

BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS

Amended Agenda

WEDNESDAY, FEBRUARY 22, 2017

4:00 p.m.

CONSENT AGENDA

- (1) (a) Consider approval of Commission Orders;
- (b) Consider approval to Consider acquisition of various easements required for construction of Project No. 2015-61 (Str. Nos. 15.00N – 16.24E and 15.40N – 16.22E) (Keith Browning);
- (c) Confirm Administrative Emergency Approval for Cost of Printing & Mailing of Annual Change of Value Notice (Jackie Waggoner);
- (d) Authorize staff to access Cooperative contracts for Cellular/Data Services (Jackie Waggoner);
- (e) Consent Agenda authorization to solicit bids for polymer concrete overlays Bridge Nos. 21.30N-06.15E, 07.25N-06.50E, 18.00N-11.24E, 00.64N-05.50, Project No. 2015-70 (Keith Browning); and
- (f) Consent Agenda approval of agreement with Shawnee County Replacement of culvert on E 1 Road Structure No. 09.39N-00.00E

REGULAR AGENDA

- (2) Approve moving to the Cigna PPO provider network for the 2017-2018 Health Insurance Plan Year (Sarah Plinsky)
- (3) (a) Consider approval of Accounts Payable (if necessary)
- (b) Appointments
 - Board of Construction Codes Appeals (1) position 12/15
 - MPO Bicycle Advisory Committee (2) positions
 - Community Corrections (1) position
 - Board of Zoning Appeals (1) position 10/16
 - Lawrence-Douglas County Health Board – (1) Position 03/17
 - Lawrence-Douglas County Mental Health Board – (1) joint position 04/17
 - Metropolitan Planning Commission – Positions (2) 05/17
- (c) Public Comment
- (d) Miscellaneous
- (4) Adjourn

THURSDAY, FEBRUARY 23, 2017

12:00-1:00 p.m. -Annual Judges Luncheon, Citizen's Review Board Room in the Judicial and Law Enforcement Center. (Two or more Commission will attend.) No decisions will be made at this special meeting.

WEDNESDAY, MARCH 1, 2017

4:00 p.m.

-Work session on budget

6:00 p.m.

-Presentation of Tourism impact study for Douglas County by Explore Lawrence (Michael Davidson, Executive Director)

WEDNESDAY, MARCH 8, 2017

6:00 p.m.

-Extension request for approval of CUP-15-00613: Conditional Use Permit for Calico Village, an *Athletic Field* complex for youth soccer on approximately 80 acres, located at the intersection of E 1750 Rd & N 1300 Rd. Submitted by Jambars Futbol Club Inc, on behalf of John Pendleton for Lorita H Pendleton, Trustee, property owner of record. *(Approved by the Board of County Commissioners on February 10, 2016.)* Mary Miller is the Planner.

WEDNESDAY, MARCH 15, 2017

WEDNESDAY, MARCH 22, 2017 - Cancelled

WEDNESDAY, MARCH 29, 2017

-Proclamation declaring April as Child Abuse & Neglect Prevention month (Jenn Preston)

-Update on the Douglas County Heritage Conservation Council and Heritage Sites Program (Jan Shupert-Arick)

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.*



DOUGLAS COUNTY PUBLIC WORKS

3755 East 25th Street
Lawrence, KS 66046
(785) 832-5293 Fax (785) 842-1201
dgcopubw@douglas-county.com
www.douglas-county.com

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 : February 15, 2017

RE : Consent agenda
Acquisition of Easement; Drainage Structure Replacement
Project No. 2015-61; Structure No. 15.00N – 16.24E;

A project has been designed to replace a deficient drainage structure generally located immediately east of Lawrence on N1500 Road (East 15th Street) at the intersection with E1625 Road. The project also includes improvements to the downstream channel and replacement of an additional culvert at the intersection of N1550 Road (East 11th Street) with E1625 Road. Plans were developed in-house and negotiations with the landowners for permanent road easement and drainage easement have been completed.

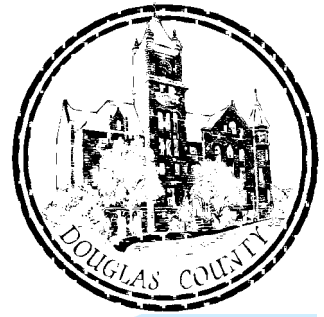
Construction is currently planned for late spring 2017 and will be accomplished using county personnel.

