and Total:		**9**	**$16,054.59**
Fund: 399 EMERGENCY SERVICES SALES TAX					
07/01/26		FREEMAN FORT SCOTT HOSPITAL INC	JUNE 2026 EMERGENCY SERVICES SALES TAX ALLOCATION	CONTRACTUAL SERVICES	$56,139.44
		Fund: 399 - EMERGENCY SERVICES SALES TAX Invoice Count and Total:		**1**	**$56,139.44**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 00 Non-Departmental					
			Dept: 00 - Non-Departmental Invoice Count and Total:	**44**	**$104,129.53**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 02 COUNTY CLERK					
Fund: 001 GENERAL FUND					
1CHM-1GXM-N1NX		AMAZON CAPITAL SERVICES	PLANNER/EXPANDABLE FILE POCKETS	CLERK COMMODITIES	$44.47
			Fund: 001 - GENERAL FUND Invoice Count and Total:	**1**	**$44.47**
			Dept: 02 - COUNTY CLERK Invoice Count and Total:	**1**	**$44.47**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 04 COUNTY ATTORNEY					
Fund: 001 GENERAL FUND					
JULY 2026		CLIFFORD WAYNE LEE	ASSISTANT COUNTY ATTORNEY MONTHLY RATE	ATTORNEY CONTRACTUAL SVCS	$3,500.00
JULY 2026		MATTHEW BONNER	ASSISTANT COUNTY ATTORNEY MONTHLY RATE	ATTORNEY CONTRACTUAL SVCS	$3,500.00
JULY 2026		MEEKS, JUSTIN	ASSISTANT COUNTY ATTORNEY MONTHLY RATE	ATTORNEY CONTRACTUAL SVCS	$2,500.00
			Fund: 001 - GENERAL FUND Invoice Count and Total:	**3**	**$9,500.00**
			Dept: 04 - COUNTY ATTORNEY Invoice Count and Total:	**3**	**$9,500.00**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 08 COUNTY CORONER					
Fund: 001 GENERAL FUND					
06/23/26		CHENEY WITT MEMORIAL CHAPEL, INC.	REMOVAL & HOLD BODY FOR CORONER	CORONER CONTRACTUAL SVCS	$300.00
			Fund: 001 - GENERAL FUND Invoice Count and Total:	**1**	**$300.00**
			Dept: 08 - COUNTY CORONER Invoice Count and Total:	**1**	**$300.00**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt

Dept: 10 DISTRICT COURT

Fund: 001 GENERAL FUND

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
32608		SMART SALES LLC DBA SMARTOX	DRUG TEST SUPPLIES	DISTRICT COURT COMMODITIES	$275.00
JULY 2026		DOMONEY & DOMONEY	JULY CINC CONTRACT	DISTRICT COURT CONTRACTUAL SVC	$2,000.00
JULY 2026		GILBERT ERNEST GREGORY	JULY CINC/C/DM/MISD TR/JV CONTRACT	DISTRICT COURT CONTRACTUAL SVC	$4,600.00
JULY 2026 JOSH		BASELEY LAW OFFICE LLC	JOSH - JULY CINC CONTRACT	DISTRICT COURT CONTRACTUAL SVC	$1,900.00
JULY 2026 TERRA		BASELEY LAW OFFICE LLC	TERRA - JULY MISD/TR/JV CONTRACT	DISTRICT COURT CONTRACTUAL SVC	$2,100.00

