

BOARD OF COUNTY COMMISSIONERS AGENDA
MONDAY, MAY 13, 2019, 9:00 AM
COMMISSION CHAMBERS, ROOM B-11

I. PROCLAMATIONS/PRESENTATIONS

II. UNFINISHED BUSINESS

III. CONSENT AGENDA

1. Consider approval of Resolution No. 2019-28 authorizing the issuance of a Shawnee County credit card for official business for Brian C. Hill, Sheriff, with a limit of \$3,000.00— Commissioner Archer.
2. Consider approval of request from Sheriff Hill to increase the county credit card limit for Lt. Reynolds to \$7,500.00 due to his responsibility for all purchasing for the Sheriff's Office.
3. Consider approval of Resolution No. 2019-29 authorizing the issuance of a Shawnee County credit card for official business for Tabitha Pusch, Shawnee County Counselor's Office, with a limit of \$1,500.00— Commissioner Archer.
4. Acknowledge receipt of the April 10th, 2019 Kansas Expocentre Advisory Board meeting minutes and accompanying documents.

IV. NEW BUSINESS

A. COUNTY CLERK – Cynthia Beck

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

B. PARKS + RECREATION – John Knight

1. Consider authorization and execution of Contract C175-2019, Memorandum of Understanding with Citizen Potawatomi Nation (CPN) setting conditions for collaboration on signage in Skyline Park (Burnett's Mound) with funds not to exceed \$300.00 for preparation and installation through Parks + Recreation operating funds and CPN providing materials estimated at an amount no less than \$4,800.00.
2. Consider approval of request for two employees to attend the 2019 National Association of County Parks and Recreation Officials summer meeting being held in Castle Rock, Colorado from June 8-10 to provide employees with educational opportunities at a cost not to exceed \$2,250.00 from the department's operating budget.

C. PUBLIC WORKS/SOLID WASTE – Curt Niehaus

1. Consider approval of request to allow Public Works crews to utilize 45th Street as a haul road to transport hot mix asphalt from the Bettis Asphalt's Big Spring production facility at SE 45th St. and Woodring Road for the SE 45th Street project.

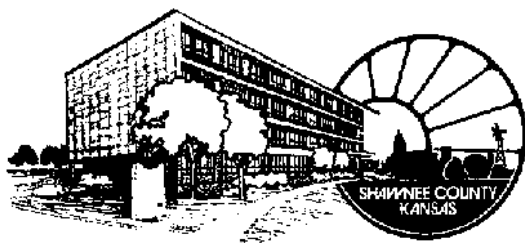
D. COMMISSION

1. Acknowledge receipt of the resignation of Jolene Miller from the Third Judicial Nominating Commission representing the 2nd Commission District—Commissioner Cook.

2. Consider appointment of Randall Phillips to the Third Judicial Nominating Commission, filling the unexpired term of Jolene Miller, with the term ending February 28, 2020 and eligible for reappointment at that time—Commissioner Cook.

V. ADMINISTRATIVE COMMUNICATIONS

VI. EXECUTIVE SESSIONS



Shawnee County
Sheriff's Office
Sheriff Brian C. Hill
Law Enforcement Center

III
1.

320 S. KANSAS, SUITE 200
TOPEKA, KANSAS 66603-3641
785-251-2200

MEMORANDUM

May 3, 2019

TO: Board of County Commissioners
FR: Sheriff Brian C. Hill
RE: Authorization of issuance of Shawnee County Credit Card

Please consider for approval the attached resolution concerning the issuance of a Shawnee County credit card. The credit card would be issued to Sheriff Brian C. Hill with the Shawnee County Sheriff's Office, with a \$3,000 limit to be used only for official business.

Thank you for your consideration in this matter.

Sincerely,

Brian C. Hill
Brian C. Hill
Sheriff, Shawnee County



Shawnee County
AUDIT-FINANCE OFFICE
Suite 201, Courthouse
200 SE 7th Street
Topeka, KS 66603-3903

Date: May 3, 2018

To: Board of County Commissioners

From: Brian C. Hill, Sheriff

RE: Authorization of issuance of Shawnee County Credit Cards

Please consider for approval the attached resolution concerning the issuance of Shawnee County credit card for official business for Brian C. Hill, Sheriff's Office, with a credit limit of \$3,000.00.

