



COUNTY COMMISSION

Ron Sellers
District 1
Member

Ron Hirst
District 2
Chair

Daniel P. Friesen
District 3
Vice-Chair

Courthouse
206 W. 1st Avenue
Hutchinson, KS 67501

AGENDA ANNEX CONFERENCE ROOM Tuesday, May 11, 2021, 9:00 A.M.

I. Call to Order

II. Pledge of Allegiance to the American Flag and Prayer

III. Welcome and Announcements by Commission Chair

IV. Public Comment on Items not on the Agenda

Please come forward to the podium, state your name and address and limit your remarks to not more than 5 minutes per item.

V. Determine Additions or Revisions to the Agenda

VI. Consent Agenda

If any Commissioner would like further discussions or explanation of any item they may ask that it be removed from the consent agenda for additional consideration.

A. Vouchers (bills or payments owed by the county or related taxing units).

B. Audit Agreement with AdamsBrown, LLC.

i. **Action** – Motion to **approve** the Consent Agenda

Friesen Sellers Hirst

VII. Business Items

A. Proposal from TBS Electronics in the amount of \$186,956 for the purchase of new portable radios for use by Deputies of the Reno County Sheriff's Office by Sheriff Darrian Campbell.

B. Planning & Zoning Case 2021-05 – A request for a Conditional Use Permit to establish a person training and fitness studio at 4516 N. Kent Road by Mark Vonachen, County Planner.

C. Discussion on fire management in Reno County by Dusty Tacha, USDA Rangeland Management Specialist.

D. Lease to Purchase for both a new ambulance and remount of an additional ambulance by Dave Johnston, EMS Chief.

E. Solid Waste Update by Megan Davidson, Director

i. User Fees Resolution 2021-____.

VIII. Budget Requests for FY2022

A. Arts & Humanities Council by Tony Finlay, Hutch Rec Executive Director.

B. Reno County Extension Office by Pam Paulsen, County Extension Agent.

C. Reno County 4-H Fair by Meghan Miller, Treasurer, and Jason Stallman, President-Livestock Sale Committee.

D. Horizons Mental Health by Mike Garrett, Chief Executive Officer.

- E. Reno County Museum by Michael Ables, Executive Director.
- F. T.E.C.H. by Brenda Maxey, President.

IX. County Administrator Report

- A. Signs for County Buildings
- B. Financial Reports
- C. Department Reports

X. County Commission Report/Comments

XI. Adjournment



AGENDA ITEM

AGENDA DATE: May 11, 2021

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC: Audit/Financial Statement Services by Adams Brown, LLC

SUMMARY & BACKGROUND OF TOPIC

The current agreement for auditing services with Adams Brown, LLC ends after the 2020 audit. Adams Brown has sent a proposal for the upcoming three fiscal years with the following amounts, compared to the previous agreement amounts.

- 2021 - \$32,750 2018 - \$32,200
- 2022 - \$33,850 2019 - \$33,300
- 2023 - \$34,950 2020 - \$34,400

The recommended agreement amounts to a decrease in audit fees for the first two years compared with the 2020 amount. Based on this proposal, I did not send out a request for proposals to other potential accounting firms.

ALL OPTIONS

1. Approve the three (3) year auditing services agreement with Adams Brown, LLC and authorize the county administrator to sign.
2. Decline the proposal and go out to bid for such services.

RECOMMENDATION/REQUEST

It is staff's recommendation to approve the three-year agreement with Adams Brown, LLC and authorize the county administrator to sign the letter.

POLICY / FISCAL IMPACT

Costs for this agreement will take place in 2022, so the budget will be recommended to cover this expense. The amount for 2022 will be less than the current budgeted amount.

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To the County Commission
Reno County, Kansas
206 W 1st Ave
Hutchinson, KS 67501

We are pleased to confirm our understanding of the services we are to provide **Reno County, Kansas** for the years ending December 31, 2021, 2022 and 2023. We will audit the regulatory basis primary government financial statement and the related notes to the financial statement of **Reno County, Kansas** as of and for the years ending December 31, 2021, 2022 and 2023.

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

1. Schedule of expenditures of federal awards
2. Summary of expenditures – actual and budget
3. Schedule of receipts and expenditures
4. Summary of receipts and disbursements

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your financial statement is fairly presented, in all material respects, in conformity with the regulatory basis of accounting and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statement as a whole. The objective also includes reporting on -

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statement in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to

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describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the *Kansas Municipal Audit and Accounting Guide*; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the county commission of **Reno County, Kansas**. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement. We will plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statement or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

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Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statement; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statement and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statement and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statement. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statement is free of material misstatement, we will perform tests of **Reno County, Kansas'** compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of **Reno County, Kansas'** major programs. The purpose of these procedures will be to express an opinion on **Reno County, Kansas'** compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

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Other Services

We will also assist in preparing the data collection form of **Reno County, Kansas** in conformity with the regulatory basis of accounting and the Uniform Guidance based on information provided by you. This nonaudit service does not constitute an audit under *Government Auditing Standards* and the service will not be conducted in accordance with *Government Auditing Standards*. We will perform the service in accordance with applicable professional standards. The other service is limited to the data collection form service previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statement, schedule of expenditures of federal awards, and all accompanying information in conformity with the regulatory basis of accounting; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for including all informative disclosures that are appropriate for the regulatory basis of accounting. Those disclosures will include (1) a description of the regulatory basis of accounting, including a summary of significant accounting policies, and how the regulatory basis of accounting differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statement to achieve fair presentation.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statement, including identification of all related parties and all related-party relationships and transactions, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

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

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1)

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management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statement. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statement with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

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

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as

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your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the data collection form and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with the data collection form and that you have reviewed and approved the data collection form prior to its issuance and have accepted responsibility for it. Further, you agree to oversee the nonaudit services as noted above by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for it.

Electronic Data Communication and Storage and Use of Third-Party Service Provider

In the interest of facilitating our services to your company, we may communicate by facsimile transmission, send data over the internet, store electronic data via computer software applications hosted locally on secure AdamsBrown, LLC servers or remotely on secure third-party cloud systems/applications, or allow access to data through third-party vendors' secured hosted portal services. Electronic data that are confidential to your company may be transmitted or stored using these methods. We may use third-party service providers to store or transmit these data, such as providers of tax return or audit preparation software. We also may use third parties within and outside of the United States to complete the services under this engagement letter. These third parties may in the performance of such services have access to your confidential information.

In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and data access secure in accordance with our obligations under applicable laws and professional standards. We also require all our third-party vendors to do the same, and they have represented to us that they have the technical and other safeguards in place to protect confidential information and from unauthorized disclosure or use of that information.

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access, notwithstanding all reasonable security measures employed by us or our third-party vendors. You consent to our use of these electronic devices and applications and submission of confidential client information to third-party service providers during this engagement, both within and outside of the U.S.

Engagement Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including the financial statement, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the County; however, management is responsible for distribution of the reports and the financial statement. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Reno County, Kansas

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The audit documentation for this engagement is the property of AdamsBrown, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to your cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of AdamsBrown, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by your cognizant agency, oversight agency for audit, or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Melissa A. Romme is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for this service will not exceed \$32,750 for 2021, \$33,850 for 2022 and \$34,950 for 2023, with an additional \$3,900 per each major program under the Uniform Guidance Act. It is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

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



ADAMSBROWN, LLC

Certified Public Accountants

Hutchinson, Kansas

RESPONSE:

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

By: _____

Title: _____



AGENDA ITEM

**AGENDA
ITEM #07A**

AGENDA DATE May 11, 2021

PRESENTED BY Sheriff Darrian Campbell
Reno County Sheriff's Office

AGENDA TOPIC Purchase of new portable radios for use by Deputies of the Reno County Sheriff's Office from the County Special Equipment Reserve Fund

SUMMARY & BACKGROUND OF TOPIC

The Sheriff's Office uses two types of Motorola Radios for secure communication with dispatch and other Deputies. Each vehicle in the fleet is equipped with a mobile radio and each Deputy who's primary duty is outside of the Correctional Facility is issued a portable radio. These radios must meet certain state encryption requirements to be allowed onto the state 800 mhz system. Our current radios are able to meet the state encryption standards as they are right now but there is a new standard coming in the future that they will not comply with. The current portable radios used by Deputies are aging out from Motorola, batteries are no longer available that are "intrinsically safe" for use and when a radio fails we are forced to purchase a used radio from an out of state 3rd party vendor to keep Deputies outfitted. The purchase of APX4000 radios will provide a radio that is current, meets all state standards and is under warranty for repair and replacement issues. The quote provided by TBS includes a spare battery for each radio, an attached microphone speaker that can be mounted on the shoulder and a leather pouch to carry the radio on a Deputies belt. The total amount also includes the purchase of 8 adapters for use by the Special Response Team communication headsets.

ALL OPTIONS

Purchase 60 APX4000 portable radios from TBS Electronics, a current vendor who gave a low bid for the radios and needed accessories.

Purchase 60 APX4000 portable radios from Mobile Radio Solutions, a different vendor who gave a similar low bid for the radios but was slightly higher on some accessories.

RECOMMENDATION/REQUEST

Allow the purchase of 60 APX4000 portable radios from TBS Electronics.

POLICY / FISCAL IMPACT

\$186,956.00 from the County Special Equipment Reserve Fund (\$275,000 that was transferred at the end of 2020 from the Sheriff and Jail unused funds).



RENO COUNTY

APX4000-JC

04/23/2021

04/23/2021

RENO COUNTY
206 W FIRST ST
HUTCHINSON, KS 67501

RE: Motorola Quote for APX4000-JC
Dear LEVI BLUMANHOURST,

Motorola Solutions is pleased to present RENO COUNTY with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide RENO COUNTY with the best products and services available in the communications industry. Please direct any questions to MARK GRABAR at mgrabar@tbselectronics.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

MARK GRABAR

Motorola Solutions Manufacturer's Representative

Billing Address:
 RENO COUNTY
 206 W FIRST ST
 HUTCHINSON, KS 67501
 US

Quote Date:04/23/2021
 Expiration Date:07/22/2021
 Quote Created By:
 MARK GRABAR
 mgrabar@tbselectronics.com
 800-530-5550

End Customer:
 RENO COUNTY
 LEVI BLUMANHOURST
 levi.blumanhourst@renolec.com
 620-694-2735

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 4000 Series	APX4000				
1	H51UCF9PW6AN	APX 4000 7/800 MHZ MODEL 2 PORT	60	\$1,963.00	\$1,177.80	\$70,668.00
1a	Q698AA	ADD: 2.5 INCH BELT CLIP	60	\$12.00	\$7.20	\$432.00
1b	QA02750AB	ALT: IMPRES LI-ION 2800MAH (PMNN4448)	60	\$100.00	\$60.00	\$3,600.00
1c	QA02756AB	ENH: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	60	\$1,570.00	\$942.00	\$56,520.00
1d	H869CE	ENH: MULTIKEY	60	\$330.00	\$198.00	\$11,880.00
1e	Q887AT	ADD: 5Y ESSENTIAL SERVICE	60	\$162.00	\$162.00	\$9,720.00
1f	Q629AM	ENH: AES ENCRYPTION AND ADP	60	\$475.00	\$285.00	\$17,100.00
2	PMNN4448AR	BATTERY PACK,BATT IMPRES LIION IP67 2800T	60	\$146.00	\$87.60	\$5,256.00
3	PMLN7182A	APX2000/4000 TWO- KNOB,SWIVEL,LEATHER CARRY CASE	60	\$66.00	\$39.60	\$2,376.00
4	PMPN4174A	CHGR DESKTOP SINGLE UNIT IMPRES, US/NA	60	\$76.00	\$45.60	\$2,736.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
5	PMMN4069A	MICROPHONE,IMPRES RSM, 3.5MM JACK, IP55	60	\$133.00	\$79.80	\$4,788.00

Grand Total**\$185,076.00(USD)****Notes:**

Purchase Order Checklist	
Marked as PO/ Contract/ Notice to Proceed on Company Letterhead (PO will not be processed without this)	
PO Number/ Contract Number	
PO Date	
Vendor = Motorola Solutions, Inc.	
Payment (Billing) Terms/ State Contract Number	
Bill-To Name on PO must be equal to the <i>Legal</i> Bill-To Name	
Bill-To Address	
Ship-To Address (If we are shipping to a MR location, it must be documented on PO)	
Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)	
PO Amount must be equal to or greater than Order Total	
Non-Editable Format (Word/ Excel templates cannot be accepted)	
Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept	
Ship To Contact Name & Phone #	
Tax Exemption Status	
Signatures (As required)	



EQUIPMENT PROPOSAL

To: Levi Blumanhourst
Company: Reno County Sheriff Dept
Address: 206 W 1st Ave
Hutchinson, KS 67501

From: Mark Grabar
Company: TBS Electronics, Inc.
Address: 5225 SW Topeka Blvd.
Topeka, KS 66609

Phone: 620-694-2735
Fax:

Phone: 785-862-7450
Fax: 785-862-7647

Project: Headset Adapter

4/22/2021

<u>Qty</u>	<u>Description</u>	<u>Your Price</u>	<u>Extended</u>
8	FL5063-02 3M Peltor Push-To-Talk Adapter	\$235.00	\$1,880.00

These prices are valid for 30 days and should be reconfirmed thereafter. Please feel free to contact me at 800-530-5550 with any questions that may arise as a result of this proposal.

Sincerely,

Mark Grabar
TBS Electronics, Inc.



AGENDA REQUEST

**AGENDA
ITEM #07B**

INFORMATION: Case # 2021-05 – A request by Jerad and Anna Woods for a conditional use permit to establish a personal training and fitness studio at 4516 N. Kent Road.
(From and Issue)

PRESENTED BY: Mark Vonachen – County Planner II

AGENDA DATE: 5/11/21

BACKGROUND Proposal is to expand an existing home occupation fitness studio into a business which will host one-on-one and small group training sessions and classes. The business will operate three days a week and host no more than 18 people per day.

The property is zoned R-1 – Rural Residential District and located on the east side of N. Kent road approximately 1,000 feet north of E. 43rd Avenue.

The Planning Commission recommended approval of the request by a 7-0 vote based on the seven factors. The Planning Commission attached six conditions of approval to the request.

ALTERNATIVE County Commissioners may approve of the request, deny request, or refer the request back to the Planning Commission for further study.

RECOMMENDATION Consideration of the Planning Commission recommendation.

FISCAL IMPACT N/A



REZONING/CONDITIONAL USE PERMIT APPLICATION

This is an application for change of zoning classification (rezoning) or for a Conditional Use Permit. The form must be completed and filed at the office of the Zoning Administrator in accordance with directions on the accompanying instruction sheet.

AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED.

1. Name of applicant or applicants (owner(s) and/or their agent(s)). All owners of all property requested to be rezoned must be listed in this form.

A. Applicant/Owner Jerad & Anna Woods

Mailing Address 4516 N Kent Rd Buhler KS 67522

Phone 620 877 7503 Email jerad.woods@yahoo.com

B. Agent _____

Mailing Address _____

Phone _____ Email _____

(Use separate sheet if necessary for names of additional owners/applicants.)

2. The applicant hereby requests

_____ A change of zoning from _____ to _____.

A Conditional Use for the following: Personal Training & Fitness Studio

3. The property is legally described as (Lot and Block or Metes and Bounds) Deed

See attch, Deed



4. This property address is: 4516 N. Kent Rd. Butler, KS 67522

The general location is (use appropriate section):

A. At the _____ (NW, NE, SW or SE) corner of _____ (Road) and _____ (Road) or,

B. On the E (N, S, E, W) side of Kent (Road) between 43rd (Road) and 56th (Road).

5. I request this change in zoning for the following reasons (Do not include reference to proposed uses for a rezoning.) Attach a separate sheet if necessary.

3 days a week I want to host 1-1 and small group personal training sessions and classes on our property. Any given day I would train 5-8 people over a 12-13 hour time period, in my limited size gym space, in our shop. Due to a limited gym space, there will not be more than 8 people using the gym at one time.
All business done at this property is by appointment only.

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6. I (We), the applicant(s), acknowledge receipt of the instruction sheet explaining the method of submitting this application. I (We) realize that this application cannot be processed unless it is completely filled in; is accompanied by an ownership list as required in the instruction sheet; and is accompanied by the appropriate fee.

[Signature] (Owner) _____ (Owner)

By _____ Authorized Agent (if any) By _____ Authorized Agent (if any)

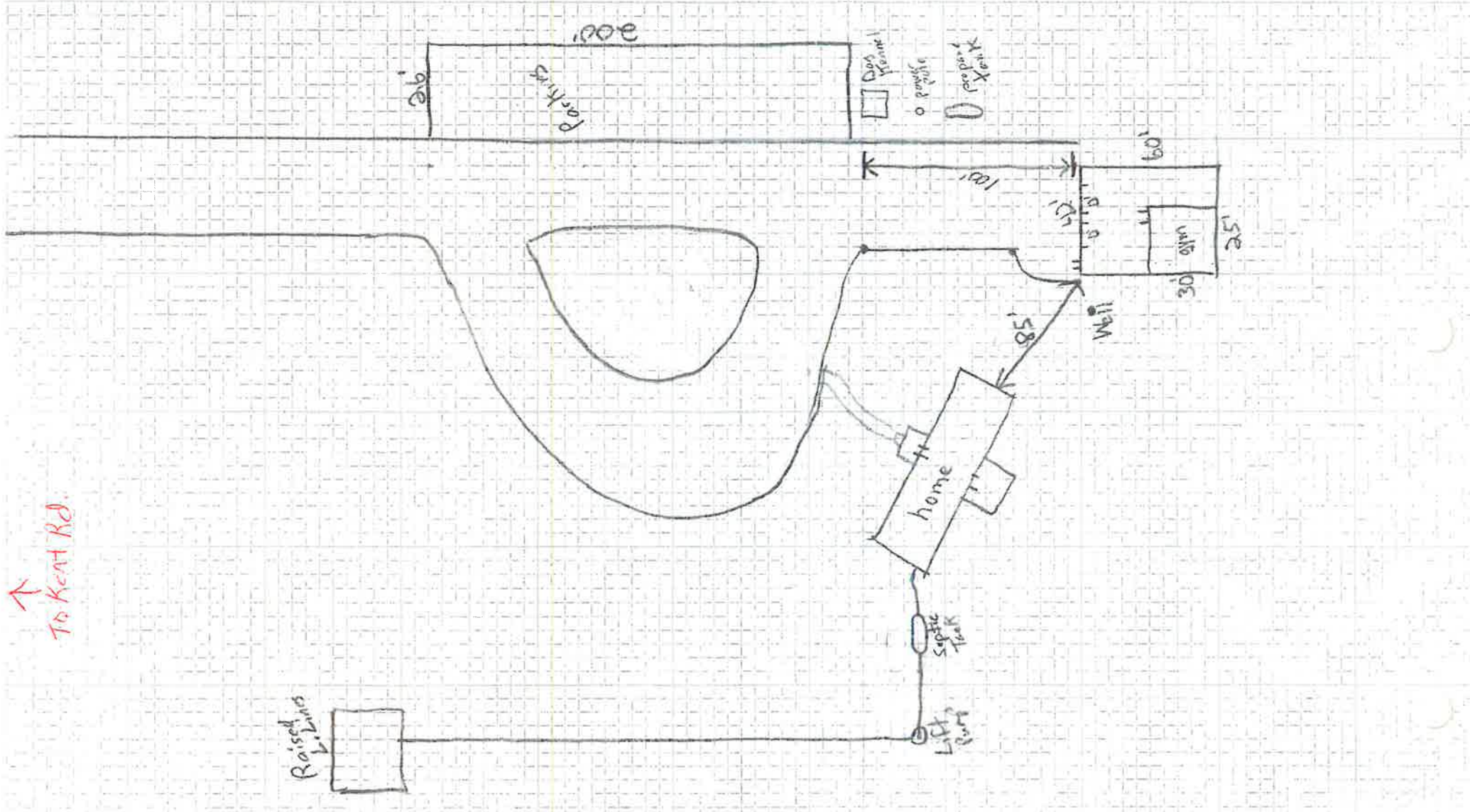
OFFICE USE ONLY:

Received by the Zoning Administrator, at 10:45 (A.M.) (P.M.) on this 19th day of February, 2021, together with the appropriate fee of \$300.

Mark Vanover County Planner
Name and Title



↑
To Kent Rd.



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↑
NORTH

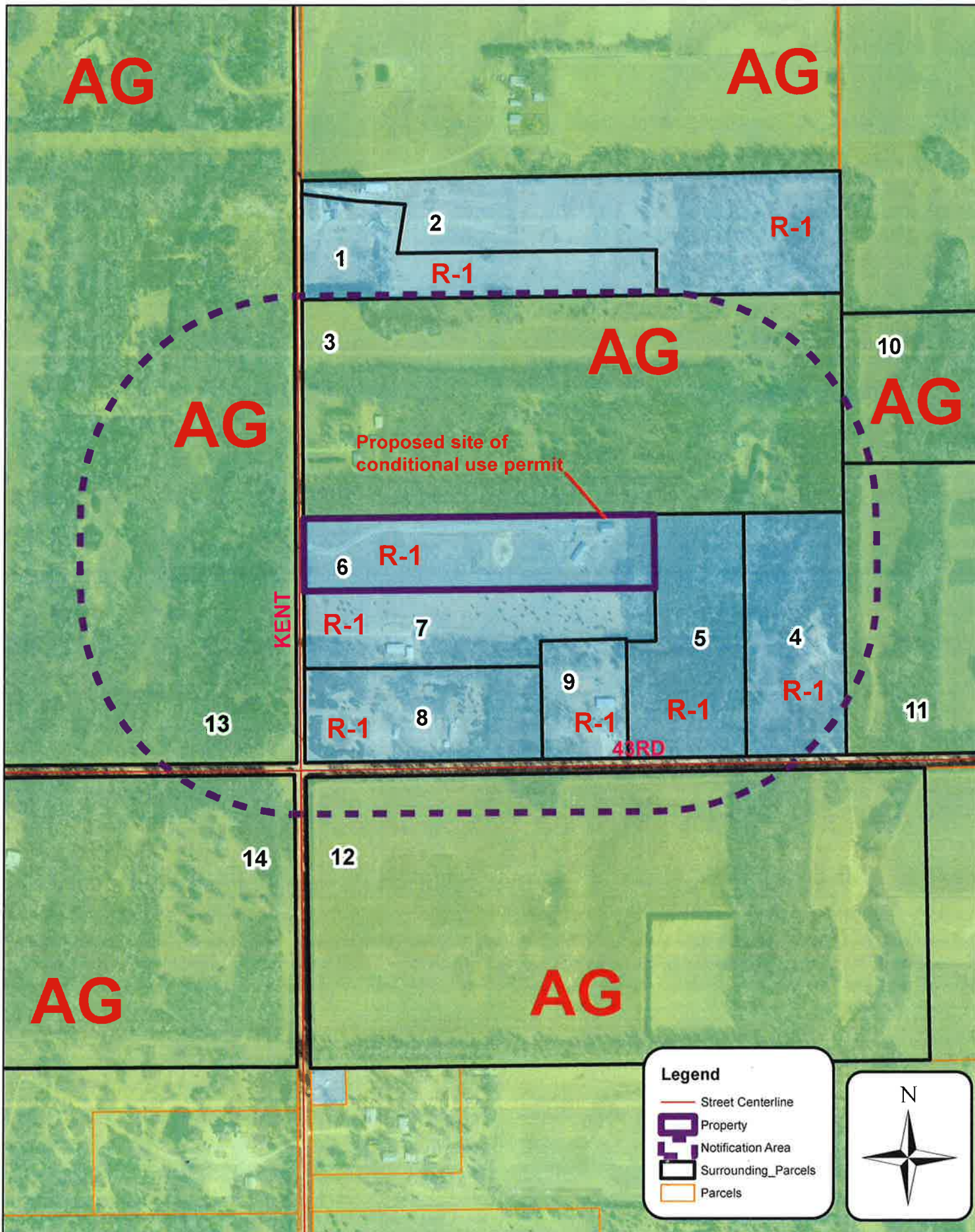
60' x 42' Wick Building
30' x 25' Gym Space



↑
North

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Property Ownership/Zoning Map
Case #2021-05



Jerad and Anna Woods
Property Ownership List
Case #2021-05

	A	B	C	D	E
1	PO#	PIN	OWNER	OWNER ADDRESS	PROPERTY ADDRESS
2	1	0193000000006000	GLASSMAN, ERIN D	4912 N KENT RD BUHLER, KS 67522	4912 N KENT RD, Buhler, KS 67522
3	2	0193000000006010	GLASSMAN, ERIN D	4912 N KENT RD BUHLER, KS 67522	00000 N KENT RD, Buhler, KS 67522
4	3	0193000000007000	DILLON, RUTH M TRUST	207 KISIWA PKWY HUTCHINSON, KS 67502	4700 N KENT RD, Buhler, KS 67522
5	4	0193000000008010	HENDRICKSON, WILLIAM G & KIMBERLY	7902 E 43RD AVE BUHLER, KS 67522	7902 E 43RD AVE, Buhler, KS 67522
6	5	0193000000008020	NEVILLE, LANE G & KRISTIN A	9344 E VIA DE VAQUERO DR SCOTTSDALE, AZ 85255-6063	00000 E 43RD AVE, Buhler, KS 67522
7	6	0193000000008030	WOODS, JERAD D & ANNA M	4516 N KENT RD BUHLER, KS 67522-8144	4516 N KENT RD, Buhler, KS 67522
8	7	0193000000008040	BUSBOOM, MARK RYAN	4500 N KENT RD BUHLER, KS 67522	4500 N KENT RD, Buhler, KS 67522
9	8	0193000000009000	BUSBOOM, MARK RYAN	4500 N KENT RD BUHLER, KS 67522	7500 E 43RD AVE, Buhler, KS 67522
10	9	0193000000010000	STEWART, WAYNE & GERALDINE TRUST	7706 E 43RD AVE BUHLER, KS 67522	7706 E 43RD AVE, Buhler, KS 67522
11	10	0193000000011010	KEENER, DOUGLAS H REV TRUST	3545 BAYVIEW CT WICHITA, KS 67204	00000 N WILLISON RD, Buhler, KS 67522
12	11	0193000000011020	WALLINE, CHRISTOPHER C & CRYSTAL D	1311 N WALNUT MCPHERSON, KS 67460	00000 E 43RD AVE, Buhler, KS 67522
13	12	0193100000002010	ROPP, DANIEL LEE REV TRUST	3217 N WILLISON RD BUHLER, KS 67522-9056	00000 E 43RD AVE, Buhler, KS 67522
14	13	0272500000001000	FLOYD, MARY WHEELER REV TRUST	6710 E 43RD AVE HUTCHINSON, KS 67502-8015	6710 E 43RD AVE, Hutchinson, KS 67502
15	14	0273600001001000	HERRIN, PAUL E & WANG, LING LING	4120 N WILLISON RD BUHLER, KS 67522	00000 E 43RD AVE, Hutchinson, KS 67502



Public Works
600 Scott Boulevard
South Hutchinson, Kansas 67505
620-694-2976

Don Brittain, Director

Date: April 27, 2021

To: Reno County Board of County Commissioners

From: Mark Vonachen, CFM – County Planner II

Subject: Case #2021-05 – Jerad & Anna Woods Legal Description: Approximately 11.87 acres of land located in the SW ¼ - Section 30 – T22S, R4W in Medora Township and further described as PIN# 0193000000008030. The parcel is located on the east side of N. Kent Road, approximately 1,000 feet north of the intersection of N. Kent Road and E. 43rd Avenue. The address is 4516 N. Kent Road.

Who: Owner: Jerad & Anna Woods
4516 N. Kent Road, Buhler, KS 67522

What: This is a conditional use permit request to establish a personal training and fitness studio on the property. The floodplain designation for the property is Zone X which is an area outside of the 500-year floodplain designation.

Why: The parcel is currently zoned R-1 – Rural Residential District. The owner requests a conditional use permit on the above identified property for the purpose of establishing a personal training and fitness studio. All proposed land use activities other than agricultural and single-family residential require a conditional use permit.

This report and recommendation were prepared prior to the public hearing.

BACKGROUND

The owners request a conditional use for the purpose of establishing a personal training and fitness studio on the property.

Mr. Woods contacted staff by telephone on November 9, 2020 and requested documentation on Reno County’s Policies on the Americans with Disabilities Act (ADA) and “commercial zoning exemptions” on file in case the business was audited. During that conversation, staff requested a written explanation detailing the current business activities occurring on the property. This was required because a review of the property file showed no approval for a business on this property.

