



# COUNTY COMMISSION

Monday, June 20, 2016

5:00 PM Following Public Building Commission Meeting

Ellis County Administrative Center – Commission Room

## Order of Business

- I. Opening
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Clerk Calls the Roll
  - D. Order of Business
    - Consideration of Amendments
  
- II. Prior Minutes
  - June 13, 2016 minutes
  
- III. Consent Agenda
  - A. Approval of Employee Status Changes as presented
  - B. Approval of Refunding Warrants as presented
  - C. Approval of Tax Roll Adjustments as presented
  - D. Approval of Escape Tax Orders as presented
  - E. Approval of Adds and Abates as presented
  - F. Approval of Accounts Payable and Payroll as presented

- IV. Issues from Persons Not on the Order of Business
- V. County Fair Update (Fair Board President Jill Pfannenstiel)
- VI. Extension Update (Susan Schlichting, 4H Youth Development)
- VII. United Way Care Council Funding Recommendations for Alcohol & Drug Programs (United Way Executive Director Sherry Dryden)  
Enclosure
- VIII. Job Description for Director of Fire and Emergency Management (County Administrator Phillip Smith-Hanes) Enclosure
- IX. WIC Contract (Health Administrator Butch Schlyer) Enclosure
- X. Health Department Monthly Report (Health Administrator Butch Schlyer) Enclosure
- XI. Notice of Acceptance for Bridge on 180<sup>th</sup> Avenue (Public Works Director Bill Ring) Enclosure
- XII. Purchase of Mobile Column Lift (Public Works Director Bill Ring)  
Enclosure
- XIII. County Counselor Report (County Counselor Bill Jeter)
- XIV. County Administrator Report (County Administrator Phillip Smith-Hanes)
- XV. County Commission Reports
- XVI. Executive Session(s)
- XVII. Adjournment

**ELLIS COUNTY**  
**AGENDA ITEM COVER SHEET**  
**COMMISSION AGENDA DATE: 6-20-16**

**TOPIC:**

United Way Care Council Funding Recommendations for Alcohol & Drug Programs

**ACTION REQUESTED:**

Direct the County Administrator to distribute moneys in fund 29 according to Care Council recommendations for 2017.

**DISCUSSION:**

Under state law (K.S.A. 79-41a04), counties receive funding from the state liquor tax that is distributed into two special funds. "Moneys in such special funds shall be under the direction and control of the board of county commissioners." However, the special alcohol and drug programs fund money must be expended for alcohol or drug abuse treatment or prevention programs. Further, "in any county in which there has been organized an alcohol and drug advisory committee, the board of county commissioners shall request and obtain, prior to making any expenditures from the special alcohol and drug programs fund, the recommendations of the advisory committee concerning such expenditures." The Care Council of the United Way of Ellis County has served this function in the past. Representatives of the Care Council appear before the Commission annually to request distribution of funding.

**FINANCIAL IMPACT:**

In 2015, \$8,777 was distributed from the Special Alcohol Programs Fund (fund 29). For 2016, an appropriation of \$17,462 was included in the budget for this fund. However, it does not appear that revenues will be sufficient to support expenditure of that entire amount. The Care Council has agreed to wait until later in the year for the County to distribute these funds. Estimates for 2017 have not been made yet, but will be included as part of the 2017 budget presented to the Commission in July.

**PRESENTED BY:**

Sherry Dryden, Executive Director, United Way of Ellis County

**REVIEWED BY COUNTY ADMINISTRATOR:**

Yes  No  N/A

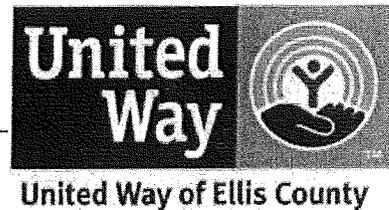
**REVIEWED BY COUNTY COUNSELOR:**

Yes  No  N/A

**ATTACHMENTS:**

Letter

205 E. 7th, Suite 106, Hays, KS 67601 Phone: 785-628-8281



Phil Smith-Hanes  
Ellis County Administrator  
Hays, KS 67601

RE: CARE Council Funding recommendation

Dear Mr. Smith-Hanes:

Please find this letter as a recommendation from the CARE Council for the Alcohol Tax funding consideration for the following agencies:

<i>Dream Inc.</i>	52%
<i>Smoky Hill Foundation</i>	48%

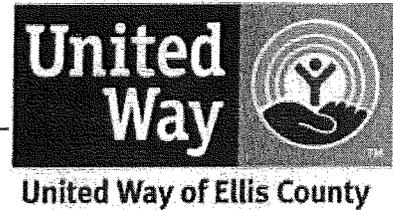
Last year the CARE Council recommended for the above listed agencies to be 50% each. Dream implemented a Spanish speaking program last year and the CARE Council wanted to ensure growth for the program.

Thank you in advance for your consideration.

Respectfully,

A handwritten signature in cursive script that reads "Sherry Dryden".

Sherry Dryden  
Executive Director  
ENCL



The CARE Council was established in 1992 and the process has evolved over the past 23 years. The current Chair of the Council is a member of the Board of Directors of United Way of Ellis County. She works with the four teams of volunteers to ensure the process is consistent among the teams.

