

BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS

WEDNESDAY, SEPTEMBER 10, 2014

4:00 p.m.

- Consider a proclamation declaring September, 2014 as "Pitt Hopkin's Syndrome Awareness Day" (Amy Adamson)
- Consider approval of the minutes for July 23, July 30, August 6 and August 20, 2014

CONSENT AGENDA

- (1) (a) Consider approval of Commission Orders;
 - (b) Consider authorizing the County to apply for the Kansas Health Foundation Recognition Grant in the amount of \$10,000, and to apply for Topeka Community Foundation funds in the amount of \$10,000 to fund the 2015 Market Match program (Leslie Queen);
 - (c) Consider authorizing the County to apply with the LDC Health Department for KDHE Chronic Disease Risk Reduction (CDDR) program funding for a Food Systems Coordinator position from October 2014-June 2015 (Chris Tilden); and
 - (d) Consider acquisition of permanent easement for Project No. 2013-12 on County Route 460/1039 (Michael Kelly);

REGULAR AGENDA

- (2) Consider waiving the Purchasing Procedures and award design services for the remainder of the Fairgrounds Capital Improvement Project to Treanor Architects in the amount of \$327,019. Also authorize the County Administrator to approve change orders up to 5% of the design award amount. (Sarah Plinsky)
- (3) (a) Consider approval of Accounts Payable (if necessary)
 - (b) Appointments
 - Board of Zoning Appeal (2) eligible for reappointment 10/2014
 - Building Code Board of Appeals (1) eligible for reappointment 12/2014
 - Fire District No. 1 – 12/2014
 - Jayhawk Area Agency on Aging Board of Directors – (2) vacancies
 - Jayhawk Area Agency on Aging Tri-County Advisory Council – (2) vacancies
 - (c) Public Comment
 - (d) Miscellaneous
- (4) Adjourn

WEDNESDAY, SEPTEMBER 17, 2014

4:00 p.m.

- Proclamation for National Pitt Hopkins Syndrome Awareness Day (Amy Adamson)
- Consider accessing MARC Contract to Purchase an Outdoor Warning Siren (Teri Smith)

WEDNESDAY, SEPTEMBER 24, 2014

WEDNESDAY, OCTOBER 1, 2014

WEDNESDAY, OCTOBER 8, 2014- light agenda, possible cancel

WEDNESDAY, OCTOBER 15, 2014

4:00 p.m.

- 9 Del Lofts NRA request (Britt Crum-Cano)

WEDNESDAY, NOVEMBER 5, 2014

- Recognition for Management Volunteers (Teri Smith)

WEDNESDAY, NOVEMBER 12, 2014-CANCELED

THURSDAY, NOVEMBER 13, 2014

-9:00 a.m. – General Election Canvass

WEDNESDAY, NOVEMBER 19, 2014

WEDNESDAY, NOVEMBER 26, 2014-CANCELED

Note: The Douglas County Commission meets regularly on Wednesdays at 4:00 P.M. for administrative items and 6:35 P.M. for public items at the Douglas County Courthouse. Specific regular meeting dates that are not listed above have not been cancelled unless specifically noted on this schedule.



PROCLAMATION

DOUGLAS COUNTY PITT HOPKINS SYNDROME AWARENESS DAY SEPTEMBER 18, 2014

WHEREAS, Pitt Hopkins Syndrome is a rare and severe neurological disorder caused by a spontaneous mutation on the 18th chromosome; and

WHEREAS, Pitt Hopkins Syndrome is characterized by developmental delays, moderate to severe intellectual disability, breathing problems, epilepsy or recurrent seizures, gastrointestinal issues and distinctive facial features; and

WHEREAS, Most affected individuals do not learn to walk unassisted and do not develop speech, but not all symptoms need to be present to warrant genetic testing in individuals; and

WHEREAS, Pitt Hopkins Syndrome was first described by two physicians in 1978, however, until recently, the diagnosis was based on a person's medical history and a physical examination; and

WHEREAS, New technology has allowed scientists to identify the genetic cause and now the diagnosis is usually based on the results of microarray analysis which can be performed on a blood sample; and

