

BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS

WEDNESDAY, JUNE 1, 2016

4:00 p.m.

-["Proclamation for "Relay for Life"](#) (Amanda Davis)

-Consider approval of minutes for February 10, March 23, March 30, April 20, April 26, and April 27, 2016.

CONSENT AGENDA

- (1) (a) Consider approval of Commission Orders;
(b) [Consider Agenda authorization to solicit construction bids for KDOT Project No. 23 C-4731-01 \(DGCO Project No. 2015-67\), the replacement of Bridge No. 09.58N-09.00E \(Keith Browning\);](#)
(c) [Consent Agenda Acceptance of Low Bid for Supply of Highway De-Icing Salt \(Keith Browning\);](#)
(d) [Consider approval of acquisition of rights of way for bridge No. 9.58N-9.00E \(Michael Kelley\);](#)
(e) [Consider approval of acquisition of rights of way for bridge No. 2.07N-10.00E \(Michael Kelley\); and](#)
(f) [Consider Accessing the NJPA Contract to Purchase a New Bulldozer for Public Works. \(Jackie Waggoner/Doug Stephens\).](#)

REGULAR AGENDA

- (2) [Receive an update on the 2016 pilot project for countywide recycling. Authorize the County Administrator to purchase recycling collection bins in 2016 to meet countywide recycling demand \(approx. \\$14,000\), and budget \\$36,600 for program operating costs in 2017. \(Eileen Horn\)](#)
- (3) [Discuss and consider approval of Renovations of the Douglas County Courtrooms.\(Jackie Waggoner, Linda Koester-Vogelsang, Dave Sparkes\)](#)
- (4) [Update of rules and regulations for fairgrounds rentals to permit the use of alcohol \(Jill deVries Jolicoeur\)](#)
- (5)(a) Consider approval of Accounts Payable (if necessary)
(b) Appointments
-**Board of Construction Codes Appeals (1) position 12/15**
-**Community Corrections Board (2) positions 01/16 and 05/16**
-**Consolidation of Fire Districts 3 and 5 Board**
(c) Public Comment
(d) Miscellaneous
- (6) Adjourn

-5:00-7:00 p.m. - K-10 West Leg SLT Study Public Information Open House for K-10 & E. 1200 Road Near-Term Improvements #K10SLT at the First United Methodist Church-West Campus, 867 US-40, Lawrence, KS 66049

WEDNESDAY, JUNE 8, 2016 - light

MONDAY, JUNE 13, 2016

-5:30 p.m. - Joint City/County/School Board meeting to be hosted by USD497 prior to their Board meeting in the School Board meeting room. (Two or more Commissioners may attend.)

WEDNESDAY, JUNE 15, 2016- light

WEDNESDAY, JUNE 22, 2016

-Consideration an endorsement of a specific option regarding SLT Intersection with E1200 Road (Keith Browning) (Time TBA)

6:00 p.m.

TA-15-00571: Consider a Text Amendment to the *Zoning Regulations for the Unincorporated Territory of Douglas County, Kansas* to add Wind Energy Conversion Systems. *Initiated by County Commission on 10/21/15. Deferred by County Commission on 4/6/16.* Sandra Day is the Planner

WEDNESDAY, JUNE 29, 2016

WEDNESDAY, JULY 6, 2016

4:00 p.m.

-Vacation Petition Hearing for the City of Lawrence west of Queen Road (E 1000 Road)-Scott Wagner

WEDNESDAY, JULY 13, 2016

Note: *The Douglas County Commission meets regularly on Wednesdays at 4:00 P.M. for administrative items and 6:00 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.*



Office of the County Commission

PROCLAMATION

Relay for Life Week 2016
For Douglas County, Kansas

WHEREAS, The American Cancer Society Relay For Life is a life-changing event that gives everyone in more than 5,000 communities across the globe a chance to celebrate the lives of people who have battled cancer, remember loved ones lost, and fight against the disease; and

WHEREAS, money raised during the Relay For Life of Douglas County, Kansas helps support research, education, advocacy, and patient services; and

WHEREAS, Relay For Life helps fund more than \$100 million in cancer research each year; and

WHEREAS, cancer survivors are honored with a victory lap as they lead the way around the track, followed by teams who keep a representative walking on the track from 7:00 p.m. until 5:00 a.m. because "cancer never sleeps"; and

WHEREAS, in 2015, Relay For Life of Douglas County welcomed 584 participants from 64 fundraising teams; \$187,554.36 was earned after expenses, which all add up to our local event ranking the largest Relay For Life in the state of Kansas in 2015 ; and

WHEREAS, an additional community project was served by the contribution of 1,379 pounds of canned food which replaced sand to give weight to the candle-lit luminaria, which was later donated to Just Food.

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS, do hereby proclaim June 5th through June 11th, 2016 as,

"RELAY FOR LIFE WEEK"

in Douglas County and encourage citizens to participate in the American Cancer Society Relay For Life of Douglas County to be held at Free State High School Track, 4800 Overland Drive in with pre-opening at 5:00 p.m., Opening Ceremony and Survivor Walk at 7:00 p.m. with Luminaria Lighting Ceremony at 9:15 p.m. on Friday, June 10th, event to end at 5:00 a.m. on Saturday, June 11th.

ADOPTED this 1st day of June, 2016.

BOARD OF COUNTY COMMISSIONERS
OF DOUGLAS COUNTY, KANSAS

James E. Flory, Chairman

Mike Gaughan, Vice-Chair

Nancy Thellman, Member



DOUGLAS COUNTY PUBLIC WORKS

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

MEMORANDUM

To : Board of County Commissioners

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

Date : June 26, 2015

Re : Consent Agenda authorization to solicit construction bids
Replacement of Bridge No. 09.58N-09.00E
DGCO Project No. 2015-67; KDOT Project No. 23 C-4731-01

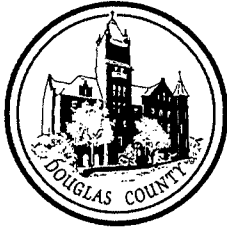
The referenced bridge carries E 900 Road over a tributary to Washington Creek approximately 0.4 miles south of Route 458. The bridge is a 24'-span, concrete T-beam span constructed in 1921 with a sufficiency rating of 59.6. The bridge is classified Functionally Obsolete with a narrow 16'-wide roadway width. The structural condition of the bridge is fair.

In January 2015 the BOCC signed an agreement with KDOT for Local Bridge Improvement Program funding to replace the referenced bridge. The agreement stipulates KDOT will reimburse Douglas County for 90% of total costs for preliminary engineering, construction, construction engineering, right-of-way acquisition and utility adjustments up to a maximum state contribution of \$120,000. The agreement also stipulates the project will be let by October 2016.