Thank you for your consideration.

cc: Brian C. Hill, Shawnee County Sheriff
Betty Greiner, Financial Administrator

RESOLUTION NO. 201 9-28

**A RESOLUTION AUTHORIZING THE ISSUANCE OF A SHAWNEE COUNTY
CREDIT CARD FOR OFFICIAL BUSINESS**

WHEREAS, Brian C Hill, an employee of SNCO Sheriff's Department has made proper application for the issuance of a Shawnee County credit card for official business; and

WHEREAS, the Purchasing Director and the Audit Finance Administrator have determined that Mr. Hill has demonstrated the need for a Shawnee County credit card for official business; and

WHEREAS, the County Clerk and the Audit Finance Administrator recommend approval of Mr. Hill application for a Shawnee County credit card for official business;

NOW THEREFORE, the Board of County Commissioners of the County of Shawnee, Kansas, sitting in regular session on this ____ day of ____, 2018, resolves to authorize Mr. Hill to obtain and use a Shawnee County credit card for official business only, subject to the normal purchasing procedures as set forth in Home Rule Resolution No. HR-2011-9, as amended. This authorization is automatically withdrawn and revoked upon the cessation of Mr. Hill's employment with Shawnee County, and upon such occurrence, he shall immediately return any Shawnee County credit card in his possession to his supervisor or the Audit Finance Administrator.

**BOARD OF COUNTY COMMISSIONERS
SHAWNEE COUNTY, KANSAS**

Robert E. Archer, Chair

Bill Riphahn, Vice-Chair

Kevin J. Cook, Member

ATTEST:

Cynthia A. Beck, Shawnee County Clerk

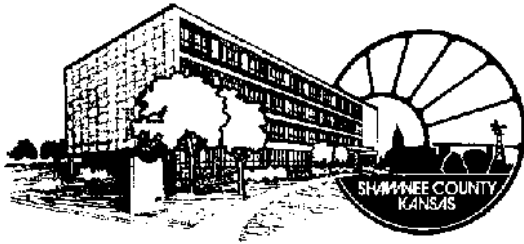
TO BE READ AND SIGNED BY RECIPIENT OF SHAWNEE COUNTY CREDIT CARD:

All Shawnee County credit cards shall be used strictly for official business. At no time shall any Shawnee County issued credit card be used to pay for personal expenses incurred by the user. Any charges for personal expenses shall be the sole responsibility of the user. In addition, any employee who charges or attempts to charge personal expenses to a Shawnee County credit card shall be subject to the disciplinary procedure as established by their appointing authority, the Shawnee County Personnel Rules and Regulations and/or any applicable Union contract.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ THE ABOVE PARAGRAPH, THAT I UNDERSTAND AND AGREE TO THE SAME

Brian Hill
Mr. Brian C Hill

Date: 5-3-19



Shawnee County
Sheriff's Office
Sheriff Brian C. Hill
Law Enforcement Center

III 2.

320 S. KANSAS, SUITE 200
TOPEKA, KANSAS 66603-3641
785-251-2200

MEMORANDUM

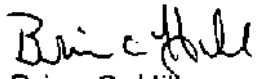
May 6, 2019

TO: Board of County Commissioners
FR: Sheriff Brian C. Hill
RE: Increased Credit Card Limit

Due to reorganization within our divisions, Lt. Reynolds is responsible for all purchasing at the Sheriff's office in addition to booking travel, training, and accommodations for all office staff. We are requesting to increase the credit limit on his county credit card to \$7,500.

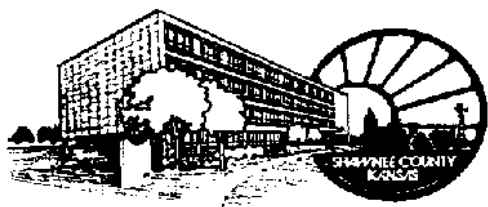
Thank you for your consideration in this matter.

Sincerely,


Brian C. Hill
Sheriff, Shawnee County

III 3.

Shawnee County
Office of the County Counselor



JAMES M. CROWL
County Counselor

Shawnee County Courthouse
200 SE 7th Street, Ste. 100
Topeka, Kansas 66603-3932
Office: (785) 251-4042
Fax: (785) 251-4902
Email: counselors@snc0.us

MEMORANDUM

TO: Board of Shawnee County Commissioners
FROM: James M. Crowl, Shawnee County Counselor
DATE: May 6, 2019
RE: Authorization of Issuance of Shawnee County Credit Cards

A handwritten signature in black ink, appearing to be "JMC", is written over the "FROM" line of the memorandum.

Please place the following item on the **Monday, May 13, 2019** Commission agenda.

Please consider for approval the attached resolution concerning the issuance of a Shawnee County credit card for official business for Tabitha Pusch, Shawnee County Counselor's Office, with a credit limit of \$1,500.00.

Thank you for your consideration.

