



RENO COUNTY  
Administration  
206 West First Ave.  
Hutchinson, KS 67501-5245  
620-694-2929  
Fax: 620-694-2928

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**To:** Local and Regional Media  
**From:** Randy Partington, County Administrator  
**Date:** March 20, 2020  
**Re:** Reno County Facilities

Reno County government offers essential services to the citizens and visitors of Reno County. The County will continue to provide these services as best as possible, with the limitations put on us by the concern of the COVID-19 pandemic. Beginning Monday, March 23<sup>rd</sup> for two weeks, some Reno County public facilities will be closed to the public/restricted. Both the open and closed facilities will have various restrictions to allow for us to serve the citizens in a safe manner. Below is information regarding the facilities and how to contact the county at each location that is either closed or has restricted access.

- **Appraiser's Office:** Phone: 620-694-2915
  - Please call to make an appointment.
  - Appeal Hearings – if you are scheduled for an appeal hearing, or need to be schedule one, please contact call 620-694-2915.
  - Personal Property – please call Shayna Johnson at 620-694-2986 for any questions regarding personal property.
  
- **Community Corrections:** Phone: 620-665-7042
  - The Community Corrections office is closed to the public.
  - Probationers are still required to check in with their officer as directed. Please contact your officer for reporting instructions.
  
- **County Clerk's Office:** Phone: 620-694-2934      Email: [clerksoffice@renogov.org](mailto:clerksoffice@renogov.org)
  - Voter registrations may be completed online at <https://www.ksvotes.org/>.
  - Applications for Advance Ballot by Mail may be obtained at <https://www.ksvotes.org/>. Please fill out the form and mail to Reno County Clerk's Office, 125 W. 1<sup>st</sup> Avenue, Hutchinson, KS 67501.
  - Candidate Filings – Please call 620-694-2904 to set up an appointment to come in.
  
- **County Administration:** Phone 620-694-2929
  - For any appointments with the County Administrator, County Counselor or County Commission, call 620-694-2929. These offices are open but adhering to the KDHE and CDC social distancing guidelines.
  - County Commission meetings are open to the public with limited seating.

- **Department of Aging:** Phone 620-694-2911
  - Please call the office with any questions. If it is determined you need to come to the facility, an appointment will be set.
  
- **District Attorney's Office:** Phone: 620-694-2715 Email: [renoda@renogov.org](mailto:renoda@renogov.org)
  - Appointments will have to be scheduled for persons wanting to meet with our Diversion Coordinator or Victim/Witness Coordinator at the above phone number and/or email.
  
- **District Court:** Phone: 620-694-2558 Email: [district.court@renogov.org](mailto:district.court@renogov.org)
  - Office is closed to the public. Please call or e-mail with any questions you may have.
  
- **Emergency Management:** Phone: 620-694-2975 Email: [eoc@renogov.org](mailto:eoc@renogov.org)
  - Office is closed to the public. Please call or e-mail with any questions you may have.
  
- **Health Department:** Phone: 620-694-2900
  - Basic Health Services – Seeing clients
  - WIC – Seeing clients
  - FP/MCH – Seeing clients
  - OAS – Seeing clients
  - Environmental – Seeing clients / screening before going out into the homes
  - Health Education – focusing on supporting COVID – 19 overflow
  
- **Human Resources:** Phone: 620-694-2982 Email: [personneloffice@renogov.org](mailto:personneloffice@renogov.org)
  - Job Applications may be completed online at <https://www.renogov.org/712/Job-Openings>
  
- **Public Works:** Phone: 620-694-2976 Email: [pwemployees@renogov.org](mailto:pwemployees@renogov.org)
  - The Public Works building is closed to the public. Please utilize the drop box in front of the building at 600 Scott Blvd., South Hutchinson, KS 67505 and then call 620-694-2976 to notify us that you have placed a document in the drop box.
  - Utility Payments: Either mail in to 600 Scott Blvd., South Hutchinson, KS 67505 or utilize the drop box in front of the building.
  - Planning & Zoning: Contact Mark Vonachen at 620-694-2978 or [mark.vonachen@renogov.org](mailto:mark.vonachen@renogov.org) and utilize the drop box in front of the building.

- **Register of Deeds Office:** Phone: 620-694-2942 Email: [deedsoffice@renogov.org](mailto:deedsoffice@renogov.org)
  - Office access by appointment only from 8:30 a.m. – 4:30 p.m. Please call or e-mail the office to set an appointment.
  - Record searches may be completed online at <http://ks281.cichosting.com/rap/search.aspx> (online record searches go back to 1990).
  - Customers who wish to record their documents in person or drop off documents, please call or e-mail the office to make an appointment. For liability reasons, there will be no drop box.
  - Copy requests will continue to be fulfilled via email or mail to Reno County Register of Deeds, 125 W. 1<sup>st</sup> Avenue, Hutchinson, KS 67501.
  - Funeral homes – please call or email to set an appointment to pick up DD 214's.
  - All Recordings will cease at 4:00 p.m.
  