WHEREAS, In 2007, the connection to the 18th chromosome was established when the TCF4 transcription factor located on chromosome 18 was discovered to play an essential role in the development of the nervous system and the brain, and any functional deficiency in development affects how a child develops over time; and

WHEREAS, Approximately 250 people worldwide have been diagnosed with Pitt Hopkins Syndrome, however, given the fact that the discovery of the gene happened just six years ago, there are likely many others out there that remain undiagnosed; and

WHEREAS, Pitt Hopkins occurs in both males and females and is not limited to a specific ethnic background; and

WHEREAS, This condition is inherited in an autosomal dominant pattern, meaning one copy of the altered gene in each cell is sufficient to cause the disorder but most cases result from new mutations in the gene and occur in people with no history of the disorder in their family; and

WHEREAS, Given its rarity, online support groups play a pivotal role for individuals, families and their loved ones to connect and increase awareness; and

WHEREAS, The newly established Pitt Hopkins Research Foundation celebrates its launch with September 18, 2014, as the first annual Douglas County Pitt Hopkins Syndrome Day to raise awareness and funding for Pitt Hopkins research and this date was chosen to bring attention to the fact that it is a disorder caused by a spontaneous mutation on the 18th chromosome; and

WHEREAS, The Pitt Hopkins Research Foundation is an all volunteer organization of families and professionals dedicated to finding a cure for Pitt Hopkins Syndrome through the funding of research, education and advocacy and its Board of Directors is currently comprised of parents and grandparents of children and adults with Pitt Hopkins Syndrome; and

WHEREAS, The foundation's goal is to bring practical treatment into current medical practice; therefore be it

RESOLVED, That the Board of County Commission designate September 18, 2014, as "Pitt Hopkins Syndrome Awareness Day" in Douglas County, Kansas, in recognition of the needs of individuals with Pitt Hopkins Syndrome and urge all citizens to support the need for awareness and education regarding Pitt Hopkins Syndrome in order to assist those individuals and families who deal with this syndrome every day of their lives.

ADOPTED this 10th day of September, 2014.

**BOARD OF COUNTY COMMISSIONERS
OF DOUGLAS COUNTY, KANSAS**

Nancy Thellman, Chairman

Jim Flory, Vice-Chair

Mike Gaughan, Member



DOUGLAS COUNTY ADMINISTRATION

1100 Massachusetts Street
Lawrence, KS 66044-3064
(785) 832-5873 Fax (785) 832-5148
ehorn@douglas-county.com

Eileen Horn
Sustainability Coordinator

Memorandum Douglas County Administration

To: Board of County Commissioners
From: Eileen Horn, Sustainability Coordinator
CC: Craig Weinaug, Sarah Plinsky
Date: September 10, 2014

Re: Funding for the 2015 Market Match Program

In 2014, the City, County, and Livewell Lawrence partnered to fund a SNAP dollar-for-dollar matching program at Lawrence farmers markets. To-date, the program has matched over \$5,000, helping low-income families have greater access to healthy, local food, and has leveraged \$10,000 in additional purchases from local farms.

In their 2015 budget, the City of Lawrence has committed \$10,000 to fund the 2015 Market Match program. However, we continue to look for additional funding to reach our \$20,000 budget. The 2015 budget provides funding for a program coordinator, marketing materials, and funds for the dollar-for-dollar match. We have identified two potential charitable foundations – the Kansas Health Foundation and Topeka Community Foundation – that offer grants that are a good fit for the program. The additional funding from either foundation would help us achieve the \$20,000 program budget, and potentially expand the program to farmers markets in Eudora and Baldwin City as well.

No County funds are required for either grant application.

Action Requested: Authorize the County to apply for the Kansas Health Foundation Recognition Grant in the amount of \$10,000, and to apply for Topeka Community Foundation funds in the amount of \$10,000 to fund the 2015 Market Match program.



DOUGLAS COUNTY ADMINISTRATION

1100 Massachusetts Street
Lawrence, KS 66044-3064
(785) 832-5873 Fax (785) 832-5148
ehorn@douglas-county.com

Eileen Horn
Sustainability Coordinator

Memorandum Douglas County Administration

To: Board of County Commissioners
From: Eileen Horn, Sustainability Coordinator
CC: Craig Weinaug, Sarah Plinsky
Date: September 10, 2014

Re: KDHE CDRR Supplemental Funding for Food Systems Coordinator position

The Kansas Department of Health and Environment has approached the Lawrence Douglas County Health Department to offer supplemental funding through their Chronic Disease Risk Reduction Program. The funding is available to fund initiatives in: Healthy Eating, Physical Activity and Healthy Community Design Strategies.