Plans have been prepared and all needed signatures from property owners for right-of-way acquisition have been obtained. The replacement bridge is a Double 12' span x 12' high x 46.5' long reinforced concrete box bridge. The preliminary engineering study identified this bridge type as the least expensive alternative. The current construction cost estimate is approximately \$240,000, so KDOT's reimbursement will cover approximately 50% of construction costs. The CIP includes \$250,000 for this project.

We are ready to solicit bidders for this project. We plan to begin construction in August 2016, and complete work this fall.

Action Required: Consent Agenda authorization to solicit construction bids for KDOT Project No. 23 C-4731-01 (DGCO Project No. 2015-67), the replacement of Bridge No. 09.58N-09.00E



DOUGLAS COUNTY PUBLIC WORKS

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

MEMORANDUM

To : Board of County Commissioners

From : Keith A. Browning, P.E., Director of Public Works/County Engineer
Laura Glass, Administrative Services Manager *LG*

Date : May 24, 2016

Re : Consent Agenda Acceptance of Low Bid for Supply of Highway De-Icing Salt

Bids were opened May 23, 2016 for the supply of highway de-icing salt for the 2016-2017 snow and ice season. The City of Leocompton, City of Eudora, Franklin County, City of Baldwin, City of Ottawa, and Wakarusa Township all participated with Douglas County in the request for bids. Bids for Douglas County are as follows.

Vendor	Quantity (tons)	Unit Cost	Total Cost
Central Salt	3000	\$49.43	\$148,290.00
Envirotech Services	3000	\$145.00	\$435,000.00
Hutchinson Salt	3000	No Bid	No Bid
Independent Salt	3000	No Bid	No Bid
Compass Minerals	3000	No Bid	No Bid
Morton Salt	3000	No Bid	No Bid
Cargill Salt	3000	No Bid	No Bid

Action Required: Consent Agenda approval of the low bid from Central Salt for the supply of 3000 tons of highway de-icing salt at a total cost of \$148,290.00

DOUGLAS COUNTY
BID NO. 16-F-0013

HIGHWAY-ROAD SALT BID

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
Bulk Highway De-icing Salt	3,000	Tons	\$ 49.43	\$ 148,290.00

Douglas County may make changes to the quantity ordered under this contract making additions thereto, or by omitting quantities therefrom, without invalidating the contract. No adjustment in unit prices will be allowed, provided the net monetary value of such additive and subtractive changes in quantities shall not increase or decrease the original contract amount by more than thirty percent (30%).

Delivered to Douglas County Public Works 3755 E. 25th Street, Lawrence, Kansas 66046 when requested by the County.

Doug Stephens, (785) 331-1334, will notify supplier 48 hours in advance of salt delivery.

Delivery of salt to Douglas County shall be as follows:

1,000 tons to be delivered between August 1, 2016 and September 30, 2016.

The remaining amount will be delivered on an as needed basis through February 28, 2017.

State Time Interval from Order to Delivery: 24-48 Hours following receipt of order.

Supplier: Central Salt, LLC

By: [Signature] President

Supplier Phone No.: (620)257-5626 ext 505 Supplier Fax No.: (620)257-5052

Recommended:

[Signature]
Keith A. Browning, P.E.
Director of Public Works

Approved:

James E. Flory, Chairman

Mike Gaughan, Member

Nancy Thellman, Member

Date

BID TAB FOR HIGHWAY SALT				Bid No. 16-F-00013- Bid Opening Date May 23, 2016 @ 3pm																					
<u>VENDOR</u>	<u>Douglas County</u>			<u>Wakarusa Township</u>			<u>City of Ottawa</u>			<u>City of Baldwin</u>			<u>Franklin County</u>			<u>City of Eudora</u>			<u>City of Lecompton</u>						
	Qty	\$/Ton		Qty	\$/Ton		Qty	\$/Ton		Qty	\$/Ton		Qty	\$/Ton		Qty	\$/Ton		Qty	\$/Ton					
Central Salt	3000	\$49.43	\$148,290.00	250	\$57.22	\$14,305.00	300	\$55.44	\$16,632.00	25	\$57.25	\$1,431.25	250	\$55.63	\$13,907.50	150	\$58.21	\$8,731.50	50	\$57.34	\$2,867.00				
Envirotech Services	3000	\$145.00	\$435,000.00	250	\$145.00	\$36,250.00	300	\$145.00	\$43,500.00	25	\$145.00	\$3,625.00	250	\$145.00	\$36,250.00	150	\$145.00	\$21,750.00	50	\$145.00	\$7,250.00				
Hutchinson Salt	3000		NO BID	250		NO BID	300		NO BID	25		NO BID	250		NO BID	150		NO BID	50		NO BID				
Independent Salt	3000		NO BID	250		NO BID	300		NO BID	25		NO BID	250		NO BID	150		NO BID	50		NO BID				
Compass Minerals	3000		NO BID	250		NO BID	300		NO BID	25		NO BID	250		NO BID	150		NO BID	50		NO BID				
Morton Salt	3000		NO BID	250		NO BID	300		NO BID	25		NO BID	250		NO BID	150		NO BID	50		NO BID				
Cargill Salt	3000		NO BID	250		NO BID	300		NO BID	25		NO BID	250		NO BID	150		NO BID	50		NO BID				
	3000			250			300			25			250			150			50						
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	3000			250			300			25			250			150			50						
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	3000			250			300			25			250			150			50						
	3000			250			300			25			250			150			50						
Director of Public Works: Keith A. Browning Laura Glass				County Clerk: Jamie Shew Heather Dill						Date:															



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

MEMORANDUM

TO : Board of County Commissioners

FROM : Keith A. Browning, P.E., Director of Public Works
Michael D. Kelly, P.S., County Surveyor

DATE : May 27, 2016

RE : Consent agenda
Acquisition of Easement; Drainage Structure Replacement
Project No. 2015-67; Structure No. 9.58N – 9.00E;

A project has been designed to replace a deficient drainage structure located approximately 3 miles south of the Clinton Lake dam on E900 Road. Plans were developed by a engineering consulting firm, Finney & Turnipseed, and negotiations with pertinent landowners for permanent easement have been completed.

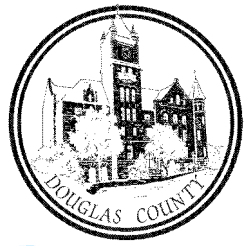
Construction is currently planned for August 2016 and will be accomplished using contracted forces.

To ensure the proper completion of a necessary construction project approval is recommended for the attached CONTRACT's FOR HIGHWAY PURPOSES.

