

**REGULAR SESSION**

Ron Sellers  
District 1  
Vice-Chair

Ron Hirst  
District 2  
Member

Daniel P. Friesen  
District 3  
Chair

**Courthouse**  
206 W. 1st Avenue  
Hutchinson, KS 67501

**A G E N D A**

**Reno County Annex Conference Room  
125 W. 1st Avenue, Hutchinson  
Tuesday, June 14, 2022, 9:00AM**

1. **Call to Order**
2. **Pledge of Allegiance to the American Flag and Prayer**
3. **Welcome and Announcements by Commission Chair**
4. **Public Comment on Items not on the Agenda**  
*Please come forward to the podium, state your name and address and limit your remarks to not more than 5 minutes per item.*
5. **Determine Additions or Revisions to the Agenda**
6. **Consent Agenda**
  - 6.A Vouchers (bills or payments owed by the county or related taxing units).
  - 6.B [Added, Abated and Escaped Taxation change orders numbered](#) 2022-427, 581, and 587
  - 6.C [Kansas Department of Corrections grant conditions approval for the risk assessment quality assurance project for Community Corrections.](#) The grant is for \$73,000 to contract with Community Solutions, Inc. for two years to provide evaluation and coaching for supervision staff.
  - 6.D [Set a date of Thursday, August 11th, 2022 at 9:00 a.m. for County Canvass of the 2022 Primary Election.](#)
  - 6.E [Set a date of Thursday, November 17th, 2022 at 9:00 a.m. for County Canvass of the 2022 General Election.](#)
  - 6.F [Renew application for a Cereal Malt Beverage License for O'Brien's Marina LLC for Off Premises sells in the amount of \\$75.00](#)
  - 6.G [Renew application for a Cereal Malt Beverage License for O'Brien's Marina LLC for On Premises sells in the amount of \\$125.00](#)
7. **Business Items**
  - 7.A [American Rescue Plan Act \(ARPA\) Summary of Requests](#)
  - 7.B [City-County Agreements \(Law Enforcement Matters and Emergency Communications\)](#)
  - 7.C [2023 Budget Update](#)
  - 7.D [Proposal to purchase ClearGov for budgeting management software suite at a cost of \\$9,275 for 2022; and then \\$26,400 annually beginning January 1, 2023.](#)

- 8. County Administrator Report**
  - 8.A [Discussion of Board Appointment Process](#)
  - 8.B [Financial Report](#)
  - 8.C [Monthly Department Reports](#)
- 9. County Commission Report/Comments**
- 10. Adjournment**



## **AGENDA ITEM**

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

**AGENDA DATE:** June 14, 2022

**PRESENTED BY:** Jenna Fager

**AGENDA TOPIC:**

Added, Abated and Escaped Taxation change orders numbered 2022-427, 581, and 587

**SUMMARY & BACKGROUND OF TOPIC:**

N/A

**ALL OPTIONS:**

Approve

**RECOMMENDATION / REQUEST:**

Commission to approve changes

**POLICY / FISCAL IMPACT:**

N/A

**TAX ROLL CORRECTION - OIL**  
AAELT012

Tax Year:  
2021

Printed by / Date Time  
jenna.fager 5/31/2022 3:16:35PM

TaxPayer ZULL00001  
ZU LLC  
WHITEHAIR, GREG  
108 W 34TH  
HAYS, KS 67601

System Control # 2022000427  
County Control # 2022000427  
CAMA # 213-06-0-00-003-00-0-0  
TU 248 SYLVIA TOWNSHIP / USD 310  
Quick Ref.

Tax Year 2021  
Lease # O78193  
ZENITH WATERFLOOD UNIT 23  
Interest 0.80031250  
Interest Type WK

APPRaiser SECTION (Value) May 19 2022 10:04AM Shayna Johnson Approved

Assessed Prior To Correction:

Assessed After Correction:

Penalty %			Penalty %			
0.00			0.00			
Value	Penalty	Total	Value	Penalty	Total	Net Change
15,003	0	15,003	1,932	0	1,932	-13,071

Comment: CORRECTING THE PERCENTAGE THAT RENO COUNTY VALUES ON THIS LEASE.

CLERK SECTION (Tax) May 31 2022 3:16PM Jenna Fager Order to Print

Tax Prior To Correction:

Tax After Correction:

Levy	168.66500	Gen Tax	2,530.48	Levy	168.66500	Gen Tax	325.86	Net Change
								-2204.62

Comment:

TREASURER SECTION (Summary)

Net Change in Assessed Value	-13,071	Type of Correction	<u>Abate</u>
Applicable Mill Levy	168.66500	Correction Code	<u>CL</u>
Net Change in Total Tax Dollars	-2204.62	Tax Statement #	<u>502750</u>
Refund Amount	0.00	Comments	<u>CORRECTING THE PERCENTAGE THAT RENO COUNTY VALUES ON THIS LEASE.</u>

Comment:

By order of the Board of County Commissioners of RENO COUNTY, Kansas. \_\_\_\_\_ (Date)

Approved by Commission: \_\_\_\_\_

Attest by County Clerk: \_\_\_\_\_

**TAX ROLL CORRECTION - OIL**  
AAELT012

Tax Year:  
2020

Printed by / Date Time  
jenna.fager 5/31/2022 3:16:35PM

TaxPayer ZULL00001  
ZU LLC  
WHITEHAIR, GREG  
108 W 34TH  
HAYS, KS 67601

System Control # 2022000581  
County Control # 2022000581  
CAMA # 213-06-0-00-003-00-0-0  
TU 248 SYLVIA TOWNSHIP / USD 310  
Quick Ref.

Tax Year 2020  
Lease # O78193  
ZENITH WATERFLOOD UNIT 23  
Interest 0.80031250  
Interest Type WK

Check Payable to: ZU LLC

APPRaiser SECTION (Value) May 19 2022 10:05AM Shayna Johnson Approved

Assessed Prior To Correction:

Assessed After Correction:

			Penalty %						
			50.00						
Value	Penalty	Total	Value	Penalty	Total	Value	Penalty	Total	Net Change
21,782	10,891	32,673	1,932	966	2,898				-29,775
<hr/>			<hr/>			<hr/>			<hr/>

Comment: CORRECTING THE PERCENTAGE THAT RENO COUNTY VALUES ON THIS LEASE.

CLERK SECTION (Tax) May 31 2022 3:16PM Jenna Fager Order to Print

Tax Prior To Correction:

Tax After Correction:

Levy	160.34200	Gen Tax	3,667.20	Levy	160.34200	Gen Tax	464.68	Net Change	
<hr/>			<hr/>			<hr/>			<hr/>

Comment:

TREASURER SECTION (Summary)

Net Change in Assessed Value	<u>-29,775</u>	Type of Correction	<u>Abate</u>
Applicable Mill Levy	<u>160.34200</u>	Correction Code	<u>CL</u>
Net Change in Total Tax Dollars	<u>-3202.52</u>	Tax Statement #	<u>502771</u>
Refund Amount	<u>1,852.14</u>	Comments	<u>CORRECTING THE PERCENTAGE THAT RENO COUNTY VALUES ON THIS LEASE.</u>

Comment:

By order of the Board of County Commissioners of RENO COUNTY, Kansas. \_\_\_\_\_ (Date)

Approved by Commission: \_\_\_\_\_

Attest by County Clerk: \_\_\_\_\_

Tax Year: 2021

TAX ROLL CORRECTION - PERSONAL PROPERTY  
AAELT013

Printed by / Date Time  
jenna.fager 5/31/2022 3:17:34PM

TaxPayer HOWD00002

System Control # 2022000587

Tax Year 2021

HOWDESHELL, WAYNE

User Control # 2022000587

Doc # 252180

1718 N ATHENIAN AVE

Cama # 022-10-0-00-05-002-00-0-

Quick Ref. R1229

WICHITA, KS 67203

Tax Unit 42 MEDORA TOWNSHIP / USD 313

Property Location 8502 N TOBACCO RD - HUTCHINSON, KS 67502

APPRAISER SECTION (Value)

May 20 2022 3:05PM Shayna Johnson Approved

Appraised Prior To Correction:

Appraised After Correction:

Value Penalty %  
1,018 50.00

Value Penalty %  
608 50.00

Net Change  
-410

Non-Watercraft Assessed Prior To Correction:

Non-Watercraft Assessed After Correction:

Value Penalty Total  
229 115 344

Value Penalty Total  
182 91 273

Net Change  
-71

Watercraft Only Assessed Prior To Correction:

Watercraft Only Assessed After To Correction:

0 0 0

0 0 0

Net Change  
0

Exempt Value: 0

Exempt Value: 0

Net Change  
0

Comment: 1970 HOLIDAY RAMBLER CAMPER WAS ABANDONED SEVERAL YEARS AGO AND MONA KREVINS (PRESIDENT) CONFIRMED I

CLERK SECTION (Tax)

May 31 2022 3:17PM Jenna Fager Order to Pr

Tax Prior To Correction:

Tax After Correction:

Levy 158.058000 Gen Tax 54.40  
SB41 \$ 0.94  
Exempt Tax Dollars ..... 53.46

Levy Gen Tax 43.16  
SB41 \$ 0.00  
Exempt Tax Dollars ..... 43.16

Net Change  
-11.24  
0.94  
-10.30

Comment:

TREASURER SECTION (Summary)

Net Change in Assessed Value -71  
Mill Levy 158.058000

Type of Correction Abate  
Correction Code CL  
Tax Statement # 203847

Net Change in Levied Tax Dollars -11.24  
Net Change in Exempt Tax Dollars 0.94  
Net Change in Total Tax Dollars -10.30  
Refund Amount 0.00

Comments 1970 HOLIDAY RAMBLER CAMPER WAS ABANDONED SEVERAL YEARS AGO AND MONA KREVINS (PRESIDENT) CONFIRMED ITS GONE.

Comment:

By order of the Board of County Commissioners (RENO COUNTY), Kansas.

(Per K.S.A. 79-1475, 79-1701, 79-1701a, and 79-1702)

(Date)

Approved by Commission: \_\_\_\_\_

Attest by County Clerk: \_\_\_\_\_



## AGENDA ITEM

## AGENDA ITEM #6.C

**AGENDA DATE:** June 14, 2022

**PRESENTED BY:** Randy Regehr

**AGENDA TOPIC:**

Kansas Department of Corrections grant conditions approval for the risk assessment quality assurance project for Community Corrections. The grant is for \$73,000 to contract with Community Solutions, Inc. for two years to provide evaluation and coaching for supervision staff.

**SUMMARY & BACKGROUND OF TOPIC:**

The Kansas Department of Corrections has provided a grant of \$73,000 to Community Corrections to contract with Community Solutions, Inc. for a two year project. The grant will pay for the evaluation and coaching of supervision staff focusing on risk assessments.

**RECOMMENDATION / REQUEST:**

Approval of the grant conditions.

**POLICY / FISCAL IMPACT:**

The grant is for \$73,000 and does not require any local match.

## Unexpended Funds Grant Award Conditions

Agency			
Name: Reno County Community Corrections			
Address: 115 W. 1st Ave.	City: Hutchinson	State: KS	Zip Code: 67501
Telephone: 620-232-7540			
Host County: Reno			
Agency Director			
Name: Randy Regehr		Title: Director	
Address (if different from agency):		Telephone: 620-665-7042	
		Cell Phone:	
		Email: randy.regehr@renogov.org	
Grant Award			
Award Amount: \$73,000			
Award Period: July 1, 2022 through June 30, 2024			

My signature below certifies acceptance of state grant funds awarded by the KDOC and further indicates that as the "Grantee" I acknowledge and agree to comply with all the conditions outlined below:

1. This grant award will be utilized solely to secure quality assurance services from Community Solutions, Inc. (CSI) located at 340 West Newberry Road, Bloomfield, CT 06002.
  - The quality assurance services provided by CSI shall be for the purpose of auditing LSCMI, WRNA and YLS/CMI assessments conducted by intensive supervision officers of the Reno County Community Corrections (RN Co CC) program.
  - The agreement/contract between RN Co CC and CSI shall include the following provisions:
    - The cost of quality assurance services provided shall not exceed \$73,000.
    - The quality assurance services shall be provided during a period not to exceed two-years, commencing July 1, 2022.
    - Project reports shall be provided by CSI on no less than a quarterly basis during the period of the project.
2. Provide an electronic copy of the signed agreement/contract between RN Co CC and CSI to KDOC within five (5) business days of its execution date.
3. Provide copies of all project reports to KDOC within five (5) business days of receipt from CSI.
4. Assume the authority and responsibility of funds received through KDOC and ensure compliance with all applicable Federal and State laws, Regulations and KDOC Financial Rules, Guidelines and Reporting Instructions. Any and all costs associated with non-compliance under this section shall be the responsibility of the Host County.
5. Maintain books, records documents and other evidence in a manner that accurately reflects receipts and expenditures funded by this grant.
6. Maintain records and submit reports containing such information and at such times as required by KDOC.
7. Comply with KDOC Community Corrections standards, policies, and procedures.
8. Follow all applicable state and federal laws related to confidentiality of client information. This provision is not intended to hinder the sharing of information where necessary to effect delivery of services when undertaken in compliance with applicable laws.
9. If any provision of this grant violates any statute or rule of law of the State of Kansas, it is considered modified to conform to that statute or rule of law.
10. Neither assume nor accept any liability for the actions or failures to act, either professionally or otherwise, of KDOC, its employees and/or its contractual agents.



Unexpended Funds Grant Award Conditions

11. Not consider employees or agents of the Grantee as agents or employees of KDOC.
12. Submit problems or issues regarding the terms of this grant in writing to the KDOC Deputy Secretary of Juvenile and Adult Community Based Services for final review and resolution.

---

Agency Director

Date

---

Advisory/Governing Board Chairperson

Date

Address: 206 West 1<sup>st</sup>, Hutchinson, KS 67501

Phone: 620-694-2953 Fax: 620-694-2948 Email: [joseph.mccarville@renogov.org](mailto:joseph.mccarville@renogov.org)

---

Board of County Commissioners Chairperson (Host County Only)

Date

Address: 206 West 1<sup>st</sup>, Hutchinson, KS 67501

Phone: 620-694-2929 Fax: 620-694-2928 Email: [Daniel.friesen@renogov.org](mailto:Daniel.friesen@renogov.org)

County: Reno



## AGENDA ITEM

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

**AGENDA DATE:** June 14, 2022

**PRESENTED BY:** Jenna Fager, Deputy County Clerk

**AGENDA TOPIC:**

Set a date of Thursday, August 11th, 2022 at 9:00 a.m. for County Canvass of the 2022 Primary Election.

**SUMMARY & BACKGROUND OF TOPIC:**

As per K.S.A. 25-3104, The county election officer shall present the original returns, together with the ballots, books and any other records of the election, for the purpose of canvass, to the county board of canvassers at any time between 8 a.m. and 10 a.m. on the Monday next following any election held on a Tuesday, except that the county election officer may move the canvass to any business day not later than 13 days following any election.

**ALL OPTIONS:**

BOCC to approve setting a date of Thursday, August 11th, 2022 at 9:00 a.m. to Canvass the August 2nd, 2022 Primary Election. The Clerks Office requests the Canvassing take place on Thursday, August 11th, 2022 in the Reno County Annex Conference Room.

If the recommended date and time is a schedule conflict the alternate date for canvassing would be Friday, August 12th, 2022 for the Primary Election at 9:00 a.m., at the Reno County Annex Conference Room.

**RECOMMENDATION / REQUEST:**

BOCC to approve setting a date of Thursday, August 11th, 2022 at 9:00 a.m. to Canvass the August 2nd, 2022 Primary Election. The Clerks Office requests the Canvassing take place on Thursday, August 11th, 2022 in the Reno County Annex Conference Room.

**POLICY / FISCAL IMPACT:**

None



## AGENDA ITEM

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

**AGENDA DATE:** June 14, 2022

**PRESENTED BY:** Jenna Fager, Deputy County Clerk

**AGENDA TOPIC:**

Set a date of Thursday, November 17th, 2022 at 9:00 a.m. for County Canvass of the 2022 General Election.

**SUMMARY & BACKGROUND OF TOPIC:**

As per K.S.A. 25-3104, The county election officer shall present the original returns, together with the ballots, books and any other records of the election, for the purpose of canvass, to the county board of canvassers at any time between 8 a.m. and 10 a.m. on the Monday next following any election held on a Tuesday, except that the county election officer may move the canvass to any business day not later than 13 days following any election.

**ALL OPTIONS:**

BOCC to approve setting a date of Thursday, November 17th, 2022 at 9:00 a.m. to Canvass the November 8th, 2022 General Election. The Clerks Office requests the Canvassing take place on Thursday, November 17th, 2022 in the Reno County Annex Conference Room.

If the recommended date and time is a schedule conflict the alternate date for canvassing would be Friday, November 18th, 2022 for the General Election at 9:00 a.m., at the Reno County Annex Conference Room.

**RECOMMENDATION / REQUEST:**

BOCC to approve setting a date of Thursday, November 17th, 2022 at 9:00 a.m. to Canvass the November 8th, 2022 General Election. The Clerks Office requests the Canvassing take place on Thursday, November 17th, 2022 in the Reno County Annex Conference Room.

**POLICY / FISCAL IMPACT:**

None



## AGENDA ITEM

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

**AGENDA DATE:** June 14, 2022

**PRESENTED BY:** Valorie Garcia-Accounts Payables Clerk

**AGENDA TOPIC:**

Renew application for a Cereal Malt Beverage License for O'Brien's Marina LLC for Off Premises sells in the amount of \$75.00

**SUMMARY & BACKGROUND OF TOPIC:**

O'Brien's Marina LLC renew their license every year

**ALL OPTIONS:**

Approve the application

**RECOMMENDATION / REQUEST:**

I recommend approval for the Cereal Malt Beverage License

**POLICY / FISCAL IMPACT:**

The County General Fund 001-00-4300-001 will receive revenue in the amount of \$75.00 from O'Brien's Marina LLC for the CMB license application

# CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGE

(This form has been prepared by the Attorney General's Office)

Place on  
City/County

139345

City or  County of Reno

## SECTION 1 – LICENSE TYPE

Check One:  New License  Renew License  Special Event Permit

Check One:

- License to sell cereal malt beverages for consumption on the premises.  
 License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.

## SECTION 2 – APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 004-821324575F-01

I have registered as an Alcohol Dealer with the TTB.  Yes (required for new application)

Name of Corporation <p style="text-align: center;">O'Brien's Marina LLC</p>		FEIN <p style="text-align: center;">82-1324575</p>	
Corporation Street Address <p style="text-align: center;">9912 S Titan Rd</p>		Corporation City <p style="text-align: center;">Cheney</p>	State <p style="text-align: center;">KS</p>
		Zip Code <p style="text-align: center;">67025</p>	
Date of Incorporation <p style="text-align: center;">04/26/2017</p>		Articles of Incorporation are on file with the Secretary of State. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Resident Agent Name <p style="text-align: center;">Kevin and Stephanie O'Brien</p>		Phone No. <p style="text-align: center;">316-570-4136</p>	
Residence Street Address <p style="text-align: center;">34800 W 15th St S</p>		City <p style="text-align: center;">Cheney</p>	State <p style="text-align: center;">KS</p>
		Zip Code <p style="text-align: center;">67025</p>	

## SECTION 3 – LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name <p style="text-align: center;">O'Brien's Marina LLC</p>	Name <p style="text-align: center;">O'Brien's Marina LLC</p>
Business Location Address <p style="text-align: center;">9912 S Titan Rd</p>	Address <p style="text-align: center;">PO Box 180</p>
City <p style="text-align: center;">Cheney</p>	City <p style="text-align: center;">Cheney</p>
State <p style="text-align: center;">KS</p>	State <p style="text-align: center;">KS</p>
Zip <p style="text-align: center;">67025</p>	Zip <p style="text-align: center;">67025</p>
Email Address(s) Please separate values with a comma. <p style="text-align: center;">Obriensmarina@gmail.com</p>	
Business Phone No. <p style="text-align: center;">316-570-4136</p>	<input type="checkbox"/> Applicant owns the proposed business location. <input checked="" type="checkbox"/> Applicant does not own the proposed business location.
Business Location Owner Name(s) <p style="text-align: center;">Stephanie and Kevin O'Brien</p>	

## SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK

List each person and their spouse\*, if applicable. Attach additional pages if necessary.

Name <p style="text-align: center;">Kevin O'Brine</p>	Position <p style="text-align: center;">Manager</p>	Date of Birth <p style="text-align: center;">01-12-1958</p>
Residence Street Address <p style="text-align: center;">34800 W 15th St S</p>	City <p style="text-align: center;">Cheney</p>	State <p style="text-align: center;">KS</p>
	Zip Code <p style="text-align: center;">67025</p>	
Spouse Name	Position	Date of Birth
Residence Street Address	City	State
	Zip Code	
Name <p style="text-align: center;">Stephanie O'Brien</p>	Position <p style="text-align: center;">Manager</p>	Date of Birth <p style="text-align: center;">06-30-1974</p>
Residence Street Address <p style="text-align: center;">34800 W 15th St S</p>	City <p style="text-align: center;">Cheney</p>	State <p style="text-align: center;">KS</p>
	Zip Code <p style="text-align: center;">67025</p>	
Spouse Name	Position	Age
Residence Street Address	City	State
	Zip Code	
Name	Position	Date of Birth
Residence Street Address	City	State
	Zip Code	
Spouse Name	Position	Age
Residence Street Address	City	State
	Zip Code	

FILED  
MAY 18 2022  
Donna Patton  
COUNTY CLERK

<b>SECTION 5 – MANAGER OR AGENT INFORMATION</b>		
My place of business or special event will be conducted by a manager or agent.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, provide the following:		
Manager/Agent Name	Phone No.	Date of Birth
Residence Street Address	City and State	Zip Code
<b>Manager or Agent Spousal Information*</b>		
Spouse Name	Phone No.	Date of Birth
Residence Street Address	City and State	Zip Code
<b>SECTION 6 – QUALIFICATIONS FOR LICENSURE</b>		
Applies to each partner or member of a firm or association AND their spouses*. Enter lowest residency length number**.		
Are all persons identified in Sections 4 & 5 Citizens of the United States*?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is the person identified in Section 5 currently a resident of Kansas*?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
All persons identified in Sections 4 & 5 are at least 21 years old*?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
All persons in Sections 4 & 5 have been a Kansas resident for at least _____ years prior to submitting this application.**		
Within 2 years immediately preceding the date of this application, have any persons identified in Sections 4 & 5 been convicted of, released from incarceration for or released from probation or parole for any of the following crimes*: (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Does the partnership, firm or association have a manager, officer, director or stockholder owning in the aggregate more than 25% of the stock of a corporation that has had any license issued pursuant to the Kansas Liquor Control Act, Kansas Club and Drinking Establishment Act or Kansas Cereal Malt Beverage Act, revoked for a violation of such acts?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Has the spouse of any partner or member ever been convicted of any of the crimes identified in Section 6 during the time the partner or member held a CMB license?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>SECTION 7 – DURATION OF SPECIAL EVENT</b>		
Start Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
End Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM

Proceed to Section 8 on the next page.

**SECTION 8 – LICENSED PREMISE**

In the space below, draw the area you wish to sell or deliver CMB. Include entrances, exits and storage areas. Do not include areas you do not wish to license. If you wish to attach a drawing, check the box:  8 1/2" by 11" drawing attached.



I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)

SIGNATURE *Kevin O'Brien* DATE 5-17-22

FOR CITY/COUNTY OFFICE USE ONLY:

License Fee Received Amount \$ \_\_\_\_\_ Date \_\_\_\_\_  
(\$25 - \$50 for Off-Premise license or \$25-200 On-Premise license)

\$25 CMB Stamp Fee Received Date \_\_\_\_\_

Background Investigation       Completed Date \_\_\_\_\_       Qualified       Disqualified

Verified applicant has registered with the TTB as an Alcohol Dealer

New License Approved      Valid From Date \_\_\_\_\_ to \_\_\_\_\_      By: \_\_\_\_\_

License Renewed      Valid From Date \_\_\_\_\_ to \_\_\_\_\_      By: \_\_\_\_\_

Special Event Permit Approved      Valid From Date \_\_\_\_\_ to \_\_\_\_\_      By: \_\_\_\_\_

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR MONTHLY REPORT (ABC-307) TO THE ALCOHOLIC BEVERAGE CONTROL, 109 SW 9TH ST, 5TH FLOOR, PO BOX 3506, TOPEKA, KS 66601.

\* Applicant's spouse is not required to meet citizenship or age requirements. If renewal application, applicant's spouse is not required to meet the no criminal history requirement. K.S.A. 41-2703(b)(9)

**Clear Form**

KEEP THIS LICENSE POSTED CONSPICUOUSLY AT ALL TIMES

Fee: \$ 75.00

RETAIL

No. 007

DEALER'S

2022

LICENSE

TO ALL WHOM IT MAY CONCERN:

License is here by granted to O'BRIENS MARINA LLC to sell at retail.

CEREAL MALT BEVERAGES

FOR SALE IN ORIGINAL UNOPENED CONTAINERS AND NOT FOR CONSUMPTION ON PREMISES

at 9912 S TITAN RD CHENEY, KS 67025

(Give exact location, with street number, if any.)

in the Township of SUMNER in RENO County, Kansas  
Application therefor, on file in the Office of the County Clerk of said County, having been approved by the  
Governing body of said Township, as provided by the Laws of Kansas, and the regulations of the Board of  
County Commissioners.

This License will expire JUNE 21, 2023, unless sooner revoked, is not transferable,  
Nor will any refund of the fee be allowed thereon.

Done by the Board of County Commissioners of RENO County, Kansas,

(SEAL) this 14TH day of JUNE, 2022

Attest: \_\_\_\_\_  
County Clerk Chairman





## AGENDA ITEM

## **AGENDA ITEM #6.G**

**AGENDA DATE:** June 14, 2022

**PRESENTED BY:** Valorie Garcia-Accounts Payables Clerk

**AGENDA TOPIC:**

Renew application for a Cereal Malt Beverage License for O'Brien's Marina LLC for On Premises sells in the amount of \$125.00

**SUMMARY & BACKGROUND OF TOPIC:**

O'Brien's Marina LLC renew their license every year

**ALL OPTIONS:**

Approve the application

**RECOMMENDATION / REQUEST:**

I recommend approval for the Cereal Malt Beverage License

**POLICY / FISCAL IMPACT:**

The County General Fund 001-00-4300-001 will receive revenue in the amount of \$125.00 from O'Brien's Marina LLC for the CMB license application

# CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEV

(This form has been prepared by the Attorney General's Office)

Place on  
City/County

City or  County of

Reno

149985

## SECTION 1 - LICENSE TYPE

Check One:  New License  Renew License  Special Event Permit

Check One:

License to sell cereal malt beverages for consumption on the premises.

License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.

## SECTION 2 - APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 004-821324575F-01

I have registered as an Alcohol Dealer with the TTB.  Yes (required for new application)

Name of Corporation O'Brien's Marina LLC		FEIN 82-1324575	
Corporation Street Address 9912 S Titan Rd		Corporation City Cheney	State KS
		Zip Code 67025	
Date of Incorporation 04/26/2017	Articles of Incorporation are on file with the Secretary of State.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Resident Agent Name Kevin and Stephanie O'Brien		Phone No. 316-570-4136	
Residence Street Address 34800 W 15th St S		City Cheney	State KS
		Zip Code 67025	

## SECTION 3 - LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)		Mailing Address (If different from business address)	
DBA Name O'Brien's Marina LLC		Name O'Brien's Marina LLC	
Business Location Address 9912 S Titan Rd		Address PO Box 180	
City Cheney	State KS	City Cheney	State KS
Zip 67025		Zip 67025	
Email Address(s) Please separate values with a comma. Obriensmarina@gmail.com			
Business Phone No. 316-570-4136		<input type="checkbox"/> Applicant owns the proposed business location. <input checked="" type="checkbox"/> Applicant does not own the proposed business location.	
Business Location Owner Name(s) Stephanie and Kevin O'Brien			

## SECTION 4 - OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK

List each person and their spouse\*, if applicable. Attach additional pages if necessary.

Name	Position	Date of Birth
Kevin O'Brine	Manager	01-12-1958
Residence Street Address 34800 W 15th St S	City Cheney	State KS
	Zip Code 67025	
Spouse Name	Position	Date of Birth
Residence Street Address	City	State
	Zip Code	
Name	Position	Date of Birth
Stephanie O'Brien	Manager	06-30-1974
Residence Street Address 34800 W 15th St S	City Cheney	State KS
	Zip Code 67025	
Spouse Name	Position	Age
Residence Street Address	City	State
	Zip Code	
Name	Position	Date of Birth
Residence Street Address	City	State
	Zip Code	
Spouse Name	Position	Age
Residence Street Address	City	State
	Zip Code	

**FILED**

**MAY 18 2022**

*Denise Patten*  
**COUNTY CLERK**

**SECTION 5 – MANAGER OR AGENT INFORMATION**

My place of business or special event will be conducted by a manager or agent.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

If yes, provide the following:

Manager/Agent Name	Phone No.	Date of Birth
Residence Street Address	City and State	Zip Code

**Manager or Agent Spousal Information\***

Spouse Name	Phone No.	Date of Birth
Residence Street Address	City and State	Zip Code

**SECTION 6 – QUALIFICATIONS FOR LICENSURE**

Applies to each partner or member of a firm or association AND their spouses\*. Enter lowest residency length number\*\*.

Are all persons identified in Sections 4 & 5 Citizens of the United States*?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

Is the person identified in Section 5 currently a resident of Kansas*?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

All persons identified in Sections 4 & 5 are at least 21 years old*?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

All persons in Sections 4 & 5 have been a Kansas resident for at least	_____	years prior to submitting this application.**
--	-------	---

Within 2 years immediately preceding the date of this application, have any persons identified in Sections 4 & 5 been convicted of, released from incarceration for or released from probation or parole for any of the following crimes*: (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
---	---

Does the partnership, firm or association have a manager, officer, director or stockholder owning in the aggregate more than 25% of the stock of a corporation that has had any license issued pursuant to the Kansas Liquor Control Act, Kansas Club and Drinking Establishment Act or Kansas Cereal Malt Beverage Act, revoked for a violation of such acts?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

Has the spouse of any partner or member ever been convicted of any of the crimes identified in Section 6 during the time the partner or member held a CMB license?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

**SECTION 7 – DURATION OF SPECIAL EVENT**

Start Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
End Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM

Proceed to Section 8 on the next page.

**SECTION 8 – LICENSED PREMISE**

In the space below, draw the area you wish to sell or deliver CMB. Include entrances, exits and storage areas. Do not include areas you do not wish to license. If you wish to attach a drawing, check the box:  8 1/2" by 11" drawing attached.



I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)

SIGNATURE *Kenneth J. Deen* DATE 5-17-22

FOR CITY/COUNTY OFFICE USE ONLY:

- License Fee Received Amount \$ \_\_\_\_\_ Date \_\_\_\_\_  
( \$25 - \$50 for Off-Premise license or \$25-200 On-Premise license)
- \$25 CMB Stamp Fee Received Date \_\_\_\_\_
- Background Investigation       Completed Date \_\_\_\_\_       Qualified       Disqualified
- Verified applicant has registered with the TTB as an Alcohol Dealer
- New License Approved      Valid From Date \_\_\_\_\_ to \_\_\_\_\_      By: \_\_\_\_\_
- License Renewed      Valid From Date \_\_\_\_\_ to \_\_\_\_\_      By: \_\_\_\_\_
- Special Event Permit Approved      Valid From Date \_\_\_\_\_ to \_\_\_\_\_      By: \_\_\_\_\_

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR MONTHLY REPORT (ABC-307) TO THE ALCOHOLIC BEVERAGE CONTROL, 109 SW 9TH ST, 5TH FLOOR, PO BOX 3506, TOPEKA, KS 66601.

\* Applicant's spouse is not required to meet citizenship or age requirements. If renewal application, applicant's spouse is not required to meet the no criminal history requirement. K.S.A. 41-2703(b)(9)

KEEP THIS LICENSE POSTED CONSPICUOUSLY AT ALL TIMES

Fee: \$ 125.00

RETAIL

No. 008

DEALER'S

2022

LICENSE

TO ALL WHOM IT MAY CONCERN:

License is here by granted to O'BRIENS MARINA LLC to sell at retail.

CEREAL MALT BEVERAGES

FOR SALE FOR CONSUMPTION ON PREMISES

at 9912 S TITAN RD CHENEY, KS 67025

(Give exact location, with street number, if any.)

in the Township of SUMNER in RENO County, Kansas  
Application therefor, on file in the Office of the County Clerk of said County, having been approved by the  
Governing body of said Township, as provided by the Laws of Kansas, and the regulations of the Board of  
County Commissioners.

This License will expire JUNE 21, 2023, unless sooner revoked, is not transferable,  
Nor will any refund of the fee be allowed thereon.

Done by the Board of County Commissioners of RENO County, Kansas,

(SEAL) this 14TH day of JUNE, 2022

Attest: \_\_\_\_\_

County Clerk

Chairman



## **AGENDA ITEM**

**REVISED  
AGENDA  
ITEM #7.A**

**AGENDA DATE:** June 14, 2022

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

**AGENDA TOPIC:**  
American Rescue Plan Act (ARPA) Summary of Requests

### **SUMMARY & BACKGROUND OF TOPIC:**

Attached is the packet of all requests pertaining to Reno County's ARPA funds. The first two pages are summaries of the requests and program amounts being sought by organizations or individuals. Also attached is the U.S. Department of Treasury's Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule. This document lists the guidelines for spending of the ARPA funds. As a reminder, Reno County has designated the first \$10 million of our \$12,042,385 to replace lost public sector revenue, allowing more flexibility of the allocations.

Administration staff is finalizing a scoring spreadsheet to allow for the commission to objectively determine where to allocate the ARPA funds. The scoring would be used to assist, not to finalize the commission's final allocations. Below are the measures being considered for scoring.

- Commission original buckets of childcare, housing and economic development
- General impression of applications
- Positive return for Reno County
- Meets a priority listed by the ARPA Taskforce
- Serves disadvantaged and/or COVID impacted population
- Long term impact and sustainability
- Necessity for Reno County
- Public/Private partnership

### **ALL OPTIONS:**

Discussion

### **RECOMMENDATION / REQUEST:**

Discussion of the ARPA process and scoring measures.

# Reno County ARPA Requests

## \$12,042.385 Available Funds

Childcare – ARPA Taskforce and Hospital (\$4-4.5 million)

Housing – Interfaith Housing/SCKEDD (\$4.5 million) & **Jim Strawn Projects (\$550k and \$1.8 million)**

Economic Development – Industrial Development (\$2 million)

**Economic Development – Tourism, Hotel Project (\$235,000)**

**Small Business Assistance – Surgery Center's Nursing Wages (\$100,000)**

Workforce Development – HCC request for 2 new positions (\$500,000)

Workforce Development – HCC and HRMC Nursing Expansion Project (\$500,000)

Infrastructure - Willowbrook Drainage – Request for assistance on larger project (\$300,000)

Infrastructure – Buhler Sewer System line replacement (\$57,000)

Infrastructure – Yoder and HABIT Sewer District Projects (\$200,000)

Infrastructure – HABIT water system projects (see summary page)

Public Safety – Hospital's EMS Department Requests (ambulances and Arlington station) (\$762,000)

Public Safety - Haven EMSs has request for equipment purchases (\$12,100)

Public Safety – City of Hutchinson Fire Department Brush Trucks (***already approved***) (\$440,000)

**Public Safety – Pretty Prairie EMS Station (\$50,000)**

Public Safety – Reno County Fire District Wildland Gear and Software Needs (\$90,000 for new fire administrator equipment and \$160,000 for fire districts)

Public Safety – Reno County Sheriff's Snap-On Truck Request (\$155,000)

**Public Safety – Hutchinson-Reno County Emergency Communications Center Request for Alerting Software (\$115,041)**

Reno County Building Needs – Health Department, Emergency Management, and downtown EMS station (In discussion phase) (estimated at \$3 million)

**Red Font – New applications since the last packet sent to the commission**

Organization/Individual	Project Description	Amount Requested
United Way/K-Ready and Hospital	Childcare Grant Program	\$4,500,000.00
Interfaith Housing/SCKEDD	Housing	\$4,500,000.00
Jim Strawn and Heartland Housing Partners	New Housing (homes)	\$550,000.00
Jim Strawn and Heartland Housing Partners	New Housing (multi-family)	\$1,800,000.00
Chamber of Commerce	Industrial Development	\$2,000,000.00
Aaron Brooks	Hotel and Tourism	\$235,000.00
Surgery Center of South-Central Kansas	Wage assistance related to COVID-19 downturn	\$100,000.00
Hutchinson Community College	Workforce Development - new positions for marketing	\$500,000.00
HCC and Hutchinson Regional Medical Center	Expanded nursing program facilities (capital investment)	\$500,000.00
City of Willowbrook	Surface water flooding mitigation	\$300,000.00
City of Buhler	Sewer line replacement	\$57,000.00
HABIT Water District	Water tower repair	\$79,250.00
HABIT Water District	Electrical generator support	\$48,272.00
HABIT Water District	Expand water service area	\$150,000.00
Reno County EMS	Arlington EMS Station	\$500,000.00
Reno County EMS	Ambulance replacements	\$225,000.00
Reno County EMS	Mobile CAD Terminals	\$37,000.00
Haven EMS	Equipment	\$12,100.00
City of Hutchinson Fire Department	Brush trucks	\$440,000.00
Pretty Prairie EMS	Ambulance station (capital investment)	\$50,000.00
Reno County Emergency Management	Fire Administrator equipment needs	\$90,000.00
Reno County Emergency Management	Fire District capital equipment and software	\$160,000.00
Reno County Sheriff's Office	Snap-On Trucks	\$155,000.00
Hutchinson-Reno County Emergency Communications	Pre-alert Software	\$115,041.00
Reno County Administration	Health Department and EM Building needs	\$3,000,000.00
Reno County Administration/Public Works	HABIT and Yoder Sewer Districts	\$200,000.00

**Total Requests \$20,303,663.00**

*County Requests without formal applications are \$3,200,000 of the total amount shown above*



Organization/Individual	Project Description	Amount Requested
United Way/K-Ready and Hospital	Childcare Grant Program	\$4,500,000.00
Interfaith Housing/SCKEDD	Housing	\$4,500,000.00
Jim Strawn and Heartland Housing Partners	New Housing (homes)	\$550,000.00
Jim Strawn and Heartland Housing Partners	New Housing (multi-family)	\$1,800,000.00
Chamber of Commerce	Industrial Development	\$2,000,000.00
Aaron Brooks	Hotel and Tourism	\$235,000.00
Surgery Center of South-Central Kansas	Wage assistance related to COVID-19 downturn	\$100,000.00
Hutchinson Community College	Workforce Development - new positions for marketing	\$500,000.00
HCC and Hutchinson Regional Medical Center	Expanded nursing program facilities (capital investment)	\$500,000.00
City of Willowbrook	Surface water flooding mitigation	\$300,000.00
City of Buhler	Sewer line replacement	\$57,000.00
HABIT Water District	Water tower repair	\$79,250.00
HABIT Water District	Electrical generator support	\$48,272.00
HABIT Water District	Expand water service area	\$150,000.00
Reno County EMS	Arlington EMS Station	\$500,000.00
Reno County EMS	Ambulance replacements	\$225,000.00
Reno County EMS	Mobile CAD Terminals	\$37,000.00
Haven EMS	Equipment	\$12,100.00
City of Hutchinson Fire Department	Brush trucks	\$440,000.00
Pretty Prairie EMS	Ambulance station (capital investment)	\$50,000.00
Reno County Emergency Management	Fire Administrator equipment needs	\$90,000.00
Reno County Emergency Management	Fire District capital equipment and software	\$160,000.00
Reno County Sheriff's Office	Snap-On Trucks	\$155,000.00
Hutchinson-Reno County Emergency Communications	Pre-alert Software	\$115,041.00
Reno County Administration	Health Department and EM Building needs	\$3,000,000.00
Reno County Administration/Public Works	HABIT and Yoder Sewer Districts	\$200,000.00

**Total Requests \$20,303,663.00**

*County Requests without formal applications are \$3,200,000 of the total amount shown above*

To: Reno County Board of Commissioners

From: Debra Teufel, President/CEO

Date: April 25, 2022

Re: ARPA Request – Reno County Economic Opportunity Fund

### **BACKGROUND - Economic Development Competitiveness Tools for Reno County**

In 2021, Greater Hutch, the economic development partnership for Reno County, updated the goals and strategic plan under an economic development initiative known as Reno Rising. Reno Rising raised a combination of public and private sector investment to provide the operational funding and support for the Greater Hutch Economic Development organization. Greater Hutch carries out an aggressive economic development program of work that focuses on growth of the local economy through a multifaceted, solutions driven approach to development. The goals established under Reno Rising for 2022-2027 aims to create a prosperous climate for business expansion and attraction within all of the communities and rural areas of Reno County.

Reno Rising, much like the predecessor plan of work through Hutch Rising, has sought input and support from both the private and public sectors within Reno County with oversight by a combined public and private sector board to oversee the program of work and fiduciary oversight, known as the Economic Development Advisory Council (EDAC). The EDAC oversees the implementation of the Greater Hutch economic development strategic plan for the next five years 2022-2026, built on a solid foundation of the work and priorities identified and carried out as part of the past five-year Hutch Rising plan of work from 2017-2021.

In partnership with local units of government, community organizations and businesses, Greater Hutch has a collaborative vision for achieving the five-year measurable goals outlined in its economic development initiatives with oversight and strategic measurable objectives established by the Economic Development Advisory Council that was formed in 2016.

The key areas of priority established by the EDAC continue to include:

- Business Retention and Expansion
- Business Recruitment and Marketing
- Enhance Economic Development Capacity
- Workforce Development

Annually the staff of Greater Hutch and the EDAC assess the needs of area businesses through a Business Retention and Expansion survey and direct business visits. The survey helps identify the needs of local businesses, and identifies areas that local government programs may be able to assist which often include incentives and expansion assistance through traditional tools such as Economic Development Tax Exemptions, Neighborhood Revitalization Programs, Industrial Revenue Bond Financing, and traditional job creation programs including the existing Job Performance Grant Programs

**connect. grow. play.**

which today are the essential tools offered by local units of government that are referred to as “local business incentives”. The current tools for these programs have been in place for many years and the qualifications are updated from time to time for their effectiveness in serving to stimulate the local economy and “incent” business growth in Reno County.

In recent months, the EDAC and public sector partners have determined that some of these more traditional incentive tools, may be lacking the means to meet the current needs for expansion and retention of local businesses, and failing to meet the intended objectives of the public sector. For this reason, Greater Hutch was tasked with assessing what other tools might be needed to further jumpstart local business expansion, in addition to spurring new business recruitment and attraction. Furthermore, the Greater Hutch team was asked to assess what tools might further our County’s Economic Development Capacity.

The measurable goals and objectives for Reno Rising have been developed through recommendations of the Economic Development Advisory Council and have involved many stakeholders and community leaders. This process ensures that the goals for this economic development initiative mirror the needs of the business community, public sector officials and other area leaders in Reno County.

The results of the Hutch Rising program of work between 2017-2021 resulted in the following performance metrics:

- 400 new primary jobs created
- \$39 million in direct new payroll created
- \$122 million in new commercial building permits in Hutchinson and surrounding area

While the average wage of the direct projects impacted by Greater Hutch exceeded the local average wage, it was noted in the February 2022 Economic Outlook data that wage growth in Reno County is not keeping pace with wages across the state of Kansas. The average wage in Kansas in 2021 was \$52,312, up from the 2020 average of \$50,752, a 3.07% growth rate. The average wage in Reno County in 2021 was \$41,028, up from \$40,560 in 2020, a 1.15% growth rate, which is not keeping pace with the wage growth of Kansas, trailing by nearly 2% growth, and trailing in real wages by \$11,084.

The conclusion that can be drawn from this data is that Reno County needs to encourage local employers and future economic development projects that receive local incentives of funding, to pay at or above the Kansas prevailing wages in order to jumpstart the local economy and incentives for new projects should be designed to reward companies that are paying wages in excess of the local average in order to ensure a more robust economic future for Reno County residents. Future incentive tools should have a distinct focus on high quality/high wage jobs.

The Economic Development Advisory Council also identified the following six areas as key development priorities that require immediate attention in Reno County as follows:

- 1) Childcare & Early Childhood
- 2) Workforce Development & Talent Attraction
- 3) Housing Rehab & Development
- 4) Spec Building & Large Site Development
- 5) Downtown & Rural Revitalization
- 6) Competitive Resources & Business Incentives

**ARPA Citizen Engagement Areas that impact Economic Development Outcomes in Reno County** In addition to the primary research conducted through the local 2022 Business Conditions Survey responses gathered in January 2022, the

**connect. grow. play.**

citizen engagement process for the Reno County ARPA funds conducted in 2021 identified several economic development related issues.

ARPA Citizen Engagement recommendations (see page 4 from full ARPA engagement):

1. Expanding childcare offerings/access
2. Strengthening workforce development programs
3. Developing more affordable housing
4. Expanding mental health resources
5. Supporting local and small businesses - grants, incentives and programs for attracting new investment and visitors
6. Expanding access to health care
7. Developing recreational opportunities

These seven spending areas represent the priority focus for the participants and address the most critical issues facing Hutchinson and Reno County from the pandemic.

As reported in recent ARPA work sessions, childcare and housing should be allocated significant funding to address the development impediments that area created by lack of these two critical quality of life functions. Certainly, childcare and housing both have a critical impact on our County's economic development success.

In addition, strengthening programs that impact workforce development through the funding to educate, train and attract/retain talented workers is a top priority. In addition, support for local and small businesses by addressing the economic development needs of our small and startup businesses through grants and incentives is needed to spark new startup activity. This should be conducted in cooperation through Greater Hutch and the collaboration with Startup Hutch and the Reno County Entrepreneurship Ecosystem Partners (RCEEP).

### **Conclusions**

These various stakeholders have identified that the economic development tools and incentives to impact the local ecosystem are outdated or lacking in resources, tools, and design. The conclusion could be drawn that new tools are required in order to support business retention and expansion, business recruitment and attraction, workforce development and job creation, and startup business resources. The following Executive Summary are proposed recommendations that the Reno County Board of Commissioners is being asked to consider with funding from the American Rescue Plan Act (ARPA) funding.

**connect. grow. play.**



## RENO COUNTY ECONOMIC OPPORTUNITY FUND REQUEST EXECUTIVE SUMMARY

It is the recommendation of the Economic Development Advisory Council and Greater Hutch, that Reno County allocate a certain portion (for example up to \$2 million) of remaining ARPA Funding to the area of economic development resources that can be utilized by economic development organizations such as Greater Hutch, Startup Hutch, and related economic development collaborators in Reno County for project related funding requests with oversight by a multi-organization oversight committee. Initial recommendations are that Reno County allocate \$2 million to a newly formed Reno County Economic Opportunity Fund.

**Request from Reno County ARPA Funding is proposed to create a Reno County Economic Opportunity Fund with the following components and funding category priorities and recommendations:**

- **Startup Technology Grant & Loan Fund** (Projects that have significant financing gap with emphasis in innovative technologies, equipment, buildings or infrastructure)
- **Growth Grant & Loan Fund** (Projects with high growth potential, significant capital investment)
- **Gap Financing for Infrastructure for Speculative Residential, Commercial or Industrial Developments** (Projects that require a certain incentive for gap financing for spec development or the extension of key utilities including water, sewer, electric, gas, roads, or broadband access)
- **Downtown Code Mitigation Grant & Loan Fund** (Projects that renovate properties located in downtown districts in Reno County that have a significant gap to address code mitigation or critical upper floor occupancy requirements)
- **Workforce Development Opportunity Fund** (Projects that need to hire key skills through the utilization of apprenticeships or on the job training which require outside training funding in order to cover the costs of the new hires during their training period.)

### Oversight

It is recommended that these funds be set aside in a dedicated fund with oversight from a public/private oversight committee that would be appointed with representatives from the following:

- Reno County Commission Representative
- Participating City Councils with more than 10% of funding contribution
- City/County Administrators with more than 10% of funding contribution
- Startup Hutch Board Representative
- Greater Hutch EDAC Board Representative
- Ex-officio – Greater Hutch & Startup Hutch Staff

### Decision making matrix

A scoring matrix would be developed by the oversight committee for determination of funding eligibility, for both grants as well as low interest loan basis. It is the intention that the scoring review process would be designed and expedited as soon as funding is allocated with a goal to have published the scoring criteria within Q2 2022. Applicants would be required to submit a business plan or executive summary, and would work with economic development staff to prepare a cost benefit analysis of the proposed project, with reasonable clawbacks that align with the public sector objectives.

Scoring criteria may be more subjective to include but not limited to the following factors:

1. High value jobs that pay significantly above the average wage in Reno County
2. Collaborative Partnerships with agencies and anchor institutions

**connect. grow. play.**



3. Catalytic projects that have exponential growth opportunities (not organic growth)
4. Companies that have a focus on apprenticeships, internships, and career development
5. Development of underdeveloped or dilapidated economic segments or locales
6. Projects that demonstrate a long-term tax base gain
7. Nontraditional projects that serve a determined gap or market need in Reno County
8. Projects for which there are little or no other local or state assistance available (must be verified by Greater Hutch or Startup Hutch staff with a support letter stating such)

It is possible that at least half of the funding be set aside in a revolving loan fund basis so that the fund would replenish with repayment on a 5-7 year repayment schedule. Efforts would be made to leverage these funds with other federal, state, and local programs to increase the overall impact.

