



**Board of Riley County
Commissioners
Regular Meeting
Agenda
January 13, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice Chair](#)

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comment

Business Meeting

3. Discuss Joint City/County/County Meeting Agenda
4. Intergovernmental Luncheon Agenda
5. Sign Tax Roll Corrections
6. Sign Riley County Personnel Action Form(s)
7. Approve payroll/accounts payables (when completed)

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Jan 10, 2022 8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

11. Administrative Work Session
12. Review and Approve Legislative Lobbyist Contract for 2022

9:20 AM

Russel Stukey, Emergency Services Director

13. Request to advertise for formal bids for extrication equipment

9:25 AM

Julie Gibbs, Health Department Administrator

14. Riley County Health Department January 2022 Update

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.

Joint City/County/County Meeting: (at city offices January 20th)

Topics for Agenda:

Attachment: topic form (11744 : Joint City/County/County Agenda Meeting Information)

**Intergovernmental Luncheon:
January 24th**

[illegible]

Attachment: attendees and topics for agenda (11766 : Intergovernmental Luncheon Meeting Information)



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist
MEETING: January 13, 2022
SUBJECT: Sign Tax Roll Corrections
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Marden (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by IMJIR

2022/01/07

5.a

Taxpayer ID MARD0002
Owner ID MARD0002

Control # 2022000015

Tax Year 2019
Tract # RI34027

MARDEN, CHARLES P ET UX

CAMA # 151-01-0-20-13-012-00-0-01

ALLEN FLYNN ADDN
LOT 7 BLK 2

806 W KANSAS AVE

TU 7 Riley City
Parcel 3060

RILEY, KS 66531-9639

USD 378

Property Address 102 N MAIN ST

APPRAISER SECTION (Value)

2022/01/07 IMJIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	6410	36930	43340
Total	6410	36930	43340

CL	Land	Imp	Total
CU	6410	36930	43340
Total	6410	36930	43340

CL	Land	Imp	Total
CU	6410	36930	43340
Total	6410	36930	43340

Assessed Prior to Correction:

CU	Land	Imp	Total
CU	1603	9233	10836
Total	1603	9233	10836

CU	Land	Imp	Total
CU	1603	9233	10836
Total	1603	9233	10836

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CU	1603	9233	10836
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Total	1603	9233	10836

CU	Land	Imp	Total
CU	1603	9233	10836
Total	1603	9233	10836

CLERK SECTION (Tax)

2022/01/07 IMJIR

ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	Total
Levy 145.57500	Gen Tax	1577.46
	SB41 \$	
SB41 Tax Dollars		1577.46

Levy	Gen Tax	Total
Levy 145.57500	Gen Tax	1577.46
	SB41 \$	
SB41 Tax Dollars		1577.46

Levy	Gen Tax	Total
Levy 145.57500	Gen Tax	1577.46
	SB41 \$	
SB41 Tax Dollars		1577.46

Levy	Gen Tax	Total
Levy 145.57500	Gen Tax	1577.46
	SB41 \$	
SB41 Tax Dollars		1577.46

Levy	Gen Tax	Total
Levy 145.57500	Gen Tax	1577.46
	SB41 \$	
SB41 Tax Dollars		1577.46

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Levy 145.57500	Gen Tax	1577.46
	SB41 \$	
SB41 Tax Dollars		1577.46

Levy	Gen Tax	Total
Levy 145.57500	Gen Tax	1577.46
	SB41 \$	
SB41 Tax Dollars		1577.46

Levy	Gen Tax	Total
Levy 145.57500	Gen Tax	1577.46
	SB41 \$	
SB41 Tax Dollars		1577.46

Levy	Gen Tax	Total
Levy 145.57500	Gen Tax	1577.46
	SB41 \$	
SB41 Tax Dollars		1577.46

Levy	Gen Tax	Total
Levy 145.57500	Gen Tax	1577.46
	SB41 \$	
SB41 Tax Dollars		1577.46

Levy	Gen Tax	Total
Levy 145.57500	Gen Tax	1577.46
	SB41 \$	
SB41 Tax Dollars		1577.46

