Agenda
Harper County
Board Of County Commissioners
Harper County Courthouse

A. Call To Order

B. Pledge Of Allegiance

C. Public Comment

Citizens are encouraged to speak to items on the agenda when recognized by the Chairman. Citizens desiring to speak to matters not on the agenda may do so at this time. Comments are limited to five (5) minutes and the Commission will take no action on items not on the agenda. Items introduced under Public Comment may become agenda items at a later date.

D. Approval Of Minutes

E. Payment Of Vouchers

F. Items Of Business

1. Mike Elliott - Buildings And Grounds - 9:15 A.m.

   - Wheatland Electric for Fuel Tanks

2. Harper County Fair Board & Harper County Extension - 9:30 A.m.

   - Harper County Fair

3. Matt Booker - Appraiser - 10:00 A.m.

   - Department Update
   - Proposed Zoning Regulation Changes

   Documents:

   APPRAISER JUNE BOCC REPORT.PDF
   KIMBLE CONTRACT 2020.PDF

4. Ami DeLacerda - HR - 10:15 A.m.

   - Department Update

G. Correspondence

H. Adjourn

The appraiser's office certified all values on time and have closed out the 2020 tax year. I had two parcels that resulted in Board of Tax Appeal hearings. The first was for an Informal Hearing for the tax year 2020 on a residential property on the North edge of Harper. I upheld the value at the local level hearing and expect for BOTA to uphold the value at their level. The second hearing was scheduled for June 11, but the appeal was withdrawn by the appellant that morning. This hearing was a Payment Under Protest for tax years 2014 and 2015.

Aerial review was completed for all the agricultural parcels in Harper County. Letters were sent to property owners when the type of ag use was questionable.

The office mailed out a revised version of the door hangers, with a letter of explanation, to all property owners within our data collection area (City of Anthony). This resulted in over 1700 parcels. The results are comparable to the response we would have gotten normally. We have been matching the responses with the PRC we will take to the field for review. Field data collection will start the week of June 15th. We will follow PVD suggestions in this process for 2020. Deb and Matt will be conducting the data collection of commercial and residential properties in Anthony.

Jackie will remain in the office to answer the phone and help those who come into the office for various reasons. She will also be working on organizing and scanning Kitty's old personal property files. This task includes those files that are in the vault. Physical copies of delinquent taxes will be maintained per state statute, with non-delinquent taxes being kept as a digital copy.

Once data collection is complete I will begin the process on statistical analysis required for establishing values for 2021. This will begin with land value analysis of both agricultural and market land using the different methods of value. Deb and Jackie will work on entering all the data collected during the summer data collection process.

I have completed a review of the zoning regulations and have made purposed changes to the regulations concerning both dog kennels and accessory residence. You have received a copy of those changes. I have sent a copy to Richard for his review. July 1st is the deadline to have the notice of these changes in the paper so that they can be heard by the Planning Board. After that hearing they will come before the Board of County Commissioners for review and approval.

There have been some issues regarding the updating of the GIS maps on the Midland web site. Bob and I have been working on tracking down the issue. It appears that the script that Bob had written was getting interrupted for some reason. Once this interruption happened it would stop that file and go on to the next. It would however send all files to Midland. This resulted in files that had not been updated being sent to Midland, resulting in the appearance that Midland had received updated files. Last week Bob has updated the version of the files to Midland and we have seen the changes on the online maps. Most of these mapping issues were properties that were involved with either a split or combination. Our office will monitor the map changes of splits and combinations to make sure that they appear not only in the Kimble mapping system but also the Midland maps.

I have also started the task of compiling Property Record Cards for 2020 in pdf format and saving those to a file. This file will then be sent to Midland and attached to the parcel for public viewing. Between the public version and the subscription version, there are 18 different jobs for Orion to perform. Each job has been averaging about an hour to run. If they come back with an error, that job must be redone.

In the other document you will find the contract for Kimble Mapping. It contains a breakdown of the services they provide. The rate of their service has remained the same for 3 years at $13,400. It is within the allotted amount in the appraiser's budget.

Kimble Mapping, Inc.

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2601 Anderson Ave. Ste. 205
Manhattan, Kansas 66502

June 1, 2020

Harper County Commissioners
Harper County Courthouse
201 North Jennings
Anthony, Kansas 67003

Re: 2020 GIS Map Maintenance

Commissioners,

Kimble Mapping is pleased to offer its services to perform Harper County's 2020 ownership map maintenance and to advance the county's GIS system. We are currently in the process of completing the 2019 GIS maintenance and are very interested in continuing this important service to Harper County with which we have had a good working relationship. It is our belief that Harper County's mapping is working very well providing both accurate data management and cost saving at the same time.

