



Ron Sellers
District 1
Vice-Chair

Ron Hirst
District 2
Member

Daniel P. Friesen
District 3
Chair

Courthouse
206 W. 1st Avenue
Hutchinson, KS 67501

A G E N D A
Reno County Courthouse Commission Chambers
206 W. 1st Avenue
Tuesday, December 13, 2022, 9:00AM

- 1. Call to Order**
- 2. Pledge of Allegiance to the American Flag and Prayer**
- 3. Welcome and Announcements by Commission Chair**
- 4. 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.
- 5. Determine Additions or Revisions to the Agenda**
- 6. Consent Agenda**
 - 6A. Vouchers (bills or payments owed by the county or related taxing units).
 - 6B. Resolution 2022-____ authorizing a transfer of Health Department Funds to the Health Department Capital Outlay Fund
 - 6C. Resolution 2022-__ authorizing a transfer of Noxious Weeds General Fund to the Noxious Weeds Capital Outlay Fund
 - 6D. Resolution 2022-__ authorizing a transfer of Public Works Road & Bridge Funds to the Special Highway Improvement Fund
 - 6E. Resolution 2022-__ authorizing a transfer of Public Works Road & Bridge Funds to the Road & Bridge Special Machinery Fund
 - 6F. Resolution 2022-__ authorizing a transfer of funds to the County Equipment Reserve Fund
 - 6G. Resolution 2022-____ authorizing a transfer of funds from the General Fund and the Multi-Year Capital Improvement Fund to the Multi-Year Capital Improvement Reserve Fund
 - 6H. Resolution 2022-____ authorizing a transfer of funds from the Department of Aging (for RCAT) to the Multi-Year Capital Improvement Reserve Fund
 - 6I. Resolution 2022-__ authorizing a transfer of funds to the County Economic Development Reserve Fund
 - 6J. Resolution 2022-____ authorizing a transfer of all Fire District General Funds to the Fire Districts' Special Equipment Funds
 - 6K. 2022-2023 Compensation Plan Consulting Fees in the amount of \$3,385 from The Arnold Group.
 - 6L. Adopt a new resolution, replacing 2010-02, to establish a nominal expense reimbursement and stipend for volunteer firefighters.
 - 6M. County Administrator 2023 Employment Contract
 - 6N. Planning Case #2022-07 - A resolution approving a request for a conditional use permit for Wayne Kratzer (Applicant: Jon Lovett) to establish an RV storage facility at 25118 S. Willison Road.

- 6O. Planning Case #2022-08 - A resolution approving a request for a conditional use permit for Merle & Gail Kroeker to establish a music/special event venue at 6311 Old K-61 Highway North.
- 6P. Planning Case #2022-09 - A request by 4J's Holding, LLC (Don Cary, President) to vacate the 20-foot utility easement located between Lots 1 and 2, Block I of HABIT #3 Subdivision. The address of the property is 1816 E. Wasp Road.
- 6Q. Planning Case #2022-10 - A request by the Jerome & Barbara Revocable Trust and Craig & Cristal Meyer to vacate the 16-foot utility easement located between Lots 7 & 8, Block 1 of Cedarview Lodge Replat Subdivision. The address of the property is 25306 S. Cedarview Drive.
- 6R. Appointments to Reno County Planning Commission

7. Business Items

- 7A. Reno County Insurance Coverage
- 7B. Approve and adopt a new burn Charter Resolution, replacing resolution 2017-12.
- 7C. 2022 Human Resources Annual Report

8. County Administrator Report

- 8A. Financial Report
- 8B. Monthly Department Reports

9. County Commission Report/Comments

10. Executive Sessions

- 10A. Executive Session for non-elected personnel for 30 minutes.
- 10B. Executive Session for non-elected personnel for 20 minutes.

11. Adjournment



AGENDA ITEM

AGENDA ITEM #6.B

AGENDA DATE: December 13, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:

Resolution 2022-___ authorizing a transfer of Health Department Funds to the Health Department Capital Outlay Fund

SUMMARY & BACKGROUND OF TOPIC:

This Resolution allows us to transfer residual cash balance from the department's general fund into their capital outlay fund. The resolution must be adopted before year-end; yet it will be while our financial specialist is doing the audit work for year 2022 before an actual amount is determined as residual that can be transferred.

ALL OPTIONS:

- Adopt Resolution 2022-___ authorizing the transfer of Health Department Funds to the Health Department Capital Outlay Fund.
- Decide not to adopt the resolution and thereby no transfer of residual cash to the capital outlay fund will be made.

RECOMMENDATION / REQUEST:

Adopt Resolution 2022-___ authorizing the transfer of Health Department Funds to the Health Department Capital Outlay Fund

POLICY / FISCAL IMPACT:

The overall fiscal impact is the ability to build up the capital outlay fund so unknown capital expenditures may be managed; and known capital expenditures may be forecasted, planned, and budgeted for.

RESOLUTION 2022 - _____

**A RESOLUTION AUTHORIZING A TRANSFER OF
HEALTH DEPARTMENT FUNDS TO THE HEALTH
DEPARTMENT CAPITAL OUTLAY FUND**

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, under the authority of K.S.A. 65-204, that funds be transferred from the Reno County Health Department's General Fund to the Reno County Health Department's Capital Outlay Fund in an amount which reserves specific funds to meet the FY2023 budgeted carryover in said Health Department's General Fund. The total amount remaining shall be transferred, in accordance with Kansas law, to said Capital Outlay Fund upon the determination of the amount of such transfer by the FY2022 audit.

ADOPTED IN REGULAR SESSION this _____ day of December 2022.

BOARD OF COMMISSIONERS OF
RENO COUNTY, KANSAS

Daniel Friesen, Chairperson

Ron Sellers, Member

Ron Hirst, Member

ATTEST:

Donna Patton, County Clerk



AGENDA ITEM

AGENDA ITEM #6.C

AGENDA DATE: December 13, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:

Resolution 2022-___ authorizing a transfer of Noxious Weeds General Fund to the Noxious Weeds Capital Outlay Fund

SUMMARY & BACKGROUND OF TOPIC:

This Resolution allows us to transfer residual cash balance from the department's general fund into their capital outlay fund. The resolution must be adopted before year-end; yet it will be while our financial specialist is doing the audit work for year 2022 before an actual amount is determined as residual that can be transferred.

ALL OPTIONS:

- Adopt Resolution 2022-___ authorizing the transfer of Noxious Weeds General Fund to the Noxious Weeds Capital Outlay Fund.
- Decide not to adopt the resolution and thereby no transfer of residual cash to the capital outlay fund will be made.

RECOMMENDATION / REQUEST:

Adopt Resolution 2022-___ authorizing a transfer of Noxious Weeds General Fund to the Noxious Weed Capital Outlay Fund

POLICY / FISCAL IMPACT:

The overall fiscal impact is the ability to build up the capital outlay fund so unknown capital expenditures may be managed; and known capital expenditures may be forecasted, planned, and budgeted for.

RESOLUTION 2022 - _____

**A RESOLUTION AUTHORIZING A TRANSFER OF NOXIOUS
WEEDS GENERAL FUNDS TO THE NOXIOUS WEEDS CAPITAL
OUTLAY FUND**

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, under the authority of K.S.A. 2-1318, that funds be transferred from the Reno County Weed Department's General Fund to the Reno County Weed Capital Outlay Fund in an amount which reserves sufficient funds to meet the FY2023 budgeted carryover in the Weed Department's General Fund. The total amount remaining shall be transferred in accordance with Kansas law, to said Capital Outlay fund upon the determination of the amount of such transfer by the FY2022 audit.

ADOPTED IN REGULAR SESSION this _____ day of December 2022.

BOARD OF COMMISSIONERS OF
RENO COUNTY, KANSAS

Daniel Friesen, Chairperson

Ron Sellers, Member

Ron Hirst, Member

ATTEST:

Donna Patton, County Clerk



AGENDA ITEM

AGENDA ITEM #6.D

AGENDA DATE: December 13, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:

Resolution 2022-___ authorizing a transfer of Public Works Road & Bridge Funds to the Special Highway Improvement Fund

SUMMARY & BACKGROUND OF TOPIC:

Per K.S.A 68-141g the board of county commissioners by resolution is authorized and empowered to transfer from the Road & Bridge fund to the Special Highway Improvement Fund an amount not to exceed 25% of the amount of money credited to such fund, and subject to legal expenditure.

All moneys credited to the Special Highway Improvement Fund shall be used by the county for the purposes of purchasing road, bridge, or street building machinery or equipment or the building of bridges

ALL OPTIONS:

- Adopt Resolution 2022-___ authorizing a transfer of Public Works Road & Bridge Funds to the Special Highway Improvement Fund.
- Decide not to adopt the resolution and thereby no transfer to the Special Highway Improvement Fund will be made.

RECOMMENDATION / REQUEST:

Adopt Resolution 2022-___ authorizing a transfer of Public Works Road & Bridge Funds to the Special Highway Improvement Fund

POLICY / FISCAL IMPACT:

The overall fiscal impact is the ability to build up the special improvement fund to plan and pay for road and bridge machinery, building, equipment, and bridges.

RESOLUTION 2022 - ____

**A RESOLUTION AUTHORIZING A TRANSFER OF PUBLIC WORKS
ROAD AND BRIDGE FUNDS TO THE SPECIAL HIGHWAY
IMPROVEMENT FUND**

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, under the authority of K.S.A. 68-141g, that funds be transferred from the Road & Bridge Fund to the Special Highway Improvement Fund in an amount not to exceed 25% of the Road & Bridge FY2022 appropriation and in an amount which reserves sufficient funds to meet the FY2023 budgeted carryover in the Road & Bridge Fund. The total amount remaining shall be transferred, in accordance with Kansas law, to said Special Highway Improvement Fund upon the determination of the amount of each transfer by the FY2022 audit.

ADOPTED IN REGULAR SESSION this ____ day of December 2022.

BOARD OF COMMISSIONERS OF
RENO COUNTY, KANSAS

Daniel Friesen, Chairperson

Ron Sellers, Member

Ron Hirst, Member

ATTEST:

Donna Patton, County Clerk



AGENDA ITEM

AGENDA ITEM #6.E

AGENDA DATE: December 13, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:

Resolution 2022-___ authorizing a transfer of Public Works Road & Bridge Funds to the Road & Bridge Special Machinery Fund

SUMMARY & BACKGROUND OF TOPIC:

Per K.S.A 68-141g the board of county commissioners by resolution is authorized and empowered to transfer from the Road & Bridge fund to the Road & Bridge Special Machinery Fund an amount not to exceed 25% of the amount of money credited to such fund, and subject to legal expenditure.

All moneys credited to the Road & Bridge Special Machinery Fund shall be used by the county for the purposes of purchasing road, bridge, or street building machinery or equipment.

ALL OPTIONS:

- Adopt Resolution 2022-___ authorizing a transfer of Public Works Road & Bridge Funds to the Road & Bridge Special Machinery Fund.
- Elect to not adopt the resolution and thereby no transfer to the Road & Bridge Special Machinery Fund will be made.

RECOMMENDATION / REQUEST:

Adopt Resolution 2022-___ authorizing a transfer of Public Works Road & Bridge Funds to the Road & Bridge Special Machinery Fund

POLICY / FISCAL IMPACT:

The overall fiscal impact is the ability to build up the special machinery fund to plan and pay for road and bridge machinery and equipment.

RESOLUTION 2022 - ____

**A RESOLUTION AUTHORIZING A TRANSFER OF PUBLIC WORKS
ROAD AND BRIDGE FUNDS TO THE ROAD & BRIDGE SPECIAL
MACHINERY FUND**

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, under the authority of K.S.A. 68-141g, that funds be transferred from the Road & Bridge Fund to the Road & Bridge Special Machinery Fund in an amount not to exceed 25% of the Road & Bridge FY2022 appropriation and in an amount which reserves sufficient funds to meet the FY2023 budgeted carryover in the Road & Bridge Fund. The total amount remaining shall be transferred, in accordance with Kansas law, to said Road & Bridge Special Machinery Fund upon the determination of the amount of each transfer by the FY2022 audit.

ADOPTED IN REGULAR SESSION this ____ day of December 2022.

BOARD OF COMMISSIONERS OF
RENO COUNTY, KANSAS

Daniel Friesen, Chairperson

Ron Sellers, Member

Ron Hirst, Member

ATTEST:

Donna Patton, County Clerk



AGENDA ITEM

AGENDA ITEM #6.F

AGENDA DATE: December 13, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:

Resolution 2022-___ authorizing a transfer of funds to the County Equipment Reserve Fund

SUMMARY & BACKGROUND OF TOPIC:

The County Equipment Reserve Fund was created to receive transfers from operating funds that had identified projects which were not completed in their budgeted year or were underspent. The reserve fund allows for non-routine special equipment purchases that are needed out of the budget cycle or were carried over from the previous year.

ALL OPTIONS:

- Adopt Resolution 2022-___ authorizing the transfer of funds to the County Equipment Reserve Fund.
- Decide not to adopt the resolution and thereby no transfer of funds to the County Equipment Reserve Fund will be made.

RECOMMENDATION / REQUEST:

Adopt Resolution 2022-___ authorizing a transfer of funds to the County Equipment Reserve Fund

POLICY / FISCAL IMPACT:

The movement of these funds increases the reserve fund and does not directly impact the operating budget.

RESOLUTION 2022-_____

**A RESOLUTION AUTHORIZING A TRANSFER
OF FUNDS TO THE COUNTY EQUIPMENT RESERVE FUND**

BE IT RESOLVED by the Board of County Commissioners of Reno County, Kansas, under the authority of K.S.A. 19-119 that funds be transferred from the County General Fund No. 001 and the County's Special Equipment Fund No. 093 to the County Equipment Reserve Fund No. 097 in amounts which reserve specific funds to meet the FY 2023 budgeted carryover in said General Fund and Special Equipment Fund. The total amount remaining shall be transferred in accordance with Kansas law to said Equipment Reserve Fund upon the determination of the amount of such transfer by the FY 2022 Audit.

ADOPTED in regular session this _____ day of December, 2022.

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS

DANIEL FRIESEN, Chairman

RON SELLERS, Member

RON HIRST, Member

ATTEST:

Reno County Clerk



AGENDA ITEM

AGENDA ITEM #6.G

AGENDA DATE: December 13, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:

Resolution 2022-___ authorizing a transfer of funds from the General Fund and the Multi-Year Capital Improvement Fund to the Multi-Year Capital Improvement Reserve Fund

SUMMARY & BACKGROUND OF TOPIC:

The creation of the Capital Improvement Reserve Fund was to allow for the transfer of funds for projects that are multi-year and need the buildup of funds prior to commencing. The fund is also in place to allow for capital expenditures that either are over the budgeted amounts or for projects that are urgent in nature and should not wait for the upcoming budget process.

ALL OPTIONS:

- Adopt Resolution 2022-___ authorizing the transfer of funds from the General Fund and the Multi-Year Capital Improvement Fund to the Multi-Year Capital Improvement Reserve Fund.
- Decide not to adopt the resolution and thereby no transfer of funds from the General Fund and the Multi-Year Capital Improvement Fund to the Multi-Year Capital Improvement Reserve Fund will be made.

RECOMMENDATION / REQUEST:

Adopt Resolution 2022-___ authorizing a transfer of funds from the General Fund and the Multi-Year Capital Improvement Fund to the Multi-Year Capital Improvement Reserve Fund

POLICY / FISCAL IMPACT:

The transfer of funds allows for the build up of a reserve fund with little impact on the operating budget.

RESOLUTION 2022-_____

**A RESOLUTION AUTHORIZING A TRANSFER OF FUNDS
TO THE MULTI-YEAR CAPITAL IMPROVEMENT RESERVE FUND**

BE IT RESOLVED by the Board of County Commissioners of Reno County, Kansas, under the authority of K.S.A. 19-120 and Reno County Resolution No. 2018-14 that funds be transferred from the County General Fund No. 001 and the Multi-Year Capital Improvement Fund No. 098 to the Multi-Year Capital Improvement Reserve Fund No. 099 in amounts which reserve specific funds to meet the FY 2023 budgeted carryover in said General Fund and Multi-Year Capital Improvement Fund. The total amount remaining shall be transferred in accordance with Kansas law to said Multi-Year Capital Improvement Reserve Fund upon the determination of the amount of such transfers by the FY 2022 Audit.

ADOPTED in regular session this _____ day of December, 2022.

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS

Daniel Friesen, Chairperson

Ron Sellers, Member

Ron Hirst, Member

ATTEST:

Reno County Clerk



AGENDA ITEM

AGENDA ITEM #6.H

AGENDA DATE: December 13, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:

Resolution 2022-___ authorizing a transfer of funds from the Department of Aging (for RCAT) to the Multi-Year Capital Improvement Reserve Fund

SUMMARY & BACKGROUND OF TOPIC:

Due to difficulties with obtaining equipment and parts to outfit new RCAT buses, the estimated time of delivery for new buses continues to be delayed. The transferring of funds into the Multi-Year Capital Improvement Reserve Fund will allow us to have the funds available once the buses are ready for delivery for the RCAT fleet.

ALL OPTIONS:

- Adopt Resolution 2022-___ authorizing the transfer of funds Department of Aging (for RCAT) to the Multi-Year Capital Improvement Reserve Fund
- Decide not to adopt the resolution and thereby no transfer of funds Department of Aging (for RCAT) to the Multi-Year Capital Improvement Reserve Fund

RECOMMENDATION / REQUEST:

Adopt Resolution 2022-___ authorizing a transfer of funds from the Department of Aging (for RCAT) to the Multi-Year Capital Improvement Reserve Fund

POLICY / FISCAL IMPACT:

The transfer of funds allows for the build up of a reserve fund with little impact on the operating budget.

RESOLUTION 2022-_____

**A RESOLUTION AUTHORIZING A TRANSFER OF FUNDS
FROM DEPARTMENT OF AGING (FOR RCAT)
TO THE MULTI-YEAR EQUIPMENT RESERVE FUND**

BE IT RESOLVED by the Board of County Commissioners of Reno County, Kansas, under the authority of K.S.A. 19-119 that funds be transferred from the Department of Aging Fund 002 to the Multi-Year Equipment Reserve Fund No. 097, in amounts which reserve specific funds to meet the FY 2023 budgeted carryover in said Fund 002.

These funds so transferred are for the purposes of purchasing RCAT equipment only and shall be accounted for separately. In the event no such RCAT equipment is purchased these funds will be transferred back to Fund No. 002 by a future resolution.

ADOPTED in regular session this _____ day of December, 2022.

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS

Daniel Friesen, Chairperson

Ron Sellers, Member

Ron Hirst, Member

ATTEST:

Reno County Clerk



AGENDA ITEM

AGENDA ITEM #6.I

AGENDA DATE: December 13, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:

Resolution 2022-___ authorizing a transfer of funds to the County Economic Development Reserve Fund

ALL OPTIONS:

- Adopt Resolution 2022-___ authorizing the transfer of funds to the County Economic Development Reserve Fund.
- Decide not to adopt the resolution and thereby no transfer of funds to the County Economic Development Reserve Fund will be made.

RECOMMENDATION / REQUEST:

Adopt Resolution 2022-___ authorizing a transfer of funds to the County Economic Development Reserve Fund

POLICY / FISCAL IMPACT:

The movement of these funds increases the reserve fund and does not directly impact the operating budget.

RESOLUTION 2022-

**A RESOLUTION AUTHORIZING A TRANSFER
OF FUNDS TO THE COUNTY ECONOMIC DEVELOPMENT RESERVE FUND**

WHEREAS, K.S.A. 19-4101, et seq, states that the Board of County Commissioners may, if it has established a Comprehensive Plan for the future physical growth and development of the County, establish an Economic Development Reserve Fund; and

WHEREAS, the Board of County Commissioners of Reno County adopted a Revised Reno County Comprehensive Economic Development Plan on December 28, 2021; and

WHEREAS, the Board of County Commissioners of Reno County adopted Resolution 2021-38 on December 28, 2021 which established the Reno County Economic Development Reserve Fund for Reno County, further provided that a budgeted transfer of funds from the General Fund to the Economic Reserve Fund FY 2021 and in subsequent years shall occur upon the order of the Reno County Board of Commissioners, and further provided that the Reno County Treasurer was thereby directed to establish and receive funds on behalf of the Reno County Economic Development Fund.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Reno County, Kansas, that funds be transferred for FY 2022 from the County General Fund No. 001 to the Economic Development Reserve Fund No. 080 in amounts which reserve specific funds to meet the FY 2023 budgeted carryover in said General Fund. The amount of the transfer shall be

determined by the unexpended budgeted FY 2022 Economic Development Project expense of the General Fund upon the determination of such amount by the FY 2022 Audit.

ADOPTED in regular session this _____ day of December, 2022.

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS

DANIEL FRIESEN, Chairman

RON SELLERS, Member

RON HIRST, Member

ATTEST:

Reno County Clerk



AGENDA ITEM

AGENDA ITEM #6.J

AGENDA DATE: December 13, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:

Resolution 2022-___ authorizing a transfer of all Fire District General Funds to the Fire Districts' Special Equipment Funds

SUMMARY & BACKGROUND OF TOPIC:

This Resolution allows us to transfer residual cash balance from the fire district's general fund into their special equipment fund. The resolution must be adopted before year-end; yet it will be while our financial specialist is doing the audit work for year 2022 before an actual amount is determined as residual that can be transferred.

ALL OPTIONS:

- Adopt Resolution 2022-___ authorizing a transfer of all Fire District General Funds to the Fire Districts' Special Equipment Funds
- Decide not to adopt the resolution and thereby no transfer of residual cash to the special equipment funds will be made

RECOMMENDATION / REQUEST:

Adopt Resolution 2022-___ authorizing a transfer of all Fire District General Funds to the Fire Districts' Special Equipment Funds

POLICY / FISCAL IMPACT:

The overall fiscal impact is the ability to build up the special equipment fund so unknown capital expenditures may be managed; and known capital expenditures may be forecasted, planned, and budgeted for.

RESOLUTION 2022-_____

A RESOLUTION AUTHORIZING A TRANSFER OF ALL FIRE DISTRICT GENERAL FUNDS TO THE FIRE DISTRICTS' SPECIAL EQUIPMENT FUNDS

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, under the authority of K.S.A. 19-3612c, that funds be transferred from all Fire Districts' General Funds to the Fire Districts' Special Equipment Funds in an amount which reserves sufficient funds to meet the FY2023 budgeted carryover in each such Fire District's General Fund. The total amount remaining shall be transferred, in accordance with Kansas law, to each Fire District's Special Equipment Fund upon the determination of the amount of each transfer by the FY2022 audit.

ADOPTED IN REGULAR SESSION this _____ day of December 2022.

