COUNTY COMMISSION

Monday, May 18, 2015

5:00 PM

Ellis County Administrative Center – Basement Meeting Room

Order of Business

I. Opening

A. Call to Order
B. Pledge of Allegiance
C. Clerk Calls the Roll
D. Order of Business
Consideration of Amendments

II. Prior Minutes

April 6, 2015
April 13, 2015
April 20, 2015
May 4, 2015
May 11, 2015

III. Consent Agenda

A. Approval of Employee Status Changes as presented
B. Approval of Refunding Warrants as presented

C. **Approval of Tax Roll Adjustments as presented**
D. **Approval of Escape Tax Orders as presented**
E. **Approval of Adds and Abates as presented**
F. **Approval of Accounts Payable and Payroll as presented**

IV. Issues from Persons Not on the Order of Business

V. Public Requests/Presentations/Reports Agenda

A. **Toulon Road Drainage Study – Chad McCollough, Kaw Valley Engineering – issue raised by John Karlin and Darrel Schmeidler** **Enclosure** page 8
Report/Discussion

B. **Western Kansas Child Advocacy Center - Vicki Hubin**
Enclosure page 24
Request for New Subsidy

C. **Monthly Extension Service Report – Holly Dickman**
Report/Discussion

D. **NextEra Energy – Cedar Bluff Wind Project – Noah Hyte**
Enclosure page 29
Presentation and Consideration of Road Maintenance Agreement

VI. Action Items Agenda

A. **Proclamation No. 2015-02 – EMS Week** **Enclosure** page 37
Consideration of Proclamation

B. **Resolution No. 2015-08 – Insurance Proceeds** **Enclosure** page 38
Consideration of Resolution

C. **KPERS OGLI – Employee Paid Insurance** **Enclosure** page42
Consideration of Allowance Option to Insure Children

VII. Issue Introduction/Report Agenda

A. Public Works

1. Open Positions

Discussion/Report regarding Mechanic position, Truck Driver positions, Road Foreman

B. Appraiser

1. Open Position

Report/Discussion about desire to fill open position

2. Scope of Work Document Enclosure page 44

Report/Discussion

C. County Administrator

1. Resolution No 2014-12 – Fireworks Ban Enclosure page 68

Report/Discussion

2. Resolution Draft – Burn Ban Enclosure page 70

Report/Discussion

3. Ellis County Historical Society Letter Enclosure page 72

Report/Discussion

D. County Commission

1. Commissioner Reports

E. Executive Session

Non-elected Employee Matter – Union Negotiations
Purchase of Real Estate

VIII. Adjournment

Meeting Memo

To: County Commission

From: Greg Sund

CC: Order of Business Recipients

Date: 5/15/2015

Re: Order of Business for May 18, 2015 Regular Meeting

IV. Public Requests/Presentations/Reports Agenda

A. Toulon Road Drainage Study – Based on Darrel Schmeidler's request to the Commission months ago, Mike Graf contracted a study of the situation and the work Mr. Schmeidler requested to provide the Commission with the information necessary from which to make a decision on the request. The study was conducted by Chad McCollough of Kaw Valley Engineering. He provided a pdf of a Powerpoint presentation so Commissioners have a take-away. In addition, the slide showing the estimated costs is easier to see and read on paper. The Powerpoint includes a breakdown of cost. As Commissioners can see the estimated cost of addressing the request is about $1 million.

B. Western Kansas Child Advocacy Center – Vicki Hubin – During the Department Head meeting on May 13, County Attorney Tom Drees offered some background on this organization so attendees might better understand what they do. He said the organization was started by a former KBI agent. Through this program, a trained psychologist interviews children who may have been victims of child abuse to learn about what they have experienced. Often times, this information has been used to convict abusers. Mr. Drees said last year, over 60 interviews of children were conducted in Ellis County. He explained that 60 interviews does not necessarily mean 60 children were involved because sometimes there are multiple interviews of one child. I expressed concern that given our anticipated revenue challenges in 2016, we will struggle continue funding all of the subsidies the County currently provides let alone adding more of them.

C. **Monthly Extension Report – Holly Dickman –** This is Ms. Dickman's month to provide the Extension Service Report.

D. **NextEra Energy – Cedar Bluff Wind Project –** Noah Hyte of NextEra Energy will be addressing the Commission at this time. I am also enclosing a copy of the road maintenance agreement as marked up by Attorney Dennis Davidson. Mr. Hyte will be asking the Commission to consider the agreement. There are only a couple areas Mr. Davidson has concern with. According to the agreement, if we find a tower has been placed in an unsafe place or has become unsafe, the agreement state's NextEra does not have to correct it until ten years after the agreement is signed. This needs to be changed. Mr. Davidson inserted the same road maintenance fee of $5,025 that we used for Invenergy. Mr. Hyte also told me he will be emailing me a copy of the map for where the line is to traverse Ellis County.

V. Action Items Agenda

A. **Proclamation No. 2015-02 – EMS Week –** Mr. McCue provided the text of this proclamation and requested it . Based on Chair McClelland's response when I last asked her to make a proclamation, I decided to place this one on the Order of Business so she has the option of signing it and presenting it to the Commission or requesting a motion of approval.

B. **Resolution No. 2015-08 – Insurance Proceeds –** Based on a discussion with Mr. Jeter, I revised the original resolution by removing the final clause. By doing this, it applies to the entire County outside the city limits including th extraterritorial zones of the cities. Both Hays and Ellis currently have extraterritorial zones. I recommend approval.

Suggested Motion: To approve Resolution No. 2015-08, which reenacts policy regarding the County receiving a portion of insurance proceeds from properties that are at least 75% destroyed so the County has the opportunity to work with the property owner to ensure the property is properly cleaned up and/or redeveloped.

C. **KPERS – OGLI – Employee Paid Insurance –** This is an employee funded life insurance offered through KPERS that they are looking to expand by allowing participating employees to also cover their children. I am asking the Commission to endorse this program so our employees can purchase this insurance if they so desire.

Suggested Motion: To approve Ellis County's endorsement of the extension of the KPERS OGLI program to allow employees to also cover their children.

VI. Issue Introduction/Report Agenda

A. Public Works

1. **Open Positions –** As discussed over the last couple weeks, the Shop Foreman, Mark Polifka is seeking approval to again open the mechanic classification for advertisement. As I said to the Commission recently, I still do not see justification in our expenses to fill this position. I understand that we pay $100 - $200 an hour for mechanic services when we contract out, but it is important to note that when we contract these services, we only pay for the actual time a mechanic works on our equipment. We do not pay that cost for 40 hours a week, week after week. Road and Bridge Foreman Curt Hoffman raised the issue we face with the reduction in the number of truck drivers employed by the County through resignation and retirement. Mr. Hoffman said these reductions will result in the County being challenged to timely remove snow this coming winter and haul materials for road improvements this summer. Finally, Mr. Hoffman is asking the Commission to consider filling the Road Foreman position that is vacant due to a retirement. At present, we have one Road Foreman and one Bridge Foreman.

B. Appraiser

1. **Open Position – County Appraiser** Lisa Ree is requesting the Commission to consider allowing her to fill the Appraiser position that is open in her department.

2. **Scope of Work document –** This document is a new requirement of the State's Property Valuation Department (PVD). Ms. Ree provided the copy of the document produced by the County for information. She will also talk about the document at this time.

C. County Administrator

1. **Resolution No. 2014-12 –** I placed this issue and the current resolution in the meeting packet to make sure Commissioners are aware of what the current resolution says. It places a permanent ban on the sale and discharge of fireworks in the rural County with the ability to relax the discharge portion of the policy any time as the Commission sees fit. I am asking the Commission to consider over the next couple weeks whether there is a desire to relax the discharge ban this year.

2. **Resolution Draft – Burn Ban –** As reported on May 11, Rural Fire Director Darin Myers edited the most recently passed resolution to include more direction and standards regulating outside burning in the County. I am sharing this draft with County Attorney Drees seeking his input to ensure it remains a policy he is able to prosecute.

3. **Ellis County Historical Society Letter –** Commission Chair McClelland provided me a copy of this letter she received. She said she is unable to attend, but agreed to place it in the meeting packet in case other commissioners or others are interested in help plan the 150th anniversary celebration of Hays.

Greg Sund

KAW VALLEY ENGINEERING

Toulon/Emmeram Drainage Study

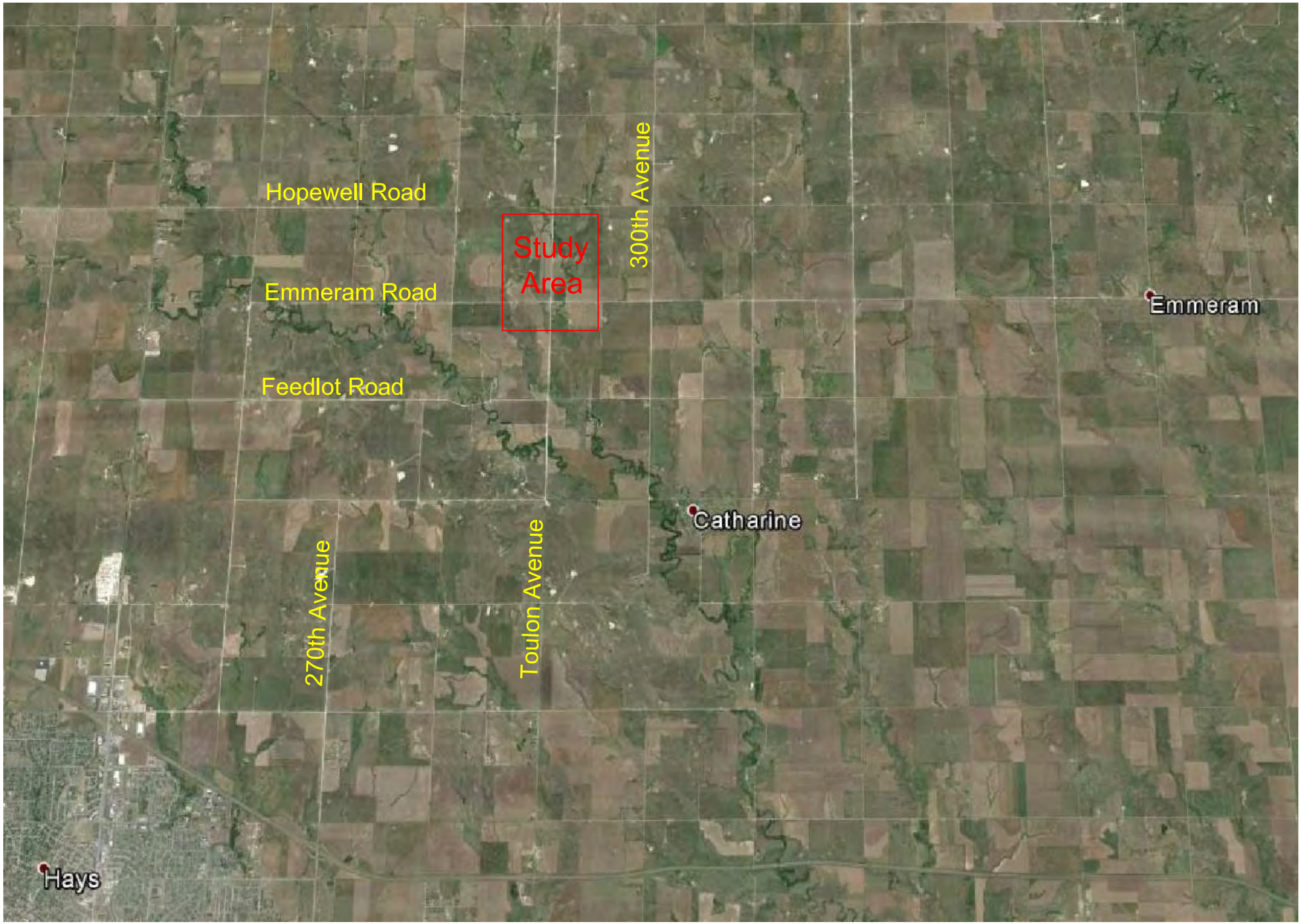
Ellis County, Kansas

Prepared For:
Mike Graf, Public Works Administrator
Ellis County Public Works
1195 280th Avenue
Hays, KS 67601

KAW VALLEY ENGINEERING
2319 N. Jackson
Junction City, KS 66441
Phone: (785) 762-5040
Fax: (785) 762-7744

Study Area History, Drainage Design 101 & Project Guidelines:

- Several instances of overtopping with road gravel washed onto private property
- Recent high-intensity event on July 10, 2014 of 3.5” in 98 minutes = 50-yr storm per KDOT
- Mother Nature acts randomly…historic rainfall data used to develop prediction models
- Clarification of Storm Frequency terms: 2-yr=50% chance…5-yr=20%...10-yr=10%...25-yr = 4%
- Target Design Storms → I-70 / 100 to 50-yr…US-183 / 50 to 25-yr…Old 40 / 25 to 10-yr
- Any improvements proposed shall take place within and along County Road ROW’s!!!


Hopewell Road
Study Area
300th Avenue
Emmeram Road
Emmeram
Feedlot Road
Catharine
270th Avenue
Toulon Avenue
Hays

Results of Field Surveying & Drainage Analysis within Study Area:

- Topography clearly indicates that surface waters are heading to the South & East
- Multiple paths of overland flow identified from West of Toulon Avenue
- The existing ditches and major drainage structures currently handle the 5-yr storm
- Affected utilities within their own easements include Gas, Water & Telephone

GRAPHIC SCALE

60 0 30 60 120 240

(IN FEET)
1 inch = 60 ft.

S 00°43'57" W 2604.36'(M)

S 00°48'24" W 2608.54'(M)

TOULON AVENUE

S 00°48'24" W 2608.54'(M)

TOULON AVENUE

S 89°41'23" W 262.26'(M)

