

MEETING OF THE BOARD OF COUNTY COMMISSIONERS

REGULAR MEETING

DECEMBER 11, 1996

The Regular Meeting of the Board of County Commissioners of Sedgwick County, Kansas, was called to order at 9:00 A.M., Wednesday, December 11, 1996, in the County Commission Meeting Room in the Courthouse in Wichita, Kansas, by Chairman Thomas G. Winters; with the following present: Chair Pro Tem Melody C. Miller; Commissioner Paul W. Hancock; Commissioner Mark F. Schroeder; Mr. William P. Buchanan, County Manager; Mr. Rich Euson, Acting County Counselor; Mr. Jarold D. Harrison, Assistant County Manager; Ms. Becky Allen-Bouska, Director, Bureau of Finance; Mr. Marvin Krout, Director, Metropolitan Area Planning Department; Dr. Corrie May, Coroner-Medical Examiner, Regional Forensic Science Center; Ms. Irene Hart, Director, Bureau of Community Development; Ms. Susan Erlenwein, Director, Department of Environmental Resources; Ms. Lynne Melton, Assistant Director, Department on Aging; Ms. Deborah Donaldson, Director, COMCARE; Mr. David C. Spears, Director, Bureau of Public Services; Mr. Darren Muci, Director, Purchasing Department; Mr. Fred Ervin, Director, Public Relations; and Ms. Susan E. Crockett-Spoon, County Clerk.

GUESTS

Mr. Douglas King, Records Manager, Sedgwick County Clerk's Office

Mr. Joe L. Norton, Bond Counsel, Gilmore & Bell, P.C.

Ms. Janice M. Arbuckle, Associate Dean for Administration, University of Kansas School of Medicine-Wichita

Mr. Greg Epperson, Medical Student, University of Kansas School of Medicine

Mr. Louis J. Hentzen, District Court Administrator, Eighteenth Judicial District

INVOCATION

The Invocation was given by Mr. Bob Bruner of the Christian Businessmen's Committee.

FLAG SALUTE

ROLL CALL

The Clerk reported, after calling role, that Commissioner Gwin was absent.

Chairman Winters said, "Thank you. Next item please."

Regular Meeting, December 11, 1996

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

Ms. Becky Allen-Bouska, Finance Director, greeted the Commissioners and said, "You have previously received the certification of funds for today's expenditures on the regular agenda. I am available for questions if there are any."

Chairman Winters said, "Thank you Becky. I see no questions. Thank you very much. Next item."

AWARD PRESENTATIONS

A. PRESENTATION OF RECOGNITION AWARDS TO VOLUNTEERS WHO ASSISTED IN PREPARING ARCHIVAL ASSESSMENT ROLLS FOR PRESERVATION MICROFILMING.

Mr. Douglas King, Records Manager, County Clerks's Office, greeted the Commissioners and said, "It is a pleasure to appear before you today to present these recognition awards to thirteen volunteers. First let me give you just a brief update on the project. Last week, we shipped the last 29 boxes to the vendor for filming, boxes of assessment roll journals. The total project grew to be much larger than we expected because the bid price came in lower. We will manage to film all the assessment rolls prior to 1900 covering the period 1876 through 1898. There were no assessment rolls in 1899. The total pages will be more than 31,000. This turned out to be a pretty big project. It was also the first project of its kind for Sedgwick County government, so it is significant for that.

"It is also significant because it was the first project involving a large group of volunteers who are seated over here. There are thirteen volunteers. They worked nearly a hundred hours on this project. Of that hundred hours, about sixty-eight will qualify for local match on the project itself. So it certainly means something in dollars and cents to County government. But it is really more than that. This project I think is better because of the involvement of volunteers.

"Originally, as I suppose a good government bureaucrat, I was going to hire somebody to do the work. That didn't work out for various reasons, legality and one thing or the other, so I had to be creative and it turned out that not only did it work out from the standpoint of getting the project done, but these folks had a lot of good suggestions on the project.

Regular Meeting, December 11, 1996

“They are really more experienced in working with these kinds of records than I am. Some of them have spent many hours in courthouses around the country and they’ve worked with microfilm and original records, so they had that user’s perspective on this, which I think will pay off over the many decades these records will be used.

“This quality I think was recognized by the vendor. The vendor has done a lot of these projects for other counties and I’d just like to quote from the letter that their representative sent me when he was giving me a progress report and billing information. He said, ‘we have worked with several other counties throughout the state on their grant projects. I want to say that your prep work (and your includes all these individuals of course) and targeting of Sedgwick County records was done in a very professional manner. We could only wish that the other projects were properly and detailed as yours was.’ So I felt real good about that and I wanted all of you folks to know that.

“Then also, the importance is more than just the project. We really have the beginnings now of a volunteer program, which I think can do other projects in the future. More than that, this is really part of what I hope is a community wide effort, back in February I was one of fifteen presenters at a symposium that WSU sponsored and Mike Kelley is the curator of special collections at WSU, is really the instigator of that symposium. He is seated at the back of the room. He is the University’s archivist. That symposium was really on the topic of Wichita’s historical record. From that, we mean all the different information that are in various museums in this community, various private organizations and public institutions. We came together and there were presentations about what different organizations had and how we could know more about what each other had and how we could do a better job of preserving this. We had a brainstorming session in the afternoon and one of the things we identified was that we needed to create more expertise in the community, more people who knew how to do more things in preserving records. So when I had to get creative, I thought back to that symposium and used that as an inspiration and that is part of the reason that we did the project with volunteers. I hope that is a precedent not only for the County organization, but for other organizations. One of the things that I mention to folks when they worked on the project was that I hoped that if we didn’t have a project for them that they could do similar things for other organizations in the community.

“Finally, with Suzi Lenker’s help here, from the Clerk’s Office, I’d like to go ahead and present these certificates of appreciation. As I call your names, if you could come up here we could hand you your certificate and I probably ought to go ahead and read what the text is.

Regular Meeting, December 11, 1996

‘This certificate is awarded to, the name of the volunteer, in appreciation of volunteer service in preparing archival real estate and personal property assessment rolls, 1876 to 1898, for preservation microfilming. Volunteers were essential for accomplishing this first preservation project. These efforts represent the beginning of volunteers program for the purpose of preserving Sedgwick County records of historical importance and making them accessible for research. On behalf of Sedgwick County government, we offer you our thanks. You helped make this first preservation project possible to the benefit of all County citizens present and future. Presented before the Sedgwick County Board of County Commissioners on Wednesday, December 11, 1996.’ Then I have signed and Susan has signed and we have affixed the County Clerk’s seal here.

“With that, I’ll go ahead and read off the names. Jutta Aelmore, and I know she is not able to be here today because she’s cramming for finals at the University. Jody Drevets, Melissa Grubb, Kathryn Hackenberg, Janet Hyndman, Beverly Malone, Nina Nigh, Rose Owens, J. D. Owens, Bill Pennington, Anita Sickmon, Jenny Stout, Jean Wilkerson, and I hope you can join with me in appreciation of these individuals. That was a lot of hard work and I couldn’t have gotten the project done without them. This was really a group project. Thank you.”

Chairman Winters said, “Thank you Doug. Well I would just add to that. I think you’ve really done a remarkable project here and continue to be impressed with the creativity that you’ve brought forward in this project of records keeping, which we tend to think of as just kind of an administrative function, but it is much more than that. I think the volunteers that have donated their time for really what is a preservation of part of our history and Sedgwick County or any county being the primary record keeper for the citizens of that particular area, I think this is a very good project. I know that there are number of Commissioners who are certainly interested in the historical preservation. I know Commissioner Schroeder and I visit often about the old Historic Courthouse and the importance that it has to this community and the number of records and filings that we have are certainly important. I really want to commend the volunteers and you and your group that helped you. I think it sounds like a very good project and I certainly want to add our appreciation on those certificates from the Board of County Commissioners. Commissioner Hancock.”

Commissioner Hancock said, “Thank you. I just want the other Commissioners to know and I’m sure they do, and the folks out there, that Douglas is doing more here in the County than just preserving old records and sorting them out and taking care of them. We have a continuing problem here literally, we’re buried under tons and tons of records.

Regular Meeting, December 11, 1996

“We keep a lot here in the Courthouse and we store a lot at the salt mines. Douglas’ department in the future I think will be dealing with a lot of those and teaching all the departments throughout the County how to deal with current records and records we have kept for years. We’ll be talking about that and I know that Doug is interested in his future and what his assignment is going to be, but I think what you’re going to find out is that you’re going to be surprised. You’ll probably be in everybody’s office doing a lot of stuff and wishing you had a lot more volunteers and we appreciate it very much.”

