



COUNTY COMMISSION

Monday, March 2, 2015

5:00 PM

Ellis County Courthouse

Order of Business

I. Opening

- A. **Call to Order**
- B. **Pledge of Allegiance**
- C. **Clerk Records the Roll**
- D. **Order of Business**
Consideration of Amendments

II. Prior Minutes

- February 2, 2015 – Special Meeting – Budget
- February 2, 2015 – Regular Meeting
- February 9, 2015 – Regular Meeting
- February 16, 2015 – Regular Meeting
- February 23, 2015 – Special Meeting

III. Consent Agenda

- A. **Approval of Employee Status Changes as presented**
- B. **Approval of Refunding Warrants as presented**

- C. **Approval of Tax Roll Adjustments as presented**
- D. **Approval of Escape Tax Orders as presented**
- E. **Approval of Adds and Abates as presented**
- F. **Approval of Accounts Payable and Payroll as presented**
- G. **Approval of 2014 Year End PO Close List** [Enclosure](#) [page 10](#)

IV. Issues from Persons Not on the Order of Business

V. Public Requests/Presentations/Reports Agenda

- A. **Mike Fisher, Public Works Employee**
Report/Discussion - Staffing, Pay Study
- B. **Admin Center/Emergency Services Building Project**
Report/Discussion
 - 1. **Administrative Center Project Change Order #13**
[Enclosure](#) [page 12](#)
Consideration of Change Order
- C. **Courthouse/LEC Project** [Enclosure](#) [page 15](#)
Report/Discussion
 - 1. **Asbestos Removal Work**
Consideration of Authorizing County Administrator to Award Bid
- D. **Kansas Heart and Stroke Collaborative**
Report by Kerry McCue and Terry Siek

VI. Action Items Agenda

- A. **KNRC Membership** [Enclosure](#) [page 16](#)
Consideration of Membership and Dues Notice
- B. **Federal Fund Exchange** [Enclosure](#) [page 19](#)
Consideration of Authorizing Request for Exchange of federal highway funds for State highway funds.

VII. Issue Introduction/Report Agenda

A. Public Works [Enclosure](#) [page 23](#)

1. **Road/Bridge Infrastructure Needs** [Enclosure](#) [page 26](#)
Follow-up Report/Discussion
2. **Fracture Critical Bridge Inspections** [Enclosure](#) [page 28](#)
Report/Discussion
3. **Bison Road Improvement**
Report/Discussion
4. **230th/55th Street Improvement Project**
Report/Discussion of Project and State Allocation to Project

B. Public Health

1. **Monthly Public Health Report – January 2015**
[Enclosure](#) [page 31](#)
Report/Discussion
2. **State Formula Grant Application**
Consideration of Authorizing Signatures

C. County Administrator

1. **Community Development Block Grant** [Enclosure](#) [page 35](#)
Report/Discussion
2. **Purchase Card System – 2014 Rebate \$2,707.34**
Report/Discussion
3. **Comprehensive Plan Implementation** [Enclosure](#) [page 40](#)
Report/Discussion

4. **Purchasing Policy – Change Orders** Enclosure page 45
Report/Discussion

D. County Commission

1. **Commissioner Reports**

E. Executive Session

For non-elected employee matter

VIII. Adjournment



Meeting Memo

To: County Commission
From: Greg Sund
CC: Order of Business Recipients
Date: 2/27/2015
Re: Order of Business for March 2, 2015 Regular Meeting

IV. Public Requests/Presentations/Reports Agenda

- A. **Mike Fisher, Public Works Employee** – I am becoming concerned that a few County employees are avoiding their unions to express grievances to the Commission directly. I am happy to keep scheduling them to talk to Commissioners if this is Commission preference, but if it continues, it brings into question one of the main purposes of having unions that being an organized means of talking to all of the employees represented by the union by talking to union representatives. Mr. Fisher said he wants to talk to the Commission about two issues, the pay study and staffing. We were told during last round of negotiations last year that they had no interest in how the pay and benefit study is implemented. I am not sure what he is referencing about staffing issues, but these are issues Mike Graf deals with each day.
- B. **Emergency Services Building Project** – We are scheduled to have a meeting on this project on March 2 before the Commission meeting. We will have more information about the project progress after that meeting. I expect a representative of Spangenberg Phillips Tice Architects to be in attendance to give a report. I am enclosing information provided by the architects regarding the change orders on this project and how their cost compares to the contingency allowance. As Commissioners can see, change orders have exceeded the contingency by \$8,929.00.
- C. **Courthouse/LEC Project** – A signed copy of the last change order to install permanent power connections to our computer servers was delivered to the contractor earlier this week. I expect a Treanor Architects representative to be at the meeting to give an update report.

Asbestos Flooring Removal Work – I put a deadline for submission of the cleanup proposals of Noon on March 3 in order to give potential contractors a full week to consider the work and bid. In order to reduce potential delays in the Courthouse/LEC Project resulting from this work, I am requesting authority to notify the low bidder and move the project forward.

Suggested Motion: To authorize the County Administrator to award the bid and order commencement of asbestos flooring removal work in the Courthouse.

- D. **Kansas Heart and Stroke Collaborative** – Mr. McCue requested time on the Order of Business to present a report on this program with Hays Med representative Terry Siek. I do not know enough about the program to provide any background at this time.

V. **Action Items Agenda**

- A. **KNRC Membership** – Enclosed is a copy of the dues bill from the Kansas Natural Resources Coalition (KNRC). As I reported recently, this organization seems focused on the issue of the listing of the lesser prairie chicken on the threatened species list. Because this is only one of the wildlife species found on either or both the Kansas State and US Endangered Species lists, I think their efforts are somewhat misdirected. I don't know why they are focusing only on this one species. If they are against listing wildlife on the list, then it seems they should object to the Endangered Species list in whole. For instance, a bat was recently added to the list that will affect construction and other activities in Ellis County, but there has been no mention of this group to objection to that listing. In addition, given the budget challenges we are facing, I question the County's interest in continued membership in this organization. I also have concern that because this is a coalition, not a non-profit corporation, I am concerned that it is possible Ellis County could be liable for anything the coalition does or fails to do. I put this issue on the Order of Business to ask the Commission to decide whether to continue membership or not.

Suggested Motion: To approve/disapprove continued membership in the Kansas Natural Resources Coalition.

- B. **Federal Road Funds Exchange** – Mr. Graf asked that this issue be placed on the Order of Business asking the Commission to make a decision as to whether Ellis County should exchange its federal road funds allocation for State funds. He said he will not be able to attend the March 9 County Commission meeting and since the deadline for submission is March 16, he needs to know on March 2 whether he can submit the documentation.

Suggested Motion: To approve/disapprove of the exchange of federal road funds allocated to Ellis County for State allocated funds at 90% the total value of the federal funds.

VI. Issue Introduction/Report Agenda

A. Public Works

1. **Road/Bridge Infrastructure Needs** – Based on the amount of information Mr. Graf brought forward on this subject during the last County Commission meeting, I asked him to readdress it now that Commissioners have had a little more time to digest it. I am enclosing the same information that was in the last meeting packet on this subject for background.
2. **Fracture Critical Bridge Inspections** – Mr. Graf and I discussed his findings on the costs of bridge inspections. The lowest, best cost came from Penco Engineering of Plainfield at about \$2,000/bridge. However the limitation of that firm is they are unable to properly inspect one of the bridges due to its height off the ground. For this reason, Mr. Graf and I plan to ask Penco to inspect four of the fracture critical bridges and have the fifth one inspected through the KDOT contract. As Mr. Graf explained, doing this will save the County about \$10,000 over just contracting with the State. The cost of the inspections falls well within my spending authority, so no Commission action is necessary on this issue.
3. **Bison Road Improvement** – The County Road and Bridge crew have completed improvements to Bison Road as directed sometime back. Mr. Graf said they have not, yet completed improvements to 230th avenue between Bison Road and the bypass. Mr. Graf will be reporting on this project at this time.
4. **230th/55th Street Improvement** – Mr. Graf learned from a KDOT representative that they have allocated \$1.5 million to our project. This is less than the \$2 million Mr. Graf thought it would cost to improve the intersection, east on 55th to the curve east of Doonan Truck and north on 230th about 1,000 feet, but it was nice to learn they are still allocating money to our project given the State's budget woes. Mr. Graf is asking the Commission to discuss this project and their dedication or lack thereof for moving forward with the project through dedication to selling bonds in the future to do so. As I said a few weeks ago, it is likely the bonds needed to fund this project will be \$10-12 million. In addition, given the shortfall on the current funding of the

Highway 40 project, it may be necessary to use this tool to acquire the additional needed funding for that project of \$800,000 or more.

