

Tuesday, March 22, 2016 - 9:00 a.m.

A. Call To Order

B. Pledge Of Allegiance

C. Public Comment

Citizens are encouraged to speak to items on the agenda when recognized by the Chairman. Citizen desiring to speak to matters not on the agenda may do so at this time. Comments are limited to five (5) minutes and the Commission will take no action on items not on the agenda. Items introduced under Public Comment may be come agenda items at a later date.

D. Approval Of Minutes

E. Payment Of Vouchers

F. Items Of Business

1. Bob Randall - IT And Facilities - 9:15 A.m.

- Mower Bids
- County Farm Sign

Documents: [VINYL BANNERS FOR ROAD SIGN\\_PROPOSAL 28453\\_HARPER COUNTY ADM.PDF](#), [VINYL BANNERS FOR ROAD SIGN\\_SKETCH 20819\\_HARPER COUNTY ADM \(002\).PDF](#)

2. Mike Feist - Solid Waste - 9:30 A.m.

- Department Update

3. Joanna Kenney, EMS - 9:45 A.m.

- Department Update

Documents: [BILLING POLICY REQUEST.PDF](#), [BILLING POLICY.PDF](#), [RESPONSE CHARTS.PDF](#), [TAX AND MILL RESEARCH.PDF](#)

4. Todd Pettegrew - EM/Dispatch - 10:15 A.m.

- Department Update

5. Tracy Chance - Sheriff - 10:30 A.m.

- Department Update

6. John McClure, Road And Bridge - 10:45 A.m.

- Weekly Department Update

Documents: [3 7-11 2016.PDF](#), [COPY OF MAP 3 7-11 2016.PDF](#)

7. Work Session - 11:00 A.m.

- Ongoing County Project Updates

G. Correspondence

H. Adjourn



HUTCHINSON, KS (620) 662-2363  
 OLATHE, KS (913) 780-3330  
 LAWRENCE, KS (785) 842-4930  
 TOPEKA, KS (785) 267-2625  
 SALINA, KS (785) 823-1789  
 DODGE CITY, KS (620) 227-2307

REMIT TO:  
 1429 W. 4TH AVE. HUTCHINSON, KS 67501

# PROPOSAL

## Proposal #: 28453

Proposal Date: 03/16/16  
 Customer #: 9480  
 Page: 1 of 3

SOLD TO:	JOB LOCATION:
HARPER COUNTY ADMINISTRATION 201 N. JENNINGS ANTHONY KS 67003	Harper County Adm - RS structure North of Anthony / SE corner of Jct of Hwy 2 & Hwy 160 Anthony KS 67003 REQUESTED BY: Bob Randall

LUMINOUS NEON, INC. HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF ITEMS DETAILED BELOW. CUSTOMER IS AGREED TO BE AS INDICATED IN "SOLD TO" ABOVE.

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #20819 Furnish and install (2) 12' x 24' vinyl banners for BannerGrip system on existing road sign structure. NOTE - to include "instructional" install with county crew members on site. Make sure to coordinate ahead of install date.	\$900.00	\$900.00
		<b>SUB TOTAL:</b>	<b>\$900.00</b>
		<b>ESTIMATED SALES TAXES:</b>	<b>\$0.00</b>

**DESIGN(S) PROVIDED WITH THIS PROPOSAL IS (ARE) THE PROPERTY OF LUMINOUS NEON, INC. RIGHTS ARE TRANSFERRED UPON ACCEPTANCE OF THIS PROPOSAL.**

All materials used are of the highest quality. All work to be completed according to standard practices. Any alteration from specifications must be upon written order and charges adjusted. All agreements are contingent upon strikes, delays or accidents beyond our control. Our workmen are fully covered by workmen's compensation insurance. **Customer assumes responsibility for any damage to unmarked underground utilities, underground sprinklers or when additional costs are incurred during excavations where underground obstructions (including rock) are encountered.**

**TOTAL PROPOSAL AMOUNT: \$900.00**

**TERMS: 50.0% DOWN, BALANCE DUE ON COMPLETION**  
 (INTEREST OF 1.2% PER MONTH WILL BE ADDED TO PAST DUE ACCOUNTS)

**THIS PRICE DOES NOT INCLUDE ELECTRICAL HOOKUP, PERMITS, ENGINEERING OR TAX UNLESS SPECIFICALLY STATED.**

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 90 DAYS. WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED. An additional 3% transaction fee for credit card payment(s) is required.

