



## REGULAR SESSION

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 Annex Conference Room  
125 W. 1st Avenue, Hutchinson  
Tuesday, February 22, 2022, 9:00 AM**

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**
  - 6.A Vouchers (bills or payments owed by the county or related taxing units).
  - 6.B Drafted BOCC January 25th and February 8th, 2022 minutes
  - 6.C Resolution to cancel certain county warrants from 2019
  - 6.D Audit/Financial Statement Services by Adams Brown, LLC (Updated engagement letter)
  - 6.E Fiber Lease Agreement with IdeaTek to Reno County Landfill
  - 6.F Noxious Weed Annual Management Plan and Eradication Progress Report
  - 6.G Letter of Support for Strataca - Kansas Underground Salt Museum for their Tourism Attraction Sub-Grant for Kansas (TASK) grant application.
  - 6.H Purchase of 5 New bull mobile Litter Fences at the Solid Waste Department from Metta Technologies for \$43,240
  - 6.I Declaration of local disaster from February 8, 2022 expiring February 15, 2022 due to wildfires conditions
  - 6.J Extension of Declaration of local disaster from February 16, 2022 to February 23, 2022
7. **Business Items**
  - 7.A Yearly update from Emergency Management Director
  - 7.B Raise in Reimbursement cost to house State Parole Violators.
  - 7.C Reno County Advisory Board/Committee Guidelines
8. **County Administrator Report**
  - 8.A Monthly Department Reports

**9. County Commission Report/Comments**

**10. Adjournment**



## AGENDA ITEM

## **AGENDA ITEM #6.B**

**AGENDA DATE:** February 22, 2022

**PRESENTED BY:**

**AGENDA TOPIC:**

Drafted BOCC January 25th and February 8th, 2022 minutes

**SUMMARY & BACKGROUND OF TOPIC:**

none

**ALL OPTIONS:**

Approval

**RECOMMENDATION / REQUEST:**

Approval by the Board

**POLICY / FISCAL IMPACT:**

none

January 25, 2022  
Reno County Annex  
Hutchinson, Kansas

The Board of Reno County Commissioners held the agenda session at the Annex Conference Room with Chairman Daniel Friesen, Commissioner Ron Sellers and Commissioner Ron Hirst, County Administrator Randy Partington, County Counselor Patrick Hoffman, and Minutes Clerk Cindy Martin, present.

The meeting began with the Pledge of Allegiance followed by a short sectarian prayer led by Lead Pastor Curt Vogt, Buhler Mennonite Brethren Church.

Commissioner Friesen requested to move item 7C to 7A1 for the American Rescue Plan Act Taskforce report. Also, item 7F Human Resources Annual Report to be deferred to a future meeting. The Board by consensus agreed to make these changes to the agenda.

There were no public comments.

**Mr. Sellers moved, seconded by Mr. Hirst, to approve the Consent Agenda consisting of items 6A through 6F including the Accounts Payable Ledger for claims payable on January 21, 2022, totaling \$509,929.84, claims payable on January 28<sup>th</sup>, 2022 totaling \$383,303.19; Also directs the Chairman to sign minutes for December 28<sup>th</sup>, 2021, January 11<sup>th</sup>, 2022; Board approval for the County Administrator 2022 Employment Contract; to approve a reappointment of Emergency Management Director Adam Weishaar to the South Central Kansas Homeland Security Council as Reno County's representative effective 1/25/22 through 12/31/23; next was approval for a Resolution **#2022-03: A RESOLUTION PURSUANT TO K.S.A. 79-2801 DIRECTING THE FILING OF A REAL ESTATE TAX FORCLOSURE ACTION;** last item was SCS Engineers 2022-2024 Solid Waste Consulting Services Proposal for Reno County Solid Waste Facility estimated costs for a three year proposal; **2022: \$478,600; year 2023: \$303,000; year 2024: \$309,400.****

Commissioner Sellers requested a reminder from Mr. Partington for consent item C, Administrator's Employment Contract. In paragraph 12A it speaks about the County Administrator's evaluation. He suggested reviewing the evaluation in the fall with the commission that has experience with the Administrator before the new Commissioners join the Board. He thought there was a misrepresentation on the reappointment of Adam Weishaar where it stated his current term was to 2023 from 2016 when it currently

had expired in 2022. Mr. Partington replied that it should state the current term expired in 2022 with the reappointment to be renewed through 2023.

County Administrator Randy Partington replied to Mr. Friesen's question on consent item 6F about going out for bids, SCS Engineers 2022-2024 Solid Waste Consulting Services Proposal for Reno County. Mr. Partington stated this was a three-year agreement instead of an annual proposal. There was only one other company in Kansas besides SCS. Mr. Hirst was comfortable with no other bids since SCS had a good working relationship with Solid Waste. Mr. Sellers stated that in three years he would be in favor of looking at other options. He agreed with Mr. Hirst that SCS does a great job at the Landfill and has a favorable long-standing relationship with them. Mr. Partington noted the first year's cost on the proposal was higher because of the new cell construction.

The consent agenda motion was approved by a roll call vote of 3-0.

Jackson Swearer, member of the ARPA Task Force Organization had a presentation for the Board on the Civic Engagement Report. The presentation was narrated by Kansas State Dr. Sean Eddington along with his team who developed the data collected by the Task Force. They outlined seven key funding priorities: (1) childcare being the highest priority, (2) strengthening workforce development program, (3) developing more affordable housing, (4) mental health, (5) support local and small businesses, (6) expanding access to healthcare, (7) enhancing quality of life through access to park development. Dr. Eddington reviewed the ARPA Funding Categories: as support public health, address negative economic impact, broadband infrastructure, provide pay for essential workers, water and sewer infrastructure, equity focused issues, and another category for possibilities.

The Board by consensus requested to review the findings and schedule a study session for discussions. They thanked all the Taskforce staff and citizens for their fantastic report and appreciated all their efforts.

Mr. Jackson stated the recommendation by the Task Force was to put the largest portion of the money toward childcare. They were working with K-Ready Reno County regarding the distribution of funds.

Mr. Hirst questioned the housing part of the report. Dr. Eddington explained the housing updates for tenants and owners. He briefly reviewed grants for investments and economic rehab on existing buildings. Mr. Hirst asked if Neighborhood Revitalization Program was mentioned. Dr. Eddington replied that it had not been brought up.

United Way representative Lisa Gleason spoke about the next couple of months a market study for the cost of childcare, wages paid to them, and what the need in Reno County was for childcare would be compiled and brought to the Commission.

Task Force member Aubrey Patterson spoke about the seven priorities with childcare being the primary concern of Reno County citizens. She said people want this issue solved and the timing was right to address the issue now.

President of NAACP Calvin Wright voiced his concern about inclusion requesting that when the reports are finished, and organizations come together, that all minorities who usually aren't included be a part of inclusion.

Mr. Sellers mentioned having Dr. File attend the study session to give an overview on Strengthening Workforce Development. The Board would discuss the other two concerns: childcare and housing. The Board decided to have the County Administrator make a list of questions for the first study session.

Deputy Clerk Jenna Fager met with the Board to recommend approval for a resolution to divide Reno County. She explained the division of County Commissioners into five commissioner districts as compact and equal in population as possible pursuant to K.S.A. 19-204. On January 6, 2022, the Reno County Clerk's Office received the Census 2020 redistricting Data Summary File by the Office of Secretary of State, Division of Census, these boundaries were for population adjustments only. **Mr. Sellers moved, seconded by Mr. Hirst, to approve RESOLUTION #2022-04; A RESOLUTION DIVIDING RENO COUNTY INTO COMMISSIONER DISTRICTS PURSUANT TO K.S.A. 19-204** as mapped and outlined by Ms. Fager. The motion was approved by a roll call vote of 3-0.

Maintenance Director Harlen Depew met with the Board to update them on the progress of Pishny Restoration projects. He introduced Corey Thomas, John Underwood of Pishny Restoration and Architect Brad Doeden, GLMV. Mr. Depew stated it had been one year since the beginning of the earthquake damage project, comprehensive window restoration and general exterior

weatherization of the building project and the original finish date was 365 days from the start. They ran into various obstacles however most of those obstacles have been eliminated and completed. Mr. Thomas explained the causes for the delays. Mr. Underwood briefly spoke on the four different scopes of work and their percentages of completion stating they were anticipating a June date to be completed.

Mr. Doeden commented on a solution for the domes stone repair. They were looking at a special bonding agent. Mr. Doeden liked working with Pishny Restoration because they do quality work.

Mr. Depew added his thanks to the county staff showing their understanding for noise and the cold, setting a good example of Teamwork with Pishny.

At 10:20 the meeting recessed for seven minutes.

The meeting reconvened with all Commissioners, County Administrator Randy Partington, County Counselor Patrick Hoffman, and Minutes Clerk Cindy Martin, present.

Aging/Transportation Director Barbara Lilyhorn met with the Board for a presentation on Reno County Area Transit Fixed Route Revision and Restructure. She said the route restructure began in 2020 when they altered the way they were doing business. The current routes have reduced hours throughout COVID without wasting gas with a decline in ridership we needed to find the best way to serve the community. This would be a semi-permanent change and the public would have 30 days for comments that would be reviewed. KDOT has accepted the changes and approved them. When COVID has run its course, we will return to expand the service model.

Mike Ellis, Safety Maintenance Coordinator explained the route maps legend to the Board. He said this was an hourly route each leg is 30-minutes to and from. Mr. Hirst questioned outside the fixed route areas was a ride available. Mr. Ellis replied they have the opportunity to apply for a para transit (door to door service) or apply for an on-demand service. **Mr. Hirst moved, seconded by Mr. Sellers,** to approve the Fixed Route revision and restructure as outlined by Ms. Lilyhorn. The motion was approved by a roll call vote of 3-0.

The Board asked Ms. Lilyhorn to come up with a plan for signage of routes. Ms. Lilyhorn replied that she would and report back to the Board.

Ms. Lilyhorn was also available for her Department of Aging and Public Transportation Annual Report.

Human Resources Annual Report was deferred to a future meeting.

County Administrator report:

Mr. Partington mentioned monthly department reports. He noted the Service Awards Ceremony tomorrow at 2:00 p.m. in the Veterans Room at the Courthouse. He stated there were two more flash passes for the Chamber Breakfast on Thursday from 8:00 a.m. to 9 a.m. he and Mr. Sellers were going to attend.

Mr. Friesen suggested changing the department annual reports, he said the graphs and budgets were going in the right direction.

County Commission Reports:

Mr. Hirst appreciated ARPA people that were involved looking at the long-term investment of the funds available.

Mr. Sellers spoke about preliminary thoughts on Reno County housing meeting to bring back some ideas in the study session.

Mr. Friesen spoke about quarterly reports keeping issues in mind for the study session. He was going to report on Economic Development. He mentioned the COVID challenge in Reno County had been handled well, we were not trending with national numbers for hospitalization, and he thanked the health workers for that.

At 11:05 a.m. the meeting recessed for five minutes.

The meeting reconvened with all Commissioners, County Administrator Randy Partington, County Counselor Patrick Hoffman, and Minutes Clerk Cindy Martin, present.

**At 11:10 a.m. Mr. Friesen moved** to recess into executive session not to exceed 30 minutes with the governing body, County Administrator, and County Counselor to discuss the subject of the performance of one or more employees within the Appraisal Department; the justification for the executive session is the need to discuss personnel matters related to non-elected personnel. There was to be no action taken after the executive session, **Mr. Hirst seconded the motion.** The motion was approved by a roll call vote of 3-0.



At 11:30 a.m. Mr. Friesen moved, seconded by Mr. Hirst, to extend the executive session for 10-minutes until 11:40 a.m. The motion was approved by a roll call vote of 3-0.

At 11:40 a.m. Mr. Sellers moved after the first executive session to recess into executive session on an attorney/client privilege to discuss the subject of county contracts with the executive session justified by the need to discuss with the County Counselor subjects which would be deemed privileged. The session is anticipated to last for 10-minutes at which time the Board will resume its agenda meeting and County Administrator Randy Partington is requested to remain for the executive session **seconded by Mr. Friesen.** The motion was approved by a roll call vote of 3-0.

At 11:50 a.m. the meeting returned to regular session and adjourned until 9:00 a.m. Tuesday, February 8th, 2022.

Approved:

\_\_\_\_\_  
Chair, Board of Reno County Commissioners

(ATTEST)

\_\_\_\_\_  
Reno County Clerk  
cm

\_\_\_\_\_  
Date

February 8, 2022  
Reno County Annex  
Hutchinson, Kansas

The Board of Reno County Commissioners held the agenda session at the Annex Conference Room with Chairman Daniel Friesen, Commissioner Ron Sellers and Commissioner Ron Hirst, County Administrator Randy Partington, County Counselor Patrick Hoffman, and Minutes Clerk Cindy Martin, present.

The meeting began with the Pledge of Allegiance followed by a short sectarian prayer led by Pastor Kendall Sheats, Hope Church.

County Planner Mark Vonachen recognized and appreciated Lisa French thanking her for her service on the Reno County Planning Commission Board from 2013 to 2021. He said her skills helped board members to understand changes that were needed in the zoning regulations.

The Board added their comments on how Ms. French controlled and conducted with dignity the difficult wind meetings. They all appreciated her leadership and thanked her for her nine-years of volunteer service to the Reno County community. Commissioner Friesen read and presented the plaque to Ms. French.

Ms. French stated it was a rewarding experience and she felt she was leaving with the Planning Board in a much better position to address what comes next. She thanked the Board and said she enjoyed her time spent with the Reno County Planning Commission.

There were no public comments or additions to the agenda.

**Mr. Sellers moved, seconded by Mr. Hirst, to approve the Consent Agenda consisting of items 6A through 6F including the Accounts Payable Ledger for claims payable on February 4th, 2022, totaling \$1,454,249.96, claims payable on February 11th, 2022 totaling \$1,258,762.42; and also consisting of pending Added, Abated and Escaped Taxation Change Orders numbered 2022-64, 65, 67, 79, 80, 87 and 96. To approve permission to spend up to \$51,000 total, including trade in of three vehicles: 1) 2007 GMC Envoy with 119,718 miles, 2) 2005 Envoy 154,772 miles, and 3) 2006 Dodge Dakota with 100,701 miles, to replace one new compact SUV vehicle for the District Attorney and one new compact SUV vehicle for the Appraiser; to approve Planning Case 2020-09; Resolution #2022-05: A RESOLUTION REVISING AND UPDATING THE APRIL 2016 EDITION OF THE RENO COUNTY ZONING REGULATIONS BY AMENDING THE TABLE OF CONTENTS, ARTICLE 15-105(14), AND CREATING ARTICLE 23 AND**

**INCORPORATION BY REERENCE NEW REGULATIONS**, pertaining to Commercial Wind Energy Conversion Systems; next was approval for a Resolution #2022-06: **A RESOLUTION AMENDING THE OFFICIAL ZONING DISTRICT BOUNDARY MAP FOR RENO COUNTY PURSUANT TO ARTICLE 1-103 JURISDICTION OF THE RENO COUNTY ZONING REGULATIONS OF RENO COUNTY, KANSAS 2016 EDITION FOR A PORTION OF RENO COUNTY, KANSAS**, pertaining to expanding the Zoning Regulations countywide as it relates to Commercial Wind Energy Conversion Systems; approve County Appraiser Contract with Kansas Department of Revenue (PVD). The consent agenda motion was approved by a roll call vote of 3-0.

County Clerk Donna Patton met with the Board to discuss a resolution to cancel certain county warrants from 2019. Ms. Patton would request Reno County Communication Specialist Laurie Moody put a list of names on the website for the next two weeks for people to call into the Clerk's Office (620)694-2934 or Treasurer's Office (620)694-2932 to re-issue a check. She stated she would be returning in two weeks with an updated resolution with the final amount of the warrants to be canceled and they would not be re-issued.

Mr. Friesen asked the County Administrator for an explanation of how six Reno County Boards/Committees selected members and how their Appointment Procedures work. Mr. Partington explained why the various boards/committee appointments came before the Board and what authorizations were by Kansas Statutes, County Resolutions and Commission directives. Mr. Friesen's main concern was for the public to have the opportunity to enter their name on an application to become a member of a board or committee. Mr. Friesen thought an application needed to be uniform for new or renewed members. He asked the Board to consider evaluating positions and create a policy for applicants. The Board briefly discussed several items they wanted included in a policy having Mr. Partington draft the ideas and return.

