



## COUNTY COMMISSION REGULAR AGENDA

*Finney County, dedicated to its citizens, serving its taxpayers*

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### COUNTY ADMINISTRATIVE CENTER

**March 20, 2017**

**8:30 AM**

#### **CALL TO ORDER**

**CHAIRMAN LON PISHNY**

**8:30 AM**

Pledge of Allegiance to the Flag and Invocation

Chair Person Comments

Consent Agenda

Approval of Minutes from 03/06/2017

Approval of Accounts Payable: Payroll of 03/10/2017 \$269,430.00, A/P of 03/10/2017 \$49,190.59 and A/P/ of 03/20/2017 \$411,375.84

FCCA Board Appointment

Fuel Management System

Public Comment

Great Plains Development, Inc. Report

Faye Trent

GPDI Annual Report

AFAC Funding

Jennifer Cunningham

Approval of City/County AFAC disbursements

Road & Bridge General Information

Roger Calkins

1- Summer Hours

2-Summer Help

3- Auction

Employee Recognition - Years of Service

Darlene Lucas

Board Governance

Legislative Activity

Budgeting Process

Governing Body Objective #5

County Administrator Report

Department Monthly Reports (February)

County Administrator Updates

County Commissioner Reports

- Commissioner Clifford
- Commissioner Drees

- Commissioner Larry Jones
- Commissioner Dave Jones
- Chairman Pishny

#### Adjournment

Next Commission Meetings - Monday, 4/3/2017 and Monday, 4/17/2017



**MEMORANDUM**

**TO:** County Commission  
**THRU:** Randy Partington, County Administrator  
**FROM:**  
**DATE:** March 20, 2017  
**RE:** Approval of Minutes from 03/06/2017

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**DISCUSSION:**

Approval of Minutes from 03/06/2017

**RECOMMENDATION:**

Approve Minutes



## MEMORANDUM

**TO:** County Commission  
**THRU:** Randy Partington, County Administrator  
**FROM:**  
**DATE:** March 20, 2017  
**RE:** Approval of Accounts Payable: Payroll of 03/10/2017 \$269,430.00, A/P of 03/10/2017 \$49,190.59 and A/P/ of 03/20/2017 \$411,375.84

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### **DISCUSSION:**

Approval of Accounts Payable: Payroll of 03/10/2017 \$269,430.00, A/P of 03/10/2017 \$49,190.59, A/P of 03/20/2017 \$411,375.84

### **RECOMMENDATION:**

Approve Accounts Payable





**MEMORANDUM**

**TO:** County Commission  
**THRU:** Randy Partington, County Administrator  
**FROM:**  
**DATE:** March 20, 2017  
**RE:** FCCA Board Appointment

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**DISCUSSION:**

FCCA recommendation for Board appointment of Kathleen Whitley

**RECOMMENDATION:**

Approval of appointment

**ATTACHMENTS:**

Description

FCCA Board Appointment



## Finney County Committee on Aging

"To Enrich, Educate, and Serve"

907 North Tenth • Garden City, Kansas 67846 • (620) 272-3620

March 13, 2017

Finney County Commissioners  
311 N. Ninth St.  
PO Box M  
Garden City, KS 67846

Dear Mr. Commissioners:

On March 8<sup>th</sup>, 2017, in a special meeting, our board voted to approve Kathleen Whitley as a new board member. Kathleen will be replacing Anna May Velez due to reaching her limit on years/terms. We ask that you please appoint Ms. Whitley as she has been a very successful member of the community, and we feel she will be an asset to the Finney County Committee on Aging.

Thank you for your consideration,

A handwritten signature in black ink, which appears to read "Hilary Whiteley". The signature is fluid and cursive, with a long, sweeping underline.

Hilary Whiteley  
Director  
Senior Center of Finney County



## MEMORANDUM

**TO:** County Commission  
**THRU:** Randy Partington, County Administrator  
**FROM:** Road and Bridge  
**DATE:** March 20, 2017  
**RE:** Fuel Management System

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### **DISCUSSION:**

We have to take the laptop out to the pumps and hook to the computer board on the system to download inventory. The laptop that we use for this recently crash and computer support had to reload the program. There is no update for this system.

### **BACKGROUND:**

The current system is 15 years old. We rely on this system for tracking all fuel use of county vehicles. The inventory that is on this system is used by R & B to track the use of our own vehicles but also so we can charge other county agencies for fuel.

### **ALTERNATIVES:**

Reject bids , There is no way of telling when the next time the system will go down.

### **RECOMMENDATION:**

Accept the bid from P.B. Hoidale of Garden City for \$22,970.00

### **FISCAL And/Or POLICY IMPACT:**

\$15,00 was set aside for this in special highway. The entire amount will come out of this fund.

### **ATTACHMENTS:**

Description

Bid Sheet





100 Military Avenue • Suite 128  
P.O. Box 1116  
Dodge City, KS 67801-1116  
**620-227-6406 • fax 620-225-6051**  
*gpd@gpdionline.com • www.gpdionline.com*

**An EDA Economic Development District/SBA Certified Development Company**

## **... YOUR LOAN AND GRANT PARTNER FOR FINNEY COUNTY ...**

**THANK YOU** for being an active partner! Great Plains Development, Inc. (GPDI) is proud to help you **create jobs and assist new and existing businesses**. As your Certified Development Company (CDC) and federal Economic Development District (EDD), we provide loan administration, grant programs and business services. Here's a summary:

**Current loan applications.** Partnering with Finney County EDC, we continue to work with clients in your area, preparing loan applications, loan review services, closing documents and client loan servicing. We have one current loan application for the first of 2017, but will not qualify for County loan funds. Last year, we had four potential loan leads, none of which qualified for County funds and one of which closed as a local Garden City bank loan. We continue to look at county leads, and had one last year in the Holcomb area.

**See your project list (and JOBS)** and our entire GPDI Portfolio of Approved Loans/Grants in this report.

**Current loan applications.** We continue working with prospects and borrowers in your area: Preparing loan applications, loan review services, closing documents and local loan servicing.