#### **Other considerations and assumptions**

- 1) Current loan and grant programs offered by County and Cities should be repooled to help seed the fund in addition to the request of ARPA funding.
- 2) The goal of the fund is assumed to incentivize jobs that add NEW, incremental, and inorganic growth to the local economy, meaning game changing projects would be one factor evaluated by the committee.
- 3) Jobs would continue to be one factor evaluated in the cost benefit analysis, but other value-added factors may drive the recommendations of the oversight committee to award loan or grant funding.
- 4) The EOF funds may be used in combination with other tools such as NRP and EDX tax abatements and may be combined with these tools.
- 5) Programs would be available to existing growth businesses, as well as new startups and businesses actively being recruited to Reno County with an emphasis on growth of the long-term tax base.
- 6) Programs that meet the need to develop residential housing and speculative commercial building construction would be eligible.

The recent Executive Summary of the Reno Rising Campaign identified the need for significant economic development resources to change the paradigm to meet the capacity needs in Reno County, namely the need for new industrial spec buildings and larger shovel ready sites.

The request for funding for the aforementioned Economic Opportunity Fund, does not supersede the need for continued allocation of funding for infrastructure to achieve the goal of a future large shovel ready site in Reno County. Greater Hutch respectfully requests that Reno County maintain the earlier discussed commitment of \$1.2 million for infrastructure for large site development as we continued to apply for state and federal matching funds support for large site development. In addition, it is recommended that setting aside funding of \$2 million for the Economic Opportunity Fund for startup and new business investment will be a significant catalyst to fuel growth of the tax base in Reno County for years to come.

Finally, quality of life has risen in importance in business decisions and areas of improvement identified by local employers include the need for new programs to address new housing and addressing dilapidated neighborhoods, the need for enhanced childcare offerings, and an intense focus on workforce development for the next generation. Greater Hutch supports the use of ARPA funds for these important priorities.

**connect. grow. play.**

**Reno County Childcare System Brief & Proposal  
for American Rescue Plan Act (ARPA) Funding**

informed by

Childcare Systems Group  
& K-Ready Reno County Coalition

Contact:  
Denice Gilliland-Burbank  
Community Impact Coordinator  
United Way of Reno County  
[dgilliland@unitedwayofrenocounty.org](mailto:dgilliland@unitedwayofrenocounty.org)  
620.669.9329

**Our Vision**

By 2030, Reno County will be a place where the prosperity of the county is driven by the well-being of our youngest generation.

**Our Imperatives**

1. Reno County is a place where the education and empowerment of parents leads to resilient and thriving families and the health, development, and well-being of all Reno County children.
2. Reno County is a place where families have equitable access to high-quality, affordable childcare and early learning opportunities for children birth to 5.
3. Reno County is a place where the professionals who care for our children are valued, well-trained, and respected, with a dynamic support system and sustainable business model.
4. Reno County is a place where there are many dynamic spaces and places where children can learn and play, based on the latest brain science and place science.
5. Reno County is a place where public-private partnerships and cross-sector relationships are aligned, effective, and efficient.
6. Reno County is a place where the systems that affect early childhood have the funding they need and work with each other to make the greatest impact.

## **ARPA Proposal for Stability, Sufficiency, and Sustainability of the Childcare System**

### **\$9.8 million Total Request**

- \$5 million      **HIGH-QUALITY FACILITIES**  
Grants to help programs and providers overcome barriers to childcare licensing, relicensing, KDHE compliance, quality improvements, or start-up costs for facilities, through 2026. Awards of no more than \$500,000 per licensed facility.
- \$3.8 million      **PREMIUM PAY FOR ESSENTIAL WORKERS**  
Sustainability grants for operations of licensed childcare facilities, modeled after the Child Care Aware of Kansas grants for COVID relief, for 2023-2026.
- Family/Group childcare homes: 75 facilities x \$5,000 per year x 4 years = \$1,500,000
  - Other childcare programs (centers, preschools, school-age programs, and drop-in care):
    - Licensed capacity 24 or less children: 0 current facilities x \$15,000 per year x 4 years
    - Licensed capacity between 25-99 children: 13 facilities x \$25,000 per year x 4 years = \$1,300,000
    - Licensed capacity 100+ children: 5 facilities x \$50,000 per year x 4 years = \$1,000,000
- \$1 million      **EQUITY-FOCUSED SERVICES**  
Childcare scholarships for ALICE (Asset Limited, Income Constrained, Employed) families through 2026



## Issue Brief

- From birth to age 5, a child's brain develops more than any other time in life. At birth, the average baby's brain is about a quarter the size of an average adult brain. It doubles in size in the first year, and it keeps growing to about 80% of adult size by age 3 and 90% by age 5. ([First Things First](#))
- The United State is the only wealthy country in the world without any guaranteed paid parental leave at the national level. ([Washington Post](#))
- The number of licensed family/group childcare homes in Reno County has decreased 14% in three years, from 73 in 2019 to 63 in 2021. ([Child Care Aware of Kansas Point-in-Time Data](#))
- In 2018, the average annual earnings for a family childcare owner/operator was \$19,687, and 87% worked 50 or more hours per week. 56% of owner/operators had been in business for more than 15 years, but 47% had no benefits. ([2018 Kansas Child Care Workforce Study and State Child Care Profile](#))
- The average salary for all childcare workers was \$19,981. 15% of childcare centers do not have benefits for full-time staff. ([2018 Kansas Child Care Workforce Study and State Child Care Profile](#))
- The average annual cost of full-time care for an infant in a family childcare home represents 13% of the state median household income (\$6,749) and more than 20% for infants in a childcare center (\$10,995). ([2018 Kansas Child Care Workforce Study and State Child Care Profile](#))
- Approximately 76% of moms and 96% of dads with children under age 6 work full-time. The Bureau of Labor Statistics found that there were 1.7 million fewer women in the workforce in September 2021 compared to September 2019 as a result of the economic crisis caused by COVID-19 and its impact on childcare and education. (Bureau of Labor Statistics, [here](#) and [here](#))
- Economists estimate that lost earnings, revenue, and productivity resulting from inadequate childcare costs businesses \$16 billion annually and costs U.S. taxpayers \$26 billion a year. ([Ready Nation](#))

## **Background**

Since 2005, Hutchinson Community Foundation and United Way of Reno County have partnered with early childhood partners to attract more than \$13.5 million in State and private foundation funding for early childhood initiatives in Reno County, primarily for at-risk children and families to access high-quality home visitation and preschool programs. However, childcare has traditionally been excluded due to requirements of the funding source, and efforts to address childcare have therefore occurred largely through local funding and initiatives.

On childcare specifically, United Way of Reno County, Hutchinson Community Foundation, and Hutchinson/Reno County Chamber of Commerce have collaborated and leveraged their resources in various ways since 2015 to address the availability and affordability of high-quality childcare in Hutchinson and Reno County. Efforts have included providing scholarship funds for low-income parents, grants for facility improvements and relicensing, professional development opportunities for childcare providers and staff, and start-up funds for a new center, as well as convening public, private, and philanthropic partners for conversations about the local childcare system.

Meanwhile, the State of Kansas has been increasing their funding and expansion of free public Pre-K, particularly since 2017. As a result, private preschools and childcare programs have increasingly faced declining enrollment among ages 3-5, disrupting the business model that subsidizes the higher cost of and demand for care of infants and toddlers. For families, this shift in early care and education continues to create both more access to free preschool and challenging gaps in care for families, including before and after school, over holidays and summer breaks. The K-Ready Reno County Coalition has attempted to bridge the public and private early care and education sector so that all are aware of the impact on changes and unintended consequences throughout the system.

Starting in April 2020, an ad hoc group of childcare stakeholders and providers convened via Zoom nearly monthly to assess the state of the local system and providers amid the stress and conditions created by the COVID-19 pandemic in an effort to provide support in a way that prevented permanent closures. By summer 2021, following a year of disruptions to education and the workforce, there was enough interest and demand to flesh out a strategy to address the systemic challenges as part of an Early Childhood Strategic Framework adopted by the K-Ready Reno County Coalition.

## **Overview of the Reno County Childcare Market Study**

In order to determine what kind of interventions in the childcare system are feasible and necessary, partners are collaborating to conduct a county-wide market study to collect the information needed. The market study, funded by a grant from the Schmidt Foundation and local match, will address the cost to provide care across different licensing models and quality standards, the cost to equitably access care based on local economics, the demand to access care now and in the next decade among diverse populations and needs, the untapped capacity of current and potential facilities, and the opportunities for innovative, collaborative partnerships for increased sustainability long-term.

The market study is being led by Dr. Bradford Wiles, Associate Professor and Extension Specialist in Early Childhood Development at Kansas State University, and Kate Fluckiger, research assistant. Through a Community-Based Participatory Research approach, Dr. Wiles will support Reno County partners in leveraging our diverse networks to engage early care and education providers, the general public, families with existing care, and families needing care. The process began in February 2022 and is expected to conclude in October 2022.

## **Assets of Reno County Early Care & Education Partners**

- Early care and education partners have a history of collaboration to help childcare providers meet KDHE professional development requirements, including through the Reno County Child Care Coalition and Kaleidoscope.
- In 2018, Fairfield USD 310 started a licensed, in-school, private-pay daycare for six infants and toddlers to address the lack of childcare in Western Reno County.
- Hutchinson Public Schools and Hutchinson Community College operate childcare centers to benefit students and staff, as well as provide students the opportunity to work in the centers as part of their education.
- Between 2006-2016, all six Reno County school districts and several private preschools collaborated under one Kansas Preschool Program grant administered by Hutchinson Community Foundation to administer free Pre-K for at-risk children. This collaboration ended when the Kansas State Legislature changed grant requirements for eligibility.
- Two local partners are current members of the Child Care Aware of Kansas Board of Directors: Betsy McKinney, Fairfield USD 310 Superintendent, and Kari Mailloux, Hutchinson Community Foundation Director of Strategic Initiatives. Penny Stoss, Hutchinson Regional Medical Center Early Learning Academy Director, is a former Chair of the Board.
- Lack of adequate access and affordability to childcare was identified as a priority in Hutchinson's 2017-2037 Comprehensive Plan under Livability: Education & Youth. Two strategies were identified: S.2.5.a.1. Remove local regulatory barriers for establishing new childcare facilities, and S.2.5.a.2. Establish the City as a test case for workplace childcare.
- Hutchinson Regional Healthcare System is willing to invest in childcare as a tool for recruitment and retention of staff and has recently hired Penny Stoss as its director. Penny, in her former role as Nickerson/South Hutchinson USD 308 assistant superintendent, developed an innovative early childhood career pathway for high school students to support the local childcare workforce.
- Reno County has a reputation as a collaborative and innovative community among early childhood partners. When doing outreach to potential partners on the Childcare Market Study, Sara Gardner, KU-CPPR Assistant Director, wrote, "You guys are really at the forefront, not just in Kansas, but nationwide according to what we're hearing in the fact that you have so many cross-collaborative agencies, businesses, and leaders focused on child care."

## **K-Ready & Partner Timeline on Early Care and Education**

- 2022 Childcare Market Study launches with Dr. Bradford Wiles, Kansas State University
- 2021 United Way of Reno County receives Schmidt Foundation grant and local match  
K-Ready adopts 2030 vision and six imperatives  
USD 309 Panther Pathways in early childhood starts  
Hutchinson Regional Medical Center commits to developing a Child Care Academy
- 2020 Build Me Up Program to increase childcare quality launches with Early Childhood Block Grant  
Reno County Child Care Coalition re-launches to support professional development  
Ad hoc group meets to regularly assess the state of the childcare system and target resources  
Hutch CF transitions fiscal sponsorship of Early Childhood Block Grant to the United Way
- 2019 K-Ready convenes public and private early care and education partners for system dialogue
- 2018 Hadley Daycare Center receives quality support from Early Childhood Block Grant  
Hey Little Hutch launches as an online resource for parents of children birth to five
- 2017 State of Kansas changes funding guidelines that result in increased access to free Pre-K but  
dissolves collaboration and jeopardizes the private site business model  
Hutch CF convenes childcare providers and administers infant care survey  
Our Redeemer Lutheran opens Early Learning Center
- 2016 Hutch CF hosts early childhood film & discussion series and ACEs training  
Hutch CF hosts early childhood bus tour for donors and policymakers
- 2015 Hutch Chamber convenes businesses on childcare and Brad Pryor leads Task Force  
K-Ready hosts first annual early childhood Legislative Forum
- 2014 K-Ready launches Kindergarten Readiness Checklist
- 2013 United Way of Reno County launches K-Ready Reno County Coalition

## **K-Ready & Childcare Partners**

United Way of Reno County  
Hutchinson Community Foundation  
Hutchinson/Reno County Chamber of  
Commerce  
Greater Hutch Economic Development  
Partnership  
Hutchinson USD 308  
Nickerson/South Hutchinson USD 309  
Fairfield USD 310  
Pretty Prairie USD 311  
Haven USD 312  
Buhler USD 313  
City of Hutchinson  
Reno County Health Department  
Child Care Links  
Hutchinson Regional Healthcare System

Boys & Girls Clubs of Hutchinson  
Hutchinson Community College  
Reno County Head Start Birth to Five  
Parents As Teachers  
Horizons Mental Health Center  
Reno County Child Care Coalition  
Kansas Children's Service League  
Early Education Center  
Reno County Infant-Toddler Program  
United Methodist Health Ministry Fund  
Small Business Owners/Parents  
Childcare Centers and Providers, including:  
Abundant Life Childcare & Preschool,  
Hadley Day Care Center, and Our Redeemer  
Early Learning Center

## **Groups that Identified Childcare as a Priority in Fall 2021 ARPA Meetings**

Boys & Girls Clubs of Hutchinson  
Circles of Hope Reno County  
Friends of Laura Meyer Dick  
Greater Hutch Economic Development Advisory  
Council  
Greg Fast for City Council SW District  
Haven Area Residents  
Healthcare Leadership Team  
Hutch Chamber Ambassadors  
Hutch Chamber Board of Directors  
Hutchinson Community Foundation board and  
committees

Hutchinson Housing Commission  
Jon Richardson for City Council  
Leadership Reno County  
Prairie Land Realtors  
Partridge Area Citizens  
Pretty Prairie Citizens  
Public Meetings 1 & 2  
Reno County Educational Leaders  
Reno County Head Start  
SW Bricktown Neighborhood  
SW/SE Hutchinson

**Previous Funding Awarded to Childcare Partners in Reno County  
by United Way of Reno County and Hutchinson Community Foundation**

**2021 Total: \$120,837**

Abundant Life Childcare & Preschool - \$14,950 for relicensing and expansion (Hutch CF)  
Child Care Links - \$13,000 for scholarships to families who are not eligible for DCF childcare assistance (United Way Allocations)  
Early Education Center, Inc. - \$16,130 for rebranding (Hutch CF)  
Fairfield USD 310 - \$15,000 for toddler playground (Hutch CF)  
Hadley Daycare Center - \$44,000 for support of sliding scale fee structure (United Way Allocations)  
Hutchinson Public Schools Child Care Center - \$2,757 for appliances (Hutch CF)  
*Recovery Grants from Reno County VOAD administered by United Way of Reno County*  
Kaytie's Kids - \$1,000  
Erica Basgall - \$1,000  
Central Christian Child Care Center - \$1,000  
Meme's Monkeys Daycare - \$1,000  
Our Redeemer Early Learning Center - \$1,000  
Little Blessings Daycare - \$1,000  
Melissa's Childcare - \$1,000  
Open Arms Childcare - \$1,000  
Anette's Little Angels - \$1,000  
Dreiling Daycare - \$1,000  
Rockin' J's Child Care Center \$1,988  
Hadley Daycare Center - \$1,336  
Lazy Lane Daycare - \$1,000

**2020 Total: \$132,166.66**

Child Care Links - \$25,000 for childcare provider mini-grants (Hutch CF)  
Child Care Links - \$7,500 for operations (Rally Reno Nonprofit Response)  
Child Care Links - \$16,000 for scholarships to families who are not eligible for DCF childcare assistance (United Way Allocations)  
Hadley Daycare Center - \$5,000 for operations (Rally Reno Nonprofit Response)  
Hadley Daycare Center - \$73,666.66 for support of sliding scale fee structure (United Way Allocations)  
Our Redeemer Early Learning Center - \$5,000 for operations (Rally Reno Nonprofit Response)

**2019 Total: \$97,226.66**

Child Care Links - \$16,323.66 for scholarships to families who are not eligible for DCF childcare assistance (United Way Allocations)  
Hadley Daycare Center - \$13,688 for facility improvements (Hutch CF)  
Hadley Daycare Center - \$67,214.34 for support of sliding scale fee structure (United Way Allocations)

**2018 Total: \$126,716.34**

Abundant Life Childcare & Preschool - \$6,000 for facility improvements (Hutch CF)  
Child Care Links - \$17,762 - Scholarships to families who are not eligible for DCF childcare assistance (United Way Allocations)  
Early Education Center - \$4,670 for equipment (Hutch CF)  
Hadley Daycare Center - \$2,500 for equipment (Hutch CF)  
Hadley Daycare Center - \$68,784.34 for support of sliding scale fee structure (United Way

Allocations)

Hutchinson Community College Childcare - \$12,000 for scholarships for HCC students in need of childcare (United Way Allocations)

South Hutchinson After School Kids & Preschool - \$15,000 for playground (Hutch CF)

**2017 Total: \$123,860**

Abundant Life Childcare & Preschool - \$10,000 for facility improvements (Hutch CF)

Child Care Links - \$16,860 –Scholarships to families who are not eligible for DCF childcare assistance (United Way Allocations)

Hadley Daycare Center - \$10,000 for facility improvements (Hutch CF)

Hadley Daycare Center - \$75,000 for support of sliding scale fee structure (United Way Allocations)

Hutchinson Community College Childcare - \$12,000 for scholarships for HCC students in need of childcare (United Way Allocations)

Hutchinson Public Schools Child Care Center - \$10,000 for expansion (Hutch CF)

Our Redeemer Early Learning Center - \$10,000 for start-up operations (United Way Community Impact Fund)

Our Redeemer Early Learning Center - \$2,500 for curriculum (Hutch CF)

South Hutchinson After School Kids & Preschool - \$10,000 for van (Hutch CF)

**2016 Total: \$218,620**

Abundant Life Childcare & Preschool - \$15,000 for facility improvements (Hutch CF)

Child Care Links - \$19,100 for scholarships to families who are not eligible for DCF childcare assistance (United Way Allocations)

Hadley Daycare Center - \$75,000 for support of sliding scale fee structure (United Way Allocations)

Hutchinson Community College Childcare - \$12,000 for scholarships for HCC students in need of childcare (United Way Allocations)

Hutchinson High Childcare Center - \$30,000 for support for high school students needing childcare (United Way Allocations)

Our Redeemer Early Learning Center - \$55,000 for start-up operations (Hutch CF)

Reno County Health Department - \$9,520 for rural childcare development (Hutch CF)

Union Valley Elementary School - \$3,000 for wrap-around Pre-K care (Hutch CF)

**2015 Total: \$139,600**

Child Care Links - \$19,100 for scholarships to families who are not eligible for DCF childcare assistance (United Way Allocations)

Hutchinson Community College Child Care Center - \$3,500 for playground (Hutch CF)

Hadley Daycare Center - \$75,000 for support of sliding scale fee structure (United Way Allocations)

Hutchinson Community College Childcare - \$12,000 for scholarships for HCC students in need of childcare (United Way Allocations)

Hutchinson High Childcare Center - \$30,000 for support for high school students needing childcare (United Way Allocations)

*\*Funding awarded prior to 2015 is available upon request.*

## **Landscape Scan on Childcare Efforts in Kansas**

**Pottawatomie County**: The Pottawattamie County Economic Development Corporation stated the goal of “the Development of new and creative programs to enhance the availability and affordability of day care for children from birth to five years.” In 2019, the Pottawatomie County Child Care Task Force partnered with Dr. Bradford Wiles with K-State Research and Extension on a Community-Based Participatory Research approach to develop strategic goals and recommendations for addressing access to affordable, quality childcare. ([Draft report here.](#))

**Ellis County**: A Childcare Taskforce for Ellis County has been formed to identify causes and solutions to their growing childcare problem, and they are currently working with Dr. Bradford Wiles with K-State Research and Extension on a community-based survey ([article here](#)).

**Lindsborg**: The City of Lindsborg is leading a public-private partnership to address their childcare shortage and quality and hopes to implement a solution that can serve as a model for other communities to foster economic growth. Their initial focus is building a new high-quality childcare facility, the Sprout House, that has room for expansion ([article here](#)), and they are currently close to reaching their fundraising goal \$4 million to break ground.

**Finney County**: Finney County Economic Development created the [Finney County Childcare and Early Learning Network](#) in 2020 to promote the growth and sustainability of high-quality childcare ([article here](#)). They have developed a bootcamp and toolkit for other communities working on childcare, from an economic development and high-quality perspective.

**Thomas County**: LiveWell Northwest Kansas operates two group childcare facilities and is working with local and regional stakeholders to implement efforts to create a community-based model for childcare in Thomas County with technical support provided by Childcare Aware of Kansas ([article here](#)).

*More information about the issue and efforts in Kansas can be found in [this series of articles in The Journal](#).*



## **Reno County Child Care Market Study Proposal**

### **Qualifications**

My colleagues at Kansas State University and I have conducted nine in-depth community needs assessments in Kansas. We have spent the last four years working on various elements of early care and education and keenly understand the link between access to quality, affordable care and community economic, family and child development outcomes.

### **Descriptions of previous work**

My research assistants and I have extensive experience in understanding the child care landscape of county and local community needs through quantitative, qualitative, and mixed methods. To date, more than 2,500 unique individuals have responded to these needs assessments. Initial metrics for benefits to these communities include total facilities (6), and the total number of children who can and will attend these early care and education facilities (more than 85 children to date). There are two more facilities in the final processes of getting their doors open with an additional 30 slots expected to open in January of 2022. A total of 12 full-time ECE employees were newly hired in these facilities.

### **Proposed approach to accomplish the scope of work**

We take a Community-Based Participatory Research approach to working with communities throughout our process. To begin, we would expand the already impressive coalition of stakeholders in Reno County representing both county-wide and specific communities across multiple sectors. “Why?” one might ask. The simple answer is that so often these coalitions become a recursive process of understanding that a need exists, but not really *knowing about* it. Everyone is invested in *doing something* but what that something entails remains opaque. This is where our work really shines, as it fills the need to do something with that something benefitting the assembled partners in both process and product. By starting this work together including both the “usual suspects” (e.g., chamber of commerce, economic development, school district, KDHE surveyor, county commissioners, health departments, after and before school programs, hospital administrators), and the “unusual suspects” (e.g., parents without children younger than four, older adults, retirement/nursing home representatives, care providers across multiple delivery models and hours, Kansas State Research and Extension agents, clergy, etc.) we can truly build the network of those who will assist with these assessments. One never knows the potential networks to which the broader coalition members provide access, and expansion demonstrates a commitment to including and benefitting the entire community.

After expansion, we would provide the coalition with our proposed surveys, provide a chance to test them online, and make suggested changes to meet the needs of their particular audiences. Note that while we always strive to incorporate suggestions and feedback into our work, if there are legitimate methodological or logistical reasons for retaining the original approach, we will *always* explain the rationale for our decisions. This leads to the most important element of this work, whether you choose us as your preferred contractor or not. This process should be a two-way street. This work can only succeed if the coalition partners promote the survey far and wide. My team and I can only do so much from our position, location, and most importantly our being outsiders. I long ago gave up the idea that I could swoop in from Manhattan, collect all of these data on my own, and provide a product showing anything approaching utility. I will provide, to the best of our ability, everything you will need to know about your early care and education needs, under a single condition. The coalition must be willing to commit to sharing the surveys throughout each of your networks, and members of

those networks must also be willing to provide distribution to their networks. This effort will fail if not. However, you will not be alone, as we will provide guidance on outlets for marketing and messaging that work to boost participation, as well as QR codes on both paper and e-fliers to allow for easily accessing the survey on a phone or tablet.

### ***Structure of Measurement***

We use a four-group approach to accomplish this work. Those groups include *early care and education providers, the general public, families with existing care, and families needing care.*

*Early Care and Education Providers.* After collecting basic demographic information (e.g., age, gender, income, education) questions regarding access and costs can be answered based on surveying families with two important distinctions, seeking care, and with care. The surveys my team and I have used to inform other communities ask specific questions to answer the exact questions posed in the RFI. To understand the true cost to provide care, a survey would be administered to each of the 77 licensed child care programs (i.e., group day homes, child care centers, Head Start, day care home) currently provided on the Kansas Department of Health and Environment's [licensing site](#).

*Seeking Care and With Care.* The answers to the questions posed regarding access and demand are part of the surveys of those with care and seeking care. Due to several similar needs assessments conducted by our research team, we have ample comparison data for the data we will collect. Again, we will use publicly available data to make comparisons beyond those counties we have done ourselves (nine total in KS, plus four more in NE). Given that Reno County is unique in its proximity to Wichita, prudence dictates again making comparisons to our own data sets and those available via the US Census Bureau and data from KDHE, DCF, and the Kansas Department of Commerce to then make valid models predicting the answers to future demand posed above. Due to the quality and structure of the data we collect, and the statistical analysis skills of our group we can provide reports parsing each of these variables to get the answers to the questions in the RFI, and perhaps even more usefully, using any combination of those factors. Respondents would be asked if they would like to participate in focus groups, these focus groups will take a guided interview approach with questions relating to the challenges and barriers facing them in relation to the guidance provided in this RFI. These data will be triangulated with the survey data to provide a full picture of the needs of licensed child care providers to inform the answers to Reno County United Way's questions. One of the issues with using state-level data to understand the cost of care is that they often do not provide the level of detail useful for analyses. For example, the [KDHE narrow cost analysis](#) provides a useful illustration of the limitations of how useful these data are, and how important directly understanding the **true cost** of care will be when making informed decisions on how to proceed: "Because the cost estimates provided are likely conservative, as they do not include expenditures for taxes, maintenance, utilities, attorney/accounting fees, and other expenses, a more comprehensive Cost Analysis could capture these costs. Despite these limitations, LTI has attempted to provide an accurate, yet conservative estimate of child care costs for providers in Kansas." (2020 Kansas Narrow Cost Analysis, p.14).

However, some of these questions will be answered and verified (or not) with supporting child care data from [Child Care Aware of Kansas' Point-in-Time](#) system. We take the approach of comparing the data collected from families in three domains, the seeking and with care domains

above, and a *general public* survey to understand the economic landscape more fully, and to determine the knowledge and attitudes of this group regarding the effect of child care on families in their communities. We also seek to understand perspectives on whom they would prefer to be involved in addressing this issue in their community (e.g., state government, county government, churches, NGO's, philanthropic organizations) to inform strategic decision-making when considering possible avenues for alleviating the needs found through the other domains.

*Capacity & Collaboration.* These activities will occur during coalition meetings. We have found that solutions to these issues, while often quite frustrating until we locate them, mostly occur due to someone who knows someone who knows someone. My hope is that the rationale for expanding the coalition now sparks a moment of clarity. I am currently writing a manuscript and will be presenting at a conference in February about these needs assessments. The take away indicates that these needs assessments, if done in the true spirit of collaboration, serve as catalysts for creatively solving issues around capacity and collaboration. The momentum, visibility, and commitment coalition members, their networks, and their networks' networks bring, enhances the chance to participate in meaningful conversations and collaborative solutions to these stubborn problems. However, an external party such as us, provides a tremendous conduit for working through the more contentious discussions and positions. Our facilitation skills come in quite handy in these cases.

### **Budget**

We estimate that this work will cost approximately \$43,642. This figure is based on our experiences in conducting the full-scale of needs assessments (i.e., surveys, focus groups, coalition facilitation), developing and validating additional required measures, and incorporating projections required in the RFI.

### **Timeline**

We anticipate this effort requiring a total of nine months from 3/1/22 to 8/31/22

### **References**

Jack Allston, CEcD, FM, IOM, HLM  
Executive Director  
Pottawatomie County Economic Development Corporation  
Office: 785-456-9776  
[jack@ecodevo.com](mailto:jack@ecodevo.com)

Amy Collins  
21 Central Extension District  
620-549-3502  
[acollins@ksu.edu](mailto:acollins@ksu.edu)

Daryn Soldan  
Director of Economic Development - Manhattan Chamber of Commerce  
785-776-8829  
[daryn@manhattan.org](mailto:daryn@manhattan.org)

## **Hutchinson Regional Health System Child Learning Academy**

Hutchinson Regional Health System respectfully requests financial assistance from the Reno County APRA grant in the amount of \$1.6 million to assist in creating a state-of-the-art childcare academy plus \$200,000 (\$50,000/year for 4 years) to help cover the expenses of essential workers for the facility. The total project startup costs will be approximately \$6.36 million with an annual operating expense of \$1.85 million. (See attachment for complete breakdown of Project Costs.)

### **Project Justification**

Residents of Reno County recognize childcare as a top priority in the community. The Reno County ARPA Task Force recommends that City and County officials make a bold statement that Hutchinson and Reno County are family-friendly and committed to supporting and growing a thriving workforce today and tomorrow by committing all or a substantial amount of ARPA funds to address the local childcare system.<sup>1</sup>

Hutchinson Regional Health System has committed to addressing this crucial childcare shortage and will be an integral piece in solving this pervasive problem in the community by creating a state-of-the-art child learning academy. This project will have widespread community benefit by directly addressing the childcare shortage, creating jobs, and providing exciting workforce development opportunities. Other indirect benefits include keeping young families local, recruitment incentives for potential health care workers, opening additional childcare spots in the community when health system employees move their children into the Learning Academy, and increased tax base with additional employees moving to the community.

The HRHS Learning Academy will:

- Help develop the workforce by partnering with HCC and the high schools to allow students to have internship hours in the high-quality learning academy. This will be a unique opportunity because the learning academy will have extended hours that will allow students to attend classes and get internship hours later in the day and on weekends.
- The learning academy will recruit and employ a diverse population that reflects the community and can assist with getting the education needed to become early childhood professionals and/or teachers.
- Help develop the workforce in the medical profession by providing quality childcare to young medical professionals (such as CAN's, and interns) while supporting them as they attend classes and work on their service hours.
- Partner with Reno County Infant Toddler by allowing them to provide services to children on site.
- Partner with Reno County development groups to serve as a model & mentor to other companies to provide similar childcare benefits for their staff. Pave the way and then

---

<sup>1</sup> Reno County ARPA Task Force Recommendations

guide others for the benefit of recruiting and retaining a robust workforce for the community.

### Project Description

The HRHS vision for the learning academy is to have an educational center that will focus on quality childcare while providing an enriched learning environment. The Learning Academy will service approximately 140 children ages 0-12 with extended hours and days to help meet the unique needs of health system schedules. The goal is to have a sliding fee scale to assist with affordability for all salary ranges.

The Learning Academy will be designed to be a family friendly environment and will be in the existing Annex on the HRHS campus. The Academy will have secure entrances and check-in as well as a communication app for phones so parents can check on their child's activities throughout the day. The facility will host 9-10 classrooms, outdoor play space for all ages, an indoor multi-purpose room, a family room for nursing moms, infirmary for sick children calming/sensory space, office space, storage, and a small library.

Quality childcare matters for children's healthy development, early learning, and safety. The factors that contribute to quality care include a secure and stimulating environment in which to learn, a workforce trained to encourage brain development through responsive interactions with children, and professional development that prepares early learning educators to identify potential problems early on, so appropriate interventions can be made available.<sup>2</sup> To ensure the highest quality of care and education is provided at the HRHS Learning Academy, highly qualified staff will be hired and continuous professional development opportunities will be provided. Research based curriculum will be offered for children ages 0-5 that focuses on developmental milestones and Kindergarten readiness skills will be measured for each child to ensure that skills are met or exceeded. School age children will be provided with before and after school programming, will receive homework assistance and will engage in activities that include STEAM (Science, Technology, Engineering, Art, & Mathematics) with social and emotional development included. Summer camps and coverage for school vacation days will also be offered.

A steering committee has been formed to plan the development of the program and includes health system employees and community partners. Input from staff and stakeholders will continue to be gathered through the developmental process using survey tools and open meetings. Each decision regarding the Learning Academy will be made with the goal of providing the highest quality care, family friendly environment and workforce enhancement.

### Program Details

- Penny Stoss has been hired as director of the Learning Academy bringing 30+ year of experience in Childhood Development. Ms. Stoss has served on several state boards including Child Care Aware and Kansas Head Start. She is a former teacher, principal, and assistant superintendent/curriculum director. She also served as an early childhood director for 9 years in McPherson and Marion Counties serving community, special

---

<sup>2</sup> <https://www.ced.org/reports/early-learning/pathways-to-high-quality-child-care>

education, at risk and head start children.

- The Learning Academy will be approximately 17,500 sq feet and will be in the Annex (formerly known as the Dillon Living Center) building on the HRHS campus. A local architect has been hired after interviewing 3 different companies. HRHS is excited about keeping with their mission for this project of making a positive impact on the community and keeping dollars in Reno County.
- Management of the project will be the responsibility of Darryl Serpain, Project Manager and Director Penny Stoss with ultimate oversight by Ken Johnson.
- Penny Stoss is currently working with the Hospital finance team to create an annual budget and proforma for long range financial health as well as discussing later project that may include adding additional slots, partnering with outside agencies to open slots for other healthcare agencies and adding overnight care.
- Success of the program will be evaluated and measured by:
  - Qtly surveys to Learning Academy parents. This will allow adjustments and improvements to be made quickly.
  - Measurement of child developmental milestones and early learning standards. Research-based tools will be selected for this purpose and used with fidelity.
  - Family retention in the program
  - Health System staff retention and attendance rates.
  - KDHE inspections and reports
- Timeline for project completion is estimated at Q2 of 2023.

Budget – See attachment for Breakdown and Narrative

	Expenses	Funding Sources
Facility Start up Costs	(\$1,705,673)	
Construction Costs	(\$4,654,400)	
HRHS		\$4,760,073
ARPA Funds		\$1,600,000
<b>TOTAL</b>	<b>(\$6,360,073)</b>	<b>\$6,360,073</b>

## Operational & Supplies

*For the purpose of this budget estimated figures reflect operation costs for:  
hours: 6:30 am - 7:30 pm 7 days a week for a year*

Salary/Staff		Notes/Narrative
2 Infant/Toddler Floater	\$62,400.00	\$15x40hr.x52wksx2=
2 Toddler/Preschool Floater	\$62,400.00	\$15x40hr.x52wksx2=
6 Leads	\$224,640.00	\$18x40hr.x52wksx6=
11 Assistants	\$343,200.00	\$15x40hr.x52wksx11=
3 Teachers	\$150,000.00	\$50,000 for 42 weeks=
2 Floaters P/T	\$31,200.00	\$15x20hrx52wksx2 =
Administrative/Clerical	\$207,040.00	52 Weeks
<b>Salary Total</b>	<b>\$1,080,880.00</b>	
<b>Employee Benefits</b>		
FICA, SocSec, Ins, WorkComp. Etc.		estimated at 25% of total costs of salaries
<b>Salary Benefits Total</b>	<b>\$270,220.00</b>	
<b>Salary &amp; Benefits Total</b>	<b>\$1,351,100.00</b>	
<b>Professional &amp; Technical Services</b>		
Licensing & accreditation costs	\$500.00	
Professional Affiliations	\$300.00	NAEYC (National Association of Young Children)
Conferences and online training	\$4,350.00	Estimated @ \$150 per staff, 150x29=
Trainers contracted	\$1,500.00	Estimated to host virtual and face to face training
<b>Professional &amp; Technical Services Total</b>	<b>\$6,650.00</b>	
<b>Other Purchased Services</b>		

Transportation of students	\$70,000.00	Estimation based from previous experience
Advertising/Marketing	\$5,000.00	Fliers, mascot, open house, business cards, marketing items with logo
Digital Platform Parent Communication	\$5,400.00	Researched per site visit: platform costs \$50 per month per classroom $\$50 \times 9 \times 12 =$
ASQ online acct. for 125 children	\$545.00	ASQ kit (295) online sub. $\$2 \times 125 =$
Learning Journeys/Field Trips	\$600.00	200 x 3 classrooms (preschool/PreK.
<b>Other Purchased Services</b>	<b>\$81,545.00</b>	
Classroom consumable supplies	\$9,000.00	9 rooms x \$1000=
Curriculum purchases	\$14,000.00	Based off of average startup cost to purchase curriculum: infant \$950 x2, Toddler \$1,200 x 3, Preschool \$2,000 x 2, PreK \$3,500x1 supplemental materials 1,000
Infant Rooms	\$3,658.00	play, sleeping supplies etc. estimated costs from recommended ECE list for infants. $\$1,829 \times 2 =$
Toddler Rooms	\$10,500.00	play, sleeping supplies etc. estimated costs from recommended ECE list for toddlers. $\$3,500 \times 3 =$



Preschool Rooms	\$10,000.00	play, sleeping supplies etc. estimated costs from recommended ECE list for preschool. \$5,000 x 2 =
Prekindergarten Room	\$5,000.00	play, sleeping supplies etc. estimated costs from recommended ECE list for prekdg. \$5,000 x 1=
School Age 5-10 yrs. Room	\$5,000.00	play, sleeping supplies etc. estimated costs from recommended list for extended care. \$5,000 x 1=
Early Childhood Library	\$3,000.00	Start of library base of approximately 150 developmentally appropriate board books and preschool books
<b>Supplies &amp; Materials Total</b>	<b>\$60,158.00</b>	

<b>Operational &amp; Supplies Total</b>	<b>\$1,499,453.00</b>	<i># includes salary &amp; benefit costs</i>
---	-----------------------	--

Interfaith Housing and Community Services, Inc.  
Reno County Housing Impact Plan

Summary of ARPA Funded Activities:

- 1) Priority residential renovation projects with a maximum commitment of:  
\$25000 (Reno County/ARPA)  
\$7500 (SCKEDD/KS Weatherization Assistance)  
\$9000 (IHCS/Individual Development Accounts)  
\$2000 (IHCS/Reno Co. Department of Aging)  
**\$43,500 per @ 40-60 projects**
  
- 2) Priority abandoned housing solutions as determined by Community Council(s) or authorized local group(s) to include: acquisitions, demolitions  
**\$10,000-15,000 (Reno County/ARPA) per @ 20-30 projects**
  
- 3) IHCS volunteer driven residential renovation projects:  
\$25000 (Reno County/ARPA)  
\$2000 (IHCS/Reno Co. Department of Aging)  
\$5000 (volunteer labor value)  
**\$32,000 per @ 30-40 projects**
  
- 4) Consideration for leverage funding for new in-fill housing development
  - a) Community Council(s) and/or authorized local group(s) will be invited to present concepts, development plans, funding sources, partnerships, etc.
  - b) IHCS will remain available to communities and/or developers interested in not-for-profit partnership strategies for new housing development
  - c) IHCS will seek to communicate future new housing development concepts to the Reno County Commissioners by way of the County Administrator
  - d) KS Housing is currently finalizing the 2023 Qualified Allocation Plan. We will seek to access all available project development funding, affordable and moderate, in support of new rural housing development solutions



*HELPING HANDS  
HELPING PEOPLE*



## RENO COUNTY HOUSING IMPACT PLAN

Presented by  
Interfaith Housing and Community Services, Inc.

*REVITALIZING  
RENO COUNTY  
ONE HOME  
AT A TIME*





# Table of Contents

Executive Summary	3
Vision	4
Overviews	4
Program Design	7
Program Outcomes	10
Program Reporting	12
Budget and Narrative	13
Conclusion	16
Appendix	17
Staff Bios	
Board of Directors	
Federal Poverty Guidelines	
Rural Community Support	
Board of Directors Support	

# RENO COUNTY HOUSING IMPACT PLAN

## Executive Summary

Shelter, or housing, is one of the four basic needs for human survival. Unfortunately, too many Reno County residents struggle to survive because they are living in housing that is substandard or unaffordable for their level of income. Interfaith Housing and Community Services, Inc. (Interfaith) has over 31 years of experience in providing high-quality, affordable housing in Reno County. From successful housing development, housing revitalization, and individualized financial empowerment, education and coaching, we have a proven strategy for insuring households of all ages, from seniors to young adults, have the housing necessary to meet their basic human need for shelter.

A 2020 Statewide Housing Assessment recently published by the Kansas Housing Resources Corporation (KHRC) revealed that in 2019 11.7 percent of homes in South Central Kansas were in poor condition, probably due to the fact that the average age of housing in the region is over 80-years-old. In addition to that, 33.9 percent of homeowners are over the age of 65 and likely living on a fixed income leaving them unable to keep up with repairs. Unfortunately, it seems inevitable that without a strategic plan and quick intervention over the next few years, the percent of homes currently described as being in poor condition will increase from 11.7 percent to a number several times higher.

The housing assessment also revealed that 20.6 percent of homeowners and 38.7 percent of renters were cost burdened, meaning that more than 30 percent of their income goes toward housing expenses (mortgage/rent and utilities). Some of the burden might result from high heating and cooling bills due to the poor condition of their homes.

The study of rural housing instability involves many systemic issues that cannot be resolved with a singular investment or a one-off program initiative. In order to create real long-term impact Interfaith proposes a multi-faceted approach with a portion of Reno County's American Rescue Plan Act (ARPA) funding being utilized to jump-start housing initiatives. Investing committed ARPA funds into the *Reno County Housing Impact Plan* allows Interfaith to engage with underserved rural Reno County communities and Hutchinson property owners.

Within our *Reno County Housing Impact Plan*, we have created a strategically focused four year timeline for engaging with local community stakeholders, identifying high priority housing initiatives, and carrying out a variety of high-impact revitalization activities. Upon expenditure of all ARPA funds, Interfaith is committed to remaining available as a resource for housing needs and residential project development throughout the county.

# Vision

The *Reno County Housing Impact Plan* envisions major improvements for not only housing structures but also for the individuals and families residing in those houses. Through Rural Reno County Revitalization and Hutchinson Neighborhood Revitalization, homeowners and tenants will have safe, affordable places to call home.

## Overview

### Rural Reno County Revitalization

When Interfaith Housing Services was founded in 1991, its singular objective was Home Repair and Rehabilitation (HRR) and it operated solely with volunteer labor. The HRR Program has evolved over the years, and increased its scope, as necessary, to meet growing needs. The Interfaith Kansas Housing Assistance Network (IKHAN) was created to help neighboring towns with their housing repair needs. This easily replicated model assists and mentors communities in establishing their own locally driven housing rehabilitation program.

This formula was tested in Rice County the past two years as we partnered with and guided them through the process of developing a productive housing network for facilitating home repairs in their communities. They are now successfully operating their own home repair program, Hearts for Homes, Rice County. One key element that facilitated the success of Hearts for Homes was the \$300,000 in funding allocated by their Habitat for Humanity organization specifically to cover start-up expenses.

We believe this model, with an allocation of ARPA funds, can be successfully replicated throughout the majority of Reno County communities, and sustained even beyond the expenditure of all ARPA funding.



**Properties in Rural Reno County Communities in need of paint and repairs.**

# Hutchinson Neighborhood Revitalization

For over 30 years Interfaith has developed, owned and managed quality affordable housing in the Hutchinson. Early in our history we focused the majority of our development resources on acquisition and rehabilitation of existing older housing stock. Through our second and third decades, we developed new grant funded housing generally located on vacant parcels in existing neighborhoods. One common result in both rehab and new construction is the radiating impact that a nice clean home has on its immediate surroundings.

Often, as a by-product of our initial investment in a neighborhood, we see others on the block begin taking new pride in the area and making improvements to their homes and properties. By contrast, deteriorated and unsightly housing units serve only to reduce the overall desirability of a neighborhood and create a false stereotype of our community as a whole.

Contractor labor shortages and escalating material costs have added to the inequity gap for a large percentage of Hutchinson's low and middle income households. While Interfaith has done a tremendous job of offering no-cost homeowner rehab services for seniors and a 2:1 match for other owner occupied households, our funding is always extremely limited and never at the level necessary for truly remaking a blighted property.

Over the past two decades, Interfaith has slowly and methodically acquired each of the properties, from 1213 E Ave A through 1327 E Ave A, across from our office at 1326 E Avenue A. These houses were all in very poor repair with a couple tagged as uninhabitable by the City Building Inspector. Today renovations on the final two, purchased in 2020, are nearing completion and will be ready for occupancy in the next 60 days. The transformation of this block is nothing short of extraordinary and while it has been a long and tedious process because of limited funding, it is an example of what can be accomplished if ARPA funds are available for acquisition and renovation.



**1227 E Avenue A: Complete renovation of abandoned property and part of a full block**

Due to their proximity to our office, Interfaith is retaining the 1213 through 1327 E Avenue A as rental properties; however, many other completed acquisition and renovation projects were sold to first time homebuyers and placed back on the Reno County Property Tax rolls at a higher assessed value, thereby increasing county revenue.



**600 E 7<sup>th</sup>: Complete renovation of vacant property sold to First Time Homebuyers**

Through comprehensive education, credit counseling and personalized support these homebuyers completed first time homebuyer education through the Creating Assets, Savings and Hope (CASH) Program. The First Time Homebuyer Education provides the knowledge necessary to navigate through the purchasing process while preparing participants to maintain a home, continue to improve their credit and prevent future foreclosure. Not only does the education provide the support and knowledge needed to become a first time homebuyer it also gives the security of being a long time homeowner.

We know the work Interfaith has completed over the past 30 years throughout the community and particularly in blighted neighborhoods with very limited funding, can be tremendously expanded with an allocation of ARPA funding. Homeowners can once again live safely and affordably in their own homes and first time homebuyers can enjoy the financial security of owing a high return asset that appreciates in value.



# Program Design

## Rural Reno County Revitalization

In a balanced and equitable manner, Interfaith will seek to engage each Reno County community in offering this revitalization plan to their residents. While we will remain adaptive to the needs of those individual communities we will generally prioritize the follow project recipients:

1. Projects identified by SCKEDD and/or enrolled in the IDA match program will qualify at or below 200 percent of Federal Poverty Guidelines (FPG)
2. Additionally all project applicants qualifying at or below 250 percent of the Federal Poverty Guidelines (FPG) will be considered based on property condition, neighborhood impact, scope of work and residential health/safety concerns.
3. Rental properties will be considered with owner(s) required to commit a 25 percent funding match
4. Land-contract properties will be considered only if a warranty deed has been filed with the Reno County Register of Deeds
5. Abandoned housing to be renovated for first-time homeownership opportunities
  - a. All eligible homebuyer projects will include a minimum of six months participation in the Individual Development Account Program which includes financial and first time homebuyer education along with a financial investment of up to \$3000 by the buyer

During year one, activities will consist of a variety of presentations to local groups, churches and civic organizations to better understand each communities “needs” and also spark the first level of interest. Over the history of Interfaith we successfully completed housing projects in Buhler, Nickerson, Pretty Prairie, Partridge, South Hutchinson, and Arlington. We will work directly through our current civic contacts in each of these communities while making new contacts in other communities.

In addition to in-person meetings, we will perform our own assessment of the overall housing condition and landscape of each town. All assessment information will be documented and compiled in a concise report with start-up recommendations for each community. Each project will include a pre and post-inspection by Interfaith’s licensed General Contractor. We believe a successful first project is a demonstration of competency for each community. By the first quarter of 2023 renovation work will begin on the first identified project in each participating community. Community projects may be as basic as exterior house painting or as extensive as major structural repairs. Signage at each project site will recognize Reno County ARPA Funds as the primary investment source.

All local stakeholders will be identified by year two along with a full list of the priority revitalization projects for each community. A critical component of long-term, self-sustaining, quality rural housing involves the establishment of local leaders willing to invest the time and provide local directives for oversight. Throughout 2024, Interfaith will play a lead role in establishing and directing local coalitions to develop a personalized network of housing resources including: revolving funds, priority activities and a strong volunteer base.

Active projects will continue in years three and four with wrap-up planning also beginning in year four. By mid-year 2025, each community will have completed 50-60 percent of their ARPA funded revitalization projects, at an average cost of \$15,000 per project. Marketing efforts will still involve Interfaith oversight but will be carried out by each community's housing coalition. Each local group must submit a final plan for the full use of their remaining allocated ARPA funds including final project(s) scope and cost estimates. All outstanding projects will be completed by mid-year 2026 with unused funds being eligible for reallocation to other Reno County areas.

## Hutchinson Neighborhood Revitalization

Within Hutchinson, our primary goal is drastically scaling up our local housing revitalization activities from an average investment of \$2,500 per project to an ARPA funded investment of \$20,000-\$25,000. Funding at an increased level affords us the unique opportunity to achieve major housing improvements including roofs, siding, demolition, site work, etc. We will seek every opportunity to layer ARPA funds with other available funding sources to maximize the per dollar impact of each project. We will continue working closely with collaborative groups including:

- Reno County Commission
- South Central Kansas Economic Development (**Partnership Agreement 4.22.22**)
- City of Hutchinson
- Kansas Department of Commerce – Community Development Block Grants
- Kansas Housing Resources Corporation
- United Way of Reno County
- Hutchinson Recreation Commission Neighborhood Development
- Reno County Department of Aging
- United States Department of Agriculture – Rural Development
- Local residential contractors and tradesmen
- Reno County Board of Realtors

Over a four year period Interfaith will accept and review all Reno County Housing Impact Plan project applications submitted by residents residing within the Hutchinson city limits. Referrals from local collaborators, City officials, service agencies and area churches will be reviewed and when appropriate applications provided for the residents. We will have established policies and procedures defining our priority areas, income eligibilities, scope of service and/or maximum per project investment, etc. The follow list will act as a guide for priority ARPA projects:

1. Projects identified by SCKEDD and/or enrolled in the IDA match program will qualify at or below 200 percent of Federal Poverty Guidelines (FPG)
2. Additionally all project applicants qualifying at or below 250 percent of the Federal Poverty Guidelines (FPG) will be considered based on property condition, neighborhood impact, scope of work and residential health/safety concerns.
3. Rental properties will be considered with owner(s) required to commit a 25 percent funding match
4. Land-contract properties will be considered only if a warranty deed has been filed with the Reno County Register of Deeds
5. Abandoned housing to be renovated for first-time homeownership opportunities
  - a. All eligible homebuyer projects will include a minimum of six months participation in the Individual Development Account Program which includes financial and first time homebuyer education along with a financial investment of up to \$3000 by the buyer

# Program Outcomes

## Rural Reno County Revitalization

Our overarching outcome is making stable, quality, self-maintained housing available for every resident of Reno County. This far reaching goal of healthy housing for each and every adult and child is achievable only through localized, long-term resources and self-empowerment guidance made available for all. Through our *Reno County Housing Impact Plan* efforts we will equip our area communities with the resources and guidance to realize true generational change.

