



# 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  
Wednesday, October 11, 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 Letter of Verification of Local Match for U.S.C. 49-5311 grant application
  - 6.C Declare 2007 Mercury Grand Marquee (Chaplain) VIN#2MEFM75V97X634722 with 146,458 miles and 2018 Ford E450 (Rcat #12) VIN#1FDFE4FS4HDC72076 with 162,504 miles as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the titles.
  - 6.D Set a date and time for County Canvass following the November 7th, 2023 General City School Election
7. **Public Hearing**
  - 7.A Public Hearing regarding improvements for the wastewater system improvements project for Sewer District Nos. 201 (Yoder) and 202 (Hutchinson Air Base Industrial Tract "H.A.B.I.T."). Improvements will be funded under the low interest State Revolving Loan Fund Program through the Kansas Department of Health and Environment.
    1. Open the Hearing
    2. Discussion
    3. Close the Hearing
8. **Business Items**
  - 8.A Planning Case #2023-09 - A request by Nicole Nease to vacate a 60' wide ingress-egress easement and future roadway. The 60' wide easement is located on Lot 5, Block A of Morgan Heights Subdivision. The address of the property is 1403 N.

Randy Parks  
District 1

Ron Hirst  
District 2

Daniel P. Friesen  
District 3

John Whitesel  
District 4

Don Bogner  
District 5

Mayfield Road.

8.B Horizons Quarterly Report

8.C Information Technology Annual Report

**9. County Administrator Report**

9.A Monthly Department Reports

9.B Financial Report

9.C Revocation of Environmental Health Trip Charge Policy

**10. County Commission Report/Comments**

**11. Adjournment**



## AGENDA ITEM

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

**AGENDA DATE:** October 11, 2023

**PRESENTED BY:** Barbara Lilyhorn

**AGENDA TOPIC:**

Letter of Verification of Local Match for U.S.C. 49-5311 grant application

**SUMMARY & BACKGROUND OF TOPIC:**

KDOT administers the Reno County Public Transportation Departments Financial Assistance of Public Transportation U.S.C.49-5311 grant on behalf of itself and the FTA. This is an annual grant and each year the application requires a letter of verification of the "local match dollars" which will be included within the application. This letter verifies the amount of budgeted monies in the approved 2024 Reno County budget which are to be used for local match deriving from the Department of Aging and Public Transportation fund as well as the payroll taxes and benefits paid by the county's Employee Benefit fund for Reno County Public Transportation Department personnel.

**ALL OPTIONS:**

Approve and sign the letter.

Reject the letter.

**RECOMMENDATION / REQUEST:**

Approve and sign.

**POLICY / FISCAL IMPACT:**

The Public Transportation Department will not be eligible to apply for the U.S.C.49-5311 grant for the upcoming year.



## County Commission

Courthouse  
206 W. 1<sup>st</sup> Avenue  
Hutchinson, Ks 67501

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Kansas Department of Transportation  
Dwight D. Eisenhower State Office Building  
700 S.W. Harrison Street  
Topeka, KS 66603-3754

October 11, 2023

To Whom It May Concern:

Within the approved 2024 Reno County Budget, the Board of Reno County Commissioners has allocated \$253,795 from the dedicated mill levy for elderly services, \$492,655 from the County General Fund and \$180,000 from the County Employee Taxes & Benefit Fund to be used as local match for the capital, administration and operating assistance budgets for the Reno County Public Transportation Departments application to the Kansas Department of Transportation for SFY 2025 Financial Assistance of Public Transportation Programs U.S.C 49-5311. These funds will be available to the 2024 Reno County Department of Aging and Public Transportation budget on and after January 1, 2024.

Sincerely,

Randy Parks, Vice-Chairman  
Reno County Board of Commissioners

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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





## AGENDA ITEM

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

**AGENDA DATE:** October 11, 2023

**PRESENTED BY:** Kyle Berg

**AGENDA TOPIC:**

Declare 2007 Mercury Grand Marquee (Chaplain) VIN#2MEFM75V97X634722 with 146,458 miles and 2018 Ford E450 (Rcat #12) VIN#1FD4E4FS4HDC72076 with 162,504 miles as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the titles.

**SUMMARY & BACKGROUND OF TOPIC:**

The Grand Marquee was utilized by the Chaplains for the Sheriff's Department and Police Department and is being replaced due to its condition, age and mileage. It has been replaced with a retired Sheriff's patrol unit. The 2018 Ford E450 was in the Reno County Area Transit fleet and is being replaced as part of the KDOT replacement schedule.

**ALL OPTIONS:**

1. Approve the disposal of these two vehicles on Purple Wave auction.
2. Deny the sale.

**RECOMMENDATION / REQUEST:**

Approve these vehicles as surplus to be auctioned and authorize the County Administrator Randy Partington to sign the titles.

**POLICY / FISCAL IMPACT:**

The proceeds from the sale of the Grand Marquee will go back into the General Fund. Proceeds from the sale of the Ford E450 will be divided up between RCAT's operational budget and KDOT as per KDOT's guidelines.

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.

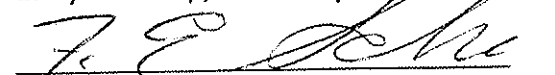
BOARD OF COUNTY COMMISSIONERS  
OF RENO COUNTY, KANSAS



Frances J. Garcia, Chairman

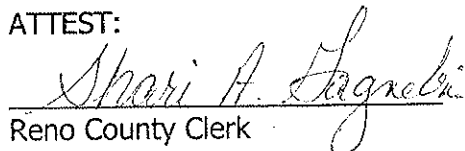


Larry R. Sharp, Member



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.D**

**AGENDA DATE:** October 11, 2023

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

**AGENDA TOPIC:**

Set a date and time for County Canvass following the November 7th, 2023 General City School Election

**SUMMARY & BACKGROUND OF TOPIC:**

Board of County Commissioners to set a date and time to canvass the November 7th, 2023 General City School Election. The recommended canvassing date would be Wednesday, November 15th, 2023 at 9:00 am located at the Reno County Courthouse Annex Conference Room. K.S.A. 25-3104 states the canvassing date must be conducted not later than 13 days following any election.

**ALL OPTIONS:**

An alternative date and time would be Thursday, August 16th, 2023 at 9:00am

**RECOMMENDATION / REQUEST:**

Wednesday, November 15th, 2023 at 9:00 a.m. at the Reno County Annex Conference Room.

**POLICY / FISCAL IMPACT:**

No county fiscal impact.

**Kansas Water Pollution Control Revolving  
Fund**



**Loan Application**

**Applicant Information**

Municipality Name: Reno County, Kansas

Address: 206 West 1st Avenue Hutchinson KS 67501-5245  
*Street City State Zip*

Contact Person: Randy Partington County Administrator  
*Name Title*

Contact Info: 620-694-2530 randy.partington@renogov.org  
*Phone No. Email*

Tax ID No. 48-6015542 Congressional District of Municipality 4

Unique Entity ID. ST1HDYZ4F6C1 Engineering Consultant Firm Schwab-Eaton, PA

Engineering Contact Name Stuart Porter PE

Engineering Contact Phone No. 785-738-2725

Engineering Contact Email sporter@schwab-eaton.com

Project Title: Reno County SD #201 (Yoder) and #202 (HABIT) wastewater system improvements  
Project Description:

Project consists HABIT and Yoder System improvements: HABIT: Installing 205' of 6" CIPP, 12,635' of 8" CIPP, 2,905' of 10" CIPP, cap & abandon existing sewer mains, 61 EA MH rehab, 31 EA service lateral reinstatement, 5 EA concrete MH, 600' of 8" PVC sewer main, 1,400' of 4" PVC service main, 13 EA service connections, 620' fencing, 13 EA clean-out, mobilization/demobilization, clearing & grubbing, decommission existing MH. HABIT Lift Station mobilization/demobilization, standby generator, 500 gal. propane tank & 80' fencing. Yoder Lift Station: mobilization/demobilization, electrical extension, duplex submersible lift station, standby generator, 500 gal. propane tank 7 100' fencing. Joint Use Lagoons: mobilization/demobilization, remove exiting liner & depth markers, decommission existing intake structure, interior inflow piping & leak detection infrastructure, de-sludge lagoons 6,700 SY 18" thick compacted soil liner, Bentonite soil liner amendment, 725 Ton rip-rap, earthwork for new lagoons, 18" thick compacted soil liner & Bentonite, 3,700 Ton new rip-rap, new intake structure, intake/transfer structure, 2 transfer structures, discharge structure, 175' internal 8" DIP transfer piping, 475' internal 8" PVC transfer piping, 5 depth markers, 25' 10" PVC gravity sewer main, 7,760' 4" PV C force main, gate valves, road crossings, duplex submersible lift station, standby generator, propane tank, fencing, irrigation system complete, tracer wire, lagoon pre-fill, lagoon fencing, seeding, erosion control & sludge removal & lagoon demolition of Yoder facility.

**Project Details**

**Estimated Project Costs**

Construction Cost	\$ 4,406,600.0000000000	Contingencies	\$ 661,000
Engineering Planning & Design	\$ 410,000	Administrative & Legal Costs	\$ 25,000
Construction Engineering & Inspection	\$ 273,000	Other	\$ 357,500
		<b>Total Project Cost</b>	\$ 6,133,100

**List all anticipated funding sources which are intended to be utilized to complete this project:**

KDHE SRF Loan	\$ 6,133,100
Cash on Hand	\$
Community Development Block Grant (CDBG)	\$
USDA Rural Development Grant**	\$
Other	\$
<b>Total</b>	\$ 6,133,100

Check if SRF loan will be interim financing  
(paid off when project is complete)

\*\* Do not include USDA Rural Development loan amounts if the SRF loan will be interim financing for the Rural Development loan

**Anticipated Project Schedule:**

	Date (month/year)
Notice of Public Meeting Issued	9-1-2023
Public Meeting Held	10-4-2023
Notice of Public Hearing Issued	9-15-2023
Public Hearing Held	10-11-2023
Environmental Review Letters Sent	9-15-2023
Final Plans and Specifications submitted to KDHE	
Duration of Construction (in months)	12-14 months



**Number of Customers (connections) for the previous 3 years:**

Year	Residential	Commercial	Other	Total

**If sewer charges are based (even in part) on volume of drinking water, complete the table for the Previous 3 Years**

Year	Total Gallons Billed for Calculating Sewer Rate

**Valuations for Previous 3 Years (for Cities Only)**

Year	Assessed Valuation of Taxable Tangible Property (within City Limits)	Tangible Valuation of Motor Vehicles (within City Limits)	Total for Year
n/a			
n/a			
n/a			

**Attachments**

The following documents must be submitted for the application to be considered complete.

Document	Attached	Will be Submitted Separately
Preliminary Engineering Report/Facilities Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cost and Effectiveness Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
List of Outstanding Debt Paid by Sewer Utility and Repayment Schedules	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assurance of Public Participation Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Resolution Authorizing Application	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Outgoing Environmental Review Letters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Environmental Review Responses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Attachments Continued**

The following documents must be submitted for the application to be considered complete.

Document	Attached	Will be Submitted Separately
EPA Form 6600-06(Certification Regarding Lobbying)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Sewer Use Ordinance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of User Charge System	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Capital Improvement Financing Plan	<input type="checkbox"/>	<input type="checkbox"/>
NPDES Permit Application (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

**Engineering Consultant Contract Procurement Process**

When the applicant entered into an agreement with the engineering firm responsible for any engineering services related to the project, was the agreement procured using the all of the following:

- Public announcement of the solicitation (e.g., a Request for Qualifications);
- Evaluation and ranking of the submitted qualifications statements based on established, publicly available criteria (e.g., identified in the solicitation);
- Discussion with at least three firms to consider anticipated concepts and compare alternative methods for furnishing services;
- Selection of at least three firms considered to be the most highly qualified to provide the services required; and
- Contract negotiation with the most highly qualified firm to determine compensation that is fair and reasonable based on a clear understanding of the project scope, complexity, professional nature, and the estimated value of the services to be rendered

Yes  No

**Financial Capability Certification**

The application signature below will also certify that the municipality has the financial capability to repay a Kansas Water Pollution Control Reviving Fund loan and also has the capacity to cover the costs of operation and maintenance of the entire system of which the proposed project is an integral part.

**Signature**

I certify that I am authorized to sign this application on behalf of the governing body. To the best of my knowledge and belief, the data in this application is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Submit this application and all required attachments to:

KDHE/BOW  
 Attn: Kansas SRF Program  
 1000 SW Jackson St., Suite 420  
 Topeka, KS 66612-1367

RESOLUTION OF GOVERNING BODY OF APPLICANT

RESOLUTION NO. 2023-

Resolution authorizing filing of application with the Kansas Department of Health and Environment for a Loan under the Kansas Water Pollution Control Revolving Fund Act (K.S.A. 1988 Supp. 65-3321 through 65-3329).

**WHEREAS**, under the terms of the Kansas Water Pollution Control Revolving Fund Act (K.S.A. 1988 Supp. 65-3321 through 65-3329), the State of Kansas has authorized the making of the loans to authorize applicants to aid in the construction of specific public projects,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, ACTING AS THE GOVERNING BOARD ON BEHALF OF SEWER DISTRICTS 201 AND 202, AS FOLLOWS:**

**Section 1. Loan Application.** The Reno County Commission Vice-Chair and County Clerk of Reno County, Kansas are hereby authorized to cause to be prepared and to execute a Loan Application, including all attachments thereto (jointly, the "Application"); in substantially the form presented to the Governing Body this date, in order to provide financing for the Project. The Application shall be forwarded to KDHE as soon as possible.

**Section 2. Further Proceedings.** The Reno County Commission Vice-Chair and County Clerk and the other officers and representatives of the County are hereby authorized and directed to take such other action as may be necessary to complete the Application and to coordinate processing of a loan agreement for the Loan (the "Loan Agreement"); provided that the authorization to execute the Loan Agreement shall be subject to further resolution of the Governing Body.

**Section 3. Further Authority.** This Resolution shall be in full force and effect from and after its adoption.

Adopted by the Board of County Commissioners, Reno County, Kansas, acting as the Governing Body on behalf of Sewer Districts 201 and 202, on October 11, 2023.