Mr. King said, “Current records are really tomorrow’s history and I think we realize it. That was another topic that was really discussed at the symposium, something that Mike Kelley brought out is that the time to preserve tomorrow’s history is today. When different issues that are important to the community are being discussed, that is the time to preserve that information.”

Commissioner Hancock said, “As I was driving in this morning, I was listening to NBR (National Broadcast Radio) and there was an article on there about high resolution television, in that fifteen years from now we won’t have the kind of television, so they won’t be selling the kinds of televisions that we have now. They’ll be antiques, so I know that you’ll be dealing with many of those issues in what medium will we store records on in the future.”

Mr. King said, “That’s right. It gets more complicated. It is no longer just pen and ink.”

Commissioner Hancock said, “It’s going to be a lot different. Appreciate you being here and thanks folks.”

Chairman Winters said, “Thanks to all of you very much. Madam Clerk, would you call the next item?”

PUBLIC HEARING

- B. PUBLIC HEARING AND RESOLUTION CREATING A LATERAL SEWER DISTRICT WITHIN SEDGWICK COUNTY, KANSAS AND AUTHORIZING IMPROVEMENTS THEREIN (HARRISON PARK 2ND ADDITION).**

Regular Meeting, December 11, 1996

Mr. Joe L. Norton, Bond Counsel, Gilmore & Bell, P.C., greeted the Commissioners and said, "For your consideration this morning is a Resolution creating a lateral sewer district within Sedgwick County in an area known as Harrison Park 2nd Addition.

SLIDE PRESENTATION

"On the screen before you is a map depicting the general area in the County in which this proposed sewer district is located. Generally, it is south of the Kansas Turnpike between Webb and Greenwich roads. The County Clerk has received a Petition signed by 100% of the owners of property in the proposed benefit district. On the screen before you is the map depicting the lot layout in that area. You will note that there is designation between Phase I and Phase II. The Petition and Resolution would authorize the improvements in phases. Phase I would consist of 39 lots. Phase II would consist of 89 lots. The Petition requests that the estimated cost of the project, which are now on the screen before you, be divided equally per lot within each particular phase of the improvement. The screen denotes Phase I, Phase II, and total improvements. The line that is in the color green, called Total Bond Issue indicates the total estimated cost of the project for Phase I is approximately \$106,000 when divided equally among the 39 parcels, would have a principal component of approximately \$2,716 and if levied over 15 years at 8% on an equal basis, we have an annual debt service component of about \$400 a year. The Phase II improvements would have an estimated cost of \$186,350 approximately when divided by the 89 lots, the principal component of \$2,094 and an annual assessment of a little over \$300 per parcel.

"The statute under which this proposed benefit district is to be created provides that public hearing is required to be held for affected property owners to give input to the County Commission before they decide whether or not to adopt the Resolution. In addition, this project does overlap the city limits of the City of Wichita and their consent is required in order for the County to create the district within their boundaries. That consent has been given and during the platting process and the consent appears upon the face of the plat so the City has consented to the County providing sewer service in this area if it so chooses. Mr. Weber and I will be available to answer any questions that you may have prior to opening the public hearing. If not, I think it would be appropriate to receive public comment and open the public hearing at this time."

Regular Meeting, December 11, 1996

Chairman Winters said, "All right, thank you. At this time I see no questions from the Commissioners. I will open the public hearing at this time and ask if there is anyone here in the audience wishing to address the Commission concerning the creation of a lateral sewer district in Harrison Park 2nd Addition? Is there anyone here who wishes to address the Commission on this issue? Seeing no one, we'll close the public hearing and limit comment to the staff and Commission."

Mr. Norton said, "We have prepared a Resolution which would authorize the creation of the district and levy the assessments based on the formula that we've described here this morning and would recommend your adoption if you decide to create the district."

Chairman Winters said, "Thank you Mr. Norton. Commissioners, you've heard Mr. Norton's presentation, if there are no questions, what's the will of the Board?"

MOTION

Commissioner Hancock moved to adopt the Resolution.

Commissioner Miller seconded the Motion.

There was no discussion on the Motion, the vote was called.

VOTE

Commissioner Betsy Gwin	Absent
Commissioner Paul Hancock	Aye
Commissioner Melody C. Miller	Aye
Commissioner Mark F. Schroeder	Aye
Chairman Thomas G. Winters	Aye

Mr. Norton said, "Thank you very much."

Chairman Winters said, "Thank you Mr. Norton. Next item please."

PLANNING DEPARTMENT

C. METROPOLITAN AREA PLANNING DEPARTMENT.

Regular Meeting, December 11, 1996

1. **CASE NUMBER V-2001 - REQUEST TO VACATE A DRAINAGE AND UTILITY EASEMENT LOCATED WEST OF SCOTTSDALE AND SOUTH OF CENTRAL.**

Mr. Marvin Krout, Director, Metropolitan Area Planning Department, greeted the Commissioners and said, "Two items on your planning agenda this morning.

SLIDE PRESENTATION

"The first one is a Vacation case. This is a lot on a developing subdivision in the Four Mile Creek area. This lot backs up to the Kansas Turnpike. It is south of Central and east of 143rd Street East. The lots in the addition were platted in this location with a 25 foot side yard easement for drainage and utilities. The utility companies like to have a wider than normal easement when they're combining utilities with the drainage function and so does the County Engineer and so that's the way it originally was platted. The owner of this lot, a developer, wants to place a home on the lot and came with a request to reduce the easement to 20 feet by taking five feet off of the 15 feet that is on this particular lot which is lot eight in the subdivision.

"The subdivision committee reviewed it and the engineer reviewed it and the utility companies reviewed it and decided they could live with a 20-foot easement in this location and so they recommended approval. We sent notice to the adjoining property owner because it will allow the house to be five feet closer to that lot than is otherwise allowed under the current easement restriction and that owner did not appear, did not send in any protest to this request at the subdivision committee or the Planning Commission meeting and the Planning Commission has recommended by unanimous vote that you approve the Vacation of this five feet of the twenty-five-foot easement. I'll try to answer any questions that you have."

Chairman Winters said, "Thank you Marvin. I see no questions at this time. We do need a public hearing on this matter so at this time I will open the public hearing. Is there anyone here in the audience today who wishes to address the Commission on Case #V-2001, a Vacation of an easement? Is there anyone here who wishes to speak to the Commission on this item? Seeing no one, we'll close the public hearing and limit discussion to staff and Commission. Commissioners are there any other questions? If not, what's the will of the Board?"

Regular Meeting, December 11, 1996

MOTION

Commissioner Hancock moved to approve the Vacation Order and authorize the Chairman to sign.

Commissioner Schroeder seconded the Motion.

There was no discussion on the Motion, the vote was called.

VOTE

Commissioner Betsy Gwin	Absent
Commissioner Paul Hancock	Aye
Commissioner Melody C. Miller	Aye
Commissioner Mark F. Schroeder	Aye
Chairman Thomas G. Winters	Aye

Chairman Winters said, "Thank you. Next item."

- 2. CASE NUMBER SCZ-0703 - PLATTING EXTENSION TO JULY 24, 1997 FOR PROPERTY BEING REZONED FROM "SF-20" SINGLE-FAMILY RESIDENTIAL TO "LC" LIMITED COMMERCIAL, GENERALLY LOCATED NORTH OF 21ST STREET NORTH AND WEST OF MAIZE ROAD.**

Mr. Krout said, "You may recall last January the County Commission considered and approved rezoning of about 49 acres that is outlined on the map to Light Commercial which would be combined with about another 15 acres already zoned Commercial north and west of the intersection of 21st and Maize Road in this area for a major commercial development. It was approved subject to the normal platting requirement of platting within one year of the County Commission's zoning approval. That year is coming up in the next month. You may have read that this property has been in some litigation between the owner and the contract purchaser of the property. We understand that the situation is being resolved but because of the litigation, the plat has not yet been filed on so the applicant is requesting a six-month extension until July 24 of next year in order to complete the plat in accordance with the County Commission's requirements for platting. I would be glad to answer any questions you have on this case."

Regular Meeting, December 11, 1996

Chairman Winters said, "Thank you. Commissioner Miller."

Commissioner Miller said, "Thank you Mr. Chairman. I have a technical question Marvin. Is there any time limitation that we can give for an applicant to actually fulfill, I was thinking it was a zone change that we actually granted? Is there a time limitation for them to fulfill whatever criteria it is that we have requested upon them in order to make it final and legal?"

Mr. Krout said "Your original approval was based upon one year. That was last January and so the platting deadline would come up this January 24."

Commissioner Miller said, "But we're going to extend that for six months?"

Mr. Krout said "That's right."