ARPA funding is the critical tool in incentivizing rural leaders to create policy and engage with owners of blighted housing units. Abandoned properties, site condition issues and higher priced repair needs require localized creative problem solving skills. Through our *Reno County Housing Impact Plan* activities, we believe a successful outcome is not fixing every house, but as housing issues overall are reduced, holdout owners will begin feeling more pressure to comply or liquidate the asset.

True change takes encouragement, funding and community pride. Each project participant will be strongly encouraged to enroll in one of our financial education opportunities. Homeowners choosing to enroll in our Individual Development Account Program will have an opportunity to save up to \$3000 and receive a 2:1 match for current and future housing improvement needs. Pride in ownership will be achieved through client interaction with our highly skilled Interfaith team and the joy of seeing their home take on new life.

The final year, of our four year community engagement, focuses on the overall transition into long-term community housing stabilization. By this time, each community will have developed an experienced and reliable local housing network. We will celebrate a successful partnership and remain available for all future housing and revitalization opportunities.

# Hutchinson Neighborhood Revitalization

Interfaith, together with similar agencies, has played a critical role in holding off a wave of housing deterioration over that last 30 years. Many socioeconomic factors and code enforcement battles have attributed to the current dynamic in older Hutchinson neighborhoods. Tour our town, block by block, and you see a mix of well-kept housing units next to extremely neglected properties.

The current availability of ARPA funding is a uniquely unrestricted opportunity for truly addressing major sections of our Hutchinson housing stock. Previously sources such as block grants, agency funds and renovation dollars were restricted to certain segments of our population and/or geographic areas. We propose seeking out the highest revitalization impact, in terms of neighborhood stability and viability, through strategic and concentrated revitalization efforts over a four year project timeline.

We will seek to work directly with our core group of local agencies, neighborhood leadership, and City staff identifying the most attainable and highest impact *Reno County Housing Impact Plan* projects. Successful outcomes involve investigating the core neighborhood needs and making recommendations. We will seek to not only perform major repairs on over 100 deteriorated properties, but also to investigate viable projects for homebuyer opportunities through acquisition/rehab and new infill construction.

The final year, of our four year Hutchinson Neighborhood Plan, will focus on performance reviews of each project neighborhood and recognition of outstanding opportunities to be pursued. We will complete our *Reno County Housing Impact Plan* with a much deeper understanding of the overall local housing makeup and continue seeking ongoing solutions through state and local funding networks.

# Program Reporting

## Reno County Housing Impact Plan

By acceptance of a Reno County ARPA funding allocation, Interfaith is committed to providing detailed and timely performance reports on a semi-annual basis or as otherwise agreed upon. Tracking items will include:

- Number of open and pending applications
- Number of completed projects including expense total and scope of work
- Number of clients that engaged in asset building opportunities
- Financial statements of full ARPA funding allocation

Reno Co. Housing Impact Plan 06/2023	Total ARPA Funding	Approved applications	Committed Funds	In-process Projects	Completed Investment	Completed Projects	Available Funding	Total Clients
Nickerson	\$218,500	6	\$108,000	4	\$44,000	2	\$110,500	18
Haven	\$288,500	5	\$75,000	4	\$15,000	1	\$213,500	15
South Hutchinson	\$370,000	8	\$160,000	2	\$120,000	6	\$210,000	24
Pretty Prairie	\$168,500	3	\$66,000	2	\$25,000	1	\$102,500	9
Buhler	\$288,500	5	\$115,000	2	\$65,000	3	\$173,500	15
Arlington	\$168,500	4	\$87,000	1	\$66,000	3	\$78,500	15
Rural other	\$380,000	6	\$120,000	2	\$80,000	4	\$260,000	18
Hutchinson	\$2,000,000	15	\$375,000	6	\$225,000	9	\$1,625,000	45
<b>Consolidated Totals</b>	<b>\$3,882,500</b>	<b>52</b>	<b>\$1,109,000</b>	<b>23</b>	<b>\$640,000</b>	<b>29</b>	<b>\$2,773,500</b>	<b>159</b>

# Program Budget and Narrative

## Reno County Housing Impact Plan

	<u>Year 1 (2023)</u>	<u>Year 2 (2024)</u>	<u>Year 3 (2025)</u>	<u>Year 4 (2026)</u>	<u>Total Budget</u>
<b>Revenues</b>					
Reno County ARPA Funds	<u>966,053</u>	<u>1,272,105</u>	<u>1,272,247</u>	<u>955,526</u>	<u>4,465,931</u>
<b>Total Revenues</b>	<b>966,053</b>	<b>1,272,105</b>	<b>1,272,247</b>	<b>955,526</b>	<b>4,465,931</b>
<b>Program and Project Expenditures</b>					
Project Development	15,000	15,000	15,000	5,000	50,000
Mileage Expense	25,000	25,000	25,000	25,000	100,000
General Contractor Services	20,000	20,000	20,000	20,000	80,000
Equipment, Tools and Maintenance	5,000	5,000	5,000	5,000	20,000
Education/ Client Support	12,000	12,000	12,000	12,000	48,000
Design Architect and Engineer	8,000	10,000	10,000	8,000	36,000
Accounting/Audit/Contract Support	<u>54,803</u>	<u>70,105</u>	<u>70,247</u>	<u>54,276</u>	<u>249,431</u>
<b>Reno County ARPA Fund Allocation</b> (estimated total of 160-190 projects)					
South Hutchinson allocation	70,000	115,000	115,000	70,000	370,000
Buhler allocation	57,250	87,000	87,000	57,250	288,500
Haven allocation	57,250	87,000	87,000	57,250	288,500
Nickerson allocation	42,250	67,000	67,000	42,250	218,500
Pretty Prairie allocation	32,250	52,000	52,000	32,250	168,500
Arlington allocation	32,250	52,000	52,000	32,250	168,500
General Rural Reno Co. allocation	85,000	105,000	105,000	85,000	380,000
Hutchinson allocation	<u>450,000</u>	<u>550,000</u>	<u>550,000</u>	<u>450,000</u>	<u>2,000,000</u>
<b>Total Expenditures</b>	<b>966,053</b>	<b>1,272,105</b>	<b>1,272,247</b>	<b>955,526</b>	<b>4,465,931</b>

**Budget Overview:** Revenues will be leveraged with matching funds for qualifying households through the Kansas IDA Program. Matching fund totals for these qualifying projects are projected to exceed 1,100,000. The amount of matching funds is based on the expectation that 50 percent of the households served by this proposal will qualify for the IDA Program. As available, additional revenues will be leveraged through SCKEDD, KHRC, FHLB, RCDA, USDA-RD and CDBG.

# Program Budget and Narrative

## Reno County Housing Impact plan

### Revenue:

Interfaith Housing and Community Services is requesting \$4,465,931 in Reno County ARPA Funds. These funds will be used to provide stable, quality, self-maintained housing for residents of Reno County.

### Expenditures:

Program Development activities consist of initial and ongoing engagement with each participating community. Creation of community identified revitalization plan(s), customized policies/procedures, and solicitation of local leadership groups.

Mileage Expense will be calculated from Internal Revenue Service at the US standard mileage rate, currently \$.585 per mile.

General Contractor – Interfaith will provide their licensed General Contractor to maintain code compliance, with pre and post inspections for all communities when needed.

Equipment, Tools and Maintenance – Acquire and maintain equipment and tools as necessary per project.

Design Architect and Engineer – Costs associated when a project needs an architect and/or engineer.

### Reno County ARPA Fund Allocation:

Allocations are divided per census population in 2020. These allocations are not limited to current cities listed as allocations can be administered to surrounding areas per community goals.

Allocations will be provided to each community and will cover all costs for marketing, community coordinator and project selections. Each community will be responsible for choosing what projects they are wanting to complete and the amount set per project not to exceed \$15,000 per project unless approved by Interfaith's General Contractor.

Year one has been calculated at a lesser rate as it will take time to get the program introduced in each community. Year two and three projects will be identified and each community will have the skills and support to administer the program. At the end of 2025 each community will be evaluated by Interfaith to determine if funds need to be redistributed to ensure all funds are used. Year four will be the wrap-up year with all projects completed by year end.



Program Expenses:

Education and client support will be provide on an individualized basis to all clients for optimal success to insure housing stability. Each participant will go through an application process and access to qualified resources, maximizing the amount of funding, each individual project will receive.

Audit Expense are costs associated with the financial audit performed as an annual audit included in Interfaith's overall financials.

Operating Expense will covers Interfaith's staff time, administrative cost, and compliance with required program reporting.

# RENO COUNTY HOUSING IMPACT PLAN

## Conclusion

Interfaith Housing and Community Services appreciates being invited by the County to submit this proposal. Having served the county for over 30 years we believe we are perfectly positioned to implement this Housing Impact Plan. Adequate funding from the county together with the additional funding resources we can access we will provide our rural communities with the tools needed to not only improve their existing housing stock but perpetually maintain it. As we have in our own neighborhood, we will revitalize other neighborhoods in Hutchinson and bring them back to life. Reno County has been given a rare opportunity to make a dramatic difference for our housing but also for our residents.

We look forward to working with you.

# APPENDIX

## Staff

### Leadership Team

Lorna Moore, President and CEO 15 years

Certifications: Homeownership Education and Counseling; Homeownership Counseling and Certification for Program Managers and Executive Directors, Community Economic Development Principles, Practices and Strategies; Grant Proposal Writing; Nonprofit Management and Leadership

Ashley Cain, Director of Finance and Human Resources 9 years

Certifications: OMB 2 CFR Chapter I & II on Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; Abila Certification in MIP Fund Accounting; business Admin Technologies – Accounting Services; Business Management and Entrepreneurship - Supervision

Clint Nelson, Director of Housing Development 17 years

Certifications: Local Initiatives Support Corporation (LISC) Real Estate Development; NeighborWorks America (NWA) Basic Steps of the Affordable Housing Development Process and Using the HOME Program; NWA Real Estate Finance Nuts and Bolts and Developer's Tool Kit; Kansas Housing Resources Corporation (KHRC) Application rules and regulations pertaining to IRC 42 Low Income Housing Tax Credits

Lacy Stauffacher, Director of Creating Assets, Savings and Hope 9 years

Certifications: Homeownership Education and Counseling; Financial Capability and Coaching Facilitator; Grant Proposal Writing

Jeff Thomson, Director of Project Development/General Contractor 8 years

Certifications: Licensed Class A General Contractor, Lead Safe Certified

Jeff is also a member of the Hutchinson Building Trades Board, Hutchinson Housing Commission, Executive Member of Reno County Voluntary Organizations Active in Disaster, and an endorsed Southern Baptist Disaster Relief Chaplain.

## Staff

### Finance

Hayley Harris, Office Specialist 1 year

Vivian Lindgren, Accounting Specialist, Part-Time 13 years

Certifications: OMB 2 CFR Chapter I and II on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

### Creating Assets, Savings and Hope

Diane Crabtree, Creating Assets, Savings and Hope Manager 7 years

Certifications: Homeownership Education and Counseling; Financial Capability and Coaching Facilitator

Rose Smyres, Individual Development Account Coordinator 5 years

Certifications: Homeownership Education and Counseling

### Rental

Michelle Schultz, Compliance Manager 4 years

Certifications: Fair Housing, LIHTC Compliance Training, Multiple Program Compliance training, Compliance for Successful Tax Credit Acquisition, Rehab & Resyndication, Housing Needs in Kansas

Lisa Janzen, Property Manager 5 years

Certifications: Fair Housing, LIHTC Compliance Training, Multiple Program Compliance training, Compliance for Successful Tax Credit Acquisition, Rehab & Resyndication, Housing Needs in Kansas

Rob Garrett, Maintenance Technician 2 years

Certifications:

Gene Horyna, Maintenance, Part-Time 5 years

Mike Schmahorn, Maintenance, Part-Time 1 year

**INTERFAITH HOUSING AND COMMUNITY SERVICES, INC  
2022 BOARD OF DIRECTORS**

**CHAIR**

Brock Wells	212 W Avenue B., Hutchinson, KS 67501		C: 785.766.7614
Salt City Chiropractic			O: 620.860.2174
<a href="mailto:drbrockwells@gmail.com">drbrockwells@gmail.com</a>			

**First term began 1/1/2018; expired 12/31/2020      Second Term began 1/1/2021; expires 12/31/2023**

**VICE CHAIR**

Shane Iwashige	1129 W 4 <sup>th</sup> , Hutchinson, KS 67501		C: 620.615.2380
The Rock Group			
<a href="mailto:shane@rockrentalsks.com">shane@rockrentalsks.com</a>			

**First term began 1/1/2020; expired 12/31/2022      Eligible for another 3 year term**

**SECRETARY**

Jim Ewert	2124 Hendricks, Hutchinson, KS 67502		C: 620.314.8886
Retired			
<a href="mailto:ewertj@cox.net">ewertj@cox.net</a>			

**First Term began 1/1/2019; expires 12/31/2021      Second Term began 1.1.2022; expires 12.31.2024**

**TREASURER**

Mike Smith	756 5th Ave	Inman, KS 67546	H 620.899.4303
Trust Company of Kansas			W 620.669.6826
<a href="mailto:msmith@tckansas.com">msmith@tckansas.com</a>			

**First Term began 1/1/2021; expires 12/31/2023      Eligible for another 3 year term**

**DIRECTORS-AT-LARGE**

Geni Woody	619 E Avenue A	Hutchinson, KS 67501	O: 620.560.6110
First National Bank			H: 785.764.0667
<a href="mailto:hutchwoodyz@yahoo.com">hutchwoodyz@yahoo.com</a>			

**First term began 1/1/2018; expired 12/31/2020      Second Term began 1/1/2021; expires 12/31/2023**

Jordan Fee	3407 Arrowhead Dr., Hutchinson, KS 67501		C: 620.259.8906
Fee Insurance Agency			O: 620.921.1084
<a href="mailto:jordan@feeinsurance.com">jordan@feeinsurance.com</a>			

**Carry over term began 1/1/2022; expires 12/31/2022      Eligible for a second carry over term**

Scott Conklin	4308 Spyglass Dr	Hutchinson, KS 67502	C: 620.802.4574
Conklin Cars			O: 620.662.4467
<a href="mailto:sdconklinjr@conklincars.com">sdconklinjr@conklincars.com</a>			

**First term began 1/1/2022; expires 12/31/2024      Eligible for another 3 year term**

Patrick Thompson	7613 Medora Rd	Hutchinson, KS 67502	H: 620.500.5394
Power Solutions, Inc.			C: 620.960.2071
<a href="mailto:patrick@powersolutionsks.com">patrick@powersolutionsks.com</a>			O: 620.259.2473

**First term began 1/1/2022; expires 12/31/2024      Eligible for another 3 year term**

Esmeralda Tovar-Mora	3113 Nutmeg Ln B	Hutchinson, KS 67502	C: 620.899.1563
Horizons Mental Health Center			
<a href="mailto:Emarriet15@gmail.com">Emarriet15@gmail.com</a>			

**First term began 1/1/2022; expires 12/31/2024      Eligible for another 3 year term**

## 2022 Federal Poverty Guidelines

Persons in Household	Poverty Level	200% of Poverty	250% of Poverty
1	\$13,590	\$25,760	\$32,200
2	\$18,310	\$34,840	\$43,550
3	\$23,030	\$43,920	\$54,900
4	\$27,750	\$53,000	\$66,250
5	\$32,470	\$62,080	\$77,600
6	\$37,190	\$71,160	\$88,950
7	\$41,910	\$80,240	\$100,300
8	\$46,630	\$89,320	\$111,650
For households with more than 8 persons, add \$4,720 for each additional person.			





**MEMORANDUM of AGREEMENT**  
**Partnership for American Rescue Plan Act funding**

THIS AGREEMENT is made and entered into this 22nd day of April, 2022, by and between Interfaith Housing & Community Services, Inc., hereinafter referred to as "IHCS" and the South Central Kansas Economic Development District, hereinafter referred to as "SCKEDD".

WHEREAS, IHCS desires to enter into an agreement with SCKEDD to assist with the administration of American Recovery Plan Act (hereinafter "ARPA") funding that IHCS may receive from the County of Reno, KS, for the project titled the *Reno County Housing Impact Plan*. This plan was initiated and presented to the Reno County Commission by IHCS.

The IHCS *Reno County Housing Impact Plan* is separate from the *Housing Resurgence Program* proposal that SCKEDD presented to the Reno County Commission. SCKEDD will solely manage the *Housing Resurgence Program* if approved by the Reno County Commission.

**IHCS will perform the following administrative duties related to the Reno County Housing Impact Plan and/or this specific MOA with SCKEDD:**

- Jointly market and solicit prospective applicants through marketing outreach by IHCS employees, media outlets, community presentations, etc.
- Final processing and approval of all project applications prior to pre-inspection
  - IHCS will consider existing deferred SCKEDD project application(s)
- Assist in solicitation of qualified contractors and/or bid process, as needed
- Compile all ARPA project(s) performance data and provide reports to Reno County
- Secure adequate project signage to be available, as needed. Signage will include reference to Reno County ARPA funding and the IHCS/SCKEDD partnership

**IHCS will reserve the right to work with community stakeholders, agencies and collaborators in identifying a variety of priority needs. In reference to the Reno County Housing Impact Plan, activities may include: housing rehabilitation, demolition/site work, neighborhood improvements, abandoned housing acquisition, volunteer driven projects, gap funded activities, and other revitalization activities deemed appropriate to create long-term impact in Hutchinson.**

**SCKEDD agrees to perform the following duties related to City of Hutchinson resident applications:**

- Jointly market and solicit prospective applicants through marketing outreach by SCKEDD employees, Social Media Platforms and website announcements
- Disbursement and intake of project applications
- Pre-Inspection analysis of the property as related to Kansas Weatherization Assistance Program (hereinafter "KWAP"), Housing Quality Standards and Lead Inspections.

- Create scope of work with a targeted goal of \$25,000/project in ARPA Funding. If applicant qualifies for the KWAP a scope of work will be created to leverage the KWAP funding source as an above and beyond source of funds.
- Solicit contractor bids for the requested ARPA funding scope of work.
- Create a contract agreement for assignment of work with winning contractor bid.
  - Agreement signed will accompany current Certificate of Insurance, current W-9 and be checked against the Sam.gov website.
- Perform a Final Inspection once work is completed.
- Send all contractor paperwork to IHCS for payment processing, record keeping and retention of contractor documents.
- At conclusion of grant all digital files will be provided to IHCS for record retention as directed by ARPA regulations.

**SCKEDD** will receive a fee in the amount of \$2,500/project completed from IHCS. The fee is limited to the above listed items.

**SCKEDD** will provide HQS and Lead inspection services in surrounding rural communities when deemed necessary by IHCS. If **SCKEDD** staff only perform inspection services a \$1500 inspection fee will be paid to **SCKEDD**.

**SCKEDD** for any home on which they provide services, the Federal income guidelines used for the KWAP program will determine income eligibility for that home.

**IHCS** and **SCKEDD** agree that to make significant impact on the homes being serviced by **SCKEDD**, the amount of ARPA funds per project will not exceed \$25,000 per unit. This may raise the average cost per home above \$15,000. Both organizations understand that increasing the financial investment in each property decreases the number of homes that are served.

**IHCS** is responsible for the initial inspection of any property not previously selected by **SCKEDD** for KWAP inspection. **SCKEDD** will provided guidance to **IHCS** staff in determining if a home will likely meet KWAP standards. If **IHCS** refers a home not already approved for KWAP services to **SCKEDD**, **IHCS** agrees to pay **SCKEDD** a \$1,500 inspection fee if KWAP work is not performed on that home. **SCKEDD** will not charge the agreed upon \$2,500 fee for homes where KWAP funding is not leveraged.

**IHCS** understands that **SCKEDD** will work diligently to help **IHCS** manage projects for the *IHCS Reno County Housing Impact Plan*. **IHCS** also understands that **SCKEDD** Weatherization Program's priority as an organization is to meet the mission of the KWAP. **SCKEDD** will also be administering our own *Housing Resurgence Program*. **SCKEDD** is committed to helping **IHCS** improve housing through the *IHCS Reno County Housing Impact Plan*. **SCKEDD** will make every effort to provide services as needed for this grant. However, this agreement is not a guarantee that **SCKEDD** will perform inspections or work on a certain number properties. Any work performed will be based on the capacity of the **SCKEDD** team to perform the work.

For any homes on which SCKEDD provides services, pre-inspection and post-inspections will be performed by SCKEDD employees certified BPI/HQS Inspectors and will determine and authorize the scope of any work related to KWAP. IHCS licensed General Contractor may also inspect the property.

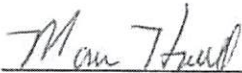
As possible, through income guidelines and income eligibility, IHCS agrees to offer assistance to buyers who are buying homes through the SCKEDD *Housing Resurgence Program*, through the IHCS *Individual Development Account (IDA) Program*.

This Agreement is intended to encompass the entire Agreement of the parties and supersedes all prior agreements with respect to the subject matter hereof. Any amendment or modification of this agreement must be in writing and signed by the parties to be effective.

Neither this Agreement nor any rights or obligations hereunder shall be assigned or otherwise transferred by any party without the prior written consent of all other parties.

During the performance of this Agreement the parties agree that they will not discriminate against any employee or service recipient because of race, color, religion, sex, age, disability, ancestry, or national origin and will comply with all Federal and State of Kansas antidiscrimination laws.

This Agreement shall become a legal and binding Agreement upon signatures of both parties but shall have an effective date of April 22nd, 2022 through December 31, 2026.



---

Marc Howell  
Executive Director, SCKEDD



---

Lorna Moore  
Executive Director, IHCS



**"The City of Haven serves its citizens and businesses  
by providing essential services;  
opportunities for quality family life;  
and progressive economic growth."**

120 S. Kansas Avenue  
P.O. Box 356  
Haven, KS 67543  
Phone: 620.465.3618  
Fax: 620.465.3617  
cityclerk@havencityhall.org

## Letter of Commitment

To Whom It May Concern:

On behalf of the City of Haven, I would like to offer our support for Interfaith Housing & Community Services (IHCS) and their Reno Co. Rural Revitalization proposal. We understand that structured, safe, and supportive housing is a critical component to the initial and long-term stability of individuals in our community. Through our engagement with IHCS, we feel that they have the ability to implement programs and partnerships to stimulate positive long-term revitalization efforts within our local area.

Our community welcomes the opportunity to receive a new housing revitalization investment and collaborative resources from Interfaith Housing & Community Services. We are fully committed to play a key role in project identification, local outreach, code enforcement, and volunteer resource development. Please feel free to contact me directly for additional information.

Adam Wright,  
Mayor  
City of Haven



To Whom It May Concern:

On behalf of the City of Nickerson I would like to offer support for Interfaith Housing & Community Services (IHCS) and their Reno County Rural Revitalization proposal. We understand that structured, safe, and supportive housing is a critical component to the initial and long-term stability of individuals in our community. Through our engagement with IHCS, we feel that they have the ability to implement programs and partnerships to stimulate positive long-term revitalization efforts within our local area.

Our community welcomes the opportunity to receive a new housing revitalization investment and collaborative resources from Interfaith Housing & Community Services. We are fully committed to play key role in project identification, local outreach, code enforcement, and volunteer resources development. Please feel free to contact me directly for additional information.

A handwritten signature in black ink that reads 'Peggy L. Ruebke'.

Peggy L Ruebke  
Mayor

4/21/22

Lorna Moore  
President and CEO  
Interfaith housing and Community Service, Inc.  
1326 E Ave A, Hutchinson, Kansas 67501  
(620) 662-8370  
Lornam@interfaithks.org

Lorna Moore,

Thank you and Clint Nelson for taking the time to come to our town hall meeting to present your information on potential city improvements. We are extremely interested in acquiring funding for improving our city, there are dilapidated houses that could be torn down. We also could use funding for adding new houses or duplexes where these old houses are currently standing. We believe if more housing could be added to the area it would help the school district significantly. We are an exceedingly small town and simply do not have the funding to do these improvements ourselves, if we could get funding to help us improve our city it would be appreciated. Thank you again for this wonderful opportunity for city improvement.

Stephanie Nisly  
City of Langdon City Clerk

**From:** [City of Turon](#)  
**To:** [Lorna Moore](#)  
**Subject:** City of Turon  
**Date:** Thursday, April 21, 2022 1:03:11 PM

---

Mayor Linda Brown said The City of Turon would be interested in the Interfaith program. Thank you!

Deb Lawrence, Clerk  
City of Turon  
501 E. Price  
Turon, KS 67583  
620-497-6443



209 S Kansas Ave  
Haven, KS 67543  
620-281-1800

To Whom It May Concern:

I would like to offer my support for Interfaith Housing & Community Services (IHCS) and their Reno Co. Rural Revitalization proposal. In my 7 years as a licensed real estate broker, the majority of my work has been in the rural areas of Reno County. I have a unique and current perspective on rural housing conditions, valuations and overall availability of both affordable and moderately priced homes.

Reasons for the lack of affordable homes is complex and varies by community. In my professional opinion, the two main reasons for a lack of quality, moderately priced homes in the rural communities of Reno County are: 1) uncertain supply and demand 2) lack of resources to develop and maintain infrastructure.

First, supply and demand uncertainty is a multi-faceted, cyclical issue. This is especially true for towns who are actively growing the population such as Haven or Yoder (unincorporated). Communities on the verge of growth are constrained by developers reluctance for fear of a failed development. Similarly, homeowners worry about future resale values. Many homeowners are hesitant to complete home improvements on existing housing stock for fear favorable return on investment is not possible. Often, homes in greater disrepair are gobbled up by investors as rental properties and not often well taken care of thereon after.

Secondly, lack of resources can include available land (or affordable land), but more importantly the lack of financial resources to maintain current housing stock and new developments. Consider a new subdivision in a small community; such a project is a proportionally large chunk of funds to put forth in hopes of selling lots for building. While there are resources such as Kansas Housing Resource Commission funds and Rural Housing Incentive Districts, the smaller communities are at a disadvantage in this matter.

I understand that structured, safe and supportive housing is a critical component to the initial and long-term stability of individuals in Reno County community. Through my experiences with Interfaith Housing, I feel that they have the ability to implement programs and partnerships to stimulate positive long-term revitalization efforts within our local area.

As a representative of the real-estate sector, I recommend that the county allocate an adequate level of housing funds to be administered by IHCS throughout our rural Reno County Communities. We welcome the opportunity to partner with Interfaith Housing and Community Services. Please feel free to contact me directly for additional information.

 *Jessica Schmidt*

02/19/22

Jessica Schmidt  
Broker/Owner, Reign Real Estate  
620-664-8298



To: Commissioner Ron Sellers  
Commissioner Ron Hirst  
Commissioner Daniel Friesen  
County Administrator Randy Partington

Subject: Reno County Housing Impact Plan

Dear Sirs,

Thank you for the opportunity to formulate the Reno County Housing Impact Plan (RCHIP) with its goal of developing more affordable housing.

The RCHIP has the full support and blessing of the Board of Directors at Interfaith Housing and Community Services. We have the staff, resources, connections, and community support to execute this plan to make a lasting impact in Reno County.

Some of the reasons the IHCS Board is committing to the RCHIP is because of the successes IHCS has had over the last 31 years, specially within the last decade, has put us in a position to execute this plan and make housing more affordable in Reno County.

Also, the organization is operating at a very high efficiency level due to clear mission and vision statements, staff longevity and continuity, a working strategic operational plan with clear goals, and being anchored in following the example of Christ Jesus – loving and helping people.

Sincerely IHCS Board of Directors,



Brock Wells - Chair  
Shane Iwashige – Vice Chair  
Jim Ewert - Secretary  
Mike Smith - Treasurer  
Jordan Fee  
Geni Woody  
Scott Conklin  
Patrick Thompson  
Esmeralda Tovar-Mora



## INTERFAITH HOUSING & COMMUNITY SERVICES, INC.

*Helping hands helping people.*

### Financial Overview:

In accordance with 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Interfaith Housing and Community Services Finance Department maintains a financial management system that assures all program funds are expended and accounted for in a manner consistent with all contract and grant agreements and in accordance with generally accepted accounting practices. All federal grants are to be administered in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.

To insure proper GAAP Accounting procedures are being followed Interfaith contracts with an independent auditor to perform annual audits of all financial aspects of the organization according to procedures set forth in 2CFR 200 sections 302 and 425. At conclusion of the audit, audited financials for the past two years as well as a letter of findings are presented to the Finance Committee and Board of Directors.

### **Segregating Unallowable from Allowable Costs**

The Finance Department and/or Program Director reviews each purchase and vendor invoice to determine if it is an allowable grant cost. If the cost is considered unallowable per grant guidelines or 2CFR200, the expense is coded and paid for with general Interfaith operating funds. All unallowable costs are to be coded in such a way as they are not included in any general allocations.

### **Criteria for Allowability**

The criteria for allowable costs are determined by the individual grantor's guidelines and budget. However, if not specified, the allowable cost rules found in 2CFR200 are followed.

#### **Direct Costs**

Direct costs are charged to and paid for by the appropriate program at the time the expense is incurred.

#### **Indirect & Joint Costs**

General operating costs and administrative salaries, including but not limited to: office expense, telephone, internet, meeting, and training expenses are allocated monthly based on the number of hours worked per program and Funding Source for that month. Costs associated with fundraising or lobbying activities are not included in the allocations. Allocations are done utilizing the Allocation Module in MIP Fund Accounting.

Interfaith has successfully administered over \$8,000,000 in Federal Funds since 2009.



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM  
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors  
**Interfaith Housing & Community Services, Inc.**  
Hutchinson, Kansas

**Report on Compliance for Each Major Federal Program**

**Opinion on Each Major Federal Program**

We have audited **Interfaith Housing & Community Services, Inc.'s** compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of **Interfaith Housing & Community Services, Inc.'s** major federal programs for the year ended December 31, 2021. **Interfaith Housing & Community Services, Inc.'s** major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, **Interfaith Housing & Community Services, Inc.** complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2021.

**Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of **Interfaith Housing & Community Services, Inc.** and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of **Interfaith Housing & Community Services, Inc.'s** compliance with the compliance requirements referred to above

**Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to **Interfaith Housing & Community Services, Inc.'s** federal programs.

### **Auditors' Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on **Interfaith Housing & Community Services, Inc.'s** compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about **Interfaith Housing & Community Services, Inc.'s** compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding **Interfaith Housing & Community Services, Inc.'s** compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of **Interfaith Housing & Community Services, Inc.'s** internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of **Interfaith Housing & Community Services, Inc.'s** internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control over Compliance**

A *deficiency in internal control* over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

**Interfaith Housing & Community Services, Inc.**

Page 3

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in black ink that reads "Adams Brown, LLC". The signature is written in a cursive, flowing style.

**ADAMSBROWN, LLC**  
Certified Public Accountants  
Hutchinson, Kansas

February 28, 2022

**INTERFAITH HOUSING & COMMUNITY SERVICES, INC.**

Schedule of Expenditures of Federal Awards

For the Year Ended December 31, 2021

Federal Grantor/ Pass-through Grantor/ Program Title	Federal Assistance Listing Number	Agency or Pass-through Number	Federal Expenditures
<b>U.S. Department of Health and Human Services</b>			
Direct Funding			
Assets for Independence Demonstration Program	93.602	90EIO971-01-00	\$ <u>39,256</u>
<b>U.S. Department of Housing and Urban Development</b>			
Direct Funding			
Section 4 Capacity Building for Community Development and Affordable Housing	14.252	46825-0007	16,127
Section 4 Capacity Building for Community Development and Affordable Housing	14.252	46825-0008	<u>2,515</u>
<b>Total U.S. Department of Housing and Urban Development</b>			<u>18,642</u>
<b>U.S. Department of Agriculture</b>			
Direct Funding			
Farm Labor Housing Loans and Grants	10.405	USDA-Santa Fe	401,494
Rural Rental Housing Loans	10.415	USDA-West Acres	<u>659,812</u>
<b>Total U.S. Department of Agriculture</b>			<u>1,061,306</u>
<b>Total Expenditures of Federal Awards</b>			\$ <u><u>1,119,204</u></u>

Note: There were no awards to sub-recipients during the year.

**INTERFAITH HOUSING & COMMUNITY SERVICES, INC.**

Notes to Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2021

---

**NOTE 1 – BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of **Interfaith Housing & Community Services, Inc.** and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

**NOTE 2 – DE MINIMUS INDIRECT COST RATE**

The Organization did not elect to use the 10% de minimus indirect cost rate.

**NOTE 3 – U.S. DEPARTMENT OF AGRICULTURE**

**Interfaith Housing & Community Services, Inc.** has received U.S. Department of Agriculture direct loans for Rural Housing. The loan balances outstanding at the beginning of the year are included in the federal expenditures presented in the schedule. No additional loans were received during the year. The balances at December 31, 2021 are:

<b>CFDA Number</b>	<b>Program Name</b>	<b>Outstanding Balance at December 31, 2021</b>
10.405	Farm Labor Housing Loans and Grants	\$386,201
10.415	Rural Rental Housing Loans	652,061

**INTERFAITH HOUSING & COMMUNITY SERVICES, INC.**  
 Schedule of Findings and Questioned Costs  
 For the Year Ended December 31, 2021

**SECTION I - SUMMARY OF AUDITORS' RESULTS**

**FINANCIAL STATEMENTS**

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weakness identified? \_\_\_\_\_ Yes   X   No
- Significant deficiency identified? \_\_\_\_\_ Yes   X   None reported
- Noncompliance material to financial statements noted? \_\_\_\_\_ Yes   X   No

**FEDERAL AWARDS**

Internal control over major programs:

- Material weakness identified? \_\_\_\_\_ Yes   X   No
- Significant deficiency identified? \_\_\_\_\_ Yes   X   None reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR section 200.516(a) of the Uniform Guidance? \_\_\_\_\_ Yes   X   No

Identification of major programs:

Federal Assistance Listing Number	Name of Federal Program or Cluster
10.405	Farm Labor Housing Loans and Grants

Dollar threshold used to distinguish between Type A and Type B programs: \$ 750,000

Auditee qualified as low-risk auditee?   X   Yes \_\_\_\_\_ No



**INTERFAITH HOUSING & COMMUNITY SERVICES, INC.**  
Schedule of Findings and Questioned Costs  
For the Year Ended December 31, 2021

---

**SECTION II – FINANCIAL STATEMENT FINDINGS**

None noted in current year.

**SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

No material findings or questioned costs are required to be disclosed under the Uniform Guidance.



## **SCKEDD's Proposal for Housing Resurgence Program**

SCKEDD has been an active and proud partner with both Reno County and the City of Hutchinson for the past 30 years. Through forward thinking, both the county and the city have improved community housing through the development of partnerships as well as pursuing and obtaining grants designed to rehabilitate existing aging housing stock. The primary focus has been on the shortage of viable Low to Moderate Income (LMI) housing. SCKEDD believes there is also a need and desire for Workforce housing focused on the (MIH) Moderate-Income Housing community.

### **Service to the Community**

- SCKEDD has successfully written and administered seven CDBG Grants (with two currently in progress) for Reno County.
  - a. 2009 CDBG Rehabilitation Grant - \$52,073.00
  - b. 2012 CDBG Rehabilitation Grant - \$300,000.00
  - c. 2014 CDBG Rehabilitation Grant - \$397,223.00
  - d. 2014 CDBG Turon Water Project Grant - \$300,000.00
  - e. 2018 CDBG Steven's Building Commercial Rehabilitation - \$250,000.00
  - f. 2020 CDBG Rehabilitation Grant - \$300,000.00 (currently in progress)
  - g. 2022 CDBG Hoke Building Commercial Rehabilitation - \$233,250.00 (currently in progress)
- The Kansas Weatherization Assistance Program has successfully weatherized 1,598 homes since 1993 in Reno County. With a total investment into the Reno County housing stock of \$5,249,429.99, to enhance energy efficient measures with the replacement of heating and cooling units, air sealing, installation of insulation and addressing any health and safety issues.
- The Federal Home Loan Bank Grant in partnership with the City of Hutchinson awarded to the community \$525,000 allocated to 50 homes that need repairs up to \$10,000. This grant will be expended by December 2024.

### **Middle Income - Owner Occupied Housing in Reno County**

Through our conversations with Reno County and local Hutchinson officials along with our review of the recent Housing Assessment Tool (HAT), SCKEDD believes that home rehabilitation and ownership is where we can best align our strengths and your needs. SCKEDD wishes to further its impact on housing in Reno County and the City of Hutchinson by extending our existing partnership into our **Housing Resurgence Program**.

SCKEDD's **Housing Resurgence Program** is designed to turn blighted houses into attractive, energy efficient homes that will be sold to owner-occupied buyers. Our target buyer is the teacher, skilled technician, accountant and others ready to own homes in Reno County. SCKEDD will provide \$5,000 in down payment assistance to each buyer. We will also work to leverage

local lenders and down payment assistance programs to help buyers avoid Private Mortgage Insurance (PMI).

SCKEDD is not simply flipping a home. SCKEDD is ensuring it will be updated, attractive and energy efficient and ready for years of family living without major maintenance issues.

Our goal is to create a template that can be used long after the original funding is finished. SCKEDD will do this by reinvesting profits from the homes we rehabilitate into an increasing number of projects. Over time, our goal is to transform neighborhoods as we work with Reno County and the City of Hutchison to attract and retain motivated residents to live in the community.

This program is designed to address homes that are falling through the cracks of services with our other federal programs. These homes will likely be abandoned or blighted and in desperate need of major rehabilitation services. SCKEDD is seeking city, county and private partnerships where properties can be donated or purchased at a reduced rate to allow for the extensive repairs to be made.

SCKEDD will work to identify potential buyers prior to the completion of a home to allow for input on the home buyer's needs.

We will also market to individuals wanting to run an in-home or commercial daycare facility. Our team has the expertise to address in advance, any additional construction needs to ensure a home or commercial building is compliant with state regulations.

With the sale of each home, SCKEDD will reinvest profits back into the program to create a sustainable revolving funding source for future projects to come.

It will be critical that SCKEDD is able to partner with the city, county, and key donors to acquire homes at no or minimal cost. SCKEDD must be able to make a profit on each home we remodel to ensure the template is a long and sustainable solution to the communities aging housing stock.

### **Scope of Work**

SCKEDD will be responsible for consulting services including:

- **Marketing** the program through SCKEDD's social media and webpage, attending community events, working with city and county staff, and reaching out to local media to increase awareness. SCKEDD will also consider other advertising options for the program.
- **Partnering with local lenders** and organizations that provide **down payment assistance** to get buyers pre-qualified for the home purchase.
- **Inspecting eligible properties** to determine violations of local code and/or HUD's Housing Quality Standards (HQS), completing an Energy Assessment,

and conducting Lead-Based Paint testing.

- SCKEDD will be utilizing our inhouse certified Housing Quality Standard (HQS) Inspectors, Quality Control Inspectors (QCI), and Lead Inspectors.
- SCKEDD will be responsible for ordering tests and for reviewing reports. SCKEDD will prepare specification to abate any lead paint and any other identified hazardous materials.
- **Preparation of bidding specifications** with cost estimates for each property. It is expected that the rehab cost will not normally exceed \$75,000 per property and that there would be five to eight properties per program year.
- SCKEDD will **complete a historic review as required by HUD** and in compliance with the format of the KS State Historic Preservation Office (SHPO) including photographing each property.
- **Each project will go through a bid tour**, following procurement procedures and advertising to local contractors with priority given to minority, small and women-owned businesses per OMB Uniform Guidance 2 CFR 200 practices required with Federal Funding. All contractors will be verified in the Sam.gov website.
  - Bid packages will be submitted to a panel of SCKEDD board members that are selected specifically to review and provide oversight on this program. SCKEDD program representatives will analyze bids and recommend contract awards.

**Prepare all contracts** and the required lien documents. The consultants will review these documents with the homeowner.

- **Hold a pre-construction meeting** as necessary and will **inspect all work**. Inspections would be on a weekly basis or a pre-determined schedule depending on the renovations.
- **Authorize any change orders** and mediate disputes between local code enforcement and contractors.
- **Complete a final inspection** with the general contractor once all work is completed and signed off on by local code enforcement. At which point SCKEDD will review with the homeowner the final project approval documents including warranties for work.
- **Review all payment request and authorize payments** to contractors.
  - SCKEDD will follow all OMB Uniform Guidance 2 CFR 200 practices required with Federal Funding
- **Maintain a list of qualified contractors** on behalf of the township including current insurance certificates and state & city licenses.
- **Provide the home buyer a \$5,000 down payment assistance** grant to be utilized towards closing cost or the down payment.
- **Provide Project updates** with before and after pictures, and semi-annual reports of funding expenditures, waitlist and scope of work completed per home.

## **County and City Responsibilities:**

- Assist SCKEDD with the acquisition of low-cost properties to be rehabilitated

## **SCKEDD Staff**

SCKEDD's long history of successful experience in Weatherization and CDBG programs makes us uniquely qualified and able to efficiently launch and manage this program. Our team has individuals with decades of experience. We know what to do, how much it will cost and how to complete the project on time and within budget. We have a strong reputation with KHRC, KDOC and KDHE and have the expertise along with a proven history to successfully develop, write, administer, manage, and ultimately expend funds for the purpose they were awarded.

**Bill Lampe** - Program Director with 20 years of project management experience with SCKEDD. Bill has held the following certifications, Quality Control Inspector (QCI), Housing Quality Standards (HQS) Inspector, and Kansas Housing Resource Corporation (KHRC) Inspector. RRP Lead Certified.

**Julia Westfahl** - Development Coordinator II provides Production and Community Services. She has 12 years of grant and project management experience, 5 years with SCKEDD.

**Brandon Steadman** – Production Coordinator works as BPI Energy Auditor Quality Control Inspector (QCI), Building Analyst Professional, Housing Quality Standards (HQS) Inspector, OSHA 30 hour, and Kansas Housing Resource Corporation (KHRC) Inspector. RRP Lead Certified, 12 years with SCKEDD

**Mike Schwartz** – Production Coordinator of Contract Services, works as a BPI Energy Auditor, Quality Control Inspector (QCI), Housing Quality Standards (HQS) Inspector, OSHA 30 hour, and Kansas Housing Resource Corporation (KHRC) Inspector. RRP Lead Certified, 19 years with SCKEDD.

**Jeremy Bullins** - Quality Control Inspector (QCI) works as a BPI Energy Auditor, Building Analyst Professional, Lead Risk Assessor, Asbestos Inspector, DOT Hazmat, OSHA 30-hour, Kansas Housing Resource Corporation (KHRC) Inspector and RRP Lead Certified, 12 years with SCKEDD

**Jeremy Graham** – Assistant Production coordinator of Contract Services, works as BPI Energy Auditor, Quality Control Inspector (QCI), Building Analyst Professional, Building Science Principles, Housing Quality Standards (HQS) Inspector, Kansas Housing Resource

Corporation (KHRC) Inspector and RRP Lead Certified, 10 years' experience, 6 months with SCKEDD.

**Arielle Kennedy** - Project Assistant with almost 5 years of grant administration with a focus on working with contractor coordination. Skilled photographer and assists with marketing of programs, 4 1/2 years with SCKEDD.

**Erynne Farney** - Outreach & Resource Specialist, creates all marketing materials and partnering contacts for community engagement, 5 ½ years with SCKEDD.

### **Budget and request for funding**

SCKEDD is requesting a one-time allocation of funds in the amount of \$500,000. SCKEDD will commit to rehabilitate 20 owner occupied homes.

SCKEDD will also provide \$25,000 in seed money and a \$5,000 down payment assistance grant per home buyer closing. This will result in a \$125,000 investment from SCKEDD in the project in addition to the funds provided by Reno County.

The funds will be expended as follows:

Initial investment to purchase and rehab homes:	\$260,000.00
Marketing and Outreach Fee:	\$10,000.00
Servicing Fee to SCKEDD (\$10,000 per home)	\$200,000.00
Administration Fee to SCKEDD (\$1,500 per home)	<u>\$ 30,000.00</u>
Total County Investment	\$500,000.00

SCKEDD is appreciative of your time and consideration in the above proposal. Our team is excited about the opportunity to work with you to launch the Housing Resurgence Program in Reno County. We believe it will offer both an immediate impact and provide a foundation for a sustainable program well into the future.



**618 N. Adams, Hutchinson**



**114 W 7<sup>th</sup>, Hutchinson**



**126 W 7<sup>th</sup>, Hutchinson**





NORTH PLUM STREET MULTI-FAMILY PROJECT  
PLUM CREEK SUBDIVISION  
AMERICAN RECOVERY PLAN ACT  
RENO COUNTY REQUEST

Hutchinson's housing needs are well documented. The projects presented in the following request that are attempting address two of the most pronounced housing needs in the community. This proposal includes the recently completed HAT assessment (HAT is a tool communities use to assess housing needs).

**PLUM CREEK SUBDIVISION**

The first project is the Plum Creek Addition. This development will be located just to the east of Plum Creek Elementary School on 43<sup>rd</sup> Street. This will be the first sub-division in Hutchinson, Kansas to use the Rural Housing Infrastructure District (RHID) for single family homes. The improvements such as design, water, sewer, storm water, curb and gutter, streets, electric, gas and sidewalks would be funded by bonds through the City of Hutchinson and paid for through the property tax (paid annually) until the bonds are paid off. Once the bonds are paid in full, the city, county, schools and college all will get their normal percentage. By funding it in this manner there would be no special assessments on the homes. Special assessments have been a deterrent to the Hutchinson housing market. Given the recent increase in interest rates, this probably will become more pronounced.

The development will be an 87 lot sub-division with 8 three bedroom duplexes, the remainder being entry level homes. The homes will range in size from approximately 1200 to 1350 square feet. The single family homes will have full basements. In general, the residences will be three bedroom, two bathroom homes with a two car garage. There will be multiple options for the homeowners to pick from to personalize each home. Those options will include interior and exterior color choices, covered patios, third car garages and possible basement finish. There will be a neighborhood pool with play equipment, restroom, dog park, covered patio area, etc. See attached information (floor plans and plat maps). Strawn Contracting will serve as both the builder and the developer. We are requesting \$550,000 to help with costs associated with this project for phases one and two. Those two phases would consist of thirty-two single family homes and eight duplexes.

**NORTH PLUM CREEK MULTI-FAMILY PROJECT (TO BE NAMED)**

The second part of the project will be market rate apartments (name to be determined). The plan is to build four two story apartment buildings with 16 apartments per building for a total sixty-four apartments. There will be space for two more apartment buildings to be built at a future time. Both covered and uncovered parking will be available. The plan also includes building twelve duplexes. The



duplexes will have three bedrooms, two baths and two car attached garage They will be approximately 1150 square feet. This project will also include a social space including a covered patio, pool, restroom and play equipment. The total cost of associated with this project is \$15,221,215. We are requesting \$1,800,000 in assistance with this project. See financial modeling on Exhibit C of the proposal.

Jim Strawn will lead the development with a high likelihood other members of community will invest in the project.