County Administrator report:

Mr. Partington attached department updates for the Boards review. He reviewed a 2021 Financial Report stating the final numbers would be after February 2022 and highlighted totals for departments.

Mr. Hirst requested to let the public know the Capital Funds account was building for any future county projects.

Mr. Sellers asked for an update on the approved wage increases by the Board and their effective dates. Mr. Partington replied that the 2-percent cost of living went into effect January and the wage increases would be effective on the February 18<sup>th</sup> payroll. Mr. Sellers then asked if the issues with the new Health Insurance had been worked out. Mr. Partington replied most of them had been taken care of stating that Blue Cross and Blue Shield was all in one package and the new insurance was a combination of different pieces and the consultant was working with the county on all those issues. Mr. Sellers then inquired when the Solid Waste new scale would be open. Mr. Partington replied that February 14<sup>th</sup> the new scale would be up and operational however Solid Waste Director Megan Davidson said she would have a grand opening in March.

Mr. Friesen inquired if a staff survey had been taken. Mr. Partington stated that it had not however they were to have a Benefit's Committee meeting this week.

Mr. Hirst commented on an email he sent to Finney County on how they handled the county childcare and Early Learning Network, coordinating it between the Jr. College/City/County. He was advised by County Counselor Mr. Hoffman to contact Lincoln County for information on childcare also. He believed ten-months was to long for the report discussed in last week's meeting, in his opinion it needed to be sped up. He had a discussion with Community Corrections Director Randy Regehr regarding the ARPA funds and the state legislature decisions.

Mr. Friesen commented on one format change for the Commissioners Comments part of the agenda. He believed the members of the Board should have time to respond on topics brought up by the other members.

Mr. Sellers was pleased to recognize Lisa French for her involvement with the Planning Commission. He stated in some cases recently the citizens misunderstood how the Planning Commissioners worked and how they operate. The members on the Planning Commission are a group of volunteers not paid by the county, they care about their community and donate their time and energy on cases making Reno County a better place to live. On a positive note, the lines at the Treasurer's Office seem to have no lines and it was suggested that more people maybe using the mail-in renewals or not coming in on the last day of the month. He commented on today's agenda shows the county administrator is responsible for the day-to-day actions of the county and the Commissioners job is to provide input on important issues.

Mr. Hirst stated the Chairman of the Planning Commission Russ Goertzen asked to visit keeping everyone on the same page with this Board, Mr. Vonachen, Mr. Brittain, and Mr. Partington. The Board agreed by consensus to have Mr. Partington schedule a lunch or dinner meeting.

Mr. Friesen suggested on the Planning Commission written policy stating that members were not elected to the position but were appointed. If a citizen had a problem with the Planning Commission, they should come speak with this Board. The Board had an invitation from Solid Waste to see the first truck go over the scale on Valentine's Day, February 14<sup>th</sup>, 2022, Mr. Sellers would be attending. Mr. Partington said a press release stated it was open to the public since this was a ribbon cutting ceremony at 8:00 a.m. but Ms. Davidson had stated to him that the open house would be in March 2022. Mr. Friesen thought the county should consider electronically updating maps in real time on our website for road conditions, i.e., snow or flooding. Mr. Partington would check with Public Works Director Don Brittain on the feasibility. Mr. Hirst mentioned the Sheriff did updates with road conditions on Facebook.

At 9:55 the meeting recessed for ten minutes.

The meeting reconvened with all Commissioners, County Administrator Randy Partington, County Counselor Patrick Hoffman, and Minutes Clerk Cindy Martin, present.

Commissioner Friesen mentioned the Board agreed by consensus to work through lunch after an agenda meeting in March. He stated they would discuss in a study session the ARPA Funding.

**At 10:05 a.m. Mr. Friesen moved** to recess into executive session with the governing body, County Administrator, and County Counselor to discuss the subject of the performance of one or more fire district personnel with the executive session justified by the need to discuss personnel matters of non-elected personnel in confidence. The session is anticipated to last for 30-minutes at which time the Board will resume its agenda meeting and another motion will be made to recess into a 2nd executive session on a separate matter with no formal decision to be made on the matter discussed, **Mr. Hirst seconded the motion.** The motion was approved by a roll call vote of 3-0.

**At 10:35 a.m. Mr. Friesen moved, seconded by Mr. Hirst,** to extend the executive session for 5-minutes until 10:40 a.m. The motion was approved by a roll call vote of 3-0.

**At 10:40 a.m. Mr. Friesen moved** to go into executive session until 11:00 a.m. with the governing body to discuss the subject of county legal agreements with the executive session justified by the need to discuss with the County Counselor subjects which would be deemed privileged by the attorney/client privilege requesting the County Administrator to remain. The Board will resume its agenda meeting with no formal decision to be made on the matter discussed and adjourn for the day, **seconded by Mr. Hirst.** The motion was approved by a roll call vote of 3-0.

At 11:00 a.m. the meeting returned to regular session and adjourned until 9:00 a.m. Tuesday, February 22nd, 2022.

Approved:

\_\_\_\_\_  
Chair, Board of Reno County Commissioners

(ATTEST)

\_\_\_\_\_  
Reno County Clerk  
cm

\_\_\_\_\_  
Date



## AGENDA ITEM

## **AGENDA ITEM #6.C**

**AGENDA DATE:** February 22, 2022

**PRESENTED BY:** County Clerk Donna Patton

**AGENDA TOPIC:**  
Resolution to cancel certain county warrants from 2019

**SUMMARY & BACKGROUND OF TOPIC:**

These certain warrants were against funds of the county treasury and a period of more than two years has elapsed since the signing of those warrants. A "draft" of resolution is attached and the actual Resolution will be presented at the February 22nd Agenda meeting on Tuesday since the Clerk's Office would be accepting calls from recipients up until February 21st to have checks reissued. The warrants to be canceled, and all balances accruing from unpaid canceled warrants will revert to the county fund which such warrants were drawn.

**ALL OPTIONS:**

Approve or deny resolution

**RECOMMENDATION / REQUEST:**

The Board to approve the resolution to cancel warrants and not reissue them.

**POLICY / FISCAL IMPACT:**

None

DRAFT

RESOLUTION 2022-\_\_\_\_\_

A RESOLUTION TO CANCEL CERTAIN COUNTY WARRANTS

Whereas, the Board of County Commissioners of Reno County, Kansas issued certain warrants against the funds of the county treasury and a period of more than two years has elapsed since the signing of such warrants; and

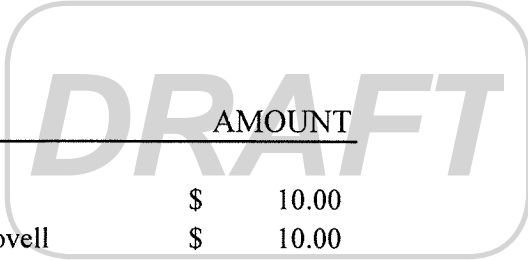
Whereas, during said time the persons entitled thereto have not appeared to claim such warrants, or such warrants have not been presented to the County Treasurer for payments; and,

Whereas, such warrants may, at the discretion of the Board of the County Commissioners, pursuant to K.S.A. 10-815, be canceled and set aside upon the record of the county.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, that the following warrants be canceled, and that all balances accruing from such unpaid canceled warrants shall revert to the county fund which such warrants were drawn.

FUND	CHECK #	DATE	PAID TO	AMOUNT
County General	131013	01/04/2019	Butler, Nicole	\$ 157.15
County General	131294	01/18/2019	Collyar, Earl Lee Ii	\$ 10.00
County General	131302	01/18/2019	Galliard, Victor Lynn	\$ 10.00
County General	131306	01/18/2019	Heathcott, Marcus Allen	\$ 10.00
County General	131308	01/18/2019	Kalish, Dawn M	\$ 10.00
County General	131313	01/18/2019	Long, Christina Jo	\$ 10.00
County General	131317	01/18/2019	Mccarthy, Mary Louise	\$ 10.00
County General	131323	01/18/2019	Popkey, Colton Dale	\$ 25.26
County General	131550	02/01/2019	Dickson, Eileen	\$ 10.00
County General	131551	02/01/2019	Dickson, Richard	\$ 10.00
County General	131938	02/22/2019	Bartholomew, Julie Ann	\$ 17.63
County General	131958	02/22/2019	Christians, Julia	\$ 10.00
County General	131998	02/22/2019	Hays, Jared Paul	\$ 10.00
County General	132002	02/22/2019	Henderson, Timothy	\$ 10.00
County General	132023	02/22/2019	Lowrey, Julie Ann	\$ 10.00
County General	132041	02/22/2019	Oeberst, Jaime	\$ 63.41
County General	132078	02/22/2019	Stewart, Stephanie Diane	\$ 10.00
County General	132640	03/29/2019	Allen, Linda J	\$ 10.00
County General	132656	03/29/2019	Conlon, Victoria Scarlett	\$ 10.00
County General	132660	03/29/2019	Evans, Benjamin David	\$ 10.00
County General	132662	03/29/2019	Exposito, Norma Kay	\$ 10.00
County General	132684	03/29/2019	Mcmann, Linda J	\$ 48.15
County General	132691	03/29/2019	Patterson, David T	\$ 10.00
County General	132707	03/29/2019	Stapleton, Ricky E	\$ 10.00
County General	132719	03/29/2019	Winchester, Brec H	\$ 10.00
County General	133071	04/19/2019	Aikens, Corey M	\$ 10.00





FUND	CHECK #	DATE	PAID TO	AMOUNT
County General	133082	04/19/2019	Borgstrom, Ashley	\$ 10.00
County General	133090	04/19/2019	Chaney, Jeremy Lovell	\$ 10.00
County General	133098	04/19/2019	Day, Tyler Carl	\$ 10.00
County General	133124	04/19/2019	Hull, Mollie Ann	\$ 21.99
County General	133125	04/19/2019	Irsik, Randy Steele	\$ 10.00
County General	133126	04/19/2019	James, Zachary Merle	\$ 10.00
County General	133150	04/19/2019	Murphy, Lisa Ann	\$ 10.00
County General	133154	04/19/2019	Ocon, Juan	\$ 10.00
County General	133190	04/19/2019	Wellington, David Scott	\$ 10.00
County General	133346	04/26/2019	Black, Joseph R	\$ 10.00
County General	133359	04/26/2019	Burgess, Darin Owen	\$ 10.00
County General	133435	04/26/2019	Mciver, Marty Allen	\$ 10.00
County General	133441	04/26/2019	Miller, Kelli	\$ 52.51
County General	133443	04/26/2019	Miller, Arno	\$ 79.24
County General	133451	04/26/2019	Nall, Tanner Matthew	\$ 10.00
County General	133456	04/26/2019	Oller, Jerry Lee	\$ 48.15
County General	133457	04/26/2019	Palmer, Teresa A	\$ 40.00
County General	133461	04/26/2019	Polson, Kelly Renee	\$ 10.00
County General	133467	04/26/2019	Reed, Gabrielle	\$ 10.00
County General	133471	04/26/2019	Robertson, Ryan	\$ 10.00
County General	133839	05/17/2019	Cook, Tracy Lauren	\$ 10.00
County General	133875	05/17/2019	Waters, Erica J	\$ 31.80
County General	134757	07/12/2019	Dillon, Bernadett Ann	\$ 10.00
County General	135326	08/16/2019	Brozek, Robert Paul	\$ 10.00
County General	135330	08/16/2019	Crow, Sara Louise	\$ 10.00
County General	135338	08/16/2019	Gilbert, Cole Benjamin	\$ 10.00
County General	135362	08/16/2019	Ummel, Lynita Kay	\$ 10.00
County General	135414	08/23/2019	DAWN VARNEY	\$ 85.19
County General	135844	09/13/2019	Jump, Skylar	\$ 10.00
County General	135966	09/20/2019	Allen, Annasthasia	\$ 20.00
County General	135976	09/20/2019	Bishop, Travis Quentin	\$ 40.00
County General	135981	09/20/2019	Cable, Merlin Ray	\$ 10.00
County General	135999	09/20/2019	Fallon, Patrick S	\$ 10.00
County General	136012	09/20/2019	Golding, Kristen Marie	\$ 17.54
County General	136033	09/20/2019	King, Kristin Nicole	\$ 10.00
County General	136054	09/20/2019	Milligan, Bobbie J	\$ 10.00
County General	136060	09/20/2019	Oneal, Carlos Eugenio	\$ 10.00
County General	136089	09/20/2019	Suppes, James Edward	\$ 10.00
County General	136101	09/20/2019	Welch, Dennis Ray	\$ 10.00
County General	136469	10/11/2019	Moore, Dee A	\$ 27.40
County General	136471	10/11/2019	Murray, Johnathon Jacob	\$ 10.00
County General	136482	10/11/2019	Sheahan, Chrystal Dawn	\$ 40.00
County General	136484	10/11/2019	Stegman, Kelli Danae	\$ 10.00
County General	137462	11/22/2019	Heath, Terry L	\$ 10.00

FUND	CHECK #	DATE	PAID TO	AMOUNT
County General	137464	11/22/2019	Hein, Andrew John	\$ 10.00
County General	137474	11/22/2019	Johnson, Candice Adalia	\$ 10.00
County General	137475	11/22/2019	Johnson, Darin E	\$ 10.00
County General	137476	11/22/2019	Johnson, Teresa Lynn	\$ 10.00
County General	138039	12/27/2019	Hackler, Debra Jean	\$ 10.00
County General	138063	12/27/2019	Sullivan, Patrick W	\$ 10.00
County General	138065	12/27/2019	Tolbert, Donald R	\$ 10.00

**FUND TOTAL \$ 1,415.42**

**DRAFT**

FUND	CHECK #	DATE	PAID TO	AMOUNT
Treasurer's Checks	922339	02/11/2019	Elizabeth Zink	\$226.02
Treasurer's Checks	922352	02/22/2019	Sunview Park, Tymeann	\$6.94
Treasurer's Checks	922391	02/28/2019	Rimbey, Kevin, L	\$139.56
Treasurer's Checks	922418	03/08/2019	ALLAN J BARTON	\$17.76
Treasurer's Checks	922634	05/09/2019	Arc Cafe USA	\$929.11
Treasurer's Checks	922674	05/16/2019	Nuborg, Lee or Lavada	\$17.98
Treasurer's Checks	922823	05/30/2019	TIMOTHY P & KETURAH R SH	\$91.89
Treasurer's Checks	923384	11/19/2019	Vansickle, Gary, D	\$6.00

**FUND TOTAL \$1,435.26**

FUND	CHECK #	DATE	PAID TO	AMOUNT
Tag Checks	744114	01/09/2019	Scott, Charles, Edward	\$ 123.66
Tag Checks	744279	02/04/2019	Friesen, Samuel, Layne	\$ 132.73
Tag Checks	744319	02/07/2019	Treece, Steven, Dean	\$ 6.13
Tag Checks	744682	04/08/2019	Kaufman, Justin, E	\$ 13.50
Tag Checks	744730	04/12/2019	Hudson, Sarah, Shauntae	\$ 16.73
Tag Checks	744765	04/17/2019	Hutchinson, Jessica, Lynn	\$ 7.60
Tag Checks	744863	05/01/2019	Johnson, Thomas	\$ 7.50
Tag Checks	745076	06/10/2019	Wadkins, Melissa	\$ 26.67
Tag Checks	745086	06/11/2019	Terrazas, Martin, F	\$ 5.62
Tag Checks	745231	07/05/2019	Ownbey, William, J	\$ 6.25
Tag Checks	745317	07/18/2019	Parr, Edith, Renae	\$ 5.00
Tag Checks	745442	08/05/2019	Smiley, Nathan, Wayne	\$ 31.73
Tag Checks	745481	08/12/2019	Nisly, Tyler, Chad	\$ 11.21
Tag Checks	745604	08/27/2019	Sloan, Matthew, James	\$ 77.33
Tag Checks	745746	09/16/2019	Willenborg, Devon , Lee	\$ 5.00
Tag Checks	745933	10/09/2019	Fosnight, Jonathan, Nathaniel	\$ 15.00
Tag Checks	745969	10/15/2019	Lara Villa, Osvaldo	\$ 10.66

FUND	CHECK #	DATE	PAID TO	AMOUNT
Tag Checks	745970	10/15/2019	Byers, Jack, Richard	\$ 6.60
Tag Checks	746091	10/30/2019	Miller, Victoria, Mary	\$ 17.54
Tag Checks	746128	11/05/2019	Maddox, Frederick, Eugene	\$ 40.50
Tag Checks	746275	11/27/2019	Thomas, Dustin	\$ 8.00
Tag Checks	746296	12/03/2019	Gulotta, Steve, A	\$ 44.45
<b>FUND TOTAL</b>				<b>\$ 619.41</b>
<b>TOTAL ALL FUNDS \$</b>				<b>3,470.09</b>

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022

**DRAFT**

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

\_\_\_\_\_  
Ron Hirst, Chairman

ATTEST:

\_\_\_\_\_  
Daniel Friesen, Member

\_\_\_\_\_  
Donna Patton, County Clerk

\_\_\_\_\_  
Ron Sellers, Member



## **AGENDA ITEM**

## **AGENDA ITEM #6.D**

**AGENDA DATE:** February 22, 2022

**PRESENTED BY:** Randy Partington, County Administrator

**AGENDA TOPIC:**

Audit/Financial Statement Services by Adams Brown, LLC (Updated engagement letter)

**SUMMARY & BACKGROUND OF TOPIC:**

The Commission approved a three-year engagement letter with Adams Brown, LLC on May 11, 2021, covering auditing services for the financial years ending December 31, 2021, 2022 and 2023, at fees for the primary audit services of \$32,750 (2021), \$33,850 (2022), and \$34,950 (2023). As the audit for 2020 had been priced at \$34,400, the renewal for 2021-2023 audits was favorable. The fee of \$3,900 for each major grant program's audit services under the Uniform Guidance Act was unchanged since the prior three-year contract. The major program fee is usually incurred on only one grant per year. As of February 10, 2022, Adams Brown, LLC has submitted to us an updated engagement letter in which they incorporated the AICPA's Statement on Auditing Standards #134, which became effective for financial statement years ending after December 15, 2021. There are no substantive changes in the updated engagement letter as to the nature of the auditing services, Adams Brown's responsibilities in the conduct or reporting the results of the audit, or in such matters as Reno County's responsibilities for our own financial statements, for our system of internal controls, and to make all requested information available to the auditors. All fees for the three years 2021-2023 are the same in the updated letter as they were in the letter approved in May 2021.