\_\_\_\_\_  
Randy Parks, Vice-Chair

(SEAL)

ATTEST:

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

APPLICANT ASSURANCE OF PUBLIC PARTICIPATION  
FOR KANSAS WATER POLLUTION CONTROL  
REVOLVING LOAN FUND PROJECTS

I hereby certify that with reference to Wastewater Treatment Project Number:

\_\_\_\_\_ C20-3029-01:

\_\_\_\_x(a) A public meeting was conducted during the preparation of the facilities plan, non-point source pollution control management plan or groundwater quality protection plan to discuss project alternatives. Public notice was given not less than 15 days before the public meeting. A copy of the proof of publication for the notice of this meeting is attached.

\_\_\_\_x(b) Prior to the adoption by the governing body and submission to the secretary for approval of the facilities plan, non-point source pollution control management plan or groundwater quality protection plan, a public hearing was conducted. Public notice was given not less than 30 days before the public hearing. Attached is a copy of the advertisement, record of minutes and list of persons attending.

\_\_\_\_\_  
Authorized Representative of Applicant

Reno County, Kansas

\_\_\_\_\_  
Legal Name of Applicant

\_\_\_\_\_  
Date

C20-3029-01  
KDHE PROJECT #

## **CERTIFICATION REGARDING LOBBYING**

### **CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

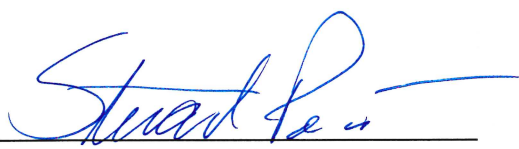
Randy Parks, Vice-Chairman  
Typed Name & Title of Authorized Representative

\_\_\_\_\_  
Signature and Date of Authorized Representative

Certification for "Cost and Effectiveness"  
KWPCRF Project No. C20 3029 01  
October 4, 2023

The Water Resources Reform and Development Act (WRRDA) includes Section 602(B)(13) applicable to the state Clean Water SRF programs – the Kansas Water Pollution Control Revolving Fund (KWPCRF). This requires the following certification regarding "cost and effectiveness" of the design for the wastewater collection and treatment system as a condition to receive funding from the KWPCRF.

"The applicant has studied and evaluated the cost and effectiveness of the processes, materials, techniques, and technologies for carrying out the proposed project or activity funded by this KWPCRF low interest loan, and has selected, to the maximum extent practicable, the processes, materials, techniques, and technologies that maximize the conservation and efficient use of water, considered the potential reuse of treated wastewater effluent, and considered the recapture of water for reuse, and that maximize energy conservation, taking into account construction costs, operation and maintenance costs, and replacement costs. Reference the attached checklist(s)."



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Stuart Porter, PE



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Board of County Commission  
Chair



## AGENDA ITEM

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

**AGENDA DATE:** October 11, 2023

**PRESENTED BY:** Mark Vonachen - County Planner II

**AGENDA TOPIC:**

Planning Case #2023-09 - A request by Nicole Nease to vacate a 60' wide ingress-egress easement and future roadway. The 60' wide easement is located on Lot 5, Block A of Morgan Heights Subdivision. The address of the property is 1403 N. Mayfield Road.

**SUMMARY & BACKGROUND OF TOPIC:**

The applicant requests to vacate the above-described easement for the purpose of constructing a fence for horses and eliminate the possibility of the easement being used to construct a future public road. The 60' easement is located entirely on the applicant's property.

Morgan Heights Subdivision consists of six lots and is located on the west side of N. Mayfield Road, approximately 3/4 of a mile north of E. 4th Avenue. The 60' easement is highlighted on the various maps submitted with this petition. The buried telephone cable easement on the lot running from the southwest to the northeast is not part of the vacation petition.

Chapter 58-2613-58-2615 of the Kansas State Statutes governs the process an applicant must follow to vacate an easement. For the County Commissioners to order an easement to be vacated, the Commissioners must find that:

1. Proper notice was provided to the public.
2. The public will suffer no loss or inconvenience by such vacation.
3. No private rights will be injured or endangered.

Notice of the public hearing was published in the *Hutchinson News* more than 20 days in advance of the scheduled public hearing. A public hearing notice was provided to the three property owners adjacent to the easement and several utility companies.

On September 21, 2023, the Planning Commission conducted a public hearing on this request. After the conclusion of the public hearing, the Planning Commission voted 6-0 to recommend to the County Commissioners the 60' wide ingress-egress easement and future roadway be vacated based on the criteria listed in the statutes.

**ALL OPTIONS:**

The County Commissioners may:

1. Approve of the request to vacate the 60' wide ingress-egress easement and future roadway as recommended by the Planning Commission.
2. Deny the request to vacate the 60' wide ingress-egress easement and further roadway.
3. Modify the request to vacate only a portion of the 60' wide ingress-egress easement and further roadway.
4. Return the request back to the Planning Commission with specific questions to be answered.
5. Table the request for further review.

**RECOMMENDATION / REQUEST:**

Consideration of the Planning Commission recommendation to vacate the 60' wide ingress-egress easement and future roadway.

**POLICY / FISCAL IMPACT:**

None





**BEFORE THE RENO COUNTY PLANNING COMMISSION**

**IN THE MATTER OF THE VACATION OF**

**GENERALLY LOCATED AT**

)  
)  
)  
)  
)  
)

**CASE NO.** 2023-09

**VACATION PETITION**

COMES NOW your petitioner(s), Nicole Nease, and pray(s) for the vacation of the following described easement, to wit:

1. That the petitioner(s) is/are owner(s) of real property adjacent to and abutting the herein described easement.
2. That no private rights will be injured or endangered by the vacation of easement, described herein, and that the public will suffer no loss or inconvenience thereby.
3. In justice to the petitioner(s) hereof, the prayer(s) of the petitioner(s) for the vacation of easement should be granted.





WHEREFORE, petitioner(s) pray(s) that this petition be set for hearing before the Reno County Planning Commission, that notice of said hearing be given as provided by law, and that at such time and place and at such hearing, the Reno County Planning Commission recommends the governing body having jurisdiction orders the vacation of the above described easement.

Nicole Nease  
(Owner Name) Petitioner(s) or Agent of Petitioner(s)

8-9-2023  
Date

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF RENO COUNTY, KANSAS**

IN THE MATTER OF THE VACATION OF )  
 )  
 )  
GENERALLY LOCATED )  
 )  
 )  
 )  
 )  
 )

CASE NO. 2023-09

**RECEIVED**  
AUG 09 2023  
RENO COUNTY  
PUBLIC WORKS DEPT



**VACATION ORDER**

NOW on this 21<sup>st</sup> day of September, 2023, at 4:30 o'clock <sup>P</sup>A.M., comes the petition filed by Nicole Nease, praying for the vacation of the easement on the following described property, to-wit:

Lot 5, Block A, Morgan Heights, a subdivision  
(INSERT LEGAL)  
in the East Half of the Northeast Quarter of  
Section 11, Township 23 South, Range 5 West of  
the 6th P.M., Reno County, Kansas.

WHEREUPON, it is shown that proper notice has been given by publication once at least 20 days prior to the date of hearing in the official county newspaper, such publication having occurred on August 23, 2023; and it is further shown that proper proof of such publication has been filed herein. The Board finds that such notice is in lawful form and that it conforms to K.S.A. 58-2613, and amendments thereto.

THEREAFTER, the Board, being duly advised in the premises, finds and determines that no private rights will be injured or endangered by such vacation; that the public will suffer no loss or inconvenience thereby; that no written objections hereto have been filed with the Reno County Clerk; and that, in justice to the petitioner, the petition's prayer should be granted, subject to the following conditions:





The Board further finds that the Reno County Planning Commission held a public hearing on the 21<sup>st</sup> day of September, 2023, and recommended that the vacation petition herein be approved.

THEREFORE, IT IS ORDERED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, that the rosecrest hereinabove described be and the same is hereby vacated.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**BOARD OF COUNTY COMMISSIONERS  
OF RENO COUNTY, KANSAS**

\_\_\_\_\_  
Chair

ATTEST:



\_\_\_\_\_  
County Clerk



PROPOSED VACATION DESCRIPTION

The 60 ft. Ingress – Egress Easement and Future Roadway across the North 60.00 feet of Lot 5, Block A, Morgan Heights, a subdivision in the East Half of the Northeast Quarter of Section 11, Township 23 South, Range 5 West of the 6<sup>th</sup> Principal Meridian in Reno County, Kansas; also the 40 ft. building setback line along the South line of the North 100 feet of said Lot 5 except the East 40 feet thereof and the 40 ft. building setback line along the north line of the South 40 feet of Lot 6 of said Block A except the East 40 feet thereof.

Dated: July 24, 2023

  
Daniel E. Garber #683 7.24.2023  


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AUG 09 2023  
RENO COUNTY  
PUBLIC WORKS DEPT



**Nicole Nease**

---

**From:** Nikki Nease <raven.2003@live.com>  
**Sent:** Tuesday, August 1, 2023 4:44 PM  
**To:** Nicole Nease  
**Subject:** [EXT\_SENDER] Fw: Ticket Check Status for KS Ticket 23397459

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**From:** ks@occinc.com <ks@occinc.com>  
**Sent:** Thursday, July 27, 2023 7:02 AM  
**To:** raven.2003@live.com <raven.2003@live.com>  
**Subject:** Ticket Check Status for KS Ticket 23397459

**Kansas One Call Ticket Check Status**

Ticket Number: **23397459**  
Location: 1403 N MAYFIELD RD HUTCHINSON, KS  
As of **7/27/23 7:02 CDT**, participating facility owners have responded to Ticket Check as follows:

Members Notified	Status
ATT TRANSMISSION	Marked AKC
ATT DISTRIBUTION	Clear/No conflict
IDEATEK TELCOM LLC	Clear/No conflict

\*All member companies listed above have been notified of your intent to excavate.\*  
**This is the only automated notification with ticket status that you will receive for this request. For further status updates, or for contact phone numbers for members that do not provide locate status to Ticket Check, please click here ([TicketLINK](#)). Member status information will not be available by calling 8-1-1 or 800-344-7233 (800-DIG-SAFE).**





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

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**Date:** September 28, 2023

**To:** Reno County Board of County Commissioners

**From:** Mark Vonachen – County Planner II

**Subject:** Case #2023-09 – Nicole Nease. Legal Description: A “60’ Ingress-Egress Easement & Future Roadway” located on Lot 5, Block A of Morgan Heights Subdivision.

**Who:** Nicole & Sabin Nease  
1403 N. Mayfield Road, Hutchinson, KS 67501

**What:** This is a request to vacate a 60-foot-wide ingress-egress easement and future roadway located on the above identified lot in Morgan Heights Subdivision. The parcel is zoned R-2 – Suburban Residential District.

**Why:** The applicant requests to vacate the 60-foot-wide ingress-egress easement for the purpose of preventing construction of a future public road and to construct a fence.

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

### **BACKGROUND**

The applicant requests to vacate the above described 60-foot-wide ingress-egress easement and future roadway for the purpose of constructing a fence and eliminating the possibility of the easement being used to construct a future public road. This subdivision plat was recorded in the Register of Deeds on January 18, 1984.

Morgan Heights Subdivision consists of six lots zoned R-2 – Suburban Residential District. The subdivision is located on the west side of N. Mayfield Road, approximately ¾ of a mile north of E. 4<sup>th</sup> Avenue.

The easement proposed for vacation is highlighted in green on the site plan. There are no utilities in this easement area proposed for vacation. The site plan does show a “Buried Telephone Cable” easement running from the southwest corner of the lot to the northeast corner of the lot. This easement is not proposed for vacation. Staff has not researched whether utilities are located within this easement.

Chapter 58-2613 to Chapter 58-2615 of the Kansas State Statutes governs the process an applicant shall follow to formally vacate an item on a recorded plat.

The Planning Commission is asked to make a recommendation to the County Commissioners on three items:

- Proper notice was provided to the public.
- The public will suffer no loss or inconvenience by such vacation.
- No private rights will be injured or endangered.

The public hearing notification requirements are different than the requirements for a rezone or conditional use permit public hearing. A public hearing still must be held but the usual 1,000' notification of surrounding properties is not required. The legal notice is published in the *Hutchinson News* but only properties which have direct access or are adjacent to the road easement are sent a written notice of the public hearing. Anyone from the public is still invited to come to the public hearing and provide testimony as to why the easement should or should not be vacated.

### ANALYSIS

Notices of the public hearing were mailed to the three surrounding property owners on August 21, 2023. Ms. Nease signed the petition to vacate the road easement as the owner of the property where the entire easement is located.

Notice of the public hearing was sent to Misael & Patricia Ramirez. Their southern property line abuts the north end of the 60-foot road easement. No part of the easement is located on their property. They are not required to sign the petition. As of the date of this report, staff has not been contacted by Mr. and Mrs. Ramirez.

Notice of public hearing was sent to Daniel & Sally Osner. The 60-foot easement terminates at their east property line. Staff was contacted by phone by Mr. Osner on August 28, 2023. Staff discussed the purpose of the legal notice and what the term "vacate" means. Staff suggested Mr. Osner come to the public hearing to learn more about the petition or address the Planning Commission. Staff also suggested Mr. Osner write a letter or email staff with any concerns. As of the date of this report staff has not received any written communication from Mr. Osner.

Notice of the public hearing was published in the Hutchinson News on August 23, 2023. This notice complies with the 20-day notification requirement.

*Staff concludes proper notice was provided to the public in accordance with statutory requirements.*

This easement does not comply with the minimum road right-of-way width of 70 feet. However, there are many road right of way widths in the county that are 60 feet so there is adequate width to construct a two-way traffic road with ditches. This lot is only 1.52 acres. With the 60-foot easement legally a part of the parcel, this restricts the location of buildings, a well, and a future replacement wastewater system. None of these items may be placed within a platted ingress/egress easement. Removing the easement will permit the property owner to utilize this area for the above purposes, place a fence across the area, construct a building, install a pool, or other purposes.