The Health Department and the County Sustainability Coordinator are proposing a pass-through funding relationship that would apply a portion of the funds under the "Healthy Eating" initiative to create a Food Systems Coordinator Position. This Food Systems Coordinator would report to the Sustainability Coordinator. The funding would establish a short-term contract for the position which would last October 15, 2014 – June 30, 2015. This position would be part-time (@20-25 hrs/week), with no benefits offered.

The Food Systems Coordinator would provide additional staff support to the Douglas County Food Policy Council, and support program and policy initiatives related to food hub development, the Common Ground program, and the Market Match SNAP program. Page 2 of this memo includes a job description.

No County funds are required.

Action Requested: Authorize the County to receive pass-through funding from the LDC Health Department to fund a Food Systems Coordinator position if KDHE funds are awarded.

Food Systems Coordinator Job Description

The Food Systems Coordinator is a part-time position with Douglas County, KS. The Food Systems Coordinator is based Lawrence, KS and is responsible for managing program initiatives to build food system infrastructure and improve access to healthy foods for residents of Douglas County.

JOB SUMMARY:

The Food Systems Coordinator works in concert with the Douglas County Food Policy Council, City and County staff, and food systems stakeholders to advance local food systems work in Douglas County. Specific responsibilities would focus on policy and program initiatives that improve access to healthy, locally-produced foods for our citizens, with a particular focus on improving accessibility for low-income residents.

The Food Systems Coordinator reports to the Sustainability Coordinator for Douglas County and the City of Lawrence. The position contract is for October 15, 2014- June 1, 2015.

JOB RESPONSIBILITIES:

- Provide staff support for the Douglas County Food Policy Council.
- Assist with policy research initiatives as directed by the Douglas County Food Policy Council and Sustainability Coordinator.
- Update the Food Policy Council's Food System Assessment with recent data.
- Coordinate public outreach and communications updates to the FPC website and other public-facing materials.
- Support programs developed through the FPC, including:
 - Create a support program for the City of Lawrence's nine Common Ground community gardens with technical assistance around volunteer management, organizational capacity, and fundraising.
 - Design a Common Ground program expansion plan for the City of Lawrence which would create supportive policy materials for long-term program sustainability.
 - Facilitate the review of the 2014 Market Match pilot program, and design expansion to Eudora, Baldwin City markets in 2015.
- Collaborate with community partners at USD497, the Lawrence Douglas-County Health Department, KSU Research and Extension, and other regional stakeholders to advance food system collaborations.
- Document best practices for new Food Policy Council initiatives.

POSITION REQUIREMENTS:

- Bachelor's degree with professional experience in any of the following (or related) fields: community health/public health, community development, planning, or agriculture.
- Knowledgeable of food systems; knowledge of NE Kansas food systems preferred.
- Strong analytic skills, including ability to identify systemic problems and develop innovative solutions.
- Excellent interpersonal skills.
- Proven ability to multitask, consistently meet or exceed deadlines and goals, and work effectively with diverse groups and individuals.
- Must be self-directed, organized, attentive to details and enthusiastic.



DOUGLAS COUNTY PUBLIC WORKS

1242 Massachusetts Street
Lawrence, KS 66044-3350
(785) 832-5293 Fax (785) 841-0943
dgcopubw@douglas-county.com
www.douglas-county.com

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

MEMORANDUM

TO : Douglas County Commission

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

DATE : September 5, 2014

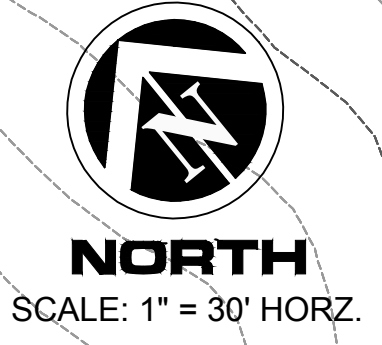
RE : Project No. 2013-12; County Route 460/1039; Acquisition of Easement;
Consent agenda

As you may be aware Douglas County plans to improve County Route 460/1039, at N500-E800, by constructing a 35 mph design-speed curve and rearranging traffic control in an effort to eliminate a traffic control conflict.