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. 15.00N – 16.24E.

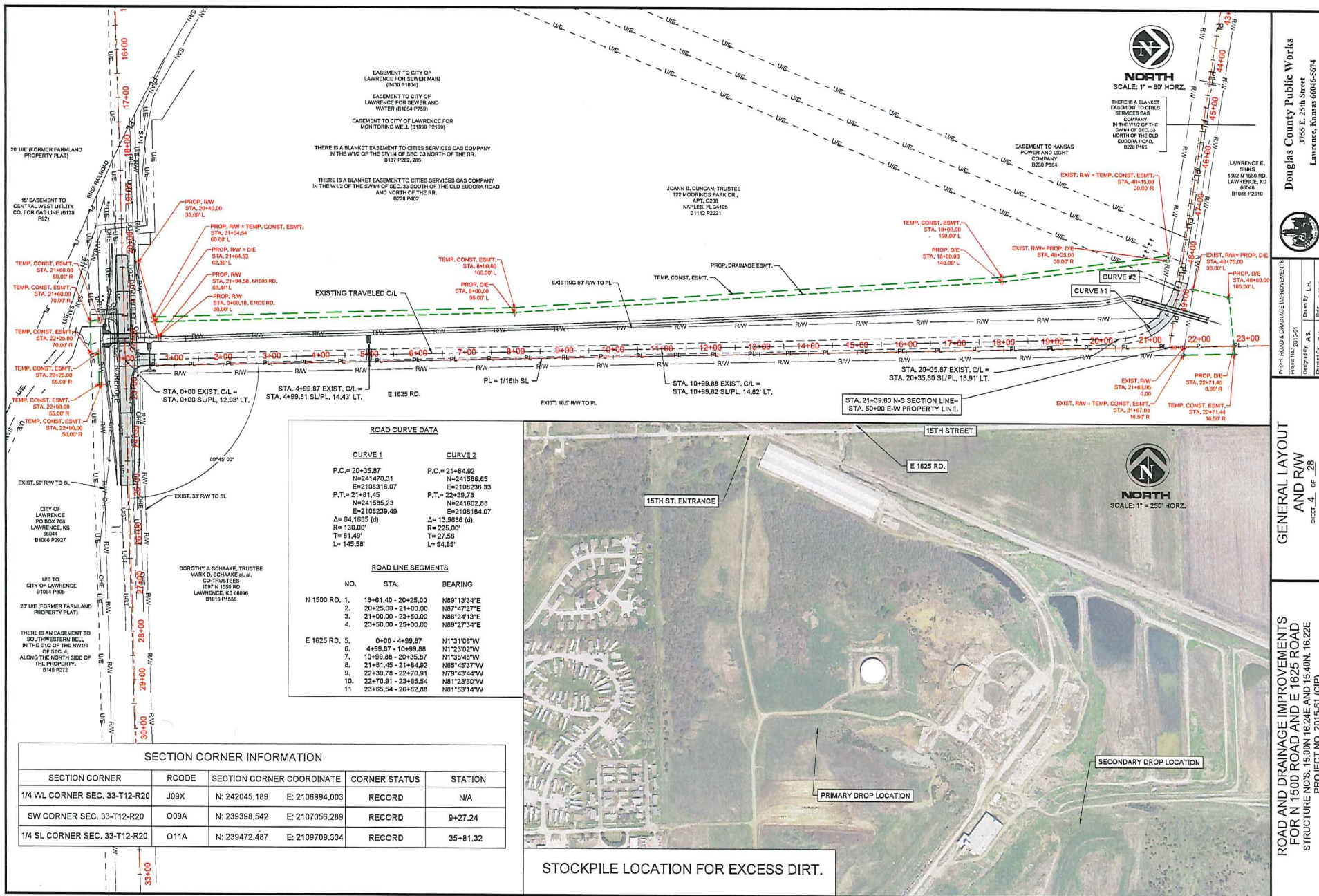
General Location Map

Str. No. 15.00N - 16.24E



1 inch = 0.3 miles





Douglas County Public Works
3755 E. 25th Street
Lawrence, Kansas 66044-5074



Project: ROAD & DRAINAGE IMPROVEMENTS
Prepared: 2015-01
Designed: A.S.
Checked: C.V.
Date: 2015