Levy	Gen Tax	Total
Levy 145.57500	Gen Tax	1577.46

TAX ROLL CORRECTION
REAL ESTATE

Printed by IMUIR

2022/01/07

5.a

Taxpayer ID MARD0002
Owner ID MARD0002

Control # 2022000014

Tax Year 2020
Tract # RI34027

MARDEN, CHARLES P ET UX

CAMA # 151-01-0-20-13-012-00-0-01

ALLEN FLYNN ADDN
LOT 7 BLK 2

806 W KANSAS AVE

TU 7 Riley City
Parcel 3060

RILEY, KS 66531-9639

USD 378

Property Address 102 N MAIN ST

APPRAISER SECTION (Value)

2022/01/07 IMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	6410	37320	43730
Total	6410	37320	43730

Assessed Prior to Correction:

CU			
CU	1603	9330	10933
Total	1603	9330	10933
SB41			

Appraised After Correction:

CL	Land	Imp	Total
CU	6410	9900	16310
RU		27420	27420
Total	6410	37320	43730

Assessed After Correction:

CU			
CU	1603	2475	4078
RU		3153	3153
Total	1603	5628	7231
SB41	2300		

Net Change
27420-
27420

Net Change
6855-
3153

Total 3702-
SB41 2300

CLERK SECTION (Tax)

2022/01/07 IMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 164.43300	Gen Tax	1797.76
	SB41 \$	
SB41 Tax Dollars		1797.76

Tax After Correction:

Levy 164.43300	Gen Tax	1189.02
	SB41 \$	46.00
SB41 Tax Dollars		1143.02

Net Change
608.74-
46.00
654.74-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy 164.43300
Net Change in Levied Tax Dollars 608.74-

Net Change in SB41 Exemption 46.00

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 2.00%

Tax Statement # 20813

Comments Classification change per

Appraiser

Net Change in Total Tax Dollars 654.74-

Owner MARD0002

MARDEN, CHARLES P ET UX

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: Marden (11822 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by IMJIR

2022/01/07

5.a

Taxpayer ID MARD0002
Owner ID MARD0002

Control # 2022000013

Tax Year 2021
Tract # RI34027

MARDEN, CHARLES P ET UX

CAMA # 151-01-0-20-13-012-00-0-01

ALLEN FLYNN ADDN
LOT 7 BLK 2

806 W KANSAS AVE

TU 7 Riley City
Parcel 3060

RILEY, KS 66531-9639

USD 378

Property Address 102 N MAIN ST

APPRAISER SECTION (Value)

2022/01/07 IMJIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	6410	37320	43730
Total	6410	37320	43730

Assessed Prior to Correction:

CU			
CU	1603	9330	10933
Total	1603	9330	10933
SB41			

Appraised After Correction:

CL	Land	Imp	Total
CU	6410	11570	17980
RU		25750	25750
Total	6410	37320	43730

Assessed After Correction:

CU			
CU	1603	2893	4496
RU		2961	2961
Total	1603	5854	7457
SB41	2300		

Net Change
25750-
25750

Net Change
6437-
2961

Total 3476-
SB41 2300

CLERK SECTION (Tax)

2022/01/07 IMJIR

ORDER PRINTED

Tax Prior to Correction:

Levy 167.54200	Gen Tax	1831.74
	SB41 \$	
SB41 Tax Dollars		1831.74

Tax After Correction:

Levy 167.54200	Gen Tax	1249.36
	SB41 \$	46.00
SB41 Tax Dollars		1203.36

Net Change
582.38-
46.00
628.38-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy 167.54200
Net Change in Levied Tax Dollars 582.38-

Net Change in SB41 Exemption 46.00

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 2.00%

Tax Statement # 20992

Comments PUP adjustment per Appraiser
Classification change

Net Change in Total Tax Dollars 628.38-

Owner MARD0002
MARDEN, CHARLES P ET UX

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: Marden (11822 : Tax Roll Corrections)



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 13, 2022

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 20221-01 N Taylor (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor:	Fill Request Date: 1/3/2022
☒ Change	Dept Head: Shelly Williams	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

Taylor	Nicolas		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

On Call Juv Intake	Community Corrections	0144-000501
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Position Title Department Fund

12/30/2021	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

B	09	\$15.96	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department:

Date:

Personnel:

BOCC

Chairman:

Member:

Member:



