



# REGULAR SESSION

County Commission

Courthouse  
206 W. 1st Avenue  
Hutchinson, KS 67501

## A G E N D A

**Reno County Courthouse Veterans Room  
206 W. 1st Avenue  
Hutchinson, KS 67501  
Tuesday, May 9, 2023, 9:00 AM**

1. **Call to Order**
2. **Pledge of Allegiance to the American Flag and Prayer**
3. **Welcome and Announcements by Commission Chair**
4. **Public Comment on Items not on the Agenda**  
*Please come forward to the podium, state your name and address and limit your remarks to not more than 5 minutes per item.*
5. **Determine Additions or Revisions to the Agenda**
6. **Consent Agenda**
  - 6.A Vouchers (bills or payments owed by the county or related taxing units)
  - 6.B BOCC minutes for approval: March 28th, April 11th, April 11th Canvass, April 25th, 2023
  - 6.C Approve the Cost of \$1,580,749.94 to repair the Woodie Seat Bridge over the Arkansas River. The Kansas Department of Transportation will reimburse the County up to \$600,000.00. The cost of construction to the County will be \$980,749.94 from the Special Bridge Fund 006
  - 6.D Appointment of Jake Burgess to Assistant Fire Chief of Fire District #3
  - 6.E Declare Aging's 2010 Dodge Caravan conversion van VIN 2D4RN4DE4AR127401 as surplus to be sold on Purple Wave and authorize Administrator Randy Partington to sign necessary documents
  - 6.F Purchase of a used three row SUV or van for the Health Department for a cost not to exceed \$28,000 including the trade of a 2008 Dodge Charger VIN 2B3KA43R78H265191 and authorize county administrator Randy Partington to sign necessary documents
  - 6.G Renewal Application for a Cereal Malt Beverage License for Oasis Convenience Store for OFF PREMISES Sales
  - 6.H Proposal from Paycor for an Applicant Tracking System in the amount of \$6,687.00 and authorize Administrator Randy Partington to sign the agreement
7. **Business Items**
  - 7.A Sheriff Annual Update
  - 7.B Approve the Solid Waste Fees for 2024 at the Reno County Landfill

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Randy Parks  
District 1

Ron Hirst  
District 2

Daniel P. Friesen  
District 3

John Whitesel  
District 4

Don Bogner  
District 5

7.C Solid Waste 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 9, 2023

**PRESENTED BY:** Cindy Martin

**AGENDA TOPIC:**

BOCC minutes for approval: March 28th, April 11th, April 11th Canvass, April 25th, 2023

**SUMMARY & BACKGROUND OF TOPIC:**

N/A

**ALL OPTIONS:**

Approve

Change minutes

Deny

**RECOMMENDATION / REQUEST:**

To approve the minutes as submitted to the Board

**POLICY / FISCAL IMPACT:**

N/A

March 28th, 2023  
Reno County Courthouse  
Hutchinson, Kansas

The Board of Reno County Commissioners held an agenda session in the Veteran's Room with Chairman Daniel Friesen, Commissioner Ron Hirst, Commissioner Randy Parks, Commissioner Don Bogner, and Commissioner John Whitesel, County Counselor Patrick Hoffman, County Administrator Randy Partington, and Minutes Clerk Cindy Martin, present.

Vice Chair Randy Parks organized a special dedication of the newly remodeled Veteran's Room by Sheriff's Department Honor Guard, Detectives Shelby Shull and Matthew Franklin before the Pledge of Allegiance followed by a short sectarian prayer led by Senior Associate Pastor Sean Faulkner, The Father's House.

Ms. Erica Laudick Family Engagement Coordinator with KCSL (Kansas Children's Service League) read the proclamations for "National Child Abuse Prevention Month Proclamation" and "Week of the Young Child Proclamation". She thanked the Board when Mr. Friesen presented the proclamations to her.

There were no public comments or additions to the agenda.

**Mr. Hirst moved, seconded by Mr. Bogner to** approve the Consent Agenda consisting of items 6A through 6G which includes the Accounts Payable Ledger for claims payable on March 17th, 2023, totaling \$448,250.48. Accounts Payable Ledger for claims payable on March 24th, 2023, totaling \$568,087.67; Accounts Payable Ledger for claims payable on March 31st, 2023, totaling \$565,500.16; temporary construction easement between Reno County and Union Pacific Railroad; approve the appointment of Ethan Ketchum as Fire Chief and Jerry Belton as Assistant Fire Chief for Reno County Fire District #6; approve the appointment of Gerald Weins as Fire Chief for Reno County Fire District #3; Signature on the application for updating the Household Hazardous Waste Plan #607 at the Reno County Landfill; Set County Canvass dates and times following April 4<sup>th</sup>, 2023 USD 313 Special Bond Election, and the May 16<sup>th</sup> Special Bond Elections for USD 309 and USD 311; approval of a corrected copy of July 26<sup>th</sup>, 2022 minutes correcting a purchase for a used CAT loader amount was \$2,241,915.43 and should have been \$241,915.43 as presented by staff. The motion was approved by a roll call vote of 5-0.

7A County Appraiser Michael Plank explained the statue driven process for property valuations from market sales in the last three years. He answered questions from the public and the Board.

At 9:20 a.m. Mr. Friesen opened the floor to public comments.

Jack McMillian, Jr., 12919 East 4<sup>th</sup> Avenue, Hutchinson was concerned with the increased valuations over the past twenty years from when he purchased the property. He asked to have the value lowered.

Theron Salyer, 5710 Highland Drive, Hutchinson commented that he has owned his home for 51 years. He was concerned with the increased percentage from 3 to 21.2 percent on values and comparable properties in his area.

At 9:35 a.m. Mr. Friesen closed the public comment. He asked Mr. Plank to answer questions from the Board.

7B Maintenance Director Harlen Depew explained the courthouse roofing bids stating this was for all the fifth floor and over the 2<sup>nd</sup> floor level front entrance. The last bids of over \$350,000 were rejected by the Board for being too costly. The specs were modified with added alternatives. Mr. Depew stated that there were three bidders, and all had better pricing than before. He recommended awarding the base bid from Wray Roofing for \$276,296 with a 20-year warranty and stated that CIP funds would be used to pay for the project. **Mr. Hirst moved, seconded by Mr. Whitesel**, to approve the local bidder Wray Roofing's base bid of \$276,296 as recommended by staff. The motion was approved by a roll call vote of 5-0.

7C Emergency Management Director Adam Weishaar recommended approval of a Tyler Technologies Fire Computer Aided Dispatch (CAD) software contract for rural fire with a total cost not to exceed \$72,957.00. The cost was negotiated from a quoted price of \$90,000 by IT. It would allow fire districts to view their calls for service and get real-time updated call notes from dispatch like other emergency agencies. Mr. Weishaar stated that \$66,987 of the cost would be paid with the county's ARPA funds. He said the software would allow fire districts to submit their required fire reports to the state in a timely manner. This contract will have an annual maintenance fee. He believed the cost would not be a hardship on the small fire districts. **Mr. Whitesel moved, seconded by Mr. Parks**, to approve the Tyler

Technologies contract as outlined by Mr. Weishaar for \$72,957 and authorizing County Administrator Randy Partington to sign the contract. The motion was approved by a roll call vote of 5-0.

7D Public Works Director Don Brittain recommended approval for a Cost Share Program Agreement between the Kansas Department of Transportation (KDOT), the City of Hutchinson and Reno County. The City of Hutchinson and Reno County applied as a joint venture for the 2022 Fall Cost Share Grant, for improvements to the Woodie Seat Freeway. The Project was selected in October of 2022. Agreement No. 009-23, Project No. U-2457-01 states that Reno County will pay \$600,000 of the Woodie Seat Bridge improvements and the City of Hutchinson will pay \$900,000 with the maximum Cost Share Award being \$1.5 million. The project would be funded from the Special Bridge Fund. **Mr. Hirst moved, seconded by Mr. Friesen,** to approve the agreement as recommended by staff. The motion was approved by a roll call vote of 5-0.

7E Mr. Brittain also requested approval for a contractual agreement between Reno County and the City of Hutchinson for Improvements to the Woodie Seat Freeway. This agreement clearly defines each entity's project limits and responsibilities during the course of the respective projects. **Mr. Parks moved, seconded by Mr. Bogner,** to approve the contract agreement defining responsibilities of Reno County and City of Hutchinson on Woodie Seat Freeway project and authorize the Chair to sign. The motion was approved by a roll call vote of 5-0.

7F Mr. Partington recommended approval of changing the Reno County agenda meeting day from Tuesdays to Wednesdays beginning in July, to accommodate the shared contract for County Counselor Patrick Hoffman with the Barton County Commission. The schedule for creating an agenda item would remain the same and give the Board an extra day to review the agenda items. Barton County previously had their meetings on Tuesday but had changed their day to Wednesday at Mr. Hoffman's request. Mr. Hoffman was neutral on the request to change days but stated Barton County would appreciate this Boards consideration to move to Wednesdays. The Board would vote in next week's agenda session but there was consensus it would be approved.

7G **Mr. Parks moved, seconded by Mr. Bogner,** to approve an RFQ (request for qualification) be submitted to Reno County for a Medical Consultant pertaining to K.S.A. 65-201. Mr. Hoffman explained K.S.A. 65-201 appointment of a health officer and the

medical consultant for the health officer if they are not a medical doctor. It was recommended by the Chair to review doctors that might be interested in being the medical consultant for the health officer. The motion was approved by a roll call vote of 5-0.

Mr. Partington reviewed the unaudited financial reports for FY2022 and FY2023. He explained revenues, expenses, and cash reserves. He asked if the Board had questions on the monthly department reports. He spoke about the April 11<sup>th</sup> agenda meeting and having outside agencies speak about their budget requests for 2024. He also informed the Board that the next agenda meeting on April 11<sup>th</sup> would have a discussion on a solar farms moratorium and a strategic plan discussion by The Health Department.

Commissioner Comments:

Mr. Bogner had a few concerns, one was about the fire application, and another was on solar farms. He said the public want solid information on where the county stands on solar farms.

Mr. Hirst stated that he had attended the SCKEDD meeting. He will also be attending a childcare task force information meeting tomorrow and will bring that information to the next agenda meeting. There is a Community Leadership meeting Wednesday evening and an open-door pregnancy event on Thursday evening at the state fair building. He encouraged the public to get involved in your rural fire departments. He had a complaint about the Union Pacific trains blocking Whiteside Road for extended hours. He thought the state legislature could help with this problem since it could be a safety issue for emergency vehicles.

Mr. Friesen requested Mr. Hoffman to research possible fines for Union Pacific for blocking roads. The Board discussed laws about the time a train sits on tracks blocking traffic.

Mr. Whitesel and Mr. Parks had no comments.