On November 10, 2020 Mr. Woods responded by stating “ *My business is a small personal training studio, in rural Buhler. I train clients 3-4 days a week out of a 25x30 space in our 42x60 Morton building. I train clients in 1-1 or small group's for 1-hour sessions. I am the only employee. I have interns work with me off and on throughout the year from HCC. I work with men, women, youth of all ages and abilities. I am an ACE-Certified Personal Trainer (2006) Have a BS Exercise Science (2005) and I am now a Biomechanical Exercise Specialist (2020).* ”

In reviewing the written statement, staff wrote a letter to Mr. and Mrs. Woods approving their business on the property because it complies with the home occupation zoning regulations. In the letter, staff suggested if the plan is to grow the business beyond a home occupation level , then a conditional use permit will be required.

Mr. and Mrs. Woods have determined their business plan is to expand beyond what can be administratively approved through a home occupation.

Now, the owners state they want to host one on one and small group personal training sessions and classes on the property three days a week. On any given day there will be between five and 18 people being trained or taking classes. These sessions will take place over a 12 to 13-hour time period. The training sessions will be held in a 26’ x 30’ area of the existing shed. The size of the entire shed is 42’ x 60’. Due to the limited gym space, there will be no more than eight people using the gym at any one time. All of the business activities on this property are by appointment only.

**SUMMARY OF RELATED REQUIREMENTS FOR:
A PERSONAL TRAINING AND FITNESS STUDIO IN AN R-1 ZONING DISTRICT**

1. **Land Use Category**

This parcel is currently zoned R-1 – Rural Residential District. All proposed land uses that are neither agricultural nor single family residential in nature require an approved conditional use permit.

2. **Yard Requirements – Article 13**

Any new structure 120 square feet or greater shall meet the following minimum setbacks:

Front Yard: 30’ from the road right of way

Side Yard: 10’ from the north and south property lines

Rear Yard: 20’ from the east property line

The shed was originally constructed by the previous owner of the property without a zoning permit. Mr. Woods applied for and received an approved zoning permit for the shed on November 13, 2020. The shed was constructed prior to 2016 so even though the square footage is over 2,000 square feet, no special exception is required because of when the construction occurred. The permit was issued on the condition that the shed was to be used

for personal storage of items and a personal training and fitness studio that complies with the home occupation zoning regulations.

3. **Performance Standards – Article 9**

The following performance standards are found under Article 9-104 and are relevant to the issuance of a conditional use permit for a manufactured home:

- No smoke, radiation, vibration or concussion, or heat shall be produced that is perceptible outside a building, and no dust, fly ash, or gas that is toxic, caustic or obviously injurious to humans or property shall be produced.
- No emission of air contaminants from any source within the boundaries of any lot or tract shall exceed emission rates established by the Kansas Secretary of Health and Environment pursuant to K.S.A. 65-3001 et seq., or amendments thereto, and any administrative regulations adopted thereunder.
- Light sources shall be controlled or hooded so that light is directed away from any adjoining residentially zoned property or public streets.

4. **Parking, Paving, and Loading Requirements – Articles 10 & 11**

A personal training studio is not a specified land use in the parking regulations. The closest land use is a “Retail store or personal service establishment and banks.” Under this category the zoning regulations require a minimum of one parking space per 200 square feet of floor area. Staff calculated the floor area as being the area used for the “gym” rather than the total square footage of the building . Since the “gym” is only 26’ x 30’ in size, that figure was used to calculate the required number of parking stalls. Therefore, 3.9 (or 4) parking spaces are required. This required number of parking stalls is not adequate for a maximum of “8 people” using the facility at any one time. As previously stated in this report, the owner hires Hutchinson Community College interns to assist with the business. At any one time there could be over 8 people on the property, excluding the current owner. One parking stall should be available for the maximum number of customers and all interns.

The site plan shows a 26’ x 200’ area designated for customer and employee parking on the north side of the existing driveway. The regulations require each parking stall to be 9’ x 19’ wide. The designated parking area will provide 22 parking stalls (200’ wide area divided by 9’ wide parking stall equals 22.22 parking stalls). The parking area and driveway should be an all-weather area to permit vehicles a safe passage to the property.

The parking area and driveway surface are not required to be a permanent driving surface since this segment of Kent Road is gravel.

The conditional use permit process permits the Planning Commission and Governing Body to require additional parking spaces if the required number of parking spaces is determined to be inadequate for the land use.

Staff concludes there is adequate space on the parcel to provide the requested number of parking stalls and recommends the parking area be designed to accommodate the 22 parking stalls as shown on the site plan. Twenty-two stalls are recommended in order to accommodate vehicles entering the property for one class and other vehicles leaving a class. Providing less of a parking area and parking stalls may lead to cars not parking in the designated parking area.

Designation of an off-street loading space or area is not applicable to this petition since the square footage of the gym is under the required designation. No waiver from the Planning Commission is required.

5. **Sign Requirements – Article 12**

No signs are proposed with this petition. If a sign is desired in the future, any sign placed on the property does not require a zoning permit. However, an electronic sign shall comply with the sign code regulations. The sign shall also be located outside of the township road right of way.

6. **Landscaping**

The county has no specific requirements in the zoning regulations regarding landscaping. However, under the conditional use permit review process, the Planning Commission can require landscaping, buffering, and screening be installed to lessen the impact of a development on a neighborhood. The adjacent properties to the north and south have single family dwellings on them, however, the shed proposed to house the fitness studio is located behind both dwellings. In addition, to the north is a large tree row which should shield the activities and additional cars coming to the property. To the south is a lesser tree row which should have similar effects on the activities. The east side of the property also contains numerous trees which will shield the activities and cars as well.

Staff recommends no landscaping be installed.

7. **Lighting**

Any lighting for the for the parking lot or the building shall be shielded so as not to go beyond the property boundary.

8. **Fencing**

There are no fence regulations except for instances when a sight triangle is involved or as a conditional use permit requirement. There is no sight triangle associated with this parcel.

Staff recommends any fencing be installed at the owner's discretion and outside of the road right of way.

9. **Height Limitations – Article 13**

The maximum height for a building in the R-1 zoning district is 35'.

FACTORS

The Planning Commission may recommend approval/denial of a Conditional Use and the Governing Body may approve/deny such Conditional Use using the following factors as guidelines:

1. *Whether approval of the Conditional Use would be consistent with the intent and purpose of these regulations.*

The intent and purpose of the regulations is to provide flexibility in approving non-residential land uses which may not have a significant impact on the neighborhood if certain conditions are met and to implement the eleven purposes found in Article 1-102.

In reviewing the eleven purposes of the Zoning Regulations found under Article 1-102, staff concludes approval of the conditional use permit would be consistent with the intent and purpose of these regulations.

The most important purposes found in the regulations that support this factor is:

- To promote the health, safety, comfort, and general welfare of the citizens of Reno County, Kansas.
- To inform the public regarding future development in Reno County, Kansas, thereby providing a basis for wise decisions with respect to such development.

2. *Whether the location of the proposed use is compatible to other land uses in the surrounding neighborhood.*

To the north is a wooded parcel with a single-family dwelling zoned AG. Other parcels further to the north are zoned R-1,

To the east and south are parcels zoned R-1. Most contain a single-family dwelling.

To the west is a 636-acre parcel zoned AG.

The immediate area surrounding this parcel is zoned R-1 with a parcel size ranging from 4.74 acres up to 11.62 acres. A majority of the surrounding area is zoned AG with parcels sizes ranging from 40 acres to 80 acres on average. This is excluding the 636-acre parcel to the west.

Based off of the location of the shed, the parking area, the intensity of the proposed activities, and the surrounding area being mainly agricultural, staff concludes the location is compatible with the surrounding neighborhood.

3. *Whether the proposed use places an undue burden on the existing transportation and service facilities in the area affected and, if so, whether such additional transportation and service facilities can be provided.*

N. Kent Road is a township-maintained dirt road with five houses within the first half mile of the road. Going further north there are two additional houses in the next half mile. In reviewing the maximum number of customers, the owner expects to be served staff concludes no undue burden is expected on the existing transportation facilities. This

conclusion is based on the owner indicating a maximum of 18 people will be utilizing the facility a day. This amount of extra traffic should not be a burden on the existing road.

There are no public sewer or water districts serving this area. This site is served by a private wastewater system and private water well. The Health Department has provided comments regarding the wastewater system and the well. The additional wastewater generated by this personal training facility could cause premature failure of the system as it may not have been designed to handle the additional wastewater. The owner should monitor the condition of the wastewater system and contact the Health Department if a new wastewater system needs to be installed.

4. *Whether the proposed use is made necessary or desirable because of changed or changing conditions in the area affected.*

This area consists of large residential parcels of an average ten acres and large agricultural/pasture parcels over 40 acres. There is no indication this area is trending toward commercial land uses, whether the commercial business be relatively small with few employees or a larger commercial business with many employees.

Staff concludes the proposed use is not made necessary or desirable because of changed or changing conditions.

5. *The length of time the subject property has remained vacant or undeveloped as zoned: provided, the use of land for agricultural purposes shall be considered as viable use of the land and not be considered as allowing the land to be vacant or undeveloped.*

The parcel is not vacant so this factor is not applicable.

The parcel contains a single-family dwelling and an accessory structure. A portion of the accessory structure is proposed to contain the personal training facility.

6. *Whether the applicant's property is suitable for the proposed use.*

This parcel is 11.87 acres in size. The existing shed received an after-the-fact zoning permit and complies with the minimum setback requirements for the R-1 zoning district. In reviewing the site plan, the parcel is large enough to accommodate the proposed land use on the property without the need to obtain a variance or cause a concern with the surrounding parcels. There is enough space to comply with parking requirements and not cause any potential concerns with the wastewater system or well locations.

The shed is located approximately 1,350 feet off of N. Kent Road and is surrounded by trees on the north, east, and south property lines which should aid in lessening any noise coming from vehicle traveling down the driveway or music coming from the shed.

Staff concludes the property is suitable for the proposed use.

7. *Whether the proposed Conditional Use would be in conformance to and further enhance the implementation of the Comprehensive Plan.*

Chapter 9 discusses the goals, objectives, and policies of the County.

Under the goals for Socio-Economic Development there are several specific objectives that show this proposal is compatible with the Comprehensive Plan. Those goals are as follows:

- Promote the development of new businesses and the expansion of existing businesses to create job opportunities to attract new residents to the County and to retain the youth.
- Promote business and industrial development consistent with the overall quality of life within Reno County which would benefit the County's economy and not adversely affect the environment. Efforts should focus on supplementing business types already in existence within the County and promoting development of new businesses compatible with the established business and skill base within the County.
- Develop regulations that do not unduly restrict mixed-use activities within the County especially "home-based industries."

Under the goals for Land Use there is one specific objective that shows this proposal is compatible with the Comprehensive Plan. That goal is as follows:

- Minimize land use incompatibilities and ensure that adjacent developments are comparable in density and quality; thereby providing for a smooth transition between land uses.

Other Socio-Economic and Land Use goals would suggest this proposal is not compatible with the Comprehensive Plan. Those goals are as follows:

- Encourage businesses to look first to the cities within the County for new development locations.
- Assist in the identification of appropriate sites for business and industrial growth and assist in extending public facilities and services to these sites as appropriate or necessary. The primary focus should be to develop sites within the existing cities and not in the rural areas of the County so full utility support from the cities may occur and the tax base for the city also grows.
- Ensure that future development occurs in a timely fashion and is adequately served by roads and other public facilities and services.

Other objectives not listed here may appear to be in favor or against the petition. When reviewing these and all other relevant objectives, staff concludes the petition complies with the goals and objectives of the Comprehensive Plan. This conclusion is based on the intensity of the proposed land use and the minimal effects the land use should have on the surrounding neighborhood and private utilities.

8. *Whether the relative gain to the public health, safety, and general welfare outweighs the hardship imposed on the applicant by not upgrading the value of the property by approving the proposed Conditional Use.*

Staff concludes this factor is not applicable. There is no relative gain to the public health, safety, and general welfare with this proposal and there is no imposed hardship on the applicant by not upgrading the value of the property and approving the conditional use. The owner may still operate the personal training and fitness studio as a home occupation or may use the property for the main land use which is a single-family dwelling.

9. *Whether the proposed Conditional Use, if it complies with all the conditions upon which the approval is made contingent (as authorized in Article 15 of these Regulations), will not adversely affect the property in the area affected.*

In reviewing the application, site plan, number of potential clients per day, and the surrounding area, staff concludes if certain conditions are approved, this proposed personal training and fitness studio should not adversely affect surrounding properties or the neighborhood.

The personal training and fitness studio is by appointment only and no more than 18 people per day will be on the property. In addition, due to the size of the space, no more than eight people will be on the property at any one time.

10. *Such other factors as may be relevant from the facts and evidence presented in the application.*

Staff has identified no other relevant factors not previously discussed in this report.

11. *The recommendation of the permanent or professional staff.*

STAFF RECOMMENDATION:

Staff recommends **APPROVAL** of this request for a conditional use permit to establish a personal training and fitness studio on land zoned R-1 based on the following factors and conditions:

1. Whether approval of the Conditional Use would be consistent with the intent and purpose of these regulations.
2. Whether the location of the proposed use is compatible to other land uses in the surrounding neighborhood.
3. Whether the proposed use places an undue burden on the existing transportation and service facilities in the area affected and, if so, whether such additional transportation and service facilities can be provided.
4. Whether the applicant's property is suitable for the proposed use.
5. Whether the proposed Conditional Use would be in conformance to and further enhance the implementation of the Comprehensive Plan.

6. Whether the proposed Conditional Use, if it complies with all the conditions upon which the approval is made contingent (as authorized in Article 15 of these Regulations), will not adversely affect the property in the area affected.
7. The recommendation of the permanent or professional staff.

Staff recommends the following conditions of approval:

1. The property shall be developed as per the submitted site plan.
2. Approved as per the submitted plan of operation. Any increase in the number of days or number of clients, from what was requested, will require a new conditional use permit.
3. Any lighting of the parking lot or building shall be shielded and directed on the property.
4. All customer cars shall be parked in the marked area identified on the approved site plan. The parking area, as shown on the approved site plan, shall be constructed within 60 days of this approval.
5. Applicant shall meet all applicable Federal, state, and local regulations.
6. Reno County reserves the right to rescind this conditional use upon any violation of County Regulations or conditions governing this approval.

Staff sent letters to 12 different property owners. One person responded against the proposal. The property owner did not call staff or provide additional comments regarding this proposal.

Two citizens contacted staff by telephone and requested a copy of the petition. The citizens were sent the petition by email but did not contact staff again either verbally or in writing.

Written comments are only accepted in the official record. Verbal comments and contacts of staff are not entered into the official record in order to avoid misinterpretations.

The County Commission may make a motion to:

1. Approve the conditional use permit request as submitted.
2. Approve/amend the conditional use permit request with conditions.
3. Deny the conditional use permit request as submitted.
4. Return to staff the conditional use permit request for further information.

On April 15, 2021, the Reno County Planning Commission conducted a public hearing on this petition.

Anna Woods, 4516 N. Kent Road, Buhler, KS 67522 stated she runs the She Strength Fitness Business out of a portion of their personal shed. She wants to expand the fitness and training business by adding additional customers. The business will operate three days a week with 10 to 15 people over the course of the day. The building is all enclosed. Due to COVID, a lot of the business is currently on-line. Wi-Fi is in the gym so there is not a lot of traffic.

Commissioner Macklin questioned if there are plans for restrooms and heating/cooling accommodations.

Ms. Woods replied there is a stove they move into the area when it is cool and they open the garage doors and add cooling fans in the summer to circulate air. A porta-potty will be brought on site. The bathroom is on the back side of the house if people want to use that.

Vice-Chairwoman French asked about future plans for expansion.

Ms. Woods stated there are no plans for future expansion. Any expansion of the business will be on-line.

Commissioner Macklin questioned if the owner is doing some of the business on-line now.

Ms. Woods said yes.

Commissioner Jorns asked if there are plans to add showers or bathroom facilities that might compromise the existing wastewater system.

Ms. Woods said there are no plans.

Commissioner Seltzer questioned the number of employees or is the owner the sole employee of the business.

Ms. Woods replied she has one intern. This intern was recently hired and will work one evening a week.

Vonachen requested Ms. Woods explain the current operations and the proposed operations. He summarized Ms. Woods' request by explaining the proposal is to expand the number of people that can visit the property and requested Ms. Woods verify if that is a fair assessment of the proposal.

Ms. Woods responded by saying yes that is a fair assessment. Up until now it has been one on one training or small groups. She would like to open the business up one on one sessions or groups of three to five people at a time for a one-hour sessions.

Vonachen questioned if there will be any additional lighting not commonly found on a residential building or residential property. He asked mainly regarding lighting of the parking area.

Ms. Woods said there is nothing more intense than what you would find on a residential property. Motion lights are on the outside of the shed. There is a light at the end of the driveway.

Vonachen presented the staff report.

Vice-Chairwoman French added that from the comments received it appears some people were just interested in the application but did not have any concerns.

Vonachen agreed. He speculated people might have been concerned about the number of people attending the classes and the potential for additional traffic in the area.

After the staff report, Chairman Goertzen asked if there were any citizens at Public Works who wished to comment on this case.

Vonachen said there is nobody present at Public Works to comment on the case.

Commissioner Jorns questioned staff if there are concerns with driving to the facility and will there be additional traffic.

Vonachen responded that there should be no road concerns giving the limited number of people attending the classes at any one time. There might be a slight increase in traffic on those given days but it should not be noticeable. A larger type of facility with more people could be a cause for concern but not in this application.

Chairman Goertzen asked the applicant and staff for any rebuttal statements.

Neither the applicant nor staff had any rebuttal statements.

Commissioner Jorns does have concerns with servicing this land use with a porta-potty. He would prefer to see a more up-scale facility for something the public will use. However, there is nothing in the zoning regulations that excludes this type of facility so he will be voting in favor of the applicant.

Commissioner Macklin questioned staff that if the owner decides to add bathroom facilities or showers, does that require a new conditional use permit.

Vonachen said no. If the owner was just adding bathrooms or shower facilities, no new conditional use permit is required. The owner would just inform the Health Department of their request and verify no permits are required for the project. Verification will be needed to make sure the extra water will not burden the wastewater system and cause a failure.

Ms. Woods said they have a septic system and people can choose whether to use the porta-potty or go inside and use the house bathroom.

Chairman Goertzen closed the public hearing.

The Planning Commission had no further comments or concerns regarding the proposal.

Vice-Chairwoman French moved that Case Number 2021-05, the request by Jerad & Anna Woods requesting a conditional use permit from the Reno County Zoning Regulations to establish a personal training and fitness studio on land zoned R-1 – Rural Residential District be approved based on the seven factors and six conditions listed in the staff report and as heard at this public hearing; seconded by Commissioner Macklin. The motion passed by a 7-0 vote (Yes: Martin, Seltzer, Macklin, Buchanan, Jorns, French, and Goertzen).

ACTION REQUIRED

Motion to (accept/deny/return to the Planning Commission for further discussion) the Planning Commission's recommendation to approve the proposed conditional use permit.

ATTACHMENTS

Application

Comments

Zoning and property ownership map

Site plan



Comments
Jerad and Anna Woods
Case #2021-05

RENO COUNTY DEPARTMENTS

Reno County Health Department – Kyle Stropes

I've spoken with other EH staff. We will stick with our original comments regarding any increased/additional use of the existing wastewater system, as in a greater than what was expected use for the system when it was originally permitted back in 2008, could lead to premature failure of the wastewater system. Should the wastewater system need to be replaced the property owners shall contact EH staff regarding this and then go to our website to begin the wastewater permit process.

See included comments

OTHER AGENCIES

None

WRITTEN PUBLIC COMMENTS – IN FAVOR OF THE PETITION

None

WRITTEN PUBLIC COMMENTS – NEUTRAL ON THE PETITION

None

WRITTEN PUBLIC COMMENTS – AGAINST THE PETITION

Lane Neville, Property Owner #5

It has been some time since we last spoke, I hope you are doing well.

I am emailing you based on a letter I received from you last week on an upcoming public hearing for the above referenced case (PIN 0193000000008030) – property address 4516 N. Kent Road.

I am a land owner that is adjacent to the east (my property fronts 43rd Avenue). I am concerned about a commercial use (fitness studio) being located in R-1 zoned are (rural residential). I am sure others in the area have expressed the similar concerns.

Please let me know a good time tomorrow or Wednesday to call you to chat about this pending case. I am two hours behind you, I usually get in around 9:00, so any time after that works for me.



Property Address: 4516 N Kent Road City/State/Zip: Buhler/KS/67522 PID#: 0193000000008030

Owner: Jerad and Anna Woods Phone/Email: 620-877-7502

Special Instructions: NA

Initial Inspection Follow-up Inspection Visit Number NA Trip charge applied Office Review Only

Re-inspection Required Date: NA Zoning Permit/Case #: 7812/7813

Existing System? Y N System Type*: Septic tank, lift station, and chamber drainfield

Installation date: 08-01-2008 Location: SW of house

Code Violations observed: _____

Corrective Actions: _____

RECEIVED
MAR 17 2021
RENO COUNTY
PUBLIC WORKS DEPT

System is not currently in use. No evidence of sanitation code violations relating to the operation/functioning of the wastewater system. However, sanitation code violations may become apparent upon occupancy of house and use of system.

*Enhanced Treatment Systems are required to be inspected annually from the date of installation. A copy of the inspection report and documentation of any repairs indicated on the inspection is to be filed with the Health Department within 60 days of the anniversary date listed below.

The next inspection for this property is due on: NA

Setback Issues: Per site plan, aerial, and final wastewater diagram from 2008 - existing shed and house additions do not appear to create setback issues with existing wastewater system.

Reserve area is required as a potential location to replace existing lateral field in the event of failure

Reserve Area Identified: Y N Space available

Where: N or W of existing drainfield

Any Limitations: Per site plan, aerial, and final wastewater diagram from 2008, no obvious site limitations. A site evaluation can better identify site limitations for future wastewater systems.

Comments: Any additional wastewater generated from the house additions and shop/shed personal training could lead to premature failure of the wastewater system. Should the wastewater system need to be replaced or an additional system be needed please contact Reno County Health Department Environmental Health staff & go to our website for more information regarding the wastewater permit process: <https://www.renogov.org/660/Septic-Systems-Enhanced-Treatment-Lagoon>

Profile Pit Y N N/A Scheduled Appointment: N/A

Handouts Given: N/A

Field Inspections are limited to an observation of the ground for evidence of surfacing sewage and other obvious visual indicators of system failure and violations of the Reno County Sanitation Code. This inspector cannot verify the condition, age, life expectancy, or functionality of the system. In the event any party desires further assurances with respect to this wastewater treatment system's present condition or future serviceability, a licensed wastewater installer should be consulted.

Signature: _____ 11-17-2020
Environmental Health Specialist Date

RENO COUNTY HEALTH DEPARTMENT

209 West 2nd, Hutchinson, KS 67501-5232 phone 620-694-2900 fax 620-665-8883

ENVIRONMENTAL ASSESSMENT - WELL WATER



Property Address: 4516 N Kent Road City/State/Zip: Buhler/KS/67522 PID#: 0193000000008030

Owner: Jerad and Anna Woods Phone/Email: 620-877-7502

Special Instructions: NA

Initial inspection Follow-up inspection Visit Number: NA Trip Charge Applied Office Review Only

Re-inspection Required Date: NA

Existing System? Y N

Zoning Permit/Case #: 7812/7813

Domestic Drinking Water Well
Code Violations: NA - Office review only
Corrective Actions:
Est. distance well to: Septic tank Lateral field Other
Location:
Well Cap: Sanitary seal: Vented:
Well Casing: >=12" above grade: Intact:
Conduit Adequate: Pump Type:
*Water well casing alterations may only be completed by the property owner or a water well contractor.

Domestic Irrigation/Livestock Well
Code Violations: NA - Office review only
Corrective Actions:
Est. distance well to: Septic tank Lateral field Other
Location:
Well Cap: Sanitary seal: Vented:
Well Casing: >=12" above grade: Intact:
Conduit Adequate: Pump Type: Backflow Prevention:
*Water well casing alterations may only be completed by the property owner or a water well contractor.

Setbacks: Existing shed and additions, per site plan and aerial, do not appear to create setback issues with nearby well(s).

Setbacks in compliance with code Setbacks not in compliance with code

Comments: Should there be a desire to drill a new domestic well please contact Reno County Health Department Environmental Health staff and begin the well permit process. See the following website link for information regarding the well permit process: https://www.renogov.org/659/Water-Wells

Handouts Given: NA

No inspection was made of below grade components. No representative of the Health Dept. is qualified to test or analyze water samples. The above stated water sample results were obtained from an independent laboratory. Reno County offers no opinion concerning the suitability of the water sampled for domestic consumption, except as to the test results provided on the date sampled. A more comprehensive test may demonstrate the presence of other undesirable elements. *Water well casing alterations may only be completed by the property owner or a water well contractor.

Signature Date: 11-17-2020
Environmental Health Specialist
F/Masters/EH/EnvironmentalAssessmentWaterWell 08/17



AGENDA ITEM

AGENDA DATE May 11, 2021

PRESENTED BY Dave Johnston, Reno County EMS Chief

AGENDA TOPIC Authorization for HRMC to use a lease-purchase program to replace 2 ambulances in the existing fleet. The purchase includes:

- (1) New ambulance \$205,003
- Remount of an existing amb. box \$122,513

SUMMARY & BACKGROUND OF TOPIC

The scheduled replacement of two ambulances in 2020 was delayed due to the financial impact of the pandemic on EMS's operating budget. The delay in replacing the units has caused increased downtime due to mechanical issues. Repair costs have also increased as the fleet continues to age. Safety concerns have also arisen from the reliability of the units including delayed responses to emergencies. The purchase would include one new ambulance and the remounting an existing ambulance box onto a new chassis. The ambulances would be owned at the end of the lease.

The combined cost for a new ambulance and remount is \$327,516. That amount will push operational costs over the authorized county budget. The lease option would allow for both ambulances to be acquired in 2021 while remaining within the authorized county budget.

ALL OPTIONS

1. Lease-purchase the ambulances with an annual cost of \$71,686 for 5 years. The total lease cost including interest is \$358,430.55
2. Cash purchase the ambulances for a one-time cost of \$327,516
3. Deny the request

RECOMMENDATION/REQUEST

POLICY / FISCAL IMPACT

A 5-year lease with 3.74% interest would allow for annual payments of \$71,686. The 2021 payment could be absorbed in the existing budget and subsequent payments would be scheduled through the county budget process. Savings on repair costs will partially offset the higher total cost from the leasing option.



Reno County Emergency Medical Service
at Hutchinson Regional Medical Center

To: Reno County Commission

From: Dave Johnston, Chief, Reno County Emergency Medical Services

Date: May 5, 2022

Subject: 2021 Ambulance & Remount Lease-Purchase

The scheduled replacement of two ambulances in 2020 was delayed due to the financial impact of the pandemic on EMS's operating budget. The delay in replacing the units has caused increased downtime due to mechanical issues. Repair costs have also increased as the fleet continues to age. Safety concerns have also arisen from the reliability of the units including delayed responses to emergencies.

I recommend using a 5-year lease program to replace two ambulances this year in lieu of a cash purchase due to budget constraints. The purchase would include one new ambulance and the remounting an existing ambulance box onto a new chassis. The ambulances would be owned at the end of the lease.

The combined cost for a new ambulance and remount is \$327,516. That amount will push operational costs over the authorized county budget. The lease option would allow for both ambulances to be acquired in 2021 while remaining within the authorized county budget.

A 5-year lease with 3.74% interest would allow for annual payments of \$71,686. The 2021 payment could be absorbed in the existing budget and subsequent payments would be scheduled through the county budget processes. Savings on repair costs will partially offset the higher total cost from the leasing option. Below is a breakdown of the associated costs:

Purchase Option	
Amb Replacement	\$ 205,003.00
Amb Remount	\$ 122,513.00
Total Purchase	\$ 327,516.00

Lease Option	
5 yr Lease @ 3.74%	\$ 327,516.00
Annual Payments	\$ 71,686.11
Total Lease Cost	\$ 358,430.55

Fleet Standardization:

The existing EMS fleet is a hodgepodge of ambulances from several different manufactures with high mileage. The manufacture variations complicate repairs, maintenance and equipment location on the units. My recommendation moving forward is to standardized the fleet

American Response Vehicle has provided quotes for the new and remount ambulance. The ambulance box being remounted was originally manufactured by American Emergency Vehicles (AEV) and it is best practice for the remounting process to be performed by the original manufacturer. Additionally when the original manufacture remounts the warranty on the box is maintained. Quotes have been attached for reference.