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 10, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	8:30 AM
Kathryn Focke	County Commissioner	Present	8:30 AM
Greg McKinley	County Commissioner	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Julie Gibbs	Health Department Director	Remote	8:30 AM
Vivienne Uccello	PIO	Remote	8:30 AM
Elizabeth Ward	Human Resource Manager	Present	8:41 AM
Tami Robison	Budget and Finance Officer	Present	8:50 AM
Craig Cox	Deputy County Counselor	Present	8:51 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	8:54 AM
Amanda Smeller	Planning/Special Projects Director	Present	9:00 AM
Lisa Daily	Administrative Assistant II	Present	9:00 AM
John Ellermann	Public Works Director/County Engineer	Present	8:55 AM
Sam Hennigh	KMAN	Present	9:00 AM
Jason Ellis		Present	9:00 AM
Susanne Glymour		Present	9:30 AM
Kevin Bryant		Present	9:40 AM
Evan McMillan	Assistant County Engineer	Present	10:15 AM
Shelly Williams	Community Corrections Director	Remote	10:25 AM

Pledge of Allegiance

Reorganization of the Board of County Commissioners

Move to appoint McKinley as Chair and Focke as Vice Chair for 2022.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner

AYES:	Ford, Focke, McKinley
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Public Comment

1. Public Comments

Gibbs stated there has been an increase in COVID cases. Gibbs said there have been 40-50 cases per day. Gibbs said 14 COVID cases in the hospital.

Gibbs discussed testing options.

Gibbs stated they would like to do a COVID vaccination clinic on a Friday for county staff and families.

The Board discussed the current status of COVID.

Commission Comments

2. Commission Comments

Ford's Comments:

Thursday morning post meeting I met with Gary Fike, Riley County Extension Director to discuss in more depth the recently developed Rural Economic Development Advisory Board. Looks like as of Thursday we have 4 applications and with the 3 positions in place via the resolution we do conceivably have a working committee with a quorum at this point, with the need for other persons. Everyone I talk to seems very excited and engaged about this board moving forward which is fantastic

Thursday afternoon I had the January Zoom call with the Flint Hills Mental Health Task Force. Among the topics of discussion were a Community Mental Health CSU report and a RCPD/PMHS Co-Responder report from Kelsey Harwood. Also got an update and quarterly report from Maggie Rassette for Ascension Via Christi. Robbin Cole from Pawnee Mental Health gave an update on state and local mental health items to finish the call. We will meet again in early March

Thursday evening I met with Barry Wilkerson Riley County Attorney to discuss a couple of law and judicial related items as well as the Indigent Defense Panel and bounced a few thoughts and idea of mine in terms of the hiring process of a new RCPD Director, as well the

Riley County Law board. Appreciated him taking the time out of a busy schedule to meet and chat with me on these items.

Watched part of the K-State loss to West Virginia Saturday 71-68. Team was shorthanded on the road and made a game of it once again, hopefully here early in conference play we put it together. Kudos to the girls' team for winning again against West Virginia running their record to 13-2 and 3-0 in Big 12 play.

McKinley's Comments:

Thursday afternoon I called the North Central Regional Council to since Riley County abuts three of their counties and they have been very successful. I talked to John Cyr who is their interim director. He had retired several years ago, but had come back to fill in while they hire a new one. It was a very good conversation and I will have more to discuss later.

Thursday afternoon I also looked into the situation with the University Park sewer system. I talked to John Ellermann and someone at KDHE to get more information on what the problems are and what will be required in the future.

Focke's Comments:

Friday I attended the funeral of a friend and visited with the family. Met with a potential contractor at my house later in the day. Learned of the death of a patient in the hospital from COVID. I know the family well, and it includes 3 young children. Will be working to help the family in the future.

Saturday I went to Dover, KS for lunch. Later I watched the Chief's football game.

Sunday I attended church and reviewed documents for today's meeting. Went to the gym for some needed exercise. Finished putting away Christmas decorations.

Business Meeting

3. Amend CIP Projects for Tandem Axle Trucks

Move to approve the Riley County CIP Amendment Form for additional funds for the tandem axle trucks with plow and spreader as

presented to and approved by the Commission on December 30, 2021.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

4. Tim and Adena Weiser Grinder Pump Maintenance Agreement

Cox said the agreement does follow the property.

