Bourbon County Commission Meeting

Meeting Agenda

November 9, 2026, 5:30 PM - 8:30 PM
210 South National Avenue, Fort Scott, KS 66701, US

I. **Call Meeting to Order**

II. **Pledge of Allegiance**

III. **Prayer - Milburn**

IV. **Introductions**

V. **Approval of Agenda**

VI. **Approval of Minutes**

VII. **Approval of Accounts Payable $200,526.36**

VIII. **Executed Documents for Record**

IX. **Public Comments**

X. **Executive Session K.S.A. 75-4319 (b)( ) Subject:**

   a. **Executive Session K.S.A. 75-4319 (b)(1) Subject: Non Elected Job Performance 10 minutes - Milburn**

XI. **Department Updates**

   a. **ADA Compliant Website**

   b. **Benefits - Jeremy Also Discuss Contribution Review**

XII. **Old Business**

   a. **Sheriff IT Tabled from Last week - motley request to table to this week from last week**

   b. **Asbestos RFP Tabled from last week - Beerbower**

   c. **105 w 2nd proceeds - Beerbower request from last meeting**

d. **Purchasing Policy - Milburn**

e. **RAG Award - Milburn**

XIII. **New Business**

a. **KORA**

b. **Budget Overage Discussion - Milburn**

XIV. **Commission Comments**

XV. **Future Agenda Topics**

XVI. **Adjournment**

Bourbon County Commission Meeting

Meeting Minutes

November 2, 2026, 5:30 PM - 8:30 PM

123 South Main Street, Fort Scott, KS 66701, US

Present: Commissioner Gregg Motley (District 4), Commissioner David Beerbower (District 2), Commissioner Joe Allen (District 3), Commissioner Milburn (District 5). Matt Lawn (Baker Tilly) the HR consultant, Millie, participated by telephone for their items,

Approval Of Agenda

Commissioner Beerbower stated that the sheriff's IT funding request under New Business was his item. Chair Motley announced three changes. Item XI.a (account reconciliation) remained on the agenda, with Mr. Lawn to join by phone. Item XIII.c (Kansas WorkforceONE) was removed because the speaker could not attend. Item XIII.e (Room 12) was removed because it was not ready for discussion. Joan Brown of Hope Outreach was present for item XIII.d.

> Motion to approve the agenda as amended was made by Chair Motley and seconded The motion carried by voice vote.

Approval Of Minutes 10-26 /10-27

Commissioner Milburn noted she was absent on 10-27.

> Motion to approve the minutes of October 26 and October 27 was made by Commissioner Beerbower and seconded. The motion carried by voice vote.

VII. Approval Of Accounts Payable $347,346.93

No questions were raised on the accounts payable.

> Motion to approve accounts payable in the amount of $347,346.93 was made by Commissioner Beerbower and seconded by Chair Motley. The motion carried by voice vote.

Later in the meeting (), Administrative Assistant Laura Krom reported that an invoice for the CIC payroll integration software, approved two weeks earlier, had not been placed on the payables. The total cost was $1,560, payable half now and half upon satisfactory implementation, with a $1,200 annual fee thereafter. Because the first payment was $780, Chair Motley proposed an ACH payment to expedite it.

> Motion to authorize Ms. Krom to initiate a $780 ACH payment to CIC for the creation of a payroll integration was made by Chair Motley and seconded. The motion carried by voice vote.

108 w 2nd Receipt

Chair Motley reported that the sale of 108 West 2nd Street closed the previous Friday and that the receipt was included in the payables. He thanked Diane Tucker for her work on a fast closing that required last-minute negotiations.

Executed Documents For Record

Executed Documents For Record

Chair Motley noted that the executed documents from the prior week were in the packet for the record. There was no further discussion.

Public Comments

No public comments were offered.

Executive Session K.S.A. 75-4319 (b)() Subject:

a. Executive Session K.S.A. 75-4319 (b)(1) : Motley

Executive Sessions

Commissioner __Motley___ motioned pursuant to KSA 75-4319(b)(1) that the Commission recess into an executive session for _10__ minutes to discuss matters of _non elected personnel to protect their privacy__Specifically dealing with __policy compensation____. Included in the executive session will be the _Teri Hulsey and 4 commissioners_, We will recess to the executive session room at _5:35_ and return to the commission room at __5:45__. Motion was seconded by Commissioner __Allen and the motion passed with all 4 commissioners voting in favor__.

Commissioner __Motley__ motioned to return to normal session at _5:45__. _No_ action. Motion was seconded by __Allen_ and the motion _passed with all 4 commissioners voting in favor__.

a. Account reconciliation - Matt Lawn - Baker Tilly

Commissioner Milburn connected Mr. Lawn by phone. She said she had asked him to attend in response to auditor feedback on outstanding reconciliation items, many of them untimely journal entries. She wanted to avoid assumptions arising from a lack of information.

Mr. Lawn reported that Baker Tilly had brought in a specialist team from another office to work through unresolved bank reconciliation items. Going forward, payroll reconciliation would be completed as each payroll is issued. He reported good participation from the treasurer's office, the clerk's office and the commission's representative. He was confident the past items would be cleaned up in time for year-end close, with no delay to the audit. The work extended beyond payroll to bank reconciliations since the former clerk's resignation, transfers and tax payments.

In response to Chair Motley, Mr. Lawn said no cost estimate was available yet. Work would proceed under the existing contract while the team defined the scope. A full proposal would then be presented to the commission, likely for ongoing monthly reconciliation. No action was taken.

Old Business

a. Auction results- J. Allen

Commissioner Allen reported that the medical and kitchen equipment sold. Unsold items included lighting fixtures, a few tables, sinks, toilets, miscellaneous hospital equipment and a printer. A planer at the landfill had not yet been listed. Allen sought direction on the unsold items, and commissioners noted that items that did not sell could be considered of no value. By consensus, the unsold items were to be taken to the nearest transfer station, and Commissioner Allen would instruct the crews.

b. Policy pertaining to use of county property for personal use - Milburn

Commissioner Milburn recommended that the personnel manual clearly address personal use of county-owned equipment and property. She had removed the "unless approved by commission" language because she believed a liability concern should not allow exceptions.

Commissioner Beerbower reported that the KCAMP risk manager confirmed KCAMP prohibits personal use of county shop equipment. He said such use could also create coverage exclusions. Commissioner Allen reported that he had asked an underwriter about county liability and the effect of a waiver but had not yet received an

answer. Counsel advised that a waiver does not release the county from negligence liability and that allowing personal use would be a poor position for the county. Commissioner Allen asked that the board focus on incentives for employee retention and morale.

Commissioner Beerbower proposed changing "may not" to "will not" and striking the paragraph on fringe-benefit reporting. He also offered a draft county policy on roadside aid and emergency scenarios, citing the limits of the Kansas Good Samaritan law (K.S.A. 65-2891), for later review. Chair Motley supported the first paragraph with the one-word change. He said the second paragraph restated IRS law and need not be repeated in policy.

> Motion to adopt the policy on use of county property for personal use as amended by Commissioner Beerbower was made by Commissioner Milburn and seconded by Commissioner Beerbower. The motion carried by voice vote with Milburn Motley and Beerbower voting in favor and Commissioner Allen voting against.

New Business

sheriff request for separation of it - funding

Commissioner Beerbower presented a resolution acknowledging the Sheriff's Office transfer of its technology services. It recognized the sheriff's independent authority over vendor selection and authorized payment of $90,139.25 to Advantage Computers of Iowa from Fund 370 (bond sales tax county jail) for equipment, implementation and startup costs.

> Motion to adopt the resolution and pay the invoice from the jail sales tax fund was made by Commissioner Beerbower and seconded by Commissioner Allen.

Chair Motley said he had received many calls claiming the hardware pricing was excessive. He recommended that the county consider an RFP as due diligence to taxpayers. Others responded that the sheriff had performed due diligence, that the courts already use the vendor, and that the county had not applied RFPs consistently. They said applying one after the sheriff's decision would be inappropriate. Commissioner Allen noted the resolution had not been on the agenda or circulated in advance. Commissioner Milburn wished to review the jail sales tax fund balance and encumbrances before approving the expenditure. Chair Motley relayed constituent concerns that voters approved the tax to build a jail and remodel the courthouse. Commissioner Beerbower said the fund had broader permitted uses.

Commissioner Milburn also asked whether the county should seek a reduced Stronghold service agreement given the departure of 35 to 40 sheriff's users. Commissioners agreed the Stronghold contract and renewal terms should be reviewed and renegotiated if possible. A voice vote did not adopt the resolution, and the commission agreed to table the item for one week for further research.

icc-ims Ryan Robinson cold call information - Milburn

Commissioner Milburn presented the ICC-IMS materials as information only. The company had made a cold call offering a costly road-condition management service. A commissioner reported that an engineer at Kaeworks said much of the service was not suited to the county and that state programs and colleges offer free alternatives. He said he would bring related proposals on roads, ditches and water flow. No action was taken.

Hope Outreach of Fort Scott - Motley

Joan Brown presented Hope Outreach of Fort Scott, a nonprofit in formation. It aims to help homeless residents obtain housing through existing services, without building a shelter or rehabilitation facility. She cited a count of 16 homeless persons, in addition to "couch surfing" students, and said six people had already been housed. She asked the county for time rather than money, in the form of a non-voting liaison attending board meetings about four times a year. Commissioner Milburn suggested the organization consider the county's opioid-fund application once it obtains nonprofit status. Commissioner Allen volunteered, and Chair Motley confirmed him as the county liaison.

Standards of Conduct Policy- Milburn

Commissioner Milburn reported that the policy was still being worked on.

Review of HR Contract 2 versions- Milburn

Millie, the HR consultant, joined by phone. Commissioner Milburn objected to any provision making the county responsible for the consultant's training or business expenses. The commission agreed the consultant bears her own expenses. Millie raised concern that the limitations-on-authority language could require returning to the commission for every process improvement, such as payroll or KPERS corrections. The language "unless directed by commission" was added to address this.

> Motion to authorize Chair Motley to sign the latest version of the HR contract, including the limitations on authority and Millie's edit "unless directed by commission," was made by Commissioner Milburn and seconded . The motion carried by voice vote.

Millie is to sign her portion at the clerk's office.

Asbestos RFP Proposal - Beerbower

Commissioner Beerbower stated that he would email the rough draft of the RFP for discussion the following week.

Commission Comments

Commissioner Allen thanked the City of Fort Scott for the use of the room and urged the board to find ways to support county employees and improve morale. Commissioner Beerbower spoke in support of employees and reiterated that county property must be used responsibly under clear, fair and consistent policy. He said public assets serve the public and do not confer individual ownership on taxpayers. Commissioner Milburn asked the commission to prepare for possible budget overages, including a reported potential overage of over $70,000 attributed to personnel, and to review options used by prior commissions. Chair Motley had no comments.

Future Agenda Topics

Items carried over included the sheriff's IT funding request (tabled), the Standards of Conduct Policy, the Asbestos RFP draft and budget overage discussion. A commissioner also requested discussion of the money received from the sale of 108 West 2nd Street, and the deputy clerk noted the request.

Adjournment

Motion to adjourn carried with no opposition, and the meeting was adjourned.

_____ Chairman

_____ Commissioner

_____ Commissioner

_____ Commissioner

_____ Commissioner

_____ ATTEST:

County Clerk

Selection Criteria: Vendor =
Bank =
Batch =
Due Date = 11/6/2026
Invoice Date =

Open Invoices By Department Summary

Bourbon County

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 00 Non-Departmental					
Fund: 062 ELECTION					
CBG34051		CLEAR BALLOT GROUP, INC.	FOUR BATTERIES FOR ELECTION MACHINES	ELECTION COMMODITIES	$484.00
GEN 11/2026		ELLEN HARPER	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$195.69
GEN 11/2026		DEBRA MARTIN	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$162.50
GEN 11/2026		KAY COLVIN	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$135.00
GEN 11/2026		TERRI WILLIAMS	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$181.79
GEN 11/2026		KATHY TALBOT	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$135.00
GEN 11/2026		ROSE ANN REYNOLDS	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$158.30
GEN 11/2026		SHARON REED-LESLIE	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$142.50
GEN 11/2026		DELPHINE PARKS	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$160.80
GEN 11/2026		LINDA MARSH	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$243.74
GEN 11/2026		CAROL LAUREEN MAJORS	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$35.00
GEN 11/2026		FREDA HARRIS	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$163.30
GEN 11/2026		MARCI WILLIAMS	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$140.00
GEN 11/2026		JANICE FEWINS	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$137.50

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 00 Non-Departmental					
Fund: 062 ELECTION					
GEN 11/2026		CLEARSIA BOTTS	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$135.00
GEN 11/2026		SCHNICHELS, KYLE	DELIVER ELECTION EQUIPMENT	ELECTION CONTRACTUAL SVCS	$200.00
GEN 11/2026		KEATING, DIANNE	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$1,015.88
GEN 11/2026		BIRKET, ALLISON D	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$162.50
GEN 11/2026		ANDERSON, CHRIS	DELIVER/SETUP ELECTION EQUIPMENT	ELECTION CONTRACTUAL SVCS	$200.00
GEN 11/2026		DEB SCHOENBERGER	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$2,550.00
GEN 11/2026		LORD, JARED	DELIVER ELECTION EQUIPMENT	ELECTION CONTRACTUAL SVCS	$200.00
GEN 11/2026		CAROL LYDIC	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$198.22
GEN 11/2026		MARIE BARKER	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$160.00
GEN 11/2026		COLEEN ZELLNER	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$35.00
GEN 11/2026		HOMAN, PATRICIA ELAINE	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$160.00
GEN 11/2026		HELEN COLWELL	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$160.00
GEN 11/2026		JAMES CRONISTER	DELIVER/SETUP ELECTION EQUIPMENT	ELECTION CONTRACTUAL SVCS	$200.00
GEN 11/2026		ANTHONY GEORGE	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$962.50
GEN 11/2026		STEWART, KAREN	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$160.00
GEN 11/2026		QUIRIN, THELMA	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$162.50

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 00 Non-Departmental					
Fund: 062 ELECTION					
GEN 11/2026		MILLER, TOMMIE	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$138.30
GEN 11/2026		GEORGE, STEPHANIE	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$142.50
GEN 11/2026		ELIZABETH, KAREN	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$162.50
GEN 11/2026		SCHAFER, PAUL	ELECTION WORKER	ELECTION CONTRACTUAL SVCS	$160.80
			Fund: 062 - ELECTION Invoice Count and Total:	**34**	**$9,740.82**
Fund: 064 EMPLOYEE BENEFIT					
26-12		BLUE CROSS/BLUE SHIELD OF KANS	EE RETIRE PREMIUM DECEMBER 2026	HEALTH INS RETIREE	$34.40
BAYBRIDGE-22		BAY BRIDGE ADMINISTRATORS, LLC	EE CANCER INS 11.01.26	Payroll Clearing Account	$915.48
			Fund: 064 - EMPLOYEE BENEFIT Invoice Count and Total:	**2**	**$949.88**
Fund: 108 LANDFILL					
0198-427162		O'REILLY AUTO PARTS	GREASE	LANDFILL COMMODITIES	$94.90
32673		ALLEN COUNTY PUBLIC WORKS	MSW 10/22 - 10/28/2026	LANDFILL CONTRACTUAL SVCS	$5,837.73
4155		UNITED TIRE RECYCLERS	SCRAP TIRES 5.71 TONS @ $185.00	LANDFILL CONTRACTUAL SVCS	$1,056.35
456772		LOCKWOOD MOTOR SUPPLY, INC.	TRAILER SOCKET	LANDFILL COMMODITIES	$25.82
			Fund: 108 - LANDFILL Invoice Count and Total:	**4**	**$7,014.80**
Fund: 120 COUNTY SHERIFF/CORRECTIONAL					
006248321-1329		RITE-TEMP LEASING LLC	MONTHLY ICE MACHINE AND BIN	SEKRCC CONTRACTUAL	$89.00
11/01/2026		CRAW-KAN TELEPHONE CO.	internet / phone	SHERIFF CONTRACTUAL	$613.43
116162350		WEX BANK (1)	Fuel 335351-3	SHERIFF COMMODITIES	$10,759.51
1215		Benchmark Government Solutions, LLC	inmate meals	SEKRCC CONTRACTUAL	$16,695.30
16-4897-01 10/29/26		CITY OF FT SCOTT UTILITIES DPT	293 E 20TH ST	SEKRCC CONTRACTUAL	$4.07
1K67-F3R3-DDJ1		AMAZON CAPITAL SERVICES	RIFLE RACK / LONG REACH TOOL KIT	SHERIFF COMMODITIES	$171.95

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 00	**Non-Departmental**				
Fund: 120	**COUNTY SHERIFF/CORRECTIONAL**				
2996863-0008		DAVID ADAMS LCSW	COUNCELING SERVICES	SHERIFF CONTRACTUAL	$300.00
314		A/R MANAGEMENT LLC	INA SECURITY EQUIPMENT AND SOFTWARE	SHERIFF COMMODITIES	$10,621.08
315		A/R MANAGEMENT LLC	INA SECURITY EQUIPMENT AND SOFTWARE	SEKRCC COMMODITIES	$960.75
316		A/R MANAGEMENT LLC	INA SECURITY EQUIPMENT AND SOFTWARE	SEKRCC COMMODITIES	$960.75
43342466		GREAT AMERICA FINANCIAL SVCS	COPIERS	SHERIFF CONTRACTUAL	$192.44
494658		HENRY KRAFT, INC.	JAIL SUPPLIES	SEKRCC COMMODITIES	$154.86
51915		ADVANTAGE COMPUTER ENTERPRISES	COMPUTERS	SHERIFF COMMODITIES	$14,345.00
63246		SATTERLEE PLUMBING, HEATING & AIR-COND	FALL HVAC MAINTENANCE	SEKRCC CONTRACTUAL	$2,375.28
63390		SATTERLEE PLUMBING, HEATING & AIR-COND	PLUMBING SERVICE	SEKRCC CONTRACTUAL	$1,337.04
63997		SATTERLEE PLUMBING, HEATING & AIR-COND	PLUMBING SERVICE	SEKRCC CONTRACTUAL	$480.00
7405		PEST-X SOLUTIONS	PEST CONTROL	SEKRCC CONTRACTUAL	$150.00
BBSO.2026.09		CHCSEK	INMATE MEDICAL	SEKRCC CONTRACTUAL	$8,115.11
INV1102147		GT DISTRIBUTORS, INC	UNIFORM	SHERIFF COMMODITIES	$77.60
INV-28941		FORT SCOTT BROADCASTING CO, INC.	HALLOWEEN SAFETY ADS	SHERIFF CONTRACTUAL	$65.00
Q50016		ADVANTAGE COMPUTER ENTERPRISES	SERVER	SHERIFF COMMODITIES	$16,598.00
W52105		CDL ELECTRIC	ELECTRICAL REPAIRS	SEKRCC CONTRACTUAL	$495.00
		Fund: 120 - COUNTY SHERIFF/CORRECTIONAL Invoice Count and Total:		**22**	**$85,561.17**
Fund: 200	**NOXIOUS WEED**				
290212		MAYCO ACE HARDWARE	SPACE HEATER	NOXIOUS WEED COMMODITIES	$79.99
		Fund: 200 - NOXIOUS WEED Invoice Count and Total:		**1**	**$79.99**
Fund: 220	**ROAD AND BRIDGE**				
0198-423355		O'REILLY AUTO PARTS	DIESEL EXHAUST FLUID #62	ROAD & BRIDGE COMMODITIES	$24.80
0198-425777		O'REILLY AUTO PARTS	DIESEL EXHAUST FLUID #62	ROAD & BRIDGE COMMODITIES	$12.40

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 00 Non-Departmental					
Fund: 220 ROAD AND BRIDGE					
0198-426962		O'REILLY AUTO PARTS	SCREW EXTRACT	ROAD & BRIDGE COMMODITIES	$5.79
0198-427030		O'REILLY AUTO PARTS	SCREW EXTRACT #129	ROAD & BRIDGE COMMODITIES	$9.49
1220044849		POMP'S TIRE SERVICE, INC	FLAT REPAIR #202	ROAD & BRIDGE CONTRACTUAL SVC	$334.00
161G-46PH-YMF9		AMAZON CAPITAL SERVICES	EXTENSION CORD/HEATER/VALVE	ROAD & BRIDGE COMMODITIES	$102.82
289800		MAYCO ACE HARDWARE	PIPE/BUSHING #129	ROAD & BRIDGE COMMODITIES	$20.98
3205329		JOHN DEERE FINANCIAL	GRADER PAYMENT #S 9 & 36	LEASE - PRINCIPAL	$7,220.61
3205329		JOHN DEERE FINANCIAL	GRADER PAYMENT #S 9 & 36	LEASE - INTEREST	$1,905.79
73441		JUDY'S IRON & METAL, INC.	NIPPLE #129	ROAD & BRIDGE COMMODITIES	$2.10
OVERAGES APRIL 2026		BLAKE LAKE, LLC	2,751 TONS @ $.20/TON	ROAD & BRIDGE CONTRACTUAL SVC	$275.10
SS310058054		FOLEY EQUIPMENT CO.	ELECTRIC SYSTEM REPAIR #52	ROAD & BRIDGE CONTRACTUAL SVC	$1,913.69
SS310058054		FOLEY EQUIPMENT CO.	ELECTRIC SYSTEM REPAIR #52	ROAD & BRIDGE COMMODITIES	$315.75
			Fund: 220 - ROAD AND BRIDGE Invoice Count and Total:	**13**	**$12,143.32**
Fund: 222 ROAD & BRIDGE SALES TAX FUND					
0021864-IN		METROPOLITAN COMPOUNDS, INC	DEICER	R&B SALES TAX COMMODITIES	$566.65
0198-427059		O'REILLY AUTO PARTS	PENETRATING OIL/GLASS CLEANER/SHOP TOWELS #103	R&B SALES TAX COMMODITIES	$27.96
09P71082		TRI-STATE TRUCK CENTER, INC	CORE MODULATOR RETURN	R&B SALES TAX COMMODITIES	($109.20)
09P72262		TRI-STATE TRUCK CENTER, INC	DRAIN VALVE #129	R&B SALES TAX COMMODITIES	$179.34
1220044849		POMP'S TIRE SERVICE, INC	FLAT REPAIR #202	R&B SALES TAX CONTRACTUAL SVCS	$334.00
9871019		BMO HARRIS BANK N.A.	ASPHALT ROLLER PAYMENT	LEASE - PRINCIPAL	$617.22
OVERAGES APRIL 2026		BLAKE LAKE, LLC	2,751 TONS @ $.20/TON	R&B SALES TAX CONTRACTUAL SVCS	$275.10
PS210156330		FOLEY EQUIPMENT CO.	FUEL INJECTOR/CORE DEPOSIT #146	R&B SALES TAX COMMODITIES	$1,201.74