GENERAL LAYOUT
AND ROW
SHEET 4 OF 28

ROAD AND DRAINAGE IMPROVEMENTS
FOR N 1500 ROAD AND E 1625 ROAD
STRUCTURE NOS. 15.00N 16.24E AND 15.40N, 16.22E
PROJECT NO. 2015-01 (CIP)



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: Confirm Administrative Emergency Approval for Cost of Printing & Mailing of
Annual Change of Value Notice

DATE: February 16, 2016

Each year the Appraiser's Office distributes approximately 43,000 Change of Value notices. This process requires printing a shell notice and then individualizing each notice through a data merge conversion, CASS certify, pre-sort, printing envelopes, and mailing.

We have used KC Auto Mail for this service for a number of years due to not many companies have the ability to provide this service, and to ensure the statutory deadline to mail these notices by the end of February is met. Although our total cost has always been over \$20,000 (most of the cost is mailing expenses) we have typically asked the Board to waive our process.

This year staff expected to move forward with the same process but unfortunately KC Auto Mail closed their business without any notice. By the time staff realized this we were scrambling to find a company who could help with this mailing and meet the State's mailing deadline of February 28th. Mail Communications Group is able to assist us with this mailing at a cost not-to-exceed \$26,775.

Under the circumstances, we received administrative approval under the emergency purchasing guidelines. In the future, we plan to look at consolidating all county mailings (e.g. tax bills, etc.) and establish a multi-year contract. A recommendation for this contract would be brought to the Board for consideration.

SUGGESTED MOTION: Affirm the actions of the County Administrator to approve an agreement with Mail Communications Group for processing the Appraiser's Change of Value Notice mailing in an amount not to exceed \$26,775.



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
Julie Clouse, Management Information Analyst

SUBJECT: Authorize Staff to Access Cooperative Contracts for Cellular/Data Services

DATE: February 16, 2017

Many years ago the County became centralized with cellular services (voice and data). The current County contract has been with AT&T under the State/NASPO (National Associate of State Procurement Offices) agreement. AT&T has been the provider for 15+ years.

Every five years, staff evaluates the current contract and/or solicits an RFI (Request for Information) based on cooperative contracts that have been established through a competitive bidding process. In considering the options, both voice and data coverage has a major factor in the selection. After looking at the provider's coverage, AT&T and Verizon were the only two providers who offer the coverage needed by the County. Both providers have State/NASPO contracts that are open to political subdivisions.

Over the past year, the Sheriff's Office has experienced multiple issues (delayed text and voicemail, etc.) which have impacted their ability to respond as a public safety agency. As a result of these issues, the Sheriff asked to only consider Verizon for his department. The attached tables summarize plans and cost for the Sheriff devices with Verizon, and compared Verizon and AT&T for the remainder of County.

The Sheriff's Office would have a monthly cost of \$5,279, one-time cost of \$2,587, a one-time credit of \$5,200, and a credit yet to be determined for their existing devices. While the monthly cost of \$6,040 with AT&T for countywide devices is only slightly lower than Verizon's cost, by staying with AT&T the remainder of the County would not have any upfront cost, and they have offered to upgrade smart phones at no cost.

In the past, funding for single contract was placed in the countywide budget. In the 2017 Budget, some additional funds were added the Sheriff's Office Budget in anticipation of this move. If those funds are not sufficient to cover the cost of the new Verizon contract, staff will look to reallocate funds in the 2018 Budget process. Staff will available at the meeting to answer any questions you may have.

RECOMMENDATION: The Board of County Commissioners approves staff to access the State/NASPO contracts for cellular/data services with the following providers:

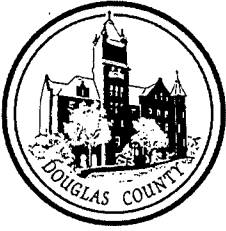
Countywide (minus Sheriff devices)
Sheriff's Office

