

BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS

Amended Agenda 07-16-12

WEDNESDAY, JULY 18, 2012

4:00 p.m.

-Consider approval of the minutes of June 13 and June 27, 2012.

CONSENT AGENDA

- (1) (a) Consider approval of Commission Orders; and
- (b) Consider and Approve FY13 Final Community Corrections Budget Details & Summary with Signatory Approval (Deborah Ferguson);
- (c) Douglas County E-Community County request (Collin Bielser);
- (d) Consider approval for an increase of \$675 to Blackmore & Glunt, providing a new total cost of \$34,849, for a boiler at the United Way. (Jackie Waggoner)

REGULAR AGENDA

- (2) Consider partnering with Baldwin City on KDOT Corridor Management Project US-56 at Route 14 (High Street) intersection geometry improvement (Keith Browning)

- (3) Consider approval of a utility Relocation Agreement for US-56 improvements from Bullpup Drive west through E 1600 Road intersection near Baldwin City Project no. 56-23 KA-2294-01. (Keith Browning)

- (4) Other Business
 - (a) Consider approval of Accounts Payable (if necessary)
 - (b) Appointments
 - (c) Public Comment
 - (d) Miscellaneous

- (5) Adjourn

6:00 - 8:00 p.m. - KLWN is sponsoring a "Meet the Candidates" at Teller's Restaurant, 746 Massachusetts Street. Commissioners Thellman and Flory will be participating. No county business will be conducted.

WEDNESDAY, JULY 25, 2012

4 pm meeting cancelled; meet at 6:35 only

6:35 p.m.

-Discuss alternatives for non-preference tow policies (Jim Flory)

-Consider approval of resolution authorizing the offering for sale of General obligation Bonds, Series 2012-E of Douglas County, Kansas (Craig Weinaug)

WEDNESDAY, AUGUST 1, 2012 - 4:00 p.m. only

WEDNESDAY, AUGUST 8, 2012

6:35 p.m. only

-Public Hearing for the 2013 Budget

-Public Hearing for disposal of certain Douglas County property described as the east approximately 2.11 acres of Lot A, Block 7, Southridge Addition No. 3, an Addition to the City of Lawrence, Douglas County, Kansas. (This is part of the process to consider implementation of an agreement with Tenants to Homeowners (TTH) to provide senior housing option adjacent to United Way center.)(Craig Weinaug)

WEDNESDAY, AUGUST 15, 2012- Light Agenda

4:00 p.m.

Consider adopting a Resolution authorizing Douglas County, Kansas to issue its Taxable Industrial Revenue Bonds, Series 2012 (Berry Plastics Project) in the aggregate principal amount of not to exceed \$21,000,000 for the purposes of acquiring, constructing and equipping a manufacturing and warehouse facility; authorizing execution of a Trust Indenture by and between the County and The Bank of New York Mellon Trust Company, N.A., St. Louis, Missouri, as trustee; authorizing the County to lease such facility to AG&L Plastics, L.L.C.; authorizing the execution of a Bond Purchase Agreement with AG&L Plastics, L.L.C., as purchaser of the bonds; and authorizing certain other documents and actions in connection therewith.

WEDNESDAY AUGUST 22, 2012 – LIGHT

WEDNESDAY AUGUST 29, 2012

-Consider adoption of I-Codes

SEPTEMBER 12, 2012 – Tentatively Cancelled

***Note:** The Douglas County Commission meets regularly on Wednesdays at 4:00 P.M. for administrative items and 6:35 P.M. for public items at the Douglas County Courthouse. Specific regular meeting dates that are not listed above have not been cancelled unless specifically noted on this schedule.*

**FY 2012/FY 2013
BUDGET OVERVIEW
DOUGLAS COUNTY COMMUNITY CORRECTIONS**

TO: County Commission

FROM: Deborah L. Ferguson, Director *DLF*

SUBJECT: FY2013 Budget

DATE: July 10, 2012

Attached is our FY2013 revised budget for your review and signature. As you are aware, a large part of our funding is for personnel. For FY2013 we applied for \$598,201.95 and awarded \$478,349.00 by the Kansas Department of Corrections. If we receive no assistance from the County we will be forced to eliminate our surveillance program and an ISO I position. We plan to make all effort in seeking additional funding to supplement the deficit. We will continue to collect offender reimbursements and will apply for unexpended funds, if made available. During FY2012 we had a carryover budget (offender reimbursements) of \$35,533.03; however, once we close out FY2012 we anticipate the carryover budget will be depleted due to the FY2012 deficit.

Should we not receive enough funding to cover the shortfall we will be forced to eliminate our surveillance program and a full-time ISO position. The surveillance program assists our agency in many ways but primarily after business hours and on weekends. In addition, during the evening hours the surveillance officers assist our agency with the SCRAMx (electronic monitoring) program with many offenders being ordered by the Court. Surveillance officers monitor if offenders are complying with curfews, provide and obtain information from law enforcement regarding Community Corrections' offenders and assist with serving warrants. Eliminating the surveillance program will be detrimental to not only the Community Corrections agency but the community as a whole. The disadvantages of abolishing the program are but not limited to:

- Decrease in public safety;
- No after hours/weekend surveillance to monitor offenders that are on the surveillance program due to their classification, primarily high risk offenders;
- No monitoring of curfews;
- No assistance with serving probation violation warrants;
- No assistance with helping LPD, Eudora PD, Baldwin PD with probationer information after business hours;
- Although not on a consistent basis, no surveillance for Court Services offenders, especially juvenile offenders;
- No after hours assistance with the SCRAM (electronic monitoring) program;
- No assistance for offenders outside of normal business hours;
- No assistance to the Court for offenders that are on bond supervision by Community Corrections; and,
- Other unforeseen problems not listed above.