Respectfully



Dave Johnston, Chief, Reno County EMS



Reno County EMS Ambulance Fleet – April 2021

Unit	Details	Maintenance Cost	Notes
28	 <ul style="list-style-type: none"> • 1992 Ford E450 • Collins • Original Box • 123,836 miles 	2017 \$2,821.00	2022 Replacement Spare Unit that meets height requirements of Station 3 (Arlington).
		2018 \$6,220.64	
		2019 \$2,974.86	
		2020 \$1,565.59	
		2021 \$118.13	
		Total \$13,700.22	
33	 <ul style="list-style-type: none"> • 2009 Chevy G4500 • Lifeline • Original Box • 195,527 miles 	2017 \$10,588.00	2022 Replacement Replacement dependent upon station 3 discussions. Unit meets station 3 height requirements
		2018 \$23,761.76	
		2019 \$10,327.14	
		2020 \$6,094.77	
		2021 \$4,993.16	
		Total \$55,764.83	
34	 <ul style="list-style-type: none"> • 2011 Chevy G4500 • Wheelcoach • Original Box • 230,178 miles 	2017 \$8,460.00	2021 Replacement Recommend full replacement of unit.
		2018 \$18,529.60	
		2019 \$10,384.18	
		2020 \$9,249.39	
		2021 \$3,517.99	
		Total \$50,141.16	
36	 <ul style="list-style-type: none"> • 2014 Chevy G4500 • AEV • Original Box • 166,473 miles 	2017 \$11,448.00	2021- Remount Recommend remounting of AEV box onto a new chassis
		2018 \$16,871.82	
		2019 \$14,654.02	
		2020 \$22,153.15	
		2021 \$716.76	
		Total \$65,843.75	
37	 <ul style="list-style-type: none"> • 2017 Ford E450 • Lifeline • Remount Box • 112,252 miles 	2017 \$2,997.00	
		2018 \$3,682.11	
		2019 \$5,118.72	
		2020 \$5,295.22	
		2021 \$1,310.48	
		Total \$18,403.53	
38	 <ul style="list-style-type: none"> • 2019 Ford E450 • Demers • Original Box • 71,979 miles 	2018 \$218.85	
		2019 \$2,365.44	
		2020 \$3,120.19	
		2021 \$1,786.32	
		Total \$7,490.80	
		39	
2020 \$2,972.68			
2021 \$420.80			
Total \$5,800.74			



April 14, 2021

David Trotter, Deputy Chief
Reno County EMS
1701 E. 23rd Ave.
Hutchinson, KS 67502

Dear Mr. Trotter,

Thank you for your consideration of American Response Vehicles and American Emergency Vehicles. This proposal is in conjunction with AEV.

Thank you for the opportunity to meet your remounting needs. The AEV remount process runs down a dedicated production line for remounts, which helps with consistency and quality. In 2017, AEV remounted more than 250 ambulances. All remounts done by AEV are to Ford QVM Standards. Your modular body warranty will remain intact.

We would like to make the following proposals for your consideration:

2022 AEV TYPE III REMOUNT AMBULANCE

Ford E450, 7.3L Gasoline Engine	\$128,213.00
Less Ford, AEV, & ARV Discounts	-4,700.00
DISCOUNTED UNIT PRICE	\$123,513.00
Less Chassis Trade-In	-1,000.00
TOTAL DISCOUNTED PRICE WITH TRADE-IN	\$122,513.00

Delivery will be 90-120 days after confirmation. Terms are net on delivery or active Lease-Purchase.



Above Pricing Includes

New HVAC
New Paint and Graphics to Match Current Fleet
New Federal QL97 Scene/ Load Lights
Replacing Roll-Up Door on Cabinet F with Restocking Lexan
Change Existing Restraints to 4 Point IMMI Perf4Max Restraints
Remove and Weld Keypad Area
Remove and Weld DEF Fill Location
Add Dual USB outlet to Action Area
Stair Chair Bracket in M3 Compartment
Replace LX1 Multiplex System with AEV RMR System
Restocking Cabinets with New Cabinet Lighting
Reinstall existing Mass Casualty
Add 5-Minute Shut Down Timer

All parts and service are available through our facility in Columbia, Missouri. We offer twenty-four-hour delivery on parts in most cases. If a part is not in our inventory, it will be shipped to you direct from the manufacturer, again, in most cases within twenty-four hours. We offer at no charge during warranty, road service when necessary.

AEV Remount conversion warranty (workmanship items) including our electrical system (if replaced), paint (new paint), and graphics is 7 years or 70,000 miles.

Thank you for your consideration of ARV. We look forward to continuing to provide you with the very best ambulance available in the market today. If I may be of any assistance, please contact me at 1-888-448-8881.

Sincerely,

Tim Leitnaker
Regional Sales Manager



April 15, 2021

David Trotter, EMS Deputy Chief
Reno County EMS
1701 E. 23rd
Hutchinson, KS 67502

Dear Mr. Trotter,

Thank you for this opportunity to provide a proposal on your new ambulance.

From the laboratory to road, AEV is the most tested ambulance on the market. AEV is tested in markets like Kansas City where they have more than a combined 12,500,000 miles on 50 AEV G4500 Type III's. AEV Crash Tested a Single Type III ambulance not once but twice at 42 mph per impact. The results were remarkable, doors still open and close, and all cabinets remained intact and undamaged. In addition, AEV has performed dynamic pull test to 17,500 pounds on its 6-Point Seat Belt System. This is 5-Times what is required by the DOT and FMVSS. AEV recently increased their static load testing to 75,000 pounds on the conversion's side and roof.

American Response Vehicles (ARV) is a locally owned Missouri small business. ARV currently employs 18 people, and is comprised of Service Technicians, Graphics Designer & Installer, Sales, and Sales Support Staff.

All AEV ambulances are built to exceed Federal requirements of F.M.V.S.S. and KKK-A-1822-F. All AEV ambulances are built on ambulance prep chassis.

We would like to make the following proposals for your consideration:

2021 AEV TRAUMAHAWK TYPE III CUSTOM AMBULANCE

Ford E-450, 7.3L V8 Gasoline Engine	\$213,905.00
Less Ford, AEV, & ARV Discounts	-8,902.00
DISCOUNTED UNIT PRICE	\$205,003.00

Delivery will be 60-90 days after confirmation of the ARV shop order pending Stryker lead time. Terms are net on delivery or active Lease-Purchase. Above pricing includes Graphics to match your current fleet, Stryker PowerLOAD, Stryker PowerPRO XT, Smithworks 12V IV Warmer, and the changes listed below.



Changes Made to Stock Unit

- Replace all lighting with LED
- Install fixed divider with Shelf in M5
- Install retainer bar in M5
- Install door mounted stair chair bracket in M3
- Install Whelen 600 Stop, Turn, and Tail lights
- Add blue LED warning lights
- Add 125V outlet to RF ALS
- Add 125V/USB Combo outlets to Action Area, Telemetry Area, and Curbside Wall
- Install Vanner 1050
- Install Auto Eject with indicator light
- Install Air Horns on front fenders
- Install Add-on Console
- Install 2nd RMR Switch Panel on Curbside Wall
- Install HVAC Thermostat on Curbside Wall
- Install EVS 1780 Attendant Seat
- Replace Lexan door on I1 with Solid Wood door
- Add CompX-300 lock to I1 Solid door
- Replace separate I2 and I3 doors with Full Height Lexan RF ALS doors with round pull latches.
- Add Mass Casualty Kit
- Add POB lights on all rear facing doors
- Add Check Out Timer
- Replace Telemetry Area with Cabinet with Adjustable Shelf
- Add 5-minute Shut Down Timer
- Add Handheld Spotlight to Add-on Console
- Replace standard CSE window with Fold Out
- Add Electric O2 with Emergency Bypass
- Add Cabinets K1 and K2
- Include (2) Portable O2 Brackets
- Move 125V Outlet from Head of SB to Foot of SB
- Move Siren Speakers to Bumper

Standard chassis manufacturer's warranties apply and will start on the date and mileage at delivery. The warranty on our all aluminum fully welded modular body is 20 years. Our conversion warranty including our electrical system, paint, and graphics is 7 years or 70,000 miles.



"Helping Emergency Services Save Lives"

All parts and service are available through our facility in Columbia, Missouri. We offer twenty-four-hour delivery on parts in most cases. If a part is not in our inventory, it will be shipped to you direct from the manufacturer, again, in most cases within twenty-four hours. We offer at no charge during warranty, road service when necessary.

Thank you for your consideration of ARV. We look forward to continuing to provide you with the very best ambulance available in the market today. If I may be of any assistance, please contact me at 1-888-448-8881.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tim Leitnaker', is positioned below the word 'Sincerely,'.

Tim Leitnaker
Regional Sales Manager



AGENDA ITEM #07E

Reno County Solid Waste
703 S. Mohawk
Hutchinson, KS 67501
(620) 694-2586
Fax (620) 694-669-8126

Solid Waste UPDATE

RENO COUNTY BOARD OF COMMISSIONERS
Tuesday May 11, 2021

Safety Record:

December 2020 (5 years) currently we are a little over 5 years and 4 months
-hold safety meetings every week
-training from videos, onsite training

COVID-19 (year of home projects and cleaning up)

-5 year trend of MSW and C&D (graph attached)

PROJECTS

-Mohawk Rd Turnaround
-Cell 8 excavation (currently have about 2-3 months left of excavation of clay/dirt)
-New Facilities Pad Construction (dirt work) completed 4-22-21
-Upcoming for 2021 (Cell 7 Gas Collection Gas Well Installation by end of the year)
-2022 Cell 8 will need to be constructed per the model

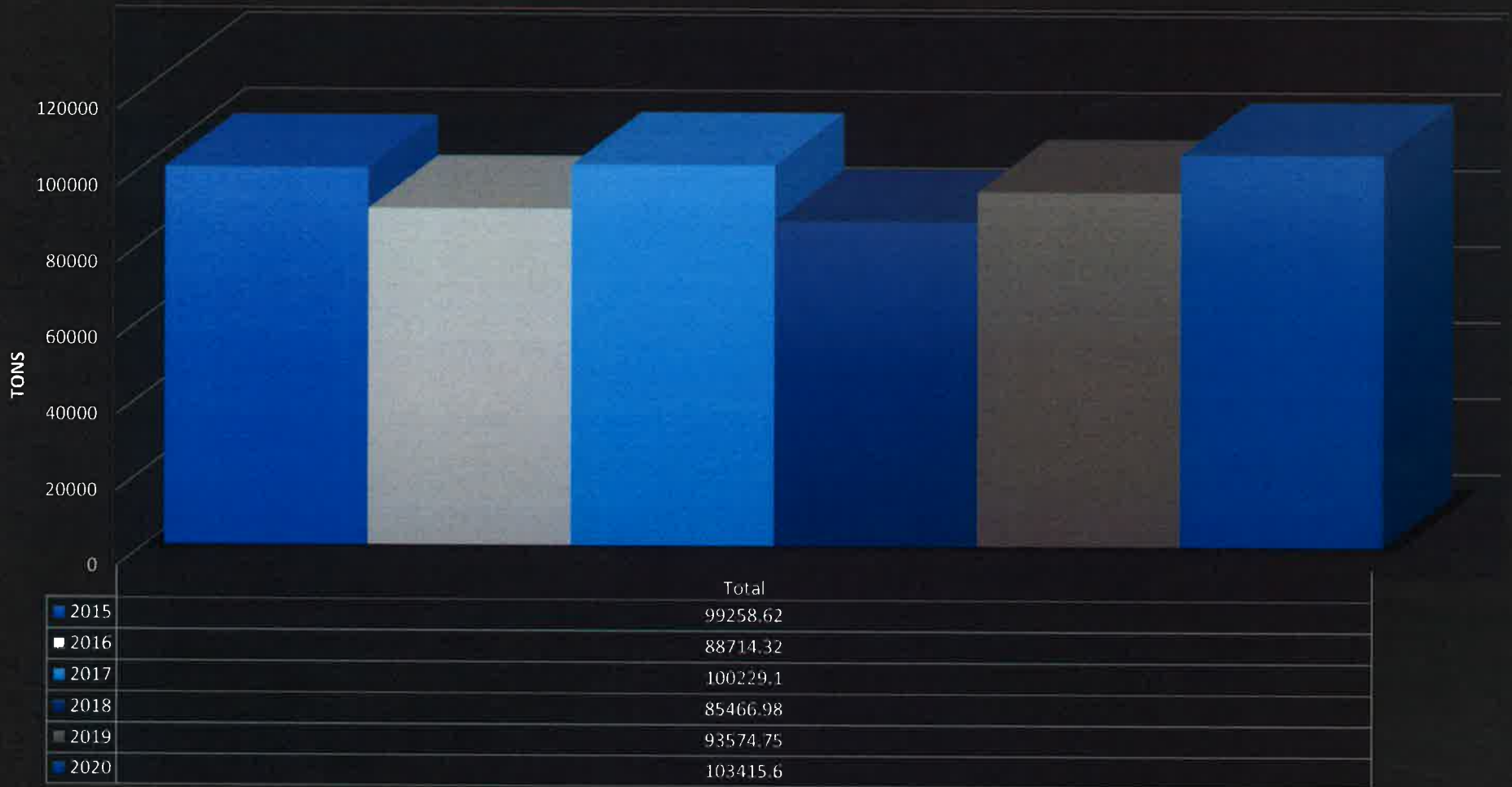
SPRING CLEANUPS

- City of Hutch Cleanup weekend of April 23-25 brought in 135 tons of material (trash, metal, appliances, etc)
- City of Arlington, Nickerson also had city wide cleanups
- HHW Trailer has been out and about to various cities in Reno County as well as Rice County (Buhler, Pretty Prairie, Sylvia)

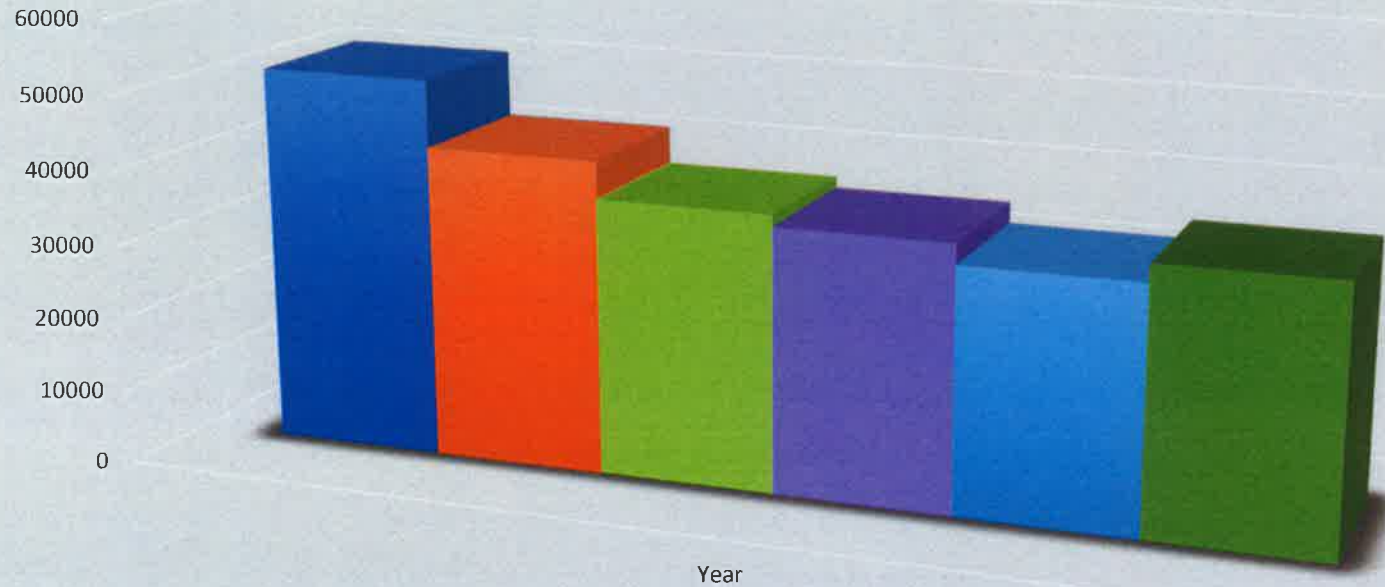
HHW (Household Hazardous Waste Update) 2020

-52.37 tons of HHW material was placed in the Reuse building and available to the public
-24 tons of used oil was sent off to be recycled in 2020
- 8.50 tons of batteries were picked up for recycling in 2020
-945 tons of metal was picked up for recycling in 2020

MSW Totals through the Years



C&D Totals through the Years



	Year
■ 2015	51430.38
■ 2016	42462.32
■ 2017	37466.86
■ 2018	35926.97
■ 2019	33147.29
■ 2020	35639.84



AGENDA ITEM

AGENDA DATE May 11, 2021

PRESENTED BY Megan Davidson, Reno County Solid Waste Director

AGENDA TOPIC Approval of a resolution providing a schedule of solid waste fees in connection with solid waste disposal and amending resolution 2019-05. This resolution implements the vote made on March 30,2021.

SUMMARY & BACKGROUND OF TOPIC

On March 30, 2021 Commission approved in principle the Solid Waste User Fees assessed to the properties in Reno County for residential and commercial properties. This is the resolution that supports the motion that was made to increase the Solid Waste User Fees. By researching the future financials of the landfill it is recommended to assess the residential user to \$96 per unit and assess the commercial business' \$106 per unit of solid waste. This resolution will also cover the Construction Demolition tipping fees that was approved at \$10 per ton if separated or \$20 per ton if the material is mixed with trash. The solid waste user fees for residential and commercial properties in Reno County will be effective January 2022 and will be collected initially on the 2021 ad-valorem property taxes. The Construction Demolition tipping fees for Reno County residents and business entities will become effective January1, 2022. Any project over 1,000 tons of construction demolition before 2022 will be assessed the \$10 per ton tipping fee effective September 1, 2022.

ALL OPTIONS

1. Approve the Resolution to implement the vote that was made to increase the Solid Waste User Fees to Reno County Residents at \$96 per unit and Commercial Properties to \$106 per unit of solid waste. Also approve the Construction Demolition tipping fee to residential and business entities.
2. Change the user fee to \$102 for both Residential and Commercial Businesses for the User Fee along with the Construction and Demolition Tipping Fee.
3. Table the motion

RECOMMENDATION/REQUEST

Approve the Resolution implementing the vote made on March 30,2021 to increase the solid waste user fees for properties in Reno County to \$96 for Residential and \$106 for Commercial, as well as assess a construction demolition tipping fee for residential and commercial businesses.

POLICY / FISCAL IMPACT

Increasing the solid waste fees supports the capital improvements currently being started at the landfill as well as supports the ongoing everyday operations including equipment purchases in the future.

RESOLUTION 2021 - _____

A RESOLUTION PROVIDING A SCHEDULE OF FEES IN CONNECTION WITH SOLID WASTE DISPOSAL AND AMENDING RESOLUTION 2019-05

WHEREAS, K.S.A. 65-3140 authorizes the Board of County Commissioners to provide for the acquisition, operation, and maintenance of County waste disposal sites and to establish a schedule of fees to be imposed on real property within the county to fund solid waste services, and

WHEREAS, the fee schedule established on April 16, 2019 no longer provides sufficient revenue for the operation of the Reno County Landfill site.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, that the annual fees for the operation of the Reno County Landfill shall be assessed according to the following schedule and satisfaction of notice requirements specified in K.S.A. 65-3410, and unless otherwise specified herein shall become effective on January 1, 2022 and shall be collected initially with the 2021 ad valorem property taxes.

Municipal Solid Waste User Fees

1. RESIDENTIAL: Each single family residence, duplex, triplex, fourplex, condominium, apartment, townhouse, mobile home, and mobile home within a mobile home park

\$96.00 per household unit

2. COMMERCIAL AND INDUSTRIAL BUSINESSES, PUBLIC SERVICE AND STATE ASSESSED FACILITIES, nursing homes, churches, schools, and each sleeping room; and motel room and hotel room designed for sleeping accommodations.

\$106.00 per unit

Construction Demolition Tipping Fees within Reno County

Reno County will implement a Construction Demolition Fee applicable to all residents and business entities within Reno County. If the Construction Demolition Debris is separated upon delivery to the landfill (no other trash within the load) it will be assessed a tipping fee at the rate of \$10 per ton and fractional portions thereof with a \$10 minimum fee per load. If the load is mixed with other types of municipal solid waste than the authorized Construction Demolition will be assessed a tipping fee at the rate of \$20 per ton and fractional portions thereof with a \$20 minimum fee per load. These tipping fees will be effective January 1, 2022.

Any Construction and Demolition projects expected to generate or produce 1,000 tons or more will be inspected by landfill personnel upon delivery and prior to disposal in the landfill. These tipping fees will become in affect September 1, 2021.

BE IT FURTHER RESOLVED this resolution shall supersede Resolution 2019-05 on the effective date.

ADOPTED IN REGULAR SESSION THIS _____ DAY OF MAY 2021.

BOARD OF COUNTY COMMISSIONER
OF RENO COUNTY, KANSAS

Ron Hirst- Chairman

Daniel Friesen, Vice-Chair

Ron Sellers, Member

ATTEST:

Donna J. Patton, County Clerk



17 East 1st Avenue
Hutchinson, KS 67501

620.663.1779

hutchrec.com

**AGENDA
ITEM #08**

April 7, 2021

Reno County Commission
c/o Mr. Randy Partington
Reno County Courthouse
206 W. 1 Ave
Hutchinson, KS 67501

RE: FY 2022 Arts & Humanities Council Funding

Mr. Partington:

Please accept this letter as our official request for continued funding, in the amount of \$7,000, for the Hutchinson/Reno County Arts & Humanities Council (HRAH) in FY 2022.

The new HRAH Council completed their first year of work in 2020. While Covid presented numerous challenges, HRAH adapted to virtual program offerings and continued support of live music for the 2020 Farmers Market and Third Thursdays. The Council has completed the 2021 funding for county art organizations through the Cultural Activity Fund and is actively working on in-person cultural events for this summer.

The Council is looking forward to presenting a summary of their work to the County Commission in May.

I am available at your convenience to provide more information or to address any questions or concerns you might have.

Sincerely,

A handwritten signature in black ink that reads "A T F".

Anthony T. Finlay
Executive Director

Cc: HRAH Council

RECEIVED

By shonda.arpin at 10:48:36 AM, 4/8/2021

Shonda Arpin

From: Tony Finlay <tfinlay@hutchrec.com>
Sent: Friday, April 9, 2021 14:17
To: Shonda Arpin
Cc: Randy Partington
Subject: Additional Information Funding Request for Reno County 2022 Budget Year
Attachments: Arts & Humanities Resolution.pdf; ATT00001.htm; 2021 C 33 (Hutch Rec).pdf; ATT00002.htm

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Shonda,

The Hutchinson/Reno County Arts & Humanities (HRAH) Council is unique in its structure and funding request.

I have attached the Resolution that establishes the Council, please note Section 3: two members are appointed by the Board of County Commissioners. I have also attached the current contract between Hutch Rec and the City of Hutchinson to complete the work of the HRAH Council.

2020 was the first year of Hutch Rec facilitating the work of the HRAH Council, however the support of Reno County for Arts & Humanities work has been long standing.

In regards to programming and expenditures, for obvious reasons our work was challenged. Our two county appointees, Jim French and Michelle Waln are looking forward to their presentation on our 2020 work on 11 May.

Summary of Expenditures for 2020:

Personnel: \$25,633

Marketing: \$923

Programming (Farmers Market + Third Thursday): \$8,637

Support of Community Programs: \$3,332

Misc: \$582

Please let me know if more information is needed.

Tony

CONTRACT NO. 2021 C 33

NOW, on this 6th day of April, 2021 this contract is entered into by and between:

THE CITY OF HUTCHINSON, KANSAS (the "City");

and

HUTCHINSON RECREATION COMMISSION ("Hutch Rec").

WHEREAS, the City has agreed to contribute \$33,562.00 to Hutch Rec to complete the activities of the Arts and Humanities Council for all of 2021; and the Hutch Rec has agreed to perform certain acts in response thereto;

NOW, THEREFORE, the parties agree as follows:

1. **FINANCIAL ASSISTANCE FROM CITY.** The City will pay to Hutch Rec the sum of up to \$33,562.00 during 2021 in four (4) quarterly payments. The City reserves the right to reduce the amount payable hereunder pro rata in the event revenue of the City is less than projected for the budgeted years.

2. **UTILIZATION OF FUNDING.** The Hutch Rec will utilize the funds in performing the activities of the Arts and Humanities Council as outlined in Resolution No. 2019 R 10.

3. **INDEMNIFICATION.** Hutch Rec agrees to hold the City harmless and to indemnify it against all claims arising out of any agreement, debt, obligation, condition of employment, personal injury or damage, including damages arising from a violation of civil rights, which might be made against the City in connection with responsibilities of the Arts and Humanities Council under this Agreement.

4. **FINANCIAL ACCOUNTS AND REPORTING REQUIREMENTS.** Hutch Rec shall furnish to the City Clerk of Hutchinson any portion of which falls within the term of this Agreement, a financial statement for such year which statement shall be prepared according to generally accepted accounting principles and shall, at a minimum, encompass all aspects of the operation of Hutch Rec and an audit report prepared by a certified public accountant. City may request any additional financial information it deems necessary or appropriate to assist City staff or the governing body in analyzing a request for financial assistance or in verifying the accuracy of any payment due Hutch Rec. Any duly authorized agents of City shall be entitled to inspect and audit all books and records of Hutch Rec for compliance with the terms of this Agreement.

5. **TERMINATION OF AGREEMENT.** Should the Arts and Humanities Council be dissolved for any reason, the City may immediately terminate this Agreement without liability to the Hutch Rec or any other person or firm for reimbursement of any funds previously committed to the Program by the Arts and Humanities Council or by any other funding source.


6. **ASSIGNMENT AND DELEGATION.** Hutch Rec shall neither delegate duties nor assign rights imposed by or arising from this Agreement without first obtaining the written consent of the City.

7. **KANSAS CASH BASIS LAW AND BUDGETING LAW.** This agreement shall be interpreted to comply with the Kansas Cash Basis Law and the Kansas Budgeting Law.

8. **BINDING EFFECT.** This Agreement shall be binding upon the parties and their respective successors and assigns.

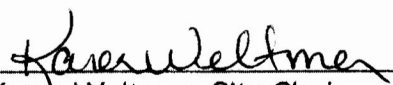
IN WITNESS WHEREOF, the parties have affixed their signatures the day and year set out above.

CITY OF HUTCHINSON, KANSAS



Steven Garza, Mayor

ATTEST:



Karen Weltmer, City Clerk

HUTCHINSON RECREATION COMMISSION



Anthony Finlay, Executive Director

RESOLUTION NO. 2019 R 10

A RESOLUTION ESTABLISHING THE HUTCHINSON/RENO COUNTY ARTS AND HUMANITIES COUNCIL

WHEREAS, the understanding of and appreciation for the arts and humanities can transform positively the way people see themselves and their communities; and

WHEREAS, the Governing Body of the City of Hutchinson, Kansas, finds that it is in the public interest to establish the Hutchinson/Reno County Arts and Humanities Council; and

WHEREAS, this Council will, in partnership with the community, cultivate and support excellence in the arts and humanities, expand access to cultural expression, and contribute to the economic vitality in the community;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HUTCHINSON, KANSAS:

SECTION 1. ESTABLISHMENT. The Hutchinson/Reno County Arts and Humanities Council (HRAH) is hereby established for the purposes hereinafter set forth.

SECTION 2. PURPOSE. The purpose of the Hutchinson/Reno County Arts and Humanities Council is to provide leadership that sustains arts and humanities organizations, artists and scholars, and inspires participation in our community's rich cultural assets by building community, developing strategic partnerships including multiple generations, promoting public spaces and quality of life factors, celebrating and engaging cultural diversity, enhancing infrastructure, advocating lifelong learning and thoughtful dialogue about all facets of human life, promoting cultural tourism, and providing an ongoing vision for the future.

SECTION 3. MEMBERSHIP. The HRAH shall consist of seven (7) members who have shown a significant commitment to the arts and humanities, but are not current members of any existing art or humanities agency board of directors. Five (5) members residing within the city limits of Hutchinson will be appointed by the Governing Body of the City of Hutchinson. Two (2) members residing within other portions of Reno County will be appointed by the Board of County Commissioners of Reno County, Kansas (County). Terms shall be three (3) years and shall be limited to two (2) consecutive three (3) year terms. Each member shall be appointed to a term of three (3) years except, of those first appointed, three (3) shall serve a one (1) year term, two (2) shall serve a two (2) year term and two (2) shall serve a three (3) year term.

SECTION 4. ORGANIZATION. The HRAH shall develop and adopt a mission statement, bylaws, and procedures. Officers will be selected annually in accordance with the bylaws.