The audit for the year ended December 31, 2021 is underway, with the requested audit information, including a draft of the financial statements, currently being prepared to provide to Adams Brown.

Their onsite field work is scheduled to take place near the end of April.

**ALL OPTIONS:**

1. Approve the updated audit services engagement letter with Adams Brown, LLC and authorize the County Administrator to sign it.
2. Decline to approve the updated audit services engagement letter with Adams Brown, LLC and request that the agreement approved in May 2021 stay in force with existing wording.
3. Decline to approve the updated audit services engagement letter and go out to bid for such services.

**RECOMMENDATION / REQUEST:**

It is staff's recommendation to approve the updated three-year engagement letter with Adams Brown, LLC and authorize the County Administrator to sign the letter, so that our agreement reflects the most current auditing standards that are promulgated by the AICPA.

**POLICY / FISCAL IMPACT:**

The cost for the 2021 audit, which is unchanged in this updated agreement, is paid from General Fund's 2022 budget.

February 10, 2022

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

We are pleased to confirm our understanding of the services we are to provide **Reno County, Kansas** for the years ending December 31, 2021, 2022 and 2023.

### **Audit Scope and Objectives**

We will audit the regulatory basis primary government financial statement and the disclosures, which collectively comprise the basic financial statement of **Reno County, Kansas** as of and for the years ending December 31, 2021, 2022 and 2023.

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

- Schedule of Expenditures of Federal Awards
- Summary of expenditures – actual and budget
- Schedule of receipts and expenditures
- Summary of receipts and disbursements

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

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statement in accordance with *Government Auditing Standards*.

## Reno County, Kansas

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February 10, 2022

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

### Auditors' Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS; the *Kansas Municipal Audit and Accounting Guide*; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statement, including the disclosures, and determine whether the financial statement represents the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

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

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

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

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but

## **Reno County, Kansas**

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February 10, 2022

remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

### **Audit Procedures – Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statement, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statement and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statement. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

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

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

### **Audit Procedures – Compliance**

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

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



## **Reno County, Kansas**

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identifies as being subject to audit. The purpose of these procedures will be to express an opinion on **Reno County, Kansas'** compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will also assist in preparing the financial statement, schedule of expenditures of federal awards, and related notes of **Reno County, Kansas** in conformity with the regulatory basis of accounting and the Uniform Guidance based on information provided by you, as well as data collection form assistance. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement, schedule of expenditures of federal awards, and related notes and data collection form assistance services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Responsibilities of Management for the Financial Statements and Single Audit**

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

You are also responsible for making drafts of the financial statement, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statement, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statement; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

## **Reno County, Kansas**

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February 10, 2022

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

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statement. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statement with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

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

## **Reno County, Kansas**

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February 10, 2022

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

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

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

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

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

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

### **Non-Solicitation**

AdamsBrown, LLC has made a significant investment in the recruitment and training of its personnel. The loss of such personnel as a result of your actions would be detrimental to AdamsBrown, LLC's current and future business success. During the term of this engagement, you shall not directly recruit or solicit to hire or otherwise engage the services of, audit personnel of AdamsBrown, LLC that work on this job.

## **Reno County, Kansas**

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February 10, 2022

Likewise, AdamsBrown, LLC will not directly recruit or solicit to hire, or otherwise engage the services of, **Reno County, Kansas** personnel.

### **Engagement Administration, Fees, and Other**

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

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

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

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

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

We will not undertake any accounting services (including but not limited to reconciliation of accounts and preparation of requested schedules) without obtaining approval through a written change order or additional engagement letter for such additional work.

**Reno County, Kansas**

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February 10, 2022

**Reporting**

We will issue a written report upon completion of our audit of **Reno County, Kansas**' financial statement. Our report will be addressed to the commission of **Reno County, Kansas**. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinion, we may decline to express an opinion or withdraw from this engagement. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statement caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statement, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

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



**ADAMSBROWN, LLC**

Certified Public Accountants

Hutchinson, Kansas

RESPONSE:

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

By: \_\_\_\_\_

Title: \_\_\_\_\_



## AGENDA ITEM

## **AGENDA ITEM #6.E**

**AGENDA DATE:** February 22, 2022

**PRESENTED BY:**

**AGENDA TOPIC:**

Fiber Lease Agreement with IdeaTek to Reno County Landfill

**SUMMARY & BACKGROUND OF TOPIC:**

The attached fiber lease and maintenance agreement is necessary for the landfill to receive adequate broadband service at the new scale house. The county has been working with IdeaTek since April 2021 to agree on contract language for the fiber access. The agreement was mutually satisfactory to both parties in November 2021. Reno County will lease the fiber for our use for a period of no less than 25-years at a total cost of \$95,000. Our return on investment is estimated to be 8-years.

**ALL OPTIONS:**

Approve lease and maintenance agreement.

**RECOMMENDATION / REQUEST:**

Approve the Fiber Lease and Maintenance Agreement with IdeaTek, authorizing the county administrator to sign.

**POLICY / FISCAL IMPACT:**

Solid Waste Fund has the funds to cover this expense in operating and/or bond costs for the construction project.

## **OPTICAL FIBER LEASE AND MAINTENANCE AGREEMENT**

This Optical Fiber Lease and Maintenance Agreement (this “Agreement”), is made and entered into effective as of this day \_\_\_\_\_, 2021 (the “Effective Date”) between IdeaTek Telcom, LLC a Kansas limited liability, as Lessor (“IdeaTek”), and Reno County, Kansas, as Lessee (“Reno County”).

**WHEREAS**, IdeaTek owns and operates a fiber optic communications networks in Reno County, Kansas, and is a provider of high-speed broadband internet services and a certificated telecommunications carrier; and

**WHEREAS**, Reno County desires to lease from IdeaTek and IdeaTek is willing to lease to Reno County the optical fibers included in and part of IdeaTek’s Network as unused or “dark” optical fiber (the “Leased Fibers”) included in and part of IdeaTek’s Network as provided in this Agreement.

**WHEREAS**, the lease of Reno County’s interest in the Leased Fibers included in IdeaTek’s Network by IdeaTek to Reno County, as provided in this Lease, is necessary, desirable, in the public interest and consistent with the permissible scope of IdeaTek’s authority; and

**WHEREAS**, Reno County has full power and authority to enter into the transactions contemplated by this Lease and has been duly authorized to execute and deliver this Lease by proper action by Reno County’s governing body at a meeting duly called, regularly convened and attended throughout by the requisite number of the members thereof or by other official approval. This Lease is a valid, legal and binding obligation of Reno County, enforceable in accordance with its terms except as enforceability may be limited by bankruptcy, insolvency, reorganization, moratorium or similar laws and equitable principles affecting creditor’s rights generally,

### **TERMS**

**NOW THEREFORE**, in consideration of the mutual promises contained herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

#### **1. LEASE OF LEASED FIBERS**

- 1.1. IdeaTek agrees to lease to Reno County, and Reno County agrees to lease from IdeaTek, for the Term specified below a minimum of four (4) dark fiber strands which are part of IdeaTek’s Network with the endpoints at the Reno County Courthouse and the Reno County Landfill as more particularly described in Exhibit A (the “Leased Fibers”).
- 1.2. The Leased Fibers are part of a fiber optic cable route which contains other fibers expressly not included in the Leased Fibers. The fiber optic cable utilized to convey the Leased Fibers shall be referred to as the “Underlying Cable” in this Agreement.
- 1.3. Reno County may use the Leased Fibers for any lawful purpose so long as such use does not interfere with IdeaTek’s use of the Network for IdeaTek’s own purposes except that Reno County may not lease such fibers to a third party for purposes which may compete with IdeaTek.

- 1.4. Reno County agrees to that this lease does not convey legal ownership of any of IdeaTek's real or personal property, including the Leased Fibers.
- 1.5. During this lease, IdeaTek shall have no right to use the Leased Fibers or allow third-parties use of the Leased Fiber unless authorized by Reno County.

## **2. COMPENSATION**

- 2.1. For the exclusive use of the Leased Fibers during the Term, Reno County agrees to pay to IdeaTek a one-time payment in the amount ninety-five thousand dollars \$95,000.00. Such payment shall be made no more than thirty (30) days following Reno County's receipt of an invoice from IdeaTek. Said invoice to be sent no earlier than the Commencement Date.

## **3. LEASE TERM**

- 3.1. This Lease is an exclusive, dedicated, and continuing lease and referred to herein as the Term of this Agreement.
- 3.2. The Lease term shall commence at an agreed upon date set by the Parties in a memorandum attached to the Agreement ("Commencement Date")
- 3.3. The Term shall terminate at the end of the Useful Life of the Lease Fibers. For purposes of this agreement, ("Useful Life") shall mean at least 25 years but no more than the period of time the Underlying Cable is useful to IdeaTek for its purposes.
- 3.4. After a period of 25 years, IdeaTek may provide written notice of termination of this agreement in the event the Leased Fibers have concluded their Useful Life. At such time, IdeaTek will provide the commercially reasonable factors in determining that the Underlying Cable is no longer useable, repairable, maintainable, or other such reasons for such a decision.

## **4. RIGHT TO CURE AND TERMINATION**

- 4.1 This Agreement may only be terminated by a) written mutual agreement by the Parties; b) upon either Party's failure to comply any material term of this Agreement and subsequent failure to cure; or c) if expressly permitted pursuant to other provisions in this Agreement.
- 4.2 Should either Party fail to comply with any material term of this Agreement, the non-breaching Party shall provide the breaching Party with a written "Notice to Cure" which shall state the manner in which the Party has failed to comply with the Agreement. The Party receiving the notice shall then have 10 days following receipt to cure any defects or non-compliance. In the event said breach is not cured within that time period, the non-breaching may terminate this Agreement immediately by delivery of written notice to the other.
- 4.3 In the event IdeaTek fails to comply with any material term of this Agreement and fails to



cure pursuant to Section 4.2, Reno County may be entitled to terminate this Agreement and recover damages limited to the amount of a pro rata share of compensation calculated as follows:

(Percentage of years left from default date to 25 years) x (\$95,000.00)

- 4.4 In the event Reno County fails to comply with any material term of this Agreement and fails to cure pursuant to Section 4.2, IdeaTek may terminate this Agreement pursuant to Section 4.2 without penalty and Reno County shall not be entitled to recover any compensation.

## **5. MAINTENANCE OF LEASED FIBERS.**

- 5.1 IdeaTek shall at all times ensure the Leased Fibers and Underlying Cable are constantly protected from damage, are properly located under K.S.A. 66-1802, shall enforce all associated material warranties granted to the component parts of the Leased Fibers for the benefit of Reno County, and maintain the Leased Fibers and Underlying Cable in a commercially reasonable manner and to standards equal to or greater care that IdeaTek affords to the IdeaTek Network.
- 5.2 For the proper protection of IdeaTek's Network and its operations by both parties, it is agreed that IdeaTek shall have the exclusive authority for the maintenance of the Network and at no time will Reno County attempt to perform or permit maintenance either by itself or by a third party except as otherwise provided in this Agreement.
- 5.3 Except for emergencies, IdeaTek will coordinate any maintenance that may cause an outage to the Network by providing at least five business days advance notice to Reno County and when possible, scheduling required maintenance at times outside of Reno County's normal operating hours.
- 5.4 Unless expressly obligated otherwise, IdeaTek shall have no obligation to maintain any of Reno County's equipment for connections or operation of the Leased Fibers.
- 5.5 Upon any outage, damage, or maintenance required involving the Leased Fibers, Reno County shall promptly notify IdeaTek of the need for repair. IdeaTek will use all industry-standard reasonable efforts to repair the Leased Fibers within an average of four (4) hours from when IdeaTek is notified of said outage by Reno County. The maintenance and repairs shall be done in a good and workmanlike manner. In the event IdeaTek is unable to complete the work in a timely manner, it will promptly notify Reno County and keep it apprised of the repair status.
- 5.6 If IdeaTek fails to maintain the Leased Fibers or Underlying Cable as described herein and fails to cure upon proper notice as set forth in Section 4, Reno County shall be entitled to either a) maintain the Leased Fibers or Underlying Cable itself and charge the expenses in doing so to IdeaTek, or b) seek damages in Reno County District Court subject to the limitation that the damages be limited to a prorated amount of the lease term remaining calculated as follows:

(Percentage of years left from default date to 25 years) x (Compensation)

5.7 If IdeaTek determines in its reasonable business judgment or is required by a third party with legal authority to do so, to relocate all or any portion of the Underlying Cable or perform any other non-routine substantial maintenance, IdeaTek shall provide Reno County thirty (30) Days' prior written notice of any such non-routine maintenance, if possible, and shall proceed with such work. IdeaTek shall have the right to direct such maintenance, including the right to determine the extent of, the timing of, and methods to be used for such relocation, provided that any such maintenance:

(a) shall be constructed and tested in accordance with then-current Industry Standards;

(b) shall not result in an adverse change to the operation or performance of the Leased Fiber; and

(c) shall not unreasonably interrupt the Leased Fibers.

IdeaTek shall utilize commercially reasonable efforts, in coordination and cooperation with Reno County, to accomplish the relocation.

5.8 In the event of a required relocation or other non-routine substantial maintenance of the Underlying Cable, and such relocation and maintenance is not at the request of Reno County, Reno County agrees to reimburse IdeaTek for the actual documented and itemized costs associated with the maintenance in a pro rata share to the number Leased Fibers. For example, if the utilized fibers in Underlying Cable contains is 40:

Leased Fibers (4) \ 40 = 10%, Reno County would be responsible for 10% of the actual costs associated with the maintenance, but in no event shall the costs for which Reno County would be responsible exceed \$9,500.00

In the event a required relocation or other non-routine substantial maintenance of the Underlying Cable is at the request of Reno County, Reno County shall be responsible for any actual documented and itemized costs of said relocation or maintenance.

## **6. OBSOLESCENCE AND EARLY CABLE FAILURE.**

6.1 Due to the extended length of term of this Agreement, Reno County understands and acknowledges it is impossible to predict certain conditions and events beyond IdeaTek's control which may render the Leased Fibers unusable, unreliable, or in need of repair (hereafter, "Early Cable Failure").