Mr. & Mrs. Osner own the 14-acre parcel at 1215 N. Mayfield Road that is to the west of the ingress/egress easement. As referenced above, staff was contacted by phone by Mr. Osner. Phone



conversations are not entered into the public record or typically mentioned in staff reports because of the chance of misinterpretation. In this case, staff believes it is important to note that the owner was offered the opportunity to provide a written statement. No written objection was received from Mr. Osner. Staff explained to Mr. Osner the purpose of the petition. Mr. Osner could be affected by the vacation as he will lose the ability to construct a public road and more easily access the northern portion of the parcel for possible future homesites.

However, Mr. Osner still has access to his property without this easement. The property is currently zoned R-2 which permits lots between one and three acres in size. Developing the parcel to this density may be difficult to comply with the Sanitation Code and Zoning Regulations. A more practical option may be to rezone the property to R-1 which has a three-acre minimum parcel size. After rezoning and construction of the public road, the owner may only be able to plat three additional lots because the existing single-family dwelling will require a parcel size of three acres. Construction costs of the road and the subdivision platting requirements may make future development of this parcel difficult. Any future road constructed will have to be a cul-de-sac as the road could not connect to Barnes Lake Road without purchasing additional land.

The 14-acre site may be split for non-residential purposes without the requirement of constructing a road and platting. Additional land may be sold to the adjoining landowners for added yard space.

*After reviewing the location, designated use of the easement, potential future uses of the easement, and the lack of written responses from property owners, staff concludes if the ingress-egress easement is vacated the public will suffer no loss or inconvenience by such vacation.*

Everygy, Kansas Gas Service, AT&T, Cox Communications, and Ideatek were sent a notice of this proposed vacation. Kansas Gas Service is the only utility company to respond to the notice. Kansas Gas Service indicates they have no facilities in the area for vacation. Clay Township was also sent a notice. No response was received from the township.

A Kansas 811 One Call Ticket was called in for this property. The results of the ticket showed no utilities are located within the proposed vacated easement.

*Based on the results of this ticket, the lack of objection from the utility companies, and the lack of objection from property owners, staff concludes no private rights will be injured or endangered and the public utilities rights will be protected.*

### **STAFF RECOMMENDATION:**

Staff recommends **APPROVAL** this request to vacate the 60-foot-wide Ingress-Egress Easement and Future Roadway located on Lot 5, Block A of Morgan Heights Subdivision as identified by the legal description contained in the case file and shown on the site plan according to the duly recorded plat thereof finding that:

- Proper notice was provided to the public.
- Public will suffer no loss or inconvenience by the vacation.
- No private rights will be injured or endangered.

Staff sent letters to three adjacent property owners. The applicant, the property owner to the north, and the property owner to the west of the easement. No one responded with any written comments in favor or against the petition. No comments were received from the public based on the public hearing notice published in the newspaper.

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

The County Commissioners may make a motion to:

1. Approve the vacation request as submitted.
2. Deny the vacation request as submitted.
3. Amend the vacation request.
4. Return to staff the vacation request for further information.
5. Table the vacation request for further study.

On September 21, 2023, the Planning Commission conducted a public hearing on this petition.

Nicole Nease, 1403 N. Mayfield Road, Hutchinson, KS 67501 stated she recently purchased the property. There is a 60-foot ingress-egress easement and future roadway that was on the plat and filed in 1983. She is petitioning today to have the easement vacated because she would like to construct a fence on the property. She has a couple of horses that she would like to keep on the property.

Ms. Nease distributed a handout to the Planning Commission showing the subdivision lot and the existing 60-foot easement. The easement is highlighted in yellow. Along the west line of the property is a barbed-wire fence that belongs to the homeowner to the west. There is no gate that allows anybody access to that property from this easement. The handout contains a red-dotted line. This dotted line is a row of trees. The age of the trees is unknown, but the trees are large and are six to ten feet apart. No more than a small car can fit through so she is unsure how that property owner could access this area. The line of trees is about twelve feet to the east of her west property line.

Commissioner Strand questioned which way west is on the handout.

Ms. Nease stated the directions are on the map and written in red.

Vonachen presented the staff report and showed slides to the Planning Commission.

Vice-Chairman Martin questioned if the rules are different for an ingress-egress easement and a utility easement regarding construction of a fence across it.

Vonachen said you cannot construct a fence across any easement regardless of the type. If someone wanted to construct that road for future development, then she would have to remove any fence within the easement. With a utility easement, you may have to remove a portion of a fence so the utility company can get into the area and maintain their utility.

Commissioner Strand commented that he appreciated staff making the extra effort to visit with Mr. Osner and help him understand what the petition was requesting.

Vonachen stated Mr. Osner contacted me and I discussed with him the public hearing procedure and what he needed to do if he had any concerns or was interested in learning more about the petition.

Commissioner Shafer added that the assumption is there are no other ingress-egress easements to the fourteen-acre parcel.

Vonachen responded that there are no other ingress-egress easements. It might be easier to develop the parcel with this ingress-egress easement, but everyone still has public road access to their property. The cost to construct a public road and develop the property could be very expensive. The ingress-egress easement was platted but the public road was never constructed so it should be vacated.

Vice-Chairman Martin confirmed that that the plat was recorded in 1983.

Vonachen said yes. It was 1983-1984. Vonachen added, setback requirements on a plat are not enforced. The setback requirement in the zoning regulations is what is enforced.

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

Nobody among the audience members present addressed the Planning Commission.

Neither the applicant nor staff had any rebuttal statements.

Chairman Goertzen closed the public hearing.

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

**Motion by Vice-Chairman Martin to recommend approval of Case Number 2023-09, the request by Nicole Nease requesting the 60-foot wide Ingres-Egress Easement and Future Roadway located on Lot 5, Block A of Morgan Heights Subdivision be vacated as described in this petition finding that proper notice was given, the public will suffer no loss or inconvenience by the vacation, and no private rights will be injured or endangered and based on the reasons listed in the staff report and heard at this public hearing; seconded by Commissioner Schwertfeger. The motion passed by the following 6-0 vote (Yes: Schwertfeger, Strand, Shafer, Seltzer, Martin, and Goertzen).**

## **ATTACHMENTS**

Application

Comments

Reduced copy of the survey plat

Property ownership map

**Comments**  
**Nicole Nease**  
**Case #2023-09**

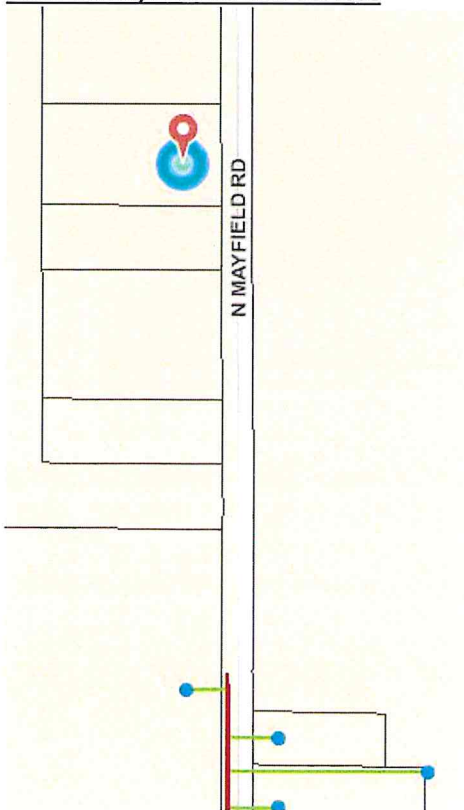
**RENO COUNTY DEPARTMENTS**

**Darcy Basye – Environmental Health Supervisor**

The elimination of the easement would provide additional space that may be needed for well and wastewater replacement systems in the future. The telephone cable easement would need to be avoided.

**OTHER AGENCIES**

**Brad Tutak, Kansas Gas Service**



Kansas Gas Service has no facilities in the area for the vacating of Lot 5, Block A of Morgan Heights. Any questions please reach out. 316-295-8866

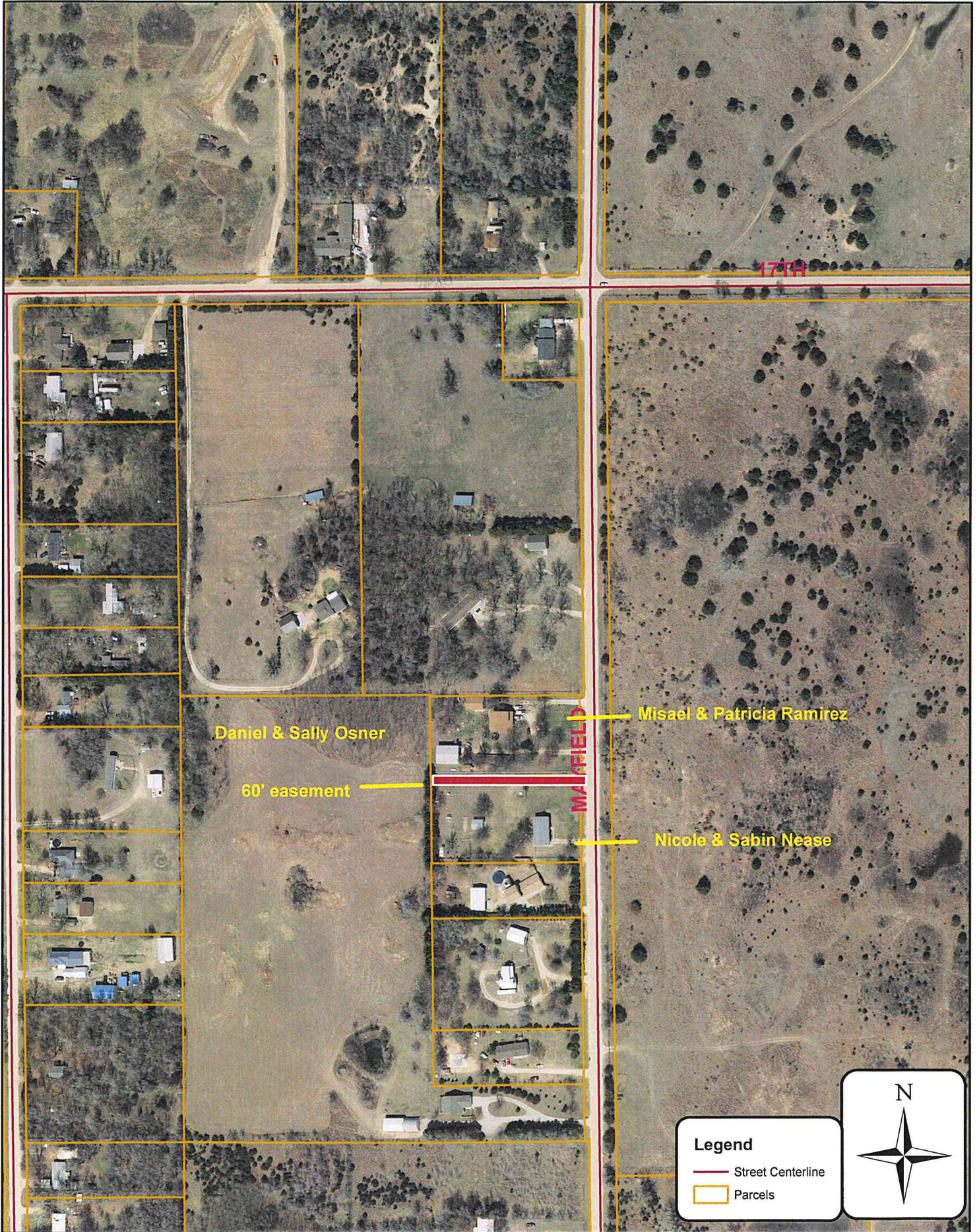
**PROPERTY OWNERS**

None

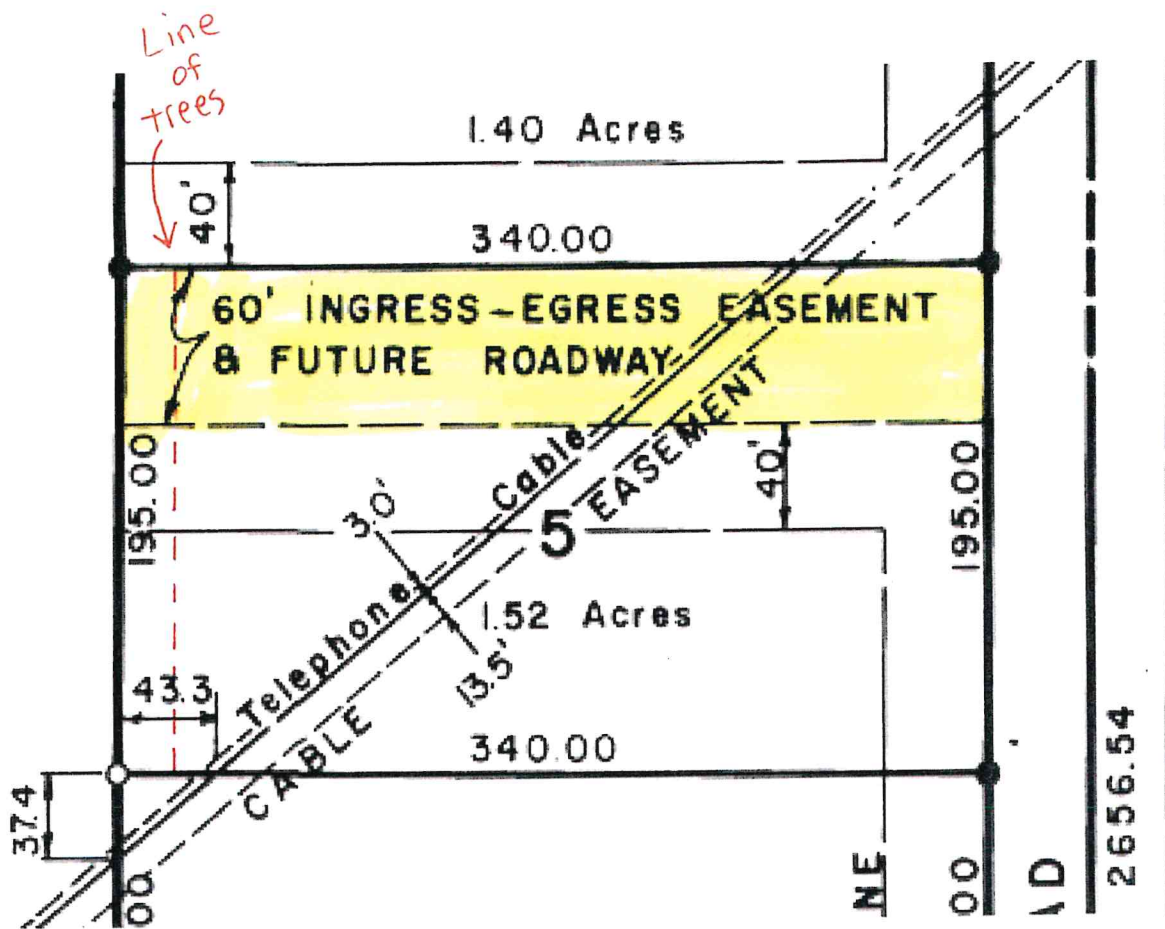




# Property Ownership Map Case #2023-09







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HORIZONS MENTAL HEALTH CENTER  
Reno County Commission Meeting  
October 2023

