



REGULAR SESSION

County Commission

Courthouse
206 W. 1st Avenue
Hutchinson, KS 67501

A G E N D A

**Reno County Annex Conference Room
125 W. 1st Avenue
Hutchinson, KS 67501
Tuesday, February 28, 2023, 9:00 AM**

1. **Call to Order**
2. **Pledge of Allegiance to the American Flag and Prayer**
3. **Welcome and Announcements by Commission Chair**
4. **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.
5. **Determine Additions or Revisions to the Agenda**
6. **Regular Consent Agenda**
 - 6A. Vouchers (bills or payments owed by the county or related taxing units).
 - 6B. Appointment of John Brady as Clerk to Bell Township Board
 - 6C. Community Corrections Kansas Department of Corrections FY'22 Unexpended Funds Grant Award Budget Adjustment
 - 6D. Community Corrections Adult and Juvenile Policy Updates
 - 6E. Noxious Weed Annual Management Plan and Eradication Progress Report
 - 6F. Public Works purchase of One (1) 2024 Freightliner 108 SD Tandem Axle Truck Chassis for a Dump Truck with a 16' Dump Body from Kansas Truck Center, Wichita, Kansas, for a cost of \$214,589.00
 - 6G. Public Works purchase of a 2023 Komatsu WA 320-8 Wheel Loader from Berry Tractor, Wichita, Kansas, for a cost of \$161,780.01 after a trade of a 2004 Komatsu 380-5 with approximately 6650 hours
 - 6H. Public Works purchase of Three (3) Land Pride 15' Flex Wing RCM5715 Mowers from Schmidt & Sons Inc., Mt. Hope, Kansas, for a cost of \$67,110.00
 - 6I. **Tabled from 2/14/23:** Re-Appointments of Shannon Hauschild, Ray Hemman, Erica Rivera, and Lacy Stauffacher to the Reno County Community Corrections Advisory Board for a 2-year term effective 1/1/2023 - 12/31/2024
 - 6J. **Tabled from 2/14/23:** Appointment of Carmen Booz & Hope Jordan to the Reno County Council on Aging Board for a 3-year term effective 1/1/2023 - 12/31/2025
 - 6K. **Tabled from 2/14/23:** Appointment of Erica Rivera, Edward Bible, and Curtis Jefferis to the Reno County Public Transportation Commission for a 3-year term effective 1/1/2023 - 12/31/2025

Randy Parks
District 1

Ron Hirst
District 2

Daniel P. Friesen
District 3

John Whitesel
District 4

Don Bogner
District 5

7. Special Districts Consent Agenda

- 7A. Reno County Fire District #4 tender truck purchase from Osco Tank & Truck Sales, Inc. for a total cost not to exceed \$300,000
- 7B. Declare Fire District #4's 1984 Chevrolet 5/4-ton truck VIN#1GCGD34J3EF382424 with unknown mileage as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the titles once the vehicles are sold
- 7C. Declare Fire District #4's 1986 Pierce fire truck VIN#1P9CA01D6GA040525 with 31,770 miles as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the titles once the vehicle is sold
- 7D. Declare Fire District #4's 1980 Oshkosh Pierce Arrow fire truck VIN#10T9N9A28A1019254 with 36,275 miles as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the titles once the vehicle is sold
- 7E. Declare Fire District #4's 2001 Command Travel Trailer VIN#4X4TRLD262D990268 as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the vehicle is sold
- 7F. Declare Fire District #6's 1983 GMC Sierra 3500 Rescue Truck VIN#1GDJK34W1DV528892 with unknown mileage as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the vehicle is sold
- 7G. Declare Fire District #6's 1985 Pierce fire truck VIN#1P9CA01D9FA040761 with unknown mileage as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold
- 7H. Declare Fire District #6 1985 Chevy 5/4-ton brush truck VIN#1GCGD34J8FF356614 as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold
- 7I. Declare Fire District #9's 1979 Chevrolet Rescue Truck VIN#CKL339B149852 as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold
- 7J. Declare Fire District #9's 1979 Ford Fire Engine VIN#F70CVFE5930 as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold
- 7K. Declare Fire District #9's 1984 Chevrolet 5/4-ton truck VIN#1GCGD34J6EF364161 as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold
- 7L. Declare Fire District #9's 1967 Ford F-750 Fire truck VIN#F75EUA59539 as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title upon sale of the truck
- 7M. Reno/Harvey Joint Fire District #2 (Buhler) UTV Fire unit purchase for a total cost not to exceed \$32,000

8. Business Items

- 8A. 2023 Annual Emergency Management Update
- 8B. Proposed Resolution 2023-_____; A Resolution establishing the Reno County Health Department (RCHD) Advisory Board
- 8C. Reno County Health Department (RCHD)'s Comprehensive Opioid Stimulant and Substance Use Site Based Program (COSSUP) Grant Application for \$1,000,000

- 8D. Reno County Health Department (RCHD)'s continuation of the Kansas Department of Health and Environment (KDHE) Healthy Families agreement for \$320,000
- 8E. Reno County Health Department (RCHD)'s Aid-to-Local (ATL) Grant Application for \$890,420.40

9. County Administrator Report

- 9A. Monthly Department Reports

10. County Commission Report/Comments

11. Adjournment



AGENDA ITEM

AGENDA ITEM #6.B

AGENDA DATE: February 28, 2023

PRESENTED BY: Jenna Fager, Deputy County Clerk

AGENDA TOPIC:
Appointment of John Brady as Clerk to Bell Township Board

SUMMARY & BACKGROUND OF TOPIC:

Lyle Toews holds the position of Bell Township Treasurer and was elected to Bell Township Clerk in the 2022 election. Lyle would like to keep the treasurer position. The Bell Township board would like to recommend John Brady for the Bell Township Clerk position. John has expressed interest in filling this position. If not approved the township board will only have two members and will be unable to fulfill their duties as outlined in K.S.A. 80-505, until this position is filled.

ALL OPTIONS:

Alternative actions include asking the township board members for another recommendation or making your own nominations.

RECOMMENDATION / REQUEST:

Appointment of John Brady as Bell Township Clerk as recommended by Alan Cole, Bell Township Trustee and Lyle Toews, Bell Township Treasure.

POLICY / FISCAL IMPACT:

There is no county fiscal impact, however there is a fiscal impact to the township by not having the clerk position filled.

I can not accept the clerk position for Bell Township.

Lyle Wayne Toews



FILED

FEB 15 2023

Donna Patton
COUNTY CLERK

Bell Township
27116 S. Lerado Road
Cunningham, Ks 67035

We recommend John Brady to be appointed as clerk for Bell Township.

Alan Cole, Trustee



Lyle W. Toews, Treasure



FILED

FEB 15 2023

Donna Patton
COUNTY CLERK

Alisha Johnson

From: John Brady <jbrady8400@gmail.com>
Sent: Wednesday, February 15, 2023 3:54 PM
To: elections
Subject: [EXT_SENDER]

I john brady if approved accept the position of clerk for bell township

FILED

FEB 15 2023

Donna Patton
COUNTY CLERK



AGENDA ITEM

AGENDA ITEM #6.C

AGENDA DATE: February 28, 2023

PRESENTED BY: Randy Regehr, Director of Community Corrections

AGENDA TOPIC:

Community Corrections Kansas Department of Corrections FY'22 Unexpended Funds Grant Award Budget Adjustment.

SUMMARY & BACKGROUND OF TOPIC:

The Kansas Department of Corrections awarded Reno County \$50,237.67 in grant funds for the second half of FY'23. The addition of these funds requires budget adjustment approval. Of this new money \$15,000 goes to housing assistance and the rest to salaries.

ALL OPTIONS:

Budget approval or approval with recommended changes.

RECOMMENDATION / REQUEST:

Budget Adjustment Approval

POLICY / FISCAL IMPACT:

Increase in adult grant funds of \$50,237.67.



Quarterly Grant Budget Amendment Report and Signatory Approval

Agency:

Grant Type:

Fiscal Year:

Reporting Period:

Total Amendment:

	<u>FROM</u>			<u>TO</u>	
<u>Category</u>	<u>Line Item</u>	<u>Amount</u>	<u>Category</u>	<u>Line Item</u>	<u>Amount</u>

Justification:

Agency Director

My signature below certifies that I have reviewed and approved the budget amendment listed above.

Printed Name	Signature	Date
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Advisory/Governing Board Chair

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Corrections Advisory Board.

Printed Name	Signature	Date
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Board of County Commission Chair (Host/Administrative County)

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Board of County Commission.

Printed Name	Signature	Date
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AGENDA ITEM

AGENDA ITEM #6.D

AGENDA DATE: February 28, 2023

PRESENTED BY: Randy Regehr

AGENDA TOPIC:
Community Corrections Adult and Juvenile Policy Updates

SUMMARY & BACKGROUND OF TOPIC:

The Kansas Department of Corrections sets Standards by which agencies must abide. These official juvenile Standards were previously adopted as agency policy. KDOC requested we no longer do this so policies were developed to meet this requirement. No changes in practice or procedure were made by creating these policies. Several adult policies were also updated to encompass shared juvenile requirements. These policies have been approved by the Advisory Board.

ALL OPTIONS:

The policies follow required KDOC Standards but additional language could be added if needed.

RECOMMENDATION / REQUEST:

Approval of the policy updates.

POLICY / FISCAL IMPACT:

No changes in procedure or practice are included in these policy updates.

Reno County Community Corrections Program	POLICY 4.01
POLICY & PROCEDURES	
IMPLEMENTATION DATE: 4/20/17	
LAST REVIEWED DATE: 12/2/22	
LAST REVISION DATE: 4/20/17	
CHAPTER: Fiscal Management	
PAGES: 3	
REFERENCE: KDOC 1B-ADM-200, 1B-ADM-201, 1B-ADM-202, CSS-01-106, CSS-01-107	
SUBJECT: Fiscal Management	

I. AUTHORITY:

Reno County Community Corrections Advisory Board, Reno County Board of County Commissioners, Kansas Department of Corrections

II. POLICY:

It is the policy of Reno County Community Corrections that the Director of Community Corrections is responsible for all fiscal policies, management, control, monitoring, and coordination between the program goals and fiscal planning. The Office Manager provides financial information and is primarily responsible for the preparation of financial materials, with the Director approving such materials. Reno County uses an electronic approval system. Staff shall be in compliance with the Kansas Department of Corrections Financial Rules, Guidelines and Reporting Instructions, *the Division of Juvenile Services Financial Rules and Guidelines for Grantees, Guidelines and Reporting Instructions the Kansas Department of Corrections-Juvenile Services Payment System Handbook*, and Reno County policy. Any payment received for offender fees from a client to Reno County Community Corrections shall be made with a money order, and a duplicate of a sequentially numbered receipt shall be given to the client at the time of payment. The agency does not keep petty cash on hand.

III. PROCEDURES:

- A. No staff member may encumber any debt upon the agency without prior approval from the Director. When the Director is not at the office and will not return prior to the deadline for the item needed to be encumbered an ISO II may give the approval.
- B. Vouchers for approved purchases are prepared by the Office Manager in the county electronic system and approved by the Director or ISO II in case Director is not available. Supporting documentation shall accompany each payment voucher submitted for approval. The Office Manager shall reconcile the supporting documentation attached to each payment voucher to the amount on the

- payment voucher. The Office Manager shall ensure that each payment voucher contains the funding source and general ledger account number. The payment vouchers shall be reconciled to the county general ledgers and the KDOC fiscal workbook monthly.
- C. The approved voucher is sent to the County Clerk's Office where the voucher amount is verified by matching receipts. Afterward the County Administrator and the County Counselor review the voucher and supporting documents prior to review and final approval by the County Commissioners.
 - D. Each calendar year, the agency's budget and expenditures are independently audited with all County budgets following state procedure as required by state law. The Director or Director's designee shall send a copy of this audit to KDOC within sixty (60) days of receipt.
 - E. The agency will abide by the Reno County Payroll Administration Policy. Supporting documentation for staff hours, pay, and benefits will be retained. Benefits and taxes will be reimbursed from grant funds to Reno County as dictated by the County Administrator.
 - F. The agency will abide by the Reno County Travel, Meeting, and Related Expense Policy.
 - G. The Director shall be responsible for implementing procedures pertaining to the collection, safeguarding, and disbursement of any and all funds collected from offenders.
 - H. All grant award payments are deposited with the Reno County Treasurer on a schedule determined by the grantor agency.
 - I. Agency staff is bonded through the county. Community Corrections doesn't have petty cash.
 - J. Fiscal records, like offender records, will be stored in a locked room or file cabinet and retained for five years. After which they will be destroyed by shredding, burning, or chemical means.
 - K. Prepaid card for transportation assistance or client incentives will be stored in a secured location by the Office Manager or Secretary. The Director or ISO II must grant documented approval for the purchase/use/distribution of the cards. Clients will be required to bring back a receipt for items purchased with the prepaid card to the extent required by the KDOC Financial Rules, Guidelines and Reporting Instructions manual. Prepaid cards shall not be used to support grantee operations.

L. Reno County Community Corrections staff shall follow the policies and procedure for purchasing cards contained in the “Reno County Kansas VISA Card Purchasing Card Program” and the “Reno County Purchasing Policy”.

1. The Reno County Treasurer’s Office has given the authority to the Director of Community Corrections to assign purchases cards with limits to RCCC employees, as required by the company issuing the purchasing card.
2. The purchase cards are to be secured by the Office Manager or Secretary.
3. The Director or ISO II must grant documented approval prior to any purchase.
4. The purchase cards shall be signed out by the Secretary and returned, along with supporting documents of the purchase, when the reason for the purchase card has been completed.
5. Staff should take their agency credit card when traveling outside Reno County.
6. The Office Manager verifies the receipt with the monthly statement and supporting documentation. The supporting documentation amounts, the payment voucher and the total on the purchasing card statement must be equal.
7. The monthly purchasing card statement amount will be reconciled with the county general ledger by the Office Manager.
8. Monthly the agency shall reconcile the cash balances showing on the KDOC fiscal workbook with cash balances showing on the county general ledger.

M. Reno County Community Corrections staff shall utilize and adhere to all the instructions set forth in the Kansas Department of Corrections Financial Rules, Guidelines and Reporting Instructions, the Division of Juvenile Services Financial Rules and Guidelines for Grantees, and the Kansas Department of Corrections-Juvenile Services Payment System Handbook. These describe the services an establish the outcomes, the standards and the maximum fee KDOC will pay for specific items and services.

N. The Division of Juvenile Services Financial Rules and Guidelines for Grantees permit the BOCC and JCAB to approve the budgeting of block grant funds to provide for the needs of the juvenile as allowed by the Division of Juvenile Services Financial Rules and Guidelines for Graduated Sanctions Block Grants.

Any need addressed with grant funds must be documented in the specific client's supervision/case plan.

IV. REPORTS REQUIRED:

None

Note: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, probationers, parolees, and entities contractually bound to adhere to them. They are not intended to establish state and/or county created liberty interest for employees, parolees, or an independent duty owed by Reno County Community Corrections. This policy and procedure is not intended to establish or create new constitutional rights, or to expand upon existing constitutional rights or duties.

Randy Regehr, Director

Date

Reno County Community Corrections Program	POLICY 4.03
POLICY & PROCEDURES	
IMPLEMENTATION DATE: 04/16/2019	
LAST REVIEWED DATE: 6/16/22	
LAST REVISED DATE: 04/09/2019	
CHAPTER: Administration, Organization, & Management	
PAGES: 2	
REFERENCE: 1B-ADM-206, CSS-01-103	
SUBJECT: Fiscal Reporting and Records	

I. AUTHORITY:

Reno County Community Corrections Advisory Board, Reno County Board of County Commissioners, Kansas Department of Corrections

II. POLICY:

The Director shall prepare, or have prepared by the Office Manager, reports required by the KDOC Financial Rules, Guidelines, and Reporting Instructions. Only authorized personnel shall access grant portals or online management systems, amend, or submit agency financial or reporting documents.

A written Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or a Contract will be required whenever RCCC and another private or public agency have entered into an agreement to provide services to adults or youth under supervision. At minimum the services and the entity responsible for the delivery of services shall be included within the MOU/MOA/Contract. The MOU/MOA/Contract shall be available for review by KDOC.

III. PROCEDURES:

- A. The Director using the KDOC approved format shall prepare the budgetary forms as prescribed to the Kansas Department of Corrections. The Director ensures the forms receive the required signatory approval and are submitted to the KDOC.
- B. The Kansas Department of Corrections quarterly fiscal reports are due in accordance with current Fiscal Reporting Instructions and will be prepared by the Director. Reports shall be approved by the Reno County Treasurer.
- C. All non-client revenue sources outside of community corrections grant funds shall be reported to KDOC within ten business days of award notification by the Director or designee.

- D. The Director will be responsible for completing the KDOC Fiscal Workbooks with the assistance of the Office Manager. The Director will secure the required approval for these documents and forward them as required by KDOC.
- E. Changes made to the KDOC Grant Budget or Carryover Reimbursement Budget that total \$5,000.00 or 1% shall require Advisory Board and County Commission signatory approval.
- F. Online grant management systems or portals shall only be accessed by staff authorized to do so by the Director. Typically, this will include the Office Manager and ISO II staff who are involved in monitoring and/or reporting for a grant. Staff shall follow the County's policy regarding passwords and security of computer devices as well as any conditions specified by the grantor. All staff authorized to access a grant portal or management system or financial documents must be familiar with the grant requirements and conditions.
- G. *A written Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or a Contract will be required whenever RCCC and another private or public agency have entered into an agreement to provide services to adults or youth under supervision. At minimum the services and the entity responsible for the delivery of services shall be included within the MOU/MOA/Contract. The MOU/MOA/Contract shall be available for review by KDOC.*

V. REPORTS REQUIRED:

Quarterly Expenditure Report and Certification

Note: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, probationers, parolees, and entities contractually bound to adhere to them. They are not intended to establish state and/or county created liberty interest for employees, parolees, or an independent duty owed by Reno County Community Corrections. This policy and procedure is not intended to establish or create new constitutional rights, or to expand upon existing constitutional rights or duties.

Randy Regehr, Director

Date

POLICY AND PROCEDURES

IMPLEMENTATION DATE: 12/4/18

LAST REVIEWED DATE: 12/2/22

LAST REVISION DATE: 11/20/18

CHAPTER: Adult Intensive Supervision (AISP)

PAGES: 7

REFERENCE: KDOC 2A-PRO-105, 2A-PRO-107, 2A-PRO-108,
2A-PRO-111, 2A-PRO-112, 2A-PRO-114, CSS-04-109

SUBJECT: Classification and Levels of Supervision

I. AUTHORITY:

Kansas Department of Corrections, Reno County Commission, Reno County Community Corrections Advisory Board

II. PURPOSE:

To set forth the classification and supervision requirements for offenders under the jurisdiction of Reno County Community Corrections

III. POLICY:

Reno County Community Corrections Adult Intensive Supervision contributes to public safety and client accountability by using a combination of evidence-based, effective, and efficient case management, client contacts, (re)habilitation services, surveillance, and related activities.

IV. PROCEDURES:

- A. Assessments: A risk/needs assessment instrument, approved by the Department of Corrections, shall be used to determine a client's risk/needs level and the minimum frequency of supervision contacts. The risk/needs assessment score shall govern the movement of clients between supervision levels. The assessment tool shall be scored and documented in accordance with instructions approved by KDOC. Assessment documentation must be included in the case management system and support the score.
 - 1. Initial Assessments:
 - a. Until an initial assessment is completed, a client assigned to Community Corrections shall be supervised on the highest level of supervision.
 - b. Staff shall complete an initial assessment on each SB123 client during the Pre-Sentence Phase, or within the guidelines set forth by the Court, unless completed by Court Services.

- c. If a client is referred for pre-sentence SB123 assessments while the client is currently under supervision, staff may use the most recent assessment for submission on the SB123 case, unless otherwise directed by the courts to complete a new assessment.
 - d. When the Court orders supervision by Community Corrections during the pre-sentence phase and sentencing is delayed beyond 6 months of the initial assessment date, staff need only to complete a risk/needs reassessment and not a second initial.
 - e. If a assessment was completed by Court Services during the pre-sentence phase and the date of such assessment is no greater than 6 months prior to the probation start date, staff may utilize the Court Services assessment as the client's initial assessment.
 - f. If an initial assessment was not completed during the pre-sentence phase, an initial assessment shall be completed on each client before the end of the first 45 calendar days after sentencing.
2. Reassessments:
- a. Staff shall complete a reassessment 12 months after the initial assessment. Subsequent reassessments shall be completed every 12 months.
 - b. If a client is assessed at a supervision level IV, the reassessments are not necessary unless there are DRAMATIC negative behavior changes or new information is obtained that would change their supervision level.
 - c. A reassessment may occur at any level upon DRAMATIC CHANGE. Consider Dramatic Change to include behavior or circumstances that have the potential to impact a client's level of risk in a negative or positive way. The impact might lower or increase the level of risk to such a degree that warrants a reassessment of risk. Some examples of Dramatic Change are sustained employment or loss of employment, relapse or increased periods of abstinence, change in residence that results from negative or positive behavior, change in family circumstances such as marriage or divorce, a new conviction, discovery of new conviction information, or the completion of case plan objectives. When there is a Dramatic Change, consider how the change impacts other scoring elements, how strongly the change is tied to the client's criminal patterns, and whether the change is of the magnitude to warrant a reassessment.
 - d. An additional risk/needs assessment does not need to be completed if there is an additional sentencing prior to the scheduled reassessment.
3. Discharge Assessments:
- a. Staff shall complete a discharge assessment on all clients except in the following situations:
 - i. If the discharge in successful, and a risk/needs assessment has been completed in the past 6 months.

- ii. If the discharge is unsuccessful closed by the court or revoked and ordered to serve an underlying sentence and an assessment has been completed in the past 60 calendar days.
- iii. If client dies.
- iv. For interstate compact cases.
- b. A discharge assessment shall be completed only when the client discharges completely from supervision. One does not need to be completed for each of the client's individual cases.
- c. If a client has been absconded from supervision at least six months and there is not sufficient information to complete an assessment, then a discharge risk/needs assessment does not need to be completed.
- d. Staff shall note in the case management system the reason for not completing the assessment.

Discussion: A thorough review of all available information, verification of self-reported information (including that pertaining to residence, school and/or training, and employment) and frequent reference to the scoring instructions shall be completed.

When assuming supervision of a client whose most recent assessment was completed by another rater, that assessment should be reviewed to ensure the documentation remains accurate and supports the score. If elements have changed or the documentation does not support the score, the client should be reassessed.

- B. Contact Requirements: Officers are required to have contacts with clients assigned to Community Corrections to verify that the conditions of the Court are being met. Following are the minimum required contacts and/or verifications for clients under their supervision:
1. Team Meetings with treatment providers and clients at least one time per month for Senate Bill 123 clients.
 2. All clients on AISP for a current sex offense shall be supervised on level I for the first six months. After 6 months, the client may be supervised at level II for the remainder of supervision or at level III if the following criteria are met:
 - i. The client has been on supervision for at least twelve months at either level I or level II and;
 - ii. The client has been assessed by a licensed clinician providing sex offender treatment and has been determined to be low risk and;
 - iii. The agency Director has reviewed the client's case file and approved supervision at level III.
 3. All clients supervised as a sex offender shall have at least one on-site residence verification within 30 days of moving and minimally every 120 days thereafter unless the sex offender treatment provider recommends otherwise.
 4. The following table shows the minimum requirements for all other client contacts and verifications:

LEVEL	FACE TO FACE	RESIDENCE VERIFICATION	EMPLOYMENT VERIFICATION	CASE PLAN INTERVENTION OR PROGRAM PARTICIPATION
LSI-R SCORE				
I	4 Per Month	1 Per Month	1 Per Month	1 Per Month For Each Intervention Or Program
33+				
II	3 Per Month	1 Every 60 Days	1 Per Month	1 Per Month For Each Intervention Or Program
25 - 32				
III	2 Per Month	1 Every 90 Days	1 Every 60 Days	1 Per Month For Each Intervention Or Program
17 - 24				
IV	1 Per Month	1 Every 90 Days	1 Every 60 Days	1 Per Month For Each Intervention Or Program
0 - 16				

5. The following table contains required actions for clients on the following statuses:

CLIENT STATUS	ACTION REQUIRED
JAIL; SANCTION-PENDING PRISON	1 verification per month
IN TREATMENT	1 verification per month
IN PRISON; SANCTION-IN PRISON	With sufficient frequency verify and ensure that the release date is known and documented in the case management system.
ABSCONDER	Verify that a warrant is still active every 6 months
DEPORTED	Verify that a warrant is still active every 6 months

6. The following table contains required actions for clients on SB123 pre-sentence status:

SB123 PRE-SENTENCE	<p>Staff shall ensure scheduling of SB123 substance abuse assessment and completion of the risk/needs assessment as required by Standards or within local court guidelines.</p> <p>If client absconds then the case shall be closed in the case management system until client is located and the court refers the case back to community corrections.</p>
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Discussion: Effective case management practice includes using diverse methods to verify a client’s participation and attendance in all required interventions/ activities. Variation in methods helps to ensure accountability through multiple sources, minimizes opportunities for clients to report inaccurate information, and prevents clients from becoming accustomed to a set pattern of verification. Staff should include, but not limit, their efforts to onsite contacts; written and verbal reports from resource providers; contacts with friends, family, mentors, and other supportive individuals; electronic documentation; and other appropriate methods approved by agency procedures. Contacts and on-site verifications are encouraged as the need arises.

Verification of residence, employment, and interventions should go beyond merely documenting the accuracy of what the client reports. Verification should include information such as the appropriateness of their residence and employment, their performance and participation in interventions and at work, and if there are any noted problems that need to be addressed.

Cognitive behavioral interventions addressing criminogenic factors, such as EPICS II tools, should be utilized regularly in face-to-face contacts to effect change in high to moderate risk individuals. These face-to-face contacts provide an opportunity for officers to model behavior and serve as agents of change with the client. They provide the avenue to reward and encourage prosocial progress as well as interrupt problematic behaviors.

C. Administrative Caseloads: Administrative caseloads may consist of, but not be limited to, mail in or phone in status, with officer verifying client obligations on a monthly basis. The Director or ISO II shall approve a client being placed on Administrative Status prior to the officer making this change. Assessed needs should be minimal and client should be considered compliant under supervision with all the requirements met, except for payment of obligations. Administrative supervision could be used for situations to include, but not limited to:

1. Clients who remain under supervision for the purpose of collection of fees, fines and restitution.
2. Clients who score as low risk on the risk/needs assessment and have been compliant on supervision for a minimum 90-day period.

3. Clients whose interstate compact transfer request has been accepted but the client has not yet relocated. Clients awaiting interstate compact acceptance should be seen in accordance with at least the minimum required contacts for the client's assessed supervision level.
4. Other circumstances where the client is not being actively supervised but is sentenced to Community Corrections.

If a client on administrative status violates supervision or their overall situation changes the person can be moved from administrative status to another supervision level. Changes could include, but are not limited to changes in their employment, family relationships, mental health, substance use, or acquaintances. An updated risk/needs assessment may be needed as well.