**TERMS AND CONDITIONS**

1. Upon default in the payment of any sums herein agreed, Luminous Neon, Inc. may, at its option, declare the entire balance price fully due and payable without further notice to customer; and when declared, customer agrees to pay interest on said balance, when declared due at the rate of 1.2% per month. Customer further agrees to pay all reasonable costs of collection of said balance incurred by the company, including attorney's fees.
2. Both parties hereto agree that the title to said electrical sign shall remain in the company until paid for in full, but after delivery to the customer all damage from fire or other causes after said delivery shall be assumed by said customer and will not affect the rights of the company to enforce of the purchase price then unpaid.
3. It is further agreed by both parties that all provisions in regard to the project are contained in writing herein.

COMPANY INITIALS \_\_\_\_\_

CUSTOMER INITIALS \_\_\_\_\_



HUTCHINSON, KS (620) 662-2363  
 OLATHE, KS (913) 780-3330  
 LAWRENCE, KS (785) 842-4930  
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# PROPOSAL

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**Proposal Date:** 03/16/16  
**Customer #:** 9480  
**Page:** 2 of 3

4. All terms and conditions of this contract shall be binding upon any successors, assignees or other legal representatives of the respective parties but no assignment shall be made by the customer without the consent in writing by the company unless full payment of the total consideration has been made.
5. Customer shall secure all necessary permits from the building owner, and/or others whose permission is required for the installation of the sign and said shall be liable for any obstruction of delivery due to delay in obtaining such permission, and if customer executes this contract of sales without ever obtaining permission from party or parties necessary for the installation of said sign, then he purchases same and is bound to the terms and conditions of this contract as though he had obtained said permission and he agrees to relieve the company from any liability for its failure within 10 days of delivery to erect or install said sign.
6. If this proposal is for an electrical display, customer agrees to provide electrical service of suitable capacity to location of display and make connection thereof to display.
7. All products manufactured by the company are guaranteed unconditionally against defective parts, materials and workmanship, with exception of incandescent and fluorescent lamps as they are never guaranteed.

THIS PROPOSAL DOES NOT BECOME EFFECTIVE UNTIL SIGNED AND DATED BY AN OFFICER OF THE COMPANY.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: Mike McQueen

DATE: \_\_\_\_\_

FOR THE CUSTOMER:

ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

ACCEPTED BY OFFICER OF LUMINOUS NEON, INC.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY INITIALS \_\_\_\_\_

CUSTOMER INITIALS \_\_\_\_\_



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# DEPOSIT INVOICE

**Invoice #:** DP28453

**Inv Date:** 03/16/16  
**Customer #:** 9480  
**Page:** 3 of 3

SOLD TO:	JOB LOCATION:
HARPER COUNTY ADMINISTRATION 201 N. JENNINGS ANTHONY KS 67003	Harper County Adm - RS structure North of Anthony / SE corner of Jct of Hwy 2 & Hwy 160 Anthony KS 67003 REQUESTED BY: Bob Randall

ORDERED BY	PO NUMBER	SALESPERSON	ORDER DATE	PAYMENT TERMS	DUE DATE
Bob Randall		Mike McQueen	11/16/15	50.0% Due Upon Receipt	04/15/16

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #20819 Furnish and install (2) 12' x 24' vinyl banners for BannerGrip system on existing road sign structure. NOTE - to include "instructional" install with county crew members on site. Make sure to coordinate ahead of install date.	\$900.00	\$900.00
		S U B T O T A L	----- \$900.00
	ESTIMATED SALES TAXES		\$0.00
	TOTAL PROPOSAL AMOUNT		\$900.00
	*** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION ***		

<b>PLEASE PAY THIS DEPOSIT AMOUNT:</b>	<b>\$450.00</b>
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24'-0"

12'-0"



"All noted dimensions are approximate and may be modified slightly during manufacturing to allow proper component usage".

**SPECIFICATIONS:**  
 BANNERS FOR BANNERGRIP SYSTEM ON EXISTING ROAD SIGN STRUCTURE

**CUSTOMER:** HARPER COUNTY ADM  
 RS STRUCTURE  
**NAME:** BOB RANDALL  
**LOCATION:** ANTHONY, KS

**DATE:** 03/16/16  
**DESIGN NO.:** MM-20819  
**ARTIST:** BS  
**SCALE:** 3/8" = 1'

**APPROVED:**

**DATE:**



**LUMINOUS**NeonInc  
 ART & SIGN SYSTEMS

# HARPER COUNTY



## REQUEST FOR COUNTY BOARD ACTION

Items must be received in the Administrator's Office by 12:00 Noon on the Thursday prior to the scheduled meeting to be considered.

