



Ron Sellers
District 1
Member

Ron Hirst
District 2
Chair

Daniel P. Friesen
District 3
Vice-Chair

Courthouse
206 W. 1st Avenue
Hutchinson, KS 67501

AGENDA

**Reno County Annex
125 W. 1st Avenue**

Tuesday, January 11, 2022, 9:00 AM

I. Call to Order

II. Pledge of Allegiance to the American Flag and Prayer

III. Welcome and Announcements by Commission Chair

IV. Public Comment on Items not on the Agenda

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

V. Determine Additions or Revisions to the Agenda

VI. Consent Agenda

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

VI.B Purchase of one 2022 Ford F-150 Responder Pickup from Midwest Motors for a net cost of \$12,693.00.

VI.C Purchase of four 2022 Ford Interceptor SUV Hybrids from Midway Motors for a net cost of \$114,708.

VI.D Resolution declaring and establishing certain regulation of the streets and highways pursuant to K.S.A. 8-2002 (Mohawk Road and Clark Road).

VII. Business Items

VII.A **Tabled from 12/14/2021:** Planning Case #2020-09 - A request by the Reno County Planning Commission for a series of text amendments to the April 2016 Edition of the Reno County Zoning Regulations regarding Commercial Wind Energy Conversion Systems (CWECS).

VII.B **Tabled from 12/14/2021:** Planning Case # 2021-14 - A request to amend the jurisdiction of the Official Zoning District Boundary Map as identified in Article 1-103 of the Zoning Regulations.

VII.C Reno County Employee Classification and Compensation Study Discussion

VIII. County Administrator Report

VIII.A Monthly Department Reports

VIII.B Financial Report

IX. County Commission Report/Comments

X. Executive Session

X.A 30 Minute Executive Session for non-elected personnel; with action to take place following the Executive Session.

X.B 30 Minute Executive Session for attorney-client privileged legal matters; with no action to take place.

X.C 15 Minute Executive Session for non-elected personnel.

XI. Commission Reorganization

XI.A Reorganization of the Board of County Commissioners

XII. Adjournment



AGENDA ITEM

AGENDA ITEM #VI.B

AGENDA DATE: January 11, 2022

PRESENTED BY: Captain Levi Blumanhourst

AGENDA TOPIC:

Purchase of one 2022 Ford F-150 Responder Pickup from Midwest Motors for a net cost of \$12,693.00.

SUMMARY & BACKGROUND OF TOPIC:

The Sheriff's Office operates and maintains a fleet of Ford Interceptor SUV's and Ford F-150 Police Responders. A request for quotes was submitted on October 25th, 2021 for one 2022 F-150 Police Responder Pickup. Quotes were received from Midway Motors of Hutchinson and Midwest Motors of Hutchinson. The sealed quotes were opened on November 16, 2021.

Ford F-150 Police Responder Pickups are driven by the Patrol Sergeants for the Reno County Sheriff's Office. The F-150 allows for versatility compared to the rest of the SUV fleet. A pickup allows for more towing options for light trailers, generators and has a bed that can be used for large items which the SUV's are not able to accommodate. During inclement weather there are some roads that remain impassible with SUV's and the F-150 pickups can then be used to respond to calls for service.

Midwest Motors quote was \$576.00 less than the quote from Midway Motors for one Ford F-150 Police Responder Pickup including the trade of one pickup from our fleet.

ALL OPTIONS:

Purchase one Ford F-150 Responder Pickup from Midwest Motors for \$12,693.00

Purchase one Ford F-150 Responder Pickup from Midway Motors for \$13,269.00

RECOMMENDATION / REQUEST:

Purchase one 2022 Ford F-150 Responder Pickup from Midwest Motors with \$12,693.00 of budgeted funds from the 2022 budget.

POLICY / FISCAL IMPACT:

The F-150 Responder Pickup will be purchased with funds budgeted for vehicles from the Sheriff's (06) budget.

Quote Summary for 4, 2022 All-Wheel Drive SUV HYBRID

Police Package Vehicles

Dealer quotes sent out by email. Listed by dealer name.	Midway Motors, 2022 Ford, Interceptor, SUV HYBRID	Midwest Ford, 2022 Ford, Interceptor, SUV HYBRID
Location of Dealer (City)	Hutchinson, KS	Hutchinson, KS
Bid due date	11/16/2021	11/16/2021
Listed actual price, per vehicle	\$38,302.00	\$38,202.00
Total for four vehicles	\$153,208.00	\$152,808.00
Total Trade 433,435,426,406C	\$38,500.00	\$30,000.00
Total including trade difference	\$114,708.00	\$122,808.00
Delivery Date	Spring 22	28-30 Weeks

Quote Summary for 4, 2022 All-Wheel Drive V-6 SUV Police Package Vehicles

Dealer quotes sent out by email. Listed by dealer name.	Midway Motors, 2022 Ford, Interceptor, SUV V-6	Midwest Ford, 2022 Ford, Interceptor, SUV V-6
Location of Dealer (City)	Hutchinson, KS	Hutchinson, KS
Bid due date	11/16/2021	11/16/2021
Listed actual price, per vehicle	\$35,223.00	\$35,123.00
Total for four vehicles	\$140,892.00	\$140,492.00
Total Trade 433,435,426,406C	\$38,500.00	\$30,000.00
Total including trade difference	\$102,392.00	\$110,492.00
Delivery Date	Spring 22	22-24 Weeks

Quote Summary for 1, 2022 Ford F-150 Responder Pickup

Dealer quotes sent out by email. Listed by dealer name.	Midway Motors, 2022 Ford F-150 Responder Pickup	Midwest Ford 2022 Ford F-150 Responder Pickup
Location of Dealer (City)	Hutchinson, KS	Hutchinson, KS
Bid due date	11/16/2021	11/16/2021
Listed actual price, per vehicle	\$36,769.00	\$36,693.00
Trade Value	\$23,500.00	\$24,000.00
Total price with trade	\$13,269.00	\$12,693.00
Delivery Date	Spring 22	28-30 Weeks



Sheriff: Darrian Campbell
Undersheriff: Shawn McHaley

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

**REQUEST FOR A QUOTE
RENO COUNTY SHERIFF'S OFFICE
SPECIFICATIONS FOR
ONE - 2022 FORD F-150 POLICE RESPONDER SUPERCREW PICKUP
4X4**

The Reno County Sheriff's Office will accept quotes on this form any time before 10:00am Tuesday November 16th, 2021 at the Reno County Sheriff's Office, 206 West 1st Street, Hutchinson, Ks 67501. The Reno County Sheriff's designee will then open the quotes at 11:00 am on the second floor mezzanine of the Reno County Courthouse. Envelopes shall be marked clearly "ONE 2022 FORD F-150 POLICE RESPONDER SUPERCREW PICKUP 4X4." These specifications are written with the intention of obtaining quotes on like equipment. This equipment shall have new 2022 model equipped standard equipment and meeting or exceeding the following. Special consideration may be granted for vehicles exceeding the minimum safety equipment listed.

**2022 Ford F-150 POLICE RESPONDER SUPERCREW PICKUP 4X4
Pursuit Rated**

Dark Blue (Antimatter Blue Metallic)

Engine: 3.5L V6 EcoBoost 4x4 145"WB

Transmission: 10-Speed Auto

**With all standard options
Plus**

Options Required:

<u>Code</u>	<u>Description</u>	<u>Price</u>
	4 – Keys with Fobs	<u>\$310.00</u>
53A	Trailer Tow Package	<u>\$992.00</u>
595	Fog Lamps	<u>\$128.00</u>
153	Front License Plate Bracket	<u>NC</u>
54R/59S	Manual Folding Power Glass Side View Mirror w/ Heat, Turn Signal REQUIRES 17T	<u>\$1,238.00</u>
924/57Q	Rear-Window, Fixed Privacy Glass w/ Defroster	<u>INCLUDED IN 17T</u>
76R	Reverse sensing System	<u>STD</u>
63T	Tailgate Step w/ Tailgate Lift Assist	<u>\$392.00</u>
	Interior and exterior lighting set to Police/Blackout mode	<u>NOT AVAILABLE</u>
	Top speed set to 120 MPH	<u>STD</u>

ALL DEALER BADGING TO BE REMOVED

Include specification sheet with quote. List make, model and all equipment and options.

NOTE: If the foregoing specifications are in conflict or are less than those set forth in the code of safety requirements of the Federal Department of Transportation for new vehicles, then in such instances the Federal Code shall apply.

Reno County reserves the right to waive minor technicalities under this specification, and to reject any or all quotes, which, in its opinion, is in the best interest of Reno County.

The equipment shall be installed to meet the current Kansas statues regarding size, weight and load of vehicles. The vehicle shall be delivered F.O.B. to Hutchinson, Ks.

Please quote with and without trade.

Trade Vehicle:

One (1) 2018 Ford F-150 POLICE RESPONDER Extended Cab 4x4, 5'6" Bed: VIN #1FTEW1PG7JKE86535 : UNIT #422

The Reno County Sheriff's Office reserves the right to not trade above vehicles based on the needs of other agencies within Reno County.

All trade vehicles will be available for inspection at the Reno County Automotive Shop @ 120 West Ave B, Hutchinson, Ks 67501 on Tuesday November 2nd, 2021 from 8:00 am until 4:30 pm.

NOTE: All radio and electronic equipment other than factory installed will be removed. Light bar, siren, brush guards and lights and all other equipment installed by the Reno County Sheriff's Office will be removed prior to delivery to dealership.

Total quote for one unit **WITHOUT** trade: \$36,693.00

Make FORD Model: F150 POLICE RESPONDER

Total quote for one unit **WITH** trade of Unit 422: \$12,693.00

WARRANTY FOR POLICE USE: SEE ATTACHED

Guaranteed Delivery Date: 28-30 WEEKS Company name: MIDWEST SUPERSTORE

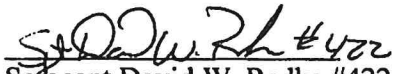
11/15/2021
Date


Signature

Enclose any additional materials or illustrations that would assist in the clarification of your quote specifications.

If your quote is accepted, payment will be made on the county's next regular payment day after delivery and certification that specifications were met.

10/24/2021
Date


Sergeant David W. Radke #422
Reno County Sheriff Office



Undersheriff: Sheriff: Darrian Campbell
 Shawn McHaley

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**REQUEST FOR A QUOTE
RENO COUNTY SHERIFF'S OFFICE
SPECIFICATIONS FOR
ONE - 2022 FORD F-150 POLICE RESPONDER SUPERCREW PICKUP
4X4**

The Reno County Sheriff's Office will accept quotes on this form any time before 10:00am Tuesday November 16th, 2021 at the Reno County Sheriff's Office, 206 West 1st Street, Hutchinson, Ks 67501. The Reno County Sheriff's designee will then open the quotes at 11:00 am on the second floor mezzanine of the Reno County Courthouse. Envelopes shall be marked clearly "ONE 2022 FORD F-150 POLICE RESPONDER SUPERCREW PICKUP 4X4." These specifications are written with the intention of obtaining quotes on like equipment. This equipment shall have new 2022 model equipped standard equipment and meeting or exceeding the following. Special consideration may be granted for vehicles exceeding the minimum safety equipment listed.

**2022 Ford F-150 POLICE RESPONDER SUPERCREW PICKUP 4X4
Pursuit Rated**

Dark Blue (Antimatter Blue Metallic)

Engine: 3.5L V6 EcoBoost 4x4 145"WB

Transmission: 10-Speed Auto

**With all standard options
Plus**

Options Required:

<u>Code</u>	<u>Description</u>	<u>Price</u>
	4 – Keys with Fobs	<u>310⁰⁰</u>
53A	Trailer Tow Package	<u>992⁰⁰</u>
595	Fog Lamps	<u>128⁰⁰</u>
153	Front License Plate Bracket	<u>N/C</u>
54R/59S	Manual Folding Power Glass Side View Mirror w/ Heat, Turn Signal	<u>277⁰⁰</u>
924/57Q	Rear-Window, Fixed Privacy Glass w/ Defroster	<u>291⁰⁰</u>
76R	Reverse sensing System	<u>Standard.</u>
63T	Tailgate Step w/ Tailgate Lift Assist	<u>392⁰⁰</u>
	Interior and exterior lighting set to Police/Blackout mode	<u>N/C</u>
	Top speed set to 120 MPH	<u>yes.</u>

ALL DEALER BADGING TO BE REMOVED

Include specification sheet with quote. List make, model and all equipment and options.

NOTE: If the foregoing specifications are in conflict or are less than those set forth in the code of safety requirements of the Federal Department of Transportation for new vehicles, then in such instances the Federal Code shall apply.

Reno County reserves the right to waive minor technicalities under this specification, and to reject any or all quotes, which, in its opinion, is in the best interest of Reno County.

The equipment shall be installed to meet the current Kansas statues regarding size, weight and load of vehicles. The vehicle shall be delivered F.O.B. to Hutchinson, Ks.

Please quote with and without trade.

Trade Vehicle:

One (1) 2018 Ford F-150 POLICE RESPONDER Extended Cab 4x4, 5'6" Bed: VIN #1FTEW1PG7JKE86535 : UNIT #422

The Reno County Sheriff's Office reserves the right to not trade above vehicles based on the needs of other agencies within Reno County.

All trade vehicles will be available for inspection at the Reno County Automotive Shop @ 120 West Ave B, Hutchinson, Ks 67501 on Tuesday November 2nd, 2021 from 8:00 am until 4:30 pm.

NOTE: All radio and electronic equipment other than factory installed will be removed. Light bar, siren, brush guards and lights and all other equipment installed by the Reno County Sheriff's Office will be removed prior to delivery to dealership.

Total quote for one unit **WITHOUT** trade: \$ 36,769⁰⁰

Make Ford Model: 2022 F-150 Responder

Total quote for one unit **WITH** trade of Unit 422: \$ 13,269⁰⁰

WARRANTY FOR POLICE USE: 3 yr / 36K miles Bumper to Bumper
5 yr / 100K miles powertrain.

Guaranteed Delivery Date: Spring 2022 Company name: Midway Motors.

11-12-21
Date

[Signature]
Signature

Enclose any additional materials or illustrations that would assist in the clarification of your quote specifications.

If your quote is accepted, payment will be made on the county's next regular payment day after delivery and certification that specifications were met.

10/24/2021
Date

[Signature] #422
Sergeant David W. Radke #422
Reno County Sheriff Office



Preview Order 8855 - W1P - 4x4 Police Crew Cab: Order Summary Time of Preview: 11/10/2021 14:18:03

Dealership Name: Midway Motors Ford Lincoln

Sales Code : F53553

Dealer Rep.	Tracy Martin	Type	Fleet	Vehicle Line	F-150	Order Code	8855
Customer Name	Reno Sheriff	Priority Code	D2	Model Year	2022	Price Level	215

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F150 4X4 SUPERCREW - 145	\$45130	TRAILER TOW PACKAGE	\$1090
145 INCH WHEELBASE	\$0	MIRROR MAN FOLD W/POWER GLASS	\$305
TOTAL BASE VEHICLE	\$45130	REAR-WINDOW DEFROSTER	\$220
ANTIMATTER BLUE METALLIC	\$0	LED SIDE-MIRROR SPOTLIGHTS	\$175
POLICE 40/BLANK/40	\$0	FOG LAMPS	\$140
BLACK	\$0	TAILGATE STEP	\$430
EQUIPMENT GROUP 150A	\$0	REMOTE KEYLESS-ENTRY KEY FOB	\$340
.XL SERIES	\$0	BLIS-BLIND SPOT MONITORING SYS	\$590
.18" SILVER ALUMINUM WHEELS	\$0	PRIVACY GLASS	\$100
3.5L V6 ECOBOOST	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
ELEC TEN-SPEED AUTO W/TOW MODE	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
.LT265/70R18C BSW ALL-TERRAIN	\$0	FUEL CHARGE	\$0
.3.31 ELECTRONIC LOCK RR AXLE	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
7050# GVWR PACKAGE	\$0	PRICED DORA	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	ADVERTISING ASSESSMENT	\$0
FRONT LICENSE PLATE BRACKET	\$0	DESTINATION & DELIVERY	\$1695
50 STATE EMISSIONS	\$0		
TOTAL BASE AND OPTIONS			MSRP \$50215
DISCOUNTS			NA
TOTAL			\$50215

ORDERING FIN: QJ830 END USER FIN: QJ830

Customer Name:
Customer Address:

Customer Email:
Customer Phone:

Customer Signature

Date

*This order has not been submitted to the order bank.
This is not an invoice.*



AGENDA ITEM

AGENDA ITEM #VI.C

AGENDA DATE: January 11, 2022

PRESENTED BY: Captain Levi Blumanhourst

AGENDA TOPIC:

Purchase of four 2022 Ford Interceptor SUV Hybrids from Midway Motors for a net cost of \$114,708.

SUMMARY & BACKGROUND OF TOPIC:

The Sheriff's Office operates and maintains a fleet of Ford Interceptor SUV's. A request for quotes was submitted on October 25th, 2021 for four 2022 Police Interceptor SUV Hybrid vehicles and also for four 2022 Police Interceptor V-6 SUV's. Quotes were received from Midway Motors of Hutchinson and Midwest Motors of Hutchinson. The sealed quotes were opened on November 16, 2021.

Since 2020 when a Hybrid model of the police interceptor has become available the Sheriff's Office has been purchasing a Ford Interceptor SUV Hybrid. The calculated savings by Reno County Automotive is \$1,487.37 per Hybrid vehicle that is in operation. Over a five year vehicle rotation the estimated savings would be \$7,436.85. The fuel savings is based off of a \$3.00 per gallon guess and would fluctuate depending on the actual fuel cost over those five years. Each SUV Hybrid costs \$3,079.00 more than the V-6 alternative so the actual savings over a five year life cycle is \$4,357.85

Midway Motors quote was \$8,100.00 less than the quote from Midwest Motors for four SUV Hybrid vehicles including trade of four units from our fleet.

ALL OPTIONS:

Purchase four 2022 Ford Interceptor SUV Hybrid vehicles from Midway Motors for \$114,708.00

Purchase four 2022 Ford Interceptor SUV Hybrid vehicles from Midwest Motors for \$122,808.00

Purchase four 2022 Ford Interceptor SUV V-6 from Midway Motors for \$102,392.00

Purchase four 2022 Ford Interceptor SUV V-6 from Midwest Motors for \$110,492.00

RECOMMENDATION / REQUEST:

Purchase four 2022 Ford Interceptor SUV Hybrids from Midway Motors of Hutchinson for \$114,708.00 of budgeted funds from the 2022 budget.

POLICY / FISCAL IMPACT:

Three of these SUV's will be paid for from the Sheriff's Office (06) budgeted funds and one SUV will

be paid for by the Correctional Facility (14) budgeted funds.

Quote Summary for 4, 2022 All-Wheel Drive SUV HYBRID

Police Package Vehicles

Dealer quotes sent out by email. Listed by dealer name.	Midway Motors, 2022 Ford, Interceptor, SUV HYBRID	Midwest Ford, 2022 Ford, Interceptor, SUV HYBRID
Location of Dealer (City)	Hutchinson, KS	Hutchinson, KS
Bid due date	11/16/2021	11/16/2021
Listed actual price, per vehicle	\$38,302.00	\$38,202.00
Total for four vehicles	\$153,208.00	\$152,808.00
Total Trade 433,435,426,406C	\$38,500.00	\$30,000.00
Total including trade difference	\$114,708.00	\$122,808.00
Delivery Date	Spring 22	28-30 Weeks

Quote Summary for 4, 2022 All-Wheel Drive V-6 SUV Police Package Vehicles

Dealer quotes sent out by email. Listed by dealer name.	Midway Motors, 2022 Ford, Interceptor, SUV V-6	Midwest Ford, 2022 Ford, Interceptor, SUV V-6
Location of Dealer (City)	Hutchinson, KS	Hutchinson, KS
Bid due date	11/16/2021	11/16/2021
Listed actual price, per vehicle	\$35,223.00	\$35,123.00
Total for four vehicles	\$140,892.00	\$140,492.00
Total Trade 433,435,426,406C	\$38,500.00	\$30,000.00
Total including trade difference	\$102,392.00	\$110,492.00
Delivery Date	Spring 22	22-24 Weeks

Quote Summary for 1, 2022 Ford F-150 Responder Pickup

Dealer quotes sent out by email. Listed by dealer name.	Midway Motors, 2022 Ford F-150 Responder Pickup	Midwest Ford 2022 Ford F-150 Responder Pickup
Location of Dealer (City)	Hutchinson, KS	Hutchinson, KS
Bid due date	11/16/2021	11/16/2021
Listed actual price, per vehicle	\$36,769.00	\$36,693.00
Trade Value	\$23,500.00	\$24,000.00
Total price with trade	\$13,269.00	\$12,693.00
Delivery Date	Spring 22	28-30 Weeks

2020-21 INTERCEPTOR UTILITY HYBRID VS. STANDARD COMPARISON (90 day average)

HYBRID	UNIT #	AVERAGE MPG	Overall average of Hybrids
	427	18.97	16.75
	432	17.8	
	438	16.87	
	441	13.96	
	428	16.17	
	436	16.7	
STANDARD			Overall average of Non-Hybrids
	425	14.84	12.81
	431	13.42	
	439	12.79	
	440	10.18	

The chart above shows the hybrids are getting 3.94 mpg better than the non-hybrids.

Using 27,000 miles per year as an average at \$3.00 per gallon we would be looking at a annual savings of \$1487.37 with the hybrids.

Hybrid Annual Fuel Useage 1611.94 gallons @ \$3 per gal = \$4835.82

Standard Annual Fuel Useage 2107.73 gallons @ \$3 per gal = \$6323.19



Sheriff: Darrian Campbell
Undersheriff: Shawn McHaley

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

REQUEST FOR QUOTES
RENO COUNTY SHERIFF'S OFFICE
SPECIFICATIONS FOR
FOUR 2022 FORD INTERCEPTOR AWD "HYBRID" UTILITY VEHICLE

The Reno County Sheriff's Office will accept quotes on this form any time before 10:00am Tuesday November 16th, 2021 at the Reno County Sheriff's Office, 206 West 1st Street, Hutchinson, Ks 67501. The Reno County Sheriff's designee will then open the quotes at 11:00 am on the second floor mezzanine of the Reno County Courthouse. Envelopes shall be marked clearly "FOUR 2022 FORD INTERCEPTOR HYBRID AWD SUV's." These specifications are written with the intention of obtaining quotes on like equipment. This equipment shall have new 2022 model equipped standard equipment and meeting or exceeding the following. Special consideration may be granted for vehicles exceeding the minimum safety equipment listed.

2022 Ford Utility Police Interceptor, Sport Utility AWD "Hybrid" Base

Dark Blue (Code LK)

Engine: 3.3L V6 Hybrid

Transmission: 10-Speed Auto

**With all standard options
Plus**

Options Required:

<u>Code</u>	<u>Description</u>	<u>Price</u>
88F or F6	Charcoal Black HD Cloth Front Bucket Seats/Cloth Rear	<u>56⁰⁰</u>
153	Front License Plate Bracket	<u>N/C</u>
67V	Police Wire Harness Connector Kit-Front & Rear	<u>174⁰⁰</u>
21L	Front Warning Auxiliary LED Lights (D- Red/ P- Blue)	<u>517⁰⁰</u>
60A	Pre-wiring for grille LED Lights, Siren and Speaker	<u>47⁰⁰</u>
17T	Switchable Red/White Lighting in Cargo Area	<u>47⁰⁰</u>
43D	Courtesy Car Feature	<u>24⁰⁰</u>
51T	Driver Only, Spot Lamp, LED Whelen	<u>394⁰⁰</u>
16C	1 st & 2 nd Row Carpet Floor Covering	<u>118⁰⁰</u>
55F	4-Remote Programmed Keyless Entry Key Fobs w/o Keypad	<u>320⁰⁰</u>
76R	Reverse Sensing System	<u>259⁰⁰</u>
549	Heated Mirror	<u>56⁰⁰</u>
52T	Class 3 Trailer Tow Lighting Package	<u>Standard.</u>

ALL DEALER BADGING TO BE REMOVED

Include specification sheet with quote. List make, model and all equipment and options.

NOTE: If the foregoing specifications are in conflict or are less than those set forth in the code of safety requirements of the Federal Department of Transportation for new vehicles, then in such instances the Federal Code shall apply.

Reno County reserves the right to waive minor technicalities under this specification, and to reject any or all quotes, which, in its opinion, is in the best interest of Reno County.

The equipment shall be installed to meet the current Kansas statues regarding size, weight and load of vehicles. The AWD Utility Vehicle shall be delivered F.O.B. to Hutchinson, Ks.

Please quote with and without trade.

Trade Vehicle:

One (1) 2017 Ford Interceptor AWD Utility Vehicle VIN# 1FM5K8AR3HGC57096 : Unit 433

One (1) 2017 Ford Interceptor AWD Utility Vehicle VIN# 1FM5K8AR5HGC57097 : Unit 435

One (1) 2018 Ford Interceptor AWD Utility Vehicle VIN# 1FM5K8AR9JGB12439 : Unit 426

One (1) 2015 Ford Interceptor AWD Utility Vehicle VIN# 1FM5K8AR8FGA57568 : Unit 406C

The Reno County Sheriff's Office reserves the right to not trade above vehicles based on the needs of other agencies within Reno County.

All trade vehicles will be available for inspection at the Reno County Automotive Shop @ 120 West Ave B, Hutchinson, Ks 67501 on Tuesday November 2nd, 2021 from 8:00 am until 4:30 pm.

NOTE: All radio and electronic equipment other than factory installed will be removed. Light bar, siren, brush guards and lights and all other equipment installed by the Reno County Sheriff's Office will be removed prior to delivery to dealership.

Total quote for one unit **WITHOUT** trade: * 38,302⁰⁰

Make Ford Model: 2022 Interceptor Utility Hybrid

Total quote for one unit **WITH** trade of Unit 433: * 28,302⁰⁰

Total quote for one unit **WITH** trade of Unit 435: * 27,302⁰⁰

Total quote for one unit **WITH** trade of Unit 426: \$ 26,802⁰⁰

Total quote for one unit **WITH** trade of Unit 406C: \$ 32,302⁰⁰

WARRANTY FOR POLICE USE: 3yr/36K miles bumper to bumper/5yr/100K miles powertr.

Guaranteed Delivery Date: Spring 2022 Company name: Midway Motors

11-12-21
Date

[Signature]
Signature

Enclose any additional materials or illustrations that would assist in the clarification of your quote specifications.

If your quote is accepted, payment will be made on the county's next regular payment day after delivery and certification that specifications were met.

10/24/2021
Date

[Signature]
Sergeant Lance Smith #421
Reno County Sheriff Office



Preview Order 8844 - K8A - Police Inter Utility AWD: Order Summary Time of Preview: 11/10/2021 15:51:43

Dealership Name: Midway Motors Ford Lincoln

Sales Code : F53553

Dealer Rep.	Tracy Martin	Type	Fleet	Vehicle Line	Explorer	Order Code	8844
Customer Name	Reno Sheriff	Priority Code	B2	Model Year	2022	Price Level	215

DESCRIPTION	MSRP	DESCRIPTION	MSRP
K8A0 POLICE INTER UTILITY AWD	\$40980	SPOT LAMP LED DR - WHELEN	\$420
.119 INCH WHEELBASE	\$0	POWER MIRROR/SPOTTER/HEATED	\$60
TOTAL BASE VEHICLE	\$40980	KEYLESS ENTRY - 4 FOBS	\$340
DARK BLUE	\$0	WIRING GRILL/LAMP/SIREN/SPKRS	\$50
CLOTH BUCKETS/CLOTH REAR SEATS	\$60	POL WIRE HARNESS CONNECTOR KIT	\$185
EBONY INTERIOR	\$0	.POLICE WIRING KIT REAR	\$0
EQUIPMENT GROUP 500A	\$0	.POLICE WIRING KIT FRONT	\$0
.AM/FM STEREO	\$0	REVERSE SENSING SYSTEM	\$275
.3.3L HYBRID ENGINE	\$0	FRONT LICENSE PLATE BRACKET	\$0
.10-SP MODULR HYBRD AUTO TRN	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
JOB #2 ORDER	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	FUEL CHARGE	\$0
1ST AND 2ND ROW CARPET FLR	\$125	NET INVOICE FLEET OPTION (B4A)	\$0
CARGO DOME LAMP -RED/WHITE	\$50	PRICED DORA	\$0
FRONT WARNING AUX LIGHT	\$550	ADVERTISING ASSESSMENT	\$0
50 STATE EMISSIONS	\$0	DESTINATION & DELIVERY	\$1245
COURTESY LAMP DISABLE	\$25		
TOTAL BASE AND OPTIONS			MSRP \$44365
DISCOUNTS			NA
TOTAL			\$44365

ORDERING FIN: QJ830 END USER FIN: QJ830

Customer Name:
Customer Address:

Customer Email:

Customer Phone:

Customer Signature

Date

*This order has not been submitted to the order bank.
This is not an invoice.*



Sheriff: Darrian Campbell
Undersheriff: Shawn McHaley

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

**REQUEST FOR QUOTES
RENO COUNTY SHERIFF'S OFFICE
SPECIFICATIONS FOR
FOUR 2022 FORD INTERCEPTOR AWD "V6" UTILITY VEHICLE**

The Reno County Sheriff's Office will accept quotes on this form any time before 10:00am Tuesday November 16th, 2021 at the Reno County Sheriff's Office, 206 West 1st Street, Hutchinson, Ks 67501. The Reno County Sheriff's designee will then open the quotes at 11:00 am on the second floor mezzanine of the Reno County Courthouse. Envelopes shall be marked clearly "FOUR 2022 FORD INTERCEPTOR V6 AWD SUV's." These specifications are written with the intention of obtaining quotes on like equipment. This equipment shall have new 2022 model equipped standard equipment and meeting or exceeding the following. Special consideration may be granted for vehicles exceeding the minimum safety equipment listed.

2022 Ford Utility Police Interceptor, Sport Utility AWD "V6" Base

Dark Blue (Code LK)

Engine: 3.3L V6

Transmission: 10-Speed Auto

**With all standard options
Plus**

Options Required:

<u>Code</u>	<u>Description</u>	<u>Price</u>
88F or F6	Charcoal Black HD Cloth Front Bucket Seats/Cloth Rear	<u>*56⁰⁰</u>
153	Front License Plate Bracket	<u>N/C</u>
67V	Police Wire Harness Connector Kit-Front & Rear	<u>174⁰⁰</u>
21L	Front Warning Auxiliary LED Lights (D- Red/ P- Blue)	<u>517⁰⁰</u>
60A	Pre-wiring for grille LED Lights, Siren and Speaker	<u>47⁰⁰</u>
17T	Switchable Red/White Lighting in Cargo Area	<u>47⁰⁰</u>
43D	Courtesy Car Feature	<u>24⁰⁰</u>
51T	Driver Only, Spot Lamp, LED Whelen	<u>394⁰⁰</u>
16C	1 st & 2 nd Row Carpet Floor Covering	<u>118⁰⁰</u>
55F	4-Remote Programmed Keyless Entry Key Fobs w/o Keypad	<u>320⁰⁰</u>
76R	Reverse Sensing System	<u>259⁰⁰</u>
549	Heated Mirror	<u>56⁰⁰</u>
52T	Class 3 Trailer Tow Lighting Package	<u>Standard</u>

ALL DEALER BADGING TO BE REMOVED

Include specification sheet with quote. List make, model and all equipment and options.

NOTE: If the foregoing specifications are in conflict or are less than those set forth in the code of safety requirements of the Federal Department of Transportation for new vehicles, then in such instances the Federal Code shall apply.

Reno County reserves the right to waive minor technicalities under this specification, and to reject any or all quotes, which, in its opinion, is in the best interest of Reno County.

The equipment shall be installed to meet the current Kansas statues regarding size, weight and load of vehicles. The AWD Utility Vehicle shall be delivered F.O.B. to Hutchinson, Ks.

Please quote with and without trade.

Trade Vehicle:

One (1) 2017 Ford Interceptor AWD Utility Vehicle VIN# 1FM5K8AR3HGC57096 : Unit 433

One (1) 2017 Ford Interceptor AWD Utility Vehicle VIN# 1FM5K8AR5HGC57097 : Unit 435

One (1) 2018 Ford Interceptor AWD Utility Vehicle VIN# 1FM5K8AR9JGB12439 : Unit 426

One(1) 2015 Ford Interceptor AWD Utility Vehicle VIN# 1FM5K8AR8FGA57568 : Unit 406C

The Reno County Sheriff's Office reserves the right to not trade above vehicles based on the needs of other agencies within Reno County.

All trade vehicles will be available for inspection at the Reno County Automotive Shop @ 120 West Ave B, Hutchinson, Ks 67501 on Tuesday November 2nd, 2021 from 8:00 am until 4:30 pm.

NOTE: All radio and electronic equipment other than factory installed will be removed. Light bar, siren, brush guards and lights and all other equipment installed by the Reno County Sheriff's Office will be removed prior to delivery to dealership.

Total quote for one unit **WITHOUT** trade: \$ 35,223⁰⁰

Make Ford Model: 2022 Ford Interceptor Utility

Total quote for one unit **WITH** trade of Unit 433: \$ 25,223⁰⁰

Total quote for one unit **WITH** trade of Unit 435: \$ 24,223⁰⁰

Total quote for one unit WITH trade of Unit 426: \$ 23,723⁰⁰

Total quote for one unit WITH trade of Unit 406C: 29,223⁰⁰

WARRANTY FOR POLICE USE: 3yr./36K miles bumper to bumper, 5yr./100K miles powertrain

Guaranteed Delivery Date: Spring 2022 Company name: Midway Motors
11-12-21 [Signature]
Date Signature

Enclose any additional materials or illustrations that would assist in the clarification of your quote specifications.