Fund: 001 - GENERAL FUND Invoice Count and Total: 5 $10,875.00

Dept: 10 - DISTRICT COURT Invoice Count and Total: 5 $10,875.00

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 11 EMERGENCY PREPAREDNESS					
Fund: 001 GENERAL FUND					
02283		KEMA RILEY COUNTY EMERGENCY MGMT.	KEMA CONFERENCE	EM. PREP. CONTRACTUALSVCS	$275.00
203755 07/01/26		CRAW-KAN TELEPHONE CO.	EMERG MANAGEMENT CABLE SERVICE	EM. PREP. CONTRACTUALSVCS	$165.11
51276		STRONGHOLD DATA LLC	REPLACEMENT PC	EM. PREP. COMMODITIES	$1,205.46
			Fund: 001 - GENERAL FUND Invoice Count and Total:	**3**	**$1,645.57**
			Dept: 11 - EMERGENCY PREPAREDNESS Invoice Count and Total:	**3**	**$1,645.57**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 15 I T					
Fund: 001 GENERAL FUND					
2507140100616		KANREN, INC	MEMBERSHIP/ADMIN FEE 7.1.25-6.30.26	I/T CONTRACTUAL SVCS	$849.00
			Fund: 001 - GENERAL FUND Invoice Count and Total:	**1**	**$849.00**
			Dept: 15 - I T Invoice Count and Total:	**1**	**$849.00**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 24 AMBULANCE SERVICE					
Fund: 375 AMBULANCE SERVICE					
0198-409825		O'REILLY AUTO PARTS	WIPER BLADES	VEHICLE MAINTENANCE	$47.98
087618		DUROSSETTE'S TIRE SERVICE	TIRE REPAIR	VEHICLE MAINTENANCE	$25.00
205355 07/01/26		CRAW-KAN TELEPHONE CO.	EMS CABLE/FAX SERVICE	TELEPHONE EXPENSES	$394.47
398486		KIRKLAND WELDING SUPPLIES, INC	OXYGEN	OXYGEN	$43.00
4974089		MORRIS & DICKSON CO. LLC	MEDICATION	MEDICATION	$711.94
6146321372		VERIZON WIRELESS	ACCT#00007 EMS WIRELESS SERVICE	TELEPHONE EXPENSES	$144.40
61539		GALEN C BIGELOW, JR.	TONER EMS	OFFICE SUPPLIES	$509.50
61620		GALEN C BIGELOW, JR.	TONER EMS	OFFICE SUPPLIES	$75.50
9079952521 06/29/26		EVERGY	405 WOODLAND HILLS BLVD	ELECTRICITY-UTILITIES	$472.56
		Fund: 375 - AMBULANCE SERVICE Invoice Count and Total:		**9**	**$2,424.35**
		Dept: 24 - AMBULANCE SERVICE Invoice Count and Total:		**9**	**$2,424.35**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 32 SOIL CONSERVATION DISTRIC					
Fund: 001 GENERAL FUND					
3RD QUARTER 2026		BOURBON COUNTY CONSERVATION	3RD QUARTER APPROPRIATION	SOIL CONSERVATION APPROP.	$6,250.00
			Fund: 001 - GENERAL FUND Invoice Count and Total:	**1**	**$6,250.00**
			Dept: 32 - SOIL CONSERVATION DISTRICT Invoice Count and Total:	**1**	**$6,250.00**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 33 SERVICES FOR ELDERLY					
Fund: 001 GENERAL FUND					
JULY 2026		SEK AREA AGENCY ON AGING, INC.	MONTHLY APPROPRIATION	ELDERLY APPROPRIATIONS	$1,900.00
JULY 2026		MEALS ON WHEELS	MONTHLY APPROPRIATION	ELDERLY APPROPRIATIONS	$2,150.00
		Fund: 001 - GENERAL FUND Invoice Count and Total:		**2**	**$4,050.00**
		Dept: 33 - SERVICES FOR ELDERLY Invoice Count and Total:		**2**	**$4,050.00**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt

Dept: 43 COURTHOUSE GENERAL

Fund: 001 GENERAL FUND

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
08-2093-01 06/29/26		CITY OF FT SCOTT UTILITIES DPT	108 W 2ND	CONTRACTUAL SERVICES	$64.43
08-2227-01 06/29/26		CITY OF FT SCOTT UTILITIES DPT	210 S NATIONAL AVE	CONTRACTUAL SERVICES	$245.53
11544		FORT SCOTT CHAMBER OF COMMERCE	CHAMBER MEMBERSHIP	CONTRACTUAL SERVICES	$570.00
1217143248 06/29/26		EVERGY	STREET LIGHTS	CONTRACTUAL SERVICES	$30.57
203755 07/01/26		CRAW-KAN TELEPHONE CO.	COURTHOUSE PHONE/INTERNET/FAX	CONTRACTUAL SERVICES	$2,710.80
4273974494		CINTAS CORPORATION LOC. 459	CLEANING PRODUCTS	COMMODITIES	$210.25
4273974494		CINTAS CORPORATION LOC. 459	CLEANING SERVICES	CONTRACTUAL SERVICES	$123.12

Fund: 001 - GENERAL FUND Invoice Count and Total: 7 $3,954.70

Dept: 43 - COURTHOUSE GENERAL Invoice Count and Total: 7 $3,954.70

Invoice Count by Dept: **77** **Grand Total:** **$144,022.62**

Open Invoices - Dept/Fund Totals

Dept	Fund		Amount
00	**Non-Departmental**		
	016	APPRAISERS	$64.38
	062	ELECTION	$108.24
	064	EMPLOYEE BENEFIT	$875.00
	108	LANDFILL	$24,628.53
	120	COUNTY SHERIFF/CORRECTIONAL	$2,173.35
	200	NOXIOUS WEED	$1,550.00
	220	ROAD AND BRIDGE	$2,536.00
	222	ROAD & BRIDGE SALES TAX FUND	$16,054.59
	399	EMERGENCY SERVICES SALES TAX	$56,139.44
			$104,129.53
02	**COUNTY CLERK**		
	001	GENERAL FUND	$44.47
			$44.47
04	**COUNTY ATTORNEY**		
	001	GENERAL FUND	$9,500.00
			$9,500.00
08	**COUNTY CORONER**		
	001	GENERAL FUND	$300.00
			$300.00

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt

10	**DISTRICT COURT**		
	001	GENERAL FUND	$10,875.00
			$10,875.00
11	**EMERGENCY PREPAREDNESS**		
	001	GENERAL FUND	$1,645.57
			$1,645.57
15	**I T**		
	001	GENERAL FUND	$849.00
			$849.00
24	**AMBULANCE SERVICE**		
	375	AMBULANCE SERVICE	$2,424.35
			$2,424.35
32	**SOIL CONSERVATION DISTRICT**		
	001	GENERAL FUND	$6,250.00
			$6,250.00
33	**SERVICES FOR ELDERLY**		
	001	GENERAL FUND	$4,050.00
			$4,050.00
43	**COURTHOUSE GENERAL**		
	001	GENERAL FUND	$3,954.70
			$3,954.70
		Grand Total:	**$144,022.62**

