



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, May 31, 2022, 9:00AM**

1. **Call to Order**
2. **Pledge of Allegiance to the American Flag and Prayer**
3. **Welcome and Announcements by Commission Chair**
4. **Public Comment on Items not on the Agenda**
Please come forward to the podium, state your name and address and limit your remarks to not more than 5 minutes per item.
5. **Determine Additions or Revisions to the Agenda**
6. **Consent Agenda**
 - 6.A Vouchers (bills or payments owed by the county or related taxing units).
 - 6.B BOCC minutes for April 26th, April 26th ARPA Special meeting, and May 10th
 - 6.C Juvenile Corrections Advisory Board reappointment of Darryl Peterson and first-term appointments of Shontina Tipton and Heather Jobe. The appointments are 3-year terms effective 5/24/2022 to 5/24/2025.
 - 6.D Community Corrections contract with Uptrust to provide two-way text messaging and web and mobile applications to improve communication and reduce missed appointment and court hearings. The contract is for one year for \$1,000 monthly fee.
 - 6.E Planning Case #2022-04 - A resolution ordering the vacation of a 20-foot sidewalk easement located between Lots 5 and 6, Block 1, of Random Acres Subdivision.
 - 6.F Resolution to increase rural fire chiefs monthly stipend to \$500.00 per month
 - 6.G Donation of 30 Surplus Radios to Pratt County Sheriff's Office
 - 6.H Addendum to the Reno County Purchasing Policy addressing conflict of interest and federal debarment of vendors/contractors; and authorize the County Administrator to sign Addendum to said policy.
 - 6.I Addendum #6 to the October 26, 1988 Agreement between Ray E. Bontrager & Carol J. Bontrager & Reno County Water District No. 101 with new owner Regena R. Garber Trust.
 - 6.J Approval of PerformYard Software for Countywide Performance Evaluations at an annual cost of \$24,900.
 - 6.K Rcat Service and Operation Hours
 - 6.L Reno/Harvey Joint Fire District #2 (Buhler) Tender Truck Purchase from Osco Tank & Trucks sales for \$272,357; and declare their 1999 Freightliner as surplus to be sold on PurpleWave once the new tender is in service.

- 7. Business Items**
 - 7.A Courthouse Repairs Update
 - 7.B Reno County Health Department - Annual Update
- 8. County Administrator Report**
 - 8.A Monthly Department Reports
- 9. County Commission Report/Comments**
- 10. Adjournment**



AGENDA ITEM

AGENDA ITEM #6.B

AGENDA DATE: May 31, 2022

PRESENTED BY: Cindy Martin

AGENDA TOPIC:

BOCC minutes for April 26th, April 26th ARPA Special meeting, and May 10th

SUMMARY & BACKGROUND OF TOPIC:

N/A

ALL OPTIONS:

Approve minutes

Deny minutes

RECOMMENDATION / REQUEST:

Commission to approve minutes as drafted

POLICY / FISCAL IMPACT:

N/A

April 26, 2022
Reno County Annex
Hutchinson, Kansas

The Board of Reno County Commissioners held an 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 Henry Blickhahn, Our Redeemer Lutheran Church.

District Attorney Tom Stanton read a proclamation for National Crime Victims' Rights Week. He and Victim/Witness Specialist Jodie Bryant both accepted the proclamation from Chairman Friesen. Mr. Stanton extended an invitation for the public and commission to attend a support service for victims of crimes on Thursday, April 28th at 6:30 p.m. at the South Hutchinson Community Center. Mr. Stanton thanked Commissioner Hirst for attending the last several years. Commissioner Hirst asked the public to please consider attending this meaningful service.

Emergency Management Director Adam Weishaar gave a brief history introducing Travis Vogt as the new County Fire Administrator beginning on March 28th, 2022. He proceeded to give an update on the Tenawa/Haven Midstream Gas Plant explosion on April 14th, 2022. They took the necessary precautions and started a one-mile evacuation zone around the gas plant. After getting approval on a disaster declaration, he called for additional assistance from surrounding counties. The Sheriff's Office was on scene evacuating the area and blocking roads and assisting with a drone to be able to access the whole scene. The office buildings were burning however fire fighters were able to cool them down to no longer present a threat. At that time, the fire was under control, and they allowed Haven residents to go back home. The plant operators did an intentional release of pressurized gas. Wichita and CHS were still working inside the parameter along with the State Fire Marshall's Office conducting their investigations and once they finished the plan was to turn the scene over to the plant operators. Fire District #9 was to stay on scene to monitor throughout the evening. Later that night the Command Post was notified of a vessel's compromised relief valve, noting that the vessel was holding 2 to 3 thousand gallons of liquid natural gas. There were ice crystals seen on

the bottom, which indicated the materials inside were boiling. The information was that the vessel could explode at any time. After evaluating this new information, all emergency responders and agencies were immediately called out. The plan was to meet in the Carriage Crossing parking lot to establish a Command Post. It was determined that the maximum blast area was up to two miles which included the City of Haven. When the evacuations started, the post was moved to the Hutchinson Fire Command and Training Center with all hands-on deck, coordinating resources, and pushing information out as quickly as possible. The Salvation Army agreed to open their doors to evacuated residents and after contacting hotels in the area, the evacuees were instructed to go to hotels with no cost to them. Oneok was called to help mitigate the material in the vessel. Based on the Oneok plant professional's knowledge, the risk of explosion had significantly been diminished. A mitigation strategy was formed, keeping our responders and community safe however allowing the roads to be open and get the residents back to their homes. The IFO group was contacted because they were familiar with the situation. After explaining our strategy and a lengthy conversation, it was decided to allow the fires that were still burning to continue to burn so they could take pressure off the plant. All residents were allowed to return home and roadways were opened. Friday, drones were flown over the plant and confirmed the mitigation strategies were still going to work. Crews monitored the area and maintained operations all day, and at 5:20 pm operations were turned over to IFO Group who remains on scene today and believes they will be working for months. The media was great letting our responder's work. He gave a special thanks to Gambino's Pizza who came out and fed our responders, Oneok and CHS for providing experts when they were needed and to all the county departments, fire districts, HFD, South Hutchinson FD, surrounding police and fire departments and all agencies and team partners.

Mr. Weishaar introduced Barbara Nitis, Public Information Officer with the Small Business Administration who spoke about assistance for homes impacted by the Cottonwood Complex Fire that occurred March 5th through March 16, 2022. She will be available at the Courthouse for the next couple of weeks to assist residents that qualify in filling out the applications for financial assistance.

There were no public comments.

Commissioner Friesen removed under business items; 8A, 8B, and 8C which would be postponed until the May 10th, 2022, agenda meeting.

Mr. Hirst moved, seconded by Mr. Friesen, to approve the Consent Agenda consisting of items 6A through 6F, including the Accounts Payable Ledger for claims payable on April 22nd, 2022, totaling \$525,613.26, claims payable on April 29th, 2022, totaling \$617,876.16; approval for a proclamation of a State of Local Disaster Emergency due to April 14, 2022 fire with smoke and explosions; approve BOCC final minutes from March 22nd, March 22nd Study Session, March 22nd Special Agenda, March 29th, and April 12th, 2022; approval to send Request for Qualifications pertaining to Reno County Shooting Range at the Landfill; to consider approval for compensation to GLMV Architects for the additional design work on the Courthouse Dome in the amount of \$16,500; approval for Planning Case #2022-02 for **resolution #2022-13; A RESOLUTION APPROVING Z ZONING AMENDMENT REQUEST FROM R-1 RURAL RESIDENTIAL DISTRICT TO AG-AGRICULTURAL DISTRICT FOR THE PURPOSE OF SELLING THE LEGAL DESCRIPTION TO CREATE ADDITIONAL ROAD FRONTAGE FOR AN ADJACENT PARCEL IN THE SOUTHWEST QUARTER OF SECTION 32, TOWNSHIP 22 SOUTH, RANGE 4 WEST OF THE 6TH P.M. IN RENO COUNTY, KANSAS Mark Yackley (applicant: Ben Maser) to rezone approximately .2 acres of land from R-1 Rural residential District to AG-Agricultural District at 3602 N. Willison Road as presented by staff. The consent agenda motion was approved by a roll call vote of 3-0. Mr. Sellers commented on item #6D for the shooting range growing in amount but he had no questions.**

Hutchinson Recreation Commission Executive Director Tony Finlay represented The Arts & Humanities Council 2023 Budget Request. He went over the highlights on the summary budget and requested to keep \$7,000 from the county for community events.

Mr. Finlay was also present to give the Hutchinson Recreation Commission's 2023 Budget request for Special Parks & Recreation which is funded by a special alcohol tax. He requested a slight increase from \$10,000 to \$11,000 annually for youth programs in the community. Mr. Sellers suggested to the Board that Reno County should be more involved with the parks, recreation, and humanities in the future.

Reno County Emergency Medical Services Chief Dave Johnston presented highlights on their 2023 budget request. The trend is going up on the call volume and transports are about 4 percent or more. He spoke about projected operating deficit increasing and

an increase for salaries. He reviewed the EMS Major Capital Equipment Projections for 2023-2027.

Horizons Mental Health Chief Executive Officer Mike Garrett reviewed their 2023 Budget request. He spoke about four documents for the Board's review and consideration for their funding request. Document #1; number of uninsured clients of HMHC and Reno County for CY13 through CY21. Document #2; Horizons Mental Health Center funding analysis from Reno County for CY08 through CY21. Document #3; HMHC February 2022 and YTD FY22 income statement. Document #4 Direct service hours provided by the Program in Reno County, CY11 through CY21. He reviewed the statement of revenue and expense for the month and year to date ending February 28, 2022. Their request was to maintain Horizon's funding for CY23 at \$452,025. Mr. Garrett will be retiring with hopefully a replacement by July 1, 2022, with the latest early August.

Reno County Museum Executive Director Michael Ables reviewed their 2023 Budget request. He went over the staffing and then commented on the occasional volunteers. He was submitting a request to receive a 7 percent increase from its previous annual allotment which will increase from \$185,000 to \$197,950. He spoke about the various programs and events for the community.

StartUp Hutch Entrepreneur Navigator & Program Director Jackson Swearer gave a presentation breaking down their 2023 Budget request that was requesting an allocation increase of \$10,000 from \$70,000 to \$80,000. He spoke about the funding, loans, and small businesses along with entrepreneurs. Mr. Hirst mentioned he would like to see StartUp Hutch make a larger effort to reach and serve all of Reno County. Program Administrator David Dukart announced his retirement at the end of this year.

T.E.C.H. President/CEO Brenda Maxey stated that TECH would be celebrating 50 years of support and services to all persons with developmental disabilities in our community and Reno County Commission has been a strong partner for 49 of the 50 years. She requested the FY2023 allocation not fall below their FY2022 allocation of \$510,000. She stated she would be retiring this year and introduced Vice-President Kevin Hess who will become CEO July 1st, 2022. The Board thanked Ms. Maxey for her work and welcomed Mr. Hess.

At 10:50 a.m. the Board recessed for a 10-minute break.

At 11:00 a.m. Communications Specialist Lori Moody gave her yearly update. She reviewed the main objectives for 2021: improve

perception of Reno County, increase knowledge of Reno County Departments and Services and increase audience reach. The 2021 initiatives: Health Department COVID-19 vaccine rollout and education campaigns, website re-design, video initiatives for department spotlights. She commented on social media data and changes for 2022 communications.

Administrator Randy Partington presented the CIP budget requests from departments that had a capital expenditure request or planned expenditure for 2023 through 2027 budget years. Budget work sessions will take place in June or July 2022. He reviewed the summary of requests for each department showing 2023 requests and a detailed list of those items. The yellow highlighted areas were in the capital, but they are in the budgets and will show up as contractual commodities since they are tied to capital projects like roads and bridge construction or new vehicles in the Sheriff's Office. In a different capital line-item things were included that are tied to other capital projects that take place each year. A new change for 2023 will be to have auto requests for replacement vehicles sent to Automotive Director Kyle Berg. He will then forward them to Mr. Partington and once they are approved, the amounts will be transferred out of the department budgets and put into the special equipment fund. He also spoke about the courthouse improvement reserve funds. The Board had a couple of questions on budgets. He asked the Board when to schedule budget study sessions for Department Directors, Hutchinson Fire Departments, Emergency Communications to address their budget requests toward the end of June or the first of July finding two days. The Board thought communication is better and asked Mr. Partington to adjust the format bringing in departments if the Board has questions like a month with a 5th Tuesday extending the agenda meeting. He noted the monthly department reports in the agenda packet.

Mr. Sellers had a question about part-time people to pick up trash at the landfill. Mr. Hirst suggested possibly using Reno County or The State of Kansas inmate workforce. Mr. Partington suggested looking into other options. He updated the Board on the City/County agreements/contracts stating there were some changes made to the drafted copies and Reno County Counselor Patrick Hoffman sent them back to the City of Hutchinson for any questions.

Commissioner Comments:

Mr. Sellers questioned when the discussion on fire mitigation would take place on the recommendations of the Task Force. Mr. Partington replied in May and the resolution will be coming soon.

Mr. Sellers asked how the new position for scanning information was coming along. Mr. Partington replied that IT Director Mike Mathews stated the new hire was doing a great job. He commented about the importance of the Emergency Management Department and how active they are and how important they are to the community. Mr. Sellers commented on the Sheriff's Office providing the use of drones for the EM Department and that it was huge addition to the security of our county. He's glad the county is providing a space for the SBA in the courthouse for the Cottonwood Complex Fire applications. Mr. Sellers asked how the removal of files on the 5th floor for remodel was going. Mr. Partington replied all departments had been notified to remove the files as soon as possible.

Mr. Hirst commented that he attended, "To the Stars" pertaining to Kansas Department of Economic Development with several Reno County businesses recognized, naming a few of them. He named a couple of regional firms who received honors also.

Mr. Friesen commented on the insurance on the dome repairs, with some work and the amount that was reduced on the work order. He reminded citizens about upcoming elections and he asked Deputy Election Officer Jenna Fager to do bi-weekly updates on candidates for the new commission districts.

At 11:35 a.m. the meeting recessed for a 5-minute break and reconvened at 11:40 a.m. for the special ARPA study session.

Approved:

Chair, Board of Reno County Commissioners

(ATTEST)

Reno County Clerk
cm

Date

April 26, 2022
Reno County Annex
Hutchinson, Kansas

The Board of Reno County Commissioners held a Special ARPA work 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 following stakeholders were in attendance:

Cris Corey, Dave Johnston, Lisa Gleason, Denise Gilliland, Lorna Moore, Clint Nelson, Penny Stoss, Carter File, Julia Westfahl, Marc Howell, Erynne Farney, Bill Lampe, Kari Mailloux, and Aubrey Abbott Patterson.

Administrator Randy Partington explained the process and categories that ARPA funds could be used for. He explained the priority buckets and the commission setting a deadline by May 20th, 2022, for a total amount requested, putting the requests in a spreadsheet. There were three buckets discussed: childcare, housing, and economic development, and discuss possible fund amounts for those buckets. He asked about administrating ARPA funds completely in-house, or a 3rd party assist with oversight of the funds. The recommendation was for staff to handle in-house but some of the larger programs handle their own grant work with Reno County still overseeing.

Mr. Friesen suggested that buckets be administered under a formal recommendation from Mr. Partington. He was in favor of childcare and determining how it would be administered and an allocation amount with a housing plan next and then a miscellaneous bucket that would have a deadline. They would then assemble a list and decide later on those requests.

Mr. Sellers spoke about starting to add allocations to buckets. He thought moving slower is better and supports the May 20th deadline for requests. He was not ready to allocate an amount to childcare, he felt it was too early to assign an amount.

Mr. Hirst spoke about allocations concerning infrastructure details of extra expenses encumbered with expansion. He commented on utilities that Mr. Partington was working on. ARPA was to be used for infrastructure and he did not want to put numbers on allocations at this time. He spoke about administration of funds

and how the county should supervise out of the 5 percent admin fees.

Mr. Friesen thought ARPA funds should not be used for rate-based utilities. He asked for a consensus to allocate four million to childcare to move the process along.

Mr. Partington suggested that United Way with an agreement with Reno County could administer the ARPA funds that would be allocated to childcare with Reno County overseeing expenses.

Mr. Friesen asked for a consensus on a formal motion to be drafted by Mr. Partington for the next agenda meeting. County Counselor Mr. Hoffman gave explanation for motions and consensus during work sessions. For future meetings it will be announced if motions would be expected during the session.

There was a large discussion on housing and NRP (Neighborhood Revitalization Plan) that deals with tax abatement. There was a more complete discussion on the Interfaith Housing/SCKEDD cooperation understanding. Consensus was for bucket number #2 to have a more complete list and for staff to develop a draft and return to the Board.

Mr. Friesen said bucket #3 would be miscellaneous with what is left over after the fire district truck equipment and economic development. Out of the \$12 million, the Board allocated a possible \$1.2 economic development, \$440,000 fire truck purchase, \$4.0 million toward childcare, and \$4.0 million toward housing.

The Board discussed how to administer funds and suggested getting with the City of Hutchinson, so the administration of funds was not duplicated. The Board also raised other options on requests for the third bucket funds. Mr. Hirst said Arlington EMS building, equipment and gear for rural fire districts, Health Department and utilities, Reno County lost revenue and utilities. Mr. Sellers thought that nursing scholarships had merit. Mr. Friesen liked workforce development and nursing scholarships. Mr. File explained the funds were not for a scholarship but an infrastructure and teachers for more students.

Mr. Partington clarified that the Board discussed \$4.5 million for the first two buckets and the balance of funds with scoring or rating on a spreadsheet for other request options that come in by May 20th, 2022. The Board had decided on childcare funds and housing then figure out balance after the eight to nine million.

Bill Lampe with SCKEDD spoke about funds and a wealth of knowledge and qualified inspections. Clint Nelson with Interfaith Housing said the cooperation between the agencies would partner together on the middle-income housing plan. The Board had a large discussion on housing.

Hutchinson Community Foundation Program Officer Kari Mailloux expressed appreciation for listening to the community and supporting collaboration.

EMS Chief David Johnston spoke about western Reno County and the Arlington EMS building needing to be entirely replaced or remodeled. He commented on the addition of mobile dispatching equipment to the ambulances.

At 12:50 p.m. the meeting adjourned until 9:00 a.m. on Tuesday, May 10th, 2022.

Approved:

Chair, Board of Reno County Commissioners

(ATTEST)

Reno County Clerk
cm

Date

May 10th, 2022
Reno County Annex
Hutchinson, Kansas

The Board of Reno County Commissioners held an 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 Tim Kraft, First Church of God.

There were no public comments or revisions to the agenda.

Mr. Sellers moved, seconded by Mr. Hirst, to approve the Consent Agenda consisting of items 6A through 6J, including the Accounts Payable Ledger for claims payable on May 6th, 2022, totaling \$285,816.92, claims payable on May 13th, 2022, totaling \$993,711.12; approval for a renewal application for a Cereal Malt Beverage License for Oasis Convenience Store for OFF PREMISES sells in the amount of \$75.00; approve the purchase of one 2022 Ford Maverick Truck from Midway Motors for the Maintenance Department including the trade of a 2005 GMC Sierra for the cost of \$20,380.00; approval of the purchase of one 2022 Ford Maverick from Midwest Superstore for the Health Department including the trade of a 2009 Lincoln MKX for \$20,279.34; to declare a 1998 Chevrolet Venture van from the Maintenance Department as surplus property and dispose of on Purple Wave Auction; approval for Planning Case #2022-04 a request by David, Jr. and Constance Ellis and Linda Case to vacate the 20-foot-wide sidewalk easement between Lots 5 and 6, Block 1 of Random Acres Subdivision. The properties are located at 509 and 601 Barnes Lake Road; approve an agreement with the Kansas Department of Transportation, Supplemental Agreement No. 1 to Agreement No. 150-21 Project No. 78 C5116-01 Off System Bridge Project (69th Avenue Bridge 26.70). The estimated cost of the project is \$896,774.00 with the Off System Bridge Program paying 80 percent of the cost not to exceed \$1,000,000.00 and the County paying the remaining portion; approve an agreement with the Kansas Department of Transportation Project No. 78 C5179-01 as part of the Kansas Local Bridge Improvement Program. Bridge Reconstruction/Rehabilitation for Fairview Road Bridge 1.60; estimated cost is \$528,327.00. The program will pay 90 percent of the cost not to exceed \$200,000 with the County paying the remaining portion; approve the Employee Assistance Program Policy Updated for Accounts CN2538DOT, CN2634 General, CN2638DEU and

TG3093FTA; approve Drug and Alcohol Policy Update for TG3093FTA, CN2538DOT, CN2634 General, and CN2638DEU. The consent agenda motion was approved by a roll call vote of 3-0. Mr. Sellers questioned the difference between the two bridges mentioned in 6G and 6H; one was 80 percent of total and the other was 90 percent which was much less than the cost of the bridge leaving us a higher percentage on the second bridge. Mr. Partington replied it depends on the grant money and terms, he would request Public Works Director Don Brittain to send the answers to Mr. Sellers.

Human Resources Director Helen Foster introduced USI Rick Beins who gave an overview presentation of the Plan Performance and Strategies to improve performance. He stated that the performance with USI/BML partnership had positive amounts compared to Blue Cross Blue Shield rates which would show a savings to the county. He explained implementing the Payer Matrix Infusion Patient Assistance Program now and Tria Health Disease Management Program at enrollment in October 2022. The Payer and Tria were intended to reduce the claims costs paid by the Reno County Health Plan and to help with out-of-pocket expenses by the member of the Reno County Health Plan. There was a large discussion by the Board on performance and cost savings of at least \$21,000, also having Mr. Beins explain Tria to help employees to be healthier. **Mr. Sellers moved, seconded by Mr. Friesen,** to approve the proposal for implementing Payer Matrix Infusion Patient Assistance Program as an option for the county and the proposal for implementing Tria Health Disease Management Program as an option for the county, both effective at the October 2022 renewal. The motion was approved by a roll call vote of 3-0.

Ms. Foster explained the new insurance issues, concerns, and problems and how they are straightening out those issues. The Board suggested Mr. Partington send out a survey to all employees enrolled in the insurance program and report back.

Ms. Foster was also available to explain the Compensation Policy which is the formal version. She said the pay for performance increase was built into the budget at 2-percent to each department to be divided by an employee's performance which was decided by the annual evaluation scoring of standard or above. Each department head would receive special evaluation training on the 2 percent pay for performance. There is a 1% recommended COLA that will be applied to all employees at the beginning of each calendar year. The current wage increases have been a step increase or a 3-percent across the board. **Mr. Sellers moved, seconded by Mr. Hirst,** to approve the Compensation Policy as presented by Ms. Foster. The motion was approved by a roll call vote 3-0.

Maintenance Director Harlen Depew explained the Reno County Courthouse space renovation architect proposal designed by GLMV. He stated GLMV would double check with all departments impacted for any changes before going out for bids. The new or revised spaces would be for Information Services, County Commission, County Administration Offices, Human Resources, Kansas Legal Services, District Attorney, and District Courts. GLMV Brad Doeden stated the maximum timeline could be eight months for the remodel to be completed or shorter. The architects estimated a construction cost of \$1,616,832. **Mr. Sellers moved, seconded by Mr. Hirst**, to approve the proposal by GLMV per design documents. The motion was approved by a roll call vote of 3-0.

Mr. Friesen requested updates on the progress with options on remodel that was separated in bid. He would like to prioritize for bids with the District Attorney's fifth floor remodel as the top priority. He questioned about tax credits. Mr. Depew replied that the county usually sold these credits.

Solid Waste Director Megan Davidson gave an overview of her annual report on Landfill projects. She spoke about the new scale building open house, spring cleanup, and the re-use building being full for citizens. The Board briefly discussed user fees for citizens. Mr. Hirst questioned using cells 8 and 9 for trash control and how much it cost the county for blowing plastic bags. Mr. Sellers stated her department was very well run and praised her and her staff, and appreciated their hard work for the citizens of Reno County. Mr. Friesen questioned fire mitigation at the Landfill. She replied that she was in contact with Emergency Management on that topic.

The Board had a large discussion on user/tipping fees for the Landfill and where it should be charged, commercial versus residential. Ms. Davidson suggested having a work study session to discuss rates for residential and commercial in September. County Attorney Patrick Hoffman said Barton County does tipping fees. Mr. Friesen asked staff to come up with documentation for commercial cost to residential users and businesses and coming back in September with the reports.

At 11:08 a.m. the Board recessed for a 7-minute break.

Administrator Randy Partington noted some highlights of the financial report and asked if there were any questions on the monthly department reports.

Mr. Sellers commented the DA's report stated the conditions were improved on the 5th floor. County Clerk's Office stated through the Election Commissioner that the State of Kansas was considering the counties spend an additional \$20,000 more for watermarks on ballots to stop election fraud, not a wise use of the funds.

Mr. Partington mentioned the City of Hutchinson Attorney Paul Brown was working on contracts and may have them later this week. After the May 24th agenda Environmental Health Supervisor Darcy Basye will give an overview on septic permits and answer questions.

Mr. Hirst commented that he attended the KCCA meeting and that he had excellent reports. He said KAC was also there and both agencies had information on the housing programs. He was on a zoom meeting on their childcare program and facility at the Hutchinson Regional Hospital.

Mr. Friesen gave a reminder to the public from the Sheriff's Office that they would be hosting the annual Peace Officers Ceremony in front of the Law Enforcement Center at 11:00 a.m. on May 13th. He noted the live feed was poor quality. Mr. Partington will speak with McClellan Sound to check the problem. He commented that the County Administrator should be able to sign some documents like contracts, titles, etc. Mr. Hoffman stated the Board needed to make a formal authorization in the minutes for him to sign. The Board gave consensus for Mr. Partington to be able to sign documents.

Mr. Partington clarified on business item 7A the Payer Matrix Infusion Patient Assistance Program option would be effective now and the proposal for implementing Tria Health Disease Management Program would be in October 2022.

At 11:30 a.m. the meeting adjourned until 9:00 a.m. Tuesday, May 24th, 2022.

Approved:

Chair, Board of Reno County Commissioners

(ATTEST)

Reno County Clerk
cm

Date



AGENDA ITEM

AGENDA ITEM #6.C

AGENDA DATE: May 31, 2022

PRESENTED BY: Jessica Susee, JCAB Coordinator

AGENDA TOPIC:

Juvenile Corrections Advisory Board reappointment of Darryl Peterson and first-term appointments of Shontina Tipton and Heather Jobe. The appointments are 3-year terms effective 5/24/2022 to 5/24/2025.

SUMMARY & BACKGROUND OF TOPIC:

The Juvenile Corrections Advisory Board is comprised of members in accordance with the Statute of the State of Kansas #75-7044. Currently, one BOCC appointee whose term is expired is seeking reappointment, and two appointee positions need to be filled.

The Board of County Commissioners appoints the following members to the JCAB:

- Education Representative - currently Bernard Smith, term expires 1/17/2023
- Mental Health Representative - currently Michael Garrett, term expires 1/17/2023
- At least 3, but no more than 6, additional members:
 - General Representative - currently Darryl Peterson, term is expired & seeking reappointment
 - General Representative - currently Cindy Flores, term is expired & does not wish to be reappointed
 - General Representative - no current appointment

If possible, of the additional members appointed by the boards of county commissioners, members shall be representative of one or more of the following:

- (1) Public or private social service agencies;
- (2) Ex-offenders;
- (3) The health care professions; and
- (4) The general public.

At least two members of each JCAB shall be representative of ethnic minorities and no more than 2/3 of the members of each board shall be members of the same gender.

A request for applications to fill the JCAB vacancies was posted on the county website on February 4, 2022 and has remained posted since that date. Additionally, it was also posted on social media. A total of three applications were received, all of which are attached. One application was received from the member wishing to be reappointed, and two new applications were received.

ALL OPTIONS:

Appoint all current applicants for appointment/reappointment.

Appoint one or more current applicants and leave vacant position(s) open for additional applications.

Appoint no current applicants and leave all positions open for additional applications.

RECOMMENDATION / REQUEST:

Reappoint Darryl Peterson and appoint Shontina Tipon and Heather Jobe to fill vacant positions on the JCAB, each for a term of 3 years, effective 5/24/22-5/24/25.

POLICY / FISCAL IMPACT:

There is no fiscal impact, as these are volunteer positions. Leaving 2 or more vacancies unfilled will result in the JCAB having fewer members than state statute requires. Leaving 1 or more vacancies unfilled will result in the JCAB having fewer members than the Board By-Laws direct.

**APPLICATION FOR APPOINTMENT TO RENO COUNTY
BOARDS/COMMITTEES/COMMISSIONS**

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

JCAB

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

Name: Pastor Darryl Peterson

Residence Address: 805 east Ave B Po box 2555 67504

City: Hutchinson State: Ks. Zip: 67501

Home Phone: None Cell-Phone: Email: dpmn.gcc@juno.com

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

Name of Business: Grace Christian Church/Home of the Zone

Address: 805 east Ave B Po Box 2555 67504

City: Hutchinson State: Ks. Zip: 67501

Work Phone: 620-960-3725 Email: dpmn.gcc@juno.com

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

- > To continue serving a position I am familiar with, to help by being involved in this county.
- > I have been Pastoring in Hutchinson for 32 years. Working with troubled youth for 35 years also working with kids that had to do community service for several years.
- > Started our youth facility in 2001 in Hutchinson at 805 East Ave B (Old Winnans School) it is called The Zone Mentoring Youth.
- > I served 2 terms on the Planning Commission which finished December 2021!
- > I have a real heart for children to help anyway I can.

Pastor Darryl Peterson
Signature of Applicant

5-1-2022
Date

**APPLICATION FOR APPOINTMENT TO RENO COUNTY
BOARDS/COMMITTEES/COMMISSIONS**

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

Juvenile Corrections Advisory Board

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

Name:

Residence Address:

City:

State:

Zip:

Home Phone:

Cell-Phone:

Email:

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

Name of Business:

Address:

City:

State:

Zip:

Work Phone:

Email:

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

I believe my work with the NAACP Youth would make me an asset to JCAB. I have experience working with youth of all ages of from a wide variety of circumstances and backgrounds. I have successfully helped youth with addiction, mental illness, and poverty barriers. As well as helped youth secure scholarships and provide them with educational opportunities and growth experiences.

Heather Jobe

Signature of Applicant

05/09/2022

Date

APPLICATION FOR APPOINTMENT TO RENO COUNTY
BOARDS/COMMITTEES/COMMISSIONS

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

Juvenile Corrections Advisory Board (JCAB)

Are you presently serving on a County board, committee or commission? If so, which one(s)? (Please provide expiration term date) NO

Name: Shontina R. Tipton

Residence Address: 614 E. 2nd

City: Hutchinson

State: KD

Zip: 67501

Home Phone:

Cell-Phone:

Email:

Shontinatipton96@gmail.com

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

Name of Business: H.E.E.L.O FNC.

Address: 23 E 1st Street Ste #9

City: Hutchinson

State: Kansas

Zip: 67501

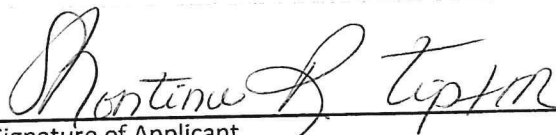
Work Phone:

Email: HEELOFnc23@outlook.com

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

Serve AS an advocate for all Youth In Reno County. To Bring my Knowledge and Skills of Youth Services to collaborate, find Solutions to better serve Reno County Youth and their families for A brighter Tomorrow and future.