**AGENDA**  
**ITEM #8.B**

AGENDA:

1. Connect to Purpose
  
2. Financial Review
  - a. July Financials
  - b. August Financials
  
3. Updates
  - a. Programs & Services



# Financial Summary

## July 2023

Net Patient Revenue: \$1,209,523  
Other Operating Revenue: \$517,288  
Total Operating Revenue: \$1,726,752

Total Expenses: \$1,876,563  
EBIDA: \$(149,811)  
Operating Margin: \$(193,609)

YTD EBIDA: \$(149,811)  
YTD Operating Margin: \$(193,609)

Total Services: 10,616

## August 2023

Net Patient Revenue: \$1,567,708  
Other Operating Revenue: \$376,269  
Total Operating Revenue: \$1,943,976

Total Expenses: \$1,907,182  
EBIDA: \$36,795  
Operating Margin: \$(8,228)

YTD EBIDA: \$(113,016)  
YTD Operating Margin: \$(201,837)

Total Services: 13,387

**Horizons Mental Health Center**  
**Statement of Revenue and Expense**  
**For The Month and Year To Date Ended July 31, 2023**

<b>MTD</b>						<b>YTD</b>						
Actual	Budget	Variance	% Change	Prior Year	Prior Yr Variance		Actual	Budget	Variance	% Change	Prior Year	Prior Yr Variance
1,939,717	2,587,151	(647,434)	-25.02%	1,471,969	467,749	Patient Revenue	1,939,717	2,587,151	(647,434)	-25.02%	1,471,969	467,749
<u>1,939,717</u>	<u>2,587,151</u>	<u>(647,434)</u>	<u>-25.02%</u>	<u>\$ 1,471,969</u>	<u>467,749</u>	Total Patient Revenue	<u>1,939,717</u>	<u>2,587,151</u>	<u>(647,434)</u>	<u>-25.02%</u>	<u>1,471,969</u>	<u>467,749</u>
79,272	71,190	8,082	11.4%	57,798	21,473	Contractual Adjustments	79,272	71,190	8,082	11.4%	57,798	21,473
39,149	35,595	3,554	10.0%	27,372	11,777	Charity Care	39,149	35,595	3,554	10.0%	27,372	11,777
25,527	21,357	4,170	19.5%	2,625	22,902	Other Deductions	25,527	21,357	4,170	19.5%	2,625	22,902
568,528	569,518	(990)	-0.2%	406,385	162,144	Other Adjustments - CCBHC Adjustment	568,528	569,518	(990)	-0.2%	406,385	162,144
17,717	14,238	3,479	24.4%	18,754	(1,037)	Provision for Bad Debt	17,717	14,238	3,479	24.4%	18,754	(1,037)
<u>730,194</u>	<u>711,898</u>	<u>18,296</u>	<u>65.1%</u>	<u>512,935</u>	<u>217,259</u>	Total Deductions from Revenue	<u>730,194</u>	<u>711,898</u>	<u>18,296</u>	<u>65.1%</u>	<u>512,935</u>	<u>217,259</u>
1,209,523	1,875,253	(665,730)	-35.5%	\$ 959,033	250,490	Net Patient Revenue	1,209,523	1,875,253	(665,730)	-35.5%	959,033	250,490
517,228	348,854	168,374	48.3%	549,781	(32,553)	Other Operating Revenue	517,228	348,854	168,374	48.3%	549,781	(32,553)
<u>1,726,752</u>	<u>2,224,107</u>	<u>(497,355)</u>	<u>12.77%</u>	<u>1,508,814</u>	<u>217,937</u>	Total Operating Revenue	<u>1,726,752</u>	<u>2,224,107</u>	<u>(497,355)</u>	<u>12.77%</u>	<u>1,508,814</u>	<u>217,937</u>
						Expenses						
1,249,464	1,426,229	(176,765)	-12.4%	853,157	396,307	Salaries	1,249,464	1,426,229	(176,765)	-12.4%	853,157	396,307
25,814	26,350	(536)	-2.0%	23,579	2,235	Purchased Labor	25,814	26,350	(536)	-2.0%	23,579	2,235
441,639	579,568	(137,929)	-23.8%	315,433	126,206	Employee Benefits	441,639	579,568	(137,929)	-23.8%	315,433	126,206
-	-	-	0.0%	-	-	Physician Fees	-	-	-	0.0%	-	-
21,561	46,058	(24,497)	-53.2%	23,810	(2,250)	Rent	21,561	46,058	(24,497)	-53.2%	23,810	(2,250)
13,436	18,458	(5,022)	-27.2%	11,932	1,504	Utilities	13,436	18,458	(5,022)	-27.2%	11,932	1,504
2,853	7,162	(4,309)	-60.2%	4,417	(1,564)	Maintenance	2,853	7,162	(4,309)	-60.2%	4,417	(1,564)
74,756	107,892	(33,136)	-30.7%	77,618	(2,862)	Purchased Services	74,756	107,892	(33,136)	-30.7%	77,618	(2,862)
27,192	14,610	12,582	86.1%	28,383	(1,192)	Other Supplies	27,192	14,610	12,582	86.1%	28,383	(1,192)
(31,670)	30,597	(62,267)	-203.5%	4,205	(35,875)	Computer Software Services	(31,670)	30,597	(62,267)	-203.5%	4,205	(35,875)
51,519	62,039	(10,520)	-17.0%	42,920	8,599	Other	51,519	62,039	(10,520)	-17.0%	42,920	8,599
<u>1,876,563</u>	<u>2,318,963</u>	<u>(442,400)</u>	<u>-19.1%</u>	<u>1,385,454</u>	<u>491,109</u>	Total Expenses	<u>1,876,563</u>	<u>2,318,963</u>	<u>(442,400)</u>	<u>-19.1%</u>	<u>1,385,454</u>	<u>491,109</u>
<u>\$ (149,811)</u>	<u>\$ (94,856)</u>	<u>\$ (54,955)</u>	<u>57.9%</u>	<u>\$ 123,361</u>	<u>\$ (273,172)</u>	*EBIDA	<u>\$ (149,811)</u>	<u>\$ (94,856)</u>	<u>\$ (54,955)</u>	<u>57.9%</u>	<u>\$ 123,361</u>	<u>\$ (273,172)</u>
<u>-8.7%</u>	<u>-4.3%</u>	<u>-4.4%</u>	<u>103.4%</u>	<u>8.2%</u>	<u>-16.9%</u>	EBIDA as percent of net revenue	<u>-8.7%</u>	<u>-4.3%</u>	<u>-4.4%</u>	<u>103.4%</u>	<u>8.2%</u>	<u>-16.9%</u>
-	-	-	0.0%	-	-	Interest	-	-	-	0.00%	-	-
43,798	49,217	(5,419)	-11.0%	43,885	(87)	Depreciation	43,798	49,217	(5,419)	-11.01%	43,885	(87)
<u>\$ (193,609)</u>	<u>\$ (144,073)</u>	<u>\$ (49,536)</u>	<u>34.4%</u>	<u>\$ 79,476</u>	<u>\$ (273,085)</u>	Operating Margin	<u>\$ (193,609)</u>	<u>\$ (144,073)</u>	<u>\$ (49,536)</u>	<u>34.4%</u>	<u>\$ 79,476</u>	<u>\$ (273,085)</u>
\$ -	\$ -	-	#DIV/0!	\$ 233	\$ (233)	Investment Income	\$ -	\$ -	\$ -	#DIV/0!	\$ 233	(233)
219,401	12,500	206,901	1655.2%	329,208	(109,807)	Investment Interest Income	219,401	12,500	206,901	1655.2%	329,208	(109,807)
-	-	-	0.0%	-	-	Gain or Loss On Disposal	-	-	-	0.0%	-	-
6,254	833	5,420	650.4%	(2,717)	8,971	Other	6,254	833	5,420	650.4%	(2,717)	8,971
<u>\$ 225,655</u>	<u>\$ 13,333</u>	<u>\$ 212,321</u>	<u>1592.41%</u>	<u>\$ 326,724</u>	<u>\$ (101,069)</u>	Total Other Non-Operating Income	<u>\$ 225,655</u>	<u>\$ 13,333</u>	<u>\$ 212,321</u>	<u>1592.41%</u>	<u>\$ 326,724</u>	<u>\$ (101,069)</u>
<u>\$ 32,046</u>	<u>\$ (130,740)</u>	<u>\$ 162,786</u>	<u>-124.5%</u>	<u>\$ 406,200</u>	<u>\$ (374,154)</u>	Excess (Deficiency) of Revenue Over Expenses	<u>\$ 32,046</u>	<u>\$ (130,740)</u>	<u>\$ 162,786</u>	<u>-124.5%</u>	<u>\$ 406,200</u>	<u>\$ (374,154)</u>
<u>-11.21%</u>	<u>-6.48%</u>	<u>-4.73%</u>		<u>5.27%</u>	<u>-16.5%</u>	Operating Margin %	<u>-11.21%</u>	<u>-6.48%</u>	<u>-4.73%</u>		<u>5.27%</u>	<u>-16.5%</u>
<u>1.64%</u>	<u>-5.84%</u>	<u>7.48%</u>		<u>22.13%</u>	<u>-20.49%</u>	Excess (Deficiency) %	<u>1.64%</u>	<u>-5.84%</u>	<u>7.48%</u>		<u>22.13%</u>	<u>-20.49%</u>

**Horizons Mental Health Center**  
**Statement of Revenue and Expense**  
**For The Month and Year To Date Ended August 31, 2023**

