



CODE OF ORDINANCES
Saline County, KS

CHAPTER 8
Community Development

The resolutions in this chapter and all other chapters, sections, and appendices shall constitute and be designated the “Code of Saline County, KS”. The construction of this codebook was done for the convenience of users of the Code and shall have no legal effect. The resolutions used for the construction shall supersede and have legal effect. Reference Chapter 1: Overview of Codes for further details.

TABLE OF CONTENTS

ARTICLE 8-1 ECONOMIC DEVELOPMENT 2

- 8-1.1 - APPLICATION FEE
- 8-1.2 - ADMINISTRATIVE BUDGET GRANT
- 8-1.3 - REFERRAL, REVIEW AND COMMENTS

ARTICLE 8-2 PROPERTY TAX EXEMPTIONS..... 2

- 8-2.1 - PURPOSE
- 8-2.2 - AUTHORITY AND JURISDICTION; NOTICE AND HEARING
- 8-2.3 - CRITERIA FOR GRANTING
- 8-2.4 - TERM AND AMOUNT OF EXEMPTION
- 8-2.5 - PRELIMINARY REVIEW
- 8-2.6 - ADMINISTRATION
- 8-2.7 - FORMAL APPLICATION
- 8-2.8 - COMPLETION REVIEW
- 8-2.9 - MONITORING REVIEW
- 8-2.10 - REVOCATION
- 8-2.11 - POLICY REVIEW

ARTICLE 8-3 RESIDENTIAL RELOCATION ASSISTANCE..... 9

- 8-3.1 - REPLACEMENT OF DEMOLISHED OR CONVERTED DWELLING UNITS
- 8-3.2 - INFORMATION SUBMITTED TO STATE
- 8-3.3 - PROVISION OF RELOCATION ASSISTANCE
- 8-3.4 - STEPS TO MINIMIZE DISPLACEMENT

ARTICLE 8-4 CENTRAL KANSAS EXTENSION DISTRICT, NUMBER 3, OTTAWA AND SALINE COUNTIES 10

- 8-4.1 CONFLICT WITH STATE LAW



[RETURN TO TABLE OF CONTENTS](#)

ARTICLE 8-1 ECONOMIC DEVELOPMENT

8-1.1 - APPLICATION FEE

The county will charge a fee to applicants requesting to submit an economic development grant application. The fee shall be \$750.00 and shall be paid, for deposit in the general fund, prior to submittal of the preapplication. The fee shall be refundable if the application is successful.

(Res. No. 1228, § 1, 6-5-90)

8-1.2 - ADMINISTRATIVE BUDGET GRANT

Unless determined otherwise, an administrative budget of \$10,000.00 will be included in the economic development grant application to offset staff time and costs, including auditing costs, expended in the administration of the grant. Unless determined otherwise in the grant application, the administration fee shall be provided as pure grant and not charged to the loan to the business entity. Should the loan commitments not be fulfilled, the county may continue to charge expenses for the administration of the grant in order to meet the obligations to the state department of commerce.

(Res. No. 1228, § 2, 6-5-90)

8-1.3 - REFERRAL, REVIEW AND COMMENTS

The county will refer any economic development grant application under this program to the Salina area executive committee for industrial development, Salina Chamber of Commerce for review and comment.

(Res. No. 1228, § 3, 6-5-90)

ARTICLE 8-2 PROPERTY TAX EXEMPTIONS

8-2.1 - PURPOSE

The purpose of this statement is to establish the official policy and procedures of the County of Saline for the granting of property tax exemptions and tax incentives for real and personal property used for qualified economic development purposes, in accordance with the provisions of [Section 13 of Article 11](#) of the Constitution of the state.

(Res. No. 1147, 3-15-88; Amend. No. 1147-1, 5-24-92; Amend. No. 1147-3, 6-22-99)

8-2.2 - AUTHORITY AND JURISDICTION; NOTICE AND HEARING

- a. *Authority.* The authority to grant tax exemptions within the unincorporated area of Saline County is solely vested in the board of county commissioners who reserve the right to exempt any project from the



[RETURN TO TABLE OF CONTENTS](#)

criteria set out herein if the economic development project, due to its unusual nature of magnitude, offers extraordinary benefits to the community. It shall be the policy of the county to consider applications for tax exemptions only for property located outside of incorporated cities. Further, the county shall notify all taxing units affected if an application relates to a business located or to be located within their taxing jurisdictions.