Negotiations with landowners (for easement) are nearly complete and agreements have been concluded for four of the five parcels... we hope to have all of them prior to the upcoming Board meeting. The total amount for R/W acquisition for the project is \$13,400.00 and the funds for this project are coming from the Road & Bridge Fund.

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

ACTION REQUIRED: Consent agenda approval to authorize the Chair to affix her signature to the CONTRACT's FOR HIGHWAY PURPOSES for Project No. 2013-12.



JANET R. BREITHAAPT
526 E 800 RD.
LAWRENCE, KS. 66047

CURVE 1
DESIGN SPEED = 35 MPH
P.C. = 13+72.45
P.T. = 19+97.96
 $\Delta = 89^\circ 33' 35''$
R = 400'
L = 625.50'
T = 397.19'

STA. 16+85.20 - ROUTE 1039 =
STA. 10+00 - N 500 RD.

STA. 10+00 - E 800 RD =
STA. 11+71.27 - N 500 RD.

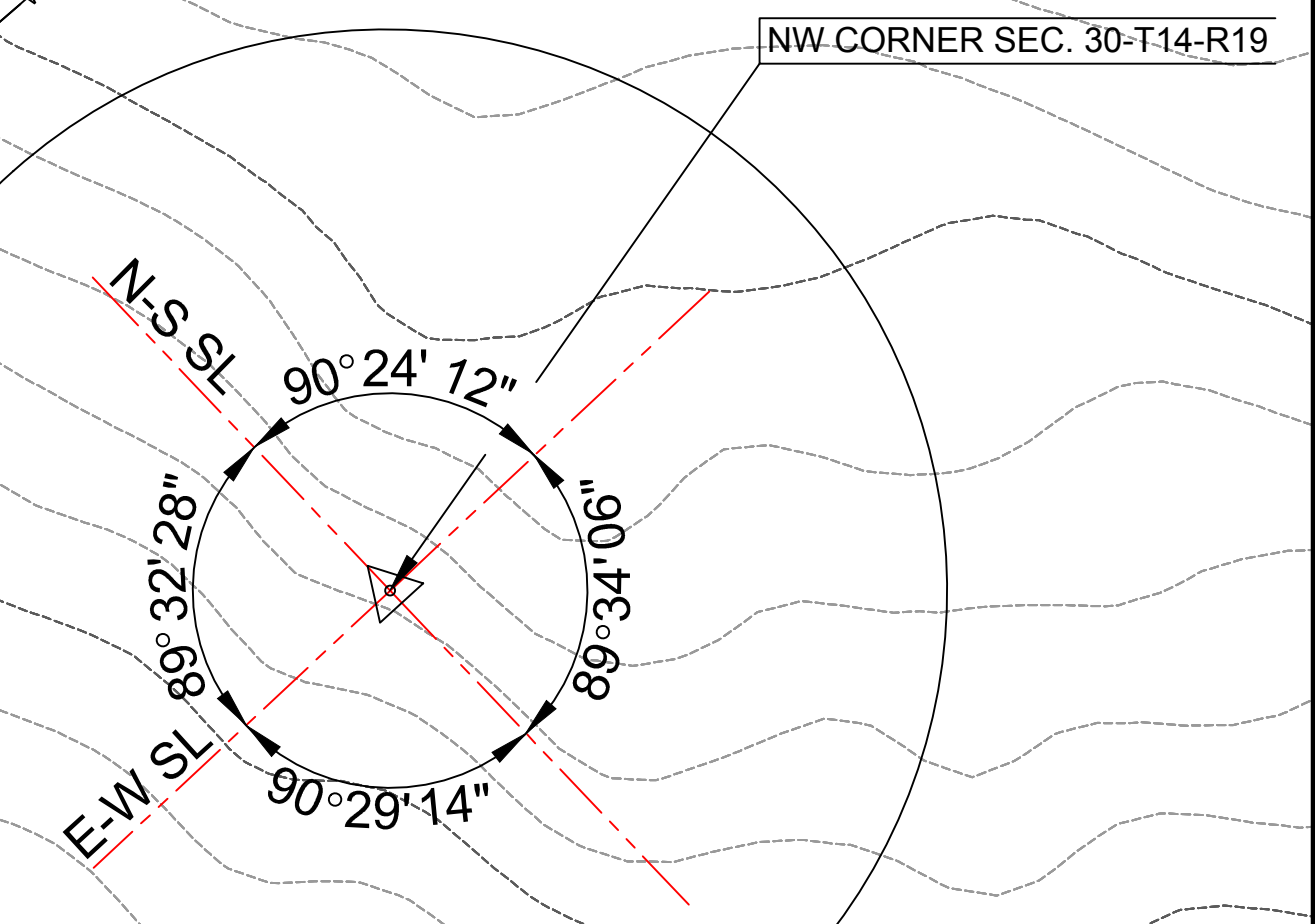
CURVE 3
DESIGN SPEED = 35 MPH
P.C. = 10+40.96
P.T. = 11+07.26
 $\Delta = 18^\circ 59' 36''$
R = 200'
L = 66.3'