AT&T
Verizon

Countywide (minus Sheriff devices)- Verizon				
	Total Minutes/Data	Cost	Avg. Minutes	Plan Breakdown
60 Voice Share Plan (Cell Only)	24,000	\$1,777 Month \$21,324 Annual	400	60- 24,000
75 Voice & Data Plan (Smart Phones)	20,000	\$3,368 Month \$40,416 Annual	267	50 -20,000 minutes, 25 - 0 minutes
34 Data (25 ipads & 9 data cards)	Unlimited	\$1,360 Month \$16,320 Annual		
TOTAL REOCCURRING COST		\$6,505 Month \$78,060 Annual		
One Time Credit \$100 per new line 75 smart phones	\$7,500			
New equipment based on current devices	\$14,925 (iphone 7)			32GB - \$199 ea.
	\$0.00 (iphone 6S)			While supplies last
	\$0.00 (cell only)			
	\$9,500 (ipad)			32GB \$379.99 ea.
e-Cycle credit for existing devices	TBD			
Mobile-Mobile and nights (9-6) weekends minutes free				
60 voice only + 200 text, smart unlimited messages and data up to 25 GB per line before throttling which slow everything down considerably				

Countywide (minus Sheriff devices) - AT&T				
	Total Minutes	Cost	Avg. Minutes	Plan Breakdown
135 lines (60 cell only, 75 smartphone)	30,000	\$4,680 Month \$56,163 Annual	222	60 voice only - 0 minutes, 75 smart - 30,000 minutes
34 Data (25 ipads & 9 data cards)	Unlimited	\$1,360 Month \$16,320 Annual		Currently unlimited could switch to a pooled plan to reduce cost
Wireless Priority Service		No Recurring Cost		WPS requires FCC approval thru an application process and would incur a cost of \$0.75 per minute when used
TOTAL REOCCURRING COST		\$6,040 Month \$72,480 Annual		
60 voice only + 200 text, smartphones unlimited data & text				
Mobile-Mobile and nights (9-6) weekends minutes free				
AT&T offered a one time upgrade on existing iphones to iphone 6S 32GB at no cost				

Sheriff - Verizon				
	Minutes	Cost	Avg. Minutes	Plan Breakdown
24 Voice Share Plan (Cell Only)	6,380	\$621 Month \$7,452 Annual	290	21 - 400 minutes, 8 - 0 minutes
52 Voice & Data Plan (Smart Phones)	15,392	\$2,566 Month \$30,794 Annual	296	40 - 400 minutes, 14 - 0 minutes
46 Data (34 data cards & 12 routers)	Unlimited	\$1,840 Month \$22,080 Annual		
56 Adding Wireless Priority		\$252 Month \$3,024 Annual		If used there would be a billed rate of \$0.75 per minute
TOTAL REOCCURRING COST		\$5,279 Month \$63,348 Annual		
One Time Credit \$100 per new line smart phones 52	\$5,200			
New equipment based on current devices	\$2,587 (13- iphone 7)			4G LTE -
	\$0.00 (39 -iphone 6S)			48 - 32GB 6 -128GB
	\$0.00 (22 -cell phone)			
e-Cycle credit for existing devices	TBD			
Mobile-Mobile and nights (9-6) weekends minutes free				
60 voice only + 200 text, smart unlimited messages and data up to 25 GB per line before throttling which slow everything down considerably				



DOUGLAS COUNTY PUBLIC WORKS

3755 E. 25th Street
Lawrence, KS 66046
(785) 832-5293 Fax (785) 842-1201
dgcopubw@douglascountyks.org
www.douglascountyks.org

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 *KAB*

Date : February 17, 2017

Re : Consent Agenda authorization to solicit bids for polymer concrete overlays
Bridge Nos. 21.30N-06.15E, 07.25N-06.50E, 18.00N-11.24E, 00.64N-05.50E
Project No. 2015-70

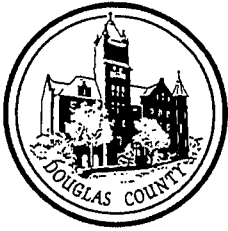
The CIP includes adequate funds for multi-layer polymer concrete overlays for the referenced four bridges in 2017. Bridge No. 21.30N-06.15E is the bridge carrying Route 1029 over the Kansas River at Lecompton. Bridge No. 07.25N-06.50E carries Route 1 over Washington Creek just north of Lone Star Lake. Bridge No. 18.00N-11.24E carries Route 438 over Baldwin Creek approximately $\frac{3}{4}$ -mile west of Kasold. Bridge No. 00.64N-05.50E is the bridge currently under construction on Route 1029 approximately 0.6 miles north of the Franklin County line.

