



## COUNTY COMMISSION REGULAR AGENDA

*Finney County serves the citizens on behalf of its taxpayers*

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### COUNTY ADMINISTRATIVE CENTER

**January 9, 2017**

**8:30 AM**

#### **CALL TO ORDER**

**CHAIRMAN DAVE JONES**

**8:30 AM**

Pledge of Allegiance to the Flag and Invocation

Approval of Minutes

Approval of Agenda

Approval of Accounts Payable

#### **PUBLIC COMMENT**

Library Board Appointment

Dave Jones

2017 Cereal Malt Beverage Licenses

Renewal:

Rancho Los Aldana

RJ's RV Park

Buffalo Dunes Municipal Golf Course

Hobo's Truck Stop #2

J-J Oil Company

Garden City Travel Plaza

Napoli's Italian Restaurant

Bulk Bids

Cheryl Carroll

Annual bulk bids

Neighborhood & Development Services

Kaleb Kentner

FC2016-79

FC2016-81

FC2016-82

LEPC ByLaws

Gilbert Valerio/ Skylar Swords

Governing Body Planning for 2017

Commission

Discussion of goals and priorities on a monthly basis

Review of Commission meeting guidelines

County Administrator Report

Randy Partington

Reorganization (11:30 AM)

Honorable Judge Wendel Wurst

Motions for the following nominations/appointments:

- Commission Chair
- Commission Vice-Chair

- Official Depositories
- Official Newspaper
- County Engineer
- Board Appointments

#### County Commissioner Reports

- Commissioner Clifford
- Commissioner Drees
- Commissioner Larry Jones
- Commissioner Pishny
- Commissioner Dave Jones

#### ADJOURNMENT



**MEMORANDUM**

**TO:** County Commission  
**THRU:** Randy Partington, County Administrator  
**FROM:** Dave Jones  
**DATE:** January 9, 2017  
**RE:** Library Board Appointment

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**DISCUSSION:**

Library board appointment.

**RECOMMENDATION:**

N/A



**MEMORANDUM**

**TO:** County Commission  
**THRU:** Randy Partington, County Administrator  
**FROM:** Elsa Ulrich  
**DATE:** January 9, 2017  
**RE:** 2017 Cereal Malt Beverage Licenses

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**DISCUSSION:**

None

**RECOMMENDATION:**

Approval on record in minutes





## MEMORANDUM

**TO:** County Commission  
**THRU:** Randy Partington, County Administrator  
**FROM:** Cheryl Carroll, CIP Coordinator  
**DATE:** January 9, 2017  
**RE:** Bulk Bids

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### **DISCUSSION:**

Attached are memos for the bulk bid of office supplies, ink cartridges and envelopes.

### **RECOMMENDATION:**

Approval recommendation listed on each memo.

### **ATTACHMENTS:**

Description  
Office Supplies  
Ink Cartridges  
Envelopes

## **MEMORANDUM**

**TO: BOARD OF COUNTY COMMISSIONERS**  
**FROM: CIP COORDINATOR**  
**DATE: DECEMBER 28, 2016**  
**SUBJ: REVIEW OF BIDS FOR OFFICE SUPPLIES**

A request for bids was advertised in the local county newspaper and were due December 22, 2016. Listed below are the bids submitted. After review of the bid list, it is recommended that the bid from Office Solutions, Inc. be approved.

<b><u>Bidder</u></b>	<b><u>Total Bid</u></b>
Office Solutions, Inc.	\$ 9,747.64
Key Office Equipment	\$10,446.38

## **MEMORANDUM**

**TO: BOARD OF COUNTY COMMISSIONERS**  
**FROM: CIP COORDINATOR**  
**DATE: DECEMBER 28, 2016**

**SUBJ: REVIEW OF BIDS FOR INK CARTRIDGES**

Again this year we solicited bids for ink cartridges for the various departments within the county.

A request for bids was advertised and bids were due December 22, 2016.

Listed below are the bids submitted. After review of the bid list, it is recommended that the bid from Office Solutions, Inc. be approved. (There is less than a 1% difference in the local bid as opposed to the bid From The Office Pal in New Jersey).

<b><u>Bidder</u></b>	<b><u>Total Bid</u></b>
The Office Pal – New Jersey	\$ 20,159.95
Office Solutions, Inc.	\$ 21,392.14
Key Office Equipment	\$ 21,953.39

## **MEMORANDUM**

**TO: BOARD OF COUNTY COMMISSIONERS**  
**FROM: CIP COORDINATOR**  
**DATE: DECEMBER 28, 2016**

**SUBJ: REVIEW OF BIDS FOR ENVELOPES**

Again this year we solicited bids for various envelopes for all departments within the county.

A request for bids was advertised and bids were due December 22, 2016. Listed below is the only bid submitted. It is recommended that the bid from Key Office Equipment be approved.

<b><u>Bidder</u></b>	<b><u>Total Bid</u></b>
Key Office Equipment	\$ 407.00



## MEMORANDUM

**TO:** County Commission  
**THRU:** Randy Partington, County Administrator  
**FROM:** Kaleb Kentner  
**DATE:** January 9, 2017  
**RE:** Neighborhood & Development Services

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### **DISCUSSION:**

The Neighborhood & Development Services department from the City of Garden City that represents Finney County on issues related to planning, zoning and code enforcement will be at the meeting to recommend a rezoning issue and two plat approvals.

### **RECOMMENDATION:**

Recommendations are listed on the memos attached for each issue mentioned.

### **ATTACHMENTS:**

Description

FC2019-79 MEMO

FC2019-79 RESOLUTION

FC2016-81 MEMO

FC2016-82 MEMO



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# Memo

**To:** Governing Body  
**From:** Kaleb Kentner  
**CC:** File  
**Date:** January 3, 2016  
**Re:** FC2016-79: A Rezone of 3108 Kathryn Dr. from "G-C" to "R-R"

## ISSUE:

The Governing Body is asked to consider and recommend approval of a rezone of 3108 Kathryn Dr. from "G-C", General Commercial District, to "R-R", Rural Residential District.

## BACKGROUND:

General Information			
<b>Date:</b>	January 3, 2016	<b>Jurisdiction:</b>	Finney County
<b>Owner:</b>	Bryan Collins		
<b>Applicant:</b>	Bryan Collins		
<b>Requested Action:</b>	Rezoning from "G-C" General Commercial District to "R-R" Rural Residential District		
<b>Purpose:</b>	Rezone property to allow for the use of the property as residential.		
<b>Location Address:</b>	3108 Kathryn Dr.		
<b>Comprehensive Plan:</b>	The proposed land use is consistent with the Comprehensive Plan		
<b>Sites Existing Zoning:</b>	"G-C" General Commercial District		
<b>Surrounding Zoning:</b>	North "R-I" Rural Industrial District South "R-R" Rural Residential District East "G-C" General Commercial District West "G-C" General Commercial District		
<b>Land Area:</b>	Contains 3.176 acres +/-		
<b>Notice Date:</b>	This project was published and noticed by mail as required by code.		

## Comments & Required Improvements

1. The applicant is requesting to rezone this parcel from "G-C", General Commercial District to "R-R", Rural Residential District.
2. The property has two existing houses and a garage on it.
3. The applicant used the garage as a repair shop and trucking business, which required the property to be zoned as "G-C". However, the applicant no longer has the trucking business and no longer needs or wants the property to be zoned as "G-C".
4. Allowing the applicant to have this property rezoned from "G-C" to "R-R" will make this nonconforming property a little more in conformance and will give the applicant more financial options if the property is refinanced or sold in the future.



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The Planning Commission made their recommendation according to the criteria in Section 27.040 of the Finney County Zoning Regulations. Below is the complete list of these criteria:

**27.040. AMENDMENT EVALUATION CRITERIA.**

Prior to taking any action on a request for an amendment which is not a general revision of the Zoning Regulations and which will affect specific property, the Planning Commission shall give consideration to the following evaluation criteria:

- (A) The physical character of the neighborhood surrounding the property under consideration.
- (B) The existing zoning and land uses of properties both adjacent and near the property under consideration,
- (C) The suitability under existing conditions of the subject property for the land uses to which it has been zoned
- (D) The extent to which removal or alteration of the existing zoning classification will affect nearby properties (outlined in (B) above),
- (E) The length of time the subject property has remained vacant as zoned (if applicable),
- (F) The relative gain to the public health, safety and welfare by the change of value of the landowner's property compared to any hardship that may be imposed upon the landowner,
- (G) The consideration of recommendations of permanent or professional staff (if applicable),
- (H) The conformance of a proposed zoning change to the adopted or recognized Comprehensive Plan being utilized by the County of Finney County, Kansas, and
- (I) Other factors relevant or specific to a particular proposed zoning amendment.

**ALTERNATIVES:** The Governing Body may:

- 1. Approve the rezoning request.
- 2. Not approve the rezoning request.

**RECOMMENDATION:**

**Staff Recommendation:** Staff recommends approval of the rezoning request.

**Planning Commission Recommendation:** The Planning Commission recommended approval of the rezoning request on December 15, 2016.

Members Present- 8

Yea vote- 8

Nay vote- 0

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Attached are the minutes from the Planning Commission meeting:

**FC2016-79 Rezone 3108 Kathryn Dr. from “GC” to “RR”, Bryan Collins**

*Staff Larsen reads staff report.*

*Staff Davidson* – We did get quite a few phone calls on this case but I did not receive any complaints. Most of them were just out of curiosity in regards to rezoning and how it affects surrounding properties.

*OPEN PUBLIC COMMENT*

*CLOSE PUBLIC COMMENT*

*Chairman Lopez* – Most of the time I’m less concerned when it’s switching from a higher risk to a lower risk and that’s probably why we haven’t heard any concerns about it. It’s doesn’t look like its spot zoning because it’s exposed to both.

*Staff Davidson* – This property is nonconforming as it sits right now because there are two houses on it. We did hear from the owner and they would eventually like to move that second house off of the property and have it separated out so that they’re completely in compliance.

*Chairman Lopez* – So this would be the first step to meet that goal.

*MEMBER LAW MAKES MOTION TO APPROVE THE REZONE OF 3108 KATHRYN DRIVE FROM “GC” GENERAL COMMERCIAL DISTRICT TO “RR” RURAL RESIDENTIAL DISTRICT. VICE-CHAIRMAN GERMANN SECONDS MOTION.*

Votes were taken by yeas and nays and recorded as follows:

Germann	Hitz	Gigot	Howard	Law	Lopez	Schneider	Schwindt	Stewart
Yea	Yea	Yea	Yea	Yea	Yea	Yea	Not Present	Yea

*\*These minutes are draft only. They have not been approved by the Planning Commission.*





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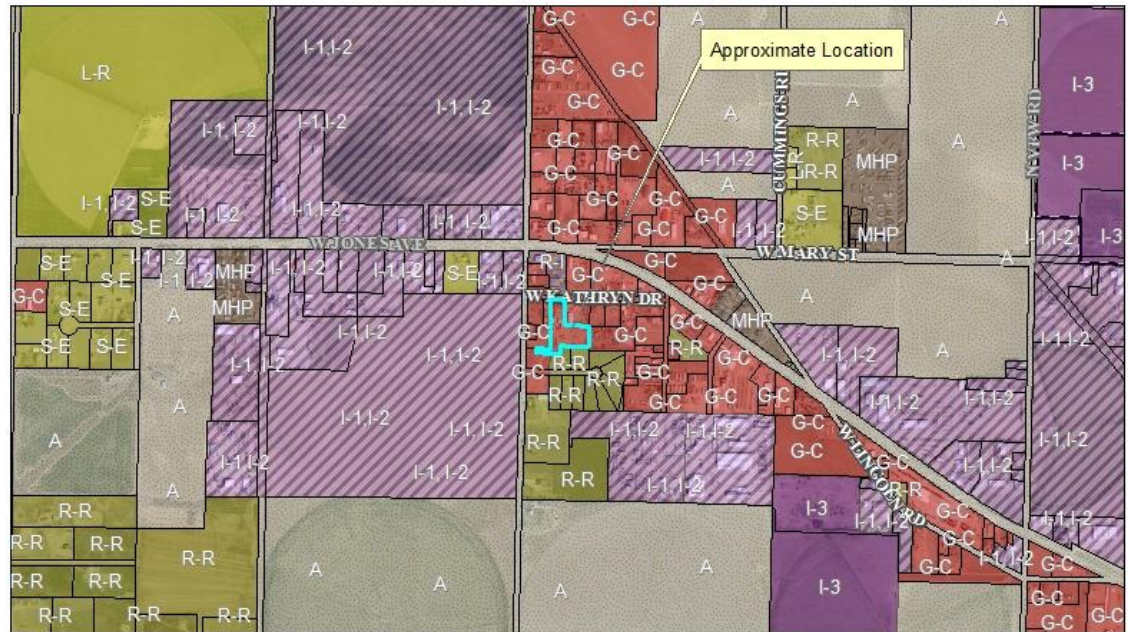
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Case Number: FC2016-79  
Applicant: Bryan Collins  
Address: 3108 Kathryn Drive  
Request: Rezone G-C to R-R





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Figure 1: View of property from northeast corner looking southwest.