D. Notification/Law Enforcement Checks:

1. Staff shall complete periodic law enforcement checks to determine if a client assigned to Community Corrections had a negative contact with a law enforcement agency. This shall consist of reviewing local police, sheriff, and jail records. Officers can network with special LEO task forces such as those that monitor gang and drug activity.
2. Law enforcement checks on active clients (Adult ISP, In Treatment, or Administrative Assignment) shall be documented in the KDOC case management system each calendar month. Checks on inactive clients (Absconded or Deported) will be documented at least every three months.

E. Employer Notifications

Notification to employers of a client's assignment to Community Corrections is not required, except in the case of clients being supervised for a current sex offense. Notification of employers for other cases is allowed. Notification shall be in writing and contained in the client's case record.

F. Unemployed Clients: Unemployed clients have a specific area of need and shall be addressed as such.

1. Interventions shall be put in place to assist clients in obtaining employment and can include, but are not limited to, increased reporting, increased job search, an employment class or group, referral to the Workforce Development Center, or meeting one on one with an employment specialist. Officers should employ tools such as motivational interviewing, coaching, role play and mock interviewing with client to prepare them for job searching. Activities are to be evidence-based and should not be limited only to collecting verification of applications.
2. When a client's employment is terminated the officer shall review the most recent ~~LSIR~~ *risk/needs assessment* to determine if it needs to be updated.

3. Unemployed clients shall be required to report often enough for the officer to actively assist in and monitor their employment search. Clients will be required to complete Job Search Forms. The forms will be turned in to their officer and kept in the client's case record.

V. REPORTS REQUIRED:

Level of Service Inventory – Revised
Employment Notification Letter
Job Search Forms

Note: The policy and procedure set forth herein are intended to establish directives and guidelines for staff, probationers, and entities contractually bound to adhere to them. They are not intended to establish state and/or county created liberty interest for employees, probationers, or an independent duty owed by Reno County Community Corrections. This policy and procedure is not intended to establish or create new constitutional rights, or to expand upon existing constitutional rights or duties.

Randy Regehr, Director

Date

POLICY & PROCEDURES

IMPLEMENTATION DATE: 05/01/2016

LAST REVIEWED DATE: 12/2/22

LAST REVISION DATE: 04/19/2016

CHAPTER: Supervision

PAGES: 6

REFERENCE: KDOC 1A-ADM-121, 2A-PRO-113, 2A-PRO-120, CSS-04-129

SUBJECT: Violations, Initial Processing, Jail Sanction, Incentives

I. AUTHORITY:

Reno County Community Corrections Advisory Board, Reno County Board of County Commissioners

II. PURPOSE:

To prescribe the manner in which a client's violation of conditions of supervision are to be managed and processed, including the use of internal sanctions and incentives.

III. DEFINITIONS:

- A. Probation Violation: An inappropriate act by a client that violates the conditions of supervision ordered by the Court.
- B. Custody: The arrest, detention, or restraint of a person by a law enforcement officer.
- C. Order to Arrest and Detain (A&D): A document based upon statute authorizing the arrest and temporary detention of a client assigned by the Court to Community Corrections pending appearance before the Court and preliminary revocation proceedings.
- D. Abscond: To depart secretly or suddenly, especially to avoid arrest, prosecution, or service of process. Absconding is more than just not reporting.
- E. Jail Sanction: Jail time authorized under the Justice Reinvestment Initiative (JRI) and HB 2170 also referred to as "quick dips". Periods of incarceration up to six days per month which can be imposed only as two day or three-day consecutive periods, not to exceed eighteen total days of confinement. A jail sanction must be approved by the Judge and Director or ISO II.
- F. Prison Sanctions: Court ordered sanction in which a client serves up to 120 or 180 days in the custody of the Secretary of Corrections under the Justice Reinvestment Initiative (JRI) and HB 2170.

IV. POLICY:

- A. The Court and the Community Corrections Director shall prescribe the level of review and decision-making for types of violations that may be resolved by Community Corrections Officers.
- B. Officers shall supervise all cases in an appropriate manner and respond to all violations adequately and in a timely manner according to the client's risk level, criminal history, and current offense and within the philosophy of the Agency and Kansas Department of Corrections.
- C. All arrests for a new offense or major probation violations shall be investigated as quickly as possible by the ISO after discovery and discussed with the ISO II or Director at the earliest allowable opportunity. Any actual or threatened violence that has or could place the public at risk shall be reported to the Director and ISO II at the earliest allowable opportunity. Details of the arrest/violation shall be documented in TOADS as well as the consultation with the ISO II or Director.
- D. Special Incident Reports shall be prepared and submitted as requested by the Director or ISO II.
- E. A&D Orders and bench warrants are issued only upon adequate evidence that indicates a serious or repeated pattern of violation of the conditions of intensive probation, and a compelling need for detention pending the court's revocation decision. Cases shall be staffed with an ISO II or the Director prior to an A&D being issued. Staffing and issuing an A&D shall be documented in the case file and TOADS. If the situation does not warrant immediate detention, it is preferable to have a bench warrant issued by the Court for the alleged violations.
- F. The Sanctions and Incentives Grid will be used to address violations as well as for rewarding clients for compliance or completion of interventions. The Sanctions and Incentives Grid assist an ISO in motivating clients towards appropriate behavior while also allowing the freedom to address minor violations without seeking supervisory approval.
- G. Jail and prison sanctions under HB 2170 shall be used as part of progressive sanctioning if approved by the Court.
- H. Internal and progressive sanctions, including quick dips, local jail sanctions up to 60 days, and prison sanctions shall be used whenever appropriate prior to recommending revocation to prison. Recommendations for revocation to prison are reserved for clients who pose a serious risk to public safety or after all other sanctioning options have been exhausted.

I. Supervisory approval must be obtained prior to initiating arrest, detention, or revocation. Cases shall be staffed with an ISO II or the Director to determine the Agency's recommendation for court prior to the revocation hearing.

J. *Successful completion of supervision shall be as dictated by the Courts and State statute.*

V. PROCEDURES:

A. Officers shall supervise all cases in an appropriate manner and respond to all violations adequately and in a timely manner according to the client's risk level, criminal history, and current offense and within the philosophy of the Agency and Kansas Department of Corrections.

B. Confirmation of Violations: All reports of a client's arrest or involvement in a significant violation are to be investigated as soon as possible, and no later than the next working day. This initial substantiated information obtained shall indicate if there is need to have the client arrested and/or detained pending further action, or if the client may remain in the community pending ultimate resolution of the matter.

C. New Criminal Arrests: ISOs shall staff all arrests for new criminal offenses with the Director or ISO II. The Director shall be notified of all serious offenses as soon as possible. The staffing should include current violations, case history, current and prior convictions, record of violence, and current interventions. The decision will be made if an internal sanction is appropriate or if court action is required.

D. Significant Violations: ISOs shall use the Sanctions and Incentives Grid to determine the appropriate action to be taken on violations. The ISO shall discuss all major or persistent violations of probation with an ISO II or the Director. This should include case and criminal history, record of violence, and current violations and interventions. The decision will be made if an internal sanction is appropriate or if court action is required. Significant violations include behavior like continued drug use, periods of not reporting, or failure to attend interventions to mention a few.

E. Rules Infractions: An ISO shall use the Sanctions and Incentives Grid to assist in determining the appropriate action to take to address minor violations outlined in the grid. An ISO does not need supervisory approval to apply these sanctions unless specified within the grid or this policy.

F. Not Reporting as Directed: Listing a client's status in TOADS as "Abscond" has a lower standard than listing absconding as a violation on an affidavit or A&D. Prior to filing an affidavit requesting a warrant for not reporting the ISO shall make timely and appropriately frequent efforts to locate the client based on their risk level and criminal history and document these efforts in TOADS contacts. These include:

1. Call the client and direct them to report.

2. Go to the client's last known address and attempt to contact them in person. If no contact is made, leave a door tag directing the client to report.
3. Contact the client's emergency contacts, family, friends, and last known employer if employed to find out how to contact the client and to have them tell the client to report.
4. Send a letter to the last known address advising them to report.

When these steps have been taken and the client cannot be located or contacted the ISO should staff the case to file an affidavit requesting a warrant due to the client no longer reporting and the TOADS status can be changed to "Abscond". Violations listed in the affidavit should include failing to reside at the reported place of residence or failing to keep ISO informed of their place of residence, and failing or refusing to report as directed, with the last date of reporting being listed. An attempted home contact is not required if the client is considered homeless, resides outside Reno County, or if reasonable safety concerns would make it inappropriate to attempt contact.

- G. Absconding: To consider the client an absconder for affidavit purposes the ISO must do the following in order to establish in court that the client has absconded from supervision:
1. The ISO shall contact the client's family and emergency contacts to obtain the client's current or last known place of residence and confirm the client no longer lives there; and
 2. The ISO shall confirm the client is no longer employed at the last known place of employment; and
 3. The ISO shall confirm the client is no longer engaged in any known treatment interventions; and
 4. The ISO shall confirm the client has suddenly or secretly left the jurisdiction in order to avoid arrest.

If these conditions cannot be confirmed the client is not an absconder but may be avoiding supervision.

- H. If a client who has not been reporting is located supervision will resume with appropriate sanctions. If an affidavit has already been filed requesting a warrant and the warrant is active it will be served. If the warrant is not active the Officer shall staff the case with the supervisor to determine if an A&D shall be done or supervision resumed.
- I. Violations warranting arrest and detention: After a case has been staffed and approved for court action the following steps apply for submitting an A&D and/or affidavit.
1. If the A&D is approved by a supervisor it shall be completed and signed by an officer. The order shall be sent to the Reno County Sheriff's Dept. in the prescribed manner as soon as possible after the client is taken into custody. The A&D shall also be sent to the Clerk of the District Court and the District Attorney's office by the end of the business day.

2. An affidavit must be completed for review by an ISO II or the Director the next working day after the A&D is issued. Affidavits requesting a warrant when an A&D was not completed must be staffed and reviewed for approval by an ISO II or the Director. The approval shall be noted by initial and date on the document.
 3. Affidavits shall be sent to the District Attorney's office, a copy placed in the client's case file, and noted in the TOADS contacts.
 4. A bench warrant is preferred in situations where a client needs to be detained. If circumstances are of a serious and persistent enough nature and time does not allow for obtaining a bench warrant, an A&D may be issued, but must have the approval of an ISO II or the Director.
 5. An A&D must be followed with the filing of an Affidavit by the end of the next working day. The only exception is when a jail sanction commit order has been filed instead of the affidavit.
 6. Time extension for reports must be preapproved by the ISO II or Director.
 7. An A&D cannot be issued for cases transferred from another jurisdiction.
- J. Clients Pending Revocation: Supervision standards are still in effect while the hearing is pending. Additional violations should be staffed with an ISO II or the Director. The ISO may be directed to contact the Courts to request the bond be revoked or that the client be arrested on an A&D. Significant violations shall be addressed by the ISO filing an amended affidavit.
- K. JRI Jail Sanction: With approval from an ISO II or the Director two or three day jail sanctions can be applied for violations of supervision. No more than six days can be served per month with a maximum of 18 days of total confinement. When possible, jail time should be scheduled so as not to interfere with a client's employment. If an ISO determines that a voluntary jail sanction is appropriate, the ISO will:
1. Staff the case with the Director or an ISO II and if approved;
 2. Complete the Jail Commitment Order with the Waiver of Right to Probation Violation Hearing and read and explain it to the client.
 3. The form requires signatures of the defendant, ISO, Director or ISO II, and the Judge. A copy shall be kept for the file, a copy given to the client, and the original copy to the Clerks' Office to be submitted to the Reno County Sheriff's Department. If a Judge isn't available for a signature or if the Clerks' Office is closed an A&D may be done to allow time to get the signatures if approved by the Director or an ISO II.
 4. The ISO shall send a file stamped copy of the Jail Commitment Order to the Reno County Sheriff's Department.
 5. If the client chooses to have a hearing they will be arrested on an A&D and revocation proceedings will be initiated if appropriate and approved by the ISO II or Director.
- L. Once a client has been sanctioned with jail time, the violations shall not accrue for more sanction time. If additional violations occur and an affidavit is filed the ISO will list these violations on the affidavit and note the sanction which was imposed. The

information shall include which violations were addressed with the sanction and the date and length of the incarceration.

- M. JRI Prison Sanction: The ISO shall staff the case with the Director or an ISO II or during a case management meeting to determine the Agency's recommendation for court. If the client has already completed at least one intermediate jail sanction the court recommendation at a revocation hearing may be for a prison sanction. Jail sanctions up to sixty days should be used prior to a prison sanction as prison sanctions should be the last option before revocation to prison.
- N. Out of County A&D Orders: If a client has significant violations or is arrested on a new criminal offense in another County an A&D may be issued with supervisory approval and on the condition the other jurisdiction will accept the A&D Order. If an A&D is issued in another County a warrant should be walked through at the earliest allowable opportunity so the Reno County Sheriff's Dept. can bring the client back to Reno County. The ISO shall also advise the Reno County Sheriff's Dept. that the A&D was issued, the client involved, and where the client is in custody. If a client needs to be arrested in another State it must be done through a warrant, not the issuing of an A&D.
- O. Documentation: A client's violations and case staffing, sanctions, and interventions shall be documented in the TOADS contacts and interventions sections as appropriate and required by the Department of Corrections.
- P. Incentives: The use of positive rewards will be used in an effort to reward a client for accomplishments and/or continued positive behavior. Incentives are outlined in the sanctions and incentives grid.
- Q. *Successful Completion of Supervision: Supervision completion will be determined by the Courts and State Statute. SB123 and HB2170 set out guidelines for the allowance of terminating supervision earlier than originally ordered by the courts. Officers shall staff cases prior to requesting an early termination. Criteria shall include progress towards case plan goals and lowering of high-risk domains. Early terminations outside of SB123 and HB2170 shall require supervisory approval and approval by the sentencing court Judge. Cases will typically be terminated as ordered by the court. If a client has not completed the court orders an extension of supervision will be requested at least thirty days prior to the scheduled termination date, or the case shall be staffed with a supervisor to evaluate other options.*

VI. REPORTS REQUIRED:

Sanctions and Incentives Grid
Order to Arrest and Detain
Affidavit
Jail Commitment Order

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Randy Regehr, Director

Date

POLICY & PROCEDURES

IMPLEMENTATION DATE: 12/4/18

LAST REVIEWED DATE: 12/2/22

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CHAPTER: Supervision

PAGES: 4

REFERENCE: KDOC 1A-ADM-112; 1B-ADM-201; 1E-ADM-507; 1E-ADM-509; CSS-03-100; CSS-03-103, CSS-03-116

SUBJECT: Case Record Management

I. AUTHORITY:

Reno County Community Corrections Advisory Board, Reno County Commission, Kansas
Department of Corrections

II. POLICY:

- A. Intensive Supervision Officers shall maintain a chronological record of all contacts and any pertinent information regarding the client. This includes office, home, collateral, and telephone contacts, and any other type of contact in which pertinent information regarding the supervision of the client. Information shall be released only to persons so authorized by the Kansas Open Records Act. This chronological record may, at some point, become a part of the client's legal record in Court and thus should be well written and concise.
- B. Each file shall include either in hard copy or electronically, but not be limited to the following contents:
- Demographic information
 - Documentation of legal authority to participate (Journal Entry, Order of Probation, or in the case of courtesy supervision, the Courtesy Transfer Agreement)
 - Documentation of orientation/intake
 - Appropriately signed and dated releases of information
 - Initial risk/needs assessments and all reassessments
 - Drug testing record and results
 - Supervision/Case Plans
 - Clinical evaluation and assessment reports
 - Written Communication from resource providers, victims, and others related to the case
 - Legal documents
 - Discharge Summary
 - Documentation of supervisory case file review

- Photo of client that meets the following requirements:
 1. The client's face is recognizable and visible;
 2. The photo is displayed in 'portrait' view;
 3. The photo is in color and is sharp with no visible pixels or printer dots; and
 4. The background does not detract from the client's face
 - Chronological record of contacts, events, and actions
 - Employer notification (if applicable)
 - Employment and intervention information
- C. The information required in the KDOC case management system is not required to be in the hard copy file.
- D. Record retention shall comply with applicable federal, state, and county laws and regulations as well as local/county general retention schedules established by the Kansas State Records Board.

III. PROCEDURES:

- A. Initiation of the Case File: Each Intensive Supervision Officer shall be responsible for initiation and development of the offender case file for each assigned offender. All material shall be filed within 5 working days of receipt. Each case file shall contain documentation of the authority to place an offender in the Intensive Supervision Program. Court Order of Probation, Journal Entry or Courtesy Transfer Agreement may document this authority.
- B. Content and Organization of the Files: Information in case files shall be maintained to comply with the following:
1. Section I
 - a. Chronological Records (most current on top)
 2. Section II
 - a. Supervision Agreement
 - b. Journal Entries (chronological order, most recent on top)
 - c. Complaint Information
 - d. Affidavits and Motions to Revoke
 - e. Court Orders
 - f. Police Reports
 - g. Admission of Usage Statement(s) and U/A Confirmations
 - h. Offender Registration Form(s)
 - i. Wage Assignment Form(s)
 - j. Property Receipt Form(s)
 - k. Special Condition Form(s)
 - l. Closing Interest Form

3. Section III
 - a. Case Plan (most recent on top)
 - b. Client Intake Questionnaire
 - c. Orientation Checklist
 - d. Payment Agreement
 - e. CSW Records, Time Sheet, and Waiver
 - f. Full Court Ledger
 - g. Offender Photograph

4. Section IV
 - a. Case Reports
 - b. Correspondence received or sent
 - c. Courtesy Supervision Request and Reply
 - d. Travel Permit(s)
 - e. Interstate Compact Forms
 - f. Employment Letters
 - g. School Information and Reports
 - h. Job Club Reports

5. Section V
 - a. Pre-Sentence Investigation Report
 - b. KBI Report
 - c. SB123 Forms
 - d. Drug Court Forms
 - e. Releases of Information
 - f. Initial ~~LSI-R~~ *risk/needs assessment* and Re-assessments
 - g. Mental Health and Substance Abuse Information
 - h. Medical Information

6. Section VI
 - a. Daily/Monthly Report Forms
 - b. Employment check stubs
 - c. Court Payment Receipts
 - d. Daily and/or House Arrest Itineraries
 - e. Job Search Form(s)

- C. Security: Client case records shall be kept in a secure file cabinet within a locked office when not in use. When in use they shall be supervised and controlled by an agency employee. Computer workstation shall be password protected according to county and KDOC policy. No unauthorized person(s) shall access a record. All case files shall be marked "Confidential."

- D. Privacy of Client Records: Release of information contained in the client file is prohibited except for the following:

1. Information required by employees and law enforcement agencies in the normal conduct of business.
 2. Information for which the client has specifically authorized release.
 3. In accordance with the Kansas Open Records Act.
- E. Client Access to Their Records: KORA governs client's access to the file. Clients have access to documents originating within the agency which they have signed. Documents from outside agencies will not be released, the client must contact that agency directly.
- F. Records of Discharged Clients: Case files of discharged clients shall be held in a secure file cabinet. The agency's client paper files will be destroyed after 5 years. Documents covered under the Kansas State Records Board and Historical Society shall be retained as required by the District Court and KDOC.
- G. *To reduce paper use, document shredding costs, and better utilize technology, documents will be stored on the agency's P drive and in the KDOC data management system. Documents in the P drive or uploaded to the KDOC data management system do not have to be included in the paper file. Agency staff shall upload documents to the KDOC data management system as required by KDOC. Security and confidentiality rules and guidelines shall be followed with all stored documents.*

IV. REPORTS REQUIRED:

Release of Information Form

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Randy Regehr, Director

Date

POLICY & PROCEDURES

IMPLEMENTATION DATE: 12/4/18

LAST REVIEWED DATE: 12/2/22

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CHAPTER: Administration, Organization, & Management

PAGES: 2

REFERENCE: KDOC 1A-ADM-102, 1C-ADM-300, CSS-01-102, *CSS-02-106*

SUBJECT: Position Descriptions

I. AUTHORITY:

Kansas Department of Corrections, Community Corrections Advisory Board, Reno County Commission

II. PURPOSE:

To set forth the organizational structure and position descriptions for the Reno County Community Corrections Program

III. DEFINITIONS:

- A. Director of Community Corrections: The chief executive officer of the Community Corrections Program.
- B. Office Manager: Individual responsible for budgeting and accounting as well as assisting the Director in administrative functions.
- C. Intensive Supervision Officer II: Intensive Supervision Officer (see below) who also is responsible for supervising line staff and planning tasks as assigned.
- D. Intensive Supervision Officer I: Intensive Supervision Officer who is responsible for direct supervision of assigned adult or juvenile clients in the Community Corrections Program.
- E. Surveillance Officer: Individual responsible for providing evening and weekend surveillance of offenders.
- F. Secretary/Receptionist: Individual responsible for performing clerical and support duties for all staff.
- G. Transporter: Stand-by status individual responsible for transporting clients to treatment or other interventions as directed by an ISO.

IV. POLICY:

- A. Reno County Community Corrections staff shall have a clear administrative picture of the current organizational structure. The organizational chart is designed to designate staff to related units in order to promote efficiency, identify staffing patterns, span of control, and lines of authority.

- B. Reno County Community Corrections will have job descriptions and qualifications, including salary determinations, for all positions within the agency.
- C. KDOC shall be notified in writing of any organizational changes. The chart shall be reviewed annually and revised as needed.
- D. *Reno County Community Corrections will review and determine the number of employees a supervisor can effectively supervise.*

V. PROCEDURES:

- A. Maintenance of the Organizational Chart: The Director and Office Manager shall be responsible for the maintenance of the organizational chart. Organizational charts shall include all positions within the Program.
- B. Organizational Chart Review: The Director and Office Manager shall review the total organizational chart annually. This review shall be completed at the time of submission of the Annual Comprehensive Plan to Department of Corrections.
- C. Notification of Changes: The Kansas Department of Corrections shall be notified in writing of any organizational changes as described below:
 - Within 3 but no more than 5 business days for changes in administrative personnel (i.e. director and/or fiscal-related personnel)
 - Within 10 but no more than 15 business days for all other agency staff, advisory board members, and/or county commission chairpersons.
- D. Job descriptions will be provided to interviewees prior to their interview.
- E. The job description for an employee's position will be provided to them on their first day of employment. A copy of the signed job description will be maintained in their personnel file.
- F. Job descriptions will be available to all staff upon request.
- G. Salary determination will be in accordance with the Judicial Branch Pay Plan and Reno County policy.
- H. *Supervisor to Staff Ratio: The Director will review and determine the number of full-time supervisors are needed to effectively supervise staff. Determining factors can include, but are not limited to, experience of staff, other duties and responsibilities of the supervisor(s), and the overall effectiveness and efficiency of staff.*

VI. REPORTS REQUIRED:

Organizational Chart

Job descriptions for: Director, ISO II, ISO I, Surveillance Officer, Office Manager, Secretary, and Transporter

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Randy Regehr, Director

Date

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CHAPTER: Administration, Organization, & Management

PAGES: 2

REFERENCE: KDOC 1A-ADM-128, CSS-01-105

SUBJECT: Public Information

I. AUTHORITY:

Reno County Commission, Reno County Community Corrections Advisory Board, Kansas Department of Corrections

II. POLICY:

The Director shall be the primary contact person for any news media. The Director may authorize other staff members to provide information as needed to the news media or public. All program employees shall strive to maintain integrity and creditability with those persons and organizations legitimately involved with the agency. Staff shall respond to requests for information in a timely manner. Information shall only be released in accordance with the Kansas Open Records Act, HIPPA Regulations, or with a signed Release of Information.

III. PROCEDURES:

The Director of Community Corrections is designated as the agency Public Information Officer.

- A. News Media: Visits from the news media, special events coverage, and news/press releases are encouraged and shall be handled directly through the Director or an Intensive Supervision Officer II (ISO II). The Director or ISO II shall:
 - 1. Allow media access to program areas of the agency, non-staff members must be escorted at all times while in secure areas of the office
 - 2. Preserve the offender's individual right of privacy
 - 3. Portray a factual picture of the agency
- B. Contact with the Public: Employee contact with the public is to be conducted with professionalism. Comments shall be constructive and not intended to bring discredit upon the agency, Reno County, and/or the KDOC. Staff are not allowed to speak on behalf of the agency without the permission of the Director.
- C. Release of Official Information
 - 1. Individual employees receiving requests for official information from news media or the general public shall forward all such inquiries to the Director or ISO II. It is important that all inquiries be promptly, accurately, and

completely answered in compliance with state, local and federal laws governing public information and right of privacy.

2. Only the Director, or a person specifically authorized by the Director, shall issue official information and press releases referring to agency policy or statements regarding agency programming or conditions.
 3. Release of Information shall be done according to the Kansas Open Records Act and HIPAA.
 4. Those requesting material/information may be asked to:
 - a. Pay a reasonable fee, not exceeding actual costs, for copies of records and staff time to process such a request.
 - b. Submit a request for specific records in writing.
 - c. Provide proof of identity.
- D. Emergency Situations: The Director will remain the primary point of contact for media or public questions, but the ISO II staff may also assist as needed. All other staff should direct media or public questions regarding agency operations to a supervisor unless given specific authorization. For proximate safety concerns staff may talk to the public or media to address immediate danger issues.
- E. *Only information authorized by applicable statute, regulation or county policy may be shared with the media or public.*
- F. *Under no circumstances shall the media or public:*
 1. *Receive or access information that could identify a juvenile and/or family, or take photographs of a juvenile and/or family.*
 2. *Be allowed to observe or listen to any conversation regarding a juvenile offender's supervision.*

VII. REPORTS REQUIRED:

Release of Information

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Randy Regehr, Director

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CHAPTER: Supervision

PAGES: 3

REFERENCE: KDOC 1A-ADM-127, CSS-03-104

SUBJECT: Auditing and Quality Assurance

I. AUTHORITY:

Reno County Community Corrections Advisory Board, Administrative Directive, Reno County Commission

II. POLICY:

Active cases under supervision shall receive supervisory review. Supervisory reviews are able to provide staff with timely and supportive feedback relevant to their work with clients assigned to the agency. Periodic reviews help to ensure that clients are receiving the level of monitoring and services that is consistent with the agency's mission, purpose, and Community Corrections *Adult and Juvenile* Field Services Standards. Reviews can be used by the Director and an ISO II as a tool to measure agency and staff performance. A schedule will be developed to perform audits on a regular basis for quality assurance and adherence to policy.

