



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, March 22, 2022, 9:00 AM**

1. **Call to Order**
2. **Pledge of Allegiance to the American Flag and Prayer**
3. **Welcome and Announcements by Commission Chair**
 - 3.A PROCLAMATION - National Public Health Week of April 4-10, 2022, to be received by Karla Nichols, Director of Public Health.
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 Resolution 2022-____ to appoint Michael Plank as the new Reno County Appraiser
 - 6.C Renew application for a Cereal Malt Beverage License for Hutchinson Recreation Commission DBA Fun Valley Sports Complex for ON PREMISES Sells in the amount of \$125.00
 - 6.D BOCC final minutes from February 22nd, February 22nd Work Study Session, March 1st, and March 8th.
 - 6.E Caterpillar Certified Powertrain Rebuild from Foley Equipment on Solid Waste Equipment #321 623G Scraper in the amount of \$432,702.12
 - 6.F Agreement between Reno County and JEO Consulting Group, Inc. for Professional Services for 4th Avenue Bridge repairs over Cow Creek Drainage.
 - 6.G Public Works purchase of a 2022 3/4 Ton Dodge Ram 2500 Tradesman Crew Cab 4x4 from Allen Samuels, Hutchinson, Kansas, for a cost of \$45,711.00.
 - 6.H Planning Case #2021-15 - A request by Jesse Keim for a conditional use permit to establish a manufacturing facility to construct kitchen cabinets and other wood products. The property is located at 11203 S. Obee Road which is at the southwest corner of E. Greenfield Road and S. Obee Road
 - 6.I Planning Case #2022-01 - A request by Jason & Christy West to rezone approximately 20.69 acres of land from R-1 - Rural Residential District to AG - Agricultural District. The property is located at 303 N. Mayfield Road which is at the southwest corner of N. Mayfield Road and E. 4th Avenue.
 - 6.J Permission to purchase two (2) used vehicles to be used as unmarked car for the

Sheriff's Office Detective Division at a not to exceed cost of \$39,000 for both vehicles.

7. Budget Presentations

7.A Conservation District 2023 Budget Request

8. Business Items

8.A Consider for approval, a change order in the amount of \$928,440.80 from Pishny Restoration for additional repairs to the courthouse dome.

8.B Maintenance & Purchasing Annual Update

9. County Administrator Report

9.A Monthly Department Reports

10. County Commission Report/Comments

11. Adjournment

PROCLAMATION

WHEREAS, the week of April 4-10, 2022, is National Public Health Week, and the theme is “Public Health is Where you Are”; and Reno County recognizes the local Public Health Department and all organizations who make lives better in Reno County through the work that they do.

WHEREAS, since 1973, The Reno County Public Health Department has educated the public, policymakers, and public health professionals about issues important to improving the public’s health and will continue to advocate for community health in Reno County and across the great state of Kansas.

WHEREAS, there is a significant difference in health status, such as obesity, poor mental health, and drug use, among people living in rural areas compared with people living in urban areas, and this variance increases because rural residents are often more likely to face social determinants that negatively impact health, such as poverty, transportation barriers and lack of economic opportunity.

WHEREAS, a person’s health status can differ drastically by zip code due to differences in the built environment, environmental quality, community context, access to health food, access to education and access to health care.

WHEREAS, public health professionals help communities prevent, prepare for, withstand, and recover from the impact of a full range of health threats, including disease outbreaks such as the COVID-19 pandemic, substance misuse, access to healthy foods, natural disasters and disasters caused by human activity.

WHEREAS, public health action, together with scientific and technological advances, has played a major role in reducing and, in some cases, eliminating the spread of infectious disease, and in establishing today’s disease surveillance and control systems.

NOW, THEREFORE, We, the Board of County Commissioners of Reno County, Kansas, do hereby proclaim the week of April 4-10, 2022, as

National Public Health Week 2022

and call upon the people of **Reno County** to observe this week by helping our families, friends, neighbors, co-workers and leaders better understand the value of public health and supporting great opportunities to adopt preventative lifestyle habits in light of this year’s theme, “**Public Health is Where You Are.**”

IN WITNESS WHEREOF, WE HEREUNTO SET OUR HANDS AND CAUSE THE seal of Reno County, Kansas to be affixed this 22nd day of March, 2022.

BOARD OF RENO COUNTY
COMMISSIONERS

Daniel Friesen, Chairman

Ron Sellers, Member

Ron Hirst, Member

ATTEST:

Donna Patton, Reno County Clerk



AGENDA ITEM

AGENDA ITEM #6.B

AGENDA DATE: March 22, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:

Resolution 2022-____ to appoint Michael Plank as the new Reno County Appraiser

SUMMARY & BACKGROUND OF TOPIC:

In June 2021, Brad Wright retired from his position as Reno County Appraiser. The county commission then assigned Cindy Rehlander as the interim County Appraiser for the following 6-months. During the interim, Reno County administration and human resources opened up the position and received numerous applications. In December, the county held an interview assessment process for the top three candidates.

Following the assessment, background searches were conducted and the county commission instructed the county administrator to contact the top candidate and offer the job to him. Michael Plank is the top candidate the commission will be appointing to the 4-year term as County Appraiser.

Michael's start date is Tuesday, March 22, 2022. The term of his 4-year appointment will be up for renewal in June 2025. Michael has been working in the Johnson County Appraiser's office since July 2014.

ALL OPTIONS:

- Appoint Michael Plank as the Reno County Appraiser

RECOMMENDATION / REQUEST:

Approve the Resolution, appointing Michael Plank as the Reno County Appraiser for a 4-year term (March 22, 2022-June 30, 2025).

POLICY / FISCAL IMPACT:

There is no impact on the budget, as this is a budgeted position that has remained vacant since July 1, 2021.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS
RESOLUTION 2022-**

A RESOLUTION APPOINTING A COUNTY APPRAISER.

WHEREAS the Board of County Commissions of Reno County, Kansas, is directed by K.S.A. 19-430 to appoint a County Appraiser every fourth year following July 1, 1997; and

WHEREAS, said County Appraiser, in keeping with K.S.A. Chapter 19, Article 4 shall be appointed for a period of four years.

NOW THEREFORE BE IT RESOLVED by the Reno County Board of County Commissioners, as follows:

1. That Michael Plank is a Kansas Registered Mass Appraiser, and being qualified as such, is hereby appointed as the Reno County Appraiser for a term commencing July 1, 2021 and ending June 30, 2025.
2. That said appointed County Appraiser shall perform the duties of the office of County Appraiser in keeping with K.S.A. Chapter 19, Article 4 and K.S.A. Chapter 79, Article 14, and any subsequent revisions of these statutes.
3. That said appointed County Appraiser shall comply with the provisions of the Reno County Employees Handbook as approved by the Commission.

Adopted and passed this 22nd day of March 2022, at Reno County, Kansas.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
RENO COUNTY, KANSAS

Donna Patton, County Clerk

Daniel Friesen, Commission Chair

Ron Sellers, Commissioner

Ron Hirst, Commissioner



AGENDA ITEM

AGENDA ITEM #6.C

AGENDA DATE: March 22, 2022

PRESENTED BY: Valorie Garcia

AGENDA TOPIC:

Renew application for a Cereal Malt Beverage License for Hutchinson Recreation Commission DBA Fun Valley Sports Complex for ON PREMISES Sells in the amount of \$125.00

SUMMARY & BACKGROUND OF TOPIC:

Hutchinson Recreation Commission renews this license every year for Fun Valley Sports Complex

ALL OPTIONS:

Approval of The CMB License

Deny the CMB License

RECOMMENDATION / REQUEST:

Approve the application

POLICY / FISCAL IMPACT:

The County General Fund 001-00-4300-001 will receive revenue in the amount of \$125.00 from Hutchinson Recreation Commission for the CMB license application.

KEEP THIS LICENSE POSTED CONSPICUOUSLY AT ALL TIMES

Fee: \$ 125.00

RETAIL

No. 005



DEALER'S

2022

LICENSE

TO ALL WHOM IT MAY CONCERN:

License is here by granted to HUTCHINSON RECREATION COMMISSION DBA FUN VALLEY to sell at retail.

CEREAL MALT BEVERAGES

FOR SALE FOR CONSUMPTION ON PREMISES

at FUN VALLEY SPORTS COMPLEX 4401 W FOURTH HUTCHINSON, KS 67501

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

in the Township of RENO 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 MARCH 22, 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,

this 22ND day of MARCH, 20 22

Attest:

Dorina Patten

County Clerk

Chairman



SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK (CONTINUED)

| | | | |
|--------------------------|----------|-------|---------------|
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |

SECTION 5 - MANAGER OR AGENT INFORMATION

My place of business or special event will be conducted by a manager or agent. Yes 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*? Yes No

Is the person identified in Section 5 currently a resident of Kansas*? Yes No

All persons identified in Sections 4 & 5 are at least 21 years old*? Yes 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? Yes 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? Yes 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? Yes 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 *Peter Swiden* DATE *2/28/22*

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: _____

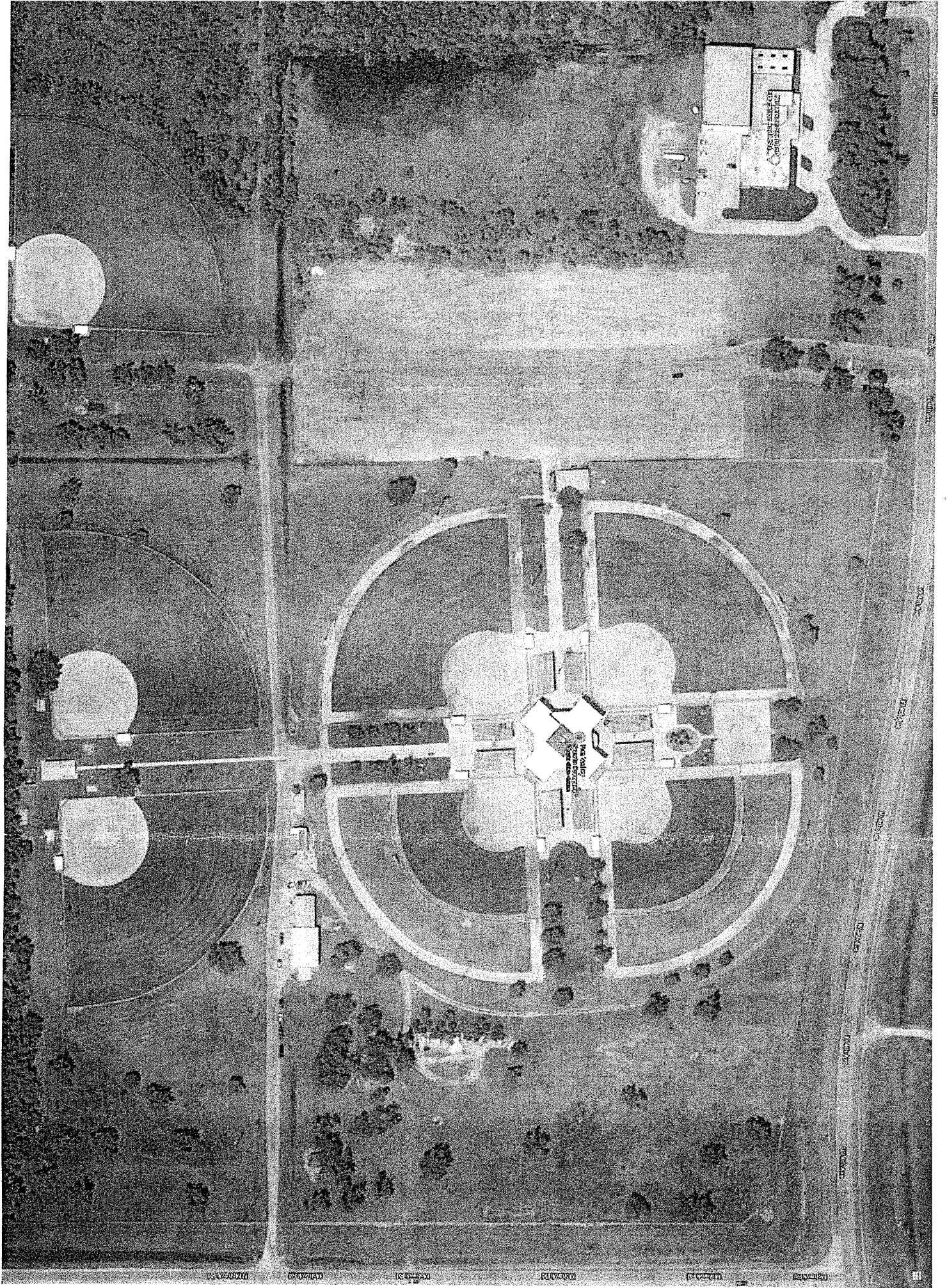
License Renewed Valid From Date _____ to _____ By: _____

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)





05/20/2011 12:45:28 PM 17.430728 122.211578 17.430728 122.211578

05/20/2011 12:45:28 PM 17.430728 122.211578 17.430728 122.211578

05/20/2011 12:45:28 PM 17.430728 122.211578 17.430728 122.211578

05/20/2011 12:45:28 PM 17.430728 122.211578 17.430728 122.211578

05/20/2011 12:45:28 PM 17.430728 122.211578 17.430728 122.211578

05/20/2011 12:45:28 PM 17.430728 122.211578 17.430728 122.211578

05/20/2011 12:45:28 PM 17.430728 122.211578 17.430728 122.211578



AGENDA ITEM

AGENDA ITEM #6.D

AGENDA DATE: March 22, 2022

PRESENTED BY: Cindy Martin

AGENDA TOPIC:

BOCC final minutes from February 22nd, February 22nd Work Study Session, March 1st, and March 8th.

SUMMARY & BACKGROUND OF TOPIC:

Final copy of minutes from previous agenda meetings..

ALL OPTIONS:

Approval of minutes

Deny approval of minutes

RECOMMENDATION / REQUEST:

Board approval of minutes as presented

POLICY / FISCAL IMPACT:

N/A

February 22, 2022
Reno County Annex
Hutchinson, Kansas

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

The meeting began with the Pledge of Allegiance followed by a short sectarian prayer led by Pastor Willmar Harder, Buhler Mennonite Church.

There were no public comments.

There were two items added to the business section of the agenda: 7D executive session on non-elected personnel matters and 7E executive session on attorney/client contractual matters.

Mr. Friesen requested to pull item 6E from the consent agenda for a separate vote since it was a conflict of interest for him.

Mr. Hirst moved, seconded by Mr. Sellers, to approve the Consent Agenda consisting of items 6A through 6J excluding item 6E to be voted on separately, including the Accounts Payable Ledger for claims payable on February 18th, 2022, totaling \$863,468.94, claims payable on February 25th, 2022 totaling \$412,006.95; and directs the Chairman to sign final minutes for January 25th, 2022 and February 8th, 2022; approve a Resolution **#2022-07: A RESOLUTION TO CANCEL CERTAIN COUNTY WARRANTS** pursuant to K.S.A. 10-815; Audit/Financial Statement Services by Adams Brown, LLC; approve Noxious Weed Annual Management Plan and Eradication Progress Report; approve Letter of Support for Stratataca - Kansas Underground Salt Museum for their Tourism Attraction Sub-Grant for Kansas (TASK) grant application; approve the purchase of five new bull mobile Litter Fences for the Solid Waste Department from Metta Technologies for \$43,240; approve a Declaration of Local Disaster from February 8, 2022 expiring February 15, 2022 due to wildfire conditions; approval for an Extension of Declaration of Local Disaster from February 16, 2022 to February 23, 2022. The consent agenda motion was approved by a roll call vote of 3-0.

Mr. Hirst moved, seconded by Mr. Sellers, to approve consent item 6E a Fiber Lease Agreement with IdeaTek to Reno County Landfill. The motion was approved by a roll call vote of 2-0 with Mr. Friesen abstaining.

City of Hutchinson Fire Department Fire Chief Steve Beer updated the Board on the numerous wildfires. He described three fires and gave an estimated amount of property value saved from the fires. He spoke about how useful drones were with firefighting and how he would use them in the future. In March or April, he will be back with some recommendations to change the rules and regulations also to discuss proper equipment and proper station locations. Chief Beer spoke in detail about various fire related topics. Mr. Sellers questioned why most of the fires were happening. Chief Beer replied that most citizens burn not realizing that a larger tree trunk can burn up to one month, so homeowners need education on burning. He tried to hold classes and not many people attended. Mr. Friesen commented classes would be a good idea to let citizens know how to burn in the county.

Mr. Friesen stated he pushed this resolution ahead of putting it on a future agenda because of the ongoing challenges facing the county with fires. **Resolution #2022-08; A RESOLUTION RESCINDING AND REPLACING RESOLUTION #2012-40 AND DELEGATING TO THE RENO COUNTY ADMINISTRATOR AND THE RENO COUNTY EMERGENCY MANAGER CERTAIN AUTHORITY OVER RENO COUNTY FIRE DISTRICTS 3,4,6,7,8,9, RENO-KINGMAN JOINT FIRE DISTRICT NO. 1, AND RENO-HARVEY JOINT FIRE DISTRICT NO. 2.** **Mr. Friesen moved, seconded by Mr. Sellers,** to approve adding this resolution to the agenda. Mr. Hirst said resolution #2012-40 had a lot of the same items and requested the new resolution be put on a future agenda. Mr. Friesen clarified the new resolution was about coordination and providing additional authority stating it could be changed again in the future.

Mr. Hirst requested Emergency Management Director Adam Weishaar help explain the changes from resolution #2012-40 and resolution #2022-08.

Mr. Weishaar said the biggest difference between the old resolution #2012-40 and #2022-08, was 2012-40 was just a blanket authority to the Administrator. The new resolution #2022-08 spells out more in depth what the Administrator can and cannot do giving him the power to delegate authority to the Emergency Management Director to coordinate better with the fire districts. He said the bottom line was it delegated more authority from the Administrator down to Mr. Weishaar than resolution #2012-40 did and gives him teeth to make and carry out decisions.

Chief Beer commented when incidents happen Mr. Weishaar was a vital link to making decisions in the command post and is a huge part of their successes allowing them to all work together to mitigate situations.

Mr. Partington explained that the old resolution gave him general authority over fire district chiefs not the fire scenes. He explained the new resolution would give Mr. Weishaar what is needed for coordination on fire scenes with Fire Chiefs following any order issued by Reno County Emergency Director. He read number 4 from the new resolution. He explained this resolution was originally scheduled for March 8th but with recent fires Mr. Friesen had asked to move it for today.

Mr. Friesen moved, seconded by Mr. Sellers, to approve amendment to the motion. The motion was approved by roll call vote of 3-0.

Mr. Friesen moved, seconded by Mr. Sellers, to approve the motion as amended by the addition of the resolution as presented. The motion was approved by a roll call vote of 3-0.

Mr. Weishaar presented his annual report to the Board. He briefly reviewed what Emergency Management was and its history. He gave four phases of Emergency Management: Mitigation, Preparedness, Response, and Recovery. He spoke about the local disaster declaration stating once it was in place the county was responsible for the first \$253,781.80 in damages before receiving public assistance. The State of Kansas is responsible for \$4,788,744.40 before receiving any federal assistance, there was a further disaster that could be declared if both amounts were reached, it was the presidential disaster where the federal government may reimburse up to 75 percent of the eligible expenses and the county would have to cover the other 25 percent. He also reviewed several other areas.

Reno County Correctional Facility Captain Shawn McClay recommended approval to raise the amount for reimbursement cost to house State Parole Violators. Kansas Department of Corrections (KDOC) requested Reno County set their daily billable rate for parole violators. He said currently KDOC reimburses Reno County \$53.00 per day to hold parole violators, this change is due to budget increases in salary budget, along with other increases in operating a jail. The maximum billable per diem rate set by KDOC is \$94.29. He stated after speaking with the Sheriff and the Administrator the per diem rate was increased to \$62.00 for Reno

County. **Mr. Sellers moved, seconded by Mr. Hirst,** to approve the per diem rate increase as discussed by Captain McClay from \$53.00 to \$62.00. The motion was approved by a roll call vote of 3-0.

County Administrator Randy Partington presented Reno County Advisory Board/Committee Guidelines. The Commission requested a policy to be in place for any Committee/Board moving forward. It stated any county affiliated board with a vacancy should arrange to post a 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 to be available to the Board of Commissioner's for review prior to appointments being made. The Board agreed by consensus to approve the administrative process for this policy as outlined by Mr. Partington. Mr. Friesen thought they should follow this policy from now on even if it delayed some candidates. Mr. Partington explained RCAT and Health Department applications that had January term positions. March has Juvenile Advisory Board with one opening and one reappointment. Mr. Sellers stated since the departments did not know about the change it would be fair to let the past applicants be appointed.

At 9:57 the meeting recessed for three minutes.

At 10:00 a.m. Mr. Friesen moved for the commission to enter into executive session, starting at 10:00 a.m. until 10:15 a.m. with the county administrator and the county counselor to discuss the subject of performance of one or more county non-elected county employee with the executive session justified by the need to discuss personnel matters of non-elected personnel in confidence. **Mr. Hirst seconded the motion.** The motion was approved by a roll call vote of 3-0.

At 10:15 a.m. Mr. Friesen moved, seconded by Mr. Hirst, to extend the executive session for 10-minutes until 10:25 a.m. The motion was approved by a roll call vote of 3-0.

At 10:25 a.m. Mr. Friesen moved, seconded by Mr. Hirst, to go into executive session for ten minutes to discuss the subject of county legal agreements with the executive session justified by the need to discuss with the county counselor subjects which would be deemed privileged by the attorney-client privilege. The motion was approved by a roll call vote of 3-0.

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

At 10:40 the meeting returned to regular open session with no binding action to be taken as a result of the executive sessions and continued with the agenda session.

Mr. Partington mentioned half of the monthly department reports were attached in the agenda packet. In the month of March Reno County will be the first quarter host for the Quad Counties of Harvey, Butler, Sedgwick, and Reno County. He asked for dates the Commissioners would be available to schedule the meeting for lunch and discussion. Mr. Sellers suggested a tour of the new scale house at Solid Waste. Mr. Hirst said they usually have lunch and discussion at the tour location and use the new conference room, maybe a Friday. The Board agreed to set up a Friday date if possible. The next work session, meet with Chief Beer and Mr. Weishaar to discuss the fires on March 22nd or March 29th after the agenda session. Mr. Friesen suggested the 22nd reserving the 29th for ARPA discussions. The Board agreed to schedule the work study after March 22nd agenda meeting.

Mr. Hirst gave a thank you to sponsors and teachers who have active FFA program. They spend a lot of time with students training tomorrows leaders in all vocations.

Mr. Sellers attended with Mr. Hirst and Mr. Partington on Monday, February 14th, watching the first truck to cross the new scales at Solid Waste facility. He was impressed with the facility they did a good job that will last for 50 years. He gave negative comments regarding the resolution today that got added to the agenda, the Administration needs to work hard to get those items in the packets for the public to view before they get approved by the Board. Fire Chief today was thankful to City Public Works for working on the fires. He wanted Mr. Partington to speak with Public Works Director Don Brittain and the Chief about assisting with fires in the county.