Figure 2: View of property from the northeast corner looking south.



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION RELATING TO THE ZONING OF A PARCEL OF LAND IN FINNEY COUNTY, KANSAS FROM "G-C" GENERAL COMMERCIAL DISTRICT TO "R-R" RURAL RESIDENTIAL DISTRICT; ZONING PARTS OF SAID COUNTY AND AMENDING THE DISTRICT ZONING MAP ADOPTED BY RESOLUTION NO. 40-95 OF THE FINNEY COUNTY ZONING REGULATION.**

**BE IT ORDAINED** by the Board of County Commissioners, Finney County, Kansas:

**SECTION I: Statement of Purpose.** It is the purpose of this Resolution to amend the approved Zoning Map of Finney County, Kansas, adopted by Resolution No. 16-2015:

**SECTION II: Identified Area of Amendment.** The boundaries of the "R-R" Rural Residential District are hereby amended to include the following described real property:

**Tract No. 1:**

A portion of Lots 13 and 14 of the W.H. Streeter Subdivision located in the Northwest Quarter of Section 11, Township 24 South, Range 33 West of the 6<sup>th</sup> P.M., in Finney County, Kansas, being further described as follows:

Beginning at a found ½" capped rebar at the Northwest corner of the East one-half of lot 13 of the W.H. Streeter Subdivision; thence S. 89°18'51" E (an assumed bearing) on the North line of Lots 13 and 14 for a distance of 144.06 feet (recorded as 144.12) to a ½" capped rebar set; thence S. 00°20'38" W for a distance of 262.20 feet to an "X" set on the sidewalk on the South line of Lot 14; thence N. 89°12'12" W on the South line of Lots 13 and 14 for a distance of 64.82 feet to a found ½" rebar in concrete slab, 4 feet West of the Southwest corner of Lot 14; thence N. 89°14'22" W on the South line of Lot 13 for a distance of 79.32 feet to a found ½" capped rebar at the Southwest Corner of the East one-half of Lot 13; thence N. 00°25'48" E on the West line of the East one-half of lot 13 for a distance of 65.98 feet to a found ½" capped rebar; thence N. 89°23'48" W for a distance of 13.00 feet to a found ½" capped rebar; thence N. 00°08'13" E for a distance of 15.89 feet (recorded as 16.00 feet) to a found ½" capped rebar; thence N. 89°48'23" E for a distance of 7.99 feet (recorded as 8.00 feet) to a found "X" chiseled in the sidewalk; thence N. 00°21'49" E for a distance of 179.91 feet (recorded as 180.00 feet) to a found ½" capped rebar on the North line of Lot 13; thence N. 89°43'28" E on the North line of Lot 13 for a distance of 4.99 feet (recorded as 5.00 feet) to the Point of Beginning.

And

**Tract No. 2:**

A parcel of land located in the Northwest Quarter of Section 11, Township 24 South, Range 33 West of the 6<sup>th</sup> P.M., in Finney County, Kansas, being further described as follows:

Beginning at a found ½" capped rebar in concrete at the Northeast corner of Lot 3, Block 1, of the Leavitt Addition to Finney County, Kansas, thence N. 89°20'22" W (an assumed bearing) on the North line of Lots 3 and 2 of Block 1 of the Leavitt Addition for a distance of 297.50 feet to a found ½" capped rebar in concrete; thence S. 00°19'35" W for a distance of 81.80 feet (recorded as 81.73 feet) to a round ½" capped rebar in concrete; thence N. 89°21'21" W on the North line of Lots 2 and 1 of Block 1 of the Leavitt Addition for a distance of 254.28 feet (recorded as 254.29 feet) to a found ½" capped rebar in concrete; thence N. 00°28'56" E for a distance of 36.95 feet (recorded as 37.00 feet) to a found ½" rebar in concrete; thence S. 89°12'33" E for a distance of 147.52 feet to a found ½" capped rebar; thence N. 00°12'22" E for a distance of 265.02 feet to a found ½" capped rebar on the South line of Lot 13 of the W.H. Streeter Subdivision; thence S. 87°04'56" E on the south line of said Lot 13 for a distance of 4.60 feet to a found ½" capped rebar to the Southwest corner of the East one-half of Lot 13 of the W.H. Streeter Subdivision; thence S. 89°14'22" E on the South line of Lot 13 for a distance of 79.32 feet (recorded as 79.12 feet) to a found ½" rebar in concrete slab 4 feet West of the SE corner of Lot 13; thence S. 89°12'12" E on the South line of Lots 13 and 14 for a distance of 64.82 feet (recorded as 65 feet) to an "X" set on the sidewalk; thence continuing S. 89°12'12" E on the south line of Lot 14 for a distance of 39.89 feet (recorded as 40 feet) to a found 3/8" rebar; thence S. 89°23'46" E on the South line of Lots 14 and 15 of the W.H. Streeter Subdivision for a distance of 215.05 feet (recorded as 215.48) to a found 3/8" rebar at the Southeast corner of Lot 15 of the W.H. Streeter Subdivision; thence S. 00°05'42" W for a distance of 219.41 feet to the point of beginning.

And

**Tract No.3:**

A non-exclusive access easement 40 feet wide as described in Deed filed in Book 7, page 922 and as shown on the Matthews Land Survey project No. 2004-127.

**SECTION III: Further Amendment.** That the District Zoning Map referred to in Article 3, Zoning Regulations of Finney County, Kansas, adopted by Resolution No. 40-95, on file with the County Clerk of Finney County, Kansas, as previously existing and amended, be and the same, is hereby repealed if inconsistent with the amendments set forth herein.

**SECTION IV: Effective Date.** This Resolution shall take effect and be in force from and after its publication in the official County newspaper.

**PASSED AND APPROVED** by the Board of County Commissioners, Finney County, Kansas on this the 9th day of January, 2017.

BOARD OF COUNTY COMMISSIONERS OF FINNEY COUNTY, KANSAS

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**Dave Jones, CHAIRMAN**

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**Duane Drees, COMMISSIONER**

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**William S. Clifford, MD, COMMISSIONER**

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**Larry C. Jones, COMMISSIONER**

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**Lon E. Pishny , COMMISSIONER**

**ATTEST:**

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**Elsa Ulrich, COUNTY CLERK**



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# Memo

**To:** Governing Body  
**From:** Kaleb Kentner  
**CC:** File  
**Date:** January 3, 2017  
**Re:** FC2016-81 Parcel Plat

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**ISSUE:** Consideration of the Speer Parcel Plat

**BACKGROUND:** Garrett Speer, the applicant, is requesting an approval of the Speer Addition Parcel Plat. The parcel is located in the South one-half of the Northeast Quarter of Section 36, in Township 26 South, Range 33 West, in Finney County, Kansas (approximately 2345 S Old Hwy 83). The plat in its present form is nonconforming. The splitting of the Plat, as shown in the Speer Addition, will help the owner come into conformity. The Speer Addition, as shown, will also allow the present owner to sell off Lot 4. The plat was presented at a plat review on Monday, November 14th, and no major concerns were brought up. This plat is being presented to the Planning Commission because this parcel has not been previously platted and there are two easement dedications.

**ALTERNATIVES:** The Governing Body may:

1. Approve the plat.
2. Not approve the plat.

## RECOMMENDATION:

**Staff Recommendation:** Staff recommends approval of the plat.

**PLANNING COMMISSION RECOMMENDATION:** The Planning Commission recommended approval of the plat on December 15, 2016.

Members Present- 8

Yea- 8

Nay- 0

Attached are the minutes from the Planning Commission meeting:

### FC2016-81 Speer Addition, Garrett Speer & Dave Matthews

*Staff Larsen reads staff report.*

*Member Gigot* – What is lot three?

*Dave Matthews* – Lot three is a warehouse which he is splitting off, and lot four is the rest of the commercial buildings on there.

*Member Hitz* – Is there any problem with access to it?

*Secretary Kentner* – Actually, this is what this is correcting. If you look at the panhandles on the bottom side of your map, there are two panhandles that will be access easements for both lot three and four. They will both have access to public right-of-way and that way they can put in one road to access both.

*Member Hitz* – Is that what the green dotted lines are through lot two?



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*Dave Matthews* – That’s an existing easement for a gas line that run across the house. We extended it on just in case he wanted to put gas in the warehouse.

*Member Hitz* – So is that the access to lot four?

*Dave Matthews* – No, that’s a gas line easement.

*Staff Davidson* – The access is on the south.

*Member Gigot* – The new access to lot four would be on the south end of that, right? Right now it’s the middle one and they want to stop that.

*Dave Matthews* – The actual road comes in north side of the green line, but they don’t want to use that for the people in the back because they have trucks and things like that.

*Staff Davidson* – Leonard, the access is on the far left where those small panhandles are for both lot three and four.

*Member Gigot* – I assume the green line on the very south end of this is another easement?

*Dave Matthews* – It’s an easement to get to the land behind there that Garret currently owns. We were going to plat it, but there’s a tax lien on it. We are going to wait a year or two until that disappears, then we will do something with that.

*Secretary Kentner* – This is one of those issues that we run into sometimes, in which we need to replat the whole thing, because it had been parceled up by deeds in the past and it becomes a jigsaw puzzle to try to meet the requirements and follow the rules that County has established. We think that what the applicant has put together meets the requirements and intent.

*Chairman Lopez* – It’s all his property and this is just housekeeping.

*Staff Davidson* – Yes, because there was residential mixed in with commercial and we are now getting them all parceled off.

*Member Gigot* – So does Zoning stay the same?

*Staff Davidson* – The County just did an update on their zoning.

*Member Gigot* – Was it Agricultural?

*Staff Davidson* – It was, but this doesn’t show.

*Secretary Kentner* – It’s partially industrial and partially “RR” residential for the residences that are there on it.

*Member Gigot* – So does the plat have to be split up per zoning?

*Secretary Kentner* – We already did that based on this.

*Staff Davidson* – It doesn’t show it on here because the County just had a zoning update.

*Secretary Kentner* – Lot one and lot two are “RR” Rural Residential, lot three and lot four are “RI” Rural Industrial and the piece he hasn’t platted yet is still “A” Agricultural.

**MEMBER HITZ MAKES MOTION TO APPROVE THE FINAL PLAT OF THE SPEER ADDITION.  
VICE-CHAIRMAN GERMANN SECONDS MOTION.**

Votes were taken by yeas and nays and recorded as follows:

Germann	Hitz	Gigot	Howard	Law	Lopez	Schneider	Schwindt	Stewart
Yea	Yea	Yea	Yea	Yea	Yea	Yea	Not Present	Yea

*\*These minutes are draft only. They have not been approved by the Planning Commission.*

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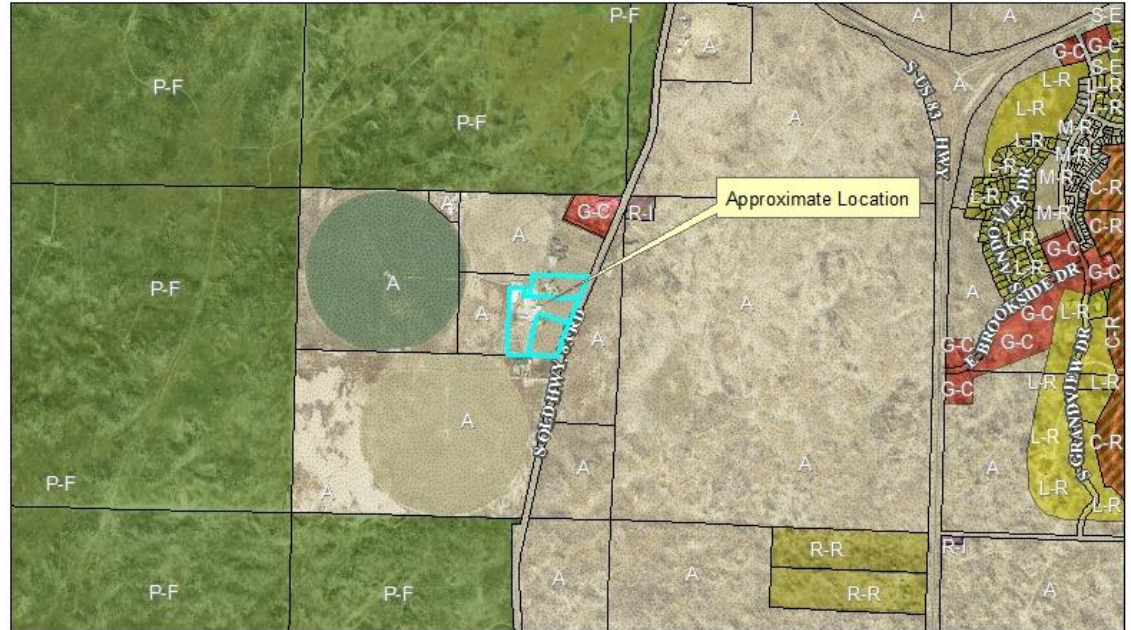
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Case Number: FC2016-81  
Applicant: Garrett Speer  
Address: S36, T24, R33W, 2345 & 2295 S. Old Highway 83  
Request: Final Plat



[illegible]





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Figure 1: View of property looking west from the southeast corner of the property.