**Community Development Block Grants – Community Improvement (CDBG-CI).** We assist cities and counties with CDBG applications and administration. **We recommend you quickly begin the application process. Deadlines for 2017 are September and October.** Based on your needs we can help *s-t-r-e-t-c-h* your local dollars with CDBG funds. And don't forget **USDA Rural Development** as a partner.

**County/City Community Development Block Grant /Revolving Loan Fund (CDBG/RLF).** A CDBG loan program, GPDI prepares applications and administers this fund for you. NEW CHANGES to the rules have capped the loans at \$100,000 and can be used only outside of Garden City limits. We will discuss these changes.

**Entrepreneurship Community (E-Community).** Through Finney County EDC, E-Community loans are Network Kansas, locally-raised funds to business start-ups and business expansion/retention. There is a minimum 40% match required from banks or public sources. These funds have been exceptionally useful within the county.

**Kansas Department of Commerce (KDOC) Community Development Block Grant Economic Development (CDBG/ED).** We help prepare and administrate Small CDBG/ED loans from Kansas Department of Commerce.

**County Community Development Block Grant Micro Loan Revolving Loan Fund (CDBG/ML/RLF).** A CDBG micro loan program, GPDI prepares applications and administers this fund for you.

**StartUp Kansas.** Network Kansas, \$45,000.00 cap, minimum 40% match to public business loan funds.

**Kansas Multiplier.** Network Kansas, \$100,000 cap, match up to 9% of business loan funds.

**GPDI Revolving Loan Funds.** Four in-house revolving business loan funds.

**What's new?** Lots! We represent YOU at regular Topeka meetings of the Kansas Association of Certified Development Companies (KACDC) and Kansas Association of Regional Organizational Development Organizations (KARDO), meeting with our USDA, SBA, EDA and KDH&E and Kansas Department of Commerce (KDOC) partners. **Exciting new services:** You can use our **NEW Data Portal to access your county and city information from the University of Kansas** (see sheet inside). K-State's Advanced Manufacturing Institute and their manufacturing/business **technical assistance services are also available (just ask us)**. And the

## **BUSINESS, GROWTH AND REAL JOBS IN SOUTHWEST KANSAS**

Serving counties of Barber, Barton, Clark, Comanche, Edwards, Finney, Ford, Grant, Gray, Greeley, Hamilton, Haskell, Hodgeman, Kearny, Kiowa, Lane, Meade, Morton, Ness, Pawnee, Pratt, Rush, Scott, Seward, Stafford, Stanton, Stevens, Wichita. *An equal opportunity lender, provider and employer.*

new Network Kansas **JumpStart Kansas \$5,000 business grant application** is something we can help with.

We appreciate the continued assistance and cooperation we get from Lona Duvall, Economic Development Director. And we are ALWAYS grateful for your assistance, cooperation, and support. Working with everyone in the county, we'll continue to make Finney County one of Western Kansas's most exciting places to grow business!

Most sincerely,

A handwritten signature in black ink that reads "Bob".

Robert J. Wetmore,  
GPDI Co-Director

A handwritten signature in black ink that reads "Faye".

Faye Trent,  
GPDI Co-Director

A handwritten signature in black ink that reads "Paul".

Paul Olsen,  
Field Service Representative



100 Military Avenue • Suite 128  
P.O. Box 1116  
Dodge City, KS 67801-1116  
620-227-6406 • fax 620-225-6051  
gpd@gpdonline.com • www.gpdonline.com

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*An EDA Economic Development District/SBA Certified Development Company*

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**GREAT PLAINS DEVELOPMENT, INC.  
MEMBERSHIP AGREEMENT**

**BENEFITS TO FINNEY COUNTY**

*As a member county, GPDI will:*

- Keep the county and your appointed members aware of GPDI's services.
- Serve as an ex-officio member of your county or local economic development corp. board.
- Answer questions about limited federal and state legislative matters.
- Provide letters of support for projects within the county.
- Research potential project funding sources.
- Keep you informed of current regional economic development information.
- Provide CDBG/RLF, E-Community and StartUp Kansas administration when applicable.
- Include county/local plans in our 28-county Comprehensive Economic Development Strategy.
- Link your web site to our updated GPDI web site.
- Give priority assistance to local businesses as GPDI prepares loan applications for federal, state, local and GPDI programs. Preparation fees are paid by the business applicant. GPDI will also provide workshops and training when available.
- Prepare grant applications for federal, state and local funding sources, such as:
  - Kansas Department of Commerce
  - Kansas Department of Health & Environment
  - Kansas Department of Transportation
  - USDA Rural Development
  - US Economic Development Administration

*The fee for grant application preparation is ten percent of the grant administration allowed and is due before submission. If you select GPDI to administer your grant the fee is waived. If the grant does not allow an administration fee, an agreement will be made before the grant is submitted.*

**Membership fee is 25-cents per capita based upon the latest Kansas Statistical Abstract county information or a minimum of \$750.00, with a maximum of \$7,500.00. Membership term is calendar year 2017. Payment of \$3,750 is due upon receipt of statement.**

**ACCEPTED:**

Finney County Commission  
P. O. Box M  
Garden City, KS 67846-0450

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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GPD-528



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***An EDA Economic Development District/SBA Certified Development Company***

INVOICE SUBMITTED TO:

Finney County Commission  
P. O. Box M  
Garden City, KS 67846-0450

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County Membership Dues for 2017

\$ 3,750

Based upon twenty-five cents per capita population (37,118) from latest Kansas Statistical Abstract data.

Minimum \$750 – Maximum \$7,500

Due upon receipt.

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**BUSINESS, GROWTH AND REAL JOBS IN SOUTHWEST KANSAS**

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**TO:** Governing Body **M**  
**THRU:** Randy Partington, County Administrator  
**FROM:** Jennifer Cunningham, Staff Liaison  
**DATE:** March 20, 2017  
**RE:** 2017 AFAC Recommendations

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**ISSUE:**

The Governing Body is asked to consider and approve the distribution of AFAC funds as recommended by the Alcohol Fund Advisory Committee.

**BACKGROUND:**

The Alcohol Fund Advisory Committee met on March 1, 2017 to discuss the distribution of grant funds to area agencies to create or maintain programs targeting drug and alcohol use prevention or treatment. The first meeting was used to discuss scoring, questions for the interview process and additional requested items from agencies. Each of the nine agencies were contacted with an interview time and questions to prepare for in advance along with a list of additional documentation to bring. Interviews were held on March 9, 2017 and each agency was given 30 minutes. AFAC members are Greg Hands, Susan Escareno, and Verna Weber.