- b. *Notice and hearing.* Prior to granting a tax exemption, a public hearing shall be held by the board of county commissioners. Notice of the public hearing shall be published at least seven days prior to the hearing and shall indicate the purpose, time and place thereof. Notice of the public hearing shall be provided in writing to any affected taxing jurisdictions.

(Res. No. 1147, 3-15-88; Amend. No. 1147-1, 5-24-92; Amend. No. 1147-3, 6-22-99)

8-2.3 - CRITERIA FOR GRANTING

Each application for granting of said tax exemption shall be evaluated and graded in accordance with the following criteria:

- a. *Demonstration of benefit.* The board of county commissioners may consider granting said tax exemption only upon a clear and factual showing of direct economic benefit to the county including the creation of additional permanent jobs and the stimulation of additional private capital investment.
- b. *Measure of economic growth benefits.* The primary purpose of tax exemptions is to further stimulate economic growth. The project shall be one that increases the number of jobs in the community and invests additional capital in a new or expanding facility.
- c. *Elimination of competition.* The granting of tax exemptions for business activities which would directly compete with established businesses in Saline County will not be encouraged unless there is a clear and definitive demonstration of substantial overriding benefit to the county as a whole.
- d. *Preservation of tax base.* It is the intent of this policy to promote expansion of the tax base and assure that the taxing units having authority to levy taxes on the property involved will receive, in the future, not less than the amount paid by the property prior to the granting of the exemption.
- e. *Types of industry (eligible businesses).* In accordance with Article 11 of the Kansas Constitution, said tax exemptions will be considered only for businesses that:
 - 1. Manufacture articles of commerce.
 - 2. Conduct research and development relative to the manufacturing of the product.
 - 3. Store goods and commodities which are sold or traded in interstate commerce.
- f. *Nature of improvements.* The board of county commissioners may exempt from taxation all or part of the appraised valuation of:



[RETURN TO TABLE OF CONTENTS](#)

1. All newly constructed buildings or additions to existing buildings used exclusively for eligible business activities which are necessary to facilitate the formation of a new business or expansion of an existing business if, as a result of such formation or expansion, new employment is created.
2. All newly acquired or existing tangible personal property used exclusively for eligible business activities, except that no existing tangible personal property located in the state may be granted an exemption unless said exemption is required, based upon a factual determination, to retain jobs in the state.

No exemption will be granted for the land upon which qualified buildings or building additions are located, existing buildings already built, or any property rented or leased to outside interests by other than a not-for-profit local economic development corporation. No exemption will be granted for buildings or building additions for which a building permit has been applied for or construction commenced before the date said exemption is granted. No exemption will be granted for any existing tangible personal property located in Saline County nor any newly acquired tangible personal property ordered or purchased prior to the date said exemption is granted.

In the event that a not-for-profit local economic development corporation constructs a new building for an unidentified occupant, the minimum job requirement may be waived. No tax exemption shall be effective until occupancy by an eligible business activity and project completion.

(Res. No. 1147, 3-15-88; Amend. No. 1147-1, 5-24-92; Amend. No. 1147-2, 2-25-97; Amend. No. 1147-3, 6-22-99)

8-2.4 - TERM AND AMOUNT OF EXEMPTION

- a. *Base exemption.* Said exemption may be granted for 25 percent of the property taxes due on projects with at least \$50,000.00 of new capital investment and that create a minimum of three new jobs (full-time equivalent [FTE]). All newly created jobs shall be noncontractual jobs with benefits that are currently available to existing full time employees.
- b. *Incentive exemption.* The county will consider increasing the amount of tax exemption up to 100 percent by giving special consideration to the amount of capital investment and number of new employees based on the following scale:
 1. An additional tax exemption will be given for each additional new job (FTE) above the minimum as follows: 1.5 percent for jobs four through ten; 0.5 percent for each job above ten.
 2. An additional tax exemption will be given for each additional \$15,000.00 of investment above the minimum as follows: \$100,000.00 to \$1,000,000.00—0.3 percent; above \$1,000,000.00—0.1 percent.
- c. *Descending exemption scale.* The calculated tax exemption will be applied according to the following scale:



[RETURN TO TABLE OF CONTENTS](#)

Years 1 thru <u>5</u>	100% of the calculated tax exemption
Years <u>6</u> thru 10	50% of the calculated tax exemption

d. *Term of exemption.* No tax exemption shall be in effect for more than ten years after the calendar year in which the business commences operations or completes an expansion. Any tax exemption granted shall not affect the liability of any special assessments levied or to be levied against such property.