(a) In the event the Early Cable Failure occurs within seven (7) years following the commencement date, the failure is not a result of any acts or omissions on part of Reno County, and the Parties cannot in good faith agree to replacement options, either Party may elect to terminate the Agreement and

IdeaTek shall refund Reno County a pro-rata share of its compensation calculated as follows:

(Percentage of years left from default date to 25 years) x (Compensation)

(b) In the event the Early Cable Failure is either caused by Reno County or occurs more than seven (7) years from the Commencement Date, and it is determined the failure is of no fault to IdeaTek, the parties may either agree in good faith to replacement options and costs or terminate this Agreement without penalty or any recourse by way of damages or otherwise.

**7. TRANSFER OF OWNERSHIP**

7.1 IdeaTek shall be permitted to assign this agreement to a successor provided such successor agrees to assume all obligations contained in this Agreement and provides notice to Reno County of said transfer.

**8. QUIET ENJOYMENT**

8.1 So long as Reno County is not in default under this Agreement, Reno County shall quietly have, hold, and enjoy the Leased Fibers for the entire Term set forth in this Agreement, free of any claims, interference, hindrances, or other actions by IdeaTek or any third-party claiming by, through, or under IdeaTek, unless subject to any provisions otherwise contained in this Agreement.

8.2 So long as IdeaTek is not in default under this Agreement, IdeaTek shall quietly, have, hold, and enjoy any other fiber optic strands and/or Network contained in the cable to which the Leased Fibers are contained for the entire Term set forth in this Agreement, free of any claims, interference, hindrances, or other actions by Reno County or any third-party claiming by, through, or under Reno County, unless subject to any provisions otherwise contained in this Agreement.

**9. LIMITATION OF WARRANTY.** Except as specifically set forth herein, IdeaTek makes no representation or warranty, either express or implied, arising by law or otherwise, including, but not limited to, implied warranties of merchantability or fitness for a particular purpose.

**10. FORCE MAJEURE.** Each and every provision hereof shall be reasonably subject to acts of God, fires, strikes, riots, floods, war and other disasters beyond Reno County's or IdeaTek's control ("Force Majeure Event").

(a) Should the Leased Fiber be damaged or destroyed due to a Force Majeure Event and it is determined by the Parties good faith discretion that the Fibers cannot be repaired or replaced, the Parties agree that it shall be treated as an Early Cable Failure and subject to the same rights pursuant to Section 6.1(a) of this Agreement.

(b) For purposes of this Agreement, a Force Majeure Event does not include any damage or destruction caused by the actions or omissions of either Party.

11. **NOTICES.** Notices and all other communications provided for in this Agreement shall be in writing and shall be deemed to have been given when delivered in person or sent by registered or certified mail, return receipt requested, postage prepaid, or by a nationally recognized overnight delivery service, and addressed to the Parties at their addresses stated above, or to such other address(es) as a party may from time to time designate by notice to the other Parties.

<b>IdeaTek:</b> IdeaTek Telcom, LLC Attn: Legal Notice 111 Old Mill Lane Buhler, KS 67522-0407 legal@ideatek.com	<b>Reno County:</b> Reno County ATTN: Randy Partington 206 W 1st Avenue Hutchinson, KS 67501
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12. **SEVERABILITY; WAIVERS.** The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement. Unless in writing and signed by both Parties, no waiver of any of the provisions of this Agreement shall constitute a waiver of any other provision, nor shall any waiver as to one event constitute a waiver as to any other event. Additionally, Buyer's failure to strictly enforce any provision of this agreement does not constitute a waiver either in part or to the whole of the agreement.
13. **AMENDMENTS.** This Agreement may be amended only by written agreement executed by an authorized representative of each party.
14. **GOVERNING LAW.** This Agreement shall be governed by the laws of the State of Kansas. Any action filed regarding this Agreement will be filed only in the Kansas District Court in Reno County, Kansas.
15. **RENO COUNTY CONTRACTUAL PROVISIONS ATTACHMENT.** The Provisions found in the Reno County Contractual Provisions Attachment, which is attached hereto, are hereby incorporated in the Contract and made a part hereof.

In Witness Whereof, the parties have executed this Agreement as of the Effective Date.

**IDEATEK TELCOM, LLC**  
("IdeaTek")

By: \_\_\_\_\_  
Jerrod Reimer, CEO

**RENO COUNTY, KANSAS**  
("Reno County")

By: \_\_\_\_\_  
Randy Partington  
Reno County Administrator

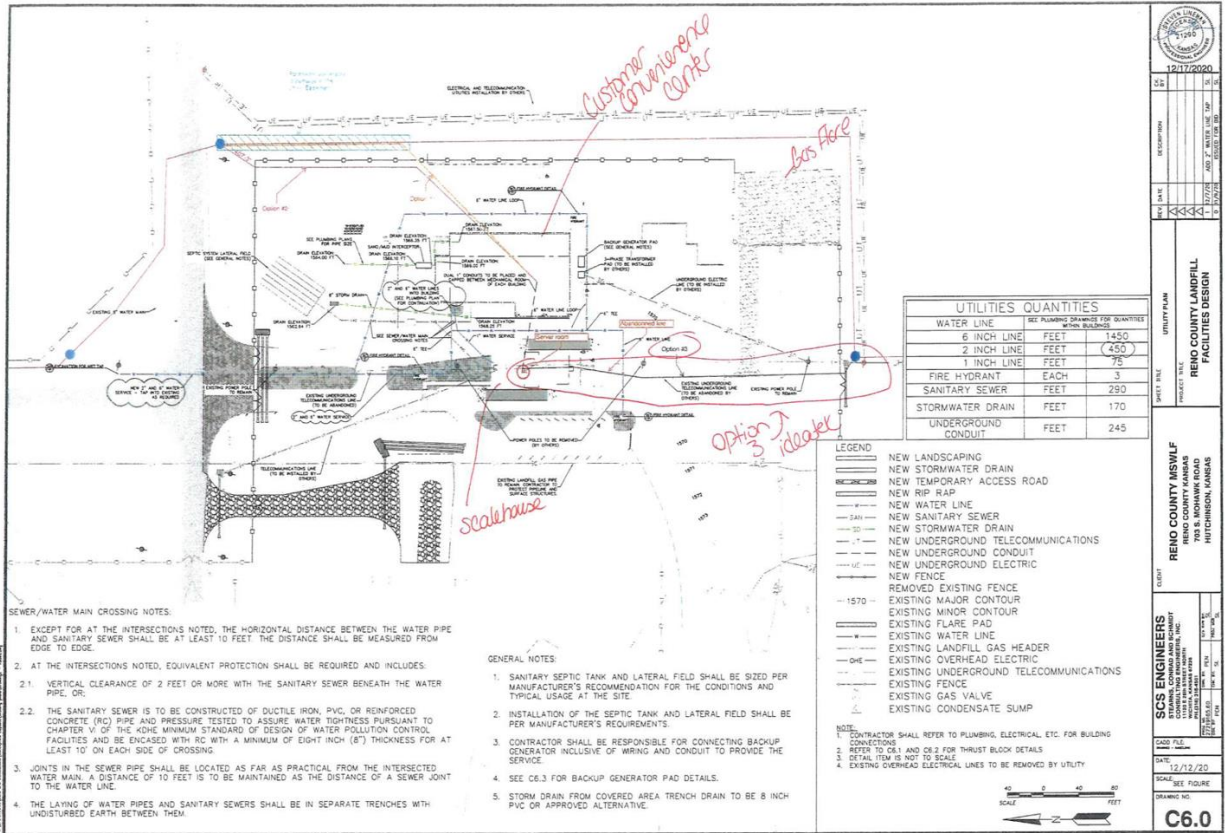
**EXHIBIT A**

**Endpoint: A Location**



# EXHIBIT A (Continued)

Endpoint: Z Location





## AGENDA ITEM

## **AGENDA ITEM #6.F**

**AGENDA DATE:** February 22, 2022

**PRESENTED BY:** Don Brittain, Public Works Director

**AGENDA TOPIC:**  
Noxious Weed Annual Management Plan and Eradication Progress Report

**SUMMARY & BACKGROUND OF TOPIC:**

The Annual Noxious Weed Management Plan and Eradication Progress Report are required by State Statute to be submitted to the Kansas Department of Agriculture every year to confirm Reno County's commitment to controlling noxious weeds and to report the number of acres of noxious weeds treated.

The goals and priorities of the program for the coming year and the next five (5) years sections of the Management Plan are tools used to provide the services.

The Noxious Weed Division of Public Works provides the services as listed in the list of methods Public Works plans to use to encourage compliance section paid for by the Noxious Weed Fund specifically levied for that purpose.

This process is repeated every year.

**ALL OPTIONS:**

Approval and signature of both plan and progress report.

**RECOMMENDATION / REQUEST:**

Approval and signature of both plan and progress report.

**POLICY / FISCAL IMPACT:**

N/A

**RENO COUNTY PUBLIC WORKS**  
**(Noxious Weed Division)**

2023 Annual Management Plan

**BY**

DON BRITTAIN, DIRECTOR OF PUBLIC WORKS

**FOR**

KANSAS DEPARTMENT OF AGRICULTURE

Due Date: June 1, 2022



## 2022 Management Plan

For: Reno County Casey Pattinson, County Weed Supervisor

Specify the goals and priorities of the program for the coming year.

Control noxious weeds on County Right-of-Ways.  
 Increase public awareness of Musk Thistle through correspondence, treatment, media, and enforcement notices.  
 Assist with education of Sericea Lespedeza by working with Extension and Natural Resource Conservation District.  
 Educate landowners of the new changes to noxious weed laws.

Specify the goals and priorities of the program for the next five years.

Assist in the control of noxious weeds in Reno County on public and private lands.  
 Work with other County departments and government agencies as needed.  
 Carry out any directives determined by the Board of County Commissioners.  
 Provide efficient and effective services.  
 Promote the safe handling and application of pesticides.  
 Enforce the Kansas Noxious Weed law.  
 Monitor legislation that could affect Reno County and this department.

Describe the areas which noxious weed species are known to occur within the county and specific locations of new infestations and areas particularly susceptible to new infestations.

Field bindweed	Right-of-Ways, Crop land, Pastures, CRP, Construction sites, Residential areas, and Industrial areas.
Musk thistle	Right-of-Ways, Pastures, CRP, and Industrial areas.
Sericea lespedeza	Right-of-Ways, Pastures, CRP, and Industrial areas.
Johnsongrass	Right-of-Ways, Drainage areas, and CRP.
Bur ragweed	
Canada thistle	Right-of-Ways, Pastures, CRP, and Industrial areas.
Hoary cress	
Leafy spurge	
Quackgrass	
Kudzu	
Russian knapweed	

List any non-noxious invasive weed species you plan to control and the types of integrated weed control methods you plan on using on them.

County dirt piles with bare ground application.

County yard/storage with bare ground application.

County lagoon fence lines with bare ground application.

List your planned integrated weed management goals and procedures, including but not limited to biological control agent selection and distribution, pesticide selection and application and cultural and mechanical controls.

Biological Controls

Chemical Controls

Chemical Applications

Cultural Controls

Mechanical Controls

Weed eat, till areas, and field burning.

Estimate the projected personnel, operations, and equipment costs of the proposed program.

Personnel costs	\$81,957.41
Operations costs	\$47,900.00
Equipment costs	\$7,900.00

List the methods you plan to use to encourage compliance and the enforcement actions you will take if necessary.

- Speak with landowners and educate them on noxious weed laws.
- Help landowners positively identify noxious weeds.
- Provide landowners with information on chemicals to eradicate noxious weeds.
- Inform landowners of the Chemical Cost Share Program.

List your plans for working with state and/or federal agencies to control the noxious weeds on state and/or federal lands.

- Follow noxious weed laws and regulations from the Kansas Department of Agriculture.
- Follow noxious weed laws and chemical application laws from the Environmental Protection Agency.
- Enforce Kansas noxious weed laws within Reno County.
- Have annual reports and state survey turned into KPA by deadline.
- Work with the USDA on enforcement of CRP land.

Describe your education and outreach plans for the coming year. Include training and professional development for yourself and your staff. (Attend District meetings? Annual Conference? Recertification?)

- Provide literature to landowners on eradication methods for noxious weed identification over the phone, by email and in person.
- Attend the annual conference and summer training if possible.
- Attend classes for credit hours to renew applicator license.

List the facilities and equipment available for use in managing the noxious weeds in your county, including a list of the equipment available for rent to the public and the rent you charge.

Reno County Public Works, 600 Scott Blvd., South Hutchinson, KS 67505

2003 Ford F350, 300 gal. John Bean spray rig

2011 Ford F250, 300 gal. John Bean spray rig


2006 Kobota side by side, 100 gal. spray rig

2000 Grizzly 4-wheeler, 40 gal. spray rig


**Noxious Weed Department Employees**

Name	Title	Years of service in the Nx Wd Dept.	# Jobs within the county
Casey Pattinson	Noxious Weed Supervisor	5	Multiple
Michael Dewitt	Noxious Weed Applicator	3	Multiple

I certify that this is the official 2022 Management Plan of Reno County.

, County Weed Supervisor

1-27-2022  
Date

, County Public Works Director

1-27-2022  
Date

\_\_\_\_\_, County Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_, County Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_, County Commissioner

\_\_\_\_\_  
Date

# Annual Noxious Weed Eradication Progress Report 2021



as required by KSA 2-1316

## Reno County Public Works / Noxious Weed Division

Noxious Weed Supervisor:

**Casey Pattinson**

### Noxious Weed Department Personnel

Name	Job Title	% Time Spent on Noxious Weeds	Weed Director Salary
Casey Pattinson	Weed Supervisor / Lead NW Tec	100%	\$3,316.80
Michael DeWitt	Equipment Operator II / Weed	100%	\$2,864.00

### Financial Summary - Noxious Weed Fund

	Amount
Mil levy for 2021	0.1
County valuation for 2021	\$615,466,687.00
Beginning Budget Balance for 2021	\$57,791.63

### Revenues

Appropriation	\$64,435.61	
Chemical Sale	\$20,499.26	
Misc. Reimbursement	\$1.00	
<b>Total Revenue</b>		<b>\$84,935.87</b>

### Expenditures

Commodities	\$3,109.19	
Commodities - Chemical	\$29,898.81	
Contractual	\$2,457.14	
Personnel Services	\$79,648.88	
Adjust for KMAAG accrued payroll not in 2020 repor	\$2,589.59	
<b>Total Expenditures</b>		<b>\$117,703.61</b>

**Ending Budget Balance      \$25,023.89**

Carryover to next year's budget for 2021 to 2022 \$25,023.89

### Capital Outlay Fund

	Amount
Beginning Balance	\$89,776.58
Receipts	\$0.00
Expenditures	\$0.00
<b>Ending Balance</b>	<b>\$89,776.58</b>

Net unencumbered actual cash is used for beginning & ending balance for both Noxious Weed & Noxious Weed Capital outlay funds. Capital Outlay had included in 2020 balances on this rpt a budgeted \$10,000 transfer in that hadn't actually been made.