If your quote is accepted, payment will be made on the county's next regular payment day after delivery and certification that specifications were met.

10/24/2021
Date

[Signature]
Sergeant Lance Smith #421
Reno County Sheriff Office



Preview Order 8833 - K8A - Police Inter Utility AWD: Order Summary Time of Preview: 11/10/2021 15:56:39

Dealership Name: Midway Motors Ford Lincoln

Sales Code : F53553

Dealer Rep.	Tracy Martin	Type	Fleet	Vehicle Line	Explorer	Order Code	8833
Customer Name	Reno Sheriff	Priority Code	B2	Model Year	2022	Price Level	215

DESCRIPTION	MSRP	DESCRIPTION	MSRP
K8A0 POLICE INTER UTILITY AWD	\$40980	SPOT LAMP LED DR - WHELEN	\$420
.119 INCH WHEELBASE	\$0	POWER MIRROR/SPOTTER/HEATED	\$60
TOTAL BASE VEHICLE	\$40980	KEYLESS ENTRY - 4 FOBS	\$340
DARK BLUE	\$0	WIRING GRILL/LAMP/SIREN/SPKRS	\$50
CLOTH BUCKETS/CLOTH REAR SEATS	\$60	POL WIRE HARNESS CONNECTOR KIT	\$185
EBONY INTERIOR	\$0	.POLICE WIRING KIT REAR	\$0
EQUIPMENT GROUP 500A	\$0	.POLICE WIRING KIT FRONT	\$0
.AM/FM STEREO	\$0	REVERSE SENSING SYSTEM	\$275
3.3L TI-VCT V6 FFV ENGINE	\$-3450	FLEX-FUEL CAPABILITY	\$0
10-SPEED AUTO TRANSMISSION	\$0	FRONT LICENSE PLATE BRACKET	\$0
JOB #2 ORDER	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
1ST AND 2ND ROW CARPET FLR	\$125	FUEL CHARGE	\$0
CARGO DOME LAMP -RED/WHITE	\$50	NET INVOICE FLEET OPTION (B4A)	\$0
FRONT WARNING AUX LIGHT	\$550	PRICED DORA	\$0
50 STATE EMISSIONS	\$0	ADVERTISING ASSESSMENT	\$0
COURTESY LAMP DISABLE	\$25	DESTINATION & DELIVERY	\$1245
TOTAL BASE AND OPTIONS			MSRP \$40915
DISCOUNTS			NA
TOTAL			\$40915

ORDERING FIN: QJ830 END USER FIN: QJ830

Customer Name:
Customer Address:

Customer Email:
Customer Phone:

Customer Signature

Date

*This order has not been submitted to the order bank.
This is not an invoice.*



Sheriff: Darrian Campbell
Undersheriff: Shawn McHaley

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

**REQUEST FOR QUOTES
RENO COUNTY SHERIFF'S OFFICE
SPECIFICATIONS FOR
FOUR 2022 FORD INTERCEPTOR AWD "HYBRID" UTILITY VEHICLE**

The Reno County Sheriff's Office will accept quotes on this form any time before 10:00am Tuesday November 16th, 2021 at the Reno County Sheriff's Office, 206 West 1st Street, Hutchinson, Ks 67501. The Reno County Sheriff's designee will then open the quotes at 11:00 am on the second floor mezzanine of the Reno County Courthouse. Envelopes shall be marked clearly "FOUR 2022 FORD INTERCEPTOR HYBRID AWD SUV's." These specifications are written with the intention of obtaining quotes on like equipment. This equipment shall have new 2022 model equipped standard equipment and meeting or exceeding the following. Special consideration may be granted for vehicles exceeding the minimum safety equipment listed.

2022 Ford Utility Police Interceptor, Sport Utility AWD "Hybrid" Base

Dark Blue (Code LK)

Engine: 3.3L V6 Hybrid

Transmission: 10-Speed Auto

**With all standard options
Plus**

Options Required:

<u>Code</u>	<u>Description</u>	<u>Price</u>
88F or F6	Charcoal Black HD Cloth Front Bucket Seats/Cloth Rear	<u>\$56.00</u>
153	Front License Plate Bracket	<u>NC</u>
67V	Police Wire Harness Connector Kit-Front & Rear	<u>\$174.00</u>
21L	Front Warning Auxiliary LED Lights (D- Red/ P- Blue)	<u>\$517.00</u>
60A	Pre-wiring for grille LED Lights, Siren and Speaker	<u>\$47.00</u>
17T	Switchable Red/White Lighting in Cargo Area	<u>\$47.00</u>
43D	Courtesy Car Feature	<u>\$24.00</u>
51T	Driver Only, Spot Lamp, LED Whelen	<u>\$394.00</u>
16C	1 st & 2 nd Row Carpet Floor Covering	<u>\$118.00</u>
55F	4-Remote Programmed Keyless Entry Key Fobs w/o Keypad	<u>\$320.00</u>
76R	Reverse Sensing System	<u>\$259.00</u>
549	Heated Mirror	<u>\$56.00</u>
52T	Class 3 Trailer Tow Lighting Package	<u>NC</u>

ALL DEALER BADGING TO BE REMOVED

Include specification sheet with quote. List make, model and all equipment and options.

NOTE: If the foregoing specifications are in conflict or are less than those set forth in the code of safety requirements of the Federal Department of Transportation for new vehicles, then in such instances the Federal Code shall apply.

Reno County reserves the right to waive minor technicalities under this specification, and to reject any or all quotes, which, in its opinion, is in the best interest of Reno County.

The equipment shall be installed to meet the current Kansas statues regarding size, weight and load of vehicles. The AWD Utility Vehicle shall be delivered F.O.B. to Hutchinson, Ks.

Please quote with and without trade.

Trade Vehicle:

One (1) 2017 Ford Interceptor AWD Utility Vehicle VIN# 1FM5K8AR3HGC57096 : Unit 433

One (1) 2017 Ford Interceptor AWD Utility Vehicle VIN# 1FM5K8AR5HGC57097 : Unit 435

One (1) 2018 Ford Interceptor AWD Utility Vehicle VIN# 1FM5K8AR9JGB12439 : Unit 426

One (1) 2015 Ford Interceptor AWD Utility Vehicle VIN# 1FM5K8AR8FGA57568 : Unit 406C

The Reno County Sheriff's Office reserves the right to not trade above vehicles based on the needs of other agencies within Reno County.

All trade vehicles will be available for inspection at the Reno County Automotive Shop @ 120 West Ave B, Hutchinson, Ks 67501 on Tuesday November 2nd, 2021 from 8:00 am until 4:30 pm.

NOTE: All radio and electronic equipment other than factory installed will be removed. Light bar, siren, brush guards and lights and all other equipment installed by the Reno County Sheriff's Office will be removed prior to delivery to dealership.

Total quote for one unit **WITHOUT** trade: _____ \$38,202.00

Make FORD Model: POLICE INTERCEPTOR SUV HYBRID

Total quote for one unit **WITH** trade of Unit 433: _____ \$31,202.00

Total quote for one unit **WITH** trade of Unit 435: _____ \$31,202.00

Total quote for one unit **WITH** trade of Unit 426: _____ \$28,202.00


Total quote for one unit **WITH** trade of Unit 406C: _____ \$32,202.00

WARRANTY FOR POLICE USE: _____ SEE ATTACHED

Guaranteed Delivery Date: 28-30 WEEKS

Company name: MIDWEST SUPERSTORE


11/15/2021
Date


Signature

Enclose any additional materials or illustrations that would assist in the clarification of your quote specifications.

If your quote is accepted, payment will be made on the county's next regular payment day after delivery and certification that specifications were met.

10/24/2021
Date


Sergeant Lance Smith #421
Reno County Sheriff Office



Sheriff: Darrian Campbell
Undersheriff: Shawn McHaley

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**REQUEST FOR QUOTES
RENO COUNTY SHERIFF'S OFFICE
SPECIFICATIONS FOR
FOUR 2022 FORD INTERCEPTOR AWD "V6" UTILITY VEHICLE**

The Reno County Sheriff's Office will accept quotes on this form any time before 10:00am Tuesday November 16th, 2021 at the Reno County Sheriff's Office, 206 West 1st Street, Hutchinson, Ks 67501. The Reno County Sheriff's designee will then open the quotes at 11:00 am on the second floor mezzanine of the Reno County Courthouse. Envelopes shall be marked clearly "FOUR 2022 FORD INTERCEPTOR V6 AWD SUV's." These specifications are written with the intention of obtaining quotes on like equipment. This equipment shall have new 2022 model equipped standard equipment and meeting or exceeding the following. Special consideration may be granted for vehicles exceeding the minimum safety equipment listed.

2022 Ford Utility Police Interceptor, Sport Utility AWD "V6" Base

Dark Blue (Code LK)

Engine: 3.3L V6

Transmission: 10-Speed Auto

**With all standard options
Plus**

Options Required:

<u>Code</u>	<u>Description</u>	<u>Price</u>
88F or F6	Charcoal Black HD Cloth Front Bucket Seats/Cloth Rear	<u>\$56.00</u>
153	Front License Plate Bracket	<u>NC</u>
67V	Police Wire Harness Connector Kit-Front & Rear	<u>\$174.00</u>
21L	Front Warning Auxiliary LED Lights (D- Red/ P- Blue)	<u>\$517.00</u>
60A	Pre-wiring for grille LED Lights, Siren and Speaker	<u>\$47.00</u>
17T	Switchable Red/White Lighting in Cargo Area	<u>\$47.00</u>
43D	Courtesy Car Feature	<u>\$24.00</u>
51T	Driver Only, Spot Lamp, LED Whelen	<u>\$394.00</u>
16C	1 st & 2 nd Row Carpet Floor Covering	<u>\$118.00</u>
55F	4-Remote Programmed Keyless Entry Key Fobs w/o Keypad	<u>\$320.00</u>
76R	Reverse Sensing System	<u>\$259.00</u>
549	Heated Mirror	<u>\$56.00</u>
52T	Class 3 Trailer Tow Lighting Package	<u>NC</u>

ALL DEALER BADGING TO BE REMOVED

Include specification sheet with quote. List make, model and all equipment and options.

NOTE: If the foregoing specifications are in conflict or are less than those set forth in the code of safety requirements of the Federal Department of Transportation for new vehicles, then in such instances the Federal Code shall apply.

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One (1) 2017 Ford Interceptor AWD Utility Vehicle VIN# 1FM5K8AR5HGC57097 : Unit 435

One (1) 2018 Ford Interceptor AWD Utility Vehicle VIN# 1FM5K8AR9JGB12439 : Unit 426

One(1) 2015 Ford Interceptor AWD Utility Vehicle VIN# 1FM5K8AR8FGA57568 : Unit 406C

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All trade vehicles will be available for inspection at the Reno County Automotive Shop @ 120 West Ave B, Hutchinson, Ks 67501 on Tuesday November 2nd, 2021 from 8:00 am until 4:30 pm.

NOTE: All radio and electronic equipment other than factory installed will be removed. Light bar, siren, brush guards and lights and all other equipment installed by the Reno County Sheriff's Office will be removed prior to delivery to dealership.

Total quote for one unit **WITHOUT** trade: _____ \$35,123.00

Make FORD Model: POLICE INTERCEPTOR SUV

Total quote for one unit **WITH** trade of Unit 433: _____ \$28,123.00

Total quote for one unit **WITH** trade of Unit 435: _____ \$28,123.00

Total quote for one unit **WITH** trade of Unit 426: \$25,123.00

Total quote for one unit **WITH** trade of Unit 406C: \$29,123.00

WARRANTY FOR POLICE USE: SEE ATTACHED

Guaranteed Delivery Date: 22-24 WEEKS

Company name: MIDWEST SUPERSTORE


 11/15/2021
Date


Signature

Enclose any additional materials or illustrations that would assist in the clarification of your quote specifications.

If your quote is accepted, payment will be made on the county's next regular payment day after delivery and certification that specifications were met.

 10/24/2021
Date


Sergeant Lance Smith #421
Reno County Sheriff Office



AGENDA ITEM

**AGENDA
ITEM #VI.D**

AGENDA DATE: January 11, 2022

PRESENTED BY: Don Brittain - Public Works Director

AGENDA TOPIC:

Resolution declaring and establishing certain regulation of the streets and highways pursuant to K.S.A. 8-2002 (Mohawk Road and Clark Road).

SUMMARY & BACKGROUND OF TOPIC:

The Legislature has provided that local authorities may exercise police power with respect to streets and highways under their jurisdiction pursuant to K.S.A.8-2002. Be it resolved by the Board of County Commissioners of Reno County, Kansas that the following traffic regulations should be in force: Intersection of Mohawk Road and Clark Road a Stop Sign shall be posed for southbound traffic on Mohawk Road at its intersection with Clark Road.

ALL OPTIONS:

Approval and signature of Resolution.

RECOMMENDATION / REQUEST:

Adopt and sign the resolution.

POLICY / FISCAL IMPACT:

N/A

RESOLUTION NO. 2022 - _____
A RESOLUTION DECLARING AND ESTABLISHING CERTAIN REGULATION
OF THE STREETS AND HIGHWAYS PURSUANT TO K.S.A. 8-2002
(Mohawk Road and Clark Road)

WHEREAS, the Legislature has provided that local authorities may exercise police power with respect to streets and highways under their jurisdiction pursuant to K.S.A. 8-2002.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Reno County, Kansas that the following traffic regulations shall be in force:

Intersection of Mohawk Road and Clark Road:

Stop Sign shall be posted for southbound traffic on Mohawk Road at its intersection with Clark Road.

BE IT FURTHER RESOLVED that from and after the posting of the traffic control signs as hereinabove directed, the driver of any vehicle shall obey and comply with the instructions of said traffic control devices applicable thereto and place in accordance with the Uniform Traffic Control Manual, unless otherwise directed by a law enforcement officer or permitted by other legal authority.

This resolution shall be effective from and after the date of its adoption and when the posting requirements have been satisfied.

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

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS

Chairman, Daniel P Friesen

Member, Ron Sellers

Member, Ron Hirst

ATTEST:

Reno County Clerk



AGENDA ITEM

AGENDA ITEM #VII.A

AGENDA DATE: January 11, 2022

PRESENTED BY: Board of County Commissioners

AGENDA TOPIC:

Tabled from 12/14/2021: Planning Case #2020-09 - A request by the Reno County Planning Commission for a series of text amendments to the April 2016 Edition of the Reno County Zoning Regulations regarding Commercial Wind Energy Conversion Systems (CWECS).

SUMMARY & BACKGROUND OF TOPIC:

Planning Case #2020-09 was presented to the Board of County Commissioners (BOCC) on February 9, 2021. The BOCC entered into a Work Study Session later that day and the minutes of said meeting are attached.

- During the BOCC's [regular agenda session on February 23, 2021](#), the BOCC accepted public comments regarding the CWECS proposed regulations.
- On [March 9, 2021 during the BOCC's regular agenda session](#), the CWECS proposed regulations were tabled until April 13, 2021.
- During the BOCC's [regular agenda session on April 13, 2021](#), the CWECS proposed regulations were tabled until May 25, 2021.
- During the BOCC's [regular agenda session on May 25, 2021](#), the CWECS proposed regulations were tabled until further notice.
- During their regular agenda session on August 24, 2021, the BOCC approved placing the CWECS proposed regulations on the September 14, 2021 agenda. The BOCC further established public comments would not be accepted during their discussion of said item on September 14th. They welcomed the public to submit comments and questions before September 14th.
- This item should be considered for adoption prior to adopting and expanding zoning countywide as found under Case #2021-14. Failure to adopt Article 23 will result in the current wind energy conversion system regulations adopted in 2016 to remain in effect.

ALL OPTIONS:

- Approve the Commercial Wind Energy Conversion Systems Regulations as recommended by the Planning Commission
- Table the amendment to study the document further.
- Table the amendment and refer it back to the Planning Commission.
- Deny the amendment as submitted by the Planning Commission. Denying the amendment will require the entire public hearing process to begin again if the County Commissioners still request new regulations.

RECOMMENDATION / REQUEST:

Remove from the table and approve of Article 23 - Commercial Wind Energy Conversion System regulations as recommended by staff and the Planning Commission.

POLICY / FISCAL IMPACT:

N/A



AGENDA REQUEST AGENDA ITEM #7F on the 02-09-2021 Agenda

INFORMATION: Planning Case #2020-09 – A request by the Reno County Planning Commission for a series of text amendments to the April 2016 Edition of the Reno County Zoning Regulations regarding Commercial Wind Energy Conversion Systems.
(From and Issue)

PRESENTED BY: Don Brittain – Public Works Director and Mark Vonachen – County Planner II

AGENDA DATE: 2/9/2021

BACKGROUND The text amendments under consideration are as follows:

Amending the Table of Contents page by adding Article 23, Commercial Wind Energy Conversion Systems (CWECS) Regulations to the April, 2016 Reno County Zoning Regulations.

Amending Article 15-105(14) of the April, 2016 Reno County Zoning Regulations in its entirety and substituting therefore a reference to a new Article 23 pertaining to commercial wind energy conversion systems (CWECS).

Adding Article 23 to the April, 2016 Reno County Zoning Regulations, pertaining to Commercial Wind Energy Conversion Systems (CWECS).

In December of 2019 the County Commissioners directed staff to begin the public hearing process of zoning the rest of southeast Reno County. The County Commissioners also requested staff and the Planning Commission to review the current commercial wind regulations and determine if updated regulations were necessary. If updated regulations were necessary, the County Commissioners gave specific direction to not create regulations so restrictive it effectively prohibits commercial wind in the County. Any regulations that are perceived in doing such will not be adopted.

On April 6, 2020, the rest of southeast county was zoned by the County Commissioners.

On May 21, 2020 the Planning Commission formally adopted an Order outlining the procedure they will follow to consider adopting new commercial wind regulations.

On June 18, 2020 the Planning Commission held a public meeting in order to receive input from the public on whether the current commercial wind regulations need updating and if so what content should be considered in the regulations. It is noted that there is no statutory requirement to hold such a meeting. The Planning Commission requested public input in this procedure that was outside of a public hearing process. At the end of this meeting, the Planning Commission directed staff to provide a draft copy of new commercial wind regulations. A sub-committee consisting of Don Brittain, Director of Public Works, Russ Goertzen, Planning Commission Chairman, and Mark Vonachen, County Planner II was formed to write the draft.

On July 23, 2020, the Planning Commission reviewed the first draft of the regulations and requested changes.

On August 20, 2020 the Planning Commission reviewed the second draft of the regulations and requested additional changes. At the end of the meeting the Planning Commission set a public hearing date for September 17, 2020 at the Kansas State Fairgrounds.

On September 17, 2020 the Planning Commission held a public hearing on the draft regulations. The Planning Commission closed the public hearing portion of the meeting and continued the case to the next month to review all submitted public information and public comments.

At a special meeting date of October 13, 2020 and the regular meeting date of November 19, 2020 the Planning Commission reviewed all of the submitted documents and public comments. The Planning Commission made several changes to the public hearing draft regulations at these meetings.

At the December 17, 2020 meeting, the Planning Commission reviewed the draft document and made some minor changes. At the end of the meeting, the Planning Commission recommended approval of the three draft documents by a 5-1 vote.

On January 19, 2021, the County Commissioners held a study session with staff to gather more information on the recommended amendments passed by the Planning Commission.

ALTERNATIVE

The County Commissioners have several options with this request:

- Approve the amendments as submitted by the Planning Commission.
- Approve the amendments with changes.
- Table the amendments to study the documents further.
- Table the amendments and refer them back to the Planning Commission for further study or to have specific questions answered.
- Deny the amendments as submitted by the Planning Commission. Denying the amendments will require the entire public hearing process to begin again if the County Commissioners still request new regulations.

RECOMMENDATION Consideration of the Planning Commission recommendation.

FISCAL IMPACT N/A

**Zoning Regulations
Table of Contents
Reno County, Kansas**

-0-

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ARTICLE 2.... "AG" AGRICULTURAL DISTRICT REGULATIONS..... 2-1

Sections:

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2-102	Use Regulations.....	2-1
2-103	Performance Standards	2-2
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2-106	Sign Regulations.....	2-2
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Sections:

3-101	Purpose	3-1
3-102	Use Regulations.....	3-1
3-103	Performance Standards	3-1
3-104	Parking Regulations.....	3-1
3-105	Off-Street Loading Regulations.....	3-1
3-106	Sign Regulations.....	3-2
3-107	Height, Area, and Bulk Regulations.....	3-1
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ARTICLE 4.... "R-2" SUBURBAN RESIDENTIAL DISTRICT REGULATIONS..... 4-1

Sections:

4-101	Purpose	4-1
4-102	Use Regulations	4-1
4-103	Performance Standards	4-1
4-104	Parking Regulations.....	4-1
4-105	Off-Street Loading Regulations.....	4-1
4-106	Sign Regulations.....	4-2
4-107	Height, Area, and Bulk Regulations	4-2
4-108	Supplementary Height, Area and Bulk Regulations.....	4-2
4-109	Supplementary Use Regulations.....	4-2

ARTICLE 5.... "R-3" SINGLE-FAMILY RESIDENTIAL DISTRICT REGULATIONS 5-1

Sections:

5-101	Purpose	5-1
5-102	Use Regulations.....	5-1
5-103	Performance Standards	5-1
5-104	Parking Regulations.....	5-1
5-105	Off-Street Loading Regulations.....	5-1
5-106	Sign Regulations.....	5-1
5-107	Height, Area, and Bulk Regulations	5-1
5-108	Supplementary Height, Area and Bulk Regulations.....	5-2
5-109	Supplementary Use Regulations.....	5-2

ARTICLE 6.... "V-1" VILLAGE DISTRICT REGULATIONS.....6-1

Sections:

6-101	Purpose	6-1
6-102	Use Regulations	6-1
6-103	Performance Standards	6-1
6-104	Parking Regulations.....	6-1
6-105	Off-Street Loading Regulations.....	6-1
6-106	Sign Regulations.....	6-1
6-107	Height, Area, and Bulk Regulations	6-1
6-108	Supplementary Height, Area and Bulk Regulations.....	6-2
6-109	Supplementary Use Regulations.....	6-2

ARTICLE 7.... "FRD" FLOODWATER RETARDING DAM BREACH IMPACT DISTRICT7-1

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<u>Amendment</u>	<u>Resolution</u>	<u>Approval Date</u>
Add Article 23		

Proposed text amendment to Article 15-105(14)

Additions are underlined. Deletions are struck through

14. A Commercial Wind Energy Conversion System shall be subject to the provision of the following:
Article 23.

A. ~~Wind Energy Conversion System shall meet the following setback requirements:~~

(1) ~~No turbines shall be located closer than 500 feet from public roads, measured from the nearest edge of the right of way or public road easement, or the total height of the turbine plus 50 feet, whichever is greater. No turbines shall be located closer than 500 feet from property lines of any property not included in the CUP, or the total height of the turbine plus 50 feet, whichever is greater. No turbine shall be located closer than the length of the blade plus 50 feet to a property line which abuts other property included in the CUP or under the same general lease agreement for the Wind Energy Conversion System.~~

(2) ~~For property where the residential structure is on land that is leased and owned by the same owner, turbines shall be located no closer than the total height of the turbine plus 50 feet from a common agricultural / residential accessory structure.~~

(3) ~~No turbine shall be located closer than 1,000 feet from a non-participating residential structure.~~

~~For the purposes of the above requirements, a "participating residential structure" means a residential structure on the same land under lease or contract with a wind company; and a "non-participating residential structure" means a residential structure on land not under lease or contract with a wind company.~~

B. ~~Maintaining continuous liability insurance coverage in an amount not less than \$1,000,000.00 with the County named as an additional insured. In lieu of such coverage the permit holder may provide an indemnification agreement satisfactory to the County.~~

Sections:**23-101 Purpose and Intent****23-102 Applicability****23-103 Definitions****23-104 Circumstances Requiring Application of the CWECS****23-105 Content of a Development Plan and Plan of Operation****23-106 Documents, Plans, Studies, Reports, Other Permits****23-107 Additional Required Topics to be Included in Submittals****23-108 Special Regulations Applicable for a Conditional Use Permit for a CWECS****23-109 Agreements and Requirements****23-110 Requirements for a Zoning Permit****23-111 Construction Requirements****DRAFT****1/29/21****23-101 Purpose and Intent:**

The purpose of this Article is to ensure a regulatory means of facilitating wind energy development of a Commercial Wind Energy Conversion System within the unincorporated portion of Reno County having zoning jurisdiction by providing reasonable requirements for the submittal of proposals for the establishment of a CWECS to provide adequate information to the officials of Reno County charged with the responsibility to review said proposals.

To the extent there are conflicts between the requirements of Article 23 and other provisions of the Reno County Zoning Regulations, it is intended that the requirements of Article 23 shall control the interpretation of the Zoning Regulations.

23-102 Applicability:

All CWECS development within this Article, as described herein, shall comply with the standards and procedures of this Article and those required for a Conditional Use Permit as stated in Articles 8 and 15. It shall be understood the "timeline" restrictions in Articles 8 and 15 are not applicable to a CWECS project because of the overall time for the development and construction.

Placement of a small Wind Energy Conversion System shall be permitted as an accessory use as defined in Article 9-102(4) and Article 9-103(4) of the Zoning Regulations.

Article 20-104(2) of the Zoning Regulations shall not be used to modify, adjust, or change any requirement under Article 23.

23-103 Definitions:

1. Commercial Wind Energy Conversion System means an electrical generating facility that operates by converting the kinetic energy of wind into electrical energy and is comprised of one or more turbines and accessory facilities, including but not limited to, ancillary operational meteorological towers, overhead and underground communication and electrical transmission lines, transformers, substations, roads, administrative and operations buildings, turbines, supervisory control and data acquisition (SCADA) facilities, and other associated facilities. The energy may be used on-site or distributed into the electrical grid. A CWECS is further defined as producing 100kW of electricity or greater.

2. Participating landowner means an individual, a group of individuals, a trust, or other entity owning real property who or which has signed a lease agreement with the owner or operator of a commercial wind energy conversion system project for the placement of turbines, other project components on the real property, or otherwise agrees to participate in the wind energy project.
3. Non-participating landowner means an individual, group of individuals, a trust, or other entity owning real property who or which has not signed a lease agreement with the owner or operator of a commercial wind energy conversion system project for the placement of turbines or other project components on the real property.
4. Qualified third-party company means an independent individual or entity that is not owned by, operated by, or a subsidiary of the current owner or subsequent owners of a CWECS or a property owner within the project boundary, who is qualified to perform the required analysis.
5. A turbine means the total structural components used to convert the wind's kinetic energy into electrical energy.
6. The total height of the turbine means measuring from the elevation of the ground surface at the base of the turbine up to the height of the turbine measured at the highest point of the blade system during its rotation.
7. Accessory building shall have the same meaning as defined in Article 1-104(4) of the Zoning Regulations.
8. Principal building shall mean a primary residential structure. A principal residential structure shall not include a guest house or buildings whose purpose is to store equipment, commodities, or animals.

23-104 Circumstances Requiring Application of the CWECS Article:

The following circumstances require application of this Article and sets standards and procedures within the designated Article:

1. An application for a Conditional Use Permit for a CWECS; or
2. An application for a conditional use permit for an expansion of a CWECS beyond the area previously approved by a conditional use permit.
3. Each application for a conditional use permit shall include a written agreement by the Applicant to reimburse the County for all unusual and extraordinary expenses incurred by the County to process the application and conduct the public hearing.

23-105 Content of a Development Plan and Plan of Operation:

The information listed below shall be submitted with the conditional use permit application. It shall be the duty of the Zoning Administrator to determine when a conditional use permit application is complete and ready to schedule for a public hearing. All information listed below shall be submitted prior to the Planning

Commission making a recommendation. The Planning Commission or Board of County Commissioners may require additional information not listed below.

1. A project map drawn at a scale of not less than 1" = 2,000' showing the additional information as outlined in this Article 23-105 including the following:
 - A. All development plan requirements under Article 8-103 of the Zoning Regulations.
 - B. Project boundary and the total acreage.
 - C. The center point of each turbine and MET tower with Latitude/Longitude Coordinates.
 - D. The location of the operation and maintenance facility of the project or any other facility to serve the project.
 - E. The location of any temporary assembly areas or other areas used for the construction of the CWECS.
 - F. All public roads, access roads, and temporary access roads serving the project.
 - G. The project shall indicate compliance with all requirements contained in Article 23.
 - H. A secondary project map drawn at a scaled of not greater than 1" = 600' that shows each individual turbine site, and which also includes all other relevant information required by this Article.
 - I. Land identified as a special flood hazard area.
 - J. Land identified by the Kansas Department of Wildlife, Parks, and Tourism or U.S. Fish and Wildlife Service as a wetland, native vegetation area, wildlife habitat, or critical species habitat worthy of special consideration or protection.
 - K. All required setbacks and requirements around land uses as described in Article 23.
2. A general project introduction and plan of operation that describes the total number of proposed turbines, alternate turbine sites, total height of the turbines from the ground to the tip of the blade, meteorological towers, operation and maintenance facility, temporary construction sites, number of participating property owners, total acreage of the project, miles of new access roads, anticipated construction schedule, and other relevant information as deemed appropriate by the applicant or as required by county staff, the Planning Commission, or Board of County Commissioners.

23-106 Documents, Plans, Studies, Reports, Other Permits:

The information listed below shall be submitted with the conditional use permit application and used to evaluate compliance with the Zoning Regulations. The Planning Commission or Board of County Commissioners may require additional information not listed in Article 23-106 or conduct separate studies for the purpose of evaluating the proposed conditional use permit. Payment for the information cost may be negotiated in the Development Agreement.

1. Documentation acceptable to the County that the Applicant has signed lease agreements currently in effect to use the land in the manner requested. The Applicant may redact sensitive financial or confidential information.
2. List of adjacent property owners within the then current minimum zoning regulation requirement of the subject property boundary proposed to receive a turbine(s), MET tower(s), the operation and maintenance facility, or a temporary use associated with the project. The list of adjacent property owners shall be from the subject property boundary, not from the lease area. The list of adjacent property owners shall be sent electronically, be in an Excel Spreadsheet format and contain the property owner's name, mailing address of the owner, physical address of the property, and parcel identification number (PIN).
3. An expected economic impact report to the County which assumes the proposed project is approved and constructed as proposed on the conditional use permit application. The report shall be prepared by an independent third-party company or four-year college institution.
4. An acoustic study prepared by an independent third-party company. The study shall include maps and charts that indicate the anticipated sound level expected at each principal building and explain the methodology used to compute the anticipated sound levels.
5. A shadow flicker study prepared by an independent third-party company. The study shall include maps and charts that indicate the anticipated amount of shadow flicker expected at each principal building and explains the methodology used to compute the anticipated shadow flicker. The study shall show the anticipated number of hours per year a principal building will receive shadow flicker, the time of day, and time of year.
6. A written document from the Kansas Department of Wildlife, Parks, and Tourism (KDWPT) or its successor indicating the applicant has contacted the agency regarding the proposed CWECS. The document should state KDWPT has been contacted by the applicant regarding the proposal and has reviewed or is currently reviewing the proposal for any concerns regarding the operations of KDWPT.
7. All setback, noise or shadow flicker waivers are to be executed by all owners of an affected parcel. All such waivers shall be notarized and submitted with the conditional use permit application.
8. A report shall be conducted by a third-party company on existing environment concerns and filed with the conditional use permit application. The report should include, but not be limited to, information regarding:
 - A. Wildlife habitats, native prairie grass, and vegetation information relevant to the project site.
 - B. An avian study to include all types of Eagles, Whooping Cranes, and other sensitive species as affected by the project. The plan should include a discussion on bird migration and the potential for bird strikes.
 - C. Flora - vegetation species, threatened species (officially listed), critical habitat and habitat conditions for such species relevant to the project site.
 - D. Fauna - species, habitat assessment, threatened species (officially listed), migratory species, critical habitat, and habitat conditions for such species.

- E. Geo-conservation - sites of geo-conservation significance listed on the state or national database.
- F. Special flood hazard areas.

23-107 Additional Required Topics to be Included in Submittals:

In addition to the requirements of Article 8, an application for a CWECS project shall address specific issues related with the project that include, but are not limited to, the following:

1. In addition to strict conformance to all performance standards and development plan requirements as detailed in the Reno County Zoning Regulations, the development plan shall address the following:
 - A. The "boundary" of the project shall be the properties included within the "leased lands" on which the CWECS is proposed to be constructed. The specific siting of individual components of the CWECS, including turbines, supporting structures, and all other aspects which entail a complete CWECS as recognized within the industry, may be included conceptually within the development plan and are permitted to be moved and adjusted as necessary during the design and construction process without modifications to the approved development plan, so long as new lands are not added to the original "boundary" of the CWECS and the relocation conforms to all requirements of Article 23. Any relocation of individual components contrary to the approved site plan shall be identified on a revised site plan and submitted to the Public Works Department – Planning and Zoning Division for review and approval.
 - B. All setback designations herein, when referenced as 'total height", shall mean "Total Tip Height", which is the total height of the turbine measured at the highest point of the blade system during its rotation, or with respect to any other structure including a meteorological tower, its total height. All horizontal setbacks shall be measured from the center point of the turbine to the edge point from which the setback is required.
2. Setbacks:
 - A. No turbine shall be located closer than 2,000 feet or four times the height of the turbine whichever is greater from a participating or non-participating principal building. A principal building landowner may waive the setback requirement. No waiver shall result in a setback of less than the height of the turbine plus 50 feet.
 - B. No turbine shall be located closer than the total height of the turbine plus 50 feet from an accessory building, property line, or road right-of-way line.
 - C. A private airstrip is defined as a location that is registered with the Kansas Department of Transportation and Federal Aviation Administration, appears on aeronautical charts, and has a landing surface(es) which is/are maintained and capable of providing a safe landing for aircraft. All such requirements must be in effect at the time a conditional use permit application is accepted by the county staff as being complete.
 - D. Setbacks from a public airport and/or private airstrip shall be two (2) nautical miles, calculated as 12,160 feet, from the approach ends of the runway and then by 1.5 nautical miles, calculated as 9,120 feet from the upwind and downwind sides of the runway.