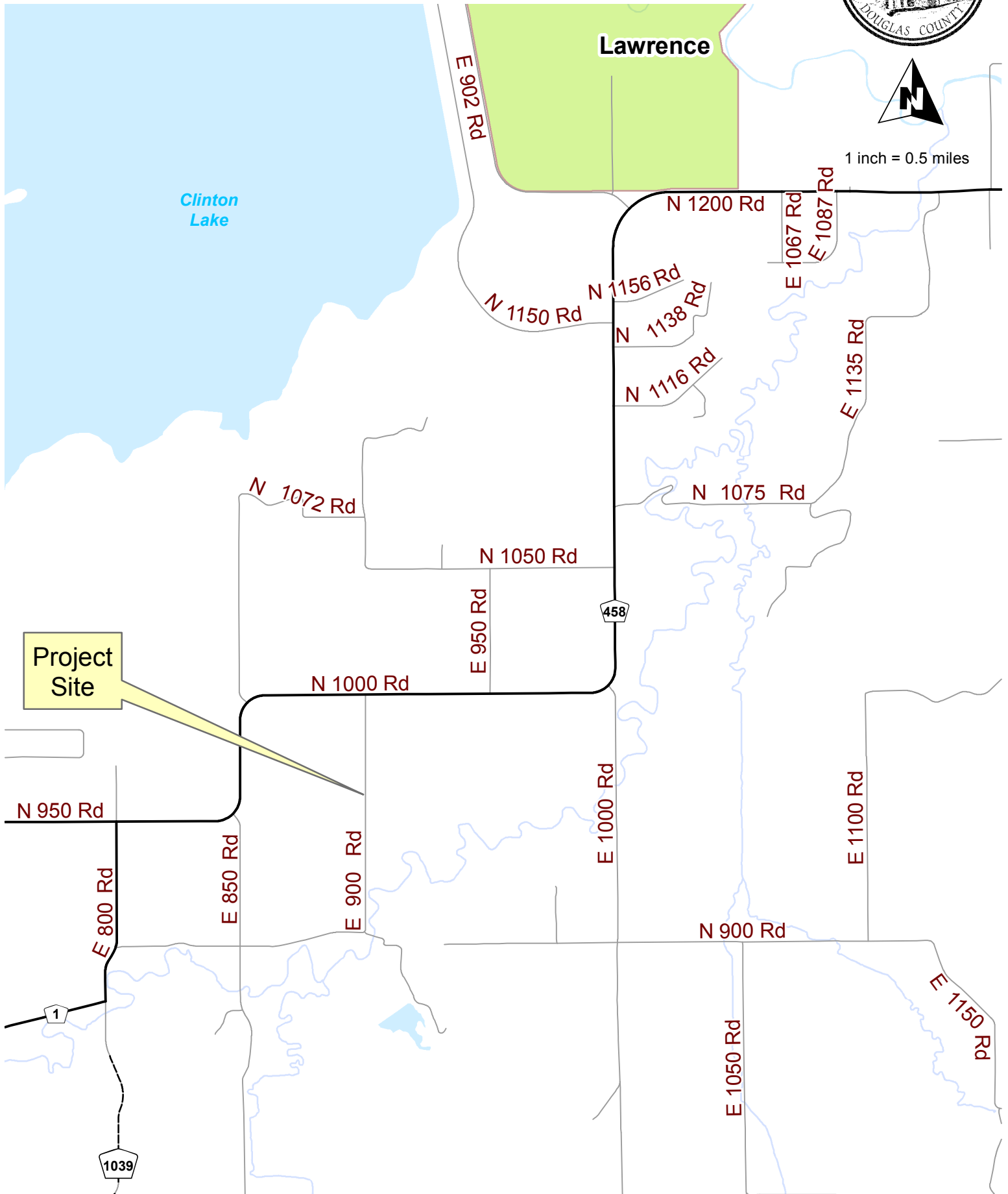
ACTION REQUIRED: Consent agenda approval of the CONTRACT's FOR HIGHWAY PURPOSES for Drainage Structure No. 9.58N – 9.00E.

General Location Map

Str. No. 9.58N - 9.00E



1 inch = 0.5 miles



DATE	BY	REVISIONS
4/20/16	TAK	1. Initial Design
4/20/16	TAK	2. Final Design
4/20/16	TAK	3. Construction

Plotted: 4/28/2016 4:55:43 PM

Drawn By: Owner
File: P&P E800.dgn

GENERAL NOTE

THE GEOLOGICAL INFORMATION SHOWN ON THESE PLANS IS FROM STUDIES MADE IN THE FIELD AND REPRESENTS THE BEST INFORMATION AVAILABLE TO DOUGLAS COUNTY.

AT BORROW AREA LOCATIONS ADJACENT TO THE RIGHT OF WAY, UTILITY POLES MAY BE SET AT THE PERMANENT LOCATIONS PRIOR TO CONSTRUCTION AS APPROVED BY THE ENGINEER PROVIDED A MINIMUM VERTICAL CLEARANCE, IN ACCORDANCE WITH THE NATIONAL ELECTRICAL SAFETY CODE, IS OBTAINED. THE CONTRACTOR WILL BE REQUIRED TO WORK AROUND THESE POLES TO COMPLETE THE WORK.

ALL BORROW TO BE OBTAINED FROM AREAS PROVIDED BY THE CONTRACTOR SHALL BE APPROVED BY THE ENGINEER, BOTH AS TO SUITABILITY OF MATERIAL AND SITE LOCATION. LOCATIONS WHICH, IN THE OPINION OF THE ENGINEER, CONTAIN UNSUITABLE MATERIAL OR WILL LEAVE AN UNSIGHTLY APPEARANCE ON THE PROJECT WILL NOT BE APPROVED.

CHANNELS SHALL BE CUT AT BOX CULVERTS UNLESS OTHERWISE NOTED TO FLOW LINE ELEVATIONS AND TO A WIDTH OF ONE FOOT OUTSIDE OF EACH OUTSIDE WALL AND WITH SLOPES 2 TO 1 PRIOR TO CONSTRUCTION OF THE CULVERT. EMBANKMENT QUANTITIES FOR INITIAL CONSOLIDATION AND SETTLEMENT SHOWN IN THE EARTHWORK QUANTITIES ARE SUBSIDIARY TO OTHER EARTHWORK ITEMS. MATERIAL FOR THE EMBANKMENT IS INCLUDED IN THE EMBANKMENT QUANTITIES.

EXCAVATION REQUIRED FOR PLACING SELECT SOIL IS INCLUDED IN THE COMMON EXCAVATION QUANTITIES. WHERE EASEMENTS ARE SHOWN ON RAILROAD RIGHT OF WAY, THE CONTRACTOR SHALL BE REQUIRED TO WORK AROUND AND NOT DISTURB THE RAILROAD COMMUNICATION OR SIGNAL POLES OR LINES.

EXCAVATION SHOWN TO BE WASTED SHALL BE WASTED ON SITES PROVIDED BY THE CONTRACTOR. THESE SITES SHALL BE APPROVED BY THE ENGINEER AS TO SUITABILITY, APPEARANCE, AND SITE LOCATION. LOCATIONS THAT, IN THE OPINION OF THE ENGINEER, WILL LEAVE AN UNSIGHTLY APPEARANCE WILL NOT BE APPROVED.