The Alcohol Fund Advisory Committee was established in 1982 to advise the governing bodies of the City and County on the distribution of alcohol consumption tax funds. Funding for AFAC is established in KSA 79-41a04, which creates an Alcoholic Liquor Fund, and prescribes how those monies are to be distributed back to local units of government. For cities with populations greater than 6,000.00 the law sets forth that 1/3 of the money be credited to the general fund, 1/3 be credited to a special parks and recreation fund, and 1/3 to special alcohol and drug programs funded in the city treasury. AFAC is responsible for recommending to the City and County how the final third dedicated to special alcohol and drug programs will be distributed. AFAC applicants are expected to provide a strategic description of how requested funds will be used. Recipients are expected to provide documentation as to their success in fulfilling their commitment.

While the committee seriously considers any request for funding that meets the criteria of KSA 79-41a04, AFAC is particularly interested in areas of substance abuse prevention. The committee monitors the distribution of funds as they relate to six categories identified by the Center for Substance Abuse Prevention: Problem Identification, Referral Alternatives and Activities, Community-Based Change Efforts, Environmental Approaches, Prevention, and Education Information Dissemination.

The Alcohol Fund Advisory Committee has completed its review of applications for 2017 funding. The Committee combined a new process using a scoring matrix and the process previously developed which is based on a solicitation of requests, evaluation of those requests, and monitoring the past use of funds for those agencies that have previously participated in the program.

The Committee received eight applications requesting a total of \$93,400.00. The City of Garden City has budgeted \$102,000.00. After reviewing agency proposals, the AFAC Committee respectfully submits the following funding recommendations:

<u>Agency</u>	<u>Amount Requested</u>	<u>Amount Recommended</u>
Finney County Department of Corrections	\$ 21,400.00	\$ 23,000.00
Real Men Real Leaders	\$ 4,560.00	\$ 4,560.00
City on a Hill	\$ 8,000.00	\$ 4,000.00
Seeds of Hope Jail Ministry	\$ 5,900.00	\$ 5,900.00
Spirit of the Plains CASA	\$ 12,500.00	\$ 12,500.00
Boy Scouts of America	\$ 4,540.00	\$ 4,540.00
Garden City High School Project Graduation	\$ 3,000.00	\$ 2,000.00
Big Brothers Big Sisters of Finney & Kearny	\$ 33,500.00	\$ 26,780.00
Total	\$ 93,400.00	\$ 83,280.00

**ALTERNATIVES:**

1. Approve the Committee's recommendation to award \$83,280.00, to a total of eight (8) agencies.
2. Alter the Committee's recommendation and award funding as the Governing Body sees fit.
3. Do not approve the Committee's recommendation and send the item back to the Committee for further review.

**RECOMMENDATION:**

AFAC recommends Governing Body consideration and approval of Alternative 1 as the committee members feel the distribution levels represent a balanced, effective, and appropriate use of funds.

**FISCAL NOTE:**

If approved, the City of Garden City will expend \$83,240.00 from the AFAC Fund for the purposes of funding the AFAC Grant. There will remain a balance of \$18,760.00.

# AFAC Grant 2017 Scoring Sheet

Agency \_\_\_\_\_

**INSTRUCTIONS:** Please put a check or X in the box you feel corresponds to the agency's proficiency in each category. Scores of 4 should be reserved for those programs that exceed the expectations, 5 for those programs that went above and beyond the agency's predictions for their impact on the community.

CRITERIA (with suggested points to consider)	1 Fails to Meet Expectation	2 Lacking in Expectation	3 Meets Expectation	4 Above Average Expectation	5 Exceeds Expectation	NOTES
<b>EFFICIENCY</b> <ul style="list-style-type: none"> <li>How will the funds be used?</li> <li>Understanding of how that use relates to KSA 79-41a04.</li> <li>Coordination with other agencies/programs?</li> <li>Program need, accessibility and availability of services?</li> <li>Measurable objectives?</li> </ul>						
<b>EFFECTIVENESS</b> Does the request address one or more of the following; <ul style="list-style-type: none"> <li>1) alcoholism and drug abuse prevention and education,</li> <li>2) alcohol and drug detoxification,</li> <li>3) intervention in alcohol and drug abuse, or</li> <li>4) treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers.</li> </ul>						
<b>FINANCIAL MANAGMENT</b> <ul style="list-style-type: none"> <li>Is the financial information presented clearly &amp; accurately?</li> </ul> Project budget: <ul style="list-style-type: none"> <li>Detailed projected expenses.</li> <li>Other forms of funding.</li> <li>% requested from AFAC</li> </ul>						
<b>INTERVIEW</b> <ul style="list-style-type: none"> <li>Were they prepared?</li> <li>Did they answer all questions fully?</li> <li>Level of excitement about their project?</li> </ul>						
<b>DATA</b> <ul style="list-style-type: none"> <li>What types of data sets are being used?</li> <li>How will they be evaluated?</li> <li>Will those data sets meet the requirements for the efficiency piece requires?</li> <li>Can they be measured mid-year and end of year?</li> </ul>						
<b>TOTAL SCORE</b> (25 pts possible)						



## MEMORANDUM

**TO:** County Commission  
**THRU:** Randy Partington, County Administrator  
**FROM:** Road and Bridge  
**DATE:** March 20, 2017  
**RE:** Road & Bridge General Information

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### **DISCUSSION:**

- 1- Summer hours for Road and Bridge Start on April 3rd and continue into October.
- 2- I will be hiring 2 summer employees to help with mowing, weed eating and general labor.
- 3- Filters were sold on Purple Wave for \$575.00

### **RECOMMENDATION:**

Approve as presented.

### **FISCAL And/Or POLICY IMPACT:**

- 2- To pay for Summer help, funds will come from an employee that has been deployed. His salary is in the budget but he will be gone approximately 12 months.