Commissioner Miller said, "So we can just continue, if they request, we can continue to extend for whatever amount of time?"

Mr. Krout said "If they come in in June and for some reason the litigation has continued and they feel that it is appropriate to continue and extend that request an additional amount of time you can do that again."

Commissioner Miller said, "I also notice there is a fee required. Is there a fee required to extend it or what is that regarding?"

Mr. Krout said "A request to extend platting time, there is a small fee involved."

Commissioner Miller said, "It's required. Thank you very much. Thank you Mr. Chairman."

Chairman Winters said, "Thank you. Anything else Marvin?"

Mr. Krout said "No."

Chairman Winters said, "Commissioners, you've heard Marvin's report, what's the will of the Board?"

Regular Meeting, December 11, 1996

MOTION

Commissioner Hancock moved to grant a platting extension for SCZ-0703 to July 24, 1997; provided, however, that should a plat of this property not be recorded by that date, the zone change shall be considered denied and closed.

Commissioner Miller seconded the Motion.

There was no discussion on the Motion, the vote was called.

VOTE

Commissioner Betsy Gwin	Aye
Commissioner Paul Hancock	Aye
Commissioner Melody C. Miller	Aye
Commissioner Mark F. Schroeder	Aye
Chairman Thomas G. Winters	Aye

Chairman Winters said, "Thank you very much Marvin. Next item please."

NEW BUSINESS

D. AGREEMENT WITH UNIVERSITY OF KANSAS SCHOOL OF MEDICINE-WICHITA (UKSM-W) TO PROVIDE UNDERGRADUATE MEDICAL EDUCATION AT THE SEDGWICK COUNTY REGIONAL FORENSIC SCIENCE CENTER.

Dr. Corrie L. May, Coroner-Medical Examiner, Regional Forensic Science Center, greeted the Commissioners and said, "I come before the Board today with an Agreement with KU Medical School. This is one of our educational programs that we offer at the Forensic Science Center. As you recall, we have a mentoring program for high school students, we have an internship program with the WSU Administration of Justice, and we also have something called Introduction to Forensic Pathology which actually was the idea of the students themselves. So it is kind of a situation where the teachers are learning from the students.

Regular Meeting, December 11, 1996

“In 1994 we were approached by a medical student, Jana Jadeberg, who is now Dr. Jana Jadeberg, who is studying to be a trauma surgeon. Jana basically wanted us to show her what it is that we do over at the Forensic Science Center and how it helped her to practice her chosen speciality of surgery. In 1995, we informally had three students come over for credit. This year, we have a total of five students and two students have already signed up for this rotation in 1997. What the medical student does is actually go into the autopsy room, learn with us as we try to find disease and injury. They participate at death scenes with the Medical Investigators and present scientific articles and review a lot of cases. Pretty much, it is a fast month.

“What we are asking for is an agreement formalizing this educational process with KU Med. here in Wichita and I’ve asked Associate Dean for Administration, Dean Jan Arbuckle, to speak just briefly on overall what this educational opportunity means for the Medical Center.”

Ms. Janice M. Arbuckle, Associate Dean for Administration, UKSM-W, said, “Good morning. You know the State of Kansas has one medical school and the medical school produces approximately 175 doctors each year. The campuses are located in both Kansas City and in Wichita and I’m sure you’re familiar that the KU Medical Center has a large hospital in Kansas City. This campus was created in 1974 without a hospital and therefore we are what is called a community based medical school. Without a hospital, we send our medical students out into the hospitals, clinics, and in this case the Forensic Science Center. We rely heavily upon our base of 600 volunteer physicians in the Wichita and surrounding area. Therefore, we find this contract exceedingly important to the education of our medical students. I’d like to introduce to you a fourth year medical student, Greg Epperson, from Pawnee Rock, Kansas.”

Mr. Greg Epperson said, “Good morning. Once again, I’m a fourth year medical student at the University of Kansas. One question people have asked me, why I wanted to look into forensic medicine. My initial answer is no, I do not have a fascination with death. What I do have a curiosity for is the anatomy of disease and disease processes. Also, I have sort of an interest in injuries sustained in certain causes of death and of course the other organs affected. More importantly, since I am going to go into emergency medicine, I would really like to know about the injuries, the organs affected, and how I can perhaps prevent these injuries from occurring.

Regular Meeting, December 11, 1996

“While on my rotation, I was also introduced to some of the crime detection that goes on at the forensic lab. More importantly, with the evidence collection, evidence analysis, of course the evidence storage. This is important due to the fact that in some of the high profile cases you need to know where the evidence is and who picked it up and where it went. This is all important in the legality of any type of crime that may have been committed.

“Once again, I am going into emergency medicine. Forensic medicine is important to me in two important cases. One case would be the patient with multiple injuries who comes in. I have a chance to draw in my knowledge in forensic pathology and be able to know what type of organs are affected. Also, the patient with suspected child abuse. Although it is sad, my index of suspicion will have gone up because of going through forensic pathology and be able to begin the process of collecting evidence in the case of a crime.

“I would like to publicly thank Dr. May and her staff because my clinical rotation has been exceptional. I would like to end my talk with just a quote that I found from Ramsey Clark who is a former Attorney General of the United States who says, ‘we must be courageous and ardent in our pursuit of the causes of death. We cannot shudder or faint at gruesome photos, for they are the truth, although the truth may not be beauty, it is truth that strengthens our humanity. Indeed it is a people who cannot face death that cannot revere life.’ Thank you.”

Dr. May said, “Commissioners, any of us would be happy to answer any questions you might have. If not, I would recommend that the agreement be approved and authorize the Chairman to sign.”

MOTION

Commissioner Miller moved to approve the Agreement and authorize the Chairman to sign.

Commissioner Hancock seconded the Motion.

Chairman Winters said, “I believe we all have had an opportunity to review that document and everything seemed to be in order. Commissioners, is there any other discussion?”

Regular Meeting, December 11, 1996

Commissioner Hancock said, "I just wanted to say Mr. Chairman that it is a good opportunity for both the Coroner's Office and KU Med. I'm very pleased that we've become partners in this process and I hope as I view into the future, ten or twenty years from now, that it will be even stronger and a greater part of each others process in learning situations. Looking forward to great things for our Forensic Science Center and KU."

Commissioner Miller said, "I would just like to add Mr. Chairman, thank you Dr. May for giving us a peek into what can come and what will be happening on the cutting edge of forensic science here in Sedgwick County. To you Mr. Epperson, good luck. Thank you Mr. Chairman."

Chairman Winters said, "Thank you. We appreciate all of you being here today. Commissioners, we have the Motion in front of us, is there any other discussion? Seeing none, call the vote."

VOTE

Commissioner Betsy Gwin	Absent
Commissioner Paul Hancock	Aye
Commissioner Melody C. Miller	Aye
Commissioner Mark F. Schroeder	Aye
Chairman Thomas G. Winters	Aye

Chairman Winters said, "Thank you call very much."

Dr. May said, "Thank you Commissioners."

Chairman Winters said, "Next item."

E. AGREEMENT FOR RECEIPT AND DISBURSEMENT OF GRANT FUNDING FOR THE SUNVIEW IMPROVEMENT DISTRICT.

Ms. Irene Hart, Director, Bureau of Community Development, greeted the Commissioners and said, "We have for your consideration today an agreement with the Sunview Improvement District to use \$75,000 in Community Development Funds to address a sewer washout. We applied for these funds last summer under an urgent need category and I naively assumed that urgent need meant we'd get the money right away."

Regular Meeting, December 11, 1996

“Actually, all urgent need means is that we’re not in the normal annual cycle of funding. It is a separate pot of money that is set aside for urgent need but doesn’t relieve us of any of the federal requirements that go along with receiving these federal funds. So for the past several months, we’ve been working with the Historical Society, with Health and Environment, with Wildlife and Parks, to get all the red tape taken care of on this situation. Finally, in late November, they gave us authorization to apply for the money, to actually draw down the money. So four months later is not exactly urgent need.

“What this agreement does is, now that we’ve done all the grant red tape, it transfers the funding to the Sunview Improvement District. They’re working with an engineering firm who will go out for bids in the next week or so and if everything proceeds according to the time table, they will start construction on the repairs January 10. I would be happy to answer any questions or Marty Hughes, who’s been instrumental in handling this red tape may be able to answer some of your questions.”

Chairman Winters said, “All right, thank you. Commissioners, are there any questions? If not, what’s the will of the Board?”

MOTION

Commissioner Schroeder moved to approve the Agreement and authorize the Chairman to sign.

Commissioner Hancock seconded the Motion.

There was no discussion on the Motion, the vote was called.