Item #: \_\_\_\_\_  
(Assigned by Administrator)

**Meeting Date:** 3/22/2016

**Department:** EMS

**Item Requested:** Updated Billing Policy

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Summary of the Issue:

*After careful review and consultation, I have updated the Harper County EMS Billing Policies.*

Background:

*My main goal was to make the policies more concise and accurate. Everything in this updated policy has already been previously approved by the Board of County Commissioners. However there are two areas I have added to in hopes to get them approved by the Board of County Commissioners. Those areas are underlined and if not approved can be removed as necessary.*

*The first item I would like to add to the current policies is to have any patient account balance of negative \$10 to positive \$10 be adjusted to a 0 balance. For example, if a patient account has a \$5 balance it will be adjusted to 0 and a negative \$5 account will not require a reimbursement check sent to the responsible party.*

*The second item I would like to add would make it possible for the patient to request a "paid in full discount". A patient (or responsible party) can contact me and ask to pay a discounted rate, only if paid immediately in one lump sum. This would of course be different for each account and will be reviewed carefully prior to offering the discount. I would make sure to never allow any co-pay, co-insurance or deductible to be discounted. Along with that we would never accept any discount lower than the Medicare allowed rate. For example if the patient account shows ALS Emergent call for 10 loaded miles, Harper County would charge \$840.00 for that call. If the patient qualifies for the discounted rate, Harper County would ask them to make a one-time payment \$514.48 due immediately. Patients currently pay on average \$20/month, which takes 42 months (3 years, 5 months) to receive our payment in full.*

Funding:

None

Recommendation:

*To approve the updated Harper County EMS Billing Policy (see attached)*

## **HARPER COUNTY EMS DEPARTMENT FISCAL MANAGEMENT POLICIES**

**Purpose:** To have a clear and consistent process of billing for services rendered and for financial reporting.

**Policy:** The Harper County EMS Department will perform tasks relating to billing and fiscal reporting in a timely and easily audited format to meet the county needs and obligations for the different services provided by HCEMS. The policies will be consistent with the agency policies for fiscal management.

### **Procedures:**

The Fiscal Management Policies of the Harper County EMS Department shall be in compliance with the Fiscal Management Policies of Harper County, Kansas.

### BUDGET

The budget is prepared annually by the Department Head and submitted to the Board of County Commissioners for review and approval.

It is the policy of the Harper County EMS Department to provide the best services at the lowest possible cost to the citizens of Harper County.

### AUDITING

All financial records will be subject to an annual audit pursuant to K.S.A. 75-1122, by a certified public accountant or a licensed municipal public accountant designated by the Harper County Board of Commissioners.

### FEES

Fees for services will be reviewed as needed by the Director and revised as necessary, according to the costs of services and supplies used. Fee schedules will receive final approval from the Board of County Commissioners.

Some services are covered by various types of insurance, such as Medicare, Medicaid, Blue Cross/Blue Shield, etc. The Harper County EMS Department will provide necessary information for our contracted billing service, Life Team. Life team will bill for covered services when the client supplies the necessary information regarding the policy they have *and* it is in the agency's best interest to do so. Contracts with Medicare, Medicaid, and BCBS will be kept on file in the agency and updated as indicated in order to receive direct payment for services.

Harper County EMS does not accept assignment from any other agency other than Medicare, Medicaid, BCBS, VA, and Workman's Compensation.

## BILLING

Patients are charged a fee at the time services are provided. Insurance payments, when billed by the agency, will be credited to the account, prior to the client being designated as responsible for payment. Payments on active accounts will be accepted as presented to the Harper County Treasurer. Payment of any amount toward the total bill will maintain an *active* status for the account. Payments will be applied to the ***all active accounts with an outstanding balance***, unless the payer specifies the payment is for a specified run(s). Payments totaling the amount of the service provided will be assumed to be for that service.

Lifeteam will bill all billable accounts on a monthly basis, on behalf of the Harper County EMS Department. Lifeteam will send a monthly bill to the patient or responsible parties for three consecutive months, following final payment by insurance or after all attempts to obtain payment from insurance and/or other sources have been exhausted. Accounts will be classified as ***delinquent*** when there have been three consecutive monthly billing cycles with no payment activity toward any outstanding bill(s). Delinquent accounts will be mailed one supplemental letter before the account will be turned over to Harper County EMS Department for final approval prior to turning the account over to Collections and SETOFF. All approved delinquent accounts, totaling \$25.00 or more, will be processed and sent to Collections and SETOFF. With the exception of accounts in appeal or special circumstances this process should equal a total of 120 days of no payment.

