BOARD OF COUNTY COMMISSIONERS

In Commission Chambers at
707 SE Quincy Street

Members
Commissioner Kevin Cook
Commissioner Aaron Mays
Commissioner Bill Riphahn

AGENDA
November 21, 2024 9:00 AM
Watch LIVE meetings at
https://www.youtube.com/user/ShawneeCountyKS

I. PROCLAMATIONS/PRESENTATIONS

II. UNFINISHED BUSINESS

III. CONSENT AGENDA

A. Acknowledge that the Sheriff's Office is renewing an agreement with John Hansen, **Contract C379-2024**, to provide Chaplain services for the period of January 1, 2025 to December 31, 2026 at a cost of $500.00 a month to be paid for out of budgeted funds.

B. Acknowledge that the Sheriff's Office will be sending representatives to Davie, FL and Huntington, WV for some Magnet Forensics Graykey Examinations and Magnet Forensics AXIOM Examinations. All expenses will be paid for out of budgeted funds.

C. Consider authorization and execution of **Contract C380-2024** with the Kansas State High School Athletics Association to host the 2025 3A State softball tournament at Envista Softball Complex to be held on May 29 – May 31, 2025. — Parks + Recreation

D. Consider authorization and execution of **Contract C381-2024**, an amendment to extend Contract C400-2023 with instructor Kelly Sundbye for wellness and fitness classes. — Parks + Recreation

E. Consider authorization to utilize $5,850.00 of Gage Park Improvement Authority funds and execution of **Contract C382-2024** with Terracon to provide Geotechnical Engineering Services in preparation for the renovation of Playland in Gage Park. — Parks + Recreation

F. Consider approval of request to authorize payment of $4,380.00 per agreement with the United States Geological Survey for the Wakarusa Streamgage operating costs with funding from the Emergency Management 2024 budget as indicated. — Emergency Management

G. Acknowledge receipt of report that signifies and certifies that the Shawnee County Ambulance Compliance Officer has found that American Medical Response (AMR) is in compliance with the response parameters and requirements as set forth in Contract C207-2016 for September 2024 and AMR will be penalized in the amount of $3,870 for long responses in the four different zones as outlined in the contract. — Emergency Management

H. Consider approval of R**esolution No. 2024-71** authorizing the transfer of unobligated 2024 Public Works operating funds (not to exceed 25% of the final 2024 operating budget) to one or more of the following fund accounts - Special Bridge, Special Machinery and/or Special Road. — Public Works

I. Acknowledge receipt and approval of Board of County Commission meeting minutes for August 8,15,22,29, September 5,12,19,26, October 3,10,17,24 and the revenue neutral rate public hearing/budget hearing for September 5, 2024. — County Clerk

J. Consider out-of-state travel for three employees to attend the CentralSquare Engage 2025 Conference at an approximate cost of $3,250.00 per employee with the registration, travel, lodging, and other miscellaneous expenses paid from the general fund. — Information Technology

K. Consider authorization and execution of **Contract C383-2024**, a license swap agreement with Quest for APEXSQL licenses, which is $0 and the first step in a two-step license renewal process. — Information Technology

L. Human Resources Declaration of Representation for Spencer Fane. — Human Resources

M. Consider approval to apply for the KDHE Injury Prevention Mini-Grant in the amount of $4,998.25. — Health Department

N. Consider approval to increase the hiring bonus for (2) vacant Nurse-Family Partnership Registered Nurse positions in the amount of $5,000.00 each. Funding will come from the Early Childhood Block Grant. — Health Department

O. Approval to permanently increase the credit card limit for Stacie Steenback, from $7,500.00 to $10,000.00 per month. — Health Department

P. Consider authorization and execution of **Contract C384-2024**, Change Order #001 to C310-2024 with Shirley Construction to increase the agreement by $1,953.89 for costs associated with the Restroom Refresh project (North Annex) requiring a bond. — Facilities Management

Q. Consider approval of **Resolution No. 2024-76** to authorize the County Counselor's Office to settle certain claims up to $15,000.00. — Counselor

R. Consider approval of a request to authorize a payment of $350.00 for the final expenses of Paul Egleston Jr — Coroner.

