

BOARD OF COUNTY COMMISSIONERS

In Commission Chambers at
707 SE Quincy Street



Members
Commissioner Kevin Cook
Commissioner Aaron Mays
Commissioner Bill Riphahn

AGENDA

December 19, 2024 9:00 AM

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- I. PRESENTATIONS
- II. UNFINISHED BUSINESS
- III. CONSENT AGENDA
 - A. Consider acceptance of the November 2024 bank reconciliation report. — Treasurer
 - B. Consider approval of a request to authorize a payment of \$350.00 for the final expenses of William Davis. — Coroner.
 - C. Consider approval of **Resolution No. 2024-85** authorizing the destruction of certain records in the County Clerk's Office. — County Clerk
 - D. Consider authorization and execution of **Contract C443-2024**, an Independent Contractor Agreement for Services with James Hubbard for aquatic services. Expenses are covered by the Park Services Division operating budget. — Parks + Recreation
 - E. Consider authorization and execution of **Contract C444-2024** to grant a Permanent Public Improvement Easement proposed by the City of Topeka for sidewalk improvements near the Stormont Vail Events Center. There is no cost to Shawnee County. — Parks + Recreation/Stormont Vail Event Center
 - F. Acknowledge receipt of an out-of-state travel report for two Shawnee County Health Department employees who attended the NWA Nutrition and Breastfeeding Conference "Nourishing Generations the Next 50 Years of WIC" in Baltimore, Maryland November 18- 21, 2024. — Health Department
 - G. Consider approval of **Resolution No. 2024-86** for the destruction of 41 boxes of medical records containing Immunizations, Pediatric, Sexually Transmitted Infection, and Primary Care records from the Shawnee County Health Department. — Teresa Fisher
 - H. Consider the authorization and approval of **Contract C448-2024** with Southwest Solutions Group for the renewal of a service and maintenance agreement for the Kardex Lektriever document retrieval system in the Court Services Office. This service agreement is for the period December 1, 2024, through November 30, 2025, at a cost of \$1,553.54 with funding from the 2024 Court Administration budget. — Court Administration

IV. NEW BUSINESS

A. COUNTY CLERK – Cynthia Beck

1. Consider all voucher payments.
2. Consider correction orders.

B. DISTRICT ATTORNEY - Michael Kagay

1. Consider approval of request to transfer any remaining surplus from the departmental 2024 general fund budget to the District Attorney's Technology Fund Job Ledger.

C. STORMONT VAIL EVENTS CENTER - Kellen Seitz

1. Consider the request to provide the remaining additional funding subsidy for the 2024 operational year in the amount of \$277,403.57 to be funded from Shawnee County contingency funds.

D. INFORMATION TECHNOLOGY - Marc Price

1. Consider authorization and execution of **Contract C445-2024** for the renewal of licensing fees with SHI for several cloud-based software components provided by Atlassian at a cost of \$10,556.49, which is contained in the 2024 Information Technology budget.
2. Consider authorization and execution of **Contract C446-2024** with Software House International for the renewal of Microsoft ExchangeOnline and Azure Prepayment Renewal for Microsoft Azure Platform services at a cost of \$207,092.16 with funding from the 2024 Information Technology budget.

E. FACILITIES MANAGEMENT - Nelda Henning

1. Consider approval of a request to reject all responses to the Trade Services RFP 034- 24.

F. COUNTY COUNSELOR - Rich Eckert

1. Request approval to award bid and negotiate contracts for RFP # 040-24 Disaster Debris Removal Services
2. Request approval to award bid and negotiate a contract for RFP #041-24 Disaster Debris Removal Monitoring Services

G. APPRAISER'S OFFICE - Steve Bauman

1. Consider approval of request to transfer remaining balance of the Appraiser's 2024 budget to a special project fund for replacement of office furniture.

H. PARKS + RECREATION - Tim Laurent

1. Consider authorization and execution of **Contract C449-2024**, a Memorandum of Understanding between Shawnee County and Helping Hands Humane Society which outlines requirements and responsibilities for the installation and maintenance of HHHS chip scanning stations, the first to be installed at the Gage Bark Park.

2. Approval is requested to award the department courier bid and execute **Contract C450-2024** with Tricia Tripe dba Decades Garage for inter-department courier services.
3. Approval is requested to authorize the transfer of the remaining balance of the Parks + Recreation 2024 operating budget to the Parks + Recreation Building Maintenance (3R) Fund. These funds will be designated exclusively for addressing deferred maintenance needs in county buildings and parkland.

I. DEPARTMENT OF CORRECTIONS - Brian Cole

1. Requesting permission for the Shawnee County Department of Corrections to accept a \$71,000.00 award under the FY2025 Federal Edward J. Byrne Memorial Justice Assistance Grant (JAG) Program.

J. PLANNING DEPARTMENT - Joni Thadani

1. Consider approval of a request to transfer funds from the 2024 Planning Department budget to create a Special Project Fund for modifications to office space and to update workstations for Planning Department staff.

K. HEALTH DEPARTMENT - Teresa Fisher

1. Approval to transfer unexpended FY2024 funds from the Health Department Budget to a Special Technology Project Fund.
2. Approval to offer a candidate the position of Administrative Officer in the Shawnee County Health Department (SCHD) at Range 15, Step 5. The annual salary and benefits will be \$78,515.00 and be paid out of the departmental budget.
3. Consider authorization and execution of **Contract C452-2024** with Community Care Health Plan of Kansas, Inc. DBA Healthy Blue, to serve as a Managed Care Organization selected by the State of Kansas Department of Health and Environment to provide Medicaid Services to eligible clients of the SCHD.

L. COURT ADMINISTRATION - Lea Welch

1. Consider authorization and execution of **Contract C453-2024** with Dell Technologies for the purchase of 70 computer CPU's, under state of Kansas contract pricing, at a cost of \$50,171.80, with funding from the 2024 Court Administration budget.
2. Consider authorization and execution of **Contract C454-2024** with Interior Landscapes for the purchase of multiple pieces of office furniture and chairs, through state of Kansas contract pricing, at a cost of \$28,333.25, with funding from the 2024 Court Administration budget.

M. HUMAN RESOURCES - Angela Lewis

1. Consider approval of request to transfer \$10,000.00 to the wellness fund from excess funds available from the Human Resources budget.

N. ELECTION OFFICE - Andrew Howell

1. Consider approval of request to transfer \$7,000.00 to project funds for an equipment security cage and the replacement of electronic poll books from the 2024 Election Office budget funds.

O. EMERGENCY MANAGEMENT - Dusty Nichols

1. Consider approval of request to transfer the balance of the 2024 Emergency Management budget to a Job Ledger as identified by Audit Finance.

P. AUDIT FINANCE - Jennifer Sauer

1. Discussion and approval of 2025 Small Item Capital Outlay CIP
2. Consider authorization and execution of **Contract C447-2024** with Helping Hands Humane Society, Inc., allocating \$148,344.00 for services in 2025.

Q. COMMISSION

1. Commission Riphahn to appoint Daniel Bryan to the Planning Commission.

V. PUBLIC COMMENT

VI. ADMINISTRATIVE COMMUNICATIONS

VII. EXECUTIVE SESSIONS