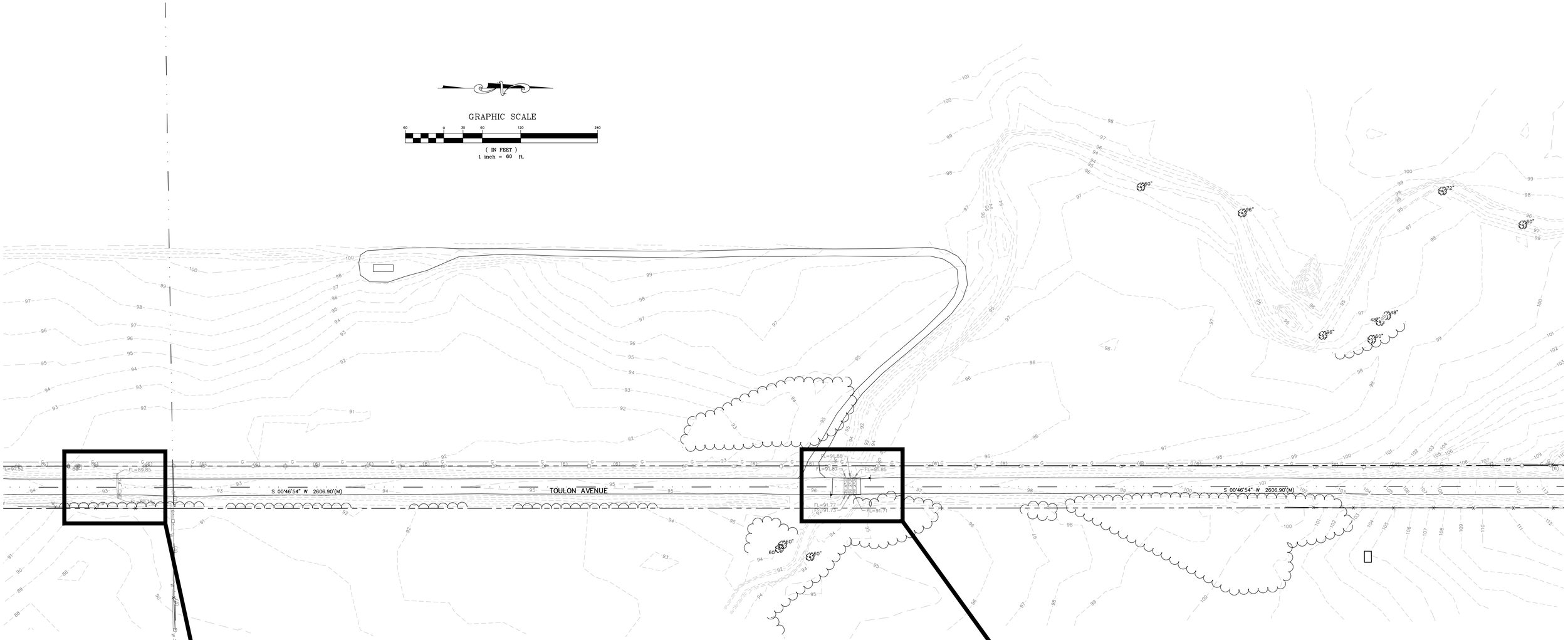
EMMERAM ROAD

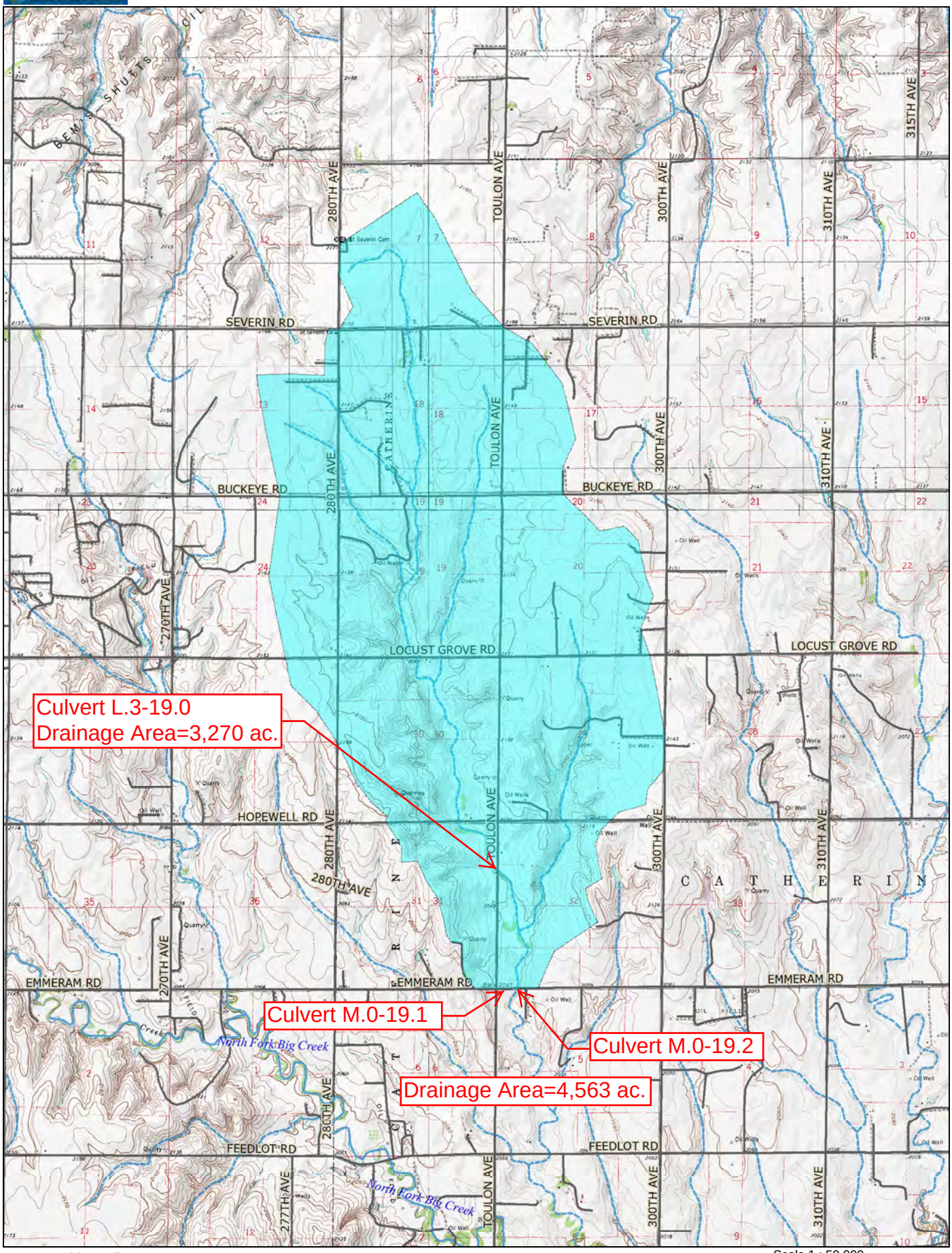
S 89°41'37" W 262.79'(M)

GRAPHIC SCALE

60 0 30 60 120 240

(IN FEET)
1 inch = 60 ft.





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www.delorme.com

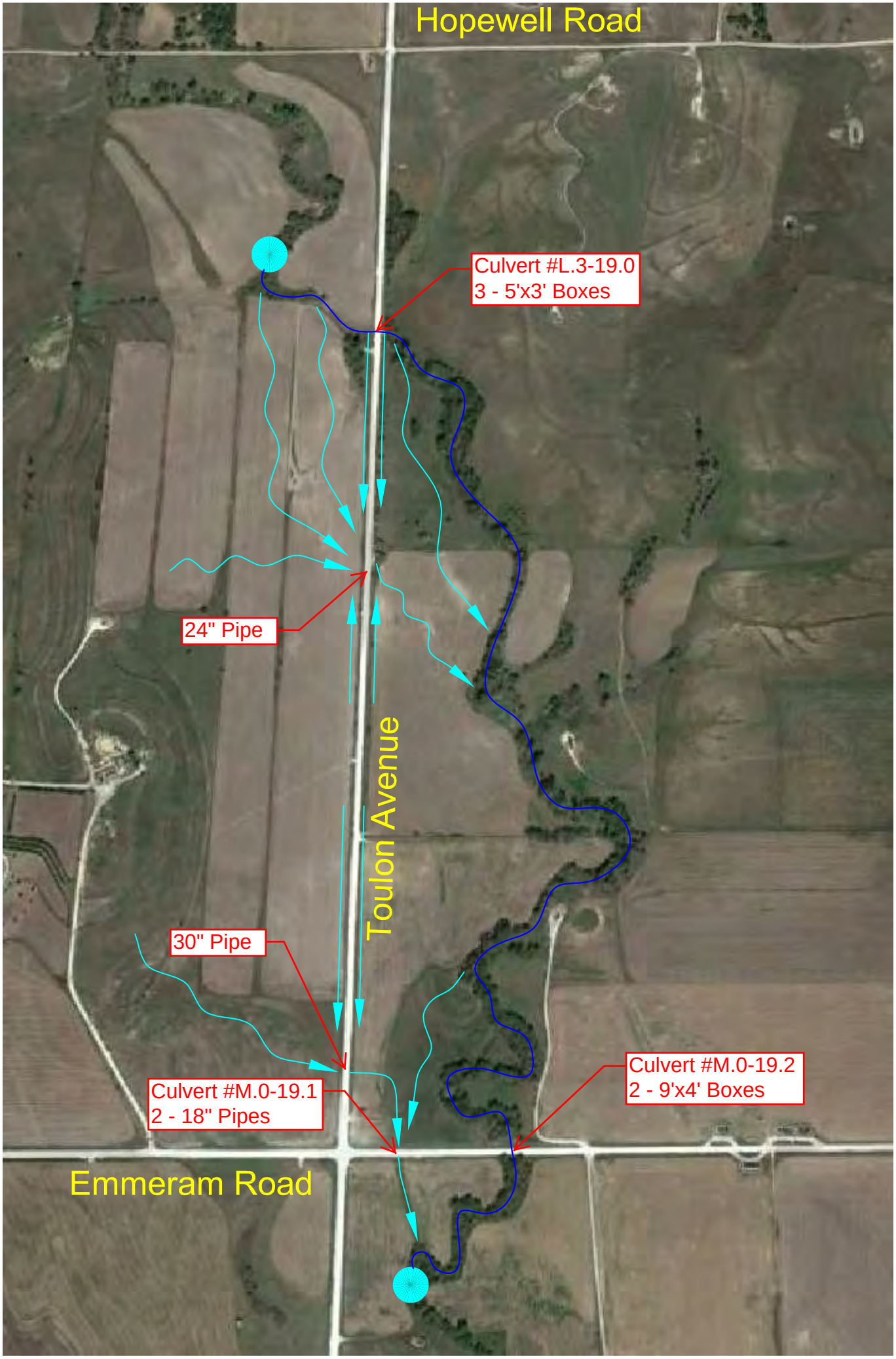
TN
MN (5.1°E)

Scale 1 : 50,000
1" = 4,166.7 ft
Data Zoom 12-0

Toulon / Emmeram Drainage Study

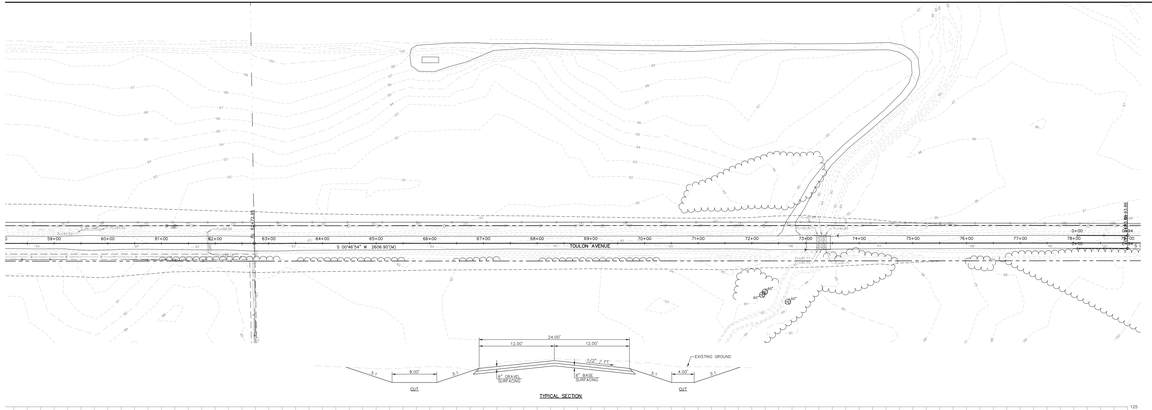
Summary of Peak Flows by Location

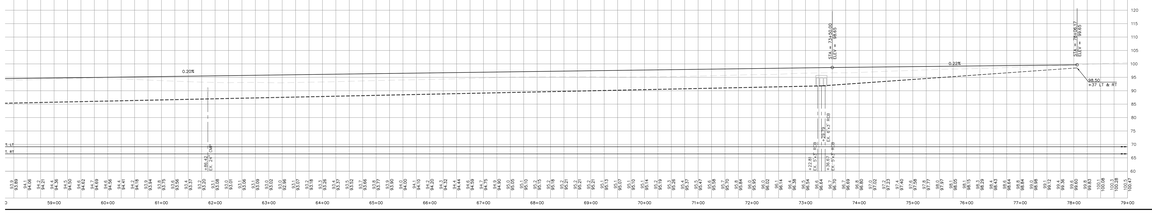
Culvert ID	Roadway	Existing Structure	Drainage Area (acres)	Peak Flows (cubic feet per second)				
				2-yr	5-yr	10-yr	25-yr	50-yr
L.3-19.0	Toulon Ave.	3 - 5'x3' Boxes	3,270	200	590	990	1,660	2,270
M.0-19.1	Emmeram Rd.	2 - 18" Pipes	61	24	72	N/A	N/A	N/A
M.0-19.2	Emmeram Rd.	2 - 9'x4' Boxes	4,502	216	648	1,210	2,040	2,800


Hopewell Road
Culvert #L.3-19.0
3 - 5'x3' Boxes
24" Pipe
Toulon Avenue
30" Pipe
Culvert #M.0-19.1
2 - 18" Pipes
Culvert #M.0-19.2
2 - 9'x4' Boxes
Emmeram Road

Recommendations & Cost Estimates:

- Reconstruct Toulon Avenue with raised profile grade to reduce overtopping frequency
- Use reconstructed Toulon Avenue ditches to intercept multiple paths of overland flow
- Grade proposed Toulon Avenue ditches to maintain positive drainage to the South
- Proposed improvement designs and estimates provided for both the 10 & 25-yr storms



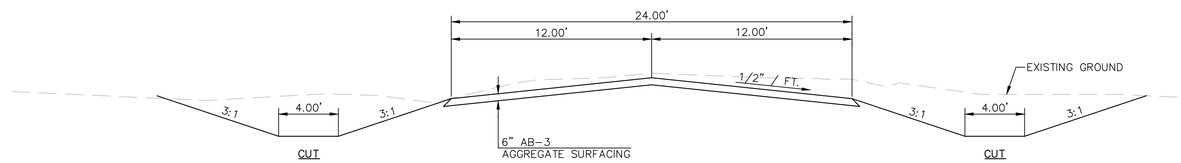


REV	DATE	DESCRIPTION	BY	CK	APP

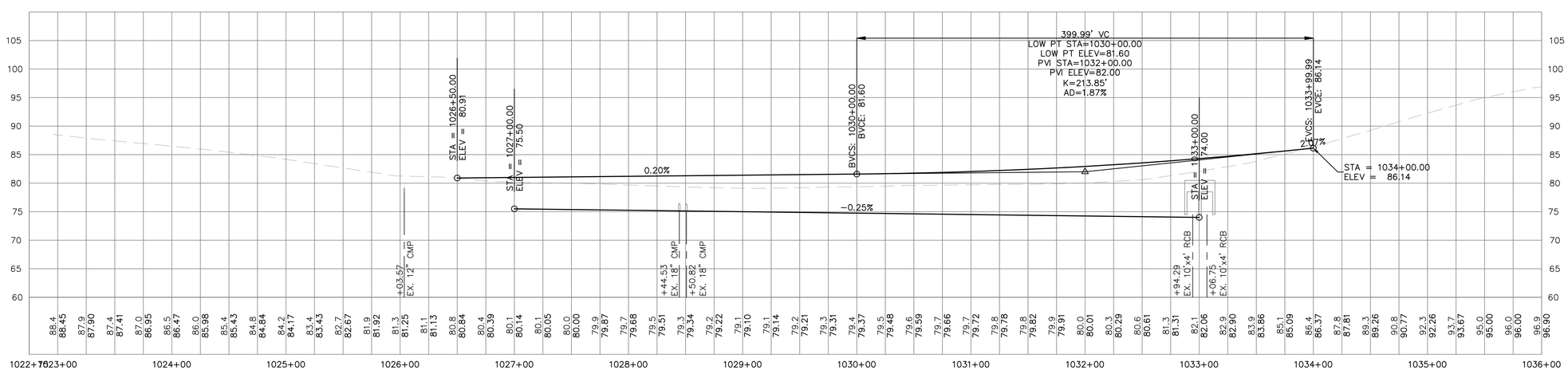
KAW VALLEY ENGINEERING
LAWRENCE OFFICE
1617 WAKARUSA DR.
LAWRENCE, KANSAS 66049-4704
PH: 785.841.3111 FAX: 785.841.3110

ELLIS COUNTY PUBLIC WORKS
TOULON AVENUE & EMMERAM ROAD
ELLIS COUNTY, KANSAS
TOULON AVENUE PRELIMINARY ROUTE STUDY
TOULON AVENUE PLAN AND PROFILE

PROJECT	E1403165
DESIGN BY	DW
DRAWN BY	CKS
DATE	12/12/2014
SHEET	3
OF	3
SCALE	A



TYPICAL SECTION



REV	DATE	DESCRIPTION	CDM	CKS	CDM
A	1-21-15	CLIENT REVIEW			

DSN DWN CHK

1331 ARMORY ROAD
SALINA, KANSAS 67401
PH. (785) 823-3400 | FAX (785) 823-3411
sal@kveng.com | www.kveng.com
KAW VALLEY ENGINEERING

ELLIS COUNTY PUBLIC WORKS
TOULON AVENUE & EMMERAM ROAD
ELLIS COUNTY, KANSAS

TOULON AVENUE DRAINAGE STUDY
EMMERAM ROAD PLAN AND PROFILE

PROJ. NO.	E14D1065
DESIGNER	CDM
DRAWN BY	CKS
CFN	1065PP_T_MEETING
SHEET	6
REV	A

THIS DRAWING SHALL NOT BE UTILIZED BY ANY PERSON, FIRM, OR CORPORATION IN WHOLE OR IN PART WITHOUT THE SPECIFIC PERMISSION OF KAW VALLEY ENGINEERING, INC.

