



## COUNTY COMMISSION

Ron Sellers  
District 1  
Member

Ron Hirst  
District 2  
Chair

Daniel P. Friesen  
District 3  
Vice-Chair

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

### AGENDA

#### Commission Chambers

**Tuesday, January 26, 2021, 9:00 A.M.**

- I. **Call to Order**
- II. **Pledge of Allegiance to the American Flag and Prayer**
- III. **Welcome and Announcements by Commission Chair**
- IV. **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.
- V. **Determine Additions or Revisions to the Agenda**
- VI. **Consent Agenda**  
If any Commissioner 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. CRF Vouchers Totaling \_\_\_\_\_.
    - i. **Action** – Motion to **approve** the Consent Agenda  
Friesen     Sellers     Hirst
- VII. **Business Items**
  - A. CDBG-CV Grant Fund Award by Randy Partington, County Administrator.
  - B. Purchase of a replacement backup generator for the Health Department by Harlen Depew, Maintenance Director, and Karla Nichols, Health Department Director.
  - C. Transportation Alternatives Project ADA Bus Shelters.
    - i. Presented by Barbara Lilyhorn, Aging/Public Transportation Director.
    - ii. **Action** – Motion to **approve / deny** withdrawing from the Transportation Alternatives Project ADA Bus Shelters grant.
  - D. Aging/Public Transportation Department Update by Barbara Lilyhorn, Director.
  - E. County Administrator's Employment Agreement.
- VIII. **County Administrator Report**
- IX. **County Commission Report/Comments**
- X. **Executive Session**
  - A. Personnel matters of non-elected personnel for \_\_\_\_ minutes with no legal binding action to take place.
- XI. **Adjournment**



## AGENDA ITEM

**INFORMATION:** CDBG-CV Funding Awards  
(From and Issue)

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

**AGENDA DATE:** January 26, 2021

**BACKGROUND** Reno County was notified in May 2020 that the Kansas Department of Commerce was opening the application process for cities and counties to apply for CDBG-CV funding to pass on to qualifying small businesses. The Kansas Department of Commerce awarded \$132,000 to Reno County to award \$120,000 to small businesses who qualify and pay \$12,000 to the grant administrator. On October 27, 2020, following the recommendation of the CDBG-CV Task Force, the Board of County Commissioners approved funding for seven (7) businesses totaling \$108,932.86; and leaving \$11,067.14 for future awards to qualifying businesses. Reno County received two additional applications of which one did not qualify due to business location being in the City of Hutchinson. The second applicant, Special K9 Dog Training and Country Resort, qualifies with incurred costs of \$21,753.48. Contact was made with individuals on the CDBG-CV Task Force and they recommend awarding the business the amount of \$11,067.14 which is the balance of Reno County's award from the Kansas Department of Commerce.

**ALTERNATIVE**

- 1) Award the qualifying small business the amount as recommended by the committee.
- 2) Send the recommendation back to staff for changes to be brought forth at a future meeting.

**RECOMMENDATION** Award as recommended by the committee.

**FISCAL IMPACT** Upon commission approval, Reno County will submit a request to the Kansas Department of Commerce to receive CDBG-CV funds. Upon receipt of said funds from Kansas Department of Commerce, Reno County will mail the approved award amounts to the seven qualifying small businesses.



<b>CDBG-CV Additional Grant Application for BOCC Approval</b>		<b>1/26/2021</b>
<b><u>Business Name</u></b>	<b><u>Incurred Expenses</u></b>	<b><u>Recommended Award Amount</u></b>
<i>Special K9 Dog Training &amp; Country Resort, LLC</i>	\$21,753.48	\$11,067.14

Amount of Previous Awards Approved by BOCC  
on 10/27/2020 \$108,932.86

**Amount of Reno County Grant Less Grant  
Administrator Fee** \$120,000.00

**Balance Unspent \$0.00**

ACTIVITY	CDBG FUNDS	OTHER FUNDS	SOURCE OF OTHER FUNDS	TOTAL COST
1. Economic Dev./Micro-grants	\$120,000.00			\$120,000.00
M & J Enterprise LLC	\$7,123.38			\$7,123.38
M & N Watertite Metal Roofing LLC	\$45,000.00			\$45,000.00
MCRS Construction Co., LLC	\$12,335.21			\$12,335.21
Ray Ray's Cycle Inc.	\$25,000.00			\$25,000.00
Rhythmic Restoration LLC	\$3,552.97			\$3,552.97
The Pizza Connection	\$4,147.99			\$4,147.99
Trails West Motel	\$11,773.31			\$11,773.31
Special K9 Dog Training & Country Resort, LLC				\$11,067.14
TOTAL AWARD				\$120,000.00
Remaining Amount				\$0.00
<b>ED/MG Total</b>	\$120,000.00			\$120,000.00
2. Meals programs				
<b>Meal Program Total</b>				
3. Administration	\$12,000.00			\$12,000.00
<b>Administration Total</b>	\$12,000.00			\$12,000.00
<b>ALL ACTIVITIES TOTAL</b>	\$132,000.00			\$132,000.00



## AGENDA ITEM

**INFORMATION:** Consider for approval, the purchase of a replacement backup generator for the  
(From and Issue) Reno County Health Department.

