



**Board of Riley County
Commissioners
Regular Meeting
Agenda
January 31, 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 Comments

Business Meeting

3. Sign Tax Roll Corrections

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Jan 27, 2022 8:30 AM

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session
8. Pending County Projects County Counselor
9. Review and Sign Revised Resolution Authorizing Riley County to Participate in Nationwide Opioid Settlements

9:20 AM

Elizabeth Ward, Human Resource Manager

10. Employee Assistance Program Proposal

9:30 AM

Press Conference

11. Seed starting and home landscape class - Gregg Eyestone (2-3 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.



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 31, 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:

- image20351 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by IMJIR

2022/01/26

3.a

Taxpayer ID EMIG0001
Owner ID EMIG0001

Control # 2022000074

Tax Year 2021
Tract # 123012

EMIG, CALVIN L

CAMA # 211-12-0-30-11-001-00-0-01

12-10-7 & 13-10-7

1431 ANDERSON AVE

TU 2 Manhattan City

ALL OF THAT PT OF

Parcel 50300

TR C IN SW4 2.4A

MANHATTAN, KS 66502-4030

USD 383

Property Address 2601 ANDERSON AVE

NW4

APPRAISER SECTION (Value)

2022/01/26 IMJIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	700200	1374200	2074400
Total	700200	1374200	2074400

Appraised After Correction:

CL	Land	Imp	Total
CU	700200	1169800	1870000
Total	700200	1169800	1870000

Net Change
204400-
204400-

Assessed Prior to Correction:

CU	Land	Imp	Total
CU	175050	343550	518600
Total	175050	343550	518600

Assessed After Correction:

CU	Land	Imp	Total
CU	175050	292450	467500
Total	175050	292450	467500

Net Change
51100-
51100-

SB41	Land	Imp	Total
SB41			
Total	175050	343550	518600

SB41	Land	Imp	Total
SB41			
Total	175050	292450	467500

SB41	Net Change
SB41	51100-
Total	51100-

CLERK SECTION (Tax)

2022/01/26 IMJIR

ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	SB41 \$	Total
Levy 157.46100	Gen Tax	SB41 \$	81659.28
SB41 Tax Dollars			81659.28

Tax After Correction:

Levy	Gen Tax	SB41 \$	Total
Levy 157.46100	Gen Tax	SB41 \$	73613.02
SB41 Tax Dollars			73613.02

Net Change
8046.26-
8046.26-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy
Net Change in Levied Tax Dollars

51100-

157.46100

8046.26-

Type of Correction DECREASE

Correction Code

TP TAX PROTEST

Rate 2.00%

Tax Statement #

13871

Comments PUP adjustment per Appraiser

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

8046.26-

Owner EMIG0001

EMIG, CALVIN L

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: image20351 (11872 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by IMUIR

2022/01/26

3.a

Taxpayer ID SAMY0001
Owner ID SAMY0001Control # 2022000075Tax Year 2021
Tract # RI6968

SAMY'S OC LLC

CAMA # 212-03-0-40-09-008-00-0-01GRAND OLD CHICAGO
LOT 1

118 E LAUREL ST

TU 2 Manhattan City
Parcel 283485

GARDEN CITY, KS 67846-5573

USD 383

Property Address 2001 CLOCK TOWER PL

APPRAISER SECTION (Value)

2022/01/26 IMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	401670	835630	1237300
—	—	—	—
—	—	—	—
—	—	—	—

Total	401670	835630	1237300
-------	--------	--------	---------

Assessed Prior to Correction:

CU	100418	208908	309326
—	—	—	—
—	—	—	—
—	—	—	—

Total	100418	208908	309326
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SB41

Appraised After Correction:

CL	Land	Imp	Total
CU	401670	801430	1203100
—	—	—	—
—	—	—	—
—	—	—	—

Total	401670	801430	1203100
-------	--------	--------	---------

Assessed After Correction:

CU	100418	200358	300776
—	—	—	—
—	—	—	—
—	—	—	—

Total	100418	200358	300776
-------	--------	--------	--------

SB41

Net Change	34200-
—	—
—	—
—	—

Net Change	34200-
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Net Change	8550-
—	—
—	—
—	—

Total	8550-
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SB41

CLERK SECTION (Tax)

2022/01/26 IMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 157.46100	Gen Tax	48706.78
	SB41 \$	—

SB41 Tax Dollars		48706.78
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Tax After Correction:

Levy 157.46100	Gen Tax	47360.50
	SB41 \$	—

SB41 Tax Dollars		47360.50
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Net Change

Net Change	1346.28-
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Net Change	1346.28-
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TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy	157.46100
Net Change in Levied Tax Dollars	1346.28-

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

8550-

157.46100

1346.28-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement # 26425

Comments PUP adjustment per Appraiser

Owner SAMY0001

SAMY'S OC LLC

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:

TAX ROLL CORRECTION
REAL ESTATE

Printed by IMUIR

2022/01/26

3.a

Taxpayer ID 822F0001
Owner ID 822F0001

Control # 2022000076

Tax Year 2021
Tract # 004148

822 FREMONT ST LLC

CAMA # 204-18-2-20-35-012-00-0-01

WARD 4 W2 LOT 157
LOT 158

3225 MCLEOD DR
STE 100
LAS VEGAS, NV 89121-2257

TU 2 Manhattan City
Parcel 12200
USD 383

Property Address 822 FREMONT ST

APPRAISER SECTION (Value)

2022/01/26 IMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	213750	582750	796500

—			
—			
—			

Total	213750	582750	796500
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Assessed Prior to Correction:

RU			
RU	24581	67016	91597

—			
—			
—			

Total	24581	67016	91597
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SB41	2300
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Appraised After Correction:

CL	Land	Imp	Total
RU	213750	536250	750000

—			
—			
—			

Total	213750	536250	750000
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Assessed After Correction:

RU			
RU	24581	61669	86250

—			
—			
—			

Total	24581	61669	86250
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SB41	2300
------	------

Net Change	46500-
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—	
—	
—	

Net Change	46500-
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Net Change	5347-
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—	
—	
—	

Total	5347-
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SB41	
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CLERK SECTION (Tax)

2022/01/26 IMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 157.46100	Gen Tax	14422.96
	SB41 \$	46.00
SB41 Tax Dollars		14376.96

