



**Board of Riley County
Commissioners
Regular Meeting
Agenda
January 07, 2021**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Vice Chair](#)

[District 2 – Marvin Rodriguez, Chair](#)

[District 3 – Ronald Wells, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Courtroom COVID Modification Project-Substantial Completion
4. Out of State Travel Requests for Allen Todd, Melanie Berry, Steve Schurle, Greg McHenry
5. Twin Valley request for Letter of Support for Broadband Acceleration Grant
6. Proclamation recognizing the leadership, supervisors and employees of the Riley County Health Department during the pandemic
7. Appointing Riley County representatives to the Law Enforcement Agency Board
8. Amend CIP Projects for RCPD Firing Range
9. Action on Portable Communication Device Allowance Form(s)
10. Sign Riley County Personnel Action Form(s)
11. Sign Riley County Position Action Form(s)

Review Minutes

12. Board of Riley County Commissioners - Regular Meeting - Jan 4, 2021
8:30 AM

Review Tentative Agenda

13. Tentative Agenda

Press Conference Topics

14. Discuss Press Conference

9:00 AM

John Ellermann, Public Works Director/County Engineer

15. Revised Purchase Authorization for One Ton Truck with Utility Bed

- 9:15 AM Michael Boller, Noxious Weed Director**
16. Staff Update
- 9:30 AM Greg McHenry, Appraiser**
17. Appraiser's Office Report
- 9:50 AM Craig Cox, Deputy County Counselor**
18. Riley County 50/50 Cost Share Agreement to Pave Thomas Wiard Road
- 10:00 AM Amanda Smeller, Planning/Special Projects Director**
19. Planning & Development - Staff Update
- 10:15 AM Clancy Holeman, Counselor/Director of Administrative Services**
20. Administrative Work Session
- 10:35 AM Craig Cox, Deputy County Counselor**
21. Resolution Authorizing Real Estate Tax Foreclosure Sale
- Adjournment**

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



PUBLIC WORKS
Project

John Ellermann
Public Works
Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: Gary Rosewicz, Assistant Public Works Director

MEETING: January 7, 2021

SUBJECT: Courtroom COVID Modification Project-Substantial Completion

PRESENTER: Gary Rosewicz, Assistant Public Works Director

Attached for your signature is the Certificate of Substantial Completion for the above referenced project. Representatives from Public Works, the court system, Bruce McMillan Architects, and Riley Construction met Monday, January 4, 2021 to perform a final inspection. All items of the project were determined to have been completed in a satisfactory manner.

Staff recommends your approval.

POSSIBLE MOTION(S)

Move to approve and authorize the Chairman to sign the Certificate of Substantial Completion.

Move to deny the Certificate of Substantial Completion.

Enclosures:

- Substantial Completion (PDF)

AIA® Document G704™ – 2000
Certificate of Substantial Completion

PROJECT: (Name and address) Riley County Courtroom COVID Modifications Project 100 Courthouse Plaza Manhattan, KS 66502 TO OWNER: (Name and address) Riley County Commission 115 N. 4th St. Manhattan, KS 66502	PROJECT NUMBER: 20.05 CONTRACT FOR: Construction CONTRACT DATE: November 2, 2020 TO CONTRACTOR: (Name and address) Riley Construction Co. 201 6th St. Wamego, KS 66547	OWNER ☐ ARCHITECT ☐ CONTRACTOR ☐ FIELD ☐ OTHER ☐
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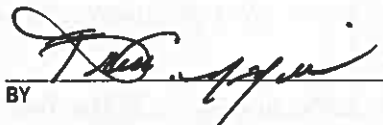
PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

All work shown and specified including Addenda 1 and 2

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Bruce McMillan AIA Architects PA

ARCHITECT

BY 

12/31/2020

DATE OF ISSUANCE

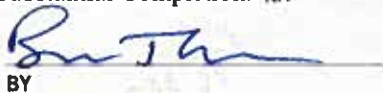
A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: \$ 0

The Contractor will complete or correct the Work on the list of items attached hereto within () days from the above date of Substantial Completion. NA

Riley Construction Co.

CONTRACTOR

BY 

1-4-21
DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 11:59 PM (time) on December 31, 2020 (date).

Riley County Commission

OWNER

BY

DATE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows: (Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.) The Contractor provides a warranty on labor and materials for one year and the owner has applicable insurance on the improvement.



COUNTY APPRAISER'S OFFICE
Travel Request

Greg McHenry
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

COMMISSION AGENDA REPORT

FROM: Greg McHenry, County Appraiser

MEETING: January 7, 2021

SUBJECT: Out of State Travel Requests for Allen Todd, Melanie Berry, Steve Schurle, Greg McHenry

PRESENTER: Greg McHenry

FISCAL IMPACT

Total cost for all 4 conference attendees is \$6,897. This has been budgeted in the Appraiser's Office 2021 budget.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2021 Appraiser's four Out of State Travel Requests (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Allen Todd DEPARTMENT: Appraiser's Office

POSITION TITLE: Appraiser Analyst DATE REQUESTED 12/30/2020

FUND: Appraiser's Office budget

Travel From: Manhattan, Ks Date: 8/29/2021

Travel To: Chicago, IL Date: 9/2/2021

Purpose of Travel: To attend the 2020 International Association of Assessing Officers (IAAO) Conference & Workshops. The conference includes accredited workshops for continuing educational requirements of Allen's RES designation and RMA (Registered Mass Appraisal) license.

Mode of Travel: Common Carrier ☒ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☒ Administratively determined to be to the advantage of Riley County

☐ Not to exceed the cost of common carrier including food and lodging
Mileage rate of

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	roundtrip flight from MHK	\$300
Lodging	4 nights stay at conference hotel.	\$804.00
Meals	Meals included in the conference registration fee.	\$0
Registration/Fees	Early-bird registration fee for IAAO members	\$645
Other		

Total Estimated Travel Costs: \$1,749.00

Requested by: [Signature] Date: 1-5-21

Approved by:

Department Head: [Signature] Date: 1-5-21

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
Department Assistant

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Greg McHenry DEPARTMENT: Appraiser's Office

POSITION TITLE: County Appraiser DATE REQUESTED 12/30/2020

FUND: Appraiser's Office budget

Travel From: Manhattan, Ks Date: 8/29/2021

Travel To: Chicago, IL Date: 9/2/2021

Purpose of Travel: To attend the 2020 International Association of Assessing Officers (IAAO) Conference & Workshops. The conference includes accredited workshops for continuing educational requirements of Greg's AAS designation and RMA (Registered Mass Appraisal) license.

Mode of Travel: Common Carrier ☒ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☒ Administratively determined to be to the advantage of Riley County

☐ Not to exceed the cost of common carrier including food and lodging

Mileage rate of _____

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	roundtrip flight from MHK	\$300
Lodging	5 nights stay at conference hotel.	\$0
Meals	Meals included in the conference registration fee.	\$0
Registration/Fees	Early-bird registration fee for IAAO members	\$645
Other		

Total Estimated Travel Costs: \$945.00

Requested by: Greg McHenry Date: 1-5-21

Approved by: _____

Department Head: Greg McHenry Date: 1-5-21

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
Department Assistant

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Steve Schurle DEPARTMENT: Appraiser's Office

POSITION TITLE: Commercial R/E Analyst DATE REQUESTED 12/30/2020

FUND: Appraiser's Office budget

Travel From: Manhattan, Ks Date: 8/29/2021

Travel To: Chicago. IL Date: 9/2/2021

Purpose of Travel: To attend the 2021 International Association of Assessing Officers (IAAO) Conference & Workshops. The conference includes accredited workshops for continuing educational requirements of Steve's RES designation and RMA (Registered Mass Appraisal) license.