B. Public Health

1. **Monthly Public Health Report** – Mr. Schlyer presented this report. If there are any questions, please let me know or contact Mr. Schlyer directly.
2. **State Formula Grant Application** – This is an annual grant that Ellis County receives through KDHE. For this year, the amount of the grant is \$19,877. This amount is similar to past years. I recommend approval of the application.

Suggested Motion: To approve applying for the State Formula Grant for 2015.

C. County Administrator

1. **Community Development Block Grant (CDBG)** – The County received the enclosed notice of the next round of CDBG funding. Based on the typical income levels in rural Ellis County, we have only rarely been eligible for these grants when the project benefits some small eligible areas. The reason is the CDBG program requires that more than 50% of beneficiaries to have incomes in the low to moderate income category. In addition, it is often difficult to find people willing to provide income information for these grants. That said, I am enclosing the information just to let the Commission know the process is available.
2. **Purchase Card System – 2014 Rebate** – I put this issue on the Order of Business to let the Commission know that the use of purchase cards by County staff resulted in a rebate of \$2,707.34 from Commerce Bank for activity in 2014.
3. **Comprehensive Plan Implementation** – I attended the Joint Planning Commission meeting Wednesday evening to hear discussion regarding a concern about land splits and to participate in discussion regarding the proposed short term actions from the 2012 Comprehensive Plan. After considerable discussion, the Commission asked me to get more information about the recommendations from the consultant and if possible, ask them to address the Joint Planning Commission in the

future. I plan to both research the information I have from the study and also contact the consultant in the coming weeks. The Commission also is going to review language provided from other counties regarding the issue of land splits. We have come to realize that although the current zoning regulations greatly limit the ability to split property that it is happening through distribution of estates. This has resulted in a dilemma wherein different Ellis County property owners are being treated differently. The Joint Planning Commission seemed to agree that this is unacceptable.

4. **Purchasing Policy – Change Orders** – A discussion came up recently about the processing of change orders. According to our current policy, the County Commission must approve change orders exceeding 10% of the project. However based on Commission interest in weighing into all change orders, I have not been following the policy for some time now and instead have been presenting all change orders to the Commission. If you would like, I can work up an amendment to the policy. Additionally, because of the 10% of project allowance in the policy, there wasn't really a need to address an issue that came up recently wherein the Commission approved a change order, but the change order document was not available until a few days later. In order to keep projects moving, if the Commission wants to decide on each change order, it would be helpful to add language to the policy that once approved, I can sign the change order document and present it to the contractor right away. I am enclosing the pages from the policy that address the design-bid-build process for projects. I highlighted the part about change orders. Another issue discussed was "no cost" change orders and whether I can approve these without Commission prior approval. I am looking for guidance on how the Commission wants to proceed on these issues.

Greg Sund

Year End PO Close

2/12/2015

Ellis County

PO No	PO Date	Vendor	Description	Amount	Left
47	4/8/2014	BG CONSULTANTS INC 0781912710985	ARCHITECTS AND ENGINEERS PO#7217 Prelim Engineer Proj BG 13-1262M \$88,570.08	\$119,891.18	\$88,570.08
48	4/8/2014	KIRKHAM MICHAEL CONSULT 0781912710371	ARCHITECTS AND ENGINEERS PO#7219 Prelim Engineer for Proj 26C-4623-01 \$2,114.59	\$32,383.74	\$2,114.59
50	4/8/2014	KANSAS DPT TRANSPORTATION 0781914500371	HIGHWAYS & BRIDGES PO#7220 Proj 26C-4623-01 bridge replac \$246,772.20	\$246,772.20	\$246,772.20
63	10/24/2014	HIGH PLAINS ROOFING INC 0065314200110	BUILDINGS & IMPROVEMENTS 718 Main/South EPDM Roof replacement \$70,475.00	\$70,475.00	\$70,475.00
64	10/24/2014	BG CONSULTANTS INC 001191271	ARCHITECTS AND ENGINEERS FAS and Off System Bridges/Inspection \$6,762.00	\$19,320.00	\$6,762.00
65	10/24/2014	MCPHERSON CONCRETE PROD 0011913470240	CULVERTS RC box/foam gaskets with filter fabric \$14,315.00	\$14,315.00	\$14,315.00
70	11/24/2014	IDENTIFICATION SYSTEMS & TECHNOLOGY 0012214040651	PROF/SCIENTIFIC EQUIP LSCAN 10000PX System \$21,405.00	\$21,405.00	\$21,405.00
74	12/10/2014	FILESAFE INC 016181400	CAPITAL OUTLAY-BUDGETED PO#7195 Times Two Storage/Administrator area \$14,800.00	\$14,800.00	\$14,800.00
75	12/11/2014	EATON AIR POWER CONSULTANTS INC 001551369	COMMUNICATION PART/SUPPLY PO#7380 USP batteries/dispach \$11,987.91	\$11,987.91	\$11,987.91
79	12/17/2014	ENVISION TECHNOLOGY GROUP 001971706	ADMINISTRATOR CONTINGENCY #7248 Cable project 718 Main \$15,753.00	\$63,345.00	\$15,753.00
80	12/17/2014	WESTERN EXTRALITE A DIV OF BORDER STAT 001971706 001971706 001971706	ADMINISTRATOR CONTINGENCY #7244. Switch, wireless access, UPS equipment \$0.00 \$0.00 \$17,395.69	\$44,393.23	\$17,395.69
81	12/22/2014	CENTURION WIRELESS SECURITY SYSTEMS 001971706	ADMINISTRATOR CONTINGENCY #7382 Panic Button System for Adm Bldg \$10,460.00	\$10,460.00	\$10,460.00
82	12/23/2014	ELLIS COUNTY CONCRETE 006561400	CAPITAL OUTLAY-BUDGETED #7381 Concrete for rodeo arena sidewalk \$6,500.00	\$6,500.00	\$6,500.00

2/12/2015 10:24:12 AM

Report ID: POYE01 Operator: bobbid

Year End PO Close

2/12/2015

Ellis County

PO No	PO Date	Vendor	Description	Amount	Left
84	12/30/2014	KAW VALLEY ENGINEERING 0781912710414	#7231 Surveying & engineering services Proj 26 C-4 ARCHITECTS AND ENGINEERS	\$16,900.00	\$16,900.00

Total To Unencumber: \$544,210.47

Reviewed on March 2, 2015.

County Commissioner: _____

County Commissioner: _____

County Commissioner: _____

Paul-Wertenberger Construction, Inc.

1102 East 8th Street - P.O Box 1311
Hays, Kansas 67601

Office: (785) 625-8220

www.paulwertenberger.com

Fax: (785) 625-8222

February 20, 2015

SPT Architecture
131 N. Mead, Ste. 201
Wichita, KS 67202

Re: Ellis Co. 718 Main

Proposal Request #13 Hardware Change

Add for revising contract documents per Proposal Request #13 to change hardware specs based on existing conditions.

Total

\$2,176.00

Thank you,



Matt Allen
Project Manager/Estimator
Paul-Wertenberger Construction, Inc.

Paul - Wertenberger Construction, Inc.
1102 East 8th Street
Hays, KS 67601
785-625-8220 - Phone
785-625-8222 - Fax

718 Main Remodel

PR #13

Item	Description	Quantity	Cost	Total
Floor Prep				
Material	Mortise locks in lieu of cylindrical locks	10 ea	62.00	620.00
Material	Rim panics in lieu of mortise panics	3 ea	690.00	2070.00
Material	Credit for mortise panics	-3 ea	266.00	-798.00
		Total		<u>1892.00</u>
		OH & P	15%	283.80
				2175.80

Paul - Wertenberger Construction, Inc.
1102 East 8th Street
Hays, KS 67601
785-625-8220 - Phone
785-625-8222 - Fax

718 Main Remodel

PR Summary

PR #1 & 2	\$ 4,765.00
PR #3	NC
PR #4	\$ 2,265.00
PR #5	\$ 5,814.00
PR #6	\$ 597.00
PR #7	\$ 462.00
PR #8	\$ 6,715.00
PR #9	\$ 1,540.00
PR #10	\$ 10,074.00
PR #11	\$ 3,201.00
PR #12	\$ 1,320.00
PR #13	<u>\$ 2,176.00</u>
Subtotal	<u>\$ 38,929.00</u>
Less Contingency	<u>\$(30,000.00)</u>
Change Order #1	\$ 8,929.00

Ellis County, Kansas

LEC and Courthouse, Renovation and Addition

Treanor Architects, P.A.