The United Way of Ellis County, the City of Hays and Ellis County each appoint four representatives to the Council. They are divided into four teams with three members each. They review applications in the focus areas of Children and Youth, Community and Neighborhood, Family and Individual and Health and Rehabilitation Programs. Each team makes a funding recommendation for each program it reviews.

In 2009, the United Way of Ellis County went to program funding. Instead of making one allocation to the agency's general fund, the funds were distributed to the programs offered by the agency. This process was used to make funding recommendations for Social Service Funds for 2017.

The CARE Council application does require each program to have identified outcomes which includes a change in the knowledge, behavior, attitudes and beliefs of the individuals in the program. The agency must also have a process to measure progress toward achieving those outcomes. The agencies continue refining their outcomes and their measurement tools.

The CARE Council has, in the past, recommended funding for programs that have an impact on the quality of life in Ellis County as well as provide support to local businesses. For the 2017 funding cycle, the CARE Council asked the agencies for clarification on how their services fit the criteria for programs and agencies receiving Alcohol Tax Fund. This question was included on the CARE Council application for funding. Every agency requesting Alcohol Tax Funding justified to the Council how it offsets other services. The CARE Council members worked hours reviewing applications, making site visits, and gathering additional information in order to develop their funding recommendations.

**ELLIS COUNTY**  
**AGENDA ITEM COVER SHEET**  
**COMMISSION AGENDA DATE: 6-20-16**

**TOPIC:**

Job Description for Director of Fire and Emergency Management

**ACTION REQUESTED:**

Approve the attached job description.

**DISCUSSION:**

On June 6, the Commission approved moving former Emergency Manager Bill Ring into the position of Public Works Director. To fill the role of Emergency Manager, staff recommends combining that vacant position with the responsibilities of the Fire Director. The attached job description is recommended to effectuate this change.

**FINANCIAL IMPACT:**

There is no financial impact to the job description itself. The new position will pay more than the former position of Rural Fire Director, but less than the combined total of the two former department head positions.

**PRESENTED BY:**

Phillip Smith-Hanes, County Administrator

**REVIEWED BY COUNTY ADMINISTRATOR:**

Yes  No  N/A

**REVIEWED BY COUNTY COUNSELOR:**

Yes  No  N/A

**ATTACHMENTS:**

Job Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** **Director of Fire & Emergency Management**

**Department:** Fire/Emergency Management

**Reports To:** County Administrator

**FLSA Status:** Exempt

### **JOB SUMMARY**

Under the administrative supervision of the County Administrator, the Director of Fire & Emergency Management is an administrative position directing the activities and personnel of the Fire and Emergency Management departments within Ellis County. Work involves supervisory responsibility for the protection of life and property through the direction of all fire fighting activities, including training, fire prevention, and inspection activities. The individual is responsible for administration of a complete program of fire safety and for coordinating training programs and emergency operation drills with County departments and outside agencies. The Director of Fire & Emergency Management supervises all activities, funding and requirements associated with fire suppression and emergency management initiatives with the County. This position also assists department directors with preparing appropriate plans for maintaining the safety of county personnel and ensuring continuity of county operations during and after a disaster situation.

### **ESSENTIAL JOB FUNCTIONS:**

- Plans, directs, inspects, and exercises general supervision over department personnel;
- Formulates and enforces department rules and regulations;
- Prepares budget estimates and controls expenditures for all department funds;
- Develops and presents educational and fire prevention programs;
- Plans and directs necessary orientation, in-house, and outside training;
- Works with the Advisory Board and County Administrator on future building sites to ensure building code compliance in relation to fire safety;
- Monitors the maintenance, repair, improvement, and replacement of firefighting equipment and vehicles as well as other properties of the department;
- Prepares weekly, monthly, quarterly, and annual reports for various functions;
- Investigates the causes and circumstances of fires;
- Processes all insurance claims for injured firefighters;
- Coordinates activities with other county and city department heads;
- Directs all fire ground operations;
- Trains all personnel in the use of the Incident Command System;
- Coordinates training programs and emergency operations drills to prepare county staff to respond quickly and effectively to emergencies;

- Establishes effective communications and information sharing on a local, county and state level;
- Develops cost estimates and makes budget recommendations to maximize county capabilities to prepare and respond when needed;
- Advises departments on their emergency plans and coordinates interdepartmental activity in conjunction with emergency planning;
- Serving as the conduit for outside resources; develops and implements strategies to maximize emergency management resources for the County;
- Takes responsibility for submitting federal and state reimbursement claims for the county's costs during and after emergency operations
- Responds to alarms when off duty; and
- Other related duties as deemed necessary or as required.

### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

Bachelor's Degree with specialized course work in emergency management and fire administration with four years of experience in firefighting and fire prevention work. State certification as Fire Fighter II, Fire Officer II and Fire Inspector within two years of employment as well as Kansas Certified Emergency Manager within one year of employment. Must have a valid driver's license.

### **Knowledge, Skills and Abilities:**

- Knowledge of fire investigation techniques, state and local fire codes and laws, hazardous materials management, budget preparation, and personnel management.
- Knowledge of legislation relating to emergency management issues.
- Skilled in written and oral communication.
- Knowledge of county road system.