<b>MTD</b>						<b>YTD</b>						
Actual	Budget	Variance	% Change	Prior Year	Prior Yr Variance		Actual	Budget	Variance	% Change	Prior Year	Prior Yr Variance
2,543,999	2,975,224	(431,224)	-14.49%	1,750,653	793,346	Patient Revenue	4,483,717	5,562,375	(1,078,658)	-19.39%	3,222,622	1,261,095
<u>2,543,999</u>	<u>2,975,224</u>	<u>(431,224)</u>	<u>-14.49%</u>	<u>\$ 1,750,653</u>	<u>793,346</u>	Total Patient Revenue	<u>4,483,717</u>	<u>5,562,375</u>	<u>(1,078,658)</u>	<u>-19.39%</u>	<u>3,222,622</u>	<u>1,261,095</u>
85,886	71,190	14,696	20.6%	70,203	15,683	Contractual Adjustments	165,158	142,380	22,778	16.0%	128,001	37,156
42,547	35,595	6,952	19.5%	25,365	17,182	Charity Care	81,696	71,190	10,506	14.8%	52,737	28,959
17,297	21,357	(4,060)	-19.0%	12,525	4,772	Other Deductions	42,824	42,714	110	0.3%	15,150	27,674
777,192	569,518	207,674	36.5%	513,293	263,899	Other Adjustments - CCBHC Adjustment	1,345,721	1,139,036	206,684	18.2%	919,678	426,043
53,370	14,238	39,132	274.8%	24,822	28,548	Provision for Bad Debt	71,087	28,476	42,611	149.6%	43,577	27,511
<u>976,292</u>	<u>711,898</u>	<u>264,394</u>	<u>332.5%</u>	<u>646,209</u>	<u>330,083</u>	Total Deductions from Revenue	<u>1,706,486</u>	<u>1,423,795</u>	<u>282,691</u>	<u>198.8%</u>	<u>1,159,144</u>	<u>547,342</u>
1,567,708	2,263,326	(695,618)	-30.7%	\$ 1,104,444	463,263	Net Patient Revenue	2,777,231	4,138,579	(1,361,348)	-32.9%	2,063,478	713,753
376,269	348,854	27,415	7.9%	519,401	(143,133)	Other Operating Revenue	893,497	697,708	195,789	28.1%	1,069,182	(175,685)
<u>1,943,976</u>	<u>2,612,180</u>	<u>(668,204)</u>	<u>-22.87%</u>	<u>1,623,846</u>	<u>320,131</u>	Total Operating Revenue	<u>3,670,728</u>	<u>4,836,287</u>	<u>(1,165,559)</u>	<u>-4.83%</u>	<u>3,132,660</u>	<u>538,068</u>
						Expenses						
1,242,548	1,426,229	(183,680)	-12.9%	832,777	409,771	Salaries	2,492,012	2,852,457	(360,445)	-12.6%	1,685,934	806,078
28,591	26,350	2,241	8.5%	25,080	3,510	Purchased Labor	54,404	52,700	1,704	3.2%	48,659	5,746
381,466	579,568	(198,102)	-34.2%	310,126	71,341	Employee Benefits	823,105	1,159,136	(336,031)	-29.0%	625,558	197,547
-	-	-	0.0%	-	-	Physician Fees	-	-	-	0.0%	-	-
22,623	46,058	(23,435)	-50.9%	23,386	(763)	Rent	44,184	92,116	(47,932)	-52.0%	47,197	(3,013)
12,419	18,458	(6,039)	-32.7%	15,687	(3,268)	Utilities	25,855	36,916	(11,061)	-30.0%	27,620	(1,765)
2,359	7,162	(4,803)	-67.1%	7,323	(4,964)	Maintenance	5,212	14,324	(9,112)	-63.6%	11,740	(6,528)
139,982	107,892	32,090	29.7%	96,066	43,916	Purchased Services	214,738	215,784	(1,046)	-0.5%	173,684	41,054
11,357	14,610	(3,253)	-22.3%	13,791	(2,434)	Other Supplies	38,549	29,220	9,329	31.9%	42,174	(3,625)
8,947	30,597	(21,651)	-70.8%	32,592	(23,645)	Computer Software Services	(22,723)	61,195	(83,918)	-137.1%	36,797	(59,520)
56,889	62,039	(5,150)	-8.3%	49,989	6,900	Other	108,408	124,078	(15,670)	-12.6%	92,909	15,499
<u>1,907,182</u>	<u>2,318,963</u>	<u>(411,782)</u>	<u>-17.8%</u>	<u>1,406,818</u>	<u>500,364</u>	Total Expenses	<u>3,783,744</u>	<u>4,637,926</u>	<u>(854,182)</u>	<u>-18.4%</u>	<u>2,792,271</u>	<u>991,473</u>
<u>\$ 36,795</u>	<u>\$ 293,217</u>	<u>\$ (256,422)</u>	<u>-87.5%</u>	<u>\$ 217,028</u>	<u>\$ (180,233)</u>	*EBIDA	<u>\$ (113,016)</u>	<u>\$ 198,361</u>	<u>\$ (311,377)</u>	<u>-157.0%</u>	<u>\$ 340,389</u>	<u>\$ (453,404)</u>
<u>1.9%</u>	<u>11.2%</u>	<u>-9.3%</u>	<u>-83.1%</u>	<u>13.4%</u>	<u>-11.5%</u>	EBIDA as percent of net revenue	<u>-3.1%</u>	<u>4.1%</u>	<u>-7.2%</u>	<u>-175.1%</u>	<u>10.9%</u>	<u>-13.9%</u>
-	-	-	0.0%	21	(21)	Interest	-	-	-	0.00%	21	(21)
45,023	49,217	(4,194)	-8.5%	43,885	1,138	Depreciation	88,821	98,435	(9,614)	-9.77%	87,769	1,052
<u>\$ (8,228)</u>	<u>\$ 244,000</u>	<u>\$ (252,228)</u>	<u>-103.4%</u>	<u>\$ 173,122</u>	<u>\$ (181,350)</u>	Operating Margin	<u>\$ (201,837)</u>	<u>\$ 99,926</u>	<u>\$ (301,763)</u>	<u>-302.0%</u>	<u>\$ 252,598</u>	<u>\$ (454,435)</u>
\$ -	\$ -	-	#DIV/0!	\$ 212	\$ (212)	Investment Income	\$ -	\$ -	\$ -	#DIV/0!	\$ 445	(445)
-	12,500	(12,500)	-100.0%	(191,477)	191,477	Investment Interest Income	219,401	25,000	194,401	777.6%	137,731	81,670
-	-	-	0.0%	-	-	Gain or Loss On Disposal	-	-	-	0.0%	-	-
6,280	833	5,447	653.6%	(1,577)	7,857	Other	12,533	1,667	10,867	652.0%	(4,294)	16,827
<u>\$ 6,280</u>	<u>\$ 13,333</u>	<u>\$ (7,053)</u>	<u>-52.90%</u>	<u>\$ (192,842)</u>	<u>\$ 199,122</u>	Total Other Non-Operating Income	<u>\$ 231,934</u>	<u>\$ 26,667</u>	<u>\$ 205,268</u>	<u>769.75%</u>	<u>\$ 133,882</u>	<u>\$ 98,052</u>
<u>\$ (1,948)</u>	<u>\$ 257,333</u>	<u>\$ (259,281)</u>	<u>-100.8%</u>	<u>\$ (19,720)</u>	<u>\$ 17,772</u>	Excess (Deficiency) of Revenue Over Expenses	<u>\$ 30,098</u>	<u>\$ 126,593</u>	<u>\$ (96,495)</u>	<u>-76.2%</u>	<u>\$ 386,480</u>	<u>\$ (356,383)</u>
<u>-0.42%</u>	<u>9.34%</u>	<u>-9.76%</u>		<u>10.66%</u>	<u>-11.1%</u>	Operating Margin %	<u>-5.50%</u>	<u>2.07%</u>	<u>-7.56%</u>		<u>8.06%</u>	<u>-13.6%</u>
<u>-0.10%</u>	<u>9.80%</u>	<u>-9.90%</u>		<u>-1.38%</u>	<u>1.28%</u>	Excess (Deficiency) %	<u>0.77%</u>	<u>2.60%</u>	<u>-1.83%</u>		<u>11.83%</u>	<u>-11.06%</u>

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Sept 29, 2023

Annual Report Information Services

Michael Mathews

The Information Technology department has steadfastly progressed this year, Our goal is to produce fast solid and great service to all Reno County Departments:

### Help Desk

Over the course of this year, our help desk services have been instrumental in successfully addressing and resolving 2,050 service tickets, showcasing our commitment to efficient support. It's worth noting that this figure excludes the multitude of requests received via phone and in-person interactions. From this extensive pool of over 2,000 tickets, we took the initiative to gather feedback through 65 randomly selected satisfaction surveys. These surveys have provided valuable insights and reaffirmed our department's exceptional performance, boasting an impressive overall satisfaction rating of 4.8 out of 5. Beyond ticket resolution, our dedicated help desk personnel play a multifaceted role in our organization. They extend their expertise to ensuring seamless technology operations during crucial commission meetings and other significant gatherings, reinforcing our commitment to providing comprehensive and reliable technical assistance across various aspects of our services.

### GIS Services

Our dedication persists in overseeing and aiding various department users in our ongoing GIS project. Extending our mapping services to all tiers of Public Safety, our focus remains crucially on ensuring the accuracy of the 911 address layer. This critical task enables the precise dispatch of emergency services to specific locations, safeguarding timely and effective responses. Our commitment to GIS services underscores our role in enhancing spatial data accuracy and accessibility, fostering a safer and more efficient environment for the community and its emergency services.

### Data Analysis

In the past year, the IT department successfully integrated the Data Analyst role from the Health Department, unlocking its potential to provide valuable support to multiple departments. While our collaboration with the Health Department remains ongoing, we have expanded our efforts to partner with 911 to conduct in-depth analysis aimed at enhancing emergency response times. Additionally, we have engaged with the County Appraiser and County Admin to leverage data insights effectively. Notably, this position now plays a pivotal role in generating customized reports for various departments, harnessing data from diverse software platforms to provide actionable insights that inform decision-making, streamline processes, and foster overall operational efficiency. This expansion into data analysis empowers our IT department to play a critical role in facilitating data-driven improvements across the county's operations and services.

### Document Management

This year, the document management specialist accomplished tasks for the Clerk, HR, Register of Deeds, and maintenance departments. They digitized historical records for the Clerk, covering Minutes, Resolutions, Contracts, Vital Statistics, and Voter Abstracts, spanning a cumulative 576 years and 48,397 pages. The HR department also had 1,677 folders of records digitized for an impressive 198,482 pages, to prepare for upcoming construction. Progressing, the Registers of Deed project digitized 65 more books (30,843 pages), and a successful transition to Square 9's Global Search

software occurred. This enabled collaborative workflows with around 40 active processes for 12 departments, adding about 12,000 documents monthly across the county.

### Database Administration

Under the scope of database administration, the IT department has engaged in several projects. These include the setup, configuration, and maintenance of a document management workflow node for automatic file exports, the creation of a Case Level tracking application to aid the Police Department, creation of a timeline designer application for the Sheriff's Office, and establishment of a victim/witness resource page integrated with a QR code system for the Sheriff's Office. Furthermore, efforts have included the conversion of Access databases into web applications, with a focus on Health Keys, Health UVS, and CC Client Invoices; ensuring security updates to databases and web servers, configuring software for efficient IT reporting, and collaborating with other departments, such as the County Treasurer, to provide database support during crucial operations like tax distribution.

### Web Administration

Under the scope of web administration, a range of projects has been undertaken by the IT department. These endeavors encompass the development of a system detail collector for aggregating system information; development of a database, API, and management panel for Kiosk Policy deployment, development of a county-wide survey/questionnaire application, development of an IT Homepage/dashboard for enhanced accessibility, development of a Reception-Bell web application and desktop client tailored for the Aging Department lobby. Additionally, work has started on an alternative tool for rapid deployment and remote support. Support and improvements for tax-sale and youth-data web applications, corrections to the civil process database, and assistance with CivicPlus user and page management.

### Public Safety

Accomplishments encompass upgrading County Fire to Tyler Mobile and Records, along with inventory and upgrades for Sheriff MDTs and MiFi's. Continuous efforts involve server patching, collaborating with 911 on phone line conversion, aiding EMS and 911 in MDT upgrades and call routing review, and coordinating console additions at state fairgrounds with 911 and KHP for the Fair. Acting as a liaison with city IT, tasks included advancing shared interests, upgrading 911 computers, and working on software like Eagle View.

### Advancement Initiatives

In the past year, notable accomplishments include expanding security camera storage, refreshing Law Enforcement equipment, enhancing ITSM/ITIL compliance through new systems, contributing to courthouse recabling for remodeling and future expansion, orchestrating Office 365 deployment for improved services and security while ensuring regulatory adherence, establishing a new replication network, streamlining remote support utilities, and collaborating with departmental leadership for extensive county and law enforcement network enhancements within the domain of advanced network management.



## AGENDA ITEM

## **AGENDA ITEM #9.A**

**AGENDA DATE:** October 11, 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 September 2023**  
**Submitted by**  
**Barbara Lilyhorn**  
**Director- Department of Aging and Public Transportation**

**Budget**

Aging Services has spent 45% and Public Transit has spent 51 % of the Department budgets respectively – a composite total of 50% of the entire 002 expenditure budget as of 09/22/2023. Composite revenue is 36 %.

**Public Transportation**

**Staff**

Rcat continues to have 2 driver positions open which are currently being advertised. We have an offer pending and are waiting for the pre-employment testing to be completed.

**Operations**

The new point to point shopping fixed route service launched September 5.

The lien release for Rcat #12 – the bus recently replaced, was received. I'm working with the Automotive Department to prepare to offer it for sale on Purplewave.

Rcat # 21 a minivan lost the engine when the cam sheared. I requested KDOT pay for the cost of the replacement. KDOT agreed to fund 100% of the cost because this will enable us to keep the vehicle in the fleet for several more years without replacement.

Rcat #5 a paratransit bus blew the transmission. I requested that KDOT allow us to replace the transmission and to take the repair cost as a grant expense. The request was granted. All repair costs over \$1,500 are reviewed by KDOT on a case-by-case basis.

**Aging**

**Staff**

Interviews for the Social and Human Service Assistant position were held, an offer is pending on the successful completion of the pre-employment testing.

**Operations**

The Bi-Monthly meeting of the Reno County Council on Aging was held on September 19. A quorum was not present.

On September 15, we began taking appointments for Medicare Part D Open Enrollment counseling. We are monitoring the possibility of a government shutdown. The 2013 shut down occurred during October and the Part D Open Enrollment Period was delayed and Medicare.gov website impacted.





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

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Re: Monthly report for end of September 2023

To: Randy Partington, County Administrator

### **Staffing changes or issues**

The Appraiser's Office has posted for a Residential Appraiser and will conduct interviews with qualified applicants until the position is filled.

With winter and cold/flu/Covid season coming up, we are working with IT for solutions on improving work-from-home options and capabilities, updating the A/V in the conference room, and recording informal hearings.

### **Financial summary**

As of 9/29/23, the Appraiser will have spent approximately 67% 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 Departments

- Staff is diligently going through field work (sales review, permits, 17% review) for the 2024 valuation.
- 17% review has been completed and staff have begun reviewing permits.
- Staff is defending appealed informal valuation decisions at small claims and BOTA.
- As of 9/29, only three appeals for the 2023 tax year are pending with the full Board in Topeka.

#### Personal Property

- Staff is inputting cost values for various personal property items for the 2024 valuation.

#### Support Staff

- Staff continues to process deeds and update records accordingly.
- Staff continues to work with IT regarding the GlobalSearch (Square9) transition.
- Staff is working Splits/Combos as they come in.



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

### **Budget YTD Summary**

As of September 25, 2023, we are at 71% of our overall budget of \$200,483. The internal services fund (fuel and parts) stands at 56% out of the budget of \$330,846. In the special equipment fund for vehicles, we are at 61.35% with purchases and encumbrance out of the overall budget of \$236,250.

### **Projects/Issues**

The biggest issue for us is the UAW strike and what it could mean for our vehicle orders and parts suppliers. As of now we have three vehicles on order that are still scheduled to be built but the timeline could change. I am still waiting for the order bank to open for replacement patrol vehicles so I am anticipating a short timeline to get quotes and place orders.

August fuel expenses came in at \$21,207.



**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 September

In the Election's Office we are getting ready for the General City/School Election.

In the Clerk's Office we are still getting budgets in from the various Taxing Entities. When those are all in, we will begin the process to get the tax statements ready.

By the end of September, 74% of the year-to-date budget has been used in the Clerk's Office with the majority of that for payroll and to pay for the RNR notices (\$22,620) that had to be mailed out and 57% 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  
Phone 620-665-7042  
Fax 620-662-8613

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County Commission Report

September 2023

## Staffing

There are no open positions at Community Corrections.

## Projects/Concerns

Staff from the Milestone Clubhouse were invited to do a presentation at our officers' meeting about the programs they offer. They serve people who are at least eighteen years old with a diagnosis of severely and persistently mentally ill. They offer a variety of services including advocacy, employment, education, and housing assistance, and social activities. The number of people assigned to community Correction who are diagnosed as SPMI is increasing. Often Judges recognize these underlying issues and want to pursue supervision in the community rather than sending the person to prison. We continue to try to find community resources to help these people so their needs are met. However, the combination of mental illness, substance abuse, and criminality can make these people very difficult to serve. They often fail to engage in services and fall through the cracks in system programming.