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 00	**Non-Departmental**				
Fund: 222	**ROAD & BRIDGE SALES TAX FUND**				
SWO168528-1		G.W. VAN KEPPEL CO	WATER LEAK REPAIR #59	R&B SALES TAX CONTRACTUAL SVCS	$2,420.25
SWO168528-1		G.W. VAN KEPPEL CO	WATER LEAK REPAIR #59	R&B SALES TAX COMMODITIES	$883.23
		Fund: 222 - ROAD & BRIDGE SALES TAX FUND Invoice Count and Total:		**10**	**$6,396.29**
Fund: 370	**BOND SALES TAX - COUNTY JAIL**				
113938		ADVANTAGE COMPUTER ENTERPRISES	SUPPLIES & LABOR FOR COURT PROJECT	CONTRACTUAL SERVICES	$677.50
113938		ADVANTAGE COMPUTER ENTERPRISES	SUPPLIES & LABOR FOR COURT PROJECT	Jail Sales Tax Commodity	$1,433.01
289714		MAYCO ACE HARDWARE	PAINT & SUPPLES FOR COURT PROJECT	Jail Sales Tax Commodity	$251.96
290100		MAYCO ACE HARDWARE	LIGHT SWITCH PLATES, PAINT TAPE FOR COURT PROJECT	CONTRACTUAL SERVICES	$38.10
		Fund: 370 - BOND SALES TAX - COUNTY JAIL Invoice Count and Total:		**4**	**$2,400.57**
Fund: 399	**EMERGENCY SERVICES SALES TAX**				
45714		FREEMAN FORT SCOTT HOSPITAL INC	OCTOBER SALES TAX	CONTRACTUAL SERVICES	$55,905.57
		Fund: 399 - EMERGENCY SERVICES SALES TAX Invoice Count and Total:		**1**	**$55,905.57**
		Dept: 00 - Non-Departmental Invoice Count and Total:		**91**	**$180,192.41**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 01 COUNTY COMMISSION					
Fund: 001 GENERAL FUND					
10/28/26		ALLEN, JOSEPH	MILEAGE REIMBURSEMENT-SEKJCC MEETING	COMMISSION CONTRACTUAL SVCS	$62.32
			Fund: 001 - GENERAL FUND Invoice Count and Total:	**1**	**$62.32**
			Dept: 01 - COUNTY COMMISSION Invoice Count and Total:	**1**	**$62.32**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 03 COUNTY TREASURER					
Fund: 001 GENERAL FUND					
790710		CULLIGAN OF JOPLIN	COOLER RENTAL 11/01-11/30	TREASURER CONTRACTUAL SVCS	$15.95
			Fund: 001 - GENERAL FUND Invoice Count and Total:	**1**	**$15.95**
			Dept: 03 - COUNTY TREASURER Invoice Count and Total:	**1**	**$15.95**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 08 COUNTY CORONER					
Fund: 001 GENERAL FUND					
G10CBFM00370033		FORENSIC MEDICAL	FORENSIC DENTAL, EXTERNAL EXAM, AUTOPSY, REPORT OF DEATH	CORONER CONTRACTUAL SVCS	$6,050.00
			Fund: 001 - GENERAL FUND Invoice Count and Total:	**1**	**$6,050.00**
			Dept: 08 - COUNTY CORONER Invoice Count and Total:	**1**	**$6,050.00**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 10 DISTRICT COURT					
Fund: 001 GENERAL FUND					
10/13/2026		JASON BALLOU	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		DEBRA GILLEN	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		CHRISTOPHER GARZONE	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$25.95
10/13/26		AUSTIN GARZONE	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$25.95
10/13/26		HADLEY FORESTER	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$20.15
10/13/26		LUCAS GILMORE	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		ROBIN ESHELMAN	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		BARBARA HOLLEMAN	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$30.00
10/13/26		BRIANNA ESCOBAR	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$39.00
10/13/26		ASHLEY ENDICOTT	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$30.30
10/13/26		CLYDE EAVES	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		STEPHANIE FLANNER	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$15.80
10/13/26		ROXANNA GREGG	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$53.50
10/13/26		CALE GRIFFITHS	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$125.70
10/13/26		JAMES EASTWOOD	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		ELLEN HARRISON	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 10 DISTRICT COURT					
Fund: 001 GENERAL FUND					
10/13/26		NANCY CRAWFORD	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$49.15
10/13/26		SHELVA HUESTON	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$106.13
10/13/26		JEFFERY HULL	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$17.25
10/13/26		WENDY KIMLING	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		ALEXIS KRUGER	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		ELLEN LANCASTER	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$25.95
10/13/26		LAINE LEEK	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		LINDA LINK	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$30.00
10/13/26		SCOTT HARPER	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$23.05
10/13/26		GABRIEL BUEHLER	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		KORI BELCHER	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		CRYSTAL ALUMBAUGH	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$64.80
10/13/26		MARK MACOMBER	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		BRENTON YOUNG	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$28.85
10/13/26		KAYLA HALL	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$49.15
10/13/26		DEBORAH ALLEN	PAYMENT FOR JURY SERVICE & MILEAGE 10/13-15	DISTRICT COURT CONTRACTUAL SVC	$14.35

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 10 DISTRICT COURT					
Fund: 001 GENERAL FUND					
10/13/26		AUSTIN BOLINGER	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		BOBBY BOONE	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$31.03
10/13/26		GARY BOSLEY	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		STEPHEN DENT	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$73.50
10/13/26		WOODROW BROWN	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$41.18
10/13/26		JOHN DYKSTRA	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		DELORIS BYRD	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$42.63
10/13/26		SCOTT CAIN	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$29.58
10/13/26		RUSSELL CAMPBELL	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$15.80
10/13/26		BLAKE CARRIGER	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		ROCHELLE CASNER	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$32.48
10/13/26		JULIE COHEN	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		PAMELA CONSTANS	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$30.00
10/13/26		TIFFANY BEERBOWER	PAYMENT FOR JURY SERVICE & PAYMENT	DISTRICT COURT CONTRACTUAL SVC	$26.68
10/13/26		TARALYNNE DEANTONI	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		JESSE DINNEEN	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 10 DISTRICT COURT					
Fund: 001 GENERAL FUND					
10/13/26		GARY BOYD	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		SHAUNA VIDAURRI	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$30.00
10/13/26		PAUL SMITH	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$35.38
10/13/26		CHARLES SNYDER	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		HESTON STEWART	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$46.25
10/13/26		TORRIE STREETER	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$17.98
10/13/26		BILLY SWEAT	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		TODD MAGEE	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		LOGAIN SZCZEPANSKI	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		SUSAN WILLARD	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		CASEY SHOCKLEY	PAYMENT FOR JURY SERVICE MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$29.58
10/13/26		RANDY VALENTINE	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$28.13
10/13/26		DAWNY SWISHER-ANDERSON	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		JANA WALKER	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		ROBERT WEBB	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$25.23
10/13/26		GEARY WESCOAT	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$12.18

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 10 DISTRICT COURT					
Fund: 001 GENERAL FUND					
10/13/26		RACHEL WHEELER	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		RICKY WHISENHUNT	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$106.13
10/13/26		AMANDA WIDDER	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$30.00
10/13/26		ALI WIGGANS	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		HUNTER WILLIAMS	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$14.35
10/13/26		CYNTHIA VALDEZ	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$31.75
10/13/26		LORA MORTON	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		CONNIE MALONE	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		KIM TANGUAY	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		LAURA MEEKS	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		SARA SCHNICHELS	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		ALEXA NASH	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		KADRA NEVITT	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$26.68
10/13/26		TAYLER NORTHCUTT	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$41.18
10/13/26		ELIZABETH PARK	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$15.08
10/13/26		RANDY PHILLIPS	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$40.88

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 10 DISTRICT COURT					
Fund: 001 GENERAL FUND					
10/13/26		HENRY PINNEO	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$45.23
10/13/26		MARY SAVAGE	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		TYLER MCNUTT	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$30.00
10/13/26		BELINDA PITTS	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		RAEF SCHAFFER	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$46.25
10/13/26		JOSEPH RUHL	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$19.43
10/13/26		LUCRETIA RUGGERO	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		MICHAEL ROSS	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$14.35
10/13/26		MATTHEW ROSS	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		HOPE RODABAUGH	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
10/13/26		ERNEST RAMSEY	PAYMENT FOR JURY SERVICE & MILEAGE	DISTRICT COURT CONTRACTUAL SVC	$34.65
10/13/26		WILLIAM PITTS	PAYMENT FOR JURY SERVICE	DISTRICT COURT CONTRACTUAL SVC	$10.00
43396632		GREAT AMERICA FINANCIAL SVCS	XEROX MONTHLY AGREEMENT 230-3247749-000	DISTRICT COURT CONTRACTUAL SVC	$158.21
58013		SEKAN PRINTING COMPANY INC.	WINDOW ENVELOPES	DISTRICT COURT CONTRACTUAL SVC	$165.25
58014		SEKAN PRINTING COMPANY INC.	RETURN ENVELOPES	DISTRICT COURT CONTRACTUAL SVC	$91.00
58015		SEKAN PRINTING COMPANY INC.	#10 ENVELOPES	DISTRICT COURT CONTRACTUAL SVC	$139.75

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 10 DISTRICT COURT					
Fund: 001 GENERAL FUND					
58016		SEKAN PRINTING COMPANY INC.	LARGE RETURN ENVELOPES	DISTRICT COURT CONTRACTUAL SVC	$92.50
			Fund: 001 - GENERAL FUND Invoice Count and Total:	**97**	**$2,885.31**
			Dept: 10 - DISTRICT COURT Invoice Count and Total:	**97**	**$2,885.31**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 11 EMERGENCY PREPAREDNESS					
Fund: 001 GENERAL FUND					
5277483188 10/26/26		EVERGY	1131 250TH ST TWR	EM. PREP. CONTRACTUALSVCS	$73.02
			Fund: 001 - GENERAL FUND Invoice Count and Total:	**1**	**$73.02**
			Dept: 11 - EMERGENCY PREPAREDNESS Invoice Count and Total:	**1**	**$73.02**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 24 AMBULANCE SERVICE					
Fund: 375 AMBULANCE SERVICE					
1217143248 10/27/26		EVERGY	STREET LIGHTS	ELECTRICITY-UTILITIES	$30.81
2158		BOFS, INC-BRIGGS	WINDOW SWITCH EMS 7	VEHICLE MAINTENANCE	$113.82
399125		KIRKLAND WELDING SUPPLIES, INC	OXYGEN	OXYGEN	$94.00
5533843		MORRIS & DICKSON CO. LLC	MEDICATION	MEDICATION	$911.57
86410650		BOUND TREE MEDICAL, LLC.	MEDICAL SUPPLIES	MEDICAL SUPPLIES	$954.72
9079952521 10/27/26		EVERGY	405 S WOODLAND HILLS BLVD	ELECTRICITY-UTILITIES	$440.56
			Fund: 375 - AMBULANCE SERVICE Invoice Count and Total:	**6**	**$2,545.48**
			Dept: 24 - AMBULANCE SERVICE Invoice Count and Total:	**6**	**$2,545.48**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 30 NOXIOUS WEED					
Fund: 200 NOXIOUS WEED					
96884		VAN DIEST SUPPLY COMPANY	ALLIGARE 2, 4-D	CHEMICALS	$8,046.00
			Fund: 200 - NOXIOUS WEED Invoice Count and Total:	**1**	**$8,046.00**
			Dept: 30 - NOXIOUS WEED Invoice Count and Total:	**1**	**$8,046.00**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
Dept: 43 COURTHOUSE GENERAL					
Fund: 001 GENERAL FUND					
4287706506		CINTAS CORPORATION LOC. 459	MATS, CLEANING SUPPLIES	COMMODITIES	$485.87
C74240		CE WATER MANAGEMENT, INC	MONTHLY WATER TREATMENT CONTRACT	CONTRACTUAL SERVICES	$170.00
			Fund: 001 - GENERAL FUND Invoice Count and Total:	**2**	**$655.87**
			Dept: 43 - COURTHOUSE GENERAL Invoice Count and Total:	**2**	**$655.87**

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt

Invoice Count by Dept: 201 **Grand Total: $200,526.36**

Open Invoices - Dept/Fund. Totals

Dept	Fund		Amount
00	**Non-Departmental**		
	062	ELECTION	$9,740.82
	064	EMPLOYEE BENEFIT	$949.88
	108	LANDFILL	$7,014.80
	120	COUNTY SHERIFF/CORRECTIONAL	$85,561.17
	200	NOXIOUS WEED	$79.99
	220	ROAD AND BRIDGE	$12,143.32
	222	ROAD & BRIDGE SALES TAX FUND	$6,396.29
	370	BOND SALES TAX - COUNTY JAIL	$2,400.57
	399	EMERGENCY SERVICES SALES TAX	$55,905.57
			$180,192.41
01	**COUNTY COMMISSION**		
	001	GENERAL FUND	$62.32
			$62.32
03	**COUNTY TREASURER**		
	001	GENERAL FUND	$15.95
			$15.95
08	**COUNTY CORONER**		
	001	GENERAL FUND	$6,050.00
			$6,050.00

Invoice	PO	Vendor Name	Purchase Description	Account Charged	Invoice Amt
		10 DISTRICT COURT			
		001 GENERAL FUND		$2,885.31	
				$2,885.31	
		11 EMERGENCY PREPAREDNESS			
		001 GENERAL FUND		$73.02	
				$73.02	
		24 AMBULANCE SERVICE			
		375 AMBULANCE SERVICE		$2,545.48	
				$2,545.48	
		30 NOXIOUS WEED			
		200 NOXIOUS WEED		$8,046.00	
				$8,046.00	
		43 COURTHOUSE GENERAL			
		001 GENERAL FUND		$655.87	
				$655.87	
			Grand Total:	**$200,526.36**	

Bourbon County Commission Special Meeting to Address Contract Offer on 108 W 2nd Street.

Meeting Minutes

October 27, 2026, 12:00 PM
210 South National Avenue, Fort Scott, KS 66701, US

Present: Commissioner Joe Allen (District 3), Commissioner David Beerbower (District 2), Commissioner Gregg Motley (District 4), and Stephanie Gerken (Chief Court Administrator, District Court). Pat Wood. Clint Walker, Laura Krom, Ann Clarkson County Clerk . Melissa Trim

Review of Contract for 108 W. 2nd Street.

Commissioners Discussed the proposed contract and asked for a amendment be made ensuring courts would not be disrupted.

The contractor stated that the contractors had been stopped from working on the roof pending the outcome and that delay risked losing the deal. Commissioners had no objection to roof work on weekends or after hours, and that the court would work with the contractor on scheduling, including days with lighter dockets. The contractor indicated the roof work could be completed over two weekend days. The Commission agreed to amend the contract language to limit roof work to weekends and after hours, in coordination with the court.

> Motion to accept the contract with revised language allowing roof work to be performed on weekends and after hours in coordination with the District Court was made and seconded. The motion carried with no opposition noted.

The realtor representing the county is Diann Tucker, who was not present. Commissioner Motley stated that he would contact her that afternoon, have the contract language revised, and sign the amended contract.

Adjournment

Meeting adjourned.

Chairman

Commissioner

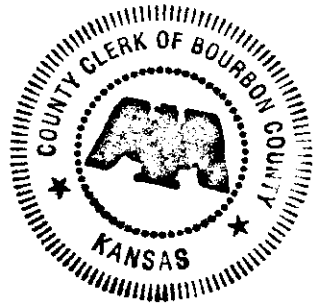
Commissioner

Commissioner

Commissioner

ATTEST:

County Clerk



Bourbon County Commission Meeting

Meeting Minutes

October 26, 2026, 5:30 PM - 8:30 PM

123 South Main Street, Fort Scott, KS 66701, US

Present: Commissioner Gregg Motley (District 4, Chair), Commissioner David Beerbower (District 2), Commissioner Joe Allen (District 3), Commissioner Mika Milburn-Kee (District 5). County Clerk Ann Clarkson and County Treasurer Jennifer Hawkins . Diann Tucker, Ann Dare, clint walker, rachel walker, jason silvers , lou howard, mike wunderly, tim emmerson, marlon merida, becky gray, paegan guerin, teri hulsey

Approval of Agenda

Commissioner Allen asked to remove his executive session and to add Jennifer Hawkins to Department Updates Commissioner Beerbower asked to add an executive session under K.S.A. 75-4319(b)(12) regarding security, to replace Mr. Allen's executive session Commissioner Milburn-Kee asked to add a (b)(1) executive session at the end of New Business.

> Motion to approve the agenda as amended was made by Commissioner Allen and seconded by Chair Motley. The motion carried with no opposition.

Approval of Minutes

> Motion to approve the minutes of October 19, 2026 was made by Commissioner Milburn-Kee and seconed. The motion carried with no opposition.

Approval of Accounts Payable $ $78,932.08 • Hampton Inn — $129.32 • Hometown — $69.75 • New Grill — $63.74

Commissioner Milburn-Kee explained that the three previously pulled bills (Hampton Inn, Hometown, New Grill) related to the former appraiser and were owed. She asked that two nearly identical United invoices of $1,219.15 each, bearing different employee signatures, be withheld for investigation.

> Motion to approve accounts payable of $78,932.08, together with the Hampton Inn ($129.32), Hometown ($69.75) and New Grill ($63.74) bills, excluding the two possible duplicate United invoices of $1,219.15 each, was made by Commissioner Milburn-Kee and seconded by Commissioner Beerbower. The motion carried with no opposition.

Executed Documents for Record

The Chair noted that the executed documents from the previous week were in the packet.

Public Comments

There were no public comments.

Executive Session K.S.A. 75-4319 (b)( ) Subject:

Executive Sessions

Commissioner _Beerbower__ motioned pursuant to KSA 75-4319(b)(12) that the Commission recess into an executive session for _10_ minutes to discuss matters of _ relating to security measures__Specifically dealing with _discuss vulnerabilities in the Sheriff's Department computer system discovered during a recent upgrade__. Included in the executive session will be the _4 commissioners ,Murphy and Davidson__, We will recess to the executive session room (office at the back of the hall) at 5:36pm__ and return to the commission room at ___5:56pm___. Motion was seconded by Commissioner _Allen__ and the motion _passed with all voting in favor___.

Commissioner __Milburn-Kee___ motioned to return to normal session at _5:36__. __no_ action. and the motion _passed with all voting in favor_.

Department Updates

Jennifer Hawkins

Treasurer Hawkins announced that the tax sale would be held December 1 at 11:00 AM at Memorial Hall, across from the courthouse, because more bidders were expected than the courthouse lobby could hold. Bidders must register for a number at the Treasurer's office, with photo ID, and may register the day of the sale. The property list will be posted on the website and available in the office.

Hawkins also clarified that she does not make payroll entries. She reconciles the payrolls the Clerk processes and transfers funds to cover them. Payrolls from January 1 through August 21 have been reconciled and posted to the general ledger, but seven subsequent payrolls have not been posted. As a result, she cannot produce accurate budget reports for departments. Commissioner Milburn-Kee suggested that departments use payroll reports to track their own totals in the interim.

Old Business

Asbestos Report - Beerbower

Commissioner Beerbower reported that Apex Environmental Consultancy completed air monitoring and a limited asbestos sampling of the Courthouse on September 29, 2026. Beerbower said six areas in the basement need attention and recommended issuing an RFP for abatement companies, which will be placed on next week's agenda. No formal action was taken.

Well Testing - Milburn

Commissioner Milburn-Kee presented a revised space-allocation resolution reflecting maintenance's move out of the basement to former IT offices and storage areas on the main level. She said the department had requested the change and had already moved due to elevator remodel.

> Motion to approve Resolution 34-26, a resolution defining areas of responsibility and office space assignments within county-owned buildings, was made by Commissioner Milburn-Kee and seconded. The motion carried with no opposition.

On well testing, Commissioner Milburn-Kee reported that Public Works had mowed the old well sites. Triad found some wells damaged or at risk of leaking, and those were to be repoured. Both current and old wells were being tested, and maps were distributed. No action was required.

HR - End of Contract Letter - signing of new contract - Milburn

> Motion to approve the end-of-contract letter and authorize Chair Motley to sign it was made by Commissioner Milburn-Kee and seconded by Commissioner Allen. The motion carried.

Policy pertaining to use of county property for personal use - Milburn

Commissioner Milburn-Kee presented a draft handbook amendment. County property would be for official business only and could not be used or loaned for personal purposes without prior written Board approval. No employee, supervisor or department head could authorize an exception, and approved use would be documented and tracked in line with IRS requirements.

Commissioner Allen said he was not yet on board. He noted the policy would prevent employees from helping a stranded motorist with county tools, and he was still investigating insurance questions. Chair Motley and Commissioner Beerbower raised concerns about insurance, workers' compensation and liability, and wanted to treat employees fairly. Beerbower said he would contact KCAMP, and that the IRS was unlikely to concern itself with minimal use. Milburn-Kee reported that KCAMP had told her personal use would not be covered. Her motion to adopt the policy received no second. The Chair stated the item would be tabled for one week for further research, and Commissioner Allen agreed.

New Business

108 W. 2nd Street

Commissioner Milburn-Kee left the room. Diane Tucker of Stewart Realty answered questions.

Commissioner Beerbower said the proposed closing (about October 30) would occur while the district court was temporarily operating in the building during the elevator project, expected to last until about November 20. He was concerned that the buyer's roof and electrical work could disrupt virtual proceedings and court security. Tucker said the buyer was reasonable, intended to accommodate the court, and needed a new roof soon. She said the title company needed the signed contract by the next day to close Friday. Commissioner Allen said he believed the buyer would accommodate the court.

Tucker agreed to contact the buyer. Because the Commission could not approve the contract contingently, it scheduled a special meeting for noon the following day, October 27. No action was taken.

Grant Opportunity - Milburn

Commissioner Milburn-Kee reported that she had found a grant that could help pay for the recent testing and Milburn had confirmed with KCAMP that the asbestos testing qualified for its risk avoidance grant.