S. Consider authorization and execution of **Contract C386-2024**, a change order to Contract C362-2022 with Cytek Media Systems, Incorporated for the amount of $3,953.00 to allow for the purchase and installation of hardware necessary. This contract was approved on December 1, 2022 and provided for audio visual electronics in courtroom 4E. — Court Administration

T. Consider approval for four employees to attend the Election Center Joint Election Officials Liaison Conference in Arlington, Va. from January 7 to January 11 at a cost not to exceed $9,500.00. — Election Office

U. Consider authorization and execution of **Contract C385-2024** to join the BuyBoard National Purchasing Cooperative. — Audit-Finance

IV. NEW BUSINESS

A. COUNTY CLERK – Cynthia Beck

1. Consider all voucher payments.

2. Consider correction orders.

3. Consider approval of **Resolution No. 2024-72** authorizing a 2025 cereal malt beverage license to TJ's Express located at 5305 SW Topeka Boulevard, Topeka, Kansas, **Resolution No. 2024-73** authorizing a 2025 cereal malt beverage license to Seaman 66 located at 4206 NW Topeka Boulevard, Topeka, Kansas and **Resolution No. 2024-74** authorizing a 2025 cereal malt beverage license to Viking Express located at 4700 NW Hunters Ridge Circle, Topeka, Kansas.

4. Consider approval of **Resolution No. 2024-75** authorizing a 2025 Cereal Malt Beverage License to Corner21 Co Sports located at 7523 SW 21st Street in Topeka, Kansas.

B. PARKS + RECREATION - Tim Laurent

1. Consider approval to award bid and execute **Contract C387-2024** with Wildcat Painting Inc for the pool basin prep and painting at Blaisdell Pool. The department further requests utilizing $107,200.00 from Gage Park Improvement Authority Funds for this project.

2. Consider approval to award bid and execute **Contract C388-2024** with Leintz Lawn & Construction for burial preparation and post-burial excavation services at the West Lawn Gardens cemetery.

3. Consider authorization and execution of **Contract C389-2024** with WSP USA Inc. to provide a Trails and Greenways Master Plan update. A prior grant awarded through LiveWell Shawnee County combined with Building Maintenance Funds will cover the $124,903.80 expense. The Selection Services Committee supports the department to contract with WSP USA Inc.

4. Consider approval to award dates for bid and execution of subsequent agreements with USSSA Kansas City (**Contract C390-2024**) and Kansas City Sports (**Contract C391-2024**) for the weekend leasing of baseball complexes.

5. Consider approval to award dates for bid and execution of subsequent agreements with USSSA Kansas City (**Contract C392-2024**) and USA Softball (**Contract C393-2024**) for the weekend leasings of softball complexes.

6. Approval is requested for Parks + Recreation to utilize Resolution 2018-22 which is related to the Enterprise Fleet Management Early Order Strategy, as well as replace vehicles that have reached the end of their lease or useful life. With approval, nine "end of lease" vehicles would be replaced, and thirteen county vehicles will be sold on Purplewave and replaced with lease vehicles.

7. Consider approval to fill the vacant Volunteer and Sponsorships Coordinator position at Range 14, Step 4, with a candidate of exceptional experience at a cost of $71,176.19 annually, including benefits.

C. SOLID WASTE - Bill Sutton

1. Consider the request to schedule a public hearing for the adoption of the Lake Region Solid Waste management Plan

2. Consider approval of request to award bid to Truck Component Services for the purchase of one Front Load truck in the amount of $275,759.00, including trade-in allowance, utilizing the user-fee supported Solid Waste Fund.

3. Consider approval of request to award bid to Elliot Equipment Company for the purchase of three Rear Load trucks in the amount of $536,432.00, including trade-in allowance, utilizing the user-fee supported Solid Waste Fund.

4. Consider approval of request to award bid to Truck Component Services for the purchase of three Automated Side Load trucks in the amount of $842,988.00, including trade-in allowance, utilizing the user-fee supported Solid Waste Fund.

5. Consider approval of request to award bid to Shawnee Mission Ford for the purchase of a ½ ton pickup truck in the amount of $37,111.00 including trade-in allowance, utilizing the user-fee supported Solid Waste Fund.

6. Consider approval of request to award bid to Shawnee Mission Ford for the purchase of a 3/4 ton pickup truck in the amount of $43,893.00 including trade-in allowance, utilizing the user-fee supported Solid Waste Fund.