Move the Board approve the Weiser "Residential Sewer Grinder Pump Agreement."

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

5. Resignation of Riley County, Kansas

Move to approve resignation of Riley County, Kansas from its membership in the Flint Hill Regional Council effective January 10, 2022.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

6. Proclamation for Dr. Martin Luther King, Jr. Community Celebration and Day of Service

Move to approve the Proclamation for Dr. Martin Luther King, Jr. Community Celebration and Day of Service Proclamation.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

7. Sign Tax Roll Corrections

Move to approve the Tax Roll Corrections.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner

SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

8. Riley County Shared Leave Request Form

Move to approve the Riley County Shared Leave Request Form.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

9. Sign Riley County Personnel Action Form(s)

The Board of County Commissioners signed Riley County Personnel Action Forms for the following:

- Tim Fieser, for a promotion, as a Paramedic, in the EMS/Ambulance Department, at a grade Paramed step 2, at \$17.33 per hour (pay rate correction).
- Lindsay Flores, for a promotion, as a Legal Secretary - Charging, in the County Attorney's Office, at a grade I step 1, at \$17.52 per hour.
- Ryan Markvicka, an EMT, in the EMS/Ambulance Department, for Separation from County Service, effective December 21, 2021.
- Debra Regester, a part time Records Assistant I, in the Register of Deeds Department, for Separation from County Service, effective January 7, 2022.

Review Minutes

10. Board of Riley County Commissioners - Regular Meeting - Jan 6, 2022
8:30 AM

Move to approve the minutes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Review Tentative Agenda

11. Tentative Agenda

Press Conference Topics

12. Discuss Press Conference

9:00 AM**Rich Vargo, County Clerk**

13. Year to date budget and expenditure reports

Vargo presented the year to date budget and expenditure reports.

9:15 AM**Amanda Smeller, Planning/Special Projects Director**

14. Public Hearing to Consider Naming A Private Road Hayovel Place and Re-addressing Affected Properties

Smeller presented the naming of a private road, Hayovel Place.

McKinley opened the public hearing.

Ellis said the name change is fine, but the sequence of the numbering seems in correct.

Smeller stated unfortunately Sherie Taylor from GIS is not here to address the question.

Gering said from Emergency Services they would prefer to stay familiar with the GIS grid for consistency.

Ellis stated he understands.

Stukey stated Gering is correct on the reasoning for the numbering sequence.

McKinley closed the public hearing.

Move to approve the recommendations proceeding with the private road naming and re-addressing as presented in "Resolution No. 011022-01", Resolution naming a private road and the numbering or renumbering of existing business and residence addresses in the unincorporated area of Riley County, Kansas."

Minutes Acceptance: Minutes of Jan 10, 2022 8:30 AM (Review Minutes)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

9:30 AM**Press Conference**

15. Presentation of Proclamation for Dr. Martin Luther King, Jr. Community Celebration and Day of Service - John Ford, Susanne Glymour and Kevin Bryant (3-5 minutes)

McKinley presented the Proclamation for Dr. Martin Luther King Jr. Community Celebration and Day of Service to Glymour and Bryant.

Bryant thanked the Board for their support of the Dr. Martin Luther King Jr. Day and Celebration.

Glymour discussed the Art and Writing Contest for the community.

16. Coffee Shop Meetings start January 13 and “You Inherited the Farm” starts January 11 - Greg McClure (3-5 minutes)

No report given.

9:45 AM**Clancy Holeman, County Counselor**

17. Resolution Authorizing Real Estate Tax Foreclosure Sale

Holeman presented the resolution authorizing the Tax Foreclosure Sale.

Move that the Board approve “Resolution No. 011022-02, A Resolution authorizing real estate tax foreclosure sale.”

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

9:55 AM**Board of County Commissioners**

18. BOCC Board discussion

The Commission discussed current Board appointments.

10:10 AM John Ellermann, Public Works Director/County Engineer

19. Public Works Project Update

Ellermann presented the Public Works projects update.

Ellermann has received their first surcharge on a truck which has been previously approved and ordered.

10:25 AM Shelly Williams, Community Corrections Director

20. Community Corrections Struggles to Pay Staff

Williams discussed the Community Corrections struggles to pay staff adequately.