> Motion to authorize Motley to sign the grant application for reimbursement of $2,000 of the asbestos testing costs was made by Commissioner Milburn-Kee and seconded by Commissioner Allen. The motion carried.

Transportation letter of support - Casey brown- milburn

Casey Brown, community engagement coordinator, and Scott Christianson of CCAP presented an update on Bourbon County General Public Transportation. The service runs Monday, Wednesday and Friday and has operated since 2023. Ridership was 1,023 in 2024 and 1,117 in 2025, and 1,236 is projected for 2026. They requested a letter of support for their Section 5311 grant, due late November. The letter will be prepared on county letterhead.

> Motion to sign a letter of support for CCAP transportation was made by Commissioner Beerbower and seconded . The motion carried with no opposition.

Transportation Letter of support - Becky Gray -Milburn

Becky Gray of Building Health Inc., with transportation manager Reagan Gearan, presented on Care Van. The KDOT grant funds 70 percent of operating costs, and the 30 percent local share is largely met through non-emergency medical transportation billing. She reported about 4,400 rides in Bourbon County over the past program year, with about 400 additional requests unfulfilled. Grant applications are due November 18.

> Motion to approve signing a letter of support for Care Van was made and seconded. The motion carried with no opposition.

Benefit Contribution Review - Milburn

Commissioner Milburn-Kee noted that the existing benefits committee resolution had not been repealed. The Chair said the new proposal was still preliminary, and the item was tabled to an undetermined date.

Kansas Association of Counties Membership - Motley

Commissioner Motley sought the Commission's views on renewing membership. Commissioners described the organization's training as valuable.

Motion to join the Kansas Association of Counties was made by Commissioner Beerbower and seconded . The motion carried with no opposition.

g. Executive Session K.S.A. 75-4319 (b)(1)

Executive Sessions

Commissioner __Milburn__ motioned pursuant to KSA 75-4319(b)(1) that the Commission recess into an executive session for __5__ minutes to discuss matters of __to discuss the performance of individual non-elected personnel__Specifically dealing with _ performance_. Included in the executive session will be the __4 commissioners__, We will recess to the executive session room(office at the back of the hall)at _6:55pm__ and return to the commission room at _7pm__. Motion was seconded by Commissioner _Beerbower_ and the motion carried with no opposition_.

Commissioner _Milburn kee__ motioned to return to normal session at _7pm__. _no action. Motion was seconded by _Commissioner Motley__ and the motion carried with no opposition.

Commission Comments

Commissioner Allen thanked county employees who stopped to help a stranded motorist the previous week. Commissioners Milburn-Kee and Beerbower had no comments.

Future Agenda Topics

Commissioner Allen asked that the auction be returned to Old Business. A roller at the landfill was not listed, and some items, including toilets, did not sell and may be relisted. Commissioner Beerbower asked to add discussion of a purchasing policy to ensure local vendors are treated fairly. The asbestos abatement RFP and the tabled personal-use policy were also slated for next week.

Adjournment

Motion to adjourn carried with no opposition, and the meeting was adjourned.

_____ Chairman

_____ Commissioner

_____ Commissioner

_____ Commissioner

_____ Commissioner

_____ ATTEST:

County Clerk

COUNTY CLERK OF BOURBON COUNTY KANSAS

RECEIPT

10/30/2026

Bourbon County

County Treasurer: Jennifer Hawkins

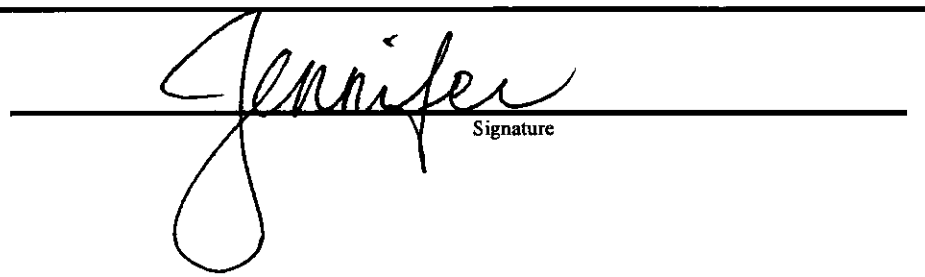
Date:	10/30/2026	Paid By:	SECURITY 1ST TITLE
Station:	1	Description:	108 W. 2ND ST
Cashier:	16	System:	Cash Receipting
Receipt:	45711	Reference:	108 W. 2ND ST

Payment Method:

Cash:	$0.00		
Checks:	$120,390.36		
Credit Card:	$0.00		
Wire:	$0.00	Wire No.:	
Amount Tendered:	$120,390.36	Card Type:	Account Number:
Change Returned:	$0.00		Expiration Date:
Total Paid:	$120,390.36		

Check No.	Name	Amount
588466	SECURITY 1ST TITLE	$120,390.36

Receipt	Trans. Code	Fund	Ledger	Description	Operator	Amount
45711	GenRct	(001)GENERAL FUND	001000010	Cash	D	$120,390.36
45711	GenRct	(001)GENERAL FUND	001004503	REAL ESTATE PROCEEDS	C	$120,390.36



Signature

SECURITY 1ST TITLE
105 Scott Avenue, Fort Scott, KS 66701
(620) 223-3330

INTRUST BANK, NA
105 N. Main St.
Wichita, KS 67202

588466

3222354 Check Date: 10-30-2026 $120,390.36

PAYEE: Board of Bourbon County Commissions, Bourbon County Kansas
SELLER: Board of Bourbon County Commissions, Bourbon County Kansas
BUYER: The Alta Davis Educational Revocable Living Trust, dated November 10, 2020
ADDRESS: 108 W. 2nd St., Fort Scott, KS 66701

Description	Amount
Sales Price	125,000.00
Property Tax Proration 01/01/2026 to 10/30/2026 @ $0.2455...	-74.14
ALTA Owner's Policy 07-01-2021	-460.50
Title - Settlement Agent Fee to Security 1st Title - Closing Fees	-250.00
Title - Document Preparation to Security 1st Title - Closing Fees	-75.00
Brokerage Fees to Stewart Realty Co, Inc.	-3,750.00

SECURITY 1ST TITLE
105 Scott Avenue, Fort Scott, KS 66701
(620) 223-3330

INTRUST BANK, NA
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Title - Document Preparation to Security 1st Title - Closing Fees	-75.00
Brokerage Fees to Stewart Realty Co, Inc.	-3,750.00

American Land Title Association

ALTA Settlement Statement - Seller
Adopted 05-01-2015

File No./Escrow No.: **KS-C3222354-2**
Print Date & Time:
10/29/2026 at 10:16AM PDT
Officer/Escrow Officer: **Kacie Alkin**
Settlement Location: **105 Scott Avenue**

Security 1st Title, LLC
ALTA ID: **0001139**

105 Scott Avenue
Fort Scott, KS 66701

Security 1st Title

Property Address: **108 W. 2nd St., Fort Scott, KS 66701**
Legal: **Lot Number Two (2), Block Number One Hundred Twenty Five (125), in the City of Fort Scott, Bourbon County, Kansas according to the recorded Plat Thereof.**
Buyer: **The Alta Davis Educational Revocable Living Trust, dated November 10, 2020**
Buyer's Address: **604 Tiffany Lane, Fort Scott, KS 66701**
Seller: **Board of Bourbon County Commissions, Bourbon County Kansas**
Seller's Address: **201 S. National Ave., Fort Scott, KS 66701**

Settlement Date: **10/30/2026**
Disbursement Date: **10/30/2026**

Description	Debit	Credit
Financial		
Sales Price		$125,000.00
Prorations/Adjustments		
Property Tax Proration 01/01/2026 to 10/30/2026 @ $0.2455/day (201 S. Crawford)	$74.14	
Title Charges & Escrow / Settlement Charges		
ALTA Owner's Policy 07-01-2021	$460.50	
Title - Settlement Agent Fee to Security 1st Title - Closing Fees	$250.00	
Title - Document Preparation to Security 1st Title - Closing Fees	$75.00	
Brokerage Fees		
Brokerage Fees to Stewart Realty Co, Inc.	$3,750.00	
	Debit	Credit
SubTotals	$4,609.64	$125,000.00
Due to Seller/Owner	**$120,390.36**	**$0.00**
Totals	$125,000.00	$125,000.00

Acknowledgement

The undersigned have (has) carefully reviewed the ALTA Settlement Statement and find(s) it to be a true and accurate statement of all receipts and disbursements made for and on account of the undersigned and/or made by the same in this transaction and further certify(ies) that the undersigned have(has) received a copy of the ALTA Settlement Statement. The undersigned authorize(s) Security 1st Title to cause the funds to be disbursed in accordance with this statement. The undersigned understand(s) that tax and insurance prorations and reserves, if any shown, were based on figures for the preceding year or supplied by others or estimates for the current year, and in the event of any change for the current year, all necessary adjustments must be made between Purchaser and Seller directly. The lender and/or real estate broker(s) involved, if applicable, may be furnished with a copy of this statement. The undersigned acknowledges receipt of Loan Funds, if applicable, in the amount shown above and acknowledges a receipt of a copy of this Statement. Security 1st Title certifies this is a true and accurate account of the credits and debit for the referenced transaction and has caused the funds to be disbursed in accordance to the same.

Board of Bourbon County Commissions, Bourbon County Kansas

Gregg Motley, Chairman

Security 1st Title

Kacie Aikin

Independent Contractor Status

The Consultant is acting strictly as an independent contractor. Nothing in this Agreement shall create an employer-employee relationship, partnership, or joint venture. The Consultant is solely responsible for paying all federal, state, and local taxes, insurance, social security, and workers' compensation requirements. The Consultant retains control over their tools, hours, methods, and general workflow. The Consultant shall provide her own liability insurance.

Confidentiality and Data Protection

During the performance of services, the Consultant will have access to sensitive records, employee private information, and proprietary data. The Consultant agrees to maintain strict confidentiality regarding all such information and shall not disclose it to any third party. This obligation survives the termination of this Agreement.

Intellectual Property

All work product, materials, templates, frameworks, and handbooks created specifically for the Client by the Consultant under this Agreement shall belong exclusively to the Client upon receipt. The Consultant retains the rights to any pre-existing methodologies or tools used to build the deliverables.

Limitations on Authority.

The Consultant is engaged solely in an advisory and consulting capacity and shall have no independent authority to make decisions or take action on behalf of Bourbon County, unless directed by the Commission. The Consultant shall not direct, supervise, or discipline county employees; establish or change county policies or procedures; commit county funds; bind the County to any agreement or obligation; or make employment, personnel, or administrative decisions on behalf of the County unless directed by the Commission. The Consultant shall not accept assignments, instructions, or requests that expand the scope of this Agreement from any individual commissioner acting independently. Requests for services outside the scope of an assignment authorized by the Commission must be submitted to the Commission for authorization. Nothing in this Agreement shall be construed to grant the Consultant authority that is otherwise vested in the Commission, an elected official, or an authorized county officer or employee. All recommendations, proposed policies, procedures, personnel actions, and other work products prepared by the Consultant shall be submitted to the appropriate authorized county official or the Commission, as applicable, for review and determination. The Consultant shall not implement recommendations or take action on behalf of the County without the required authorization. Any additional services or material expansion of the scope of this Agreement must be approved by the Commission and documented in a written amendment signed by the parties.

Governing Law

This Agreement shall be construed, interpreted, and governed under the laws of the State of Kansas.

CLIENT: BOURBON COUNTY, KS

Signature: _____

Printed Name: Gregg Morey

Date: 11/2/2026

CONSULTANT: MILLIE LIPSCOMB

Signature: Millie Lipscomb

Printed Name: Millie Lipscomb

Date: 11/2/2026

COUNTY CLERK OF BOURBON COUNTY KANSAS

HUMAN RESOURCE CONSULTING AGREEMENT

This Human Resource Consulting Agreement (the "Agreement") is made and entered into this 2nd day of November, 2026, by and between:

Bourbon County, Kansas, Board of County Commissioners ("Client"); and

Millie Lipscomb, Fort Scott, Kansas ("Consultant").

Scope of Services

The Consultant shall provide human resource advisory and consulting services to Client, only as directed or authorized by the Bourbon County Commission acting as a governing body. The Consultant shall not independently initiate projects, undertake assignments, or expand the scope of services outside the request of the Commission. Consultant will Provide:

- Conduct compliance and policy audits and assessments.
- Assisting with the development or revision of Performance Review Forms and assisting leadership with performance reviews.
- Work with current staff reviewing, auditing, or recommending updates to payroll processes and procedures including recommendations to Payroll Software.
- Assistance, updating, and reviewing Employee Handbooks and Policies for review and approval of Commission.
- Providing Recommendations regarding organizational structure, management practices, and grievance procedures.
- Advising on employee-related matters, including discipline and employee documentation.
- Providing human resource support and guidance to elected officials and county staff.
- Assisting with personnel matters as they arise.
- Attending on-site meetings and participating in other meetings when requested
- Assisting with salary survey – all departments
- Provide Review of Job descriptions for all requirements and suggestions for updating.

Any additional services must be agreed upon by both parties in a signed writing before they are performed.

Response Time

The Consultant agrees to respond to concerns presented by the Client within twenty-four (24) hours of receiving notice of the concern, with recommended steps to address the Client's particular concern.

Term and Termination

- **Effective Date:** This Agreement shall begin when approved and signed by the Bourbon County Commission.
- **Expiration:** This Agreement will terminate on October 31, 2027, unless extended in writing by both parties.
- **Early Termination:** Either party may terminate this Agreement at any time, with or without cause, by providing thirty (30) days' written notice to the other party.

Compensation and Payment Terms

- The Client agrees to pay the Consultant a recurring fee of $2,800.00 each month.
- Invoices shall be submitted by the Consultant via email.

Expenses

- The Consultant is responsible for their own business expenses (e.g., travel, meeting fees, materials).

Mission Statement

The mission of Hope Outreach of Fort Scott is to provide compassionate, collaborative support that empowers individuals experiencing housing instability to overcome barriers, embrace accountability, and rebuild dignity. Through opportunity, responsibility, equity, and respect, we connect people with community resources and pathways toward stability, self-sufficiency, and lasting success.

Bourbon County Agenda Citizen Attendance

Please sign in so we know who is attending our meetings and how you can be reached if we need to followup.

Full Name - Please Print Clearly	Phone Number or email
Clint Walker	
Rachel Walker	
Curtis Major	
Jason Shivers	
Teri Hulsey	
Mike Wunderly	
Tim Emerson	

Passed in meeting 11/2/26 to be added to the handbook passed 3 to 1 vote

Personal Use of County Property

County-owned vehicles, equipment, machinery, tools, materials, and other property are for official County business and will not be used for personal purposes or loaned to others for personal use. No employee, supervisor, or department head or elected official may independently authorize an exception.

CIVICPLUS

Proposal

Valid for 60 days from date of receipt

Company Overview

CivicPlus started back in June of 1998 with a simple yet powerful vision: to develop technology solutions that empower local government staff to manage daily operations efficiently without depending on paper-based processes or complex systems.

Today, CivicPlus provides public sector technology that provides intelligent automation for staff and a unified experience for residents. CivicPlus solutions help increase process efficiency by up to 40%, freeing staff to improve community engagement. Our wide range of government software solutions are designed to be flexible, scalable, and customizable, ensuring a singular experience for residents and staff.

OUR PORTFOLIO INCLUDES:

- Municipal Websites
- Web Accessibility
- Agenda and Meeting Management
- Mass Notification
- Social Media Archiving
- NextRequest
- Recreation Management
- SeeClickFix 311 CRM
- Municode Codification
- Process Automation and Digital Services
- Community Development
- Asset Management
- Utility Billing
- Resident Portal

Company Contact Information

302 S. 4th Street, Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233
Fax: 785.587.8951
civicplus.com



Experience & Recognition

25+ Years

13,000+ Customers

950+ Employees

With public service in our DNA, our 25-year heritage of success is fueled by the expertise of our product innovators—many of whom served in local government. Our commitment to deliver impactful solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government technology. We are proud to have earned the trust of our over 13,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for you.

We're proud to be recognized in various ways for our dedication and service to our customers.

- Winner of multiple Stevie® Awards, the world's top honors for customer service, sales professionals, and more.
- Designated a top-100 U.S. company by Government Technology magazine for making a difference in the public sector.
- Selected by Inc. Magazine as "One of the Fastest Growing Privately-Held Companies in the U.S." each year since 2011.
- Certified™ by Great Place To Work®, which is a prestigious award is based entirely on what current employees say about their working experience.

The Best-Run Local Governments Run on CivicPlus Technology

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services. However, they struggle with budget cutbacks and technology constraints. With CivicPlus, leaders can finally overcome the perpetual trade-off between the demand for better services and the realities of operational resources, by leveraging the unique Civic Impact Platform to deliver both unmatched end-to-end automated efficiency and truly unified, delightful resident experiences.

CivicPlus is the only government technology company exclusively committed to being a trusted partner for impact-led government, enabling our customers to efficiently keep our communities informed, involved, and connected using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, our customers increase revenue and operate more efficiently while nurturing trust among residents.

The Civic Impact Platform

The comprehensive Civic Impact Platform delivers unmatched end-to-end efficiency, supercharging staff impact through intelligent automation, and unlocking collaboration in and across departments. At the same time, this unique platform delivers a truly unified residence experience, delighting residents with a singular profile and single sign-on for friction-free, no-hassle services. With CivicPlus, your team is always change-ready, staying a step ahead of disruption, whether evolving compliance and accessibility requirements, civil emergencies, and more.



IMPACT-LED GOVERNMENT

Impact-led government aims to create lasting community change by improving and modernizing processes with automation, collaboration, and data insights. This approach helps staff work efficiently and makes services more accessible, addressing needs proactively. Our Civic Impact Platform is guided by five core principles:

1. **Modernize and connect every function:** Work better together through intelligent automation, efficiency, and stronger collaboration.
2. **Deliver a singular, personalized resident experience:** Replace hassle with friction-free delight, delivering a unified profile and intuitive, consistent experiences.
3. **Supercharge staff impact:** Boost staff performance with automated tasks, data-driven decisions, and aligned priorities and processes.
4. **Strengthen compliance, accessibility, and readiness:** Forward-thinking best practices and continuous adaptation.
5. **Consolidate on a comprehensive, purpose-built platform:** Choose solution breadth, eliminate multiple vendors, and gain compounding value over time.

CivicPlus Resident Portal

THE NEXT EVOLUTION IN DIGITAL RESIDENT ENGAGEMENT

CivicPlus Portal is a mobile-friendly, personalized online hub from which residents can quickly, easily, and securely obtain information, access resources, discover services, complete transactions, and interact with their local government administration. It is the public gateway to the Civic Impact Platform, empowering resident self-service from one central location for everything from submitting forms, referencing recent legislation, and engaging with public meetings to managing individual alert and notification preferences.



Personalized Resident Benefits:

- One username, password, or popular platform-enabled single sign-on (via Facebook, Google, Microsoft, or Apple) to securely manage their user profile and interact with all their government resources and information.
- A personalized, customizable dashboard that serves as the launchpad to save frequently accessed digital services, view past interactions, bookmark frequent payment options, and stay up to date with featured, meaningful content.
- Anytime, anywhere access from any device.
- Enabling self-service form viewing, submission, and payments to support a variety of digital transactions from parking permits and business licenses to pet adoptions.
- Easy management of individual communication preferences related to routine and emergency alerts, website newsletters, and agenda & meeting notifications from one single view.
- A centralized hub to submit and track requests, such as public records requests, non-emergency issues, and code enforcement complaints and violations.

Staff and Administrator Benefits:

- A low-maintenance tool for administrators to easily spotlight information, share content, and link to services to further promote local government initiatives while improving public transparency and trust.
- Ability to consolidate digital services from multiple CivicPlus and third-party solutions into one intuitive, accessible, and responsive interface.
- Consolidation of siloed alerts and notifications from the variety of solutions you control into a single view residents to sign up for and manage.
- Localization of cross-department payments and forms in one place, including those from CivicPlus and third-party solutions, enhancing residents' convenience for increased payments and engagement.
- Multi-factor authentication options and optimized for security and accessibility.

Support Services

TECHNICAL SUPPORT

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available to assist with any questions or concerns regarding the technical functionality and usage of your new solution.

CivicPlus Technical Support hours typically span between 7 a.m. to 7 p.m. CST, but vary by product. You can access a Technical Support Team via a toll-free number as well as an online email support system for users to submit technical issues or questions. Our current initial response time is 4-hours for email tickets during normal hours. Further, emergency technical support for urgent requests is available 24/7 for designated, named points-of-contact for most products.

Award-Winning Support

CivicPlus has been honored with four Gold Stevie® Awards, eight Silver Stevie® Awards, and eleven Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. The Help Center also provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to engage your residents most effectively.

Proposal Disclaimer

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.

CIVICPLUS

Municipal Websites Central

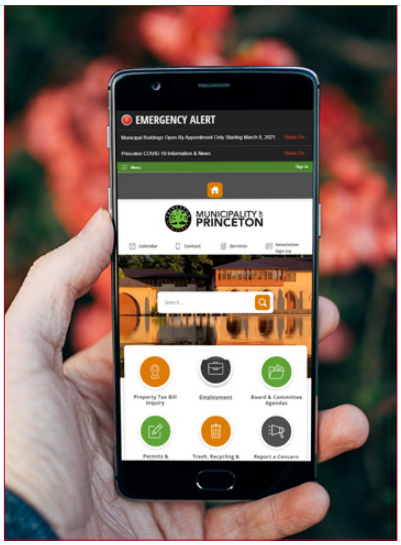
Premium Implementation

CMS Features & Functionality



CivicPlus' Municipal Websites Central (Web Central) is a comprehensive content management system designed to help local governments build websites that connect with residents effectively. With configurable layouts, simplified content management, and integrated tools for communication and resident self-service, CivicPlus websites streamline the timely delivery of essential information and services. This empowers local governments to consistently provide positive civic experiences for residents and peace of mind for staff with streamlined communication processes.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.



Modules & Widgets

RESIDENT ENGAGEMENT

Web Central offers many effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.

Notices and Alerts – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

Blog – Post opinions/information about various community topics and allow resident comments and subscriptions.

Calendar – Create multiple calendars and events to inform residents of upcoming activities that are viewable by list, week, or month.

Submit Requests and Report Issues – Allow residents to report a problem or submit requests through our easy Form Center module. For advanced service request management functionality to intake resident submissions via web portal, our integrated SeeClickFix 311 CRM Starter product is available as an add-on.