Figure 2: View of property looking northwest from the southeast corner of the property.



Figure 3: View of property looking west from the northeast corner of the property.



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DEPARTMENT

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HOLCOMB  
AND

FINNEY COUNTY  
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INSPECTIONS  
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CODE COMPLIANCE  
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PLANNING AND  
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CENTER  
301 N. 8<sup>TH</sup>  
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67846-0998  
PH 620.276.1170  
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# Memo

**To:** Governing Body  
**From:** Kaleb Kentner  
**CC:** File  
**Date:** January 3, 2017  
**Re:** FC2016-82 Parcel Plat

**ISSUE:** Consideration of the Cronin Addition Parcel Plat

**BACKGROUND:** Thelma M. Cronin, the owner of the 155.60 acre parcel located at 10450 E. Plymell Road, is requesting to split one lot from this parcel. If the plat is approved, it would create one lot of approximately 5.62 acres. The existing 155.60 acre parcel is zoned "A", Agricultural and the plat will need to be rezoned to an appropriate district if further improvements are made on the parcel. There is an existing home on the proposed plat.

The plat was presented at a plat review on Wednesday, November 16, and no major concerns were brought up. This plat is being presented to the Planning Commission because this parcel has not been previously platted and there is a right-of-way dedication on Plymell Road.

**ALTERNATIVES:** The Governing Body may:

1. Approve the plat.
2. Not approve the plat.

## RECOMMENDATION:

**Staff Recommendation:** Staff recommends approval of the plat.

**PLANNING COMMISSION RECOMMENDATION:** The Planning Commission recommended approval of the plat on December 15, 2016.

Members Present- 8

Yea- 8

Nay- 0

Attached are the minutes from the Planning Commission meeting:

### FC2016-82 Cronin Addition, Thelma M. Cronin & Dave Matthews

*Staff Larsen reads staff report.*

*Chairman Lopez* – Besides approval of the plat, will we be rezoning this today as need?

*Staff Davidson* – No, but the applicant knows that they will eventually need to do that.

*Secretary Kentner* – The County regulations state that if there's a structure on the property they don't have to rezone it right away until such time as they need a permit. The County has been regularly updating their zoning maps and has been helping property owners by rezoning those properties at that time to save them some of those efforts of going through that process. That has been the direction staff has received from the County Commission.

*Vice-Chairman Germann* – And there is a house on that?

*Chairman Lopez* – Yes.

*Member Hitz* – Is it occupied?



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*Dave Mathews – I believe it's being rented by somebody right now.*

*VICE-CHAIRMAN GERMANN MAKES MOTION TO APPROVE THE PARCEL PLAT OF THE CRONIN ADDITION. MEMBER LAW SECONDS MOTION.*

Votes were taken by yeas and nays and recorded as follows:

Germann	Hitz	Gigot	Howard	Law	Lopez	Schneider	Schwindt	Stewart
Yea	Yea	Yea	Yea	Yea	Yea	Yea	Not Present	Yea

*\*These minutes are draft only. They have not been approved by the Planning Commission.*





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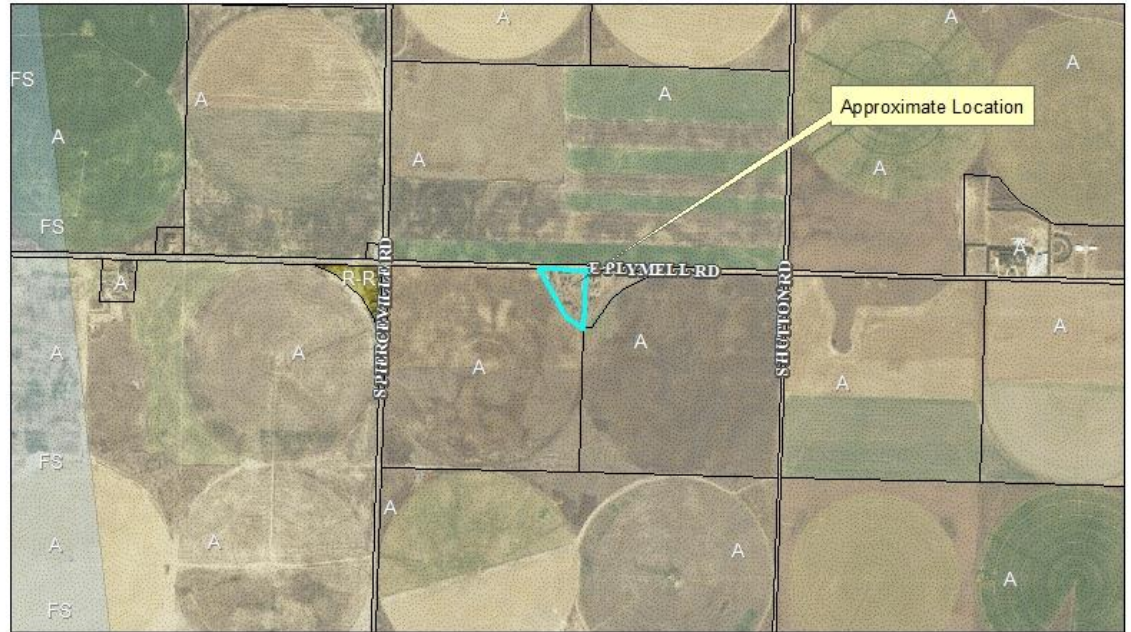
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Case Number: FC2016-82  
Applicant: Thelma M. Cronin  
Address: 10450 E. Plymell Rd.  
Request: Cronin Addition Parcel Plat





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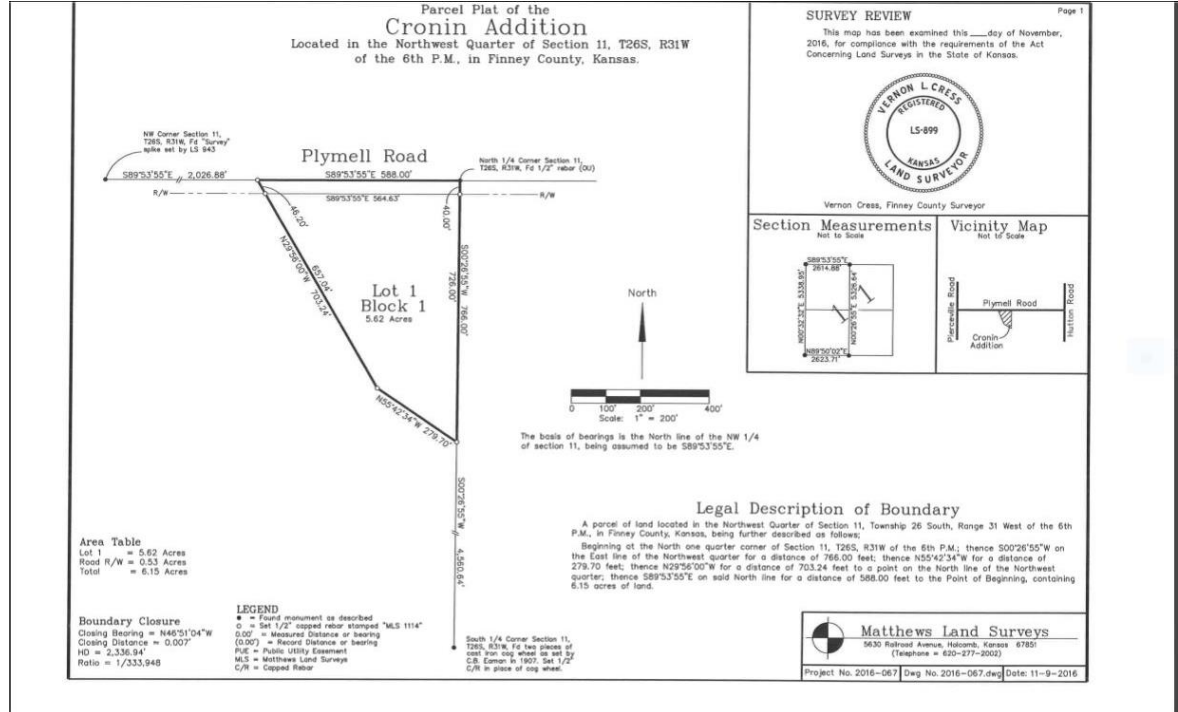
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Figure 1: View of property from the northwest corner looking south.



Figure 2: View of property from the northwest corner looking southeast.



Figure 3: View of property from the northwest corner looking east.



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Figure 4: View of property from the northeast corner looking southwest.



Figure 5: View of property from the northeast corner looking south.

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## MEMORANDUM

**TO:** County Commission  
**THRU:** Randy Partington, County Administrator  
**FROM:** Gilbert Valerio  
**DATE:** January 9, 2017  
**RE:** LEPC ByLaws

---

### **DISCUSSION:**

Approval by Finney County Commission of revised LEPC Bylaws.

### **RECOMMENDATION:**

Recommend that LEPC Bylaws be approved by Finney Co Commission.

### **ATTACHMENTS:**

Description  
LEPC ByLaws



**BYLAWS  
OF  
THE FINNEY COUNTY LOCAL EMERGENCY PLANNING COMMITTEE**

**ARTICLE I  
NAME AND PURPOSE**

**Section 1. Name.** The name of this organization shall be the Finney County Local Emergency Planning Committee, hereinafter referred to as the “LEPC”.

**Section 2. Purpose.** The purpose of the LEPC are those set out in SARA Title III/EPCRA and any other lawful purposes which are assigned to it or permitted by the County, Tribe or District Commissioners, and/or the Commission on Emergency Planning and Response (CEPR), which is formerly known as the State Emergency Response Commission (SERC) in Kansas. In keeping with the intent of the SARA Title III/EPCRA regulations, all activities of the Committee will be conducted in a manner encouraging input and participation from all segments of the community. The LEPC will develop an all-hazards emergency response and preparedness plan for the planning district and establish procedures for conducting its public information and education responsibilities. The plan shall be reviewed and updated as necessary on a regular annual basis, in accordance with Section 303 of SARA Title III.

The LEPC shall, in addition:

1. Receive and process requests for information from the public.
2. Notify the public of all LEPC meetings or activities.
3. With the information and reports from facilities operating within the jurisdiction of the LEPC, and analysis of the district’s transportation risks, the LEPC will perform an all-hazards analysis.
4. Establish and maintain a database of hazardous chemical locations and quantities in the district.
5. Establish and maintain a system of data management.
6. Maintain information on ALL facilities that manufacture, or store, Extremely Hazardous Substances (EHS), and include this information within the emergency response and preparedness plan.

The LEPC will establish, and notify the public that all meetings, including sub-committee and ad hoc committee meetings, are open to the public. The LEPC will implement such other and related activities as may hereafter be legally required by the federal government, the Commission on Emergency Planning and Response (CEPR), or the county council. The LEPC will make assessments of resources necessary to implement the emergency operations plan, and make recommendations to appropriate people, agencies, and organizations regarding additional resources needed to implement the plan. The LEPC shall be instrumental in fulfilling the purpose of the Community Right-to-Know laws to increase the protection of the community from exposure to chemicals produced, used, stored, and/or transported within the planning district. Transportation

hazards analysis will include those risks to the district from commercial transportation by rail, highway, aircraft and waters of commerce.

## **ARTICLE II**

### **MEMBERSHIP**

Membership will at all times include, at a minimum, representatives of the groups listed in Section 301 of SARA Title III. This includes equal representation of elected state and local officials, law enforcement, emergency management, firefighting personnel, first aid/EMS personnel, health personnel, local environmental personnel, hospital personnel, transportation personnel, broadcast and print media personnel, community groups and owners or operators of local facilities. Membership updates will be provided to the CEPR on an annual basis or whenever there is a change in membership.

**Section 1. Qualification.** The organization shall consist of those members nominated and approved by the CEPR for membership in this body. Those people's names shall represent the various professional and community groups as designated by EPCRA. Members of the LEPC shall be residents or conduct business in the jurisdictional area of the LEPC.

**Section 2. Officers.** Officers shall be elected to conduct meetings, appoint subcommittees, keep minutes, and to otherwise accomplish the work of the committee.

**Section 3. Terms of Office.** The membership of the LEPC, once established, will be for a period of two (2) year(s). Members may be selected to succeed themselves or to move to other positions on the LEPC. No term limits are established for this jurisdiction. The term of office shall be provided in Article III, Section 3.

**Section 4. Inactive Members.** Appointed members shall be considered inactive when they have missed more than three (3) consecutive Committee meetings without notification to the Committee Chair or staff office of significant reasons why they were unable to attend meetings. The annual report listing members declared inactive will be provided to the County Commissioners and the CEPR.

**Section 5. Vacancies.** Any vacancy occurring in the LEPC by reason of the resignation, death or disqualification of a member will be filled by appointment in accordance with Article II, Section 1. The Executive Committee may make suggestions for candidates to fill vacant positions to the County Commissioners who will make the recommendation to the CEPR for approval.

**Section 6. Duties.** The LEPC shall assist established emergency planning offices within the county with planning emergency response and public information as directed by laws.