Redemption House	
2025 Allocation	$ 50,000.00
Vehicle/Tag/Insurance	$ (32,356.33)
Mileage	$ (119.00)
Mileage	$ (128.10)
Mileage	$ (331.80)
Mileage	$ (401.80)
Mileage	$ (317.80)
Mileage	$ (168.70)
Mileage	$ (204.45)
Mileage	$ (545.49)
Mileage	$ (184.15)
As of 05/31/26 - Remaining from 25 Allocation	$ 15,242.38

Current Cash Balance	$ 71,073.28
2025 Allocation Remaining	$ (15,242.38)
Roof Repair Remaining	$ (25,000.00)
Balance	$ 30,830.90

Special Purpose Funds (02)					
387 - ADDICTION SETTLEMENT FUND	$69,322.60	$3,171.27	($1,420.59)	$0.00	$71,073.28
* Fund Type Total *	$69,322.60	$3,171.27	($1,420.59)	$0.00	$71,073.28
* Report Total *	$69,322.60	$3,171.27	($1,420.59)	$0.00	$71,073.28

RESOLUTION 25-26

BOURBON COUNTY, KANSAS
Cancellation of Warrants/Checks – Accounts Payable & Payroll

WHEREAS, K.S.A. 19-320 states whenever any county warrant, issued to any person, remain in the office of the county clerk unclaimed for a period of three years from the date thereof, such warrant shall be returned by him to the board of county commissioners and canceled.

WHEREAS, the list of checks are older than three years totaling $8,216.36.

Check #	Date	Vendor	Amount
517682	07/15/22	Ashcraft Pest Control	$ 50.00
518007	08/12/22	Meaghan Russel	$ 182.32
518196	09/09/22	Hartmetz, Vicki	$ 225.00
518311	09/23/22	Indeed	$ 168.00
518367	09/23/22	Ziprecruiter, Inc	$ 1,120.00
518681	11/04/22	Sound Physican	$ 90.35
519054	12/30/22	Community Health Center of SEK	$ 17.48
519208	01/13/23	Director of Accounts & Reports	$ 175.00
519313	02/10/23	Bluemark Energy	$ 2,528.99
519371	02/10/23	Mid-State Organized Crime	$ 150.00
519398	02/17/23	Bryce Sandstone	$ 13.00
519403	02/17/23	Craw-Kan	$ 1,340.91
519600	03/17/23	Kansas District Magistrate Judges Assoc.	$ 200.00
519666	03/24/23	Kansas Alcoholic Beverage Control	$ 50.00
519680	03/24/23	Legacy Healthcare	$ 1,579.19
519875	04/21/23	Community Health Center of SEK	$ 144.37
520271	06/16/23	Community Health Center of SEK	$ 43.61
520304	06/16/23	Kansas Association of Counties	$ 32.59
Payroll Wire	05/20/22	Aubrey Hawpe	$ 0.70
Payroll Wire	10/07/22	Shelton, Ashley	$ 104.85
			$ 8,216.36

NOW THEREFORE, be it resolved by the Bourbon County Kansas Board of Commissioners:
Request that the County Clerk cancel the listed checks totaling $8,216.36 that are older than three years from the date of this resolution.

BE IT RESOLVED this 22nd day of June 2026, by the BOURBON COUNTY COMMISSIONERS.

ATTEST:

THE BOARD OF COMMISSIONERS
OF BOURBON COUNTY, KANSAS

______________________________, COMMISSIONER

______________________________, COMMISSIONER

______________________________, COMMISSIONER

______________________________, COMMISSIONER

______________________________, COMMISSIONER

Susan E. Walker, County Clerk

Date Approved

PLANNING SERVICES AGREEMENT
BOURBON COUNTY, KANSAS
COMPREHENSIVE PLAN AND ZONING CODE REGULATIONS

PROJECT DESCRIPTION

Planning services will be provided by Confluence (Consultant) to Bourbon County, Kansas (County) to create a new Comprehensive Plan and Zoning Code Regulations. Confluence anticipates working collaboratively with County staff, the Planning Commission, and the Board of County Commissioners. The following details proposed Scope of Services based on our understanding of the County's desired process and outcomes.

A. SCOPE OF SERVICES

PHASE 1: PROJECT RESEARCH + ANALYSIS *(APPROXIMATELY 2 MONTHS)*

1.1 KICK-OFF MEETING WITH COUNTY STAFF

The Consultant Team will meet virtually with County staff and Chair of the Planning Commission to review the project scope and meeting dates, obtain county data, discuss ~~the~~ future agenda items, and review the public input process. *(Virtual meeting)*

1.2 EXISTING CONDITIONS REVIEW + ANALYSIS

The Consultant Team will review and analyze all previously prepared plans, policies and other available data. This task will rely upon the data provided by the County and additional research conducted by the Consultant Team, as allowed by the budget.

1.3 ANALYSIS REVIEW MEETING WITH PLANNING COMMISSION

Our team will present to the Planning Commission a review of the project scope and schedule, seek input on stakeholders to be interviewed, and provide an overview of our team's analysis of the previous plan, existing conditions, and anticipated trends. For this overview, we will develop:

- A preliminary community assessment of issues and opportunities;
- An existing community profile with demographics analysis and preliminary population projections;
- A housing, employment, and economic analysis;
- An initial analysis of existing land uses;
- A high-level transportation analysis; and,
- A preliminary needs assessment of park facilities.