Attached you will find the agreement prepared by Kimble Mapping to perform the 2020 GIS maintenance for Harper County, Kansas with my signature affixed. If this agreement meets with your approval tj\his year's maintenance will begin immediately with no interruption of service to Harper County. All maintenance performed by Kimble Mapping will be in a manner that is consistent with the specification and guidelines of the Kansas Property Valuation Division pertaining to ownership mapping. Please return a copy of signed agreement to Kimble Mapping.

The total fee for the services to be performed outlined in this agreement including Aguse, Parcels, and NG-911 will be $13,400.00. This is the 3rd year Kimble Mapping is able to offer this service to the county with no increase in fee.

Again we have enjoyed working with Harper County this past year and look forward to continuing our good relationship during 2020. If you have any questions on this or any other items please let me know.

Sincerely;

Luke Kimble
Kimble Mapping, Inc.

Kimble Mapping, Inc.

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2601 Anderson Ave. Ste. 205
Manhattan, Kansas 66502

June 15, 2020

Harper County Commissioners
Harper County Courthouse
201 North Jennings
Anthony, Kansas 67003

Re: 2020 GIS and NG-911 Map Maintenance

Commissioners,

Kimble Mapping proposes to assist the Harper County NG-911 and Appraiser's Office with their 2020 Map Maintenance. Kimble Mapping will provide the following services to Harper County. This proposal is divided into a series of tasks that will control the progress of the work.

These multiple tasks will be monitored using strong project management which is key to the success of every Kimble Mapping project. We are committed to implementing a successful mapping project and our management approach focuses on three major objectives:

- Maintaining clear communication between Harper County and Kimble Mapping
- Controlling project cost and schedules
- Providing total client satisfaction

Task Series 1 - GIS Maintenance

Using the documentation received from the county, Kimble Mapping will make all changes to the county's GIS System necessary to reflect the maintenance on these instruments that were performed by Harper County. These changes will be made to reflect all splits, combinations, plats, subdivisions, corrections, r/w, and any other changes required in the regular maintenance of the existing Harper County map base. Any parcel affected by a change will also be recalculated to reflect the new acreage. All changes sent to Kimble Mapping other than deeds or plats will be clearly marked to show the change being requested by county. The Parcel Identification Number will also be marked on said change.

Kimble Mapping would also like for the county to inform us of any change the county may make to ORION by passing them along to us. This will insure that the GIS and ORION are matching. Periodically Kimble Mapping will run a countywide match of all parcels to verify what's in ORION and not in GIS and also what is in GIS but not in ORION to ensure GIS and ORION do match. Kimble Mapping and the county will work together to remediate any differences between ORION and GIS data.

Task Series 2 - Aguse Changes

All aguse changes that occur during the year will be corrected on the county's GIS system. A photo copy of Harper County's aguse maps or a printout of the GIS maps for that parcel depicting what has been changed will be provided by Harper County and used by Kimble Mapping to update this layer. Harper County will also list the Parcel Identification Number on each parcel requested for change. Parcels affected by aguse changes will be recalculated and a new report will be created for ag acreages.

Kimble Mapping will also perform all aguse changes to the GIS that result from the counties 17% yearly review as well as any aguse correction that the county may find during hearings or other field reviews.

Task Series 3 - Final Coverage

Kimble Mapping shall use the parcel and aguse data in Task Series 1 and 2 above along with NRCS certified soils to create a composite coverage containing the rural parcel, agues, and soil data. This final coverage shall be used to create a report containing the use, soil type, acreage, and influence for each parcel. A copy of this report shall be provided to the county for data entry into the county's ORION appraisal system.

Task Series 4 – GIS Updates

Kimble Mapping shall provide Harper County GIS updates on a regular basis to ensure the county is viewing and using the most up-to-date and accurate GIS data. GIS data will be updated through data syncing software installed at the county by Kimble Mapping. The data sync allows Kimble Mapping to keep the county's GIS updated without the county having to do anything on their end. If Harper County prefers, a compact disk (CD) containing the GIS updates performed by Kimble Mapping will be sent to county via mail. GIS updates will be provided continuously as Kimble Mapping completes requested changes sent by Harper County. These GIS updates can be viewed by using ESRI's Arc/Reader software provided by Kimble Mapping.