- E. A private airport/private airstrip owner may waive the setback requirement for a parcel identified in Article 23-107(2)(E). All other requirements in Article 23 shall be enforced.
 - F. No turbine may be located within any recorded easement. The applicant shall consult with the owner of an easement to eliminate any blanket easements on tracts of land and to establish a defined legal description for the easement.
 - G. Properties owned or managed by the Kansas Department of Wildlife, Parks, and Tourism (KDWPT) or any wildlife refuge owned or managed by the United States of America tend to concentrate wildlife to an area due to the habitat enhancements conducted on a property. These lands are important wildlife migration corridors and migration staging areas. To avoid disruption of these areas, no turbine shall be located within three (3) miles of a parcel owned or managed by the Kansas Department of Wildlife, Parks, and Tourism or the United States of America. Compliance with all other setback requirements is required. KDWPT or the United States of America may issue a waiver of this requirement for any parcel within the three-mile requirement.
 - H. In order to provide for an incorporated city to extend its corporate boundary and increase its tax base, no turbine shall be located within one mile of an incorporated city boundary at the time a conditional use permit application is accepted by county staff as being complete. A city's extra-territorial zoning jurisdiction (ETJ) is not recognized as a city's official corporate boundary.
 - I. If during construction a turbine site is determined to be adversely impacted after discovered environmental or other factors legally preventing its use, the applicant shall have the right to relocate a turbine on the parcel. The relocated turbine shall still comply with all applicable requirements of Article 23 and all conditions of approval associated with the conditional use permit.
3. Noise:
- A. An acoustic assessment analysis and map prepared by a third-party company shall be required with a conditional use permit application. The acoustic study shall analyze the expected audible noise level on a one (1) hour continuous sound level in decibels (Leq) basis at each primary occupied residential structure within the project boundary and explain the methodology used to achieve the results of the study.
 - B. To assist in minimizing noise generated by the turbine, the applicant should consider using turbine blades that are equipped with Low Noise Trailing Edge (LNTE) technology and blade serrations or other available noise reduction technology.
 - C. The maximum received sound level shall not be more than 45 decibels (dBA) one (1) hour Leq at every participating and non-participating principal building and be measured at the nearest wall of the principal building. A principal building shall not include an accessory structure or guest house as defined by the Reno County Zoning Regulations.
 - D. A participating or non-participating landowner may waive the decibel levels exceeding the requirements of this section.

4. Shadow Flicker:
 - A. Shadow flicker analysis and map prepared by a third-party company shall be required with a conditional use permit application. The shadow flicker study shall analyze the expected annual number of hours and the specific times the shadow flicker is expected to occur at each principal building within the project boundary and explain the methodology used to achieve the results of the study.
 - B. To minimize the effects of shadow flicker, the applicant shall utilize the data from the shadow flicker report to assist landowners in reducing the number of hours of shadow flicker to the minimum requirement of the zoning regulations. The applicant and landowner shall collaborate and decide the best means to reducing the amount of shadow flicker.
 - C. The maximum number of shadow flicker hours per year a participating or non-participating principal building shall receive is 30.
 - D. A participating or non-participating landowner may waive the shadow flicker limit requirement.
5. Communication Lines:
 - A. Communication lines and power collection lines are to be installed underground in the area covered by the CUP with use of directional boring, horizontal drilling, micro-tunneling, vibrating plowing, narrow trench ditching and other techniques in the construction of facilities. Such processes are intended to result in the least amount of disruption and damage as possible to the surface soil and natural features. Said lines are to be located under or at the edge of turbine access roads. When conditions on-site are found to make installation of underground supporting lines impractical or infeasible, for example the presence of existing underground lines or pipelines that conflict with such type of construction, above ground transmission lines may be used only in public rights-of-way, easements or other legal documents dedicated for such purposes.
 - B. The applicant shall contact the Reno County Emergency Management Director to coordinate meetings with other local emergency service personnel to develop a plan to address any potential interruptions in 911 calls being blocked due to the construction of turbines. The applicant shall submit a written report detailing the plan to mitigate any potential interruption in services.
 - C. Any installation of above ground or below ground communication lines or power collection lines within a Special Flood Hazard Area will require a floodplain development permit.
6. Rotor Blades:
 - A. The lowest point of the rotor blades shall be at least 50 feet above ground level at the base of each turbine.
 - B. Rotor blades shall be painted a non-reflective neutral color such as white or grey. The rotor blades shall be painted the same color as the turbine and nacelle.
 - C. Rotor blades shall not display company names, markings, or advertising logos.

7. Lubricants and Hazardous Materials:

All lubricants and/or hazardous materials to be located on the premises in connection with the CWECS facility shall be kept and transported in accordance with all state and Federal regulations.

8. Lighting:

- A. Lighting of the turbines shall utilize the current Aircraft Detection Lighting System (ADLS) or other similar or advanced technology.
- B. Any other lighting requirements on the turbines shall comply with, but not exceed, the minimum FAA requirements.
- C. White strobe lights on the turbines or any other aspect of the project are prohibited.
- D. Lights associated with the operation and maintenance facility, or other aspects of the project shall be directed so as not to shine directly on any adjacent property line or public road.
- E. Security and safety lighting shall be designed to shield the glare onto a property or public road.

9. Turbines and Nacelles:

- A. Structures for turbines shall be self-supporting tubular towers painted a neutral color such as a white or grey. The structure shall be painted the same color as the rotor blades.
- B. Lattice structures or other types of design are prohibited.
- C. A turbine and nacelle shall not display any advertising except for identification of the manufacturer. Any signs, flags, streamers, or similar items are prohibited. Other warning signs, placards, or required signs by a government agency are excluded from this prohibition.
- D. To aid in preventing unauthorized climbing of the turbine, all ladder rungs or other potential climbing assistance objects shall be removed up to 15 feet above the ground surface.
- E. Telecommunication antennas or other type of antennas used for transmission of radio signals not associated with a CWECS are prohibited.

10. Operation Requirements:

- A. The CWECS, and its associated facilities, shall not be operated so as to cause microwave, television, radio, telecommunication, or navigation interference contrary to Federal Communications Commission (FCC) regulations or other laws to occupied structures existing as of the date of the CUP approval. In the event the CWECS and its associated facilities or its operations cause such interference, the applicant shall take timely measures necessary to correct the problem.
- B. Documentation shall be submitted by the applicant indicating compliance with minimum FCC Regulations.

11. Ice Throw:

An ice throw analysis and map prepared by a third-party company shall be required with a conditional use permit application. The ice throw study shall analyze the conditions which may cause ice to be thrown off an in-motion turbine blade and toward an occupied structure within the project boundary. The study should explain the methodology used in evaluating the risk of damage to occupied principal buildings. Also included in the study should be the manufacturer's setback distances related to in-motion ice throws and the type of ice monitoring sensors and devices installed in each turbine and the potential maximum distance ice could be thrown from an in-motion turbine blade.

12. Soil Erosion, Sediment Control, Stormwater Runoff, and Wetlands:

The Applicant shall develop a Soil Erosion, Sediment Control and Stormwater Runoff Plan. The Plan shall address what type of erosion control measures will be implemented during each phase of the project. The Plan shall address the following concerns:

- A. Grading.
- B. Construction and drainage of access roads and turbine pads.
- C. Necessary soil information.
- D. Design features to maintain downstream water quality.
- E. Re-vegetation of disturbed area to ensure slope stability.
- F. Restoration of the site after temporary project activities have ended.
- G. Creation of a new wetland area that is equal to or greater than any wetland area that is filled in or destroyed.
- H. Disposal or storage of excavated materials.
- I. Protecting exposed soil.
- J. Stabilizing restored material and removal of silt fences or barriers when the area is stabilized.
- K. Maintenance of erosion control measures throughout the life of the project.

If required, the Applicant shall obtain an erosion control permit for the project from the Kansas Department of Health and Environment (KDHE). The approved erosion control permit shall be submitted prior to the issuance of a zoning permit. The measures listed above shall be the minimum required under the issued KDHE permit.

13. Special Flood Hazard Areas:

- A. If required, the Applicant shall obtain a floodplain development permit from the Kansas Department of Agriculture – Division of Water Resources, for any development identified as being located in a special flood hazard area. Such development could include, but not be limited to, the placement of a turbine,

construction of a road, location of electrical lines under a stream, or location of a building.

- B. Prior to starting construction activities, the applicant shall obtain a local floodplain development permit for all construction in the special flood hazard area prior to the issuance of a zoning permit or for any portion of the project not requiring a zoning permit.
- C. To the extent feasible, the design of the CWECS project should have a minimal impact of land identified as within a special flood hazard area. It is expected of the applicant to locate all turbines and buildings out of the special flood hazard area so the project will have a minimum impact on the special flood hazard area.

23-108 Special Regulations Applicable for a Conditional Use Permit for a CWECS:

The timeline restrictions in Article 8 and Article 15 are not applicable to a CWECS project because of the overall length of time necessary for the development and construction of the project. With respect to a CWECS project approved after the adoption of this section:

1. For all Conditional Use Permits approved for a CWECS project, a zoning permit shall be applied for within two (2) years of the approved CUP. Approval of the CUP is effective (the "EFFECTIVE DATE") when the County Commissioners' Resolution approving the same is published in the official county newspaper. If construction of the project cannot be commenced within that two (2) year period, the applicant may obtain a single one-year extension upon the submission of a written report to the Board of County Commissioners describing the reason(s) for the delay and the plan for commencing construction within the one-year extension period. The one-year extension must be approved prior to the expiration of the original two-year period.
2. For all Conditional Use Permits approved for a CWECS project, such permit shall be permitted to continue, as-long-as all conditions placed on the permit are met. However, if the CWECS project construction has not commenced within two (2) years following approval of the CUP or any extension thereof as aforesaid, the CUP shall have expired, and the development plan is forfeited. In such event, the Applicant will not be permitted to pursue the Development Plan until a new application is submitted, a new public hearing held, and a new CUP is approved.

23-109 Agreements and Requirements:

Prior to the issuance of the zoning permits, the Applicant of the CWECS and the Board of County Commissioners shall enter into a Development Agreement with respect to the subject matters outlined below under such terms and conditions acceptable to the Board of County Commissioners. A Development Agreement shall be executed by the Applicant and the Board of County Commissioners within 120 days following the EFFECTIVE DATE or the CUP approval will have terminated at the discretion of the Board of County Commissioners. This list of agreements and specific requirements can be supplemented or removed by mutual agreement of both parties.

The following subject matters may be addressed, in the discretion of the County Commissioners, in a Development Agreement or series of Development Agreements and shall not be considered exclusive of all such matters:

1. A Road Maintenance, Repair, and Replacement Agreement.

The Road Maintenance Agreement may include, but shall not be limited to, such topics as:

- A. Designation of the public roads used for transportation routes for construction and maintenance of the CWECS shall be included within the mandatory Road Maintenance Agreement specified in these Regulations.
- B. The applicant shall receive an Oversized/Overweight permit from the Reno County Public Works Department for transporting CWECS components that are over the legal weight, width, or length limit. A proposed route shall be submitted on the Oversized/Overweight Permit for transportation routes by the applicant. The transportation route shall be approved by the Public Works Department by signature on the permit form.
- C. Applicant shall construct the smallest number of turbine access roads as reasonably feasible. Access roads shall be low profile roads so farming equipment can cross them. Where an access road crosses a stream or drainageway, it shall be designed and constructed so runoff from the upper portions of the watershed can readily flow to the lower portion of the watershed. Where an access road crosses a stream or drainage way identified as a Special Flood Hazard Area, the applicant shall obtain a floodplain development permit from the state and county.

2. A Decommissioning Agreement with the Board of County Commissioners pertaining to CWECS improvements.

The Decommission Agreement may include, but shall not be limited to, such topics as:

- A. Removal of the turbine and nacelle.
- B. Removal of a portion of the concrete base down to a minimum of four feet below ground surface.
- C. Replacing the two bottom feet with subsoil composed of sand, silt, and clay materials and the top two feet with topsoil suitable for agriculture purposes.
- D. Removal of access roads.
- E. Re-seeding of disturbed areas.
- F. Timeline for removal.
- G. Removal of electrical equipment.
- H. Recognition of a landowner's right to request access roads be left intact.
- I. Recognition of a landowner's right to be satisfied with the decommission efforts of the applicant or a hired contractor.
- J. A discussion of circumstances which may require the decommissioning of a turbine(s).

3. An Indemnification Agreement:

An Indemnification Agreement with the County throughout the life of the project and a policy of general liability insurance with policy limits satisfactory to the Board of County Commissioners which identifies the County as an additional insured.

4. A Dispute and Mitigation Agreement:

A Dispute and Mitigation Agreement procedure and resolution process by which the Developer shall address complaints by landowners or other affected parties regarding the project from construction to operation and throughout the life of the project.

5. A Bird Strike and Reporting Agreement:

A Bird Strike and Reporting Agreement may be established and include an annual report submitted to the County Commissioners indicating all reported bird strikes related to the project.

6. Professional Certification Agreement:

A written certification by a licensed and qualified professional engineer, approved by the County, that each turbine location complies with all setback requirements.

7. A Payment In lieu of Tax Agreement (PILOT):

An agreement which adequately compensates the County for governmental services provided in the project boundary during a ten-year period of tax exemption.

8. Fire Safety and Rescue Plan:

The Plan shall be reviewed by the Emergency Management Director. Within the Plan, the applicant shall identify the potential fire risk associated with the project, including both prescribed burning and non-prescribed burning (natural or accidental). The Plan shall address fire within the project boundary, fire escaping from the site, and the effects of a fire originating from outside the site. The plan shall demonstrate how the CWECS and equipment are protected from fire.

23-110 Requirements for Zoning Permit:

If applicable, the following requirements shall be met to obtain a zoning permit from the County:

1. No zoning permit application shall be accepted by the County until all required agreements listed under Article 23-109 between the Applicant and the County have been properly executed by the Applicant and the County.
2. A zoning permit shall be required for the construction of each turbine and building within the approved CWECS accompanied by the payment of all fees as established by the County. Construction shall be permitted to begin as outlined in the Development Agreement.
3. A Stormwater Pollution Prevention Plan (SWPP) and NPDES permit from the Kansas Department of Health and Environment shall be finalized and submitted prior to the issuance of a zoning permit and the start of construction.

4. Filing and maintaining a current FAA Determination of No-Hazard to Air Navigation document verifying each turbine, when constructed according to the approved development plan, will not constitute a hazard to aircraft.
5. Oversized/overweight permit from the Public Works Department.
6. Wastewater and well permits from the Health Department.
7. U.S. Army Corps of Engineers Section 404 permit.
8. Kansas Department of Agriculture – Division of Water Resources stream obstruction and floodplain fill permit.
9. The application for a zoning permit shall include, but not be limited to, a site plan showing the following information:
 - A. The location of the structure or turbine and any other onsite facilities such as a control room or transformer on a survey prepared by a registered land surveyor showing the distance from the property lines. The floodplain boundary (where applicable) should also be located on the survey. The survey showing the turbine location submitted with the CUP application may be used provided the location of the turbine has not been re-located from the approved development plan.
 - B. The turbine number and megawatt capacity.
 - C. The location of above ground and below ground transmission lines.
 - D. The location of the interior access road.
 - E. An outline of any proposed site preparation activities involving removal of vegetation, excavation of soil, locations of soil stockpile, and restoration plans for the site after construction concludes.
 - F. The approved state and local floodplain development permits (where applicable).

23-111 Construction Requirements:

1. The CWECS Applicant shall inform all employees, contractors and others involved in the construction of the CWECS project of the terms and conditions of the approved Conditional Use Permit. Violations of the conditions associated with the Conditional Use Permit are the responsibility of the CWECS Applicant, not the landowner.
2. The County retains the authority to enter into a contract with a structural engineering firm licensed by the State of Kansas Board of Technical Professions to offer engineering services to the County as defined by the Development Agreement. Documentation regarding each approved permit or inspection shall be filed with the Zoning Administrator. Payment for the costs incurred by the County from the engineering firm shall be negotiated through the Development Agreement.
3. Confirmation from an engineering company the turbines comply with the development plan, the zoning regulations, and the conditions associated with the approved Conditional Use Permit.

4. Prior to the start of, and continuously throughout construction and site restoration, the CWECS Applicant shall designate a field representative responsible for overseeing compliance with the conditions of the CUP. The field representative shall be accessible by telephone and email as needed by the Zoning Administrator or his designee. The field representative shall provide an address, phone number, and emergency phone number to the Zoning Administrator. The CWECS Applicant shall notify the Zoning Administrator should a change be made in the field representative.
5. Any off-site construction needs outside of the permitted CWECS Conditional Use Permit shall comply with all applicable Zoning and Subdivision Regulations.
6. The CWECS Applicant, or its construction company, shall disturb or clear a site only to the extent necessary to assure suitable access for construction, safe operation, and maintenance of the CWECS. The contractor shall minimize the removal of trees and shall not remove groves of trees or hedgerows (shelter belts) without approval of the affected landowner. During site clearance and construction, silt fences and other temporary erosion controls, as required by the KDHE erosion control permit, shall be installed, and left in place until new vegetation covers the ground around the turbines.

7. Cleanup:

The CWECS Applicant, or its construction company, shall remove all waste, scrap, and temporary erosion control measures that are the product of construction, operation, restoration, and maintenance from the site and properly dispose of it upon completion of each turbine.

8. Operation & Maintenance:

The CWECS Applicant shall file the following information with the Zoning Administrator:

- A. Operation and maintenance requirements (including the frequency of maintenance activities) for the turbines and transmission lines.
 - B. The required width of transmission line easements and any necessary restrictions on land use development, buildings, and access within the easement.
 - C. Any restrictions on participating property owner land uses, height of buildings, or location of building.
9. Transfer of Ownership:

If ownership of the CWECS is transferred from the CWECS Applicant identified in the original permitting documents to any entity, the new owner shall be responsible and accountable for the terms and conditions of the approved Conditional Use Permit, the Development Agreement, other applicable agreements, the zoning permit requirements, and all applicable requirements of the Zoning and Subdivision Regulations. Notice of such transfer and acknowledgement by the new owner of compliance obligations shall be provided to the Zoning Administrator and the Board of County Commissioners.

Sections:**23-101 Purpose and Intent****23-102 Applicability****23-103 Definitions****23-104 Circumstances Requiring Application of the CWECS****23-105 Content of a Development Plan and Plan of Operation****23-106 Documents, Plans, Studies, Reports, Other Permits****23-107 Additional Required Topics to be Included in Submittals****23-108 Special Regulations Applicable for a Conditional Use Permit for a CWECS****23-109 Agreements and Requirements****23-110 Requirements for a Zoning Permit****23-111 Construction Requirements****23-101 Purpose and Intent:**

The purpose of this Article is to ensure a regulatory means of facilitating wind energy development of a Commercial Wind Energy Conversion System within the unincorporated portion of Reno County having zoning jurisdiction by providing reasonable requirements for the submittal of proposals for the establishment of a CWECS to provide adequate information to the officials of Reno County charged with the responsibility to review said proposals.

~~To the extent there are conflicts between the requirements of Article 23 and other provisions of the Reno County Zoning Regulations, it is intended that the requirements of Article 23 shall control the interpretation of the Zoning Regulations.~~

23-102 Applicability:

All CWECS development within this Article, as described herein, shall comply with the standards and procedures of this Article and those required for a Conditional Use Permit as stated in Articles 8 and 15. It shall be understood the "timeline" restrictions in Articles 8 and 15 are not applicable to a CWECS project because of the overall time for the development and construction.

Placement of a small Wind Energy Conversion System shall be permitted as an accessory use as defined in Article 9-102(4) and Article 9-103(4) of the Zoning Regulations.

Article 20-104(2) of the Zoning Regulations shall not be used to modify, adjust, or change any requirement under Article 23.

23-103 Definitions:

1. Commercial Wind Energy Conversion System means an electrical generating facility that operates by converting the kinetic energy of wind into electrical energy and is comprised of one or more turbines and accessory facilities, including but not limited to, ancillary operational meteorological towers, overhead and underground communication and electrical transmission lines, transformers, substations, roads, administrative and operations buildings, turbines, supervisory control and data acquisition (SCADA) facilities, and other associated facilities. The energy may be used on-site or distributed into the electrical grid. A CWECS is further defined as producing 100kW of electricity or greater.
2. Participating landowner means an individual, a group of individuals, a trust, or other entity owning real property who or which has signed a lease agreement with the owner or operator of a commercial

wind energy conversion system project for the placement of turbines, other project components on the real property, or otherwise agrees to participate in the wind energy project.

3. Non-participating landowner means an individual, group of individuals, a trust, or other entity owning real property who or which has not signed a lease agreement with the owner or operator of a commercial wind energy conversion system project for the placement of turbines or other project components on the real property.
4. Qualified third-party company means an independent individual or entity that is not owned by, operated by, or a subsidiary of the current owner or subsequent owners of a CWECS or a property owner within the project boundary, who is qualified to perform the required analysis **and is agreed upon by the applicant and county commission.**
5. A turbine means the total structural components used to convert the wind's kinetic energy into electrical energy.
6. The total height of the turbine means measuring from the elevation of the ground surface at the base of the turbine up to the height of the turbine measured at the highest point of the blade system during its rotation.
7. Accessory building shall have the same meaning as defined in Article 1-104(4) of the Zoning Regulations.
8. Principal building shall mean a primary residential structure. A principal residential structure shall not include a guest house or buildings whose purpose is to store equipment, commodities, or animals.

23-104 Circumstances Requiring Application of the CWECS Article:

The following circumstances require application of this Article and sets standards and procedures within the designated Article:

1. An application for a Conditional Use Permit for a CWECS; or
2. An application for a conditional use permit for an expansion of a CWECS beyond the area previously approved by a conditional use permit.
3. Each application for a conditional use permit shall include a written agreement by the Applicant to reimburse the County for all unusual and extraordinary expenses incurred by the County to process the application and conduct the public hearing.

23-105 Content of a Development Plan and Plan of Operation:

The information listed below shall be submitted with the conditional use permit application. It shall be the duty of the Zoning Administrator to determine when a conditional use permit application is complete and ready to schedule for a public hearing. All information listed below shall be submitted prior to the Planning Commission making a recommendation. The Planning Commission or Board of County Commissioners may require additional information not listed below.

1. A project map drawn at a scale of not less than 1" = 2,000' showing the additional information as outlined in this Article 23-105 including the following:

- A. All development plan requirements under Article 8-103 of the Zoning Regulations.
 - B. Project boundary and the total acreage.
 - C. The center point of each turbine and MET tower with Latitude/Longitude Coordinates.
 - D. The location of the operation and maintenance facility of the project or any other facility to serve the project.
 - E. The location of any temporary assembly areas or other areas used for the construction of the CWECS.
 - F. All public roads, access roads, and temporary access roads serving the project.
 - G. The project shall indicate compliance with all requirements contained in Article 23.
 - H. A secondary project map drawn at a scaled of not greater than 1" = 600' that shows each individual turbine site, and which also includes all other relevant information required by this Article.
 - I. Land identified as a special flood hazard area.
 - J. Land identified by the Kansas Department of Wildlife, Parks, and Tourism, **or U.S. Department of Agriculture**, U.S. Fish and Wildlife Service as a wetland, native vegetation area, wildlife habitat, or critical species habitat worthy of special consideration or protection.
 - K. All required setbacks and requirements around land uses as described in Article 23.
2. A general project introduction and plan of operation that describes the total number of proposed turbines, alternate turbine sites, total height of the turbines from the ground to the tip of the blade, meteorological towers, operation and maintenance facility, temporary construction sites, number of participating property owners, total acreage of the project, miles of new access roads, anticipated construction schedule, and other relevant information as deemed appropriate by the applicant or as required by county staff, the Planning Commission, or Board of County Commissioners.

23-106 Documents, Plans, Studies, Reports, Other Permits:

The information listed below shall be submitted with the conditional use permit application and used to evaluate compliance with the Zoning Regulations. The Planning Commission or Board of County Commissioners may require additional information not listed in Article 23-106 or conduct separate studies for the purpose of evaluating the proposed conditional use permit. Payment for the information cost may be negotiated in the Development Agreement.

- 1. Documentation acceptable to the County that the Applicant has signed lease agreements currently in effect to use the land in the manner requested. The Applicant may redact sensitive financial or confidential information.
- 2. List of adjacent property owners within the then current minimum zoning regulation requirement of the subject property boundary proposed to receive a turbine(s), MET tower(s), the operation and maintenance facility, or a temporary use associated with the project. The list of adjacent property owners shall be from the subject property boundary, not from the lease area. The list of adjacent

property owners shall be sent electronically, be in an Excel Spreadsheet format and contain the property owner's name, mailing address of the owner, physical address of the property, and parcel identification number (PIN).

3. An expected economic impact report to the County which assumes the proposed project is approved and constructed as proposed on the conditional use permit application. The report shall be prepared by an independent third-party company or four-year college institution.
4. An acoustic study prepared by an independent third-party company. The study shall include maps and charts that indicate the anticipated sound level expected at each principal building and explain the methodology used to compute the anticipated sound levels.
5. A shadow flicker study prepared by an independent third-party company. The study shall include maps and charts that indicate the anticipated amount of shadow flicker expected at each principal building and explains the methodology used to compute the anticipated shadow flicker. The study shall show the anticipated number of hours per year a principal building will receive shadow flicker, the time of day, and time of year.
6. A written document from the Kansas Department of Wildlife, Parks, and Tourism (KDWPT) or its successor indicating the applicant has contacted the agency regarding the proposed CWECS. The document should state KDWPT has been contacted by the applicant regarding the proposal and has reviewed or is currently reviewing the proposal for any concerns regarding the operations of KDWPT.
7. All setback, noise or shadow flicker waivers are to be executed by all owners of an affected parcel. All such waivers shall be notarized and submitted with the conditional use permit application.
8. A report shall be conducted by a third-party company on existing environment concerns and filed with the conditional use permit application. The report should include, but not be limited to, information regarding:
 - A. Wildlife habitats, native prairie grass, and vegetation information relevant to the project site.
 - B. An avian study to include all types of Eagles, Whooping Cranes, and other sensitive species as affected by the project. The plan should include a discussion on bird migration and the potential for bird strikes.
 - C. Flora - vegetation species, threatened species (officially listed), critical habitat and habitat conditions for such species relevant to the project site.
 - D. Fauna - species, habitat assessment, threatened species (officially listed), migratory species, critical habitat, and habitat conditions for such species.
 - E. Geo-conservation - sites of geo-conservation significance listed on the state or national database.
 - F. Special flood hazard areas **and wetland areas identified on the FSA Wetland Map.**

23-107 Additional Required Topics to be Included in Submittals:

In addition to the requirements of Article 8, an application for a CWECS project shall address specific issues related with the project that include, but are not limited to, the following:

1. In addition to strict conformance to all performance standards and development plan requirements as detailed in the Reno County Zoning Regulations, the development plan shall address the following:
 - A. The "boundary" of the project shall be the properties included within the "leased lands" on which the CWECS is proposed to be constructed. The specific siting of individual components of the CWECS, including turbines, supporting structures, and all other aspects which entail a complete CWECS as recognized within the industry, may be included conceptually within the development plan and are permitted to be moved and adjusted as necessary during the design and construction process without modifications to the approved development plan, so long as new lands are not added to the original "boundary" of the CWECS and the relocation conforms to all requirements of Article 23. Any relocation of individual components contrary to the approved site plan shall be identified on a revised site plan and submitted to the Public Works Department – Planning and Zoning Division for review and approval.
 - B. All setback designations herein, when referenced as 'total height', shall mean "Total Tip Height", which is the total height of the turbine measured at the highest point of the blade system during its rotation, or with respect to any other structure including a meteorological tower, its total height. All horizontal setbacks shall be measured from the center point of the turbine to the edge point from which the setback is required.
2. Setbacks:
 - A. No turbine shall be located closer than ~~2,000~~ ~~3,000~~ ~~2,500 feet~~ or ~~four-six five~~ times the height of the turbine whichever is greater from a participating or non-participating principal building. A principal building landowner may waive the setback requirement. No waiver shall result in a setback of less than the height of the turbine plus 50 feet.
 - B. No turbine shall be located closer than the total height of the turbine plus 50 feet from an accessory building, property line, or road right-of-way line.
 - C. A private airstrip is defined as a location that is registered with the Kansas Department of Transportation and Federal Aviation Administration, appears on aeronautical charts, and has a landing surface(es) which is/are maintained and capable of providing a safe landing for aircraft. All such requirements must be in effect at the time a conditional use permit application is accepted by the county staff as being complete.
 - D. Setbacks from a public airport and/or private airstrip shall be two (2) nautical miles, calculated as 12,160 feet, from the approach ends of the runway and then by 1.5 nautical miles, calculated as 9,120 feet from the upwind and downwind sides of the runway.
 - E. A private airport/private airstrip owner may waive the setback requirement for a parcel identified in Article 23-107(2)(~~E~~)(D). All other requirements in Article 23 shall be enforced.
 - F. No turbine may be located within any recorded easement. The applicant shall consult with the owner of an easement to eliminate any blanket easements on tracts of land and to establish a defined legal description for the easement.

- G. Properties owned or managed by the Kansas Department of Wildlife, Parks, and Tourism (KDWP) or any wildlife refuge owned or managed by the United States of America tend to concentrate wildlife to an area due to the habitat enhancements conducted on a property. These lands are important wildlife migration corridors and migration staging areas. To avoid disruption of these areas, no turbine shall be located within three (3) miles of a parcel owned or managed by the Kansas Department of Wildlife, Parks, and Tourism or the United States of America. Compliance with all other setback requirements is required.
- H. **No** turbine shall be located within one mile of an incorporated city boundary at the time a conditional use permit application is accepted by county staff as being complete.
- I. If during construction a turbine site is determined to be adversely impacted after discovered environmental or other factors legally preventing its use, the applicant shall have the right to relocate a turbine on the parcel. The relocated turbine shall still comply with all applicable requirements of Article 23 and all conditions of approval associated with the conditional use permit.
3. Noise:
- A. An acoustic assessment analysis and map prepared by a third-party company shall be required with a conditional use permit application. The acoustic study shall analyze the expected audible noise level on a one (1) hour continuous sound level in decibels (Leq) basis at each primary occupied residential structure within the project boundary and explain the methodology used to achieve the results of the study.
- B. To assist in minimizing noise generated by the turbine, the applicant **shall use** turbine blades that are equipped with Low Noise Trailing Edge (LNTE) technology and blade serrations or other available noise reduction technology.
- C. The maximum received sound level shall not be more than 45 decibels(dBA) one (1) hour Leq at every participating and non-participating principal building and be measured at the nearest wall of the principal building. A principal building shall not include an accessory structure or guest house as defined by the Reno County Zoning Regulations. **[45 decibels during the day sunrise to sunset and 40 decibels during the night]**
- D. A participating or non-participating landowner may waive the decibel levels exceeding the requirements of this section.
4. Shadow Flicker:
- A. Shadow flicker analysis and map prepared by a third-party company shall be required with a conditional use permit application. The shadow flicker study shall analyze the expected annual number of hours and the specific times the shadow flicker is expected to occur at each principal building within the project boundary and explain the methodology used to achieve the results of the study.
- B. To minimize the effects of shadow flicker, the applicant shall utilize the data from the shadow flicker report to assist landowners in reducing the number of hours of shadow flicker to the minimum requirement of the zoning regulations. The applicant and landowner shall collaborate and decide the best means to reducing the amount of shadow flicker.

- C. The maximum number of shadow flicker hours per year a participating or non-participating principal building shall receive is 30 **and a maximum of 20 minutes per day.**
- D. A participating or non-participating landowner may waive the shadow flicker limit requirement.
5. Communication Lines:
- A. Communication lines and power collection lines are to be installed underground in the area covered by the CUP with use of directional boring, horizontal drilling, micro-tunneling, vibrating plowing, narrow trench ditching and other techniques in the construction of facilities. Such processes are intended to result in the least amount of disruption and damage as possible to the surface soil and natural features. Said lines are to be located under or at the edge of turbine access roads. When conditions on-site are found to make installation of underground supporting lines impractical or infeasible, for example the presence of existing underground lines or pipelines that conflict with such type of construction, above ground transmission lines may be used only in public rights-of-way, easements or other legal documents dedicated for such purposes.
- B. The applicant shall contact the Reno County Emergency Management Director to coordinate meetings with other local emergency service personnel to develop a plan to address any potential interruptions in 911 calls being blocked due to the construction of turbines. The applicant shall submit a written report detailing the plan to mitigate any potential interruption in services.
- C. Any installation of above ground or below ground communication lines or power collection lines within a Special Flood Hazard Area will require a floodplain development permit.
6. Rotor Blades:
- A. The lowest point of the rotor blades shall be at least 50 feet above ground level at the base of each turbine.
- B. Rotor blades shall be painted a non-reflective neutral color such as white or grey. The rotor blades shall be painted the same color as the turbine and nacelle.
- C. Rotor blades shall not display company names, markings, or advertising logos.
7. Lubricants and Hazardous Materials:
- All lubricants and/or hazardous materials to be located on the premises in connection with the CWECS facility shall be kept and transported in accordance with all state and Federal regulations.
8. Lighting:
- A. Lighting of the turbines shall utilize the current Aircraft Detection Lighting System (ADLS) or other similar or advanced technology.
- B. Any other lighting requirements on the turbines shall comply with, but not exceed, the minimum FAA requirements.