### **PHYSICAL REQUIREMENTS:**

Work may require the ability to exert up to 50 pounds of force at times and/or negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Also requires the ability to talk, see, walk and make rational decisions through sound logic and deductive reasoning.

### **WORKING CONDITIONS:**

Physical effort may be required. Extreme weather, toxic fumes, and hazardous situations during firefighting are factors in this position. Requires a tolerance to high stress and decision making capabilities.

**ELLIS COUNTY**  
**AGENDA ITEM COVER SHEET**  
**COMMISSION AGENDA DATE: June 20, 2016**

**TOPIC:**

*WIC Letter of Agreement with Osborne County*

**ACTION REQUESTED:**

*Approval and Signature*

**DISCUSSION:**

*Osborne County is the lead agency for our regional WIC group. The Letter of Agreement notes responsibilities for each party according to the State WIC Guidelines. This letter is signed by the Board on an annual basis.*

**FINANCIAL IMPACT:**

None

**PRESENTED BY:**

*Butch Schlyer, Ellis County Health Administrator*

**REVIEWED BY COUNTY ADMINISTRATOR:**

Yes       No       N/A

**REVIEWED BY COUNTY COUNSELOR:**

Yes       No       N/A

**ATTACHMENTS:**

*WIC Letter of Agreement*

## LETTER OF AGREEMENT

This is an agreement between the Osborne County Health Department, Osborne, KS and the Ellis County Health Department, 601 Main, Suite #B, Hays, KS whereby the Ellis County Health Department will conduct the WIC program as a sub-agency for the Osborne County Health Department WIC program. This document is incorporated by reference into the Contract between the Secretary of the State Department of Health and Environment and Osborne County Health Department (in future called Master Contract). This letter of agreement covers the contract period October 1, 2016 through September 30, 2017. In addition to the general program provisions and objectives set forth in the Master Contract, Local Agency agrees to the following specific requirements:

Ellis County will be responsible for:

1. Determining participant eligibility.
2. Issuing checks/check stock.
3. Providing nutrition education and counseling.
4. Providing the Osborne County Health Department by the 10<sup>th</sup> of each month an affidavit of expenses for the previous month. One sixth of the total funds must go toward nutrition education costs in addition to funds spent for breast-feeding promotion and support. If the affidavit is not received by the 10<sup>th</sup> of each month, your check will be withheld for that month. Supporting documents need to be attached to the affidavit, including copies of receipts, purchase orders and time studies or time sheets.
5. Follow WIC policies and procedures.
6. Making appropriate health services or referrals available to participants. Provide written information about Medicaid to each care giver or participant on at least one occasion, preferably at the time of certification. Maintain a list of community and food assistance programs within the community.
7. Obtain written, signed agreements from vendors to participate in the WIC program and perform any necessary training and monitoring of the retail vendors.
8. Maintaining vendor files.
9. Documentation of all functions.
10. Be responsible for safeguarding all check stock from the date LA receives the check stock through the date the WIC program participant signs for and receives the checks, or through final disposition of any checks not received by a WIC participant.
11. At a minimum, conduct at least one public outreach activity between July 1 and December 31 of each calendar year to enroll eligible women in early stages of pregnancy, infants and children.
12. Cooperate with WIC Nutrition Education Coordinator to assure the quality of nutrition services provided by sub-agencies.
13. Maintain assigned caseload levels. If agency is not maintaining at least 98% of assigned caseload, State Agency may recover administrative funds awarded to local agency under this contract, corresponding to number of caseload slots under the 98% level the local agency is unable to maintain. If an agency is maintaining more than 103% assigned caseload level over any 3 months period, State Agency may recover administrative funds awarded to local agency under this contract, corresponding to monthly food package cost per participant of those caseload slots in excess of 103% for each month the caseload level is in excess of 103%.
14. Smoking in the space used to carry out the WIC program is now contractually prohibited.
15. Attend the annual statewide WIC meeting and any other required training events as directed by the State Agency.
16. Obtain approval from the State Agency before purchasing any piece of equipment or capital expenditure costing \$500 or more.
17. Keep WIC equipment secure from theft or damage.
18. Have and maintain a computer network to support KWIC use. Insure that reasonable protections are in place to avoid computer viruses and unauthorized access to computer files.
19. Have information technology technicians available to help in the installation of new equipment and deal with problems with the network and existing equipment.
20. Maintain access to the internet for KWIC operations and maintenance.

Osborne County will be responsible for:

1. Conducting periodic, routine meetings with WIC staff for in-service training, problem solving and sharing of concerns.
2. Monitor sub-agencies annually for compliance with WIC operations and develop a corrective action process. Use monitoring forms in WIC Policy and Procedure Manual.
3. Provide the State, on a timely basis, all required information regarding fiscal and program administration.
4. Follow WIC policies and procedures.
5. Provide on-site technical assistance to sub-agency sites as necessary.

It is further understood that the Osborne County staff will not be providing direct patient service for Ellis County.

This letter of agreement may be terminated by either party after written notification giving sixty (60) days notice is received by the other party.

This letter of agreement is to be null and void if the State WIC funds are no longer available.