February 16, 2015

SUMMARY OF CONSTRUCTION BUDGET

	PROJECT BUDGET	CURRENT BUDGET	PENDING ITEMS
A. Construction			
1) Contract Amount		\$ 7,169,000	
2) Approved Change Orders			
Change Order #1		\$ 25,531	
Change Order #2		\$ 7,486	
3) Pending Change Orders			\$ -
			\$ -
SUB-TOTAL	\$ 7,167,074	\$ 7,202,017	
B. Project (Soft) Costs			
1) A/E Fees	\$ 625,858	\$ 625,858 1	
2) FF&E	\$ 100,000	\$ 100,000 2	
3) Move Costs	\$ 75,000	\$ 75,000 2	
4) IT/Data costs	\$ 75,000	\$ 75,000 2	
5) Survey	\$ 5,500	\$ 5,500 1	
6) Construction Testing	\$ 28,000	\$ 29,066 1	
7) Hazardous Material Abatement	\$ 20,000	\$ -	
8) Soil Borings and Report	\$ 6,500	\$ 4,490 1	
9) Reimbursable Design Expenses	\$ 45,000	\$ 45,000 2	
10) Owner's Contingency	\$ 352,068	\$ 338,069	
SUB-TOTAL	\$ 1,332,926	\$ 1,297,983	
TOTAL PROJECT COSTS	\$ 8,500,000	\$ 8,500,000	

1. Actual expenses
2. Estimated expenses



Invoice 2015 Kansas Natural Resource Coalition Annual dues

KNRC Counties to: County-Ellis-Comm Barbara Wasinger,
County-Ellis-Comm Dean Haselhorst,
County-Ellis-Comm Marcy McClelland
Cc: County-Ellis-Adm Greg Sund

02/16/2015 04:22 PM

Dear Commissioners Wasinger, Haselhorst and McClelland,

Attached, please, find the invoice for Kansas Natural Resource Coalition’s (KNRC) 2015 Annual dues for your county’s ongoing member participation in the policy, administrative and coordination activities.

The dues, approved unanimously at the 2015 Annual KNRC meeting, will provide funding for projects benefiting our member counties, such as:

- 1. Lesser Prairie-Chicken
 - a) Track and Monitor
 - i. Litigations
 - ii. Recovery Plan
 - iii. Impacts
- 2. Conservation Easements
 - a) Sponsor Conference – Buffalo Bill Cultural Center April 8th & 9th
 - b) Track and Monitor
 - c) Educate
- 3. Commissioner Training
 - a) Bureau of Land Management revision of regional BLM Resource Management Plan, Environmental Impact Statement and Workshop(s)
 - b) Conservation Easement Education
 - i. Restrictions
 - ii. Impacts
 - iii. Tax Base Implications
- 4. Participation in KNRC Policy and Administrative meetings and functions

As always, if you have any questions, please, do not hesitate to contact us.

Cordially,
KNRC Steering Committee

Contacts:

Shawn Tasset, President
620-682-5406 (cell)
stasset@fordcounty.net

Jim Rice, Vice-President
620-624-3140 (home)
620-482-6306 (cell)
jrice@swko.net

Teresa Harder, Treasurer

620-697-2696 (work)
316-259-6438 (cell)
tharder@elkhart.com

Marsha Ewy, Member
620-357-6417 (home)
620-339-2008 (cell)
mewy@dc3.edu

Vic Bielser, Member
(785) 657-7146 (cell)
vpbielser@ruraltel.net

James Carlson, Executive Director
(620) 260-9169 (Office)
(620) 260-8767 (Cell)
jcarlson@wbsnet.org



Ellis County 2015 invoice.pdf



INVOICE

KANSAS NATURAL RESOURCE COALITION
C/O Logan County, Kansas Clerk
710 West 2nd Street
Oakley, KS 67748-1233
knrc.counties@gmail.com

Invoice No : 1505
Date : 2/16/2015

Ellis County Board of Commissioners
 1204 Fort St., P.O. Box 720
 Hays, KS 67601

Payment Terms
 Due upon receipt

ANNUAL DUES	
Billing Period: January 1, 2015 - December 31, 2015	\$5,045.00
TOTAL	\$ 5,045.00

Make checks payable and remit to:

KANSAS NATURAL RESOURCE COALITION
 C/O Logan County, Kansas Clerk
 710 West 2nd Street
 Oakley, KS 67748-1233
 For Questions Contact:
 Shawn Tasset, President (620) 682-5406 (cell)
 Jim Carlson, Executive Director (620) 260-9169

THANKS!

Steering Committee Members
Shawn Tasset, President / Jim Rice, VP / Teresa Harder, Treasurer / Marsha Ewy / Vic Bielser
Ford / Seward / Morton / Hodgeman / Sheridan

The Kansas Natural Resource Coalition (KNRC) is an association of counties who maintain collective and participatory involvement in administrative government on behalf of its citizenry. The Coalition serves as a conduit between local, state and federal governments to promote balanced, necessary and effective administrative policymaking through the mechanism of government-to-government coordination. Our mission is to monitor, analyze, understand, communicate, and participate in those initiatives that materially affect the natural or human systems governed by individual member counties.



**KANSAS DEPARTMENT OF TRANSPORTATION
BUREAU OF LOCAL PROJECTS
REQUEST TO EXCHANGE FEDERAL FUNDS**

County/City: Ellis
Federal Funds to Be Exchanged: \$213,343.89

The Secretary of Transportation is hereby requested to make available to the city/county state funds in exchange for the city's/county's allotment of federal funds in the amount stated above.

We understand that the amount of state funds provided by the Secretary will be calculated at an exchange rate of \$0.90 of state funds per dollar of federal funds. We further understand that the state funds must be used for transportation project(s) in accordance with the program guidelines and will be paid on a reimbursement basis as the city/county incurs costs on the project(s).

Contact Person: Michael Graf Title: Public Works Director
Address: PO Box 691, Hays, KS 67601
Phone: 785-628-9455 Email: ecpw@ellisco.net

*Signature**

Typed or Printed Name

Title

Date

**The representative signing this request must be authorized by law to bind the city/county to an agreement.*



Dwight D. Eisenhower State Office Building
700 S.W. Harrison Street
Topeka, KS 66603-3745

Mike King, Secretary
Ronald J. Seitz, P.E., Chief



Phone: 785-296-3861
Fax: 785-296-2079
Hearing Impaired - 711
publicinfo@ksdot.org
<http://www.ksdot.org>
Sam Brownback, Governor

BLP Memo 15-03

MEMO TO: Board of County Commissioners
Ellis County

DATE: February 6, 2015

SUBJECT: Federal Funds Distribution/Federal Fund Exchange 2015

I am pleased to announce that the Kansas Department of Transportation (KDOT) is making Federal Funds, in the amount of \$213,343.89, available to the County of Ellis for federal Fiscal Year 2015 (October 1, 2014 through September 30, 2015). These funds may be used to develop a federal-aid project following the procedures outlined in the KDOT LPA Project Development Manual, or you may exchange them with KDOT under the Federal Fund Exchange Program.

The federal fund exchange program is a voluntary program that allows a local public agency (LPA) to trade all or a portion of its federal fund allocations in a specific federal fiscal year with KDOT in exchange for state transportation dollars. The exchange rate for the program is \$0.90 of state funds for every \$1.00 of local federal obligation authority exchanged. State funds will be paid on a reimbursement basis as the LPA incurs costs.

The Program Guidelines and necessary documents are located at <http://www.ksdot.org/burlocalproj/default.asp>. For your convenience, the funds available to exchange have been entered into the attached Request to Exchange Federal Funds Form. **Please remember to return the Request by March 16, 2015.**

The FFY 2015 distribution is an estimate and is subject to change by actions of Congress. At this time Congress has authorized funding through May 31, 2015, so KDOT has projected the federal funds available for the full year. We will make adjustments as needed, when Congress authorizes the remaining funding (through September 30, 2015).

We appreciate your participation in the federal-aid/federal fund exchange program for local public agencies. Please contact Sondra Clark or me at 785-296-3861 if you have any questions regarding this program or if you need assistance in completing the Request to Exchange Federal Funds form.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Seitz".