Mr. Friesen responded about items on the agenda, he had asked for the resolution to be added and approved today since it needed an emergency response, he appreciated the reminder. He mentioned points made to him about citizens not fully aware of burn piles, they should have more advice on burning, may have to have our Chief Fire Manager address more education on fires and burning. Recent internal comments were made related to the wage study. Mr. Partington did a great job on the study process, and we acted on it which was important. He made several other comments on wages.

At 10:50 a.m. the meeting adjourned into the work study session following the regular agenda meeting.

Approved:

Chair, Board of Reno County Commissioners

(ATTEST)

Reno County Clerk
cm

Date

February 22, 2022
Reno County Annex
Hutchinson, Kansas

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

The Commission had a preliminary discussion on ARPA Funds. They heard what priorities were set by the Task Force for the \$12,042,385 million allocated to be spent by December 2024.

Stakeholders who spoke at the meeting were Denice Gilliland and Lisa Gleason with United Way of Reno County, President of Reno County/City of Hutchinson Chamber of Commerce and Economic Development Debra Teufel, Hutchinson Community Foundation President/CEO Aubrey Patterson, and Interfaith Housing Director of Housing Clint Nelson.

The main topics discussed were the childcare challenge, economic development, and housing.

Ms. Gilliland spoke about partnering with K-State to collect childcare data and make a final report in October.

Mr. Hirst had a scheduled childcare zoom meeting on Thursday, February 24th with three childcare advocates and Finney County regarding their Community Boot Camp program.

Mr. Partington mentioned an EDAK meeting at which the Chamber discussed using ARPA money for childcare, housing, and industrial park assistance.

Ms. Debra Teufel spoke about a grant for an industrial park building where they could, if the application was approved, receive three to one times the funds collected. She questioned if the Commission would make a commitment of a certain amount from ARPA funds toward this grant application that was to be returned by Monday, February 28th, 2022.

Mr. Sellers introduced Mr. Clint Nelson who gave a summary of a housing model plan approximately \$1.9 million toward rural housing and \$2 million toward City of Hutchinson housing.

Ms. Aubrey Patterson was concerned the Commission would concentrate on other projects and did not want them to discount childcare since momentum was on the Task Force side toward the program.

At 12:00 the meeting recessed for twenty-five minutes.

At 12:25 the meeting reconvened with all Commissioners, County Administrator Randy Partington, and Minutes Clerk Cindy Martin, present. The same Stakeholders in the audience returned after the break.

Mr. Partington prepared a list of project requests for future discussions:

- 1) Childcare - ARPA Taskforce
- 2) Housing - Interfaith Housing
- 3) Economic Development - Industrial Development Park infrastructure
- 4) Workforce Development - HCC request for 2 new positions
- 5) Nursing Scholarships - Hutchinson Regional Medical Center and HCC
- 6) Yoder and HABIT Infrastructure - Sewer District projects
- 10) HABIT Infrastructure - Three (3) water projects
- 11) Willowbrook Drainage - Request for assistance on larger Project
- 12) Reno County Building Needs - Health Department, Emergency Management and downtown EMS Station
- 13) Haven EMS and Public Safety - Haven has requested Equipment purchases, others may also need assistance
- 14) Contingency - Accounting assistance or other items that Come up in the next couple of years

Mr. Friesen mentioned Mental Health services in the Stepping Up Council.

Ms. Lisa Gleason briefly spoke about improving and diversion for mental health and possible crisis intervention classes connected to Stepping Up program at the Reno County Correctional Facility.

Mr. Hirst mentioned the EMS Station in Arlington where the Ambulances are larger than the current station.

Mr. Sellers mentioned Tourism for hotel/motel lost revenue assistance.

Mr. Sellers moved, seconded by Mr. Hirst, to approve \$1.2 million dollars of the ARPA money to support the grant application for Growth Inc. If the application was not approved the funds would return to ARPA for another Economic Development project. The motion was approved by a roll call vote of 3-0.

The Board directed Mr. Partington to summarize the projects and send to them.

At 12:55 p.m. the meeting adjourned until 9:00 a.m. Tuesday, March 8, 2022.

Approved:

Chair, Board of Reno County Commissioners

(ATTEST)

Reno County Clerk
cm

Date

March 1, 2022
 Reno County Annex
 Hutchinson, Kansas

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

Commissioner Friesen read the opening motion for an executive session. He moved for the Commission to enter into executive session until 10:30 a.m. with the County Administrator, County Counselor, Human Resources Director Helen Foster, and The Arnold Group Vice President Phillip Hayes, SPHR, SHRM-SCP, to discuss the subject of performance of one or more county non-elected county employees with the executive session justified by the need to discuss personnel matters of non-elected personnel in confidence. Commissioner Hirst seconded the motion to approve the executive session for 30-minutes. The motion was approved by a roll call vote of 2-0. Mr. Hayes would be providing clarification in the executive session.

At 10:30 a.m. Mr. Friesen moved, seconded by Mr. Hirst, to extend the executive session for 15-minutes until 10:45 a.m. The motion was approved by a roll call vote of 2-0.

At 10:45 a.m. Mr. Friesen moved, seconded by Mr. Hirst, to extend the executive session for 5-minutes until 10:50 a.m. The motion was approved by a roll call vote of 2-0.

At 10:50 the meeting returned to regular open session with no binding action to be taken as a result of the executive session. **Mr. Hirst moved, seconded by Mr. Friesen,** to adjourn the meeting until 9:00 a.m. Tuesday, March 8, 2022. The motion was approved by a roll call vote of 2-0.

Approved:

Chair, Board of Reno County Commissioners

(ATTEST)

Reno County Clerk
 cm

Date

March 8, 2022
Reno County Annex
Hutchinson, Kansas

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

The meeting began with the Pledge of Allegiance followed by a short sectarian prayer led by Commissioner Hirst.

Commissioner Friesen commented on the tragedy in our community with the Cottonwood Complex fire. He thanked and praised the emergency management team and all the rural fire districts along with other counties firefighters and first responders. He thanked Sheriff Campbell and his staff for all they did to save lives. Governor Kelly flew in and met with first responders. She stated that she would support any efforts at the state and federal level to help with fire mitigation issues. Thank you to the community and county support agencies that are assisting with the fire victims.

The Board thanked Commissioner Friesen for his comments and thanked everyone who assisted with the fire.

There were no public comments.

There was one item added to the business section of the agenda: 7A1 Local Disaster Declaration. **Mr. Hirst moved, seconded by Mr. Sellers**, to amend the consent agenda. The motion was approved by a roll call vote of 3-0.

Mr. Hirst moved, seconded by Mr. Friesen, to approve the Consent Agenda consisting of items 6A through 6L, including the Accounts Payable Ledger for claims payable on March 4th, 2022, totaling \$324,578.62, claims payable on March 11th, 2022, totaling \$489,452.58; and also consisting of pending Added, Abated and Escaped Taxation Change Orders numbered 2022-162, 164, 167-168, and 173; approve reappointment of Christine Vargas, Olivia Kite and Mark Mains and appointment of Quinton Moore to the Reno County Health Department Advisory Board effective 1/1/22 to 12/31/2024; approve appointment of Travis D. Friesen to the Reno County Public Transportation Commission for a 3-year term commencing on January 1, 2022 and ending on December 31, 2024; approve appointment of Verton Miller as Trustee to Grant Township Board;

approve agreement with Kirkham Michael for Engineering Services to perform the Biennial Routine Bridge Inspections of the FAS & Off-System Bridges for a total of \$32,882.0; approve Public Works purchase of a 2022 1.25 ton 4X2 Dodge Ram 4500 Crew Cab and Chassis from Allen Samuels, Hutchinson, Kansas, for \$50,714.00 after trade-in of a 1991 Ford F700 with approximately 145,000 miles; approve Public Works purchase of a 2022 Bobcat S770 Skid Steer from White Star Machinery, Wichita, Kansas, for \$47,420.80 after trade-in of a 2002 Bobcat 873H with 5,648.2 hours; approve Public Works purchase of a 2022 Komatsu Wheel Loader from Berry Tractor, Wichita, Kansas, for \$169,464.00 after trade-in of a 2002 JCB ZX with approximately 8400 hours; approve purchase of 2 (two) 2022 Ford F-250 Crew Cab 4X4 trucks from Midway Motors for the Solid Waste Department in the amount of \$75,830.00; approve purchase of a 2022 Caterpillar 150-15AWD Motor Grader for the price of \$307,761.45 including trade-in from Foley Equipment, Wichita, Kansas, for Solid Waste; approve Administrative Services Agreement with Ranson Financial Group for Sewer District Nos. 201 (Yoder) and 202 (HABIT) and authorize the chair to sign, as presented by staff. The consent agenda motion was approved by a roll call vote of 3-0.

Emergency Management Director Adam Weishaar recommended approval for an extension to the Declaration of Local Disaster until the end of March 2022 and asked for support by the Commission to implement a burn ban until the end of the month. He gave a wildfire update stating on Friday responders had a preplan fire task force and response to a large fire meeting. The winds were expected to gust up to 40-50 miles per hour and forecasted to switch from southwest, to southeast, then north westerly for Friday and Saturday. He stated Saturday afternoon a large fire broke out and the first units found fire on both sides of 4th Avenue and Willison Road. He requested fire taskforces from the state, and a second airplane to assist with water drops. Simultaneously, there were Sheriff Deputies, Police Officers from Hutchinson, Haven, Buhler, South Hutchinson, and Kansas Wildlife and Parks evacuating residents who were in the immediate path of this fire, that was dubbed the Cottonwood Complex Fire. He spoke about the local disaster in our community regarding the Cottonwood fires that consumed 12 square miles before being stopped approximately two miles into Harvey County. 35 homes, 92 outbuildings, and 110 vehicles were a total loss with the death of one man, and damage to 22 homes and 8 outbuildings. Temporary livestock pens were set up by the ag extension agent for lost livestock. He said firefighters would remain in the area until the fire was 100 percent contained, and noted that as of Monday it was at 70 percent contained.

As in any large disaster, the VOAD-Volunteer Organization Active in Disasters will be managing the long-term recovery piece of this fire. Several support agencies have been set up along with a 2-1-1 number to donate for fire victim's needs. He warned Reno County was in an extreme fire danger alert across the county with the dry conditions.

Mr. Sellers had Mr. Weishaar read the Declaration of Disaster for the public. Mr. Sellers read a partial news article on fire conditions in the State of Kansas from the State Fire Management Officer for the Kansas Forest Service, Mark Neely that backed up what Mr. Weishaar was speaking about for fires. Mr. Sellers was in support of the declaration and ban.

Mr. Friesen was briefed on the fire danger stating Chief Beer thought a ban should be applied to the lower risk areas also. Mr. Friesen understood the Ag operations could not burn if there was a burn ban in place however, this was for the good of the county as a whole, so he was in support of the declaration and ban.

Mr. Sellers stated all the commission was in support of Ag burning however, the risks to the county was too high at this time.

Mr. Hirst commented that CRP fields had a date to be burned by and maybe there would be an opportunity by the end of March for farmers to comply with the burn date.

Mr. Friesen suggested Mr. Partington communicate with the local FSA office regarding an extension of time on the burn date situation on CRP.

Public Works Director Don Brittain gave his annual report. He briefly spoke about county crew projects, bridge, mowing/sign, dirt and weeds, contracted projects, high risk rural roads projects, Yoder water district, Yoder and HABIT sewer districts rehabilitation, and the KDOT agreement (K14/96 Northwest Passage). The Board asked several questions pertaining to the oil prices, amount of mileage for asphalt, supplies, and labor.

Youth Services Director Shelly Bredemeier met with the Board for her annual update. She highlighted several areas on both the shelter and detention sides. Mr. Sellers commented on an Interfaith Housing project to house High School students that were 18 years old and above. Ms. Bredemeier was not aware of this project and would check into it for some of the students. Mr. Hirst was not aware of the Intake/Assessment helping parents with resources for children.

Health Department Director Karla Nichols met with the Board to recommend approval for the Health Department's Aid to Local Grant Applications in the amount of \$1,249,538.65. **Mr. Hirst moved, seconded by Mr. Sellers,** to approve the local grant application and sign the document for the grant as outlined by Ms. Nichols. The motion was approved by a roll call vote of 3-0.

Mr. Partington mentioned half of the monthly department reports were attached in the agenda packet. He briefly reviewed the financial report stating the county funds were in good shape. He asked the Board if they wished to join the KCCA for \$1,095 dues, by consensus the Board declined since they belong to KAC.

Mr. Hirst read an email from Senator Roger Marshall sent from Katie Sawyer. He said it was important to be responsible when burning and sent a special thanks to all who helped with the fires.

Mr. Partington was instructed to address a letter to FSA regarding an extension date for CRP burning.

Mr. Friesen reiterated his feelings on the fires saying it was important to take responsibility and he believed burn education was needed for all residents in rural areas. He asked Mr. Hirst to attend the March 13th meeting and bring up to the Senator's staff about the Ag issue for burning CRP grass. He thanked the community for its work.

At 10:15 a.m. the meeting adjourned until 9:00 a.m. Tuesday, March 22nd, 2022.

Approved:

Chair, Board of Reno County Commissioners

(ATTEST)

Reno County Clerk
cm

Date



AGENDA ITEM

AGENDA ITEM #6.E

AGENDA DATE: March 22, 2022

PRESENTED BY: Megan Davidson

AGENDA TOPIC:

Caterpillar Certified Powertrain Rebuild from Foley Equipment on Solid Waste Equipment #321 623G Scraper in the amount of \$432,702.12

SUMMARY & BACKGROUND OF TOPIC:

Certain pieces of equipment are eligible for rebuilds when the hours of the machine gets to a certain point in their life cycle. Instead of purchasing a brand new piece of equipment the option of a rebuild is a better option when it comes to cost savings. On a scraper these machines can be rebuilt two different times, the first rebuild happens when the hour meter reaches 12,000 hours and the 2nd rebuild happens when the machine reaches 22,000 hours. When a certified powertrain rebuild is performed from CAT it offers a like new machine with a like new warranty. Prior to the machine going in for a rebuild the machine has overgone a complete inspection to determine any large items that need to be addressed. The machine then goes in to the shop and gets completely disassembled and rebuilt from the ground up. The warranty on the machine is a 3 year 5000 hour powertrain and hydraulic warranty. All Cat Certified Power Train components are painted. The cost of the CPT Rebuild is \$432,702.12. The Scraper currently has 12,031 hours and will continue to be used until it goes in to the shop. Completing a CPT on the machine will help in reducing costs on major equipment failures once they get to a certain amount of hours on the machine.

ALL OPTIONS:

- 1.) Approve the Certified Powertrain Rebuild (CPT) for #321 Scraper from Foley Equipment in the amount of \$432,702.12 which is in line with the CIP Equipment Replacement/Rebuild Plan at the solid waste department.
- 2.) Postpone the Rebuild on the scraper to another year
- 3.) Purchase a new scraper to replace the 623G #321

RECOMMENDATION / REQUEST:

Approve the Certified Powertrain Rebuild on #321 Scraper from Foley Equipment in the amount of \$432,702.12

POLICY / FISCAL IMPACT:

This purchase is part of the CIP Equipment Replacement plan in the solid waste budget. The funds will come out of the capitol outlay equipment line item and it is within the budget.



3/2/2022

Reno County Solid Waste

attn.: Megan Davidson

Subject: 623G sn# DBC00431

Hours 12,009

Unit # 321

Bowl sn#DBY00431

Caterpillar Certified Power Train Rebuild:

Perform as per Caterpillar guidelines and address additional power train related concerns found on the inspection performed on 2/01/2022
Inspection was done by Keith Backman

Items covered under the certified power train rebuild

- * *clean machine prior to start of rebuild*
- * *recondition engine*
- * *recondition cooling system to include new radiator cores*
- * *reconditioning of cooling fan pulleys and belts*
- * *replace exhaust system with new*
- * *replace alternator with reman*
- * *replace starter with reman*
- * *replace all rubber fuel lines*
- * *replace all new rubber intake hoses*
- * *replace powertrain wiring harness's, (switches and sensors included)*
- * *replace batteries, battery cables and master switch*
- * *recondition drive line*
- * *recondition final drives*
- * *recondition of brakes*
- * *replace all power train related hydraulic hoses*
- * *recondition steering piston pump*
- * *recondition piston motor*
- * *recondition transmission*
- * *recondition torque convertor*

Plus items

Cab

- * *recondition air conditioning system*
- * *replace seat with air seat*
- * *replace "all hoses" grease lube system*
- * *repair cab to include, floor mat, headliner, etc.*
- * *repair ac access door latches*
- * *replace foam seal around air intake system for cab air on front of cab*
- * *recondition door to include new latches and seals*
- * *replace left hand sliding window frame*

Hydraulic system

- * recondition implement pump
- * replace "all hoses" hydraulic system
- * replace elevator pump with reman
- * reseal hydraulic control valves for the scraper bowl and drive
- * replace inlet screen on hydraulic tank with new

Hitch

- * recondition hydraulic steering cylinders
- * recondition articulation hitch
- * recondition cushion hitch
- * recondition hitch stops / steering stops
- * replace servo steering feed back cylinder

Bowl

- * recondition hydraulic lift cylinders for the bowl
- * recondition ejector cylinder
- * recondition sliding floor cylinder
- * install new trunion bearings & caps on the draft arms
- * replace all rollers, idlers, sprockets and chains for elevator
- * replace all chain flights & hardware to mount them
- * rebuild rear brakes
- * new cutting edges
- * replace all bowl & ejector slides and rollers
- * replace wear strips on floor and side rails for floor rollers
- * repack wheel bearings new seals for rear wheels
- * replace all wiring harness's on bowl
- * repair damage to right rear fender and straighten

- * perform all required power train related updates
- * performance test of completed powertrain system
- * install a Caterpillar issued sn. tag stating that a CPT has been performed

- * *paint machine* Sand & prep machine for painting.
Paint machine to original factory scheme.
Apply original type machine decals
and Certified Power Train decals.

Warranty : **3 year 5000 hour power train & hydraulic warranty.**

Guaranteed CPT + price \$432,702.12

* Turn - around on this rebuild will be 10 to 12 weeks

** Note: Due to back ordered parts issues we now preorder all the parts ahead of the rebuild and when they have been received we then will start on the rebuild.*

** Once the rebuild is completed and the completed documents submitted to Caterpillar Inc. the machine will be registered at Caterpillar Inc. as having received a Cat Certified Power Train Rebuild.*

** this quote does not cover hauling of the machine to and from our Wichita rebuild center.*

This quote is based upon acceptance of Foley's standard terms and conditions.
Prices quoted include the specific services listed and do not include freight , applicable taxes or additional services .
Standard warranty applies unless otherwise noted .



AGENDA ITEM

AGENDA ITEM #6.F

AGENDA DATE: March 22, 2022

PRESENTED BY: Don Brittain, Public Works Director

AGENDA TOPIC:

Agreement between Reno County and JEO Consulting Group, Inc. for Professional Services for 4th Avenue Bridge repairs over Cow Creek Drainage.

SUMMARY & BACKGROUND OF TOPIC:

This project will repair the West abutment for the 4th Avenue Bridge over Cow Creek Drainage. The West abutment backwall is in a state of disrepair with the expansion device broken and the backwall delaminated over its height. JEO Consulting Group, Inc. will design a semi-integral abutment with tied concrete approach slab, like the design solution provided for 4th Avenue over the Arkansas River in 2012. Traffic will be detoured during construction.

JEO will make a second site visit (if needed) and develop office check plans for the semi-integral West abutment with tied 33-ft. concrete approach slab. Permits are not anticipated as the impacted area is less than 1 acre. JEO will provide traffic control plans for a signed detour during construction. The detour route will be evaluated with Reno County Public Works before developing plans. No right-of-way or easement impacts are anticipated. Final Plans and necessary specification will be included in the bid documents JEO will prepare for project letting. JEO will provide "designer construction services," including RFI's, attending the preconstruction meeting and site visits. An engineer's estimate of probable construction cost will be provided at each milestone submittal, and whenever a scope change to the project introduces a significant variance to the previous construction cost estimate.

ALL OPTIONS:

1. Sign and approve the Agreement between Reno County and JEO Consulting Group, Inc. for Professional Services.
2. Deny the Agreement between Reno County and JEO Consulting Group, Inc. for Professional Services.

RECOMMENDATION / REQUEST:

Sign and approve the Agreement between Reno County and JEO Consulting Group, Inc. for Professional Services.

POLICY / FISCAL IMPACT:

Professional Services for an unexpected emergency repair to the 4th Avenue Bridge over the Cow Creek Drainage Canal. To be funded out of the Special Road Improvement Fund 094.



**AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of _____ (“Effective Date”) between Reno County (“Owner”) and JEO Consulting Group, Inc. (“Engineer”).

Owner’s project, of which Engineer’s services under this Agreement are a part, is generally identified as follows:

4th Avenue Bridge Repairs over Cow Creek Drainage (“Project”).

JEO Project Number: 220305.00

Owner and Engineer further agree as follows:

ARTICLE 1 - SERVICES OF ENGINEER

1.01 Scope

- A. Engineer shall provide, or cause to be provided, the services set forth herein and in Exhibit A.

ARTICLE 2 - OWNER’S RESPONSIBILITIES

2.01 Owner Responsibilities

- A. Owner responsibilities are outlined in Section 3 of Exhibit B.

ARTICLE 3 - COMPENSATION

3.01 Compensation

- A. Owner shall pay Engineer as set forth in Exhibit A and per the terms in Exhibit B.
- B. The fee for the Project is: \$15,120.00 (Lump Sum)
- C. The Standard Hourly Rates Schedule shall be adjusted annually (as of approximately January 1st) to reflect equitable changes in the compensation payable to Engineer. The current hourly rate schedule can be provided upon request.

ARTICLE 4 - EXHIBITS AND SPECIAL PROVISIONS

4.01 Exhibits

Exhibit A – Scope of Services
Exhibit B – General Conditions

4.02 Total Agreement

A. This Agreement (consisting of pages 1 to 2 inclusive, together with the Exhibits identified as included above) constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Owner:

The Governing Board of Reno County, Kansas
206 W. 1st St.
South Hutchinson, KS 67505

By: _____

Title: Chairman, Board of Commissioners

Date Signed: _____

By: 

Title: Public Works Director

Date Signed: 3-9-2022

Attest:

By: _____


Title: County Clerk (Seal)

Address for giving notices:

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

Engineer:

JEO Consulting Group, Inc.
727 N Waco Ave, Suite 260
Wichita, KS 67203

By: 

Title: Project Manager

Date Signed: 3/8/2022

Address for giving notices:

JEO Consulting Group, Inc.
727 N Waco Ave, Suite 260
Wichita, KS 67203

EXHIBIT A
Scope of Services
Project Name
JEO Project No. 220305.00

PROJECT UNDERSTANDING:

This project repairs the west abutment for the 4th Avenue Bridge over Cow Creek Drainage. The west abutment backwall is in a state of disrepair with the expansion device broken and the backwall delaminated over its height. JEO will design a semi-integral abutment with tied concrete approach slab, like the design solution provided for 4th Avenue over the Arkansas River in 2012. Traffic will be detoured during construction.