Form Center – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

News – Post news items and keep your residents up to date on important information via News Flash.

Opinion Poll – Poll your residents on important topics by showing the Opinion Poll widget on relevant pages, to grab resident attention and quickly capture their responses to your polls. Polling helps with gathering and evaluating resident feedback, increasing resident engagement, and understanding your community.

Notifications – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me (includes up to 500 SMS users).

Photo Gallery – Display photos of parades, local sporting events, or historical locations through albums or slideshows. Users can vote on favorites or share via email and social media.

Pop-up Modal – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

CONTENT MANAGEMENT

Web Central comes fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

Agenda Center – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Archive Center – Manage and retain serial and older documents.

Document Center – Organize and manage documents in one central repository.

Public Images – Store all your images in one central location, to utilize individually or create slideshows on your site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

INFORMATION & NAVIGATION



Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

Easy for Residents to Navigate – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

Frequently Asked Questions (FAQs) – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

Graphic Links – Create visually appealing buttons to direct users to important information.

Info Advanced – Use Info Advanced to create engaging displays of information for reuse throughout the website.

Quick Links – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.

Resource Directory – Use the Resource Directory to showcase information on local businesses and/or community resources.

Staff Directory – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.

DEPARTMENT-SPECIFIC

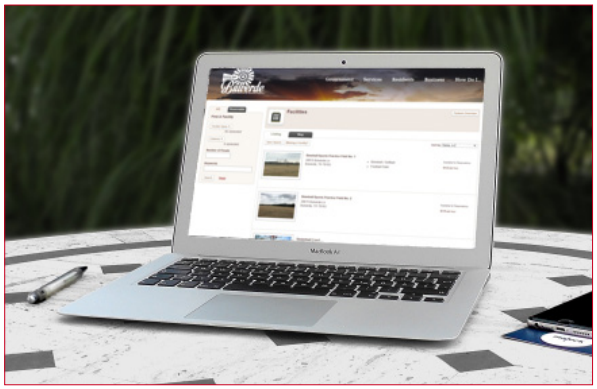
There are several function-specific features and modules for government departments. These tools are integrated into the Web Central CMS and offer the ability to complete multiple steps in one action.

Activities – Create and post activities, events, and classes so residents can register for them and even pay online. Your administrators can view and create rosters. The Activities module integrates with the Facilities module so residents can view the location of the activity.

Facilities & Reservations – Display facilities on your site for residents to browse. Allow them to filter by amenities, view facility details, and even make reservations online.

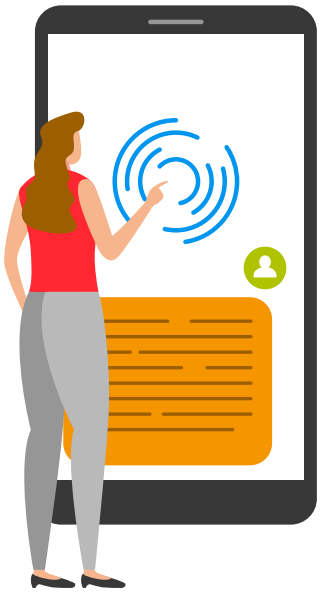
Job Postings – Post available jobs online and accept online applications.

Bids – Post open bid opportunities for contractors to view available work, download supporting documentation, receive notifications on posted opportunities and submit bid applications online.



COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.



Custom HTML Widget – Embed videos or other HTML features in your page.

Editor Widget – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

Form Center Widget – Embed simple forms on a page.

Image Widget – Add images to a page.

Related Documents Widget – Create a dynamic list of documents referenced in the Document Center.

Slideshow Widget – Add a slideshow of images.

Tabbed Widget – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.

Administrative Features



The administration of your Web Central website is browser-based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.

Administrative Dashboard – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

Content Scheduling & Versioning – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

Dynamic Page Components – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

History Log – Track changes made to your website.

Intranet – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

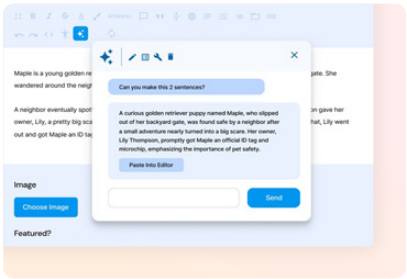
Levels of Permissions – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

Pending Approval Items – Administrators have access to a queue of pending items to be published or reviewed.

Website Statistics – Provided website analytics for analysis.

USER-FRIENDLY FEATURES

Not only is Web Central easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.



AI Editing Assistant – Create clear, consistent, and accessible content. Integrated into familiar tools like Pages, News Flash, Notify Me, and FAQs, the AI Editing Assistant improves grammar, tone, and compliance with plain language standards in real time. Key benefits include faster content polishing, streamlined editing workflows, and adding multi-lingual content all with secure, optional use that never stores data or trains external models. Opt-in to take advantage of these features at no additional cost.

Automatic Alt Tags – Built-in features assist with ongoing ADA compliance of your website.

Credit Card Processing – Web Central is integrated with select external payment processors to accept payments on your website (separate agreement must be made directly between you and the supported external processor of your choice). Additional fees apply.

Preset Styling Standards and Ongoing Styling Flexibility – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

Link Redirects – Instead of sending your users to https://www.civicplus.com/blog/ce/government-website-awards-city-county-municipal/, you can send them to http://civicplus.com/awards.

Live Edit – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.

Maps – Easily embed maps from Google, ESRI, and more using the HTML widget.

Mega Menu – A main navigation menu makes it easy to get to any page on your website quickly.

Predictive Site Search – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

Site Search Log – All search words are kept in a log.

Real Simple Syndication (RSS) Feeds – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

Responsive Design – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

Social Media – Set various modules to automatically post to your Facebook and/or X (formerly Twitter) feeds and incorporate compatible social media feeds and widgets into your website.

Supported Browsers – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

Third-Party Access – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

Translation – Integration with Google Translate translates web pages into over 100 languages.

ACCESSIBILITY COMPLIANCE

With more than 1 in 4 (~28.7%) adults in the United States living with a disability, CivicPlus helps governments ensure that critical resources are available to all residents. Our commitment to accessibility is visible through VPATs and third-party audits that can confirm you're working with a trusted and experienced partner. Our multi-faceted approach sets you up for success:

- CivicPlus Municipal Websites are highly accessible by design, aligning toward WCAG 2.1. For transparency, we provide annual third-party audits (VPATs) for each of our products.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up to date with the latest ADA/WCAG standards.
- Your staff can use the Accessibility Checker included within the CMS to scan content created in the editor for accessibility issues so you can correct them before publishing.

- Any new regulations that require code changes are reviewed by our product team at least quarterly. Depending on the regulation, our product team plans and executes necessary changes with no additional effort required from you.
- Our product team updates our best practices and provides regular updates to customers via the CivicPlus website, blog articles, webinars, and other publications.

Additionally, CivicPlus offers an extensive suite of accessibility tools, including industry-leading integrations to help customers maintain compliance and prepare for the transition to WCAG 2.2. Due to the dynamic nature of website content updates, ongoing accessibility solutions can be incredibly beneficial in ensuring sustained accessibility compliance. CivicPlus provides three long-term web accessibility solutions offering varying approaches to help with your compliance maintenance challenges:

- AudioEye Managed: Accessibility tools and services for WCAG 2.2 compliance
- Acquia Web Governance: Website Governance & Compliance Tools
- DocAccess: Convert current and future PDFs into screen reader-friendly, WCAG 2.1 AA-aligned HTML transcripts

Additional details and/or a quote can be provided upon request.



Guardian Hosting & Security

In today's digital era, local governments require a hosting solution that not only meets their needs but exceeds their expectations. Our Enterprise Level Hosting Solution is designed with local governments in mind, offering unparalleled DDoS protection to safeguard your digital infrastructure from the most aggressive cyber threats. With our state-of-the-art security measures, you can ensure the continuity of critical services, even in the face of sophisticated attacks.

Moreover, we understand the importance of building resident trust through consistent and reliable service availability. That's why we guarantee a high availability of **99.9% uptime**, ensuring your services are accessible when your residents need them the most. This commitment to uptime translates to less than 8.76 hours of potential downtime annually, demonstrating our dedication to maintaining your operations without interruption.

Data Center	• Redundant Power Supply • Uninterruptible Power Supply (UPS) Systems • Enhanced Cooling Infrastructure • Diesel Engine Generators • Energy Storage • Redundant HVAC Systems • N+1 Redundancy • Fully Redundant Network • System Monitoring – 24/7/365
Security	• Web Application Firewall (WAF) Protects Against SQL Injection, Cross-Site Scripting, & Other Threats • OWASP Modsecurity Core Rule Set Guards Against OWASP Top 10 Vulnerabilities • Server Management Services Ensure Smooth Operation & Optimal Performance • Regular Software Updates & Security Patches • Antivirus Management & Updates Protect Against Malware • Continuous System Monitoring for Health & Performance
Performance	• Regional Content Delivery Network (CDN) Distributes Cached Content to Minimize Latency & Enhance Reliability • Server-Side Caching with Regional CDN Improves Page Load Times & Content Delivery • Unparalleled Browsing Experience for Users on Your Website or Application
Hosting	• Enhanced Security and Compliance • CMS software updates • Server management & monitoring • Multi-tiered software architecture • Server software updates & security patches • Database server updates & security patches • Antivirus management & updates • Server-class hardware from nationally recognized provider • Redundant firewall solutions • High performance SAN with N+2 reliability
Disaster Recovery	• Emergency After-Hours Support, Live Agent (24/7) • Online Status Monitor by Data Center • 8-Hour Guaranteed Recovery Time Objective (RTO) • 24-Hour Guaranteed Recovery Point Objective (RPO) • Pre-Emptive Monitoring for Disaster Situations • Multiple, Geographically Diverse Data Centers
DDoS Protection & Mitigation	• Cloudflare's Reverse Proxy to Protect Your Network • Access to Advanced Tools that Defend Against DDoS Attacks • Utilize Cloudflare's Massive Network Capacity of 30 Tbps • A Skilled Team is Always Ready, 24/7, to Stop Any Attacks on Your Digital Assets

Implementation

Premium Project Timeline

Design creation, content development, professional consulting, configuration for usability and accessibility, dedicated training—CivicPlus delivers all of this and more during the development of your new website.

A typical premium project ranges from 16 – 28 weeks. Your exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

PHASE 1: INITIATE	2-4 Weeks	• Project Kickoff Meeting • Planning & Scheduling
PHASE 2: ANALYZE	4-6 Weeks	• Customer Deliverable Submission • Consulting Engagement (if purchased) • Design Discovery Meeting • Content Process Meeting
PHASE 3: DESIGN & CONFIGURE	6-10 Weeks	• Design Concept Development • Design Concept Meeting • Content Development • Agendas & Minutes Migration • Website Completion
PHASE 4: OPTIMIZE	1-2 Weeks	• Website Finalization
PHASE 5: EDUCATE	1-2 Weeks	• Training Engagement
PHASE 6: LAUNCH	2-4 Weeks	• Launch Confirmation Meeting • Website Launch

Additional time will be added to your timeline for Department Header Packages.

Approaching Your Project Implementation

Communication between you and your Web Central team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.



- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work

The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

Phased Approach

PHASE 1: INITIATE

Project Kickoff – During this initial meeting, your project manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project.

Planning & Scheduling – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.

PHASE 2: ANALYZE

Customer Deliverables – You will be responsible for submitting deliverables as outlined.

Consulting Engagement (if purchased) – During your consulting sessions, your consultant will meet with you to evaluate needs and make recommendations for implementation solutions. This consulting will help your organization facilitate the tough conversations that happen when you put a microscope to your current processes, solutions, and website presence. Further, we will also guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

Design Discovery Meeting – Your project manager and art director will meet with you to discuss design preferences and establish design structure from flexible layout options.

Content Process Meeting – Meet with your project manager and web content specialist to detail our content development process.

PHASE 3: DESIGN & CONFIGURE

Design Concept Development – You'll have the chance to review a responsive, functioning design concept prototype in an actual production environment. You will have the opportunity to evaluate the presented design concept and collaborate with your project team on any feedback and then final approval.

Content Development – Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, Web Central website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

Agendas & Minutes Migration – The Content Development team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

Website Completion – You will receive a completed production website featuring your approved design combined with the finished content.

PHASE 4: OPTIMIZE

Website Finalization – Both the Web Central project team and you will prepare your website for launch. During this time, you will be able to make final adjustments to the content on your production website, as well as ensure overall satisfaction with your website.

PHASE 5: EDUCATE

Training Engagement – Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will use your production website so that users are familiar with your specific configuration, and you can obtain hands-on knowledge from our Gold Stevie® Award winning external training and consulting team.

PHASE 6: LAUNCH

Website Launch Confirmation Meeting – Your Web Central project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

Website Launch – After final confirmation, your website will be made live and available to the public.

Your Role During Implementation

To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)
- Complete the Design Form to communicate design preferences
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)



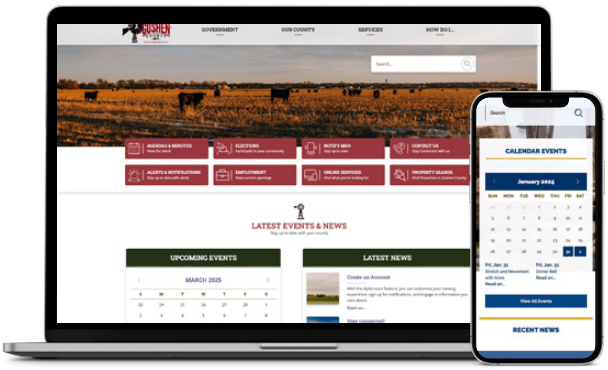
Premium Package Designs

You will meet with your art director to discuss your website vision based on the goals and needs of your users. This process involves conversing with your art director on the order, placement, and format of your homepage content and design elements, aimed at achieving your usability goals. Your preferences will be solidified into a homepage layout wireframe, which will provide the structural blueprint for the visual design application.

We will then collaborate with you to customize your design to represent your community using your logo, chosen colors, and imagery. We will focus on including the functionality to meet your website needs, including an option for up to one Advanced Design Component, if desired. Advanced Design Components provide next-level user engagement by leveraging the latest design enhancements in the Web Central product. Your art director will help you choose the component that works best for your website goals and desired site maintenance level.

DESIGN EXAMPLES

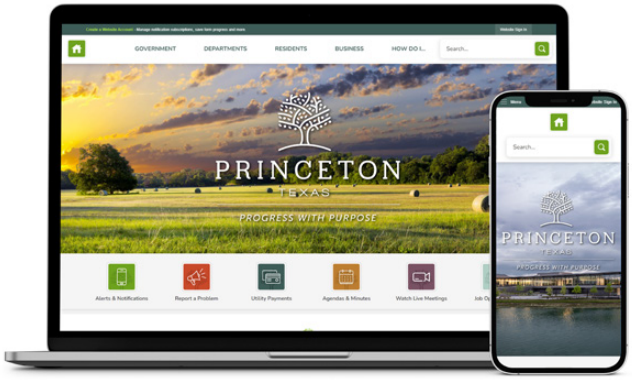
The included design portfolio will provide you with an idea of the different directions we can take your creative design with the premium implementation package.



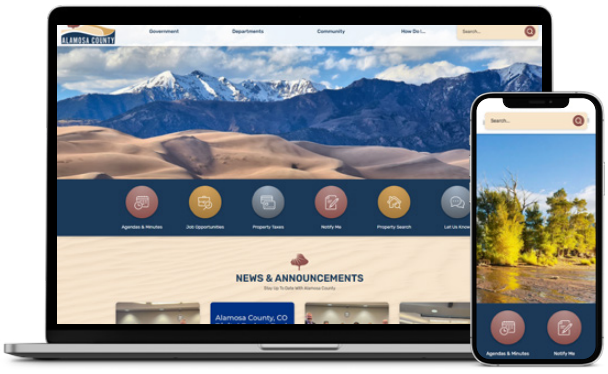
Goshen County, WY
goshencountywy.gov



Azusa, CA
azusaca.gov



Princeton, TX
princetontx.gov



Alamosa County, CO
alamosacounty.org

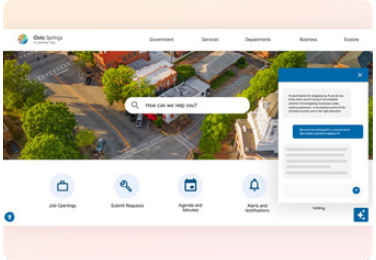
Optional Enhancements

CivicPlus Agent

The CivicPlus Agent, powered by CivicPlus Intelligence, is purpose-built for the Civic Impact Platform and provides high-quality answers through native integrations with our products.

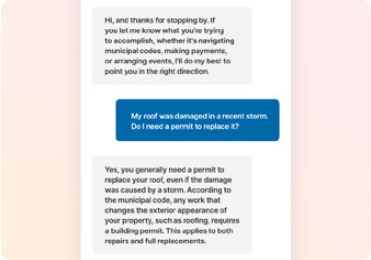
KEY BENEFITS:

- **Deliver Accurate, Detailed Answers That Build Resident Satisfaction** – Provide fast, reliable responses to common questions, driving higher self-service resolution rates.
- **Support an Accessible, Inclusive Experience for Every Resident** – Support multilingual conversations and device-agnostic engagement so residents can interact confidently, regardless of language preference or device.
- **Empower Staff with Insight, Control, and Configurability** – Give administrators the ability to monitor query performance and increase relevance and confidence through a robust analytics and management interface.
- **Boost Efficiency by Streamlining Staff Workload** – Automate routine inquiries, cut unnecessary calls and emails, and free staff capacity for work that requires human expertise, rationale, and strategic insight.



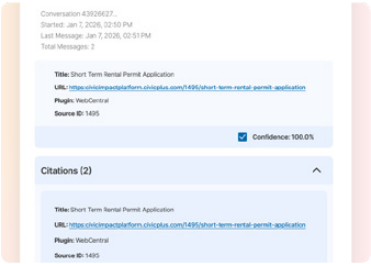
Improved Resident Satisfaction and Trust

Deliver fast, authoritative responses that reduce frustration, improve the digital service experience, and reinforce confidence in local government.



Seamless Integration with the CivicPlus Impact Platform

Connects naturally with Municipal Websites, Municode Codification, and future product integrations, reducing fragmentation and ensuring consistent data sources.



Data-Driven Decision-Making

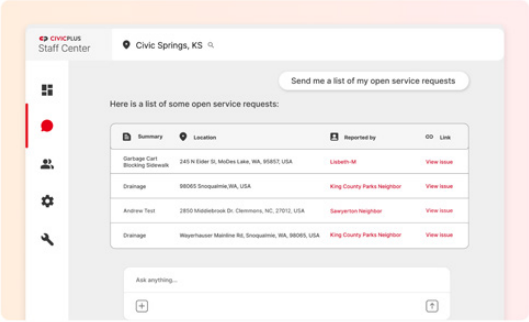
Use insights on query trends, topic gaps, and department-level interactions to better allocate resources, refine services, and proactively address community needs.

CivicPlus Athena

CivicPlus Athena, powered by CivicPlus Intelligence, is an agent within the CivicPlus Staff Center. It provides a single hub to instantly find answers, confidently complete actions, and streamline daily workflows across CivicPlus products.

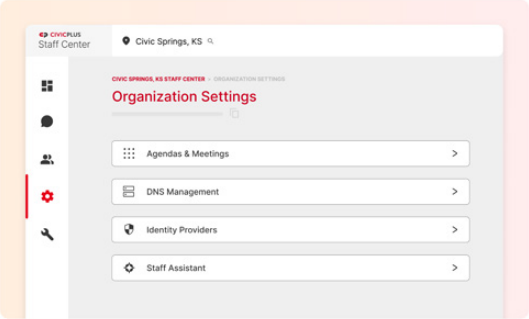
KEY BENEFITS:

- Simplify administrative tasks across the platform with a single launch pad for groups, permissions, and more.
- Move from question to action with on-demand conversational product support.
- Centralize daily workflows and actions, from posting a News Flash to managing service requests



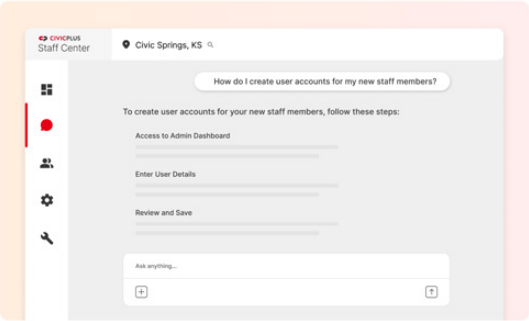
Daily Workflows, Centralized

Post alerts, review and manage open service requests, or start ordinance drafts without switching between multiple interfaces.



Launch Pad for Platform Settings

Create users, create and manage groups, assign permissions, and control platform-level settings such as two-factor authentication, all from one centralized experience.



On-Demand Product Guidance

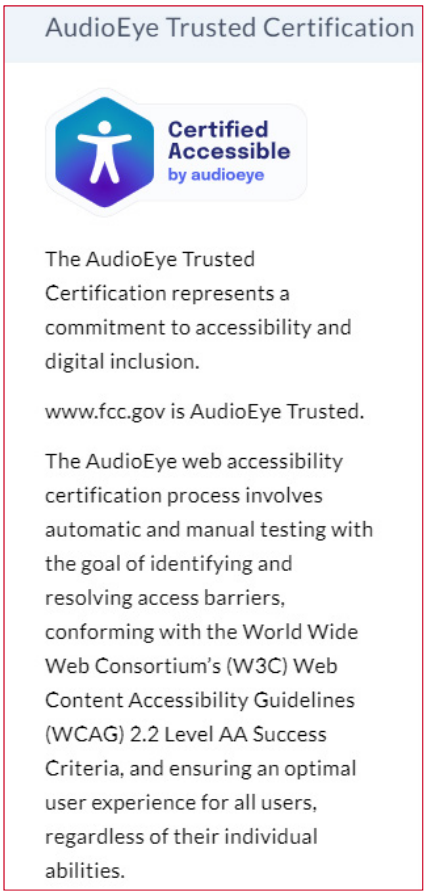
Ask questions and receive immediate, relevant guidance, making it easier to discover features, onboard new users, and expand usage over time.