**Section 7. Meetings.** The LEPC shall meet quarterly. The Chairperson may call special meetings of the LEPC at such time and place as the Chairperson may determine. The Chairperson must call a special meeting of the LEPC upon the written request of five (5) members. The special committees shall meet as the work under their groupings proceeds.

**Section 8. Quorum.** For the purposes of Standing Committee meetings, the presence of 2/3 of the members shall constitute a quorum for the transaction of business.

**Section 9. Agenda.** Any member may request that the Chairperson place an item on the meeting agenda. If the chairperson should decline to do so, a member may have such item placed on the agenda by submitting it in writing to the Chairperson with support signatures of five (5) members of the Committee.

**Section 10. Rules of Order.** The deliberations of all meetings of the LEPC and its subcommittees shall be governed by Robert's Rules of Order, Newly Revised.

**Section 11. Notice of Meetings.** An annual notice of the regular meeting schedule of the LEPC shall be in a publication of print or social media or the Finney County website in accordance with SARA Title III (EPCRA). This notice shall specify the meeting designated specifically for the receipt of public comments on the emergency plan.

### ARTICLE III

#### OFFICERS

The Officers of the LEPC shall be a Chairperson, Vice-Chairperson, and a Secretary-Treasurer who shall be elected by the committee as a whole in a manner herein provided. All officers shall be members of the LEPC.

**Section 1. Nomination and Election of Officers.** Prior to the expiration of the officer's term of service, nomination and election of officers shall occur. Nominations will be accepted from the floor for the positions of Chairperson, Vice-Chairperson, and Secretary-Treasurer. The election shall be by ballot, except that when there is only one nomination for each office, election may be by voice vote. These officers shall be selected by the majority of the members of the LEPC present and voting at the meeting.

**Section 2. Term of Office.** The term of the officers elected at the organizational meeting shall expire two years from the December meeting. Thereafter, the term of the officers shall be for a period of two (2) year(s).

**Section 3. Chairperson.** The Chairperson shall preside at all meetings of the LEPC; shall serve as ex officio member of all committees; and shall perform such duties and acts as necessary to accomplish the goals of the LEPC. The Chairperson shall be empowered to create such other ad hoc committees as necessary to accomplish the goals of the LEPC.

**Section 4. Vice-Chairperson.** Upon resignation or death or in the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson.

**Section 5. Secretary-Treasurer.** The Secretary-Treasurer in cooperation with the Information Coordinator shall be the custodian of all books, papers, documents and other property of the LEPC. The Secretary-Treasurer shall keep a true record of the proceedings of all meetings of the LEPC.

Additionally, the Secretary-Treasurer in conjunction with the Information Coordinator shall attend to the business needs of the LEPC and shall maintain an accurate record of all monies received and expended for the use of the LEPC. This position shall be filled by the coordinator of Finney County Emergency Management.

**Section 6. Information Coordinator.** The LEPC will appoint an Information Coordinator. The Coordinator shall process requests from the public for information under Section 324 (Right-to-Know), including Tier II information under Section 312. Additionally, the Coordinator shall assist the Secretary-Treasurer in records management and financial matters. This position shall be filled by the Coordinator of Finney County Emergency Management in his/her absence the Assistant Coordinator will fill this position.

## ARTICLE IV SUBCOMMITTEES

*Although subcommittees are not required, dividing the work among them can facilitate planning and data management.*

**Section 1. Executive Committee.** The Executive Committee will consist of the Chairperson, Vice-Chairperson, Secretary-Treasurer, and Chairpersons of the four standing committees as described in Section 2. The Information Coordinator shall serve as a non-voting member of this committee. The duties of the Executive Committee shall be to coordinate activities of the Standing and Ad-Hoc Committees.

**Section 2. Standing Committees.** The following Standing Committees shall be established:

- A. **Right-to-Know Committee.** This Committee shall be responsible for the formulation of all policies and procedures concerning the public's right-to-know program; the formulation of all chemical release reporting procedures; the establishment of trade secret protection procedures; and the formulation of all record keeping and information dissemination procedures for the LEPC.
- B. **Public Education and Information Committee.** This Committee shall be responsible for reviewing the public alert and notification program; public relations with affected communities and public at large; all publicity of the LEPC; development of public education and information program.
- C. **Hazardous Materials Facilities Liaison Committee.** This Committee shall be responsible for procedures for identification and communication with affected facilities. This Committee shall work with the Emergency Response and Resources Committee and with affected facilities to review and help the local emergency management office(s) test a hazardous substance emergency response plan for the planning district as required by law.
- D. **Emergency Response and Resources Committee.** This Committee will work with the Hazardous Facilities Liaison Committee and with existing emergency response organizations in jurisdictions within the planning district to review and help the local emergency management office(s) test emergency response plans for the planning district

as required by law. This Committee shall review existing federal, state and local plans for the purpose of coordination with the LEPC planning process.

**Section 3. Meetings.** Meetings of the Standing and Ad Hoc Committees may be called by the Chairperson of the LEPC or the Chairperson of the Committee as deemed necessary.

**Section 4. Chairperson of the Standing Committees.** The Chairperson of the Standing Committees shall be nominated and elected by their respective Committees. Voting shall be conducted as provided in Article III, Section 2.

**Section 5. Membership of Standing Committees.** All members must volunteer to serve on at least one Standing Committee and shall not serve on more than two Standing Committees. Final membership of the Standing Committees shall be determined by the Chairperson after consultation with the Executive Committee to ensure that all Committees have sufficient manpower to carry out their assigned tasks.

**Section 6. Ad Hoc Committees.** The Chairperson may create Ad Hoc Committees as necessary to perform the functions of the LEPC. Chairpersons of Ad Hoc Committees shall be appointed by the Chairperson of the LEPC.

## ARTICLE V

### MISCELLANEOUS PROVISIONS

**Section 1. Fiscal Year.** The fiscal year shall be considered to run from January 1 to December 31.

**Section 2. Indebtedness.** All indebtedness incurred by the LEPC shall be approved by the Chairperson before payment by the Secretary-Treasurer.

**Section 3. Approval of By-Laws.** These by-laws shall become effective upon approval by a majority of those in attendance at the organization meeting.

**Section 4. Disqualification.** Any member who is unable to attend a meeting of the LEPC may notify the Secretary-Treasurer or Information Coordinator. Any member with three (3) or more absences is subject to disqualification at the request of the LEPC to the county council and the CEPR.

## ARTICLE VI

### AMENDMENTS

**Section 1. Amendments.** These by-laws may be amended by a two-thirds vote of members present and voting at any meeting of the LEPC provided that any amendments to these by-laws be submitted to the members in writing at least one week in advance of the meeting. Any member of the LEPC shall have the right to comment on or suggest revision to the by-laws.

## ARTICLE VII

### RULES

EPCRA requires that the LEPC “shall establish rules by which the committee shall function. Such rules shall include provisions for public notification of committee activities, public meetings to discuss the emergency plan, public comments, response to such comments by the committee, and distribution of the emergency plan.” The final rules are attached to these by-laws.

**Section 1. Adoption of Rule; Publication of Proposals.** The LEPC may, as necessary and proper, adopt rules of general application governing the execution of responsibilities under EPCRA and related applicable regulations. Such rules must first be published in proposed form not less than 10 days prior to final adoption by the LEPC. Proposed rules are subject to public comment during the 10-day period. The LEPC Information Coordinator is encouraged, but not required, to mail notices of the proposed rule-making to interested local government officials, industries, and citizens.

**Section 2. Method of Initiating proposed Rule-Making.** Any member of the LEPC may recommend the initiation of proposed rule-making. Any proposed rules shall initially be considered by the Executive Committee, unless otherwise decided by the LEPC. If the Executive Committee, by majority vote approves the proposed rule, it shall thereafter proceed to publication as provided in the preceding section.

**Section 3. Method of Adopting Final Rules.** Following the expiration of the 10-day comment period, the Executive Committee shall review all public comments and prepare a statement that responds to comments and discusses the basis for any appropriate changes to the proposal. The Executive Committee shall present such statement to the LEPC. The LEPC shall then vote on the adoption of the proposed rule. If the vote is favorable, the rule shall take effect immediately upon the time and date the notice of adoption is first published.

**Section 4. Notice of Adoption.** Upon adoption of any rule by the LEPC, the Information Coordinator shall also publish the LEPC’s response to comments received and any changes to the proposal made in response to such comments. Publication of the final rule shall be in the same manner as that for the proposed rule.

**Section 5. Emergency Rules.** In emergency circumstances, the LEPC may adopt rules without prior public notice and comment, provided that no such rule will remain in effect for more than 90 days.

### FINAL RULES

#### Definitions

Unless otherwise stated, all terms herein shall be defined in accordance with the definitions provided in the Title III of the Superfund Amendments and Reauthorization Act of 1986, PL 99-499, (the “Act”) and regulations adopted in accordance therewith.

## **Public Notification and General Participation**

- A. All meetings of the LEPC or any subcommittee thereof shall be open to the public, except under circumstances where the TOMA permits otherwise. The Chairperson shall afford a reasonable period of time at the beginnings of each regular monthly meeting to accept oral public comments on any aspect of the LEPCs mission or functions.
- B. Not less than once each calendar year, the LEPC shall publish, through print or electronic means, in Finney County a notice that written public comment is invited during a thirty-day period on any aspect of the LEPCs organization, membership, functions, planning process or purpose. Such notice shall comply in all respects with Section 324(b) of the Act and present a brief explanation of the LEPCs statutory purpose, the location of LEPC minutes and other records, and the name and address of the person designated to receive written comments.

The LEPC shall review all comments received and shall publish, in the manner described in subsection A of this section, responses to major issues raised in such public comments. Nothing herein shall require the LEPC to respond to each and every comment received.

## **LEPC Participation in the Planning Process**

- A. The Kansas Emergency Management Act, as amended, requires each local and inter-jurisdictional agency to prepare and keep current an emergency management plan for its area.

## **Public Access to Information**

- A. In accordance with Section 324 of the Act, all information obtained from an owner or operator pursuant to EPCRA and any requested Tier II form or the Material Safety Data Sheet (MSDS) otherwise in possession of the Committee shall be made available to the person submitting the request under this section, provided upon request of the owner or operator, the Committee shall withhold from disclosure the location of any specific chemical identified in the Tier II form.
- B. All information requested to be photocopied by any member of the public, shall be provided at the sole expense of such persons. The cost of such photocopying shall be set from time to time by the Information Coordinator, with the approval of the Executive Committee, at a level, which will enable the LEPC to recover all reasonable expenses associated with processing the request.

Copies of the LEPC bylaws, proposed rules or rules shall be provided at no charge to the public, although the Information Coordinator is authorized to recover reasonable expenses for photocopying in the case of requests for multiple copies made by any single individual or entity.

### C. Request for MSDS and Other Non-Confidential Information

1. Any person may obtain a MSDS with respect to a specific facility by submitting a written request to the Committee's Information Coordinator.
2. Any person may obtain any other non-confidential information in the possession of the Committee by submitting a written request to the Committee's Information Coordinator.
3. If the Committee does not have in its possession the MSDS or other information requested in subsections C1 or C2 of this section, it shall request a submission of the MSDS from the owner or operator of the facility that is the subject of the request. The Committee will only make requests to specific facilities for information, which it is required to maintain or collect pursuant to applicable law.

### D. Requests for Tier II Information

1. Any person may request Tier II information with respect to a specific facility by submitting a written request to the Committee in accordance with the requirements of this section.
2. If the Committee does not have in its possession the Tier II information requested in subsection D1 of this section, it shall request a submission of the Tier II form from the owner or operator of the facility that is the subject of the request, provided that the request is from a state or local official acting in his or her official capacity or the request is limited to hazardous chemicals stored at the facility in an amount in excess threshold planning quantities.
3. If the request under subsection D1 of this section does not meet the requirements of subsection D2 of this section, the Committee may request submission of the Tier II form from the owner or operator of the facility that is the subject of the request if the request under subsection D1 of this section includes a general statement of need.

- E. **Trade Secrets.** Except as provided in this section, all information submitted to the LEPC by facilities pursuant to EPCRA shall be public information. Other than a claim designated in this section, the LEPC will not honor any business confidentially or trade secret claims. Pursuant to Section 312 and Section 214(a) of the Act, the location of specific chemicals requested to be submitted with Tier II information shall be maintained as confidential by the LEPC provided that a claim of confidentiality is submitted with the information and satisfies all applicable requirements for such claims under EPCRA



and any regulations promulgated pursuant to the same. Such information shall be exempt from disclosure by the LEPC permanently or until such time as:

1. An authorized governmental agency, and if applicable, a court or competent jurisdiction makes a final determination following any appeals, that such information not subject to a valid claim of business confidentiality or trade secret; and
2. The LEPC receives a written notice of such determination.