(In person meeting)

PHASE 2: VISION, INPUT AND DIRECTION *(APPROXIMATELY 2 MONTHS)*

2.1 ONLINE ENGAGEMENT + ONLINE SURVEY

At the start of Phase 2, the Consultant Team will set up a website to facilitate online engagement for County residents. This same site will host an online survey. The website will be updated and utilized as part of Phase 3 to reveal the draft Comprehensive Plan and Zoning Code and seek public feedback. We will also provide information and graphics for posting to the County's website.

2.2 STAKEHOLDER INTERVIEWS

Our team will conduct key stakeholder interviews to incorporate this input into the planning process. These candid interviews with members of the community are essential to forming a clearer understanding of the existing conditions. *(2 days, virtual meetings)*

2.3 PUBLIC INPUT WORKSHOP

The Consultant Team will facilitate one structured Public Visioning Workshop to identify key issues, priorities, opportunities, and preferences that will guide the direction of the Comprehensive Plan and the Zoning Code. At this meeting, we will provide an overview of the Comprehensive Plan and Zoning Code process and seek input on various aspects of the plan and zoning code. The workshop will include a project overview session to review the findings of our initial data collection and research. Prior to commencing the community input activities, we will provide a brief "Planning 101" to explain Comprehensive Planning and Zoning basics. *(1 in person meeting)*

<u>Meeting Advertising</u>: The Consultant Team will collaborate with County Staff to advertise the public meeting. The Consultant Team will create meeting flyers and yard signs for posting at County facilities, press releases, and graphics for posting on the County's website and social media platforms.

2.4 INPUT REVIEW WITH PLANNING COMMISSION

Following the existing conditions analysis and various public and stakeholder input meetings, the Consultant Team will meet with the Planning Commission to share all of the information gathered from the various engagement activities conducted to date. The purpose of this meeting is to review the trends in the data and ideas generated by the stakeholders and community members and set the preferred direction of the Plan and Zoning Code. *(In person meeting)*

PHASE 3: DRAFT PLAN + ZONING CODE *(APPROXIMATELY 6 MONTHS)*

3.1 DRAFT PLAN + ZONING CODE

<u>Comprehensive Plan</u>:

The Consultant Team will prepare a draft Comprehensive Plan. The vision, guiding principles, and strategic themes, specific chapters, and layout of the Comprehensive Plan document will be identified in collaboration with County Staff and the Planning Commission. The plan will cover a variety of topics including:

- Community Input Summary;
- Existing Demographic and Housing Summaries with Population Projections;
- Existing Land Use Analysis;
- Future Land Use Plan, Land Use Categories;
- Renewable Energy
- Transportation
- Existing Open Space, Parks, Trails, and Recreation Analysis; and,
- Goals, Objectives, and Strategies for Implementation (including recommended direction for the drafting of zoning and subdivision regulations).

The final document will be graphically rich and web-friendly with graphs, maps, and illustrations.

Zoning Code:

The Consultant Team will also prepare a draft Zoning Code based on the results of the Comprehensive Plan, and with input from the County staff and the Planning Commission. These new regulations will be prepared in Word and is anticipated to focus on the regulation of utility scale wind and solar energy systems, battery energy storage systems, datacenters, and other focus areas as identified during the comprehensive plan development process. The Consultant Team will further create a draft Zoning Map in ArcGIS format.

3.2 DRAFT PLAN AND CODE REVIEW SESSIONS WITH PLANNING COMMISSION

The Consultant Team will present elements/chapters of the draft Comprehensive Plan and Zoning Code to the Planning Commission, record feedback and comments, and update and modify the drafts as requested. We anticipate three meetings with the Planning Commission to review the plan draft and code. *(3 in person meetings)*

3.3 DRAFT PLAN OPEN HOUSE

The Consultant Team will present the Comprehensive Plan and Zoning Code at one Public Open House to be held over an afternoon/evening utilizing story boards to explain the different plan elements and chapters. *(1 in person meeting)*

Meeting Advertising: The Consultant Team will collaborate with County Staff to advertise the public open house. The Consultant Team will create meeting flyers and updated yard signs for posting at County facilities, press releases, and graphics for posting on the County's website and social media platforms.

3.4 DRAFT PLAN JOINT WORKSHOP WITH THE COUNTY COMMISSION AND PLANNING COMMISSION

The Consultant Team will present an overview of the draft Comprehensive Plan and Draft Zoning Code at a joint workshop of the County Commission and Planning Commission and provide a review of the public comments from Public Meetings. Our team will record feedback and comments received at the meeting and update and modify the draft as requested. *(In person meeting)*

PHASE 4: FINAL DRAFT PLAN AND CODE + ADOPTION *(APPROXIMATELY 2 MONTHS)*

4.1 FINAL DRAFT PLAN

The Consultant Team will prepare a final draft of the Comprehensive Plan and Zoning Code and submit it to County Staff for review and comment. We will address County Staff comments and submit revised final drafts to County Staff. We will further assist with preparing the required public hearing notice and drafting the required resolutions for adoption of the Comprehensive Plan and Zoning Code.