- C. White strobe lights on the turbines or any other aspect of the project are prohibited.
 - D. Lights associated with the operation and maintenance facility, or other aspects of the project shall be directed so as not to shine directly on any adjacent property line or public road.
 - E. Security and safety lighting shall be designed to shield the glare onto a property or public road.
9. Turbines and Nacelles:
- A. Structures for turbines shall be self-supporting tubular towers painted a neutral color such as a white or grey. The structure shall be painted the same color as the rotor blades.
 - B. Lattice structures or other types of design are prohibited.
 - C. A turbine and nacelle shall not display any advertising except for identification of the manufacturer. Any signs, flags, streamers, or similar items are prohibited. Other warning signs, placards, or required signs by a government agency are excluded from this prohibition.
 - D. To aid in preventing unauthorized climbing of the turbine, all ladder rungs or other potential climbing assistance objects shall be removed up to 15 feet above the ground surface.
 - E. Telecommunication antennas or other type of antennas used for transmission of radio signals not associated with a CWECS are prohibited.
10. Operation Requirements:
- A. The CWECS, and its associated facilities, shall not be operated so as to cause microwave, television, radio, telecommunication, or navigation interference contrary to Federal Communications Commission (FCC) regulations or other laws to occupied structures existing as of the date of the CUP approval. In the event the CWECS and its associated facilities or its operations cause such interference, the applicant shall take timely measures necessary to correct the problem.
 - B. Documentation shall be submitted by the applicant indicating compliance with minimum FCC Regulations.
11. Ice/Blade Debris Throw:
- An ice throw analysis and map prepared by a third-party company shall be required with a conditional use permit application. The ice throw study shall analyze the conditions which may cause ice or blade debris to be thrown off an in-motion turbine blade and toward an occupied structure within the project boundary. The study should explain the methodology used in evaluating the risk of damage to occupied principal buildings. Also included in the study should be the manufacturer's setback distances related to in-motion ice or blade debris throws and the type of ice monitoring sensors and devices installed in each turbine and the potential maximum distance ice or blade debris could be thrown from an in-motion turbine blade.

12. Soil Erosion, Sediment Control, Stormwater Runoff, and Wetlands:

The Applicant shall develop a Soil Erosion, Sediment Control and Stormwater Runoff Plan. The Plan shall address what type of erosion control measures will be implemented during each phase of the project. The Plan shall address the following concerns:

- A. Grading.
- B. Construction and drainage of access roads and turbine pads.
- C. Necessary soil information.
- D. Design features to maintain downstream water quality.
- E. Re-vegetation of disturbed area to ensure slope stability.
- F. Restoration of the site after temporary project activities have ended.
- G. Creation of a new wetland area that is equal to or greater than any wetland area that is filled in or destroyed.
- H. Disposal or storage of excavated materials.
- I. Protecting exposed soil.
- J. Stabilizing restored material and removal of silt fences or barriers when the area is stabilized.
- K. Maintenance of erosion control measures throughout the life of the project.

If required, the Applicant shall obtain an erosion control permit for the project from the Kansas Department of Health and Environment (KDHE). The approved erosion control permit shall be submitted prior to the issuance of a zoning permit. The measures listed above shall be the minimum required under the issued KDHE permit.

13. Special Flood Hazard Areas:

- A. If required, the Applicant shall obtain a floodplain development permit from the Kansas Department of Agriculture – Division of Water Resources, for any development identified as being located in a special flood hazard area. Such development could include, but not be limited to, the placement of a turbine, construction of a road, location of electrical lines under a stream, or location of a building.
- B. Prior to starting construction activities, the applicant shall obtain a local floodplain development permit for all construction in the special flood hazard area prior to the issuance of a zoning permit or for any portion of the project not requiring a zoning permit.
- C. To the extent feasible, the design of the CWECS project should have a minimal impact of land identified as within a special flood hazard area. It is expected of the applicant to locate all turbines and buildings out of the special flood hazard area so the project will have a minimum impact on the special flood hazard area.

23-108 Special Regulations Applicable for a Conditional Use Permit for a CWECS:

The timeline restrictions in Article 8 and Article 15 are not applicable to a CWECS project because of the overall length of time necessary for the development and construction of the project. With respect to a CWECS project approved after the adoption of this section:

1. For all Conditional Use Permits approved for a CWECS project, a zoning permit shall be applied for within two (2) years of the approved CUP. Approval of the CUP is effective (the “EFFECTIVE DATE”) when the County Commissioners’ Resolution approving the same is published in the official county newspaper. If construction of the project cannot be commenced within that two (2) year period, the applicant may obtain a single one-year extension upon the submission of a written report to the Board of County Commissioners describing the reason(s) for the delay and the plan for commencing construction within the one-year extension period. The one-year extension must be approved prior to the expiration of the original two-year period.
2. For all Conditional Use Permits approved for a CWECS project, such permit shall be permitted to continue, as-long-as all conditions placed on the permit are met. However, if the CWECS project construction has not commenced within two (2) years following approval of the CUP or any extension thereof as aforesaid, the CUP shall have expired, and the development plan is forfeited. In such event, the Applicant will not be permitted to pursue the Development Plan until a new application is submitted, a new public hearing held, and a new CUP is approved.

23-109 Agreements and Requirements:

Prior to the issuance of the zoning permits, the Applicant of the CWECS and the Board of County Commissioners shall enter into a Development Agreement with respect to the subject matters outlined below under such terms and conditions acceptable to the Board of County Commissioners. A Development Agreement shall be executed by the Applicant and the Board of County Commissioners within 120 days following the EFFECTIVE DATE or the CUP approval will have terminated at the discretion of the Board of County Commissioners. This list of agreements and specific requirements can be supplemented or removed by mutual agreement of both parties.

The following subject matters may be addressed, in the discretion of the County Commissioners, in a Development Agreement or series of Development Agreements and shall not be considered exclusive of all such matters:

1. A Road Maintenance, Repair, and Replacement Agreement.

The Road Maintenance Agreement may include, but shall not be limited to, such topics as:

- A. Designation of the public roads used for transportation routes for construction and maintenance of the CWECS shall be included within the mandatory Road Maintenance Agreement specified in these Regulations.
- B. The applicant shall receive an Oversized/Overweight permit from the Reno County Public Works Department for transporting CWECS components that are over the legal weight, width, or length limit. A proposed route shall be submitted on the Oversized/Overweight Permit for transportation routes by the applicant. The transportation route shall be approved by the Public Works Department by signature on the permit form.

- C. Applicant shall construct the smallest number of turbine access roads as reasonably feasible. Access roads shall be low profile roads so farming equipment can cross them. Where an access road crosses a stream or drainageway, it shall be designed and constructed so runoff from the upper portions of the watershed can readily flow to the lower portion of the watershed. Where an access road crosses a stream or drainage way identified as a Special Flood Hazard Area, the applicant shall obtain a floodplain development permit from the state and county.
2. A Decommissioning Agreement with the Board of County Commissioners pertaining to CWECS improvements.

The Decommission Agreement may include, but shall not be limited to, such topics as:

- A. Removal of the turbine and nacelle.
- B. Removal of a portion of the concrete base down to a minimum of four feet below ground surface.
- C. Replacing the two bottom feet with subsoil composed of sand, silt, and clay materials and the top two feet with topsoil suitable for agriculture purposes.
- D. Removal of access roads.
- E. Re-seeding of disturbed areas.
- F. Timeline for removal.
- G. Removal of electrical equipment.
- H. Recognition of a landowner's right to request access roads be left intact.
- I. Recognition of a landowner's right to be satisfied with the decommission efforts of the applicant or a hired contractor.
- J. **Additional** circumstances which may require the decommissioning of a turbine(s).
3. An Indemnification Agreement:

An Indemnification Agreement with the County throughout the life of the project and a policy of general liability insurance with policy limits satisfactory to the Board of County Commissioners which identifies the County as an additional insured.

4. A Dispute and Mitigation Agreement:

A Dispute and Mitigation Agreement procedure and resolution process by which the Developer shall address complaints by landowners or other affected parties regarding the project from construction to operation and throughout the life of the project.

5. A Bird Strike and Reporting Agreement:

A Bird Strike and Reporting Agreement may be established and include an annual report submitted to the County Commissioners indicating all reported bird strikes related to the project.

6. Professional Certification Agreement:

A written certification by a licensed and qualified professional engineer, approved by the County, that each turbine location complies with all setback requirements.

7. A Payment In lieu of Tax Agreement (PILOT):

An agreement which adequately compensates the County for governmental services provided in the project boundary during a ten-year period of tax exemption.

8. Fire Safety, Rescue, and Hazardous Material Plan:

The Plan shall be reviewed by the Emergency Management Director. Within the Plan, the applicant shall identify the potential fire risk associated with the project, including both prescribed burning and non-prescribed burning (natural or accidental). The Plan shall address fire within the project boundary, fire escaping from the site, and the effects of a fire originating from outside the site. The plan shall demonstrate how the CWECS equipment, environment, and private properties are protected from fire and hazardous materials.

9. Surety Agreement:

The applicant shall provide appropriate surety for the life of the project satisfactory to the Board of County Commissioners.

10. Transfer of Ownership:

If ownership of the CWECS is transferred from the CWECS Applicant identified in the original permitting documents to any entity, the new owner shall be responsible and accountable for the terms and conditions of the approved Conditional Use Permit, the Development Agreement, other applicable agreements, the zoning permit requirements, and all applicable requirements of the Zoning and Subdivision Regulations. Notice of such transfer and acknowledgement by the new owner of compliance obligations shall be provided to the Zoning Administrator and the Board of County Commissioners.

23-110 Requirements for Zoning Permit:

If applicable, the following requirements shall be met to obtain a zoning permit from the County:

1. No zoning permit application shall be accepted by the County until all required agreements listed under Article 23-109 between the Applicant and the County have been properly executed by the Applicant and the County.
2. A zoning permit shall be required for the construction of each turbine and building within the approved CWECS accompanied by the payment of all fees as established by the County. Construction shall be permitted to begin as outlined in the Development Agreement.

3. A Stormwater Pollution Prevention Plan (SWPP) and NPDES permit from the Kansas Department of Health and Environment shall be finalized and submitted prior to the issuance of a zoning permit and the start of construction.
4. Filing and maintaining a current FAA Determination of No-Hazard to Air Navigation document verifying each turbine, when constructed according to the approved development plan, will not constitute a hazard to aircraft.
5. Oversized/overweight permit from the Public Works Department.
6. Wastewater and well permits from the Health Department.
7. U.S. Army Corps of Engineers Section 404 permit.
8. Kansas Department of Agriculture – Division of Water Resources stream obstruction and floodplain fill permit.
9. The application for a zoning permit shall include, but not be limited to, a site plan showing the following information:
 - A. The location of the structure or turbine and any other onsite facilities such as a control room or transformer on a survey prepared by a registered land surveyor showing the distance from the property lines. The floodplain boundary (where applicable) should also be located on the survey. The survey showing the turbine location submitted with the CUP application may be used provided the location of the turbine has not been re-located from the approved development plan.
 - B. The turbine number and megawatt capacity.
 - C. The location of above ground and below ground transmission lines.
 - D. The location of the interior access road.
 - E. An outline of any proposed site preparation activities involving removal of vegetation, excavation of soil, locations of soil stockpile, and restoration plans for the site after construction concludes.
 - F. The approved state and local floodplain development permits (where applicable).

23-111 Construction Requirements:

1. The CWECS Applicant shall inform all employees, contractors and others involved in the construction of the CWECS project of the terms and conditions of the approved Conditional Use Permit. Violations of the conditions associated with the Conditional Use Permit are the responsibility of the CWECS Applicant, not the landowner.
2. The County retains the authority to enter into a contract with a structural engineering firm licensed by the State of Kansas Board of Technical Professions to offer engineering services to the County as defined by the Development Agreement. Documentation regarding each approved permit or inspection shall be filed with the Zoning Administrator. Payment for the costs incurred by the County from the engineering firm shall be negotiated through the Development Agreement.

- 3. Confirmation from an engineering company the turbines comply with the development plan, the zoning regulations, and the conditions associated with the approved Conditional Use Permit.
- 4. Prior to the start of, and continuously throughout construction and site restoration, the CWECS Applicant shall designate a field representative responsible for overseeing compliance with the conditions of the CUP. The field representative shall be accessible by telephone and email as needed by the Zoning Administrator or his designee. The field representative shall provide an address, phone number, and emergency phone number to the Zoning Administrator. The CWECS Applicant shall notify the Zoning Administrator should a change be made in the field representative.
- 5. Any off-site construction needs outside of the permitted CWECS Conditional Use Permit shall comply with all applicable Zoning and Subdivision Regulations.
- 6. The CWECS Applicant, or its construction company, shall disturb or clear a site only to the extent necessary to assure suitable access for construction, safe operation, and maintenance of the CWECS. The contractor shall minimize the removal of trees and shall not remove groves of trees or hedgerows (shelter belts) without approval of the affected landowner. During site clearance and construction, silt fences and other temporary erosion controls, as required by the KDHE erosion control permit, shall be installed, and left in place until new vegetation covers the ground around the turbines.
- 7. Cleanup:

The CWECS Applicant, or its construction company, shall remove all waste, scrap, and temporary erosion control measures that are the product of construction, operation, restoration, and maintenance from the site and properly dispose of it upon completion of each turbine.
- 8. Operation & Maintenance:

The CWECS Applicant shall file the following information with the Zoning Administrator:
 - A. Operation and maintenance requirements (including the frequency of maintenance activities) for the turbines and transmission lines.
 - B. The required width of transmission line easements and any necessary restrictions on land use development, buildings, and access within the easement.
 - C. Any restrictions on participating property owner land uses, height of buildings, or location of building.

~~9. Transfer of Ownership:~~

~~If ownership of the CWECS is transferred from the CWECS Applicant identified in the original permitting documents to any entity, the new owner shall be responsible and accountable for the terms and conditions of the approved Conditional Use Permit, the Development Agreement, other applicable agreements, the zoning permit requirements, and all applicable requirements of the Zoning and Subdivision Regulations. Notice of such transfer and acknowledgement by the new owner of compliance obligations shall be provided to the Zoning Administrator and the Board of County Commissioner~~

February 9, 2021
Reno County Courthouse
Hutchinson, Kansas

The Board of Reno County Commissioners held an afternoon work study session with Chairman Ron Hirst, Commissioner Daniel Friesen, Commissioner Ron Sellers, County Administrator Randy Partington, County Counselor Joe O'Sullivan, and Minutes Clerk Cindy Martin, present. Public Works Director Don Brittain and County Planner II Mark Vonachen were also in attendance at the 1:30 p.m. session in the Commission Chambers.

This study session was to discuss the amendment to the table of contents page for the April 2016 Zoning Regulations, adding Article 23 with Sections 23-101 through 23-111, for Commercial Wind Energy Conversion System (CWECS) Regulations that was presented this morning. Amending Article 15-105 (14) in its entirety and substituting therefore a reference to a new Article 23 pertaining to CWECS. Adding Article 23 pertaining to CWECS. Background was given from December 2019 to January 19, 2020 where the County Commissioners held a study session with staff to gather more information on the recommended amendments passed by the Planning Commission with a vote of 5-1. The County Commission had several options from approving the amendments as submitted by Planning Commission to denying the amendments. If denied, the amendments will require the entire public hearing process to begin again if the County Commissioners still request new regulations.

Chairman Hirst asked to go page by page.

Mr. Sellers stated there were three controversial issues, which were spacing, sound and flicker. He said Mr. Hirst had previously pointed out eight proposed regulations. Mr. Sellers thought the Commission could agree on those eight that may need to be altered in the CWECS. He asked to get those items out of the way first before discussing the controversial issues. Mr. Hirst commented that the goal was to protect citizens and also have an opportunity to have wind energy. Mr. Friesen clarified what was being reviewed today was the minimum requirements necessary to start the application process. County Counselor Joe O'Sullivan commented at this stage it would be staff to red line changes to the proposal as the consensus directs and then bring it back to the Commission. At this point it does not go back to the Planning Commission until you decide.

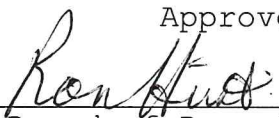
The following were the suggested items to be altered:

1. 23-2, 4: and is agreed upon by applicant and the county commission.
2. 23-5, F: special flood, hazards, and FSA wetlands area map
3. 23-6, E: (E) should change to (D)
4. 23-6, H: delete the last sentence, keeping the middle part. (by consensus they agreed)
5. 23-6, Noise, B: ~~should consider using~~ change to shall use
6. 23-11, J: additional circumstances instead of A discussion of
7. Rewrite 23-12,8: Fire Safety and Rescue Plan, adding Hazardous Material Plan, then last sentence of paragraph add "and including a hazardous material plan."
8. 23-12, add 9: to have appropriate assured agreement related to deregulating equipment.

The Board had a large discussion on articles and sections making red line changes for staff. By consensus, the Board agreed on 3,000 feet from the property for a tower. They deleted flicker and noise was discussed for 40 dec or 45 dec. The Board had a very large discussion on the Southeast area of Reno County, zoned versus not zoned areas and wind energy in general.

At 4:05 p.m. the meeting adjourned until the agenda session on February 23, 2021.

Approved:



 Chair, Board of Reno County Commissioners

(ATTEST)



 Reno County Clerk
 cm

4-27-2021
 Date



AGENDA ITEM

AGENDA ITEM #VII.B

AGENDA DATE: January 11, 2022

PRESENTED BY: Mark Vonachen - County Planner II

AGENDA TOPIC:

Tabled from 12/14/2021: Planning Case # 2021-14 - A request to amend the jurisdiction of the Official Zoning District Boundary Map as identified in Article 1-103 of the Zoning Regulations.

SUMMARY & BACKGROUND OF TOPIC:

On September 14, 2021 the County Commissioners directed the Planning Commission and staff to review and consider amending the Official Zoning District Boundary Map by creating a new zoning district for all areas of the county currently unzoned. The new zoning district would only regulate the establishment of a commercial wind energy conversion system by requiring a conditional use permit. All of requirements of the zoning and subdivision regulations will not apply to this new created zoning district.

A proposed new zoning district and zoning map was created by staff. A study session was held with the Planning Commission on October 21, 2021 to review the proposal. The Planning Commission set a public hearing date of November 18, 2021 to consider the request and receive public comments.

After the public hearing, the Planning Commission recommended approval of the amendment to Article 1-103 and the proposed zoning map as submitted by a 6-0 vote.

ALL OPTIONS:

The County Commissioners may:

Approve of the amendment to Article 1-103 and the new zoning map as submitted.

Deny the amendment to Article 1-103 and the new zoning map as submitted.

Table the amendment and request staff provide additional information.

RECOMMENDATION / REQUEST:

Staff recommends approval of the request to amend the jurisdiction of the Official Zoning District Boundary Map.

Planning Commission recommended approval of the request to amend the jurisdiction of the Official Zoning District Boundary Map.

POLICY / FISCAL IMPACT:

If approved, the Zoning Map will be amended by adding the CWECs Zoning District.



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

Date: December 8, 2021

To: Reno County Board of County Commissioners

From: Mark Vonachen, CFM – County Planner II

Re: Case #2021-14 – A request to expand zoning Countywide by creating the CW ECS Zoning District and other associated text amendments.

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

BACKGROUND

On September 14, 2021, the Board of County Commissioners directed staff and the Planning Commission to review and update the Comprehensive Plan and provide additional guidelines related to Commercial Wind Energy Conversion Systems.

The County Commissioners directed staff and the Planning Commission to consider amending the Comprehensive Plan to provide language which may permit the ability to prohibit the development of a commercial wind energy conversion system project in the current zoned area of the county. Directives were also given to consider amending the Zoning Regulations so that the development of a commercial wind energy conversion system in the current zoned area of the County may be prohibited. Finally, consideration should be given to establishing a new zoning district which only regulates commercial wind energy conversion systems in the unzoned area of the County.

In order to provide the Planning Commission adequate time to consider these directives, the County Commissioners passed Resolution 2021-21 which places a temporary moratorium on commercial wind energy conversion systems within the unincorporated area of the County. That moratorium is in effect until March 15, 2022.

In order to consider expanding the zoning authority from its current boundary, several text amendments must be considered. Those text amendments are the Table of Contents, Article 1-103, Article 1-105, Article 13, and the creation of Article 24. Some of the amendment are discussed in Case #2021-13. A summary of these proposed amendments is listed below.

The Table of Contents has been updated to add the proposed Article 24.

Article 1-103 proposes to expand the jurisdiction of the zoning map to countywide.

Article 1-105 proposes to add the CW ECS zoning district to the listing of zoning categories. Some wording that might be confusing to citizens if the CW ECS zoning district is adopted was eliminated in the next paragraph.

Article 13 proposes to add the CW ECS zoning district requirements for height, setbacks, parcel dimensions, and minimum parcel size. It should be noted that most of these regulations are not applicable as the proposal before the Planning Commission is to only regulate commercial wind energy conversion systems. No other zoning or subdivision requirements are applicable to a parcel zoned CW ECS.

Article 24 proposes to add the CW ECS zoning district to the zoning regulations. Article 24 states that any parcel zoned CW ECS is required to apply for a conditional use permit to establish a commercial wind energy conversion system according to the definition in Article 23-103(1). All other land uses are permitted by right. No zoning permit is required for any structure. Except for floodplain and the Sanitation Code, citizens owning property in the CW ECS zoning are still governed as they have been previously. Article 24, in turn, references the proposed Article 23 which is the wind energy conversion system regulations. Article 23 has been tabled indefinitely by the County Commissioners pending review of this latest request.

ANALYSIS

There are two opinions on whether to expand zoning countywide for only commercial wind energy conversion systems.

A commercial wind energy conversion systems is one of the largest land uses a property owner can establish on a property. The potential impact this type of land use can have on a neighborhood, a portion of a county, an entire county, or even multiple counties exceeds most if not all other types of land uses. Other types of land uses, such as gravel pits, manufacturing facilities, or junkyards do not have the same impact that spans such a large land area.

Commercial wind energy conversion systems could be considered one of the few types of land uses that should require a conditional use permit wherever they may be installed in a County. The conditional use permit allows the County the opportunity to regulate this land use and have a signed developer's agreement on file that protects the County and Township infrastructure. Without implementing zoning in this area of the County and requiring a conditional use permit, a company can begin construction on a project with no regulatory control from the County. Without this regulatory control, a lot of damage could be done to the County and Township infrastructure.

Implementing zoning for only commercial wind energy conversion systems allows the County to have a developer's agreement in place before any construction begins. Maybe more importantly, it allows citizens living in this area an opportunity to come to a public hearing and voice their concern or support for a project. Without this area being zoned, there will be no public hearing and no opportunity for citizens or the County to have concerns addressed.

The other opinion is that zoning the rest of the County to only regulate commercial wind energy conversion systems is not good planning practice. Implementing zoning and subdivision regulations countywide is the proper method to permit the County and citizens to have a say in how any development, not just commercial wind energy, may impact infrastructure and a citizen's property.

Zoning and subdivision regulations are the tools the County uses to ensure property is developed in a manner that does not impact infrastructure and to permit citizens an opportunity to attend a public hearing and provide comments on a project.

The opinion that there are less people in the western part of the County may be true. However, development is still occurring, albeit maybe at a slower pace than the eastern part of the County. New single-family dwellings and accessory buildings are being constructed. The entire County should be fully zoned so all citizens abide by the same regulations.

There is no good reason to not zone the entire County will full implementation of the Zoning and Subdivision Regulations. Land and buildings used for agricultural purposes are still exempt from the zoning regulations, just like in the eastern part of the County. There are also many other County regulations and policies in effect across the entire County. For example, the Sanitation Code, the Floodplain Resolution, and all the Public Works policies which include culvert installation, buried utility installation, and permitting citizens to mow and bail the County ditch for the hay.

CONCLUSION

While there may not be support to fully implement Zoning and Subdivision Regulations countywide, the potential impact a commercial wind energy conversion system could have on the County and its citizens is too severe to deny this request and leave that portion of the County completely unzoned. The County cannot leave it to chance that a future wind energy company will voluntarily contact the County to negotiate a developer's agreement prior to beginning construction on a project. Zoning the western area of the County for only commercial wind energy conversion systems will permit the County and its citizens the opportunity to conduct a public hearing where all support and concerns can be heard, enter into a binding developer's agreement, and ensure a project complies with some regulatory standards.

For these reasons, staff, which consists of Don Brittain, Director of Public Works and Mark Vonachen, County Planner II, recommends approval of this request to amend Article 1-103 of the Zoning Regulations to expand the zoning jurisdiction countywide but only for commercial wind energy conversion systems.

OPTIONS

The County Commission may:

- Approve of the amendment and zoning map as presented
- Deny the amendment and zoning map as presented
- Table the amendment and request staff provide additional information

On November 18, 2021, the Planning Commission held a public hearing.

Chairman Goertzen opened the public hearing.

Vonachen discussed the proposed amendment to Article 1-103 and the proposed zoning map.

Chairman Goertzen asked how this Board will handle a CUP if the zoning is approved. Will a CUP revert back to the existing regulations now.

Vonachen responded that the hope is a CUP will be handled under the regulations found in Article 23. Article 23, which is currently being tabled, should be adopted before this item is approved because Article 24 references Article 23. Further amendments may have to be done or additional reviews if for some reason the regulations are never adopted.

Commissioner Seltzer added that if we adopt the amendment to Article 1-103 and Article 23 has not been adopted yet, we are still putting in place the conditional use permit procedure for the current unzoned area.

Vonachen said yes.

Vice-Chairwoman French said is it possible the County Commissioners may want to send those regulations back to the Planning Commission because we were mainly looking at the southeast portion of the County.

Vonachen said that it is certainly a possibility the regulations could be sent back for additional revisions.

Vice-Chairwoman French added that if there is another divisive issue come up we may be back here again trying to add another land use. That is a concern when you try and do just one land use

Vonachen agreed and said that is why he struggled with this recommendation. The Board may recall the struggles for years past in trying to determine the “Top 10” land uses we may want to regulate. It was difficult to decide and was ultimately dropped from consideration.

Commissioner Jorns questioned if staff anticipates amending the regulations for solar farms.

Vonachen responded that is up to the direction of the County Commissioners.

Chairman Goertzen invited audience members to address the Planning Commission.

Joe Hieger, 13200 E. Maple Grove Road, Mt. Hope, KS 67108 said if you are looking for more public involvement in cases, something to consider is moving away from the 1,000 foot public hearing notification requirement in state statutes. The statute was never designed for 500-foot-tall wind turbines.

Jean Conkling, 21806 S. Broadacres Road, Pretty Prairie, KS 67570 reviewed her written comments to the Planning Commission and agrees with the proposed zoning map. She wants to ensure whatever regulations are approved in Article 23 are applied to the unzoned area.

Vonachen confirmed those regulations will apply to the unzoned area.

Ron Hirst, appearing as a citizen, and not trying to influence the Planning Commission, stated he placed information in two rural newspapers and made some phone calls. He has received no negative comments from citizens living in the unzoned area of District 2.

Gina Smith, 1716 E. Arlington Road, Hutchinson, KS 67501 is barely outside of the zoned area and would appreciate zoning guidelines in their area. Many properties in her area already have land contacts for wind turbines. More people who are affected by such a land use should be informed.

Vice-Chairwoman French commented that it is a real dilemma on how to inform people. Notices are placed in the newspaper and on the website. Mailings to citizens will cost more money that the taxpayers will have to pay for.

Dee Moore, 3805 W. Arlington Road, Hutchinson, KS 67501 asked that the rest of the county be zoned.

Wayne Mans, 14918 E. Maple Grove Road, Mt. Hope, KS 67108 wanted clarification that there will be limited zoning for the unzoned area of the county. Without the limited zoning the county has no say in where a wind farm is placed and the company can place a turbine at any setback distance from any home. He does not see any upside to leaving that portion of the county unzoned.

Vonachen said yes to all of his questions.

Jason Seiwert, 14202 E. Maple Grove Road, Mt. Hope, KS 67108 is in favor of the restricted zoning. He is glad a portion of the county was zoned in the last CUP so the citizens have a voice.

Margy Westfahl, 3907 E. Irish Creek Road, Haven, KS 67543, responded to Commissioner Jorns' question on how to get more people involved. She stated former Commissioner Bush came to the Planning Commission meeting and suggested meetings be held in the unzoned area and in some of the smaller cities. There is no voice for the people living in the unzoned area.

Chairman Goertzen closed the public hearing.

There were no further comments or discussion from the Planning Commission.

Commissioner Seltzer moved to recommend approval of this request to amend Article 1-103 expanding the zoning jurisdiction countywide but only for commercial wind energy conversion systems based on the testimony at the public hearing and the reasons presented in the staff report; seconded by Commissioner Jorns.

Commissioner Jorns commented we have been arguing and debating the correctness or incorrectness of living in a county that is only 1/3 zoned. He is not sure this is the right thing to do but will support the motion.

Vice-Chairwoman French agrees with Commissioner Jorns. This would have been the opportune time to consider full zoning to protect against all land uses.

Commissioner Jorns said full zoning may have been met with a lot of opposition. Commissioner Hirst has not had any negative feedback and neither has Commissioner Jorns. There is support for restrictive zoning so maybe this is the right time.

Commissioner Macklin expressed the same concerns as Commissioner Jorns and will support the motion.

Chairman Goertzen supports the motion with some hesitancy because we only have very rudimentary guidelines. He hopes the County Commissioners adopt Article 23 prior to another CUP application. The regulations have been in the Commissioners possession for ten months.

Commissioner Martin confirmed that this amendment will require a conditional use permit to establish a commercial wind energy conversion system in the current unzoned area.

Vonachen said yes.

Vice-Chairwoman French thinks the County Commissioners should review the regulations again to ensure they are appropriate for the western part of the County. Maybe they are not quite right for the western part.

Commissioner Macklin responded that he was reviewing the regulations for the entire County, not just the southeast part.

Vonachen added that the regulations should have been developed with the whole County in mind even though they would only apply to the eastern part of the County. Some adjustments will have to be made based off of this new direction from the County Commissioners.

The motion passed by a 6-0 vote (Yes: Martin, Seltzer, Macklin, Jorns, French, and Goertzen).



Comments
Zoning Expansion
Case #2021-14

RENO COUNTY DEPARTMENTS

None

CITIES AND TOWNSHIPS

None

WRITTEN PUBLIC COMMENTS – IN FAVOR OF THE PETITION

Dear Mr. Vonachen,

I AM a 20+ resident and a landowner in the unzoned areas in Reno County. I FERVENTLY AGREE TO Specialty Zoning for CWECS.

PLEASE protect and look after US as well as you are protecting and looking after the residents of Hutchinson.

Sincerely,

Dee Moore
Retired
Pretty Prairie Middle School
Language Arts Teacher

Dear gentlemen,

I do not want wind turbines in my community or back yard and I am very concerned about this subject. I am very much in favor of the special zoning district proposal that I have read about. Please consider my feelings about this as well as many others in my community. Thank you.

Sincerely,
Cathie Strohl

Dear Sir,

I, as a resident of Reno County, approve of the creation of the Special Zoning District for Commercial Wind Energy Conversion Systems only. Our entire county needs to have at least some regulations in place as well as a voice in this process of wind turbine placement and operation.

I would also request special consideration be given to the nationally recognized wetland, Quivera National Wildlife Refuge, which is located in NW Reno County. This important location is a stopping point for thousands of migratory birds and should be protected even as we upgrade our energy systems.

Thank you so much!

Joyce Barker
Hutchinson, KS resident
Reno County resident
joyce.dnc.jb@gmail.com

620.694.7952

I, as a resident of Reno County, approve of the creation of the Special Zoning District for Commercial Wind Energy Conversion Systems only. Our entire county needs to have at least some regulations in place as well as a voice in this process of wind turbine placement and operation.

Melvin and Charlene Schwartz
Pretty Prairie

Regarding the map - 2021-14

If you're aiming for prohibition in zoned areas of the county, then the most responsible action would be to also create the special zoning for everyone living in the remainder of the county - (Not just "super protection" for some vs "no protection" for the rest of the county.) Especially if prohibition in zoned areas pushes the CWECs out to the unzoned areas, then the special zoning district would be imperative.

I agree with the proposed amendment to create the Special Zoning district as outlined on the proposed zoning map. We would like to have in unzoned areas of the county the same regulations that have been in the process of being approved for zoned areas regarding CWECs for the past 2 years. (Or at least the same level of protection that is in effect in the zoned areas of Reno County regarding CWECs.)

Thank you for your time.

Michael Conkling
21806 S. Broadacres Rd
Pretty Prairie, KS. 67570

Regarding the County Zoning Map - 2021-14

If you're aiming for prohibition in zoned areas of the county, then the most responsible action would be to also create the special zoning for everyone living in the remainder of the county - (Not just super protection for some vs no protection for the rest of the county.) Especially if prohibition in zoned areas pushes the CWECs out to the unzoned areas, then the special zoned district would be imperative.