ALL TREES, HEDGE ROWS, SHETTERBELTS, AND WOODY SHRUBS NOT SHOWN TO BE REMOVED AND LOCATED BETWEEN THE CONSTRUCTION LIMITS AND THE RIGHT-OF-WAY LINE OR EASEMENT LINE SHALL BE SPARED UNLESS DIRECTED BY THE ENGINEER TO BE REMOVED. ALL TREES WITHIN THE APPROPRIATE CLEAR ZONE SHALL BE REMOVED.

P.O.T. Sta. 10+00.00-
Sta. 10+00.00, 2.00' LI.
N 209.393.56 E 2.070.861.55
1. Not Set Office Location
P.O.T. Sta. 13+00.32-
Sta. 13+00.32, 2.00' LI.
N 209.493.79 E 2.070.853.68
1. Not Set Office Location

P.O.T. Sta. 13+00.32
N 209.493.83 E 2.070.855.68
1. Set 1/2"x24" bar, 3' below gravel
2. Fence corner
3. Sign post at ground
4. At E travelled way E900 Rd.
Michael J. & Patricia M. Curtis
S 1/2 of the SE 1/4 of the
NE 1/4 Sec. 31, T13S, R19E

27.9' SE
87.8' NE
Michael J. & Patricia M. Curtis
S 1/2 of the SE 1/4 of the
NE 1/4 Sec. 31, T13S, R19E

Sta. 15+07.05, 0.7' LI. Remove
Bridge No. 09.58N-09.00E
24" Reinforced Concrete Rigid
Frame (RFB).

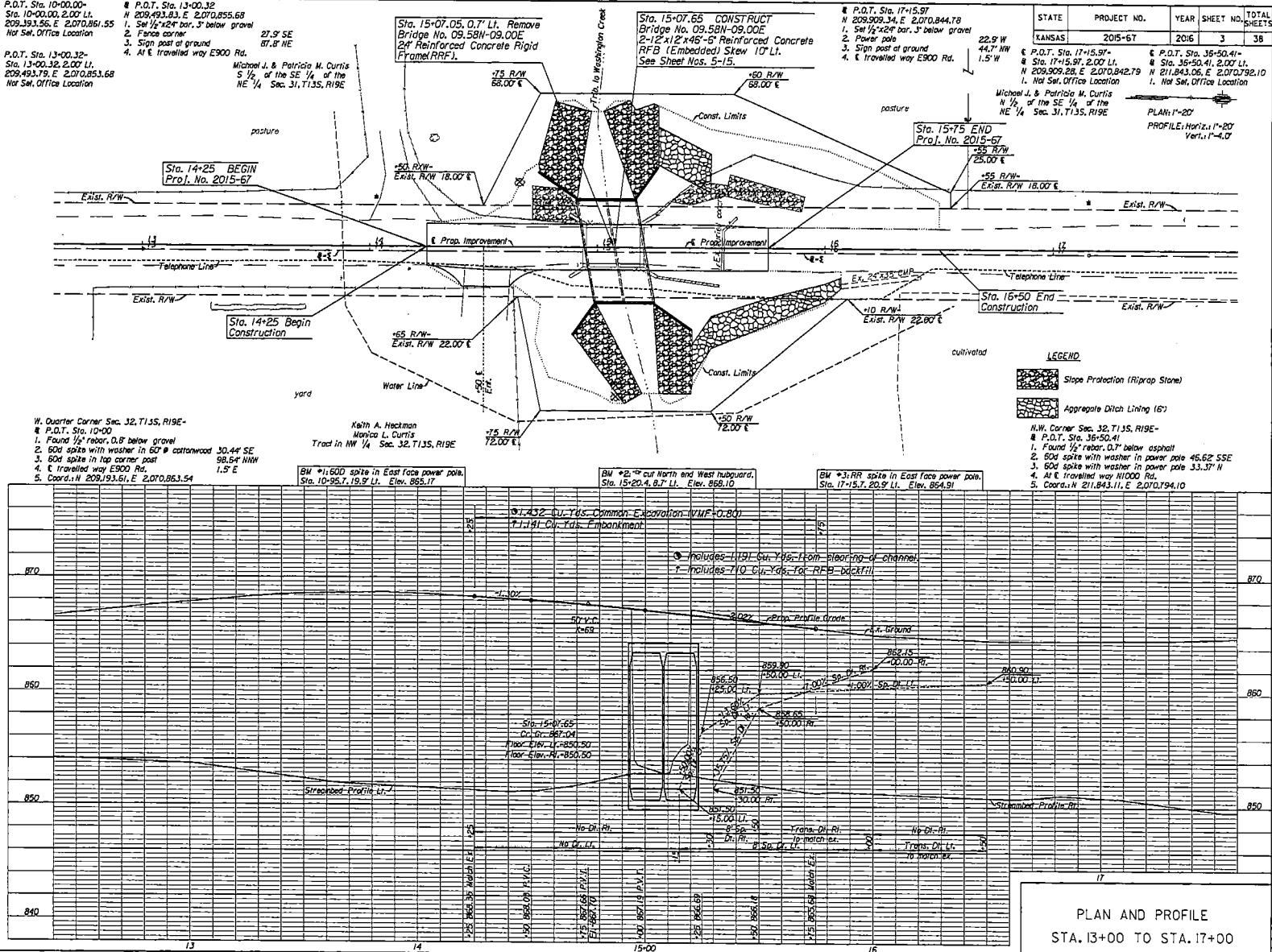
Sta. 15+07.65 CONSTRUCT
Bridge No. 09.58N-09.00E
2-12"x12"x45'-5" Reinforced Concrete
RFB (Embedded) Stew 10' LI.
See Sheet Nos. 5-15.

P.O.T. Sta. 17+15.97
N 209.909.34 E 2.070.844.78
1. Set 1/2"x24" bar, 3' below gravel
2. Power pole
3. Sign post at ground
4. E travelled way E900 Rd.

STATE	PROJECT NO.	YEAR	SHEET NO.	TOTAL SHEETS
KANSAS	2015-67	2016	3	38

P.O.T. Sta. 17+15.97-
Sta. 17+15.97, 2.00' LI.
N 209.909.34 E 2.070.842.79
1. Not Set Office Location
Michael J. & Patricia M. Curtis
N 1/2 of the SE 1/4 of the
NE 1/4 Sec. 31, T13S, R19E

PLAN: 1"=20'
PROFILE: Horiz. 1"=20'
Vert. 1"=4.0'



LEGEND
Slope Protection (Riprap Stone)
Aggregate Ditch Lining (6")

N.W. Corner Sec. 32, T13S, R19E-
P.O.T. Sta. 36+50.41
1. Found 1/2" rebar, 0.8' below gravel
2. 60d spike with washer in power pole 45.62' SSE
3. 60d spike with washer in power pole 33.37' N
4. At E travelled way H1000 Rd.
5. Coord. N 211.843.11 E 2.070.794.10

PLAN AND PROFILE
STA. 13+00 TO STA. 17+00



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

MEMORANDUM

TO : Board of County Commissioners

FROM : Keith A. Browning, P.E., Director of Public Works
Michael D. Kelly, P.S., County Surveyor

DATE : May 27, 2016

RE : Consent agenda
Acquisition of Easement; Drainage Structure Replacement
Project No. 2015-52; Structure No. 2.07N – 10.00E;

A project has been designed to replace a deficient drainage structure located approximately 1 mile southeast of Worden on E1000 Road. Plans were developed in-house and negotiations with pertinent landowners for permanent and temporary easement have been completed.