VOTE

Commissioner Betsy Gwin	Absent
Commissioner Paul Hancock	Aye
Commissioner Melody C. Miller	Aye
Commissioner Mark F. Schroeder	Aye
Chairman Thomas G. Winters	Aye

Chairman Winters said, “Thank you.”

Regular Meeting, December 11, 1996

Ms. Hart said, "I brought something else with me. It is Commission policy if any department is asking for a grant that you all approve the submission of that grant to the appropriate funding agency. Sometimes we're successful, sometimes we're not. Well, we were successful and they gave us a check. This is a check from the Kansas Department of Commerce and Housing for \$100,000 to do home rehabilitation in the Oaklawn neighborhood. I tried to put this through the drive-in window at the bank, it wouldn't work. This was presented at a grant workshop in Manhattan late last month. We didn't know it was going to be such a formal presentation or we would have asked one of you to come and receive it officially, but I wanted to show you. Now I don't know if it is going to be another four months before we can finally draw down the money, but at least they've shown us that the check is in the mail."

Chairman Winters said, "Well there is a number of us that have a great deal of interest in how that's going to work so I'm sure you'll keep us all informed about that project goes too. Thanks for giving us that update. Next item please."

F. AGREEMENT WITH ASSOCIATED ENVIRONMENTAL, INC. TO PROVIDE REMEDIATION OF THE ANDALE YARD.

Ms. Susan Erlenwein, Director, Environmental Management, greeted the Commissioners and said, "In 1992, after Sedgwick County closed the public works' yard in Andale, we removed two underground storage tanks from that location. One of the tanks contained 1,000 gallons of gasoline, the other had contained 2,000 gallons of diesel fuel. When we removed the tanks, we discovered that the soil was contaminated to a depth greater than twenty feet. Kansas Department of Health and Environment required that we do an investigation of the soil to determine how extensive the contamination was. At that time, I applied for the County to become part of the State trust fund for petroleum cleanups. We were accepted into the trust fund which means that we must work with the State in cleaning up problems like this. Then also that we pay a deductible and that's the limit of our financial obligation to this site. The deductible was \$4,000, which we paid initially because just the investigation was \$20,000. After the investigation, they determined that the soil and groundwater were contaminated under the site. The next step is to do remediation of the old Andale yard."

Regular Meeting, December 11, 1996

“Before you, you have a contract with Associated Environmental, Inc., for this remediation. The price of this remediation is just under \$67,000. All of that will be paid through the State trust fund. I would recommend that you sign the contract. I’d be happy to answer any questions.”

Chairman Winters said, “All right, thank you for that report Susan. Commissioners, you’ve had an opportunity to review this contract and you’ve heard Susan’s report, what’s the will of the Board?”

MOTION

Commissioner Schroeder moved to approve the Contract and authorize the Chairman to sign.

Commissioner Hancock seconded the Motion.

There was no discussion on the Motion, the vote was called.

VOTE

Commissioner Betsy Gwin	Absent
Commissioner Paul Hancock	Aye
Commissioner Melody C. Miller	Aye
Commissioner Mark F. Schroeder	Aye
Chairman Thomas G. Winters	Aye

Chairman Winters said, “Thank you Susan. Next item.”

G. DEPARTMENT ON AGING.

- 1. AGREEMENT WITH KANSAS DEPARTMENT ON AGING TO PROVIDE A \$35,000 CASH ADVANCE TO FUND START-UP EXPENSES FOR TARGETED CASE MANAGEMENT.**

Regular Meeting, December 11, 1996

Ms. Lynne Melton, Assistant Director, Department on Aging, greeted the Commissioners and said, "We have an agreement before you with the Kansas Department on Aging to accept a cash advance of \$35,000 for the start-up funds for targeted case management that we take over from SRS on January 1. These are for expenses that run from July 1, 1996, through June 30, 1997. They would include such things as office space, equipment, or any other type of expenses that we might run into for start up and I would ask your approval."

Chairman Winters said, "Thank you. Commissioner Miller."

Commissioner Miller said, "Thank you Mr. Chairman. Lynne, I know startup does indicate, it sounds like a one time funding source, is that correct?"

Ms. Melton said, "It probably will be. We are required to pay it back under this agreement starting January 1, 1998, through Medicaid funds, but it also in that agreement, says that the Secretary of Aging has the discretionary power to forgive that debt. So we'll have to see what happens. But as of now, this is a one time funding."

Commissioner Miller said, "Thank you. Thank you Mr. Chairman."

Chairman Winters said, "Thank you. Commissioners, are there any other questions?"

MOTION

Commissioner Miller moved to approve the Agreement and authorize the Chairman to sign.

Commissioner Hancock seconded the Motion.

There was no discussion on the Motion, the vote was called.

VOTE

Commissioner Betsy Gwin	Absent
Commissioner Paul Hancock	Aye
Commissioner Melody C. Miller	Aye
Commissioner Mark F. Schroeder	Aye
Chairman Thomas G. Winters	Aye

Regular Meeting, December 11, 1996

Chairman Winters said, "Next item."

2. LEVEL I CARE ASSESSOR AGREEMENT FOR 1997 WITH DORLAN BALES.

Ms. Melton said, "This is an agreement to add one assessor for our pre-assessment screening for nursing home placement and it is the standard contract that we have used for the fifteen or so assessors that we have."

Chairman Winters said, "Thank you. Commissioners, you have had an opportunity to review that, what's the will of the Board?"

MOTION

Commissioner Hancock moved to approve the Agreement and authorize the Chairman to sign.

Commissioner Miller seconded the Motion.

There was no discussion on the Motion, the vote was called.

VOTE

Commissioner Betsy Gwin	Absent
Commissioner Paul Hancock	Aye
Commissioner Melody C. Miller	Aye
Commissioner Mark F. Schroeder	Aye
Chairman Thomas G. Winters	Aye

Chairman Winters said, "Next item."

3. SENIOR CARE ACT/MILL LEVY AMENDMENTS TO CONTRACT (TWO).

- **MT. HOPE HEALTH SERVICES, INC. (\$1,063)**
- **PROFESSIONAL CARE, INC. (\$28,450)**

Regular Meeting, December 11, 1996

Ms. Melton said, "This is adding funds to both of those contracts from mill levy to extend Senior Care Act and Mill Levy for Homemaker and Attendant Care Services. We do have money from the State for the Senior Care Act and we combine that with mill levy to stretch our dollars further and help serve more people. This would add additional funding to these two contracts."

Chairman Winters said, "Thank you. Commissioner Schroeder."

Commissioner Schroeder said, "Mr. Chairman, if you please. Lynne, this mill levy, I understand the State pass through money, but the mill levy, the extra mill levy money, where does it come from?"

Ms. Melton said, "This is money that we hadn't designated to anyone."

Commissioner Schroeder said, "How much of that do we set aside in a given year?"

Ms. Melton said, "Toward the end of the year, probably about \$30,000. We have about \$130,000 in mill levy that we put in Home Care and as we try to work it through, and make it so that the clients don't know the difference whether they are on Senior Care Act, mill levy, or federal money. Sort of make it a one time, keeps them level, depending upon which funds we're using."

Commissioner Schroeder said, "So in Item five, that's the same issue there?"

Ms. Melton said, "That's right. That's money that we have leftover that programs haven't used. Some we kept back for emergency purposes in case we run into some emergency situations, such as minor home repair."

Commissioner Schroeder said, "Now then if we have a balance leftover at the end of any given year, does that go back to the General Fund? Is that where that money would go?"

Ms. Melton said, "It's forwarded I think toward our assessment for 1998, is that correct?"

Commissioner Schroeder said, "It's forwarded to . . ."

Ms. Melton said, "It would be used in our budget for the 1998 request."

Regular Meeting, December 11, 1996

Commissioner Schroeder said, "Whatever that amount is at the end of the year is credited to the following year?"

Ms. Melton said, "Correct."

Commissioner Schroeder said, "Okay. Thank you Mr. Chairman."

Chairman Winters said, "Thank you."

Commissioner Hancock said, "Mr. Chairman, may I follow up on that. I'm not sure I understand. So if you have \$30,000 left over at the end of the year, it is carried forward and is available for the 1997 budget?"

Ms. Melton said, "1998, if we have it leftover."

Commissioner Hancock said, "I'm sorry."

Mr. William Buchanan, County Manager, said, "It is cash for the 1998 budget, 1997 is already established. Now we could come in and amend it but that's not necessary."

Commissioner Hancock said, "Thank you."

Chairman Winters said, "All right, now that we're all clear. Commissioners, you've heard Lynne's report on this item, is there any other discussion? Is there a Motion?"