**FY 2012/FY 2013
BUDGET OVERVIEW
DOUGLAS COUNTY COMMUNITY CORRECTIONS**

Currently our agency has five ISOs devoted to full-time offender supervision. In addition, the ISO I devotes .75% to offender supervision and the Director 25% toward offender supervision. Each ISO, except the Director and ISO II, averages 35- 40 offenders at any given time. Since the Director and ISO II also provide administrative duties, caseloads are much lower; however, the ISO II averages 15 offenders. Our agency anticipates this number will increase due to the new DUI law and other assignments from the Court. An adult caseload should consist of no more than 25 offenders at any given time to allow for effective case management.

Should our agency lose a full-time ISO position this would result in approximately 35 - 40 offenders that will require redistribution to other ISOs, increasing caseload size. This does not include future DUI offenders being assigned to our program, referrals from the Court, and incoming courtesy cases. During FY 2012 our agency had 232 offenders referred to our program, exceeding the amount of offenders in FY2011, which we anticipated. In addition, other problems our agency would face by losing a full-time ISO are:

- Detriment to public safety;
- Administrative work will suffer;
- Increase in caseload size, which would create burnout;
- Not being able to facilitate cognitive skills classes with limited staff; and,
- Other unforeseen problems not listed above.

**FY 2013
REVISED BUDGET SUMMARY
Douglas County**

Please attach a Budget Narrative to this document

Current Allocation

You may delete the rows below if you do not have Residential

ADULT RESIDENTIAL SECTION		Cells auto fill-Verify amounts against Narrative
4A PERSONNEL CATEGORY		
Salary		0.00
Benefits		0.00
TOTAL PERSONNEL SECTION		0.00
RESIDENTIAL OPERATIONS SECTION		Cells auto fill-Verify amounts against Narrative
5A TRAVEL CATEGORY		0.00
5B TRAINING CATEGORY		0.00
5C COMMUNICATIONS CATEGORY		0.00
5D EQUIPMENT CATEGORY		0.00
5E SUPPLIES/COMMODITIES CATEGORY		0.00
5F FACILITY CATEGORY		0.00
5G CONTRACTUAL CATEGORY		0.00
TOTAL RESIDENTIAL OPERATIONS SECTION		0.00
CONTRACTS/CLIENT SERVICES SECTION		Cells auto fill-Verify amounts against Narrative
6A CONTRACTS/CLIENT SERVICES CATEGORY		
Drug Testing Supplies		0.00
Drug Testing Services		0.00
Substance Abuse Evaluations		0.00
Substance Abuse Treatment		0.00
Mental Health Evaluations		0.00
Mental Health Treatment		0.00
Sex Offender Evaluations		0.00
Sex Offender Treatment		0.00
Academic Education Services		0.00
Vocational Education Services		0.00
Transportation Assistance		0.00
Housing Assistance		0.00
Subsistence		0.00
Cognitive Skills		0.00
Client Incentives		0.00
Electronic Monitoring Services		0.00
Surveillance Services		0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
TOTAL CONTRACTS/CLIENT SERVICES CATEGORY		0.00
TOTAL CONTRACTS/CLIENT SERVICES SECTION		0.00
TOTAL ADULT RESIDENTIAL SECTION		0.00
Total below includes applicable agency operations		
TOTAL FY2012 BUDGET SUMMARY		478,349.00

FY 2013

REVISED NON-PERSONNEL BUDGET NARRATIVE

AGENCY NAME

Please attach a Budget Summary to this document

TOTAL NON-PERSONNEL
8,800.80
Current
Allocation

AGENCY OPERATIONS SECTION

2A	TRAVEL CATEGORY	Details	CC percent	Subtotal	
	Expenses for essential travel		300.00 100.00%	300.00	300.00
	K-Tag		100.80 100.00%	100.80	100.80
			0.00 100.00%	0.00	0.00
			0.00 100.00%	0.00	0.00
			0.00 100.00%	0.00	0.00
2A	TOTAL TRAVEL CATEGORY				400.80

Travel Category Comments: Due to budget constraints out of town travel will be limited to essentials, including four Community Corrections Director's meetings and any required KDOC out of town travel. In addition, K-Tag expenses for two vehicles. The county continues to pay for daily gas and maintenance expenses for regular operations.

2B	TRAINING	Details	CC percent	Subtotal	
	Work related training		400.00 100.00%	400.00	400.00
			0.00 100.00%	0.00	0.00
			0.00 100.00%	0.00	0.00
			0.00 100.00%	0.00	0.00
			0.00 100.00%	0.00	0.00
2B	TOTAL TRAINING CATEGORY				400.00

Training Category Comments: Due to budget constraints training will be limited to unforeseen mandated KDOC training and any agency wide training that will be beneficial to enhance ISOs skills in providing community based supervision and public safety. Staff are encouraged to attend any free training that is applicable to their position.