IMPROVEMENTS FOR 10-YR DESIGN STORM

Preliminary Total Project Cost Estimate

Toulon/Emmeram Drainage Design for 10-yr Storm
Ellis County, Kansas

Construction Plans, Permitting & Bid Documents			
No.	Item		Fee Estimate
1	Final Construction Plans & Engineer's Estimate	=	$15,000.00
2	DWR Permit Applications & Application Fees	=	3,000.00
3	Legal Descriptions & Exhibit Drawings for Property Acquisition	=	4,000.00
4	Contract Documents & Technical Specifications	=	5,000.00
5	Bidding Assistance, Bid Tabulations & Recommendation of Award	=	2,000.00
	Bidding, Property Acquisition & Utility Relocation Costs =		***$29,000.00***

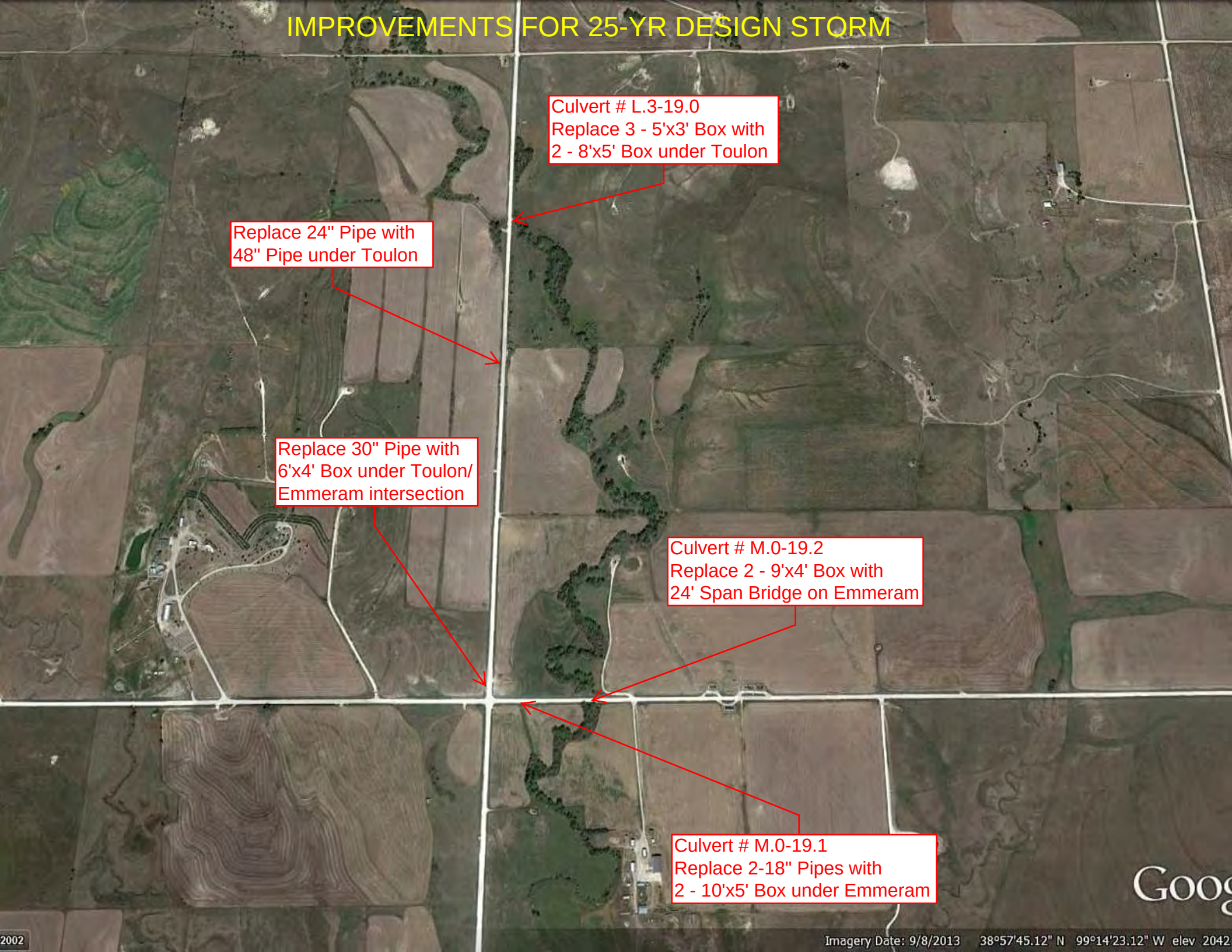
Property Acquisition & Utility Relocation Costs					
No.	Item	Quantity	Unit	Unit Price	Total
6	Property Appraisal	1	Lump Sum	$1,500.00	$1,500.00
7	Property Acquisition	2.66	Acre	2,000.00	5,320.00
8	Gas Line & Regulator Station Relocation	4,200	Lin. Ft.	45.00	189,000.00
9	Rural Water Line Relocation	2,640	Lin. Ft.	32.00	84,480.00
10	Fiber Optic Telephone Line Relocation	800	Lin. Ft.	24.00	19,200.00
		Property Acquisition & Utility Relocation Costs =			***$299,500.00***

Contracted Construction Costs					
No.	Item	Quantity	Unit	Unit Price	Total
11	Mobilization	1	Lump Sum	$25,000.00	$25,000.00
12	Clearing & Grubbing	1	Lump Sum	10,000.00	10,000.00
13	Removal of Existing Structures	1	Lump Sum	15,000.00	15,000.00
14	Roadway Excavation	34,623	Cu. Yd.	3.00	103,869.00
15	Roadway Embankment	10,497	Cu. Yd.	2.00	20,994.00
16	Compaction of Roadway Embankment	10,497	Cu. Yd.	1.00	10,497.00
17	48" Pipe w/ End Sections	40	Lin. Ft.	120.00	4,800.00
18	6'x4' Box w/ Wingwalls	52	Lin. Ft.	380.00	19,760.00
19	Double 8'x5' Box w/ Wingwalls	36	Lin. Ft.	840.00	30,240.00
20	Double 8'x5' Box w/ Wingwalls	36	Lin. Ft.	840.00	30,240.00
21	Double 10'x6' Box w/ Wingwalls	36	Lin. Ft.	920.00	33,120.00
22	18" Riprap Stone	80	Tons	48.00	3,840.00
23	6" Compacted Base Rock	13,350	Sq. Yd.	10.00	133,500.00
24	6" Gravel Surfacing	13,350	Sq. Yd.	8.00	106,800.00
25	Remove & Replace Existing Fence	1,910	Lin. Ft.	5.00	9,550.00
26	Temporary Erosion & Pollution Control	1	Lump Sum	8,000.00	8,000.00
27	Seeding & Mulching	1	Lump Sum	12,000.00	12,000.00
28	Traffic Control	1	Lump Sum	4,000.00	4,000.00
			Contracted Construction Costs =		***$581,210.00***

Construction Engineering Costs			
No.	Item		Fee Estimate
29	Construction Staking	=	$18,000.00
30	Construction Inspection	=	48,000.00
31	Materials Testing	=	12,000.00
	Preliminary Construction Engineering Fee Estimate =		***$78,000.00***

PRELIMINARY TOTAL PROJECT COST = $987,710.00

IMPROVEMENTS FOR 25-YR DESIGN STORM



Preliminary Total Project Cost Estimate

Toulon/Emmeram Drainage Design for 25-yr Storm
Ellis County, Kansas

Construction Plans, Permitting & Bid Documents

No.	Item		Fee Estimate
1	Final Construction Plans & Engineer's Estimate	=	$15,000.00
2	DWR Permit Applications & Application Fees	=	3,000.00
3	Legal Descriptions & Exhibit Drawings for Property Acquisition	=	4,000.00
4	Contract Documents & Technical Specifications	=	5,000.00
5	Bidding Assistance, Bid Tabulations & Recommendation of Award	=	2,000.00
	Bidding, Property Acquisition & Utility Relocation Costs =		***$29,000.00***

Property Acquisition & Utility Relocation Costs

No.	Item	Quantity	Unit	Unit Price	Total
6	Property Appraisal	1	Lump Sum	$1,500.00	$1,500.00
7	Property Acquisition	2.66	Acre	2,000.00	5,320.00
8	Gas Line & Regulator Station Relocation	4,200	Lin. Ft.	45.00	189,000.00
9	Rural Water Line Relocation	2,640	Lin. Ft.	32.00	84,480.00
10	Fiber Optic Telephone Line Relocation	800	Lin. Ft.	24.00	19,200.00
				Property Acquisition & Utility Relocation Costs =	***$299,500.00***

Contracted Construction Costs

No.	Item	Quantity	Unit	Unit Price	Total
11	Mobilization	1	Lump Sum	$25,000.00	$25,000.00
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16	Compaction of Roadway Embankment	10,497	Cu. Yd.	1.00	10,497.00
17	48" Pipe w/ End Sections	40	Lin. Ft.	120.00	4,800.00
18	6'x4' Box w/ Wingwalls	52	Lin. Ft.	380.00	19,760.00
19	Double 8'x5' Box w/ Wingwalls	36	Lin. Ft.	840.00	30,240.00
20	Double 10'x5' Box w/ Wingwalls	36	Lin. Ft.	900.00	32,400.00
21	24' Span Bridge	672	Sq. Ft.	98.00	65,856.00
22	18" Riprap Stone	80	Tons	48.00	3,840.00
23	6" Compacted Base Rock	13,350	Sq. Yd.	10.00	133,500.00
24	6" Gravel Surfacing	13,350	Sq. Yd.	8.00	106,800.00
25	Remove & Replace Existing Fence	1,910	Lin. Ft.	5.00	9,550.00
26	Temporary Erosion & Pollution Control	1	Lump Sum	8,000.00	8,000.00
27	Seeding & Mulching	1	Lump Sum	12,000.00	12,000.00
28	Traffic Control	1	Lump Sum	4,000.00	4,000.00
				Contracted Construction Costs =	***$616,106.00***

Construction Engineering Costs

No.	Item		Fee Estimate
29	Construction Staking	=	$18,000.00
30	Construction Inspection	=	48,000.00
31	Materials Testing	=	12,000.00
	Preliminary Construction Engineering Fee Estimate =		***$78,000.00***

PRELIMINARY TOTAL PROJECT COST = $1,022,606.00

Our Mission

The mission of the Western Kansas Child Advocacy Center is to heal the trauma of child abuse to children and families through prevention, support and services.

The WKCAC eliminates the need for a child to be shuffled through police stations, doctors' offices and possibly courtrooms, thus sparing the child fear and trauma often associated with these experiences.

The Western Kansas Child Advocacy Center

- Helps lessen the trauma experienced by abused children.
- Provides a warm, child-friendly setting where children can be interviewed.
- Supports the child and family through the judicial process.
- Provides referrals to community resources.
- Informs and educates families about the criminal justice process.
- Keeps families updated on the status of their cases.
- Reduces the need for multiple interviews.

Who Needs a Forensic Interview?

- A child making statements of physical abuse.
- A child making statements of sexual abuse.
- A child making statements of witnessing a violent crime or act.

Three Locations and Mobile CACs to Better Serve Western Kansas

402 S. Pursley
Sublette, Ks 67877

103 E. 9th Street
Scott City, Ks 67871

135 E. 3rd Street
Colby, KS 67701

Contact:

David Fyler
620-874-8555

Kelly Robbins
620-874-2272

Vicki Hubin
620-874-8557

Chris Smull
620-874-8355

Mandie Lutz
620-214-9253

Jenny Wick
620-872-3706

Flor Ramirez
620-214-1884
www.wkcac.com

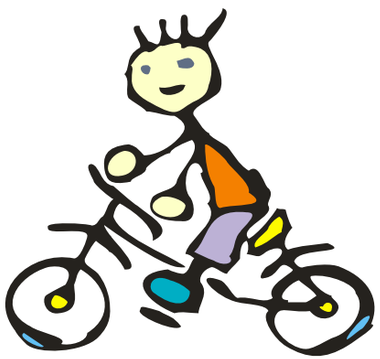
NATIONAL CHILDREN'S ALLIANCE®
ACCREDITED MEMBER

Western Kansas Child Advocacy Center

WKCAC

Child-friendly Environment

- There is an observable difference when children and their families are served in a child friendly environment.
- ***"This was fun, can I come back tomorrow?"*** *-child victim's statement after forensic interview.*



Forensic Interview

- Conducted by professionally trained, experienced child interviewer.
- Objective, neutral, non-leading interviews that bear scrutiny from outside agencies.
- State of the art recording equipment to decrease the number of child interviews, thus lessening the re-traumatization of the child.

Advocacy

- The child and family are supported from the very beginning of child's disclosure, through the investigation and judicial phases and through recovery.
- Families are referred to needed community resources (housing, mental and medical health services, victim's compensation)
- Liaison between agencies, service providers and the family.

Prevention

- Facilitate *Darkness to Light's Stewards of Children*.
- A child sexual abuse prevention curriculum geared towards adults that work with children.
- The WKCAC staff is available to speak to service groups or at community events.

Multi-Disciplinary Team

- The MDT approach fosters collaborative efforts.
- Increases the safety, services and support to the child and family.
- Increases conviction rates of perpetrators.
- Includes: Law Enforcement, DCF, County Attorney, Forensic Interviewer, Victim Advocate, Medical and Mental Health and others related to the case.

Medical and Mental Health

- Refer child victim's for SANE (Sexual Assault Nurse Examiner) exams for medical assessment and documentation
- Provide trauma focused therapy and make referrals to local mental health providers.

Extended Forensic Evaluation

- Six session model for sub-set of children.
- Allows more time for assessment, rapport building and fact finding.

HELP THE CHILDREN OF KANSAS

Your **tax-deductible donation** to WKCAC, a non-profit organization, will make a difference in a child's life. With your support we can help a child laugh again.

Name _____

_____

Address _____

City _____

State _____Zip _____

Phone _____

Email_____

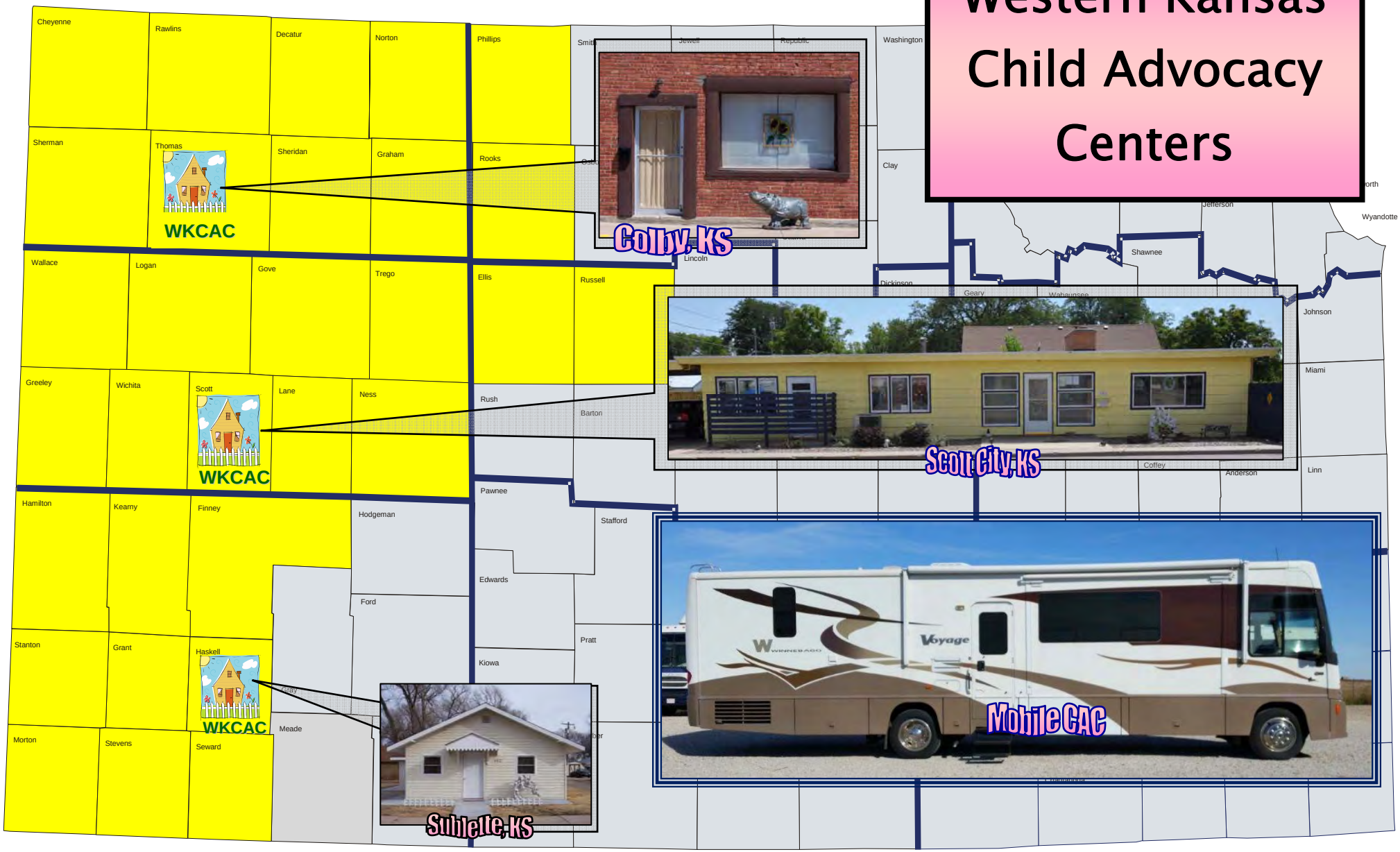
Detach and mail with your check made payable to:

WKCAC
103 E. 9th Street
Scott City, KS 67871

Thank You!

WKCAC Mobile Units

Western Kansas Child Advocacy Centers



Service Area

County	City	# of cases
Barber	Medicine Lodge	2
Cheyenne	St Francis	11
Decatur	Oberlin	8
Edwards	Kinsley	3
Ellis	Hays	39
Finney	Garden City	6
Gove	Gove	3
Graham	Hill City	5
Grant	Ulysses	33
Greeley	Tribune	1
Hamilton	Syracuse	2
Harvey	Newton	1
Haskell	Sublette	18
Kearny	Lakin	9
Lane	Dighton	1
Lincoln	Lincoln Center	3
Logan	Oakley	11
Meade	Meade	3
Morton	Elkhart	5
Neosho	Chanute	1
Ness	Ness City	4
Norton	Norton	19
Osborne	Osborne	5
Pawnee	Larned	1
Phillips	Phillipsburg	10
Rawlins	Atwood	7
Rooks	Plainville	15
Rush	LaCrosse	4
Russell	Russell	27
Scott	Scott City	21
Sedgwick	Wichita	1
Seward	Liberal	4
Sherman	Goodland	27
Smith	Smith Center	15
Stanton	Johnson	8
Stevens	Hugoton	15
Thomas	Colby	26
Trego	Wakeeney	1
Wallace	Sharon Springs	4
Wichita	Leoti	2
	Total	**381**

2014 Cases

2014 MDT STATS

	Ellis	
	# of Members	# of Children Discussed
Jan	0	0
Feb	7	14
Mar	0	0
Apr	0	0
May	0	0
Jun	6	7
Jul	0	0
Aug	7	9
Sep	0	0
Oct	5	9
Nov	0	0
Dec	7	12
Totals	**32**	**51**

Average is 6 MDT members, discussing 10 children per meeting.