SEE ATTACHED Supporting Documentation.


Signature of Applicant

2/10/22
Date

Shontina R Tipton

614 E 2nd Street

Hutchinson, Kansas 67501

Shontinatipton96@gmail.com

Community Advocate Resume

Education/ Skills

- Diploma Business Quality Management
- Transparent and Highly Integrity Leader
- High Level Strategic Thinking and Planner
- Ability to Envision and Convey the Organization / Community Strategic Future
- 20 Years Senior Management
- 20 Years Non-Profit Leadership
- 20 Years Serving on Community Boards and Commissions

Community Involvement 2020-2022

- Hutchinson/ Reno County Police / Sherriff Advisory Board
- Hutchinson NAACP Freedom Fund Coordinator
- Hutchinson Emancipation Board of Directors
- Kansas Organization for Victim Services Association Member (KOVA)
- Inter-Faith Ministries Director GoZones! After-School Programs

Community Boards and Commissions 2019-2004

- Kansas Leadership Graduate / Alumni
- Wichita City Manages Board of Directors
- Wichita Citizens Police Academy President
- Wichita City Council District 1 Advisory Board
- Wichita Area Sister Cities Board of Directors

February 10, 2022

Letter of Recommendation Reno County Juvenile Corrections Advisory Board

Reno County Board of Commissioners;

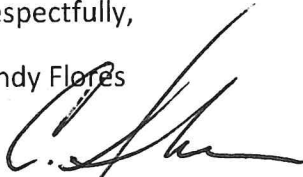
I Cindy Flores current Reno County Juvenile Corrections Advisory Board member appointed by the Reno County Commissioners in 2018 would like to recommend Shontina R Tipton to be appointed to the current seat that have held for the last 4 years.

Shontina R Tipton is very active in the Hutchinson community serving on several boards and organizations. She is disciplined and punctual person I've ever known. Shontina's ability to work efficiently under stressful conditions and never missing a deadline or to serve in the community speaks volumes about her dedication, hard work and willingness to community service.

Shontina R Tipton project and leadership abilities demonstrates excellence leadership skills and morals. I would also, like to add the Shontina is a compassionate person with praiseworthy perseverance and ambitions. I truly believe that she is deserving of this opportunity to serve on the Reno County Juvenile Corrections Advisory Board and would prove to be an asset to the board and the Reno County Community.

Respectfully,

Cindy Flores



229 W Ave B Street

620,864-3248

Cindyflo3131@sbcglobal.net



Inter-Faith Ministries

People of faith uniting to meet human needs

February 15, 2008

Mr. John J. Federico, J.D.
Executive Director, Leadership Kansas
315 SW Topeka Blvd.
Topeka, KS 66612

Dear Mr. Federico:

I am pleased to recommend Shontina Tipton as a participant in the 2008 Leadership Kansas program. Shontina is a cherished employee of Inter-Faith Ministries. She is the Director of Inter-Faith Ministries' GoZones! (Great Opportunities) program, one of our largest and most diverse programs. Under Shontina's leadership, GoZones! sites are not only growing numerically in-site locations, but also are reaching a diversity of those of different ages, economic, social, ethnic, and racial backgrounds.

Shontina is a natural leader who is very informed about the needs of our community and she is an activist when it comes to developing collaborative solutions. Leadership Kansas' vast resources and business leadership will enhance her communication skills, expand Shontina's insights, and increase her ability to help create stronger and healthier communities. The interaction with other professionals will create a two-way stream from which she will (1) gain much from them and (2) she will have much to give to enhance their understanding of the diverse community.

It is our honor to experience Shontina's leadership skills and we are thrilled with the thought of what she can add to our ministries at Inter-Faith Ministries as a result of her participation in Leadership Kansas.

Sincerely,

Sam Muyskens
Executive Director
Inter-Faith Ministries
829 N. Market
Wichita, KS 67214



Inter-Faith Ministries
Shontina R. Tipton
AmeriCorps GoZones! Director



829 N. Market St.
Wichita, KS 67214
www.ifmnet.org

316-264-9303 x142
fax 316-264-2233
stipton@ifmnet.org

*Working for over 123 years to build interreligious understanding,
promote justice, relieve misery, and reconcile the estranged.*

829 N. Market Wichita, KS 67214 316-264-9303 www.ifmnet.org

75-7044. Juvenile corrections advisory boards; membership, qualifications, appointment; alternative membership, qualifications and appointment provisions for cooperating counties; use of adult corrections advisory board, when. (a) Subject to the other provisions of this section, each juvenile corrections advisory board established under K.S.A. [75-7038](#) through [75-7053](#), and amendments thereto, shall consist of 12 or more members who shall be representative of law enforcement, defense, prosecution, the judiciary, education, corrections, ethnic minorities, the social services and the general public and shall be appointed as follows:

(1) The law enforcement representatives shall be:

(A) The sheriff or, if two or more counties are cooperating, the sheriff selected by the sheriffs of those counties, or the designee of that sheriff; and

(B) the chief of police of the city with the largest population at the time the board is established or, if two or more counties are cooperating, the chief of police selected by the chiefs of police of each city with the largest population in each county at the time the board is established, or the designee of that chief of police, except that for purposes of this paragraph in the case of a county having consolidated law enforcement and not having a sheriff or any chiefs of police, "sheriff" means the law enforcement director and "chief of police of the city with the largest population" or "chief of police" means a law enforcement officer, other than the law enforcement director, appointed by the county law enforcement agency for the purposes of this section;

(2) the prosecution representative shall be the county or district attorney or, if two or more counties are cooperating, a county or district attorney selected by the county and district attorneys of those counties, or the designee of that county or district attorney;

(3) the judiciary representative shall be the judge of the district court of the judicial district, who is assigned the juvenile court docket or the judge who is assigned most juvenile court cases, or if there is more than one judge in the judicial district who is assigned the juvenile court docket, the administrative judge of such judicial district shall appoint one of the judges who is assigned the juvenile court docket, containing the county or group of counties or, if two or more counties in two or more judicial districts are cooperating, the judge of each such judicial district, who is assigned the juvenile court docket or the judge who is assigned most juvenile court cases, or if there is more than one judge in the judicial district who is assigned the juvenile court docket, the administrative judge of such judicial district shall appoint one of the judges who is assigned the juvenile court docket;

(4) the education representative shall be an educational professional appointed by the board of county commissioners of the county or, if two or more counties are cooperating, by the boards of county commissioners of those counties;

(5) a court services officer designated by the judge of the district court of the judicial district, who is assigned the juvenile court docket or the judge who is assigned most juvenile court cases, or if there is more than one judge in the judicial district who is assigned the juvenile court docket, the administrative judge of such judicial district shall appoint one of the judges who is assigned the juvenile court docket, containing the county or group of counties or, if counties in two or more judicial districts are cooperating, a court services officer designated by the judges of those judicial districts, who are assigned the juvenile court docket or the judges who are assigned most juvenile court cases;

(6) an executive director of the community mental health center or such director's designee or in the absence of such position, the board of county commissioners of the county shall appoint or, if two or more counties are cooperating, the boards of county commissioners of those counties shall together appoint a representative of mental health service providers for juveniles in such county or counties;

(7) the board of county commissioners of the county shall appoint or, if two or more counties are cooperating, the boards of county commissioners of those counties shall together appoint at least three and no more than six additional members of the juvenile corrections advisory board or, if necessary, additional members so that each county which is not otherwise represented on the board is represented by at least one member of such board;

(8) three members of the juvenile corrections advisory board shall be appointed by cities located within the county or group of cooperating counties as follows:

(A) If there are three or more cities of the first class, the governing body of each of the three cities of the first class having the largest populations shall each appoint one member;

(B) if there are two cities of the first class, the governing body of the larger city of the first class shall appoint two members and the governing body of the smaller city of the first class shall appoint one member;

(C) if there is only one city of the first class, the governing body of such city shall appoint all three members; or

(D) if there are no cities of the first class, the governing body of each of the three cities having the largest populations shall each appoint one member; and

(9) the juvenile defense representative shall be a practicing juvenile defense attorney in the judicial district and shall be selected by the judge of the district court of the judicial district who is assigned the juvenile court docket.

(b) If possible, of the members appointed by the boards of county commissioners in accordance with subsection (a)(7) and by the governing bodies of cities in accordance with subsection (a)(8), members shall be representative of one or more of the following:

- (1) Public or private social service agencies;
- (2) ex-offenders;
- (3) the health care professions; and
- (4) the general public.

(c) At least two members of each juvenile corrections advisory board shall be representative of ethnic minorities and no more than $\frac{2}{3}$ of the members of each board shall be members of the same gender.

(d) In lieu of the provisions of subsections (a) through (c), a group of cooperating counties as provided in K.S.A. [75-7052](#)(a)(2), and amendments thereto, may establish a juvenile corrections advisory board which such board's membership shall be determined by such group of counties through cooperative action pursuant to the provisions of K.S.A. [12-2901](#) through [12-2907](#), and amendments thereto, to the extent that those statutes do not conflict with the provisions of K.S.A. [75-7038](#) through [75-7053](#), and amendments thereto, except that if two or more counties in two or more judicial districts are cooperating, the administrative judge of each such judicial district, or a judge of the district court designated by each such administrative judge shall be a member of such board. In determining the membership of the juvenile corrections advisory board pursuant to this subsection, such group of counties shall appoint members who are representative of law enforcement, defense, prosecution, the judiciary, education, corrections, ethnic minorities, the social services and the general public. Any juvenile corrections advisory board established and the membership determined pursuant to this subsection shall be subject to the approval of the commissioner of juvenile justice.

(e) In lieu of the provisions of subsections (a) through (d) and subject to the approval of the secretary of corrections, any county may designate the corrections advisory board, as established in K.S.A. [75-5297](#), and amendments thereto, as such county's juvenile corrections advisory board. For the purposes of K.S.A. [75-7038](#) through [75-7053](#), and amendments thereto, if a county designates the corrections advisory board as provided by this subsection, membership on such board shall be expanded to comply with the requirements of subsection (a).

History: L. 1997, ch. 156, § 13; L. 2003, ch. 26, § 1; L. 2016, ch. 46, § 65; July 1.



Juvenile Detention Center
Juvenile Intake & Assessment
Bob Johnson Youth Shelter

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

May 13, 2022

Dear Board of County Commissioners,

The Juvenile Corrections Advisory Board is comprised of members in accordance with the Statute of the State of Kansas #75-7044. The following board member's appointment has expired, and he wishes to be reappointed.

- Current Member: Darryl Peterson, Pastor

According to the statute, the Juvenile Corrections Advisory Board's representatives shall be appointed as follows:

(7) the board of county commissioners of the county shall appoint or, if two or more counties are cooperating, the boards of county commissioners of those counties shall together appoint at least three and no more than six additional members of the juvenile corrections advisory board or, if necessary, additional members so that each county which is not otherwise represented on the board is represented by at least one member of such board;

(b) If possible, of the members appointed by the boards of county commissioners in accordance with subsection (a)(7) and by the governing bodies of cities in accordance with subsection (a)(8), members shall be representative of one or more of the following:

- (1) Public or private social service agencies;
- (2) ex-offenders;
- (3) the health care professions; and
- (4) the general public.

I appreciate you taking the time to reappoint or replace the current member. If you should have any questions, please call me at 694-2500.

Sincerely,

Jessica Susee
JCAB Coordinator/KDOC-JS Administrative Contact

I Daniel Friesen, Board of County Commission Chair reappoint / appoint
Name Title
Darryl Peterson, Community Member to serve on the
Name Title
Juvenile Corrections Advisory Board.

Signature

Date



Juvenile Detention Center
Juvenile Intake & Assessment
Bob Johnson Youth Shelter

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

May 13, 2022

Dear Board of County Commissioners,

The Juvenile Corrections Advisory Board is comprised of members in accordance with the Statute of the State of Kansas #75-7044. The following board member's appointment has expired, and she does not wish to be reappointed.

- Current Member: Cindy Flores

According to the statute, the Juvenile Corrections Advisory Board's representatives shall be appointed as follows:

(7) the board of county commissioners of the county shall appoint or, if two or more counties are cooperating, the boards of county commissioners of those counties shall together appoint at least three and no more than six additional members of the juvenile corrections advisory board or, if necessary, additional members so that each county which is not otherwise represented on the board is represented by at least one member of such board;

(b) If possible, of the members appointed by the boards of county commissioners in accordance with subsection (a)(7) and by the governing bodies of cities in accordance with subsection (a)(8), members shall be representative of one or more of the following:

- (1) Public or private social service agencies;
- (2) ex-offenders;
- (3) the health care professions; and
- (4) the general public.

I appreciate you taking the time to replace the current member. If you should have any questions, please call me at 694-2500.

Sincerely,

Jessica Susee
JCAB Coordinator/KDOC-JS Administrative Contact

I Daniel Friesen, Board of County Commission Chair reappoint / appoint
Name Title
Shontina Tipton, Community Member to serve on the
Name Title
Juvenile Corrections Advisory Board.

Signature Date



Juvenile Detention Center
Juvenile Intake & Assessment
Bob Johnson Youth Shelter

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

May 13, 2022

Dear Board of County Commissioners,

The Juvenile Corrections Advisory Board is comprised of members in accordance with the Statute of the State of Kansas #75-7044. The following board position is vacant.

- Additional Members appointed by the Board of County Commissioners

According to the statute, the Juvenile Corrections Advisory Board’s representatives shall be appointed as follows:

(7) the board of county commissioners of the county shall appoint or, if two or more counties are cooperating, the boards of county commissioners of those counties shall together appoint at least three and no more than six additional members of the juvenile corrections advisory board or, if necessary, additional members so that each county which is not otherwise represented on the board is represented by at least one member of such board;

(b) If possible, of the members appointed by the boards of county commissioners in accordance with subsection (a)(7) and by the governing bodies of cities in accordance with subsection (a)(8), members shall be representative of one or more of the following:

- (1) Public or private social service agencies;
- (2) ex-offenders;
- (3) the health care professions; and
- (4) the general public.

I appreciate you taking the time to appoint a member to this position. If you should have any questions, please call me at 694-2500.

Sincerely,

Jessica Susee
JCAB Coordinator/KDOC-JS Administrative Contact

I Daniel Friesen, Board of County Commission Chair reappoint / appoint
Name Title
Heather Jobe, Community Member to serve on the
Name Title
Juvenile Corrections Advisory Board.

Signature Date



AGENDA ITEM

AGENDA ITEM #6.D

AGENDA DATE: May 31, 2022

PRESENTED BY: Randy Regehr

AGENDA TOPIC:

Community Corrections contract with Uptrust to provide two-way text messaging and web and mobile applications to improve communication and reduce missed appointment and court hearings. The contract is for one year for \$1,000 monthly fee.

SUMMARY & BACKGROUND OF TOPIC:

Uptrust provides a mobile and web application for automatic appointment reminders and two-way text messaging. The platform will be used to reduced missed appointments and court dates and increase and improve contact between probation officers and people assigned to supervision.

This agenda item has been reviewed and approved by IT, County Counsel, and County Administrator.

RECOMMENDATION / REQUEST:

Approval of the contract with authorization of the County Administrator to sign.

POLICY / FISCAL IMPACT:

The contract is for one year with a cost of \$1,000 per month.



SERVICES AGREEMENT

This Agreement is by and between Uptrust, Inc., a Delaware Public Benefit Corporation ("Service Provider") with an office at 405 El Camino Real #423, Menlo Park, CA 94025, and Reno County Community Corrections ("Client") with an address of 115 W. 1st Avenue Hutchinson, KS 67501 (each, a "party"; collectively, the "parties"), and is effective on July 1st, 2022 (the "Effective Date").

Client enlists Service Provider to supply to Client certain services ("Services") pursuant to one or more addenda to this Agreement ("Services Addendum").

For good and valuable consideration, the receipt and sufficiency of which is acknowledged, and intending to be legally bound, the parties agree as follows:

1. **ENGAGEMENT** Client hereby engages Service Provider to provide Services as set forth in the Services Addenda at the charges set forth therein.
2. **PAYMENT; SUSPENSION OR TERMINATION OF SERVICES** The cost for service can either be paid upfront in one lumpsum or on a monthly basis. Monthly charges will be invoiced at the beginning of each month in which the Services are to be provided and payment is due in thirty days of receipt of invoice. In addition to any other remedies it may have, Service Provider shall have the right to suspend the performance of Services, or to terminate this Agreement, if Client fails to make payment within the time permitted for doing so under this Agreement.
3. **TERM** The term of this Agreement will begin on July 1, 2022 and will continue until June 30, 2023. At that time Client may renew this agreement for twelve months (12) with an automatic option to renew for an additional term of twelve months (12) of licensing unless terminated earlier in accordance with this Agreement. Either party may terminate the Agreement if the other party breaches any of its terms if such breach is capable of cure, fails to cure such breach within thirty (30) days of receiving written notice specifying the breach.
4. **DISCLAIMER OF WARRANTIES** Services furnished under this Agreement are provided "as is" and, unless otherwise expressly stated in this instrument, without representations or warranties of any kind, either express or implied. To the fullest extent permitted by law, Service Provider disclaims all warranties, express, implied or statutory, including, but not limited to, implied warranties of title, non-infringement, merchantability, and fitness for a particular purpose.



Service Provider does not guarantee that Client's use of the Services will produce any specific results. Service Provider does not warrant that use of software or equipment furnished by Service Provider will be uninterrupted, error-free, non-infringing, or secure, or that defects will be corrected.

5. **LIMITATION OF LIABILITY** In no event shall Service Provider be liable to the Client or any other party for any special, exemplary, incidental, or consequential damages, including but not limited to lost profits, whether arising out of contract, tort, strict liability or otherwise. In no event shall Service Provider's liability to Client exceed amounts paid by Client to Service Provider during the twelve months preceding the date upon which a claim arose.
6. **ACTIONS** No action, regardless of form (including in contract, tort or otherwise), arising in connection with the performance of this Agreement may be brought by either party more than one (1) year after the date of the occurrence on which the action is based.
7. **PUBLICITY** Service Provider may link from Service Provider's website to Client's website and may include Client's name and general case study information within Service Provider's marketing materials. Any other use of Client's name and content (including Client's website content) will be subject to Client's prior written approval, which may be in the form of an e-mail and which will not be unreasonably withheld, conditioned, or delayed.
8. **CONFIDENTIALITY** Any Confidential Information provided to or developed by either Party in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by such Party without the prior written approval of the other Party. For purposes of this Agreement, "Confidential Information" means information not generally known or available in the public domain, information identified as Confidential Information by either party, and information entrusted to either Party in confidence by third parties. This confidentiality provision shall survive the termination of this Agreement. Confidential Information shall not include information that:
 - At the time of disclosure or thereafter becomes published or otherwise part of the public domain without breach of this Agreement by either Party;
 - Is subsequently disclosed to a Party by a third party who has the right to make such disclosure;



- Is developed by a Party independently of Confidential Information or other information received from the other Party and such independent development can be properly demonstrated by such Party;
 - Is necessary to be disclosed to agents, consultants, affiliates, and/or other third parties for the services to be provided in accordance with this Agreement on the condition that such third parties agree to be bound by the confidentiality obligations contained in this Agreement; or
 - Is required to be disclosed by law, or court order.
9. **IP OWNERSHIP** Client hereby grants to Service Provider a perpetual, personal, nonexclusive, non-transferable, non-sublicensable license to use any data generated through the use of the Uptrust System (other than personally identifiable data) for the term of this Agreement for the sole purpose of improving the services of Contractor. No license, express or implied, is granted except as provided herein. Title to the Contractor's software and the Uptrust System and all copies thereof shall be and remain in Contractor, and no title to or ownership of the Contractor software or the Uptrust System or any portion thereof is conveyed or transferred to the County.
10. **MISCELLANEOUS** This instrument, with attached exhibits, contains the entire agreement of the parties and supersedes any previous agreement on the same subject matter between them. No amendments or variations of the terms and conditions of this agreement shall be valid unless the same are in writing and signed by all parties hereto. Client may not assign this Agreement without the permission of Service Provider. Service Provider is an independent contractor and nothing herein shall be construed as inconsistent with that relationship or status. If any one or more of the provisions contained in this Agreement is for any reason held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had not been contained herein. Service Provider shall not be liable to Client for any failure or delay caused by events beyond Service Provider's control, including, without limitation, Client's failure to furnish necessary information. The headings contained herein are for convenience of reference only and are not to be used in interpreting this agreement. This agreement shall be construed and enforced pursuant to the laws of the State of Kansas. All disputes hereunder will be resolved via binding arbitration under the rules of the American Arbitration Association, with arbitration to take place in Hutchinson, Kansas. This agreement may be executed in one or more counterparts, each of which shall be deemed to be



an original, but all of which together shall constitute but one document. Any provision of this Agreement or an Addendum which expressly or by its nature is intended to survive its expiration or termination, including Client's payment obligations, will survive its expiration or termination.

SERVICE PROVIDER:

CLIENT:

By: _____
JACOB SILLS
CHIEF EXECUTIVE OFFICER
UPTRUST

By: _____

Date:

Date:



SERVICES ADDENDUM

DESCRIPTION:

Provide the Uptrust platform to Reno County Community Corrections to facilitate improved client engagement and higher rates of client attendance. The Uptrust platform consists of a 2-way text messaging platform, a client mobile application, staff web application and staff mobile application.

DURATION OF SERVICES:

Under this agreement, Service Provider will provide its service for twelve months; the contract will automatically extend for an additional twelve months unless Client alerts Service Provider to the contrary at least 30-days prior to the completion of the first year of service.

WHAT'S INCLUDED:

- Customized software to facilitate communication and engagement for clients
- Unlimited two-way messaging and mobile app downloads for staff and clients
- Training upon launch and ongoing customer support and maintenance
- Unlimited use of video chat functionality to allow for virtual staff-client meetings
- Customized templates for client check-ins to be used by Probation Officers
- Customized mobile database of approved community resources
- Technical Assistance Program to optimize results and identify features that will help Reno County Community Corrections reduce failures-to-appear

COST:

- Cost of Service:
 - The cost of service is \$1,000/month
 - An optional, one-time integration fee of \$10,000 will be assessed if the Client wishes to integrate Uptrust with their Case Management System



AGENDA ITEM

AGENDA ITEM #6.E

AGENDA DATE: May 31, 2022

PRESENTED BY: Mark Vonachen - County Planner II

AGENDA TOPIC:

Planning Case #2022-04 - A resolution ordering the vacation of a 20-foot sidewalk easement located between Lots 5 and 6, Block 1, of Random Acres Subdivision.

SUMMARY & BACKGROUND OF TOPIC:

David Ellis, Jr. and Linda Case petitioned the County Commissioners to vacated a 20-foot sidewalk easement so Mr. Ellis can construct an accessory building on his property at 509 Barnes Lake Road. The sidewalk was never constructed.

The Planning Commission approved of the vacation request by a 7-0 vote on April 21, 2022.

The County Commissioners approved of the vacation request by a 3-0 vote on May 10, 2022.

This resolution journalizes the County Commissioners' decision and orders the sidewalk easement vacated.

ALL OPTIONS:

Approval of the resolution as submitted.

Deny the resolution.

Return to staff the resolution with requested changes.

The County Counselor has reviewed and approved of the proposed resolution.

RECOMMENDATION / REQUEST:

Approval of the resolution as submitted.

POLICY / FISCAL IMPACT:

None

RESOLUTION 2022-

**A RESOLUTION ORDERING THE VACATION OF A 20-FOOT-WIDE
SIDEWALK EASEMENT LOCATED IN RANDOM ACRES SUBDIVISION, A
SUBDIVISION LOCATED IN THE SOUTHEAST ¼ - SECTION 11 OF T23S,
R5W OF THE 6TH P.M., RENO COUNTY, KANSAS**

WHEREAS, pursuant to K.S.A. 58-2613 et. seq., David Ellis, Jr. and Linda Case petitioned the Board of County Commissioners of Reno County, Kansas, praying for the vacation of a 20-foot-wide sidewalk easement legally described as:

The 20-foot-wide sidewalk easement located between Lots 5 and 6, Block 1, Random Acres Subdivision, a subdivision of the Southeast Quarter of Section 11, Township 23 South, Range 5 West of the 6th Principal Meridian, Reno County, Kansas, according to the duly recorded plat thereof.

WHEREAS, the petitioners are the owners of 50% of the real property lying adjacent to the 20-foot-sidewalk easement proposed to be vacated and have petitioned the Board of County Commissioners to vacate the sidewalk easement described above; and

WHEREAS, the Planning Commission having received the Petition, set the matter for public hearing at 4:30 p.m., Thursday, April 21, 2022 at the Reno County Public Works Facility and provided notice of the hearing by publication, as prescribed within said statute; and

WHEREAS, on the above referenced date and time the Planning Commission conducted a public hearing on the proposed petition, at which time all interested parties in attendance were given an opportunity to be heard; following which hearing the Planning

Commission recommended approval of the proposed sidewalk easement vacation as described above.

WHEREAS, on May 10, 2022 the Reno County Commission at its regular public meeting received a summary report dated April 25, 2022, of the proceedings before the Reno County Planning Commission and the Planning Commission's recommendation of approval of the sidewalk vacation; and

WHEREAS, upon conclusion of the Board's deliberations, Commissioner Sellers moved to approve the Planning Commission's recommendation for approval of the sidewalk vacation; Commissioner Hirst seconded the motion. The motion was approved by unanimous vote.

THEREAFTER, the Board being duly advised in the premises, finds and determines that:

1. Proper notice has been given as required by statute.
2. The public will suffer no loss or inconvenience by such vacation.
3. No private rights will be injured or endangered.
4. In justice to the petitioners, the petitioner's prayer should be granted.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, that

The 20-foot sidewalk easement within Random Acres Subdivision, Reno County, Kansas legally described as follows:

The 20-foot-wide sidewalk easement located between Lots 5 and 6, Block 1, Random Acres Subdivision, a subdivision of the Southeast Quarter of Section 11, Township 23 South, Range 5 West of the 6th Principal Meridian, Reno County, Kansas, according to the duly recorded plat thereof.

is hereby vacated.

BE IT FURTHER RESOLVED that this RESOLUTION be effective from and after its adoption.

ADOPTED in regular session this 24th day of May 2022.

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS

Daniel P. Friesen, Chairman

Ron Sellers, Member

Ron Hirst, Member

ATTEST:

Donna Patton, County Clerk

To the Reno County Register of Deeds:

This is to certify that the Board of County Commissioners of Reno County, Kansas, duly adopted the above and foregoing resolution and order on the 24th day of May 2022.

Donna Patton - Reno County Clerk



AGENDA ITEM

AGENDA ITEM #6.F

AGENDA DATE: May 31, 2022

PRESENTED BY: Consent

AGENDA TOPIC:

Resolution to increase rural fire chiefs monthly stipend to \$500.00 per month

SUMMARY & BACKGROUND OF TOPIC:

The rural fire chiefs and assistant chiefs each receive a monthly stipend for hours they spend on fire district activities. The last time this stipend was looked at or adjusted was in 2007.

In 2007, the stipend was established by how many hours the chief of each district reported spending on fire district activities. That time was then multiplied by minimum wage, creating a yearly stipend for each district. The stipends ranged from \$3,250 to \$4,000 per year.

With the fire study, the chief's pay was one item the chiefs wanted to be addressed. Now that there is a position description in place, each fire district chief will be required to complete the same work, and be evaluated yearly on their performance. Based on the amount of work each chief is required to complete, a monthly stipend of \$500.00 for each Fire Chief, and \$250.00 for each Assistant Chief was presented by the fire chiefs. County staff supports this and believes it to be a fair wage.

This agenda item has been reviewed and approved by County Counsel, and County Administrator.

ALL OPTIONS:

Adopt new resolution and implement the new monthly stipend on July 1, 2022.

Do not adopt the new resolution and continue to follow the 2007 resolution.

Draft a different resolution with a different monthly stipend.

RECOMMENDATION / REQUEST:

Approve and adopt the resolution

POLICY / FISCAL IMPACT:

There will not be any negative impacts. Each fire district budget can support the requested increase without increasing their 2022 budgets.

RESOLUTION NO. 2022-__

A RESOLUTION AMENDING RESOLUTION 2007-12, A RESOLUTION WHICH ESTABLISHED STIPENDS FOR DISTRICT FIRE CHIEFS AND PROVIDING FOR THE APPOINTMENT AND COMPENSATION OF ASSISTANT FIRE CHIEFS.

WHEREAS, the Board of County Commissioners, acting as the Governing Body of each of the individual Reno County Fire Districts, previously adopted Resolution 2007-12, which established stipends to be paid District Fire Chiefs; and WHEREAS, said Board now desires to revoke 2007-12 and replace it with this Resolution 2022-__

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS THAT:

1. The following annual stipends are reaffirmed or established to be effective on July 1, 2022, payable on a monthly basis:

<u>Fire Districts</u>	<u>Fire Chief Salary</u>
Fire District #3	\$500 per month
Fire District #4	\$500 per month
Fire District #6	\$500 per month
Fire District #7	\$500 per month
Fire District #8	\$500 per month
Fire District #9	\$500 per month
Reno/Kingman Joint #1	\$500 per month
Reno/Harvey Joint #2	\$500 per month

2. Each Fire District shall be limited to one Assistant Fire Chief unless that District has more than one fire station, in which case the limit shall be two Assistant Fire Chiefs.
3. It shall be the sole responsibility of each Fire Chief to appoint an Assistant Fire Chief. Each Assistant Chief shall receive a monthly stipend of \$250, payable on a monthly basis, and such stipend shall relate to the requirements of the Assistant Fire Chief's responsibilities.
4. The appointment of Assistant Fire Chiefs and the monthly stipend paid to each are subject to the review and approval of the Board of County Commissioners.

ADOPTED in regular session this 31st day of May, 2022.

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS

DANIEL FRIESEN, Chairperson

RON HIRST, Member

RON SELLERS, Member

ATTEST:

DONNA PATTON, Reno County Clerk



AGENDA ITEM

AGENDA ITEM #6.G

AGENDA DATE: May 31, 2022

PRESENTED BY: Captain Levi Blumanhourst

AGENDA TOPIC:

Donation of 30 Surplus Radios to Pratt County Sheriff's Office

SUMMARY & BACKGROUND OF TOPIC:

In 2020 the Sheriff's Office was notified that our agencies radios operating on the 800 Mhz system were going to be obsolete in 2024 and upgrades would have to be made for our radio traffic to remain encrypted. We started the process of working with TBS to upgrade our 800 mhz radios to a modern encryption that would meet the state standards moving forward, past 2024. Portable radios (walkie-talkie) were purchased and distributed to each Deputy that requires the use of a radio.

Once the new radios were distributed we collected the old radios and they were placed into a temporary storage for inventory until there was a plan to use them. Several of these radios have gone to uses within the Sheriff's Office and the South Hutchinson Mobile Incident Command (MIC) for scenes where we need to communicate with individuals from other agencies but they don't have all of our frequencies. This is a need that has come up on several critical incidents and we were able to help.

In a recent joint training with Pratt County we observed that there was no reliable communication between our two agencies when on a training call. This caused problems with communication to command and also between members of the two teams during operation. While at the command with Pratt County they told us that they have limited 800 mhz radios and they are not able to get our tactical channels on the radios they do have.

After making the radio transition we were looking into trading or selling the radios to a used radio retailer who we have purchased from in the past. At that time we were told the radios had a value of \$15.00 each. This was such a low number we deemed them more valuable to us sitting on a shelf than selling for that amount of money. We now believe that the best use for the radios is to donate them to an agency we partner with so we can communicate effectively.

