



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 27, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Appoint Debbie Nuss to the Manhattan Urban Area Planning Board and approve Resolution

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Mar 23, 2023 8:30 AM

Press Conference Topics

5. Discuss Press Conference

Review Tentative Agenda

6. Tentative Agenda

9:00 AM

Alvin Perez, Operations and Fleet Manager

7. Bid opening for asphalt seal oil

9:05 AM

Russel Stukey, Emergency Management Director

8. Bid opening for Two Rural Fire Stations

9:15 AM

Cory Meyer, IT/GIS Director

9. IT/GIS Staff Update - March 2023
10. Microsoft Office 365 Licensing Renewal

9:30 AM

Press Conference

- 9:40 AM** **Amanda Webb, Planning/Special Projects Director**
11. Comprehensive Plan update - public participation, technical advisory group, consultant discussion
- 10:10 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
12. Administrative Work Session
13. Pending County Projects County Counselor
14. Executive session to discuss a performance matter involving non-elected personnel
- 10:30 AM** **David Adams, EMS/Ambulance Director**
15. Staff Update
- 12:00 PM** **Intergovernmental Luncheon**
16. 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
Boards

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: March 27, 2023

SUBJECT: Appoint Debbie Nuss to the Manhattan Urban Area Planning Board and approve Resolution

PRESENTER: Cindy Kabriel, Senior Administrative Assistant

POSSIBLE MOTION(S)

Move to approve the recommendation to appoint Debbie Nuss to the Manhattan Urban Area Planning Board and sign a letter and Resolution No. 032723- , A Resolution appointing Riley County a representatives to the Manhattan Urban Area Planning Board.”

Enclosures:

- 03-27-23 Debbie Nuss MUAPB (PDF)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66501
Phone: 785-565-6841
Fax: 785-565-6841
E-mail: boccc@rileycountyks.gov

March 27, 2023

Debbie Nuss
2404 Sumac Drive
Manhattan, KS 66502

Dear Debbie:

This is to confirm your appointment to the Manhattan Urban Area Planning Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Manhattan Urban Area Planning Board will benefit from your contribution. Your term appointment is through April 30, 2026.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: 03-27-23 Debbie Nuss MUAPB (13284 : Advisory Board Appointment)

RESOLUTION NO. 032723-**A RESOLUTION APPOINTING A REPRESENTATIVE TO THE
MANHATTAN URBAN AREA PLANNING BOARD**

WHEREAS, Riley County has three positions on the Manhattan Urban Area Planning Board, and

WHEREAS, an alternate position is open and Debbie Nuss is eligible to be appointed and has indicated her willingness to serve a term; and

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

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that Debbie Nuss is hereby appointed to the Manhattan Urban Area Planning Board - Alternate Position for the period from May 1, 2023 through April 30, 2026.

ADOPTED this 27th day of March, 2023.

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

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

Attachment: 03-27-23 Debbie Nuss MUAPB (13284 : Advisory Board Appointment)



RILEY COUNTY
APPLICATION FOR SERVING
ON A COUNTY ADVISORY COUNCIL/BOARD

Name Debbie L. Nuss Date March 14, 2023

Address 2404 Sumac Drive, Manhattan, KS 66502

Telephone 785- [REDACTED] (Work) Occupation Self-employed

e-mail address: [REDACTED]

Following is a list of current County Advisory Council/Boards. Please use a separate application for each council/board for which you would like to be considered. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

- | | |
|---|--|
| ☐ Armed Forces Memorial Committee Board | ☐ Museum Board of Trustees |
| ☐ Big Lakes Developmental Center Board | ☐ North Central-Flint Hills Area Agency on Aging Advisory Board |
| ☐ Fair Board | ☐ Pawnee Mental Health Services Board |
| ☐ Food and Farm Council | ☐ Riley County Council on Aging Advisory Board |
| ☐ Hunters Island Water District Advisory Board | ☐ Riley County Parks Board |
| ☐ Joint Corrections Advisory Board | ☐ Riley County Planning Board/Board of Zoning Appeals |
| ☐ Judicial Nominating Commission—21st | ☐ Riley County Public Health Council |
| ☐ Law Enforcement Agency Board | ☐ Road and Bridge Advisory Board |
| ☒ Manhattan Urban Area Planning Board | ☐ Rural Economic Development Advisory Board |
| | ☐ Solid Waste Management Committee |

Please state why you are interested in serving on this council/board and indicate what training and expertise you would bring to this council/board (please use additional pages as needed).