SB41 Tax Dollars		14376.96
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Tax After Correction:

Levy 157.46100	Gen Tax	13581.02
	SB41 \$	46.00
SB41 Tax Dollars		13535.02

SB41 Tax Dollars		13535.02
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Net Change

Net Change	841.94-
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Net Change	841.94-
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Net Change	841.94-
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TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy	157.46100
Net Change in Levied Tax Dollars	841.94-

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

841.94-

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 2.00%

Tax Statement # 31938

Comments PUP adjustment per Appraiser

Owner 822F0001

822 FREMONT ST LLC

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: image20351 (11872 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2022/01/26

3.a

Taxpayer ID 18520001
Owner ID 18520001

Control # 2022000077

Tax Year 2021
Tract # 431001

1852-1856 ANDERSON AVE LLC
% ANDERSON BUSINESS ADVISORS
3225 MCLEOD DR
STE 100
LAS VEGAS, NV 89121-2257

CAMA # 204-18-2-40-02-022-00-0-01

TU 2 Manhattan City
Parcel 88090
USD 383

Property Address 1856 ANDERSON AVE

ANDERSON PLACE ADDN
LOT 1
LESS ROW

APPRAISER SECTION (Value)

2022/01/26 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	518930	572460	1091390
Total	518930	572460	1091390

Appraised After Correction:

CL	Land	Imp	Total
RU	518930	401070	920000
Total	518930	401070	920000

Net Change
171390-

Assessed Prior to Correction:

RU			
	59677	65833	125510
Total	59677	65833	125510
SB41	2300		

Assessed After Correction:

RU			
	59677	46123	105800
Total	59677	46123	105800
SB41	2300		

Net Change
171390-
19710-

Total 19710-
SB41

CLERK SECTION (Tax)

2022/01/26 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	
157.46100		19762.94
	SB41 \$	46.00
SB41 Tax Dollars		19716.94

Tax After Correction:

Levy	Gen Tax	
157.46100		16659.38
	SB41 \$	46.00
SB41 Tax Dollars		16613.38

Net Change
3103.56-
3103.56-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy
Net Change in Levied Tax Dollars

19710-
157.46100
3103.56-

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 2.00%

Tax Statement # 31861

Comments PUP adjustment per Appraiser

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

3103.56-

Owner 18520001

1852-1856 ANDERSON AVE LLC

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: image20351 (11872 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2022/01/26

3.a

Taxpayer ID 18520001
Owner ID 18520001

Control # 2022000078

Tax Year 2021
Tract # 4310021852-1856 ANDERSON AVE LLC
% ANDERSON BUSINESS ADVISORS
3225 MCLEOD DR
STE 100
LAS VEGAS, NV 89121-2257CAMA # 204-18-2-40-02-023-00-0-01
TU 2 Manhattan City
Parcel 88100
USD 383ANDERSON PLACE ADDN
LOT 2
LESS ROW
Property Address 1852 ANDERSON AVE

APPRAISER SECTION (Value)

2022/01/26 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	519010	572380	1091390

—	—	—	—
—	—	—	—
—	—	—	—

Total	519010	572380	1091390
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Assessed Prior to Correction:

RU	59686	65824	125510
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—	—	—	—
—	—	—	—
—	—	—	—

Total	59686	65824	125510
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SB41	2300	—	—
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Appraised After Correction:

CL	Land	Imp	Total
RU	519010	400990	920000

—	—	—	—
—	—	—	—
—	—	—	—

Total	519010	400990	920000
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Assessed After Correction:

RU	59686	46114	105800
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—	—	—	—
—	—	—	—
—	—	—	—

Total	59686	46114	105800
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SB41	2300	—	—
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Net Change

171390-

171390-

Net Change

19710-

Total 19710-

SB41

CLERK SECTION (Tax)

2022/01/26 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 157.46100	Gen Tax	19762.94
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SB41 \$	46.00
---------	-------

SB41 Tax Dollars	19716.94
------------------	----------

Tax After Correction:

Levy 157.46100	Gen Tax	16659.38
----------------	---------	----------

SB41 \$	46.00
---------	-------

SB41 Tax Dollars	16613.38
------------------	----------

Net Change

3103.56-

3103.56-

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

19710-

157.46100

3103.56-

3103.56-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement # 31862

Comments PUP adjustment per Appraiser

Owner 18520001

1852-1856 ANDERSON AVE LLC

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: image20351 (11872 : Tax Roll Corrections)



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 27, 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

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
Shilo Heger	Treasurer	Present	8:30 AM
Christian Bright	Manhattan Mercury	Present	8:30 AM
Tami Robison	Budget and Finance Officer	Present	8:32 AM
Amanda Webb	Planning/Special Projects Director	Present	8:56 AM
Bob Isaac	Planner	Present	8:56 AM
John Ellermann	Public Works Director/County Engineer	Present	9:06 AM
Russel Stukey	Emergency Management Director	Present	9:19 AM
Cory Meyer	IT/GIS Director	Present	9:23 AM
Julie Gibbs	Health Department Director	Present	10:00 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

McKinley's Comments:

After our meeting Monday I met with someone in the Appraiser's

office about concerns I had received by some residents. I received some more education on how appraisals are done and relayed the information back to the residents.

I also met with Megan Dougherty in the Extension office to discuss some Medicare questions I had.

Later I met with David Adams about the education requirements for EMT's and paramedics. We also had a discussion about the new ambulance/emergency management facility and a new station in north county. He showed me some of the proposals we received from architects for the proposed facility. It was interesting to see the different ways they looked at our needs.

Tuesday evening I attended the opening of Leap. I wanted to take the grandkids with me. They could not make it, but they would have loved it and I am sure we will be back. They have a large area of wall to wall trampolines, a bowling alley, arcade games, and more to be added. There is also a bar area with big screen TVs for the parents and will be adding some food items in the future.

