



RENO COUNTY
206 West First Avenue
Hutchinson, Kansas 67501-5245
(620) 694-2929
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TDD (800) 766-3777

TO: ALL INTERESTED PARTIES
FROM: BOARD OF COMMISSIONERS
RE: NOTICE OF MEETINGS
DATE March 18, 2016

- The Reno County Board of Commissioners will host the Quad County meeting scheduled to be held at 11:45 a.m. on Monday, March 21, 2016 at the Hutchinson Correctional Facility located at 500 S. Reformatory in Hutchinson.
- The Reno County Board of Commissioners will meet as regularly scheduled at 9:00 a.m. on Tuesday, March 22, 2016, in Commission Chambers to hold their Agenda Session.

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AGENDA SESSION
RENO COUNTY COMMISSION
COMMISSION CHAMBERS OF COURTHOUSE
Tuesday, March 22, 2016
9:00 A.M.

1. Roll Call: Deming_____Dillon _____Schlickau _____
2. Pledge of Allegiance to the American Flag and Prayer
3. Determine Additions to the Agenda (Restricted to subject matters that were not known at the time of the agenda publication and to subject matters that require immediate Board discussion and/or action and which cannot be deferred to a later date.)
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. Consent Agenda (items considered routine for approval. If any commissioner or person in the audience would like further discussions or explanation of any item they may ask that it be removed from the consent agenda for additional consideration.

- a. Vouchers (bills or payments owed by the county or related taxing units) totaling _____.
- b. Change Orders 2016: 429-431.

Motion for consent agenda items: Approval _____ Disapproval _____

Motion _____ Second _____

Dillon _____ Schlickau _____ Deming _____

6. Consider for approval a revised Reno County Public Works Department Policy for Signing on Township Roads. AI

Motion for action: Approval _____ Disapproval _____

Motion _____ Second _____

Dillon _____ Schlickau _____ Deming _____

7. Consider for approval a revised Donated Sick Leave Policy. AI

Motion for action: Approval _____ Disapproval _____

Motion _____ Second _____

Dillon _____ Schlickau _____ Deming _____

8. Consider for approval a proposal from Robert's Hutchline for furniture to furnish the courthouse annex at a price of \$61,061. DI
9. Follow up on discussion of shooting in the Arkansas River. DI
10. Discussion of items added to the agenda
11. Department update from Health Director Nick Baldetti
12. Department update from Public Works Director David McComb
13. Adjournment

Items listed on the agenda as "DI" (Discussion Item) will normally be discussed that day and voted on the following week. Items listed as "AI" (Action Item) will normally be voted on that day unless postponed for further discussion or to await additional information. The Commission reserves the right to take a final vote on any agenda item but normally, on items coming up for the first time discussion, will await the following week for a final vote.

Tax Year: 2015

TAX ROLL CORRECTION - PERSONAL PROPERTY
AAELT013

Printed by / Date Time
jami.radloff 3/15/2016 10:17:11AM

AGENDA

ITEM #5b

TaxPayer BAKE00200
BAKER, ROBERT
BAKER, HEATHER
304 E 12TH AVE
HUTCHINSON, KS - 67501-1423

System Control # 2016000429
User Control # 2016000429
Cama # -----
Tax Unit 5 HUTCHINSON CITY / USD 308
Property Location 304 E 12TH AVE - HUTCHINSON, KS - 67501

Tax Year 2015
Doc # 200836364003

Check Payable to: BAKER, ROBERT AND HEATHER

APPRAISER SECTION (Value) Mar 10 2016 10:12AM Christen Childs Approved

Appraised Prior To Correction:			Appraised After Correction:			Net Change
Value	Penalty %		Value	Penalty %		
<u>4,924</u>	<u>50.00</u>		<u>0</u>	<u>25.00</u>		<u>-4,924</u>
Assessed Prior To Correction:			Assessed After Correction:			Net Change
Value	Penalty	Total	Value	Penalty	Total	
<u>1,477</u>	<u>738</u>	<u>2,215</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-2,215</u>
Exempt Value:	<u>0</u>		Exempt Value:	<u>0</u>		<u>0</u>
Comment: <u>2013 ARTIC CAT ATV (VIN#4UF13ATV2DT206622) - SOLD ATV 8/8/2014 PER BOS</u>						