Mr. Friesen appreciated how well the staff did on the remodeled Veteran's Room for less than \$50,000. He thanked The Appraiser, Mr. Plank for his explanation today. The discussion on the Solar Farm moratorium will be in two weeks. He suggested putting the warrant list on the website. We put less on the

consent agenda this week, looking for a balance between the consent agenda and business items.

At 10:40a.m. the meeting recessed until 10:55 a.m.

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

10A Solid Waste Director Megan Davidson, SCS Project Managers Christina Holt, Kellyn Modlin and Vice President/Senior Project Director Steve Lineham had a presentation on a plan to resolve Gas Well issues at the Solid Waste Department to remain in compliance with Kansas Department of Health and Environment. The Board was open to a proposal on an RFQ to stay in compliance with the state's requirements. They also had a discussion on tipping fees/user fees giving information on the financial plan regarding rates for 2024. By consensus the Board requested an RFP be drafted pertaining to the landfill's methane gas that might interest private businesses. Ms. Davidson would be clarifying fees and submitting a request on the agenda for option 1 to increase tipping fees by \$2.00 that would take effect in 2024.

At 12:40 p.m. Mr. Friesen adjourned the meeting until Tuesday, April 11, 2023, at 9:00 a.m.

Approved:

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Chair, Board of Reno County Commissioners

(ATTEST)

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

\_\_\_\_\_  
Date

April 11, 2023  
Reno County Annex  
Hutchinson, Kansas

The Board of Reno County Commissioners met in a canvass session with Chairman Daniel Friesen, Commissioner Ron Hirst, Commissioner Randy Parks, Commissioner Don Bogner, Commissioner John Whitesel, and County Clerk Donna Patton present.

At 9:00 a.m. Mr. Friesen opened the meeting into the Board of Canvassers for the purpose of canvassing votes for the April 4, 2023 USD 313 Special Bond Election.

Deputy County Clerk Jenna Fager explained the Provisional Ballot process stating the number of ballots to count or not count from accurately researching each one. The Canvass was conducted per K.S.A. 25-3104 with the County Clerk recommending the date and time for the canvass to be held.

Election Associates Alisha Johnson, and Brooke Koehn were also present.

Presentation of ballots recommended by staff to not be counted:

- a. Voter does not have a residence in school district (KSA 25-3702)  
1 ballot in this category.
- b. Voter was found to not be a registered voter in Kansas (KSA 25-215, 25-2302, 25-2421a)  
3 ballots in this category.

Presentation of ballots recommended by staff to be counted:

- a. Name was different from voter registration (KSA 25-409, 25-2316c(a))  
1 ballot in this category.
- b. Voter moved within Reno County and did not re-register. Voter voted at correct precinct. (KSA 25-2316c(b), 25-2353, 25-409)  
3 ballots in this category.
- c. Voter moved within Reno County and did not re-register. Voter voted at the wrong precinct. (KSA 25-3702, 25-3002(b)(3))  
3 ballots in this category.

Ms. Fager presented the Board with the statistics for the election. YES - 580 NO - 958.

At 8:05 a.m. Mr. Friesen recessed for 10 minutes until 8:15 a.m. to process the provisional ballots.

At 8:15 a.m. the Board reconvened to certify the results of the canvass and turned the meeting over to Ms. Fager. She stated the final numbers are YES - 583 NO - 962. **Mr. Parks moved, seconded by Ms. Whitesel**, to approve and sign as the Board of Canvassers the abstract that certified the results for the April 4, 2023, USD 313 Special Bond Election. The motion was approved by a roll call vote of 5-0.

At 8:17 a.m. the Board of Canvassers adjourned until 9:00 a.m. Tuesday, April 11, 2023

Approved:

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Chair, Board of Reno County Commissioners

(ATTEST)

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Reno County Clerk  
dp

\_\_\_\_\_  
Date

April 11, 2023  
Reno County Annex  
Hutchinson, Kansas

The Board of Reno County Commissioners held an agenda session with Chairman Daniel Friesen, Commissioner Ron Hirst, Commissioner Randy Parks, Commissioner Don Bogner, and Commissioner John Whitesel, County Counselor Patrick Hoffman, County Administrator Randy Partington, and County Clerk Donna Patton, present.

The meeting began with the Pledge of Allegiance followed by a short sectarian prayer led by Pastor Darryl Peterson with Grace Christian Church.

District Attorney Tom Stanton met with the Board to discuss the Courthouse renovations. He gave some office background and explained that his offices are on two different floors and explained the needs of his staff.

There was no public comment.

Mr. Friesen asked to move item 8E, the Health Department Strategic Direction, to below the County Commission Reports. There was a consensus to move the item.

**Mr. Hirst moved, seconded by Mr. Friesen,** to approve the Consent Agenda, which includes the Accounts Payable Ledger for claims payable on April 7<sup>th</sup>, 2023, totaling \$261,757.43 and claims payable on April 14<sup>th</sup>, 2023, totaling \$442,135.93; approve **resolution #2023-08; A RESOLUTION PURSUANT TO K.S.A. 79-2801 DIRECTING THE FILING OF A REAL ESTATE TAX FORECLOSURE ACTION;** to approve BOCC minutes for February 28<sup>th</sup> and March 7<sup>th</sup>, 2023; approve Community Corrections purchase of a used small SUV or mid-size sedan for a maximum amount of grant funds of \$24,139 including the trade of a 2014 Chevrolet Malibu (VIN 1G11B5SL3EF223536) with 145,603 miles and authorize County Administrator Randy Partington to sign the title of the traded unit. The Automotive Department would obtain quotes from at least 3 dealers and make the decision on the best purchase for the county; approve Reno County Fire District #3 and Reno County Fire District #4 UTV Fire unit purchase for a total cost not to exceed \$32,000 for each fire district; approve ARPA agreement between Haven EMS and Reno County for the use of ARPA Funds in the amount of \$12,100; as provided by staff. The motion was approved by a roll call vote of 5-0.

Chaplain Haley met with the Board to request an additional \$2,000 for a total of \$4,000 for the Reno County Police/Sheriff Chaplaincy Program's 2024 Budget request. Chaplain Haley reviewed the request and explained their needs. He indicated the increase was for continued training needs.

Mr. Friesen asked the Board to give feedback to Mr. Partington on where they would like Reno County's overall budget to end up.

The Board thanked Chaplain Haley for his service.

David Reed with the Reno County Museum met with the Board to request an increase of \$47,000 over the 2023 budget for their 2024 budget. Mr. Reed explained what the Museum has to offer and that the increase was needed so they could hire an educator to continue the great work at the Museum.

Libertee Thompson with the Reno County Drug Court met with the Board to discuss their 2024 budget needs. She is requesting \$10,000 from the Special Alcohol Funds that the County receives back from the State of Kansas. Mr. Hirst urged the Board to attend a drug court session and the graduation in June.

County Counselor Patrick Hoffman met with the Board to explain Resolution 2023-09, providing for Temporary Moratorium on Commercial Solar Energy Project Development in the Unincorporated Area of Reno County, Kansas. Mr. Hoffman explained that this would put a temporary moratorium on solar energy so they could send it to the Planning Commission to set some guidelines and rules and regulations. Jim Sherry, Director of Operations with Ark Valley Electric Coop met with the Board to inquire about the moratorium. He said they already have a solar energy farm in Reno County and are in the process of setting up another one close to the City of The Highlands. The Board asked Mr. Sherry if this temporary moratorium would cause an interruption or set them back in any way. Mr. Sherry said it would set them back a little, but they could adjust their timeline. **Mr. Bogner moved, seconded by Mr. Parks,** to approve Resolution 2023-09, providing for Temporary Moratorium on Commercial Solar Energy Project Development in the Unincorporated Area of Reno County, Kansas. The motion was approved by a roll call vote of 5-0.

Community Corrections Director Randy Regehr, met with the Board to seek approval for an Adult Comprehensive Grant Application to the Kansas Department of Corrections for \$1,172,390.26 for SFY'24, a Juvenile Reinvestment Grant

Application to the Kansas Department of Corrections for \$80,000 for Contractual Substance Abuse Treatment for Youth for SFY'24 and a KDOC Juvenile Grant Application. Mr. Regehr explained the grants and that they are from the State General Fund. **Mr. Whitesel moved, seconded by Mr. Bogner,** to approve all three grants as explained. The motion was approved by a roll call vote of 5-0.

Mr. Partington had half of the monthly department reports and asked if they had any questions. He reminded the Board that on Thursday there will be 153 6<sup>th</sup> graders visiting Reno County for Career Quest Day. He asked if some of the Board could meet with them to explain what it means to be a commissioner.

Mr. Partington also mentioned a joint meeting with the City of Hutchinson and said it was our turn to host. He will email some dates to the Board for consideration.

Mr. Friesen asked if they could take a field trip to the corner of 30<sup>th</sup> Avenue and Lucille Drive to discuss the Prairie Hills Middle School road issues. He realizes this isn't a county road but would like to take the lead to get the conversations started.

Mr. Parks has a lot of concerns about the budgeting process. He wants to be mindful of where we are and trying to save tax dollars and is concerned about the outside agencies seeking money from the County.

Mr. Hirst would like to send out Request For Proposal's to all county newspapers for our legals that we print. He reminded everyone about the fundraiser for the Honor Flight at Applebee's on Tuesday April 18<sup>th</sup>.

Mr. Friesen agreed that the RFP is a good idea.

Mr. Whitesel thanked the Health Department for the movie about drug addiction. He agrees that they need to look at the funding for outside agencies requesting money.

Mr. Friesen asked the Board to let Mr. Partington know where they would like Reno County's budget to end up so he can start making adjustments. He will put this on the agenda to give guidance.

Mr. Partington agreed that it would be a good idea to set time in a special study session to see where we want to be with the budget numbers.

At 11:05 a.m. Mr. Friesen asked to take a 5-minute break and then continue with the Health Department's Strategic Direction presentation.

Health Department Director Karla Nichols along with Karen Hammersmith, Darcy Basye and Megan Gottschalk met with the Board to explain their strategic direction for the Health Department. She briefly went over their plan and their goals.

Mr. Friesen wanted to make sure they had time to focus on this plan. Ms. Nichols explained that this plan helps them keep their heads above water.

Mr. Parks asked where we fit in with the other clinics in Reno County. Do we duplicate services?

Ms. Hammersmith said that there is no duplication of services, and that the Health Department is a safety net for those that don't have insurance or have State Insurance.

Mr. Bogner asked how the surveys for the plan were conducted. Ms. Nichols said that there were three surveys completed and one of the surveys was door to door.

Ms. Nichols said they balance what they provide and are in constant communication with all the clinics.