Ronald J. Seitz, P.E., Chief
Bureau of Local Projects

cc: Office of City Engineer
Jim L. Kowach, P.E., Director, Division of Engineering and Design
Chris Herrick, P.E., Director, Division of Planning and Development
Dennis Slimmer, P.E., Chief, Bureau of Transportation Planning

Ellis County Federal Fund Exchange

	Beg Bal	Distribution	Total Available	Available to Exchange	90%	Reimbursed	Remaining Available to Exchange	Beg Bal CarryOver
2011	-\$824,728.86	\$204,598.65	-\$620,130.21	\$0.00	\$0.00	\$0.00	\$0.00	-\$620,130.21
2012	-\$620,130.21	\$239,967.18	-\$380,163.03	\$0.00	\$0.00	\$0.00	\$0.00	-\$380,163.03
2013	-\$380,163.03	\$183,652.31	-\$196,510.72	\$0.00	\$0.00	\$0.00	\$0.00	-\$196,510.72
2014	-\$196,510.72	\$239,218.71	\$42,707.99	\$60,409.86	\$54,368.87	\$0.00	\$54,368.87	\$0.00
2015	\$0.00	\$213,343.89	\$213,343.89	\$213,343.89	\$192,009.50	\$0.00	\$192,009.50	
					Total State Funds Available		\$246,378.38	



**KANSAS DEPARTMENT OF TRANSPORTATION
BUREAU OF LOCAL PROJECTS
REQUEST TO EXCHANGE FEDERAL FUNDS**

County/City: Ellis
Federal Funds to Be Exchanged: \$213,343.89

The Secretary of Transportation is hereby requested to make available to the city/county state funds in exchange for the city's/county's allotment of federal funds in the amount stated above.

We understand that the amount of state funds provided by the Secretary will be calculated at an exchange rate of \$0.90 of state funds per dollar of federal funds. We further understand that the state funds must be used for transportation project(s) in accordance with the program guidelines and will be paid on a reimbursement basis as the city/county incurs costs on the project(s).

Contact Person: _____ Title: _____

Address: _____

Phone: _____ Email: _____

*Signature**

Typed or Printed Name

Title

Date

**The representative signing this request must be authorized by law to bind the city/county to an agreement.*



MEMO

February 25, 2015

TO: Greg Sund
County Administrator

FROM: Mike Graf
Public Works Director

RE: County Commission Agenda / March 2, 2015

(I have updated some of the information that was discussed previously.)

1) Consideration of Contracting Fracture Critical Bridge Inspections:

As previously reported to the county commission, Ellis County has five (5) bridges that contain fracture critical elements that require special inspections to comply with FHWA inspection requirements. This inspection is separate from the routine biennial bridge inspections that was recently completed by BG Consultants, and may require special equipment to complete the inspections. Four of these bridges may be able to utilize ladders to access the fracture critical elements, however, bridge #210 located on Codell Avenue over the Saline River will require a "snooper" truck to access these elements.

In June of 2014, Ellis County signed a Master Agreement with KDOT that gives us the option to be included in statewide special inspection programs in order to benefit from statewide contracting of inspection services. KDOT has issued notice that they are currently pursuing a statewide Fracture Critical inspection cycle and are asking for a response by February 27th regarding local agency participation. Based on the estimate provided by KDOT, our cost would be approximately \$23,500, of which 80% could be deducted from our federal fund distribution for this year, with the balance due from other county funding sources. I have asked BG Consultants to provide a cost estimate to provide the same services if they contracted directly with Ellis County in order to be able to compare this fee with KDOT's estimate. I am asking for approval to respond to KDOT based on this fee comparison in order to meet their response deadline. A follow up report at an upcoming commission meeting would provide status information.

As per discussion on February 16th, I have evaluated contracting costs with a consultant versus KDOT's Statewide Contract option. Based on the equipment required for fracture critical inspection of bridge #210, I have notified KDOT that Ellis County would only include that bridge in the statewide contract at an estimated fee of \$5,500. Penco Engineering provided a cost proposal for the other 4 fracture critical bridges at a fee of \$2,000, or a total

of \$8,000. This combined estimated cost of \$13,500 for all 5 bridges is \$10,000 less than using the statewide contract for all 5.

As an additional note, bridge #585.0-446.4 and #591.0-426.1 will require annual fracture critical inspections, which based on the current estimates would be \$2,000/year for each bridge. Also, this should be the last required fracture critical inspection for bridge #5930-472.7 as it will be replaced before the next required inspection. Attached is a map showing bridge numbers and locations and photos of the two bridges with annual construction.

2) Federal Fund Exchange –FFY 2015:

As per the attached KDOT BLP Memo 15-03, Ellis County is the recipient of \$213,343.89 in Federal Funds based on the Federal Fiscal Year (FFY) 2015 allocation. The memo indicates the County's option to exchange these federal funds for state funds at a reduction of 10% total dollars in the amount of \$192,009.50. These exchange dollars are only available on a reimbursement basis upon proof of expenses incurred on transportation items as defined in the Federal Fund Exchange Guidelines. Ellis County continues to have the option to develop a project under the federal funding process rather than exchanging funds.

For clarification, the \$54,368.87 indicated in 2014 have already been exchanged and reimbursed as per the instructions of the County Commission. I have requested clarification for several questions, and therefore will not make a recommendation at this time but will do so at the next meeting.

Due to schedule deadlines, I would like approval of the Federal Fund Exchange at the March 2nd meeting so the document can be submitted by the March 16th deadline. Additionally, since this is a reimbursement program for eligible transportation expenditures, that I be authorized to request reimbursements as eligible expenditures occur and place them in Fund 78 for use on infrastructure improvements to be identified at a later date.

3) Current and Pending Ellis County Transportation Projects:

The attached overview and summary is intended to illustrate current projects under development, schedules, and available funding at this time. A list of projects recommended from the 2013 Infrastructure CIP Study, from the 2014-2015 biennial bridge Inspection and from recent planning discussion is also summarized.

3a) As a follow-up on this CIP report, I can report that I have been contacted by KDOT indicating they would be prepared to allocate \$1.5 million to the intersection improvement at 55th and 230th northwest of Hays. Tentatively, the eligible expenses would be preliminary engineering and construction costs, which would be distributed as reimbursements, or based on contractual obligation for these services. Commitment of these funds would be dependent on Ellis County progressing forward with the project, essentially identifying a schedule and then proceeding with implementation over the next several years. Provided we can show commitment and progress, the funding would be dedicated to this project. Last

October we had received an engineer's estimate of \$2 million for this improvement, which include \$253,000 for preliminary and construction (inspection) engineering, \$30,000 for right-of-way, and 20% contingency of \$330,000. Utility relocation cost was not included in this estimate. Essentially, our local cost would depend on final project cost as well as any local partnership opportunities or other funding sources that may help share the estimated \$500,000 not covered by KDOT's funding.

3b) I would like to answer any questions or have discussion regarding any of the infrastructure information presented on February 16th.

4) Bison Road / 230th Avenue Update

Back in December, 2014 I offered to provide an update on the potential schedule for improvement of Bison Road and ½ mile of 230th Avenue. Due to recent favorable weather, county crews were able to complete the Bison Road portion of this improvement and plan on undertaking the 230th Avenue upgrade within the next 60 days.

Ellis County Infrastructure Project Status Funding

2/12/2015

Programmed Projects

Project	Project Description	Schedule	Estimated Construction Cost (Including CE)	Funding	Estimated Local Funds	Local Source	Project Source + Basis
4623-01	Bridge Replacement	Oct-15	\$1,233,861	80% Fed / 20% Local	\$246,772 *	Fund 78	Bridge Inspection + CIP
4688-01	HRRR Signing	Sep-15	\$120,000	100% Fed / Reimburse	0 after Reimb	R&B	Rule Update
4732-01	Bridge Replacement	FY 2015	\$160,000	90% Fed / 10% Local	\$16,000	Fund 78	Bridge Inspection
13-1262M	Hwy 40 Yoce-Ellis	2015-2016	\$2,500,256	100% Local	100%	* Bond+Fund 78	2013 CIP

Pending Projects

55th / 230th	Intersection Concrete+Curb-Gutter	NA	\$2,000,000	Pending	Pending		CIP + Traffic Data
55th	230th to Roth Ave Concrete+Shoulders	NA	\$5,440,000	Pending	Pending		CIP + Traffic Data
230th	55th to Feedlot Rd Concrete +Shoulders	NA	\$5,910,000	Pending	Pending		CIP + Traffic Data
Ellis Avenue	S.Co.Line-Grants Villa 2" HMA Overlay	NA	\$866,000	Pending	Pending		CIP + Traffic Data
Masonry Arches	Stone Arch-Metal Liners 7 Bridges	NA	\$775,000	Pending	Pending		2013 CIP + Inspections
Span Bridges	Deck Repair-Rehab 7 Bridges	NA	\$1,502,000	Pending	Pending		2013 CIP + Inspections

Verification of 2015 Bridge Inspection Data May Change Improvement List and Costs.