(Res. No. 1147, 3-15-88; Amend. No. 1147-1, 5-24-92; Amend. No. 1147-2, 2-25-97; Amend. No. 1147-3, 6-22-99)

8-2.5 - PRELIMINARY REVIEW

Prior to submittal of a formal application, a business may inquire as to eligibility for tax exemption and the anticipated amount of tax exemption based upon preliminary employment and capital investment figures. The business shall complete the regular application form, stating at the top of the form that this is a preliminary application, and submit the preapplication to the county administrator (or planning and zoning department). County staff will review the information submitted and respond to the business regarding apparent eligibility and potential amount of eligible tax exemption. The response from the county staff shall in no way represent definitive findings or be seen as an expression of intent or obligation of the board of county commissioners to favorably consider or approve a formal request for tax exemption. The pre-application form, information, and the staff response shall be considered proprietary business information and shall be kept confidential.

(Amend. No. 1147-1, 5-24-92; Amend. No. 1147-2, 2-25-97; Amend. No. 1147-3, 6-22-99)

8-2.6 - ADMINISTRATION

Applications for the granting of a tax exemption pursuant to this policy shall be accompanied by a nonrefundable filing fee for both formal applications and completion review to be deposited in the general fund. In addition, any business which has been granted a tax exemption shall pay an annual monitoring fee. These fees shall be used to defray expenses incurred by the county in processing the application and other documents relative to the proposed exemption.

(Res. No. 1147, 3-15-88; Amend. No. 1147-1, 5-24-92; Amend. No. 1147-2, 2-25-97; Amend. No. 1147-3, 6-22-99)

8-2.7 - FORMAL APPLICATION

The county will not consider the granting of any tax exemption unless the business submits a full and complete application and provides such additional information as may be requested.



CODE OF ORDINANCES
Saline County, KS

CHAPTER 8
Community Development

[RETURN TO TABLE OF CONTENTS](#)

- a. *Fees.* The filing fee for applications shall be \$250.00.
- b. *Application contents.*
 - 1. Name and address of applicant, contact person and telephone number.
 - 2. Names and addresses of the principal officers and directors of the applicant business.
 - 3. Name and address of the owner of the land and buildings occupied or to be occupied by the business.
 - 4. A general description of the nature of the business of the applicant, applicant's history/experience and a list of principal competition in the local market.
 - 5. A general description of the proposed project or improvements, including estimated costs, plus the percentage of tax exemption being requested. Also, a general description and the estimated value of existing tangible personal property that will be replaced, and, therefore, removed from the tax rolls, as a result of the proposed project or improvements.
 - 6. A site plan of the proposed project or improvements.
 - 7. If an existing business, average monthly employment figures for the past 12 months.
 - 8. Number of new jobs to be created by job title and projected wages for each position.
 - 9. A statement explaining why the requested tax exemption is a critical factor in determining whether the proposed project is to be completed.
 - 10. The applicant must designate the completion date not to exceed 36 months from the resolution of intent. In the event the completion date exceeds 36 months, the applicant may apply to the county commission to extend the completion date beyond 36 months. The planning and zoning director shall have authority to approve extensions of the completion date prior to the expiration of 36 months.
- c. *Application procedures.* Each application made for granting of said tax exemption shall generally follow the procedures outlined below:
 - 1. Completed application and filing fee will be submitted to the planning and zoning department.
 - 2. A notice of the filing will be sent to the applicant and board of county commissioners.
 - 3. A review committee comprised of the county administrator, county appraiser and planning and zoning director will determine eligibility requirements, estimate the percent and amount of tax exemption, and analyze the cost and benefits of such exemption.
 - 4. The review committee's analysis will be forwarded to the board of county commissioners.