\_\_\_\_\_  
Signature Date  
Sub-Agency Administrator

\_\_\_\_\_  
Signature Date  
Osborne County Health Department  
Administrator

\_\_\_\_\_  
Signature Date  
County Commissioner

\_\_\_\_\_  
Signature Date  
Osborne County Commissioner

**ELLIS COUNTY**  
**AGENDA ITEM COVER SHEET**  
**COMMISSION AGENDA DATE: June 20, 2016**

**TOPIC:**

*Ellis County Health Department Monthly Report for May 2016*

**ACTION REQUESTED:**

*No Action*

**DISCUSSION:**

*Provide the County Board of Health (County Commission) with an overview of department services, budget progress, and upcoming or new public health events.*

**FINANCIAL IMPACT:**

None

**PRESENTED BY:**

*Butch Schlyer, Ellis County Health Administrator*

**REVIEWED BY COUNTY ADMINISTRATOR:**

Yes       No       N/A

**REVIEWED BY COUNTY COUNSELOR:**

Yes       No       N/A

**ATTACHMENTS:**

*Ellis County Health Department Monthly Report for May 2016*



**ELLIS COUNTY HEALTH DEPARTMENT**  
 Phone: 785-628-9440 Fax: 785-628-0804  
 E-MAIL: butch@elliscountycogov.net  
 601 Main Street  
**Hays, Kansas 67601**



**Monthly Report Narrative  
 May 2016**

In addition to the various services listed on the Health Department's Report for the month of May, department administration and staff also accommodated the following:

**Epidemiology:**

Administration and nursing staff investigated 5 cases of reportable diseases as assigned by the Kansas Department of Health and Environment. These cases included:

- Rabies (Animal) 1 case
- Hepatitis C 3 cases
- Campylobacter 1 case

**Jail:**

The department administrator performed the following services for the jail:

- Jail Visits – 28
- Medication Set-ups – 397. Med boxes were set up and/or refilled 397 times
- Physician Contact – 41. Physicians called or were called 30 times for orders or clarification of orders.
- Jail calls – 13. Jail staff called or were called for inmate concerns, orders, order clarification and/or medications.
- Prescription refills – 21. Pharmacies were called to refill medication scripts
- Prescription pick-ups – 6. Went to the pharmacy 5 times to retrieve prescriptions for inmates
- ICF Reviews – 77. ICF forms (Inmate Communication Forms) related to medical concerns were reviewed with direction recommended to jail staff
- Lab draws – 3.
- Procedures - 2
- Inmate Consultation – 26. Assessed and/or discussed medical concerns with various inmates.

**KDHE:**

**Meetings:**

May 3 – Department administrator met with the County Administrator for a quarterly meeting

May 6 – Health department staff meeting regarding public health and local issues.

May 9 – Department administrator met with the EMS director regarding the potential health department head assignment.

May 10 – Adams, Brown, Beran, and Ball conducted the annual health department audit.

May 13 – Department administrator met with the EMS director and County Administrator regarding the potential health department head assignment

May 20 – Department staff meeting to report and discuss the EMS director as the future public health director.

**Department Head Meeting:**

Department administrator attended department head meetings with the county administrator on May 4, 12, 19 and 26<sup>th</sup>.

**Clinics:**

Community blood pressure clinics during May were conducted at:

Wyndam Place	Hays Plaza
Hays Meal Site	Centennial Towers
Epworth Towers	Ellis County Office

**Other:**

Department employees utilized 171 hours of benefit time in May.

Respectfully Submitted  
Butch Schlyer, Health Administrator

# Ellis County Health Department

601 Main Street, Suite B, Hays, Kansas 67601  
 Phone: (785) 628-9440 Fax (785) 628-0804

Date: June 10, 2016

To: Ellis County Commissioners, 1204 Fort Street, Hays, Ks. 67601  
 Katrina Hess, MD. 1923 E. 22nd Street, Hays, Ks. 67601

From: Robert "Butch" Schlyer, R.N. Ellis County Health Administrator

Subject: Monthly Health Department Report May-16

Services	Services		Revenue Received		Prior Year - 2015	
	Month/Yr to date	Month/Year to Date	Month/Year to Date	Services	Revenue	Revenue
Allergy Injections	54	318	598.14	805	7,946.00	19,907.00
Basic Health Service Grant			9,939.00			
Blood Pressure Screens	28	131		338		
Bob's Boxes	72	382		704		
Client Credit						
County Wellness Profiles	7	175.00		78	334.00	
County Wellness PSA's	2	36.00		34	72.00	
CYSHCN Grant		1,252.77			2,255.80	
Dental Screenings						
Drug Screens/Spec. Collections	9	39	120.00	33	847.00	
Ear Exam				2	10.00	
Epidemiology Cs Mangement	2	6		7		
Epidemiology Surveillance	4	24		80		
Glucose Screening						
Head Lice Screening				2	20.00	
Hearing/Auditory Screening				1	5.00	
Hemoglobin Screening	4	12	10.38	47	144.86	
Height/Weight Screen		5		5		
Immunizations - Routine	34	238	3,045.42	822	87,909.87	
Immunizations - Hepatitis A	9	38	530.96	98	7,261.26	
Immunizations - Hepatitis B	16	55	1,023.18	177	10,312.12	
Immunizations - Meningococcal	3	8	154.34	60	6,998.78	