One challenge we continue to have is the pace of training by the Department of Corrections for new officers. Jordan Rochelle started in December, 2022, she just completed her initial training this month. Jillian Jenkins started at the beginning of September and we were fortunate enough to get her into an earlier training group because they had someone withdraw. Jillian's last adult training is scheduled for April, 2024, which means she won't be certified until May, 2024, at the earliest. Jillian will also be supervising juvenile cases and most of the initial juvenile supervision trainings haven't even been scheduled by the Department of Corrections. The first required juvenile training was scheduled during the same time as one of the required adult supervision trainings. This means Jillian will likely not be able to begin the required juvenile trainings until December, 2023. This significantly slows the process of assigning clients to new officers and puts more work on other officers. Since new officers can't complete the risk and needs assessments, which take about an hour per client, other officers have to do it for them, increasing their already busy workload.

## Financial

The Secretary of Corrections submitted his budget to the Office of Administration in September. His budget included the enhancement of \$5 million for which we have been advocating. This is just the first step in a long process but is a positive step for Community Corrections across the state. Our next step is to advocate for support of this enhancement with legislators and the Governor's office.

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## Communications Monthly Report – September 2023

**Press Releases:** High nitrate levels warrant water source changes.

**Graphic Design:** Graphic designs for National Preparedness Month, Labor Day, Field Appraiser job recruitment, Notices of Public Hearing and Public Meeting, Health Department important announcement on updated mRNA vaccine, Temporary Traffic Control on Wilson Road during bridge construction.

**Website:** (Retirement parties for Jody Bryant and Deputy Lance Smith), WIC Benefits continue even if there is a federal government shutdown, Planning Commission develops draft Commercial Solar Regulations, Woodie Seat Freeway to close Sept. 18 until Dec. 22, 2023, Request for Proposals – Reno County / Hutchinson Fights Addiction Fund, Temporary traffic control during Willowbrook Road bridge construction, Boil Water Advisory for Pretty Prairie, Health Dept. Important Announcement on updated mRNA vaccine, High nitrate levels warrant water source changes, Broadacres Road closed Sept. 11-14 for bridge replacement, City of Hutchinson and Reno County proclaim September as National Recovery Month.

**Videos/Photos: Videos:** Kansas State Fair video. **Photos:** Reno County Commission meetings on Sept. 8, 13 & 27, Dillon Lecture Series speaker Aron Ralston, Jody Bryant and Deputy Lance Smith's retirement parties, Emergency Preparedness Day at the Kansas State Fair, ongoing renovation photos.

### **Social Media: Sept. 1 - 29, 2023**

- **Facebook Reno County:** 3,878 followers (+31), 52 posts
  - Top Post: Congratulations Deputy Lance Smith on your retirement (08.25.23)
    - 11,745 reach, 2,880 engagements, 18 shares, 798 reactions, 150 comments
- **Twitter:** 866 followers (-3), 20 tweets
  - Top Tweet: September is National Preparedness Month (09.19.23)
    - 41 impressions, 1 total media engagement
- **YouTube:** 350 subscribers (+2)
  - Top video: Reno County Commission meeting (08.30.23)
    - 111 views
- **LinkedIn:** 115 followers (+4), 2 new posts
- **Instagram:** 20 followers (+0), 15 posts.

**Committee Meetings:** Hutchinson Community Foundation Strategic Impact Committee, Leadership Reno County.

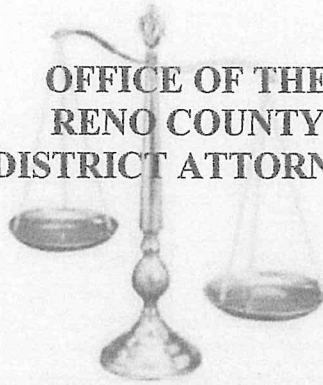
DISTRICT ATTORNEY  
Thomas R. Stanton

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



The 27<sup>th</sup> Judicial District of Kansas  
206 West First Avenue, 5<sup>th</sup> Floor  
Hutchinson, KS 67501-5204

Telephone: (620) 694-2715  
Fax: (620) 694-2711

Victim-Witness Service  
Jody Bryant  
(620) 694-2773

Investigator  
Daniel Nowlan  
Telephone: (620) 694-2765  
Fax: (620) 694-2762

### September 2023 BOCC Update

**Staffing Changes or Issues:** As of September 27, 2023, the Reno County District Attorney's Office employs 21 people when fully staffed: seven attorney/prosecutors; one investigator/coroner assistant; two part-time assistant coroners; one office manager; one victim/witness coordinator; one diversion coordinator; and eight office legal support staff. We have recently hired two new persons support staff to fill open positions resulting from the retirement of Jody Bryant and the loss of our receptionist, so we are fully staffed except for one attorney position. We continue to seek applicants to fill that position.

There were no graduations from Drug Court in the month of September 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 63% of budget as of September 27, 2023.

**Projects-Issues-Challenges-Concerns:** See prior reports.

January 1, 2024, is the date anticipated for the 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, Community Corrections and others within the County government. I have applied for Opioid Settlement Funds to supplement the cost of the First Time Felony Drug Diversion Program.

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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9/26/2023

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

There are no staffing changes to report.

### **Budget YTD summary**

Emergency Management has used 67% of its year-to-date budget.

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

#### Activities:

- Continue to attend KS State Fair planning meetings.
  - Participated in a tabletop exercise.
  - There were daily State Fair operational briefings.
- Attended Kansas Emergency Management Association Conference in Mulvane.
- Our mitigation plan is expiring at the end of 2024. The kickoff meetings were attended last month. The mitigation plan will be a focus of 2024.
- Still working through the County's Emergency Operations Plan (EOP) with the Kansas Department of Emergency Management. This should be completed and submitted to the BOCC for final review before the end of the year.
- Continue to attend weekly meetings on Lexipol policies for fire districts. These policies are close to being completed and will be presented to the BOCC in the coming months.
- The monthly Fire Chiefs Association meeting was held on the first Wednesday of September. The Chiefs had another open discussion on what was presented to the BOCC on August 30<sup>th</sup>.
  - Each fire district will have a meeting to discuss the merger document and what was presented. The meeting schedule was sent to the County Administrator.
- Travis participated in a statewide Fire Working Group meeting. He will serve as one of the two representatives for South Central region of Kansas.
- Organized quarterly fire department training which will be held on October 14<sup>th</sup>.



## **AGENDA ITEM**

## **AGENDA ITEM #9.B**

**AGENDA DATE:** October 11, 2023

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

**AGENDA TOPIC:**  
Financial Report

**SUMMARY & BACKGROUND OF TOPIC:**

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

## 2023 YTD BUDGET REPORT

As of 9/30/2023

	Amended Budget	Amt Received / Expended	% Recd / Used
<b>001 General Fund</b>			
<b>00 Unclassified</b>			
<b>Revenue</b>			
Interest	306,000.00	2,895,837.19	946%
Taxes	17,351,225.00	17,221,697.52	99%
Licenses, Permits, and Fees	229,450.00	219,332.69	96%
Reimbursements	707,500.00	724,153.00	102%
Transfers In from Other Funds	25,000.00	76,386.00	306%
Other Revenue	0.00	23,196.75	
<b>Revenue Total</b>	<b>18,619,175.00</b>	<b>21,160,603.15</b>	<b>114%</b>
<b>Expenses</b>			
Other Expense & Reimbursements	0.00	(3,319.23)	
<b>Expenses Total</b>	<b>0.00</b>	<b>(3,319.23)</b>	
<b>01 County Commission</b>			
<b>Expenses</b>			
Personnel Services	54,000.00	41,219.48	76%
Contractual Services	4,350.00	4,309.26	99%
Commodities	2,500.00	344.80	14%
<b>Expenses Total</b>	<b>60,850.00</b>	<b>45,873.54</b>	<b>75%</b>
<b>02 County Clerk</b>			
<b>Revenue</b>			
Reimbursements	20,000.00	22,956.37	115%
<b>Revenue Total</b>	<b>20,000.00</b>	<b>22,956.37</b>	<b>115%</b>
<b>Expenses</b>			
Personnel Services	284,207.00	216,651.81	76%
Contractual Services	27,170.00	28,194.86	104%
Commodities	4,600.00	1,189.19	26%
<b>Expenses Total</b>	<b>315,977.00</b>	<b>246,035.86</b>	<b>78%</b>
<b>03 County Treasurer</b>			
<b>Revenue</b>			
Reimbursements	0.00	136.00	
<b>Revenue Total</b>	<b>0.00</b>	<b>136.00</b>	
<b>Expenses</b>			
Personnel Services	208,938.00	157,206.39	75%
Contractual Services	40,275.00	21,259.10	53%
Commodities	31,450.00	5,153.93	16%
<b>Expenses Total</b>	<b>280,663.00</b>	<b>183,619.42</b>	<b>65%</b>

## 2023 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
<b>04 District Attorney</b>			
<b>Revenue</b>			
Licenses, Permits, and Fees	80,000.00	114,043.13	143%
Reimbursements	0.00	7,112.47	
<b>Revenue Total</b>	<b>80,000.00</b>	<b>121,155.60</b>	151%
<b>Expenses</b>			
Personnel Services	1,190,954.00	905,654.57	76%
Contractual Services	356,400.00	129,578.71	36%
Commodities	49,000.00	26,706.58	55%
<b>Expenses Total</b>	<b>1,596,354.00</b>	<b>1,061,939.86</b>	67%
<b>05 Register of Deeds</b>			
<b>Revenue</b>			
Licenses, Permits, and Fees	375,000.00	309,154.25	82%
<b>Revenue Total</b>	<b>375,000.00</b>	<b>309,154.25</b>	82%
<b>Expenses</b>			
Personnel Services	160,663.00	122,900.39	76%
Contractual Services	9,455.00	6,372.67	67%
Commodities	5,750.00	2,008.33	35%
<b>Expenses Total</b>	<b>175,868.00</b>	<b>131,281.39</b>	75%
<b>06 Sheriff</b>			
<b>Revenue</b>			
Licenses, Permits, and Fees	32,300.00	26,045.00	81%
Reimbursements	10,500.00	13,449.77	128%
Grant Revenues	12,000.00	14,828.19	124%
<b>Revenue Total</b>	<b>54,800.00</b>	<b>54,322.96</b>	99%
<b>Expenses</b>			
Personnel Services	3,298,628.00	2,414,733.55	73%
Contractual Services	382,938.00	296,608.98	77%
Commodities	455,123.00	234,348.66	51%
Capital Improvement & Outlay	85,682.00	12,153.94	14%
Other Expense & Reimbursements	2,000.00	853.47	43%
<b>Expenses Total</b>	<b>4,224,371.00</b>	<b>2,958,698.60</b>	70%
<b>07 County Administration</b>			
<b>Expenses</b>			
Personnel Services	501,934.00	395,601.95	79%
Contractual Services	55,550.00	13,977.51	25%
Commodities	3,000.00	1,694.36	56%
<b>Expenses Total</b>	<b>560,484.00</b>	<b>411,273.82</b>	73%

## 2023 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
<b>08 District Court</b>			
<b>Revenue</b>			
Reimbursements	10,000.00	1,511.27	15%
Grant Revenues	0.00	4,300.00	
<b>Revenue Total</b>	<b>10,000.00</b>	<b>5,811.27</b>	<b>58%</b>
<b>Expenses</b>			
Contractual Services	561,040.00	358,675.21	64%
Commodities	55,100.00	26,499.99	48%
<b>Expenses Total</b>	<b>616,140.00</b>	<b>385,175.20</b>	<b>63%</b>
<b>09 Courthouse General</b>			
<b>Revenue</b>			
Reimbursements	11,000.00	8,938.60	81%
<b>Revenue Total</b>	<b>11,000.00</b>	<b>8,938.60</b>	<b>81%</b>
<b>Expenses</b>			
Personnel Services	87,749.00	67,982.25	77%
Contractual Services	351,000.00	232,915.77	66%
Commodities	2,000.00	0.00	0%
Capital Improvement & Outlay	900,000.00	45,643.25	5%
Other Expense & Reimbursements	0.00	0.00	
<b>Expenses Total</b>	<b>1,340,749.00</b>	<b>346,541.27</b>	<b>26%</b>
<b>10 County General</b>			
<b>Expenses</b>			
Contractual Services	893,500.00	803,785.54	90%
Commodities	1,000.00	9,037.87	904%
Other Expense & Reimbursements	15,000.00	1,246.18	8%
Outside Agencies Appropriation	604,000.00	521,250.00	86%
Ambulance Services	1,816,889.00	592,652.31	33%
Emergency Communications	850,000.00	576,325.32	68%
Economic Development Projects	400,000.00	0.00	0%
Transfers Out to Other Funds	912,340.00	28,644.41	3%
Commission Discretionary	20,000.00	792.62	4%
<b>Expenses Total</b>	<b>5,512,729.00</b>	<b>2,533,734.25</b>	<b>46%</b>
<b>11 Maintenance</b>			
<b>Revenue</b>			
Reimbursements	30,000.00	32,625.63	109%
<b>Revenue Total</b>	<b>30,000.00</b>	<b>32,625.63</b>	<b>109%</b>
<b>Expenses</b>			
Personnel Services	887,421.00	569,922.49	64%
Contractual Services	86,110.00	54,309.88	63%
Commodities	77,951.00	40,908.99	52%
<b>Expenses Total</b>	<b>1,051,482.00</b>	<b>665,141.36</b>	<b>63%</b>