AudioEye for Websites

CivicPlus is the exclusive local government provider of AudioEye's full service accessibility offering. AudioEye's industry-defining digital accessibility hybrid offering helps deliver website remediations efficiently and affordably for organizations of all sizes. The AudioEye platform leverages a decade of investment in advanced technology supported and informed by a team of dedicated IAAP-certified professionals to help deliver improved access to the web conforming to Web Content Accessibility Guidelines (WCAG) 2.2 has never been easier.

AudioEye

- AudioEye Managed
- Proprietary automated testing suite
- Detect Section 508 and WCAG 2.2 Success Criteria violations
- AudioEye engineers remediate accessibility issues
- Compliance monitoring
- Manual technical analysis and usability testing
- AudioEye Accessibility Help Desk with Personalization Tools



AudioEye Managed

- Provides complete digital accessibility compliance auditing and resolution
- End-to-end digital accessibility compliance testing, resolution, validation, and monitoring
- Combines subject matter experts with technology —a team of engineers and manual testers to ensure issues of accessibility are fixed and stay fixed

AudioEye Accessibility Help Desk with Personalization Tools

- Fully customizable user experience
- Tailored to individual needs regardless of device type, language preference, or preferred method of access
- Users can customize the visual display of the website, the toolkit provides instant personalization
- 24 Hour Help Desk provides accessibility answers from accessibility experts

Digital Accessibility Platform

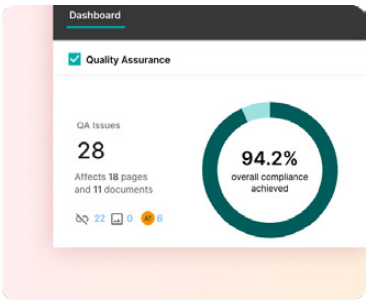
- Software as a Services (SaaS), API-first technology
- Offers end-to-end compliance auditing
- Ability to spider, scan, and diagnose entire websites, single blocks of code, and content delivered via API
- Offers flexible resources for proper identification and remediation of the detected issues

Acquia Web Governance

Improve overall website health with targeted insights and recommendations for accessibility issues, website performance, and quality assurance.

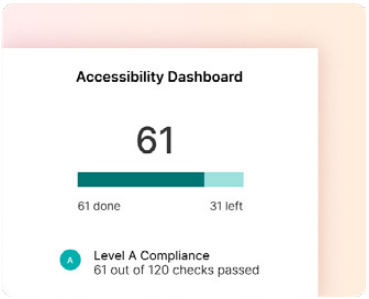
ACQUIA WEB GOVERNANCE BENEFITS:

- **Prioritize accessibility goals** with automated audits, targeted corrections, and personalized website experiences
- **Improve site performance and stability** with optimized load times, responsiveness, and proactive alerts
- **Enhance website experience and adapt to changing resident needs** with quality assurance recommendations and vital insights into visitor behavior
- **Take control of your content and foster collaboration** with dedicated content policies and permissions
- **Drive more traffic to your website pages** with automated SEO auditing tools



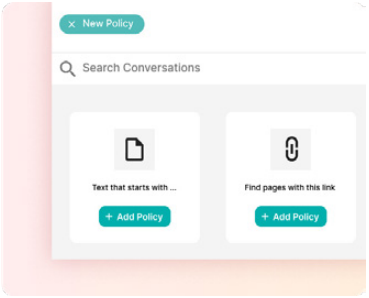
Website Health and Governance:

Monitor site performance and ensure smooth user experience. Improve quality assurance and fix issues such as broken links and misspelled words that hinder how residents interact on your website.



Accessibility Optimization:

Automated scans find issues that may hinder accessibility, giving an overview of how your website is doing and sharing improvement recommendations.



Policy and Permissions Tools:

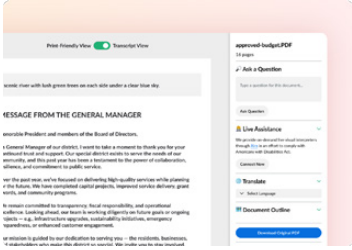
Automatically standardize content policies site-wide and improve compliance to brand, legal, style, and regulatory standards. Features such as history center, user permissions, and more foster and enhance cross-departmental collaboration.

DocAccess

Simplify compliance by automatically converting all current and future PDFs into screen reader-friendly, WCAG 2.1 AA-aligned HTML transcripts.

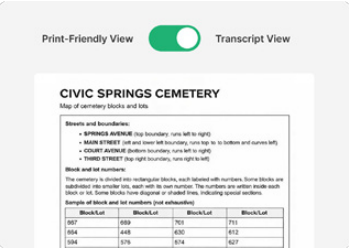
KEY BENEFITS:

- Work quickly with setup as fast as **1 day** and then **5 minutes** for new PDFs to be automatically detected and converted.
- Align all current and future PDFs to ADA standards by automatically converting documents to WCAG 2.1 AA-aligned, screen reader-friendly HTML transcripts.
- Real-time translation powered by Google translate, with **250 supported languages**.
- Live visual interpretation via **24/7 access to professional interpreters at Aira** – included at no extra cost.
- Images, charts, maps, and diagrams are instantly accessible with AI-generated alt-text following WCAG best practices.
- AI-powered search that lets users ask questions in-document and get answers back in their preferred language.
- Accessible from any device – responsive design ensures perfect viewing on all devices.



Instantly Convert Documents to HTML Transcripts

Once DocAccess is activated, all PDF links on your website automatically open in the mobile-friendly DocAccess view. Residents can use the print-friendly version or the HTML transcript, which includes detailed alt text for images.

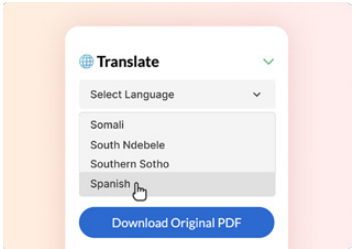


Align Tricky Documents to WCAG 2.1 Standards

DocAccess is built for the complexity and range of government documentation. Use it to convert even your most difficult PDFs, including:

- Historical and handwritten documents
- Complex RFPs with diagrams and decision trees
- Comprehensive financial audits
- Multi-column brochures with scanned maps
- Scanned legal documents and budgets with handwritten signatures

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Translate into 250 Languages

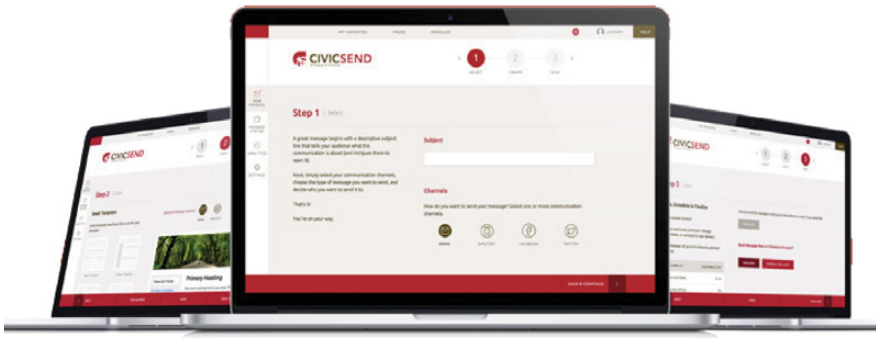
Over 250 built-in language translations can be applied to the HTML transcript with one click. Translations also apply to DocAccess features, including the Ask a Question tool.

CivicSend

CivicSend is a visually rich communication module for government, used to efficiently distribute general (non-emergency) communication to residents. CivicSend is more than a simple email newsletter tool—it provides CivicPlus customers with a single point of access, via integration with Web Central, to multiple communication channels, including email, SMS/text, Facebook, and X (formerly Twitter). CivicSend centralizes communication, saves administrative users time, and improves overall productivity.

Additional benefits of the CivicSend module include:

- Content auto-posts to your website
- Unlimited communication—there is no limit to the number of emails you can send (text messaging rates do apply)
- Template options to make customizing your message quick and easy
- Access to all subscriber lists in your Web Central website, including the ability to select multiple lists



Platform Identity Provider (IdP) Integration

More often, local government IT teams are looking to implement single sign-on (SSO) functionality to simplify user access to all web and cloud-based applications without requiring individual authentication. The CivicPlus' Platform IdP Integration capabilities provide local governments with the following conveniences:

- Faster and easier access to vital third-party solutions that integrate with your CivicPlus unified applications, such as CivicPlus' Municipal Websites, Recreation Management, and Agenda and Meeting Management Select
- Reduced password and account maintenance
- The ability to log into your CivicPlus software accounts from any device with an Active Directory username and password
- Auto-account generation
- Group syncing
- Customization of the design of your active directory login page

We offer integration with Microsoft's Entra ID (formerly Azure AD), Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

CivicPlus Marketplace App

The CivicPlus Marketplace App is more than a request management solution; it's a fully configurable mobile application that serves as a centralized digital hub for community engagement across all CivicPlus solutions. Offering residents convenient access to your agency's information and services, as well as native SeeClickFix 311 CRM Starter functionality, the app enhances transparency, service accessibility, and community satisfaction by serving as a mobile gateway to essential services and civic resources.

Configurable for Brand Consistency – Agencies can fully configure the branding, buttons, and links to dynamically update the app design in real-time, maintaining a consistent brand identity, while over 300 configurable icons allow agencies to align the app's interface with their specific service offerings to enhance the user experience.

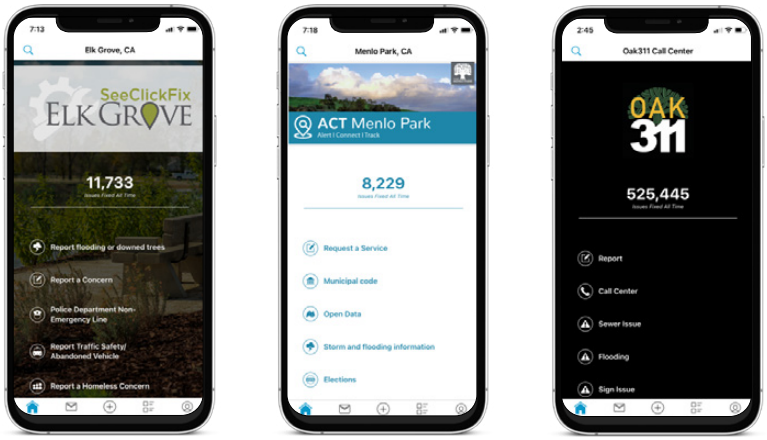
Unified Platform for CivicPlus Solutions – The app seamlessly integrates SeeClickFix 311 CRM request management with CivicPlus solutions, including Municipal Website, Chatbot, Community Development, Recreation Management, Codification, and Mass Notification systems, enabling engagement across these platforms via embedded links and CivicPlus single sign-on.

Increased Service Visibility, Trust, and Transparency – A vital component of resident experience, the mobile app provides the ability for your organization to respond quicker to concerns.

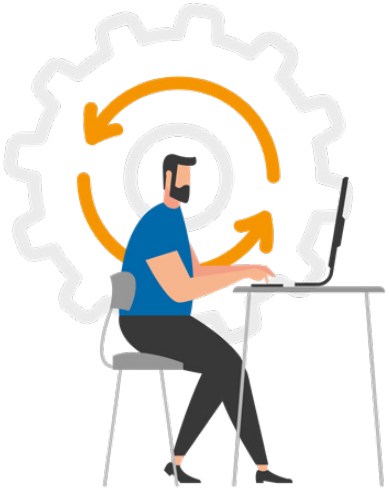
Multipurpose Functionality to Meet the Diverse Needs of Your Community – The app is flexible enough to meet residents' needs, whether reporting a concern at a park, giving feedback to council, or finding information on an upcoming city event via an embedded link in app, and is highly rated by users across communities of all sizes, with many giving it over four stars on Google Play and the Apple App Store.

Multi-Jurisdictional Capabilities to Broaden Service Impact – The app lets residents report and engage across neighboring jurisdictions, while also offering the option to display or restrict branding and information from other local agencies using the SeeClickFix 311 CRM Starter solution.

For customers who purchase this offering in 2025, it includes promotional trial items that will be available until December 31, 2025 such as reports and new request form within the CRM for call taking.



SeeClickFix 311 CRM Starter



The SeeClickFix Starter package offers a comprehensive set of features designed to streamline the submission of resident requests through a user-friendly web portal, optimized for both desktop and mobile views.

This package empowers local governments to:

- Enhance communication with residents by providing an intuitive platform for request submissions
- Automation of task assignments to facilitate efficient workflows,
- Export data for in-depth analysis.

The package is designed for up to five staff members to access the CRM, balancing ease of use and workflow management with a limited scope of access within the broader government agency. It includes 10 pre-configured request categories along with associated secondary questions.

The SCF Portal can be seamlessly embedded into any website or used within the CivicPlus Portal, and it supports single sign-on functionality with the CivicPlus Platform.

Please note, this package does not include Work Orders, Notices, private API access, or external integrations, which are available through the SeeClickFix Request or Pro packages.

For customers who purchase this offering in 2025, it includes promotional trial items that will be available until December 31, 2025 such as reports and new request form within the CRM for call taking.

Credit Card Processing

To enhance your customer experience, CivicPlus integrates with a limited number of external payment processors to provide secure, PCI-compliant payment processing. If utilizing a partnered external processor, CivicPlus can assist you with the facilitation, set-up, support, and troubleshooting services. In addition to our partner network, CivicPlus maintains integrations with additional external processors, in a more limited fashion, to assist you in implementing a successful system. Additional details on our supported external processor network is available upon request.

To utilize any of the integrated external processor, an agreement will need to be executed directly between you and the vendor that will assess separate merchant account and transaction fees. Use of an external processor may be subject to additional CivicPlus fees to maintain these solutions. Additional information can be provided upon request.

Because EMV devices are encrypted specifically for individual payment processors, you'll need to procure any required devices directly from your selected external processor for either purchase or rent. We are happy to assist in your procurement of such devices.

CivicPlus Video

CivicPlus Video is a resident-centered, cloud-based video platform designed for local governments and public sector organizations. It delivers accessible, efficient, and modern video experiences, replacing outdated, hardware-heavy systems with a sleek solution built for ADA compliance and effortless administration. CivicPlus Video empowers municipalities to engage their communities through inclusive broadcasts, streamlined workflows, and robust analytics all while minimizing operational friction and legal risk.

ADA-Compliant Accessibility: CivicPlus Video includes captions, transcripts, and alternative formats. Optional add-ons offer multi-language translation, ASL interpretation, and dubbing for broader reach.

Efficient Video Workflows: Livestream and upload videos directly from your browser. No encoders or IT support required. The admin interface is modern and easy to use.

Flexible Storage & Archiving: Choose between active and cold storage to archive content long-term and simplify public records requests.

Built-In Analytics: Engagement dashboards show viewership trends and feature usage, helping you improve communications.

Inclusive Communication Tools: Available as an optional add-on, multi-language dubbing and translation, real-time ASL, and audio descriptions help reach all residents.

Rapid Emergency Response: Quickly share emergency updates and departmental communications with lightweight deployment.

Seamless Integration: Seamless integration and admin login with CivicPlus Websites.



ADD-ON CAPABILITIES

Multi-language Closed Captioning & Dubbing: Break language barriers with translated captions and voiceovers.

ASL Support: Offer American Sign Language translation for video on demand (VOD) content.

Advanced Analytics: Deeper real-time data on activity and content with heat map visualizations.

24/7 Live Streaming Channels: Continuous live stream suitable for streaming pre-encoded content such as scheduled programming or 24/7 broadcasts.

Social Media Streaming: Simultaneously stream live or recorded videos to social media platforms.

Live Transcoding: Convert high-quality live feeds into multiple streams for smoother viewing across devices to optimize delivery.

VOD Audio Descriptions: Adds spoken narration to video content to describe key visual elements to increase visibility.

Integration with CivicPlus Video and CivicPlus Media for Agenda and Meeting Management: All videos from your CivicPlus Media with your Agenda and Meeting Management solution will be synced to the CivicPlus Video landing page.

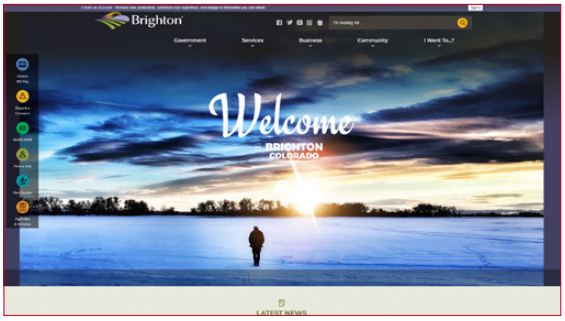
Subsites

A Subsite is a cost-effective way for a department or a division to have a completely different look and feel from the main website. A Subsite package includes:

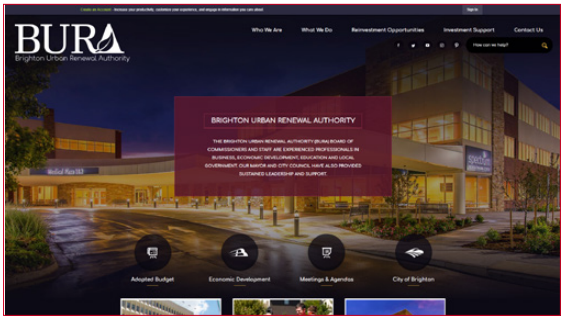
- Administrative access separate from the main website administration
- Unique and permanent URL
- Completely separate design
- Main website modules and development process
- Shared site search with the main website (if desired)
- Separate global navigation and menus
- Unique graphical buttons

Examples of a Subsite

The examples provided below are representative of attributes found in Subsites, but may not expressly reflect your proposed design package.



Brighton, CO - Parent Website



Urban Renewal Authority Subsite



San Gabriel, CA - Parent Website



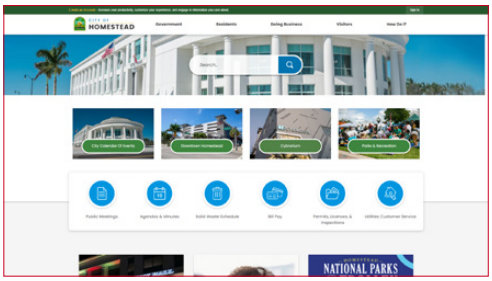
Economic Development Subsite

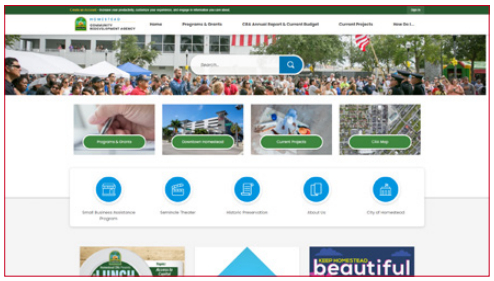
Department Header Packages

A Department Header Package is a cost-effective way for a department or division to informatively and graphically differentiate themselves from the look of the main website while leveraging consistent CMS administration. The Department Header site shares CMS login and modules with the main website. Further, it inherits the structural layout from the main website.

Standard Department Header Package Includes:

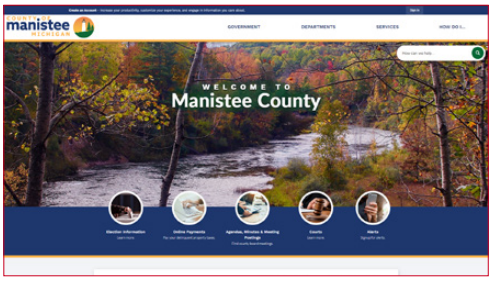
- Site URL (if applicable)
- SSL Certificate / DNS & Hosting (if applicable)
- Site Identifier / Logo
- Global Navigation and Menus
- Banner Image(s) and/or Slideshow Image(s) (if applicable)
- Graphic Links
- Widget Content
- Main Website Widgets & Design Styles





Upgrade to Premium Department Header Package Includes:

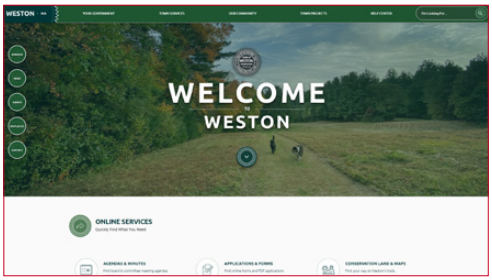
- Widget Content and Placement
- Custom Color Palette
- Main Website Widgets & Design Styles

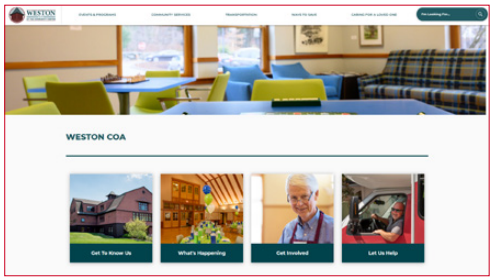




Upgrade to Ultimate Department Header Package Includes:

- Widget Content, Placement, and Selection
- Unique Design Styles





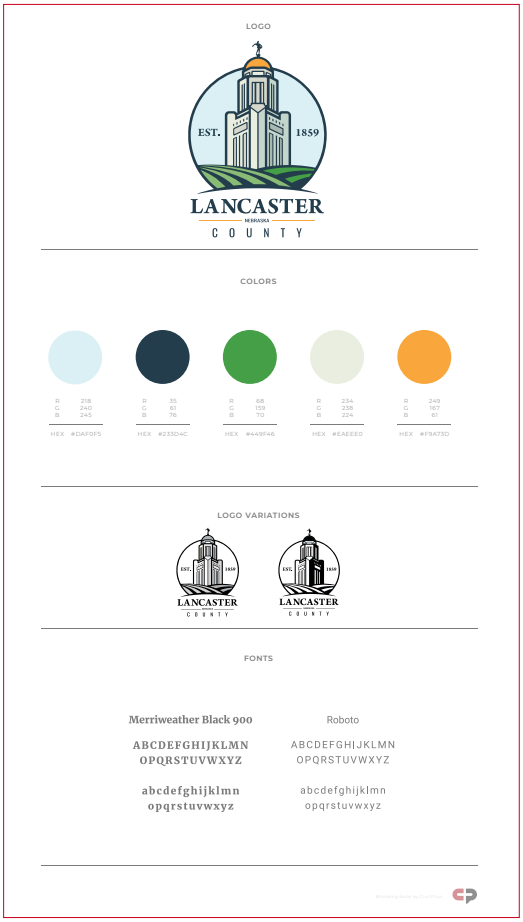
Logo Development

A logo can be considered the face of an organization. It should be a reflection of the organization's goals and values, as well as the community it represents.