SECTION 5. ACTIVITIES. The HRAH responsibilities include, but shall not be limited to:

- a. Holding regular public meetings and maintaining a written record of its proceedings;
- b. Conducting an annual review of the financial needs of the programs for the development of the fine and performing arts, the humanities, and other related

cultural activities, and timely submission of budget requests as determined by the City of Hutchinson and Reno County, along with recommendations for public expenditures in support of such programs;

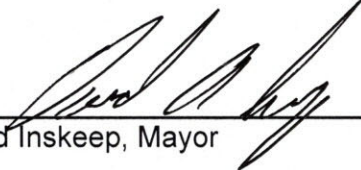
- c. Applying for, soliciting and accepting grants, gifts, and donations of money, property, or personal services from individuals, groups and organizations, including any agency of government, for purposes consistent with its objectives, and expenditure of such funds consistent with restrictions imposed by the Grantor or the Governing Body;
- d. Coordinating local fundraising efforts and providing training and assistance to local organizations in grant writing and other fundraising techniques;
- e. Initiating, sponsoring and conducting, individually or in cooperation with other public or private agencies, public programs to further the development and public awareness of, and interest in the fine and performing arts, the humanities and other cultural activities;
- f. Assisting the City and County in connection with such other artistic and cultural activities as may be referred to it by the City and County;
- g. Coordinating community arts and humanities activities;
- h. Stimulating multi-cultural arts and activities, such as festivals and educational programs, which preserve the historical and cultural traditions in Hutchinson and Reno County;
- i. Stimulating the literary arts;
- j. Acting as a clearinghouse for promotion and/or scheduling exhibits, concerts, recitals, lectures and other cultural events which occur in the community, such as by production and dissemination of a community arts and humanities calendar, and other like public relations efforts;
- k. Stimulating, facilitating, coordinating and cooperating with existing organizations to develop the cultural and arts traditions of the City and County and to initiate programs and proposals of encouragement for promotion and development of the arts, culture, humanities, ethnic diversity and traditions of the City and County;
- l. Facilitating more efficient use of existing public buildings in conjunction with arts, humanities and cultural activities;
- m. Developing, implementing and regularly updating a Program Plan, wherein such Program Plan will form a bridge between the arts and humanities world and all sectors of the community and the county; and
- n. Engaging in such other or additional activities as are necessary to carry out any responsibility expressly delegated to the HRAH by this Resolution.

The responsibilities of the HRAH are programmatic and functional in nature; it shall not engage in any study of the need for new facilities within the community or the alteration or improvement of existing facilities, or make recommendations with respect to such issues, except at the invitation of the Governing Body.

SECTION 6. Resolution Nos. 2561 and 2765 are hereby repealed; and this Resolution shall supersede any other Resolution conflicting with the provisions stated above.


SECTION 7. EFFECTIVE DATE. This Resolution shall be effective upon its adoption.

ADOPTED BY THE GOVERNING BODY this 18th day of June, 2019.



David Inskeep, Mayor

ATTEST:



Karen Weltmer, City Clerk

April 8, 2021

Randy Partington
Reno County Administrator
206 W 1st
Hutchinson, KS 67501



**K-State Research and Extension
Reno County**
2 W 10th Ave
South Hutchinson KS 67505-1331
620-662-2371
www.reno.ksu.edu



Dear Mr. Partington,

Please find the Reno County Extension Council 2022 proposed budget enclosed as requested. We are not requesting an increase for next year but would like to remain status quo with our current allocation of \$365,000. While we hope to be fully staffed later this year, we feel that this amount will be sufficient for us in 2022.

I have attached our 2022 budget proposal sheet listing our expected revenues and expenditures. Included in our revenues are Reimbursable Transactions of \$40,000. This is an estimated dollar amount that includes cost recovery items such as registration fees to cover material costs for classes, soil analysis costs, and pass-through funds for programs such as 4-H and Master Gardeners. This also includes funds raised by our staff to cover other material costs for the programs we offer as well as grants and donations received. In 2020, the actual amount for our Reimbursable Transactions was \$28,340.

I have also included a table showing the last 4 years of contributions from Kansas State University (KSU) to our annual budget as this has been a request from the County Commissioners in previous years. KSU makes their contribution to our budget based on the number of agents we employ. In 2017, we went from employing 5 agents to 4 and is reflected in the amount allocated by KSU. Our current budget has not allowed us to fill that 5th agent position. Should we be able to in the future, we will receive additional funding from KSU. When looking at the chart you will see that the KSU allocation is has been 14% to 15% of our annual budget, with the Reno County appropriation making up the remainder. KSU also funds agent retirement benefits, some professional development costs and technology support. These contributions are not reflected in our annual budget but I did list them in the included chart. I realize that disparity has been a concern with the County Commissioners in the past, however 95% of the work done by our staff is serving the citizens of Reno County.

Also include in our proposal is the 2020 summary of our program activities. In 2020, our staff had over 30,000 direct educational contacts serving the residents of Reno County. Due to our normal activities being limited last year, this number is about 1/3 of our normal educational contacts.

We appreciate your time and consideration of our request. Should you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads 'Pam Paulsen'.

Pam Paulsen
Horticulture Agent and Director
K-State Research & Extension – Reno County

Reno County

**Kansas State University
Agricultural Experiment
Station and Cooperative
Extension Service.**

K-State, County Extension
Councils, Extension
Districts, and U.S.
Department of Agriculture
Cooperating.

All educational programs
and materials are
available without
discrimination on the
basis of race, color,
religion, national origin,
sex, age, or disability.

BUDGET FOR THE Reno COUNTY EXTENSION COUNCIL

For the period from January 1, 2022 to December 31, 2022
 This budget is prepared in accordance with K.S.A. 2-610 as amended.

RECEIPTS:

Unencumbered Cash Balance	\$0
Kansas State University.....	\$58,292
County Appropriation.....	\$365,000
Interest	\$0
Other	\$0
Sub-Total	\$423,292
Nonappropriated Funds (Reimbursable Transactions).....	\$40,000
Capital Outlay Reserve	\$35,000
TOTAL RECEIPTS	\$498,292

EXPENDITURES:

Operational Expenses	\$49,500
Salaries and Wages	\$308,792
Employee Benefits.....	\$65,000
.....	\$0
.....	\$0
Sub-Total	\$423,292
Nonappropriated Funds (Reimbursable Transactions).....	\$40,000
Capital Outlay Reserve	\$35,000
TOTAL EXPENDITURES	\$498,292

Proposed _____ **Date** _____
 Representing County Extension Council

Proposed and Approved * _____ **Date** _____
 Representing the Director of Extension

Approved _____ **Date** _____
 Representing Board of County Commissioners

* The signature of the Director of Extension or the Director's representative constitutes approval of expenditures in accordance with K.S.A. 2-615 and K.S.A. 2-610 as amended.

**Reno County Extension
Receipts**

	*Number of Agents employed	Reno County Allocation	KSU Budget Allocation	KSU Budget Allocation per agent	**Additional contributions by KSU not reflected in budget	Donations & Gifts	Cost Recovery & Fundraisers
2017	4.5	\$ 330,000.00	\$ 64,908.00	\$ 14,424.00	\$ 85,534.07	\$ 9,490.05	\$ 25,540.92
2018	4	\$ 330,000.00	\$ 56,836.00	\$ 14,209.00	\$ 50,868.28	\$ 320.26	\$ 52,021.29
2019	4	\$ 365,000.00	\$ 57,452.00	\$ 14,363.00	\$ 45,033.64	\$ 3,250.00	\$ 35,101.47
2020	2.6	\$ 365,000.00	\$ 37,673.25	\$ 14,489.71	\$ 48,009.12	\$ 730.00	\$ 27,610.06
2021	4	\$ 365,000.00	\$ 58,292.00	\$ 14,573.00			
2022	4	\$ 365,000.00	\$ 58,292.00	\$ 14,573.00			

*We also employ 2 full time administrative staff and 1 summer intern

**Additional contributions by KSU not reflected in budget include agent retirement benefits, agent training costs, and technology support. It does not include regional and state staff support



K-STATE
Research and Extension

Reno
County

2020 Program Summary



About us...

K-State Research and Extension is a short name for the Kansas Agricultural Experiment Station and Cooperative Extension Service. We are a partnership between Kansas State University and Federal, State and County Government, with offices in every Kansas County. We conduct research through Kansas that is then shared by extension agents and others on our websites and through numerous conferences, workshops, field days, publications, newsletters and more.

Our Mission...

“We are dedicated to a safe, sustainable, competitive food and fiber system and to strong, healthy communities, families and youth through integrated research, analysis and education.”

Our Vision...

K-State Research and Extension is committed to expanding human capacity by delivering educational programs and technical information that result in improved leadership skills in the areas of communication, group dynamics, conflict resolution, issue analysis and strategic planning that can enhance the economic viability and quality of life in communities.



K-State Research and Extension focuses its programs in 12 areas:

- Healthy Eating and Physical Activity
- Healthy Sustainable Communities
- Positive Child, Youth and Family Development
- Positive Adult Quality of Life
- New and Enhanced Products from Agriculture
- Conservation of Soil, Water and Energy
- Improved Quality of Land, Air and Water
- Efficient and Sustainable Cropping and Horticultural Systems
- Efficient and Sustainable Animal Production Systems
- Farm and Food Systems Management
- Safe, Secure, High-Quality Food Supply
- Enhanced Nutritional Quality of the Food Supply

2020 Direct Educational Contacts by Reno County Extension Staff: 30,143

This number is about 1/3 of educational contacts made in a normal year.

County/District Extension Program Organization & Planning Chart

Local Extension Boards

K-State Research & Extension

USDA CSREES

PDCs / Expanded PDCs

Extension Agents

Communication & coordination also takes place between & among the four program areas.

Agriculture & Natural Resources



Areas of Specialization

- Agronomy
- Animal Science
- Farm Management
- Horticulture
- Natural Resources

Program Priorities

- Animal Production Systems
- Cropping and Horticultural Systems
- Farm and Food Systems
- New and Enhanced Agriculture Products Management
- Safe, Secure, High – Quality Food Supply
- Soil, Water, Air, and Energy Environmental Programs

Family and Consumer Sciences



Areas of Specialization

- Adult Development & Aging
- Family Resource Management
- Family & Youth Development
- Nutrition, Food Safety, & Health

Program Priorities

- Caregiving/Aging
- Family Relationships
- Financial Management
- Financial Security
- Food Safety
- Food Security
- Health and Environment
- Nutrition and Physical Activity
- Nutrition for Limited Resource Families
- Youth Development

4-H Youth Development



Areas of Specialization

- Outreach/Expanded Programs
- Program Management
- Volunteer Development
- Youth Leadership

Program Priorities

- Healthy Lifestyles
- Youth Citizenship
- Science and Technology

Delivery Methods

- Community Clubs
- Project Clubs
- Military 4-H Clubs
- After School Programs
- School Enrichment Programs
- Camps
- Operation Military Kids

Community & Economic Development



Areas of Specialization

- Community Development
- Economic Development
- Leadership Development

Program Priorities

- Planning/Vision
- Health/Family/Youth
- Technical Assistance
- Improvement/Pride
- Work Force Development
- Entrepreneurship
- Public Issues Education
- Civic Engagement
- Government Efficiency/Effectiveness

Joan Krumme, 4-H Youth Development Agent Donna Phillips, 4-H Youth Development Program Assistant

COMMUNITY CLUBS and PROJECT CLUBS

- ❖ 357 youth participated in 9 organized 4-H Community Clubs and 2 Project Clubs.
- ❖ The HCC Collegiate 4-H club at Hutchinson Community College is going strong under the leadership of Becky Morawitz.
- ❖ Reno County has 8 active Project Clubs including: Citizenship, Shooting Sports, Dog, Horse, Rabbits, Photography, Clothing, and Sheep.
- ❖ 160 dedicated caring volunteers provide a solid foundation for Reno County 4-Hers.

NATIONAL 4-H WEEK

- ❖ The 4-H Ambassadors sponsored the 4-H window displays contest during National 4-H Week. Eight community clubs participated by placing a promotional display for 4-H in a business or school window for public viewing.
- ❖ 48 Hours of 4-H is the last weekend of National 4-H Week. Several clubs performed community service projects for 48 hours, including collecting items for Project Laundry Love that will be distributed to community members in need. The Reno County 4-H Council also donated a decorated Christmas tree that was auctioned at the Interfaith Housing “Home for the Holidays” fundraiser.

COUNTY FAIR

- ❖ County Fair is the culmination of all of the hard work of the 4-Hers. This year, 4-H youth and volunteers were able to hold the fair in person with many changes to ensure everyone’s health and safety.
- ❖ Dates for next year’s fair are July 17th, 21st – 26th, 2021.

CIVIC ENGAGEMENT

- ❖ A major community service undertaking was decided upon by the 4-H Council this year. Cards and gifts will be given to every resident in a retirement/nursing home in Reno County by our 4-Hers. Youth are encouraged to use their 4-H skills to make gifts and cards to help alleviate the isolation felt by the residents due to Covid19 restrictions this year.



TRACTOR SUPPLY FALL CLOVER CAMPAIGN

- ❖ This serves as a fundraiser for the Leadership/Camping fund for Reno County 4-H but it really is much more. This gives our clubs an opportunity to interact with the public, bringing posters, animals, whatever showcases their 4-H projects. They hand out promotional information about joining 4-H. The 4-Hers and the public really enjoy this and the funds help send kids to leadership activities and camps.

4-H Club Day

- ❖ 60 4-Hers gave presentations at Club Day. There were 6 Par Law teams that presented.

OTHER ACTIVITIES

- ❖ 4-Hers participated in KYLF, CIA, 4-H Lady Cats Day
- ❖ Officer training was provided to club and council members



Jennifer Schroeder

Family & Consumer Science Extension Agent

Family & Consumer Science

- Hosted a Culture of Health Mental Health First Aid workshop in Arlington
- Mental Health First Aid Workshop. I held this workshop with a specialist from KSRE and offered it to Extension Agents and others that we partner with.
- Bread in a Bag program, presented the lesson to many Reno County school students. They learned about where bread comes from. The process of planting wheat, harvesting and the process of making flour and finally bread. Each student took home an individualized loaf of bread.
- Hosted a Program Development Meeting
- Reno County Drug Task Force Coalition
- Reno County Food Policy Board

Adult Development & Aging

- Aging Program Focus Team at KSRE.
- Presented programs on Medicare Open Enrollment
- Senior Health Insurance Counseling for Kansas/Medicare Counselor. Social Security Office, Prairie Star and Hutch Hospital send clients to me for Medicare help.
- Offered Medicare counseling online while we were shut down.
- Gray for a Day program, Hutch High students participated and learned about different disease processes in older
- Reno County Coalition on Aging
- Etiquette lessons at Reno Valley Middle School
- Attended Civil Rights training
- Online information provided on babysitting activities, food safety, 4-H clothing, and home education activities
- Helped the Reno County Health Department located available PPE materials for health care workers



Pam Paulsen, Horticulture Agent

Master Gardeners

Monthly demonstrations at Reno County Farmers' Market

- Garden Readiness
- Composting
- Fall Garden Cleanup
- Community Plant Swap

Other Master Volunteer Activities

- Demonstration gardens at HCC at Extension Office
- Y-Tykes Youth Garden at YMCA
- Presentations to community organizations
- Helping at Reno County Fair
- Scholarship at Hutchinson Community College

The annual Master Gardener garden tour was cancelled so volunteers worked with homeowners to create educational gardening videos to post online.

Garden for Good classes at the Hutchinson Correctional Facility East Unit with Master Gardener volunteers were cut short so volunteers put together curriculum for the inmates to lead classes themselves. Inmate gardeners continued to grow vegetables in their garden that were donated to local organizations for community members in need.

Because in-person activities were limited this year, Master Gardeners increased their online presence by providing more educational information on their blog "Dig This Reno County" and their Reno County Master Gardener facebook page.

Youth Activities

- Reno County Fair
- Superintendent for Horticulture and Forestry for Kansas State Fair - Organized and helped with online judging
- 4-H Photography Action Team
- Home school and school enrichment programs
- Developed gardening activities for home schooling parents

Presentations

- Basic Soils, Turfgrass, Tree Identification and Herbs, Master Gardener Basic Training
- New Vegetables for 2020, Hutchinson Community Gardens
- Pruning Your Plants, Hutchinson Horticulture Club
- Online class on Growing Mushrooms at Home
- Growing Small Fruit, Hutchinson Gathering for Gardeners
- Hands-on Mushroom Growing Class for K-State Consumer Horticulture Class
- Morel Mushroom Identification Certification for KS Dept. of Agriculture
- Landscaping with Native Plants, Design and Grow School and K-State Online Garden Hour
- Gardening with Insects

Other Activities

- Hosted Kansas Master Naturalist training
- Worked with the Reno County Farmers' Market board to develop market safety plan
- KS Farmers Market Senior Nutrition Program training for market vendors
- Co-hosted South Central KS Vegetable Growers Conference
- Women Managing the Farm Conference committee
- KS Center for Sustainable Agriculture & Alternative Crops Advisory Committee
- HCC Campus Beautification Committee
- Mentored HCC Student intern, Andrew Jerome
- Worked on 2021 budget, Civil rights reports, Spark fund reimbursement, Continuity of Operations Plan during pandemic, and filling vacant positions
- Attended Reno County Fairboard meetings
- Updated office website and facebook pages
- Answered client questions on lawns and gardens



Master Gardener volunteers at the Reno County Farmers' Market



Growing cotton in the Y-Tykes garden

2020 Reno County Extension Executive Board

Chairman: Meghan Miller - Haven
Vice Chairman: Kelsi Depew - Arlington
Secretary: Kristen Armstrong – Hutchinson
Treasurer: Josh Cohen – Hutchinson
Lois Boxberger – Arlington
Anne Franz - Hutchinson
Sheri Grinstead – Hutchinson
Gregg Holcomb - Plevna
Nathan Shelton – Hutchinson

2020 Council Members

Keith Williams – Hutchinson	Kim Griffith - Hutchinson
Rebecca Crockford – Hutchinson	Rebecca Morawitz -South Hutchinson
Isaac Broekelman – S. Hutchinson	Kayla Kessinger - Hutchinson
Sparkle Faidley – Haven	Kathy Dick - Hutchinson
Debbie Spence – Hutchinson	Connie Johnson - Hutchinson
Tony Colle – Hutchinson	Jan Steen - Arlington
Amanda Miller - Partidge	Phil Mathews - Hutchinson
Connie Pohl - Hutchinson	

Reno County Extension Office Staff

Pam Paulsen, County Extension Agent – Horticulture
Darren Busick, County Extension Agent – Agriculture & Natural Resources
Joan Krumme, County Extension Agent – 4-H & Youth Development
Jennifer Schroeder, County Extension Agent – Family & Consumer Sciences
Cindy Gehring, Office Professional/Bookkeeper
Donna Phillips, Office Professional/4-H Program Assistant
Katie Graham, Summer Intern

Central Regional Director

Aliesa Woods

Associate Director of Extension and Applied Research

Dr. Gregg Hadley

Dean of College of Agriculture and Director of K-State Research and Extension

Dr. Ernie Minton

RECEIVED

APR 09 2021

RENO COUNTY
BOARD OF COMMISSIONERS

Reno County Fair Association

2022

Funding Request

Reno County Fair Association Mission Statement

To provide educational opportunities for Reno County youth and their families, to showcase projects, skills, have fun and interact with each other.

Reno County Fair Association Goals

The Reno County Fair Association, through its Board of Directors, established four long-term goals in 2017. They are:

1. Grow the Fair
2. Utilize better buildings
3. Increase funding avenues
4. Increase participation to fair activities from out-of-county residents.

Fair Association

As stated above, the Reno County Fair Association has established four goals to increase Reno County Fair Involvement by the community. This would include both 1) participation in the events and contests and 2) attendance at the fair to include county as well as out of county residents. By accomplishing these goals it is expected that the Fair will become a community event that is recognized at the same level as other events in Reno County.

Who Participates

The Reno County Fair currently provides an avenue for nearly 400 Reno County 4-H/FFA youth and their families to exhibit their projects. There are over 35 projects that these youth can enroll in and exhibit at the Reno County Fair. Projects range from photography, electrical, public speaking, livestock, and leadership. In the last five years, the Fair has expanded its Open Class categories. The Dog Show includes a Kennel Club competition. Other Open Class categories include horticulture, clothing, baking, fine arts, and a contest equivalent to the current State Fair contest for Open Class entries (i.e. duct tape, barn quilt). Scouts

(Scouts/Girl Scouts) are also given the opportunity to participate in the Reno County Fair, providing additional youth with a platform to showcase their hard work and talents.

Utilizing Better Buildings

Each year, the Reno County Fair has worked to utilize more suitable buildings for our needs at the Kansas State Fair grounds. In 2009, the static displays were moved to the Pride of Kansas building from the Oz building. The Prairie Pavilion is now used for all beef activities. The Dog Show utilizes the Sunflower North Building. The Horse Show uses the Horse Arena. The Fashion Revue takes place in the Stringer Fine Arts building at HCC.

Increased Funding Avenues

This year, fundraising letters were distributed to the community and fair board members visited several businesses to solicit funds. The Reno County Fair Association has decided to concentrate their efforts into corporate sponsorships rather than fundraising activities.

Increase Participation To Activities From Out Of County Residents

In 2017, the Reno County Fair Association hosted a Ranch Rodeo. The event was free to the public and was well attended by residents of Reno County and individuals from outside of Reno County. Teams who competed in the Ranch Rodeo consisted of members from communities in Reno County and surrounding counties. In 2019, a bar-b-que meal prior to the Ranch Rodeo was added in addition to the 4H foods sale and 4H Foundation Scholarship winners presentation. Also in 2019, the Reno County Fair Association hosted a family fun night Sunday evening, offering a meal, kids pedal pull, and inflatables all free to the public. In 2020, the Ranch Rodeo and Family Fun Night had to be canceled due to COVID-19. The Reno County Fair Association have placed both activities on

the 2021 Schedule of events and the Reno County Fair Association would like to continue to grow both of these events.

2021 Funding Request

The Reno County Fair Association is submitting a request for the 2022 Fiscal year of \$20,000. These funds will help the Fair Board continue to provide a great County Fair Experience for Reno County.

Proposed Budget for the Reno County Fair Association

2022

Income

Appropriations	\$	20,000.00	
Sponsors/Fundraising	\$	10,400.00	
Livestock Sale Committee	\$	110,000.00	
Camping Fees	\$	2,400.00	
Gun Raffle	\$	3,500.00	
Ranch Rodeo	\$	3,500.00	
Vendors	\$	300.00	
Dog Show	\$	500.00	\$ 150,600.00

Expenses

Printing	\$	250.00	
Fair Premiums	\$	3,500.00	
Open Class Premiums and Awards	\$	1,200.00	
Livestock Sale Committee	\$	109,000.00	
Rent + A/C	\$	10,570.00	
Advertising	\$	200.00	
Insurance	\$	1,040.00	
Judges	\$	4,200.00	
Camping Fees	\$	2,400.00	
Licenses/Fees/Dues	\$	150.00	
Office Supplies/Postage/Box Rental	\$	225.00	
Challenge of Champions	\$	600.00	
Photo Wall	\$	150.00	
Inflatables	\$	1,100.00	
Special Awards/Recognition	\$	150.00	
Ribbons/Plaques	\$	4,000.00	
Annual meeting Notice	\$	25.00	
Family Fun Night Costs	\$	1,500.00	
Pedal Pull	\$	500.00	
Concert	\$	2,000.00	
Ranch Rodeo	\$	3,000.00	
Security	\$	500.00	
UTV Rental	\$	1,000.00	
Movie Screen/Projector Rental	\$	150.00	
Sound System	\$	300.00	
Cleaning of Buildings/Restrooms	\$	500.00	
Website Fees and Maintenance	\$	400.00	
Dance	\$	225.00	
Dog Show Supplies	\$	115.00	
Water/Ice for Events	\$	150.00	
Vet Services	\$	1,500.00	

\$ 150,600.00

**RENO COUNTY FAIR ASSOCIATION
2020 INCOME-EXPENSE**

	Income	Sponsor	Expense	Net Gain/Loss
County Assessment	\$ 16,500.00			\$ 16,500.00
Sponsorships- General Fund		\$ 7,440.00		\$ 7,440.00
Advertising			\$ -	\$ -
Annual Meeting Notice			\$ 14.73	\$ (14.73)
Assets (Display Racks)			0	\$ -
BBQ	\$ -	\$ -	\$ -	\$ -
Campers	\$ 2,400.00		\$ 2,400.00	\$ -
Dance			\$ 21.94	\$ (21.94)
Dog Show	\$ 434.00		\$ 91.91	\$ 342.09
Fairground Rental			\$ 10,570.00	\$ (10,570.00)
Fees (KS Fairs and Festivals)			\$ 50.00	\$ (50.00)
Food Sale	\$ -		-	\$ -
Gun Raffle	\$ -		\$ -	\$ -
Herdsmanship			\$ 250.00	\$ (250.00)
Ice/Water			\$ 14.00	\$ (14.00)
Inflatables			\$ 1,100.00	\$ (1,100.00)
Insurance			\$ 1,014.00	\$ (1,014.00)
Judges			\$ 3,724.47	\$ (3,724.47)
Judges' Meals			\$ 248.00	\$ (248.00)
Kansas Filing Fee			\$ 40.00	\$ (40.00)
Livestock Sale Committee (sale %)	0			\$ -
Meals			\$ 70.32	\$ (70.32)
OC Awards				\$ -
Ag Challenge of Champions		\$ 300.00	\$ 610.00	\$ (310.00)
Foods		\$ -	\$ 390.00	\$ (390.00)
Salsa			\$ -	\$ -
Arts & Crafts			\$ 40.00	\$ (40.00)
Photography			\$ 50.00	\$ (50.00)
Fiber Arts		\$ -	\$ 50.00	\$ (50.00)
Horticulture*		\$ 70.00	\$ 70.00	\$ -
4-H in Action*		\$ -	\$ -	\$ -
Leadership Challenge		\$ 200.00	\$ 200.00	\$ -
Market Wheat Show			\$ 100.00	\$ (100.00)
Office Expense			\$ 208.49	\$ (208.49)
Pedal Pull/Prizes			\$ -	\$ -
Premiums			\$ 2,606.00	\$ (2,606.00)
Printing-Fairbooks			\$ -	\$ -
Ranch Rodeo	\$ -		\$ -	\$ -
Sponsor Recognition			\$ 100.30	\$ (100.30)
T-Shirts	\$ -		\$ -	\$ -
Website/Domain Name			\$ 324.00	\$ (324.00)
Vendor Booths (1)	\$ 300.00			\$ 300.00
TOTAL	\$ 19,634.00	\$ 8,010.00	\$ 24,358.16	\$ 3,285.84

*Money doesn't go through fairboard

**RENO COUNTY FAIR ASSOCIATION
2016-19 INCOME-EXPENSE COMPARISON**

	2019	2019	2018	2017	2016
	NET GAIN/LOSS	NET GAIN/LOSS	NET GAIN/LOSS	NET GAIN/LOSS	NET GAIN/LOSS
County Assessment	\$ 16,500.00	\$ 12,500.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Advertising	\$ -	\$ (75.77)	\$ (263.64)		
Assets (Display Racks)			\$ (357.01)	\$ (580.35)	
Awards Luncheon					\$ 467.81
BBQ	\$ -	\$ 717.34	\$ 1,571.08	\$ 2,440.20	\$ 1,895.54
Beef Prizes					-
Campers			\$ 525.00	\$ 75.00	-
Dance	\$ (21.94)	\$ (186.00)	\$ 9.50	\$ 72.00	\$ (41.85)
Dog Show	\$ 342.09	\$ 598.57	\$ 520.55	\$ 684.69	\$ 556.00
Fairground Rental	\$ (10,570.00)	\$ (9,819.20)	\$ (6,542.50)		\$ (4,812.50)
Fees	\$ (50.00)	\$ (50.00)	\$ (50.00)	\$ (50.00)	\$ (192.08)
Food Sale			\$ 251.00	\$ 245.50	\$ 254.00
Gun Raffle	\$ -	\$ 2,320.00			
Herdsmanship	\$ (250.00)	\$ (250.00)	\$ (250.00)	\$ (140.00)	\$ (250.00)
Ice/Water	\$ (14.00)	\$ (140.00)	\$ (100.00)	\$ (222.25)	
Inflatables	\$ (1,100.00)	\$ (1,045.00)	\$ (1,000.00)	\$ (225.00)	-
Insurance	\$ (1,014.00)	\$ (943.00)	\$ (948.00)	\$ (903.00)	\$ (886.00)
Judges	\$ (3,724.47)	\$ (4,860.00)	\$ (4,215.88)	\$ (4,332.45)	\$ (4,113.89)
Judges' Meals	\$ (248.00)	\$ (252.50)	\$ (55.00)	\$ (123.25)	
Livestock Sale Committee (sale %)	-	\$ 1,677.75	\$ 1,187.83	\$ 867.67	\$ 1,027.21
Meals	\$ (70.32)	\$ (29.31)	\$ (81.42)	\$ (49.46)	\$ (143.88)
Miscellaneous Supplies/Decorations					\$ (227.57)
OC Awards					\$ (442.97)
Ag Challenge of Champions	\$ (310.00)	\$ (450.00)	\$ (300.00)		
Foods	\$ (390.00)	\$ (220.00)	\$ (400.00)	\$ (85.00)	
Salsa	\$ -	\$ (50.00)		\$ (50.00)	
Arts & Crafts	\$ (40.00)	\$ (50.00)	\$ (50.00)	\$ (40.00)	
Photography	\$ (50.00)	\$ (50.00)	\$ (50.00)	\$ (50.00)	
Fiber Arts	\$ (50.00)	\$ (50.00)	\$ (50.00)	\$ (50.00)	
Horticulture*					
County Fair Themed Contests			\$ (50.00)	\$ (40.00)	
Leadership Challenge					
4-H in Action*					
Market Wheat Show	\$ (100.00)	\$ (100.00)	\$ 390.00	\$ 400.00	
Office Expense	\$ (208.49)	\$ (197.22)	\$ (202.69)	\$ (123.77)	\$ (65.14)
Other (KS filing fee, annual mtg notice)	\$ (54.73)	\$ (54.51)			\$ (335.00)
Other Sponsors	\$ 7,440.00	\$ 5,410.00	\$ 5,850.00		\$ 2,515.00
Pedal Pull/Prizes	\$ -	\$ (496.00)	\$ (496.00)	\$ 379.27	\$ (242.97)
Premiums	\$ (2,606.00)	\$ (3,387.50)	\$ (3,461.50)	\$ (3,724.50)	\$ (3,637.00)
Printing-Fairbooks			\$ (823.48)	\$ (640.94)	\$ (565.00)
Ranch Rodeo	\$ -	\$ 1,982.00	\$ 1,923.00	\$ 1,500.00	-
Ranch Rodeo Concessions			\$ 341.13		
Reimbursement Storage Unit					\$ 464.00
Security Fair					\$ (400.00)
Special Recognition					\$ (50.00)
Sponsor Recognition	\$ (100.30)	\$ (144.00)	\$ (251.76)	\$ (443.75)	\$ (262.92)
T-Shirts				\$ 8.60	
Website	\$ (324.00)	\$ (343.00)			
Vendor Booths (1)	\$ 300.00	\$ 100.00	\$ 300.00	\$ 150.00	\$ 300.00
TOTAL	\$ 3,285.84	\$ 2,062.65	\$ 2,870.21	\$ 4,949.21	\$ 810.79

*Money doesn't go through fairboard

Reno County Fair Association
Balance Sheet
October 14, 2020

ASSETS

Commerce Bank-Checking

\$ 27,607.34

TOTAL ASSETS

\$ 27,607.34

LIABILITIES*

TOTAL LIABILITIES

EQUITY

Equity

\$ 24,321.50

Net Gain (Loss)

\$ 3,285.84

TOTAL LIABILITIES & EQUITY

\$ 27,607.34



HORIZONS

MENTAL HEALTH CENTER

A Member of the Hutchinson Regional Healthcare Family

RECEIVED

By shonda.arpin at 10:55:52 AM, 4/8/2021

April 1, 2021

Reno County Commission
Reno County Court House
Hutchinson, KS 67501

Dear Commission,

This letter will serve as the funding request from Horizons Mental Health Center for CY22.