BOARD OF COMMISSIONERS OF RENO COUNTY, KANSAS, ACTING AS THE GOVERNING BODY FOR ALL RENO COUNTY FIRE DISTRICTS

Daniel Friesen, Chairperson

Ron Sellers, Member

Ron Hirst, Member

ATTEST:

Donna Patton, County Clerk



AGENDA ITEM

AGENDA ITEM #6.K

AGENDA DATE: December 13, 2022

PRESENTED BY: Helen Foster, HR Director

AGENDA TOPIC:

2022-2023 Compensation Plan Consulting Fees in the amount of \$3,385 from The Arnold Group.

SUMMARY & BACKGROUND OF TOPIC:

In January of 2021 the Board approved the request for The Arnold Group to complete a compensation study, Job Description review and reformat, and to introduce a new evaluation process. Phil Hayes with The Arnold Group has completed the compensation study and implementation of his recommendations along with the job description reformatting and introduced a new evaluation platform. Phil has been working with the Human Resource staff for much of 2022 to complete the process. Reno County would like to contract with Phil to continue utilizing his expertise to continue using the tools introduced and completing the implementation of those tools for Reno County.

ALL OPTIONS:

- Approve Invoice for Phil Hayes, The Arnold Group to continue to support Reno County Human Resources in grading and exercising the Pay For Performance Model.
- Choose to not approve moving forward with The Arnold Group for consulting.

RECOMMENDATION / REQUEST:

- Approve Invoice for Phil Hayes, The Arnold Group to continue to support Reno County Human Resources in grading and exercising the Pay For Performance Model.

The county administrator has reviewed and recommends the approval of this agreement.

POLICY / FISCAL IMPACT:

Invoice would be paid from Employee Benefits Professional Services



P.O. BOX 502885
 ST. LOUIS, MO 63150-2885
 (316) 263-9283

INVOICE

DATE	INVOICE#
11/9/2022	2237018
CUST. NO.	AMOUNT DUE
81862	\$3,385.00

BILL TO:

Helen Foster
 Reno County
 206 W 1st
 Hutchinson, KS 67501

Department Name: Human Resources

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR REMITTANCE

DATE	INVOICE#	CUSTOMER#	P.O. NUMBER	TERMS	PROJECT	
11/9/2022	2237018	81862		Net Due Upon Receipt Of Invoice		
DESCRIPTION				QUANTITY	RATE	AMOUNT
Weekend Date: 11/6/2022 Billing, Expenses Consulting - Comp Plan - Annual Support 2022						\$3,385.00
Please make your check payable to The Arnold Group.					TOTAL	\$3,385.00



AGENDA ITEM

AGENDA ITEM #6.L

AGENDA DATE: December 13, 2022

PRESENTED BY: Emergency Management Director, Adam Weishaar

AGENDA TOPIC:

Adopt a new resolution, replacing 2010-02, to establish a nominal expense reimbursement and stipend for volunteer firefighters.

SUMMARY & BACKGROUND OF TOPIC:

Currently each firefighter receives a \$10 reimbursement and \$10 stipend for each call for service. Each training they receive a \$10 stipend. It does not matter if a call for service lasts three days, the firefighter will only receive a total of a \$20 reimbursement. While the initial response from the volunteer fireman is good, the issue is keeping them on scene for several hours or coaxing them to return to the call on the following day. Each firefighter has a day job, most of them are taking time away from their day job, some on vacation time, others while receiving no pay. The \$20 is not enough to make them stay for several hours or come back the next day.

After discussions with the County Fire Chiefs, we believe that increasing the stipend to \$25 for every two hours a firefighter spends on a call, or at training, maxing out at \$100 per day is needed to maintain an effective response force.

A firefighter receives the following for their time participating in an official capacity on the fire department:

- 0-2 Hours: \$25
- 2-4 Hours: \$50
- 4-6 Hours: \$75
- 6-24 Hours: \$100

ALL OPTIONS:

Approve and adopt the new resolution.

Do not adopt the new resolution and maintain the \$20 stipend per incident.

RECOMMENDATION / REQUEST:

Adopt new resolution

This item has been reviewed and approved by the county administrator

POLICY / FISCAL IMPACT:

This increase in personnel expense was budgeted for 2023. The resolution would be put into effect January 1, 2023.

RESOLUTION NO. 2022-_____

A RESOLUTION AMENDING RESOLUTION 2010-02, A RESOLUTION AFFIRMING AND ESTABLISHING NOMINAL EXPENSE REIMBURSEMENTS AND STIPENDS FOR VOLUNTEER FIREFIGHTERS IN RENO COUNTY FIRE DISTRICTS NOS. 3,4,6,7,8,9, RENO/HARVEY COUNTY JOINT FIRE DISTRICT NO. 2 AND RENO/KINGMAN COUNTY JOINT FIRE DISTRICT NO. 1

WHEREAS, the Board of County Commissioners, acting as the Governing Body of Reno County Fire District Nos. 3, 4, 6, 7, 8, 9, Reno/Harvey County Joint Fire District No. 2, and Reno/Kingman County Joint Fire District No. 1, established a Ten Dollar (\$10.00) nominal expense reimbursement and a not to exceed Ten Dollar (\$10.00) stipend for volunteer firefighters.

WHEREAS, the Board of County Commissioners deem it advisable to provide both nominal expense reimbursement and nominal pay to all volunteer firefighters in Reno County volunteer Fire Districts.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, acting as the governing body of the rural fire districts indicated below, that:

1. A Twelve Dollar and Fifty Cent (\$12.50) nominal expense reimbursement and a Twelve Dollar and Fifty Cent (\$12.50) stipend that is repeated after every Two (2) hours of each incident, not to exceed One Hundred Dollars (\$100), per day, be paid to each responding volunteer firefighter for emergency responses including fires, motor vehicle accidents, emergency medical calls, train derailments, storm watches, and other public safety responses requested by Hutchinson/Reno County Emergency Communications.
2. A Twenty-Five Dollar (\$25) stipend that is repeated after every Two (2) hours be paid for each training session, not to include classes or formal training at an educational institution such as Hutchinson Community College. No expense reimbursement will be allowed for training sessions. Other forms of volunteer service to the Fire District will not be compensated.
3. Certain tuition and other expense reimbursements provided for in Reno County(Fire District) Resolution 95-017 are not affected by this Resolution.

BE IT FURTHER RESOLVED that the Chief of each Fire District shall provide documentation required by the Reno County Clerk in order to carry out the provisions of this Resolution. This Resolution shall supersede all previous Resolutions pertaining to the same subject and shall be effective from and after January 1, 2023.

ADOPTED in regular session this ____ day of December, 2022.

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS, Acting as
the Governing Body of Reno County Fire
District Nos. 3, 4, 6, 7, 8, 9, Reno/Harvey
County Joint Fire District No. 2, and
Reno/Kingman County Joint Fire District
No. 1

Daniel Friesen, Chairperson

Ron Sellers, Member

Ron Hirst, Member

ATTEST:

Donna Patton, Reno County Clerk



AGENDA ITEM

AGENDA ITEM #6.M

AGENDA DATE: December 13, 2022

PRESENTED BY: Commission Chair Daniel Friesen

AGENDA TOPIC:
County Administrator 2023 Employment Contract

SUMMARY & BACKGROUND OF TOPIC:

Beginning in 2020, Reno County has contracted with Randy Partington for employment as the county administrator. The contract is for one-year increments that are concurrent with the calendar year. For changes in salary only, the changes are approved in an open meeting, followed by the commission chair notifying the administrator via memo of the changes. The 2023 employment contract has a couple of wording changes in addition to a pay increase and so it is appropriate to be on the commission agenda. Below are the changes in the attached employment contract.

- Date from 2022 to 2023 for contract
- Terms of Employment; added in paragraph (c) a statement that in the event the contract automatically renews
- Administrator receives a wage increase equal to the standard county employee budgeted increase
- Salary changed from \$154,400 to \$161,452.50 motion
- Deferred Comp; changed from \$20,500 to \$22,500 due to tax law changes

ALL OPTIONS:

- Approve the employment contract with all noted changes
- Modify the employment contract to be approved only with wage adjustments previously approved

RECOMMENDATION / REQUEST:

Approval of contract with noted changes.

POLICY / FISCAL IMPACT:

Pay adjustments are covered by the 2023 budget.

**COUNTY ADMINISTRATOR
EMPLOYMENT CONTRACT
(Effective January 1, 2023)**

THIS CONTRACT to be effective the 1st day of January, 2023, is made and entered into between the Board of County Commissioners of Reno County, Kansas (hereinafter the "County"), and Randall Partington (hereinafter the "Administrator").

WHEREAS, the County has created by resolution the position of County Administrator of Reno County, Kansas, pursuant to K.S.A. 19-3a02, and the County desires to continue the employment of the Administrator in said position.

WHEREAS, the County and the Administrator entered into an Employment Contract effective February 16, 2020, for a term initially concluding on December 31, 2020; and

WHEREAS, following completion of a recent performance evaluation of the Administrator, the parties desire to renew the Employment Contract for an additional one (1) year term and to amend said Contract in certain respects.

NOW, THEREFORE, in consideration of the past performance of the Administrator and the promises and covenants hereinafter stated, the parties agree as follows:

1. Employment:

The County hereby agrees to continue employment of the Administrator as County Administrator, and the Administrator hereby accepts such employment in accordance with the terms and conditions of this contract.

2. Duties:

The Administrator shall perform the duties delegated to the County Administrator described within County Resolution 2012-39 approved and adopted December 11, 2012. The Administrator shall be in charge of the operations of the County and have full authority and responsibility, subject to the direction and control of the Board of County Commissioners, for assisting in the formulation of policies and for implementing such policies as established by the County, and all duties as referred within the County Administrator job description approved in March, 2016, as the same may be amended from time to time. The Administrator shall accept no outside employment that will interfere with the performance of his duties as County Administrator. In this regard it is the County's intention that the Administrator devotes his full attention towards the fulfillment of the Administrator's obligations under this contract.

3. Term of Employment:

- a. The term of this renewed contract shall be for one (1) year commencing on January 1, 2023 and concluding on December 31, 2023. This contract will automatically renew itself thereafter for additional one-year terms commencing on January 1 of each such year, if the County has not formally notified the County Administrator of contract termination at least 60-days in advance.

- b. Subject to the provisions of section 4 hereof, nothing in this contract shall be construed to prevent, limit or otherwise interfere with the right of the County to non-renew the employment of the Administrator at the expiration of the term, or to terminate the services of the Administrator at any time, or with the right of the Administrator to resign from his position as Administrator of the County at any time.
- c. In the event this contract automatically renews, Administrator's base salary shall increase by the same percentage rate budgeted for county employees who are meeting the expectations for their position. In the event clarification for this percentage is necessary it shall be calculated by the Director of Human Resources.

4. Termination and Severance Pay:

- a. In the event the County terminates this contract on or before December 31, 2020, or at any time during the renewal term thereafter as herein provided, or fails to renew the employment of the Administrator at the expiration of any term, notwithstanding the Administrator's willingness to continue performing such services for the County, the County shall pay to the Administrator all contractual obligations remaining due under the contract, if any, and in addition thereto shall pay as severance pay a lump sum cash payment equal to the total of six (6) months' aggregate salary, accrued personal leave time and all other benefits available to employees.

In addition, the County for a period of six (6) months following termination shall pay to the Administrator an amount equal to what the County would have otherwise contributed to the Administrator's continuing participation in the County's healthcare plan had the Administrator not been terminated, or the amount of premium paid by the Administrator for health insurance following termination, whichever is less. In the event the Administrator, following a diligent effort, is unable to secure comparable employment by the six (6) month anniversary of his termination, the term of the above referenced severance benefits shall be extended for an additional six (6) months or through the last day of the month preceding the month of his first day of new employment, whichever occurs first. Severance compensation beyond the initial six (6) month period shall be paid on a month to month basis with each payment due on the 10th day of the month following each month of continuing unemployment. Should the Administrator be terminated for commission of any crime involving moral turpitude, veracity, honesty or personal gain, or a felony offense, or engage in misconduct in the performance of his official duties, the County shall have no obligation to pay any severance pay as provided for herein.

- b. Except as otherwise agreed by the parties, the Administrator shall give the County sixty (60) days' written notice of any voluntary

resignation from employment hereunder. In the event of such voluntary resignation and subject to paragraph "c" below, the provisions of paragraph "a" above shall not apply and this contract shall expire on the effective date of such resignation, with the exception of accrued personal leave time that shall be paid out similar to other county employees upon resignation or retirement.

- c. If at any time during the term of this contract or any renewal thereof:
- (1) A majority of the governing body votes to terminate Administrator at a duly authorized public meeting for any reason other than commission of any crime involving moral turpitude, veracity, honesty or personal gain, or a felony offense, or engage in misconduct in the performance of his official duties, when Administrator is ready, willing and able to perform the duties of Administrator;
 - (2) The County reduces base salary, compensation or other financial benefits applicable to Administrator, unless such reduction applies in no greater percentage than the average reduction of all department heads of the County;
 - (3) The Administrator resigns following an offer to accept resignation, whether formal or informal, by a commissioner as representative of the majority of the Board of County Commissioners at any time the Administrator is ready, willing and able to perform the duties of County Administrator;

THEN, in such events, the Administrator may at his election deem his employment hereunder to have been terminated within the meaning of paragraph "a" of this section and, the County shall forthwith make the payments and provide the benefits required under such paragraph "a."

5. Disability:

If the Administrator is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of thirty (30) successive days beyond any accrued sick leave, or for twenty (20) business days over a thirty (30) day period after exhaustion of accrued sick leave, the County shall have the option to terminate this Contract, consistent with all applicable federal and state laws pertaining to required leave, disabilities and accommodations. Provided, in any such event the Administrator shall be compensated for any accrued and compensable sick leave, personal leave time, holidays, and other accrued benefits, but Administrator shall not be paid any severance pay or further compensation.

6. Salary:

The County shall pay to Administrator as compensation for his services hereunder an annual base salary of \$161,452.50 payable in installments at such

intervals as other County employees are paid. The base salary may be reviewed periodically by the Board of County Commissioners but not less than once annually at or about the time for renewal of this contract as provided at paragraph 3a. Any change in the annual base salary or in any other benefits as specified at paragraphs 7, 8 and 9 below shall be reflected in the Board's Minutes and by written Memorandum or letter from the Board Chairman to the County Administrator; and the same shall be considered as an amendment to this contract.

7. Other monetary benefits:

- a. **Vehicle allowance.** The County shall provide the Administrator with a vehicle allowance of \$600.00 per month (\$7,200.00 annually) for official use of his private vehicle within Reno County. The Administrator shall, in addition, be reimbursed for use of such vehicle for official travel to destinations outside of Reno County at the rate paid to other County employees for similar travel. All operating, maintenance and other expenses incurred by the Administrator in connection with his official duties shall be borne by the Administrator.
- b. **Deferred compensation.** In addition to other compensation, the County agrees to execute all necessary agreements required by the Qualified 457b Plan Provider of the Employee's choice for participation on the selected plan, and in addition to the base salary paid by the County to the Employee, the County agrees to contribute the maximum yearly amount allowed by law, paid in equal installments simultaneously with the Administrator's salary, to a 457b Plan on behalf of the Administrator as deferred compensation. In 2023 the maximum yearly amount is \$22,500.00.
- c. **Health Insurance.** The County shall provide hospitalization, surgical, and comprehensive medical insurance for the Administrator and his dependents and pay the premiums thereon equal to that which is provided to all other employees of the County, in accordance with policies of the County.
- d. **Additional Consideration.** As an additional monetary benefit, the County shall pay the Administrator \$1,400.00 annually (\$53.85 per pay period) to be allocated by Administrator to either the Vehicle Allowance or Deferred Compensation benefits, or to both, as the Administrator shall decide.

8. Leaves and other benefits:

- a. Upon the commencement date of the contract term the Administrator shall be credited with three (3) weeks paid personal leave time and shall be entitled to such other additional paid leave as specified in the County Personal Leave Time Policy adopted December 27, 2016 and the County Sick Leave Administration Policy adopted September 25, 2018, as the same may be amended from time to time.

- b. Group insurance and all other benefits provided to other County employees shall be made available to the Administrator on like terms and conditions.
- c. In addition to any deferred compensation payment made pursuant to Section 7 b. of this contract, the Administrator may elect to allocate any part of his total compensation to a retirement, deferred compensation or similar program of his choice.

9. Professional Development:

- a. The County shall budget for and pay the professional dues and subscriptions incurred by the Administrator for his participation in such national, regional, state and local associations or organizations as the Administrator deems necessary and which provides for the continuing development of professional credentials for the ICMA-CM, subject to approval of the Board of County Commissioners.
- b. The County shall budget for and pay the travel and subsistence expenses incurred by the Administrator in the course of his attendance at or participation in such meetings, conferences or other functions as he deems necessary to adequately discharge official and ceremonial functions on behalf of the County, including but not limited to the annual conferences or conventions of the Kansas Association of Counties (KAC), Government Finance Officers Association (GFOA), International City & County Management Association (ICMA), Kansas Association of City & County Management (KACM), and Kansas County Administrators Association (KCAA) and any such national, regional, state and local groups and committees thereof upon which the Administrator serves as a member.
- c. The County shall budget and pay for travel and subsistence expenses incurred by the Administrator for short courses, seminars and institutes which he deems necessary for his professional development and for the good of the County and which are approved by the Board of County Commissioners.

10. Other terms and conditions of employment:

- a. In addition to benefits specifically enumerated in this contract, all policies and procedures of the County relating to personal leave time and sick leave, retirement and pension system contributions, holidays and other benefits and working conditions, as they now exist or may hereafter be amended, shall apply to the Administrator in the same way as to other employees of the County.
- b. The County, in consultation with the Administrator, may fix any such other terms and conditions of employment relating to the performance of the Administrator as it deems appropriate from time to time; provided, that such terms and conditions are not inconsistent with or in conflict with the express provisions of this

contract, County policies and procedures or any other law or regulation. No such additional terms or conditions shall be effective unless first reduced to writing and furnished to the Administrator as mutually agreed by the Administrator and the County.

11. Risk allocation:

- a. The parties acknowledge the applicability of the Kansas Tort Claims Act, K.S.A. 65-6101 and following (the "KTCA"), to the Administrator. The Administrator shall be afforded all of the rights and protections afforded public employees generally pursuant to the KTCA, including but not limited to those rights and protections relating to alleged violations of state or federal civil rights laws. The Administrator may be afforded such additional rights and protections with respect to civil actions to which is made a party, as the County may from time to time deem appropriate.
- b. The Administrator shall keep all personal vehicles used for official business in good cosmetic and operating condition, and shall maintain continuously in force with respect to all such vehicles a policy of liability insurance having a limit of at least \$500,000 per occurrence for bodily injury and \$50,000 per occurrence for property damage.

12. Performance evaluation:

- a. The Board of County Commissioners shall review and evaluate the performance of the Administrator annually based upon the performance goals established by the Board in consultation with the Administrator, in the fall of each year, and may evaluate such performance more frequently, if determined necessary by the Board of County Commissioners or requested by the Administrator. The Chairman of the Board of County Commissioners and the Administrator shall meet prior to any findings to discuss the Administrator's self evaluation of the prior year. The Chairman of the Board of County Commissioners shall furnish to the Administrator a written summary of the findings of the Board and shall afford the Administrator an adequate opportunity to discuss such findings and evaluations with the Board.
- b. In implementing the provisions of this section, the parties agree to abide by all applicable law.

13. Contract Subject to Kansas Cash-Basis Law:

This Contract is subject to the Kansas Cash-Basis Law, K.S.A. 10-1116a. The financial obligations of the County undertaken herein are subject to funds budgeted and available for the stated purposes.

14. Bond:

The County shall bear the full cost of any fidelity or other bonds required of the Administrator.

15. General Provisions:

- a. The text hereof shall constitute the entire agreement between the parties.
- b. Other than those provisions relating to the Administrator's obligation to serve as the County Administrator, this contract shall be binding upon and inure to the benefit of the heirs and executors of the Administrator.
- c. Except as expressly provided herein, neither party shall assign rights or delegate duties arising from this contract without first obtaining the express written consent of the other.
- d. Should any provision of this contract, or any portion thereof, be held unconstitutional, invalid or unenforceable, the remainder of this contract shall be deemed severable, shall not be affected and shall remain in full force and effect.

To the above and foregoing terms and conditions, the parties execute this contract on the day and date indicated below.

"COUNTY"

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS

DATE: _____

By: _____
Daniel Friesen, Chairman

"ADMINISTRATOR"

DATE: _____

Randall Partington

ATTEST:

Reno County Clerk

12/08/2022



AGENDA ITEM

AGENDA ITEM #6.N

AGENDA DATE: December 13, 2022

PRESENTED BY: Mark Vonachen - County Planner II

AGENDA TOPIC:

Planning Case #2022-07 - A resolution approving a request for a conditional use permit for Wayne Kratzer (Applicant: Jon Lovett) to establish an RV storage facility at 25118 S. Willison Road.

SUMMARY & BACKGROUND OF TOPIC:

The Planning Commission recommended approval of this request by a vote of 5-1 on October 20, 2022.

The County Commissioners approved of this request by a vote of 3-0 on November 22, 2022.

This resolution journalizes the County Commissioners' decision.

The County Counselor has reviewed and approved of the resolution as written.

ALL OPTIONS:

Approval of the resolution as submitted.

Deny the resolution.

Return to staff the resolution with requested changes.

RECOMMENDATION / REQUEST:

Approve and sign the resolution.

POLICY / FISCAL IMPACT:

None

RESOLUTION 2022-

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT
FOR THE ESTABLISHMENT OF AN RV STORAGE FACILITY ON A PARCEL
LOCATED IN THE SOUTHWEST QUARTER OF SECTION 20, TOWNSHIP 26
SOUTH, RANGE 4 WEST OF THE 6TH P.M. IN RENO COUNTY, KANSAS**

WHEREAS, Wayne Kratzer, by and through Jon Lovett, applied for a Conditional Use Permit to establish an RV storage facility consisting of 20 individual storage units upon a defined parcel of land more particularly described as follows:

A tract located in the SW ¼ of Section 20, T26S, R4W of the 6th PM., in Reno County, Kansas as more fully described on that trustee's deed filed in Book 688 on page 429 of the Office of Reno County Register of Deeds on March 17, 2022 which is incorporated herein by reference as if more fully set out.