The Collection agency and SETOFF Program will notify the client of the amount due and collection/payment methods. Any patient accounts with account balance of -\$10 to \$10 will be subject to write off by Harper County Board of County Commissioners.

Harper County EMS is notified of patients that have claimed bankruptcy. Once the bankruptcy is confirmed it will be wrote off.

If a payment for services is received, the payment will be accepted, credited toward the account and deposited. The Collection agency and SETOFF Program will be notified of the payment the day the payment is received, by Life Team.

Services will NOT BE DENIED based upon outstanding balances and/or notification of the collection agency and SETOFF program.

Delinquent accounts may be adjusted to a zero balance if the following are fulfilled:

1. There has not been a payment to the outstanding balance for a minimum of twenty four (24) calendar months after being placed into collections and SETOFF.
2. The person is deceased and there has been no probate or there has not been a payment to the outstanding balance for a minimum of twelve (12) calendar months after being placed into collections and SETOFF.
3. The balance adjustment is approved by the Board of County Commissioners.

Delinquent accounts of less than \$25.00 may be adjusted to a zero balance if the following are fulfilled:

1. There has not been a payment to the outstanding balance for a minimum of twelve calendar months.
2. The balance adjustment is approved by the Board of County Commissioners

A listing of balances meeting the above criteria shall be presented to the Board of County Commissioners for approval.

A patient (or the responsible party) may contact the EMS department to set up a payment plan at any time, until such time as an account has been referred to collections/SETOFF. After that point all payments must be made through said collections/SETOFF agency.

A patient (or the responsible party) may contact EMS to request a paid in full discount to be determined following careful review by the EMS Director to ascertain all co-pays, co-insurance and deductibles have been met. Said discount shall not exceed amount allowed by Medicare regulations.

### REIMBURSEMENTS

All credit balances will be confirmed and submitted monthly with required forms, refund amount, and refund recipient name and address. Credit balances will be refunded within 30 days from the time EMS department has confirmed reimbursement. LifeTeam will receive notification of the refund within 14 days of refund completion. Credit balances less than \$10.00 will not be refunded and will have an offset adjustment placed on the account.

### DEPOSITS

Funds received from fees for services or other income sources are to be recorded and monitored. Funds received from fees or services or other income sources after are to be recorded with Harper County EMS and Lifeteam. All checks are stamped immediately as payable to the Harper County EMS Treasurer and initialed by the Office Clerk. If checks are returned for insufficient funds, clients are contacted by the County Treasurer and requested to make payment in cash. The check is returned to the client upon payment of the fee. If clients do not make restitution, the amount owed will be entered on their bill as still owed.

All deposits shall be made to the Harper County Treasurer's Office within four business days. A deposit form will be completed, scanned and provided to LifeTeam. LifeTeam will allocate funds to the appropriate account. A receipt of deposit is issued by the County Treasurer's Office. This receipt is attached to the copy of the deposit form. These forms are filed with all deposits for the fiscal year.

Harper County EMS will correspond regularly with Life Team to ensure Minimal billing errors.

## ACCOUNTS RECEIVABLE

Clients will be billed in accordance with the regulations of the third party payer. Private pay clients will be billed in accordance with the services they receive.

## ACCOUNTS PAYABLE

A payment voucher will be completed for all invoices and employee reimbursements. Employee reimbursements require signed and dated receipts. The voucher will designate from which account(s) the bill will be paid. The Director's signature is required prior to submission for payment. The vouchers will be submitted for processing to the Clerk's Office in accordance with the schedule issued by that office, currently the first and third Fridays of each month. All bills will be reviewed for accuracy/cash and budget authority and signature by the County Clerk and approved and signed by the County Attorney and the Board of County Commissioners prior to payment.

Copies of bills will be made and kept at the Harper County EMS Department for verification and auditing purposes. Originals of all bills are on file in the office of the County Clerk. Checks for payment of all bills will be issued from the County Clerk's office.

## GRANT REPORTING

The recording of funds received and the reporting of their subsequent dispersal shall be in accordance with the written guidelines of the Grantor. Copies of all grants shall be filed in the county clerk's office.