4.2 PLANNING COMMISSION PUBLIC HEARING

The Consultant Team will attend the Planning Commission Public Hearing for the review and recommendation on the adoption of the Comprehensive Plan and Zoning Code. We will present the Plan and Zoning Code and will make subsequent revisions as may be requested by the Commission and submit updated copies to County Staff. *(In person Meeting)*

4.3 COUNTY COMMISSION PUBLIC HEARING

The Consultant Team will attend the County Commission Hearing for the review and adoption of the Comprehensive Plan and first reading of the Zoning Ordinance. We will present the Plan and Code and will make subsequent revisions as may be requested by the Commission and submit updated copies to County Staff. *(In-Person Meeting)*

DELIVERABLES

Electronic copies of the Comprehensive Plan will be provided in PDF and Word formats. Background data and analysis, including spreadsheets, will be provided in PDF and Excel formats. Maps will be provided in PDF and ESRI ArcGIS formats.

Electronic copies of the Zoning Code will be provided in PDF and Word formats. Background data and analysis, including spreadsheets, will be provided in PDF and Excel formats. The Zoning Map will be provided in PDF and ESRI ArcGIS formats.

B. SCHEDULE

The Consultant is prepared to provide the professional services described herein immediately upon the County's notice to proceed. It is anticipated the Comprehensive Plan project will take approximately 12 months to complete. A more definitive schedule for completion of activities can be established with the County at the outset of the project as requested.

C. SCOPE SERVICE FEES BY TASK

The County will compensate Confluence on a lump sum basis as provided herein and will pay Confluence monthly based on the percentage completion of each phase. Not included are reimbursable expenses for travel, printing, meeting materials, which are not to exceed **$5,000**. Reimbursable expenses will be included on each monthly invoice as incurred in accordance with Exhibit A, attached hereto.

FEES BY PHASE	
PHASE 1: PROJECT KICK-OFF + ANALYSIS	$10,250
PHASE 2: VISION, INPUT AND DIRECTION	$19,250
PHASE 3: DRAFT PLAN + ZONING CODE	$68,000
PHASE 4: FINAL DRAFT PLAN AND CODE + ADOPTION	$14,000
Reimbursable Expenses Not to Exceed	*$5,000*
TOTAL FEE PROPOSAL	**$116,500**

D. COMPENSATION

Service fees and reimbursable expenses will be billed to the County monthly by the Consultant. Payment is due upon receipt of invoice. The County agrees to provide payment to the Consultant within thirty (30) days of the invoice date, and that payment is not dependent on the success or failure of the project, project approvals or non-approvals, or project feasibility. Payment not received by the Consultant within thirty (30) days of the invoice date is considered past due. In the event the account becomes past due, the Consultant may suspend performance of services on the project until the account is paid.

In the event an invoice is disputed by the County, the County shall inform the Consultant within a reasonable timeframe (within 10 days of County's receipt of invoice), and both parties agree to meet with each other in a timely manner (within 10 days of the Consultant's receipt of dispute notice) to further clarify the nature of the dispute in an effort to resolve it while minimizing impacts to the performance of the services outlined herein. In the event the dispute remains unresolved, the Consultant, at its discretion, may suspend performance of services on the project until the account is paid.

E. TERMINATION

The Consultant or the County may terminate this Agreement at any time by written notice. If the Agreement is terminated by either the Consultant or the County, the County will pay the Consultant for services provided and expenses incurred by the Consultant up to the time notice is either sent by the Consultant or received by the Consultant.

F. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Kansas. The County and the consultant agree that the performance of this Agreement will be deemed to have occurred in the State of Kansas and that consultant's performance under this Agreement will be deemed the transaction of business in Kansas.

G. MISCELLANEOUS

The County shall provide all necessary background information, documents, maps and data and shall further provide the timely review of document and map drafts, assist with scheduling meetings, provide meeting space, print and distribute meeting flyers and posters, placement of yard signs, and be responsible for all required public meeting notices.

The Consultant is not an attorney and does not represent himself as an attorney nor law firm. The County shall be responsible for the review of the draft code as to its legality. The Consultant does not provide any assurances as to the defensibility or enforceability of the draft code. Any necessary legal review or legal opinion regarding the draft code shall be the sole responsibility of the County and its legal counsel.

H. INDEMNIFICATION AND LIMITATION OF LIABILITY

Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the County, its officers, directors, and employees against all damages, liabilities, or costs, including reasonable attorney fees and defense costs, to the extent caused by the consultant's negligent performance of professional services under this contract and that of its sub-consultants or anyone for whom the consultant is legally liable. The consultant shall indemnify County against legal liability for damages arising out of claims by consultant's employees.

Except in cases of gross negligence or willful misconduct and except to the extent such damages are otherwise covered by the insurance requirements set forth herein, in no event will either party be liable under this agreement to the other party or its affiliates for any special, indirect, consequential, including, without limitation, damages or losses in the nature of increased project costs, loss of revenue or profit, lost production, claims by customers of County, or governmental fines or penalties.

The total cumulative liability of the Consultant, its agents, servants, employees, and sub-consultants to the County with respect to services performed or to be performed pursuant to this Agreement, whether in contract, indemnity, contribution, tort (including, but not limited to, negligence) or otherwise shall be limited to the Consultant's professional liability insurance coverage limits in place at the time of performance of the services outlined herein. The Consultant agrees to maintain and procure Professional Liability or Errors and Omissions Insurance, with a minimum limit of $1,000,000 annual aggregate. The Consultant shall not be liable to the County for losses, damages, or claims for which the County fails to give notice to the Consultant within reasonable time, not to exceed ninety (90) days from discovery.