#### Project Information

Exhibit A: Project Location

Exhibit B: Site plans & Elevations if available /Single family plans

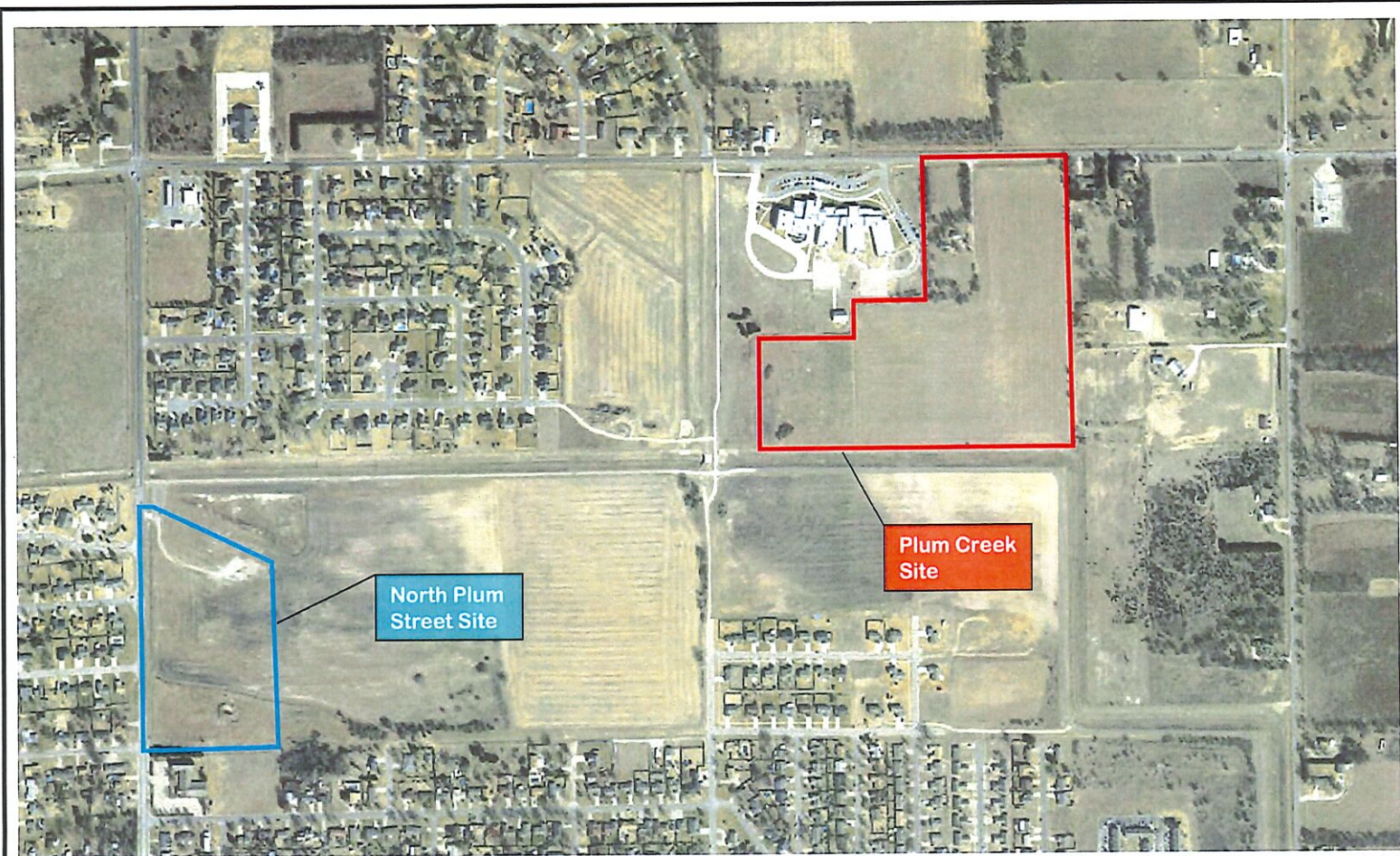
Exhibit C: Financial modeling for multi-family project

Exhibit D: Timelines

Exhibit E: Community Support

Exhibit F: Housing Assessment Tool (HAT)

Exhibit G: Resumes



**Exhibit A: Project Location**



North Plum Street

North Plum Street

50' Right of Way

50' Right of Way

50' Right of Way

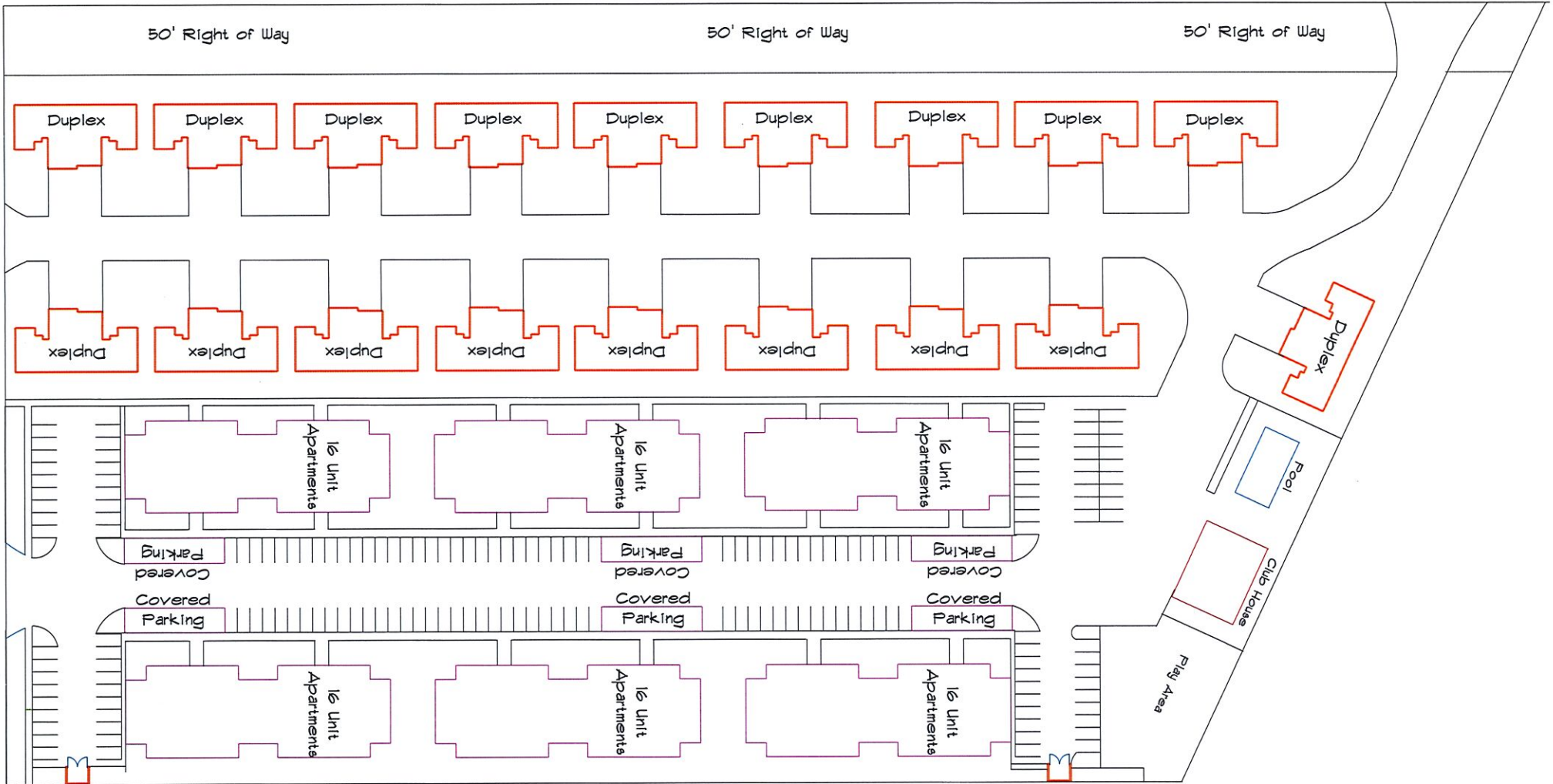


Exhibit B

## Hutchinson Plum Street Multi-Family Pro Forma

<u>Project Cost</u>		<u>Yearly Revenue</u>	
Number of Units	88	Effective Gross Income	\$ 1,094,832
Project Cost	\$ 15,221,215	Yearly Expenses	\$ 279,038
*Grants/Incentives	\$ (4,000,000)	NOI	\$ 815,794
Project Cost Less Incentives	\$ 11,221,215		
Equity Contribution	\$ 2,000,000	Unlevered Return	5.36%
Project Debt	\$ 9,221,215	Project Cost Less Incentives	7.27%
<b>Amortization/Net Income</b>			
Total Project Debt	\$ 9,221,215	Monthly Amortization	\$ 53,683
Interest Rate	5.00%	Yearly Amortization	\$ 644,192
Loan Term in Months	300	Net Operating Income	\$ 815,794
		Debt Coverage Ratio	1.27
		Net Income	\$ 171,602
		ROE	8.58%
<b>*Additional incentives include MIH Grant, State Housing Tax Credit (HITCA), Additional State Funding</b>			

**HUTCHINSON PLUM STREET**

Stabilized Proforma

Number of Units		88	
Average Rental Rate		\$1,132	
Gross Potential Rent	13,582	1,195,200	100.0%
Concessions	(136)	(11,952)	-1.0%
Vacancy	(951)	(83,664)	-7.0%
Bad Debt	(136)	(11,952)	-1.0%
Net Rental Income	12,359	1,087,632	91.0%
Other Income	82	7,200	0.7%
Effective Gross Income	12,441	1,094,832	100.0%
Expenses			
Management Fee	871	76,638	7.0%
Payroll	0	0	0.0%
Administrative	100	8,800	0.8%
Marketing	50	4,400	0.4%
Utilities	150	13,200	1.2%
> Assumes units are individually metered;			
Repairs & Maintenance -Lawn	850	74,800	6.8%
Taxes	300	26,400	2.4%
Insurance	600	52,800	4.8%
Reserves	250	22,000	2.0%
Total Expenses	3,171	279,038	25.5%
Net Operating Income	9,270	815,794	74.5%
Cap Rate		6.00%	
Value		13,600,000	
Value per Unit		154,545	
Development Costs		15,221,215	
Loan to Costs		67.01%	
Costs per Unit		172,968	
Loan Amount		10,200,000	
Loan to Value		75.00%	
Loan per Unit		115,909	
Rate		3.50%	
Term		10	
Amortization		30	
Loan Constant		5.389%	
Annual Debt Service		549,631	
DSCR		1.48	

**HUTCHINSON PLUM STREET**

Assumptions: Duplexes

Unit Totals			
3 Bdrm Unit Townhome		12	
3 Bdrm Unit Four Plex		12	
Placeholder		0	
Placeholder		0	
<b>Total Units</b>			<b>24</b>
Yearly Rent			
3 Bdrm Unit Townhome	\$	16,800	\$ 1,400
3 Bdrm Unit Four Plex	\$	15,600	\$ 1,300
Placeholder	\$	-	\$ -
Placeholder	\$	-	\$ -
Total Revenue			
3 Bdrm Unit Townhome	\$	201,600	
3 Bdrm Unit Four Plex	\$	187,200	
Placeholder	\$	-	
Placeholder	\$	-	
<b>Total</b>			<b>\$ 388,800</b>
Occupancy		93%	
Other Income			\$ 7,200
<b>Revenue</b>			<b>\$ 368,784</b>
Size Per Unit Type			
3 Bdrm Unit Townhome		1,300	15,600
3 Bdrm Unit Four Plex		1,300	15,600
Placeholder		1,000	-
Placeholder		850	-
Basement Equalization			-
<b>Total</b>			<b>31,200</b>
Vertical Cost PSF	\$	140.00	
<b>Total Vertical Construction</b>			<b>\$ 4,368,000</b>
<b>*Expense Per Unit</b>	<b>\$</b>	<b>3,171</b>	
<b>Total Expense</b>			<b>\$ 76,101</b>
RE Tax	\$	-	
Per Unit RE Tax	\$	-	

**HUTCHINSON PLUM STREET**

Assumptions: Apartments

Unit Totals			
1 Bdrm Units		16	
2 Bdrm Units		48	
3 Bdrm Units		0	
Studio Units		0	
Total Units			64
Garage Units		0	
Yearly Rent			
1 Bdrm Units	\$ 10,800		\$ 900
2 Bdrm Units	\$ 13,200		\$ 1,100
3 Bdrm Units	\$ -		\$ -
Studio Units	\$ -		\$ -
Garages	\$ -		\$ -
Total Revenue			
1 Bdrm Units	\$ 172,800		
2 Bdrm Units	\$ 633,600		
3 Bdrm Units	\$ -		
Studio Units	\$ -		
Total			\$ 806,400
Occupancy		93%	
Other Income			\$ -
Revenue			\$ 749,952
Garage Revenue			\$ -
Size Per Unit Type			
1 Bdrm		780	12,480
2 Bdrm		1,020	48,960
Studio		450	-
Total			61,440
Vertical Cost PSF	\$ 130		
Total Vertical Construction			\$ 7,987,200
Garage Construction	\$ 9,000		
Total			\$ -
*Expense Per Unit	\$ 3,171		
Total Expense			\$ 202,937
RE Tax	\$ -		
RE Tax Per Unit	\$ -		



HUTCHINSON PLUM STREET				
Development Expense				
Development Expenses				
Land Expense			\$ 300,000	
Engineering Expense/Survey			\$ 125,000	
Architecture Expense			\$ 100,000	
Administration/Legal/Ins			\$ 100,000	
City/Tap Fees			\$ 150,000	
Construction Interest/Fees			\$ 400,000	
Absorption Interest			\$ -	
Other Soft Cost			\$ -	
Infrastructure/Earthwork			\$ -	
Pool/Community Building Expense			\$ -	
Landscape/Fence			\$ 350,000	
Vertical Construction (building Permit, interest)			\$ 12,355,200	\$ 140,400
Sub-total			\$ 13,880,200	
Contingency		7.5%	\$ 1,041,015	
Development Expense			\$ 300,000	
Construction Expense/Profit/Risk			\$ -	
Guarantee Expense			\$ -	
Lease Up Expense			\$ -	
			\$ 15,221,215	
Total Cost PSF			\$ 164.30	

## HAT GUIDANCE

A Housing Assessment Tool (HAT) can be completed in many different ways. A community can start with a public meeting or a small group of people interested in looking at the housing stock in their community. Some communities create a survey for distribution to gather information. Several options are acceptable but at the end of the process, you want to involve as many citizens of the community as possible. You need a group of key stakeholder to complete the HAT.

You do not want to just fill in the blanks without doing your homework or talking to a large cross section of your community. Also, one person or a small group completing the HAT does not satisfy the purpose or reach the goals of a useful HAT.

### PART 1: Stakeholders/Organizations

- A. Check the box of all people involved in the development/completion of the HAT and provides the name of the individual.
- B. Think regionally. Explain your City, your County and the Region. Most communities cannot survive alone so explain how this affects your housing.
- C. Your local business and employers affect housing needs. Talk to at least the top five businesses or employers? What are the future plans for that business? Do they have any plans to expand? How will that effect housing? How far and how many employees do not live in your community and why? Do employers feel there is a need for housing? If so, what type of housing? If there is a deficiency, are they willing to participate in the solution? Have any of the businesses expanded recently? Do any employers have unfilled positions because of a lack of housing and do employers have employees inadequately housed?

### PART 2: Demographics can be found at Fact Finder

### PART 3: Past Actions, Current Infrastructure, and Basic Services

- A. What has the Community done in the past in regards to housing? Only last five years, please!
- B. Based on the research and conversations what do you think are the housing needs?
- C. Consider the status of the current infrastructure. If your water/sewer plant is at capacity you will need to consider that before you build more homes.
- D. Do you have City Codes? Are you enforcing the codes you have in place? Do you have unkempt neighborhoods or untagged vehicles?
- E. Is homelessness a community issue?
- F. Consider environmental issues in your community.
- G. Describe basic services in your community.
- H. What is special about your community? What is something that you learned that does not fit anywhere else in this assessment? Provide stories or examples of people inadequately housed.

### PART 4: Conduct a final analysis of all the data

# Housing Assessment Tool (HAT)

## HOUSING ASSESSMENT TOOL (HAT) OVERVIEW

### Purpose

The purpose of conducting a "housing assessment" is to help local communities identify strengths, weaknesses, opportunities, and priorities before allocating resources to implement strategies or tasks that will address those priorities. This assessment should be able to be completed locally. Depending upon local capacity, some communities might decide to hire a facilitator to assist, but locals should drive the process, not the facilitator. It is anticipated that communities conducting a housing assessment will use what is learned to determine goals to resolve housing issues. The community should keep in mind that this assessment is an evolving process that is subject to change depending on community issues and perspectives. Timeliness, while important, should not be the primary factor for the community in doing the assessment.

### Definitions

"Strengths" refer to an area or aspect of a community that is advantageous. "Weaknesses" refer to an area or aspect of a community that may or may not need improvement based on community perspectives and/or limited resources. "Opportunities" refer to a favorable combination of circumstances that possibly will lead to an improvement after a specific action is taken. "Priorities" refer to what areas or issues a community is seeking to address first, given community preferences and/or limited local resources. "Strategy/Task" refers to the action steps taken to address a community priority to take advantage of an opportunity.

## PART 1: STAKEHOLDERS / ORGANIZATIONS

- A. **Select Stakeholders:** Please check the boxes of the individuals/groups that participated in partnerships to manage the assessment process. Check all that participated in the process and identify the person involved. Every effort should be made to make the housing assessment process as participatory as possible. A substantial citizen involvement is critical to this process and the final product.

### Public Agencies

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> City: <u>Hutchinson</u>  | <input type="checkbox"/> County: <u>Reno County</u>                               | <input type="checkbox"/> School District: <u>USD 308 Hutchinson</u><br><u>USD 312 Buhler</u> |
| <input type="checkbox"/> Public Housing Authority: <u>Cowley</u><br><u>County Housing Authority</u> | <input type="checkbox"/> Rural District: _____                                    | <input type="checkbox"/> Regional Planning Commission: _____                                 |
| <input type="checkbox"/> Area Agency on Aging: <u>Reno County</u><br><u>Department of Aging</u>     | <input type="checkbox"/> Local Job Services Office: <u>Quest</u><br><u>Center</u> | <input type="checkbox"/> County Extension: <u>K-State Research &amp;</u><br><u>Extension</u> |
| <input type="checkbox"/> Other: <u>Hutch Rec</u>  | <input type="checkbox"/> Other: _____   | <input type="checkbox"/> Other: _____  |

### Public or Private Organizations

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Main Street Board: <u>Downtown</u><br><u>Hutchinson Revitalization</u>                                    | <input type="checkbox"/> Economic Development: <u>Hutchinson</u><br><u>Chamber of Commerce, Quest Center</u><br><u>Downtown Merchants</u> | <input type="checkbox"/> PRIDE Program: <u>KState Extension</u><br><u>Office</u>  |
| <input type="checkbox"/> Community Dev. Corp.: <u>Interfaith</u><br><u>Housing and New Beginnings</u>                              | <input type="checkbox"/> Assoc: <u>Downtown Hutchinson</u><br><u>Revitalization</u>   | <input type="checkbox"/> Chamber of Commerce: <u>Hutchinson</u><br><u>Chamber of Commerce</u>   |
| <input type="checkbox"/> Bank: <u>Peoples Bank and Trust, First</u><br><u>National Bank, Heartland Credit</u><br><u>Union, PRM</u> | <input type="checkbox"/> Utility Company: <u>Westar, Kansas Gas,</u><br><u>AT&amp;T, Cox Communications</u>                               | <input type="checkbox"/> Civil Club: <u>Hutchinson Rotary Club,</u><br><u>Young Professionals of Reno County,</u><br><u>Ambucs of Reno County</u> |
| <input type="checkbox"/> Business: <u>Dillons/Kroger, Hutchinson</u><br><u>Regional Health System</u>                              | <input type="checkbox"/> Business: <u>Hutch Clinic</u>  | <input type="checkbox"/> Other: <u>Prairie Land Board of Realtors</u>   |

## Other Stakeholders

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Local Authorities: <u>Housing Commission, Land Bank, Landmarks Commission, Planning Commission</u> | <input type="checkbox"/> Minorities: <u>NAACP - Hutchinson Chapter, Hutch in Harmony, Human Relations Commission</u> | <input type="checkbox"/> Workers:_____                 |
| <input type="checkbox"/> Senior Citizens: <u>Elmdale, Wesley Towers</u>   | <input type="checkbox"/> Youth: <u>Hutchinson Community College</u>  | <input type="checkbox"/> Unemployed Persons:_____      |
| <input type="checkbox"/> Disabled Persons: <u>Disability Support of the Great Plains, Tech, Inc.</u>                        | <input type="checkbox"/> Other: <u>Hutch Rec, United Way of Reno County, Hutchinson Community Foundation</u>         | <input type="checkbox"/> Other: <u>Circles of Hope</u> |

- B. Select a regional area** - You are encouraged to take a regional approach. Identify the region as it affects your housing needs. Provide a small narrative to describe your region in relationship to your City, County and entire region. Explain how the region affects the housing needs of your community.

City or Cities: Hutchinson is a first class city in Kansas with a population of 42,080 as of the 2010 US Census. The City completed their 2017-2037 Comprehensive Plan in the spring of 2017. Population trends showed a 1.23% decrease in population from 2010 to 2015. Given the decrease and the overall stagnation in population growth during the previous 40 years, population projections suggest that Hutchinson, while steady, will not significantly decrease or increase in population.

County: The City of Hutchinson is the largest community in Reno County with approximately two-thirds of the county's population residing within city limits. Hutchinson is the county seat of Reno County and continues to be the employment, retail and medical center of the county. As the In-Commuter heat map shows, residents from Sylvia, Pretty Prairie and Turon continue to commute to work in Hutchinson. Hutchinson and Reno County work together on issues of mutual interest such as economic development, fire protection, and law enforcement. In addition, the City works in partnership with neighboring communities such as the City of South Hutchinson to provide services.

Region: Hutchinson is within the South Central Region and is a member of the South Central Kansas Economic Development District. Within the region, Hutchinson has seen a decrease in their regional pull factor compared to other communities like western Wichita, and Newton. Regionally, commuters from Harvey County, western Sedgewick County and McPherson County continue to work in Hutchinson. The City of Hutchinson is a member of REAP (Regional Economic Area Partnership) where extensive work is done with regional issues such as water supply, economic development, workforce initiatives, and planning for sustainability.

- C. Businesses/Employers** - List "at least" the top five businesses/employers in the region and number of employees. Do they live in your region? Do they have adequate housing? If no, what are the needs of the employees? Are they planning any expansion or reduction in work force? How will future action affect housing needs or conditions? Is housing an issue when hiring? What are the issues? What can they contribute to solve the housing needs for their current or future employees?

According to the Hutchinson Chamber of Commerce records, the top five employers in Reno County are Hutchinson Regional Healthcare System (1200), USD #308 Hutchinson Public Schools (878), Hutchinson Community College (877) Hutchinson Clinic (609) and Dillons (548). Of the top five employers, the City received comments from four, USD 308, Dillons/Kroger, Hutchinson Regional Health System and Hutchinson Clinic. All four organizations said that the majority of their employees reside in Reno County and all reside in South Central Kansas. Employees eventually find adequate housing but many have had to locate to surrounding areas due to not finding long-term housing that meets their needs. The lack of new housing starts has driven some employees seeking new construction to find housing in the county or in the Wichita metro area. None of the participants are anticipating an expansion or reduction in workforce but they all indicated that housing is a factor in employee retainment.

When hiring new employees, the companies felt that younger employees with smaller budgets can find temporary housing but more established hires tend to have trouble finding housing, both rental or owner-occupied, that meets their needs and budget. Middle to high income housing was mentioned as a need by USD 308 and Hutch Clinic entities. The housing that is available in Hutchinson, many times, needs significant updating to meet current housing standards.

Number of new jobs created in the last year: 180 Jobs

Number of new jobs expected to be created in the next year: 200 Jobs

Existing jobs that are unfilled because there is a lack of adequate housing: Currently there are about 200+ jobs that are unfilled in Reno County due to lack of applicants. One of the factors that contributes to this is lack of housing options in Hutchinson.

Employees not living in the community where they work because there is a lack of adequate housing but who would like to live in the community: The Hutchinson Chamber of Commerce recently conducted the 2018 Reno County Workforce Survey where they asked businesses what factors affected their workforce recruitment. Lack of new housing availability was identified as a recruitment deterrant by 45.4% of respondents and rental housing availability was selected by 52.3%. USD 308 mentioned that recruitment and retainment of workforce is affected negatively by the housing choices currently available to Hutchinson residents. In many cases, teachers find housing within the surrounding area of Hutchinson and eventually take positions with those school districts causing a constant need to recruit. The Hutchinson Clinic faces similar challenges with many of their staff commuting from the Wichita metro area. Lack of adequate housing was one reason they commute. Hutchinson Regional Health System identified lack of housing for their director or executive level positions. They also expressed concern about housing at the other end of the spectrum, with quality of affordable housing.

Employees living in the community but who have inadequate housing and are seeking better living conditions: Debra Teufel with the Hutchinson Chamber of Commerce said that the Chamber continues to hear from members at community meetings that there remains inadequate housing conditions in some areas of Hutchinson, and continue to hear feedback from area businesses who feel this is an impediment to employee recruitment. As mentioned above, many companies and organizations see employees initially settle in Hutchinson but eventually choose housing in a surrounding community. The choice to commute drives employees to seek employment opportunities within the community they reside creating workforce retainment issues.

## PART 2: DEMOGRAPHICS

Please fill in the boxes with the data requested. Numbers must add up when requested.

POPULATION CHARACTERISTICS	2000	2010	Percentage Change	Data Source
<b>Total Population (total of next 4 lines)</b>	40787	42080	3.17	US Census, 2000 STF1, 2010 General Profile DP-1
Number of under age 18	10825	11145	2.9	US Census, 2000 STF1, 2010 General Profile DP-1; Age 0 - 19
Number of under age 18 – 25	3100	3007	-0.3	US Census, 2000 STF1, 2010 General Profile DP-1; Age 20-24
Number of age 26 - 65	19985	20930	4.7	US Census, 2000 STF1, 2010 General Profile DP-1; Age 25-64
Number of age 66 and older	6877	6998	1.7	US Census, 2000 STF1, 2010 General Profile DP-1; 65 & over
Median Household Income	32645	38880	19.1	2000 Census, ACS '08-'10
Per Capita Income	17964	21050	17.2	2000 Census, ACS '08-'10
LMI Percentage	42.3%	42.12%	-0.4	Kansas Dept. of Commerce Kansas LMI by City, 2000 Census
Unemployment Rate	5.8%	3.2%	-45%	2000 Census; & American Community Survey, 2006-10
Average Household Size	2.31	2.31	0.0	US Census, General Profile
Number of Homeless Persons	55 (2017)	66 (2018)	20%	New Beginning's Point In Time Count

Note: Most data can be found in the [Kansas Statistical Abstract](#). "Percentage change" can be found by subtracting 2000 data (for example: 25,000) from 2010 data (for example: 20,000), then dividing that number (5,000) by the 2000 data (25,000) to get the percentage change from 2000 to 2010 (20%).

HOUSING CHARACTERISTICS	2000	2010	Percentage Change	Data Source
Median Housing Value - Owner	64300	86400	34.4	2000 Cenus, ACS '06-'10
Median Gross Rent - Renter	450	579	28.7	2000 Cenus, ACS '06-'10
<b>Number of Occupied Housing Units - Total</b>	16335	16981	4.0	US Census, 2000 STF1; 2010 General Profile DP-1
Number of Owner-Occupied Units	10563	10672	1.0	US Census, 2000 STF1; 2010 General Profile DP-1
Number of Renter-Occupied Units	5772	6309	9.3	US Census, 2000 STF1; 2010 General Profile DP-1
<b>Number of Vacant Housing Units - Total</b>	1358	1599	17.8	US Census, 2000 STF1; 2010 General Profile DP-1
Number of Vacant Owner Units	713	1076	50.9	US Census, 2000 STF1; 2010 General Profile DP-1
Number of Vacant Rental Units (for rent)	645	523	-18.9	US Census, 2000 STF1; 2010 General Profile DP-1
<b>Number of Deteriorated Housing Units - Total</b>	261	575	120	Housing Needs Assessment 2001 & 2009

Number of Deteriorated Owner Units	96	217	126	Housing Needs Assessment 2001 & 2009
Number of Deteriorated Renter Units	165	358	117	Housing Needs Assessment 2001 & 2009
<b>Number of Dilapidated Housing Units - Total</b>	<b>78</b>	<b>196</b>	<b>151</b>	<b>Housing Needs Assessment 2001 &amp; 2009</b>
Number of Dilapidated Owner Units	34	64	88	Housing Needs Assessment 2001 & 2009
Number of Dilapidated Rental Units	44	132	200	Housing Needs Assessment 2001 & 2009
Number of Single Family Building Permits Issued During Past Calendar Year	12 (2017)	12 (2018)	0	City of Hutchinson Inspections Department 2017 & 2018
Number of Residential Units Demolished During Past Calendar Year	10 (2017)	39 (2018)	390	City of Hutchinson Inspections Department 2017 & 2018
Number of Homes for Sale (identify price)	221, \$103,906 (March 2018)	222, \$121,320 (March 2019)	0.45, 16.8	Prairie Land Realtors MLS, 2018 & 2019

Note: Data for number of deteriorated or dilapidated housing units can be developed by having the community conduct a windshield survey. A housing unit is "deteriorated" if there are at least two major structural problems, but the unit can still be repaired for a reasonable amount of money. A housing unit is "dilapidated" if there are three or more major structural problems, but the unit cannot be repaired for a reasonable amount and is, therefore, proposed for demolition.

### PART 3: PAST ACTIONS, CURRENT INFRASTRUCTURE, AND BASIC SERVICES

- A. Identify any housing activity that has taken place in the last five years (include any grants/programs or pending applications). Explain what parties initiated the change. What has it done to improve or worsen the housing issues in your community?
1. **Zero-Interest Home Repair Loan Program**  
The Zero-Interest Home Repair Loan Program was created in 2016 to assist homeowners and investors in featured neighborhoods with investing in their properties. The City partnered with a local bank, Peoples Bank and Trust, to provide interest free loans to eligible owners. The maximum loan amount is \$15,000 for projects that would improve the value of the house. Since its inception, 14 houses in three neighborhoods have utilized the program.
  2. **Down Payment Match Incentive**  
To promote house buying in neighborhoods south of 17th Avenue, the City created the Down Payment Match Incentive program that matches down payment and closing costs up to \$2,500 for houses in the City's older, established neighborhoods. The City partners with Interfaith Housing Services, Inc. to provide homebuyer education to applicants prior to purchasing the home. To date, 7 homebuyers have utilized the program.
  3. **Brush Up Hutch**  
Brush Up Hutch! is the longest operating housing program administered by the City of Hutchinson. This year marked the 100th house painted through the program. The program pays for up to \$500 for exterior paint on houses that are in need and meet the income requirements or property value limit. This program has also utilized volunteer labor coordinated by Interfaith Housing and United Way of Reno County to assist elderly or disabled homeowners with painting.
  4. **Residential Infill Incentives**  
The Residential Infill Incentive Program is a program to encourage building new single-family structures in Hutchinson's urban core. The incentives include a building permit rebate of up to \$5,000 and water and sewer tap fee waivers. A recommendation of including duplex and multiple family structures has been proposed and the Housing Commission is considering amending the program.

5. Neighborhood Revitalization Program

Like many Kansas communities, the City of Hutchinson has taken advantage of the Neighborhood Revitalization Program authorized through the State. The City's Neighborhood Revitalization Area is located south of 11th Avenue is open to residential, commercial and industrial properties. While many commercial and industrial properties have utilized the program to make their projects more affordable, the share of residential applicants is not where the City would hope it be.

6. Affordable Housing Tax Credits

The City of Hutchinson has seen much success in obtaining and developing new multi-family using Low Income Housing Tax Credits. Some of the major projects include:

- a) The Link – 32 elderly and disabled units. Approved 2017.
- b) Commerce Gardens – Remodel of 34 units. Approved 2015.
- c) Wiley Plaza – Remodel of 52 units. Approved 2014.

7. MIH (Townhomes at Santa Fe Place)

The City was also successful in being awarded a \$200,000 Moderate Income Housing Grant for the construction of Phase II of the Townhomes at Santa Fe Place project. Phase II included 10 new duplex units on an infill lot located in close proximity to Hutchinson's downtown. The project was completed in January of 2018

8. Downtown Housing

Downtown Housing has seen tremendous growth over the past 5 years in upper story lofts above businesses, market rate apartments and adaptive reuses of key buildings. The former Pegues Department store's upper floors were converted to 17 loft style apartments. The Wiley Plaza added 33 badly needed market rate units mixed with 52 affordable units. Recently retired teachers built 4 units above their bookstore in a historic building. Three upper market rate two-bedroom units were built in an Art Deco three story office building. In multiple downtown buildings, ten high quality owner occupied units were built over their businesses including a successful extended stay loft for visiting professionals. Downtown Hutchinson offers over 360 residential units to the marketplace with solid occupancy and waiting lists on newer properties. Our most recent project was the 29 unit LINK project for the disabled and seniors; an infill build on a downtown corner vacant for over 30 years. In 2018 the Chamber of Commerce invested in a Downtown Assessment by the Catalyst Group from Dallas, Texas. They identified the need and demand for additional infill and loft housing residential units in Downtown Hutchinson. More residential living space and live/work units were identified as a 2019 Strategy of the City's Comprehensive Plan.

9. Hutchinson Healthy Neighborhood Initiative

In partnership with other local organizations, the Hutchinson Recreation Commission and the City of Hutchinson created the Hutchinson Healthy Neighborhood Initiative to assist in improving housing by building stronger neighborhoods. Through the Neighborhood Development Coordinator, neighborhoods are encouraged to engage with their neighbors to identify their strengths and weaknesses and build consensus on how to improve their neighborhood. Goals of the initiative are to create identity, improve communication between residents and local organizations, and address concerns as they arise. Through the information provided by residents, the partners are better able to facilitate public improvements and to create programs for the Neighborhood Toolbox, a system of programs that assist neighborhoods through a variety of concerns and issues.

B. What would you describe as your housing needs? How did you arrive at this conclusion?

See Part 4: Analysis

C. Describe the infrastructure system (water, streets, sewer, storm drainage, natural gas distribution and electrical distribution) as it relates to housing needs.

1. Existing Platted Subdivisions



The 2015 Housing Needs Analysis, created as part of the Rural Housing Incentive District approval process, identified approximately 422 residential lots that had been platted but have not been built out in the City of Hutchinson. Since 2015, only 61 building permits have been pulled for residential dwellings. One residential subdivision has been approved, creating 3 additional lots. With still more than 350 vacant, subdivided lots, Hutchinson has more than enough shovel-ready sites available for new construction.

## 2. Capacity of Water and Sewer Facilities

The City of Hutchinson Water Treatment Center can produce 10 Million Gallons of water per Day (MGD). In 2017, the average water demand was 6.2 MGD. The average residential home uses 170 gallons/day. The City of Hutchinson Wastewater Treatment Plant was designed to treat an average of 8.3 MGD. In 2017, the average wastewater flow at the plant was 5.3 MGD. The average residential home creates 150 gallons/day of wastewater according to Brian Clennan, Director of Public Works.

Based on these numbers, if no new commercial or industrial development were added and everything operated on daily averages, the City has the ability to add 22,352 new houses before meeting water capacity and 20,000 new homes to meet sewer capacity.

## 3. Rural Housing Incentive Districts

In an effort to provide an alternative to Special Assessments, the City explored and was granted the authority to establish Rural Housing Incentive Districts (RHID). RHIDs were authorized by the State for cities and counties under a certain population to allow for the property taxes generated by the new homes to be used to pay off infrastructure bonds instead of an additional fee. Some communities have used this program successfully. The City has yet to receive its first RHID application and according to some developers it could be some time due to a desire to sell existing special assessment lots before utilizing the RHID.

## 4. Special Assessment Policy

Special Assessments, or the additional fees added to property tax statements for the repayment of infrastructure bonds, have been the most common form of financing for new residential subdivision infrastructure in Hutchinson. Specials have increased the monthly cost of purchasing homes, sometimes as a surprise to the new homeowners. It does provide for a more affordable purchase price, as the cost of infrastructure was not added to the cost to build, but it does limit potential new homebuyers due to a higher monthly payment, which at times can add more than \$300 a month.

## D. Describe the visual appearance of the area, indicating the age/condition of residential, commercial and industrial buildings, the accumulation of debris/junk, presence of noxious weeds, etc.

The City of Hutchinson concern with deteriorating housing conditions began in the early 1990s with the establishment of various Mayoral task forces dedicated to studying the housing issue. Those efforts led to funding two housing needs assessments, with the 2009 assessment examining all 17,993 residential parcels in regards to their condition. In 2013, the City used county assessor data to identify a list of approximately 500 properties that were considered in very poor or unsound condition. Almost all of those properties were located in the southern half of the community. The list of 516 properties became the priority of the City's dedicated code enforcement officer who used the newly adopted International Property Maintenance Code to work with property owners to bring them up to code. The City continues to place a priority on property maintenance issues. In addition to the programs and processes already identified above, the City has developed the following property maintenance programs to address declining visual appearance of neighborhoods and housing:

### 1. Rental Registration and Inspection Program

The Rental Registration and Inspection Program was approved by City Council in 2015 and began operation in 2016. The goal of the program is to improve the quality of the approximately 5,500 rental units located within City Limits. The inspections are based on the International Property Maintenance Code.

### 2. 2018 Condition Study

The City prepared an updated map of unsound and very poor residential structures in the City based on county assessor's information. Of the 15,601 residential parcels, 275 continue to fall within these two categories. The properties

are largely located in the southern half of the community, continuing to affect the appearance and value of those neighborhoods.

- E. What are the community's homelessness prevention efforts? What homelessness assistance does the community provide or need?

Homelessness has become a major issue in Hutchinson. Over the past 3 years, homeless point in time counts have continued to increase, with a 20% increase from 2017 to 2018. According to our local shelter providers, the increase in population can, in part, be attributed to other communities in the region encouraging the homeless to come to Hutchinson because of the services within the community, placing pressure on limited resources.

Hutchinson benefits from homeless services provided by two primary entities: New Beginnings, Inc. and Brighthouse, Inc. Current services include emergency shelter, some transitional housing, permanent supportive housing, advocacy, skills training and job placement programs. The organizations work hand-in-hand to provide services for those populations that are homeless or at risk of becoming homeless. In addition to the two primary service providers, other organizations provide assistance to the homeless and vulnerable populations by assisting with rent payments, advocacy, day centers and other needs.

The City of Hutchinson has continuously participated in the Emergency Solutions Grant (ESG) program since 1994. Brighthouse, Inc. is utilizing the grant to support their victim shelter and client needs.

- F. What are the environmental issues that could affect housing decisions? For example: flood zone, railroad tracks and major roadways.

1. Floodplain Map Update

The floodplain map for Reno County, KS is currently in the process of being updated. The current map has few properties located in a floodplain within City Limits. With the amendment, several homes will be placed in the floodplain. These home are primarily in the southeast corner of the City and along the western boundaries.

2. Potential Brine Wells

The City of Hutchinson is aware of potential uncapped brine wells in primarily the southern half of the community. These brine wells were used to mine salt back in the late 1800s and early 1900s. The companies did not have to indicate the direct location of brine wells and when they were finished using the well, capped them using materials that would not meet today's standards. The City has identified further exploration of its most southern neighborhoods, primarily around Carey Park, as a future strategy in the 2017-2037 Comprehensive Plan, but there are currently no immediate plans to conduct further searches for brine wells.

3. Railroads

Railroads were the leading force in the formation of the City of Hutchinson. To this day, railroads maintain a strong presence in the community, with three major freight carriers still using lines within City Limits. The Burlington Northern and Santa Fe Railway, Union Pacific and Southern Pacific Railway, and the Kansas and Oklahoma Railroad have lines that bisect the community along the southern third. The railroads do sit adjacent to some residential neighborhoods but majority of Hutchinson's residential areas are located away from rail lines.

4. Airport

The City of Hutchinson owns the only municipal airport within Reno County. Currently, the airport does not have any commercial flights. The airport is located on the easternmost boundary of the City and almost surrounded by industrial properties. Few residential neighborhoods are adjacent to the airport, with 10 homes currently situated in the Runway Protection Zone. The City will not authorize these homes to be expanded and has long term plans to acquire these lots. The majority of residential neighborhoods are situated at least 1 mile from the airport and therefore are not impacted.

- G. Describe basic services in your community. For example: Do you have a Grocery Store, School, Bank, Medical Clinic, Gas Station, etc.

As mentioned previously, Hutchinson is the economic, social and cultural center of Reno County. Because of this, Hutchinson has access to basic needs. The community has several full-service grocery stores, multiple banks, two medical clinics, a regional hospital, numerous gas stations and receives excellent educational opportunities from four different school districts.

In addition, Hutchinson is home to the Hutchinson Community College, the Hutchinson Art Center, two world class museums (Stratica and Cosmosphere) and many other organizations and destinations that make Hutchinson great.

H. Other factors not addressed above that are important factors for your community.

**See Part 4: Analysis**

#### **PART 4: ANALYZE THE DATA**

Explain what was learned about the community and regions housing. Are there specific needs and goals identified? Are there areas of housing that are adequate in the community? What is identified as strengths, weaknesses, opportunities and priorities?

As part of the Housing Assessment Tool outreach, the City of Hutchinson conducted a housing survey. The survey was submitted to all of the identified partners, affiliates and the general public. 160 responses were collected, Exhibit A. Based on the responses received, respondents believed that the housing variety, price of housing, style and quantity were the community's housing strengths. The City's housing weaknesses were the condition and age.

A consistent theme in the last Housing Assessment Tool, conducted in 2013, was that property maintenance was a growing concern for residents and while that theme continues into their responses in 2018 and 2019, the condition of housing has confirmed those fears. While the city did see an overall decrease in the number of residential parcels with a condition of uninhabitable (144 in 2015 to 103 in 2018), overall the percentage of homes in a distressed state, or identified as very poor, very poor minus, or uninhabitable, increased from 1.54% in 2015 to 1.76% in 2018. What is even more distressing is that the percentage of residential parcels categorized as below average went from 31.20% in 2015 to 36.44% in 2018. Though Hutchinson saw an increase in the Median Household Income and Per Capita Income from 2000 to 2010 with median household income increasing to \$45,514, the City continues to be below the state's median household income of \$55,477. In addition, 16.7% of Hutchinson's residents are at or below poverty levels, almost 5% more than the state's rate (11.9%) (US Census, V2018). With less income, updating and maintaining the City's housing stock is a growing hardship for residents.

Even with the downward trend city-wide, there were some minor successes, specifically in regards to the Hutchinson Healthy Neighborhood Initiative featured neighborhoods. The two flagship neighborhoods, SW Bricktown and College Grove, are situated south of 17th Avenue within the central part of the community. Both neighborhoods were developed in the late 1800s through the early 1900s. As mentioned previously, these two neighborhoods began formalized neighborhood engagement in late 2015. College Grove saw an 0.02% percent growth in the overall average property value in that three year timespan. SW Bricktown saw a 0.07% growth. Both neighborhoods also saw improvement in their housing condition.

The City intends to continue expanding the Neighborhood Initiative into other neighborhoods in the City, prioritizing housing grants and funding for those selected. Exhibit B shows a preliminary map of potential neighborhoods throughout the City. With the initial success of the first three neighborhoods, the City will continue to develop housing and community tools for the Neighborhood Toolbox to assist with the multiple and unique conditions that exist in the City's neighborhoods.

In addition to existing housing conditions, the City continues to face a lack of new housing starts, both owner-occupied and rentals. Averaging 12 single-family housing starts per year is not ideal. The City has seen more success with multiple-family construction but the age of housing in the City is still considerably older than the rest of the region. In hopes to continue the recent successes with Low Income Housing Tax Credit projects, the City continues to support developers and organizations utilizing this funding source. Based on the success of the Santa Fe Townhomes and interest growing in downtown housing, the City has been in preliminary talks with a local developer about applying for a Moderate Income Housing Grant to further promote infill development within the center of the community. As for owner-occupied, five potential developments have been approved for the first phase of RHIDs. The City is still interested in working with a developer to construct new housing using this incentive.



Jim Strawn has been in the contracting, remodeling, and insurance repair business for over 40 years, serving the Hutchinson, McPherson, Inman, and Lyons communities. Jim has invested in the Hutchinson community for many years, branching out into owning commercial buildings, developing land and self storage facilities. He saw a need for entertainment in Hutchinson so he helped bring together a group of investors and brought The Alley to Hutchinson. He was also instrumental in bringing Kohl's to town. Jim has a passion for restoring and preserving the historic buildings of downtown Hutchinson, including the former Commerce Bank Build at 2<sup>nd</sup> and Main, and the former Wells Fargo building (now the current location of Jillian's Italian Grill). He also remodeled the train depot at 3<sup>rd</sup> and Main St into the current Amtrak depot and a small business office.

Jim and his wife Jacque were given the opportunity to enter the car wash business in 2014 when opportunity presented itself to purchase the North Pointe carwash. Jim immediately remodeled, updated, and improved the services and equipment offered at this location. After enjoying his first venture into the carwash industry, Jim recognized the need for an express tunnel car wash in Hutchinson, so he purchased KC's Carwash (formerly Rayl's Carwash) and began full renovation of the building and complete replacement of the systems.

Mr. Strawn has been building houses since the mid 1980's. Shortly thereafter he ventured into land development and has been successful in many development projects in Hutchinson, McPherson and Inman. He has been involved in multiple Moderate Income Housing grant projects including single home projects in Lyons, Inman, Marion, Moundridge and McPherson. In addition, he has also participated in building projects for low income homeowners and tenants as well as housing for senior citizens.



Ross Vogel is the President of Heartland Housing Partners. Mr. Vogel has been in real estate development for 20 years focusing on both commercial and residential projects. Heartland Housing Partners mission is: To develop affordable, desirable housing in underserved communities using quality and care to ensure the long-term benefit to the future residents and the community. Heartland Housing Partners develops both market-rate single-family for sale homes and multi-family for lease projects. Heartland Housing Partners methodology is to collaborate with local communities, employers and investors while implementing a combination of best practice production building processes combined with local development incentives to create housing in an underserved sector. Heartland Housing Partners has developed or is developing over \$85 million in projects across communities in Kansas and Nebraska.