Traveled over 30,000 miles in 2014 to service the children using the mobile CAC unit.

ROAD MAINTENANCE AGREEMENT

THIS ROAD MAINTENANCE AGREEMENT (this "Agreement") is made as of the ____ day of _____, 2015, by and between Cedar Bluff Wind, LLC, a Delaware limited liability company ("Cedar Bluff") and the Board of County Commissioners of Ellis County, Kansas ("County") (collectively, Cedar Bluff and County are sometimes referred to as the "Parties").

RECITALS:

A. "Cedar Bluff" desires to evaluate, develop a wind turbine electrical generation facility with access and facilities located in Ellis County (the "Project").

B. The Parties agree that it is in the best interest of each to memorialize the rights, obligations, and responsibilities of the Parties with respect to Cedar Bluff use of Ellis County roads and rights-of-way during construction and operation of the Project.

AGREEMENT:

NOW, THEREFORE, in consideration of the mutual promises, covenants, and agreements contained herein, and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties to this Agreement hereby stipulate and agree as follows:

1. **Permit for Use of Rights-of-Way.**

a. Application for Permit. The parties anticipate and acknowledge that in connection with the construction, operation and maintenance of the Project appurtenant thereto (collectively, the "Facilities"), Cedar Bluff will apply for one or more permits to use County rights-of-way. Specifically, it is anticipated that Cedar Bluff will construct Facilities as described and in locations as listed in the attached Exhibit "B". Cedar Bluff shall apply for permits to cross and use the County's rights-of-way pursuant to the procedure and application attached hereto as Exhibit "A." Permits will be considered in accordance with the usual and customary criteria utilized by the County and will not be unreasonably conditioned, delayed, or withheld.

b. Ownership. The Facilities installed pursuant to this Agreement shall remain the property of Cedar Bluff. Notwithstanding the foregoing, Cedar Bluff shall have the right to sell, assign, or lease portions of its Facilities to other parties and, in that event, such other parties shall, with Cedar Bluff, have the right, in the manner and to the same extent above, to operate the Facilities in, along, under, and across said rights-of-way. Cedar Bluff shall, at all times and at its sole cost and expense, maintain the Facilities in good condition and repair, ordinary wear and tear excepted.

c. Termination. In the event the Project is terminated by Cedar Bluff, Cedar Bluff shall remove all the Facilities in, along, and across certain rights of way owned by Ellis County and situated in Ellis County, to a depth of four (4) feet below the surface of the ground, within nine (9) months from the cessation of

commercial operation of the Facilities. If Cedar Bluff fails to remove any of the Facilities within the required time period, such Facilities shall be considered abandoned by Cedar Bluff and Ellis County may remove these Facilities from the property and dispose of them in its sole discretion without notice or liability to Cedar Bluff. If Ellis County incurs costs to decommission and remove any of the Facilities, Cedar Bluff hereby agrees to indemnify Ellis County for such net costs and agrees to reimburse Ellis County for those amounts reasonably incurred, within sixty (60) days of receipt of adequate documentation of the costs.

2. **Obligations of Cedar Bluff**.

a. Roads. Cedar Bluff shall, prior to the use of any road within Ellis County, obtain the approval of the Public Works Department for local paths and restrictions on roads or bridges, which approval will not be unreasonably conditioned, delayed or withheld. At Cedar Bluff expense, it shall contract with Ellis County, or where Ellis County is unable or unavailable to perform on a commercially competitive basis, then with qualified contractors, to repair any damage to the County's roads due to any cause connected with the Project ("Road Repair Operations"). In the event a hazardous road condition exists that is not promptly corrected by Cedar Bluff, the Public Works Department may make emergency road repairs or order emergency road repairs to be performed by qualified contractors, and Cedar Bluff shall promptly reimburse Ellis County for reasonable emergency road repair costs. Except in the case of emergency road repair, Cedar Bluff shall notify the Public Works Department forty-eight (48) hours in advance of any road repair project and/or the closing or partial closing of any road in connection with the road repair project. Weather permitting, the final Road Repair Obligations shall be completed to the reasonable satisfaction of the Public Works Department within six (6) months after the completion of construction of the Project, or as soon thereafter as weather conditions permit. Road repair shall include restoration of original configuration of ditches, slopes, embankments or fills within the right-of-way unless special circumstances dictate otherwise, and specific approval has been requested by Cedar Bluff and granted by the Public Works Department. In the event it becomes necessary to remove or displace any traffic control device along the transportation routes, the same shall be reinstalled by Cedar Bluff at their original locations and restored to their original condition. Immediately upon completion of the reinstallation of any traffic control device, the Public Works Department will be notified and given an opportunity to inspect and approve the same. All materials and construction methods shall be equal to or better than the standards established by AASHTO for "utilities within highway right of way." All warning and work zone signs shall comply with the "Uniform Manual for Traffic Control Devices." Road closures shall only be allowed when consistent with the submitted and pre-approved work plan and only after notification to Ellis County Emergency Services in person or by telephone at 785-625-1060.

b. Emergency Services. To the extent Cedar Bluff's construction or operation of the Project results in an increase in expenses for emergency services provided by Ellis County (e.g. increased emergency personnel training and equipment), Cedar Bluff agrees to pay directly to the County its allocable share of such increased expenses as determined in good faith by the Parties hereto.

c. Transportation Route Consultation. Not less than fifteen (15) days prior to commencing construction activities for the Project, Cedar Bluff shall meet with the Public Works Department and obtain approval of the transportation routes to be used by Cedar Bluff, which approval will not be unreasonably withheld. Cedar Bluff shall prepare a map indicating the requested routes to be used in the construction and maintenance of the Project and shall provide a copy of said map to the Public Works Department prior to the meeting to take place not less than fifteen (15) days before commencement of construction activities. Only approved transportation routes shall be used for construction activities, including but not limited to the delivery of equipment and materials to the Project site. Cedar Bluff shall limit unnecessary traffic interference or restrictions by prohibiting subsidiary staging of construction vehicles, including daily parking of equipment and personal vehicles on the road right-of-way.

d. Facilities Relocation. If at any time ~~more than ten (10) years from the date of this Agreement~~ during its use of the Ellis County rights-of-way, Ellis County determines in its reasonable judgment that it is necessary to relocate the Facilities for purposes of public safety, Cedar Bluff agrees to pay for all reasonable expenses necessary for the relocation. No facilities relocation shall be made without the prior approval of the Public Works Department.

e. Heavy Vehicles. Cedar Bluff shall advise the Public Works Department as early as practicable prior to the commencement of any heavily laden vehicles and/or equipment transit over Ellis County's public roads, and in the event the Public Works Department identifies a concern regarding the load-bearing capacity of any road or structure, the same shall not be used for the transportation of any heavily laden vehicles or equipment until the safety concerns have been alleviated.

3. **Obligations of Ellis County**. Ellis County agrees to make the Ellis County Public Works Director or his designee available to perform his obligations as set forth herein. Ellis County shall give timely notification to Cedar Bluff of any conditions which come to their attention and may give rise to a Road Repair Obligation or which would constitute a "hazardous road condition" as described in Paragraph 2a above. In consideration of said Director's availability, Cedar Bluff shall pay the County an administrative fee of $ 5,025.- per month effective upon commencement of Project construction and continuing on a monthly basis thereafter until the Project's commercial operation date defined as the date upon which the Project begins delivering electricity on a commercial basis, i.e., in quantities and for periods greater than required for testing.

4. **Cooperation**. Cedar Bluff and the County agree to communicate and cooperate in good faith concerning the safe implementation of the Project and preventing or correcting any hazardous road condition that may be created by the Project.

5. **Engineer**. If necessary to determine appropriate and safe routes, the County may consult with a qualified and certified engineer regarding load pass or restrictions. Cedar Bluff shall reimburse County for all reasonable out-of-pocket expenses and fees incurred by County for such consultation.

6. **Temporary Access**. Cedar Bluff shall promptly notify the Public Works Department if it shall be necessary to construct or partially construct any temporary access on County roads in order to construct the Project, and Cedar Bluff shall further agree to return such access to its original status unless otherwise agreed upon in writing by the parties.

7. **Indemnification**. Cedar Bluff agrees to defend, indemnify, and hold harmless Ellis County and its commissioners, trustees, administrators, employees, and representatives (collectively the "Indemnified Party") against any and all losses, damages, claims, expenses, and liabilities for physical damage to the property of Ellis County and for physical injury to any person, including reasonable attorneys' fees, to the extent same is a result of any activities or operations of Cedar Bluff, its agents and employees on the property of the County for the performance or non-performance of its duties pursuant to this Agreement. Furthermore, Cedar Bluff agrees to defend, indemnify, and hold harmless the Indemnified Party from any third party claims arising out of terms and conditions of this Agreement. Cedar Bluff shall not be required to defend, indemnify and hold harmless Ellis County for losses, damages, claims, demands, costs, including legal costs, expenses and/or other obligations or liabilities arising out of the negligence or intentional misconduct of Ellis County, or anyone directly or indirectly employed by the Ellis County, or anyone for whose acts Ellis County is responsible. This indemnification obligation shall survive the termination of this Agreement.

8. **Insurance**. Cedar Bluff shall at all times during construction and operation of the Project, carry: (i) Worker's Compensation insurance in accordance with the laws of the State of Kansas and Employer's Liability insurance, (ii) Commercial General Liability insurance with minimum limits of $5,000,000 per occurrence, and (iii) Automobile Liability insurance with minimum limits of $5,000,000 per occurrence. The Commercial General Liability insurance and Automobile Liability insurance may be evidenced using a combination of primary and excess policies. Certificates of insurance will be provided to County upon written request to Cedar Bluff.

9. **Escrow Account**. Prior to the commencement of Project construction, Cedar Bluff shall deliver to a qualified escrow agent, which shall be a bank with trust powers and maintaining an office in Ellis County, Kansas, a payment of Fifty Thousand Dollars ($50,000.00) ("Escrow Account") to be held in escrow in order to ensure its compliance with all of the requirements of this Agreement. During the construction phase of the Project, Cedar Bluff shall maintain and replenish the Escrow Account in the event the County is reimbursed from the Escrow Account for its reasonably incurred costs for repairs to public roads to the extent such roads are materially damaged as a direct result of Project construction equipment or vehicles and such roads are not repaired in a timely manner by Cedar Bluff.

10. **Compliance with Laws**. Cedar Bluff shall at all times comply with all federal, state, and local laws, statutes, ordinances, rules, regulations, judgments, and other valid orders of any governmental authority with respect to Cedar Bluff's activities associated with the Project and shall obtain all permits, licenses, and orders required to conduct any and all such activities.

11. **Entire Agreement**. It is mutually understood and agreed that this Agreement constitutes the entire agreement between the Parties hereto and supersedes any and all prior oral or written understandings, representations, or statements, and that no understandings, representatives, or statements, verbal or written, have been made which modify, amend, qualify, or affect the terms of this Agreement. This Agreement may not be amended except in a writing executed by both Parties.

12. **Default**. Any failure by a party to this Agreement to perform a material obligation hereunder which is not remedied within thirty (30) days after receipt by the defaulting party of written notice of such failure shall be deemed a default under this Agreement and, in such case, the non-defaulting party shall be entitled to pursue any remedies available at law or in equity and allow the non-defaulting party to terminate this Agreement. Notwithstanding the foregoing, so long as the defaulting party has initiated and is diligently working to effect a cure, the defaulting party's cure period shall extend for a time period reasonably sufficient for the default to be remedied.

13. **Relationship of the Parties.** The duties, obligations, and liabilities of each of the parties are intended to be several and not joint or collective. This Agreement shall not be interpreted or constructed to create an association, joint venture, fiduciary relationship, or partnership between the parties hereto or to impose any partnership obligation or liability or any trust or agency obligation or relationship upon either party. The parties hereto shall not have any right, power, or authority to enter into any agreement or undertaking for, or act on behalf of, or to act or be an agent or representative of, or otherwise to bind, the other party.

14. **Notices**. Notices, requests, demands, and other communications shall be sent to the following addresses:

    Cedar Bluff Wind, LLC
    700 Universe Boulevard
    Juno Beach, Florida 33408
    ATTN: Business Management

    With a copy to:

    Cedar Bluff Wind, LLC
    700 Universe Boulevard
    Juno Beach, Florida 33408
    ATTN: General Counsel

    If to Ellis County:

    Ellis County Clerk
    P.O. Box 720
    Hays, KS 67601

15. **Relevant Law.** Any and all disputes arising under this Agreement and/or relating to the actual development and/or construction of the Project shall be resolved pursuant to the laws of the State of Kansas.

16. **Disputes.** Should a dispute arise between the Parties in determining whether withdrawals from the Escrow Account are warranted or whether hazardous road conditions exist as defined in Section 2a, such determination shall be made by an independent road engineer licensed in Kansas and selected by the mutual agreement of the Parties (the "Independent Engineer"). Compensation for work performed by the Independent Engineer shall be shared equally by the Parties.

17. **Waiver of Breach.** No waiver of a breach of this Agreement shall be deemed a waiver of any subsequent breach.

18. **Severability.** If any provision of this Agreement shall be held by a court of competent jurisdiction to be contrary to public policy or unenforceable for any reason, such finding shall not invalidate any other provision of this Agreement and such provision shall be replaced with a suitable and equitable provision in order to carry out, so far as may be valid and enforceable, the extent of such provision that has been found to be contrary to public policy or unenforceable.

19. **Binding Effect.** This Agreement shall bind the assigns and successors of the respective parties hereto to the same full degree and extent as the parties themselves are hereby bound.

20. **Counterparts**. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which together shall constitute a single instrument.

(SIGNATURES AND NOTARIZATIONS ARE ON THE FOLLOWING PAGES)

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the day and year first above written.

BOARD OF COUNTY COMMISSIONERS

By:_____
Printed Name:
Title: Commissioner

By:_____
Printed Name:
Title: Commissioner

By:_____
Printed Name:
Title: Commissioner

ATTEST:

By:_____
County Clerk

CEDAR BLUFF WIND, LLC

By:_____
Name: John DiDonato
Vice President

STATE OF FLORIDA)
) ss.
COUNTY OF PALM BEACH)

The foregoing instrument was acknowledged before me this ___ day of_____, 2015 by John DiDonato, as Vice President of CEDAR BLUFF WIND, LLC, a Delaware limited liability company, on its behalf.

_____
Notary Public for _____
My commission expires:_____

STATE OF KANSAS)
) ss.
COUNTY OF ELLIS)

The foregoing instrument was acknowledged before me this ___ day of_____, 2015 by_____, Commissioner.

_____
Notary Public for _____
My commission expires:_____

STATE OF KANSAS)
) ss.
COUNTY OF ELLIS)

The foregoing instrument was acknowledged before me this ___ day of_____, 2015 by_____, Commissioner.

_____
Notary Public for _____
My commission expires:_____

STATE OF KANSAS)
) ss.
COUNTY OF ELLIS)

The foregoing instrument was acknowledged before me this ___ day of_____, 2015 by_____, Commissioner.

_____
Notary Public for _____
My commission expires:_____

Proclamation No. 2015-02

To Designate the week of May 17 - 23, 2015 as Emergency Medical Services Week

Whereas, emergency medical services is a vital public service; and

Whereas, the members of emergency medical services teams and ready to provide lifesaving care to those in need 24 hours a day; seven days a week; and

Whereas, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

Whereas, emergency medical services providers have traditionally served as the safety net of America's health care system; and

Whereas, emergency medical services teams consist of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighter, educators, administrators, and others; and

Whereas, approximately two-thirds of all emergency medical services providers are volunteers; and

Whereas, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

Whereas, Americans benefits daily from the knowledge and skills of these highly trained individuals; and

Whereas, it is appropriate to recognize the value and the accomplishment of emergency medical services providers by designating Emergency Medical Services Week; and

Whereas, injury prevention and the appropriate use of the Emergency Medical Services system will help reduce national health care cost; and

Now, therefore, the Ellis County Commission, in recognition of this event do hereby proclaim the week of May 17-23, 2015 as

EMERGENCY MEDICAL SERVICES WEEK

and encourage the community to observe this week with appropriate programs, ceremonies, and activities.