A multi-layer polymer concrete overlay will protect the bridge decks against deterioration and extend the service life of the bridges. It seals the deck and inhibits chloride migration into the concrete thereby reducing steel corrosion. We have used this system on several bridges to date, and the system is used extensively by KDOT and the KTA.

Traffic will be reduced to one lane only during the work on each bridge. For Bridge No. 21.30N-06.15E, a temporary traffic signal will control alternating traffic in one lane. For the other bridges, traffic will be controlled using flaggers.

We plan to open bids in mid-March, and plan for work to begin between April 24 and May 8. We anticipate the work taking approximately two months to complete.

Action Required: Consent Agenda approval to solicit bids for Project No. 2015-70, multi-layer polymer concrete overlays for Bridge Nos. 21.30N-06.15E, 07.25N-06.50E, 18.00N-11.24E, and 00.64N-05.50E.



DOUGLAS COUNTY PUBLIC WORKS

3755 E. 25th Street
Lawrence, KS 66046
(785) 832-5293 Fax (785) 842-1201
dgcopubw@douglascountyks.org
www.douglascountyks.org

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 *KAB*

Date : February 15, 2017

Re : Consent Agenda approval of agreement with Shawnee County
Replacement of culvert on E 1 Road
Structure No. 09.39N-00.00E

There is a deficient culvert on E 1 Road approximately 0.39 miles north of N 900 Road that requires replacing. Shawnee County has developed plans to install a new 84" diameter corrugated metal pipe to replace the existing structure. K.S.A. 68-1122 provides for two counties sharing in a project to replace a culvert or bridge on a county line road. The statute calls for sharing expenses according to assessed valuations of each county, or the counties may agree on another distribution of expense.

The attached agreement dictates Shawnee County will provide and install the culvert, and Douglas County will construct the approach roadways and ditches. Each county would be responsible for expenses to acquire additional right-of-way and to relocate utilities on the county's side of the road. We are comfortable with this arrangement. Shawnee County will be responsible for maintaining the culvert.

Shawnee County has requested two original copies of the signed agreement.

Action Required: Consent Agenda approval of an agreement with Shawnee County laying out duties and responsibilities for each county in a project to replace Structure No. 09.39N-00.00E. The BoCC should sign three (3) original copies of the agreement.

SHAWNEE COUNTY CONTRACT # C -2017

DOUGLAS COUNTY CONTRACT #

CONTRACTUAL AGREEMENT PURSUANT TO K.S.A. 68-1122

A CONTRACT RELATING TO A CULVERT REPLACEMENT ON SOUTHEAST WOODRING ROAD/ E 1 ROAD OVER AN UN-NAMED TRIBUTARY TO THE ELK CREEK WITH DOUGLAS COUNTY

THIS AGREEMENT is entered into this ____ day of _____, 2017, by and between **THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF SHAWNEE, KANSAS**, a governmental subdivision of the State of Kansas, hereinafter referred to as "Shawnee County," and **THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS, KANSAS**, a governmental subdivision of the State of Kansas, hereinafter referred to as "Douglas County."

WHEREAS, a culvert (DGCO Culvert No. 0939-0000, SNCO Culvert No. MO-076) over an Un-named Tributary to Elk Creek at Southeast Woodring Road/ E 1 Road located 0.12 mile South of the Northwest Corner of the Southwest Quarter of Section 35, Township 13, Range 17 requires replacing due to structural and functional concerns; and

WHEREAS, each County desires to replace the culvert over an Un-named Tributary to Elk Creek at Southeast Woodring Road/ E 1 Road; and

WHEREAS, this culvert is on the County line and, pursuant to K.S.A. 68-1122, the Boards of both Counties may unite in the construction, repairing and maintenance of such culvert with the expense defrayed in proportion to their assessed valuation on the last assessment rolls, unless the boards of county commissioners of the counties shall agree upon another distribution of such expense; and

WHEREAS, Shawnee County and Douglas County therefore desire to enter into a contract, pursuant to K.S.A. 68-1122, relating to provision of said contractual services;

