

Observer Reports for January Voter

Board of County Commissioners-11/30/23

Elvera Johnson, observer

2 Commissioners present (Mays “on assignment”)

United Way representatives received an enlarged check for \$6,294 from county employees and thanked the commissioners. Photo op.

Malt beverage licenses were approved for Dillons #37, The Shack, and Croco Store LLC dba Gas Trip.

The purchase of three trucks was approved for Solid Waste.

For Public Works the Commission:

They authorized roofing repair; a traffic signal at an old railroad crossing that is paid jointly with Kansas Department of Transportation; a portable water tank and some road surfacing materials.

For facilities management:

They authorized the final payment on the Courthouse Renovation project and transfer of the remaining '23 budget funds to a special project fund for “restroom refresh.”

They authorized the cost increase for employee insurance coverage.

They authorized a bid to repaint a swimming pool. This is done on each public pool (on a rotating basis) every 5-7 years.

They authorized the annual renewal of computer software.

They renewed the Court Appointed Special Advocates (CASA) agreement, that is a pass-through payment from the Court Administration budget.

They approved payment to the Office of Judicial Administration for 2 District Magistrate Judge positions in Shawnee County.

For the Sheriff's Office:

They acknowledged receipt of correspondence regarding the purchase of cameras with a federal grant and the purchase of 2 vehicles.

The Commission passed a resolution appointing Jennifer Sauer as the Shawnee County Financial Administrator.

They discussed saving money by reorganizing the Department of Corrections to hire supervisory positions as well as other new employees.

No public Comment was offered.

No executive session was called.

Shawnee County Commission Meeting-12/7/2023

Paul Post, Observer

Commissioners present: Riphon and Cook appearing in person; Mayes via Zoom.

Commissioners absent: None

PROCLAMATIONS/PRESENTATIONS: None

UNFINISHED BUSINESS: None

CONSENT AGENDA: The following Consent Agenda items were approved.

- A. Consider approval of Resolution No. 2023-86 authorizing the transfer of unobligated 2023 Public Works operating funds (not to exceed 25% of the 2023 operating budget) to one or more of the following fund accounts - Special Bridge, Special Machinery and/or Special Road - Public Works.
- B. Acknowledge that Sheriff Hill is renewing the agreement, Contract C383-2023 with Dr. Deborah Smith, to serve as Medical Director for the Tactical Emergency Support Team and NARCAN program from January 1, 2024 to December 31, 2024. A total cost of \$5,100.00 will be paid out of budgeted funds.
- C. Consider approval of Contract C384-2023 with Purple Wave, Inc. for the auction of Parks + Recreation vehicles and equipment with the proceeds to be applied to the Parks + Rec Equipment Fund. - Audit Finance.
- D. Acknowledge receipt of correspondence from Sheriff Hill regarding a representative being sent to Webb City, MO to attend FBI-LEEDA Internal Affairs training. All expenses are to be paid out of budgeted funds.
- E. Consider a Claim for reimbursement - Counselor's Office
- F. 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 2023 and AMR will be penalized in the amount of \$6,730.00 for long responses in the four different zones as outlined in the contract. - Emergency Management.

- G. Consider approval of a request to authorize a payment of \$350.00 for the final expenses of John Wilks — Coroner.
- H. Acknowledge that Sheriff Hill is renewing the agreement with Club Carwash for the 2024 calendar year, Contract C385-2023. The annual cost of this renewal will be \$14,400.00 and will be paid for out of budgeted funds.
- I. Consider approval of the renewal of an agreement, Contract C386-2023, between the Department of Corrections and the Social Security Administration. This agreement is required by the Social Security Administration to be renewed every five years. – Department of Corrections.
- J. Consider authorization and execution of Contract C396-2023 with Foley Power Solutions for generator maintenance and testing. - Facilities Management
- K. Acknowledge receipt of correspondence from Cox Communications regarding the correction of a clerical error on a previous notification for increased rates for services.- County Clerk.
- L. Consider authorization and execution of Contract C387-2023, amendment to C471-2021 with City Wide Facility Solutions to extend the current park restroom services. - Parks + Recreation.
- M. Consider authorization and execution of Contract C388-2023, an Independent Contractor Agreement for Services with performer Matthew Richardson to provide musical performances. - Parks + Recreation.
- N. Board of Commissioners approval is requested to allow the department to solicit bids and/or proposals for the purchase of supplies and equipment necessary for the operation of Parks + Recreation programs and facilities in 2024. - Parks + Recreation.
- O. Consider authorization and execution of Contract C389-2023, an Elevator Repair Agreement with MEI for the repair of the Bettis Sports Complex elevator for \$3,480.00 utilizing Capital Maintenance 3R Funds. - Parks + Recreation.
- P. Consider authorization and execution of Contract C390-2023, Amendment #2 to C436-2019 with Mary Lou Gudenkauf for the instruction of painting classes through January 1, 2025. - Parks + Recreation
- Q. Consider authorization and execution of Contract C391-2023, amendment to C460-2021 with Ferris Family Partnership for services at West Lawn Memorial Gardens through December 31, 2025. - Parks + Recreation.
- R. Consider authorization and execution of Contract C392-2023, an Agricultural Lease Agreement with Mr. Leroy Russell to perform haying maintenance through November 30, 2028. - Parks + Recreation
- S. Board of County Commissioners approval is requested on this memo which allows for a Purchase Order to be placed utilizing the Sourcewell Cooperative for a MUSCO Light-Structure System to be installed at the Family Park pickleball courts. - Parks + Recreation.