I. WITNESS FEES

The Consultant's employees shall not be retained as expert witnesses except by separate, written agreement.

J. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

Except where otherwise provided herein, documents, drawings, logos, and graphics prepared or created by Consultant as part of the services shall become the property of the County, provided Consultant has the unrestricted right to their use. Notwithstanding the foregoing, the County accepts that any re-use of the documents or intellectual property shall be at the County's sole risk and liability.

K. INDEPENDENT CONSULTANTS

Each party shall perform its activities and duties herein only as an independent consultant. The parties and their personnel shall not be considered employees or agents of the other party. Nothing in this contract shall be interpreted as granting either party the right or authority to make commitments of any kind for the other. This contract shall not constitute, create, or in any way be interpreted as a joint venture, partnership, or formal business organization of any kind. Consultant agrees to comply with all Federal and State laws relating to discrimination, fair labor practices, and worker's compensation.

L. ASSIGNMENT

Neither County nor Consultant shall assign any rights or duties under this Agreement without the prior written consent of the other party. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement.

M. CHANGES, DELETIONS, OR ADDITIONS TO THE AGREEMENT

Either party may request changes within the general scope of this Agreement. If a requested change causes an increase or decrease in the cost or time required to perform this Agreement, County and the Consultant will agree to an equitable adjustment of the contract price, period of service, or both, and will reflect such adjustment in a change order or formal modification.

N. APPROVAL AND ACCEPTANCE

Upon review of the foregoing terms, this Planning Services Agreement is approved and accepted by the Bourbon County, Kansas (County) and Confluence (Consultant) as confirmed by the signatures below.

Offered by:	**Accepted by:**
Confluence, Inc. 525 17th Street Des Moines, IA 50309	Bourbon County, Kansas 210 S. National Ave. Fort Scott, Kansas 6670
(signature)	(signature)
Name: Christopher Shires, AICP Title: Principal Date: June 25, 2026	Name: ____________ Title: ____________ Date: ____________

EXHIBIT 'A'

STANDARD HOURLY RATES

Senior Principal	$175.00 - $275.00 per hour
Principal	$160.00 - $250.00 per hour
Associate Principal	$140.00 - $200.00 per hour
Associate	$115.00 - $185.00 per hour
Senior Project Manager	$105.00 - $165.00 per hour
Project Manager	$95.00 - $145.00 per hour
Senior Landscape Architect	$95.00 - $185.00 per hour
Landscape Architect	$85.00 - $135.00 per hour
Senior Project Planner	$95.00 - $145.00 per hour
Planner II	$85.00 - $135.00 per hour
Planner I	$75.00 - $125.00 per hour
Landscape Architect-In-Training / Landscape Designer	$75.00 - $125.00 per hour
Landscape Architect Intern / Landscape Designer	$65.00 - $100.00 per hour
Draftsperson	$55.00 - $100.00 per hour
Graphic Designer	$75.00 - $115.00 per hour
Clerical / System Staff	$75.00 - $135.00 per hour

REIMBURSABLE EXPENSES (COST)

Social Pinpoint Public Engagement Tool	$1,500.00
Costar Real Estate Tool	$1,000 (project use), $150 per report
Placer.AI Analytics Tool	cost
Filing Fees	cost
Materials and Supplies	cost
Meals and Lodging	cost
Mileage	$0.72.5 per mile
Postage	cost
Printing by Vendor	cost
B/W Photocopies/Prints 8½ x 11	$0.10 each
B/W Photocopies/Prints 11x17	$0.20 each
Color Photocopies/Prints 8½ x 11	$0.75 each
Color Photocopies/Prints 11x17	$1.50 each
Large Format Plotting – Bond	$2.50/SF
Large Format Plotting - Mylar	$4.50/SF
Large Format Plotting - Photo	$5.00/SF
Flash Drives	$10.00 each
Booklet Binding (cover, coil, back)	$4.50 each
Foam Core	$8.00 each
Easel Pads	$32.75 each
Online Meeting Service	$35.00 Each

Effective 1/1/2026

Jarred
Gilmore
Phillips

May 4, 2026

Board of County Commissioners
Bourbon County, Kansas
210 South National
Fort Scott, Kansas 66701

We are pleased to confirm our understanding of the services we are to provide the Bourbon County, Kansas for the year ended December 31, 2026.

Audit Scope and Objectives
We will audit the financial statement of the Bourbon County as of and for the year ended December 31, 2026. It is agreed that the basis of presentation of the financial statement will demonstrate compliance with the regulatory basis of accounting. It is further agreed that the County shall pass, by resolution, a waiver of the requirements of the law relating to the preparation of the financial statement and financial reports that conform to generally accepted accounting principles as provided by K.S.A. 75-1120a (c).

We have also been engaged to report on supplementary information that accompanies the Bourbon County's financial statement. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statement as a whole in a report combined with our auditor's report on the financial statement:

1) Summary of Expenditures – Actual and Budget – Regulatory Basis (Budget Funds only)
2) Schedule of Receipts and Expenditures – Actual and Budget – Regulatory Basis
3) Summary of Receipts and Disbursements- Agency Funds- Regulatory Basis

The objectives of our audit are to obtain reasonable assurance as to whether the financial statement as a whole is free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statement is fairly presented, in all material respects, in conformity with the regulatory basis of accounting; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statement as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statement.