Wednesday I attended Local Government Day in Topeka. The Kansas Association of Counties and the League of Kansas Municipalities had separate meetings from 1:00 p.m. until 3:30 p.m. and then a joint meeting until 5:00 p.m. Governor Kelly gave a brief speech during the joint meeting. After that there was a reception for everyone to discuss items with the legislature and other attendees. I was able to talk to Representative Sydney Carlin, but did not see any of our other representatives. Senator Moran attended and I had a brief discussion with him about some changes in military healthcare I have been asked about. I also ran into someone who I knew from Leavenworth that is now the communication director for LKM and her video assistant is someone that graduated from Riley County High School.

Focke's Comments:

Monday after our meeting I attended the Intergovernmental Luncheon via zoom. The meetings are being hosted by the City of Manhattan with Mayor Linda Morse as chair. All government entities were present and gave updates and comments to the group.

Monday evening a special Law Board meeting was held here at the BOCC Chamber. The main discussion was to appoint an Interim Director after the retirement of RCPD Director Butler on January 31st. Three executive sessions ensued to discuss the non-elected personnel matter, followed by a public session to offer the position to Kurt Moldrup, currently serving as the Assistant Director, which he

accepted. A contract is being prepared by the Law Board Attorney. There will be a retirement reception for Director Butler on Friday.

Tuesday I measured a kitchen and adjoining rooms for preparation of a kitchen plan. Worked on the floor plan in the afternoon. I'm also getting quotes on home and auto insurance, as my existing ones have gone up dramatically in prices. I'm also working on a different Medicare supplement plan for the same reason.

Attended the puppy kindergarten class at the Manhattan Kennel Club on Tuesday evening.

Wednesday I spoke to several potential applicants for the Rural Economic Development Advisory Committee. Hopefully, they will get applications submitted ASAP. I also spent time going over today's meeting packet.

Ford's Comments:

Monday afternoon we had the first Intergovernmental Luncheon meeting of the year via Zoom. Kind of nice not to have to run these this year so I can actually pay closer attention to what is being discussed. Always glad to get updates to see what everyone is working on.

Monday afternoon I met with a constituent who is having some wastewater issues and challenges with their rural property. Hopefully, we will be able to figure out something soon that will work for them and keep them solvent moving forward.

Monday evening we had a Special Session of the RCPD Law Board here in the BOCC Chambers. We had several executive sessions to talk and alleviate several issues we have been faced with recently and finalized negotiations with Assistant Director Kurt Moldrup to become the Interim Director for RCPD while we work on seeking out and finding a permanent replacement. I'm thrilled we have him on board and look forward to working with him here in the short term. It was long, but productive evening for all of us.

Tuesday morning I joined in with Mayor Linda Morse and Pottawatomie County Commissioner Dee McKee on a moderated panel to discuss local government and functions with the Leadership Manhattan Class of 2022. I did this panel last year as well and enjoyed the opportunity and had some very good questions and dialog. Another impressive class has been put together for this year as well. Hopefully, I was able to provide something insightful and meaningful to the group.

Tuesday afternoon I had my monthly Board of Directors Zoom meeting

with Pawnee Mental Health. Business discussed was an update on both November and December finances. I wasn't able to make the Finance Committee meeting this time. Pancakes for Pawnee is March 1st this year, put that on your calendar. Robbin Cole gave an Executive Director's report. We appointed both new legal counsel and several new board appointments and reappointments. Had an election of new board officers and committee chairs as well.

Wednesday afternoon I had a special conference call with NACo's Community Economic and Workforce Development Committee to discuss four interim policy resolutions that we as a committee will work with the U.S. Congress to get passed at the federal level. Those resolutions will be discussed further and voted on during February's Policy and Legislative Conference in Washington, D.C. I will be attending this meeting virtually at that time. Two of the four resolutions deal with affordable housing, one deals with arts and economic development, and the last one deals with CDBG funding at the federal level.

Holeman asked the Board to add a lease agreement to Julie Gibbs' time today.

The Board agreed by consensus to add the agreement to Julie Gibbs' time.

Business Meeting

3. 2022 Official Depositories

Move to approve the following official depositories eligible to receive Riley County funds:

- Capitol Federal Savings and Loan, Manhattan
- Central National Bank, Manhattan
- Commerce Bank, Manhattan
- Community 1st Bank, Manhattan
- Intrust Bank, Manhattan
- KS State Bank, Manhattan
- Landmark National Bank, Manhattan
- Peoples State Bank, Leonardville
- Riley State Bank, Riley
- Sunflower Bank, Manhattan
- UMB Bank, Manhattan
- United Bank & Trust, Manhattan
- Kansas Municipal Investment Pool

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

4. Change Order #1 for the Senn Road Bridge Replacement Project

Move to approve Change Order #1 with Ebert Construction for Senn Road Bridge Replacement Project.

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

5. Amend CIP Projects for EMS SUV Replacements

Move to approve the CIP Project Amendment Form for the EMS SUV Replacement project to include the cost for radios and lights in the vehicles as presented and approved by the Commission on January 24, 2022.

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

6. Sign Riley County Personnel Action Form(s)

The Board of County Commissioners signed a Riley County Personnel Action Form for Dominic Morot, a Traffic Control Technician I, in the Public Works/Operations Department, for Separation from County Service, effective February 2, 2022.

7. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$563,631.95 and the following warrant vouchers for January 28, 2022:

2021 Budget

County General	\$127,990.79
Health Department	40,628.06
Court Services	450.00
County Auction	618.82

Motor Vehicle Operations	5,967.57
Community Corrections	1,254.79
Capital Improvements Fund	21,290.84
Economic Development	7,676.00
Emergency 911	6,765.01
Solid Waste	10,386.00
County Building	3,941.32
Road & Bridge Cap Project	4,915.66
RCPD Levy/Op	867.56
Riley Co Fire Dist #1	8,492.58
University Park W&S	4,253.22
Hunters Island Water District	2,377.18
Carson Sewer Benefit Dist	575.67
Deep Creek Sewer	867.67
Moehlman Bottoms	1,289.79
Terra Heights Sewer	646.59
Konza Water Operations	6,510.71
Lakeside Heights Sewer	55.42
TOTAL.	\$257,821.25

2022 Budget

County General	\$609,790.35
Health Department	49,672.26
Motor Vehicle Operations	4,026.23
Community Corrections	20,132.68
Capital Improvements Fund	73,987.00
Emergency 911	140,975.12
Solid Waste	6,999.77
County Building	4,919.77
Riley Co Fire Dist #1	8,930.80
University Park W&S	222.05
Hunters Island Water District	15.31
Carson Sewer Benefit Dist	32.68
Deep Creek Sewer	5.43
Moehlman Bottoms	7.41
Valleywood Operations	95.26
Terra Heights Sewer	10.37
Konza Water Operations	74.88
Lakeside Heights Sewer	.99
TOTAL.	\$919,898.36

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

Minutes Acceptance: Minutes of Jan 27, 2022 8:30 AM (Review Minutes)

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

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Jan 24, 2022 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Vivienne Uccello, PIO

11. PIO Monthly Update

Uccello presented the PIO monthly update.

