

BUTLER COUNTY BOARD OF COMMISSIONERS
Monday, November 3, 2008

CALL TO ORDER

Commission Chairman Dan Woydziak called the Butler County Board of Commissioners to order at 9:00 a.m. Present were Commissioner Will Carpenter, Commissioner Jeff Masterson, Commissioner Randy Waldorf, Commissioner Mike Wheeler, Administrator Will Johnson, Jr., and Executive Assistant Sandy Zieman.

APPROVAL OF MINUTES

Commissioner Wheeler motioned to approve the minutes of the Butler County Commission Meetings of Tuesday, October 28, 2008 as written. Commissioner Masterson seconded the motion. Motion carried 5-0.

ITEM #1 – RECEIVE AND OPEN REQUEST FOR PROPOSALS (RFPs) FOR MERCHANT CARD SERVICES

Mark Detter, Assistant County Administrator/Finance Officer, came before the Board to receive and open Request for Proposals (RFPs) for Merchant Card Services. The County sent Request for Proposals in early October. The County would like to accept credit cards at remote locations like the Landfill, Health Department and Planning and Zoning Department. A transaction fee cost would be a part of any vendor proposal. The selected Merchant Card service provider will develop an agreement to be received and reviewed by the County Counselor. The timeline for implementation would be January 1, 2009.

Proposals were received from: Intrust Bank, Wichita, KS; North American Bancard, Topeka, KS; Commerce Bank of Kansas City; First Source Payment Solutions, St. Louis, Missouri; Andover State Bank; First Data/Emprise, Wichita, KS; and Official Payments, Virginia.

Commissioner Wheeler motioned to accept bids received for Merchant Card Services and directed the Finance Officer to tabulate the bids, evaluate the proposals and return at a later time with a recommendation for award of bid. Commissioner Carpenter seconded the motion. The motion carried 5-0.

ITEM #2 – WORK SESSION – BUILDING PERMIT FEE SCHEDULE

Mark Detter, Assistant County Administrator/Finance Office and Rod Compton, Planning and Zoning Director, came before the Board to discuss the Building Permit Fee Schedule. The County has not reviewed the building permit fee schedule since the fees were originally established in 2000. The current fee schedule is 60% of the 1997 UBC fee schedule. Staff is suggesting that the County adjust the fees to 100% of the 1997 UBC fee schedule. The new fee schedule will result in an increase of \$400.00 on a \$100,000 house. The Building Inspection Division of Butler County is costing the County close to \$140,000 per year. The cost increase would make sure permit fees were covering all buildings inspection costs. At the present time, the building permit fees are not covering the costs of the Building Inspection Department. A resolution adopting the new fee schedule will have to be developed and reviewed by legal counsel.

The building inspection revenues are projected to be approximately \$110,000 to \$120,000. The projected expenses of this department will be approximately \$140,000.

The City of Rose Hill is at 70% of the UBC fee schedule. They also have impact fees. The City of Augusta charges connection fees to all of their utilities. The City of El Dorado has lower fees. Sedgwick County's fees are based on square footage not the value of the project.

The flat rate fee permits (i.e. Roofing) are at \$25.00. The Board discussed raising this fee.

The Board would like to compare other cities fee structures as well as Sedgwick County's. Staff was asked to research the other cities and Sedgwick County's fee structure as well as impact fees and report back at a later date.

ITEM #3 – WORK SESSION – FINANCIAL REPORT

Mark Detter, Assistant County Administrator/Finance Director, came before the Board to present a financial report of Butler County. Butler County is currently in good shape overall. The EMS Fund is requiring a budget amendment and the Jail may also. It appears the overall cash situation is on tract with 2007. Butler County's financials are at 72% of the total budget.

Mr. Detter stated there are some expenses he would like paid in the 2008 calendar year, i.e. Communications Study. The COLA does look promising for employees. The approximate cost for all employees with a 2 ½% COLA is approximately \$287,000.

The EMS Budget will need a budget amendment. At the end of the year, this fund should have approximately a \$400,000 cash carryover. EMS has been experiencing a higher call volume again in 2008.

The Road & Bridge fund is in good shape. This fund will be holding approximately \$900,000 earmarked for the SW 210th project for next year.

The Sheriff's Department fund is doing well. There will be funds that will be placed in Reserve at the end of the year for further vehicle purchases.

The Jail fund is the weakest of all the funds. It is projected this fund will make it to the end of the year. Mr. Detter stated depending on the numbers at the end of the year, he looks to pay back the General Fund approximately \$62,000 in loans which were provided to the Jail.

The Department on Aging Fund is running ahead of budget and will be in good shape at the end of the year. The Health Department Fund is also doing well.

The Capital Reserve Fund is at approximately \$968,000. Mr. Detter stated he would be taking some monies from this fund to help in paying for the front steps of the Courthouse. There should be approximately \$900,000 left in the fund at the end of the year.

Mr. Detter discussed the future financial issues Butler County will be facing in the future. He listed potential challenges, opportunities, issues to watch for, solutions and reasons to be optimistic.

RECESS

Commissioner Woydziak recessed the Board meeting at 10:28 a.m. for 5 minutes.

RECONVENE

Commissioner Woydziak reconvened the Board meeting at 10:33 a.m.