CODE OF ORDINANCES

Saline County, KS

CHAPTER 8

Community Development

[RETURN TO TABLE OF CONTENTS](#)

5. If the board desires to consider the application, they will schedule a public hearing and publish due notice in the official county newspaper at least seven days prior to the hearing. Each taxing unit affected by the proposed exemption will be notified individually.
 6. Official action on the application by the board will take place at a public meeting and hearing. The board of county commissioners will review the analysis of the costs and benefits and receive the comments from the applicant, affected taxing districts, and the general public. At the conclusion of the hearing, the board will take formal action on the application. Approval of the request will be in the form of a county resolution.
 7. In granting a tax exemption, the board of county commissioners may impose any terms or conditions as deemed necessary to fulfill the purpose and intent of this policy.
 8. The complete application process from filing to official action shall generally be completed within 60 days.
- d. *Confidentiality.* All applications and records pertaining to a formal tax exemption request will be available for public inspection under the Kansas Open Records Act as provided by K.S.A. 45-221.

(Res. No. 1147, 3-15-88; Amend. No. 1147-1, 5-24-92; Amend. No. 1147-2, 2-25-97; Amend. No. 1147-3, 6-22-99)

Cross reference— Officers and employees generally, [Chapter 3 – General Codes](#), Article 3-7 et seq.; county administrator generally, [Chapter 2 – Internal Codes](#), Article 2-3 et seq.

8-2.8 - COMPLETION REVIEW

Each tax exemption granted shall be subject to a review of project completion. This review shall be for the purpose of determining if the economic benefits stated in the application are achieved, if the estimated percent and term of the exemption remain valid, and if the business is in compliance with any established terms or conditions. In the event that a capital investment project has not been completed, the review status shall be considered "in progress" and no tax exemption shall be granted. If the capital investment project is complete but the employment goal has not been reached and hiring remains active, the applicant business may request to be considered "in progress" and receive no tax exemption, or be considered partially complete as long as the minimum employment and investment threshold is met and receive a prorated tax exemption for the subject year. A prorated exemption shall count against the tax exemption term. In any case a project shall be considered complete if more than 36 months have elapsed since initial approval of the tax exemption resolution, unless otherwise requested by the applicant and approved by the county commission.

- a. *Filing date and fee.* The application for completion review shall be filed within three months after the completion date as set forth in the application, unless extended as set forth herein. The filing fee shall be \$125.00 and is nonrefundable. There shall be no filing fee for an in-progress review.
- b. *Business information.* The recipient business shall provide information pertaining to the number of full-time permanent jobs created as a result of the project, the actual amount of capital invested in the



[RETURN TO TABLE OF CONTENTS](#)

project, the ongoing nature of business activities, an "as-built" site plan of the completed project, and any other data that may reasonably be requested.

- c. *Review process.* The county review committee will review the application and submit a report to the board within 60 days. The board will consider the application and staff report at a public hearing, advance notice of which shall be as provided for the hearing on the original application. Approval of the certification of compliance shall be in the form of a certificate of compliance resolution determining compliance with the tax exemption policy.
- d. *Certification.* If certification of compliance for the tax exemption is granted, a state exemption claim form shall be filed with the county appraiser within 30 days of the certificate of compliance resolution. A copy of the resolution that originally approved the exemption and a copy of the certificate of compliance resolution shall be submitted with said claim form.
- e. *Revocation.* The board of county commissioners reserve the right to revoke a granted exemption due to a fraudulent submittal of an application, failure to submit the completion review application and supporting information, failure to meet qualifying criteria, or failure to comply with established terms or conditions. Failure to produce the stated economic benefits will result in a reduction or loss of tax exemption.

(Amend. No. 1147-1, 5-24-92; Amend. No. 1147-2, 2-25-97; Amend. No. 1147-3, 6-22-99)

8-2.9 - MONITORING REVIEW

Following receipt of certification of compliance, each tax exemption granted shall be subject to an annual monitoring review of business status. This review shall be for the purpose of determining if the business continues to meet eligibility criteria and remains in compliance with any established terms or conditions.