Williams asked for the Boards support in requesting additional funding, for Community Corrections, from the Governor and State legislature.

Ford suggested the Board provide verbal or written testimony to support for funding for Community Corrections.

10:40 AM Clancy Holeman, Counselor/Director of Administrative Services

21. Administrative Work Session

Holeman asked the Board to add an executive session to his time.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

10:52 AM Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairman McKinley, Commissioner Focke, and Commissioner Ford, recess into executive session for the purpose of consultation with Clancy Holeman, Riley County Counselor, attorney for the commission, on potential litigation,

a matter which is deemed privileged in the attorney-client relationship, an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 11:15 a.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

11:15 AM

Move the Board of County Commissioners come out of executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Move the record reflect no binding action was taken during the executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

22. Pending County Projects County Counselor

McKinley stated he has talked to the North Central Regional Council. McKinley said a representative is willing to come and visit with the Board.

The Board agreed they are okay with scheduling them a time to visit with the Board.

Adjournment

Move to adjourn.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
January 24, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

David Adams, EMS/Ambulance Director

1. Staff update

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

2. Big Lakes Developmental Center update

9:30 AM

Press Conference

9:50 AM

Break

10:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

10:20 AM

Amanda Smeller, Planning and Development Director

4. Property Maintenance Code Enforcement Services contract with City of Randolph

12:00 PM

Intergovernmental Luncheon

Adjournment

Attachment: 01-24-22 tentative (11827 : Tentative Agenda)

Announcement

The 2022 Local Government Day will be held Wednesday, January 26, 2022 from 1:00 p.m. - 7:00 p.m. at the Hotel Topeka at City Centre, 1717 SW Topeka Boulevard, Topeka, Kansas.

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 27, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

2. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

4. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

5. Staff update

10:05 AM

Vivienne Uccello, PIO

6. PIO update

10:20 AM

Bob Isaac, Planner

7. Public hearing for a special use authorization to permit the construction and operation of a rural fire department

Attachment: 01-27-22 tentative (11827 : Tentative Agenda)

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.

Attachment: 01-27-22 tentative (11827 : Tentative Agenda)



**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: Clancy Holeman, Riley County Counselor

MEETING: January 13, 2022

SUBJECT: Review and Approve Legislative Lobbyist Contract for 2022

PRESENTER: Clancy Holeman

BACKGROUND

Attached for your review and approval is the 2022 contract for legislative lobbying services.

DISCUSSION

The amount payable to our contract lobbyists for 2022 remains in the same amount paid in 2021.

The past legislative lobbying services provided by this firm on behalf of Riley County have been excellent.

It is critical when representing Riley County's interests before the Kansas legislature to have lobbying services from a firm which is "on the ground" full-time in Topeka. It is the long-standing contact with and knowledge of the Kansas legislature processes which one factor is making that true. A second, possibly more important advantage provided by a contract like this one is the firm's members have existing relationships over time with members of the legislature. It is those personal relationships which help legislators have faith in the professionalism of our lobbyists. And that faith of legislators in our contract lobbyists means Riley County's position on state legislative issues have the best chance of prevailing.

This contract requires BOCC authorization under the terms of Riley County's purchasing policy because it is an amount over \$10,000.

FISCAL IMPACT

The contract amount for 2022 is \$28,000, just as it was in 2021.

RECOMMENDATION(S)

I recommend the Board authorize me to sign the contract as presented.

POSSIBLE MOTION(S)

A. "I move the Board authorize counsel to sign the contract as presented."

B. "I move the Board authorize counsel to sign the contract with the following changes..."

C. "I move the Board not authorize counsel to sign the contract as presented."

Enclosures:

- Riley County Government Agreement 2022 (PDF)

December 22, 2021

Mr. Clancy Holeman
Riley County Counselor
Riley County Government
115 N 4th Street
3rd Floor West
Manhattan, KS 66502

RE: Letter of Agreement

Dear Mr. Holeman:

This letter shall serve as an agreement between Dick Carter, Jr., The Carter Group, Inc. (TCG); and the Riley County Government (County). This agreement shall be effective January 1, 2022 through December 31, 2022.

This letter shall set forth the general terms of the agreement, but shall not limit the discussion and mutual agreement in writing, of additional services desired by the County.