CLERK SECTION (Tax) Mar 15 2016 10:17AM Jami Radloff Order to Pr

Tax Prior To Correction:			Tax After Correction:			Net Change
Levy			Levy			
<u>173.875000</u>	Gen Tax	<u>385.14</u>		Gen Tax	<u>0.00</u>	<u>-385.14</u>
	SB41 \$	<u>0.00</u>		SB41 \$	<u>0.00</u>	<u>0.00</u>
Exempt Tax Dollars		<u>385.14</u>	Exempt Tax Dollars		<u>0.00</u>	<u>-385.14</u>
Comment:						

TREASURER SECTION (Summary)

Net Change in Assessed Value	<u>-2,215</u>	Type of Correction	<u>Abate</u>
Mill Levy	<u>173.875000</u>	Correction Code	<u>IP</u>
		Tax Statement #	<u>201822</u>
Net Change in Levied Tax Dollars	<u>-385.14</u>		
Net Change in Exempt Tax Dollars	<u>0.00</u>	Comments	<u>2013 ARTIC CAT ATV (VIN#4UF13ATV2DT206622) - SOLD ATV 8/8/2014 PER BOS</u>
Net Change in Total Tax Dollars	<u>-385.14</u>		

Comment:

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

Approved by Commission: _____

Attest by County Clerk: _____

Tax Year: 2015

TAX ROLL CORRECTION- REAL ESTATE

AAELT014

Printed by / Date Time jami.radloff 3/15/2016 10:17:29AM

Taxpayer PROD00005

System Control # 2016000430

Tax Year 2015

PRODIGAL MINISTRIES OF KANSAS INC

User Control # 2016000430

Tract # 15388

DBA ROYAL FAMILY INTERNATIONAL

CAMA # 126-13-0-10-03-011-00-0-01

Type of Correction Abate

PO BOX 1222

Tax Unit 5 HUTCHINSON CITY / USD 308

3RD E ORIG. TOWN, S13, T23, R06W, LOTS 74-80 EVEN INC AVE EAST

GREAT BEND, KS - 67530-1222

Parcel 15388

USD USD 308 OTHER

Check Payable to: PRODIGAL MINISTRIES OF KANSAS INC

Property Location 300 E 3RD AVE - HUTCHINSON, KS - 67501

APPRAISER SECTION (Value)

Mar 14 2016 12:40PM Mary Sue Wilkey Approved

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	11,330	27,960	39,290
E	0	0	0
Total	11,330	27,960	39,290

Appraised After Correction:

CL	Land	Imp	Total	Net Change
CU	5,210	12,870	18,080	-21,210
E	6,120	15,090	21,210	21,210
Total	11,330	27,960	39,290	0

Assessed Prior to Correction:

CL	Land	Imp	Total
CU	2,833	6,990	9,823
E	0	0	0
Total	2,833	6,990	9,823

Assessed After Correction:

CL	Land	Imp	Total	Net Change
CU	1,303	3,218	4,521	-5,302
E	0	0	0	0
Total	1,303	3,218	4,521	-5,302

SDX 0 | SDX 0 | SDX 0

Comment: ABATE EXEMPT FOR 197 DAYS 2016-231-TX MSW 3/14/16

CLERK SECTION (Tax)

Mar 15 2016 10:17AM Jami Radloff Order to Print

Tax Prior to Correction

Levy <u>173.87500</u>	Gen Tax	<u>1,707.98</u>
	SDX \$	<u>0.00</u>
SDX Tax Dollars		<u>1,707.98</u>

Tax After Correction

Levy <u>173.87500</u>	Gen Tax	<u>786.10</u>	Net Change
	SDX \$	<u>0.00</u>	<u>-921.88</u>
SDX Tax Dollars		<u>786.10</u>	<u>-921.88</u>

Comment:

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SDX influence)	<u>-5,302</u>
Applicable Mill Levy	<u>173.87500</u>
Net Change in Levied Tax Dollars	<u>-921.88</u>
Net Change in SDX Exemption	<u>0.00</u>
Net Change in Total Tax Dollars	<u>-921.88</u>

Type of Correction Abate

Correction Code NI

Tax Statement # 105949

Owner PROD00005

PRODIGAL MINISTRIES OF KANSAS INC

PO BOX 1222

GREAT BEND, KS - 67530-1222

Comment:

