



REGULAR SESSION

Ron Sellers
District 1
Member

Ron Hirst
District 2
Chair

Daniel P. Friesen
District 3
Vice-Chair

Courthouse
206 W. 1st Avenue
Hutchinson, KS 67501

A G E N D A

Reno County Commission Chambers
Wednesday, November 3, 2021, 9:00 AM

LIVE STREAMED ON YouTube: <https://www.youtube.com/c/RenoCounty/videos>

- I. Call to Order**
- II. Pledge of Allegiance to the American Flag and Prayer**
- III. Welcome and Announcements by Commission Chair**
- IV. Public Comment on Items not on the Agenda**
Please come forward to the podium, state your name and address and limit your remarks to not more than 5 minutes per item.
- V. Determine Additions or Revisions to the Agenda**
- VI. Consent Agenda**
 - VI.A Vouchers (bills or payments owed by the county or related taxing units).
 - VI.B New lease proposals for the mail machine and folder/insertor from Midwest Single Source and Pitney Bowes.
- VII. Business Items**
 - VII.A Community Corrections Annual Department Update
 - VII.B Progress Update on various Projects at the Reno County Landfill
- VIII. County Administrator Report**
- IX. County Commission Report/Comments**
- X. Adjournment**



AGENDA ITEM

AGENDA ITEM #VI.B

AGENDA DATE: November 3, 2021

PRESENTED BY: County Clerk Donna Patton

AGENDA TOPIC:

New lease proposals for the mail machine and folder/inserter from Midwest Single Source and Pitney Bowes.

SUMMARY & BACKGROUND OF TOPIC:

We currently lease our mail machine and folder/inserter from Midwest Single Source. They have been easy to work with and a reliable company for service on the leased equipment. We would like to sign a lease with MSS again because we believe the difference is warranted due to the service we have received from them. When we put in a service request, they are usually here the same day or the following day at the latest.

Requests for proposals were sent to Midwest Single Source, Pitney Bowes since our current mail machine and folder/inserter lease ends in February 2022. We received proposals from both companies to lease their machines for 60 months from approval by the Board of Commissioners.

ALL OPTIONS:

- Approve Proposal from Midwest Single Source (MSS) for the lease of a mail machine and folder/inserter for \$1,239.10 to be paid in quarterly installments of \$3,717.22 subject to review and approval of a lease agreement by the County Administrator and County Counselor; and give authorization to the County Administrator to sign the lease agreement.
- Approve Proposal from Pitney Bowes for \$1,143.84 (\$3,431.52 quarterly) subject to review and approval of a lease agreement by the County Administrator and County Counselor; and give authorization to the County Administrator to sign the lease agreement.
- Send the item back to staff for revisions to be brought back at a later meeting date.

RECOMMENDATION / REQUEST:

Approve proposal from Midwest Single Source (MSS) for the lease of a mail machine and folder/inserter for \$1,239.10 to be paid in quarterly installments of \$3,717.22; subject to review and approval of a lease agreement by the County Administrator and County Counselor; and give authorization to the County Administrator to sign the lease agreement.

POLICY / FISCAL IMPACT:

The Midwest Single Source proposal was for \$1,239.10 monthly to be paid in quarterly installments of \$3,717.33 for a yearly fiscal impact of \$14,869.32. The county will have a cost savings of \$1,142.12 a month due to scaling down the software and equipment with Midwest Single Source. Pitney Bowes was \$1,143.84 a month and MSS was \$1,239.10 a month for a 60 month lease. The difference is

\$95.27 a month and \$5,716.20 for the 60 month lease period. The folder/insertter that MSS quoted is similar to the quote from Pitney Bowes but the one from MSS has a few more options for us to use. Currently our lease is \$2,381.23 a month which included some software we will no longer use for bulk mailing.