JMC/tdp

cc: Tabitha Pusch, Legal Office Manager
Betty Greiner, Financial Administrator

RESOLUTION NO. 2019 - 29

**A RESOLUTION AUTHORIZING THE ISSUANCE OF A SHAWNEE COUNTY
CREDIT CARD FOR OFFICIAL BUSINESS**

WHEREAS, Tabitha Pusch, an employee of the County Counselor's Office has made proper application for the issuance of a Shawnee County credit card for official business; and

WHEREAS, the Purchasing Director and the Audit Finance Administrator have determined that Ms. Pusch has demonstrated the need for a Shawnee County credit card for official business; and

WHEREAS, the County Clerk and the Audit Finance Administrator recommend approval of Ms. Pusch's application for a Shawnee County credit card for official business;

NOW THEREFORE, the Board of County Commissioners of the County of Shawnee, Kansas, sitting in regular session on this 13th day of May, 2019, resolves to authorize Ms. Pusch to obtain and use a Shawnee County credit card for official business only, subject to the normal purchasing procedures as set forth in Home Rule Resolution No. HR-2011-9, as amended. This authorization is automatically withdrawn and revoked upon the cessation of Ms. Pusch's employment with Shawnee County, and upon such occurrence, she shall immediately return any Shawnee County credit card in her possession to her supervisor or the Audit Finance Administrator.

**BOARD OF COUNTY COMMISSIONERS
SHAWNEE COUNTY, KANSAS**

Robert E. Archer, Chair

Bill Riphahn, Vice-Chair

Kevin J. Cook, Member

ATTEST:

Cynthia A. Beck, Shawnee County Clerk

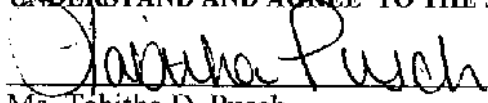
Approved as to Legality
and Form Date 5-6-19

SHAWNEE CO. COUNSELOR

TO BE READ AND SIGNED BY RECIPIENT OF SHAWNEE COUNTY CREDIT CARD:

All Shawnee County credit cards shall be used strictly for official business. At no time shall any Shawnee County issued credit card be used to pay for personal expenses incurred by the user. Any charges for personal expenses shall be the sole responsibility of the user. In addition, any employee who charges or attempts to charge personal expenses to a Shawnee County credit card shall be subject to the disciplinary procedure as established by their appointing authority, the Shawnee County Personnel Rules and Regulations and/or any applicable Union contract.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ THE ABOVE PARAGRAPH, THAT I UNDERSTAND AND AGREE TO THE SAME



Ms. Tabitha D. Pusch

Date: 5/3/19

III 4.

KANSAS EXPOCENTRE ADVISORY BOARD MEETING
Wednesday, April 10, 2019
Maner Conference Centre Wheat Room
12:00 P.M.

The following members were present for the board meeting: Chairwoman Brenda Block, Vice-Chair Rich Eckert; Spencer Duncan; Pam Walstrom; Councilman Jeff Coen; Dave Graversen; Mike Bell, Visit Topeka

Also, present were: Kellen Seitz, General Manager; Donna Casebier, Director of Finance; Kyler Tarwater, Director of Partnerships; Allie Manning, Director of Marketing; Martin De Jesus, Director of Events; Brie Berggren, Convention Sales Manager; Dan Clarizio, General Manager, Capital Plaza Hotel; Cindy Evans, Director, KS State Extension; Barbara Coultis, SNCO Fair Board

Block called the meeting to order at 12:00 P.M. Roll call was taken.

Griffith made a motion to approve March Minutes. Councilman Coen seconded the motion. Motion passed.

Capital Expenditures: Gregory's operations report is attached hereto and made a part of the minutes. Eckert made a motion to approve the replacement of Ag Hall's AC unit. Walstrom seconded the motion. Motion passed. Eckert made a motion to approve the replacement of AH 10 heating and chilled water lines. Walstrom seconded the motion. Motion passed.

General Manager's report: Seitz's report is attached hereto and made a part of the minutes.

Financial report: Casebier stated at the end of February we are behind net revenue about \$22,000. Due to the weather there were some equine event cancellations as well as snow removal costs going up with this winter's snowfall. Griffith made a motion to approve the financial report. Graversen seconded the motion. Motion passed.

Operations report: Gregory's report is attached hereto and made a part of the minutes.

Livestock report: Gregory's report is attached hereto and made a part of the minutes.

Event report: De Jesus's report is attached hereto and made a part of the minutes.

Marketing report: Manning's report is attached hereto and made a part of the minutes.

Corporate Partnership report: Tarwater's report is attached hereto and made a part of the minutes.

Expocentre Expansion and Remodel: Seitz stated that HTK and SNCO officials went over the bids that came back for renovations to determine actual costs for each part of the projects and to see what is feasible and what is not feasible. Upon hearing that bids came in higher than planned, board members expressed their dismay that final plans did not allow for the full extensive renovations originally planned for Domer Arena, as well as construction of a second new arena. While appreciated upgrades that are planned for Domer, concern was expressed that without the full stall increase a loss could result in both retaining existing events and a lack of new equine shows coming to Topeka. Ground breaking is scheduled for May 6th. Details on that breaking of ground and moving along with renovations will be presented at the April 15th commission meeting.