May 17, 2015
Date

_____
Marcy McClelland, Chair,
Ellis County Board of Commissioners

_____
Witnessed by, Donna Maskus,
County Clerk
Ellis County, Kansas

RESOLUTION NO. 2015-08

A RESOLUTION ADOPTING A PROCEDURE UNDER K.S.A. 40-3903 REGARDING THE PAYOUT OF INSURANCE CLAIMS IN THE UNINCORPORATED AREAS OF ELLIS COUNTY WHEREIN DAMAGE IS IN EXCESS OF 75 PERCENT OF THE FACE VALUE OF THE POLICY

WHEREAS, From time to time, a building or other structure in the unincorporated areas of Ellis County becomes damaged by fire, explosion, or windstorm in excess of 75 percent of the face value of the insurance coverage on said building or other structure, and

WHEREAS, From time to time, it is possible the insured may take the payout of the insurance without taking remedial action to clean-up said damaged building or other structure, and

WHEREAS, the Ellis County Commission is authorized to adopt the procedure in K.S.A. 40-3903 under which the County will receive a portion of the insurance payout on any building or other structure in the unincorporated areas of Ellis County damaged by fire, explosion, or windstorm to the extent that payout on the damage exceeds 75 percent of the face value of the policy covering such building or other structure to insure the likelihood of cleanup of said building or other structure, and

WHEREAS, by reviewing the list of cities and counties that have adopted this regulation, it appears obvious that this regulation is primarily applicable to areas of residential concentration,

NOW, THEREFORE, BE IT RESOLVED by the Ellis County Commission that the following procedure be adopted:

1. ADOPTION OF PROCEDURE. Ellis County is hereby authorized to utilize the procedures established by K.S.A. 40-3903, whereby no insurance company shall pay a claim of a named insured for loss or damage to any building or other structure located within the unincorporated areas of Ellis County that arises out of any fire, explosion, or windstorm where the amount of the recoverable loss or damage to the building or other structure is in excess of 75 percent of the face value of the policy covering such building or other insured structure, unless the building or other structure insured is cleaned up to the satisfaction of Ellis County.

2. LIEN CREATED

(A) Ellis County hereby creates a lien, pursuant to K.S.A. 40-3904, in favor of the County on the proceeds of any insurance policy based upon a covered claim payment made for damage or loss to a building or other structure located within the unincorporated areas of Ellis County, caused by or arising out of any fire, explosion or windstorm where the amount recoverable for all the loss or damage to the building or other structure under all policies is in excess of 75 percent of the face value of the policy covering such building or other insurance structure. The lien shall arise upon any unpaid tax, special ad valorem levy, special assessment, or any other charge imposed upon real property by or on behalf of the County, which is an encumbrance on real property, whether evidenced by written instrument, or such tax, levy, assessment, expense or other charge

that has remained un-discharged or at least one year prior to the filing of the proof of loss.

(B) Prior to final settlement on any claim covered by this section, the insurer or insurers shall contact the County Treasurer to determine whether any such encumbrances are presently in existence. If so, the insurer or insurers shall execute and transmit, in an amount equal to that owing under the encumbrances, a draft payable to the County Treasurer.

(C) A transfer of proceeds under this section shall be on a pro rata basis by all insurance companies insuring the building or other structure.

3. TRANSFER OF FUNDS UPON SETTLEMENT OF CLAIM.

(A) When final settlement on a covered claim has been agreed to or achieved at between the named insured and the company, and the final settlement exceeds 75 percent of the face value of the policy covering any building or other insured structure, and when all amounts due the holder of a fire real estate mortgage against the building or other structure, pursuant to the terms of the policy and endorsements thereto, shall have been paid, the insurance company or companies shall execute a draft payable to Ellis County Treasurer in an amount not to exceed 15 percent of the covered claim payment, unless the County Administrator has issued a certificate to the insurance company that the insured has removed the damaged building or other structure, as well as all associated debris, or has repaired, rebuilt, or otherwise made the premises safe and secure.

(B) Companies insuring the building or other structure shall transfer such funds based on each company's pro rata share of the settlement of the covered claim. Policy proceeds remaining after the transfer to the County shall be disbursed in accordance with policy terms.

(C) Upon transfer of the funds as required in this section, the insurance company shall provide the County with the name and address of the insured or insureds, the total insurance coverage applicable to the building or other structure, and the amount of the final settlement agreed to or arrived at between the insurance company or companies and the insured or insureds, whereupon the County Administrator shall contact the named insured or insureds by certified mail, notifying them that the insurance proceeds have been received and apprising them of the procedures to be followed.

4. PROCEDURE UPON RECEIPT OF MONEYS, INVESTIGATION.

(A) Upon receipt of moneys as provided by this resolution, the County Treasurer shall immediately notify the County Administrator of such receipt, and transmit all documents received from the insurance company to the County Administrator.

(B) Within twenty (20) days of the receipt of the money as provided by this resolution, the County Administrator shall determine, based upon investigation, whether the County shall instigate proceedings, which provide for removal of unsafe or dangerous structures abandoned building and which utilizes the procedures outlined in K.S.A. 12-1752. For purposes of this resolution, the Rural Fire District Chief shall have the responsibility for determining an immediate hazard, pursuant to K.S.A. 12-1750 *et seq.* and the County Administrator shall have the responsibility for enforcement of this resolution.

(C) Prior to the expiration of the twenty (20) day period established in this resolution, the County Administrator shall notify the County Treasurer whether the County intends to initiate proceedings under K.S.A. 12-1750 and this resolution.

(D) If the County Administrator has determined that proceedings under K.S.A. 12-1750 *et seq.* and this resolution and subsequent amendments thereto shall be initiated, the County Administrator shall do so immediately, but no later than thirty (30) days after the receipt of the money by the County Treasurer.

(E) Upon notification to the County Treasurer by the County Administrator that no proceedings shall be initiated under K.S.A. 12-1750 *et seq.* and this resolution, the County Treasurer shall return all money received to the insured or insureds as identified in the communication from the insurance company. Such return shall be accomplished within thirty (30) day of the receipt of the moneys from the insurance company or companies.

5. REMOVAL OF STRUCTURE; EXCESS MONEYS.

(A) If the County Administrator has proceeded under the provisions of K.S.A. 12-1750 et seq. and this resolution, all moneys in excess of that which is ultimately necessary to comply with the provisions for the removal of the building or other structure, less salvage value, if any, shall be paid to the insured.

(B) If the County Administrator has proceeded under the provisions of K.S.A. 12-1750 et seq. and this resolution, against a building or other structure damaged by fire, explosion, or windstorm, any proceeds received by the County Treasurer under the authority of this resolution relating to the building or other structure shall be used to reimburse the County for any expenses incurred by the County in proceeding under K.S.A. 12-1756 and/or this resolution. Upon reimbursement from the insurance proceeds, the County Administrator shall immediately effect the release of the lien resulting therefrom. Should the expense by the County exceed the insurance proceeds paid over to the County Treasurer under this resolution, the County Administrator shall publish a new lien in an amount equal to such expenses incurred.

6. **EFFECT UPON INSURANCE POLICIES.** Pursuant to K.S.A. 40-3909, this article shall not make the County a party to any insurance contract, nor is the insurer liable to any party for any amount in exceed of the proceeds otherwise payable under its insurance policy.

7. **INSURER'S LIABILITY.** Pursuant to K.S.A. 40-3909, insurers complying with this resolution or attempting in good faith to comply with this resolution shall be immune from civil and criminal liability, and such action shall not be deemed in violation of K.S.A. 40-2404 and any amendments thereto, including withholding payment of any insurance proceeds pursuant to this resolution, or releasing or disclosing any information pursuant to this resolution.

8. **DEFINITION OF COUNTY ADMINISTRATOR.** For the purposes of this resolution, the County Administrator is the person appointed by the County Commission as the Chief Administrative Officer for the County.

Enacted and Dated this 18th day of May 2015.

ELLIS COUNTY COMMISSION

_____
Martha McClelland, Chair

_____
Dean Haselhorst, Commissioner

_____
Barbara K. Wasinger, Commissioner

ATTEST:

_____
Donna J. Maskus, Clerk

Invited to Add KPERS OGLI Coverage
KpersFS to: gsund@ellisco.net 05/12/2015 04:26 PM

OPTIONAL GROUP LIFE INSURANCE (OGLI)

Invitation to Add Coverage

Your employer already offers OGLI *member* coverage. You may also already offer *spouse* coverage if your employer chose to add it in 2013.

You Now Have 3 Options

1. Add child coverage
2. Add child coverage and spouse coverage (if you didn't in 2013)
3. Keep your current coverage options

You need to affiliate if you want to add a coverage option. affiliate here

If you just want to keep the coverage your employer has, you don't need to do anything.

OGLI Child-Coverage Basics

Coverage	Cost to Employee Participant	Who's Eligible
$10,000	$1/month Covers all children in family	Children up to age 26
$20,000	$2/month Covers all children in family	Children up to age 26

Just a Reminder

We'll have an open enrollment this fall. Look for more information to come, along with communications for members.

Questions?

- kpersFS@kpers.org
- Toll-free, 1-888-275-5737
- In Topeka, 296-6166

gsund@ellisco.net
NQA

REAL PROPERTY SCOPE OF WORK FOR ELLIS COUNTY, KANSAS

Assignment Valuation Date: January 1, 2016

Scope of Work Date: 04/30/2015

The County Appraiser is required by state law (K.S.A. 79-506) to comply within the Uniform Standards of Professional Appraisal Practice (USPAP). The scope of work document is a planning tool requirement for mass appraisal development and reporting. The County Appraiser is required to 1) identify the appraisal problem to be solved and assignment conditions; 2) determine and perform the appropriate scope of work to develop credible assignment results; and 3) disclose the scope of work actually performed in the development of the mass appraisal.

Below is an estimate of the parcels to be appraised by the Ellis County Appraiser for the 2015 appraisal year. A copy of the appraiser's 2016 budget, required by K.S.A. 79-1471, and any other necessary addendums should be attached to this scope of work document.

The total parcels of real property and personal property renditions to be appraised in Ellis County are summarized below. The totals are estimated as of January 1, 2016.

Real Property	**Total Parcels**	**Personal Property**	**Total Renditions**
a) Residential	9230	a) Individual	2381
b) Farm with Homesite	752		
c) Agricultural Improved	449	b) Commercial	900
d) Agricultural Land	2909		
e) Vacant Lot	641	c) Oil and Gas	1478
f) Commercial/Industrial	1059		
g) Not for Profit	3		
h) Other	9		
i) Exempt	416		
j) Industrial Revenue Bond Exemptions	2		
k) Economic Development Exemptions	4		
l) Severed Mineral Parcels (# or unknown)	Unknown		
RP Total	**15,474**	**PP Total**	**4759**

BACKGROUND

A. Client and intended users:

Mass appraisals assignments in Kansas for ad valorem taxation fall under the responsibility of county government. The county commissions are identified as the clients when they engage the county appraiser under a contract. The Ellis County Commissioners are:

Marci McClelland – 1st District
Barbara Wasinger – 2nd District
Dean Haselhorst – 3rd District

Intended users of this mass appraisal include the State of Kansas and all the property taxing jurisdictions located within Ellis County:

Ellis County
Unified School District 489
Unified School District 270
Unified School District 270 + 4
Unified School District 388
Unified School District 399
Unified School District 399 + 4
Unified School District 269
Unified School District 432
Unified School District 403
Unified School District 407
Unified School District 395
Big Creek Improvement District
Prairie Acres Improvement District
Catherine Town Lots
Gorham Fire District
Hays City
Hays City (TIF-Lite) Home Depot
Hays City (Improvement District)
Ellis City
Ellis City (South Ridge)
Victoria City (Herzog)
Victoria City (Victoria)
Victoria Knights (RHID)
Schoenchen City
Big Creek Township
Buckeye Township
Catherine Township
Ellis Township
Freedom Township
Herzog Township
Lookout Township
Victoria Township
Wheatland Township

We have identified and considered the intended use and intended users of the value opinions and conclusions in order to identify the problem to be solved and to understand development and reporting responsibilities associated with this mass appraisal.

Intended Use:

The results of this mass appraisal will be used for ad valorem property tax purposes, but may be used for other purposes.

B. Effective Date of the Appraisal:

The appraisal date for all real property in the jurisdiction is January 1st. This mass appraisal will be based on property characteristics, economic conditions, physical deterioration and functional utility on this date.

C. Date of the Reported Values:

This mass appraisal assignment will be completed on March 1, 2016. Change of value notices are expected to be mailed to real property owners on March 1, 2016 and to personal property owners on or before May 1, 2016.

D. Type and Definition of Value:

Real property in Kansas is defined in K.S.A. 79-102. For ad valorem mass appraisal assignments, the definition of market value is defined and found in K.S.A. 79-503a. This definition will be used for all classes of real property. Land devoted to agricultural use will also be appraised through an income approach methodology and formula described in K.S.A 79-1476. This is the valuation method that is required by statute for assessment purposes in Kansas. The development of agricultural land value estimates for this use value does not comply with USPAP rules and is considered a jurisdictional exception. Model development for agricultural land use value is the primary responsibility of the Property Valuation Division (PVD).

E. Disclosure of all Assumptions, Limiting Conditions, and Jurisdictional Exceptions:

1) It is assumed all properties will be free of any and all liens and encumbrances.

2) Each property has also been appraised as though under responsible ownership and competent management.

3) Surveys of the appraised properties will not be provided. We will rely upon property ownership map, deeds and other materials in the course of estimating physical dimensions and the acreage associated with subject properties.

4) We assume the utilization of the land and any improvements are located within the boundaries of the property described. It is assumed that there are no adverse easements or encroachments for any parcel that have not already been addressed in the ownership record file.

5) Property inspections will be made before the appraisal date. Our goal is to re-inspect every parcel within the county at least every six (6) years. A property may be inspected more frequently if a building permit has been issued, the property has sold, or changes have been noted during neighborhood reviews or detected through aerial imagery. The date and time of

inspections are noted on the property record. It is assumed that there has not been any material change in condition from the latest property inspection, unless otherwise documented on the individual property record.

6) It is assumed that there are no hidden or unapparent conditions associated with the properties, subsoil, or structures, which would render the properties (land and/or improvements) more or less valuable.

7) It is assumed that the properties and/or the landowners are in full compliance with all applicable federal, state, and local environmental regulations and laws.

8) It is assumed that all applicable zoning and use regulations have been complied with.

9) It is assumed that all required licenses, certificates of occupancy, consents, or other instruments of legislative or administrative authority from any private, local, state, or national government entity have been obtained for any use on which the value opinions contained within this report are based.

10) This office does not receive hazardous condition reports and we are not qualified to detect hazardous materials. Therefore, evidence of hazardous materials, which may or may not be present on a property, will not be documented. As a result, the final opinion of value is predicated upon the assumption that there is no such material on any of the properties that may result in a loss, or change in value.

11) Information, estimates, and opinions furnished to us and incorporated into the analysis and final report will be obtained from sources assumed to be reliable, and a reasonable effort has been made to verify such information. However, no warranty is given for the reliability of this information.

12) The Americans with Disabilities Act (ADA) became effective January 26, 1992. We do not make compliance surveys nor do we conduct a specific analysis of any property to determine if it conforms to the various detailed requirements identified in the ADA. It is possible that such a survey might identify nonconformity with one or more ADA requirements, which could lead to a negative impact on the value of the property(s). Because such a survey has not been requested and is beyond the scope of this appraisal assignment, we did not take into consideration adherence or non-adherence to ADA in the valuation of the properties addressed in this report.

13) Disclosure of this Scope of Work Document is governed by the rules and regulations of the Kansas Open Records Act (K.S.A. 45-219), and is subject to the USPAP Jurisdictional Exception Rule.

F. Disclosure of Extraordinary Assumptions and Hypothetical Conditions:

The use of extraordinary assumptions and/or hypothetical conditions can affect the assignment results of a mass appraisal. All parcels of property subject to this mass appraisal were valued based upon known facts about physical, legal and economic characteristics and conditions.

An extraordinary assumption will be used in the appraisal of residential property. During the routine annual physical reinspection (approximately 1/6 or 17% of the parcels in our jurisdiction) interior inspections will not be made of buildings on residential property, unless specifically

requested by the property owner. Our data collection policy on residential property requires a physical review of exterior property characteristics only. Interior data characteristics for residential property are typically obtained through interviews at the door or questionnaires that are completed by the occupant and mailed back to our office. It is assumed that the physical condition of the interior of each dwelling is similar to its exterior condition, unless we received additional information from a qualified source that may trigger an adjustment or require an inspection. A request will be made to inspect the interior of commercial and industrial buildings. If an inspection is unsuccessful, a note will be provided on the property record and estimates will be made as to the quality and quantity of interior fixtures and features.

An extraordinary assumption will also be used in the appraisal of agricultural property. The valuation of land in agricultural use is based upon a use value formula for taxation purposes. This statutory requirement restricts the county appraiser from considering the highest and best use of the property when developing an agricultural use value estimate for ad valorem purposes. This restriction is considered a USPAP jurisdictional exception under K.S.A. 79-1476.

G. Property Rights Appraised:

Kansas courts have concluded that the definition of real property represents the fee simple interest. "A fee simple estate is absolute ownership of a property unencumbered by any other interest or estate, subject only to the limitations imposed by the government powers of police power, eminent domain, escheat and taxation." See *In the Matter of Prieb Properties, L.L.C.*, 47 Kan.App.2d 122, 275 P.3d 56 (2012).