Construction is currently planned for early summer 2016 and will be accomplished using county personnel.

To ensure the proper completion of a necessary construction project approval is recommended for the attached CONTRACT FOR HIGHWAY PURPOSES.

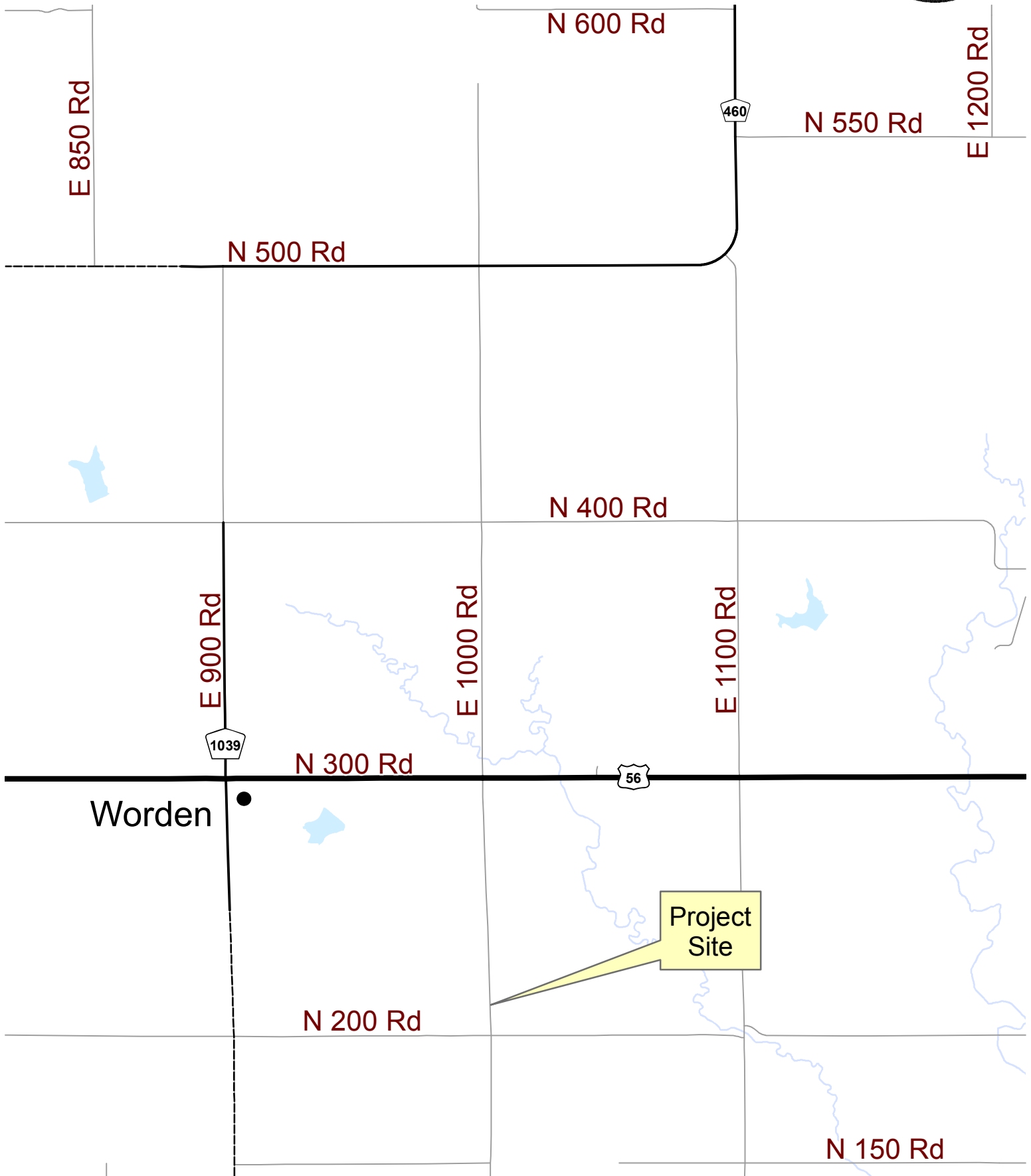
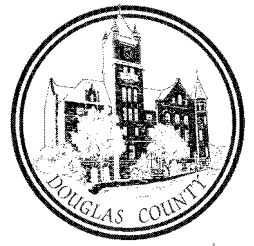
ACTION REQUIRED: Consent agenda approval of the CONTRACT FOR HIGHWAY PURPOSES for Drainage Structure No. 2.07N – 10.00E.

General Location Map

Str. No. 2.07N - 10.00E



1 inch = 0.5 miles



There is an easement to RWD #5 for a water pipeline in the SE1/4 of Sec. 5, 10' wide, centered on the line as constructed.
B304 P1925.