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session

13. Review of SB 325 – Work Session

Minutes Acceptance: Minutes of Jan 27, 2022 8:30 AM (Review Minutes)

Holeman discussed SB 325 allowing the construction of wind or solar energy facilities.

Webb stated any piece of property would have to be zoned industrial for these types of facilities.

The Board agreed by consensus they are concerned with zoning agricultural property to industrial for wind or solar energy facilities.

14. Rural Economic Development Advisory Board Resolution - Clarification of Member Terms

Holeman discussed the rural economic development board resolution.

Move to approve "Resolution No. 012722-04, A Resolution of Riley County, Kansas establishing a Rural Economic Development Advisory Board for Riley County stating the membership, purpose, functions, and powers."

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

9:35 AM

Cory Meyer, IT/GIS Director

15. IT/GIS Staff Update - January 2022

Meyer presented an IT/GIS staff update.

16. Request to Fill position - Network/System Administrator

Meyer presented the request to fill the Network/Systems Administrator position.

Move to allow the IT/GIS department to move forward with interviews and the re-hire of this vacant position.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Network/Systems Administrator, in the IT/GIS

Department, at a grade T.

17. Dell PC Purchase for Annual Replacement

Meyer presented the purchase authorizations for the Dell personal computers.

Move to proceed with the purchase and approve two Purchase Authorizations for twenty Dell personal computers in the amount of \$17,999.80 for each Purchase Authorization for the IT/GIS Department.

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

9:50 AM

John Ellermann, Public Works Director/County Engineer

18. Fill an open Traffic Control Technician Position

Ellermann presented the request to fill the Traffic Control Technician position.

Move to approve the Public Works Department advertise to hire the open Traffic Control Technician position.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Traffic Control Technician, in the Public Works/Traffic Division, at a grade I.

10:05 AM

Julie Gibbs, Health Department Director

Move to recess as the Board of County Commissioners and convene as the Board of Health.

Minutes Acceptance: Minutes of Jan 27, 2022 8:30 AM (Review Minutes)

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

19. RCHD Request to Fill Medical Interpreter Position

Gibbs presented the request to fill the Medical Interpreter position.

Move to approve filling the permanent, full-time Medical Interpreter position for the health department.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Medical Interpreter, in the Health Department, at a grade N.

20. MCH OPEI Letter of Intent for 2022

Gibbs presented the OPEI Letter of Intent.

Move to approve the OPEI Letter of Intent for the grant contract.

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

Gibbs presented the lease agreement with ICON Investments for KDHE to have a facility at 3019 Anderson for testing during inclement weather. Gibbs stated there will be a monthly rent paid for by the Health Department and reimbursed by the State.

Move to approve the lease agreement with ICON Investments, LLC for a KDHE testing site at 3019 Anderson Avenue.

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

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

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

10:20 AM

Bob Isaac, Planner

21. Special Use for a rural fire station

Isaac presented the Special Use Authorization for a rural fire station in Ashland Township.

Move to approve "Resolution No. 012722-05, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Ashland Township, Special Use Authorization" to allow the construction and use of a rural fire station, as it has been determined that it meets the minimum requirements of the Zoning Regulations of Riley County, Kansas, and the Riley County Sanitary Code.

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

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
February 03, 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

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Russel Stukey, Emergency Management Director

1. Bid opening for 2 sets of rescue extrication equipment

9:15 AM

Michael Boller, Noxious Weed Director

2. Staff update

9:30 AM

Greg McHenry, Appraiser

3. Staff update

9:55 AM

Craig Cox, Deputy County Counselor

4. Appointment of sanitary code hearing officer

10:00 AM

Amanda Webb, Planning/Special Projects Director

5. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session

10:30 AM

Ron Fehr, Manhattan City Manager

7. General update City of Manhattan

Attachment: 02-03-22 tentative agenda (11630 : Tentative Agenda)

11:00 AM**Vivienne Uccello, PIO**

8. Special Commission Meeting February 10th in north county

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: 02-03-22 tentative agenda (11630 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
February 07, 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

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

Break

9:30 AM

Press Conference

2. RCPD update - Captain Greg Steere (3-5 minutes)
3. Residential real estate market - Allen Todd (5-8 minutes)

10:00 AM

Russel Stukey, Emergency Management Director

4. Staff update

Adjournment

Announcement

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, February 8, 2022 (GM).

Attachment: 02-07-22 tentative agenda (11630 : 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.

Attachment: 02-07-22 tentative agenda (11630 : 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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: January 31, 2022

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 1-21-22 to 1-27-22 (DOC)

PENDING COUNTY PROJECTS • Beginning January 21, 2022 and through January 27, 2022

Submitted by Clancy Holeman, Riley County Counselor

Changes or additions from previous entries or in the items listed are shown in italics.

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or projects of other County Departments underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time, or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described.