H. Scope of Work Requirement:

This annual mass appraisal assignment is prescribed by statutes, directives, guidelines and annual maintenance specifications promulgated by the Property Valuation Division. The scope of work used to develop this mass appraisal is also requirement of the 2012-2013 USPAP Standards Rule 6-2 (j). Information in this document includes a disclosure of research and analyses that will be performed and as well as a disclosure of research and analyses that will **not** be performed. When any portion of the work involved significant mass appraisal assistance from contractors, consultants or professionals who are not directly employed by our office, we will describe the extent of their assistance. The official certification report will contain the names of our appraisal and technical staff, consultants and contracted experts who provided significant assistance in developing the mass appraisal, in accordance with USPAP Standards Rule 6-9. The certification report will be completed and submitted to PVD as required by Directive #14-046 within 30 days of certifying 2016 personal and real property values to the county clerk.

Ellis County uses a computer assisted mass appraisal (CAMA) software application to perform many administrative operations, database management functions, query tasks, reporting utilities, and technical appraisal processes. All parcels of real property in the county are assigned a unique parcel identification number. This number is the key to identify the computer database record of ownership, sale transactions, property characteristics, valuation, assessment classification, appeals and historic information stored in the CAMA system. The software also includes automated valuation model (AVM) development tools. The software is tested, maintained, enhanced and supported by the Kansas Department of Revenue (KDOR), Property Valuation Division (PVD) and the developer, Tyler Technologies, Inc. The software application is known as Orion®. The county does not own, change or have access to the program source code. We will also use

Microsoft Office personal computer software to perform analytical studies and prepare work products.

The mass appraisal process calls for three basic approaches to be considered in the valuation of property: the sales comparison approach, cost approach, or income approach. It will not be possible to develop value estimates using all three approaches on all properties in the county. Exclusions will be identified in this document. The property in the county will be appraised under USPAP Standard 6.

I. Identify the Properties to be Appraised:

In Kansas, a value review of all parcels of real property in the county is required on an annual basis. All property values in the county will be examined during the year and updated, if necessary.

J. Opinion of Highest and Best Use:

Other than parcels that are classified as agricultural for assessment, all parcels are to be valued at their highest and best use. For land classified as agricultural for assessment purposes, the use value is based on soil productivity and actual use from the most recent growing season.

"Highest and best use is the reasonably probable and legal use of vacant land or an improved property that is physically possible, legally permissible, appropriately supported, financially feasible, and that results in the highest value." *The Appraisal of Real Estate,* 13th ed., The Appraisal Institute, p. 278.

Unless otherwise stated on a parcel record, the highest and best use will be the actual use of the property. For parcels that are unoccupied on the January 1 appraisal date the immediate prior use will be considered the highest and best use. For land in agricultural production an opinion of use value, based upon soil productivity and actual use during the most recent growing season will prevail over any other highest and best use.

The highest and best use of a parcel may change over time if the character of the neighborhood Changes, creating demand for a different use. Parcels in transition from a prior/current use to a different use are evaluated as needed to determine the highest and best use supported by available evidence before the Notices of Valuation are mailed.

K. Results of Preliminary Testing:

In Kansas, the appraisal/sales ratio study performance measures are the primary tools used to evaluate the mass appraisal outcome. The study produces statistical indicators of appraisal level and uniformity, based upon samples of valid real estate sales. As a first step in every annual revaluation cycle, we prepare and examine ratio studies for the major statutory subclasses of real property as well as various sub-categories and strata. Residential and commercial/industrial property receives the most scrutiny. If model performance needs improvement in order to meet ratio study performance standards, model recalibration, re-specification or property reinspection may be required. Not all property classes, strata or sub categories will achieve ideal ratio study performance measures. Not all property classes or strata or sub categories can be evaluated through statistical performance measures when there is an insufficient level of market activity, valid sales data is scarce and sample sizes are too small. Perfection is not a requirement in a mass appraisal. Our office is required to operate within a limited budget. This assignment condition compels us to focus our resources on the most serious appraisal problems. Thus, our time and

effort will be devoted to property types and geographic areas in the county that require the most attention during this annual appraisal cycle.

The statistical performance measure for overall appraisal level (by real property subclass) is the median ratio. The acceptable range for statistical compliance the Property Valuation Division (PVD) Directive 92-004 is 90% to 110% (0.90 to 1.10) for all property classes except agricultural (A) and farm with a homesite (F). With confidence intervals considered for the 2013 and 2014 valuation year all improved residential and commercial/industrial property met this standard. The primary performance measure for appraisal uniformity is the coefficient of dispersion (COD). The measure is expected to be less than 20 to achieve statistical compliance with minimum standards in Directive 92-004 for the residential and commercial/industrial subclasses. For the 2013 and 2014 valuation cycles the COD goal of 15 or less was met in all residential neighborhoods within the limits of the county. The overall commercial/industrial sample used by the PVD for all geographic areas in the county achieved minimum statistical compliance through a COD confidence interval that fell under 20. It is unlikely that significant improvement will be seen in the next valuation cycle and we may not be able to achieve compliance with industry standards for COD measures for all strata within the commercial/industrial subclass. The appraisal vacant lots are also evaluated through the ratio study. For 2014 there were 28 valid sales in this property class. The sample size was too small to develop reliable ratio study statistical measures for more than the subclass stratum. We attained a COD of 31.0 and did not meet the median ratio requirements. However for 2015 several neighborhoods within the county had adjustments to the lot values

The price related differential (PRD) is an additional uniformity measure of vertical equity that we employ for the residential and commercial/industrial subclasses. This measure is expected to fall in the range of 0.98 to 1.03. In order to evaluate statistical compliance, 95% confidence intervals are developed around the statistical point estimate. A portion of the confidence interval range is expected to overlap or fall within the specified range of acceptance for this goal to be met. In past years we have met the industry performance standard for this measure in all residential strata and we expect to achieve an equivalent level of performance in this cycle. Acceptable PRD measures in the commercial and industrial subclass have been more difficult to achieve.

The 2014 Preliminary Ratio Study generated by PVD indicates the following:

Class	Median Ratio	COD	PRD	Valid Sales	Trim Sales
Residential	96.7	8.4	1.01	203	19
Commercial	93.9	15.7	0.96	12	1

Analysis of valid 2014 and 2015 sales indicate the following:

Class		Ratio Analysis			
		Cost	Market	MRA	Index
Residential	Median:	1.009	1.024	1.026	0.997
	COD:	11.0	7.9	10.3	10.4
Commercial	Median:	0.994			0.878
	COD:	33.9			12.5
Vacant	Median:	0.829			
	COD:	15.9			
Res-Urban	Median:	1.018	1.026	1.028	1.000
	COD:	10.7	99.8	99.7	102.5
Res-Rural	Median:	0.944	0.968	0.932	0.919
	COD:	13.8	11.0	13.1	19.5

We have had difficulty in attaining uniformity performance measures in rural towns and unincorporated areas of the county. There is a lack of valid sale information that places significant challenges on the model calibration process and owners of rental property tend to ignore our repeated request for lease income and operating expense information.

L. Model specification considered, data requirements, and model(s) chosen:

Land Valuation

Model Specification:

The following mass appraisal approaches were utilized in developing land values:

Sales comparison
Abstraction
Allocation

Data Requirements:

During the current valuation year, vacant land sales will be collected, confirmed, screened and added to the sale history database and spreadsheet land templates. The spreadsheet templates will incorporate valid sales from January 2010 to about September 2015. Land values are influenced by size, shape and topography of the parcel. Lots used for residential and commercial purposes are also influenced by geographic location, amenities and utilities available to the site. All of these factors will either be accounted for in the model or adjusted for unique parcels.

As referenced previously, land in agricultural use is appraised through a statutorily defined formula method to arrive at a use value. Use-value land rates are developed and promulgated by the Property Valuation Division. We have some latitude to modify the land productivity value by considering adverse influence factors that may impact agricultural production on the subject parcel. Parcels with adverse influences will be reviewed during the annual field inspection and adjustments will be considered to the use value. We will also develop market value estimates for agricultural land, but these will not be used for assessment purposes.

Data Collection Procedures:

Vacant land sales will be qualified as market value indicators from a review of real estate sales validation questionnaires (SVQ's) and confirmed or screened through follow-up interviews when necessary. The sold parcels will be noted on digital cadastral maps. Sale information will be entered on the property record and extracted to Microsoft Excel worksheets for analysis. The following property characteristic data will be considered for vacant land and undeveloped sites: neighborhood life cycle and desirability, frontage, depth, shape, utilities available, zoning and adverse influences.

The land characteristics that may present data inaccuracy are considered minimal due to the quality of the cadastral mapping program and routine periodic field inspections. However, we cannot fully evaluate features that are not visible from the street or aerial photographs. Some data characteristics or recent adverse influences may not be

considered unless they were brought to our attention and verification can be made by our appraisal staff. These would include sinkhole threats and subsurface contamination.

Model Calibration:

The calibration for each land valuation model will be performed through a personal computer using Microsoft Excel worksheet valuation templates. The model specification and valuation module in the CAMA system is known as computer assisted land pricing (CALP). Four types of land valuation models will be developed for use in the county:

Site
Square foot
Front foot
Acreage

The site model will be used where sales data indicate one lot value is appropriate in a neighborhood, despite minor differences that may be noted in parcel sizes or street frontage. The square foot model uses a base area standard and employs a dollar value adjustment for any lots that exceed or recede from the base size. The acreage models operate in essentially the same fashion. It will be used to value parcels that typically exceed one Acre in a development or in rural areas. The front foot model uses a base dimension that represents the typical street exposure and a typical depth category for a neighborhood. Four depth categories will be developed in our county: 100 feet, 120 feet, 132 feet, and 150 feet. Dollar value adjustments will be made when the actual frontage of a subject property lot deviates from the standard selected for the neighborhood. An additional percentage adjustment will be made for the subject property lot depth when it deviates from the base selected for the neighborhood model. Documentation for land value model development will be available in work file titled 2016 Maintenance Reports.

The documentation will include:

- Neighborhoods delineation maps
- Sales analysis stratified by neighborhood, property class or market area
- Model selection details and land pricing coefficients developed

Model Validation:

The primary appraisal performance test used for land model validation will be the sales ratio study. The county places major emphasis on the median ratio, and COD measures obtained from the ratio studies. We recognize industry performance goals in the valuation of land as presented in the Standard on Ratio Studies. We may not have a sufficient number of valid residential sales to develop reliable ratio study measures by strata. Vacant lots in unincorporated areas of the county will be the most challenging to calibrate and test. The sales ratio study performance measures attained may be reviewed in work file titled 2016 Maintenance Reports. An explanation will be provided if the land valuation model does not meet expected performance goals.

Agricultural Use Value

We will make an inspection of at least ½ of land in agricultural use to verify any changes to the acreage devoted to each primary valuation class. The primary use-valuation classes are: dry cropland, irrigated land, tame grass (pasture) and native grass (pasture). The National Agricultural Imagery Product (NAIP) is typically used to verify actual use. These are vertical aerial images taken at one meter resolution (in color) during the growing season. We will compare the most recent images to the previous set and make any use area change to agricultural parcels on our property ownership maps.

Land value rates are based primarily on soil productivity units. We use soil survey maps developed and published by the USDA Soil Conservation Service and classification guidelines developed by PVD to assign each soil type to a productivity group. The acreage of each productivity group and class category is calculated and entered on the subject parcel record. The acreage land values for productivity groups and categories have been developed by PVD and are delivered to our office annually. If we apply adjustments to a subject parcel for adverse influences identified on the land, the rationale will be provided on the property record.

Agricultural Market Value

We are required by statute to also estimate the market value of agricultural land, but this estimate is not used for taxation purposes. We intend to analyze agricultural land sales to determine a market value for each primary use class. If we verify that land in agricultural use has a higher and better use (typically in suburban urban areas of the county) the land value estimate will be derived from market value tables used for residential or commercial property in the vicinity or neighborhood.

Cost Approach

Model Specification:

The building and improvement cost model is specified by Marshall & Swift, a nationally recognized provider of construction cost data and software services to appraisers in both the public and private sector. . Proprietary software developed by Marshall and Swift is incorporated into the ORION® system.

Data Requirements:

Many property data characteristics are collected for the development of replacement cost new estimates for residential, mobile home, commercial, industrial, agricultural and exempt properties.

Data Collection Procedures (New Construction):

On-site data collection is initiated by the start of new construction on a parcel. Physical data characteristics for all approaches to value will be collected or verified during on-site property inspections in the field. The data collection manuals are also available for inspection. See work file titled 2016 Maintenance Reports.

Quality Assurance Process and Findings:

Property data characteristics used to develop replacement cost estimates will be reviewed for accuracy through an internal quality assurance program. Special attention will be paid to reviewing the work of new employees assigned to perform field inspections. The appraisal supervisor will be assigned to review a portion of data collection work

performed by new staff employees. A quality assurance review of their work products will be made in accordance with Section 19.1 of the Maintenance Specifications and will be available for inspection. We will also follow the quality assurance steps outlined in Section 17 of the Appraisal Specifications. At the very least, valid sold parcels will be checked for measurement accuracy through a check of all walls by measuring two adjourning sides of each structure, including all attachments and/or additions.

Property characteristics that may present the highest incidence of data inaccuracy are those that relate to interior building components and linear wall measurements. The data collector is required to make an attempt to inspect the interior of commercial and industrial buildings. Successful interior inspections will be noted on the property record. Dwellings and buildings on residential parcels do not require an interior inspection. An interview will be conducted with the owner or occupant to collect or verify information on the following building components and construction details:

Number of rooms, and bedrooms

Number/type of bathrooms & other plumbing fixtures counts

Basement area and finish (bedrooms, baths, rec room, etc.)

Fireplaces

Heating and cooling system

Built-in garage area and unfinished utility areas

Floor and wall finishes

Year built and major remodeling/additions/rehabilitation

If an interview is unsuccessful, a post card door-hanger questionnaire will be left on the front door, handed to the occupant, or mailed to the owner. We will not conduct interviews with minor children. Interior characteristic data will be cross checked against comparable benchmark dwellings and correlated with construction features visible from the exterior. If inconsistences appear on edit reports, an interior inspection may be requested. Interior residential data is believed to be at least 95% complete and at least 90% accurate. The on-line CAMA data entry program has numerous cross edits, range edits and logical edits built in to help detect data collection, recording and keying errors. Errors that cannot be resolved in the office or through a follow-up phone call will be returned to our field appraisers for another field inspection.

Cost Model Calibration:

The replacement cost estimated developed by the Marshall & Swift software application is market calibrated through a local time/location index. The company provides an estimate based upon a Zip code.

Depreciation study: We expect to use valid sales to assist in the calibration depreciation tables used for the cost approach. A sufficient number of recent sales from the local real estate market will not always be available for a comprehensive analysis and complete calibration. Appraisal judgment is a required part of the calibration process.

The cost approach calibration process uses sales ratio study measures to evaluate

overall model performance. Excel templates will be developed to assist in the depreciation calibration process and support conclusions of our analysis.

The coefficients required for the mass appraisal cost model consist of the replacement cost new estimates for property characteristics and building components. Land coefficients include value estimates for area units of comparison and factors that influence site values. Coefficients for building and improvement obsolescence and physical depreciation estimates will be based upon the year built and condition (physical component), utility and design (functional obsolescence component), and locational desirability (economic obsolescence component) ratings.

Model Validation:

Cost model value estimates will be examined for each parcel during the final review process. The primary appraisal performance test used for land model validation is the sales ratio study. We will place major emphasis on the following statistical measures attained from the sales ratio study: Median ratio, COD and PRD.

See the work file title 2016 Maintenance Reports for documentation related to depreciation,

Sales Comparison Approach

Model Specification:

The sales comparison approach is based upon the economic principals of supply and demand, contribution and substitution. This is the preferred approach we expect to use for the valuation of residential property because is directly rooted in the market and volume of sales activity in our county is adequate to develop credible models. The basic model we have used in past cycles is additive. This means the value of a residential property can be estimated through a process that adds value for each component, such as living area, garage area, basement area, central air conditioning, bathroom fixtures, etc. Approximately 20 significant property characteristics have been identified as candidates for consideration in developing the additive model.

Data Requirements:

The sales comparison approach has been used for residential property only (one to four unit dwellings). This approach requires a sufficient number of recent valid sales to develop reliable statistical samples for salient characteristic adjustments used in the model. Commercial and industrial properties comprise a wide variety of construction designs, use types, functional requirements and special building features. These characteristics require a very large data base of recent sale information to analyze and draw from. The quantity and quality of information required to develop credible sales comparison models for commercial and industrial property is not available within our county and budgetary constraints limit the extent of research, data collection and information verification that can take place outside the jurisdiction.

Data Collection Procedures:

Residential data characteristics considered important for the sales comparison approach have been collected during routine on-site property inspections in the field. They are part of the master property database that is also used for the cost and income approach.

