



**Board of Riley County
Commissioners
Regular Meeting
Agenda
January 25, 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, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. 2021 CIP Authorization - P&D New Vehicle
4. Sign Tax Roll Corrections
5. Sign Riley County Personnel Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jan 21, 2021 9:00 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Dani Hallgren and Lee Wolf, Konza Prairie Community Health and Dental Center

9. Konza Prairie Community Health and Dental Center update

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

10. Big Lakes Developmental Center update

9:30 AM

Press Conference

11. Presentation of retirement plaque to Pat Collins - John Ford (5 minutes)
12. January 28 Coffee Shop Agronomy Meeting and an update on the "You Inherited the Farm – Now What?" series - Greg McClure (3-5 minutes)

minutes)

- 13. Seed starting class and home landscape class - Gregg Eyestone (2-3 minutes)
- 14. VITA - Gary Fike (10 minutes)

10:00 AM Board of County Commissioners

- 15. Discuss MPO Alternate

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

- 16. Administrative Work Session
- 17. Pending County Projects County Counselor

12:00 PM Intergovernmental Luncheon

- 18. Intergovernmental Luncheon 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.



COUNTY CLERK & ELECTIONS
Budget

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 25, 2021
SUBJECT: 2021 CIP Authorization - P&D New Vehicle
PRESENTER: Tami Robison, Budget & Finance Officer

Signature requested for CIP Authorization approved at January 14, 2021 meeting.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- P&D New Vehicle CIP Authorization Form (PDF)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

3.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Planning & Development Date: 19-Jan-21

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Planning & Development Replacement Vehicle Total Cost \$: \$25,000.00

Brief Description:
Replacement vehicle for Planning & Development.

Project Justification:
The current vehicle (2005 Chevrolet Colorado) is unreliable and in need of costly repairs. I do not want to put money into fixing the vehicle that will cost more than the vehicle is worth nor do I want staff to become stranded out in the field should the vehicle fail. The Environmental Health Specialist needs a truck that can handle all terrain conditions and has safe storage for the tools and equipment used in the field.

Operating Cost Implications:
The cost of the vehicle and the associated bed cover will not exceed \$25,000.

Department Head Name (PRINT): Amanda Smeller Department Head (SIGNATURE): Amanda Smeller

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.

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

- ☐ 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.

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

- ☐ This project is **funded**.
☐ This project is **not funded**.

Chairman
Board of County Commissioners Date



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 25, 2021

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:

- image16936 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by IMUIR

2021/01/20

4.a

Taxpayer ID NELS0240
Owner ID NELS0240

Control # 2021000034

Tax Year 2020
Tract # 004017

NELSON, FRANCIS M & LINDSAY

CAMA # 204-18-2-70-01-009-00-0-01

5577 MOODY RD

TU 2 Manhattan City
Parcel 10890
USD 320 USD 383

WARD 4 LOT 22 E2
LOT 23

MANHATTAN, KS 66502-8913

APPRAISER SECTION (Value)

2021/01/20 IMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	51190	130360	181550

Total	51190	130360	181550
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Assessed Prior to Correction:

RU	5887	14991	20878
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Total	5887	14991	20878
-------	------	-------	-------

SB41	2300		
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Appraised After Correction:

CL	Land	Imp	Total
RU	51190	103070	154260

Total	51190	103070	154260
-------	-------	--------	--------

Assessed After Correction:

RU	5887	11853	17740
----	------	-------	-------

Total	5887	11853	17740
-------	------	-------	-------

SB41	2300		
------	------	--	--

Net Change

27290-

27290-

Net Change

3138-

Total 3138-

SB41

CLERK SECTION (Tax)

2021/01/20 IMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 155.27200	Gen Tax	3241.78
	SB41 \$	46.00
SB41 Tax Dollars		3195.78

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Tax After Correction:

Levy 155.27200	Gen Tax	2754.54
	SB41 \$	46.00
SB41 Tax Dollars		2708.54

--	--	--

Net Change

487.24-

487.24-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy
Net Change in Levied Tax Dollars

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

3138-

155.27200

487.24-

487.24-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement # 22697

Comments PUP adjustment per Appraiser

Owner NELS0240

NELSON, FRANCIS M & LINDSAY

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: image16936 (10252 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by IMUIR

2021/01/20

4.a

Taxpayer ID NELS0240
Owner ID NELS0240

Control # 2021000035

Tax Year 2020
Tract # 004026

NELSON, FRANCIS M & LINDSAY

CAMA # 204-18-2-70-01-005-00-0-01

WARD 4 LOT 31

5577 MOODY RD

TU 2 Manhattan City

Parcel 10980

MANHATTAN, KS 66502-8913

USD 320 USD 383

APPRAISER SECTION (Value)