2C	COMMUNICATION	Details	CC percent	Subtotal	
	Cell phone expense		1,500.00 100.00%	1,500.00	1,500.00
	Portable Radio		3,500.00 100.00%	3,500.00	3,500.00
			0.00 100.00%	0.00	0.00
			0.00 100.00%	0.00	0.00
			0.00 100.00%	0.00	0.00
2C	TOTAL COMMUNICATION CATEGORY				5,000.00

Communication Category Comments: We were notified that Douglas County Emergency Management will be upgrading the county-wide radio system. We have four radios, two vehicle and two portable. All radios are extremely essential for safety reasons while completing field work. The radios will cost approximately \$14,000. Budget includes at least purchase of one portable.

2D	TOTAL EQUIPMENT	Details	CC percent	Subtotal	
			0.00 100.00%	0.00	0.00
			0.00 100.00%	0.00	0.00
			0.00 100.00%	0.00	0.00
			0.00 100.00%	0.00	0.00
			0.00 100.00%	0.00	0.00
2D	TOTAL EQUIPMENT CATEGORY				0.00

**FY 2013
REVISED NON-PERSONNEL BUDGET NARRATIVE
AGENCY NAME**

Please attach a Budget Summary to this document

TOTAL NON-PERSONNEL
8,800.80
Current
Allocation

Equipment Category Comments:

2E	SUPPLIES/COMMODITIES	Details	CC percent	Subtotal		
	Necessary supplies		1,000.00	100.00%	1,000.00	1,000.00
			0.00	100.00%	0.00	0.00
			0.00	100.00%	0.00	0.00
			0.00	100.00%	0.00	0.00
			0.00	100.00%	0.00	0.00
2E	TOTAL SUPPLIES/COMMODITIES CATEGORY					1,000.00

Supplies/Commodities Comments: Expense for necessary office supplies throughout the fiscal year.

2F	FACILITY	Details	CC percent	Subtotal		
			0.00	100.00%	0.00	0.00
			0.00	100.00%	0.00	0.00
			0.00	100.00%	0.00	0.00
			0.00	100.00%	0.00	0.00
			0.00	100.00%	0.00	0.00
2F	TOTAL FACILITY CATEGORY					0.00

Facility Category Comments:

2G	CONTRACTUAL	Details	CC percent	Subtotal		
			0.00	100.00%	0.00	0.00
			0.00	100.00%	0.00	0.00
			0.00	100.00%	0.00	0.00
			0.00	100.00%	0.00	0.00
			0.00	100.00%	0.00	0.00
2G	TOTAL CONTRACTUAL CATEGORY					0.00

Contractual Category Comments:

TOTAL AGENCY OPERATIONS SECTION						6,800.80
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FY 2013

REVISED PERSONNEL BUDGET NARRATIVE

AGENCY NAME

Please attach a Budget Summary to this document

TOTAL PERSONNEL

469,548.20

Current

Allocation

PERSONNEL SECTION

1A ADMIN PERSONNEL

Name	FTE	New Staff	Salary Detail	Salary	CC percent	Subtotal		
Deborah Ferguson	75%		75% Administration	42,307.20	100.00%	42,307.20		42,307.20
Steve Willis	25%		25% Administration	11,060.40	100.00%	11,060.40		11,060.40
Dee Jerome	100%		100% Administration	32,988.80	100.00%	32,988.80		32,988.80
TOTAL SALARY								86,356.40
Name			Benefits Detail	Salary etc.	CC percent	Subtotal	Name Total	
Deborah Ferguson				42,307.20			21,836.60	21,836.60
			FICA Social Security	42,307.20	6.20%	2,623.05		
			FICA Medicare	42,307.20	1.45%	613.45		
			KPERS (Retirement Benefits)	42,307.20	8.94%	3,782.26		
			State Unemployment	42,307.20	0.58%	245.38		
			State Workman's Comp	42,307.20	4.63%	1,958.82		
			Health Insurance	16,018.19	75.00%	12,013.64		
			Life Insurance	0.00	100.00%	0.00		
			Longevity (\$40 per year)	800.00	75.00%	600.00		
			(Please Specify)	0.00	100.00%	0.00		
Steve Willis				11,060.40			4,040.63	4,040.63
			FICA Social Security	11,060.40	6.20%	685.74		
			FICA Medicare	11,060.40	1.45%	160.38		
			KPERS (Retirement Benefits)	11,060.40	8.94%	988.80		
			State Unemployment	11,060.40	0.58%	64.15		
			State Workman's Comp	11,060.40	4.63%	512.10		
			Health Insurance	6,517.84	25.00%	1,629.46		
			Life Insurance	0.00	100.00%	0.00		
			Longevity (\$40 per year)	0.00	100.00%	0.00		
			(Please Specify)	0.00	100.00%	0.00		
Dee Jerome				32,988.80			17,897.06	17,897.06
			FICA Social Security	32,988.80	6.20%	2,045.31		
			FICA Medicare	32,988.80	1.45%	478.34		
			KPERS (Retirement Benefits)	32,988.80	8.94%	2,949.20		
			State Unemployment	32,988.80	0.58%	191.34		

			State Workman's Comp	32,988.80	0.31%	102.27			
			Health Insurance	11,130.60	100.00%	11,130.60			
			Life Insurance	0.00	100.00%	0.00			
			Longevity (\$40 per year)	1,000.00	100.00%	1,000.00			
			(Please Specify)	0.00	100.00%	0.00			
			TOTAL BENEFITS						43,774.29
1A			TOTAL ADMIN PERSONNEL						130,130.69

Personnel Category Comments: Director - 75% Admin & 25% AISP; ISO II - 25% Admin & 75% AISP; Secretary - 100% Admin. Longevity for both the Director (\$40 x 20) & Secretary (\$40 x 25). ISO II is not eligible.