By order of the Board of County Commissioners of RENO COUNTY
(Per K.S.A. 1475,1701,1701a, and 1702)

Kansas, _____
(Date)

Approved by Commission: _____

Attest by County Clerk: _____

Tax Year: 2015

TAX ROLL CORRECTION - PERSONAL PROPERTY
AAELT013

Printed by / Date Time
jami.radloff 3/16/2016 2:06:31PM

TaxPayer MYER00134
MYERS, WILLIAM DALE JR
MYERS, MARJORIE A
7104 E PONY ACRES DR
HUTCHINSON, KS - 67501-9569

System Control # 2016000431
User Control # 2016000431
Cama # -----
Tax Unit 162 CLAY TWP / USD 313
Property Location 7104 E PONY ACRES DR - HUTCHINSON, KS - 67501

Tax Year 2015
Doc # 200836364250

Check Payable to: MYERS, WILLIAM DALE JR

APPRAISER SECTION (Value) Mar 15 2016 4:30PM Christen Childs Approved

Appraised Prior To Correction:

Value Penalty %
300 50.00

Appraised After Correction:

Value Penalty %
0 0.00

Net Change
-300

Assessed Prior To Correction:

Value Penalty Total
90 45 135

Assessed After Correction:

Value Penalty Total
0 0 0

Net Change
-135

Exempt Value: 0

Exempt Value: 0

Net Change
0

Comment: 1995 DODGE (VIN#1B7HC16YXSS132543) - SOLD PER SALES RECEIPT 10/20/2014

CLERK SECTION (Tax) Mar 16 2016 2:06PM Jami Radloff Order to Pri

Tax Prior To Correction:

Tax After Correction:

Levy 150.614000 Gen Tax 20.34
SB41 \$ 0.00
Exempt Tax Dollars 20.34

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

Net Change
-20.34
0.00
-20.34

Comment:

TREASURER SECTION (Summary)

Net Change in Assessed Value -135
Mill Levy 150.614000

Type of Correction Abate
Correction Code TP
Tax Statement # 205545

Net Change in Levied Tax Dollars -20.34

Net Change in Exempt Tax Dollars 0.00 Comments 1995 DODGE (VIN#1B7HC16YXSS132543) - SOLD PER SALES RECEIPT 10/20/2014

Net Change in Total Tax Dollars -20.34

Comment:

By order of the Board of County Commissioners of RENO COUNTY, Kansas. _____ (Date)
(Per K.S.A. 1475,1701,1701a, and 1702)

Approved by Commission: _____

Attest by County Clerk: _____



RENO COUNTY AGENDA REQUEST

**PROPOSED AGENDA
ITEM:**

Consider for approval a revised Reno County Public Works Department Policy for Signing on Township Roads.

PRESENTED BY: David McComb, Public Works Director

RECOMMENDED ACTION: Approval and Signatures

BACKGROUND/DISCUSSION DATE: March 22, 2016

**PROPOSED AGENDA
DATE:**

March 29, 2016

FINANCIAL CONSIDERATIONS:

Cost: N/A Funding Source: Is it budgeted? N/A

Fund/Dept.: N/A Effective Date: N/A

Revenue: N/A

Grant Amount: N/A Local Match: N/A

LEGAL CONSIDERATIONS: If the Agenda Item concerns a Contract, Agreement, Policy, County Resolution, or other matter involving legal issues, has it been reviewed by the County Counselor for legal form/sufficiency/recommendation? Yes

Will this Agenda Item replace an existing policy, agreement, contract or resolution?

Yes. Addition of Paragraph II. 2. Townships will be billed for

If Yes, please explain: all costs performed for the traffic study or review.

OTHER: N/A

OPTIONS/ALTERNATIVES: If not approved, are there other options alternatives available? No



Reno County Public Works

600 Scott Boulevard
South Hutchinson, Kansas 67505
Phone: 620-694-2976
Fax: 620-694-2924

Road & Bridge • Planning & Zoning • Noxious Weed • Utilities

RENO COUNTY PUBLIC WORKS DEPARTMENT POLICY FOR SIGNING ON TOWNSHIP ROADS

I. POLICY

A Township does not have constitutional or statutory authority to adopt ordinances or regulations relating to vehicular traffic; thus, a township is not considered a “local authority” within the context of the Uniform Act Regulating Traffic and therefore may not lawfully erect or cause to be erected traffic control devices. The following outlines the procedure for establishing traffic control devices on township roads.