Mode of Travel: Common Carrier ☒ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☒ Administratively determined to be to the advantage of Riley County

☐ Not to exceed the cost of common carrier including food and lodging

Mileage rate of _____

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Roundtrip flight from MHK to Chicago	\$300
Lodging	4 nights stay at conference hotel.	\$804.00
Meals	Meals included in the conference registration fee.	\$0
Registration/Fees	Early-bird registration fee for IAAO members	\$645
Other		

Total Estimated Travel Costs: \$1,749.00

Requested by: Amy McHenry Date: 1-5-21

Approved by: _____

Department Head: Amy McHenry Date: 1-5-21

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
Department Assistant

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Melanie Berry **DEPARTMENT:** Appraiser's Office

POSITION TITLE: Appraiser IV - Commercial **DATE REQUESTED** 12/30/2020

FUND: Appraiser's Office budget

Travel From: Manhattan, Ks **Date:** 8/29/2021

Travel To: Chicago, IL **Date:** 9/2/2021

Purpose of Travel: To attend the 2020 International Association of Assessing Officers (IAAO) Conference & Workshops. The conference includes accredited workshops for continuing educational requirements of Melanie's RES designation and RMA (Registered Mass Appraisal) license.

Mode of Travel: Common Carrier ☐ Riley County Vehicle ☐ Privately Owned Vehicle ☒

☒ Administratively determined to be to the advantage of Riley County
☐ Not to exceed the cost of common carrier including food and lodging
 Mileage rate of _____

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation		\$0
Lodging	4 nights stay at conference hotel.	\$804.00
Meals	Meals included in the conference registration fee.	\$0
Registration/Fees	Early-bird registration fee for IAAO members	\$645
Other		

Total Estimated Travel Costs: \$1,449.00

Requested by: Bry McHenry **Date:** 12-30-20

Approved by: _____

Department Head: Bry McHenry **Date:** 12-30-20

Chairman: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant



OUTSIDE AGENCY
Funding

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: January 7, 2021

SUBJECT: Twin Valley request for Letter of Support for Broadband Acceleration Grant

PRESENTER: Scott Leitzel, Chief Operating Officer/General Manager

Move to approve the Letter of Support for the Broadband Acceleration Grant for Twin Valley Telephone.

Move to deny

Move to table

Enclosures:

- 01-07-21 Twin Valley Communications (PDF)



BOARD OF COMMISSIONERS

5.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 6650
Phone: 785-565-684
Fax: 785-565-684
E-mail: bocc@rileycountyks.go

January 7, 2021

Secretary David Toland
Kansas Department of Commerce
1000 S.W. Jackson St., Suite 100
Topeka, KS 66612

Dear Secretary Toland,

We are writing on behalf of Riley County and citizens in the area just west of the southern portion of Tuttle Creek Lake. This is in support of Twin Valley Communication's application for additional funding available through the State's "Broadband Acceleration Grant."

Twin Valley advises us it has designed a network to reach the underserved location above with fixed wireless broadband providing connections with 25 Mbps download/upload speed. The pandemic has affected all segments of our community. And the lack of adequate or even non-existent broadband service is likely to have meant many citizens were unable to seek online medical assistance remotely, and to work or learn remotely.

We ask for your support of Twin Valley's proposed project to reach more Kansans with the connectivity they may need more than ever due to the ongoing impact of the pandemic.

Thank you for your consideration.

Sincerely,

BOARD OF COMMISSIONERS OF
RILEY COUNTY, KANSAS

Marvin Rodriguez, Chairman

John Ford, Vice-Chairman

Ronald E. Wells, Member

Attachment: 01-07-21 Twin Valley Communications (10226 : Twin Valley Telephone)



COUNTY CLERK & ELECTIONS
Proclamation

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: January 7, 2021

SUBJECT: Proclamation recognizing the leadership, supervisors and employees of the Riley County Health Department during the pandemic

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Proclamation recognizing the leadership, supervisors and employees of the Riley County Health Department during the pandemic.

Move to deny

Move to modify

Move to table

Enclosures:

- Proclamation HD during pandemic (PDF)



**PROCLAMATION
RECOGNIZING THE LEADERSHIP, SUPERVISORS
AND EMPLOYEES OF THE RILEY COUNTY HEALTH DEPARTMENT
DURING THE PANDEMIC**

WHEREAS, Riley County's Local Health Officer/Health Department Administrator, Julie Gibbs, along with her department's medical consultant, Dr. Cary Herl, and all supervisors and employees of the Riley County Health Department, have worked tirelessly to promote the health and well-being of all Riley County Citizens during the pandemic;

WHEREAS, the leadership, supervisors and employees of the Riley County Health Department have often worked these past months with little or no time off, including weekends and holidays;

WHEREAS, their selfless efforts have insured that case investigation, contact tracing, and other critical public health responsibilities are completed;

NOW, THEREFORE LET IT KNOWN, that the Board of County Commissioners of Riley County, Kansas, on behalf of the Citizens of Riley County, does hereby recognize the personal sacrifices the leadership, supervisors and employees of the Riley County Health Department have made (and continue to make) during this pandemic, to protect the public's health in Riley County. Thank you for everything you do, and continue to do, for us all.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

Marvin Rodriguez, Chairman

John Ford, Vice-Chairman

ATTEST:

Ronald E. Wells, Member

Rich Vargo
Riley County Clerk

(seal)

Attachment: Proclamation HD during pandemic (10225 : Health Department Proclamation)



COUNTY CLERK & ELECTIONS
Boards

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: January 7, 2021

SUBJECT: Appointing Riley County representatives to the Law Enforcement Agency Board

PRESENTER: Cindy Kabriel, Administrative Assistant II

POSSIBLE MOTION(S)

Move to appoint John Ford (County Commissioner), Kathryn Focke (City/County Alternate) and Robert Ward, Jr. (County Resident) and "Resolution No. 010721- , A Resolution appointing Riley County representatives to the Law Enforcement Agency Board."

Enclosures:

- reappointment letters and resolution (PDF)



BOARD OF COMMISSIONERS

7.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 6650
Phone: 785-565-684
Fax: 785-565-684
E-mail: boccc@rileycountyks.go

January 7, 2021

John Ford
2102 Sloan St. Apt #3
Manhattan, KS 66502

Dear John:

This is to confirm your appointment to the Law Enforcement Agency Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Law Enforcement Agency Board will benefit from your contribution. Your term appointment is through December 31, 2022.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: reappointment letters and resolution (10221 : Advisory Board Appointments - Law Board)

RESOLUTION NO. 010721-**A RESOLUTION APPOINTING REPRESENTATIVES TO THE LAW
ENFORCEMENT AGENCY “LAW BOARD”**

WHEREAS, Riley County has two positions and one alternate position on the Law Enforcement Agency Advisory Board, and

WHEREAS, three positions are open and John Ford, Kathryn Focke, and Robert Ward, Jr. are eligible to be appointed and has indicated their willingness to serve a term; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, desire to appoint them to a two year term.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that John Ford (County Commissioner), Kathryn Focke (City/County Alternate), and Robert Ward, Jr. (County Resident) are hereby appointed to the Law Enforcement Agency “Law Board” for the period from January 7, 2021 through December 31, 2022.