I have also enclosed the following documents for your review as you consider the funding request from HMHC. The documents enclosed are:

1. Document # 1:
 - a. Number of Uninsured Clients of Horizons MHC and Reno County for CY11 through CY20.
2. Document #2:
 - a. Horizons Mental Health Center Funding Analysis from Reno County, CY01 through CY21.
3. Document #3:
 - a. HMHC February 2021 and YTD FY21 Income Statement
4. Document #4:
 - a. Direct Service Hours provided by Program in Reno County

Document # 1 is a Table identifying the number of uninsured consumers for HMHC as an agency and the number of uninsured consumers receiving services in Reno County. The numbers are also represented by percentages. The date range is from CY11 through CY20.

Horizons uses the money received from Reno County to underwrite the services provided to the uninsured and under insured in Reno County. Uninsured consumers are defined as those who do not have any insurance, Medicaid or Medicare coverage. Uninsured consumers are placed on a sliding fee scale. Their fee is based on household income and the number of dependents living on the income. Our sliding fee scale is adjusted annually based on the Federal Poverty Guidelines.

The underinsured are defined as those consumers who have insurance but virtually no coverage for outpatient services. The number of under insured has increased significantly. I am unable to provide you with data given the limitations of our Electronic Health Record (EHR). When an individual has a high deductible plan, their deductible may be between \$5K-\$10K. Many people who now have insurance do so by having purchased it through the Health Insurance Exchange (HIE), many of which bought the least expensive plan which has a high deductible. These plans are basically catastrophic plans and consequently the individual does not have coverage for outpatient services until the deductible is met.

Unfortunately, many of these individuals do not have the resources to pay a deductible, so even though they are categorized as having insurance, they in essence do not have any insurance for our services.

The following information is data for the consumers with no insurance. The underinsured are not included in the following data. This information is from Document #1.

Horizons Mental Health Center:

1. From CY11 to CY20 the number, and percent, of uninsured consumers served by Horizons increased from 1,410 (25%) to 2,599 (44%).
2. For Reno County, from CY12 to CY20 the number of consumers seen annually in Reno County increased from 4,219 to 4,620.
 1. From CY11 to CY22 the number of uninsured consumers served through our Reno County office increased from 1,125 to 2,105, which is an increase of 87%.
 2. In CY11 only 22% of the consumers seen in Reno County were uninsured, whereas in CY20 46% of the consumers seen in Reno County were uninsured.
3. Approximately 44% of all consumers served by Horizons in CY20 did not have insurance, Medicaid or Medicare coverage.

Document # 2 is a Funding Analysis from Reno County for CY08 through CY21. The Table contains the annual percentage and cumulative percentage change to the funding over the last 14 years. The Table also includes inflation rates for each of the last 14 years and the cumulative inflation rate for the same period.

Since 2008 there has been a 10.25% increase in funding to Horizons Mental Health Center while the cumulative rate of inflation has been 40.80%. As noted earlier the rate of inflation has outpaced the increase in funding received by Reno County and the number of uninsured and under insured individuals have increased in Reno County during the identified period of time as noted above.

Document #3 is the February 2021 and YTD financial statements of Horizons MHC. These financial statements represent eight months of operations for FY21.

Through the first 8 months of FY21 Horizons is approximately \$2.5M under budgeted gross patient charges. HMHC is approximately \$539K gross patient charges compared to last year. Total deductions from gross patient charges for FY21 are under budget by \$628K. Total deductions from gross patient charges compared to last year are \$178K higher. Net patient revenue is \$1.8M under budget and \$717K less than it was last year.

Other Operating revenue is \$1.1M higher than budgeted and \$993,571 higher compared to last year. This variance is the result of Horizons received COVID-19 stimulus funds. We received \$914K in stimulus funds and recognized as Other Operating Revenue in our October, November and December Income Statement. Horizons was not eligible to participate in the Payroll Protection Program and did not receive any COVID stimulus funds through that program.

Total operating revenue for the first 8 months of FY21 is \$779K under budget but \$276K higher than last year. Expenses are \$602K less than budgeted but \$394K higher than last year.

The Operating Margin for HMHC through the first 8 months of FY21 is \$602K below budget and \$166K lower than last year.

Through 8 months of the current fiscal year we have an Operating Margin of \$88K, which is a .93% positive margin.

These variances mentioned in the narrative about our financial status thus far in FY21 are predominately due to the COVID-19 pandemic. Horizons MHC was very successful in moving rapidly to providing our services via telehealth. What we realized quickly was we needed to educate our staff on how to engage our consumers via telehealth, but also had to educate our supervisors how to supervise via a virtual connection. The following is from Horizons' funding request last year at this time,

'Now, given the COVID-19 pandemic, the likelihood of Horizons posting a positive margin is very small. We have had to change our model of service delivery in order to protect our staff and patients. The likelihood of keeping consumers engaged in care via telehealth is much less than if seen in a face to face setting. Given the Executive Orders to Shelter in Place and to maintain social distancing we have moved to providing services either through tele-video or via phone. Consequently, there is an unfortunate chance Horizons will post a negative margin each of the remaining months of FY20 and for the end of the fiscal year.'

We underestimated how long the pandemic would last and the impact it would have on our consumers, our staff and the finances of Horizons. We also underestimated the amount of 'zoom fatigue' that would be experienced by consumers, especially children and adolescents, who would end up spending several hours a day in a virtual school environment and then would struggle to be engaged in a service with our staff via telehealth.

The number of consumers we provided services to remained fairly constant but the length of each service dropped significantly, lowering our revenue. We also saw a significant increase in crisis cases in two consumer groups. Among consumers we were serving, some struggled to be engaged meaningfully and therefore experienced crises. The second group were individuals not known to us but experienced crises, many of which were indirectly related to the pandemic.

The rest of it all is the pandemic significantly impacted the financial side of Horizons Mental Health Center.

Document #4: This document provides a summary of the number of service hours provided to consumers in Reno County over the last 10 years.

The number of service hours provided by HMHC Reno County office dropped by approximately 18%. This is directly due to the pandemic. Many of our consumers experienced an increase in symptoms of their illnesses. Even given this fact, there was a significant challenge in providing services remotely at the same level previously provided. Many consumers, both children and adults, were able to engage remotely for only a limited time and then would want to end their session.

Given the reduction in the number of Active COVID cases, along with the increase in the vaccination rates, many of our consumers are willing to now reengage in services at a level that will help them manage their symptoms.

Summary:

Horizons is anticipating a negative margin for the end of FY21. We are budgeting an approximate 1.5% positive margin for FY22.

Last year Reno County Commission allocated a 5% increase in funding to Horizons, making the total allocation to Horizons at \$452,025. Horizons is very appreciative of the increase that was allocated.

Horizons is requesting the Reno County Commission to maintain the funding allocation to Horizons for CY22 at \$452,025.

Horizons is appreciative of the confidence demonstrated in our staff by the Reno County Commission and your commitment to providing accessible and affordable mental health services to the residents of your county. Thank you for the time and consideration the Commission will give to this request. Please do not hesitate to contact me if you have any questions.

Respectfully,

A handwritten signature in blue ink, appearing to read "L. Michael Garrett". The signature is fluid and cursive, with a horizontal line extending from the end of the name.

L. Michael Garrett, CEO



HORIZONS

MENTAL HEALTH CENTER

A Member of the Hutchinson Regional Healthcare Family

Number of Uninsured Consumers of Horizons MHC and Reno County by Calendar Year

Document #1

County	Calendar Year 2011		Calendar Year 2012		Calendar Year 2013		Calendar Year 2014		Calendar Year 2015		Calendar Year 2016		Calendar Year 2017		Calendar Year 2018		Calendar Year 2019		Calendar Year 2020		
	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	
HMHC - Total Open Cases	5,883		5,649		5,798		6,094		5,932		6,228		6,628		6,866		6,634		5,923		
HMHC - Total Uninsured	1,410	25%	1,615	29%	1,500	26%	1,733	28%	1,971	33%	1,931	31%	2,226	34%	2,172	32%	2,117	31.90%	2,599	43.89%	
Reno County -Total Cases*	5,202	88%	4,219	75%	4,955	85%	4,836	79%	5,005	84%	5,353	86%	5,679	86%	5,500	80%	4,865	73.30%	4,620	78%	
Reno County- Uninsured**	1,125	22%	1,343	24%	1,253	25%	1,503	31%	1,685	34%	1,734	32%	1,966	35%	1,844	34%	1,683	34.60%	2,105	46%	

* Percent of cases from Reno County

**Percent of Reno County cases that are uninsured

**Horizons Mental Health Center
Funding Analysis from Reno County
CY08 thru CY21**

Document #2

Calendar Year	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2108	2019	2020	2021
Dollar Amount	\$410,000	\$410,000	\$408,000	\$367,200	410,000	410,000	410,000	410,000	410,000	410,000	430,500	430,500	430,500	452,025
Percent Change	5%	0%	-0.05%	-10%	11.70%	0%	0%	0%	0%	0%	5%	0%	0%	5%
Cumulative Change	0.0%	0.0%	0.0%	-10%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%	5.0%	5.0%	5.00%	10.25%
Calendar Year	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Inflation Rate	3.85%	-0.345	1.95%	3.16%	2.07%	1.50%	1.60%	0.12%	2.07%	2.10%	2.44%	1.76%	0.62%	
Cumulative Rate	22.70%	22.36%	24.31%	27.47%	29.31%	30.81%	32.40%	32.52%	34.59%	36.60%	39.04%	40.80%	41.42%	

Horizons Mental Health Center
February 2021 Income Statement

Document #3

MTD						YTD					
Actual	Budget	Variance	% Change	Prior Year	Prior Yr Variance	Actual	Budget	Variance	% Change	Prior Year	Prior Yr Variance
1,073,524	1,237,966	(164,442)	-13.28%	1,125,500	(51,977)	8,219,373	10,708,404	(2,489,031)	-23.24%	8,758,654	(539,281)
<u>1,073,524</u>	<u>1,237,966</u>	<u>(164,442)</u>	<u>-13.28%</u>	<u>1,125,500</u>	<u>(51,977)</u>	<u>8,219,373</u>	<u>10,708,404</u>	<u>(2,489,031)</u>	<u>-23.24%</u>	<u>8,758,654</u>	<u>(539,281)</u>
215,136	248,794	(33,658)	-13.5%	228,496	(13,360)	1,841,305	1,990,352	(149,047)	-7.5%	1,569,541	271,763
22,038	49,005	(26,967)	-55.0%	29,330	(7,292)	187,431	392,039	(204,608)	-52.2%	298,559	(111,128)
9,535	37,696	(28,161)	-74.7%	15,346	(5,811)	76,930	301,568	(224,638)	-74.5%	111,089	(34,159)
34,198	41,466	(7,267)	-17.5%	16,414	17,785	282,474	331,725	(49,252)	-14.9%	230,858	51,616
<u>280,906</u>	<u>376,961</u>	<u>(96,054)</u>	<u>-160.8%</u>	<u>289,586</u>	<u>(8,679)</u>	<u>2,388,140</u>	<u>3,015,685</u>	<u>(627,545)</u>	<u>-149.0%</u>	<u>2,210,047</u>	<u>178,092</u>
792,617	861,005	(68,388)	-7.9%	835,915	(43,298)	5,831,233	7,692,719	(1,861,486)	-24.2%	6,548,607	(717,374)
337,122	320,130	16,992	5.3%	398,498	(61,376)	3,638,108	2,555,905	1,082,202	42.3%	2,644,537	993,571
<u>1,129,739</u>	<u>1,181,136</u>	<u>(51,397)</u>	<u>-2.63%</u>	<u>1,234,412</u>	<u>(104,673)</u>	<u>9,469,341</u>	<u>10,248,624</u>	<u>(779,284)</u>	<u>18.14%</u>	<u>9,193,144</u>	<u>276,197</u>
687,501	733,024	(45,523)	-6.2%	777,169	(89,668)	5,719,689	6,245,011	(525,322)	-8.4%	5,594,353	125,336
25,897	18,750	7,147	38.1%	15,732	10,165	179,857	150,000	29,857	19.9%	156,898	22,960
256,694	236,100	20,594	8.7%	294,854	(38,160)	2,055,041	1,888,801	166,240	8.8%	1,795,413	259,629
-	-	-	#DIV/0!	-	-	-	-	-	#DIV/0!	-	-
39,238	44,333	(5,095)	-11.5%	35,856	3,383	332,065	354,667	(22,602)	-6.4%	256,190	75,875
15,582	13,866	1,716	12.4%	11,713	3,868	109,764	110,928	(1,163)	-1.1%	94,368	15,397
1,438	5,683	(4,246)	-74.7%	2,928	(1,490)	20,490	45,467	(24,976)	-54.9%	32,393	(11,903)
69,485	40,943	28,542	69.7%	34,303	35,182	314,200	327,547	(13,346)	-4.1%	316,422	(2,221)
10,350	10,303	47	0.5%	4,597	5,753	58,070	82,421	(24,351)	-29.5%	70,962	(12,892)
32,048	24,503	7,545	30.8%	21,867	10,181	150,150	196,023	(45,873)	-23.4%	148,852	1,297
69,766	53,965	15,800	29.3%	38,250	31,516	291,183	431,723	(140,540)	-32.6%	370,402	(79,220)
<u>1,207,999</u>	<u>1,181,471</u>	<u>26,528</u>	<u>2.3%</u>	<u>1,237,269</u>	<u>(29,270)</u>	<u>9,230,510</u>	<u>9,832,585</u>	<u>(602,076)</u>	<u>-6.1%</u>	<u>8,836,252</u>	<u>394,258</u>
<u>\$ (78,260)</u>	<u>\$ (335)</u>	<u>\$ (77,924)</u>	<u>23237.4%</u>	<u>\$ (2,857)</u>	<u>\$ (75,403)</u>	<u>\$ 238,831</u>	<u>\$ 416,039</u>	<u>\$ (177,208)</u>	<u>-42.6%</u>	<u>\$ 356,892</u>	<u>\$ (118,061)</u>
<u>-6.9%</u>	<u>0.0%</u>	<u>-6.9%</u>	<u>24299.1%</u>	<u>-0.2%</u>	<u>-6.7%</u>	<u>2.5%</u>	<u>4.1%</u>	<u>-1.5%</u>	<u>-37.9%</u>	<u>3.9%</u>	<u>-1.4%</u>
40	-	40	#DIV/0!	-	40	10,116	-	10,116	#DIV/0!	-	10,116
19,667	26,161	(6,494)	-24.8%	11,526	8141.27	140,265	209,292	(69,027)	-32.98%	102,012	38252.76
<u>\$ (97,967)</u>	<u>\$ (26,497)</u>	<u>\$ (71,471)</u>	<u>269.7%</u>	<u>\$ (14,383)</u>	<u>\$ (83,585)</u>	<u>\$ 88,450</u>	<u>\$ 206,747</u>	<u>\$ (118,297)</u>	<u>-57.2%</u>	<u>\$ 254,880</u>	<u>\$ (166,430)</u>
\$ (10,818)	\$ 12,500	(23,318)	-186.5%	\$ (8,169)	\$ (2,649)	\$ 1,269,959	\$ 100,000	\$ 1,169,959	1170.0%	\$ 458,094	811,865
-	-	-	#DIV/0!	-	-	-	-	-	#DIV/0!	-	-
574	1,500	(926)	-61.7%	2,752	(2,177)	6,368	12,000	(5,632)	-46.9%	22,500	(16,132)
<u>\$ (10,244)</u>	<u>\$ 14,000</u>	<u>\$ (24,244)</u>	<u>-173.17%</u>	<u>\$ (5,417)</u>	<u>\$ (4,826)</u>	<u>\$ 1,276,327</u>	<u>\$ 112,000</u>	<u>\$ 1,164,327</u>	<u>1039.58%</u>	<u>\$ 480,594</u>	<u>\$ 795,733</u>
<u>\$ (108,211)</u>	<u>\$ (12,497)</u>	<u>\$ (95,714)</u>	<u>765.9%</u>	<u>\$ (19,800)</u>	<u>\$ (88,411)</u>	<u>\$ 1,364,777</u>	<u>\$ 318,747</u>	<u>\$ 1,046,030</u>	<u>328.2%</u>	<u>\$ 735,474</u>	<u>\$ 629,303</u>
<u>-8.67%</u>	<u>-2.24%</u>	<u>-6.43%</u>		<u>-1.17%</u>	<u>-7.5%</u>	<u>0.93%</u>	<u>2.02%</u>	<u>-1.08%</u>		<u>2.77%</u>	<u>-1.8%</u>
<u>-9.67%</u>	<u>-1.05%</u>	<u>-8.62%</u>		<u>-1.61%</u>	<u>-8.06%</u>	<u>12.70%</u>	<u>3.08%</u>	<u>9.62%</u>		<u>7.60%</u>	<u>5.10%</u>

* A portion of the HHS Stimulus, the Sparks, and MCO funding were recognized in October (\$327,542.96), November (\$276,066.09) and December (\$310,738); for a total of \$914,347.05 recognized to date to cover loss of revenue and increased expenses due to Covid-19. Guidance from HHS on recognizing funds due to loss of revenue continues to change.



**Horizons Mental Health Center
Hours by Provider & Program
Reno County Yearly Comparison**

Document # 4

Provider	(Multiple Items)										
Sum of Total Hours	Year										
Program	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Grand Total
ADULT OP	11,644.88	10,266.73	10,103.97	9,112.71	9,582.01	11,567.91	14,308.64	13,368.55	11,251.71	9,088.41	110,295.53
BEHAVIORIAL HEALTH CONSULTATION							228.36	418.72	53.71	3.09	703.87
BLOCK GRANT FUNDING			21.28	246.02	91.45	1.53	2.75	0.98			364.01
CHILDREN OP	10,887.87	10,924.04	11,263.07	10,358.74	8,678.86	9,749.90	12,303.32	11,978.38	11,142.92	8,893.87	106,180.97
CHILDRENS ADVOCACY							493.31	2,274.78	487.90	288.44	3,544.43
COMMUNITY BASED SERVICES	50,428.50	57,969.80	57,690.21	55,952.00	49,582.25	52,736.75	54,976.18	66,101.35	66,514.88	41,467.39	553,419.32
COMMUNITY SUPPORT SERVICES	14,669.51	13,083.07	11,949.37	10,409.99	9,158.23	9,123.05	11,990.21	9,069.33	7,668.04	6,260.99	103,381.79
CRISIS	140.75	92.59	124.97	194.62	322.63	445.07	646.72	545.32	467.30	382.01	3,361.97
DRUG COURT							45.77	132.01	210.87	305.29	116.13
EMPLOYEE ASSISTANCE PROGRAM			7.00	20.30	14.22	3.82	10.02	19.40	43.69	66.29	184.73
GMHI ALLOCATION			73.87	647.29	383.50	20.65	2.48				1,127.79
INDIRECT SERVICE	38,300.30	34,767.96	31,788.12	27,584.50	22,301.85	16,303.83	3,585.97				174,632.51
INPATIENT HOSPITAL	3,520.98	3,288.38	3,059.34	2,890.37	2,042.15	1,725.12	1,549.02	1,202.43	11.75	16.99	19,306.53
JAIL						33.57	111.02	174.14	97.02	121.10	536.84
MEDICAL SERVICES	5,639.45	5,004.15	4,251.40	4,448.61	4,724.49	4,442.14	4,661.26	4,259.15	4,015.20	3,632.17	45,078.02
No Program	670.97	500.92	875.28	324.20	116.23	135.65	4.98	15.58	15.73	10.53	2,670.08
PRATT COUNTY					2.10		0.25				2.35
PRTF	809.48	701.95	281.31	229.28	288.18	210.22	362.99	231.13	213.59	166.20	3,494.33
RECOVERY SUPPORT INITIATIVE			11.00	151.60	152.37	23.49		0.08			338.54
RENO COUNTY			42.08	246.75	210.08	120.42	23.53	1.47	0.50	5.20	650.03
SERVICE ALT PROGRAM CLINICAL		15.65	109.47	115.69	118.71	179.03	133.94	93.45	37.46	2.42	805.81
SERVICE ALT PROGRAM MEDICAL		6.77	48.29	18.03	2.25			0.33	0.25		75.93
SOARS				230.29	456.32	86.14	36.31	335.50	228.72	288.80	1,662.08
SUBSTANCE USE DISORDER SVC		8.75	212.07	88.67	46.89			524.27	433.48	286.07	1,988.54
HEALTH HOME						2,179.95			2.92	0.75	2,183.62
HARPER COUNTY					0.67						0.67
REFORM FUNDING			3.00	16.05	16.53			0.30			35.88
BARBER COUNTY				5.00						0.50	5.50
PATIENT ASSISTANCE			0.40								0.40
SERVICE ALT PROGRAM CBS		2.50									2.50
OPIOID GRANT - MAT								5.05			5.05
CHRONIC CONTROLLED MGMT								51.08	2.63	1.22	54.94
ABC									152.37	37.38	189.75
SPMI									32.57	27.38	59.95
SUNRISE HOUSE									3,151.68	7,435.66	10,587.34
THERAPEUTIC CENTER								1,464.02		3,949.15	5,413.17
SED WAIVER										5,219.79	5,219.79
ONE CARE KANSAS										112.39	112.39
PCIT										166.37	166.37
SMI										0.87	0.87
Grand Total	136,712.69	136,633.27	131,915.50	123,290.71	108,291.96	109,283.76	105,801.85	110,881.66	107,795.31	88,047.53	1,158,654.22

Reno County Commission
206 W. First Ave.
Hutchinson, KS 67501



April 9, 2021

Dear County Administrator Randy Partington and Reno County Board of Commissioners,

1. A listing of all significant revenue sources including the county, the amount received from each for the current year and the amount requested from each for FY2020.

You will find attached the 2020 profit and loss and balance sheets and a 2020 budget showing income and expenses. I have also included the 2021 list of Board of Directors. The organization also included the anticipated budget for 2022.

The Reno County Museum (RCM) receives revenue from the following sources:

- Reno County... .. \$185,000.00
- Interest... .. \$100.00
- Research \$100.00
- Rental... .. \$2,800.00
- Entrance Donation... .. \$1,250.00
- Community Events... .. \$2,550.00
- Gift Shop... .. \$2,250.00
- Additional Donations... .. \$3,750.00
- Membership... .. \$3,500.00
- Brick Program \$1,500.00
- Grants... .. Grants are restricted funds dedicated to a particular project.

During COVID-19 the Reno County Museum had seen a significant loss in attendance. However, the organization has worked on ways to improve its visibility. The Reno County Museum's primary source of income comes from the County allocated funds and interest from the Houston Whiteside fund. The Houston Whiteside is a restricted fund and RCM depends on interest for about 5% to 9% of its yearly income. As of December 2019, Reno County Museum developed a non-mandatory suggested donation for admission of \$1 per child and \$2 per adult. The new suggested donation program at the beginning of 2020 was extremely successful until COVID. In 2021, the organization has noticed a surge of interest and attendance which has had a direct correlation to the number of donations that we have received thus far.

Additional income for the Reno County Museum is made from conference room rentals, programs, research fees, memberships, gift shop sales and additional general donations. The Reno County Museum charges a minimal amount for several of our programs but that provides program materials and does not provide the organization with a profit.

The Reno County Museum's continuous challenge is managing maintenance and upkeep to our facility. We rely on grants, donations, and special fundraising to supplement our maintenance, or any necessary renovations to the Museum.

Ongoing Maintenance Challenges:

Successes:

- Replacement of the carpet in the lobby is scheduled to take place in the coming weeks. The carpet in this area is worn and with unraveling spots and stains from years of guest use. RCM is able to complete this renovation because of mill levy funding.
- Replacement of the HVAC system in the artifact storage area is also scheduled to take place in the coming weeks. The current system has aged out and is no longer able to keep temperatures and humidity consistently at the necessary level needed for preservation of the artifacts. A repair of this size would not be possible without the mill levy funding.

Challenges:

- Carpet for the stairwells and the research room. As the organization fixed one issue in carpet, other aspects appear necessary.
- The elevator maintenance is also a challenge. It has been recommended that we update our elevator. Of particular importance, is the replacement of the ADA phone inside the elevator. This is estimated to cost \$3,892.
- Upkeep of our courtyard is needed every year to keep it maintained for guests to enjoy during their visits to the Museum both during normal business hours and special events. The courtyard is the first thing our guests experience when they visit us.
- One of the biggest problems that we have observed over the past couple of years are the inconsistencies of our humidity levels. Humidity can harm the artifacts especially if the humidity levels swing from very moist to very dry. This can cause extreme brittle fabric, cracking in wooden artifacts and a rapid decrease in the artifacts lifespan. A proper humidification in our main galleries alone will cost \$15,000 dollars.

In spite of these needed repairs, we are pleased overall with the condition of the museum building, and are confident that even under the current circumstances, the Reno County Museum is continuously improving and meeting the needs of the community.

2. Provide a listing of the specific programs and their expenditures that are funded by your present attraction and those to be funded by your new request.