- a. *Filing date and fee.* The application for monitoring review shall be filed on an annual basis no later than January 15 of each year for the term of the exemption. The filing fee shall be \$50.00 and is nonrefundable.
- b. *Business information.* The recipient business shall provide information pertaining to the ongoing nature of business activities, average total monthly employment, any change in majority ownership of the business and any other data as may reasonably be requested.
- c. *Review process.* The county review committee will review the application and, unless ineligibility or noncompliance is evident, the county clerk shall issue a certificate of compliance. In the alternative, the review committee shall submit a report to the board for their determination of compliance.
- d. *Certification.* If compliance is deemed to exist, a written statement, signed by the county clerk, that the property continues to meet all terms and conditions established as a condition of granting an exemption, shall be attached to the exemption claim form filed with the county appraiser.

(Res. No. 1147, 3-15-88; Amend. No. 1147-1, 5-24-92; Amend. No. 1147-2, 2-25-97; Amend. No. 1147-3, 6-22-99)



[RETURN TO TABLE OF CONTENTS](#)

8-2.10 - REVOCATION

The board of county commissioners reserve the right to revoke and/or modify a granted exemption due to a fraudulent submittal of an application, failure to submit the monitoring review application and supporting information, failure to meet qualifying criteria, or failure to comply with established terms or conditions.

(Res. No. 1147, 3-15-88; Amend. No. 1147-1, 5-24-92; Amend. No. 1147-3, 6-22-99)

8-2.11 - POLICY REVIEW

The board of county commissioners reserves the right to amend, revoke, change, or otherwise modify this policy from time to time to promote the best interests of Saline County, and reserve the right to apply this policy to pending applications to insure compliance with this policy.

(Res. No. 1147, 3-15-88; Amend. No. 1147-1, 5-24-92; Amend. No. 1147-2, 2-25-97; Amend. No. 1147-3, 6-22-99)

ARTICLE 8-3 RESIDENTIAL RELOCATION ASSISTANCE

8-3.1 - REPLACEMENT OF DEMOLISHED OR CONVERTED DWELLING UNITS

The board of county commissioners will replace all occupied and vacant occupied low/moderate-income dwelling units demolished or converted to a use other than as low/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.496(d).

(Res. No. 1191, 4-11-89)

8-3.2 - INFORMATION SUBMITTED TO STATE

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the board of county commissioners will make public and submit to the state department of commerce the following information in writing:

- a. A description of the proposed assisted activity.
- b. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity.
- c. A time schedule for the commencement and completion of the demolition or conversion.
- d. The general location on a map and appropriate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units.



[RETURN TO TABLE OF CONTENTS](#)

- e. The source of funding and a time schedule for the provision of replacement dwelling units.
- f. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least ten years from the date of initial occupancy.

(Res. No. 1191, 4-11-89)

8-3.3 - PROVISION OF RELOCATION ASSISTANCE

The board of county commissioners will provide relocation assistance, as described in 24 CFR 570.496(a) to each low/moderate-income household displaced by the demolition of housing or by the conversion of a low/moderate-income dwelling to another use as a direct result of assisted activities.

(Res. No. 1191, 4-11-89)

8-3.4 - STEPS TO MINIMIZE DISPLACEMENT

Consistent with the goals and objectives of activities assisted under this article, the board of county commissioners will take the following steps to minimize the displacement of persons from their homes:

- a. Make a concerted effort to propose project activities that will not directly cause the displacement or relocation of any persons, families or households from their living unit.
- b. In order for a structure to be proposed for demolition and removal, it must have been unoccupied for at least one year. Utility records will be reviewed thus proving that no utility service has been furnished to that address for the same one-year period.
- c. Sufficient notice will be given any property owner of a deteriorated structure thus offering an opportunity to present reasons against the structure being dismantled and the property cleared of it, or to illustrate how the structure can and will be renovated to tolerable standards.

(Res. No. 1191, 4-11-89)

ARTICLE 8-4 CENTRAL KANSAS EXTENSION DISTRICT, NUMBER 3, OTTAWA AND SALINE COUNTIES

- a. *District objectives.*
 - 1. To plan, develop, and deliver an efficient and effective educational program.
 - 2. To develop and maintain a highly trained specialized professional and support staff through efficient and effective training programs and competitive pay scale.