COMMISSION LIST

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it’s “listed.” Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21) Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-24-21) Received District Court Clerk’s extension of time to file answer to County’s petition for judicial review, at Defendants’ request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) Agree to Defendant’s attorney’s request for additional time to submit record of hearing to Court. (Week of 9-29-2021) Case management order filed. County’s brief in support of appeal due March 31, 2022. *Riley County District Court Judges recuse themselves from case and transfer to Lyon County District Court. (1-25-22)*

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center’s jail are the sole responsibility of Riley County--and not of the City of Manhattan or State of Kansas. Staff discussion scheduled for 8-27-21. Staff discussion rescheduled for 9-22-21. Staff discussion held—research history—recommendation accepted by staff. (9-22-21) Review state of current arrangement. (9-22-21)

KAC Annual Meeting (October 19, 2021): Accepted invitation to participate on panel discussion before the general KAC membership regarding “Dark Store” and Riley County’s experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)

County Counselors Association of Kansas: Assist with organization of the semi-annual CLE our statewide professional association will present to its members during the October 19, 2021 KAC annual meeting. Discuss with scheduled CLE presenter local experience on specific state statute related to soil investigation. (9-28-21) Assist with presentation of CLE to County Counselor's Association of Kansas during KAC annual meeting. Accept award as outgoing CCAK president (effective 1-1-22). Accept "Ed Randels" award for service to CCAK. (10-19-21) Work on scheduling next Board meeting of CCAK—set for Wednesday, 11-10-21)

"Dark Store": Oral argument (1/2 day) scheduled to take place before BOTA August 26, 2021. Discuss with BOTA staff, and relay to City Commissioner Linda Morse info she requested during 8-23-21 Intergovernmental Luncheon about BOTA 8-26-21 hearing time and whether hearing is open to public (8-23-21). Oral argument before BOTA conducted by counsel for both parties (8-26-21). Accept KAC invitation to be part of two-person panel discussion of "Dark Store," to be held during KAC annual meeting, October 18-21, Overland Park; will take place in opening breakout session—first morning of the annual meeting. Call Kim Qualls, KAC Education & Communications Director, about breakout session. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on "Dark Store"; recording scheduled for September 17, 2021. Reschedule "Dark Store" podcast recording for 10-1-21. (9-24-21) Work with County Appraiser Greg McHenry to prepare for KAC podcast this Friday (10-1-21) and KAC Panel Discussion during annual meeting to be held 10-18-21. (9-28-21) Continue preparation for KAC annual meeting and panel discussion of "Dark Store." (Week of 9-29-21) Work with KAC recording podcast on "Dark Store". (10-1-21) Discuss KAC annual meeting (10-18-21) presentation with co-panelist Douglas County Appraiser, and Greg McHenry. (10-4-21) Further discussion with Greg McHenry on Dark Store issues for KAC annual meeting panel presentation. (10-6-21) Final discussion with Greg McHenry on Dark Store issues for KAC annual meeting presentation. (10-7-21) Work with Greg on same subject. (10-10-21) Work with Greg on same subject (10-15-21) Participate in panel discussion on "Dark Store" at KAC annual meeting. (10-18-21) Receive notice from counsel BOTA has denied Riley County's Petition for Reconsideration in Home Depot appeal. (11-18-21)

"Constitutional Protection of County Home Rule": Accepted KAC invitation to present to County Commissioners Association, KAC affiliate member, information on Home Rule, during final day of KAC annual meeting in O.P., October 20th. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on "Constitutional Protection of County Home Rule"; recording scheduled for September 10, 2021. Podcast recorded with KAC 9-10-21. Work on presentation to County Commissioners scheduled for 10-20-21 (10-15-21; 10-16-21; 10-17-21; 10-19-21) Convene presentation by Mike Heim on constitutional protection of county home rule during KAC annual meeting. (10-20-21) Presentation on constitutional protection of county home rule to County Commissioners Association of Kansas, during KAC annual meeting. (10-20-21)

Riley County Annual Legislative Conference: Confirm with BOCC during public meeting 9-9-21 following available dates for annual meeting with county's legislative delegation: November 1, 4 and 18, 2021. (Date of 11-18 removed because it conflicts with county official's luncheon; Date of 11-15 removed because it conflicts with Law Board meeting.) Legislative Conference has been scheduled for Thursday, November 4, 2021. (9-17-21) All delegation members were notified of the date and time of the legislative conference. Work on agenda for legislative conference. (10-14-21; 10-15-21) Present draft agenda for legislative conference to BOCC and obtain approval of final draft. (10-21-21) Work with staff on discussion of revised spreadsheet for use as attachment to conference agenda. (10-27-21) Cancel November 4, 2021 legislative conference and reschedule to December 2, 2021, following individual discussions with BOCC members, members of legislative delegation and county officials participating in presentation. (11-3-21; 11-4-21)

White Canyon Benefit District: White Canyon benefit district's residents' request, made during this date's public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district's proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works' "estimate" of "northern route" as an option to current benefit district project proposed. (8-30-21)

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County's \$14M allocation of ARPA funds. Similar concept to staff's use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution

rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

Riley County Employee Day: Intermittent work on employee day: Discussions with potential lunch ½ hour vendors; discussion with planning committee, with keynote speaker and Elizabeth Ward, H.R. Manager. (9-16-21; 9-17-21) Contact moderator for morning virtual sessions offering potential meeting for Monday, September 27, 2021, with Elizabeth Ward and this office to answer any Employee Day questions. (9-24-21) Meet with prospective food truck vendor at Riley County Health Department. (9-27-21) (Agreements signed with 2 vendors—arrange to meet final vendor Saturday morning for signature of contract.) (10-1-21) Agreement signed Saturday, October 2, 2021 with final of the 3 vendors. Pick up tickets from 2 vendors representing meals served to employees during Employee Day (10-12-21; Third vendor hand-delivers tickets to this office (10-13-21); conduct final ticket count; submit information on ticket count with payment due vendors to Budget and Finance Officer and email each vendor same information. (10-15-21) Review with HR and Training Committee on outcomes from Employee Day. (10-25-21)

Nextgen 911: Meeting as member of Nextgen 911 staff committee to review potential upcoming renumbering/renaming projects. (9-21-21) Communicate with fellow members of staff committee on pending project. (9-23-21) Communicate with fellow members of staff committee on different pending project. (9-24-21)

Human Resources: Finalize contract with East Coast Risk Management and place on 10-4-21 agenda for BOCC review and approval. Company will consolidate current Personnel Policies and Guidelines with separate resolutions amending those policies over the past years. (10-1-21) Contract with East Coast Risk Management approved by BOCC. (10-4-21) Assist HR with personnel issues involving different departments. (11-22; 11-23)

Budget and Planning Committee: Attend meeting 9-28-21. *Attend meeting 1-18-22.*

Department Head Committee: Attend meeting regarding possible “Code of Conduct” required for state grant supporting businesses. (9-29-21) Obtain BOCC approval of “Code of Conduct.”