Task Series 5 – Arc/Reader Published Maps and GIS Data

Kimble Mapping will publish an Arc/Reader file using Harper County's GIS data so that the county can view and utilize its GIS data. Arc/Reader can be installed on any computer and doesn't need an online connection to work, so the GIS data can always be accessed. This allows for anyone within the county to view and utilize the data in the field on a laptop. Kimble Mapping will customize the Arc/Reader for Harper County in any way the county would like as far as the GIS layers within the Arc/Reader, how each GIS layer is displayed, and also what information is labeled for each layer. These requested changes can be made at any time. Kimble Mapping will download a table from Orion which is joined to the GIS parcel data so Harper County can view ownership information for each parcel. The Arc/Reader will allow Harper County to be able to print maps quickly and easily whether for county use, for a property owner, or any other request.

Kimble Mapping will re-sync Harper County's GIS data each morning and when maintenance is performed by Kimble Mapping. This will ensure the GIS data is current along with the downloaded ORION data.

Task Series 6 – NG-911 Maintenance

Kimble Mapping will also assist Harper County with the maintenance of their NG-911 centerline and address file. This will include the maintenance of the centerline road file, road names, address maps, and MSAG. All changes requested by the county will be identified on a map by the county and given to Kimble Mapping before being made to the NG-911 files. Kimble Mapping will create any new address that might be needed. All new roads and streets will also be added to the centerline files along with the address ranges. Emergency Service Boundaries (Fire, Law, EMS) will be corrected whenever change may occur such as change of municipal boundaries. The MSAG will be updated to reflect this new data. Kimble Mapping will keep all NG-911 GIS data in compliance with the NENA and State of Kansas Standards. All NG-911 data will be updated within the 72 hour NENA Standards' time frame, however most updated will be completed within 24 hours.

If any question arises we will contact the county to verify any change or correction. All work will be performed using ArcGIS for Desktop Advanced software. An e-mail will be sent to the county reflecting all changes for final approval before data is sent to DASC. Again all work to be performed by Kimble Mapping will be for one year beginning July 1, 2020 and ending June 30, 2021.

Kimble Mapping proposes to provide Harper County NG-911 Office with the following NG-911 Mapping services:

Update addresses points at county's request
Update road centerline at county's request
Update ESB, ESZ, and Municipal boundaries
Update road alias table at county's request
Update MSAG to reflect these changes
Follow NENA/State of Kansas Standards

Harper County Responsibility

It will be the responsibility of Harper County to provide the following items:

1. Copies of Deeds, Subdivision and Plats (if needed)
2. All map changes that have occurred
3. All aguse changes that have occurred
4. All NG-911 changes that have occurred
5. All data entry
6. Edit Kimble Mapping deliverables

Quality

The maintenance will be performed utilizing the transfer records, maintenance log and any survey maps as prescribed by the county. Work performed will be in compliance with the specifications and guidelines published by the Property Valuation Division except where Harper County requests for Kimble Mapping to deviate from said guidelines. Any request by Harper County for Kimble Mapping to deviate from P.V.D.'s guidelines must be in written form before any work pertaining to said request has begun. To gain the maximum value from this investment, careful attention to maintaining this information will be made through QC by Kimble Mapping and Harper County.

Time

All work outlined in Task Series 1, 2, 3, 4, 5, and 6 above shall be completed by July 15, 2021 and reflect maintenance from July 1, 2020 through June 30, 2021. The above completion date will be directly tied to the delivery of all work products necessary to perform these tasks.

Extra Services

As stated earlier, Kimble Mapping prides itself in keeping GIS data as up-to-date and accurate as it can possible be. It is Kimble Mapping's experience that to ensure a truly successful GIS experience for any county there are a number services, in addition to parcel and ag use maintenance, found from time to time, that should be performed. Kimble Mapping will make these without any additional cost to the county.

While performing the maintenance services listed in Task Series 1-5, there will be times that parcel data or aguse data will need to be corrected before the actual new change is completed. Sometimes it is found that section corners actually need repositioned, which will also require parcels and aguse to be changed accordingly to match the new section corner layer's position. These corrections will be corrected to ensure the accuracy of the GIS data, whether Kimble Mapping or the County finds the errors in need of correction.

NRCS updates its soil survey periodically which can affect many parcels with the county. Kimble Mapping will compare the existing soil layer to the new soil layer to find the differences in soil types. Kimble Mapping will then locate all the parcels affected by the updated soils and run new reports for the county to enter the new values into ORION. Kimble Mapping will also send an updated countywide aguse by soil type report to PVD.

Different companies will request to purchase GIS data from a county. If the county chooses to release the data to the company requesting it, Kimble Mapping will process the data request as per county instruction. Typically this GIS request is for a recent countywide parcels layer with the ownership information. Kimble will download new ORION ownership information and join it to the most recent GIS parcel layer and send it to the company requesting data. Other GIS layers do get requested as well. Kimble Mapping will process the request countywide purchase only. If request is for part of the county there will be an additional charge to cut out said request.