MOTION

Commissioner Hancock moved to approve the Amendments to Contract and authorize the Chairman to sign.

Commissioner Miller seconded the Motion.

There was no discussion on the Motion, the vote was called.

Regular Meeting, December 11, 1996

VOTE

Commissioner Betsy Gwin	Absent
Commissioner Paul Hancock	Aye
Commissioner Melody C. Miller	Aye
Commissioner Mark F. Schroeder	Aye
Chairman Thomas G. Winters	Aye

Chairman Winters said, "Thank you. Next item."

4. AMENDMENT TO CONTRACT WITH THE INDEPENDENT LIVING CENTER OF SOUTHCENTRAL KANSAS, INC. (\$8,000) TO PROVIDE INFORMATION AND REFERRAL SERVICES.

Ms. Melton said, "This is the physical disability side of the Department on Aging and there was some additional funding left for transportation services and they're using this money as we use our SCRAM, which is the Senior Rides in a Moment, they are calling it DRAM, Disability Rides in a Moment. They're using this additional money to provide emergency transportation for the physically disabled."

Chairman Winters said, "Thank you. Commissioners, you've heard the report."

MOTION

Commissioner Schroeder moved to approve the Amendment to Contract and authorize the Chairman to sign.

Commissioner Miller seconded the Motion.

There was no discussion on the Motion, the vote was called.

Regular Meeting, December 11, 1996

VOTE

Commissioner Betsy Gwin	Absent
Commissioner Paul Hancock	Aye
Commissioner Melody C. Miller	Aye
Commissioner Mark F. Schroeder	Aye
Chairman Thomas G. Winters	Aye

Chairman Winters said, "Next item."

5. MILL LEVY AMENDMENTS TO CONTRACT (11).

- **AMERICAN RED CROSS (\$720)**
- **DOWNTOWN SENIOR RESOURCE CENTER (\$15,000)**
- **MENNONITE HOUSING AND REHABILITATION (\$15,000)**
- **CATHOLIC CHARITIES (\$600)**
- **GOOD GRIEF OF WICHITA (\$3,750)**
- **MEDICAL SERVICES BUREAU (\$5,000)**
- **MENTAL HEALTH OF SOUTHCENTRAL KANSAS (\$1,000)**
- **UNITED URBAN MINISTRIES (3,750)**
- **CITY OF COLWICH (\$240)**
- **CITY OF PARK CITY (\$1,500)**
- **OAKLAWN IMPROVEMENT DISTRICT (\$940)**

Ms. Melton said, "Each year, we look at our budget to see what money we've held back for emergency purchases, emergency situations we might run into and send out a request to all our contractors if they have some special things that they need at the end of the year that they're not able to get from their budget and they submit an application and take it to our Advisory Board. The Advisory Board looks at that, just like they look at their applications for the year funding, and they have recommended that we approve this amount of money for certain items. I'd be glad to answer any questions if you have any specific on which items."

Chairman Winters said, "Okay, on each one of these, a particular request has been reviewed by the Advisory Board and they're comfortable with each one of these recommendations?"

Ms. Melton said, "Yes sir."

Regular Meeting, December 11, 1996

Chairman Winters said, "Thank you. Commissioner Miller."

Commissioner Miller said, "Thank you Mr. Chairman. Lynne, under In Home Services and I'm going to be supportive of this, but under In Home Services for Downtown Senior Resource Center and Mennonite Housing, those are both sizeable amounts, \$15,000 each. Is this something they are requesting that should maybe be actually put in their budget or this is a one time emergency end of the year type of expenditure?"

Ms. Melton said, "The Downtown Senior Resource Center grant is really doing the minor repair that they're doing through the volunteer network, that some of the little things that we don't need to send Mennonite Housing out for, like changing light bulbs and things like that. Mennonite Housing does some of the repairs. Like I said, we held this money back in case we ran into emergency situations and so that we could prioritize some of our case management customers if they needed year end funding. We always like to be prepared for an emergency."

Commissioner Miller said, "So for these two centers, not two centers, one center and Mennonite Housing, are they in essence just continuing to service more individuals, is that what this is allowing them to do?"

Ms. Melton said, "Yes, it is allowing them to expand their program and serve more people that are on the waiting list for wheel chair ramps that they haven't had money for, things like that. We are prioritizing them with Mennonites and with the work group that we have and so we're giving our input on what customers they need to serve so that we know that they are serving the most frail, low income, and emergency needs."

Commissioner Miller said, "Thank you. Thank you Mr. Chairman."

Chairman Winters said, "Thank you. Commissioners, you've heard Lynne's report on Item five, what's the will of the Board?"

MOTION

Commissioner Schroeder moved to approve the Amendments to Contract and authorize the Chairman to sign.

Commissioner Miller seconded the Motion.

Regular Meeting, December 11, 1996

There was no discussion on the Motion, the vote was called.

VOTE

Commissioner Betsy Gwin	Absent
Commissioner Paul Hancock	Aye
Commissioner Melody C. Miller	Aye
Commissioner Mark F. Schroeder	Aye
Chairman Thomas G. Winters	Aye

Ms. Melton said, "Thank you."

Chairman Winters said, "Thank you Lynne. Next item."

H. ADDITION OF 17.5 POSITIONS TO THE COMCARE STAFFING TABLE, TO BE FUNDED BY THE KANSAS SOCIAL AND REHABILITATION SERVICES TOPEKA STATE HOSPITAL CLOSURE CONTRACT.

- **EIGHT FIELD CASE MANAGERS, RANGE 16**
- **TWO CASE MANAGEMENT TEAM LEADERS, RANGE 18**
- **ONE REGISTERED NURSE, RANGE 21**
- **ONE QUALIFIED MENTAL HEALTH PROFESSIONAL, RANGE 22**
- **THREE CASE MANAGERS, RANGE 16**
- **ONE LICENSED MENTAL HEALTH TECHNICIAN, RANGE 15**
- **ONE MEDICAL RECORDS SECRETARY, RANGE 15**
- **ONE PART-TIME ADVANCED REGISTERED NURSE PRACTITIONER, RANGE 27**

Ms. Deborah Donaldson, Director, Bureau of Comprehensive Community Care, greeted the Commissioners and said, "Last week, I had brought you the contract for hospital closure which we're very pleased about. These are the additions to the staffing table to be able to implement that contract. I'd be glad to answer any questions."

Chairman Winters said, "Thank you. Commissioners, again as Debbie has stated, this is the result of the hospital closure contract. You heard the report last week, what's the will of the Board today?"

Regular Meeting, December 11, 1996

MOTION

Commissioner Hancock moved to approve the additions to the COMCARE Staffing Table.

Commissioner Schroeder seconded the Motion.

There was no discussion on the Motion, the vote was called.

VOTE

Commissioner Betsy Gwin	Absent
Commissioner Paul Hancock	Aye
Commissioner Melody C. Miller	Aye
Commissioner Mark F. Schroeder	Aye
Chairman Thomas G. Winters	Aye

Chairman Winters said, "Thank you very much. Next item."

I. DELETION OF NINE OFFICE ASSISTANTS, RANGE 12, FROM AND ADDITION OF THREE DEPUTY TRUSTEES, RANGE 23, FOUR CIVIL PROCESS SERVERS, RANGE 17 AND TWO OFFICE SPECIALISTS, RANGE 15 TO THE COURT TRUSTEE STAFFING TABLE.

Mr. Louis J. Hentzen, District Court Administrator, Eighteenth Judicial District, greeted the Commissioners and said, "As you are aware, the Court Trustee Office won the SRS contract for Child Support Enforcement for this Judicial District. We started the bid process earlier this year. As you are also aware, some of the events that delayed the awarding of that contract until just recently. As a matter of fact, we just signed the contract earlier this week and forwarded it back to the State for signatures of the Secretary of SRS and the Department Administration Head, and the Purchasing Director. However, SRS and the Court, wish to implement the work plan detailed in our response to the request for proposal as soon as possible. That contract calls for us to start our business January 1.

Regular Meeting, December 11, 1996

“In light of that issue, we are seeking approval to delete the clerical support positions we took out of our bid at SRS request and add the nine Legal Support Team positions so we can more aggressively pursue the child support enforcement in this district under the guidelines of the contract. These positions include attorneys and support staff. I am also joined by Administrative Judge Paul Buchanan here if you have any questions about the contract or anything that we can answer, we’d be glad to answer that for you.”

Chairman Winters said, “Okay, thank you. Commissioner Miller.”

Commissioner Miller said, “Thank you Mr. Chairman. Mr. Hentzen, I understand that you have deleted nine, I guess what you would consider Office Assistant positions, correct?”