ROGER D. JOHNSON
DEBRA C. JOHNSON
1705 N 1399 RD
LAWRENCE, KS 66046
B823 P1461



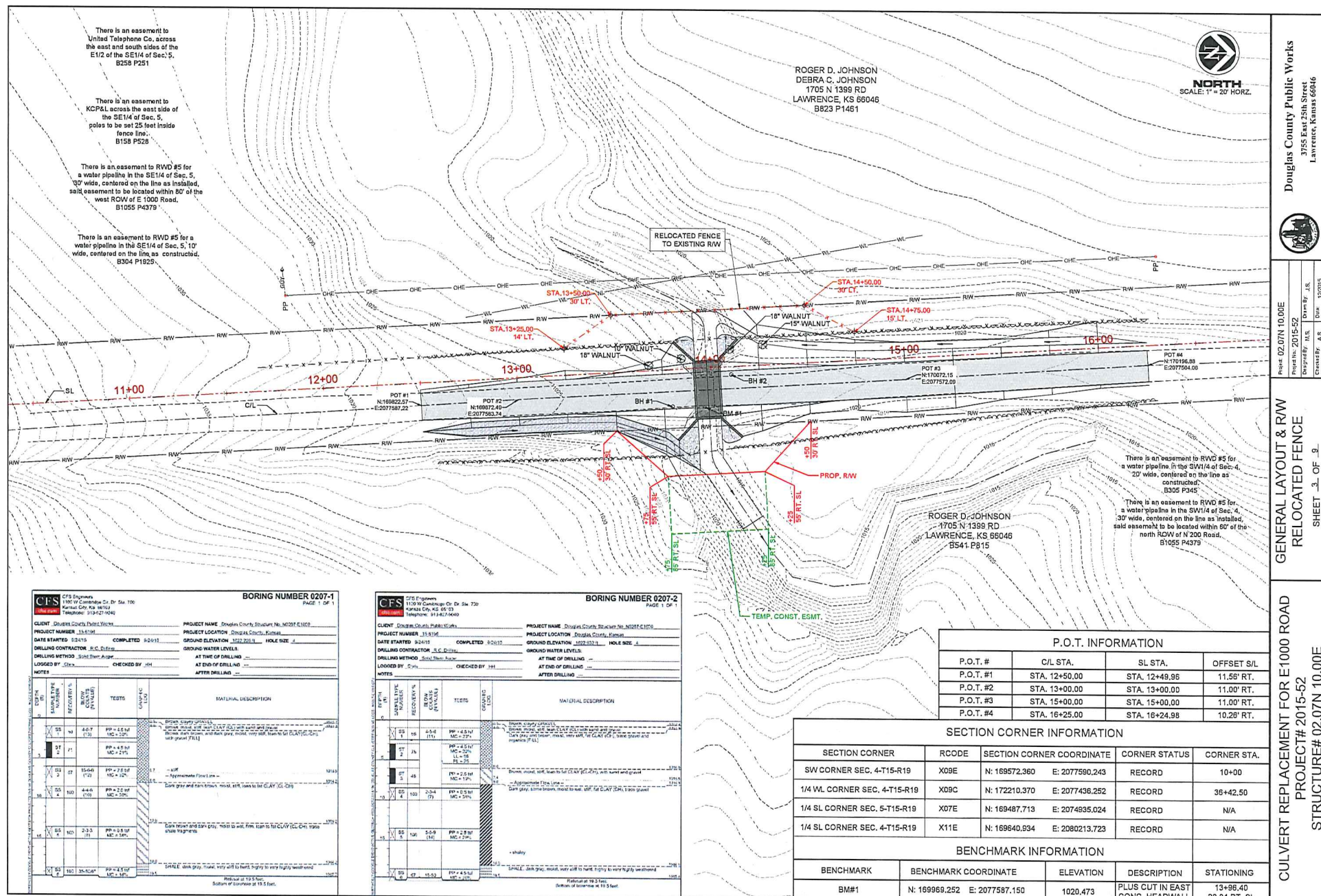
Douglas County Public Works
3755 East 25th Street
Lawrence, Kansas 66046



Page# 02.07N 10.00E	Project No. 2015-52	Designed By: M.S.	Drawn By: J.S.	Date: 12/2015
		Checked By: A.S.		

GENERAL LAYOUT & RW
RELOCATED FENCE

CULVERT REPLACEMENT FOR E1000 ROAD
PROJECT# 2015-52
STRUCTURE# 02.07N 10.00E





DOUGLAS COUNTY ADMINISTRATIVE SERVICES

Division of Purchasing

1100 Massachusetts Street
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www.douglas-county.com

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

FROM: Jackie Waggoner, Purchasing Director
Division of Purchasing

SUBJECT: Consider Accessing NJPA Contract to purchase Equipment for Public Works

DATE: May 27, 2016

Public Works has funds allocated in Equipment Reserve to replace their existing 2005 Cat D4G bulldozer with approximately 4500 hours. This equipment will be sold through the online auction.

Public Works bulldozers are used daily in the maintenance of county roads and bridges, and for our culvert replacement program. Over the past few years their existing equipment has experienced multiple mechanical issues, and is need of numerous repairs due to its age and overall condition.

Staff has been researching the replacement bulldozer and found a Caterpillar D3K2 that met their needs. This equipment is available by accessing the NJPA (National Joint Powers Alliance) cooperative contract with Foley Equipment at a total cost of \$95,535. Staff is interested in adding an 8year/3500 hours warranty for an additional cost of \$1,420.

RECOMMENDATION: The Board of County Commissioners authorizes staff to access the NJPA contract with Foley Equipment to purchase a 2016 Caterpillar D3K2 for a cost of \$96,955.



DOUGLAS COUNTY ADMINISTRATION

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ehorn@douglas-county.com

Eileen Horn
Sustainability Coordinator

To: Board of County Commissioners
From: Eileen Horn, Sustainability Coordinator
Re: **Recycling Pilot Project in Unincorporated Douglas County – 6 mo. update**
Date: May 17, 2016

Background:

In fall 2015, the Board of County Commissioners approved the creation of a pilot project for drop-off recycling bins in the unincorporated areas of Douglas County. Four locations were chosen (Prairie Moon Waldorf School in Grant Township, Stull United Methodist Church, Vinland Fairgrounds, and Wakarusa School). We projected that with 2 bins at each location, Honey Creek Disposal would do weekly pickups resulting in an annual cost of \$25,200.

Given that this was a pilot project, we did very little direct promotion of the program besides limited social media and a webpage on the County's website. However, even with the lack of marketing, the program has been very popular and has exceeded our expectations.

For the first 6 complete months of the program (October-March), Honey Creek collected 56 tons of recyclable materials. At our locations (especially Vinland and Wakarusa), utilization of the recycling bins has been high, often resulting in collection 2-3 times per week.

The following table shows our current level of utilization:

CURRENT SCENARIO:			
Location:	Number of containers:	Average trips/mo:	Collection cost/mo:
Prairie Moon	2	4	\$700
Stull	2	5	\$875
Vinland	2	9	\$1,575
Wakarusa	2	9	\$1,575
		TOTAL:	\$4,725
		<i>Projected annual cost:</i>	<i>\$56,700</i>

At this rate of utilization, we are projecting that the 12 month program cost will be approximately \$56,000, more than twice the amount we estimated at the launch of the program in the fall of 2015. Therefore, we have met with Honey Creek Disposal staff and our recycling bin site hosts to propose the following program changes to reduce the number of collection trips. Collection trips (at \$175) are the main driver of program costs.

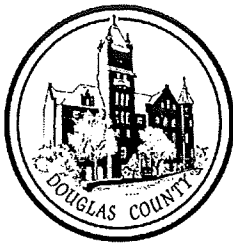
Proposed Changes:

To reduce the collection cost, we propose increasing the number of bins at participating locations, which will require a one-time bin purchase, but will reduce annual program operating costs in future years.