Donna Patton
County Clerk

RENO COUNTY
125 West 1st Ave.
Hutchinson, Kansas 67501
(620) 694-2934
Fax: (620) 694-2534
TDD: Kansas Relay Center 1-800-766-3777

November 9, 2021

Lease of mail machine and folder/insertor

I sent out for proposals for a new leased mail machine and folder/insertor in June 2021. We received two proposals, one from Pitney Bowes and one from Midwest Single Source which is the equipment we currently have.

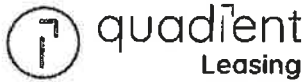
Pitney Bowes was \$1,143.84/month and MSS was \$1,239.11/month for a 60-month lease. The difference is \$95.27/month and \$5,716.20 for the 60-month lease period. The folder/insertor that MSS quoted is similar to the quote from Pitney Bowes but the one from MSS has a few more options for us to use.

Currently our lease is \$2,381.23/month. This includes some software that we leased in the past for bulk mailing, but currently we don't use the software.

We would like to sign a lease with MSS again because we think the difference is warranted due to the service we receive from them. When we put in the service call, they are usually here on the same day or the next at the latest.

Thank you,

Donna Patton
Donna.patton@renogov.org



**Government Product Lease Agreement
with Postage Meter Rental Agreement**

Section (A) Office Information

Office Number	Office Name	Phone #	Date
903	Midwest Single Source Inc	(316) 267-6333	10/14/2021

Section (B) Billing Information

Company Name	Reno County		
DBA			
Billing Address	125 W 1st Ave		
City State Zip+4	Huchinson	KS	67501
Contact Name	Donna Patton	Phone	(620) 694-2904
Contact Title	Reno County Clerk	Fax	
Email Address	donna.patton@reno.gov	PO #	

Section (C) Installation Information (if different from billing information)

Company Name	Reno County		
Installation Address	125 W 1st Ave		
City State Zip+4	Huchinson	KS	67501
Contact Name	Donna Patton	Phone	(620) 694-2904
Contact Title	Reno County Clerk	Fax	
Email Address	donna.patton@reno.gov		
Main Post Office		PO 5-Digit Zip Code	

Section (D) Products

Qty	Model / Part Number	Description (include Serial Number, if applicable)
1	DS75IMFFAC	DS-75i MaxiFeeder Factory Fitted
1	IS6000CSHPC	IS-6000 300 LPM Base, PostCard Version MMF, 15" Control Panel, Keyboard, LAN Kit & Line Conditioner
1	IS56STACKER	Expandable IS-5000/6000 Stacker
1	IS56DWM PKG	IS-5000/6000 Dynamic Weighing Module
1	ISWP70	IS Series 70lb. Weigh Platform
1	DS75I-INTS3	3 Station Special: 2 Auto + Special Fdr + CIS Scanner + Multi License

Section (E) Lease Payment Information & Lease Payment Schedule

Tax Status: <input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Tax Exempt <i>Certificate attached</i>	Number of Months	Monthly Payment (Plus applicable taxes)
	First 60	\$1,239.10
Billing Frequency: <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually	Current Lease Number: N17012624	
Billing Method: <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Arrears	<input type="checkbox"/> ACH (Customer to submit authorization form)	

Section (F) Postage Meter & Postage Funding Information

Meter Model	IS6000AI	Machine Model	IS6000CSHPC
Postage Funding Method: <input checked="" type="checkbox"/> Bill Me <input type="checkbox"/> Prepay by Check <input type="checkbox"/> ACH Debit (Submit customer authorization form) <input type="checkbox"/> OMAS <input type="checkbox"/> CPU (include authorization form)		Postage Funding Account: <input checked="" type="checkbox"/> POC <input type="checkbox"/> TMS <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing Existing Account Number:	
Agency Code	Sub Agency Code		

Service Products (Check all that apply)

<input checked="" type="checkbox"/> Online Postal Rates iMeter™ App (SP10)
<input type="checkbox"/> Online Postal Expense Manager iMeter™ App (SP20/NeoStats)
<input type="checkbox"/> Online E-Services iMeter™ App (SP30)
<input checked="" type="checkbox"/> NeoShip PLUS (EP70PLUS)
<input checked="" type="checkbox"/> NeoShip Install & User Guide (EP70GUIDES)
<input type="checkbox"/> RunMyMail <input type="checkbox"/> 3G/4G Cell Service
<input checked="" type="checkbox"/> Maintenance
<input checked="" type="checkbox"/> Installation/Training <input type="checkbox"/> Software Support for premise (non-cloud) solutions

Section (G) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to the Postage Funding Account unless initial here _____.