WHEREAS, said parcel is currently zoned AG – Agricultural District for agricultural use in accordance with the Reno County Zoning Regulations; and a storage facility is permitted in the AG Zoning District with a Conditional Use Permit; and

WHEREAS, the Reno County Planning Commission conducted a public hearing on the Application on October 20, 2022, following satisfaction of all notice requirements for such hearing as required by K.S.A. 12-757; and

WHEREAS, at the public hearing all interested parties in attendance were provided an opportunity to be heard; and the Reno County Planner presented a written report for the Conditional Use Permit dated October 6, 2022, which report, under the heading "FACTORS", included a discussion and applications to be considered when making land use decisions pursuant to Golden v. City of Overland Park, 224 Kan. 591. Additionally, the Reno County Planner presented a staff recommendation in support of the Application; and

WHEREAS, the Reno County Planning Commission adopted and recommended approval of the Conditional Use Permit with conditions based upon the Reno County Planner's analysis of the "FACTORS" to be considered pursuant to Golden and other factors as outlined in the Reno County Zoning Regulations numbered one through ten inclusive; and

WHEREAS, the Reno County Planning Commission also recommended granting a waiver from the paving and loading space requirements pursuant to Article 20-104 (2) of the Zoning Regulations; and,

WHEREAS, on November 22, 2022, the Reno County Commission at its regular public meeting received a Summary Report dated November 2, 2022, of the proceedings before the Reno County Planning Commission and the Planning Commission's recommendation of approval of the Conditional Use Permit with special conditions and a waiver if the paving and loading space requirements; and

WHEREAS, upon conclusion of the Board's deliberations, Commissioner Sellers moved to approve the Planning Commission's recommendation for approval of the Conditional Use Permit along with all of the special conditions and the waivers recommended by the Planning Commission. In support of his motion, Commissioner Sellers cited "FACTORS" numbered one through ten inclusive found in the analysis presented within the Reno County Planner's Summary Report. Commissioner Hirst seconded the motion. The motion was approved by unanimous vote.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, that the above and foregoing findings are adopted as the decision of this Board. The aforesaid Conditional Use Permit

Application made by Jon Lovett is approved subject to all of the aforementioned special conditions.

BE IT FURTHER RESOLVED that this resolution be effective from and after its publication in the official county newspaper.

APPROVED AND ADOPTED in regular session this 13th day of December 2022.

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS

Daniel P. Friesen, Chairman

Ron Sellers, Member

Ron Hirst, Member

ATTEST:

Donna Patton, County Clerk



AGENDA ITEM

AGENDA ITEM #6.0

AGENDA DATE: December 13, 2022

PRESENTED BY: Mark Vonachen - County Planner II

AGENDA TOPIC:

Planning Case #2022-08 - A resolution approving a request for a conditional use permit for Merle & Gail Kroeker to establish a music/special event venue at 6311 Old K-61 Highway North.

SUMMARY & BACKGROUND OF TOPIC:

The Planning Commission recommended approval of this request by a 5-0 vote on October 20, 2022.

The County Commissioners approved of this request by a 3-0 vote on November 22, 2022.

This resolution journalizes the County Commissioners' decision.

The County Counselor has reviewed and approved of the resolution as written.

ALL OPTIONS:

Approval of the resolution as submitted.

Deny the resolution.

Return to staff the resolution with requested changes.

RECOMMENDATION / REQUEST:

Approve and sign the resolution.

POLICY / FISCAL IMPACT:

None

RESOLUTION 2022-

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT
FOR THE ESTABLISHMENT OF A MUSIC/SPECIAL EVENT VENUE ON A
PARCEL LOCATED IN THE NORTHWEST QUARTER OF SECTION 22,
TOWNSHIP 22 SOUTH, RANGE 5 WEST OF THE 6TH P.M. IN RENO COUNTY,
KANSAS**

WHEREAS, Merle & Gail Kroeker applied for a Conditional Use Permit to establish a music/special event venue upon a defined parcel of land more particularly described as follows:

A tract located in the NW ¼ of Section 22, T22S, R5W of the 6th PM., in Reno County, Kansas as more fully described on that trustee's deed filed in Book 678 on page 85 of the Office of Reno County Register of Deeds on September 11, 2020, which is incorporated herein by reference as if more fully set out.

WHEREAS, said parcel is currently zoned R-1 – Rural Residential District for residential use in accordance with the Reno County Zoning Regulations; and a music/special event venue is permitted in the R-1 Zoning District with a Conditional Use Permit; and

WHEREAS, the Reno County Planning Commission conducted a public hearing on the Application on October 20, 2022, following satisfaction of all notice requirements for such hearing as required by K.S.A. 12-757; and

WHEREAS, at the public hearing all interested parties in attendance were provided an opportunity to be heard; and the Reno County Planner presented a written report for the Conditional Use Permit dated October 6, 2022, which report, under the heading “FACTORS”, included a discussion and applications to be considered when making land use decisions pursuant to Golden v. City of Overland Park, 224 Kan. 591. Additionally, the Reno County Planner presented a staff recommendation in support of the Application; and

WHEREAS, the Reno County Planning Commission adopted and recommended approval of the Conditional Use Permit with conditions based upon the Reno County Planner's analysis of the "FACTORS" to be considered pursuant to *Golden* and other factors as outlined in the Reno County Zoning Regulations numbered one through ten inclusive; and

WHEREAS, the Reno County Planning Commission also recommended granting a waiver from the paving requirement for the overflow parking area pursuant to Article 20-104 (2) of the Zoning Regulations; and,

WHEREAS, on November 22, 2022, the Reno County Commission at its regular public meeting received a Summary Report dated November 3, 2022, of the proceedings before the Reno County Planning Commission and the Planning Commission's recommendation of approval of the Conditional Use Permit with special conditions and a waiver from the paving requirement for the overflow parking area; and

WHEREAS, upon conclusion of the Board's deliberations, Commissioner Sellers moved to approve the Planning Commission's recommendation for approval of the Conditional Use Permit along with all of the special conditions and the waiver recommended by the Planning Commission. In support of his motion, Commissioner Sellers cited "FACTORS" numbered one through ten inclusive found in the analysis presented within the Reno County Planner's Summary Report. Commissioner Hirst seconded the motion. The motion was approved by unanimous vote.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, that the above and foregoing findings are adopted as the decision of this Board. The aforesaid Conditional Use Permit

Application made by Merle & Gail Kroeker is approved subject to all of the
aforementioned special conditions.

BE IT FURTHER RESOLVED that this resolution be effective from and after its
publication in the official county newspaper.

APPROVED AND ADOPTED in regular session this 13th day of December 2022.

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS

Daniel P. Friesen, Chairman

Ron Sellers, Member

Ron Hirst, Member

ATTEST:

Donna Patton, County Clerk



AGENDA ITEM

AGENDA ITEM #6.P

AGENDA DATE: December 13, 2022

PRESENTED BY: Mark Vonachen - County Planner II

AGENDA TOPIC:

Planning Case #2022-09 - A request by 4J's Holding, LLC (Don Cary, President) to vacate the 20-foot utility easement located between Lots 1 and 2, Block I of HABIT #3 Subdivision. The address of the property is 1816 E. Wasp Road.

SUMMARY & BACKGROUND OF TOPIC:

The applicant requests to vacate a 20-foot utility easement located between Lots 1 and 2, Block I of HABIT #3 Subdivision. The purpose of the vacation is to permit the applicant to expand their business by constructing a new 125-foot by 175-foot warehouse building across the easement.

During the process of reviewing the zoning permit application, it was discovered the actual sewer line is not located within the platted utility easement. The survey indicates the sewer line is approximately 98 feet to the southeast.

In exchange for the County considering the request to vacate this established easement, the owner has agreed to provide the County a separate public utility easement for the actual location of the sewer line. This document has been prepared by the owner, recorded at the Register of Deeds on November 14, 2022, and submitted to the Public Works Department.

No utilities are located within the easement.

Staff recommends approval of the request to vacate the 20-foot easement as requested by the applicant.

The Planning Commission conducted a public hearing on November 17, 2022. At the conclusion of the public hearing, the Planning Commission recommended approval of the request to vacate the 20-foot utility easement by a 7-0 vote.

In the decision-making process the Planning Commission and County Commissioners must find that:

Proper notice was provided to the public
Public will suffer no loss or inconvenience by the vacation
No private rights will be injured or endangered

ALL OPTIONS:

The County Commissioners may:

1. Approve of the vacation request as submitted.
2. Deny the vacation request as submitted.
3. Amend the vacation request.
4. Return the staff the vacation request for further information.
5. Table the vacation request for further study.

RECOMMENDATION / REQUEST:

Consideration of the Planning Commission recommendation to approve of the request.

POLICY / FISCAL IMPACT:

None



RECEIVED
SEP 20 2022
RENO COUNTY
PUBLIC WORKS DEPT

BEFORE THE RENO COUNTY PLANNING COMMISSION

IN THE MATTER OF THE VACATION OF

GENERALLY LOCATED AT

)
)
)
)
)
)

CASE NO. 2022-09

VACATION PETITION

COMES NOW your petitioner(s), 4J's Holding LLC and pray(s) for the vacation of the following described Utility Easement

1. That the petitioner(s) is/are owner(s) of real property adjacent to and abutting the herein described Lot 2, Block I of HABIT # 3 subdivision and the 80' feet of Lot 1, Block I of HABIT #3
2. That no private rights will be injured or endangered by the vacation of Utility Easement, described herein, and that the public will suffer no loss or inconvenience thereby.
3. In justice to the petitioner(s) hereof, the prayer(s) of the petitioner(s) for the vacation of utility easement located between Lots 1 and 2, Block I of HABIT #3 Subdivision should be granted.



WHEREFORE, petitioner(s) pray(s) that this petition be set for hearing before the Reno County Planning Commission, that notice of said hearing be given as provided by law, and that at such time and place and at such hearing, the Reno County Planning Commission recommends the governing body having jurisdiction orders the vacation of the above described

[Redacted]

4J's Holding LLC, Don Cary President
(Owner Name) Petitioner(s) or Agent of Petitioner(s)

09/12/22
Date

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS**

IN THE MATTER OF THE VACATION OF)
)
)
GENERALLY LOCATED)
)
)
)
)
)

CASE NO. 2022-09



VACATION ORDER

NOW on this 20th day of September, 2022, at 10:30 o'clock A.M., comes the petition filed by 4J'S Holding, LLC, praying for the vacation of the utility easement on the following described property, to-wit:

utility easement
(INSERT LEGAL)
Lot 2, Block 1 of HABIT # 3 subdivision and the 80' feet of Lot 1, Block 1 of HABIT #3

WHEREUPON, it is shown that proper notice has been given by publication once at least 20 days prior to the date of hearing in the official county newspaper, such publication having occurred on October 24, 2022; and it is further shown that proper proof of such publication has been filed herein. The Board finds that such notice is in lawful form and that it conforms to K.S.A. 58-2613, and amendments thereto.

THEREAFTER, the Board, being duly advised in the premises, finds and determines that no private rights will be injured or endangered by such vacation; that the public will suffer no loss or inconvenience thereby; that no written objections hereto have been filed with the Reno County Clerk; and that, in justice to the petitioner, the petition's prayer should be granted, subject to the following conditions:



The Board further finds that the Reno County Planning Commission held a public hearing on the 17th day of November, 2022, and recommended that the vacation petition herein be approved.

THEREFORE, IT IS ORDERED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, that the _____ hereinabove described be and the same is hereby vacated.

DATED this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS

Chair

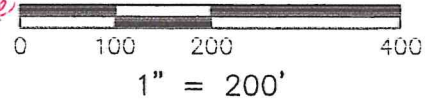
ATTEST:

County Clerk

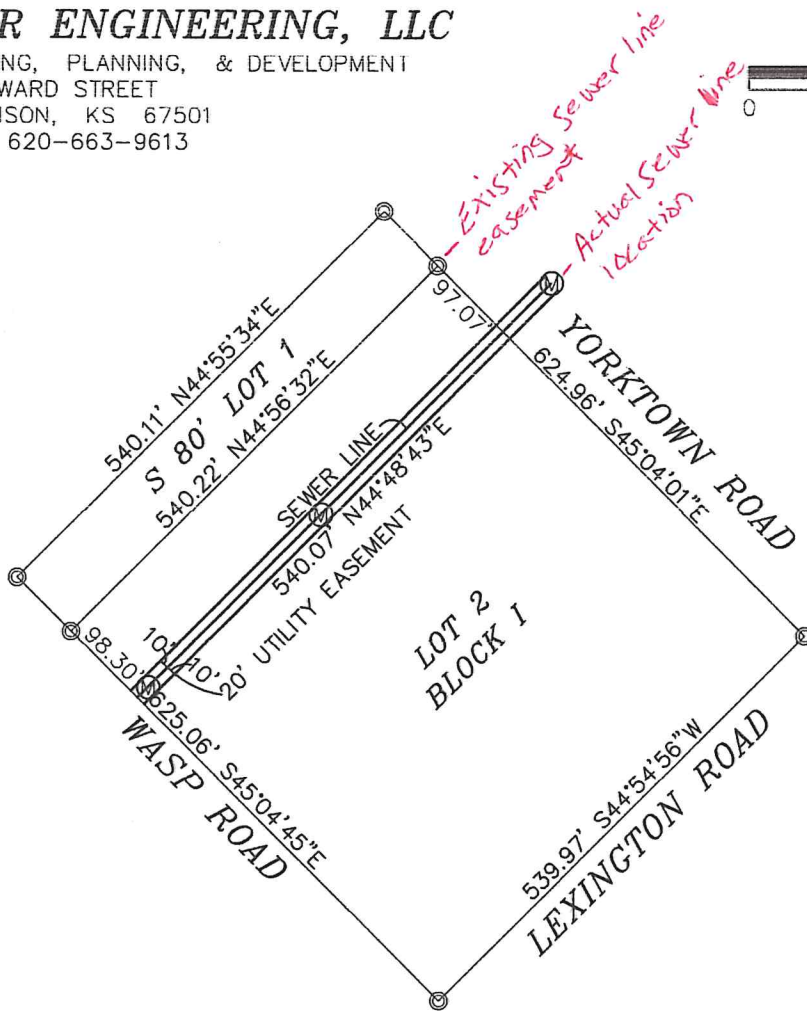
DURR ENGINEERING, LLC

SURVEYING, PLANNING, & DEVELOPMENT
 525 HOWARD STREET
 HUTCHINSON, KS 67501
 PHONE: 620-663-9613

GRAPHIC SCALE
 IN FEET

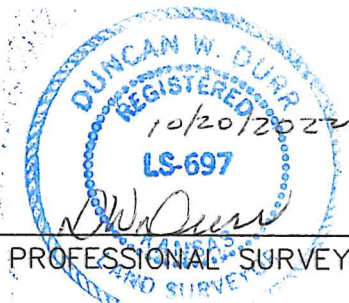


NORTH



LEGEND

- ⊙ PROPERTY CORNER FOUND
- Ⓜ SEWER MANHOLE



PROFESSIONAL SURVEYOR

CLIENT: RENO CO DRAWN: DURR PROJECT: 22094 SHEET: 1 OF: 1

A 20 FEET UTILITY EASEMENT, 10 FEET OF THE FOLLOWING DESCRIBED LINE, IN LOT 2, BLOCK 1 HABIT NUMBER THREE SUBDIVISION, A PORTION OF SECTION 29, TOWNSHIP 24 SOUTH, RANGE 5 W OF THE 6TH PM, AS SURVEYED BY ME DW DURR, PS 697, ON SEPTEMBER 8, 2022, BASIS OF BEARING NAD 83/ KS SOUTH, MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWESTERLY CORNER OF SAID LOT 2; THENCE S45°04'45"E, A DISTANCE OF 98.30 FEET TO THE CENTER OF SAID 20 FEET EASEMENT AND THE POINT OF BEGINNING; THENCE N44°48'43"E, A DISTANCE OF 540.07 FEET TO THE EASTERLY LINE OF SAID LOT 2, THAT IS S45°04'01"E, A DISTANCE OF 97.07 FEET OF THE NORTHEASTERLY CORNER OF SAID LOT 2, AND THE POINT OF TERMINUS; ALL IN RENO COUNTY, KANSAS.

STATE: KANSAS COUNTY: RENO SEC: 29 TWP: 24 S R: 5 W DATE: 9/8/2022



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

Date: November 30, 2022

To: Reno County Board of County Commissioners

From: Mark Vonachen – County Planner II

Subject: Case #2022-09 – 4J’s Holdings, LLC. Legal description: The 20-foot-wide utility easement located between Lots 1 and 2, Block I of HABIT Number Three Subdivision.

Who: 4J’s Holdings, LLC (Don Cary – President)
1816 E. Wasp Road, Hutchinson, KS 67501

What: This is a request to vacate a 20-foot utility easement located between the above identified lots in HABIT Number Three Subdivision.

Why: The applicants request to vacate the 20-foot-wide utility easement between the above identified lots for the purpose of constructing a building.

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

BACKGROUND

The applicant requests to vacate the above described 20-foot-wide utility easement for the purpose constructing a building across the easement. This plat was recorded in the Register of Deeds in 1975.

There are no utilities in this easement. This site is served by Reno County Sewer District 202 and Reno County Rural Water District #3. The water district is not governed by the Board of County Commissioners but by a separate governing body. The sewer line easement runs between Lots 1 and 2 of Block I of HABIT #3 subdivision.

The applicant proposes to construct a 125’ x 175’ warehouse building across this easement. During the permitting process staff discussed with the applicant the fact that this building is crossing the utility easement and could not be permitted. The applicant responded that the existing sewer line is not located in the utility easement but closer to the existing building. Upon further investigation it was confirmed that the sewer line is in fact not located within the platted utility easement.

The applicant has agreed to provide a separate utility easement on the property to ensure the County has the right to legally access the sewer line and maintain it. In exchange for doing this, the County

has agreed to consider vacating the utility easement so the applicant may construct the proposed building in the desired location.

The property is zoned R-3, Single-Family Residential District. The required side yard setback is 8 feet. By vacating the utility easement, this will assist the applicant in constructing the building in the preferred location and in compliance with the zoning regulations.

Chapter 58-2613 to Chapter 58-2615 of the Kansas State Statutes governs the process an applicant shall follow to formally vacate an item on a recorded plat.

The County Commissioners are asked to decide this petition based on three items:

- Proper notice was provided to the public
- The public will suffer no loss or inconvenience by such vacation
- No private rights will be injured or endangered

The public hearing notification requirements are different than the requirements for a rezone or conditional use permit public hearing. A public hearing still must be held but the usual 1000' notification of surrounding properties is not required. The legal notice is published in the *Hutchinson News* but only properties which have direct access to the utility easement are sent a written notice of the public hearing. Anyone from the public is still invited to come to the public hearing and provide testimony as to why the sidewalk easement should or should not be vacated.

ANALYSIS

Notices of the public hearing were mailed to the owners of the lots on October 24, 2022. The applicant is the only owner of the utility easement since the legal description includes 80 feet of Lot 1. The easement does not affect any other property owners. Notice of the public hearing was published in the Hutchinson News on October 24, 2022. *This notice complies with the minimum 20-day notification requirement per statute.*

All electric lines are in the road right of way. No other utilities are located in the established easement. *Staff concludes no private rights will be injured or endangered and the public utilities rights will be protected.*

Staff discussed the vacation request with the Reno County Public Works - Utility Division. The Utility Division does not have a future use for this utility easement. Staff has requested the owner provide the County a utility easement recorded at the Register of Deeds for the current location of the sewer line. Staff has received a copy of the recorded easement. As part of a verbal agreement with the applicant, the County would consider vacating the existing utility easement if the owner of the property would permit a utility easement on their private property so the County can legally maintain the sewer line. Staff concludes if this portion of the utility easement is vacated, the public will suffer no loss or inconvenience by such vacation. Staff also concludes no private rights will be injured or endangered by vacating this utility easement.

STAFF RECOMMENDATION:

Staff recommends **APPROVAL** this request to vacate the 20-foot-wide utility easement as identified by the above legal description located in HABIT #3 Subdivision, Reno County, Kansas, according to the duly recorded plat thereof finding that:

- Proper notice was provided to the public
- Public will suffer no loss or inconvenience by the vacation
- No private rights will be injured or endangered

Staff sent letters to two adjacent property owners. No one responded with any written comments in favor or against the petition. No comments were received from the public based on the public hearing notice published in the newspaper.

The County Commissioners may make a motion to:

1. Approve the vacation request as submitted.
2. Deny the vacation request as submitted.
3. Amend the vacation request.
4. Return to staff the vacation request for further information.
5. Table the vacation request for further study.

On November 17, 2022, Planning Commission conducted a public hearing on this petition.

Joe Phillips, 1816 E. Wasp Road is the Chief Operating Officer of several companies, 4J's Holdings, Inc., being one of the companies. Mr. Phillips filed for the abatement of the easement between the two lots. In the last several years they have added on to their building and are in the process of building a new building on the property. One of the driveways they want to install is actually adjacent to the easement and they want to cut into the easement to bring trucks into a loading dock. The area has been fenced off since prior to their ownership in 2005.

Commissioner Seltzer questioned if there are any utilities in the easement and stated he understands the actual sewer line is not in the easement.

Mr. Phillips stated that is correct. They are in the process of purchasing the property to the west of their property. Electric and water are in the north ditch. Everything else is in the east property line.

Commissioner Shafer asked about fiber.

Mr. Phillips said fiber is on Wasp Road. There is no fiber on Lexington Road past the building to the north.

Vonachen presented the staff report and showed slides to the Planning Commission.

Commissioner Jorns questioned if there is another sewer line easement for the actual location.

Vonachen said yes. The owner recently submitted a recorded legal description that places the sewer line in an easement. The public utility easement is between the owner and the County and provides the County the right to go on the property and repair the sewer line should the need arise.

Commissioner Jorns asked why a sewer line is located where there is not an easement.

Vonachen responded by saying the sewer line was there when the air base was operational. The subdivision plat was recorded in 1975. He does not know why the easement was not placed on the plat where the actual sewer line is located.

Vonachen added there is another location in this area where the sewer line is not located in the platted easement.

Commissioner Jorns questioned if there is any possible, conceivable circumstance in which the County may need this easement.

Vonachen said no. He asked Mr. Brittain that question and Mr. Brittain said there is no need for this easement.

Vonachen stated the way to correct these easement concerns is by replatting the subdivision and re-locating the sewer lines. Sewer line easements on property owned by KLETC should be accurate as this area was replatted when KLETC expanded their operations.

Mr. Phillips stated the sewer line for this building and the other buildings they own are all in the road right of way. This sewer line must have been for other buildings when the air base was operational but are no longer there. The sewer line is not tied to their building. Their sewer goes to Wasp Road.

Vonachen concluded by stating that if that sewer line does serve some purpose it needs to be placed in an easement so the County may enter the property and make necessary repairs.

After the staff report, Chairman Goertzen invited audience members to address the Planning Commission.

Nobody from the audience members present addressed the Planning Commission.

Neither the applicant nor staff had any rebuttal statements.