Capitol Plaza Hotel report: Clarizio stated that the updates in Manor continue with hanging some artwork on the hallway walls and inside each conference room. Things are moving along with their updates with the hotel guest room hallway carpet install up next.

Heart of America report: Lohmeyer was not present at the meeting.

Kansas State Extension report: Evans stated the Master Gardener's are looking forward to their annual plant sale on May 4th. This year the Expocentre has offered use of Ag Hall for their sale to minimize parking issues and the logistic issues that occur with the equine trailers that have use of Domer that weekend. They are looking forward to seeing how that space works for them.

Block stated that with ground breaking happening in May and there not being an open space to hold our June meeting in the conference center that the board might abstain from meeting in June and reconvene for the July 10th meeting. Griffith made a motion to skip June's meeting. Eckert seconded the motion. Motion passed.

THERE BEING NO OTHER BUSINESS to come before the board, the Kansas Expocentre Advisory Board adjourned at 1:00 P.M.

Brenda Block, Chairwoman
Prepared by Brianna Berggren



SPECTRA
BY COMCAST SPECTACOR

Memorandum

To: Kansas Expocentre Advisory Board
From: Kellen Seitz, General Manager
Date: April 10, 2019
Re: March 2019 Advisory Board Report

March continues to be one of the Kansas Expocentre's busiest months of large event activity. We hosted the annual Kansas Kids Wrestling tournament along with Capitol City Carnage demolition derby and the Mary Kay conference in March. Along with Pilots Hockey games, three large equine events, gun shows, and a few trade shows and community events, March was a busy month for our conversions, Events and Operations teams.

Kansas Kids Wrestling was a much larger turnout than previous years and the nice weather certainly played a factor in that, but also the growth of wrestling in Kansas. We were up nearly 2,000 attendees which is comprised of (spectators, wrestlers and coaching staff). But where wrestling succeeded, Capitol City Carnage fell short. Carnage was down in attendance, driver/contestant participation, and net event revenues due largely to a competing derby being produced the same weekend in Louisville, KY. With this event type being so niche, this direct event completion in the mid-west market made for a downturn to this year's revenues compared to last. We are actively working on moving this to another date earlier in March of 2020 to jump back up to where we are able to achieve such great financial success in FY18 with this event.

This March was a milder weather month compared to last, but we were hit pretty hard in snow removal costs and event revenue downturns in February that are challenging our effort to drive up quarter one event revenue growth. That revenue should start to take an upward trend in April with large events like Cirque du Soleil and Disney on Ice Frozen. We are continually challenging our department heads to look at ways to streamline our operations and departmental expenditures to keep driving down indirect costs as well. As we look forward to April, we see great opportunity from event revenues and promising partnership leads developing.



SPECTRA
BY COMCAST SPECTACOR

Memorandum

To: Kansas Expocentre Advisory Board
From: Justin Gregory, Director of Operations
Date: April 9, 2019
Re: March Advisory Board Report

Operations Update:

The boiler replacement project began on June 25th and is on schedule to be completed on September 29th. Since installation we have been challenged with many small issues that have kept the system from working at 100% efficiency, including computer programming issues. The manufacture has sent technicians to work with McElroys Electrical to find a solution. We have recently faced a serious challenge with our old pumps and piping that are tied to the boiler system. Matt Rockers and Bill Kroll have been working on a solution for these issues. Expected savings is 40% energy usage efficiency once system is 100% operational. Lockenvar sent a representative last week and discovered the natural gas line going to each boiler are not the correct size and causing failure to start when each boiler attempts to fire. We have figured out how to ensure 2 of the 4 boilers are working for the remainder of the winter season. Bill Basset and McElroys will repipe the gas supply and we hope this alleviates the issues.

On July 18th, one of the two air conditioning units at Ag Hall was vandalized to the point it was no longer operational. The new outside condenser and interior coil have been installed by PCI and project was completed the last week of January. It will be summer before we can test the unit under full work load.

Areas of Concern:

Irrigation system for the Kansas Expo centre is in declining operational shape and will need fixed before the summer of 2019. We are working with HTK, McCownGordan and Schendel Lawn and Landscape to identify the parts of the system that needs repaired or replaced.

Capital Expenditure Items:

The 6 ton AC unit that services the kitchen of Ag Hall failed last fall and is not repairable. Cost of replacement for this unit is **\$5,253.00**. We collected three bids from area contractors and would like to go with PCI, which was the low bid.

The heating and chilled water lines on Air Handler 10 are in need of replacement. . Age has deteriorated the pipes and shut off valves on the unit to the point where the valves are non-operable. Repair of the individual valves is not an option due to the deterioration of the pipes the valves attach to. Three bids were collected, with Samco coming in the least cost at **\$5,400.00**.