This document consists of a Government Product Lease Agreement with Quadient Leasing USA, Inc.; and a Postage Meter Rental Agreement, and Online Services and Software Agreement with Quadient, Inc.; and a Postage Funding Account Agreement with Quadient Finance USA, Inc. Your signature constitutes an offer to enter into such agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Government-Equipment-Lease-Terms-USPS-Dealer-V9-2020), which are also available at www.quadient.com/Government-Equipment-Lease-Terms-USPS-Dealer-V9-2020, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Guided by Quadient, Inc.'s Sustainable Design and Responsible Manufacturing Policy, our Products may contain reused components. For more information visit <https://www.quadient.com/about-us/sustainable-design-and-manufacturing>.

***** SEE PURCHASE ORDER *****
Authorized Signature _____

Print Name and Title _____

Date Accepted _____

Accepted by Quadient Inc. and its Affiliates _____

Date Accepted _____

*mail machine - \$762.70
DS75i - \$476.40

\$1239.10 /
month
for 60 months*

Customer

Organization	Reno County		
DBA			
Address	125 W 1st Ave		
City State Zip	Huchinson	KS	67501
Phone	(620) 694-2904	Fax	

Purchase Order - Lease

NASPO/ValuePoint Contract #: ADSPO 16-169901
 and / or
 State Participating Addendum (PA) #:
 43221 Quadient/43218 Quadient Leasing (KS)

Vendor

Company Name	Quadient Leasing USA Inc. FEDERAL ID# 94-2388882		
Attention	Government Sales	DUNS# 150836872	
Address	478 Wheelers Farms Rd		
City State Zip	Millford	CT	06461
Phone	(866) 448-0046	Fax	(203) 301-2600

Ship To

Organization	Reno County		
Attention	Donna Patton		
Address	125 W 1st Ave		
City State Zip	Huchinson	KS	67501
Phone	(620) 694-2904	Email	donna.patton@reno.gov

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing
QTY	Unit	Description	Unit Price	Total	
60	Months	Lease Payment	\$1,239.10	\$74,346.00	

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

Products

QTY	Product ID	Description
1	DS75IMFFAC	DS-75i MaxiFeeder Factory Fitted
1	IS6000CSHPC	IS-6000 300 LPM Base, PostCard Version MMF, 15" Control Panel, Keyboard, LAN Kit & Line Condition
1	IS56STACKER	Expandable IS-5000/6000 Stacker
1	IS56DWM PKG	IS-5000/6000 Dynamic Weighing Module
1	ISWP70	IS Series 70lb. Weigh Platform
1	DS75I-INTS3	3 Station Special: 2 Auto + Special Fdr + CIS Scanner + Multi License

- Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number ADSPO16-169901. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Payments will be sent to:
 Quadient Leasing USA Inc.
 Dept 3682
 PO Box 123682
 Dallas TX 75312-3682
- Send all correspondence to:
 Quadient Leasing USA Inc.
 478 Wheelers Farms Rd
 Millford CT 06461

 Authorized by Date

 Print Name Title



Financial Overview

Solution Recommendations

- SendPro® P3000 mailing system
 - 15 inch touch screen monitor
 - 310 letters per minute
 - 70 lb scale
 - Power Stacker
 - Accounting up to 100 accounts
- Relay® 4500 inserting solution
 - 2 sheet feeders, 1 insert feeder, and high-capacity envelope feeder.