NEW BUSINESS

- A. COUNTY CLERK – Cynthia Beck 1. Consider all voucher payments, totaling \$3,915,482.68, which included payroll, employee health insurance, and other routine expenditures. 2. Consider correction orders.
- B. PUBLIC WORKS - Curt Niehaus 1. Consider awarding a bid to Rush Truck Center of Kansas City, MO for a heavy duty, tandem axle dump truck with snow plow. The cost will be

paid for out of the 2024 Capital Outlay Fund (\$150,000.00) and the Public Works Special Machinery Fund (\$82,703.00). Approved. 2. Consider awarding a bid to Maxwell Products, Inc. of Salt Lake City, UT for 96,000 pounds of pavement crack and joint sealant, which is to be paid for using funds from the 2023 Public Works Operating Budget. Approved.

- C. PARKS + RECREATION - Tim L Laurent 1. Consider authorization and execution of Contract C393-2023, Amendment #1 to C317-2023 with MCP Build, Inc., to adjust the payment schedule and execute the material cost down payment in the amount of \$349,459.00 utilizing approved Capital projects bonding. Approved. 2. Consider approval of request to award the bid for bank stabilization at Horseshoe Bend Park to L. Underwood, LLC for \$122,500.00 (\$82,500.00 from the Building Maintenance Fund and \$40,000.00 from the CFAP Grant), and execution of Contract C394-2023 for same. Approved. 3. Board of Commissioners approval is requested to reject all bids for RFP #058-23 and re-solicit bids for the management of Kossover Tennis Center at Felker Park. Approved. 4. Consider approval of request on the Design Builder's Proposal by Dondlinger Construction as required by Section 4.4 of AIA Contract #C238-2023 setting the GMP at \$3,999,617.00 for the Oakland Aquatic Center, and execution of the Design Build Amendment, Contract C395-2023, pursuant to Section 4.4.3. Approved.
- D. AUDIT FINANCE - Jennifer Sauer. 1. Consider the allocation of the 2024 Transient Guest Tax. There is only one hotel in the county, not located within the city limits, which pays this tax, totaling @\$65,000 for 2023. Allocations were made to the Combat Air Museum, the Topeka Half-Marathon, and the Stormont Vail Events Center for seminars conducted there. Approved.
- E. HUMAN RESOURCES - Angela Lewis. 1. Consider the request to transfer excess budget funds to Special Projects: \$5,000.00 to the Wellness Fund and the remaining budget to a Vestibule Update Fund. Approved.
- F. DEPARTMENT OF CORRECTIONS - Brian Cole. 1. Request to post and fill the Community Corrections Supervisor position approved for the FY2024 budget year, in the amount of \$94,599.00 for salary and benefits. Approved.

PUBLIC COMMENT: None

ADMINISTRATIVE COMMUNICATIONS: None.

EXECUTIVE SESSIONS: Yes, concerning consultations with attorney concerning acquisition of real property and a personnel matter involving a non-elected employee.

The meeting was adjourned.

Board of County Commissioners 12/14/23

Elvera Johnson, observer

All commissioners present

Commissioners approved a contract for property and auto insurance for Shawnee County for 2024.

They approved a request by District Attorney Kagay to allocate the end of year budget balance to the District Attorney Office renovation fund.

For Information Technology:

They authorized the annual renewal of a maintenance contract with Imaging Office Systems for document imaging software. They renewed the licensing for several cloud based software components. They authorized the purchase and installation of a security camera at the North Annex.

For Court Administration:

They authorized the purchase of a one-year subscription for upgraded protection from cyber-threats to all users on Shawnee County District Court computer servers. They authorized transfer of the balance of 2023 funds to a special project fund for courthouse renovation projects.

For the Planning Department:

They approved a request to transfer remaining 2023 budget funds to a special project fund for planning and zoning regulation updates.