Mr. Whitesel asked if there was a way to determine if their goals are met and if the Childcare class could be offered free instead of the \$20 charge. Ms. Nichols said that after the CHIP (Community Health Improvement Plan) is finalized, they will be able to determine if they have met their goals. She said there are ways for providers to recoup their money if they open a day care facility.

Ms. Nichols said the CHIP should be completed sometime in the Fall.

Mr. Friesen said he appreciated all their hard work and help us understand your priorities and how we can help you be successful.

Mr. Partington said Environmental health will come back for a discussion at the May 30<sup>th</sup> study session.

At 11:55 a.m. Mr. Friesen adjourned the meeting until Tuesday, April 25<sup>th</sup>, 2023, at 9:00 a.m.

Approved:

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Chair, Board of Reno County Commissioners

(ATTEST)

\_\_\_\_\_  
Reno County Clerk  
dp

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Date

April 25, 2023  
Reno County Annex  
Hutchinson, Kansas

The Board of Reno County Commissioners held an agenda session with Chairman Daniel Friesen, Commissioner Ron Hirst, Commissioner Randy Parks, Commissioner Don Bogner, and Commissioner John Whitesel, County Counselor Patrick Hoffman, County Administrator Randy Partington, and Minutes Clerk Cindy Martin, present.

The meeting began with the Pledge of Allegiance followed by a short sectarian prayer led by Associate Pastor Henry Blickhahn, Our Redeemer Lutheran Church.

Sheriff Darrian Campbell read a proclamation to dedicate the week of May 15<sup>th</sup> through May 21<sup>st</sup>, 2023, as "Police Week" and May 15<sup>th</sup>, 2023, as "Peace Officers' Memorial Day." He stated May 12<sup>th</sup> would be a ceremony presented by the Sheriff's Office. Chairman Friesen presented the proclamation and thanked the Sheriff.

District Attorney Thomas Stanton read a proclamation for "National Crime Victims' Rights Week" from April 23<sup>rd</sup> through April 29<sup>th</sup>, 2023. He invited the Board to join in on the candlelight service, Thursday April 27<sup>th</sup> at 6:30 p.m. South Hutchinson Community Building. Chairman Friesen presented the proclamation and thanked the District Attorney.

There were no public comments or additions to the agenda.

**Mr. Hirst moved, seconded by Mr. Bogner,** to approve the Consent Agenda as amended, consisting of items 6A through 6D which includes the Accounts Payable Ledger for claims payable on April 21<sup>st</sup>, 2023, totaling \$454,983.18; for claims payable on April 28<sup>th</sup>, 2023, totaling \$636,749.22; approve purchase of a 2023 Ford F-450 Prairie Ranger Brush Truck for Fire District #8 for a cost not to exceed \$143,000, and declare the 2001 Dodge 3500 as surplus sold on Purple Wave approving Mr. Partington to sign the title upon sale; to approve declaring Public Works' 2004 JCB Excavator with 2 buckets and 3 2016 Land Pride 15-foot Flex wing mowers with miscellaneous parts, a 2000 HP design jet 500 plotter and office equipment as surplus sold on Purple Wave; approval to authorize Mr. Partington to sign the title for a 2011 Yamaha Kodiak ATV that was traded on April 11, 2023 to Agri Center, Hutchinson, Kansas as provided by staff. The motion was approved by a roll call vote of 5-0.

7A. T.E.C.H. 2024 budget request by Kevin Hess asked for the FY2024 allocation to not fall below the FY2023 amount of \$510,000. He thanked Reno County Commission for their partnership celebrating 50 years of support and services to the developmental disability citizens in the community.

7B. Horizons 2024 budget request by CEO Vikki Mader was to maintain the funding for CY24 at \$452,025. She also gave their quarterly report reviewing financials and other updates.

7C. Hutchinson/Reno County Chamber of Commerce President/CEO Debra Teufel requested FY24 continued support of Greater Hutch Economic Development at \$50,000 and Growth Inc. 501c6 Development Corporation at \$20,000. She spoke about a \$2 million dollar grant they were anticipating approval on from the state. Ms. Teufel stated the state approved a \$2 million dollar grant and she explained the layers of matching funds that she thought assisted in receiving the grant.

7D. StartUp Hutch Entrepreneur Navigator Jackson Swearer gave a presentation requesting an increase for FY24 of \$10,000 over last year's allocation of \$80,000. He stated this was the final increase that was planned as part of the 5-year Action Plan by Reno County Entrepreneurship Task Force from 2019. Several board members after the presentation suggested Mr. Swearer do more AG outreach and visit rural areas of the county.

Mr. Friesen asked the Board for their guidance on these budget request amounts. They discussed funding and programs that service the community. He thanked all agencies for their presentations today.

8A. County Counselor Patrick Hoffman lead the discussion for a request of proposals (RFP) to designate the Official Reno County newspaper which is currently The Hutchinson News for official county publications. He stated the return date would be 30 days from the point of sending the RFP and that any impact would be dependent on what newspaper they selected and their advertising rates. He explained the Kansas Statute for newspaper requirements under (K.S.A. 64-101). Mr. Hoffman stated they would bring back results for review in a future agenda meeting. **Mr. Whitesel moved, seconded by Mr. Parks,** to give approval for administration to distribute an RFP designating the official newspaper for Reno County. The motion was approved by a roll call vote of 5-0.

9A. Mr. Partington had monthly department reports from several departments.

9B. Mr. Partington then reviewed the unaudited financial status for FY22 and year to date at the end of March FY23 fund reports. He highlighted the revenue and expense for several funds saying we are doing well. He mentioned the auditors were onsite at the Annex today and possibly tomorrow. City of Hutchinson joint May 23<sup>rd</sup> meeting will have time and location to be determined, however it will be after the agenda meeting.

Mr. Friesen started a brief discussion on viewing the township road they spoke about in the last agenda meeting. It was mentioned that the road near Prairie Hills may have city limits running through the middle of the road. He suggested meeting at Prairie Hills for a discussion after the joint meeting if the Board had any interest.

County Commission comments:

Mr. Bogner had citizens concerned about the burn season regulations.

Mr. Parks asked if fire pits in the City of Hutchinson were part of the burn resolution, Mr. Hoffman explained the city was not in the resolution. He will be attending the KCCA meeting. He spoke about the landfill tipping fee and how someone reported people were now dumping on county roads instead of paying the fees. Mr. Hoffman read the recreational burning allowed.

Mr. Hirst mentioned being on StartUp Hutch board when the 5-year plan was originally done. EMS power point statistics on population. He spoke about an article in the Rural Messenger highlighting Carolyn Dunn from the Stafford County Port Authority regarding new housing for under \$140,000, he thought maybe SCKEED and Interfaith Housing would be interested in the information.

Mr. Whitesel commented on Career Day being an excellent event. Pleased with the way the county is running and answering questions from citizens. He got on the Commission to try and reduce spending and taxes.

Mr. Friesen stated on Career Day the commissioners there were appreciated. He mentioned we are working with Hutchinson Regional Medical about the EMS in Arlington. He would like to discuss the Fire District facility, maybe putting them together.

Mr. Partington stated they were getting quotes for EMS. He suggested a single location facility with EMS and wildfire equipment discussion by the Board for options. Asked Mr. Partington to speak with Emergency Management and report back for structural fire and EMS in western Reno County, where would it go if one building. Mr. Bogner explained Haven's facilities and how they couldn't be a joint building. He mentioned getting microphones because the sound system needs an amp to hear people at the podium and commissioners.

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

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

11A. **Mr. Friesen moved** for the Board to recess into executive session until 11:20 a.m., with the county administrator, county counselor joining the governing body in the executive session, the justification for the executive session is discussion of acquisition of real property and the subject matter is acquisition of real property by the county. **Mr. Parks seconded**, and the motion was approved by a roll call vote of 5-0.

The Board came back into regular session. **Mr. Friesen moved, seconded by Mr. Hirst**, approve the agreement for purchase and sale of real estate from Mid-Kansas Farming, Inc. to be owned by the H.A.B.I.T. sewer district, of approximately 42.94 acres located with Section twenty-nine (29), Township twenty-four (24), Range five (5) West of the 6<sup>th</sup> P.M. in Reno County, Kansas for \$350,000.00. The motion was approved by a roll call vote of 5-0.

11B. **Mr. Friesen moved** for the Board to recess into executive session until 11:45 a.m., with the county administrator and county counselor joining the governing body in the executive session, the justification for the executive session is discussion of job performance of non-elected personnel and the subject matter personnel matters of non-elected personnel. **Mr. Hirst seconded**, and the motion was approved by a roll call vote of 5-0.

At 12:15 p.m. Mr. Friesen adjourned the meeting until Tuesday, May 9th, 2023, at 9:00 a.m.

Approved:

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

(ATTEST)

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

\_\_\_\_\_  
Date



## **AGENDA ITEM**

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

**AGENDA DATE:** May 9, 2023

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

**AGENDA TOPIC:**

Approve the Cost of \$1,580,749.94 to repair the Woodie Seat Bridge over the Arkansas River. The Kansas Department of Transportation will reimburse the County up to \$600,000.00. The cost of construction to the County will be \$980,749.94 from the Special Bridge Fund 006

**SUMMARY & BACKGROUND OF TOPIC:**

The City of Hutchinson and Reno County applied jointly for the 2022 Fall Cost Share, for improvements to the Woodie Seat Freeway. The Project is for bridge deck patching and adding an overlay to the Woodie Seat Bridge over the Arkansas River, and to improve the Woodie Seat roadway from the Arkansas River Bridge North to the end of the Avenue C Bridge.

The Project was selected in October of 2022.

The Woodie Seat Freeway Project has a Cost Share Award maximum of \$1,500,000.00 that will be split 60% City and 40% County.

**ALL OPTIONS:**

Approve and authorize the Chairperson to sign  
Return to staff for revision(s)

**RECOMMENDATION / REQUEST:**

Approve and authorize the Chairperson to sign as recommended by the Public Works Director.

**POLICY / FISCAL IMPACT:**

This Project will be funded from the Special Bridge Fund 006.



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

---

Woodie Seat Bridge Repair Cost to Reno County

The Woodie Seat Bridge over the Arkansas River was bid by APAC Shears at a price of \$1,580,749.94, with \$600,000 being reimbursed by the Kansas Department of Transportation as part of the Cost Share Program. Work to include Deck Mill, Partial / Full Depth Patching and Multi-Layer Polymer Concrete Overlay. The cost of construction to the County will be \$980,749.94.