Jarred, Gilmore & Phillips, PA
CERTIFIED PUBLIC ACCOUNTANTS

412 MAIN, P.O. BOX 97
NEODESHA, KANSAS 66757
(620) 325-3430

1815 S. SANTA FE, P.O. BOX 779
CHANUTE, KANSAS 66720
(620) 431-6342

16 W. JACKSON
IOLA, KANSAS 66749
(620) 365-3125

www.jgppa.com

Auditor's Responsibilities for the Audit of the Financial Statement
We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statement, including the disclosures, and determine whether the financial statement represents the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the County or to acts by management or employees acting on behalf of the County.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statement. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the County's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statement does not relieve you of your responsibilities.

Audit Procedures—Internal Control
We will obtain an understanding of the County and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statement, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

1) Management override of controls
2) Improper revenue recognition

Audit Procedures—Compliance
As part of obtaining reasonable assurance about whether the financial statement is free of material misstatement, we will perform tests of the Bourbon County's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Responsibilities of Management for the Financial Statement
Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of a financial statement that is free from a material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statement in conformity with the regulatory basis of accounting with the oversight of those charged with governance.

Management is responsible for making drafts of financial statement, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the County's ability to continue as a going concern for the 12 months after the financial statement date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statement, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the County from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statement and related matters.

Your responsibilities include adjusting the financial statement to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statement taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the County involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statement. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the County received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the County complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with the regulatory basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statement with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the regulatory basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the regulatory basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Other Services
We will also assist in preparing the financial statement of the Bourbon County in conformity with the regulatory basis of accounting based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other
We understand that your employees will prepare all cash, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Jarred, Gilmore & Phillips, PA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Kansas or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Jarred, Gilmore & Phillips, PA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the State of Kansas or its designee. The State of Kansas or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Neil L. Phillips, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

To ensure that Jarred, Gilmore & Phillips, PA's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

It is our understanding that your intent in engaging us is that the financial statement we render to you under this agreement will be made available to the State of Kansas Division of Accounts and Reports. Moreover, as of the time of this engagement, we have not been notified, in writing or otherwise, that the professional accounting services rendered under this agreement will be made available to any other person, firm, or corporation for any purpose not specified hereinabove. Consequently, no other person, firm, or corporation is entitled to rely upon these professional services for any purpose without our express, written agreement. This engagement letter embodies the entire agreement and understanding between the parties hereto and there are no promises, warranties, covenants or conditions made by any of the parties except as herein expressly contained. The terms and conditions of this engagement shall be governed and construed in writing signed by all the parties. It is agreed that venue and jurisdiction involving any matters arising out of this engagement letter is in the State of Kansas.

Disputes arising under this agreement (including the scope, nature, and quality of services to be performed by us, our fees, and other terms of the engagement) shall be submitted to mediation. A competent and impartial third party, acceptable to both parties, shall be appointed to mediate, and each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceeding shall be commenced under this agreement until at least 60 days after the mediator's first meeting with the involved parties. If the dispute requires litigation, the court shall be authorized to impose all defense costs against any non-prevailing party found not to have participated in the mediation process in good faith.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We will perform the audit services for an amount not to exceed $29,500.00, which includes travel and out-of-pocket costs. The County may be subject to a Single Audit in 2026 if Federal expenditures exceed $1,000,000.00. If so, additional audit procedures will be required by the Single Audit Act. Our estimated fee for these additional services will be $2,900.00, and a new engagement letter must be obtained.

These fees are based upon anticipated cooperation from your personnel, and the assumption that unexpected circumstances will not be encountered during the audit. The following are examples of circumstances which could result in an increase in fees:

- accounting records that are not reconciled to detailed records and therefore, not ready to be audited,
- a significant change in the amount or type of accounting records maintained,
- change in personnel with a corresponding change in level and quality of work performed,
- additional significant state and/or federal grants not identified previously,
- issuance of long-term debt not identified previously for the purposes of new financing or refunding of previously issued long-term debt, or
- new GASB pronouncements that require additional compliance work.
- a greater than expected risk of material misstatement due to fraud.
- additional grant funding that requires additional compliance testing.

We would like to point out that we expect the proposal fee to be a maximum charge. As can be seen above, the additional charges would only be necessary due to unusual circumstances not foreseen when the audit proposal was prepared. If significant additional time is necessary, we would discuss it with you and arrive at a new fee estimate.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Reporting
We will issue a written report upon completion of our audit of Bourbon County's financial statement. Our report will be addressed to the Board of County Commissioners of Bourbon County. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

We appreciate the opportunity to be of service to the Bourbon County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Jarred, Gilmore & Phillips, PA

JARRED, GILMORE & PHILLIPS, PA
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the ***Bourbon County, Kansas***.

Signature ______________________________

Title ______________________________

2843 31st Avenue
Greeley, CO 80631
1-800-437-7457

Computer Information Concepts

June 26, 2026

Ms. Susan Walker
Bourbon County
210 South National Ave.
Fort Scott, Kansas 66701

Dear Mr. Walker,

As we approach another year, we want to express our gratitude for your continued trust in Computer Information Concepts, Inc. (CIC). It has been an honor to serve Bourbon County, and we are excited to continue our partnership for another successful year.