Chairman Goertzen closed the public hearing.

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

Motion by Commissioner Seltzer to approve Case Number 2022-09, the request by 4J's Holding, LLC, requesting the 20-foot utility easement located between Lots 1 and 2, Block I of HABIT Number Three Subdivision be vacated as described in this petition finding that proper notice was given, the public will suffer no loss or inconvenience by the vacation, and no private rights will be injured or endangered based on the reasons listed in the staff report and heard at this public hearing; seconded by Commissioner Shafer. The motion passed by the following 7-0 vote (Yes: Strand, Shafer, Seltzer, Macklin, Jorns, Martin, and Goertzen).

ATTACHMENTS

Application

Comments

Copy of a portion of the plat

Survey



Comments
4J'S Holding, LLC
Case #2022-09

RENO COUNTY DEPARTMENTS

None

OTHER AGENCIES

None

PROPERTY OWNERS

None



AGENDA ITEM

AGENDA ITEM #6.Q

AGENDA DATE: December 13, 2022

PRESENTED BY:

AGENDA TOPIC:

Planning Case #2022-10 - A request by the Jerome & Barbara Revocable Trust and Craig & Cristal Meyer to vacate the 16-foot utility easement located between Lots 7 & 8, Block 1 of Cedarview Lodge Replat Subdivision. The address of the property is 25306 S. Cedarview Drive.

SUMMARY & BACKGROUND OF TOPIC:

The applicant requests to vacate a portion of a 16-foot utility easement located between Lots 7 & 8, Block 1 of Cedarview Lodge Replat Subdivision. The purpose of the vacation is to permit the construction of a garage across the easement.

The applicant recently purchased 49 feet of land to the south with the intent of constructing a garage. In order to construct the garage in the desired location the applicant requests a portion of the easement be vacated. There are no utilities located within this portion of the easement. The portion of the easement proposed to be vacated is highlighted in green on the site plan.

During the review process, it was discovered a portion of the County-maintained sewer line and a manhole are not within the platted easement. In exchange for the County considering the request to vacate a portion of this established easement, the owner has agreed to provide the County a separate public utility easement for the actual location of the sewer line and manhole. This document has been prepared by the owner, recorded at the Register of Deeds on August 10, 2022, and submitted to the Public Works Department. This easement is for the area highlighted as pink on the site plan.

No utilities are located in the portion of the easement being considered for vacation.

Staff recommends approval of the request to vacate the 16-foot utility easement as requested by the applicant.

The Planning Commission conducted a public hearing on November 17, 2022. At the conclusion of the public hearing, the Planning Commission recommended approval of the request to vacate the 16-foot utility easement by a 7-0 vote.

In the decision-making process the Planning Commission and County Commissioners must find that:

Proper notice was provided to the public

Public will suffer no loss or inconvenience by the vacation
No private rights will be injured or endangered

ALL OPTIONS:

The County Commissioners may:

1. Approve of the vacation request as submitted
2. Approve of the vacation request and modify the portion of the easement to be vacated.
3. Deny the vacation request.
4. Return to staff the vacation request with specific questions to be answered.
5. Table the request for further study or discussion.

RECOMMENDATION / REQUEST:

Consideration of the Planning Commission recommendation to approve of the easement vacation.

POLICY / FISCAL IMPACT:

None



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RENO COUNTY
PUBLIC WORKS DEPT

BEFORE THE RENO COUNTY PLANNING COMMISSION

IN THE MATTER OF THE VACATION OF

GENERALLY LOCATED AT

)
)
)
)
)
)

CASE NO. 2022-10

VACATION PETITION

COMES NOW your petitioner(s), Craig and Cristal Meyer, and pray(s) for the vacation of the following described 16' Platted Utility Easement as shown on the attached survey, to wit:

The West 77.00 feet of the North 8.00 feet of Lot 7 and the West 77.00 feet of the South 8.00 feet of Lot 8, Block 1, Cedarview Lodge Replat, a Replat of Cedarview Lodge, a subdivision of the East Half of the Southeast Quarter of the Southeast Quarter of Section 19, Township 26 South, Range 04 West of the 6th Principal Meridian, Reno County, Kansas.

1. That the petitioner(s) is/are owner(s) of real property adjacent to and abutting the herein described 16' Platted Utility Easement.
2. That no private rights will be injured or endangered by the vacation of 16' Platted Utility Easement described herein, and that the public will suffer no loss or inconvenience thereby.
3. In justice to the petitioner(s) hereof, the prayer(s) of the petitioner(s) for the vacation of 16' Platted Utility Easement should be granted.



WHEREFORE, petitioner(s) pray(s) that this petition be set for hearing before the Reno County Planning Commission, that notice of said hearing be given as provided by law, and that at such time and place and at such hearing, the Reno County Planning Commission recommends the governing body having jurisdiction orders the vacation of the above described 16' Platted Utility Easement in Cedarview Lodge as shown on attached survey exhibit.

[Signature]
(Owner Name) Petitioner(s) or Agent of Petitioner(s)

8-16-22
Date

Fee Received on 10/7/22

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS**

IN THE MATTER OF THE VACATION OF)
)
)
GENERALLY LOCATED)
)
)
)
)

CASE NO. 2022-10





VACATION ORDER

NOW on this 6th day of October, 2022, at 11:00 o'clock A.M., comes the petition filed by Craig and Cristal Meyer, praying for the vacation of the 16' Platted Utility Easement on the following described property, to-wit:

The North 49.00 feet of Lot 7, Block "1", Cedarview Lodge Replat, a Replat of
(INSERT LEGAL)
Cedarview Lodge, a Subdivision of the East Half of the Southeast Quarter of the
Southeast Quarter of Section 19, Township 26 South, Range 4 West of the 6th
P.M., Reno County, Kansas.

WHEREUPON, it is shown that proper notice has been given by publication once at least 20 days prior to the date of hearing in the official county newspaper, such publication having occurred on October 24, 2022; and it is further shown that proper proof of such publication has been filed herein. The Board finds that such notice is in lawful form and that it conforms to K.S.A. 58-2613, and amendments thereto.

THEREAFTER, the Board, being duly advised in the premises, finds and determines that no private rights will be injured or endangered by such vacation; that the public will suffer no loss or inconvenience thereby; that no written objections hereto have been filed with the Reno County Clerk; and that, in justice to the petitioner, the petition's prayer should be granted, subject to the following conditions:





The Board further finds that the Reno County Planning Commission held a public hearing on the 17th day of November, 2022, and recommended that the vacation petition herein be approved.

THEREFORE, IT IS ORDERED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, that the _____ hereinabove described be and the same is hereby vacated.

DATED this _____ day of _____, 20____.

**BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS**

Chair

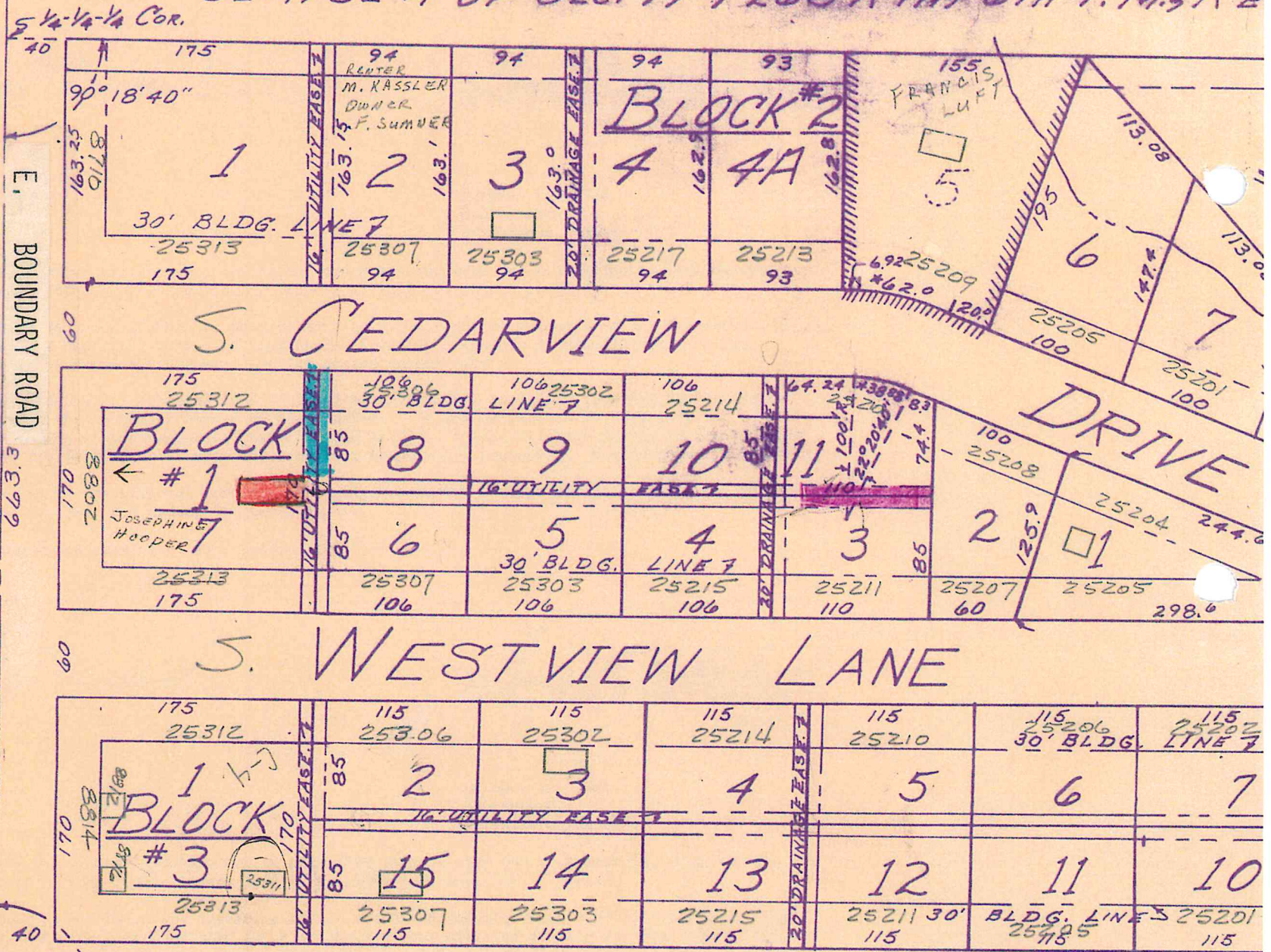
ATTEST:

County Clerk



CEDARVIEW LODGE

A REPLAT OF CEDARVIEW LODGE, A SUB-DIVISION
 SE 1/4, SE 1/4 OF SEC. 19-T26S-R4W, 6TH P.M., RE



① N. 85' of the utility easement
 between lots 3+11, Block 1
 vacated. Resolution 2020-32

② Utility easement established
 Back 570 Page 125
 Lot 7; Block 1

Main Office
 2908 North Plum Street
 Hutchinson, KS 67502
 Office: (620) 665-7032
 Fax: (620) 663-7401



Garber Surveying Service, P.A.

Branch Offices
 Manhattan 785-320-4810
 McPherson 620-241-4441
 Newton 316-283-5053
 Salina 785-404-6302
 Wichita 316-260-9933

SURVEY FOR: CRAIG MEYER

Project No. G2022-152

Revised: 10/06/2022

DESCRIPTION:

EASEMENT VACATION DESCRIPTION:

The West 77.00 feet of the North 8.00 feet of Lot 7 and the West 77.00 feet of the South 8.00 feet of Lot 8, Block 1, Cedarview Lodge Replat, a Replat of Cedarview Lodge, a subdivision of the East Half of the Southeast Quarter of the Southeast Quarter of Section 19, Township 26 South, Range 04 West of the 6th Principal Meridian, Reno County, Kansas.

PROPOSED EASEMENT DESCRIPTION

Commencing at the Northwest corner of Lot 7, Block 1, Cedarview Lodge Replat, a Replat of Cedarview Lodge, a subdivision of the East Half of the Southeast Quarter of the Southeast Quarter of Section 19, Township 26 South, Range 04 West of the 6th Principal Meridian, Reno County, Kansas; thence with a bearing North 89°19'54" East (basis of bearings is NAD 83 Kansas South Zone) along the North line of said Lot 7 a distance of 77.00 feet; thence South 01°06'33" East a distance of 8.00 feet for the point of beginning; thence North 89°19'54" East parallel with the North line of said Lot 7 a distance of 16.00 feet; thence South 01°06'33" East 49.00 feet; thence South 89°19'34" West a distance of 16.00 feet; thence North 01°06'33" West a distance of 49.00 feet to the point of beginning.

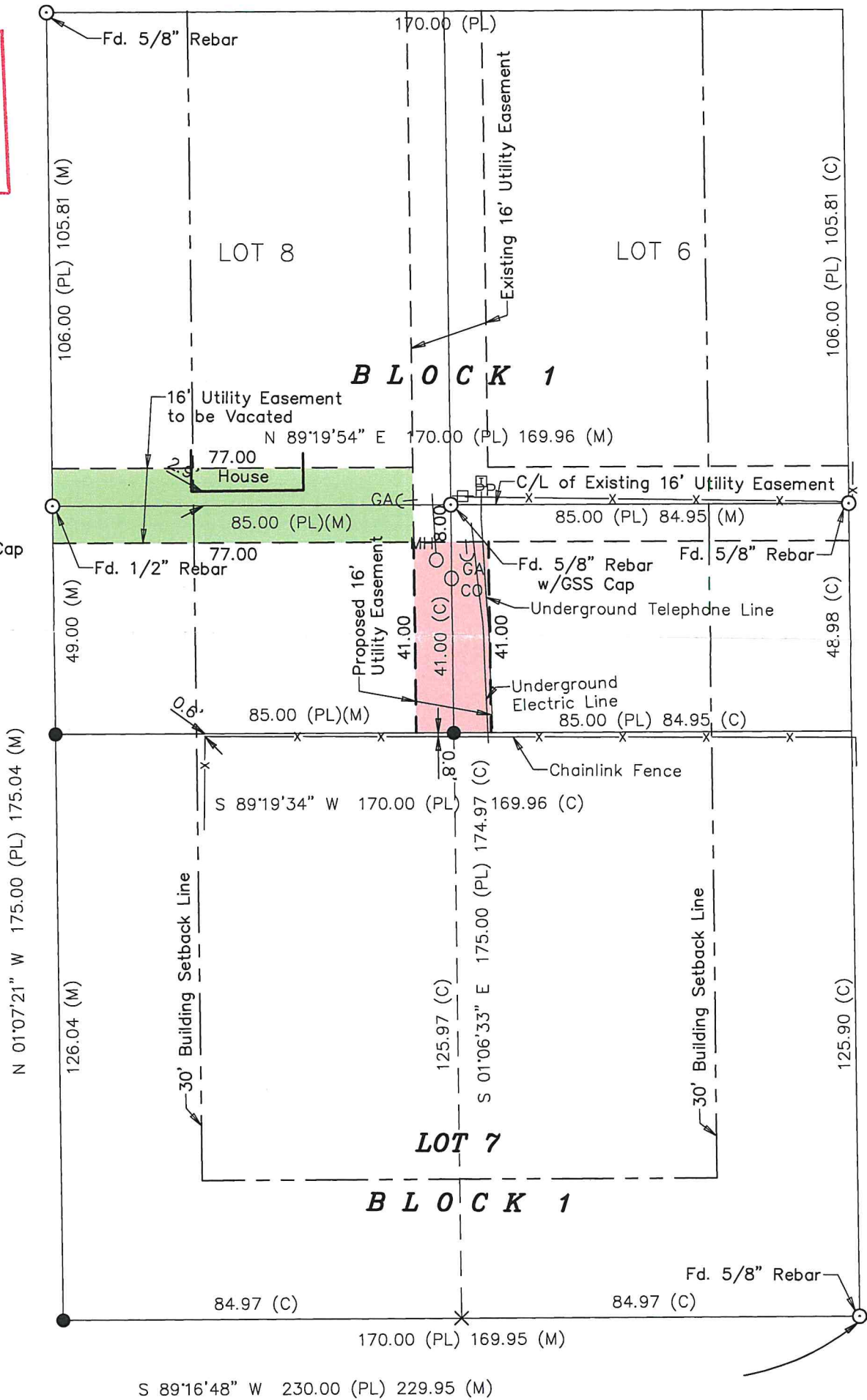
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 OCT 06 2022
 RENO COUNTY
 PUBLIC WORKS DEPT



Scale: 1" = 30'
BASIS OF BEARING
 = NAD 83 KANSAS
 SOUTH ZONE

LEGEND

- - Survey Monument Found
- - Fd. 5/8" Rebar w/GSS Cap
- - 5/8" x 24" Iron Rebar Set w/G.S.S. Cap
- - Sanitary Sewer Cleanout
- ✕ - Fence
- └ - Guy Anchor
- MH ○ - Sanitary Sewer Manhole
- ⊕ - Power Pole
- ⊞ - Underground Telephone Pedestal
- (C) - Calculated
- (M) - Measured
- (PL) - Platted



BOUNDARY ROAD

LIST OF UTILITY COMPANIES IN VICINITY OF PORTION OF EASEMENT TO BE VACATED:

ATT Distribution; IdeaTek Telcom LLC; Reno County Utility; Sedgwick County Electric Coop.

SURVEYOR'S CERTIFICATE:

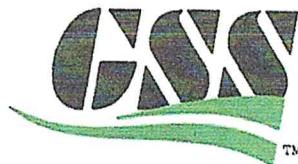
I hereby certify this plat to be a true, correct and complete representation of the property described above as surveyed under my supervision.
 Dated: June 1, 2022



Daniel E. Garber
 Daniel E. Garber, PS #688

Copyright © 2022 Garber Surveying Service, P.A. Survey No. G2022-152. All Rights Reserved. Plot Date & Time: Thursday, October 6, 2022 11:28:50 AM. Draw Path: \\gss\Draw\GSSFILES\2022\20220152_CedarView\Compass\A\DDA_GSSFILES\2022\20220152_CedarView\20220152

Main Office
 2908 North Plum Street
 Hutchinson, KS 67502
 Office: (620) 665-7032
 Fax: (620) 663-7401



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 Newton 316-283-5053
 Salina 785-404-6302
 Wichita 316-260-9933

SURVEY FOR: CRAIG MEYER

Project No. G2022-152

DESCRIPTION:

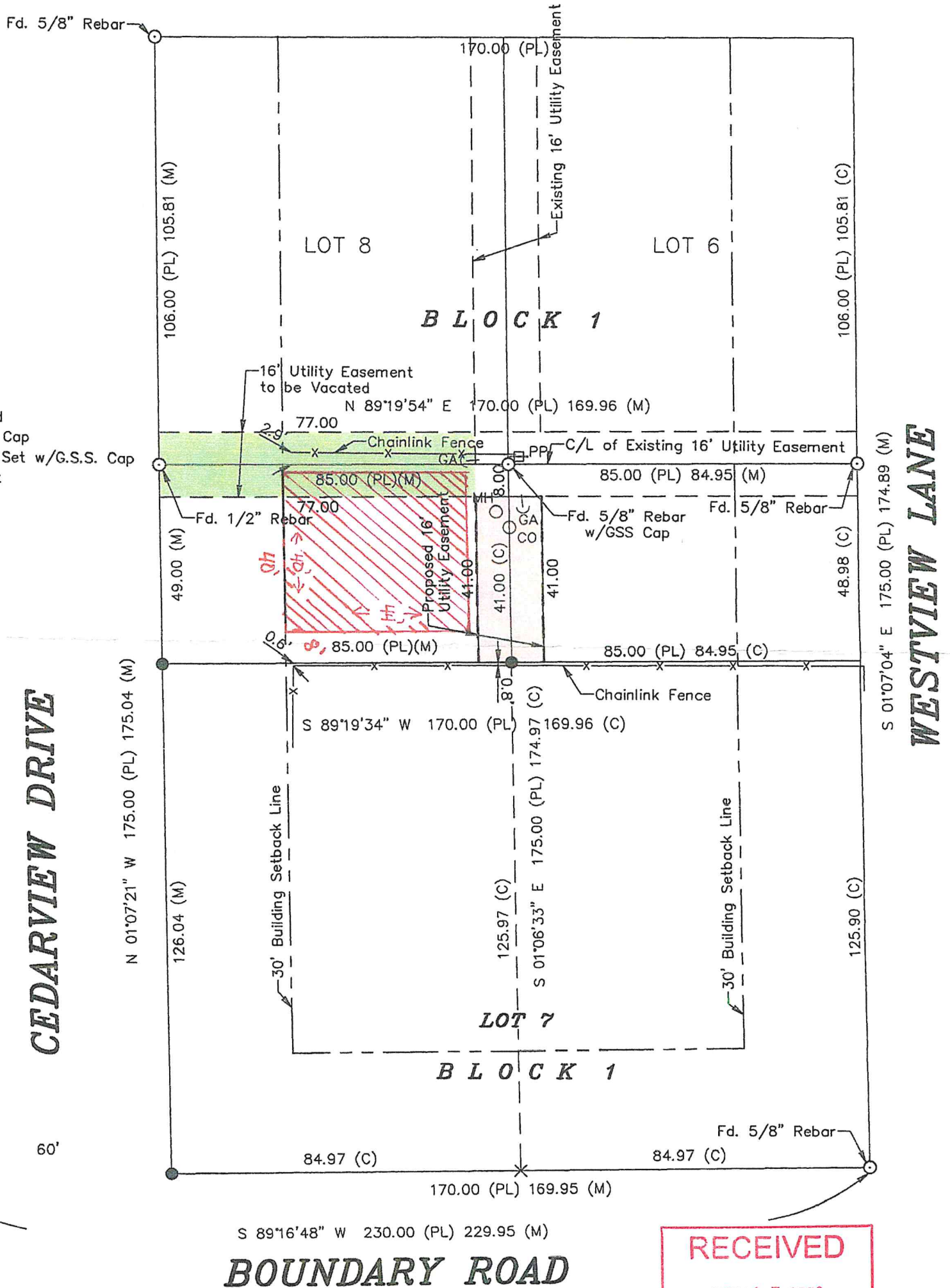
Exhibit of platted easement to be vacated and also a proposed utility easement located in Lot 7, Block "1", Cedarview Lodge Replat, a Replat of Cedarview Lodge, a Subdivision of the East Half of the Southeast Quarter of the Southeast Quarter of Section 19, Township 26 South, Range 04 West of the 6th Principal Meridian, Reno County, Kansas.