- **Reno County Area Transit RCAT:** Phone: 620-694-2913
  - Paratransit and Fixed Routes as well as County On-Demand will operate on regular schedule until further notice.
    - Regular schedule hours are 6:00 a.m. – 7:00 pm. M-F and 7:00 a.m. – 6:00 p.m. Sat.
  
- **Reno County Correctional Facility:** Phone: 620-694-2741
  - Inmate Visitation – All non-essential and personal visitations have been closed. Attorney visitation will continue.
  
- **Sheriff's Office:** Phone: 620-694-2735
  - Offender Registration - No walk-ins allowed. Please call 620-694-1752 to make an appointment. No fingerprints or DNA will be taken, the file will be flagged for those to be done at a later date. PPE protocols have been arranged for those registrations that are taken.
  - Concealed Carry Applications will not be taken or processed until further notice.
  - Civil Process – Please call 620-694-2511 or email [rensocivil@renolec.com](mailto:rensocivil@renolec.com) to make an appointment for services, including delinquent taxes. PFA processes will start at Brighthouse (620-665-3630). Brighthouse will then be in contact with this office and the courts to complete the process.
  
- **Solid Waste (Landfill):** Phone: 620-694-2586 Email: [megan.davidson@renogov.org](mailto:megan.davidson@renogov.org)
  - All haulers/businesses/citizens are to stay in their vehicles. The scale associate will come to you to retrieve or deliver any paperwork you may have or need.
  - Roofers/Constructions Haulers: Work site verification forms are to be filled out prior to coming across the scale. If not, you will be asked to pull off the scale to complete the form and then contact the scale associate. Do not come into the office, the scale associate will come to you. If you need forms, notify the office at 620-694-2586 and the forms will be mailed to you.
  - Please do not hesitate to contact our office with any questions or concerns.

- **Treasurer's Office:** Phone: 620-694-2938 or 620-694-2940 E-Mail: [treasurersoffice@renogov.org](mailto:treasurersoffice@renogov.org)
  - No renewals (stickers) will be completed in person. Please renew online (<http://ikan.ks.gov>); by mail (mail to: 125 W. 1<sup>st</sup> Ave. Hutchinson, KS 67501); or call us for an appointment if you need title work. You can reprint your vehicle registration notice online under Tags & Taxes/Treasurer on our website [www.renogov.org](http://www.renogov.org). This includes the pin number needed for online renewals or the amounts for mailing registrations in. Please include a current contact number as well as insurance information (we will return it with your renewal).
  - For completion of Title work on a vehicle purchase, please call the office at 620-694-2941 or 620-694-2590 for an appointment. We will coordinate with you to make accommodations to complete the title work curbside. Please call regarding refunds on sold/disposed vehicles.
  - Please follow the link [www.kansas.gov/propertytax](http://www.kansas.gov/propertytax) to pay your CURRENT real estate and personal property taxes online. You may also mail your payment in or drop it off in the box in our front lobby during regular business hours. **WE WILL NEED A CONTACT NUMBER ON ANY DOCUMENTATION LEFT IN OUR BOX OR MAILED.** (No access will be allowed inside of our actual building.)
  - Please call the office at 620-694-2938 or 620-694-2940 with questions between 8:00am and 4:55pm. We appreciate your patience in keeping all our community members safe.
  
- **Youth Services:** Phone: 620-694-2500 Email: [bill.hermes@renogov.org](mailto:bill.hermes@renogov.org)
  - Office closed to the public. Please call or email with any questions you may have.

The Board of Reno County Commissioners, elected officials and appointed officials will continue to assess the situation and will provide updates and make changes, as necessary. We apologize for any inconvenience this causes the citizens of Reno County; however, the health and safety of our citizens and employees is our priority. Thank you for your cooperation in this ongoing situation.

**Reno County Government would like to urge and encourage businesses and citizens to take active steps to prevent the spread of COVID-19. The health and safety of our community is our top priority. Take simple steps to prevent the spread of disease by COVID-19 by: washing your hands; avoiding close contact with people who are sick; covering your coughs and sneezes; avoid touching your eyes, nose and mouth with unwashed hands; clean and disinfect frequently touched objects and surfaces; stay home when sick. Stay up to date with COVID-19 information by visiting: [www.kdheks.gov/coronavirus](http://www.kdheks.gov/coronavirus).**

For questions regarding this press release, contact the County Administrator at 694-2929 or [randy.partington@renogov.org](mailto:randy.partington@renogov.org).