Injections - Miscellaneous	11	59	141.60	724.20	198	2,488.09
Interest Paid By Insurance Co.						5.33
Jail Attendance						
Labs - Miscellaneous	6	31	161.81	699.58	94	2,046.27
Lead Screening	3	23	28.00	247.00	58	460.63
Nuisance Complaint					1	
Nuisance Follow-up					1	
Nutritional Assessments	3	80		415.00	22	370.00
Office Visits						
Other Department Revenue			59.86	499.86		1,293.15
Other Reimbursements						
Physicals	2	5	50.00	280.00	30	1,380.00
Physicals XIX (KBH)				50.00	2	
Pregnancy Tests		1		20.00	9	80.00
Pvt Insurance Overpayment			1.00	96.22		600.48
Refugee Assessment						
TB Case Management		1			3	
TB Follow-up	6	28			167	
TB Medications	2	10			113	
TB Screens/Readings	79	335	511.64	2,077.90	891	5,757.68
Vision Screens						
Vaccinations - Flu				148.50	1467	40,464.22
Vaccinations - Pneumonia		6	96.86	681.16	39	3,611.81
Vaccinations - Rabies		4	384.00	1,269.27	34	13,827.38
Vaccinations - Travel	12	40	580.44	3,390.80	117	10,516.52
Voter Registrations						
Weight Loss Program			150.00	210.00		1,094.60
Orientation					2	
Follow-up	4	4			9	
Participants	1					
WIC Program			7,509.32	35,802.19		76,368.81
Certifications	70	389			888	
Check Pick-Up	121	694			1748	
Participants	374					
RD/Nutrition Ed	42	228			635	
Other WIC Transactions	21	126			350	

Totals: 992 3,329 15,156.95 89,012.67 10,171 304,389

Dept Clients Served 501 2,668 8844

Budget Summary

Budget for year 2016 - \$598,255.00

Percentage of year gone - 41.70%

<u>Category</u>	<u>Year-to-Date</u>	<u>% Used</u>
Personnel Services	184,100.00	41.48%
Contractual Services	9,520.00	27.34%
Commodities	28,835.00	24.12%
Capital Outlay		0.00%
2016 Budget YTD Expenditures	222,456.00	37.18%
2016 Budget YTD Revenues	89,013.00	50.86%

**ELLIS COUNTY**  
**AGENDA ITEM COVER SHEET**  
**COMMISSION AGENDA DATE: June 20<sup>th</sup>, 2016**

**TOPIC:**

Notice of acceptance (NOA) for project 026 C-4623-01-New Bridge on 180<sup>th</sup> Avenue from the Kansas Department of Transportation

**ACTION REQUESTED:**

Ask the Chair to sign the NOA.

**DISCUSSION:**

The contractor finished work on 6.08.2016. Ownership of the bridge now belongs to Ellis County.

**FINANCIAL IMPACT:**

N/A

**PRESENTED BY:**

Bill Ring, Public Works Director

**REVIEWED BY COUNTY ADMINISTRATOR:**

Yes  No  N/A

**REVIEWED BY COUNTY COUNSELOR:**

Yes  No  N/A

**ATTACHMENTS:**

Notice of acceptance

KANSAS DEPARTMENT OF TRANSPORTATION

NOTICE OF ACCEPTANCE

OF CONTRACT

OF PORTION OF CONTRACT

TO KING CONSTRUCTION COMPANY, INC.

CONTRACTOR

PO Box 849 HESSTON, KS 670620849

CONTRACT 515104393

COUNTY Ellis-026 PROJECT NO. -026 C-4623-01 /STP-C462(301)

TYPE Bridge Replacement LENGTH OF PROJECT: NET \_\_\_\_\_ MILES

METRIC UNITS GROSS \_\_\_\_\_ MILES

PREVIOUS SURFACE TYPE \_\_\_\_\_ NEW SURFACE TYPE \_\_\_\_\_

DATE CONTRACTOR COMPLETED WORK 6/7/2016

You are hereby notified that the contract described as follows:

Bridge Replacement

was accepted on 6/8/2016 and you are hereby relieved of your responsibility for maintenance of barricades, lights and watchmen, and will be required to perform no additional work or maintenance subject to contractual requirements and the following conditions:

RECOMMENDED BY:

APPROVED BY:

Signed by Nicholas J Rogers at 6/8/2016 4:00:39 PM on PC DTC30004

Signed by Jeff A Stewart at 6/9/2016 8:53:48 AM on PC DTC00031

Nicholas J Rogers  
Area/Construction Engineer

Jeff A Stewart  
District Engineer

LPA \_\_\_\_\_ DATE \_\_\_\_\_

This is to affirm that I agree to the acceptance of the portion of the contract and to the conditions stated above.

CONTRACTOR KING CONSTRUCTION COMPANY, INC. DATE \_\_\_\_\_

SIGNED BY \_\_\_\_\_

NOTE: Contractor's signature required only for acceptance of portion of contract. This form to be mailed to the Contractor and to the Bureau of Construction and Materials on the date of acceptance of the project.

**ELLIS COUNTY**  
**AGENDA ITEM COVER SHEET**  
**COMMISSION AGENDA DATE: June 20<sup>th</sup>, 2016**

**TOPIC:**

Purchase of wireless mobile column lift with stands for the Road and Bridge shop to replace the in ground lift that has failed.