Legislative Monitoring - Register as a lobbyist on behalf of the County; daily review of legislative bill packet; identification of legislative initiatives and bill introductions that would impact the County; attendance in appropriate committees where issues dictate County representation; facilitation of legislative committee appearances for County professionals or designated representatives; legislative updates to the County Counselor and/or his designee by phone, email, or other methods as mutually agreed upon; other legislative communications as desired or warranted by issue or topic.

Other Coordination/Advocacy – Facilitate Bill introductions at the request of the County. Proactively work for or against legislation as requested by the County. Attend weekly lunches at the Kansas League of Municipalities; assist County Counselor (or his designee) in developing appropriate responses to legislative issues; monitor interim committee issues throughout summer and fall and submit monthly legislative updates on interim activities.

Fee for Services – TCG will invoice the County on the first of each month in the amount of \$2333.33 per month, beginning January 1, 2022, and continuing until the full amount has been paid. The total compensation for services outlined in this agreement will not exceed \$28,000. TCG agrees to provide ongoing services as outlined above through December 31, 2022.

TCG will not bill the County for mileage, telephone, and other incidental office expenses unless otherwise approved by the County. Should the County request additional services not outlined above, or require services which incur a cost to TCG, TCG and the County will agree in writing to an amount for the service provided, or reimbursement of the actual cost incurred to TCG.

Attachment: Riley County Government Agreement 2022 (11831 : Lobbyist Contract)

Assignees – TCG will provide for the lobbyist registration of Dick Carter, Jr. and Tom Bruno. Tom Bruno will serve as the chief policy manager and liaison between the County under the terms outlined in this agreement.

Termination – This agreement shall continue in force unless sooner terminated by either Party hereto by the giving of thirty (30) days written notice to the other Party.

BY  12/22/2021
Dick Carter, Jr., President Date
The Carter Group, Inc.

BY _____
Clancy Holeman, Cty Counselor Date
Riley County Government



RILEY COUNTY FIRE DISTRICT #1
Bid

Russel Stukey
Emergency Management
Director
115 N. 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

COMMISSION AGENDA REPORT

FROM: Russel Stukey
MEETING: January 13, 2022
SUBJECT: Request to advertise for formal bids for extrication equipment
PRESENTER: Russel Stukey

POSSIBLE MOTION(S)

Move to approve RCFD #1 permission to advertise for bids for two sets of extrication equipment (Jaws of Life).

No action required.

The Board agreed by consensus to

Enclosures:

- Extrication Tools Bid Specs 1.6.2022 (PDF)

Riley County Fire District #1 is accepting bids for 2 sets of rescue extrication equipment. EACH set is to include 1-spreader, 1-cutter and 1 ram. Detailed specifications may be obtained by calling RCFD#1 at (785) 537-6333 or email jmartens@rileycountyks.gov . Unit shall be delivered to Riley County Fire District #1 Station #112 located at 4520 Hwy 13, Manhattan, KS 66502. Bids shall be submitted to the Riley County Clerk's Office located at 110 Courthouse Plaza, Manhattan, KS 66502. Bids will be accepted until Wednesday, January 26th at 12pm. Bids will be opened Thursday, January 27th, 2022 at the Riley County Board of County Commissioners meeting.

Contact: Russel, John, or Doug with any questions. (785) 537-6333

Required specifications:

- Equipment shall be powered by a lithium-ion battery
- Hydraulic Cutter with NFPA cut rating of F4 or higher with 2 lithium ion batteries
- Hydraulic Spreader with a 28" spreading distance with 2 lithium ion batteries
- Hydraulic Ram with an extended length of at least 42 inches with 2 lithium ion batteries
- 4 DC charging systems to charge batteries on apparatus
- Included Freight



HEALTH DEPARTMENT
Update

Julie Gibbs
Health Department
Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: January 13, 2022

SUBJECT: Riley County Health Department January 2022 Update

PRESENTER: Julie Gibbs

Covid, Staff and Program Updates

Enclosures:

- BTA_Dec2021 (PDF)
- Jan2022MonthlyReport (PDF)

RILEY COUNTY HEALTH DEPARTMENT
2021 Budget to Actual Comparison of Revenues and Expenses
January 1, 2021-December 31, 2021
100% of year