1B AISP PERSONNEL

Name	FTE	New Staff	Salary Detail	Salary	CC percent	Subtotal		
Deborah Ferguson	25%		Director 25% AISP	14,102.40	100.00%	14,102.40		14,102.40
Steve Willis	75%		ISO II 75% AISP	33,181.20	100.00%	33,181.20		33,181.20
Barry Urbanek	100%		ISO I	46,384.00	100.00%	46,384.00		46,384.00
Clint Olson	100%	Yes	ISO I	0.00	100.00%	0.00		0.00
Claudia Fisher	100%		ISO I	43,139.20	100.00%	43,139.20		43,139.20
John Swinford	100%		ISO I	43,139.20	100.00%	43,139.20		43,139.20
Wendy Hugeback	100%		ISO I	43,139.20	100.00%	43,139.20		43,139.20
John Carlson	45%		Part-time Surveillance	0.00	100.00%	0.00		0.00
Jim White	45%		Part-time Surveillance	16,389.36	100.00%	16,389.36		16,389.36
TOTAL SALARY						239,474.56		
Name			Benefits Detail	Salary etc	CC percent	Subtotal	Name Total	
Deborah Ferguson				14,102.40			7,278.86	7,278.86
			FICA Social Security	14,102.40	6.20%	874.35		
			FICA Medicare	14,102.40	1.45%	204.48		
			KPERS (Retirement Benefits)	14,102.40	8.94%	1,260.75		
			State Unemployment	14,102.40	0.58%	81.79		
			State Workman's Comp	14,102.40	4.63%	652.94		
			Health Insurance	16,018.19	25.00%	4,004.55		
			Life Insurance	0.00	100.00%	0.00		
			Longevity (\$40 per year)	800.00	25.00%	200.00		
			(Please Specify)	0.00	100.00%	0.00		
Steve Willis				33,181.20			12,121.88	12,121.88
			FICA Social Security	33,181.20	6.20%	2,057.23		
			FICA Medicare	33,181.20	1.45%	481.13		
			KPERS (Retirement Benefits)	33,181.20	8.94%	2,966.40		
			State Unemployment	33,181.20	0.58%	192.45		
			State Workman's Comp	33,181.20	4.63%	1,536.29		
			Health Insurance	6,517.84	75.00%	4,888.38		
			Life Insurance	0.00	100.00%	0.00		
			Longevity (\$40 per year)	0.00	100.00%	0.00		
			(Please Specify)	0.00	100.00%	0.00		
Barry Urbanek				46,384.00			17,629.56	17,629.56
			FICA Social Security	46,384.00	6.20%	2,875.81		
			FICA Medicare	46,384.00	1.45%	672.57		

		KPERS (Retirement Benefits)	46,384.00	8.94%	4,146.73		
		State Unemployment	46,384.00	0.58%	269.03		
		State Workman's Comp	46,384.00	4.63%	2,147.58		
		Health Insurance	6,517.84	100.00%	6,517.84		
		Life Insurance	0.00	100.00%	0.00		
		Longevity (\$40 per year)	1,000.00	100.00%	1,000.00		
		(Please Specify)	0.00	100.00%	0.00		
Clint Olson (New ISO I)			0.00			0.00	0.00
		FICA Social Security	0.00	6.20%	0.00		
		FICA Medicare	0.00	1.45%	0.00		
		KPERS (Retirement Benefits)	0.00	8.94%	0.00		
		State Unemployment	0.00	0.58%	0.00		
		State Workman's Comp	0.00	4.63%	0.00		
		Health Insurance	0.00	100.00%	0.00		
		Life Insurance	0.00	100.00%	0.00		
		Longevity (\$40 per year)	0.00	100.00%	0.00		
		(Please Specify)	0.00	100.00%	0.00		
Claudia Fisher			43,139.20			25,034.11	25,034.11
		FICA Social Security	43,139.20	6.20%	2,674.63		
		FICA Medicare	43,139.20	1.45%	625.52		
		KPERS (Retirement Benefits)	43,139.20	8.94%	3,856.64		
		State Unemployment	43,139.20	0.58%	250.21		
		State Workman's Comp	43,139.20	4.63%	1,997.34		
		Health Insurance	15,629.77	100.00%	15,629.77		
		Life Insurance	0.00	100.00%	0.00		
		Longevity (\$40 per year)	0.00	100.00%	0.00		
John Swinford			43,139.20			25,846.52	25,846.52
		FICA Social Security	43,139.20	6.20%	2,674.63		
		FICA Medicare	43,139.20	1.45%	625.52		
		KPERS (Retirement Benefits)	43,139.20	8.94%	3,856.64		
		State Unemployment	43,139.20	0.58%	250.21		
		State Workman's Comp	43,139.20	4.63%	1,997.34		
		Health Insurance	6,517.84	100.00%	6,517.84		
		Life Insurance	0.00	100.00%	0.00		
		Longevity (\$40 per year)	0.00	100.00%	0.00		
Wendy Hugeback			43,139.20			9,924.34	9,924.34
		FICA Social Security	43,139.20	6.20%	2,674.63		
		FICA Medicare	43,139.20	1.45%	625.52		
		KPERS (Retirement Benefits)	43,139.20	8.94%	3,856.64		
		State Unemployment	43,139.20	0.58%	250.21		
		State Workman's Comp	43,139.20	4.63%	1,997.34		
		Health Insurance	0.00	100.00%	0.00		
		Life Insurance	0.00	100.00%	0.00		
		Longevity (\$40 per year)	520.00	100.00%	520.00		