Investment Details

Lease Options Summary

Valid until: 12/31/2021

Hardware and software as described above	Included
Maintenance, rate updates, and support	Included
Freight, delivery, and installation	Included

mail machine - 775.68 } per
 folder/insert - 368.16 } month

Term	Monthly Investment
60 Months	\$1,143.84

Quarterly * 3431.52
 60 months * 68,630.40

1	APKE	SendPro P Receiving Feature
1	APKF	SendPro P Shipping Feature Access
1	STDSLA	Standard SLA-Equipment Service Agreement (for SendPro P Series)

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 775.68	\$ 2,327.04

**Does not include any applicable sales, use, or property taxes which will be billed separately.*

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power® transaction fees included
- Purchase Power® transaction fees extra

Sales Information

Sherrie Philpott	sherrie.philpott@pb.com	
Account Rep Name	Email Address	PBGFS Acceptance

This Quotation is for budgeting and planning purposes only and is not legally binding. The supply of any goods or services is subject to a separate written order which will be issued by Pitney Bowes and will be subject to the terms and conditions incorporated therein.

NASPO ValuePoint Term Rental Installment Agreement (Option A) Quote

Agreement Number																							

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee			Tax ID # (FEIN/TIN)		
RENO COUNTY RENO CO CLERK					
Sold-To: Address					
206 W 1ST AVE, HUTCHINSON, KS, 67501-5204, US					
Sold-To: Contact Name		Sold-To: Contact Phone #		Sold-To: Account #	
DONNA PATTON		6206942934		0010903241	
Bill-To: Address					
206 W 1ST AVE, HUTCHINSON, KS, 67501-5204, US					
Bill-To: Contact Name		Bill-To: Contact Phone #		Bill-To: Account #	
				0012003378	
Ship-To: Address					
206 W 1ST AVE, HUTCHINSON, KS, 67501-5204, US					
Ship-To: Contact Name		Ship-To: Contact Phone #		Ship-To: Account #	
				0010903241	
PO #				Quote Expiration Date	
				2021-08-23	

Your Business Needs

Qty	Item	Business Solution Description
1	SENDPROPSERIES	SendPro P Series
1	AZBD	SendPro P3000 Series WOW
1	AZBE	SendPro P Series Mono Print Module
1	APSK	Connect+ 310 LPM Speed
1	MSD1	10in Color Touch Display
1	MSPS	SendPro P Series Power Stacker
1	1FW7	70lb Interface Weigh w/External Display
1	MT70	Platform Scale 70 LB / 35 KG
1	APA2	100 Dept Analytics
1	CAAB1	Basic Cost Accounting for PSeries
1	4W00	Connect+ /SendPro P Series Meter
1	SJM3	SoftGuard for SendPro P3000
1	M9SS	Mailstream Intellilink Services 2
1	T6CS	Receiving - Standard



NASPO ValuePoint Term Rental Installment Agreement (Option A) Quote

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Agreement Number

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee RENO COUNTY RENO CO CLERK **Tax ID # (FEIN/TIN)**

Sold-To: Address
206 W 1ST AVE, HUTCHINSON, KS, 67501-5204, US

Sold-To: Contact Name	Sold-To: Contact Phone #	Sold-To: Account #
DONNA PATTON	6206942934	0010903241

Bill-To: Address
206 W 1ST AVE, HUTCHINSON, KS, 67501-5204, US

Bill-To: Contact Name	Bill-To: Contact Phone #	Bill-To: Account #	Bill-To: Email
		0012003378	

Ship-To: Address
206 W 1ST AVE, HUTCHINSON, KS, 67501-5204, US

Ship-To: Contact Name	Ship-To: Contact Phone #	Ship-To: Account #
DONNA PATTON	6206942934	0010903241

PO #	Quote Expiration Date
	2021-08-31

Your Business Needs

Qty	Item	Business Solution Description
1	RELAY4500	Relay 4500
1	TI45	Relay 4500 w/Install & Training
1	F790042-01	Power Cord
1	STDSL	Standard SLA-Equipment Service Agreement (for Relay 4500)