Pathway to the Past: Digitizing the Pat Mitchell Collection

In 2020, the Reno County Museum received a grant of \$3,498 from Humanities Kansas and the Hutchinson Community Foundation's Fund for Hutchinson grant of \$30,400 (\$15,200/year for two years). These two grants allow the Reno County Museum, with the assistance of Wichita State University to digitize over thirty thousand artifacts from the Pat Mitchell Collection. The resulting digital images will be made freely available and accessible to the public online via WSU's special collections website.

2020 Events

March Ghost Hunt postponed to June –20 - 12 people attended: admission total \$262.01.

May 30 Building Plank Challenge – Canceled.

June 6 Ghost Hunt – 18 people attended: admission total \$418. 26.

July 16 Ice Cream Social – modified for social distancing, Sponsored by People’s Bank. 70 people attended.

October 15 “Boo”seum Spook Walk – Modified to a drive-thru event with free admission (usually \$2.50 per child). 300 people attended. Sponsored by People’s Bank, RCB Bank, Walmart, Dillons, & First National Bank.

October 23 Reno County Urban Legends Program - Canceled.

October 2020 Zombie Run 5k Fundraiser - Canceled.

October 31 Ghost Hunt – 11 people attended: admission total \$316.75.

December 17 Christmas in the Courtyard – Canceled.

Participated in the Drive-Thru Nights Before Christmas Display at the Hutchinson Zoo
December 12 – 19.

Repairs and Improvements:

In June 2020, the lobby carpet was replaced with carpet tile and the HVAC system in the museum archive was completely replaced.

All of these programs and events are conducted within the scope of the budget. Many events require additional outside donations in order to offer them to the public.

2021

Historic Voices

In March 2021, the Reno County Museum received the Hutchinson Community Foundation’s Changemakers at Work grant of \$1,850 for the purchase of video equipment and software for the Historic Voice Project. To celebrate the sesquicentennials of Hutchinson and Reno County we are inviting the public to participate in documentary films produced by the Reno County Museum as people recount their stories and experiences living in Reno County Kansas. This project began in early 2021 with the development of short documentaries on Pat Mitchell & Solomon Butler. This project will continue through the year of 2021 as we interview individuals, business owners, as well as friends and family of Reno County citizens telling their stories focusing on modern history and the past.

Pathway to the Past: Digitizing the Pat Mitchell Collection

This project will continue through 2021 with the rest of the funding from Hutchinson Community Foundation's Fund for Hutchinson grant (\$15,200). The Reno County Museum will continue to work with the Wichita State University and plans on having the first set of digitized artifacts available online in the coming months. At the end of this project, the Museum would digitize nearly 30,000 artifacts from our own local historian, Pat Mitchell.

Events planned for 2021:

Mysteries at the Museum (Summer)

June 25 – Live Clue Game at the Reno County Museum – Help us solve a Murder! One of the museum staff at the Reno County Museum had an unfortunate accident (or did they?). We need your help to find out! Teams will race against each other and the clock to solve the mystery. The team who finishes first will receive a special prize.

August 6 & 7 / 20 & 21 – Museum Escape Room – the Museum galleries will be converted into an escape room experience for four nights. Guests will have one hour to solve riddles, puzzles, math problems, and more to uncover the secrets of Zogi the Magician and ultimately find their way out! There will be traps and treasures.

October 21, 2021 “Boo”seum Spook Walk – The “Boo”seum Spook Walk will be an outdoor event this year. Families can visit all the “ghosts” of Reno County’s past throughout the museum grounds and get a bag of candy at the end! There will be other fall carnival themed activities for families in the museum courtyard. The goal of this event is to provide a fun and safe Halloween activity for Reno County families while teaching children about Reno County.

October 23, 2021 Zombie Run 5k Fundraiser – The first annual Reno County Museum Zombie Run 5k is planned for October 23, 2021. During this 5k runners will be outrunning a hoard of Zombies that escaped the museum archives! This is the first 5k fundraiser for the museum.

October 30, 2021 Ghost Hunt and Live Stream - The museum buildings are rumored to be haunted. Guests and past staff have recounted their experiences with strange noises, voices, and other unexplained encounters. On October 30, you can join us for an overnight investigation inside the museum. We will be investigating all areas of the museum, including areas that are normally off limits to guests. We will also live stream the ghost hunt!

December 17 Christmas in the Courtyard – An open-house style Christmas event at the Museum celebrating all holiday traditions that make this time of year special.

The organization wishes to continue these events and programs for the public moving forward into 2022. As the public and residence of Reno County continue to feel comfortable coming out, the Museum wants to offer them an option to experience a history in a new fun way.

3. Provide a narrative explaining the nature and purpose of each such program and the community need associated with it. Your narrative should include any additional information that you believe is pertinent to your request. If your request exceeds your present allocation, you must provide some justification and documentation for that increase.

The organization is requesting roughly 3% additional solely for payroll and an additional \$15,000 for necessary updates to the museum. The total request comes to \$205,000. Again, the 3% increase from 2021 will cover all programs and the necessary increase in payroll which includes additional employees that the organization needs to hire. At this moment, the organization has conducted an evaluation to see how many new employees and volunteers are needed at this time. According to the evaluation, the organization is in need of 3 to 5 additional employees and volunteers. This evaluation was based on the amount of work that has been completed at the Museum recently.

The \$15,000 additional request will cover necessary updates for the Museum. In 2022, the Museum would like to continue to make improvements on its carpet repairs on the stairwells and research room which cost is estimated at \$9,000. In lieu of the Sesquicentennial (150th anniversary) the Museum would also like to request \$6,000 in order to make the necessary improvements to the main gallery exhibits. This exhibit is designed to be a permanent fixture, but also incorporates a modular design to allow artifacts to be changed out on a routine basis while not impacting the overall story of the exhibit. This new layout will incorporate a completely renovated main floor gallery with a curved wall that will showcase important events and elements in Reno County. With the museum housing over 40,000 artifacts it is important that Reno County residents are allowed to experience more than what has been on display for the last ten years.

The Museum wants to educate and inspire our guests and County residents to walk into the museum and learn the geologic history of the county and some of the native plants and animals. Next will be an exhibit dedicated to the namesake of the county, Jesse Reno. The Native American presence will be explored and with help from the Osage tribe we will explore their subsistence patterns, familial ties, interactions with the US government and also modern issues. Next we will explore Reno County in the broad context of Kansas history. Manifest Destiny and the age of exploration will be discussed and the various treaties and compromises of the 19th century

The life and hardship of the average settler will be explored next. The Museum will have an exhibit that explores how the railroad has affected population growth in the county. Large maps will be displayed that show train routes through the county and how the towns sprung up along these routes. Off the main floor gallery will be an area dedicated to the important figures that shaped Reno County. These people will be entrepreneurs, politicians, teachers, settlers and sports figures. This will flow into Reno County in the 20th century. This exhibit will cover the

arrival of the State Fair, WW1 and 2, the boom of the 1950s and the closing decades of the 1900s.

Turning the corner will now lead you into the central focus of the main floor exhibit: “The Three Pillars of Reno County”. The industries of salt, grain and rail represent the building blocks and fundamental aspects of what made Reno County unique in Kansas. These three will be explored in greater detail to show the visitor how important and influential these things were and are to Reno County. Finally, we will have an exhibit that talks about the challenges facing the county in the 21st century. The goal of this exhibit is to make people not only proud of what their county has accomplished since 1872, but to also encourage them to take an active role in making their community better.

As we start edging closer and closer to the end of the pandemic, the Museum wants to reunite our community to celebrate our history and everything that’s within it. We as a community should be proud of our accomplishments and through those accomplishments, the Reno County Museum has an opportunity to showcase it. Let’s celebrate our Sesquicentennial together.

RCM Collection:

The RCM collection is always growing and currently the collection is nearly 40,000 artifacts, many of which contain multiple pieces/parts bringing the total closer to 100,000. Virtually all of these artifacts have been freely donated by the community, and all are vetted for quality both by staff and our Collections Committee, which meets quarterly to discuss new objects and rule as to their suitability.

Preserve:

We continue to closely monitor the condition of the artifact collection and tend to any needed conservation as soon as possible. This ranges from monitoring the temperature and humidity of storage areas, to rehousing artifacts, to freezing and unfreezing artifacts to combat mold/mildew spots.

Protect:

We are continuing to expand our stable storage areas to protect the collection long term by adding new shelving, grid walls for framed items, and expanding our monitoring of temperature and humidity of all storage areas. Additionally, we are currently working on a full inventory of the collection to ensure that locations and metadata for all items are up to date and correct; during this process we are additionally tending to any conservation needs that we come across to ensure the collection stays in excellent condition.

Share:

We hold many educational and community programs throughout the year to share local history with our community. At this time, the majority of the expenses for public events is funded by donations and sponsorships. We also offer memberships with excellent benefits. In late 2019, we launched a brand new fundraiser at the museum. We now have customizable memorial bricks

available for purchase to be installed permanently in the museum courtyard. While this new program is just in its beginning, we expect it to be a great addition to what we already do to share history. The memorial brick program allows others to share their history and roots in Reno County while also supporting the museum.

The Reno County Historical Society has always enjoyed a positive relationship with the County. Through that relationship, the Museum is able to continue to grow and enhance its ability to educate and inspire our guests about the amazing history and stories of Reno County. The Museum is looking forward to our exciting future and welcomes your suggestions and input. Please let me know if you have questions or need additional information. I would enjoy the opportunity to meet with you to discuss the needs of RCM.

Thank you once again.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Ables". The signature is fluid and cursive, with the first name being more prominent.

Michael Ables, Executive Director

Reno County Historical Society: Reno County Museum

316.253.0869

michael@underkansas.org

Reno County Museum
Balance Sheet Prev Year Comparison
As of January 31, 2021

	Jan 31, 21	Jan 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1000 · RCM Checking Account	65,294.54	30,820.52	34,474.02
Total Checking/Savings	65,294.54	30,820.52	34,474.02
Other Current Assets			
1120 · Gift Shop Register Cash	100.00	100.00	0.00
1121 · Petty Cash	200.00	200.00	0.00
Total Other Current Assets	300.00	300.00	0.00
Total Current Assets	65,594.54	31,120.52	34,474.02
Fixed Assets			
1500 · Buildings & Equip	1,337,519.07	1,337,519.07	0.00
1700 · Accum. Depreciation	-1,068,666.76	-1,041,794.80	-26,871.96
Total Fixed Assets	268,852.31	295,724.27	-26,871.96
Other Assets			
1200 · Houston Whiteside Fund-FNB	322,282.92	302,151.82	20,131.10
Total Other Assets	322,282.92	302,151.82	20,131.10
TOTAL ASSETS	656,729.77	628,996.61	27,733.16
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	344.82	1,111.56	-766.74
Total Accounts Payable	344.82	1,111.56	-766.74
Credit Cards			
1318 · Commerce Visa	42.50	0.00	42.50
1312 · 1st BankCard-RCM	851.98	157.72	694.26
1315 · Lowe's	0.00	103.50	-103.50
1316 · Westlake Hardware	0.00	19.98	-19.98
Total Credit Cards	894.48	281.20	613.28
Other Current Liabilities			
2013 · Prepaid Events Income	454.95	400.00	54.95
2071 · Strataca Payable	0.00	186.50	-186.50
2100 · Sales Tax Payable	0.00	48.85	-48.85
2105 · Reno C Allocation Funds Prepaid	-15,416.67	-15,416.67	0.00
2130 · Accrued Vacation Pyble	1,972.08	620.45	1,351.63
2140 · Accrued PR Payable	2,269.08	1,432.51	836.57
Total Other Current Liabilities	-10,720.56	-12,728.36	2,007.80
Total Current Liabilities	-9,481.26	-11,335.60	1,854.34
Total Liabilities	-9,481.26	-11,335.60	1,854.34
Equity			
3000 · Opening Bal Equity	741,119.19	741,426.02	-306.83
3200 · Retained Earnings	-75,986.26	-102,524.12	26,537.86
Net Income	1,078.10	1,430.31	-352.21
Total Equity	666,211.03	640,332.21	25,878.82
TOTAL LIABILITIES & EQUITY	656,729.77	628,996.61	27,733.16

Reno County Museum Profit & Loss Budget vs. Actual January 2021

	Jan 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4001 · Reno County Allocated	15,416.67	15,416.67	0.00
4002 · Fund Investment Income	1,583.96	500.00	1,083.96
4050 · Program Income	0.00	50.00	-50.00
4061 · Gift Shop Income	54.50	50.00	4.50
4080 · Misc. Income	0.00	0.00	0.00
4160 · Interest Income	5.91	0.00	5.91
7008 · Donations	227.93	50.00	177.93
7033 · Membership Income	150.00	250.00	-100.00
7035 · Brick Program Income	100.00	125.00	-25.00
Total Income	17,538.97	16,441.67	1,097.30
Expense			
66900 · Reconciliation Discrepancies	*1 5.00		
6601 · RCM Payroll	9,724.03	13,500.00	-3,775.97
6010 · Credit Card Fees	63.37	50.00	13.37
6015 · Bank Fees	11.68	16.00	-4.32
6020 · Insurance Expense	1,000.00	1,000.00	0.00
6030 · Maintenance	224.98	825.00	-600.02
6031 · Safety Supplies/Equipment	0.00	85.00	-85.00
6034 · Lawn Care/Snow Removal	175.00	325.00	-150.00
6061 · Gift Shop Expenses	0.00	50.00	-50.00
6200 · Marketing	30.00	250.00	-220.00
6231 · Fundraising Event Expense	0.00	0.00	0.00
6300 · Utilities	1,972.62	2,000.00	-27.38
6401 · Curatorial Expense	0.00	500.00	-500.00
6403 · Janitorial	0.00	50.00	-50.00
6405 · Office Supplies/Postage/Copies	77.00	150.00	-73.00
6411 · Exhibit Expense	0.00	1,500.00	-1,500.00
6412 · Program Expenses	0.00	0.00	0.00
6413 · Board Expense	0.00	0.00	0.00
6450 · Information Technology	497.15	450.00	47.15
6453 · Equipment Lease	259.21	250.00	9.21
6500 · Museum Development	181.50	200.00	-18.50
6550 · Professional Fees	0.00	0.00	0.00
6700 · Property Tax Expense	0.00	0.00	0.00
6750 · Staff Expense	0.00	25.00	-25.00
6800 · Misc. Expenses	0.00	0.00	0.00
6900 · Depreciation Expense	2,239.33	0.00	2,239.33
7211 · Membership Expenses	0.00	25.00	-25.00
7220 · Brick Pgm Expense	0.00	25.00	-25.00
7225 · Collections Care Expense	0.00	0.00	0.00
Total Expense	16,460.87	21,276.00	-4,815.13
Net Ordinary Income	1,078.10	-4,834.33	5,912.43
Net Income	1,078.10	-4,834.33	5,912.43
Net Income without Depreciation	3,317.43		

*1 Double \$5 entry in Kroger Credit Card, removed to reconcile

10:11 AM
3/12/2021

Reno County Museum
Balance Sheet Prev Year Comparison
As of February 28, 2021

	<u>Feb 28, 21</u>	<u>Feb 29, 20</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1000 · RCM Checking Account	150,674.08	114,408.07	36,266.01
Total Checking/Savings	<u>150,674.08</u>	<u>114,408.07</u>	<u>36,266.01</u>
Other Current Assets			
1120 · Gift Shop Register Cash	100.00	100.00	0.00
1121 · Petty Cash	200.00	200.00	0.00
Total Other Current Assets	<u>300.00</u>	<u>300.00</u>	<u>0.00</u>
Total Current Assets	<u>150,974.08</u>	<u>114,708.07</u>	<u>36,266.01</u>
Fixed Assets			
1500 · Buildings & Equip	1,337,519.07	1,337,519.07	0.00
1700 · Accum. Depreciation	-1,070,906.09	-1,044,034.13	-26,871.96
Total Fixed Assets	<u>266,612.98</u>	<u>293,484.94</u>	<u>-26,871.96</u>
Other Assets			
1200 · Houston Whiteside Fund-FNB	322,282.92	302,151.82	20,131.10
Total Other Assets	<u>322,282.92</u>	<u>302,151.82</u>	<u>20,131.10</u>
TOTAL ASSETS	<u><u>739,869.98</u></u>	<u><u>710,344.83</u></u>	<u><u>29,525.15</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	899.93	1,516.29	-616.36
Total Accounts Payable	<u>899.93</u>	<u>1,516.29</u>	<u>-616.36</u>
Credit Cards			
1318 · Commerce Visa	28.28	0.00	28.28
1312 · 1st BankCard-RCM	411.47	164.91	246.56
1314 · Walmart	133.66	43.64	90.02
1315 · Lowe's	0.00	387.85	-387.85
1316 · Westlake Hardware	0.00	108.95	-108.95
1317 · Hobby Lobby	23.78	13.38	10.40
Total Credit Cards	<u>597.19</u>	<u>718.73</u>	<u>-121.54</u>
Other Current Liabilities			
2013 · Prepaid Events Income	454.95	600.00	-145.05
2071 · Strataca Payable	0.00	394.70	-394.70
2100 · Sales Tax Payable	0.00	47.18	-47.18
2105 · Reno C Allocation Funds Prepaid	59,166.66	64,166.66	-5,000.00
2130 · Accrued Vacation Pyble	1,972.08	620.45	1,351.63
2140 · Accrued PR Payable	2,200.05	1,727.18	472.87
Total Other Current Liabilities	<u>63,793.74</u>	<u>67,556.17</u>	<u>-3,762.43</u>
Total Current Liabilities	<u>65,290.86</u>	<u>69,791.19</u>	<u>-4,500.33</u>
Total Liabilities	<u>65,290.86</u>	<u>69,791.19</u>	<u>-4,500.33</u>
Equity			
3000 · Opening Bal Equity	741,119.19	741,426.02	-306.83
3200 · Retained Earnings	-75,986.26	-102,524.12	26,537.86
Net Income	9,446.19	1,651.74	7,794.45
Total Equity	<u>674,579.12</u>	<u>640,553.64</u>	<u>34,025.48</u>
TOTAL LIABILITIES & EQUITY	<u><u>739,869.98</u></u>	<u><u>710,344.83</u></u>	<u><u>29,525.15</u></u>

Reno County Museum
Profit & Loss Budget vs. Actual
January through February 2021

	<u>Feb 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jan - Feb 21</u>	<u>TOTAL</u>	
					<u>Budget</u>	<u>\$ Over Budget</u>
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income with Depreciation	<u>8,363.09</u>	<u>665.67</u>	<u>7,697.42</u>	<u>9,446.19</u>	<u>-4,168.66</u>	<u>13,614.85</u>
Net Income without Depreciation	<u>10,295.59</u>			<u>13,618.02</u>		

Notes

- *1 \$515 Annual Fire Alarm Monitoring, \$500 Boiler Repair
- *2 4 trips for salt application and snow removal
- *3 Visit Hutch \$420

Reno County Museum

Profit & Loss Budget vs. Actual

January through December 2020

	TOTAL		
	Jan - Dec 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4300 · H KS Cares Grant	5,750.00		
4200 · PPP Tr from PR Acct	17,240.74		
4001 · Reno County Allocated	185,000.00	185,000.00	0.00
4002 · Fund Investment Income	27,988.53	6,000.00	21,988.53
4050 · Program Income	2,474.28	6,450.00	-3,975.72
4061 · Gift Shop Income	445.81	2,500.00	-2,054.19
4080 · Misc. Income	94.12		
4160 · Interest Income	114.68	100.00	14.68
4500 · Fundraising Income	0.00	3,500.00	-3,500.00
7008 · Donations	4,551.17	5,000.00	-448.83
7033 · Membership Income	3,053.25	3,500.00	-446.75
7035 · Brick Program Income	425.00	1,500.00	-1,075.00
Total Income	247,137.58	213,550.00	33,587.58
Expense			
6601 · RCM Payroll	113,659.53	109,355.00	4,304.53
6010 · Credit Card Fees	649.84	600.00	49.84
6015 · Bank Fees	207.34	200.00	7.34
6020 · Insurance Expense	12,000.00	12,000.00	0.00
6030 · Maintenance	17,923.51	10,000.00	7,923.51
6031 · Safety Supplies/Equipment	533.09	1,000.00	-466.91
6034 · Lawn Care/Snow Removal	3,660.00	4,000.00	-340.00
6061 · Gift Shop Expenses	1,339.68	3,000.00	-1,660.32
6200 · Marketing	1,294.50	6,000.00	-4,705.50
6231 · Fundraising Event Expense	0.00	1,000.00	-1,000.00
6300 · Utilities	21,593.46	25,000.00	-3,406.54
6401 · Curatorial Expense	3,895.55	5,000.00	-1,104.45
6403 · Janitorial	777.97	500.00	277.97
6405 · Office Supplies/Postage/Copies	1,307.64	2,000.00	-692.36
6411 · Exhibit Expense	455.07	750.00	-294.93
6412 · Program Expenses	1,863.12	3,000.00	-1,136.88
6413 · Board Expense	12.72		
6450 · Information Technology	3,972.99	4,000.00	-27.01
6453 · Equipment Lease	3,021.28	2,800.00	221.28
6500 · Museum Development	764.85	3,600.00	-2,835.15
6550 · Professional Fees	2,400.00	2,400.00	0.00
6700 · Property Tax Expense	384.00	370.00	14.00
6750 · Staff Expense	1,171.66	360.00	811.66
6800 · Misc. Expenses	0.88	50.00	-49.12
6900 · Depreciation Expense	26,871.96		
7211 · Membership Expenses	80.00	100.00	-20.00
7220 · Brick Pgm Expense	134.95	300.00	-165.05
7225 · Collections Care Expense	0.00		
Total Expense	219,975.59	197,385.00	22,590.59

Reno County Museum

Profit & Loss Budget vs. Actual

January through December 2020

	TOTAL		
	Jan - Dec 20	Budget	\$ Over Budget
Net Ordinary Income	27,161.99	16,165.00	10,996.99
Other Income/Expense			
Other Income			
7011 · Designated Humties KS Grant (A)	3,148.20		
7010 · Designated Donations Inc HCF(B)	15,200.00		
Total Other Income	18,348.20		
Other Expense			
7303 · Humanities KS Grant Exp (A)	2,972.33		
7300 · HVAC & Carpet Donation Expense	16,000.00		
Total Other Expense	18,972.33		
Net Other Income	-624.13		
Net Income	26,537.86	16,165.00	10,372.86

Reno County Museum
Balance Sheet Prev Year Comparison
As of December 31, 2020

	Dec 31, 20	Dec 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1000 · RCM Checking Account	76,049.43	44,745.83	31,303.60
Total Checking/Savings	76,049.43	44,745.83	31,303.60
Other Current Assets			
1120 · Gift Shop Register Cash	100.00	100.00	0.00
1121 · Petty Cash	200.00	200.00	0.00
Total Other Current Assets	300.00	300.00	0.00
Total Current Assets	76,349.43	45,045.83	31,303.60
Fixed Assets			
1500 · Buildings & Equip	1,337,519.07	1,337,519.07	0.00
1700 · Accum. Depreciation	-1,066,427.43	-1,039,555.47	-26,871.96
Total Fixed Assets	271,091.64	297,963.60	-26,871.96
Other Assets			
1200 · Houston Whiteside Fund-FNB	322,282.92	302,151.82	20,131.10
Total Other Assets	322,282.92	302,151.82	20,131.10
TOTAL ASSETS	669,723.99	645,161.25	24,562.74
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	467.72	1,496.12	-1,028.40
Total Accounts Payable	467.72	1,496.12	-1,028.40
Credit Cards			
1312 · 1st BankCard-RCM	481.89	488.10	-6.21
1313 · Dillons - Kroger	0.00	22.44	-22.44
1314 · Walmart	0.00	36.81	-36.81
1315 · Lowe's	50.00	0.00	50.00
1316 · Westlake Hardware	0.00	94.93	-94.93
Total Credit Cards	531.89	642.28	-110.39
Other Current Liabilities			
2013 · Prepaid Events Income	454.95	0.00	454.95
2071 · Strataca Payable	0.00	359.99	-359.99
2100 · Sales Tax Payable	0.00	43.46	-43.46
2130 · Accrued Vacation Pyble	1,972.08	620.45	1,351.63
2140 · Accrued PR Payable	1,164.42	3,097.05	-1,932.63
Total Other Current Liabilities	3,591.45	4,120.95	-529.50
Total Current Liabilities	4,591.06	6,259.35	-1,668.29
Total Liabilities	4,591.06	6,259.35	-1,668.29
Equity			
3000 · Opening Bal Equity	741,119.19	741,426.02	-306.83
3200 · Retained Earnings	-102,524.12	-163,708.02	61,183.90
Net Income	26,537.86	61,183.90	-34,646.04
Total Equity	665,132.93	638,901.90	26,231.03
TOTAL LIABILITIES & EQUITY	669,723.99	645,161.25	24,562.74

RCM 2021 BUDGET

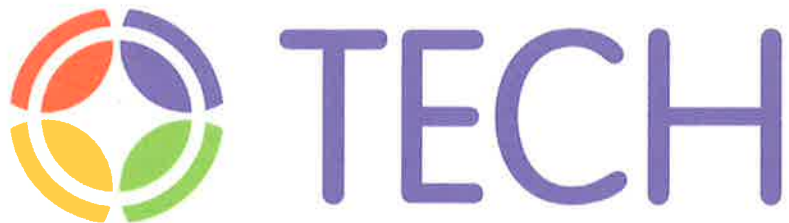
TOTAL

	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan - Dec 21
Ordinary Income/Expense													
Income													
4001 - Reno County Allocated	15,416.67	15,416.67	15,416.67	15,416.67	15,416.67	15,416.67	15,416.67	15,416.67	15,416.67	15,416.67	15,416.67	15,416.67	185,000.00
4002 - Fund Investment Income (HWS)	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
4051 - Research	0.00	0.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	100.00
4053 - Conference Room & Courtyard	0.00	0.00	0.00	0.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	2,800.00
4054 - Community Events Income	0.00	0.00	0.00	0.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,500.00	2,550.00
4055 - Entranace Income	50.00	50.00	50.00	100.00	200.00	200.00	250.00	150.00	50.00	50.00	50.00	50.00	1,250.00
4061 - Gift Shop Income	50.00	50.00	50.00	100.00	250.00	300.00	300.00	200.00	200.00	250.00	250.00	250.00	2,250.00
4160 - Interest Income	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
7008 - Donations	50.00	50.00	50.00	200.00	400.00	400.00	400.00	400.00	400.00	400.00	500.00	500.00	3,750.00
7033 - Membership Income	250.00	250.00	250.00	300.00	300.00	300.00	350.00	300.00	300.00	250.00	300.00	350.00	3,500.00
7035 - Brick Program Income	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00
Gross Profits	\$ 16,441.67	\$ 16,441.67	\$ 16,451.67	\$ 16,751.67	\$ 18,201.67	\$ 17,851.67	\$ 17,851.67	\$ 17,601.67	\$ 17,501.67	\$ 19,001.67	\$ 17,651.67	\$ 19,051.63	\$ 210,800.00
Expense													
6601 - RCM Payroll	13,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	13,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	122,000.00
6010 - Credit Card Fees	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
6015 - Bank Fees	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	24.00	200.00
6020 - Insurance Expense	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
6030 - Maintenance	825.00	825.00	825.00	825.00	825.00	825.00	825.00	825.00	825.00	825.00	825.00	825.00	10,000.00
6031 - Safety Supplies/Equipment	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	65.00	1,000.00
6034 - Lawn Care/Snow Removal	325.00	325.00	325.00	325.00	330.00	330.00	340.00	340.00	340.00	340.00	340.00	340.00	4,000.00
6061 - Gift Shop Expenses	50.00	50.00	50.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	125.00	125.00	1,100.00
6200 - Marketing	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
6231 - Fundraising Event Expense	0.00	0.00	200.00	200.00	200.00	0.00	0.00	200.00	200.00	0.00	0.00	250.00	1,250.00
6300 - Utilities	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	3,000.00	25,000.00
6401 - Archival Expenses	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
6403 - Janitorial	50.00	50.00	50.00	25.00	50.00	50.00	50.00	25.00	25.00	50.00	25.00	50.00	500.00
6405 - Office Supplies/Postage/Copies	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	2,000.00
6411 - Curatorial Expense	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	4,500.00
6412 - Program Expenses	0.00	0.00	0.00	0.00	500.00	500.00	450.00	250.00	250.00	250.00	250.00	250.00	2,700.00
6450 - Information Technology	450.00	450.00	450.00	450.00	450.00	450.00	450.00	800.00	450.00	450.00	450.00	450.00	5,750.00
6453 - Equipment Lease	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
6500 - Museum Development	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
6550 - Professional Fees	0.00	0.00	0.00	0.00	2,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00
6700 - Property Tax Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	370.00	370.00
6750 - Staff Expense	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
7211 - Membership Expenses	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
7220 - Brick Pgm Expense	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
Total Expense	\$ 21,276.00	\$ 15,776.00	\$ 15,976.00	\$ 16,001.00	\$ 20,431.00	\$ 16,331.00	\$ 20,291.00	\$ 16,616.00	\$ 17,766.00	\$ 16,091.00	\$ 16,091.00	\$ 18,024.00	\$ 210,670.00
Total Net Income	\$ (4,834.33)	\$ 665.67	\$ 475.67	\$ 750.67	\$ (2,229.33)	\$ 1,520.67	\$ (2,439.33)	\$ 985.67	\$ (264.33)	\$ 2,910.67	\$ 1,560.67	\$ 1,027.63	\$ 130.00
Total Checking & Savings	\$ 89,550.67	\$ 90,216.34	\$ 90,692.01	\$ 91,442.68	\$ 89,213.35	\$ 90,734.02	\$ 88,294.69	\$ 89,280.36	\$ 89,016.03	\$ 91,926.70	\$ 93,487.37	\$ 94,515.00	

RECEIVED

MAR 29 2021

RENO COUNTY
BOARD OF COMMISSIONERS



Mill Levy Request 2022



TECH

Training and Evaluation Center of Hutchinson, Inc.