John Carlson			0.00			0.00	0.00	
		FICA Social Security	0.00	6.20%	0.00			
		FICA Medicare	0.00	1.45%	0.00			
		KPERS (Retirement Benefits)	0.00	0.00%	0.00			
		State Unemployment	0.00	0.58%	0.00			
		State Workman's Comp	0.00	4.63%	0.00			
		Health Insurance	0.00	100.00%	0.00			
		Life Insurance	0.00	100.00%	0.00			
		Longevity	0.00	100.00%	0.00			
		(Please Specify)	0.00	100.00%	0.00			
Jim White			16,389.36			2,107.68	2,107.68	
		FICA Social Security	16,389.36	6.20%	1,016.14			
		FICA Medicare	16,389.36	1.45%	237.65			
		KPERS (Retirement Benefits)	16,389.36	0.00%	0.00			
		State Unemployment	16,389.36	0.58%	95.06			
		State Workman's Comp	16,389.36	4.63%	758.83			
		Health Insurance	0.00	100.00%	0.00			
		Life Insurance	0.00	100.00%	0.00			
		Longevity	0.00	100.00%	0.00			
		(Please Specify)	0.00	100.00%	0.00			
TOTAL BENEFITS							99,942.95	
1B TOTAL AISP PERSONNEL						339,417.51		
Personnel Category Comments: Craig Harley Eddis is no longer employed with our agency but was listed in our FY13 original grant/budget application. Clint Olson is our new ISO I; however, in order to employ him part-time or full-time, will require additional funding. In addition, we will be forced to eliminate one surveillance position. This not only will increase overworked staff but jeopardize public safety. Longevity of \$40 per year applies to Debbie (\$40x20); Barry (\$40x25); and, Wendy (\$40x13). Health insurance takes into account increases but does not apply to John Carlson/Jim White as they are part-time and do not qualify for insurance/KPERS.								
TOTAL PERSONNEL SECTION							469,548.20	

Memorandum

To: Douglas County Commissioners

From: Douglas County E-Community Leadership Team

Date: July 12, 2012

RE: Request for funding from the Douglas County Revolving Loan Fund

Background:

In February of 2011, Douglas County Commissioners approved an economic development policy structuring the annual distribution of \$350,000 in economic development funds. According to that policy, \$30,000 was reserved for the creation of the County's first ever revolving loan fund.

Following the appropriation of funds creating the Douglas County revolving loan fund, the three smaller communities of Douglas County, Baldwin City, Eudora, and Lecompton, formed a consortium and applied to be part of the Network Kansas' Entrepreneurship Community program.

The Entrepreneurship Community program, also known as E-Communities, was established as part of the Kansas Economic Growth Act of 2004 and "allows a town, a cluster of towns, or an entire county the ability to raise seed money for local entrepreneurs through local donations. In return, donors to the E-Community program receive a 75% state income tax credit for their donation, and are also eligible to receive a federal and state tax deduction. Started in 2007, the E-Community program has grown to over thirty E-Community partnerships across the State of Kansas. During its first four years of operation, more than \$4.7 million has been raised by these E-Communities which is estimated to have generated more than \$33 million of investment in rural businesses across Kansas.

In October of 2011 Douglas County was successfully awarded designation as an E-Community and in its first year was able to generate a revolving loan fund of nearly \$60,000 through the allocation of these state tax credits. The Douglas County E-Community program is governed by the Leadership Team, which consists of two individuals, one entrepreneur and one elected official from Baldwin City, Eudora, and Lecompton. In addition to these 6 individuals, a Douglas County Commissioner also serves on the Leadership Team. At the October 5, 2011, County Commission meeting, Commissioner Thellman was appointed to serve on the Leadership Team, and at this same meeting Commissioners approved utilizing the \$30,000 set aside for the County revolving loan fund toward the Douglas County E-Community program.

Baldwin City RV Park:

One of the first projects to move through the Douglas County E-Community program was the development of a Baldwin City RV Park. By State Statute, E-Community money can only be used for gap financing. Gap financing is the amount of funding needed when all other conventional lending sources have been exhausted. Furthermore, according to Kansas State Statute, only 60% of the gap funding can be provided by the local E-Community program. The remaining 40% of funding must come from some other public fund, such as the Douglas County revolving loan fund.