ADOPTED this 7th day of January, 2021.

**BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS**

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

Attachment: reappointment letters and resolution (10221 : Advisory Board Appointments - Law Board)



COUNTY CLERK & ELECTIONS
Project Update

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Tami Robison, Budget & Finance Officer
MEETING: January 7, 2021
SUBJECT: Amend CIP Projects for RCPD Firing Range
PRESENTER: Leon Hobson, PE, Director of Public Works

This is a request to approve CIP amendments to the following project:

19-19LEC004 -- RCPD Firing Range

POSSIBLE MOTION(S)

Move to approve

Move to deny

Enclosures:

- CIP amend 1919LEC004 (PDF)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT AMENDMENT FORM**

CERTIFICATION OF PROJECT AMENDMENT

Project: COURTHOUSE WINDOWS

Project #: 18-18PWOOS

Department: PUBLIC WORKS

Date: 12-29-2020

Approved Project Cost: \$180,000.00

Project Amendment #1: \$140,720.00

Revised Total Project Cost: \$39,280.00

7-6-2020
Amendment Date

Project Amendment #2: \$22,659.58

Revised Total Project Cost: \$61,939.58

12-21-2020
Amendment Date

Project Amendment #3: \$ -

Revised Total Project Cost: \$ -

Amendment Date

CASH: (Only required if cash is increased by amended amount)
Cash Available: \$ -

☐ This project is funded as amended.

☐ This project is not funded as amended.

Signatures:

#1 Shilo Heger, Riley County Treasurer
#2 Shilo Heger, Riley County Treasurer
#3 Shilo Heger, Riley County Treasurer

BUDGET: (Only required if budget authority is increased by amended amount)
Budget Available: \$ -

☐ This project is funded as amended.

☐ This project is not funded as amended.

#1 Rich Vargo, Riley County Clerk
#2 Rich Vargo, Riley County Clerk
#3 Rich Vargo, Riley County Clerk

APPROVAL: (Required)
Approved Amount: \$ -

☐ This project is funded as amended.

☐ This project is not funded as amended.

#1 Chairman
#2 Chairman
#3 Chairman

Attachment: CIP amend 1919LEEC004 (10213 : Amend CIP Project)

department heads as requested.

13. Pending County Projects County Counselor
14. Second Amendment Adding City of Riley to Radio Communication Systems User Agreement Effective January 25, 2018

Holeman presented the Radio Agreement amendment adding the City of Riley.

Move to approve the Second Amendment Adding City of Riley to Radio Communication Systems User Agreement Effective January 25, 2018.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Rodriguez, Ford

10:30 AM Gary Rosewicz, Assistant County Engineer

15. Courthouse Window Repairs

Rosewicz presented the Courthouse window repair/replacement.

Move to approve R.M. Baril's proposal for repair/replacement of the Courthouse window sills at a cost of \$22,659.58, to be funded from CIP as part of the original project.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ronald Wells, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Wells, Rodriguez, Ford

10:45 AM Executive Sessions to discuss department head evaluations

10:45 AM 16. Michael Boller, Noxious Weed Director

Move that the County Commission, including Chairman Rodriguez, Commissioner Ford, and Commissioner Wells, recess into executive session on a performance matter involving non-elected personnel, an exception to the Kansas Open Meetings Act, to protect the privacy of

Attachment: CIP amend 1919LEC004 (10213 : Amend CIP Project)



PUBLIC WORKS
Project

John Ellermann
Public Works
Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: Leon Hobson, Interim Public Works Director
MEETING: December 21, 2020
SUBJECT: Courthouse Window Repairs
PRESENTER: Gary Rosewicz, Assistant Public Works Director

BACKGROUND

Mid-Continental Restoration Co. was hired to clean the Courthouse exterior and paint the windows. During the cleaning process, it was determined a good number of the window sills had deteriorated to the point they must be repaired or replaced prior to painting.

R.M. Baril has performed a number of projects for us at the Courthouse including work on the window interiors and window replacement on the 1st floor. We requested them to inspect the windows and provide an assessment with an estimated cost to repair/replace the damaged sills.

R.M. Baril visually inspecting all 164 Courthouse windows which included the use of a boom lift. This work was done at a cost of \$2695.00.

Additionally, R.M. Baril provided a proposal to replace 12 sills, epoxy stabilize 40 sills, and repair/replace 12 glazing stops (see attached) for a total cost of \$22,659.58.

DISCUSSION

Discuss the proposal from R.M. Baril Co.

Updated: 12/17/2020 9:55 AM by Gary Rosewicz

Page 1

Packet Pg. 58

Packet Pg. 20

Attachment: CIP amend 1919LEEC004 (10213 : Amend CIP Project)

Action Item (ID # 10183)

Meeting of December 21, 2020

14

FISCAL IMPACT

Cost of the proposal as presented is \$22,659.58.

Additional costs may be incurred at the 4 round windows in the attic dorms and the casings around clock faces upon further investigation.

This will be funded through CIP.

RECOMMENDATION(S)

Staff recommends accepting R.M. Baril's proposal.

POSSIBLE MOTION(S)

Move to approve R.M. Baril's proposal for repair/replacement of the Courthouse window sills at a cost of \$22,659.58.

Enclosures:

- Baril (PDF)

Attachment: CIP amend 1919LEEC004 (10213 : Amend CIP Project)

R. M. Baril

General Contractor, Inc.

12/14/20

Riley County Public Works
6215 Tuttle Creek Blvd.
Manhattan, KS 66503

Attn: Gary Rosewicz
Re: Riley County Courthouse – Window Repairs

Gary,

As a result of our survey of needed window repairs, we note the following repairs/replacement:

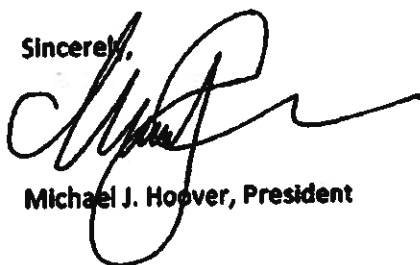
- 12 sills need replacement
- 40 sills need epoxy stabilization/fill
- 12 windows have missing or damaged glass stops

Our estimates for these repairs

- Replace 12 sills: \$5,506.14
- Epoxy Stabilize 40 sills: \$15,370.02 (Includes a few window rails)
- Repair/Replace 12ea. Glazing stops: \$1,783.42

We have noted and been told that the exterior casing trims at the four round windows at the attic dorms and the casing around the clock faces are showing rot and deterioration. These need further evaluation, possibly from inside the attic tower (will get with Jerry when he is available).

Sincerely,



Michael J. Hoover, President

Attachment: Baril (10183 : Courthouse Window Repairs)

Attachment: CIP amend 1919LEC004 (10213 : Amend CIP Project)



COUNTY CLERK & ELECTIONS
Personnel

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: January 7, 2021

SUBJECT: Action on Portable Communication Device Allowance Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

POSSIBLE MOTION(S)

Move to approve the Portable Communication Device Allowance Form(s).

Move to deny the Portable Communication Device Allowance Form(s).

Move to table the Portable Communication Device Allowance Form(s).