Scale: 1" = 30'
 BASIS OF BEARING
 = NAD 83 KANSAS
 SOUTH ZONE

LEGEND

- - Survey Monument Found
- - Fd. 5/8" Rebar w/GSS Cap
- - 5/8" x 24" Iron Rebar Set w/G.S.S. Cap
- - Sanitary Sewer Cleanout
- ✕ - Fence
- ⊥ - Guy Anchor
- MH ○ - Sanitary Sewer Manhole
- ⊕ - Power Pole
- (C) - Calculated
- (M) - Measured
- (PL) - Platted



RECEIVED
 NOV 17 2022
 RENO COUNTY
 PUBLIC WORKS DEPT

SURVEYOR'S CERTIFICATE:

I hereby certify this plat to be a true, correct and complete representation of the property described above as surveyed under my supervision.
 Dated: June 1, 2022





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

Date: November 30, 2022

To: Reno County Board of County Commissioners

From: Mark Vonachen – County Planner II

Subject: Case #2022-10 – Jerome & Barbara Revocable Trust and Craig & Cristal Meyer
Legal Description: The 16-foot-wide utility easement located between Lots 7 and 8, Block 1 of Cedarview Lodge Replat Subdivision.

Who: Craig and Cristal Meyer
25306 S. Cedarview Drive, Mt. Hope, KS 67108

What: This is a request to vacate a 16-foot utility easement located between the above identified lots in Cedarview Lodge Replat Subdivision.

Why: The applicants request to vacate the 16-foot-wide utility easement between the above identified lots for the purpose of constructing a building.

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

BACKGROUND

The applicants request to vacate the above described 16-foot-wide utility easement for the purpose constructing a building across the easement. This plat was recorded in the Register of Deeds in 1967.

There are no utilities in this easement. This site is served by Reno County Sewer District 1. The sewer line runs between the lots within this area of the subdivision. It was recently discovered by staff that a portion of the sewer line and a manhole are not within the established sewer easement. This is highlighted as a salmon color on the site plan. In conversations with the owner, Mr. Meyer agreed to provide the County a utility easement for this portion of the sewer line. In exchange for providing this easement, the County agreed to vacate the portion of the sewer line easement that is not in use. This is highlighted as green on the site plan.

The site plan indicates a portion of the existing house is within the established sewer easement. The portion of the house in the easement is a carport that is attached to the house. Vacating the easement will permit the carport to remain in its present location. Mr. Meyer recently purchased an additional 49 feet of property to the south for the purpose of constructing a garage. Vacating the easement will provide enough land to comply with setback requirements and avoid having to account for a utility easement that is not used by utility companies.

The property is zoned R-3, Single-Family Residential District. The required side yard setback is 8 feet. By vacating the utility easement, Mr. Meyer will each acquire sixteen feet of their property back. This additional sixteen feet will assist Mr. Meyer in constructing the building in his preferred location and in compliance with the zoning regulations.

Chapter 58-2613 to Chapter 58-2615 of the Kansas State Statutes governs the process an applicant shall follow to formally vacate an item on a recorded plat.

The County Commissioners are asked to make a decision based on three items:

- Proper notice was provided to the public
- The public will suffer no loss or inconvenience by such vacation
- No private rights will be injured or endangered

The public hearing notification requirements are different than the requirements for a rezone or conditional use permit public hearing. A public hearing still must be held but the usual 1000' notification of surrounding properties is not required. The legal notice is published in the *Hutchinson News* but only properties which have direct access to the utility easement are sent a written notice of the public hearing. Anyone from the public is still invited to come to the public hearing and provide testimony as to why the sidewalk easement should or should not be vacated.

ANALYSIS

Notices of the public hearing were mailed to the owners of the lots on October 24, 2022. The property owner on each side of the utility easement signed the petition to vacate. The easement does not affect any other property owners. Notice was also mailed to the property owner to the west. Notice of the public hearing was published in the *Hutchinson News* on October 24, 2022. *This notice complies with the minimum 20-day notification requirement per statute.*

A Kansas 811 One Call Ticket was called in for this property. The results of the ticket showed no utilities are located within the proposed vacated easement. The survey confirms this. There is an underground phone line and electric line in the newly established utility easement. There are no gas lines in this area of the County and it was noted that Ideatek did not have any utilities in the area. *Staff concludes no private rights will be injured or endangered and the public utilities rights will be protected.*

Staff discussed the vacation request with the Reno County Public Works - Utility Division. The Utility Division does not have a future use for this portion of the utility easement. All properties within the sewer district have access to the sewer lines. The 49-foot parcel recently purchased by Mr. Meyer is not intended for the construction of another dwelling. Staff concludes if this portion of the utility easement is vacated the public will suffer no loss or inconvenience by such vacation.

Staff also concludes no private rights will be injured or endangered by vacating this utility easement. The sewer line is located between the lots.

STAFF RECOMMENDATION:

Staff recommends **APPROVAL** this request to vacate the 16-foot-wide utility easement as identified by the above legal description located in Cedarview Lodge Replat Subdivision, Reno County, Kansas, according to the duly recorded plat thereof finding that:

- Proper notice was provided to the public
- Public will suffer no loss or inconvenience by the vacation
- No private rights will be injured or endangered

Staff sent letters to the adjacent property owners. No one responded with any written comments in favor or against the petition. No comments were received from the public based on the public hearing notice published in the newspaper.

The County Commissioners may make a motion to:

1. Approve the vacation request as submitted.
2. Deny the vacation request as submitted.
3. Amend the vacation request.
4. Return to staff the vacation request for further information.
5. Table the vacation request for further study.

On November 17, 2022, Planning Commission conducted a public hearing on this petition.

Craig Meyer, 25306 S. Cedarview Drive, Mt. Hope, KS 67108 stated he owns Lot 8 and purchased a portion of Lot 7. He would like to construct a garage on the property but between the lots there is a 16' wide utility easement. There are no utilities in the easement. He would like to vacate the portion of the easement highlighted in blue on the site plan.

In talking with various County personnel, it was discovered the County has a sewer line and a manhole that is not within the utility easement. He suggested to staff, that he would extend the easement further to the south to take in the sewer line and manhole in exchanged for vacating the east-west easement so he can construct a 40' x 44' building on the property.

Mr. Meyer distributed a map of the property showing the proposed location of the building.

Vice-Chairman Martin questioned if the sewer line is in the north-south easement.

Mr. Meyer said yes.

Commissioner Shafer asked if there were other utilities in the north-south easement.

Mr. Meyer said going north only sewer is in the easement. Other utilities use the easement to the east and end at a pedestal in the middle of the east-west easement.

Commissioner Macklin asked where the entrance to the garage will be located.

Mr. Meyer responded to the west off of Cedarview Drive.

Vice-Chairman Martin questioned if there is a house on Lot 7.

Mr. Meyer said yes.

Vonachen presented the staff report and showed slides to the Planning Commission.

Commissioner Jorns questioned if there will ever be a need for this portion of the easement.

Vonachen said no. The easement is not necessary. The sewer line runs up the middle of all of those houses. There is no need to run the sewer line further to the west.

Commissioner Shafer asked why the east side of the easement is not being vacated.

Vonachen responded that there are utilities in that portion of the easement.

After the staff report, Chairman Goertzen noted for the record that there was nobody in the audience to address the Planning Commission. Only the applicant was present.

Neither the applicant nor staff had any rebuttal statements.

Chairman Goertzen closed the public hearing.

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

Motion by Commissioner Jorns to approve Case Number 2022-10, the request by Craig & Cristal Meyer requesting the 16-foot utility easement located between Lots 7 and 8, Block 1 of Cedarview Lodge Replat Subdivision be vacated as described in this petition finding that proper notice was given, the public will suffer no loss or inconvenience by the vacation, and no private rights will be injured or endangered; seconded by Commissioner Macklin. The motion passed by the following 7-0 vote (Yes: Strand, Shafer, Seltzer, Macklin, Jorns, Martin, and Goertzen).

ATTACHMENTS

Application

Comments

Copy of a portion of the plat

Surveys



Comments
Craig and Cristal Meyer
Case #2022-10

RENO COUNTY DEPARTMENTS

None

OTHER AGENCIES

None

PROPERTY OWNERS

None



AGENDA ITEM

AGENDA ITEM #6.R

AGENDA DATE: December 13, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:
Appointments to Reno County Planning Commission

SUMMARY & BACKGROUND OF TOPIC:

Planning Commission serve 3-year terms and also serve as the Board of Appeals. They can be on the commission for a total of three consecutive terms.

The Reno County Planning Commission has two openings. Current board member Stephen Seltzer has applied for a second 3-year term.

Current member Ken Jorns has served for nine years and is not eligible for a reappointment. Reno County has listed the position since September on social media recruiting applicants. One application for the open position was received from Gayla Schwertfeger. The position is open to anyone living in an incorporated city or the unincorporated areas of Reno County, as Ken Jorns lived in the City of Turon.

Attached are the applications from Stephen Seltzer and Gayla Schwertfeger.

ALL OPTIONS:

1. Reappoint Stephen Seltzer and appoint Gayla Schwertfeger to the planning commission for a 3-year term.
2. Table the appointments and recruit additional applicants.

RECOMMENDATION / REQUEST:

Reappoint Stephen Seltzer to the planning commission for a second 3-year term and appoint Gayla Schwertfeger to her first 3-year term.

POLICY / FISCAL IMPACT:

No fiscal or policy impact.

RECEIVED

JUL 21 2022

RENO COUNTY
PUBLIC WORKS DEPT

APPLICATION FOR APPOINTMENT TO RENO COUNTY
BOARDS/COMMITTEES/COMMISSIONS

Name of Board/Committee/Commission Preference (Please complete one application for each board, commission, or committee membership)

RENO COUNTY PLANNING COMMISSION

Are you presently serving on a County board, committee or commission? If so, which one(s)? (Please provide expiration term date)

County Planning Commission - 12-31-22

Name: *Stephen Seltzer*

Residence Address: *23016 S. Sand Creek Rd*

City: *Pretty Prairie*

State: *KS*

Zip: *67570-8877*

Home Phone: *—*

Cell-Phone: [REDACTED]

Email: [REDACTED]

Are you presently employed where you may be reached for board, committee or commission purposes?

No

Name of Business:

Address:

City:

State:

Zip:

Work Phone:

Email:

Please indicate below your reasons for wanting to serve on this board, committee, or commission. Tell what special knowledge, skills, experience, or background you possess that you believe are applicable to this board.

I believe that an individual should give back to the community they live in. In this case, for me, it's Renocounty. About 2 1/2 years ago I was given the opportunity to serve on the Planning Commission and have appreciated being able to serve. Before I retired I was a CPA and business owner and worked with many local governmental entities. I believe this background benefits me in being able to serve on the Planning Commission in an impartial manner and have an objective view on issues presented.

Signature of Applicant

7-21-22

Date



APPLICATION FOR APPOINTMENT TO PUBLIC WORKS PLANNING COMMISSION

Are you presently serving on a County board, committee or commission? If so, which one(s)? (Please provide expiration term date)

Republican Committee Woman - Miami Twp. / Miami-Grove-Election Board 2020

Name: Gayla L Schwertfeger

Residence Address: 34918 W. Silver Lake Rd.

City: TURON

State: KS

Zip: 67583

Home Phone: [Redacted]

Cell-Phone: [Redacted]

Email: [Redacted]

Current or Previous Employment (Name of Business & Industry)

Schwertfeger Agronomics/Owner - Self-employed Farmer Rancher

Availability during Business Hours

Yes

No

Preferred method of Contact

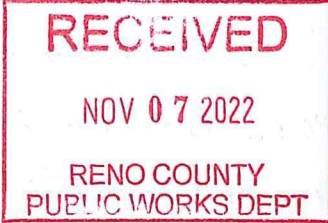
Phone

E-Mail

Do you currently reside in an incorporated city of Reno County, Kansas?

Yes

No



Please indicate below your reasons for wanting to serve on this board, committee, or commission. Tell what special knowledge, skills, experience, or background you possess that you believe are applicable to this board.

(On Reverse Side)

Signature of Applicant: Gayla L Schwertfeger

Date: 11-7-22

I am Gayla Schwertfeger, I am married to Kevin Schwertfeger. We met at Hutchinson Community college and later attended Kansas State University. We have been married for 32 years. We own and operate Schwertfeger Agronomics - a crop consulting company that consults high input acres in Reno County and surrounding counties. We have a Brangus/Angus cow-calf herd in South Western Reno County. I am involved in all areas of both endeavors, anywhere from doctoring and gathering cattle to scouting fields to bookkeeping for our businesses. We have 3 grown daughters along with two wonderful son-in-laws. In my spare time I enjoy babysitting our two grandsons, cooking, arts and crafts, singing in choir at church as well as church volunteering.

I feel I could bring many facets of experience to the Planning Commission. I have knowledge of agriculture from cattle production to crop production. I also have people skills that I have gained through years of holding offices in church, being on committees, coaching girls sports, site council positions, to being on the election board as well as the Election Audit Board.

If chosen to serve, I plan to be a listening ear for all concerns and will study the issues and give fair opinions and ideas. Thank you for taking the time to serve on this commission and for considering me for the next 3 year term.

Sincerely,
Gayla Schwertfeger



AGENDA ITEM

AGENDA ITEM #7.A

AGENDA DATE: December 13, 2022

PRESENTED BY: Bob Fee, Fee Insurance Group, Inc.

AGENDA TOPIC:
Reno County Insurance Coverage

SUMMARY & BACKGROUND OF TOPIC:

Reno County uses Fee Insurance Group to administer our insurance coverage. This includes all county insurance, other than health and workers compensation insurances. See attached memo for summary and overview from Fee Insurance.

ALL OPTIONS:

1. Approve and authorize the county administrator to sign a renewal with Travelers, along with approval of cybersecurity agreement with Travelers
2. Approve and authorize the county administrator to sign an agreement with EMC, along with approval of cybersecurity agreement with Travelers, and get another company for earthquake and flood coverage

RECOMMENDATION / REQUEST:

Approve and authorize the county administrator to sign a renewal with Travelers, along with approval of cybersecurity agreement with Travelers



Reno County Kansas

Insurance Renewal

Executive Summary

Fee Insurance Group is pleased to present 2 competitive proposals for your review and approval. Our work in marketing your renewal began in August, and though not as robust as we had hoped, we do feel that in the current market conditions the 2 proposals are particularly fair.

Throughout the year, Fee Insurance works closely with Reno County to provide services and support that add value to your insurance program. We also work closely with our insurance carrier partners in taking advantage of risk management and loss control services, as well as being actively engaged in the claims process and advocating on your behalf.

MarketPlace Status as of 3rd quarter 2022

The grid below represents where the overall insurance market is as of the end of September 2022. We have seen continual pressure on rate, driven now by social inflation, real property inflation and supply chain issues. These will likely continue into 2023

BY-LINE THIRD QUARTER 2022 RATE CHANGES RANGED FROM -0.7% TO +11.3%

	COMM'L AUTO	WORKERS' COMP	COMM'L PROPERTY	GEN'L LIABILITY	UMBRELLA	AVERAGE
Third Quarter 2022	7.6%	-0.7%	11.2%	5.7%	11.3%	7.0%
Second Quarter 2022	7.2%	-1.2%	8.3%	4.7%	11.3%	6.1%
First Quarter 2022	5.9%	-0.5%	8.6%	3.9%	10.5%	5.7%
Fourth Quarter 2021	8.0%	0.3%	10.5%	6.4%	15.0%	8.1%
Third Quarter 2021	7.4%	-0.3%	10.3%	6.3%	16.9%	8.1%
High	28.6%	24.9%	45.4%	26.0%	51.9%	35.3%
Low	-11.6%	-12.3%	-15.0%	-13.6%	-13.5%	-13.2%

Source:
The Council of Insurance Agents & Brokers



Reno County Premium & Loss Summary

Reno County without the 2019 large property loss has been a relatively profitable account. Below is a 10 year summary;

POLICY TERM	EARNED/ WRITTEN PREMIUM	# OF OCCURRENCES	PAID LOSSES EXPENSE	RESERVES LOSS EXPENSE	TOTAL INCURRED	LOSS RATIO	AVERAGE LOSS RATIO	LOSS DATA ALTERED ?
01/01/2022	\$459,183	15	\$27,734	\$11,502	\$39,236	9%	9%	N
01/01/2021	\$437,062	11	\$43,679	\$0	\$43,679	10%	10%	N
01/01/2020	\$394,713	19	\$316,080	\$782	\$316,862	80%	33%	N
01/01/2019	\$364,757	22	\$1,592,545	\$134,898	\$1,727,443	474%	143%	N
01/01/2018	\$331,001	25	\$301,339	\$0	\$301,339	91%	133%	N
01/01/2017	\$369,710	25	\$243,100	\$1	\$243,101	66%	122%	N
01/01/2016	\$347,456	28	\$296,176	\$1	\$296,177	85%	116%	N
01/01/2015	\$336,946	24	\$58,527	-\$1	\$58,526	17%	104%	N
01/01/2014	\$322,951	22	\$144,820	-\$2	\$144,818	45%	97%	N
01/01/2013	\$323,323	45	\$609,419	\$0	\$609,419	188%	107%	N
TOTAL for Latest 3 terms	\$1,290,958	45	\$387,493	\$12,284	\$399,777	31%	33%	
TOTAL	\$3,687,102	236	\$3,633,419	\$147,181	\$3,780,600	103%	107%	

Market Report

Fee Insurance reached out to a number of insurance companies, including CNA, CHUBB, and Hartford. These three would not entertain submissions based on their appetite when it comes to public entity business.

We did submit to Midwest Public Risk, they declined after working with their reinsurance carriers.

We submitted to Alliant Specialty which declined due to the large earthquake claim.

We submitted to EMC and a quote – though not as broad as Travelers is included.

We submitted to Travelers for the renewal, which is included.



Conclusion and Recommendation

In our opinion, Travelers has been a good partner of Reno County for 10 years. During that time they have paid out multiple claims and defended liability claims, as well as providing pretty solid loss control support and services. The Travelers Crime and Cyber policies are some of the best in the business, and we highly recommend staying with that coverage. EMC is an excellent insurance company, however there are some lines of coverage they cannot obtain. This would be a very large account for EMC, but we are proud to provide their proposal for your review.

Thank you for the opportunity to continue to work with Reno County and your insurance program. As business owners here in Reno County and taxpayers, we do not take our job lightly. The commissions charged on the package policy with Travelers are 5%, which we believe is a fair charge for the work done by the professionals at Fee Insurance.

Reno County

1-1-2023 to 1-1-2024

Package	2022-2023		2023-2024		2023-2024	
	Travelers		Travelers		EMC	
Property						
Blanket Buildings & Business Personal Property	73,065,295	\$ 136,294	75,414,495	\$ 131,405	87,425,436	\$ 116,701
Courthouse	17,766,500		19,127,807		20,923,918	
All Other Locations	55,298,795		56,286,688		66,501,518	
Deductible - All Other Perils	10,000		10,000		10,000	
Wind/Hail Deductible	100,000		100,000			
Wind/Hail Ded (on Bldg Value > \$100,000)					2%	
Wind/Hail Ded (on Bldg Value < \$100,000)					25,000	
Replacement Cost	Yes		Yes		Yes	
Coinsurance	100%		100%		100%	
Business Income/Extra Expense	1,000,000		1,000,000		1,000,000	
Business Income Deductible	72 Hours		72 Hours		72 Hours	
Equipment Breakdown	Included		Included		Included	
Property In Transit	50,000		50,000		10,000	
Electronic Data Processing Equipment	2,493,095		2,638,204		2,638,204	\$ 6,068
Coinsurance					80%	
Deductible	1,000		1,000		1,000	
Spoilage	250,000		250,000		100,000	
Public Entity Property Extension - Per Schedule	310,000		310,000			
Fences Outside of Buildings	82,534		86,661			
Earthquake Aggregate Limit	5,000,000		5,000,000			
Earthquake Deductible - Courthouse	100,000		100,000			
Earthquake Deductible - All Other Locations	50,000		50,000			
Flood Aggregate Limits						
Flood - (Per Bldg Schedule 1)	5,000,000		5,000,000			
Flood - (Per Bldg Schedule 2)	2,500,000		2,500,000			
Flood - (Per Bldg Schedule 3)	1,000,000		1,000,000			
Deductible	100,000		100,000			
Inland Marine						
Contractors Equipment per Schedule	9,345,642	\$ 16,547	9,431,810	\$ 15,377	12,053,478	\$ 42,212
Deductible	1,000		5,000		1,000	
Coinsurance					80%	
Unscheduled Owned Equipment	105,000		100,000			
Leased/Rented Equipment From Others	100,000		100,000		25,000	
Flood - Limit/Annual Aggregate	4,000,000		4,000,000			
Earthquake - Limit/Annual Aggregate	4,000,000		4,000,000			
Deductible	50,000		50,000			
Miscellaneous Property Schedule	2,478,757		2,516,688			
Deductible	1,000		5,000			
Flood - Limit/Annual Aggregate	1,000,000		1,000,000			
Earthquake - Limit/Annual Aggregate	1,000,000		1,000,000			
Deductible	50,000		50,000			
Windstorm/Hail Deductible	50,000		50,000			
General Liability						
Aggregate	2,000,000	\$ 45,752	2,000,000	\$ 44,825	2,000,000	\$ 136,167
Products/Completed Ops	2,000,000		2,000,000		2,000,000	
Each Occurrence	1,000,000		1,000,000		1,000,000	
Personal & Ad Injury	1,000,000		1,000,000		1,000,000	
Damage to Premises You Rent	500,000		500,000		500,000	
Medical Payments	Excluded		Excluded		10,000	
Abuse or Molestation	1mil/2mil		1mil/2mil			
Employee Benefits Liability	1mil/3mil	\$ 362	1mil/3mil	\$ 362	1mil/2mil	\$ 333
Deductible	1,000		1,000		1,000	
GL Elite Extension					Yes	\$ 1,500
Law Enforcement Liability	2mil/2mil	\$ 74,664	2mil/2mil	\$ 86,779	1mil/2mil	\$ 90,825
Medical Expense					5,000	
Deductible	10,000		10,000		10,000	
Statutory Cap Limits of Insurance	500,000		500,000		500,000	
Public Entity Management Liability	1mil/2mil	\$ 16,210	1mil/2mil	\$ 16,229	1mil/2mil	
Deductible	10,000		10,000		10,000	
Public Entity Employment Practices Liability (Linebacker)	1mil/2mil	\$ 36,996	1mil/2mil	\$ 41,216	1mil/2mil	\$ 36,317
Deductible	7,500		7,500		10,000	

	2022-2023		2023-2024		2023-2024	
Business Auto						
Composite Rating						
Combined Single Limit	1,000,000	\$ 176,880	1,000,000	\$ 179,700	1,000,000	\$ 108,888
Uninsured/Underinsured	75,000		75,000		1,000,000	
# of Autos	194		192		193	
# of Trailers	32		30		30	
Deductibles - Comprehensive/Collision	1000/1000		1000/1000		1000/1000	
Composite Rating Comp	0.556		0.568			
Composite Rating Collision	0.51		0.522			
Hired & Non-owned Liability	1,000,000		1,000,000		1,000,000	
Statutory Cap Limits of Insurance	500,000		500,000		500,000	
Total Package		\$ 503,705		\$ 515,893		\$ 539,011
	Travelers		Travelers		Travelers	
Crime						
Employee Dishonesty	500,000	\$ 20,715	500,000	\$ 25,579	500,000	\$ 25,579
Forgery or Alteration	250,000		250,000		250,000	
Money & Securities Inside	250,000		250,000		250,000	
Money & Securities Outside	250,000		250,000		250,000	
In Transit	250,000		250,000		250,000	
Counterfeit Money/Securities	250,000		250,000		250,000	
Computer Crime	250,000		250,000		250,000	
Funds Transfer Fraud	250,000		250,000		250,000	
Claims Expense	5,000		5,000		5,000	
Deductible	1,000		1,000		1,000	
Cyber						
Privacy & Security	1,000,000	Included	1,000,000	Included	1,000,000	Included
Payment Card Costs	1,000,000		1,000,000		1,000,000	
Media	1,000,000		1,000,000		1,000,000	
Regulatory Proceedings	1,000,000		1,000,000		1,000,000	
Privacy Breach Notification	1,000,000		1,000,000		1,000,000	
Computer and Legal Experts	1,000,000		1,000,000		1,000,000	
Betterment (No Deductible)	100,000		100,000		100,000	
Cyber Extortion	1,000,000		1,000,000		1,000,000	
Data Restoration	1,000,000		1,000,000		1,000,000	
Public Relations	1,000,000		1,000,000		1,000,000	
Deductible	10,000		10,000		10,000	
Computer Fraud	750,000		750,000		750,000	
Funds Transfer Fraud	750,000		750,000		750,000	
Social Engineering Fraud	100,000		100,000		100,000	
Telecom Fraud	100,000		100,000		100,000	
Reputation Harm	250,000		250,000		250,000	
Deductible	5,000		5,000		5,000	
Business Interruption	1,000,000		1,000,000		1,000,000	
System Failure	1,000,000		1,000,000		1,000,000	
Total Cyber		\$ 20,715		\$ 25,579		\$ 25,579
Total Policy Premium		\$ 524,420		\$ 541,472		\$ 564,590



AGENDA ITEM

AGENDA ITEM #7.B

AGENDA DATE: December 13, 2022

PRESENTED BY: Adam Weishaar, Emergency Management Director

AGENDA TOPIC:

Approve and adopt a new burn Charter Resolution, replacing resolution 2017-12.