Recommended for Approval

  
Don Brittain, Director Reno County Public Works

Board of County Commissioners of  
Reno County, Kansas

\_\_\_\_\_  
Daniel Friesen, Chairperson

Attest

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



## AGENDA ITEM

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

**AGENDA DATE:** May 9, 2023

**PRESENTED BY:** Travis Vogt, Fire Administrator

**AGENDA TOPIC:**

Appointment of Jake Burgess to Assistant Fire Chief of Fire District #3

**SUMMARY & BACKGROUND OF TOPIC:**

With the appointment of Gerald Wiens as Fire Chief of Reno County Fire District #3, this created an opening for an Assistant Fire Chief. I have met with Chief Wiens several times to discuss who we would like to appoint to this position. Adam Weishaar and I have also discussed the issue several times. Through all of the discussion, our unanimous choice to fill this position is Fire Captain Jake Burgess. Jake has been with Fire District #3 for over 17 years. Jake brings leadership and experience to the position. I have worked with Jake over the years at many fire scenes and I have witnessed his knowledge and skills. We feel that he could take this knowledge and skills and help develop the firefighters of Fire District #3 into future leaders of the department.

**ALL OPTIONS:**

Approve the appointment.

Deny the appointment.

**RECOMMENDATION / REQUEST:**

Appoint Jake Burgess to the position of Assistant Fire Chief of Reno County Fire District #3.

**POLICY / FISCAL IMPACT:**

The appointment will have no impact on the fire district budget.



## AGENDA ITEM

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

**AGENDA DATE:** May 9, 2023

**PRESENTED BY:** Kyle Berg

**AGENDA TOPIC:**

Declare Aging's 2010 Dodge Caravan conversion van VIN 2D4RN4DE4AR127401 as surplus to be sold on Purple Wave and authorize Administrator Randy Partington to sign necessary documents

**SUMMARY & BACKGROUND OF TOPIC:**

The Department of Aging has a 2010 Dodge Amerivan conversion van VIN 2D4RN4DE4AR127401 with 126,690 miles that has mechanical issues. The company that converted the van has gone out of business and it very difficult to find replacement parts so we would like this vehicle to be declared surplus and sold on Purple Wave.

**ALL OPTIONS:**

Approve declaring van surplus.

Keeping the van.

**RECOMMENDATION / REQUEST:**

Approve the item.

**POLICY / FISCAL IMPACT:**

There should be no fiscal impact.

RESOLUTION 2007- 15

**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 30<sup>th</sup> day of May, 2007.

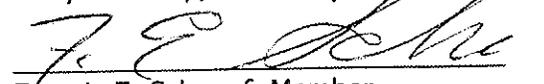
BOARD OF COUNTY COMMISSIONERS  
OF RENO COUNTY, KANSAS



Frances J. Garcia, Chairman

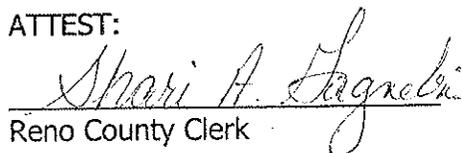


Larry R. Sharp, Member



Francis E. Schoepf, Member

ATTEST:

  
Reno County Clerk

## **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. 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.

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.



## AGENDA ITEM

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

**AGENDA DATE:** May 9, 2023

**PRESENTED BY:** Kyle Berg

**AGENDA TOPIC:**

Purchase of a used three row SUV or van for the Health Department for a cost not to exceed \$28,000 including the trade of a 2008 Dodge Charger VIN 2B3KA43R78H265191 and authorize county administrator Randy Partington to sign necessary documents

**SUMMARY & BACKGROUND OF TOPIC:**

The Health Department would like to replace a 2007 Chevrolet Uplander with 72,582 miles with a three row SUV or van capable of carrying 7 adults. Due to the low miles on the Uplander we would like to transfer this vehicle to the Department of Aging for use in the Departments outreach programs. This would replace a 2010 Dodge Caravan Amerivan conversion with mechanical problems. The Health Department would trade off a 2008 Dodge Charger with 102,011 miles. This would result in the Health Department reducing their overall fleet by one vehicle.

**ALL OPTIONS:**

- Approve the purchase.
- Deny the purchase.
- Defer the purchase.

**RECOMMENDATION / REQUEST:**

Approve the purchase

**POLICY / FISCAL IMPACT:**

This purchase is a budgeted item that will be purchased out of the special equipment fund (093-8200-300).

# Equipment Listing

## \Reno County Automotive\Department of Aging (1)

Equipment	Year, Make, Model	Mileage	Unit #	Serial #	Type	Tag #	Operator
0019-1 - 2010 Dodge Caravan	2010 Dodge Caravan	126,690	0019-1	2D4RN4DE4AR127401	Bus		,

## \Reno County Automotive\Health Dept. (2)

Equipment	Year, Make, Model	Mileage	Unit #	Serial #	Type	Tag #	Operator
H#31 2007 UPLANDE - 2007 Chevy Upla	2007 Chevy Uplander	72,582	07 UPLANDE	1GN DU231X7D168356	Vehicle		,
H#46	2008 Dodge Charger	102,011	H#46	2B3KA43R78H265191	Vehicle		,

**Total equipment listed = 3**

RESOLUTION 2007- 15

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ADOPTED in regular session this 30<sup>th</sup> day of May, 2007.

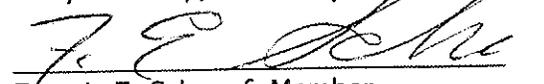
BOARD OF COUNTY COMMISSIONERS  
OF RENO COUNTY, KANSAS



Frances J. Garcia, Chairman

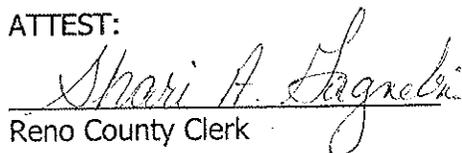


Larry R. Sharp, Member



Francis E. Schoepf, Member

ATTEST:

  
Reno County Clerk

## **Disposition of Surplus Reno County Property**

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#### G. Exceptions

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## AGENDA ITEM

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

**AGENDA DATE:** May 9, 2023

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

**AGENDA TOPIC:**

Renewal Application for a Cereal Malt Beverage License for Oasis Convenience Store for OFF PREMISES Sales

**SUMMARY & BACKGROUND OF TOPIC:**

Oasis Convenience Store renews their license every year.

**ALL OPTIONS:**

I am asking that the BOCC approve this CMB license

**RECOMMENDATION / REQUEST:**

Recommend approval

**POLICY / FISCAL IMPACT:**

The County General Fund 001-00-4300-001 will receive revenue in the amount of \$75.00 from Oasis Convenience Store for the CMB license application

KEEP THIS LICENSE POSTED CONSPICUOUSLY AT ALL TIMES

Fee: \$ 75.00

RETAIL

No. 010

DEALER'S

2023

LICENSE

TO ALL WHOM IT MAY CONCERN:

License is here by granted to OASIS CONVENIENCE STORE to sell at retail.

CEREAL MALT BEVERAGES

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

at 33904 W HWY SYLVIA, KS 67581

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

in the Township of SYLVIA in RENO County, Kansas

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

This License will expire MAY 14, 2024, unless sooner revoked, is not transferable,  
Nor will any refund of the fee be allowed thereon.

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

(SEAL) this 9TH day of MAY, 20 23

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

County Clerk

Chairman

# CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BE

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

Place on  
City/County

City or  County of Reno

149982

## SECTION 1 - LICENSE TYPE

Check One:  New License  Renew License  Special Event Permit

Check One:

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

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

## SECTION 2 - APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 004-K09483091-F01

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

Name of Corporation <u>OASIS CONVENIENCE STORE</u>		FEIN	
Corporation Street Address		Corporation City	State
			Zip Code
Date of Incorporation	Articles of Incorporation are on file with the Secretary of State.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Resident Agent Name	Phone No.		
Residence Street Address	City	State	Zip Code

## SECTION 3 - LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)		Mailing Address (If different from business address)	
DBA Name <u>OASIS CONVENIENCE STORE</u>	Name		
Business Location Address <u>33904 W. HWY #50</u>	Address		
City <u>SYLVIA</u>	State <u>KS</u>	City	State
	Zip <u>67581</u>		Zip
Email Address(s) Please separate values with a comma. <u>JOSEFLOREJOASIS666@hotmail.com</u>			
Business Phone No. <u>620 486 2322</u>	<input checked="" type="checkbox"/> Applicant owns the proposed business location. <input type="checkbox"/> Applicant does not own the proposed business location.		
Business Location Owner Name(s) <u>TRINIDAD PEREZ</u>			

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

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

Name <u>TRINIDAD PEREZ</u>	Position <u>OWNER</u>	Date of Birth [REDACTED]
Residence Street Address <u>212 STAFORD</u>	City <u>SYLVIA</u>	State <u>KS</u>
		Zip Code <u>67581</u>
Spouse Name	Position	Date of Birth
Residence Street Address	City	State
		Zip Code
Name	Position	Date of Birth
Residence Street Address	City	State
		Zip Code
Spouse Name	Position	Age
Residence Street Address	City	State
		Zip Code
Name	Position	Date of Birth
Residence Street Address	City	State
		Zip Code
Spouse Name	Position	Age
Residence Street Address	City	State
		Zip Code

**FILED**

**APR 28 2023**

**Donna Patton  
COUNTY CLERK**

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

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

**SECTION 5 – MANAGER OR AGENT INFORMATION**

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

If yes, provide the following:

Manager/Agent Name <i>Jose Flores</i>	Phone No. <i>316 737-8202</i>	Date of Birth [REDACTED]
Residence Street Address <i>212 STAFORD</i>	City and State <i>SYLVIA</i>	Zip Code <i>67581</i>

**Manager or Agent Spousal Information\***

Spouse Name <i>Hilda Flores</i>	Phone No.	Date of Birth [REDACTED]
Residence Street Address <i>212 STAFORD</i>	City and State <i>SYLVIA KS</i>	Zip Code <i>67581</i>

**SECTION 6 – QUALIFICATIONS FOR LICENSURE**

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

Are all persons identified in Sections 4 & 5 Citizens of the United States\*?  Yes  No

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

All persons identified in Sections 4 & 5 are at least 21 years old\*?  Yes  No

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

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

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

Has the spouse of any partner or member ever been convicted of any of the crimes identified in Section 6 during the time the partner or member held a CMB license?  Yes  No