**ACTION REQUESTED:**

Approve the purchase of wireless mobile column lifts with jack stands and discuss possible purchase of light vehicle adapter.

**DISCUSSION:**

Discussion was had at the end of 2015 for replacement of our in ground lift that we use for maintenance and service work in the Road and Bridge shop. At that time the commission approved sending out RFP's. The current lift has been tagged out due to structural failure. After researching the lifts and writing a RFP we have received 6 bids from 5 vendors. We used our current lift to do most of our maintenance and service work on our trucks and pickups. I have attached a summary of bids as well as information on the Rotary mobile column lifts and light vehicle adapter.

**FINANCIAL IMPACT:**

After reviewing all the bids the low bid was from S&W Supply, which is in Hays, for \$39,951.87 for a Rotary Mach MCH418 wireless mobile column lift with stands. This includes freight, setup and training of the equipment. The optional bid for the light vehicle adapter from S&W Supply is \$2004.74. The funds to buy this equipment would come out of Fund 16 of Road and Bridge.

**PRESENTED BY:**

Bill Ring, Public Works Director  
Mark Polifka, Shop Foreman for Road and Bridge Department

**REVIEWED BY COUNTY ADMINISTRATOR:**

Yes  No  N/A

**REVIEWED BY COUNTY COUNSELOR:**

Yes  No  N/A

**ATTACHMENTS:**

1 summary sheet of the bid  
3 sheets of information on mobile column lift

**SUMMARY OF MOBILE COLUMN LIFTS**

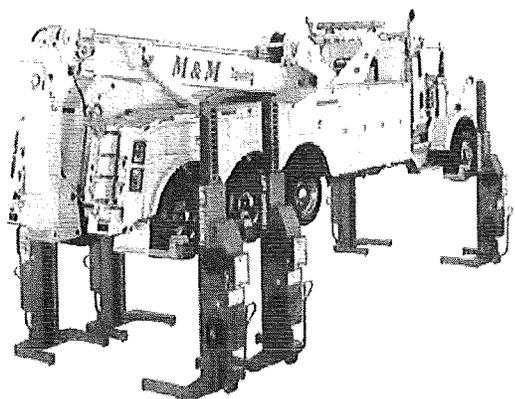
Vendor	Make	Model	Warranty	Cost	Delivery	Optional LVA Bid
S&W Supply Co.	Rotary Mach Series with 4 jack stands and batteries	MCH418	1 year parts and labor	\$39,951.87	5 days	\$2,004.74 M140005YL
Automotive Equipment	Rotary Mach Series with 4 jack stands and batteries	MCH418	1 year parts and labor	\$43,271.00 Plus \$600 for setup and train	5 days	\$1,778.69 M140005
	Maha with 4 jack stands and batteries	MCLN 16-4-BWRL-4	1 year parts and labor 4 yrs. on ball and screw	\$41,341.00 Plus \$600 for setup and train	4-6 weeks	\$3,499.00 LVA9-MW
Gray Manufacturing Company	Gray with 4 jack stands and batteries	WPLS-185	1 year parts and labor	\$43,731.00	1-2 weeks	\$2,409.00 EL-90A
Central Equipment Inc.	Maha with 4 jack stands and batteries	MCL15-4F-EXB	1 year parts and labor 5 yrs. on ball and screw	\$45,875.75 Discounted \$2,000.00 If ordered by June 30th	6 weeks	\$5,758.66 LVA9 with all the adapters
Gibs Auto Supply	Rotary Mach Series with 4 jack stands and batteries	MCH418U101RD	1 year parts and labor	\$45,202.16	5 days	\$1,966.38 M140005YL

# MCHW18 WIRELESS MOBILE COLUMN LIFT

## 18,000 LBS. COLUMN CAPACITY

### MCH18 FEATURES

Two, four, six or eight column configurations can accommodate light duty passenger vehicles and heavy duty trucks up to 144,000 pounds!



 Shown: MCH618U100  
108,000 lbs. capacity

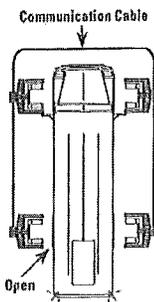
### BATTERY OPERATED WITH ON-BOARD MINN KOTA® CHARGER

During lift use, there are no power cords to clutter up the service bay with this waterproof charger - use it anywhere, even washbays

Battery purchased separately for international use

### HORSESHOE WIRING - WIRED MACH SERIES LIFTS

While other mobile column lifts are connected by four cables, the wired MACH Series columns use just three (forming a horseshoe), so the front or back of the lift is always open. Vehicles can be driven in and out of the bay without wasting time to disconnect and reconnect cables.