Mr. Hentzen said, “They were Office Assistant positions under the County payroll system. They were working in our Clerk of the District Court Office processing the payments.”

Commissioner Miller said, “So they were doing different duties than just what is clarified here, what’s labeled here, is that what you’re telling me?”

Mr. Hentzen said, “Those nine positions were clerical support for the Clerk of the District Court. During our negotiations with the SRS, they indicated that payment processing was not part of the enforcement contract and those positions are not filled now, they have been depleted during the time the contract started. They’re all vacant. We’re just wanting to take those off the table and add the new ones. I inquired with Personnel as to whether or not they just wanted to reclassify these nine and they said no, it would just be easier to take them away and add the new positions. So we’re trying to conform to the County payroll system and this is the easiest way we can possibly do it.”

Commissioner Miller said, “And you’re saying that you don’t need those nine?”

Mr. Hentzen said, “We could use them, but not as part of the contract.”

Commissioner Miller said, “I understand the contract requirement.”

Mr. Hentzen said, “We can use them. We’re short-handed. We’re not going to see any more help from the State as far as getting additional clerical staff for some time. Those positions won’t come from the legislature. We lobby the legislature every year for additional staff because our work increases every year, our responsibilities increase every year.”

Regular Meeting, December 11, 1996

“We don’t see it coming in this next legislative session because of all the things they had to deal with already and the newspapers are talking about taxes and school bond things so I don’t expect anything to happen this year gaining new positions for the Court.”

Commissioner Miller said, “I just needed to clarify that point, thank you. Thank you Mr. Chairman.”

Chairman Winters said, “Thank you Commissioner. Commissioners, you’ve had an opportunity to review this previously, any other questions of Mr. Hentzen or what’s the will of the Board?”

MOTION

Commissioner Miller moved to approve the additions and deletions to the Court Trustee Staffing Table.

Commissioner Hancock seconded the Motion.

There was no discussion on the Motion, the vote was called.

VOTE

Commissioner Betsy Gwin	Absent
Commissioner Paul Hancock	Aye
Commissioner Melody C. Miller	Aye
Commissioner Mark F. Schroeder	Aye
Chairman Thomas G. Winters	Aye

Chairman Winters said, “Thank you Louis. Thank you Judge for being here. Next item.”

**J. PRESENTATION REGARDING RECORDS MANAGEMENT PROGRAM
1996 PROGRESS AND PROPOSED 1997 WORK PLAN.**

Regular Meeting, December 11, 1996

Mr. Douglas King, Records Manager, County Clerks's Office, said, "Good morning again Commissioners. The usual approach for a County department or function is to go ahead and develop its work plan in the annual budget process. However, as a new function, I didn't have the actual on the job work experience and with the volunteer programs, and the other things I'll describe, at the time the budget was developed. Now I have eight months more experience, I thought this was the appropriate time to report on the 1996 progress and what I've learned from that and propose a revised 1997 work program.

"First of all, on the first agenda item, I mentioned the preservation microfilming grant project. That's a \$5,500 grant from the Kansas State Historical Records Advisory Board to film archival real estate personal property assessment rolls. That project is not quite complete, but it is nearly complete. After we went upstairs with the volunteers, they went ahead and each of them have their own readers at home, took some microfilm home to inspect it and make sure that the vendor has done the filming accurately. That process needs to be done on 30 roll, 100 foot rolls of film and then we need to come up with what are called finding aids, in essence, indexes so people can find information on that film more easily. I think that process will probably take us into January or I'll need to request a little extension on that project from the State.

"Also, the first agenda item went into some detail on the volunteers' program. Volunteer's program was a matter of necessity for me to get this project done but I think it turned out to be very beneficial. I found out that a volunteers' program is more than just calling up some folks and asking them to come in. I went ahead and did some research. The NACo (National Association of Counties) Information on how to go about a volunteers program was very informative and I followed a lot of their suggestions. We have an application process, we know who it is. Some counties and other organizations have had problems with people volunteering just to get access to things for their own private purposes. Some people collect things like that. Counties have had things that walk away and we want to make sure we have people who are reliable and dedicated. That is part of the reason for an application process. Also, I found out that volunteers are in essence employees that we don't pay. We need to make sure that we cover them with worker's comp. I had to work with the Risk Manager on that process for that. You have to keep in touch with the volunteers. I have a newsletter that they receive about once a month. That takes sometime and effort to communicate with them. All of these things were a learning process. It will be easier on the second project and the third project.

Regular Meeting, December 11, 1996

“From the project, the microfilming project, and working with the older records at the salt mines, I discussed with the underground vaults and storage folks what we could do to better store those records. These records were journals falling apart stored loose on shelves. That’s how underground vaults and storage had received them. A lot of them we’re able to box. They will fit in some of the standard boxes that UV&S (Underground Vault & Storage) has. Some are simply too big that they won’t fit in any boxes. They are a problem. There are some that are huge, probably weigh thirty, maybe forty pounds a piece. After considerable discussion with the UV&S folks, the vice-president for Sales and Marketing proposed that they assign us a portion of a private room, but they only charge us the lowest rate, the rate we were paying for storing them on open shelves. In a private room, we can store them on shelves any way that we want. This is normally the kind of storage that corporations use for their most important records, so they were very understanding, very community spirited of the Underground Vaults & Storage folks and helps us.

“On records disposal, I analyzed and proposed to this Board 397 cubic feet of eligible records. That is a low number, I wish it had been more, but the preservation microfilming project took a lot more time than I expected. I also found that departments really are short staffed to do the work on their side to help identify these records and really do the research and process and then assemble them so we can present a disposal case.

“Then there is a project with donated services from Office Automation to publish County Commission minutes on CD-rom. That project has already scanned about 46,000 pages. It is being held up now because the vendor is in the process of changing computer systems and is having difficulty in getting delivery on some new computers. I hope to be able to report that it is completed and that we can have those CD-roms available to the departments to use them and for public use.

“ I worked in the Clerk’s Office on various activities. We surveyed records in the Clerk’s Office and found some things we didn’t know we had of historical importance and just importance for research in the office. I also, because we found out and we got into the process of doing a three-year information technology plan, nearly every element involved records’ management. I became the primary drafter of that plan. The emphasis of the plan is on using information technology to solve records’ management problems in the office and improving access to the public. I was involved in providing assistance to various County departments. Responded to requests about retention disposal and other record’s management issues from Register of Deeds, Appraiser’s Office, GIS Information Services, Public Services, and Legal.

Regular Meeting, December 11, 1996

“Also, I think it is noteworthy, that now we have the beginnings of a team, Records Management is really so broad and includes so many different issues that one individual can’t be expert on all of them. Now we have an individual in Legal who is becoming expert in those issues. There is a staff member in IS (Information Services) working on imaging, who is working on it from that angle. So we have the beginnings of a team which I think is the way these issues need to be approached.

“Finally, an area that is very important, I responded to, I didn’t keep an accurate log, I wish I had, but I responded to several dozens of requests from the public. These are phone calls. I’ve gotten phone calls from around the country. We get letters. This is a weekly occurrence. There are several per week. I don’t handle them all. A lot of the other Clerk’s staff can, but many of them are referred to me. We’ve gotten them from Canada, we’ve gotten one request from a woman in Moscow, Russia, because her mother was born in Wichita and she’s trying to establish her birth record, which is very difficult to do. Most of those requests are in response to genealogical inquiries. To come up with a better way of responding to those, I’ve come up with an information sheet to mail out as a more efficient approach.

“In February, as mentioned this morning, I was one of fifteen presenters in a symposium at the University. Also, spoke to the Midwest Historical Genealogical Society. Now as far as what this means and what I’ve learned, I have some findings and conclusions. One is, I was seeking ways to reduce the fees that we pay for off-site storage to Underground Vaults & Storage and various discussions with these folks about that. The problem appears to be that to the vendor the County isn’t the client, each County department is a client. Each County department is a much smaller client than the County as a whole. Each department arranges for its own shipments and retrievals, there is no real scheduled basis. The departments call them up and UV&S trucks are here all the time running up and down the building. Few departments are able to assemble economic quantities to get price breaks and the standard rates even if you ship that 101 cubic foot boxes it is a significant price break, but many departments simply don’t have those quantities. If we could batch departments up then we could do that, but at the moment, UV&S is handling those records on which department stores what itself rather than us handling that. Again, on the corporate side, Boeing is a client, but their records’ management handles the dealings with Underground Vaults & Storage. There is one contact point and they can manage that much more economically.