Attached is the Reno County Resolution establishing a policy and procedure for disposition of surplus property. Section IV.E relates to the recommended donation of radios to Pratt County.

ALL OPTIONS:

Donate the radios to Pratt County Sheriff's Office

Sell/Trade radios to a used retailer

Keep radios in inventory on a shelf

RECOMMENDATION / REQUEST:

Donate 30 of the radios that were replaced in 2021 (surplus) to the Pratt County Sheriff's Office to be used for interoperability between our agencies for routine work and response team.

POLICY / FISCAL IMPACT:

There will not be a fiscal impact for the donation, Pratt County will assume all programming and upkeep fees

RESOLUTION 2007- 16

**A RESOLUTION ESTABLISHING A POLICY AND PROCEDURE
FOR DISPOSITION OF SURPLUS PROPERTY**

WHEREAS, K.S.A. 19-211(b) authorizes county commissions to adopt a resolution establishing an alternate methodology to that prescribed at K.S.A. 19-211(a) for the disposal of property; and

WHEREAS, the Board of County Commissioners has determined the need to establish guidelines for disposition of surplus property for Reno County; and

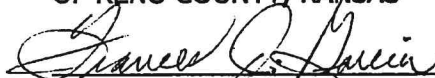
WHEREAS, this policy supersedes all prior resolutions or policy statements by the Board of County Commissioners regarding the disposition of surplus property.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, that the policy titled "Disposition of Surplus Property", attached hereto and incorporated herein, is hereby adopted and shall become effective upon passage of this Resolution.

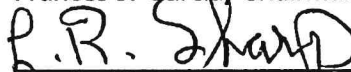
BE IT FURTHER RESOLVED that all prior Resolutions and policy statements by the Board of County Commissioners in conflict with this Resolution are hereby repealed.

ADOPTED in regular session this 30th day of May, 2007.

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS



Frances J. Garcia, Chairman

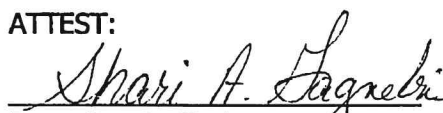


Larry R. Sharp, Member



Francis E. Schoepf, Member

ATTEST:


Reno County Clerk

2007-14

Disposition of Surplus Reno County Property

I. PURPOSE

This policy establishes guidelines for the identification and disposition of surplus property, including personal and real property owned by Reno County.

II. POLICY STATEMENT

Real and personal property owned by Reno County represents a considerable investment of public funds. Procedures and safeguards provided herein are designed to encourage efficient utilization of property, establish managerial control, and provide for the efficient disposition of property deemed as surplus in accordance with this policy or other applicable restrictions governing the disposition of such property.

It is the policy of Reno County to dispose of surplus property in a manner which provides the greatest monetary return to County government or which serves some valid public purpose.

III. DEFINITIONS

Surplus Property	Real or personal property owned by Reno County which is no longer needed due to changing service requirements, damage, wear, or because the property has become obsolete or redundant to the County's needs.
Personal Property	Movable items, including equipment, vehicles, machinery, furniture, fixtures, tools or other moveable, physical goods are considered personal property.
Real Property	Real estate, including land, easements, buildings and related permanent, immovable assets affixed to land are considered real property.

IV. PROCEDURES

A. Personal Property

1. Each Department Director respectively will determine whether department property has become Surplus Property. The director will also determine how the Surplus Property was acquired, and whether a transfer or disposition is subject to any restrictions due to the original source of funding. Examples include, but are not limited to, federal or state grant requirements or other statutory restraints.
2. The Director will notify the Maintenance/Purchasing Director of available Surplus Property. The Maintenance/Purchasing Director will ensure that Surplus Property is made available to other County departments before sale or other disposition in order to maintain the maximum economic utility from such property.

3. Following sale or disposition of real property, notification shall be provided to the Board of County Commissioners regarding the method of disposition, description of property, time and date of sale, recipient of property and value received. Such notification may also be published on the County's website.
4. Following disposition of real property, the Fiscal Administrator will be responsible for updating any relevant financial records and for notifying the County's Risk Manager for the update of insurance and risk management information.

C. Public Notice

Public notice of the sale or disposition of Surplus Property may vary depending upon the nature of the Surplus Property and the method of sale. Public notices may be given by posting on the County's website, by publication in the official County newspaper, or by any other mechanism deemed appropriate under the circumstances to allow public participation or notification. Inclusion of items on the Board of County Commissioners agenda shall constitute sufficient public notification. When the cumulative value of Surplus Property to be offered for sale exceeds \$5,000.00, the form of public notice shall be approved by the Board of County Commissioners.

D. Legal Review

All contracts, deeds, and related documents must be reviewed and approved by the County Counselor prior to the disposition of real or personal property.

E. Donations

Notwithstanding any provisions to the contrary, surplus property may be donated to other governments or non-profit organizations if, in the opinion of the Board of County Commissioners, doing so serves the best interest of the County. Donations of County owned property shall require approval of the Board of County Commissioners through the established agenda process. The agenda item shall include a description of the property, recipient, date of transfer, and estimated fair value. Donation of Surplus Property acquired with proceeds of a dedicated mill levy may be prohibited without compensating the dedicated fund for the fair market value of the Surplus Property.

F. Conflicts of Interest

County employees shall be permitted to participate as buyers in public sales of Surplus County property only. Consistent with ethical conduct, County employees shall not take advantage to gain personal benefit from such transactions.

G. Exceptions

Exceptions to or waivers of this policy may be approved by the Board of County Commissioners on an individual basis.

3. If Surplus Property is not transferred to another County department, the Director of Maintenance/Purchasing will determine the value of the Surplus Property. In those instances where the Maintenance/Purchasing Director determines Surplus Personal Property to be damaged, worn out, obsolete, or where the expected sale proceeds do not justify the costs of sale, the Director shall have the authority to dispose of such Surplus Property in the County's landfill or at a recycling facility, if available.
4. If the Maintenance/Purchasing Director determines the Surplus Property to have a value justifying the costs of sale, the Director will provide this information to the Board of County Commissioners who may declare the item or items to be "Surplus County Property" and authorize sale or disposal. Such action will be duly recorded in the official Minutes of the governing body.
5. After the property has been declared Surplus County Property, it may be disposed of through the most efficient and economical method likely to maximize returns, which shall include, but are not limited to, live public auction, online public auction, trade-in, sealed bid, fixed price, private negotiation or any other method deemed most beneficial to the County; Provided, if the cumulative value of Surplus Property is estimated to exceed \$10,000.00, the method of disposal shall be approved by the Board of County Commissioners. It is further provided that if the cumulative value of Surplus Property is estimated to be less than \$10,000.00, the Director of Maintenance/Purchasing may use any method of disposal which in his or her discretion is the most efficient and economical method to maximize the proceeds of sale.
6. Following the sale or other disposition of Surplus County Property, notification shall be provided to the Board of County Commissioners regarding the method of disposition, description of the property, the time and date of sale, the recipient of the property and the value received. Such notification may also be published on the County's website.
7. County Property which is traded to a vendor in exchange for new or used property of like kind, such as motor vehicles, shall not be considered Surplus Property whose sale, disposition or transfer is subject to the terms of this policy.

B. Real Property

1. Sale or disposition of real property shall be coordinated by the County's Fiscal Administrator. The Fiscal Administrator shall be responsible for obtaining the current fair market value of the real property and shall gather and retain information regarding the location and size of the property, zoning, and any restrictions, covenants, encumbrances, etc. that remain attached to the parcel.
2. Real property may be disposed of through live public auction, public online auction, sealed bid, negotiated sale, or any other method approved by the Board of County Commissioners.



AGENDA ITEM

AGENDA ITEM #6.H

AGENDA DATE: May 31, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:

Addendum to the Reno County Purchasing Policy addressing conflict of interest and federal debarment of vendors/contractors; and authorize the County Administrator to sign Addendum to said policy.

SUMMARY & BACKGROUND OF TOPIC:

The Department of Justice (DOJ) State Policy Advisor, who conducted a Monitoring Event for a federal grant of the County, advised that written policies be implemented addressing conflict of interest and federal debarment of vendors/contractors. The Sheriff is informing the DOJ advisor that the attached procedures are immediately incorporated into his department's grant management policies.

The policies for addressing conflict of interest and federal debarment of vendors/contractors should be incorporated into countywide policy.

ALL OPTIONS:

1. Approve the addendum to the Purchasing Policy for Reno County and authorize the County Administrator to sign said addendum.
2. Decline to approve the addendum.

RECOMMENDATION / REQUEST:

It is staff's recommendation that the purchasing policy addendum for addressing conflict of interest and federal debarment of vendors/contractors be approved, with the County Administrator authorized to sign then distribute the addendum to all departments of the County for immediate effect.

POLICY / FISCAL IMPACT:

Both clauses of the requested addendum to purchasing policies are aligned with federal requirements within Federal 2 CFR Part 200 ("Uniform Guidance"). Reno County must ensure compliance with the Uniform Guidance for all spending of federal monies.



SUBJECT: ADDENDUM TO PURCHASING POLICY

ADDENDUM EFFECTIVE DATE: May 31, 2022

PAGES: 1

DEPARTMENTS PRIMARILY RESPONSIBLE: All Departments

APPROVED BY THE BOARD OF COMMISSIONERS OF RENO COUNTY, KANSAS ON MAY 31, 2022 AND AUTHORIZED THE COUNTY ADMINISTRATOR TO SIGN.

COUNTY ADMINISTRATOR: _____

Randy Partington

(DATE)

Federal Debarment Standard

When purchasing goods and services using federal funding, Reno County officials or employees must ensure that the contract awardee or vendor is not debarred or suspended from doing business with the federal government. Before making a purchase or entering into a contract utilizing federal funds, the Reno County employee responsible for such purchasing will perform a search within the federal government System for Award Management (“SAM”) and verify that the contractor or vendor is not so debarred or suspended from doing business with the federal government and does not have any active exclusions in SAM. The verification will be documented by retaining copies of the result from the SAM exclusion/debarment search. Such written verification will be provided to the federal awarding agency or pass-through entity upon request.

Conflict of Interest

No County official or employee shall make, participate in making or use his or her official position as a County official or employee to influence a county government decision in which he or she knows or has reason to know he or she has any financial interest. Reno County must and will disclose in writing any potential conflict of interest, including transactions with related parties, to the Federal awarding agency or pass-through entity.



FISCAL ADMINISTRATOR

RENO COUNTY
206 West First Ave.
Hutchinson, Kansas 67501-5245
620-694-1919
Fax: (620) 694-2928
TDD: Kansas Relay Center 1-800-766-3777

Memorandum

TO: All Department Heads and Elected Officials

FROM: Fiscal Administrator Tim Davies

RE: Adoption of Purchasing Policy


DATE: November 14, 2007

Attached is a copy of the Reno County Purchasing Policies & Procedures. This policy was adopted and is effective as of November 14, 2007. Please distribute this information to all employees responsible for purchases. A copy of this policy has been posted on the intranet. If you have any questions or concerns please contact me via phone, e-mail or in person. Harlen Depew is also available to answer questions with respect to this policy.

Thank you for your consideration of this matter.

Tim Davies

RENO COUNTY PURCHASING POLICIES & PROCEDURES

	SUBJECT: PURCHASING POLICY
	ENABLING RESOLUTION: PAGES: 9
	RESOLUTION DATE:
RELATED POLICIES:	REVISED RESOLUTION & DATE:
	OFFICE PRIMARILY RESPONSIBLE: PURCHASING
APPROVED BY THE BOARD OF COMMISSIONERS OF RENO COUNTY, KANSAS:	
BOARD CHAIRMAN:	_____
	(DATE)
BOARD MEMBER:	_____
	(DATE)
BOARD MEMBER:	_____
	(DATE)

SECTION 1. INTRODUCTION

1.1 PURPOSE OF MANUAL

This Purchasing Policy is intended to be a complete source of purchasing information and detailed procedures for purchasing commodities, contractual services, and equipment. All county employees should familiarize themselves with the regulations set forth herein and shall adhere to the procedures and practices established herein under normal circumstances. The Board of County Commissioners is aware that exceptions to purchasing procedures will occur as needs and responsibilities change. The Board of County Commissioners, therefore, reserves the right to waive regulations established in this policy.

This policy will serve as an informative guide for those employees granted purchasing privileges in the name of Reno County. Detailed explanations of county departments' responsibility and role in the procurement function are included in this policy, as well as

an overall summary of the entire purchasing process.

It is the goal of Reno County's Purchasing Department to assist departments in acquiring the materials, supplies or services that are required at a fair and competitive price. The Purchasing Department is prepared to offer assistance whenever need arises. Proper planning by departments, with assistance from the Purchasing Department, will eliminate duplication of effort and increase County purchasing power by consolidating purchases and encouraging competition among vendors.

SECTION 2. EXCEPTIONS

2.1 PUBLIC IMPROVEMENT PROJECTS/THIRD PARTY SERVICES

Provisions set forth in this Policy shall not be applicable to public improvement projects which involve contractual services of a third party with bidding and/or purchasing responsibilities. In addition, projects funded by State and Federal moneys may be exempt from local purchasing policies or require procedures specific to the agency providing funds not contained herein.

2.2 PROFESSIONAL SERVICES

Services that may be considered complex or technical in nature that are required by the County must be approved by the Board of County Commissioners, except as hereinafter provided. The Board of County Commissioners shall have the responsibility of determining selection criteria, evaluation factors, and method of awarding contracts. Evaluation criteria shall include, but not be limited to, price, ability to perform, experience, technical expertise, and availability.

Competitive Bids/Quotations/Proposals may not be required for Professional Services. Professional Services shall generally be defined as services provided and performed by individuals or firms where a certification mandated by local, state or federal government is required. Examples include, but are not limited to: architect-engineer and land surveying services, specialty consultants, accounting, medical, legal and insurance services.

The Director of the Reno County Health Department shall have the sole responsibility for selecting healthcare professionals, including veterinarians and pharmacists, who provide healthcare and consultation services to the department. The Sheriff shall have the sole responsibility for selecting healthcare professionals who provide healthcare services to inmates. The Director of Youth Services shall have the sole responsibility for selecting healthcare services for youths placed in the custody and control of the Youth Services facility.

2.3 EMERGENCY SITUATIONS

It is recognized that emergency situations occasionally arise in County operations. In emergency situations it is up to the judgment of the highest authority personnel on hand to make a responsible decision regarding obtaining required goods and /or services. It is recognized that a responsible immediate decision may preclude excessive costs at a later date and in some situations even save individual lives. All appointed Department Heads and Elected Officials of the County are charged with the responsibility to determine if an emergency situation exists and to make necessary decisions if higher authority is unavailable. In such emergency situations, spending authority limits specified herein shall be suspended, however, Department Heads have the responsibility for not exceeding budgetary authority without approval of the Board of County Commissioners.

Any purchases made outside of normal purchasing procedure must be reported in written form, as soon as it is reasonably possible to the Board of County Commissioners.

Lack of adequate planning is not a justification for emergency purchases. County departments should plan ahead for all situations that may occur in the normal course of daily or seasonal work patterns.

2.4 OFFICE SUPPLY STOCK

The Director of Purchasing shall maintain and adequately stock a central office supply inventory. If a department is in need of office supplies, the Director of Purchasing shall be notified of the items required. The Director of Purchasing shall be responsible for arranging the delivery of the requested supplies and billing of supplies to specific departments. If requested commodities are specialty items not normally stocked, the Director of the requesting department shall approve the purchase prior to its acquisition by the Purchasing Department.

2.5 APPLIANCES

All appliance needs, including but not in limitation of the following: televisions, air conditioning equipment, washing machines, dryers, adding machines and calculators, microwaves, coffeemakers, and refrigerators, and most consumer goods and equipment purchases, shall be made through the Purchasing Department. If the Director of the Purchasing Department is unable to procure the appliance or declines to do so for any reason, Department Heads are authorized to make such purchases independently from the Purchasing Department.

2.6 CONTRACTUAL PRINTING

All printing requirements shall be requested through the Purchasing Department. The Director of Purchasing will be responsible for obtaining bids or quotations.

2.7 BUILDING MODIFICATION/FIXTURE PURCHASES

All building modifications, including the purchase and installation of fixtures in all County buildings, shall be coordinated with and subject to the approval of the Director of Purchasing. Fixture improvements shall include all items permanently attached to a building or which modify an existing fixture, such as, but not limited to, lock replacements, cabinets and ceiling fans. Fixtures do not include routine maintenance items, such as replacement of light bulbs. In some cases, the Director of Purchasing may provide written authorization to other Department Heads for the ongoing purchase and/or installation of certain types of items without additional consultation with the Director.

2.8 COMPUTER PURCHASES

All purchases of computer hardware and software equipment shall be requested through the Information Services Department which has been directed by the Board of County Commissioners to evaluate/coordinate computer equipment. If deemed necessary and advisable by the Director, bids or quotations for computer equipment may be made through the Purchasing Department.

2.9 TELEPHONE EQUIPMENT/INSTALLATIONS AND COPIERS

All telephone equipment/ installations, and copiers shall be requested through the staff assigned by the Board of County Commissioners to evaluate/coordinate the purchasing or leasing of telephone equipment and copiers. If deemed necessary and advisable by the Director, bids or quotations for telephone equipment/installations and copiers may be made through the Purchasing Department.

SECTION 3. GENERAL

3.1 THE PURCHASING DEPARTMENT

Central purchasing provides an opportunity for Reno County to maximize its financial resources through sound procurement practices. The County's Purchasing Department shall embody the following principals:

1. Enhancement of managerial capabilities through centralized authority over purchases.
2. Purchasing goods and services at the appropriate time, in the proper quantity, of acceptable quality, at the best price.

3. The stimulation of competition for County purchases through a variety of methods; including minimizing the number of emergency purchases, proper planning, and the gathering of price quotations or bids.
4. The establishment and maintenance of cordial relationships with vendors.
5. Centralized control over materials/supplies.
6. A reduction in the amount of paperwork and clerical effort required from the departments.
7. The elimination of potential abuse in public purchasing.
8. The efficient and effective use of the County's financial resources.

3.2 LOCAL ACQUISITION OF GOODS AND SERVICES

A. Joint Governmental Purchases

The County may join with and cooperate with other cities, school districts, counties, state, and/or federal agencies for the purchase of supplies, goods and/or services when deemed to be in the best interest of the County.

B. Purchases of less than \$5,000.00:

Except for purchases or contracts specifically provided for otherwise herein, purchases of less than \$5,000.00, may be made by Departments. When considering cost, departments shall include in the purchase price the total cost to the county which includes shipping charges and sales tax (if applicable). At all times, County employees shall take into account such factors as product cost, suitability, reliability, quality and availability when deciding to purchase from vendors of goods and services.

County Staff shall make a reasonable effort to purchase goods and services from suppliers located within Reno County if the goods or services needed by the County are available from such suppliers at a competitive price, and if the goods and services are of the level of quality expected by the County. If purchases are not available, or if quality is not acceptable, or if purchases are available at more than 5% savings outside Reno County, it is permissible to obtain the goods or services from vendors located outside of Reno County.

C. Purchases of \$5,000.00 and over:

Except for purchases or contracts specifically provided for otherwise herein, purchases of \$5,000.00 or more are authorized to be made by Department Heads. When considering cost, departments shall include in the purchase price the total cost to the county which includes shipping charges and sales tax (if applicable). When practical, departments shall document three quotes prior to making purchases of \$5,000.00 or more.

Whenever Reno County solicits quotations for goods or services, and the low quotation is submitted by a vendor domiciled outside of Reno County, a vendor domiciled inside Reno County may be deemed the preferred vendor and awarded the quotation if all of the following conditions are met (Domicile shall be physically located in or being local - a Post Office Box shall not qualify):

1. The quality, suitability, and usability of the goods or services are equal or exceed and fully comply with the minimum quotation specifications, and the vendor has the capability to adequately service the product.
2. The amount of the quotation of the vendor domiciled within Reno County is not more than 5% greater than the amount of the low quotation if the low quotation is under \$10,000, or not more than 3% greater than the amount of the low quotation if the low quotation is greater than \$10,000.
3. The quotation does not pertain to a.) new construction; b.) involve State or Federal Funding; or c.) joint governmental purchases.
4. The vendor domiciled within Reno County is willing to match the quotation price offered by the low vendor domiciled outside of Reno County within 24 hours of official notification.

D. Purchases requiring Board of County Commissioners approval:

Purchases of the following goods and services must be approved by the Board of County Commissioners:

1. All purchases of \$25,000.00 or more except for road building material and salt and sand material for which budget authority has been provided.
2. All new construction or major remodeling projects and the purchase of all new motor vehicles, including automobiles, trucks, road and bridge and landfill equipment.
3. All used motor vehicles.
4. Insurance.
5. Professional services (See Section 2.2)
6. Other items consistent with policy or practice of the Board of County Commissioners.

7. Expenditures exceeding annual department budget authority.

Purchases estimated to exceed \$25,000.00 shall be made by sealed bid, except for sole source purchases, used equipment and under other circumstances deemed appropriate by the Board of County Commissioners. Sealed bids are required to be submitted to the Reno County Clerk on a date and time certain. All bids will be opened and reviewed by the Board of County Commissioners in public session. The Board may direct that certain purchases for less than \$25,000.00 also be made subject to the bidding process; and the Board may waive this bidding requirement when deemed necessary or appropriate. Purchases shall be awarded to the lowest qualified bidder as determined by the Board of County Commissioners or the Board may reject any and all bids.

SECTION 4. PURCHASING AUTHORITY

4.1 BOARD OF COUNTY COMMISSIONERS

The ultimate responsibility for all purchases for Reno County is held by the Board of County Commissioners. The Board of County Commissioners shall establish the rules for the purchases of all goods and services. These rules will be followed by all county employees. The Board of County Commissioners possesses the sole authority for any deviation from said rules. If improper purchases practices or discrepancies should occur, the Board of County Commissioners may invoke such disciplinary action as it deems appropriate.

4.2 DIRECTOR OF THE PURCHASING DEPARTMENT

The Director of the Purchasing Department is appointed by the Board of County Commissioners and shall work under the direction of the Board of County Commissioners. The Director shall be responsible for the daily operations of the Purchasing Department. The Director shall:

1. Assist departments in planning purchases for submission of annual budget.
2. Coordinate the purchasing process with the user department and the ultimate vendor, when applicable.
3. Act as the central Purchasing Department for the County where so designated in this Policy.
4. Recommend purchasing regulations to the Board of County Commission.

5. When requested by Department Heads, provide assistance in the preparation and solicitation of bids, quotes and proposals.
6. Coordinate purchases of items and/or services that may be utilized by more than one department.
7. Coordinate joint governmental purchases and auctions when it is in the best interest of Reno County to participate.

The Director shall have such purchase approval authority as may be delegated by the Board of County Commissioners.

4.3 DEPARTMENT HEADS

Department Heads are given the responsibility of ensuring that all personnel in their departments/divisions are knowledgeable of and fully understand purchasing procedures established by the Board of County Commissioners. By following the requirements established within this Policy, department heads may make better use of budgeted funds for their departments and divisions.

Department Heads may approve budgeted purchases authorized at Article 3.2, paragraphs B. and C. provided such purchases fall within regulations and procedures established by the County and are of a routine nature.

Department Heads may authorize selected personnel to make purchases up to the amounts specified in this Policy.

The Automotive Department Director, the Public Works Director and the Landfill Director are authorized to make budgeted purchases pertaining to the direct repair and maintenance of County vehicles and equipment.

Other Department Heads shall be authorized with the approval of the Board of County Commissioners to make budgeted purchases relating directly to the normal/routine operational needs of said departments. This is particularly applicable to functions specific to certain departments such as the Sheriff, Youth Services, Health Department, Weed Department and Public Works Department.

SECTION 5. ETHICS IN PURCHASING

5.1 GENERAL STATEMENT

Any attempt to realize personal gain through public employment is a breach of public trust and ground for disciplinary action including termination.

5.2 GRATUITIES

Policy language applicable to gratuities may be found in the Reno County Employee Handbook. (See Attached language)

5.3 CONFIDENTIAL INFORMATION

It shall be a breach of ethical standards for any employee or public official to knowingly use confidential information for personal gain, or the personal gain of others.

5.4 PURCHASES FROM EMPLOYEES

A small number of employees have employment other than with Reno County. If an employee has the ability to furnish the County with goods or services outside of normal job description duties, the employee may qualify as a vendor from whom County purchases may be made. No employee may provide goods or services to the department in which he or she is assigned, unless approval is specifically granted by the Board of County Commissioners. All purchases from employees must be awarded on a competitive quotation, proposal or bid basis.



AGENDA ITEM

AGENDA ITEM #6.I

AGENDA DATE: May 31, 2022

PRESENTED BY: Don Brittain, Public Works Director

AGENDA TOPIC:

Addendum #6 to the October 26, 1988 Agreement between Ray E. Bontrager & Carol J. Bontrager & Reno County Water District No. 101 with new owner Regena R. Garber Trust.

SUMMARY & BACKGROUND OF TOPIC:

Reno County Water District 101 entered into an agreement on October 26, 1988, with Ray E. Bontrager and Carol J. Bontrager granting a perpetual easement for a water well and well house over and through said real estate, together with the right of entering onto said premises for the purpose of constructing, re-constructing, inspecting, repairing and doing such things as are necessary to use and maintain.

Along with said easement Reno County Water District No. 101 has the right to draw/pump water from said well in unlimited quantities, install and maintain in good repair a metering system to monitor water consumption, and maintain adequate records for all water drawn from the well located upon the premises.

Reno County Water District No. 101 pays for all water drawn from the well at rates renegotiated and re-determined every 5 years, and on January 7, 2019, Ray E. Bontrager and Carol J. Bontrager entered into an Addendum #6 with Reno County Water District 101 to pay for all water drawn from said well.

ALL OPTIONS:

1. Sign and approve the Agreement between Reno County Water District 101 and the Regena R. Garber Trust.
2. Deny the Agreement between Reno County Water District 101 and the Regena R. Garber Trust.

RECOMMENDATION / REQUEST:

Sign and approve the Agreement between Reno County Water District No. 101 and new owner Regena R. Garber Trust.

POLICY / FISCAL IMPACT:

N/A

ADDENDUM #6 TO THE OCTOBER 26, 1988 AGREEMENT
BETWEEN RAY E. BONTRAGER & CAROL J. BONTRAGER
RENO COUNTY WATER DISTRICT NO. 101

WITH NEW OWNER "REGENA R. GARBER TRUST"

WHEREAS, the Reno County Water District No. 101 entered into an agreement on October 26, 1988, with Ray E. Bontrager and Carol J. Bontrager, who at that time were the owners of the following Real Estate in Reno County, Kansas:

A tract in the Northeast Quarter of Section 16, Township 24 South, Range 5 West of the 6th P.M., Reno County, Kansas, more particularly described as follows:

Beginning at a point being the Southeast corner of the Northeast Quarter of said Section 16, thence westerly along the South line of said Northeast Quarter 180 feet, thence northerly on a line parallel with the East line of said Northeast Quarter 50 feet, thence easterly on a line parallel with the South line of the said Northeast Quarter 180 feet to a point on the East line of said Northeast Quarter, thence southerly along the East line of said Northeast Quarter 50 feet to the point of beginning.

AND, WHEREAS, that agreement granted Reno County Water District No. 101 a perpetual easement for a water well and well house over and through said real estate, together with the right of entering onto said premises for the purpose of constructing, re-constructing, inspecting, repairing and doing such things as are necessary to use and maintain the same;

AND, WHEREAS, along with said easement Reno County Water District No. 101 has the right to draw/pump water from said well in unlimited quantities, install and maintain in good repair a metering system to monitor water consumption, and maintain adequate records for all water drawn from the well located upon the above described premises;

AND WHEREAS, Reno County Water District No. 101 pays for all water drawn from the well at rates renegotiated and redetermined every five years, and on January 7, 2019 Ray E. Bontrager and Carol J. Bontrager entered into an Addendum #6 with Reno County Water District No. 101 to pay for all water drawn from said well at the following rates:

- 1) For the first 5,000,000 gallons annually, \$.14 per 1,000 gallons
- 2) For water in excess of 5,000,000 gallons annually, \$.16 per 1,000 gallons

NOW, THEREFORE, the Parties hereby affirm and renew said agreements, easements and addendums, with The Regena R. Garber Trust as successor in interest to Ray E. Bontrager and Carol J. Bontrager as "First Party" in all agreements and Reno County Water District No. 101 remaining "Second Party" in same.

All other terms and condition of the said agreement of October 26, 1988 and subsequent amendments shall remain the same.

DATE: 5-18-2022


Regena R. Garber - Trustee

“FIRST PARTY”

BOARD OF COUNTY COMMISSIONERS OF RENO
COUNTY, KANSAS, ACTING AS THE GOVERNING
BODY OF RENO COUNTY WATER DISTRICT NO.
101

DATE: _____

Chairperson

Member

Member

“SECOND PARTY”



AGENDA ITEM

AGENDA ITEM #6.J

AGENDA DATE: May 31, 2022

PRESENTED BY:

AGENDA TOPIC:

Approval of PerformYard Software for Countywide Performance Evaluations at an annual cost of \$24,900.

SUMMARY & BACKGROUND OF TOPIC:

This agenda item has been reviewed and approved by County Administrator.

RECOMMENDATION / REQUEST:

Approve purchase of Perform Yard and authorize the county administrator to sign.



RENO COUNTY HUMAN RESOURCES

206 West First Ave.
Hutchinson, Kansas 67501-5245
620-694-2982
Fax: 620-694-2508

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

DATE: May 18, 2022

TO: Randy Partington, County Administrator

FROM: Helen Foster, HR Director

RE: Software Request for PerformYard

This is a formal request for software that exceeds my budget. Phil with The Arnold Group introduced a new platform that his company is now utilizing. This software platform corresponds well with the pay for performance model. The software is through PerformYard. I am requesting this software for the ease of use for both the HR staff and for the Departments utilizing this software.

The time involved in moving our job descriptions from word format to excel format is overwhelming. It takes on average about 1 to 2 hours to work on one job description to convert it to excel to utilize the performance evaluation tools setup by Phil. Phil has worked on some as well as Elise and I. We currently have a total of 230 different job descriptions within the County. It is going to be extremely time consuming to move these over in a timely fashion and cause my staff and myself to put in extra hours on nights and weekends. This office runs on very limited extra time and resources that creates a problem for the staff and myself to devote to the conversion of the job descriptions. This creates a hardship on the HR department to complete this task.

PerformYard has the ability to setup workflows. This is something that our IT department would not have the ability to house and protect with individualized permissions. This would mean that departments would have the ability to look at evaluations that do not belong to their department specifically. With PerformYard, permissions are set and only those with permissions can access the evaluations for those employees. For departments that want to enter notes throughout the year on employees, they have the ability to do so and keep those notes private. This software also give the supervisor the ability to share feedback throughout the year with employees. The employee will have a portal as well to login and complete their portion of the performance review. The efficiency this software offers would be a time saver for our Department Heads and Supervisors in completing performance evaluations in a timely manner.

The software will offer notifications and countdowns to complete performance evaluations as well as monitor the process for completion. With the new pay for performance, it will be imperative that all reviews are submitted by the due date so that HR can review each evaluation for compliance. This process will already be an added duty on the HR office since

HR only received the completed evaluation in the past. HR did not review evaluations before they were presented to employees. The new process will create creditability in our evaluations and make the pay for performance a success.