Ellis County Infrastructure Project Status Funding

2/12/2015

Local Fund Source

Cash Balance - Fund 78 (2/3/15)	\$588,500	
Encumbered Funds - Fund 78 (2/3/15)	\$354,357	* (Includes PE for Hwy 40 + PE & Local Share 4623-01)
Available Funds - Fund 78 (2/3/15)	\$234,143	
Cash Balance - Fund 130 (2/12/15)	\$1,864,559	(\$54,368 from 2014 FFE not yet posted)

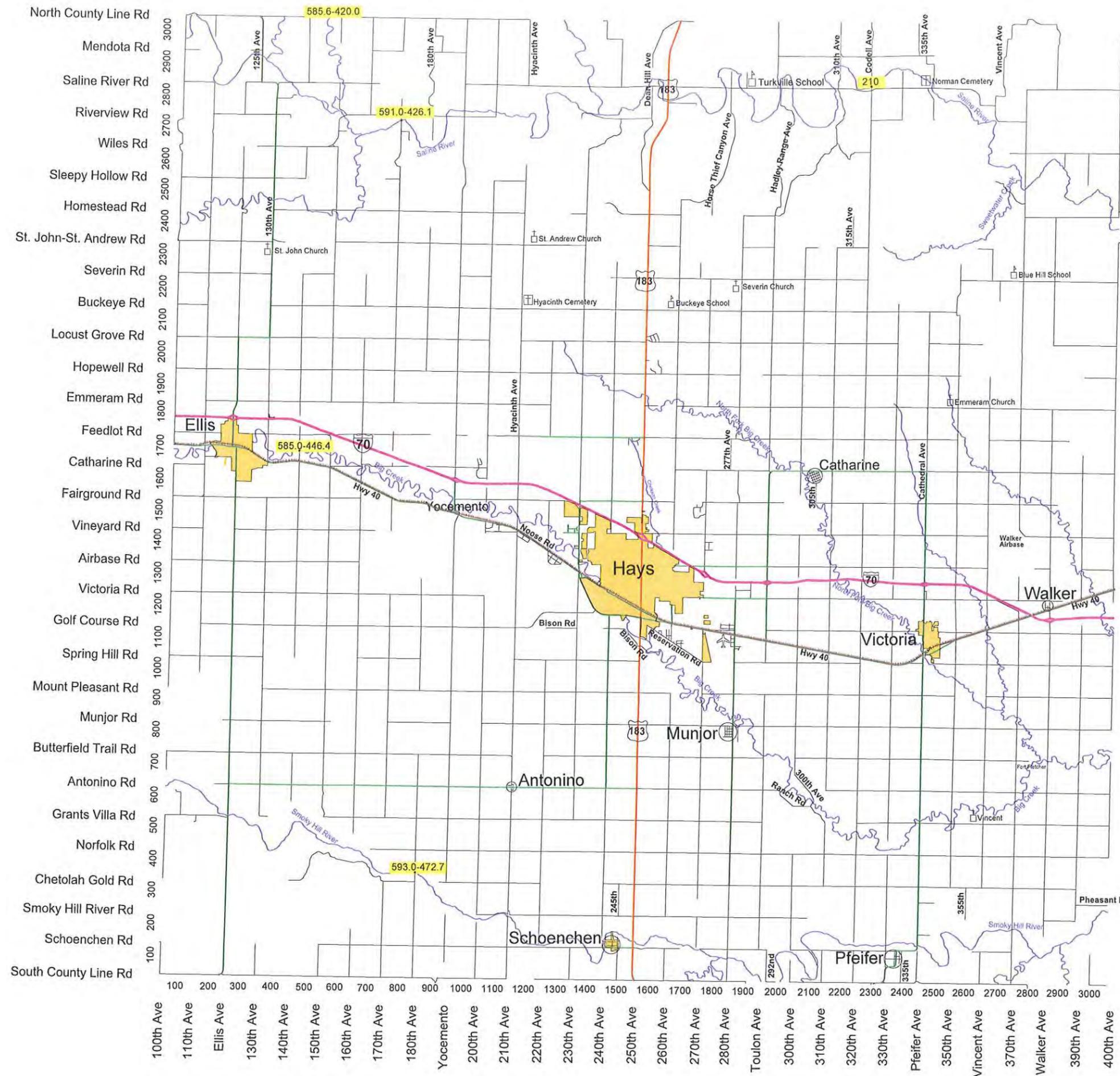
Ellis County Roads

-  Interstate 70
-  Federal Highway
-  Paved Roads
-  City Limits
-  Water
- 36** Section Numbers

Even Addresses East and South
Odd Addresses West and North

Prepared by:
Ellis County Information Technology
GIS Division
Hays, KS
2014

Road Information Provided by:
Ellis County Public Works





Bridge #585.0-446.4



Bridge #591.0-426.1



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



**Monthly Report Narrative
Jan. 2015**

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

Epidemiology:

Administration and nursing staff investigated 8 cases of reportable diseases as assigned by the Kansas Department of Health and Environment. These cases included:

- Hepatitis C 3 cases
- Hepatitis B 2 cases
- Salmonella 2 case
- TB Infection 1 cases

KDHE:

Jan. 8 – Staff participated in a Special Health Care Needs program conference call

Jan. 27 – KDHE statewide conference call joined by the department administrator

Jan. 29 – Department administrator attended KDHE training webinar on Catalyst, which is a new database website for grant applications and activities.

Meetings:

Jan. 2 – Health department staff meeting

Jan. 15 – Department administrator met with David Kreller of Medi-Waste Disposal regarding the disposition of bio-hazardous material generated by the department.

Jan. 21 – Department administrator was interviewed by the Hays Post

Jan. 9, 16, 23, and 30 - the department administrator had one-on-one meetings with the county administrator.

Department Head Meeting:

Department Administrator attended all weekly department head meetings scheduled by the County Administrator.

Clinics:

Community blood pressure clinics during January were conducted at:

Wyndam Place	Hays Plaza
Hays Meal Site	Centennial Towers
Epworth Towers	

Jan. 16 – Community wellness labs were conducted at the health department for the public and county employees

Other:

Jan. 28 - Department employees celebrated an employee birthday with a pot luck.

Department employees utilized 63.25 hours of benefit time in January.

Respectfully Submitted
Butch Schlyer, Health Administrator

Ellis County Health Department

601 Main Street, Suite B, Hays, Kansas 67601

Phone: (785) 628-9440 Fax (785) 628-0804

Date: February 19, 2015

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

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

Subject: Monthly Health Department Report JAN-15

<u>Services</u>	<u>Services</u>		<u>Revenue Received</u>		<u>Prior Year - 2013</u>	
	<u>Month/Yr to date</u>		<u>Month/Year to Date</u>		<u>Services</u>	<u>Revenue</u>
Allergy Injections	49	49	426.00	426.00	659	6,765.00
Basic Health Service Grant			4,985.00	4,985.00		19,898.00
Blood Pressure Screens	35	35			441	
Bob's Boxes	45	45			931	
Client Credit						72.00
County Wellness Profiles	6	6			109	133.00
County Wellness PSA's	2	2			70	
CYSHCN Grant						3,423.96
Dental Screenings						
Drug Screens			25.00	25.00	12	650.00
Ear Exam					4	15.00
Epidemiology Cs Mangement						
Epidemiology Surveillance	7	7			75	
Glucose Screening						8.00
Head Lice Screening					4	40.00
Hearing/Auditory Screening					1	5.00
Hemoglobin Screening	1	1	5.24	5.24	45	141.28
Height/Weight Screen	1	1			11	
Immunizations - Routine	52	52	6,507.02	6,507.02	750	70,726.24
Immunizations - Hepatitis A	6	6	505.44	505.44	88	6,222.65
Immunizations - Hepatitis B	21	21	745.42	745.42	170	9,314.68
Immunizations - Meningococcal	1	1			59	7,824.45
Injections - Miscellaneous	13	13	180.00	180.00	192	2,573.60
Interest Paid By Insurance Co.			0.42	0.42		0.23
Jail Attendance					266	
Labs - Miscellaneous	6	6	150.00	150.00	147	2,834.00
Lead Screening	2	2	43.40	43.40	63	584.57
Nuisance Complaint						
Nuisance Follow-up						
Nutritional Assessments			295.00	295.00	75	365.00
Office Visits						
Other Department Revenue			113.40	113.40		766.89
Other Reimbursements						
Physicals	2	2	100.00	100.00	18	1,140.00
Physicals XIX (KBH)	1	1			1	