**OFFICE OF THE COUNTY ADMINISTRATOR**

Darlene Lucas, SHRM-CP, PHR

Human Resource Director

[dlucas@finneycounty.org](mailto:dlucas@finneycounty.org)

Phone 620-272-3897

Fax 620-272-3599

**MEMORANDUM**

TO: County Commission  
THRU: Randy Partington, County Administrator  
From: Darlene Lucas, HR Director  
RE: Kansas Association of Counties

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**Discussion:**

Annually, the Kansas Association offers counties across the state of Kansas to participate in recognizing employee's and their commitment to public service.

**Background:**

Finney County proudly submitted the following employees to be recognized for their service and commitment to government in Kansas.

**8 years**

Lorraine Acosta, Custodial  
Martha Herrera-Reyes, Custodial  
Stephanie Roush, Corrections  
Michelle Strawder, Attorney (Diversion)  
Elizabeth Medina, Sheriff  
Thomas Shelden, Sheriff  
Jerry Hahn, Sheriff

**16 Years**

Karen Wesley, Sheriff  
Steven Sauer, Sheriff  
Jessica Pacheco, Sheriff  
Sammy Darroch, Sheriff  
Greg Hands, Sheriff  
Mark Welch, Jail Administrator  
Angela Clark, Fairgrounds  
Carlos Murillo, Corrections  
Penelope Medina, JDC  
Teresa Maddox, EMS  
Mary Holmes, Appraiser  
Yolanda Herrera, Corrections  
Ronald France, Road and Bridge

**24 Years**

Gaynell Beasley  
Vincent Ortiz



**OFFICE OF THE COUNTY ADMINISTRATOR**

Darlene Lucas, SHRM-CP, PHR

Human Resource Director

[dlucas@finneycounty.org](mailto:dlucas@finneycounty.org)

Phone 620-272-3897

Fax 620-272-3599

**32 Years**

Kevin Bascue, Sheriff

On behalf of the county, Finney County is pleased to honor these employees.

There will be refreshments served in the Carol Brown Conference room to allow the employees to celebrate their service to the county.



## MEMORANDUM

**TO:** County Commission  
**THRU:** Randy Partington, County Administrator  
**FROM:**  
**DATE:** March 20, 2017  
**RE:** Legislative Activity

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### **DISCUSSION:**

Updates and discussion by commissioners of the legislative activity at the State of Kansas.

### **RECOMMENDATION:**

Discussion

**MEMORANDUM**

**TO:** County Commission  
**THRU:** Randy Partington, County Administrator  
**FROM:**  
**DATE:** March 20, 2017  
**RE:** Budgeting Process

---

**DISCUSSION:**

A discussion of the budgeting process for the 2018 capital and operating budget.

**BACKGROUND:**

For the commission to understand how the budgeting process has worked for past years, a basic timeline of the steps is shown below.

- **January/February**, county administrator sends out request form and spreadsheet for outside agencies that have received county appropriations in the past for their upcoming budget year. The agencies contact the clerk or administrator to be placed on a commission agenda in the month of May to formally present the budget requests. At the commission meetings, the governing body has typically taken those requests under advisement.
- **January - April**, department heads and district court provide capital (CIP) requests for a committee to review and make recommendations to the governing body about the level of capital to include in the upcoming year's budget request (operating budget).
- **January - April**, county administrator's office works on the master salary spreadsheet that edits all current employees wages and taxes paid by the county, then adjusts what the cost for payroll will be for the next fiscal year with no pay increase and with estimates of every 1% increase in pay.
- **May**, the governing body hears budget requests from outside agencies.
- **May**, all appointed and elected directors meet with the county administrator to discuss and possibly make changes to their original budget requests prior to a presentation to the governing body.
- **June**, all appointed and elected directors, along with district court make their budget presentations to the governing body.
- **June-July**, the county administrator sends all budget requests, capital items and salary spreadsheet to the auditors for them to enter into the State of Kansas budget form. This form also includes the estimated assessed valuation from the county clerk. The form also includes all cash balances by fund which allows for the commission to see all budget requests and the impact that has on the required taxes to be levied.
- **July-August**, the governing body holds a budget meeting with the auditors and department heads in the audience. At this time, the governing body has historically made budget decisions to reduce the amount of taxes levied to fit within their comfort level.

**ALTERNATIVES:**

**RECOMMENDATION:**



## Discussion



## MEMORANDUM

**TO:** County Commission  
**THRU:** Randy Partington, County Administrator  
**FROM:**  
**DATE:** March 20, 2017  
**RE:** Governing Body Objective #5

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### **DISCUSSION:**

Discussion of the following priority listed in the approved governing body objectives.

#### **Priority Number 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.

### **RECOMMENDATION:**

Discussion item



February 28, 2017

EMS Update

Vehicle Report:

Unit	Year Purchased	Make and Model	Current Mileage	Change from Jan
91	2009	Ford F450 Diesel	121,371	0
92	2006	Ford F450 Diesel	149,024	5
93	2007	Ford F450 Diesel	168,901	23
94	2015	Ford E350 Gas	32,094	1,708
95	2011	Ford F350 Diesel	171,097	123
96	2009	Dodge Sprinter Diesel	143,279	4,971
97	2016	Ford E350 gas	8,294	1,232

In February 2017 we put a combined total of 8,062 miles on the trucks with units 94, 96, and 97 making up the bulk of said mileage.

Unit 91 is still being repaired at Midwest Ford in Hutchinson, KS. Initially, we were told that it be covered under warranty. However, we have come to learn that the warranty expired 2 months prior to the breakdown. We elevated the discussion to Ford corporate headquarters but were unable to get them to extend the warranty. This means that EMS is most likely going to be responsible for the cost of the repairs estimated to be \$10,000. We are in the process of working with Midwest to see what all of our options are for this.

Revenue is down currently but this is expected due to the change in report writing software. We should see revenue collection return to normal ranges by the end of April.

Held monthly CPR provider class consisting of 7 students.

No update on the Holcomb station generator.