March 23, 2021

Randy Partington
Reno County Administrator
206 West 1st Avenue
Hutchinson, Ks 67501

Dear Mr. Partington,

TECH has been providing high quality supports and services to the men, women, and children in our community for almost 50 years. TECH is familiar with facing challenges, as are the people we serve. However, nothing prepared any of us for the challenges we all faced in 2020.

In January 2020, TECH lost our founder Maurice Cummings, a friend to many and the heart and soul of TECH. Maurice built the foundation which TECH has grown on the past 50 years. His passing caused many of us to be even more determined than before to fulfill our mission, "Assist people with disabilities to live full and productive lives". Little did we know just how much determination we were going to need as we forged ahead into 2021.

On the heels of Maurice's passing, we found ourselves in the beginning stages of the COVID-19 Pandemic. Everything we knew, everything we did came to a screeching halt, the world seemed to stand still, but not at TECH. The people TECH serves rely on us each and every day to be there, assisting them with what many would see as the simplest of tasks, getting out of bed, taking a shower, eating breakfast, and shopping for needed supplies. Despite the pandemic, TECH had to keep functioning, all the while protecting our staff and those we serve from becoming infected with the COVID-19 virus. We learned as we went, soon realizing 2 packages of toilet paper for 7 people living in 1 house was not enough!

All of TECH's day program services shut down and our offices were closed to the public. However it was vitally necessary for our residential programs to continue to operate, but with no visitors, no home visits, no trips to the mall or the movies. We learned to utilize Zoom to offer classes and activities for folks living in their own apartment or home. We established mobile units to check on the people we serve who are not a part of the residential programs and delivered activities to their homes, to help fill the day and offer companionship. TECH has operated in this manner for a year, we are just now starting to gradually reopen some of our day service programs and plan to be able to have family visits resume in April after the residents have been fully vaccinated.

Despite all our efforts to protect the clients and staff, COVID-19 struck the organization hard and fast in October. We experienced staff shortages due to active virus cases, 2-week quarantines due to potential exposures, hospitalizations involving persons served, along with fear and apprehension to work despite all the protective gear. Finally, in mid-December TECH was COVID free, with no more active cases.

Without the dedication of our staff, the individuals and families we serve would not have been as successful in dealing with the challenges of the COVID-19 Pandemic. We did and will continue to meet the needs of many of our most vulnerable citizens, assuring they too can live a full life in Reno County.

www.TECHinc.org

Serving Reno County since 1973

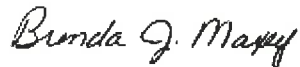
10 E. 1st Avenue | PO Box 399 | Hutchinson, KS 67504 | 620-663-1596

Because of the support TECH receives from our community and the Reno County Commission, we can continue to provide the high-quality services our community expects, even during a crisis such as a Pandemic

On behalf of the TECH Board of Directors, I respectfully draw on our 48-year partnership with Reno County and request our FY2022 allocation not fall below our FY2021 allocation of \$510,000.

I look forward to sharing additional information with you. A summary of TECH services funded with our current allocation is attached for your review.

Sincerely,



Brenda J Maxey
President/CEO
TECH Inc.



All of TECH's Services looked very different this past year. Below is a description of how TECH Services should look. Over the past year "virtual" became an everyday part of providing some sort of service. Parents and families learned how to use iPads, internet, Zoom, all sorts of technology. TECH staff learned how to become the technology experts with everything from providing service to assisting with tele-medicine visits. We hope to be back to offering our "normal" services soon.

Employment and Skills Building Services

Work Center Program-The Work Center procures contract work with community businesses that provide job opportunities for those we serve, as well as the pride of earning a paycheck and building partnerships in the community. The technology and environmental accommodations allow people with many different abilities to be able to work in a variety of different jobs. Not only do our highly trained staff teach skills to learn a job, they also coach on life skills such as timeliness, decision making, independence, self-discipline and accountability. TECH's Work Center also offers the opportunity for a person with a disability to work alongside a person without a disability doing the same job. Skills taught in the TECH Work Center are skills that will last a lifetime.

TECHnology Center-The TECHnology Center offers individualized training using a variety of adaptive technology. The TECHnology Center's goal is to improve marketable job skills, communication skills and technology training to allow for more independence to live and work in the community, regardless of a person's disability. We adapt our services to the individual whether it is maintaining and learning new skills or a first-time user with a computer. There is also time for computer games, checking email and social media, it's all about learning and having fun!

Adult Life Skills-TECH's Adult Life Skills program focuses on providing a variety of activities including education, creating, socializing, life skills and leisure activities. The Adult Life Skills program offers group and individualized activities catering to what a person may need. There is opportunity for recreational field trips, cooking classes, crafts, exercise classes, as well as movie days with popcorn.

Residential and Family Support

Residential Services-TECH's residential services are provided in a variety of settings, including continuously supported homes and individual residences throughout Reno County. The goal of residential services is to provide a person-centered approach and offer adults with disabilities the freedom to choose the level of support needed in their home. Trained support professionals assist individuals with learning daily living skills, such as cooking, banking, and accessing public transportation. TECH currently provides support to over 45 residential sites in Reno County.

The Link-The Link of Hutchinson, TECH's 29-unit apartment complex, provides affordable, accessible housing to people in our community with disabilities as well as those 55 and older with limited income.

Retirement Services- 36% of the people TECH serves are over the age of 50. Retirement is something that many people look forward to and people receiving services from TECH are no different. TECH has 4 group homes dedicated to serving people who have entered this phase of their lives. Generally speaking, more specialized supports and services are needed as a person ages, TECH offers 24-hour support in these homes. When end of life is near, individuals and families have the choice to remain in their home rather than move to a hospital or nursing home. TECH works with hospice care to assist with any extraordinary care; the individuals have the comfort of knowing that TECH staff and other residents who are their “family” are near.

Family Services-TECH’s family services assist with stabilizing the family home of a child with a disability, whether that is a natural family or foster family. We assist the family with navigating through a very complex services system to assure the child and the family are utilizing all the needed resources to keep the family stable and together. TECH family services will assist a family in time of crisis, including eviction from home, loss of primary care giver, medical emergencies, or illnesses. The goal of family services is to be pro-active, keeping the family unit intact and as healthy as possible so the child with special needs is well cared for.

Children Services

13% of the people served by TECH are between 0–20-years old. TECH’s Children’s Services offers assistance to a child to assure all the special services needs of the child are identified and are met. The time and attention these children require in order to coordinate all the different community service components can often reach into the hundreds of hours. A complete “team” of professionals that may be needed in order to assure all service needs are met can often exceed 15-20 people, as well as the family and the child. Children’s Services can include coordinating specialized medical care that may not be available in our community, including the need for transportation and overnight accommodations. TECH’s Children’s Services partner with a variety of children’s mental health programs to address mental health needs or behavioral supports for the child. We see a growing trend of children with severe behavioral issues. If not addressed, many of these kids will grow into young adults with even greater behavioral issues. Our Children’s Services are involved with providing supports to special needs children who are part of a growing homeless population of families, single parent family structures, and raising second generation families. We assist with getting specialized services in place regardless of the living situation of the child. We have been instrumental in purchasing adaptive devices for a child when no other resources existed, including wheelchairs, walkers, durable medical equipment, even specialized shoes. Children’s Services work to assure a smooth transition for a special needs child as they move through the complex educational system, including what can often be difficult years as an adolescent transitioning into adulthood.

All of TECH’s services allow individuals with disabilities not only a chance to be in the community, but to be a part of their community.

REVENUE SOURCE	YEAR 2021 BUDGETED	YEAR 2022 BUDGETED
RENO COUNTY MILL LEVY	\$510,000	\$510,000
STATE GRANTS	\$163,000	\$163,000
HCBS - MEDICAID	\$5,415,000	\$5,415,000
PRIVATE PAY FEE FOR SERVICE	\$331,000	\$331,000
TRANSPORTATION	\$80,000	\$80,000
DONATIONS & FUNDRAISING	\$364,000	\$364,000
SUB-CONTRACTS - PRODUCTION	\$265,000	\$265,000
OTHER	\$46,000	\$46,000
TOTAL REVENUE	\$7,174,000	\$7,174,000

SPECIFIC PROGRAM EXPENDITURES FUNDED BY RENO COUNTY MILL LEVY	YEAR 2021 BUDGETED EXPENDITURES	YEAR 2021 BUDGETED FUNDED	YEAR 2022 BUDGETED EXPENDITURES	YEAR 2022 BUDGETED FUNDED
CHILDREN SERVICES	\$210,000	\$30,000	\$210,000	\$30,000
RESIDENTIAL/FAMILY SUPPORTS PROGRAM	\$3,402,000	\$322,000	\$3,427,000	\$322,000
EMPLOYMENT SERVICES PROGRAM	\$1,276,000	\$158,000	\$1,301,000	\$158,000
TOTAL PROGRAM EXPENSES	\$4,888,000	\$510,000	\$4,938,000	\$510,000



AGENDA ITEM

**AGENDA
ITEM #09A**

AGENDA DATE: May 11, 2021

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC: Signs for County Buildings

SUMMARY & BACKGROUND OF TOPIC:

At the last commission meeting, it was discussed with the commission about adding an Emergency Management Department sign to the front of the Law Enforcement Center. The sign consists of a backlit EM logo and lettering that spells out Reno County Emergency Management, see attached files for quote and proof of signage. At the meeting, the commission decided to table any decision. A question that was asked at the meeting was whether other departments/agencies that are inside of the law enforcement center should also be listed, such as offender registry or municipal court.

After the meeting, I validated that the only departments using the law enforcement center entrance are Reno County Emergency Management, Reno County Fire District Chiefs, and the Hutchinson Police Department. This entrance would also be used by community members that need access to the Emergency Operations Center, during an emergency. Communications Specialist, Laurie Moody is working on a proposal to add directional signage to the front of the Courthouse that lists the departments/agency entrances for the two buildings. Attached is a draft of the possible sign that she is working on.

ALL OPTIONS

1. Approval of recommended sign options for both the Emergency Management sign, along with the directional sign in front of the courthouse.
2. Approval of the Emergency Management sign only.
3. Approval of the directional sign only.
4. Decline all sign options.

RECOMMENDATION/REQUEST

Staff recommends Option #1, that the county commission approves the purchase of an Emergency Management backlit logo sign, the department name, and a directional sign to place in front of the Courthouse.

POLICY / FISCAL IMPACT

The cost for the Emergency Management sign from Luminous Neon is \$11,496. The expense will be paid out of the capital outlay reserve fund. The cost for the directional sign is estimated to cost expected to be no more than \$1,500 and will also be paid out of the capital outlay reserve fund.



All noted dimensions are approximate and may be modified slightly during manufacturing to allow proper component usage.

SPECIFICATIONS:

- FURNISH AND INSTALL (1) 4' DIAMETER FACELIT INTERNALLY ILLUMINATED WALL SIGN WITH APPLIED TRANS. DIGITALLY PRINTED VINYL (CABINET WITH BLACK RETAINERS AND RETURNS, AND (1) 12" PAINTED BACKLIT LETTER SET READING "RENO COUNTY EMERGENCY MANAGEMENT" (BLACK PAINT), ALL MOUNTED ON PAINTED (5'H X 17'5"W) ALUMINUM BACKER PAN SIGN POSITIONED ON FRONT ELEVATION OF REMODELED BUILDING. ALL ILLUMINATED SIGNAGE WITH WHITE LED LIGHTING COMPONENTS.

- FONT: ARIAL REGULAR

CUSTOMER: RENO COUNTY LAW ENFORCEMENT CENTER
NAME: HARLEN DEPEW
LOCATION: HUTCHINSON, KS

DATE: 5/5/21
DESIGN NO.: MM-37386-1A
ARTIST: JAH
SCALE: 1/2" = 1'

APPROVED:

DATE:





HUTCHINSON, KS (620) 662-2363
 KANSAS CITY, KS (913) 780-3330
 LAWRENCE, KS (785) 842-4930
 TOPEKA, KS (785) 267-2625
 SALINA, KS (785) 823-1789
 DODGE CITY, KS (620) 227-2307
 WICHITA, KS (316) 202-2025
REMIT TO:
 1 COMPOUND DR. HUTCHINSON, KS 67502

PROPOSAL

Proposal #: 44786

Proposal Date: 05/05/21
Customer #: 8761
Page: 1 of 3

SOLD TO:	JOB LOCATION:
RENO CO LAW ENFORCEMENT CTR / EMERGENCY MGMT 210 W. 1ST AVE. HUTCHINSON KS 67501	RENO CO LAW ENFORCEMENT CTR / EMERGENCY MGMT 210 W. 1ST AVE. HUTCHINSON KS 67501 REQUESTED BY: Harlen Depew

LUMINOUS NEON, INC. HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF ITEMS DETAILED BELOW. CUSTOMER IS AGREED TO BE AS INDICATED IN "SOLD TO" ABOVE.

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #37386-1 Furnish and install (1) 4' diameter facelit internally illuminated wall sign with applied trans. digitally printed vinyl (cabinet with black retainers and returns), (1) 12" painted backlit letter set reading "RENO COUNTY EMERGENCY MANAGEMENT" (black paint), all mounted on painted aluminum backer pan sign positioned on front elevation of remodeled building. All illuminated signage with white LED lighting components. Any sign permit costs to be added onto final invoice. Customer responsible for electrical service to signage location. (Note - customer desires letters / name to be stacked and centered on sign, revised on Sketch -1A version).	\$11,496.00	\$11,496.00
		SUB TOTAL:	\$11,496.00
		ESTIMATED SALES TAXES:	\$0.00

DESIGN(S) PROVIDED WITH THIS PROPOSAL IS (ARE) THE PROPERTY OF LUMINOUS NEON, INC. RIGHTS ARE TRANSFERRED UPON ACCEPTANCE OF THIS PROPOSAL.

All materials used are of the highest quality. All work to be completed according to standard practices. Any alteration from specifications must be upon written order and charges adjusted. All agreements are contingent upon strikes, delays or accidents beyond our control. Our workmen are fully covered by workmen's compensation insurance. **Customer assumes responsibility for any damage to unmarked underground utilities, underground sprinklers or when additional costs are incurred during excavations where underground obstructions (including rock) are encountered.**

TOTAL PROPOSAL AMOUNT: \$11,496.00

TERMS: 50.0% DOWN, BALANCE DUE ON COMPLETION
 (INTEREST OF 1.2% PER MONTH WILL BE ADDED TO PAST DUE ACCOUNTS)

THIS PRICE DOES NOT INCLUDE ELECTRICAL HOOKUP, PERMITS, ENGINEERING OR TAX UNLESS SPECIFICALLY STATED.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 90 DAYS. WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED. Credit cards can only be accepted for amounts under \$1,000.

TERMS AND CONDITIONS

COMPANY INITIALS _____

CUSTOMER INITIALS _____



HUTCHINSON, KS (620) 662-2363
 KANSAS CITY, KS (913) 780-3330
 LAWRENCE, KS (785) 842-4930
 TOPEKA, KS (785) 267-2625
 SALINA, KS (785) 823-1789
 DODGE CITY, KS (620) 227-2307
 WICHITA, KS (316) 202-2025
REMIT TO:
 1 COMPOUND DR. HUTCHINSON, KS 67502

PROPOSAL

Proposal #: 44786

Proposal Date: 05/05/21
Customer #: 8761
Page: 2 of 3

1. Upon default in the payment of any sums herein agreed, Luminous Neon, Inc. may, at its option, declare the entire balance price fully due and payable without further notice to customer; and when declared, customer agrees to pay interest on said balance, when declared due at the rate of 1.2% per month. Customer further agrees to pay all reasonable costs of collection of said balance incurred by the company, including attorney's fees.
2. Both parties hereto agree that the title to said electrical sign shall remain in the company until paid for in full, but after delivery to the customer all damage from fire or other causes after said delivery shall be assumed by said customer and will not affect the rights of the company to enforce of the purchase price then unpaid.
3. It is further agreed by both parties that all provisions in regard to the project are contained in writing herein.
4. All terms and conditions of this contract shall be binding upon any successors, assignees or other legal representatives of the respective parties but no assignment shall be made by the customer without the consent in writing by the company unless full payment of the total consideration has been made.
5. Customer shall secure all necessary permits from the building owner, and/or others whose permission is required for the installation of the sign and said shall be liable for any obstruction of delivery due to delay in obtaining such permission, and if customer executes this contract of sales without ever obtaining permission from party or parties necessary for the installation of said sign, then he purchases same and is bound to the terms and conditions of this contract as though he had obtained said permission and he agrees to relieve the company from any liability for its failure within 10 days of delivery to erect or install said sign.
6. If this proposal is for an electrical display, customer agrees to provide electrical service of suitable capacity to location of display and make connection thereof to display.
7. All products manufactured by the company are guaranteed unconditionally against defective parts, materials and workmanship, with exception of incandescent and fluorescent lamps as they are never guaranteed.

THIS PROPOSAL DOES NOT BECOME EFFECTIVE UNTIL SIGNED AND DATED BY AN OFFICER OF THE COMPANY.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: Mike McQueen

DATE: _____

FOR THE CUSTOMER:

ACCEPTED BY: _____

DATE: _____

SIGNATURE: _____

TITLE: _____

ACCEPTED BY OFFICER OF LUMINOUS NEON, INC.

DATE: _____

SIGNATURE: _____

TITLE: _____

COMPANY INITIALS _____

CUSTOMER INITIALS _____



HUTCHINSON, KS (620) 662-2363
 KANSAS CITY, KS (913) 780-3330
 LAWRENCE, KS (785) 842-4930
 TOPEKA, KS (785) 267-2625
 SALINA, KS (785) 823-1789
 DODGE CITY, KS (620) 227-2307
 WICHITA, KS (316) 202-2025
REMIT TO:
 1 COMPOUND DR. HUTCHINSON, KS 67502

DEPOSIT INVOICE

Invoice #: DP44786

Inv Date: 05/05/21
Customer #: 8761
Page: 3 of 3

SOLD TO:	JOB LOCATION:
RENO CO LAW ENFORCEMENT CTR / EMERGENCY MGMT 210 W. 1ST AVE. HUTCHINSON KS 67501	RENO CO LAW ENFORCEMENT CTR / EMERGENCY MGMT 210 W. 1ST AVE. HUTCHINSON KS 67501 REQUESTED BY: Harlen Depew

ORDERED BY	PO NUMBER	SALESPERSON	ORDER DATE	PAYMENT TERMS	DUE DATE
Harlen Depew		Mike McQueen	04/07/21	50.0% Due Upon Receipt	06/30/21

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #37386-1 Furnish and install (1) 4' diameter facelit internally illuminated wall sign with applied trans. digitally printed vinyl (cabinet with black retainers and returns), (1) 12" painted backlit letter set reading "RENO COUNTY EMERGENCY MANAGEMENT" (black paint), all mounted on painted aluminum backer pan sign positioned on front elevation of remodeled building. All illuminated signage with white LED lighting components. Any sign permit costs to be added onto final invoice. Customer responsible for electrical service to signage location. (Note - customer desires letters / name to be stacked and centered on sign, revised on Sketch -1A version).	\$11,496.00	\$11,496.00
		SUB TOTAL	----- \$11,496.00
		ESTIMATED SALES TAXES	\$0.00
		TOTAL PROPOSAL AMOUNT	\$11,496.00
	*** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION ***		

PLEASE PAY THIS DEPOSIT AMOUNT:	\$5,748.00
--	-------------------

**AGENDA
ITEM #09B**

**Reno County
Fund Activity YTD Summary Report
From Date: 1/1/2021 - To Date: 4/30/2021**

Fund	Beginning Fund Balance	Revenues	Expenditures	Ending Balance	% Increase / Decrease
001 General Fund	14,919,914.24	9,129,552.81	6,257,953.48	17,791,513.57	19%
002 Dept of Aging	763,137.16	457,753.24	563,464.54	657,425.86	-14%
003 Health	1,418,836.24	1,494,388.33	1,295,154.75	1,618,069.82	14%
004 Noxious Weed	57,791.63	41,237.26	38,504.65	60,524.24	5%
006 Special Bridge Fund	2,937,495.13	529,473.48	27,724.37	3,439,244.24	17%
007 Public Works	1,456,446.02	3,192,698.64	1,320,923.80	3,328,220.86	129%
008 Solid Waste	5,878,172.12	2,745,603.89	1,116,227.58	7,507,548.43	28%
009 Youth Shelter	674,969.49	459,344.03	605,606.34	528,707.18	-22%
013 Solid Waste Reserve	5,635,294.76	0.00	55,617.97	5,579,676.79	-1%
015 Employee Benefits	4,783,260.34	4,161,261.29	2,812,238.54	6,132,283.09	28%
017 Training & Evaluation Center	25,859.08	288,760.50	311,904.42	2,715.16	-90%
018 Mental Health	21,290.55	256,800.55	273,223.07	4,868.03	-77%
029 Special Park & Recreation	4,409.37	5,786.80	9,500.00	696.17	-84%
030 Special Alcohol & Drug	17,146.87	6,191.57	10,000.00	13,338.44	-22%
083 County Bond & Interest	142,252.49	214,926.58	63,265.87	293,913.20	107%
085 Noxious Weed/Capital Outlay	89,776.58	0.00	0.00	89,776.58	
086 Health/Capital Outlay	318,479.84	0.00	14,862.00	303,617.84	-5%
087 Historical Museum	4,719.53	104,399.68	106,689.31	2,429.90	-49%
093 Special Equipment Fund	684,312.89	122,660.32	218,125.09	588,848.12	-14%
094 Special Road Fund	681,589.21	385,822.01	2,548.38	1,064,862.84	56%
097 County Equipment Reserve Fund	325,000.00	0.00	0.00	325,000.00	
098 Capital Improvement Program	482,206.01	354,934.81	14,133.55	823,007.27	71%
099 CIP Reserve Fund	1,430,000.00	0.00	0.00	1,430,000.00	
180 Internal Services	112,469.65	135,270.30	175,302.01	72,437.94	-36%
Grand Total: 1 Accounts	\$42,864,829.20	\$24,086,866.09	\$15,292,969.72	\$51,658,725.57	21%

2021 YTD Total Expense Budget Report

As of 5/4/2021

Organization	Adopted Budget	Commitments	YTD Transactions	Remaining Budget	% Used
Fund 001 - General Fund					
Department 00 - Dept	.00	.00	(6,639.50)	6,639.50	+++
Department 01 - County Commission	60,800.00	.00	19,559.25	41,240.75	32%
Department 02 - County Clerk	252,916.00	.00	85,182.79	167,733.21	34%
Department 03 - County Treasurer	238,531.00	.00	62,401.00	176,130.00	26%
Department 04 - District Attorney	1,183,668.00	.00	415,358.13	768,309.87	35%
Department 05 - Register of Deeds	152,497.00	.00	49,685.59	102,811.41	33%
Department 06 - Sheriff	3,283,309.00	3,330.50	1,114,667.35	2,165,311.15	34%
Department 07 - Administration	470,867.00	.00	159,756.22	311,110.78	34%
Department 08 - Unified Courts	597,003.00	.00	174,114.35	422,888.65	29%
Department 09 - Courthouse General	13,514,865.00	.00	1,404,762.60	12,110,102.40	* 10%
Department 11 - Maintenance	906,772.00	.00	236,139.17	670,632.83	26%
Department 12 - Planning Zoning Utilities	79,711.00	.00	22,278.18	57,432.82	28%
Department 13 - Emergency Management	169,350.00	.00	49,697.93	119,652.07	29%
Department 14 - Jail	3,328,535.00	.00	937,902.61	2,390,632.39	28%
Department 15 - Human Resources	267,096.00	.00	88,338.90	178,757.10	33%
Department 16 - Appraiser	702,014.00	.00	217,854.26	484,159.74	31%
Department 17 - Election	379,411.00	.00	116,044.52	263,366.48	31%
Department 18 - IS/GIS	683,555.00	.00	340,852.66	342,702.34	50%
Department 24 - Auto Center	154,752.00	.00	51,376.18	103,375.82	33%
Fund 001 - General Fund Totals	\$26,425,652.00	\$3,330.50	\$5,539,332.19	\$20,882,989.31	** 21%
* Includes \$6,893,800 Cash Carryover. Percentage of Courthouse General budget used excluding the cash carryover is 21% instead of 10%.					
** Total Percentage of budget used in the General Fund excluding Cash Carryover is 28% instead of 21%					
Fund 002 - Dept of Aging					
Department 20 - Dept of Aging	539,828.00	.00	154,769.28	385,058.72	29%
Department 27 - Public Transportation	1,730,580.00	.00	389,390.33	1,341,189.67	23%
Fund 002 - Dept of Aging Totals	\$2,270,408.00	\$0.00	\$544,159.61	\$1,726,248.39	24%
Fund 003 - Health	\$3,298,244.00	\$0.00	\$1,008,796.06	\$2,289,447.94	31%
Fund 004 - Noxious Weed	\$129,868.00	\$0.00	\$38,168.34	\$91,699.66	29%
Fund 006 - Special Bridge Fund	\$2,750,000.00	\$4,070.00	\$0.00	\$2,745,930.00	0%
Fund 007 - Public Works	\$6,516,799.00	\$38,715.08	\$954,886.87	\$5,523,197.05	15%
Fund 008 - Solid Waste	\$8,737,830.00	\$32,372.59	\$1,008,043.78	\$7,697,413.63	12%
Fund 009 - YOUTH SHELTER					
Department 90 - Youth Shelter	1,051,666.00	.00	281,725.03	769,940.97	27%
Department 91 - Juv Detention	1,054,065.00	.00	311,200.39	742,864.61	30%
Department 92 - Grant Misc.	7,000.00	.00	922.64	6,077.36	13%
Fund 009 - YOUTH SHELTER Totals	\$2,112,731.00	\$0.00	\$593,848.06	\$1,518,882.94	28%
Fund 013 - Solid Waste Reserve	\$5,800,782.00	\$0.00	\$37,360.20	\$5,763,421.80	1%
Fund 015 - Employee Benefits	\$11,312,000.00	\$0.00	\$2,745,395.72	\$8,566,604.28	24%
Fund 017 - Training & Evaluation Center	\$510,000.00	\$0.00	\$300,000.00	\$210,000.00	59%
Fund 018 - Mental Health	\$452,025.00	\$0.00	\$262,025.00	\$190,000.00	58%
Fund 029 - Special Park & Recreation	\$10,408.00	\$0.00	\$5,500.00	\$4,908.00	53%
Fund 030 - Special Alcohol & Drug	\$27,386.00	\$0.00	\$10,000.00	\$17,386.00	37%
Fund 083 - County Bond & Interest	\$529,756.00	\$0.00	\$62,086.00	\$467,670.00	12%
Fund 085 - Noxious Weed/Capital Outlay	\$109,776.00	\$0.00	\$0.00	\$109,776.00	0%
Fund 086 - Health/Capital Outlay	\$336,041.00	\$0.00	\$14,862.00	\$321,179.00	4%
Fund 087 - Historical Museum	\$185,000.00	\$0.00	\$106,000.00	\$79,000.00	57%
Fund 093 - Special Equipment Fund	\$1,005,500.00	\$0.00	\$217,312.57	\$788,187.43	22%
Fund 094 - Special Road Fund	\$755,000.00	\$0.00	\$0.00	\$755,000.00	0%
Fund 097 - County Equipment Reserve Fund	\$0.00	\$0.00	\$0.00	\$0.00	
Fund 098 - Capital Improvement Program	\$1,062,000.00	\$0.00	\$5,819.11	\$1,056,180.89	1%
Fund 099 - CIP Reserve Fund	\$0.00	\$0.00	\$0.00	\$0.00	
Fund 180 - Internal Services					
Department 11 - Maintenance	321,568.00	5,512.06	77,597.38	238,458.56	24%
Department 24 - Auto Center	428,000.00	.00	55,576.32	372,423.68	13%
Fund 180 - Internal Services Totals	\$749,568.00	\$5,512.06	\$133,173.70	\$610,882.24	18%
Grand Totals	\$75,086,774.00	\$84,000.23	\$13,586,769.21	\$61,416,004.56	18%



AGENDA ITEM #09C

120 W. Avenue B, Hutchinson, KS 67501

(620)694-2911 Fax: (620)694-2767

Monthly Report for April 2021

Submitted by

Barbara Lilyhorn

Director- Department of Aging and Public Transportation

Staff

- **A new driver was hired and started work on April 19.**
- **A driver resigned as of April 16 - he left to take a job that paid \$15/hr.**
- **Currently we have 1 driver position open.**

Budget

The Department of Aging and the Department of Public Transportation have spent 27% and 21% respectively of the Department budgets – a composite total of 23% of the entire 002 budget as of 4 - 26-21. Rcat continues to have eligible grant expenditures reimbursed at 100%.