PerformYard is mobile friendly creating the ability for employees to utilize their cell phone to complete their portion of the self-evaluation. For those employees that do not have mobile or internet access, we can still utilize a paper self-evaluation and input into the system. We would like to encourage everyone to utilize this software without issuing paper since our office has started the journey of becoming paperless. We are no longer maintaining paper personnel files and much of the paper distributed to the HR office was in the form of performance evaluations. This system is going to force the use of electronic tracking rather than paper. We are able to export the evaluations out of the software to add to an employee's electronic personnel file.

PerformYard will create the workflow needed for HR to administer the pay for performance program in an efficient and fair manner. We will be able to utilize the software year-round for not only annual reviews, but also for probation and 6 month reviews. This will also be a great tool for our office to monitor completion of all reviews within the due dates and distribute these back to departments after the compliance review for individual meetings with employees.

PerformYard costs \$24,900 annually and would be a 3-year contract in order to lock in the price. They quoted a total cost of \$33,200, but gave us a discount of 25%. I have asked the company if they would give us the ability to opt out after the first year if we were not satisfied. She was checking with her contacts to see if this would be a possibility.

Thank you for the consideration of this new software. I am not able to express the time savings and efficiency it would bring to our office and the County. This office workload is already high so adding a project of this magnitude is going to be a huge task for 3 people to handle. I appreciate your time in consideration of this expense.



PerformYard, Inc.
 4201 Wilson Blvd, #110420
 Arlington, VA 22203
 888-745-0761

ORDER FORM

For: Reno County, KS
 Pricing valid through: 4/30/2022

Account Manager: Madalyn Trestrail
 Quote Date: 4/22/2022

Bill to: Reno County, KS
 206 W 1st Avenue
 Hutchinson, KS 67501

Contact: Randy Partington
 Email: randy.partington@renogov.org
 Phone: 316-619-7864

Billing Method: Invoice Due Net 15
 Billing Frequency: Annual

Billing Contact:
 Billing Email:

PerformYard Subscription - Professional

Start Date	End Date	Term (yrs)	Seat Price/Yr	Qty.	Total Price
4/27/2022	4/26/2025	3	\$80.00	415	\$33,200.00 per term year
		25% Discount	\$60.00	415	\$24,900.00 per term year

Subscriptions are non-cancelable prior to the order end date. Quantity increases will be (1) processed on a separate order form at the seat price (10 seat minimum) and prorated through the end date of the current term year, and (2) added to the Subscription totals for subsequent term years.

All prices shown in US dollars, not including any taxes that may apply. Any such taxes are the responsibility of the customer. This is not an invoice.

This legally binding order form is governed by terms of the Master Subscription Agreement between Customer and PerformYard, Inc. located at <https://performyard.com/master-subscription-agreement>.

Reno County, KS

PerformYard, Inc.

Signature:

Signature:

Name:

Name:

Title:

Title:

Date:

Date:



A Business Case for Performance Management Software

The costs and benefits of better managing your
organization's largest investment

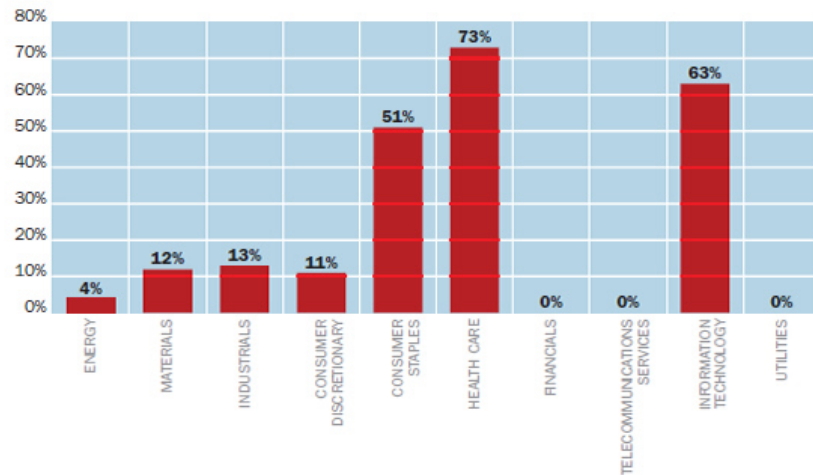


Modern organizations drive and maintain their competitive advantage through intangible assets.



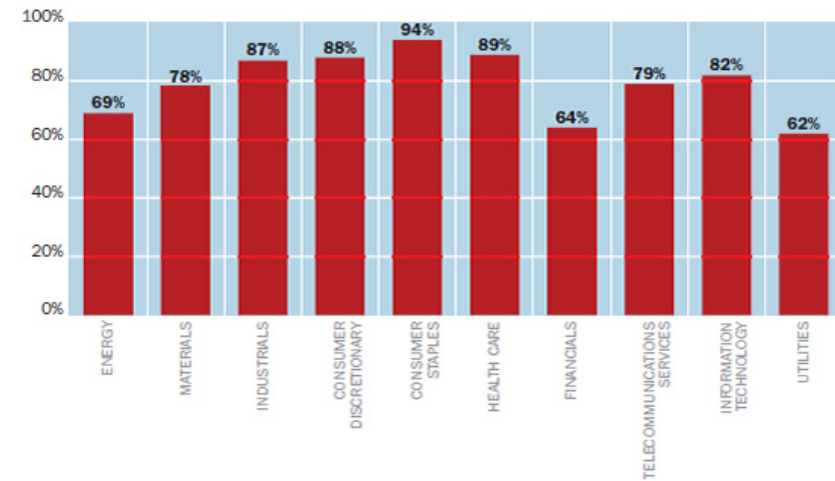
A Shift in Company Value

Intangible value as a % of total market capitalisation by sector in 1975*



In 1975 most sectors saw a close relationship between the book value of a company and its market value.

Intangible value as a % of total market capitalisation by sector in 2005*



Today even capital intensive sectors like energy and utilities derive much of their value from intangible assets.



Many organizations are slow to invest in the control and optimization of their human capital, the source of many intangible assets. Despite the fact that investing in the management of traditional capital is second nature.



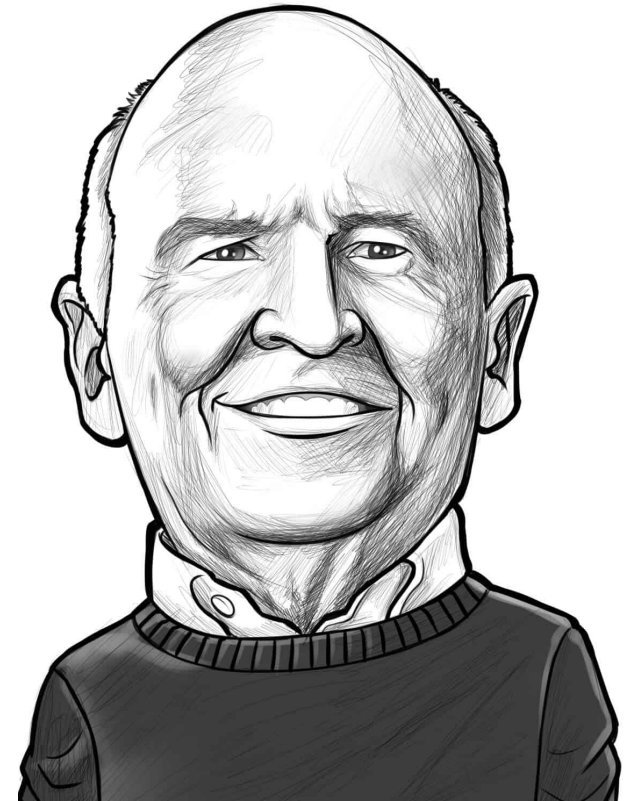
GE Case Study

Jack Welch led GE from 1981 to 2001. Roughly the period of the two charts above.

"HR is the picnics and benefits crowd"
- Jack Welch 1983

"HR is the driving force behind what makes a winning team. We make the argument that the team that fields the best players wins. HR is involved in making sure we field the best players."
- Jack Welch 2013

During his time as CEO Welch became one of performance management's greatest advocates.





Why Invest in Performance Management Software?

1. Reducing Human Capital Costs
 - a. Administrative Costs
 - b. Turnover
 - c. Liability risk
 - d. Succession gaps
2. Optimizing Human Capital Performance
 - a. Organizational alignment
 - b. Workforce optimization



Reducing Administrative Costs

For HR Administering Reviews

- A large amount of HR time is spent distributing and collecting review forms, chasing incomplete forms, signing off on reviews, recording appraisal data and compiling data for analysis, despite the fact that all should be easily automated.
- The high HR cost per review cycle often prevents necessary changes and improvements from being made, because there is not the capacity nor the stomach for any additional complexity

For All Employees

- Inefficient review cycles can cost up to 8 hours per employee.
- Without a centralized process managers are forced to reinvent the wheel and spend time administering their own ad hoc process.



Reducing Turnover

The high cost of turnover

- The average hard cost of turnover is 21% of the position's salary.
- Highly paid and specialized jobs have turnover costs as high as 213% of salary.
- Costs include advertising expenses, interview costs, training and onboarding costs, and decreased productivity during during the time an employee ramps up.

Reducing turnover

- Employees often leave for one of two reasons- better pay and a clearer career path.
- If you aren't identifying top performers in order to pay them well and give them a strong career path, eventually one of your competitors will.

"Someone who is exceptional in their role is not just a little better than someone who is pretty good. They are 100x better" – Mark Zuckerberg



Reducing Liability Risk

A decentralized and inefficient review processes increases risk

- **Timing of reviews:** All employees of the same job classification should be receiving reviews on the same time cycle.
- **Objective Criteria:** If managers are creating their own reviews they must be evaluating on criteria that can be considered objective.
- **Self-Assessments:** These are often skipped in an effort to reduce administrative costs, but when managers and employees agree it greatly reduces future liability.
- **Transparency:** When your process can not be easily audited, it is impossible to understand the risks and employees will often become suspicious of it.
- **Data Storage:** When records of feedback are not stored centrally and consistently they can become lost and unavailable when they are needed most.



Reducing Succession Gaps

A special and expensive type of turnover

- Highly paid executives can cost over 200% of their annual salary to replace.
- The impact of vacancies in important high level positions can often also be seen directly on an organization's financial statements.
- Succession planning requires long term thinking and access to data so top performers can be identified well in advance.
- Top performers need to know they are on this career path and be groomed for success otherwise they are likely to leave.



Improving Organization Alignment

From Vision to Strategy to Goals

- Leaders expect their vision to be taken up by all parts of the organization, but without articulating this cascade of goals it is impossible to know if it happened.
- The increased speed of business has meant that company targets and employee targets are changing faster than ever, and the speed at which goals cascade through an organization is now a fundamental competitive advantage.
- If well articulated cascading goals correct just .1% of misaligned employee time, that alone pays for dedicated software.

How much of your organization's activity is currently being mistaken for progress?



Improving Workforce Optimization

Invest in managing your most valuable asset

- McKinsey found **organizations with strong talent management practices outperformed their peer group by 22%.**
- Watson Wyatt found that **good people practices increase company value as much as 30%.**
- The Fortune **“100 Best Companies to Work For”** list outperforms the S&P 500 and the **Russell 3000 by as much as 10%.**
- Stanford professors, O'Reilly and Pfeffer, found that a change of 1 Std in an index of human resource management practices **produced increases of \$20,000 to \$40,000 in stock market value per employee.**



Loved by those who know us best



4.7 Stars on G2 Crowd



"Our Employees seem to love it."
Jennifer Beck | PCH Builders

"Excellent customer service!"
Courtney Tungate | Teaching Trust



4.8 Stars on Capterra



"Easy to set up, easy to use."
Sue Carlson | ASMGi

"Intuitive and flexible."
Audrey Rubio | Grocery Manufacturers Association



Thank you for considering PerformYard



AGENDA ITEM

AGENDA ITEM #6.K

AGENDA DATE: May 31, 2022

PRESENTED BY: Barbara Lilyhorn

AGENDA TOPIC:

Rcat Service and Operation Hours

SUMMARY & BACKGROUND OF TOPIC:

As of June 3, Rcat will have 5 bus driver positions vacant. We have had openings since November and have had only 6 applicants to date. We hired one of the applicants, and the others were not suitable for the position. We will not be able to sustain current hours and service long without creating a hardship on many of our paratransit riders. While Rcat is only required to operate 1 Paratransit bus per 5 Fixed Route buses, we usually operate 3-4 Paratransits to meet the demand/needs of the community. When we are short staffed on Fixed Route, we are forced to pull drivers off Paratransit service to cover the hours. While we can pay overtime, repeated long hours create driver fatigue and contributes to burn out.

For these reasons a request was made and permission granted from KDOT to change the operating terms listed in the approved FY 2023 U.S.C. 49-5311 grant. The temporary change in operating hours will be 8 a.m. - 5 p.m. M-F and Demand Response will operate exclusively on Saturday (No Fixed Route)) until we are able to hire more drivers. This change is proposed to begin July 1. This will allow Rcat to continue to operate all Fixed Routes and to expand Paratransit service. Currently Rcat operates 7 a.m. - 6 p.m. M-F and operates 3 Fixed Routes and Paratransit on Saturday. We are working with the County Communication Specialist to develop new recruitment tactics we hope will attract applicants. I project this temporary situation to last several months in a best case scenario.

ALL OPTIONS:

Accept the KDOT approved Bus Service and Operating Hours

Protest the KDOT approved Bus Service and Operating Hours

RECOMMENDATION / REQUEST:

Accept KDOT approved reduction of Rcat Service and Operation Hours

POLICY / FISCAL IMPACT:

Due to operating less miles per day, there will be a projected savings in gasoline costs of \$350-\$400 per week - subject to the fluctuating cost of gas. There will also be some cost savings on normal wear and tear maintenance expenses.



AGENDA ITEM

AGENDA ITEM #6.L

AGENDA DATE: May 31, 2022

PRESENTED BY: Travis Vogt, Reno County Fire Administrator

AGENDA TOPIC:

Reno/Harvey Joint Fire District #2 (Buhler) Tender Truck Purchase from Osco Tank & Trucks sales for \$272,357; and declare their 1999 Freightliner as surplus to be sold on PurpleWave once the new tender is in service.

RECOMMENDATION / REQUEST:

Approve the purchase of 2023 International HV607 Tender from Osco Tank and Truck Sales for \$272,357 from the fire district's reserve fund. Declare their 1999 Freightliner water tender as surplus to be sold on PurpleWave once the new tender is in service.

This request has been approved by the Emergency Management Director, Fire Administrator and County Administrator.



Emergency Management

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

May 24, 2022

Reno/Harvey Jt Dist #2
Tender Truck Replacement Proposal

Request:

Reno/Harvey Jt Dist #2's (Buhler Fire) would like to use the funds available in their special equipment fund to purchase a new tender. With the purchase of a new tender, it will serve the fire district for the next 25 (estimated) years.

Current Vehicle:

Buhler Fire water tender is a 1999 Freightliner F70/Darley outfitted with 500 gallon per minute pump and a 2000-gallon steel water tank. Over time, the steel tank has rusted, developed holes, causing several leaks. This truck was purchased used in 2007. This truck is currently 23 years old and is coming up on its 25-year life span, as outlined in NFPA 1901. The cost to repair this truck will exceed the useful value to the fire district.

New Tender Requirements:

A new requirement initiated by the Fire Administrator is to standardize equipment within the Rural Fire Districts County wide. Currently 7 of the 8 Fire Districts operate tenders that carry 3000 gallons of water. The only District not having a 3000-gallon tender is Buhler Fire. The advantage of carrying 3000 gallons of water is that more water can be shuttled to a fire scene at one time. This not only benefits



Emergency Management

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

the Fire District that this truck is in, but it also benefits all other fire districts that the truck responds to during mutual and auto aide calls. The minimum pump capacity on tenders going forward will be no less than 750 gallons per minute. The tender that Buhler Fire currently has would not meet the new minimum standards set by the Fire Administrator.

Cost:

Buhler Fire began searching for tender options several months ago. The current truck market is very slim. Finding a good, reliable used truck was not successful. The best option for replacing their tender was to build a new truck. Buhler's staff were able to secure quotes from Fouts Bros, and Osco Tank and Truck Sales. Buhler got specifications and quotes on four different types of tender trucks. Midwest Fire was contacted but did not provide a quote.

Fouts Bros:

CJ Tanker- \$301,476.02 for a 3000-gallon tank and 750gpm pump

Super Tanker- \$305,281.27 for a 3000-gallon tank and 1000gpm pump

Osco Tank and Truck:

Dominator- \$348,350 for a 3000-gallon tank and 1250gpm pump

Dominator Demo- \$272,357 for a 3200-gallon tank and 1000gpm pump



Emergency Management

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

Recommendation:

Purchase a 2023 International HV607 Tender with a 3200-gallon tank and 1000gpm pump from Osco Tank and Truck Sales for \$272,357. All other equipment needed for this truck would be moved from the old tender to the new tender.

Justification:

Currently Reno County has 5 tender trucks that have been purchased from Osco Tank and Truck Sales. Reno/Kingman Jt 1, District 7 and 9 each have one Osco Tender and District 8 has 2 Osco Tenders. These trucks have proven to be a good purchase for our Fire District's needs. This truck would be very similar to the other Osco trucks that the County owns. The reason the tank is 3200 gallons and not 3000 gallons is that this truck was going to be built as a demo unit and is already on order. This truck would last the Fire District for 25 (estimated) years at a cost of approximately \$11,000 per year.

Alternative:

Due to the current truck market and economy, truck chassis are very hard to find. Buhler Fire could continue to look at other options for a tender replacement, including to search for used trucks. They also could continue to contact other manufacturers for quotes and get put on a build list for when new chassis become available for purchase, but we don't know how long of a wait that will be. If the purchase would be denied, Buhler would continue to operate their current truck that is rusting out and leaking.



Emergency Management

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

Fiscal Impact:

This purchase was planned in Reno/Harvey Jt 2's CIP for 2022. They had budgeted \$300,000 for this project. They currently have \$480,944.98 in their special equipment fund which would cover the cost of the new tender without having any short or long-term negative impact on future planned projects. Upon purchase of a new tender, Buhler Fire would sell their current tender on Purple Wave. The funds received from that sale would be placed back into the special equipment fund for future use.

Unit type and number, equipment	Model year	25 recommend replacement year	Planned year to replace	Estimated Replacement Cost	Cost per year
Engine 581	2001	2026	2026	300000	12000
Tender 590	1999	2024	2022	300000	12000
Brush 587	1986	2011	2035	200000	8000
Brush 592	2002	2027	2027	140000	5600
Brush 593	2005	2030	2030	140000	5600
Brush 594	1999	2024	2022	160000	6400
Command 560	2006	2031	2031	100000	4000
Bunker Gear- 12 sets	2009	2019	2022	44400	1776
Bunker Gear- 7 sets	2015	2025	2025	25900	1036
Wild Land Gear- 22 sets	2017	2027	2027	19800	792
airpacks- bottles	2023	2038	2038	25300	1012
					0
					0
					0
					0
					0
					0
					0
total required set back per year					58216
Special Equipment Rollover					
2012	47000				
2013	55000				
2014	60000				
2015	60000				
2016	50000				
2017	70000				
2018	76000				
2019	46000				

2020	80000								
2021	83000								
	627000	62700							



DOMINATOR SERIES

"Don't just fight the fire, DOMINATE it!"

3200 GALLON POLY ELLIPTICAL TANKER WITH POLY BODY SPECIFICATIONS

INDEX TO SPECIFICATIONS:

- Section 1: Poly Tank
- Section 2: Tank Plumbing, Openings, & Valves
- Section 3: Dump Valves
- Section 4: Apparatus Body & Accessories
- Section 5: Apparatus Body Rear Step, Catwalks & Hose Trays
- Section 6: Body Compartments & Portable Tank Rack
- Section 7: Pump & Plumbing
- Section 8: Electrical Components
- Section 9: Emergency Lighting & Siren Equipment
- Section 10: Chassis
- Section 11: Painting, Lettering, Striping, & Signs

TOTAL: \$272,357.00



SPECIFICATION

Section 1: Poly Tank

1.0 Tank

The 3200 gallon tank will be elliptical in design and constructed of Polypropylene. Polypropylene is a specially formulated high strength copolymer material. It is corrosion and impact resistant, as well as lightweight in design. The water tank will be integral with the body for maximum utilization of space and lowest center of gravity. The top of the tank will feature removable lifting points.

The Tank Shall Carry a Lifetime Warranty from the Manufacturer

1.1 Baffles

The tank portion of the body will be provided with at least one (1) full-length swash partition (baffle) and a sufficient number of width-wise baffles so that the maximum dimension of any spaces in the tank, either transverse or longitudinal, will not exceed 46", and not less than 23". Baffles will have openings at both the top and bottom to permit movement of air and water between spaces to allow maximum flow requirements. Baffles will form an integral part of the tank, and design will be to provide and maintain safe road stability regardless of water level.

1.2 Overflow Vent

Tank will have 6" minimum overflow and air vent designed to prevent damage to the tank under high flow conditions and enclosed in front tank filler. Tank filler to extend upward to top of the tank and will include a water deflection device to contain and minimize water surge. Overflow is to be designed and located to prevent water loss on fast stops or starts, and is also to be located so as not to affect traction on the rear tires per NFPA.

1.3 Body Sub-frame

The body and tank will be mounted to a metal sub-frame constructed from 3" channel to support the tank and pump. The sub frame will be Hot Dip Galvanized. The unit will be bolted to the chassis with 4 point spring loaded mounting hardware. The tank portion of the body will be mounted approximately 3" from the frame rails through a sub frame. The body sub frame will be bolted to the chassis frame. There will be 1/4" hard rubber pads between the apparatus and the metal sub-frame to act as a buffer.

1.4 Ladder

An aluminum ladder will be installed to access the top fill opening. The ladder will be constructed of 1" aluminum tubing on the sides and the ladder rungs will be 1" knurled tubing for positive traction. The ladder will be located on the rear street side of the tank.

1.5 Sump

There will be one sump in the bottom front right side corner of the tank. The sump will be fitted with a 3" opening and pipe plug and will be used in combination as a tank drain and tank clean-out. The opening will be fitted with an anti-swirl plate.



Section 2: Tank Plumbing, Openings, & Valves

2.0 Tank to Pump

One sump will be located in the bottom front left side corner of tank. The sump will be fitted with a 3" opening and used for the pump supply line. The pump to tank line will be constructed of PVC and a rubber connection flange to allow for tank movement.

2.1 Direct Fill

One 4" direct fill will be located on the rear curb side of the tank and gated with a 4" Bray butterfly valve. The valve will be stainless steel with a quarter turn swing out handle. Valve will be fitted with a 4" Storz fitting end, Storz cap and chain.

2.2 Direct Fill

One 3" direct fill will be located on the rear street side of the tank and gated with a 3" Bray butterfly valve. The valve will have a stainless steel interior with a quarter turn handle. Valve will be fitted with a 2-1/2" NST female swivel fitting end, NST cap and chain.

2.3 Fill Tower

One tank fill tower will be located on the top of the tank centered in between the front and the rear. The opening will be a 23" x 23" opening with a flip up lid. The fill tower will be constructed of Polypropylene high strength copolymer material and the lid will be hinged on the front so that it opens up and to the front.

Section 3: Dump Valve

3.1 Newton Swivel Dump

There shall be one stainless steel Newton Model 1070-34-44-13 dump valve with a 6012SW-34 swivel dump and 4036-8x12-34 slide out extension. The dump valve shall be located on the rear of the tank. The valve shall be electrically actuated and be able to turn to the left or right and extend beyond the edge of the tank. The electric actuation shall be controlled from two switches, one located on each rear corner of the tank body.

Section 4: Apparatus Body & Accessories

4.1 Apparatus Body

The entire tanker body will be constructed of Polypropylene copolymer material which is a high strength, impact and corrosion resistant material as well as lightweight in design. The body will be supported underneath by a primed and painted steel sub-frame which will be fastened to the truck frame. The body will be prepared for painting by applying an adhesion promoter and a final finish coat of Flexible Paint. The body will be painted a single solid Red.



The Poly Body Shall Carry a Lifetime Warranty from the Manufacturer

4.2 Fender Wells

The tank fender wells will be fitted with a Polyprene copolymer lining. They will be form fitted and bolted in so that they will be removable to access the underside of the body.

4.3 Fenderettes

There will be polished stainless steel fenderettes installed on the wheel wells to prevent road splash onto the body and to give the body a very attractive appearance. The fenderettes will extend approximately 1.5" beyond the body and will be fastened with stainless steel bolts from the inside so that no fasteners will be visible from the exterior.

4.4 Rub Rail

The lower edge of the Polyprene body will have a polished aluminum rub rail fastened to it to avoid any unintentional scraps and give the body a more appealing look.

4.5 Tow Hooks

The rear of the body will have two tow hooks located above the rear step and will be fastened directly to the frame of the truck.

4.6 Spanner/Hydrant Wrenches

A spanner/hydrant wrench set will be installed on the apparatus. The set is to include one adjustable hydrant wrench, two spanner wrenches and a holder will be fastened to the body wherever the customer specifies.

Section 5: Apparatus Body Rear Step, Catwalks & Hose Trays

5.0 Rear Step

There will be a rear step installed on the rear of the unit constructed of pre-formed aluminum deck plate with perforations for added traction when stepping onto it. It will be 18" deep x 98" wide to match the apparatus body. Where the rear step meets up to the apparatus body, we will install a 4" kick plate built of polished aluminum. The rear step will also feature a storage tray and fasteners to store the Newton elbow and extension.

5.1 Catwalks

One each side of the tank, there will be a catwalk that runs the length of the tank and is located on top of the apparatus body directly above the front left and right storage compartments. The catwalks will be constructed of 3/4" thick Polyprene copolymer material and covered with an aluminum diamond-tread plate with a bent 30 degree lip on the outside edge to act as a drip edge. These catwalks will be used to mount the hose trays and portable tank racks.



Section 6: Body compartments & Portable Tank Rack

6.0 Driver Side Compartment – L1

A “sweep out style” compartment will be located on the driver side forward of the rear tandem axles. The dimensions of this compartment will be 62” wide x 28” tall x 25” deep. The compartment will have ROM Roll-up doors. The compartment shall be equipped with door activated LED compartment lights, stainless steel vent grill, floor drains, and black Turtle Tile plastic floor decking. The interior compartment finish will be sprayed with grey Speedliner and splatter painted with the same color as the exterior of the body. There will be a “Door Open” indicator light in the dash of the truck cab.

6.1 Passenger Side Compartment – R1

A “sweep out style” compartment will be located on the driver side forward of the rear tandem axles. The dimensions of this compartment will be 62” wide x 28” tall x 25” deep. The compartment will have ROM Roll-up doors. The compartment shall be equipped with door activated LED compartment lights, stainless steel vent grill, floor drains, and black Turtle Tile plastic floor decking. The interior compartment finish will be sprayed with grey Speedliner and splatter painted with the same color as the exterior of the body. There will be a “Door Open” indicator light in the dash of the truck cab.

6.2 Swing Down Tank Rack

One (1) Ziamatic electric swing down Portable Tank Rack will be located on the right side of the tank mounted on top of the catwalk. The tank rack(s) will be built to swing down over the body. The tank rack shall be controlled from a switch on the rear corner of the tank body. The tank rack will be designed to carry a 3500 Gallon “Fol-da-tank” folding water tank.

One (1) 3500 Gallon “Fol-Da-Tank” shall be included with the tank rack. The tank shall have an aluminum frame with a 22 oz. vinyl interior. The interior shall have grab handles on the bottom to assist in cleanout and one drain opening on two sides.

Section 7: Pump & Plumbing

7.0 Berkeley Pump

The pump will be a Berkeley, Model B4ERBM, Mid-range PTO-driven transfer pump. The pump will have a maximum capacity of 1000 GPM discharge volume. Pump features include cast iron casing, bronze impeller and wear rings, mechanical seal, and stainless-steel shaft. The pump will be pedestal mounted in between frame rails under the truck and connected to the Power Take-off with a 1410 balanced steel driveshaft.

7.1 Pump Compartment

The apparatus will be equipped with a side control pump compartment to house the water pump plumbing and controls that will be 12” wide. The pump compartment will be constructed of mild steel angle iron with #4 finish stainless steel pump panels and covers. The street and curb side of the pump compartment will be equipped with a 2-1/2” Class 1 water pressure gauge.



7.2 Discharge(s)

There will be a total of three (4) male stainless-steel discharges located on the driver side pump panel. The discharges will have a 2-1/2" stainless steel full-flow quarter turn ball valve and fitted with a cap and chain. The discharges shall be located in the following order:

Discharge #1: 2.5" Located in pump panel in driver side compartment

Discharge #2: 2.5" Located in pump panel in driver side compartment

Discharge #3: 1.5" Pre-connect located on driver side catwalk

7.3 Suction

There shall be one (1) 2.5" Suction on the driver side pump panel. The suction shall include a 2.5" Female NST fitting, cap and cable.

7.3A Primer

One (1) Trident Air Primer shall be installed the on the chassis to facilitate drafting on the 2.5" suction. The primer controls will be mounted on the driver side pump panel.

7.4 Tank Fill/Pump Recirculation

There will be one 2" valve that will be used for tank refill and pump recirculation. The line will have a 2" air-operated butterfly valve and connected to the tank with a rubber hose. The tank fill valve will be controlled from a switch on the pump panel.

7.5 Relief Valve

There will be one (1) 1.5" automatic pressure relief valve. The valve will be enclosed in the pump panel and will empty straight down to the ground if pressure is bled off. The valve will be brass with NPT threads.

7.6 Tank to Pump Line

There will be a 3" Tank to pump line located underneath from the tank to the pump. The line will have a pneumatically operated 3" Keystone butterfly valve with hose barb end. PVC pipe and EPDM Rubber hose will be used to connect the tank to pump line. The air switch to operate the valve will be located on the pump panel.

7.7 Water Level Gauge(s)

A Class 1 model ITL40 tank indicator light will be installed. The kit will include an electronic indicator module, a pressure sensor, and a 10' sensor cable. The indicator will show the volume of water in the tank on forty (40) easy to see super bright LEDs. A wide view lens over the LEDs will provide for a viewing angle of 180 degrees. The indicator case will be waterproof, manufactured of aluminum, and have a distinctive blue label.

The program features will be accessed from the front of the indicator module. The program will support self-diagnostics capabilities, self-calibration, and a datalink to connect remote indicators. Low water warnings will include flashing LEDs at 1/4 tank, down chasing LEDs when the tank is almost empty, and an output for an audio alarm.



The indicator will receive an input signal from an electronic pressure sensor. The sensor will be mounted from the outside of the water tank near the bottom. No probe will place on the interior of the tank. Wiring will be weather resistant and have automotive type plug-in connectors.

This gauge will be located on the driver's side pump panel. An additional gauge will be installed on the rear of the tank, location TBD.

WHELEN PSTANK MONSTER LEVEL GAUGE

One (1) Whelen PSTANK large LED water level gauge will be installed on the apparatus. It will be installed on the top rear center of the tank body. The indicator light will consist of LED lights that correspond to the colors on the Class 1 ITL40 water level gauge. This gauge will be 1.5" wide x 11-1/2" tall to give the operators a highly visible reference from a distance.

7.9 Twister Throttle Control

A "Twister" Electronic Vernier style throttle for controlling the speed of the fire truck engine will be used to operate the pump. Featuring a large ergonomic control knob with large idle button, the "Twister" will be installed on the driver side pump panel.