DONALD F. BRUNS
BONNIE S. BRUNS
811 N 500 RD.
BALDWIN, KS. 66006

CURVE 2
DESIGN SPEED = 35 MPH
P.C. = 10+58
P.T. = 12+56.27
 $\Delta = 89^\circ 33' 35''$
R = 250'
L = 198.27'

ROBERT J. HARRIS (TRUSTEE)
MARLEEN S. HARRIS (TRUSTEE)
513 E 800 RD.
LAWRENCE, KS. 66047

DORIS A. PRATT (TRUSTEE)
WILLIAM M. PRATT (TRUSTEE)
797 N 500 RD.
BALDWIN, KS. 66006



SECTION CORNER INFORMATION

STATION	SECTION CORNER	R CODE	SECTION CORNER COORDINATE	ELEVATION	CORNER STATUS
10+00	WL 1/4 CORNER SEC. 19-T14-R19	S01P	N: 187845.91 E: 2066329.67	1138.83	FOUND / RECORD
62+09.26	NL 1/4 CORNER SEC. 30-T14-R19	S03R	N: 185265.42 E: 2068976.73	1148.0	FOUND / RECORD
62+98.71	WL 1/4 CORNER SEC. 30-T14-R19	S01T	N: 182550.26 E: 2066509.81	1115.24	FOUND / RECORD
10+00	NL 1/4 CORNER SEC. 25-T14-R18	R23R	N: 185128.83 E: 2063769.26	1083.24	FOUND / RECORD
36+50.74 E-W 36+50.35 N-S	NW 1/4 CORNER SEC. 30-T14-R19	S01R	N: 185197.07 E: 2066419.12	1153.48	FOUND / RECORD



DOUGLAS COUNTY ADMINISTRATIVE SERVICES

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

Sarah Plinsky
Assistant County Administrator

MEMORANDUM

TO: Board of County Commissioners

FROM: Sarah Plinsky, Assistant County Administrator

SUBJECT: Design Services for the Fairgrounds CIP

DATE: June 7, 2013

The Fairgrounds CIP Committee has been working with Treanor Architects since 2008 to envision and develop the Master Plan concepts and design. In June of 2013, the Commission approved a design services contract with Treanor Architects to prepare the design develop documents that further refine the buildings planned for the Master Plan, and review the entire site. Those drawings were used by MarLan Construction to present the Commission with preliminary cost estimates for the Fairgrounds Capital Project.

In the Fall of 2013, the Commission gave preliminary approval to Fairgrounds CIP Committee to proceed with additional design and the development of construction documents to construct new buildings and renovate existing buildings consistent with the Fairgrounds Master Plan.

Given Treanor's long term involvement with this project, it would be difficult to solicit Requests for Proposals for design services without going backwards in the design process. Furthermore, staff and the Fairgrounds CIP Team have been very pleased with Treanor's commitment to the project and willingness to be flexible. For the actual construction of the facility, staff will solicit Requests for Proposal from the construction community. Treanor will assist staff with the evaluation of those proposals.