I agree with the proposed amendment to create the Special Zoning district as outlined on the proposed zoning map. We would like to have in unzoned areas of the county the same regulations that have been in the process of being approved for zoned areas regarding CWECs for the past 2 years.

Thank you for your time and all the work involved in the process of addressing these issues for our county.

Sincerely,

Jean A. Conkling
21806 S. Broadacres Rd
Pretty Prairie, KS 67570

Reno County Planning & Zoning Commission, Mark Vonachen, Mr Partington, Mr Brittain, County Commission, et al,

I am writing this email to you in lieu of attending the public hearings scheduled for November 18, 2021. Unfortunately, my neighbor and dear friend just passed away from cancer and I need to be there for her family and her wake. I just cannot divide myself up on this. Her death is a big deal in several Reno Co communities and

I can only imagine the timing will affect many Reno County residents and their decision of going to the meetings tonight.

That said, let's talk about zoning and our county. We NEED to add to Article 15-111 to prohibit CWECS in the currently zoned area of Reno County. Seriously we have fought and fought and worked on this for SO SO SO long. Let's get this taken care of!! Our county needs to finally take care of protecting the citizens.

Also, the unzoned folks need protection as well. How is it that Reno County government seems to have forgotten about the fact that most of the county is rural?! WE ALL NEED PROTECTED. The people have spoken. Again and again and again. Geesh--LISTEN!

Any proposals that are given today to increase the security of our county in regards to limiting and mandating industrial wind facilities is a good thing. I support the text amendments to Article 1-105, Districts, Article 13, District Height, Area, and Bulk Regulations, and more specifically Article 15-111, Prohibited Uses, of the April 2016 Edition of the Reno County Zoning Regulations by adding the "CWECS" Zoning District and adding a seventh item to Article 15-11 which prohibits commercial wind energy conversion systems in the currently zoned area of Reno County.

I hope you will LISTEN to my written words. I would have been there but...I'm thinking you will understand.

God bless you in your decision making.

Sincerely,

Susan Helten

10408 E. Smoots Creek Rd

Cheney, KS

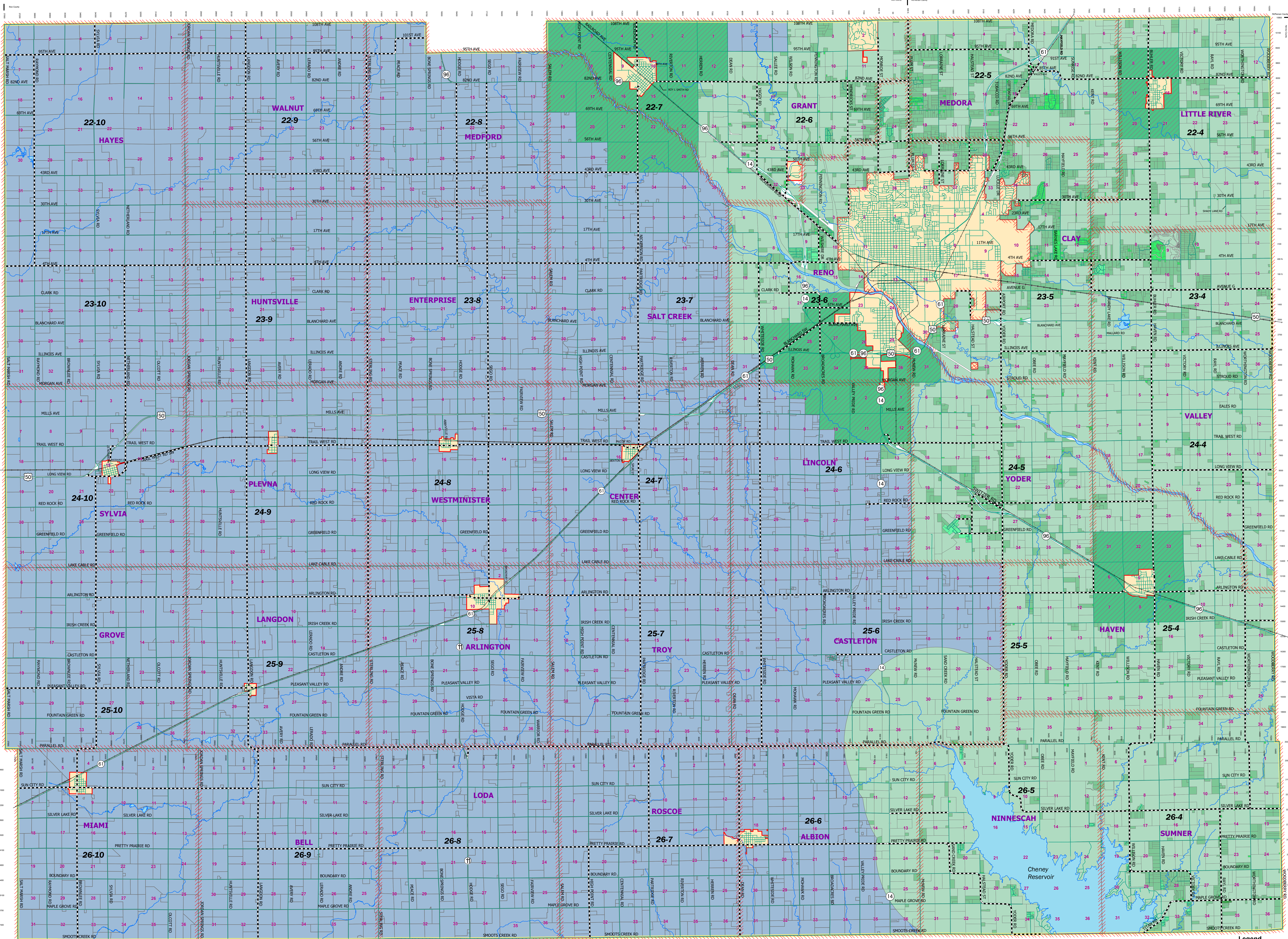
Reno County

WRITTEN PUBLIC COMMENTS – NEUTRAL ON THE PETITION

None

WRITTEN PUBLIC COMMENTS – AGAINST THE PETITION

None



**Reno County Areas
where Wind Energy
is Prohibited/Allowed**

- | | | | |
|--------------------|---------------------|---------------------|-------------------------------|
| AG-Wind Prohibited | R-1-Wind Prohibited | R-3-Wind Prohibited | CWECs |
| City | R-2-Wind Prohibited | V-1-Wind Prohibited | Extraterritorial Jurisdiction |

Other Features

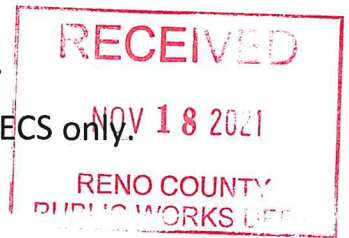
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|------------------|-------------------|-----------------------|-----------------|
| County/Roads | Railroads | Lakes and Ponds | Townships |
| Road Centerlines | Rivers and Creeks | City Limit Boundaries | County Boundary |

Scale for main map
1 inch = 5,180 feet

Map and zoning layers created/updated
October 15, 2021

SPECIALTY ZONING FOR COMMERCIAL WIND ENERGY CONVERSION SYSTEMS (CWECS)

We, the undersigned, residents/landowners of unzoned areas in Reno County, Kansas agree to Specialty Zoning for CWECS only.



SIGNATURE

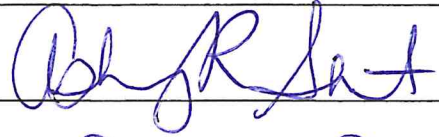


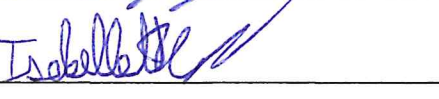


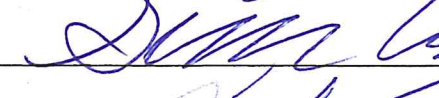
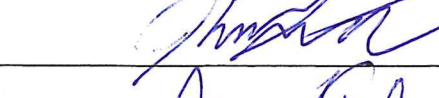

PRINTED NAME

ADDRESS (Complete address)

	JAMES DOYLE	3704 W. ARLINGTON RD HUTCHINSON, KS 67501
	Nancy H. Doyle	3704 W. Arlington Rd Hutchinson, KS 67501
	Robert E Schmutz	14601 South Yoder Rd PO. Box 71 Haven, KS 67543
	ANGEL SCHMUTZ	14601 S Yoder Rd. Box 71 Haven, KS 67543
	Dawnita Miller	12015 S. McNew Rd, Hutchinson, KS 67501
	Michael D. Miller	12015 S. McNew Rd. Hutchinson, KS 67501
	Titus Yutzey	17017 S McNew Rd Hutchinson KS 67501
	Sheri Yutzey	17017 S McNew Rd Hutchinson KS 67501
	Gina Smith	1716 E Arlington Rd Hutchinson, KS 67501
	Gary Smith	1716 E. Arlington Hutchinson KS 67501
	Karen Johnson	12409 S. McNew Rd. Hutch. KS. 67501
	Dean Johnson	12409 South McNew rd, Hutch KS 67501
	STEVEN YODER	601 W. ARLINGTON RD. HUTCHINSON KS 67501

SPECIALTY ZONING FOR COMMERCIAL WIND ENERGY CONVERSION SYSTEMS (CWECS)

We, the undersigned, residents/landowners of unzoned areas in Reno County, Kansas agree to Specialty Zoning for CWECS only.

SIGNATURE	PRINTED NAME	ADDRESS (Complete address)
	Ashley Smith	7816 S. K-14 Hwy, Hutchinson
Denise De		
Robin Welts	Robin Welts	14600? Maple Grove Rd Mt Hope KS
	Lyndie Humphrey	5515 S. Sterling Rd. Abbyville, KS
	Chad Humphrey	5515 S. Sterling Rd. Abbyville KS
	Isabella Humphrey	5515 S. Sterling Rd. Abbyville, KS
Thomas L May	Thomas L May	2104 E Arlington Hutchinson KS 67501
Shirley A May	Shirley A. May	2104 E Arlington Hutchinson, KS 67501
	Esther Egli	2111 E Irish Creek Rd 67501
	NICK EGLI	2111 E Irish Creek Rd 67501
	Susan Lacy	6912 W Arlington Rd ^{Hutchinson} 67501
	Jeff Kaufman	4803 W Arlington Rd
	Joey Kaufman	15813 S Dean Rd 67570

SPECIALTY ZONING FOR COMMERCIAL WIND ENERGY CONVERSION SYSTEMS (CWECS)

We, the undersigned, residents/landowners of unzoned areas in Reno County, Kansas agree to Specialty Zoning for CWECS only.

Signature	Printed Name	Address (Complete Address)
<i>Debbie Siebert</i>	Debbie Siebert	21205 S. Dean Rd. Pretty Prairie, KS 67570
<i>Larry Siebert</i>	Larry Siebert	" "
<i>Jessie Zimmerman</i>	Jessica Zimmerman	16803 S. Oldstage Rd Pretty Prairie KS 67570
<i>Kay L. Krehbiel</i>	Kay L Krehbiel	20501 S. Dean Rd Pretty Prairie, KS. 67576
<i>Richard L. Krehbiel</i>	Richard L. Krehbiel	1012 W Smoots Creek Road Pretty Prairie KS 67570
<i>Donald Bergkamp II</i>	<i>Donald Bergkamp II</i>	

RECEIVED

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RENO COUNTY
PUBLIC WORKS DEPT

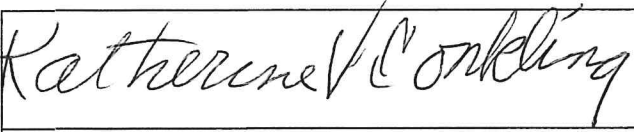

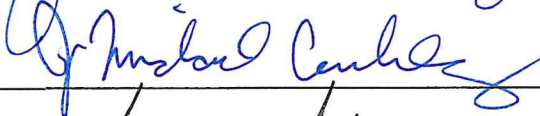
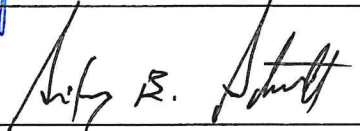



SPECIALTY ZONING FOR COMMERCIAL WIND ENERGY CONVERSION SYSTEMS (CWECS)

We, the undersigned, residents/landowners of unzoned areas in Reno County, Kansas agree to Specialty Zoning for CWECS only.

Signature	Printed Name	Address (Complete Address)
Linda Kraus	Linda Kraus	25407 S. Herren d
Melvin Schwartz	Melvin Schwartz	26911 S. Valley Pride Rd, Pretty Prairie
Charlene Schwartz	Charlene Schwartz	26911 S. Valley Pride Rd. Pretty Prairie
Ray E. Siebert	RAY E. SIEBERT	PRETTY PRAIRIE 21007 SOUTH WHITESIDE ROAD
Dee Moore	Dee Moore	3805 W. Arlington Road, Hutchinson KS
Chris Moore	Chris Moore	3805 W. Arlington Road, Hutch
Vicki Galloway	Vicki Galloway	10107 S Partridge Rd, Partridge
Debbie Mead	Debbie Mead	26309 S. Dean Rd, Pretty Prairie, ks.
Nellie M Graber	Nellie M Graber	X Property on parallel Road 7 am 2280 mesa Rd Colorado Springs, CO 80904
Debbie M. Adams	Debbie M. Adams	PO Box 551 Hutchinson, KS 67504

SPECIALTY ZONING FOR COMMERCIAL WIND ENERGY CONVERSION SYSTEMS (CWECS)

We, the undersigned, residents/landowners of unzoned areas in Reno County, Kansas agree to Specialty Zoning for CWECS only.

Signature	Printed Name	Address (Complete Address)
	Katherine V. Conkling	5815 W. Quail Lane, Wichita KS 67212 28112 W Pleasant Valley, Turon KS
	Jean A Conkling	21806 S. Broadacres Rd Pretty Prairie, KS 67570
	J. MICHAEL CONKLING	21806 S. BROADACRES RD PRETTY PRAIRIE, KS 67570
	Sidney B. Strohl	129 So. OAK, Box 296 Pretty Prairie KS 67570
	Mary Ann Strohl	129. S. OAK ST Pretty Prairie, KS ⁶⁷⁵⁷⁰
	SCOTT STROHL	4906 W. Pn Pn Rd Pretty Prairie, KS
	CATHIE STROHL	4906 W. Pretty Prairie Rd Pretty Prairie, KS 67570

SPECIALTY ZONING FOR COMMERCIAL WIND ENERGY CONVERSION SYSTEMS (CWECS)

We, the undersigned, residents/landowners of unzoned areas in Reno County, Kansas agree to Specialty Zoning for CWECS only.

Signature	Printed Name	Address (Complete Address)
<i>Jon Strohl</i>	Jon Strohl	15407 W Pretty Prairie Rd Kingman KS
<i>Jake Strohl</i>	Jake Strohl	329 S. Adams St Pretty Prairie, KS 67570
<i>Karen Albright</i>	Karen Albright	24607 S Riverton Pretty Prairie, KS
<i>Leon Albright</i>	Leon Albright	26101 S Herron Pretty Prairie, KS
<i>Arne J. Evenson</i>	ARNE J. EVENSON	22919 S Broadacres Rd Pretty Prairie KS
<i>Chad Basinger</i>	Chad Basinger	20403 S Broadacres Rd Pretty Prairie KS 67570
<i>Big Collins</i>	Big Collins	16815 S. Partridge Rd Partridge KS 67566



AGENDA ITEM

AGENDA ITEM #VII.C

AGENDA DATE: January 11, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:
Reno County Employee Classification and Compensation Study Discussion

SUMMARY & BACKGROUND OF TOPIC:

At the December 14, 2021 county commission meeting, Phil Hayes from The Arnold Group presented the overview and recommendations from the 2021 wage study. At the meeting, the commission approved a 2% Cost of Living Adjustment for all employees to be effective with the first pay period of 2022. Other portions of the recommendations were delayed until further budget information was presented by the county administrator. The recommendations that were delayed include the following.

- Approve the new pay scale (attached)
- Approve the compensation plan and address compression at 100%
- Approve the compensation philosophy that supports "Grow/Build-Buy up" modeling for the hiring rates of employees that is based on both internal and external experience.

The employee classification and compensation study recommends other policies to be adopted that will be brought back to the commission in a Resolution format. The items listed above are the recommended items to allow Reno County's new pay scales, compression costs and hiring ranges to be effective for the 2nd pay in February if approved by the commission today.

Attached is a budget overview that shows an update of the total wages with 100% compression by department/fund, followed by columns that indicated the portion of wages that are supported by property taxes. A column that indicates the difference between full wages and budgeted amounts is shown. The purpose of the spreadsheet is the differentiate between the recommended wages with compression costs and the 2022 budget by department, with indicators of which funds or departments are not funded by the property tax.

The General Fund and Aging Fund are the only two departments where the compression cost was higher than the budget amounts. The General Fund will be short \$579,597 for wages at the 100% compression. Higher than expected sales tax collections more than cover this amount for the next few years. Sales tax collections in 2021 were \$1 million over the budget amount. If sales taxes remain flat in 2022, the county will have more in collected revenues than was budgeted by \$750,000. The sales tax collections are mentioned to indicate the county can afford the 100% compression and new recommended wages without this causing a tax increase.

The Aging Fund is \$102,042 short to cover the 100% compression, but has an estimated cash balance

increase in 2021 of \$150,000. The fund has other sources of revenue that will offset this increase without leading to a property tax increase.

The other funds have more budget authority than what is needed for 100% compression. It is staff's opinion that the 100% compression is affordable for Reno County in 2022 and the next few years, as we have healthy reserves and non-property tax revenues coming in higher than expected.

ALL OPTIONS:

- Approve the recommendation of staff to adopt the new pay scales, address compression at 100%, and approve the Grow/Build-Buy up philosophy for hiring ranges.
 - If approved, the pay scale and compression would be effective for the 2nd pay of February. The pay change for hourly employees would begin on January 30th. The pay change for salary employees would be February 6th.
- Deny the recommendation and direct staff to come up with a different alternative.
- Table the recommendations until a future commission meeting date.

RECOMMENDATION / REQUEST:

Staff recommends approval of the new pay scales, along with the compensation plan to cover 100% compression, and the compensation philosophy that supports a mix of "Grow/Build-Buy up" for onboarding new employees and talent.

POLICY / FISCAL IMPACT:

Adoption of the recommendations will cause a possible budget shortage in two funds that will make up with the shortage from other revenue sources. The new pay scale and 100% compression will not lead to a mill levy increase, as we have healthy reserves, other revenue sources and conservative spending by department directors.



Reno County Employee Classification and Compensation Study

December 1, 2021

The Arnold Group is pleased to provide the Reno County Commission with its completed Employee Classification and Compensation Study. The study provides an overview of the County's current classification and compensation system and our final report including the methodology used to develop the classification and compensation system, related findings, and recommendations.

As you begin to review this document, please know careful thought and consideration was given throughout your project in relation to our work with other governmental entities as well as with traditional employers. Two things stand true across the board: people are the most important asset in any organization and compensation is the most personal aspect of an employment relationship. This study represents a comprehensive review of the County's classification and compensation system. The recommendations offered, we believe, will provide for internal equity among County positions and yield valuable information as the County considers how best to ensure external competitiveness now and in the future.

As people are the most important piece of making government work, a classification and compensation system—which defines the types of jobs in an organization and how much those types of jobs will pay—is the framework in which organizations manage their job classifications and distribute pay to employees in a manner that is fair, strategic, and competitive within a given market. The opening pages of this document provides a brief background outlining many of the considerations in our approach, methodology and conclusions. This information will prove useful in dissecting the specific findings and recommendations pertaining to Reno County's Classification and Compensation Study.

The Arnold Group expresses our sincerest thanks to County staff who assisted throughout the process. The Arnold Group appreciates the privilege of serving the County and hope we may be of assistance to you in the future.

Respectfully submitted,

Phillip M. Hayes, SPHR, SHRM-SCP
Vice President

Project Background and Methodology

Market Research and Salary Surveys

It's never been a good idea to allow your organization's compensation strategy to go stale, but today's economic upheaval has made this subject a focal point in a historically competitive job market. If your organization hasn't already felt the effects of the current labor shortage and talent war, you've certainly heard about it. Resignations are currently at the highest rate ever recorded, up 13% compared to pre-pandemic levels. According to the Labor Department, most industries across the nation currently have more job openings than there are people with prior experience in that sector.

Employees often weigh their level of compensation above any other factor in their employment decisions. An organization can have an incredible culture, mission, and benefits package, and still hemorrhage talent if pay isn't keeping pace with the market. Accordingly, 73% of employers think their employees are fairly compensated; conversely, 64% of employees report they're being paid below average market value. It isn't enough to trust your gut on this.

Aside from staying competitive through this economic turmoil, there are a myriad reasons for organizations to clear off that dust, reasons that have been with us for a while. Poorly maintained compensation strategies can leave even the most well-meaning of organizations susceptible to fines and/or lawsuits if they're found to be discriminating in pay on the basis of gender, age, race or any other protected class (intentionally or not). Productivity can suffer from poorly devised or outdated programs impacting employee recruiting, engagement, retention, and ultimately your bottom line.

Organizations are often reluctant to dive into these potential issues because they're overwhelmed by the number and complexity of things that need to be taken into consideration. This report and our finding offer clarity and guidance to better understand the County's overall situation and position as it relates to the compensation landscape.

As you are likely aware, there is a greater emphasis on compensation now more than ever. There are several reasons; Pay Equity Laws, Paycheck Fairness Act, recent Fair Labor Standards Act salary increase changes (effective 01/01/2020), national discussion for \$15.00 hourly minimum wage, large employers upping their entry-level/starting wage, maintaining a competitive edge and informed decision-making. Additionally, the U.S. just experienced its longest economic expansion in American history with unemployment rates at historic lows not seen since the 1960's, was the perfect combination for added compensation pressures. Using market data supports proactive, fact-based decisions across the entire organization, rather than reacting in haste or making siloed decisions.

Conducting market research is one of the most crucial parts of the compensation planning process. This research ensures that wages you pay your employees are comparable to similar positions in the marketplace. Keep in mind, not all market data is as accurate and instructive for employers, so it is critical employers know what data is most reliable. Following are a mix of tips and items for consideration from our experience with providing compensation design and implementation for a variety of organizations.

1. Remember that the definition of "market" is who you hire from and to whom you lose employees to. It is likely that you compete in more than one "market" and understand they are all carefully linked:
 - a) First, there is the geographic market for your entry- and mid-level employees. Applicants for these positions are not likely to travel far for employment, so they will seek a position that is relatively close to where they live.
 - b) The second market employers should consider is industry specific or similar professional related positions.

- c) The third market needing careful consideration is likely more regional or national for your management and/or executive positions.
- 2. When an organization begins the process of market research, it needs to think about it as a long-term process. Find good data (sourced from employers, not employees) and use those sources each time you refresh your data to maintain consistency. Seek out data sources that offer reliable survey information for your benchmark positions and include organizations similar to yours.
- 3. The cost of labor is typically the highest expense in organizations. The sooner the expense is managed through credible salary surveys and external market data, the more likely the organization will develop successful total rewards programs and practices to support its short- and long-term growth.
- 4. Without external market data, new hire and existing employee compensation decisions will commonly be based on subjective decisions. These decisions will reflect legal pay equity compliance and framework for future compensation practices. It is critical that organizations have reliable data to assist them in setting appropriate pay at the time of hiring.

Formal Compensation Policy/Administration

Not every organization has a formal name for it, but every organization that hires employees must have an idea of what they're willing and able to pay those employees. Pay and benefits may be determined ad hoc in many organizations, but there are many benefits to creating a more formal structure around how pay and benefits are determined and distributed. Even for organizations that already have some structure in place, there may be aspects that can be fine-tuned. Following are some examples of the benefits a formal compensation administration program can offer employers:

- 1. Ensure fairness and consistency in salary levels, which can help with retention and morale, and thus help with productivity.
- 2. Help to ensure the organization is competitive in the talent marketplace by comparing to external benchmarks and making adjustments when necessary.
- 3. Allow greater control over budgeting if salary levels are mostly predetermined (within a range) for each role.
- 4. Allow the organization a straightforward means to differentiate wages for different roles requiring different expertise, experience, or education.
- 5. Encourage employees to stay because they do not feel the need to leave the organization to simply get a pay raise, as a formal compensation system should include a policy of how raises are doled out.
- 6. Help to shield against claims of discrimination if every similarly-situated employee is paid an amount commensurate with their skills, experience level and level within the organization.
- 7. Allow the organization a formal means to ensure all aspects of payroll are meeting local and federal legal obligations, including fair pay standards and all legal aspects related to benefit program implementation.

Compensation Administration Considerations

When making a formal compensation administration policy or program for your organization, there are many things to consider:

- 1. Does your organization need a system that incorporates some form of pay grades or tiers?
- 2. Where do you want to be in terms of market competitiveness for talent?
 - a) Is it in line with the organization's goals to pay the average of the market rate?
 - b) Or does it make more sense to pay at the top of the market rate?
 - c) Or is it most aligned with the organization's goals to minimize the amount spent on wages?
- 3. If you already have a pay grade structure in place, are all of your employees properly classified within it?

- a) Have any employees experienced pay compression? If so, what is the organization's risk and liability as it relates to protected classes?
- 4. Are all workers properly classified in terms of exempt versus nonexempt status?
 - a) Have you audited to ensure this, and to ensure there are no inappropriate exceptions?
- 5. Are your workers properly classified as employees versus independent contractors?
- 6. Do you have a formal plan in place to give cost-of-living pay raises? What about merit pay or pay for performance increases? Do your employees know about and understand the plan/policy?
- 7. Do you conduct formal performance appraisals, and are these directly tied to salary?
 - a) Merit-based pay increases
 - b) Pay for Performance pay increases
- 8. Do you have a policy of providing longevity increases to ensure that long-term employee salaries keep up with market levels?
- 9. Are the benefits being offered by the organization the ones that employees' value? Are they benefits that will help to attract the types of applicants the organization is looking for?
- 10. Are there policies in place regarding non-cash forms of compensation?

Compensation Concepts and Definitions

- 1. **Benchmark** for lowest paid non-exempt position (use average of salaries for that pay grade only) and benchmark for lowest paid exempt position (use average of salaries for that pay grade only) – the reason a benchmark isn't established for executive positions is it wouldn't be in balance with the rest of the pay scale.
- 2. **Broad Banding** – Broad banding refers to the use of fewer and wider salary ranges than is traditional in salary administration. It involves the collapsing of several salary grades into a few broad "bands" with significantly larger pay ranges. Each band may have a minimum and maximum pay rate but usually does not have a traditional midpoint. It may not be feasible to use a traditional pay range midpoint for control and analysis because the pay range is so broad and encompasses such a wide level of skills. Organizations using broad banding practices typically have only one-third as many salary grades as do firms using traditional pay practices.
- 3. **Equity in Compensation** – Appropriate and defensible pay differences
 - o **Individual Equity** – Comparison between employees doing the same job within the same organization.
 - o **Internal Equity** – Comparison of different jobs within the same organization.
 - o **External Equity** – Comparison of the same job throughout different organizations.

Market Position	Advantages	Disadvantages
LAG the Market	1. Lowers costs – more competitive 2. Money can be used for benefits	1. Hard to attract/retain EEs 2. Training EEs for competitors 3. Dissatisfied EEs
MATCH the Market	1. Pay & cost matches competition 2. During good times, can easily share bonuses and short-term incentives	1. May not be able to keep stars 2. May not attract starts in tight market
LEAD the Market	1. Able to attract/retain stars 2. Helps w/ long-term retention 3. Helps w/ perception of ER of choice	1. Increases costs 2. Must have profits/finances to afford 3. During hard times, not able to change financial commitment quickly
MIXED Market Position	1. One size doesn't fit all a. Geographical challenges b. Market shortages c. Difficult vs. easier-to-fill positions	1. Administration

4. **Green Circle Employees** – Employees below the minimum of the salary range.
5. **Job Analysis** – Process of analyzing jobs from which job descriptions are developed. Job analysis techniques include the use of interviews, questionnaires, and observation. A systematic process of determining the tasks that constitute a particular job and the skills and knowledge required to perform it. The result of job analysis is a job description.
6. **Job Classification** – Properly matching each employee to the appropriate job description and grade level (as a result of job analysis, job evaluation and salary structure).
7. **Job Description** – A factual description of the job’s essential and nonessential functions, responsibilities, requirements, functions, duties, location, environment, conditions, the qualifications necessary to perform the job, and other aspect of the job.
8. **Job Evaluation** – System for comparing jobs for the purpose of determining appropriate compensation levels for individual jobs or job elements. Four main techniques: Ranking, Classification, Factor Comparison, and Point Method.
9. **Job Grade / Pay Grade** – Groupings of a variety of positions of similar internal job ranking.
10. **Maximum Rate** – Highest rate the company usually would pay an employee assigned to that pay grade. Normally this would be paid only to a person who performs duties well beyond those called for in the job description, at the highest possible efficiency under little supervision.
11. **Mean** – A mean wage is an average wage. An occupational mean wage estimate is calculated by summing the wages of all the employees in a given occupation and then dividing the total wages by the number of employees. The mean is the most sensitive measure of the central tendency of data because any variation in the data, especially any unusually high or low numbers, tends to be reflected in the resulting mean.
12. **Median** – That number which, when the data are arrayed from high to low, splits the data in half; in other words, that number that is larger than half the data and smaller than half the data. The median is a good measure of central tendency that is not greatly influenced by a few high or low numbers. A median wage is a boundary. An occupational median wage estimate is the boundary between the highest paid 50% and the lowest paid 50% of workers in that occupation.
13. **Merit Increases** – In-grade adjustments in salary granted for increased proficiency and/or changes in position content which are not sufficient to warrant reclassification.
14. **Midpoint** – The going rate in the salary survey sample and the rate that will be established for the employee performing 100 percent of the job duties at 100 percent efficiency under normal supervision. It should be halfway between the minimum and the maximum. The midpoint of the range is the approximate average salary at which most of the experienced, seasoned, professional staff members in a title will cluster; usually after being in the position for several years intended for employees who are fully experienced and consistently meet expectations in their positions usually represents the control point for administration of pay and the series of midpoints represent the policy line of the company.
15. **Minimum Rate** – Lowest amount the company would pay an employee assigned to that grade. The level of pay to which an employee who meets the minimum qualifications for the job is entitled (depending on company policy, this may mean the ability to perform 75 percent of the job duties at 75 percent efficiency, under normal supervision).
16. **Pay Structures** – Useful for standardizing compensation practices. Most pay structures include several grades with each grade containing a minimum salary/wage and either step increments or grade range. Step increments are common with union positions where the pay for each job is pre-determined through collective bargaining.
17. **Point Factor Analysis (PFA)** – consists of 9 compensable factors
 - o Knowledge
 - o Supervisory Control (supervision received)

- Guidelines
 - Complexity
 - Scope and Effect
 - Personal Contacts
 - Purpose of Contacts
 - Physical Demands
 - Work Environment
18. **Progression** – Is established to reflect the significant changes in duties and responsibilities when moving from one pay grade to another. Progression effects everything with exception of benchmark. Everything on pay scale is based on midpoint of benchmark job.
 19. **Promotion** – Advancement from a position in one pay grade to another in a higher pay grade.
 20. **Reclassification** – May be made when a major change in the position content occurs, or when the incumbent in the position relinquishes or assumes substantial responsibilities. When a position warrants reclassification, it shall be re-described and reevaluated and assigned to the proper position classification.
 21. **Red Circle Employees** – Above the maximum of the salary range (possibly due to demoted without decrease in pay, transfer, etc.)
 22. **Salary Structure** – System of pay grades and ranges.
 23. **Salary Surveys** – Collections of salary and market data. May include average salaries, inflation indicators, cost of living indicators, salary budget averages.
 24. **Spread** – (Horizontal) in pay ranges. The percentage from midpoint to maximum plus percentage of minimum to midpoint. Increase spread to create more job growth in pay grades. The distance between the minimum rate and the maximum rate, expressed as a percentage of the midpoint.
 25. **Wage Compression** – Occurs when new employees are hired at a rate of pay greater than that earned by incumbents for similar skills, education and experience.

Basic Compensation Program Goals

A well-constructed and managed compensation program achieves the following objectives that are an important part in attracting and retaining qualified talent:

1. Establishes fairness in pay among job positions
2. Ensures competitive pay rates
3. Helps direct work activity toward company objectives
4. Helps to control payroll cost
5. Complies with federal, state and local labor laws such as the Fair Labor Standards Act (FLSA), Americans with Disability Act (ADA) and other pay discrimination laws
6. Is effective and efficient

Reno County Compensation Study Findings: Data set as of November 30, 2021

The classification and compensation system should be simple and strategic, include clear job descriptions and career paths, provide for internal pay fairness across similar types of jobs and experience levels, and be competitive within relevant markets. If it's working, it contributes to your ability to attract and retain talented, dedicated employees who can deliver the level of service County constituents deserve. Based on the data analysis, the County's approach to this challenge was formal in nature and applied countywide. Unfortunately, the current compensations system is outdated, stale and negatively impacting the County's employee recruiting and retention efforts.

Today we are sharing the Reno County Compensation study findings, which uses comparative data to tell us exactly where the County stands internally and externally, and gives you the tools needed to address fairness, bringing employees in line with market value for their positions, and establish a long-term strategy to ensure consistency and equity countywide.