Enclosures:

- R Stukey Portable Comm Device Allowance 2020-12 (PDF)

PORTABLE COMMUNICATION DEVICE ALLOWANCE FORM

EMPLOYEE CERTIFICATION: I have read and understand the requirements stated above and agree to adhere to them. I will fully cooperate with the County in making its response to any open record request directed to my personal portable communication device. I will immediately advise the County Counselor of any electronic or written open record request I receive which is directed to my personal portable communication device.

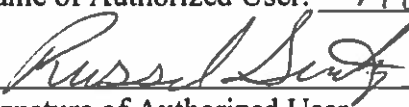
Please indicate if you wish to continue with existing phone number as currently issued by the county.

YES ☐ NO ☒ If, yes, please list the phone number: 620-364-6597

Portable Communication Device Allowance Plan: ☐ \$25 ☐ \$40 ☒ \$65 Data Enabled

☐ Authorized to use personal portable communication device for business use reimbursed at a rate of \$.25/minute.

Name of Authorized User: Russel Stukey
(Please print)

Signature of Authorized User:  Date 12-29-2020
Start date Oct. 12, 2020

Phone # 620-364-6597

Department Head Approval: 

Board of County Commission Approved Data Enabled Portable Communication Device

Signature of Chairman

Date

Note: Please keep a copy of this certificate for your records and send the original to the County Human Resource Manager.



COUNTY CLERK & ELECTIONS
Personnel

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: January 7, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-01 K Bittel Cust Serv Rep I (green) (PDF)
- Reid green sheet(PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date	1/5/2021
☐ Change		Employee #	

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☒ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Bittel	Kristen		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Cust Svc Rep I	Treasurer	001-007
Position Title	Department	Fund

1/15/2021	☐ Exempt	☒ Non-Exempt	Ending Date For Temporary	☒ Yes	☐ No
Effective Date				Is this a budgeted position?	

F	01	\$14.69	☒ Hour	\$	☐ Month	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

Approvals:

Department: Donna M. Bergerding for State J. Heger Date: 1-5-2021

Personnel: [Signature] 1/5/2021

BOCC:

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date
☒ Change		Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☒ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☐ Full Time	☒ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Reid	Michele		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Payroll/Benefits & HR Assoc	Clerk	001-002
Position Title	Department	Fund

1/11/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

M	01	\$20.67	☒ Hour	\$	☐ Month	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:



COUNTY CLERK & ELECTIONS
Personnel

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: January 7, 2021

SUBJECT: Sign Riley County Position Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-01 Cust Svc Rep I - Bittel (gold) (PDF)
- Admin Analyst AP gold sheet (PDF)

RILEY COUNTY POSITION ACTION FORM

Department Treasurer Date 1/5/2021 Job Title Cust Svc Rep I

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>F</u>	Start Date <u>ASAP</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	Hours per ☒ Week ☐ Month	End Date	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request	Non-Budgeted Position Request
☒ Request to hire replacement-same duties ☐ Request to hire replacement-new duties	☐ Request to create a new position for current fiscal year only ☐ Request to create a new position which will be included in future annual budgets ☐ Request for current non-budgeted position to be included in future annual budgets
1. Name of former incumbent or current employee: <u>Kristen Bittel</u> 2. Effective date of promotion, transfer, termination, or change: <u>1/15/2021</u> 4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded 2. Requested hours per year: 3. Estimated cost per year (financial impact): \$ 4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No 5. If applicable, what is the ending date for the position?: 6. Any special conditions regarding this position:
3. If requesting a change in budgeted hours, estimated change in cost per year: 5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	

1. Why is it necessary to fill this position or change its status? encumbant resignation

2. Is it possible to fill this position internally? If no, why not? entry level position

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
 high school diploma or GED, 1 year experience handling money, 1 year exp working with public,, MOVRS training

Additional comments:

Approval by: _____ Date: _____

Department Head: _____

Personnel: *Angela Bergquist for Shira J. Shor* 1-5-2021

BOCC Chairman: *W. J. Andrew* 1/5/2021

BOCC Member: _____

BOCC Member: _____

BOCC Member: _____

RILEY COUNTY POSITION ACTION FORM

Department County Clerk Date 1/6/2021 Job Title Admin Analyst - AP

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>K</u>	Start Date <u>ASAP</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	40 Hours per ☒ Week ☐ Month	End Date	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: <u>Michele Reid</u>	2. Effective date of promotion, transfer, termination, or change: <u>1/11/2021</u>	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold"? ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? incumbent promotion

2. Is it possible to fill this position internally? If no, why not?

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
associate degree and 4 years office experience required, bachelors degree preferred

Additional comments:

Approval by:

Department Head:



Date:

1-6-21
1/6/2021

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
January 11, 2021**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Vice Chair](#)

[District 2 – Marvin Rodriguez, Chair](#)

[District 3 – Ronald Wells, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Swear in Riley County elected officials

1. Kendra Lewison, District Court Judge 21st District, Division II
2. Greg McKinley, Riley County Commissioner 2nd District
3. Kathryn Focke, Riley County Commissioner 3rd District
4. Rich Vargo, Riley County Clerk
5. Shilo Heger, Riley County Treasurer
6. Amy Manges, Riley County Register of Deeds
7. Barry Wilkerson, Riley County Attorney

Reorganization of the Board of County Commissioners

Public Comment

Commission Comments

Business Meeting

8. Proclamation for Martin Luther King, Jr. Day

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

9. Year to date budget and expenditure reports

9:15 AM

Discuss List of Boards the Commissioners Serve On

9:30 AM

Press Conference

10. Proclamation for Martin Luther King, Jr. Day - John Ford, Susanne Glymour and Kevin Bryant (3-5 minutes)

Attachment: 01-11-21 tentative agenda (10176 : Tentative Agenda)

- 9:45 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
 11. Executive session to discuss confidential legal advice regarding potential litigation issues
- 10:05 AM** **Break**
- 10:10 AM** **John Ellermann, Public Works Director/County Engineer**
 12. Project update
- 10:40 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
 13. Administrative Work Session
- 11:00 AM** **Cheryl Collins, Museum Director**
 14. Staff update
- 12:00 PM** **County Officials Luncheon**

Adjournment

Announcements

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:30 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, January 12, 2021 (JF).

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
January 14, 2021**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Vice Chair](#)

[District 2 – Marvin Rodriguez, Chair](#)

[District 3 – Ronald Wells, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Joint City/County/County Meeting
2. Discuss Intergovernmental Luncheon
3. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:20 AM

Bob Isaac, Planner

5. Public hearing for Sherwood Addition plat

9:30 AM

Shilo Heger, Treasurer

6. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

7. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

8. Staff update

10:30 AM

Budget and Planning Committee - Tami Robison, Budget and Finance Officer

Attachment: 01-14-21 tentative agenda (10176 : Tentative Agenda)

9. Monthly Cash Flow Reports

Adjournment

Announcements

Riley County Offices will be closed Monday, January 18th due to the observance of the Martin Luther King Jr Day.

The Board of County Commissioners will not be in session Monday, January 18th.

The Law Enforcement Agency Meeting will be held Tuesday, January 19th at 12:00 (noon) in the City Commission Chambers, 1101 Poyntz Avenue.