2021/01/20 IMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	49880	118870	168750

Total	49880	118870	168750
-------	-------	--------	--------

Assessed Prior to Correction:

RU			
RU	5736	13670	19406

Total	5736	13670	19406
-------	------	-------	-------

SB41	2300
------	------

Appraised After Correction:

CL	Land	Imp	Total
RU	49880	97960	147840

Total	49880	97960	147840
-------	-------	-------	--------

Assessed After Correction:

RU			
RU	5736	11265	17001

Total	5736	11265	17001
-------	------	-------	-------

SB41	2300
------	------

Net Change
20910-

Net Change
2405-

Total	2405-
SB41	

CLERK SECTION (Tax)

2021/01/20 IMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 155.27200	Gen Tax	3013.22
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	SB41 \$	46.00
--	---------	-------

SB41 Tax Dollars	2967.22
------------------	---------

Tax After Correction:

Levy 155.27200	Gen Tax	2639.78
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	SB41 \$	46.00
--	---------	-------

SB41 Tax Dollars	2593.78
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Net Change
373.44-

373.44-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

2405-

Applicable Mill Levy

155.27200

Net Change in Levied Tax Dollars

373.44-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code

TP TAX PROTEST

Rate 2.00%

Tax Statement #

22698

Comments PUP adjustment per Appraiser

Owner NELS0240

NELSON, FRANCIS M & LINDSAY

Net Change in Total Tax Dollars

373.44-

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: image16936 (10252 : 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 25, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-01 K Lamb - Operator II (green) (PDF)
- 2021-01 M Adams - Admin Analyst-AP (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date 1/15/21
☐ 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

Lamb	Ken		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Operator II	PW	001-0402
Position Title	Department	Fund

2/1/2021	☐ Exempt	☒ Non-Exempt		☐ Yes	☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

I	4	\$18.80	☒ Hour	\$	☐ Month	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

Approvals:

Department:

Date: 1-19-2021

Personnel:

BOCC:

Chairman:

Member:

Member:

Original to Division of Human Resources, copy to Payroll, hiring department; revised 2/27/03

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	1/20/2021
☒ 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

Adams	Michelle		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Admin Analyst-AP	Clerk	001-002
Position Title	Department	Fund

2/3/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

K	4	\$20.37	☒ Hour	\$	☐ Month	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

Transfer from PW Admin Clerk II-Utilities to Clerk Admin Analyst-AP

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
January 28, 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, 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

Kevin Howser, IT/GIS Director

4. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

5. Staff update

10:05 AM

Russel Stukey, Emergency Management Director

6. Staff update

Adjournment

Attachment: 01-28-21 tentative agenda (10180 : Tentative Agenda)

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
February 01, 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, 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

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

John Ellermann, Public Works Director/County Engineer

2. Bid opening for a tandem axle dump truck

9:30 AM

Press Conference

3. RCPD update - Captain Greg Steere (3-5 minutes)
4. Woman's Suffrage Centennial Exhibit at Manhattan Town Center to Feb. 6th - Cheryl Collins (2 minutes)

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: 02-01-21 tentative agenda (10180 : Tentative Agenda)



**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 25, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 01.25.2021 (DOC)

PENDING COUNTY PROJECTS ▪ January 25, 2021
Submitted by Clancy Holeman, Riley County Counselor
Changes from previous meetings are shown in italics.

NOTE: The below is not intended to be a comprehensive list of all “pending” departmental projects underway. Instead, it represents an ongoing snapshot of the current status of selected pending projects which have either consumed significant staff time; involve county issues of widespread significance, or which have been added to this list by the BOCC.

COMMISSION LIST

Matters Reviewed Since Last Project List Submitted:

1. Finalize draft of Fairmont Heights Sewer Benefit District Service Agreement and provide to City of Manhattan staff for review. Receive returned Agreement from City. Solicit and receive input from staff working group. Schedule county working group meeting for Friday, July 6, 2018.
2. Relay potential claim information to liability insurer.
3. Email and phone exchange with outside consulting engineer to finalize Engineering Agreement with Riley County for Fairmont Heights Sewer Benefit District; Draft CAR for final version and arrange for consulting engineer to provide originals for signature by BOCC July 5th.
4. Respond to working group inquiry about potential signage on private road. Review staff working group responses on same issue.
5. Update draft indemnity agreement for 2018 County Fair and transmit to Extension Director for review and further update. Communicate with Extension Director, then insurance company representative, for revision of certificate of insurance to provide coverage on appropriate dates. Provide agreement to Extension for circulation and signatures.
6. “Dark Store” Commercial Real Property Appraisal Theory: A local working group composed of two members of our state legislative delegation and staff from Riley County, the City of Manhattan and Pottawatomie County is scheduled to meet initially July 11, 2018. The goal is to develop legislation to address this “hypothetical” appraisal theory which, on commercial properties, represents potentially huge reductions in the property tax base for local governmental entities, a resulting shift of that tax liability to residential properties, along with local government exposure to refunds with interest from the counties’ general funds.