CODE OF ORDINANCES
Saline County, KS

CHAPTER 8
Community Development

[RETURN TO TABLE OF CONTENTS](#)

3. To strengthen the grassroots impact of programs, personnel, and budget through the election of the district governing body and appointment of district program development committee members.
 4. To provide for adequate financial resources and efficient use of those resources to support the extension district program.
- b. *State objectives.* To organize and structure the area and state specialists and administrators within the scope of available resources so as to give support to the district, cooperating with the district to conduct extension educational programs.
- c. *Funding the district.*
1. *State and federal funds for the district.*
 - i. The district will receive an allocation from K-State Research and Extension of \$107,432.00 (FY 04), equivalent to two agent positions for Ottawa County and six agent positions for Saline County.
 - ii. Upon the retirement or resignation of one or more district extension agents, reducing the number of agents to seven or fewer, the district will receive a district base of \$97,162.00 (FY 04) of state appropriations to be divided equally among the agent positions.
 - iii. Future legislative appropriations to K-State Research and Extension will be contributed to each agent's salary within the district according to K-State research and extension district funding policy and funding formulas for county and district extension agent positions. Allocations from K-State research and extension will continue according to current policy unless state or federal funding mandates or budget limitations require a reallocation of resources.
 2. *Local funding for the district.*
 - i. The governing body of the extension district, in the same manner as provided by law applying to other taxing subdivisions, may make an annual tax levy upon all the taxable tangible property of the extension district, to be levied and collected as other taxes, at a rate fixed in accordance with the approved budget.
 - ii. The law provides for a tax levy not to exceed the greater of (1) a maximum of 2.5 mills or (2) \$75,000.00 multiplied by the number of counties in the district (\$150,000.00 for the Central Kansas Extension District), to be used for funding the extension educational program in a district. A budget will be developed within these limits.
 - iii. County appropriations for the FY 2004 extension council budgets, as determined by the FY 2004 extension council budget agreement in each county (\$101,340.00 in Ottawa County and \$419,232.00 in Saline County), will be disbursed to the respective extension councils before



CODE OF ORDINANCES
Saline County, KS

CHAPTER 8
Community Development

[RETURN TO TABLE OF CONTENTS](#)

July 1, 2004, or to the Central Kansas Extension District if any balances remain unpaid after July 1, 2004.

3. *District budget.*

- i. The district governing body and the authorized representative of the director of extension, acting as a body, shall meet to prepare and adopt the annual budget for the extension district, in accordance with and subject to the provisions of the extension district law.
- ii. The district governing body and the authorized representative of the director of extension shall provide a public hearing for the budget.
- iii. The district governing body and the authorized representative of the director of extension shall file the budget with the county clerk of each county for the purpose of establishing the annual tax levy.

d. *Mail allocation.*

- 1. K-State research and extension will make an allocation for mail to the district based on the combined allocation of the two counties. The current annual allocation is \$6,519.00 (Ottawa, \$1,814.00; Saline, \$4,705.00).
- 2. Allocations from K-State research and extension will continue unless state or federal funding mandates or budget limitations require a reallocation of resources. Future allocations will be distributed according to K-State research and extension mail allocation funding policy.

e. *Publication allocation.*

- 1. K-State research and extension will make a publication allocation to the district based on the combined allocation of the two counties. The current annual allocation is \$4,975.00 (Ottawa, \$1,146.00; Saline, \$3,829.00).
- 2. Allocations from K-State research and extension will continue unless state or federal funding mandates or budget limitations require a reallocation of resources. Future allocations will be distributed according to K-State research and extension publication allocation funding policy.

f. *Organization of governing body.*

- 1. *[Membership.]* The board of county commissioners of each county shall appoint four qualified electors of the county to membership on the District governing body.
- 2. *[Original terms.]* Two of the appointed members shall serve for terms ending upon the election of successors at the election held the first Tuesday of April of the first odd-numbered year following



CODE OF ORDINANCES

Saline County, KS

CHAPTER 8

Community Development

[RETURN TO TABLE OF CONTENTS](#)

their appointment. The other two members' terms end upon the election held on the first Tuesday in April of the second odd-numbered year following their appointment.