## PAYROLL

The Director of the Harper County EMS Department sends an Employee Status Form to the Board of County Commissioners for approval when:

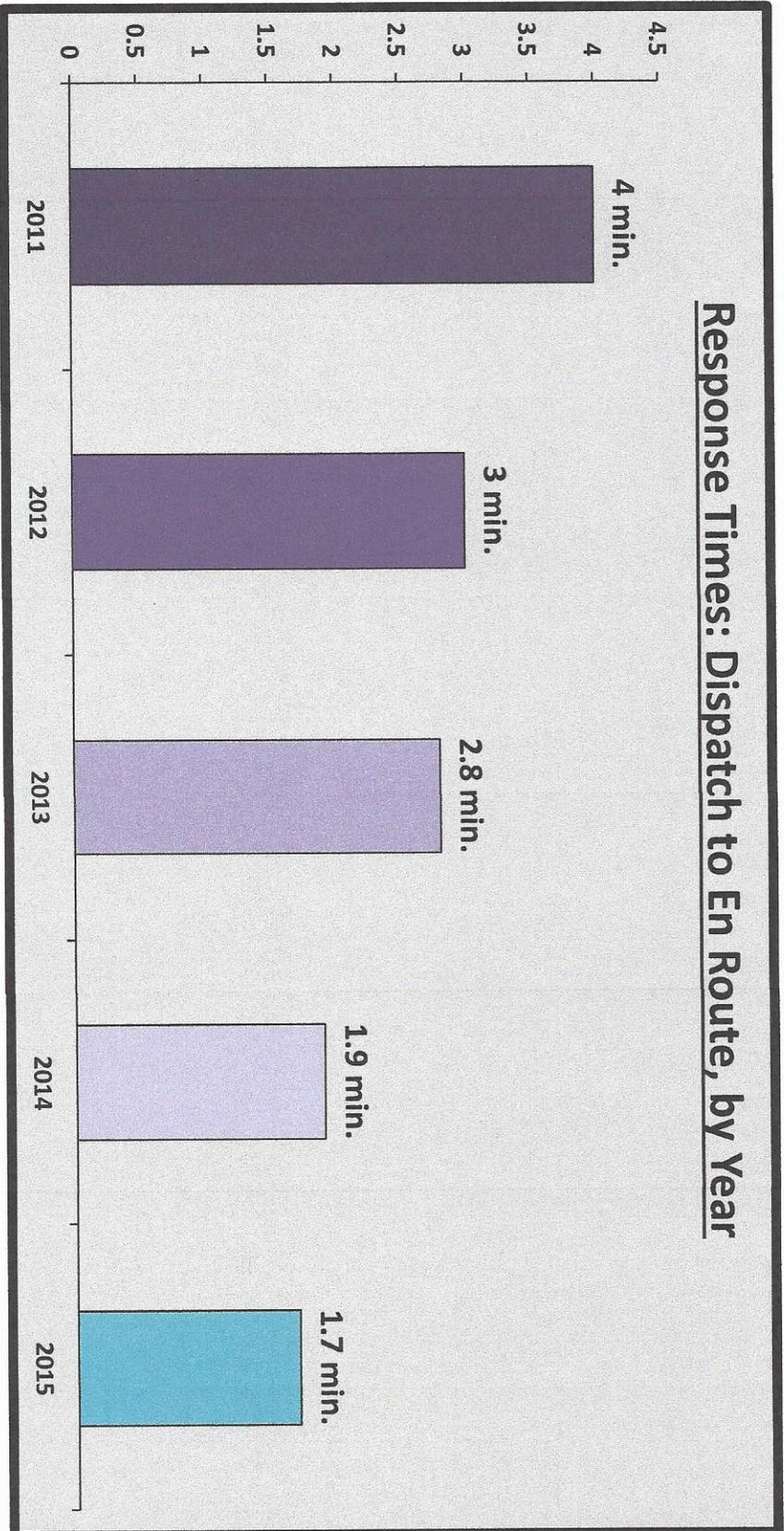
- A new employee is hired.
- There is a change in the employee's status or pay, other than when the regular cost of living adjustment occurs, or any approved pay increase by the Board of County Commissioners.

Once approved by the Board of Commissioners, the Employee Status Form is forwarded to the Human Resource Office for processing. New employees are to complete all required state and federal payroll forms. These records are maintained in the Human Resource Office.