ACTUAL REG. CASH BAL. \$783,651.18

	Total Budget	Total Actuals	General		Emergency Preparedness		WIC		Kansas Health Foundation		CDRR		KCCCF		Child Care Licensing		Family Planning		Immunization Action Plan		MCH		OPEI		Smart Start/ECBG		State Formula		March of Dimes		Wildcat Region PHEP	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Revenues																																
Grants	3,220,760.00	3,740,005.98	578,464.00	742,509.07	49,578.00	71,123.27	901,636.00	944,936.00	75,000.00	25,000.00	45,000.00	45,338.00	-	84,076.19	209,133.00	235,207.00	154,712.00	175,769.00	9,060.00	53,482.77	131,556.00	168,366.92	220,000.00	277,711.54	756,386.00	822,083.57	50,148.00	52,808.00	10,000.00	7,230.77	30,087.00	34,363.88
Client Fees	94,750.00	69,615.25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,250.00	3,360.99	-	-
Medicaid	46,500.00	26,287.41	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,000.00	9,232.83	28,000.00	13,663.18	8,500.00	1,967.65	-	-	-	-	1,000.00	1,423.75	-	-	-	
Insurance	276,500.00	156,104.67	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40,000.00	26,320.58	225,000.00	116,993.64	1,500.00	324.63	-	-	-	-	10,000.00	12,465.82	-	-	-	
Transfer from General	1,154,526.00	1,154,526.00	1,154,526.00	1,154,526.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfers in	-	37,581.36	-	9,173.85	-	674.90	-	6,779.57	-	-	-	1,572.07	-	631.47	-	2,472.78	-	3,325.22	-	1,476.70	-	2,558.26	-	2,858.18	-	3,828.99	-	2,202.11	-	-	27.26	
Transfer in CARES	243,562.00	255,267.29	243,562.00	255,267.29	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Miscellaneous	25,296.00	39,468.91	25,296.00	46,044.85	-	479.83	-	1,800.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTALS	5,063,894.00	5,492,854.87	2,001,848.00	2,207,531.06	49,578.00	71,798.17	901,636.00	952,195.40	75,000.00	26,800.00	45,000.00	46,910.07	-	84,707.66	227,133.00	265,507.28	240,712.00	232,956.79	297,060.00	307,982.39	137,056.00	173,475.17	220,000.00	280,569.72	756,386.00	826,500.56	70,398.00	74,310.69	10,000.00	7,230.77	30,087.00	34,391.14
% of Budget Received		108.51%		110.27%		144.82%		105.61%		35.73%		104.24%			116.90%		96.78%		70.03%		126.57%		127.53%		100.27%		105.56%		72.31%		114.31%	
Expenses																																
Total Personnel	3,936,242.00	3,585,817.15	842,741.00	836,839.25	70,111.00	68,201.74	840,263.00	702,043.36	67,697.00	-	36,941.00	24,541.64	-	47,844.35	261,870.00	243,765.64	348,803.00	295,214.51	169,410.00	156,478.62	262,060.00	249,173.78	369,836.00	338,772.15	374,662.00	387,737.80	278,513.00	251,915.29	3,388.00	3,399.02		
Total Contract	1,099,099.00	1,006,079.27	484,844.00	375,413.98	1,025.00	3,308.24	23,304.00	15,312.38	2,930.00	11,628.75	8,350.00	15,445.51	-	27,044.68	13,315.00	8,786.00	25,800.00	14,409.64	6,800.00	7,153.12	8,560.00	14,517.86	66,270.00	52,769.52	384,746.00	405,809.85	58,500.00	44,705.31	-	14,655.00	14,774.43	
Total Commodities	629,988.00	477,919.93	187,991.00	158,566.53	-	1,979.35	17,100.00	8,667.66	2,351.00	33,275.37	1,100.00	2,953.32	-	23,141.69	2,825.00	2,110.50	58,750.00	36,968.42	254,830.00	120,188.52	5,400.00	5,971.19	3,400.00	4,077.33	60,325.00	44,921.98	13,950.00	4,647.43	10,000.00	5,949.83	11,946.00	4,550.87
Capital	189,433.00	69,596.83	185,933.00	157,330.43	-	-	-	-	-	2,464.19	-	-	-	3,601.45	-	2,935.70	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,799.19
Transfers Out	-	1,082.80	-	-	-	-	-	-	-	-	-	1,082.80	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	5,844,762.00	5,140,495.98	1,701,509.00	1,366,550.18	71,136.00	73,489.33	880,667.00	726,023.40	72,078.00	67,368.31	46,391.00	42,940.47	-	98,633.17	277,960.00	257,597.84	433,353.00	346,192.57	431,040.00	298,185.98	276,020.00	269,662.83	439,506.00	395,619.00	819,733.00	854,198.73	354,463.00	301,268.03	10,000.00	5,949.83	29,986.00	35,423.51
% of Budget Spent		87.95%		80.31%		103.31%		82.44%		92.31%		92.56%			92.67%		79.98%		69.18%		97.70%		90.01%		104.19%		84.99%		59.50%		118.13%	
BALANCE:																																
EXCESS/(DEF.) BUDGET			300,339.00		(21,558.00)		20,969.00	2,022.00		(1,391.00)		-		(50,827.00)	7,909.44	(192,641.00)	(134,000.00)		(138,964.00)		(219,506.00)		(63,347.00)		(284,065.00)		-			101.00		
EXCESS/(DEF.) ACTUAL			840,970.88		(1,691.16)		226,172.00	(40,568.31)		3,969.60		(13,925.51)		7,909.44	(113,635.78)		(90,203.59)		(96,187.66)		(115,049.28)		(27,608.17)		(226,957.34)		1,280.94			(1,032.37)		
ENDING CASH BAL.		\$3,136,012.07																														