# Annual Noxious Weed Eradication Progress Report

## Reno County Public Works / Noxious Weed Division

Year  
2021 

### Estimated Acreage of Noxious Weeds

Noxious Weed	Private	County	Township	State	Federal	City	Total
Bull Thistle	0.0						0.0
Field Bindweed	1862.6	157.0	75.0	0.0			2094.6
Johnsongrass	90.0	48.0	50.0				188.0
Multiflora Rose	0.0						0.0
Musk Thistle	1261.0	28.0		0.0			1289.0
Sericea Lespedeza	247.8						247.8
<b>Totals</b>	<b>3461.4</b>	<b>233.0</b>	<b>125.0</b>	<b>0.0</b>			<b>3819.4</b>

### Estimated Acreage of Noxious Weed on Private Land sub-section

Noxious Weed	Wheat	Corn	Soybean	Grain	CRP	Pasture	Other	Fallow	Non-Ag	Total
Bull Thistle						0.0				0.0
Field Bindweed	900.0	5.0	20.0	7.6	28.0	890.0		0.0	12.0	1862.6
Johnsongrass		0.0	0.0		40.0	45.0		0.0	5.0	90.0
Multiflora Rose					0.0	0.0				0.0
Musk Thistle	1.3		0.0	17.7	55.0	1087.0			100.0	1261.0
Sericea Lespedeza	3.8				146.0	98.0				247.8
<b>Totals</b>	<b>905.1</b>	<b>5.0</b>	<b>20.0</b>	<b>25.3</b>	<b>269.0</b>	<b>2120.0</b>		<b>0.0</b>	<b>117.0</b>	<b>3461.4</b>

Weeds declared Noxious by the County: Multiflora Rose  Bull Thistle

### Herbicide Disbursement Summary

Chemical	Purchase Price	Cost Share Price	Total Disbursed
2-4 D AMINE	\$2.28	\$1.71	1680.398 qt
AMINOPYRALID	\$66.25	\$49.69	15.000 qt
GLYPHOSATE	\$19.00	\$14.25	77.500 gal
IMAZAPIC	\$0.86	\$0.64	1563.243 oz
IMAZAPYR	\$0.38	\$0.28	6788.490 oz
METSULFURON METHYL	\$2.09	\$1.56	976.000 oz
PICLORAM	\$11.13	\$8.35	796.000 qt
TRICLOPYR	\$49.19	\$36.90	189.500 gal

### Enforcement Summary



Warning Notices	4
Legal Notices	
Court Cases	

Diversion Agreements	
Accounts to Tax Roll	0
Meetings Sponsored	0

Demonstration Plots	0
Feed and Hay Inspection	0
Publish General Notice	0

Enforcement Comments:

We certify this is a correct copy of the Reno County Public Works / Noxious Weed Division Program for 2021  
We certify that Casey Pattinson is employed as the Noxious Weed Supervisor for 2022

Chairman, Board of County Commissioners	Date		Date
County Commissioner	Date		Date
County Commissioner	Date		

2-1-2022  
2-1-2022



## AGENDA ITEM

## AGENDA ITEM #6.G

**AGENDA DATE:** February 22, 2022

**PRESENTED BY:**

**AGENDA TOPIC:**

Letter of Support for Stratataca - Kansas Underground Salt Museum for their Tourism Attraction Sub-Grant for Kansas (TASK) grant application.

**SUMMARY & BACKGROUND OF TOPIC:**

Stratataca: Kansas Underground Salt Museum ("Stratataca") is applying for a TASK grant and has asked the commission to submit a letter of support. Stratataca will use the grant funds to improve the museum by bringing in new interactive exhibits. Stratataca has asked for the Letter of Support to be signed and submitted to them by March 1, 2022.

**ALL OPTIONS:**

1. Sign the letter of support.
2. Send the item back to staff for changes and since the BOCC's next meeting is after March 1st, authorize the chairman to sign the revised letter.
3. Decline submitting a letter of support.

**RECOMMENDATION / REQUEST:**

Sign Letter of Support

**POLICY / FISCAL IMPACT:**

There are no policy or fiscal impacts



## COMMISSION

Ron Sellers  
District 1  
Vice-Chair

Ron Hirst  
District 2  
Member

Daniel P. Friesen  
District 3  
Chair

**Courthouse**  
206 W. 1<sup>st</sup> Avenue  
Hutchinson, KS 67501

February 22, 2022

Taylor Hartshorn  
TASK Grant Committee  
1000 SW Jackson, Suite 100  
Topeka, KS 66612

Dear Taylor Hartshorn:

The Reno County Board of Commissioners would like to express our support for the TASK Grant application by Strataca: Kansas Underground Salt Museum (“Strataca”). The TASK Grant will assist Strataca by bringing in new and exciting interactive exhibits to improve the museum and thus bringing in more tourism.

Currently, 90% of all visitors to Strataca come from outside Hutchinson, KS and 45% of all visitors are tourists from outside the State of Kansas. In 2021, Strataca was awarded the TripAdvisor Travelers Choice Award for being in the top 10% of attractions worldwide and is deemed one of the eight (8) wonders of Kansas.

The TASK Grant would be a great benefit in providing funds for the continuation of improving the museum and drawing in more tourism for our city, county, and state. The Reno County Commissioners thank you in advance for your consideration of their TASK Grant application.

Sincerely,

---

Daniel P. Friesen

---

Ron Sellers

---

Ron Hirst



**MUSEUM LOCATION**

3650 E Avenue G  
Hutchinson, KS 67501

**MAIL**

PO Box 1864  
Hutchinson, KS 67504



620.662.1425 OFFICE  
866.755.3450 TOLL FREE  
620.259.6134 FAX

[UnderKansas.org](http://UnderKansas.org)

Good day County Commissioner Daniel Friesen,

My name is Michael Ables, Executive Director of Strataga: Underground Salt Museum. I am writing you today because as a community leader it is important to learn all the new and exciting changes that are happening in our community. Strataga: Underground Salt Museum is pursuing a State of Kansas grant through Kansas Tourism called the TASK Grant. The purpose of this grant is to bring in new and exciting interactive exhibits that will improve the Museum and bring in more people from out of state into our community. The attached page provides a synopsis of the various exhibits that the organization wishes to pursue and what those exhibits are focused on. I have included a list of those exhibits below:

- The Mini Miner Work Zone
- Salt of the Earth
- Body of Salt
- Boom Room: Dr. Nobel Laboratory

Strataga currently receives over 90% of all its visitors from outside Hutchinson, KS and receives 45% of all the visitors from outside the State of Kansas. The organization feels that if we could continue to enhance our exhibit opportunities underground to include major interactives, that would attract more guests to travel to Hutchinson, KS and experience Strataga and Hutchinson deeper. Yet, they would leave Hutchinson with the memories and the stories that will impact them forever.

In order to compete for this grant, we need your assistance. We need a letter of support from our community leaders due back by March 1, 2022. These letters would share how others are in support for this project and recognize the importance Strataga has on



**MUSEUM LOCATION**  
3650 E Avenue G  
Hutchinson, KS 67501

**MAIL**  
PO Box 1864  
Hutchinson, KS 67504



620.662.1425 OFFICE  
866.755.3450 TOLL FREE  
620.259.6134 FAX

[UnderKansas.org](http://UnderKansas.org)

our community. With your added support, the Museum has a fighting chance to receive this prestigious award.

Strataga is already an Adventure that awaits our guests, now we want to offer them the Adventure with so many experiences that will create those deep impressions. Together we can make that possible. Please do not hesitate to contact me if you have any questions. Thank you once again for your time.

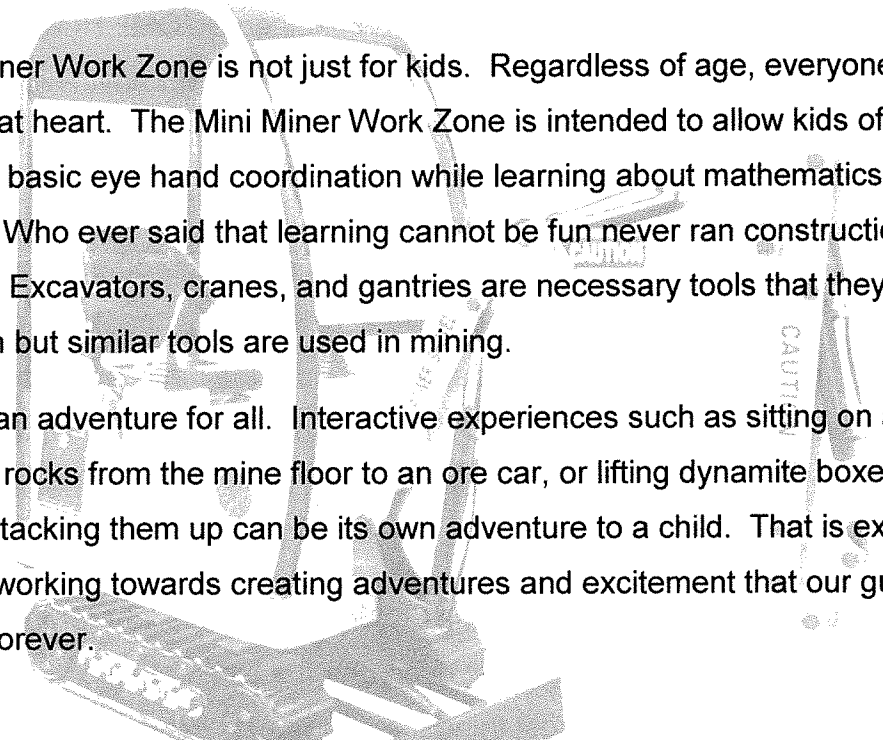
Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Ables".

**Michael Ables, Executive Director**  
**Strataga Underground Salt Museum**  
P.O. Box 1864, Hutchinson, KS 67504  
Cell: 316.253.0869



## The Mini Miner Work Zone



The Mini Miner Work Zone is not just for kids. Regardless of age, everyone enjoys being a kid at heart. The Mini Miner Work Zone is intended to allow kids of all ages to develop the basic eye hand coordination while learning about mathematics, physics and hydraulics. Who ever said that learning cannot be fun never ran construction equipment. Excavators, cranes, and gantries are necessary tools that they use in construction but similar tools are used in mining.

Strataca is an adventure for all. Interactive experiences such as sitting on an excavator moving salt rocks from the mine floor to an ore car, or lifting dynamite boxes with a crane and stacking them up can be its own adventure to a child. That is exactly what Strataca is working towards creating adventures and excitement that our guests will remember forever.

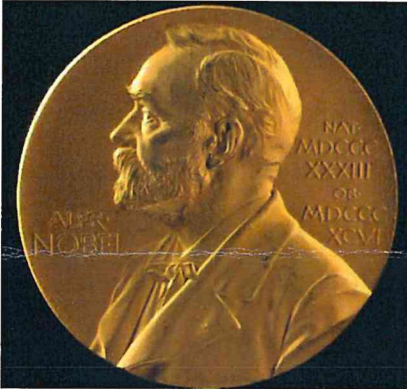
This exhibit is intended to appeal to parents with children of all ages.

This exhibit experience will educate and inspire our guests about Hydraulics, Mathematics/ physics and in turn will also help develop their eye hand coordination.

# The Boom Room: Dr. Nobel's Laboratory

*"If you see me running, keep up!"*

## Dynamite Expert



People love when things go BOOM! However, in this Laboratory, Strataca will not blow anything up. This will educate people on the history of dynamite with Dr. Alfred Nobel.

In fact, it was when Dr. Nobel's brother passed away from a laboratory accident that impacted him the most.

The newspaper misheard the news and thought Dr. Nobel passed away instead of his brother. The newspapers read that Dr. Nobel or "**Dr. of Death**" had passed away. He was so distraught of his legacy that he used his fortune to start the Nobel Peace Prize.

Strataca wants to take people back into time and look inside his laboratory. At the end of their experience, Strataca wants to offer everyone the experience of the "BOOM" of dynamite. "Boom Room" is the closest thing that our guests can experience that gives them the sense of being near a dynamite blast. The "BOOM ROOM" would allow Strataca's guests to experience the percussion and rumble under their feet in order to truly understand what a dynamite blast may feel like.



This exhibit is intended to appeal to all guests regardless of age. In terms of educational component, our guests would learn about Dr. Nobel along with the historical information of the use of dynamite.

## Salt of the Earth

Currently, Stratoca has an exhibit discussing the Permian Period; however, it is necessary that we continue to enhance this exhibit to offer a much fuller experience for our guests.

The Salt of the Earth exhibit focuses on the Permian Period, during the development of the earth and the various organism that lived during this time. In fact, during the Permian Period much of the landmass that we see today was underwater. Most of the organisms around during the Permian Period were invertebrates (animals without backbones) like trilobites, ammonites, and other types of crustaceans. These types of organisms are commonly recognizable but most guests do not realize that there are various types of organisms that lived during this timeframe. However, others were not invertebrates like *Mioplosus* (fish) or even primitive rabbits that had bones. Stratoca feels it is important to showcase the geological aspects and paint a picture of what it looked like during that timeframe.



The new exhibit would allow Strataca to further discuss Kansas geology. Most people have a hard time understanding that Kansas was underwater. When salt around Hutchinson, Kansas was formed, the climate was hot and dry, the sea was probably restricted to central Kansas and the rate of evaporation exceeded the inflow of water. As the evaporation process continued the salt content of the water increased leaving a thick layer of salt built up on the bottom of the sea.

This exhibit is intended to help guests understand why we have salt in this location and what was here during that timeframe. The guests will see this exhibit before moving into areas that discuss mining of salt or other significant aspects of salt such as the Science of Salt and the Body of Salt.

## **Body of Salt**

***“Sometimes we need the salt of tears to remind us how to savor the sweetness of life.”***

Lysa TerKeurst

The Body of Salt is an interactive exhibit focuses on the impact that salt has on the body and its importance to keeping you healthy. This exhibit further explores the biological aspects of the mind and taste. One of the interactive experiences within this exhibit is called “The Big Tongue”. This allows guests to touch a section of the tongue learn whether it was salty, sweet, sour, or bitter.

Overall, these exhibits tell a story about salt and the importance that salt has in our world. However, in turn, Strataca provides necessary interactive opportunities to enhance guest experiences and attract guests from all corners of the world. Thank you once again.

If you have any additional questions or comments, please contact Michael Ables, Executive Director at 316.253.0869 or at [michael@underkansas.org](mailto:michael@underkansas.org).



## AGENDA ITEM

## **AGENDA ITEM #6.H**

**AGENDA DATE:** February 22, 2022

**PRESENTED BY:** Megan Davidson

**AGENDA TOPIC:**

Purchase of 5 New bull mobile Litter Fences at the Solid Waste Department from Metta Technologies for \$43,240

**SUMMARY & BACKGROUND OF TOPIC:**

Reno County Solid Waste is in need of new mobile litter fences. We purchased the last wind fences well over 10 years ago. The Bull mobile wind fences with canopies are 24ft in length and are 15ft. tall. They have a depth of 8ft that has the capability to extend out to 15ft. in depth for trash to be trapped inside the fence. These mobile fences can be moved around with landfill equipment easily and on a daily basis if needed. The wind fence comes with a 5 year warranty. These mobile wind fences will be placed by the Municipal Solid Waste (pit) area to capture blowing trash on especially windy days. Other landfills around the area also use the same wind fences and gave great reviews of the product and have been pleased with them. \*Quotes are only good for 30 days\* due to steel fluctuations.

**ALL OPTIONS:**

1. Purchase 5 Bull mobile litter fences in the amount of \$43,240.00 from Metta Technologies with a 5 year warranty.
2. Purchase 5 Mobile Wind Amor mobile litter fences in the amount of \$46,240.00 from Southwestern Sales Co. with a 3 year warranty.
3. Delay the purchase of the 5 mobile wind fences and discuss the item further.

**RECOMMENDATION / REQUEST:**

Purchase 5 new Bull Mobile Litter Fences from Metta Technologies

**POLICY / FISCAL IMPACT:**

The wind fences would come out of the capital outlay building and fixed equipment line item in the Solid Waste operating budget 008 and would have no negative impact on the overall operating budget.

# Mobile Wind Fence Quotes

DATE	Company	Warranty	PRICE
2/2/2022	Metta Technologies/ Bull Mobile Litter Fences w/ canopies	5 year warranty	\$43,240.00
2/2/2022	Southwestern Sales Co./ Wind Armor	3 year Warranty	\$46,240.00





Litter Fences for Landfills  
419-244-7916 | 800-889-4601

# THE BULL-LANDFILL LITTER FENCE

Home The Bull The Defender About Us Contact/Quotes

## Landfill Litter Fencing that Catches Litter & Keeps it Trapped



**THE BULL LITTER FENCE WITH CANOPY**  
Strength, design, portability and effectiveness are unmatched

Each detail combines to make a litter fence wind screen that provides all the features you need.

- So effective, they'll pay for themselves by labor savings in short order
- Won't blow over in high winds when full of litter. Design includes adjustable outriggers to provide weight distribution.
- Easy to move so the operators won't mind moving them!
- Captured litter can't escape because of the side nets and canopy.
- Built tough enough to withstand harsh landfill environments and being moved every day or more.

Recently received email:

We are looking to BUDGET for 4-5 BULL Litter Fences, for our Fiscal Year 2016/2017. We currently have 4 that we have been using for the last 3-4 years, and think they are GREAT! I am interested in SS Figures for delivery after July 1st, 2017.



You know the winds are high when there're windmills next to the landfill. That's why they chose the BULL Litter Fence for this landfill in Livermore, CA.



That's a lot of litter being trapped at a landfill in Colorado, saving days of labor cost.

*"They're the best litter fences I've ever seen. When other managers or inspectors visit my site, they are always impressed with the units. They're also easy to move. We have them surrounding 3/4 of the working face. They get moved a lot, so speed and ease of movement is really handy. Out of everything I have asked for out of this budget year, I'd turn down everything else in order to get the BULLS."*  
Operations Manager at Landfill in MT

## The strength is in the details



Fully Adjustable Hooks allow operators to easily pick up and move the BULL using a wide selection of landfill equipment. Two hooks help keep the load stable over uneven terrain.