III. PROCEDURES:

- A. File Audits: Each officer will have offenders' physical files audited by a supervisor. This will include, but not be limited to the inclusion and proper placement of certain documentation in the file as outlined in Policy 6-10. *Each supervision officer shall have at least one adult and one juvenile file audited every three months.*
- B. ~~FOADS~~ KDOC database Audits: The KDOC database will be used for quality assurance checks regarding offender activity and ISO documentation.
- ~~1. The Caseload Report will be ran by the Director or an ISO II and reviewed on a regular basis, at least monthly. Officers' caseloads will be reviewed at least monthly with reports provided to Officers as available. This will include reviewing termination dates, LSIR dates, Case Plan completions and reviews, and offender client statuses.~~
 - ~~2. The Level of Service Inventory Revised assessments, LSIR, will randomly be audited. Paper audits checking for accuracy in scoring and note quality will be done~~

~~on a regular basis. Video or audio taping will also be done for purposes of evaluating the interviewing process. Risk/needs assessment will be audited. This may take place through a contracted provider or internally.~~

3. The timeliness of Case Plan creation and reviews will be audited ~~using the Caseload Report~~. The ~~TOADS~~ *KDOC* database will also be used to evaluate individual Case Plans. Case Plan reviews will focus on adherence to agency policy and connection to the ~~LSIR~~ *risk/needs* assessment.
 4. Offender contacts will be reviewed in ~~Toads~~ *the KDOC database* for timeliness and quality. Specific attention will focus on the documentation of the use of Motivational Interviewing, Effective Practices in the Correctional Setting and Cognitive Behavioral Interventions.
- C. Office Contact Audits: Auditing will focus on the use of Motivational Interviewing, Effective Practices in the Correctional Setting and Cognitive Behavioral Interventions.
1. ~~Each ISO I will audio tape one office contact per month to be reviewed by a Supervisor.~~
 2. ~~The Supervisor will review the audio taped contact and use the EPICS II Contact Rating Form for written feedback. The ISO will be provided with a copy of the rating form. The Supervisor will also meet with the ISO to give them feedback on the contact.~~
 3. ~~Using the EPICS II Skills Development Plan form the Supervisor will work with the ISO to document strengths and areas for improvement.~~
- D. Termination Audits: Each file will be audited by the Director or an ISO II after the case is terminated. This is to ensure the proper paperwork has been completed and the case is closed out in ~~TOADS~~ *the KDOC database* and through the courts.
- E. Auditing Schedule and Feedback: Supervision staff will be notified of the auditing schedule. They will receive feedback both verbally and in writing regarding the results of the audit. Additional assistance, training, and evaluation will be available for areas in which improvement is needed.

IV. REPORTS REQUIRED:

Auditing Schedule
Auditing Reports

Note: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, probationers, parolees, and entities contractually bound to adhere to them. They are not intended to establish state and/or county created liberty interest for employees, parolees, or an independent duty owed by Reno County Community Corrections. This policy and procedure is not intended to establish or create new constitutional rights, or to expand upon existing constitutional rights or duties.

Randy Regehr, Director

Date

POLICY & PROCEDURES

IMPLEMENTATION DATE: 12/4/18

LAST REVIEWED DATE:

LAST REVISION DATE:

CHAPTER: Training and Staff Development

PAGES: 5

REFERENCE: KDOC 1D-ADM-402, 403, 404, and 406, CSS-02-104, CSS-02-105

SUBJECT: Annual Training Requirements

I. AUTHORITY:

Reno County Commission, Reno County Community Corrections Advisory Board, Kansas
Department of Corrections

II. PURPOSE:

To describe the minimum training requirements for agency employees

III. DEFINITIONS:

- A. Non-clerical: Positions that support case management services but do not directly supervise client, i.e. program providers, surveillance officers, care coordinators, resource officers, training officers, ect.
- B. Administrative staff: Management positions such as directors and supervisors who perform primarily administrative duties.
- C. Supervision staff: Positions whose primary function is providing case management services to clients, i.e. ISOs.
- D. Support staff: Positions whose primary function is clerical or to support supervision staff in a non-technical aspect, i.e. secretaries, receptionists, transporters.
- E. Employees: For the purpose of this policy, employee includes volunteers, interns, contract personnel, or anyone else working for the agency, whether full-time, part-time, or temporary.

IV. POLICY:

- A. All full-time non-clerical, administrative, and supervision staff shall complete 40 development hours annually.
- B. All full-time support staff shall complete 8 development hours annually. Part-time

support staff shall complete development hours in accordance with their duties as determined by the Director.

C. Development hours shall be relevant to employees' assignment. This shall be determined by their supervisor.

D. All part time employees, interns, and volunteers shall receive orientation and training appropriate to their assignment.

E. KDOC IT Security Awareness and Acceptable Use Training is required within 6 months of initial assignment and annually thereafter. This training is required for all agency employees who may in the course of their work have access to confidential KDOC controlled information or hear others discussing confidential KDOC controlled information, have access to a network, or use computer equipment on a network with the capacity to access confidential KDOC controlled information. A Security Awareness Statement shall be signed and retained in their personnel file.

F. The program shall maintain written documentation of all orientation and annual training hours for all employees, interns, and volunteers in their personnel file.

G. Prior to any independent job assignments, a minimum of forty hours of job shadowing shall be required.

V. PROCEDURES:

A. New Full Time Employees. The Director and ISO II shall provide a majority of the training for new full time ISOs. Training for other agency employees shall be provided by the Director or designee, depending upon the subject matter necessary to the position. This training shall be given within the first 30 days of employment. If the employee has had training in these areas prior to employment, and can provide written documentation, he/she may receive credit and not be required to repeat this training. The program objectives shall be as follows:

- To familiarize the new employee with the program
- To inform the new employees of the program mission and goals
- To instruct new employees in policies, procedures, programs, and code of ethics
- To provide employees with improved skills in their area of specialty

B. Suggested training for non-clerical, administrative and supervisory staff is as follows: Management and leadership practices, labor law, employee-management relations, laws pertaining to the justice system, coordinating resources, sexual harassment, Federal and State law pertaining to clients, and workplace diversity.

C. Recommended training for all staff is as follows: Human relations and

communication skills, crisis intervention, managing clients with special needs, office management, counseling resistive clients, strategies for effective case management, sanction and incentives, cultural diversity, gang intervention strategies, developing community resources, report writing, legislative process, and rights and responsibilities of clients.

D. Recommended training for part-time staff, interns, volunteers, and others having minimal client contact is as follows: Agency policy and procedure orientation, organization of the agency, programs for clients, regulations of the agency, office safety, universal precautions, sexual harassment, communication and human relations, and special training directed toward the employee's department and/or task-oriented assignments (computer software, statistical gathering and reporting, etc.).

E. Training Records. The Director or designee in each employee's personnel file shall maintain staff training records. Employees are responsible for documenting their training hours for submission to the Director or designee for inclusion in the personnel file. The training documentation shall include the following:

- Employee name
- Date of training
- Number of hours received
- Brief description of material presented/relevance to position

F. Participation: The Director shall distribute any relevant training information received by the agency for staff to review. Material particularly relevant to the performance of job duties will be emphasized. Any staff member interested in attending training should forward a request to their immediate supervisor, who will then relay the request to the Director for approval. If funding allows, the Director will attempt to budget an appropriate amount annually to pay for staff members to attend training class outside the agency. Staff may be selected by seniority, specialized case loads, number of hours per officer. The ultimate decision is at the discretion of the Director.

H. Reimbursement: The agency shall per county policy reimburse staff training expenses when staff attends job related training outside the agency.

I. All staff carrying a juvenile caseload, this includes supervisors carrying a juvenile caseload and/or supervising staff who carry a caseload, shall have training annually on the following topics:

- *Mental Health or Trauma Informed Care*
- *Family Engagement*
- *Crisis Intervention/De-escalation Techniques*
- *Corrections Fatigue/Stress Management*
- *Cognitive Behavioral Intervention Techniques*

J. Juvenile Staff Orientation: Orientation for all staff and volunteers shall be completed prior to any independent job assignment(s). Prior to any independent job assignments, a minimum of forty hours of job shadowing shall be required.

Orientation for employees shall be documented on form JS-0121, or a locally approved equivalent form. The new employee and supervisor completing each item shall initial and date the orientation checklist to signify completion. The form JS-0121 shall be filed in the employee's personnel file upon completion. Initial training topics to be delivered by the Kansas Department of Corrections (KDOC) shall include, but not be limited to:

- *Juvenile Justice Basics*
- *Effective Practices in Correctional Settings-II (EPICS-II)*
- *Youthful Level of Service/Case Management Inventory (YLS/CMI)*
- *Graduated Responses as an Evidence Based Practice*
- *Youth Mental Health First Aid*
- *Case Planning*
- *All staff that will have access to KDOC IT Networking Services must complete the IT Security Awareness Training and sign the two (2) Acceptable Use Forms. These forms must be sent to the designated IT staff member in KDOC Central Office and kept in the staff's personnel file for a minimum of 3 years in such a manner as they may be retrieved and reviewed during the course of a KCJIS audit*

Additional training topics to be delivered by the Judicial District shall include, but not be limited to:

- *Overview of Child Welfare and Juvenile Justice systems and processes*
- *The statutes and regulations pertaining to Juvenile Offender and Child In Need of Care (CINC) Code*
- *ATHENA (Kansas Department of Corrections database)*
- *Review of personnel and Community Supervision Agency policies and procedures*
- *Community Supervision Agency Facility Onsite Youth Contact Guidelines*

If the employee has had training in the above orientation or initial training areas prior to employment, the agency shall determine if the previous training and time frame of the previous trainings will still meet the needs of the Judicial District's training requirements. If the previous training is determined to meet the agency requirements the staff should receive credit and not be required to repeat those orientation items. All previous training shall be documented in the employee's personnel file.

The intent of the additional Judicial District training topics is to incorporate local policies and expectations into the orientation training. This will allow for the Judicial District to tailor each training to meet the needs of their agency.

The following resources may assist the Judicial District in meeting the orientation training requirements:

- *The Kansas Department of Corrections Learning Management System*
- *National Institute of Corrections Learn Center*
- *The Kansas Children’s Alliance Training Center*
- *National Criminal Justice Training Center*
- *Justice Clearinghouse*

VI. REPORTS REQUIRED:

Training Log

Security Awareness Statement

Note: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, probationers, parolees, and entities contractually bound to adhere to them. They are not intended to establish state and/or county created liberty interest for employees, parolees, or an independent duty owed by Reno County Community Corrections. This policy and procedure is not intended to establish or create new constitutional rights, or to expand upon existing constitutional rights or duties.

Randy Regehr, Director

Date



AGENDA ITEM

AGENDA ITEM #6.E

AGENDA DATE: February 28, 2023

PRESENTED BY: Don Brittain, Public Works Director

AGENDA TOPIC:
Noxious Weed Annual Management Plan and Eradication Progress Report

SUMMARY & BACKGROUND OF TOPIC:

The Annual Noxious Weed Management Plan and Eradication Progress Report are required by State Statute to be submitted to the Kansas Department of Agriculture every year to confirm Reno County's commitment to controlling noxious weeds and to report the number of acres of noxious weeds treated.

The goals and priorities of the program for the coming year and the next five (5) years sections of the Management Plan are tools used to provide the services.

The Noxious Weed Division of Public Works provides the services as listed in the list of methods Public Works plans to use to encourage compliance section paid for by the Noxious Weed Fund specifically levied for that purpose.

This process is repeated every year.

ALL OPTIONS:

Approval and signature of both the plan and progress report.

RECOMMENDATION / REQUEST:

Approval and signature of both the plan and progress report.

POLICY / FISCAL IMPACT:

N/A

RENO COUNTY PUBLIC WORKS
(Noxious Weed Division)

2024 Annual Management Plan

BY

DON BRITTAIN, DIRECTOR OF PUBLIC WORKS

FOR

KANSAS DEPARTMENT OF AGRICULTURE

Due Date: June 1, 2023

2024 ANNUAL NOXIOUS WEED MANAGEMENT PLAN

INTRODUCTION

This management plan was created to fulfill the criteria outlined under state statute whereas each county is required to submit an annual management plan to the Kansas Department of Agriculture by June of each year. This plan is used to establish priorities, set goals, review past statistics and improve strategies for controlling noxious weeds. The mission statement describes the purpose of controlling noxious weeds. Goals are general statements, which represent the desired results of the plan. Strategies are specific courses of action to help attain goals.

MISSION STATEMENT

The Reno County Public Works Department provides professional service, consultation, recommendations, weed identification, and safe chemical usage to promote the reduction of noxious weeds with proper chemical treatments to safeguard crop production and pastureland. The provision of these services includes consideration of environment impacts and available financial resources. The Public Works Department is committed to the efficient and effective provision of these services as provided by law.

PRIOR YEAR STATISTICS

	Bindweed	Johnson-Grass	Musk Thistle	Sericea Lespedeza
County Road Right-of-Way	168 acres	44 acres	25 acres	
Private property	1858 acres	97 acres	1169 acres	250 acres
Townships	120 acres	65 acres		

STRATEGIES

- Increase public awareness of musk thistle through correspondence, treatment, media and enforcement notices.
- Assist with education of Sericea Lespedeza by working with Extension and Natural Resource Conservation District.
- Educate and increase public awareness of the economic problems caused by noxious weeds to our local economy.
- Educate landowners of any proposed Noxious Weed Law changes.

GOALS

- Assist in the Control of noxious weeds in Reno County on public and private lands.
- Work with other county departments and government agencies as needed.
- Carry out any directives determined by the Board of County Commissioners.
- Provide efficient and effective services.
- Prepare the annual budget for approval by the Board of County Commissioners.
- Promote the safe handling and application of pesticides.
- Enforce the Kansas Noxious Weed Law.
- Monitor legislation that could affect Reno County and this department.
- Control noxious weeds on County right-of-ways.



DON BRITTAIN, Director
Reno County Public Works

2-13-2023

Date

We certify that this is a correct copy of the Reno County Annual Noxious Weed Management Plan as required by K. S. A. 2-1317 and due by June 1, 2023.

BOARD OF COUNTY COMMISSIONERS OF
RENO COUNTY, KANSAS

Daniel P. Friesen, Chairman

ATTEST:

Reno County Clerk

Date

2024 Management Plan

For Reno County

Casey Pattinson, County Weed Director

<p><u>Specify the goals and priorities of the program for the coming year.</u></p> <p>Control noxious weeds in the county right-of-way. Increase public awareness of Musk Thistle and Sericea Lespedeza through treatments, media, and enforcement notices. Educate landowners on new Noxious Weed laws, as well as new chemicals and control methods.</p>
<p><u>Specify the goals and priorities of the program for the next five years.</u></p> <p>Assist in the control of noxious weeds in Reno County on public and private land. Work with other counties and government agencies. Carry out any directives determined by the Reno County Board of Directors. Promote the safe handling and application of chemicals in Reno County. Enforce the Kansas Noxious Weed laws. Monitor Changes in Kansas Noxious Weed laws that would effect Reno County.</p>

Describe the areas which noxious weed species are known to occur within the county and specific locations of new infestations and areas particularly susceptible to new infestations.	
Field bindweed	Right-of-Way, crop lands, pastures, CRP, construction sites, residential property, industrial property
Musk thistle	Right-of-Way, crop lands, CRP, pastures, industrial property
Sericea lespedeza	Right-of-Way, crop lands, CRP, pastures, industrial property
Johnsongrass	Right-of-Way, crop lands, CRP, pastures, drainage areas
Bur ragweed	
Canada thistle	Right-of-Way, crop lands, CRP, pastures, industrial property
Hoary cress	
Leafy spurge	
Quackgrass	
Kudzu	
Russian knapweed	

List any non-noxious invasive weed species you plan to control and the types of integrated weed control methods you plan on using on them.

County dirt piles with bareground application.

County yard/storage areas with bareground application.

County lagoons and fence lines with bareground application.

List your planned integrated weed management goals and procedures, including but not limited to biological control agent selection and distribution, pesticide selection and application and cultural and mechanical controls.

Biological Controls

Chemical Controls

Cultural Controls

Mechanical Controls

Weed eat, till areas, burn off fields

Estimate the projected personnel, operations, and equipment costs of the proposed program.	
Personnel costs	\$82,352.00
Operations costs	\$46,900.00
Equipment costs	\$8,800.00

List the methods you plan to use to encourage compliance and the enforcement actions you will take if necessary.

Speak with landowners and educate them of Kansas Noxious Weed laws.

Help landowners positively identify their noxious weeds.

Provide landowners with information on chemicals to control noxious weeds.

Inform landowners of the chemical cost share program.

List your plans for working with state and/or federal agencies to control the noxious weeds on state and/or federal lands.

Follow Noxious Weed laws and regulations from the Kansas Department of Agriculture.

Follow Noxious Weed and chemical application laws from the Environmental Protection Agency.

Enforce Kansas Noxious Weed Laws within Reno County.

Have annual reports and noxious weed survey turned into the KPA by deadline.

Work with the USDA on the enforcement of CRP lands.

Describe your education and outreach plans for the coming year. Include training and professional development for yourself and your staff. (Attend District meetings? Annual Conference? Recertification?)

Provide landowners with literature of eradication methods of noxious weeds.

Help landowners with proper weed identification over the phone, by email or in-person.

Attend annual weed conference and summer training if possible.

Attend classes of credit hours to renew applicator's license.

List the facilities and equipment available for use in managing the noxious weeds in your county, including a list of the equipment available for rent to the public and the rent you charge.

Reno County Public Works, 600 Scott Blvd., South Hutchinson, KS 67505.

2000 Yamaha Grizzly 4-wheeler, 40 gal. spray rig.

2003 Ford F-350, 300 gal. John Bean spray rig.

2006 Kobota side-by-side, 120 gal. spray rig.

2011 Ford F-250, 300 gal. John Bean spray rig.

Noxious Weed Department Employees

Name	Title	Years of service in the Nx Wd Dept.	# Jobs within the county
Casey Pattinson	Noxious Weed Supervisor	6	Multiple
Mike DeWitt	Noxious Weed Applicator	4	Multiple

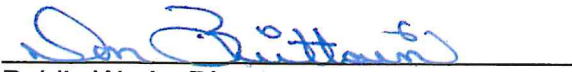
I certify that this is the official 2024 Management Plan of Reno County



 County Weed Supervisor

2/9/23

 Date



 Public Works Director

2-13-2023

 Date

 Chairman, Board of County Commissioners

 Date

Annual Noxious Weed Eradication Progress Report 2022



as required by KSA 2-1316

Noxious Weed Supervisor:

Casey Pattinson

Reno County Public Works / Noxious Weed Division

Noxious Weed Department Personnel

Name	Job Title	% Time Spent on Noxious Weeds	Weed Director Salary
Casey Pattinson	Weed Supervisor / Lead NW Tec	100%	\$3,382.40
Michael DeWitt	Equipment Operator II / Weed	100%	\$2,921.60

Financial Summary - Noxious Weed Fund

	Amount
Mil levy for 2022	0.173
County valuation for 2022	\$640,606,568.00
Beginning Budget Balance for 2022	\$28,030.79

Revenues

Appropriation	\$115,780.76	
Chemical Sale	\$26,853.55	
Misc. Reimbursement	\$0.00	
Total Revenue		\$142,634.31

Expenditures

Commodities	\$8,766.06	
Commodities - Chemical	\$39,811.43	
Contractual	\$2,318.45	
Personnel Services	\$81,361.15	
Adjust for KMAAG accrued payroll not in 2021 repor	\$3,006.90	
Total Expenditures		\$135,263.99

Ending Budget Balance \$35,401.11

Carryover to next year's budget for 2022 to 2023 \$35,401.11

Capital Outlay Fund

	Amount
Beginning Balance	\$89,776.59
Receipts	\$0.00
Expenditures	\$0.00
Ending Balance	\$89,776.59

Annual Noxious Weed Eradication Progress Report

Reno County Public Works / Noxious Weed Division

Year **2022** ★

Estimated Acreage of Noxious Weeds

Noxious Weed	Private	County	Township	State	Federal	City	Total
Bull Thistle	0.0						0.0
Field Bindweed	1857.5	168.0	120.0	0.0			2145.5
Johnsongrass	97.1	44.0	65.0				206.1
Multiflora Rose	0.0						0.0
Musk Thistle	1168.9	25.0		0.0			1193.9
Sericea Lespedeza	250.0						250.0
Totals	3373.5	237.0	185.0	0.0			3795.5

Estimated Acreage of Noxious Weed on Private Land sub-section

Noxious Weed	Wheat	Corn	Soybean	Grain	CRP	Pasture	Other	Fallow	Non-Ag	Total
Bull Thistle						0.0				0.0
Field Bindweed	864.0	7.6	8.9	6.0	30.0	923.0		0.0	18.0	1857.5
Johnsongrass	5.1	0.0	0.0		45.0	42.0		0.0	5.0	97.1
Multiflora Rose					0.0	0.0				0.0
Musk Thistle	13.9		0.0	0.0	55.0	1000.0			100.0	1168.9
Sericea Lespedeza	0.0				150.0	100.0				250.0
Totals	883.0	7.6	8.9	6.0	280.0	2065.0		0.0	123.0	3373.5

Weeds declared Noxious by the County: Multiflora Rose Bull Thistle

Herbicide Disbursement Summary

Chemical	Purchase Price	Cost Share Price	Total Disbursed
2-4 D AMINE	\$5.00	\$3.75	1193.898 qt
AMINOPYRALID	\$71.89	\$53.92	28.000 qt
GLYPHOSATE	\$44.15	\$33.11	60.000 gal
IMAZAPIC	\$0.79	\$0.60	1152.000 oz
IMAZAPYR	\$0.39	\$0.30	5356.800 oz
METSULFURON METHYL	\$2.17	\$1.63	680.000 oz
PICLORAM	\$30.08	\$30.08	20.000 gal
PICLORAM	\$11.55	\$8.66	1087.715 qt
SULFOMETURON	\$11.00	\$8.25	48.000 oz
TRICLOPYR	\$54.08	\$40.56	176.000 gal

Enforcement Summary

Warning Notices		Diversion Agreements		Demonstration Plots	
Legal Notices		Accounts to Tax Roll		Feed and Hay Inspection	
Court Cases		Meetings Sponsored		Publish General Notice	

Enforcement Comments:

We certify this is a correct copy of the Reno County Public Works / Noxious Weed Division Program for 2022. We certify that Casey Pattinson is employed as the Noxious Weed Supervisor for 2023.

 2-13-23
Public Works Director Date

 2/13/23
Noxious Weed Supervisor Date

Chairman, Board of County Commissioners Date



AGENDA ITEM

AGENDA ITEM #6.F

AGENDA DATE: February 28, 2023

PRESENTED BY: Don Brittain, Public Works Director

AGENDA TOPIC:

Public Works purchase of One (1) 2024 Freightliner 108 SD Tandem Axle Truck Chassis for a Dump Truck with a 16' Dump Body from Kansas Truck Center, Wichita, Kansas, for a cost of \$214,589.00.

SUMMARY & BACKGROUND OF TOPIC:

The 2024 Freightliner 108 SD Dump Truck will be replacing a 2012 Freightliner M2106V Dump Truck with approximately 250,000 miles on it now and will have approximately 275,000 miles on it when we receive the new dump truck. The 2012 Freightliner M2106V Dump Truck was purchased through Kansas Truck Center, Wichita, Kansas, in February 2012. Public Works dump trucks are replaced after 12 years or 225,000 miles. The 2012 Freightliner M2106V Dump Truck is 11 years old with approximately 250,000 on it.

ALL OPTIONS:

1. Approve the bid from Kansas Truck Center, Wichita, Kansas, in the amount of \$214,589.00.
2. Deny the purchase.

RECOMMENDATION / REQUEST:

Award the bid of One (1) 2024 Freightliner 108 SD Tandem Axle Truck Chassis for a Dump Truck with a 16' Dump Body from Kansas Truck Center, Wichita, Kansas, for a cost of \$214,589.00.

POLICY / FISCAL IMPACT:

Budgeted for 2023 per the CIP. Public Works Fund 007 Operational Equipment per Equipment Plan.

One (1) Tandem Axle Truck Chassis for Dump Truck with 16' Dump Body; One (1) 12' Snowplow and One (1) Salt /Sand Spreader

Receive Bids by 9:00 a.m., Thursday, February 9, 2023

Award Bid at next available Commission Meeting.

	Kansas Truck Center 2955 South West Street Wichita, KS 67217 316-945-5600 Mike Grade mgrady@kansastruck.com	Wichita Kenworth 5115 North Broadway Street Wichita, KS 67219 316-247-7300 Galen E. galene@wichitakenworth.com	Doonan Truck & Eqp 11118 West Hwy 54 Wichita, KS 67277 316-722-6034 Gary Alefs gary_alefs@doonantruck.com	Rush Truck Center 5549 North Chuzy Drive Wichita, KS 67219 316-262-8413 Dave McGinley mcginleyd@rushenterprises.com
Dump Truck & Dump Body (1)				
Year	2024	No Bid	No Bid	No Bid
Make	Freightliner			
Model	108 SD			
Warranty	6 Year/250,000 Miles			
Bid Price	\$214,589.00			
12' Trip Moldboard Snowplow (1)				
Year				
Make				
Model				
Warranty				
Bid Price				
Salt / Sand Spreader (1)				
Year				
Make				
Model				
Warranty				
Bid Price				
Total of Trade Ins	-	-	-	-
Total Price	\$214,589.00			

Bid Tab Notes:

DEPARTMENT HEAD:

Don Brittain

RENO COUNTY PUBLIC WORKS
BID REQUEST FOR: ONE (1) TANDEM AXLE TRUCK CHASSIS FOR DUMP TRUCK WITH 16'
DUMP BODY, ONE (1) 12' TRIP MOLDBOARD SNOWPLOW AND
ONE (1) SALT AND SAND SPREADER

PLEASE PLACE BIDS IN A SEALED ENVELOPE CLEARLY MARKED:
"BID DUMP TRUCK, SNOWPLOW AND SALT/SAND SPREADER"

RETURN BID TO:
RENO COUNTY PUBLIC WORKS
ATTN: DAVID SERVISS
600 SCOTT BLVD
SOUTH HUTCHINSON, KS 67505
ON OR BEFORE: Thursday, February 9, 2023 @ 9:00 a.m.

These specifications are written with the intention of obtaining bids on like equipment. This equipment shall consist of a new current model each equipped with or exceeding the accompanying specification.

Reno County reserves the right to waive minor technicalities under this specification, and to reject any or all bids, and to accept the bid which, in its opinion, is in the best interest of Reno County.

The equipment shall meet the current Kansas Statute regarding size, weight, and load of vehicles.
The equipment shall be delivered F.O.B. to the
Reno County Public Works Facility at:
600 Scott Blvd. South Hutchinson, Kansas.

If your bid is accepted, payment will be made on the County's next regular payment date after delivery and certification that specifications were met. Questions regarding this bid may be directed to David Serviss, Public Works Superintendent at 620-694-2976.

Cash Price:	\$	<u>214,589.00</u>
Standard Warranty(s) if additional cost:	\$	<u>—</u>
Total Cash Price	\$	<u>214,589.00</u>
Total Cash Price with Trade-Ins:	\$	<u>—</u>

NOTE: Please submit standard warranty with bid and list any additional warranties below:

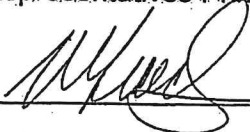
Price Includes 6 year/50,000 Engine & aftertreatment Warranty
Delete Plow & Spreader

Delivery Date: December 2023

Company Name: Truck Center Companies

Company Representatives Email Address: mbrady@truckcentercompanies.com

Company Representatives Printed Name: Mike Brady

Signature:  Date: 2/9/23

**RENO COUNTY PUBLIC WORKS
BID SPECIFICATION
FOR (1)
TANDEM AXLE TRUCK CHASSIS FOR DUMP TRUCK WITH 16 FOOT DUMP BODY**

TRUCK CHASSIS SPECS

Make: Freightliner
Model: 108SD
Year: ~~2023~~ 2024

On the line to the left please specify whether the bid meets or exceeds the corresponding specification.

GVW

- A. 58,000 lbs. minimum. 60,000

TRANSMISSION

- A. Allison RDS 3000 6 speed optimized, with prognostics and auto neutral
B. Magnetic transmission oil drain plug with synthetic lubricant.