II: PROCEDURE - New Signs

1. Townships must submit a written request signed by two or more Township officials that a sign(s) is needed at a specific location.
2. Townships will be billed for all costs performed for the traffic study or review.
3. Regulatory Signs:
 - a. The Public Works Department will schedule an engineering study within 15 working days following receipt of the request for a Regulatory Sign.
 - b. The Public Works Department will then provide the Commissioners / Township officials with the recommendation of the engineering study within 10 working days following completion of the actual study.
 - c. All new Regulatory Signs will require a resolution from the County Commissioners.
 - d. The Townships shall purchase and install all Regulatory Signs as per the current MUTCD Manual.
4. Non-Regulatory Signs:
 - a) The Public Works Department will schedule an engineering review within 15 working days following receipt of the request for a Non-Regulatory Sign.
 - b) The Public Works Department will then provide the Township officials with the recommendation of the engineering review within 10 working days following completion of the actual study.
 - c) The Townships shall purchase and install all Non-Regulatory Signs as per the current MUTCD Manual.

EFFECTIVE DATE: This policy shall be effective March _____, 2016, and supersedes the provisions of any prior Policy with respect to the same.

APPROVED:

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY

Dan Deming, Chairman

Brad Dillon, Member

James Schlickau, Member

ATTEST:

Reno County Clerk

Dated this ____, day of _____, 2016.

COPY

This resolution signature page corresponds with Resolution No. 2016-____

	SUBJECT: DONATION OF ACCUMULATED SICK LEAVE	
	RESOLUTION DATE: March 22, 2015	PAGES: 4
RELATED POLICIES: Family Medical Leave Unpaid Leave	AGENDA ITEM #7	
DEPARTMENTS PRIMARILY RESPONSIBLE: Human Resources		
APPROVED BY THE BOARD OF COMMISSIONERS OF RENO COUNTY, KANSAS:		
BOARD CHAIRMAN:	Dan Deming	(DATE)
BOARD MEMBER	James Schlickau	(DATE)
BOARD MEMBER	Brad D. Dillon	(DATE)

Purpose

The donated leave program allows eligible employees to transfer, or donate sick leave to other qualifying employees who experience personal serious, extreme, or life-threatening, injuries, impairment or other physical or mental conditions which cause, or are likely to cause, employees to take leave without pay or terminate employment

A. Coverage.

Eligibility. Full time and benefits eligible part time employees (*those working 20-39 hrs*) with a minimum of one year continuous employment.

Exclusions: The donated leave program may not be utilized for absences which are not serious, extreme, or life threatening illnesses, injuries, physical impairments, or mental conditions that have not been medically verified following the Family Medical Leave Policy.

Unsatisfactory Attendance. Donated leave is not intended to accommodate employees with unsatisfactory attendance records. For donated leave purposes, an “unsatisfactory attendance” indicates an employee has been absent without notice, or has expended 75% or more of previous paid sick leave for purposes other than serious, extreme or life-threatening illnesses, injury or impairment during the previous five-year period. However, using sick leave to remain at home with sick children, even when that sickness is not serious or life-threatening, does not necessarily constitute unsatisfactory attendance.

Worker’s Compensation. Employees receiving worker’s compensation payments are not eligible to receive donated leave.

B. Duration.

1. Donated leave applies only to the duration of the current illness or injury for which it is utilized, and cannot exceed 720 hours, per calendar year.
2. In the event a person returns to work with inadequate donated leave to cover the donated leave period, the deficit in donated leave shall be assessed as unpaid leave and deducted from the employee’s available FMLA leave.

3. The recipient employee shall not be entitled to use donated sick leave until seven (7) calendar days following the exhaustion of all previously accumulated sick and personal leave time.
4. Sick leave shall be donated in eight (8) hour increments of no less than eight (8) hours per donation and no more than a total of twenty-four (24) hours per donation if the donors sick bank totals less than 560 hours or forty (40) hours if the donor's bank totals 560 hours or more. This is an hour for hour donation and is not tied to individual salaries.
5. For benefits eligible part time employees they will receive donated leave equal to the number of hours they are classified in for leave accrual.
6. Donated sick leave will be collected and credited to the recipient's record only as needed and deducted from the donor's record only as needed to a maximum of 720 hours.
7. Recipients who will require more than 240 hours of donated leave time must contact Human Resources and inform them of the need to continue past the 240 hour timeframe.
8. Donations for the same condition will be accepted no more than three (3) times for a possible maximum donation of 720 hours of sick leave.
9. An employee who has turned in notice to leave Reno County employment is no longer eligible to donate sick leave.