PROJECT APPROACH:

JEO will make a second site visit (if needed) and develop office check plans for the semi-integral west abutment with tied 33-ft concrete approach slab. Permits are not anticipated as the impacted area is less than 1 acre. JEO will provide traffic control plans for a signed detour during construction. The detour route will be evaluated with Reno County Public Works before developing plans. No right-of-way or easement impacts are anticipated. Final Plans and necessary specification will be included in the bid documents JEO will prepare for project letting. JEO will provide “designer construction services”, including RFI’s, attending the preconstruction meeting, and site visits. An engineer’s estimate of probable construction cost will be provided at each milestone submittal, and whenever a scope change to the project introduces a significant variance to the previous construction cost estimate.

SCOPE OF SERVICES:

1 PROJECT MANAGEMENT

- 1.1 Review of Documentation and Information
- 1.2 Project/Contract Management
- 1.3 Coordination with Reno County Public Works
- 1.4 Invoicing/Progress Updates

2 DESIGN

2.1 OFFICE CHECK

- a. Bridge Plans
- b. Erosion Control and Seeding
- c. Traffic Control Plans

2.2 Final Plans

- a. Incorporate County Comments from Office Check
- b. Detailed Cost Estimate

3 ADVERTISEMENT AND BIDDING

- 3.1 Project Special Provisions (if applicable)
- 3.2 Bid Documents
- 3.3 Plans
- 3.4 Answer Bidding Questions
- 3.5 Attend Bid Opening; Review Bids

4 CONSTRUCTION PERIOD SERVICES

- 4.1 Attend Preconstruction Meeting
- 4.2 Answer Construction Questions
- 4.3 Site Visit (1)

5 FEE:

- 5.1 The cost to provide the above-mentioned services will be a lump sum, not to exceed fee of \$15,120.00.
- 5.2 This fee includes JEO's billable time and overhead expenses including telephone calls, copying, postage, travel and meals that are included in our hourly rates and fees. Any additional services beyond the Scope of Service will be provided on a billable time basis in accordance with our standard Hourly Rate Schedule. JEO will not perform any out-of-scope services without express written permission from the Owner.

| 5.3 | FEE PER PHASE OR TASK | FEE | % OF TOTAL |
|-----|---|--------------------|------------|
| a. | Fee below is provided by task, including percentages. JEO will not charge the Owner more than the total fee shown thru the phase currently worked on. | | |
| | i. Project Management | \$ 1,065.00 | 7% |
| | ii. Office Check | \$ 9,855.00 | 65% |
| | iii. Final Plans | \$ 1,110.00 | 7% |
| | iv. Advertisement and Bidding | \$ 1,215.00 | 8% |
| | v. Construction Period Services | <u>\$ 1,875.00</u> | <u>13%</u> |
| | Total | \$ 15,120.00 | 100% |

6 PAYMENT:

- 6.1 We will invoice you monthly for work completed to date, payment is due upon receipt. Invoices unpaid after 30 days will accrue interest at 12% per annum (1.0%/month).

7 ESTIMATED FRAME:

- 7.1 The following is the estimated time frame for this project. All dates are estimated, subject to acceptance day with Reno County.
 - a. Obtain Owner supplied data – April 4, 2022
 - b. Office Check – May 2, 2022
 - c. Final Plans – May 30, 2022
 - d. Bid Opening – July 11, 2022

8 OWNER RESPONSIBILITY:

- 8.1 The Owner will provide the following information to the Engineer/Consultant:
 - a. Access to all project sites.
 - b. Copy of relevant information in the bridge folder for the existing bridge, including plans and SI&A sheet.
 - c. Construction inspection.

9 EXCLUSIONS:

- 9.1 SWPPP administration and inspections.
- 9.2 Bridge load rating

4th Avenue Bridge Repair over Cow Creek Drainage

March 8, 2022

Page 3

9.3 Survey

9.4 Utility coordination

9.5 Construction inspection

10 GENERAL CONDITIONS

10.1 JEO's general conditions are attached as Exhibit B.

JEO CONSULTING GROUP INC ■ JEO ARCHITECTURE INC

GENERAL CONDITIONS

1. SCOPE OF SERVICES: JEO Consulting Group, Inc. (JEO) shall perform the services described in Exhibit A. JEO shall invoice the client for these services at the fee stated in Exhibit A.

2. ADDITIONAL SERVICES: JEO can perform work beyond the scope of services, as additional services, for a negotiated fee or at fee schedule rates.

3. CLIENT RESPONSIBILITIES: The client shall provide all criteria and full information as to the client's requirements for the project; designate and identify in writing a person to act with authority on the client's behalf in respect to all aspects of the project; examine and respond promptly to JEO's submissions; and give prompt written notice to JEO whenever the client observes or otherwise becomes aware of any defect in work.

Unless otherwise agreed, the client shall furnish JEO with right-of-access to the site in order to conduct the scope of services. Unless otherwise agreed, the client shall also secure all necessary permits, approvals, licenses, consents, and property descriptions necessary to the performance of the services hereunder. While JEO shall take reasonable precautions to minimize damage to the property, it is understood by the client that in the normal course of work some damage may occur, the restoration of which is not a part of this agreement.

4. TIMES FOR RENDERING SERVICES: JEO's services and compensation under this agreement have been agreed to in anticipation of the orderly and continuous progress of the project through completion. Unless specific periods of time or specific dates for providing services are specified in the scope of services, JEO's obligation to render services hereunder shall be for a period which may reasonably be required for the completion of said services.

If specific periods of time for rendering services are set forth or specific dates by which services are to be completed are provided, and if such periods of time or date are changed through no fault of JEO, the rates and amounts of compensation provided for herein shall be subject to equitable adjustment. If the client has requested changes in the scope, extent, or character of the project, the time of performance of JEO's services shall be adjusted equitably.

5. INVOICES: JEO shall submit invoices to the client monthly for services provided to date and a final bill upon completion of services. Invoices are due and payable within 30 days of receipt. Invoices are considered past due after 30 days. Client agrees to pay a finance charge on past due invoices at the rate of 1.0% per month, or the maximum rate of interest permitted by law.

If the client fails to make any payment due to JEO for services and expenses within 30 days after receipt of JEO's statement, JEO may, after giving 7 days' written notice to the client, suspend services to the client under this agreement until JEO has been paid in full all amounts due for services, expenses, and charges.

6. STANDARD OF CARE: The standard of care for all services performed or furnished by JEO under the agreement shall be the care and skill ordinarily used by members of JEO's profession practicing under similar circumstances at the same time and in the

same locality. JEO makes no warranties, express or implied, under this agreement or otherwise, in connection with JEO's services.

JEO shall be responsible for the technical accuracy of its services and documents resulting therefrom, and the client shall not be responsible for discovering deficiencies therein. JEO shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in client furnished information.

7. REUSE OF DOCUMENTS: Reuse of any materials (including in part plans, specifications, drawings, reports, designs, computations, computer programs, data, estimates, surveys, other work items, etc.) by the client on a future extension of this project, or any other project without JEO's written authorization shall be at the client's risk and the client agrees to indemnify and hold harmless JEO from all claims, damages, and expenses including attorney's fees arising out of such unauthorized use.

8. ELECTRONIC FILES: Copies of Documents that may be relied upon by the client are limited to the printed copies (also known as hard copies) that are signed or sealed by JEO. Files in electronic media format of text, data, graphics, or of other types that are furnished by JEO to the client are only for convenience of the client. Any conclusion or information obtained or derived from such electronic files shall be at the user's sole risk.

a. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it shall perform acceptance tests or procedures within 30 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 30 day acceptance period shall be corrected by the party delivering the electronic files. JEO shall not be responsible to maintain documents stored in electronic media format after acceptance by the client.

b. When transferring documents in electronic media format, JEO makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by JEO at the beginning of the project.

c. The client may make and retain copies of documents for information and reference in connection with use on the project by the client.

d. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

e. Any verification or adaptation of the documents by JEO for extensions of the project or for any other project shall entitle JEO to further compensation at rates to be agreed upon by the client and JEO.

9. SUBCONSULTANTS: JEO may employ consultants as JEO deems necessary to assist in the performance of the services. JEO shall not be required to employ any consultant unacceptable to JEO.

10. INDEMNIFICATION: To the fullest extent permitted by law, JEO and the client shall indemnify and hold each other harmless and their respective officers, directors, partners, employees, and

JEO CONSULTING GROUP INC ■ JEO ARCHITECTURE INC GENERAL CONDITIONS

consultants from and against any and all claims, losses, damages, and expenses (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) to the extent such claims, losses, damages, or expenses are caused by the indemnifying parties' negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of JEO and the client, they shall be borne by each party in proportion to its negligence.

11. INSURANCE: JEO shall procure and maintain the following insurance during the performance of services under this agreement:

- a. Workers' Compensation: Statutory
- b. Employer's Liability
 - i. Each Accident: \$500,000
 - ii. Disease, Policy Limit: \$500,000
 - iii. Disease, Each Employee: \$500,000
- c. General Liability
 - i. Each Occurrence (Bodily Injury and Property Damage): \$1,000,000
 - ii. General Aggregate: \$2,000,000
- d. Auto Liability
 - i. Combined Single: \$1,000,000
- e. Excess or Umbrella Liability
 - i. Each Occurrence: \$1,000,000
 - ii. General Aggregate: \$1,000,000
- f. Professional Liability:
 - i. Each Occurrence: \$1,000,000
 - ii. General Aggregate: \$2,000,000
- g. All policies of property insurance shall contain provisions to the effect that JEO and JEO's consultants' interests are covered and that in the event of payment of any loss or damage the insurers shall have no rights of recovery against any of the insureds or additional insureds thereunder.
- h. The client shall require the contractor to purchase and maintain general liability and other insurance as specified in the Contract Documents and to cause JEO and JEO's consultants to be listed as additional insured with respect to such liability and other insurance purchased and maintained by the contractor for the project.
- i. The client shall reimburse JEO for any additional limits or coverages that the client requires for the project.

12. TERMINATION: This agreement may be terminated by either party upon 7 days prior written notice. In the event of termination, JEO shall be compensated by client for all services performed up to and including the termination date. The effective date of termination may be set up to thirty (30) days later than otherwise provided to allow JEO to demobilize personnel and equipment from the site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble project materials in orderly files.

13. GOVERNING LAW: This agreement is to be governed by the law of the state in which the project is located.

14. SUCCESSORS, ASSIGNS, AND BENEFICIARIES: The client and JEO each is hereby bound and the partners, successors, executors, administrators and legal representatives of the client

and JEO are hereby bound to the other party to this agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, with respect to all covenants, agreements and obligations of this agreement.

a. Neither the client nor JEO may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) in this agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment shall release or discharge the assignor from any duty or responsibility under this agreement.

b. Unless expressly provided otherwise in this agreement: Nothing in this agreement shall be construed to create, impose, or give rise to any duty owed by the client or JEO to any contractor, contractor's subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them.

c. All duties and responsibilities undertaken pursuant to this agreement shall be for the sole and exclusive benefit of the client and JEO and not for the benefit of any other party.

15. PRECEDENCE: These standards, terms, and conditions shall take precedence over any inconsistent or contradictory language contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding JEO's services.

16. SEVERABILITY: Any provision or part of the agreement held to be void or unenforceable shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the client and JEO, who agree that the agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

17. E-VERIFY: JEO shall register with and use the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986, to determine the work eligibility status of new employees physically performing services within the state where the work shall be performed. Engineer shall require the same of each consultant.



AGENDA ITEM

AGENDA ITEM #6.G

AGENDA DATE: March 22, 2022

PRESENTED BY: Don Brittain, Public Works Director

AGENDA TOPIC:

Public Works purchase of a 2022 3/4 Ton Dodge Ram 2500 Tradesman Crew Cab 4x4 from Allen Samuels, Hutchinson, Kansas, for a cost of \$45,711.00.

SUMMARY & BACKGROUND OF TOPIC:

The 2022 3/4 Ton Dodge Ram 2500 Tradesman Crew Cab 4x4 will be replacing a truck we currently have that we will be selling on PurpleWave later this year in 2022.

ALL OPTIONS:

1. Approve the bid from Allen Samuels, Hutchinson, Kansas, in the amount of \$45,711.00.
2. Deny the purchase.

RECOMMENDATION / REQUEST:

Award bid for a 2022 3/4 Ton Dodge Ram 2500 Tradesman Crew Cab 4x4 to Allen Samuels, Hutchinson, Kansas.

POLICY / FISCAL IMPACT:

Budgeted for 2022 per the CIP. Public Works Fund 007 Operational Equipment per Equipment Plan.



AGENDA ITEM

AGENDA ITEM #6.H

AGENDA DATE: March 22, 2022

PRESENTED BY: Mark Vonachen

AGENDA TOPIC:

Planning Case #2021-15 - A request by Jesse Keim for a conditional use permit to establish a manufacturing facility to construct kitchen cabinets and other wood products. The property is located at 11203 S. Obee Road which is at the southwest corner of E. Greenfield Road and S. Obee Road

SUMMARY & BACKGROUND OF TOPIC:

The owner requests a conditional use permit to establish a manufacturing facility of kitchen cabinets and other wood products at his residence located at 11203 S. Obee Road. The current zoning on the parcel is AG - Agricultural District.

The parcel is approximately 37.38 acres of land. The facility will be located inside an existing agricultural shed which will be converted into the manufacturing facility. This manufacturing facility currently exists at 10410 S. Yoder Road which is at the southeast corner of S. Yoder Road and K-96 Highway. The proposal is to re-locate this existing facility to the owner's property due to the lease expiring in 2022.

One other person, besides the owner, is employed by the business with the owner possibly hiring another person in the future. An average of three customers per week is anticipated to visit the new location. Finished products are delivered by standard pick-up trucks. No products are stored outside.

The Planning Commission recommended approval of the request by a 6-0 vote based on the seven factors. The Planning Commission attached seven conditions of approval and also recommended granting a waiver of the loading space requirement.

ALL OPTIONS:

The County Commissioners may:

1. Approve of the request as recommended by the Planning Commission
2. Approve of the request and modify the Factors or conditions of approval
3. Deny the request
4. Return the request back to the Planning Commission with specific questions to be answered
5. Table the request for further review

RECOMMENDATION / REQUEST:

Consideration of the Planning Commission recommendation to approve of the conditional use permit request.

POLICY / FISCAL IMPACT:

None



REZONING/CONDITIONAL USE PERMIT APPLICATION

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

AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED.

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

A. Applicant/Owner Jesse Keim

Mailing Address 11203 S. Obee Rd. Haven Ks. 67543

Phone 620 465 1180 Email Yoderwood@Ibyfax.com

B. Agent NA

Mailing Address _____

Phone _____ Email _____

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

2. The applicant hereby requests

_____ A change of zoning from _____ to _____.
 A Conditional Use for the following: To manufacture cabinets and wood products at my residence.

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

NE 1/4 sec:34 TWP: 24 S. Rge: 5 W.



4. This property address is: 11203 S. Obee Rd. Haven Ks 67543

The general location is (use appropriate section):

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

B. On the _____ (N, S, E, W) side of _____ (Road) between _____ (Road) and _____ (Road).

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

Reason for conditional use permit is to operate my cabinet manufacturing company at my residence. The company is currently operating at another location and would be moved. Reason for moving is because my Real Estate agreement at the current location will terminate in 2022. 2nd reason is because I want to be available to my family as the children grow up. To spend more time with them over lunch and after hours. most important, to see enough of my children that I might pass on the values and beliefs that I was given.

Jesse L. Zeman



RECEIVED
NOV 12 2021
RENO COUNTY
PUBLIC WORKS DEPT

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

James F. Stein

(Owner)

Devin K Keim

(Owner)

By _____
Authorized Agent (if any)

By _____
Authorized Agent (if any)

OFFICE USE ONLY:

Received by the Zoning Administrator, at 12:30 (A.M.) (P.M.) on this 15th day of December,
2021, together with the appropriate fee of \$300.

Fee received on 12/15/21

Max Vorobek / County Planner II
Name and Title

Yoder Wood Products Inc.
11203 S. Obee Rd.
Haven Ks 67543



I am requesting a conditional use Permit to operate my business on NE $\frac{1}{4}$ sec:34 Twp:24 S. Rge 5 W. This is also my residence.

I request a waiver for the required truck dock, since all my materials are unloaded out the side of tarp covered trucks. We have been in business 25+ years and do not feel that we have any use for a truck dock.

Business hours are 8 to 5. At no point even during business hours shall the noise be beyond reasonable.

No external night - yard lights or noise or traffic after hours.

No products or materials to be stored or displayed or sold, outside the building.

Parking lot is to be gravel. Measuring approx. 200 x 100. square. This will be more than sufficient to provide 13 total parking spaces divided appropriately for employees and customers, and plenty of room to unload delivery trucks. (Adjacent Road is Gravel)

No additional landscaping or fence.

I will have one sign on the building and one sign off the premises.

Request to pre approve in future to enclose the existing open Lean to's and/or extend my building west 40 feet.

Yoder Wood Products Manufactures cabinets and other wood products. We are a small company with one employee and estimating 2 employees in 10 years. Raw lumber is delivered on trucks and stored indoors. Finished cabinets are delivered via cargo trailer and 3rd party drivers. We average one job every 3 weeks. We average 3 customers per week, 1 delivery truck every 2 weeks. This is a family business that my dad started in 1994. I have been involved for eight years, and acquired ownership in 2021.

I intend to oversee this business for the next 20 - 40 years, depending on the availability of a candidate to pass on ownership at that time.

Setbacks from building are 426 ft. North to Greenfield Rd. 90 ft. to lagoon 195 ft. to water well 243 ft. to property line.

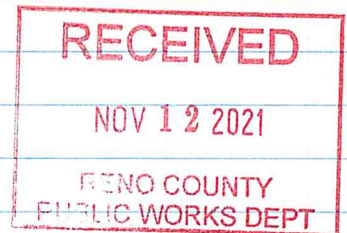
I will have separate bathrooms for customers and employee - personnel use.

All trailers and machinery to be stored in metal yard fence, not visible from the front.

The existing building totals approx. 6,200 sq. ft. of that, 4,000 will be manufacturing area and 2,200 will be storage - office - showroom - bathroom.

Water and Sewage for bathrooms to connect to existing facilities, on property.

Jesse R. Yeim



■ = Bathrooms

RECEIVED
NOV 12 2021
RENO COUNTY
PUBLIC WORKS DEPT

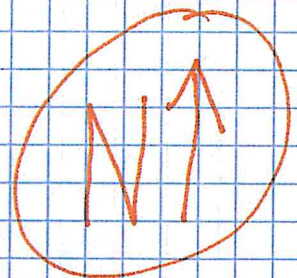
Green field Rd. 425 ft.

1 Squire is 10 feet

NE 1/4 section TWP:24
S Rge: 5 W

water well
195'

frees →

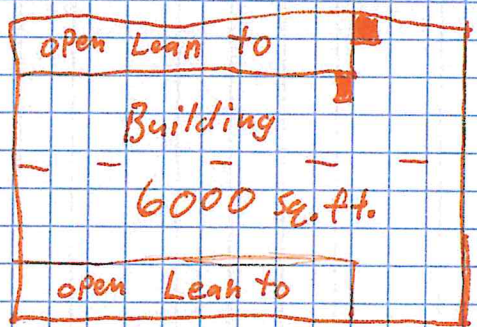


90' ↓

Metal Yard fence
Machinery Yard
gravel

fence →

Property Line
Doe Rd



6 customer or employee park spaces

200 x 100
Gravel
Parking lot

250 ft to building entrance

7 Customer Park Spaces

truck unloading zone

gravel

gravel

gravel

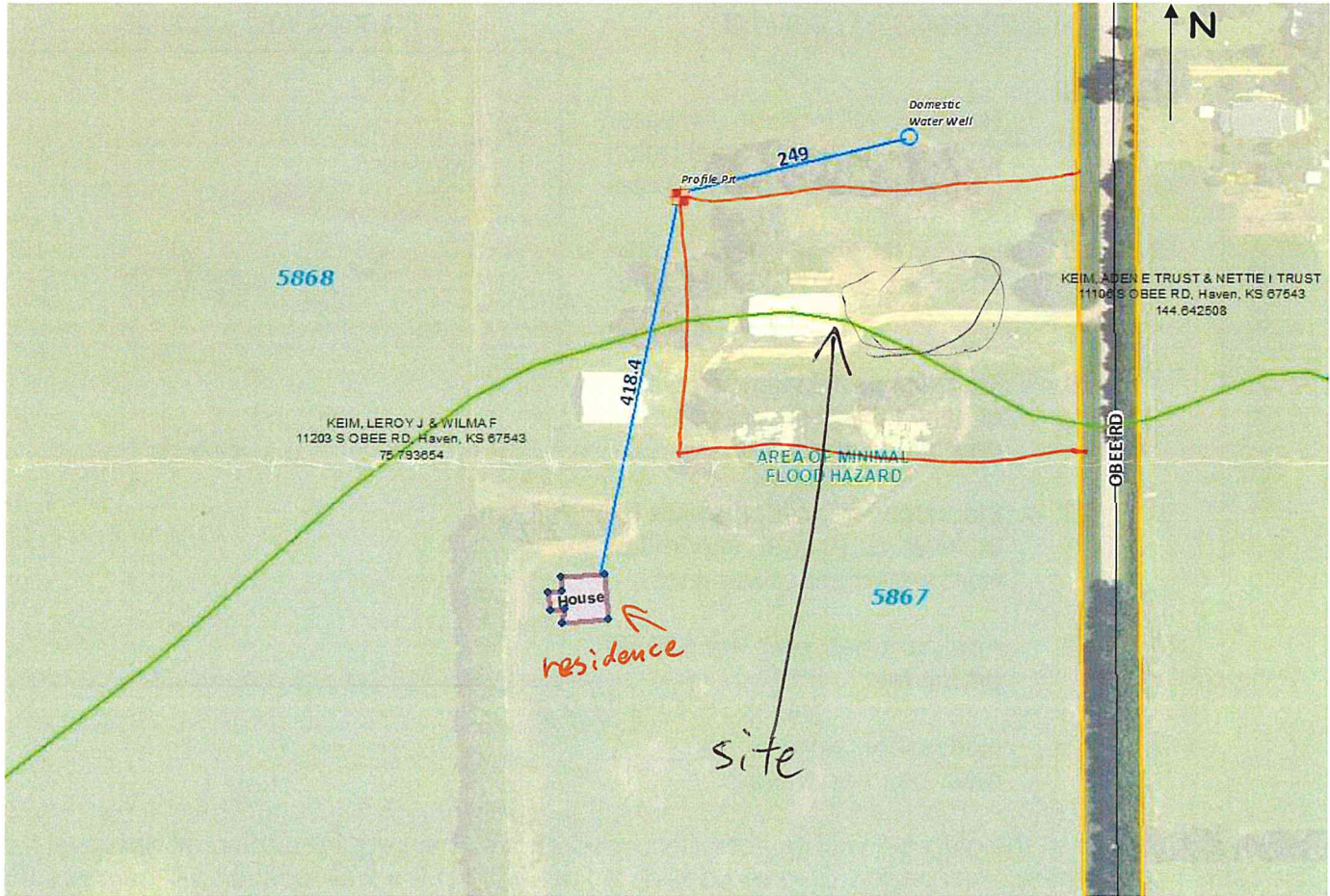


Reno County Health Department
209 W 2nd Hutchinson KS 67501 Phone: 620-694-2900 Fax: 620-665-8883

Address: 11203 S. Obee Rd. City/State/Zip: Haven, KS 67543

Property Owner: Jesse Keim PID: 0781683400000001000

Map and Measurements are for sanitation code purposes only.