#### Moderate Income Housing Awardee Projects (All Projects Also Included Rural Housing Incentive District Funding)

- Pioneer Road Estates (43 units) --- Garden City, Kansas (2012 – 2014)
  - Kansas Housing AD Astra Award Winner
- Village at the Plaza (48 units) --- Liberal, KS (2013 – 2015)
- Cottonwood Crossing (42 units) --- Newton, KS (2015 – 2018)
- Valley View Subdivision (10 units) --- Inman, KS (2017 – Present)
- West Village Apartments & Senior Townhomes (57 units) --- Tonganoxie, KS (2018 – Present)
- Stockholm Estates Subdivision (50 SF home lots) --- Lindsborg, KS (2019 – Present)
- Banner Oaks Subdivision (10 SF home lots) --- Holton, KS (2020 – Present) - No RHID

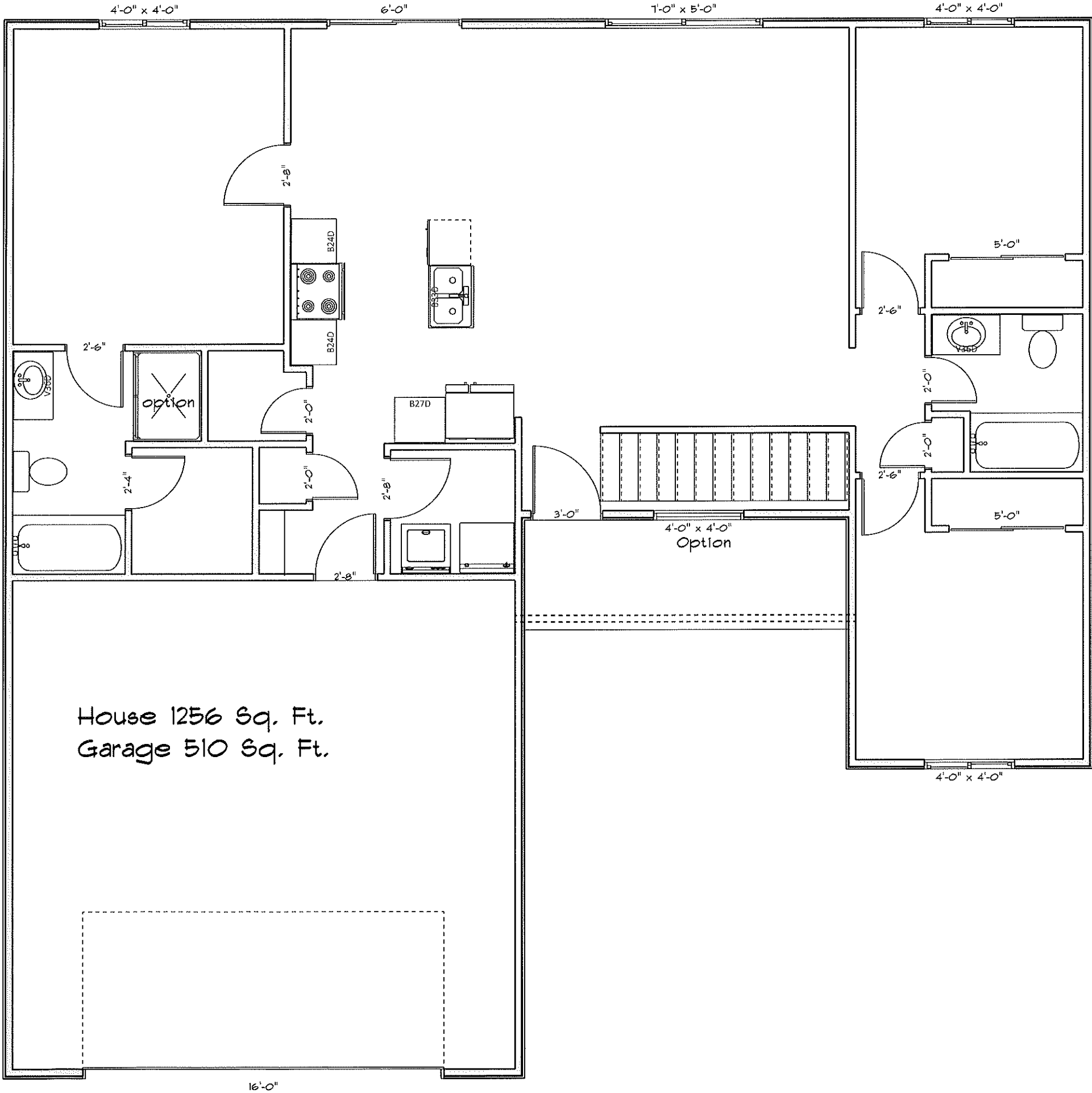
#### Rural Housing Incentive District Projects

- Davis Estates Single Family Homes --- Colby, KS
  - Phase I (10 Units) (2012 – 2015)
  - Phase II (10 Units) (2015 – 2018)
- Liberal Single Family (2014 – 2015)
- Amber Meadows Single Family Homes (14 Units) --- Great Bend, KS (2015 – 2018)
- Terra Nova Luxury Apartments --- McPherson, KS
  - Phase I (64 Units) (2014 – 2017)
  - Phase II (32 Units) (2018 – 2020)
- South View Estates (108 Units) --- Salina, KS (2021 – Present)

#### Other Projects Developed with Alternate Incentives

- Iron Eagle Estates Single Family (10 Units) --- North Platte, NE (Shot in the Arm) (2015 – 2017)
- Iron Eagle Estates Townhomes (8 Units) --- North Platte, NE (Shot in the Arm) (2016 – 2018)

Exhibit B



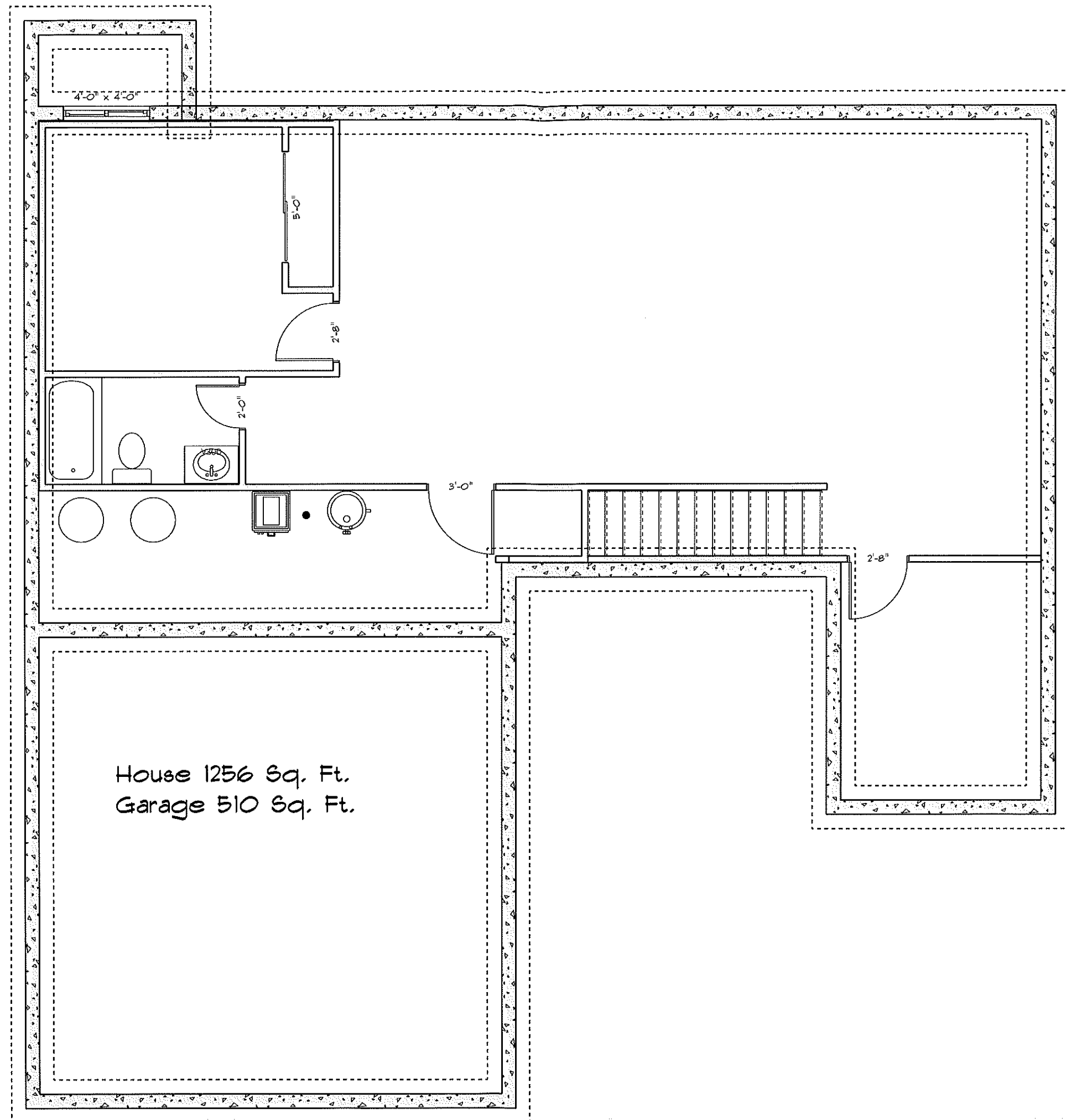
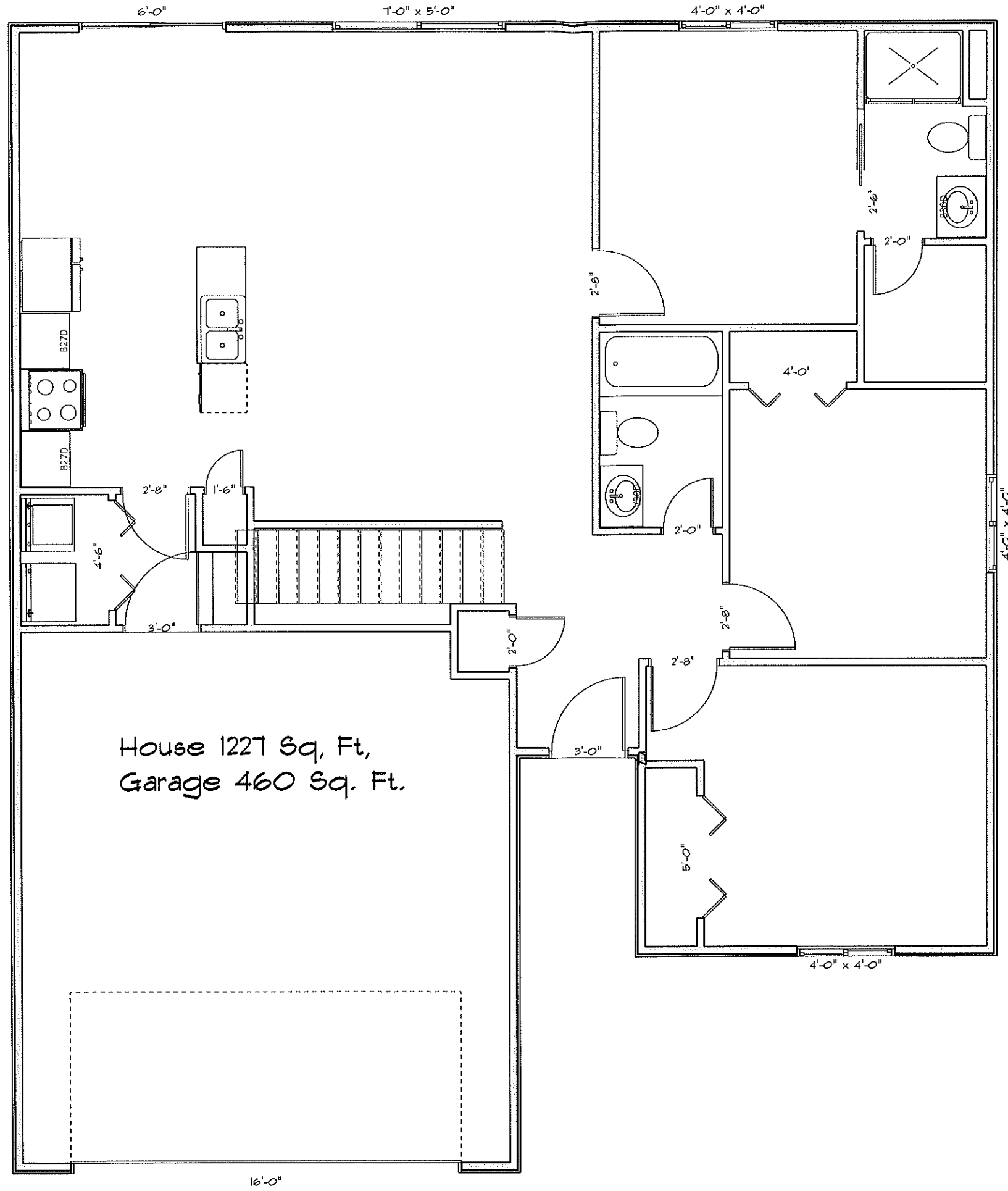


Exhibit B





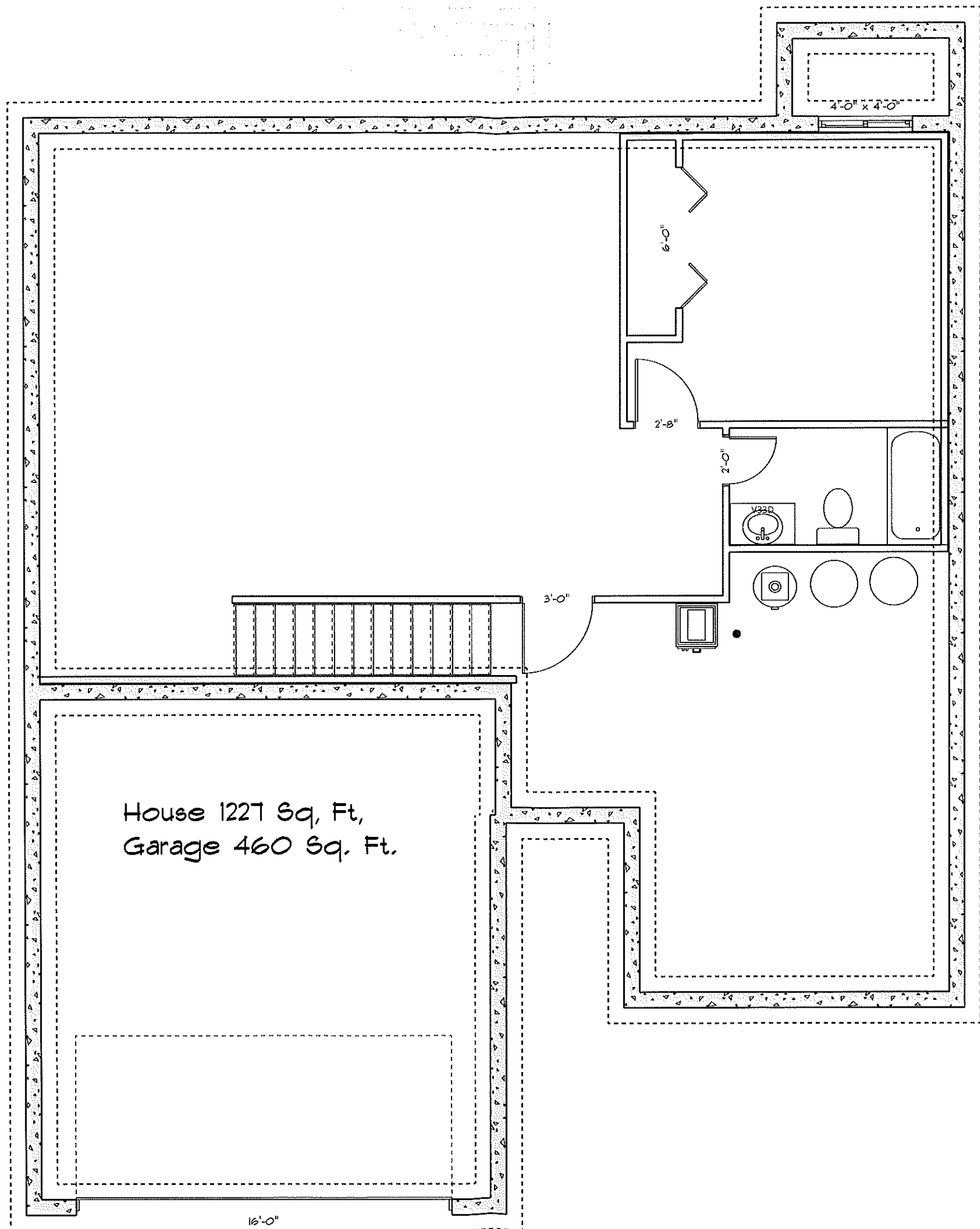
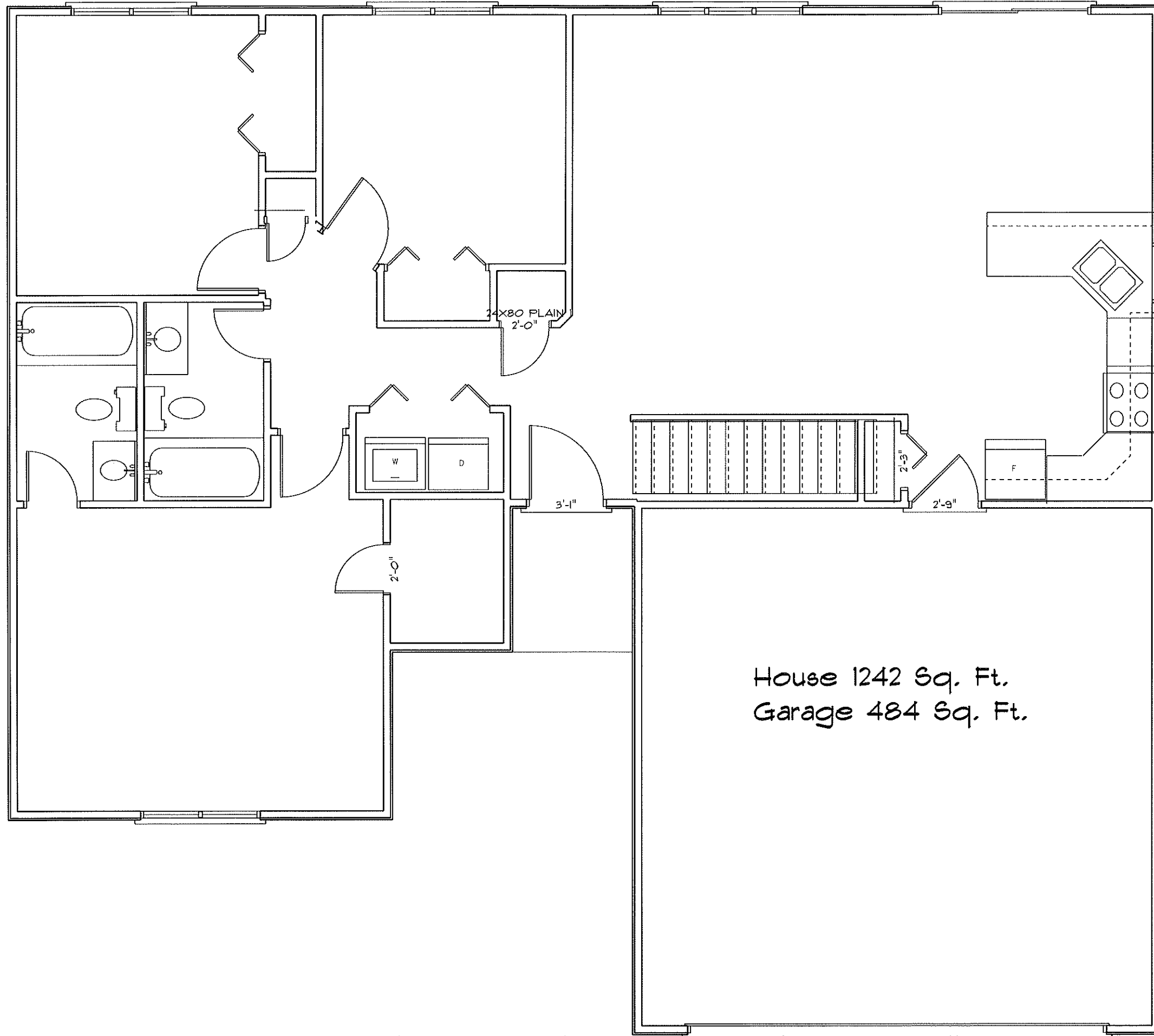
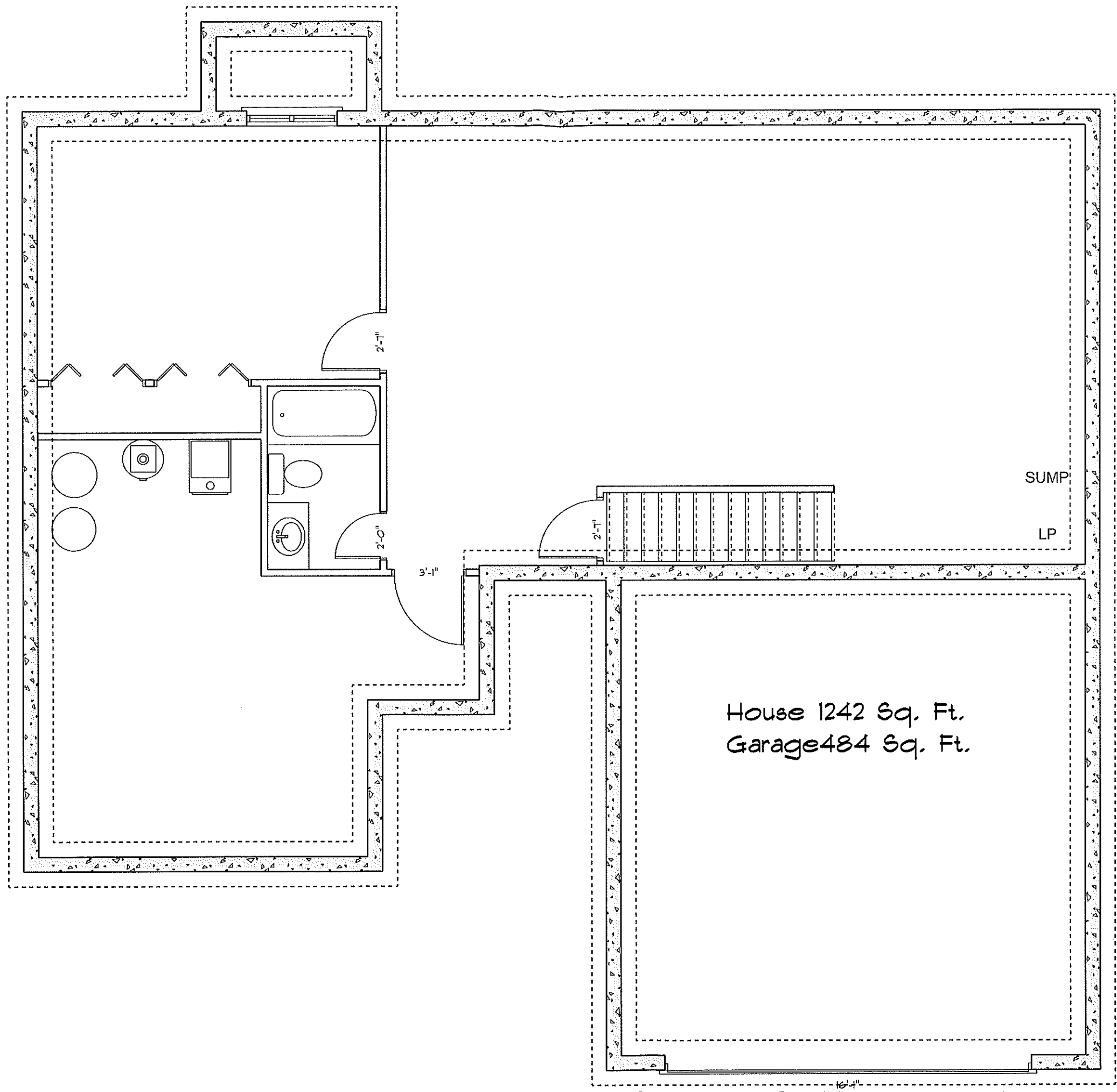


Exhibit B



House 1242 Sq. Ft.  
Garage 484 Sq. Ft.



House 1242 Sq. Ft.  
Garage 484 Sq. Ft.

SUMP  
LP

2'-7"

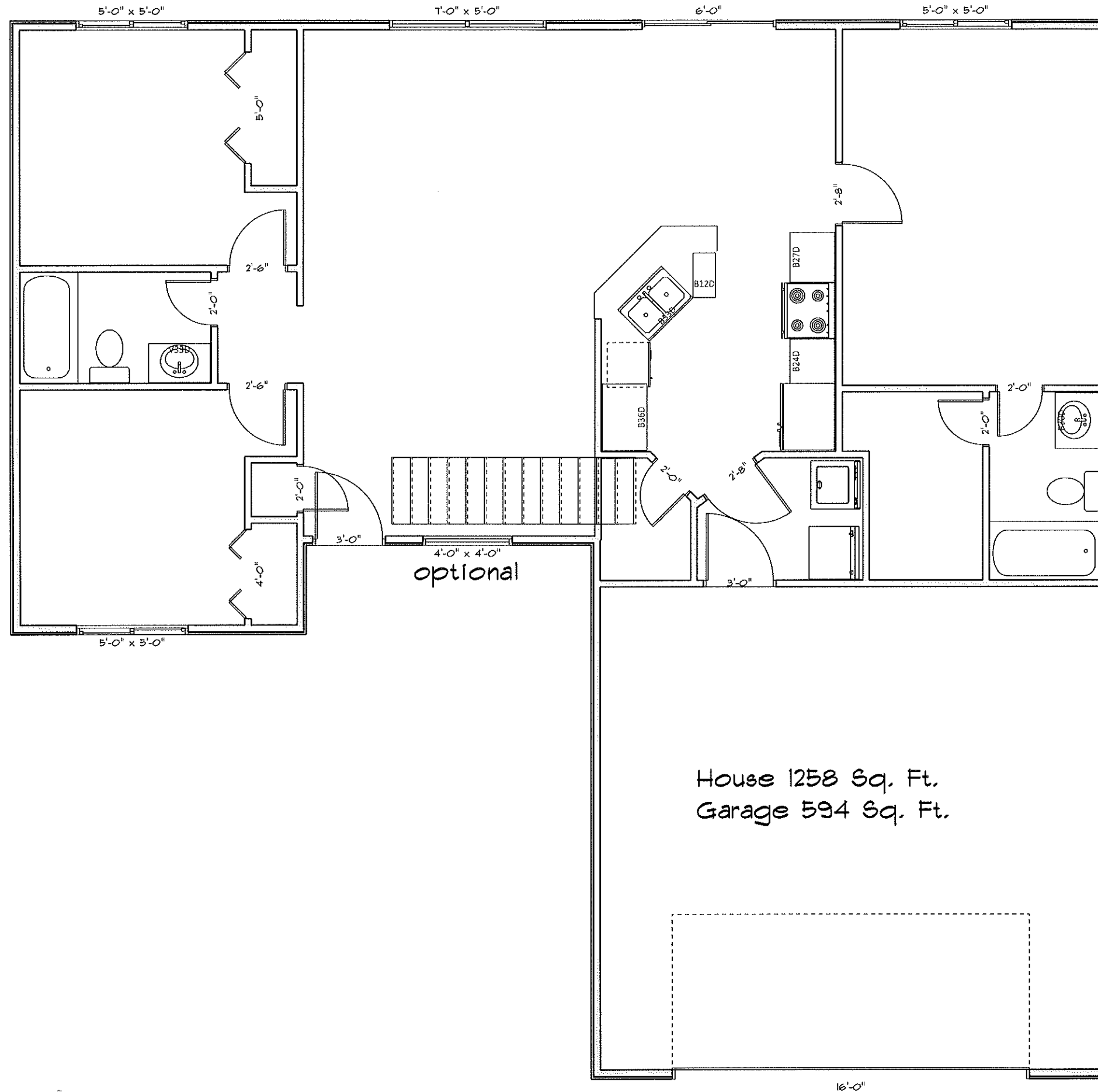
2'-0"

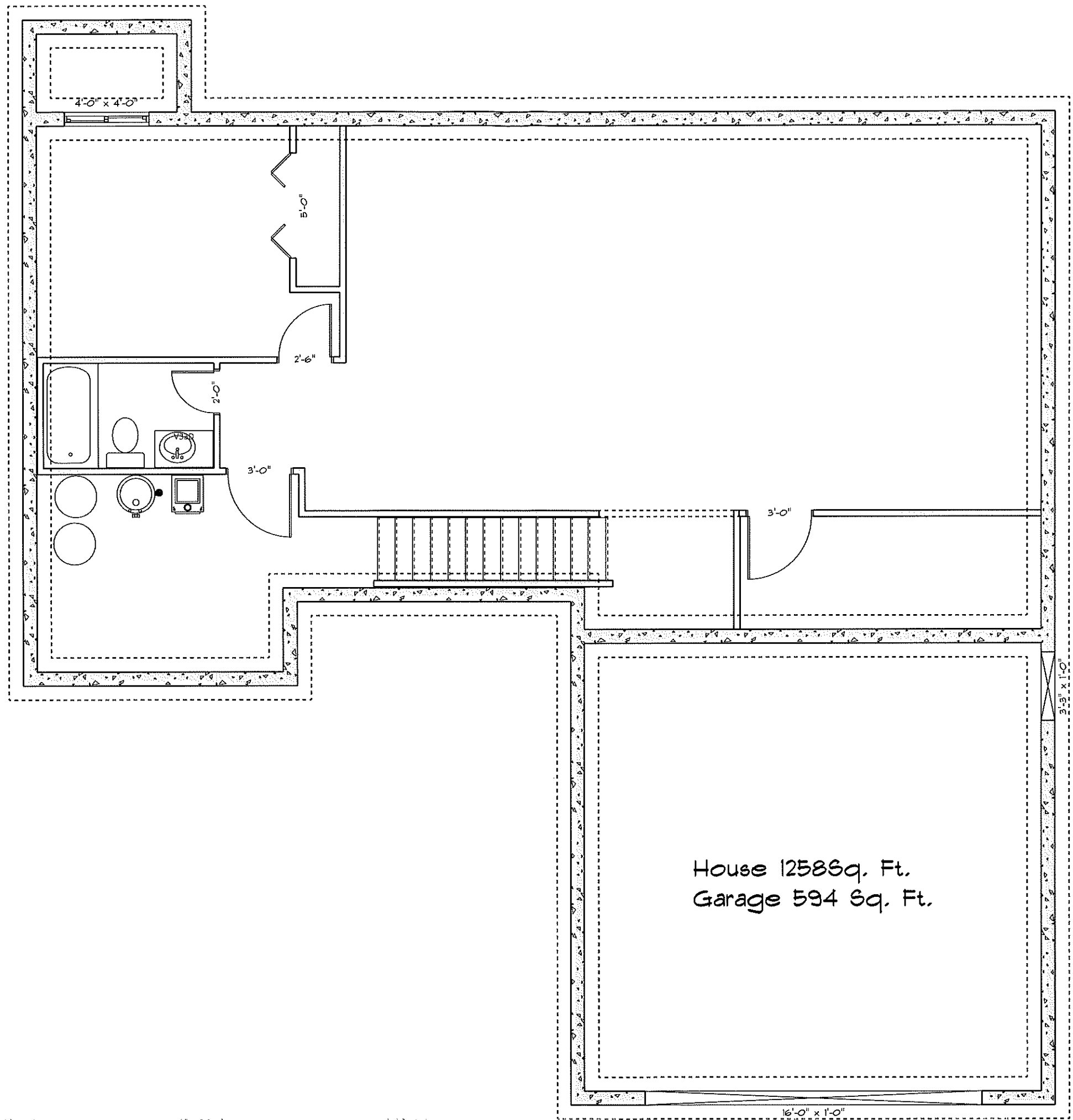
3'-1"

2'-11"

16'-4"

# Exhibit B

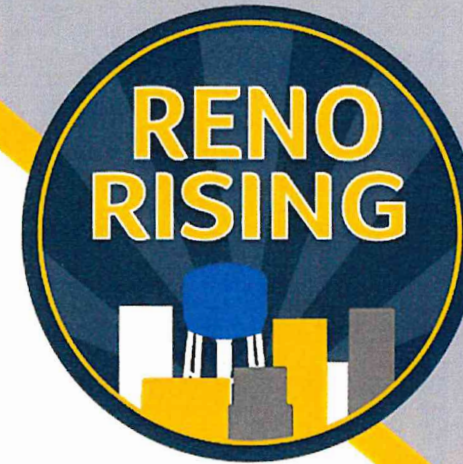




House 1258 Sq. Ft.  
Garage 594 Sq. Ft.

# Key Economic Issues – 2022-2026

- Sustainable Funding for Reno Rising Campaign
  - \$2 million campaign goal over 5-years
  - 400 jobs at above \$20/hour
  - \$300 million in new investment
- Childcare & Early Childhood
- Workforce Development & Talent Attraction
- Housing Rehab & Development
- Spec Building & Large Site Development
- Downtown & Rural Revitalization
- Competitive Resources & Business Incentives



connect. grow. play. explore.



Water Utilities

Survey / Staking - LS	1	\$10,000	\$10,000	
City Tap & Street Fees - Each	2	\$15,000	\$30,000	
Install 10" Water Mains - LF	4,650	\$125	\$581,250	
Fire Hydrants - Each	10	\$6,000	\$60,000	
Isolation Valves - Each	24	\$1,000	\$24,000	
Concrete Thrust Blocks - Each	20	\$500	\$10,000	
Testing & Sanitizing - LS	1	\$20,000	<u>\$20,000</u>	
Sub Total			\$735,250	
Engineering		10%	<u>\$73,525</u>	
Sub Total			\$808,775	
GenCond, OH, Profit, Ins., Bonds		10%	<u>\$80,878</u>	
Water Utilities Preliminary Budget				\$889,653

Sewer Utilities

Survey / Staking - LS	1	\$5,000	\$5,000	
City Tap & Street Fees - Each	1	\$15,000	\$15,000	
Install 12" Sewer Mains - LF	1,500	\$150	\$225,000	
Manholes - Each	6	\$12,000	\$72,000	
Testing - LS	1	\$20,000	<u>\$20,000</u>	
Sub Total			\$337,000	
Engineering		10%	<u>\$33,700</u>	
Sub Total			\$370,700	
GenCond, OH, Profit, Ins., Bonds		10%	<u>\$37,070</u>	
Sewer Utilities Preliminary Budget				\$407,770

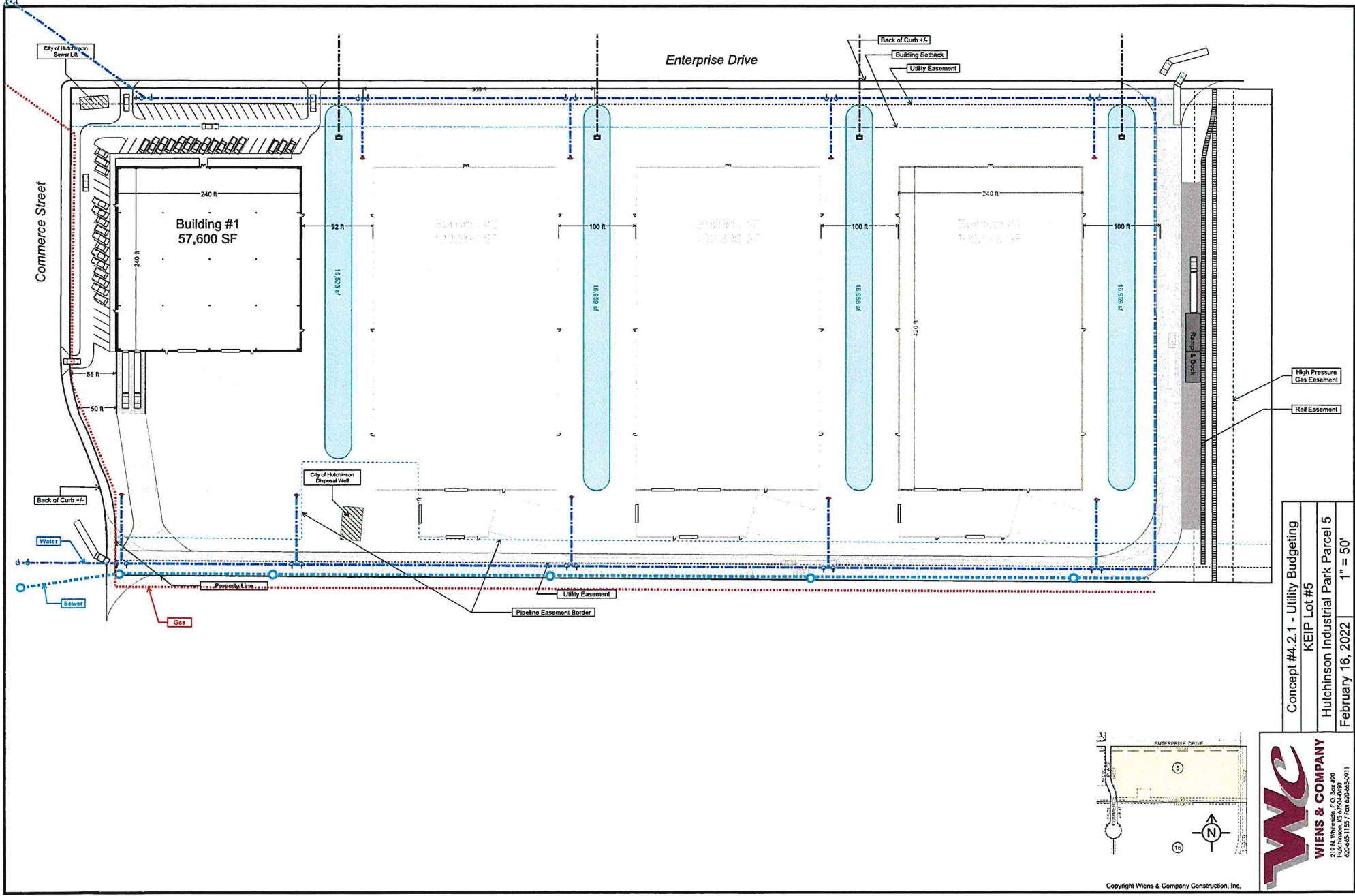
Gas Utilities

Survey / Staking - LS	1	\$5,000	\$5,000	
Street Repairs - Each	1	\$12,000	\$12,000	
Install Gas - LF	2,050	\$100	\$205,000	
Testing - LS	1	\$10,000	<u>\$10,000</u>	
Gas Utilities Preliminary Budget				\$232,000

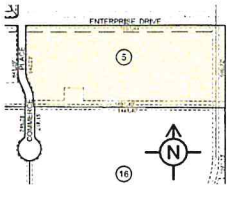
Access Infrastructure

Survey / Staking - LS	1	\$5,000	\$5,000	
Earthwork & Sub-base Prep - SF	91,000	\$1.45	\$131,950	
10" Unreinforced Concrete Drive - SF	82,000	\$7.75	\$635,500	
Raised Dock at Spur - SF	2,000	\$60	\$120,000	
Rail Spur - LF	620	\$300	<u>\$186,000</u>	
Sub Total			\$1,078,450	
Engineering		10%	<u>\$107,845</u>	
Sub Total			\$1,186,295	
GenCond, OH, Profit, Ins., Bonds		15%	<u>\$177,944</u>	
Access Infrastructure Preliminary Budget				\$1,364,239

Total Preliminary Infrastructure Budget \$2,893,662



Concept #4.2.1 - Utility Budgeting  
 KEIP Lot #5  
 Hutchison Industrial Park Parcel 5  
 February 16, 2022  
 1" = 50'




**WIENS & COMPANY**  
 217 N. Winchester, CO, Box 600  
 Greeley, CO 80639  
 970-455-1135 / Fax 970-455-0911



**Engineer's Opinion of Cost**  
**Hutchinson / Reno County CHAMBER OF COMMERCE**  
**SOUTH HUTCHINSON INDUSTRIAL COMPLEX ALTERNATIVE 2**  
 February 17, 2022

*Project Description: Development of Utilities for the Proposed Industrial Site*

**WATER IMPROVEMENTS (TO CITY OF HUTCHINSON)**

<u>NO</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNITS</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1	Mobilization		Lump Sum	\$100,000.00	\$100,000.00
2	Construction Staking		Lump Sum	\$17,500.00	\$17,500.00
3	Clearing and Grubbing		Lump Sum	\$10,000.00	\$10,000.00
4	Seeding		Lump Sum	\$10,000.00	\$10,000.00
5	Erosion Control		Lump Sum	\$10,000.00	\$10,000.00
6	Traffic Control		Lump Sum	\$10,500.00	\$10,500.00
7	12" Waterline (PVC) (In Place)	20,650	Lin. Ft.	\$75.00	\$1,548,750.00
8	8" Waterline (PVC) (In Place)	9,000	Lin. Ft.	\$60.00	\$540,000.00
9	Fittings (installed)	1	Lump Sum	\$81,000.00	\$81,000.00
10	Casing Installation	1,350	Lin. Ft.	\$400.00	\$540,000.00
11	12" Gate Valve w/ Box	7	Each	\$900.00	\$6,300.00
12	8" Gate Valve w/ Box	6	Each	\$800.00	\$4,800.00
13	3-Way Fire Hydrant Assembly	30	Each	\$3,500.00	\$105,000.00
14	Connection to Existing Waterline	1	Each	\$1,500.00	\$1,500.00
Water Construction Subtotal:					<b>\$2,985,350.00</b>

**SEWER IMPROVEMENTS**

<u>NO</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNITS</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
15	Mobilization		Lump Sum	\$100,000.00	\$100,000.00
16	Construction Staking		Lump Sum	\$15,000.00	\$15,000.00
17	Clearing and Grubbing		Lump Sum	\$10,000.00	\$10,000.00
18	Seeding		Lump Sum	\$10,000.00	\$10,000.00
19	Erosion Control		Lump Sum	\$10,000.00	\$10,000.00
20	Traffic Control		Lump Sum	\$10,500.00	\$10,500.00
21	Lift Station		Lump Sum	\$200,000.00	\$200,000.00
22	Generator		Lump Sum	\$50,000.00	\$50,000.00
23	6" Sanitary Force Main (Installed)	9,200	Each	\$50.00	\$460,000.00
24	12" Sanitary Main (Installed)	12,300	Lin. Ft.	\$90.00	\$1,107,000.00
25	Casing Installation	150	Lin. Ft.	\$400.00	\$60,000.00
26	Standard Manhole (0'-6")(Installed)	35	Lin. Ft.	\$4,000.00	\$140,000.00
27	Manhole - Extra Depth	120	Each	\$500.00	\$60,000.00
Sewer Construction Subtotal:					<b>\$2,232,500.00</b>

**ROAD IMPROVEMENTS IMPROVEMENTS**

<u>NO</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNITS</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
28	Mobilization		Lump Sum	\$150,000.00	\$150,000.00
29	Construction Staking		Lump Sum	\$30,000.00	\$30,000.00
30	Clearing and Grubbing		Lump Sum	\$20,000.00	\$20,000.00
31	Seeding		Lump Sum	\$20,000.00	\$20,000.00
32	Erosion Control		Lump Sum	\$20,000.00	\$20,000.00
33	Traffic Control		Lump Sum	\$20,000.00	\$20,000.00
34	Grading and Compacting		Lump Sum	\$150,000.00	\$150,000.00
35	10" Concrete Pavement	22,100	Sq. Yd.	\$90.00	\$1,989,000.00
36	6" Aggregate Base	25,000	Sq. Yd.	\$12.00	\$300,000.00
Road Construction Subtotal:					<b>\$2,699,000.00</b>

Construction Subtotal (Water, Sewer and Road):	<b>\$7,916,850.00</b>
Contingencies (15%)	<b>\$ 1,187,527.50</b>
Construction Total (Water, Sewer and Road):	<b>\$9,104,377.50</b>
Design and Construction Observation (20%)	<b>\$ 1,820,875.50</b>
Easements and Legal (7%)	<b>\$ 637,306.43</b>
Total Opinion of Probable Cost (Water, Sewer and Road):	<b>\$11,562,559.43</b>

\*\* This EOPC assumes adequate water capacity and pressure is available at the site from the City of Hutchinson water system and the connection to the existing 12" water main as shown on Exhibit A.

\*\* This EOPC assumes the City of South Hutchinson sewer system can handle the additional flow created by the development and the connection to the existing 12" sanitary sewer main as shown on Exhibit A.

Office Locations: Manhattan • Lawrence • Emporia  
 T: 1.800.748.7572 • Web: www.bgcons.com

**Engineer's Opinion of Cost**  
 Hutchinson / Reno County CHAMBER OF COMMERCE  
 SOUTH HUTCHINSON INDUSTRIAL COMPLEX ALTERNATIVE 1  
 February 17, 2022

*Project Description: Development of Utilities for the Proposed Industrial Site*

**WATER IMPROVEMENTS (TO CITY OF SOUTH HUTCHINSON)**

<u>NO</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNITS</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1	Mobilization		Lump Sum	\$100,000.00	\$100,000.00
2	Construction Staking		Lump Sum	\$17,500.00	\$17,500.00
3	Clearing and Grubbing		Lump Sum	\$10,000.00	\$10,000.00
4	Seeding		Lump Sum	\$10,000.00	\$10,000.00
5	Erosion Control		Lump Sum	\$10,000.00	\$10,000.00
6	Traffic Control		Lump Sum	\$10,500.00	\$10,500.00
7	12" Waterline (PVC) (In Place)	12,060	Lin. Ft.	\$75.00	\$904,500.00
8	8" Waterline (PVC) (In Place)	9,000	Lin. Ft.	\$60.00	\$540,000.00
9	Fittings (installed)	1	Lump Sum	\$80,000.00	\$80,000.00
10	Casing Installation	600	Lin. Ft.	\$400.00	\$240,000.00
11	12" Gate Valve w/ Box	7	Each	\$900.00	\$6,300.00
12	8" Gate Valve w/ Box	6	Each	\$800.00	\$4,800.00
13	3-Way Fire Hydrant Assembly	19	Each	\$3,500.00	\$66,500.00
14	Connection to Existing Waterline	1	Each	\$1,500.00	\$1,500.00
Water Construction Subtotal:					<b>\$2,001,600.00</b>

**SEWER IMPROVEMENTS**

<u>NO</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNITS</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
15	Mobilization		Lump Sum	\$100,000.00	\$100,000.00
16	Construction Staking		Lump Sum	\$15,000.00	\$15,000.00
17	Clearing and Grubbing		Lump Sum	\$10,000.00	\$10,000.00
18	Seeding		Lump Sum	\$10,000.00	\$10,000.00
19	Erosion Control		Lump Sum	\$10,000.00	\$10,000.00
20	Traffic Control		Lump Sum	\$10,500.00	\$10,500.00
21	Lift Station		Lump Sum	\$200,000.00	\$200,000.00
22	Generator		Lump Sum	\$50,000.00	\$50,000.00
23	6" Sanitary Force Main (Installed)	9,200	Each	\$50.00	\$460,000.00
24	12" Sanitary Main (Installed)	12,300	Lin. Ft.	\$90.00	\$1,107,000.00
25	Casing Installation	150	Lin. Ft.	\$400.00	\$60,000.00
26	Standard Manhole (0'-6")(Installed)	35	Lin. Ft.	\$4,000.00	\$140,000.00
27	Manhole - Extra Depth	120	Each	\$500.00	\$60,000.00
Sewer Construction Subtotal:					<b>\$2,232,500.00</b>

**ROAD IMPROVEMENTS IMPROVEMENTS**

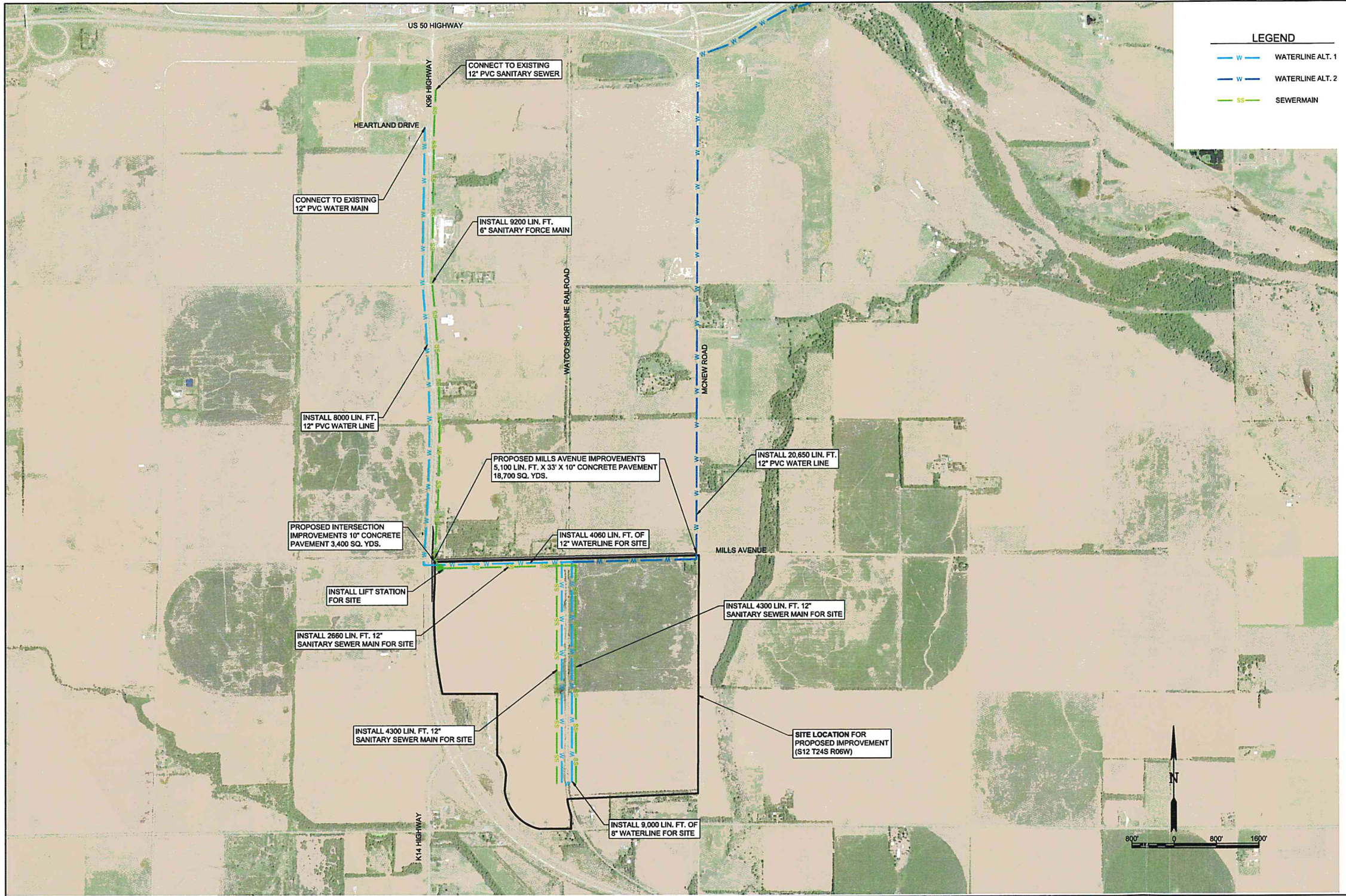
<u>NO</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNITS</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
28	Mobilization		Lump Sum	\$150,000.00	\$150,000.00
29	Construction Staking		Lump Sum	\$30,000.00	\$30,000.00
30	Clearing and Grubbing		Lump Sum	\$20,000.00	\$20,000.00
31	Seeding		Lump Sum	\$20,000.00	\$20,000.00
32	Erosion Control		Lump Sum	\$20,000.00	\$20,000.00
33	Traffic Control		Lump Sum	\$20,000.00	\$20,000.00
34	Grading and Compacting		Lump Sum	\$150,000.00	\$150,000.00
35	10" Concrete Pavement	22,100	Sq. Yd.	\$90.00	\$1,989,000.00
36	6" Aggregate Base	25,000	Sq. Yd.	\$12.00	\$300,000.00
Road Construction Subtotal:					<b>\$2,699,000.00</b>

Construction Subtotal (Water, Sewer and Road):	<b>\$6,933,100.00</b>
Contingencies (15%)	<b>\$ 1,039,965.00</b>
Construction Total (Water, Sewer and Road):	<b>\$7,973,065.00</b>
Design and Construction Observation (20%)	<b>\$ 1,594,613.00</b>
Easements and Legal (7%)	<b>\$ 558,114.55</b>
<b>Total Opinion of Probable Cost (Water, Sewer and Road):</b>	<b>\$10,125,792.55</b>

\*\* This EOPC assumes adequate water capacity and pressure is available at the site from the City of South Hutchinson water system and the connection to the existing 12" water main as shown on Exhibit A.

\*\* This EOPC assumes the City of South Hutchinson sewer system can handle the additional flow created by the development and the connection to the existing 12" sanitary sewer main as shown on Exhibit A.

Office Locations: Manhattan • Lawrence • Emporia  
 T: 1.800.748.7572 • Web: www.bgcons.com



**LEGEND**

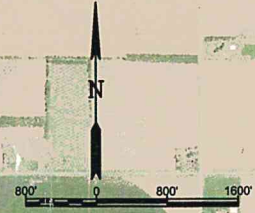
- W — WATERLINE ALT. 1
- W — WATERLINE ALT. 2
- SS — SEWERMAIN

NO.	REVISIONS	DATE	INITIALS

HUTCHINSON / RENO COUNTY  
 CHAMBER OF COMMERCE

SITE LAYOUT  
 SOUTH HUTCHINSON INDUSTRIAL COMPLEX

Engineer: AJG	
Drafter:	
Date: 2-17-2022	
Project No.	
Sht. No.	Total Shts.
1	1



## **Request for Funds from Reno County from the American Rescue Plan Act**

Isolation during the pandemic highlighted people's desire for community and social gatherings. It also magnified a possible opportunity for Reno County to invest in its future by expanding its county entertainment options. Local entertainment ensures that dollars stay local and do not travel to other counties.