Pregnancy Tests	1	1	10.00	10.00	15	150.00
Pvt Insurance Overpayment			30.00	30.00		217.44
Refugee Assessment						
Specimen Collection	4	4			39	270.00
TB Case Management					12	
TB Follow-up	10	10			121	
TB Medications	4	4			53	
TB Screens/Readings	82	82	621.63	621.63	860	5,780.78
Vision Screens						
Vaccinations - Flu	3	3	3,697.00	3,697.00	1686	37,208.56
Vaccinations - Pneumonia	5	5	401.80	401.80	29	2,812.42
Vaccinations - Rabies					10	10,248.88
Vaccinations - Travel	8	8	608.86	608.86	113	10,968.30
Voter Registrations						
Weight Loss Program			35.00	35.00		1,123.00
Orientation	1	1				
Follow-up	0				7	
Participants	1					
WIC Program			5,013.87	5,013.87		84,604.44
Certifications	93	93			849	
Check Pick-Up	155	155			1770	
Participants	405					
RD/Nutrition Ed	54	54			627	
Other WIC Tranactions	34	34			420	
Totals:	1,110	704	24,499.50	24,499.50	10,802	284,782

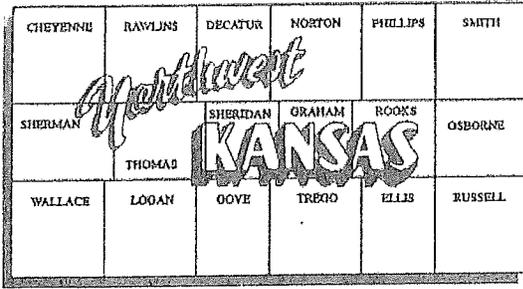
Dept Clients Served	532	532			8844
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Budget Summary

Budget for year 2013 - \$568,732.00

Percentage of year gone - 8.3%

<u>Category</u>	<u>Year-to-Date</u>	<u>% Used</u>
Personnel Services	33,880.00	8.14%
Contractual Services	670.00	1.92%
Commodities	-	0.00%
Capital Outlay	0.00	0.00%
2015 Budget YTD Expenditures	34,550.00	6.03%
2015 Budget YTD Revenues	24,500.00	



**NORTHWEST KANSAS
PLANNING and DEVELOPMENT
COMMISSION**
319 N. Pomeroy
Box 248
Hill City, Kansas 67642-0248
(785) 421-2151 Fax (785) 421-3496

FEB 18 2015

February 13, 2015

Dear City and County Government Leaders:

Northwest Kansas Planning & Development Commission (NWKP&DC) has proudly served the communities of Northwest Kansas for over the past 30+ years, bringing millions of dollars in grant funds to the area. If your community/county is considering making an application for 2016 Community Development Block Grant (CDBG) funding, it would be our pleasure to assist with its preparation.

The 2016 CDBG competitive application deadlines have not yet been announced. We are expecting it to be similar to last year's 2015 deadlines:

- **Housing** **August 29**
- **Water and Sewer** **September 30**
- **Community Facilities** **November 3**

The updated deadlines will be disclosed at the 2016 CDBG Application workshop scheduled for April 23, 2015 in Russell, Kansas. If your community is interested in submitting a CDBG application, you are highly encouraged to attend this meeting. The Kansas Department of Commerce (KDOC) will mail communities fliers with details and information necessary to register for the workshop.

Prompt attention must be paid to not only these application deadlines, but to the information gathering timeline requirements enclosed (these dates reflect last year's deadlines which we anticipate to be similar). The preparation deadlines will ensure that everyone's efforts to complete the application are well organized, result in an application in the best format possible and it meets all CDBG criteria. All potential grant applicants need to start making plans now.

Application requirements that generally take considerable time include: low-to-moderate income surveys; defining the project's scope of work and target area of beneficiaries; land acquisition procedures; the pre-selection of professional services such as engineers, architects or housing inspectors; the preparation of preliminary reports and cost estimates; and firm commitments from other matching funding sources. Matching funds must be a minimum of 25% of the entire project cost, although greater matches increase odds of receiving an award.

By now your community should have received the CDBG newsletter dated February, 2015. Please pay particular attention to the On the Road 2015 information on page 3. At the noted hearing, KDOC will discuss and accept comments regarding proposed changes listed for existing programs, take consideration of perceived needed changes that are not listed to existing programs, and will explain the new funding opportunities. Please note item #7 on page 4 outlines a round of special funding in three categories totaling \$15M. This new round of funding will be available soon after the hearing is completed and any changes are finalized. We have been made aware that for item 7a, there will likely be a June 1st deadline, a 10% cash match requirement, at least 51% of citizens benefitting must be low-to-moderate income, and communities will have 18 months to complete a proposed project. If you are interested in any of these programs, you are highly encouraged to participate in the hearing by conference call as noted.

It is imperative that all potential applicants get started with application preparation as soon as possible. If you have a proposed application, please contact Corina Cox at 785 421-2151 no later than March 31st for the special round funding, and May 1st for the Housing/Water & Sewer/Community Facilities projects. If you have already discussed a potential application with staff, please give us a call or email (nwkpdc@ruraltel.net) to confirm your plans and make sure you are on our list.

Thank you!

Sincerely,

A handwritten signature in black ink that reads "Randall J. Hrabec". The signature is written in a cursive style with a large initial "R".

Randall J. Hrabec
Executive Director

Enclosure

Dates for 2015 CDBG HOUSING Grant Application Preparation

Immediately	Begin Housing Assessment Tool (HAT) to determine housing needs/goals.
April-July 2, 2014	Submit Housing Profile and attend Housing Interagency Advisory Committee (HIAC) meeting. HIAC meetings are held on the 3 rd Wednesday of each month (March-July). Profile is due by 5:00 p.m. at least two weeks prior to the HIAC meeting - May 7 th for May 21st mtg., June 4 th for June 18 th mtg. and July 2nd for July 16 th mtg. All meetings will be in Topeka except for July 16 th is in Hays.
July 2, 2014	Last eligible date to complete and submit the HAT <u>if attending a HIAC meeting</u> . HIAC is highly recommended, but not mandatory. 5 points will be deducted in rating if not attended.
Immediately following HAT no later than July 2, 2014	Project identified and eligibility confirmed with NWKP&DC staff. Distribute pre-applications and gauge Contractor interest. Begin Request for Qualifications procedure [i.e. Project Inspection Services, Risk Assessor, Architect].
July 14, 2014	Complete and submit Project Map(s) . Submit Housing Application Log of pre-applications, any supportive Narrative Information (HAT/exploration of community needs, development of project - scope of work, eligibility criteria, past efforts, solution, cost estimates, code enforcement, environmental concerns, public interest, matching funds/commitments to NWKP&DC. Complete Community Needs Assessment Questionnaire and return to NWKP&DC. If one is on file, identify current needs within the community.
July 25, 2014	Review and confirm Budget .
Mid-Late July, 2014	Publish Public Hearing Notice - Must confirm specific deadlines for publication in legal newspaper allowing five full days starting one day after publication and not counting the date of the hearing, but no more than 20 days before the date of the hearing.
August 14, 2014	Last eligible date for required Public Hearing .
August 20, 2014	Review and confirm application Narrative .
August 22, 2014	Provide NWKP&DC with an original affidavit of publication for the Public Hearing Notice. Governing body must approve and sign all application documents and resolutions – original forms to NWKP&DC office. Approve all necessary professional services contracts.
August 29, 2014	Application Deadline— Must be postmarked on or before date.

*Grant Awards for CDBG Housing will be announced on or about January 7, 2015.

*Communities assisted by our office for FY 2015 CDBG Application preparations are requested to respect these timeframe guidelines. Timely planning is essential to a successful grant application.