**THIS DOCUMENTS THE CONSTITUTION AND BY-LAWS OF FINNEY COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) ADOPTED AT THE REGULAR MEETING OF THE LEPC ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, IN THE YEAR \_\_\_\_\_.**

\_\_\_\_\_  
LEPC CHAIRPERSON (PRINTED)

\_\_\_\_\_  
LEPC CHAIRPERSON (SIGNATURE)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHAIRMAN, COUNTY COMMISSIONERS  
(PRINTED)

\_\_\_\_\_  
CHAIRMAN, COUNTY COMMISSIONERS  
(SIGNATURE)

\_\_\_\_\_  
DATE



## MEMORANDUM

**TO:** County Commission  
**THRU:** Randy Partington, County Administrator  
**FROM:** Commissioners  
**DATE:** January 9, 2017  
**RE:** Governing Body Planning for 2017

---

### **DISCUSSION:**

The governing body will plan how to review the goals and priorities on a regular basis in 2017.

Review the commission meeting guidelines for any modifications that may be needed for 2017.

### **RECOMMENDATION:**

Discussion item

### **ATTACHMENTS:**

Description

Board Goals and Priorities

Commission Meeting Guidelines

# ***Finney County Government***

## **Mission**

***Finney County serves the citizens on behalf of its taxpayers***

## **Vision**

**Finney County seeks to provide essential and relevant services that promote a growing community for residents, businesses and visitors. The county government shall be a convener and assist other government entities and businesses in efforts to enhance the quality of life, providing opportunities for all of its citizens.**

## **Values**

**Integrity** – Be honest and trustworthy. Be transparent to citizens and put the county's interests above personal gain.

**Stewardship** – Make decisions that are in the best interests of the taxpayers' financial investment.

**Customer Service** – Provide good customer service to the public and peers.

**Collaboration** – Understand and practice good teamwork internally and with external partners.

**Resourcefulness** – Provide services in an efficient manner and adjust to changing needs.

## **Goals**

Analyze the relevancy of county services to align the available revenues, while maximizing efficiency and responsiveness in the delivery of services.

Plan for capital improvements that support local commerce, maintain county facilities and public safety.

Improve communication with citizens about county services and initiatives, in an effort to expand citizen engagement.

Expand partnerships with area governmental entities, state agencies and other public/private entities to leverage resources, eliminate service redundancies and maximize influence in state and federal decision making.

Be a positive contributor, particularly as convener when deemed appropriate, to community problem solving and quality of life issues.

## **Governing Body Objectives**

### **PRIORITIES**

1. Assure the county administrator continually analyzes all county services and prioritizes core and non-core services.
2. Seek community feedback on prioritizing services.
3. With the Finney County Economic Development Corporation, sustain and strengthen the local economy.
4. Provide for on-going communication with state government about local impacts of reduced funding for state-mandated services.
5. Expand relationships with the governing bodies of both local and regional entities, providing for an agenda that engages leaders in joint problem solving and consideration of cooperative service delivery options.
6. Set board meeting agendas with regard to routine business items, staff reports and long-term policy issues.

### **OTHER**

- Continue to effectively use the county's growing sales tax revenues.
- Pursue opportunities for expanding use of non-property tax revenue sources.
- Work with community partners to promote Finney County as a destination of choice.
- Analyze the feasibility of partnerships with regional entities and businesses (i.e. a sports authority).
- Contribute to development of a shared legislative agenda with local governments in the county and region, as well as with chambers of commerce.
- Assist the Finney County Economic Development Corporation regarding purchase options for land that represents prime site(s) for new business locations.
- Convene and collaborate with other local governments and state entities to promote water conservation, improve water quality and identify new water sources for the Western Kansas region.
- Convene and collaborate with partners to address the county's affordable housing needs.
- On a quarterly basis, conduct board governance self-evaluation.

## **Appointed and Elected Employee Action Plan**

- Reduce or eliminate services which are ineffective or burdensome.

- Maximize use of new technologies to increase administrative efficiencies.
- Initiate a priority based budgeting process
- Maintain an inventory of needed facility improvements and adopt a long-term County Facilities Plan (CFP) that estimates costs of individual facility improvements and prioritizes projects for the 5-year Capital Improvement Program (CIP) and beyond.
- Continually update the CIP for investments in infrastructure, facilities and major equipment.
- Identify additional opportunities for increasing user fees.
- Frequently update the county web site and social media to keep citizens informed about county decision-making and initiatives in an effort to solicit feedback.
- Create additional avenues to enhance citizen engagement.
- Increase internal communication to all county employees.
- Enhance the commission meeting experience for citizens with use of technology and other appropriate means.
- With the Finney County Economic Development Corporation, sustain and strengthen the local economy.
- Assist the Finney County Economic Development Corporation regarding purchase options for land that represents prime site(s) for new business locations (i.e. research probability of making unproductive properties productive).
- Prioritize community safety through effective law enforcement, prosecution, corrections and court services.
- Collaborate with area partners in addressing the county's affordable housing needs.
- Contribute to the appearance and aesthetics of the community by maintaining attractive county facilities and strongly enforcing building and environmental codes.
- Improve "connectedness" of all communities in Finney County through improvements in roads, pedestrian and bike access, and sidewalks.
- In collaboration with the community college and other workforce development resources, expand opportunities and incentives for employee professional and career development.
- Facilitate formation of a Western Kansas consortium to identify best practices and cooperative approaches to workforce recruitment and development
- Evaluate the use of a flexible employee benefit package to enhance employee recruitment and increase job satisfaction.
- Evaluate the need for a compensation policy that rewards high performance and expands use of non-financial employee recognition practices.
- Research, and propose to county commissioners, policy changes or clarifications regarding spending limits for the county administrator and department directors.
- Review and provide any policy recommendations regarding change orders in contracts.
- Prepare for the impact to jail population, adult and juvenile corrections, if there are changes at the state level, including other counties if deemed necessary.

***Approved by the Finney County Board of Commissioners on \_\_\_\_\_***

# **FINNEY COUNTY BOARD OF COUNTY COMMISSIONERS STATEMENT OF POLICY ON COUNTY COMMISSION MEETINGS**

## **PURPOSE**

This Statement of Policy has been developed to assure that meetings of the Finney County Board of County Commissioners are conducted in compliance with K.S.A. 75-4317 et seq., the Kansas Open Meetings Act (KOMA). This statement outlines Board policy on the schedule of regular and workshop meetings and on the procedure to be followed during scheduled meetings. This Statement of Policy will be reviewed annually in September.

## **POLICY**

### **BUSINESS MEETINGS**

Effective December 2012, the board of County Commissioners will hold regular business meetings will be dedicated to the transaction of regular governmental business and the conduct of governmental affairs. All business meetings will be convened pursuant to K.S.A. 75-4317 et seq. and an agenda for each business meeting will be prepared.

### **SECOND AND FIFTH MONDAYS**

Effective December 2012, the Board of County Commissioners will only hold a meeting on the second and Fifth Monday of each month, if needed. When there is a fifth Monday in any month a regular meeting will be scheduled from 7:00 P.M. to 9:00 P.M. for the purpose of transacting regular business and to obtain citizen input on general matters of interest to the public. The meetings will be announced the week prior to a second and fifth Monday if needed. All second and fifth Monday meetings will be convened pursuant to K.S.A. 75-4317 et seq. and an agenda for such meetings will be prepared.

### **SPECIAL MEETINGS**

Special meetings may be called by the Chairman of the Board of County Commissioners or when required by state statute. When a special meeting is called, the Chairman shall notify the County Clerk who in turn shall notify the other County Commissioners. All special meetings will be convened pursuant to K.S.A. 75-4317 et seq. and an agenda for each special meeting will be prepared.

## **PROCEDURE**

### **MEETING AGENDA**

In accordance with this Statement of Policy and K.S.A. 75-4317 et seq., an agenda for each meeting of the Board of County Commissioners shall be prepared by the County Administrator and/or County Clerk. Agencies, organizations, county departments and citizens desiring to meet with the Board of County Commissioners may be placed on the agenda by contacting the County Administrator and/or County Clerk. The County Administrator and/or County Clerk will establish an agenda date and time for the requesting party in accordance with this Statement of Policy. The deadline for being placed on a business meeting is 12:00 noon on the Thursday preceding the business meeting.

### **AGENDA BACKGROUND INFORMATION**

To facilitate informed discussion and timely action agenda items, the Board of County Commissioners requires adequate background information from the requesting party. Attachments 1 and 2 provide outlines for parties and/or persons who request time on the agenda.

Departments, officers, agencies, organizations and boards which are funded and/or created by or through the Board of County Commissioners will be required to submit background information in a professional memo format. The information that must be included in the memo is Agenda Subject, Background Information, Legal Considerations (if any), Alternatives, Recommendation, and Financial Considerations. Digital copies of the background information must be submitted to the County Administrator and County Clerk by the deadline stated above in order for the agenda request to be scheduled.

Any organization, board, agency or citizen different from those listed above shall submit similar background information in a memo or email format. The information that must be included is the same as above, if applicable. Digital copies of the background information must be submitted to the County Administrator and County Clerk by the deadline stated above in order for the agenda request to be scheduled.

### AGENDA SCHEDULE

Meetings of the Board of County Commissioners will begin at 8:30 A.M. on the meeting day unless otherwise provided. Business items will be placed on the agenda beginning at 9:00 A.M. to provide commissioners time for review of mail, background information, public comment and the County Administrator report. The County Administrator and County Clerk will maintain a rotating luncheon schedule with county department heads to provide commissioners and department heads the opportunity to meet on a periodic basis. Lunch will be scheduled from 12:00 P.M. to 1:00 P.M. and will be duly noted on the meeting agenda.

### MEETING PROTOCOL

Meetings of the Board of County Commissioners will be convened by the Chairman at the time stated on the meeting agenda. The agenda may be amended at the beginning of each meeting by approval of the Board. Agenda items will be generally reviewed as follows:

- A. Agenda item presented and explained by requesting party.
- B. Commissioner discussion and questions.
- C. Public input.
- D. Final discussion and action by commissioners.

Persons attending meetings of the Board of County Commissioners may be allowed to address the Board on agenda items when they have been recognized by the Chairman. However, no person has a right to be disruptive and such action will not be tolerated.

After discussion of an agenda item the Board of County Commissioners may take action by formal motion. A formal motion must be stated, seconded, and voted on by public vote of each participating commissioner. No secret ballots will be allowed.

### EXECUTIVE SESSIONS

The Board of County Commissioners may hold executive sessions pursuant to K.S.A. 75-4319. In order to go into executive session the provisions of K.S.A. 75-4319(a) shall be followed.

### ADJOURNMENT

Meetings of the Board of County Commissioners will be adjourned by the Chairman upon completion of discussion and/or action on agenda items.

**MEMORANDUM**

**TO:** County Commission  
**THRU:** Randy Partington, County Administrator  
**FROM:** Randy  
**DATE:** January 9, 2017  
**RE:** County Administrator Report

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**DISCUSSION:**

Western Kansas Congressional Staff Briefing (April 22-24, 2017)

Payment In Lieu of Taxes from Buffalo Dunes Wind Project was \$132,517.35 for 2016 into the General Fund

Update on monthly reports (attached) for the following departments:

- Emergency Management
- Health Department
- Juvenile Detention Center and Adult/Youth Corrections
- Appraiser

Sale of tax properties - those properties not bid on during sealed bid process

Personnel policy committee and Capital Improvement Program committee appointments (CIP Policy and 2017 Adopted CIP are attached)

Update on LEC Sales Tax projects (report attached)

Upcoming Meetings (attached)

Miscellaneous Updates

**RECOMMENDATION:**

Discussion items

**ATTACHMENTS:**

Description

CIP Policy

2017 5-Year CIP

Monthly Reports

LEC Sales Tax Report

Meeting List



# FINNEY COUNTY, KANSAS

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### 1. PURPOSE

Finney County Commissioners are committed to providing capital improvements that support local commerce, department efficiency and public safety. Capital projects will be funded and authorized within the guidelines of this policy. Adherence to the CIP is crucial for all departments both elected and appointed to follow, as the county commission approves the items listed specifically, with the community's interest in mind.

### 2. DEFINITIONS

#### Capital Improvement Plan:

A listing of all capital projects/equipment that will begin during the next five-year period. If approved, the capital projects listed under the requests column will be placed in the respective department/fund operating budget with the appropriate capital account codes.

#### Capital Project:

A project seen as an investment in the community by maintaining and/or building county infrastructure and facilities. The cost guideline for a capital project to be considered for the CIP is anything over \$20,000 with a useful life of at least five years.

#### Capital Equipment:

Equipment, machinery, vehicles and software that helps to maintain the county's infrastructure, safety and overall well-being of the community in addition to technology needs of the county's operation. The cost guideline for capital equipment is anything with a value over \$10,000 (per unit and/or per bulk cost) and useful life of at least five years.

#### CIP Amendment:

A change of the formally approved capital improvement program that adds, deletes or changes the project/equipment and/or the total cost of the project/equipment in the operating budget year.