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 368.16	\$ 1,104.48

**Does not include any applicable sales, use, or property taxes which will be billed separately.*

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power[®] transaction fees included
- Purchase Power[®] transaction fees extra

Sales Information

Account Rep Name	Sherrie Philpott	Email Address	sherrie.philpott@pb.com	PBGFS Acceptance
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This Quotation is for budgeting and planning purposes only and is not legally binding. The supply of any goods or services is subject to a separate written order which will be issued by Pitney Bowes and will be subject to the terms and conditions incorporated therein.



AGENDA ITEM

AGENDA ITEM #VII.A

AGENDA DATE: November 3, 2021

PRESENTED BY: Randy Regehr

AGENDA TOPIC:
Community Corrections Annual Department Update

SUMMARY & BACKGROUND OF TOPIC:
Community Corrections Annual Department Update

ALL OPTIONS:
N/A

RECOMMENDATION / REQUEST:
No action required by the Board.

POLICY / FISCAL IMPACT:
N/A



COMMUNITY CORRECTIONS

115 West 1st
Hutchinson, Ks 67501
Phone 620-665-7042
Fax 620-662-8613

Annual Commission Update
November 9, 2021

Mission Statement: Community Corrections seeks to reduce recidivism and enhance public safety by providing evidence-based supervision and interventions to assist clients in achieving long-term positive behavior change.

Staff Training and Coaching

For the agency to achieve its mission efficiently and effectively we need to continue to grow staff's abilities in working with difficult clients. As with so many industries, probation supervision continues to learn and understand better and more effective ways to change people's behavior. Rather than needing justice reform we need to continue to use research to improve how we're working with people for the best outcomes. We need growth, not reform.

We are trying to use a combination of group training and individual coaching with officers to achieve this growth. Topics like proximal, distal, and mastered behavioral goals are taught in a group setting with the most recent information from top researchers through training videos. This allows all the officers to hear the same information and discuss how and where we can improve. Individual coaching sessions are targeted to help each officer specifically where they are in the learning process. We have a wide range of skill levels and years of experience working with this population and one on one coaching can be dialed in to work on the specific areas in which each officer can improve.

The primary barrier to training we are facing is caseload sizes. Supervisory staff need time to research and develop training and to do the one-on-one coaching. Staff who feel overwhelmed with case work and documentation have less time and energy to focus on practicing new skills.

Client Numbers

We were assigned 240 people by the Reno County Courts last fiscal year and received an additional 38 people as courtesy transfers to Reno County. Fiscal year 2021 ended with a success rate of 74% with 146 successful completions and 51 people revoked to prison. We want to send dangerous people to prison rather than condition violators, but we're only one piece of the puzzle for our revocation rate. Forty-five percent of those revoked either asked to serve their underlying sentence or did so as part of a plea agreement. We were recommending reinstatement on nearly half of these cases and in about one-third of all the revoked cases. This reinstatement typically comes with time in jail and a release directly to inpatient substance abuse treatment. A common theme for people who get revoked is they're dealing with drug addiction and stop attending treatment and stop reporting for supervision. Due to their avoiding of these conditions a warrant is issued and then when they're arrested they are in possession of drugs which results in a new criminal charge. In 85% of the revocations to prison in FY'21 new charges were a factor. Out of all the people who were discharged



COMMUNITY CORRECTIONS

115 West 1st
Hutchinson, Ks. 67501
Phone 620-665-7042
Fax 620-662-8613

from supervision last year only 27% did not have any court interactions or jail sanctions. This makes sense when you consider fewer than 5% of our clients score low risk.