Indigent Defense Panel: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21) Panel member contracts for 2022 were created and emailed to current members. (11-3-21) Notice to Riley County Bar Association of at least one panel vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current panel members. None returned as of 11-23-21. *No panel contracts are in place for calendar year 2022.*

Rural Economic Development Advisory Board: Discuss with staff. (9-21-21) Staff discussion scheduled for 10-1-21. Circulate among staff working group draft of REDAB resolution—to include changes to resolution proposed by BOCC. (11-24-21) *Revise original resolution to correct term limitations. 1-21-22. BOCC approves revised resolution. (1-27-22)*

Federal Rules on Vaccination Mandate: Research applicability/non-applicability of CMS and OSHA vaccination mandates to be published this week. (11-4-21; 11-5-21) Discuss issues with BOCC during administrative time at public meeting. (11-8-21). Research legal issues. (11-10-21) Staff discussion of foregoing issues. (11-10-21) Legal research, attend webinars and discuss with staff possible employee vaccination policy if required by foregoing federal rules. (11-8; 11-12; 11-15; 11-16; 11-17; 11-18) Presented proposed draft vaccination policy to BOCC during public meeting November 22, 2021. BOCC decision is to not adopt. (11-22-21).

National Opioid Litigation Settlement: Successfully register on behalf of Riley County at national website. Will ensure we receive settlement documents when they are available, for review and possible signature. (11-24-21) All appropriate documents were signed and filed with Kansas Attorney General and National Settlement Administrator; and courtesy copies provided KAC before the January 1, 2022 deadline. *Kansas Attorney General requires multiple counties (including Riley County) to alter their participation resolution by adding averment of at least \$500 in costs incurred due to the national opioid epidemic. (1-21-22) Revise resolution and prepare CAR for BOCC meeting of 1-31, 2022. (1-27-22)*

Legislation: Work on HCR 5022; prepare for legislative hearing scheduled for 1-20-22. (1-16-22; 1-17-22; 1-18-22). Prepare CAR for BOCC meeting 1-20-22. (1-18-22) Legal research regarding law board. (1-18-21) Testify before House Federal and State Affairs Committee on HCR 5022. (1-20-22) *Evaluate possible ROW legislation. (1-21-22) Evaluate different possible legislation affecting two county departments. (1-21-22) Present BOCC work session on SB 325 regarding solar and wind energy facilities only on parcels zoned for industrial uses. (1-27-22)*

DEPARTMENTAL LIST

Staff Budget and Planning Committee: Attend committee meeting. (1-18-22)

Riley County Register of Deeds: Provide legal advice. Conversation with ROD (8-2021). Conversation about county termination of contract. (9-22-21) Discussion with other party to contract. I can confirm contract will terminate as required by County. (9-22-21) *Advise on departmental project. Discuss with ROD. (1-14-22)*

Riley County Museum: Provide legal advice. Prepare for BOCC candidate interview Director/Curator position. (11-7-21)

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement. Work on separate project involving proposed vendor and personnel policies. (9-22-21). Review legal parameters of “long-COVID” disability as viewed by the Equal Opportunity Commission; information provided by H.R. (9-24-21)

Riley County Public Works: Provide legal advice on project. Review and approve “as to form” KDOT Local Road Safety Plan Agreement. (9-24-21) Answer question on project. (10-21-21) Review and approve as to form Transfer Station scales repair contract. (10-25-21) Review “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-2-21) Discuss with USDA final documents for Fairmont Heights closing and construction. (11-2-21) Complete review of “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-7-21)

Riley County Planning & Development: Provide legal advice on 2 projects. Advise P & D Director on development of “Code of Conduct” necessary for grant close-out. (9-29-21) Discuss with P & D and H.R. departments “Code of Conduct” Commission Agenda Report to be presented by P & D 10-7-21. (10-4-21; 10-5-21) Discuss separate regulatory issue with P& D. (10-5-21) Advise department on development of contract. (1-14-22). Advise P& D staff on licensed day care issue. (1-14-22). *Work on sanitary system inspection issue. (1-21-22; 1-23-22; 1-25-22)*

Riley County Emergency Management: Provide legal advice on 1 project. *Advise on open record issue. (1-18-22)*

Riley County Health Department: Provide legal advice on projects. Zoom meeting with Julie Gibbs and Debbie Nuss regarding request from Flint Hills Wellness Coalition to place walk-in cooler/freezer on grounds of Family and Child Resource Center. Draw and submit Commission Agenda Report reflecting request—scheduled for 9-30-21 BOCC meeting. (9-28-21) Obtain BOCC approval of Flint Hills Wellness Coalition agreement in principle, presented at 9-30-21 public meeting, for future license agreement and pouring of concrete as base for outdoor “walk-in cooler/freezer at RCHD’s Family and Child Resource Center. (9-30-21) Finalize and place on BOCC agenda for 10-14-21 license agreement with FHWC. (10-5-21) Present to and obtain approval from BOCC license agreement with FHWC. (10-14-21) Discuss concept of assistance from Envisage Consulting, Inc., for Community Health Improvement Plan. (10-21-21) Review vaccination matter. (10-27-21) Work on location of site for COVID testing by KDHE. (1-12-22; 1-13-22) Advise RCHD staff on licensed day care issue. (1-14-22). *Work on licensed child care inspection issue. (1-21-22; 1-23-22; 1-25-22) Work on lease for KDHE COVID testing. (1-25; 1-26) RCHD presents completed lease to BOCC and obtains approval. (1-27-22)*

Riley County Information Technology/GIS: Request for estimate (submitted to this office 8-20-21). Discuss technology issue with I.T. interim director. (10-21-21) Prepare for BOCC candidate interview IT/GIS Director.