D. FACILITIES MANAGEMENT - Nelda Henning

1. Consider authorization and execution of **Contract C394-2024**, Change Order #8 with Senne Company to increase the GMP by $159,786.00.

2. Consider approval of request to transfer the balance of the 2024 Facilities Management budget to a special project fund to update the current key system.

E. PUBLIC WORKS - Curt Niehaus

1. Consider the issuance of a "Request for Qualifications" for professional engineering design services relating to a road improvement project on NW Rochester Road from roughly the north side of Dillons to NW 50th Street, a distance of approximately 3 miles. This project will 100% funded using Shawnee County's portion of the 2017-2031 Countywide Retailers' Sales Tax program.

2. Consider authorization and execution of **Contract C395-2024**, with Cook, Flatt & Strobel Engineers, PA to provide professional design and construction engineering services for a large culvert replacement project on NW 94th Street over a tributary to Big Soldier Creek at a total lump sum cost of $111,000.00.

F. HUMAN RESOURCES - Angela Lewis

1. Consider authorization and execution of **Contract C396-2024**, the 2025 – 2027 Teamsters Master Agreement, and the corresponding Addendum Agreements, **Contracts C397- 2024** through **C401-2024**, with Clerical, Corrections, Health, Parks, and Public Works bargaining units.

2. Consider approval of **Resolution No. 2024-78**, a change to the Human Resources Policy Manual, specifically Section 7.13 Weather Related Closure. The revised policy establishes essential and non-essential employee status and establishes compensation for employees in each category.

G. HEALTH DEPARTMENT - Teresa Fisher

1. Consider approval to lease two vehicles from Enterprise Fleet Management, **Contract C402-2024**, to Shawnee County Health Department Environmental Health at a total annual cost of $20,401.32.

2. Consider approval to reclassify the Maintenance Technician II/Courier to a Maintenance Technician I/Courier.

H. DEPARTMENT OF CORRECTIONS - Brian Cole

1. Consider authorization and execution of **Contract C403-2024** with MEI Total Elevator Solutions for the repair of an elevator within the Adult Detention Center, for a cost of $31,954.00, to be paid from the 2024 Shawnee County Contingency Fund.

2. Consider authorization and execution of **Contract C404-2024** with Gray Horse Farms LLC for additional space rental for Community Corrections, including $19,326 in construction costs for renovations. Of the construction cost, $9,663 will be paid from County Funds and $9,663 from Adult Services Grant Funds. The total rent of $10,071 will be fully funded by Federal Grant Funds.

3. Request approval to select the lowest responsive bidder (McElroy's Inc) for replacement of a boiler unit within the Adult Detention Center, for $43,031.80 to be paid from the FY2024 detention fund.

I. COUNTY COUNSELOR - Rich Eckert

1. Consider approval of **Resolution No. 2024-77** to establish procedures and rules for public comment during meetings of the Board of County Commissioners.

J. COURT ADMINISTRATION - Lea Welch

1. Consider authorization and execution of **Contract C405-2024** with Cytek Media Systems Incorporated for audio visual technology to be installed in courtroom 403 in the amount of $47,934.00.

K. SHERIFF'S OFFICE - Brian Hill

1. Acknowledge the request of the Sheriff's Office to pre-order from Shawnee Mission Ford, ten 2025 Ford AWD Sport Utility Vehicles off of state contract #53136. The total cost of their purchase is approximately $530,000.00 and will be funded with the 2025 Capital Outlay Funds.

2. The Sheriff's Office went out for RFP for new vehicles for our Process Division. Request to purchase six, 2025, Toyota RAV4 Hybrid AWD Vehicles from Crown Toyota. The total cost will be approximately $211,464.00 and will be paid out of budgeted funds.

3. Acknowledge that the Sheriff's office will purchase 100 new MDT's and in-vehicle docks from Turn-Key Mobile, utilizing the Jasper County Contract, JCSO 2021-001 (Computers and Network Tech). The cost for this purchase is $619,700.00 and will be paid with budgeted funds.

V. PUBLIC COMMENT

VI. ADMINISTRATIVE COMMUNICATIONS

VII. EXECUTIVE SESSIONS