I am asking to please be considered for appointment/reappointment to the Manhattan Urban Area Planning Board to the open seat that will exist when Neil Parikh's term ends April 30, 2023. Mr. Parikh is not eligible to be reappointed as he has served three full terms and according to the MUAPB bylaws is not eligible for reappointment.

I was appointed to fill an unexpired term in December 2015 and then reappointed in 2018 to serve until 2021. I resigned in September 2020 when it became clear that a family matter was going to prevent me from regularly attending meetings, thus preventing me from fulfilling my obligations as a board member. My family situation changed so that I was available to be reappointed by the city in August 2022 to fill Gary Stith's unexpired term. That term expires on April 30, 2023 and I am eligible for reappointment. However, Mayor Hatesohl has indicated that he will not recommend me for reappointment stating that he is interested in "new faces" on community advisory boards.

As I stated when I applied for appointment in 2015, I have a long-standing interest in planning and zoning issues as a result of my community activities and memberships in, among others, the League of Women Voters of Manhattan/Riley County, Manhattan/Riley County Preservation Alliance, and the Western Hills Neighborhood Association.

Through my recent work with the Flint Hills Wellness Coalition, I have gained an understanding and appreciation for how issues related to growth and development impact individual health and community health as they relate to the social determinants of health. Having served as project coordinator for the Riley County Community Needs Assessments in 2015 and 2020, I am knowledgeable about what the community thinks about issues related to housing and infrastructure, but am also aware of the secondary data associated with community growth and development. I can couple this knowledge with an understanding and appreciation for the recently adopted Manhattan Development Code.

I understand the distinctions between the decisions that the Planning Board must make by law and the decisions it can make for the community's benefit. I also understand that Planning Board decisions are based on specific criteria that is more limited in scope than the criteria the city commission relies upon.

I am process-oriented so adhering to long-established planning processes and protocols is natural for me. I understand the need to be impartial and unbiased when decisions are made, and understand the importance of justifying my decisions through thoughtful analysis.

At present the composition of the planning board is diverse with each member bringing a particular perspective and strength. Members are willing to ask questions of staff and of each other but are respectful and collaborative in their approach, which I think results in good decision making.

The demands on my time are such that service on the Planning Board can be a high priority for me. I will commit the necessary time to studying packets and attending meetings in order to fulfill the responsibility associated with serving. Additionally, I was recently appointed to serve on the City's Work Force Housing Steering Committee representing the Manhattan Urban Area Planning Board in an ex officio capacity. The committee has only met once, and I would like the opportunity to continue to serve in that capacity.

I currently serve on the Douglass Center Advisory Board, RCPD Director's Community Advisory Board, Flint Hills Wellness Coalition board, and the Riley County Council of Social Service Agencies board.

I served on the USD 383 Board of Education from 1994-1999. During that time, I served on the City's Parks & Recreation Advisory Board as one of two school board members. I have also served on the Riley County Public Health Advisory Council and have served on the board of directors of the following organizations: Manhattan/Riley County Health Department (prior to it becoming a county department), Sunflower CASA Project (now Sunflower Children's Collective), Everybody Counts (organized the annual event for 10-yrs), Manhattan Arts Center, Flint Hills ATA Bus, Flint Hills Human Rights Project, Manhattan Juneteenth Planning Committee, and Martin Luther King Jr. Memorial Committee.

In addition to the three references listed on the next page (current colleagues on the Planning Board), I would also like to include Gwyn Riffel, a friend, as a reference. His phone number is 785-341-2517 and his email address is ger@riffelasset.com

I would welcome the opportunity to serve as one of Riley County's appointment to the Manhattan Urban Area Planning Board and would be happy to talk with you further about my interest.