ENGINE

- A. To be Cummins L9 engine with 350 Gross HP @ Rated RPM min.
B. 1000 lb ft Torque 1050 lb ft
C. Heavy duty 1200 sq. inch radiator.
D. Gates Blue Strip radiator hoses or equal.
E. Heavy duty dry type air cleaner with driver side hood intake, passive air cleaner and inside/outside air door to pull air from under hood during snow plow operation. Door to be driver controlled with dash mounted switch. An air filter restriction gauge is to be mounted in the dash.
F. Engine shut down on low oil pressure, high water temp or low water level with warning lights and buzzer.
G. Air operated fan clutch.
H. Exhaust to be horizontal DPF & SCR with vertical pipe 11' 6" high.

COOLING SYSTEM

- A. Heavy duty, increased capacity with permanent anti-freeze installed and tested to protect to 20° below 0 F. -34°

STEERING

- A. Power with dual steering gears.

FRONT AXLE

- A. 20,000 lbs. minimum.
B. 10 hole piloted hubs.
C. Setback axle.

FRONT SPRINGS

- A. 20,000 lbs. taper leaf or stacked springs with shocks.

WHEEL BASE

- A. Cab to trunnion 132" for 15' bed. This is an approximate measurement the chassis supplier shall work with the equipment installer to ensure proper fit and finish.

REAR AXLE

- A. 40,000 lbs. minimum axle with full lock differential on both axles.
B. Both axles with magnetic drain plugs.
C. Spicer 1710 drive line.
D. 10-hole piloted hubs.
E. Asphalt dump brake chamber clearance.
F. Parking brakes, both axles.
G. Axle ratio to be determined for 70 mph govern highway speed loaded.

REAR SUSPENSION

- A. 40,000 lbs. minimum suspension, Hendrickson Haul Max or Tuf-Trac.

BRAKES

- A. Front - 16 1/2" x 6" cam brakes.
B. Rear - 16 1/2" x 8.62" cam brakes.
C. Dual system air brakes with air tank drain valves.
D. Spring set park brake.
E. Self adjusting slack adjusters.
F. Dust shields.
G. ABS brake system.
H. Outboard drums.
I. BW AD-IP air dryer with heater.

TIRES

- A. Front tires 315/80R22.5 (20 ply) 22.5 x 9 steel wheel, powder coated white.
B. Rear tires 11R22.5 (14 ply) 22.5 x 8.25 steel wheel, powder coated white.
C. Rear tires are to be all season closed shoulder.

WHEEL SEALS

- A. All front and rear seals to be oil type bearings.

FUEL TANK

- A. One aluminum 100 gallon tank mounted forward on left frame rail.

FRAME

- A. Heavy duty with C-channel or equivalent reinforcement, meeting SAE standards, to end of frame. C-channel needs to be a single channel.
B. 21.6 section modules.
C. 120,000 PSI strength.

24" Front Frame Extension

HOIST

- A. comply ✓ Forty one ton capacity trunnion mounted inverted telescopic type hoist which must meet class 120 specifications for NTEA hoist classification. If an inverted cylinder is not used, the cylinder must be trunnion mounted with an integral cover to protect the cylinder from the elements and eliminate the possibility of dirt and debris setting on the sealing surfaces of the cylinder. Hoist to be mounted using a floating cradle to reduce bending stress levels between the truck frame and dump body. The cylinder shall be equipped with greaseless pins and composite bushings at both ends or remote grease fittings to allow lubricating all points from the ground level.

HOOD AND FENDERS

- A. ✓ Aluminum or fiberglass tilting front hood and fenders with stationary grill with front mud flaps on fenders.

FRONT BUMPER

- A. ✓ Painted steel with frame mounted tow hooks.

ELECTRICAL

- A. ✓ 12 volt 160 amp minimum alternator 36 SI.
B. ✓ 3 - 12 volt 2700 CCA batteries. 1850 CCA

AIR COMPRESSOR

- A. ✓ 18 cu. ft. minimum.

CAB AND EQUIPMENT

- A. ✓ Aluminum or steel cab.
B. ✓ Tinted safety glass.
C. ✓ Interior noise reduction package and premium cab insulation package
D. ✓ Severe service cab.
E. ✓ Hi back fabric air driver seat.
F. ✓ Hi back fabric non-air passenger seat.
G. ✓ 3 point seat belts.
H. ✓ 18" steering wheel with tilt and telescoping cruise control.
I. ✓ Air conditioner/heater/defroster.
J. ✓ Heated 7" x 16" stainless steel mirrors or equivalent.
K. ✓ Two (2) heated 8" convex stainless steel mirrors fender mounted.
L. ✓ Convex mirrors to be mounted under 7" x 16" mirrors, heated.
M. ✓ All mirror fasteners stainless steel or powder coated steel.
N. ✓ Two air horns.
O. ✓ AM/FM radio with weather band.
P. ✓ Electric windshield wipers with intermittent.
Q. ✓ Instrument package: includes speedometer, tach, hour meter, volt meter, dual air oil pressure, water temp, transmission temperature, air filter restrictor, fuel gauge.
R. ✓ LED marker lights.
S. ✓ Interior cab lighting.
T. ✓ Ignition and door keyed alike.
U. ✓ Bumper to be painted black to match color of plow mount.
V. ✓ Cab paint - L2842EB bright yellow elite BC. Base coat clear coat.
W. ✓ Cruise Control.
X. ✓ Warning buzzer/light package.

- Y. One (1) complete set of filters.
- Z. Exterior dual cab entry grab handles.
- AA. Multiplex wiring.
- BB. 5 lb. Fire extinguisher (ABC) to be mounted between driver seat and door.
- CC. Chassis to have factory installed auxiliary lighting package with 10 switches for Whelen lights & equipment labeled as follows: CAB STROBE, REAR STROBE, HIGH/LOW STROBE, SANDER STROBE, SANDER LAMP, TAILGATE LATCH, LEFT ARROW, RIGHT ARROW, (2) OPTIONAL
- DD. Cab reinforcement for the whelen light bar
- EE. Heated windshield
- FF. HVAC ducting with snow shield and prefilter for outside air
- GG. Factory installed snow plow light switch with wiring to front of truck

AIRLINES AND VALVES

- A. The unit shall have all valves, airlines and fittings required to tow a trailer equipped with air brakes. The airline glad hands shall be mounted in a way as to protect them from debris that may damage them while dumping the contents of the bed. Front tow hooks.

TOOL BOX & SHOVEL BOX

- A. COMPLY One stainless steel tool box, 36" x 18" x 18" in size, installed below the bed on the right side of the frame rails, in front of the rear wheels. The toolbox to be constructed of 12 gauge 201 stainless steel with a T-handle lockable latch assembly. One Shovel Box with 3-point T-handle latch approximately 65" long x 24" wide x 8" deep. The toolbox will be located under the dump body on the curb side above the frame mounted toolbox. It will be constructed of 12 gauge 201 stainless steel with a stainless steel hinge and welded 100%.

TRAILER LIGHT WIRING

- A. COMPLY Trailer light wiring to be Pollak Model 11-720 7 pin heavy duty plug with a Pollak 11-761 protective wiring boot at rear of vehicle.

TRAILER HITCH

- A. COMPLY The trailer hitch shall be connected to the frame rails in such way as to not reduce the capacity of the frame rails in any way. The coupler shall be a pantile style coupler similar to a Preimer model 2200 without air service chamber with a trailer weight rating of no less than 100,000 lbs. It shall be mounted to a minimum 1" steel plate. There shall be two D-Rings mounted beside the coupler for trailer safety chains which shall meet DOT regulations regarding safety break-away chains.

FACTORY OPTIONS

- A. All options and/or option packages that are factory standard on the model bid must be provided on the vehicle bid.

SPARE PARTS

- A. The successful bidder must furnish one complete set of filters for each unit being delivered and 3 copies of each key required for each vehicle.

CAB & BODY

- A. Shall be equipped with stationary grille, full forward tilt hood and running boards.

EQUIPMENT TO BE TRADED IN ON PURCHASE

None



 Signature: Reno County Public Works Superintendent

1-19-2023

 Date:

16-FOOT DUMP BODY & CONTROLS SPECS

Make: LAWALL

Model: MTTE

Year: 2023

BED

- A. COMPLY Telescopic front mount type hoist.
- B. COMPLY Air operated tailgate latch.
- C. COMPLY 16' Dump Body (15 yd.) bed to be minimum of 16' X 84"-86" inside with 46" tailgate, 18" rear corner post, 38" tall sides with side boards and center braces and 50" tall header, 3/16 boxed top rail, AR400 T-1 floor, with 7 gauge sides and ends, with 3" radius floor to sides, vertical or horizontal side and tailgate bracing. Nine-panel 46" tailgate with minimum 1-1/2" diameter hinge pin and minimum 1-1/2" thick tailgate ears with grease fittings, greaseable tailgate latch, cross shaft 1-1/2" diameter 1/2" chain hook welded inside tailgate for removal. Inside step right front corner, tailgate to have 2 - 12" long angle iron 2" x 2" x 3/8" minimum on each corner edge of tailgate where the chains touch when tailgating a load. Chains to be high tensile strength chains. 12" bolt on 8' wide by 3/16" thick spreader apron. Body will have tie downs to retain sand spreader on outside of bed, there will be no D rings welded to inside of bed. 3 each vertical oblong holes for lighting T/L-60 both sides of tailgate on rear corner post. Standard DOT location for clearance marker and id markers size AR400 1/2 cab protector
- D. COMPLY Electric flip tarp dump body covering system with a cab operated rocker switch. Length to be adequate to properly cover the dump body. Tarp material shall be a RFL dipped, chemically treated fabric, suitable for covering asphalt. Aero Easy Cover Double-Arm Tarp System or equal.
- E. COMPLY A hinged access ladder attached curbside back side of bed made of a minimum of 3/4" diameter reinforcing steel with lower rung of ladder extending to approximately 16" from ground with 2nd rung approximately 12" above lower rung and have a minimum clearance between the upper rung and the bottom rail of the bed 5". Two additional rungs will be welded to body above folding ladder to access inside of dump body. The installation will include a latch to securely stow the ladder in the up position, next to the dump body. The ladder will be a two piece folding ladder.
- F. COMPLY All clearance light shall be LED and be a complete sealed system.
- G. COMPLY Strobes: Whelen KDOTSYL1 DOT-LED System that shall consist of a 98" Edge Bar mounted in the center of the cab roof area. It shall have Two Freedom Linear 12 Amber LEDs on each corner and four Freedom 400 Series single level directional amber LEDs front facing and six rear facing. There shall be two Triple Light rear post stainless steel housings, one on each side with Whelen 400 series Amber LED, side Amber TIR3, fully populated red LED brake/tail/turn, and LED backup light.
- H. COMPLY Mud flaps on rear of body mounted on quick release holders. Mud flaps mounted on body in front of rear wheels with chain.
- I. COMPLY Snowplow lights (2) with turn signals to be mounted on each side of hood with stainless steel brackets. Give brand and part number.
- J. COMPLY Back-up alarm Whelen constant decibel WBUA112C. It shall emit a high pitch beep 112 decibels or equal.

HOIST

- A. COMPLY Forty one ton capacity trunnion mounted inverted telescopic type hoist which must meet class 120 specifications for NTEA hoist classification. If an inverted cylinder is not used, the cylinder must be trunnion mounted with an integral cover to protect the cylinder from the elements and eliminate the possibility of dirt and debris setting on the sealing surfaces of the cylinder. Hoist to be mounted using a floating cradle to reduce bending stress levels between the truck frame and dump body. The cylinder shall be equipped with greaseless pins and composite bushings at both ends or remote grease fittings to allow lubricating all points from the ground level.

PAINT

- A. COMPLY The dump body and all non-stainless steel attachments shall be media blasted to remove rust, oil, and millscale. It shall then be POWDER COATED with a Super Durable TGIC Polyester material. All frame mounted parts including the plow hitch will be black. The dump body will be coated to match the truck cab.

CONSPICUITY TAPE

- A. COMPLY 2" Diamond Grade 3-M conspicuity tape with 6" alternating red and white blocks to outline the perimeter of the tailgate and side of dump body.

CENTRAL HYDRAULIC SYSTEM

- A. COMPLY **Hydraulic Pump** - will be a FORCE AMERICA FSAD 34L pressure and flow sensing piston pump with adjustable standby pressure. The pump will be engine crankshaft driven with a 1310 series driveline from the front of the engine. The rotational axis for the pump and engine will be parallel. Angle of the driveline shall not exceed 3 degrees. Any exposed driveline shall be properly shielded with removable guards for safety. The pump air bleed will be plumbed into the control drain and returned directly to the hydraulic reservoir without passing through any filtration. The suction hose to the pump will be 2" ID, the control drain will be 1/2" ID and the load sense line will be 3/8" and the pressure hose will be 1". A 1" SAE high-pressure ball valve will be mounted as close as possible to the hydraulic pump in case of hose failure.
- B. COMPLY **Directional Valve** - All sections will be pressure compensated, electro-proportionally controlled and have flow control spools. The valve will have an adjustable main relief valve and all solenoids will have manual overrides. The hydraulic valve shall be of modular manifold design. Each hydraulic function requires an individual manifold stacked together to form the manifold base. There shall be a main system relief in the inlet section to protect the system from high pressure in case the pump compensator fails. The dump body manifold shall be stacked next to the inlet section, capable of 40 GPM.

A
combination of manifold bases, spool valves, pilot valves, and manifold sections with cartridge valves shall make up the valve assembly depending on the individual needs of each hydraulic circuit. The main spool valves shall be fully tested during its manufacturing process to be below a 16cc per minute maximum leakage rate on the VDM10 series and a 20cc per minute maximum leakage rate on the VDM12 series. For corrosion resistance, the spool housings shall be nickel plated. Each spool valve shall have adjustable stops to limit the maximum amount of flow to each individual work port. This allows for independent speed control of each function. Each hydraulic spool valve segment shall be individually mounted to the manifold base assembly and be serviceable without removing any hydraulic hoses or any other hydraulic valve segments.

The hydraulic control valves shall be pulse-width modulated, proportionally controlled. All valve sections shall have heavy-duty continuous duty coils and will have a Din connection. All coils shall operate at 12 VDC. Each segment shall be equipped with a manual overrides. The main spool valve overrides shall be rack and pinion type. The dump body segment shall be rated to 40 GPM, with. All spreader functions with cartridge valves shall have screw-in type overrides. Valve assembly shall be Add-A-Fold® model or prior approved equal. The valve is to be arranged as follows:

The directional valve will be configured as follows: A "Blade Saver" type of valve shall be in the plow lift circuit to help reduce the weight of the plow on the cutting edge.

- COMPLY a. Auger: 2-way, single acting, 20 gpm.
COMPLY b. Spinner: 2-way single acting, 5 gpm.
COMPLY c. Bed Hoist: 3-way, single acting 40gpm
COMPLY d. Plow Lift: 4-way, single acting, 16 gpm.
COMPLY e. Plow Angle: 4-way, double acting, 16 gpm.

- C. COMPLY **Hydraulic Reservoir** - The reservoir will have a minimum of 30-gallon usable oil capacity. The reservoir will be of 10 gauge pickled steel construction and fully baffled. The exterior will be powder coated and the frame side of the reservoir, connecting to a 2" full-flow ball valve. The reservoir will have a magnetic drain plug, sight level and temperature gauge and a filler breather cap with metal strainer. An in-tank filter will be provided with 10-micron synthetic element. A combination oil level/temperature sender will be provided and a 25 psi pressure switch for the filter. The ground activated electric switches will be wired to indicator lights in the control panel.
- D. COMPLY **Hydraulic Quick Couplers** - The hydraulic quick couplers for the reversing snowplow will be mounted to a cushion valve in an ergonomic location on the plow hitch. The couplers will be Parker/Pioneer 4000 Series male coupler for the spinner, a 3/4" 4000 male coupler for the convey or supply and a 3/4" 4000 Series female for the common return. Hydraulic quick couplers mounted on truck for spreader controls are to be Faster #ANV1NPTM-12NO, #ANV34NPTM14DO, #NV12NPTM-131C. Dust caps installed on couplers.
- E. COMPLY **Hydraulic System Controls** - The controls for the central hydraulic system will be of a modular design or single control tower and consist of material spreader control hoist and plow control and indicator light package and the valve wiring harness. All hydraulic and auxiliary electrical controls will be connected to an 80-amp butterfly type manual reset circuit breaker.

SPREADER CONTROL

- A. COMPLY The spreader control will be a Force America 6100 control system.

HOIST AND PLOW CONTROL

- A. COMPLY The electrical controls for the hoist and plow will be fully proportional. The hoist control will have a center detent position to comply with O.S.H.A. standards, will be single axis. The plow control will be dual axis. Both controls will be clearly labeled and mounted in a common enclosure. The wiring harness for all directional valve function will connect to a common enclosure and to a common valve drive harness. The NEMA 6P rate harness will have LED's at the valves to indicate the presence of voltage to the function. The valve drive harness will be mounted inside the weather resistant valve enclosure and all functions clearly labeled.

DIAGNOSTIC SOFTWARE:

- A. COMPLY The successful bidder shall deliver to the fleet maintenance Foreman for the units furnished under this bid complete diagnostic software and all necessary hardware required to diagnose computer generated trouble codes as needed. If software is required to adjust and modify the electrical outputs for accessory equipment, it shall be included as a part of this bid.

WARRANTY SERVICE

- A. COMPLY The successful bidder must furnish proof that he will and is capable of providing parts, service and repair to all items herein specified. Bidder shall furnish in writing, manufacturer's standard warranty terms and conditions, which he agrees to administer.

DOT REGULATIONS

- A. COMPLY Truck will meet all DOT regulations and EPA emissions standards. All lighting will meet DOT regulations.

PRE-INSPECTION

- A. COMPLY The vender will provide to the Reno County Superintendent and Equipment Foreman a pre-inspection of the unit prior to delivery.

MAINTENANCE TRAINING

- A. COMPLY The vendor shall provide at no additional cost to Reno County on-site interactive "operation and maintenance training" to Reno County equipment maintenance personnel. Training to take place no later than 60 days from delivery of vehicle(s) equipment.

CORRECTION OF DEFICIENCIES:

- A. COMPLY Should it be determined that upon delivery the vehicle(s) fail to meet these bid specifications in any respect, the bidder shall at no expense to Reno County Public Works, correct such deficiencies without delay.

DELIVERY

- A. ✓ The successful bidder shall deliver to the Reno County Public Works Department, 600 Scott Blvd., South Hutchinson, Kansas each complete unit consisting of a Truck w/ Dump Body, Plow and Salt & Sand spreader. The delivery date will be no later than ~~180 days~~ after awarding of the bid.

December 16 2023 *Woods*



Signature: Reno County Public Works Superintendent

1-19-2023

Date:



AGENDA ITEM

AGENDA ITEM #6.G

AGENDA DATE: February 28, 2023

PRESENTED BY: Don Brittain, Public Works Director

AGENDA TOPIC:

Public Works purchase of a 2023 Komatsu WA 320-8 Wheel Loader from Berry Tractor, Wichita, Kansas, for a cost of \$161,780.01 after a trade of a 2004 Komatsu 380-5 with approximately 6650 hours.

SUMMARY & BACKGROUND OF TOPIC:

The 2023 Komatsu WA 320-8 Wheel Loader will be replacing a 2004 Komatsu 380-5 Wheel Loader with approximately 6650 hours. The 2004 Komatsu 380-5 Wheel Loader was purchased through Berry Tractor, Wichita, Kansas, in January 2010. Public Works Loaders are replaced after 20 years or 10,000 hours per the equipment plan. The 2004 Komatsu 380-5 is 19 years old.

ALL OPTIONS:

1. Approve the bid from Berry Tractor, Wichita, Kansas in the amount of \$161,780.01 including the trade-in of a 2004 Komatsu 380-5.
2. Deny the purchase.

RECOMMENDATION / REQUEST:

Award bid for a 2023 Komatsu WA 320-8 Wheel Loader to Berry Tractor, Wichita, Kansas.

POLICY / FISCAL IMPACT:

Budgeted for 2023 per the CIP. Public Works Fund 007 Operational Equipment per Equipment Plan.

2023 Wheel Loader (Quantity 1)
Receive Bids by 9:00 a.m., Thursday, February 16, 2023
Award Bid at next available Commision meeting.

	Berry Tractor	Foley Equipment	Murphy Tractor	-	-
	930 South West Street Wichita, KS 67213 316-943-4246 Clayton Shively cshively@barrytractor.com	1550 South West Street Wichita, KS 67213 316-943-4211 Shawn T. Smith STSmith@foleyeq.com	5255 North Deere Road Park City, KS 67219-3308 316-942-1457 Travis Goeken tgoeken@murphytractor.com	-	-
Year	2023	2023	2023	-	-
Make	Komatsu	Caterpillar	John Deere	-	-
Model	WA 320-8	938M	624P	-	-
Warranty				-	-
Bid Price	\$209,055.01	\$256,900.00	\$233,886.00	-	-
Total Trade In Allowance	\$47,275.00	\$43,000.00	\$20,000.00	-	-
Each Unit Price				-	-
Total Price	\$161,780.01	\$213,900.00	\$213,886.00	-	-

Bid Tab Notes:

DEPARTMENT HEAD: 

RENO COUNTY PUBLIC WORKS
BID REQUEST FOR: ONE (1) WHEEL LOADER

PLEASE PLACE BIDS IN A SEALED ENVELOPE CLEARLY MARKED:
"BID WHEEL LOADER"

RETURN BID TO:
RENO COUNTY PUBLIC WORKS
ATTN: DAVID SERVISS
600 SCOTT BLVD
SOUTH HUTCHINSON, KS 67505
ON OR BEFORE: Thursday, February 16, 2023 @ 9:00 a.m.

These specifications are written with the intention of obtaining bids on like equipment. This equipment shall consist of a new current model each equipped with or exceeding the accompanying specification.

Reno County reserves the right to waive minor technicalities under this specification, and to reject any or all bids, and to accept the bid which, in its opinion, is in the best interest of Reno County.

The equipment shall meet the current Kansas Statute regarding size, weight, and load of vehicles.
The equipment shall be delivered F.O.B. to the
Reno County Public Works Facility at:
600 Scott Blvd. South Hutchinson, Kansas.

If your bid is accepted, payment will be made on the County's next regular payment date after delivery and certification that specifications were met. Questions regarding this bid may be directed to David Serviss, Public Works Superintendent at 620-694-2976.

Cash Price:	\$ <u>\$209,055.01</u>
Standard Warranty(s) if additional cost:	\$ <u>included</u>
Total Cash Price	\$ <u>209,055.01</u>
Trade In: EQ#0979 – 2004 Komatsu 380-5 (4 cu. yd. bucket) VIN#60449 approx. 6650 hrs.	\$ <u>- 47,275.00</u>
Total Cash Price with Trade-Ins:	\$ <u>\$161,780.01</u>

NOTE: Please submit standard warranty with bid and list any additional warranties below: _____

Standard Warranty 12 months/Unlimited Hours

Delivery Date: 90-150 days

Company Name: Berry Tractor and Equipment Company

Company Representatives Email Address: cshively@berrytractor.com

Company Representatives Printed Name: Clayton Shively

Signature: Clayton Shively Date: 2-14-2023

**RENO COUNTY PUBLIC WORKS
BID SPECIFICATION
Wheel Loader**

Make: Komatsu
Model: WA320-8 High Lift
Year: 2023

On the line to the left please specify if the bid meets or exceeds the corresponding specification.

ENGINE

- A. Yes 149 hp minimum
- B. Yes Turbo charged.
- C. Yes Fuel type diesel.
- D. Yes Fuel tank capacity 51 gallon minimum.
- E. No Batteries (2) shall be 12 volt with a minimum 950 cold-cranking amps each 680 CCA
- F. Yes Engine shutdown shall be provided and monitor engine coolant temperature, engine oil pressure and engine RPM to help prevent engine damage.
- G. Yes Block Heater

MACHINE WEIGHT

- A. Yes Operating weight 34,500 lbs. minimum.

DIMENSIONS

- A. Yes Dump height with pin on general purpose bucket 11' minimum.
- B. Yes Length of machine including bucket 24 ft. 11 in. minimum
- C. Yes Width over tires 8 ft 6 in minimum
- D. Yes Wheelbase 9 ft. 11 in. minimum.

BUCKET

- A. Yes Bucket must have bolt on cutting edge
- B. Yes Bucket size must be 3 yd. minimum
- C. Yes Bucket must be heavy duty General Purpose

HYDRAULICS

- A. Yes Machine must be high lift.
- B. Yes Quick Connect to change out bucket and attachments

TIRES

- A. Yes Standard size 20.5 R25 radial

PERFORMANCE

- A. Yes Bucket breakout 29,994 lb. minimum
- B. Yes Ride Control System installed

OPERATOR STATION

- A. Yes Enclosed ROPs cab.
- B. Yes Heating and Air Conditioning.
- C. Yes Front and rear wipers.
- D. Yes Front and rear work lights.
- E. Yes AM/FM stereo

INSTRUMENTATION

- A. Yes Engine coolant gauge.
- B. Yes Fuel gauge.
- C. Yes Battery voltage.
- D. Yes Engine RPM.
- E. Yes Service codes.
- F. Yes Backup alarm.

Filters

- A. Yes 1 full set of filters must be provided

Manuals

- A. Yes Parts, operator, and technical manuals to be furnished by dealer.

Warranty

- A. Yes Full manufactures warranty

EQUIPMENT TO BE TRADED IN ON PURCHASE

Eq # 979 2004 Komatsu 380-5 (4 cu. yd. bucket) VIN# 60449 aprx 6650 hrs.



Signature: Public Works Superintendent

1-25-2023

Date



AGENDA ITEM

AGENDA ITEM #6.H

AGENDA DATE: February 28, 2023

PRESENTED BY: Don Brittain, Public Works Director

AGENDA TOPIC:

Public Works purchase of Three (3) Land Pride 15' Flex Wing RCM5715 Mowers from Schmidt & Sons Inc., Mt. Hope, Kansas, for a cost of \$67,110.00.

SUMMARY & BACKGROUND OF TOPIC:

Public Works Tractor Mowers are replaced every 7 years per the equipment plan.

ALL OPTIONS:

1. Approve the bid for Three (3) Land Pride 15' Flex Wing RCM5715 Mowers from Schmidt & Sons Inc., Mt. Hope, Kansas, for a cost of \$67,110.00.
2. Deny the purchase.

RECOMMENDATION / REQUEST:

Award bid for Three (3) Land Pride 15' Flex Wing RCM5715 Mowers from Schmidt & Sons Inc., Mt. Hope, Kansas, for a cost of \$67,110.00.

POLICY / FISCAL IMPACT:

Budgeted for 2023 per the CIP. Public Works Fund 007 Operational Equipment per Equipment Plan.