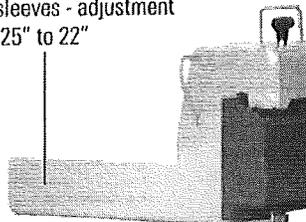
### INVERTED HYDRAULIC CYLINDER

The hydraulic cylinder is inverted inside the carriage and the chrome piston rod is protected from debris and damage. This extends the life of the column and reduces maintenance frequency and cost

### OPTIONAL RETRACTABLE CORD REELS

### EASY TO MOVE ADJUSTABLE FORKS

Improves set up time without the need for reducer sleeves - adjustment range: 9.25" to 22"



### SPRING LOADED STEERING / BRAKING SYSTEM

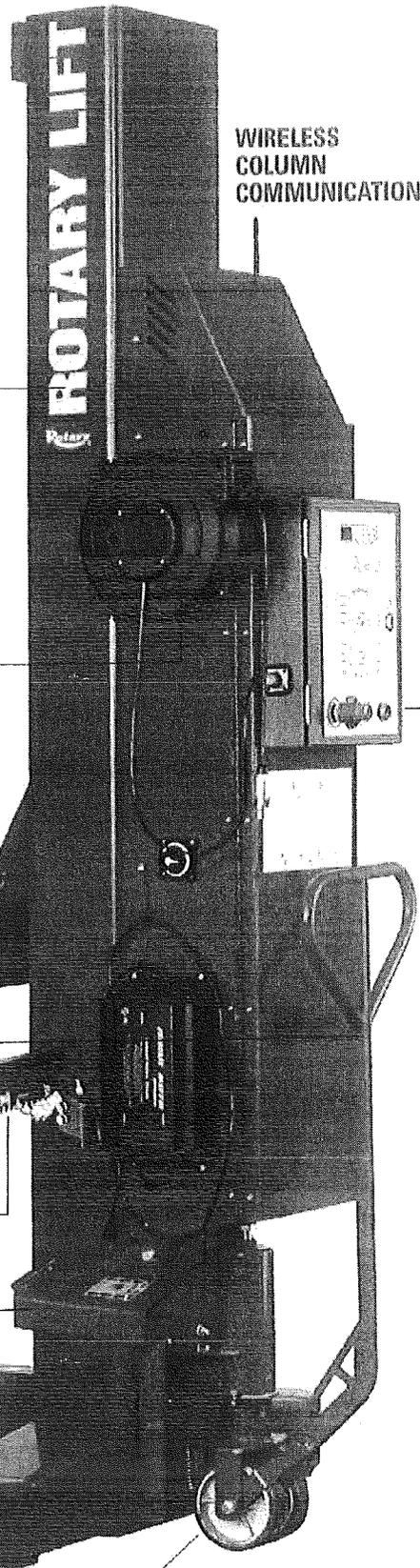
No need to manually operate the jacks to move the columns - saves precious time on every set up

### OPTIONAL LED LIGHTING

### FORKLIFT POCKETS

Provide a convenient way to relocate columns within your shop. Included with every lift, they are clearly labeled for easy handling

 Shown: MCHW418U100  
18,000 lbs. capacity  
Wireless model shown with optional cord reel



WIRELESS COLUMN COMMUNICATION

### TOUGH RUBBER-COATED WHEELS

Easily roll over dirt and debris that can jolt other lifts to a stop - wheels automatically retract under load

ROTARY OFFERS ACCESSORIES TECHNICIANS NEED TO GET THE MOST FROM THEIR MACH MOBILE COLUMN LIFTS.

**FRAME ENGAGING LIFTING KITS**

Fore and aft, frame-engaging end lift enables lifting by the front and rear of the vehicle using stacking adapters. For use with two MCH18 or MCH13 series columns.



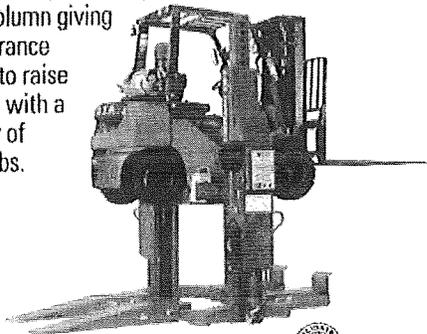
Shown: M140005 Truck Frame Kit, 15,000 lbs. capacity for MCH18 ONLY

FRAME KIT	M140005 MCH18 MODEL	M140079 MCH13 MODEL
Column configuration	2	2
Capacity	15,000 lbs.	12,000 lbs.
Rise	70" (1778 mm)	69" (1760mm)
Clearance from fork to column	10" (254 mm)	
Speed of rise	78 seconds	68 seconds
Charging voltage	110v charger*	110v - 240v 50/60Hz charger*

\*Call factory for alternate voltage.

**FORK LIFT KIT**

Makes it easy to service fork lifts using two MCH18 columns - easily attaches to the base of the column giving the clearance needed to raise fork lifts with a capacity of 10,000 lbs.



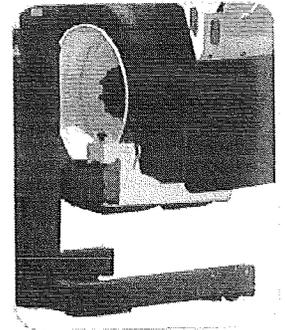
Shown: M140004 Forklift Ramp Kit / 10,000 lbs. capacity

**EXTENDED FORK KITS**

Longer forks and support legs available to support inboard tires on dual-wheeled axles. Also for use with M140004 forklift ramp kit and M140005 truck frame kit. For use on the MCH18 Series only.