Built-in Outriggers are standard on the BULL to provide maximum Built-in Outriggers resistance. Outrigger is shown in the middle position above.



Wear Plates on Front Surfaces provide additional protection and stability. 3/4" thick steel plate welded on to bottom beam and hook supports provide this feature.



Canopy and Side-nets keep litter from escaping off the edges between adjacent units and over the top. Litter stays trapped even when the wind shifts and swirls.

Welded Wire Windscreen is galvanized and vinyl coated, built to take the harsh environment at landfills.

## Features & Benefits

### FEATURES

#### Canopy

Keeps litter from escaping over the top, helps wind move litter to the bottom

#### Side-nets on each end

Keeps litter trapped once caught, doesn't blow off the edges

#### Outriggers built into the frame

Gives the BULL even greater stability in high winds

#### Adjustable hooks

Most landfill equipment can move the BULL easily

#### Rectangular base frame with windcreens on three sides

Litter remains trapped after it falls to the ground

#### Two pickup points for the dozer blade to use

Better balance for moving over rugged terrain

#### 24 feet long

More litter protection per unit, fewer units to move when the winds shift

#### Engineered for strength, ruggedness and stability without overbuilding and driving ups costs

The size and weight of the steel components make the Bull stronger and less able to overturn in high winds. Compare. Best designed units to catch blowing litter for the lowest price.



10 BULLS loaded on a 48 ft. flatbed truck

## Specifications

### SPECIFICATIONS

#### Overall dimensions

- Width: 24 ft.
- Height with Canopy: 15 ft.
- Depth: 8 ft. outriggers can extend the depth to an unmatched 15 ft. (three settings for outriggers, standard equipment)
- Side Nets: Full height of back net and full width of base
- Weight: 3600 lbs

#### Netting

- Strong galvanized steel welded wire with black vinyl coating to protect it from the elements and allow litter to slide to the ground easily

#### Dozer-blade Hooks

- Vertical height adjustment: min. 6ft-9in to a max. of 12ft.-2in.
- Horizontal hook adjustment: 5 increments from 11in. to 2ft.-7in.

#### General

- Five Year Guarantee
- A maximum of 10 can be shipped on one truck, a total of 240 linear feet of litter protection
- Smooth, heavy walled steel tubing is used to keep the units from freezing to the ground or sinking in soft mud
- Rugged steel construction with full welds and a tough enamel finish protecting your investment
- All orders are F.O.B. Toledo, OH
- Designed and manufactured in the United States

*"There is no comparison to the BULL Litter Fence. They should be standard equipment at all landfills. Guys arrive in the morning, set them up for the day's wind and the job's done. Real simple and easy to move."*

Landfill Manager  
Brundidge Landfill, Brundidge, AL



Thousands of BULL litter fences are at landfills around the country, stopping blowing litter every day. Proven effective and cost efficient.

*Here's what our customers say about the BULL...*

*"They do what they're supposed to do - stop"*

*"The BULLs can be moved in a matter of"*

BULL Landfill Litter Fence-Debris Netting | Metta Tech



*and collect litter. What I like the most is their mobility when the wind shifts, which they do here in the bay area a lot. It is easy to get a loader up there and move the BULLs to a new position. They're sturdy and strong."*  
Landfill Manager  
Lockwood Landfill, CA  
*"The BULLs were the best thing my boss ever bought. I have 18 and told him I wanted more."*  
Grounds Supervisor  
Edinburg, TX



*"Out of everything I have asked for out of this budget year, I'd turn down everything else if I could only have one thing, it would be the BULLs."*  
Landfill Manager  
Kellar Canyon, CA

*"Just wanted you to know that we are pleased with the BULL Litter Fences here in Newton County Landfill. They were put through their first true test yesterday with extreme 45+mph winds with gusts extreme we encountered. We were able to continue ope. We were able to continue operations and effectively confine the litter to the active area with virtually no litter going offsite. The windscreens were the first line of defense and were completely loaded with windblown debris, and they held great."*



*These windscreens are already making cleanup of litter much more quick and efficient. Their adaptability and portability are a definite plus. The operators commented on how quick and easy they are to move."*  
General Manager  
Indiana District Landfills

*"We're 100% satisfied. They extend our hours of operation on windy days so we can keep the revenue coming in. The angle of the back net pushes the litter into the frame where our vac truck can easily clean them out. They are very well built."*  
Landfill Supervisor  
Kansas

*minutes when the wind changes, and it seems to change 4 to 5 times in a day. You can always have them where they're needed to stop the paper from getting away."*

Landfill Manager  
Central Ohio  
*"The BULL is very durable, we won't use any other product on our site."*  
Landfill Manager  
Los Angeles, CA

*"The BULL litter fences have been very effective. I would like to get a quote for eight more ASAP."*  
Landfill Manager  
Laramie, WY

*"The BULL is a great product. I believe in it, the operators believe in them and don't mind moving them."*  
Landfill Manager  
Balfground, GA

*"We recently experienced wind gusts in excess of 50 mph at the Frederick County Landfill. The BULL fencing worked extremely well in helping us capture the majority of waste blown from our working face. The windstorm began around 10 am, and by the end of the day, waste was knee deep at the bottom of the fence sections. Even with the extremely strong winds and fully loaded screens, the fencing showed no signs of instability."*

Superintendent  
Frederick County Dept. of Solid Waste Management

*"Before I bought the BULL litter fences, I did a lot of research — looked at all the products available and talked with references. Those who bought the BULLs thought they were great, and that helped convince me to buy them. Now, using them myself has convinced me to buy more. Picking up litter isn't one of the jobs we have to do anymore."*

Landfill Manager  
Barton County Landfill, KS



The BULL works great in these tipping operations.

*"I bought three dozer-movable units from a different company before I knew about the BULLs. Now I use the BULLs to catch most of the blowing litter and to hold down the first units I bought when the winds pick up."*

Landfill Manager  
Big River Landfill, Leland, MS

*"Our landfill superintendent said they should have bought these 20 years ago. They are working great by the way."*

Landfill Manager  
East Coast

*"We had money allocated for a piece of equipment we're not getting anymore. I'm going to use that money to purchase more BULLs. There's nothing else I'd rather spend it on."*

Landfill Manager  
Wyoming

*"After receiving a truckload of BULLs, they were easy to assemble and they're working great right now. I hope to get more next year."*

Landfill Manager  
North Carolina

# Quote

Quote #: 00040643  
Date: 2/2/2022



8077 Fairview Ct  
Jackson, MI 49201  
419-244-7916  
fax: 419-244-7917  
email: LitterFencing@gmail.com  
website: www.LitterFences.com

## Quote Prepared for:

Megan Davidson  
Reno County Solid Waste  
4015 W. Clark Rd  
Hutchinson, KS 67501  
United States

## Ship To:

Reno County Solid Waste  
4015 W. Clark Rd  
Hutchinson, KS 67501  
United States

Thank you for your request for information and pricing regarding our mobile litter fences. We're pleased to provide the following for your review.

\*This quote is good for 30 days from date of issue.

QTY.	DESCRIPTION	UNIT PRICE	TOTAL	TX.
5	Bull Litter Fence with Canopy 2022	\$5,100.00	\$25,500.00	
5	Steel Surcharge	\$2,840.00	\$14,200.00	

SUBTOTAL	\$39,700.00
FREIGHT	\$3,540.00
SALES TAX	\$0.00
<b>QUOTE AMOUNT</b>	<b>\$43,240.00</b>

Compare the Bull litter fence w/Canopy to any other litter system, we're confident you'll find our units will outperform and outlast anything on the market. If you have any questions feel free to call 419-244-7916.

References are available upon request.

Sincerely,

Anthony Rowe, President

Call 419-244-7916 w/questions or to place an order  
Pricing is good for 30 days from date of issue  
10 Bulls can ship on a 48ft flatbed FOB  
5 Year Warranty  
Terms: Net 30

Agricultural



tarpARMOR

# WindARMOR™

## PORTABLE LITTER FENCES

Surround your workface with a perimeter of protection against windblown litter.



## SPECIFICATIONS



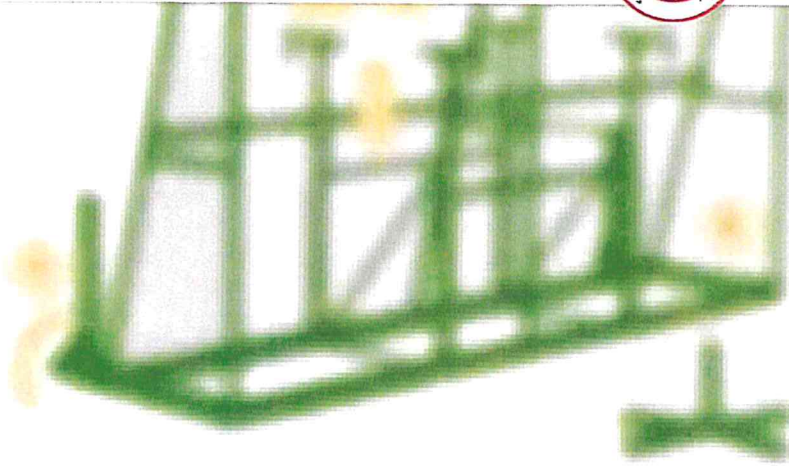
- 24 ft wide x 15 ft high x 8 ft deep
- Galvanized and vinyl coated steel mesh completely surrounds sides and back
- Multi-configurable lifting brackets
- Weight: 3600 lbs
- Withstands winds of 65+ mph
- 3 Year Warranty

- **Efficient litter collection reduces labor**
- **Portable design for quick set-up**
- **Durable construction for landfills**

Agricultural



tarpARMOR



Half-Brackets on Front, Back or Both



Seamless Connection - No Gaps

- Adjustable outriggers can be positioned below grade for greater stability, even on slopes.
- Adjustable lifting brackets can be set to lift from front, back, or both.
- No-gap design minimizes litter leaks between adjoining fence sections.

[Click here for more information](#)

AGRICULTURAL PRODUCTS

INDUSTRIAL PRODUCTS

- Agricultural Curtains
- Winching Hardware
- Fans & Fan Accessories
- Roll Curtain Systems
- Dropped Ceiling
- Egg Belt
- Slats
- Terms & Conditions
- Warranty

- Tarp Deployment System
- Landfill
- Safety
- Trucks & Trailers
- Expandable Garbage Gear
- Portable Litter Fences

CALL US 800-636-1975

EMAIL US

Committed to QUALITY & EXCELLENCE since 1977

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Michael - load 10 fences

lift brackets - front & back

Need Help?

Painted & installed

**Quote**

**SOUTHWESTERN SALES CO.**  
**P. O. BOX 1257**  
**ROGERS. AR 72757-1257**  
**4796366943**

**Order Number: 0193062**  
**Order Date: 2/2/2022**

**Salesperson: MSM**  
**Customer Number: 24-RE10**

**Sold To:**  
**RENO COUNTY SOLID WASTE**  
**703 S. MOHAWK ROAD**  
**HUTCHINSON, KS 67501**  
**FAX#:620-669-8126**

**Ship To:**  
**RENO COUNTY SOLID WASTE**  
**703 S. MOHAWK ROAD**  
**HUTCHINSON, KS 67501**

**Confirm To: MARY BULLER**

Customer P.O.	Ship VIA	F.O.B.	Terms	Expires	
	FLATBED		NET 30	3/31/2022	
Item Number	Unit	Ordered	Shipped	Price	Amount
PLF2415 windARMOR Port. Litter Fence	EACH	5	0	7,850.000	39,250.00
	SELF INSTALL AND PAINT REQUIRED				
PLFINSTALL ASSEMBLE AND PAINT ON-SITE	EACH	5	0	1,200.000	6,000.00

SUBJECT TO STEEL SURCHARGE  
 =PREPAID FREIGHT & ADD TO INVOICE=

Net Order: 45,250.00  
 Less Discount: 0.00  
 Freight: 990.00  
 Sales Tax: 0.00  
**Order Total: 46,240.00**



## AGENDA ITEM

## **AGENDA ITEM #6.I**

**AGENDA DATE:** February 22, 2022

**PRESENTED BY:**

**AGENDA TOPIC:**

Declaration of local disaster from February 8, 2022 expiring February 15, 2022 due to wildfires conditions

**SUMMARY & BACKGROUND OF TOPIC:**

A large wildfire started near 30th and Buhler/Haven road and quickly moved to the south. Several homes were evacuated and Chairman Friesen verbally approved a disaster declaration which granted access to state resources. The water tanker airplane, Tanker 95 was successfully used to slow the spread of the wildfire. Throughout the fire there were no homes damaged.

**ALL OPTIONS:**

Approve

**RECOMMENDATION / REQUEST:**

Approve

**POLICY / FISCAL IMPACT:**

None



**PROCLAMATION** of a State of Local Disaster Emergency for Reno County, Kansas:

**WHEREAS** on the **8<sup>th</sup> Day of February 2022** the Board of Commissioners of Reno County, Kansas finds that certain wildfire weather conditions eminently threaten to cause severe damage, injury or loss of life or property in disaster proportion in Reno County, Kansas

**WHEREAS** such conditions have created obstructions which endanger health, safety and welfare of persons and property within the border of Reno County, Kansas

Now, therefore, be it resolved by the Board of Commissioners of Reno County, Kansas:

That the Board of County Commissioners of Reno County, Kansas, under and by virtue of the authority vested in it by K.S.A. 1976 Supp. 48-932, does hereby **PROCLAIM** that a State of Local Disaster Emergency exists.

**IT IS FURTHER RESOLVED AND PROCLAIMED** that the area within the border of Reno County, Kansas covered by this proclamation/resolution is within Reno County, Kansas.

**BE IT FURTHER RESOLVED** that said Board has all rights and /or powers to perform such functions as are vested in said Board by and through the provisions of all Kansas Emergency Preparedness Act of 1975.

**IT IS FURTHER RESOLVED AND PROCLAIMED** that this resolution shall remain in effect for a period of seven (7) days unless terminated earlier or renewed by consent of the governing body.

**ADOPTED BY THE BOARD OF RENO COUNTY COMMISSIONERS THIS 8<sup>th</sup> day of February 2022**

---

Daniel Friesen  
Chairperson

---

Ron Sellers  
Member

---

Ron Hirst  
Member

Attest:

---

Donna Patton, County Clerk



## AGENDA ITEM

## **AGENDA ITEM #6.J**

**AGENDA DATE:** February 22, 2022

**PRESENTED BY:** Adam Weishaar

**AGENDA TOPIC:**

Extension of Declaration of local disaster from February 16, 2022 to February 23, 2022

**SUMMARY & BACKGROUND OF TOPIC:**

Several wildfires started on 2/15/2022. Fire crews are still on site on 2/16/2022 and with an expected wind shift, state resources may be needed again to mitigate the damage to property. This was verbally approved by Chairman Friesen on 2/15/2022.

**ALL OPTIONS:**

A

**RECOMMENDATION / REQUEST:**

Approve local disaster declaration

**POLICY / FISCAL IMPACT:**

None

**PROCLAMATION** of a State of Local Disaster Emergency for Reno County, Kansas:

**WHEREAS** on the **8<sup>th</sup> Day of February 2022** the Board of Commissioners of Reno County, Kansas finds that certain wildfire weather conditions eminently threaten to cause severe damage, injury or loss of life or property in disaster proportion in Reno County, Kansas

**WHEREAS** such conditions remain unabated and are anticipated to continue to create obstructions which endanger health, safety and welfare of persons and property within the border of Reno County, Kansas

**WHEREAS** this Board of County Commissioners determines it necessary to extend said proclamation until February 23, 2022.

Now, therefore, be it resolved by the Board of Commissioners of Reno County, Kansas:

That the Board of County Commissioners of Reno County, Kansas, under and by virtue of the authority vested in it by K.S.A. 1976 Supp. 48-932, does hereby **PROCLAIM** that a State of Local Disaster Emergency exists.

**IT IS FURTHER RESOLVED AND PROCLAIMED** that the area within the border of Reno County, Kansas covered by this proclamation/resolution is within Reno County, Kansas.

**BE IT FURTHER RESOLVED** that said Board has all rights and /or powers to perform such functions as are vested in said Board by and through the provisions of all Kansas Emergency Preparedness Act of 1975.