Process Description:

The sales comparison approach requires a set of recent valid sales that can serve as equivalent market value indicators or benchmarks when matched with unsold properties. However, few exact matches between sold and unsold properties will occur in the market place. To overcome this impediment sale price adjustments must be developed to account for any differences between characteristics associated with the set of chosen comparable sales and the subject property. We have developed a sale history file that archives the property characteristics of parcels on their sale date. The file holds a set of valid sales that spans at least three years and continues to be updated every month. All properties within this file will be verified to be open market, arms-length transactions that comply with all the criteria necessary to be considered a valid sale. We will develop a list of the most salient property characteristics to be considered in the sale price adjustment process. These characteristics will serve as independent candidate variables in a statistical process known as multiple regression analysis (MRA). The work process is called market modeling (hedonic modeling or probabilistic modeling). We have developed three market models within the county to account for significant economic differences in neighborhood groups, geographic regions, market areas, or clusters. The output from this modeling process produced dollar adjustments for property characteristics (variables or coefficients) that are correlated with sale prices. Some model coefficients (adjustments) may require appraisal judgment if they do not demonstrate a high level of statistical significance or they enter the model with atypical or unstable values. The final component of this modeling process uses an algorithm to select the best set of comparable sales for comparison with each subject property. For a single property appraisal, this comp selection step can be performed manually, but this is not practical for a mass appraisal that involves thousands of properties. The annual reappraisal will require many subject parcels to be processed in a very short time frame, using a standardized procedures, rigorous methodology, and consistent set of selection criteria. This challenge requires a computer assisted search and selection routine. The number of critical property characteristics that will be used in the comparable selection step is typically less than those considered for sale price adjustments. We will choose a set of essential property characteristics from those available in the database and assign weights that place more importance on some characteristics over others during the automated selection process.

Characteristics Used in the Model:

The list of the candidate variables we will consider with each market model will be based upon experience gained over many past valuation cycles. See work file titled 2016 Maintenance Reports for the list of property characteristics that we expect to use in the selection of comparable sales and the weights we assigned to rank the importance of these salient attributes during the previous valuation cycle.

Characteristics that May Present Data Inaccuracy:

Interior residential data characteristics will not be verified through a visual confirmation during the routine property inspection process. Interior data is collected and reverified through an interview with the home owner or tenant. Sometimes this data is not reported or recorded accurately. Some dwellings had no interior data verification with the owner or occupant in past years and are the most likely to contain some errors or omissions. Numerous edits and cross edit comparisons will be executed and examined before model calibration begins. These tools are expected to flag or filter most suspect characteristic

data.

Other Data that May be Inaccurate:
Although reported sales data is not 100% trustworthy, the sales validation staff will make telephone calls to re-verify unusual transactions or resolve errors or omission noted on the sales validation questionnaire. Some highly unusual or abnormal sales may be removed from the analysis to mitigate problems they may cause with multiple regression analysis. See work file titled 2016 Maintenance Reports for the list of excluded sales.

Model Calibration:

The market model will be calibrated through the multiple regression analysis (MRA) software module available in the Orion CAMA system. The application uses a backward stepwise elimination procedure to develop values (coefficients) for the candidate variables we selected for consideration. The resulting regression models are additive and linear in nature.

Model Coefficients and Estimates:

An MRA 'market model' estimate will be produced for each residential parcel. The regression output reports contain the statistical diagnostics and coefficients. It is anticipated that some candidate variables will be forced into the model, such as land (site or lot) values developed through other analytical methods. In some cases, we may constrain or override coefficients that enter the regression model with unexpected adjustments. See work file titled 2016 Maintenance Reports for details of the model coefficients.

The computer automated comparable sales selection process uses an algorithm (called a Euclidian distance metric) to develop mathematical measures of comparability based upon the weight assigned to salient property characteristics and the degree of similarity with respect to each subject property. Up to five sales may be selected for each parcel during the iterative routine that searches the sale history file. In some cases, however, the subject property may be so unique or unusual that no reasonable comparable sales may be found in the sales database search. In such cases, less than five sales may be available for comparison. And for some parcels, only the regression derived market model estimate will be available for consideration.

Model Validation:

We expect to review the comparable sales model estimates prepared for every residential property and we will test each model performance through a sales ratio study. Major emphasis will be placed on the following performance measures attained from the study: median ratio, COD and PRD. The county recognizes IAAO goals in the valuation of residential property presented in the Standard on Ratio Studies (Part 1). If statistical measures do not met expected goals for any neighborhood group or market area, an explanation will be provided. See work file titled 2016 Maintenance Reports for the ratio study reports developed to evaluate model performance.

Income Approach

Model Specification:

Income approach models will be developed for several types of multi-family residential,

commercial and industrial properties in the county. Models will be developed for the following candidate property types in the past years:

Apartment (over 5 units)
Retail
Office
Self-storage facility

Lease (rent), vacancy, miscellaneous income and operating expense data will be obtained from annual survey questionnaires and requests for operating statements will be mailed out to a sample of owners of record by July of each year. Financial property data returned from owners and investors will be entered into Excel spreadsheet templates for exploration and analysis. This data is treated as confidential and it does not fall under the Kansas Open Records Act (K.S.A. 45-221).

Rental income models for most property types are based upon gross building area (annual rent per square foot). The two exceptions are: 1) apartments, which are based upon apartment design (bedroom units) and associated monthly rental rates; and 2) hotel/motels which are modeled by guest sleeping rooms and average daily room rates. Vacancy percentages have been re-expressed as occupancy rates (percentage factor) and used to develop adjusted gross income estimates. See work file titled 2016 Maintenance Reports for details on the mathematical forms of these models.

Direct capitalization will be used for all property types and rates will be developed from the sale of leased properties in the county. In addition, local banks will be surveyed for current lending rates and terms and CD rates. See work file titled 2016 Maintenance Reports for details of the analysis.

Data Requirements:

The data required by income models is derived from annual income and expense surveys that are mailed out to property owners. Some data is collected during the hearing and appeal process. The actual income and expense questionnaires completed and submitted by property owners is considered confidential and will not be available for public inspection.

Data Collection Procedures:

Property characteristic data used to develop the income approach will be collected during routine field inspections. Many of the same data elements used to develop cost approach estimates are also used in the income models. Financial data from returned survey questionnaires will be entered into Excel database templates for exploration and analysis. If a sufficient amount of reliable information can be collected for a group of investment property types in a neighborhood strata or market area, we will develop and evaluate income models.

Property data characteristics relied upon will be collected or verified during on-site inspections. These include building features, functional use, vacancy rates, physical condition and obsolescence. Operating expense categories will be based upon property type and each model expense category will be identified as a typical owner or tenant responsibility. Operating expenses will be further specified to reflect age of the structure

and investment grade if sufficient data is obtained. A separate model category will be designated for management expenses. A percentage of effective gross income will be developed to reflect typical professional management expenses, even if a subject property is owner operated and no management expenses are reported.

Characteristics that May Present Data Inaccuracy:

The property features and characteristics most likely to present data inaccuracy are related to interior elements. Some property managers, tenants or owners may not permit an interior inspection of buildings. Some buildings may be closed, vacant, unsound or unsafe. Thus, an inspection may not be possible. Some improvements or use changes may have been made over time without building permits. We attempt to inspect every property in the county at least once every 6 years. Inspection dates, time, purpose and outcomes are recorded on the property record. Some of this information can be corrected during the hearing and appeal process or it may be possible to schedule an on-site inspection.

Other Data that May be Inaccurate:

Although reported sale data is not 100% trustworthy, the sales validation staff will make telephone calls to re-verify unusual transactions or resolve errors or omission noted on the sales validation questionnaire. Some highly unusual or abnormal sales may be removed from the analysis. Income and expense forms may also contain errors or omissions. If these documents are incomplete or appear suspect they be screened from the database or trimmed from the analysis. Work file titled 2016 Maintenance Reports contains the list of any excluded sales.

Model Calibration:

Models will be calibrated in Excel workbook templates. Each income model has the following coefficients in the mathematical structure: rental income, occupancy rate, miscellaneous income (if applicable), operating expenses, management expense capitalization rate and effective tax rate.

Calibrated model coefficients will be reviewed and compared to models prepared for the previous valuation cycle. Income model estimates developed may be compared to the cost approach estimates during the reconciliation process. Individual value estimates will be examined, compared to the previous year model values and checked for accuracy.

Model Validation:

We will review all the income approach value estimates prepared for parcels processed in the CAMA system. Income model performance may be tested through a sales ratio study for each property use group if a sufficient number of valid sales are available. Major emphasis will be placed on the following performance measures attained from the study: median ratio, COD and PRD. We recognized the IAAO performance measures in the valuation of income producing property presented in the Standard on Ratio Studies. If statistical performance goals are not met for any use group category, neighborhood group or market area, an explanation will be provided in work file titled 2015 Maintenance Reports.

M. Final Model Value Testing

We will review and ascertain that our local market responds to characteristics analyzed and selected to specify the models. We will test all models during the final review process to verify that credible estimates of value have been developed for each approach. When model calibration work is completed and closed, we will prepare ratio studies to evaluate overall mass appraisal model performance by property type, neighborhood and statutory subclass. If IAAO or minimum state mandated statistical performance goals are not achieved, an explanation will be provided. Major emphasis will be placed on the residential and commercial/industrial subclasses. Perfection is not a reasonable goal and some individual model value outputs may not appear reasonable or credible. These properties may require model value overrides. In such cases, we may use other tools to perform the analysis that more accurately reflected prevailing market behavior. These atypical properties will be identified by a code and the rationale for employing the override will be provided in the notes section of the property record. The valuation models developed for vacant land may not meet IAAO sales ratio performance standards for the COD in the Non-Hays areas. This has been the case for the past. We do not expect to collect a sufficient number of sales to calibrate the model with a high level of statistical confidence. The final ratio study reports will be available in work file titled 2016 Maintenance Reports.

Value Reconciliation

The mass appraisal reconciliation and assignment results developed for each parcel will comply with the reporting requirement in USPAP Standards Rule 6-8 for Kansas county appraisers. The parcel valuation reports generated by the Orion CAMA system communicate the elements and results of each approach used to value the subject parcel, along with the value conclusions of the appraisal. Value reconciliation will be based upon the quantity and quality of data available, the applicability and relevance of the approaches considered, and the methods and techniques employed to ensure standards of accuracy are met. In the case of a mass appraisal for ad valorem taxation, stability and accuracy are important to the credibility of value opinions. Any assumption or limiting condition that results in deviation from recognized mass appraisal methods or techniques will be disclosed on the individual subject parcel record.

Final value determinations will be based on a careful analysis of the quantity and quality of data available to develop each approach as well as validation through the performance statistics produced at the conclusion of each of the model development phase and the final validation testing. Typically, the optimal model derived value estimate will become the chosen default appraised value for a class or type of property. For residential property the comparable sales approach has performed very well in our county for many years and model estimates exceed industry performance standards for all level and uniformity measures. We expect this will again be the default value for this appraisal cycle. If the comparable sales approach estimate for a subject parcel produces an erratic or extreme value compared to the neighborhood norm, the cost approach estimate may be considered next. If many parcel values within a neighborhood fluctuate in an erratic manner, compared to the previous year, a trended index adjustment may be applied to the entire neighborhood. For commercial and industrial property the cost approach is expected to become the default if the model attained acceptable performance standards for the neighborhood and property type. The cost approach will typically be the next value to be considered.

The annual mass appraisal will be accompanied by a certification signed by the County Appraiser. I will also rely on work performed by staff appraisers and other technicians who meet the USPAP competency requirements and have produced credible work products. The names of these individuals and the role they played will be indicated on the addendum to the certification form.

N. Public Disclosure

When the change of value notices are mailed to property owners, the written appraisal file becomes an open public record. Values will also be made available to the public through the county's Internet map and data application (www.ellisco.net). All exhibits and work products referenced in this document will be available for inspection at the county appraiser's office during regular business hours. Printouts and digital files and document image printouts may also be obtained through the county appraiser's office. Staff time and materials charge may be required to prepare and fulfill some open records requests. Sales data can be examined at the county appraiser's office if a property owner (or a legal representative) has filed an appeal, paid property taxes under protest or is contemplating an appeal.

An individual or party receiving a copy of work file materials, reports or a written appraisal does not become an intended user of the mass appraisal unless the county appraiser has specifically identified such individual or party in the scope of work document (see Section A).

Value disputes or challenges of individual property appraisals will be administered through the informal appeal processes. The appraised values may change as a result of hearing and appeal outcomes. The county appraiser does not intend to perform single property appraisals under USPAP Standards 1 & 2 for properties that are appealed. However, salient data characteristics may be reexamined and mass appraisal models or techniques used to develop an opinion of value, may be corrected, recalibrated or adjusted during the appeal period.

TANGIBLE PERSONAL PROPERTY, MINERAL LEASEHOLD, AND OIL/GAS SCOPE OF WORK ADDENDUM

Client and intended users
The intended use and users of the value opinions and conclusions developed and reported for tangible personal property, mineral leasehold interest, and oil and gas property are the same as identified for real property in order to identify the problem to be solved and to understand development and reporting responsibilities associated with this personal property/oil and gas mass appraisal.

Intended Use
The results of the mass appraisal assignment will be used for ad valorem tax purposes.

Effective Date of the Appraisal
The appraisal date for all tangible personal property, mineral leasehold interests, and oil and gas property in Kansas is January 1st as required by K.S.A. 79-301.

Date of the Reported Values
The mass appraisal assignment will be completed before May 1, 2016. Notices of Value shall be mailed to property owners on, or before May 1, 2016, per K.S.A. 79-1460 unless an extension is requested and granted by the Property Valuation Division.

Appraisal Methods and USPAP Jurisdictional Exceptions
Tangible personal property appraisals use a variety of valuation methods that depend on the statutory classification. Kansas Division of Property Valuation has also developed appraisal guidelines implementing these statutes. Oil and gas valuation uses an income approach that includes specific factors required by K.S.A. 79-331 to achieve a fair market value. The Director of Property Valuation has invoked a USPAP jurisdictional exception for valuation methods that are based upon a mathematical formula and prescribed by Kansas statutes. The Director has also offered the County Appraiser an option to invoke a USPAP jurisdictional exception for subclasses of personal property that require appraisals at full market value. The County Appraiser has accepted the option to use appraisal methods presented in the Kansas Personal Property Valuation Guide in place of developing individual personal property appraisals under USPAP Standard 7 and reporting under Standard 8, or by developing mass appraisal models under Standard 6.

Filing Responsibilities
Any person, association, company or corporation who shall own or hold tangible personal property as of Jan 1shall list it with the county appraiser by filing a personal property/oil and gas rendition as defined and required by K.S.A. 79-303, K.S.A. 79-305a, K.S.A. 79-306, and K.S.A. 79-332aPersonal property is required to be listed on or before March 15th, or the next following business day if such date is other than a regular business day. Oil and gas properties are required to be listed with the county appraiser on or before April 1st of each year Additionally, K.S.A. 79-306 requires all personal property/oil and gas renditions to be "personally signed" by the taxpayer and also signed by the rendition preparer.

Late Filing Penalties
Late penalties are added to the personal property/oil and gas assessed valuation if the rendition is filed after the March 15 and April 1 deadlines but within one year of those dates. Penalties accrue at 5% per month not to exceed 25% in the aggregate per K.S.A. 79-332a and K.S.A. 79-1422.

Failure to File
If the required personal property/oil and gas rendition is filed more than one year from the March 15 and April 1 deadlines, a 50% failure to file or failure to file a full and complete statement is added to the assessed value per K.S.A. 79-332a and K.S.A. 79-1422.

Escaped Personal Property
If personal property/oil and gas has not been listed or has been underreported and is discovered by the county appraiser within two years next preceding January 1st, the county appraiser shall list and appraise the personal property and add 50% penalty of the escaped or underreported assessed value as stated in K.S.A. 79-1427a.

Personal Property Valuation
The following are brief descriptions of the appraisal methods found in the current Kansas Personal Property Valuation Guide and Oil and Gas Valuation Guide that will be used by the county:

Commercial/Industrial Machinery and Equipment will be valued at its retail-cost-when-new (RCWN), less straight line depreciation over its economic life not to exceed less than 20% of RCWN. Sales tax, freight and installation charges are not included in the RCWN. This formula based method is prescribed by statute. Therefore, the Director of Property Valuation has invoked a USPAP jurisdictional exception. In accordance with K.S.A. 79-223, any commercial/industrial machinery and equipment in Kansas acquired after June 30, 2006 is not subject to ad valorem taxation. Commercial/ industrial machinery and equipment no longer being used in the production of income will be appraised at fair market value. The County Appraiser has invoked an optional USPAP jurisdictional exception to use methods presented in the Kansas Personal Property Valuation Guide to develop market value estimates.

Oil and Gas Property in Production is defined as personal property by K.S.A. 79-329, and includes oil and gas leases, wells, casing, tubing and other equipment used in operating oil and gas wells. The County Appraiser has invoked an optional USPAP jurisdictional exception to appraise oil and gas property at full market value by using methods prescribed in the Kansas Oil and Gas Appraisal Guide. The market valuation of an oil or gas lease is based on an 8/8ths valuation, also referred to as the Estimated Gross Reserve (EGR) value, which is determined from the present worth of the lease's future production using parameters established in K.S.A. 79-331. Rather, it is an estimate of value at present time for the oil or gas remaining in the ground along with all equipment used to produce it for a particular period of time. The value of an individual property is a function of production history, price, time period, discount rates, and factors as described in the Oil and Gas Appraisal Guide. The 8/8ths valuation (EGR) is separated to allow the working interest an expense credit for the cost of operation and equipment value addition at the end of the time period as allowed in the oil and gas appraisal guide. Thus, the working interest portion of the 8/8ths (EGR) value is finalized by subtracting expenses and adding value for salvage equipment. The remaining royalty and overriding royalty values are established based on their particular interest in the whole 8/8ths (EGR) lease valuation.