Skylar Swords MICT/RN  
Service Director  
Emergency Medical Services

## 2017 Month End Report

January
February
March
April
May
June
July
August
September
October
November
December
Total
Jan-Feb Summary

## PERCENT REVENUE COLLECTED

January  
February  
March  
April  
May  
June  
July  
August  
September  
October  
November  
December  
Total  
Jan-Feb  
Summer  
Collection

2011	58.02%
2012	62.47%
2013	50.78%
2014	62.09%
2015	63.42%
2016	61.46%
2017 YTD	39.44%



Trey Phillips  
GIS Supervisor  
March 1, 2017

# Finney County GIS

## Monthly department report

### **Staffing**

The GIS department is staffed with 2 full time employees.

### **Projects**

Currently Working on the Cemetery Database redesign. This is our biggest project at the moment.

We finished a new Telecommunications model for the City and County IT departments for them to use to map the Fiber Infrastructure. This will help them plan for future sites and help both entities plan together.

Working with Emergency Management we have completed the Storm Shelter application. [www.finneycountygis.com/stormshelters](http://www.finneycountygis.com/stormshelters) Users can search for an address or click on the map and view the storm shelters closest to that location to plan for bad weather.

We are working with Finney County Transit to update their bus stops and routes. Once completed we will introduce another web application for users to have an interactive map to find bus stops and their route times.

Started a new project with County Public Works to try and overlay Wheatland maps to help the Public Works department plan for new development.

Trey Phillips will be hosting a webinar with KAC this month for our workflow on how we plan and provide maps through web services to the public.

### **Financial**

The FAA has changed it's rules and regulations on become a drone pilot. This opens the door for Finney County to look into drone capabilities. The GIS department has transferred \$40,000 to 2017's budget to explore this possibility.

### **Out of Office**

Trey Phillips will be out of the office from July 10th to July 14th for the ESRI User Conference. ESRI is the software provider for the GIS System.

Trey Phillips will also be out of the office from August 28th to September 1st because he is getting married.

# FINNEY COUNTY FAIRGROUNDS

Come One, Come All to the Finney County Fairgrounds!

## Director's Report February, 2017

**To:** Randy Partington, County Administrator

**From:** Angie Clark, CFE

Fairgrounds Director

Facility Usage in 2017

February

Hosted 69 events with revenue of \$10,595.00.

20 community events, and 49 private events

Total year to date revenue is \$17,827.00.

Monthly summary:

February reconciliation of Quickbooks

Got a second signatures on all returned customer checks, returned BCD checks to customers in person and thanked them. Updated signature card at the bank with changes from Treasurer's office.

Uploaded Quickbook's backup file for auditors, plus delivered files for county Audit to Clerk's office

Assisted customers with answering questions, showing facilities, post event analysis, created & mailed contracts for upcoming events, plus Conducted Pre walk thru's with customers

Spoke with Bad Boyz Boxing coach about opportunities for improvements with transitioning smoother in preparation for annual events like the AKC Dog Show.

Post event follow up conducted with Duck's Unlimited, and Extreme Fowl, continued conversations with them about future dates, and becoming annual facility customers.

Maintenance team members added two Oscar box electrical outlets for the AKC Dog Show in the large side of the 4-H Bldg for grooming dogs during AKC dog show.

Brief meeting with Darlene about Office Clerk II position job description updates, plus started advertising opening

Met with Darlene, to start advertising event worker opening, due to resignation of event worker relocating out of state

Event staff team members worked 3 weekends this month.

Enrolled two team members in KLC leadership training, plus purchased training manuals required for attending it.

Department evaluations for 2016 were completed

Attended & participated in Finney County Fair Board, Priority Based Budgeting webinar & Wellness committee meetings.

Completed several webinar trainings with Rebecca from Event Software our scheduling software provider.

Edited, updated, & submitted 5 yr CIP plan

Met with two IT team members about status updates of our pending "track it tickets".

Human Resource Department

The following is a high level overview of the HR department's activity for the month of February 2017. Day to day tasks are not included in this report.

**PERSONNEL**

**Recruitment**

- Vacancies
  - RN-Health Dept.
  - Custodial Staff –Working to hire a seasonal part-time help due to sickness and leave interfering with staffing. (We may look at hiring 2 people)
  - EMS-1 Paramedics
  - Road and Bridge-1 Equipment Operators
  - Jail Deputies-4 positions
  - Corrections-2 case managers
  - Total Vacancies-10
- Terminations
  - Road and Bridge
    - Mechanic
    - Equipment Operator
  - EMS
  - Jail
    - Jail Deputy
  - Treasurer
    - Deputy Treasurer
  - Building Maintenance
    - Custodial (3)

**Retirement**

Kelly is working diligently with several retirees to prepare for March departures.

**Performance Reviews**

All departments have been asked to provide annual evaluations to employees. A form was sent out to all departments. The forms are due back to HR at the end of February.

**FEDERAL COMPLINANCE**

**Work Comp**

There continues to be a large amount of the HR's time spent on administration of work comp. The HR Director will discuss this with the Safety Committee on 2/15/17.

- 2 individuals remain on light duty.



## **FMLA**

- Currently, there are 10 people on FMLA. 3% of the workforce.

## **Leadership/Training**

Coordinated efforts for the KLC grant shared with Ellis County. All 20 slots are full.

HR Director will complete WSU's Mini MPA the last week of February. This has been a great learning opportunity and valuable information to pass along to Administrator and department heads.

## **COMMITTEES**

### **Benefits**

### **Policy**

The policy committee is scheduled to meet on February 13 to begin working on the Employee Handbook.

### **Community Involvement**

Attending Workforce Development meetings to discuss community challenges regarding recruitment and retention

SHRM of SWKS. This year, the HR Director is the VP for the local chapter. There will responsibilities to plan for the annual workshop that SHRM hopes to partner with GC, Dodge and Liberal Chamber of Commerce. The conference will be held in August 10, 2017 at the Clarion Hotel in GC.

## **PAYROLL**

Payroll completed GL adjustments for 2016/2017. There are issues with Treasurer's office staff. The loss of the Deputy Treasurer has caused confusion of responsibilities.

All W-2's were placed online for employees to access on their KRONOS dashboards

March 7<sup>th</sup>, 2017

To: County Commissioners; Randall Partington

From: Colleen Drees

### **Updates on Health Department/WIC Feb 2017**

#### **Commissioner Report**

Attached is the Commissioner Report for February. We have generated \$81,619.53 in revenue so far this year. The clinic has been busy, the clinic has been staying busy with the ailments that have been getting passed around in our community.