#### CIP Committee:

A group of directors recommended by the county administrator with final approval by the county commission in January of every year. The committee shall consist of representatives from the following areas:

- County Commissioner
- Elected Director or designee
- Public Works Department
- Building Maintenance
- Information Technology
- County Administrator
- Accountant
- At Large Member

### **3. PROCEDURES**

#### **A. Development:**

1. The county administrator will send all directors a copy of the last adopted CIP spreadsheet with the intent to solicit updated requests for the upcoming operating year and four years out, in the month of January.
2. Projects and Equipment requests will be submitted by the directors back to the county administrator with sufficient information regarding the request, such as explanation of the need, best cost estimate, priority of requests and requested source of funding. Requests should be returned by the beginning of March
  - a. Template form for each project/equipment request for the upcoming operating year will be provided to the directors. Failure to use a form with the above mentioned information will result in a lower score by the CIP committee when they make a recommendation to the county commission.
3. The county administrator and accountant will review all proposals, ask directors for any needed clarification and make any necessary changes to funding sources, such as operating fund versus special sales tax fund. After the requests have been made clear, the CIP committee will meet for the proper review, at the end of March.
4. The CIP committee will make comments on the requests and present to the county administrator a recommended CIP.

#### **B. Approval:**

The county administrator will review the CIP committee recommendations and make the appropriate presentation to the county commission as a recommended CIP budget in the month of April.

The capital improvement program will provide the following:

- a) A list of each project/equipment along with a more detailed explanation of how the item fits the needs of Finney County and related to the strategic plan.
- b) An implementation schedule for projects
- c) Equipment purchases will also list trade in and/or item being replaced
- d) Explanation of who is responsible for the oversight of the specific project and/or equipment purchase
- e) Listing of funding source by Department/Program/Fund
- f) The county commission will review, revise and adopt the CIP 5-year plan as appropriate. The first year of the CIP will be the official capital budget and reflect the amount requested by each department in their operating budget.

#### **C. Amendments:**

1. For projects, no work other than the project approved shall be undertaken unless it has been amended by the CIP Committee, following the amendment process detailed in section 3 below.
2. For capital equipment, no machinery/vehicle/technology and/or equipment shall be purchased that is not listed in the CIP undertaken unless it has been amended by the CIP Committee, following the amendment process detailed in section 3 below.
3. The approved scope of projects and/or list of capital equipment may be revised by amendment.
  - a) Department requests to undertake new projects and/or purchase different capital equipment during the current year will be considered a CIP amendment.

- b) The director responsible for the project or capital expenditure will submit proposed amendments in a form and with content explaining the need for a change.
- c) The county administrator and accountant will review the proposed amendment and make a recommendation to the CIP committee for approval, denial or additional revisions.
- d) If the amendment is approved, the county administrator will present to the county commission for formal approval or denial.

**D. Reporting:**

1. After a project has been completed, the county administrator and/or department director will provide a report to the county commission that explains the results of the project and total costs incurred. If a project does not get completed during the budget year, the director will request to the commission via the county administrator that leftover funds in the budget for that item be transferred into the capital improvement reserve fund for the completion of a project.
2. The county administrator and/or accountant will provide a quarterly report on the progress of all capital expenditures budgeted for the current operating year.

**Finney County's 2017-2021 Capital Improvement Program (CIP)**

<b>General Administration</b>	<b>Budget</b>	<b>Requests</b>					
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Build up for AS/400 and New Financial System (Pro	50,000	50,000	50,000	50,000	50,000	50,000	\$300,000
Build up for Payroll Enhancements	25,000	25,000	25,000	25,000			\$100,000
Software/Hardware/Internet Enhancements	210,000	245,000	275,000	275,000	275,000	275,000	\$1,555,000
Physical Security / Video Monitoring		25,000	25,000	25,000	25,000	25,000	\$125,000
IP Telephony System & Phones	50,000	50,000	50,000	50,000	50,000	50,000	\$300,000
Fiber Optic Project to Expand County Network	50,000	50,000	50,000	50,000	50,000	50,000	\$300,000
Continue Switches and Wireless Replacements	40,000	50,000	50,000	50,000	50,000	50,000	\$290,000
Scan Project for all Offices	70,000	70,000	100,000	100,000	100,000	100,000	\$540,000
<b>Sub-Total</b>	<b>\$285,000</b>	<b>\$320,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$325,000</b>	<b>\$325,000</b>	<b>\$1,955,000</b>
<b>Technology</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Video Presentation Rooms (Commission Budget)	7500	7500					\$15,000
Video Presentation Rooms (Computer Support Budge	7,500						\$7,500
Vehicle							\$0
<b>Sub-Total</b>	<b>\$15,000</b>	<b>\$7,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,500</b>
<b>Treasurer's Office</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Office Equipment (Printers, Computers, Scanners)		500					\$500
<b>Sub-Total</b>	<b>\$0</b>	<b>\$500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>
<b>Clerk's Office</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Voter Equipment Lease payments	69,500	74,500	69,500				\$213,500
<b>Sub-Total</b>	<b>\$69,500</b>	<b>\$74,500</b>	<b>\$69,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$213,500</b>
<b>Register of Deeds</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>		<i>Sub-Total</i>
							\$0
Microfilm Reader & Copier							\$0
Copy machine - Tech Fund							\$0
<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
<b>Computer Support</b>							
<i>Equipment/Project</i>							<i>Sub-Total</i>
<b>Sub-Total</b>							<b>#REF!</b>
<b>Appraiser's Office</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Car/Truck	10,000						\$10,000
Orion Replacement			50,000				\$50,000
<b>Sub-Total</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>
<b>Emergency Management</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Sport Utility Vehicle				35,000		35,000	\$70,000
<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$70,000</b>
<b>Administrator's Office/Human Resources/Payroll</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Computers/Scanners							\$0
Copier/Printer							\$0
<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Finney County's 2017-2021 Capital Improvement Program (CIP)**

<b>Building Maintenance</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Administration Chiller	30,000						\$30,000
Outside Lighting Replacement to LED	10,000	10,000					\$20,000
4-H Large Heater	10,000						\$10,000
4-H Air Handler		12,000					\$12,000
4-H East Side A/C and Furnace			6,200				\$6,200
<i>Health Department Front Door - Operating not budget</i>							\$0
Administration Air Handling Unit Upgrades (BRMP Sales Tax)		55,000	54,450				\$109,450
Administration Building Carpet Replacement		37,500	37,500				\$75,000
Administration Chilled Water System		30,000	30,000	30,000	30,000		\$120,000
Fire Alarm Control Panels (Admin/Museum/JDC/County Attny)			12,543	14,192			\$26,735
Grandstand Meeting Room A/C Unites (2)			21,000				\$21,000
Courthouse Chilled Water Replacement		30,000	30,000	30,000			\$90,000
Contengencies	15,000	5,500					\$20,500
Fire Alarm Control Panels			26,735				\$26,735
Replace Main Courtroom A/C	10,000		25,000				\$35,000
Replace Courthouse Rooftop Units	6,000		21,000				\$27,000
Replace Health Department A/C Units (Sales Tax-2017)	8,000			18,000			\$26,000
<i>Replace Courthouse Ceiling Tiles - Ask Commission for BRMP Sales Tax</i>							\$0
Extension Office Furnace Replacement					14,300		\$14,300
Replace Health Department Furnaces			6,000				\$6,000
LEC Restroom Remodel - Excess LEC Sales Tax		27,025					\$27,025
Scizzor	6,000						\$6,000
Administration Building Generator			80,000				\$80,000
Administration Building Door Replacement				12,000			\$12,000
<b>Sub-Total</b>	<b>\$95,000</b>	<b>\$125,000</b>	<b>\$350,428</b>	<b>\$104,192</b>	<b>\$44,300</b>	<b>\$0</b>	<b>\$800,945</b>
<b>Sheriff's Office</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Laptops (13 per year)	15,000		15,000	15,000	15,000		\$60,000
Computers (10 per year)	5,000		5,000	5,000	5,000		\$20,000
Office Equipment (Furniture, Printers, etc...)	3,000	32,000	2,500	2,500	2,500		\$42,500
Field Equipment (Tazers, Vests, Gunds, Holsters, S	12,500	25,000	7,500	7,500	7,500		\$60,000
Jail Copier	5,000						\$5,000
Air Cards (Verizon)	10,000		10,000	10,000	10,000		\$40,000
Fleet Replacement (7 for 2017)	212,000	206,000	118,000	118,000	118,000		\$772,000
<b>Sub-Total</b>	<b>\$262,500</b>	<b>\$263,000</b>	<b>\$158,000</b>	<b>\$158,000</b>	<b>\$158,000</b>	<b>\$0</b>	<b>\$999,500</b>

**Finney County's 2017-2021 Capital Improvement Program (CIP)**

<b>District Court</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Replace A/V & Videoconferencing Equipment in Courtrooms			20,000	20,000	20,000		\$60,000
Shelving/Storage for Evidence Vault	2,000						\$2,000
PC's & Printers - Courtrooms & Magistrate Judges				15,000			\$15,000
PC's - Clerk's Office & Public Access	20,500					24,000	\$44,500
Copy Machines - Clerk's Office		10,000	10,000				\$20,000
Printers - Clerk's Office	1,500						\$1,500
PC's Monitor & Scanners - Clerk's Office & Public Access					12,500	12,500	\$25,000
Microfiche Reader, PC & Printer		20,000					\$20,000
<b>Sub-Total</b>	<b>\$24,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$35,000</b>	<b>\$32,500</b>	<b>\$36,500</b>	<b>\$188,000</b>
<b>25th Judicial District</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Vehicle Replacement			14,000	14,000			\$28,000
PC's/Laptops/Printers - Judges/OCR's/Admin		12,000	11,000				\$23,000
<b>Sub-Total</b>	<b>\$0</b>	<b>\$12,000</b>	<b>\$25,000</b>	<b>\$14,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$51,000</b>
<b>District Court-Building Renovations</b>							
<i>Equipment/Project</i>	<i>2016 Requestd</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Replace Doors - Main Entrance & South Entrance		27,500					\$27,500
Sidewalk Repairs/Replacement		7,500					\$7,500
Replace Ground Level Windows (SE corner)							\$0
Rehab & Repair Exterior Windows							\$0
Renovate Courtroom 301 (Seating for 2017)			15,000				\$15,000
Renovate Courtroom 301 (Funds Accumulation)		20,000	20,000	20,000	20,000		\$80,000
Interior Repairs & Renovations - Stairwells & Main E	65,000						\$65,000
Interior Repairs & Renovations - 1st & 4th Floors			150,000				\$150,000
Interior Repairs & Renovations - 2nd Floor				150,000			\$150,000
Interior Repairs & Renovations - 3rd Floor					150,000		\$150,000
<b>Sub-Total</b>	<b>\$65,000</b>	<b>\$55,000</b>	<b>\$185,000</b>	<b>\$170,000</b>	<b>\$170,000</b>	<b>\$0</b>	<b>\$645,000</b>



**Finney County's 2017-2021 Capital Improvement Program (CIP)**

<b>Public Works</b>							
<i>Roads</i>	2016	2017	2018	2019	2020	2021	Sub-Total
Sagebrush Roads (Overlay - 10.36 miles) (BRMP Fund/Sp Hwy)				1,554,000			\$1,554,000
Tennis Road & Gano (Overlay-8 miles) KDOT Fed Fund Exchange & Special Highway	1,250,000						\$1,250,000
East Mary/FI CO Feeders Road/Jennie Barker. (Overlay - N. 8 mile) (BRMP Fund/Sp Hwy)			1,248,000				\$1,248,000
Lear Rd (Overlay - 10 miles) (BRMP Fund/Sp Hwy)					1,500,000		\$1,500,000
						1,280,000	\$1,280,000
Pole Line, Towns, T.R., T.R.S. (Overlay-11 miles) (BRMP Fund/Sp Hwy)		1,627,500					\$1,627,500
Sand Hills Trail (Special Highway / Grant) 20%		224,000					\$224,000
Mansfield Road Improvement			750,000	750,000			\$1,500,000
Farmland Road Improvement		2,000,000					\$2,000,000
JB 4-Lane (Schulman to Mary) (BRMP Fund/Sp. Hwy)	0	500,000	500,000	500,000			\$1,500,000
<b>Sub-Total</b>	<b>\$1,250,000</b>	<b>\$4,351,500</b>	<b>\$2,498,000</b>	<b>\$2,804,000</b>	<b>\$1,500,000</b>	<b>\$1,280,000</b>	<b>\$13,683,500</b>
<i>Bridges</i>	2016	2017	2018	2019	2020	2021	Sub-Total
Lake Road (2) (Pawnee) - Design (R&B Budet)							\$0
Lake Road (2) (Pawnee) - Construction (Special Highway)	300,000	600,000					\$900,000
Ravana Road (Pawnee) - Design (Special Highway)	50,000		50,000				\$100,000
Ravana Road (Pawnee) - Construction (BRMP Fund)				300,000	300,000		\$600,000
Eminence Road (Pawnee) - Design (R&B Budget)							\$0
Eminence Road (Pawnee) - Construction (BRMP Fund)							\$0
Community Road (Pawnee) - Design (R&B Budget)						55,000	\$55,000
Community Road (Pawnee) - Construction (BRMP Fund)							\$0
Precast Boxes (Special Highway)	20,000						\$20,000
<b>Sub-Total</b>	<b>\$370,000</b>	<b>\$600,000</b>	<b>\$50,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$55,000</b>	<b>\$1,675,000</b>
<i>Equipment</i>	2016	2017	2018	2019	2020	2021	Sub-Total
Rotary Mowers (R&B)		64,000					\$64,000
Motor Graders (Special Highway)	90,000	85,002	85,002	85,002	85,002	85,002	\$515,010
Computerized Fueling System (Special Equip)		15,000					\$15,000
Tractors		28,000					\$28,000
Vehicles (Road & Bridge Fund)	50,000		60,000	60,000	60,000	60,000	\$290,000
Skid Steer Lease (Road & Bridge Fund - Contractua	4,000						\$4,000
Asphalt Miller			125,000	125,000	75,000		\$325,000
Asphalt Recycler			80,000	80,000	80,000	80,000	\$320,000
Belly Dump Trailer (Special Equipment)	45,000				50,000		\$95,000
Equipment Trailer			100,000				\$100,000
Semi Truck						115,000	\$115,000
Hot Patch Machine				90,000			\$90,000
<b>Sub-Total</b>	<b>\$189,000</b>	<b>\$192,002</b>	<b>\$450,002</b>	<b>\$440,002</b>	<b>\$350,002</b>	<b>\$340,002</b>	<b>\$1,961,010</b>
<i>Buildings</i>	2016	2017	2018	2019	2020	2021	Sub-Total
Lights in Shop	15,000						\$15,000
Shop Roof				90,000			
Landscape along Maple and 9th Street		10,000					\$10,000
Upgrade Bruno Pit Buildings					60,000		
Salt Barn			100,000				\$100,000
<b>Sub-Total</b>	<b>\$15,000</b>	<b>\$10,000</b>	<b>\$100,000</b>	<b>\$90,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$125,000</b>
<b>Public Works Total</b>	<b>\$1,824,000</b>	<b>\$5,153,502</b>	<b>\$3,098,002</b>	<b>\$3,634,002</b>	<b>\$2,210,002</b>	<b>\$1,675,002</b>	<b>\$17,444,510</b>