3. *[Succeeding terms.]* At the conclusion of the terms of the members first appointed to membership on the governing body of the district, the four members representing each county shall be elected for a term of four years in a countywide election, held on the first Tuesday in April in each odd-numbered year, by the qualified electors of the county and shall serve until such member's successor is elected and qualified.
 4. *[Officers.]* The governing body of the district shall organize annually in July by electing from among its members a chairperson, vice-chairperson, secretary and treasurer.
 5. *[Meetings.]* The district governing body will meet monthly to conduct the business of the extension district.
 6. *Term of office.* The elected term of office on the district governing body will be four years. There is no limitation on successive terms.
- g. *Organization of program development committees.*
1. The district governing body will appoint as many program development committees (PDC's) as desired, each consisting of six or more members from each county, to develop educational program plans.
 2. PDC's shall be appointed to develop educational programs in agricultural pursuits, in family and consumer science (home economics) work, in 4-H club and youth development work, and in economic development initiatives.
 3. Each program development committee shall be chaired by a member of the district governing body and shall meet as needed.
 4. All program plans shall be subject to final approval of the governing body of the extension district.
- h. *Organizational structure.*
1. The office structure for the district will be determined by the district governing body and the authorized representative of the director of extension. An office will be maintained in each county at the discretion of the District governing body and the authorized representative of the director of extension. The host office for coordinating the district extension program and personnel will be located in Saline County.
 2. One or more extension agents will be housed in each county in the district at the discretion of the district governing body and the authorized representative of the director of extension. Current agents and office professionals will be housed in the counties where they are presently located.



CODE OF ORDINANCES

Saline County, KS

CHAPTER 8

Community Development

[RETURN TO TABLE OF CONTENTS](#)

3. One agent will be designated with the title and responsibilities of District extension director.
 4. The district governing body and the authorized representative of the director of extension shall attempt in good faith to contract with the county commissioners to provide continued use of present office space.
 5. The district will combine and make uniform all programs conducted in Ottawa and Saline Counties by January 1, 2006 (excluding county fairs).
 6. The extension district will adopt uniform policies and procedures for the district.
- i. *District staffing.*
1. The district governing body and the authorized representative of the director of extension will agree upon a staffing plan that meets the comprehensive educational programming needs as outlined in federal and state extension authorizing legislation.
 - i. All current personnel in the counties forming the district will be accepted into the district agent, agent assistant and office professional staff.
 - ii. Any reduction of personnel in the district from current combined county staff levels will be accomplished through attrition, or through an agreement of the district governing body and the authorized representative of the director of extension.
 - iii. Any increase in staff will be agreed upon by the district governing body and the authorized representative of the director of extension.
 2. All open positions in the district will be filled according to K-State research and extension personnel policies.
- j. *Training and professional development.*
1. K-State research and extension will provide in-depth training to district governing body members to include new member orientation, officer orientation, and training in budget development, personnel management and other areas as agreed to by the District governing body and K-State research and extension.
 2. Training will be provided for all personnel becoming a part of the extension district.
 3. All agents, agent assistants and office professionals will participate in appropriate professional development conducted by K-State research and extension and professional organizations, as well as other professional development approved by the district governing body and the authorized representative of the director of extension to enhance their ability to perform their responsibilities.
- k. *District agent assistants.*



CODE OF ORDINANCES

Saline County, KS

CHAPTER 8

Community Development

[RETURN TO TABLE OF CONTENTS](#)

1. District agent assistants may be employed, with approval of the district governing body and the authorized representative of the director of extension.
 2. All district agent assistants must work with a specific program assignment and be under the supervision and direction of a district extension agent.
- I. *Inventory of district property.*
1. Each county extension council will provide an inventory of all property more than \$100.00 in value.
 2. The financial resources available to each council at the time of entry into the district will be added together with the inventory of property of each council, to determine the percentage of resources each county extension council brought into the district.
 3. If a county withdraws from the district, the property, financial resources and obligations shall be transferred to and assumed by the county extension council in accordance with the percentage of resources each county brought into the district.

(Res. No. 03-1812, 12-2-03)

8-4.1 CONFLICT WITH STATE LAW

The parties agree that no provision of this agreement is intended to conflict with or supersede the Kansas Extension District Law, K.S.A. 2-608 through 2-628. The group agrees to complete the process of forming a district under K.S.A. 2-623 through 2-628 upon the execution of the operational agreement. The operational agreement shall only be effective when approved by the attorney general, the two boards of county commissioners, the Ottawa and Saline County extension councils, and the authorized representative of the director of extension, Kansas State University.