If your organization is in need of a new or updated identity to convey its growth and development, let us help! Through our Logo Development process we will create a logo that you can be excited about and proud to stand behind for years to come.

Customer Deliverables Include:

- Finalized Logo in:
  - Full Color (.ai, .png, .jpg)
  - Black & White (.png, .jpg)
  - Greyscale (.png, .jpg)
- Online Presence Guide
  - Vectorized Logo
  - Colors (RGB and HEX values)
  - Logo Variations (if applicable)
  - Fonts
- Social Media Graphics
  - Facebook
  - Instagram
  - Twitter



Online Presence Guide

Recurring Redesign

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. A recurring redesign can be occur every three, four, or five years - depending on the timeframe purchased. Unlike other vendors, our redesigns aren't just changes in the colors or some of the buttons as your staff can do that independently. With a CivicPlus recurring redesign, you can receive a completely brand-new website design and layout after a set number years (as purchased) of continuous service during our partnership. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.

Interior Banners

A cost-effective way to bring a different look to specific pages or departments is by placing a unique banner image on those pages. Each banner can rotate through as a slide show.

Design Center Pro

Experience the flexibility to update your website design. When it comes to updating your website design, Web Central is the most flexible solution. Whether you want to replace a banner, adjust theme colors, or add a page for a specific department, we make it easy with no HTML or CSS coding needed.

Build: Create Impactful Web Pages with Tools Anyone on Your Team Can Use

- Design customized landing pages for specific departments to engage residents
- Develop unique graphic icons for municipal services and support
- Create unique global navigation for customized landing pages

Modify: Refresh Your CivicPlus Website with Personalized Themes

- Change your website borders and backgrounds quickly and easily
- Adjust fonts and colors throughout your website from one easy-to-use location
- Update personalized banners to promote important news and events



Manage: Provide Specific Staff Access to Your Website Design Tools

- Maintain consistent website design and best practices across your entire site
- Provide customized design access for specific departments and staff
- Oversee theme and widget modifications with front-end preview

Professional Consulting

Implementing an enterprise-wide software solution is a huge undertaking. Not only does new software touch every department in your organization, it has the potential to positively impact the end-users in your community. Sometimes getting to that positive end point is tough with incongruent agendas from stakeholders such as elected officials and department heads. CivicPlus consulting helps your organization do the heavy lifting, starting with data-driven research and ending with service-level process optimization. We'll help you facilitate the tough conversations that happen when you put a microscope to your current processes, solutions, and website presence. We will also guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

Our consultants will help you:

- Get everyone excited and on board
- Facilitate stakeholder review of strategic initiatives
- Ensure everyone's needs are heard and addressed
- Devise a strategy to integrate third-party applications
- Create process maps for critical services
- Identify your audience, top services and most relevant information
- Assist in analyzing web statistics and resident input
- Make a plan to improve information and end-user navigation
- Align department processes
- Suggest streamlined content making it easy for residents to follow and staff to maintain

Virtual Webmaster

The CivicPlus Virtual Webmaster service allows us to help you keep your website up-to-date and relevant at the highest level of convenience to you! You will be assigned one of CivicPlus' content experts, who can spend blocks of up to five hours of content attention to you and your site per month. Your personal content expert can help you:

- Add new sections or pages
- Add new content such as monthly agendas and minutes
- Rearrange navigation
- Update existing content like calendar items
- Complete module entries
- Provide consultation and recommendations on current or new content

THE PROCESS

You will be introduced to your content expert who will explain how and when to submit content, schedule consultations, and answer any other questions you may have about the process.

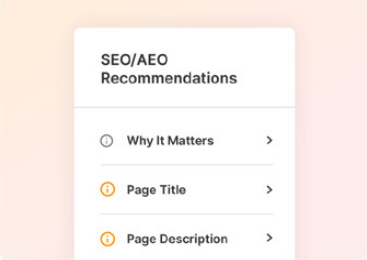
Most requests for content changes can be accommodated within 48 hours of receipt. However, limitations and restrictions on turnaround may apply for large or exceptionally complicated requests.

AI Content Advisor

The AI Content Advisor, powered by CivicPlus Intelligence, is an AI-driven auditing and reporting tool that automatically reviews Municipal Websites content and provides recommendations on AEO (Answer Engine Optimization) and SEO (Search Engine Optimization) improvements and content quality issues.

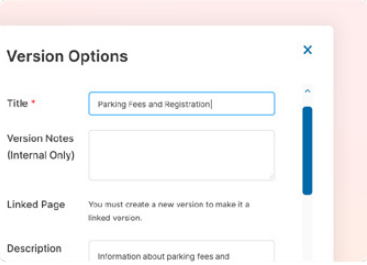
KEY BENEFITS:

- Improve your ranking across traditional and AI-powered search with simple, impactful guidance.
- Boost resident trust by becoming and maintaining the single source of truth for municipal information.
- Surface outdated information before residents see it



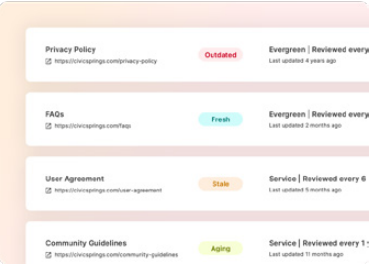
Optimize For Search Without Needing Expertise

The Recommendations Panel provides clear, actionable guidance directly within the content editing experience. It evaluates titles, headings, readability, keywords, and FAQs to help pages perform better in both AI-powered answer tools and traditional search engines.



Become The Single, Trusted Source of Truth for Residents

By applying AI-driven recommendations, teams can improve clarity, consistency, and structure across pages, helping ensure residents find accurate, authoritative information first, every time.



Find and Fix Outdated Content Before It Causes Confusion

The Stale Content Report categorizes pages and assigns a review cycle, helping teams quickly identify aging or outdated information and prioritize updates across departments.

Upgrade to Platinum Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites seriously.

Our Platinum package solution comes with enterprise-level Cloudflare software and adds the peace of mind of comprehensive and continuous DDoS protection. From Azure's geographically distributed regions and Cloudflare's Content Delivery Network (CDN) to constant and vigilant monitoring and updating of your system, including 99.9% guaranteed up-time (excluding maintenance), we've got you covered.

Hosting & Security	• Azure hosting • Web application firewall • OWASP ModSecurity core rule set • FedRAMP, PCI, DSS, NIST, and FIPS compliant Virtual Machines and Databases • Reverse Proxy Server • Wildcard SSL (TLS) • Server management • Software updates & security patches • Antivirus management & updates • System monitoring – 24/7/365
Disaster Recovery	• Emergency after-hours support, live agent (24/7) • On-line status monitor by Data Center • 2-hour guaranteed recovery TIME objective (RTO) • 1-hour guaranteed recovery POINT objective (RPO) • Pre-emptive monitoring for disaster situations • Multiple, geographically diverse data centers
Performance & Bandwidth	• Server-side Caching • Regional Content Delivery Network • Unlimited bandwidth • Burst bandwidth – Azure (variable)
Insights	• Security Analytics Dashboard (shown above) • Information on traffic, threat types mitigated, top threat countries, and number of requests received through Cloudflare • Analytics shown in graphs and pie charts
DDoS Mitigation	• Defined DDoS Attack Process • Identify attack source and type • Monitor attack for threshold engagement
DDoS Advanced Security Coverage	• Continuous DDoS mitigation coverage • Content Distribution Network support • Proxy server support • Live User Detection service

Employee Insurance Benefit Proposal

Purpose:
To create a more consistent and equitable insurance benefit structure for all eligible full-time and salaried Bourbon County employees.

Bourbon County currently has approximately 117 full-time and salaried employees eligible for county benefits. Of those employees, approximately 82 currently utilize the county insurance benefit, while approximately 35 eligible employees do not utilize county insurance likely due to insurance coverage elsewhere. Those employees currently receive no comparable benefit.

Under the current structure, approximately 18 employees receive up to $1,700 per month, or $20,400 per year, toward insurance coverage, while approximately 64 employees receive $925 per month, or $11,100 per year.

The county currently spends approximately $1,077,600 annually on Blue Cross insurance premiums. When divided among the approximately 82 employees currently utilizing the insurance benefit, this equates to approximately $1,095 per employee per month. For simplicity and consistency, this proposal recommends establishing a standard county insurance contribution of $1,100 per month for each eligible employee who elects county insurance coverage.

For eligible employees who have qualifying insurance coverage elsewhere and choose not to utilize the county insurance benefit, I propose offering premium pay of $2 per hour, equal to approximately $4,160 annually for a full-time employee. Based on approximately 35 eligible employees currently not utilizing county insurance, the estimated annual cost of this premium-pay option would be approximately $145,600.

Under this proposal, the county would continue to encourage employees to utilize the county insurance benefit when needed, while also recognizing employees who are eligible for benefits but already have coverage through another source. The premium-pay option would provide those employees with a partial benefit rather than the current structure in which they receive nothing.

The goal is to establish a fair and understandable benefit standard for all eligible employees while continuing to provide strong insurance benefits and giving employees flexibility based on their individual circumstances.

Proposed Structure:

- County insurance contribution: $1,100 per month
- Employees with qualifying outside insurance: $2 per hour premium pay, approximately $4,160 annually
- Estimated premium-pay cost for 35 employees: $145,600 annually
- All elections and eligibility requirements would be subject to verification of qualifying coverage and applicable county, payroll, tax, and legal requirements.

This structure would give every eligible employee access to a meaningful county-supported benefit rather than limiting the benefit only to employees who utilize the county insurance plan.

Proposed Compensation & Benefits Structure
Bourbon County Leadership
October 2026

Administration
Human Resources ("HR") teamed with the Leadership team's designees. Proposed Compensation & Benefits Committee ("C&B"): Four elected officials and the four largest departments (Public Works, EMS, County Attorney and Appraiser) each appoint a representative; eight in all.

Why leadership/employees? Employees will double down to make sure benefits are as inexpensive as possible and wages are fair, not favoring one department over another. Additionally, the commission turns over frequently and the attitudes towards HR with it. This structure promotes continuity from year to year. The commission's role is to provide the budget.

Salary Administration
- C&B will work with HR to create job descriptions for every position.
- C&B will work with HR to do salary surveys to make sure the county is in the right range.
- The Consumer Price Index ("CPI") will be identified for the preceding year, establishing a base for salary increases.
- A goal setting document will be created so that every employee has five measurable goals to achieve during the year.
- A performance review document will be created that is completed annually on every employing, measuring goal achievement and other soft skill abilities.
- A grade will be assigned from 1 to 5 on each category and an overall grade assigned.
- The following matrix will determine any raise:

Rating	Meaning	Raise
1	Termination eminent	Reduction in pay
2	Improvement needed	Reduction to 0%
3	Meeting Expectations	CPI
4	Exceeding Expectations	CPI + 1% to 3%
5	Promotable	CPI + 3% to 5%

- Each department will budget their next years' salaries by estimating outcomes based on these criteria. Commission will approve.

Benefits
HR and C&B will shop for benefits with cost and support in mind, to be approved by the commission. A fixed cost for year health insurance option with be determine by HR and C&B, subject to the budget.

Employee Compensation – Moving Forward with a Plan
Commissioner Milburn-Kee

Each time we approach this conversation, I recommend a PLAN for wages, and an updated survey using like entities total compensation should in my opinion be our starting point.

I am not opposed to reviewing where we are. I believe our employees should be paid fairly. I don't believe we should continue increasing wages position by position without first looking at the full compensation picture for the County.

First, I would like to complete a full compensation package and salary survey comparing comparable counties and comparable positions, including wages, wage ranges and benefits. We should know where we actually stand before deciding where we need to go.

Several wages have already been increased. The survey may show that some positions need a substantial increase, some need a smaller adjustment, and some are already where they need to be. And that is okay. That is what the survey is supposed to tell us.

Once we have that information, I would like to consider 1.5%–2% for cost of living for hourly employees, with the remainder of a potential 5% total increase available for performance-based increases through evaluations. That does not mean everyone gets 5%. It means we have a structure that recognizes both cost of living and performance.

We also have to look at the entire department budget. Money in commodities or contractual services cannot simply be moved to wages if that money is needed to operate the department. If a department wants to put more money toward personnel, they need to identify how that works within their BOTTOM LINE. We have a limited amount of money, and we should not simply levy more because we did not make a plan.

What is the harm in taking the time to do this right?

Matt with Baker Tilly has encouraged us to look at the bigger picture and build a plan. I agree.

We are going to look at wages. We are going to look at the market. We are going to look at the full compensation package, performance and what the County can actually sustain. But I am not going to do any of that without a plan.

I don't want to make a decision today that sounds good and then a year from now be trying to figure out why our personnel costs have grown beyond what we can sustain.

Let's find out where we are, build a fair and consistent plan, determine what we can afford, and then follow that plan.

BOURBON COUNTY, KANSAS

PURCHASING POLICY

BOARD OF COUNTY COMMISSIONERS REVIEW

Resolution No.: _____

Purpose

This policy is designed to establish one county-wide purchasing process, protect public funds, provide open and fair competition, prevent repeated use of the same vendor without documented competition, and ensure that department purchases do not create contracts or financial obligations for Bourbon County without the approvals required by this policy and Kansas law.

SECTION 1. GENERAL POLICY

- All purchases, contracts, leases, service agreements, supply agreements, construction agreements, equipment purchases, and other expenditures of Bourbon County funds shall comply with this policy, the adopted budget, applicable grant requirements, and all applicable federal and Kansas laws.
- No employee, department head, supervisor, or other person may commit Bourbon County to a purchase or contract except as authorized by this policy or by specific action of the Board of County Commissioners.
- Budget authority alone does not authorize a purchase. A purchase must be necessary, within the adopted budget, and made through the purchasing process established by this policy.
- The County shall seek open, fair, and documented competition and shall obtain the best overall value consistent with quality, specifications, delivery, service, warranty, and other stated requirements.

SECTION 2. DEFINITIONS

Purchase: The acquisition of supplies, materials, equipment, vehicles, services, construction, repairs, leases, rentals, or other goods or services using County funds.

Purchasing Officer: The person designated by the Board of County Commissioners to administer this policy. The designation shall be made by separate Board action and may be changed by the Board.

Department Head: The elected official, department director, or person responsible for the department or office making the request.

Formal Bid: A written solicitation issued by the County that establishes specifications, terms, conditions, bid deadline, opening procedure, and award criteria, with bids received and opened according to the solicitation.

Request for Proposals (RFP): A competitive solicitation used when factors other than price are material to selection and the evaluation criteria are stated in advance.

Sole Source: A purchase for which, after a documented good-faith review, only one supplier can reasonably provide the required product or service under the circumstances.

Emergency Purchase: A purchase necessary because an immediate threat to public health, safety, property, essential County operations, or an imminent significant financial loss makes normal purchasing procedures impracticable.

Aggregate Value: The reasonably anticipated total cost of a purchase, project, contract, renewal, extension, or related series of purchases, including all known phases and options. Purchases may not be divided to avoid a threshold.

SECTION 3. PURCHASING AUTHORITY

The Board of County Commissioners retains ultimate authority over County contracts and expenditures except where authority is expressly delegated by this policy or other Board action. Department Heads may identify needs and initiate requisitions but may not bypass the purchasing process, sign contracts on behalf of the County, or direct a vendor to begin work when Board or Purchasing Officer approval is required.

The Purchasing Officer shall coordinate solicitations, maintain purchasing records, maintain a vendor/quote history, and review purchases for compliance. The Purchasing Officer may return a requisition that lacks required quotes, specifications, funding, approvals, or documentation.

SECTION 4. PURCHASING THRESHOLDS

Purchase Amount	Required Competition	Approval	PO / Contract	Notes
< $2,500	Competitive price comparison when reasonably available; vendor rotation may be used for routine purchases.	Department Head or authorized supervisor.	PO not required unless County requires one; invoice must identify purchaser and department.	No splitting of purchases.
$2,500–$9,999	At least 3 written quotes when reasonably possible. Document attempts if fewer are available.	Department Head + Purchasing Officer.	PO required.	Quotes must be from different vendors.
$10,000–$24,999	At least 3 written competitive quotes/proposals, or formal solicitation if Purchasing Officer determines appropriate.	Department Head + Purchasing Officer; contract reviewed before execution.	PO and written contract required when applicable.	Board approval required for any contract that exceeds delegated authority.
$25,000 and above	Formal sealed bid or RFP, unless an authorized exception applies.	Board of County Commissioners awards/approves.	PO and written contract required.	Public notice and formal file required.

The $25,000 formal-bid threshold is a County policy threshold and may be more restrictive than the minimum state threshold. If Kansas law requires a particular procedure at a lower threshold or imposes additional requirements, the statutory requirement controls.

SECTION 5. REQUIRED REQUISITION BEFORE COMMITMENT

- Except for emergencies and other specifically authorized exceptions, the department shall submit a requisition before contacting a vendor in a manner that could reasonably be understood as committing the County to the purchase.
- The requisition shall identify the department, requested item/service, estimated total cost, funding source, specifications or scope, requested delivery date, and whether the purchase is a renewal, replacement, continuation, or part of an existing project.
- For purchases requiring competition, the requisition shall be accompanied by the required quotes or shall request that the Purchasing Officer conduct the solicitation.
- No vendor shall begin work, ship special-order goods, or incur reimbursable costs for the County before required approval and issuance of a purchase order or execution of a contract.

SECTION 6. COMPETITIVE QUOTES

- Whenever this policy requires three quotes, the department or Purchasing Officer shall seek quotes from at least three separate qualified vendors when reasonably possible.
- Repeatedly obtaining quotes from the same vendor does not satisfy the intent of competitive purchasing when other qualified sources are reasonably available.
- Quote requests shall describe substantially the same specifications, quantity, delivery requirements, and terms so that the quotations are reasonably comparable.
- Each quote shall be documented by written quotation, email, vendor proposal, or other written record. If a vendor declines or does not respond, the attempted solicitation shall be documented.
- The purchasing file shall identify the vendors contacted, date contacted, quoted price, material terms, and reason for selection.
- When fewer than three qualified vendors are available, the Purchasing Officer shall document the reason and may authorize proceeding with the available competition.

SECTION 7. FORMAL BIDS AND REQUESTS FOR PROPOSALS

- Formal solicitations shall be issued by the Purchasing Officer or another person designated by the Board.
- The solicitation shall include a clear description of the goods, services, or work; specifications or scope; contract terms; bid/proposal deadline; opening instructions; evaluation criteria; insurance and bonding requirements when applicable; and the County's right to reject any or all bids.
- Formal bids shall be publicly opened at the time and place stated in the solicitation, and the bidder names and amounts shall be recorded.
- An award shall be made according to the criteria stated in the solicitation. A bid or proposal shall not be evaluated using undisclosed criteria.
- For a true low-bid solicitation, the award shall be made to the lowest responsible and responsive bidder meeting the specifications and stated requirements, subject to the Board's authority to reject all bids.
- RFPs may be used when qualifications, technical approach, experience, service, lifecycle cost, or other factors are material. The RFP must state the evaluation criteria and weighting before proposals are received.

SECTION 8. PUBLIC WORKS, ROADS, BRIDGES AND CONSTRUCTION

Public works are subject to both this policy and special Kansas statutes. Nothing in this policy is intended to replace a statutory letting procedure.

- Road construction, surfacing, repairing, or maintaining work subject to K.S.A. 68-521 shall follow the statutory procedure whenever applicable, including the required plans/specifications, notice, sealed bids, bid security, public opening, award, bonds, and inspection requirements.
- County bridge and culvert lettings shall be conducted to provide free and open competition and equal opportunity to qualified bidders, consistent with applicable Kansas law.
- For County construction projects subject to K.S.A. 19-214, the County shall comply with the current statutory public-letting requirement in addition to this policy.
- For any public-works project of $25,000 or more, Bourbon County policy requires formal competitive solicitation unless a documented exception authorized by law applies.
- No Public Works employee may commit the County to a construction contract, equipment purchase, material purchase, change order, or recurring service agreement outside this policy.
- Where a project is divided into phases, change orders, purchase orders, or related contracts, the County shall consider the reasonably anticipated total project cost when determining the applicable purchasing procedure.

SECTION 9. PUBLIC WORKS DEPARTMENT SPECIAL CONTROLS

- Public Works shall submit an annual list of anticipated major equipment, vehicles, materials, recurring services, and construction projects to the Purchasing Officer before the beginning of the budget year when reasonably practicable.
- Major equipment and recurring contracts shall not be ordered solely because a department has historically purchased the same item from the same vendor.
- Where more than one qualified vendor is reasonably available, the County shall solicit competition rather than treating a familiar vendor as a sole source.
- All Public Works purchases subject to a quote or bid requirement shall be maintained in a centralized purchasing file outside the department's informal records.
- The Purchasing Officer may require an independent specification review or review by another County department when the specification appears unnecessarily restrictive or written around a particular brand, model, or vendor.
- Brand-name specifications shall be avoided unless necessary. If a brand or model is specified, the file shall state why an equal product will not satisfy the County's needs, and 'or approved equal' shall be used when appropriate.

SECTION 10. NO SPLITTING OR CIRCUMVENTION

Purchases may not be divided into separate invoices, purchase orders, contracts, phases, deliveries, or vendor transactions for the purpose or effect of avoiding a purchasing threshold, Board approval, competitive quotation, or formal bidding requirement.

Related purchases that are known or reasonably foreseeable at the time of the initial purchase shall be considered together when determining the applicable threshold. This includes recurring purchases, multi-year agreements, renewals, extensions, options, and related equipment or services that form one project or requirement.

SECTION 11. TERM, SUPPLY AND RECURRING CONTRACTS

- Term and supply contracts shall be competitively solicited based on their reasonably anticipated total value, including renewal periods and extensions.

- Recurring services and supplies shall not be renewed indefinitely without periodic review of price and competition.
- Unless the Board determines a different interval is justified, term and supply contracts shall be rebid at least every three years when competitive sources are reasonably available.
- Multi-year contracts shall contain a non-appropriation clause stating that future-year obligations are subject to lawful appropriations and available funds.
- A renewal that materially changes scope, price, term, or total value shall be treated as a new procurement when required by this policy.