7.13 ENFO IV

The kit will be equipped with a Class 1 ENFO IV Engine Information Display for the pump operator's panel. The ENFO IV will provide engine RPM, system voltage display and alarm, engine oil pressure display and alarm, and engine temperature display and alarm. This display will be mounted on the driver side pump panel.

Section 8: Electrical Components

8.0 Master Battery Disconnect Switch

One (1) master battery disconnect switch will be located on the driver side floor of the truck cab. When the battery switch is on the "OFF" position, all power to the apparatus will be disconnected. When the battery switch is turned to the "ON" position, all power will be restored and there will be a green "BATTERY ON" indicator light in the dash of the truck.

8.1 Control Console

In the center of the truck cab, a control console will be custom made to fit in between the driver and passenger seat. The control console will have the following control options:

- Tank Water Level Gauge cab display
- Compartment "Door Ajar" light display
- Master light switch to control all emergency lighting
- Rocker switch for each emergency lighting zone
- Rocker switch for each scene light zone



Each display and switch will be clearly labeled and switches will be lighted. The control console will be constructed of mild steel and painted a flat black to reduce daytime glare.

8.2 Chassis and Body Wiring

The chassis and body will be wired as two separate units. All connections will be made in a centrally located junction box. Each individual circuit will be adequately sized for the load it is planned to carry, run in color-coded wire and protected with high temperature convoluted plastic loom. All connections will be made with weatherproof connectors and all harnesses will be fastened securely.

8.3 Compartment "Door Ajar" Warning

There will be a red warning light located in the center control console and labeled properly. The light will illuminate when either compartment door is open.

8.4 LED Stop/Turn/Tail & DOT Lighting

All DOT lighting will be LED. On the back of the apparatus two (2) Whelen LED 600 Series quad-cluster lights will be installed. Each Cluster will have a Red LED Brake/Tail light, Amber turn signal arrow light, Clear LED back-up light, and a Red LED emergency flashing light.

Section 9: Emergency Lighting and Siren Equipment

9.0 Light bar

The front upper zone warning light package will be a Whelen LED Justice Series. The light bar will be fully NFPA compliant and certified by the lighting manufacturer to meet all the requirements. The light bar will be 54" in length and will feature eight (8) red LED lights, two (2) on each outside corner (<>) and four (4) on the front of the bar. The bar will also contain two (2) clear/white LED lights on the front of the bar. The light bar will be permanent mounted to the cab roof and be switched at the control console in the truck cab.

9.1 Lower Zone - Surface Mount 600 Series Lighting

There shall be eight (8) Whelen 600 series Super-LED light heads. Two (2) shall be located in the front grill, two (2) located near the front fenders, two (2) located near the rear fenders, and two (2) located in the rear quad-cluster on the lower rear zone. Each light shall be surface mounted and have a chrome bezel.

9.2 Upper Zone – Rear

There shall two (2) Whelen L31F Super-LED light heads located on the top rear corners of the tank. Each light shall contain four (4) Whelen linear LED light heads.

9.3 Siren Amplifier

One Whelen Model 295SLSA1 Electronic Siren Amplifier will be installed in the truck cab in a location that is easily accessible to the driver. The electronic siren is a 100 watt siren with hands free operation, hard wired microphone and 17 scan lock siren tones. The siren functions will be backlit for easy operation during night use.



9.4 Speaker

One Whelen Model SA314A 100 watt speaker will be mounted along the frame behind the front bumper.

9.5 Scene Lights

There will be a total of four (4) scene lights located on the tank. The scene lights will be Whelen 900 Series LED lights. The lights shall be surface mounted with chrome bezels. Two (2) scene lights will be mounted on the top side rear corners of the tank. The remaining two (2) scene lights will be mounted on the rear bulkhead of the tank. The scene lights will be individually switched (Left/Rear/Right) from the control console inside the truck cab. The two (2) light heads on the rear of the tank shall also come on when the truck is shifted into reverse.

9.6 Ground Lights

There will be six (6) Optronics UCL27 sealed beam LED ground lights installed on the truck and apparatus to illuminate the area below the apparatus. Two (2) lights will be located underneath the truck cab step, two (2) will be located underneath the apparatus body storage compartments, and two (2) will be located underneath the rear aluminum step. Each ground light will be automatically on when the truck parking brake is applied.

9.7 Back-up Alarm

One (1) ECCO Model 530 102 decibel back-up alarm shall be installed on the rear truck frame. The back-up alarm shall be automatically activated when the truck is put in the reverse gear.

Section 10: Chassis

10.0 International HV607

The cab and chassis furnished shall be a 2023 International HV607 setback front axle and tandem rear axle. The truck wheelbase shall be 217".

The chassis shall have a maximum vehicle speed of 62 Miles Per Hour.

10.1 Frame

The frame rails shall be heat treated allow steel. The frame rails shall measure 10-5/8" tall x 3-1/2" deep x 5/16" thick with a 120,000 PSI yield strength. (May be subject to change due to Kenworth engineering requests.)

10.2 Engine

The chassis shall have a Cummins L9 diesel engine rated at 370 Hp. @ 2100 RPM with 1250 lb/ft of torque @ 1400 RPM. The engine shall have a governed speed of 2200 RPM. The engine shall be equipped with an engine exhaust brake which will be activated by a dash mounted switch.



10.3 Transmission

The transmission shall be an Allison Automatic Model 3000EVS. The transmission shall have a close ratio six (6) speed operation. The shift control shall be a push button panel mounted on the truck dash. The transmission shall be equipped with the necessary PTO provisions for pump installation.

10.4 Axles & Suspension

The front axle shall be a 16,000-pound axle with a 16,000 pound taper leaf spring suspension with shock absorbers. The rear axle shall be a Dana Spicer DSP41 40,000 pounds on a Hendrickson Haulmax suspension with rear shock absorbers. The rear axles shall be spaced apart at 54" and shall have a rear axle gear ratio of 5.29. The rear axles shall have a locking differential for improved traction on slippery conditions.

10.5 Brakes

The chassis shall be equipped with dual air disc brake system utilizing Bendix 4S/4M anti-lock brake system. The chassis shall also be equipped with the electronic stability program and automatic traction control.

10.6 Wheels & Tires

All outside wheels shall be polished aluminum 22.5" 10-stud hub piloted wheels. The rear inner wheels shall be a painted steel 22.5" 10-stud hub piloted wheels. Where the aluminum and steel wheels meet, there shall be a spacer to avoid corrosion. The front tires shall be 12R22.5 steer tread. The rear tires shall be 11R22.5 traction tread.

10.7 Batteries, Alternator & Starter

There shall be two (3) maintenance free 12 Volt 2850 Cold Cranking Amp batteries installed in the passenger side compartment. The batteries shall be maintained by a 200 Amp alternator.

10.8 Rear Vision Camera

There will be one (1) Roscoe rear view safety camera system installed. The camera will include one (1) wide angle camera and one (1) 7" full color monitor. The cameras will be located on the rear of the apparatus. The monitor will be installed per customer specifications.

10.9 Cab Equipment and Accessories

Additional chassis features shall include the following:

- 50-gallon polished aluminum fuel tank
- Chrome front bumper, full width
- Chrome grille
- Cab Grab handles, chrome bar with anti-slip rubber inserts
- Power & Heated Mirrors, Rectangular(15" x 7") top, Convex bottom
- Radio, AM/FM
- Air Conditioned and Heated



Section 11: Paint, Lettering, Striping, & Signs

11.0 Paint

The apparatus will be painted in a single solid color. The truck will be RED. The apparatus body will be sanded, cleaned, and primed with a self-etching flexible primer. The primer will then be hand sanded and a final coat of paint will be applied.

11.1 Lettering

The truck will be lettered in a gold leaf type vinyl with a black shadow and outline. The truck shall be lettered to department specifications. There will be a \$650.00 allowance for lettering.

11.2 Reflective Striping

The apparatus will be striped with a white vinyl reflective striping from the front to the rear of the truck. The stripe will be four inches in width.

11.3 Chevron Striping

Per NFPA 1901 standards, there will be a minimum of 50 percent of the rear of the apparatus covered in a RED & YELLOW chevron reflective vinyl striping. The striping will be in 6" wide stripes. Where the chevron striping will go will be left of top the department.

11.4 Apparatus Labels

There will be a permanent label located in the chassis which will include the following information:

- Quantity and type of fluids used in the apparatus including: engine oil, engine coolant, transmission fluid, drive axle fluid, air conditioning refrigerant, air conditioning lubrication oil, power steering fluid and pump transmission oil.
- Front and rear cold tire pressures
- Number of personnel the vehicle is designed to carry
- Height and length of the vehicle in feet and inches
- Gross Vehicle Weight Rating (GVWR) in pounds



AGENDA ITEM

AGENDA ITEM #7.A

AGENDA DATE: May 31, 2022

PRESENTED BY: Harlen Depew, Maintenance Director

AGENDA TOPIC:
Courthouse Repairs Update

SUMMARY & BACKGROUND OF TOPIC:

During the latter phases of the earthquake repairs on the courthouse dome, concerns were raised by the contractor about the lack of ties around the exterior walls of the tower, that would anchor the stones to the building structure. At that time, the contractor presented a proposal to install two helical anchors in each stone on the tower portion of the building, from the third floor up. This would have been a total of 2,300 anchors at a cost of almost \$700,000.

Some of the tie straps high on the dome appeared to have deteriorated over time, but it was unclear how many ties were missing or how many were installed during the original construction of the building. Before recommending such an extensive and costly project, we believed it would be prudent to complete additional exploration at lower levels of the building. This exploration, done by GLMV and Engineering Consultants along with Maintenance staff revealed there were not nearly as many ties installed originally as they would have expected.

The first engineer sent out by our insurance company concluded that while some of the limestone façade slabs were slightly out of alignment, this was minimal and within the tolerances accepted when the building was constructed. In other words, he couldn't determine if they had shifted or if they had been slightly out of alignment from day one.

The second engineer was sent from WJE, one of the most well-known engineering firms in the world, and headquartered in California's earthquake country. They have a lot of experience working with earthquakes and their affect on buildings. They are also experienced with historic structures. WJE's conclusion was the building is built very well, indicated by the fact that it weathered two strong earthquakes without any substantial structural damage.

According to this WJE report (attached), historic structures are exempt from needing to be brought up to current codes unless there has been substantial structural damage. They also state that even if the anchoring system were to be brought up to current engineering standards, those standards would be for seismic activity less than the intensity of the shaking we experienced in 2019.

The WJE report concludes that the façade held up well in spite of two significant earthquakes, and

numerous small ones, and therefore suggests adding more anchors is not necessary. They suggest repairing any damaged mortar joints would be sufficient.

Our Structural Engineer, Brent Engelland, has written a response to the WJE report, which we have attached for your reference. In a nutshell, I believe he is saying that choosing to do nothing, based on the WJE report, would be a viable option, even though as a local engineer, he believes installing additional anchors would be his recommendation. He would make it clear that he is endorsing this approach and would not be liable for future complications that could occur in the future as a result.

Since the building super-structure is composed of concrete columns and beams, some stones could be anchored directly to the concrete. But the majority of the stones in the façade would have to be anchored to the hollow clay tiles that make up the interior walls of the building. It is uncertain how much good we would get from anchoring these stones.

If we do not install additional anchors, and we continue to have ongoing seismic activity that repeatedly shakes the building, we could see more cumulative damage to mortar joints which could increase the frequency and expense of needing to do exterior repairs. But there is no guarantee that additional anchoring will prevent this, either.

After extensive review of the engineering reports, and considering the values and priorities of the Board of County Commissioners as we understand them, we have asked GLMV, Engineering Consultants, and Pishny Restoration to evaluate the benefit and cost of anchoring a grid of stones where they can be tied back to concrete only. If this approach would provide satisfactory stabilization of the façade system, it would save considerable time and expense to taxpayers. We have asked our team to prioritize this so we can review the information and bring a recommendation to the Board of County Commissioners as soon as possible.

POLICY / FISCAL IMPACT:

The cost of repairs would come out of the county's CIP Reserve Fund. The current balance of this fund is \$4 million. Costs for the courthouse space renovation above the 2022 general fund budgeted amount of \$1,049,054 was intended to be spent from this reserve fund. In 2021, \$2.5 million was transferred from unspent capital funds into the reserve fund in case other courthouse or county building maintenance was needed.



May 6, 2022

Mr. Marcus Devereaux
General Adjuster
Travelers Business Insurance Major Case Unit
P.O. Box 430
Buffalo, New York 14240

Reno County Courthouse

206 W. 1st Avenue, Hutchinson, Kansas
Claim ID: DHR8382
WJE No. 2022.1959.0

Dear Mr. Devereaux:

At your request, Wiss, Janney, Elstner Associates, Inc. (WJE) has performed an investigation related to two change orders provided for earthquake damage repairs at the Reno County Courthouse at 206 W. 1st Avenue in Hutchinson, Kansas. This letter report summarizes the investigation performed and our findings. Referenced photographs are included at the end of the report.

Background

We understand that earthquake damage repairs are in progress at the Reno County Courthouse and that the following change orders were recently submitted by the contractor for the project:

- Change Order 2: Stone Fascia Stabilization, and
- Change Order 3: Dome Slab Replacement.

These change orders, which are provided in Appendix A, have been identified by the building owner as additional work related to ongoing earthquake damage repairs. WJE has been retained to review the change orders, to provide input on the scope of work set forth in the change orders, and to assess the pertinence of the scope of work to conditions resulting from earthquake ground shaking. As a part of our investigation, we performed a site visit to observe existing conditions, reviewed project documents made available to us, and conducted supplemental research.

Prior to WJE's involvement, a separate engineering firm was retained by Travelers to investigate earthquake damage to the Courthouse and opine on the appropriate scope of repairs for that damage. WJE was not involved with that investigation, nor were we involved in the scoping of the ongoing earthquake damage repairs. The focus of our investigation and this report is the two change orders provided.

Site Visit

WJE visited the site on March 31, 2022 to generally observe existing conditions and repair work that was in progress. While on site, we met with Mr. Harlen Depew, Direct of Maintenance and Purchasing with Reno County; Mr. Brent Engelland, structural engineer with Engineering Consultants; Mr. Corey Thomas with Pishny Restoration Services; and Mr. Craig Vogel with Envista Forensics. The following summarizes the information collected during our site visit, including information obtained during our on-site discussions with the representatives noted and our site observations.

On-site Discussion

During our discussions on site, the following information was provided:

- The Reno County Courthouse is a Registered National Historic Landmark (NHL).
- In August 2019, there were two earthquakes that occurred within a few days of each other and both earthquakes damaged the building. The majority of the earthquake damage is believed to have occurred during the first earthquake.
- After the first earthquake, Engineering Consultants (EC) was asked to inspect the building. EC has photos documenting the post-earthquake condition of the building and offered to share those photos with WJE. The earthquake damage was reported to generally include cracking of interior plaster, mortar fragments around the perimeter of the dome interior, and stone cracking around the exterior base of the dome.
- Temporary repairs related to weatherizing the dome were completed in December 2019 by Landmark Architecture, a local architecture firm that was working on the building at that time, and EC. The repairs included caulking mortar joints at the dome.
- In January 2020, another earthquake with a shaking intensity that was stronger than the previous earthquakes occurred. Mr. Depew reviewed the building immediately thereafter, but minimal additional damage was noted; however, more cracking of mortar and plaster were reported. At this time, it is our understanding that scaffolding and/or other means of close-up access to the exterior façade were not yet in place, so these observations of additional damage were made from the ground, adjacent roofs, and other accessible areas.
- When planning began for the earthquake damage repairs, it was decided to have other maintenance and repairs for the building occur at the same time, including weatherization of the exterior facade and window restoration. To separate earthquake damage repairs from other repairs, the project was bid in four phases: 1) weatherization of the exterior façade, 2) dome repairs, 3) interior plaster repairs, and 4) window restoration. The earthquake-related repairs were reported to be limited to Item 2 and Item 3.
- Pishny Restoration Services (Pishny) was awarded contracts for all four repair phases and repairs started approximately one year ago.
- Patching of existing stone units and repair of existing mortar joints were reported as the general means for addressing exterior façade weatherization repairs. WJE asked for copies of any summary

drawings or elevations that would depict the scope of exterior façade work completed, but no documents could be provided because the work is reportedly proceeding without documentation of the individual spall or mortar repairs. Pishny noted that the existing stone cladding has locations of half-moon spalls and patching of those spalls was included in their scope of work. Mr. Depew reported that in roughly 1999 similar repairs to the exterior façade were performed, but no investigation was performed to determine the cause of the stone spalling or cracking at that time.

- During the weatherization repairs, it was noted that the stone cladding for the tower was generally not anchored to the building. EC reported seeing some displaced stones during the repairs, but the number of displaced stones was not provided during our discussion.
- Since the façade repairs started, EC reported that there are not nearly as many stone anchors to the building as would have been expected and sometimes there are no anchors. Based on this finding and other observations, EC recommended anchoring the existing stone units at the tower to the building, which is generally the scope of work provided in Change Order 2.
- EC noted that there are no structural calculations for the new stone anchors proposed in Change Order 2, rather the new anchors were detailed based on engineering judgment.
- For the dome repairs, Pishny started with the repairs at the steps leading up to the dome cap, also referred to as the dome slab. At approximately January 2022, the stone units for the dome cap were removed and the substrate below the stone was exposed. Pishny and EC noted that the substrate was composed of a layer of clay tile remnants and grout on top of a concrete slab. They both reported the exposed concrete slab did not visually appear to be in good condition and there was at least one location where a rivet for the steel truss below was exposed. The deterioration noted was not attributed to earthquake damage but was generally believed to be from long-term exposure to weather. During the site visit it was also noted that the existing dome cap was not waterproofed.
 - EC reported the original structural drawings for the building specified a four-inch thick concrete slab with reinforcing bars at eight inches on center.
 - Pishny reported that the measured concrete slab thickness (as measured by drilling holes in the slab) ranged from two to two-and-a-half inches and that they could provide documentation of the slab measurements they collected to WJE.
 - EC also reported they analyzed the existing concrete slab and that it does not meet current code requirements for strength. No calculations were provided for WJE's review.
 - Based on the items noted above, EC and Pishny recommended that the concrete slab at the dome cap be replaced, which is generally the scope of work provided in Change Order 3.
- The interior plaster repairs were reported to be largely complete and the window restoration, while work in progress, was reported to be unrelated to the earthquake damage repairs. We did not discuss these repairs further during our site visit.
- The authority having jurisdiction over the Reno County Courthouse was reported to be the City of Hutchinson. EC reported that the City of Hutchinson has adopted the 2018 International Building Code (IBC); however, the earthquake damage repairs were designed under the previous version of the IBC. EC noted they analyzed the dome using ASCE 7-10.

Site Observations

The Reno County Courthouse is a five-story building (Figure 1) with a basement that was constructed in 1929-1930. The central portion of the building has a domed tower that rises above adjacent roofs and the tower has a penthouse that is also referred to as the "sixth" floor of the building (Figure 2). During our site visit, the tower was scaffolded on three sides; however, scaffolding at the front of the tower (also referred to as the south elevation) was not accessible during our visit. Scaffolding for the other two sides was accessible during our site visit. There was snow and some wind the day of our site visit, which resulted in some access limitations to the dome roof.

During our site visit, we walked the site with Pishny and Envista Forensics. We generally reviewed the interior conditions at the tower penthouse (i.e., "sixth" floor), east and west exterior elevations for the tower from the adjacent roofs, and the southwest quadrant of the dome cap from the steps leading up to the dome cap. Our site observations are summarized by location.

- **Interior Tower Penthouse.** The tower penthouse or "sixth" floor primarily contains elevator equipment (Figure 3) and is constructed of concrete walls and a steel truss-framing system that supports the dome cap concrete slab above (Figure 4). At the perimeter of the dome there is a series of steps that lead up to the dome cap concrete slab. Close-up access to the underside of the concrete slab was not possible, but the condition of the slab was observable from a ledge at the base of the dome (Figure 5). The concrete slab was generally in good condition with no cracks or spalls visible. Some locations of poor consolidation were noted and Pishny communicated that in those areas there are also wood spacers that are exposed with little to no concrete cover (Figure 6).
- **Exterior East and West Tower Elevations.** At the time of our site visit, it was our understanding that the weatherization repairs for the exterior façade were largely complete. Conditions observed at the east and west tower elevations were largely the same. We noted locations of "half-moon" cracks and cracked mortar joints that had not been repaired (Figure 7 through Figure 10) and locations of "half-moon" patch repairs (Figure 11). We noted one location of a corner stone on the west elevation that was offset from adjacent stones (Figure 12 and Figure 13). While there was a slight separation at the head joint for this offset stone, no large gaps or signs of distress were observed in the adjacent mortar. No other locations of offset or potentially displaced stones were observed or pointed out to us.
- **Exterior Dome Cap Slab.** The dome cap for the tower was largely covered with plastic at the time of our site visit; however, a portion of the southwest quadrant of the dome cap slab was exposed for our review (Figure 14 and Figure 15). The exposed surface was generally uneven (i.e., rough) and appeared to have areas of residual mortar from the setting bed for the stone units that had previously been adhered to the dome cap slab (Figure 16). At one location reinforcing bars for the slab and rivets for the steel truss below were exposed (Figure 17). The exposed steel was generally in good condition. At the corner of the dome cap, we noted that the slab appeared to be composed of two layers of material that were different in color (Figure 18). The color of the top layer was almost white and the bottom layer was a shade of gray that was generally darker than the slab surface that was exposed. No large aggregate was observed in the exposed and weathered surface, only coarser fine aggregate;

the absence of coarse aggregate and the presence of the second layer of darker material suggests that the material at the top layer might be setting bed mortar.

Document Review

A number of project documents were provided to us for review. The documents most relevant to the scope of our investigation are described below:

- **1929 Original Drawings.** The original drawings for the building dated 1929 were reviewed and the following items relevant to the concrete slabs were noted:
 - Concrete floor sections shown on Plate Nos. 3, 4, 5, 6, 7, and 8 of the drawings typically show concrete slabs with a thickness of two-and-a-half inches. The floor systems shown in these sections generally consist of concrete floor joists that are regularly spaced. The general notes on Plate No. 5 indicate that the 2-½ inch thickness excludes the thickness of finish, assumed by WJE to be a non-structural topping slab. The general notes also specify use of 2,000 psi concrete.
 - The structural details for the dome are shown on Plate No. 26 of the drawings and the dome cap is specified to be a four-inch thick slab with reinforcing bars spaced eight inches both ways.
- **EC Earthquake Damage Evaluation Letter.** A letter by EC dated March 9, 2020, regarding their earthquake damage evaluation was reviewed and the following relevant items were noted:
 - On page 2 of the letter, EC noted the following:

“A fortunate occurrence for the review of the facility was the fact that the building was scheduled to have exterior façade work completed in the early fall of 2019 and exterior restoration contractors were in the process of reviewing and documenting the façade of the building in order to prepare their bids. Therefore, just prior to the August earthquakes a detailed series of photographs and data was collected. It was clearly evident immediately after the August events that new cracking in the façade was present.”

We requested a copy of the “detailed series of photographs and data” collected; however, it was reported that the consultant performing that work recently lost data from their servers and these photos were no longer available. WJE is therefore unable to verify the reported new cracking via comparison of post-earthquake conditions with pre-earthquake photographs.
 - On page 2 of the letter, EC noted, “The damage was almost exclusively aesthetic in nature (with the exception of the connection of the steel dome framing which will be discussed in detail below).”
 - On page 3 of the letter, EC recommended, “The connection between the steel dome superstructure and the cast-in-place concrete supporting framing should be reinforced per the January 28, 2020, construction drawings.”
 - On page 3 of the letter EC recommended, “As veneer repairs are made on the facility, we recommend improving the degree of attachment between the stone veneer and the back-up structure behind it. In our opinion, the specific methods and techniques that are chosen to improve this connection is best determined as a team effort involving the building owner, architect, structural engineer, and the exterior restoration contractor.”

- **GLMV Architecture (GLMV) and EC Dome Repair Documents.** The repair documents by GLMV and EC are dated August 31, 2020, and include drawing sheets: S0.0, S0.1, S1.0, S2.0, S2.1, S3.0, S3.1, and A-501, and a “dome overhead view” that was included as an addendum. The following relevant items were noted:
 - The General Structural Notes on Sheet S0.0 specify “design and construction shall be in accordance with provisions of the 2012 Edition of the International Building Code (IBC)”.
 - Six photographs provided on Sheet S3.1 show the steel framing for the dome and the underside of the dome cap slab. While the images are not high-resolution, no cracks, spalls, or other signs of distress are visible at the underside of the dome cap slab and none are annotated thereon or elsewhere in the repair documents, indicating that no conditions that could potentially be attributable to the earthquake have been identified.
 - Architectural details for dome remedial work are provided on Sheet A-501. Detail C1/A-501 include a new continuous weather barrier applied to the surface of the concrete slab and new stainless steel pins anchoring the stone to the slab. These features are not replacements of existing construction that was either damaged by the earthquake or removed for access purposes; rather, the extant dome cap slab construction did not include either a weather barrier or steel pins.
 - The high resolution dome overhead photograph that was included as an addendum appears to have been taken by a drone (Figure 19). While the date of the photo is not provided, it is assumed that the photo was likely taken at some point in 2020, after the recent series of earthquakes had occurred. No cracks, spalls, discoloration, or other signs of distress are identifiable in the photo despite that fine features of the stone units and other elements are readily apparent.
- **Change Order 2: Stone Fascia Stabilization.** Pishny Change Order 2, which is a specific subject of our investigation, is for “stone fascia stabilization” and includes four annotated building elevations, along with a table of costs provided on a separate page. The total change order cost is \$698,401.20 and includes a 4 month project extension. The following relevant items were noted:
 - The change order specifies four repair types: Type A, Type B, Type C, and Type D. Repair types generally vary based on the material of the backup for the stone fascia, e.g. concrete backup versus clay tile backup.
 - The drawings call for installation of two new stainless steel helical ties at every stone unit throughout the portion of the tower that is roughly above the third floor.
- **Change Order 3: Dome Cap Replacement.** Pishny Change Order 3, which is also a specific subject of our investigation, is for replacement of the dome cap slab and stone fascia and includes four sheets of supporting documentation, along with a table of costs provided on a separate page. The total change order cost is \$928,440.80 and includes a 4.5 month project extension. The following relevant items were noted:
 - Hand sketches of the new concrete slab for the dome are shown on pages 3 and 5 of the change order. Sketches show the new concrete slab thickness varies but has a minimum concrete thickness of four inches. The maximum concrete thickness is not specified. Based on the absence of any identified earthquake damage to the dome cap concrete slab, WJE believes the new concrete slab is being specified to address general deterioration or artifacts of the original construction, as opposed to remedying earthquake damage.

- The new concrete slab is specified to have a Xypex waterproofing admixture and epoxy coated reinforcing. These features are not replacements of existing construction that was either damaged by the earthquake or removed for access purposes; rather, the extant dome cap slab construction did not include either waterproofing material or epoxy coated reinforcement. New anchors connecting the new concrete slab to the existing steel trusses below are also shown.
- **Pishny Dome Thickness Measurements.** Pishny forwarded us an email dated January 21, 2022 containing thickness measurements recorded during their exploratory drilling of the dome cap concrete slab. A photograph of the measurements was attached to the email and is included as Figure 20. Pishny reported dome thicknesses of 1-1/2 inches at 6 inches from the perimeter of the dome cap increasing to 3 inches toward the inner portion of the dome cap with a note stating that the “grout” was not included in the measurement and that the thickness was “very hard to determine”. The information provided did not describe the methods for exploratory drilling or measuring slab thickness, so the degree to which the reported measurements reflect the actual slab thickness is not assessable by WJE.

Code Review

Following our site visit, EC was able to confirm that the codes adopted by the City of Hutchinson at the time of the three earthquakes in 2019 and 2020 included the 2012 International Building Code (IBC) and the 2012 International Existing Building Code (IEBC), among others. The IEBC is the code specifically addressing repairs for existing buildings and Chapter 12 of the IEBC specifically addresses historic buildings. Within Chapter 12, Section 1202.1 states:

1202.1 General. *Repairs to any portion of an historic building or structure shall be permitted with original or like materials and original methods of construction, subject to the provisions of this chapter. Hazardous materials, such as asbestos and lead-based paint, shall not be used where the code for new construction would not permit their use in buildings of similar occupancy, purpose and location. [Emphasis added.]*

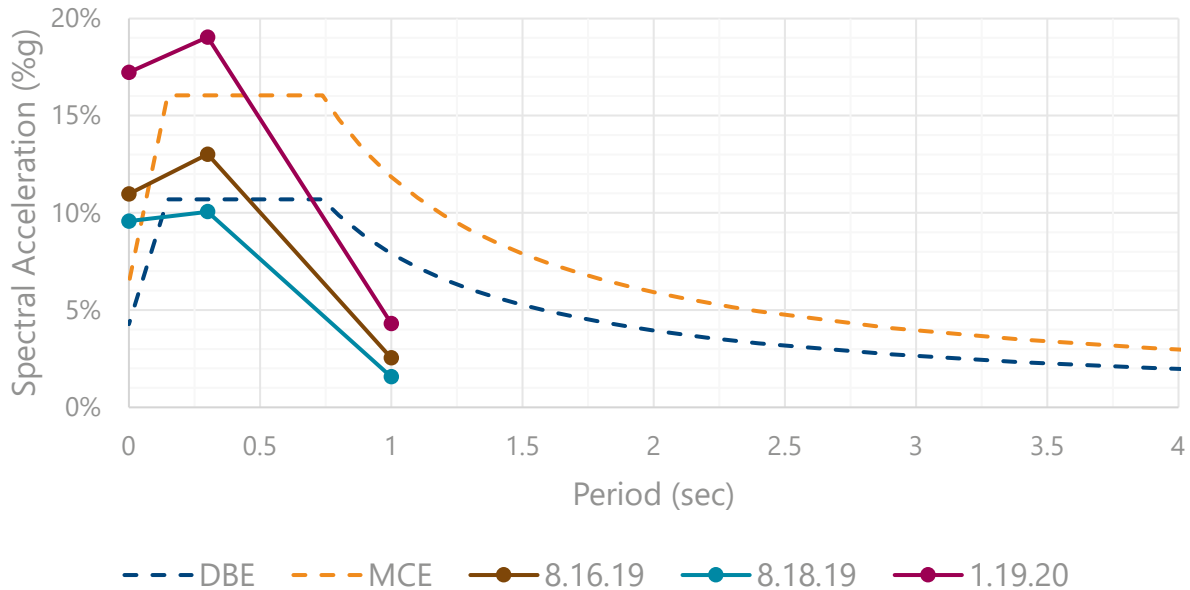
We also note that per the 2012 IEBC, the requirements for repair of earthquake damage to non-historic buildings depends in large part on the degree of structural damage – and specifically the loss of structural capacity -- that a building experienced as a result of the earthquake. If the loss of structural capacity exceeds a quantitatively defined threshold called “Substantial Structural Damage,” then certain strengthening of the building may be triggered as part of the code-required repairs. This “Substantial Structural Damage” threshold applies only to the vertical components of the lateral force resisting system for a building. Without exceedance of a “Substantial Structural Damage” threshold, structural repairs to non-historic buildings are also permitted to be made “in-kind”. Since no earthquake-caused substantial structural damage to the Reno County Courthouse has occurred, the 2012 IEBC does not require seismic strengthening of any type or of any component or connection.