The resulting compensation plan from this study offers a best-practice management approach to compensation and takes a realistic, honest, and transparent look at how Reno County operates. This information should assist the County in making organizational-wide, appropriate, fair, and consistent pay decisions.

Background

A job analysis process was used to update existing job descriptions to ensure each position description reflected a current and accurate summary of the knowledge, skills, abilities and essential functions for said position. Next, we performed a point factor analysis for each position using nine unique compensable factors allowing us to objectively assign each unique position to a job grade. Lastly, several salary surveys from the U.S., Kansas, surrounding counties and the local market competition was conducted to inform pay structures.

Organizational & Departmental Summaries

Employee Gender:

	Male		Female	
<u>ALL EMPLOYEES / ALL DEPARTMENTS</u>	226	54.20%	191	45.80%
<u>Administration</u>	5	55.56%	4	44.44%
<u>Appraiser</u>	3	20.00%	12	80.00%
<u>Aging & Public Transportation</u>	13	50.00%	13	50.00%
<u>Automotive</u>	2	100.00%		
<u>Clerk</u>			8	100.00%
<u>Community Corrections</u>	1	100.00%		
<u>District Attorney</u>	4	21.05%	15	78.95%
<u>Emergency Management</u>	4	100.00%		
<u>Health Department</u>	6	10.91%	49	89.09%
<u>Human Resources</u>	1	25.00%	3	75.00%
<u>Information Technology</u>	4	80.00%	1	20.00%
<u>Maintenance & Purchasing</u>	17	73.91%	6	26.09%
<u>Public Works</u>	53	94.64%	3	5.36%
<u>Register of Deeds</u>			4	100.00%
<u>Sheriff</u>	71	76.34%	22	23.66%
<u>Solid Waste Management</u>	19	82.61%	4	17.39%
<u>Treasurer</u>	1	7.14%	13	92.86%
<u>Youth Services</u>	22	39.29%	34	60.71%

Employee Tenure:

	<1 yr	1-4 yrs	5-9 yrs	10-14 yrs	15-19 yrs	20-24 yrs	25+ yrs							
	209	50.12%												
	306		73.38%											
	351			84.17%										
	375				89.93%									
	398					95.44%								
ALL EMPLOYEES / ALL DEPARTMENTS	97	23.26%	112	26.86%	97	23.26%	45	10.79%	24	5.76%	23	5.52%	19	4.56%
Administration	1	11.11%	4	44.44%	3	33.33%			1	11.11%				
Appraiser	1	6.67%	5	33.33%	4	26.67%	3	20.00%	1	6.67%			1	6.67%
Aging & Public Transportation	5	19.23%	9	34.62%	7	26.92%	5	19.23%						
Automotive									1	50.00%	1	50.00%		
Clerk			1	12.50%	1	12.50%	2	25.00%	2	25.00%	1	12.50%	1	12.50%
Community Corrections											1	100.00%		
District Attorney	4	21.05%	7	36.84%	1	5.26%	1	5.26%	3	15.79%	2	10.53%	1	5.26%
Emergency Management	2	50.00%			1	25.00%	1	25.00%						
Health Department	11	20.00%	23	41.82%	13	23.64%	3	5.45%	2	3.64%	2	3.64%	1	1.82%
Human Resources	1	25.00%	2	50.00%			1	25.00%						
Information Technology	1	20.00%	1	20.00%					1	20.00%	1	20.00%	1	20.00%
Maintenance & Purchasing	10	43.48%	7	30.43%	3	13.04%	2	8.70%	1	4.35%				
Public Works	13	23.21%	13	23.21%	14	25.00%	5	8.93%	5	8.93%	3	5.36%	3	5.36%
Register of Deeds	1	25.00%	1	25.00%	2	50.00%								
Sheriff	12	12.90%	19	20.43%	33	35.48%	16	17.20%	4	4.30%	5	5.38%	4	4.30%
Solid Waste Management	4	17.39%	10	43.48%	2	8.70%	3	13.04%	1	4.35%	3	13.04%		
Treasurer	6	42.86%	3	21.43%	5	35.71%								
Youth Services	25	44.64%	7	12.50%	8	14.29%	3	5.36%	2	3.57%	4	7.14%	7	12.50%

Employee Age:

	<26	26-35	36-45	46-55	56-65	65+						
	109	26.14%										
	228		54.68%									
	304			72.90%								
	383				91.85%							
ALL EMPLOYEES / ALL DEPARTMENTS	30	7.19%	79	18.94%	119	28.54%	76	18.23%	79	18.94%	34	8.15%
Administration					2	22.22%	2	22.22%			5	55.56%
Appraiser			3	20.00%	6	40.00%	5	33.33%			1	6.67%
Aging & Public Transportation					6	23.08%	5	19.23%	10	38.46%	5	19.23%
Automotive							1	50.00%	1	50.00%		
Clerk			1	12.50%	4	50.00%			3	37.50%		
Community Corrections							1	100.00%				
District Attorney			4	21.05%	5	26.32%	4	21.05%	5	26.32%	1	5.26%
Emergency Management			1	25.00%	2	50.00%	1	25.00%				
Health Department	3	5.45%	8	14.55%	9	16.36%	13	23.64%	16	29.09%	6	10.91%
Human Resources			1	25.00%	1	25.00%	2	50.00%				
Information Technology			1	20.00%	1	20.00%	1	20.00%	2	40.00%		
Maintenance & Purchasing	2	8.70%	2	8.70%	6	26.09%			8	34.78%	5	21.74%
Public Works	3	5.36%	10	17.86%	14	25.00%	13	23.21%	13	23.21%	3	5.36%
Register of Deeds			1	25.00%	3	75.00%						
Sheriff	15	16.13%	28	30.11%	24	25.81%	14	15.05%	8	8.60%	4	4.30%
Solid Waste Management	3	13.04%	6	26.09%	9	39.13%	3	13.04%	2	8.70%		
Treasurer			3	21.43%	7	50.00%	3	21.43%			1	7.14%
Youth Services	4	7.14%	10	17.86%	20	35.71%	8	14.29%	11	19.64%	3	5.36%

Key Findings

1. The County currently has an average number/percentage of job descriptions.
 - a) Classifications matter because they drive compensation, help ensure pay fairness, and create simple, clear career paths.
 - i. The County has grouped similar jobs together, in an effort to ensure new employees were paid fairly for similar work that requires similar backgrounds, education, and expertise.
 - ii. However, there were noticeable differences based on various employment journeys as some employees have experienced differing levels of pay compression compared to their counterparts.
 1. Considerations affecting such differences:
 - a. Market conditions have changed considerably since 2013 when the salary survey was last conducted.
 - b. Differences between the current system versus the proposed compensation plan and methodology.
 - b) Based on the job analysis process and feedback from department heads, The Arnold Group recommends consolidating the number of unique position descriptions and classifications.
2. Jobs requiring comparable qualifications with equivalent responsibilities are not always compensated at similar levels.
 - a) This study reorganized the job classifications based on the results of the compensable factor analysis. This is a major step forward to rationalize, professionalize, and streamline your approach to objectively managing job classifications.
3. County pay is uncompetitive *overall* with the market as a whole, although some positions/employees have higher earnings, comparatively.
4. The Reno County Compensation Study revealed some challenges the County faces in maintaining its workforce and remaining competitive with pay. Salary surveys consider pay rates based on an individual's years of experience, while a market study compares pay ranges for each kind of job with similar positions in other geographic areas.
5. According to the study, 60 (15.92%) of Reno County's 377 employees have been employed less than one year and 119 (31.56%) have been employed less than four years. There are 40 (10.61%) employees, whom have been employed with Reno County for 20 or more years. The average employee tenure with Reno County is
 - a) 8.03 years regarding overall tenure
 - b) 4.52 years regarding positional tenure
6. Reno County employees with one or less years of tenure would be expected to be earning at or near a competitive hiring rate of their salary grade. There are currently 60 employees with one or less years of *total tenure*; all of which average **-19.30** percent below the prescribed hiring rate. Following is a breakdown of the 60 new employees based on total tenure:
 - i. 5 EEs (8.33%) are currently *above* targeted tenured calculations by an hourly average of \$0.73 countywide
 - ii. 55 EEs (91.67%) are currently *under* targeted tenured calculations by an hourly average of **-\$1.70** countywide
7. At face value, the data illustrates inconsistent salary administration and compression with employees based on overall length of service and positional tenure with the County. However, that's not the full story as it is important to note, there are differences between the County's existing plan compared to The Arnold Group's proposed plan. There will be marked differences, as different methodologies were used between both plans. Overall, our attempt here is to create some methodology and separation between employees who have been employed with the County for a number of years versus employees who have just started their employment journey with the County.
 - a) As part of having a competitive and comprehensive compensation study for your workforce, you want to employ high performers and keep them engaged and loyal to your organization. It is

important to look at compensation in a very holistic way, so it is not just about what other counties and local employers are paying, but it is also about the ability to hire an employee and move them through their salary grade (wage penetration in assigned position/grade) so they'll want to stay with the County. You don't want a stagnant workforce, whose compensation doesn't advance as this will compound the aforementioned concerns.

8. Reno County employees with one or less years of experience in their current classification and performing their duties would be expected to be earning at or near a competitive rate of their salary grade. There are currently 104 employees with one or less years of *positional tenure*; all of which average -9.60 percent below the prescribed hiring rate. Following is a breakdown of the 104 employees based on positional tenure:
 - i. 80 EEs (76.93%) are currently under targeted positional tenured calculations by an hourly average of -\$2.78 countywide
 - a) 17 EEs (11 M; 6 F) are significantly below the competitive rate of salary grade by an average of -46.76%
 - b) 41 EEs (21 M; 20 F) are below the competitive rate of salary grade by an average of -15.33%
 - c) 22 EEs (11 M; 11 F) are slightly below the competitive rate of salary grade by an average of -5.34%
 - ii. 24 EEs (23.07%) are currently above targeted positional tenured calculations by an hourly average of \$1.90 countywide
 - d) 9 EEs (4 M; 5 F) are slightly above the competitive rate of salary grade by an average of 4.30%
 - e) 8 EEs (1 M; 7 F) are above the competitive rate of salary grade by an average of 15.70%
 - f) 8 EEs (2 M; 6 F) are significantly above the competitive rate of salary grade by an average of 46.10%
9. Reno County has one employee above the identified maximum and a super majority of the employees are below their identified minimums.
 - a) According to the data, there is one employee with an average *positional* tenure of 22.02 years with a pay rate on average of 4.73 percent above their respective salary grade maximum (red-circled employees).
 - b) Conversely, there are 188 employees with an average *positional* tenure of 2.29 years with a pay rate on average of -17.62 percent below their respective salary grade minimum (green-circled employees).
 - i. At a minimum, Reno County should develop a plan to elevate the pay for all 188 green-circled employees to their respective salary grade minimums.
 1. By elevating the 188 green-circled employees to their respective salary grade minimum, the total annual cost is \$512,685.29
 - a. The average annualized amount between all 188 employees is \$2,727.05
 - b. The largest annualized amount for a single employee is \$24,764.99
 - c. The smallest annualized amount for a single employee is \$41.60

- c) Following is a summary of the County’s workforce as it pertains to wage compression and the cost associated with correcting and addressing the known pay compression posture:

Positional Tenure/Experience: Wage Penetration	# of Employees Impacted	Avg. Tenure in Position	Total \$ of Employees Impacted	Avg. \$ Per Employees Impacted	Highest \$ Impacted Employee	Lowest \$ Impacted Employee	Total \$ DIFF once Green Employees Corrected
0%	175	2.12	\$512,685.29	\$2,929.63	\$24,764.99	\$41.60	
10%	227	2.87	\$820,001.43	\$3,612.34	\$30,464.92	\$133.08	\$307,316.14
20%	268	3.56	\$1,057,659.42	\$3,961.27	\$36,164.84	\$0.21	\$544,974.13
30%	282	3.89	\$1,272,672.86	\$4,513.02	\$41,864.77	\$0.90	\$759,987.57
40%	291	4.16	\$1,453,109.85	\$4,993.50	\$43,815.06	\$1.58	\$940,424.56
50%	297	4.37	\$1,586,122.46	\$5,340.48	\$43,815.06	\$2.27	\$1,073,437.17
60%	300	4.52	\$1,687,983.95	\$5,626.61	\$43,815.06	\$2.96	\$1,175,298.66
70%	304	4.76	\$1,772,312.03	\$5,829.97	\$43,815.06	\$3.64	\$1,259,626.74
80%	307	4.94	\$1,845,686.89	\$6,012.01	\$43,815.06	\$3.87	\$1,333,001.60
90%	308	4.98	\$1,911,961.41	\$6,207.67	\$45,938.30	\$3.87	\$1,399,276.12
100%	308	4.98	\$1,965,322.51	\$6,380.92	\$51,366.80	\$3.87	\$1,452,637.22

Positional Tenure/Experience: Wage Penetration	# of Employees Impacted	# of			# Depts	Departments
		Male	Female	> 40		
0%	175	111	64	79	16	ADM, AGT, APPR, ATTY, CLK, E-MGMT, HD, HR, IT, MP, PW, ROD, SO, SW, TR, YS
10%	227	145	82	112	16	ADM, AGT, APPR, ATTY, CLK, E-MGMT, HD, HR, IT, MP, PW, ROD, SO, SW, TR, YS
20%	268	160	108	143	16	ADM, AGT, APPR, ATTY, CLK, E-MGMT, HD, HR, IT, MP, PW, ROD, SO, SW, TR, YS
30%	282	163	119	157	18	ADM, AGT, APPR, ATTY, AUTO, CLK, COMMCORR, E-MGMT, HD, HR, IT, MP, PW, ROD, SO, SW, TR, YS
40%	291	168	123	166	18	ADM, AGT, APPR, ATTY, AUTO, CLK, COMMCORR, E-MGMT, HD, HR, IT, MP, PW, ROD, SO, SW, TR, YS
50%	297	171	126	172	18	ADM, AGT, APPR, ATTY, AUTO, CLK, COMMCORR, E-MGMT, HD, HR, IT, MP, PW, ROD, SO, SW, TR, YS
60%	300	174	126	175	18	ADM, AGT, APPR, ATTY, AUTO, CLK, COMMCORR, E-MGMT, HD, HR, IT, MP, PW, ROD, SO, SW, TR, YS
70%	304	175	129	179	18	ADM, AGT, APPR, ATTY, AUTO, CLK, COMMCORR, E-MGMT, HD, HR, IT, MP, PW, ROD, SO, SW, TR, YS
80%	307	176	131	182	18	ADM, AGT, APPR, ATTY, AUTO, CLK, COMMCORR, E-MGMT, HD, HR, IT, MP, PW, ROD, SO, SW, TR, YS
90%	308	176	132	183	18	ADM, AGT, APPR, ATTY, AUTO, CLK, COMMCORR, E-MGMT, HD, HR, IT, MP, PW, ROD, SO, SW, TR, YS
100%	308	176	132	183	18	ADM, AGT, APPR, ATTY, AUTO, CLK, COMMCORR, E-MGMT, HD, HR, IT, MP, PW, ROD, SO, SW, TR, YS

- i. Beyond correcting green-circled employees, it is **strongly** recommended to address the known pay compression for 308 employees. The pay compression, internal equity and fairness across similar classifications and calculated tenure across the entire organization to clearly communicate and demonstrate the value you place on your workforce.
- ii. The 90% compression level is the first opportunity to fully mitigate the County’s known liability as this is the level in which no additional employees are negative impacted as it relates to protected classes, gender or age, in this case.
 1. By adopting the 90% level of compression, the County fully mitigates known risk/liability from this project, however, 18 employees will still be impacted by some level of pay compression.
 2. The same 308 employees are included in the 100% level as in the 90% level; the 100% level simply allocates and distributes an additional \$53,361.10 across multiple employees to address their full compression positions.
- iii. If the 90% level of compression is NOT addressed this year, The Arnold Group strongly recommends the County identify a plan to address compression up to the 90% level of compression in the subsequent year.
- iv. The Arnold Group offers a potential path forward to address green-circled employees as well the wage compression on page 22 of this report.

10. The Arnold Group recommends the following 216 position descriptions and classifications:

Department	Common Name	Job Grade
Youth Services - Detention	Cook	11
Maintenance and Purchasing	Custodial Technician FT	11
Maintenance and Purchasing	Custodial Technician PT	11
Youth Services - Detention	Custodial Technician PT	11
Public Works	General Laborer	11
Solid Waste	General Laborer	11
District Attorney	Administrative Associate I	12
Emergency Management	Administrative Associate I	12
Health Department	Administrative Associate I - Health Dept.	12
Health Department	Administrative Associate I - WIC	12
Aging and Transportation	Bus Driver	12
Maintenance and Purchasing	Crew Leader - Custodial	12
Health Department	HHA-CNA	12
Health Department	Program Associate	12
District Attorney	Administrative Associate II	13
Public Works	Administrative Associate II - AP/AR/Utility Billing	13
Clerk	Administrative Associate II - Clerk	13
Health Department	Administrative Associate II - Environmental Health	13
Health Department	Administrative Associate II - Interpreter Grant Funded	13
Public Works	Administrative Associate II - Permits/Time Keeping	13
Health Department	Administrative Associate II - WIC Clerk FT	13
Health Department	Breastfeeding Peer Counselor	13
Treasurer	Customer Service Associate I	13
Register of Deeds	Digital Records & Preservation Associate	13
Register of Deeds	Real Estate Associate FT	13
Solid Waste	Scale House Associate	13
Aging and Transportation	Transportation Dispatcher	13
Sheriff	Administrative Associate - Civil Process	14
Sheriff	Administrative Associate - Warrants	14
Health Department	Administrative Associate III - Community Health Associate - EH	14
Health Department	Administrative Associate III - HIM	14
Sheriff	Administrative Associate III - Jail	14
Appraiser	Administrative Associate III - Personal Property Clerk	14
Aging and Transportation	Administrative Associate III - RCAT	14
Sheriff	Administrative Associate III - Sheriff	14
Solid Waste	Administrative Associate III - SW	14
Youth Services - Detention	Administrative Associate III - YS	14
Public Works	Civil Engineering Technician I	14
Sheriff	Civil Process Server	14
Treasurer	Customer Service Associate II	14
Clerk	Election Associate	14
Public Works	Equipment Operator I	14
Health Department	Fiscal Associate I	14
Treasurer	Fiscal Associate I	14
Public Works - Shop	Fleet Maintenance Assistant - Shop	14
Maintenance and Purchasing	Maintenance & Purchasing Assistant	14
Youth Services - Detention	Maintenance Technician I	14
Maintenance and Purchasing	Maintenance Technician I - Day Shift	14
Sheriff	Offender Registry Assistant	14
Treasurer	Title Analyst	14
Aging and Transportation	Transportation Operations Assistant	14

Department	Common Name	Job Grade
Clerk	Accounts Payable Associate	15
Appraiser	Administrative Associate IV - Appraiser	15
Human Resources	Administrative Associate IV - HR	15
Public Works	Civil Engineering Technician II	15
Maintenance and Purchasing	Custodial Foreman	15
Clerk	Deputy Election Clerk	15
District Attorney	Diversion Program Assistant	15
Public Works - Asphalt	Equipment Operator II - Asphalt	15
Public Works - Bridge	Equipment Operator II - Bridge	15
Public Works - Dirt	Equipment Operator II - Dirt	15
Public Works - Mow/Sign	Equipment Operator II - Mow/Sign	15
Public Works - Nox Weeds	Equipment Operator II - Nox Weeds	15
Solid Waste	Equipment Operator II - SW	15
Public Works - Utility	Equipment Operator II - Utility	15
Public Works - Asphalt	Equipment Operator III - Asphalt	15S
Public Works - Bridge	Equipment Operator III - Bridge	15S
Public Works - Dirt	Equipment Operator III - Dirt	15S
Public Works - Mow/Sign	Equipment Operator III - Mow/Sign	15S
Public Works - Nox Weeds	Equipment Operator III - Nox Weeds	15S
Solid Waste	Equipment Operator III - SW	15S
Public Works - Utility	Equipment Operator III - Utility	15S
Appraiser	Field Appraiser I - Personal Property	15
Appraiser	Field Appraiser I - Personal Property - Residential	15
Appraiser	Field Appraiser I - Real Estate - Residential - Ag	15
Appraiser	Field Appraiser I - Real Estate - Sales	15
Health Department	Fiscal Associate II - Finance	15
Treasurer	Fiscal Associate II - Finance	15
Sheriff	Food Service Manager	15
Youth Services - Detention	Food Service Manager	15
Solid Waste	Ground Maintenance Crew Leader	15
Information Technology	Help Desk Technician	15
Administration	Legal Secretary	15
District Attorney	Legal Secretary	15
Maintenance and Purchasing	Maintenance Technician II	15
Maintenance and Purchasing	Maintenance Technician II (Mechanical)	15
Solid Waste	Mechanic I - SW	15
Clerk	Payroll Associate	15
Aging and Transportation	Safety Maintenance Coordinator	15
Aging and Transportation	Social Human Service Assistant	15
Aging and Transportation	Transportation Coordinator	15

Department	Common Name	Job Grade
Appraiser	Administrative Associate V - Appraiser	30
Health Department	Administrative Associate V - Health	30
Public Works	Civil Engineering Technician III	30
Public Works - Asphalt	Crew Chief - Asphalt	30
Public Works - Bridge	Crew Chief - Bridge	30
Public Works - Dirt	Crew Chief - Dirt	30
Public Works - Mow/Sign	Crew Chief - Mow/Sign	30
Solid Waste	Crew Chief - Solid Waste	30
Sheriff	Criminal Analyst	30
Treasurer	Customer Service Manager	30
Sheriff	Deputy - Jail	30S
Sheriff	Deputy - Patrol Trainee	30S
Clerk	Deputy County Clerk	30
Treasurer	Deputy County Treasurer	30
Register of Deeds	Deputy Register of Deeds	30
District Attorney	Diversion Coordinator	30
Information Technology	Document Management Specialist	30
Appraiser	Field Appraiser II - Real Estate	30
Appraiser	Field Appraiser II - Real Estate - Sales	30
Appraiser	Field Appraiser II - Sales Verification	30
Solid Waste	HHW Technician	30
Youth Services - Detention	Intake & Assessment Officer FT	30
Youth Services - Detention	Juvenile Correctional Officer	30
Maintenance and Purchasing	Maintenance Technician III - HVAC	30
Public Works - Shop	Mechanic II - Shop	30
Solid Waste	Mechanic II - SW	30
Public Works	Office Manager	30
Maintenance and Purchasing	Office Manager - Maintenance & Purchasing	30
Solid Waste	Office Manager - Solid Waste	30
Youth Services - Detention	Office Manager - Youth Services	30
Sheriff	Program Coordinator	30
District Attorney	Victim-Witness Specialist	30
Youth Services - Detention	Youth Care Specialist	30
Administration	Administrative Associate VI	31
Youth Services - Detention	Case Manager-Coordinator	31
Health Department	Child Care Licensing Surveyor/Evaluator	31
Health Department	Community Health Equity Specialist	31
Sheriff	Corporal - Jail	31S
Sheriff	Deputy - Patrol	31S
Health Department	Environmental Health Specialist	31
Appraiser	Field Appraiser III - Commercial (Data Specialist)	31
Human Resources	Health and Wellness Coordinator	31
Health Department	Health Educator	31
Information Technology	Information Technology GIS Support Technician	31
Public Works - Utility	Lead Technician - Utility	31
District Attorney	Legal Secretary Supervisor	31
Automotive	Mechanic/Technology Specialist	31
Health Department	Registered Dietitian	31
Health Department	Social Worker	31
Public Works - Asphalt	Supervisor - Asphalt	31
Public Works - Bridge	Supervisor - Bridge	31
Public Works - Dirt	Supervisor - Dirt	31
Public Works - Mow/Sign	Supervisor - Mow/Sign	31
Public Works - Nox/Weeds	Supervisor - Noxious Weed	31
Maintenance and Purchasing	Supervisor - Purchasing	31
Public Works - Shop	Supervisor - Shop	31
Solid Waste	Supervisor - Solid Waste	31

Department	Common Name	Job Grade
Public Works	Assistant Superintendent	32
Appraiser	Commercial Real Estate Supervisor	32
Sheriff	Corporal - Patrol	32S
Emergency Management	Emergency Management Specialist	32S
Human Resources	Human Resources Generalist - Program Manager	32
Sheriff	Nurse - Jail	32
Sheriff	Nurse - Paramedic - Jail New	32
Health Department	Nurse - Public Health Nurse I or II Full-Time	32
Youth Services - Detention	Nurse - Youth Services	32
Health Department	Preparedness Coordinator	32
Public Works	Project Manager	32
Health Department	Public Health Analyst	32
Appraiser	Quality Control Analyst	32
Sheriff	Sergeant - Jail	32S
Youth Services - Detention	Supervisor - KDOC-JS Admin Contact-IA	32
Youth Services - Detention	Supervisor - Youth Services	32
District Attorney	Assistant Death Scene Investigator	33
Administration	Communication Specialist	33
Public Works	County Planner II	33
District Attorney	Death Scene Investigator	33
Appraiser	Deputy Appraiser	33
Health Department	Epidemiologist - Public Health Nurse II	33
Sheriff	Lieutenant - Jail	33S
Information Technology	Network Administrator	33
Register of Deeds	Register of Deeds	33
Sheriff	Sergeant - Patrol / Detective	33S
Health Department	Supervisor - Environmental Health	33
Health Department	Supervisor - HD Finance & Accounting	33
Health Department	Supervisor - Health Information	33
Health Department	Supervisor - Health Promotion	33
Solid Waste	Supervisor - Solid Waste Operations	33
Health Department	Supervisor - WIC	33
Aging and Transportation	Assistant Director - Aging & Transportation	34
Health Department	Assistant Director - Clinical HD	34
Health Department	Assistant Director - Population Services HD	34
Youth Services - Detention	Assistant Director - Youth Services Detention	34
District Attorney	Assistant District Attorney	34
Clerk	County Clerk	34
Treasurer	County Treasurer	34
Automotive	Director - Automotive	34
Administration	Financial Specialist	34
Sheriff	Lieutenant - Patrol / Detective	34S
Public Works	Superintendent	34
Information Technology	Web Application Developer	34
Health Department	APRN - Physician Assistant	35
Sheriff	Captain - Detective	35S
Sheriff	Captain - Jail	35S
Sheriff	Captain - Patrol	35S
Emergency Management	County Fire Administrator	35S
Community Corrections	Director - Community Corrections	35
Appraiser	Director - Appraiser	35
Human Resources	Director - Human Resource	35
Maintenance and Purchasing	Director - Maintenance	35
Aging and Transportation	Director - RCAT	35
Solid Waste	Director - Solid Waste	35
Youth Services - Detention	Director - Youth Services	35
District Attorney	Senior Assistant District Attorney	35
Information Technology	Senior Network Administrator	35

Department	Common Name	Job Grade
Administration	County Counselor	40
District Attorney	Deputy District Attorney	40
Emergency Management	Director - Emergency Management	40S
Information Technology	Director - Information Technology	40
Health Department	Director - Public Health	40
Sheriff	Undersheriff	40S
Public Works	Director - Public Works	41
District Attorney	District Attorney	41
Sheriff	Sheriff	41S
Administration	County Administrator	42

Recommended Pay Scale for Reno County

1. The Arnold Group recommends Reno County adopt the following pay scale:



Pay Scales - Proposed

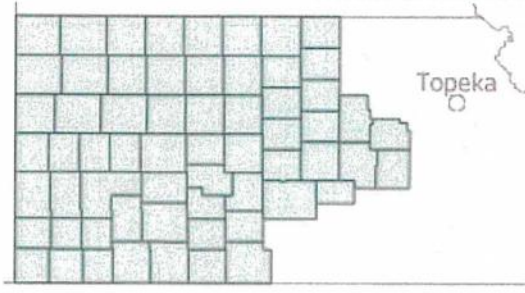
Job Grades

	Min	Mid	Max
10	\$11.10	\$14.30	\$17.55
	\$23,088	\$29,744	\$36,504
11	\$12.00	\$15.45	\$18.95
	\$24,960	\$32,136	\$39,416
12	\$12.95	\$16.65	\$20.40
	\$26,936	\$34,632	\$42,432
13	\$13.95	\$17.95	\$22.00
	\$29,016	\$37,336	\$45,760
14	\$15.05	\$19.40	\$23.80
	\$31,304	\$40,352	\$49,504
15	\$16.20	\$20.90	\$25.65
	\$33,696	\$43,472	\$53,352
30	\$17.19	\$22.18	\$27.17
	\$35,755	\$46,130	\$56,510
31	\$19.77	\$25.50	\$31.25
	\$41,115	\$53,050	\$64,990
32	\$22.73	\$29.33	\$35.93
	\$47,285	\$61,010	\$74,740
33	\$26.14	\$33.73	\$41.32
	\$54,380	\$70,165	\$85,955
34	\$30.06	\$38.79	\$47.52
	\$62,535	\$80,690	\$98,850
35	\$34.58	\$44.61	\$54.65
	\$71,920	\$92,795	\$113,675
40	\$44.95	\$58.00	\$71.05
	\$93,495	\$120,635	\$147,780
41	\$49.44	\$63.80	\$78.15
	\$102,845	\$132,700	\$162,560
42	\$54.39	\$70.18	\$85.97
	\$113,130	\$145,970	\$178,815

Specified Job Grades

	Min	Mid	Max
10S	\$11.66	\$15.02	\$18.43
	\$24,242	\$31,231	\$38,329
11S	\$12.60	\$16.22	\$19.90
	\$26,208	\$33,743	\$41,387
12S	\$13.60	\$17.48	\$21.42
	\$28,283	\$36,364	\$44,554
13S	\$14.65	\$18.85	\$23.10
	\$30,467	\$39,203	\$48,048
14S	\$15.80	\$20.37	\$24.99
	\$32,869	\$42,370	\$51,979
15S	\$17.01	\$21.95	\$26.93
	\$35,381	\$45,646	\$56,020
30S	\$18.05	\$23.29	\$28.53
	\$37,543	\$48,437	\$59,336
31S	\$20.76	\$26.78	\$32.81
	\$43,171	\$55,703	\$68,240
32S	\$23.87	\$30.80	\$37.73
	\$49,649	\$64,061	\$78,477
33S	\$27.45	\$35.42	\$43.39
	\$57,099	\$73,673	\$90,253
34S	\$31.57	\$40.73	\$49.90
	\$65,662	\$84,725	\$103,793
35S	\$36.31	\$46.84	\$57.38
	\$75,516	\$97,435	\$119,359
40S	\$47.20	\$60.90	\$74.60
	\$98,170	\$126,667	\$155,169
41S	\$51.92	\$66.99	\$82.06
	\$107,987	\$139,335	\$170,688
42S	\$57.11	\$73.69	\$90.27
	\$118,787	\$153,269	\$187,756

2. Salaries never remain unchanged. As stated previously, it's never a good idea to allow your organization's compensation strategy to go stale, but today's economic upheaval has made this subject a focal point in a historically competitive job market. The rate of pay is constantly changing with external market and economic activity. As the County has just undergone a massive amount of work to analyze and implement an updated, formal compensation plan, it is imperative the County conduct periodic maintenance so the system and plan evolves with the changes encountered as time passes.
 - a) The Arnold Group recommends going to market at least every few years to ensure competitive pay and equity is maintained and unintended employee pay compression is avoided.
 - b) By going to market on a regular and scheduled basis, the County's will benefit from the following:
 - i. overall financial impact is minimized,
 - ii. employee value proposition strengthens,
 - iii. succession planning process is improved, and
 - iv. The County is better situated to lessen the impact of avoidable turnover and related costs.
3. U.S. DOL and Kansas DOL wage/salary surveys were utilized in this project. All salary surveys included wage data from private and public entities from the following geographies:
 - a) United States
 - b) State of Kansas
 - c) Reno County, KS
 - d) Kansas Local Area II which includes the following counties:



- e) Balance of the State of Kansas (includes all non-metro areas)

Reno County's Employee Turnover Data Analysis

**Elected Officials, Standby Employees and Temporary Employees are NOT reported in the following turnover summaries:*

*FIVE Year Employee Turnover Summary | 2017 – 2021:

Gender Summary			EE Age Summary			EE Tenure Summary		
Male	194	54.96%	<26	45	12.75%	<1 yrs	117	33.14%
Female	159	45.04%	26-35	96	27.20%	1-4 yrs	122	34.56%
			36-45	52	14.73%	5-9 yrs	44	12.46%
			46-55	49	13.88%	10-14 yrs	30	8.50%
			56-65	71	20.11%	15-19 yrs	8	2.27%
			65+	40	11.33%	20-24 yrs	9	2.55%
						25+ yrs	20	5.67%



- 117 / 353 = 33.14% T/O re: employees with <1 year of service
- 239 / 353 = 67.71% with <4 years of service

***FOUR Year Employee Turnover Summary | 2018 – 2021:**

Gender Summary			EE Age Summary			EE Tenure Summary		
Male	164	54.85%	<26	38	12.71%	<1 yrs	103	34.45%
Female	135	45.15%	26-35	83	27.76%	1-4 yrs	98	32.78%
Reno County			36-45	42	14.05%	5-9 yrs	36	12.04%
			46-55	43	14.38%	10-14 yrs	25	8.36%
			56-65	62	20.74%	15-19 yrs	5	1.67%
			65+	31	10.37%	20-24 yrs	9	3.01%
						25+ yrs	20	6.69%

- 103 / 299 = 34.45% T/O re: employees with <1 year of service
- 201 / 299 = 67.22% with <4 years of service

***THREE Year Employee Turnover Summary | 2019 – 2021:**

Gender Summary			EE Age Summary			EE Tenure Summary		
Male	141	56.85%	<26	31	12.50%	<1 yrs	92	37.10%
Female	107	43.15%	26-35	68	27.42%	1-4 yrs	71	28.63%
Reno County			36-45	30	12.10%	5-9 yrs	31	12.50%
			46-55	36	14.52%	10-14 yrs	22	8.87%
			56-65	57	22.98%	15-19 yrs	4	1.61%
			65+	26	10.48%	20-24 yrs	9	3.63%
						25+ yrs	16	6.45%

- 92 / 248 = 37.10% T/O re: employees with <1 year of service
- 163 / 248 = 65.73% with <4 years of service

***TWO Year Employee Turnover Summary | 2020 – 2021:**

Gender Summary			EE Age Summary			EE Tenure Summary		
Male	90	56.25%	<26	20	12.50%	<1 yrs	66	41.25%
Female	70	43.75%	26-35	48	30.00%	1-4 yrs	43	26.88%
Reno County			36-45	16	10.00%	5-9 yrs	20	12.50%
			46-55	24	15.00%	10-14 yrs	10	6.25%
			56-65	37	23.13%	15-19 yrs	3	1.88%
			65+	15	9.38%	20-24 yrs	7	4.38%
						25+ yrs	10	6.25%

- 66 / 160 = 41.25% T/O re: employees with <1 year of service
- 109 / 160 = 68.13% with <4 years of service

***ONE Year Employee Turnover Summary | 2021:**

Gender Summary			EE Age Summary			EE Tenure Summary		
Male	49	53.26%	<26	13	14.13%	<1 yrs	37	40.22%
Female	43	46.74%	26-35	29	31.52%	1-4 yrs	26	28.26%
Reno County			36-45	8	8.70%	5-9 yrs	13	14.13%
			46-55	15	16.30%	10-14 yrs	3	3.26%
			56-65	22	23.91%	15-19 yrs	2	2.17%
			65+	5	5.43%	20-24 yrs	5	5.43%
						25+ yrs	6	6.52%

- 37 / 92 = 40.22% T/O re: employees with <1 year of service
- 35 / 92 = 38.04% with <4 years of service

Employee Turnover/Retention Considerations and Findings

For organizations to thrive in today's economy, sourcing, competing for, and retaining the talent is critical. Frequent voluntary turnover has a negative impact on employee morale, productivity, and ultimately, on the bottom line. Recruiting and training a new employee requires staff time and money. According to the Bureau of Labor Statistics, turnover is highest in industries/sectors such as trade and utilities, construction, retail, customer service, hospitality, and service.