Riley County Ambulance Service: Will provide legal advice. (8-20-21)

Riley County Fire District No. 1: Work with Budget and Finance Officer on District budget approval. (8-23-21)

Riley County Clerk: Advise on .02 countywide retailers’ sales tax election project (8-24-21). Legal research on project involving sign. (9-20-21) On same issue discussion with Planning and Development staff. (9-21-21) Work with county staff and PIO on separate project involving potential vendor of software. Contact potential vendor. (9-20-21)

Riley County Treasurer: Advise on property tax issue. (10-6-21)

Riley County Community Corrections: Discuss with Director Shelly Williams potential contract with Clay County Sheriff's Office for testing of Community Corrections' clients. (10-26-21)

Riley County Public Information Officer: Finalize contract for Archive Social. Will present to BOCC for review and possible approval at public meeting on 11-29. *Contract approved by BOCC.*



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Resolution

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

RESOLUTION

FROM: Clancy Holeman, Riley County Counselor

MEETING: January 31, 2022

SUBJECT: Review and Sign Revised Resolution Authorizing Riley County to Participate in Nationwide Opioid Settlements

PRESENTER: Clancy Holeman

BACKGROUND

December 16, 2021, this Board signed a Resolution approving Riley County's participation in the nationwide opioid settlements.

DISCUSSION

The Kansas Attorney General has asked that Riley County and 18 other counties amend their resolutions to include a specific representation they "have been impacted by the Opioid Epidemic, and have incurred at least \$500 in expenses as a result of the Opioid epidemic."

The resolution before you today adds such language requested by the Attorney General and repeals the almost identical resolution you approved December 16, 2021.

FISCAL IMPACT

The settlement share remains unknown and is only available if a sufficient number of counties and cities participate in these settlements.

RECOMMENDATION(S)

I recommend the Board approve this resolution.

POSSIBLE MOTION(S)

A. "I move the Board approve the resolution as presented."

B. "I move the Board approve the resolution with the following additional changes... ."

C. "I move the Board not approve the resolution."

Enclosures:

- Opioid Resolution Settlement Revised (PDF)

RESOLUTION NO. 013122-____**A RESOLUTION OF RILEY COUNTY, KANSAS TO JOIN THE STATEWIDE LITIGATION REGARDING THE OPIOID EPIDEMIC**

WHEREAS, the people of the State of Kansas and its communities have been harmed by the Opioid Epidemic due to the misfeasance, nonfeasance, and malfeasance committed by certain entities within the Pharmaceutical Supply Chain; and

WHEREAS, the State of Kansas, through its Attorney General, and certain Political Subdivisions, through their elected representatives and counsel, that separately have claims or potential claims seek to hold Pharmaceutical Supply Chain Participants accountable for the damages caused by their misfeasance, nonfeasance, and malfeasance; and

WHEREAS, Riley County, its residents and resources have been impacted by the Opioid Epidemic, and have incurred at least \$500 in expenses as a result of the Opioid Epidemic; and

WHEREAS, 2021 House Bill 2079 contemplates the distribution of settlement funds received from the opioid litigation to non-litigating municipalities and litigating municipalities who have entered into an agreement to waive their claims according to a formula negotiated between the Attorney General, the League of Kansas Municipalities, and the Kansas Association of Counties; and

WHEREAS, the moneys in the Municipalities Fight Addiction Fund shall be expended for projects and activities that prevent, reduce, treat, or mitigate the effects of substance abuse and addiction or to reimburse the municipality for previous expenses related to substance abuse mitigation or arising from covered conduct; and

NOW, THEREFORE, BE IT RESOLVED BY THE RILEY COUNTY BOARD OF COUNTY COMMISSIONERS:

Riley County shall join the Memorandum of Understanding between the Attorney General, the League of Kansas Municipalities, and the Kansas Association of Counties.

Riley County shall authorize the signing of an “Agreement to Release and Assign Claims”

Resolution No. 121621-56 is hereby repealed in its entirety.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Riley County Board of County Commissioners.

ADOPTED this 31st day of January, 2022

Greg McKinley, Chairman
Board of County Commissioners

(Seal)

Attested:

Rich Vargo, Riley County Clerk

Attachment: Opioid Resolution Settlement Revised (013122-6 : Nationwide Opioid Settlements)



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 31, 2022

SUBJECT: Employee Assistance Program Proposal

PRESENTER: Elizabeth Ward

BACKGROUND

Riley County, like most employers offers an Employee Assistance Program (EAP) for its employees. Robust EAP programs offer confidential counseling, work-life support, legal guidance, financial resources and many other services and training programs to employees and their family members. Our current EAP is offered through the state health insurance plan and is through Guidance Resources; it does offer all of these programs.

Although our EAP provides many services to our benefits eligible employees (full and part time regular employees). There is, however a gap in coverage in several important areas:

- Only a portion of our employees are covered by EAP at this point. Some of our highest risk employees, including PRN EMS employees, volunteer fire fighters and any as needed or temporary position across Riley County (for example Contact Tracers and grant-funded temp positions)
- Those that are covered have been unable to connect with local counseling services when needed.

DISCUSSION

Historically, Riley County has also contracted with Pawnee Mental Health Services to provide a supplemental counseling option for our employees. Not only does this program cover all employees of Riley County, to include those that are not eligible for traditional benefits, it is also a local service with counselors available in our community.

The proposed contract would also include services for family members of our employees. Each employee and family member would be able to have up to 3 sessions per incident per year without charge.

This contract lapsed sometime between 2018 and 2019 because of staffing changes at Pawnee, however, by doing some research through our records and talking with the client representative at Pawnee, we found that Riley County was no longer receiving services formally from Pawnee, but some of our employees had sought out services and had not been denied access.

FISCAL IMPACT

The cost per employee for up to 300 employees is \$1 per month per employee. Therefore the annual cost would be \$3600 annually.

This has been part of the Clerk's budget and has continued to be budgeted even though an invoice was not received from Pawnee Mental Health. Therefore, this would not be an additional cost outside of the approved budget for 2022.

RECOMMENDATION(S)

Recommendation is for the Commissioners to approve and sign the contract with Pawnee Mental Health Services for an Employee Assistance Program covering Riley County employees and their families.

POSSIBLE MOTION(S)

Move to approve the contract with Pawnee Mental Health Services for an Employee Assistance Program covering Riley County employees and their families.

Move to deny

Move to modify

Move to table

cc: EAP Contract

Enclosures:

- EAP Contract Pawnee Mental Health 2022-01 (PDF)

Employee Assistance Program (EAP) CONTRACT FOR SERVICES

This is a contract for services between Pawnee Mental Health Services (hereafter Pawnee) and Riley County (hereafter Company). It is understood that Pawnee will provide certain counseling, educational, and administrative services as stated within this contract beginning January 31, 2022 and ending January 30, 2023.