ITEM #4 – RECEIVE AND OPEN BIDS FOR BUTLER COUNTY BRIDGE DECK REPAIR PROJECTS

Darryl Lutz, County Engineer, came before the Board to receive and open three bids for Butler County bridge deck repair projects. Several bridges that are maintained by Butler County are in need of rehabilitation, repairs or replacement. In November 2007, the Department of Public Works’ staff proposed major repair work on the Walnut River Bridge on NE 110th Street and deck rehabilitation/repair work for several other bridges. At the direction of the Board of County Commissioners, staff proceeded with procuring engineering services for preliminary engineering work for these projects. Three of these projects were identified to proceed to construction plans. The Board of County Commissioners approved advertising these projects for bid on October 5th.

All bridge repair or replacement work will be included in any updated CIP to be approved by the Board of County Commissioners. Budget authority is available in the adopted 2008 budget for some bridge deck rehabilitation and bridge repair work. A portion of this work could be paid for out of the Road and Bridge fund.

Bids were opened for Project Number BR11N5-24-6(08) and read into the record. Bids were:

King Construction	\$223,214.73 with Bid bond attached
Wildcat Concrete	\$189,433.50 with Bid bond attached
PCI Road, LLC	\$200,736.72 with Bid bond attached

Engineer’s estimate for this project was \$202,868.50.

Commissioner Waldorf motioned to accept bids received for bridge deck repair work on bridge No. 11N5-24-6 and to direct the Department of Public Works to tabulate the bids, evaluate the proposals and return at a later time with a recommendation for award of bids. Commissioner Masterson seconded the motion. The motion carried 5-0.

Bids were opened for Project Number BR19N7-29-3(08) and read into the record. Bids were:

Wildcat Concrete	\$185,654.50 with Bid bond attached
King Construction	\$178,593.30 with Bid bond attached
Donlinger & Sons	\$176,587.50 with Bid bond attached
PCI Road, LLC	\$197,381.16 with Bid bond attached

Engineer’s estimate for this project was \$162,078.50. Mr. Lutz stated he thought there was a number in the Engineer’s estimate that was plugged in wrong. He will review the Engineer’s estimate.

Commissioner Wheeler motioned to accept bids received for bridge deck repair work on bridge No. 19N7-29-3 and to direct the Department of Public Works to tabulate the bids, evaluate the

proposals and return at a later time with a recommendation for award of bids. Commissioner Carpenter seconded the motion. The motion carried 5-0.

Bids were opened for Project Number BR19N6-29-4(08) and read into the record. Bids were:

Donlinger & Sons	\$296,032.50 with Bid bond attached
King Construction	\$367,698.35 with Bid bond attached
Wildcat Concrete	\$330,222.00 with Bid bond attached
PCI Road, LLC	\$341,491.50 with Bid bond attached

Engineer's estimate for this project was \$340,717.00.

Commissioner Masterson motioned to accept bids received for bridge deck repair work on bridge No. 19N6-29-4 and to direct the Department of Public Works to tabulate the bids, evaluate the proposals and return at a later time with a recommendation for award of bids. Commissioner Waldorf seconded the motion. The motion carried 5-0.

APPROVAL OF VOUCHERS

Commissioner Wheeler motioned to approve the vouchers for November 3, 2008 in the amount of \$300,097.33. Commissioner Carpenter seconded the motion. Motion carried 5-0.

OTHER ITEMS OF BUSINESS TO COME BEFORE THE BOARD OF COUNTY COMMISSIONERS

Commissioner Wheeler stated he will be attending the Groundbreaking Ceremony for the Hubbard Center at Butler Community College next Monday.

Commissioner Masterson attended the 4-H Achievement Night.

Commissioner Masterson received information regarding a meeting concerning the widening of 21st Street from K96 to 159th Street. This will last through 2010.

Commissioner Waldorf inquired about the email sent regarding ACH. Administrator Johnson stated ACH took over with inmate care 1 ½ days earlier than the contract date. Administrator Johnson has a contract amendment which will need approval.

James Smith, Lincoln Township Trustee, expressed his concern regarding a Conditional Use Permit for ZzzAqua, LLC which will be heard by the Planning & Zoning Commission next Monday evening. He lives outside the 1000 foot radius for notification purposes. He stated his water well is only 28 feet deep and they have no access to rural water. He stated the residents have to protect what they have now. This type of use will affect the residents for a lifetime. Mr. Smith stated he will attend the Planning & Zoning meeting next week.

Commissioner Wheeler inquired about the Coroner issue. Administrator Johnson will be bringing information to the Board next week.

Commissioner Woydziak stated he has received compliments on how the Staff's customer service has been through the advance voting process. Commissioner Woydziak asked Administrator Johnson to extend those comments to those employees.

Administrator Johnson stated Butler County has been getting numerous phone calls requesting advanced voting sites in the West part of the County. Commission Waldorf stated the Wall Street Journal expects 30% of voters will vote early.

Administrator Johnson reviewed Recycling Meeting dates with the Commission.

Administrator Johnson presented the ACH amendment which changes the term dates only from November 1st to October 30th. This amendment is for term dates only with a pro rata share which is approximately 908 per day.

Commissioner Waldorf motioned to approve the ACH amendment which changes the term dates from November 1st to October 30th at a rate of \$908 per day. Commissioner Masterson seconded the motion. Motion carried 3-2 with Commissioner Woydziak and Carpenter voting against due to lack of information.

ADJOURNMENT

Commissioner Waldorf motioned to adjourn the meeting of the Board at 11:11 a.m. Commissioner Masterson seconded the motion. Motion carried 5-0.