Seismic Demands

As a part of our investigation, we also researched the intensity of ground shaking that occurred during the three earthquakes in 2019 and 2020 and compared those findings with the code-based earthquake demands outlined in ASCE 7-10, *Minimum Design loads for Buildings and Other Structures*. ASCE 7-10 is the basis for the definition of loads referenced in the 2012 IEBC and also was the standard used by EC in their seismic analysis of the dome. The intensity of ground shaking for the three earthquakes that occurred on August 16, 2019, August 18, 2019, and January 19, 2020 were obtained from the U.S. Geological Survey's (USGS) website located at <https://earthquake.usgs.gov/>. With respect to the requirements for the design of new structures that are set forth in the applicable building code, the earthquakes that affected the subject building in 2019 and 2020 were quite significant, with ground shaking comparable or greater than what would be required to be considered as a basis for modern design.

Below is a chart intended to permit comparison of the three subject earthquakes with the ASCE 7-10 maximum considered earthquake (MCE) and design-based earthquake (DBE). The chart includes data associated with the three earthquakes that affected the Reno County Courthouse in 2019 and 2020. The chart has a vertical axis representing spectral acceleration and a horizontal axis representing building period. The MCE represents an earthquake with a 2 percent probability of exceedance in 50 years or a return period (i.e., average frequency) of 2,475 years -- said in simpler terms, the MCE is the largest earthquake that is required to be considered in the design of new buildings in Hutchinson, KS. The DBE is defined as two-thirds the MCE and is intended to approximate an earthquake with a return period of 475 years. For design of most new buildings, the DBE represents the earthquake that is required for the determination of seismic design forces for a building. The chart below shows that in the period range of interest for the Reno County Courthouse (roughly 0.5 seconds) the August 16, 2019 earthquake was roughly equivalent to the DBE for the site and the January 19, 2020 earthquake was roughly equivalent to the MCE for the site. Effectively then, the January 2020 earthquake can be understood to have imparted loads to the Reno County Courthouse that were significantly greater than the loads that would even have to be accounted for in new design. Since newly designed buildings are only required to protect life safety during a design event, we view the seismic adequacy of the Reno County Courthouse as having been field verified by these earthquakes.

Reno County Courthouse ASCE7-10 Response Spectra



Discussion

The earthquakes that occurred in August 2019 and January 2020 resulted in damage to certain architectural finishes for the building, which we understand have largely been repaired. Not only does the 2012 IEBC permit in-kind repairs for historic buildings as a general matter, but no structural damage exceeding the Substantial Structural Damage triggers in the 2012 IEBC for non-historic buildings was observed or reported to have occurred during the earthquakes; therefore, no code upgrades are triggered that would require seismic strengthening of existing structural systems or existing nonstructural components, including the exterior façade. The applicable code at the time of the earthquakes permits repairs with original or like materials and original methods of construction. In addition to the absence of any code provisions requiring improvement to the seismic resistance of any of the structural or architectural systems or components in the building, we believe that the facts at hand run counter to strengthening any of them. As an example, given that the intensity of the earthquake ground shaking experienced by the building was measurably stronger than the design event for which a new building would have to be designed – and none of the exterior stonework fell -- as a general matter there is no engineering justification for improving the anchorage of the stonework since the three earthquakes have already demonstrated that the existing construction adequately protects life safety in a design or larger event.

Change Order 2

Change Order 2 addresses “stone fascia stabilization” and generally consists of installing new helical ties at each stone unit to anchor the stone to the existing building. Since it has been reported that the existing stone units are generally not anchored to the building, the proposed scope of work in Change Order 2 is

an improvement and not a repair of earthquake damage. This is consistent with the March 9, 2020 letter by EC, in which they recommended "improving the degree of attachment between the stone veneer and the back-up structure behind it." As noted previously, no code upgrades are triggered by the earthquake damage that occurred; therefore, seismic strengthening or improvement of the means of attachment of the stone and the back-up structure is not required to satisfy any applicable building code provision. In fact, in the March 9, 2020, letter by EC, they did not characterize the addition of anchors as a requirement, but rather as a recommended improvement. We also note that no design criteria or structural calculations or code requirements for the new helical ties were offered by EC.

Change Order 3

Change Order 3 addresses replacement of the existing dome cap concrete slab with a new reinforced concrete slab. We note that no design criteria or structural calculations or building code citations are provided for the new concrete slab. While the existing concrete slab was not reported to have been damaged by the earthquakes, we understand that during the investigation of the dome, the top surface of the existing concrete slab was observed to have deteriorated, and the slab thickness judged to still be competent was reported to be less than what is specified on the original drawings.

Although we understand that the original 1929 drawings specify a four-inch thick concrete slab, it is not known if the existing slab was in fact constructed consistent with the drawings. Further, the code would permit repairs with original or like materials and original methods of construction. Though we agree that a deteriorated setting bed or concrete will need to be removed or otherwise remediated to execute re-setting of the stone units that were removed, alternate technically viable and more practical options to rebuild the thickness of the concrete – should that even be necessary --- exist, for example, via removal of poor quality material coupled with installation of a bonded concrete overlay. At this time, it remains our understanding that no detailed evaluation of the existing concrete slab has yet been completed. To support a more practical option for re-setting the stone units on a thicker slab, we would recommend that further investigation of the extant concrete slab be performed, such as systematic nondestructive testing to more accurately assess the in-place slab thickness and reinforcing layout.

Conclusion

The scope of repairs in Change Order 2 and Change Order 3 are not directly related to earthquake damage that occurred during the August 2019 and January 2020 earthquakes, but are associated with the identification of existing, pre-earthquake conditions as work has progressed. Not only does the 2012 IEBC permit in-kind repairs for historic buildings as a general matter, but no structural damage exceeding the Substantial Structural Damage triggers in the 2012 IEBC for non-historic buildings was observed or reported to have occurred during the earthquakes; therefore, no code upgrades are triggered that would require strengthening of existing structural systems or existing nonstructural components. Change Order 2, the stone fascia anchorage work, is a seismic improvement that is beyond the work that would be required by code. Change Order 3, the dome slab replacement, is work associated with non-earthquake-related deterioration and is a repair that is beyond the scope of in-kind repairs that would be required by code.

Please let us know if you have any questions regarding this letter report or if you would like to discuss our observations and findings further. If additional documents related to the change orders are provided in the future, we would be happy to review them and assess their significance.

Sincerely,

WISS, JANNEY, ELSTNER ASSOCIATES, INC.



Terrence F. Paret
Senior Principal



Michael W. Lee, PE
Principal



Kari Klaboe
Senior Associate

Figures



Figure 1. South elevation of the Reno County Courthouse.

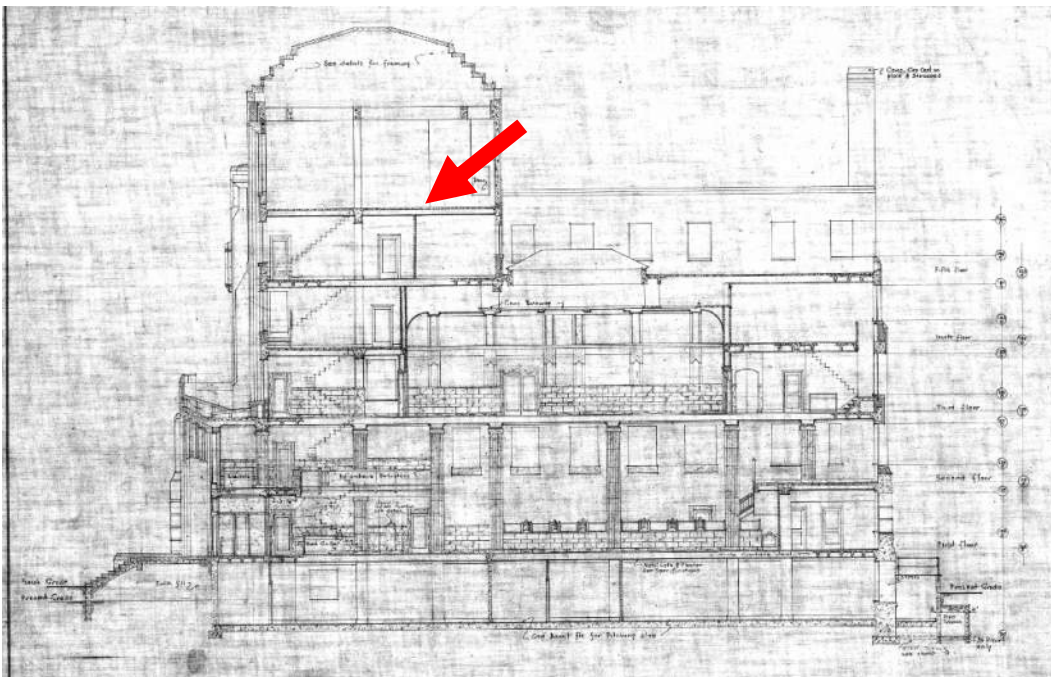


Figure 2. Building section from Plate No. 18 of the original drawings with the "sixth" floor identified by the red arrow.



Figure 3. Tower penthouse.



Figure 4. Tower dome.



Figure 5. Underside of dome cap. Photo was taken from the ledge at the base of the dome.



Figure 6. Underside of dome cap. The dark lines (red arrows) are embedded wood that Pishny noted have little to no concrete cover.



Figure 7. East elevation of the tower. See Figure 8 for an enlarged image of the “half-moon” stone crack boxed in red.



Figure 8. Enlarged image of Figure 7 showing a “half-moon” stone crack (red arrow).



Figure 9. Locations of visible gaps at the stone mortar (red arrows) and "half-moon" patch repairs (blue arrows).



Figure 10. Locations of contrasting colored mortar (red arrows) and cracked mortar (blue arrow).



Figure 11. Locations of "half-moon" patch repairs (red arrows).



Figure 12. West elevation of the tower. See Figure 13 for an enlarged image of the offset corner stone boxed in red.



Figure 13. Enlarged image of Figure 12 showing a corner stone that is offset from adjacent stones. There are no large gaps or signs of distress in the adjacent mortar, suggesting that this stone may have been installed offset.



Figure 14. Tower dome covered in plastic.



Figure 15. Southwest quadrant of the dome cap exposed.



Figure 16. Southwest quadrant of the dome cap exposed.



Figure 17. Southwest quadrant of the dome cap exposed. Slab reinforcing and rivets for the steel truss below were exposed at this location (red arrow).



Figure 18. Edge of dome cap concrete slab. A layer of white material (red arrow) was noted on top of a layer of gray material (blue arrow).

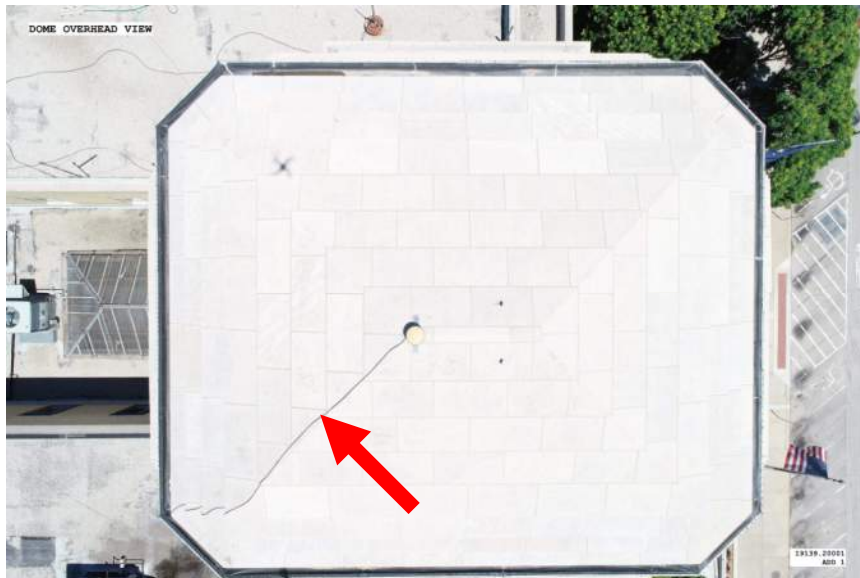


Figure 19. Dome overhead view from the Dome Repair Documents dated August 31, 2020. The line (red arrow) is a wire that was mounted on the dome.

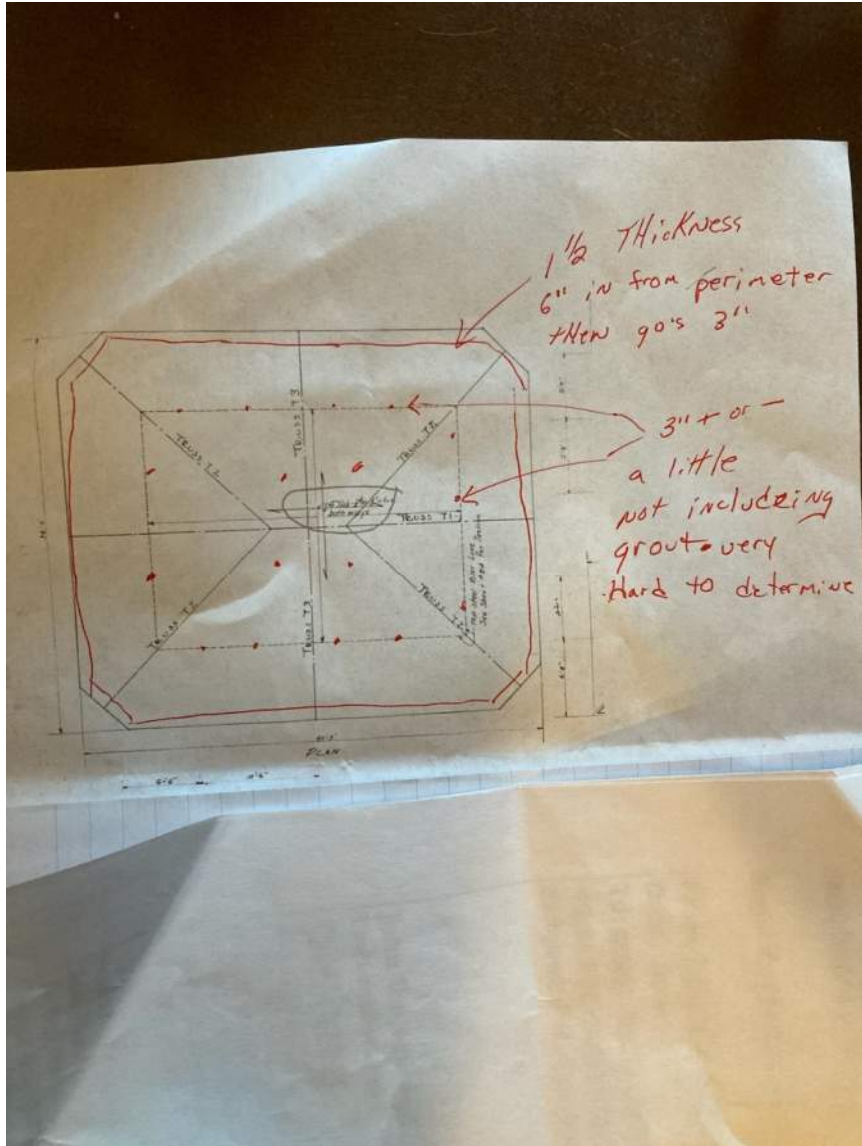


Figure 20. Pishny dome thickness measurements provided in their January 21, 2022 email to GLMV and EC.



Appendix A - Change Orders

Change Order 2: Stone Fascia Stabilization

Change Order 3: Dome Slab Replacement.

Repair Type D

Highlighted area denotes addition of 9mm horizontal helifix bars at every other joint. Joints will be prepared and cleaned of old mortar to a depth of 2". Joints will be flushed out with water. Inject cementitious grout. Embed Bars into the grout. Install grout over the bar. Strike back the grout 1/2" from the surface. And repoint the joint with previously approved mortar.

Repair Type A
Concrete Backup - Embed Installation

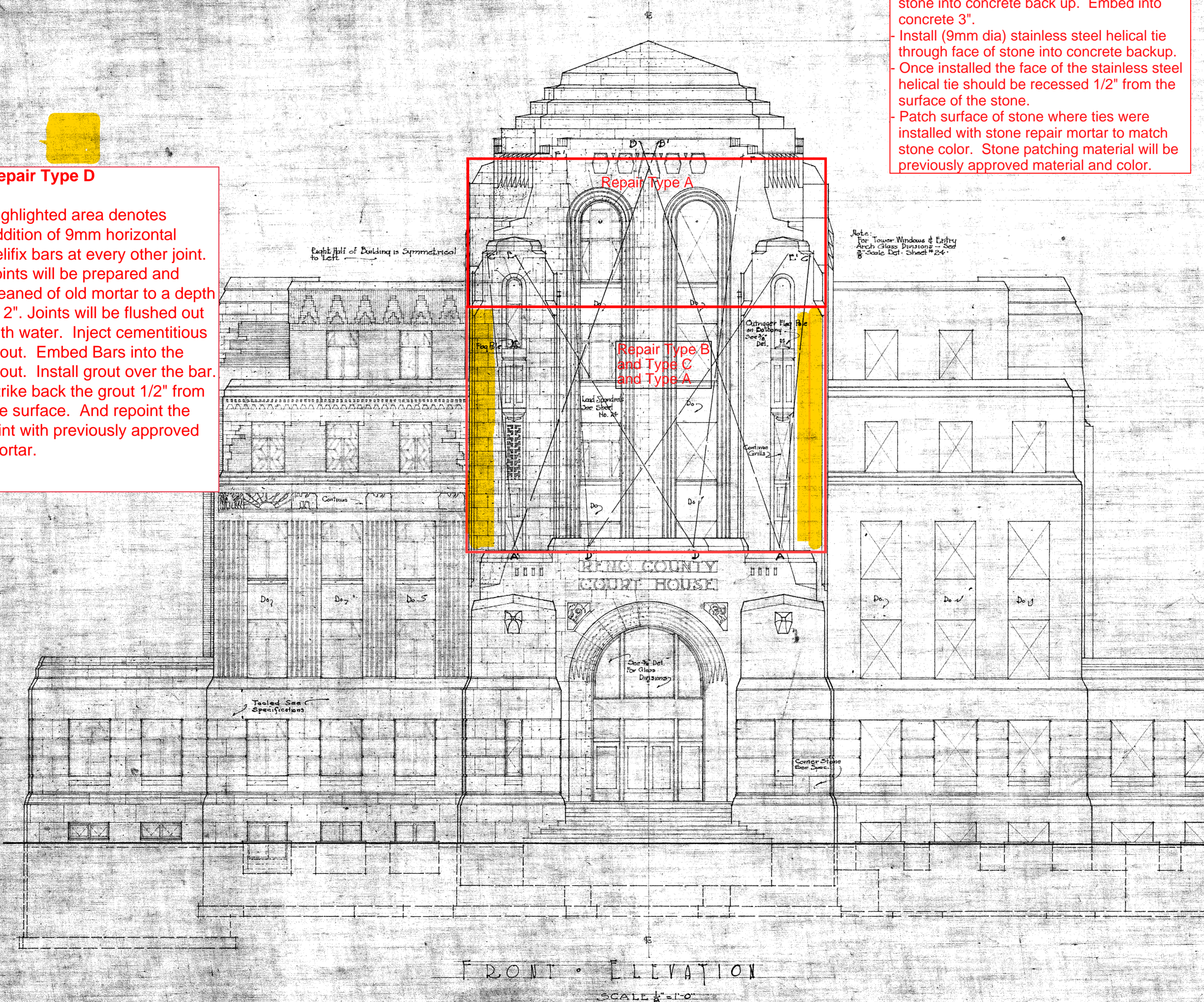
- 2 ties per stone.
- Minimum distance from edge of stone to tie should be no less than 6 inches.
- Pre-drill 1/4" hole though the face of the stone into concrete back up. Embed into concrete 3".
- Install (9mm dia) stainless steel helical tie through face of stone into concrete backup.
- Once installed the face of the stainless steel helical tie should be recessed 1/2" from the surface of the stone.
- Patch surface of stone where ties were installed with stone repair mortar to match stone color. Stone patching material will be previously approved material and color.

Repair Type B
Clay Tile Backup - Embed Installation
Walls that have plaster at interior face of clay tile backup

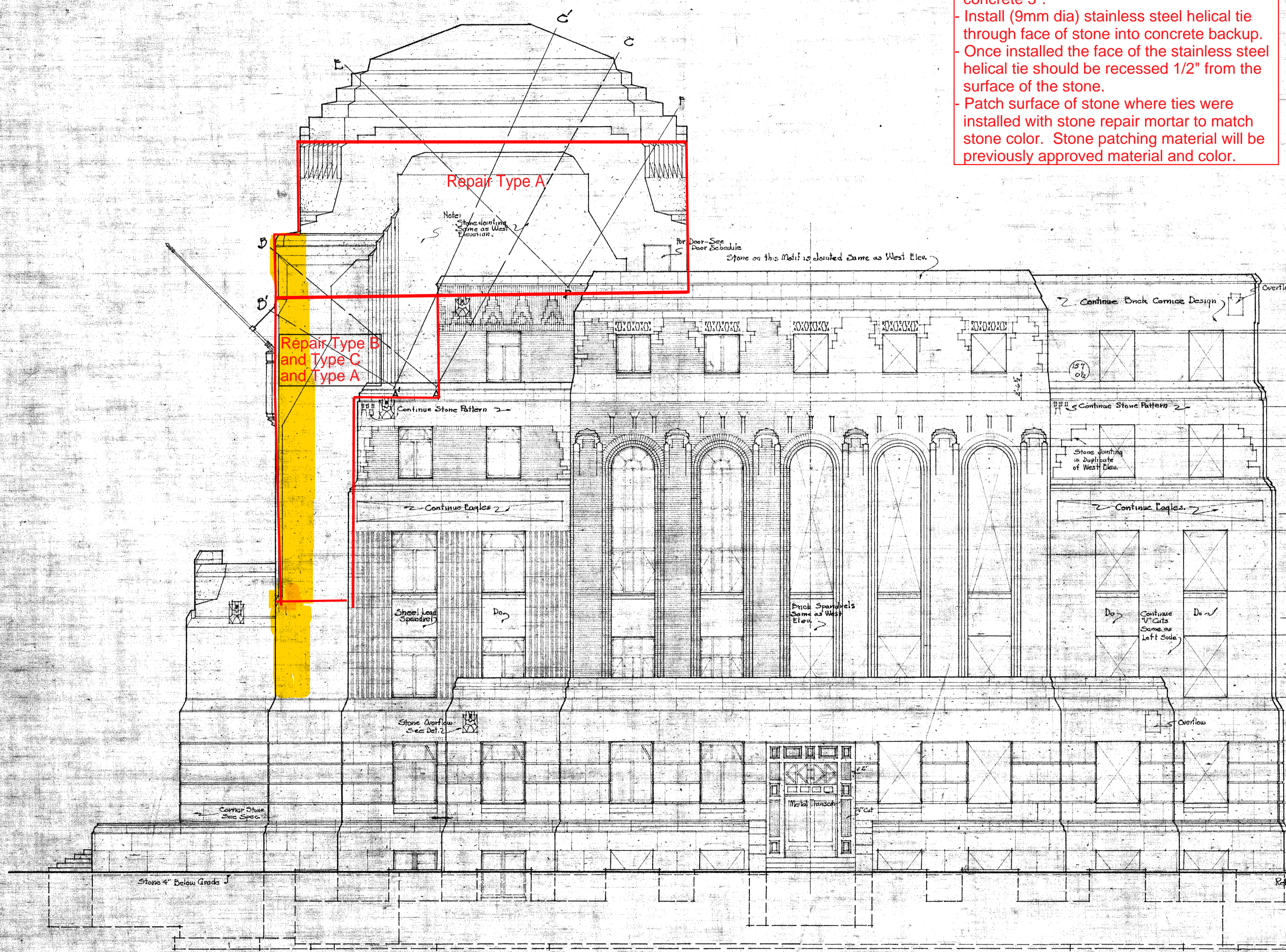
- 2 ties per stone.
- Minimum distance from edge of stone to tie should be no less than 6 inches.
- Pre-drill 9/16" hole though the face of the stone into structural clay tile backup. Embed into clay tile backup 3".
- Drill 1-5/8" diameter countersink at face of limestone to a depth of 1".
- Blow, brush, blow the drilled hole at the structural clay tile backup.
- Insert epoxy screen anchor into clay tile.
- Inject epoxy into screen anchor under pressure to ensure solid consolidation of epoxy into clay tile backup. Immediately install 3/8" 316 grade stainless steel threaded rod through face of stone into epoxy screen anchor. Threaded rod should extend through limestone terminating no less than 1/2" from the face of the stone. This will leave adequate space for the stone patching material.
- Once epoxy has cured fasten anchor at limestone face with a 1-1/2" diameter stainless steel washer and stainless steel nut. Utilize either LocTite 263 threadlocker on nut or cap the nut/rod with epoxy. Tighten to foot pounds to be determined with on site testing. **DO NOT OVERTIGHTEN. DO NOT MOVE STONE.**
- Patch surface of stone where ties were installed with stone repair mortar to match stone color.

Repair Type C
Clay Tile Backup - Through Wall Installation
Walls that have exposed clay tile backup with no plaster

- 2 ties per stone.
- Minimum distance from edge of stone to tie should be no less than 6 inches.
- Pre-drill 9/16" hole though the face of the stone through structural clay tile backup.
- Drill 1-5/8" diameter countersink at face of limestone to a depth of 1".
- Insert 3/8" stainless steel threaded rod through limestone and through clay tile backup.
- At interior face of clay tile backup run threaded rod through a 1/2" thick 16"x16" stainless steel plate.
- Threaded rod should extend through limestone terminating no less than 1/2" from the face of the stone. This will leave adequate space for the stone patching material.
- Secure the stainless steel rod at both the interior and the exterior with 1-1/2" diameter stainless steel washers and stainless steel nuts. Utilize either LocTite 263 threadlocker on nut or cap the nut/rod with epoxy. Tighten to foot pounds to be determined with on site testing. **DO NOT OVERTIGHTEN. DO NOT MOVE STONE.**
- Patch surface of stone where ties were installed with stone repair mortar to match stone color.



COMM. NO. 262	DATE AUG. 1925	PLATE NO. 20
PLANS FOR		
RENO COUNTY COURT HOUSE		
HUTCHINSON, KANSAS		
W. E. HULSE & COMPANY, ARCHITECTS		
HUTCHINSON, KAN.		DES. MOINES AND SIOUX CITY, IA.
Drawn by R.G.M.	Traced by R.G.M.	Checked W.E.H. Approved W.E.H.



EAST ELEVATION
SCALE 3/8"=1'-0"

**Repair Type A
Concrete Backup - Embed Installation**

- 2 ties per stone.
- Minimum distance from edge of stone to tie should be no less than 6 inches.
- Pre-drill 1/4" hole through the face of the stone into concrete back up. Embed into concrete 3".
- Install (9mm dia) stainless steel helical tie through face of stone into concrete backup.
- Once installed the face of the stainless steel helical tie should be recessed 1/2" from the surface of the stone.
- Patch surface of stone where ties were installed with stone repair mortar to match stone color. Stone patching material will be previously approved material and color.

**Repair Type B
Clay Tile Backup - Embed Installation
Walls that have plaster at interior face of clay tile backup**

- 2 ties per stone.
- Minimum distance from edge of stone to tie should be no less than 6 inches.
- Pre-drill 9/16" hole through the face of the stone into structural clay tile backup. Embed into clay tile backup 3".
- Drill 1-5/8" diameter countersink at face of limestone to a depth of 1".
- Blow, brush, blow the drilled hole at the structural clay tile backup.
- Insert epoxy screen anchor into clay tile.
- Inject epoxy into screen anchor under pressure to ensure solid consolidation of epoxy into clay tile backup. Immediately install 3/8" 316 grade stainless steel threaded rod through face of stone into epoxy screen anchor. Threaded rod should extend through limestone terminating no less than 1/2" from the face of the stone. This will leave adequate space for the stone patching material.
- Once epoxy has cured fasten anchor at limestone face with a 1-1/2" diameter stainless steel washer and stainless steel nut. Utilize either Loctite 263 threadlocker on nut or cap the nut/rod with epoxy. Tighten to foot pounds to be determined with on site testing. DO NOT OVERTIGHTEN. DO NOT MOVE STONE.
- Patch surface of stone where ties were installed with stone repair mortar to match stone color.

**Repair Type C
Clay Tile Backup - Through Wall Installation
Walls that have exposed clay tile backup with no plaster**

- 2 ties per stone.
- Minimum distance from edge of stone to tie should be no less than 6 inches.
- Pre-drill 9/16" hole through the face of the stone through structural clay tile backup.
- Drill 1-5/8" diameter countersink at face of limestone to a depth of 1".
- Insert 3/8" stainless steel threaded rod through limestone and through clay tile backup.
- At interior face of clay tile backup run threaded rod through a 1/2" thick 16"x16" stainless steel plate.
- Threaded rod should extend through limestone terminating no less than 1/2" from the face of the stone. This will leave adequate space for the stone patching material.
- Secure the stainless steel rod at both the interior and the exterior with 1-1/2" diameter stainless steel washers and stainless steel nuts. Utilize either Loctite 263 threadlocker on nut or cap the nut/rod with epoxy. Tighten to foot pounds to be determined with on site testing. DO NOT OVERTIGHTEN. DO NOT MOVE STONE.
- Patch surface of stone where ties were installed with stone repair mortar to match stone color.

CONM. NO. 262	DATE AUG 1927	PLATE NO. 21
PLANS FOR		
RENO COUNTY COURT HOUSE		
HUTCHINSON, KANSAS		
W. E. HULSE & COMPANY, ARCHITECTS		
HUTCHINSON, KAN.		DES MOINES AND SIOUX CITY, IA.
Drawn by R.G.M.	Checked by R.G.M.	Approved by W.E.H.