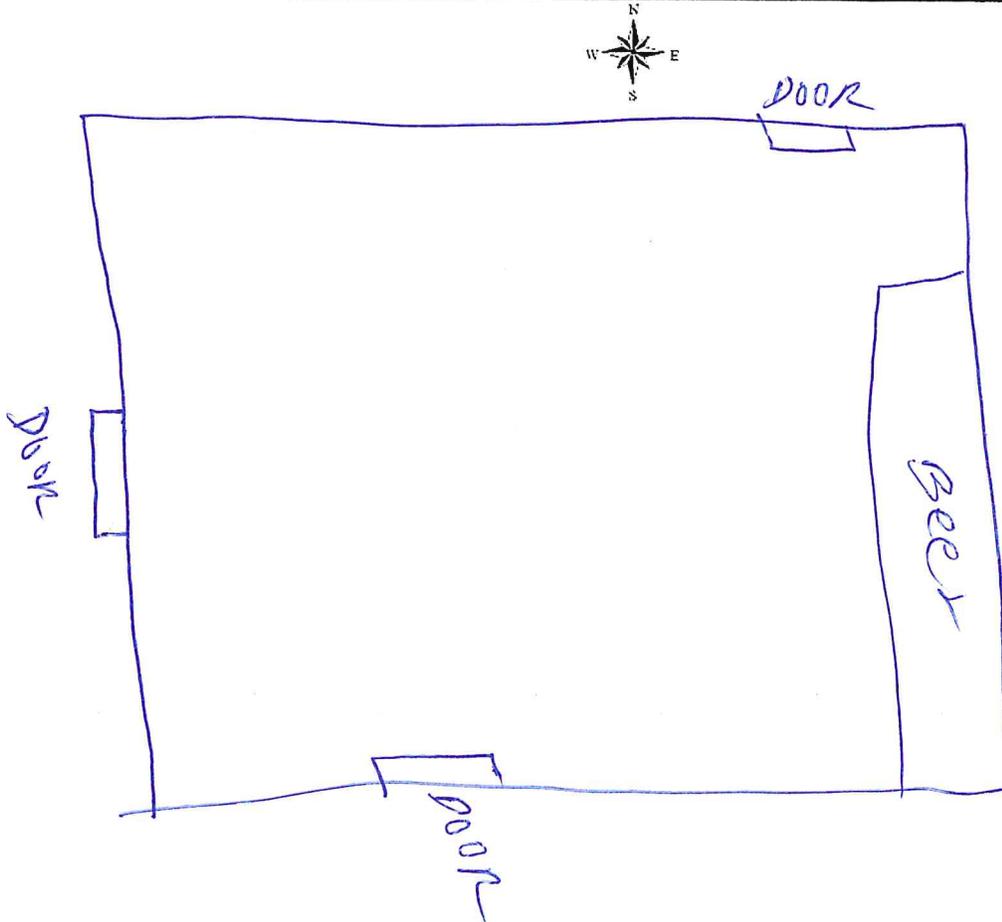
**SECTION 7 – DURATION OF SPECIAL EVENT**

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

Proceed to Section 8 on the next page.

**SECTION 8 – LICENSED PREMISE**

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



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

SIGNATURE [Signature] DATE 4-26-23

FOR CITY/COUNTY OFFICE USE ONLY:

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

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

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



## AGENDA ITEM

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

**AGENDA DATE:** May 9, 2023

**PRESENTED BY:** Helen Foster

**AGENDA TOPIC:**

Proposal from Paycor for an Applicant Tracking System in the amount of \$6,687.00 and authorize Administrator Randy Partington to sign the agreement

**SUMMARY & BACKGROUND OF TOPIC:**

Human Resources has been utilizing CivicHR for our current Applicant Tracking System (ATS). In 2022, CivicHR alerted Human Resources that they would be sunsetting the ATS that we were currently using. CivicHR did connect us with another vendor to take our account, but instead of going with the recommendation, we have researched other companies. The recommendation by CivicHR did not have the capabilities we were looking for. Our current ATS vendor, CivicHR, has an annual fee with a built in 5% increase yearly and has limited functions. The 2022 annual fee for CivicHR was \$6,511.00 and would have been \$6,837.00 for 2023.

We have explored several options and have concluded that Paycor ATS will be the best fit. Paycor does not have an incremental increase yearly and has mobile capabilities that our current vendor does not offer. We will also be able to access workflows and communication chains with detailed logs. This system offers capabilities to track each applicant and gives HR the capability to run ad hoc reports at any time. Paycor's ATS will have an annual fee of \$4,788.00 with no incremental increase. There will be a one-time setup fee of \$1,500.00 and an initial charge of \$399.00 for the software.

**ALL OPTIONS:**

- a. Approve as presented
- b. Deny and request other options

**RECOMMENDATION / REQUEST:**

Approval of the Agreement for Paycor in the amount of \$399.00 for software, \$1,500 for setup, both a one-time fee, and the Annual fee of \$4,788.00 for a total payment of \$6,687.00 with authorization for Randy Partington to sign the agreement on the behalf of Reno County.

**POLICY / FISCAL IMPACT:**

The amount for the software has been budgeted through the HR department budget in contractual services for CivicHR and will cover the costs of the software, setup, and annual fee for Paycor.



**Reno County USBC**  
206 W First Ave  
Hutchinson, KS 67501  
(620) 694-2983

**Order for Services**  
Prepared by Lynzee Keller

913-777-8646

**Reno County USBC - Monthly Fees**

Service	Qty	\$ Cost Per	\$ Total
Paycor Recruiting Pro	1	\$399.00	\$399.00
<b>Subtotal:</b>			<b>\$399.00</b>

**Reno County USBC Implementation**

<b>One Time Fees</b> (Services contained herein shall not start until implementation fees are paid)	Qty	\$ Cost Per	\$ Total
Paycor Recruiting Pro Setup Fee	1	\$1,500.00	\$1,500.00
<b>Subtotal:</b>			<b>\$1,500.00</b>

**Reno County USBC Total**

	\$ Total
Monthly Fees – Annual Total	\$4,788.00
<b>Annualized Total</b>	<b>\$4,788.00</b>

Some prices shown on this Order may be volume and/or transaction based. Totals reflected on this Order are estimated based on Client-specified volumes.



**Additional Terms**

a. Upon signature by Client of this Order, Client agrees that this Order and the recruiting, applicant tracking and other similar services as set forth in this Order are governed by the terms of the Paycor Terms, a copy of which can be accessed at <https://www.paycor.com/terms-and-conditions-01feb2022/>

**By signing this Order, I certify that I am authorized to sign on behalf of the Client and agree to the terms of this Order and any documents incorporated herein.**

<b>Paycor Inc.</b>	<b>Client: Reno County USBC</b>
<b>By</b>	<b>By</b>
<b>Name</b>	<b>Name</b>
<b>Title</b>	<b>Title</b>
<b>Date</b>	<b>Date</b>

Revised 06-04-2018

# AGENDA ITEM #7.A



**Sheriff:** Darrian Campbell  
**Undersheriff:** Shawn McHaley

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

## BOCC Update

5/01/2023

**The mission of the Reno County Sheriff's Office is to ensure the highest level of public safety while protecting the rights and dignity of those we serve through community partnerships and unbiased enforcement of the law.**

Talking points update. Items to be discussed during update.

- Discuss agency responsibilities according to statute.
- Discuss staffing levels.
- Brief by Division, responsibilities, and accomplishments
- Budget
- Projects

Darrian L. Campbell  
Reno County Sheriff



## AGENDA ITEM

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

**AGENDA DATE:** May 9, 2023

**PRESENTED BY:** Megan Davidson, Director and Kellyn Modlin, Project Manager SCS Engineers

**AGENDA TOPIC:**

Approve the Solid Waste Fees for 2024 at the Reno County Landfill

**SUMMARY & BACKGROUND OF TOPIC:**

The Reno County Municipal Solid Waste Landfill is owned by Reno County Kansas and is a Subtitle D landfill serving Harvey, Kingman, McPherson, Rice, Reno, and Stafford Counties. The landfill is funded through tipping fees for out-of-county waste, tipping fees for special waste types, Construction and Demolition tipping fees for residential and commercial businesses, and Reno County residents and businesses paying a solid waste user fee on their property taxes. With the combination of these fees the landfill is appropriately funded each year by analyzing the tonnages, revenues, expenditures, and equipment purchases by placing the data into the financial model developed for the landfill to accurately project what the fees need to be each year.

**ALL OPTIONS:**

1. Approve Scenario 1 Status Quo-  
Reno County User Fees stay the same as year 2023 \$96-Residential \$106-Commercial  
Out of County Tonnage increases to \$36 per ton  
Special Waste Increase by \$1 to \$41 per ton or \$61 per ton for asbestos  
C&D rates will remain the same as in 2023 \$10 per ton or a \$10 minimum if a mixed load \$20 per ton or \$20 minimum for Residential and Commercial.
2. Approve Scenario2-Status Quo WITHOUT charging Residential C&D Tipping Fees ONLY  
Commercial C&D Tipping Fees
3. Conduct a Cost of Service Study first then approve Scenario 3 Tipping Fee
4. Table to Next Commission Meeting in May

**RECOMMENDATION / REQUEST:**

Approve Scenario 1- Status Quo Solid Waste Fees for 2024 recommended by staff in the Technical Memorandum:

Reno County User Fees stay the same as year 2023 \$96-Residential \$106-Commercial

Out of County Tonnage increases to \$36 per ton

Special Waste Increase by \$1 to \$41 per ton or \$61 per ton for asbestos

C&D rates will remain the same as in 2023 \$10 per ton or a \$10 minimum if a mixed load \$20 per ton or \$20 minimum for Residential and Commercial.

**POLICY / FISCAL IMPACT:**

Approving Scenario 1- Status Quo or Scenario 2- Status Quo Without charging Residential C&D appropriately funds the Solid Waste Operating and Reserve Funds for the next 5 years, Each year the numbers will be evaluated to determine if changes need to be made due to tonnage changes or revenue changes.

April 27, 2023

## TECHNICAL MEMORANDUM

TO: Megan Davidson, Solid Waste Manager – Reno County Municipal Solid Waste Landfill

FROM: Kellyn Modlin, Project Manager – SCS Engineers, Management Services  
Vita Quinn, Project Director – SCS Engineers, Management Services

SUBJECT: Revenue Sufficiency Analysis Update – Commission Request Response

This memorandum highlights the results of three scenarios as requested by the Reno County Commission, posed in a solid waste financial model (Study) for the Reno County Municipal Solid Waste Landfill (Landfill) by SCS Engineers' Management Services team (SCS).

## BACKGROUND

The Reno County Municipal Solid Waste Landfill is owned by Reno County Kansas and is a Subtitle D landfill serving Harvey, Kingman, McPherson, Rice, Reno, and Stafford Counties. The landfill is funded through tipping fees for out-of-county waste, tipping fees for special waste types, C & D fees for residential and commercial businesses, and Reno County residents and businesses paying a fee on their property taxes.



## SOURCE DATA & ASSUMPTIONS

### Source Data

The ongoing relationship with SCS allowed for ease in data sharing. SCS has engaged in financial modeling and projection with the Landfill for many years allowing for a model update and a depth of historical knowledge. Landfill staff provided SCS with fund balances as of January 1, 2022, budgeted miscellaneous revenues and operating expenditures for 2022, and current and planned capital spending and vehicle/equipment replacements through 2036.