#### **Capital Improvement**

Myself, the IT Director, the Business Manager and Charge Nurse have had an in-person demonstration with MyInsight to see what their interface can offer. We have another in-person demonstration with an alternative, Patagonia on March 8<sup>th</sup>. If all goes as planned, we are hoping to have a decision on an EHR this month.

#### **Employee Clinic/Community Clinic**

Our provider has been staying very busy with the amount of sick visits that have proceeded to the clinic. She has been instrumental in the confirmed Mumps cases that our citizens have contracted. She has seen 95 patients in Employee Clinic this month and 103 patients in Community Clinic.

#### **Wellness Committee**

The Wellness Committee met and discussed a new opportunity for county employees. We have partnered with a Chef in our community who has agreed to host a Nutrition Workshop/Cooking demonstrations for employees. This class will be held at the fairgrounds on March 27<sup>th</sup>. The Committee also discussed possible donations of exercise equipment for the Community Services building and Skylar Swords donated an elliptical to the Wellness Program for employees to utilize.

#### **Vacancy**

Since we still have a job positing for an RN and have still only received one application, we have decided to now post an opening for a LPN or an RN. This is in hopes of attracting more applicants to the Health Department.

#### **Kansas Leadership Center**

I attended the Kansas Leadership Center the beginning of February. The experience has been enlightening and well worth it. I will definitely advocate for this growth opportunity to our other employees in the county.

Grants

All Grant applications are due by March 15<sup>th</sup>, I have been diligently working with staff to complete all items and ensure all requests are properly submitted.

LiveWell

This month I attended a workshop provided by LiveWell in collaboration with the Kansas Health Institute. This workshop discussed health disparities in our community and how to ensure proper fulfillment of these disparities. This seminar was extremely informational and helpful because it outlined specific health conditions and morbidities within our community.

2017 Month	Employee Clinic Count	Employee Procedures	Count	Procedures	Charges	Adjust/ Writeoffs	Accts Receivable Net	Self Pay	Insurance	KanCare formerly known as Medicaid	Medicare	Donations	Revenue Total	Employee Clinic Revenue
January	103	303	783	3,603	\$51,574.18	\$12,089.51	\$39,484.67	\$11,975.92	\$21,415.37	\$8,758.97	\$2,097.17	\$0.00	\$44,247.43	\$123.00
February	95	298	818	2,819	\$56,860.41	\$11,094.01	\$45,766.40	\$12,795.77	\$20,514.25	\$4,062.08	\$0.00	\$0.00	\$37,372.10	\$77.59
March														
April														
May														
June														
July														
August														
September														
October														
November														
December														
<b>Total</b>	<b>198</b>	<b>601</b>	<b>1,601</b>	<b>6,422</b>	<b>\$108,434.59</b>	<b>\$23,183.52</b>	<b>\$85,251.07</b>	<b>\$24,771.69</b>	<b>\$41,929.62</b>	<b>\$12,821.05</b>	<b>\$2,097.17</b>	<b>\$0.00</b>	<b>\$81,619.53</b>	<b>\$200.59</b>
Jan - Jan 2016 Comparison	15	15	313	1,995	\$28,305	\$5,036	\$23,269	\$9,170	\$1,389	(\$8,243)	(\$1,159)	\$0	\$1,158	\$141



## Randall Partington

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**From:** Doug Peters  
**Sent:** Thursday, March 09, 2017 8:58 AM  
**To:** Randall Partington  
**Subject:** monthly report

### Projects

Merge with Sherriff's office underway. We are both running on the same Email filtering solution. Network merge is scheduled for end of this month. This will have them on updated network equipment.

Fiber merger meeting with City and GIS for planning of fiber layout.

Phone system update started, engineering phase to begin Apr 28

Met with Holcomb City Staff to allow access to our VOIP system.

Assisting in the planning of the new HER system and possible new position for HD.

### People

John is leading the trackit revamp or possible move to Dude Solutions project that was started by Public Works, he is also working to make the door lock system more feature rich at the CSC (and prep it for use across the county.

Jesse is working with the server infrastructure and is now maintaining Active Directory.

Carlos is maintaining the phone system and will work directly with AOS on the VOIP remediation, Also he is supporting the network infrastructure.

### Budget

We purchased this years licensing for email filtering, VMWare support, and iSeries, so far this year.

We provided food for a couple of meetings, 1 with sherrifs office I.T. to start the network resolution discussion, 1 with City to initiate more discussion of working together.

I will also be working on a draft to outline planned remdiation addressing the AOS report.

## Randall Partington

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**From:** Robert Boyd  
**Sent:** Friday, March 03, 2017 8:14 AM  
**To:** Randall Partington  
**Cc:** Roger Calkins  
**Subject:** Monthly Report

The noxious weed department is in it final 2 weeks left on prairie dog baiting , and then we move into pre-emergent of county yards and pits. We are almost done with tree trimming of trees in right of ways. Me ( Robert Boyd ) and Kevin Thomas will be going to Topeka for County Weed Directors Association of Kansas Annual Conference for recertification of our 9a license for spraying noxious weeds. Calvin Evans will be going to basic school in Manhattan at end of month to prepare him to take his test for 9a in April.

*Robert Boyd  
Noxious Weed Director  
Finney County Noxious Weed  
101 W. Maple St.  
Garden City, KS 67846  
620-272-3692  
620-272-3567 FAX*

# Monthly Road and Bridge Report

3-7-17

## Personnel:

Road and Bridge is short 2 equipment operators and 2 mechanics. We have made an offer to an individual for a mechanics position, he accepted. Waiting on drug screen and physical agility testing.

Melvin and Gilbert attended the Electronics trouble shooting class in Topeka and gave a positive report on the class when they returned.

Possibly hiring 2 full time temporary (summer help) for road and bridge. I'm going to target college students that need a summer job. I would use them for mowing and weed eating, mostly.

## Expenditures:

I have sent out emails to 2 companies that will be bidding on the replacement of our fuel system. We will also have an ad in the paper that we are accepting bids until the 14<sup>th</sup> of March. I will present my findings at the March 20<sup>th</sup> board meeting.