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



PUBLIC WORKS
Purchase > \$10K

John Ellermann
Public Works
Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: January 7, 2021

SUBJECT: Revised Purchase Authorization for One Ton Truck with Utility Bed

PRESENTER: John Ellermann, Public Works Director

BACKGROUND

The Board previously approved a CIP request and Purchase Authorization for Public Works to purchase a new One Ton truck with utility bed in November of 2020. The authorization was to procure the truck thru competitive bids. Public Works Staff has found that the truck can be purchased thru the State Bid. Therefore we are requesting the Boards approve a revised Purchase Authorization to reflect the sole source State Bid procurement.

FISCAL IMPACT

There is no change to the estimated cost to the CIP for \$55,000.

RECOMMENDATION(S)

It is recommended that the Board approve the revised purchase authorization.

POSSIBLE MOTION(S)

Move to approve the revised Purchase Authorization.

Move to deny the revised Authorization.

Enclosures:

- 1 Ton Truck (PDF)

- 1 Ton Truck-revised (PDF)

RILEY COUNTY

PURCHASE AUTHORIZATION NO 20-20PW004Department Riley County Public Works Date 11/17/2020Estimated Cost \$55,000 Fund CIP 51,171.00Description One Ton Truck with Utility Bed (Public Works)New ☒ Replacement ☒ Used ☐

Procurement Type

☒

Competitive Sealed Bid, Board of County Commission opens

☐

Competitive Proposal submitted to Board of County Commission

☐Sole Source (exempt) by Department Head State Bid☐

Emergency by Department Head

☐

Used Equipment (exempt) by Department Head

2.204 Small Purchases.

(1) Any non-office technology related procurement valued at less than \$10,000.00 may be made in accordance with small purchase procedures, provided, however, that procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section. Small purchase procedures require the Department Head to approve any purchase ranging in size from no cost, to \$10,000.00. Competitive bidding is not required for small purchases, but the purchaser will attempt to purchase the least expensive item available.

(2) All office technology related purchases, to include, but not be limited to all hardware, software, and peripheral devices shall be ordered and purchased by the Information Systems Department. Purchases made from funds other than the General Fund shall be approved and ordered by the Information Systems Department, with the actual purchase being paid out of the appropriate funds. The Information Systems Department shall coordinate these office technology-related purchases to ensure that uniform, standardized, and necessary equipment is purchased, to obtain competitive pricing, and schedule installation of the new equipment. Exceptions to this requirement include cables, printer cartridges, and other consumable goods, which the Information Systems Department will assist with, if the Department Head so wishes.

4.402 Professional Services.

(1) Applicability. Professional services shall be procured as provided in this Section except when the cost of such services is less than \$10,000 or when a state of emergency exists.

Requested by:

Heon Holman

Approved by:

Mark [Signature]
Chairman, Board of County Commissioners

ATTEST:

[Signature]
County Clerk[Signature]
Member
Ronald E. Wells
Member11/23/20
Date

Attachment: 1 Ton Truck (10220 : Revised Purchase Order)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # 20-20 PW004 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 01/03/2020

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: One Ton Truck with Utility Bed (3) Total Cost \$: \$ 55,000.00

Brief Description:

Purchase a new vehicle to replace aging pickups in the fleet.

Project Justification:

This vehicle will replace unit # 44, a 2005 Chevy 3500 with 112,576 miles. Unit 44 has an undersized engine to pull the loads we have.

Operating Cost Implications:

Original cost was \$27,698 and to date labor and parts spent on the pickup is approximately \$26,498 with \$15,770 of that on parts.

Department Head Name (PRINT): Leon Hobson

Department Head (SIGNATURE): Leon Hobson

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y/N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y/N

☐ Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐ Is the project duplicated in other CIP requests?

☐ Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐ This project is funded for start-up as cash is available

☐ This project is not funded for start-up as cash is not available

BUDGET:

Budget Available: \$55,000

☒ This project is funded for start-up as budget authority is available.

☐ This project is not funded for start-up as budget authority is not available.

APPROVAL:

Approved Amount: _____

☐ This project is funded

☐ This project is not funded.

Shilo Heger 1/16/20
Shilo Heger, Riley County Treasurer Date

Rich Vargo 1/17/20
Rich Vargo, Riley County Clerk Date

Chairman 1/19/20
Chairman Board of County Commissioners Date

01/07/2020 4:17 PM

ALL FIELDS MUST BE COMPLETED

Prepared by Tami Robison
Budget and Finance Officer

Attachment: 1 Ton Truck (10220 : Revised Purchase Order)

RILEY COUNTY

PURCHASE AUTHORIZATION NO _____

Department Riley County Public Works Date 12/29/2020Estimated Cost \$55,000 Fund CIPDescription One Ton Truck with Utility Bed (Public Works) revised

Originally requested for new thru competitive bids. Requesting new thru sole source State Contract.

New X Replacement X USED _____

Procurement Type

- _____ Competitive Sealed Bid, Board of County Commission opens
- _____ Competitive Proposal submitted to Board of County Commission
- X Sole Source (exempt) by Department Head
- _____ Emergency by Department Head
- _____ Used Equipment (exempt) by Department Head

2.204 Small Purchases.

(1) Any non-office technology related procurement valued at less than \$10,000.00 may be made in accordance with small purchase procedures, provided, however, that procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section. Small purchase procedures require the Department Head to approve any purchase ranging in size from no cost, to \$10,000.00. Competitive bidding is not required for small purchases, but the purchaser will attempt to purchase the least expensive item available.

(2) All office technology related purchases, to include, but not be limited to all hardware, software, and peripheral devices shall be ordered and purchased by the Information Systems Department. Purchases made from funds other than the General Fund shall be approved and ordered by the Information Systems Department, with the actual purchase being paid out of the appropriate funds. The Information Systems Department shall coordinate these office technology-related purchases to ensure that uniform, standardized, and necessary equipment is purchased, to obtain competitive pricing, and schedule installation of the new equipment. Exceptions to this requirement include cables, printer cartridges, and other consumable goods, which the Information Systems Department will assist with, if the Department Head so wishes.

4.402 Professional Services.

(1) Applicability. Professional services shall be procured as provided in this Section except when the cost of such services is less than \$10,000 or when a state of emergency exists.

Requested by:



Approved by:

Chairman, Board of County Commissioners

ATTEST:

Member_____
County Clerk_____
Member_____
Date

Attachment: 1 Ton Truck-revised (10220 : Revised Purchase Order)



NOXIOUS WEED/HHW
Staff Update

Michael Boller
Noxious Weed Director
6245 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-539-3202

STAFF REPORT

FROM: Michael Boller- Director Nox Weed Dept
MEETING: January 7, 2021
SUBJECT: Staff Update
PRESENTER: Michael Boller- Director Nox Weed Dept

Enclosures:

- 1-7-2021 Staff Report (DOC)

Riley County Noxious Weed/HHW Department
Michael Boller, Director
January 7, 2021

Staff Report

Noxious Weed/Mowing:

- Tree and brush removal projects will start this month. Additional work needs done on McDowell Creek Road and Deep Creek Road pending assistance from Public Works for additional road crew. Our crew will focus on less traveled roads to address areas over grown areas when additional assistance is not available.
- Winter maintenance has begun on rental sprayers, tractors and seasonal equipment.

HHW:

- The next HHW collection at Howie's Recycling is Saturday, January 9, 2021 from 8:00am to 12:00 noon. No business waste or truck loads will be accepted at this event.
- The Riley County HHW Facility has recycled latex paint to give away. We have one gallon and five gallon containers available. Our office is open Monday – Friday from 7:30am to 4:00pm for assistance. We also have numerous household products on our recycling shelves free to the public.
- The first contractor cleanout for 2021 will be held on January 21st at the Big Lakes Regional HHW facility.
- Big Lakes Regional HHW Board of Directors will meet December 15, 2021 at the Riley County Public Works Department. I will be proposing to the board a reduction in budget for 2021. Big Lakes expenses have been consistently under budget and we have seen a large savings with a vendor switch in 2020.