### Assumptions

All assumptions reflected in the study were discussed with Landfill staff.

- **Escalation of Costs/Revenues** - Revenue projections and cost escalation factors used for various types of operating revenues and expenses were based upon historical trends, industry experience, and discussions with Landfill Staff.
- **Interest Earnings** - Interest earning on invested funds were assumed at a rate of 0.25% in each year of the projection period, based upon staff input and recent earnings.

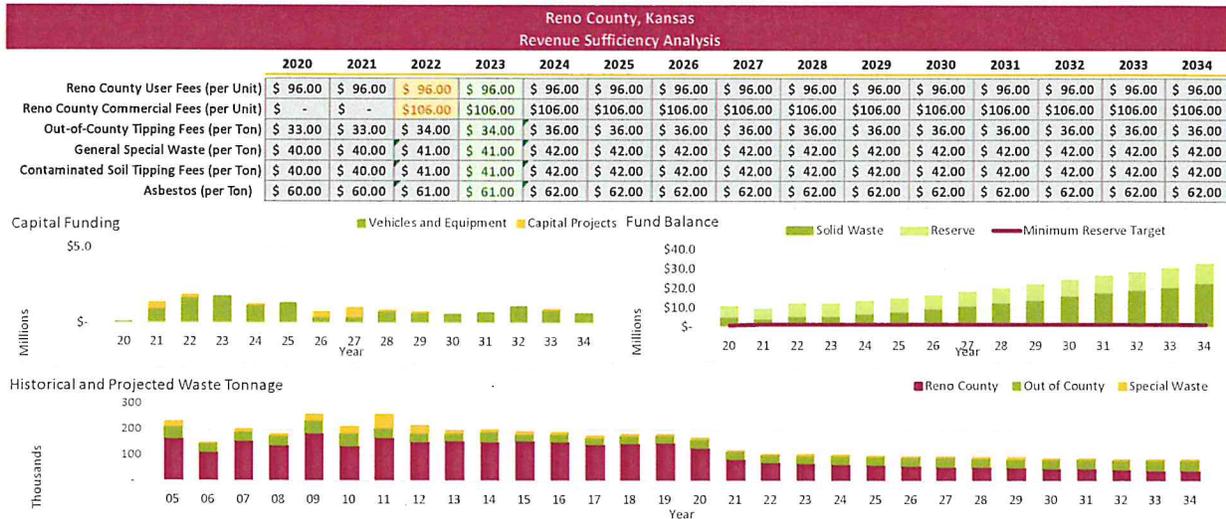
- **System Growth** - Customer and volume/tonnage projections were based upon a review of historical data and discussions with Landfill staff. Reno County billed units are assumed to increase by 1.79% annually, while Reno County solid waste tonnage is assumed to decrease by 4.40% annually.
- **Minimum Reserve Policies** - Reserve balances for utility systems are set aside for specific cash flow requirements, future use, financial needs, etc. These funds are intended to minimize risk associated with meeting future obligations. The financial management plan reflected herein assumes that the minimum operating fund will equal 25% of annual operations and maintenance expenses for the Landfill.
- **Future Borrowing and Capital Funding** - To the extent new debt would be acquired in any year of the projection period, it is assumed to have the following terms. Short-term borrowing applies to a scraper purchase, budgeted for \$900,000 in current year dollars.
  - Long-Term Borrowing
    - 20 Years
    - 2.25% Interest Rate
  - Short-Term Borrowing
    - 7 Years
    - 1.62% Interest Rate

**ANALYSIS**

The final analysis updated the revenue sufficiency outlook for the Landfill by updating the 2022 Budget with the 2022 Actuals, estimating the 2023 Budget, and refining the capital spending program and vehicle/equipment purchase and replacement program. With County staff, we discussed the updated analysis and capital projections, and reviewed alternative scenarios for the County.

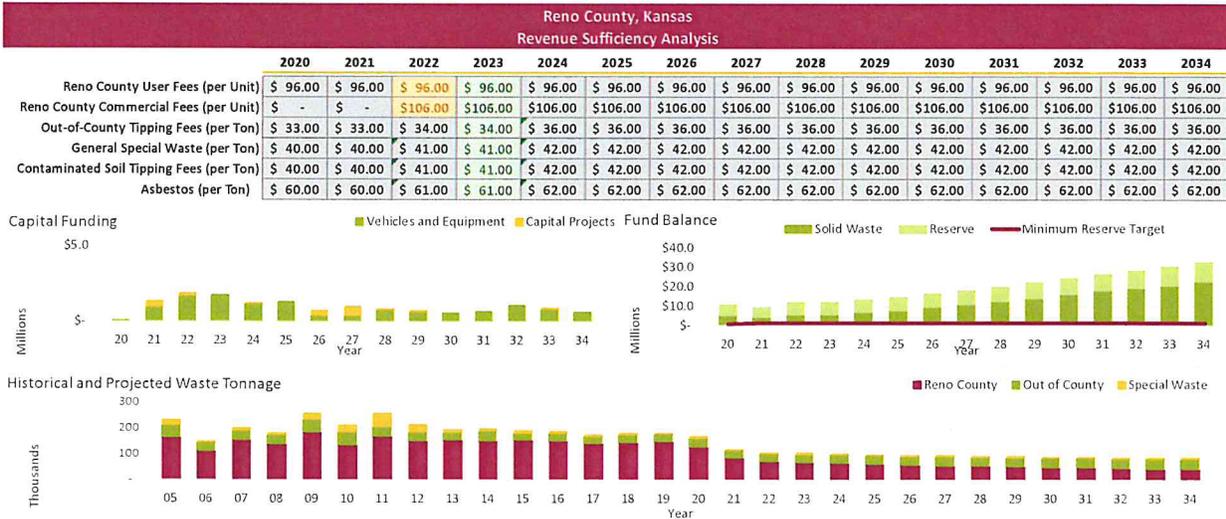
Following the County Commission study session held on March 28<sup>th</sup>, 2023 three alternative scenarios were requested by the commission for comparison. They are as follows:

### Scenario 1 – Status Quo - Recommended



In this scenario, the County continues to accept debris from Reno County residents and charges an Out of County Tipping Fee, as well as continuing the current C&D fee of \$10 per ton for residential and commercial customers. With these assumptions, the Reno County User Fee revenues would be sufficient to fund operations throughout the projection period ending in 2036.

### Scenario 2 – Status Quo without Resident C&D



In this scenario, the County continues to accept debris from Reno County residents, charges an Out of County Tipping Fee, and discontinues the collection of a Resident C&D Fee of \$10 per ton, leaving the collection of this fee in place for commercial customers. Resident C&D tonnage for 2022 was approximately 2,500 tons. With these assumptions, the Reno County User Fee revenues would continue to be sufficient to fund operations throughout the projection period ending in 2036. This

scenario would require the Reno County Landfill staff the responsibility of determining what is considered commercial to what is considered residential on who to charge the C&D tipping fee.

### Scenario 3 – Tipping Fee

Should the County decide to the discontinue the collection of County User Fees, the determination of an accurate, equitable and defensible tipping rate would necessitate further studies and analyses i.e. Cost of Service Analysis and Rate Study. However, a preliminary review of the user fee produced revenue and MSW tonnage reflects a cost of \$58.75 per ton.

FY 2022 County User Fee Revenues	\$ 4,313,961
Tons	73,423
<b>\$/Ton</b>	<b>\$ 58.75</b>

To generate this level of additional revenues and maintain adequate working capital, the County Commercial Fees and all other tipping fees would need to increase by about 400% and the transfer into Reserves of Out of County tipping fees would need to decrease from 50% to approximately 10%-15%.



### Recommendations

Based upon the results of the study described herein, we recommend the following:

- The County's current revenues are sufficient to fund its ongoing operations, capital, and reserve requirements.
- Under this plan, the Landfill would not need further User Fee adjustments for the 5-year planning period of 2024-2028, as shown in the table below.

### Reno County 5-Year Rate Plan

	2023	2024	2025	2026	2027	2028
Reno County User Fee (\$)	\$ 96.00	\$ 96.00	\$ 96.00	\$ 96.00	\$ 96.00	\$ 96.00
Commercial User Fee (\$)	\$ 106.00	\$ 106.00	\$ 106.00	\$ 106.00	\$ 106.00	\$ 106.00

- Discontinuing the County User Fees would cause the County's other tipping fees and user fees for Commercial to increase dramatically and would likely result in a decrease in tonnage brought in from outside of Reno County.
- The County should update this analysis of revenue sufficiency annually to confirm that the recommended financial management plan continues to be sufficient to fund the County's Landfill operations while meeting all of its financial policies and goals.

We appreciate the opportunity to participate in the analysis, and look forward to working with you again in the future. If you have any questions or would like to discuss this further, please call me anytime at (386) 546-7719.

Regards,



Vita Quinn, MBA  
Director of Management Services  
SCS Engineers



Kellyn J. Modlin, MBA  
Project Manager  
SCS Engineers

## RESOLUTION 2023 - \_\_\_\_\_

### **A RESOLUTION PROVIDING A SCHEDULE OF FEES IN CONNECTION WITH SOLID WASTE DISPOSAL AND AMENDING RESOLUTION 2021-11**

WHEREAS, K.S.A. 65-3140 authorizes the Board of County Commissioners to provide for the acquisition, operation, and maintenance of County waste disposal sites and to establish a schedule of fees to be imposed on real property within the county to fund solid waste services, and

WHEREAS, the fee schedule established on May 11, 2021 no longer provides sufficient revenue for the operation of the Reno County Landfill site.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, that the annual fees for the operation of the Reno County Landfill shall be assessed according to the following schedule and satisfaction of notice requirements specified in K.S.A. 65-3410, and unless otherwise specified herein shall become effective on January 1, 2024 and shall be collected initially with the 2023 ad valorem property taxes.

#### **Municipal Solid Waste User Fees**

1. RESIDENTIAL: Each single family residence, duplex, triplex, fourplex, condominium, apartment, townhouse, mobile home, and mobile home within a mobile home park

\$96.00 per household unit

2. COMMERCIAL AND INDUSTRIAL BUSINESSES, PUBLIC SERVICE AND STATE ASSESSED FACILITIES, nursing homes, churches, schools, and each sleeping room; and motel room and hotel room designed for sleeping accommodations.

\$106.00 per unit

## Construction Demolition Tipping Fees within Reno County

Reno County will implement a Construction Demolition Fee applicable to all business/commercial entities within Reno County. If the Construction Demolition Debris is separated upon delivery to the landfill (no other trash within the load) it will be assessed a tipping fee at the rate of \$10 per ton and fractional portions thereof with a \$10 minimum fee per load. If the load is mixed with other types of municipal solid waste than the authorized Construction Demolition will be assessed a tipping fee at the rate of \$20 per ton and fractional portions thereof with a \$20 minimum fee per load. These tipping fees will be effective January 1, 2024.