Location:	Number of containers:	Trips/mo:	Collection cost/mo:	Notes:	
Prairie Moon	2	4	\$700	Maintain current level of service	
Stull	4	4	\$700	Add 1 single stream, 1 cardboard	
Vinland	8	4	\$700	Add 3 single stream, 3 cardboard	
Wakarusa	8	4	\$700	Add 3 single stream, 3 cardboard	
Sensors for all locations			\$250		
		TOTAL:	\$3,050		
	Annual Savings:		\$20,100		
	Bin purchase:		\$14,000	requires the purchase of 14 new containers @ \$1,000 apiece	
Bin payback period:			0.70	YEARS	
FUTURE ANNUAL COST:			\$36,600		

Requested Action:

Authorize the County Administrator to purchase recycling collection bins in 2016 to meet countywide recycling demand (approx. \$14,000), and budget \$36,600 for program operating costs in 2017.



DOUGLAS COUNTY ADMINISTRATIVE SERVICES

Division of Purchasing

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

FROM: Jackie Waggoner, Purchasing Director

SUBJECT: Discuss Renovations of the Douglas County Courtrooms

DATE: May 26, 2016

For the past couple of years the District Court has been planning for renovations in the courtrooms. The renovations may vary between all seven courtrooms but may include carpeting, painting, mill work (ADA compliance), replace ceiling tile and grids, looping, and furniture. Many of our courtrooms have not had updates (specifically public seating) since initially installed in the 70's.

As staff began pulling together cost estimates and discussing our approach, we were informed that Treanor Architects was contracted to do a similar project with Shawnee County. We met with Treanor and they have provided a proposal to assist with the design and bidding phases. Our intent would be to bid the scope of work for all courtrooms with the understanding an award for 2016 will be made based on available funds and priorities established by the judges. Furniture and looping would be done separately by county staff and not included in the bidding process. A recommendation would be brought back to the Board for consideration.

Last year we pulled together estimated cost using a general contractor on a cooperative contract and individual contractors to help staff look at funding for this project. The attached summary reflects anticipated costs for 2016 and future expenses for the remaining courtrooms. Staff anticipates allocating funds in the budget over subsequent year(s) until the project is completed, and depending on how many phases the project requires will determine additional cost for architectural services.

RECOMMENDATION: Based on available funds of \$337,459 in the 2016 budget and staff's desire to complete work in the jury assembly room and basement of the Judicial & Law Enforcement Center, we are seeking commission approval to proceed with the following expenses:

Description	Contractor(s)	Contract Type	Cost
Architect Services	Treanor Architect	Waive Bid Process	\$37,200
Sound System Jury Assembly	Mission Electronics	State	\$13,700
Looping Jury Assembly	Mission Electronics & Oliver Electric	State	\$11,896
Carpet & Paint Jury Assembly & JLE Basement Hallway	The Wilson Group	NJPA	\$30,488
TOTAL COST			\$93,284

As you can see, three of the four items listed above are under a State or National contract, and the contract with Treanor would require waiving our bidding process. Linda Koester-Vogelsang, Dave Sparkes, and I will be available at the meeting to answer any questions you may have. While we do not expect change orders on the items listed above, I would like to add to the recommendation that the Board authorizes Administrative approval for change orders up to 5% (\$4,664.20).

2016 Estimated Expenses		
Description	Cost	Notes
Architect	\$37,200	Phase I (design) \$19,500 Bidding/Q&A \$17,700
Sound System	\$13,700	Recommend accessing the State contract with Mission Electronics
Basement/Jury Assembly (carpet & painting)	\$30,488	Recommend we proceed with this area using the NJPA cooperative contract with The Wilson Group
Looping - Jury Assembly	\$11,896	Recommend accessing the State contract with Mission Electronics & Quote from Oliver Electric
Division 2	\$154,909	looping \$14,567, painting \$2,400, furniture \$55,182, carpet \$15,200, millwork \$40,000, replace metal ceiling \$8,000, ceiling tile & grid \$11,185, equipment removal/reinstall \$8,375
Division 5	\$152,329	looping \$14,567, painting \$2,400, furniture \$53,102, carpet \$14,700, millwork \$40,000, replace metal ceiling \$8,000, ceiling tile & grid \$11,185, equipment removal/reinstall \$8,375
TOTAL COST	\$400,522	Courts budget \$312,459 Maintenance budget \$25,000 = \$337,459
Cost difference of budget vs. est. expenses \$63,063		
Firm Cost \$93,284		

Future Estimated Expenses		
Description	Cost	Notes
Division 1	\$48,909	looping \$15,034, carpet \$15,000, painting \$2,500, replace metal ceiling \$8,000, equipment removal/reinstall \$8,375
Division 3	\$107,725	looping \$15,567, carpeting \$15,000, painting \$3,200, replace metal ceiling \$8,000, ADA millwork \$5,000, replace ceiling tile & grid \$11,185, furniture \$41,398, equipment removal/reinstall \$8,375
Division 4	\$79,803	looping \$11,598, carpeting \$7,000, painting \$1,400, replace metal ceiling \$8,000, ADA millwork \$10,000, furniture \$33,430, equipment removal/reinstall \$8,375
Division 6	\$82,648	looping \$11,773, painting \$2,500, carpeting \$15,000, ADA millwork \$20,000 (unknown), furniture \$25,000, equipment remove/reinstall \$8,375
Pro Tem	\$31,648	looping \$11,773, painting \$1,500, carpeting \$10,000, equipment removal/reinstall \$8,375
TOTAL COST	\$350,733	
Architect \$8,400 - add for each phase and \$3,000 for each bidding process		

Douglas County Fairgrounds

GUIDE FOR FAIRGROUNDS RENTALS USE

Contact: 1100 Massachusetts Street, Lawrence, KS 66044 * (785) 330-2869

Quick Basics

- Fairgrounds Fees can be viewed at: douglascountyks.org/depts/maintenance/fairgrounds-fees
- The renter/event host is responsible for the actions of their employees, guests, and attendees.
- Events on Fridays-Saturdays must end by midnight; events on all other days must end by 10pm.
- Vehicles left on premises after 12:00 pm the day following the event may be towed at the vehicle owner's expense.
- The County reserves the right at any time to make changes to these rules and regulations.

Scheduling Your Event

- Several items are necessary to schedule and prepare for your event:
 - Facility Rental Booking – basic information, location, dates, and booking deposit.
 - Rental Agreement – overall contract; a signed copied is required 30 days prior to event.
 - Insurance Information – a copy of insurance rider must be provided to Management.
- The total rental fee and the signed rental contract are due four weeks prior to the event. Failure to have signed contract returned to the Fair Office may result in forfeiture of all rental rights and fees, including access to the Fairgrounds. If you lose your contract and need a new copy, you will be charged a \$25.00 re-issue fee.
- Changes to the rental contract must be done 30 days prior to event and are up to the discretion of Fairgrounds Management.
- If you need access to the facility prior to the event for decoration and set up, please contact Fairgrounds Management at least one week prior to your event. Additional fees may apply if a standby Fairgrounds employee is required.
- WI-FI: If needed, please request it before your event's start date.