The FY 2022 Budget was submitted and was based upon a projected 3% wage increase for employees.

Challenges

The pandemic continues to overshadow all aspects of the work in each department.

It was a challenge to update all job positions for both departments with such short notice.

It was hard on all our Rcat staff when Melissa Nelson collapsed upon boarding a Paratransit bus and later passed away. Melissa was a frequent rider of both Paratransit and Fixed Route and was well-liked.

Bright Spots

I was asked by the KDOT Public Transportation Program Manager to represent KDOT by serving as a panelist for a FTA Region IIV Peer Exchange Webinar on Vaccine Access. (April 21, 2021). The FTA is



120 W. Avenue B, Hutchinson, KS 67501

(620)694-2911 Fax: (620)694-2767

conducting regional virtual peer exchange events through the nation on the transit industry's role is supporting equitable vaccine distribution and access for transit workers and their communities. This peer exchange included presenters from FEMA, TSA, Iowa DOT, Iowa Public Transit Association, and transit agency representatives in Region 7 (which included Rcat). It went well -there were very large transits and some small ones represented, and each had a different way of programming, however, Reno County exhibited a much more unified approach to the vaccine access and distribution because of the existing network of partnerships within the community.

I was the featured guest for the Mind and Matters radio show with Dr. Jeree Forbes on KWBW where we discussed "safe reintegration to society" after so much seclusion of the elderly due to COVID 19.

I represented Coordinated Transit District #2 at the Kansas Rural Transportation Assistance Program Committee meeting – training needs and delivery methods for transit staff was the topic.



RENO COUNTY
125 West First Ave.
Hutchinson, Kansas 67501
Phone: (620) 694-2920
Fax: (620) 694-2987

April 30th, 2021

APPRAISERS OFFICE
COMMISSIONERS MONTHLY REPORT

- As of the end of April the Appraisers Office will have spent approximately 28% of its year-to-date budget with the majority if it being payroll. The remaining expenses were primarily regular monthly expenses.

- ONGOING PROJECTS:

- *Personal Property Department

- The Personal Property Division in the Appraisers Office has valued 5096 Individual Personal Property Renditions, 783 Commercial Personal Property Renditions, 275 Oil Renditions and 84 Gas Renditions.
 - The total valuation for ALL Personal Property (As of today) is up \$1,579,525.00.
 - The total assessed value for ALL Personal Property (As of today) is up \$66,670.00.
 - The total valuation for Oil & Gas (as of today) is up \$2,384,879.00.
 - The total ESTIMATED assessed value for Oil & Gas (as of today) AT 25% is up \$596,220.00.
 - The Change of Value Notices for these renditions will be mailed to taxpayers on April 30th. Taxpayers have 15 days as of the mailing date to schedule an Informal Meeting regarding any questions that they might have.

- *Residential Real Estate Department

- Residential Staff is working on the Sales Files and Building Permits, these are an ongoing part of the valuation cycle.
 - The Residential Staff has started the 17% Re-inspection process of doing on-site inspections of 6,000 parcels in the County for the tax year of 2022.
 - Currently we are two staff members short in the Residential Department with one of those positions being filled with a new employee, starting on May 3rd.

- *Commercial Property Department

- The Commercial Staff continues to work on Commercial Sales and Commercial Building Permits as they come into the office.
 - The Commercial Staff is working on the 17% RE-inspection cycle for the 2022 tax year.



120 W. Avenue B, Hutchinson, KS 67501
620-694-2585
Fax: 620-694-2767

Budget YTD Summary

As of April 26, 2021, we have used 30% of our overall budget. This amounts to \$46,422 out of the overall budget of \$154,752.

Projects/ Issues

We have had a busy month replacing tires after the Sheriff's driver training class. Other than that it has been routine. The replacement Ford Interceptor SUV's that were supposed to arrive in May have been delayed due to the microchip shortage and I'm sure the F150 will also be delayed. Also we are seeing some delays in getting parts in due to Covid shutdowns.

We are planning on holding back a 2017 Interceptor that was to be traded and transferring that vehicle to the Appraisers and will be auctioning off one the Appraiser's surplus vehicles. We are also holding back the 2017 F-150 that was to be traded and transferring it to the Maintenance Department.



Donna Patton
County Clerk

RENO COUNTY
125 West 1st Ave.
Hutchinson, Kansas 67501
(620) 694-2934
Fax: (620) 694-2534
TDD: Kansas Relay Center 1-800-766-3777

Clerk/Election Monthly Report for April

We are still getting some filings in for the City/School Elections in August and November. The filing deadline is June 1st at noon and so far, we haven't received enough filings to have a Primary Election.

In the Clerk's Office, it has been a normal month. Our statewide County Clerk's Election Officials meeting has been scheduled for the first week of May. Several from my office will be attending.

The Annex Conference Room has the sound system and TV's installed.

By the end of April, 31% of the year-to-date budget in the Clerk's Office was used and 43% in the Election's Office with most of that being used for payroll.

April was a usual month for both offices.

Donna Patton



COMMUNITY CORRECTIONS

115 West 1st
Hutchinson, Ks. 67501
Phone 620-665-7042
Fax 620-662-8613

Commission Update

April 2021

Staffing

Eric Buller was rehired to fill our part-time surveillance position. The surveillance program is a helpful addition to the agency's operations. This person makes contacts with clients in the evenings at their homes. They test clients for alcohol and talk to them about their home environment as well as talking to others living at the residence or neighbors. The surveillance program improves public safety by increasing the number and frequency of contacts being made with each client. The purpose isn't to catch people violating supervision but rather to increase accountability and reduce negative behaviors.

Projects / Concerns

After several delays the new KDOC documentation system is active for staff to use. The system still has work to be done and many of the reports available with the old system are not yet in place in the new system. This will hamper data collection and reduces the agency's ability to make decisions based on data. Hopefully most of these reports will be available by the end of the fiscal year so next year's data will not be affected. It will take staff time to learn the new system and to become proficient at using it.

The Reno County courts have assigned nearly 200 adults to Community Corrections as of mid-April. The agency's success rate is 74.4%, just shy of the KDOC's target of 75%. There have been 119 people successfully complete and 41 revoked to prison. Juvenile numbers continue to remain low with eight youth currently being supervised here in the community.

Budget

The personnel budget continues to remain on target as we enter the fourth quarter. Most other budget lines are slightly under budget.

Communications Monthly Report- April 2021

Major Projects:

- Health Department Communications:
 - Press Releases: Walk with Ease Program, J&J vaccine clinic x 2, Vaccine or Virus, J&J Canceled clinic, Walk-Ins at Health Dept., KDHE Mobile Lab, volunteer appreciation media invite
 - Media- :30 buy with Eagle Radio for “Walk with Ease” Program, finishing up our 3-month media buy for COVID vaccinations
 - Photos/videos: Volunteer appreciation at Sports Arena Clinic
 - Social: J&J clinics, KDHE mobile lab, weekly situation reports, Walk with Ease Program
 - Flyers: KDHE mobile lab, English and Spanish
- Website: General updates for all County
 - Also met with CivicPlus to begin refresh of website- to start mid May- have formed committee and looking at template options, current site analytics, and updating content
- Graphics: Information Technology Door Signage, business cards for Commissioners
- Videos:
 - Interviewed Judge McCarville for Drug Court Video
 - Sheriff’s Office Tactical Driving Video- videotaped and edited
 - Videotaped Sheriff’s gas mask training
 - Completed 3 Emergency Management Spotlight Videos (Adam, Todd and Overview)
 - Filmed Drug Court Graduation for future Video
- Social Media:
 - Followers/posts:
 - Facebook Reno Co.: 2,602 (+42), 36 posts
 - Facebook EMA: 10,975 (+12), 12 posts
 - Twitter: 767 (+6), 30 tweets
 - Top Post Reno Co. Facebook page: Health Alert Overdoses
 - 6,557 reach, 593 post clicks, 209 link clicks, 66 shares
 - Top Post Emergency Management Facebook page: Thanks for donations- fire
 - 3,314 reach, 179 post clicks, 9 shares
 - Top post Reno County Twitter: J&J clinic April 8- 407 impressions, 18 engagements
 - Other posts: courthouse construction, volunteer week, road closings, Crime Victims week, job openings, Public Health Week
- Committee meetings: Market Hutch, Technology, HR Director Hiring Interviews

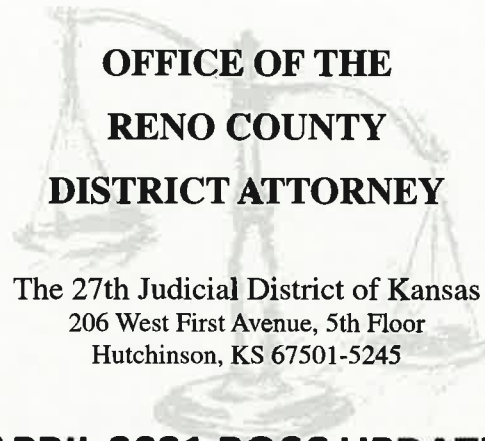
Issues: No issues to report

DISTRICT ATTORNEY
Thomas R. Stanton

DEPUTY DISTRICT ATTORNEY
Andrew R. Davidson

**SENIOR ASSISTANT
DISTRICT ATTORNEY**
Kimberly A. Rodebaugh

ASSISTANT DISTRICT ATTORNEYS
Natasha Esau
Valerie D. Hansen
Jennifer L. Harper
Sierra M. Logan



TELEPHONE: (620) 694-2715
FAX: (620) 694-2711

Victim-Witness Service
(620) 694-2773

Investigator Daniel Nowlan
(620) 694-2765

APRIL 2021 BOCC UPDATE

May 3, 2021

Staffing changes or issues:

As of January 2021, the Reno County District Attorney's Office employees twenty; 7 attorneys/prosecutors; 1 investigator/coroner assistant; 1 part-time assistant coroner; 1 victim/witness coordinator; 1 diversion coordinator; nine office legal staff.

April 19th – April 23rd, 2021 was Crime Victim Rights Week. Our office sponsored a candle lighting ceremony at the Community Building in South Hutchinson on Thursday, April 22nd, 2021. Detective Diana Skomal with the Reno County Sheriff's Department was the speaker and the attendance for the event was amazing. Our office sponsors this event every year to show our support for the victims of crime in Reno County.

Jury Trials continue to be held one trial per week due to COVID-19 and space issues within the courtrooms. The court continues to work towards mediation of cases to lower the current jury trial case load.

In the month of April, there were 3 individuals that graduated from Drug Court.

Budget summary:

FY2021 expenditures to date are at 35% of budget.

Projects-Issues-Challenges-Concerns

As stated above, our biggest issue is lowering the amount of jury trials, with only one jury trial per week allowed, due to space allocations.

A handwritten signature in blue ink, appearing to read "T. Stanton", is written over a horizontal line.

Thomas R Stanton
Reno County District Attorney



Emergency Management

Reno County
206 W 1st Ave
Hutchinson, KS 67501
620-694-2974

Staffing changes or issues (if any)

There are no staffing changes to report. In my department, I have a full time Emergency Management Specialist and due to COVID we have hired a temporary full time administrative assistant. We continue to work hard to maintain daily operations.

Budget YTD summary

At the end of April, I have used 26% of my year-to-date budget with most of that coming from payroll. We will be replacing some office furniture in early next month, there are not any other large expenditures planned.

Projects/Issues/Challenges/Concerns

Emergency Management continues to be very busy. Not only do we continue the COVID-19 response, we have also responded to several fires, worked on the Local Emergency Operations Plan, and preparing for severe weather season. Our fire consultant should be wrapping up his project in the first week of May.

RE: Monthly report ending April 2021

Dear Randy Partington, County Administrator:

Staffing changes or issues

We have one vacancy in Environmental Health; we have started to conduct interviews.

Financial summary

Bethany and I meet on a weekly basis to review the budget, discuss current audit expectations, and discuss financial process improvement ideas.

Projects/Issues/Challenges/Concerns

Vaccine Administration. In looking at our Covid-19 Dashboard, 34.92% of the Reno County residents have received at least 1 dose of the vaccine. 41.9%, of the eligible 16+ population, has been vaccinated.

Hepatitis A Outbreak. Kansas Department of Health and Environment (KDHE) has brought a mobile unit to Hutchinson to assist our community with our Hepatitis A outbreak on Monday's April 12th, 19th, and 26th. Over these Monday's, they have administered 27 Hepatitis A Vaccines, 23 Covid-19 vaccines, 39 negative and 2 positive Covid-19 tests, and 4 negative RPR (syphilis tests).

Upcoming Projects

Vaccine Administration. We continue to work on educational opportunities to discuss the benefits of receiving the Covid-19 vaccine rather being susceptible to getting the virus.

Spring Cleaning. As we transition from an overwhelming amount of our day devoted to Covid-19, to Covid-19 processes as part of our day-to-day activities, we are looking at ways to Spring Clean. This includes dusting off projects that were placed on hold during our pandemic response, cleaning out closets and drawers of items that are no longer used (following our Policy Retention Guidelines, if applicable), and working on process improvement projects.

Sincerely,
Karla Nichols
Director of Public Health





RENO COUNTY
206 West First Ave.
Hutchinson, Kansas 67501-5245
PHONE: (620) 694-2982
FAX: (620) 694-2508

Board of Commissioners - Department Update
Human Resources - April 2021
Helen Foster – Human Resources Interim Director

Staffing

Human Resources is still down 1 staff member. The interview process has been completed so this should resolve in the next few weeks.

Fraudulent Unemployment Claims

There have been no fraudulent unemployment claims to report and the last one received was on February 22nd. This is a huge relief and frees up time to concentrate on other items. We have not had any appeals and only 1 valid claim has been filed for the month of April.

Personnel Budgets

About half of the personnel budgets have been sent to departments so far. The spreadsheet they have received shows the budget as it would be based on the positions and employees filling those positions at the time the spreadsheet was completed. With the wage study, it will be important to keep the spreadsheets current in order to apply any changes that may come as a result of the wage study.

Compensation Study

Phil has completed the first step in the process and requested that all job descriptions and analysis be returned to him by April 9th. We still have a few that have not been completed and Phil will be providing a list to me soon to check in on those that are missing. Once he has completed the job analysis, he will be beginning the portion of the compensation study. The job analysis timeline would be about 6 weeks.

Employee Activity

For the 1st quarter of 2021, we have had a total of 26 newly hired employees and 28 separations of employment. At this time, we have 21 job postings for open positions. The applicant pool is limited and so I will be looking at other avenues to drive traffic to our website. Other HR departments in the Hutchinson and McPherson areas are running into the same problem and have difficulties filling positions with all reporting that it was due to a lack of qualified applicants to fill jobs.

Budget Report

As of the end of April, we have used 29% of our department budget. All accounts are on track for the year except for the unbudgeted expense of a leave payout for a retirement in March. This should not make a difference at the end of the year on the bottom line due to not having an HR director salary for a portion of the year.



RENO COUNTY
206 West First Ave.
Hutchinson, Kansas 67501-5245
620-694-2523
Fax: 620-694-2954

April 29th, 2021

Monthly Report Information Services

Michael Mathews

Staffing changes or issues (if any)

We have recently hired a new Web application developer/DBA. He will be starting on May 10th. We are excited to be at full staff soon.

Budget YTD summary

At the end of April, I have used 47% of our adopted budget, we have now paid the majority of our software maintenance contract so our expenses should decrease for the rest of the year.

Projects/Issues/Challenges/Concerns

We have been in the middle of several projects this month; we completed the online registration for Covid-19. We are currently in the middle of the phone system conversion to IdeaTek IP telephones. I estimate we are 3/4 complete and should finish in the next two weeks. We are also beginning to revamp our internal network structure, there are several reasons to do that but one of the benefits are we will be able to better secure each department's data and manage the network. I have also created a committee to review and create better ways to use our current software and look at new ways to better serve our taxpayers. One of the reviews is with all the stakeholders looking at our core programs such as Accounts payable, HR, Payroll and tax administration.

Issues that we dealt with the past month include. We had very few issues this month outside of being down one staff member.



Maintenance & Purchasing Monthly Report 5-1-2021

Harlen Depew, Director

Staffing: The Maintenance Dept. continues to accept applications for an entry level 1st shift maintenance technician, as well as several vacant custodial positions.

Budget YTD summary

The Maintenance & Purchasing operating budget is on track for this time of the year.

Projects/Issues/Challenges/Concerns

The Law Enforcement Center remodel is wrapping up. We're still working with Sarah Sipe at Landmark Architects to resolve a few remaining issues, but overall the project has gone well.

The work at the courthouse continues to progress. The erection of scaffolding is being completed so work on the exterior of the building should begin in the near future. Restored windows from the first floor are currently on-site and will be reinstalled as the window project progresses to higher floors. Contractors are working some evenings and weekends to minimize the disruption to county and court operations during normal business hours.

The courthouse space is still underway, so we anticipate a report and suggested options to be ready to present to the Commission by early summer.

Maintenance Staff has just completed interior painting and carpet replacement in the Emergency Management offices so staff can move out of the Emergency Operation Center in preparation for a remodel of this area.

In addition to our routine workload, Maintenance employees are anticipating a lot of work tying up loose ends related to the courthouse projects over the coming months. A large portion of this will include interior painting of areas not affected by earthquake damage.

A big word of appreciation goes out to all Maintenance employees who continue to work behind the scenes to keep our facilities clean, safe and comfortable during this busy time.



Public Works
600 Scott Boulevard
South Hutchinson, Kansas 67505
620-694-2976
Don Brittain, Director

April 2021 Monthly Report

Staff

Public Works is short four (4) equipment operators.

YTD Budget Spent

Road & Bridge 14%
Planning & Zoning 25%
Noxious Weed 27%
Highlands Water District #8, 3%
Yoder Water District #101, 13%
Cedarview Lodge Sewer District #1, 28%
Habit Sewer District #202, 14%
Yoder Sewer District #201, 18%
Blue Spruce District #3-10, 6%
Highlands District #8, 17%

Equipment

All items have been ordered based off the equipment plan and in the process of being built.

Projects

Asphalt Crew is crack sealing.
Mowing/Sign Crew is tree trimming throughout the County and replacing signs as needed.
Dirt Crew is replacing culverts throughout the County.
Bridge Crew will be building a bridge on Riverton Road.

Contracted Projects

43rd Avenue Bridge is 60% complete and on schedule.
Nickerson Road Bridge is 55% complete and on schedule.
Silver Lake Road Bridge 12 miles east and 1 mile north of Pretty Prairie is 97% complete.

Challenges

Working on how to pay for the rehabilitating Sewer District 201 Yoder and Sewer District 202 Habit.

Working with KDOT on K14 County Special Maintenance Agreement.

Working on solving the Water District 101 Yoder high nitrate problem and how to pay for it.

Waiting to see if COVID money can be used for water and sewer districts rehabilitation.

Concern

Having enough staff to mow ROW and enough temporary help to maintain traffic control for Asphalt Crew this summer.



Reno County Register of Deeds Office

Michelle Updegrove, Registrar
125 W. 1st Avenue, Hutchinson, KS 67501
Phone: (620) 694-2942 • Fax: (620) 694-2944
michelle.updegrove@renogov.org

Register of Deeds Monthly Report for Commission April 2021

Current Business:

April 2021:

- Documents Recorded: 1,011
- Recording Fees Collected: \$57,447.00
- Technology Fund Fees Collected: \$13,467.00
 - County Clerk: \$2,244.50
 - County Treasurer: \$2,244.50
 - Register of Deeds: \$8,978.00
- Heritage Trust Fund (HTF): \$4,489
- Copy Fees: \$872.00

Budgetary

- Percent of Budget Spent: 33%

Proposal for Part-Time Employee: As presented in March Report

I have discussed the proposal with Randy regarding retaining a Part-Time employee for this office for much needed relief in our daily workload. If approved this year, the salary for this position would be paid for out of the Tech Fund.

An employee who is compensated from technology funds must perform duties that are related to the storing, recording, archiving, retrieving, maintaining, and handling of data recorded or stored in the office of the Register of Deeds. Cited herein: K.S.A. 2009 Supp. 28-115; and 28-115a. In

Proposed duties for this position would be indexing document information into land record books, scanning and storing each days documents into electronic archives and continue building the numerical index into the Records Management System (RMS) by adding records from 1872-1990.

This person would also do light in-house digitizing of the land record book index pages and UCC library to comply with record retention schedules set by Kansas Statutes and Kansas Administrative Regulations (K.A.R.).

In addition to assisting the Real Estate Clerk if needed with daily record indexing, this position would also take lead on the Digitizing Project and manage the document handling between the Register of Deeds office and the digitizing company which is currently Salina Blue.



Sheriff: Darrian Campbell
Undersheriff: Shawn McHaley

RENO COUNTY
Sheriff's Office
206 West First Ave.
Hutchinson, Kansas 67501-5298
(620) 694-2735 Office (620) 694-2702 fax
TDD: Kansas Relay Center 1-800-766-3777

April 2021 BOCC Update

05/04/2021

The Reno County Sheriff's Office Mission is to ensure the highest level of public safety while protecting the rights and dignity of those we serve through community partnerships and unbiased enforcement of the law.

Staffing changes or issues:

The Reno County Sheriff's Office is staffed at 99 personnel; 83 full time sworn Deputies, 12 civilian support staff and 4 part-time Offender registry personnel. The administration of the Sheriff's Office consists of myself, Undersheriff Shawn McHaley, Captain of the Detective Division Steve Lutz, Captain of the Patrol Division Levi Blumanhourst, and Captain of the Jail Division Shawn McClay.

The Sheriff's Office continues to fill positions as they become available. We currently made offers of employment to three applicants where the background has been completed and they will begin employment in the Reno County Correctional Facility soon. There are currently two Deputies in Patrol Field Training Officer program, which are doing very well and will be able to perform their duties on their own very soon. We are still looking to fill a vacant spot in the Criminal Investigation Unit (CIU) in Detectives. This will give the Unit a better complement of personnel to aid in combating the drug issue plaguing our community.

Budget YTD summary:

The total agency budget is \$6,611,844.00. There are two sides of the budget, the Jail and what is considered to be the Sheriff side. As of the end of April there has been approximately 28 percent of the budget expended. This is better than we have done in the past.

Projects/Issues/Challenges/Concerns:

The month of April was a very active month of training for the Sheriff's Office.

We began the week of the 5th of April, into the week of the 12th by holding a Pursuit Driving Class. The Sheriff's Office is one of only a few agencies in the state which conduct a driving class beyond the basic academy emergency vehicle driving class. This is an intensive two day class conducted on the Kansas Law Enforcement Training Center facilities with our own instructors and equipment. During the class Deputies are provided the instruction of driving skills, maneuvers, and conduct mach pursuits. The five instructors, which have attended the instructor course in Burn Flat, Oklahoma, also teach a method of attempting to end the pursuit with stop sticks and the Tactical vehicle Intervention (TVI). Approx 45 Deputies which have county vehicles assigned to them or have the potential to be driving a county vehicle on a regular basis attend the class.

The agency also completed one of our annual weapons qualification with handgun and rifle. This year the Sheriff's Office took it to another level by having all Deputies conduct CS gas exposure. Deputies were all instructed how to don and clear a protective mask then placed into a contaminated environment. They broke the seal, then cleared the mask to continue whatever they could be doing. This was great familiarization

drill for everyone to complete. Deputies also fired a qualification course with and without the mask.

This concludes my update.

Darrian L. Campbell
Darrian L. Campbell
Reno County Sheriff





Reno County Solid Waste
703 S. Mohawk
Hutchinson, KS 67501
(620) 694-2586
Fax (620) 694-669-8126

Solid Waste Monthly Update April 2021
Prepared by Megan Davidson, Director

Staffing: We currently have 2 open positions at the landfill. We have a General Laborer Position as well as an Equipment Operator II position on the Wed-Sat Schedule. We have had very few applications for both of the positions.

Projects/Issues/Challenges/Concerns: The staff at the landfill completed the pad dirt work for the new facilities. Conco, the general contractor will be onsite starting the beginning of May to begin project work on the new facilities. We have begun the mowing season onsite and litter picking has become an ongoing problem with the winds this past month.

Wyer Concrete Crushing will be crushing some of the concrete onsite the month of May. This crushed concrete will be used onsite as well as for the subgrade for the new pavement for the new facilities.

The Household Hazardous Waste Trailer will be visiting a few towns in Reno County in the next coming weeks. This is a service that we offer to cities in Reno County to help residents clean out old paints, chemicals, fertilizers, etc.

Budget: Budget currently spent at a total of 9% including the 008 and 013 Funds.



RENO COUNTY TREASURER
125 West First Ave.
Hutchinson, Kansas 67501-5245
620-694-2938
Fax: 620-694-2776

TDD: Kansas Relay Center 1-800-766-3777

April 30, 2021

MONTHLY REPORT

STAFFING CHANGES OR ISSUES:

We are currently dealing with collecting the 2nd half of 2020 taxes which pulls some of the girls out of processing tags and title work so they can help process Tax payments. We did have two openings which we were fortunate enough to get filled pretty quickly.

BUDGET YTD SUMMARY:

As of this day, we are running around 24 % of my year-to-date budget with most of it coming from payroll. The YTD budget shows \$56,084.29 spent YTD for a percentage of 24%. The majority of our new printers have been installed after three (3) of the old printers failed in one week's time.

PROJECTS/ISSUES/CHALLENGES/CONCERNS:

My department's major projects for the month of April were the collection of 2nd half tax payments, interviewed and filled the two vacancies in our office. Started working on MV budget estimates. Put together and prepared for the South Central District Meeting of Treasurer's being hosted by Reno County this year. We are always issuing tags and processed title work. Paid the Heritage trust fund.

Did see a slight slump in sales tax for the April reporting. These are figures generated in February 2021.



RENO COUNTY YOUTH SERVICES

219 West Second Ave.
Hutchinson, Kansas 67501

(620) 694-2500

Fax: (620) 694-2504

TDD: Kansas Relay Center 1-800-766-3777

JUVENILE DETENTION CENTER

JUVENILE INTAKE & ASSESSMENT

BOB JOHNSON YOUTH SHELTER

Youth Services Monthly Report

April 2021

Staffing changes or issues (if any)

We are currently accepting applications for a full time cook, Standby Juvenile Detention Officer/Youth Care Specialist and a full-time maintenance technician position. We continue to get limited to no applicants applying for these positions. Both positions, cook and maintenance, are full time positions which come with K-pers and insurance benefits.

The employee of the month for April is Carnelius Terry. He has been with Youth Services since January 2017. Carnelius is a Youth Care Specialist in our Youth Shelter.

Budget YTD Summary

As of 4/28/2021, we have spent 24% of our Shelter budget (Dept.90). The expenses are mostly due to salaries. The total shelter budget is \$1,051,666. We have spent 25% of our detention budget (Dept.91). Detention expenditures consists of mostly salaries. The total detention budget is \$1,054,065.

Projects/Issues/Challenges/Concerns

We completed our licensing review with the Department of Children and Families and there was no findings of noncompliance. The positive review reflects how well our staff complete their job duties and maintain the building on a daily basis. They go above and beyond the expectation to ensure the facility is safe and clean for the residents.

The youth are focusing on completing school in the next few weeks. After school has ended the shelter youth will enjoy a week of fun activities before starting community service. Last summer, due to Covid, our youth were not allowed to participate in off grounds community services. We are hopeful, this summer the youth will be able to reconnect with our community partners and resume community service activities. In the past, youth worked with Meals on Wheels, Dillon's Nature park, and Eastwood Church. We will reach out and begin working on setting up a summer schedule for community service work.