I'm looking at replacing a roller and a semi-truck. The roller is a 1984 model and is just used up. The truck is a 2004. I'm debating on repairing it or replacing, both of these are in the early stages.

Looking at replacing mower decks.

Looking at leasing tractors for the summer months.

## Other:

We have an active auction going on through Purple Wave for the excess filters.

I will be liquidating 3 motors that were used on the pumps when we had water at the Bruno Pit. Again I think Purple Wave is the way to go because of the 0% charge to the county. Along with this I may be getting rid of the truck and roller on the same auction.

Spring cleanup is scheduled for April 3- 14<sup>th</sup>.

Meeting with 360 engineering on the 8<sup>th</sup> to discuss their findings on the HVAC audit.

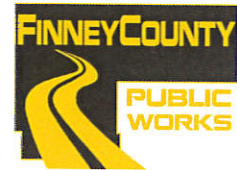
Met with Antelope hills home owners. They would like millings on their roads.

Attended Southwest Counties Association of Counties meetings in Garden City.

Attended "Building Bridges" at the Garden City High School. Talking with teachers about possible job shadowing.

Attending South Wind Home Owners Association meeting @ 7pm.

Maintenance staff is putting millings on 6 mile. They are about 1.5 mile west of 156 jct working east.



# Memo

To: Board of County Commissioners  
From: County Engineer  
CC: County Administrator  
Date: March 6, 2017  
Re: Monthly Report

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Engineering still has the Engineering Tech/Traffic Foreman open. I am thinking about a person that will help out in engineering, utilities and do signing.

The Lake Rd. Bridge Project is nearing completion. The guard rail installation began Monday, March 6, 2017 and should be completed by Thursday. Guardrail, aggregate surfacing and seeding are all that remain under the contract. Engineering will begin asking for quotes to install the fencing on the north r/w. Contractor has completed \$501,396 of work to date and has been paid \$476,326. We ran into an old trash pit putting in the ditches on the north side of the road. Removing the trash and filling in with good dirt will cost \$5,000 to the contract. When completed these new structures will improve the safety and allow a legal loads to pass through, saving the farmer/rancher about an 8 mile detour.

The Towns Riverview water project had begun and is making good progress. They have 2 crews working to install the line that begins at US-50 and Airlinks Dr. Parallels US-50 until it crosses Farmland Rd. Then it will cross US-50 and run down Farmland Rd on the east side to the north side of the Garden City Industrial Park LLC. From there it runs east to the Towns Riverview Subdivision where it will be connected to their water supply.

The County Engineer attended an Asset Management for Utilities and a Rate Setting & Financial Planning workshop offered by the Kansas Municipal Utilities March 1<sup>st</sup> & 2<sup>nd</sup>. Good information was gathered that will help us better control the districts infrastructure and financials, including rates. The Department will send 2 employees attend the annual Rural Water Conference in Wichita, March 28 – 30th. The conference will give the guys more information on how to develop a maintenance program and gain knowledge on air vales, as well as continuing education credits for the certifications.

Bids for the 2017 Sealing will open March 14<sup>th</sup> and the 2017 Bituminous Surfacing project will open March 28<sup>th</sup>. Both projects are essential to maintaining the Counties asphalt roads. We will seal about 44 miles of various county roads and overlay the Towns Rd, Weldon Rd, Old Post Rd., Rolling Hills and the Pole Line Rd.

3/7/2017





## 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

TO: Randy Partington & Skylar Swords

FROM: Gilbert Valerio

DATE: March 3, 2017

SUBJECT: February Overview

**Training:** Public Works Department had their Defensive Driving training completed, approximately 45 people trained in their department. We also had one Defensive Driving course conducted. Anthony rode with one of the bus drivers of USD 457 in the morning and in the evening to see the challenges the bus drivers have on a day to day basis. This will translate to more knowledge for when we conduct their training on Defensive Driving.

**Activities:** Finney County participated in a very large tabletop Ebola Exercise with all of the SW Region. We had participation from EMS, FICO HD, St Catherine's, Tyson, and Compass Behavioral Health. The exercise was conducted at the Clarion in Garden City. We discussed what our roles would be responding to an Ebola scenario in Garden City. Very good discussion and also revealed some resources that we have locally. I participated as a player and Anthony was evaluating another county.

We had our monthly Red Cross meeting and did an After Actions report on how the Red Cross responded in Dodge City for the ice storm in January.

Several grass fires were in the area and the biggest was south of town. On February 23 a very large wind driven fire occurred south of Holcomb. Compounded by extremely dry and plentiful weeds and grass, high winds and low relative humidity. The fire was reported at 3:50 and as the event progressed we responded to help command. Area farmers responded for assistance and provided tractors and discs and several water support vehicles which greatly assisted the responding agencies. Mutual aid was requested and responding was Haskell County, Sublette, Satanta and Lockport trucks and firefighters. The fire burned to within a few miles of the Haskell/Finney County line and was declared contained at 8:00pm. To my knowledge no structures were burned down and no injuries. 4480 acres were reported burned by the Garden City FD Battalion Chief.

**Planning:** We had another planning meeting for our Active Shooter Exercise that is still planned for July. The contractor came to Garden City and met with us and answered questions on what exactly we wanted to get out of the exercise.

Several injuries that occurred since our last safety meeting were addressed. Some of the injuries will now require employee's to take online training from the EMC website and print a certificate of completion. If so determined by the Safety Committee.

Gilbert Valerio  
Finney County Emergency Management Coordinator

## Finney County Dept. of Corrections Monthly Report for February 2017

February we began meeting with County Attorney's office so we can all be on the same page for SB367. These meetings have been very helpful for everyone who deals with the youth to be on the same page.

Feb 2: Met with CASA

Feb 7 I went to Lakin and Deerfield with staff to discuss programs and SB367 with school, Sheriffs, County Attorney's

Feb 7 Met with the National Alliance for Mental Illness to help set up a chapter in SW KS as this organization helps those with mental illness and their families. Working closely with Compass and NAMI to bring to our area.