Three (3) 15' Flex Wing Mower
 Receive Bids by 9:00 a.m., Thursday, February 2, 2023
 Award Bid at next available Commission Meeting

	Agri Center 5104 South State Rd 96 South Hutchinson 67505 620-665-8894 Al Tiemeyer al@agricenter.us	Schmidt & Sons Inc. 12903 E. Silver Lake Road Mt. Hope, KS 67108 316-445-2103 Jeffrey Schmidt jschmidt@schmidtinc.com	PrairieLand Partners 1800 South Lorraine Street Hutchinson 67501 620-662-8681 Wade Dosch wdosch@plpjd.com	Fairview Service Center 6805 West K-61 Highway Hutchinson, KS 67501 620-663-1482 Keith Nisly keith@fairviewservicecenter.com	Kan Equip 1100 Wilbeck Drive South Hutchinson, KS 67505 620-662-0211 Bryan Hellman bryan.hellman@kanequip.com	Howard's Inc 601 North Ohio Street Mt. Hope, KS 67108 620-667-2381 Jerry Howard howardsinc601@gmail.com
Year	2023	2023	2023	2023	2023	2023
Make	Rhino	Land Pride	John Deere	Woods	Land Pride	Bush Hog
Model	4155	RCM5715	FC15M	BW15.61	RCM5715	2815
Warranty	6 Year Gearbox	5 Year Parts & Labor 6 Year & 7 Year Parts Only	5 Year Gearbox	6 Year Gearbox	5 Year Parts & Labor 6 Year & 7 Year Parts Only	10 Year Gearbox
Option						
Bid Price	\$27,750.00	\$22,370.00	\$23,586.00	\$25,643.00	\$23,600.00	\$23,350.00
Total Price	\$83,250.00	\$67,110.00	\$70,758.00	\$76,902.00	\$70,800.00	\$70,050.00

Bid Tab Notes:

DEPARTMENT HEAD:



RENO COUNTY PUBLIC WORKS

BID REQUEST FOR:
THREE (3) 15' FLEX WING MOWER

PLEASE PLACE BIDS IN A SEALED ENVELOPE CLEARLY MARKED:
"15' FLEX WING MOWER"

RETURN BID TO:
RENO COUNTY PUBLIC WORKS
ATTN: DAVID SERVISS
600 SCOTT BLVD
SOUTH HUTCHINSON, KS 67505
ON OR BEFORE: Thursday, February 2, 2023 @ 9:00 a.m.

These specifications are written with the intention of obtaining bids on like equipment. This equipment shall consist of a new current model (or new in stock model) each equipped with or exceeding the accompanying specification.

Reno County reserves the right to waive minor technicalities under this specification, and to reject any or all bids, and to accept the bid which, in its opinion, is in the best interest of Reno County.

The equipment shall meet the current Kansas Statute regarding size and weight.
The equipment shall be delivered F.O.B. to the
Reno County Public Works Facility at:
600 Scott Blvd. South Hutchinson, Kansas.

If your bid is accepted, payment will be made on the County's next regular payment date after delivery and certification that specifications were met. Questions regarding this bid may be directed to David Serviss, Public Works Superintendent at 620-694-2976.

15' Flex Wing Mower Price Each: \$ 22,370.00
Standard Warranty if additional cost: \$ _____
3 - 15' Flex Wing Mowers Total Price: \$ 67,110.00

NOTE: Please submit standard warranty with bid and list any additional warranties below:

See Attach

Delivery Date: Estimate 12 month

Company Name: John Schmidt & Sons, Inc.
(Reno County)

Company Representatives Email Address: jschmidt@schmidtinc.com

Company Representatives Printed Name: Jeffrey Schmidt

Signature: Jeffrey Schmidt Date: 1-25-2023

**RENO COUNTY PUBLIC WORKS
BID SPECIFICATION
THREE (3) - 15' FLEX WING MOWERS**

Make: Landpride
Model: RCM5715
Year: 2023

On the line to the left please specify if the bid meets or exceeds the corresponding specification.

HEAVY DUTY MOWER FEATURES AND CAPABILITIES

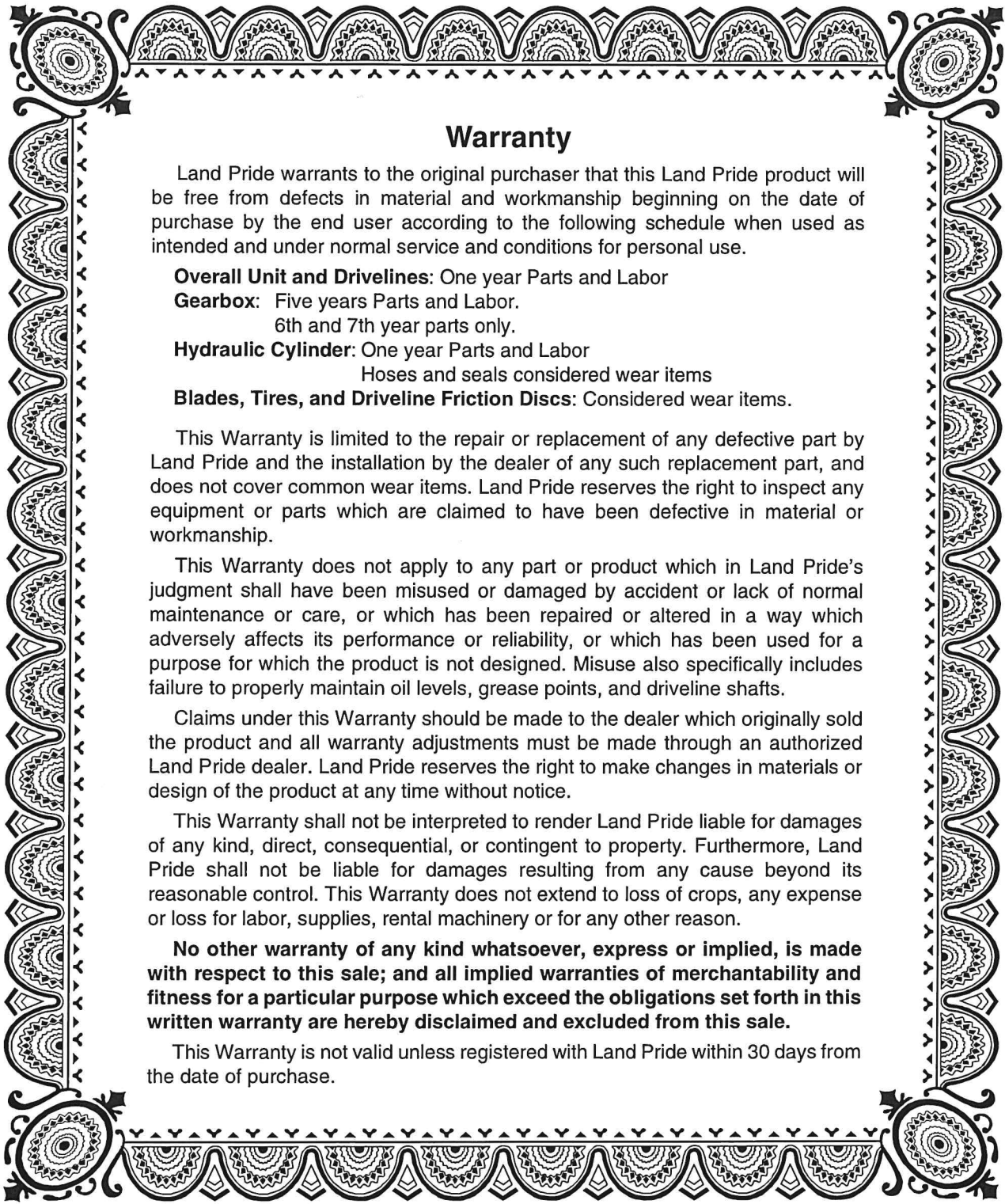
- A. meet Cutting width 15' / 3-5' sections.
- B. meet Cutting height 2" - 12".
- C. meet 7 year box warranty minimum.
- D. meet Rugged heavy built gearboxes.
- E. meet Gearbox seal protection.
- F. meet 2 3/8" output gearbox shaft minimum with cv joint at tractor.
- G. meet Shield on wing gearboxes.
- H. meet Self - leveling performance hitch.
- I. meet Adjustable park jack angle.
- J. Except Drivelines with 4 plate slip - clutches / Cat. 5 *main driveline Cat 6 Input, wings Cat 5*
- K. meet 6" blade overlap.
- L. meet 3/16" stump jumper backed with a 1' thick mounting bar minimum.
- M. meet Reinforced leading edge.
- N. meet Collapsible 1" leveling rods minimum.
- O. meet 10 gauge deck top minimum.
- P. meet 7 gauge deck bottom minimum.
- Q. meet Replaceable side skirt.
- R. meet Replaceable skid shoes.
- S. meet Greasable heavy duty full length pins & hinges on wing mounting.
- T. meet Wing transport lock.
- U. meet Heavy duty replaceable spindles.
- V. meet Laminated tires.
- W. meet Wing cylinder must be able to raise, lower, and float.
- X. meet Wing capable of mowing 90 deg up and 20 deg down. *Gauge wheels must be in contact with ground surface at all times*
- Y. meet Chain shields, front and rear.
- Z. meet Spindle speed 1000 rpm with 1000 rpm PTO minimum.
- AA. meet Parts book, operator's manual, technical manual to be furnished by dealer.
- BB. meet Slow moving vehicle sign (SMV)



Signature: Public Works Superintendent

1-9-2023

Date



Warranty

Land Pride warrants to the original purchaser that this Land Pride product will be free from defects in material and workmanship beginning on the date of purchase by the end user according to the following schedule when used as intended and under normal service and conditions for personal use.

Overall Unit and Drivelines: One year Parts and Labor

Gearbox: Five years Parts and Labor.
6th and 7th year parts only.

Hydraulic Cylinder: One year Parts and Labor
Hoses and seals considered wear items

Blades, Tires, and Driveline Friction Discs: Considered wear items.

This Warranty is limited to the repair or replacement of any defective part by Land Pride and the installation by the dealer of any such replacement part, and does not cover common wear items. Land Pride reserves the right to inspect any equipment or parts which are claimed to have been defective in material or workmanship.

This Warranty does not apply to any part or product which in Land Pride's judgment shall have been misused or damaged by accident or lack of normal maintenance or care, or which has been repaired or altered in a way which adversely affects its performance or reliability, or which has been used for a purpose for which the product is not designed. Misuse also specifically includes failure to properly maintain oil levels, grease points, and driveline shafts.

Claims under this Warranty should be made to the dealer which originally sold the product and all warranty adjustments must be made through an authorized Land Pride dealer. Land Pride reserves the right to make changes in materials or design of the product at any time without notice.

This Warranty shall not be interpreted to render Land Pride liable for damages of any kind, direct, consequential, or contingent to property. Furthermore, Land Pride shall not be liable for damages resulting from any cause beyond its reasonable control. This Warranty does not extend to loss of crops, any expense or loss for labor, supplies, rental machinery or for any other reason.

No other warranty of any kind whatsoever, express or implied, is made with respect to this sale; and all implied warranties of merchantability and fitness for a particular purpose which exceed the obligations set forth in this written warranty are hereby disclaimed and excluded from this sale.

This Warranty is not valid unless registered with Land Pride within 30 days from the date of purchase.

IMPORTANT: The Online Warranty Registration should be completed by the dealer at the time of purchase. This information is necessary to provide you with quality customer service.

Model Number _____ Serial Number _____



AGENDA ITEM

AGENDA ITEM #6.I

AGENDA DATE: February 28, 2023

PRESENTED BY: Randy Regehr, Community Corrections Director

AGENDA TOPIC:

Tabled from 2/14/23: Re-Appointments of Shannon Hauschild, Ray Hemman, Erica Rivera, and Lacy Stauffacher to the Reno County Community Corrections Advisory Board for a 2-year term effective 1/1/2023 - 12/31/2024

SUMMARY & BACKGROUND OF TOPIC:

By State Statute the County is responsible for appointing four members to the Community Corrections Advisory Board. These current members have applied to serve another two-year term.

RECOMMENDATION / REQUEST:

Appoint Shannon Hauschild, Ray Hemman, Erica Rivera, and Lacy Stauffacher to the Community Corrections Advisory Board.



APPLICATION FOR APPOINTMENT TO
COMMUNITY CORRECTIONS ADVISORY BOARD

Are you presently serving on a County board, committee or commission? If so, which one(s)? (Please provide expiration term date)

Reno County Community Corrections

Name: Erica Rivera

Residence Address: East 7th

City: Hutchinson

State: KS

Zip: 67501

Home Phone:

Cell-Phone:

Email: erivera@beyondbarriersks.com

Current or Previous Employment (Name of Business & Industry)

Beyond Barriers

Availability during Business Hours [X] Yes [] No

Preferred method of Contact [X] Phone [] E-Mail

Please indicate below your reasons for wanting to serve on this board, committee, or commission. Tell what special knowledge, skills, experience, or background you possess that you believe are applicable to this board.

I feel that it is important to have representation of the disability community on the board. I bring 15 years of experience working with people with disabilities. I currently serve on the Community Corrections Advisory Board, the Reno County Area Transit Board, and the Horizons Board. It is important for me to stay involved in our community, and I hope I'm allowed the opportunity to serve another term. Thank you!

Erica Rivera

Signature of Applicant

09 / 06 / 2022

Date



APPLICATION FOR APPOINTMENT TO
COMMUNITY CORRECTIONS ADVISORY BOARD

Are you presently serving on a County board, committee or commission? If so, which one(s)? (Please provide expiration term date) Community Corrections Advisory Board

Name: Lacy Stauffacher

Residence Address: Foothill Dr.

City: Hutchinson

State: KS

Zip: 67502

Home Phone:

Cell-Phone:

Email: lacys@interfaithks.org

Current or Previous Employment (Name of Business & Industry)

Interfaith Housing and Community Service

Availability during Business Hours

radio button checked

Yes

radio button

No

Preferred method of Contact

radio button

Phone

radio button checked

E-Mail

Please indicate below your reasons for wanting to serve on this board, committee, or commission. Tell what special knowledge, skills, experience, or background you possess that you believe are applicable to this board.

I have worked with Interfaith Housing and Community Services for eight plus years. I am involved in reintegration housing and Mentor 4 Success within the correctional facility. The Community Corrections Advisory Board gives me the opportunity to share the community resources and housing opportunities for those who are on corrections to become stable and successful.

Lacy Stauffacher

Signature of Applicant

09 / 27 / 2022

Date



APPLICATION FOR APPOINTMENT TO
COMMUNITY CORRECTIONS ADVISORY BOARD

Are you presently serving on a County board, committee or commission? If so, which one(s)? (Please provide expiration term date) Community Corrections. Expires this fall

Name: Runold R. (Ray) Hemman Jr.

Residence Address: E. 12th Ave

City: Hutchinson State: KS Zip: 67501

Home Phone: Cell-Phone: Email: rayhemman@gmail.com

Current or Previous Employment (Name of Business & Industry) USD 308 (retired)

Availability during Business Hours [X] Yes [] No

Preferred method of Contact [] Phone [X] E-Mail

Please indicate below your reasons for wanting to serve on this board, committee, or commission. Tell what special knowledge, skills, experience, or background you possess that you believe are applicable to this board.

I worked for 23 years for Hutchinson USD 308. I know the value in different agencies working together to solve community problems. Now that I am retired, I would like to continue that service

Ray Hemman

Signature of Applicant

09 / 06 / 2022

Date



APPLICATION FOR APPOINTMENT TO
COMMUNITY CORRECTIONS ADVISORY BOARD

Are you presently serving on a County board, committee or commission? If so, which one(s)? (Please provide expiration term date) Community Corrections Advisory Board

Name: Shannon Hauschild

Residence Address: East Academy

City: Hesston State: Kansas Zip: 67062

Home Phone: Cell-Phone: Email: shauschild@mirrorinc.org

Current or Previous Employment (Name of Business & Industry) Mirror, Inc

Availability during Business Hours [X] Yes [] No

Preferred method of Contact [] Phone [X] E-Mail

Please indicate below your reasons for wanting to serve on this board, committee, or commission. Tell what special knowledge, skills, experience, or background you possess that you believe are applicable to this board.

I would like to continue to serve on the Community Corrections advisory Board to give back to the community. I am an ex-offender and Community Corrections helped me turn my life around. I have relocated to Hesston due to working in Newton, but I am still very involved in the Hutchinson community. Hutchinson will always be my home. I have struggled with addiction but have been in recovery for the past 17 1/2 years as well as working in the field of addiction for the past 15 years. I have a lot of knowledge to offer the board from both sides of my experiences. I hope that you will let me to continue to serve on this amazing board. Thank you!!

Shannon Hauschild

Signature of Applicant

11 / 22 / 2022

Date



AGENDA ITEM

AGENDA ITEM #6.J

AGENDA DATE: February 28, 2023

PRESENTED BY: Barbara Lilyhorn, Dept of Aging & Public Transit Director

AGENDA TOPIC:

Tabled from 2/14/23: Appointment of Carmen Booz & Hope Jordan to the Reno County Council on Aging Board for a 3-year term effective 1/1/2023 - 12/31/2025

SUMMARY & BACKGROUND OF TOPIC:

GUIDELINE: There shall be nine members of the COUNCIL, all of whom shall reside in Reno County. Fifty-one percent (51%) of the COUNCIL shall be sixty (60) years of age or older. At least three (3) COUNCIL members shall reside within the corporate limits of the City of Hutchinson; at least four (4) members shall reside outside the city limits of Hutchinson; and two (2) members shall be employees of agencies within Reno County which serve older persons, such as, the County Health Department, Meals on Wheels, Retired Senior Volunteer Program, Aging Projects, Social Security, or licensed medical care providers. Members may serve successive terms. Carmen Booz is seeking reappointment.

ALL OPTIONS:

Waive the residency guideline for the Agency Representative and appoint both applicants to the Reno County Council on Aging for a 3-year term beginning on January 1, 2023 and ending on December 31, 2025.

Observe the residency guideline and reject the Agency Representative applicant and appoint the City of Hutchinson applicant.

Reject both applicants.

RECOMMENDATION / REQUEST:

Waive the residency guideline for the Agency Representative and appoint both applicants to the Reno County Council on Aging for a 3-year term beginning on January 1, 2023 and ending on December 31, 2025.

POLICY / FISCAL IMPACT:

None



APPLICATION FOR APPOINTMENT TO
RENO COUNTY COUNCIL ON AGING

Are you presently serving on a County board, committee or commission? If so, which one(s)? (Please provide expiration term date)

Reno County Council on Aging

Name: Carmen Boer

Residence Address: Lenox Avenue

City: Hutchinson State: KS. Zip: 67502

Home Phone: Cell Phone: [arrow] Email: Boer2@att.net

Current or Previous Employment (Name of Business & Industry) none

Availability during Business Hours Yes No

Preferred method of Contact Phone [arrow] E-Mail

Please indicate below your reasons for wanting to serve on this board, committee, or commission. Tell what special knowledge, skills, experience, or background you possess that you believe are applicable to this board.

My life has been an experience which would benefit this board. Reared by grandparents, life surrounded by elderly, government employee USDA 20+ years. Business owner in part. Advocate for elderly "at home".

Carmen Boer
Signature of Applicant

9-20-22
Date



APPLICATION FOR APPOINTMENT TO
RENO COUNTY COUNCIL ON AGING

Are you presently serving on a County board, committee or commission? If so, which one(s)? (Please provide expiration term date) N/A

Name: Hope Lee Jordan

Residence Address: Brentwood

City: Hutchinson

State: KS

Zip: 67502

Home Phone:

Cell-Phone:

Email: hope.jordan@legendseni.com

Current or Previous Employment (Name of Business & Industry)

Legend of Hutchinson (Current) Wesley Towers (Former 12 years)

Availability during Business Hours

Radio button (checked)

Yes

Radio button

No

Preferred method of Contact

Radio button

Phone

Radio button (checked)

E-Mail

Please indicate below your reasons for wanting to serve on this board, committee, or commission. Tell what special knowledge, skills, experience, or background you possess that you believe are applicable to this board.

Over the past 20 years I have been able to work along side and learn the value and of the seniors within our community. This has created a passion for helping and providing resources to those I work with every day as well as those individuals in the community continue to live the most vibrant life possible. Through my employment at Legend Senior Living, I have resources of value at my fingertips for our community, as we are open to hosting educational events, providing education and other areas of need as expressed. Please note that the email box provided did not provide enough character space for my email. Please note the correct email as follows: hope.jordan@legendseniorliving.com

Hope Jordan

Signature of Applicant

08 / 30 / 2022

Date



AGENDA ITEM

AGENDA ITEM #6.K

AGENDA DATE: February 28, 2023

PRESENTED BY: Barbara Lilyhorn, Dept of Aging & Public Transit Director

AGENDA TOPIC:

Tabled from 2/14/23: Appointment of Erica Rivera, Edward Bible, and Curtis Jefferis to the Reno County Public Transportation Commission for a 3-year term effective 1/1/2023 - 12/31/2025

SUMMARY & BACKGROUND OF TOPIC:

The Public Transportation Commission shall consist of a maximum of eleven (11) members but not less than eight (8) members. Only residents of Reno County are eligible to be appointed to the commission. Representatives from the following areas or concerns shall be given consideration for appointment to the commission: City of Hutchinson, small towns, persons involved with public and private education and the business community, disabled persons and senior citizens. Members shall be appointed for terms of three (3) years. Commission members may be appointed to successive terms. Erica Rivera is seeking reappointment.

ALL OPTIONS:

Appoint all three applicants for 3-year terms beginning January 1, 2023 and ending December 31, 2025.

RECOMMENDATION / REQUEST:

Appoint all three applicants.

POLICY / FISCAL IMPACT:

None



APPLICATION FOR APPOINTMENT TO
RENO COUNTY PUBLIC TRANSPORTATION COMMISSION

Are you presently serving on a County board, committee or commission? If so, which one(s)? (Please provide expiration term date) Reno County Area Transit Board

Name: Erica Rivera

Residence Address: E 7

City: Hutchinson

State: KS

Zip: 67501

Home Phone:

Cell-Phone:

Email: erivera@beyondbarriersks.com

Current or Previous Employment (Name of Business & Industry)

Beyond Barriers

Availability during Business Hours

Yes

No

Preferred method of Contact

Phone

E-Mail

Please indicate below your reasons for wanting to serve on this board, committee, or commission. Tell what special knowledge, skills, experience, or background you possess that you believe are applicable to this board.

I currently serve on the Reno County Area Transit board as well as other boards within the community. I believe that having representation of the disability community is important. I bring over 15 years of experience working with people with disabilities. I enjoy participating and being involved in the community, I hope that I am allowed to serve another term on the RCAT board.

Erica Rivera

Signature of Applicant

09 / 06 / 2022

Date



APPLICATION FOR APPOINTMENT TO
RENO COUNTY PUBLIC TRANSPORTATION COMMISSION

Are you presently serving on a County board, committee or commission? If so, which one(s)? (Please provide expiration term date) Last term ended 12-31-2021

Name: Edward R. Bible

Residence Address: Circle Dr

City: Hutchinson

State: KS

Zip: 69502

Home Phone:

Cell-Phone:

Email: catsmeow21@cox.net

Current or Previous Employment (Name of Business & Industry)

City of Hutchinson -Community Development Specialist 10 yrs

Availability during Business Hours

Yes

No

Preferred method of Contact

Phone

E-Mail

Please indicate below your reasons for wanting to serve on this board, committee, or commission. Tell what special knowledge, skills, experience, or background you possess that you believe are applicable to this board.

I served as Community Development Specialist with the City of Hutchinson for 10 years from 2004- 2014. I worked with many groups which serve persons of need in Reno County. I have a long history serving on various non-profit boards and committies throughout my working career, covering a wide variety of community needs, including Interfaith Housing Services as Ex-Officio board member for 6 years. I have enjoyed serving on the Reno County Transit Commission for several years going back to my days of working at the City of Hutchinson. I am currently the Secretary of the Hutchinson Noon Lions Club, which among other things, help persons in need of eye exams & eyeglasses. I am a member of the American Legion & normally volunteer to work at the NJCAA Tournament. I also volunteer with United Way of Reno County.

Signature of Applicant

Date

APPLICATION FOR APPOINTMENT TO RENO COUNTY
BOARDS/COMMITTEES/COMMISSIONS

Name of Board/Committee/Commission Preference (Please complete one application for each board, commission, or committee membership)

Reno County Transit Commission

Are you presently serving on a County board, committee or commission? If so, which one(s)? (Please provide expiration term date) No, last term ended 12-31-2021

Name: Edward R. Bible

Residence Address: Circle Dr.

City: Hutchinson

State: KS

Zip: 67502

Home Phone:

Cell-Phone:

Email: catsmeow21@cox.net

Are you presently employed where you may be reached for board, committee or commission purposes?
No, Retired.

Name of Business:

Address:

City:

State:

Zip:

Work Phone:

Email:

Please indicate below your reasons for wanting to serve on this board, committee, or commission. Tell what special knowledge, skills, experience, or background you possess that you believe are applicable to this board.

I served as Community Development Specialist with the City of Hutchinson for 10 years from 2004-2014. I worked with many groups which serve persons of need in Reno County.

I have a long history serving on various non-profit boards and committees throughout my working career, covering a wide variety of community needs, including at Interfaith Housing Services as Ex-Officio ~~board~~ board member for 6 years.

I have enjoyed serving on the Reno County Transit Commission for several years going back to my days of working at the City of Hutchinson.

Date

Signature of Applicant

Edward R Bible

Feb. 22, 2022

2/28/2019

I am currently the Secretary of the Hutchinson Noon Lions Club, which among other things, help persons in need of eye exams & eyeglasses. I am a member of The American Legion & normally volunteer to work at the NJCAA Tournament. I also volunteer with United Way of Reno County.



APPLICATION FOR APPOINTMENT TO
RENO COUNTY PUBLIC TRANSPORTATION COMMISSION

Are you presently serving on a County board, committee or commission? If so, which one(s)? (Please provide expiration term date) No

Name: Curtis Jefferis

Residence Address: W 4th

City: Hutchinson

State: KS

Zip: 67501

Home Phone:

Cell-Phone:

Email: cjefferis14@cox.net

Current or Previous Employment (Name of Business & Industry)

Beyond Reproach, Amazon Freight Partner (Trucking)

Availability during Business Hours

Yes radio button (checked)

Yes

No radio button

No

Preferred method of Contact

Phone radio button (checked)

Phone

E-Mail radio button

E-Mail

Please indicate below your reasons for wanting to serve on this board, committee, or commission. Tell what special knowledge, skills, experience, or background you possess that you believe are applicable to this board.

My way of giving back is by helping veterans in need of assistance. I am a member of several local veterans groups including American Legion Post 68 (and Legion Riders, ALR), Veterans of Foreign Wars Post 12157 and President of the local non-profit Central Kansas Veterans Community Partnership (CKVCP.ORG). In both the ALR and CKVCP I am on the committees that receive request from veterans and their families that are in need of assistance. Being on this commission would be an additional way of helping to fulfill the mission of CKVCP of helping area veterans. I currently hold and use a CDL. I have a passenger endorsement on my license. I have been driving commercially since 2003. While most of my driving has been over the road and not passenger transportation, I do feel that it gives me a better prospective on driving larger vehicles.

Handwritten signature of Curtis Jefferis

Signature of Applicant

Handwritten date 12/9/2022

Date



AGENDA ITEM

AGENDA ITEM #7.A

AGENDA DATE: February 28, 2023

PRESENTED BY: Travis Vogt

AGENDA TOPIC:

Reno County Fire District #4 tender truck purchase from Osco Tank & Truck Sales, Inc. for a total cost not to exceed \$300,000.

SUMMARY & BACKGROUND OF TOPIC:

Fire District #4 operates out of Arlington, Abbyville, Partridge, and Plevna. This is the largest fire district in Reno County. Currently they operate two large tender trucks. One is stationed at the Arlington station and the other at Abbyville. One truck is a 1979 GMC that has been in service since 1987 and the other is a 1980 Kenworth that has been in service since 1995. These trucks are showing their age and mechanical repairs are beginning to add up. Per the district's Capital Improvement Plan one tender was to be replaced in 2021 and the other in 2022, however neither were replaced. Currently we are looking at just replacing one of the tenders, with the other one to be replaced within the next few years.