There are times a county itself will have some GIS requests, from different departments. One such request is creating a buffer of a certain distance from a location. This buffer is used to visually see properties affected within said distance. A report with a list of the property number and/or owners can be generated from this buffer. Kimble Mapping will create the buffer, find the parcels affected by the buffer, and create a report with any information the county requests. This is one example of many possibilities. This does not include the creation of a new GIS layer.

If parcel changes or city limits changes affect other layers which exist within a county, Kimble Mapping will update those layers; specifically if an annexation occurs and taxing unit layer exists, Kimble Mapping will update the taxing unit layer as well if one is available.

A county may require a large scale map, for example a 36" x 36" map within the county. Kimble Mapping will only charge the county for the printing and shipping cost of said map. Kimble Mapping will not charge for the time it takes to set this map up for printing.

Some counties send out ag survey questionnaires. If the county receives a large number of responses back from the property owners, then there typically is a larger than normal amount of aguse changes. Kimble Mapping will make these changes for the county.

Deed interpretation is another service that Kimble Mapping provides its clients. The County and Kimble Mapping will work together to make a decision as to what needs to be done for any deed that may be in question.

There may be times the county requests assistance that requires an onsite visit by Kimble Mapping, in which case, Kimble Mapping will send a representative to the county to assist.

Cost

Cost to maintain Harper County Appraisers parcels, aguse, and to provide updated web data (Task Series 1 through 5) will be $10,400.00. To maintain the NG-911 data (Task Series 6) will be $3,000.00

For the services stated in Task Series 1 through 6, Harper County agrees to pay Kimble Mapping a total fee of Thirteen thousand Four hundred dollars ($13,400.00).

Fees as stated shall remain in effect for Sixty (60) days from the date of this proposal. If date of acceptance occurs after this time period, Kimble Mapping reserves the right to revise our fee and resubmit this proposal.

Payment

Kimble Mapping shall submit to Harper County an invoice for the full amount when all services of this agreement are completed. This invoice shall be submitted to Harper County no later than August 15, 2021. The invoice will be due upon receipt. In the event Harper County questions some element of an invoice, that fact shall be made known to Kimble Mapping immediately. Kimble Mapping will help resolve and transmit a revised invoice as necessary. Amounts not questioned by Harper County shall be paid promptly to Kimble Mapping in accordance with the above procedures.

Ownership and Rights

Notwithstanding any other provision of this Agreement, Kimble Mapping retains ownership of all such preexisting technology, information and materials, and subject to any applicable nondisclosure obligation, retain the right to use, disclose, reproduce, sublicense, modify, prepare derivative works from, perform and display its knowledge, experience and know-how, including processes, ideas and techniques developed or improved by Kimble Mapping in the course of performing this Agreement.

Kimble Mapping retains ownership and all rights associated with its existing software products.

Confidentiality

All data submitted to Harper County during the course of this Agreement as disclosed in the above task shall become solely the property of Harper County and shall not be released without permission.

Hold Harmless Clause

Kimble Mapping agrees to perform the map services listed above in Task Series 1 through 5. Harper County is supplying Kimble Mapping with the source data for creation of this map maintenance from digital and paper map sources. Harper County agrees and understands that this information could have defects and/or errors that might impact the accuracy of the ultimate data, including but not limited to parcel boundaries, aguse type and boundaries, roads availability and/or accessibility, road and street names and location, and all utility layers and their associated data. Harper County agrees that Kimble Mapping is providing only the populated polygon shapefile created from existing data supplied by the County. Harper County understands that Kimble Mapping does not warrant or accept any responsibility for the information provided by the County or any other information on the digital source maps as it relates to accuracy, completeness or correctness. Harper County agrees to hold Kimble Mapping harmless from results due to any inaccurate, incomplete or incorrect data provided by the County.

Harper County agrees to hold Kimble Mapping and its employees harmless from any claims, costs, expenses and attorney fees that arise as a result of the County supplying inaccurate, incomplete or incorrect data.

Acceptance of Terms

For your convenience this proposal can be utilized as a contract. Your signature will serve as acceptance of Kimble Mapping's offer to perform the above services and authorization for Kimble Mapping to proceed. Please execute and return a copy for our files. This agreement becomes effective on receipt of the executed copy of this document.

All items and conditions of the above proposal is agreed to and effective this_____day of _____, 2020.

Approved By: **Harper County Commissioners**

by_____
Chairman

by_____
Commissioner

by_____
Commissioner

by_____
Commissioner

by_____
Commissioner

Witness: by_____

Title_____

Thank you for the opportunity to provide these services

Kimble Mapping, Inc.

_____
Luke Kimble