**IT IS FURTHER RESOLVED AND PROCLAIMED** that this resolution shall remain in effect for a period of seven (7) days unless terminated earlier or renewed by consent of the governing body.

**ADOPTED BY THE BOARD OF RENO COUNTY COMMISSIONERS THIS 16<sup>th</sup> day of February 2022**

---

Daniel Friesen  
Chairperson

---

Ron Sellers  
Member

---

Ron Hirst  
Member

Attest:

---

Donna Patton, County Clerk



## AGENDA ITEM

## **AGENDA ITEM #7.A**

**AGENDA DATE:** February 22, 2022

**PRESENTED BY:** Adam Weishaar

**AGENDA TOPIC:**  
Yearly update from Emergency Management Director

**RECOMMENDATION / REQUEST:**  
None

**POLICY / FISCAL IMPACT:**  
None



Emergency Management

Reno County  
206 W 1<sup>st</sup> Ave  
Hutchinson, KS 67501  
620-694-2974

---

### **Mission:**

Our mission is to provide the leadership and support to save lives and protect property from all types of hazards through a comprehensive, risk-based, all hazards integrated emergency management program of mitigation, preparedness, response and recovery.

### **What is Emergency Management?**

Emergency Management exists because hazards and vulnerabilities exist everywhere in our community. It is the job of Emergency Management to coordinate and preplan with response agencies and private organizations on how we are going to mitigate against, prepare for, respond to, and recover from different hazards.

Emergency Management is responsible for the coordination of all components of the emergency management system. Emergency Management is the county's liaison with local, regional, State and Federal government agencies as well as volunteer and private sectors on any and all activities that include mitigation, preparedness, response and recovery issues that may affect the local jurisdiction and its citizens.

### **History of Emergency Management**

Emergency Management is a concept that arose and evolved from the Civil Defense Act of 1950. The term "civil defense" means all those activities and measures undertaken to:

1. Minimize the effects upon civilian population caused, or which would be caused, by an attack upon the United States, or by natural disaster
2. Deal with the immediate emergency conditions which would be created by such an attack or natural disaster
3. To effectuate emergency repair, or the emergency restoration of, vital utilities and facilities destroyed or damaged by an attack or natural disaster

Effective April 11, 1975 the Kansas Legislature approved K.S.A. Chapter 48, Article 9 which was the Emergency Preparedness for Disasters Act. These statutes establish the need for emergency planning and set the responsibility for this at both the State and local levels.

In 1983 the Reno County Office of Civil Defense was renamed the Office of Emergency Preparedness (Resolution 83-30).

In 1993 the establishment of the Office of Emergency Preparedness of Reno County is reaffirmed (Resolution 93-65).



Emergency Management

Reno County  
206 W 1<sup>st</sup> Ave  
Hutchinson, KS 67501  
620-694-2974

---

Effective January 3, 1994, the Kansas Legislature approved K.A.R. 56-2-2. This sets the minimum standards for local disaster agencies in so far as establishing the agency, defining the duties of the Emergency Manager to the jurisdiction and, in return, establishes the minimum limits of support the jurisdiction should provide to the Emergency Manager.

In 1994 the Reno County Office of Emergency Preparedness is re-designated as the Reno County Office of Emergency Management (Resolution 94-37).

Today, the Emergency Management office operates with the Director, Specialist, and administrative assistant.

#### **Four Phases of Emergency Management:**

There are four phases of Emergency Management as outlined in the National Incident Management System (NIMS). They are:

1. Mitigation
2. Preparedness
3. Response
4. Recovery

It is important that we work through these four phases in all of the plans we develop, procedures that take place, exercises we participate/facilitate, and the training we provide.

**Mitigation:** Identifying hazards and vulnerabilities and then undertaking those activities that will help to eliminate, reduce the chance of occurrence, or reduce the effects of a disaster.

**Preparedness:** Planning how to respond to various hazards/emergency scenarios. Training and equipping responders so that they have the resources needed to respond to any type of incident. Exercising the various plans so that we know if they will work or not. Educating the public about the hazards they face in the community and know how they can prepare themselves and their families.

**Response:** This takes place during and immediately after an emergency or disaster. Actions are taken to provide emergency assistance to victims i.e. Fire/EMS/Law Enforcement for public safety, debris clearance to allow access to the area by other responders, and shelters for people whose homes were damaged or destroyed. Another part of response is taking actions to reduce further damage i.e. putting out fires, stopping gas or chemical leaks, sandbagging, and conducting search and rescue operations. In past year, Public Works has assisted multiple times with blocking roads and assisted with heavy equipment during wildfires.



Emergency Management

Reno County  
206 W 1<sup>st</sup> Ave  
Hutchinson, KS 67501  
620-694-2974

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**Recovery:** This phase is trying to get the community back to a sense of “normalcy” as quickly as possible. There are two types of recovery –

1. Short Term – actions that are taken to restore vital life-support systems to minimal operating conditions – i.e. restore power, clearing of roadways, etc.
2. Long Term – actions taken to try to return the community to “normal”, or to make it more “disaster resistant” - i.e. debris removal, rebuilding and/or restoration of damaged properties, Federal assistance to victims.

### **Operational Plans & Standard Operating Guidelines**

Emergency Managers should be prepared to assist department heads in the development and maintenance of operational plans. Emergency Managers should also assist local industries in the development of emergency plans and capabilities in support of the local government plan. The local Emergency Manager is responsible, along with their many partners, for the maintenance and revision of the Local Emergency Operations Plan (LEOP), which is required by state statute. The LEOP is required to be revised and updated every five years; this update was due in December of 2021. Due to the current workload and a change in formatting requirements, the LEOP is now expired. This does not have any negative impacts on disaster funding, but EM will be working to update this plan.

### **Coordination of Resources**

When disaster strikes, Emergency Management must ensure that all governmental, volunteer and private agencies are functioning according to plan, have the resources necessary to do the job and most importantly, are working as a team. This is coordination, not command. Each agency has the authority and responsibility to do what needs to be done as only it can. Emergency Management simply attempts to “pull together” everything that is going on in the response effort. The Director advises the chief elected officials on disaster matters and ensures that the proper disaster declarations are made. Emergency Management is the recognized point of contact for securing the help of outside entities such as the State and Federal Emergency Management Agency.

To do this affectively resource lists need to be updated and added to. This is an ongoing endeavor year-round. NIMS requires that resource “typing” be done which involves categorizing resources by capability based on measurable standards of capability and performance. Once this resource is received it should be tracked where it is going and if there is a cost associated with it. If there is, what is the cost per hour, day, etc.?





## Emergency Management

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The Local Emergency Manager is responsible for creating a local disaster declaration which will be sent to the Board of County Commissioners to declare. Once a disaster declaration is in place, Reno County is responsible for the first **\$253,781.80** in damages before we will receive public assistance. This number is based on \$4.09 per capita (2021 was \$3.78 per capita). The state is currently using the 2020 census of 61,898 residents in Reno County. Public Assistance can refund eligible: debris removal, emergency protective measures, repair, restoration, reconstruction, or replacement of a public facility or infrastructure which is damaged or destroyed by a disaster. The State of Kansas is responsible for **\$4,788,744.40** before receiving any federal assistance. If a county and the State **both** reach their threshold on a single incident, the State of Kansas may request a presidential disaster. If that presidential disaster is approved and declared, the government may reimburse up to 75% of the eligible expenses and the county will have to cover the other 25%. The last for Reno County was flooding in 2019.

Eligible cost of materials, equipment and supplies will be reimbursed using the Federal Emergency Management Agency (FEMA) current equipment rates established for the Public Assistance Program and/or actual costs.

Reno County has received assistance from the state in recent years in the form of personal protective equipment, and assistance with fire suppression during large wildfires. With an active disaster declaration in place, Reno County was able to utilize those state resources without utilizing any local funding.

In 2021 and early into 2022, the flooding reimbursements from 2019, disaster DR 4449 were obligated. Public Works put a lot of effort and time into working with the Program Managers to receive this reimbursement. Below is a summary of what was received:

2019 DR 4449 Cat A Debris Removal: total cost \$34,424.92; federal share \$25,818.69; non-federal share \$8806.23; federal share obligated 6/11/2021

2019 DR 4449 Cat B Protective Measures; total cost \$20,493.53; federal share \$15,370.15; non-federal share \$5123.38; federal share obligated 6/11/2021

2019 DR 4449 Cat C Road and Bridges; total cost \$324,530.74; federal share \$243,530.74; non-federal share \$ 81,132.68; federal share obligated 1/11/2022

2019 DR 4449 Cat Z Management Cost; total cost \$1119.73; federal share \$1,119.73  
federal share obligated 1/26/2022

### **Liaison**

In this role, the Emergency Manager is the first line of contact with the State during times of crisis. The Emergency Manager is charged with requesting additional resources at the State level based upon the



Emergency Management

Reno County  
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620-694-2974

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situation. The local Emergency Manager is the liaison among local entities and the Federal government during Presidential-declared disasters.

### **Advisor**

The Emergency Manager is expected to be the Chief of Staff to the local officials before, during and following disaster emergencies. In this role, they bring awareness of potential as well as existing problems and suggests solutions based on the needs of a community and available resources. During times of crisis, the Emergency Manager keeps local officials apprised of situations in order for them to make the best decisions possible for response and recovery issues. These issues are then communicated to the response agencies based on the priorities set between the elected officials and the response community.

### **Public Education**

In order to inform the public of emergency management activities as well as teach the public how to take care of themselves during disaster emergencies, it is the responsibility of the local Emergency Manager to participate in a variety of methods for training. These methods can include developing new programs, utilizing existing programs, and even handing out literature at public events. It is important that the public be aware of the power they possess to take personal responsibility for themselves first before a greater response is needed.

### **Emergency Operations Center (EOC)**

The Emergency Manager is responsible for developing, maintaining, and/or improving the EOC. Our EOC is in the basement of the Law Enforcement Center and will serve as the seat of government during times of disaster/emergencies. It facilitates continuity of government during times of crisis and must be kept at a state of readiness at all times.

The following are possible criteria for activation of the Reno County Emergency Operations Center:

1. A threat (or potential threat) increases the risk in Reno County
2. Coordination of response activities are needed
3. Resource coordination is needed to respond to an event
4. Conditions are uncertain or could possibly escalate
5. A County emergency/disaster declaration is made
6. At the discretion of any of the individuals authorized to activate the EOC

The Reno County Emergency Operations Center may be activated or deactivated by the Emergency Management Director or any of the following individuals:

- Specialist - Reno County Emergency Management



Emergency Management

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620-694-2974

- 
- Sheriff - Reno County Sheriff's Department

The Reno County Emergency Operations Center utilizes 3 levels of activation:

- **Watch:** When conditions indicate an event/disaster is imminent. Notification will be made to those agencies that will need to take action as part of their normal responsibilities. The Reno County Emergency Operations Center will be staffed by emergency management personnel.
- **Partial-Activation:** When conditions indicate an event/disaster is very imminent or has occurred. Emergency management personnel and essential ESFs are represented in the Reno County Emergency Operations Center.
- **Full-Scale Activation:** Any disaster/emergency that will require large-scale mutual aid and possible State and Federal assistance in response and recovery. Emergency management personnel and essential ESFs are represented in the Reno County Emergency Operations Center.

The facility serves as the coordination, command and control center for Reno County, is staffed when the need arises, and serves as the 24 hour Reno County Warning Point for initial notification and warning of emergencies and disasters.

During activation, the Reno County Emergency Operations Center provides the core emergency function coordination, communication, resource dispatch and tracking; information collection, analysis and dissemination; multi-agency coordination and joint information coordination. Field Operations will be managed through the Incident Command System (ICS).

Due to the current size constraints of the county Emergency Operations Center, all moderate and large-scale events are organized at the Hutchinson Fire Command and Training Center.

### **Annual Budget**

Emergency Management is responsible for preparing, submitting, and justifying the annual Emergency Management budget. They are also intimately involved in the budgeting process for the eight county fire districts.

### **Community Emergency Response Team (CERT)**

CERT programs educate people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, these members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. These members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their



Emergency Management

Reno County  
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community. They are also encouraged to take other trainings offered by such agencies as the American Red Cross to enhance their abilities.

CERT can also assist with local events, help with parking issues, and direct traffic, etc. These groups require periodic training and exercising to keep up on their skills. Some of the training would be done by departments that have the skills in that area. The coordination of the training, etc. would need to be done by Emergency Management. Records of training and volunteered time are also maintained.

CERT was utilized in 2021 for personal protective equipment distribution, vaccination sites, and during wildfires.

### **2021 Supply Distribution**

Through the COVID-19 Pandemic, Emergency Management continues to provide supplies to the community. Below are approximated numbers of what Emergency Management has provided to the community in 2021, this does not include state resources that were sent directly to facilities:

Masks- 480,000  
Gloves- 900,000  
Gowns- 24,000  
Sharps Containers- 400  
Band-aids- 22,000  
Ventilators- 20  
COVID test kits- 3,000  
Shoe Covers- 25,000

### **2021 Major Events**

These are some of the major events Emergency Management was involved with. These events all took a lot of time both inside and outside normal business hours.

February 15- Rolling Blackouts  
March 2- Maple Grove/Jordan Springs large fire  
March 9- COVID Declaration  
March 12- High wind event with damage to signs and power poles  
March 28- Beer & Ice Wildfires with disaster declaration  
May 31- localized flooding  
June 25- severe weather-power poles and outbuildings damaged. EF-0 tornado near Turon  
September 9-COVID Declaration  
December 10- Wildfire Declaration for fire near Arlington and K-14  
December 15- High winds, multiple wildfires



## AGENDA ITEM

## **AGENDA ITEM #7.B**

**AGENDA DATE:** February 22, 2022

**PRESENTED BY:** Captain Shawn McClay

**AGENDA TOPIC:**  
Raise in Reimbursement cost to house State Parole Violators.

**SUMMARY & BACKGROUND OF TOPIC:**

The Kansas Department of Corrections recently sent us a letter requesting that we set our daily billable rate for parole violators. The letter was sent out on January 27, 2022. I have attached the letter for review.

K.S.A 19-1930 directs the Secretary of Corrections to pay the cost of maintaining a parole violator held under the authority of K.S.A. 75-5217 (Parole Violation) for the completion of revocation proceedings. Currently, the Kansas Department of Corrections reimburses Reno County \$53.00 per day to hold Parole Violators. This rate has not changed since 2009. We are asking that this number be set at \$62.00 per day, per parole violator. This rate change is due to budget increases in salary budget, along with other increases in the necessities of operating a jail. The maximum billable per diem rate set by KDOC is \$94.29

**ALL OPTIONS:**

Increase billable per diem rate to \$62.00

Leave billable per diem rate at \$53.00

**RECOMMENDATION / REQUEST:**

Set per diem daily reimbursement rate for the Kansas Department of Corrections at \$62.00

**POLICY / FISCAL IMPACT:**

I would estimate we have a monthly rate of 45-50 billable days per month to the Kansas Department of Corrections. This would mean an approximate \$444.00 monthly increase received from KDOC.

714 S.W. Jackson St., Suite 300  
Topeka, KS 66603



Phone: (785) 296-3317  
Fax: (785) 296-0014  
kdocpub@doc.ks.gov  
doc.ks.gov

Jeff Zmuda, Acting Secretary

Laura Kelly, Governor

January 27, 2022

Dear County Sheriff/Jail Administrator:

K.S.A. 19-1930 directs the Secretary of Corrections to pay the costs of maintaining a parole violator held under authority of K.S.A. 75-5217 for completion of revocation proceedings.

The Legislature directed payments for the cost of maintenance of prisoners should not exceed the per capita operating cost, excluding inmate programs, for the Department of Corrections. Based upon this direction, a rate was computed utilizing the FY 2021 operating budgets and inmate population projections issued by the Kansas Sentencing Commission. For State Fiscal Year 2022 (July 1, 2021 through June 30, 2022) \$94.29 is the maximum billable per diem rate.

As to your per diem rate, please supply a copy of the official document establishing the allowance for maintenance of prisoners required by K.S.A. 19-1930 in effect on July 1, 2021. This document may be a county resolution or minutes from a county meeting when the rate was established and/or approved. Even if this document has previously been provided, KDOC would like to update our files.

Please return the document to:

Kansas Department of Corrections  
Attn: Janelle Amon  
714 SW Jackson Suite, 300  
Topeka, KS 66603

If you have any questions, please contact me at 785-940-1152.