These tender trucks are used to haul 3000 gallons of water to not only incidents within the fire district, but they also respond County wide to larger incidents through auto and mutual aid agreements.

The cost of equipment is steadily increasing, and we have found during a recent truck purchase that the final cost of the chassis has the potential to be higher than quoted. In the contract the vendor states that there could be additional costs for the chassis. This seems like it will be the normal process going forward. The quoted cost from Osco Tank is \$278,980, but with the possibility of an increase in cost of the chassis, we are asking for approval not to exceed \$300,000.

Currently throughout the County Fire Districts, we are operating five tenders from Osco Tank and have one being built by Osco Tank. They have proven to meet our needs, and by continuing with purchasing trucks from Osco Tank, those trucks fall in line with standardization of equipment throughout the rural Reno County Fire Districts.

A quote was requested from Weis Fire, and a phone conversation was had with Weis regarding a truck quote, but they have not provided the requested quote.

ALL OPTIONS:

Approve the purchase of a 2025 International Commander 3200-gallon tender from Osco Tank and Truck Sales not to exceed \$300,000.

Deny the approval of a new tender truck from Osco Tank and Truck Sales and request more quotes from other vendors.

Deny the approval of a new tender truck for Fire District #4 and continue operating the current tender trucks.

RECOMMENDATION / REQUEST:

Purchase a new 3200-gallon Commander tender from Osco Tank & Truck Sales, Inc not to exceed \$300,000.

POLICY / FISCAL IMPACT:

This purchase has been anticipated and falls in line with their Capital Improvement Plan and has no negative financial impact for the fire district. The fire district currently has over \$450,000 in their special equipment fund. This purchase would cost the district \$12,000 per year for the 25-year life span of the truck.



COMMANDER TANKER PROPOSAL

Customer Specification For:

Department Name: Reno-County Joint Fire District #4

City, State: Hutchinson, KS

Contact: Travis

Phone: 620-694-2796

Fax: travis.vogt@renogocv.org

TANK:

New 3200-gallon Polypropylene ELLITPCIAL tank and body

- Tank to come with a lifetime warranty.

Standard Features:

- ¾" and ½" Polypropylene construction
- Painted Black to match chassis cab
- 6" Internal Vent
- Scene light and beacon light brackets
- Polypropylene conduit for wires
- Hot Dip Galvanized Sub-frame
- All tanks are spring mounted to chassis in the front and middle and solid mounted in rear

TANK OPENINGS:

- (1) 3" opening in rear street side of tank - Valve and male NST fitting on rear of tank – 3"
- (1) 3" opening in rear curb side of tank - Valve and male NST fitting on rear of tank – 3"

DUMP VALVE:

- (1) 10" Newton dump valve on rear – Mild steel painted with manual actuation
- (1) 10" Newton SWIVEL attachment on rear dump valve
- (1) 10" Slide-out extension on rear swivel

APPARATUS BODY ACCESSORIES:

Two (2) Aluminum diamond tread catwalks, one each side

- Two (2) Aluminum diamond tread storage compartments
- Aluminum swing-open doors on each compartment
 - LED interior compartment lights in each
 - Sweep-out floors
 - 60" x 26" x 26" Compartment on driver side
 - 60" x 26" x 26" Compartment on passenger side

One (1) Aluminum hose tray on driver side catwalk



- One (1) Electric swing down porta-tank rack on passenger side
- Built to fit 3500 gallon “Fol-da-tank”
 - Aluminum diamond tread cover or matching painted cover
 - Includes: 3500-gallon Aluminum frame folding tank with vinyl interior

AUXILIARY PUMP:

Berkeley B4ERB PTO driven centrifugal pump
1000 GPM Max Discharge
140 PSI Max Pressure

- 1 – 2.5” discharge on driver side between cab and tank with valve and 2.5” fitting
- 1 – 2.5” discharge on passenger side between cab and tank with valve and 2.5” fitting
- 1 – 1.5” Pre-connect discharge on driver side catwalk – 100’ Capacity

(1) 2” Pump recirculation

(1) 1.5” Aquatrol relief valve to drain to the ground – Set at 130 PSI

(1) 4” Suction intake on driver side with cap and cable

- No intake valves
- Trident Air primer
- All stainless-steel plumbing and manifolds

Electronic Water Level Gauges:

(1) Class 1 ITL-40 Electronic water level gauge on pump panel

(1) Whelen PSTANK Electronic water level gauge on rear of tank

(1) Class 1 Mini Water level gauge in cab dash

CHASSIS:

2025 International HV607 Tandem axle

Color: Red

Motor: Cummins L9

- 370 Horsepower
- 1,150 lb./ft. torque

Transmission: Allison 3000-EVS automatic 6-speed

(2) Polished Aluminum wheels on front axle

(4) Polished Aluminum wheels on rear axles

315/80Rx22.5 Virgin Tires on front

11Rx22.5 Virgin tires on rear axles

Axle Weights:

Front – 16,000#

Rear – 40,000#

International Air ride suspension

Differential lock

Air ride seat driver seat

Air conditioning

AM/FM radio



Air horns underneath cab
Front and rear tow hooks
Mud flaps on rear of apparatus
Back-up alarm beacon

EMERGENCY LIGHTING:

One (1) Whelen Justice Series LED light bar

Two (2) Whelen L31HF Series Super-LED beacons on top rear of tank

Eight (8) Whelen 700 Series Super-LED light heads in lower zones

- Two (2) located in front grille
- Two (2) located near front fenders
- Two (2) located near rear fenders
- Two (2) located on rear lower zone of truck

Six (6) Whelen 900 Series LED scene lights

- Two (2) located on left side of tank
- Two (2) located on right side of tank
- Two (2) located on rear head of tank

Six (6) LED Ground lights

- Two (2) Located under cab steps
- Two (2) Located under storage compartments
- Two (2) Located under rear corners

Whelen 100 watt speaker

Whelen 295SLSA1 Siren amplifier

Sealed beam LED Stop/Turn/Tail lights on rear of tank

All apparatus DOT lighting will be sealed beam LED lighting

MISCELLANEOUS ITEMS:

4" Reflective stripping on each side of apparatus

Chevron striping on lower rear section of tanker body

Truck Lettering per customer specifications (\$950 allotment)

TOTAL: \$278,980.00



SALES CONTRACT FOR FIRE APPARATUS

This Contract is made between Osco Tank & Truck Sales, Inc., of 1604 12th Avenue, Orion, Illinois 61273, hereinafter referred to as OSCO, and Reno County Fire District #4 C/O Reno County BOCC, 206 West 1st, Hutchinson, KA 67501, Hereinafter referred to as BUYER.

1. ITEMS PURCHASED. OSCO agrees to sell, and BUYER agrees to buy, the following products (the "Goods") in accordance with the terms and conditions of this Contract:

<u>Description</u>	<u>Total Price</u>
2025 International HV607 chassis with 3200-gallon POLY tank COMMANDER	\$278,980.00

*Please see attached documents for complete specifications.

*Attached specifications need to be initialed at the bottom of each page and returned.

Price is subject to change at cost of buyer due to vendor surcharges. All surcharges will be accompanied by written documentation from vendor stating amount and reason for surcharge.

Due to the inability to order 2025 International chassis' at this time, the price is based on current pricing plus a typical model year price increase. The price I have quoted this chassis to you is \$127,000 for the International HV607 as specified. If the chassis is delivered and the price has increased, the buyer is responsible for the difference. If the price has decreased, Osco Tank will deduct the difference from the total.

2. PAYMENT. Payment shall be made to Osco Tank & Truck Sales, Inc., 1604 12th Avenue, PO Box 190, Orion, Illinois 61273.

BUYER agrees to pay OSCO as follows:

20% non-fundable deposit due at contract signing.

Remaining Balance due upon completion.

If any invoice is not paid when due, interest will be added to and payable on all overdue amounts at 8 percent per year, or the maximum percentage allowed under applicable laws, whichever is less. BUYER shall pay all costs of collection, including without limitation, reasonable attorney fees.

Initial Here: _____

In addition to any other right or remedy provided by law, if BUYER fails to pay for the Goods when due, OSCO has the option to treat such failure to pay as a material breach of this Contract, and may cancel this Contract and/or seek legal remedies.

3. PRODUCT STANDARDS. The Goods shall comply with the requirements of the attached specifications and incorporated into this Contract by this reference.

4. DELIVERY. Within one week following receipt of buyer's initial deposit Seller will commence work. Seller will complete such manufacturing and make the goods available for inspection at seller's plant within a reasonable amount of time. If buyer's inspection discloses defects or needed adjustments, seller shall have a reasonable amount of time to correct such defects and make such adjustments as are necessary. Buyer shall then have an opportunity to make a final pre-shipment inspection. Seller shall within 7 business days of inspection make appropriate arrangements to have the truck shipped from Orion, IL. BUYER is responsible for all associated shipping costs unless otherwise stated in agreement.

Estimated time of Delivery: June 2024

5. WARRANTIES. Each unit manufactured by OSCO shall be warranted according to the provision contained in the OSCO specifications as part of the bid proposal package.

ALL WARRANTIES THAT PERTAIN TO THIS APPARATUS (TRUCK, PUMP, TANK, LIGHTING) SHALL BE COMPLETED AT THE TIME OF DELIVERY AND THE WARRANTY PERIOD SHALL START AT THAT TIME.

6. INSPECTION. BUYER, upon receiving possession of the Goods, shall have a reasonable opportunity to inspect the Goods to determine if the Goods conform to the requirements of this Contract. If BUYER, in good faith, determines that all or a portion of the Goods are non-conforming, BUYER may return the Goods to OSCO at BUYER expense. BUYER must provide written notice to OSCO of the reason for rejecting the Goods. OSCO will have reasonable amount of time from the return of the Goods to remedy such defects under the terms of this Contract.

7. DEFAULT. The occurrence of any of the following shall constitute a material default under this Contract:

- a. The failure to make a required payment when due.
- b. The insolvency or bankruptcy of either party.
- c. The subjection of any of either party's property to any levy, seizure, general assignment for the benefit of creditors, application or sale for or by any creditor or government agency.
- d. The failure to make available or deliver the Goods in the time and manner provided for in this Contract.

8. REMEDIES ON DEFAULT. In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract (including without limitation the failure to make a monetary payment when due), the other party may terminate the Contract by providing written notice to the defaulting

Initial Here: _____

party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 30 days from the effective date of such notice to cure the default(s). Unless waived by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Contract.

9. FORCE MAJEURE. If performance of this Contract or any obligation under this Contract is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages, or supplier failures. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

10. ARBITRATION. Any controversies or disputes arising out of or relating to this Contract shall be resolved by binding arbitration in accordance with the then-current Commercial Arbitration Rules of the American Arbitration Association. The parties shall select a mutually acceptable arbitrator knowledgeable about issues relating to the subject matter of this Contract. In the event the parties are unable to agree to such a selection, each party will select an arbitrator and the two arbitrators in turn shall select a third arbitrator, all three of whom shall preside jointly over the matter. The arbitration shall take place at a location that is reasonably centrally located between the parties, or otherwise mutually agreed upon by the parties. All documents, materials, and information in the possession of each party that are in any way relevant to the dispute shall be made available to the other party for review and copying no later than 30 days after the notice of arbitration is served. The arbitrator(s) shall not have the authority to modify any provision of this Contract or to award punitive damages. The arbitrator(s) shall have the power to issue mandatory orders and restraint orders in connection with the arbitration. The decision rendered by the arbitrator(s) shall be final and binding on the parties, and judgment may be entered in conformity with the decision in any court having jurisdiction. The agreement to arbitration shall be specifically enforceable under the prevailing arbitration law. During the continuance of any arbitration proceeding, the parties shall continue to perform their respective obligations under this Contract.

11. CONFIDENTIALITY. Upon termination of this Contract, BUYER will return to OSCO all records, notes, documentation and other items that were used, created, or controlled by BUYER during the term of this Contract.

Both parties acknowledge that during the course of this Contract, each may obtain confidential information regarding the other party's business. Both parties agree to treat all such information and the terms of this Contract as confidential and to take all reasonable precautions against disclosure of such information to unauthorized third parties during and after the term of this Contract. Upon request by an owner, all documents relating to the confidential information will be returned to such owner.

12. NOTICE. Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the

Initial Here: _____

addresses listed above or to such other address as one party may have furnished to the other in writing. The notice shall be deemed received when delivered or signed for, or on the third day after mailing if not signed for.

13. ENTIRE CONTRACT. This Contract contains the entire agreement of the parties regarding the subject matter of this Contract, and there are no other promises or conditions in any other agreement whether oral or written. This Contract supersedes any prior written or oral agreements between the parties.

14. AMENDMENT. This Contract may be modified or amended with the use of a “Change Order” if it is made in writing and signed by both parties.

15. SEVERABILITY. If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

16. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

17. APPLICABLE LAW. This Contract shall be governed by the laws of the State of Illinois.

18. AUTHORIZED SIGNATURES AND EFFECTIVE DATE OF CONTRACT

Buyer: Reno-Harvey Joint Fire District #4

Date: _____

By: _____
Buyer Representative

Witness (Please sign and Print Name)

Seller: Osco Tank & Truck Sales, Inc.

By: _____
Jedediah R. Weber

Witness (Please sign and Print Name)



AGENDA ITEM

AGENDA ITEM #7.B

AGENDA DATE: February 28, 2023

PRESENTED BY: Travis Vogt, Reno County Fire Administrator

AGENDA TOPIC:

Declare Fire District #4's 1984 Chevrolet 5/4-ton truck VIN#1GCGD34J3EF382424 with unknown mileage as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the titles once the vehicles are sold.

SUMMARY & BACKGROUND OF TOPIC:

This truck is owned by Reno County Fire District #4 and was purchased by the district for parts. The truck does not have an engine or transmission, and has frame damage. This truck will not be replaced.

ALL OPTIONS:

Approve the sale of 1984 Chevrolet 5/4-ton truck VIN#1GCGD34J3EF382424 with unknown mileage as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the titles once the vehicles are sold.

Deny the sale of the truck.

RECOMMENDATION / REQUEST:

Approve this truck as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the titles once the vehicle is sold.

POLICY / FISCAL IMPACT:

Proceeds from the sale will be placed into the district's special equipment fund for future equipment purchases.



AGENDA ITEM

AGENDA ITEM #7.C

AGENDA DATE: February 28, 2023

PRESENTED BY: Travis Vogt, Reno County Fire Administrator

AGENDA TOPIC:

Declare Fire District #4's 1986 Pierce fire truck VIN#1P9CA01D6GA040525 with 31,770 miles as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the titles once the vehicle is sold.

SUMMARY & BACKGROUND OF TOPIC:

This engine is owned by Reno County Fire District #4. This truck has already been replaced.

ALL OPTIONS:

Approve the sale of 1986 Pierce fire truck VIN#1P9CA01D6GA040525 with 31,770 miles as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the titles once the vehicle is sold.

Deny the sale.

RECOMMENDATION / REQUEST:

Approve this truck as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the titles once the vehicle is sold.

POLICY / FISCAL IMPACT:

Funds received from the sale will be placed into the district's special equipment fund for future equipment purchases.



AGENDA ITEM

AGENDA ITEM #7.D

AGENDA DATE: February 28, 2023

PRESENTED BY: Travis Vogt, Reno County Fire Administrator

AGENDA TOPIC:

Declare Fire District #4's 1980 Oshkosh Pierce Arrow fire truck VIN#10T9N9A28A1019254 with 36,275 miles as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the titles once the vehicle is sold.

SUMMARY & BACKGROUND OF TOPIC:

This truck is owned by Reno County Fire District #4. This truck has been replaced.

ALL OPTIONS:

Approve the sale of 1980 Oshkosh Pierce Arrow fire truck VIN#10T9N9A28A1019254 with 36,275 miles as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the titles once the vehicle is sold.

Deny the sale.

RECOMMENDATION / REQUEST:

Approve this truck to be sold on Purple Wave and authorize County Administrator Randy Partington to sign the title once the vehicle is sold.

POLICY / FISCAL IMPACT:

Funds received from the sale will be placed into the district's special equipment fund for future equipment purchases.



AGENDA ITEM

AGENDA ITEM #7.E

AGENDA DATE: February 28, 2023

PRESENTED BY: Travis Vogt, Reno County Fire Administrator

AGENDA TOPIC:

Declare Fire District #4's 2001 Command Travel Trailer VIN#4X4TRLD262D990268 as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the vehicle is sold.

SUMMARY & BACKGROUND OF TOPIC:

This Command trailer was purchases to be used as a command post. The trailer hasn't been used in many years and will not be replaced.

ALL OPTIONS:

Approve the sale of Fire District #4's 2001 Command Travel Trailer VIN#4X4TRLD262D990268 as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the vehicle is sold.

Deny the sale.

RECOMMENDATION / REQUEST:

Approve the vehicle as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the vehicle is sold.

POLICY / FISCAL IMPACT:

Funds received from the sale will be placed into the district's special equipment fund for future purchases.



AGENDA ITEM

AGENDA ITEM #7.F

AGENDA DATE: February 28, 2023

PRESENTED BY: Travis Vogt, Reno County Fire Administrator

AGENDA TOPIC:

Declare Fire District #6's 1983 GMC Sierra 3500 Rescue Truck VIN#1GDJK34W1DV528892 with unknown mileage as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the vehicle is sold.

SUMMARY & BACKGROUND OF TOPIC:

This truck is owned by Reno County Fire District #6. This truck is being sold and not being replaced.

ALL OPTIONS:

Approve the sale of 1983 GMC Sierra 3500 Rescue Truck VIN#1GDJK34W1DV528892 with unknown mileage as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the vehicle is sold.

Deny the sale.

RECOMMENDATION / REQUEST:

Approve the truck as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the vehicle is sold.

POLICY / FISCAL IMPACT:

The funds received for the sale will be placed into the district's special equipment fund.



AGENDA ITEM

AGENDA ITEM #7.G

AGENDA DATE: February 28, 2023

PRESENTED BY: Travis Vogt, Reno County Fire Administrator

AGENDA TOPIC:

Declare Fire District #6's 1985 Pierce fire truck VIN#1P9CA01D9FA040761 with unknown mileage as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold.

SUMMARY & BACKGROUND OF TOPIC:

This truck is owned by Reno County Fire District #6. The truck has been replaced.

ALL OPTIONS:

Approve the sale of a 1985 Pierce fire truck VIN#1P9CA01D9FA040761 with unknown mileage as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold.

Deny the sale.

RECOMMENDATION / REQUEST:

Approve the truck as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold.

POLICY / FISCAL IMPACT:

The funds received will be placed into the district's special equipment fund.



AGENDA ITEM

AGENDA ITEM #7.H

AGENDA DATE: February 28, 2023

PRESENTED BY: Travis Vogt, Reno County Fire Administrator

AGENDA TOPIC:

Declare Fire District #6 1985 Chevy 5/4-ton brush truck VIN#1GCGD34J8FF356614 as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold.

SUMMARY & BACKGROUND OF TOPIC:

This truck is owned by Reno County Fire District #6 and is being replaced.

ALL OPTIONS:

Approve the sale of Reno County Fire District #6 1985 Chevy 5/4-ton brush truck VIN#1GCGD34J8FF356614 as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold.

RECOMMENDATION / REQUEST:

Approve the vehicle as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the vehicle is sold.

POLICY / FISCAL IMPACT:

The funds received from the sale will be placed into the district's special equipment fund.



AGENDA ITEM

AGENDA ITEM #7.I

AGENDA DATE: February 28, 2023

PRESENTED BY: Travis Vogt, Reno County Fire Administrator

AGENDA TOPIC:

Declare Fire District #9's 1979 Chevrolet Rescue Truck VIN#CKL339B149852 as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold.

SUMMARY & BACKGROUND OF TOPIC:

This truck is owned by Reno County Fire District #9 and will not be replaced.

ALL OPTIONS:

Approve the sale of a 1979 Chevrolet Rescue Truck VIN#CKL339B149852 as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold.

Deny the sale.

RECOMMENDATION / REQUEST:

Approve this truck as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold.

POLICY / FISCAL IMPACT:

The funds received from the sale will be placed into the district's special equipment fund.



AGENDA ITEM

AGENDA ITEM #7.J

AGENDA DATE: February 28, 2023

PRESENTED BY: Travis Vogt, Reno County Fire Administrator

AGENDA TOPIC:

Declare Fire District #9's 1979 Ford Fire Engine VIN#F70CVFE5930 as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold.

SUMMARY & BACKGROUND OF TOPIC:

This truck is owned by Reno County Fire District #9 and has been replaced.

ALL OPTIONS:

Approve the sale of Fire District #9's 1979 Ford Fire Engine VIN#F70CVFE5930 as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold.

RECOMMENDATION / REQUEST:

Approve the truck as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold.

POLICY / FISCAL IMPACT:

The funds received will be placed into the district's special equipment fund.



AGENDA ITEM

AGENDA ITEM #7.K

AGENDA DATE: February 28, 2023

PRESENTED BY: Travis Vogt, Reno County Fire Administrator

AGENDA TOPIC:

Declare Fire District #9's 1984 Chevrolet 5/4-ton truck VIN#1GCGD34J6EF364161 as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold.

SUMMARY & BACKGROUND OF TOPIC:

This truck is owned by Reno County Fire District #9 and has been replaced.

ALL OPTIONS:

Approve the sale of Fire District #9's 1984 Chevrolet 5/4-ton truck VIN#1GCGD34J6EF364161 as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold.

RECOMMENDATION / REQUEST:

Approve the truck as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold.

POLICY / FISCAL IMPACT:

The funds received from the sale will be placed into the district's special equipment fund.



AGENDA ITEM

AGENDA ITEM #7.L

AGENDA DATE: February 28, 2023

PRESENTED BY: Travis Vogt, Reno County Fire Administrator

AGENDA TOPIC:

Declare Fire District #9's 1967 Ford F-750 Fire truck VIN#F75EUA59539 as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title upon sale of the truck.

SUMMARY & BACKGROUND OF TOPIC:

This truck is owned by Reno County Fire District #9 and has been replaced.

ALL OPTIONS:

Approve the sale of Fire District #9's 1967 Ford F-750 Fire truck VIN#F75EUA59539 as surplus to be auctioned on Purple Wave and authorize County Administrator Randy Partington to sign the title upon sale of the truck.

Deny the sale.

RECOMMENDATION / REQUEST:

Approve the truck as surplus to be sold on Purple Wave and authorize County Administrator Randy Partington to sign the title once the truck is sold.

POLICY / FISCAL IMPACT:

The funds received from the sale will be placed into the district's special equipment fund.



AGENDA ITEM

AGENDA ITEM #7.M

AGENDA DATE: February 28, 2023

PRESENTED BY: Travis Vogt, Reno County Fire Administrator.

AGENDA TOPIC:

Reno/Harvey Joint Fire District #2 (Buhler) UTV Fire unit purchase for a total cost not to exceed \$32,000.

SUMMARY & BACKGROUND OF TOPIC:

Fire suppression equipment, tactics, and needs amongst the rural fire districts is constantly being evaluated by the Reno County Fire Administrator. One equipment need that has been identified for the rural fire districts is the use of UTV's. Currently, the only UTV's that are operated in the area are from the Hutchinson Fire Department. If a UTV is needed at a scene in the County, a mutual aid request has to be made to HFD for one of their UTV units to respond if it and a crew are available. This type of fire unit isn't normally used as an initial fire attack unit, but more of a mop up and overhaul unit and also used to access hard to reach areas that aren't accessible by brush trucks. This UTV will be equipped with a 75-gallon water tank with a high-pressure pump, hose, and hand tools. A single axle 82"x12' trailer will be purchased to transport the UTV to scenes. Reno/Harvey Jt #2 operates a Chevy 3/4-ton Command truck that will be used to pull the trailer and UTV to scenes.

The Fire Administrator has identified the need for 3-4 UTV's to be owned and operated throughout the rural County Fire Districts. These units would be strategically placed throughout the County so there would be readily available coverage to each County district upon their need and request for such piece of equipment. Placing a UTV in Buhler would help cover the northeast and east part of the County. This UTV would also be available to respond County wide upon request. Any future UTV's purchased would be placed in a district that already has a command truck to pull the unit and trailer, avoiding any additional costs associated with pulling the unit.

In the past, UTV's have been needed on some of our large fires. HFD has responded several times out into the County to assist with their UTVs. In 2022, there was a need for many UTV's to assist with a large fire and a request was made to the State, and no UTV's were able to respond from that State request. Due to the wide range of different terrain found in Reno County, these units have been needed for some time.

ALL OPTIONS:

1. Approve the purchase of a 2023 Can-Am HD10 from Agri Center, a 75-gallon skid from Prairie Poly Manufacturing, and an 82"x12' Bulldog trailer from K&K Sales, LLC for a cost not to exceed \$32,000.

2. Deny the request and gather more quotes.

3. Deny the overall project.

RECOMMENDATION / REQUEST:

Approve the purchase of a 2023 Can-Am Defender HD10XT, a 75-gallon water tank with pump, and an 82"x12' trailer for a cost not to exceed \$32,000.

POLICY / FISCAL IMPACT:

Reno/Harvey Jt #2 was due to replace a brush truck in 2022 per their Capital Improvement Plan. This truck was not replaced but was refurbished with a 2-year-old flatbed and skid unit for \$8,000. This saved the district over \$100,000. The district doesn't have any vehicles or large purchases forecasted in their CIP for 2023 and 2024. This purchase will not deplete their special equipment fund and will leave them with plenty of funds to handle any unforeseen equipment issues in 2023. After this purchase they will have over \$100,000 in their special equipment fund.



Good afternoon. Here is the quote for the trailer you inquired about. This trailer is manufactured by Bulldog Trailers from Nevada Missouri. It features led lights, 3500# easy lube axle, 205/75/15 radial tires, treated deck and swing away jack. It measures 82" wide and 12' long (10' flat +2' dovetail) with short gate. This trailer is \$2349 including spare tire. Please find attached a picture of the trailer. It is available in red, gray or black with your choice of silver or black mod wheels Thank you

Kraig Blackwelder

K&K Sales, LLC

620-833-0000

Prairie Poly Manufacturing, LLC

20505 S. Whiteside Rd
Pretty Prairie, KS 67570
Phone: (785) 672-0476
Email: prairiepolymfg@gmail.com

Proposal

DATE: January 18, 2023

To:

Reno/Harvey Joint Fire District 2, Buhler
301 N. Main St.
Buhler, KS 67522

c/o Lincoln Askren
[\(620\) 960-2405](tel:6209602405)
laskren@gmail.com

DESCRIPTION		AMOUNT
Prairie Poly 075 Fire Suppression UTV Skid Unit - Base Unit To Include:		\$5,360.00
<ul style="list-style-type: none">•75 gallon tank; Welded of 1/2" UV Stabilized Copolymer Polypropylene. Gloss Black. Internally baffled to 4 compartments, exceeding NFPA 1901 standard. Tank footprint: 47.5" wide x 34.75" long; approx 13.75" height (not including pump and hose reel height). 10" threaded and vented fill. Drivers side sight gauge. 1" rear tank drain. Pump, reel, and storage compartment to mount on tank top.•Hypro D30GRGI Diaphragm pump on GX160 Honda gasoline engine. Manual start engine. Self priming, positive displacement pump. 580 psi max.; 9.5 gpm max.•Two tank suction ports, front and back, with three-way valve to select.•1" cam coupler port and valve for drafting.•Reelcraft CA32106L1 Manual Hose Reel. 85 ft. of 1/2" PVC 800 psi yellow hose, with Hudson 38505 Spray Gun on swivel.•Pump and Roll whipline: 12' length X 1/2" PVC 800 psi yellow hose with Hudson 38505 Spray Gun on swivel.•30" drain hose (1" ID) with cam coupling and cap.•Storage compartment on tank top with integrated drip torch holder•Unit can be strapped in, or bolted to UTV bed through tank base flange.		
	Quantity	1
	Total	\$5,360.00
	Tax <small>**provide certificate if exempt</small>	\$0.00
	Total Due	\$5,360.00

The above sale price is valid for bid acceptance through March 1, 2023.