When one reads through the documents provided on the Reno County website, it is easy to see that much thought and consideration have been given to allocating funds provided by the federal government under the American Rescue Plan Act. Covid-19 has changed many things in our community as it has in the entire country and world. The citizens of Reno County will feel the effects of the pandemic for many years to come. The Reno County Resident Engagement efforts produced numerous ideas and thoughts. The applications received to date address many of the top priorities identified by the task force. We believe that two of the seven top priorities that have not been addressed as much as possible, and our proposal seeks to address those two priorities.

The pandemic especially hit the hospitality industry hard. People were told to shelter in place, wear masks, wash their hands often, and stay six feet apart. It was hard for people to travel and stay at hotels and motels, eat at their favorite restaurants, attend recreational activities, and enjoy family and friends in public places. People missed out on visiting tourist activities as many were forced to close. Reno County has some of the best tourist destinations in Kansas. Hutchinson is a prime location for meetings and events. Without naming all of the attractions and major events, there is a lot going on in Reno County. What is missing is the hotel space to accommodate people who would stay in our community instead of staying in adjoining counties.

The two priorities identified by the task force that we wish to address are; Supporting local and small businesses, and Developing recreational opportunities. The report stated, "To address these issues, participants discussed grants, incentives, and ideas for attracting visitors to the community." The report further states "...opportunities to enhance quality of life..." Quality of

life issues make a real difference when people chose a place to live and work. In the past, many people chose where to work first and then where to live. After the pandemic more people are choosing where to live first and then where to work. More people are working from home. Providing places for people to enjoy entertainment becomes a critical factor in where many people chose to live. We tend to remember communities by the restaurants and entertainment venues. A new hotel with excellent amenities would attract visitors and help fill the need for critical hotel accommodations to keep events and organizations coming to Reno County.

### **Who We Are**

We represent a group of businessmen, businesswomen and families who wish to impact the future of Reno County. We have a invested interest in seeing Reno County thrive. Our investment group is looking forward in bringing several projects to Reno County, including entertainment for every generation in our community. A top priority is developing a Hilton Garden Inn in Hutchinson, with a large outdoor entertainment amphitheater, conference center, and an upscale sports bar on the property. We strongly feel that venues such as these are essential to promote jobs and growth within our community. This plan is necessary for the residents of our community, visiting families, and tourism on a year-round basis.

We will be hiring local companies to construct these projects bringing much-needed jobs to our community. It will not be an out-of-town operation; the hotel, conference center, and amphitheater will be a majority locally funded project.

Members of our investment group have already invested heavily in Reno County and are excited about the opportunities these projects will bring. One of our largest investors is Aaron Brooks, Hutchinson born and raised. Aaron returned to Hutchinson with his family, bringing his passion and experience in commercial and residential development to Reno County. He is looking forward to what other opportunities he can help provide. Howard Partington, retired from over 40 years of work in city government and is familiar with local, state and federal programs. He and his wife recently moved to Hutchinson to be near his children and grandchildren. The two met as Aaron's company-built Howard's custom home in the Kisiwa subdivision. Our other investors see the vision and are excited be a part of these projects, giving full support to all aspects mentioned.

We are confident that these projects will be something that our county commissioners and citizens can be proud of and enjoy for years to come.

## **The Project**

The Hilton Garden Inn will be the centerpiece of the six plus acre development filling gaps our community needs; bringing events, entertainment, and income to Reno County.

We are currently evaluating two possible sites for the project's location and always value the opinion of the city and county in regard to this. The Hilton Garden Inn will include an upscale sports bar, an outdoor amphitheater and an entertainment district to allow visitors and residents to enjoy a unique and exciting experience.

Year-round entertainment and outdoor flex space for various uses, including local food trucks and vendors, this flex space would wrap around the outdoor amphitheater. The entertainment district would bring experiences not currently available for families and other patrons, thus bringing our citizens together, keep profits local, and making a safer, more robust, tight-knit community. The project's success will be greatly enhanced with city, county, and state support. As the projects evolves, we will be looking for innovative ideas from our city and county officials, and citizens for inclusion that they would like to see brought into Reno County. The State of Kansas offers numerous incentives that we hope to take advantage of to complete this project.

## **Cost**

The final project's cost is variable based upon location, amenities, and size. We plan to invest 15 million dollars for the Hilton Garden Inn, and an additional 3-5 million dollars to complete the amphitheater, restaurant, and entertainment district.

## **Request for ARPA Funds from Reno County**

When it comes to the amphitheater, opportunities are endless for local support and giving back to our community. We respectfully request \$235,000 to support our project from Reno County ARPA funds. These funds will be used towards the amphitheater's infrastructure and surrounding entertainment district amenities. The ARPA funds will directly impact local county residents by giving citizens and businesses a place to showcase their goods, services and talents. For example, this area would allow for events and attractions such as regional concerts, farmers' markets, food truck nights and community functions.

Aaron Brooks

Howard D. Partington



Surgery Center of South Central Kansas  
1708 E 23<sup>rd</sup> Ave  
Hutchinson, KS 67502

May 18, 2022

Reno County Board of Commissioners  
Attn: Randy Partington

To Whom it May Concern:

Surgery Center of South Central Kansas is a predominately cataract surgery-based center that also offers a pain management doctor monthly. We service Reno County and surrounding communities to provide convenient and compassionate care.

Since our surgeries are considered "elective," we were required to shut our doors during the COVID-19 Pandemic. Our company was able to retain 100% of our staff when we reopened in May 2020, by using our emergency funds to support them. As the pandemic has continued, and patients are not seeking elective healthcare, our volume has decreased while our cost of operation and supplies have increased. We also need to remain competitive with our staff wages, including nursing staff who are being offered sign on bonuses and increased wages at the hospital due to nursing shortages. Our reimbursement rates are set as a bundled payment through CMS, so we are unable to offset the increased costs with an increase in charges to the patients.

The Hutchinson community is home to our 20 staff that provide care to our patients. We operate with 8 part-time personnel, and the remaining 12 are licensed PRN staff that we bring in on our higher volume days. If we were to receive ARPA funds, we would use them to increase staff wages to remain competitive with the increased expenses. We would also allocate funds to line items that we have needed to borrow money to continue operating.

We would ask the County to consider allocating \$100,000 to assist with support in these items. Our staffing costs run around \$25,000 each month so \$50,000 would be put towards what we used to pay our staff during our closed time from 2020 the remaining \$50,000 would be used to pay for outstanding bills and expenses and upkeep that has been postponed due to lack of funds.

Thank you for your consideration.



Staci Pankratz RN

Center Director

(620) 664-5252

Staci.Darling-Pankratz@hutchinsonsurgery.com





## **American Rescue Plan Act Funds Hutchinson Community College Proposal**

Within the report “Community Response and Input Using American Rescue Plan (ARP) Act Funds in Hutchinson and Reno County”, **Workforce Development – Training & Education** was identified as one of the most important priorities for these funds.

The following excerpt is located in the Executive Summary (Pg. 5) of the report and supports efforts to strengthen our local workforce development programs:

***Strengthening workforce development programs:*** Participants recognized the need for creative programs that would educate, train, and attract/retain talented individuals into the community. This included a strong focus on job training programs for a full array of age groups, from school co-op apprenticeships, scholarships/loan repayment to attract young workers to job training programs for displaced workers.

### **Proposal:**

Hutchinson Community College proposes that one of the primary factors negatively impacting the current and future employment gap is a “pipeline” issue - one that can be positively impacted by attracting more graduating high school students to pursue higher education, and specifically career and technical education and training.

In response to the **Workforce Development – Training & Education** priority, Hutchinson Community College requests American Rescue Plan Act Funds to educate students, parents, and staff at local school districts about our Career and Technical Education pathways and job training programs that will assist in meeting local workforce needs.



### **Anticipated Impact:**

These funds will allow Hutchinson Community College to hire two employees to collaborate with local school districts to educate students, parents, and staff about our Career and Technical Education pathways/programs. This will increase the number of students completing technical certificates/degrees and will contribute to meeting the demand of our local workforce. To support this vision, a portion of these funds will be used for marketing purposes and resources (i.e. educational bootcamps and technology) to help attract students to these pathways/programs.

A sample draft job description is attached to describe the type of involvement and intrusive advising we believe is required to inform students who might not otherwise have knowledge of their postsecondary education opportunities.

### **Total funds requested:**

Funding is requested for 2 positions for academic year 2022-2023, 2023-2024, 2024-2025 and Fall 2026. Each position will be approximately \$50,000 - 60,000 per year for salary and employee benefits for a total of \$350,000 - \$420,000 for personnel cost. For Marketing material, we believe \$15,000 - 20,000 per year for a total of \$60,000 - \$80,000 is necessary to support this effort. The combined total amount for marketing and personnel would be \$410,000 - \$500,000.

Hutchinson Community College believes it is important to undertake a more intrusive advising approach to encourage students, who may not know all of the options available, to seek higher education. This in turn will help address the workforce training gap. As such, we respectfully ask the Reno County Commission and the City of Hutchinson Council to consider funding this initiative.

# EXAMPLE JOB DESCRIPTION



Position announcement:

## ➤ CAREER TECHNICAL EDUCATION (CTE) PROGRAM—TRANSITION COACH

The CTE Transition Coach will visit area schools and HutchCC off-site locations to encourage currently-enrolled course-based CTE students to continue with career and technical program pursuits that result in certificate and/or degree completion. The CTE Transition Coach will work with students, advisors, counselors, administrators, and faculty to reinforce the value of career technical education pathways, with continuing enrollment beyond the initial state-supported coursework. The CTE Transition Coach Career will provide assistance to "improve individual career awareness, exploration, choice, preparation, and management."

### **RESPONSIBILITIES:**

#### **Essential Functions –**

- Collaborate with career technical, admissions and outreach staff to establish a working relationship in assisting students to enroll in CTE credit courses/programs.
- Collaborate with CTE college/high school program instructors to ensure consistent course curriculum with clear career pathways.
- Serve as a liaison for CTE programming with both high school and HutchCC faculty, staff and students.
- Coordinate college tours, appointments with advisors, and activities associated with college enrollment.
- Design activities/mini talking points to guide students in identifying their key career/technical education drivers (interests, skills, experience, values).
- Locate/research tools to improve process of debriefing and creating action plans from career/technical assessments and activities.
- Develop structures for tracking output of assessments and activities to inform students/ counselors/ advisors and document career pathway progress.
- Develop resources and tools to enable students to research general as well as HutchCC CTE options for decision-making between different levels of education, from education to work, and between work and education.
- Assist with processes for structured career research and decision making while considering trade-offs of career options.
- Assist with coaching individuals through CTE options and assist with bridging transitions between high school, college, and life career choices.
- Participate in program advisory committee meetings at the high schools and HutchCC
- Comply with HutchCC policies, practices, and procedures.

#### **Secondary Functions –**

- Advise prospective and current students in following CTE curriculum plans of study.
- Pursue professional development opportunities, as needed.
- Perform other duties as assigned by the Vice President of Academic Affairs and/or CTE Department Chairpersons.

## **QUALIFICATIONS (Essential):**

---

- Practical knowledge of the field of career/technical education
- Associate degree required; baccalaureate degree preferred
- Experience working with college and secondary school students, including an understanding of requirements/expectations of each type of learning environment
- Ability and willingness to work a non-routine schedule, visiting high schools and off-site locations when appointments become available
- Proven people-skills and able to develop effective working relationships with school personnel as well as students
- Strong written/oral communication and listening skills as well as organizational, decision-making, problem-solving, interpersonal skills
- Experience maintaining confidentiality of sensitive information
- Demonstrated proficiency with computer applications such as Word, Excel, Outlook.
- Visual acuity to view a computer terminal; appropriate judgment, tact, and courtesy in difficult situations; ability to understand words and respond effectively/appropriately.
- Mental requirements include ability to learn and comprehend basic instructions about the position.
- Physical and mental qualifications must be performed with or without a reasonable accommodation. The qualifications listed are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.
- Valid Kansas Driver's License.

## **SALARY and STATUS:**

---

Salary is determined by experience and expertise. This full-time staff position is twelve months annual (based on contract renewal), due process rights eligible, benefit eligible, and exempt.

## **APPLICATION:**

---

Submit the HutchCC Administrative/Instructional Application Form to:

**Human Resources, Student Union**

**Hutchinson Community College**

**1300 North Plum**

**Hutchinson, KS 67501**

**620-665-3495**

[hrinfo@hutchcc.edu](mailto:hrinfo@hutchcc.edu)

**Start date: Immediately**

***TO BE CONSIDERED AS A CANDIDATE, THE APPLICANT MUST HAVE (resume, official transcripts, letters of reference, and the application form) ON FILE.***

***The hired candidate will be required to submit official, non-issued to student, transcripts.***

**HUTCHINSON COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER**

**To view the HutchCC Non-Discrimination Notice, please visit [www.hutchcc.edu](http://www.hutchcc.edu)**

HutchCC reserves the right to revise or change job responsibilities as the need occurs. This position announcement does not constitute a written or implied contract of employment; rather, it is a clarification of the responsibilities of the position. This job description may be changed at any time by the HutchCC administration.

## **Challenge**

South Central Kansas like most of the rest of the country is experiencing a nursing shortage. Hutchinson Community College has 20 additional nursing student slots that could be filled to train Associate Degree Nurses (RN). Due to a lack of lab and classroom space and the cost of the program those slots continue to remain unfilled. Hutchinson Community College has qualified candidates to fill these slots.

Hutchinson Regional Medical Center (HRMC) and Hutchinson Community College (HutchCC) are in preliminary talks around how to access these slots and help HRMC secure the work force it needs to provide quality patient care. While we are in preliminary talks several barriers to opening these slots have come to light. Space, equipment, clinical, and faculty needs. While we have no firm commitment at this time both parties are engaged in the process and feel strongly that we will reach an agreement to provide funds for opening these additional slots. The difficult, immediate issue is the lab and classroom space requirements.

There are at least two possible sites to locate the labs and classrooms. HRMC has space in a facility that could be renovated and repurposed to provide for the appropriate space and HutchCC has space on the second floor of the Peel Allied Health Training Center that could be renovated to accommodate the additional students. If the HRMC space is selected HutchCC will enter into a long-term memorandum of understanding for the use of the facility for HutchCC students, thereby securing the use of the space for the A.D.N. program. If the second-floor space in the Peel Center is selected; because, this is a college owned facility there would be no need for a lease agreement. There are advantages and disadvantages for both possible locations and both parties are considering the use of these spaces and what is in the best interest of the HutchCC students and HRMC employees.

## **Resource Needs**

Both facilities will require some level of renovation. Based on previous projects of a similar nature the college has undertaken the renovation and equipping of the college space is estimated to cost between 1.5 and 2.0 million dollars. In addition to the renovation cost there will be extensive need to outfit the lab facility. Again, based on a preliminary estimate we believe this cost to be between \$750,000 and \$1,000,000 dollars. Based on previous experience, the total price tag for this renovation, expansion, and outfitting of this space could be nearly 3.0 million dollars. We feel the cost of the HRMC facility will be similar.

## **Resource Availability**

HRMC and HutchCC have approached Reno County to allocate \$500,000 dollars to this project from ARAP funds available to the County. HutchCC is ready to allocate \$500,000 dollars of internal capital outlay funding to this project and while there is no firm commitment at this time, the hope is that HRMC will contribute resources to the project as well. HRMC commitment will come either as direct cash allocations, in-kind donations, or grant funding.

This would provide 1.5 million dollars of nonstate funding. HutchCC has secured approximately 1.0 million funding from the State of Kansas for this project and has requested a like amount from Senator Moran through the ear mark process. The requirement is a 1 to 1 match of nonstate dollars for the use of the funds. The status of the ear mark request is unknown at this time. Between the State of Kansas Funding, and commitments from other funding partners we are confident this would provide the funds necessary to equip and renovate the selected space. Both parties are committed to this project and work diligently to secure any additional funding. All operational cost on an ongoing year-to-year basis will be paid for by either HutchCC, HRMC, or a combined partnership.

Previously, RHMC and HutchCC shared an analysis of the operating cost for the proposal plus some limited cost of new simulators and equipment required for the new partnership and slots to be opened. This analysis covered much of the annual cost to operate the program, but did not show the cost of needed space and full equipment. The HRMC and HutchCC partnership is willing to cover the annual operating costs on an ongoing basis. This proposal is for assistance with the space and equipment requirements which are a critical component of expanding the A.D.N. program numbers at HutchCC and represent our only proposal.

### **Benefit to the Community**

As mentioned earlier this project would allow HutchCC to open up an additional 20 slots in our A.D.N. program and educate an additional 20 RN graduates with each class. This will help with the acute, critical shortage of trained health care professionals in the RN area. In the absence of additional support from the State of Kansas these graduates may be delayed or the slots not opened at all due to HutchCC inability to fund the project through normal internal funding mechanisms.

## Randy Partington

---

**From:** Daniel P. Friesen <daniel@ideatek.com>  
**Sent:** Tuesday, February 22, 2022 12:27 PM  
**To:** Randy Partington  
**Subject:** Fwd: [EXT\_SENDER] Hutch Regional Analysis\_11292021.xlsx  
**Attachments:** Hutch Regional Analysis\_11292021.xlsx

### Daniel P. Friesen

----- Forwarded message -----

**From:** **Chuck Welch** <[WelchC@hutchregional.com](mailto:WelchC@hutchregional.com)>  
**Date:** Fri, Feb 11, 2022 at 9:51 AM  
**Subject:** [EXT\_SENDER] Hutch Regional Analysis\_11292021.xlsx  
**To:** Daniel Friesen <[daniel.friesen@renogov.org](mailto:daniel.friesen@renogov.org)>  
**Cc:** Chuck Welch <[WelchC@hutchregional.com](mailto:WelchC@hutchregional.com)>, Patti McCue <[McCueP@hutchregional.com](mailto:McCueP@hutchregional.com)>, Kevin Chiles <[ChilesK@hutchregional.com](mailto:ChilesK@hutchregional.com)>, Duane Miller <[MillerD@hutchregional.com](mailto:MillerD@hutchregional.com)>

Commissioner Friesen,

Per our conversation last week, I have attached the cost analysis put together by Hutch Community College and Hutchinson Regional to buildout the nursing program to educate an additional 20 nurses per year.

- Total Requested ARPA Fund support: \$480,228
- We would provide 20 full ride scholarships to qualifying nursing student candidates
- In return we would ask for a year of commitment for each year of paid education
- There are additional Tabs demonstrating associated costs to educate Radiology, Respiratory Therapy and Surgical Technicians. We plan to start with Nursing as they are the most in demand.
- Each additional program will add additional cost.
- HRHS would plan to provide the needed classroom space.
- We are requesting ARPA fund support for the items in Column D excluding the educational spaces.

Confidentiality Notice: This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law and HIPAA compliance. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.



PRELIMINARY ENGINEERING REPORT  
**CITY OF WILLOWBROOK**  
**SURFACE WATER FLOODING MITIGATION**

---

Willowbrook, Kansas  
Project No. 19-1396H  
December, 2019







## **TABLE OF CONTENTS**

### **SECTION 1 – PROJECT PLANNING**

- 1.1 Introduction
- 1.2 Existing Conditions
- 1.3 Statement of Need

### **SECTION 2 – OPTIONS CONSIDERED**

- 2.1 Location Map
  - 2.1.1 Option 1 – 1 Pump Station – South Location
  - 2.1.2 Option 2 – 2 Pump Stations, South–Center Locations
  - 2.1.3 Option 3 – 3 Pump Stations, South–Center–North Locations

### **SECTION 3 – SELECTION OF AN OPTION**

- 3.1 Life Cycle Cost Analysis
- 3.2 Non-Monetary Factors

### **SECTION 4 – CONCLUSIONS AND RECOMMENDATIONS**



## Section 1 – Project Planning

### 1.1 Introduction

The City of Willowbrook, Kansas is a community of 87 residents located in east-central Reno County. Willowbrook lies within ½ mile of Highway US-96 with Hutchinson to the east and Nickerson to the west. It is adjacent to Cow Creek, which runs around the west half of the community.

This Preliminary Engineering report will address the surface water/flooding issues faced by the Willowbrook community, and identify potential mitigation measures available to provide relief. This report discusses the conditions throughout the City and provides opinions of probable costs associated with the identified improvements.

This report was prepared by BG Consultants, Inc., 900 E. 27<sup>th</sup> Avenue, Hutchinson, Kansas 67502 (Ph. No. 620-665-3952.)

### 1.2 Existing Conditions

The City of Willowbrook is currently surrounded by a Corps of Engineers certified levee that protects the community from the 1% occurrence flood events associated with Cow Creek. The



levee surrounds the community, and in significant rain events the levee protects the City from Cow Creek flood waters. The area inside the levee collects surface water that has two discharge



locations to gravity flow out through culvert penetrations of the levee. These culverts are both flap-gated to prevent Cow Creek backwater from entering the community. Present conveyance of surface water to these culverts is open ditch surface drainage. The levees are under the responsibility of the City of Hutchinson to comply with Corps of Engineer standards, but generally maintained by the City of Willowbrook.

### 1.3 Statement of Need

In significant rain events, the levee surrounding the City protects residents from the Cow Creek floodwaters. Unfortunately, when the water rises it triggers the flap-gate backflow prevention, which also prevents internal water from exiting the city except by means of evaporation and infiltration. In significant rain events, the water table rises to a level that limits the City to only evaporation to expel water from their system. To make matters worse the rise in the water table due to significant rain events activates the resident's sump pumps which adds more water into the surface water systems. The result of all these factors is that during significant rain events the City of Willowbrook experiences citywide conditions where surface water threatens to flood residences.

The City has a dire need to be able to rid the community of surface water during these flood events by means other than gravity pipes through the levee.





## Section 2 – Options Considered

### 2.1 General

The City would like to install a reasonably sized storm water pump system that expels the water when the flap-gated pipes can't. Internal drainage improvement to the open ditch drainage would need to be made to convey groundwater to selected pump location(s). Three options associated with surface water removal have been evaluated and are described as follows:

Land associated with all options is currently owned and maintained by the City of Willowbrook. Any crossings of the levee with utility lines would require coordination with the City of Hutchinson in obtaining Corps of Engineers 408 permits. The City has been contacted concerning their participation in these requirements and has expressed support for the improvement.

#### 2.1.1 Option 1 – 1 Pump Station – South Location

This option locates a pump station near the existing gravity discharge location in the south-central part of the levee. Water would be channelized to this location from the north and central parts of the City by overland flow drainage improvements as well as by incorporation of storm sewer pipes. The lift station would consist of duplex submersible pumps capable of pumping 850 gpm each. The opinion of probable cost associated with this option is \$775,000.

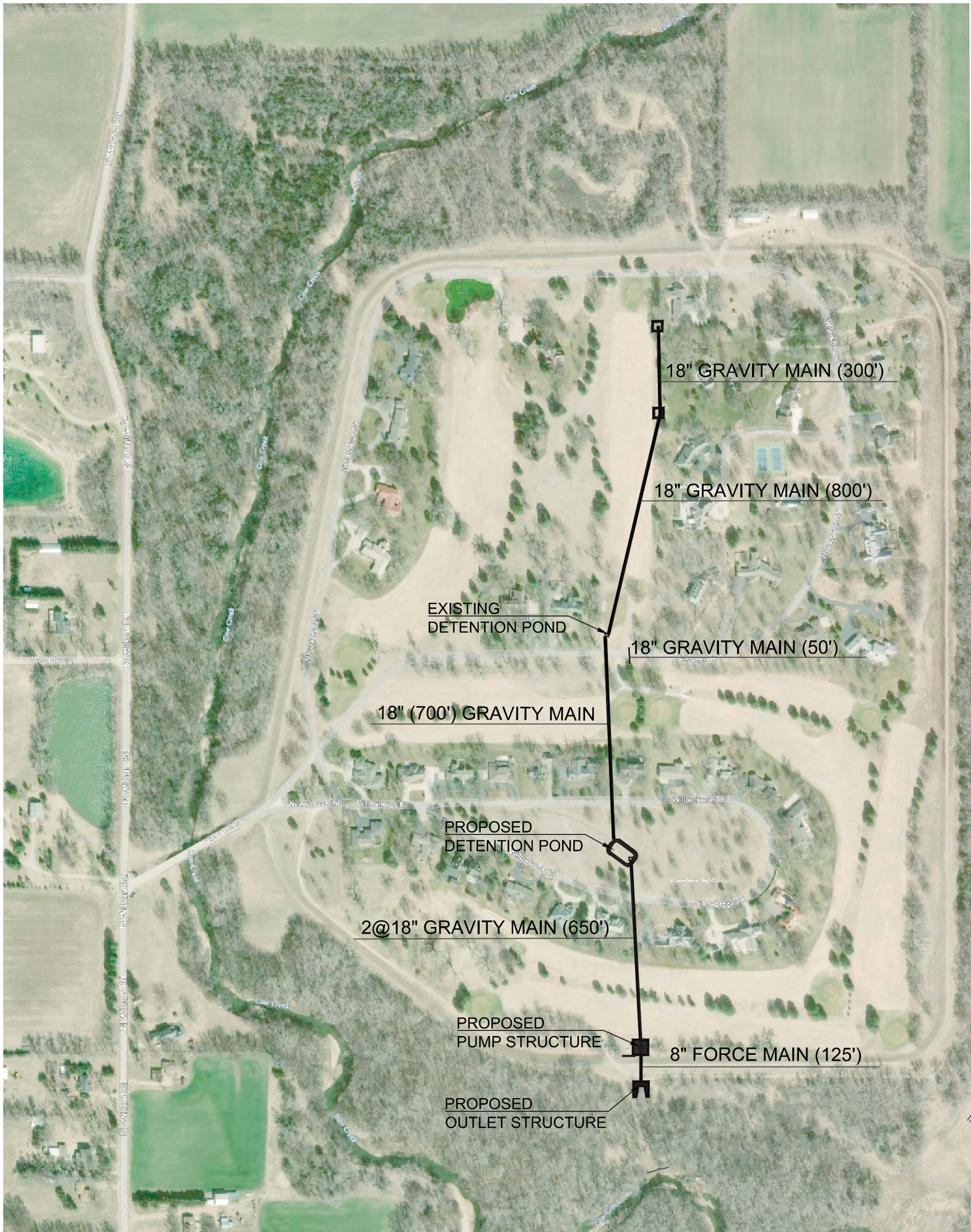


**City of Willowbrook**  
**1 Pump Station - South**  
 Engineer's Opinion of Probable Cost  
**19-1396H**  
**Option 1**  
*December 12, 2019*

<u>No</u>	<u>Description</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Total Price</u>
1	Mobilization	1	L.S.	\$ 25,000	\$ 25,000
2	Construction Staking	1	L.S.	\$ 6,075	\$ 6,075
3	Clearing and Grubing	1	L.S.	\$ 5,500	\$ 5,500
4	Erosion Control	1	L.S.	\$ 8,000	\$ 8,000
5	Traffic Control	1	L.S.	\$ 4,000	\$ 4,000
6	Excavation	2000	Cu. Yd.	\$ 10	\$ 20,000
7	Inlet (Manhole Special)	3	Each	\$ 6,000	\$ 18,000
8	15" Entrance Culverts	320	Lin. Ft.	\$ 40	\$ 12,800
9	Concrete Ditch Lining	3000	Lin. Ft.	\$ 20	\$ 60,000
10	18" Storm Pipe	3150	Lin. Ft.	\$ 50	\$ 157,500
11	8" CI Sewer Pipe	10	Lin. Ft.	\$ 150	\$ 1,500
12	Storm Sewer 18" RCP End Section	1	Each	\$ 1,000	\$ 1,000
13	4" Force Main	50	Lin. Ft.	\$ 100	\$ 5,000
14	8" Force Main	125	Lin. Ft.	\$ 125	\$ 15,625
15	Remove and Replace Concrete Surfacing	320	Sq. Yd.	\$ 50	\$ 16,000
16	Storm Water Pump (Duplex)	1	Each	\$ 60,000	\$ 60,000
17	230 Volt Phase Power Installation	1	Each	\$ 20,000	\$ 20,000
18	Pump Structure	1	Each	\$ 50,000	\$ 50,000
19	Outlet Structure	1	Each	\$ 20,000	\$ 20,000
20	Electrical Service Extension	1	L.S.	\$ 10,000	\$ 10,000
21	Stand By Generator	1	Each	\$ 50,000	\$ 50,000

**Opinion of Probable Cost      \$      566,000**

Design Engineering	\$	56,600
Construction Engineering	\$	56,600
Legal Administration	\$	25,000
Bonding and Temporary Finacing	\$	70,800
<b>Total Opinion of Cost</b>	<b>\$</b>	<b>775,000</b>



# CITY OF WILLOWBROOK, KANSAS

## FLOOD MITIGATION MEASURE

### OPTION 1

1 PUMP - SOUTH



BG Project Number: 19-1396H



### 2.1.2 Option 2 – 2 Pump Stations, South-Center Locations

All the improvements in Option 1 would be incorporated into this option. This would involve a pump station near the existing gravity discharge location in the south-central part of the levee as well as a second pump station near the center of the community to pump water over the north levee. This would alleviate the movement of surface water from the north part of the community all the way to the south pump station. Interference from ground water would be lessened due to reducing the depth required to move the surface water shorter distances. Water would be channelized to the additional pump station location from the north and central parts of the City by overland flow drainage improvements as well as by incorporation of storm sewer pipes. Both lift stations would consist of duplex submersible pumps capable of pumping 850 gpm each. The opinion of probable cost associated with this option is \$1,128,000.



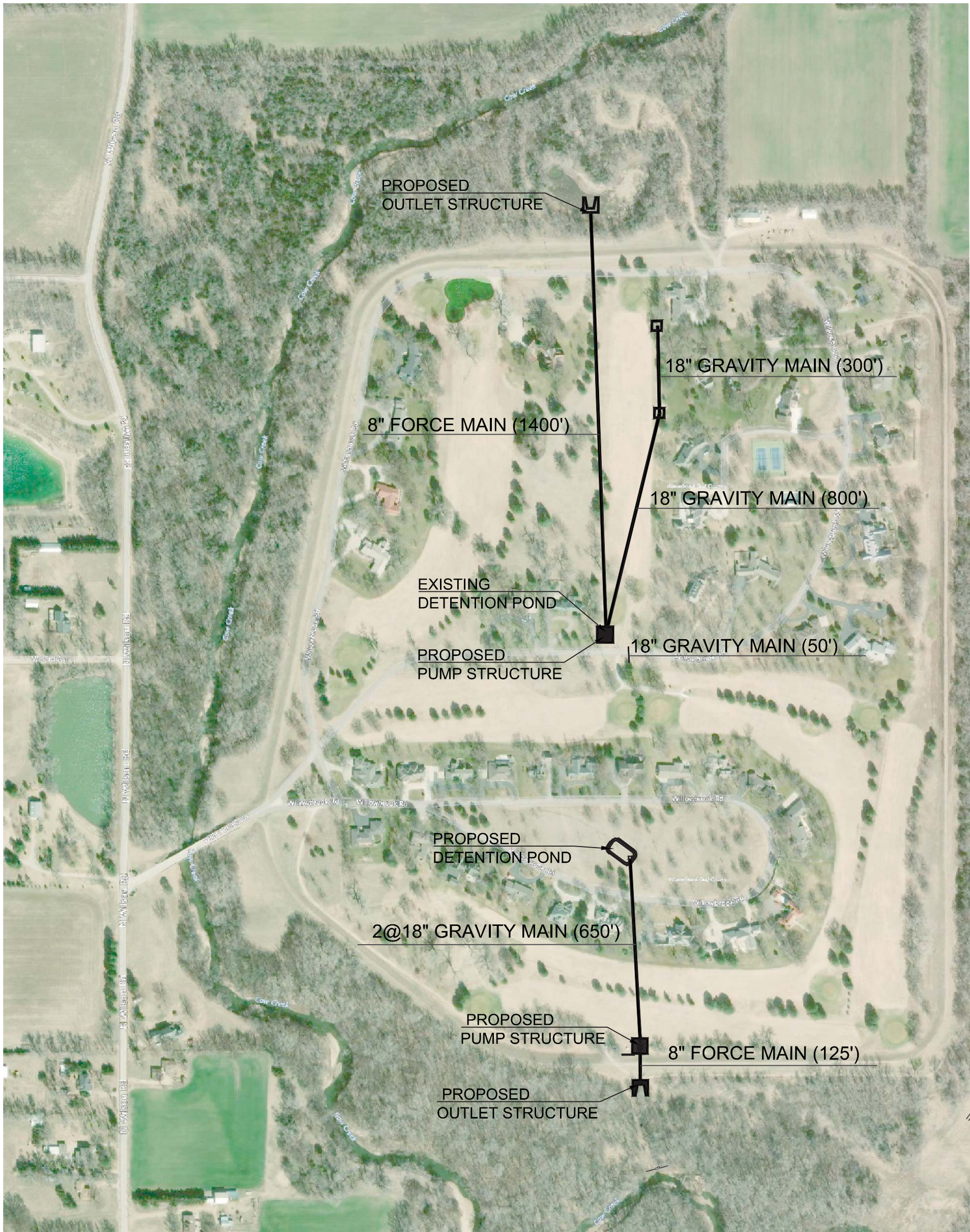
**City of Willowbrook**  
**2 Pump Stations - South - Center**  
 Engineer's Opinion of Probable Cost  
**19-1396H**  
**Option 2**  
*December 12, 2019*

No	Description	Quantity	Units	Unit Price	Total Price
1	Mobilization	1	L.S.	\$ 25,000	\$ 25,000
2	Construction Staking	1	L.S.	\$ 7,200	\$ 7,200
3	Clearing and Grubing	1	L.S.	\$ 5,000	\$ 5,000
4	Erosion Control	1	L.S.	\$ 8,000	\$ 8,000
5	Traffic Control	1	L.S.	\$ 4,000	\$ 4,000
6	Excavation	2000	Cu. Yd.	\$ 10	\$ 20,000
7	Inlet (Manhole Special)	2	Each	\$ 6,000	\$ 12,000
8	15" Entrance Culverts	320	Lin. Ft.	\$ 40	\$ 12,800
9	18" Storm Pipe	2450	Lin. Ft.	\$ 50	\$ 122,500
10	Concrete Ditch Lining	3000	Lin. Ft.	\$ 20	\$ 60,000
11	Storm Sewer 18" RCP End Section	1	Each	\$ 1,000	\$ 1,000
12	4" Force Main	100	Lin. Ft.	\$ 75	\$ 7,500
13	8" Force Main	1525	Lin. Ft.	\$ 80	\$ 122,000
14	Remove and Replace Concrete Surfacing	320	Sq. Yd.	\$ 50	\$ 16,000
15	Storm Water Pump (Duplex)	2	Each	\$ 60,000	\$ 120,000
16	230 Volt Phase Power Installation	2	Each	\$ 20,000	\$ 40,000
17	Pump Structure	2	Each	\$ 50,000	\$ 100,000
18	Outlet Structure	2	Each	\$ 20,000	\$ 40,000
19	Electrical Service Extension	1	L.S.	\$ 10,000	\$ 10,000
20	Stand By Generator	2	Each	\$ 50,000	\$ 100,000

**Opinion of Probable Cost      \$      833,000**

Design Engineering	\$	83,800
Construction Engineering	\$	83,800
Legal Administration	\$	25,000
Bonding and Temporary Finacing	\$	102,400
<b>Total Opinion of Cost</b>	<b>\$</b>	<b>1,128,000</b>





# CITY OF WILLOWBROOK, KANSAS

## FLOOD MITIGATION MEASURE

### OPTION 2

2 PUMPS - SOUTH - NORTH



150' 0 150' 300'

BG Project Number: 19-1396H



### 2.1.3 Option 3 – 3 Pump Stations, South-Center-North Locations

The two pump station locations identified in Option 2 would have a third pump station location near the north side of the community to pump water over the north levee. This pump station discharge would connect to the central pump station discharge line to have one common discharge line over the north levee. Water would be channelized to these locations from the north and central parts of the City by overland flow drainage improvements as well as by storm sewer pipes. Each lift station would consist of duplex submersible pumps capable of pumping 850 gpm each. The opinion of probable cost associated with this option is \$1,343,000.

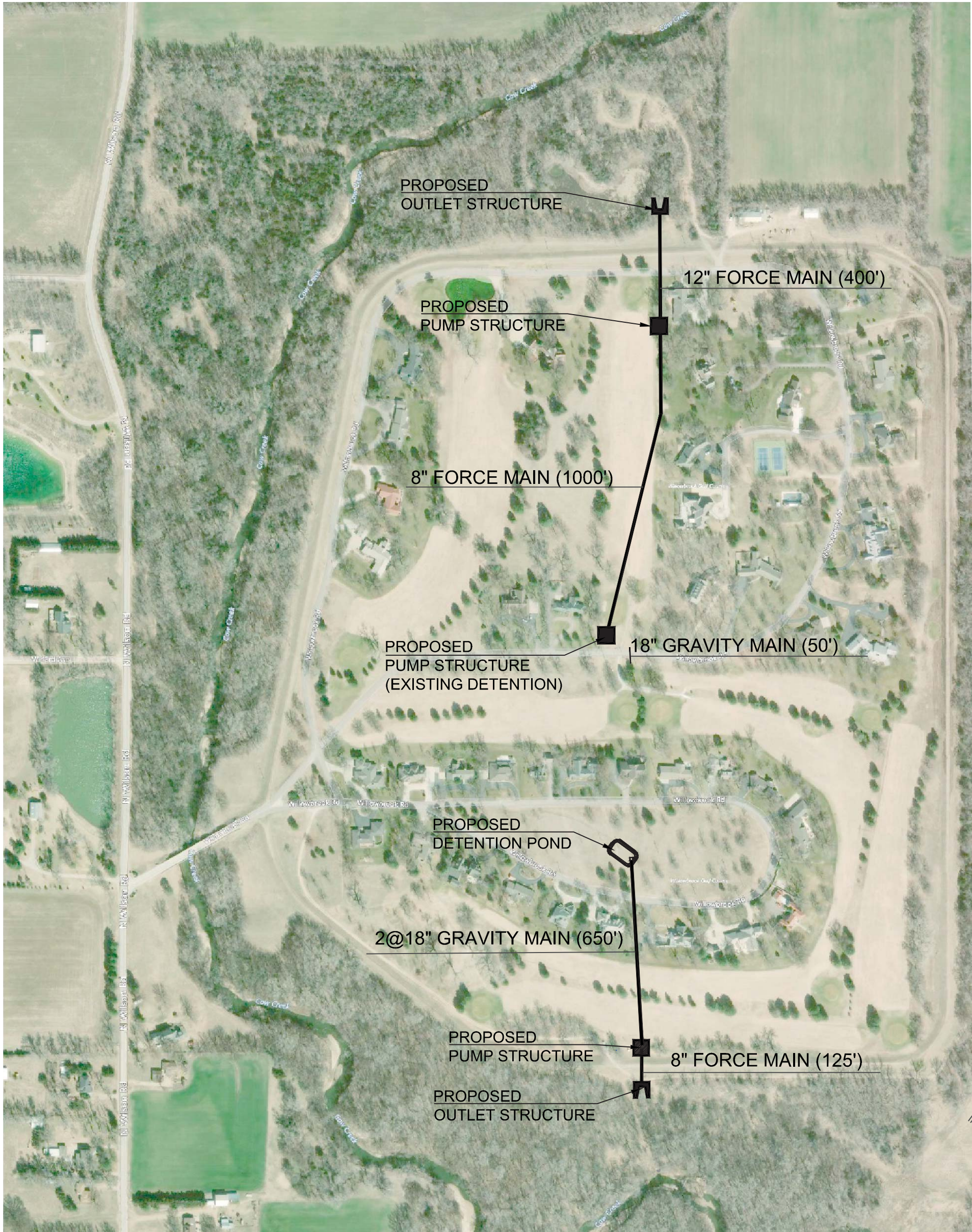


**City of Willowbrook**  
**3 Pump Stations - North - South - Center**  
 Engineer's Opinion of Probable Cost  
**19-1396H**  
**Option 3**  
*December 12, 2019*

<u>No</u>	<u>Description</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Total Price</u>
1	Mobilization	1	L.S.	\$ 25,000	\$ 25,000
2	Construction Staking	1	L.S.	\$ 9,700	\$ 9,700
3	Clearing and Grubing	1	L.S.	\$ 4,000	\$ 4,000
4	Erosion Control	1	L.S.	\$ 8,000	\$ 8,000
5	Traffic Control	1	L.S.	\$ 4,000	\$ 4,000
6	Excavation	2000	Cu. Yd.	\$ 10	\$ 20,000
7	15" Entrance Culverts	320	Lin. Ft.	\$ 40	\$ 12,800
8	18" Storm Pipe	1800	Lin. Ft.	\$ 50	\$ 90,000
9	Concrete Ditch Lining	3000	Lin.Ft.	\$ 20	\$ 60,000
10	4" Force Main	100	Lin. Ft.	\$ 75	\$ 7,500
11	8" Force Main	1125	Lin. Ft.	\$ 80	\$ 90,000
12	12" Force Main	400	Lin. Ft.	\$ 150	\$ 60,000
13	Remove and Replace Concrete Surfacing	320	Sq. Yd.	\$ 50	\$ 16,000
14	Storm Water Pump (Duplex)	3	Each	\$ 60,000	\$ 180,000
15	230 Volt Phase Power Installation	3	Each	\$ 20,000	\$ 60,000
16	Pump Structure	3	Each	\$ 50,000	\$ 150,000
17	Outlet Structure	2	Each	\$ 20,000	\$ 40,000
18	Electrical Service Extension	1	L.S.	\$ 10,000	\$ 10,000
19	Stand By Generator	3	Each	\$ 50,000	\$ 150,000

**Opinion of Probable Cost      \$      997,000**

Design Engineering	\$ 99,700
Construction Engineering	\$ 99,700
Legal Administration	\$ 25,000
Bonding and Temporary Finacing	\$ 121,600
<b>Total Opinion of Cost</b>	<b>\$ 1,343,000</b>

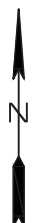


# CITY OF WILLOWBROOK, KANSAS

## FLOOD MITIGATION MEASURE

### OPTION 3

3 PUMPS - SOUTH - NORTH - CENTER





### Section 3 – Selection of an Option

#### 3.1 Life Cycle Cost Analysis

A 20-year life cycle cost analysis was conducted to compare the three project options and identify the most economical over that period. **Option No. 2 was selected as the most economical option which resulted in a \$424,500 dollar 20-year present worth value.** Below are the parameters and results utilized for this analysis:

<b>Present Worth Summary:</b>			
	Option 1	Option 2	Option 3
Total Capital Costs	\$ 775,000.00	\$ 1,128,000.00	\$ 1,343,000.00
Annual O&M	\$ 6,000.00	\$ 12,000.00	\$ 18,000.00
Annual Short Lived Assets Fund	\$ 6,000.00	\$ 12,000.00	\$ 18,000.00
20 Year Present Worth (O&M + Reserve)	\$ 212,200.00	\$ 424,500.00	\$ 636,700.00
Salvage Value	\$ 581,300.00	\$ 846,000.00	\$ 1,007,300.00
20 Year Present Worth (Salvage Value)	\$ 457,900.00	\$ 666,400.00	\$ 793,500.00
Life Cycle Cost	\$ 529,300.00	\$ 886,100.00	\$ 1,186,200.00
<i>Life Cycle based upon 20 years and a discount rate of 1.2%</i>			
<i>*Based on a 20 year Cost Analysis</i>			
<b>Annual O&amp;M Calculation:</b>			
$P = \frac{A[(1+i)^N - 1]}{i(1+i)^N}$			
	Option 1	Option 2	Option 3
A= Annual O&M + Short Lived Assets Fund	\$ 12,000.00	\$ 24,000.00	\$ 36,000.00
N= Number of Years	20	20	20
I = Discount Rate	1.20%	1.20%	1.20%
Present Worth (O&M)	\$ 212,200.00	\$ 424,500.00	\$ 636,700.00
<b>Salvage Value Calculation:</b>			
$P = S(1+i)^{-N}$			
	Option 1	Option 2	Option 3
Capital Cost	\$ 775,000.00	\$ 1,128,000.00	\$ 1,343,000.00
Useful Life	80	80	80
N = Number of Years	20	20	20
Remaining Useful Life	75%	75%	75%
S = Salvage Value	\$ 581,300.00	\$ 846,000.00	\$ 1,007,300.00
i = discount rate	1.20%	1.20%	1.20%
P = Present Worth (Salvage Value)	\$ 457,900.00	\$ 666,400.00	\$ 793,500.00

Table 3.1 - Cost Analysis



The following table shows the replacement of the pump stations as the only Short-Lived Asset items. The corresponding annual reserve account contribution amount is the equivalent cost multiplied by the number of lift stations constructed.

Item	Quantity	Unit	Replacement Cost	Anticipated Life (Years)	Equivalent Cost
Duplex Pump Replacment	1	Each	\$ 120,000.00	20	\$ 6,000.00
<b>Recommended Annual Reserve Deposit</b>					<b>\$ 6,000.00</b>

Table 3.2 – Short Lived Asset

The useful life of the technologies presented are based on manufacture’s published data, proper installation methods by the contractor and regular maintenance activities by City Staff.

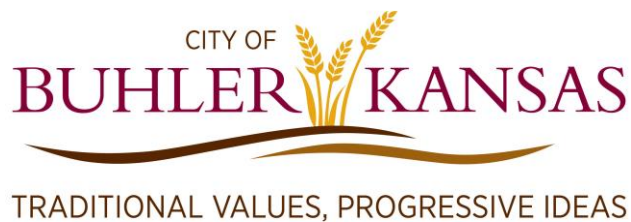
### 3.2 Non-Monetary Factors

With every project there are non-monetary selection factors that may be present from one alternative to another. In the case of this project, the three options increase in annual price regarding operation and maintenance but will be significantly different with regard to construction footprint and overall residential disturbance.



## Section 4 – Conclusions and Recommendations

The improvements identified in this PER would all result in an improvement and mitigate damage potential for surface water flooding events. The potential for Option 2 to provide complete coverage for all areas of Willowbrook makes it the recommended option to consider that will benefit the City into the future. It is recommended to perform the improvements as soon as possible as the City is at risk for major losses to property should the occurrence of surface flooding from Cow Creek along with high water table occur simultaneously.



## ARPA Funds Proposal

Reno County Commissioners,

The City of Buhler would like to request a match in funds for a sewer line replacement project. The proposed project would consist of replacing 600 feet of 6 inch sewer line that extends south of the intersection of First Avenue and South Maple Street. Breaks can be found approximately every three feet along this stretch of sewer line. The condition of the mentioned sewer line has resulted in inflow and infiltration structural failures and enhanced root intrusion.

The City has received a bid of \$127,000 from Gibbys Sewer and Drain Company of Hutchinson for the proposed project. The City has secured \$70,000.00 in funds for the project, and would ask the County to consider allocating \$57,000.00 of the ARPA funds received toward assisting in the completion of this project.

The mentioned stretch of sewer line services a significant amount of both residential and commercial properties and is imperative to the continued day to day functions of the community. The City appreciates your consideration in assisting with this project. We look forward to working with you.

Thank You,

Jake Schmidt  
Mayor  
City of Buhler



## Randy Partington

---

**From:** Brant, Timothy J <tbrant@kletc.org>  
**Sent:** Tuesday, March 15, 2022 11:54 AM  
**To:** Randy Partington  
**Subject:** [EXT\_SENDER] RE: COVID-19 Stimulus funds

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Randy,

My apologies for the delay in responding. We have been trying to get all the information together about these projects. The information for each is below.

Water tower repairs – Viking Industrial Painting has been contracted to remove rust build-up both inside the tower tank and outside the water tower. They will apply a coating to the inside of the tower tank to protect the surface. They will apply a new coat of paint to the exterior of the tower. This project will put out water tower out of service for two to three weeks, which will significantly affect our water pressure. The total cost of the project is \$99,000. We have made the first of five payments of \$19,750. The cost of this project will significantly impact our funds over the next five years.

Electrical generator support – We have no electrical generator to provide electricity to the pump house in the event of a power loss. We have received two bids for the purchase and installation of a generator. The bids are \$48,272.70 from Egli Energy and \$64,144.23 from Sutton Electric. The differences in the bids are due to the type of generator in the bid. Egli bid an 80 kw generator. Sutton bid a 90 kw generator. Both function on natural gas. Either would be sufficient for our operation. The need for this generator was driven home on December 15, 2021. That was the day of the massive wind storm that swept across south central Kansas. The weather caused a loss of power to the HABIT area for several hours. Because our pumps were not working due to the power loss, water pressure fell rapidly as the water from the tower emptied. By the time power was restored, we were starting to receive calls about no water service at the far ends of our system.

Water service to Whispering Pines (Amish school) – We have been asked to provide water service to Whispering Pines Amish school at 3314 Greenfield Road. They need water service to come into compliance with some KDHE regulations because of their growing enrollment. This project would require us to run pipe approximately one mile from the nearest main line to the school. In addition to the actual cost of installing the pipe, we would have to have an engineer's report for KDHE and secure the easements along Greenfield Road. We have discussed with the three property owners the need to secure easements for this project. All have agreed to do whatever is necessary for this project to move along, but, we have the costs associated with the legal aspect of securing the easements. We are waiting for the engineer report to have better insight into cost, but I expect his cost to be \$150,000 to \$200,000. This is simply a guess. If you have better insight into what this might cost, I would be interested in knowing what it is.