Capital Expenditure account has a **balance of no-less-than \$21,228.04**. If these two expenditures are approved, this account will have a **balance of no-less-than \$10,575.04**

This concludes my report and I will be happy to answer any questions.

Justin Gregory
Director of Operations



SPECTRA
BY COMCAST SPECTACOR

Memorandum

To: Kansas Expocentre Advisory Board
From: Justin Gregory, Director of Operations
Date: April 9, 2019
Re: March Advisory Board Report

- 2 Central States Winter Tournament
- 6 4-H Horse Clinic
- 7-10 KS Hunter Jumper Show
- 16-17 Kansas Kids Wrestling
- 19-24 Capital City Carnage Demo Derby
- 27 KS09 Barrel Race
- 28-31 USTRC Team Roping

The Central State's Winter Tournament scheduled on March 2nd was cancelled due to brutal cold weather conditions.

The 4-H horse clinic on March 6 welcomed 45 local equestrians and their families to Domer arena for a fun night of learning new equestrian skills.

Kathy Child's Hunter Jumper Show continues to be a great event. Many of the attendees of this event are local to the Topeka area and the question of expansion was common discussion throughout the event. Kathy is celebrating 32 years of producing horse shows at Domer Arena in 2019.

Wednesday March 27th welcomes back the KS09 National Barrel Racing Association for their first event of 2019. The turnout for this one-night event was extremely strong and looks to be a good sign for barrel races in 2019 at the Kansas Expocentre.

Following the barrel race on Wednesday night, Jeff Smith and Rope the Rockies crew moved in for the Northeast Kansas Championships. Three days of team roping brought visitors to Topeka from Kansas, Colorado, Texas, Oklahoma, Missouri, Iowa, Minnesota, Wisconsin, Nebraska, and South Dakota. The attendance numbers for this event were down from last year. The extra-long winter with extremely muddy conditions coupled with very cold temperatures for this event deterred many regular attendees from making the trip to Topeka this year.

Open weekends in Domer Arena in 2019:

April 13-14

June 22-23

June 28-30

August 24-25 Dog Show

Nov 22-24

This concludes my report and I will be happy to answer your questions.

Justin Gregory
Director of Operations



SPECTRA
BY COMCAST SPECTACOR

Memorandum

To: Kansas Expocentre Advisory Board
From: Martin De Jesus, Director of Events
Date: March 2019
Re: March Advisory Board Report

Even though it's said every month, the month of March was the busiest month since the beginning of my tenure at the Kansas Expocentre: every day of the month we had an event running or a promoter preparing for an event. There were a total of 22 events this month which included three trade shows, seven competitions, three seminars and clinics amongst other events.

Our largest events of the month, Kansas Kids Wrestling and Capital City Carnage, ran back to back, keeping our staff and building quite busy. Kansas Kids Wrestling drew over 14,000 spectators and participants over three days from across the Sunflower State, while the following weekend's Carnage pulled in 7,400 derby fans from across the country. Amongst all the excitement and competition that Kansas Kids Wrestling brings to Topeka, this year's edition of the event added a new division of girls wrestling. This helped boost numbers of participants and guests for the weekend and added a branch to the already popular sport in our state. The competition from the ladies was intensely fierce and set the bar pretty high in its inaugural season!

On the security front, we had new training with our office guard/overnight security staff to introduce a new protocol for our event personnel; included is a full online reporting system, new items to review during shifts and the on-boarding of new staff to our overnight crew. The goal is to ensure that our process is uniform, and that information is accessible to everyone who needs it regardless of the time.

This concludes my report for the month of March.

Respectfully,

Martin De Jesus



SPECTRA
BY COMCAST SPECTACOR

Memorandum

To: Kansas Expocentre Advisory Board
From: Allie Manning, Director of Marketing
Date: April 5, 2019
Re: March Advisory Board Report

In March, the venue hosted six Pilots hockey games, Kansas Kids Wrestling, Capital City Carnage Demo Derby and several annual flat shows.

We were able to introduce our brand new textline at Capital City Carnage. We had graphics running on our arena boards at Capital City Carnage encouraging patrons to text KsExpo to 77435. We also included it in our pre-event email blast. We have continued promoting the textline via email and social and are consistently growing our database. We have sent out two mass texts - one with a 30% off offer for Corteo, and one with a ticket giveaway contest for Disney on Ice Frozen. I think this will be a very valuable marketing avenue as the database grows.

The Marketing team and the Events team have been working together on a "Guest Services" table at larger Landon Arena events. The Guest Services table is manned by either event or marketing staff, and is aimed to assist patrons, and promote upcoming events. The Guest Services table was recently available at Hockey Games and Capital City Carnage.

In conjunction with Visit Topeka, we put together a Couples Package for Corteo. This package included two premium tickets Corteo, a dinner for two at White Linen restaurant, and a room at Cyrus Hotel. We had some issues with the initial launch of the package, but once the package was live, it was pushed out through Visit Topeka, White Linen, Cyrus and the Kansas Expocentre. We don't have the results of the package at this point, as it will end in April.