Feb 8 PBB portal training

Feb 9 Met with Kelly Rodriguez who is now the States Program Specialist so we can work on this means for the 25<sup>th</sup> Judicial District Youth Services

Feb 9 Met with Randy and Beth at CSC

Feb 10 All staff meetings to train on SB367 attended by Youth Services and Court Services

Feb 13 Attended the Employee Handbook Policy Meeting

Feb 14 met with NAMI

Feb 14 Met with the counties Behavioral Health and Prevention team to discuss Drug and Alcohol; School issue with Trauma Informed Care

Feb 15 Went to Greeley and Wichita Counties to meet with their MDT teams

Feb 16 Attended Leadership breakfast at CSC

Feb 16 Attended Workforce Development Special Populations meeting at CSC

Feb 16 Participated in a conference call with DOC to go over the new grant funding application

Feb 16 Birthday party at CSC for all staff

Feb 17 All staff meeting on SB367

Feb 17 Casa meeting with County Administrator

Feb 21 Research and Evaluation in Safety webinar

Feb 21 meeting in Deerfield for MDT

Feb 22 Leoti and Tribune MDT meetings

Feb 24 SB367 meetings with all staff

Feb 27 Employee Handbook Policy meeting

Feb 28 CSC all staff building meeting Compass presented on what they will be doing in the building and who to call after hours if some need arises

JDC

Feb 3 TAT call with the state

Feb 8 All staff meetings (twice a day for 2 hours)

Feb 9 Met with Randy and Mary

Feb 9 Met with a family in crisis due to their son being in the JDC and the mental illness he has. Involved Compass and staff who have genuine concern for the youth

Feb 15 Met with Terri Knight (Court Services) and County Attorney on creating an MDT team for Judge Wurst

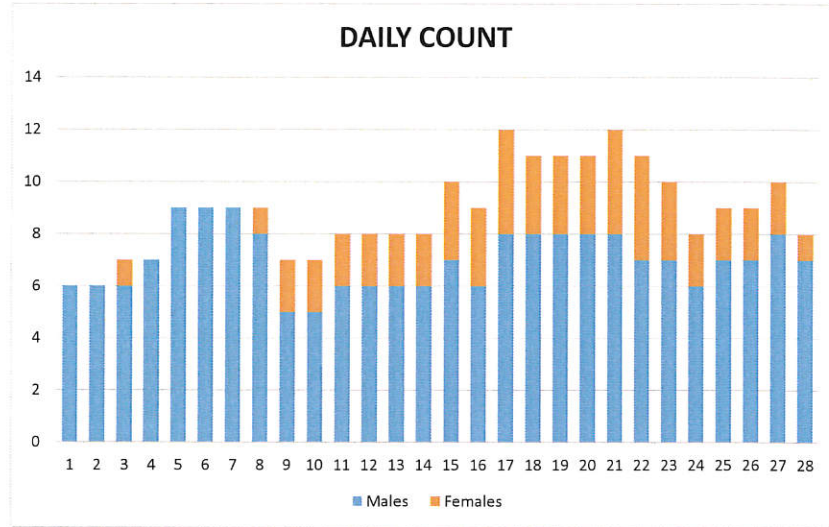
Feb 22 All staff training at Escape the Clock for a team building exercise

Feb 28 Met with Family Crisis who is providing services to our youth through Art Therapy

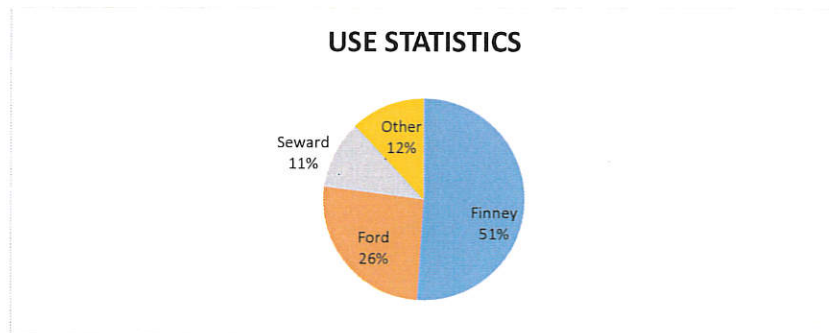
Went home exhausted!

# **SOUTHWEST REGIONAL JUVENILE DETENTION CENTER FEBRUARY 2017**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Males	6	6	6	7	9	9	9	8	5	5	6	6	6	6	7	6	8	8	8	8	8	7	7	6	7	7	8	7
Females	0	0	1	0	0	0	0	1	2	2	2	2	2	2	3	3	4	3	3	3	4	4	3	2	2	2	2	1



Finney 51  
 Ford 26  
 Seward 11  
 Other 12



Total service days in February 812  
 Bed days utilized 256  
 Average daily population 8.26  
 Capacity 33%



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

CVNs went out February 24<sup>th</sup>, 2017. We start holding hearings March 6<sup>th</sup>, 2017.

**Oil & Gas Field Appraiser-** Help started preparing hearing folders for real estate while waiting for oil and gas renditions to start coming in.

**PP Appraiser:**

Sent/now receiving Assessment forms/ Data entry of changes

Valuing Personal Property/address changes/hearings & tax grievances

**GIS Cartographer:**

Making mapping changes to GIS/Ownership changes/Checking deeds/Answering Taxpayer questions on deeds etc.

**Field Appraiser staff:** Working on Sales, building permits, scheduling hearings, taxpayer requests, and tax payer questions

**Administration:**

Help train new employee

Capital Requests for 2018 turned in

Start working on budget for 2018- review my 2016 final budget numbers

Evaluations on employees done

Working on Quarterly Report to PVD for date ending on March 31.



## MEMORANDUM

**TO:** County Commission  
**THRU:** Randy Partington, County Administrator  
**FROM:**  
**DATE:** March 20, 2017  
**RE:** Next Commission Meetings - Monday, 4/3/2017 and Monday, 4/17/2017

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### **DISCUSSION:**

The meetings in April are the 1st Monday and 3rd Monday. For 2018 budget presentations by outside agencies, the meetings will be the first 3 Mondays of May. ***May 1st, 8th and 15th***

County departments and District Court will be scheduled for budget presentations on 1 of the first 3 Mondays in June. ***June 5th, 12th and 19th***

### **RECOMMENDATION:**

For Your Information