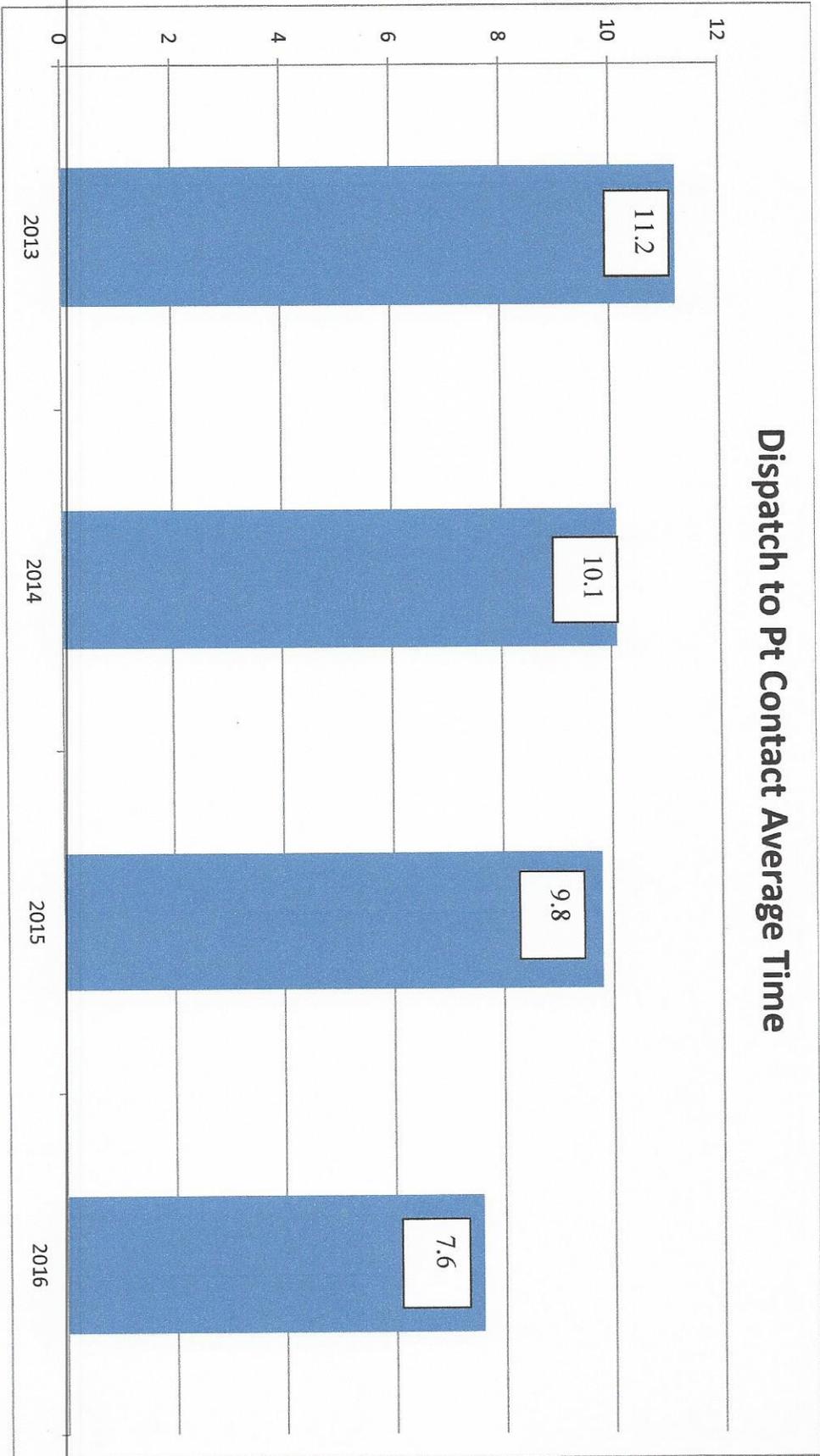
Time sheets are to be maintained by the employee. Completed, signed time sheets are due the Monday of the week preceding a payday. Paychecks will be direct deposited the following Monday. When a holiday falls on a Monday payday, the checks are routinely direct deposited on the following Tuesday.

Gross and net amounts of each payroll check will be recorded and kept by the County Clerk's office. This information will be available to the Department for grant writing and budgeting purposes.