The cost of employee turnover can be measured in real dollars.

1. Studies on the cost of employee turnover are all over the board.
2. Some studies (such as SHRM) predict that every time a business replaces a salaried employee, it costs 6 to 9 months' salary on average. For a manager making \$40,000 a year, that's \$20,000 to \$30,000 in related turnover expenses.
3. But others predict the cost is even greater—that losing a salaried employee can cost as much as twice their annual salary, especially for a high-earner or an executive-level employee.

Turnover costs seem to vary by wage and role of employee. For example, a *Center for American Progress* study found average costs to replace an employee are:

1. 16% of annual salary for high-turnover, low-paying jobs (earning under \$30,000 a year).
 - f) For example, the cost to replace a \$14.42/hour employee would be \$4,799.
2. 20% of annual salary for midrange positions (earning \$30,000 to \$50,000 a year).
 - a) For example, the cost to replace a \$45,000 salaried employee would be \$9,000.
3. Up to 213% of annual salary for highly educated, specialized positions.
 - a) For example, the cost to replace an \$85,000 salaried employee is \$181,050.

What makes it so hard to predict the true cost of employee turnover is there are many intangibles, and often untracked, costs associated with employee turnover.

So, what is the real cost of losing an employee?

1. Factors an organization should consider in calculating the "real" cost of losing an employee include:
 - a) Cost of hiring a new employee including all associated cost and time related to advertising, sourcing, interviewing, screening, and hiring.
 - b) Cost of onboarding a new person, including training and management time.
 - c) Lost productivity—it may take a new employee one to two years to reach the productivity level of an existing person.
 - d) Lost engagement—other employees who see high turnover tend to disengage with the organization and lose productivity.
 - e) Customer service and errors—for example, new employees take longer and are often less adept at solving problems.
 - f) Training cost—for example, over two to three years, an organization likely invests 10 to 20 percent of an employee's salary, or more, in training costs.
 - g) Cultural impact—whenever someone leaves, others take time to ask why.
2. One of the reasons the real cost of employee turnover is an unknown is that most organizations don't have appropriate systems in place to track exit costs, recruiting, interviewing, hiring, orientation and training, lost productivity, potential customer dissatisfaction, reduced or lost opportunities, administrative costs, lost expertise, etc. This takes collaboration among departments (HR, Finance, and Operations), ways to measure these costs, and reporting mechanisms.

Reno County's Employee Turnover Cost Estimates and Findings

Although, we may not know the *exact* dollar amount Reno County's employee turnover costs the County, following is the estimated turnover cost summary for the County using the conservative average turnover cost percentage variables from the *Center for American Progress*:

**Elected Officials, Standby Employees and Temporary Employees are NOT reported in the following turnover summaries::*

Time Periods:	Positions < \$30K				Positions >\$30K*				Total Estimated Costs of Reno County Employee Turnover
	# Positions	Average Annual \$	T/O Cost %	Estimated T/O Cost	# Positions	Average Annual \$	T/O Cost %	Estimated T/O Cost	
1/1/17 – 11/30/21 (5 Years)	108	\$ 24,918.40		\$ 430,589.95	245	\$ 41,412.80		\$ 2,029,227.20	\$ 2,459,817.15
1/1/18 – 11/30/21 (4 Years)	84	\$ 25,022.40		\$ 336,301.06	215	\$ 41,787.20		\$ 1,796,849.60	\$ 2,133,150.66
1/1/19 – 11/30/21 (3 Years)	67	\$ 25,064.00	16.00%	\$ 268,686.08	181	\$ 42,140.80	20.00%	\$ 1,525,496.96	\$ 1,794,183.04
1/1/20 – 11/30/21 (2 Years)	38	\$ 25,417.60		\$ 154,539.01	122	\$ 41,246.40		\$ 1,006,412.16	\$ 1,160,951.17
1/1/21 - 11/30/21 (11 Months)	20	\$ 25,396.80		\$ 81,269.76	72	\$ 40,476.80		\$ 582,865.92	\$ 664,135.68

**Note: Includes any highly educated, specialized positions. No positions were calculated at the 213% as prescribed by the Center for American Progress.*

Overall Project Next Steps, Recommendations and Conclusions

The Arnold Group proposes the County consider, approve and adopt the following salary and compensation recommendations to strengthen the overall employee value proposition to impact employee recruitment and talent retention.

1. Based on which recommendations of the plan are adopted, if any, the County will need to update sections in the Reno County Employee Handbook and/or personnel policies to reflect the updated parameters.
2. Formalize and adopt a compensation policy, pay practices and formal plan through a resolution to include the County's commitment to maintain a current market/pay scale.
 - a. Compensation Policy enhancements
 - i. Define parameters for promotions (vertical, not horizontal), transfers, demotions, etc.
 - b. Pass a resolution to commit to annual pay increases with a COLA and pay for performance component on a consistent and scheduled basis
 - i. Helps ensure internal and external equity remains balanced and a primary consideration
 - ii. COLA/Performance increase on first check of new calendar year
 1. An annual COLA percentage capped at 1.00% that is correlated to the COLA percentage to the average CPI over previous 3-5 completed calendar years
 2. Planned and budgeted *Pay for Performance* increases as a percentage of a department's current total payroll; 2.00% P4P plus the COLA component would offer a combined 3.00% annual increase. However, a true *Pay for Performance* system allows for higher performers to earn a higher percentage and lower performers to receive a lesser percentage.
 - c. Maintain the following pay differentials:
 - i. Public Works | Crane Certification: \$2.00 hourly
 - d. Adopt the following pay differentials:
 - i. Public Works | Class A CDL License: \$0.50 hourly
 - ii. Sheriff's Office & Youth Services | Night Shift Diff: \$1.00 hourly
 - e. Centralize the creation and/or modification of job descriptions (to include a point factor analysis) for objective and consistent adoption into the formal compensation/classification system to ensure compensation is administered in a consistent manner across the entire organization, lessening the likelihood of departments creating future liabilities/risk for the County.
 - i. The deliverables from this project will provide Reno County with the tools, knowledge and resources to manage and maintain this formal compensation plan in-house, minimizing the need to contract with consultants on a regular/irregular basis.
3. Address all green-circled employees, those under the defined salary grade minimum by elevating their current pay to the defined grade minimum.
4. Move to address positional wage penetration disparities, related pay compression, and overall equity/fairness across similar job grades as this effectively and consistently recognizes and rewards employee tenure/longevity.

The Arnold Group offers the following considerations regarding item 3 - *green circled employees* and item 4 - *employee wage compression*:

Scenario 1: 2021 Payroll as of 11/22/21

	2021: Payroll as of 11/22/21		
	Base Pay	WOC, Differentials, & Longevity Pay	Total Pay
ALL EMPLOYEES / ALL DEPARTMENTS	\$ 16,393,661.64	\$ 116,411.10	\$ 16,510,072.74
Administration			
Commissioners	\$ 53,999.40	\$ -	\$ 53,999.40
Non-Commissioners	\$ 404,788.02	\$ 37,464.44	\$ 442,252.46
Appraiser	\$ 595,774.40	\$ 8,424.00	\$ 604,198.40
Aging & Public Transportation	\$ 822,348.02	\$ -	\$ 822,348.02
Automotive	\$ 123,760.00	\$ 624.00	\$ 124,384.00
Clerk	\$ 346,516.04	\$ 624.00	\$ 347,140.04
Community Corrections	\$ 80,744.30	\$ -	\$ 80,744.30
District Attorney	\$ 980,832.58	\$ 1,248.00	\$ 982,080.58
Emergency Management	\$ 218,789.96	\$ 11,010.74	\$ 229,800.70
Health Department	\$ 1,992,222.16	\$ 10,278.32	\$ 2,002,500.48
Human Resources	\$ 177,573.76	\$ -	\$ 177,573.76
Information Technology	\$ 328,603.60	\$ 2,350.40	\$ 330,954.00
Maintenance & Purchasing	\$ 677,077.44	\$ -	\$ 677,077.44
Public Works	\$ 2,184,342.16	\$ 14,352.00	\$ 2,198,694.16
Register of Deeds	\$ 147,274.14	\$ -	\$ 147,274.14
Sheriff's Office	\$ 3,970,408.26	\$ 3,120.00	\$ 3,973,528.26
Solid Waste Management	\$ 868,263.76	\$ -	\$ 868,263.76
Treasurer	\$ 456,930.76	\$ -	\$ 456,930.76
Youth Services	\$ 1,963,412.88	\$ 26,915.20	\$ 1,990,328.08

Scenario 2: 2021 Payroll PLUS 2.0% COLA Reflected 1/1/22

	2022: 2021 Payroll PLUS 2.0% COLA			DIFFERENCE
	Base Pay	WOC, Differentials, & Longevity Pay	Total Pay	
ALL EMPLOYEES / ALL DEPARTMENTS	\$ 16,693,037.63	\$ 116,411.10	\$ 16,809,448.73	\$ 299,375.99
Administration				\$ -
Commissioners	\$ 53,999.40	\$ -	\$ 53,999.40	\$ -
Non-Commissioners	\$ 409,999.78	\$ 37,464.44	\$ 447,464.22	\$ 5,211.76
Appraiser	\$ 606,251.36	\$ 8,424.00	\$ 614,675.36	\$ 10,476.96
Aging & Public Transportation	\$ 838,256.26	\$ -	\$ 838,256.26	\$ 15,908.24
Automotive	\$ 126,235.20	\$ 624.00	\$ 126,859.20	\$ 2,475.20
Clerk	\$ 353,446.36	\$ 624.00	\$ 354,070.36	\$ 6,930.32
Community Corrections	\$ 82,359.19	\$ -	\$ 82,359.19	\$ 1,614.89
District Attorney	\$ 1,000,449.23	\$ 1,248.00	\$ 1,001,697.23	\$ 19,616.65
Emergency Management	\$ 221,262.84	\$ 11,010.74	\$ 232,273.58	\$ 2,472.88
Health Department	\$ 2,030,405.10	\$ 10,278.32	\$ 2,040,683.42	\$ 38,182.94
Human Resources	\$ 181,125.24	\$ -	\$ 181,125.24	\$ 3,551.48
Information Technology	\$ 335,175.67	\$ 2,350.40	\$ 337,526.07	\$ 6,572.07
Maintenance & Purchasing	\$ 688,990.35	\$ -	\$ 688,990.35	\$ 11,912.91
Public Works	\$ 2,223,959.48	\$ 14,352.00	\$ 2,238,311.48	\$ 39,617.32
Register of Deeds	\$ 149,959.48	\$ -	\$ 149,959.48	\$ 2,685.34
Sheriff's Office	\$ 4,047,884.11	\$ 3,120.00	\$ 4,051,004.11	\$ 77,475.85
Solid Waste Management	\$ 884,963.44	\$ -	\$ 884,963.44	\$ 16,699.68
Treasurer	\$ 464,286.82	\$ -	\$ 464,286.82	\$ 7,356.06
Youth Services	\$ 1,994,028.32	\$ 26,915.20	\$ 2,020,943.52	\$ 30,615.44

Scenario 3: January 1, 2022 (w/ 2.0% COLA) PLUS 100% Compression Adjustments Reflected 2/1/22

	2022: Payroll WITH 100% Compression Adjustments			DIFFERENCE
	Base Pay	WOC, Differentials, & Longevity Pay	Total Pay	
ALL EMPLOYEES / ALL DEPARTMENTS	\$ 18,465,358.59	\$ 116,411.10	\$ 18,581,769.69	\$ 1,772,320.96
Administration				
Commissioners	\$ 53,999.40	\$ -	\$ 53,999.40	\$ -
Non-Commissioners	\$ 472,998.80	\$ 37,464.44	\$ 510,463.24	\$ 62,999.02
Appraiser	\$ 682,926.40	\$ 8,424.00	\$ 691,350.40	\$ 76,675.04
Aging & Public Transportation	\$ 974,215.01	\$ -	\$ 974,215.01	\$ 135,958.75
Automotive	\$ 163,841.60	\$ 624.00	\$ 164,465.60	\$ 37,606.40
Clerk	\$ 387,562.24	\$ 624.00	\$ 388,186.24	\$ 34,115.88
Community Corrections	\$ 93,849.60	\$ -	\$ 93,849.60	\$ 11,490.41
District Attorney	\$ 1,063,124.25	\$ 1,248.00	\$ 1,064,372.25	\$ 62,675.02
Emergency Management	\$ 290,492.80	\$ 11,010.74	\$ 301,503.54	\$ 69,229.96
Health Department	\$ 2,132,961.20	\$ 10,278.32	\$ 2,143,239.52	\$ 102,556.10
Human Resources	\$ 182,339.54	\$ -	\$ 182,339.54	\$ 1,214.30
Information Technology	\$ 422,260.80	\$ 2,350.40	\$ 424,611.20	\$ 87,085.13
Maintenance & Purchasing	\$ 775,183.08	\$ -	\$ 775,183.08	\$ 86,192.73
Public Works	\$ 2,364,233.06	\$ 14,352.00	\$ 2,378,585.06	\$ 140,273.58
Register of Deeds	\$ 156,196.40	\$ -	\$ 156,196.40	\$ 6,236.92
Sheriff's Office	\$ 4,670,330.50	\$ 3,120.00	\$ 4,673,450.50	\$ 622,446.39
Solid Waste Management	\$ 969,674.78	\$ -	\$ 969,674.78	\$ 84,711.34
Treasurer	\$ 493,375.17	\$ -	\$ 493,375.17	\$ 29,088.35
Youth Services	\$ 2,115,793.96	\$ 26,915.20	\$ 2,142,709.16	\$ 121,765.64

- a. The above charts show calculations of on base payroll cost. Additional cost regarding overtime and benefits are not reflected in the above calculations.

5. Maintaining a competitive salary structure by re-examining the overall salary structure at every few years.
 - a. Remaining competitive in the market is key for any organization to attract and retain top talent.
 - b. Catch issues before they become large enough to affect employee engagement and the organization’s ability to attract and retain talent.
 - c. Salary-structure issues are less expensive to address early on without the compounding impact of time. Once things have gotten to the point where the organization must make significant upward adjustments, the cost of doing so can be considerable if not maintained.
 - i. Determine if structure is still aligned with the organization’s needs and the labor market.
 1. Complete a countywide turnover analysis to address emerging concerns and challenges.
 2. Adopt thoughtful and consistent strategies to address findings to include defined mixed-market positions for specific departments and/or job positions.
 - a. Define and document specific mixed-market position parameters in response to current known turnover pain points and market pressures.
 - i. The new differentials above are one example of this.
6. Build a compensation philosophy that supports a mix of “Grow/BUILD-BUY up” modeling for onboarding new employees and talent.
 - a. External talent BUY up option – focused on external talent with relevant, *verifiable and transferable* skills/experience/expertise.
 - b. Following is an example of the “External talent BUY up” model:
 - i. A BUILD/BUY matrix is built into final deliverable of this project.
 1. Example: Value 1 year of pay for every two years of non-County experience.
 - a. An example might be a max of 20 years’ external experience considered; with a buy option for 10 years of non-County experience to communicate and demonstrate the County’s commitment to grow/build their talent.

	0	1	2	3	4	5	6	7	8	9	10
10	\$11.10	\$11.43	\$11.78	\$12.13	\$12.49	\$12.87	\$13.25	\$13.65	\$14.06	\$14.48	\$14.92
10S	\$11.66	\$12.00	\$12.36	\$12.74	\$13.12	\$13.51	\$13.92	\$14.33	\$14.76	\$15.21	\$15.66
11	\$12.00	\$12.36	\$12.73	\$13.11	\$13.51	\$13.91	\$14.33	\$14.76	\$15.20	\$15.66	\$16.13
11S	\$12.60	\$12.98	\$13.37	\$13.77	\$14.18	\$14.61	\$15.05	\$15.50	\$15.96	\$16.44	\$16.93
12	\$12.95	\$13.34	\$13.74	\$14.15	\$14.58	\$15.01	\$15.46	\$15.93	\$16.40	\$16.90	\$17.40
12S	\$13.60	\$14.01	\$14.43	\$14.86	\$15.30	\$15.76	\$16.24	\$16.72	\$17.22	\$17.74	\$18.27
13	\$13.95	\$14.37	\$14.80	\$15.24	\$15.70	\$16.17	\$16.66	\$17.16	\$17.67	\$18.20	\$18.75
13S	\$14.65	\$15.09	\$15.54	\$16.01	\$16.49	\$16.98	\$17.49	\$18.01	\$18.56	\$19.11	\$19.69
14	\$15.05	\$15.50	\$15.97	\$16.45	\$16.94	\$17.45	\$17.97	\$18.51	\$19.06	\$19.64	\$20.23
14S	\$15.80	\$16.28	\$16.76	\$17.27	\$17.79	\$18.32	\$18.87	\$19.44	\$20.02	\$20.62	\$21.24
15	\$16.20	\$16.69	\$17.19	\$17.70	\$18.23	\$18.78	\$19.34	\$19.92	\$20.52	\$21.14	\$21.77
15S	\$17.01	\$17.52	\$18.05	\$18.59	\$19.14	\$19.72	\$20.31	\$20.92	\$21.55	\$22.19	\$22.86
30	\$17.19	\$17.71	\$18.24	\$18.78	\$19.35	\$19.93	\$20.53	\$21.14	\$21.78	\$22.43	\$23.10
30S	\$18.05	\$18.59	\$19.15	\$19.72	\$20.31	\$20.92	\$21.55	\$22.20	\$22.86	\$23.55	\$24.26
31	\$19.77	\$20.36	\$20.97	\$21.60	\$22.25	\$22.92	\$23.60	\$24.31	\$25.04	\$25.79	\$26.56
31S	\$20.76	\$21.38	\$22.02	\$22.68	\$23.36	\$24.06	\$24.78	\$25.53	\$26.29	\$27.08	\$27.89
32	\$22.73	\$23.42	\$24.12	\$24.84	\$25.59	\$26.35	\$27.14	\$27.96	\$28.80	\$29.66	\$30.55
32S	\$23.87	\$24.59	\$25.32	\$26.08	\$26.87	\$27.67	\$28.50	\$29.36	\$30.24	\$31.14	\$32.08
33	\$26.14	\$26.93	\$27.74	\$28.57	\$29.43	\$30.31	\$31.22	\$32.15	\$33.12	\$34.11	\$35.14
33S	\$27.45	\$28.27	\$29.12	\$30.00	\$30.90	\$31.82	\$32.78	\$33.76	\$34.77	\$35.82	\$36.89
34	\$30.06	\$30.97	\$31.90	\$32.85	\$33.84	\$34.85	\$35.90	\$36.98	\$38.09	\$39.23	\$40.40
34S	\$31.57	\$32.52	\$33.49	\$34.50	\$35.53	\$36.60	\$37.69	\$38.82	\$39.99	\$41.19	\$42.42
35	\$34.58	\$35.61	\$36.68	\$37.78	\$38.92	\$40.08	\$41.29	\$42.53	\$43.80	\$45.12	\$46.47
35S	\$36.31	\$37.39	\$38.52	\$39.67	\$40.86	\$42.09	\$43.35	\$44.65	\$45.99	\$47.37	\$48.79
40	\$44.95	\$46.30	\$47.69	\$49.12	\$50.59	\$52.11	\$53.67	\$55.28	\$56.94	\$58.65	\$60.41
40S	\$47.20	\$48.61	\$50.07	\$51.57	\$53.12	\$54.71	\$56.36	\$58.05	\$59.79	\$61.58	\$63.43
41	\$49.44	\$50.93	\$52.46	\$54.03	\$55.65	\$57.32	\$59.04	\$60.81	\$62.64	\$64.51	\$66.45
41S	\$51.92	\$53.47	\$55.08	\$56.73	\$58.43	\$60.19	\$61.99	\$63.85	\$65.77	\$67.74	\$69.77
42	\$54.39	\$56.02	\$57.70	\$59.43	\$61.22	\$63.05	\$64.94	\$66.89	\$68.90	\$70.97	\$73.09
42S	\$57.11	\$58.82	\$60.59	\$62.40	\$64.28	\$66.20	\$68.19	\$70.24	\$72.34	\$74.51	\$76.75

- b. Consideration of the “BUILD/BUY” option allows the County to be competitive when recruiting for skills and talents needed for sustainable operations to conduct the County’s business and services.
- c. The “BUILD/BUY” option is not recommended if the County does not address its current pay compression position, as that will further compound employee pay issues and morale concerns.

By adopting all of the above recommendations, the County is communicating a two-fold message; one to your tenured employees as well as an equally strong and clear message to newer employees that their employment journey/commitment with the County (regardless of assigned department) will be rewarded with a commitment to a formal compensation plan and actions that will evolve with the County and keep wages on pace with the passage of time.

In closing, by using data from competitive markets and an independent review of the County’s structure, this compensation study project provides Reno County the information and tools needed to address pay competitiveness, pay equity, and pay fairness by adopting a formal classification and compensation system that helps attract and retain talent countywide. It also shows that through centralization, budgeting and negotiation, reclassification, and active management and periodic evaluation of the classification and compensation system moving forward, Reno County’s goals are within reach.

Thank you for the opportunity to partner with Reno County on this important project. Please let us know if we may be of assistance in the future.

Respectfully submitted,

Phillip M. Hayes, SPHR, SHRM-SCP
Vice President

Salary Survey Analysis

Levied Fund?	Sum of Total Wages			Diff btwn Levied Wages & Budgeted	Diff Btwn Full Wages & Budgeted
	Incl 100% Compression	Sum of Levied Annual Wages	Sum of Budgeted		
No	1,638,805.60	0.00	1,007,448.00		
005	281,647.39	0.00	0.00		
TR	281,647.39	0.00	0.00		
008	969,674.78	0.00	1,007,448.00		37,773.22
SW	969,674.78	0.00	946,825.00		
POOL-COMPR	0.00	0.00	60,623.00		
034 035 039	93,849.60	0.00	0.00		
COMM	93,849.60	0.00	0.00		
042	43,132.13	0.00	0.00		
SO	43,132.13	0.00	0.00		
063	152,204.64	0.00	0.00		
YS	152,204.64	0.00	0.00		
064	62,215.30	0.00	0.00		
YS	62,215.30	0.00	0.00		
878	36,081.76	0.00	0.00		
SO	36,081.76	0.00	0.00		
Yes	17,031,990.13	14,603,951.73	16,596,300.78		
001	9,818,853.07	9,818,853.07	9,239,256.18	(579,596.89)	(579,596.89)
ADM	510,463.24	510,463.24	442,248.18		
APPR	657,654.40	657,654.40	579,008.00		
ATTY	1,079,372.25	1,079,372.25	1,008,284.00		
AUTO	164,465.60	164,465.60	124,385.00		
BOCC	53,999.40	53,999.40	54,000.00		
CLK	388,186.24	388,186.24	347,286.00		
E-MGMT	301,503.54	301,503.54	236,489.00		
HR	182,339.54	182,339.54	184,183.00		
IT	424,611.20	424,611.20	370,703.00		
MP	775,183.08	775,183.08	759,592.00		
PW-Planning	85,966.40	85,966.40	60,611.00		
ROD	156,196.40	156,196.40	146,814.00		
SO	4,824,272.01	4,824,272.01	4,170,870.00		
TR	214,639.78	214,639.78	195,351.00		
POOL-COMPR	0.00	0.00	559,432.00		
002	974,215.01	974,215.01	872,173.00	(102,042.01)	(102,042.01)
AGT	974,215.01	974,215.01	819,618.00		
POOL-COMPR	0.00	0.00	52,555.00		
003	2,278,227.52	683,468.25	2,400,284.00	1,716,815.75	122,056.48
HD	2,278,227.52	683,468.25	2,263,400.00		
POOL-COMPR	0.00	0.00	136,884.00		
004	81,957.41	81,957.41	84,349.00	2,391.59	2,391.59
PW-NoxWeeds	81,957.41	81,957.41	79,518.00		
POOL-COMPR	0.00	0.00	4,831.00		
007	2,132,608.36	2,132,608.36	2,228,521.00	95,912.64	95,912.64
PW	2,132,608.36	2,132,608.36	2,100,963.00		
POOL-COMPR	0.00	0.00	127,558.00		
007-Util	79,570.48	79,570.48	83,619.00	4,048.52	4,048.52
PW-Utility	79,570.48	79,570.48	78,008.00		
POOL-COMPR	0.00	0.00	5,611.00		
009	1,666,558.28	833,279.14	1,688,098.60	854,819.46	21,540.32
YS	1,666,558.28	833,279.14	1,589,579.60		
POOL-COMPR	0.00	0.00	98,519.00		
				1,992,349.05	(435,689.35)



AGENDA ITEM

AGENDA ITEM #VIII.A

AGENDA DATE: January 11, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:
Monthly Department Reports

SUMMARY & BACKGROUND OF TOPIC:

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

ALL OPTIONS:

n/a

RECOMMENDATION / REQUEST:

Discussion Only

POLICY / FISCAL IMPACT:

n/a



120 W. Avenue B, Hutchinson, KS 67501

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

Monthly Report for December 2021

Submitted by

Barbara Lilyhorn

Director- Department of Aging and Public Transportation

Staff

One Rcat driver's position remains open as of 11/15/2021. This is a full time Fixed Route position which is now being covered by either pulling drivers from Paratransit service or Overtime.

Budget

The Department of Aging has spent 71% and the Department of Public Transportation has spent 70% of the Department budgets respectively – a composite total of 70% of the entire 002 expenditure budget as of 12/27/2021. Composite revenue is 63%. This is a snapshot of the budget to date, however, there will be matching fund encumbrances in the amounts of \$46,203.20 and \$78,000 for vehicle purchases resulting from two different grants. The production of these vehicles has been delayed due to the current backlog in the auto industry. There will also be transfers from the General Fund and the Department of Aging into the 002-27 Public Transportation account. These transfers are for the monies pledged as match to the FY 2021 U.S.C. 49-5311 grant. These funds were not utilized because Rcat had eligible grant expenditures reimbursed at 100% for the Operations portion of the grant for the entire year and 100% of Admin expenditures for the first six months. The funds will be held in reserve.

Bright Spots

- The annual U.S.C. 49-5311 grant for FY 2023 (July 1, 2022, start date) was deemed complete by KDOT and now moves into the peer review to be held in early January.
- Rcat was selected as a sample for the Coordinated Transit District 2 annual OMB A-133 financial audit for KDOT. The audit was conducted in November and early December. The auditor's report was issued and had no findings.
- The Department of Aging wrapped up the annual Medicare Part D Open Enrollment period on December 7. The total number of people served this year was: 335.



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

RE: Monthly report ending December 2021

Dear Randy Partington, County Administrator:

Staffing changes or issues

The County Appraiser's office is at full staff except for the County Appraiser's position

Financial summary

- As of December, the Appraiser's office will have spent approximately 87% of the year-to-date budget, with the majority of it being payroll. The remaining expenses were primarily regular/seasonal monthly expenses.

Projects/Issues/Challenges/Concerns

Personal Property

- Personal property staff is adding and removing personal property items as calls and documents come in.
- Personal property staff is setting values on boats
- Renditions have been printed and will be mailing on December 31st.

Residential Department

- Residential Field staff are site valuing all residential properties in the county.
- Residential staff continues to do Payment under protest hearings.
- Residential staff is finishing up some end of year compliance reports for PVD.

Commercial Department

- Commercial staff is working on site valuing all commercial properties in the county.

- Commercial staff is finishing up building permits.
- Commercial staff will be holding Payment Under Protest Hearings



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

Budget YTD Summary

As of December 29, 2021, we are at 95% of our overall budget. This amounts to \$146,547 out of the overall budget of \$154,752. The internal service fund (fuel and parts) stands at 57% or \$245,155 out of total of \$428,000.

Projects/Issues

Currently looking at several fleet evaluation tools to create a written vehicle replacement plan to assist departments with budgeting for vehicle replacements.

We do have an aging fleet with 13 vehicles over 15 years old and 20 vehicles with over 120,000 miles. This does not include RCAT as they follow the KDOT replacement schedule.

For the year we have had 695 work orders come through the shop with 355 for the Sheriff's Department, 201 for RCAT and the remaining spread out through the rest of the departments



**Donna Patton
County Clerk**

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

Clerk/Election Monthly Report for December

The Election's Office is starting to get busy in preparation for the elections next year. We have had a few filings and a couple of inquiries into the 2 new Commissioner positions that will be on the ballot in August.

In the Clerk's Office, we will be working on gathering inventory from each office and getting W-2's and 1099's issued. Those will be mailed out in January.

By the end of December, 100% of the year-to-date budget in the Clerk's Office was used and 75% in the Election's Office, with most of that being used for payroll. With Jenna's salary moving to the Clerk's budget, it has taken more out of the Full-Time line item, but less out of the Election's Full-Time line item.

Donna Patton



COMMUNITY CORRECTIONS

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

County Commission Report

December 2021

Staffing

There have been no staffing changes in December and there are no current vacancies.

Projects/Concerns

The Kansas Department of Corrections is implementing a new grant management system for the FY'23 grants. They are using AmpliFund and this should be in place mid-to-late February. Training is expected to take place in January. With this change the grant applications are to come out in late February but the deadline of May 1 will remain in effect. Last year the grant applications came out in early December so there will be much less time to prepare the grants this year.

The Kansas Department of Corrections juvenile staff have created a training manual for juvenile officers to navigate Athena, the offender documentation system. The adult program staff are to be creating a version focused on adult documentation since this is slightly different in the system. The KDOC adult staff have created a training for creating and using case plans in Athena. This was a well done, helpful online training which will benefit all our officers. Internally we have created "how-to" instructions to assist officers in many of the Athena documentation tasks. Athena has been in use for nearly nine months but still has significant problems. Even with the fixes being made the program is structured in a way that will be much more labor intensive for officers. This is, and will, take more time for officers and be less user-friendly. One of KDOC's goals with the system was to be able to better access data but it does not appear this goal will be achieved in the near future, if at all.

Between Thanksgiving, Christmas, and New Year holidays is a high violation time of the year for clients. For many normal, pro-social people with good coping skills this time of the year can be difficult and stressful. For people suffering from mental illness, substance addiction, trauma, or all three, the problems can be much greater. Typically drug test violations and non-reporting violations increase. Rather than reaching out to positive supports for assistance many clients are around negative friends or family. Christmas can be a major stressor for people with kids who can't afford gifts. Others, who have lost custody of their children become overwhelmed with guilt as they deal with this difficult reality. For many of our clients drug use is a regular part of their holidays as they're either celebrating or trying to escape the sorrow of trauma or loss. January typically becomes a time when officers have to try to reel people back in and get people back on track.

Financial

We are being frugal with supervision grants funds and are on track with where we would expect to be this time of year.