RECEIVED
NOV 12 2021
RENO COUNTY
PUBLIC WORKS DEPT



***Comments
Jesse Keim
Case #2021-15***

RENO COUNTY DEPARTMENTS

Darcy Basye, Reno County Health Department

The comments provided under zoning permit #7875 would be the same for the conditional use permit. See attached environmental assessments.

OTHER AGENCIES

None

WRITTEN PUBLIC COMMENTS – IN FAVOR OF THE PETITION

None

WRITTEN PUBLIC COMMENTS – NEUTRAL ON THE PETITION

None

WRITTEN PUBLIC COMMENTS – AGAINST THE PETITION

None

RENO CO HEALTH DEPT

209 West 2nd, Hutchinson, KS 67501-5232 phone 620-694-2900 fax 620-694-2901

ENVIRONMENTAL ASSESSMENT - WASTEWATER



Property Address: 11203 S Obee Rd City/State/Zip: Haven, KS 67543 PID#: 168340000001000
 Owner: Keim, Jesse Lee Phone/Email: _____
 Special Instructions: _____
 Initial Inspection Follow-up Inspection Visit Number ____ Trip charge applied Office Review Only
 Re-inspection Required Date: n/a Zoning Permit/Case #: 7875

Existing System? Y N System Type*: M-40 Lagoon
 Installation date: 10-1-2028 Location: ~418' NE of house
 Code Violations observed: N/A Office review

Corrective Actions: N/A Office review

System is not currently in use. No evidence of sanitation code violations relating to the operation/functioning of the wastewater system. However, sanitation code violations may become apparent upon occupancy of house and use of system.
 *Enhanced Treatment Systems are required to be inspected annually from the date of installation. A copy of the inspection report and documentation of any repairs indicated on the inspection is to be filed with the Health Department within 60 days of the anniversary date listed below.
 The next inspection for this property is due on: _____

Setback Issues: No setback issues identified from office review.

Reserve area is required as a potential location to replace existing lateral field in the event of failure
 Reserve Area Identified: Y N _____
 Where: West or North of current lagoon
 Any Limitations: Building additions must be 2.5 times the building height away from the outside of the lagoon's berm for proper wind action and sunlight so that lagoon's biological functions are not disrupted and so the lagoon will properly function

Comments: Based on site plan, conversation with owner, final inspection report 10-1-2018, the proposed business and building additions would not interfere with the current lagoon. If any new wastewater system is needed in the future please contact the Environmental Section to start the permit process. More information can be found at <https://www.renogov.org/660/Septic-Systems-Enhanced-Treatment-Lagoon>

Profile Pit Y N N/A Scheduled Appointment: _____
 Handouts Given: see website

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

Signature: *Jesse Keim* 9-18-2021
Environmental Health Specialist Date



RENO COUNTY HEALTH DEPARTMENT

209 West 2nd, Hutchinson, KS 67501-5232 phone 620-694-2900 fax 620-694-2901

ENVIRONMENTAL ASSESSMENT - WELL WATER



Property Address: 11203 S Obee Rd City/State/Zip: Haven, KS 67543 PID#: 168340000001000

Owner: Keim, Jesse Lee Phone/Email: _____

Special Instructions: _____

Initial Inspection Follow-up Inspection Visit Number _____ Trip Charge Applied Office Review Only

Re-inspection Required Date: N/A

Existing System? Y N

Zoning Permit/Case #: 7875

| Domestic Drinking Water Well | Domestic Irrigation/Livestock Well |
|---|---|
| Code Violations: <u>N/A Office review</u> | Code Violations: <u>N/A Office review</u> |
| Corrective Actions: _____ | Corrective Actions: _____ |
| Est. distance well to: Septic tank _____ Lateral field _____ Other _____ | Est. distance well to: Septic tank _____ Lateral field _____ Other _____ |
| Location: _____ | Location: _____ |
| Well Cap: Sanitary seal: <input type="checkbox"/> Yes <input type="checkbox"/> No Vented: <input type="checkbox"/> Yes <input type="checkbox"/> No | Well Cap: Sanitary seal: <input type="checkbox"/> Yes <input type="checkbox"/> No Vented: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Well Casing: ≥12" above grade: <input type="checkbox"/> Yes <input type="checkbox"/> No Intact: <input type="checkbox"/> Yes <input type="checkbox"/> No | Well Casing: ≥12" above grade: <input type="checkbox"/> Yes <input type="checkbox"/> No Intact: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Conduit Adequate: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No | Conduit Adequate: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Pump Type: <input type="checkbox"/> Submersible <input type="checkbox"/> Top Mount | Pump Type: <input type="checkbox"/> Submersible <input type="checkbox"/> Top Mount |
| Backflow Prevention: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No | Backflow Prevention: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Method: _____ | Method: _____ |
| *Water well casing alterations may only be completed by the property owner or a water well contractor. | *Water well casing alterations may only be completed by the property owner or a water well contractor. |
| <input type="checkbox"/> Construction in compliance with Code | |
| <input type="checkbox"/> Construction not in compliance with Code | |

Setbacks: No setback issues identified from office review.

Setbacks in compliance with code Setbacks not in compliance with code

Comments: Based on site plan, conversation with owner, final inspection report 10-1-2018, the proposed business and building additions would not interfere with the current well. If a new well is needed in the future please contact the Environmental Section to start the permit process. More information can be found at <https://www.renogo.gov/659/Water-Wells>

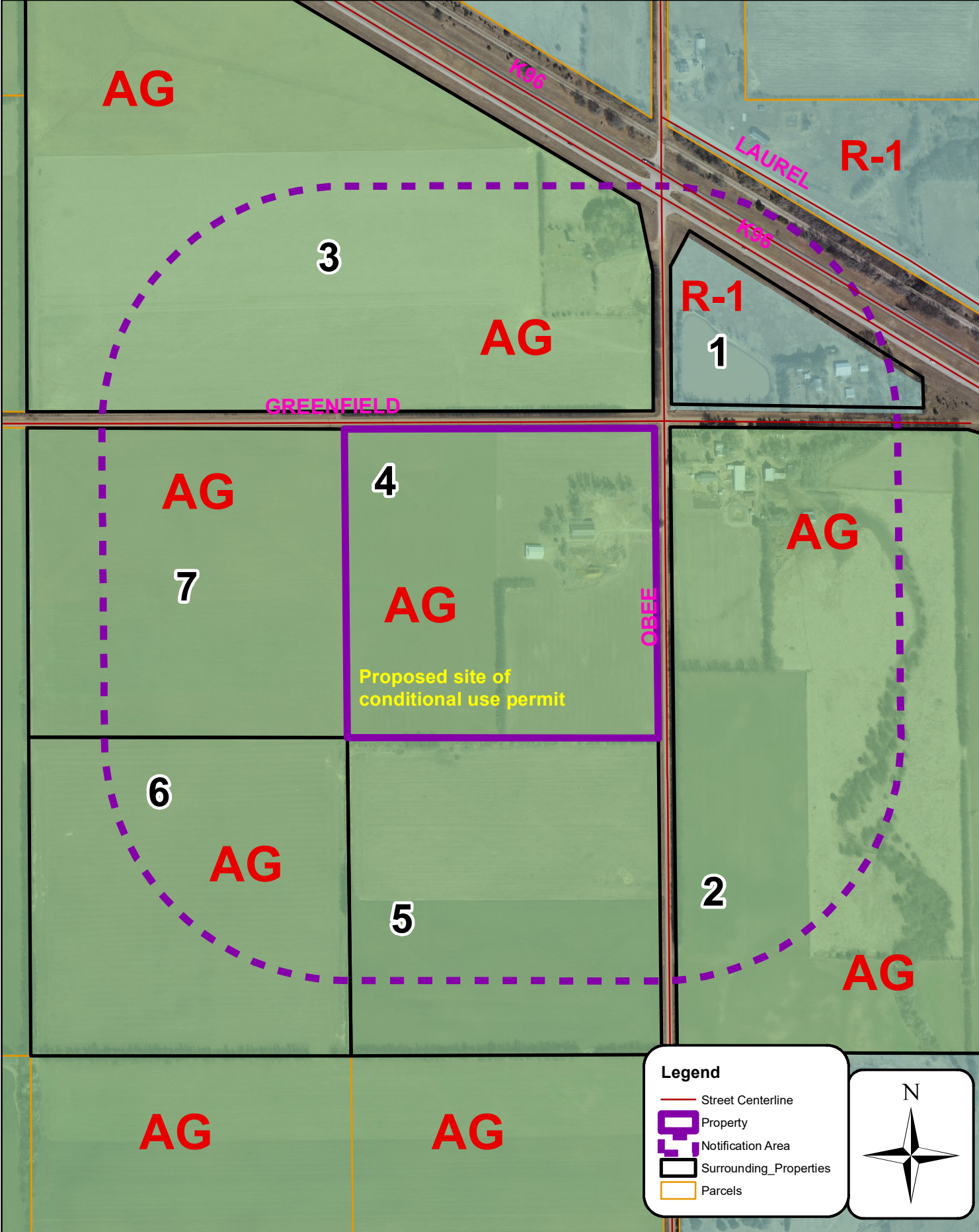
Handouts Given: see website

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

Signature [Signature] Date 9-18-2021
Environmental Health Specialist
F/Masters/EH/EnvironmentalAssessmentWaterWell 08/17



Property Ownership/Zoning Map
Case #2021-15



Jesse Keim
Property Ownership List
Case #2021-15

| | A | B | C | D | E |
|---|-----|-----------------|--|---|--|
| 1 | PO# | PIN | OWNER | OWNER ADDRESS | PROPERTY ADDRESS |
| 2 | 1 | 167260000006000 | HEIDEBRECHT, GARY W & TERRI | 4908 E GREENFIELD RD HAVEN, KS 67543 | 4908 E GREENFIELD RD, Haven, KS 67543 |
| 3 | 2 | 167350000002000 | KEIM, ADEN E TRUST & NETTIE I TRUST | 11112 S OBEE RD HAVEN, KS 67543 | 11106 S OBEE RD, Haven, KS 67543 |
| 4 | 3 | 168270000009010 | SCHROCK TRUST | C/O SCHROCK, ELI S & WILMA 2496 NAVAJO RD FRANKFORT, KS 66427 | 00000 S OBEE RD, Haven, KS 67543 |
| 5 | 4 | 168340000001000 | KEIM, JESSE LEE | 11203 S OBEE RD HAVEN, KS 67543 | 11203 S OBEE RD, Haven, KS 67543 |
| 6 | 5 | 168340000001010 | KEIM, LEROY J & WILMA F | 10409 S YODER RD HAVEN, KS 67543 | 00000 S OBEE RD, Haven, KS 67543 |
| 7 | 6 | 168340000002000 | YODER, THOMAS J REV TRUST & VERA T REV TRUST | 5614 W LONGVIEW RD HUTCHINSON, KS 67501 | 00000 E GREENFIELD RD, Haven, KS 67543 |
| 8 | 7 | 168340000002010 | YODER, THOMAS J REV TRUST & VERA T REV TRUST | 5614 W LONGVIEW RD HUTCHINSON, KS 67501 | 00000 E GREENFIELD RD, Haven, KS 67543 |



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

Don Brittain, Director

Date: February 22, 2022

To: Reno County Board of County Commissioners

From: Mark Vonachen, CFM – County Planner II

Subject: Case #2021-15 – Jesse Keim Legal Description: Approximately 37.38 acres of land located in the NE ¼ - Section 34 – T24S, R5W in Yoder Township and further described as PIN# 168340000001000. The parcel is located at the southwest corner of the intersection of E. Greenfield Road and S. Obee Road. The address is 11203 S. Obee Road..

Who: Owner: Jesse Keim
11203 S. Obee Road, Haven, KS 67543

What: This is a conditional use permit request to establish a manufacturing facility to construct cabinets and other wood products. The floodplain designation for the property is Zone X which is an area outside of the 500-year floodplain designation.

Why: The parcel is currently zoned AG – Agricultural District. The owner requests a conditional use permit on the above identified property for the purpose of establishing a manufacturing facility. All proposed land use activities other than agricultural and single-family residential require a conditional use permit.

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

BACKGROUND

The owner requests a conditional use for the purpose of establishing a manufacturing facility to construct various wood products on the property. The manufacturing facility currently exists at 10410 S. Yoder Road which is at the southeast corner of S. Yoder Road and K-96 Highway. The owner proposes to re-locate this existing business to the property identified in this conditional use permit application. This re-location is due to the real estate agreement ending at the current location in the year 2022.

Yoder Wood Products manufactures cabinets and other wood products. Lumber is delivered on trucks and stored inside the building. Approximately one job every three weeks is ready for

delivery. Finished products are delivered by third party drivers. Besides the owner, there is currently one other employee. The number of employees currently complies with the home occupation regulations where no conditional use permit is required. However, the owner anticipates growing the business beyond what is permitted by the home occupation regulations. In anticipation of this growth, the owner is applying for the conditional use permit now.

It is anticipated an average of three customers per week will visit the site and one delivery truck with lumber will visit the site every two weeks.

The business will operate out of an existing 6,200 square foot agricultural building. Four thousand square feet of that building will be converted to the manufacturing facility and the rest of the building used for storage and office space, a showroom, and bathrooms.

No finished products or materials will be stored or displayed outside of the building. A machinery yard on the north side of the building will contain vehicles and trailers used by the business. That area will be fenced off from both public roads with a metal fence.

Included with this application is a proposal from the owner to possibly expand the business by enclosing the two existing lean-to's on the north and south sides of the building and/or construct a 40-foot addition on to the west side. Under the current parcel configuration and zoning regulations, all of these future proposals will comply with the existing setback requirements.

**SUMMARY OF RELATED REQUIREMENTS FOR:
A MANUFACTURING FACILITY IN AN AG ZONING DISTRICT**

1. **Land Use Category**

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

2. **Yard Requirements – Article 13**

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

Front Yard: 50' from both road right of ways

Side Yard: 30' from the south and west property lines

Rear Yard: N/A due to this parcel containing two front yards.

The manufacturing facility will operate out of an existing 45' x 90' shed used for agricultural purposes. The building has two open lean-to's on the north and south sides of the building. On August 23, 2021, a zoning permit was issued to construct a 30' x 73' addition onto the east side of this building. The purpose of the addition was to begin the process of converting this agricultural building into the manufacturing facility and operate as

a home occupation. The owner now anticipates the business growing fast than expected so now the owner is requesting a conditional use permit.

Agricultural buildings are exempt from zoning regulations. Industrial buildings are not. A review of the building location indicates the building complies with the minimum setback requirements.

3. **Performance Standards – Article 9**

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

- No smoke, radiation, vibration or concussion, or heat shall be produced that is perceptible outside a building, and no dust, fly ash, or gas that is toxic, caustic or obviously injurious to humans or property shall be produced.
- Any manufacturing or assembly of products shall be entirely within a totally enclosed building, unless otherwise authorized.
- No emission of air contaminants from any source within the boundaries of any lot or tract shall exceed emission rates established by the Kansas Secretary of Health and Environment pursuant to K.S.A. 65-3001 et seq., or amendments thereto, and any administrative regulations adopted thereunder.
- No activity shall be permitted that creates any off-site electrical disturbance.
- Light sources shall be controlled or hooded so that light is directed away from any adjoining residentially zoned property or public streets.
- For industrial uses, areas devoted to retail sales of commodities manufactured, processed, fabricated, assembled, warehoused, or stored on the premises shall not exceed ten percent (10%) of the gross floor area of the main use, and in no event shall such areas exceed 5,000 square feet.

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

A cabinet manufacturing facility is not a specified land use in the parking regulations. The closest land use is a “Manufacturing or industrial establishment...” Under this category the zoning regulations require a minimum of two parking space per 1,000 square feet of floor area. The calculated the floor area of the manufacturing building is 6,200 square feet. The regulations require 12.4 parking spaces be provided. One parking stall should be available for the maximum number of customers anticipated at the business at any one time and all employees.

The site plan and plan of operation provides a description of the parking needs for the proposed business. A 100' x 200' area is provided for parking. The designated parking area is calculated to provide enough parking for 40 vehicles. The designated parking area complies with the minimum parking requirement. Employees will park on the north side of the parking area whereas customers will park in front of the building or if available, park on the north side of the parking area. The parking area and driveway should be an all-weather area to permit vehicles a safe passage to the property.

The parking area and driveway surface are not required to be a permanent driving surface, unless required by the Planning Commission and Governing Body since S. Obee Road is a dirt road

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

Staff concludes there is adequate space on the parcel to provide the requested number of parking stalls and recommends the parking area be designed to accommodate the minimum 13 parking stalls as shown on the site plan. In a verbal conversation with the owner prior to the submittal of this petition, he indicated he does not have a lot of customers visiting the current business location. Many of the orders are completed over the phone. Thirteen parking stalls should be adequate to meet the business needs of the owner. The 100' x 200' parking area should be reserved for future parking needs should the business grow beyond the current level anticipated by the owner.

A 6,200 square foot manufacturing building is required to provide one loading space. That loading space shall be 12' x 35' x 11' high. The owner indicates all of the building materials are unloaded off a tarp covered truck and the business has no use for this type of loading space. Therefore, the owner is requesting a waiver of this requirement.

5. **Sign Requirements – Article 12**

One sign is proposed to be located on the building and one sign will be an off-premises sign. No sign permit is required from the County. However, if the sign is electronic, there are regulations governing this type of sign. The owner should discuss this type of sign with staff to verify compliance with the electronic sign regulations. No sign shall be located within a sight triangle of two intersecting roads or within a road right of way. Any proposed sign located near the intersection of two public roads shall be reviewed by the Public Works Department to determine if the sign is outside of the sight triangle. The Kansas Department of Transportation shall review sign locations adjacent to state highways.

6. **Landscaping**

The county has no specific requirements in the zoning regulations regarding landscaping. However, under the conditional use permit review process, the Planning Commission can require landscaping, buffering, and screening be installed to lessen the impact of a development on a neighborhood. The plan of operation states no additional landscaping is

proposed. Several trees are located to the north and west of the existing building. A few trees are located along S. Obee Road. The house located on the east side of S. Obee Road is not in direct line with the building. The trees along S. Obee Road may partially shield the building from this house.

Staff recommends no landscaping be installed.

7. **Lighting**

The owner has indicated there will be no yard lights on after business hours. The site plan does not show any yard lights on the building.

8. **Fencing**

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

The site plan does not indicate any fence affecting the sight triangle between E. Greenfield Road and S. Obee Road will be installed. The owner will install a metal yard fence that runs perpendicular and parallel to the north side of the building. This fence, along with existing trees, will help shield any work vehicles and trailers stored outside from view of the public.

Staff recommends the fencing be installed as indicated on the site plan.

9. **Height Limitations – Article 13**

There is no maximum height limit for any building in the AG zoning district.

FACTORS

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

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

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

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

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

- To promote the health, safety, comfort, and general welfare of the citizens of Reno County, Kansas.
- To conserve good agricultural land and protect it from the intrusion of incompatible uses, but not to regulate or restrict the primary use of land for agricultural uses.
- To facilitate the adequate provisions of transportation, water, sewage, schools, parks, and other public improvements and services, and to carry out the goals and objectives as set forth in applicable laws of the State of Kansas and the Comprehensive Plan for Reno County, Kansas.
- To inform the public regarding future development in Reno County, Kansas, thereby providing a basis for wise decisions with respect to such development.

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

To the north, south, and west is agricultural land zoned AG.

To the east is agricultural land zoned AG and one parcel zoned R-1.

The majority of parcels in the surrounding area are greater than 40 acres and used for agricultural purposes. Some of the AG zoned properties contain a single-family dwelling and related farm buildings. One triangle property located between K-96, E. Greenfield Road and S. Obee Road is used for residential purposes.

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

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

S. Obee Road is a township-maintained dirt road with several farmhouses within the immediate area. This road has direct access to K-96 Highway which leads to increased volumes of traffic versus having no access to K-96 Highway. In reviewing the maximum number of customers, the owner expects to serve, staff concludes no undue burden is expected on the existing transportation facilities. This conclusion is based on the owner indicating in the plan of operation only employing two additional people in the next ten years and only serving three customers per week in person. This amount of extra traffic should not be an added burden on the existing road.

There are no public sewer or water districts serving this area. This site is served by a private wastewater system and private water well. The owner was advised by staff to contact the Health Department to discuss any wastewater concerns prior to submitting the petition for a conditional use permit. The owner proposes to connect the bathrooms and sinks to the existing residential wastewater system. The Health Department was provided a copy of the petition. No comments were received as of the writing of this report regarding potential impacts on the wastewater and well. The additional wastewater generated by this manufacturing facility may not be a concern but may cause premature failure of the system

as it may not have been designed to handle the additional wastewater. The owner should monitor the condition of the wastewater system and contact the Health Department if a new wastewater system needs to be installed.

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

This area consists of large agricultural parcels averaging 40 or more acres. There is no indication this area is trending toward commercial/industrial land uses even though S. Obee Road has direct access to K-96 Highway. The main land use occurring in the area appears to be agricultural.

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

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

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

The parcel contains a single-family dwelling and related agricultural accessory buildings. One of the agricultural accessory buildings will be converted to a manufacturing building. The remaining portion of the parcel is used for agricultural purposes. The building is located in an area of the parcel not used for agricultural purposes.

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

This parcel is 37.78 acres in size. The existing agricultural building will be converted to a manufacturing operation if the conditional use permit is approved. There is enough acreage to accommodate the proposed land use on the property without the need to obtain a variance or cause a concern with the surrounding parcels. There is enough land available to comply with parking requirements. Future building expansion and additional parking needs will not be a concern with the current acreage of the parcel and current regulations. If a new wastewater system is necessary there should be enough acreage to comply with the Sanitation Code.

The shed is located approximately 250 feet off of S. Obee Road. The aerial photograph shows trees on the north side of the building to aid in lessening any noise coming the manufacturing activities. No manufacturing activities will occur outside of the building.