**Repair Type A
Concrete Backup - Embed Installation**

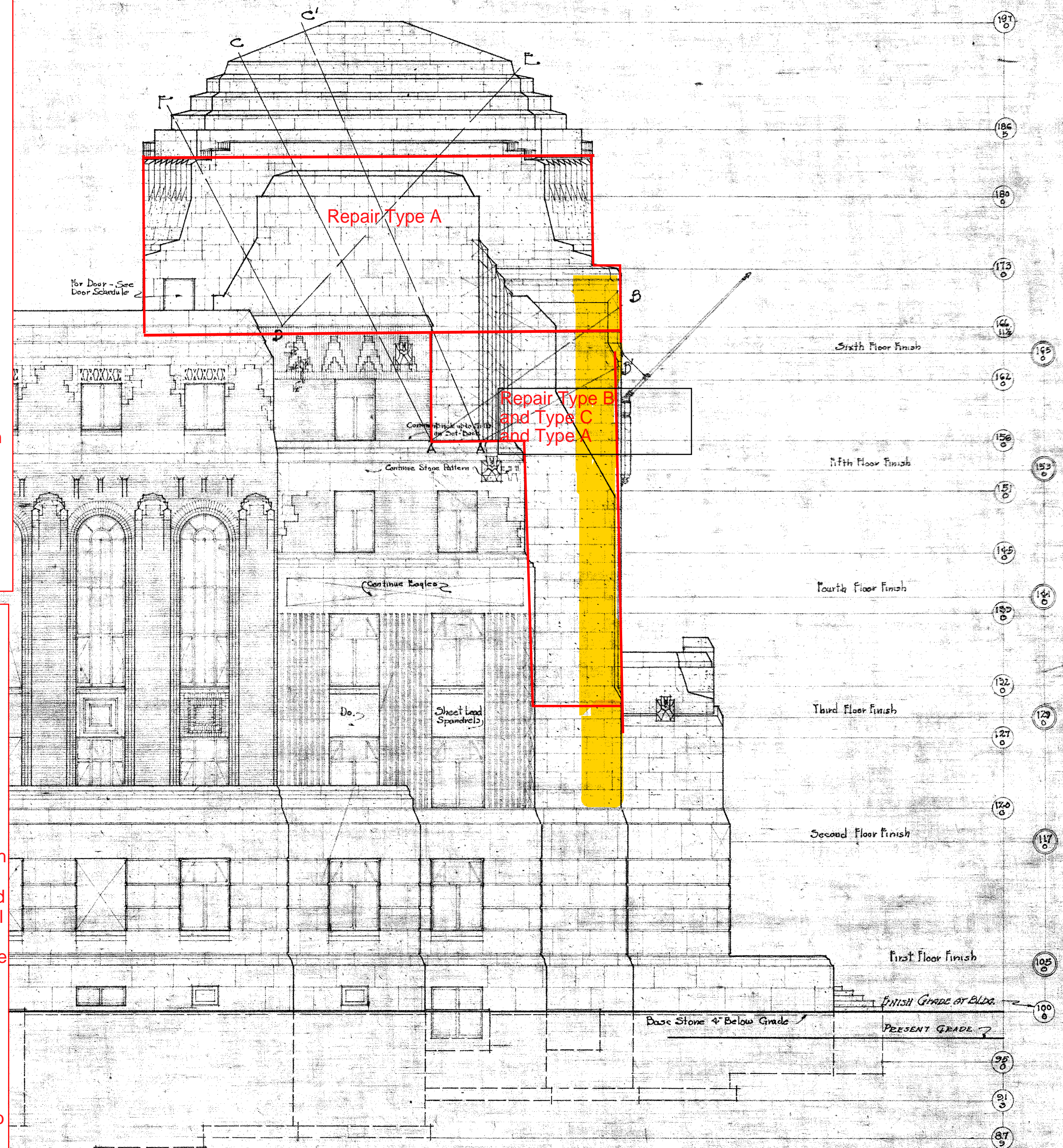
- 2 ties per stone.
- Minimum distance from edge of stone to tie should be no less than 6 inches.
- Pre-drill 1/4" hole through the face of the stone into concrete back up. Embed into concrete 3".
- Install (9mm dia) stainless steel helical tie through face of stone into concrete backup.
- Once installed the face of the stainless steel helical tie should be recessed 1/2" from the surface of the stone.
- Patch surface of stone where ties were installed with stone repair mortar to match stone color. Stone patching material will be previously approved material and color.

**Repair Type B
Clay Tile Backup - Embed Installation
Walls that have plaster at interior face of clay tile backup**

- 2 ties per stone.
- Minimum distance from edge of stone to tie should be no less than 6 inches.
- Pre-drill 9/16" hole through the face of the stone into structural clay tile backup. Embed into clay tile backup 3".
- Drill 1-5/8" diameter countersink at face of limestone to a depth of 1".
- Blow, brush, blow the drilled hole at the structural clay tile backup.
- Insert epoxy screen anchor into clay tile.
- Inject epoxy into screen anchor under pressure to ensure solid consolidation of epoxy into clay tile backup. Immediately install 3/8" 316 grade stainless steel threaded rod through face of stone into epoxy screen anchor. Threaded rod should extend through limestone terminating no less than 1/2" from the face of the stone. This will leave adequate space for the stone patching material.
- Once epoxy has cured fasten anchor at limestone face with a 1-1/2" diameter stainless steel washer and stainless steel nut. Utilize either LocTite 263 threadlocker on nut or cap the nut/rod with epoxy. Tighten to foot pounds to be determined with on site testing. **DO NOT OVERTIGHTEN. DO NOT MOVE STONE.**
- Patch surface of stone where ties were installed with stone repair mortar to match stone color.

**Repair Type C
Clay Tile Backup - Through Wall Installation
Walls that have exposed clay tile backup with no plaster**

- 2 ties per stone.
- Minimum distance from edge of stone to tie should be no less than 6 inches.
- Pre-drill 9/16" hole through the face of the stone through structural clay tile backup.
- Drill 1-5/8" diameter countersink at face of limestone to a depth of 1".
- Insert 3/8" stainless steel threaded rod through limestone and through clay tile backup.
- At interior face of clay tile backup run threaded rod through a 1/2" thick 16"x16" stainless steel plate.
- Threaded rod should extend through limestone terminating no less than 1/2" from the face of the stone. This will leave adequate space for the stone patching material.
- Secure the stainless steel rod at both the interior and the exterior with 1-1/2" diameter stainless steel washers and stainless steel nuts. Utilize either LocTite 263 threadlocker on nut or cap the nut/rod with epoxy. Tighten to foot pounds to be determined with on site testing. **DO NOT OVERTIGHTEN. DO NOT MOVE STONE.**
- Patch surface of stone where ties were installed with stone repair mortar to match stone color.



Spec of Brick -
- 12% for Header Stretcher
+ 2% cross ties 2% for 1 Brick
+ 1 joint.

ELEVATION
SCALE 1/8" = 1'-0"

COMM. NO. R.G.Z.	DATE AUG 1922	PLATE NO. 22
PLANS FOR		
DENO COUNTY COURT HOUSE		
HUTCHINSON, KANSAS		
W. E. HULSE & COMPANY, ARCHITECTS		
HUTCHINSON, KAN. DES MOINES AND SIOUX CITY, IA.		
Drawn by R.G.M.	Traced by R.G.M.	Checked by W.E.H.

**Repair Type A
Concrete Backup - Embed Installation**

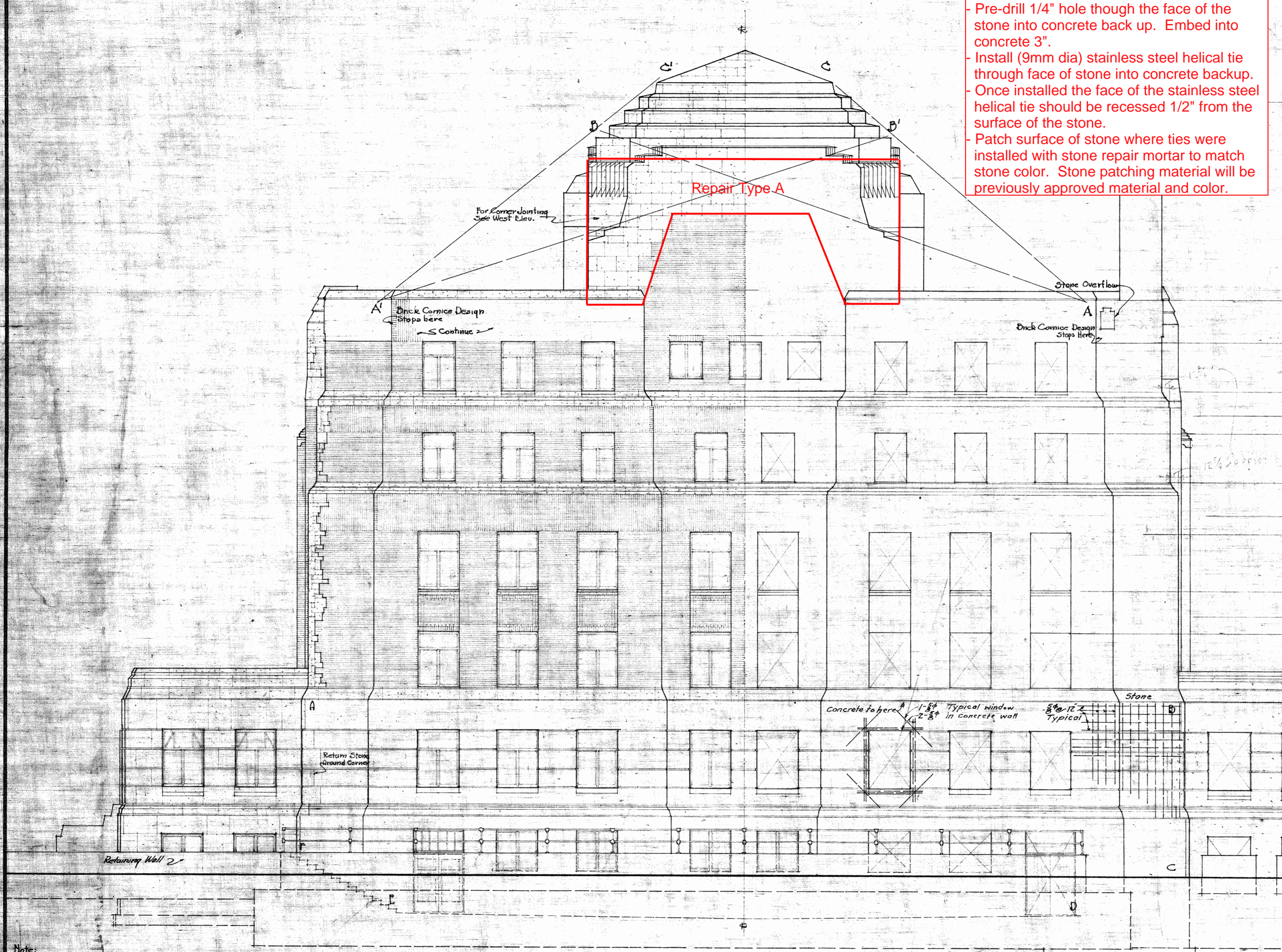
- 2 ties per stone.
- Minimum distance from edge of stone to tie should be no less than 6 inches.
- Pre-drill 1/4" hole through the face of the stone into concrete back up. Embed into concrete 3".
- Install (9mm dia) stainless steel helical tie through face of stone into concrete backup.
- Once installed the face of the stainless steel helical tie should be recessed 1/2" from the surface of the stone.
- Patch surface of stone where ties were installed with stone repair mortar to match stone color. Stone patching material will be previously approved material and color.

**Repair Type B
Clay Tile Backup - Embed Installation
Walls that have plaster at interior face of clay tile backup**

- 2 ties per stone.
- Minimum distance from edge of stone to tie should be no less than 6 inches.
- Pre-drill 9/16" hole through the face of the stone into structural clay tile backup. Embed into clay tile backup 3".
- Drill 1-5/8" diameter countersink at face of limestone to a depth of 1".
- Blow, brush, blow the drilled hole at the structural clay tile backup.
- Insert epoxy screen anchor into clay tile.
- Inject epoxy into screen anchor under pressure to ensure solid consolidation of epoxy into clay tile backup. Immediately install 3/8" 316 grade stainless steel threaded rod through face of stone into epoxy screen anchor. Threaded rod should extend through limestone terminating no less than 1/2" from the face of the stone. This will leave adequate space for the stone patching material.
- Once epoxy has cured fasten anchor at limestone face with a 1-1/2" diameter stainless steel washer and stainless steel nut. Utilize either LocTite 263 threadlocker on nut or cap the nut/rod with epoxy. Tighten to foot pounds to be determined with on site testing. **DO NOT OVERTIGHTEN. DO NOT MOVE STONE.**
- Patch surface of stone where ties were installed with stone repair mortar to match stone color.

**Repair Type C
Clay Tile Backup - Through Wall Installation
Walls that have exposed clay tile backup with no plaster**

- 2 ties per stone.
- Minimum distance from edge of stone to tie should be no less than 6 inches.
- Pre-drill 9/16" hole through the face of the stone through structural clay tile backup.
- Drill 1-5/8" diameter countersink at face of limestone to a depth of 1".
- Insert 3/8" stainless steel threaded rod through limestone and through clay tile backup.
- At interior face of clay tile backup run threaded rod through a 1/2" thick 16"x16" stainless steel plate.
- Threaded rod should extend through limestone terminating no less than 1/2" from the face of the stone. This will leave adequate space for the stone patching material.
- Secure the stainless steel rod at both the interior and the exterior with 1-1/2" diameter stainless steel washers and stainless steel nuts. Utilize either LocTite 263 threadlocker on nut or cap the nut/rod with epoxy. Tighten to foot pounds to be determined with on site testing. **DO NOT OVERTIGHTEN. DO NOT MOVE STONE.**
- Patch surface of stone where ties were installed with stone repair mortar to match stone color.



• REAR ELEVATION •
SCALE 1/8" = 1'-0"

Note: Area Marked A-B-C-D-E-F-A is Concrete - No Stone. For Description See Specifications.

COMM. NO. 262	DATE AUG 19 27	PLATE NO. 23
PLANS FOR		
RENO COUNTY COURT HOUSE		
HUTCHINSON, KANSAS		
W. E. HULSE & COMPANY, ARCHITECTS		
HUTCHINSON, KAN. DES MOINES AND SIOUX CITY, IOWA		
Drawn by R.G.M.	Checked by R.G.M.	Approved by R.G.M.

Pishny Restoration Services

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

Change Order Request #2

Reno County Courthouse

Stone Fascia Stabilization

Duration Extension
of Project 4 Months

Item #	Description	Qty	Unit Price	Discount	Price	
1	Equipment Rental / Scaffolding	1	\$ 161,315.00		\$ 161,315.00	
2	Materials and Tools	1	\$ 84,745.00		\$ 84,745.00	
3	Bond Extension	1	\$ 8,800.00		\$ 8,800.00	
4	Labor	1	\$ 315,293.00		\$ 315,293.00	
5					\$ -	
6	HeliBar Installation	1	\$ 31,917.00		\$ 31,917.00	
7					\$ -	
8					\$ -	
					Invoice Subtotal	\$ 602,070.00
					O & P (16%)	\$96,331.20
					Tax Rate	
					Sales Tax	\$ -
					Other	
					TOTAL	\$ 698,401.20

Pishny Restoration Services

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

Change Order Request #3

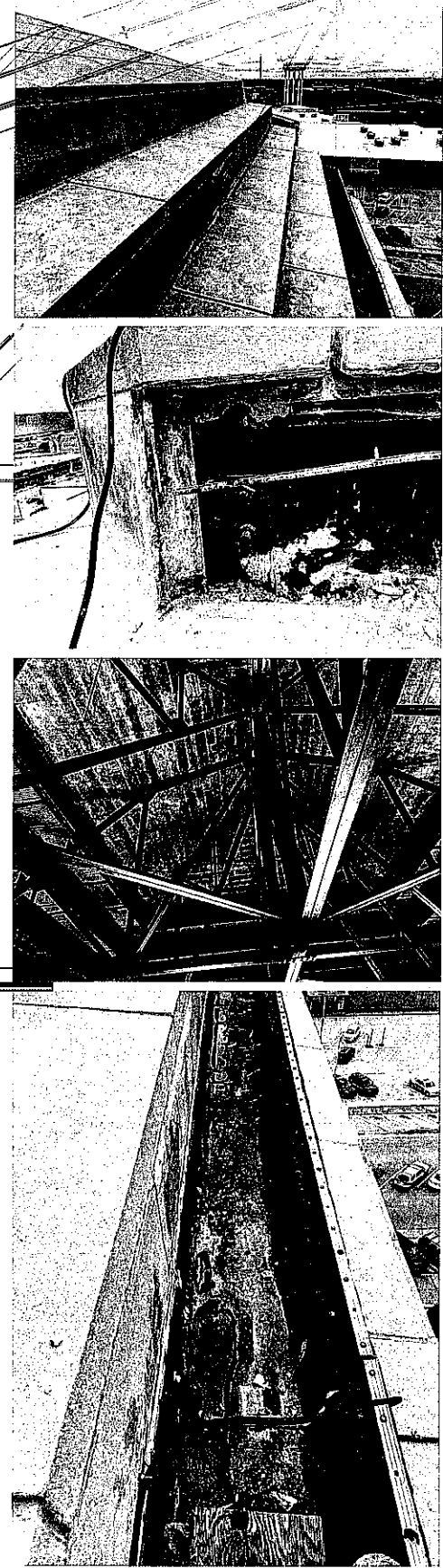
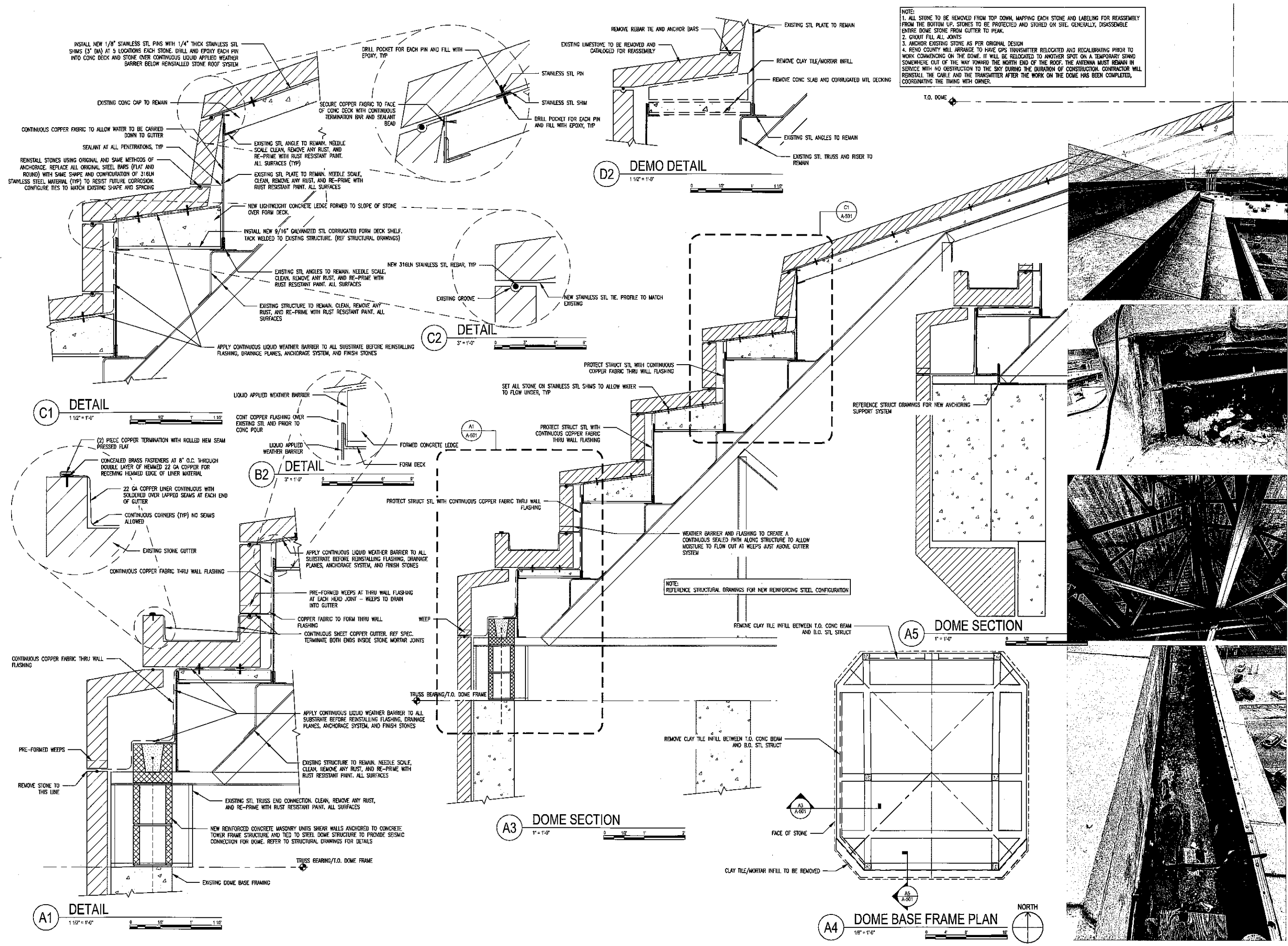
Reno County Courthouse

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

FILE PATH: C:\Users\jill.kranz\GLM\Architecture - Documents\19198.202011 - Reno City Courthouse Earthquake Repair\04-Production\19198.202011_A-DI_REDOCCORRTHS_V19.dwg
 C:\Users\jill.kranz\GLM\Architecture - Documents\19198.202011 - Reno City Courthouse Earthquake Repair\04-Production\19198.202011_A-DI_REDOCCORRTHS_V19.dwg

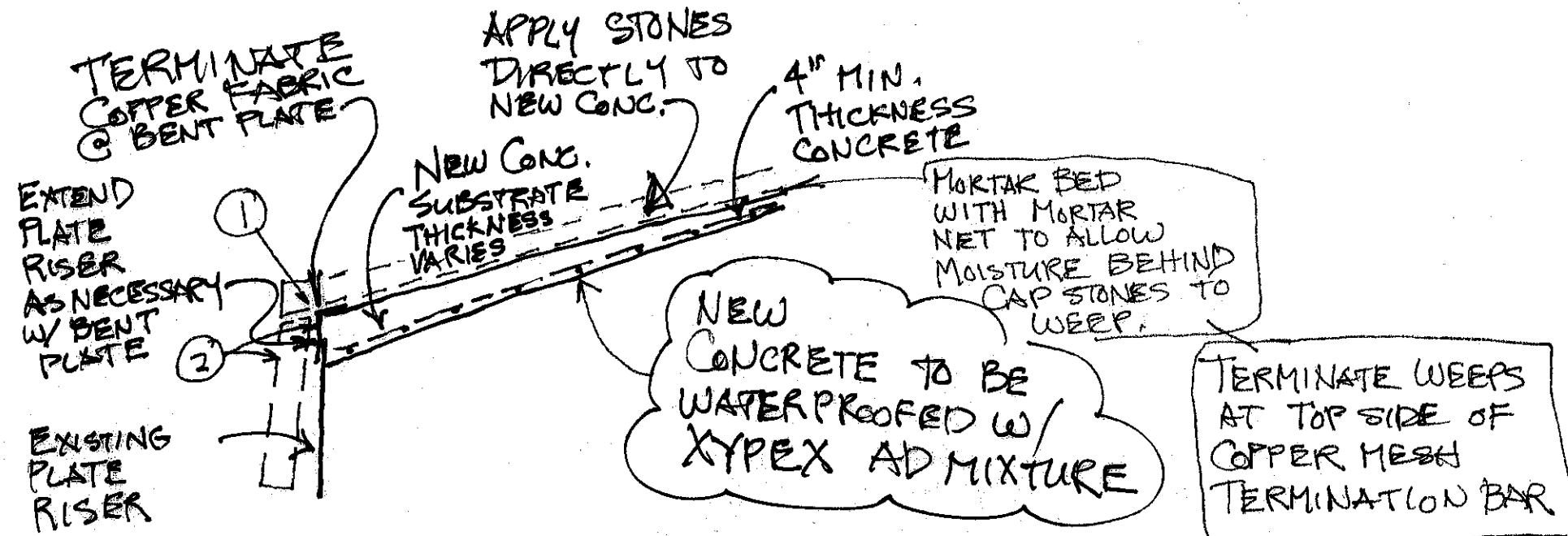


RENO COUNTY
COURTHOUSE DOME REPAIR
 206 W 1st Ave, Hutchinson, KS 67501

DESCRIPTION	DATE
PROJECT NO:	19198.202001
DATE:	08/31/2020
DRAWN BY:	JPK
CHECK BY:	B.D. MMS

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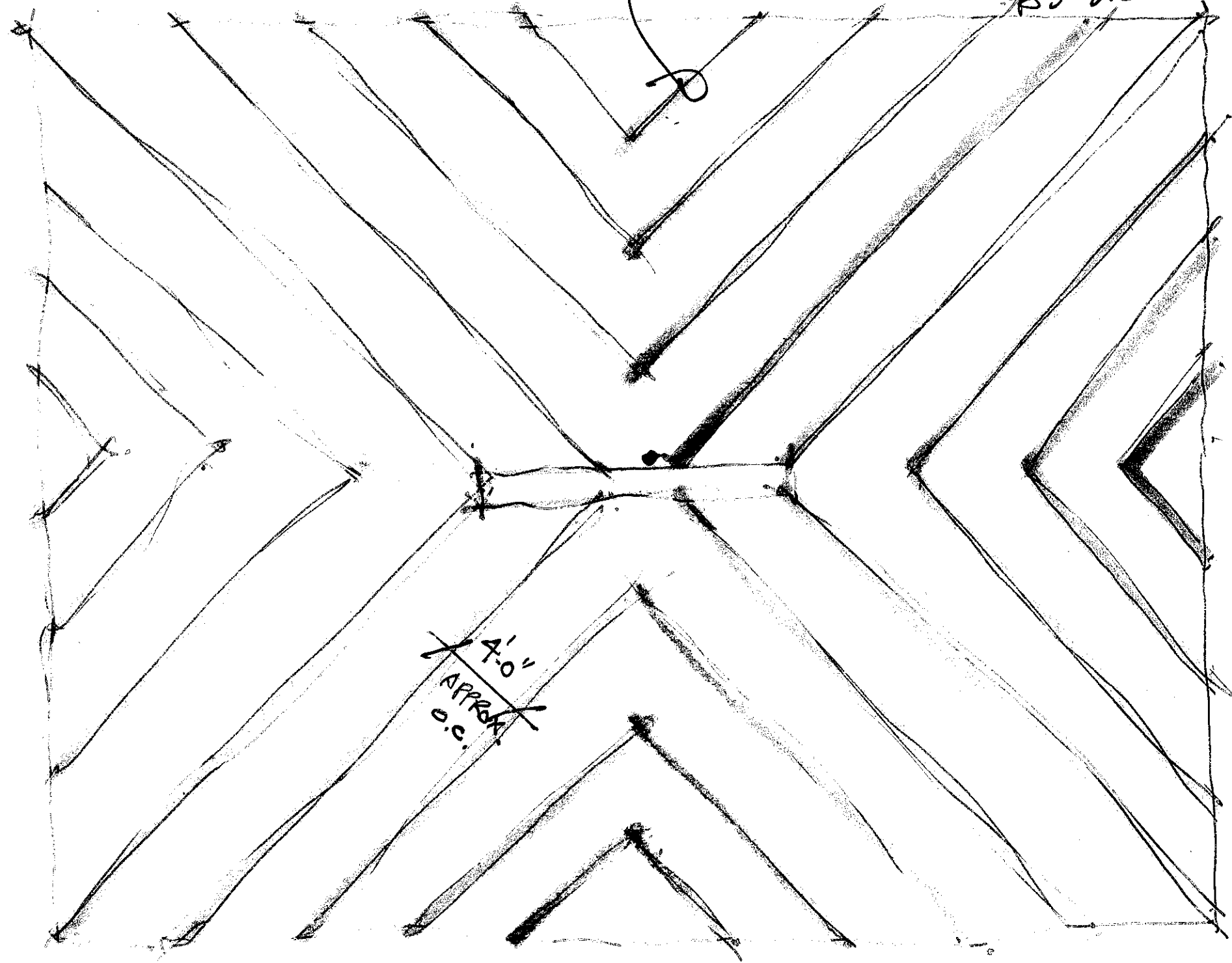
DOME
DETAILS
A-501



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

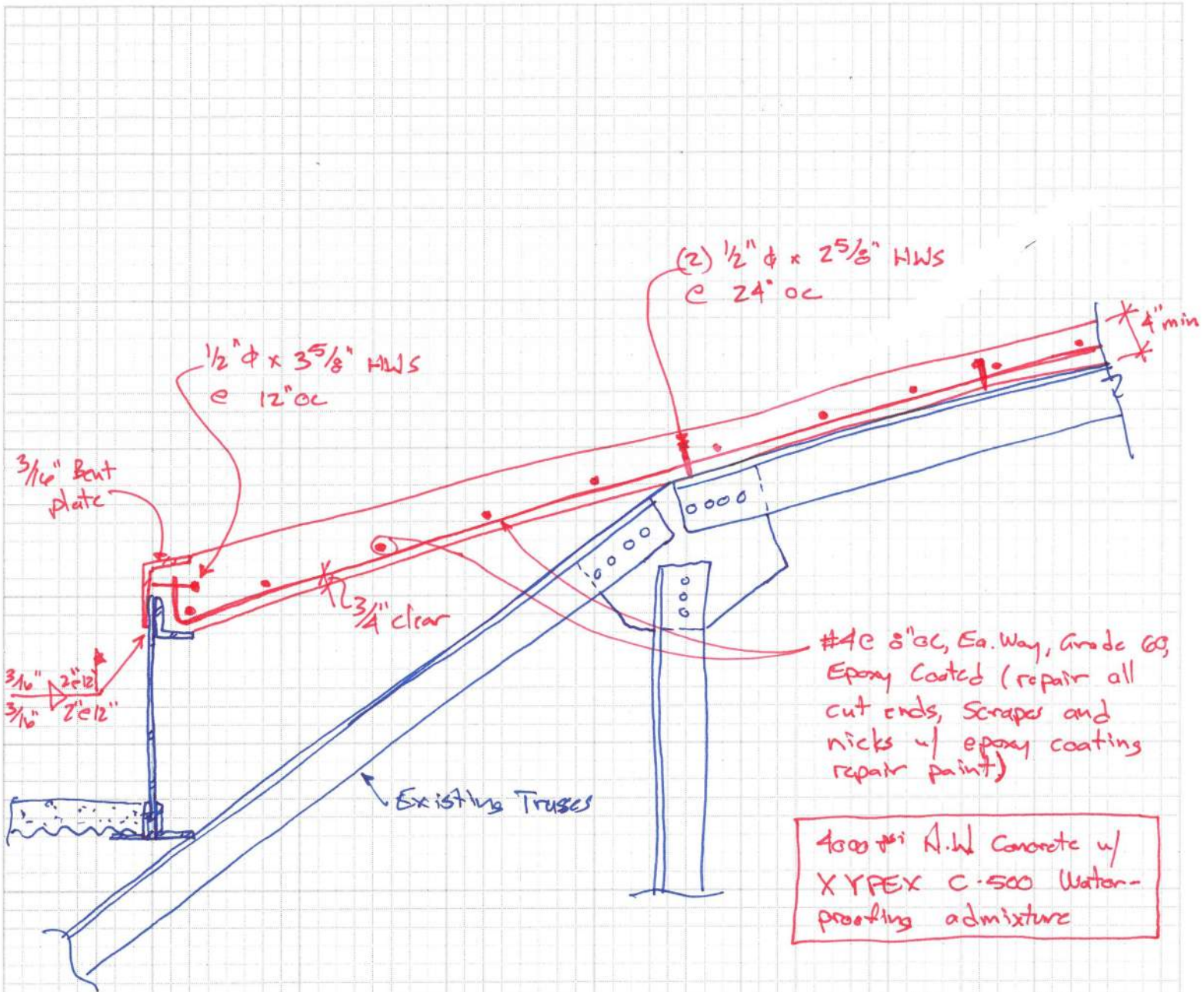
② DEPTH OF RISER EXTENSION TO BE DRIVEN BY TOP EDG OF FASCIA STONE RISER

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



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

MORTAR NET CONFIGURATION



Randy Partington

From: Brent Engelland <brent@echutch.com>
Sent: Thursday, May 19, 2022 4:29 PM
To: Harlen Depew
Cc: Brad Doeden; Patrick Hoffman; Randy Partington
Subject: [EXT_SENDER] Re: FW: Claim# DHR8382 - Report from WJE

Harlen-

I apologize for the late response on this. I have been reading through the WJE report and considering the points raised and have the following thoughts for you, the County, and Brad:

On the Slab:

- We stand by our assertion that the slab that we discovered as a result of the stone removal is not the same slab that was on the construction drawings, or has existed for most of the life of the building. It has deteriorated and needs remedied based on what was uncovered during construction.
- We never asserted that the deterioration of the slab was a result of the earthquake. The insurance company seems to have been intentionally conflating that throughout the process. It is deterioration that was discovered as a result of the repairs and was not caused by the seismic event.
- WJE agrees in their report that the slab needs to be dealt with. They just believe that it can be repaired and doesn't need replaced. Pishny (who would be tasked with the work) doesn't believe that they can create a satisfactory bonded repair solution. I am on board with Pishny based on what I see in the field. WJE acknowledges that they had limited access to review the slab top surface and thus made the repair recommendation based on very limited data.
- WJE states that the Code allows repairs to be made with "like" materials of the era and those materials do not need to be upgraded. This is technically correct. However, we cannot in good conscious recommend utilizing materials and techniques that are almost 100 years old when we have better materials and techniques available now. One example was given by WJE that we specified epoxy coated rebar, which was not original to the building (in reality it wasn't even invented in that era). Again, I believe that it would be unwise to use mild steel rebar that has poor corrosion properties in an environment like this when better materials are readily available.

