

PROFESSIONAL SERVICES CONTRACT

THIS AGREEMENT is made and entered into this 1st day of July, 2025, by and between the COWLEY COUNTY REGISTER OF DEEDS, BOARD OF COUNTY COMMISSIONERS OF COWLEY COUNTY, KANSAS, hereinafter referred to as “COUNTY,” and KAREN HUGHES, hereinafter referred to as “CONTRACTOR.”

WHEREAS, COUNTY desires to contract for Indexing services for the organization.

WHEREAS, CONTRACTOR has the professional expertise, experience, and resources necessary to provide said services under the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants, conditions, and promises contained herein, the parties agree as follows:

SECTION ONE – SCOPE OF SERVICES:

CONTRACTOR agrees to provide the following services in a professional and timely manner:

1. Prepare, organize, and scan physical records or documents as identified by the Register of Deeds department; that will include records that are found in Book number 1 to 59, A-Z, Sheriffs Deeds, Tax Deeds
2. Repair books as needed.
3. Maintain Accuracy in Quality Assurance standards for indexing older documents and scanning them for a better quality image.
4. Coordinate with the Register of Deeds to determine workflow and timelines for completed projects.
5. Consistently recognize and address errors in data entry.
6. Use organization and time management skills to assist in preserving records according to the state statutes and retention schedules; as required by Cowley County Register of Deeds.

SECTION TWO – TERM:

1. This Agreement shall commence on 7/1/2025 and shall continue through 6/31/2026, unless terminated earlier as provided herein.
2. This Agreement may be extended upon mutual written agreement by both parties.

SECTION THREE – COMPENSATION:

1. COUNTY agrees to compensate CONTRACTOR at a hourly rate of \$20.00/hr for services rendered under this Agreement.
2. CONTRACTOR acknowledges that they are an independent contractor and shall not be entitled to County benefits including, but not limited to, health insurance, retirement, or paid leave.

SECTION FOUR – INSURANCE AND LIABILITY:

1. CONTRACTOR shall be responsible for any damage or loss of COUNTY records in their possession and agrees to indemnify and hold harmless COUNTY from any claims resulting from their negligence or failure to perform services under this Agreement.

SECTION FIVE – GENERAL PROVISIONS:

1. This Agreement constitutes the entire understanding between the parties and supersedes any prior oral or written agreements.
2. Either party may terminate this Agreement for any reason upon thirty (30) days written notice to the other party.
3. This Agreement shall be governed by the laws of the State of Kansas and any legal action arising hereunder shall be filed in Cowley County, Kansas.

IN WITNESS WHEREOF, COUNTY has executed this Agreement and
CONTRACTOR has signed and executed this Agreement, both in duplicate, the day and year first above written.

COUNTY:
COWLEY COUNTY REGISTER OF DEEDS,
COWLEY COUNTY, KANSAS

Toni A. Long

COUNTY:
BOARD OF COUNTY COMMISSIONERS OF
COWLEY COUNTY, KANSAS

Chairman, Wayne Wilt

CONTRACTOR:

Karen Hughes

ATTEST:

Karen Madison, Cowley County Clerk