Dates for 2015 COMMUNITY FACILITIES
Grant Application Preparation

Immediately	Discuss and confirm plans for proposed project with NWKP&DC staff. Begin Low-to-Moderate Income Survey or documentation of Project Beneficiaries. Begin Request for Qualifications procedure [i.e. Project Engineer, Architect (if applicable)]. Begin Land Acquisition procedures (if applicable).
Immediately	Project identified and eligibility confirmed with NWKP&DC staff. Identify anticipated source(s) of matching funds and define responsible parties for applications. Notify NWKP&DC of selection of Engineer or Architect (if RFQ was <u>not</u> done).
July 3, 2014	First eligible date for required Public Hearing.
September 1, 2014	Project Cost Estimate and proposed Scope of Work to NWKP&DC. Confirm source(s) and amount(s) of anticipated matching funds .
September 1, 2014	Complete LMI Survey Tabulation and return to NWKP&DC.
September 1, 2014	Complete and submit Taxes, User Fees, and Budget Data . Complete Community Needs Assessment Questionnaire and return to NWKP&DC. If one is on file, identify current needs within the community.
September 19, 2014	Final Preliminary Engineering Report must be sent by Engineer/Architect to NWKP&DC. Submit photographs and supporting documentation to NWKP&DC.
September 19, 2014	Review and confirm application Budget and Scope of Work sections, etc. Provide firm Written Letter of Commitment from source of matching funds to NWKP&DC.
Mid September - Early October, 2014	Publish Public Hearing Notice - Must confirm specific deadline for publication in legal newspaper allowing five full days starting one day after publication and not counting the date of the hearing, but no more than 20 days before the date of the hearing.
October 19, 2014	Final eligible date for required Public Hearing .
October 24, 2014	Provide NWKP&DC with an original affidavit of publication for the Public Hearing Notice. Approve and sign all application documents and resolutions – original forms to NWKP&DC office.
November 3, 2014	Application Deadline —Must be postmarked on or before date.

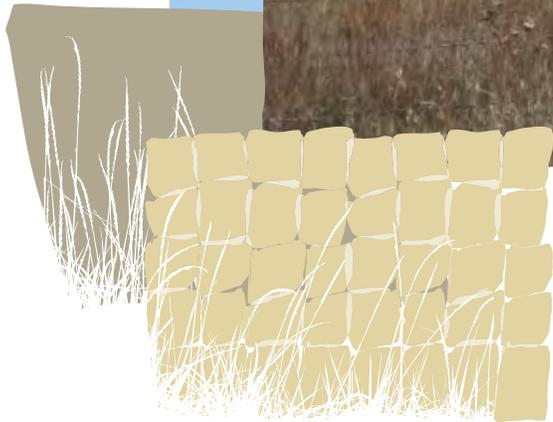
*Grant Awards for CDBG Community Facilities will be announced on or about January 26, 2015.
*Communities assisted by our office for FY 2015 CDBG Application preparations are requested to respect these timeline guidelines. Timely planning is essential to a successful grant application.

Dates for 2015 CDBG WATER & SEWER Grant Application Preparation

Immediately	Discuss and confirm plans for proposed project with NWKP&DC staff. Begin Low-to-Moderate Income Survey or documentation of Project Beneficiaries. Begin Request for Qualifications procedure for Project Engineer if CDBG funds will pay any portion of design or inspection. Begin Land Acquisition procedures (if applicable).
Immediately	Project identified and eligibility confirmed with NWKP&DC staff. Identify anticipated source(s) of matching funds and define responsible parties for making those applications. Notify NWKP&DC of selection of Engineer (if RFQ was <u>not</u> done). If using KDHE loan funds, project must be on the Intended Use Plan (IUP) by the end of May. Kansas Water Office (KWO) requires a conservation plan to be in place (water projects).
May 29, 2014	First eligible date for required Public Hearing.
June thru August, 2014	Complete KIAC Profile, if applicable. Project Cost Estimate and draft of Preliminary Engineering Report <u>must</u> be submitted with the KIAC Profile in order to schedule a KIAC meeting. This info due by last day of month for first monthly KIAC mtg; due by the 10 th for second monthly KIAC Meeting, (2 nd and 4 th Tuesdays, May – August; All meetings in Topeka except August 12 th mtg. in Hays). No KIAC meetings will be held in September. KIAC meetings are valid for two consecutive years if project scope has not changed.
August 1, 2014	Complete LMI Survey Tabulation and return to NWKP&DC. Complete Community Needs Assessment Questionnaire and return to NWKP&DC.
August 22, 2014	Final Preliminary Engineering Report and Project Cost Estimate must be sent by Engineer to NWKP&DC. Submit photographs and supporting documentation to NWKP&DC.
August 29, 2014	Review and confirm application Budget and Scope of Work sections, etc. Provide firm Written Letter of Commitment from source of matching funds to NWKP&DC. Complete Taxes, User Fees, Budget Data and send to NWKP&DC.
August - Early September, 2014	Publish Public Hearing Notice - Must confirm specific deadlines for publication in legal newspaper allowing five full days starting one day after publication and not counting the date of the hearing, but no more than 20 days before the date of the hearing.
September 15, 2014	Last eligible date for required Public Hearing .
September 22, 2014	Provide NWKP&DC with an original affidavit of publication for the Public Hearing Notice. Approve and sign all application documents and resolutions – original forms to NWKP&DC office.
September 30, 2014	Application Deadline —Must be postmarked on or before date.

*Grant Awards for CDBG Water/Sewer will be announced on or about January 12, 2015.

Communities assisted by our office for FY 2015 CDBG Application preparations are requested to respect these timeframe guidelines. Timely planning is essential to a successful grant application. 39



CHAPTER SIX

PLAN IMPLEMENTATION

This section provides a road map of necessary steps to implement the provisions outlined in the Ellis County Comprehensive Plan.





CHAPTER SIX

PLAN IMPLEMENTATION

LAND USE REGULATION

The primary focus of the Ellis County Comprehensive Plan is providing guidance on the regulations guiding future land use decisions. Some of the land use designations proposed in this document are divergent from the zoning regulations currently in effect in Ellis County. In the long term, it is recommended that the County undertake a review of its zoning to streamline land use regulation and align it with the classifications proposed in the comprehensive plan. In the short term, a table has been included correlating the current zoning classifications to the most appropriate analogue in the comprehensive plan.

PLAN MAINTENANCE

This plan is not intended to be a static document that holds immutable power over land development. It is a set of guiding principles and policies, based on the current needs of Ellis County and its residents and reasonable future projections thereof. While the recommendations and policies proposed are based on a 20-year look into the future, this plan will be most effective when used as the basis for actions in more nimble, finite increments. Therefore, the county should implement an ongoing planning process that uses this plan to develop more detailed year-to-year improvement schedules. Additionally, as industries, development patterns, economies, and public needs change over time, so too must this plan evolve. As such, a part of the ongoing planning process should include an annual evaluation of the plan as it relates to development and infrastructure events of the past year. One model for the annual planning process is as follows:

A Yearly Action and Capital Improvement Program

The Planning Commission and County Commissioners should use the plan to define the annual work programs of policies, actions, and capital investments. Although most of the plans' recommendations are not capital items, this program should be coordinated with the existing Ellis County capital improvement budgeting process. This annual process should be completed before the beginning of each budget year and should include:

- A specific work program for the upcoming year. This program should be specific and related to the county's projected financial resources. The work program will establish the specific plan recommendations that the county will accomplish during the coming year.
- A three-year strategic program. This component provides for a multi-year perspective which can be used to inform the annual work program. It provides a medium-term implementation plan for the county.
- A six-year capital improvement program. This is combined with Ellis County's current capital improvement program and can be used to prioritize budget items within the context of shorter-term implementation programs.

Annual Plan Evaluation

In addition, this process should include an evaluation of the comprehensive plan policies and procedures. This evaluation should occur at the end of each calendar year. Ideally, this evaluation should culminate in a written report that:

- Summaries key land use developments and decisions of the past year and relates them to the comprehensive plan.
- Reviews actions taken by the county to implement plan recommendations during the past year.
- Defines any changes that should be made to the comprehensive plan.

Development Policies and Actions

The following tables present a summary of recommendations of the Ellis County Comprehensive Plan. These recommendations include three key types of efforts:

- *Policies.* These are continuing efforts over a long period of time. In some cases, they might include specific administrative or regulatory actions.
- *Action Items.* These include specific efforts or accomplishments by the county. They generally can be accomplished within the county's operating budget.
- *Capital Investments.* These are more significant projects that will require an outlay of funds from the Ellis County Capital Improvement Budget.

A time frame for implementing each recommendation is suggested. Short-term indicates implementation within 5 years. Medium-term indicates implementation within 5 to 10 years. Long-term indicates implementation within 10 to 20 years.