Any Construction and Demolition projects expected to generate or produce 1,000 tons or more will be inspected by landfill personnel upon delivery and prior to disposal in the landfill.

BE IT FURTHER RESOLVED this resolution shall supersede Resolution 2021-11 on the effective date.

ADOPTED IN REGULAR SESSION THIS \_\_\_\_\_ DAY OF MAY 2023.

BOARD OF COUNTY COMMISSIONER  
OF RENO COUNTY, KANSAS

\_\_\_\_\_  
Daniel Friesen, Chairman

\_\_\_\_\_  
Randy Parks, Vice-Chairman

\_\_\_\_\_  
Don Bogner, Member

\_\_\_\_\_  
Ron Hirst, Member

\_\_\_\_\_  
John Whitesel, Member

ATTEST:

\_\_\_\_\_  
Donna J. Patton, County Clerk



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

Reno County Solid Waste  
4015 W. Clark Rd  
Hutchinson, KS 67501  
(620) 694-2586  
Fax (620) 694-669-8126

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### **Solid Waste UPDATE**

RENO COUNTY BOARD OF COMMISSIONERS  
Tuesday May 9, 2023

#### **PROJECTS**

- Cell 8 has been completed and we began placing waste on March 28, 2023! Approximately 9 acre cell
- Employees have been working on the Gun Range dirt excavation and building of the berms.
- Demolition of the old scale house, septic system and old household hazardous waste area
- Dirt Excavation of Phase III in the Construction Demolition Site.

#### **SPRING CLEANUPS**

- City of Hutch Cleanup was the weekend of April 28-30, 2023
- Area small towns also have had city wide cleanups
- HHW Trailer has been out and about to various cities in Reno County as well as Rice County (Buhler, Pretty Prairie, Sylvania, Arlington)

#### **HHW (Household Hazardous Waste Update) 2022**

- 71,326 pounds of HHW material was placed in the Reuse building and available to the public
- 6,730 gallons of used oil was sent off to be recycled in 2022
- 7.05 tons of batteries were picked up for recycling in 2022
- 502.41 tons of metal was picked up for recycling in 2022
- Mattress Recycling 2022 63.87 tons

#### **Municipal Solid Waste (MSW) Construction & Demolition (C&D) 2022**

All Material - Reno County 98,478 tons

Out of County 32,367 tons

TOTAL- 130,845 tons

MSW- 105,694 In and Out of County

C & D- 25,151 In and Out of County

Compost- Reno County Only 2,047 tons

Brush- Reno County Only 8,086 tons

C&D Revenue from June 1-December 31,2022- \$127,752.00

## Staffing:

- 1 open position General Laborer
- Temporary Employees (litter pickers) 1-5 people depending on the wind and weather conditions
- 22 Full Time Employees

**Tours and Presentations-** A group by the name Earth Matters came for a tour of the landfill In December of 2022 a presentation was given at the Rotary Club of Hutchinson in December.

## Report of Illegal Dumping within Reno County (provided by the Sherriff's Department)

2019

13 Total (5 cases, 5 no reports, 2 misclassified)

8- Household Trash

1- C&D

2- Furniture/Mattress

2020

12 Total (3 cases, 8 no reports, 2 misclassified)

5- Household Trash

1- C&D

2- Furniture/Mattress

2021

11 Total (3 cases, 6 no reports, 2 unfounded)

8- Household Trash

1-Furniture/Mattress

2022

10 Total (4 cases,5 no reports, 1 misclassified)

8- Household Trash

2023

(01/01/23-04/27/23)

6 Total Cases (1 case, 4 no reports, 1 unfound)

3- Household Trash

1- C&D

Total from 01-01-2019 through 04/27/2023

33-Household Trash

3-C&D

5-Furniture/Mattress

PROJECT	Without Self-Performing	IMPLEMENTED PROJECT SUMMARY	ESTIMATED COST SAVINGS	ESTIMATED ACTUAL CONTRACTOR COST
Closure of Site A	Placing 43,000 yd <sup>3</sup> of cover at a price of \$3.13/yd <sup>3</sup>	Reno County personnel performed 100%.	\$134,590	\$0
Overfill of Site A	Moving 45,980 yd <sup>3</sup> at a price of \$2/yd <sup>3</sup>	Reno County personnel performed 100%.	\$91,960	\$0
Excavation - Cell 5	Excavating 99,442 yd <sup>3</sup> at a price of \$ 1.69/yd <sup>3</sup>	Contractor performed 10% of excavation, Reno County personnel performed 90%.	\$168,057	\$16,806
Excavation - Cell 7	Excavating 214,600 yd <sup>3</sup> at a price of \$2.70/yd <sup>3</sup>	Contractor performed 10% of excavation, Reno County personnel performed 90%.	\$579,420	\$57,942
Excavation - Cell 8	Excavating 384,000 yd <sup>3</sup> at a price of \$5.28/yd <sup>3</sup>	Contractor performed ~10% of earthwork (40K yd <sup>3</sup> ), Reno County personnel performed ~90%.	\$1,824,768	\$202,752
Site E Phase I Excavation	Excavating 249,907 yd <sup>3</sup> at a price of \$2.70/yd <sup>3</sup>	Reno County personnel performed 100%.	\$674,749	\$0
Site E Phase II Excavation	Excavating 80,860 yd <sup>3</sup> at a price of \$2.70/yd <sup>3</sup>	Reno County personnel performed 100%.	\$218,322	\$0
Site E Phase III Excavation	Excavating 165,400 yd <sup>3</sup> at a price of \$5.28/yd <sup>3</sup>	Reno County personnel will perform 100%.	\$873,312	\$0
Leachate Management	Leachate evaporation pond expansion ( \$541K).	Installation of leachate recirculation system.	\$541,216	\$60,000
Soil Management of Topsoil & Liner Material	Estimated at \$250,000	Eliminated need to purchase soil.	\$250,000	\$0
HHW Chemical Recycling	Estimated at \$70,000-80,000/year	Reduced off site HHW disposal fees	\$75,000	\$3,500
New Facilities Pad Construction	Estimated 16,000 yd <sup>3</sup> at a price of \$6.85/yd <sup>3</sup>	Reno County personnel performed 95% of all earthwork	\$104,120	\$5,480
New Facilities Pad CQA	Original contract for SCS to complete 100% of CQA services was \$296,500	Reno County personnel provided construction observation and contractor oversight with SCS project oversight.	\$100,000	\$196,500
Reno Gun Range Earthwork	Total estimated earthwork volume of 94,000 yd <sup>3</sup> at a price of \$9.26/yd <sup>3</sup> .	Earthwork for site grading and bullet backstops. Reno County personnel performing 100% of all earthwork.	\$870,440	\$0
<b>TOTAL COST SAVINGS:</b>			<b>\$6,505,954</b>	

\* Note: Volumes shown are conservative estimates. The actual cost savings are likely greater than indicated.









Motor Grader on the side of the berm



Scrapers hauling dirt to the berm





## **AGENDA ITEM**

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

**AGENDA DATE:** May 9, 2023

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

**AGENDA TOPIC:**  
Monthly Department Reports

**SUMMARY & BACKGROUND OF TOPIC:**

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



120 W. Avenue B, Hutchinson, KS 67501

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

**Monthly Report for April 2023**  
**Submitted by**  
**Barbara Lilyhorn**  
**Director- Department of Aging and Public Transportation**

**Staff**

One long time driver resigned April 10 and has accepted a job with higher wages. I reported last month a driver had been diagnosed with a serious health condition. They have since resigned. Rcat has been operating for over a year with multiple vacancies and has made temporary service modifications to accommodate a reduced staff. Going forward, we do not anticipate the ability to fill all the vacancies and as a result, are contemplating a permanent reduction in staff and service.

**Budget**

Aging Services has spent 17% and Public Transit has spent 20% of the Department budgets respectively – a composite total of 19% of the entire 002 expenditure budget as of 04/27/2023. Composite revenue is 13 %.

I submitted the FY 2024 Departmental budget to Cleargov at the end of March. However, when I received the FY 2024 KDOT Award letter in mid-April, I requested it be sent back for revision. KDOT had received 6.5 million dollars in funding requests more than there was money to award. As a result, the increase Rcat requested was not funded and we received slightly more than we spent in grant year 2022 (which ended June 30, 2022). Rcat has been fortunate to have received our full funding request for many years. Operational service will be adjusted to fit the funding we received.

**Public Transportation Operations**

A meeting of the Coordinated Transportation Council #2 was held this month. I completed my 10<sup>th</sup> year as chairman and declined a new term. I will now serve as mentor to the new chair and facilitate the transition.

KDOT informed me that the orders for 2 of the buses I had originally placed with a vendor in July 2021 had been canceled. However new orders could be placed and KDOT was providing an additional 10% cost match to help offset the increase in the price of the buses in the hope that this additional funding would bridge the need for additional local match dollars. The Department of Public Transportation had encumbered the match from the 2021 budget and the additional 10% will likely be enough to cover the cost. I will also be ordering the 3 buses awarded in the FY 2022 grant year and the 1 bus awarded in the FY 2023 in the next week. No projected delivery date has been announced.

**Aging Operations**

I attended the SCKAAA 10 County Aging Board monthly meeting.

The Department of Aging had a booth at the Soroptimist Free Family Health Fair on April 22. Information on Medicare and resources available to those over age 60 were distributed and staff were available to answer questions.



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

---

Re: Monthly report for end of April 2023

To: Randy Partington, County Administrator

### **Staffing changes or issues**

The Appraiser's Office will post for a Commercial Appraiser position sometime in May.

### **Financial summary**

As of 4/27/23, the Appraiser will have spent approximately 29% of the year-to-date budget, with the majority of it being payroll. The remaining expenses were primarily regular or seasonal/monthly expenses.

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

#### Residential/Commercial Department

- Informal appeals began on March 16. Staff is working appeals on a daily basis. The statutory deadline to complete appeals is May 15; we anticipate completion around May 5.
- Staff will begin field work (sales review, permits, 17% review) for the 2024 valuation in the first week in May as appeals wind down.

#### Personal Property

- Oil & Gas valuations will be mailed out on May 1 per statute.

#### Support Staff

- Staff is rescheduling appeals as requests come in and responding to other public information requests.
- Staff continues to process deeds and update records accordingly.
- Staff continues to work with IT regarding the GlobalSearch (Square9) transition.
- Staff is doing preparatory work for Splits/Combos to be updated once the valuation system is rolled over to the next year.



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### **Budget YTD Summary**

As of April 24th, 2023, we are at 30% of our overall budget of \$200,483. The internal services fund (fuel and parts) stands at 19% out of the budget of \$330,846.