Sp. Equip  
Spec. Highway  
R&B  
BRMP  
Unknown

**Finney County's 2017-2021 Capital Improvement Program (CIP)**

<b>Juvenile Detention Center</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Transfer to other County Fund	10,000	3,000					\$13,000
Roof (JDC Building Fund)					25,000		\$25,000
Secure tables or desks for classrooms	4,000						\$4,000
Computers (2 for Intake and Assessment)	1,000						\$1,000
<b>Sub-Total</b>	<b>\$15,000</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$43,000</b>
<b>New Correction Services Building - Sales Tax</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Fiber Optic Connection to Building	50,000						\$50,000
Proximity card lock system	32,000				35,000		\$67,000
Security cameras & monitoring	15,000				15,000		\$30,000
Four data ports per office	24,000						\$24,000
Wireless (lobbies & classrooms)		15,000			15,000		\$30,000
Switches	30,000						\$30,000
VOIP phones – 60 ea. (est)	25,000						\$25,000
Servers - disk space	10,000				10,000		\$20,000
Message monitors – 2 ea.		2,000					\$2,000
Monitor/VTC Board & conference phones		24,000					\$24,000
4-post server rack	6,000						\$6,000
Uninterruptible Power Supply units - 2 ea.	1,000						\$1,000
LAN punch down boards – 4 ea.	1,000						\$1,000
Independent A/C?	10,000						\$10,000
<b>Sub-Total</b>	<b>\$204,000</b>	<b>\$41,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$320,000</b>
<b>EMS</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Ambulances	75,000	75,000	75,000	75,000	75,000	75,000	\$450,000
Computer Upgrade (2 per year)	1,000						\$1,000
Vehicle Equipment (Defibrillators)	10,000						\$10,000
<b>Sub-Total</b>	<b>\$86,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$461,000</b>

**Finney County's 2017-2021 Capital Improvement Program (CIP)**

<b>Fairgrounds</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
8' Tables w/Carts (60 tables)			15,000	15,000			\$30,000
Chairs (200) for Exhibition Building				10,800	10,800	10,800	\$32,400
Picnic Tables (9)						10,000	\$10,000
IT Equipment Upgrades	10,000	15,000	15,000	15,000	15,000	15,000	\$85,000
West Pavilion Showers and enlarge restrooms plus air condition (40'x30' area)						125,000	\$125,000
Floor Scubber Battery	3,000						\$3,000
Handwashing stations					17,600		\$17,600
PA System Upgrades			25,000	5,000			\$30,000
Pave Parking Lot			97,500	97,500	97,500	97,500	\$390,000
Gravel for West 1/3 of Parking Lot				15,000			\$15,000
Bucking Chutes					15,000		\$15,000
Electronic LED Message Board					80,000		\$80,000
Bui8lding's East Overhead Door and 4-H SW Entrance)	7,000						\$7,000
Sport Court Flooring in Exhibition Building					190,000		\$190,000
Build Third Open Sided Barn to hold 140 Stalls				30,000			\$30,000
Air Conditioners replaced at 4-H Building		15,000					\$15,000
Risers		20,000					\$20,000
Commercial Coolers		15,000					\$15,000
Open Sided Barn			90,000				\$90,000
<i>Used Water Truck - Work with Public Works</i>							\$0
West Pavilion-6 Addtl Showers and enlarge restrooms plus air condition (40'x30' area)				45,000			\$45,000
Air Conditioners replaced at GS Meeting Room		20,000					\$20,000
Air Conditioners replaced at Extension Office			15,000				\$15,000
<b>Sub-Total</b>	<b>\$20,000</b>	<b>\$85,000</b>	<b>\$257,500</b>	<b>\$233,300</b>	<b>\$425,900</b>	<b>\$258,300</b>	<b>\$1,280,000</b>
<b>Fair Fund</b>	<b>\$20,000</b>	<b>\$85,000</b>	<b>\$257,500</b>	<b>\$233,300</b>	<b>\$425,900</b>	<b>\$258,300</b>	<b>\$1,280,000</b>
<b>MPI Fair Fund</b>							
<b>Sales Tax (BRMP Fund)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub-Total (2)</b>	<b>\$20,000</b>	<b>\$85,000</b>	<b>\$257,500</b>	<b>\$233,300</b>	<b>\$425,900</b>	<b>\$258,300</b>	<b>\$1,280,000</b>
<b>Budget 2017</b>	<b>\$50,000</b>	<b>\$50,000</b>					
<b>GIS</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Aerial Photography/Equipment	50,000	60,000			100,000		\$210,000
<b>Sub-Total</b>	<b>\$50,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$210,000</b>

**Finney County's 2017-2021 Capital Improvement Program (CIP)**

<b>Health Department</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Electronic Medical Records Project		122,500	25,000	25,000			\$172,500
Vehicle Replacement - Deleted from 2016 for remodel					20,000		\$20,000
Office Remodel (Reception Area) - Replaced vehicle in 2016	20,000						\$20,000
Computers			12,000				\$12,000
<b>Sub-Total</b>	<b>\$20,000</b>	<b>\$122,500</b>	<b>\$37,000</b>	<b>\$25,000</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$224,500</b>
<b>Noxious Weed</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Vehicles/Tanks			60,000	30,000	12,000		\$102,000
<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$30,000</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$102,000</b>
<b>E911 Services</b>							
<i>Equipment/Project</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>Sub-Total</i>
Radio Equipment Lease payments	75,940						\$75,940
<b>Sub-Total</b>	<b>\$75,940</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,940</b>
<b>Grand Total</b>	<b>\$3,120,940</b>	<b>\$6,427,502</b>	<b>\$4,745,430</b>	<b>\$4,863,494</b>	<b>\$3,672,702</b>	<b>\$2,404,802</b>	<b>\$25,234,870</b>
General Fund	\$836,940	\$860,475	\$1,032,928	\$696,192	\$559,800	\$396,500	\$4,382,835
BRMP Sales Tax	\$690,000	\$1,068,750	\$809,000	\$947,000	\$920,000	\$640,000	\$5,074,750
Excess LEC Sales Tax		\$27,025					\$27,025
Road & Bridge	\$69,000	\$210,000	\$210,000	\$150,000	\$170,000	\$230,000	\$1,039,000
Special Highway	\$1,035,000	\$1,752,750	\$1,874,000	\$2,027,000	\$750,000	\$640,000	\$8,078,750
Special Equipment	\$45,000	\$177,002	\$390,002	\$380,002	\$240,002	\$165,002	\$1,397,010
Detention (JDC)	\$15,000	\$3,000	\$0	\$0	\$25,000	\$0	\$43,000
EMS	\$86,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$461,000
Fairgrounds	\$20,000	\$85,000	\$257,500	\$233,300	\$425,900	\$258,300	\$1,280,000
GIS	\$50,000	\$60,000	\$0	\$0	\$100,000	\$0	\$210,000
County Health	\$20,000	\$122,500	\$37,000	\$25,000	\$20,000	\$0	\$224,500
Noxious Weed Reserve Fund	\$0	\$0	\$60,000	\$30,000	\$12,000	\$0	\$102,000
Unknown Funding Source	\$0	\$2,000,000	\$0	\$300,000	\$300,000	\$0	\$2,600,000
Correction Services Center Building (Sales Tax)	\$204,000	\$41,000	\$0	\$0	\$75,000	\$0	\$320,000
E911 Services	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
<b>Grand Total</b>	<b>\$3,120,940</b>	<b>\$6,482,502</b>	<b>\$4,745,430</b>	<b>\$4,863,494</b>	<b>\$3,672,702</b>	<b>\$2,404,802</b>	<b>\$25,289,870</b>
<b>Property Tax Funded</b> (All funds, except Sales Tax, Special Highway & Equipment, Building, Technology and part of E911)	<b>\$1,096,940</b>	<b>\$1,415,975</b>	<b>\$1,612,428</b>	<b>\$1,179,492</b>	<b>\$1,375,700</b>	<b>\$959,800</b>	<b>\$7,640,335</b>

2016 Budget Items

2017 Requested/Revised Items by CIP Committee

Blue Font or Shading is the Sales Tax Funded Items (portion of the total value in the selected cells)

Special Highway

Special Equipment



## Finney County Emergency Management/Work Safety

304 N Ninth St, Garden City KS 67846

Telephone: 620-272-3746

Gilbert Valerio  
Director  
gvalerio@finneycounty.org

Fax: 620-271-6273

Anthony Cruz  
Deputy Director  
acruz@finneycounty.org

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TO: Skylar Swords  
FROM: Gilbert Valerio  
DATE: January 3, 2017  
SUBJECT: December Overview

**Training:** Anthony and I attended a Soft Target class in Ulysses facilitated by the Blue Cell. Information given by them was how to better prepare for Active Shooter situations and perhaps facilitate this class using their materials. (11/28), (11/29) Anthony did a Finney County Transit CPR/FA class this same day I did an EMS HAZMAT Awareness class. (11/30) I did an EMS HAZMAT Awareness class. (12/1) I attended an all-day training on Excel Basics at the Holiday Inn Express in Garden City.

**Activities:** New Employee Training 12/6-12/8, SHERT MEETING 12/9 1000-1400, (12/20) Department Head Meeting 0900-1030, (12/28) Meeting with Cliff Sonnenberg to discuss regional council project 0900-1030. Alert Sense Demo was provided in the Finney County EOC as our new form of mass communication. This was attended by only three people, one County Department head and two city employees.

**Planning:** (12/14) SW Regional Council, I have taken the project lead on assisting the SW region on purchasing a mobile trailer with radio's for assisting municipalities in the time of mutual aid as their own form of communication. 1000-1200

Sincerely,

Finney County Emergency Management Director



January 4<sup>th</sup>, 2017

To: County Commissioners; Randall Partington

From: Colleen Drees

### **Updates on Health Department/WIC Dec 2016**

#### **Commissioner Report**

Attached is the Commissioner Report for December. We have generated \$173,790 more in Revenue in 2016 than previously in 2015. Even 2014's reported Revenue is \$190,000 less than 2016's. Additionally, we have seen 1,137 more patients this year when compared to 2015.

#### **Marketing**

Over the Holiday Season we had advertisements in the Newspaper promoting our services. As always we had several postings on social media advertising a range of services; anywhere from flu shots to traveling immunizations. The department will be looking into new marketing avenues in the next couple of months.

#### **Capital Improvement**

The process of searching for an electronic medical record (EMR) system that will fulfill our needs has begun. In late November and early December, Health Department Leadership had webinars and demos for a couple of different EMR systems. Since the department has very specific needs, it is essential to find the EMR that directly interfaces with several other entities in order to create efficiency and user-friendliness for staff. Recently we have met with a contact from Kansas Healthcare Collaborative who has provided some guidance for this project. We expect that the partnership with this contact will be instrumental in our search for and implementation of EMR.

#### **Employee Clinic**

Our Employee Clinic provider has been staying very busy and has been balancing both Employee Clinic and Community Care Clinics well. For the month of December, Gretchen did see 146 patients between both clinics. So far we have been able to fit in anyone who has needed an appointment. Gretchen often accommodates and will see a patient even if a slot is not available when they need to be seen.