## 2023 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
<b>12 Planning &amp; Zoning</b>			
<b>Revenue</b>			
Reimbursements	0.00	1,880.00	
<b>Revenue Total</b>	<b>0.00</b>	<b>1,880.00</b>	
<b>Expenses</b>			
Personnel Services	88,964.00	67,423.58	76%
Contractual Services	17,700.00	2,948.31	17%
Commodities	700.00	419.13	60%
<b>Expenses Total</b>	<b>107,364.00</b>	<b>70,791.02</b>	66%
<b>13 Emergency Management</b>			
<b>Revenue</b>			
Reimbursements	100,000.00	330.32	0%
<b>Revenue Total</b>	<b>100,000.00</b>	<b>330.32</b>	0%
<b>Expenses</b>			
Personnel Services	305,391.00	233,072.77	76%
Contractual Services	47,575.00	21,226.43	45%
Commodities	35,200.00	17,404.92	49%
Other Expense & Reimbursements	0.00	593.42	
<b>Expenses Total</b>	<b>388,166.00</b>	<b>272,297.54</b>	70%
<b>14 Sheriff - Jail</b>			
<b>Revenue</b>			
Reimbursements	40,000.00	63,794.40	159%
Grant Revenues	0.00	87,200.00	
Other Revenue	5,000.00	0.00	0%
<b>Revenue Total</b>	<b>45,000.00</b>	<b>150,994.40</b>	336%
<b>Expenses</b>			
Personnel Services	2,502,889.00	1,857,301.83	74%
Contractual Services	920,320.00	674,498.37	73%
Commodities	215,000.00	160,579.41	75%
<b>Expenses Total</b>	<b>3,638,209.00</b>	<b>2,692,379.61</b>	74%
<b>15 Human Resources</b>			
<b>Revenue</b>			
Reimbursements	0.00	3,000.00	
<b>Revenue Total</b>	<b>0.00</b>	<b>3,000.00</b>	
<b>Expenses</b>			
Personnel Services	190,733.00	142,087.75	74%
Contractual Services	52,950.00	33,207.36	63%
Commodities	16,000.00	3,987.37	25%
<b>Expenses Total</b>	<b>259,683.00</b>	<b>179,282.48</b>	69%



## 2023 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
<b>16 Appraiser</b>			
<b>Revenue</b>			
Reimbursements	3,000.00	5,385.50	180%
<b>Revenue Total</b>	<b>3,000.00</b>	<b>5,385.50</b>	<b>180%</b>
<b>Expenses</b>			
Personnel Services	676,347.00	493,349.06	73%
Contractual Services	71,300.00	38,707.43	54%
Commodities	24,500.00	12,126.40	49%
<b>Expenses Total</b>	<b>772,147.00</b>	<b>544,182.89</b>	<b>70%</b>
<b>17 County Clerk - Election</b>			
<b>Revenue</b>			
Reimbursements	500.00	596.32	119%
<b>Revenue Total</b>	<b>500.00</b>	<b>596.32</b>	<b>119%</b>
<b>Expenses</b>			
Personnel Services	130,107.00	94,395.86	73%
Contractual Services	181,810.00	118,042.96	65%
Commodities	18,800.00	7,028.75	37%
Other Expense & Reimbursements	0.00	250.00	
Transfers Out to Other Funds	58,161.00	9,366.00	16%
<b>Expenses Total</b>	<b>388,878.00</b>	<b>229,083.57</b>	<b>59%</b>
<b>18 Information Technology</b>			
<b>Revenue</b>			
Reimbursements	28,000.00	35,150.65	126%
<b>Revenue Total</b>	<b>28,000.00</b>	<b>35,150.65</b>	<b>126%</b>
<b>Expenses</b>			
Personnel Services	548,285.00	428,982.15	78%
Contractual Services	418,075.00	416,467.97	100%
Commodities	9,500.00	3,914.80	41%
<b>Expenses Total</b>	<b>975,860.00</b>	<b>849,364.92</b>	<b>87%</b>

## 2023 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
<b>24 Auto Center</b>			
<b>Revenue</b>			
Reimbursements	20,000.00	19,481.50	97%
<b>Revenue Total</b>	<b>20,000.00</b>	<b>19,481.50</b>	97%
<b>Expenses</b>			
Personnel Services	170,223.00	131,264.62	77%
Contractual Services	14,880.00	11,043.08	74%
Commodities	15,380.00	5,229.33	34%
Capital Improvement & Outlay	0.00	800.00	
<b>Expenses Total</b>	<b>200,483.00</b>	<b>148,337.03</b>	74%
REVENUE TOTALS	19,396,475.00	21,932,522.52	113%
EXPENSE TOTALS	22,466,457.00	13,951,714.40	62%
Fund 001 General Fund	<b>(3,069,982.00)</b>	7,980,808.12	
Beginning Fund Balance:		13,483,335.22	
Ending Fund Balance:		21,464,143.34	
Cash Balance Forward (Budgeted Resource):		8,974,125.00	
Reserve for Cash Carryover & Contingencies:		5,550,000.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
<b>002 Aging &amp; Transit Fund</b>				
<b>Revenue</b>				
Taxes	205,999.00	199,743.75	97%	
Licenses, Permits, and Fees	100.00	0.00	0%	
Reimbursements	6,125.00	10,731.97	175%	
Grant Revenues	1,171,923.00	753,723.52	64%	
Transfers In from Other Funds	437,340.00	0.00	0%	
Other Revenue	257,076.00	46,510.00	18%	
<b>Revenue Total</b>	<b>2,078,563.00</b>	<b>1,010,709.24</b>	<b>49%</b>	
<b>Expenses</b>				
Personnel Services	1,355,740.00	833,597.15	61%	
Contractual Services	594,451.00	321,232.36	54%	
Commodities	286,150.00	107,806.14	38%	
Capital Improvement & Outlay	266,292.00	85,123.80	32%	
Other Expense & Reimbursements	425.00	0.00	0%	
<b>Expenses Total</b>	<b>2,503,058.00</b>	<b>1,347,759.45</b>	<b>54%</b>	
	REVENUE TOTALS	2,078,563.00	1,010,709.24	49%
	EXPENSE TOTALS	2,503,058.00	1,347,759.45	54%
	Fund 002-Aging & Transit Totals	(424,495.00)	(337,050.21)	
	Beginning Fund Balance:	933,802.29		
	Ending Fund Balance:	596,752.08		
	Cash Balance Forward (Budgeted Resource):	489,751.00		
	Reserve for Cash Carryover & Contingencies:	60,000.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
<b>003 Public Health Fund</b>				
<b>Revenue</b>				
Taxes	673,691.00	656,695.63	97%	
Licenses, Permits, and Fees	10,500.00	26,288.72	250%	
Reimbursements	566,000.00	334,763.59	59%	
Grant Revenues	1,240,500.00	1,542,970.18	124%	
Other Revenue	500.00	7,525.98	1505%	
<b>Revenue Total</b>	<b>2,491,191.00</b>	<b>2,568,244.10</b>	<b>103%</b>	
<b>Expenses</b>				
Personnel Services	2,625,375.00	1,708,335.00	65%	
Contractual Services	648,870.00	440,088.81	68%	
Commodities	249,150.00	116,260.01	47%	
<b>Expenses Total</b>	<b>3,523,395.00</b>	<b>2,264,683.82</b>	<b>64%</b>	
	REVENUE TOTALS	2,491,191.00	2,568,244.10	103%
	EXPENSE TOTALS	3,523,395.00	2,264,683.82	64%
	Fund 003-Public Health Totals	(1,032,204.00)	303,560.28	
	Beginning Fund Balance:	2,429,407.11		
	Ending Fund Balance:	2,732,967.39		
	Cash Balance Forward (Budgeted Resource):	1,401,406.00		
	Reserve for Cash Carryover & Contingencies:	352,000.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
<b>004 Noxious Weed Fund</b>				
<b>Revenue</b>				
Taxes	128,076.00	123,556.11	96%	
Other Revenue	12,000.00	19,699.46	164%	
<b>Revenue Total</b>	<b>140,076.00</b>	<b>143,255.57</b>	<b>102%</b>	
<b>Expenses</b>				
Personnel Services	85,221.00	64,428.46	76%	
Contractual Services	4,650.00	1,317.94	28%	
Commodities	51,150.00	46,304.27	91%	
Transfers Out to Other Funds	10,000.00	0.00	0%	
<b>Expenses Total</b>	<b>151,021.00</b>	<b>112,050.67</b>	<b>74%</b>	
	REVENUE TOTALS	140,076.00	143,255.57	102%
	EXPENSE TOTALS	151,021.00	112,050.67	74%
	Fund 004-Noxious Weed Totals	(10,945.00)	31,204.90	
	Beginning Fund Balance:	24,004.42		
	Ending Fund Balance:	55,209.32		
	Cash Balance Forward (Budgeted Resource):	14,375.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
<b>006 Special Bridge Fund</b>				
<b>Revenue</b>				
Taxes	276,294.00	266,924.95	97%	
Reimbursements	300,000.00	308,473.28	103%	
Transfers In from Other Funds	0.00	0.00		
<b>Revenue Total</b>	<b>576,294.00</b>	<b>575,398.23</b>	<b>100%</b>	
<b>Expenses</b>				
Contractual Services	2,400,000.00	1,148,746.85	48%	
Commodities	350,000.00	0.00	0%	
Other Expense & Reimbursements	0.00	(106,912.69)		
<b>Expenses Total</b>	<b>2,750,000.00</b>	<b>1,041,834.16</b>	<b>38%</b>	
	REVENUE TOTALS	576,294.00	575,398.23	100%
	EXPENSE TOTALS	2,750,000.00	1,041,834.16	38%
	Fund 006-Special Bridge Totals	(2,173,706.00)	(466,435.93)	
	Beginning Fund Balance:	4,148,444.61		
	Ending Fund Balance:	3,682,008.68		
	Cash Balance Forward (Budgeted Resource):	2,178,454.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
<b>007 Road &amp; Bridge Fund</b>				
<b>Revenue</b>				
Taxes	5,262,162.00	5,115,562.01	97%	
Reimbursements	0.00	69,865.42		
Other Revenue	1,536,438.00	1,384,113.79	90%	
Grant Revenues	0.00	200,000.00		
<b>Revenue Total</b>	<b>6,798,600.00</b>	<b>6,769,541.22</b>	<b>100%</b>	
<b>Expenses</b>				
Personnel Services	2,327,125.00	1,536,891.04	66%	
Contractual Services	299,600.00	160,883.04	54%	
Commodities	3,682,000.00	2,931,026.05	80%	
Capital Improvement & Outlay	466,500.00	242,990.01	52%	
Transfers Out to Other Funds	400,000.00	0.00	0%	
<b>Expenses Total</b>	<b>7,175,225.00</b>	<b>4,871,790.14</b>	<b>68%</b>	
	REVENUE TOTALS	6,798,600.00	6,769,541.22	100%
	EXPENSE TOTALS	7,175,225.00	4,871,790.14	68%
Fund 007-Road & Bridge Totals	<b>(376,625.00)</b>	1,897,751.08		
	Beginning Fund Balance:	1,346,089.12		
	Ending Fund Balance:	3,243,840.20		
	Cash Balance Forward (Budgeted Resource):	519,367.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
<b>008 Solid Waste Fund</b>				
<b>Revenue</b>				
Licenses, Permits, and Fees	5,090,000.00	5,512,596.40	108%	
Reimbursements	55,000.00	88,291.96	161%	
Other Revenue	5,000.00	35,990.20	720%	
<b>Revenue Total</b>	<b>5,150,000.00</b>	<b>5,636,878.56</b>	<b>109%</b>	
<b>Expenses</b>				
Personnel Services	1,683,838.00	1,022,868.71	61%	
Contractual Services	1,216,950.00	579,555.74	48%	
Commodities	609,500.00	255,912.29	42%	
Capital Improvement & Outlay	2,050,000.00	1,322,202.81	64%	
Transfers Out to Other Funds	650,950.00	250,950.00	39%	
<b>Expenses Total</b>	<b>6,211,238.00</b>	<b>3,431,489.55</b>	<b>55%</b>	
	REVENUE TOTALS	5,150,000.00	5,636,878.56	109%
	EXPENSE TOTALS	6,211,238.00	3,431,489.55	55%
Fund 008-Solid Waste Totals	<b>(1,061,238.00)</b>	2,205,389.01		
	Beginning Fund Balance:	6,422,083.53		
	Ending Fund Balance:	8,627,472.54		
	Cash Balance Forward (Budgeted Resource):	5,095,008.00		
	Reserve for Cash Carryover & Contingencies:	4,033,770.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
<b>009 Youth Services Fund</b>				
<b>Revenue</b>				
Reimbursements	1,329,595.00	933,841.88	70%	
Grant Revenues	0.00	15,742.47		
Transfers In from Other Funds	400,000.00	0.00	0%	
<b>Revenue Total</b>	<b>1,729,595.00</b>	<b>949,584.35</b>	<b>55%</b>	
<b>Expenses</b>				
Personnel Services	1,753,909.00	1,318,907.35	75%	
Contractual Services	113,745.00	83,167.42	73%	
Commodities	56,300.00	24,044.35	43%	
Other Expense & Reimbursements	126,082.00	57,896.86	46%	
<b>Expenses Total</b>	<b>2,050,036.00</b>	<b>1,484,015.98</b>	<b>72%</b>	
	REVENUE TOTALS	1,729,595.00	949,584.35	55%
	EXPENSE TOTALS	2,050,036.00	1,484,015.98	72%
Fund 009-Youth Services Totals	<b>(320,441.00)</b>	<b>(534,431.63)</b>		
	Beginning Fund Balance:	896,861.45		
	Ending Fund Balance:	362,429.82		
	Cash Balance Forward (Budgeted Resource):	752,619.00		
	Reserve for Cash Carryover & Contingencies:	432,178.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
<b>013 Solid Waste Post-Closure Fund</b>				
<b>Revenue</b>				
Transfers In from Other Funds	400,000.00	0.00	0%	
<b>Revenue Total</b>	<b>400,000.00</b>	<b>0.00</b>	<b>0%</b>	
<b>Expenses</b>				
Contractual Services	330,000.00	132,510.00	40%	
Capital Improvement & Outlay	6,132,913.00	0.00	0%	
<b>Expenses Total</b>	<b>6,462,913.00</b>	<b>132,510.00</b>	<b>2%</b>	
	REVENUE TOTALS	400,000.00	0.00	0%
	EXPENSE TOTALS	6,462,913.00	132,510.00	2%
Fund 013-Solid Waste Post-Closure Totals	<b>(6,062,913.00)</b>	<b>(132,510.00)</b>		
	Beginning Fund Balance:	6,942,945.86		
	Ending Fund Balance:	6,810,435.86		
	Cash Balance Forward (Budgeted Resource):	6,062,913.00		



Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
<b>015 Employee Benefits Fund</b>			
<b>Revenue</b>			
Taxes	5,454,357.00	5,298,456.92	97%
Reimbursements	1,314,000.00	970,175.63	74%
<b>Revenue Total</b>	<b>6,768,357.00</b>	<b>6,268,632.55</b>	<b>93%</b>
<b>Expenses</b>			
Personnel Services	4,400,321.00	3,300,366.15	75%
Contractual Services	5,000.00	3,984.50	80%
Other Expense & Reimbursements	4,000.00	0.00	0%
Transfers Out to Other Funds	4,800,000.00	2,942,971.50	61%
<b>Expenses Total</b>	<b>9,209,321.00</b>	<b>6,247,322.15</b>	<b>68%</b>
	REVENUE TOTALS	6,268,632.55	93%
	EXPENSE TOTALS	6,247,322.15	68%
Fund 015-Employee Benefits Totals	(2,440,964.00)	21,310.40	
	Beginning Fund Balance:	4,967,541.03	
	Ending Fund Balance:	4,988,851.43	
	Cash Balance Forward (Budgeted Resource):	4,082,534.00	
	Reserve for Cash Carryover & Contingencies:	1,500,000.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
<b>017 TECH Center Fund</b>			
<b>Revenue</b>			
Taxes	500,400.00	486,432.66	97%
<b>Revenue Total</b>	<b>500,400.00</b>	<b>486,432.66</b>	<b>97%</b>
<b>Expenses</b>			
Contractual Services	510,000.00	469,000.00	92%
<b>Expenses Total</b>	<b>510,000.00</b>	<b>469,000.00</b>	<b>92%</b>
	REVENUE TOTALS	486,432.66	97%
	EXPENSE TOTALS	469,000.00	92%
Fund 017-TECH Center Totals	(9,600.00)	17,432.66	
	Beginning Fund Balance:	24,975.17	
	Ending Fund Balance:	42,407.83	
	Cash Balance Forward (Budgeted Resource):	22,937.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
<b>018 Mental Health Fund</b>			
<b>Revenue</b>			
Taxes	444,884.00	431,879.66	97%
<b>Revenue Total</b>	<b>444,884.00</b>	<b>431,879.66</b>	<b>97%</b>
<b>Expenses</b>			
Contractual Services	452,025.00	417,025.00	92%
<b>Expenses Total</b>	<b>452,025.00</b>	<b>417,025.00</b>	<b>92%</b>
	REVENUE TOTALS	431,879.66	97%
	EXPENSE TOTALS	417,025.00	92%
Fund 018-Mental Health Totals	(7,141.00)	14,854.66	
	Beginning Fund Balance:	20,584.21	
	Ending Fund Balance:	35,438.87	
	Cash Balance Forward (Budgeted Resource):	18,999.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
<b>029 Special Parks &amp; Recreation Fund</b>			
<b>Revenue</b>			
Taxes	18,965.00	13,770.05	73%
<b>Revenue Total</b>	<b>18,965.00</b>	<b>13,770.05</b>	73%
<b>Expenses</b>			
Contractual Services	10,000.00	10,000.00	100%
<b>Expenses Total</b>	<b>10,000.00</b>	<b>10,000.00</b>	100%
	REVENUE TOTALS	18,965.00	73%
	EXPENSE TOTALS	10,000.00	100%
Fund 029 Special Parks & Recreation Totals	8,965.00	3,770.05	
	Beginning Fund Balance:	13,571.88	
	Ending Fund Balance:	17,341.93	
	Cash Balance Forward (Budgeted Resource):	8,291.00	
	Reserve for Cash Carryover & Contingencies:	17,256.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
<b>030 Special Alcohol &amp; Drug Fund</b>			
<b>Revenue</b>			
Taxes	18,965.00	15,420.07	81%
<b>Revenue Total</b>	<b>18,965.00</b>	<b>15,420.07</b>	81%
<b>Expenses</b>			
Contractual Services	10,000.00	10,000.00	100%
<b>Expenses Total</b>	<b>10,000.00</b>	<b>10,000.00</b>	100%
	REVENUE TOTALS	18,965.00	81%
	EXPENSE TOTALS	10,000.00	100%
Fund 030 Special Alcohol & Drug Totals	8,965.00	5,420.07	
	Beginning Fund Balance:	38,524.51	
	Ending Fund Balance:	43,944.58	
	Cash Balance Forward (Budgeted Resource):	30,271.00	
	Reserve for Cash Carryover & Contingencies:	39,236.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
<b>083 Bond &amp; Interest Fund</b>			
<b>Revenue</b>			
Taxes	948,964.00	913,612.51	96%
Transfers In from Other Funds	250,950.00	402,143.76	160%
Other Revenue	52,314.00	52,864.50	101%
<b>Revenue Total</b>	<b>1,252,228.00</b>	<b>1,368,620.77</b>	109%
<b>Expenses</b>			
Contractual Services	1,749,701.00	1,749,800.00	100%
<b>Expenses Total</b>	<b>1,749,701.00</b>	<b>1,749,800.00</b>	100%
	REVENUE TOTALS	1,252,228.00	109%
	EXPENSE TOTALS	1,749,701.00	100%
Fund 083 Bond & Interest Totals	(497,473.00)	(381,179.23)	
	Beginning Fund Balance:	550,701.51	
	Ending Fund Balance:	169,522.28	
	Cash Balance Forward (Budgeted Resource):	672,256.00	
	Reserve for Cash Carryover & Contingencies:	150,000.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
<b>085 Noxious Weed Capital Outlay Fund</b>			
<b>Revenue</b>			
Transfers In from Other Funds	10,000.00	0.00	0%
<b>Revenue Total</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0%</b>
	REVENUE TOTALS	10,000.00	0.00
	EXPENSE TOTALS	0.00	0.00
Fund 085 Noxious Weed Capital Outlay Totals	10,000.00	0.00	
	Beginning Fund Balance:	104,276.58	
	Ending Fund Balance:	104,276.58	
	Cash Balance Forward (Budgeted Resource):	89,776.00	
	Reserve for Cash Carryover & Contingencies:	99,776.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
<b>086 Public Health Capital Outlay Fd</b>			
<b>Expenses</b>			
Capital Improvement & Outlay	25,000.00	0.00	0%
<b>Expenses Total</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0%</b>
	REVENUE TOTALS	0.00	0.00
	EXPENSE TOTALS	25,000.00	0.00
Fund 086 Public Health Capital Outlay Totals	(25,000.00)	0.00	
	Beginning Fund Balance:	413,200.50	
	Ending Fund Balance:	413,200.50	
	Cash Balance Forward (Budgeted Resource):	433,480.00	
	Reserve for Cash Carryover & Contingencies:	408,480.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
<b>087 Historical Museum Fund</b>			
<b>Revenue</b>			
Taxes	181,654.00	176,565.66	97%
<b>Revenue Total</b>	<b>181,654.00</b>	<b>176,565.66</b>	<b>97%</b>
<b>Expenses</b>			
Contractual Services	185,000.00	168,000.00	91%
<b>Expenses Total</b>	<b>185,000.00</b>	<b>168,000.00</b>	<b>91%</b>
	REVENUE TOTALS	181,654.00	176,565.66
	EXPENSE TOTALS	185,000.00	168,000.00
Fund 087 Historical Museum Totals	(3,346.00)	8,565.66	
	Beginning Fund Balance:	8,629.79	
	Ending Fund Balance:	17,195.45	
	Cash Balance Forward (Budgeted Resource):	8,184.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
<b>093 Special Equipment Fund</b>			
<b>Revenue</b>			
Taxes	523,537.00	506,548.45	97%
Reimbursements	130,288.00	143,642.83	110%
<b>Revenue Total</b>	<b>653,825.00</b>	<b>650,191.28</b>	<b>99%</b>
<b>Expenses</b>			
Contractual Services	131,300.00	87,709.96	67%
Capital Improvement & Outlay	581,109.00	257,360.54	44%
Commodities	5,600.00	0.00	0%
<b>Expenses Total</b>	<b>718,009.00</b>	<b>345,070.50</b>	<b>48%</b>
	REVENUE TOTALS	650,191.28	99%
	EXPENSE TOTALS	345,070.50	48%
Fund 093 Special Equipment Fund Totals	<b>(64,184.00)</b>	305,120.78	
	Beginning Fund Balance:	332,387.02	
	Ending Fund Balance:	637,507.80	
	Cash Balance Forward (Budgeted Resource):	228,517.00	
	Reserve for Cash Carryover & Contingencies:	150,000.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
<b>094 Special Road Fund</b>			
<b>Revenue</b>			
Taxes	8,976.00	14,631.74	163%
Grant Revenues	0.00	53,910.17	
<b>Revenue Total</b>	<b>8,976.00</b>	<b>68,541.91</b>	<b>764%</b>
<b>Expenses</b>			
Contractual Services	0.00	61,280.53	
Capital Improvement & Outlay	755,000.00	0.00	0%
<b>Expenses Total</b>	<b>755,000.00</b>	<b>61,280.53</b>	<b>8%</b>
	REVENUE TOTALS	68,541.91	764%
	EXPENSE TOTALS	61,280.53	8%
Fund 094 Special Road Fund Totals	<b>(746,024.00)</b>	7,261.38	
	Beginning Fund Balance:	1,214,745.57	
	Ending Fund Balance:	1,222,006.95	
	Cash Balance Forward (Budgeted Resource):	782,489.00	
	Reserve for Cash Carryover & Contingencies:	36,465.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
<b>098 CIP Fund</b>			
<b>Revenue</b>			
Taxes	255,476.00	249,319.48	98%
Reimbursements	0.00	8,811.00	
Prior Year Cancelled Encumbrances (KMAAG)	0.00	900.00	
<b>Revenue Total</b>	<b>255,476.00</b>	<b>259,030.48</b>	<b>101%</b>
<b>Expenses</b>			
Capital Improvement & Outlay	457,000.00	295,220.59	65%
<b>Expenses Total</b>	<b>457,000.00</b>	<b>295,220.59</b>	<b>65%</b>
REVENUE TOTALS	255,476.00	259,030.48	101%
EXPENSE TOTALS	457,000.00	295,220.59	65%
Fund 098 CIP Totals	(201,524.00)	(36,190.11)	
Beginning Fund Balance:		367,679.89	
Ending Fund Balance:		331,489.78	
Cash Balance Forward (Budgeted Resource):		307,429.00	
Reserve for Cash Carryover & Contingencies:		100,000.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
<b>180 Internal Services Fund</b>			
<b>Revenue</b>			
Reimbursements	515,000.00	378,075.71	73%
<b>Revenue Total</b>	<b>515,000.00</b>	<b>378,075.71</b>	<b>73%</b>
<b>Expenses</b>			
Commodities	590,846.00	344,272.61	58%
<b>Expenses Total</b>	<b>590,846.00</b>	<b>344,272.61</b>	<b>58%</b>
REVENUE TOTALS	515,000.00	378,075.71	73%
EXPENSE TOTALS	590,846.00	344,272.61	58%
Fund 180 Internal Services Totals	(75,846.00)	33,803.10	
Beginning Fund Balance:		117,012.87	
Ending Fund Balance:		150,815.97	
Cash Balance Forward (Budgeted Resource):		75,846.00	



## **AGENDA ITEM**

## **AGENDA ITEM #9.C**

**AGENDA DATE:** October 11, 2023

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

**AGENDA TOPIC:**  
Revocation of Environmental Health Trip Charge Policy

**SUMMARY & BACKGROUND OF TOPIC:**  
The current policy resulted in unintentional delays.

**POLICY / FISCAL IMPACT:**  
By revoking the Trip Charge policy, this will allow Environmental Health staff the ability to make more frequent trips, expedite permits, and follow up on outstanding cases. As a result, this will lessen the burden associated with time and costs for the public.



# RENO COUNTY HEALTH DEPARTMENT

## ENVIRONMENTAL HEALTH

### Trip Charge Policy

#### General Information:

Effective September 1<sup>st</sup>, 2012 the environmental health section will charge a trip charge starting on the 3<sup>rd</sup> site visit. An initial and one follow up visit is already included in the environmental health fees. The goal of charging on the 3<sup>rd</sup> trip is to achieve quicker compliance on mortgage inspections, well and wastewater permit inspections, childcare/foster care inspections. This will lead to more efficient use of staff time. No trip charge will be used for school inspections, wastewater contractor licensing, sanitary service licensing, animal inspections, building permit evaluations, nuisance cases, experimental wastewater and or well sites, and other environmental visits. Environmental staff will provide educational materials that will assist with avoiding a trip charge. Educational materials will include handouts and the code. Applications, inspection forms, and handouts will reflect when the trip charge will be implemented. This will be applied to all new work starting after Sept. 1<sup>st</sup>, 2012.

**Procedure:** The trip charge will be applied for the 3<sup>rd</sup> visit.

- A. It may be charged to a contractors account or to an account that is set up for a mortgage inspection.
- B. Private home owners must pay the fee prior or at the 3<sup>rd</sup> visit. No charging allowed.
- C. If private owner refuses to pay for 3<sup>rd</sup> trip, staff may make a charge to a private owners account in order to finalize the property's inspection.
- D. Clients will be turned into the state set off program for collection of the trip charge and other fees associated, as determined by administration. Wastewater and Sanitary service contractors, and responsible party on the mortgage inspection may not charge any longer if account is over 90days past due.
- E. Staff will write a receipt for all fees collected in the field and office, or note on an inspection form, paid , and mail or email the inspection form to applicant.
- F. The Environmental Health Coordinator and staff will decide when it is appropriate for the trip charge to be waived.

Prepared by: Dorey Boyce  
Environmental Health Coordinator

6-2-16  
Date

Approved by: A. Blah  
Director/Health Officer

6-3-16  
Date



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

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MEMO


To: Property Owners and Contractors

From: Don Brittain

Date: 10/05/2023

Subject: Revoking Environmental Health Trip Charge Policy

Effective immediately the trip charge policy is no longer to be implemented.

Approved by:   
Director of Reno County Public Works

10-4-2023  
Date