### **Projects/Issues**

Two of the new patrol units have been completed and are on the road. The third one for this year will hopefully be completed this week. We have several vehicles waiting for warranty repairs, but the parts are not available currently. Other than it has been routine maintenance and repair.

March fuel expense came in at \$16,988.95.



**Donna Patton  
County Clerk**

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

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## Clerk/Election Monthly Report for April

In the Election's Office we just finished up the Special Bond Election for USD 313. We are working on two Special Bond Elections for USD 309 and USD 311 that will take place on May 16, 2023. We should be receiving our new poll pads in the next few months.

In the Clerk's Office we are continuing to help with election duties as needed. We will be receiving valuation numbers from the Appraiser's Office by the end of May and then we will be sending out budget estimates to the various taxing entities to prepare for their 2024 budgets.

By the end of April, 28% of the year-to-date budget has been used in the Clerk's Office with the majority of that for payroll and 32% in the Election's Office has been used, with the majority of that for payroll and software maintenance.

Donna Patton



# COMMUNITY CORRECTIONS

115 West 1<sup>st</sup>  
Hutchinson, Ks. 67501  
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Fax 620-662-8613

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County Commission Report

April 2023

## Staffing

There are currently no open positions at Community Corrections.

## Projects/Concerns

Three of the Community Corrections staff completed the High Performance Organization training by KU last year. Two or three people will attend the next upcoming training. This group has been meeting to work on ways to improve the agency. Community Corrections is grant funded and under constant pressure to do more with less. The "HPO" meetings are a time to discuss ways in which we can be more efficient and provide a better service to our clients and the community.

The "HPO" group has been working to develop and present case plan training to officers. This is ongoing work to improve officers' skills. Community Corrections has left a secretary/receptionist position open since December due to lack of State funding. Due to this the "HPO" group discussed the option of using a kiosk for clients to check in to see their officer. Reno County's Department on Aging was very positive in the initial use of a kiosk. This may provide some efficiencies but does not make up for the other work a secretary/receptionist completes. Also discussed in April was the continued work to reduce paper use and storage. Currently case files are stored for five years after the case is closed. The agency is exploring the option of scanning and saving the required documents into the Department of Corrections data management system. This would allow files to be shredded when the case is terminated rather than stored within the office. Shredding them right away would also eliminate the cost associated with shredding a large number of files once a year.

## Financial

Final FY'24 grant allocations should be announced in June. At this point there is no indication there will be a substantial increase in grant funding. Reno County requested an additional \$100,000 to serve the behavioral health needs of people of probation, but this will likely not be approved. The FY'23 budget is in good shape due to receiving additional funding from the State through the unexpended funds grant.

## Communications Monthly Report- March 2023

### Press Releases:

**Graphic Design:** Job-recruiting graphics for Youth Services, Reno County Sheriff's Office's jail nurse and deputy jobs, graphic for Everbridge the city and county's resident emergency alert system, graphic for Red Flag Warning/High Wind Policy at Landfill, graphics for Hiring Event.

### Website:

Posts on the Week of the Young Child, Reno County Hiring Event, Unpaid county checks can be cashed until April 21, Kansas Army National Guard features Reno County Sheriff Darrian Campbell at Black Hawk Orientation Flight event, Reno County looking for a Consulting Physician to Local Health Officer, Change My Mind event at the Fox Theatre, Pinwheel Garden at the Annex for Child Abuse Prevention Month, Crime Victims' Rights Week, RFP for official Reno County newspaper, National Infant Immunization Week, Emergency Preparedness Training, Pat Willis retirement, three road closings.

**Videos/Photos: Videos:** Created video of Emergency Preparedness Fire Extinguisher training, video of Career Quest Spring 2023 day, created a video to promote Reno County's Hiring Event, separated out Michael Plank's presentation to the County Commission to make it easier for the public to watch on YouTube and included other information about valuations, and am currently taking photos and video of the renovation on the first floor of the courthouse. **Photos:** Commissioners and speakers at commission meeting, courthouse before renovations and the start of renovations, photos of the Health Department's Open House for employees, Pin Wheel display at Annex as part of Child Abuse Prevention month, HCC Job Fair, election canvass and commission meeting, Sheriff Campbell's highlight at Black Hawk Orientation Event, photos from Angie Schultz's retirement party, Reno County Hiring Event, and Reno County Sheriff's Office recruitment photos at the jail, Pat Willis retirement, SOAR HIRE job fair.

### Social Media: as of March 29, 2023

- Facebook Reno County: 3742 followers (+46), 39 posts
  - Top Post: Happy Retirement Angie Schultz (04.14.23)
    - 5,784 reach, 1,989 engagements, 4 shares, 303 reactions, 70 comments
- Twitter: 865 followers (+0), 31 tweets
  - Top Tweet: National Public Health Week – Food & Nutrition (04.09.23)
    - 110 impressions, 3 total media engagements
- YouTube: 321 subscribers (+4)
  - Top video: Reno County Hiring Event (04.05.23)
    - 326 views
- LinkedIn: 103 followers (+6), 1 new post
- Instagram: 17 followers (+4), 21 posts.

**Committee Meetings:** Reno Recovery Collaborative Meeting.

**Other:** Seth Dewey award, social media posts for National Public Health Week, National Crime Victims' Rights Week and National Infant Immunization Week, attended Harvey County PIO Working Group meeting in Newton.

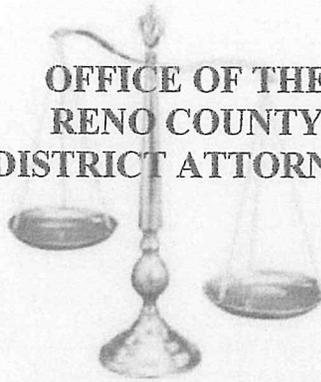
DISTRICT ATTORNEY  
Thomas R. Stanton

DEPUTY DISTRICT ATTORNEY  
Andrew R. Davidson

SENIOR ASSISTANT DISTRICT  
ATTORNEY  
Kimberly Rodebaugh

ASSISTANT DISTRICT ATTORNEYS  
Brian Koch  
Jamie Karasek  
Sierra Logan  
S. Kyle Byfield

OFFICE OF THE  
RENO COUNTY  
DISTRICT ATTORNEY



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## APRIL 2023 BOCC Update

**Staffing Changes or Issues:** As of April 28, 2023, the Reno County District Attorney's Office employs 20 people: seven attorney/prosecutors; one investigator/coroner assistant; one part-time assistant coroner; one office manager; one victim/witness coordinator; one diversion coordinator; and eight office legal staff. We are currently fully staffed.

There were two graduations from Drug Court in the month of March 2023. Graduation ceremonies are held when Drug Court participants complete the requirements of the program, so it is not unusual to have no graduations in a specific month.

**Budget Summary:** FY2023 expenditures to date are at 30% of budget. Our budget has expanded by the acquisition of several line items previously found under the purview of Administration. In looking at possible expenditures for the transport of human remains for autopsies, it was found that I have traditionally been the supervisor who approves many of the expenditures found in the Coroner's budget. It is believed that consolidation of those accounts, with the exception of the, would be advisable, and that they would fit best under my budget. Those budget Coroner's salary obligations were immediately transferred to my budget. Consideration should be given to this transfer in reviewing my overall budget numbers. For example, line items 6200-007, 6200-021 and 6200-023 show expenditures that result in a figure showing we have spent 1,174% of budget. The original budgeted numbers, however, have not been transferred to the DA's budget worksheet. It is my understanding that those figures will be transferred soon, and that a more accurate analysis will be available after that transfer.

**Projects-Issues-Challenges-Concerns:** My office awaits the remodel of the fifth floor of the courthouse. I remain in planning mode regarding what projects/programs I am initiating in fiscal year 2024.

I am continuing to plan for an expansion of our diversion program according to the provisions of HB 2026, and I hope to include some mental health diversion in that process. This process will involve coordination between my office and Community Corrections, and some funding from the Commission may be required. Mr. Regehr and I will be requesting time with the Commission soon to discuss this endeavor.

The courts recently changed software from what we had been working with for many years to a new program called Odyssey. We now have an operating prosecutor portal available for my office to access the system, but our access to our cases remains below the access we enjoyed under our prior operating system. I appreciate the assistance of Mike Mathews and the IT department in proceeding with this process.

We have purchased a prosecutor software program by Karpel that will be compatible with Odyssey. Once in place (the scheduled implementation date is October 2023) this program should assist in our discovery process as well as dissemination of documents from our case files.

We conducted a successful Candle Lighting Ceremony in commemoration of Crime Victim's rights week on April 27. LaTonya Ross, HRMC Forensic Advocate, spoke to the group and revealed the trauma she experienced growing up in Chicago. Her words served as an inspiration to all to overcome the worst tragedies of our lives and to turn those experiences into an attitude of service to those who experience similar events in their lives. She is a blessing to our community. I wish to express my thanks to my staff who helped plan and implement this event, and to their dedication in striving to find justice for those who find themselves victims in our community. I also want to thank Commissioners Hirst and Parks for taking the time to attend this event.

Thomas R. Stanton  
Thomas R. Stanton  
Reno County District Attorney



Emergency Management

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

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4/25/2023

**Staffing changes or issues (if any)**

There are no staffing changes to report.

**Budget YTD summary**

Emergency Management has used 30% of its year-to-date budget.

**Projects/Issues/Challenges/Concerns**

Activities:

- The county's Emergency Operations Plan (EOP) has been sent to the state for their review.
- Provided weather safety and notification training at 2 private organizations
- ISO Class
- We continue to work with GovBuilt on a new controlled burn permitting process. The permit side is completed and is currently live on the county's website. Effective June 1, 2023, a permit will be required to burn. In May, we will do a press release and take flyers to the local coops, extension office, NRCS, etc. to ensure the public is informed of the changes.
- Assisted Harvey and Rice Counties with large wildfires
- Attended weekly meetings on Lexipol policies for fire districts.
- Attended weekly meetings for Computer Aided Dispatch (CAD) for the fire districts.
- District 4 (Arlington, Abbyville, Partridge, Plevna) and District 3 (Nickerson, Highlands) have received their firefighting UTVs.
  - District 3's UTV is in service
  - District 4's UTV is waiting on a trailer and the installation of the firefighting skid.
- Reno/Harvey Joint Fire District 2 (Buhler) took delivery of their firefighting UTV in March. The UTV is outfitted and in service.
- District 8 (Pleasantview, Yoder) presented estimates for a new brush truck to the BOCC on April 25<sup>th</sup>. Hays Fire & Rescue Sales & Service, LLC will be manufacturing District 8's brush truck, we will not take delivery of this truck for approximately 18 months.