Communications Monthly Report- December 2021

Projects: The main initiatives for the month included the Landfill updates, Christmas Activities (toys for tots and shop with Sheriff), Vaccine and Guidelines updates

Press Releases:

- COVID-19 Booster doses for 16+, Burn Ban, Health Department Overdose Trends, Solid Waste Fees increase, Orientation Class for Prospective childcare Providers, High Nitrate Levels, Health Department following new isolation and quarantine guidelines

Graphic Design:

- Holiday Hours x 2 (social and Web), Reno County Hiring, Burn Ban, Landfill Tipping Fee, Property Tax reminder, Sheriff Banner graphic examples, toys for tots drive thru and video promo, 1 color logo for Health Department

Website:

- General updates for all departments daily, 6 news flashes (holiday hours x 2, burn ban, boosters, commission meeting reminders, Solid Waste Fees), Property Valuations, Overdose Report, updated quarantine/isolation guidelines

Videos/Audio/Photos:

- Clerk's office video overview finished, Shop with The Sheriff photos, Toys for Tots Drive Thru photo, Courthouse Entrance crane/closing, Merry Christmas video, FOP lodges donation to Youth Shelter photo, pie delivery photos, County Commissioners/legislators meeting in Nickerson photos, Toys for Tot's video

Social Media:

- Facebook Reno Co.: 2,847 followers (+25), 36 posts
 - Top Post: FOP Lodges donate to Youth Services (12.22.21)
 - 9,889 reach, 192 clicks, 10 shares, 377 reactions, 26 comments, 1 hide post
- Facebook EMA: 11,062 followers (+28) 10 posts
 - Top Post: Temporary Burn Ban (12.14.21)
 - 14,144 reach, 171 post clicks, 189 shares, 239 reactions, 5 hide posts
- Twitter: 799 followers (+5), 35 tweets
 - Top post: Health Department Maternal Child Fundraiser (12.22.21)
 - 297 impressions, 22 engagements, 10 likes, 3 retweets
- YouTube: 190 subscribers (+0) 3 videos
 - Top video: Reno County Commission (12.14.21)
 - 20 views
- LinkedIn: 34 followers (+0)
- Other posts: HR job openings, Commission meeting promotion, holiday closings, landfill fees, flu vaccines x 3, nitrate levels, courthouse road closing x 2, Merry Christmas, Carriage Crossing Pies, Childcare orientation class, Property Tax first half due date, Overdose report, Landfill power outage, commissioner/legislators meeting in Nickerson, COVID boosters 16+, Toys for Tots, Shop with Sheriff Delivery, Handwashing reminder

Other Activities: 2022 Communications Plan, Leadership Training



Emergency Management

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

Staffing changes or issues (if any)

There are no staffing changes to report. In my department, I have a full time Emergency Management Specialist and a temporary full time administrative assistant. That administrative assistant will become a permanent employee on January 3, 2022. We continue to work hard to maintain daily operations.

Budget YTD summary

At the end of December, Emergency Management has used 104% of its year-to-date budget. The overage is related to an increase in staff cost due to COVID.

Projects/Issues/Challenges/Concerns

Personal Protective Equipment (PPE) increase with the positive case rate in the community. When the number of positive cases in the community are decreasing, so do the requests. In the past month, the state has supplied us with nasopharyngeal swabs, viral transport media, ventilators, ventilator carts and stands.

Emergency Management has received the fire districts workman's compensations, and property and casualty renewals.

On December 10th, the BOCC declared a local disaster for the wildfire like conditions. With that declaration, Reno County used the Sedgwick County Fire Task Force to assist with a fire in Joint Fire District 1's (Pretty Prairie) jurisdiction. Also under that declaration, a temporary burn ban was put in place from 12/14/2021 at noon until 12/16/2021 at noon. Emergency Management was notified of one person who initiated a burn during that period. A major wind event occurred on 12/15/2021 which resulted in Hutchinson Fire Department, South Hutchinson Fire Department, and the County Fire Departments responding to approximately 134 calls for service. Reported damages include approximately 80 power poles that had to be replaced, and wind damage to multiple residences and businesses. Since most of the damages were insured, the county will not meet the county's \$253,781.80 threshold to qualify for State Public Assistance from a Major Presidential Disaster Declaration.

The dry conditions continue to cause a wildfire concern in the county. Emergency Management continues to monitor weather conditions daily and preplans wildfire task forces with the rural departments on critical days.

The Rural Fire Administrator position is now open and receiving applications for potential candidates.



AGENDA ITEM

AGENDA ITEM #VIII.B

AGENDA DATE: January 11, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:
Financial Report

SUMMARY & BACKGROUND OF TOPIC:

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

ALL OPTIONS:

Non action agenda item

RECOMMENDATION / REQUEST:

Discussion only

POLICY / FISCAL IMPACT:

None

YTD BUDGET REPORT

As of 12/31/2021

Department	Adopted Budget	Actual Amount	% Rec'd / Used
001 General Fund			
00 Dept			
Revenue			
Interest	299,000.00	878,249.21	293.73%
Taxes	14,958,710.00	16,496,015.08	110.28%
Licenses, Permits, and Fees	640,250.00	339,012.68	127.81%
Reimbursements	752,500.00	803,311.90	106.75%
Other	9,685,990.00	95,180.27	0.98%
Revenue Total	26,336,450.00	18,611,769.14	71.69%
Expenses			
Other Expense & Reimbursements	0.00	(3,024.00)	
Expenses Total	0.00	(3,024.00)	
01 County Commission			
Expenses			
Personal Services	54,000.00	54,068.60	100.13%
Contractual Services	6,800.00	4,050.76	59.57%
Commodities	0.00	2,372.06	
Expenses Total	60,800.00	60,491.42	99.49%
02 County Clerk			
Revenue			
Reimbursements	0.00	293.73	
Revenue Total	0.00	293.73	
Expenses			
Personal Services	240,606.00	244,532.56	101.63%
Contractual Services	7,710.00	5,333.21	69.17%
Commodities	4,600.00	1,816.09	39.48%
Other Expense & Reimbursements	0.00	0.00	
Expenses Total	252,916.00	251,681.86	99.51%
03 County Treasurer			
Revenue			
Reimbursements	0.00	249.24	
Revenue Total	0.00	249.24	
Expenses			
Personal Services	161,431.00	163,374.13	101.20%
Contractual Services	44,450.00	16,975.32	38.19%
Commodities	32,150.00	23,635.88	73.52%
Capital Improvement & Outlay	500.00	0.00	0.00%
Expenses Total	238,531.00	203,985.33	85.52%

YTD BUDGET REPORT

Department	Adopted Budget	Actual Amount	% Rec'd / Used
04 District Attorney			
Revenue			
Licenses, Permits, and Fees	80,000.00	169,375.00	211.72%
Revenue Total	80,000.00	169,375.00	211.72%
Expenses			
Personal Services	1,022,088.00	1,018,364.32	99.64%
Contractual Services	123,080.00	66,071.99	53.68%
Commodities	38,500.00	34,053.12	88.45%
Expenses Total	1,183,668.00	1,118,489.43	94.49%
05 Register of Deeds			
Revenue			
Licenses, Permits, and Fees	0.00	626,173.00	166.98%
Revenue Total	0.00	626,173.00	166.98%
Expenses			
Personal Services	136,297.00	134,220.24	98.48%
Contractual Services	9,400.00	6,666.04	70.92%
Commodities	4,800.00	3,669.14	76.44%
Capital Improvement & Outlay	2,000.00	0.00	0.00%
Expenses Total	152,497.00	144,555.42	94.79%
06 Sheriff			
Revenue			
Licenses, Permits, and Fees	60,000.00	32,245.00	53.74%
Reimbursements	42,000.00	35,895.40	85.47%
Revenue Total	102,000.00	68,140.40	66.80%
Expenses			
Personal Services	2,555,732.00	2,610,077.81	97.69%
Contractual Services	315,802.00	271,663.05	86.02%
Commodities	220,350.00	234,792.85	106.55%
Capital Improvement & Outlay	189,425.00	160,565.04	84.76%
Other Expense & Reimbursements	2,000.00	1,060.77	53.04%
Expenses Total	3,283,309.00	3,278,159.52	96.43%
07 Administration			
Expenses			
Personal Services	422,617.00	451,173.09	106.76%
Contractual Services	45,550.00	54,462.35	119.57%
Commodities	2,700.00	2,294.64	84.99%
Other Expense & Reimbursements	0.00	149.65	
COVID CRF and ARPA Grant Expenditures	0.00	(8,506.74)	
Expenses Total	470,867.00	499,572.99	106.10%
08 Unified Courts			

YTD BUDGET REPORT

Department	Adopted Budget	Actual Amount	% Rec'd / Used
Revenue			
Reimbursements	10,000.00	17,121.00	171.21%
Revenue Total	10,000.00	17,121.00	171.21%
Expenses			
Contractual Services	543,103.00	474,980.64	87.46%
Commodities	53,900.00	45,574.32	84.55%
Other Expense & Reimbursements	0.00	0.00	
Expenses Total	597,003.00	520,554.96	87.19%
09 Courthouse General			
Revenue			
Reimbursements	15,000.00	25,608.56	170.72%
Revenue Total	15,000.00	25,608.56	170.72%
Expenses			
Personal Services	71,272.00	73,315.53	102.87%
Contractual Services	1,502,250.00	1,367,611.45	81.83%
Commodities	1,000.00	314.59	31.46%
Capital Improvement & Outlay	1,000,000.00	19,278.04	2.32%
Other Expense & Reimbursements	24,000.00	51,993.44	216.64%
Outside Agencies Appropriation	570,500.00	570,500.00	100.00%
Ambulance Services	1,525,764.00	1,095,235.04	71.78%
Emergency Communications	650,000.00	537,955.25	82.76%
Economic Development Projects	400,000.00	50,000.00	12.50%
Transfers Out to Other Funds	856,279.00	0.00	
Commission Discretionary	20,000.00	4,655.87	23.28%
Reserve for Cash Carryover & Contingencies	6,893,800.00	0.00	0.00%
Expenses Total	13,514,865.00	3,770,859.21	29.79%
10 County General			
Expenses			
Other Expense & Reimbursements	0.00	1,853.78	
Transfers Out to Other Funds	0.00	856,279.00	100.00%
10 County General Total	0.00	858,132.78	100.22%
11 Maintenance			
Revenue			
Reimbursements	30,000.00	40,478.47	134.93%
Revenue Total	30,000.00	40,478.47	134.93%
Expenses			
Personal Services	737,052.00	571,816.89	77.58%
Contractual Services	82,411.00	59,429.05	76.77%
Commodities	72,309.00	53,876.51	75.71%
Capital Improvement & Outlay	15,000.00	20,000.00	100.00%
Expenses Total	906,772.00	705,122.45	77.86%

YTD BUDGET REPORT

Department	Adopted Budget	Actual Amount	% Rec'd / Used
12 Planning Zoning Utilities			
Expenses			
Personal Services	60,611.00	60,610.93	100.00%
Contractual Services	18,400.00	10,056.59	54.66%
Commodities	700.00	102.07	14.58%
12 Planning Zoning Utilities Total	79,711.00	70,769.59	88.78%
13 Emergency Management			
Revenue			
Licenses, Permits, and Fees	0.00	1,000.00	
Reimbursements	0.00	1,023.40	
Revenue Total	0.00	2,023.40	
Expenses			
Personal Services	119,143.00	130,671.05	109.68%
Contractual Services	27,375.00	17,264.56	63.07%
Commodities	15,350.00	13,506.19	87.99%
Capital Improvement & Outlay	7,482.00	6,682.79	89.32%
Other Expense & Reimbursements	0.00	24,529.90	
COVID CRF and ARPA Grant Expenditures	0.00	(13,311.51)	
Expenses Total	169,350.00	179,342.98	105.90%
14 Jail			
Revenue			
Reimbursements	90,000.00	47,733.32	53.04%
Other	5,000.00	0.00	0.00%
Revenue Total	95,000.00	47,733.32	50.25%
Expenses			
Personal Services	2,222,689.00	2,082,857.57	98.87%
Contractual Services	874,246.00	840,748.38	96.17%
Commodities	171,000.00	173,472.38	101.45%
Capital Improvement & Outlay	60,600.00	11,475.59	18.94%
Other Expense & Reimbursements	0.00	435.00	
Expenses Total	3,328,535.00	3,108,988.92	96.78%
15 Human Resources			
Expenses			
Personal Services	194,872.00	183,342.69	94.08%
Contractual Services	55,724.00	40,089.87	71.94%
Commodities	16,500.00	6,089.50	36.91%
Expenses Total	267,096.00	229,522.06	85.93%

YTD BUDGET REPORT

Department	Adopted Budget	Actual Amount	% Rec'd / Used
16 Appraiser			
Revenue			
Reimbursements	3,000.00	9,253.67	308.46%
Revenue Total	3,000.00	9,253.67	308.46%
Expenses			
Personal Services	585,769.00	525,793.28	89.76%
Contractual Services	84,245.00	60,048.95	71.28%
Commodities	22,000.00	14,450.53	65.68%
Capital Improvement & Outlay	10,000.00	8,500.00	85.00%
Expenses Total	702,014.00	608,792.76	86.72%
17 Election			
Revenue			
Reimbursements	500.00	726.66	145.33%
Revenue Total	500.00	726.66	145.33%
Expenses			
Personal Services	116,540.00	106,953.80	91.77%
Contractual Services	185,775.00	125,145.78	67.36%
Commodities	14,800.00	8,372.68	56.57%
Capital Improvement & Outlay	4,000.00	1,375.55	34.39%
Transfers Out to Other Funds	58,296.00	0.00	0.00%
Expenses Total	379,411.00	241,847.81	63.74%
18 Information Technology			
Revenue			
Reimbursements	28,000.00	30,570.39	109.18%
Revenue Total	28,000.00	30,570.39	109.18%
Expenses			
Personal Services	397,680.00	349,420.79	87.86%
Contractual Services	267,875.00	261,847.25	97.75%
Commodities	5,000.00	3,664.58	73.29%
Capital Improvement & Outlay	13,000.00	9,416.58	72.44%
Expenses Total	683,555.00	624,349.20	91.34%
24 Auto Center			
Revenue			
Reimbursements	20,000.00	19,760.00	98.80%
Revenue Total	20,000.00	19,760.00	98.80%
Expenses			
Personal Services	124,390.00	125,059.61	100.54%
Contractual Services	14,667.00	13,310.43	90.75%
Commodities	9,695.00	7,636.04	78.76%
Capital Improvement & Outlay	6,000.00	561.52	9.36%
Expenses Total	154,752.00	146,567.60	94.71%

YTD BUDGET REPORT

Department	Adopted Budget	Actual Amount	% Rec'd / Used
REVENUE TOTALS	26,719,950.00	19,669,275.98	73.61%
EXPENSE TOTALS	26,425,652.00	16,618,762.29	62.89%
Fund 001 General Fund	294,298.00	3,050,513.69	

Beginning Fund Balance: 14,919,894.47

Ending Fund Balance: 17,970,408.16

YTD BUDGET REPORT

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used	
002 Dept of Aging				
Revenue				
Taxes	254,689.00	258,820.37	101.62%	
Licenses, Permits, and Fees	250.00	1.00	0.40%	
Reimbursements	192,025.00	15,361.77	8.00%	
Other	1,830,279.00	1,761,614.64	96.25%	
Revenue Total	2,277,243.00	2,035,797.78	89.40%	
Expenses				
Personal Services	1,147,398.00	1,126,250.79	98.16%	
Contractual Services	590,870.00	493,798.32	83.57%	
Commodities	282,150.00	137,206.25	48.63%	
Capital Improvement & Outlay	249,565.00	124,399.94	49.85%	
Other Expense & Reimbursements	425.00	(11.06)	-2.60%	
Expenses Total	2,270,408.00	1,881,644.24	82.88%	
	REVENUE TOTALS	2,277,243.00	2,035,797.78	89.40%
	EXPENSE TOTALS	2,270,408.00	1,881,644.24	82.88%
Fund 002-Dept of Aging Totals	6,835.00	154,153.54		
	Beginning Fund Balance:	763,137.16		
	Ending Fund Balance:	917,290.70		

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used	
003 Health				
Revenue				
Taxes	1,187,305.00	1,203,582.89	101.37%	
Licenses, Permits, and Fees	10,000.00	3,404.45	34.04%	
Reimbursements	850,000.00	1,206,895.46	141.99%	
Other	1,282,470.00	1,251,678.35	97.60%	
Revenue Total	3,329,775.00	3,665,561.15	110.08%	
Expenses				
Personal Services	2,445,944.00	2,555,039.98	104.46%	
Contractual Services	585,600.00	763,395.42	130.36%	
Commodities	261,700.00	230,915.03	88.24%	
Capital Improvement & Outlay	5,000.00	19,051.56	381.03%	
Other Expense & Reimbursements	0.00	(301.02)		
COVID CRF and ARPA Grant Expenditures	0.00	(85,889.06)		
Expenses Total	3,298,244.00	3,482,211.91	105.58%	
	REVENUE TOTALS	3,329,775.00	3,665,561.15	110.08%
	EXPENSE TOTALS	3,298,244.00	3,482,211.91	105.58%
Fund 003-Health Totals	31,531.00	183,349.24		
	Beginning Fund Balance:	1,358,836.24		
	Ending Fund Balance:	1,542,185.48		

YTD BUDGET REPORT

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used
004 Noxious Weed			
Revenue			
Taxes	63,951.00	64,435.61	100.76%
Reimbursements	25,000.00	0.00	0.00%
Other	42,703.00	20,500.26	48.01%
Revenue Total	131,654.00	84,935.87	64.51%
Expenses			
Personal Services	79,518.00	79,231.57	99.64%
Contractual Services	3,800.00	2,357.14	62.03%
Commodities	36,550.00	33,008.00	90.31%
Transfers Out to Other Funds	10,000.00	0.00	0.00%
Expenses Total	129,868.00	114,596.71	88.24%
REVENUE TOTALS	131,654.00	84,935.87	64.51%
EXPENSE TOTALS	129,868.00	114,596.71	88.24%
Fund 004-Nox Weed Totals	1,786.00	(29,660.84)	
Beginning Fund Balance:		57,791.63	
Ending Fund Balance:		28,130.79	

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used
006 Special Bridge Fund			
Revenue			
Taxes	969,095.00	996,958.75	102.88%
Reimbursements	1,200,000.00	328,561.31	27.38%
Other	605,368.00	0.00	0.00%
Revenue Total	2,774,463.00	1,325,520.06	47.78%
Expenses			
Contractual Services	1,725,000.00	119,349.12	6.92%
Commodities	350,000.00	0.00	0.00%
Capital Improvement & Outlay	675,000.00	0.00	0.00%
Other Expense & Reimbursements	0.00	176,240.00	
Expenses Total	2,750,000.00	295,589.12	10.75%
REVENUE TOTALS	2,774,463.00	1,325,520.06	47.78%
EXPENSE TOTALS	2,750,000.00	295,589.12	10.75%
Fund 006-Sp Bridge Totals	24,463.00	1,029,930.94	
Beginning Fund Balance:		2,937,495.13	
Ending Fund Balance:		3,967,426.07	

YTD BUDGET REPORT

As of 12/31/2021

Fund	Adopted Budget	Amt Received / Expended	% Rec'd / Used	
007 Public Works				
Revenue				
Taxes	4,963,448.00	5,017,029.47	101.08%	
Reimbursements	275,000.00	13,564.52	4.93%	
Other	1,411,995.00	1,776,045.71	125.78%	
Revenue Total	6,650,443.00	6,806,639.70	102.35%	
Expenses				
Personal Services	2,139,249.00	1,913,735.13	89.46%	
Contractual Services	307,550.00	179,416.66	58.52%	
Commodities	3,212,500.00	3,370,955.81	105.38%	
Capital Improvement & Outlay	557,500.00	515,126.49	92.40%	
Reserve for Cash Carryover & Contingencies	200,000.00	0.00	0.00%	
Transfers Out to Other Funds	100,000.00	0.00	0.00%	
Expenses Total	6,516,799.00	5,979,234.09	91.98%	
	REVENUE TOTALS	6,650,443.00	6,806,639.70	102.35%
	EXPENSE TOTALS	6,516,799.00	5,979,234.09	91.75%
Fund 007-Public Works	133,644.00	827,405.61		
	Beginning Fund Balance:	1,456,446.02		
	Ending Fund Balance:	2,283,851.63		

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used	
008 Solid Waste				
Revenue				
Reimbursements	20,000.00	381,693.25	1908.47%	
Other	9,307,597.00	5,180,075.91	55.65%	
Revenue Total	9,327,597.00	5,561,769.16	59.63%	
Expenses				
Personal Services	1,514,173.00	1,265,466.89	83.57%	
Contractual Services	1,174,450.00	767,545.24	66.06%	
Commodities	571,500.00	343,667.75	60.25%	
Capital Improvement & Outlay	1,003,000.00	795,523.95	79.31%	
Other Expense & Reimbursements	0.00	36.30		
Transfers Out to Other Funds	400,000.00	0.00	0.00%	
Reserve for Cash Carryover & Contingencies	4,074,707.00	0.00	0.00%	
Expenses Total	8,737,830.00	3,172,240.13	36.41%	
	REVENUE TOTALS	9,327,597.00	5,561,769.16	59.63%
	EXPENSE TOTALS	8,737,830.00	3,172,240.13	36.30%
Fund 008-Solid Waste	589,767.00	2,389,529.03		
	Beginning Fund Balance:	5,878,172.12		
	Ending Fund Balance:	8,267,701.15		

YTD BUDGET REPORT

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used	
009 Youth Shelter				
Revenue				
Reimbursements	1,168,995.00	1,407,927.38	120.44%	
Other	943,736.00	504,279.00	53.43%	
Revenue Total	2,112,731.00	1,912,206.38	90.51%	
Expenses				
Personal Services	1,696,194.00	1,506,394.58	88.81%	
Contractual Services	115,925.00	70,559.34	60.87%	
Commodities	53,100.00	24,811.63	46.73%	
Capital Improvement & Outlay	15,200.00	11,130.00	73.22%	
Other Expense & Reimbursements	132,312.00	81,137.34	61.32%	
Reserve for Cash Carryover & Contingencies	100,000.00	0.00	0.00%	
Expenses Total	2,112,731.00	1,694,032.89	80.18%	
	REVENUE TOTALS	2,112,731.00	1,912,206.38	90.51%
	EXPENSE TOTALS	2,112,731.00	1,694,032.89	80.18%
Fund 009-Youth Services	0.00	218,173.49		
	Beginning Fund Balance:	674,969.49		
	Ending Fund Balance:	893,142.98		

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used	
013 Solid Waste Reserve				
Revenue				
Other	5,800,782.00	0.00	0.00%	
Revenue Total	5,800,782.00	0.00	0.00%	
Expenses				
Contractual Services	355,000.00	152,578.23	42.98%	
Capital Improvement & Outlay	5,445,782.00	0.00	0.00%	
Expenses Total	5,800,782.00	152,578.23	2.63%	
	REVENUE TOTALS	5,800,782.00	0.00	0.00%
	EXPENSE TOTALS	5,800,782.00	152,578.23	2.63%
Fund 013-Solid Waste Reserve	0.00	(152,578.23)		
	Beginning Fund Balance:	5,635,294.76		
	Ending Fund Balance:	5,482,716.53		

YTD BUDGET REPORT

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used	
015 Employee Benefits				
Revenue				
Taxes	6,620,542.00	6,756,995.63	102.06%	
Reimbursements	1,350,000.00	1,460,277.71	108.17%	
Other	3,515,184.00	0.00	0.00%	
Revenue Total	11,485,726.00	8,217,273.34	71.54%	
Expenses				
Personal Services	3,803,000.00	3,589,368.35	94.38%	
Contractual Services	5,000.00	54,733.00	1094.66%	
Capital Improvement & Outlay	1,700,000.00	0.00	0.00%	
Other Expense & Reimbursements	4,000.00	181.96	4.55%	
Transfers Out to Other Funds	5,000,000.00	4,350,380.00	87.01%	
Reserve for Cash Carryover & Contingencies	800,000.00	0.00	0.00%	
COVID CRF and ARPA Grant Expenditures	0.00	(36,563.52)		
Expenses Total	11,312,000.00	7,958,099.79	70.35%	
	REVENUE TOTALS	11,485,726.00	8,217,273.34	71.54%
	EXPENSE TOTALS	11,312,000.00	7,958,099.79	70.35%
Fund 015-Employee Benefits	173,726.00	259,173.55		
	Beginning Fund Balance:	4,783,260.34		
	Ending Fund Balance:	5,042,433.89		

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used	
017 Training & Evaluation Center				
Revenue				
Taxes	512,789.00	522,426.58	101.88%	
Other	10,772.00	0.00	0.00%	
Revenue Total	523,561.00	522,426.58	99.78%	
Expenses				
Contractual Services	510,000.00	510,000.00	100.00%	
Expenses Total	510,000.00	510,000.00	100.00%	
	REVENUE TOTALS	523,561.00	522,426.58	99.78%
	EXPENSE TOTALS	510,000.00	510,000.00	100.00%
Fund 017-Training & Evaluation Center	13,561.00	12,426.58		
	Beginning Fund Balance:	25,859.08		
	Ending Fund Balance:	38,285.66		

YTD BUDGET REPORT

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used
018 Mental Health			
Revenue			
Taxes	455,382.00	462,561.51	101.58%
Other	8,740.00	0.00	0.00%
Revenue Total	464,122.00	462,561.51	99.66%
Expenses			
Contractual Services	452,025.00	452,025.00	100.00%
Expenses Total	452,025.00	452,025.00	100.00%
	REVENUE TOTALS	464,122.00	99.66%
	EXPENSE TOTALS	452,025.00	100.00%
Fund 018-Mental Health	12,097.00	10,536.51	
	Beginning Fund Balance:	21,290.55	
	Ending Fund Balance:	31,827.06	

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used
029 Special Park & Recreation			
Revenue			
Taxes	10,269.00	18,151.05	176.76%
Other	139.00	0.00	0.00%
Revenue Total	10,408.00	18,151.05	174.40%
Expenses			
Contractual Services	10,269.00	10,269.00	100.00%
Other Expense & Reimbursements	139.00	0.00	0.00%
Expenses Total	10,408.00	10,269.00	98.66%
	REVENUE TOTALS	10,408.00	174.40%
	EXPENSE TOTALS	10,408.00	98.66%
Fund 029 Special Park & Recreation	0.00	7,882.05	
	Beginning Fund Balance:	4,409.37	
	Ending Fund Balance:	12,291.42	

YTD BUDGET REPORT

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used
030 Special Alcohol & Drug			
Revenue			
Taxes	10,269.00	19,959.59	194.37%
Other	17,117.00	0.00	0.00%
Revenue Total	27,386.00	19,959.59	72.88%
Expenses			
Contractual Services	10,000.00	10,000.00	100.00%
Reserve for Cash Carryover & Contingencies	17,386.00	0.00	0.00%
Expenses Total	27,386.00	10,000.00	36.52%
REVENUE TOTALS	27,386.00	19,959.59	72.88%
EXPENSE TOTALS	27,386.00	10,000.00	36.52%
Fund 030 Special Alcohol & Drug	0.00	9,959.59	
Beginning Fund Balance:		17,146.87	
Ending Fund Balance:		27,106.46	

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used
083 County Bond & Interest			
Revenue			
Taxes	318,076.00	328,629.57	103.32%
Other	220,079.00	54,148.85	24.60%
Revenue Total	538,155.00	382,778.42	71.13%
Expenses			
Contractual Services	379,756.00	374,441.00	98.60%
Other Expense & Reimbursements	0.00	1,000.00	
Reserve for Cash Carryover & Contingencies	150,000.00	0.00	0.00%
Expenses Total	529,756.00	375,441.00	70.87%
REVENUE TOTALS	538,155.00	382,778.42	71.13%
EXPENSE TOTALS	529,756.00	375,441.00	70.87%
Fund 083 County Bond & Interest	8,399.00	7,337.42	
Beginning Fund Balance:		142,252.49	
Ending Fund Balance:		149,589.91	

YTD BUDGET REPORT

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used
085 Noxious Weed/Capital Outlay			
Revenue			
Other	109,776.00	0.00	0.00%
Revenue Total	109,776.00	0.00	0.00%
Expenses			
Capital Improvement & Outlay	109,776.00	0.00	0.00%
Expenses Total	109,776.00	0.00	0.00%
REVENUE TOTALS	109,776.00	0.00	0.00%
EXPENSE TOTALS	109,776.00	0.00	0.00%
Fund 085 Noxious Weed Capital Outlay	0.00	0.00	
Beginning Fund Balance:		89,776.58	
Ending Fund Balance:		89,776.58	

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used
086 Health/Capital Outlay			
Revenue			
Other	336,041.00	0.00	0.00%
Revenue Total	336,041.00	0.00	0.00%
Expenses			
Capital Improvement & Outlay	336,041.00	50,427.56	15.01%
Expenses Total	336,041.00	50,427.56	15.01%
REVENUE TOTALS	336,041.00	0.00	0.00%
EXPENSE TOTALS	336,041.00	50,427.56	15.01%
Fund 086 Health Capital Outlay	0.00	(50,427.56)	
Beginning Fund Balance:		378,479.84	
Ending Fund Balance:		328,052.28	

YTD BUDGET REPORT

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used	
087 Historical Museum				
Revenue				
Taxes	185,831.00	189,152.40	101.79%	
Other	4,071.00	0.00	0.00%	
Revenue Total	189,902.00	189,152.40	99.61%	
Expenses				
Contractual Services	185,000.00	185,000.00	100.00%	
Expenses Total	185,000.00	185,000.00	100.00%	
	REVENUE TOTALS	189,902.00	189,152.40	99.61%
	EXPENSE TOTALS	185,000.00	185,000.00	100.00%
Fund 087 Historical Museum	4,902.00	4,152.40		
	Beginning Fund Balance:	4,719.53		
	Ending Fund Balance:	8,871.93		

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used	
093 Special Equipment Fund				
Revenue				
Taxes	218,341.00	221,380.14	101.39%	
Reimbursements	124,605.00	130,289.13	104.56%	
Other	668,343.00	0.00	0.00%	
Revenue Total	1,011,289.00	351,669.27	34.77%	
Expenses				
Capital Improvement & Outlay	910,500.00	246,173.89	27.04%	
Reserve for Cash Carryover & Contingencies	95,000.00	0.00	0.00%	
Expenses Total	1,005,500.00	246,173.89	24.48%	
	REVENUE TOTALS	1,011,289.00	351,669.27	34.77%
	EXPENSE TOTALS	1,005,500.00	246,173.89	24.48%
Fund 093 Special Equipment Fund	5,789.00	105,495.38		
	Beginning Fund	684,312.89		
	Ending Fund Balance:	789,808.27		

YTD BUDGET REPORT

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used
094 Special Road Fund			
Revenue			
Taxes	685,941.00	697,305.36	101.66%
Reimbursements	0.00	3,521.73	
Other	87,211.00	0.00	0.00%
Revenue Total	773,152.00	700,827.09	90.65%
Expenses			
Capital Improvement & Outlay	755,000.00	0.00	0.00%
Contractual Services	0.00	3,521.63	
Expenses Total	755,000.00	3,521.63	0.47%
REVENUE TOTALS	773,152.00	700,827.09	90.65%
EXPENSE TOTALS	755,000.00	3,521.63	0.47%
Fund 094 Special Road Fund	18,152.00	697,305.46	
	Beginning Fund Balance:	681,589.21	
	Ending Fund Balance:	1,378,894.67	

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used
098 Capital Improvement Program			
Revenue			
Taxes	646,272.00	662,461.05	102.50%
Other	432,224.00	0.00	0.00%
Revenue Total	1,078,496.00	662,461.05	61.42%
Expenses			
Capital Improvement & Outlay	812,000.00	461,569.19	56.84%
Reserve for Cash Carryover & Contingencies	250,000.00	0.00	0.00%
Expenses Total	1,062,000.00	461,569.19	43.46%
REVENUE TOTALS	1,078,496.00	662,461.05	61.42%
EXPENSE TOTALS	1,062,000.00	461,569.19	43.46%
Fund 098 Capital Improvement Program	16,496.00	200,891.86	
	Beginning Fund Balance:	482,206.01	
	Ending Fund Balance:	683,097.87	

YTD BUDGET REPORT

As of 12/31/2021

Fund	Adopted Budget	Actual Amount	% Rec'd / Used	
180 Internal Services				
Revenue				
Reimbursements	678,000.00	478,333.64	70.55%	
Other	71,568.00	0.00	0.00%	
Revenue Total	749,568.00	478,333.64	0.64	
Expenses				
Commodities	678,000.00	486,758.34	0.72	
Reserve for Cash Carryover & Contingencies	71,568.00	0.00	0.00%	
Expenses Total	749,568.00	486,758.34	0.65	
	REVENUE TOTALS	749,568.00	478,333.64	63.81%
	EXPENSE TOTALS	749,568.00	486,758.34	64.94%
Fund 180 Internal Services	0.00	(8,424.70)		
	Beginning Fund Balance:	112,489.42		
	Ending Fund Balance:	104,064.72		



AGENDA ITEM

AGENDA ITEM #XI.A

AGENDA DATE: January 11, 2022

PRESENTED BY: Board of County Commissioners

AGENDA TOPIC:
Reorganization of the Board of County Commissioners

SUMMARY & BACKGROUND OF TOPIC:

K.S.A 19-219 states that the organization of the board shall be done on the second Monday in January of each year, or within thirty (30) days thereafter, and organize by electing one of their number chairman for a term of one (1) year who shall preside at the meeting and at all other meetings during such year, if present; but in case of the chairman's absence, a temporary chairman may be elected from the members present.

ALL OPTIONS:

Elect a Chairperson and Vice-chair.

Table until a future meeting date (not to exceed 30 days beyond January 10, 2022).

RECOMMENDATION / REQUEST:

Appoint a board member as Chairperson and appoint another board member as Vice-Chair