Sincerely,

Janelle Amon  
Director of Finance



## AGENDA ITEM

## **AGENDA ITEM #7.C**

**AGENDA DATE:** February 22, 2022

**PRESENTED BY:** Randy Partington, County Administrator

**AGENDA TOPIC:**  
Reno County Advisory Board/Committee Guidelines

**RECOMMENDATION / REQUEST:**  
Consent to the use of the attached administrative guidelines for county board application process.

## RENO COUNTY BOARD APPOINTMENT ADMINISTRATIVE PROCESS

Reno County government includes several boards to assist and guide various departments. Some of these Boards have specific criteria for membership while others are open to any volunteers. It is important that these boards consist of Reno County residents with diverse perspectives and backgrounds in order to represent the broad interests of people living in Reno County. To further this goal, any county affiliated board with a vacancy shall arrange to post notice of the vacancy and an application for the Board position to the County's website and social media at least 90 days prior to filling the vacancy. All applications shall be made available to the Board of Commissioner's for review prior to an appointment being made.





## AGENDA ITEM

## **AGENDA ITEM #8.A**

**AGENDA DATE:** February 22, 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 Health Dept., Human Resources, Information Technology, Maintenance, Public Works, Solid Waste, Treasurer and Youth Services.

**ALL OPTIONS:**

n/a

**RECOMMENDATION / REQUEST:**

Discussion Only

**POLICY / FISCAL IMPACT:**

n/a

RE: Monthly report ending January 2022

Dear Randy Partington, County Administrator:

**Staffing changes or issues**

Current vacancies include a Health Information Management Supervisor, Women Infant Children (WIC) Dietitian and two Public Health Nurses.

**Financial summary**

Staff are completing grant reporting requirements to prepare for our new grant cycles.

**Projects/Issues/Challenges/Concerns**

<u>Covid-19 Update.</u>	<i>Active Cases</i>	<i>14-day PTR</i>	<i># of residents with at least 1 dose</i>
Last month:	396	17.0%	52.40%
This month:	1,343	45.4%	53.59%

<u>COVID-19 Vaccinations:</u>	In house	PODS	Daily POD	Offsite
Total by RCHD: 23,603	5,353	10,477	4,542	3,231

Vaccine Administration. During the month of January, CDC and KDHE authorized booster vaccines for 12- to 15-year-olds, and updated the COVID-19 isolation and quarantine guidelines. We continued to have many offsite flu and Covid-19 vaccine administration events, along with daily vaccine administration at the health department.

Clinical – Basic Health Services (BHS), Maternal Child Health (MCH), Family Practice (FP), Older Adult Services (OAS), and Epidemiology. Annual statistics include, in house immunizations were down from 2020, offsite immunizations were up from 2020, Basic Health Services (BHS) were down from 2020, however, Maternal Child Health (MCH) was up from 2020. In December, we passed, without any deficiencies, our periodic laboratory inspection, our Clinical Laboratory Improvement Amendments (CLIA) survey.

WIC – Women, Infant & Children. Breastfeeding Peer Counselors held 2 events with 9 participants. For 2021, 923 active clients (have used at least 1 item on food benefits) out of 1154 participating (received benefits).

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 presented at many community organizations regarding tobacco cessation programs and assisted with the Food Policy Advisory Board. OD2A-Staff continue to work with our IT department on a Reno Recovery website. RROE-Staff spoke on the radio about the drug trends report. Pathways-Staff is working with the Farmers Market on



their strategic plan. Health Education staff focus on policies, systems, and environmental strategies designed to address health equity and improve the social determinants of health for Reno County residents.

Environmental Health (EH). Staff are still meeting with IT for the best way to have PDF forms available for the public on the beacon website to allow the public to conduct property research. Staff saw a slight decrease in site request for well, wastewater, and mortgage inspections.

Licensed Child Care (LCC). During the month, staff provided an Orientation class via zoom, maintained annual and compliance surveys, conducted initial surveys, saw a slight increase in complaints of illegal care, and consulted with a school district regarding opening an after-school program. Staff are partnering with KCCTO to offer an all-day training event for Reno and Harvey County providers and centers on January 29<sup>th</sup>.

Electronic Health Record (EHR). During the month, we had our kick-off call with CureMD regarding our EHR implementation. We are currently in the Discovery Phase of the project; we are completing basic information so our database can be set up and basic information complied.

### **Upcoming Projects**

Community Health Assessment (CHA). As follow up to the discussion by the Board of County Commissioner's Strategic Plan, the Health Department, in cooperation with the Hutchinson Regional Healthcare System, will be conducting our CHA in April. Childcare and Housing are two issues that will be addressed with the upcoming CHA.

National Association of Counties (NACo). NACo will be hosting a webinar on March 30<sup>th</sup> on Strategies in Jail Reentry for People with Substance Use Disorder Part 3: Sharing and Using Data. Health Department staff will be presenting at the webinar regarding the data dashboard (ODMAP) and how we are using this information to aide in responses/outreach. You can register for the event at: <https://www.naco.org/events/jail-reentry-people-substance-use-disorders-part-3-sharing-and-using-data>.

Sincerely,  
Karla Nichols  
Director of Public Health





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

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**Board of Commissioners - Department Update**  
**Human Resources – January 2022**  
**Helen Foster – Human Resources Director**

**Position Openings**

We currently have 21 job openings. For the month of January, we have had eight (8) separations and gained four (4) new employees. Submitted applications received for open positions was up this month to 60 applications completed through January 30th. The average daily views for the month of January was 312. This is still an increase of traffic to our website compared to the early months through the summer of last year. Traffic seemed to start showing an increase in mid-October and has continued to stay steady.

**2021 Service Awards**

Staff reported that the Service Awards Ceremony went very well. I want to express a special Thank You to all that attended and thank each of the Commissioners for their support at the Ceremony. It means so much to all the staff for each of them to take time out to appreciate the employees of Reno County! I appreciate their attendance!

**New Carriers**

We now have a designated account representative for our group. I am in hopes that the upcoming month will show progress and improvements in the service to our employees. Most of the disruption now is all due to the RX vendor and the medical vendor's systems not communicating efficiently. Employees are still receiving their prescriptions, but it does come with additional effort and frustration on their part. I can report that most disruptions are resolved within a few hours of notifying the vendor.

With the problems in communication, there have been many employees reporting that deductibles are met and they are still paying for meds at the pharmacy. BML started an audit last week of all employee accounts to make sure that each member is being reviewed and their portals are updated to show accurate deductible information with RX and medical costs.

**Wage Study**

All departments have received the Salary Adjustment Information for employees and payroll has reported that they are prepared for the change. Payroll will begin building the new pay scales and moving employees to the adjusted rates starting on February 7<sup>th</sup> to prepare for the payroll on February 18<sup>th</sup>.

**End of the Year**

The IRS has extended the deadline for providing the 1095's to employees this year to March 2<sup>nd</sup>. They reported last year that they would not extend the deadline for this past the 31<sup>st</sup> of January going forward but have now permanently moved the deadline to March 2<sup>nd</sup> or the first business day following the date of March 2<sup>nd</sup> for all future years. The transmission file will be due to the IRS on March 31<sup>st</sup>. I will plan to have these to employees within the next couple of weeks and the transmission done by the end of February.

**Unemployment Fraud**

Unfortunately, I must report that we have seen 2 fraudulent unemployment claims filed this week. The state is looking into this issue and many employers are getting hit hard with fraudulent claims again. My hope is that it does not become out of hand like last year, but one employer has reported to me that they are seeing fraudulent claims very close to the intensity that they did last year.

February 2, 2022

Monthly Report Information Services

Michael Mathews

### **Staffing changes or issues**

We have filled both open positions, Helpdesk Technician started this week and is in training and getting acclimated to our environment. The Document Management Specialist will start on 2/14 and we hope to have him hit the ground running.

### **Budget YTD summary**

IT always has a lot of large expenditures at the first of the year as we must pay many of our software support contracts. We work diligently to remain within our adopted budget.

### **Projects/Issues/Challenges/Concerns**

We have completed the Multi factor authentication project with little trouble. We are now working on a number of other projects; we are still working on the time keeping project with the Clerk's office and the Health department. I am hoping to start testing with a department soon. We are also reconfiguring our entire domain this project will take several months to complete. We are also moving our Office 365 licensing to include Teams and SharePoint for all users and departments. We will begin training the departments and helping them learn to use it to communicate better. We will be receiving the scanning equipment for the document management project and will be working with the Register of Deeds first.

**Issues that we dealt with the past month include.** We had a few challenges this month mostly from being short handed by a staff member.



## **Maintenance & Purchasing Monthly Report 2/1/2022**

### **Harlen Depew, Director**

**Staffing:** Maintenance has one unfilled position for a Custodial Tech position and one daytime Maintenance Tech I. We have noticed an uptick in applications since the new wages have been published!

#### **Budget YTD summary**

We will report on the final numbers from FY 2021 once the remaining few invoices from last year have been processed, but we will be under budget for the year.

#### **Projects/Issues/Challenges/Concerns**

We continue to work with Departments and the County Administrator in the development of the courthouse space study.

Courthouse Project: Since the contractor's report at the Commission Meeting on January 25, 2022, additional concerns have been identified regarding the condition of the concrete substrate which the limestone slabs rest on at the uppermost part of the dome. A structural engineer from our insurance company is scheduled to be on-site the week of February 6 to visually inspect this and to consult with the contractor and architect before making a final decision on how to best resolve this condition. The insurance rep will also be reviewing the additional work required to replace deteriorated ties anchoring the stone facade to the exterior of the building.

The week of January 9, I was honored to be one of four Reno County leaders selected to attend a six day class at the University of Kansas Public Management Center. The focus of the class was creating a culture of high performance. It was an intense week, but we all left feeling positive and optimistic about the future of our Reno County organization. Thanks to the Commissioners and County Administrator, Randy Partington for their support of this initiative.

We are seeing dramatic increases in the cost of parts, materials, and office supplies thru our Purchasing division over the past few months. Jennifer Lobban and Matt Elliott are both working hard to find the best value / pricing for all departments on a daily basis. Hopefully these increases will stabilize sooner than later!

On behalf of all the employees in this department, I want to express our gratitude to the Board of County Commissioners for the full implementation of the recent wage study. Getting our positions adjusted to market rates, and addressing the compression issues was a big commitment, but the positive impact on our employees is significant, and greatly appreciated.



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

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January 2022 Monthly Report

### **Equipment**

Sending out bids for equipment budgeted for 2022.

### **Projects**

**Asphalt Crew** is now shouldering the edge of the roadways.

**Mowing/Sign** is trimming trees throughout the County and repairing signs as needed.

**Dirt Crew** will start replacing culverts under roadways scheduled for the 2022 overlay season and cleaning ditches throughout the County.

**Bridge Crew** is building the Nickerson Blvd. bridge 20.65, 1.5 miles north of K-96.

**Planning & Zoning** working on two rezones, one cup, one special exception, and working on getting wind regulations official.

### **Contracted Projects**

Willowbrook Bridge construction will begin this summer and the bridge is the Counties responsibility. Railroad decided to make an addition inspection on the 43<sup>rd</sup> Rd. bridge and we are waiting on the final result and billing.

Construction on the Arlington Rd. bridge within the Arlington city limits is going well.

Construction on the Arlington Rd. bridge 8 miles east of the City of Arlington is going well.

Scott Blvd. located in South Hutch bridge has went out for bid.

### **Challenges**

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

Working on Water District 101 Yoder high nitrate problem. My have found property to drill on. Now working with property owner and KDHE.

Short 3 full time positions, new wage scale has helped in recruiting employees.

Receiving new equipment within the fiscal year it was ordered. There will need to be a discussion with the Administrator on how to resolve this issue.

Need to consider and start the process of transitioning the ownership and maintenance of Water and Sewer Districts 8 to the city of The Highlands.



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

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Solid Waste Monthly Update January 2022  
Megan Davidson, Director

**Staffing:** We are currently at full staff at the landfill as this time with 23 employees!!

**Projects/Issues/Challenges/Concerns:** The new facilities are coming along nicely and an expected opening date will be happening sometime in the month of February. There has been some delays in products on delivery times that we have been waiting on.

The month of January has been nothing but everyday tasks of accepting trash, but also trying to keep up with the ever changing wind directions and keeping blowing litter picked up outside of the fences. This has been our top priority, but again with employees out sick or on vacation seems like we get a good day of picking then we do not have enough staff with other projects we also have going on. We are getting as much done as we can and will continue to work until it is all caught up. The new road from the new entrance has been completed and is ready for operation once we get moved into the new facilities. We were able to build the new road with the crushed concrete that we have on our concrete pile that we had crushed last summer which did save the county money using our own materials. The next couple of projects at hand will be finishing up Cell 8 to get ready to go out for bid and also help with the construction of the new Sherriff gun range south of the landfill.

Office staff has been busy tying up loose ends from the 2021 year and also gearing up for moving into the new facilities ordering in supplies and making sure everything is ready to go once we get all moved over.

**Budget:** We are still getting in some invoices from the 2021 budget year. New equipment purchases for 2022 will start coming in for approval once all of the information has been received from vendors.





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

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

January 26, 2022

## **MONTHLY REPORT**

### **STAFFING CHANGES OR ISSUES:**

We will be listing the two tag clerk positions that have been vacant and will also be listing the opening for a fiscal associate 1 for the treasury department unless we promote from within our department. The push for collecting the 1<sup>st</sup> half taxes levied has subsided with us showing a collection rate of approximately 59.00%.

We now have to concentrate on the Tax Sale preparations, Annual City Reports, Form 138 for the school districts, bond payments on top of our usual daily duties. We are also in the renewal period for commercial trucks (Fleets), heavy trucks and trailers.

### **BUDGET YTD SUMMARY:**

Overall expenses for the year 2021 were at 93%.

### **PROJECTS/ISSUES/CHALLENGES/CONCERNS:**

Percent of taxes collected went from 53% to 58.68% in 2021. Remember the 2<sup>nd</sup> half of 2021 taxes are not due until 5-10-22 but we continue to collect more taxes every day. We are also starting to work on the tax sale properties for 2022. We are now working on the renewal of commercial fleets, trailers and heavy trucks. Last, but not least, we are handling year end duties.



JUVENILE DETENTION CENTER  
JUVENILE INTAKE & ASSESSMENT  
BOB JOHNSON YOUTH SHELTER

## RENO COUNTY YOUTH SERVICES

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## Youth Services Monthly Report

January 2022

### Staffing changes or issues (if any)

We're currently seeking to fill the stand-by Youth Care Specialist/Juvenile Detention Officer, 40-hour female only Juvenile Corrections Officer, a 40-hour male only Youth Care Staff, and a 20-hour Youth Care Specialist. All positions, except standby positions, offers insurance benefits and KPERs. Those interested in the open positions can apply online at [Renogov.org](http://Renogov.org).

The employee of the month for January is Cindy Cook. Cindy joined Youth Services in 1989. She started out as a part time detention worker quickly moving into a full-time position. Cindy has spent her whole employment as a detention officer. She is a wealth of information with her 32 years of experience and has developed a unique style of working with an array of individuals. Cindy is creative and consistent when dealing with youth, continually motivating them to work the program. She is often the first to help covering open hours and has rearranged her work schedule frequently. Cindy is an incredible asset to Youth Services, and we are so very lucky to have her as one of our veteran employees.

### Budget YTD Summary

As of 1/21/2022, we have spent 5% of our Shelter budget (Dept.90). The expenses are routine and are mostly due to salaries. The total shelter budget is \$1,151,760. We have spent 6% of our detention budget (Dept.91). Detention expenditures consists of mostly salaries. The total detention budget is \$1,036,265.

### Projects/Issues/Challenges/Concerns

Shelter youth returned to public school after their long Christmas break and was ready to return to the classroom. Mid-January we had a few youth and staff test positive for Covid-19 and all recovered well. We currently have no youth or staff who have an active case of Covid. We continue to wear mask and sanitize the facility throughout the day and during evening hours.

At the end of the month, we held an open house for RNSO and HPD officers to provide an opportunity for our residents to personally thank them for their generous Christmas donation. Law enforcement officers joined youth playing board games, cards, ping pong and conversation. It was well received by all those who participated.

We had a detention juvenile complete his high school requirements earlier this month. He worked online, with the assistants of the in house USD 308 school teachers, to earn his high school diploma.