SUMMARY & BACKGROUND OF TOPIC:

Several months ago, we began drafting a new burn resolution. The attached resolution had been reviewed and edited by all of the fire chiefs in Reno County, the Kansas Forest Service, NRCS, Conservation District, District Attorney's Office, County Councilor, and Emergency Management.

The biggest changes to the burn resolution are:

1. Requiring a burn permit before initiating a burn, on each parcel of land. A free burn permit can be acquired by filling it out on the County's website.
2. Due to large fires in 2022, standalone brush piles also have more stringent requirements than the previous resolution.
3. Violation of this charter resolution, upon conviction, is a class B misdemeanor.

ALL OPTIONS:

Approve and adopt the new charter resolution

Draft a different resolution

Continue to use 2017-12 that is in place.

RECOMMENDATION / REQUEST:

Approve and adopt new charter resolution to take effect 60 days after final publication unless a valid petition demanding a vote of the electors is signed and filed in the office of the County Election Officer.

POLICY / FISCAL IMPACT:

There are not any policy/fiscal impacts

CHARTER RESOLUTION NO. _____

A CHARTER RESOLUTION PERTAINING TO OPEN BURNING AND ESTABLISHING REQUIREMENTS, RESTRICTIONS AND PROHIBITED ACTS WITH RESPECT THERETO; AND RESCINDING RESOLUTION NO. 2017-12

WHEREAS, K.S.A. 19-101a, et seq., authorizes the Board of County Commissioners to transact all county business and to perform all powers of local legislation and administration it deems appropriate; and

WHEREAS, on, May 30, 2017, the Board of County Commissioners of Reno County adopted Reno County Resolution No. 2017-12, a Resolution which established notification requirements for open burning and certain rules with respect thereto; and

WHEREAS, the Board of County Commissioners desires to provide substitute legislation with respect to Resolution No. 2017-12; and

WHEREAS, the Board of County Commissioners of Reno County, Kansas, pursuant to K. S. A. 19-101(b) hereby enact the following prohibitions and penalties hereinafter set forth in this Resolution finding that the same does not conflict with existing state law uniform to all counties and enhances the penalties provided by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, that the following regulations, restrictions and prohibited conduct be adopted in Reno County, Kansas:

SECTION 1 – DEFINITIONS: “Open burning” shall mean for purposes of this Resolution the burning of brush, structures and construction debris, trash, and debris piles.

“Agricultural Open Burning” shall mean the open burning of vegetation such as grass, woody species, crop residue and other dry plant residue for the purpose of crop, range, pasture, wildlife, or other watershed management.

“Recreational Burning” shall mean burning conducted in a safe container with cover sufficient to prevent embers from escaping, outdoor fireplaces, chimineas, and fire pits. This shall not include cooking fires or burning for ceremonial purposes; provided, such fires are manageable and attended by a responsible person.

“Reasonable Person” shall mean a responsible, competent individual of majority age who is not under the influence of alcohol or other intoxicating substances.

SECTION 2 – This Resolution shall be applicable in the unincorporated area of Reno County, Kansas. This resolution may be adopted by any incorporated city inside the county. Burning within the boundaries of a Kansas State Park or federally owned land conducted in compliance with the rules and regulations set forth by such State Park or federally owned land shall be presumed safe in the absence of evidence to the contrary.

SECTION 3 – No person in an individual capacity or on behalf of a corporation, LLC, partnership, or other legal entity, shall conduct, permit, or allow Open Burning or Agricultural Open Burning when prohibited by this Resolution or when conducted in violation of the requirements hereinafter prescribed.

- a. Prior to commencement of Open Burning or Agricultural Open burning, the party responsible for the burn shall obtain a burn permit for each parcel they intend to burn. The permit can be obtained from www.renogov.org. Each burn permit is valid from the date of issuance through the whole year, expiring December 31 of the year in which it is issued.
- b. The holder of the burn permit shall notify Hutchinson/Reno County Emergency Communications Center (HRCEC) by telephone at 620-694-2800 of his or her intent to burn and shall provide his or her name, address, telephone number, permit number, and the location, nature, and circumstances of the proposed burn. Failure to provide prior notification of intent to burn as herein provided shall constitute a violation of this Resolution and subject the violator upon conviction to the penalties specified at Section 7.

HRCEC personnel shall advise the caller of the existence of any burn ban then in effect in Reno County and if the weather conditions are not favorable for burning.

- c. The location for Open Burning, Agricultural Open Burning, and Recreational Burning shall not be less than 50 feet from any structure, and provisions shall be made to prevent the fire from spreading to within 50 feet of any structure.
- d. Open Burning, Agricultural Open Burning, and Recreational Burning are prohibited when any of the following factors are applicable, to wit:
 - 1) When a burn ban is in effect;
 - 2) When the wind speed is more than 15 mph as applied to Open Burning only;
 - 3) When the grassland fire danger index is VERY HIGH; OR ABOVE anytime during the day of the burn;
 - 4) When Open Burning or Agricultural Burning will commence earlier than one hour before sunrise or later than two hours prior to sunset;
 - 5) When a burn creates a safety hazard at an airport or a traffic safety hazard.
- e. Stand-alone brush piles may not be commenced when the fire index is forecasted to be VERY HIGH or ABOVE anytime during the 72 hours after ignition. Brush piles will have at least a one hundred (100) foot fire break from any combustible material or structures. City and County owned brush sites may be exempt from Section 3d, provided the jurisdiction having authority conducts a site inspection and approves the burn.

- f. No open burning or agricultural open burning may be commenced later than thirty (30) minutes following notification of the proposed burn to the Emergency Communications Center.
- g. For Agricultural Open Burning, brush piles within the burn area must be a minimum one hundred (100) feet from all property lines. A fire break of at least thirty (30) feet on all sides of the field proposed to be burned shall be provided by the responsible person.
- h. For Open Burns, adequate clearance from combustible materials unintended for burning and a minimum of one hundred (100) feet from all structures shall be provided and maintained by the responsible party.
- i. Open Burning materials shall not include heavy smoke-producing materials, such as heavy oils, tires, pallets, railroad, and bridge lumber, treated lumber, plastics, or rubber.
- j. The responsible person shall ensure that all Open Burning, Agricultural Open Burning, and Recreational Burning conducted shall be supervised at all times by a reasonable person until the threat of fire has been eliminated.
- k. In any prosecution for violation of this Resolution made pursuant to Section 7 below, it shall be prima facie evidence that the person who owns or controls the property on which burning occurs has caused or permitted the open burning.

SECTION 4 – TEMPORARY BURN BAN: In addition to other burn ban authority, the County Emergency Management Director (the “Director”) or the County Fire Administrator (the “Fire Administrator”) in the absence of said Director, shall have the authority to issue a Temporary Burn Ban Order to be effective for up to twelve (12) hours. Said Order may be issued when in the discretion of the Director or the Fire Administrator insufficient fire apparatus or fire response personnel are available for emergency response. Temporary Burn Ban Orders shall be issued in written form and provided to HRCECC by hand delivery, by e-mail, or by fax. A District Fire Chief or his/her designee may temporarily prohibit an individual from burning for the remainder of the day if that individual was unable to properly maintain their burn.

SECTION 5 – BURN BAN: A burn ban can be put in place in the form of a local disaster declaration by the Board of County Commissioners. This burn ban shall pertain to all open burning and agricultural open burning in the unincorporated areas of the county.

SECTION 6 – No District Fire Chief or his designee shall have the authority to waive or contravene the provision of this regulation; PROVIDED, fire suppression activities supervised by Fire District personnel during an emergency response shall be exempt from the requirements of this regulation.

SECTION 7 – PENALTY. Any person or other entity who violates this Resolution shall upon conviction be guilty of a class B misdemeanor and shall be subject to a fine of not more than One

Thousand Dollars (\$1,000) or confinement in the Reno County Correctional Facility (Jail) for a period not to exceed 180 days, or both such fine and imprisonment. Further, in the discretion of the presiding Judge, any person convicted for violating this Resolution shall make restitution to property owners for actual damages and also to any Fire District for costs and expenses incurred by the Fire District and other firefighting and emergency personnel responding to the scene of the burn due to the conduct constituting the violation.

SECTION 8 – This Resolution supersedes and repeals Reno County Resolution 2017-12.

SECTION 9 – This Charter Resolution shall be published once each week for two consecutive weeks in the official county newspaper. This Charter Resolution shall take effect 60 days after final publication unless a petition signed by a number of electors in Reno County equal to not less than 2% of the number of electors who voted in the last November election or 100 electors, whichever is greater, shall be filed in the office of the County Election Officer demanding that such Resolution be submitted to a vote of the electors. An election, if called, shall be called within 30 days, and held within 90 days after filing the petition with the county election officer. The Board of County Commissioners shall, by Resolution, call the election and fix the date, which Resolution shall be published once each week for three consecutive weeks in the official county newspaper.

SECTION 10. This Charter Resolution shall be recorded by the Reno County Clerk in a book maintained for that purpose.

ADOPTED in regular session this _____ day of December, 2022.

BOARD OF COUNTY COMMISSIONERS OF
RENO COUNTY, KANSAS

DANIEL FRIESEN, Chairman

RON SELLERS, Member

RON HIRST, Member

ATTEST:

Donna Patton, Reno County Clerk

RESOLUTION NO. 2017- 12

A RESOLUTION PERTAINING TO OPEN BURNING AND ESTABLISHING REQUIREMENTS, RESTRICTIONS AND PROHIBITED ACTS WITH RESPECT THERETO; AND RESCINDING RESOLUTION NO. 2016-07

WHEREAS, K.S.A. 19-101a, et seq., authorizes the board of county commissioners to transact all county business and to perform all powers of local legislation and administration it deems appropriate; and

WHEREAS, on April 5, 2016, the Board of County Commissioners of Reno County adopted Reno County Resolution No. 2016-07, a Resolution which established notification requirements for open burning and certain rules with respect thereto; and

WHEREAS, the Board of County Commissioners desires to provide substitute legislation with respect to Resolution No. 2016-07.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, that the following regulations, restrictions and prohibited conduct be adopted in Reno County, Kansas:

SECTION 1 – DEFINITIONS: “Open burning” shall mean for purposes of this Resolution the burning of brush, structures and construction debris, trash and debris piles. “Open burning” shall not include burning conducted in a safe and fireproof container with cover sufficient to prevent embers from escaping, fire pits, warming fires, camp fires, or fires of similar recreational purpose, including open burning for cooking or ceremonial purposes; provided, such fires are manageable and attended by a responsible person.

“Agricultural Open Burning” shall mean the open burning of vegetation such as grass, woody species, crop residue and other dry plant residue for the purpose of crop, range, pasture, wildlife, or other watershed management.

SECTION 2 – This Resolution shall be applicable in the unincorporated area of Reno County, Kansas.

SECTION 3 – No person in an individual capacity or on behalf of a corporation, LLC, partnership or other legal entity, shall conduct, permit or allow Open Burning or Agricultural Open Burning when prohibited by this Resolution or when conducted in violation of the requirements hereinafter prescribed.

- a. Prior to commencement of Open Burning or Agricultural Open Burning, the party responsible for the burn shall notify Hutchinson/Reno County Emergency Communications Center (HRCECC) by telephone at 694-2800 of his or her intent to burn and shall provide his or her name, address, telephone number, and the location, nature and circumstances of the proposed burn. Failure to provide prior notification of intent to burn as herein provided shall constitute a violation of this Resolution and subject the violator upon conviction to the penalties specified at Section 6.

HRCECC personnel shall advise the caller of the existence of any burn ban then in effect in Reno County. HRCECC personnel are not expected to otherwise advise the caller with respect to burning eligibility or criteria.

- b. Open Burning and Agricultural Open Burning are prohibited when any of the following factors are applicable, to wit:
 - 1) When a burn ban is in effect;
 - 2) When the wind speed is less than 5 mph or more than 15 mph as applied to Open Burning only;
 - 3) When the grassland fire danger index is VERY HIGH OR EXTREME;
 - 4) When the burn will commence earlier than one hour before sunrise or later than two hours prior to sunset;
 - 5) When a burn creates a safety hazard at an airport or a traffic safety hazard.

- c. No open burning or agricultural open burning may be commenced later than thirty (30) minutes following notification of the proposed burn to the Emergency Communications Center.
- d. For Agricultural Open Burning, a fire break of at least twenty (20) feet on all sides of the field proposed to be burned shall be provided by the responsible party.
- e. For Open Burns, adequate clearance from combustible materials unintended for burning and a minimum of one hundred (100) feet from all structures shall be provided and maintained by the responsible party.
- f. Open Burning materials shall not include heavy smoke-producing materials, such as heavy oils, tires, pallets, railroad and bridge lumber, treated lumber, plastics or rubber.
- g. The responsible party shall ensure that all Open Burning and Agricultural Open Burning conducted shall be supervised at all times by a responsible, competent individual of majority age until the threat of fire has been eliminated.
- h. In any prosecution for violation of this Resolution made pursuant to Section 6 below, it shall be prima facie evidence that the person who owns or controls the property on which burning occurs has caused or permitted the open burning.

SECTION 4 – TEMPORARY BURN BAN. In addition to other burn ban authority, the County Emergency Management Director (the “Director”) or the County Administrator (the “Administrator”) in the absence of said Director, shall have the authority to issue a Temporary Burn Ban Order to be effective for up to twelve (12) hours. Said Order may be issued when in the discretion of the Director or the Administrator insufficient fire apparatus or fire response personnel are available for emergency response. Temporary Burn Ban Orders shall be issued in written form and provided to HRCECC by hand delivery, by e-mail, or by fax.

SECTION 5 – No District Fire Chief or his designee shall have the authority to waive or contravene the provision of this regulation; PROVIDED, fire suppression

activities supervised by Fire District personnel during an emergency response shall be exempt from the requirements of this regulation.

SECTION 6 – PENALTY. Any person or other entity who violates this Resolution shall upon conviction be guilty of a misdemeanor and shall be subject to a fine of not more than Five Hundred Dollars (\$500.00) or confinement in the Reno County Correctional Facility (Jail) for a period not to exceed thirty (30) days, or both such fine and imprisonment. Further, in the discretion of the presiding Judge, any person convicted for violating this Resolution shall make restitution for costs and expenses incurred by Fire District and other firefighting and emergency personnel responding to the scene of the burn due to the conduct constituting the violation.

SECTION 7 – This Resolution shall be published one time in the official County newspaper and shall take effect upon said publication. Simultaneously with the effective date of this Resolution, Reno County Resolution No. 2016-07 is rescinded.

ADOPTED in regular session this 30th day of May, 2017.

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS



DAN DEMING, Chairman



RON HIRST, Member



BOB BUSH, Member

ATTEST:



Donna Patton
Reno County Clerk

Revised 5/23/17



AGENDA ITEM

AGENDA ITEM #7.C

AGENDA DATE: December 13, 2022

PRESENTED BY: Helen Foster - HR Director

AGENDA TOPIC:
2022 Human Resources Annual Report

SUMMARY & BACKGROUND OF TOPIC:
2022 Annual Overview of Human Resource's Activity and 2023 Goals

POLICY / FISCAL IMPACT:
None



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 – Annual Report 2022
Helen Foster – Human Resources Director

2022 Overview

Challenges

The biggest challenge for 2022 has been introducing new processes for the pay structure and facilitation of the new pay policy. The change has been hard for some departments and others have had no issues conforming to the policy. This was expected to happen since this is the first time Human Resources has had more control with pay structures and policies. Moving from a step structure to the pay-for-performance structure has also created some turmoil, but as we move forward, it will become normal and eventually the mindset will change too.

Successes

This has been a successful year for the Human Resources Department. The staff in this department are operating well and are confident in their ability and duties. Human Resources has successfully implemented the wage study with very minimal challenges. We have implemented the new performance software to complete the annual evaluations. Information Technology has been instrumental in the implementation of the new software for evaluations and so helpful in navigating the nuances of having employee that do not have network access.

This year we moved to electronic personnel files. It has been a smooth transition and not only saves on paper but saves on time that is need to file paperwork. This will prove to be a great move when all the evaluations begin flowing into Human Resources. We still need to move benefit files to electronic records and past employees. Information Services has been taking care of the scanning of files and will begin agon on this process at the 1st of the year. This should free up storage space needed for file cabinets and reduce the amount of paper generated for employees.

Workers Compensation

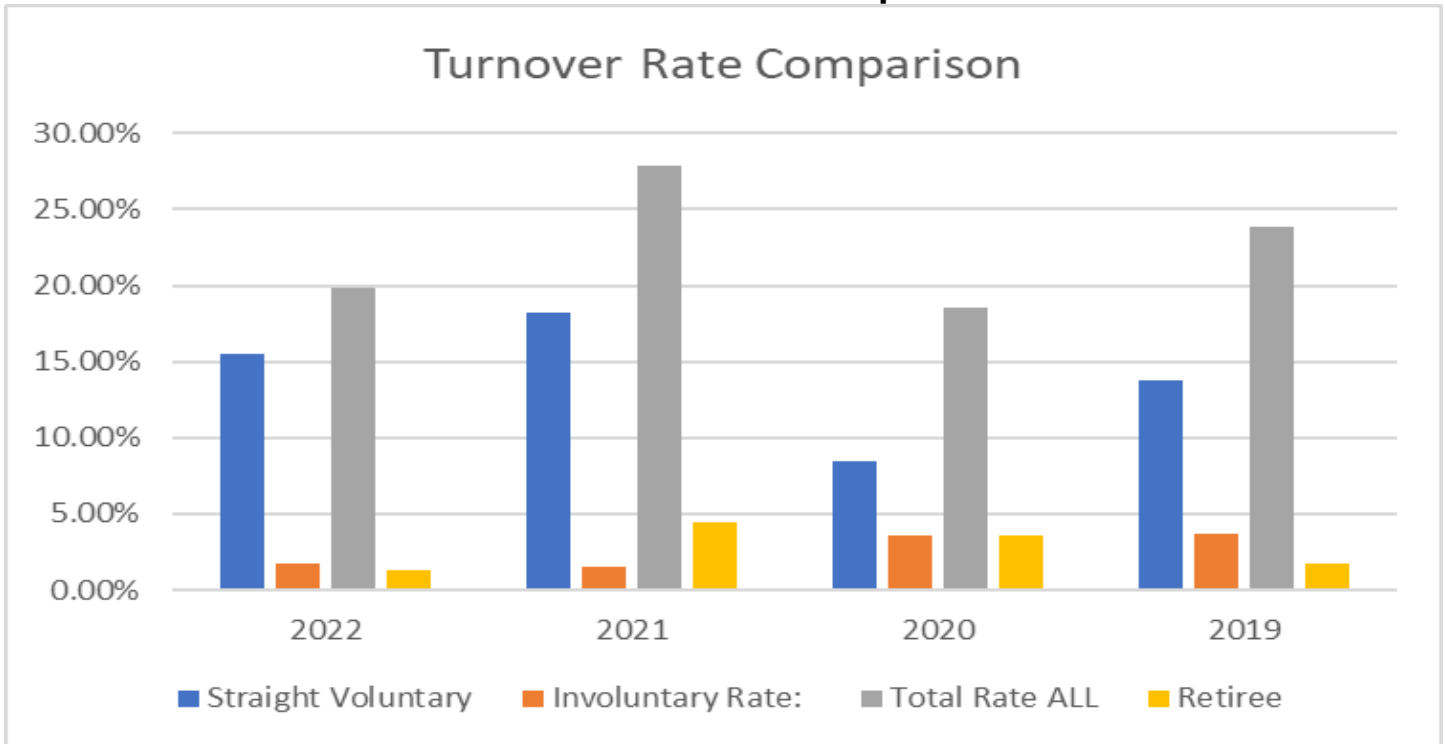
In 2022, we had a total of 33 work comp claims filed. Most cases only required 1 or 2 medical visits and were minor. We had 2 major work comp cases this year requiring surgery and multiple reviews. All work comp claims resulted in very little missed time. Departments were able to accommodate restrictions in order to get employees back to work.