No decisions have been made on the delivery method for the construction. Staff is anticipating that proposals will be solicited within the next few months to secure a construction manager to assist with pre-construction services. Staff will bring that decision back to the Commission before proceeding. Staff and Treanor Architects will available at the meeting to answer any questions.

Suggested Motion: Waive the Purchasing Procedures and award design services for the remainder of the Fairgrounds Capital Improvement Project to Treanor Architects in the amount of \$327,019. Also authorize the County Administrator to approve change orders up to 5% of the design award amount.

June 6th, 2014

Douglas County
Sarah Plinsky
Assistant County Administrator
1100 Massachusetts St.
Lawrence, KS 66044

RE: Professional Service Fee Proposal
Douglas County Fairgrounds
Douglas County, Kansas

Dear Sarah,

Treanor Architects is pleased to provide you with this Proposal for Professional Service fees for the Douglas County Fairgrounds implementation of the Masterplan.

This proposal is based on further development of the work depicted, budgeted and described in the Masterplan documents dated 11.21.2013, prepared by Treanor Architects. Our proposal would be to build upon and develop the previously established designs and prepare construction documents for the Open Pavilion, Multi-Purpose Hall, Outdoor Meeting Area, and the buildings associated with the Outdoor Event Arena. We also intend to provide design assistance and management / coordination services on all site related items that are to be performed by the project Civil Engineer.

It is our understanding the current total project budget is \$6,540,369 which includes a construction budget of \$5,945,750 and a project adjustment cost factor which includes project contingency and professional fees; based on the estimate provided by MarLan Construction Dated January 6th, 2013.

At this time, it is unknown to Treanor Architects as to what the project delivery method will be. For the intent of this proposal we have assumed the work will be performed under a CM (Construction Manager) type delivery, with issuance of drawing packages for different phases of work. The number and duration of the phases are unknown at this time. If it is decided that the project delivery method should take a traditional Design/Bid/Build delivery for each Phase or Building we may need to re-evaluate the Scope, Services and Compensation noted in this proposal.

Scope of Professional Services

1. Masterplan Verification - This will involve a meeting with the CIP Committee to review the Masterplan documents and verify all established concepts, facts and goals prior to moving forward.
2. Design Development - Develop Design Development documents which will be presented to the committee for review, discussion and approval. This package will further develop the scope of the work to be performed and identify subsidiary work that is not completely evident in the Masterplan drawings. These drawings may also be used for further pricing verification to proof the previously established budget.
3. Construction Documents - Prepare drawings and specifications describing the intent of the work to be used for bidding and construction purposes. These documents will be separated into phases and packages appropriate to the work to be performed
4. Bidding Phase - Provide professional services following established AIA guidelines per contract.



5. Contract Administration Phase - Provide professional services following established AIA guidelines per contract.

Services Not Included at this Time

The following items have not been included under the basic fee. Should the Owner desire to include any of these services within our agreement, we will be glad to adjust the proposal accordingly.

1. All reimbursable expenses (I.E. travel, prints, copies, deliveries).
2. Site borings and geotechnical engineer reports.
3. Interior services outside of Basic Scope of Services (i.e. custom design of materials, furniture selection or procurement).
4. Development of alternates for bidding for project scope increase. Within basic services, Treanor may include bidding alternates as a proactive method of budget control.
5. Civil Engineering Services (Survey work, Site Planning, Engineering, any Public Utility Improvement Plans)
6. Audio/Visual Specialty consultants.

Compensation:

Based on the anticipated budgeted construction cost of \$5,945,790, we propose to do the work on a percentage basis of 5.5% for basic services including those of the Structural Engineer (Bob D. Campbell Engineers) and Mechanical Engineers (PKMR Engineering).

This proposal is intended as a letter agreement for general scope and fees, and assumes a standard owner-architect contract will be prepared for approval. If you have any questions or comments about this proposal or the project in general, please call.

Thank you again for the opportunity to provide this proposal we are very excited to have the opportunity to help you and the CIP committee move forward into and through construction of a new fairgrounds. Treanor Architects is pleased to continue our relationship with Douglas County, and are looking forward to helping you and the CIP committee work towards a new fairground!

Sincerely,

Treanor Architects P.A.
Chris Cunningham

cc: File