According to the application, the cost of developing the RV Park is estimated to be nearly \$150,000. In order to finance this project, multiple partners would need to be involved. 65% of the project is being

Douglas County E-Community

financed through a private bank loan as well as the applicant's own down payment. The remaining 35% of the project would be financed from a variety of entities such as the Douglas County E-Community program, the Douglas County revolving loan fund, a loan from the City of Baldwin City, as well as a grant from the Baldwin City Economic Development Corporation.

Because the Baldwin City RV Park business is being developed by Douglas County E-Community Leadership and Financial Review Team member, Peach Madl, the Douglas County E-Community chose to exercise the Network Kansas' Conflict of Interest Policy which removes the decision for funding from the local committee and instead asks Network Kansas' State Review Board to act on behalf of the application. In late May 2012, the State Review Board approved Ms. Madl's Douglas County E-Community application for the requested E-Community loan of \$25,000, which is the maximum E-Community loan allowed under the current Douglas County E-Community policy.

To date, approximately 85% of the funding needed to see this project a reality has been committed. This includes the applicant's own down payment, private financing, a \$25,000 loan from Douglas County E-Community, and a \$5,000 grant from the Baldwin City Economic Development Corporation. The remaining 15% or \$20,000 needed would be a shared cost between Douglas County and the City of Baldwin City.

Douglas County Involvement:

The Douglas County E-Community Leadership Team is requesting the Douglas County Commissioners allocate \$10,000 of the \$30,000 revolving loan fund monies, toward the Baldwin City RV Park. The Douglas County loan would be fixed at 4.25% for 20 years and would be administered on behalf of the Douglas County E-Community. All E-Community loans are collateralized, and because of this Douglas County would be placed in the third position along with the City of Baldwin City.

Requested Action:

The Douglas County E-Community Leadership Team asks the Douglas County Commission to approve the allocation of \$10,000 toward the development of the Baldwin City RV Park. This \$10,000 would be allocated as a low-interest rate loan, to be fixed at 4.25% for 20 years, and would be administered by the Douglas County E-Community program on behalf of Douglas County.



DOUGLAS COUNTY ADMINISTRATIVE SERVICES

Division of Purchasing

1100 Massachusetts Street
Lawrence, KS 66044-3064
(785) 832-5286 Fax (785) 838-2480
www.douglas-county.com

MEMO TO: The Board of County Commissioners
Craig Weinaug, County Administrator

FROM: Jackie Waggoner, Purchasing Director
Division of Purchasing

SUBJECT: New Boiler for the United Way Building

DATE: July 16, 2012

On June 20, 2012 the Board of County Commissioners approved the purchase of an Aerco boiler from Blackmore & Glunt in the amount of \$34,174.

We have recently been contacted that this amount was reflective of their 2011 cost. The manufacture had a \$675 increase in 2012. Both of the costs were provided to us but I inadvertently asked for approval on the 2011 cost. The additional funds are available in United Way's capital improvement budget.

SUGGESTED MOTION: The Board of County Commissioners approves an increase of \$675 to Blackmore & Glunt, providing a new total cost of \$34,849, for a boiler at the United Way.

MEMORANDUM

To : Board of County Commissioners

From : Keith A. Browning, P.E., Director of Public Works/County Engineer

Date : July 11, 2012

Re : Consider partnering with Baldwin City on KDOT Corridor Management project US-56 at Route 14 (High Street) intersection geometry improvements

Baldwin City has applied for, and been awarded, a Corridor Management construction project to improve the intersection geometry of US-56 highway at Route 14 (N 250 Road; High Street) on the east side of Baldwin City. Baldwin City requests Douglas County participation in this project. The south side of the intersection is within the city limits. The north side of the intersection is unincorporated area.

Under the Corridor Management construction program, KDOT would pay for all construction costs. Local entities would be responsible for engineering, right-of-way acquisition, and utility relocation costs. Baldwin City estimates local costs to be approximately \$200,000. I agree with their estimate.

The proposed improvements would realign the intersection so that Route 14 intersects US-56 at a right angle, and would add auxiliary turn lanes on both US-56 highway and Route 14. The project also provides a new road segment on the north side of US-56 that will eventually allow for a city street extension, and realigns N 250 Road on the north/east side of the intersection. The proposed improvements would improve safety and are consistent with the US-56 Corridor Management Plan. A schematic drawing of the improved geometry is attached.

We are currently partnering with Baldwin City on two other Corridor Management construction projects: (1) US-56 at E 1600 Road, and (2) improvements at US-56/Route 1055 (6th Street) intersection, which is part of larger project to reconstruct Route 1055 (6th Street) from US-56 to Route 12. In the first project, we agreed to share the local costs 60% Douglas County/40% Baldwin City. In the second project, we are sharing local costs 50/50.

It seems reasonable for Douglas County to fund 40% of the local costs for the US-56/Route 14 intersection improvements. Assuming the estimate of local costs is accurate, the county's cost responsibility would be approximately \$80,000. These costs are not included in the current CIP, but could be fit in to the CIP if desired by the BOCC.

Action Required: Consider sharing local costs for a Corridor Management project to improve the intersection geometry at US-56 highway/Route 14 (N 250 Rd.; High Street) in Baldwin City.