Regular Meeting, December 11, 1996

“There is a lack of adequate storage and work space in the Courthouse to deal with records. That comes as no surprise, but it is especially critical for records’ management because you’re dealing with all this high volume of records. The problem in the volunteer’s program is finding work space to work. As it was, they were working right where the public was walking by to and from to handle inquiries, which was something of a distraction. Adequate work and storage space for records management will make it possible to free office space more quickly. As you are going through and inventorying departments and you find something that just doesn’t belong there, that shouldn’t be stored in active office space, we need to get it out of there. We need to start assembling these shipments to send off to off-site storage or store it someplace where it is not taking up valuable office space. The solution should be county wide. As mentioned in some of the other points, the key records’ management problem simply exceeds the capacity of most departments to address on their own. They don’t have the staff, they don’t have the expertise, they don’t have the space, they may not be dealing in enough quantities to officially deal with the off site vendor.

“Finally, I think effective coordination of records management with other central functions and enforcement of standards is more difficult when the program is located in an operating department. I think that organizationally, records’ management should be located more in the mainstream where other functions that really serve the total organization are located. Following, from this, I revised a work plan for 1997. First on the list is to complete the preservation microfilming grant project and get that wrapped up. I want to build on the preservation microfilming project with these volunteers, don’t want that momentum to drop, but I want to keep that as primarily a volunteer oriented program, part of the program. I think it is very important to research options for creating an archive and records center and to propose that in the ‘98 budget process. I think that will really help break an obstacle to the efficient management of records for the County.

“Need to research and propose the acquisition of comprehensive records and information management software. This is the kind of software most larger and sophisticated organizations use to track who has what, where it is stored. They can use this both of active and inactive records. That will be a real boom not only to departments knowing where their records are but that will also make the County more responsive to inquiries from the public. I need to seek the appointment of Departmental Records’ Coordinators by department and Bureau Directors so that I have a contact point within the departments and somebody can really work within the department on records management.

Regular Meeting, December 11, 1996

“I need to train these Departmental Records’ Coordinators. In cooperation with Departmental Records Coordinators, survey records in departments, make the easy disposals, the things that the kind of records that are relatively obvious so we could match up to state retention schedules and that are clearly eligible and no longer have value.

“Finally, work closely with other central County functions to make the incidence of cost encourage departments to improve their records management practices. What I mean by that, I think beginning in ‘95, County Finance began charging the cost for the off-site storage back to the individual departmental budgets. Before that, it was free. So if a service is free, you can just box things off and ship them out, but it costs to store those. Charging them back is a beginning. However, it also costs to dispose and these standard fees as they come from the vendor make sense from the vendor’s standpoint but they’re dysfunctional from our standpoint. In any given annual budget year a department that is going to dispose of unneeded records it is most costly and a bigger hit in their budget than if they simply continue paying the storage fees. So I think we could do some things internally to make it more expensive to store and less expensive, maybe even subsidize it so it is free to dispose of what is unneeded. I think that would really help.

“The past year has been largely devoted to hands on activities, but I think in the ‘97 work plan it is needful to redirect my time and program into more of an organizing, planning, training and consulting role and away from directly inventorying journals and files and carting boxes of records. Now, don’t get me wrong, I think from attending conferences and talking to my colleagues, it is standard, records manager’s roll up their sleeves on occasion, but I think to be more effective the old saying of teaching somebody to fish rather than just feeding them. Certainly on the recommendations of this item are to receive and file the ‘96 progress report and to approve the ‘97 work program that I’ve proposed. I’d certainly be glad to answer any questions you might have.”

Chairman Winters said, “Thank you. Commissioners, you’ve heard Doug outline his ‘97 work program and a very thorough job. Does anyone have any questions or comment? If not, what’s the will of the Board?”

Regular Meeting, December 11, 1996

MOTION

Commissioner Hancock moved to receive and file the 1996 progress report and approve the proposed 1997 work plan.

Commissioner Miller seconded the Motion.

Commissioner Hancock said, "I wanted to comment, I thought it was a little premature awhile ago was a while back when you were making the presentation concerning the volunteers Doug. I'm going to continue to support the department and support changes and emphasize records' management here in the County. It is an expensive proposition and I think if we could make some, it is not going to save our budget certainly, but it will improve the cost of records' management around here. It is a big item and it increases. We're very efficient at saving records these days and we're getting better at it all the time so we'd better learn how to manage it as efficiently as possible. So I just wanted to put you on notice and get you all pumped up and get ready to go here. I'm hoping to make some changes and see some changes in your department and become part of the operations around here within the framework of County government. I know that we're very deep into preservation and that's good and you should do those things. As you said a while ago, what we're doing today is tomorrow's history and our records that we need to archive. I just wanted you to know that I think you have a lot of work to do so get prepared. Get ready to manage records as well as to preserve the history of Sedgwick County."

Mr. King said, "It's a tall job because we have a backlog of 125 years."

Commissioner Hancock said, "Absolutely, so thank you again."

Chairman Winters said, "Thank you. Commissioners, we have a Motion before us. Any other discussion this Motion? Seeing none, call the vote."

VOTE

Commissioner Betsy Gwin	Absent
Commissioner Paul Hancock	Aye
Commissioner Melody C. Miller	Aye
Commissioner Mark F. Schroeder	Aye
Chairman Thomas G. Winters	Aye

Regular Meeting, December 11, 1996

Chairman Winters said, "Thank you very much Doug, it was a good report. Next item."

K. REPORT OF THE BOARD OF BIDS AND CONTRACTS' DECEMBER 5, 1996 REGULAR MEETING.

Mr. Darren Muci, Director, Purchasing Department, greeted the Commissioners and said, "You have before you minutes from the December 5 meeting of the Board of Bids and Contracts. There are eight items for consideration this morning."

**(1) PASSENGER TRANSIT VAN - MOTOR POOL
FUNDING: MOTOR POOL**

"Item one, passenger transit van for Central Motor Pool and COMCARE. It was recommended to accept the low bid of Kansas Truck & Equipment, in the amount of \$30,385 with trade-in and optional interior luggage compartment."

**(2) ROCK SALT - BUREAU/PUBLIC SERVICES
FUNDING: BUREAU/PUBLIC SERVICES**

"Item two, rock salt for the Bureau of Public Services. It was recommended to accept the low bid of Ritchie Sand, in the amount of \$72,200."

**(3) RIPRAP - BUREAU/PUBLIC SERVICES
FUNDING: BUREAU/PUBLIC SERVICES**

"Item three, riprap for the Bureau of Public Services. It was recommended to accept the only bid of George M. Myers, in the amount of \$10,420."

**(4) PERSONAL COMPUTER HARDWARE & SOFTWARE - INFORMATION SERVICES
FUNDING: INFORMATION SERVICES**

"Item four, personal computer hardware and software for Information Services. It was recommended to split this purchase between three vendors. Computerland East for \$3,617.25. Also for Computerland East for software and other peripheral items, \$6,049.97, and Business Computer Center for software and other peripheral items for \$11,821.22. A complete tabulation follows."

Regular Meeting, December 11, 1996

- (5) **PERSONAL COMPUTER HARDWARE & SOFTWARE - INFORMATION SERVICES**
FUNDING: INFORMATION SERVICES

“Item five, additional computer hardware and software for Information Services. It was recommended to accept the bids of Computerland East for some Token Ring Adapters and other peripheral equipment for \$1,847.83. Entex for personal computers totaling \$9,014, and Business Computer Center for other peripherals for \$1,672.96. That is a grand total of \$12,534.79. Again, a complete tabulation follows.

- (6) **PERSONAL COMPUTER HARDWARE & SOFTWARE - COMCARE**
FUNDING: COMCARE

“Item six, personal computer hardware and software for COMCARE. It was recommended to accept the low total bid of \$10,354 of Entex. Again, a complete tabulation follows.

- (7) **HEWLETT PACKARD 1090 HPLC SYSTEM - CORONER**
FUNDING: FORENSIC SCIENCE CENTER

“Item seven is a Hewlett Packard HPLC 1090 System for the Coroner. It was recommended to accept the low bid of Block Scientific, in the amount of \$10,000.

- (8) **FORENSIC COMPARISON POLARIZING LIGHT MICROSCOPE - CORONER**
FUNDING: FORENSIC SCIENCE CENTER

“Item eight is a forensic comparison polarizing light microscope also for the Coroner. It was recommended to accept the low bid of Boyce Scientific, in the amount of \$32,935.90.