Turnover

This year has resulted in lower turnover overall than last year. The last few months have shown in separations that inflation is having a huge impact on wages. Many employees are leaving due to money again and most because they can make more in the private sector. Local government entities across the

nation are facing the same challenges as Reno County. This will be an ongoing issue due to the rate of inflation. Many government entities and Counties within Kansas are reporting the same problems. Employees are feeling the impact on living expenses and must make decisions based on the amount of money in the paycheck. In past years, public employers used to be able to leverage the pay discrepancy with outstanding benefits, but benefits do not hold the same weight as actual take home pay. Employees must look at the now for survival rather than the future for retirement. Until the inflation issue resolves, I feel we are going to continually lose employees to higher wages in the private sector.

2019-2022 Turnover Comparison



Onboarding:

In 2022, we have onboarded 116 new employees. We have posted a total of 55 positions this year and received a total of 606 applications for positions. These numbers are a reflection of 11 months so a comparison to last year shows a positive change in applications, new hires, and open positions. This year our departments have had to move on applications quickly. In the past, most departments will open a position for a set amount of time and then pull from the applications for interviews. The current climate makes it necessary for departments to pull applications daily and bring in applicants for interviews immediately upon the application being made. If the departments do not act quickly on applications, the applicant has already moved on to another employer. All businesses are struggling finding employees and everyone is hiring so that makes it very difficult to land new hires if you do not act quickly.

Goals for Human Resources:

We will be looking at training options for employees closely. It is hard to get employees together at a certain time for training so we will be looking at options that make it easier for employees to complete training at their own convenience through a portal. There are many options available although some are very costly. We are looking for some cost-efficient options that are user-friendly and the training is of high quality.

Human Resources will be working with the Communications Specialist to create a video for new hire orientation. This video will be to introduce the Reno County Mission and Core Values to employees. The intent was to have this video done this year, but our Communications Specialist left before we were ready to do the video. I will be asking all Commissioners to introduce themselves on the video and welcome

our new employees. I think it is important for the employees to be able to recognize the Commission and Administrator when they come in contact with them and also creates a way for employees to introduce themselves when they come in contact with the Commissioners or Administrator.

To further the HPO model for Reno County, I will be doing a review of all our current policies to see if some policies need to either be retired or refreshed. Some of the policies refer to other policies that may have been rescinded or revised making that policy incorrect. This will be a priority to get all policies reviewed and revised to present to the Board before the end of the year of 2023.



AGENDA ITEM

AGENDA ITEM #8.A

AGENDA DATE: December 13, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:
Financial Report

SUMMARY & BACKGROUND OF TOPIC:

Attached is a report to keep the commission informed of the county's financial status.

RECOMMENDATION / REQUEST:

Discussion only

2022 YTD BUDGET REPORT

As of 11/30/2022

	Amended Budget	Amt Received / Expended	% Recd / Used
001 General Fund			
00 Unclassified			
Revenue			
Interest	333,000.00	1,015,977.49	305%
Taxes	14,978,099.00	15,595,388.18	104%
Licenses, Permits, and Fees	240,250.00	316,620.16	132%
Reimbursements	818,500.00	886,218.49	108%
Other	0.00	2,628.32	
Transfers In from Other Funds	25,000.00	74,010.00	296%
Cash Balance Forward (Budgeted Resource)	10,649,892.00	0.00	0%
Revenue Total	27,044,741.00	17,890,842.64	66%
Expenses			
Other Expense & Reimbursements	0.00	(5,317.13)	
Expenses Total	0.00	(5,317.13)	
01 County Commission			
Expenses			
Personnel Services	54,000.00	49,845.60	92%
Contractual Services	5,100.00	2,013.82	39%
Commodities	1,000.00	251.22	25%
Expenses Total	60,100.00	52,110.64	87%
02 County Clerk			
Revenue			
Reimbursements	20,000.00	19,872.65	99%
Revenue Total	20,000.00	19,872.65	99%
Expenses			
Personnel Services	274,646.00	252,714.92	92%
Contractual Services	27,710.00	25,515.96	92%
Commodities	4,600.00	1,616.30	35%
Expenses Total	306,956.00	279,847.18	91%
03 County Treasurer			
Revenue			
Reimbursements	0.00	296.18	
Revenue Total	0.00	296.18	
Expenses			
Personnel Services	201,897.00	164,759.86	82%
Contractual Services	43,650.00	14,240.46	33%
Commodities	32,150.00	23,981.48	75%
Expenses Total	277,697.00	202,981.80	73%

2022 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
04 District Attorney			
Revenue			
Licenses, Permits, and Fees	80,000.00	141,975.10	177%
Revenue Total	80,000.00	141,975.10	177%
Expenses			
Personnel Services	1,118,003.00	1,008,168.29	90%
Contractual Services	123,900.00	69,630.61	56%
Commodities	40,000.00	32,199.90	80%
Capital Improvement & Outlay	26,000.00	23,207.97	89%
Expenses Total	1,307,903.00	1,133,206.77	87%
05 Register of Deeds			
Revenue			
Licenses, Permits, and Fees	375,000.00	440,856.00	118%
Revenue Total	375,000.00	440,856.00	118%
Expenses			
Personnel Services	155,246.00	139,309.10	90%
Contractual Services	9,750.00	7,218.05	74%
Commodities	6,300.00	3,365.66	53%
Capital Improvement & Outlay	0.00	1,655.28	
Expenses Total	171,296.00	151,548.09	88%
06 Sheriff			
Revenue			
Licenses, Permits, and Fees	47,612.00	28,885.00	61%
Reimbursements	16,100.00	21,351.59	133%
Grant Revenues	12,000.00	11,494.68	96%
Revenue Total	75,712.00	61,731.27	82%
Expenses			
Personnel Services	3,144,374.00	2,729,180.25	87%
Contractual Services	356,615.00	307,016.38	86%
Commodities	282,175.00	283,387.02	100%
Capital Improvement & Outlay	259,080.00	200,125.58	77%
Other Expense & Reimbursements	2,000.00	1,036.23	52%
Expenses Total	4,044,244.00	3,520,745.46	87%
07 County Administration			
Expenses			
Personnel Services	400,026.00	364,141.56	91%
Contractual Services	130,100.00	119,954.12	92%
Commodities	4,000.00	2,312.35	58%
Expenses Total	534,126.00	486,408.03	91%

2022 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
08 District Court			
Revenue			
Reimbursements	10,000.00	1,906.18	19%
Revenue Total	10,000.00	1,906.18	19%
Expenses			
Contractual Services	557,640.00	441,612.07	79%
Commodities	55,100.00	33,857.81	61%
Expenses Total	612,740.00	475,469.88	78%
09 Courthouse General			
Revenue			
Reimbursements	11,000.00	16,808.83	153%
Revenue Total	11,000.00	16,808.83	153%
Expenses			
Personnel Services	84,781.00	80,097.60	94%
Contractual Services	537,500.00	385,763.93	72%
Commodities	0.00	0.00	
Capital Improvement & Outlay	1,049,054.00	9,986.41	1%
Other Expense & Reimbursements	15,000.00	2,843.90	19%
Outside Agencies Appropriation	0.00	0.00	
Ambulance Services	0.00	0.00	
Emergency Communications	0.00	0.00	
Economic Development Projects	0.00	0.00	
Transfers Out to Other Funds	0.00	0.00	
Commission Discretionary	0.00	0.00	
Reserve for Cash Carryover & Contingencies	0.00	0.00	
Expenses Total	1,686,335.00	478,691.84	28%
10 County General			
Revenue			
Reimbursements	0.00	1,018.36	
Revenue Total	0.00	1,018.36	
Expenses			
Contractual Services	869,000.00	814,176.50	94%
Commodities	1,000.00	7,157.60	716%
Other Expense & Reimbursements	0.00	(20.69)	
Outside Agencies Appropriation	559,500.00	559,500.00	100%
Ambulance Services	1,702,676.00	928,305.42	55%
Emergency Communications	801,058.00	475,699.57	59%
Economic Development Projects	400,000.00	23,500.00	6%
Transfers Out to Other Funds	1,091,315.00	709,985.62	65%
Commission Discretionary	20,000.00	8,323.07	42%
Reserve for Cash Carryover & Contingencies	5,656,702.00	0.00	0%
Expenses Total	11,101,251.00	3,526,627.09	32%

2022 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
11 Maintenance			
Revenue			
Reimbursements	30,000.00	44,227.57	147%
Revenue Total	30,000.00	44,227.57	147%
Expenses			
Personnel Services	857,620.00	645,344.61	75%
Contractual Services	84,611.00	79,702.37	94%
Commodities	74,661.00	46,085.46	62%
Capital Improvement & Outlay	30,000.00	21,239.00	71%
Expenses Total	1,046,892.00	792,371.44	76%
12 Planning & Zoning			
Expenses			
Personnel Services	85,955.00	76,558.66	89%
Contractual Services	15,700.00	6,723.12	43%
Commodities	700.00	244.28	35%
Expenses Total	102,355.00	83,526.06	82%
13 Emergency Management			
Revenue			
Reimbursements	0.00	70,250.81	
Revenue Total	0.00	70,250.81	
Expenses			
Personnel Services	295,063.00	245,301.47	83%
Contractual Services	39,375.00	25,916.10	66%
Commodities	20,850.00	20,008.44	96%
Other Expense & Reimbursements	0.00	2,665.22	
Expenses Total	355,288.00	293,891.23	83%
14 Sheriff - Jail			
Revenue			
Reimbursements	90,000.00	58,003.99	64%
Other	5,000.00	500.00	10%
Revenue Total	95,000.00	58,503.99	62%
Expenses			
Personnel Services	2,351,311.00	2,257,838.60	96%
Contractual Services	883,846.00	797,580.75	90%
Commodities	204,000.00	178,986.89	88%
Capital Improvement & Outlay	38,600.00	32,390.75	84%
Expenses Total	3,477,757.00	3,266,796.99	94%

2022 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
15 Human Resources			
Expenses			
Personnel Services	184,349.00	168,344.26	91%
Contractual Services	56,050.00	36,630.37	65%
Commodities	18,500.00	4,581.34	25%
Expenses Total	258,899.00	209,555.97	81%
16 Appraiser			
Revenue			
Reimbursements	3,000.00	3,589.00	120%
Revenue Total	3,000.00	3,589.00	120%
Expenses			
Personnel Services	653,473.00	538,841.78	82%
Contractual Services	71,300.00	55,176.67	77%
Commodities	24,000.00	15,201.68	63%
Capital Improvement & Outlay	25,000.00	23,503.00	94%
Expenses Total	773,773.00	632,723.13	82%
17 County Clerk - Election			
Revenue			
Reimbursements	500.00	943.26	189%
Revenue Total	500.00	943.26	189%
Expenses			
Personnel Services	126,043.00	125,193.92	99%
Contractual Services	232,700.00	184,598.79	79%
Commodities	18,800.00	13,409.51	71%
Transfers Out to Other Funds	11,371.00	0.00	0%
Expenses Total	388,914.00	323,202.22	83%
18 Information Technology			
Revenue			
Reimbursements	28,000.00	38,987.49	139%
Revenue Total	28,000.00	38,987.49	139%
Expenses			
Personnel Services	502,866.00	453,631.24	90%
Contractual Services	297,425.00	279,690.21	94%
Commodities	11,000.00	9,310.72	85%
Capital Improvement & Outlay	0.00	0.00	
Expenses Total	811,291.00	742,632.17	92%

2022 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
24 Auto Center			
Revenue			
Reimbursements	20,000.00	24,915.74	125%
Revenue Total	20,000.00	24,915.74	125%
Expenses			
Personnel Services	164,466.00	148,084.07	90%
Contractual Services	14,755.00	13,535.39	92%
Commodities	15,505.00	9,538.92	62%
Expenses Total	194,726.00	171,158.38	88%
REVENUE TOTALS	27,792,953.00	18,816,725.07	68%
EXPENSE TOTALS	27,512,543.00	16,818,177.24	61%
Fund 001 General Fund	280,410.00	1,998,547.83	
	Beginning Fund Balance:	14,428,910.17	
	Ending Fund Balance:	16,427,458.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
002 Aging & Transit Fund				
Revenue				
Taxes	292,143.00	285,892.07	98%	
Licenses, Permits, and Fees	150.00	0.00	0%	
Reimbursements	6,050.00	16,641.35	275%	
Other	223,000.00	189,266.50	85%	
Grant Revenues	1,171,236.00	874,799.73	75%	
Transfers In from Other Funds	352,000.00	352,000.00	100%	
Cash Balance Forward (Budgeted Resource)	488,712.00	0.00	0%	
Revenue Total	2,533,291.00	1,718,599.65	68%	
Expenses				
Personnel Services	1,321,263.00	1,026,445.47	78%	
Contractual Services	566,025.00	466,563.92	82%	
Commodities	287,150.00	145,499.81	51%	
Capital Improvement & Outlay	263,400.00	1,119.99	0%	
Other Expense & Reimbursements	425.00	0.00	0%	
Reserve for Cash Carryover & Contingencies	87,216.00	0.00	0%	
Expenses Total	2,525,479.00	1,639,629.19	65%	
	REVENUE TOTALS	2,533,291.00	1,718,599.65	68%
	EXPENSE TOTALS	2,525,479.00	1,639,629.19	65%
	Fund 002-Aging & Transit Totals	7,812.00	78,970.46	
	Beginning Fund Balance:	1,021,247.94		
	Ending Fund Balance:	1,100,218.40		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
003 Public Health Fund				
Revenue				
Taxes	986,204.00	967,462.40	98%	
Licenses, Permits, and Fees	8,000.00	735.27	9%	
Reimbursements	651,000.00	736,226.42		
Other	0.00	485.00		
Grant Revenues	1,062,000.00	2,500,770.31	235%	
Cash Balance Forward (Budgeted Resource)	692,863.00	0.00	0%	
Revenue Total	3,400,067.00	4,205,679.40	124%	
Expenses				
Personnel Services	2,421,343.00	2,045,239.60	84%	
Contractual Services	568,100.00	614,285.18	108%	
Commodities	254,400.00	240,404.31	94%	
Capital Improvement & Outlay	0.00	0.00		
Other Expense & Reimbursements	0.00	0.00		
Reserve for Cash Carryover & Contingencies	130,799.00	0.00	0%	
Expenses Total	3,374,642.00	2,899,929.09	86%	
	REVENUE TOTALS	3,400,067.00	4,205,679.40	124%
	EXPENSE TOTALS	3,374,642.00	2,899,929.09	86%
	Fund 003-Public Health Totals	25,425.00	1,305,750.31	
	Beginning Fund Balance:	1,264,033.90		
	Ending Fund Balance:	2,569,784.21		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
004 Noxious Weed Fund				
Revenue				
Taxes	117,103.00	113,999.00	97%	
Other	12,000.00	26,853.55	224%	
Cash Balance Forward (Budgeted Resource)	26,285.00	0.00	0%	
Revenue Total	155,388.00	140,852.55	91%	
Expenses				
Personnel Services	82,952.00	75,185.10	91%	
Contractual Services	5,400.00	1,573.42	29%	
Commodities	51,400.00	47,517.02	92%	
Other Expense & Reimbursements	0.00	0.00		
Transfers Out to Other Funds	10,000.00	0.00	0%	
Reserve for Cash Carryover & Contingencies	2,398.00	0.00	0%	
Expenses Total	152,150.00	124,275.54	82%	
	REVENUE TOTALS	155,388.00	140,852.55	91%
	EXPENSE TOTALS	152,150.00	124,275.54	82%
	Fund 004-Noxious Weed Totals	3,238.00	16,577.01	
	Beginning Fund Balance:	28,030.79		
	Ending Fund Balance:	44,607.80		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
006 Special Bridge Fund				
Revenue				
Taxes	1,231,904.00	1,211,123.18	98%	
Grant Revenues	0.00	754,022.35		
Cash Balance Forward (Budgeted Resource)	2,226,527.00	0.00	0%	
Prior Year Cancelled Encumbrances (KMAAG)	0.00	4,526.13		
Revenue Total	3,458,431.00	1,969,671.66	57%	
Expenses				
Contractual Services	2,400,000.00	1,813,816.36	76%	
Commodities	350,000.00	0.00	0%	
Other Expense & Reimbursements	0.00	(1,067,289.73)		
Reserve for Cash Carryover & Contingencies	675,000.00	0.00	0%	
Expenses Total	3,425,000.00	746,526.63	22%	
	REVENUE TOTALS	3,458,431.00	1,969,671.66	57%
	EXPENSE TOTALS	3,425,000.00	746,526.63	22%
	Fund 006-Special Bridge Totals	33,431.00	1,223,145.03	
	Beginning Fund Balance:	3,952,204.32		
	Ending Fund Balance:	5,175,349.35		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
007 Road & Bridge Fund				
Revenue				
Taxes	4,428,033.00	4,337,523.19	98%	
Reimbursements	0.00	11,443.84		
Other	1,427,625.00	1,170,929.90	82%	
Cash Balance Forward (Budgeted Resource)	1,013,461.00	0.00	0%	
Revenue Total	6,869,119.00	5,519,896.93	80%	
Expenses				
Personnel Services	2,251,809.00	1,893,896.33	84%	
Contractual Services	311,550.00	197,309.66	63%	
Commodities	3,339,000.00	2,974,360.22	89%	
Capital Improvement & Outlay	550,000.00	338,906.76	62%	
Other Expense & Reimbursements	0.00	0.00		
Transfers Out to Other Funds	300,000.00	0.00	0%	
Reserve for Cash Carryover & Contingencies	1,713.00	0.00	0%	
Expenses Total	6,754,072.00	5,404,472.97	80%	
	REVENUE TOTALS	6,869,119.00	5,519,896.93	80%
	EXPENSE TOTALS	6,754,072.00	5,404,472.97	80%
	Fund 007-Road & Bridge Totals	115,047.00	115,423.96	
	Beginning Fund Balance:	1,607,443.99		
	Ending Fund Balance:	1,722,867.95		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
008 Solid Waste Fund				
Revenue				
Licenses, Permits, and Fees	5,090,000.00	5,438,084.74	107%	
Reimbursements	20,000.00	109,020.37	545%	
Other	5,000.00	17,015.23	340%	
Cash Balance Forward (Budgeted Resource)	5,957,832.00	0.00	0%	
Revenue Total	11,072,832.00	5,564,120.34	50%	
Expenses				
Personnel Services	1,623,020.00	1,228,191.05	76%	
Contractual Services	1,199,450.00	815,835.41	68%	
Commodities	574,500.00	435,584.30	76%	
Capital Improvement & Outlay	2,810,000.00	1,386,465.78	49%	
Other Expense & Reimbursements	0.00	0.00		
Transfers Out to Other Funds	651,950.00	251,950.00	39%	
Reserve for Cash Carryover & Contingencies	4,213,912.00	0.00	0%	
Expenses Total	11,072,832.00	4,118,026.54	37%	
	REVENUE TOTALS	11,072,832.00	5,564,120.34	50%
	EXPENSE TOTALS	11,072,832.00	4,118,026.54	37%
	Fund 008-Solid Waste Totals	0.00	1,446,093.80	
	Beginning Fund Balance:	7,217,794.01		
	Ending Fund Balance:	8,663,887.81		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
009 Youth Services Fund				
Revenue				
Reimbursements	1,302,220.00	1,291,871.45	99%	
Grant Revenues	0.00	43,484.94		
Transfers In from Other Funds	649,315.00	325,000.00	50%	
Cash Balance Forward (Budgeted Resource)	243,490.00	0.00	0%	
Revenue Total	2,195,025.00	1,660,356.39	76%	
Expenses				
Personnel Services	1,698,666.00	1,493,277.06	88%	
Contractual Services	107,175.00	72,192.86	67%	
Commodities	56,300.00	24,056.22	43%	
Capital Improvement & Outlay	20,000.00	5,696.41	28%	
Other Expense & Reimbursements	126,082.00	117,226.56	93%	
Reserve for Cash Carryover & Contingencies	186,802.00	0.00	0%	
Expenses Total	2,195,025.00	1,712,449.11	78%	
	REVENUE TOTALS	2,195,025.00	1,660,356.39	76%
	EXPENSE TOTALS	2,195,025.00	1,712,449.11	78%
Fund 009-Youth Services Totals		0.00	(52,092.72)	
	Beginning Fund Balance:	875,998.14		
	Ending Fund Balance:	823,905.42		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
013 Solid Waste Post-Closure Fund				
Revenue				
Transfers In from Other Funds	400,000.00	0.00	0%	
Cash Balance Forward (Budgeted Resource)	5,662,037.00	0.00	0%	
Revenue Total	6,062,037.00	0.00	0%	
Expenses				
Contractual Services	355,000.00	152,517.60	43%	
Capital Improvement & Outlay	5,707,037.00	0.00	0%	
Expenses Total	6,062,037.00	152,517.60	3%	
	REVENUE TOTALS	6,062,037.00	0.00	0%
	EXPENSE TOTALS	6,062,037.00	152,517.60	3%
Fund 013-Solid Waste Post-Closure Totals		0.00	(152,517.60)	
	Beginning Fund Balance:	6,498,694.76		
	Ending Fund Balance:	6,346,177.16		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
015 Employee Benefits Fund				
Revenue				
Taxes	6,893,260.00	6,769,264.51	98%	
Reimbursements	1,350,000.00	1,240,261.36	92%	
Cash Balance Forward (Budgeted Resource)	2,986,116.00	0.00	0%	
Revenue Total	11,229,376.00	8,009,525.87	71%	
Expenses				
Personnel Services	4,086,532.00	3,625,266.98	89%	
Contractual Services	5,000.00	1,340.00	27%	
Capital Improvement & Outlay	100,000.00	0.00	0%	
Other Expense & Reimbursements	4,000.00	16,061.03	402%	
Transfers Out to Other Funds	5,050,904.00	3,561,481.00	71%	
Reserve for Cash Carryover & Contingencies	1,800,000.00	0.00	0%	
Expenses Total	11,046,436.00	7,204,149.01	65%	
	REVENUE TOTALS	11,229,376.00	8,009,525.87	71%
	EXPENSE TOTALS	11,046,436.00	7,204,149.01	65%
	Fund 015-Employee Benefits Totals	182,940.00	805,376.86	
	Beginning Fund Balance:	5,042,345.42		
	Ending Fund Balance:	5,847,722.28		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
017 TECH Center Fund				
Revenue				
Taxes	504,651.00	494,959.04	98%	
Cash Balance Forward (Budgeted Resource)	18,648.00	0.00	0%	
Revenue Total	523,299.00	494,959.04	95%	
Expenses				
Contractual Services	510,000.00	510,000.00	100%	
Expenses Total	510,000.00	510,000.00	100%	
	REVENUE TOTALS	523,299.00	494,959.04	95%
	EXPENSE TOTALS	510,000.00	510,000.00	100%
	Fund 017-TECH Center Totals	13,299.00	(15,040.96)	
	Beginning Fund Balance:	28,285.66		
	Ending Fund Balance:	13,244.70		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
018 Mental Health Fund				
Revenue				
Taxes	448,697.00	439,856.22	98%	
Cash Balance Forward (Budgeted Resource)	15,148.00	0.00	0%	
Revenue Total	463,845.00	439,856.22	95%	
Expenses				
Contractual Services	452,025.00	434,025.00	96%	
Expenses Total	452,025.00	434,025.00	96%	
	REVENUE TOTALS	463,845.00	439,856.22	95%
	EXPENSE TOTALS	452,025.00	434,025.00	96%
Fund 018-Mental Health Totals	11,820.00	5,831.22		
	Beginning Fund Balance:	22,327.06		
	Ending Fund Balance:	28,158.28		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
029 Special Parks & Recreation Fund				
Revenue				
Taxes	13,165.00	12,760.57	97%	
Cash Balance Forward (Budgeted Resource)	409.00	0.00	0%	
Revenue Total	13,574.00	12,760.57	94%	
Expenses				
Contractual Services	13,165.00	13,165.00	100%	
Reserve for Cash Carryover & Contingencies	409.00	0.00	0%	
Expenses Total	13,574.00	13,165.00	97%	
	REVENUE TOTALS	13,574.00	12,760.57	94%
	EXPENSE TOTALS	13,574.00	13,165.00	97%
Fund 029 Special Parks & Recreation Totals	0.00	(404.43)		
	Beginning Fund Balance:	8,291.42		
	Ending Fund Balance:	7,886.99		