US 56 AND HIGH STREET INTERSECTION

BALDWIN CITY, KANSAS

CONCEPT LAYOUT



Project No. 11-1242L
Date: Sept. 27, 2011
Revised: N/A

SHEET NO.

MEMORANDUM

To : Board of County Commissioners

From : Keith A. Browning, P.E., Director of Public Works/County Engineer

Date : July 12, 2012

Re : Consider Utility Relocation Agreement for US-56 improvements
Bullpup Drive west through E 1600 Road intersection near Baldwin City
Project No. 56-23 KA-2294-01

Construction for the referenced project requires relocation of existing Rural Water District No. 4 (RWD4) waterlines. You will recall the profile of US-56 highway will be lowered through the project area to provide additional sight distance, and the highway will be widened to allow for a westbound left turn lane. RWD4 has provided the attached cost estimate for relocating their facilities. Please note the estimate does not include any costs required for waterline easements.

The estimated cost of \$55,648 is significantly higher than we anticipated in our previous project cost estimates. Given the higher than anticipated utility relocation costs, we currently estimate Douglas County's total project cost at approximately \$109,000, and Baldwin City's total project cost at approximately \$73,000. You will recall Douglas County and Baldwin City are sharing local costs 60/40, and KDOT is paying 100% of construction and construction engineering costs. The current Douglas County CIP allocates \$87,000 for this project.

Attached is a draft 3-party (Douglas County, KDOT, RWD4) utility relocation agreement recently prepared by the county counselor. As of this writing, KDOT has not even seen the agreement, and they may require revisions to the agreement form, however we do not anticipate their having any problems with the terms of the agreement.

If, at the time of the BOCC meeting, KDOT has reviewed and approved the agreement, we will request the BOCC also approve the agreement. If KDOT has not approved the agreement at the time of the BOCC meeting, we will request the BOCC approve the terms as outlined in the attached draft agreement. RWD4 wants assurances that Douglas County is prepared to pay the costs of relocating the waterline before they proceed with final plans and bidding.

Action Required: Review and approve the terms of the attached utility relocation agreement concerning the relocation of Rural Water District No. 4 waterlines in conjunction with Project No. 56-23 KA-2294-01, improvements to US-56 highway from Bullpup Drive west through the E 1600 Road intersection near Baldwin City.

PRELIMINARY OPINION OF PROBABLE PROJECT COST

Douglas County Rural Water District No. 4

Like Kind 4", 3" & 2" Water Main Relocations

KDOT Project No. 56-23 KA-2294-01

Highway 56 & E 1600 Road

21-May-12 Rev 6-July-12

No.	Description	Quantity/Unit	Price/Unit	Total
1	4" RJ PVC Pipe	250 LF @	15.00 /LF	3,750.00
2	4" DIP	65 LF @	30.00 /LF	1,950.00
3	3" DIP	25 LF @	25.00 /LF	625.00
4	2" PVC Pipe	- LF @	8.00 /LF	0.00
5	8" Steel Casing Pipe - Bored Install.	130 LF @	80.00 /LF	10,400.00
6	4" GV	1 EA @	600.00 /EA	600.00
7	3" GV	1 EA @	550.00 /EA	550.00
8	2" GV	- EA @	500.00 /EA	0.00
9	2" Flushing Assembly	- EA @	1,000.00 /EA	0.00
10	Sevice Reconnection	1 LS @	750.00 /LS	750.00
11	Fittings	545 LBS @	5.00 /LB	2,725.00
12	4" Straddle Block	3 EA @	750.00 /EA	2,250.00
13	3" Straddle Block	1 EA @	500.00 /EA	500.00
14	Connection 4" Main - North	1 EA @	3,000.00 /EA	3,000.00
15	Connection 3" Main - West	1 EA @	3,000.00 /EA	3,000.00
16	Seeding	220 LF @	2.00 /LF	440.00
Total Probable Construction Cost				\$ 30,540.00
Construction Contingency (20%)				6,108.00
Subtotal				\$ 36,648.00
Engineering				\$ 10,500.00
Construction Staking				1,000.00
Inspection				7,500.00
Easements				TBD
Subtotal				\$ 19,000.00
Total				\$ 55,648.00

UTILITY RELOCATION AGREEMENT

THIS THREE PARTY AGREEMENT is entered into this _____ day of _____, 2012, by and between Rural Water District No. 4, Douglas County, Kansas (the "Water District"), Michael S. King, Secretary of Transportation, Kansas Department of Transportation (KDOT) (the "Secretary"), and Douglas County, Kansas, by and through the Board of County Commissioners of Douglas County, Kansas (the "County").

WHEREAS, the Secretary has authorized a road improvement project (the "Project") to improve U.S. Highway in Douglas County, Kansas, generally consisting of the following:

Construct a 3-lane section on U.S. Highway 56 from Bullpup Drive west through E 1600 Road, including construction of a westbound left turn lane and lowering the road profile to improve intersection sight distance.

WHEREAS, the Secretary and the County have or will enter into an agreement to allocate responsibilities and costs of the Project between them, and such agreement does or will obligate the County to pay for right-of-way acquisition and utility relocation costs associated with the Project.

WHEREAS, construction of the Project will affect certain water pipelines that the Water District currently owns and maintains within a private easement.