Accepting Person or Entity (print)

Accepting Official (signature)

Date

Thank You For Your Consideration

Weis Fire & Safety Equipment, LLC.

111 E. Pacific Ave
 Salina, KS 67401
 (785) 825-9527 Fax (785) 825-9538
 www.weisfiresafety.com



WFE QUOTATION

DATE	QUOTE #
2/1/2023	5641

Name / Address
301 NORTH MAIN BUHLER, KANSAS 67522

ATTN:
301 NORTH MAIN BUHLER, KANSAS 67522

QTY	ITEM	DESCRIPTION	UNIT PRICE	TOTAL
1	UPF-1	UPF 75 GALLON RECTANGLE TANK WITH 5 GALLON FOAM TANK	2,564.35	2,564.35
1	DIX-DMH1010F	1.0" NPT X 1.0" NST DOUBLE MALE HEX NIPPLES - BRASS	65.44	65.44
1	DIX-DMH1515F	1.5" NPT X 1.5" NST DOUBLE MALE HEX NIPPLES - BRASS	70.22	70.22
4	BPC-HC100	T-BOLT CLAMP, 1.5"	4.24	16.96
2	WWC-1 150# 304SS THRD S...	1" 150# 304SS THRD STR 90	28.50	57.00
3	TRI-30.056.0	1.0" BALL VALVE, NPT FEMALE BOTH ENDS, NI PLATED	28.31	84.93
1	TRI-30.057.0	1.5" BALL VALVE, NPT FEMALE BOTH ENDS, NI PLATED	56.66	56.66
1	TRI-30.058.0	2.0" BALL VALVE, NPT FEMALE BOTH ENDS, NI PLATED	84.41	84.41
5	JGB-200-1 BY FOOT	1.0" BOOSTER HOSE (BY FOOT) 800 PSI	10.10	50.50
1	TRI-01.005.20	1.5" NH ALUMINUM ROCKER LUG CAP W/ CHAIN	27.01	27.01
1	TRI-01.081.20	1.0" NH ALUMINUM ROCKER LUG CAP W/ CHAIN	32.51	32.51
4	WWC-73-955	1" 304SS INSMIP ADAPTER (1" HOSE BARB)	20.50	82.00
1	WWC-1XCLOSE	1" X CLOSE 304 SS NIPPLE	5.66	5.66
1	HAN-F4024-17-18-LT	FIREFIGHTING REEL, DIRECT CRANK REWIND (REMOVABLE), LEFT, COLOR: SPECIFY	490.00	490.00
1	JGB-50-1	1" X 50' 800LB TEST BOOSTER HOSE COUPLED WITH FIELD REPLACEABLE NST COUPLINGS	493.88	493.88
1	DAR-5	DARLEY AK315 6.5HP PORTABLE PUMP; ENGINE - HONDA GX200	1,725.91	1,725.91
16	LABOR 5	MUNI/APPARATUS SERVICE DEPARTMENT LABOR	135.00	2,160.00
		Out-of-state sale, exempt from sales tax	0.00%	0.00

<p>Due to shortages of raw materials, volatility of the market and conditions out of our control, delivery times are estimated and could be extended. Price quotes are only good for two weeks. Freight costs provided are estimates only and are subject to change. Please call if you have any questions or want to confirm price quotes past two weeks.</p>	<p>Total \$8,067.44</p>
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Notwithstanding anything to the contrary in any terms governing the sale of Products or otherwise, Buyer agrees that (1) Seller's ability to supply Products may be impacted by the 2019 novel coronavirus (COVID-19) and resulting events and circumstances, and as a material condition of Seller's acceptance of the order, Buyer assumes such risk, (2) Seller is only obligated to use reasonable efforts to meet any requested delivery date, and shall not be liable for any failure to do so and (3) during any period when demand for Products exceeds Seller's supply or Seller is otherwise unable to supply ordered quantities (whether due to circumstances referenced above or otherwise), Seller may allocate any available Products or production resources on such basis as Seller deems fair and reasonable, including to contract customers and/or for internal uses.

Minute Manufacturing L.L.C.

QUOTE



2420 Ambassador Drive
 Salina, KS 67401
 Phone: (785) 655-0650
 Email: minutemanufacturing@gmail.com

	CONTACT:
Quote Number:	QUOTE-0384
Date:	1/31/2023
Contact Name:	Lincoln Askren
Contact Phone:	620-960-2405

BILL TO:

Name: Buhler Fire
 Address:
 City/St/Zip: Buhler, KS
 Email: laskren@gmail.com

	SALES TAX:
Sale Location:	Salina, KS 67401
Tax Exempt:	Yes (Gov)
Sales Tax Rate:	0.00%

SHIP TO:

Name: Customer Pickup
 Address: 550 N. Marymount Rd. Unit C
 City/St/Zip: Salina, KS 67401
 Phone: 620-960-2405

	FREIGHT:
Delivery Notes:	Customer Pickup
Total Freight:	\$0.00

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	2023 Miniman 50XD UTV Fire Skid Standard Features: Honda GXH50, Recoil-Start, with Multiquip 86 PSI/56 GPM Fire Pump, 50-Gallon Black Tank, Banjo Flange Manifold, 50' x 3/4" Lightweight Fire Booster Hose, 5-10 GPM Fire Nozzle, Hose Reel, 10' x 2" Draft/Discharge Hose with Strainer, 1-Gallon Auxiliary Gas Can, Storage Box, Heavy-Duty Steel Frame, Forklift Runners, and Tie-Down Points Accessories:	5,499.00	\$5,499.00
1	Drip Torch Holder	150.00	\$150.00
1	100' x 1/2" Booster Hose Upgrade	200.00	\$200.00
1	1" 5-40 GPM Selectable Attack Nozzle Whipline	600.00	\$600.00
1	100-Gallon Tank Upgrade	1,000.00	\$1,000.00

	SUBTOTAL	\$7,449.00
	TAX	\$0.00
	FREIGHT	\$0.00
Units Are Built To Order		

	TOTAL	\$7,449.00
	DOWN PAYMENT	\$0.00
	BALANCE DUE	\$7,449.00

DIRECT INQUIRES TO:
 Minute Manufacturing LLC
 Andrew Bell

Phone: 785-655-0650

QUOTE GOOD FOR 15 DAYS

Email: minutemanufacturing@gmail.com

THANK YOU FOR YOUR BUSINESS!

Open Range LLC

Quote

7616 S. McNew Rd
Hutchinson, KS 67501
620-615-1145

DATE January 24, 2023
Quotation # 130

Bill To:

Quote valid for 30 days

Buhler Fire

Prepared by; Gerald

620-960-2405

Comments or special instructions:

None

Description	AMOUNT
2022 GR 77"X 12' Utility Trailer, Spare Tire Incl.	\$ 2,595.32
No Sales Tax Included	
TOTAL	\$2,595.32

If you have any questions concerning this quote, please contact us. Thanks

AGENDA ITEM #8.A



Emergency Management

Reno County
206 W 1st Ave
Hutchinson, KS 67501
620-694-2974

Mission:

Our mission is to provide the leadership and support to save lives and protect property from all types of hazards through a comprehensive, risk-based, all hazards integrated emergency management program of mitigation, preparedness, response and recovery.

What is Emergency Management?

Emergency Management exists because hazards and vulnerabilities exist everywhere in our community. It is the job of Emergency Management to coordinate and preplan with response agencies and private organizations on how we are going to mitigate against, prepare for, respond to, and recover from different hazards.

Emergency Management is responsible for the coordination of all components of the emergency management system. Emergency Management is the county's liaison with local, regional, State and Federal government agencies as well as volunteer and private sectors on any and all activities that include mitigation, preparedness, response and recovery issues that may affect the local jurisdiction and its citizens.

Reno County Emergency Management is also responsible for the 8 rural fire Districts which cover more than 1,100 square miles of Reno County. This includes over 165 volunteer firefighters and 14 fire stations located in the following areas: Nickerson, The Highlands, Arlington, Abbyville, Plevna, Partridge, Sylvia, Turon, Yoder, Pleasantview, Pretty Prairie, Buhler, Haven, and St. Joe.

History of Emergency Management

Emergency Management is a concept that arose and evolved from the Civil Defense Act of 1950. The term "civil defense" means all those activities and measures undertaken to:

1. Minimize the effects upon civilian population caused, or which would be caused, by an attack upon the United States, or by natural disaster
2. Deal with the immediate emergency conditions which would be created by such an attack or natural disaster
3. To effectuate emergency repair, or the emergency restoration of, vital utilities and facilities destroyed or damaged by an attack or natural disaster



Emergency Management

Reno County
206 W 1st Ave
Hutchinson, KS 67501
620-694-2974

Effective April 11, 1975 the Kansas Legislature approved K.S.A. Chapter 48, Article 9 which was the Emergency Preparedness for Disasters Act. These statutes establish the need for emergency planning and set the responsibility for this at both the State and local levels.

In 1983 the Reno County Office of Civil Defense was renamed the Office of Emergency Preparedness (Resolution 83-30).

In 1993 the establishment of the Office of Emergency Preparedness of Reno County is reaffirmed (Resolution 93-65).

Effective January 3, 1994, the Kansas Legislature approved K.A.R. 56-2-2. This sets the minimum standards for local disaster agencies in so far as establishing the agency, defining the duties of the Emergency Manager to the jurisdiction and, in return, establishes the minimum limits of support the jurisdiction should provide to the Emergency Manager.

In 1994 the Reno County Office of Emergency Preparedness is re-designated as the Reno County Office of Emergency Management (Resolution 94-37).

Today, the Emergency Management office operates with the Director, Specialist, Fire Administrator, and Administrative Assistant.

Four Phases of Emergency Management:

There are four phases of Emergency Management as outlined in the National Incident Management System (NIMS). They are:

1. Mitigation
2. Preparedness
3. Response
4. Recovery

It is important that we work through these four phases in the plans we develop, procedures that take place, exercises we participate/facilitate, and the training we provide.



Emergency Management

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Mitigation: Identifying hazards and vulnerabilities and then undertaking those activities that will help to eliminate, reduce the chance of occurrence, or reduce the effects of a disaster.

Preparedness: Planning how to respond to various hazards/emergency scenarios. Training and equipping responders so that they have the resources needed to respond to any type of incident. Exercising the various plans so that we know if they will work or not. Educating the public about the hazards they face in the community and know how they can prepare themselves and their families.

Response: This takes place during and immediately after an emergency or disaster. Actions are taken to provide emergency assistance to victims i.e. Fire/EMS/Law Enforcement for public safety, debris clearance to allow access to the area by other responders, and shelters for people whose homes were damaged or destroyed. Another part of response is taking actions to reduce further damage i.e. putting out fires, stopping gas or chemical leaks, sandbagging, and conducting search and rescue operations. In past year, Public Works has assisted multiple times with blocking roads and assisted with heavy equipment during wildfires.

Recovery: This phase is trying to get the community back to a sense of “normalcy” as quickly as possible. There are two types of recovery –

1. Short Term – actions that are taken to restore vital life-support systems to minimal operating conditions – i.e. restore power, clearing of roadways, etc.
2. Long Term – actions taken to try to return the community to “normal”, or to make it more “disaster resistant” - i.e. debris removal, rebuilding and/or restoration of damaged properties, Federal assistance to victims.

Operational Plans & Standard Operating Guidelines

Emergency Managers should be prepared to assist department heads in the development and maintenance of operational plans. Emergency Managers should also assist local industries in the development of emergency plans and capabilities in support of the local government plan. The local Emergency Manager is responsible, along with their many partners, for the maintenance



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and revision of the Local Emergency Operations Plan (LEOP), which is required by state statute. The LEOP is required to be revised and updated every five years; this update was completed and submitted to the BOCC Chairman for approval. Once approved, it will be sent to the state for review. Once the state reviews the plan, recommends changes, and approves the plan, it will be presented to the BOCC for formal adoption in 2023.

Coordination of Resources

When disaster strikes, Emergency Management must ensure that all governmental, volunteer and private agencies are functioning according to plan, have the resources necessary to do the job and most importantly, are working as a team. This is coordination, not command. Each agency has the authority and responsibility to do what needs to be done as only it can. Emergency Management simply attempts to “pull together” everything that is going on in the response effort. The Director advises the chief elected officials on disaster matters and ensures that the proper disaster declarations are made. Emergency Management is the recognized point of contact for securing the help of outside entities such as the State and Federal Emergency Management Agency.

To do this affectively resource lists need to be updated and added to. This is an ongoing endeavor year-round. NIMS requires that resource “typing” be done which involves categorizing resources by capability based on measurable standards of capability and performance. Once this resource is received it should be tracked where it is going and if there is a cost associated with it. If there is, what is the cost per hour, day, etc.?

The Local Emergency Manager is responsible for creating a local disaster declaration which will be sent to the Board of County Commissioners to declare. Once a disaster declaration is in place, Reno County is responsible for the first **\$274,827.12** in damages before we will receive public assistance. This number is based on \$4.44 per capita (2022 was \$4.10 per capita). The state is currently using the 2020 census of 61,898 residents in Reno County. Public Assistance can refund eligible: debris removal, emergency protective measures, repair, restoration, reconstruction, or replacement of a public facility or infrastructure which is damaged or destroyed by a disaster. The State of Kansas is responsible for **\$5,200,047.60** before receiving any federal assistance. If a county and the State **both** reach their threshold on a single incident, the State of Kansas may request a presidential disaster. If that presidential disaster is approved



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and declared, the government may reimburse up to 75% of the eligible expenses and the county will have to cover the other 25%.

A local disaster declaration allows us to request assistance from the state and/or federal government once our local resources and contracts have been expended. The local disaster declaration activates the response and recovery portion of the Reno County Emergency Operations Plan (EOP).

Eligible cost of materials, equipment and supplies will be reimbursed using the Federal Emergency Management Agency (FEMA) current equipment rates established for the Public Assistance Program and/or actual costs.

Reno County has received assistance from the state in recent years in the form of personal protective equipment, and assistance with fire suppression during large wildfires. With an active disaster declaration in place, Reno County was able to utilize those state resources without utilizing any local funding.

Liaison

In this role, the Emergency Manager is the first line of contact with the State during times of crisis. The Emergency Manager is charged with requesting additional resources at the State level based upon the situation. The local Emergency Manager is the liaison among local entities and the Federal government during Presidential-declared disasters.

Advisor

The Emergency Manager is expected to be the Chief of Staff to the local officials before, during and following disaster emergencies. In this role, they bring awareness of potential as well as existing problems and suggests solutions based on the needs of a community and available resources. During times of crisis, the Emergency Manager keeps local officials apprised of situations in order for them to make the best decisions possible for response and recovery issues. These issues are then communicated to the response agencies based on the priorities set between the elected officials and the response community.



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Public Education

In order to inform the public of emergency management activities as well as teach the public how to take care of themselves during disaster emergencies, it is the responsibility of the local Emergency Manager to participate in a variety of methods for training. These methods can include developing new programs, utilizing existing programs, and even handing out literature at public events. It is important that the public be aware of the power they possess to take personnel responsibility for themselves first before a greater response is needed.

Emergency Operations Center (EOC)

The Emergency Manager is responsible for developing, maintaining, and/or improving the EOC. Our EOC is in the basement of the Law Enforcement Center and will serve as the seat of government during times of disaster/emergencies. It facilitates continuity of government during times of crisis and must be kept at a state of readiness at all times.

The following are possible criteria for activation of the Reno County Emergency Operations Center:

1. A threat (or potential threat) increases the risk in Reno County
2. Coordination of response activities are needed
3. Resource coordination is needed to respond to an event
4. Conditions are uncertain or could possibly escalate
5. A County emergency/disaster declaration is made
6. At the discretion of any of the individuals authorized to activate the EOC

The Reno County Emergency Operations Center may be activated or deactivated by the Emergency Management Director or any of the following individuals:

- Specialist - Reno County Emergency Management
- Fire Administrator- Reno County Emergency Management
- Sheriff - Reno County Sheriff's Department

The Reno County Emergency Operations Center utilizes 3 levels of activation:

- **Watch:** When conditions indicate an event/disaster is imminent. Notification will be made to those agencies that will need to take action as part of their normal responsibilities. The Reno County Emergency Operations Center will be staffed by



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emergency management personnel.

- **Partial-Activation:** When conditions indicate an event/disaster is very imminent or has occurred. Emergency management personnel and essential ESFs are represented in the Reno County Emergency Operations Center.
- **Full-Scale Activation:** Any disaster/emergency that will require large-scale mutual aid and possible State and Federal assistance in response and recovery. Emergency management personnel and essential ESFs are represented in the Reno County Emergency Operations Center.

The facility serves as the coordination, command and control center for Reno County, is staffed when the need arises, and serves as the 24 hour Reno County Warning Point for initial notification and warning of emergencies and disasters.

During activation, the Reno County Emergency Operations Center provides the core emergency function coordination, communication, resource dispatch and tracking; information collection, analysis and dissemination; multi-agency coordination and joint information coordination. Field Operations will be managed through the Incident Command System (ICS).

Due to the current size and capability constraints of the county Emergency Operations Center, all moderate and large-scale events are organized at the Hutchinson Fire Command and Training Center.

Annual Budget

Emergency Management is responsible for preparing, submitting, and justifying the annual Emergency Management budget, and the budgets for 8 rural fire districts. There is considerable time spent with each fire district during the budgeting process.

Community Emergency Response Team (CERT)

CERT programs educate people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, these members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. These



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members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community. They are also encouraged to take other trainings offered by such agencies as the American Red Cross to enhance their abilities.

CERT can also assist with local events, help with parking issues, and direct traffic, etc. These groups require periodic training and exercising to keep up on their skills. Some of the training would be done by departments that have the skills in that area. The coordination of the training, etc. would need to be done by Emergency Management. Records of training and volunteered time are also maintained.

CERT was utilized in 2022 during the wildfires, gas plant explosion, and distributing personal protection equipment.

2022 Large Equipment Purchases

Purchased and outfitted a new command vehicle for Reno/Kingman Joint Fire District 1 (Pretty Prairie)

Started the build for a new water tender truck for Reno/Harvey Joint Fire District 2 (Buhler Fire)

Started the build for Reno County Fire District 3 (Nickerson & Highlands) fire engine/pumper truck

Ordered new pickup truck for Fire Administrator

Purchased Air Cascade System to fill SCBA bottles for Reno County Fire District 9 (Haven)

2022 Major Events

These are some of the major events Emergency Management was involved with. These events all took a lot of time both inside and outside normal business hours.

February 8- Albright Fire- Large fire on east 4th street

February 14- Linksland Fire- Large Fire near Prairie Dunes

March 3- Cottonwood Complex Fire

April 14- Haven Mainstream Gas Plant Explosion



Emergency Management

Reno County
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2022 Accomplishments

Cottonwood Complex Fires:

- During this fire, we applied for, and received a Fire Management Assistance Grant (FMAG). This assistance grant is an on-going process; we are still working with the Kansas Division of Emergency Management (KDEM) to capture these costs. To be eligible for an FMAG we must show that a fire is an imminent threat to populated community and the request must be made to KDEM and FEMA while the fire is uncontained and out of control. Once the application is received, to qualify for reimbursement, we met an individual threshold of \$239,437 of qualifying expenses. The state of Kansas must meet a cumulative threshold of \$718,312.
- The Volunteer Organization Active in Disasters (VOAD) is still managing the long-term recovery piece of this fire. They have helped and distributed donated funds to the individuals impacted by the fire. They are still working with several of the fire victims and will continue to work with them until the need is no longer there. With The Highlands Fire, the VOAD worked approximately 3 years with the victims.

Hired Fire Administrator- This position has paid dividends. The Fire Administrator is working hard to standardize the rural fire departments. There has been major progress made with the purchasing, training, and standard operating procedures.

Completed the Emergency Operations Plan update. The Emergency Management Specialist spent hundreds of hours going through this document, updating the document, and applying the new Kansas Planning Standards.



AGENDA ITEM

AGENDA ITEM #8.B

AGENDA DATE: February 28, 2023

PRESENTED BY: Karla Nichols, Director of Public Health

AGENDA TOPIC:

Proposed Resolution 2023-_____; A Resolution establishing the Reno County Health Department (RCHD) Advisory Board

SUMMARY & BACKGROUND OF TOPIC:

The Health Department currently has a Reno County Advisory Board, and a Food Policy Advisory Board, and there was talk about adding a Wastewater Advisory Board. Instead of the health department having three different advisory boards, with three different functions, it made more sense to update the Advisory Board guidelines that includes all of these different functions.

Since we want the updated Reno County Health Department Advisory Board to include the differing voices from the various areas we represent, the updated membership should include a consumer of public health services, a representative from the Medical community, a Childcare provider, an Environmental Health contractor, a resident using a private wastewater system, and other members from the community to represent the top health concerns in the County.

ALL OPTIONS:

1. Approval of Resolution 2023-_____; A Resolution establishing the Reno County Health Department (RCHD) Advisory Board
2. Deny the Resolution.

RECOMMENDATION / REQUEST:

Approval of Resolution 2023-_____; A Resolution establishing the Reno County Health Department (RCHD) Advisory Board

RESOLUTION 2023-__

**A RESOLUTION ESTABLISHING RENO COUNTY
HEALTH DEPARTMENT ADVISORY BOARD**

WHEREAS, the Board of County Commissioners of Reno County, Kansas, has previously approved both a Reno County Health Department Advisory Board Guidelines and a Resolution 2019-11 Establishing the Reno County Health Department Food Policy Advisory Board; and

WHEREAS, to improve efficiency and avoid confusion the Board of County Commissioners of Reno County has resolved to consolidate the Food Policy Advisory Board into the Health Department Advisory Board; and

WHEREAS, the Board of County Commissioners of Reno County has also resolved to revise the Health Department Advisor Board Guidelines with input from County staff; and

WHEREAS, the Board of County Commissioners of Reno County, Kansas, believes that essential to achieving public health goals;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, that:

1. The Reno County Health Department Advisory Board shall hereon act as the Reno County Health Department Food Policy Advisory Board and is granted all authority and responsibilities previously granted to that Board.
2. Any program in Reno County which previously referred to or interacted with the Food Policy Advisory Board shall now refer to or interact with the Health Department Advisory Board in the same manner.

3. The Advisory Board shall advise the Director, of the Reno County Health Department, on health issues, evaluate the department's progress, and serve as a liaison between the department and the community.
4. It is the responsibility of the Advisory Board to provide advice and recommendations on proposals presented by the Director of the Health Department, shall evaluate programs, services, adequacy of facilities, and staffing when requested by the Director of the Health Department, and shall provide advice, counsel, and recommendations regarding public health needs.
5. Term In Office - The full term in office will be three (3) years. Reappointment may be made for a second consecutive full term.
6. Number and Composition of the Board - The Reno County Health Department Advisory Board should include a consumer of public health services, a representative from the Medical community, a Childcare provider, an Environmental Health contractor, a resident using a private wastewater system, and other members from the community to represent the top health concerns in the County. The Board should have similar representation from the clinical versus population health aspects of the health department. The Board will consist of at least 10 appointed members.
7. Meetings
 - i. The Advisory Board shall meet once a month. Meetings may be planned on a more frequent basis when recommended by the Health Department Director or the Advisory Board Chairman. Notice of each meeting shall be given in writing to all members at least five (5) days prior to the meeting date, including starting time, place and agenda for

the next meeting. Board members are expected to attend all regularly scheduled meetings. Members are to notify the Director of the Health Department or the Chairman of the Advisory Board if unable to attend. A majority of appointed members shall be considered a quorum. Reno County Health Department shall provide secretarial services including written minutes and attendance at meetings for the Advisory Board.

8. Vacancies - Vacancies occurring on the Board shall be filled by nomination of the Advisory Board with appointment by the Board of County Commissioners.
9. Election of Officers - Officers of the Advisory Board shall be the Chairman and Vice-Chairman. Terms of office shall be for one year. Members may hold office for two consecutive terms. The Board shall elect officers for the next year at the December meeting. A vacancy in office may be filled by the Board for the entire unexpired portion of the term. The Chairman of the Advisory Board shall preside at all meetings and shall make reports to the members as needed. The Chairman will work closely with the Director of the Health Department. In the absence or disability of the Chairman, the Vice-Chairman shall exercise all the Chairman's responsibilities.
10. Amendments to the Advisory Board Guidelines - Amendments to these guidelines may be recommended to the Board of County Commissioners by and affirmative vote of six (6) members of the Advisory Board provided each proposed amendment has been submitted to the members of the Advisory Board in writing at least seven (7) days prior to meeting at which action is to be taken. Amendments to these guidelines are subject to adoption by the Board of County Commissioners.

BE IT FURTHER RESOLVED that this Resolution shall be effective from and after its adoption.

ADOPTED in regular session this _____ day of _____, 2023.

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS

Daniel P. Friesen, Chairman

Randy Parks, Vice - Chairman

Ron Hirst, Member

Don Bogner, Member

John Whitesel, Member

ATTEST:

Donna Patton, Reno County Clerk



AGENDA ITEM

AGENDA ITEM #8.C

AGENDA DATE: February 28, 2023

PRESENTED BY: Karla Nichols, Director of Public Health; Megan Gottschalk, Assistant Director of Populations Services; Seth Dewey, Substance Misuse Health Educator

AGENDA TOPIC:

Reno County Health Department (RCHD)'s Comprehensive Opioid Stimulant and Substance Use Site Based Program (COSSUP) Grant Application for \$1,000,000

SUMMARY & BACKGROUND OF TOPIC:

COSSUP (Comprehensive Opioid, Stimulant and Substance Use Site Based Program) is a funding opportunity from the Department of Justice to address abatement strategies in rural communities across America. Reno County Health Department is interested in submitting an application that will include funding to support the work of an Overdose Fatality Review Board and establishment of Medication Assisted Treatment (MAT) in the Jail setting. Since 2020 Reno County has worked with Harvey County with these same funders in a project where they were able to implement the Harvey County Drug Court Program. Much like the Reno County Drug Court Program it has had much success. Partnering with neighboring communities affords us the ability to connect and provide services, referrals, and support as partners encounter individuals who live, learn, work, and play across our counties and who encounter Substance Use Disorder.