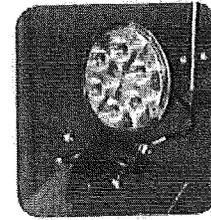
22" Forks and 8" Legs: Part #M140001  
20" Forks and 6" Legs: Part #M140041

Shown: M140001

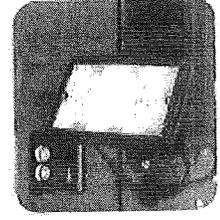


**LED LIGHTING**

High-efficiency service lamps with single touch operation provide convenient hands-free lighting from the lift's control panel. Operates on the column's battery power.



Shown: M140082 For use on models MCH18 and MCH13

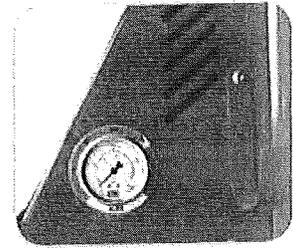


Shown: M140082 For use on the MCH18 ONLY

**OPTIONAL WEIGHT GAUGE**

Know what you are lifting instantly with this column gauge. These gauges approximate the weight being lifted by one column - converting pressure into a weight.

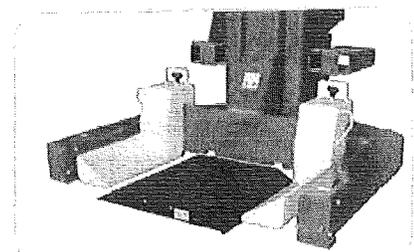
Shown: M140019



**LARGE WHEEL KIT**

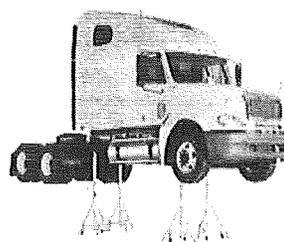
Larger tires are raised on ramps to allow for proper fork placement. MCH18 and MCH13 approved.

Shown: M120304

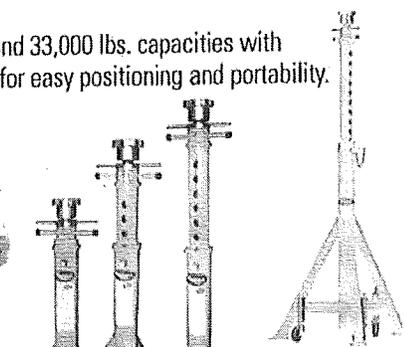


**JACK STANDS**

Available in 13,000, 18,000 and 33,000 lbs. capacities with spring loaded caster wheels for easy positioning and portability.



Shown: RS18 18,000 lbs. capacity tripod stand



Spring assisted height adjustment in 1" increments ranging from 56" to 82 1/4"



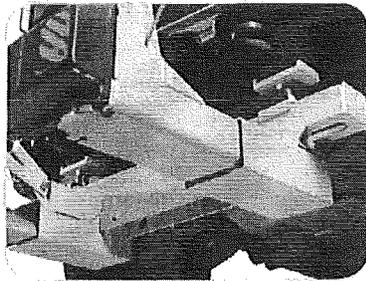
**Rotary**<sup>®</sup>

**ROTARY LIFT MCH18 SERIES**

**HD Mobile Column Applications**

# Truck Frame Lifting Kit

**HEAVY-DUTY 15,000 lbs. CAPACITY**



## MCH18 FRAME-ENGAGING LIFTING KIT

15,000 lbs. capacity fore and aft, frame-engaging end lift enables lifting by the front and rear of the vehicle using stacking adapters.

**OPTIONAL WIRELESS COLUMN COMMUNICATION**



**NO CABLES NO CORDS**

Contact the factory representative for more information.



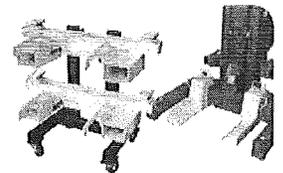
MCH18 truck lift kit #M140005 is for use with two MCH18 series columns only.



Shown: M140005 Truck Frame Kit. 15,000 lbs. capacity for MCH18 ONLY

### OPTIONAL ACCESSORIES

- **LED LIGHTING**  
High-efficiency service lamps with single touch operation
- **WEIGHT GAUGE**  
Know what you are lifting instantly with this gauge
- **WIRELESS UPGRADE**  
Converts lifts to a wireless communicating system for faster setup
- **FORE / AFT CART FOR KIT**  
Easily store and move engagement kits with this cart. Assists technician when applying and removing kits from lift arms.



### Rotary World Headquarters

2700 Lanier Drive  
Madison, IN 47250, USA



For more information and a complete guide to our product offering, visit us on the web at [rotarylif.com](http://rotarylif.com) or contact your local distributor today.

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e [userlink@rotarylif.com](mailto:userlink@rotarylif.com)  
Tech. Support: p 800.445.5438  
e [techlink@rotarylif.com](mailto:techlink@rotarylif.com)



**Contract Holder**  
FSS Contract GS01F85310

For Rotary Lift Government Purchases:  
1.800.445.5438 x5655

FRAME KIT	M140005
Column configuration	2
Capacity	15,000 lbs.
Rise	70" (1778 mm)
Clearance from fork to column	10" (254 mm)
Speed of rise	78 seconds
Charging voltage	110v charger*

\*Call factory for alternate voltage.



Lit# MACH SERIES\_Forklift\_Fore Aft 2015.04  
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MACH Series Lifts are manufactured using the following patents: US Patent No. 6983195 / US Patent No. 8083034