**PRESENTED BY:** Health Dept. Director, Karla Nichols  
Maintenance & Purchasing Director, Harlen Depew

**AGENDA DATE:** January 26,2021

**BACKGROUND** The backup generator at the Health Dept. provides emergency power to the vaccine storage equipment, and most of the west half of the building, including the Administration area. The generator is a 2004 model, has had recurring mechanical issues, and the parts required to repair it are no longer available without a total rebuild of the system, which would exceed its value. The backup generator is a common requirement for grant funding of vaccines. The building electrical system and loads have been evaluated by our electrical engineer at EC Consultants, equipment specifications have been developed, and an invitation to bid has been sent out to multiple vendors. Due to the urgency to get this project completed, we are asking for approval to proceed with the purchase from the lowest responsible bidder at a cost not to exceed \$45,500.00.

**ALL OPTIONS** 1.) Authorize staff to proceed with the lowest responsible bid on a not-to-exceed basis. 2.) Delay the purchase until the bids are in, and schedule a future date for the County Commission to review and award the bid at that time. 3.) Decline the purchase, and forfeit grant funding for the county's vaccine program.

**RECOMMENDATION** Authorize County Administrator, Randy Partington to sign a purchase agreement with the winning bidder.

**FISCAL IMPACT** The purchase will be paid from Health Dept. Covid CARES funding. Total cost not to exceed \$49,000.00 which includes up to \$3,500.00 for electrical engineering services which have already been completed.



January 11, 2021

**INVITATION TO BID**

Standby Generator Replacement

Reno County Health Department

219 W. 2<sup>nd</sup> Street

Hutchinson, Kansas

**PROJECT SCOPE**

The project includes replacing the existing automatic transfer switch and natural gas powered standby generator with new automatic transfer switch and natural gas powered standby generator and provide all associated circuits and connections.

**BID RECEIVING**

Send or hand deliver bids to the County Administration Office, Reno County Courthouse, 206 W. 1<sup>st</sup> Ave. Hutchinson Kansas by Wednesday, January 27, 2021 at 11:00 a.m. Bids will be opened immediately following in the County Commission Chambers at the courthouse.

**PROJECT COMPLETION**

Target completion date is as soon as possible, or no later than May 31, 2021.

**PROJECT DOCUMENTS**

Project drawings and specifications by Engineering Consultants, Hutchinson Kansas, are being provided with this invitation to bid. Electronic copies are available by contacting the Reno County Maintenance Department at 620-694-2595.

**ADDITIONAL NOTES**

1. Reno County reserves the right to reject any or all bids, or to accept any bid.

Continued:



**BID FORM / CONSTRUCTION CONTRACT**

The undersigned, having examined the Drawings and Specifications for the standby generator replacement at the Reno County Health Department, as prepared by Engineering Consultants, P.E. Hutchinson, Kansas, and having examined the site of the proposed work and being familiar with the conditions surrounding the bidding and construction and phasing of the project, hereby propose to furnish all materials, supplies, labor, overhead, profit, supervision, permits, taxes, insurance, etc., necessary to provide the work described.

**BASE BID**

Submitted by \_\_\_\_\_

The sum of (Written) \_\_\_\_\_

(Numbers) \$ \_\_\_\_\_

Estimated date of completion: \_\_\_\_\_

**Proposal submitted by,**

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

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



## AGENDA REQUEST

**INFORMATION:** Transportation Alternatives Project ADA Bus Shelters  
(From and Issue)

**PRESENTED BY:** Barbara Lilyhorn

**AGENDA DATE:** ~~January 19, 2021~~ January 26, 2021

### **BACKGROUND**

In May 2017, I consulted with former City of Hutchinson Engineer to plan a project proposal for ADA compliant bus shelters which would be an extension of the current practice for bus shelter installation in the City.

The grant was written based upon the actual costs incurred for the construction of the existing shelters which were built in collaboration with the City of Hutchinson's Engineering Department. The grant proposal was for \$95,650 as an 80% federal match (\$76,620) and 20% county match (\$19,130). The grant was awarded in October 2017.

The City of Hutchinson Engineer position was vacated in June of 2018 and the City Engineering Department was no longer able to assist by performing the required project engineering or to let the project as planned.

To proceed, Rcat was required to hire a KDOT approved engineering firm to plan the project. H.C. Lochner, Inc from Salina was hired and produced their engineering report in October 2020 with a cost estimate for the project of \$165,209.17 and 3 of the sites requiring ROW acquisition/approvals. Which will incur additional costs.

Rcat received the formal project agreement from KDOT in December 2020 – with the estimated cost of \$168,122.00. The federal share was \$98,000 and the county share \$70,122. In my opinion, we have lost the financial advantage of using this grant for the construction of the ADA compliant Rcat bus shelters.



**ALTERNATIVE** To Proceed as originally planned and absorb the additional cost.

**RECOMMENDATION** To withdraw from the grant. I have discussed this with the KDOT grant project manager and Reno County will not incur any financial penalty or obligation to KDOT if we choose to withdraw.

**FISCAL IMPACT** None identified.