SECTION 12. SOLE SOURCE

- A sole-source purchase may be made only when a documented good-faith review establishes that only one supplier can reasonably provide the required product or service.
- Examples may include proprietary replacement parts, compatibility requirements, legally protected products, or specialized services for which no reasonable alternative exists. Convenience, familiarity, past use, or a vendor's willingness to respond quickly is not by itself a sole-source justification.
- The department shall complete a written Sole Source Justification stating the need, sources considered, why alternatives are not reasonably available, and the proposed price.
- For purchases of $10,000 or more, the Purchasing Officer shall review the justification and the Board shall approve the exception before the County is committed, unless an emergency exception applies.

SECTION 13. EMERGENCY PURCHASES

- An emergency exists only when immediate action is necessary to protect public health or safety, protect County property, restore essential County operations, or prevent significant immediate loss, and normal procurement procedures cannot reasonably be completed in time.
- Emergency purchasing authority shall be limited to the quantity, scope, and duration reasonably necessary to address the emergency.
- To the extent practicable, the County shall obtain as much competition as circumstances permit.
- An emergency purchase shall be documented in writing as soon as practicable, including the nature of the emergency, why normal procedures could not be followed, vendor selected, amount, and approvals.
- Emergency purchases shall be reported to the Board at its next regular meeting and shall not be used to continue ordinary work after the emergency has ended.

SECTION 14. COOPERATIVE AND STATE CONTRACTS

- The County may use State of Kansas contracts, cooperative purchasing agreements, or contracts competitively established by another governmental entity when legally available and when the Purchasing Officer verifies the contract was established through a lawful competitive process.
- Use of a cooperative or State contract shall be documented in the purchasing file and shall identify the contract, issuing governmental entity, expiration date, and applicable pricing.
- Cooperative purchasing shall not be used to avoid Board approval or a County policy requirement that is more restrictive than the underlying contract.

SECTION 15. CONTRACTS AND CHANGE ORDERS

- All contracts requiring payment by the County shall be reviewed for legal and financial compliance before execution.
- Contracts shall identify the scope, price or pricing method, term, termination provisions, insurance/bond requirements when applicable, payment terms, and non-appropriation language when required.
- No department may authorize a vendor to perform additional work outside the approved scope without a written change order approved under this policy.
- Change orders may not be used to circumvent the competitive purchasing process. A material increase or expansion that would have required a different procurement method if known at the outset shall be reviewed by the Purchasing Officer and County Counsel before authorization.
- All change orders shall be maintained with the original procurement file.

SECTION 16. CONFLICTS OF INTEREST AND VENDOR CONTACT

- Employees and officials shall disclose actual or potential conflicts of interest involving a vendor and shall not participate in a procurement when prohibited by law or County policy.
- County employees shall not request or accept gifts, favors, discounts, services, or other benefits from vendors when the benefit could reasonably affect or appear to affect the procurement decision.
- Vendors shall not be given information or access that provides an unfair advantage over other potential bidders.

SECTION 17. INSURANCE, BONDS AND RESPONSIBILITY

- Contractors must demonstrate the ability to perform the contract and comply with applicable licensing, insurance, workers' compensation, bonding, and other legal requirements.
- Where Kansas law requires a bond or bid security, the statutory requirement shall control. Additional bonding or insurance may be required by the solicitation when appropriate to protect the County.
- The Purchasing Officer, County Engineer when applicable, and County Counsel shall identify required bonds and insurance for formal construction procurements.

SECTION 18. PURCHASE ORDERS AND PAYMENT

- Except for categories specifically exempted by the Purchasing Officer, a purchase order shall be issued before a vendor provides goods or services.
- Accounts payable shall not pay an invoice that lacks required purchasing documentation unless the Purchasing Officer or Board has authorized a documented exception.
- Payment of an invoice does not cure an unauthorized purchase or waive the County's purchasing requirements.

SECTION 19. UNAUTHORIZED PURCHASES

An unauthorized purchase is any purchase made without required approval, without required competition, by splitting a purchase, by exceeding delegated authority, or otherwise contrary to this policy. Unauthorized purchases shall be reported to the Department Head, Purchasing Officer, and Board as appropriate. Corrective action may include withholding authorization for payment when lawful, requiring additional documentation, disciplinary action, or other action permitted by County policy and law.

SECTION 20. PURCHASING RECORDS AND PUBLIC ACCESS

- The County shall maintain a purchasing file for each formal procurement and for purchases requiring multiple quotes or special approval.
- Records shall include requisitions, specifications, quotes, solicitation documents, bid/proposal responses, evaluation records, sole-source or emergency justifications, approvals, contracts, purchase orders, change orders, and award documentation as applicable.
- Purchasing records are public records to the extent required by Kansas law and shall be retained and disclosed in accordance with the County's records-retention and public-records procedures.

SECTION 21. ANNUAL VENDOR AND PROCUREMENT REVIEW

- The Purchasing Officer shall maintain a report of purchases and contracts by department and vendor.
- At least annually, the Purchasing Officer shall provide the Board with a report identifying major purchases, formal solicitations, sole-source purchases, emergency purchases, change orders, and recurring contracts.
- The report should identify significant recurring purchases made from the same vendor so that the Board can determine whether periodic competition is appropriate.

SECTION 22. EXCEPTIONS

Exceptions are limited to those expressly permitted by this policy or applicable law, including documented sole-source circumstances, emergencies, cooperative/state contracts, professional services where competitive bidding is not legally required, and other statutory exemptions. An exception shall be documented before the County is committed whenever practicable.

SECTION 23. STATE AND FEDERAL LAW CONTROLS

If a Kansas statute, federal law, grant condition, bond covenant, or other binding legal requirement imposes a procedure that is more restrictive than this policy, the more restrictive requirement shall be followed. If this policy conflicts with mandatory law, the law controls and the policy shall be amended as necessary.

SECTION 24. REVIEW AND AMENDMENT

This policy shall be reviewed at least every two years and whenever significant changes occur in Kansas procurement law. Amendments shall require approval by the Board of County Commissioners.

SECTION 25. EFFECTIVE DATE

Upon adoption by resolution of the Board of County Commissioners, this policy shall become effective on _____ and shall supersede any prior Bourbon County purchasing policy or inconsistent purchasing procedure.

ADOPTED this _____ day of _____, 2026, by the Board of County Commissioners of Bourbon County, Kansas.

_____ Chairman

_____ Commissioner

_____ Commissioner

_____ Commissioner

_____ Commissioner

_____ ATTEST:

County Clerk

Fw: Risk Avoidance Grant Approval Letter

Sent: Thursday, 05 November 2026 10:58:45

To: Mika Milburn-Kee <mmilburn@bourboncountyks.org>

Subject: Risk Avoidance Grant Approval Letter

Hello Mika,

I am pleased to inform you that the application for the Risk Avoidance Grant (RAG) Program for $2,000 has been approved.

Enclosed, please find a copy of the official approval letter which provides further details on this decision. The original letter along with the check will be mailed to the address listed as soon as possible.

Should you have any queries or require additional information regarding this approval, please do not hesitate to reach out.

Thank you for your dedication to mitigating risks. We are committed to supporting Bourbon County in these endeavors.

Best regards,

Patrick Smith, MBA | Risk Manager

KCAMP

November 2, 2026

Mika Milburn
Bourbon County Commissioners
210 S National Ave.
Fort Scott, Kansas 66701

Re: Risk Avoidance Grant

Dear Mika Milburn:

We received and reviewed your submission for reimbursement under KCAMP's Risk Avoidance Grant program. Your request meets the criteria for the program. Enclosed you will find a check in the amount of $2,000 for the purchase of Asbestos Bulk Sampling.

Your county has no funds remaining for this calendar year, but we encourage you to reapply in 2027 for purchases of products or services that help reduce property or liability losses. Thank you for participating in the program.

Sincerely,

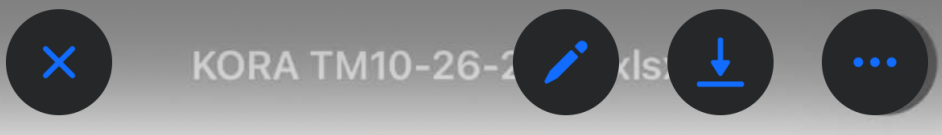
Patrick Smith
Risk Manager

Enclosure

cc: Bourbon County Commission
c/o Ann Clarkson, Bourbon County Clerk
countyclerk@bourboncountyks.org

835 SW Topeka Blvd •Topeka, KS • 66612
TEL: (785) 267-2373 / (800) 240-9828 • FAX: (785) 267-2383
kcamp.org

12:37 5G 88



Bourbon County Clerk's Office

210 S. National Ave.
Fort Scott, KS 66701
www.bourboncountyks.org
P: (620) 223-3800 Ext. 802
F: (620) 223-5832

INVOICE

Invoice No.: TM-10/26/2026
Invoice Date: 10/29/2026

BILL TO:
Thomas Metcalf

Fort Scott, KS 66701
thomasmetcalf35@gmail.com

SHIP TO:

DESCRIPTION	AMOUNT	Column1	Column2
Processing activity	Estimated hours	Hourly rate	Estimated cost
Review request and identify records custodians	0.5	$18.00	$9.00
Search commissioner text messages and emails	1.25	$18.00	$22.50
Locate photograph and original text message	0.5	$18	$9.00
Search communications with reporting individual, county personnel, and other officials	1	$18	$18
Locate records documenting county response or investigation	0.5	$18	$9
Review responsive records and assess applicable disclosure exemptions	0.75	$18	$13.50
Prepare electronic files and perform necessary redactions	0.5	$18.00	$9
Total estimated labor	**5.00 hours**		**90**

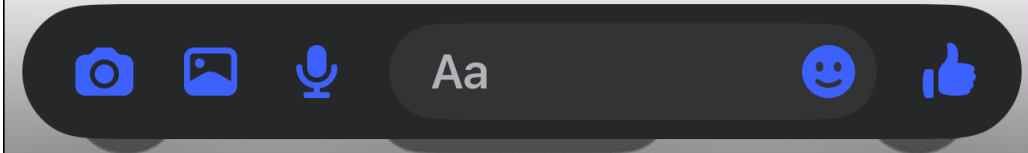
Estimated additional costs: $0.00, assuming electronic delivery without third-party charges or other direct expenses.

Total estimated cost: $90.00

SHIPPING	
TOTAL	$90.00

Thank you for your business!

Payment must be made to the Bourbon County Treasurer's Office in the Bourbon County Courthouse 210 S. National Ave. Fort Scott, KS prior to documents being released. You will need to provide a copy of this invoice to the Bourbon County Treasurer with the Clerk's Office case number to pay this invoice.





12:37 5G 88

7 Messa

Thomas Metcalf
Please tell me you have been working on this r...

1 New Message Summarize

LK **Laura Krom** 7:35 AM
To: Shortbus & 3 more... >

Re: KORA Request – County Equipment Used for Personal Vehicle Repairs (October 1–19, 2026)

Mr. Metcalf,

Please be advised that there will be an additional fee for the requested emails, as Stronghold is now charging $95 per hour to retrieve them.

I will confirm the additional cost associated with retrieving the emails you requested and provide you with an update as soon as I have that information.

Respectfully,

Laura Krom
Executive Assistant for
Bourbon County Commission
Work Cell- (620)215-1787

Aa

Subject: Re: KORA Request – County Equipment Used for Personal Vehicle Repairs (October 1–19, 2026)

Email collaboration needed between Nick and all county commission, county clerk, and Laura

Waiting on Client

From: County Clerk <countyclerk@bourboncountyks.org>
Sent: Friday, August 14, 2026 10:39 PM
To: Stronghold Data Support

Ricardo,

Please do not fullfill this request until a cost estimate is provided. In addition, Laura is not the KORA representative for Bourbon County. Bob is the individual who should be giving direction on this request.

Susan E Walker
Bourbon County Clerk
210 S. National Ave.
Fort Scott, KS 66701

Hello,

The rates are $95/h, and I believe it will take around 2 hours to pull the email data.

Please let me know if you would still like me to follow through with the request.

Thank you,
Ricardo

Zach -

We are awaiting a response and payment from the requestor before we will ask you to begin the project to complete the KORA request.

Best regards,

Michael J. Hoyt
Bourbon County Deputy Clerk
210 S. National Ave.
Fort Scott, KS 66701
Phone:(620) 223-3800 Ext. 191
Fax: (620) 223-5832

From: Bob Johnson
Sent: Friday, August 21, 2026 10:15 AM
To: Adam Lopardc
Subject: kora

Adam

Please confirm that there have not been and will not be any charges for addition fees to comply with kora requests.

This is news to me, but I need to be certain,

bob



ADAM LOPARDO
Client Experience Director

Stronghold Data
A NEW CHARTER COMPANY

417.627.9878

7115 E 24th St. Joplin, MO 64804



From: Mika Milburn-Kee <mmilburn@bourboncountyks.org>
Sent: Wednesday, August 19, 2026 5:35 PM
To: Adam Lopard Jason Rincker
Subject: Re: Ticket #3648623 Updated

Adam Jason please clarify is stronghold intending to charge for this 1 kora and not any of the others I have seen moving through? Please help me understand the process.

Mika

From: Mika Milburn-Kee <mmilburn@bourboncountyks.org>
Sent: Thursday, August 20, 2026 9:25 AM
To: Adam Lopardc , Jason Rincker

Cc: Joe Thomas
Subject: Re: Ticket #3648623 Updated

Just to request simply have we or will we incur additional charges for anything requested this far?

Mika

Get Outlook for iOS

From: Adam Lopardc
Sent: Thursday, August 20, 2026 9:17 AM
To: Mika Milburn-Kee <mmilburn@bourboncountyks.org>; Jason Rincker

Cc: Joe Thomas
Subject: Re: Ticket #3648623 Updated

Hey Mika,

It depends on the requesting parameters - if the request is an external request we will typically generate an estimate for the time and then present to Susan and Bob who would offer approval for us to pull the request. Some KORA requests came directly from the clerk's office, and contingent on data and size a formal quote wouldn't have been formed. From our side, we only proceed with KORA request data pulls when Bob gives us approval.

Hope that helps...

Thanks!

Book time to meet with me

Re: Ticket #3648623 Updated

Joe Thomas
Mika Milburn-Kee , Adam Lopardo
, Jason Rincker
Josh Blevins
Thu, Aug 20, 2026, 9:53 AM

Mika:
I can add some context here. Simply answered - no; no additional costs have been invoiced to Bourbon County to date for KORA requests.

Our records indicate that our team has invested approximately 150 hours of time responding to 51 KORA requests that we have covered under the support agreement with the first from 7/2025. This is a substantial amount of time - far more time than we anticipated based on working with many counties.

At one point in the past, a very large request came in that spanned many different items and represented a considerable amount of additional work to gather the information. It was also unclear if all of the requested items fell within the purview of the KORA request - this is when we started our practice of gathering approval through Bourbon County legal council (Bob Johnson) and discussed charges outside of the agreement should it be approved. Since then, we have continued to provide approved requests under the agreement, but the time investment is straining this agreement and may need to be a point of discussion in the future.

Let me know if you want to discuss further!



JOE THOMAS
COO

Stronghold Data
A NEW CHARTER COMPANY

7115 E 24th St. Joplin, MO 64804

<countyclerk@bourboncountyks.org>
Subject: RE: kora

Adam:

So I guess I need to know, if we are not going to be charged, we cannot charge someone for something that we do not have to pay. Can you confirm in this thread that there will be no charge, ? Or so, we need to know that as well.

Thanks and I have added the clerk and chairman to this thread,

bob

From: Adam Lopardo
Sent: Friday, August 21, 2026 10:32 AM
To: Bob Johnson · Joe Thomas
Subject: Re: kora

Hey Bob,

We will generate an estimate for the request but as of August - we have not enforced any bills for KORA to my knowledge - Adding @Joe Thomas for visibility and to double check me there.

Thanks!

Book time to meet with me



ADAM LOPARDO
Client Experience Director

Stronghold Data
A NEW CHARTER COMPANY

417.627.9878

7115 E 24th St. Joplin, MO 64804

Re: kora

From: Joe Thomas
To: bob Adam Loparao
Cc: Gregory Motley , County Clerk

Date: Fri, Aug 21, 2026, 4:44 PM

Bob, all:
Thank you for this chain and I'm happy to provide clarification based on the needs here.

We will adjust our internal system on KORA requests. We will continue getting approval from Bob for all KORA requests before fulfilling. We will invoice $95/h discounted rate for the work required to fulfill them. We will start this effective now 8/21/2026. We have set in our system to identify these specific types of requests (KORA) and treat them in this way.

Adding Mika for visibility as well for clarification.

Thanks!



JOE THOMAS
COO

Stronghold Data
A NEW CHARTER COMPANY
417.627.9878
7115 E 24th St. Joplin, MO 64804



Fw: Invoice #52415 from Stronghold Data

Stronghold Data
Mika Milburn-Kee
Fri, Oct 30, 2026, 11:12 AM
52415.pdf

Dear Customer :

Attached please find your invoice referenced above. You can pay through our billing and online payment portal link below. If you have any billing inquiries simply reply to this email and a ticket will be created for our Accounting Department.

If this is your first time making a payment through WisePay, please click forgot Password and set a new password with your email address, or proceed as a guest for instant checkout - guests cannot use ACH for payments.

If you would like to arrange for your invoices to be paid automatically going forward please contact our office.

To pay and view your invoice:

Secure Online Payment

Thank you for your business - we are always working hard to bring you the best business solutions and support.

Sincerely,

Stronghold Data
Accounting Team

Disclaimer: If you have identified any unauthorized charges and have requested your bank to decline them, please ensure that you provide your bank with the following ID in order to clear Wise-Pay transactions: Originator ID: 110312002_
Please note that the code consists of 10 digits, and the last character is a SPACE, which is required for proper processing.

MM

You

Oct 30

To Stronghold Data, Adam Lopardo, +1

52415
PDF - 77 KB

What in the heck is this thing? I don't think these charges were passed on to the kora requesters .....most of these look like old fulfillment's that Laura is trying to resolve. I understand that we did just start charging but Laura needs these quotes before fulfilled and charged by stronghold so the requested person can pay for the charges and get their kora or deny invoicing and Laura not even pull the kora, invoicing like this Laura don't know what to pass on. Adam please help

Mika

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Adam Lopardo
Mika Milburn-Kee , Accounting
Joe Thomas

Tue, Nov 3, 2026, 8:41 AM

Hey Mika,

Just wanted to make sure I circled back on this. I did speak to Joe about the outstanding invoice and I think it makes sense for us to have a conversation about a number for the work on that request that makes sense for Stronghold and the county.

Regarding KORA, I did a deep dive of every KORA request we've fulfilled since July 2025. In total that's 65 requests and just over 107 hours of engineering time, roughly 13 and a half full working days. The pace has picked up sharply this year. July alone brought 20 requests and more than 41 hours of work, and October has already brought another 10. That's over $10,000 in time at our standard rate for KORA and every one of those hours is time our team isn't spending on the day-to-day support for the county as well as other clients.

We want to keep helping the County meet its obligations, and we're proud of the work our team has done here. But at this volume the current arrangement isn't sustainable for us, and I'd rather be upfront about that now than let it become a bigger issue. There are three things we need to change.

The first is volume. We'd ask that the County review requests before they come to us and consolidate them where possible. One ticket covering a date range or a set of mailboxes is far more efficient than several separate requests for overlapping records. Very broad requests, such as all emails between two people across every address, should be narrowed with the requester before they reach us.

The second is a single point of contact. We spoke about this on the phone. Kansas law already requires each agency to designate a freedom of information officer, and that is the person we need to work with. Stronghold can locate and pull records, but we are not in a position to decide what is releasable or to redact it. That review needs to sit with the County. Your point of contact should also be the one approving requests, answering requester questions, and handling follow-ups, so our team gets one clear direction instead of several.

The third is timing. We will always give you our best estimate of how long a request will take, but those are estimates, not guarantees. Video exports and large mailbox searches depend on storage, export times, and the condition of the source systems, and they can run longer than expected. Because the County, as custodian, owns the response timeline with the requester, we'd ask that any dates given to requesters allow for that.

I'd like to set up a short call in the next couple of weeks to agree on the process and confirm who your point of contact will be. Until then we'll keep working the requests that are already open, billed at our standard rate. We value our partnership with the County and want to keep supporting you. Thank you all for your time and consideration here!

Book time to meet with me



ADAM LOPARDO
Client Experience Director

Stronghold Data
A NEW CHARTER COMPANY

417.627.9878

7115 E 24th St. Joplin, MO 64804



From: Mika Milburn-Kee
To: Adam Lopardo , Accounting
bob@jvpalaw.com , Joe Thomas
, Gregory Motley
Clerk countyclerk@bourboncountyks.org, Laura Krom
Date: Tue, Nov 3, 2026, 10:45 AM

Adam
Not a single one of us commissioners including the chairman, the lawyer or executive assistant have the authority to change our agreed terms. Please excuse my ignorance on the full ins and outs of all

of the conversations that have led us here.
All aside, I think we would benefit from a stronghold policy that would require a quote be signed much like other functions and services you send out to us.
The staff and new elected officials, in this case " Laura and the clerk" had no way of understanding what how or why the terms they had operated under had changed. When I spoke to you a couple of days ago, It looked like some charges were being billed from prior to "joes email". It makes no difference to me the charges can be passed on but they need to be known prior to filament so the requesters can make an informed decision.

Notable Still yet verbally from my conversations with the management team I was under the understanding before the "email from Joe "that kora fulfillment was covered.

If it is not it is not.

Although past practices (of no additional billable) "before Joe email" would show my understanding was not completely ignorant.
I Aslo perhaps I should have not had the ignorant assumption that (due to the way all other services that require an additional payable come with a quote to sign before preformed work.) that a quote would go out to be approved before work preformed.

The county is not likely to be able to cover these expenses and should know in advance what they will be. Do you have any suggestions of what I should present to the commission for approval to resolve.

Mika

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Adam Lopardo
Mika Milburn-Kee , Accounting
, Joe Thomas
, Gregory Motley , County
Clerk , Laura Krom
Tue, Nov 3, 2026, 11:13 AM

Hey Mika

Thank you for laying that out - I understand where you are coming from. Here is where Stronghold has landed.

We will waive the outstanding KORA invoice 52415 in full, and our accounting team will void it. To be clear, this is a one-time waiver, not a change in our position. KORA fulfillment is not covered under the County's agreement. Stronghold covered that work at no charge as a courtesy to the County, and on August 21 we gave written notice to the County's counsel, the Chairman, and the Clerk that KORA work would be billed from that point forward.