Overdose Fatality Review Board: This work will engage partners across the community such as law enforcement, district attorneys, mental health providers, drug court, not-for-profits, medical partners, and others that are invited to the table. The purpose is to review data and activities from individuals who have passed because of an overdose, this will give Reno County the opportunity to better understand if there was a missed opportunity to go further upstream to prevention methods and intervene sooner working together and putting policies and services in place to support not only individuals experiencing substance use disorder but also their families. These actions will support prevention efforts, individuals needing recovery support, keeping individuals out of jail, out of the court system, and reducing secondary trauma based off the recommendations of this multidisciplinary team.

Individuals with Substance Use Disorder tend to develop a revolving door cycle at the correctional facility, even more so with the increasing presence of fentanyl. In other areas individuals with substance use disorder who were started on Medically Assisted Treatment (MAT) while in jail were less likely to be rebooked and had longer times in the community and significantly fewer days of reincarceration than those who did not receive MAT in jail. Reno County jail will provide individuals entering incarceration with Substance Use Disorder an opportunity to enter recovery services. They will

be provided MAT in the form of suboxone and provided mental health services during their time in jail. Upon release we will work with RN county jail to establish protocols for establishing services within the community, so individuals continue treatments and support services for their recovery.

We feel confident that we have a solid opportunity for receiving funding based on past relationships with the BJA (Bureau of Justice Assistance) through past funding through COSSAP (Comprehensive Opioid, Stimulant and Substance Abuse Site Based Program).

COSSUP funding opportunity is 1 million over 3 years. Applications are due March 21st.

ALL OPTIONS:

1. Approval by the Board of County Commissions for the health department to apply for the Comprehensive Opioid Stimulant and Substance Use Site Based Program (COSSUP) Grant.
2. Deny the application.

RECOMMENDATION / REQUEST:

Approval by the Board of County Commission for the health department to apply for the Comprehensive Opioid Stimulant and Substance Use Site Based Program (COSSUP) Grant.

POLICY / FISCAL IMPACT:

Utilize Grant funds to fund a portion of the Reno County Health Department.



AGENDA ITEM

AGENDA ITEM #8.D

AGENDA DATE: February 28, 2023

PRESENTED BY: Karla Nichols, Director of Public Health; Karen Hammersmith, Assistant Director of Clinical Services; Megan Gottschalk, Assistant Director of Populations Services; Bethany Jantzen, Fiscal Specialist

AGENDA TOPIC:

Reno County Health Department (RCHD)'s continuation of the Kansas Department of Health and Environment (KDHE) Healthy Families agreement for \$320,000

SUMMARY & BACKGROUND OF TOPIC:

The Reno County Health Department wishes to participate in the KDHE Healthy Families Outreach, Prevention, and Early Intervention Program (OPEI) and understands that a match is required in order to pull down federal funding for the program.

The source for matching dollars will be combined funds from the Maternal Child Health Grant, United Way, grants from local foundations (Hutchinson Community Foundation) and private donations.

Reno County has adequate funding to provide up to \$160,000 in matching dollars.

ALL OPTIONS:

1. Approval of the continuation of the KDHE Healthy Families agreement; thereby authorizing the Commission Chair to sign the letter and agreement.
2. Deny the application.

RECOMMENDATION / REQUEST:

Approval of the continuation of the KDHE Healthy Families agreement; thereby authorizing the Commission Chair to sign the letter and agreement.

POLICY / FISCAL IMPACT:

Utilize Grant funds to fund a portion of the Reno County Health Department.



209 West 2nd Ave.
Hutchinson, Kansas 67501-5232
(620) 694-2900
Fax (620) 694-2901
www.renogov.org/health

February 28, 2023

Kansas Department of Health and Environment
900 SW Jackson, Room 900N
Topeka, KS 66612

To: Babette Dixon
Contracts Manager

The Reno County Health Department wishes to participate in the KDHE Healthy Families Outreach, Prevention, and Early Intervention Program (OPEI) and understand that a match is required in order to pull down federal funding for the program. The source for matching dollars will be combined funds from the Maternal Child Health Grant, United Way, grants from local foundations (Hutchinson Community Foundation) and private donations. Reno County has adequate funding to provide up to \$160,000 in matching dollars.

Sincerely,

Reno County Board of Commission



Public Health
Prevent. Promote. Protect.

**AMENDMENT ONE
to the
AGREEMENT
between the
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
DIVISION OF HEALTH CARE FINANCE
the
RENO COUNTY BOARD OF COUNTY COMMISSIONERS
and the
RENO COUNTY HEALTH DEPARTMENT
for
Outreach, Prevention and Early Intervention Services**

The above parties entered into an original contract on July 1, 2022 to develop, implement, and maintain a voluntary program that provides outreach, prevention and early intervention services to new, low-income parents and children with emphasis on adolescent and pregnant teen parents of at-risk infants in Reno County, Kansas.

- I. The parties hereto agree to extend the original agreement from July 1, 2023 to June 30, 2024.
- II. The contractor will maintain accreditation with its choice of evidence-based home visitor programs that target low-income families with pregnant women and children from birth to age 3 (or age 5).
- III. Total funding for the period referenced above shall not exceed \$320,000.00; said amount comprising the County's certified matching funds of \$160,000.00 and the federal financial participation amount of \$160,000.00.
- IV. All remaining terms and conditions of the original agreement and subsequent addenda shall remain the same.

IN WITNESS HEREOF, the parties hereto affix their signatures to this First Amendment.

RENO COUNTY

Reno County Board of County Commissioners

Date

**RENO COUNTY
HEALTH DEPARTMENT**

Karla Nichols, Director
Reno County Health Department

Date

**KANSAS DEPARTMENT OF HEALTH
AND ENVIRONMENT**

Janet Stanek
Secretary

Date



AGENDA ITEM

AGENDA ITEM #8.E

AGENDA DATE: February 28, 2023

PRESENTED BY: Karla Nichols, Director of Public Health; Karen Hammersmith, Assistant Director of Clinical Services; Megan Gottschalk, Assistant Director of Populations Services; Bethany Jantzen, Fiscal Specialist

AGENDA TOPIC:

Reno County Health Department (RCHD)'s Aid-to-Local (ATL) Grant Application for \$890,420.40

SUMMARY & BACKGROUND OF TOPIC:

On an annual basis, the RCHD must have the Board of County Commissioners sign their Aid to Local Grant Application Signature page. For Grant Period: July 1, 2023 - June 30, 2024.

These funds allow us to continue to work on our Mission of serving the community through effective leadership and innovation to enhance the quality of life in Reno County.

ALL OPTIONS:

1. Approval of Reno County Health Department (RCHD)'s Aid-to-Local (ATL) Grant Application for \$890,420.40 and authorize the Chair to sign.
2. Deny the application.

RECOMMENDATION / REQUEST:

Approval of the grant application; and thereby authorizing Chairman Friesen to sign the application.

POLICY / FISCAL IMPACT:

Utilize grant funds to fund a portion of the Reno County Health Department.

Grant Application Signature Page
State of Kansas Department of Health and Environment

Grant Period: July 1, 2023 - June 30, 2024

1000 SW Jackson, Suite 340
Topeka, Kansas 66612-1365

This form, complete with signatures, is required to complete your Aid to Local application package. Upload as an attachment under Work Area, Agency Imports. All applications due at noon on March 15, 2023

Applicant:(Name of Agency)
 Reno County Health Department
Address
 209 W 2nd Street
 Hutchinson, Kansas 67501-5232
KGMS Administrator
 Karla Nichols
KGMS Administrator Phone
 620-294-2900

Programs

Child Care Licensing Program (CCL)	\$210,816.00
Chronic Disease Risk Reduction (CDRR)	\$92,500.00
Family Planning (FP)	\$126,058.00
Immunization Action Plan (IAP)	\$22,995.00
Maternal & Child Health (MCH)	\$292,484.00
Public Health Emergency Preparedness (PHEP)	\$63,959.40
State Formula (SF)	\$81,608.00
	\$890,420.40

Signatures

President/Chairman Local Board of Health or Board of Directors

Administrator/Director

Date:

Date:

Child Care Licensing (CCL)

Program Purpose

The purpose of the Child Care Licensing Program is to safeguard children from harm in out-of-home childcare by: Establishing and enforcing requirements for the operation of childcare facilities; Increasing the state-wide availability of regulated facilities that meet or exceed standards; Reducing predictable health and safety risks to children in childcare; Providing consumer protection for children and families; Providing public awareness of the need for quality childcare; and Conducting timely and accurate inspections.

Chronic Disease Risk Reduction (CDRR)

Program Purpose

The purpose of this grant program is to provide funding and technical assistance to communities to address chronic disease risk reduction through evidence-based strategies and best practices that impact commercial tobacco use, physical activity, nutrition, and chronic disease self-management.

Family Planning Program (FP)

Program Purpose

The Kansas Title X Family Planning (FP) Program provides individuals the access to additional health services that lead to the overall improvement in the health of individuals, prioritizing services to low-income and high-risk individuals.

Immunization Action Plan (IAP)

Program Purpose

The purpose of this grant program is to provide access to immunizations for those on state insurance, are underinsured, or have no insurance. The program works with the Vaccines for Children (VFC) program, which helps provide vaccines to children whose parents or guardians may not be able to afford them. This helps ensure that all children have a better chance of getting their recommended vaccinations on schedule. Vaccines available through the VFC Program are those recommended by the Advisory Committee on Immunization Practices (ACIP).

Maternal and Child Health Services (MCH)

Program Purpose

The Title V Maternal and Child Health (MCH) program serves to prove the health and well-being of the nation's mothers, infants, children and youth, including those with special health care needs, and their families.

Public Health Emergency Preparedness (PHEP)

Program Purpose

The purpose of this grant program is to provide funding and technical assistance to build public health preparedness and response capabilities.

State Formula Aid-to-Local (ATL) State Funding (K.S.A. 65-242)

Program Purpose

For the purpose of insuring that adequate public health services are available to all inhabitants of the state of Kansas, the state shall assist in the financing of the operation of local health department.



AGENDA ITEM

AGENDA ITEM #9.A

AGENDA DATE: February 28, 2023

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:
Monthly Department Reports

SUMMARY & BACKGROUND OF TOPIC:

Every month, departments have been asked to provide an update on the previous month's major activities. The reports are intended to keep the county commission informed about the appointed and elected departments. Attached are reports for Human Resources, Information Technology, Maintenance, Public Works, Solid Waste, Treasurer, and Youth Services.

RECOMMENDATION / REQUEST:

Discussion Only



RENO COUNTY
206 West First Ave.
Hutchinson, Kansas 67501-5245
PHONE: (620) 694-2982
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Board of Commissioners - Department Update
Human Resources – January 2023
Helen Foster – Human Resources Director

Employment Activity

We currently have 16 job openings. For the month of January, we have had four (4) separations and gained nine (9) new employees. Submitted applications received for open positions stand at 47 applications completed through January 24th. The average daily views for the month of January were 315 with the heaviest day being 454 views.

New Carriers

We are beginning to have a full implementation between all of our health and pharmacy administrators. We are still working with Allied to complete a full implementation with our Center of Value benefit. This is due to some coding miscommunications. Allied is working closely with the provider and our network to get this corrected moving forward.

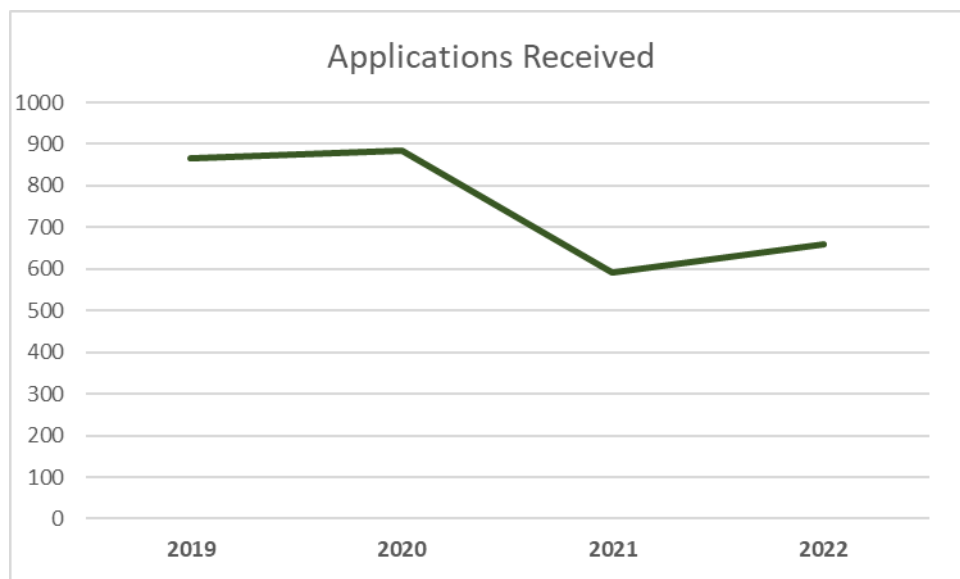
Unemployment Fraud

We have not had any fraudulent unemployment claims for a few months. I am hopeful that the state system has added enough security measures to combat this issue and that we will continue to be able to report no fraudulent claims for our employees.

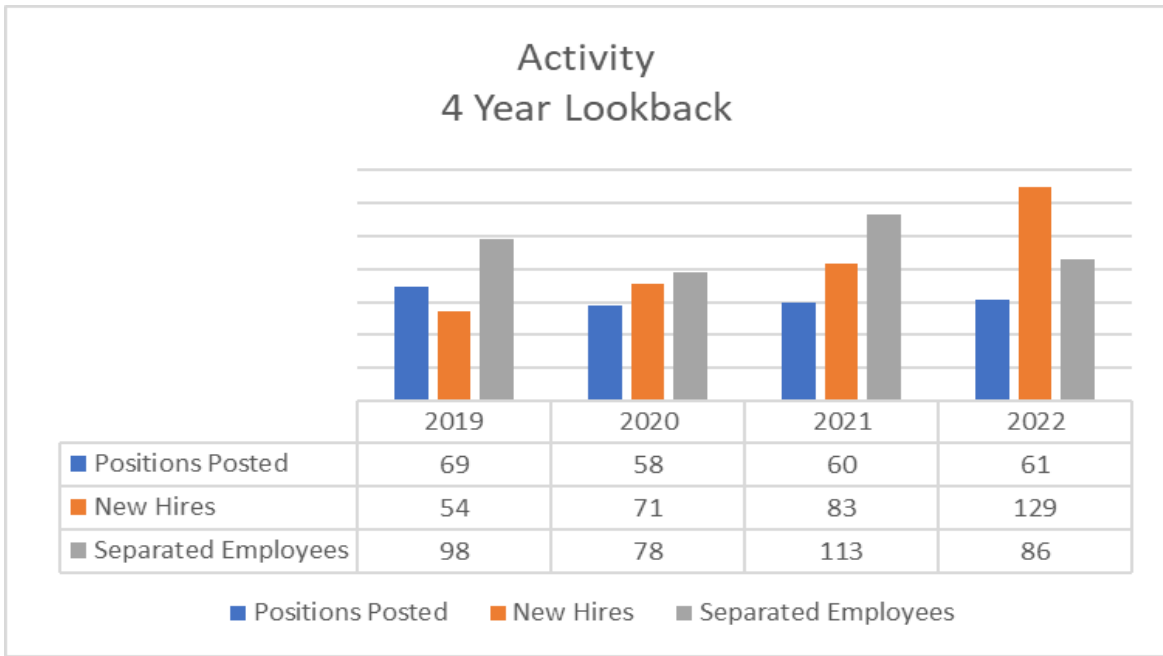
Evaluations

The evaluation process is moving forward. Human Resources has began the consistency review process and will be releasing evaluations back to departments as a full department is completed. Once these have been released back to the departments, they will be able to start their employee meetings to review the evaluations. This process will be completed by March 31st in order to Human Resources to apply the pay for performance adjustments.

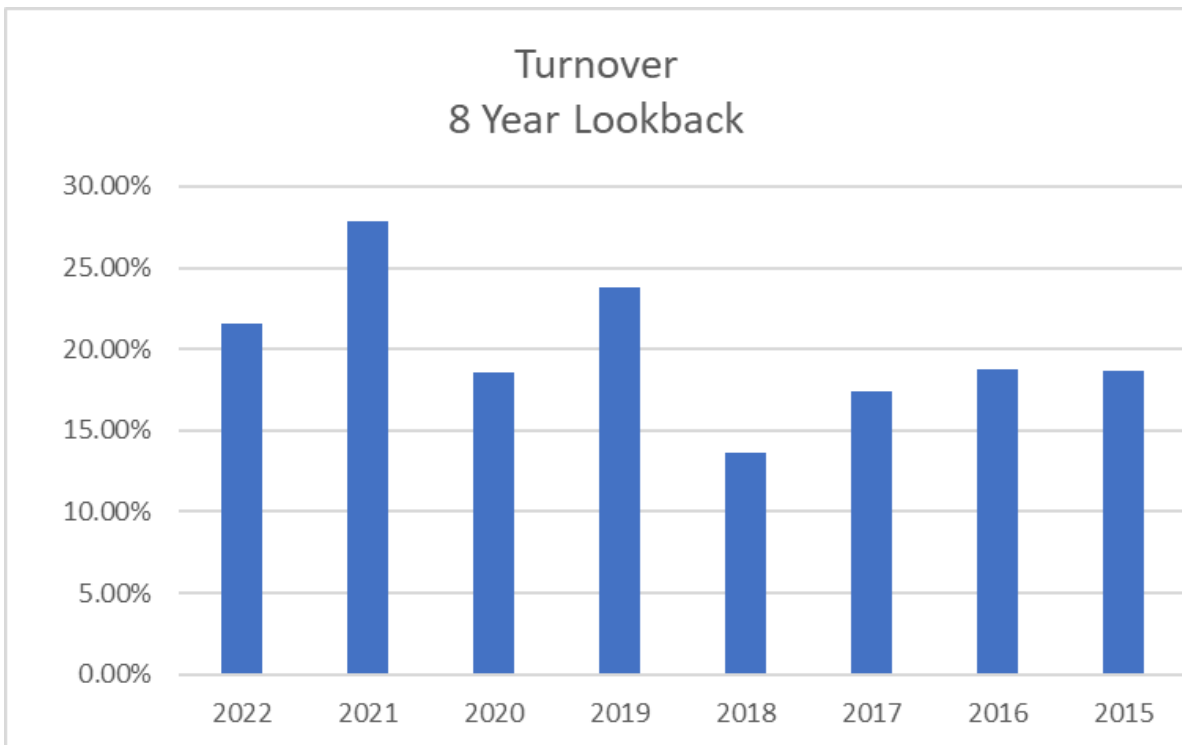
2022 Review



This chart represents the applications received for all Reno County openings.



This chart reflects the various activity and shows a positive change from last year.



The 2022 turnover rate is down for Reno County. This is great news and shows a positive trend toward pre-pandemic rates.



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January 30, 2023

Monthly Report Information Services

Michael Mathews

Staffing changes or issues

We have no staffing changes currently.

Budget YTD summary

We are currently beginning to pay a lot of our annual software support contracts, so our expenditures will seem very high for the next two or three months. These are most of our expenses over the year.

Projects/Issues/Challenges/Concerns

We will be bringing a request for purchase of a new Register of Deeds software package to the commission in mid-February. We have been working with vendors for several months.

We have started the implantation of the GovBuilt application, the new burn permit should be live this week we are testing and it appears to be ready for public use.

We should be starting the install and configuration of the new software for the DA's office in early april

The records management project is still moving along very well. We have completed the data migration for all departments and are now just doing a few small clean up procedures. We have about 10 departments storing documents in the system this is 4.2 million documents that can now be accessed electronically. Now that that migration is complete, we will get back to scanning the rest of the Register of Deeds books soon.

We are also starting to work on a project to have new digital ortho and obellic aerial photograph flown in 2024, this will be a budget request and is a joint project with the City of Hutchinson.

Issues that we dealt with the past month include. We had a few challenges this month.



Maintenance & Purchasing Monthly Report 2/1/2023

Harlen Depew, Director

Staffing: Maintenance is taking applications for one FT Custodial Tech, one PT Custodial Tech, and one FT Maintenance Technician. Applications have been slow coming in, and the latest two applicants for the Maintenance Tech position declined to interview after being informed of the starting wage. Existing employees are doing a stellar job of working together, providing leadership in their areas of expertise, and giving excellent service to all we serve.

Budget YTD summary

Commodities and Contractual expenses have risen a great deal over the past couple of years, so we're anticipating a challenging year, budget-wise. Staff will continue to be frugal and make the best of what we have to work with.

Projects/Issues/Challenges/Concerns

Veteran's Room Update

Maintenance staff is substantially complete with renovations to the courthouse Veteran's Room. This project turned out nicely, and at a fraction of the expense that would have been required to build Commission meeting space on the first floor. Custom furniture for Commission Meetings is scheduled to arrive later in March, upon which time the meetings will be moved from the Courthouse Annex to the renovated space in the Courthouse.

Courthouse Earthquake Repairs:

The repairs to the dome are complete. Plaster repairs are substantially complete. The scaffolding has been removed. The remaining details to wrap up the window and weatherization project are also moving along according to the schedule submitted by the contractor in December, 2022. We are expecting final completion before the end of March.

Courthouse Roofing

Bids for courthouse roofing were received in December and were significantly over budget. These bids were rejected by the Commission and a revised package is being prepared to rebid after review and approval by KSHS has been completed.

Courthouse Remodel

Commissioners Hirst and Bogner are scheduled to meet with the County Administrator, Maintenance Director, and the contractor to review the project in more detail, with the intent of discussing our options and bringing recommendations back to the Board, regarding the scope of work to proceed with.



Public Works
600 Scott Boulevard
South Hutchinson, Kansas 67505
620-694-2976
Don Brittain, Director

January 2023 Monthly Report

Asphalt Crew the crew is shouldering the miles that was asphalt overlayed this year and crack sealing throughout the county.

Mowing/Sign is trimming trees and installing signs throughout the county as needed.

Dirt Crew is cleaning ditches throughout the County.

Bridge Crew has finish building Fairview Road. Bridge 1.60, 2.4 miles South of Pretty Prairie Road. They have three bridges that need repaired and then will start building a new bridge on Maple Grove Road, 4.5 miles east of K11.

Planning & Zoning staff and commission is discussing possible set back regulation changes and staff will began working on a templet for the Zoning Commission to start creating solar regulations

Contracted Project

I applied for and was awarded the 2024 Off-System Bridge Program for replacement of Victory Road Bridge 27.01. This bridge is located one mile Southeast of Buhler. The award was for \$820,000.00. Applied for a grant to pay for inspection of the Victory Road Bridge and was awarded the grant. We have KDOT certified inspectors and KDOT will pay us 80% of our cost for the inspection.

Challenges

I'm still working with the Chamber, City of Hutchinson, and the City of South Hutchinson on a joint project to run a main water trunk line from Hutchinson to the future Industrial Park. Connections to South Hutchinson, Yoder Water District, and the Industrial Park could be made from this main water trunk line. Also working with KDHE, City of Hutchinson, Landowners, and Engineering on sewer issues for Sewer Districts, Yoder 201 and Habit 202.

Short seven full time positions within Public Works. Had an employee retire in December and another one will retire in April. I hired two employees this month. Promoted Bill Moos to be the new Asphalt Supervisor, effective January 23,2023.



Reno County Solid Waste
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Solid Waste Monthly Update January 2023
Megan Davidson, Director

Staffing: We currently have 1 open position of General Laborer Tuesday-Saturday shift.

Projects/Issues/Challenges/Concerns: Cell 8 construction should be finished up by the end of January and will be ready for waste to place soon after. Overall the project went smooth except for delay in parts, which set back construction a little longer than we had planned.

The month of January has been nothing but everyday tasks of accepting trash, but also trying to keep up with the ever changing wind directions and keeping blowing litter picked up outside of the fences. This has been our top priority, but again with employees out sick or on vacation seems like we get a good day of picking then we do not have enough staff with other projects we also have going on.

Office staff has been busy tying up loose ends from the 2022 year and already through a full month of 2023!!!

Construction and Demolition Fees brought in an amount from June 1-December 31 of \$127,752.32

Budget: We are still getting in some invoices from the 2022 budget year. New equipment purchases for 2023 will start coming in for approval once all of the information has been received from vendors.



RENO COUNTY TREASURER
125 West First Ave.
Hutchinson, Kansas 67501-5245
620-694-2938
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TDD: Kansas Relay Center 1-800-766-3777

January 27, 2023

MONTHLY REPORT

STAFFING CHANGES OR ISSUES:

We have filled all positions and will begin training immediately. The push for collecting the 1st half taxes levied has subsided with us showing a collection rate of approximately 59.00%.

We now have to concentrate on the Tax Sale preparations, Annual City Reports, Form 138 for the school districts, bond payments on top of our usual daily duties. We are also in the renewal period for commercial trucks (Fleets), heavy trucks and trailers.

BUDGET YTD SUMMARY:

Overall expenses for the year 2022 are at 86%. I believe we have been double charged again on our printing of the Delinquent publication. I will be visiting with Patrick about it as I cannot get a call back or any communication from them other than the billing. We had some exceptional help from Master's Touch with keeping our expenses down. We did a big push for getting customers to make sure we had their current address for tax statements. We also used email every chance we got. Customers who did not get their statement or wanted a receipt as they lost theirs provided their email addresses and we emailed it directly to the customer.

PROJECTS/ISSUES/CHALLENGES/CONCERNS:

Percent of taxes collected remained at approximately 59%. Remember the 2nd half of 2022 taxes are not due until 5-10-23 but we continue to collect more taxes every day. We are also starting to work on the tax sale properties for 2023. We are now working on the renewal of commercial fleets, trailers and heavy trucks. Last, but not least, we are handling year end duties. I am concerned about the increases that we had for publications, postage and lock box expenses. There are now bills being introduced to change the statues regarding publishing requirements and removing the requirement to send tax statements to the public. We would like to get our statements signed up for email distribution.



RENO COUNTY YOUTH SERVICES

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JUVENILE DETENTION CENTER
JUVENILE INTAKE & ASSESSMENT
BOB JOHNSON YOUTH SHELTER

TDD: Kansas Relay Center 1-800-766-3777

Youth Services Monthly Report

January 2023

Staffing changes or issues (if any)

We're currently seeking to fill the stand-by Youth Care Specialist/Juvenile Detention Officers, a 40-hour male Youth Care Specialist, a 40-hour male Juvenile Detention Officer, a 40 hour cook and an on-call Juvenile Intake and Assessment Officer. All positions, except standby and on-call positions, offers insurance benefits and KPERS. Those interested in the open positions can apply online at Renogov.org.

The employee of the month for January is Angie Fant. Angie was hired in February 2022 as a Youth Care Specialist. She is very flexible and has accepted extra hours to assist with open positions. Angie also takes the initiative to stay busy during her shift finishing all tasks that need completed, even when they're not her assigned duties. Angie is pleasant and positive when at work and is quick to assist her peers. Congratulations Angie for being selected as Employee of the Month for January.

Budget YTD Summary

As of 1/26/2023, we have spent 5% of our Shelter budget (Dept.90). The total shelter budget is \$933,553. We have spent 7% of our detention budget (Dept.91). The total detention budget is \$1,109,483.

Projects/Issues/Challenges/Concerns

The main focus this month was to complete all our employee's evaluations. The new evaluation process presented some challenges early on. This slowed down the process some, but as we continued to work, we became more efficient with getting them completed.

Recently, we've had an increase in applications and have a couple of interviews set up for next week. We continue to struggle with little to no applications for our open positions.

We're also preparing for our annual inspections and reviews.