Fund	Amended Budget	Amt Received / Expended	% Rec'd Used	
030 Special Alcohol & Drug Fund				
Revenue				
Taxes	13,165.00	14,550.16	111%	
Cash Balance Forward (Budgeted Resource)	17,416.00	0.00	0%	
Revenue Total	30,581.00	14,550.16	48%	
Expenses				
Contractual Services	10,000.00	10,000.00	100%	
Reserve for Cash Carryover & Contingencies	20,581.00	0.00	0%	
Expenses Total	30,581.00	10,000.00	33%	
	REVENUE TOTALS	30,581.00	14,550.16	48%
	EXPENSE TOTALS	30,581.00	10,000.00	33%
Fund 030 Special Alcohol & Drug Totals	0.00	4,550.16		
	Beginning Fund Balance:	27,106.46		
	Ending Fund Balance:	31,656.62		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
083 Bond & Interest Fund				
Revenue				
Taxes	1,064,489.00	1,041,645.68	98%	
Other	54,845.00	54,844.67	100%	
Transfers In from Other Funds	611,825.00	987,841.72	161%	
Cash Balance Forward (Budgeted Resource)	143,618.00	0.00	0%	
Revenue Total	1,874,777.00	2,084,332.07	111%	
Expenses				
Contractual Services	1,694,463.00	1,695,362.50	100%	
Reserve for Cash Carryover & Contingencies	150,000.00	0.00	0%	
Expenses Total	1,844,463.00	1,695,362.50	92%	
	REVENUE TOTALS	1,874,777.00	2,084,332.07	111%
	EXPENSE TOTALS	1,844,463.00	1,695,362.50	92%
Fund 083 Bond & Interest Totals	30,314.00	388,969.57		
	Beginning Fund Balance:	150,560.06		
	Ending Fund Balance:	539,529.63		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
085 Noxious Weed Capital Outlay Fund				
Revenue				
Transfers In from Other Funds	10,000.00	0.00	0%	
Cash Balance Forward (Budgeted Resource)	98,568.00	0.00	0%	
Revenue Total	108,568.00	0.00	0%	
Expenses				
Capital Improvement & Outlay	108,568.00	0.00	0%	
Expenses Total	108,568.00	0.00	0%	
	REVENUE TOTALS	108,568.00	0.00	0%
	EXPENSE TOTALS	108,568.00	0.00	0%
Fund 085 Noxious Weed Capital Outlay Totals	0.00	0.00		
	Beginning Fund Balance:	89,776.58		
	Ending Fund Balance:	89,776.58		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
086 Public Health Capital Outlay Fd				
Revenue				
Grant Revenues	220,000.00	46,667.00	21%	
Cash Balance Forward (Budgeted Resource)	350,980.00	0.00	0%	
Revenue Total	570,980.00	46,667.00	8%	
Expenses				
Capital Improvement & Outlay	255,000.00	46,667.00	18%	
Reserve for Cash Carryover & Contingencies	315,980.00	0.00	0%	
Expenses Total	570,980.00	46,667.00	8%	
	REVENUE TOTALS	570,980.00	46,667.00	8%
	EXPENSE TOTALS	570,980.00	46,667.00	8%
Fund 086 Public Health Capital Outlay Totals	0.00	0.00		
	Beginning Fund Balance:	433,479.84		
	Ending Fund Balance:	433,479.84		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
087 Historical Museum Fund				
Revenue				
Taxes	184,312.00	180,513.24	98%	
Cash Balance Forward (Budgeted Resource)	5,551.00	0.00	0%	
Revenue Total	189,863.00	180,513.24	95%	
Expenses				
Contractual Services	185,000.00	185,000.00	100%	
Expenses Total	185,000.00	185,000.00	100%	
	REVENUE TOTALS	189,863.00	180,513.24	95%
	EXPENSE TOTALS	185,000.00	185,000.00	100%
Fund 087 Historical Museum Totals	4,863.00	(4,486.76)		
	Beginning Fund Balance:	8,871.93		
	Ending Fund Balance:	4,385.17		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
093 Special Equipment Fund				
Revenue				
Taxes	367,414.00	359,251.45	98%	
Reimbursements	130,288.00	136,803.03	105%	
Other	0.00	1,118.27		
Cash Balance Forward (Budgeted Resource)	45,017.00	0.00	0%	
Revenue Total	542,719.00	497,172.75	92%	
Expenses				
Contractual Services	0.00	116,535.70		
Capital Improvement & Outlay	432,580.00	216,131.75	50%	
Transfers Out to Other Funds	0.00	0.00		
Reserve for Cash Carryover & Contingencies	100,000.00	0.00	0%	
Expenses Total	532,580.00	332,667.45	62%	
	REVENUE TOTALS	542,719.00	497,172.75	92%
	EXPENSE TOTALS	532,580.00	332,667.45	62%
Fund 093 Special Equipment Fund Totals	10,139.00	164,505.30		
	Beginning Fund Balance:	188,808.27		
	Ending Fund Balance:	353,313.57		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
094 Special Road Fund				
Revenue				
Taxes	158,594.00	158,106.36	100%	
Grant Revenues	0.00	0.00		
Cash Balance Forward (Budgeted Resource)	612,530.00	0.00	0%	
Revenue Total	771,124.00	158,106.36	21%	
Expenses				
Contractual Services	0.00	286,762.32		
Commodities	0.00	48,542.24		
Capital Improvement & Outlay	755,000.00	0.00	0%	
Reserve for Cash Carryover & Contingencies	13,500.00	0.00	0%	
Expenses Total	768,500.00	335,304.56	44%	
	REVENUE TOTALS	771,124.00	158,106.36	21%
	EXPENSE TOTALS	768,500.00	335,304.56	44%
	Fund 094 Special Road Fund Totals	2,624.00	(177,198.20)	
	Beginning Fund Balance:	1,378,894.67		
	Ending Fund Balance:	1,201,696.47		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
098 CIP Fund				
Revenue				
Taxes	601,331.00	592,076.70	98%	
Reimbursements	0.00	9,691.36		
Cash Balance Forward (Budgeted Resource)	310,478.00	0.00	0%	
Revenue Total	911,809.00	601,768.06	66%	
Expenses				
Capital Improvement & Outlay	436,125.00	103,385.29	24%	
Transfers Out to Other Funds	359,875.00	359,875.00	100%	
Reserve for Cash Carryover & Contingencies	100,000.00	0.00	0%	
Expenses Total	896,000.00	463,260.29	52%	
	REVENUE TOTALS	911,809.00	601,768.06	66%
	EXPENSE TOTALS	896,000.00	463,260.29	52%
	Fund 098 CIP Totals	15,809.00	138,507.77	
	Beginning Fund Balance:	502,097.87		
	Ending Fund Balance:	640,605.64		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
180 Internal Services Fund			
Revenue			
Reimbursements	678,000.00	553,967.80	82%
Cash Balance Forward (Budgeted Resource)	79,822.00	0.00	0%
Revenue Total	757,822.00	553,967.80	73%
Expenses			
Commodities	678,000.00	538,755.38	79%
Reserve for Cash Carryover & Contingencies	79,822.00	0.00	0%
Expenses Total	757,822.00	538,755.38	71%
REVENUE TOTALS	757,822.00	553,967.80	73%
EXPENSE TOTALS	757,822.00	538,755.38	71%
Fund 180 Internal Services Totals	0.00	15,212.42	
Beginning Fund Balance:		114,909.27	
Ending Fund Balance:		130,121.69	



AGENDA ITEM

AGENDA ITEM #8.B

AGENDA DATE: December 13, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:
Monthly Department Reports

SUMMARY & BACKGROUND OF TOPIC:

Every month, departments have been asked to provide an update on the previous month's major activities. The reports are intended to keep the county commission informed about the appointed and elected departments. Attached are reports for Aging-Public Transit, Appraiser, Automotive, Community Corrections, Communications, Emergency Management, and Public Health.

ALL OPTIONS:

n/a

RECOMMENDATION / REQUEST:

Discussion Only

POLICY / FISCAL IMPACT:

n/a



120 W. Avenue B, Hutchinson, KS 67501

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

Monthly Report for November 2022

Submitted by

Barbara Lilyhorn

Director- Department of Aging and Public Transportation

Staff

There have been no changes in staff. Three full time Fixed Route Rcat driver positions remain open. The vacancies created 120 service hours weekly to be covered either by pulling drivers from Paratransit service and reducing the number of trips available and/or Overtime. There have been 3 applicants.

At my request, the IT Department printed large posters with the Reno County Mission & Values and Cultural Competencies. They did a great job. We placed these in the hallway in an area all staff pass several times each day.

Budget

The Department of Aging has spent 80% and the Department of Public Transportation has spent 59% of the Department budgets respectively – a composite total of 64% of the entire 002 expenditure budget as of 11/28/2022. Composite revenue is 64%.

Public Transportation Operations

I wrote and submitted the annual U.S.C 49-5311 Rural Transportation grant. This is always a multi-layered project that takes several weeks to prepare. The application will be reviewed, and the awards are usually announced in two sections. The capital awards are announced in March or April and the Operating portion is often announced in late April to early May.

The bimonthly meeting of the Reno County Public Transportation Commission was held.

Overall, the buses continue to be in good condition, parts were available this month for a body shop repair on a para transit bus. Due to a lack of parts, two other buses are awaiting repair- one for over a year. Both sustained damage to the battery box doors. The Reno County Automotive Department was able to make a temporary repair and the damage does not affect the safe operation of either vehicle. It will likely be another 12 months before the buses ordered in July of 2021 will be received.

Aging Operations

Since October 15, the Department staff and trained RSVP volunteers have been assisting people review/enroll in Medicare Part D plans for 2023. To date 350 people have received personal counseling. Significantly less people have signed up for counseling as compared to pre-COVID 19 open enrollment periods. Staff have been handling many phone call questions regarding Medicare Part D and we are concerned that people are signing up for plans without completely understanding the coverage.



RENO COUNTY
125 West First Ave.
Hutchinson, Kansas 67501
(620) 694-2915
Fax: (620) 694-2987

Re: Monthly report for beginning of December 2022

To: Randy Partington, County Administrator

Staffing changes or issues

The County Appraiser's office is fully staffed.

Financial summary

As of the end of November, the Appraiser will have spent approximately 82% of the year-to-date budget, with the majority of it being payroll. The remaining expenses were primarily regular/seasonal monthly expenses.

Projects/Issues/Challenges/Concerns

Personal Property

- Staff is working on valuation for tax year 2023.

Residential Department

- Staff is reviewing and validating sales as they come in.
- Staff is doing field visits, on-site hearings, and interior inspections as needed.
- Staff has completed the annual 17% review as mandated by statute.
- Compliance is sending reports to PVD as requests come in.
- Residential valuation for 2023 has begun.
- Staff is collecting payment under protest hearing applications as they come in now that tax bills have been mailed by the Treasurer.

Commercial Department

- Staff is reviewing and validating sales as they come in.
- Staff is doing field visits, on-site hearings, and interior inspections as needed.
- Staff has completed 17% review as mandated by statute.
- Staff is reviewing data collected and adjusting income models for various property types.
- The result of the Kohl's BOTA decision for the 2021 valuation is still pending. The county appraiser has engaged Keller Craig Associates to perform a fee-simple appraisal for the 2022 and 2023 tax years per KSA 79-503a, 79-1460, and 74-2433(g).



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

Budget YTD Summary

As of November 28th, 2022, we are at 88% of our overall budget of \$154,645. The internal services fund (fuel and parts) stands at 73% out of the budget of \$428,000.

Projects/Issues

We have received the new Ford Maverick for the Health Department and it has been placed in service. The F150 for the Sheriff's Department has been assigned to a convoy, so we are expecting it to arrive soon. It could be a challenge in the future with new vehicle orders as some of the manufacturers are going to an allotment system for orders. I'm not entirely sure how that will work but we will deal with it as it comes up.

We have continued to have a lot of warranty issues, mainly with transmissions, with the police interceptors in the Sheriff's Department.

The overall fuel cost for October for the WEX fuel card users was \$19,413.04.



COMMUNITY CORRECTIONS

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

County Commission Report

November 2022

Staffing

There are currently no open positions at Community Corrections.

Projects/Concerns

Reno County has two out-patient substance abuse treatment facilities who receive State funding to provide services to the uninsured and low-income individuals we supervise. Mirror Inc. announced they will be discontinuing services in Reno County at the end of November. This will significantly reduce the amount of substance abuse treatment services available in Reno County.

During the week of November 14, we hosted a three-day training for new probation officers who supervise youth assigned to Community Corrections. Staff from the Department of Corrections facilitated the training which covers the youth risk and needs assessment and case planning. Even though we hosted the training we did not have any Reno County staff who needed to attend the training.

Also, during the week of November 14, three of our officers attended training in Wichita to facilitate groups using the Substance Abuse Program curriculum. This cognitive-behavioral intervention includes teaching and practicing new skills with a focus on substance misuse. We currently have four officers facilitating two groups using this curriculum, one for men and one for women. Providing these groups not only helps clients learn and practice new skills it also helps officers become better at teaching the skills to clients. When officers facilitate these groups, they become more knowledgeable in evidence-based techniques and get practice in teaching them to clients. This has resulted in more effective one-on-one office appointments between officers and clients. Our goal is to transition experienced officers out of group facilitation and have the newly trained officers facilitating groups to improve in these skills.

Financial

Over the past year we have seen an increased need for housing for clients with severe and persistent mental illness or medical issues. While the number of clients we supervise who fit into this category is low, the costs of their needs is high. The agency has paid for several longer hotel stays for individuals who are unable to receive housing assistance through the normal social-service providers. Officers are making frequent checks on these individuals and working hard to connect them with agencies who are designed to provide housing and health services to this difficult population. Helping these people is the right thing to do, but it takes a lot of officers' time and is more costly to the agency.

Communications Monthly Report- November 2022

The main initiatives for the month: Facebook name change to Reno County, Kansas – Government, Facebook verification, and inform the public of county activities through social media posts. The Facebook name change and verification were achieved this month and there has been an increase of communication to the public through social media and our web site.

Press Releases: Seth Dewey receiving an award, new Communications Specialist, Health Advisory - Surge in Pediatric Respiratory Infections, Great American Smokeout/Third Thursday events, and December 1st Childcare Orientation Class.

Graphic Design: Reworked graphics for maintenance, custodial, Assistant District Attorney and Youth Services job openings, created Election Day reminder graphic, created two graphics for posts on Planning Commission Board and other board openings, and created graphics for Reno County offices closing on Veterans Day and Thanksgiving Day holidays.

Website: Created newflash stories: Great American Smokeout, Health Advisory – Surge in Pediatric Respiratory Infections, unofficial and official election results, and Seth Dewey receiving an award. I uploaded youth services intake assessments, moved information on the Childcare Orientation class on the Health Department web page, and published a video of Brenda Kowitz showing the new tax payment drop box option.

Videos/Audio/Photos: Video of Brenda Kowitz showing drop box for tax payments. Photos: Reno County Commission meetings, ONEOK award, voting on election day in Hutchinson and Buhler, the arrival of new historical photographs, ongoing photos of renovation in the Veteran's room and the courthouse overall, collecting building front photos, election canvass, Randy Partington Educator for a Day, new liner installation at the landfill, and a portrait of Heather Peterson with WIC at the health department.

Social Media:

- **Facebook Reno County:** 3,649 followers (+31), 18 posts
 - Top Post: ONEK's Nathan Alexander presented award (11.01.22)
 - 6940 reach, 434 engagement, 12 shares, 228 reactions, 22 comments
 - Reactions: 196 likes, 30 loves, 2 surprises
- **Twitter:** 862 followers (+3), 14 tweets
 - Top post: Election Day reminder (11.07.22)
 - 731 impressions, 35 engagements, 3 retweets
- **YouTube:** 239 subscribers (+15) 2 videos – County Commission and Drop Box for Tax Payments
 - Top video: Reno County Commission Meeting (11.22.22)
 - 49 views
- **LinkedIn:** 82 followers (+17) 2 posts - Public Health Thank You Day and Educator for a Day events.

Committee Meetings: Historical Photo Courthouse Project, enlargements arrived and will be up soon.

Other: I spoke to the Reno County Sheriff Dept. about getting drone photos and footage. I worked with Megan Davidson about photographing the new cell and liner installation at the landfill. I closed out helpdesk tickets. I worked with Laurie Moody to get access to the county's Instagram account. I worked with the Emergency Management Department on future projects and events. I am currently working on creating radio/web advertising for current Reno County job openings.



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.

Budget YTD summary

At the end of November, Emergency Management has used 83% of its year-to-date budget. 258% of the fuel budget has already been used for 2022.

Projects/Issues/Challenges/Concerns

Activities:

- During November, the focus was to wrap up year in projects that will be implemented in 2021
 - The updated burn resolution and permitting process is completed. It will be presented to the BOCC in the coming weeks in hopes to be implemented January 1, 2023.
 - There is a resolution to increase the stipend for volunteer firefighters that will be presented to the BOCC in December. We would like to implement this January 1, 2023.
 - We have completed the rewrite of the County's Emergency Operations plan. The plan will need approval from the Chairman to be sent to the state for review. Once the state reviews, recommends changes, and approves the plan, it will be presented to the BOCC for formal adoption.

RE: Monthly report ending November 2022

Dear Randy Partington, County Administrator:

Staffing Vacancies:

We are fully staffed, at this time.

Program Updates:

Admin/Finance/Health Information Management (HIM). Staff continue to look at efficiencies with CureMD and offer remedial training for staff knowledge and improvement.

Clinical – Basic Health Services (BHS), Maternal Child Health (MCH), Family Practice (FP), Older Adult Services (OAS), and Epidemiology. As an epidemiology update, many respiratory illnesses are still spreading throughout the county, particularly flu, RSV, and influenza like illness. As of mid-November, about 18% of Emergency Department visits in the county were due to acute respiratory illness. Covid-19 cases have remained stable the past few weeks but has the potential to increase with new variants and the winter season.

COVID-19 Update. As of 11/30/22, the weekly total number of cases in Reno County has remained fairly stable since the beginning of October. The most recent week ending on November 26th had a total of 82 cases and equal to about 132 cases per 100,000 people. KDHE anticipates Reno County will continue to have around 50 cases per week through mid-December. The number of COVID-19 cases per day have been variable over the past few days, with the most being 26 cases and the least being 6 cases. On November 26th, there were a total of 6 new cases. The percentage of emergency department (ED) visits for COVID-19 have started to decrease since this summer. Over the past few months, the percentage of COVID-19 ED visits have decreased from over 7% of all visits and stabilized around 2% to 3% of all visits last week. As of 11/30/22, there were 7 patients hospitalized with COVID-19. As on 11/26/22, 5,425 Covid-19 bivalent booster shots had been administered in Reno County.

Vaccine Administration. The Health Department is offering the bivalent covid-19 booster vaccines. Flu season is upon us, so the Health Department is also administering flu vaccines, which can be given at the same time as a COVID-19 vaccine.

WIC – Women, Infant & Children. We have 1064 active clients (have used at least 1 item on food benefits) out of 1252 participating (received benefits). FFY 2022 assigned participation: 989 clients. Breastfeeding Peer Counselors held 2 events with 10 participants.



Health Education – Chronic Disease and Risk Reduction (CDRR), Opioid Overdose to Action (OD2A), Rural Response to the Opioid Epidemic (RROE), Pathways to a Healthy Kansas, and Community Education. CDRR-Staff promoted the American Cancer Society’s Great American Smokeout on November 17th. Staff also presented tobacco education to Reno Valley, Nickerson freshman, McCandless, Faris, and Fairfield. OD2A-Staff working with the ODMAP Learning Community on how to use ODMAP in communities for more than just overdose prevention. RROE-Staff are reaching out to safety committees in major industries to educate them on opioids in the workplace. Staff conducted 6 naloxone training sessions; 120 people reached. Pathways-the leadership team is regrouping and refocusing efforts. CHA/CHIP-Finishing up on focus group meetings. Community Education-Staff presented at Hutch High School Professional Development Day with Rise Up Reno on substance trends and overdose awareness; 175-200 participants. Staff taught a fall prevention education class at Mission Place; 15 participants.

Environmental Health (EH). A Licensed Soil Scientist met with staff to validate skills and provide reminder tips. Staff met with the county counsel regarding an easement, met with Planning & Zoning staff on a proposed development along 30th street, investigated several surfacing sewage complaints, and worked with IT on software enhancement.

Licensed Child Care (LCC). Staff conducted a monthly orientation class, 5 home annual surveys, 1 center annual survey, 1 school age program annual survey, 2 home compliance surveys, 1 center complaint survey, 3 school age program annual survey, 1 home initial survey, attended the childcare systems monthly meeting, and our new surveyor was individually shadowed by KDHE supervisor.

Preparedness (PHEP). Staff continue work on staff training and policy development, work with our community partners on the law enforcement planning committee (LEPC) requirements, and are starting to work with the county’s communication specialist on preparedness resources on our website.

Becoming a High(er) Performing Organization. Throughout the month, we had been engaging staff in the creation of communication for our upcoming Strategic Planning session.

Sincerely,

Karla Nichols, Director of Public Health