At our February board meeting we prioritized these three projects - #1 – water tower repairs, #2 – Emergency generator, #3 – water service to school. Based on our experience with this water system, we believe we need to first secure a safe drinking water supply, ensure we can get water to our customers, then, accept new customers into the district.

For total transparency, we reported approximately \$104,000 in funds in various accounts on February 15. The first payment to Viking would have come from that money. We are required by loan conditions with the KDHE and EPA on a previously acquired loan for water tower repairs to hold \$25,000 in reserve until the loan is paid off. We still have a few years left to pay on this loan. We deposit approximately \$2,000 each month. We frequently address ruptured water lines. Parts of our system are 80 years old. So, it is a costly system to maintain.

As you can see, we have two critical infrastructure problems we need to address, and a request for water service to a school that we would like to grant. We have been trying over the past 12-14 months to focus on upgrading infrastructure. We have a fairly new operator/manager who is working diligently to identify and prioritize what we need to do. The board is committed to improving our infrastructure as we can afford to do so. Any help the county can give us is certainly appreciated.

---

**From:** Randy Partington <randy.partington@renogov.org>  
**Sent:** Thursday, February 17, 2022 4:29 PM  
**To:** Brant, Timothy J <tbrant@kletc.org>  
**Subject:** RE: COVID-19 Stimulus funds

Tim,

Can you send me more information (short description and \$ request) on the water projects that you would like to see completed with assistance from ARPA funds? I am not sure if they will be approved, but want to get all requests in front of the county commission.

Thank you.

### **Randy Partington, County Administrator**

Office: (620) 694-2530 / Cell: (620) 290-5958

206 West 1<sup>st</sup> Ave., Hutchinson, KS 67501-5245

[randy.partington@renogov.org](mailto:randy.partington@renogov.org) / [www.renogov.org](http://www.renogov.org)



---

**From:** Brant, Timothy J <tbrant@kletc.org>  
**Sent:** Wednesday, January 12, 2022 12:07 PM  
**To:** Randy Partington <[randy.partington@renogov.org](mailto:randy.partington@renogov.org)>  
**Subject:** [EXT\_SENDER] COVID-19 Stimulus funds

Randy,

Hope all is well with you. We did follow up in the HABIT area on your suggestion to do session with Rally Reno with regards to COVID funds for water projects.

I was wanting to check and see what the status is of fund use/distribution from the county commission. We have three water projects in HABIT that we thought would fit perfectly into the use requirements for the funds. The last information we received was in November from the Rally Reno rep that the listening session information would go to K-State, then returned to the county commission. So, I just wanted to follow up and see what the status is of the program.

Also, we were discussing this week the sewer project that the county was working on in this area. If you could point to any updates on that project, I would be most appreciative.

Thank you for your consideration to these matters. Hope to hear from you soon.

Tim

Timothy J. Brant  
Associate Director  
Kansas Law Enforcement Training Center  
11009 S. Hornet  
Hutchinson, Kansas 67501  
(620) 694-1535  
FBINA 237

*"Integrity is the basis of community trust."*



Confidentiality Notice: This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law and HIPAA compliance. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.



**Reno County Emergency Medical Service**  
at Hutchinson Regional Medical Center

To: Mr. Randy Partington, Reno County Administrator  
From: Dave Johnston, Chief, Reno County Emergency Medical Services  
Date: April 22, 2022  
Subject: **Reno County EMS -American Rescue Plan Act (ARPA) Funding Request**

The Hutchinson Regional Medical Center (HRMC) has partnered with Reno County to provide EMS for over 50 years in our community. The lasting relationship has built a strong agency to meet the emergency medical needs of Reno County. Reno County EMS is an essential service to the community and there are some essential improvements that could be addressed with ARPA funding. The [Interim Final Rules](#) published by the Department of Treasury does allow the use of ARPA funding for public safety services.

*Reference: Page 26801 -Sections 602(c)(1)(C) and 603(c)(1)(C) of the Act provide recipients with broad latitude to use the Fiscal Recovery Funds for the provision of government services. Government services can include, but are not limited to, maintenance or pay-go funded building of infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services*

There are three specific needs that Reno County EMS is requesting to be addressed via ARPA funding. The first request is the replacement of one ambulance in the department's aging fleet. The second is the replacement the Arlington EMS station. the third request is the addition of mobile computer aided dispatch (CAD) to department's fleet. Below is a table with a summary of the requests followed by a statement of need for each of the three requests.

---

**Reno County EMS - ARPA Funding Request Summary**

---

Items	Qty	Cost/Unit	Unit Total	Project Total
<b>Ambulance Replacement (Arlington Station)</b>	1	\$ 225,000	\$ 225,000	<b>\$ 225,000</b>
<b>Arlington-EMS Station 3 - Replacement</b>	1	\$ 500,000	\$ 500,000	<b>\$ 500,000</b>
<b>Mobile CAD Terminals</b>	10	\$ 2,100	\$ 21,000	
MCT Vehicle Mounts	10	\$ 700	\$ 7,000	
Power Support	10	\$ 100	\$ 1,000	
CAD Software Licenses	10	\$ 800	\$ 8,000	<b>\$ 37,000</b>
<b>Total Funding Request</b>				<b>\$ 762,000</b>

---

---

**Ambulance Replacement** – The first request is for the replacement of one ambulance in the EMS department’s fleet. Currently there are two aging ambulances left in the department’s fleet that need to be updated. One is scheduled for replacement in the 2022 budget cycle. This ARPA funding request would be to replace a 2009 ambulance with an excess of 250,000 miles. The specific ambulance is located at EMS station 3 in Arlington. The delay in replacing this ambulance has been directly tied to issues with station 3 and the height of the garage. The current ambulance is heavily modified to meet the height restrictions of the station. The responses from station 3 at Arlington are primarily to rural locations and a 4 x 4 ambulance would best serve the community. The estimated cost for a 4x4 ambulance minus trade-in is approximately \$225,000.

**Arlington EMS Station 3** – The second request for funding is for replacement of the existing EMS station 3 in Arlington. Station 3 provides EMS coverage to western Reno County and there is substantial community support for the existing station. Station 3 is centrally located to mitigate extensive response times to those surrounding rural communities. The existing station has structural issues that limits the height of ambulances in the garage. The existing ambulance had to have coil springs cut and other modifications to utilize the station. Due to those modifications the ambulance does encounter issues when responding to incidents located on rural roads.

Reno County has conducted evaluations of the existing structure with engineers and architects who concluded the existing structure could not be modified. It is imperative that the station be addressed in the near future to ensure continued prompt EMS service to western Reno County. The funding request of \$500,000 is an estimate for the relocation of station 3 in Arlington to a newly constructed pre-engineered steel building. Arlington does have some existing buildings that could be evaluated for remodeling.

**Mobile CAD** - The third request for funding is for the addition of mobile CAD terminals in the EMS department’s vehicles. Mobile CAD terminals provide electronic dispatch information to units responding to incidents. EMS is the only county-level public safety agency that does not have mobile CAD. The dispatch messaging contains information such as incident location, detailed information on the patient’s complaints, as well as critical safety and access information. Information is currently relayed to EMS via the radio and there have been incidents where critical safety information was not relayed over the radio but was sent to other responding agencies over mobile CAD. Fortunately, the other agency relayed the information and the EMS crews did not enter a hostile scene. The mobile CAD terminal also provides critical routing information and GPS location of the units. The GPS locations of units is transmitted back to dispatch and supervisors for an added layer of situational awareness for resource assignment and safety monitoring. The mobile CAD terminal funding is for \$37,000 for a total of 10 units. That includes 7 ambulances, 1 supervisor vehicle and 2 spares for downtime issues.

I appreciate the funding committee and County Commissioners’ due diligence in evaluating these funding requests. Please don’t hesitate if you have questions or need further information.

Respectfully,



Dave Johnston, Chief, Reno County EMS

## Randy Partington

---

**From:** Haven EMS <havenems102@gmail.com>  
**Sent:** Monday, October 18, 2021 11:04 AM  
**To:** Randy Partington  
**Subject:** Re: [EXT\_SENDER] ARPA funds

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Randy, I would like to request the following items. These are priced within the last 6 months. I can get current prizes if needed.

2 - Baxter Spectrum IV infusion pumps \$5500  
2 - Teleflex Airtraq Video laryngoscopes \$4300  
2 - Emergency Child Safety Restrains \$1500  
1 - Hartwell CombiCarrier II \$800

Thanks for your consideration.

Tony Troyer  
EMS Chief  
Haven Community EMS

On Fri, Sep 17, 2021 at 1:11 PM Randy Partington <[randy.partington@renogov.org](mailto:randy.partington@renogov.org)> wrote:

We expect to receive a report from the local taskforce by the end of 2021. Most funds will not be allocated until at least the 1<sup>st</sup> quarter of 2022. This is just my best guess.

### Randy Partington, County Administrator

Office: (620) 694-2530 / Cell: (620) 290-5958

206 West 1<sup>st</sup> Ave., Hutchinson, KS 67501-5245

[randy.partington@renogov.org](mailto:randy.partington@renogov.org) / [www.renogov.org](http://www.renogov.org)



---

**From:** Haven EMS <[havenems102@gmail.com](mailto:havenems102@gmail.com)>  
**Sent:** Friday, September 17, 2021 12:09 PM

**To:** Randy Partington <[randy.partington@renogov.org](mailto:randy.partington@renogov.org)>

**Subject:** Re: [EXT\_SENDER] ARPA funds

Thank you for the information. What is the time frame on allocating the funds?

On Fri, Sep 17, 2021 at 8:57 AM Randy Partington <[randy.partington@renogov.org](mailto:randy.partington@renogov.org)> wrote:

Hello,

From the guidelines that I have read, I think there might be some areas where EMS would qualify. The county has not made any decision on the allocation of our funds at this time. If you have requests or specifics of what Haven EMS would desire, send them to me. That would help me analyze whether the expenses would qualify.

Sincerely,

**Randy Partington, County Administrator**

Office: (620) 694-2530 / Cell: (620) 290-5958

206 West 1<sup>st</sup> Ave., Hutchinson, KS 67501-5245

[randy.partington@renogov.org](mailto:randy.partington@renogov.org) / [www.renogov.org](http://www.renogov.org)



---

**From:** Haven EMS <[havenems102@gmail.com](mailto:havenems102@gmail.com)>

**Sent:** Thursday, September 16, 2021 4:58 PM

**To:** Randy Partington <[randy.partington@renogov.org](mailto:randy.partington@renogov.org)>

**Subject:** [EXT\_SENDER] ARPA funds

Randy, does Haven Community EMS qualify for any of the ARPA funds? We are funded by the City of Haven and 3 surrounding townships.

Tony Troyer

EMS Chief

Haven Community EMS

620-728-4563

Confidentiality Notice: This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law and HIPAA compliance. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

Confidentiality Notice: This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law and HIPAA compliance. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

--

Tony Troyer

EMS Chief

Haven Community EMS

620-728-4563





# CITY OF HUTCHINSON FIRE DEPARTMENT

Steven Beer  
Fire Chief

March 9, 2022

Reno County  
206 W 1st Ave.  
Hutchinson, KS 67501

Dear Randy Partington,

Per our discussion from this past weekend, The Hutchinson Fire department is in immediate need of the following equipment and personal protective gear in order to provide safety to our members and allow our members to mitigate these brush fires. As Fire Chief, I am making the following immediate requests as outlined below. I have also talked to Angela (City Finance Director) and she confirmed that these ARPA funds could be utilized for this cause under the regulations. I hope that you still support this immediate action and will leave it up to you both (City Manager, and County Administrator) to figure out the percentage split. I would like to go out to bid ASAP for these items in order to have this equipment by next years' wildfire season. Thank you for all the support to allow my men and women to have a fair fight in this ongoing challenge!

These needs include:

Three new type six brush trucks. \$630,000

- Replace aging brush trucks.
- Modernize fire department wildland fleet
- Increase operator/occupant safety
- Acquire features and functions not available on older apparatus
- Increase reliability/reduce downtime
- Reduce annual operating costs

New wildland personal protective gear. \$100,000

- Replace all existing brush gear that is 10 years and older

Bring existing brush trucks up to current standards to standardize the fleet. \$100,000

- Add bumper nozzles
- Increase water gallons carrying capacity.
- Change out steel beds for aluminum

Replace damage loose tools, equipment, and hoses. \$50,000

Yours in Safety,

Fire Chief  
Steven R. Beer



3201 E 4th Avenue • Hutchinson, Kansas 67501  
620.694.2871 • [www.hutchgov.com](http://www.hutchgov.com)





## PRETTY PRAIRIE EMS

103 W Main St. Pretty Prairie, KS 67570 (620) 459 7140

To whom it may concern and Reno County Commissioners,

The City of Pretty Prairie and Pretty Prairie EMS are considering constructing an EMS station in Pretty Prairie to better serve the community, Reno County and the service area. Currently we serve the southwest corner of Reno County from Irish Creek Rd. to Smoots Creek Rd. and the north part of Cheney Reservoir which benefits approximately 1200 population. We also are mutual aid for other areas surrounding the service area which include Arlington, Langdon, and Turon and reach as far north as Lake Cable Rd, as far East as Kent Rd, as far South as Smoots Creek Rd, and as far West as Salt Marsh Rd. We are sharing a space with the Reno County Joint Fire Station #1 which is becoming more crowded with each new piece of equipment and our offices are situated in a city-owned building which is in desperate need of repairs. The proposed station would be a 40'x80' building with three bays to house our 2 ambulances, an office and meeting room, and small living quarters so any EMT's living 15 miles away could stay for longer shifts. There is a parcel of land directly West of the Fire Station that belongs to Reno County that would be an ideal location for the EMS Station if the County would be interested in selling it to the City. There are also City-owned parcels near the Fire Station that would be available to build on as well. The quotes we have received for the unfinished structure range from \$98,000 from YES Builders to \$109,000 from QSI Builders. We have also received quotes from multiple contractors to do the finish work inside the building and estimate the total cost of the project at \$200,000. We are in the process of applying for a CDBG grant to help cover half of the cost of the entire project. I was notified just recently that Reno County is looking for projects to help fund with remaining ARPA funds. We believe this project would benefit a considerable number of people in Reno County. We don't have the funds to solely support this size of project, but we could finance part of the project if we were able to receive help from CDBG or Reno County. We have \$75,000 in our Ambulance Fund to date with annual profit ranging from \$10,000 to \$30,000. In 2017, we lost a \$60,000 down payment when the newly built ambulance we were purchasing was never delivered. We have not and will most likely never recover the money. In 2020, we were able to finance the purchase of a 2011 Ford F450 Ambulance and will have it paid in full in April of 2024.

Our goal is to avoid financing this project, so if we were to receive \$50,000 in Reno County ARPA funds and use \$50,000 from our own funds, we could use this amount to match a \$100,000 grant from CDBG. However, if we aren't awarded a CDBG grant and must finance the remaining \$100,000 at 4% interest, we would finance it over 15 years with the annual payment at approximately \$10,000/year. We have visited with the local bank to estimate these payments.

If Reno County has any ARPA funds available, Pretty Prairie EMS would like to request a grant in the amount of \$50,000.

Thank you for your consideration,

Pretty Prairie EMS

Service Director

Jeremy P Webb

## Randy Partington

---

**From:** Ron Hirst <ron.hirst@yahoo.com>  
**Sent:** Wednesday, March 23, 2022 12:39 PM  
**To:** Randy Partington  
**Subject:** [EXT\_SENDER] rural fire districts

Randy,

During next week's ARPA meeting I will bring up for consideration a personal request for at least \$440,000 to be used for wildfire gear (not to exceed \$700 for each volunteer firefighter. Hutch wants \$990 per person. Last info I had was \$660 per person for good, not cadillac, gear. In addition, I understand that some of the rural firefighter trucks are as old as 1983. That is 39 years old and Chief Beer thought 25 year old trucks were too old. I would recommend allocating these funds to be distributed as the new fire administrator decides, in consultation with both Adam, Todd and you.

I have not been contacted by any rural chiefs or firefighters regarding my thoughts on specific use of ARPA funds for them.

I feel it only right to include our volunteers in upgrading their safety rather than to be left out. I am confident that proper and relatively new brush trucks can be either bought complete, ready to go, or can be assembled just as Pretty Prairie is doing for \$70,000 to \$100,000 each. Pretty Prairie volunteers are doing their own work on a really good used IH 7300 chassis to get exactly what they want. I have seen the truck and was shown what they will end up with to make it really top notch for fighting grassland fires at between \$70-80,000. Not all volunteers can do this.

I think it would be shameful to not include our volunteers in up grading their rolling stock to some extent and provide lighter weight wildfire gear than regular gear when fighting their own district's fires and when called into assist HFD and other districts.

The fire districts that would be involved are Arlington with cities of Partridge, Abbyville and Plevna; Buhler and Reno County-Harvey County joint district; Haven with St. Joe; Nickerson with Highlands and Willowbrook; Pretty Prairie and Reno County-Kingman county joint district; Sylvia; Turon; Yoder with Pleasantview and HABIT. As you saw, some of these districts have areas that are either in high or could be considered high risk.

You may share this with the other commissioners as you see fit and legal.

Ron Hirst

## Randy Partington

---

**From:** Adam Weishaar  
**Sent:** Friday, April 1, 2022 9:44 AM  
**To:** Randy Partington  
**Subject:** Fire District's budgets and replacement schedules  
**Attachments:** Updated 2022 District 3 replacement schedule.xlsx; 2023 District 4 replacement schedule.xlsx; 2023 District 6 replacement schedule.xlsx; 2023 District 7 replacement schedule.xlsx; 2023 District 8 replacement schedule.xlsx; 2023 District 9 replacement schedule.xlsx; 2023 Jt 1 replacement schedule.xlsx; 2023 Jt 2 replacement schedule.xlsx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Randy,

All the fire district budgets have been advanced. Attached are the capital improvement plans for each district.

When Hutchinson Fire Department replaces their brush trucks using ARPA money, the trucks they are replacing may be significantly better than some of the county trucks. We should think about asking HFD if they would be willing to donate (or sell if necessary) to the rural districts.

There are also several needs of the Fire Administrator position that will need to be funded. I left the \$12,000 in the fire professional line item, I am not sure if we need to increase that or the funding source, I thought we could discuss this in coming weeks. If at all possible, I would like to see the county use some ARPA money to fund the start of this position. It would be a benefit to every fire district, if it was not funded using ARPA money, this equipment would have to be purchased with their current budgets.

Immediate needs:

- Emergency lights for current dually:\$4,000 (purchased and will be installed soon)
- Tough Tablet Computer with CAD: \$4,000 (on order)
- Office Furniture-desk, file cabinet, chair: \$5,000 (will be ordering in the next week or two)

Most other equipment will take 6+ months to arrive once its ordered. I would like to order sooner than later that way we are prepared for the next brush season:

- Bunker gear- \$5,500 (10 year replacement)
- Wildland gear- \$1,500 (10 year replacement)
- SCBA Airpack with spare bottles- \$15,000 (20 year replacement)
- Vehicle outfitted with emergency equipment and radios- \$50,000 (10 year replacement)—Travis is currently using the Homeland Security Dually. This is a temporary fix, and due to the grant restraints on the vehicle, it cannot be used ling term.

Other ideas for ARPA money includes wildland gear for the fire districts that do not already have it, a county wide CAD and reporting software/hardware, and Lexipool for standard operating procedures. These are all things that would be sustainable long term and a benefit to all the rural districts. Once the initial purchase is made, it can be put into a capital improvement plan and can be replaced over time.

Here are very rough estimates to what these would cost:

- Wildland gear- \$100,000
- CAD or reporting software and required hardware- \$50,000
- Lexipool- \$10,000

If we get into the idea of purchasing fire apparatus, I am not sure this is the best idea, but if that's what was decided, we would have to discuss how those would be divided throughout the county.

-Adam



Sheriff:  
Undersheriff:

Darrian Campbell  
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

---

March 18, 2022

Dear Randy Partington,

I am writing this request to you in regard to the American Rescue Plan Act (ARPA) funds that could be utilized to better our County. As you know the employees of the Sheriff's Office can wear many hats as we are asked to assist and provide aid in numerous different incidents. We also help in many areas for the betterment of the County citizens. One of the areas I assist in is being the team Commander of the Reno County Special Response Team (SRT). Through budgets, grants, and asset forfeiture money, we have been able to outfit our team with equipment and gear to operate very efficiently in our County. We also belong to a 19 County region in south central Kansas and work very closely with Harvey, Sedgwick, Pratt, Stafford, and McPherson Counties. We house and maintain the regional Bearcat that has been used on numerous occasions in Reno County as well as surrounding Counties when requested.

The problem we have is we have nothing to store and haul our equipment in. Most of the primary equipment is stored on the Bearcat. This equipment includes ladders, launchers for the chemical munitions, Noise Flash Diversionary Device (NFDD), ballistic shields, ballistic blankets, and rams just to name a few. The munitions and NFDD devices MUST be stored in locked day boxes per the bureau of Alcohol Tobacco and Firearms (ATF). These boxes are not small. The Bearcat is not a "storage" vehicle, it was purchased to be a primary transport vehicle for fully outfitted personnel safely to target locations. Currently there is no room for the extra stuff we need to have on scene. Due to the confined space now available in the passenger area, it is difficult to load and unload the personnel quickly and safely. The equipment needs to be stored on a separate vehicle which can easily respond to the crisis location and be made readily available upon arrival to the scene.

The second element to the SRT team is our negotiators. As of now we do not have a vehicle for them set up and do their negotiating from. The Mobile Incident Command (MIC) which South Hutchinson provides for the command is too small and too busy to have the negotiating team set in with the command team. They need to have their own separate vehicle and area. The negotiation team, at a minimum, is made up of a commander and at least three Deputies. The team needs absolute isolation so one primary Deputy is on the phone doing the negotiation. A second Deputy is listening in and is prepared to step in and take over if needed. The third Deputy is the primary scribe and records everything said for documentation to possibly get

the suspect the proper help they need or successful prosecution of crimes which have possible occurred. The video and audio devise the Sheriff Office utilizes to see and listen during any negotiation are in hopes of a peaceful outcome. There is a throw phone the team utilizes by inserting it into the crisis location which needs connected to monitors allowing negotiators to monitor the covert cameras contained in the throw phone. This system has over 1500 feet of cable and several boxes that needs stored. The boxes hold equipment utilized by the negotiators such as headsets, their communication system to talk to subjects inside a residence and various other equipment. This equipment takes time and space to set up properly so it can be used efficiently. As of now it is stored in an office at the Courthouse and needs to be picked up separate during any callout. This is also true with the drones that are utilized on crisis callouts, patrol functions, lost people, and fire scenes in the County.

We have found a dealer that sells used Snap On tool trucks. Very decent trucks with low mileage can be found for an average price of \$65,000. They are 20-24 feet in length which would give plenty of storage space and room to get into quickly and easily. Most come with the shelves and storage bins still in place. These trucks could easily be modified to fit the needs of the entry team to have all of our equipment loaded and ready to respond immediately to the crisis scene.

A second truck could be modified and outfitted for the negotiator vehicle. This would be able to have a separate working area for them to set up, house the phone and equipment, TV's, and listening items needed to perform their tasks. Additionally, this would allow for the equipment to remain connected and set up which will reduce the preparation time prior to deploying the throw phone.

The drones and accessories could also be stored and launched out of this vehicle. The drone uses a set of batteries in about 20-30 minutes depending on weather and distance. There is a battery bank rapid charge system that could be wired in and left in place instead of having to hook into a patrol car battery. This bank is charging the extra batteries while the drone is in flight. Currently this is done by popping the hood of a patrol car and setting the charger in the engine compartment. This has to be unhooked when the vehicle needed to be moved and set up again. Also the feeds from the drone could be set up and left in place in this vehicle for quick deployment at any scene.

This vehicle could also be used a second command vehicle at large incidents like we have seen over the last 2 months. As you have seen the Sheriff and his employees are willing to help everywhere and in any situation! This will allow us to do that more efficiently and safely for the community.

We are respectfully requesting ARPA funds for the following:

2 used Snap On trucks. \$130,000.00

Equipment/paint jobs. \$25,000.00

Total: \$155,000.00

Thank you for taking the time to read and consider this request.

Detective Corey Graber  
Reno County Sheriff's Office







# Emergency Fire/EMS Automated Station Alerting Implementation

05.05.2022

---

Jessica Lynch, ENP, CPE, RPL

Director of Emergency Communications  
Hutchinson-Reno County Emergency Communications Center  
210 W 1st Ave  
Hutchinson, KS 67501

## Overview

The driving force to implement an Automated Station Alerting (Pre-Alert) System began with Key Findings and Recommendations from the City of Hutchinson Fire Department Community Risk Assessment; as part of their Accreditation process. During the COVID pandemic the 911 Telcommunications Center experienced a high rate of turn-over and has struggled to recover remaining in line with a national trend; an environment which is struggling to find applicants willing to commit to a career centered on the service of others and employee retention plummeting to now average approximately 1.8 years. In response, our 911 Telecommunicators are tasked with providing a standard level of service with less personnel and less experience to provide this service.

Incorporating automatic station alerting allows a 911 Telecommunicator to send responders as we are taking the call; without interruption to the caller, allowing our 911 Telcommunicator to continue with life saving instructions, such as CPR, and sending responders simultaneously, without any delay in the process. The information is projected in a consistent pattern, utilizing a consistent voice, and most vendors provide a mobile alert application for responder cell phones. These systems integrate with our current radio infrastructure and utilize internet and cloud based applications.

Automatic Station Alerting provides an innovative solution to ***enhance the quality of life*** and service to our community and responders in Reno County by ensuring our responders are alerted to the call and en route in less time, while also allowing our 911 Telecommunicator to simultaneously provide life saving instructions and continue to gather responder critical information without having to choose between the two elements in the chain of survival.

Automatic Station Alerting **ensures accountability and excellence** in our service to responders and citizens by **ensuring we are following nationally recognized standards, best practices** and remain current in our ever changing environment.

Automatic Station Alerting ensures we are sending responders quickly, with consistent information, cutting down processing times, improving communications with callers as we administer life saving support, and providing a higher standard of care; remaining **united with our purpose** in Public Safety by providing a fast and standardized response, with our common goal of caring for, serving, and keeping our citizens safe.

## Project Details

1. Tyler Technologies Integration
2. Coordinated integration with IT for Computer Aided Dispatch (CAD).
3. Radio Integration
4. Telecommunication Training
5. Mobile Application Training for Responders
6. Calibration
7. Individual Station Alerting (separate project at the discretion of each station)

## Costs and Sustainability

### Initial Implementation

Implementation costs (provided by vendor) \$89,541.07

Tyler integration cost projection \$5000.00 (approximate)

Radio integration (TBS and Motorola): \$10,100.00 (Motorola component-unknown)

Recommended 10% project unforeseen incidentals \$ 10,500.00

**Total Costs for Initial Implementation : \$115,041.00**

## Ongoing Expenditures

Annual licencing: \$7200.00 (approximate) *\*\*Perpetual Licencing approx 20% cost after year*

Increased annual contractual costs for radio Integration: Motorola component unknown

Mobile user app costs: \$4000.00 (Sold in bundles of 200 users @\$10.00 per user annually)

**Total Cost Annually: \$11,200.00**

## Federal Guidelines

Hutchinson-Reno County Emergency Communications Center would follow all local, state and federal guidelines and requirements to ensure compliance should we be fortunate recipients of ARPA grant funding.

## Web Link

<https://www.purvis.com/station-alerting/>

# PURVIS PRICE QUOTATION



Tax ID #: 11-2299301

Date: April 15, 2022

Quote #: PC2022-180

Hutchinson-Reno County

Agency: Emergency Communications

Address: 210 West 1st Avenue

Hutchinson, KS 67501

Agency POC: Jessica Lynch

E-mail: jessica.lynych@renolec.com

Phone #: 620-694-6410

88 Silva Ln  
Middletown, RI 02842  
Sales: R. MacZura  
rmaczura@purvis.com  
Contracts: M Craft 401-845-8401  
mcraft@purvis.com

### TASK:

Hutchinson-Reno County Emergency Communications requests the procurement and implementation of the PURVIS Fire Station Alerting System™ (PURVIS FSAS™) at the Dispatch Center.

### PROJECT ASSUMPTIONS:

The Hutchinson-Reno County Emergency Communications (HREC) is responsible for providing virtual servers that meet the PURVIS FSAS Virtual Server Requirements for the production PURVIS FSAS in the County. No physical servers will be provided by PURVIS. HREC is also responsible for supplying the Microsoft Windows Server licenses and Microsoft SQL licenses required for the HREC virtual servers.

HREC is responsible for the installation of the PURVIS FSAS equipment at dispatch center.

The PURVIS FSAS will connect with up to 3 HREC-supplied MCC7500 Consoles at the dispatch center with at least 1 console dedicated to the FSAS. A HREC-supplied firewall is required between the PURVIS Central Server and the MCC7500 Console(s). All required radio equipment is the responsibility of HREC, including radio programming, maintenance, etc.

Pricing assumes that the PURVIS FSAS will interface with HREC's Tyler/New World CAD via the PURVIS FSAS API and Tyler Technologies's existing interface with the PURVIS FSAS API. The County is responsible for purchasing the interface from Tyler Technologies. PURVIS is not responsible for any costs that Tyler Technologies will charge HREC for the Interface or for any services that may be required from Tyler Technologies for the CAD integration to the PURVIS FSAS API. The PURVIS FSAS API is included in this price quote.

### HARDWARE:

Item	PURVIS Part #	Qty	Unit Price	Adjusted Unit Price	Extended Price
Dispatch Management (DM) Console	315-020104-131	1	\$1,795.00	\$1,741.15	\$1,741.15
Motorola MCC 7500 Integration Kit (includes 3 PURVIS FSAS Radio Interface Software Licenses and 3 PURVIS FSAS Radio Interface Hardware Kits)	315-320005-131	1	\$7,500.00	\$7,275.00	\$7,275.00
<b>TOTAL</b>					<b>\$9,016.15</b>
Sales and Use Tax (8%)					\$721.29
<b>TOTAL HARDWARE</b>					<b>\$9,737.44</b>

Hardware Prices do not include installation or any system configuration, if applicable. Any applicable manufacturer warranties will be extended to the customer.

Hardware lead time is at least 10 weeks after receipt of order (ARO)

### SOFTWARE:

Item	PURVIS Part #	Qty	Unit Price	Adjusted Unit Price	Extended Price
Central Server FSAS Software License (Perpetual)	315-990000-120	2	\$10,000.00	\$9,700.00	\$19,400.00
DM Console Seat License (Perpetual)	315-990100-120	1	\$1,500.00	\$1,455.00	\$1,455.00
PURVIS FSAS API License (Perpetual)	315-990200-120	2	\$5,000.00	\$4,850.00	\$9,700.00
Text-to-Speech (TTS) Voice Module Software License (Perpetual)	315-990400-120	2	\$1,410.00	\$1,367.70	\$2,735.40
<b>TOTAL</b>					<b>\$33,290.40</b>
Sales and Use Tax (8%)					\$2,663.23
<b>TOTAL SOFTWARE</b>					<b>\$35,953.63</b>

**FIXED PRICE SERVICES:**

Description	Unit Price	Adjusted Unit Price	Price
Implementation Services (Project Management, Configuration, Integration, Test, Installation Support, & Training)	\$45,000.00	\$43,650.00	\$43,650.00
Freight/Shipping & Handling		\$200.00	\$200.00
1 Year Remote Warranty		Included	\$0.00
<b>TOTAL SERVICES</b>			<b>\$43,850.00</b>

<b>GRAND TOTAL</b>	<b>\$89,541.07</b>
--------------------	--------------------

**SALES AND USE TAX:** Any required sales and use tax not identified in this quote is responsibility of the quote recipient or Fire Station Alerting System end-user. PURVIS is not responsible for the collection of any required taxes and payments to any tax collection agencies.

**PAYMENT TERMS:** Net 30

**VALIDITY:** This FFP Quote is valid for 90 days

**WARRANTY:** First Year Remote Warranty begins upon Functional System Validation conducted jointly by PURVIS and the County using standard PURVIS FSAS manual alerting functions.

**PURVIS AGREEMENTS:** The PURVIS FSAS Standard License Agreement and the PURVIS FSAS Maintenance Agreement must be signed and returned to PURVIS Systems with any initial orders placed for the PURVIS Fire Station Alerting System.

**EXPORT CONTROL:** Products purchased or received under any resulting Sale may be subject to export control laws, restrictions, regulations, and orders of the United States. Customer agrees to comply with all applicable export laws, restrictions and regulations of the United States or foreign agencies or authorities, and shall not export, or transfer for the purpose of re-export any product to any prohibited or embargoed country or to any denied, blocked or designated person or entity as mentioned in any United States or foreign law or regulation.

## Randy Partington

---

**From:** Jessica Lynch <jessica.lynch@renolec.com>  
**Sent:** Monday, May 16, 2022 3:36 PM  
**To:** Randy Partington  
**Cc:** Jeff Hooper  
**Subject:** Automated Station Alerting ARPA Funding Project  
**Attachments:** PURVIS FSAS HREC Quote Dispatch Only.pdf; Purvis Pre-Alert Integration.pdf; Automated Station Alerting APRA Project Proposal.pdf

Randy,

I have included quotes from PURVIS and TBS for this proposal. There is a potential for some added expense with Motorola, however, they have not returned with our requests for a quote thus far. Please let me know if there is any need for clarification on anything. Thank you!

Jessica Lynch, ENP, CPE, RPL  
Director  
Hutchinson-Reno County Emergency Communications Center  
620-694-2803



# Proposal

**Quotation For**

Jessica Lynch  
 Hutchinson-Reno County Emergency Communications Center  
 210 W 1st Ave, Hutchinson, KS 67501  
 620-694-2803

**Date** 5/16/2022

**Customer ID** 411301

**Quotation valid until:** 6/15/2022

**Project:** Bryx Integration

Quantity	Description	Unit Price	Amount
1	<b>Labor</b> - Install Purvis software on the radio consoles to integrate the pre-alert server to the radio system. Work with KSIS and Motorola technicians to reprogram and setup consoles, switches, and gateways for radios system	\$ 9,600.00	\$ 9,600.00
1	<b>Miscillanious Installation Materials</b>	\$ 500.00	\$ 500.00
*	<b>This quote does not include any hardware or networking. Motorola must provide a quote for reprogramming the gateways and switches to allow Purvis to interface with the consoles for radio integration.</b>		

If you have any questions concerning this quotation, please contact:

Steven Grabar  
 TBS Electronics, Inc.  
 785-862-7450

Thank you for your business!

Subtotal	\$ 10,100.00
Other	
<b>TOTAL</b>	<b>\$ 10,100.00</b>



## Appendix H Summary of Priorities by Meeting

Name of Group	Date	Location	Priority Issue
Hutchinson Housing Commission	Aug. 25	Hutchinson City Hall	<b>Childcare</b> <ul style="list-style-type: none"> <li>• Child Advocacy</li> <li>• Investment in child development</li> </ul>
NAACP Hutchinson	Sep. 2	Hutch CC Parker Student Union: Nunamaker Room	<b>Broadband</b> <ul style="list-style-type: none"> <li>• Government pay the buildout costs of a percentage of IT to provide Ideatek services everywhere in Reno County, payback will be monthly payment for services; jobs increase internet use</li> <li>• County wide free wifi</li> </ul>
Friends of Laura Meyer Dick	Sep. 9	Prairie Dunes Country Club	<ul style="list-style-type: none"> <li>• Support for childcare centers</li> <li>• Support for essential workers</li> <li>• Support for affordable housing</li> </ul>
50 Plus Adults	Sep. 9	400 East Ave E, Hutchinson KS	<b>Mental Health and Homeless Services</b> <ul style="list-style-type: none"> <li>• Mental health support needs</li> <li>• Services including food and shelter for homeless</li> </ul>
StartUp Hutch Board of Directors	Sep. 14	Adams Brown Suite C	<b>Business Development</b> <ul style="list-style-type: none"> <li>• Schools and businesses co-oping on apprenticeships</li> <li>• Workforce development program – apprenticeship/internship with local industries in need</li> <li>• Showcase job opportunities in the community</li> </ul>
Hutch Chamber Board	Sep. 14	Hutch Chamber	<b>Workforce Development</b> <ul style="list-style-type: none"> <li>• Soft training skills, pipeline from employers to education funding</li> <li>• Employee benefit match for employers who would have an employee benefit for childcare dollars</li> <li>• General college scholarships to train for needs in community</li> </ul>

Jacquelyn Johnston's Group	Sep. 21	PrairieStar Health Center Auditorium	<b>Water Infrastructure</b> <ul style="list-style-type: none"> <li>• Small communities need help with water/sewer system</li> <li>• Sewer and water infrastructure – get rid of storm water fees</li> </ul>
Reno County Pastor Group	Sep. 21	Virtual via Zoom	<b>COVID Mitigation and Government Services</b> <ul style="list-style-type: none"> <li>• Fund COVID-19 mitigation efforts, medical expenses, behavioral health, and certain health and safety efforts</li> <li>• Use funds to provide government services</li> </ul>
Prairie Land Realtors	Sep. 21	Prairie Land Realtors Office	<b>Education and Childcare</b> <ul style="list-style-type: none"> <li>• Raise teachers’ pay scales to fit cost of living</li> <li>• Provide fiber to all Reno County schools</li> <li>• Childcare subsidies for larger businesses to have on site</li> </ul>
Boys & Girls Clubs of Hutchinson	Sep. 21	Shaddock Park	<b>Childcare, Building Use, and Activities</b> <ul style="list-style-type: none"> <li>• Increased wages for childcare workers</li> <li>• Make using old buildings affordable</li> <li>• Support for arts and entertainment, more activities for youth and adults</li> </ul>
City of Willowbrook & New Industrial Park	Sep. 22	BOLD LLC	<b>Infrastructure</b> <ul style="list-style-type: none"> <li>• Use our grant money to solve infrastructure problems</li> <li>• Willowbrook sewer issue and water mitigation</li> </ul>
Haven Area Residents	Sep. 22	Haven Community Building	<b>Childcare and Businesses</b> <ul style="list-style-type: none"> <li>• Childcare facility. Building. Hired staff. Low income / lower rates</li> <li>• Incentivize businesses for delivery services</li> </ul>
Vitality Team/Active Transportation	Sep. 22	Hutch Rec Downtown	<b>Recreation and Quality of Life</b> <ul style="list-style-type: none"> <li>• Ongoing budget specific to quality of life (parks, trails, recreation) maintain and sustain</li> <li>• Follow the existing parks and rec Master Plan that we have</li> </ul>

Featured Neighborhood Residents	Sep. 23	Hutchinson Public Library Auditorium	<b>Small business support</b> <ul style="list-style-type: none"> <li>• Support for local small businesses</li> </ul>
Hutch ARPA Community Engagement	Sep. 23	The Alley	<b>Infrastructure</b> <ul style="list-style-type: none"> <li>• I would like to fix the sewer to bring houses out of the flood zone</li> <li>• Spend money on the water utility fees (estimated expense for businesses) to stop the expense</li> <li>• Pay specials and pay for infrastructure for new housing developments</li> <li>• Develop another industrial park with shovel ready sites, no specials, pay for infrastructure</li> </ul>
Reno County Educational Leaders	Sep. 24	Hutchinson High School PLC	<b>Childcare</b> <ul style="list-style-type: none"> <li>• Incentives for providers, incentives through employer for child credit</li> <li>• Need childcare, high school tract for earning CDA and using ARP funds to increase pay and/or provide financial support to childcare facilities and daycare homes including possible benefits</li> </ul>
Listening Lab: Non-profits Connect	Sep. 24	Virtual Via Zoom	<b>Mental Health and Homelessness</b> <ul style="list-style-type: none"> <li>• Utilize flex funds to expand programs for mental health, help with temporary housing for homeless, purchase needed equipment</li> <li>• Develop a program to connect those struggling with mental illness</li> </ul>
Jon Richardson for City Council	Sep. 27	Salt City Brewery Mezzanine	<b>Childcare and Businesses</b> <ul style="list-style-type: none"> <li>• Childcare, business grant/loan program with a requirement/tie to supplement daycare costs for employees</li> <li>• Locate local suppliers with minimal investment to fulfill local business needs</li> </ul>
Healthcare Leadership Team	Sep. 27	Hutchinson Regional Medical Center	<b>Childcare and Housing</b> <ul style="list-style-type: none"> <li>• Affordable housing and housing for professionals</li> <li>• Affordable childcare access</li> </ul>

School District 310 Area Residents	Sep. 28	Arlington Community Center	<b>Emergency Medical Services</b> <ul style="list-style-type: none"> <li>• Renovation of current EMS building or build a new ambulance building</li> <li>• 4-Wheel drive Ambulance</li> </ul>
Chamber Ambassadors	Sep. 28	Hutchinson Community Foundation Collab. Corner	<b>Mental Health and Childcare</b> <ul style="list-style-type: none"> <li>• Free mental health opportunities through employers via grants</li> <li>• Chamber to allow small businesses to provide health and mental health care for workers</li> <li>• County driven childcare systems</li> </ul>
Partridge Area Citizens	Sep. 28	Partridge Community Church	<ul style="list-style-type: none"> <li>• Broadband internet</li> <li>• Childcare/daycare services</li> <li>• Mental health care for front-line workers</li> <li>• Recruiting and retaining qualified workers</li> </ul>
Greg Fast for City Council SW District	Sep. 28	Lit Studios	<b>Other possibilities</b> <ul style="list-style-type: none"> <li>• Solar panels on city hall, earmark savings for social services</li> <li>• Identify areas and build out broadband, internet (affordable)</li> <li>• Daycare providers and teachers need to be incentivized (anyone who is in charge of enriching kids)</li> </ul>
USD 308 Admin Cabinet	Sep. 28	USD 308 Admin Center	<b>Housing and Businesses</b> <ul style="list-style-type: none"> <li>• Incentives for businesses to come back to Hutch</li> <li>• Build affordable housing and make neighborhoods more appealing</li> <li>• Grants available to improve housing</li> </ul>
Pretty Prairie Citizens	Sep. 29	Pretty Prairie Steakhouse	<ul style="list-style-type: none"> <li>• Essential Employee compensation (city pays employees for lost time) and back pay.</li> <li>• Daycare/community center/Boys and Girls Club. Poll what ages need care; build a building that can be used; provide meals and/or snacks; use state programs if available.</li> </ul>

Interfaith Housing	Sep. 29	1236 East Ave. A	<b>Housing</b> <ul style="list-style-type: none"> <li>• Less restrictive funding to address senior and low-income housing repairs and major items systems</li> <li>• Help people with home revitalization costs</li> </ul>
Circles of Hope Reno County	Sep. 30	Thorne Hall, Trinity United Methodist Church	<b>Childcare</b> <ul style="list-style-type: none"> <li>• Buy vacant buildings, hire state licensed daycare providers and provide low income or income based facilities with more than 8-5 hours</li> <li>• Childcare more availability funds for grants to low income or long term lost job persons obtain gainful employment</li> </ul>
Hutch CF Board and Committees	Sep. 30	Hutchinson Community Foundation Collab. Corner	<b>Childcare and Broadband</b> <ul style="list-style-type: none"> <li>• Pay childcare providers like they are early childhood educators and give them benefits</li> <li>• Free wifi for everyone</li> </ul>
Leadership Reno County	Sep. 30	Dillon Nature Center	<b>Mental Health and Childcare</b> <ul style="list-style-type: none"> <li>• Mental health counseling or class for students to assess their emotional resilience after COVID</li> <li>• Offering paid childcare to healthcare workers</li> </ul>
Paul James Group	Sep. 30	Salvation Army Hutchinson	<b>Housing</b> <ul style="list-style-type: none"> <li>• Affordable housing</li> <li>• Grants on homes to bring them up to code</li> </ul>

<p>Visit Hutch Advisory Board</p>	<p>Oct. 1</p>	<p>117 N. Walnut, Hutchinson KS</p>	<p><b>Impacted Businesses</b></p> <ul style="list-style-type: none"> <li>• We need to address the hospitality industry, which took a substantial economic hit due to decrease in travel throughout all markets. Hotels specifically took a huge financial hit in both leisure and business markets when all travel was banned. Hotels in many markets closed their doors, but through money and perseverance, our Hutchinson hotels remained open.</li> <li>• I firmly believe a portion of monies earmarked for Hutchinson/Reno County should be directly allotted to the hotel industry. Hotels got hit very hard financially and had little or no assistance.</li> </ul>
---------------------------------------	---------------	---	---



## AGENDA ITEM

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

**AGENDA DATE:** June 14, 2022

**PRESENTED BY:** Patrick Hoffman, County Counselor

**AGENDA TOPIC:**

City-County Agreements (Law Enforcement Matters and Emergency Communications)

**SUMMARY & BACKGROUND OF TOPIC:**

During the summer of 2021, Reno County notified the City of Hutchinson of changes needed in the two specified agreements that would be effective January 1, 2022. The two entities did not reach an agreement on specific changes. Last month, Reno County sent the City agreements with our requested changes. The City Attorney made adjustments and sent them back to the County. County legal counsel, the Sheriff, and county administrator agreed with the adjustments made by the City.

Following those changes, the County added a statement at the end of the agreements stating that if either party terminated the agreement, a meeting would take place within 60 days to coordinate an orderly transition period. Possible termination of either agreement would be delayed an additional year to allow for both parties to adjust their budgets and operations to reflect necessary changes. For example, if one of the parties gives notice to the other of agreement termination before August 2023, this termination would not be effective prior to December 31, 2024. For the law enforcement matters agreement, a signature line was added for the Reno County Sheriff, to indicate his satisfaction with the approved agreement.

**ALL OPTIONS:**

Approve the agreements and authorize the Chair to sign.

Deny the agreements and request staff to meet with the City for specific changes.

**RECOMMENDATION / REQUEST:**

Approve the agreements and authorize the Chair to sign.

**POLICY / FISCAL IMPACT:**

The law enforcement agreement lowers the expected reimbursement from the city for jail expenses by 2%. The emergency communications agreement has no fiscal impact. For both agreements, the changes fall inline with current practices via a formal policy.

**CITY CONTRACT NO. 2022 C \_\_\_\_\_**

**CITY-COUNTY AGREEMENT REGARDING  
LAW ENFORCEMENT MATTERS**

THIS AGREEMENT shall be effective the 1<sup>st</sup> day of January 2022, made and entered into by and between:

**THE CITY OF HUTCHINSON, KANSAS**, a municipal corporation existing under the laws of the State of Kansas, with its principal office being located at 125 East Avenue B, Hutchinson, Reno County Kansas, Party of the First Part, hereinafter referred to as "City": And

**RENO COUNTY, KANSAS**, a quasi-municipal corporation existing under the laws of the State of Kansas, with its principal office being located at 206 West 1<sup>st</sup> Avenue, Hutchinson, Reno County, Kansas, Party of the Second Part, hereinafter referred to as "County".

WHEREAS, the parties previously entered City Contract No. 2016 C 56, 2016 City-County Law Enforcement Agreement, with provisions for the joint operation of a Law Enforcement Center, Reno County Correctional Facility operational costs, Drug Enforcement Unit and Civilian Evidence Property Control Technicians: and

WHEREAS, on March 17, 2020, the parties executed a Lease Agreement of the Law Enforcement Center to City for its exclusive use; and

WHEREAS the parties no longer operate a Joint Drug Enforcement Unit; and

WHEREAS the parties wish to update the remaining Law Enforcement matters between City and County

NOW, THEREFORE, it is agreed by and between the parties hereto as follows:

**SECTION ONE. RENO COUNTY CORRECTIONAL FACILITY OPERATIONAL COSTS AND RELATED MATTERS**

- A. The City agrees to provide all transportation/escort services and maintenance of any prisoner confined at the Facility to and from Municipal Court, and the County shall provide transportation/escort services and maintenance of any prisoner confined at the Facility to and from District Court.
- B. In the event a person has been placed in protective custody by a Hutchinson Police Officer, and in the further event such a person in protective custody has been approved for placement at a State mental health facility, the City will provide transportation/escort services of such person to



the State mental health facility. The County will provide transportation/escort services to any medical or dental appointments or emergencies pertaining to City prisoners currently in custody and detained at the Reno County Correctional Facility.

- C. The parties agree that the costs regarding any prisoner confined solely by reason of a charge originating in or cognizable by the Hutchinson Municipal Court are the responsibility of the City. The parties agree that based upon a review of jail facilities use and other activities and services provided to City prisoners only, 12% of the total costs of providing same is a reasonable estimation of the City's share of such expenses.
- D. The City will pay the County 12% of the total amount expended for all Facility operational costs, which costs include staffing, utilities, equipment, maintenance, repairs, replacement, meals, clothing, and supplies necessary for the personal maintenance of prisoners, routine daily medical staffing and supplies, but do not include the actual, necessary cost of medical treatment of City prisoners.
- E. In addition, about any prisoner confined solely by reason of a charge originating in or cognizable by the Hutchinson Municipal Court, the City will pay the actual, necessary costs of medical and dental treatment directly to the medical providers.
- F. Facility operational costs shall be billed quarterly
- G. The parties agree to review, as needed, the history of prisoner populations and activities attributed to the City in order to provide for fair and equitable cost sharing in future agreements.
- H. The parties agree that pursuant to K. S. A. 22-4612a, the obligation of a governmental entity statutorily specified therein to pay for the medical expenses of an indigent criminal offender is initially triggered by the entity having custody of the indigent offender at the time the decision is made to obtain medical treatment for the offender. A person is in custody when under arrest, although arrest might not always be necessary to establish custody.