Insurance

- Renter shall obtain and maintain, for the duration of the lease, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the term of the lease or operation and usage of the leased premises. The cost of insurance shall be borne solely by the applicant/lessee.
- NON-ALCOHOL EVENTS: If insurance is required for your event, you must provide a Certificate of Insurance, naming the Douglas County Commission as an additional insured in the amount of not less than \$500,000 bodily injury and \$100,000 property damage. Proof of insurance must be presented to the County Administrator's Office no less than thirty days before the event.

Security

- The Douglas County Sheriff or County Administrator reserves the right to require security at any and all events. If security is required, you will be given additional information.
- In the event of an emergency situation, the Douglas County Sheriff has the authority to cancel, move, or terminate any function in any of the buildings at the Douglas County Fairgrounds, for whatever the Sheriff determines is necessary to carry on the functions of the Douglas County Jail, or public safety issues. It is the Sheriff's prerogative to do without any notification on the Department of Buildings and Grounds or the groups that may be occupying the buildings.
- All buildings at the Douglas County Fairgrounds are subject to entry and inspection by members of the Douglas County Sheriff's Office or other law enforcement agencies, at any time and without advance notice or warning, and users must fully comply with and accommodate their requests for entrance and inspection.

Last Update: 4.8.2016

End of the Event

- Friday and Saturday Events
 - End of Event - 12:00 am (Midnight)
 - Music/noise for inside events stops no later than - 11:45 pm
 - Music/noise for outside events must stop no later than - 10:30 pm
 - If your event is permitted to have alcohol, alcohol will stop being served at - 11:30 pm
- Sunday-Thursdays Events
 - End of Event - 10:00 pm
 - Music/noise for inside events stops no later than - 9:45pm
 - Music/noise for outside events must stop no later than - 8:30 pm
 - If your event is permitted to have alcohol, alcohol will stop being served at - 9:30 pm
- While your event may end at midnight or at 10:00 pm (depending on the above information), you should set aside enough time for clean up. Cleanup must be complete by the close of your event.
- **Renter is responsible for removing all personal items, decorations, “garbage” (placed in the proper dumpsters outside the building), and general cleaning and picking up of the facility. Renter needs to “wipe down” and clean the tables/chairs and kitchen area as well as pick up and stack tables and chairs. If additional time is needed to clean the facility (tables/chairs, floors, etc.), by Fair staff, the renter will be charged \$45/hour/per staff for the extra needed cleaning against the deposit fee (or invoiced).**
- Renter is responsible for the actual repair costs for any damage to fair property.
- After the event, your deposit will be applied to charges incurred (if any) and the balance refunded. Any balance will be refunded within 30 days of the after-event billing.
- If there is an amount due to the County, over and above the normal costs already paid (including damages), following the event, it is due immediately upon receipt of the invoice. Interest of 1% will be charged monthly on any unpaid balance after 30 days.

Other Considerations

- Posting Signs for Event: If you want to post signs advertising your event, be aware that the City of Lawrence makes it illegal to post placards, advertisements, pamphlets posters, and other such signs on trees, street light poles, trash containers, and public right of way. Any signs that are posted in these areas will be removed without notice and you may be subject to a fine. For more information, call the Building Inspection Department at (785) 832-3100.
- Firearms: The [Douglas County Code](#) makes it unlawful to offer, display for sale, or sell guns at the Fairgrounds without having a federal gun license. Any group, organization, or individual reserving the Fairgrounds for a gun show or other event at which guns are offered, displayed for sale, or sold (including swap meets, flea markets, garage sales, and auctions) is responsible to ensure that all persons offering, displaying for sale, or selling guns have a federal gun license and must further ensure that all such individuals have proof of licensure available for inspection upon request. The violation of these requirements will result in a fine and, in addition, Douglas County may refuse to allow future use of the facilities by the violator.
- Horses: Do not ride or walk horses in the following areas: (1) Behind the Extension Office, (2) On the sidewalk or around the bus stop on Harper Street, (3) Around the outside of the baseball field or in the fields themselves.
- Vending Machines: Do not unplug, cover, or place an ‘Out of Order’ sign on Fairgrounds drink vending machines.

IF YOUR EVENT WILL NOT HAVE ALCOHOL, SKIP THIS PAGE

Alcohol

- If you want alcoholic liquor, wine, beer, or cereal malt beverages at your event, you must get an event permit from the County Administrator or their designee and comply with your permit and these Rules and Regulations. If you are issued an event permit, this authorization is solely for serving, consuming, possessing, and/or carrying alcohol and does not allow for the sale of alcohol.
 - o Once you have an event permit, alcoholic liquor (ex: rum, whiskey), wine, beer, and cereal malt beverages (ex: 3.2% beer) shall only be served, consumed, possessed, or carried upon those areas of the Fairgrounds premises as designated in the event permit.
 - o Unless otherwise stated in an event permit, alcoholic liquor, wine, beer, and cereal malt beverages may only be served, consumed, possessed, or carried upon the designated areas of the Fairgrounds between the hours of 11:00 a.m. and 11:30 p.m. on Fridays and Saturdays and 11:00 a.m. and 9:30 p.m. on Sundays through Thursdays. All alcoholic liquor, wine, beer, and cereal malt beverages must be removed from public view and not available for consumption during all other times.
 - o Anyone serving, consuming, possessing, or carrying alcoholic liquor, wine, beer, or cereal malt beverage on the Fairgrounds premises must comply with all applicable state and local laws.
 - o Understand that only those individuals and entities identified in the event permit are authorized to serve or provide alcoholic liquor, wine, beer, or cereal malt beverages at the Fairgrounds premises. Violation of this policy will result in forfeiture of building rental cost, security deposit and immediate closure of the event.
- Prohibitions:
 - o Alcoholic liquor, wine, beer, and cereal malt beverages are PROHIBITED on the Fairgrounds premises during events given or hosted for persons under 21 years of age. Misrepresenting the nature of the event could result in closing the event and forfeit of all fees.
 - o Alcoholic liquor, wine, beer, and cereal malt beverages are PROHIBITED on the Fairgrounds premises during the Douglas County Fair or any 4-H event.
 - o The County Administrator reserves the right to prohibit alcoholic liquor, wine, beer, and cereal malt beverages for other events at the Fairgrounds premises.
- The County Administrator or their designee reserves the right to deny an event permit application involving alcohol based on the applicant's prior history of violating these Rules and Regulations.

Comment [DV1]: Jim's Comment: Can we put in a provision specifically saying that this permit authorization would only be for consumption and not for sale?

Insurance

- **ALCOHOL EVENTS:** If alcoholic liquor wine, beer, and/or cereal malt beverages will be consumed at the event/activity, the renter/event host must obtain liquor liability insurance coverage with a coverage limit of at least \$1,000,000.00 and with Douglas County listed as an additional insured. The renter/event host must provide Fairgrounds Management proof of such insurance coverage.