ITEMS NOT REQUIRING BOCC ACTION

- (9) **FOUR DOOR SEDANS - MOTOR POOL**
FUNDING: MOTOR POOL

- (10) **PERSONAL COMPUTER HARDWARE & SOFTWARE - COUNTY MANAGER**
FUNDING: COUNTY MANAGER’S OFFICE

Regular Meeting, December 11, 1996

ITEMS NOT REQUIRING BOCC ACTION

- (11) **INTENSIVE SUPPORT LIVING PROGRAM - COMCARE**
FUNDING: COMCARE

- (12) **UTILITY VEHICLE - MOTOR POOL**
FUNDING: MOTOR POOL

- (13) **HEWLETT PACKARD 5970B MASS SPECTROMETER - CORONER**
FUNDING: FORENSIC SCIENCE CENTER

“There are five items that do not require action at this particular time. The first item is four door sedans for Central Motor Pool for the Sheriff. It was recommended to reject all bids and resolicit at a later date. None of the bids met the specifications. Personal computer hardware and software for the County Manager’s Office. Those bids are being reviewed. Intensive supported living program for COMCARE. We solicited proposals for that service. We received one from Hunter Care Centers, DBA Choices. That proposal is being reviewed. A utility vehicle for the Motor Pool and the Sewer Department. It was moved to reject those bids and revise specifications and resolicit at a later date. Finally, a Hewlett Packard mass spectrometer also for the Coroner. You will note that no bids were received and I was directed to facilitate this purchase finding the best source. I’d be happy to entertain questions and recommend you approve the recommendations presented by the Board of Bids and Contracts.”

Chairman Winters said, “Thank you Darren. Commissioners, you’ve had an opportunity to review the Board of Bids and Contracts’ minutes, what’s the will of the Board?”

MOTION

Commissioner Hancock moved to approve the recommendations of the Board of Bids and Contracts.

Commissioner Miller seconded the Motion.

There was no discussion on the Motion, the vote was called.

Regular Meeting, December 11, 1996

VOTE

Commissioner Betsy Gwin	Absent
Commissioner Paul Hancock	Aye
Commissioner Melody C. Miller	Aye
Commissioner Mark F. Schroeder	Aye
Chairman Thomas G. Winters	Aye

Chairman Winters said, "Thank you very much Darren. Next item."

CONSENT AGENDA

L. CONSENT AGENDA.

1. Right-of-Way Instruments.

Four Easements for Right-of-Way for Sedgwick County Project No. 614-E½ 34, 35, 36; 21st Street North between the K-96 Bypass and the Butler County Line. CIP #R-197. District #1.

2. Section 8 Housing Assistance Payment Contract.

<u>Contract Number</u>	<u>Rent Subsidy</u>	<u>District Number</u>	<u>Landlord</u>
C96104	\$275.00	5	John Van Winkle

3. The following Section 8 Housing Contracts are being amended to reflect a revised monthly amount due to a change in the income level of the participating client.

<u>Contract Number</u>	<u>Old Amount</u>	<u>New Amount</u>
C863003	\$232.00	\$180.00
V96099	\$197.00	\$233.00
V95014	\$268.00	\$375.00

Regular Meeting, December 11, 1996

4. Orders dated November 27 and December 4, 1996 to correct tax roll for change of assessment.

5. Applications for License to Retail Cereal Malt Beverages.

<u>Applicant Name</u>	<u>d/b/a</u>
Coy J. Burge, Jr.	Coy Burge Oil Co., Inc./Coy's Quick Buy
Christopher Rickard	Bomber Burger
Gary W. Morehead	Clearwater Greens Golf Course
Attis M. Murrill	G & G Beer Store
Rebecca A. Bilson	7-Eleven Store #910

6. Plat.

Approved by the Bureau of Public Services. The County Treasurer has certified that taxes for the year 1995 and prior years are paid for the following plat:

Morgan Sheet Metal Addition

7. Consideration of the Check Register of December 6, 1996.

8. Budget Adjustment Requests.

<u>Number</u>	<u>Department</u>	<u>Type of Adjustment</u>
960763	Facilities Management	Transfer
960764	Finance General	Transfer
960765	Environmental Resources	Transfer
960766	Personnel	Transfer
960767	COMCARE-CDDO	Transfer
960768	COMCARE Partial Hospital	Transfer
960769	Central Motor Pool	Transfer
960780	COMCARE-Heartland	Supplemental Appropriation

Regular Meeting, December 11, 1996

<u>Number</u>	<u>Department</u>	<u>Type of Adjustment</u>
960781	COMCARE-Heartland	Supplemental Appropriation
960782	COMCARE	
	Hospital Closure	Supplemental Appropriation
960783	Aging	Supplemental Appropriation
960784	Juvenile Intake and Assessment	Appropriation Reduction
960785	Detention	
	Facility Expansion	Supplemental Appropriation
960786	1996 Road and Bridge	
	Sales Tax	Transfer
960787	1996 Bridge Projects	Supplemental Appropriation
960788	1996 Bridge Projects	Transfer
960789	K-96 Expressway	Supplemental Appropriation

Mr. William Buchanan, County Manager, said, "Commissioners, you have the Consent Agenda before you and I would recommend you approve it."

MOTION

Commissioner Hancock moved to approve the Consent Agenda as presented.

Commissioner Miller seconded the Motion.

There was no discussion on the Motion, the vote was called.

VOTE

Commissioner Betsy Gwin	Absent
Commissioner Paul Hancock	Aye
Commissioner Melody C. Miller	Aye
Commissioner Mark F. Schroeder	Aye
Chairman Thomas G. Winters	Aye

Chairman Winters said, "We do not have a sewer or fire agenda today. Is there other business to come before this Board?"

Regular Meeting, December 11, 1996

M. OTHER

Commissioner Miller said, "Yes there is Mr. Chairman."

MOTION

Commissioner Miller moved that the Board of County Commissioners recess into Executive Session for ten minutes to consider consultation with Legal Counsel on matters privileged in the attorney/client relationship relating to pending claims and litigation and that the Board return from Executive Session no sooner than 10:30 a.m.

Commissioner Schroeder seconded the Motion.

There was no discussion on the Motion, the vote was called.

VOTE

Commissioner Betsy Gwin	Absent
Commissioner Paul Hancock	Aye
Commissioner Melody C. Miller	Aye
Commissioner Mark F. Schroeder	Aye
Chairman Thomas G. Winters	Aye

Chairman Winters said, "Thank you. We're in recess for ten minutes, until 10:30.

The Board of Sedgwick County Commissioners recessed into Executive Session at 10:20 a.m. and returned at 10:35 a.m.

Chairman Winters said, "Let the record show that no binding action was taken in Executive Session. Is there other business to come before this Board? Rich?"

Mr. Rich Euson, Acting County Counselor, said, "Thank you Mr. Chairman. Commissioners, while in Executive Session, we discussed a matter involving a pending litigation, City of Park City verses the Board of County Commissioners and City of Wichita. The litigation involves an island annexation that was done by the City of Wichita near Park City, that was approved by the Board of County Commissioners in January of this year.

Regular Meeting, December 11, 1996

“The litigation has proceeded through the District Court and into the Court of Appeals and it is the desire of the City of Wichita and Park City to enter into a settlement agreement and they have done that and now they have asked that the Board of County Commissioners join in that settlement to define areas within the disputed annexation areas that each city can claim as being able to annex in the future. We have discussed that settlement agreement in Executive Session. I would recommend it for your approval and authorize the Chairman to sign.”

Chairman Winters said, “Thank you Rich. If I understand that right, both the City of Wichita and Park City have approved this agreement. They seem to, each city, seems to think it fits their needs, is that correct?”

Mr. Euson said, “Yes sir, they have both approved the agreement.”

Chairman Winters said, “You’ve heard the report, what’s the will of the Board?”

MOTION

Commissioner Schroeder moved to approve the agreement and authorize the Chairman to sign.

Commissioner Miller seconded the Motion.

There was no discussion on the Motion, the vote was called.

VOTE

Commissioner Betsy Gwin	Absent
Commissioner Paul Hancock	Aye
Commissioner Melody C. Miller	Aye
Commissioner Mark F. Schroeder	Aye
Chairman Thomas G. Winters	Aye

Chairman Winters said, “Thank you. Is there other business to come before this Board? Mr. Manager? Mr. Euson? Seeing no other business, we are adjourned.”

N. ADJOURNMENT

Regular Meeting, December 11, 1996

There being no other business to come before the Board, the Meeting was adjourned at 10:39 a.m.

**BOARD OF COUNTY COMMISSIONERS OF
SEDGWICK COUNTY, KANSAS**

THOMAS G. WINTERS, Chairman
Third District

MELODY C. MILLER, Chair Pro Tem
Fourth District

BETSY GWIN, Commissioner
First District

PAUL W. HANCOCK, Commissioner
Second District

MARK F. SCHROEDER, Commissioner
Fifth District

ATTEST:

Susan E. Crockett-Spoon, County Clerk

APPROVED:

_____, 1996