After some research, we discovered that KSNT had a sister station in Portland Oregon. Corteo was set to perform in Portland in mid-March. KSNT was able to connect with their sister station in Portland to do a behind-the-scenes story on Corteo to air in Topeka. The sister station sent a reporter to do a segment specifically for Topeka. KSNT aired it on their ABC and Fox affiliate, providing us with \$2600 in earned news coverage.

Feel free to ask me questions!

Thank you,

Allie Manning



SPECTRA
BY COMCAST SPECTACOR

Memorandum

To: Kansas Expocentre Advisory Board
From: Kyler Tarwater, Director of Partnerships – Spectra
Date: April 10, 2019
Re: March Advisory Board Report

March was a busy month in partnership activity with one highlight being the initial branding of the Sky Zone Box Office. The box office colors have shifted toward Orange and Blue to emphasize the colors of the Sky Zone brand, and the largest of their signage has been installed above the exit door of the Sky Zone Box Office. Additional signage will be installed over the course of the next two weeks while the activity center is still greatly dependent on the timing and strategy of our pending renovation.

Also relevant to Sky Zone is their coupon/advertisement on the back of all Expocentre tickets that became active this week. The offer is significant and includes a \$25 discount on birthday parties.

March brought Capital City Carnage and along with that, another title sponsorship from Prairie Band Casino for the 2019 Title Sponsor of both the Capital City Carnage and Blizzard Bash. Prairie Band Casino uses this sponsorship to entertain VIP's in our facility, and we anticipate this partnership will continue to expand and improve in several new capacities.

Last of all, I'm pleased to announce the acquisition of a title sponsor for our brand new Pig 'N Pour event in June... Johnsonville - Banner Creek, based in Holton, KS. Johnsonville is a nationally recognized brand and currently provides brats to Expocentre patrons through our concessions, partner HOA.

This partnership is a great fit and we have signed a one-year agreement with incentives for future renewals. The Johnsonville brand and marketing strategy aligns well with our effort to recruit and highlight credible and nationally recognized brands to our already strong list of national partners.

Sincerely,

Kyler Tarwater
Director of Partnerships

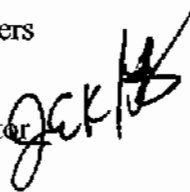
B1.

Shawnee County
parks + recreation

April 29, 2019

TO: Board of Commissioners
Shawnee County

FROM: John E. Knight, Director
Parks + Recreation



RE: Citizen Potawatomi Nation – Memorandum of Understanding
Park Planning and Development Division

Purpose: Board of Commissioners authorization and execution on the attached Memorandum of Understanding between Citizen Potawatomi Nation (CPN) and Parks + Recreation is requested as it sets out the conditions for the parties to collaborate on interpretive signage in Skyline Park (Burnett’s Mound). Department expenses for preparation and installation are provided through operating funds not to exceed \$300 with CPN providing the materials including signs or kiosk, panels, frames and hardware estimated at no less than \$4,800.

Justification: This MOU serves as an example from the Master Plan that suggests cooperating with partners whose efforts help maintain assets, promote amenities and park usage, and/or maintain the integrity of natural/cultural resources. Ours efforts allow for promotion of civic pride and combining resources helps deter social inequalities. The MOU meets our partnership management and principles as noted below.

- Consider partnerships with nonprofits such as CPN to provide expanded educational programming.
- Require working agreements with measurable outcomes and regularly scheduled evaluation to demonstrate a shared level of equity and investment based on performance and outcomes.
- Leverage marketing efforts through cross promotion of the park and cultural heritage.
- Partnerships should maintain a culture that focuses on planning and communication.

JEK/blt

JB

Attachments



parks.snco.us

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (Memorandum) between the Shawnee County Board of Commissioners "County" and Citizen Potawatomi Nation "CPN" is entered into and becomes effective on this _____ day of _____, 2019, for the purpose of establishing guidelines to collaborate on plans to improve parklands and programs consistent with the Mission and Vision of Shawnee County Parks + Recreation "Department", together known as the "Parties" and provide as follows:

WHEREAS, the Department operates under the direction of the County and is charged with the responsibility for development, maintenance and operation of public parks and the recreational and educational programs in connection with those parks for the County;

WHEREAS, the Department maintains an extensive public park system consisting of more than 2,625 acres including public parks, 60+ miles of trails, sports fields, community recreation centers, swimming pools and other facilities and manages programs and events that serve more than five million residents and visitors each year;

WHEREAS, the Department facilities and services in Shawnee County are considered by residents to be an essential component of the community quality of life and place;

WHEREAS, CPN is a Native American Tribe, non-profit corporation, equivalent to a section 501(c)(3) of the Internal Revenue Code;

NOW, THEREFORE, in consideration of the mutual efforts to improve the Shawnee County parklands and facilities, the parties enter into this agreement to identify the respective duties and obligations of the parties, and in that regard, the parties agree to the following:

MISSION

The parties to this Memorandum of Understanding acknowledge and agree to be guided by the Department Mission Statement and Strategic Implementation Action Plan:

Shawnee County Parks + Recreation is an essential service established to improve quality of life for all residents of the county by proactively responding to changing demographics and emerging trends while maximizing all available resources in providing quality parks, recreation facilities and programs that enhance the residents' health, promotes economic vitality and long term sustainability now and for future generations.