You're right that a change like this should go before the Commission, so I've asked our Accounting team to draft an addendum to the County's agreement covering KORA requests to present. The addendum will set KORA work at $95 per hour, which is a discounted rate. Standard requests that we expect to take under two hours, such as badge and door access reports, short video clips, and targeted email searches, will be billed at a flat one-hour minimum of $95, so the cost is known before anything is pulled and no separate quote is needed. Any request we expect to exceed two hours will receive a written estimate, and work will not begin until the County's designated KORA contact approves it. Our estimates of time to completion are a best guess based on the request as submitted. They are not a fixed price or a guaranteed timeline, and billing will be based on the actual time spent. The addendum will also confirm that requests come to us through one designated County contact, and that the County, as custodian, is responsible for reviewing and redacting records before release.

Effective immediately, and until the addendum is approved, we will follow that same process: standard requests at the one-hour minimum, and a written estimate approved by the County before we begin anything larger. For the requests currently in progress, we'll send Laura estimates for the remaining work this week so nothing stalls.

Please let me know if you guys would like to hop on a call this week to discuss.

Thanks!

Book time to meet with me



ADAM LOPARDO

Stronghold Data

A NEW CHARTER COMPANY

417.627.9878

Client Experience Director

7115 E 24th St. Joplin, MO 64804



From: Mika Milburn-Kee
To: Adam Lopardo , Accounting bob@jvpalaw.com , Joe Thomas , Gregory Motley County Clerk , Laura Krom
Date: Tue, Nov 3, 2026, 11:20 AM

Appreciate the quick response Adam. I am happy to present this to commission, so that everyone has a clear understanding. Please forward to me when complete. My lingering concern is current requests in que that have not yet been billed. The requests bills will be passed on so before fulfilled Lora should have a quote. I do not know how many are open.

Thanks again.

Mika

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From: Mika Milburn-Kee mmilburn@bourboncountyks.org
To: Laura Krom lkrom@bourboncountyks.org
Date: Tue, Nov 3, 2026, 12:47 PM
52415.pdf 77 KB

Get Outlook for iOS

D

deeds1

Oct 26

To matt.lawn@bakertilly.com, +7

MATT,

I JUST REALIZED THAT I MESSED UP ON MY BUDGET IN THE PAYROLE SIDE. I SHORTED MY OFFICE ABOUT 77000.00 I NEVER GOT NOTIFICATION IF I WAS GETTING MY TWO FULL TIME PEOPLE OR IF I NEEDED TO HELP WITH PAY. EITHER WAY I NEED MY BUDGET AMENDED. I

. . I WILL DEFFENTLY GO OVER BUDGET IF WE DO NOT AMEND THE SALARY'S

THANKS

LORA

THIS IS THE LAST DEED OF RECORD, IF ANY PART OR PIECE HAS BEEN SOLD THIS DEED WILL NOT REFLECT.

Lora Holdridge

Register of Deeds

Bourbon County Courthouse

Reply All

Mail

Calendar

Apps

Bourbon County Quarterly Treasurer Report
For the Period 07/01/2026-09/30/2026

Description	Beg Bal	Receipt	Expenses	End Bal
	$	$	$	$
001 - GENERAL FUND	1,111,041.06	398,282.31	(751,703.19)	757,620.18
014 - ATTORNEY TRUST	$	$	$	$
FUND	1,929.10	8.62	-	1,937.72
	$	$	$	$
016 - APPRAISERS	110,088.92	17,367.91	(32,294.67)	95,162.16
017 - APPRAISER -	$	$	$	$
RESERVE FUND	20,788.64	-	-	20,788.64
	$	$	$	$
024 - BRIDGE & CULVERT	6,032.52	704.31	-	6,736.83
026 - COMP EQUIP	$	$	$	$
RESERVE FUND	33,466.64	-	-	33,466.64
027 - GENERAL				
EQUIPMENT RESERVE	$	$	$	$
FUND	39,763.61	-	-	39,763.61
052 - COUNTY				
TREASURER MOTOR	$	$	$	$
FUND	32,076.11	39,915.07	(15,723.49)	56,267.69
053 - RESERVE FUND -	$	$	$	$
COUNTY ATTORNEY	11,170.87	-	-	11,170.87
	$	$	$	$
056 - DELINQ PP TAX	906.42	144.91	(295.58)	755.75
	$	$	$	$
058 - DELINQ R.E. SALES	127,497.97	-	-	127,497.97
060 - DIVERSION	$	$	$	$
APPLICATION FEE FUND	49,479.64	5,700.00	(543.80)	54,635.84
	$	$	$	$
062 - ELECTION	75,800.58	6,917.15	(25,692.26)	57,025.47
063 - ELECTION RESERVE	$	$	$	$
FUND	293.00	1,650.00	(1,650.00)	293.00
	$	$	$	$
064 - EMPLOYEE BENEFIT	1,406,850.96	177,436.39	(238,859.47)	1,345,427.88
	$	$	$	$
070 - EXCISE TAX	5,010.96	-	-	5,010.96

072 - SOUTHWIND EXTENSION DISTRICT	$ -	$ 16,421.05	$ (16,421.05)	$ -
078 - FIRE DIST 2	$ -	$ 2,373.85	$ (2,373.85)	$ -
080 - FIRE DIST 3	$ -	$ 19,893.92	$ (19,893.92)	$ -
082 - FIRE DIST 4	$ -	$ -	$ -	$ -
084 - FIRE DIST 5	$ -	$ 8,565.18	$ (8,565.18)	$ -
090 - GAME LICENSE	437.00	696.50	(696.50)	437.00
092 - HERITAGE TRUST FUND	$ 23,343.00	$ 2,082.00	$ -	$ 25,425.00
093 - ROD-TECH FUND	$ 63,642.67	$ 4,164.00	$ -	$ 67,806.67
094 - TREASURER - TECH FUND	$ 18,650.42	$ 1,041.00	$ -	$ 19,691.42
095 - CLERK - TECH FUND	$ 18,511.03	$ 1,041.00	$ -	$ 19,552.03
097 - SPECIAL LAW ENFORCEMENT	$ 69,716.97	$ 7,960.00	$ (1,690.00)	$ 75,986.97
100 - INSUFFICIENT FUND CHECKS	$ (15,493.57)	$ 882.54	$ (950.54)	$ (15,561.57)
102 - ISOLATED & COMP TAX	$ 242,852.29	$ 391,339.96	$ (399,814.14)	$ 234,378.11
108 - LANDFILL	$ 280,058.48	$ 221,285.72	$ (183,262.38)	$ 318,081.82
114 - MENTAL HEALTH	$ 31,449.41	$ 4,165.42	$ -	$ 35,614.83
116 - MENTAL DISABILITY	$ 22,118.56	$ 3,927.06	$ -	$ 26,045.62
120 - COUNTY SHERIFF/CORRECTIONAL	$ 780,416.67	$ 210,448.58	$ (449,326.77)	$ 541,538.48
200 - NOXIOUS WEED	$ 112,746.11	$ 21,253.09	$ (36,768.11)	$ 97,231.09
202 - NOXIOUS WEED EQUIPMENT FUND	$ 15,119.09	$ -	$ -	$ 15,119.09

204 - PROSECUTOR TRAINING	$ 17,909.93	$ 232.51	$ -	$ 18,142.44
212 - R.E. REDEMPTIONS	$ 143,920.29	$ 57,068.78	$ (58,949.10)	$ 142,039.97
220 - ROAD AND BRIDGE	$ 405,173.62	$ 281,909.22	$ (473,040.39)	$ 214,042.45
222 - ROAD & BRIDGE SALES TAX FUND	$ 894,589.66	$ 404,916.54	$ (407,441.19)	$ 892,065.01
224 - ROAD & BRIDGE SP. IMPROVEMENT	$ 601,957.71	$ -	$ (8,756.50)	$ 593,201.21
225 - CAP IMP - ELM CREEK	$ -	$ -	$ -	$ -
226 - RV TAX	$ 10,382.03	$ 11,384.17	$ (12,172.15)	$ 9,594.05
228 - SEVERANCE TAX	$ 518.41	$ -	$ -	$ 518.41
234 - S.E.K. LIBRARY GENERAL	$ -	$ 7,282.14	$ (7,282.14)	$ -
236 - S.E.K. LIBRARY EMP BEN	$ -	$ 500.89	$ (500.89)	$ -
237 - SHERIFF FEDERAL FORFEIT FUND	$ 25,142.47	$ -	$ -	$ 25,142.47
238 - SPEC ALCOHOL & DRUG	$ 701.45	$ 13.15	$ -	$ 714.60
240 - SPECIAL BRIDGE	$ 5,070.99	$ 643.99	$ -	$ 5,714.98
244 - SPECIAL PARKS & RECR	$ 874.93	$ -	$ -	$ 874.93
246 - SPEC PROSECUTOR TRUST-FORFEITU	$ 84,782.35	$ -	$ -	$ 84,782.35
247 - SHERIFF'S TRUST-FORFEITURE	$ 45.30	$ 7,200.00	$ (7,200.00)	$ 45.30
248 - SPECIAL ROAD MACHINERY	$ 10,829.53	$ -	$ -	$ 10,829.53
250 - STRAY ANIMAL	$ 1,042.57	$ -	$ -	$ 1,042.57
256 - STATE ED BUILDING	$ -	$ 10,467.10	$ (10,467.10)	$ -

257 - SHRF TRUST FORFEITURE 7/1/19	$ 28,894.71	$ 385.00	$ (9,646.91)	$ 19,632.80
258 - STATE INST BLDG.	$ -	$ 5,233.53	$ (5,233.53)	$ -
260 - STATE MOTOR FUND	$ 13,771.09	$ 215,918.65	$ (215,742.06)	$ 13,947.68
261 - STATE DRIVERS LICENSE FUND	$ 667.00	$ -	$ -	$ 667.00
262 - STATE MOTOR VEH INSP FEES	$ 1,340.50	$ -	$ -	$ 1,340.50
267 - NEIGHBORHOOD REVIT HOLDING FND	$ 1,410.44	$ -	$ (425.40)	$ 985.04
268 - TAX ACCOUNT	$ 404,328.57	$ 806,591.90	$ (873,181.33)	$ 337,739.14
271 - REDFIELD RURITAN FUND	$ -	$ -	$ -	$ -
274 - VEHICLE TAX	$ 412,340.99	$ 728,785.75	$ (742,458.56)	$ 398,668.18
275 - COMMERCIAL VEHICLE FEES	$ 31,060.93	$ 3,874.71	$ (3,266.48)	$ 31,669.16
276 - WATERSHED #98	$ -	$ 3,331.75	$ (3,331.75)	$ -
278 - WATERSHED #102	$ -	$ 7,204.32	$ (7,204.32)	$ -
280 - HOSPITAL DIST #1-LINN CO	$ -	$ -	$ -	$ -
282 - USD 234 GENERAL	$ -	$ 64,854.52	$ (64,854.52)	$ -
284 - USD 234 EMP BEN	$ -	$ 974.57	$ (974.57)	$ -
286 - USD 234 CAP OUTLAY	$ -	$ 71,534.85	$ (71,534.85)	$ -
288 - USD 234 GEN SUPP	$ -	$ 133,660.27	$ (133,660.27)	$ -
290 - USD 234 RECREATION	$ -	$ 18,024.71	$ (18,024.71)	$ -
292 - USD 234 BOND & INT	$ -	$ 87,990.67	$ (87,990.67)	$ -

294 - USD 235 GENERAL	$ -	$ 5,204.55	$ (5,204.55)	$ -
296 - USD 235 GEN-SUPP	$ -	$ 25,817.85	$ (25,817.85)	$ -
297 - USD 235 CAP OUTLAY	$ -	$ 10,228.19	$ (10,228.19)	$ -
298 - USD 235 BOND & INT	$ -	$ 4,048.70	$ (4,048.70)	$ -
300 - USD 248 GENERAL	$ -	$ 23.67	$ (23.67)	$ -
302 - USD 248 GEN SUPP	$ -	$ 20.06	$ (20.06)	$ -
304 - USD 248 PUB REC	$ -	$ 1.17	$ (1.17)	$ -
306 - USD 248 BOND & INT	$ -	$ 10.60	$ (10.60)	$ -
308 - USD 248 CAP OUTLAY	$ -	$ 9.47	$ (9.47)	$ -
310 - USD 346 GENERAL	$ -	$ 1,004.45	$ (1,004.45)	$ -
312 - USD 346 GEN SUPP	$ -	$ 3,844.61	$ (3,844.61)	$ -
314 - USD 346 CAP OUTLAY	$ -	$ 1,661.20	$ (1,661.20)	$ -
316 - USD 346 BOND & INT	$ -	$ 1,879.67	$ (1,879.67)	$ -
320 - COMM COLLEGE GENERAL	$ -	$ 312,945.03	$ (312,945.03)	$ -
330 - FT SCOTT GENERAL	$ -	$ 179,140.76	$ (179,140.76)	$ -
334 - FT SCOTT LIBRARY	$ -	$ 26,971.51	$ (26,971.51)	$ -
336 - FT SCOTT LIB EMP BEN	$ -	$ -	$ -	$ -
342 - FT SCOTT IND DEV	$ -	$ -	$ -	$ -
344 - FT SCOTT SPEC ASSESS	$ -	$ -	$ -	$ -

354 - FT SCOTT FIRE EQUIP	$ -	$ 9,897.39	$ (9,897.39)	$ -
356 - FT SCOTT BOND & INT	$ -	$ 116.58	$ (116.58)	$ -
358 - SEWER REPAYMENT-LAKE FT SCOTT	$ 17,875.01	$ 6,769.89	$ -	$ 24,644.90
367 - NRP COUNTY FEE FUND	$ -	$ -	$ -	$ -
370 - BOND SALES TAX - COUNTY JAIL	$ 2,289,858.90	$ 279,158.95	$ (669,274.27)	$ 1,899,743.58
374 - BLUE CROSS BLUE SHEILD	$ -	$ -	$ -	$ -
375 - AMBULANCE SERVICE	$ 132,988.67	$ 262,914.54	$ (186,865.43)	$ 209,037.78
377 - EMS EQUIPMENT RESERVE FUND	$ -	$ -	$ -	$ -
384 - ARPA	$ -	$ -	$ -	$ -
385 - MERCY MEDICAL BUILDING	$ 23,474.53	$ -	$ -	$ 23,474.53
387 - ADDICTION SETTLEMENT FUND	$ 71,073.28	$ -	$ (1,596.45)	$ 69,476.83
396 - REGISTERED OFFENDER TECH FEE	$ -	$ 1,030.00	$ -	$ 1,030.00
397 - CONCEAL CARRY ACCOUNT	$ 3,762.33	$ 97.50	$ -	$ 3,859.83
398 - OFFENDER REGISTRATION	$ 50,932.67	$ 2,410.00	$ -	$ 53,342.67
399 - EMERGENCY SERVICES SALES TAX	$ 56,139.44	$ 174,474.33	$ (166,872.36)	$ 63,741.41
400 - BRONSON GENERAL	$ -	$ 3,531.97	$ (3,531.97)	$ -
408 - BRONSON LIBRARY	$ -	$ 769.02	$ (769.02)	$ -
414 - FULTON GENERAL	$ -	$ 1,972.24	$ (1,972.24)	$ -

418 - FULTON BOND & INT	$ -	$ 22.48	$ (22.48)	$ -
420 - MAPLETON GENERAL	$ -	$ 361.51	$ (361.51)	$ -
422 - REDFIELD GENERAL	$ -	$ 821.98	$ (821.98)	$ -
431 - REDFIELD - SEWER	$ -	$ -	$ -	$ -
432 - UNIONTOWN GENERAL	$ -	$ 7,255.88	$ (7,255.88)	$ -
441 - UNIONTOWN - SPECIAL ASSMT	$ -	$ -	$ -	$ -
442 - DRYWOOD GENERAL	$ -	$ 535.35	$ (535.35)	$ -
444 - DRYWOOD LIGHT DIST	$ -	$ 116.96	$ (116.96)	$ -
446 - FRANKLIN GENERAL	$ -	$ 208.22	$ (208.22)	$ -
450 - FREEDOM GENERAL	$ -	$ 67.61	$ (67.61)	$ -
452 - MARION GENERAL	$ -	$ 1,853.20	$ (1,853.20)	$ -
466 - MARMATON GENERAL	$ -	$ 1.88	$ (1.88)	$ -
468 - MARMATON CEMETERY	$ -	$ 3,606.23	$ (3,606.23)	$ -
470 - MILLCREEK GENERAL	$ -	$ 402.05	$ (402.05)	$ -
472 - OSAGE GENERAL	$ -	$ 88.85	$ (88.85)	$ -
476 - PAWNEE GENERAL	$ -	$ 227.10	$ (227.10)	$ -
478 - PAWNEE CEMETERY	$ -	$ 631.14	$ (631.14)	$ -
480 - SCOTT GENERAL	$ -	$ 0.17	$ (0.17)	$ -
482 - SCOTT CEMETERY	$ -	$ 239.87	$ (239.87)	$ -

484 - TIMBERHILL GENERAL	$ -	$ 26.58	$ (26.58)	$ -
488 - AVONDALE	$ -	$ 41.99	$ (41.99)	$ -
490 - BARNESVILLE	$ -	$ 154.60	$ (154.60)	$ -
492 - CENTERVILLE-WEST PLAINS	$ -	$ 1,207.41	$ (1,207.41)	$ -
494 - CHAPEL GROVE	$ -	$ 188.13	$ (188.13)	$ -
496 - CLARKSBURG	$ -	$ 488.88	$ (488.88)	$ -
498 - DAYTON	$ -	$ 110.25	$ (110.25)	$ -
500 - GLENDALE	$ -	$ 221.66	$ (221.66)	$ -
502 - LATH BRANCH	$ -	$ 430.83	$ (430.83)	$ -
504 - MAPLE GROVE	$ -	$ 206.89	$ (206.89)	$ -
506 - OSAGA	$ -	$ 96.62	$ (96.62)	$ -
508 - PLEASANT VIEW	$ -	$ 532.93	$ (532.93)	$ -
510 - ROSEDALE	$ -	$ 134.97	$ (134.97)	$ -
512 - TWEEDY	$ -	$ 135.78	$ (135.78)	$ -
514 - WEST LIBERTY	$ -	$ 284.11	$ (284.11)	$ -
516 - ZION	$ -	$ 51.53	$ (51.53)	$ -
518 - TIMBERHILL CEMETERY	$ -	$ 413.56	$ (413.56)	$ -
	$ 10,438,625.43	$ 5,832,772.33	$ (7,044,738.69)	$ 9,226,659.07

A detailed statement of expenditures are available for public inspection at the County Clerk's office. Copies are available upon request.

Bourbon County
Treasurer

Bourbon County Clerk

Chairman of the
Commission

In 2023, approval was given to increase staffing in the Register of Deeds office to three employees. Minutes can be provided. When we developed the 2026 budget in the fall of 2025, the commission made the decision to return the office's budget to support 2 to 2.5 employees. Why? Because we were working to reduce expenses, including benefit costs, and make responsible financial decisions. Through those efforts, Bourbon County successfully lowered its mill levy below revenue neutral.

The Register of Deeds requested that she retain her third employee, stating that the additional payroll and benefits would be covered through her technology fund. Now, we are being told that the office faces a projected payroll shortfall of approximately $77,000 and that the budget needs to be amended to cover the difference.

I have concerns about this request. Every department head is responsible for knowing their budget, monitoring expenditures, and making necessary adjustments to stay within it. Have all reasonable staffing options been considered? Should a employee been paid out of the Tech Fund due to the agreement? Should a transfer take place now to cover the budget amendment? Could staggered shifts or adjusted schedules provide adequate coverage for lunches, training, and vacations without maintaining three full-time employees if the earlier mentioned is not followed? In neighboring Allen County, the Register of Deeds explained that she operates with one primary employee (herself) and a second for coverage when needed, who also assists the Appraiser's Office when available. Given the current budget, should this be examined. Would it be proper for a Resolution transfer from the tech fund to the general fund to support the budget increase. If a employee was to be proposed and requested to be paid from that fund should it have been recorded that way initially?

What is our responsibility to the taxpayers of Bourbon County? We worked hard to build a budget that controlled spending and lowered our mill levy. How can we expect taxpayers to trust our budgeting decisions if we are not holding ourselves and those entrusted with managing these budgets to the standard cited? Why isn't every department head reviewing their budget quarterly, identifying potential problems early, and adjusting and ensuring their expenses are deducted from their correct accounts?

Can we continue to approve spending plans and then treat them as optional? Should we expect every department to take ownership of its budget, identify problems early, and make responsible decisions rather than coming back to the commission for more taxpayer money?

28-115a. Register of deeds technology fund. (a) There is hereby created in each county a register of deeds technology fund.

(b) Upon receipt thereof, the county treasurer shall credit to the register of deeds technology fund of the county all moneys attributable to the fees collected pursuant to subsection (b) of K.S.A. 28-115, and amendments thereto.

(c) Moneys in the register of deeds technology fund shall be used by the register of deeds to acquire equipment and technological services for the storing, recording, archiving, retrieving, maintaining and handling of data recorded or stored in the office of the register of deeds.

(d) Moneys in such fund shall not be subject to the provisions of K.S.A. 79-2925 through 79-2937, and amendments thereto. In making the budget of the county, the amounts credited to, and the amount on hand in, such special fund and the amount expended from such fund shall be shown on the budget for the information of the taxpayers of the county. Any action taken by the register of deeds under this subsection shall be in accordance with K.S.A. 19-1202, and amendments thereto.

(e) Moneys in such fund may be invested in accordance with the provisions of K.S.A. 10-131, and amendments thereto, with interest thereon credited to such fund.

(f) The fund shall be administered by the county treasurer who shall pay out moneys from the fund upon orders signed by the register of deeds.

(g) At the end of any calendar year, if the balance in such fund exceeds $50,000 and the register of deeds indicates that such amount in excess of $50,000 shall not be needed and is not designated for technology, the county commission may authorize the transfer and use of such excess moneys by other county offices for equipment or technological services relating to the land or property records filed or maintained by the county.

(h) If a charter form of government is adopted and implemented pursuant to K.S.A. 19-2680 et seq., and amendments thereto, the provisions of this section shall apply to the official, department or office which performs the duties and functions prescribed for the office of the register of deeds.

History: L. 2002, ch. 98, § 2; July 1.

Attorney General's Opinions:

Technology fund in the office of register of deeds may be used for expenditures including salaries and benefits of employees where a reasonable nexus exists between the expenditure and the electronic data maintenance in the office. 2010-14.