Staff and Departmental Meetings Attended Since Last Project List Submitted:

1. Discussion of Health Department electronic medical records and potential transition to vendor selected by consortium of regional health departments. Initial conversation on multiple issues. Staff discussion scheduled for Friday, July 6th, 2018.
2. Review Agenda items for BOCC public meeting of July 5, 2018.
3. Public Works--Carson Mobile Home Park Sewer Benefit District—sewer system improvement KDHE loan application. Met with Public Works and Budget and Finance on April 26, 2018. Conference call made to KDHE. I will provide draft of revised KDHE form contract and cover letter to Public Works week of May 7, 2018. Public Works submitted on May 10, 2018 its proposed changes to the KDHE form contract.
4. Emergency Management—Fort Riley meeting on development of tower site lease agreement held April 25, 2018. Fort will develop memorandum for Bank confirming the Fort supports this project “in principle.” All other details will remain to be worked out. Our joint theory is this memo will help financing institution go forward with closing on the loan for the entire project, even if the tower lease

with Fort Riley cannot be executed before that closing—because of the need for Corps. of Engineers’ development of a lease agreement for the use of Fort Riley’s radio tower site. Significant time expended during week of May 7, 2018 in order to finalize concepts for our tower lease agreements, including 1½ hour telephone conference May 9, 2018, with bond counsel, lawyer for financing institution and Fire Chief. Final proposed tower lease agreements were distributed.

Valleywood ROW Obstructions: Letter mailed giving the party placing obstructions in the township road ROW 15 days to remove or it will be removed by County Engineer, pursuant to statute. Deadline for removal of obstructions close of business, May 3, 2018.

Firing Range: Response due from landowner by May 10, 2018. Contacted by different counsel for landowner. Toured range with counsel for land owner.

Countywide Emergency Radio Communications System Upgrade: Established contact with federal legislative delegation members—requesting information on any available federal funding to help defray portion of total project cost—since NBAF labs and associated facilities will benefit from interoperability of improved emergency radio communications ability.

BOCC v. Archer: On April 4, 2018 District Court denied Archer’s motion to sanction me for alleged misconduct, at the close of his evidence over two days. The District did so when we made a motion for judgment as a matter of law, based upon our theory we had no reason to provide evidence, given the nature of Defendant’s evidence. We have provided a Supreme Court Rule 170 demand that Defendant’s counsel sign our journal entry or it will be submitted to the Court for consideration. Defendant’s Supreme Court Rule deadline to provide us with any objections to that journal entry was close of business, Thursday, April 26, 2018. When no response was received by opposing counsel, our journal entry was submitted to the Court pursuant to the foregoing Supreme Court Rule, un-signed by Defendant’s counsel. It was approved and signed by the Judge. That final journal entry has now been filed in the case.

Household Hazardous Waste: I provided the BOCC for signature Monday, December 12th the resolution necessary to add Marion County as a member of the Regional HHW Program. The Board signed that document. Director Dennis Peterson will offer that resolution as a template to the other 10 current members of the Program. Each one of them is required to pass a similar resolution in order to allow Marion County membership. Once all those resolutions are passed, the most recent version of the underlying interlocal agreement must be submitted to the Attorney General for review and approval. I’ve discussed with Dennis the fact that we will need to have each signing county provide proof of their resolution adoption and publication before submitting the interlocal agreement to the Attorney General. That office no longer has copies in its files of the original interlocal agreement this current agreement amends. That’s because they were disposed of according to the Attorney General’s record retention schedule. Weeks of April 3, 10, 2017: Drafting cover letter to A.G. to accompany documents from various counties showing interlocal ready for approval. I anticipate completing this cover letter and transmitting the agreements for review in July, 2018.



INTERGOVERNMENTAL LUNCHEON

January 25, 2021

12:00-1:00 p.m.

AGENDA

- I. Gather
- II. Convene and Introductions
- III. Agenda Topics
 - a. COVID-19 Vaccine Update – Julie Gibbs, Health Department Director
 - b. NBAF update – Katie Pawlosky, Director of Communications
- IV. Legislative Items of Interest
- V. Miscellaneous Discussion Items and Announcements
- VI. Discussion about Potential Agenda Topics for Next Meeting
- VII. Next Meeting Date: Monday, February 22, 2021
- VIII. Adjournment