The Strategic Implementation Action Plan serves as the Department Vision as the various components reflect how each goal helps staff focus on and support attaining the department mission and understand the components of the Community Vision for Land,

Facilities, Programming, Operations and Staffing, and Finance. Volunteers are provided this information at an orientation prior to beginning any projects with the Department.

The parties further agree to accept and recognize the following CPN Mission Statement:

To promote the general welfare of the Citizen Potawatomi Nation and its members by exercising to the fullest extent the inherent powers of self-government and to secure the powers, benefits, rights and privileges as provided by any laws of the United States now or hereafter enacted for the benefit on Indians or other citizens of the United States.

RESPONSIBILITIES OF THE PARTIES

The Parties agree to collaborate and promote an alliance in the support of the Department's mission and agree to provide leadership in the execution thereof and to ensure, to the extent possible, there will be adequate funding and services to carry out this mission.

1. **The Department shall have the following specific duties and responsibilities and provide the following assistance to CPN:**
 - a. Authority to review signage proofs, suggested artwork and details before installation in the park. Allow the use of the Department logo in any public or media relations outreach using the Department's brand standards.
 - b. Provide specifications for interpretive signage. Provide and install concrete pads and signage when appropriate.
 - c. Reserves the right to remove damaged or vandalized signage. Should the need arise, the Department will provide installation of replacement signage.
 - d. Support CPN efforts to raise awareness in support of Department parklands, programs, facilities and services.

2. **CPN shall have the following specific duties and responsibilities and provide the following assistance to the Department:**
 - a. Create and provide a copy/final artwork to the Department. The product should include historical relevance for plans to be installed in Skyline Park (Burnett's Mound) between new parking area and shelter in 2019.
 - b. Responsible for the cost of all materials including the signs or kiosk, panels, frames, hardware for Department installation.
 - c. Propose to the Department, at least six months in advance, any programmed or special event requests to be held in the parkland. Media events shall be a collaborated effort locally.

- d. Provide the Department the opportunity to review all CPN materials that include the Department and/or logo before publication. Promote the Department in all forms of CPN outreach materials related to the site.
- e. Agree to cover expenses to replace damaged or vandalized signage prior to any product warranty expiration or MOU expiration.

Parties shall determine should the need arise that efforts to provide the terms of this MOU shall not be a burden on either party if collective efforts are reasonably accepted.

Additionally, in performing the duties under this Memorandum, each party shall be acting in an individual capacity and not as an agent, employee, partner or associate of the other.

TERM

This Memorandum shall remain in effect from the aforementioned effective date for a period of three (3) years. It thereafter shall renew automatically for successive periods of three (3) years unless either party gives at least thirty (30) days advance written notice to the other party of its desire that this Memorandum not be renewed at the nearest renewal date.

This Memorandum may be terminated at any time by either party by providing sixty (60) days written notice to the other party.

AMENDMENT OF THIS MEMORANDUM

This Memorandum may be amended or modified at any time in writing by mutual consent of both parties.

RESTRICTIONS ON PERFORMANCE

If either party is unable to perform its duties under this Memorandum consistent with such party's statutory and regulatory mandates, that party shall immediately provide written notice to the other party stating the reasons for its inability to perform, and the parties shall cooperate in resolving the matter as quickly as possible.

NOTICE

Any notice or communication required or permitted under this Memorandum shall be sufficient if given if by certified mail.

GOVERNING LAW

This Memorandum shall be governed by and construed in accordance with the laws of the State of Kansas.

SEVERABILITY CLAUSE

In the event that any provision of this Memorandum shall be deemed invalid, or if any term, condition, phrase or portion of the Memorandum shall be determined to be unlawful or otherwise unenforceable, the remainder of the Memorandum shall remain in full force and effect, so long as the clause severed does not materially negate the intent of

the parties. If a court should find any provision of this Memorandum to be invalid or unenforceable, but that by limiting said provision it would become valid and enforceable, then said provision shall be deemed to be written, construed and enforced as so limited.