Manufactured Homes used as residential property are valued by determining the Replacement Cost New Less Depreciation (RCNLD). The market value estimates are developed from the Marshall Valuation Service residential cost estimator in the ORION® CAMA System. The improvement valuation models conform to USPAP Standard 6 and will match those developed for mobile homes that are classified and valued as real property.

Snowmobiles, All-terrain Vehicles (ATV), Off-road Motorcycles, Recreational Utility Vehicles, Marine Equipment not Watercraft and Golf Carts are appraised at market value. The County Appraiser has invoked an optional USPAP jurisdictional exception to use methods presented in the Kansas Personal Property Valuation Guide to value these vehicles. The NADA Motorcycle/ Snowmobile/ ATV/ Personal Watercraft Appraisal Guide (NADA) will be used to develop market value estimates. Golf carts will be appraised through a valuation table provided in the Kansas Personal Property Valuation Guide. Deviation from the prescribed guides for an individual item of personal property will be considered if the owner presents sufficient documentation.

Watercraft includes recreational boats and other marine vessels, boat trailers and non-electric boat motors. This subclass of personal property is appraised at market value. The County Appraiser has invoked an optional USPAP jurisdictional exception to appraise watercraft. The estimate of market value will be based on valuation tables in the ABOS Marine Blue Book (ABOS). Each watercraft may include one trailer which is designed to launch, retrieve, transport and store the boat or vessel. A watercraft unit must start with a boat or vessel and any combination of its accompanying trailer and/or motor(s). Deviation from the prescribed guides for an individual item of personal property will be considered if the owner presents sufficient documentation.

Aircrafts are appraised at market, unless exempted from taxation by the State Board of Tax Appeals (qualified business, antique aircraft and amateur-built aircraft). The county has invoked an optional USPAP jurisdictional exception to appraise aircraft. Instructions presented in the Kansas Personal Property Valuation Guide will be used adjust the wholesale value found in the Vref Aircraft Value Reference (Vref) guide for conventional aircraft. Hot Air Balloons are also appraised at market value. The county has invoked an optional USPAP jurisdictional exception and will employ the valuation table provided in the Kansas Personal Property Valuation Guide to develop an estimate of market value.

Heavy Trucks Carrying a Tag Weight of 16,000 or 20,000 Pounds are appraised by a formula that is based upon established class codes and the NADA valuation guide. The Director of Property Valuation has invoked a USPAP jurisdictional exception for valuation methods that are based on a mathematical formula and prescribed by Kansas statutes. The Manufactures Suggested Retail Price (MSRP) is obtained from the Kansas MOVRS program that uses a National Automobile Dealers Association (NADA) data interface. This MSRP value is multiplied by 85% for light duty trucks and 70% for medium duty trucks to obtain the taxable value. This product is then placed within a class code system as provided by K.S.A. 79-5104. The value estimate is obtained from the Appraised Value Chart provided in the Personal Property Valuation Guide. All vehicles operating under a U.S. Department of Transportation registration number will no longer be valued by the County Appraiser. A Commercial Vehicle Fee will be charged in lieu of property tax based on the model year and registered weight of the vehicle in accordance with K.S.A. 8-143m.

Heavy Trucks Carrying a Tag Weight of 24,000 Pounds or More are appraised at market value. The County Appraiser has invoked an optional USPAP jurisdictional exception to use the January 1- March 31 edition of the Truck Blue Book for the most recent year and recent past year models. The suggested factory price is multiplied by 70% to arrive at an estimate of the taxable value. For models of up to ten years of age, the Average Retail value is multiplied by 83% to arrive at an estimate of taxable value. For models the eight previous years using the Average Retail value multiplied by 83% and that product multiplied by a declining percentage per year, as presented by the Kansas Personal Property Valuation Guide to arrive at an estimated taxable value. Older

models are valued using the Average Retail value from the January 1 – March 31 edition of the Older Truck Blue Book. This value is multiplied by 83% to arrive at an estimate of taxable value. Buses are valued based on a specified chart provided in the Kansas Personal Property Valuation Guide. The value is based upon the rated number of seats and engine type (gas or diesel).

Titled Recreational Vehicles (RV) include Motor homes, campers and travel trailers which meet the statutory definition of an RV in K.S.A. 79-5118 and are appraised through a formula that is based on the model year and curb weight. Therefore, the Director of Property Valuation has invoked a USPAP jurisdictional exception. The curb weight or shipping weight on the Manufacturer's Certificate of Origin (MCO) should be used to calculate the RV tax. If the shipping weight is not reflected on the MCO or title, the vehicle must be weighed on a certified scale and the taxpayer must provide a certified weight ticket showing the weight of the vehicle. Other resources for weight may be the NADA Recreational Vehicle Appraisal Guide or the Recreational Vehicle Blue Book. The valuation method is described in the Kansas Personal Property Guide. RV's are assessed and taxed at the time of registration at the State Motor Vehicle office.

Non-Recreational Vehicle Campers, Truck Campers, Travel and Camping Trailers do not meet the statutory definition of a recreational vehicle in K.S.A. 79-5118 and are appraised at market value. The county has invoked a USPAP jurisdictional exception to use an optional appraisal method presented in the Kansas Personal Property Valuation Guide. The county will develop value estimates for these items using the NADA Recreation Vehicle Appraisal Guide. The reported market value estimate will be the used wholesale listing price.

Non-Commercial Trailers and Truck Beds are appraised at market value. The county has invoked a USPAP jurisdictional exception to use an optional appraisal method presented in the Kansas Personal Property Valuation Guide. The county will develop value estimates for these items using estimates from the Commercial Trailer Blue Book and Truck Body Blue Book.

Motor Vehicles Taxed at Registration with a tag weight of 12,000 pounds, or less, are appraised through a statutory prescribed valuation formula. Therefore, the Director of Property Valuation has invoked a USPAP jurisdictional exception. Vehicles will be assigned class code based on the vehicle's cost when first offered for sale as new, which is determined to be 85% of manufacturer's suggested retail price (MSRP). The vehicle value is placed within a statutorily derived listing of class codes found in K.S.A. 79-1504. The mid-point class code value is then used as the base from which the vehicle will be depreciated every January 1 by 15% to achieve a yearly appraised value.

Non-Highway Titled Vehicles are appraised at market value. The county has invoked an optional USPAP jurisdictional exception to use published guides (NADA Official Used Car Guide, NADA Official Older Used Car Guide, NADA Official Commercial Truck Guide, NADA Classic, Collectible, Exotic and Muscle Car Appraisal Guide & Directory, and Automobile Red Book or Truck Blue Book) to develop value estimates. The reported market value estimate will be the trade-in or wholesale values.

Certification to the Records and Tax Administration Office

The annual mass appraisal is accompanied by a certification signed by the County Appraiser. By June 15 of each year, the County Appraiser will certify personal property, leasehold mineral interest, and oil and gas values to the County Clerk in compliance with K.S.A. 79-1467. The County Appraiser relies on work performed by staff appraisers and other technicians. The names of these individuals and the role they played are indicated in Addendum A to the 2016 scope of work.

2016 APPENDIX

A. Reinspection

The 2014 PVD Appraisal Maintenance Specifications state: *The selection of parcels for inspection shall be performed in such a manner to ensure that 100% of the parcels are viewed and inspected every 6 years.* Ellis County had interpreted this to mean an individual parcel would need to be inspected at least once within a 6 year cycle.

To more evenly distribute the number of parcels reinspected each year beginning with the current 6-year cycle covering tax years 2013-2018, the county adjusted their schedule of when neighborhoods or townships would be visited. This meant all parcels would be reinspected in a 6 year period, which included anywhere from 4-8 years between a prior cycle visit and a current cycle visit.

The 2016 PVD Revaluation Maintenance Specifications state: *The county appraiser shall select a sample of parcels for reinspection in such a manner to ensure that 100% of the parcels in the county are inspected at least once every six years.*

Beginning with the 2016 specifications, PVD will enforce the 6 year cycle to mean a parcel will be reinspected once every 6 years. That is, a parcel that was last reinspected for tax year 2010 will be reinspected again in six years, tax year 2016.

Because we adjusted our reinspection plan beginning with tax year 2013, it is likely that the county may not have the resources to meet the 6 year cycle requirement by tax year 2016.

B. Staffing

Our office currently has open one full-time position. Although the 2016 budget process is in its early stages, Ellis County Department Heads and Elected Officials have been asked by the County Commission to justify filling any vacant positions.

Without being fully staffed, we are concerned about being able to meet the deadlines and requirements governed by state statute and PVD regulations.

County Appraiser

Fund: 001

Department: 01

	Expenditure Categories	Actual 2013	Budget 2014	Budget 2015
1110	Salaries & Wages	434,585	383,645	374,675
1188	Longevity Pay	18,562	17,647	13,071
	Overtime	80	-	1,350
1191	Social Security/Medicare	33,968	30,699	29,766
1192	Health Insurance	112,905	127,814	91,579
1193	Workers Comp	10,766	12,738	14,845
1194	Unemployment Ins.	447	401	389
1195	KPERS	38,887	39,488	40,008
1190	Other	(3,431)	-	-
1100	Total Personal Services	646,769	612,432	565,683
1200	Contractual	36,661	45,000	45,000
1300	Commodities	9,552	11,000	13,000
1400	Capital Outlay	1,515	-	-
1850	Budget Credit	(2,496)	-	-
	Total Expenditures	692,001	668,432	623,683

RESOLUTION NO. 2014 – 12

A RESOLUTION OF THE ELLIS COUNTY, KANSAS COUNTY COMMISSION REPEALING RESOLUTION NO. 2013-21 RE-ENACT IT ADDING THE ABILITY TO RELAX THE DISCHARGE PORTION OF THE REGULATION

WHEREAS, Ellis County's climate is normally arid each year by the time of the 4th of July holiday period during which the state of Kansas allows selling, buying, and discharge of fireworks, sky lanterns, or similar devices, and

WHEREAS, each year, the Ellis County Commission struggles to determine whether allowing the sale and discharge of fireworks, sky lanterns, and similar devices in rural Ellis County is a viable option based on the anticipation of dry or drought conditions in the rural areas, and

WHEREAS, the Ellis County Commission believes discharging fireworks, sky lanterns, and similar devices in rural areas is very different than doing so in urban areas because turf grass does not burn like harvested farm fields, road ditches often contain dead or dry weeds and grass that can act as fuel for a fire, and the fact that a fire is able to smolder and start in rural areas because fireworks are often discharged where people do not observe or monitor the landing area of fireworks, and

WHEREAS, the Ellis County Commission believes helping to insure the health, safety, and property of Ellis County residents and visitors through policies that discourage potentially dangerous behavior such as discharging fireworks in areas of high fire danger is a duty of a county commission, and

WHEREAS, the Ellis County Commission considers it a fruitless process to raise expectations of the ability to discharge fireworks, sky lanterns, and similar devices each year only to be faced with a decision in mid-June each year that discharge of fireworks is not a good idea due to likely dry or drought conditions, and

WHEREAS, the Ellis County Commission recognizes that the County is not equipped with sufficient, available water resources to fight fires at potential fireworks sales locations in the rural areas of the County and insufficient law enforcement staff to provide adequate security to potential sales locations,

NOW, THEREFORE, BE IT RESOLVED BY THE ELLIS COUNTY, KANSAS COUNTY COMMISSION that Resolution 2013-21 is hereby repealed and that from this point forward, the sale, purchase, and/or discharge of fireworks, sky lanterns, and similar devices in rural Ellis County is permanently illegal and subject to a fine of up to $500 except that, in any given year, the County Commission may relax the discharge portion of this regulation for specific date ranges by motion approved by a majority of the County Commission if the conditions warrant, and

BE IT FURTHER RESOLVED that the Ellis County Rural Fire District #1 Chief is permitted to allow small public fireworks displays from time to time based on his assessment of weather and fire danger, and

BE IT FURTHER RESOLVED that for clarification, the Ellis County Commission does not consider sky lanterns fireworks. Due to their inherent fire danger, the usage of sky lanterns also known as Kongming lanterns or Chinese lanterns are small hot air balloons made of paper with an opening at the bottom where a small fire is suspended, remain prohibited under this resolution regardless any action by the Ellis County Commission or Ellis County Rural Fire District #1 Chief to relax the discharge prohibition in accordance with this resolution.

APPROVED BY THE ELLIS COUNTY, KANSAS COUNTY COMMISSION this 18th day of August, 2014.

This resolution becomes effective upon publication.

ELLIS COUNTY, KANSAS
COUNTY COMMISSION

_____
Barbara K. Wasinger, Chair

_____
Swede Holmgren, Commissioner

_____
Dean Haselhorst, Commissioner

ATTEST:

_____
Donna J. Maskus, County Clerk

RESOLUTION 2015-0_

A RESOLUTION ESTABLISHING A TEMORARY BURN BAN IN RURAL ELLIS COUNTY, KANSAS

WHEREAS, the Ellis County Commission is authorized by K.S.A. 19-101(a) to perform powers of local legislation, and

WHEREAS, the Ellis County Commission recognizes the need to establish a burn ban in rural Ellis County due to the drought conditions existing at the present time, and

WHEREAS, the Ellis County Commission recognizes that weather conditions may change from time to time making it a good plan to relax and/or re-establish a burn ban,

NOW, THEREFORE, BE IT RESOLVED by the Ellis County Commission that

1. Based on precipitation, the Ellis County rural Fire Chief is authorized to establish or relax a burn ban in Ellis County whenever he believes such actions are appropriate;

2. Anyone violating this burn ban may be charged with an unclassified misdemeanor subject to a fine not exceeding $500;

3. Anyone desiring to burn in the rural areas of Ellis County must contact the Ellis County Public Safety Communications Center at 785-625-1011 to learn if a burn ban is in effect before attempting to burn anything in the County,

4. When approval is granted for controlled burning operations, it is necessary and in the best interest of the public that the controlled burning is subject to the following conditions pursuant to the Kansas Air Quality Regulations, including, but not limited to the following:

    a. The person conducting the burning shall stockpile the material to be burned, dry it to the extent possible before it is burned, and assure that it is free of matter that will inhibit good combustion;

    b. A person shall not burn heavy smoke-producing materials including heavy oils, tires, and tarpaper;

    c. A person shall not initiate burning during the nighttime, which for the purposes of this regulation is defined as the period from two hours before sunset until one hour after sunrise. A person shall not add material to a fire after two hours before sunset;

    d. A person shall not burn during inclement or foggy conditions or on very cloudy days, which are defined as days with more than 0.7 cloud cover and with a ceiling of less than 2,000 feet;

    e. A person shall not burn during periods when surface wind speed is less than 5 mph or more than 15 mph;

f. A person shall not burn within 1,000 feet of any occupied dwelling, unless the occupant of that dwelling has been notified before the burn;

g. A person shall not conduct a burn that creates a traffic or other safety hazard. If burning is to take place within 1,000 feet of a roadway, the person conducting the burn shall notify the highway patrol, sheriff's office, or other appropriate state or local traffic authority before the burning begins. If burning is to take place within one mile of an airport, the person conducting the burn shall notify the airport authority before the burning begins;

h. The person conducting the burn shall insure that the burning is supervised until the fire is extinguished;

i. The Rural Fire Director may revoke any approved allowance of any controlled burn;

j. If any controlled burn appears to be getting out of control, the person in control of the burn is to call 911 immediately.

5. When in effect, the burn ban prohibits all outdoor burning including trash barrels, fire pits, trash pits, ornamental fire chimneys, fields, and any other form of open burning,

BE IT FURTHER RESOLVED that this resolution will take effect immediately upon publication in the official county newspaper.

Dated this ____ day of _____, 2015.

BOARD OF COUNTY COMMISSIONERS

_____
Martha McClelland, Chair

_____
Dean F. Haselhorst, Commissioner

_____
Barbara K. Wasinger, Commissioner

ATTEST:

_____
Donna J. Maskus
County Clerk

Ellis County Historical Society
100 West 7th Street
Hays, KS 67601
(785) 628-2624

May 5, 2015

Hon. Martha L. McClelland
Ellis County Commission
718 Main St.
Hays, KS 67601

Dear Commissioner McClelland:

The county has a big birthday coming up, and we can't wait to celebrate it.

The landmark year of 1867 saw Ellis County created. Rome and Hays City vied with each other to be the new town on the soon-to-be-built Union Pacific line through the region. Fort Hays was moved to its present location. Boot Hill was established as the first cemetery to bear the name. Legendary characters such as Cody, Custer, and Hickok were all here at the same time.

These events and more will be celebrated in 2017 with Ellis County's sesquicentennial. We expect this 150th anniversary to attract many visitors from beyond our borders. In anticipation, the Ellis County Historical Society is already in the process of planning events and programs. Knowing that you and the Ellis County Commission recognize the rich cultural heritage we have right here in Ellis County, you or your designee are invited to attend a special stakeholder meeting on Thursday, May 21, at 5:30 pm in the Stone Church so that we can share our ideas with you.

I hope that you can join us!

Cordially,

Juti A. Winchester

Juti A. Winchester, PhD
President
Ellis County Historical Society Board of Directors