On the veneer:

- The WJE take, I think, can be accurately summarized by: *"The building made it through a Code level seismic event and it didn't have serious structural damage, and so (even though the veneer is not adequately connected) you're good to go."* We agree that this is an approach that can be validated as long as future editions of the Building Code do not increase the magnitude of seismic events in our area, and that there do not continue to be frequent seismic events that create veneer damage issues due to repetitive lateral forces.
- **Our take on it is that we do not feel like we can, in good conscious, leave things unconnected that were intended to be connected.** Veneer blocks that were intended to be connected in the original design/construction, and no longer are, should be connected again.
- However, we also realize that the County is now going to bear the brunt of these costs and may choose not to reconnect the veneer. If the County chooses to do nothing with the veneer based on the WJE report, then that is understandable and is backed by an engineering report from one of the largest and most well known engineering firms in the world. However, we (EC) would need to write a letter to inform the County that we are not liable for the performance of the stone veneer over time. Since we have been heavily involved in this process from the beginning, we need to make sure that we are protected from any future legal action if there are performance or safety issues with the veneer. *[We do not intend this to be confrontational and value the County as a client and fellow community member, but we would need to protect our firm from future liability exposures (like frequent veneer maintenance issues). In the future the County will be run by people not involved with, and likely with no knowledge of,*

this project and the decisions that were made. At that point in time they will only be considering the financial interests of the County (and rightly so).]

Sorry this ended up being so long. Let me know if my comments make sense and if you have any questions. Thanks.

Brent L. Engelland, PE, SE, LEED AP

Engineering Consultants, P.A.
1227 North Main Street
Hutchinson, KS 67501
620-665-6394, Ext. 201
www.echutch.com

On 5/13/2022 9:30 AM, Harlen Depew wrote:

Brent,

We finally received the engineer's report from WJE. As a result of this report, Travelers has decided not to cover the cost of the substrate replacement, based on the fact that the substandard conditions were not a result of earthquake damage, and they do not believe there is any IBC code requirement for improving the structure beyond what was originally in place.

WJE does present an interesting perspective on anchoring the façade. We do need to make a decision on what we do with that ASAP, so we can finalize a plan and a cost. Insurance won't cover this scope.

Once you've had a chance to review the attached report, please share your thoughts with Brad and me.

Thanks for all your help,

Harlen Depew, Director
Maintenance & Purchasing
206 W. 1st. Ave.
Hutchinson, KS 67501
620-694-2595



From: Devereaux, Marcus <MDEVEREA@travelers.com>
Sent: Tuesday, May 10, 2022 1:47 PM
To: Harlen Depew <harlen.depew@renogov.org>
Cc: Brad Doeden <brad.doeden@glmv.com>
Subject: [EXT_SENDER] Claim# DHR8382 - Report from WJE

Harlen,

Please find attached the report from WJE.

Once you've had a chance to review, I will be available should you have any questions or need to discuss.

Thank you,

Marcus Devereaux | General Adjuster | Business Insurance Major Case Unit
Travelers - **TRAVELERS PROPERTY CASUALTY COMPANY OF AMERICA**
W: 601.572.6194 | F: 866.381.6247
Mailing Address: Travelers | P.O. Box 430 | Buffalo, NY 14240



Everything You Need at Your Fingertips

With 24/7 access to your claim online via MyTravelers; you can check your claim status, view your deductible, interact with us and upload documents. Log in to MyTravelers or download the app.

If further assistance is required, please contact my supervisor, Stephen Bryan at 610-334-7867 or sbryan@travelers.com.

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AGENDA ITEM

AGENDA ITEM #7.B

AGENDA DATE: May 31, 2022

PRESENTED BY: Karla Nichols, Director of Public Health Also, in attendance - Karen Hammersmith, Megan Gottschalk, and Bethany Jantzen

AGENDA TOPIC:
Reno County Health Department - Annual Update

SUMMARY & BACKGROUND OF TOPIC:
Annual Update

ALL OPTIONS:
N/A

RECOMMENDATION / REQUEST:
Approval of Annual Update

POLICY / FISCAL IMPACT:
N/A

Reno County

Health Department



What the Health Department Does



Why We Do It



Strategic Direction and Mission/Values

- Reno County Strategic Plan – Board of Health

Updated February 2022 - Over the course of six months, Reno County elected officials and staff worked together in a series of workshops to create a new strategic plan – defining the organization’s values, developing a mission, identifying key performance areas, and establishing priorities.

- Community Health Assessment (CHA) / Community Health Improvement Plan (CHIP)
- County Health Rankings from the Kansas Health Institute
- Ten Essential Public Health Services
- Public Health Accreditation Board (PHAB)
- Mission - We serve the community through effective leadership and innovation to enhance the quality of life in Reno County.
- Values – Professionalism, Ownership, Service, Integrity, Teamwork

Our Staff are our greatest resource

- RCHD consists of fifty-one (51) employees budgeted in 2022 at 47.6 full time equivalents (FTE's), including budgeted vacant positions but do not include PRN/Standby staff.
 - Clinical Services 20.6 FTE
 - Population Health 19.5 FTE
 - Administration/Finance 7.5 FTE
- Funding resources come from four (4) areas with funding split as follows:
 - Cash balance forward: 13%
 - Fees: 18%
 - Grants: 34%
 - Taxes: 35%

What have we done this past year? Clinical Services

- Much like everyone else, adjusted our day-to-day activities and normal job functions to COVID-19 demands.
- Provided daily guidance to Reno County residents on COVID-19 precautions and mitigating measures.
- First and foremost, we fulfilled our Mission to Provide Leadership to Improve the Health of Reno County Residents by administering 23,603 COVID-19 vaccinations.
- Clinical Staff: 5 FT RN's, 2 PT RN's, 4 FT HHA/CNA, 1 FT Interpreter, 1 FT Social Worker, 1 PT APRN, 1 hrs only APRN, 1 FT Epidemiologist, and unfilled positions.
- Health Information Management (HIM) (3 FT staff). Medical records management, Health Insurance Portability and Accountability Act (HIPAA) monitoring and compliance, front desk reception, and record audits.
- Staff focus on the Health of mothers from preconception through post-partum. Promote health of infants. Children and adolescents with well child checks and Kan Be Healthy's. Vaccine For Children program. Department of Aging programs of Health maintenance, Senior care, IIB, IIE, HCBS, and foot care. Basic Health Services of immunizations, TB skin tests, health screenings, and epidemiology.
- Clinical Stats for 2021: In-house Immunizations: 2,974, Offsite immunizations: 1,919, BSH appts: 535, MCH/FP: 738, MCH Home visits: 81, ARNP visits: 901, Social worker: 247, Older Adults Services; 4,000, and 23,603 COVID-19 vaccinations.

What have we done this past year? Population Health Services

- Much like everyone else, we adjusted our day-to-day activities and normal job functions to fulfill job functions at POD's.
- Health Education and Promotion (4 FT staff). The Health Education and Promotion staff administer KDHE's Chronic Disease Risk Reduction Aid to Local Grant, KDHE's Opioid Overdose Data to Action Grant, Bureau of Justice Assistance Rural Response to the Opioid Epidemic Grant, and work collaboratively with community partners on Blue Cross and Blue Shield of Kansas' Pathways to a Healthy Kansas Grant. Health Ed also facilitates and participates in multiple community coalitions and initiatives, provides public health education to prevent and decrease tobacco use, increase physical activity, improve nutrition, facilitate management of chronic diseases, and decrease substance misuse using evidence-based strategies. Health Education staff focus on policies, systems, and environmental strategies designed to address health equity and improve the social determinants of health for Reno County residents.
- Women Infant Children (WIC) (4 FT, 3 PT Staff). WIC is a supplemental food program that provides food to Pregnant, Postpartum, and Breastfeeding Women, Infants, and Children to age 5. WIC foods must meet strict nutrition guidelines to qualify. Reno WIC serves approximately 1300 clients per month. There are six WIC vendors in Reno County, but WIC benefits may be used anywhere in the State of Kansas. WIC benefits are redeemed utilizing an eWIC card.
- Public Health Emergency Preparedness (PHEP) (1 FT staff). PHEP is the capability of the public health and health care systems, communities, and individuals, to prevent, protect against, quickly respond to, and recover from health emergencies, particularly those that unpredictability threatens to overwhelm routine capabilities.

What have we done this past year? Populations Services

- Environmental Health (EH) (4 FT staff). Dedicated to the residents of Reno County to have a safe and healthy environment. Tasked with protection of groundwater for all citizens by enforcing the Reno County Sanitation Code. Active partner with Planning and Zoning for building development in Reno County. Active partner with Reno County Floodplain manager for sites that are served by onsite wastewater systems and floodplain is present on the parcel. Routinely follow and track animal bite cases in the County per Resolution 2004-49. Perform annual school inspections per Kansas Statute 65-202. Routinely follow up on nuisance complaints in the county to ensure no public health hazard is present. Perform mortgage inspections as requested for the sale of homes in the unincorporated areas of the county that are served by private water and private sewer. Partner with Epidemiology staff to monitor environmental disease trends. Serves as a clearinghouse for calls from the public and direct them to appropriate agencies as needed. Stats for 2021 include 432 wastewater consults, 120 mortgage inspections, and 106 well water consults.
- Licensing Childcare (LCC) (2 FT staff). Conduct/perform childcare licensing in Reno and Harvey Counties in accordance with Kansas' regulations. Investigate childcare complaints. Education to childcare providers. Conduct monthly orientation class for childcare providers. Promote the childcare program at community events and partner with local stakeholders for educated childcare providers. Satisfy KDHE grant requirements. Stats for 2021 include 624 LCC consults.

What have we done this past year? Admin/Fiscal Services

- Much like everyone else, we adjusted our day-to-day activities and normal job functions to fulfill COVID-19 job functions.
- Finance (4 FT Staff). Grant finance and compliance, county budget, departmental budget, accounting, accounts payable, payroll, accounts receivable, document tracking and maintenance, medical billing, set-off and collection, and HRSA uninsured program.
- Administration (2 FT, 1 PT staff). Policies and procedures, building and key maintenance, credentialing, compliance and controls, communications, purchasing, travel and vehicles, phones, inventory, computer support, data analysis, employee files and human resources, employee orientation, computer program administration.
- Director and Assistant Directors (3 FT staff). Leadership to staff.

Completed Projects/Services in 2021/2022:

- Along with normal operations,
- Provided leadership in COVID-19 response.
- Staff completed training for us to become a Trauma Informed Community by completing the ACES (Adverse Childhood Experiences) Training.
- Worked with KDHE to combat a Hepatitis A outbreak in the community.
- Teamed up with the Reno County Wellness Program by offering the Walk with Ease Program to Reno County Employees.
- Implemented a Peer Mentoring program with the Substance Abuse Center of Kansas (SACK).
- As part of the RROE grant, Drug Court was launched in Harvey County.
- Because of the efforts by Reno County staff, the Kansas Board of EMS now has an API feed into ODMAP; making Kansas the first Midwest state to be fully online.
- Completed grant requirements and reporting for three (3) Federal grants (WIC, RROE, Covid-19), and nine (9) State grants (State Formula, LCC, CDRR, OD2A, Covid-19, FP, IAP, MCH, PHEP).
- Became accredited by the Public Health Accreditation Board.
- Implementation of a new Electronic Health Record (EHR) – CureMD.
- Completed an Overdose Trends in Reno County report. The information in this report has been used at Overdose conferences, locally and nationally, as an example of what a small county is doing to make progress on difficult issues.
- The Community Health Assessment (CHA) was created in conjunction with United Way, Hutchinson Regional Medical Center, Prairie Star, and other community organizations in Reno County.

Upcoming Projects/Services in 2022/2023:

- Along with normal operations,
- Complete grant requirements and reporting for three (3) Federal grants (WIC, RROE, Covid-19), and nine (9) State grants (State Formula, LCC, CDRR, OD2A, Covid-19, FP, IAP, MCH, PHEP).
- Maintain accreditation by the Public Health Accreditation Board.
 - Continue to implement Quality Assurance / Performance Improvement (QA/PI) Program
- Use and become proficient in the use of our new Electronic Health Record (EHR) – CureMD.
- Full implementation of the GeoPermits software program for our Environmental Health clients.
- In conjunction with United Way, Hutchinson Regional Medical Center, Prairie Star, and other community organizations in Reno County, create the Community Health Improvement Plan (CHIP) from the Community Health Assessment (CHA).

Thank You!

The Reno County Health Department would like to thank the Board of County Commissioners/Board of Health for your support!



AGENDA ITEM

AGENDA ITEM #8.A

AGENDA DATE: May 31, 2022

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:
Monthly Department Reports

SUMMARY & BACKGROUND OF TOPIC:

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

ALL OPTIONS:

n/a

RECOMMENDATION / REQUEST:

Discussion Only

POLICY / FISCAL IMPACT:

n/a

RE: Monthly report ending April 2022

Dear Randy Partington, County Administrator:

Staffing changes or issues

Current vacancies include a Women Infant Children (WIC) Dietitian, Epidemiologist, and Data Analyst. With the resignation of our Data Analyst, we are looking to collaborate with the IT department to enhance and expand, not only our data needs, but also the data needs of the county, by moving this position to the IT department.

Financial summary

Our accountant continues to reconcile past grants for the auditor site visit on April 26-28. Finance clerks continue to bill outstanding claims from KIPHS (our current Practice Management system) to prepare for our new Electronic Health Record (EHR) implementation of CureMD.

Projects/Issues/Challenges/Concerns

Electronic Health Record (EHR) - CureMD. Staff has done an amazing job in welcoming and learning our new EHR system. We have completed numerous staff trainings and mock clinics in preparing for our Go Live date of 5/2/22.

Clinical – Basic Health Services (BHS), Maternal Child Health (MCH), Family Practice (FP), Older Adult Services (OAS), and Epidemiology. During the month, staff went to many off-site locations and schools for vaccine administration. Staff attended the Governor’s Public Health Conference in Manhattan, KS.

WIC – Women, Infant & Children. For 2 years, WIC has operated under a physical presence waiver; waivers have been extended to July 2022. We are accepting families that walk-in for their appointments, as well as those seeking breastfeeding assistance.

Health Education – Chronic Disease and Risk Reduction (CDRR), Opioid Overdose to Action (OD2A), Rural Response to the Opioid Epidemic (RROE), Pathways to a Healthy Kansas, and Community Education. CDRR-Staff collaborate with many community organizations to promote tobacco cessation activities. OD2A-Staff are working on harm reduction strategies with USD 309. RROE-Continued Narcan education in the community. Staff were invited and attended the National Rural Justice Roundtable and Prescription Summit. Pathways-Staff participated in a tour of Tecklenburg Farms. Community Education-Staff participated in the Community Health Fair.



Environmental Health (EH). Staff completed all property reviews for the Planning and Zoning department, worked on completing school inspections per the state requirements, attended Town Hall meeting, meet individually, and created handouts for fire victims of the Cottonwood Hills complex, and worked on wastewater contractor renewals.

Licensed Child Care (LCC). During the month, along with many other tasks, staff conducted 6 initial surveys (which is a significant increase from previous months), along with all the annual and compliance surveys required for the month, conducted an orientation seminar, updated the LCC website with increased resources for licensee and parents within the community, and created an informative flyer for those interested in opening a daycare.

Community Health Assessment. In collaboration with Hutchinson Regional Medical Center, Prairie Star, United Way, and other community organizations in Reno County, we completed the Community Health Assessment; a website is being developed to share the results.

The President's Award. Karen Hammersmith was the recipient of TECH's 2022 President's Award, "Karen's steadfast dedication to Reno County was very evident in all she has done and continues to do for TECH. COVID-19 as been horrific, but because of Karen and the connections, TECH stands strong. All have continued to move forward in their professional and personal lives because of Karen." Noted Lacey Mills, Director of Marketing and Foundation Development with TECH.

Covid-19 Update. According to the KDHE dashboard at www.coronavirus.kdheks.gov/160/COVID-19-in-Kansas, Reno County continues to be in the low Community Level for Covid-19.

Vaccine Administration. The Health Department still encourages vaccination as an important mitigation measure. All Reno County residents over the age of 5 are eligible for a COVID-19 vaccination. Walk-ins are accepted for ages 12 and over, but appointments are required for ages 5-11 by calling 620-694-2900, ext. 6. The Health Department is open Monday, Tuesday, and Thursday from 7:30am to 6pm, Wednesday from 9am to 6pm, and Friday from 7:30am to noon.

Upcoming Projects

Community Baby Shower. We are inviting new and expecting parents of Reno County to attend the Reno County Community Baby Shower, on Tuesday, May 3rd, 6-7pm, at The ClayWorks at Disability Supports, 1125 N Main Street in Hutchinson.

Sincerely,

Karla Nichols, Director of Public Health





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

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

Employment Activity

We currently have 18 job openings. For the month of April, we have had five (5) separations and gained ten (10) new employees. Submitted applications received for open positions was 67 applications completed through April 26th. The average daily views for the month of April were 321 and the heaviest day was a total of 462 views. This is an increase for applications and traffic. Laurie made some adjustments on the website to create less clicks to apply for our positions and I think this has helped with ease of locating and applying for positions.

New Carriers

USI is still working closely with Human Resources and BML to navigate some of the disruptions that continue to occur. Most of the disruptions seem to be caused from a lag in communication between providers and BML. We did have a major disruption to a member this month that was resolved, but not before it caused issues for the member. USI was instrumental in getting the issue resolved and connecting with the member to assist with questions from the member.

It was understood from BML that integration with Fair Market Health would be completed by the end of March. BML has let us know that it did not happen and that it was due to some issues that they are still working on with Fair Market Health. The new estimated time that they will be fully integrated with Fair Market Health is August. This integration is important to track deductibles on each side so that members are not under or over funding their deductibles.

We continue to have weekly meetings with BML to resolve issues. These weekly meetings have proved to be beneficial to Reno and USI. BML is still lacking in fulfilling the expectations of completing issues in a timely manner, but we do get updates about the in the process to resolve issues at the weekly meetings and to find out the next steps they are taking to keep it from reoccurring.

USI has introduced us to some new strategies to increase the performance of our plan. These new strategies will be introduced to the Commission on the May 10th meeting.

Unemployment Fraud

We have not received any fraudulent unemployment claims for this month. That leaves it at 9 fraudulent unemployment claims for this year.

Digitalizing Records

Cory with Information Services has been working hard with us to digitalize records. He has began scanning active personnel files and Human Resources is responsible for checking the files before destroying. We have asked Cory to pause in order for us to catch up and to review some of the processes with Cory to ensure that we are working efficiently. At this time Cory has completed our forms in fillable format. Katie is preparing to roll out the electronic forms to our new hires coming on board the first week of May. This will be the first step to no longer creating paper for files. Once we have this process fine tuned, we will begin moving all other forms to electronic. I would anticipate that by the end of the year, we will be utilizing all electronic personnel files.

Budget

Human Resources has utilized 26% of our overall budget.



RENO COUNTY
206 West First Ave.
Hutchinson, Kansas 67501-5245
620-694-2523
Fax: 620-694-2954

April 29, 2022

Monthly Report Information Services

Michael Mathews

Staffing changes or issues

We are currently full staffed.

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. We are currently at 40% of our budget but our spending will decrease quite a lot now.

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. The document management project is going well. During the month of April, we were able to scan and index 63 deeds books which is 62% of the total of their project. We have also started scanning and indexing old HR Records and have completed one file cabinet so far 73 files or 18% of the project.. Cory has been working with HR staff to use Panda Doc to send documents to be signed electronically, HR is beginning to send onboarding documents electronic to new hires to fill out and sign and then move directly into the document management system.

I am working with the Health Department to provide data acquisition for several of their projects.

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



Maintenance & Purchasing Monthly Report 5/1/2022

Harlen Depew, Director

Staffing: Maintenance is taking applications for two Custodial Tech positions. We're still developing a position description for a budgeted position that would be focused in-part, on monitoring and coordinating work by outside contractors, in addition to other Maintenance related duties. We intend to post this position within the next few weeks.

Budget YTD summary

The department has spent 29% of our operating budget at the end of April.

Maintenance & Purchasing employees are diligent about finding the best value they can when purchasing goods and services. However, inflation we're seeing right now is remarkable. Parts and materials are up anywhere between 20% and 100% over what we've been accustomed to over the past number of years. Labor rates for outside contractors are also going up quickly.

Projects/Issues/Challenges/Concerns

Space Study: The design work for the proposed remodel project which resulted from this space study is on the Commission Agenda for May 10, 2022. If the proposal is approved, design work should be completed in time to get a good start on the remodel work this fall.

Courthouse Earthquake Repairs:

Courthouse window restoration and interior plaster repairs and painting are all nearing completion. Preparation for the additional work on the dome is happening with all materials to be on site by May 16.

The second structural engineer hired by the insurance company completed her on-site visit on March 31st. I've since heard from Travelers that they expect the engineer's report back by May 8, 2022, and will make a determination of coverage after that date.

The work to re-anchor the limestone façade around the tower portion of the building is also part of the additional work being considered by the insurance company. We've asked the architect & engineer to evaluate the feasibility of anchoring a strategic grid of stones instead of all of them on the central tower of the building. We're currently waiting on their analysis and recommendations before moving forward on this.

Other: Maintenance employees have been prepping the Rcat / Automotive building for an exterior paint job over the past week, as weather allows. Our goal is to have the painting completed by the end of the month.

Supply chain issues continue to be a challenge. One of the new air handlers installed during the city's remodel of the LEC had a bad motor in it. The vendor says replacement motors are not expected to be available until early next year at best.



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

April 2022 Monthly Report

Equipment

Everything has been ordered for 2022 per the equipment plan, but nothing has been delivered.

Projects

Asphalt Crew will start overlaying Yaggy Rd. the first week in May.

Mowing/Sign will start mowing the second week in May.

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

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

Planning & Zoning Commission is working on priorities for this year.

Contracted Projects

Willowbrook Bridge construction will begin this summer.

69th Ave. Bridge construction will begin this summer.

Construction on the Arlington Rd. bridge within the Arlington city limits is going well and the deck has been poured.

Construction on the Arlington Rd. bridge eight miles east of the City of Arlington is going well and the deck has been poured.

Challenges

District 201 Yoder and Sewer District 202 Habit rehabs are being redesigned because of the growth of the Law Enforcement Training Center.

Getting ready to drill a test well for Water District 101.

Short four full time positions within Public Works. Have new Asphalt Crew Supervisor and new Utility Lead Operator, starting first week of May.

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.

**Register of Deeds Annual Report for
County Board of Commissioners
Jan. – Mar. 2022**

Current Business

January-March 2022: \$165,810.00

- Documents Recorded: 2,592
- Recording Fees Collected: **\$124,590**
- Technology Fund Fees Collected: **\$28,410**
 - County Clerk: \$4,735
 - County Treasurer: \$4,735
 - Register of Deeds: \$18,940
- Heritage Trust Fund (HTF): **\$9,470**
- Service Fees Collected: **\$3,340.00**

Technology Fund: \$282,556.16 (Operating Cash) (updated Apr. 25 2022)

Budgetary

- Percent of Budget Spent: 13% (updated Apr. 25 2022)

Mission Statement for Register of Deeds Office

The Mission of the Reno County Register of Deeds Office is to provide all services required by law concerning the documentation and record preservation of Real Estate, Oil & Gas Minerals, Plat Maps, Vital Records and State and Federal tax liens. We will provide a convenient and professional office for the public to utilize our records. We will constantly strive to be aware of statutory changes, technology advancements, and development of staff. We will provide citizens of Reno County with quality and timely service.

Goals and progress notes

- **100% Digital Land Registry. 100% funded by ROD Tech funds. [See next page for update](#)**
- Access to images of records online for a subscription fee. [No update](#)
- More efficient, user friendly and technologically advanced Land Records Management Software (LRMS). [No Update](#)
 - For our customers to begin to be more reliant on LRMS so we can phase out of handwritten entries in numerical index books.
 - Images of documents to be woven into LRMS instead of being a separate entity.
 - This would also lessen our data entry workload.
 - Offer Fraud Protection programs through our LRMS.
- **Staffed adequately to perform our statutory duties with efficiency and accuracy. [See next page for update](#)**
- **Start accepting credit and debit cards. [See next page for update](#)**
- Offer veteran discount cards and host DD 214 drives to encourage our veterans to file their Military Discharge records with us. [No update](#)

- **Digitizing Updates**

What has been done so far...

The Document Managing Specialist has imaged the following volumes...

- Misc Volumes 2-122
- Sale of Oil & Gas Royalty Volumes 1-44
- Currently working on Oil & Gas Lease Volumes 1-113
 - Volumes 1 – 72 have been completed

What still needs to be digitized...

Volumes in Misc. Record Series planned for digitization are...

- [Miscellaneous Assignments and Releases – 186 Volumes](#)
- [Section Township Range Index Records 1868-Current – 73 Volumes](#)
- [Subdivision Index Records 1868-Current – 78 Volumes](#)
- [UCC's Alphabetical Records M-Z](#)
 - A-L Completed
- [Historic Misc. Registry Volumes – 10 Volumes](#)
 - Surveys – 4 Volumes
 - Cemetery – 2 Volumes
 - Contract POA – 1 Volume
 - Guardian Deed Volume A – 1 Volume
 - Federal Tract - 1 Volume
 - Historic Stock Lien – 1 Volume
- [Homestead-Patents – 7 Volumes](#)
- [Service Records – 25 Volumes](#)
 - Index – 1 Volume
 - Service Record Series – 24 Volumes
- [Township Government Lot Series – 7 Volumes](#)
- [General Index Volumes – 70 Volumes](#)

- **Staffing Issues**

During the month of March our Digital Records Preservation Clerk position was filled. This position is part-time without benefits and was primarily created to digitized records in office and to assist our Real Estate Clerk with customer service and office duties during heavy workload days. In that time, she managed to complete one volume in UCC's before she resigned. Interviews for this position will be conducted the first week of May.

Having this extra person in the office really substantiated our need for extra help. During the time this person was here staff felt relieved just having the extra coverage alone and they approached job duties feeling less overwhelmed.

I believe this office still needs another full-time employee to handle all the E-Recording as well as customer service, record management and coverage.

This will be an item that I bring up during our individual budget work study.

- **Accepting Debit & Credit Cards**

I'm happy to announce that plans are underway to get our office set up to begin taking credit/debit cards. The card swipers have been ordered and the county Treasurer is overseeing our account set-up for KanPay. We hope to begin this service in the next couple weeks.



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

Solid Waste Monthly Update April 2022
Prepared by Megan Davidson, Director

Staffing: We currently have 2 open positions at the landfill. We have a General Laborer Position as well as an Equipment Operator II position on the Wed-Sat Schedule.

Projects/Issues/Challenges/Concerns: Wind, wind, and more wind has been the theme around the landfill. We have been busy trying to maintain blowing litter outside the fences and we even closed early one day in April due to the high winds. We are gearing up for another busy mowing season onsite as well as dirt work projects preparing for the next Cell construction.

Open House on April 21st was a huge success. We had quite a few citizens of the community come out and ask questions and enjoyed some BBQ while touring the new facility.

The Household Hazardous Waste Trailer will be visiting a few towns in Reno County in the next coming weeks. This is a service that we offer to cities in Reno County to help residents clean out old paints, chemicals, fertilizers, etc.

Budget: We are waiting on the motor grader that was approved earlier this year to be delivered within the next month. The Scraper that was approved last month will be going in for the rebuild next month and will take approximately 8-11 weeks.



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

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

April 25, 2022

MONTHLY REPORT

STAFFING CHANGES OR ISSUES:

We are currently dealing with collecting the 2nd half of 2021 taxes which pulls some of the girls out of processing tags and title work so they can help process Tax payments. We have hired two new employees who replaced employees who left Reno County. I plan to hire another one by the first week of May, 2022.

BUDGET YTD SUMMARY:

As of this day, we are running around 22 % of my year-to-date budget with most of it coming from payroll. The YTD budget shows \$61,950.06 spent YTD for a percentage of 22%. Again, some of the larger expenses will be late in the year (Lockbox which has gone to \$10,000 and the printing/processing and mailing of the tax statements \$ 23,500.00). Working hard on watching expenses as it seems costs are rising pretty quickly on almost all the office supplies.

PROJECTS/ISSUES/CHALLENGES/CONCERNS:

My department's major projects for the month of May include the collection of 2nd half tax payments, processing AAE's and training staff. We are always issuing tags and processing title work. Did see a slight increase (\$1904.37) in sales tax for the month of March 2022. These are figures generated in January 2022. I have not received the sales tax figures for April yet. They usually come around the 25th or 26th so I should be receiving them any day now.



RENO COUNTY YOUTH SERVICES

219 West Second Ave.
Hutchinson, Kansas 67501
(620) 694-2500
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JUVENILE DETENTION CENTER
JUVENILE INTAKE & ASSESSMENT
BOB JOHNSON YOUTH SHELTER

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

Youth Services Monthly Report

April 2022

Staffing changes or issues (if any)

We're currently seeking to fill the stand-by Youth Care Specialist/Juvenile Detention Officers, a 40-hour male and 40-hour female Youth Care Specialists, 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 April is Dayton Hodson. Dayton worked for us from May 2011 to June 2016. He then returned in Feb. 2021. Dayton continues to be a positive force in the lives of the youth placed in the shelter. He constantly looks for opportunities to teach youth positive alternatives to negative behavior. Dayton takes the time to get to know each youth as an individual and aware of when a youth is struggling or needs additional support. Dayton was also our Employee of the Year for 2021. Congratulations Dayton.

Budget YTD Summary

As of 4/29/2022, we have spent 24% 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 25% of our detention budget (Dept.91). Detention expenditures consists of mostly salaries. The total detention budget is \$1,036,265. This percentage does not include the 3rd paycheck issued on 4/29/22.

Projects/Issues/Challenges/Concerns

Shelter staff are preparing and creating a schedule for the summer months. During the summer, residents participate in morning Community Service projects Monday – Thursday. They complete jobs around our facility and volunteer at Dillons Nature Center, Eastwood Church and Friendship Meals. Fridays are reserved for guest speakers, field trips and educational events.

Detention had a small graduation ceremony this month for 3 juveniles who were able to complete their high school requirements while attending in house school provided by USD 308. This is the first year to have residents earn their high school degree while being detained in detention.