Figure 6.1: Plan Implementation

	Type	Ongoing	Short	Medium	Long
Transportation					
Establish controlled-access points to Highway 40	Policy/Capital		X		
Conduct routine maintenance on key road segments	Capital	X			
Improve major railroad crossings (will require outreach to Union Pacific)	Capital/Action				X
Ensure connectivity of new residential development	Policy	X			
Develop county trail system	Capital			X	
Infrastructure					
Continue monitoring operation of rural septic systems	Action	X			
Encourage replacement of septic systems with community systems	Policy	X			
Encourage lot design for efficient septic systems	Policy/Action	X			
Upgrades to Trego RWD #2 distribution system	Capital				X
Facilities					
Addition to and renovation of Law Enforcement Center	Capital			X	
Continue seeking RFD locations and volunteers in NW and SW Ellis County	Action		X		
Pursue joint operations between RFD's and cities to improve service efficiency	Action		X		
Continue routine maintenance on Public Works buildings and vehicles	Action	X			
Continue upkeep, maintenance, and rental promotion of county fairgrounds	Action	X			
Sell County Extension/Public Health building	Action		X		
Expand existing construction/demolition landfill	Capital		X		
Continue exploring a regional municipal landfill in northwest Kansas	Action		X		
Promote recycling as a waste reduction and cost-saving measure	Policy	X			
Construct new primary EMS facility	Capital		X		
Continue maintenance and replacement of existing EMS facilities and equipment	Action	X			



Figure 6.1: Plan Implementation

	Type	Ongoing	Short	Medium	Long
Land Use					
Minimize the use of conditional use permits within the zoning ordinance to ensure consistent application of land use policy.	Policy/Action		X		
Direct new residential projects to areas with existing developments.	Policy/Action	X			
Best practices in stormwater management should be applied to all new subdivisions and when possible existing plats should be modified.	Policy/Action	X	X		
Developments within Schoenchen should respect existing patterns of commercial, residential and civic developments.	Policy/Action	X			
Extension of services from Schoenchen should be done on an incremental basis to densities that can support those extensions.	Policy/Action	X			
New commercial or light industrial operations in Schoenchen should be buffered from existing and future developments. Appropriate modification to the zoning ordinance, as needed.	Policy/Action	X	X		
Overall design patterns in development districts should maintain drainageways as open space.	Policy/Action	X			
Development densities in Development Districts should allow for large lot subdivisions. Modification of existing zoning ordinance will be needed.	Policy/Action	X	X		
New developments should preserve environmental features through the use of conservation subdivisions.	Policy/Action	X			
Commercial services should be directed to existing communities and Mixed Use Districts.	Policy/Action	X			
Zoning regulations should be modified to protect farm operations as the primary use in the Agricultural Districts.	Action		X		
Zoning regulations should be modified to encourage farming and energy uses as the primary land uses in the Agricultural and Energy District.	Action		X		
Prohibit significant development within the 100 year floodplain.	Policy	X			
Apply land use policies that protect vital environmental resources, especially water resources.	Policy	X			
Apply land use policies that encourage new innovations in energy production.	Policy	X			
Apply land use policies that expand tourism opportunities throughout the county.	Policy	X			

6.	One department provides a reimbursable service to another department	Budget Credit to the department providing the service and expenditure to the department receiving the service.
7.	The County spends money on insured damage to a County building, vehicle, etc... and later is paid by the insurance company regardless whether the insurance company is the County's insurance or another company.	Budget Credit if insurance payment is received in the same calendar year as the loss Revenue if received after the calendar year of the loss
8.	The County receives a payment from a vendor for the unused portion of a maintenance contract.	Budget credit if the original payment on the maintenance contract was made in the same calendar year as the reimbursement. Revenue if reimbursement is received in a later calendar year.
9.	An employee in the course of their work is a member of a board that reimburses for mileage for use of a County vehicle.	Revenue.
10.	The County purchases and sells herbicides through the County Noxious Weed Control Office	Revenue until sales exceed the revenue budget. Budget Credit for dollars collected exceeding the revenue budget.
11.	People applying for Passports seek quick service and pay the County to mail the application.	Revenue. Although in principle, this cost would be reimbursable, the County will strive to cover typical costs like this through the budgeting process and therefore count it as revenue.
12.	A County office charges for photocopies.	Revenue

XI. Project Codes

Project codes are a string of numbers in an account number extending after the object code. Departments are encouraged to use project codes to keep track of revenues and expenditures associated with one or more object codes. The current accounting system allows for project codes up to six digits in length. In order clearly identify a project code with the department that requested it, the first two digits in the project code description will be a department number.

Example of an account number without project code: 001-25-1381

Example of an account number with project code: 001-25-1381-301

Example of use of department identifier in project code without description: 55 Vehicle #9049

Example of project code with department identifier in description: 550 17 WIC

XII. Formal Competitive Acquisition Process

This process is applicable to all purchases of goods and services \$5,000 or greater, not subject to the exemptions in Section VI A.

A. Vehicle/Equipment Purchases

Policy	Procedures
<ul style="list-style-type: none"> • If listed in the annual budget or capital plan for the year, the County Administrator may authorize advertisement. • If not listed in the annual budget or capital plan for the year, the County Commission must authorize advertisement. • Final authority to purchase lies with the County Commission. 	<ul style="list-style-type: none"> • Benefiting department draws up specifications. • Bid packets may be sent to specific vendors • Public advertisement is required. Venues such as the official newspaper, the County website, and public bid advertisement websites may be used for the public advertisement. The advertisement shall be published when or before packets are sent out to specific vendors which must be at least ten days before the bid opening date. • All bids submitted must be clearly labeled with the advertised title as listed in the public advertisement. • All bids must hold firm for at least 30 days. • Any bid received after the bid opening date/time or which does not follow rules will be considered non-responsive and returned to the bidder unopened. • Bids are opened at the time/place advertised by the County Administrator or his/her designee. • A bid tabulation is put together and presented to the County Commission for consideration of bid award to the lowest responsible bidder. • Ellis County reserves the right to waive irregularities. • Ellis County also reserves the right to reject all bids. • The successful bidder will be notified in writing, signed by the County Administrator, that person's designee, or the appropriate County elected official. • The State bid will be used for the acquisition of vehicles on the list when possible.

B. Design-Bid-Build

Policy	Procedure
<ul style="list-style-type: none"> • The Design-Bid-Build process is the standard process used by the County for infrastructure and building projects. • The County Administrator is authorized to sign change orders for projects, which, in total result in an increase of contract price of 10% or less. • Any change order for a project that would result in an increase in the cost of a project by more than 	<ul style="list-style-type: none"> • The design professional is selected through a qualification-based selection process as described in State Statute. (See Policy/Procedure below.) • The design professional designs the project. • The plans and specifications are presented to the County Commission, which authorizes advertisement. • Public advertisement is required and may be placed in the official newspaper, the County website, one or more public bid advertisement websites, and at least one bid exchange location and shall occur at least once at least ten days before the bid opening date. • A 5% bid bond is required. • All bids must have a separate, attached envelope containing the bid bond and any contractor's

<p>10% must be approved by the County Commission.</p>	<p>license, and labeled clearly with the title of the project bid as listed in the advertisement.</p> <ul style="list-style-type: none"> • All bids must hold firm for at least 30 days. • Any bid received after the bid opening date/time or which does not follow rules will be considered non-responsive and returned to the bidder unopened. • Bids are opened at the time/place advertised by the County Administrator or his/her designee. • A bid tabulation is put together and presented to the County Commission for consideration of bid award to the lowest responsible bidder. • Ellis County reserves the right to waive irregularities. • Ellis County also reserves the right to reject all bids. • The successful bidder will be notified in writing, signed by the County Administrator.
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C. Qualification Based Selection

Policy	Procedure
<ul style="list-style-type: none"> • This method of selection will be used for selection of design professionals for infrastructure and building projects costing in excess of \$20,000. • This process may also be used to retain other professional services when the annual cost of the service to any one vendor is anticipated to be in excess of \$20,000. 	<ul style="list-style-type: none"> • It is permissible to hold one such process to select a design professional for a term or a single project. • In the case of ongoing contracts such as attorney or auditor services, the contract may run for multiple years and be allowed to automatically renew unless the contractor or County desires to end the relationship. • Only when the contractor for an ongoing service seeks an increase in rate more than 110% of standing contract will the contract be mandatorily be put out to a selection process. • The County will follow State rules that apply to qualification based selection.

EXCEPTIONS

A. Alternative Project Delivery Methods

Policy	Procedure
<ul style="list-style-type: none"> • If approved by the County Commission, the County Administrator may pursue an alternative project deliver method such as design/build, construction manager, or construction manager at risk as described in State Statute. 	<ul style="list-style-type: none"> • The County will follow State rules that apply to qualification based selection. • Bids or proposals which arrive after an advertised bid opening or which do not conform to the bid instructions will not be opened or considered.