### Response Times: Dispatch to En Route, by Year



### Dispatch to Pt Contact Average Time



## Tax info for EMS 2015

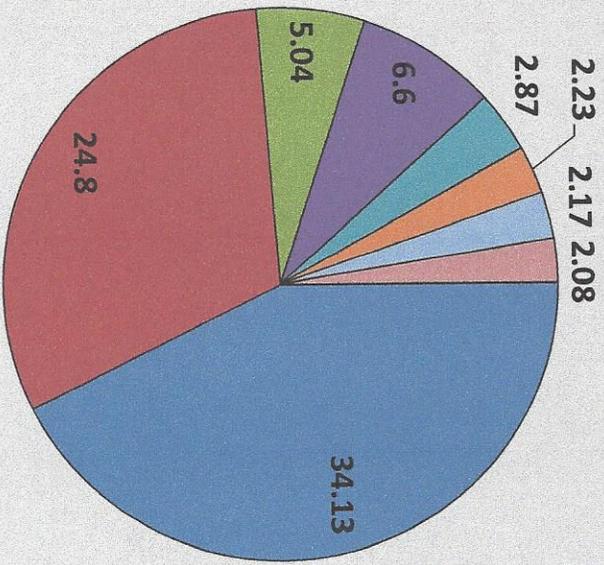
### 2015 Tax Values

<b>2015 Budget</b>	<b>\$813,055</b>
<b>2015 Employee Benefits</b>	<b>\$275,535</b>
<b>2015 EMS Revenue</b>	<b>\$391,026.77</b>
<b>Taxable Amount</b>	<b>\$697,563.23</b>
<b>Out of Pocket Taxes (6,917 Tax Statements for Landowners/Homeowners only. Does not include personal property, oil/gas, watercraft, etc)</b>	<b>\$100.85/Year \$8.40/Month</b>

### 2016 Tax Values (Estimated)

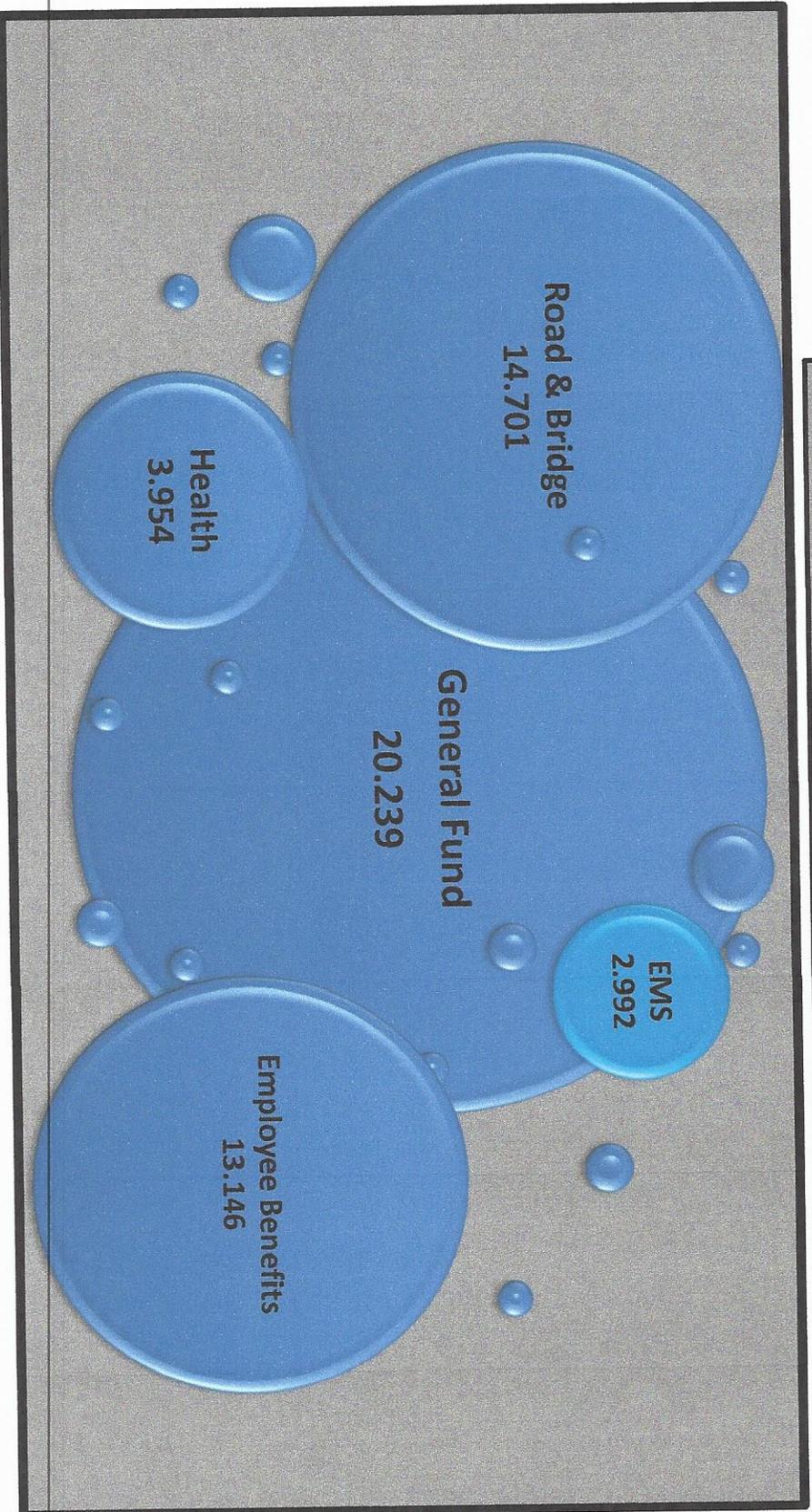
<b>2015 Budget</b>	<b>\$771,503</b>
<b>2015 Employee Benefits</b>	<b>\$273,698</b>
<b>2015 EMS Revenue</b>	<b>\$400,000</b>
<b>Taxable Amount</b>	<b>\$645,201</b>
<b>Out of Pocket Taxes (6,917 Tax Statements for Landowners/Homeowners only. Does not include personal property, oil/gas, watercraft, etc)</b>	<b>\$93.28/Year \$7.77/Month</b>