Enclosed is your Annual Peopleware Agreement renewal invoice, in the amount of **$55,465.00**, due by **August 1, 2026.** By renewing, you will continue to enjoy uninterrupted access to CIC's Annual PEOPLEWARE System, available 24/7 via www.cicesp.com or toll-free at (800) 437-7457. A few highlights of what your renewal includes:

- **CIC's Annual PEOPLWARE Support System**: Enjoy **INSTANT** Response to log, prioritize, and monitor support calls. You can attach documentation, receive real-time updates, and review past support issues using keyword, date range, or reference number.

- **Remote Support Options**: Through **DESKTOP** Response, our web conferencing capabilities enable rapid resolution of support issues, saving valuable time.

- **On-Demand Training**: Access live and prerecorded training sessions at your convenience, eliminating the need for travel and enhancing flexibility of when training is received by your staff.

Your partnership drives us to continually improve and deliver exceptional value. Thank you once again for choosing Computer Information Concepts, Inc.

Sincerely,

Melayna R. Clark-Rael

Melayna R. Clark-Rael
mclark-rael@cicesp.com
or (800) 437-7457

INVOICE

2843 31st Avenue
Greeley, CO 80631
1-800-437-7457

Computer Information Concepts

Invoice Number: PSI42577
Invoice Date: 8/1/2026

Bill
To: Bourbon County
210 S. National
Fort Scott, KS 66701

Ship
To: Bourbon County
210 S. National
Fort Scott, KS 66701

Tax Ident. Type	Legal Entity	Customer ID	1055
		P.O. Number	
Ship Via		P.O. Date	6/15/2026
Ship Date	6/15/2026	Our Order No.	
Due Date	8/1/2026	SalesPerson	
Terms			

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Annual Peopleware Agreement					
August 1, 2026 - July 31, 2027					
Support - Operating and Application Systems					
CIC Cloud - Remote Backup / Disaster Lease - 280GB	Each	1	1	6,860.00	6,860.00
CIC Cloud - Web Site Hosting - Lease - 40 GB	Each	1	1	2,770.00	2,770.00
Budgetary / Fund Accounting	Each	1	1	7,610.00	7,610.00
Custom Program - Department Portal - Appraiser	Each	1	1	235.00	235.00
Custom Programming - Real Estate Information	Each	1	1	120.00	120.00
Custom Programming - Agricultural Land Inventory	Each	1	1	120.00	120.00
Department Portal - Appraiser	Each	1	1	880.00	880.00
Department Portal - Treasurer	Each	1	1	880.00	880.00
E-Recording Acceptance	Each	1	1	660.00	660.00
Indexing / Imaging - Unlimited Seats	Each	1	1	1,905.00	1,905.00
INSTANT Sharing - 17 Seats	Each	1	1	930.00	930.00
KEYWORD Indexing - Unlimited Seats	Each	1	1	1,050.00	1,050.00
Payroll / Personnel	Each	1	1	3,510.00	3,510.00
Public Works System	Each	1	1	690.00	690.00
Records Management / Imaging	Each	1	1	3,395.00	3,395.00
Remote Access / Printing	Each	1	1	590.00	590.00
Tax Administration Solution	Each	1	1	11,700.00	11,700.00
Time Clock Plus v7 Professional Edition	Each	1	1	1,565.00	1,565.00

INVOICE

2843 31st Avenue
Greeley, CO 80631
1-800-437-7457

Computer Information Concepts

Invoice Number: PSI42577
Invoice Date: 8/1/2026

Bill To:
Bourbon County
210 S. National
Fort Scott, KS 66701

Ship To:
Bourbon County
210 S. National
Fort Scott, KS 66701

Tax Ident. Type: Legal Entity
Ship Via:
Ship Date: 6/15/2026
Due Date: 8/1/2026
Terms:

Customer ID: 1055
P.O. Number:
P.O. Date: 6/15/2026
Our Order No.:
SalesPerson:

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
CIC Cloud - Remote Backup / Disaster Support 280GB	Each	1	1	690.00	690.00
CIC Cloud - Web Site Hosting - Support - 40 GB	Each	1	1	280.00	280.00
Enhancements - Application Systems					
Budgetary / Fund Accounting	Each	1	1	1,660.00	1,660.00
Custom Program - Department Portal - Appraiser	Each	1	1	65.00	65.00
Custom Programming - Real Estate Information	Each	1	1	35.00	35.00
Custom Programming - Agricultural Land Inventory	Each	1	1	35.00	35.00
Department Portal - Appraiser	Each	1	1	225.00	225.00
Department Portal - Treasurer	Each	1	1	225.00	225.00
E-Recording Acceptance	Each	1	1	155.00	155.00
Indexing / Imaging - Unlimited Seats	Each	1	1	235.00	235.00
Payroll / Personnel	Each	1	1	895.00	895.00
Public Works System	Each	1	1	305.00	305.00
Records Management / Imaging	Each	1	1	370.00	370.00
Remote Access / Printing	Each	1	1	150.00	150.00
Tax Administration Solution	Each	1	1	3,830.00	3,830.00
County File Server(s) Hardware Support Prorated 04/01/2027 - 07/31/2027	Each	1	1	840.00	840.00

Amount Subject to Sales Tax USD 0
Amount Exempt from Sales Tax 55,465.00

Subtotal:	**55,465.00**
Invoice Discount:	0.00
Tax:	0.00
Total USD:	**55,465.00**