Staff concludes the property is suitable for the proposed use.

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

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

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

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

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

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

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

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

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

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

Staff concludes this factor is not applicable. There is no relative gain to the public health, safety, and general welfare with this proposal and there is no imposed hardship on the applicant by not upgrading the value of the property and approving the conditional use. The owner may still operate the manufacturing facility as a home occupation or may use the property for the main land use which is agricultural. In the future, if the business expands, the relative gain to the public welfare could outweigh the hardship imposed on the owner as additional jobs will be created for the area and local economy.

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

In reviewing the application, site plan, number of potential customers per day, and the surrounding area, staff concludes if certain conditions are approved, this proposed manufacturing facility should not adversely affect surrounding properties or the neighborhood. There will be no external lights at night and any outside storage of vehicles, trailers or scrap materials stored outside will be behind a metal yard fence to shield it from view.

The manufacturing facility is estimated to employ only two to three employees in the next ten years, conduct normal business hours of 8am to 5pm, and have only passenger vehicles deliver the finished products. These limiting factors should not adversely impact the surrounding neighborhood.

Any concerns with the land use could be lessened or mitigated with appropriate conditions of approval.

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

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

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

STAFF RECOMMENDATION:

Staff recommends **APPROVAL** of this request for a conditional use permit to establish a manufacturing facility of cabinets and other wood products on land zoned AG based on the following factors and conditions:

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

2. Whether the location of the proposed use is compatible to other land uses in the surrounding neighborhood.
3. Whether the proposed use places an undue burden on the existing transportation and service facilities in the area affected and, if so, whether such additional transportation and service facilities can be provided.
4. Whether the applicant's property is suitable for the proposed use.
5. Whether the proposed Conditional Use would be in conformance to and further enhance the implementation of the Comprehensive Plan.
6. Whether the proposed Conditional Use, if it complies with all the conditions upon which the approval is made contingent (as authorized in Article 15 of these Regulations), will not adversely affect the property in the area affected.
7. The recommendation of the permanent or professional staff.

Staff recommends the following conditions of approval:

1. The property shall be developed according to the submitted site plan. The applicant is also approved to enclose the existing lean-to's and/or extend the building an additional 40 feet to the west without an additional conditional use permit review.
2. Approved as per the submitted plan of operation.
3. All customer cars shall be parked in the marked area identified on the approved site plan. The parking area, as shown on the approved site plan, shall be constructed prior to operation of the business.
4. Outside storage of materials or equipment related to the business shall be limited to the metal fence area shown on the approved site plan.
5. Fencing location shown on the approved site plan shall be installed prior to operation of the business. Fence shall be a minimum of six-feet tall and constructed of solid wood or metal.
6. Applicant shall meet all applicable Federal, state, and local regulations.
7. Reno County reserves the right to rescind this conditional use upon any violation of County Regulations or conditions governing this approval.

Staff sent letters to 6 different property owners. Nobody responded in favor or against the petition.

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

The County Commission may make a motion to:

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

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

Jesse Keim, 11203 S., Obee Road, Haven, KS 67543 stated he is the owner of Yoder Wood Products which manufactures cabinets. They build custom cabinets for houses. One other family member is employed in the business. The reason he wants to move is because he recently acquired the business and the real estate agreement at the current location ends in 2022. He owns sufficient property and a building where he lives now to operate this business. The new location is roughly 1 ¼ miles away from the current location. The property is currently zoned agricultural. The location of the building is not being farmed and won't interfere with any current farming operations.

Commissioner Macklin questioned if he also manufactures the gazebos located at the current facility.

Mr. Keim said no. That is a separate business operated by his brother. That business is expected to stay at that location.

Commissioner Strand questioned how waste or any wood finishes are disposed of.

Mr. Keim stated they contract with Nisly Trash to dispose of wood waste and sawdust. They also have a special program for disposing of chemicals. The chemicals are stockpiled and disposed of safely. All the waste goes to Nisly.

Commissioner Shafer asked if all the new activities will be in the same general area of the building and not closer to the road.

Mr. Keim explained that all the activities will be located in the building with the parking lot area out in front of that building.

Vonachen presented the staff report.

Commissioner Strand questioned if Mr. Keim sells the property in the future, does the conditional use permit go with the property or can someone else manufacture cabinets.

Vonachen stated the conditional use permit goes with the property. If Mr. Keim sells the property, the new owner can come in and manufacture cabinets at the level that was approved with the conditional use permit. Anything more intense would need another conditional use permit. Additional employees or manufactured products means the conditional use permit needs to be modified.

Chairman Goertzen questioned the use of the phrase "and/or" in a condition of approval. Is the building being expanded or the sides enclosed?

Vonachen explained his intention was to permit the owner the option to enclose the lean-tos or expand the building or do both the expansion and the enclosures.

Commissioner Jorns asked why a loading space is not required.

Vonachen answered by saying based off of verbal discussions with the applicant his business needs do not require this type of loading space. All of his materials are delivered by a regular pick-up truck not a semi-truck.

Commissioner Jorns questioned why it was not included in the conditions of approval.

Vonachen said it is not necessary to have this as a condition of approval but instead it is included as part of your suggested motion.

Commissioner Mackling questioned Mr. Brittain if this land use will put any additional burden on the condition of Obee Road.

Mr. Brittain said no.

Commissioner Shafer asked if the township was informed of the conditional use permit request.

Vonachen said the township trustee is always sent a courtesy letter of all rezones and conditional use permits. In this particular case, the letter came back as undeliverable. Information on notices to the township is not included in the staff report.

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

Nobody from the audience members present addressed the Planning Commission.

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

Neither the applicant nor staff had any rebuttal statements.

Chairman Goertzen closed the public hearing.

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

Commissioner Jorns moved that Case Number 2021-15, the request by Jesse Keim requesting a conditional use permit from the Reno County Zoning Regulations to establish a manufacturing facility for cabinets and other wood products on a parcel of land zoned AG – Agricultural District be approved based on the seven factors and seven conditions listed in the staff report and as heard at this public hearing. Commissioner Jorns further moved to grant a waiver from the off-street loading space requirement as requested by the owner finding that an off-street loading space is not necessary for this type of business; seconded by Commissioner Macklin. The motion passed by a 6-0 vote (Yes: Strand, Shafer, Macklin, Jorns, Martin, and Goertzen).

ACTION REQUIRED

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

ATTACHMENTS

Application

Comments

Zoning and property ownership map

Site plan



AGENDA ITEM

AGENDA ITEM #6.I

AGENDA DATE: March 22, 2022

PRESENTED BY: Mark Vonachen

AGENDA TOPIC:

Planning Case #2022-01 - A request by Jason & Christy West to rezone approximately 20.69 acres of land from R-1 - Rural Residential District to AG - Agricultural District. The property is located at 303 N. Mayfield Road which is at the southwest corner of N. Mayfield Road and E. 4th Avenue.

SUMMARY & BACKGROUND OF TOPIC:

The owner request to rezone approximately 20.69 acres of land from R-1 to AG for the purpose of adding an additional 20 acres to the parcel to create one 40 plus acre parcel zoned AG. The owner wants to treat the parcel more like an agricultural operation and prefers not to have to apply for a special exception to construct additional accessory buildings.

The Planning Commission recommended approval of the request by a 6-0 vote based on ten factors listed in the staff report.

Neither the Planning Commission nor the County Commissioners may place conditions of approval on a rezone request.

ALL OPTIONS:

The County Commissioners may:

1. Approve of the rezone request as recommended by the Planning Commission
2. Deny the request
3. Return the request back to the Planning Commission with specific questions to be answered
4. Table the request for further review

RECOMMENDATION / REQUEST:

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

POLICY / FISCAL IMPACT:

None



REZONING/CONDITIONAL USE PERMIT APPLICATION

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

AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED.

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

A. Applicant/Owner

Mailing Address

Phone Email

B. Agent

Mailing Address

Phone Email

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

2. The applicant hereby requests

| | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | A change of zoning from <input type="text" value="R-1"/> to <input type="text" value="AG"/> . |
| <input type="checkbox"/> | A Conditional Use for the following: <input type="text"/> |
| <input type="text"/> | |

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

| |
|--|
| A portion of the Northeast Quarter of Section 14, Township 23 South, Range 5 West. See |
| attached deed. |
| <input type="text"/> |



4. This property address is:

The general location is (use appropriate section):

- A. At the (NW, NE, SW or SE) corner of (Road) and (Road) or,
- B. On the (N, S, E, W) side of (Road) between (Road) and (Road).

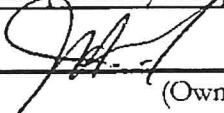
5. I request this change in zoning for the following reasons (Do not include reference to proposed uses for a rezoning.) Attach a separate sheet if necessary.

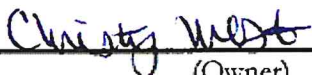
| |
|---|
| We are needing to rezone our property in order to cut out two (40 plus acre parcels) from the |
| properties at 303 N. Mayfield Rd. and 5519 E. 4th Ave. |
| |
| |
| |
| |
| |
| |
| |
| |

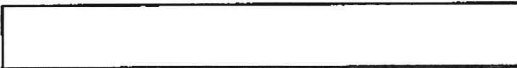
RECEIVED
JAN 06 2022
RENO COUNTY
PUBLIC WORKS DEPT




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


(Owner)


(Owner)

By 
Authorized Agent (if any)

By 
Authorized Agent (if any)

OFFICE USE ONLY:

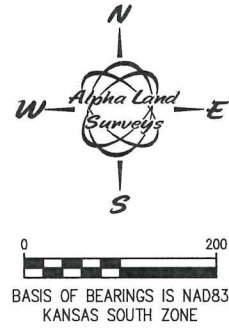
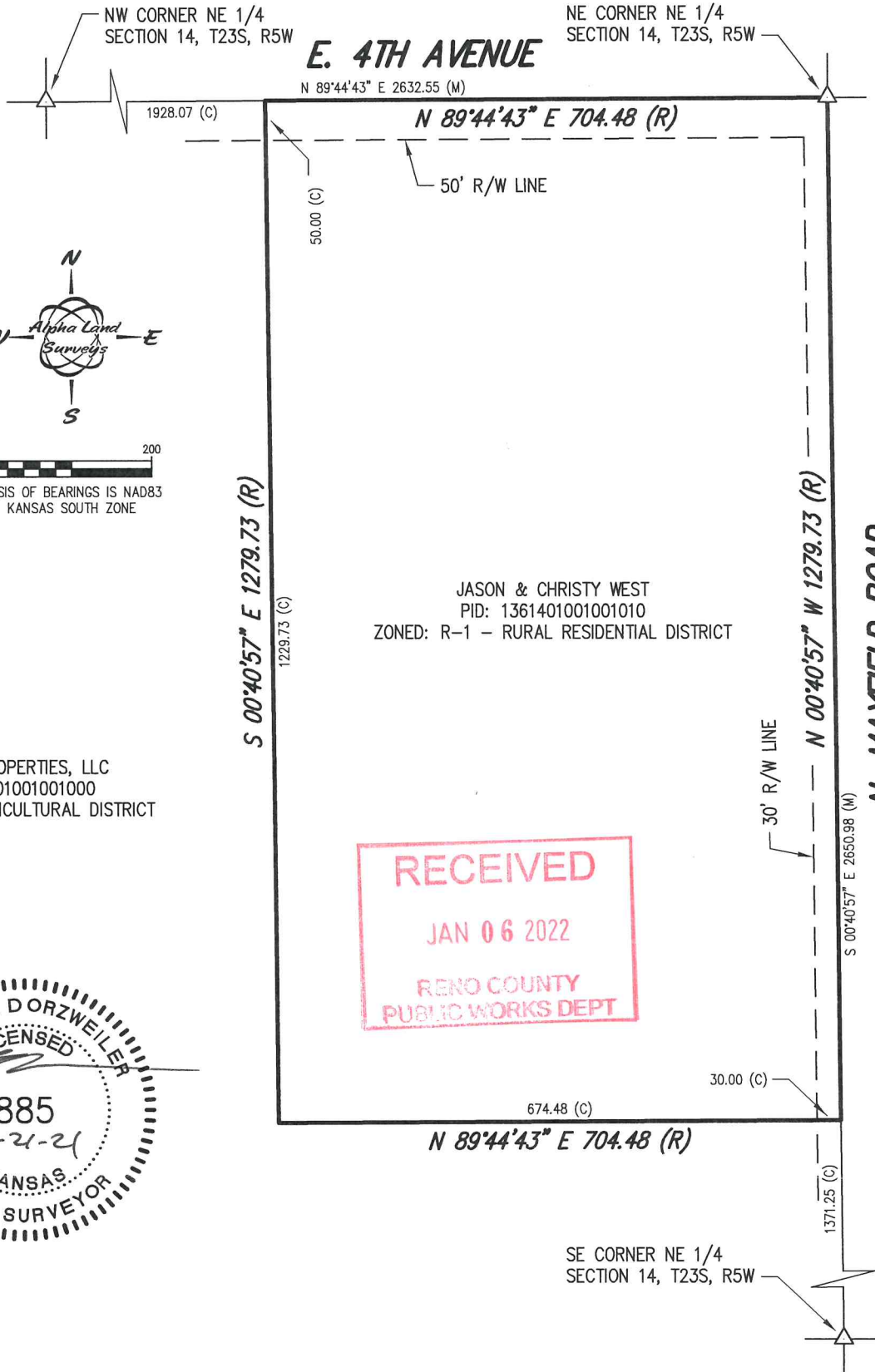
Received by the Zoning Administrator, at 2:50 (A.M.) (P.M.) on this 6th day of January,
2022, together with the appropriate fee of \$300.


Name and Title

REZONING CLASSIFICATION CHANGE

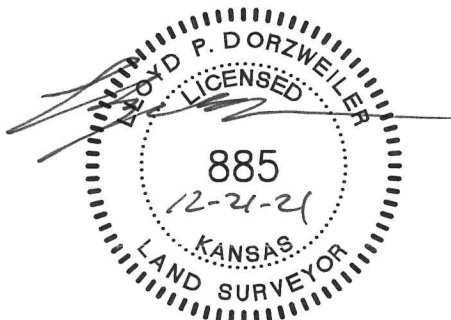
DESCRIPTION: (RECORDED IN BOOK 607, PAGE 492 ON FILE AT THE RENO COUNTY REGISTER OF DEED OFFICE)
 A PORTION OF THE NORTHEAST QUARTER OF SECTION 14, TOWNSHIP 23 SOUTH, RANGE 5 WEST OF THE 6TH PRINCIPAL MERIDIAN, RENO COUNTY, KANSAS DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID NORTHEAST QUARTER; THENCE NORTH 89°44'43" EAST (BASIS OF BEARING IS NAD83 GRID KANSAS SOUTH ZONE) ALONG THE NORTH LINE OF SAID NORTHEAST QUARTER 1928.07 FEET FOR THE POINT OF BEGINNING; THENCE CONTINUING NORTH 89°44'43" EAST ALONG THE NORTH LINE OF SAID NORTHEAST QUARTER 704.48 FEET TO THE NORTHEAST CORNER OF SAID NORTHEAST QUARTER; THENCE SOUTH 00°40'57" EAST ALONG THE EAST LINE OF SAID NORTHEAST QUARTER 1279.73 FEET; THENCE SOUTH 89°44'43" WEST PARALLEL WITH THE NORTH LINE OF SAID NORTHEAST QUARTER 704.48 FEET; THENCE NORTH 00°40'57" WEST PARALLEL WITH THE EAST LINE OF SAID NORTHEAST QUARTER 1279.73 FEET TO THE POINT OF BEGINNING, CONTAINING 20.696 ACRES, SUBJECT TO A ROAD RIGHT-OF-WAY EASEMENT ACROSS THE NORTH 50.00 FEET AND THE EAST 30.00 FEET THEREOF AND ANY OTHER EASEMENTS OF RECORD.



PROGENY PROPERTIES, LLC
 PID: 1361401001001000
 ZONED: AG - AGRICULTURAL DISTRICT

RECEIVED
 JAN 06 2022
 RENO COUNTY
 PUBLIC WORKS DEPT



Alpha Land Surveys, Inc.
 102 EAST 4TH AVENUE
 HUTCHINSON, KANSAS 67501
 PH: (620) 728-0012 - FAX: (620) 728-0413

| | |
|---------------------------------|-----------------------|
| SURVEY FOR: | |
| JASON & CHRISTY WEST | |
| SURVEY DATE: N/A | PLOT DATE: 12/06/2021 |
| DRAWN BY: RDB | PROJ. NO.: 210170B |
| CHECKED BY: JD | SHEET 1 OF 1 |



***Comments
Jason and Christy West
Case #2022-01***

RENO COUNTY DEPARTMENTS

None

OTHER AGENCIES

None

WRITTEN PUBLIC COMMENTS – IN FAVOR OF THE PETITION

None

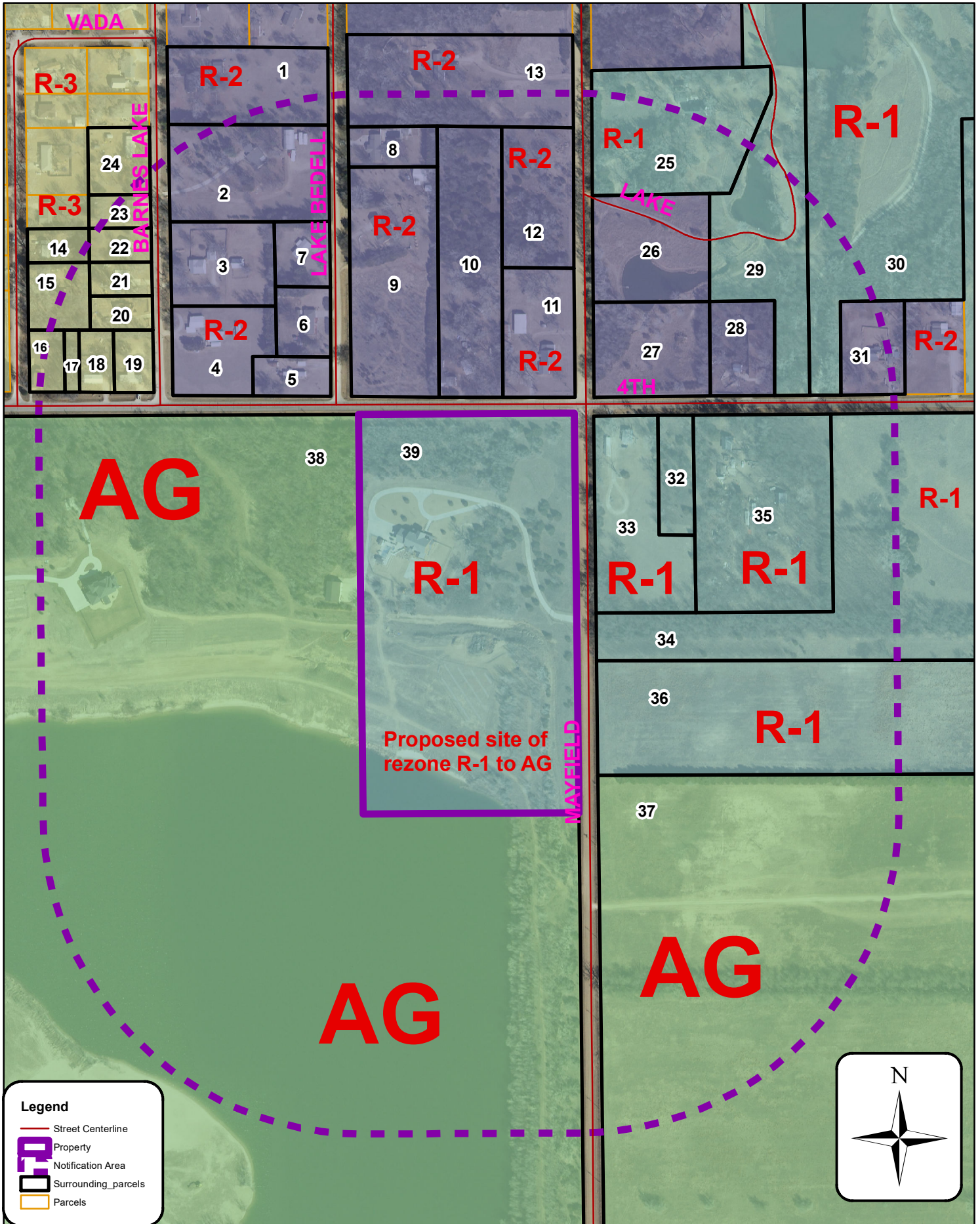
WRITTEN PUBLIC COMMENTS – NEUTRAL ON THE PETITION

None

WRITTEN PUBLIC COMMENTS – AGAINST THE PETITION

None

Property Ownership/Zoning Map Case #2022-01



Jason and Christy West
Property Ownership List
Case# 2022-01

| PO# | PIN | OWNER | OWNER ADDRESS | PROPERTY ADDRESS |
|-----|------------------|---------------------------------------|--|--|
| 1 | 1311104001012000 | CAREY, PAUL & SUSAN E | 608 N BARNES LAKE RD HUTCHINSON, KS 67501-9003 | 608 N BARNES LAKE RD, Hutchinson, KS 67501 |
| 2 | 1311104001013000 | SPURLIN, KODY D & KRISTEN M | 600 N BARNES LAKE RD HUTCHINSON, KS 67501 | 600 N BARNES LAKE RD, Hutchinson, KS 67501 |
| 3 | 1311104001014000 | KAUTZER, RENEE I | 502 N BARNES LAKE RD HUTCHINSON, KS 67501 | 502 N BARNES LAKE RD, Hutchinson, KS 67501 |
| 4 | 1311104001015000 | PAULEY, DALE M & STEPHANIE A | 406 N BARNES LAKE RD HUTCHINSON, KS 67501-9511 | 406 N BARNES LAKE RD, Hutchinson, KS 67501 |
| 5 | 1311104001016000 | HOEFER, KENNY W & SHELLY L | 403 N LAKE BEDELL DR HUTCHINSON, KS 67501-9686 | 403 N LAKE BEDELL DR, Hutchinson, KS 67501 |
| 6 | 1311104001017000 | WARNER, BETH A | 407 N LAKE BEDELL DR HUTCHINSON, KS 67501-9686 | 407 N LAKE BEDELL DR, Hutchinson, KS 67501 |
| 7 | 1311104001018000 | WIENS, ROBERT L | 501 N LAKE BEDELL DR HUTCHINSON, KS 67501 | 501 N LAKE BEDELL DR, Hutchinson, KS 67501 |
| 8 | 1311104001019000 | SIRUTA, BRANDON & PAIGE E | 512 N LAKE BEDELL DR HUTCHINSON, KS 67501 | 512 N LAKE BEDELL DR, Hutchinson, KS 67501 |
| 9 | 1311104001020000 | BARKMAN, RICKY & IRENE J | 504 N LAKE BEDELL DR HUTCHINSON, KS 67501 | 504 N LAKE BEDELL DR, Hutchinson, KS 67501 |
| 10 | 1311104001021000 | FREDERICK, BRUCE A & DEBORAH ANN | 6002 E 4TH AVE HUTCHINSON, KS 67501 | 6002 E 4TH AVE, Hutchinson, KS 67501 |
| 11 | 1311104001022000 | BRATCHER, CHRISTOPHER V | 407 N MAYFIELD RD HUTCHINSON, KS 67501 | 407 N MAYFIELD RD, Hutchinson, KS 67501 |
| 12 | 1311104001023000 | HIGGINS, JACK D & PATRICIA D | 606 N MAYFIELD RD HUTCHINSON, KS 67501-8613 | 619 N MAYFIELD RD, Hutchinson, KS 67501 |
| 13 | 1311104001024000 | STANFIELD, JACK D & ROSE F | 613 N MAYFIELD RD HUTCHINSON, KS 67501 | 613 N MAYFIELD RD, Hutchinson, KS 67501 |
| 14 | 1311104003006000 | BOWERS, JOSHUA A & HEATHER LYNN | 504 AUGUSTINE ST HUTCHINSON, KS 67501 | 504 N AUGUSTINE ST, Hutchinson, KS 67501 |
| 15 | 1311104003007000 | FEDERAL NATIONAL MORTGAGE ASSOCIATION | C/O MEMBERS MORTGAGE SERVICES 20 E 29TH CT HUTCHINSON, KS 67502 | 500 N AUGUSTINE ST, Hutchinson, KS 67501 |