EAP is designed to help individuals deal with personal problems before they negatively affect the individual's health, relationship, or work performance. It will address a wide variety of issues, including marital differences, stress, childcare issues, and other concerns. After conducting an initial assessment, the counselor will work with the individual to develop an action plan that focuses on solutions to their identified concerns. These sessions may include education, short-term counseling, support, and referrals to additional resources, if necessary. It does not provide a medical (psychiatric) diagnosis.

1. PAWNEE'S RESPONSIBILITIES

- A. Shall participate in the overall development and functioning of the Company's EAP. This includes initial training for management, supervisors, and employees on how to utilize EAP. Informational resources will be provided as requested.
- B. Shall provide consultation services to supervisors/managers concerning employee problems that can be addressed by the EAP.
- C. Shall provide brief evaluation, consultation, and referral sessions for each employee and/or family member (spouse and children) referred to the EAP. Maximum will be three (3) visits per presenting problem, per person, per year. Services may be accessed at any Pawnee office or via tele-video. This does not include specialized evaluations such as psychological testing, custody evaluations, psychiatric evaluations, medication evaluations, other court-ordered evaluations, intake evaluations, therapy or alcohol and drug evaluations or testing.
- D. Shall provide 24-hour emergency services that Company employees and family members (spouse and children) may utilize as needed. After-hours services may be accessed by telephone.
- E. Shall provide critical incident stress management via telephonic or on-site counseling.
- F. Shall provide health fair support. Tabletop promotional material available.

- G. Shall provide utilization reports on a quarterly basis for any EAP services provided to your staff. Information will be de-identified.
- H. Shall designate an EAP Coordinator who is responsible for account management and an EAP Intake Manager who is responsible for managing all initial procedures and appointment scheduling.
- I. Shall not be responsible for any fees charged to employees or family members for services rendered because of the EAP referral process.
- J. Shall not reveal confidential information about the Company, its employees, management, operations, or services unless specifically released to do so in writing by a duly authorized officer of the Company or as required by law.

2. COMPANY'S RESPONSIBILITIES:

- A. Shall inform all employees of the Company's support of and participation in the EAP.
- B. Shall refer to Pawnee, persons who request services described herein provided by the EAP.
- C. Shall designate a Company point of contact who shall reasonably assist the Pawnee EAP Coordinator to develop and maintain the Company's EAP Program.
- D. Shall provide an average annual employee count to Pawnee at the beginning of the contract. This count should include any employees the company estimates it may refer to for EAP benefits.

3. AGREEMENT MODIFICATION AND TERMINATION

- A. Any changes in this agreement shall be mutually agreed to in writing by both parties and shall become part of this contract. Any proposed changes to the contract will be submitted in writing to the other party of the contract at least ninety (90) days prior.

The effective date of this agreement shall be January 31, 2022 and shall continue for a period of one year.

- B. "Written notice" as used herein shall be deemed to be given when emailed or deposited, postage paid, sent certified mail in the United States Mail, addressed to Company or Pawnee at their address or addresses set forth as follows:

Pawnee Mental Health Services	Riley County
423 Houston St	Attn: Elizabeth Ward
PO Box 747	110 Courthouse Plaza
Manhattan, KS 66505-0747	Manhattan, KS 66502
marketing@pawnee.org	

4. UNDERSTANDING OF PRIVILEGED AND CONFIDENTIAL RELATIONSHIP

- A. Each of the parties hereto acknowledges that the relationship between employees of Pawnee and the employees of the Company are confidential and privileged and under no circumstances, except as required by law, will any employee of Pawnee divulge any part of any conversation, report or other information gleaned from an employee of Company without the prior written consent of such employee. Company hereby acknowledges that it is aware of this policy and agrees that same is acceptable to Company.

5. COMPENSATION TO PAWNEE

- A. Company will be charged \$1.00 per employee per month for twelve months at the signing of the contract in the total amount of \$3,600.00ⁱ for 300 employees; arrangements may be made for paying half of the amount at signing and at six months or for quarterly payments.

6. INDEMNIFICATION

A. Company agrees to indemnify and hold Pawnee harmless for any cause of action brought against Pawnee and/or all claims, liabilities (including reasonable attorney's fees), loss, damages or judgments asserted against, imposed upon, or incurred by Pawnee arising out of acts or omissions of Company or its employees, agents, or representatives and/or Company's negligent performance or nonperformance of its obligations under this agreement to the extent allowed by law and without waiving any defense, immunity or limitation of liability available under the Kansas Tort Claims Act or other applicable law.

B. Pawnee agrees to indemnify and hold Company harmless for any cause of action brought against Company and/or all claims, liabilities (including reasonable attorney's fees), loss, damages or judgments asserted against, imposed upon, or incurred by Company arising out of acts or omissions of Pawnee or its employees, agents, or representatives and/or Pawnee's negligent performance or nonperformance of its obligations under this agreement.

C. These obligations shall survive termination (for any reason) of this Agreement.

7. OPTIONAL ADDITIONAL ASSISTANCE PROGRAM SERVICES

The following service is available on a contractual basis. Contact your EAP Coordinator for a referral.

Mental Health First Aid- an 8-hour certification course teaching the layperson how to provide basis "first aid" to persons experiencing a mental health issue.

Entered this 31st day of January 2022 by the following who certify that they are duly authorized to execute and sign this agreement on behalf of their company.

 1-25-22
 Robbin W. Cole Date
 Executive Director
 Pawnee Mental Health Services

 Greg McKinley, Chair Date
 Riley County Commissioners
 Riley County, KS



Annual Billing

Riley County

Thank you for putting your confidence in Pawnee Mental Health as your Employee Assistance Provider (EAP). We are proud to be not only your EAP provider but also the Community Mental Health Center for your community.

In agreement with the contract signed and dated January 31, 2022. Please remite the following amount for calendar year 2022, EAP services provided.

Number of Employees	Number of Months	Cost per Employee Per Month	Total
300	12	\$1	\$3,600.00

Please remit payment to the following address:

Pawnee Mental Health
 Attn: Diane Hinrichs-Toburen
 PO Box 747
 Manhattan, KS 66505-0747