ENTIRE UNDERSTANDING

This Memorandum constitutes the entire understanding of the parties pertaining to all matters contemplated hereunder at this time. The undersigned parties intend that any other Memorandum entered into between the parties subsequent hereto shall supersede and preempt any conflicting provision of this Memorandum whether written or oral.

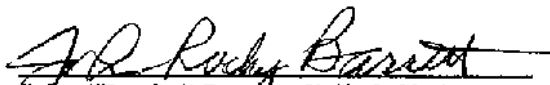
AUTHORIZATION AND EXECUTION

The signing of this Memorandum memorializes each party's intent to assist the other to accomplish the stated missions and responsibilities.

This Memorandum shall be signed by the Chair of the Board of County Commissioners of the County of Shawnee, Kansas, and the Tribal Chairman, John Barrett of Citizen Potawatomi Nation and shall be effective as of the date first written.

CITIZEN POTAWATOMI NATION


**BOARD OF COUNTY COMMISSIONERS
SHAWNEE COUNTY, KANSAS**


John "Rocky" Barrett, Tribal Chairman

Robert E. Archer, Chair

ATTEST:

Cynthia A. Beck, Shawnee County Clerk

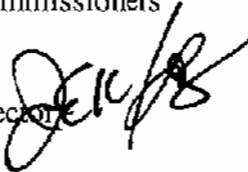
Approved as to Legality
and Form: Date 3/2/19

ASST. CO. COUNSELOR

B2.



May 1, 2019

TO: Board of County Commissioners
Shawnee County

FROM: John E. Knight, Director
Parks + Recreation 

RE: Out-of-State Travel-Educational Opportunities

Purpose: Board of Commissioners approval is requested for out-of-state travel for two (2) Parks + Recreation employees to attend the following educational opportunities. Out-of-state travel is requested to attend the 2019 National Association of County Parks and Recreation Officials (NACPRO) summer meeting being held in Castle Rock, Colorado from June 8-10, 2019.

Justification: This year NACPRO will be meeting in Castle Rock, Colorado from June 8-10, 2019. Dr. Mark Eiswerth, Professor of Economics, University of Northern Colorado will be sharing the most recent research and trends in the field of natural resource economics, water resource economics, economics of invasive species management, and ecosystems, biodiversity, and habitat management and how they may impact the decision making and planning done by regional level park and open space professionals over the next decade. On June 9, the NACPRO Board of Directors will hold their annual board meeting during the day and that same evening will be the NACPRO Annual Awards Ceremony.

The Shawnee County Parks & Recreation Master Plan identified where the department needs to center their energy and values as the department strives to be a best-practice agency. The County Commission and staff recognize how important it is to maintain a first-class parks and recreation system to keep people living and working in the county and the economic impact the department has on the city and county. As the implementation of the Master Plan continues it is evident that the department will require a continued business planning approach and support from staff to operate in the most efficient and effective manner. The NACPRO Annual meeting provides an excellent opportunity to facilitate the implementation.



parks.snco.us

The department's operating budget shall be responsible for all costs associated with the registration and per diem reimbursements pursuant to Home Rule Resolution HR-2008-11 for this out-of-state travel request. The estimated cost for this opportunity will not exceed \$2,250.

JEK/lrk



SHAWNEE COUNTY
DEPARTMENT of PUBLIC WORKS

1515 N.W. SALINE STREET • SUITE 200 • TOPEKA, KANSAS 66618-2887
785-251-6101 FAX 785-251-4920

Curt F. Niehaus, P.E.
Director of Public Works
County Engineer

MEMORANDUM

Date: May 6, 2019

To: Board of County Commissioners

From: Curt F. Niehaus, P.E. *Curt F. Niehaus*
Director of Public Works and Solid Waste

Re: Request to Transport Hot Mix Asphalt (HMA) along SE 45th St.

The Shawnee County Department of Public Works (SCDPW) will be conducting a 2 inch mill and overlay project on SE 29th St. between Croco Rd. and Berryton Rd. beginning Tuesday May 14, 2019, weather permitting. Similarly, a 2 inch mill and overlay on the same stretch of SE 45th St. will begin Tuesday, May 28. For both projects, SCDPW will be obtaining the HMA from Bettis Asphalt's Big Springs production facility located at the intersection of SE 45th Street and Woodring Rd near the SN/DG county line.

In order to expedite the project completion, SCDPW crews would like to utilize SE 45th Street as a haul road to transport the HMA to the project site.

In accordance with the requirements set forth in **Resolution 2009-30**, permission is to be granted by the Shawnee County Board of County Commissioners each time asphalt material is to be transported from Bettis Asphalt's Big Springs production facility using Shawnee County Roads.

Shawnee County residents will benefit from the approval of this request in that the milling and overlay work can be completed in a short time frame. Likewise the use of SE 45th will reduce the number of miles of county roadways which will be subjected to heavy loads.

As such, the SCDPW recommends this request be granted.

Your time and consideration is appreciated.