Other:

The state wide County Weed Directors Association of Kansas basic weed school is scheduled for March 8th – March 12th here in Manhattan. I am coordinating that event and will be assisting with the class on those dates.



COUNTY APPRAISER'S OFFICE
Staff Update

Greg McHenry
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

STAFF REPORT

FROM: Greg McHenry, County Appraiser
MEETING: January 7, 2021
SUBJECT: Appraiser's Office Report
PRESENTER: Greg McHenry, County Appraiser

APPRAISER'S OFFICE REPORT
BOCC

January 7th, 2021

APPRAISER'S OFFICE OVERVIEW:

- Personal Property forms were mailed December 31st. This mailing represents approximately 3,600 accounts (businesses, apartments, mobile homes, watercraft, 16M & 20M tagged trucks, heavy trucks, non-hwy vehicles, ATV's, golf carts, etc) which we're starting to process and value. The deadline for property owners to return their completed forms is March 15th. It's important that the completed forms are returned by that date since statutory penalties are applied to late filings.
- The Appraiser's Office has begun the annual 2021 Final Review process, and will be complete in mid-February. During the Final Review process, values are chosen for all the approximately 26,000 real estate parcels in the county. During Final Review our appraisers will be choosing 2021 values based on each property's January 1st status. We're scheduled to mail the CVN's on February 15th, which is earlier than the PVD deadline (March 1st) for mailing CVN's. We'll be starting our 2021 final review process

next week. During final review our appraisers choose values for the approximately 26,000 properties in our county.

- We've begun doing 2020 Payment Under Protest (PUP) appeals for real estate parcels. We hope to be able to wrap those up by mid-January.
- We've received the 2021 Agricultural Use Land values from PVD this week. Overall, the values are similar to last year or had slight increases.
- We've had 1,294 real estate sales in 2020 through December 30th, with 1,128 of those being home sales. The median sale price for homes was \$193,500. The average sale price was \$215,794. Our median residential sales ratio is currently 97%. In addition there have been 393 building permits in 2020 through December 30th.
- We have several Board of Tax Appeals (BOTA) cases currently docketed for trial. Pending cases include: Central National Bank (2019,2020), Emig (2019), Genesis (2020), Home Depot (2020), HyVee (2020), Leonardville Nursing Home (2019,2020), Little Apple Honda/Toyota (2020), Manhattan Marketplace (2020), Target (2020), Walgreens (Anderson Ave, 2020), Walgreens (Bluemont Ave, 2020), Westloop (2020).

Enclosures:



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Agreement

Clancy Holeman
Counselor/Director of
Administrative Services
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Administrative Assistant II

MEETING: January 7, 2021

SUBJECT: Riley County 50/50 Cost Share Agreement to Pave Thomas Wiard Road

PRESENTER: Craig D. Cox, Deputy County Counselor

BACKGROUND

On both August 27th and September 10th, 2020, Lynn Blecha appeared before the Board to request variation from the Riley County Road Standards for Subdivisions. In particular, he requested financial assistance for improving and paving Thomas Wiard Road as an access road into his proposed Peterson Ranch Subdivision with 27 lots.

DISCUSSION

At the September 17, 2020 Board meeting, pursuant to the existing Riley County Road Standards for Subdivisions, the Board approved a 50/50 cost share for improving and paving Thomas Wiard Road at an estimated total project cost of \$70,000 to \$80,000. Riley County's cost share shall not exceed \$40,000.

FISCAL IMPACT

Riley County's 50/50 cost share not to exceed \$40,000 would be from Public Works.

RECOMMENDATION(S)

Counsel recommends memorializing in contract form the Board's decision for a 50/50 cost share to improve and pave Thomas Wiard Road.

POSSIBLE MOTION(S)

A. "I move that the Board approve the Contract as submitted."

B. “I move that the Board approve the Contract after the following changes are made...”

Enclosures:

- Blecha Agreement (PDF)

AGREEMENT

THIS AGREEMENT, made and entered into on this _____ day of January, 2021, by and between the Board of County Commissioners of Riley County, Kansas, ("County") and Lynn Blecha of Manhattan, Kansas, ("Blecha").

WITNESSETH, that for the consideration, hereinafter mentioned, to be paid by County to Blecha and the services to be performed by Blecha, the parties have mutually agreed as follows:

ARTICLE I. Blecha shall relocate Thomas Wiard Road from U.S. Highway 24 to the south boundary of Peterson Ranch Subdivision so that Thomas Wiard Road aligns with the interior roads of Peterson Ranch Subdivision.

ARTICLE II. Pursuant to Riley County Standards for Roadway Design in Platted Subdivisions, Thomas Wiard Road from U.S. Highway 24 to the south boundary of Peterson Ranch Subdivision must be paved.

ARTICLE III. The County finds paving Thomas Wiard Road is a public utility of general importance to the County as a paved access road to a 27 lot subdivision.

ARTICLE IV. With the discretion authorized by Riley County Standards for Roadway Design in Platted Subdivisions as of September 17, 2020, the County agrees to cost share 50/50 the improving and paving of Thomas Wiard Road from U.S. Highway 24 to the south boundary of Peterson Ranch Subdivision at an estimated total project cost of \$70,000 to \$80,000. The County's cost share shall not exceed \$40,000.

ARTICLE V. Before paving Thomas Wiard Road, Blecha's contractor shall meet with Riley County Public Works to establish an inspection schedule for the project to comply with the Riley County Standards for Roadway Design in Platted Subdivisions.

ARTICLE VI. County shall not be obligated to pay its 50/50 cost share until Blecha provides the County with an invoice for the total cost upon completion of Thomas Wiard Road. Improvements and paving of Thomas Wiard Road must be completed within one year of the filing of the final plat with the Riley County Register of Deeds Office or the contract shall be void. County

shall pay its 50/50 cost share when vouchers are processed through accounts payable (every two weeks).

ARTICLE VII. The agreement shall be governed, construed and enforced in accordance with the laws of the State of Kansas.

ARTICLE VIII. The parties agree that in the event this agreement is subjected to interpretation or construction by a third party, such third party shall not construe this agreement or any part of it against either party as the drafter of this agreement.

ARTICLE IX. This agreement may be signed in two or more counterparts, each of which is deemed to be an original and all of which together shall constitute a single instrument.

ARTICLE X. Any default in the performance of this agreement caused by any of the following events and without fault or negligence on the part of defaulting party shall not constitute a breach of contract: labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, disease, epidemic or pandemic, or any other cause beyond the reasonable control or contemplation of either party.

IN WITNESS WHEREOF, the County and Blecha, respectively, have caused this contract to be duly executed, the day and year first herein written, and executed in Manhattan, Kansas.