#### **Wellness Committee**

The Wellness Committee met to discuss the new Mission Statement, By-Laws and Focus Area for 2017. We will be electing new board members Jan 18<sup>th</sup>. We have also been working to create guidelines for Get Fit Finney County which will be Finney County's own version of Meltdown for Life. This Program will Kick-off within the next couple of months.

New

Due to the new information from the EMR systems that have thus far been considered; the Job Description for the Coordinator that will be hired to implement the chosen system has varied significantly. The job responsibilities and expectations have been narrowed and we will be working to create the required Job Description in January.

We met with HR from Sunflower Electric and they will now be sending their new employees to our establishment for biometrics. This will be a mutually beneficial relationship and a new generation of business.

#### WIC

We hired a Breast Feeding Peer Counselor that will be providing some essential education and guidance to nursing mothers enrolled in the WIC program. The New WIC Director started in late November and has been doing a wonderful job thus far.

#### Vacancy

We currently have an open position for a registered nurse. We have advertised on social media and also on Indeed. So far we have had one applicant. We would like to keep the position open in order to receive more applications to be able to hire the right individual for the right reasons. We will be considering new avenues to advertise for this position to generate more interest in this position.

#### Leadership Team

The Director, Business Manager, Charge Nurse and WIC Director have all been meeting regularly to establish a Leadership Team. This has allowed for necessary communication between leaders. In December we all met to establish departmental and a Leadership Team specific mission, values, goals and vision statements for 2017. This is in efforts to create a unified vision and direction for the department. We are all excited for what 2017 will bring to the table and how we can improve all aspects of business.

#### Kansas Leadership Center

The Director, Charge Nurse and WIC Director will all be attending the Kansas Leadership Center this year. All are eager to develop as leaders and become more of an asset to Finney County.



2016 Month	Employee Clinic Count	Employee Procedures	Count	Procedures	Charges	Adjust/ Writeoffs	Accts Receivable Net	Self Pay	Insurance	KanCare formerly known as Medicaid	Medicare	Donations	Daycare County Licensing Fees collected	Revenue Total	Employee Clinic Revenue
January	92	351	704	2,518	\$47,893.04	\$11,963.27	\$35,929.77	\$7,071.56	\$34,197.27	\$7,397.71	\$2,227.62	\$0.00	\$0.00	\$50,894.16	\$60.00
February	91	235	584	1,909	\$32,236.36	\$6,184.12	\$26,052.24	\$8,529.72	\$6,343.37	\$13,666.42	\$1,028.29	\$0.00	\$0.00	\$29,567.80	\$0.00
March	109	224	643	2,268	\$37,166.01	\$10,144.79	\$27,021.22	\$6,573.17	\$26,121.60	\$10,787.45	\$0.00	\$0.00	\$0.00	\$43,482.22	\$159.00
April	106	266	688	2,529	\$38,929.37	\$10,183.02	\$28,746.35	\$8,728.38	\$20,299.78	\$4,549.25	\$0.00	\$0.00	\$0.00	\$33,577.41	\$146.50
May	86	247	752	2,686	\$46,889.45	\$12,464.99	\$34,424.46	\$8,626.11	\$18,765.83	\$4,787.33	\$334.93	\$0.00	\$0.00	\$32,514.20	\$80.00
June	112	306	807	2,962	\$51,688.88	\$13,884.46	\$37,804.42	\$11,577.35	\$22,154.23	\$10,139.53	\$0.00	\$40.00	\$0.00	\$43,911.11	\$180.75
July	87	271	769	3,215	\$64,882.82	\$11,950.94	\$52,931.88	\$12,874.69	\$14,756.15	\$4,735.64	\$0.00	\$0.00	\$0.00	\$32,366.48	\$119.62
August	113	334	1,415	5,182	\$101,674.18	\$16,170.82	\$85,503.36	\$14,855.02	\$37,103.56	\$12,618.48	\$0.00	\$0.00	\$0.00	\$64,777.06	\$60.25
September	91	307	789	2,648	\$45,712.30	\$12,429.30	\$33,283.00	\$13,421.19	\$42,937.07	\$8,780.81	\$195.00	\$0.00	\$0.00	\$65,334.07	\$34.75
October	130	481	1,750	4,678	\$91,549.19	\$11,511.69	\$80,037.50	\$12,583.28	\$22,436.82	\$6,726.55	\$0.00	\$0.00	\$0.00	\$41,746.65	\$58.10
November	101	280	945	3,106	\$54,381.67	\$12,621.39	\$41,760.28	\$12,877.53	\$44,930.97	\$9,672.34	\$1,079.96	\$0.00	\$0.00	\$88,560.80	\$109.38
December	92	205	562	2,985	\$45,030.78	\$10,326.52	\$34,704.26	\$10,241.36	\$18,560.39	\$10,903.62	\$0.00	\$0.00	\$0.00	\$39,705.37	\$0.00
<b>Total</b>	<b>1,210</b>	<b>3,507</b>	<b>10,508</b>	<b>36,886</b>	<b>\$658,034.05</b>	<b>\$139,835.31</b>	<b>\$518,198.74</b>	<b>\$127,959.38</b>	<b>\$308,607.04</b>	<b>\$104,965.13</b>	<b>\$4,885.80</b>	<b>\$40.00</b>	<b>\$0.00</b>	<b>\$546,437.33</b>	<b>\$1,008.35</b>
Jan - July 2015 Comparison	(62)	22	1,137	4,666	\$61,159	(\$1,531)	\$62,690	\$59,412	\$98,670	\$26,567	\$3,655	(\$3)	(\$480)	\$173,790	(\$1,210)

To: Randall Partington

From: Katrina Pollet

RE: December Directors Report

FCS and JDC

Finney County Community Services Center:

Staffing: 2 resignations both on the Youth side and we are repurposing those positions to better meet the needs of the clients. We have received a couple of applications. We reorganized and created a supervisors position on the Juvenile side which I believe is helping the morale of the staff.

Participated in a Human Trafficking conversation with KU School of Social Welfare which was well received

We held both Adult and Juvenile Advisory Boards which both went much better.

We have 3 staff who are now attending the Finney County Workforce meetings-one from Youth and 2 from adults. These meetings have been helpful for everyone involved to understand the directions we are going and it lets us know some issues in the community before they reach criminal status. This then helps us to know whether we need to change something or add another type of program.

2 staff attended YLS training with the state and one staff, Matt Harmon, was recognized as being one of the best in the class

I had lunch with Judge Dixon and Judge Wurst to discuss upcoming issues with SB367 and some ideas both of us can do to make the transitions better.

Birthday party for staff was the 13<sup>th</sup> and everyone but 1 person working in the building participated

Christmas lunch was held for all staff

Clinical Associates held 4 sex offender groups for clients with each having 8 participants

Issues with heating in the building

JDC:

Started slow with only a handful of youth but ended with 15.

We have 2 new staff starting on Jan 9 one for day shift and one for afternoon shift

Quilters here and we made stockings for the hospital and for our own youth-on Christmas the youth received some candy and we made coupons so the youth could "purchase" an extra mattress, pillow etc

**Commercial, Residential, and Ag Real Estate in December:**

\*Setting Real Estate Values going out in the field (8,146 Residential, 1,500 Commercial, and 791 Ag) Final Review Paperwork still working on it, APEX Sketches, New Construction (Residential, Commercial, AG) and Building Permits

Updating water usage on Ag parcels that are split or combined. 2017 splits and combinations and Ag changes to GIS

**Oil & Gas Field Appraiser and other field appraisers-** Data Entered 9,250 values from Final Review. Still have over 6,000 to enter. Finished up valuing the 46 mobile home parks and entering the value into the computer.

**PP Field Appraiser-** sent out renditions on Dec. 30<sup>th</sup>, 2016. So people can sign and return. People always coming in with questions and changes.

**GIS Cartographer-**working on end of the year map changes for 2017. Helps clerk with their records to correct errors on their side. Works on deeds, helps with sales in Orion.

**Field Appraiser staff-** Sales updated every day and data entered.

**Administration:**

Down 1 residential field appraiser leaving me to help with Residential Final Review (3,473 parcels, field review done still have paperwork) and still have 806 vacant parcels to value.

Sent PVD the quarterly report. I have a new field appraiser hired and starting Jan. 10<sup>th</sup>, 2017.

Budget is in good shape. Ordered new Surface pro's 4 for out in the field work. We are paperless out in the field except for building permits.

Hope to get Mobile office in the next year or two. This will help with the data entry of field work and make us more efficient so we can work on projects that keep being put on the back burner.

Need to fill one more vacancy that has been vacant since I became county appraiser. We have managed up to this point because we have cross trained people to help out in the office. It's like your house you maintain it and it holds up pretty good and then it just needs repairs and updated before you know it. I am looking down the road at retirements or if a vacancy comes up that I could have one person trained and ready to fill the shoes of the vacancy. In our line of work it takes a good 2 years of solid training and experience to learn about 1 section of the appraiser's office. A good field appraiser takes about 4 years to train before they could handle anything that comes walking in the front door.



## Randall Partington

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**From:** Jennifer Cunningham <jennifer.cunningham@gardencityks.us>  
**Sent:** Thursday, January 05, 2017 11:31 AM  
**To:** Randall Partington; Matt Allen  
**Subject:** LEC Sales Tax - End of Year December 2016  
**Attachments:** LEC Sales Tax Year End.xlsx

Good Afternoon,

Attached you will find an updated Sales Tax Project List. Here are the highlights:

- Currently there is \$193,110.28 in LEC Sales Tax Account
- We have spent \$672,989.21 to date on 23 finished projects.
- We have \$65,950 tied up with three in-progress projects.
- We have \$106,000 set aside or planned for three projects that have yet to get started.

Everything seems to be moving along well. All three of the in-progress projects should be complete in the next 60 days. Here are some project specific updates:

- Detention Door Lock Retrofit – Is currently in progress should be done the end of this month on budget
- Plumbing repair – is currently in progress and should be done the end of this month and also on budget
- Air coolers for servers – is currently in progress and should be done the end of the month and also on budget
- Replace rooftop units – this has been bid out and will begin next week
- Replace main courtroom units – No update
- Architect Study – 1<sup>st</sup> Floor Remodel – I have not been given any updates on this project so far other than money may have been spent; but there are not bills that have been given to Cheryl Carrol at this time
- The projects approved as additional projects by the Commissions: (Sept 2016 - FINISHED)
  - Stair treads and landings – Materials ordered; will begin upon arrival
  - LEC Heat Pump Loop Filter – Units have been ordered but have not arrived
- Wish List Items
  - City (FINISHED)
    - Kitchenette and Storage Cabinets – Finished and over budget \$2,784.86
    - Office Desk & Cubicles – Finished under budget \$1,197.77
    - City/County Water Fountains – Almost finished (1 left) under budget \$6,168
    - Formica in Municipal Courtroom/Office – Almost finished and under budget by \$3,944
  - County (In-Progress)
    - Detention Door Lock Retrofit – This is being evaluated to determine what is needed
    - CCTV Storage & Viewing Upgrade – This has been removed entirely. This project would cost significantly more than was budgeted as it is not compatible with what is currently there.
    - Plumbing Repair – This was added in place of the above as a needed project.

Those are the highlights!

Thank you and please let me know if you have additional questions.

Jennifer V. Cunningham  
Assistant City Manager  
301 N. 8<sup>th</sup> Street  
Garden City, Kansas 67846  
TEL: (620)-276-1157  
EMAIL: [jennifer.cunningham@gardencityks.us](mailto:jennifer.cunningham@gardencityks.us)

## **IMPORTANT MEETINGS/EVENTS**

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### **January**

County Commission Meeting	Monday, January 9th 8:30 AM	County Admin.
FCEDC Annual & Board Mtg.	Thursday, January 12th	
Martin Luther King, Jr.'s Day Holiday - County offices closed	Monday, January 16th	
County Commission Meeting	Tuesday, January 17th at 8:30 AM	County Admin.
Aging Board Meeting	Tuesday, January 17th at 10:00 AM	Senior Center
Chamber Breakfast	Wednesday, January 18th at 7:10 AM	Clarion Inn
Finney County CVB	Wednesday, January 18th at	Best Western Plus
SW Kansas Topeka Night Out	Monday, January 23rd 5-8:00 PM	Capital Plaza, Topeka

### **Upcoming Meetings in Future Months**

Legislative Coffee	Saturday, February 18th at 10:00 AM	St. Catherine's Classroom B
Legislative Coffee	Saturday, March 18th at 10:00 AM	St. Catherine's Classroom B
Legislative Coffee	Saturday, April 15th at 10:00 AM	St. Catherine's Classroom B
Legislative Coffee	Saturday, May 20th at 10:00 AM	St. Catherine's Classroom B



## MEMORANDUM

**TO:** County Commission  
**THRU:** Randy Partington, County Administrator  
**FROM:** Randy  
**DATE:** January 9, 2017  
**RE:** Reorganization (11:30 AM)

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### **DISCUSSION:**

The commissioners will make motions to nominate and appoint the positions of commission chair, vice-chair, official depositories, official newspaper, county engineer and other commission board appointments.

### **RECOMMENDATION:**

N/A