If the offender is not in the custody of a Reno County Sheriff's Deputy at the time the decision is made to obtain medical treatment for the offender, the County shall not be responsible for the payment of medical treatment received by the offender until such time as said offender has been transferred to the custody of the Sheriff at the booking room/booking area at the Facility.

The Provisions of this paragraph H shall be construed in accordance with current Kansas statutory and case law.

## **SECTION TWO. REAL ESTATE ON EAST AVENUE G**

- A. The real estate on East Avenue G shall mean a 3.5-acre tract of land improved with a single story 15,000 sq. ft metal industrial building located on East Avenue G, Hutchinson, Kansas.

- B. The real estate described above shall remain titled in the name of Reno County, however, the ownership, operation, maintenance and a future transfer sale of the above real estate shall be pursuant to the terms and conditions of this agreement.
- C. The parties agree that the above-described real estate shall be used exclusively for law enforcement purposes. A portion of the building located on the real estate is dedicated exclusively to the purposes and functions of the Reno County Drug Enforcement Unit. The remaining portion of the building is dedicated to such law enforcement functions and operations, and the Reno County Sheriff shall determine the appropriate proportions and use with the input and consultation of the Hutchinson Chief of Police.
- D. The costs of building maintenance and improvements, utilities, internet, insurance, and any other expense necessary for the preservation, operation and security of the building and of the premises shall be shared equally between the City and the County and paid from funds lawfully budgeted and available for such purposes. (Invoices from the previous 12 months prior to this agreement shall be submitted to the other party within 30 days of the execution of this agreement. Invoices for costs following the execution of this agreement shall be submitted to the other party within 30 days of costs being incurred.)
- E. In the event the area of the building used by the City for law enforcement purposes is reduced, the percentage of the expenses of the building paid by the City shall also be reduced to reflect the percentage of the building used by the City for law enforcement purposes. In the event the building no longer used by the City for law enforcement purposes, the City would no longer be liable for the payment of any costs of the building and the premises as of the date the City vacates said premises.
- F. In the event the building is no longer used by the City for law enforcement purposes the portion formerly used by the City would remain property of the County. Any future use or sale of the building would be subject to state law and county policy regarding sale of the County owned real estate. The City has no ownership interest in the building. Any permanent modification to the building shall be approved by Reno County.

### **SECTION THREE. CIVILIAN EVIDENCE/PROPERTY CONTROL TECHNICIANS**

The City agrees to pay the cost of the civilian evidence/property control technicians; and the County agrees to reimburse the City for one-half of said expenses. The Chief of Police shall make policies for the civilian evidence/property control technicians with the input and consultation of the Reno County Sheriff.

### **SECTION FOUR. DURATION**

This agreement shall be for a term concluding December 31, 2023 but shall automatically renew each year for an additional one-year term unless terminated by either party. Any party desiring to terminate this agreement shall give a written notice to the other party on or before noon on the first

Tuesday of August of any year, and the effective date of termination shall be no earlier than December 31<sup>st</sup> of the following year. (For example, a termination notice given before August 1<sup>st</sup>, 2022, shall have an effective termination date no earlier than December 31<sup>st</sup>, 2023. This is intended to give both parties ample opportunity to adjust their budgets and operations prior to such termination.) A meeting or meetings shall be held within 60 days of a termination notice between appropriate employees from both parties to coordinate an orderly transition period.

**SECTION FIVE. PAYMENTS AND ACCOUNTING**

All payments due under this Agreement shall be paid within 30 days of receipt of an invoice. The books and records of both parties shall be open to inspection during normal business hours.

**SECTION SIX. CONTINGENCIES**

All City/County programs are based on estimated budgeted figures and if unforeseen events occur, the figured may be adjusted, subject to both parties' consent.

IN WITNESS THEREOF, the parties hereto have caused the Agreement to be executed the day and year indicated below.

CITY OF HUTCHINSON, KANSAS

Dated: \_\_\_\_\_

\_\_\_\_\_  
Jade Piros de Carvalho, Mayor

ATTTEST:

\_\_\_\_\_  
Karen Welter, City Clerk

BOARD OF COUNTY COMMISSIONERS OF  
RENO COUNTY, KANSAS

\_\_\_\_\_  
Daniel Friesen, Chairperson

APROVED BY:

ATTEST:

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

\_\_\_\_\_  
Darrian Campbell, Reno County Sheriff

**CITY CONTRACT NO. \_\_\_\_\_**

**CITY-COUNTY EMERGENCY COMMUNICATIONS  
AND RADIO MAINTENANCE CONTRACT**

THIS AGREEMENT shall be effective the 1st day of January 2022, made and entered into by and between:

**THE CITY OF HUTCHINSON, KANSAS**, a municipal corporation existing under the laws of the State of Kansas, with its principal office being located at 125 East Avenue B, Hutchinson, Reno County, Kansas, Party of the First Part, hereinafter referred to as “City”; and

**RENO COUNTY, KANSAS**, a quasi-municipal corporation existing under the laws of the State of Kansas, with its principal office being located at 206 West 1st Avenue, Hutchinson, Reno County, Kansas, Party of the Second Part, hereinafter referred to as “County”.

NOW, THEREFORE, the parties agree as follows:

1. The City shall maintain within its police department, a Division of Emergency Communications (the “Communications Division”), the responsibilities of which shall include but are not limited to:
  - a. Providing emergency communications for all City and County emergency service agencies; and
  - b. Furnishing all routine and emergency radio installation, maintenance and repair for the City and County agencies utilizing radio communication equipment; and
  - c. Hiring and retaining adequate personnel and purchasing and maintaining equipment necessary for emergency communication operations
  
2. CONCERNING EMERGENCY COMMUNICATIONS:
  - a. The Communications Division shall be a subordinate agency of the City Police Department; and the Director shall be an employee of the City responsible directly to the Chief of Police and ultimately to the City Manager. The City Manager shall have full authority to oversee the Director and staff of the Division in the same manner and to the same extent as with other City employees.
  - b. As compensation to the City for services provided by the Communications Division to the County and its agencies, the County shall pay the City an amount equal to the sum of:
    - I. 50% of the salary of the Director of Communications division (the “Director”), including such fringe benefits as pertain to the position.
    - II. 50% of all City expenses attributable directly to the emergency communication functions of the Division.

For purposes of this paragraph, "City expenses" shall, before calculation of the sum to be paid by the County, be reduced by all sums paid toward operation of the Communications Division by federal or state governments or by any other local governments, whether such sums represent subsidies, grants or payments for services rendered. Nothing herein shall be construed to prohibit the City from providing communications service to other municipalities so long as the quality of services provided to the County is not diminished. The County is obligated only to pay periodic payments or monthly installments under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during said County's current budget year or funds made available from any lawfully operated revenue producing source.

- c. The City shall keep and maintain records of all expenses incurred in operation of the Communications Division and of all revenues received for the account of the Communications Division. Such records shall be available for inspection by the County at all reasonable times.
- d. All computer and communications equipment and other furnishings and equipment used by the Communications Division shall be insured to its full value, against loss by all perils, by the City; provided, that the City shall receive a credit, in the amount of one-half the cost of such insurance.
- e. The parties recognize the divergent and sometimes unique services required by the various agencies to be served by this Agreement. For the purpose of adequately providing those services and for the purpose of resolving conflicts, which may arise between the agencies, the Emergency Communications Advisory Board shall have powers and duties set forth as hereinafter provided.
- f. Emergency Communications Advisory Board (the "Communications Board").
  - I. The Communications Board shall consist of the County Sheriff, the City Chief of Police, the City of South Hutchinson Chief of Police, the County Director of Emergency Medical Services, the City Fire Chief, a Reno County District Fire Administrator, the County Emergency Management Director, the County Public Works Director, and the City Public Works Director, or each one's respective designee should they be unable to attend a meeting. The members of the Communications Board shall assume office upon appointment or election to the respective positions and serve on the Communications Board as long as they hold their respective elected office or appointed position. The Communications Board shall convene for its regular meeting on the call of the Chairman. The Communications Board shall elect one member as its chairman and one member as its vice-chairman. The terms of the chairman and vice-chairman shall be for two years. The Director will act as staff liaison to the Communications Board and serve as an ex officio member thereof. The Director shall cause a proper record to be kept of all proceedings of the Communications Board.
  - II. The Communications Board shall recommend communications operational policies and procedures to the Director.

- III. To further minimize interagency friction, all conflicts shall be resolved at the lowest level possible. Nothing herein shall be construed to prohibit any member of the Board, or any representative of a member, from conferring with the Director on a one-to-one basis. Such informal contacts shall be encouraged by all agencies serviced by the Communications Division; provided, that the Director shall in all respects remain responsible directly to the Chief of Police and ultimately to the City Manager. In any event, conflicts should come before the Board only when informal attempts at resolution have failed.
- IV. The Board, in concert with the Director, shall consent to an operating and capital budget for the Communications Division for the ensuing fiscal year prior to May 1<sup>st</sup> of each year. Such budget shall then be discussed with the City Manager and County Administrator prior to June 1<sup>st</sup> of each year. The budget agreed upon between the city and county at this stage shall be presented to each of the respective governing bodies. In the event that either governing body makes substantial changes to the budget, such information must be communicated with the other entity by the following business day. In the event the budget agreed upon at this time and therefore approved by the county commission at their formal budget hearing is increased by the city, the county shall not be liable for any portion of the increased amount.
- g. The parties shall annually provide, by budget and appropriation, for their respective shares of the operating expenses of the Communications Division.
- h. The City shall indemnify the County against and in all respects hold it harmless from all claims:
  - I. Made against it by any employee or former employee of the Communications Division, and rising in any way out of such person's employment in the Communications Division; or
  - II. Made against it by any person and arising out of any negligent or otherwise wrongful acts or omissions by any employee of the Communications Division.
  - III. It is the parties' intent that the Communications Division be an agency of the City for all purposes; provided, that the City assumes no duty to indemnify the County or its agents or employees against, or hold them harmless, from the consequences of negligent or wrongful acts or omissions of the County, or its employees and agents.
  - IV. Ownership of all emergency communications equipment presently used by the Emergency Communications Division, together with all computer hardware and software jointly purchased by the parties to establish computerized emergency communications systems shall be retained by the Division. If this Agreement is terminated, all equipment shall be divided equitably between the parties based upon their comparative contribution to acquisition and on need, or as otherwise agreed. For purposes of this Agreement, emergency communications equipment shall include all personal property utilized by the Division to broadcast or to otherwise transmit emergency communications to City and County agencies, and said term excludes

equipment utilized by those agencies to receive emergency communications and to respond thereof.

### 3. CONCERNING RADIO MAINTENANCE:

- a. The City shall contract for radio maintenance services who will perform repairs on, and installation/removal of all radio equipment owned and operated by all agencies of the City and County and selected rural fire districts for which the Board of Reno County Commissioners is or shall be the governing body.
- b. All costs of radio maintenance services, including initial parts inventory, shall be shared between the parties hereto on a 50/50 basis or upon such other basis as parties from time-to-time agree upon in writing, considering the relative time required to service the agencies or each party; provided, however, all parts and equipment required in providing services specified herein, whether specially ordered or drawn from inventory, shall be billed to, and paid for, by the City or the County agency requiring the same.
- c. The parties hereto each retain a 50% ownership interest in any parts and equipment inventory and shall share equally in the distribution of that inventory, or in cash proceeds upon sale, should this Agreement be terminated.
- d. The County shall use its best efforts to provide the City as much advance notice as possible of proposed large-scale maintenance or rebuilding of radio equipment, so as to allow the City to budget the cost thereof.

### 4. GENERAL PROVISIONS:

- a. The City agrees that it shall provide emergency communication and radio maintenance services to City and County agencies alike on an equal basis, and that no City agency or department will be considered to have priority in using the services of the Communications Division. The City acknowledges that in providing emergency communications services to Reno County, it acts as a custodian only for any records generated on behalf of the County during the provision of emergency communications services and that the County, at all times, retains access to and control over dissemination of the information contained within those records. Any requests for information or records maintained on behalf of Reno County shall be disseminated only to individuals authorized and designated by the County to receive said information.
- b. Each party hereto shall be responsible respectively, independent of this Agreement, for decisions concerning major replacement of its radio equipment other than "emergency communications equipment" defined elsewhere herein. Said responsibility shall include, but not be limited to, the timing, selection of equipment and method of contracting. The Communications Division shall, however, provide technical assistance to any agency considering such replacement and may, upon terms and conditions acceptable to the parties hereto, undertake to perform, on behalf of such agency, some or all the tasks to replacement of such equipment.
- c. Any detail or details of operation not specified herein, but which are necessary subjects of agreement between the parties hereto, shall be implemented as necessary by letters of

understanding between the parties; all such letters shall be co-signed by the City Manager and the County Administrator or both respective governing bodies.

- d. This Agreement shall be for a term concluding December 31, 2023 but shall automatically renew each year for an additional one-year term unless terminated by either party. Any party desiring to terminate this agreement shall give written notice to the other party on or before noon on the first Tuesday of August of any year, and the effective date of termination shall be no earlier than December 31<sup>st</sup> of the following year. (For example, a termination date notice given before August 1<sup>st</sup>, 2022, shall have an effective termination date no earlier than December 31<sup>st</sup>, 2023. This is intended to give both parties ample opportunity to adjust their budgets and operations prior to such termination.) A meeting or meetings shall be held within 60 days of a termination notice between appropriate employees from both parties to coordinate an orderly transition period

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed the day and year indicated below.

CITY OF HUTCHINSON, KANSAS

Dated: \_\_\_\_\_

\_\_\_\_\_  
Jade Piros de Carvalho, Mayor

ATTEST:

\_\_\_\_\_  
Karen Weltmer, City Clerk

BOARD OF COUNTY COMMISSIONERS  
OF RENO COUNTY, KANSAS

\_\_\_\_\_  
Daniel Friesen, Chairperson

ATTEST:

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





## AGENDA ITEM

## AGENDA ITEM #7.C

**AGENDA DATE:** June 14, 2022

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

**AGENDA TOPIC:**  
2023 Budget Update

### **SUMMARY & BACKGROUND OF TOPIC:**

The 2023 budget summary is being completed in June. On June 9th, we received the estimated valuation for the 2023 budget. Reno County's **estimated** valuation is \$675,720,222, compared to \$641,734,089 for the current year. The increase is 5.3%. This increase does not cover the cost of inflation. Staff is still revising budget requests and revenue estimates.

Below is a tentative budget schedule, along with deadlines from the State of Kansas, based on the county exceeding the Revenue Neutral Rate (RNR). Even if the RNR is not exceeded with the final budget, it is strongly recommended going through the process in anticipation of exceeding the RNR to protect the county.

- July 20th: Last day to notify the County Clerk about Reno County's Revenue Neutral Rate (RNR) intentions.
- August 20th - September 20th: Hold RNR hearing prior to official budget hearing. Publication of hearing must be published in the newspaper and Online at least 10-days prior to the hearing.
- August 20th - September 20th: Hold official Budget Hearing with same publication requirements as used for the RNR hearing. The two hearings can be on the same day.
- August 20th - October 1st: Pass Resolution to exceed RNR and formally adopt 2023 budget.
- August 30th - October 1st: Certify budget and electronically submit to the County Clerk.

To complete the county budget for both the overall county's budget and all of the special district budgets, I will present the initial budget summary on June 28th. The county commission can hold a special commission meeting prior to the July 12th meeting to further ask questions and debate the budget, but if no special meeting is scheduled, the maximum budget needs to be approved on July 12, 2023.

### **ALL OPTIONS:**

Set expectations of a budget to be presented on June 28th and in early July.  
Schedule an additional commission meeting to debate requests.



## AGENDA ITEM

## **AGENDA ITEM #7.D**

**AGENDA DATE:** June 14, 2022

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

**AGENDA TOPIC:**

Proposal to purchase ClearGov for budgeting management software suite at a cost of \$9,275 for 2022; and then \$26,400 annually beginning January 1, 2023.

**SUMMARY & BACKGROUND OF TOPIC:**

**Budget Software (ClearGov):**

Over the past month, I have talked with peers about budget software and the use of program budgeting and priority-based budgeting. In talking with the City of Shawnee's Chief Financial Officer, ClearGov was mentioned. The City of Shawnee is a similar size as Reno County and has priority-based budgeting, which we are slowly working toward. ClearGov has multiple modules that creates an easier and more transparent budget process for directors, citizens, the commission, and me.

After talking with the City of Shawnee, I scheduled a demo from ClearGov that consisted of Helen, Mike (IT), Shonda, Leslie, and me. All of us were impressed with the software (web based) and support recommending the purchase of ClearGov. I feel that this software would allow us to budget more efficiently, while allowing the government body to view progress at any time. The web-based software can be logged into from any computer or mobile device. The end product being a digital budget book would be something I feel keeps the governing body and citizens of Reno County better informed about the use of their tax dollars.

Below are some links for the ClearGov modules. The City of Shawnee's website shows the result of using ClearGov with their digital budget book at the following link.

<https://city-shawnee-ks-budget-book.cleargov.com/2325/introduction/transmittal-letter>

***ClearGov Information:***

- **Operational Budgeting** would allow you to bring your entire budget process to the cloud and eliminate spreadsheet errors and version control issues.
  - 5-minute Micro-Demo: [ClearGov Budgets](#)
- **Personnel Budgeting** was built specifically to help Finance officers more easily budget for salaries, benefits and scenarios. It comes with powerful tools to manage position requests, inform union negotiations and plan for the future of your workforce.

- 5-minute Micro-Demo: [Personnel Budgeting](#)
- **Capital Budgeting** automates the way you collect capital requests and prioritizes projects to streamline your CIP process.
  - 7-minute Micro-Demo: [Capital Budgeting](#)
- **Digital Budget Book** is the industry's first website-based solution that builds a budget book in a fraction of the time. It has the GFOA requirements built-in and automatically creates all your fund summary pages, charts, graphs, tables and department pages.
  - 5-minute Micro-Demo: [Digital Budget Book](#)
- **Transparency** is a turnkey, website-based solution that allows you to tell your financial story in a way everyone can understand with pre-populated data and dynamic infographics
  - 5-minute Micro-Demo: [Transparency](#)

#### **ALL OPTIONS:**

1. Approve the purchase of ClearGov and authorize the county administrator to sign agreement
2. Decline the purchase of ClearGov
3. Table the recommendation to a future meeting
4. Defer the purchase of ClearGov to 2023's budget

#### **RECOMMENDATION / REQUEST:**

Recommend the approval to purchase ClearGov and authorize the county administrator to sign the agreement (option 1 above)

#### **POLICY / FISCAL IMPACT:**

The annual cost would be added to line items similar to other software paid annually for Reno County. This will have a small impact on the budget. Though this adds to the budget cost, the transparency of Reno County's budget and expenditures is the benefit gained by this software. The budget request process is expected to save staff time that can be redirected on other programs.



2 Mill & Main; Suite 630; Maynard, MA 01754

# Service Order

<b>Created by</b>	Moussa Diallo
<b>Contact Phone</b>	703-485-5739
<b>Contact Email</b>	mdiallo@cleargov.com

<b>Order Date</b>	May 25, 2022
<b>Order valid if signed by</b>	<b>Jun 30, 2022</b>

Customer Information			
<b>Customer</b>	Reno County KS	<b>Contact</b>	Randy Partington
<b>Address</b>	206 W 1st Avenue	<b>Title</b>	County Administrator
<b>City, St, Zip</b>	Hutchinson, KS 67501	<b>Email</b>	randy.partington@renogov.org
<b>Phone</b>		<b>PO # (If any)</b>	

To be clear, you will be billed as follows...		
Billing Date(s)	Amount(s)	Notes
Jul 1, 2022	\$ 5,400.00	One Time Setup Fee
Jul 1, 2022	\$ 3,875.00	6 Month DBB Only Pro-Rata Subscription Fee
Jan 1, 2023	\$ 26,400.00	Annual Subscription Fee

Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.

ClearGov will provide your Services according to this schedule...			
Period	Start Date	End Date	Description
<b>Setup</b>	Jul 1, 2022	Jul 1, 2022	ClearGov Setup Services
<b>Pro-Rata</b>	Jul 1, 2022	Dec 31, 2022	ClearGov Subscription Services
<b>Initial</b>	Jan 1, 2023	Dec 31, 2025	ClearGov Subscription Services

The Services you will receive and the Fees for those Services are...		
Set up Services	Tier/Rate	Service Fees
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions.	Tier 2	\$ 9,000.00
ClearGov Setup Bundle Discount: Discount for bundled solutions.	Tier 2	\$ (3,600.00)
<b>Total ClearGov Setup Service Fee - Billed ONE-TIME</b>		<b>\$ 5,400.00</b>
Subscription Services	Tier	Service Fees
ClearGov Operational Budgeting - Civic Edition	Tier 2	\$ 12,700.00
ClearGov Personnel Budgeting - Civic Edition	Tier 2	\$ 12,100.00
ClearGov Capital Budgeting - Civic Edition	Tier 2	\$ 8,500.00
ClearGov Digital Budget Book - Civic Edition	Tier 2	\$ 7,750.00
ClearGov Transparency - Civic Edition	Tier 2	\$ 6,950.00
ClearGov Budget Cycle Management Bundle Discount: Discount for bundled solutions.	Tier 2	\$ (21,600.00)
<b>Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE</b>		<b>\$ 26,400.00</b>
Billing Terms and Conditions		
<b>Valid Until</b>	<b>Jun 30, 2022</b>	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
<b>Payment</b>	<b>Net 30</b>	All invoices are due Net 30 days from the date of invoice.
<b>Rate Increase</b>	3% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

Customer Upgrades (ClearGov internal use only)		
<b>This Service Order is a Customer Upgrade</b>	No	<b>If Yes: Original Service Order Date</b>

## General Terms & Conditions

<b>Customer Satisfaction Guarantee</b>	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
<b>Statement of Work</b>	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work.
<b>Taxes</b>	The Service Fees and Billing amounts set forth above in this ClearGov Service Order <b>DO NOT</b> include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
<b>Term &amp; Termination</b>	Subject to the termination rights and obligations set forth in the ClearGov Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period.
<b>Appropriations</b>	Customer shall have the option to terminate this ClearGov Service Order in advance of any annual renewal in the event that the applicable appropriating body does not appropriate funds for such upcoming renewal period.
<b>Auto-Renewal</b>	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an <b>"Annual Term"</b> ), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
<b>Agreement</b>	This ClearGov Service Order shall become binding upon execution by both Parties. The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov Service Agreement found at the following URL: <a href="http://www.ClearGov.com/terms-and-conditions">http://www.ClearGov.com/terms-and-conditions</a> . This Service Order incorporates by reference the terms of such ClearGov Service Agreement.

<b>Customer</b>	
<b>Signature</b>	
<b>Name</b>	
<b>Title</b>	

<b>ClearGov, Inc.</b>	
<b>Signature</b>	
<b>Name</b>	Bryan A. Burdick
<b>Title</b>	President

**Please e-mail signed Service Order to [Orders@ClearGov.com](mailto:Orders@ClearGov.com) or Fax to (774) 759-3045**

# Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone and web conferencing.

## ClearGov Responsibilities

- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.
- ClearGov will assign a Client Success Manager (CSM) responsible for managing the activation and onboarding process. ClearGov CSM will coordinate with other ClearGov resources, as necessary.
- ClearGov CSM will provide a Kickoff Call schedule to Customer's Primary Contact - to be scheduled within two weeks after the Service Order has been executed.
- ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s). If necessary, ClearGov will set up a Data Discovery call to assist with such requirements/instructions.
- ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.
- After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback and get answers to open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow up calls or emails required to complete the data onboarding process.
- ClearGov will make Customer aware of all training, learning and support options. ClearGov recommends all Users attend training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver one customized remote training session for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.
- ClearGov will make commercially reasonable efforts to complete the onboarding process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

## Customer Responsibilities

- Customer's Primary Contact will coordinate the necessary personnel to attend Kickoff Call within two weeks after the Service Order has been executed. If Customer needs to change the date/time of the Kickoff Call, the Primary Contact will notify the ClearGov CSM at least one business day in advance.
- Customer will provide requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.
- Customer's Primary Contact will coordinate the necessary personnel to attend the Data Review call. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on the Data Review call and any subsequent internal review, Customer shall provide a detailed list of requested changes in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.
- Customer shall be solely responsible for inputting applicable text narrative, custom graphics, performance metrics, capital requests and personnel data and other such information for budget books, projects, dashboards, etc.



## AGENDA ITEM

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

**AGENDA DATE:** June 14, 2022

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

**AGENDA TOPIC:**  
Discussion of Board Appointment Process

### **SUMMARY & BACKGROUND OF TOPIC:**

At the May 31st county commission meeting, the process for committee/board appointments was mentioned. Below is the process that I had recommended and was included earlier this year. My interpretation of the last sentence was that all applications will be provided to the commission at the meeting where an appointment is made, compared with practices in the past that just listed and showed those who were being recommended.

#### ***Reno County Board Appointment - Administrative Process***

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

#### **RECOMMENDATION / REQUEST:**

Discussion, possible action determined by the commission.



## **AGENDA ITEM**

## **AGENDA ITEM #8.B**

**AGENDA DATE:** June 14, 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



## 2022 YTD BUDGET REPORT

As of 05/31/22

	Amended Budget	Amt Received / Expended	% Recd / Used
<b>001 General Fund</b>			
<b>00 Dept</b>			
Revenue			
Interest	333,000.00	245,532.07	74%
Taxes	14,978,099.00	11,711,628.30	78%
Licenses, Permits, and Fees	240,250.00	142,412.73	59%
Reimbursements	818,500.00	476,920.97	58%
Other	10,649,892.00	2,562.74	0%
Transfers In from Other Funds	25,000.00	0.00	0%
<b>Revenue Total</b>	<b>27,044,741.00</b>	<b>12,579,056.81</b>	<b>47%</b>
Expenses			
Other Expense & Reimbursements	0.00	(4,373.93) Warrant Fees	
<b>Expenses Total</b>	<b>0.00</b>	<b>(4,373.93)</b>	
<b>01 County Commission</b>			
Expenses			
Personal Services	54,000.00	22,845.90	42%
Contractual Services	5,100.00	1,157.00	23%
Commodities	1,000.00	245.79	25%
<b>Expenses Total</b>	<b>60,100.00</b>	<b>24,248.69</b>	<b>40%</b>
<b>02 County Clerk</b>			
Revenue			
Reimbursements	20,000.00	25.00	0%
<b>Revenue Total</b>	<b>20,000.00</b>	<b>25.00</b>	<b>0%</b>
Expenses			
Personal Services	274,646.00	113,275.63	41%
Contractual Services	27,710.00	2,600.78	9%
Commodities	4,600.00	529.61	12%
<b>Expenses Total</b>	<b>306,956.00</b>	<b>116,406.02</b>	<b>38%</b>
<b>03 County Treasurer</b>			
Revenue			
Reimbursements	0.00	250.18	
<b>Revenue Total</b>	<b>0.00</b>	<b>250.18</b>	
Expenses			
Personal Services	201,897.00	76,153.53	38%
Contractual Services	43,650.00	6,940.75	16%
Commodities	32,150.00	2,521.63	8%
<b>Expenses Total</b>	<b>277,697.00</b>	<b>85,615.91</b>	<b>31%</b>

## 2022 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
<b>04 District Attorney</b>			
Revenue			
Licenses, Permits, and Fees	80,000.00	66,227.10	83%
<b>Revenue Total</b>	<b>80,000.00</b>	<b>66,227.10</b>	<b>83%</b>
Expenses			
Personal Services	1,118,003.00	455,204.28	41%
Contractual Services	123,900.00	25,614.80	21%
Commodities	40,000.00	16,380.40	41%
Capital Improvement & Outlay	26,000.00	0.00	0%
<b>Expenses Total</b>	<b>1,307,903.00</b>	<b>497,199.48</b>	<b>38%</b>
<b>05 Register of Deeds</b>			
Revenue			
Licenses, Permits, and Fees	375,000.00	212,187.00	57%
<b>Revenue Total</b>	<b>375,000.00</b>	<b>212,187.00</b>	<b>57%</b>
Expenses			
Personal Services	155,246.00	61,508.43	40%
Contractual Services	9,750.00	3,083.74	32%
Commodities	6,300.00	1,933.60	31%
Capital Improvement & Outlay	0.00	1,655.28	
<b>Expenses Total</b>	<b>171,296.00</b>	<b>68,181.05</b>	<b>40%</b>
<b>06 Sheriff</b>			
Revenue			
Licenses, Permits, and Fees	47,612.00	12,145.00	26%
Reimbursements	16,100.00	2,486.78	15%
Grant Revenues	12,000.00	1,386.00	12%
<b>Revenue Total</b>	<b>75,712.00</b>	<b>16,017.78</b>	<b>21%</b>
Expenses			
Personal Services	3,144,374.00	1,227,226.96	39%
Contractual Services	356,615.00	186,964.29	52%
Commodities	282,175.00	129,861.49	46%
Capital Improvement & Outlay	259,080.00	78,029.11	30%
Other Expense & Reimbursements	2,000.00	663.46	33%
<b>Expenses Total</b>	<b>4,044,244.00</b>	<b>1,622,745.31</b>	<b>40%</b>

## 2022 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
<b>07 Administration</b>			
Expenses			
Personal Services	400,026.00	172,375.73	43%
Contractual Services	130,100.00	32,677.66	25%
Commodities	4,000.00	456.78	11%
<b>Expenses Total</b>	<b>534,126.00</b>	<b>205,510.17</b>	<b>38%</b>
<b>08 Unified Courts</b>			
Revenue			
Reimbursements	10,000.00	960.00	10%
<b>Revenue Total</b>	<b>10,000.00</b>	<b>960.00</b>	<b>10%</b>
Expenses			
Contractual Services	557,640.00	210,628.26	38%
Commodities	55,100.00	11,010.35	20%
<b>Expenses Total</b>	<b>612,740.00</b>	<b>221,638.61</b>	<b>36%</b>
<b>09 Courthouse General</b>			
Revenue			
Reimbursements	11,000.00	10,714.33	97%
<b>Revenue Total</b>	<b>11,000.00</b>	<b>10,714.33</b>	<b>97%</b>
Expenses			
Personal Services	84,781.00	37,649.91	44%
Contractual Services	1,406,500.00	803,900.79	57%
Commodities	1,000.00	0.00	0%
Capital Improvement & Outlay	1,049,054.00	0.00	0%
Other Expense & Reimbursements	15,000.00	120.25	1%
Outside Agencies Appropriation	559,500.00	256,700.00	46%
Ambulance Services	1,702,676.00	335,481.42	20%
Emergency Communications	801,058.00	239,770.34	30%
Economic Development Projects	0.00	0.00	
Transfers Out to Other Funds	90,000.00	0.00	0%
Commission Discretionary	20,000.00	0.00	0%
Reserve for Cash Carryover & Contingencies	5,656,702.00	0.00	0%
<b>Expenses Total</b>	<b>11,386,271.00</b>	<b>1,673,622.71</b>	<b>15%</b>

## 2022 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
<b>10 County General</b>			
Expenses			
Contractual Services	0.00	9,362.24	
Other Expense & Reimbursements	0.00	-0.69	
Outside Agencies Appropriation	0.00	12,500.00	
Economic Development Projects	400,000.00	0.00	0%
Transfers Out to Other Funds	1,001,315.00	0.00	0%
Commission Discretionary	0.00	7,500.00	
<b>Expenses Total</b>	<b>1,401,315.00</b>	<b>29,361.55</b>	<b>2%</b>
<b>11 Maintenance</b>			
Revenue			
Reimbursements	30,000.00	11,608.04	39%
<b>Revenue Total</b>	<b>30,000.00</b>	<b>11,608.04</b>	<b>39%</b>
Expenses			
Personal Services	857,620.00	289,075.70	34%
Contractual Services	84,611.00	55,069.61	65%
Commodities	74,661.00	19,633.75	26%
Capital Improvement & Outlay	30,000.00	0.00	0%
<b>Expenses Total</b>	<b>1,046,892.00</b>	<b>363,779.06</b>	<b>35%</b>
<b>12 Planning Zoning Utilities</b>			
Expenses			
Personal Services	85,955.00	33,581.11	39%
Contractual Services	15,700.00	3,433.26	22%
Commodities	700.00	66.00	9%
<b>Expenses Total</b>	<b>102,355.00</b>	<b>37,080.37</b>	<b>36%</b>
<b>13 Emergency Management</b>			
Revenue			
Reimbursements	0.00	0.00	
<b>Revenue Total</b>	<b>0.00</b>	<b>0.00</b>	
Expenses			
Personal Services	295,063.00	97,118.19	33%
Contractual Services	39,375.00	16,043.47	41%
Commodities	20,850.00	6,256.53	30%
Other Expense & Reimbursements	0.00	1,183.38	
<b>Expenses Total</b>	<b>355,288.00</b>	<b>120,601.57</b>	<b>34%</b>

## 2022 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
<b>14 Jail</b>			
Revenue			
Reimbursements	90,000.00	21,440.64	24%
Other	5,000.00	100.00	2%
<b>Revenue Total</b>	<b>95,000.00</b>	<b>21,540.64</b>	<b>23%</b>
Expenses			
Personal Services	2,351,311.00	1,012,676.98	43%
Contractual Services	883,846.00	325,703.50	37%
Commodities	204,000.00	68,289.76	33%
Capital Improvement & Outlay	38,600.00	0.00	0%
<b>Expenses Total</b>	<b>3,477,757.00</b>	<b>1,406,670.24</b>	<b>40%</b>
<b>15 Human Resources</b>			
Expenses			
Personal Services	184,349.00	76,973.10	42%
Contractual Services	56,050.00	19,985.84	36%
Commodities	18,500.00	1,314.21	7%
<b>Expenses Total</b>	<b>258,899.00</b>	<b>98,273.15</b>	<b>38%</b>
<b>16 Appraiser</b>			
Revenue			
Reimbursements	3,000.00	1,685.00	56%
<b>Revenue Total</b>	<b>3,000.00</b>	<b>1,685.00</b>	<b>56%</b>
Expenses			
Personal Services	653,473.00	245,247.53	38%
Contractual Services	71,300.00	19,159.30	27%
Commodities	24,000.00	3,329.41	14%
Capital Improvement & Outlay	25,000.00	0.00	0%
<b>Expenses Total</b>	<b>773,773.00</b>	<b>267,736.24</b>	<b>35%</b>
<b>17 Election</b>			
Revenue			
Reimbursements	500.00	9.78	2%
<b>Revenue Total</b>	<b>500.00</b>	<b>9.78</b>	<b>2%</b>
Expenses			
Personal Services	126,043.00	48,053.40	38%
Contractual Services	232,700.00	81,965.32	35%
Commodities	18,800.00	2,968.79	16%
Transfers Out to Other Funds	11,371.00	0.00	0%
<b>Expenses Total</b>	<b>388,914.00</b>	<b>132,987.51</b>	<b>34%</b>

## 2022 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used	
<b>18 Information Technology</b>				
Revenue				
Reimbursements	28,000.00	9,464.99	34%	
<b>Revenue Total</b>	<b>28,000.00</b>	<b>9,464.99</b>	<b>34%</b>	
Expenses				
Personal Services	502,866.00	192,002.65	38%	
Contractual Services	297,425.00	212,027.25	71%	
Commodities	11,000.00	3,573.84	32%	
<b>Expenses Total</b>	<b>811,291.00</b>	<b>407,603.74</b>	<b>50%</b>	
<b>24 Auto Center</b>				
Revenue				
Reimbursements	20,000.00	10,818.94	54%	
<b>Revenue Total</b>	<b>20,000.00</b>	<b>10,818.94</b>	<b>54%</b>	
Expenses				
Personal Services	164,466.00	65,665.99	40%	
Contractual Services	14,755.00	7,124.69	48%	
Commodities	15,505.00	1,600.08	10%	
<b>Expenses Total</b>	<b>194,726.00</b>	<b>74,390.76</b>	<b>38%</b>	
	REVENUE TOTALS	27,792,953.00	12,940,565.59	47%
	EXPENSE TOTALS	27,512,543.00	7,449,278.21	27%
Fund 001 General Fund	280,410.00	5,491,287.38		
	Beginning Fund Balance:	14,428,910.17		
	Ending Fund Balance:	19,920,197.55		



## AGENDA ITEM

## **AGENDA ITEM #8.C**

**AGENDA DATE:** June 14, 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, District Attorney, 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 May 2022**

**Submitted by**

**Barbara Lilyhorn**

**Director- Department of Aging and Public Transportation**

#### **Staff**

Four full time Fixed Route Rcat driver positions remain open. This month we had three applicants and on May 24, made an offer to one candidate. Pre-hire testing and DOT medical exams are being conducted. The vacancies created 160 hours weekly to be covered either by pulling drivers from Paratransit service and reducing the number of trips available and/or Overtime.

Rcat's Administrative Associate resigned effective June 3. This position was filled by an internal promotion of Rcat Dispatcher Raylin Evenson. This created a vacancy in the Dispatch Center which was filled by an internal promotion of Rcat Driver Shelly Kennedy.

Laurie Moody filmed and produced a Rcat Driver Recruitment video which features four Rcat drivers. The video showcases the work Rcat Drivers perform and the perks of working for Reno County.

#### **Budget**

The Department of Aging has spent 26% and the Department of Public Transportation has spent 26% of the Department budgets respectively – a composite total of 26% of the entire 002 expenditure budget as of 5/27/2022. Composite revenue is 24%.

#### **Public Transportation Operations**

As a result of the assistance Rcat provided during the Tenawa Haven Midstream gas explosion, I sent KDOT a thank you for their support and management of the U.S.C 49-5311 rural transportation grant. The message along with a picture of Rcat Drivers Mike Ellis and Rochele Hoskinson assisting residents of Haven House into the bus was included in the May edition of the KDOT Transline Express.

The Reno County Public Transportation Commission met for their regular bimonthly meeting. Driver shortages, changing operational hours and shelter signage was discussed.





120 W. Avenue B, Hutchinson, KS 67501

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

### **Aging Operations**

The Kansas Department for Aging & Disability Services/ South Central Kansas Area Agency on Aging grant for work performed under Titles IIIB, IIID and IIIE submitted last month has been verbally confirmed as being fully funded. Additionally, the new proposal for a pilot Concierge After Care position was fully funded for wages and benefits.

All staff members received training through the Kansas Department of Aging for the 2022 Senior Farmers Market Nutrition Program voucher distribution. Laurie Moody assisted with sending news releases advertising the program to media outlets. The program will once again be conducted through phone intakes and mail correspondence. The program will begin on June 14.



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

Re: Monthly report ending May 2022

To: Randy Partington, County Administrator

### **Staffing changes or issues**

The County Appraiser's office is short a Commercial Field Appraiser and a Residential Field Appraiser position at this time.

### **Financial summary**

As of May, the Appraiser's office has spent approximately 32% 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 has certified values to the county clerk for tax year 2022.
- Staff has begun working on valuation for tax year 2023.

#### Residential Department

- Real property values have been certified to the county clerk for tax year 2022.
- Residential staff has finished informal hearings.
- Staff has been hearing and processing payment under protest hearings as they come in.
- Staff is doing field visits, on-site hearings, and interior inspections as needed.
- Staff is working through 17% review as mandated by statute.
- Data entry for tax year 2023 has begun.

#### Commercial Department

- Real property values have been certified to the county clerk for tax year 2022.
- Commercial staff has finished informal hearings.
- Staff has been hearing and processing payment under protest hearings as they come in.
- Staff is doing field visits, on-site hearings, and interior inspections as needed.
- Staff is working through 17% review as mandated by statute.
- Data entry for tax year 2023 has begun.



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

### **Budget YTD Summary**

As of May 26, 2022, we are at 35% of our overall budget of \$154,645. The internal services fund (fuel and parts) stands at 26% out of the budget of \$428,000.

### **Projects/Issues**

We are still waiting for our 3 replacement patrol vehicles and 1 jail transport vehicle. The units are built but still waiting for microchips to be finished. We are still hopeful for a June delivery but will have to wait and see. For the rest of the vehicles we have on order we have not received build dates as of yet. All vehicle manufacturers are running into the same issues with delivery of new vehicles.

Other than that, it has been routine maintenance and repair of vehicles. We have seen a small increase in repair costs as we are running vehicles to a higher mileage but that is to be expected.

Fuel costs are continuing to increase as we are seeing an average price of \$3.52 a gallon so far this month. The Department of Energy is still forecasting a 30 cent drop for 2023 from the 2022 average so we can only hope this is correct.



**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 May

We have had 2 filings for District #1, 1 filing for District #4 and 2 filings for District #5.

The Election's Office is busy cleaning up the voter registration rolls and sending out confirmation notices to get new addresses for voters. The redistricting is confirmed, and Jenna is working on creating approximately 15 new precincts/townships that effects over 4000 voters which will have to be changed manually.

In the Clerk's Office, we have received the valuations from the Appraiser's Office. After we receive the State Assessed Valuation on June 1<sup>st</sup>, we will get the process started to get the budget information worksheets sent out to the Taxing Entities. If we have any Taxing Entities going over their RNR, I hope to have the notices for the taxpayers sent to the printer before the first of August so those can be mailed out before August 10<sup>th</sup>.

By the end of April, 35% of the year-to-date budget in the Clerk's Office and 33% in the Election's Office was used with the majority of that for payroll.

Donna Patton



# COMMUNITY CORRECTIONS

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

---

County Commission Report

May 2022

## Staffing

There is currently one position posted for a stand-by female transporter. This person assists with transporting female clients to inpatient treatment facilities across the region.

## Projects/Concerns

With one month left in our fiscal year the adult success rate is at 66%. This is 8% lower than last year. While there are several factors which affect the success rate a primary concern is high caseloads. Based on the recommended caseload sizes we should have 3.4 more adult supervision officers than we currently have. These high caseload sizes directly impact the amount of time an officer has to spend with each high-risk person. When officers don't have enough time to assist people in making needed changes there is an increased likelihood that the person will engage in further illegal activity and be revoked to prison.

We continue to offer two in-house groups facilitated by officers. The curriculum used for the groups focuses on changing the way high-risk people think and teaching new skills. We have one group for men and one group for women. In February we had five women and nine men successfully graduate the classes which takes about four months to complete. Since the groups are facilitated by officers we can pay part of their wages out of the behavioral health grant.

## Financial

For the fourth quarter of this fiscal year the State allocated Reno County an additional \$21,637.54 for adult supervision and \$15,153.97 for juvenile supervision. This increase can only be used for personnel costs and will reduce the amount of County money needed to finish this fiscal year. The DOC staff said the allocation amounts for fiscal year 2023 should be released by mid-June. We believe the increase for fiscal year 2023 will be enough to sustain current staffing levels. However, the State failed to support agencies by funding additional officers to reduce caseload sizes. Addressing this issue will likely be a focus for the next legislative session.

## Communications Monthly Report- May 2022

The main initiatives for the month included the Emergency Management Drills, Third Thursday/Sheriff outreach events, Mission/Vision communication, and various Health Department Education campaigns.

**Press Releases:** Seniors Farmers Market Assistance, Arthritis Awareness Month, June Childcare Orientation Class, Covid Boosters for ages 5-11, Community Health Assessment Results

**Graphic Design:** childcare graphic, SNAP ads for print and digital, mission/vision bookmark, posters

### Website:

- General updates for all departments daily, Landfill tipping fees, employee directory updates, 7 news flashes, updated Health Department COVID vaccine ages and info, Dept. aging hours, Childcare orientation classes and info

### Videos/Audio/Photos:

- Emergency Management/Hospital Preparedness Drills- video and photos, Rcat bus driver recruitment video, Sheriff Polar Plunge and Torch Run photos/video, Peace Officers Memorial Photos

**Social Media:** (was also added to Sheriff's Facebook page, and HEAL Reno County Facebook page as a contributor)

- Facebook Reno Co.: 3,479 followers (+49), 54 posts
  - Top Post: Landfill Swap Shop Promo (5.13.22)
    - 11,411 reach, 12,352 impressions, 449 clicks, 53 shares, 149 reactions, 39 comments
- Twitter: 845 followers (+5), 44 tweets
  - Top post: Candidate filings (5.23.22)
    - 123 impressions, 6 engagements, 1 like, 2 retweets
- YouTube: 217 subscribers (+4) 9 videos
  - Top video: Spotlight on Megan Davidson (5.2.22)
    - 192 views
- LinkedIn: 46 followers (+2) 1 job, 1 post
- Instagram: 6 followers
- Other posts: Paid ad for Childcare Orientation class, Senior Food Assistance, arthritis month, SNAP, Memorial Day, preparedness posts x 6 (Health), landfill tipping fee x 2, board openings, aging hours, job openings x 4, covid boosters, law enforcement torch run and polar plunge, third Thursday, disaster drills, long covid, CHA, peace officer's memorial, swap shop, fentanyl warning, commissioner expansion, Kan quit, landfill spotlights

**Committee Meetings:** Market Hutch, Leadership Group, 150<sup>th</sup> Committee, Reno County Employee Picnic Planning

**Other Items:** Third Thursday booth, SNAP radio ads, event planning (leadership and 150<sup>th</sup>)

**Upcoming:** County picnic,

**Issues/Concerns:** None

**DISTRICT ATTORNEY**

Thomas R. Stanton

**DEPUTY DISTRICT ATTORNEY**

Andrew R. Davidson

**SENIOR ASSISTANT  
DISTRICT ATTORNEY**

Kimberly A. Rodebaugh

**ASSISTANT DISTRICT ATTORNEYS**

Jennifer L. Harper

Sierra M. Logan

Brian Koch

Jamie L. Karasek

**OFFICE OF THE**

**RENO COUNTY**

**DISTRICT ATTORNEY**

The 27th Judicial District of Kansas

206 West First Avenue, 5th Floor

Hutchinson, KS 67501-5245

TELEPHONE: (620) 694-2715

FAX: (620) 694-2711

**Victim-Witness Service**

(620) 694-2773

Investigator Daniel Nowlan

(620) 694-2765

May 2022 BOCC Update

**Staffing Changes or Issues:** As of May 31, 2022, the Reno County District Attorney's Office employs 19 people; seven attorney/prosecutors; one investigator/coroner assistant; one part-time assistant coroner; one office manager; one victim/witness coordinator; one diversion coordinator; and seven office legal staff. We have finally filled the receptionist position. Brenda Stubbs will begin with our office on June 8, 2022.

We also have an intern working for us this summer. Hayley Engelland started with us at the end of May and will be observing the various operations of the office this year. Hayley will be a Senior at the University of Kansas this fall, and she intends to go to law school for the 2023-24 school year.

There were two graduations from Drug Court in the month of May, 2022.

**Budget Summary:** FY2022 expenditures to date are at 38% of budget.

**Projects-Issues-Challenges-Concerns:** My office is pleased that the Commissioners have agreed to remodel the fifth floor of the courthouse. I remain in planning mode regarding what projects/programs I may attempt to initiate in fiscal year 2024.

My personal office remains in somewhat of a shambles while the work to replace the windows and repair the walls continues. The work crew was able to get some painting done in the office over the Memorial Day weekend, but there is still work to be done before I can return my office to where it was before the construction began. I did have a small leak in my office from the rains the week of May 23.

Unfortunately, my April report of progress within the office regarding the working conditions therein was premature. The rains brought multiple leaks on the fifth floor, and even on my small office on the fourth floor of the courthouse. At one point I counted 41 buckets on the fifth floor and my office on the fourth floor that were being used to catch water dripping from the ceilings. The closet that caused so much concern because of the terrible, musty smell emanating from it has once again returned to its unpleasant state. The receptionist's area will not be able to be used for that purpose until we can guarantee water will not pour out of the ceiling when it rains.

Commissioner Friesen suggested it might be time to move my office off-site until the roof construction and remodeling are complete. While I appreciate the Commissioner's concerns, moving my staff to another location would be both impractical and expensive. At this point, I plan on moving my discovery clerk in with one of my attorneys, moving the receptionist to the discovery clerk's station, and moving my employees in the fifth-floor diversion office to temporary stations on the second-floor mezzanine area on the north side of the second floor. This will happen the first week of June and will probably last until the fifth-floor remodeling is complete.



---

Thomas R. Stanton





Emergency Management

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

---

### **Staffing changes or issues (if any)**

There are no staffing changes to report.

### **Budget YTD summary**

At the end of May, Emergency Management has used 31% of its year-to-date budget. 69% of the fuel budget has already been used for 2022.

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

#### Cottonwood Complex update:

We are still working to track all expenditures from the Cottonwood Complex. The Voluntary Organization Active in Disasters (VOAD) managing all long-term recovery and has contacted everyone whose property was damaged by the fire. The Small Business Administration had an office set up in the courthouse to offer low interest rate loans to those who were affected. This recovery piece will take a couple years to complete.

#### Haven Midstream Gas Plant Explosion update:

IFO Group has completed all de-inventory activities of the plant. They have started to investigate the cause of the fire. Their project will be completed, and the plant will be turned back to the owners in the coming weeks.

We met with everyone who responded to the event, talked about everyone's role, what went well, and what could be done differently.

#### Other Activities:

- The Fire Coordination and Mitigation Working Group continues to meet the first Wednesday of every month.
- We are working towards a standard practice of truck and gear purchasing for the fire districts. Each district has been asked to provide a representative to a vehicle committee and a gear committee.
- Provided a preparedness question and answer session to a senior center.
- Participated in a mass causality tabletop and two-day full-scale exercise.
- Deployed a regional homeland security rapid tag that is kept in Reno County to assist with the tornado recovery in Butler County.



## Emergency Management

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

- 
- Began working on rewriting the County's Emergency Operation Plan (EOP) in the required new format.
  - Assisted one fire district with entering reports into the Kansas Fire Incident Reporting System, they are now in compliance.