WHEREAS, the Secretary and the County have requested the Water District to relocate its water lines where necessary for the Project ("Old Lines") at the County's expense for like kind replacement.

WHEREAS, the Water District intends to replace the Old Lines with new water lines ("New Lines") a portion of which will be located inside the KDOT right-of-way.

WHEREAS, the parties have agreed to share the costs of the New Lines as set forth in this Agreement.

NOW, THEREFORE, BE IT AGREED:

1. The Water District shall relocate the Old Lines as determined necessary to accommodate the Project by its engineers based on review of the Project drawings prepared for the County and Secretary and provided to the Water District. The Water District shall relocate the Old Lines in accordance with the plans and specifications developed by the Water District and approved by the County and Secretary.

2. The County agrees to reimburse the Water District 100% of the actual costs to construct the New Lines for like kind replacement.

3. The County acknowledges and agree that the Estimated County Share based on the above Cost Share Ratio of 100% is \$55,648, based upon the Water District Engineer's Estimate of Probable Cost for the Water District dated July 6, 2012, including any engineering and administrative costs, but not including any costs for acquisition of easements.

4. The Water District agrees to and shall be responsible for all costs and expenses incurred in connection with the New Line not reimbursable by the County under this Agreement, including upsizing any replacement main or replacing any additional main not caused or may necessary by the Project. The County shall not be obligated to reimburse the Water District for any costs for Water District employee labor costs (other than those directly attributable to construction inspection/observation), operating overhead cost, interest, or costs of debt service. The County shall reimburse the Water District for the costs incurred by the Water District under paragraphs 2. and 3. above not later than 45 days following submittal by the Water District to the County of a written accounting/invoice for actual costs incurred by the Water District for the relocation project.

5. Upon execution of this Agreement the Water District shall commence work as soon as reasonably possible. The Water District agrees to make all reasonable efforts to take its Old Lines, where relocated under this Agreement, out of service by December 31, 2012.

6. The Water District agrees to submit to the County and the Secretary detailed plans, specifications and proposed easement locations for the New Line and shall obtain a no-fee Utility Permit and shall notify the County and Secretary prior to the installation of the New Line.

7. The Water District shall account to the County for all of its costs, including engineering, in constructing and connecting the relocated and replaced water mains and appurtenances that are being relocated as part of this Agreement. The County and any authorized agent of the County shall have access at all reasonable times to Water District records relating the amounts the County is requested to reimburse the Water District pursuant to this Agreement. If at any time Water District determines that the actual relocation project costs to be reimbursed by the County are more than 10% greater than the cost estimated to the County, or the scope of the work significantly changes, the Water District will notify the County of the difference as soon as such increase in actual costs or change in scope is identified.

8. The County and/or the Secretary may, in the future, request the Water District to relocate the New Lines to an area that will not conflict with any future road improvements to be constructed by the County and/or the Secretary. In such event the parties acknowledge that K.S.A. 68-415 shall apply with respect to that portion of the New Lines within KDOT right of way or relocated in connection with U.S. Highway 56.

9. The Water District will not unreasonably interfere with any existing facilities, either above or below ground, in the County or KDOT road right-of-way.

10. Except as provided in the Section immediately following this Section, this Agreement may not be assigned or transferred by any party without the written consent of the others.

11. In the event of any occurrence rendering the County, the Secretary, or the Water District incapable of performing under this Agreement, any successor of the County, the Secretary, or the District, whether the result of legal process, assignment, or otherwise, will succeed to the rights and obligations of the County, the Secretary, and the District, respectively, hereunder.

12. In the event any provision of this Agreement is determined to be illegal, invalid or unenforceable by any court of competent jurisdiction, such holding will not invalidate, render unenforceable or otherwise affect any other provision hereof.

13. No provision of this Agreement may be modified, altered or amended by the individual action of each party. All such modifications, alterations or amendments must be agreed to in writing by all parties.

14. The "Special Attachment No. 1" attached hereto, pertaining to the implementation of the Civil Rights Act of 1964, is hereby made a part of this Agreement.

15. The provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 1-01) which is attached hereto, are hereby incorporated into this Agreement and made a part thereof.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement on this _____ day of _____, 2012.

SECRETARY OF TRANSPORTATION:

I, Jerome T. Younger, P.E., Deputy Secretary for Engineering and State Transportation Engineer, pursuant to the authority delegated to me by the Secretary of the Kansas Department of Transportation under K.S.A. 75-5005, hereby certify that I have authority to act on behalf of the Secretary of Transportation when the Secretary is absent or unavailable, and further certify I have signed the above foregoing document in accordance with that authority.

Kansas Department of Transportation
Michael S. King, Secretary of Transportation

By: _____
Jerome T. Younger, P.E.
Deputy Secretary for Engineering and
State Transportation Engineer

Date: _____

**RURAL WATER DISTRICT NO. 4,
DOUGLAS COUNTY, KANSAS:**

By: _____

Printed Name: _____

Title: _____

Date: _____

**BOARD OF COUNTY COMMISSIONERS OF
DOUGLAS COUNTY, KANSAS:**

By: _____
Mike Gaughan, Chair

Date: _____

ATTEST:

By: _____
Jameson D. Shew, Douglas County Clerk