Jason and Christy West
Property Ownership List
Case# 2022-01

| | | | | |
|----|------------------|------------------------------------|--|--|
| 16 | 1311104003009000 | SHERMAN, ROGER A | 1312 N VICTORY RD HUTCHINSON, KS 67501 | 5700 E 4TH AVE, Hutchinson, KS 67501 |
| 17 | 1311104003010000 | KENSLEY, TOMMIE J & DEBRA D | 10102 N PENNINGTON RD HUTCHINSON, KS 67502-7200 | 00000 E 4TH AVE, Hutchinson, KS 67501 |
| 18 | 1311104003011000 | ZOCH, DELVIN & DEBORA | 5710 E 4TH AVE HUTCHINSON, KS 67501 | 5710 E 4TH AVE, Hutchinson, KS 67501 |
| 19 | 1311104003011010 | CASTILLO, CRISTOBAL NIDO & LUCINDA | PO BOX 2875 HUTCHINSON, KS 67504 | 5714 E 4TH AVE, Hutchinson, KS 67501 |
| 20 | 1311104003012000 | EAST, TIMOTHY A | 15018 S WORTHINGTON RD HAVEN, KS 67543-8060 | 411 N BARNES LAKE RD, Hutchinson, KS 67501 |
| 21 | 1311104003013000 | EAST, TIMOTHY A | 15018 S WORTHINGTON RD HAVEN, KS 67543-8060 | 501 N BARNES LAKE RD, Hutchinson, KS 67501 |
| 22 | 1311104003014000 | GILMORE, DEBORAH G | 505 N BARNES LAKE RD HUTCHINSON, KS 67501 | 505 N BARNES LAKE RD, Hutchinson, KS 67501 |
| 23 | 1311104003015000 | ELLIS, DAVID L JR & CONSTANCE E | 509 N BARNES LAKE RD HUTCHINSON, KS 67501 | 509 N BARNES LAKE RD, Hutchinson, KS 67501 |
| 24 | 1311104003016000 | CASE, LINDA R | 601 N BARNES LAKE RD HUTCHINSON, KS 67501 | 601 N BARNES LAKE RD, Hutchinson, KS 67501 |
| 25 | 1311203001009000 | HIGGINS, JACK D & PATRICIA D | 606 N MAYFIELD RD HUTCHINSON, KS 67501-8613 | 606 N MAYFIELD RD, Hutchinson, KS 67501 |
| 26 | 1311203001010000 | HIGGINS, JACK D & PATRICIA D | 606 N MAYFIELD RD HUTCHINSON, KS 67501-8613 | 00000 N MAYFIELD RD, Hutchinson, KS 67501 |
| 27 | 1311203001010010 | HIGGINS, JACK D & PATRICIA D | 606 N MAYFIELD RD HUTCHINSON, KS 67501-8613 | 00000 N MAYFIELD RD, Hutchinson, KS 67501 |
| 28 | 1311203001011000 | KILPATRICK, CLEMENT & ROBERT | 6100 E 4TH AVE HUTCHINSON, KS 67501 | 6204 E 4TH AVE, Hutchinson, KS 67501 |
| 29 | 1311203001012000 | HIGGINS, JACK D & PATRICIA D | 606 N MAYFIELD RD HUTCHINSON, KS 67501-8613 | 514 N MAYFIELD RD, Hutchinson, KS 67501 |

Jason and Christy West
Property Ownership List
Case# 2022-01

| | | | | |
|----|------------------|-------------------------------------|--|---|
| 30 | 1311203001013000 | MAYFIELD, BILL W & PARSONS, SARAH K | 6308 E 4TH AVE HUTCHINSON, KS 67501-8652 | 6308 E 4TH AVE, Hutchinson, KS 67501 |
| 31 | 1311203001014000 | KROEKER, CODY L | 6300 E 4TH AVE HUTCHINSON, KS 67501 | 6300 E 4TH AVE, Hutchinson, KS 67501 |
| 32 | 1361302001005000 | WILLDEN, JUDIE | 2780 FM 49 MINEOLA, TX 75779 | 00000 E 4TH AVE, Hutchinson, KS 67501 |
| 33 | 1361302001006000 | WERTH, WAYNE | 6103 E 4TH AVE HUTCHINSON, KS 67501 | 6103 E 4TH AVE, Hutchinson, KS 67501 |
| 34 | 1361302001007000 | FRANK, DAN E & NANCY E | 5106 BLUE STEM DR HUTCHINSON, KS 67502-9441 | 00000 E 4TH AVE, Hutchinson, KS 67501 |
| 35 | 1361302001007010 | PIFER, GERALD A & DAVON L | 6201 E 4TH AVE HUTCHINSON, KS 67501 | 6201 E 4TH AVE, Hutchinson, KS 67501 |
| 36 | 1361302001007020 | REGIER, SHEILA WILLMS | 9312 N WILLISON RD BUHLER, KS 67522 | 00000 N MAYFIELD RD, Hutchinson, KS 67501 |
| 37 | 1361302001008000 | REGIER, SHEILA WILLMS | 9312 N WILLISON RD BUHLER, KS 67522 | 106 N MAYFIELD RD, Hutchinson, KS 67501 |
| 38 | 1361401001001000 | PROGENY PROPERTIES LLC | PO BOX 303 STERLING, KS 67579 | 5519 E 4TH AVE, Hutchinson, KS 67501 |
| 39 | 1361401001001010 | WEST, JASON H & CHRISTY LYNN | 303 N MAYFIELD RD HUTCHINSON, KS 67501 | 303 N MAYFIELD RD, Hutchinson, KS 67501 |



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

Don Brittain, Director

Date: February 22, 2022

To: Reno County Board of County Commissioners

From: Mark Vonachen, CFM – County Planner II

Subject: Case #2022-01 – Jason & Christy West (Applicant: Raymond Bretton – Alpha Land Surveys, Inc). Legal Description: Approximately 20.69 acres of land located in the NE ¼ - Section 14 – T23S, R5W in Clay Township and further described as PIN# 1361401001001010.

Who: Owner: Jason & Christy West
303 N. Mayfield Road, Hutchinson, KS 67501

What: This is a rezone request from R-1 to AG in order to create two conforming parcels of land zoned AG. The floodplain designation for the parcel is Zone X which is an area outside of the 500-year floodplain designation and of minimal flood hazard.

Why: The owner is requesting a rezone on the above identified land for the purpose adding this parcel to another parcel of land in order to create multiple 40 plus acre parcels of land.

This staff report and recommendation was prepared prior to the public hearing.

BACKGROUND

The owner states they need to rezone their property in order to create two 40 plus acre parcels from the properties at 303 N. Mayfield Road and 5519 E. 4th Avenue.

FACTORS

1. *Whether the change in classification would be consistent with the intent and purpose of these Regulations.*

Article 1-102 lists several purposes of the zoning regulations. The most relevant purposes for this request are listed as follows:

- To promote the health, safety, comfort and general welfare of the citizens of Reno

County, Kansas.

- To create a variety of zoning districts sensitive to the peculiarities of the various permitted uses and designed to protect and enhance the values inherent in each zone; while encouraging the redevelopment and revitalization of the cities within the County and discouraging the premature conversion of rural properties to more dense and/or “urban-like” uses.
- To avoid the undue concentration of populations and to prevent overcrowding in the use of land and community facilities.
- To facilitate the adequate provisions of transportation, water, sewage, schools, parks, and other public improvements and services, and to carry out the goals and objectives as set forth in applicable laws of the State of Kansas and the Comprehensive Plan for Reno County, Kansas.
- To inform the public regarding future development in Reno County, Kansas, thereby providing a basis for wise decisions with respect to such development.

In reviewing all purposes listed in Article 1-102, staff concludes the request is consistent with the intent and purpose of the regulations. Rezoning this parcel to the AG zoning district will be consistent with the rest of land owned by the family of the owner.

2. *The character and condition of the surrounding neighborhood and its effect on the proposed change.*

The surrounding neighborhood consists of agricultural and single-family residential land uses.

The north side of E. 4th Avenue consists of single-family dwellings of various parcel sizes.

To the east are a few single-family dwellings but the predominant land use is agricultural land.

To the west is an old sand pit operation which consists of a large pond and further to the west is agricultural land.

To the south is the old sand pit operation and agricultural land.

Rezoning this parcel to agricultural will align the zoning district of this parcel with the rest of land on the south side of E. 4th Avenue and permit the owner to create a forty- acre parcel of land.

Staff concludes this request is in keeping with the character and condition of the surrounding neighborhood and would not have a detrimental effect on the area if the rezone is approved. Development of this parcel or the adjacent parcel into lots smaller than 40 acres may require a rezone to a residential zoning district and the submittal of a subdivision plat depending on

the future plans of the owners. Doing this will permit the County to view how the land will be platted and served by utilities when the area is fully developed.

3. *Whether the proposed amendment is made necessary because of changed or changing conditions in the area affected, and, if so, the nature of such changed or changing conditions.*

Staff concludes the proposed amendment is not necessary because of changing conditions in the area.

However, this factor is not necessarily applicable due to the purpose of the rezone. This parcel is being added to another larger parcel to create two 40+ acre parcels of land zoned agricultural.

Since the purpose of this rezone is to create two large parcels of land no determination is provided if the change is necessary due to changing conditions. At this time there is no indication the parcel of land will be developed further. Rezoning the land to the agricultural district is providing an opportunity to have fewer parcels in the area which should not be a concern for the neighborhood.

4. *The current zoning and uses of nearby properties, and the effect on existing nearby land uses upon such a change in classification.*

All parcels of land greater than 40 acres are zoned agricultural whereas all parcels less than 40 acres are zoned a specific residential zoning district usually based off the acreage.

The majority of the parcels in the surrounding area are used for residential purposes. The larger parcels are used for agricultural purposes.

This rezone should have no effect on any existing land uses. The parcel is currently used for residential purposes. The purpose of the rezone is to create two larger parcels of land. Rezoning the land to agricultural has no effect on the number of potential houses on this parcel. Under the current R-1 zoning district, the owner could divide the land into two parcels and construct another single-family dwelling. If the parcel is rezoned to the agricultural zoning district, the owner could apply for an agricultural lot split and construct another single-family dwelling. Both situations require no public hearing notice and are considered an administrative process. Under the current zoning regulations, dividing the land into more than two parcels will require a public hearing process regardless of the zoning.

Staff concludes the rezone should have no effect on existing nearby land uses for the above reasons.

5. *Whether every use that would be permitted on the property as reclassified would be compatible with the uses permitted on other property in the immediate vicinity.*

If the property is rezoned, the only land use still permitted by right is a single-family dwelling. Agricultural operations are exempt from zoning. Regardless of whether the property is zoned agricultural or residential, all other land uses are permitted with an approved conditional use permit. Some of those land uses could be considered compatible within the surrounding area while other land uses may not be considered compatible. Each land use would be evaluated on a case-by-case basis.

If the rezone is approved, large, non-agricultural accessory structures do not require a special exception. Large agricultural accessory structures only require compliance with the front yard setback requirement and a no fee zoning permit.

Staff concludes if the property is rezoned, there will be no change in evaluating non-residential and non-agricultural land uses. The parcel is currently being used for residential purposes under the residential zoning district. Changing the zoning to agricultural does not change the ability to use parcel for residential purposes.

6. *The suitability of the applicant's property for the uses to which it has been restricted.*

Currently the property contains one single family dwelling. Multiple single-family dwellings are permitting on the parcel with either a lot split application or a subdivision plat. Rezoning to the agricultural zoning district will still permit the owner the capability of placing two single-family dwelling on the forty-acre parcel. Other land uses are available to the owner with an approved conditional use permit regardless if the rezoning is approved.

The current zoning district has not restricted any land uses. The purpose of this rezone is so the parcel can be added to additional acreage on another parcel. Rezoning the subject parcel will assist the property owner in creating a forty-acre parcel that complies with the zoning and subdivision regulations.

Staff concludes the applicant's property is not properly zoned for the creation of forty-acre tract of land. The property should be rezoned so the owner can add a minimum of twenty additional acres to this parcel and create a forty-acre parcel of land zoned agricultural.

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

The subject property currently contains a single-family dwelling and related accessory buildings. Rezoning the land to the agricultural zoning district does not change the potential use of the land for non-agricultural purposes. Regardless of the zoning district, a conditional use permit is required for any other type of land use. Rezoning the land to the agricultural district will match the current zoning of the parcel to the west and permit the owner to create a forty-acre parcel of land under one zoning district.

8. *Whether adequate sewer and water facilities, and all other needed public services including transportation, exist or can be provided to serve the uses that would be permitted on the property if it were reclassified.*

There are no public sewer and water facilities available for this property should the rezone be approved. Public sewer and water facilities may become available through the City of Hutchinson in the future.

No public services are requested or required regarding the rezone request. At this time, it is assumed the parcel will remain used for residential purposes.

9. *The general amount of vacant land that currently has the same zoning classification proposed for the subject property, particularly in the vicinity of the subject property, and any special circumstances that make a substantial part of such vacant land available or not available for development.*

Since this parcel is over three acres and under 40 acres it is zoned R-1. All farmland, grassland, and pastureland parcels that are a quarter-quarter in size or greater are zoned AG. Typically, parcels that are used for agricultural purposes have only one single-family dwelling and related accessory buildings located on the parcel or are vacant.

Parcels zoned R-1 will likely have a single-family dwelling located on it. Larger parcels, for example, greater than 20 acres but less than 39 acres may be zoned residential but are more often used for both agricultural and residential purposes.

Staff concludes that this is an atypical situation where adjacent to the proposed parcel for rezoning is a parcel greater than 40 acres and zoned agricultural but not necessarily used for agricultural purposes due to the large water body on the property. The agricultural district is more appropriate for this parcel at this time because most of the parcels on the south side of E. 4th Avenue are greater than 40 acres and zoned agricultural.

10. *The recommendations of permanent or professional staff.*

See the staff recommendation at the end of this report.

11. *Whether the proposed amendment would be in conformance to and further enhance the implementation of the Comprehensive Plan.*

Determining if the proposed rezone conforms to the Comprehensive Plan proves to be difficult when there is no development proposal with the petition. According to the application, the owner simply wants to create two forty plus acre parcels of land utilizing the acreage on the adjacent parcel. Rezoning the parcel to the agricultural zoning district achieves some of the goals found in Chapter 9 under the sub-category of Land Use. Those specific goals are as follows:

- Ensure that future development occurs in a timely fashion and is adequately served by public roads and other public facilities and services.
- Protect the fiscal position of Reno County by ensuring that future development occurs in a cost-effective manner.
- Minimize land use incompatibilities and ensure that adjacent developments are comparable in density and quality, thereby providing for a smooth transition between land uses.
- Coordinate future development with the physical environment, placing a premium upon developing in harmony with existing natural features.

After review, staff found no direct conflicts with the Comprehensive Plan Goals and Objectives. Therefore, staff concludes this rezone request conforms to the Reno County Comprehensive Plan based on the reasons listed above.

12. *Whether the relative gain to the public health, safety, and general welfare outweighs the hardship imposed upon the applicant by not upgrading the value of the property by such a reclassification; and,*

Staff concludes the relative gain to the public health, safety and general welfare does not outweigh the hardship imposed upon the applicant by not upgrading (rezoning) the value of the property. In coming to this conclusion staff considered several factors.

- There will be no gain to the public as this parcel is not proposed for development. The owner proposes to add this parcel to an existing adjacent parcel to create two agricultural parcels of land.
- Rezoning this parcel will permit the owner to create two 40+ acre parcel of land which complies with the agricultural zoning district.
- By denying the rezone request, the owner will not be able to combine this parcel with acreage from the adjacent parcel into one conforming agriculturally zoned parcel of land. The proposed rezone parcel currently is a conforming parcel of land eligible for a zoning permit.

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

If the rezone is approved for this parcel, the owner must add enough acreage from the adjoining parcel to create one forty-acre parcel with one legal description. Failure to do this will cause the parcel to be classified as an illegal parcel of record. No zoning permits are issued for illegal parcels of record and issues could occur from potential buyers of the parcel should the current owner ever sell the parcel.

This parcel of land is within the City of Hutchinson's Area of Notification as defined in Article 20-103. Staff sent notice to the Hutchinson Planning Department on January 13, 2022. As of the date of this report, the city has not responded with any comments.

STAFF RECOMMENDATION:

Staff recommends **APPROVAL** of the request to rezone approximately 20.69 acres of land from R-1 – Rural Residential District to AG – Agricultural Land District based on the following factors:

1. Whether the change in classification would be consistent with the intent and purpose of these Regulations.
2. The character and condition of the surrounding neighborhood and its effect on the proposed change.
3. The current zoning and uses of nearby properties, and the effect on existing nearby land uses upon such a change in classification.
4. Whether every use that would be permitted on the property as reclassified would be compatible with the uses permitted on other property in the immediate vicinity.
5. The suitability of the applicant's property for the uses to which it has been restricted.
6. Whether adequate sewer and water facilities, and all other needed public services including transportation, exist or can be provided to serve the uses that would be permitted on the property if it were reclassified.
7. The general amount of vacant land that currently has the same zoning classification proposed for the subject property, particularly in the vicinity of the subject property, and any special circumstances that make a substantial part of such vacant land available or not available for development.
8. The recommendations of permanent or professional staff.
9. Whether the proposed amendment would be in conformance to and further enhance the implementation of the Comprehensive Plan.
10. Such other factors as may be relevant from the facts and evidence presented in the application.

Staff sent letters to 33 different property owners. Nobody responded in favor or against the petition.

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

The County Commissioners may make a motion to:

1. Approve the rezone request as submitted.
2. Deny the rezone request as submitted.
3. Return to staff the rezone request for further information.

The County Commissioners may make a different motion or add/subtract factors as they deem appropriate.

The County Commissioners may not attach conditions of approval to a rezone request.

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

Jason West, 303 N. Mayfield Road, Hutchinson, KS 67501 stated he is requesting to rezone the property to the agricultural district in order to construct additional buildings, if needed, and to treat the property more like an agricultural operation. They also do not want to have to come back for additional conditional use permits to construct buildings on the property. If approved, he will purchase and additional 20 acres to reach the minimum forty acres.

Chairman Goertzen questioned if the additional twenty acres has been purchased.

Mr. West stated in 2006 or 2007 his family purchased the entire lake property from APAC Shears. He will purchase the additional twenty acres needed from the family LLC.

Commissioner Macklin asked how the property became zoned R-1.

Vonachen explained that in 2016, any parcel between three and 39.99 acres was generally zoned R-1 regardless of the existing land use.

Commissioner Shafer asked if Mr. West knew the dimensions of new parcel.

Mr. West used the aerial photograph on the screen and said it will go a little further south and a little further west.

Commission Martin asked if he had four separate 20-acre deeds to the land.

Mr. West said no. The only one that has been split off is the R-1 parcel.

Vonachen presented the staff report. Based on the testimony at the public hearing, Vonachen also explained to the Planning Commission the regulations regarding when a special exception from the Board of Zoning Appeals is required to construct a shed. Also discussed were buildings which are used for agricultural purposes, regardless of the zoning district, are exempt from zoning regulations.

Commissioner Strand questioned Factor number four regarding every other use that would be permitted as reclassified. He believes that is pretty open-ended.

Vonachen explained that some of the factors are difficult to interpret and understand because the factors were developed for traditional zoning, meaning commercial and industrial districts. Reno County does not have those districts. Every land use is potentially permitted on the property with a conditional use permit. That doesn't mean every land use will automatically be permitted. It does mean that a particular land use has to be evaluated for a particular property as some land uses may not be appropriate on a particular property.

Commissioner Martin asked how long has it been since this property was used as a sand and gravel operation and can it be restarted.

Vonachen responded that he is unsure how long it has been since the sand pit was in operation. It cannot be re-started without a conditional use permit.

Mr. West added there is also a deed restriction on the property that states they cannot run a mining operation. That stays with the land regardless of who owns the property.

Commissioner Shafer questioned what happens if the parcel is rezoned and the additional acreage is not added to this parcel. Is it a non-conforming parcel that won't be eligible for a permit.

Vonachen said yes. Currently this parcel is considered a conforming parcel zoned R-1. If the parcel is rezoned to AG and the additional acreage is not added, the parcel will be considered non-conforming and no permit will be issued on the property.

Commissioner Shafer added that between the time the parcel is rezoned and the new deed filed the parcel would technically be considered non-conforming and no permit issued.

Vonachen said yes.

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

Nobody from the audience members present addressed the Planning Commission.

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

Neither the applicant nor staff had any rebuttal statements.

Chairman Goertzen closed the public hearing.

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

Commissioner Macklin moved that Case Number 2022-01, the request by Jason & Christy West requesting a rezone from the Reno County Zoning Regulations of 20.69 acres of land from R-1 – Rural Residential District to AG – Agricultural District be approved based on the 10 factors listed in the staff report and as heard at this public hearing; seconded by Vice-Chairman Martin. The motion passed by the following 6-0 vote (Yes: Strand, Shafer, Macklin, Jorns, Martin, and Goertzen).



AGENDA ITEM

AGENDA ITEM #6.J

AGENDA DATE: March 22, 2022

PRESENTED BY: Captain Steve Lutz

AGENDA TOPIC:

Permission to purchase two (2) used vehicles to be used as unmarked car for the Sheriff's Office Detective Division at a not to exceed cost of \$39,000 for both vehicles.