LYNN BLECHA

**BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS**

Lynn Blecha

Marvin Rodriguez, Chair

ATTEST:

John Ford, Vice Chair

Rich Vargo, Clerk

Ronald E. Wells, Member

Attachment: Blecha Agreement (10215 : 50/50 Cost Share Agreement)



PLANNING & DEVELOPMENT
Staff Update

Amanda Smeller
Planning/Special Projects
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

STAFF REPORT

FROM: Amanda Smeller

MEETING: January 7, 2021

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Smeller

Enclosures:

- 1 - January Staff Update (PDF)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Total regulation rewrite	Amanda Smeller, Bob Isaac & Steve Higgins	Public review drafts of all Articles completed. Articles reviewed by RCPB, BOCC, Steering Committee and MUAPB.	Finalize illustrations and edits.	5/1/2016		1/31/2021
MPO Technical Advisory Committee	Amanda Smeller	Last meeting completed	Attend next meeting	1/16/2013		2/6/2020
Keats Sewer District	Amanda Smeller & Perry Piper	District formed. Draft Preliminary Engineering Report received and finalized. Public meeting conducted.	Working on USDA grant application.	11/1/2014		1/31/2021
Sewer agreement for County shop area	Amanda Smeller & Perry Piper	Met with City staff to discuss report and agreement. City staff analysis reveals that the sanitary system has adequate capacity for the proposed development area.	Wait on City and County Counselors to draft agreement. Investigate water options. Update BOCC on process.	2/1/2014		TBD
NG911 - Private Road Naming	Amanda Smeller & Lisa Daily	Property owners wanted Anderson Lane and committee agreed. Property owners wanted to keep their current address numbering. Committee decided to recommend changing address numbers to match the addressing GRID. BOCC did not make a motion to rename to Anderson Lane and agreed with property owners to retain the current address numbers. Committee met and decided not to rename the private road to Anderson Lane. Updated BOCC.	Re-approach BOCC in 2021. Scheduled committee meeting for Janauary 19th.	8/1/2015		1/19/2021
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Steve Higgins	Information gathering from NASA complete for report. Report has been finalized.	Present report to all participating entities.	6/1/2020		9/1/2021
Regulations						
Manhattan Unified Development Ordinance	Bob Isaac & Amanda Smeller	Reviewed UDO subdivision regulations and met with City staff to discuss modifications.	Await revised draft from City.	4/11/2011		TBD
Grants						
USDA Rural Development - Keats	Amanda Smeller	Awaiting completion of Preliminary Engineering Report.	Begin application upon receipt of PER	TBD		TBD
CDBG-CV	Amanda Smeller & Lisa Daily	Grant awarded for meal program and job retention program. Applications have been received for both programs.	Will issue the third press release funds are still available. Reviewing applications.	7/27/2020		1/31/2021
Current Planning						
Hoobler - Replat/Rezone	Bob Isaac	Conducted BOCC hearing	Waiting on deed and file plat	9/21/2020		1/31/2021
Sherwood - RUD-EF/Plat	Bob Isaac	NOPH published	Conduct MUAPB hearing	10/2/2020		1/4/2021
Bylkas, Knight - Replat	Bob Isaac	BOCC hearing conducted	File plat	10/21/2020		1/8/2021
Buchanan (Erickson) - RUD-EF/Plat	Bob Isaac	BOCC hearing conducted	Waiting on planning board member to sign RUD and plat.	10/15/2020		1/8/2021
Blecha (Peterson Ranch) - Rezone R-PUD /Preliminary Plat	Bob Isaac	RCPB hearing conducted	Conduct BOCC hearing	11/2/2020		1/4/2021
BOCC - Chebultz Rezone	Bob Isaac	Application received and initiated in LAMA	Publish NOPH	12/14/2020		2/1/2021
Dieball - Variance	Bob Isaac	Application received and initiated in LAMA	Publish NOPH	12/21/2020		2/8/2021
Permits						
18034-OWWD - Corp of Engineers (Tuttle Creek)	Perry Piper	Application received and initiated in LAMA.	Await electrical for lift station.	6/26/2020		12/31/2020
20-0173-OWWD - Hood	Perry Piper	Preliminary approval issued.	Await to complete construction.	8/11/2020		3/1/2021
20-0292-ADGR - Proctor	Steve Higgins	Application received and initiated in LAMA	Waiting on contractor to relocate building site.	12/7/2020		1/8/2021
Complaints						
Property Maintenance Code Violations						
Kilner - Unsafe structure	Craig Cox	Due to delayed repairs, Mr. Kilner was found in contempt. He can purge contempt by (1) installing window wells and backfill foundation, and (2) installing windows and doors to enclose the basement. Both tasks to be completed by Dec. 23rd hearing. Case continued due to illness to 1/7/20. Court ordered all windows and doors and backfill completed by deadline or will assess fine of \$100/day (i.e. \$3400). March 11, 2020 - all windows and doors installed, basement enclosed. Contempt purged and fine set aside. By April 1, 2020, complete back fill and grading, and assist County to file inventory report on inoperable vehicles and supplies with removal deadline for materials not needed or not useable. Site visit September 15, 2020. Back fill and grading not completed by April 1. 2020. No assistance provided County with inventory report. Mr. Kilner agreed to clean junk form east and north foundation; apply foundation siding and stain side of garage; complete back fill and grading, all by December 3, 2020. Site inspection on December 4, 2020. Mr. Kilner completed removal of all junk on east and north side of foundation, and finished grading and compacting fill with drainage from the house. To complete siding the foundation area and stain concrete on garage by February 12, 2021. Remove materials not needed from highway ROW and store needed materials per regs by March 12, 2021.	Monitor contempt compliance.	8/18/2016		3/12/2021
Hermesch - Unsafe structure	Clancy Holeman	Counselor met with P&D staff for Property Maintenance Code application. Photos of property taken.	Counsel put property in 2018 tax case for 2014 & 2015 delinquent taxes.	11/24/2015		TBD
Zoning Violations						
19-0019 Laura Wood Trust - I-PUD violation	Steve Higgins	Violation is close to being abated.	Abated	11/6/2014		ABATED 10/15/2020
20-0065 - Caley: filling in flood hazard area	Steve Higgins	Determined to be a violation. Notification letter sent. No response received. Site visit conducted again on 10/28/2020 and fill is outside of the floodway.	Abated	9/15/2020		ABATED 10/28/2020
20-0037 - Ruebke: Inoperable vehicles	Steve Higgins	Determined to be a violation. Notification letter mailed. Conducted on site inspection and gave him verbal deadline. Reinspection conducted 10/29/2020, vehicles	Abated	7/1/2020		ABATED 10/29/2020
20-0042 - Schooley: Building without a permit	Steve Higgins	Complaint received and inspection conducted. Violation of building without a permit verified. Notification letter	Abated	7/14/2020		ABATED 10/30/2020
20-0050 - Dale: Salvage operations	Steve Higgins	Complaint received and inspection conducted. Notification letter hand delivered. Property owner agreed to have vehicles removed when he finds out who unloaded them on his property. Vehicle owner located and vehicle will be removed.	Abated	7/24/2020		ABATED 11/24/2020
20-0057 - Bylkas: Stock animals	Steve Higgins	Met with property owner on site. He said he has two (2) cows that need to be processed, but he can't get in until January, due to the COVID-19 closing processing facilities. I suggested a couple other locations he can check with to have them processed sooner.	Abated	8/7/2020		ABATED 11/20/2020
20-0062 - Farley: Using a residence as a rental on an "Agricultural Exempt" property.	Steve Higgins & Perry Piper	Property owner applied for Agritourism Facility License. Septic repairs completed. Issue license.	Abated	9/9/2020		ABATED 12/30/2020
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Craig Cox	Staff conducted site visit on 6/25/18. Owner agreed to obtain repair permit, reconfigure to two bedrooms only and test septic system with report to staff.	Staff will issue permit upon verification of agreed upon alteration and verification that the septic system is functioning properly. Conduct another site visit upon notification from owner.	12/17/2010	4/17/2012	TBD