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. Each County agrees that the contractual services to be provided are as follows:
 - a) Shawnee County shall be the lead agency on this project. Shawnee County shall provide Engineering for design, construction engineering/inspection of the culvert and appurtenances thereto. Shawnee County shall acquire the materials necessary for construction of the crossroad culvert and a driveway culvert on the West side of the roadway. Douglas County shall acquire the materials necessary to surface the roadway, a driveway culvert on the East side of the roadway, for erosion control, and for restoration/seeding of disturbed areas.
 - b) Shawnee County and Douglas County agree to provide manpower and equipment as mutually agreed upon by the Bridge Supervisors of each County to install the culvert and construct the approach roadway and ditches. Shawnee County's manpower and equipment shall work primarily on the installation of the crossroad culvert, with assistance provided by Douglas County's manpower and equipment as necessary. Douglas County's manpower and equipment shall work primarily on construction of the approach roadway, driveway entrances, and ditches, with assistance provided by Shawnee County's manpower and equipment as necessary.

c) Costs for right-of-way appraisal, acquisition, fence relocation and utility adjustment shall be borne by the County such appraisal, acquisition, relocation or adjustment is located in.

d) Shawnee County shall be responsible for routine maintenance and inspection of the culvert known as Shawnee County Culvert MO-076 at the completion of this project.

2. The Counties agree that this contract will take effect on the date all necessary signatures are completed on the document.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed as of the latest date found below.

BOARD OF COUNTY COMMISSIONERS
SHAWNEE COUNTY, KANSAS

Robert E. Archer, Chair

Date: _____

ATTEST:

Cynthia A. Beck, Shawnee County Clerk

APPROVED AS TO FORM AND LEGALITY BY THE SHAWNEE COUNTY COUNSELOR'S OFFICE DATE _____ BY _____

BOARD OF COUNTY COMMISSIONERS
DOUGLAS COUNTY, KANSAS

Mike Gaughan, Chair

Nancy Thellman, Vice-Chair

Michelle Derusseau, Member

Date: _____

ATTEST:

Jamie Shew, Douglas County Clerk



DOUGLAS COUNTY ADMINISTRATIVE SERVICES

Douglas County Courthouse
1100 Massachusetts Street, Unit 204
Lawrence, KS 66044-3064
(785) 832-5329 Fax (785) 832-5320
www.douglas-county.com

Sarah Plinsky
Assistant County Administrator

MEMORANDUM

MEMO TO: Board of County Commissioners

FROM: Sarah Plinsky, Assistant County Administrator

SUBJECT: Change Health Care Provider Network for the upcoming 2017-2018 Health Insurance Plan Year

DATE: February 16, 2017

Douglas County has utilized the Freedom Select Network for Health Care Providers for sixteen years. Over that time, provider networks have changed for self insured plans. Now, self insured health plans have more choices available to them with more providers in more parts of the country and locally, as well as deeper discounts than before.

Douglas County's Benefits Consult Willis Towers Watson and Third Party Administrator approached staff earlier this year about switching provider networks for the upcoming plan year. When considering provider networks, several factors should be considered. Below is a table that outlines the County's current provider Freedom Select and two other networks that were considered as a part of this evaluation

Network	Network Discount	Total Network Access Fee (per employee per month)	Percent of Current Claims – In Network
Freedom Select	43.1%	\$18.45	95%
Aetna Signature	46.9%	\$19.00	98%
Cigna PPO	47.3%	\$15.77	98%

Specifically concerning the network discount, the difference of 4.3% is substantial given Douglas County's total medical spending. That amount is approximately 4.0% of the County's total medical spend or \$250,000 to \$300,000 annually in net savings, including fees.

The size of network is also important to for the County. In the past, National networks like Aetna and Cigna were not available to Douglas County. This meant when employees traveled outside of the region or had dependents away at college they could anticipate expensive out of network costs. If Douglas County is able to access a larger, National network, employees will be able to keep more of their medical spending in network where all of the discounts are better.

Even though the Aetna and Cigna have larger networks, it anticipated that some providers are a part of Freedom Select and not a part of Cigna. Some employees may want to consider different providers to remain in network.

This change is being brought before the Commission in advance of other plan design and funding recommendations because 90 days notice is required for the network switch and it will impact plan design and funding recommendations for the upcoming plan year. If the recommended change is approved by the Commission, staff will proceed on working with the Willis Towers Watson and Coresource to finalize proposals for Stop Loss Insurance coverage and finalize recommendations for the 2017-2018 Health Insurance Plan Year. Those recommendations will be brought to the Commission for consideration by mid-April.

Recommendation: Approve moving to the Cigna PPO provider network for the 2017-2018 Health Insurance Plan Year.