SUMMARY & BACKGROUND OF TOPIC:

Seek to purchase 2 used vehicles to replace 2 current unmarked vehicles used by the Detective Division. Current vehicles are high mileage and have been in service for about 5 years each. Our 2022 budget has been previously approved to spend up to \$19,500 per vehicle for this replacement. Current vehicles will be used as trade-ins. In the past we may have found one at a higher cost and one at a lower cost and we make the adjustment not to exceed \$39,000 for both vehicles.

RECOMMENDATION / REQUEST:

Approve the purchase of 2 used vehicles using funds that have been figured into our 2022 budget already.



AGENDA ITEM

AGENDA ITEM #7.A

AGENDA DATE: March 22, 2022

PRESENTED BY: Chloe Gehring, District Manager

AGENDA TOPIC:
Conservation District 2023 Budget Request

SUMMARY & BACKGROUND OF TOPIC:

Reno County Conservation District is requesting \$50,000 for FY2023. The Board of County Commissioners approved funding levels for the previous years as listed:

| Fiscal Year | Adopted Amount |
|--------------------|-----------------------|
| 2022 | \$ 47,500.00 |
| 2021 | \$ 47,500.00 |
| 2020 | \$ 47,500.00 |
| 2019 | \$ 45,000.00 |

RECOMMENDATION / REQUEST:

No action is needed at this time



Reno County Conservation District

18 East 7th
South Hutchinson, Kansas 67505
Phone 620-669-8161

March 14, 2022

Reno County Commission
206 West First
Hutchinson, KS 67501

Dear Commissioners Friesen, Hirst, and Sellers,

The Reno County Conservation District is requesting \$50,000 from the General Fund for FY 2023. We understand that Reno County has many requests for funding and we take seriously our role as a key resource for conservation in our community. Even more, the Reno County Conservation District makes every effort to leverage our partnerships and state and local funds to deliver our services in a fiscally conservative manner.

We passed a milestone of 75 years serving Reno County in 2021. Over these years, the Reno County Conservation District has shepherded community projects like the Bicycle Recycling Program and Hunters for the Hungry, helped countless Reno County landowners implement conservation practices and educated thousands of children on the importance of conservation and the value of our natural resources. Looking forward, we want to continue to serve both rural and urban residents of Reno County with issues affecting the conservation of our natural resources, ultimately preserving and improving our environment and the community.

One of the primary ways in which the Reno County Conservation District serves the community is through the delivery of Cost Share programs. We are responsible for the administration of the State Division of Conservation Cost Share Programs: Water Resources and Non-Point Source in Reno County. The State Cost Share allocation for Reno County in 2022 was \$30,280. This funding goes directly to Reno County landowners to implement conservation practices that will address natural resource concerns. Over and above our fundamental purpose to improve soil and water quality, the end result may be improved farming profitability or these projects may resolve a public health concern, like septic waste entering public water supplies. State cost share funds helped leverage land improvements totaling some \$84K this fiscal year. Additionally, through the Cheney Lake Water Quality Project, a project which the District administers, we have even more Cost Share programs available. In 2021, cost share through the CLWQP exceeded \$144,000 in Reno County. Too, I would be remiss to omit the importance of the Reno County Conservation District's partnership with the USDA's Natural Resources Conservation Service. The District supports NRCS in the administration of EQIP, CRP, and CSP programs, which brought in an additional \$2,955,501 in contracted payments last year. All of these programs not only mean actual conservation practices on the ground, but also a real source of revenue

in Reno County. The value of this cost share alone totals over \$3 million dollars, plus the majority of these conservation projects are completed by local contractors. Truly a win-win for Reno County.

Another vital service the Reno County Conservation District provides the community is conservation education. Despite continued COVID-19 challenges, we have still been able to host outreach events in the field. We anticipate that 2022, 2023 will continue to normalize. We plan to continue with youth education efforts like the Reno County Water Festival, Farm2U and Ag & Conservation Days. For adults, we do much of our outreach in the field, demonstrating regenerative ag practices and providing a forum for producers to learn from each other's wins. These educational efforts help encourage innovation, improve stewardship and, importantly, increase prosperity in our local economy.

Additionally, the Reno County Conservation District fills a vital need by renting out equipment that is otherwise unavailable in Reno County. Much of this effort supports the Conservation Reserve Program. We maintain 5 Grass Drills and 1 No-Till Drill to support Reno County landowners in their soil stewardship efforts. We stock a variety of conservation related products such as grass seed, marking flags, and cable wire for electric fence, items that may not be available through other sources in the county. Lastly, the Cheney Lake Watershed owns a crop roller which is available for rent in the Cheney Lake Watershed and throughout Reno County.

In an effort to clarify our funding request, I will briefly outline how our proposed budget is structured (Annual Budget att.). Our total proposed operational budget for FY 2023 is \$228,005.00. The bulk of our expense is personnel. Personnel expense for 2023 is slated to be \$175,405. This covers the salary and benefits for the District Manager and two new contract positions funded through grant funds: a Regenerative Agriculture Specialist and a Soil Conservationist. Travel, Equipment and Building, Information and Education and Administrative expense categories for FY 2023 are slated to be \$15,600. The Equipment and Building Maintenance category will cover utilities, mowing and minimal maintenance at our storage shed, where we store seed and equipment. The Information and Education category covers our many outreach events as well as board development. The budget category, Other Administrative Expenses, is essentially where overhead expenses show up, ie liability insurance, dues and membership fees and our annual audit expense. The last category, WRAPS Personnel, covers the pass through expenses which are reimbursed by the Cheney Lake Water Quality Project. As this is the same Budget Form that we must provide to the State of Kansas, we must include the Cheney Lake Water Quality Project pass thru expenses in our total operational budget. Upon review of our Budget spreadsheet, you will see that our receipts are not complex. We have proposed a \$50,000 allocation from Reno County. This is an increase of \$2,500 from our previous funding level. The increase is to offset inflation that has occurred since our last funding change in 2020. The State of Kansas may also provide matching funds up to \$25,000 per district. Considering the funding trend over the past several years, we anticipate our state allocation will be \$22,000 for FY2023. Lastly, we are slated to receive \$113,300 in Technical Assistance Funds to cover the salary and benefit expense of our 2 contractors. Our other basic operational expenses are covered by a long-standing agreement with USDA's Natural Resources Conservation Service. We maintain a memorandum of agreement that states that District employees, in addition to district duties and responsibilities, shall provide clerical and/or technical support, as well as certain equipment to

NRCS in order to administer state and/or federal programs. In return, NRCS agrees to provide technical guidance as well as office space and equipment and maintenance of that equipment.

The Reno County Conservation District appreciates your continued support. Board Supervisors and District Staff are committed to being a partner of choice for conservation in Reno County.

Please don't hesitate to contact me if you have any questions regarding the budget or any of our conservation programs. On behalf of myself and the Board of Supervisors, we look forward to discussing our organization with you in the near future.

Best regards,

Chloe Gehring
District Manager
Reno County Conservation District
Ph: 620-888-2033
Em: chloe.gehring@ks.nacdnet.net

Enclosures

2023 Formal Division of Conservation Budget Forms
Budget Request 2023
Annual Report 2021

Reno County Conservation District Supervisors:

Chad Basinger, Chairperson
Melody McCurry, Vice-Chairperson
Kyle Geffert, Treasurer
Sam Sanders, Supervisor
Jerry Clasen, Supervisor

RENO County Conservation District

2023 Operations Fund Budget

| | Preceding Year Actual 2021 Column 1 | Current Year Estimated 2022 Column 2 | Proposed Budget 2023 Column 3 | Adopted Budget 2023 Column 4 |
|--|---|--|---|--|
| Expenditure Classifications: | | | | |
| Salaries & Wages (gross) | \$ 94,149.23 | \$ 131,735.00 | \$ 147,800.00 | |
| Employee Benefits | \$ 13,562.39 | \$ 24,900.00 | \$ 27,605.00 | |
| Travel Expenses | \$ 3,157.03 | \$ 2,500.00 | \$ 3,500.00 | |
| Fixed Assets Purchases | \$ - | \$ - | \$ - | |
| Equipment & Building Maintenance | \$ 1,156.41 | \$ 1,200.00 | \$ 1,350.00 | |
| Information & Education | \$ 1,673.65 | \$ 3,500.00 | \$ 4,500.00 | |
| Other Administrative Expenses | \$ 4,280.32 | \$ 6,250.00 | \$ 6,250.00 | |
| State Technical Assistance Reimb'mt | \$ 71,529.35 | \$ - | \$ - | |
| WRAPS Personnel Expense | \$ 36,148.76 | \$ 36,600.00 | \$ 37,000.00 | |
| Total Expenditures | \$ 225,657.14 | \$ 206,685.00 | \$ 228,005.00 | |
| Receipt Classifications: | | | | |
| Cash on Hand, January 1* | | | | |
| a. Checking Account | \$ 3,000.01 | \$ 3,000.10 | \$ 3,000.00 | |
| b. Savings / Investment Account | \$ 56,308.55 | \$ 7,436.57 | \$ 3,421.67 | |
| c. Petty Cash & Other Currency | \$ 35.00 | \$ 35.00 | \$ 35.00 | |
| County Appropriation - General Fund | \$ 47,500.00 | \$ 47,500.00 | \$ 50,000.00 | |
| County Appropriation - Special Levy | \$ - | \$ - | \$ - | |
| County Appropriation - Other Funds | \$ - | \$ - | \$ - | |
| State Appropriation (matching funds)** | \$ 22,444.84 | \$ 22,000.00 | \$ 22,000.00 | |
| Technical Assistance Funds | \$ 66,681.74 | \$ 96,320.00 | \$ 113,300.00 | |
| Interest | \$ - | \$ - | \$ - | |
| Donations/ Grants | \$ 3,500.00 | | | |
| Miscellaneous | \$ 104.90 | \$ 250.00 | \$ 250.00 | |
| WRAPS Personnel Reimbursement | \$ 36,553.77 | \$ 36,600.00 | \$ 37,000.00 | |
| Transfer of Funds | \$ - | \$ - | \$ - | |
| Total Receipts | \$ 236,128.81 | \$ 213,141.67 | \$ 229,006.67 | |
| Less Total Expenditures | \$ 225,657.14 | \$ 206,685.00 | \$ 228,005.00 | |
| Cash on Hand, December 31 | \$ 10,471.67 | \$ 6,456.67 | \$ 1,001.67 | |

* The sum of Cash On Hand, January 1 must equal Cash On Hand, December 31 of previous year.

** NOTE: As per K.S.A. 2-1907c, if state appropriations are insufficient to match county funds (not to exceed \$25,000 per district), distribution shall be prorated in proportion to eligible amount.

Please mail completed budget forms to the Division of Conservation (DOC) following district adoption of the final budget. If unable to do so by September 1, please contact DOC.

County Certification to District

It is hereby certified that the commissioners of Reno County, Kansas have approved and certified to the county clerk a budget that includes an allocation of \$50,000.00 from the county's general fund and/ or \$0 from the special mill levy, in accordance with the provisions of K.S.A. 2-1907b (Conservation District Law), and \$0 from other funds for a total of \$50,000.00 for the Reno County Conservation District for the calendar 2023.

Passed by the county governing body on the _____ day of _____, 2022.

County of RENO, State of Kansas

Signed: _____, Commission Chairperson

Attest: _____, County Clerk

Reno County Conservation District

18 E. 7th Ave. • South Hutchinson, KS 67505

Budget Request 2023

Income

| | | |
|----------------------------------|-----------|-------------------|
| Appropriations - State | \$ | 22,000.00 |
| Appropriations - County | \$ | 50,000.00 |
| Miscellaneous | \$ | 250.00 |
| Technical Assistance Grant Funds | \$ | 113,300.00 |
| CLWQP Personnel Reimbursement | \$ | 37,000.00 |
| Total Income | \$ | 222,550.00 |

Expense

| | | |
|----------------------------------|-----------|-------------------|
| Salaries and Wages | \$ | 147,800.00 |
| Employee Benefits | \$ | 27,605.00 |
| Travel, Meetings, Workshops | \$ | 3,500.00 |
| Equipment & Building Maintenance | \$ | 1,350.00 |
| Information and Education | \$ | 4,500.00 |
| Other Administrative | \$ | 6,250.00 |
| CLWQP Personnel Expense | \$ | 37,000.00 |
| Total Expense | \$ | 228,005.00 |



“Of all the questions which can come before this nation, short of the actual preservation of its existence in a great war, there is none which compares in importance with the great central task of leaving this land even a better land for our descendants than it is for us.”

— Theodore Roosevelt

Reno County Conservation District 2021 Annual Report

Still navigating through the challenges of COVID-19 in 2021, many of our normal outreach activities were impacted. In lieu of larger indoor events, we relied on in-field events and tours to continue outreach activities.

Though the USDA Service Center went through periods of closure, we all continued to meet with producers in the parking lot or in the field, as need required. In the Fall we were able to host KACD and SCC for a conservation tour through Reno County. Special emphasis was placed on engaging with local and State representatives to share the landowners experience of putting conservation to work.

The Conservation District had a busy Winter and Spring providing support to FSA's CRP program by selling grass and forb seed and coordinating drill rentals. Our grass drills and no-till drill seeded over 3,000 acres and we moved through 5 tons of grass and forb seed.

We also manage cost share programs funded through the State of Kansas, Division of Conservation. The Water Resources program contracted out funds for 5 projects and the Non-Point Source Cost Share program contracted 4 projects. Total funds committed to this local conservation work exceed \$30,000.

Board Supervisors continued to represent local interests at several statewide or national outreach opportunities. Jerry Clasen currently serves as KACD President and Sam Sanders was elected to the State Conservation Commission in November. The National Association of Conservation Districts Annual Meeting was held remotely in February. As KACD President, Jerry Clasen participated in leadership meetings throughout the online conference. Melody McCurry, Jerry Clasen, and Sam Sanders attended the KACD Convention in Wichita.

2021 by the numbers

Conservation Dollars in Reno County

| | |
|---------|-------------------|
| Federal | \$ 2,955,501 |
| State | \$ 30,280 |
| CLWQP | <u>\$ 144,833</u> |
| Total = | \$ 3,130,614 |

| Practices Completed | Amount | Unit(s) |
|---|--------|---------|
| Brush Management | 690 | ac |
| Conservation cover for pollinators | 1131 | ac |
| Conservation Crop Rotation (328) (Ac) | 1779 | ac |
| Controlled traffic farming to reduce compaction | 9835 | ac |
| Cover Crop | 2732 | ac |
| Cover crop to reduce soil erosion | 198 | ac |
| Cover crop to reduce wind erosion | 4346 | ac |
| Critical Area Planting | 10 | ac |
| Diversion | 2912 | ft |
| Establish Monarch butterfly habitat | 69 | ac |
| Fence | 71504 | ft |

| Practices Completed | Amount | Unit(s) |
|---------------------------------------|--------|---------|
| Firebreak | 113837 | ft |
| Grassed Waterway | 13 | ac |
| Grassland Conservation Initiative | 2023 | ac |
| Herbaceous Weed Treatment | 27 | ac |
| High Tunnel System | 6930 | sq ft |
| Livestock Pipeline | 2943 | ft |
| Nutrient Management | 198 | ac |
| Prescribed Burning | 2571 | ac |
| Prescribed Grazing | 4703 | ac |
| Pumping Plant | 21 | no |
| Range Planting | 35 | ac |
| Reduced tillage to reduce energy use | 1112 | ac |
| Residue & Tillage Management, No Till | 3318 | ac |
| Structures for Wildlife | 5 | no |
| Terrace | 35010 | ft |
| Tree/Shrub Site Preparation | 1 | ac |
| Multi-species cover crops | 174 | ac |
| Water Well | 100 | no |
| Watering Facility | 23 | no |
| Wetland Enhancement | 5 | ac |



AGENDA ITEM

AGENDA ITEM #8.A

AGENDA DATE: March 22, 2022

PRESENTED BY: Harlen Depew, Director of Maintenance & Purchasing

AGENDA TOPIC:

Consider for approval, a change order in the amount of \$928,440.80 from Pishny Restoration for additional repairs to the courthouse dome.

SUMMARY & BACKGROUND OF TOPIC:

During the final steps of the earthquake repairs on the dome of the courthouse, it was discovered the concrete substrate on the roof portion of the dome is not sufficient to rebuild upon. After extensive collaboration between the contractor, architect, and engineer, it was determined the correct way to proceed is to remove the existing slab and install new concrete with appropriate reinforcement. It is the opinion of our team that an approach utilizing the existing substrate would result in a repair that would not be sufficient to resist lateral movement during future seismic activity. The high cost is due to the difficulty of removing a slab at this location, providing a new heavy duty temporary covering to protect the building from rain and storms during the process, and a complicated and time consuming process of creating temporary structure high inside the dome from which forms for new concrete can be built.

ALL OPTIONS:

1. Approve this change order for work as recommended by our project design team.
2. Pay for a more substantial temporary cover for the dome and continue to look for an acceptable way to keep the existing substrate. (not recommended)

RECOMMENDATION / REQUEST:

Review and approve this change order.

POLICY / FISCAL IMPACT:

This item has been submitted to insurance to be included as part of the earth quake damage claim, but in the event that insurance denies the claim, funds from 099 CIP Reserve Fund will cover this expenditure. If the expense is paid by the county, it should qualify for a 40% reimbursement in the form of State income tax credits thru the Kansas State Historical Society.

Pishny Restoration Services

| | | | |
|---------------------------------|--------|--------------|--|
| 12202 W 88th St Lenexa KS 66215 | Phone: | 913-227-0251 | |
| | Fax: | 913-227-0176 | |

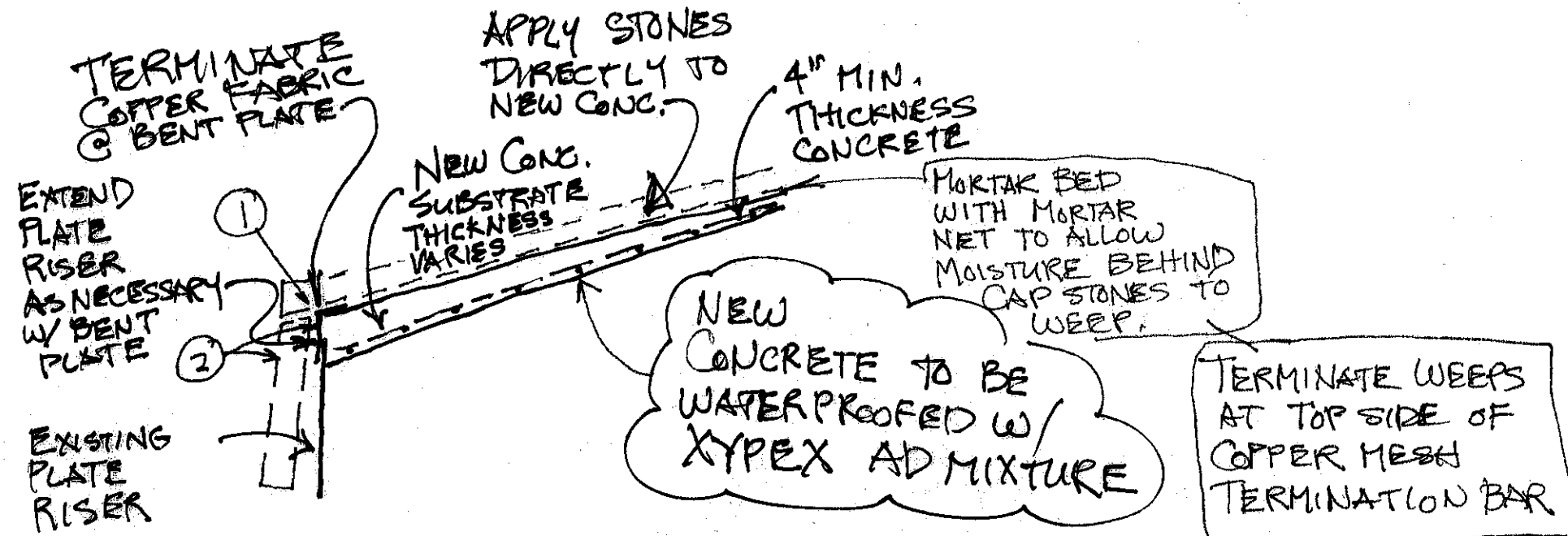
Change Order Request #3

Reno County Courthouse

Time Extension 4.5 Mos

Replace Dome Slab

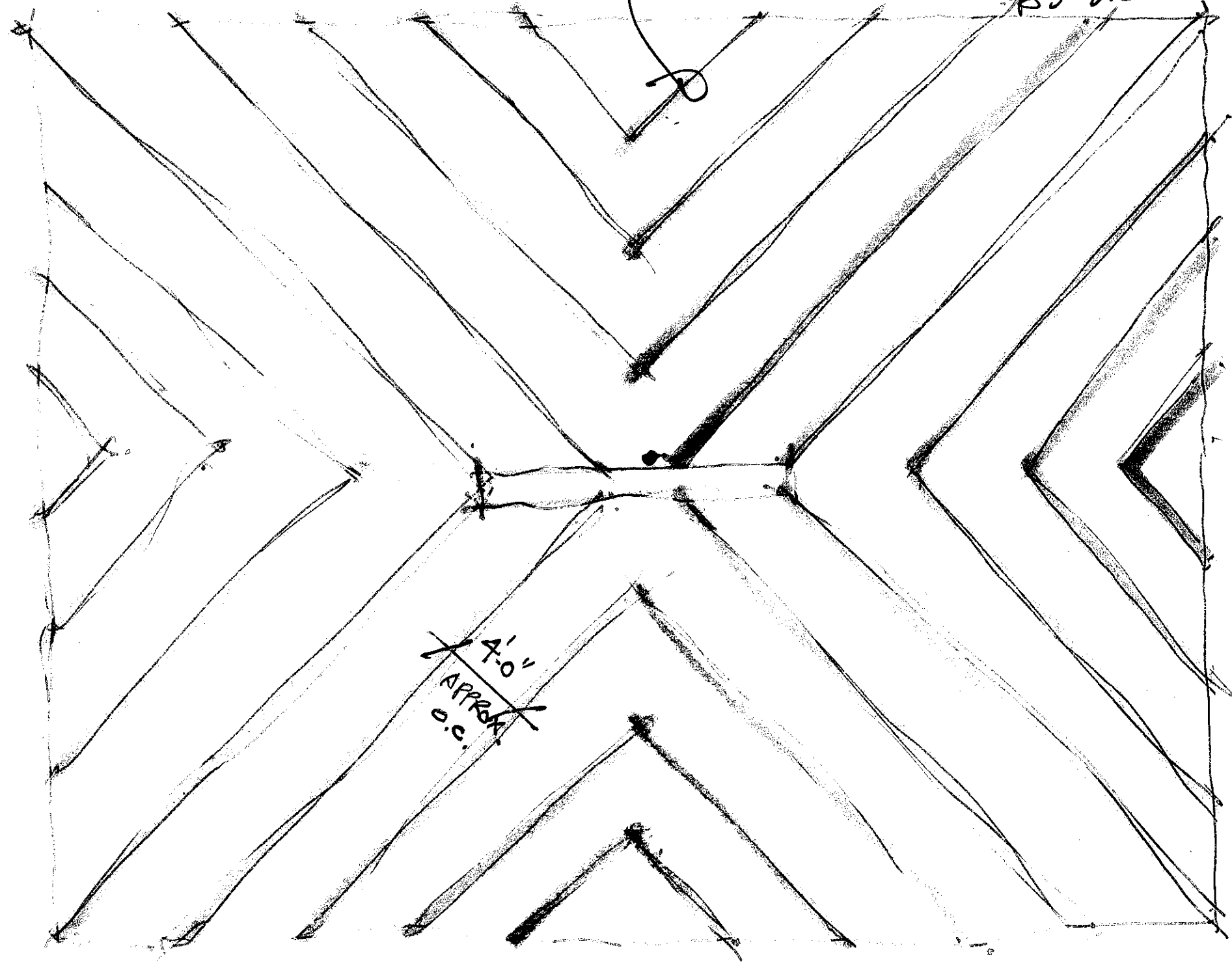
| Item # | Description | Qty | Unit Price | Discount | Price |
|------------------|------------------------------|-----|---------------|----------|----------------------|
| 1 | Protection-Equipment | 1 | \$ 87,996.00 | | \$ 87,996.00 |
| 2 | Scaffold | 1 | \$ 48,980.00 | | \$ 48,980.00 |
| 3 | Shoring-Formwork | 1 | \$ 198,240.00 | | \$ 198,240.00 |
| 4 | Demolition | 1 | \$ 98,410.00 | | \$ 98,410.00 |
| 5 | Steel | 1 | \$ 81,655.00 | | \$ 81,655.00 |
| 6 | Stainless Rebar Installation | 1 | \$ 77,430.00 | | \$ 77,430.00 |
| 7 | Pour Slab-Pump Truck-Crane | 1 | \$ 171,589.00 | | \$ 171,589.00 |
| 8 | Bond | 1 | \$ 9,650.00 | | \$ 9,650.00 |
| 9 | New Roll Over Protection | 1 | \$ 26,430.00 | | \$ 26,430.00 |
| Invoice Subtotal | | | | | \$ 800,380.00 |
| O & P (16%) | | | | | \$128,060.80 |
| Tax Rate | | | | | |
| Sales Tax | | | | | \$ - |
| Other | | | | | |
| TOTAL | | | | | \$ 928,440.80 |



① PROVIDE TERMINATION BAR FOR COPPER MESH AT TOP SIDE OF BENT PLATE. REFERTO ASDI FOR CONTINUATION OF COPPER FABRIC. DOWN TO GUTTER.