In the first quarter of FY'22 we've had 70 people assigned by the Reno County Courts and received 17 transfer-in clients. The success rate for the first quarter is 62% with 29 successful completions and 18 revocations to prison. The percentage of condition violators (people without a new criminal charge) is up at 37%, and the percent of people requesting to serve their sentence is down to 32%. There is a lot of time yet in the year so this will certainly change. New attorneys in the District Attorneys Office and a new District Court Judge are important factors to consider when evaluating the agency's success rate.

Our Drug Court program has had 22 admissions in the past five quarters and 15 successful graduations. Only four people were revoked to prison from Drug Court. There were three administrative discharges, two of which successfully completed treatment. The Drug Court program targets people whose primary issue is substance abuse. It then works to provide them the additional support, structure, and accountability they need to make changes in their lives. While Drug Court programs are increasing across the State financial support from the State is lacking. Each of these jurisdictions has to find their own funding to financially support their program, often this is coming from the Counties they serve.

House Bill 2026 Diversion

This new law creates a substance abuse treatment diversion program and allows the District Attorney to contract with Community Corrections for supervision of this population. The goal is to allow a person who has been arrested for a felony drug crime and successfully completes diversion to avoid a felony conviction. Currently people convicted of a felony drug possession are assigned to Community Corrections for supervision. The real difference is the possibility of a person not creating or adding to their criminal conviction history.

The Department of Corrections does not fund supervision for diversion. This creates a conflict in which the logical choice for diversion supervision is not funded to provide the service. However, due to the County providing funding for calendar year 2022 Community Corrections could use this money to pay for diversion supervision. The District Attorney will need to agree to allow diversions and develop a memorandum of understanding for Community Corrections to be able to provide the service. If this program is developed Community Corrections will ask for continued financial support from the County so diversion can be offered.

Office Space

In July Court Services received four additional Officer positions, however they were already using all their office space. Court Services, State Parole, and Community Corrections share office space at 111, 113, and 115 W. 1st, connected to the annex. Community Corrections has lost Officers due to a



COMMUNITY CORRECTIONS

115 West 1st
Hutchinson, Ks 67501
Phone 620-665-7042
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lack of State funding which has left us with open office space. Due to this, we gave four offices to Court Services for their new staff. The partnership between staff within the three agencies has always been good as we do similar work and at times supervise the same people.

Technology and Paper Reduction

In April 2021, the Department of Corrections rolled out a new client documentation system called Athena. The program was originally created by Microsoft for the medical field but was adapted for corrections both in the community and in prison facilities. There are still issues with data from the migration process and not all functions are working correctly. Staff are becoming more familiar with the system but training from the State has not met officer needs. However, one advantage this system has over the previous program is the ability to store documents. Switching from paper files to better utilizing technology is a big change for staff. We've purchased pads for doing electronic signatures and are converting documents to be used with the electronic signatures. We are starting a pilot project with two officers to learn how to use the technology and to work through roadblocks before expanding this to all officers. These two officers will then be able to train other staff and assist with onboarding to the new way of doing things. The long-term benefits include reducing the amount of paper we're using, filing, and storing. We will work towards signing paperwork electronically and using laptops to testify in court rather than a paper file. Some staff are more apprehensive about this change, but we believe by piloting the project we can create a better transition for other officer.



AGENDA ITEM

AGENDA ITEM #VII.B

AGENDA DATE: November 3, 2021

PRESENTED BY: Megan Davidson and SCS Engineers

AGENDA TOPIC:

Progress Update on various Projects at the Reno County Landfill

SUMMARY & BACKGROUND OF TOPIC:

The Reno County Landfill employees began dirt work on the new landfill facilities back in early early February of 2021. Conco Construction began their portion of the facilities in May of 2021. The new scale house and customer convenience center is currently on schedule and could be in full operation as early as January 2022.

The Gas Collection and Control System Well Expansion in Cell 7 began the middle part of October 2021. The project completion date should be completed by the end of the year to meet the requirements set forth by KDHE.

ALL OPTIONS:

Discussion Only

RECOMMENDATION / REQUEST:

Discussion Only

POLICY / FISCAL IMPACT:

n/a