E. Requesting Donated Leave.

1. Requesting Department:

- (a) The requesting department or Human Resources shall inform the requesting employee of this policy.
- (b) It is the requesting employee's responsibility to submit a written request for donated leave to the Human Resources Department.
- (c) The Human Resources Director with the County Administrator shall review the request to determine whether the employee has:
- (d) Requested, and been approved for Family Medical Leave under the Reno County Policy; and,
- (e) Exhausted, or will exhaust, all other forms of paid leave, i.e., sick, vacation, compensatory time, or other forms of paid leave; and,
- (f) Meets the eligibility standards as stated above; *and*,
- (g) Meets the satisfactory attendance record (i.e., does not have an unsatisfactory attendance record as defined earlier in this Section.)
(Human Resources will confer with the department head regarding the employee's eligibility in meeting the criteria.)

If the employee meets the above criteria, the Human Resources Office will obtain appropriate medical certification from the employee and/or the employee's health care provider using the current FMLA Medical Certification form.

If Human Resources determines that the illness, injury, impairment or physical or mental condition is:

- *a serious, extreme or life-threatening condition* which meet all criteria within this policy and the Family Medical Leave Policy, Human Resources will notify the department head and the employee in writing of approval.
- *not considered serious, extreme or life-threatening condition* or if the employee fails to follow the requirements of the Family Medical Leave Policy, or

- If the Human Resources Director and County Administrator feel the request does not meet the required criteria a written explanation of denial will be given to the requesting employee.
2. Human Resources Department and County Administrator
 - (a) Denial of donated leave by the County Administrator/Human Resources Department does not constitute a determination that a situation is not a personal emergency. The County Administrator and Human Resources Department may, but are not required to, propose alternative solutions.
 - (b) The decision to approve or deny donated leave by the County Administrator and Human Resources Department is final and not subject to appeal.

A. Donation Procedures.

1. Donation Request

- (a) Notification of the need for donated leave will be made in a confidential manner to all employees of Reno County at once and not to the individuals department first.

2. Donating Employee.

- (a) Donations may be made to a requesting employee only after the County Administrator/Human Resources Department approves the donated leave request. Donations must be documented in writing and approved by the Human Resources Director. Donations may be made from accrued sick leave and/or accrued vacation leave. Employees donating sick leave must remain at a level of at least one hundred twenty (120) hours after any donations are made.
- (b) Employees may make multiple donations during a single approved occurrence as long as these leave balance level requirements are met.
- (c) Donations may be made to employees in other departments.
- (d) Donations must be made in full-hour increments.

B. Record Keeping.

- 1 Human Resources will be responsible for reporting the donated hours to payroll. Typically, hours are distributed using a first in first out method. The Donating employee may not direct how or when the leave is distributed once donated.
- 2 Donated hours will only be distributed as needed. At no time will the employee receiving the donation be allowed to keep donated leave in excess of eight (8) or more hours once returning to duty.
- 3 Un-used donated leave will remain in the donating employees' bank.

SICK LEAVE DONATION REQUEST

Employee Requesting Sick Leave Donation:

Name

Date

Describe the serious, extreme, or life-threatening personal or family, injuries, impairment or other physical or mental conditions which cause, or are likely to cause, you to take leave without pay or terminate employment

A physician's verification will be required and may be requested from Human Resources or on the Employee Intranet.

What is the expected return to work date? _____

By requesting a donation of sick leave, the circumstances of your health condition will need to be made known by select decision-making personnel. By signing below, you are giving permission to Reno County to discuss your need for donated time and to explain to fellow employees your need for donated time. These explanations will be kept brief and will provide only the information necessary to make an informed decision.

Signature of Employee Requesting Donation

Return this form to the Human Resources Department

Human Resources/County Administrator use only- Approval or Denial:

AGENDA
ITEM #8

Furniture for the Courthouse Annex

Appraiser	30,718
Treasurer	15,035
Clerk	12,931
ROD	2,377
TOTAL	61,061