# Percent of Overall Budget 2015



- General
- R&B
- EMS
- Health
- Appraiser
- Weeds
- Benefits
- Aging

# 2015 Mills per Department



**HARPER COUNTY ROAD & BRIDGE**  
**Weekly County Commission Report**  
March 7-11, 2016

**KENT STONEBRAKER-EAST FOREMAN**

1. Excavator 635 removing x-pipe on Rd 751-B. Trucks 305 & 310 hauling shale to field entrance on Rd 670-23. Truck 217 to J&K Diesel for repairs. Bucket Truck 613 with Chipper 690 trimming trees along Rd 744-H. Dozer 627 ripping shale at Plumb Thicket Landfill. Graders patrolling.
2. Installed 5 floor boards at Bridge 755-AA. Dozer 627 ripping shale at Plumb Thicket Landfill. Worked on Grader's 256 & 255. Worked on barricades.
3. Mounted 2 new tires on the front of Grader 257. Work on barricades. Built rack to store 4x4 posts at Danville Shop. Trimmed trees on Rd 739-A. Reset stop sign on Rd 739-A, north end. Reset speed limit sign on Rd 662-22. Graders patrolling.
4. Installed new floor boards & hub rails at Bridge 755-AA. Replaced damaged running boards at Bridge 735-F. Graders patrolling.
5. Trucks 305, 310 & 606 hauling sand to Rd 684-25 & 741-B. Dozer 627 ripping shale at Plumb Thicket Landfill. Graders patrolling.

**JIM THOMPSON-SHOP FOREMAN**

1. #216 2006 Sterling Truck, repairs to engine. #632 CAT Excavator, sos motor. #154 CAT 120M Grader, sos motor.
2. #216 2006 Sterling Truck, installed engine, hookup etc.
3. #216 2006 Sterling Truck, finished hookup on engine & started.
4. #216 2006 Sterling Truck, replaced bad wiring harness & let engine run to check over & finished up repairs.
5. #216 2006 Sterling Truck, worked on rear wheel seal leak.

**LAWRENCE SMITH-WEST FOREMAN**

Cleaned blow sand out of ditch on Rd 686-3 & put on Rd's 713-O & P & 688-2. Graders patrolling, spreading shale & sand. Excavator 632 helping Bridge Crew rebuild west bulk head at Bridge 674-9 #2. Dozer 628 pushing up & stockpiling gravel at Jacobs Pit. Reset downed signs on Rd's 690-2, 664-12, 733-B & intersection of SW 80 Ave & SW 70 Rd.

**JEFF NULIK-BRIDGE FOREMAN**

1. Moved materials to Bridge 674-9 #2. Removed guardrails, hub rails & decking from west span at Bridge 674-9 #2.
2. Jump started Crane 401. Repaired/replaced low beam headlights on 681. Unmounted 734 Welder from 734 for repairs at Anderson Welding. Made shims for Grader 255 mold board extensions.
3. Moved Crane 401 to Bridge 674-9 #2.
4. Removed stringers & dug out abutment & wing walls at Bridge 674-9 #2. Put boom on crane.
5. Moved piling to Bridge 674-9 #2. Threaded cables & made repairs to boom on crane.