For the Health Department:

They approved acceptance of a workforce development grant from Kansas Department of Health and Environment to be used in the next 4 years for staff training. They also approved renewing the contract with Erin Locke, MD, MPH to continue serving as Health Officer and Medical Director.

For the Register of Deeds:

They approved a request to transfer remaining 2023 funds to a special project fund for renovations and furniture.

For Parks + Recreation:

They authorized a contract with Rize Drone Services to apply herbicide for the treatment of milfoil at Lake Shawnee. They also accepted a new schedule of fees for participation in department activities.

For the Noxious Weed Department:

They approved purchase of an unmanned aircraft system; this also involved proceeding with licensing, certifications, permits and waivers pertaining to its operation.

They approved advertising for a full-time pesticide applicator and restructuring of pesticide staffing.

They authorized selling two trucks and applying the capital gains to the lease of two 2024 trucks.

For Audit Finance:

They approved allocation of 2024 budgeted social service funds to Catholic Charities Family Support Center, Community Action bilingual services, Doorstep, GT youth Foundation, Housing Credit Counseling, Kansas Legal Services, Let's Help Positive Connection, Sunflower Inc, and YWCA Center for Safety & Empowerment.

They allocated funds for the Elderly to Community Action, Community Resources Council, East Topeka Senior Center, Habitat for Humanity Aging in Place, Jayhawk Area Agency on Aging, Kansas Legal Services, LULAC Senior Center, Meals on Wheels, Papan's Lading and Silver Lake Senior Center.

They authorized specified social services through TARC and Community Resources Council.

They authorized a contract with Shawnee County Fair Association for the 2024 County Fair.

They heard Betty Greiner's final financial report before her retirement. Income was higher than budgeted and expenditures were also higher. She anticipates some funds being left over to be transferred to special projects funds.

The Commission acknowledged the resignation of Stephen Hennessey from Tecumseh Township Trustee board. Applications for the position will be accepted until January 2.

They appointed Angela Lewis as the new Director of Administrative Services. Ms. Lewis has been in charge of Human Resources.

In Administrative Communications:

The County Treasurer said that citizens have a few more days to vote for their favorite design for the new car tag.

An Executive Session was called to discuss non-elected personnel.

Board of County Commissioners-12/28/23

Elvera Johnson, observer

All 3 Commissioners present

For Information Technology:

Commissioners authorized a new backup and disaster recovery system, as the old one was worn out.

For Corrections:

They approved hiring Steve Willis as Deputy Director for Community Corrections at Step 12 range. He is experienced, local and highly recommended by other county officials who have worked with him. They also renewed the yearly contract for maintenance services for the fingerprint machines at detention centers.

For Audit Finance:

They approved the transfer of remaining 2023 contingency funds to a building project job ledger.

For the Election Office:

They approved a request to transfer funds from the 2023 budget to a project fund for construction of an interior wall.

For Stormont Vail Events Center:

They approved capital expenditures for repairs to the fire alarm system and to the fire sprinkler system. These are systems that have been in the building since prior to the renovation and were not included in the renovation project.

For Facilities Management:

They authorized execution of a change order for the contract for new security booths at the Courthouse.

For the Sheriff's Office:

They authorized transfer of 2023 budgeted funds for 2 projects. One is a special equipment fund and the other is an LEC building repair and maintenance fund. They authorized the reappointment of at large member David Linderman to the Planning Commission.

In Administrative Communications:

Betty Greiner thanked everyone for the opportunity to serve the public for the last 11 years. She is retiring and this was her last meeting. Several administrators thanked Ms. Greiner for her services.

The County Treasurer announced that his office would be closed for the rest of the year.

No Executive Session was called.

Topeka Sustainability Advisory Board 11/30/23

No quorum. Those present were Justine Greve, Kelly Magerkurth, Mary Monzyk, Kevin Siek, Jaylyn Van Blaricum. Dennis Bosley was the only visitor and recorded these notes.

Kevin Siek: Green Space, trees, hire an intern, need volunteers, initially from Master Gardeners. Upgrade tree identification skills, re: tools—qualtrex survey: tree type, size, scale, condition, cultivar. Develop, compile actionable information, find a creative way to get things done. Quantifiable benefits: tree canopy in a neighborhood

Food security.

Interim City Manager—The city council wants him to be around for a while.

City Manager—Would the League like to meet with him?

Model Code: Toxic weeds. What makes an acceptable yard? The code is from the 50's. How to make it more accommodating? Native Plants. Noxious weeds: Native aggressive weed. Bindweed: Honeyvine milkweed.

Model Ordinance: Google Drive

Mary Monzyk: Quality of Life, eg, purchase of the hotel, green space, good affordable food, shelter, streets, parks. Neighborhood pocket parks.

Dennis Bosley brought up that the Crisis Intervention Team program has a lot to do with quality of life.