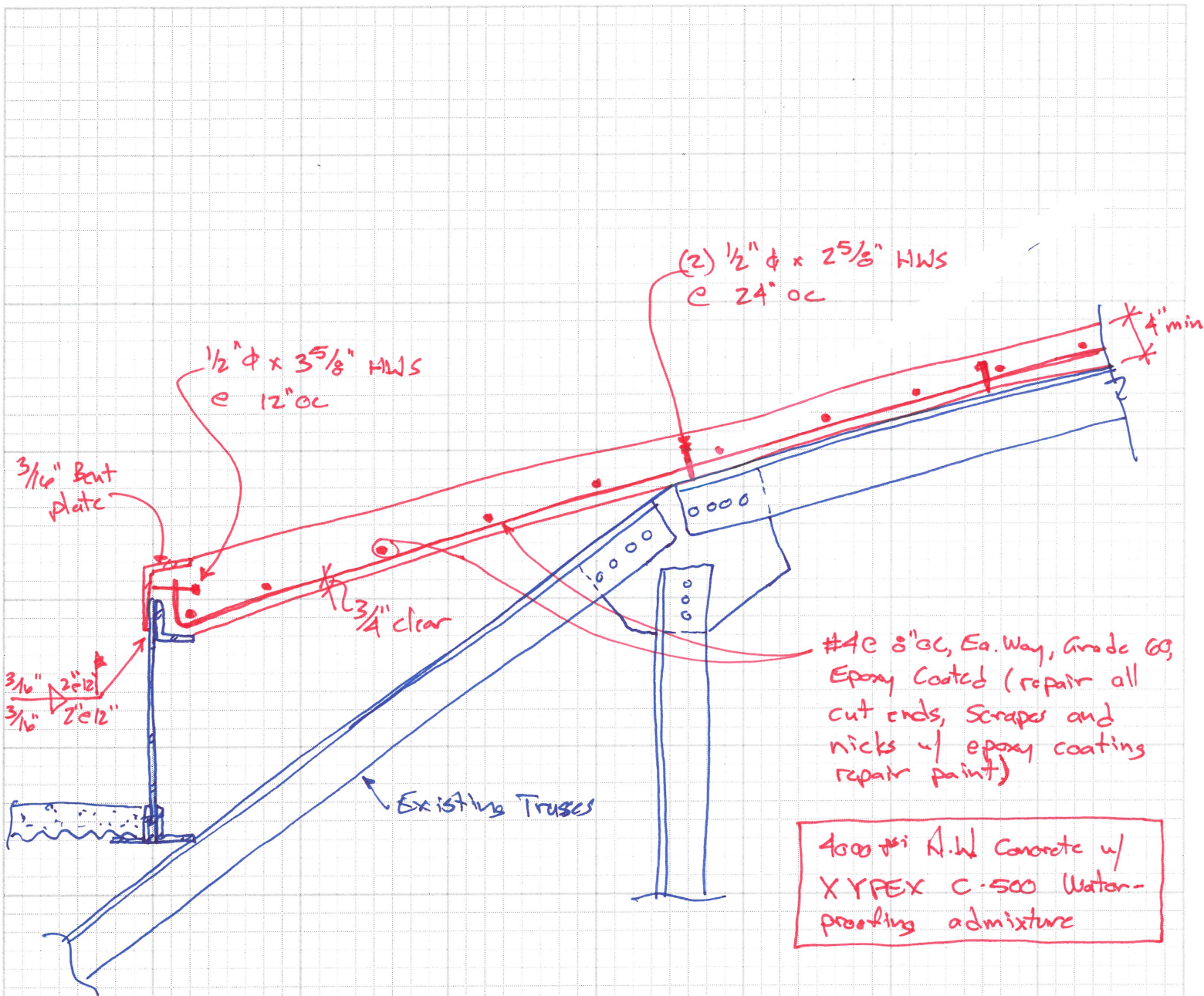
② DEPTH OF RISER EXTENSION TO BE DRIVEN BY TOP EDG OF FASCIA STONE RISER

1" x 1/2" THICK x CONTINUOUS LENGTHS
OF MORTAR NET WEEP
PATHS (TYP.)
AS SHOWN



~~4'-0"~~
~~APPROX~~
~~O.C.~~

MORTAR NET CONFIGURATION





AGENDA ITEM

AGENDA ITEM #8.B

AGENDA DATE: March 22, 2022

PRESENTED BY: Harlen Depew, Director

AGENDA TOPIC:
Maintenance & Purchasing Annual Update

SUMMARY & BACKGROUND OF TOPIC:
Maintenance and Purchasing annual update

ALL OPTIONS:
N/A

RECOMMENDATION / REQUEST:
N/A

POLICY / FISCAL IMPACT:
N/A



Maintenance And Purchasing Annual Report

March 22, 2022

2021 Maintenance Dept. In Review

2021 was an interesting year for Maintenance staff as we navigated thru staffing shortages and ongoing challenges related to the COVID 19 pandemic.

A great deal of staff time was spent assisting the contractors working on the courthouse window restoration, weatherization, and earthquake repair projects. These projects created a lot of extra dirt and debris that was cleaned up daily by our custodial staff, especially Paul Givens and BJ Alonzo.

Jim Arneson did a lot to assist city staff with wrapping up loose ends from their remodel of the Law Enforcement Center.

Jennifer Lobban and Matthew Elliott, our Purchasing experts, successfully tackled ongoing challenges with supply chain issues, and wildly unstable pricing on both standard storeroom inventory items and special order items alike. For some reason, technology related supplies and equipment seemed especially difficult to acquire in an affordable and timely manner. Matt and Jenny put a lot of effort into getting other departments the items they needed as quickly as possible.

The Reno County Correctional Facility, and all the systems and equipment involved with that building are approaching seven years old, and are requiring more and more repair as time progresses. Art Miller and Nikki Phillips are our lead technicians working at that location. They have saved Reno County taxpayers hundreds of thousands of dollars by resolving issues with security hardware and other complex equipment in-house, and avoiding having to call in specialty vendors from out of State to resolve these issues.

During the latter part of the year, we transitioned to a new maintenance management software system. It was a large project that involved setting up all of our facilities in the new system, along with hundreds of pieces of mechanical equipment and recreating planned maintenance schedules in the new program. A couple of the benefits of this new system is greatly improved mobile device functionality which allows our techs to receive and complete work requests in the field. This system is also what we plan to use for long range capital planning purposes.

Department staff assisted Solid Waste thru their construction project and with getting them set up with the supplies and equipment they needed to get up and running in their new facilities. Custodial Supervisor, Ron Martin coordinated daily custodial services with the opening of their facilities and has been personally hands on while developing an effective cleaning routine at that location.

Our 2021 operating budget closed out at 20% under budget due to a number of factors, primarily from several positions being left unfilled for extended time periods due to lack of qualified applicants. Additional factors included using custodial supplies purchased with COVID funding, and being tied up with assisting with courthouse projects and spending less time on improvements in our other facilities. Maintenance staff has continued to be conscientious on a daily basis, and they are diligent about looking for the best value on purchased goods, which becomes apparent at the bottom line.

2022 a Look to the Future

It's a great time to be a part of the Reno County organization!

The Maintenance Department is having a lot of fun transitioning into new ways of getting things done while working together to create a culture for high performance within the department. As the department director, I have been delighted with the level of engagement displayed by my team and the great ideas and perspectives they are sharing. More than ever, we are expecting and receiving leadership from all employees, and they are stepping up to the challenge in a big way!

We are looking forward to the completion of the courthouse earthquake repairs and window restoration, and being able to move on to other projects. The proposal for architectural services for the courthouse remodel resulting from the recently completed space study is in the final stages of review, so we should have a proposal ready for the Commission by the end of March. Our intent is to get that project out to bid this summer with construction beginning in the fall.

New space for the Health Department and Emergency Management is being investigated and will potentially take a fair amount of our time in 2022.

We are finalizing plans to conduct a facility condition assessment at our two largest facilities -the courthouse and RCCF. This will involve a third party vendor doing on-site evaluations of these facilities and cataloging all of the mechanical equipment and other items that will fall into the capital replacement category in the future. This data will then be uploaded into a Capital Forecast program which will give us a visual report of facilities related capital needs over the next twenty years. In order to reduce the cost of the FCA, our own Maintenance team will collect and upload the data from the rest of our facilities to complete this comprehensive long term capital forecast.

We budgeted for an exterior paint job at the Rcat building this year. The building will be 15 years old in 2023, has the original paint job, and it's time for a second coat. After discussions with staff, we have decided to complete this project with our own employees, rather than contracting it out. I'm projecting we will save taxpayers around \$12,000 dollars if we do it in-house. We will be completing this in April if the weather cooperates.

Other projects on our agenda for 2022 include a scheduled roof replacement and some masonry repairs at the Health Department, and some carpet replacements in various locations.

We hope to do some nice improvements to the lawn and landscape around the courthouse this fall after the contractors are done and gone.

We planned to replace windows at the Extension Office in 2021, but chose to defer this due to inflated pricing and supply chain challenges. We intend to get this done this summer with our own staff.

Of course these projects are in addition to the nearly 5,000 routine work requests and planned maintenance tasks we do on an annual basis.

While we came in under budget in 2021, it will be more challenging going forward with increasing costs for goods and services across the board. With this in mind, taking great care of our facilities, systems, and the equipment contained in them has never been more important. Our Maintenance team understands this and works hard to provide the best service in the most efficient and cost-effective way possible!

Special thanks to all the members of the Reno County Maintenance & Purchasing team:

| | | | | |
|----------------|-----------------|----------------|---------------|-----------------|
| BJ Alonzo | Jim Arneson | Calvin Blythe | Sherry Cooper | Matthew Elliott |
| Eric Evans | Elizabeth Ewert | Greg Ford | Paul Givens | Stormy John |
| Darren Johnson | Troy Kelly | Vicki Lloyd | Jenny Lobban | Ronnie Martin |
| Art Miller | Jacob Moore | Nikki Phillips | Garrett Drier | Harlen Depew |



AGENDA ITEM

AGENDA ITEM #9.A

AGENDA DATE: March 22, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:
Monthly Department Reports

SUMMARY & BACKGROUND OF TOPIC:

Every month, departments have been asked to provide an update on the previous month's major activities. The reports are intended to keep the county commission informed about the appointed and elected departments. Attached are reports for District Attorney, Information Technology, Maintenance, Public Works, Solid Waste, Treasurer and Youth Services.

ALL OPTIONS:

n/a

RECOMMENDATION / REQUEST:

Discussion Only

POLICY / FISCAL IMPACT:

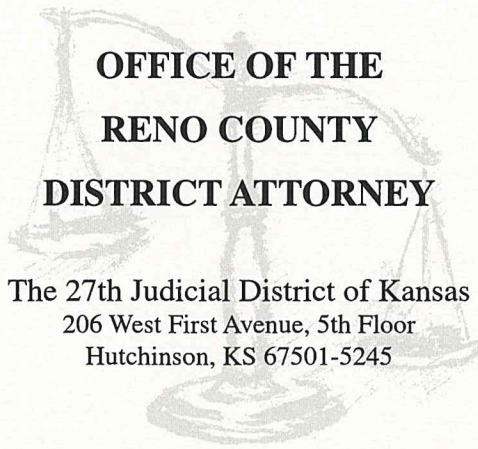
n/a

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



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

Victim-Witness Service
(620) 694-2773

Investigator Daniel Nowlan
(620) 694-2765

FEBRUARY 2022 BOCC UPDATE

February 28, 2022

Staffing changes or issues: As of February 28, 2022, the Reno County District Attorney's Office employs 20 people; seven attorneys/prosecutors; one investigator/coroner assistant; one part-time assistant coroner; one office manager; one victim/witness coordinator; one diversion coordinator and eight office legal staff.

There were three graduations from Drug Court in the month of February.

Budget Summary: FY2022 expenditures to date are at 14% of budget.

Projects-Issues-Challenges-Concerns: I appreciate the progress being made toward remodeling the Fifth floor to meet the needs of the District Attorney's Office. I have met with Harlen to discuss improvements that need to be made to the offices. I had a leak in my office which maintenance determined was a result of a blocked drainage pipe. Maintenance worked to dry out my office and get rid of the blockage, which I appreciate. I have continuing concerns over ceiling leaks throughout my offices. One continuing concern I have is the quality of the air in my offices because of the mold and mildew that appears to be present as a result of the water leaks over the years. The ionizer I purchased for the office helps, the staff reports an improvement in the air quality. More needs to be done to remediate the issues in the diversion office on the Fifth floor.

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

Thomas R. Stanton
Reno County District Attorney

February 2, 2022

Monthly Report Information Services

Michael Mathews

Staffing changes or issues

We are currently full staffed. We have started a new helpdesk tech and the document management specialist.

Budget YTD summary

IT always has a lot of large expenditures at the first of the year as we must pay many of our software support contracts. These contracts come due through the month of April then our expenses tend to go down. We work diligently to remain within our adopted budget.

Projects/Issues/Challenges/Concerns

We have completed the Multi factor authentication project with little trouble. We are now working on a number of other projects; we are still working on the time keeping project with the Clerk's office and the Health department. We are also reconfiguring our entire domain this project will take several months to complete. We have completed moving our Office 365 licensing to include Teams and SharePoint for all users and departments. We will begin training the departments and helping them learn to use it to communicate better. We have received the scanning equipment; our document management specialist has been here about 2 weeks and is working completely on the Register of Deeds project. To this point he is working on importing the documents that were already scanned but not in the system. So far, he has imported and done quality control on 69 Books or approximately 37000 documents. He will complete that portion of the project by Wednesday March 2nd. Then he will begin scanning books and getting them indexed and searchable in the Docuware system. This will be a slower process but as we get a process going it will speed up.

Issues that we dealt with the past month include. We had a few challenges this month.



Maintenance & Purchasing Monthly Report 3/1/2022

Harlen Depew, Director

Staffing: Maintenance has two unfilled Custodial Tech positions and one daytime Maintenance Tech.

Budget YTD summary

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

Projects/Issues/Challenges/Concerns

Space Study: We continue to work with Departments and the County Administrator in the development of the courthouse space study and resulting project to address those needs. We plan to have a proposal ready for the Board to consider by the end of March.

Teamwork: Recently the emergency generator at RCCF developed a coolant leak in the radiator. The cost to replace this radiator would have been over \$12,000.00. Thru the teamwork of the Sheriff's Dept., Automotive, and Maintenance, we were able to get the original radiator repaired, saving several thousand dollars.

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

The proposal from Pishny Restoration to remove and replace the concrete substrate came in at \$928,440.80. This proposal has been forwarded to Travelers for review, and another meeting is scheduled for March 2nd, 2022 to review this and hopefully to finalize plans to proceed.

Solid Waste Custodial Services: Over the past 15 years, the Maintenance Dept. has provided custodial services to the landfill offices, and the break room at the shop on a weekly basis. With the opening of the new facilities in February, we have moved to daily cleaning services, Monday thru Friday. This additional service will extend the life of the flooring in the facility, and provide a more pleasant environment for Solid Waste staff and customers alike.

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

February 2022 Monthly Report

Equipment

Sign truck is the only vehicle not purchased yet per the 2022 equipment plan.

Projects

Asphalt Crew is now shouldering the edge of the roadways and crack sealing.

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

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

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

Reno County was awarded the Kansas Local Bridge Improvement Program Grant for 90% state, 10% local match with a maximum for the state match of \$200,000.00. These funds will be used to replace Fairview Rd. Bridge 1.60. The County Bridge Crew will construct the bridge.

Planning & Zoning Working on one rezone, one special exception, and a flood plain issue regarding state data. Planning Commission is working on priorities for upcoming year.

Contracted Projects

Willowbrook Bridge construction will begin this summer.

Union Pacific Railroad declared the 43rd bridge complete.

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

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

South Hutch Scott Blvd. bridge bids will be opened on March 3rd at the Public Works facility.

Challenges

Working on grants for rehabilitating Sewer District 201 Yoder and Sewer District 202 Habit.

Working on Water District 101 Yoder high nitrate problem.

Short three full time positions.

Receiving new equipment within the fiscal year ordered. I am collaborating with the Administrator on how to resolve this issue.

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



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

Solid Waste Monthly Update February 2022
Megan Davidson, Director

Staffing: We currently have 1 open position of a General Laborer.

Projects/Issues/Challenges/Concerns: We had opening day of the new scale and convenience center on February 14th. Besides the little hiccups here and there things have been running smoothly and the employees are really enjoying their new space. We are planning an open house sometime in the month of March when the weather is a little nicer so anyone that is interested in touring the new facilities is welcome to do so.

Staff has kept busy picking up trash around the facility on and off site. We are working on a High Wind Policy for the landfill as challenges with the wind causes blowing debris outside of the fences especially on high wind warning days. We currently have extra temporary employees on site helping clean the trash that has blown offsite around the landfill facilities.

The next project for the landfill is continuing cell 8 preparation for it to go to bid this fall. We also will be working on the dirt work for the Sheriff gun range.

Budget: We are wrapping up on 2021 invoices and starting to get bids in on equipment for 2022.



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

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

February 25, 2022

MONTHLY REPORT

STAFFING CHANGES OR ISSUES:

We have opened our tag clerk(s) position and have already begun to receive numerous applicants. We hope to hire 2-3 in the next month. We will also be considering promoting a current employee to the Treasury side of our operation.

BUDGET YTD SUMMARY:

As of this day, we are running around 11% of our budget with most of it coming from payroll and postage. The YTD budget left is \$243,263.35 with \$28,6365 being spent YTD. Postage has gone up and we are still trying to email everything we can to offset that expense. We are taking every opportunity to email receipts and/or tax statements that customers are requesting if their original has been lost. When I can do some more research, I want to look at emailing tax statements. At this point it is something being discussed but not perfected yet. Kingman county did try it this last year and they are willing to share their experience with me. Of course, Kingman county is much smaller Reno county (7000 population).

PROJECTS/ISSUES/CHALLENGES/CONCERNS:

My department's major projects for the month of February have been sending out delinquent notices to customers on personal property, preparing warrants to send to the Sheriff on personal property left unpaid. We continue to issue tags, process title work and renew commercial accounts due by the end of February. We are anticipating a large push at the end of the month on the commercial accounts. We are also working on billing out Antique vehicles. We have to verify each account, print the billing, fold and put in envelopes the month's billings, sort them for duplicates, additional late fees or mistakes on names, etc. We hope to finish the forms 138 for the school district to help in their preparation of their budgets. We also will be sending out MV budget estimates to also aid in the preparation of budgets.



RENO COUNTY YOUTH SERVICES

219 West Second Ave.
Hutchinson, Kansas 67501
(620) 694-2500

Fax: (620) 694-2504

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

JUVENILE DETENTION CENTER

JUVENILE INTAKE & ASSESSMENT

BOB JOHNSON YOUTH SHELTER

Youth Services Monthly Report

February 2022

Staffing changes or issues (if any)

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

The employee of the month for February is Tammy Cline. Tammy joined Youth Services in Sept. 2017 serving as a standby Youth Care Specialist and Juvenile Corrections Officer and an on call Juvenile Intake and Assessment officer. In June 2020, she become a full time Juvenile Intake and Assessment officer. Tammy works well with families of our community and provides them with useful tools to address their current crisis and provides community referrals for continued support. Tammy is familiar with all our departments in are facility and is quick to assist when needed.

[Employee of the Year 2021 was awarded to Dayton Hodson](#). Dayton, Youth Care Specialist, was named the 2021 Reno County Youth Services "Employee of the Year" at a surprise reception held for him on February 23, 2021.

Dayton was selected from the employees who were recognized during 2021 as "Employees of the Month" for Reno County Youth Services. Dayton was the "Employee of the Month" for the month of November 2021.

Dayton initially began his service with Reno County on May 10, 2011 through December 21, 2016 as both Youth Care Specialist and Juvenile Corrections Officer. He returned to Reno County Youth Serves on February 24, 2021 as a Youth Care Specialist.

Budget YTD Summary

As of 2/28/2022, we have spent 11% of our Shelter budget (Dept.90). The expenses are routine and are mostly due to salaries. The total shelter budget is \$1,151,760. We have spent 13% of our detention budget (Dept.91). Detention expenditures consists of mostly salaries. The total detention budget is \$1,036,265.

Projects/Issues/Challenges/Concerns

We had our annual residential facility licensing review earlier this month and there were no areas of noncompliance noted. This is a great reflection of my supervisors and staff following the required guidelines daily.