Attachment: 1 - January Staff Update (10217 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Doyle - Illegal salvage at residence Violation #05-0007	Craig Cox	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. September 15, 2020 conference with Mr. Doyle, he refused to cooperate with on-going remediation. October 5, 2020 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for January 15, 2021.	Counsel to meet with staff to discuss prosecution.	4/15/2013	5/1/2014	1/15/2021
Zeller/Thomas - Illegal sign	Craig Cox	Owner has limited signage to MHK Airport (governmental entity).	Counsel to schedule meeting with staff to discuss case status.	12/1/2011	9/27/2012	1/20/2021
Kilner - Unsafe structure	Craig Cox	Due to delayed repairs, Mr. Kilner was found in contempt. He can purge contempt by (1) installing window wells and backfill foundation, and (2) installing windows and doors to enclose the basement. Both tasks to be completed by Dec. 23rd hearing. Case continued due to illness to 1/7/20. Court ordered all windows and doors and backfill completed by deadline or will assess fine of \$100/day (i.e. \$3400). March 11, 2020 - all windows and doors installed, basement enclosed. Contempt purged and fine set aside. By April 1, 2020, complete back fill and grading, and assist County to file inventory report on inoperable vehicles and supplies with removal deadline for materials not needed or not useable. Site visit September 15, 2020. Back fill and grading not completed by April 1. 2020. No assistance provided County with inventory report. Mr. Kilner agreed to clean junk form east and north foundation; apply foundation siding and stain side of garage; complete back fill and grading, all by December 3, 2020. Site inspection on December 4, 2020. Mr. Kilner completed removal of all junk on east and north side of foundation, and finished grading and compacting fill with drainage from the house. To complete siding the foundation area and stain concrete on garage by February 12, 2021. Remove materials not needed from highway ROW and store needed materalials per regs by March 12, 2021.	Monitor contempt compliance	8/18/2016		3/12/2021
20-0063 - Satterlee: Inoperable vehicles and campers	Steve Higgins	Determined to be a violation. Nofication letter sent. Property owner agreed to abate by 1/1/2021. Working with property owner.	Monitor progress.	9/16/2020		2/1/2021
L21MHP-0004 TDJ Stables	Steve Higgins, Perry Piper & Craig Cox	Renewal applications and fees received. License can't be issued until property is compliance santiary code.	Schedule staff meeting with Mr. Jones to discuss resolution.	11/20/2020		1/26/2021
Miller - Illegal auto repair and salvage operation	Steve Higgins	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact.	Continue to monitor progress and send violation notice.	12/21/2020		1/5/2021
Dale - Illegal auto repair and salvage operation	Steve Higgins	Inspection completed and sent notification letter to property owner. Employee requested an onsite meeting	Conduct meeting.	12/21/2020		1/8/2021
Fishgill LLC - Illegal auto repair and salvage operation	Steve Higgins	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant.	Follow up inspection.	12/22/2020		1/30/2021
Sanitary Code Violations						
TDJ Stables - Illegal repair	Perry Piper & Craig Cox	Property owner applied for repair permit and made repairs himself and is not a licensed installer.	Schedule staff meeting with Mr. Jones to discuss resolution.	4/7/2020		1/26/2021
Carroll - Failed septic tank	Perry Piper	Contacted from an installer to come review the site. Failed septic tank was discovered. Counsel has advised Environmental Health Specialist to work with new property owner.	Await Counsel to send letter to property owner.	9/25/2020		TBD
Born - Septic tank needs pumped	Perry Piper	Alternative system inspection completed and found that the septic tank has not been pumped in the last five years. Sent notification letter to property owner.	Send violation notice if no response from property owner.	12/16/2020		1/4/2021
HMH LLC - Alternative system not working	Perry Piper	Alternative system inspection completed and found system is not working. Sent notification letter to property owner.	Send violation notice if no response from property owner.	12/16/2020		1/4/2021

Attachment: 1 - January Staff Update (10217 : Staff Update)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

Clancy Holeman
Counselor/Director of
Administrative Services
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Administrative Assistant II

MEETING: January 7, 2021

SUBJECT: Resolution Authorizing Real Estate Tax Foreclosure Sale

PRESENTER: Craig Cox, Deputy County Counselor

BACKGROUND

K.S.A. 79-2801, provides that in all cases in which real estate has been or shall be sold and bid in by the County at any delinquent tax sale and shall remain unredeemed on the first day of September, of the second year after such sale, or any extension thereof as provided by subsection (b) of K.S.A. 79-2401a, the Board of County Commissioners shall order the County Counselor to institute an action in the District Court, in the name of the Board of County Commissioners, against the owner or supposed owners of such real estate and all persons having or claiming to have any interest therein or thereto, by filing a petition with the Clerk of said Court.

DISCUSSION

The Board of Commissioners of Riley County, Kansas, have been advised by the Riley County Treasurer that there are approximately 48 tracts of real estate which have been bid in by Riley County for delinquent taxes which remained unredeemed on the first day of September of the second year after such sale, and are currently unredeemed for the year 2016.

FISCAL IMPACT

None

RECOMMENDATION(S)

That the Board approves the resolution.

POSSIBLE MOTION(S)

- A. “I move that the Board approve the resolution as submitted.”
- B. “I move that the Board approve the resolution, after the following changes are made...”

Enclosures:

- Resolution Authorizing Real Estate Tax Foreclosure Sale (PDF)

RESOLUTION NO. 01072021-__**A RESOLUTION AUTHORIZING REAL ESTATE TAX FORECLOSURE SALE**

BE IT RESOLVED by the Board of County Commissioners of Riley County, Kansas,

1. That K.S.A. 79-2801, provides that in all cases in which real estate has been or shall be sold and bid in by the County at any delinquent tax sale and shall remain unredeemed on the first day of September, of the second year after such sale, or any extension thereof as provided by subsection (b) of K.S.A. 79-2401a, the Board of County Commissioners shall order the County Counselor to institute an action in the District Court, in the name of the Board of County Commissioners, against the owners or supposed owners of such real estate and all persons having or claiming to have any interest therein or thereto, by filing a petition with the Clerk of said Court.

2. That the Board of Commissioners of Riley County, Kansas, have been advised by the Riley County Treasurer that there are approximately 48 tracts of real estate which have been sold and bid in by Riley County at previous delinquent tax sales, and which remained unredeemed on the first day of September of the second year after such sale, or any extension provided by K.S.A. 79-2401a(b) and are currently unredeemed for the year 2016.

3. That the Riley County Counselor be and is hereby ordered to institute an action in the District Court of Riley County, in the name of the Board of Commissioners of Riley County, Kansas, against the owners or supposed owners of such real estate, and all persons having or claiming to have any interest therein or thereto, by filing a petition with the Clerk of said Court to enforce the lien for unpaid taxes of Riley County, Kansas.

ADOPTED this 7th day of January, 2021.

**BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS**

Marvin Rodriguez, Chair

John Ford, Vice Chair

Ronald E. Wells, Member

ATTEST:

Rich Vargo, Riley County Clerk

(SEAL)