BOH Monthly Report January 2022

Julie Gibbs, MPH
Riley County Health Department
2030 Tecumseh Rd.
Manhattan, Kansas 66502

Attachment: Jan2022MonthlyReport (11829 : RCHD Monthly Report)



Budget to Actual Dec. 2021

Explanations

14.b

Revenues:

- Kansas Health Foundation-Health Equity grant ended. Branding funds were all received in a prior year. We did receive another impact/capacity grant but it will not total the prior grant total
- IAP-COVID has caused delays in some vaccinations
- MoD/BaM-grant funds received in prior year-timing

Expenses:

- Emergency Preparedness-COVID
- Smart Start/ECBG- timing of expenses, grant year ended in June
- Wildcat Region-funds received in prior year expensed in 2021

*Not over-budget for 2021

Attachment: Jan2022MonthlyReport (11829 : RCHD Monthly Report)

Covid Update

County Numbers



Percent Positive is up (goal is under 5%)



Hospital numbers are up (Goal is 0!)



Sending many cases to KDHE



Other counties have decreased contact tracing



KDHE developing "steady state" plan

Testing Update



Testing daily at the mall and HD



Searching for an indoor location



Purchasing at home tests



Rapid antigen tests supply is GOOD!

Vaccine information



Moderna booster clinic for RC employees and family



Tuesdays and Thursdays – for and covid vaccinations



Booster for 12 and up is approved

Staff Updates

Medical Clerk - Clinic

- 1 FT position (1 year)

Navigator – MCH

- 1 FT position (1 year w/option to extend)

Clinic Supervisor

- 1 FT Position

New Staff

MHC

1 new Social Worker!
Sarah Haybarker

CLINIC

Contingent Offer Made!

Program Updates

WIC

- Increased \$\$ for fresh produce extended through March 2022.
- Staff will go through breastfeeding training in January 2022.

RR

- Professional development events for care providers.
- IRIS expansion – getting Geary County on board.

Clinic

- Covid and flu vaccinations Tuesdays and Thursdays by appointment
- Planning for county employee/family vaccination day – January 28

CCL

- Complaints - 8
- Initials - 9

MCH

- Becoming a Family starting next month!
- More outreach opportunities.
- Expanding partnerships.

CDRR Activities

KaTCH training
for Pawnee
employees

Promote
tobacco
cessation

Kansas Seniors
Farmers Market
Nutrition
Program



COMING UP....

14.b

CHIP Partner Meeting
February 16
9:30 – 2:30
Pottorf Hall

Attachment: Jan2022MonthlyReport (11829 : RCHD Monthly Report)

Thank You!!