Please provide references: (Name, address, and phone number)

Phil Anderson, 1719 Fairchild, Manhattan, KS 66502; 785- [REDACTED] e)
 John Ball, 3107 Harahey Ridge, Manhattan, KS 66502; 785- [REDACTED] Colleague)
 Ken Ebert, 1218 Leone Ridge Drive, Manhattan, KS 66503; [REDACTED] com; (Colleague)

Signature

Debbie L. Nuss

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made. All applications will remain on file for three years.

**Please return this application (interested or not) to:
 County Clerk's Office, 110 Courthouse Plaza, Manhattan, Kansas 66502
 THANK YOU FOR YOUR INTEREST IN SERVING RILEY COUNTY**

Attachment: 03-27-23 Debbie Nuss MUAPB (13284 : Advisory Board Appointment)

Cindy Kabriel

From: Amanda Webb
Sent: Tuesday, March 21, 2023 10:05 AM
To: Cindy Kabriel; Lisa Daily
Subject: RE: MUAPB application

Hi, Cindy.

I would like to recommend Debbie Nuss to fill the city/county alternate position on the Manhattan Urban Area Planning Board after Neil Parikh's term expires April 30, 2023.

Thank you,

-Amanda

From: Cindy Kabriel <ckabriel@rileycountyks.gov>
Sent: Tuesday, March 14, 2023 1:49 PM
To: Amanda Webb <awebb@rileycountyks.gov>; Lisa Daily <ldaily@rileycountyks.gov>
Subject: MUAPB application

Attached is an application from Debbie Nuss.
 Thanks
 Cindy

Cindy Kabriel
 Senior Administrative Assistant
 Riley County Clerk's Office
 110 Courthouse Plaza, B118
 Manhattan, KS 66502
 phone: (785) 565-6202
 fax: (785) 537-6394

Attachment: 03-27-23 Debbie Nuss MUAPB (13284 : Advisory Board Appointment)

Cindy Kabriel

From: Phil Anderson <phil@rileycountyks.gov>
Sent: Tuesday, March 14, 2023 4:49 PM
To: ford@rileycountyks.gov; Kathryn Focke; Greg McKinley
Cc: Debbie L Nuss
Subject: Deb Nuss--Manhattan Urban Area Planning Board

County Commissioners;

Deb Nuss has applied for the Manhattan Urban Area Planning Board and as a current member and Chair of that Board, I strongly support Deb Nuss to continue her role as a member of our Board. Deb is always thoroughly prepared for Board meetings and is thoughtful in her decision making. She's also well versed in local issues and frequently puts our decisions in the perspective of what's good for the City as well as the County.

Most Sincerely,

Phil

Phil Anderson

Attachment: 03-27-23 Debbie Nuss MUAPB (13284 : Advisory Board Appointment)

Cindy Kabriel

From: ger riffelasset.com <ger.riffelasset@gmail.com>
Sent: Tuesday, March 21, 2023 3:18 PM
To: Kathryn Focke; John Ford; Greg McKinley
Subject: Debbie Nuss Applicant For Manhattan Urban Area Planning Board

Dear Commissioners,

I am writing this letter to express my recommendation to select Debbie Nuss as an applicant for the Manhattan Urban Area Planning Board.

I have known Debbie for the past 24 years and have worked with her on several committees associated with the Riley County Historic Preservation, Downtown Manhattan, Inc. and Manhattan Urban Area Planning Board. During this period of work, I found her to be an extraordinary individual bringing forth thorough research & analysis of the subject matter, understanding of the issues, and having respect for different points of view. She is honest, responsible, accountable and executes her work with high competence. She has demonstrated strong leadership, administrative, organization & good people skills of being a good listener and communicator. She also has strong support from the current members of the planning board.

Debbie is a creative thinker with a can-do attitude. I highly recommend that you select her for appointment to the Manhattan Urban Planning Board.

Thank you for your consideration

Sincerely,

Gwyn Riffel
785.537.9100
1117 Hylton Heights Rd.
Manhattan, KS. 66502

Attachment: 03-27-23 Debbie Nuss MUAPB (13284 : Advisory Board Appointment)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 30, 2023**

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

Cindy Kabriel
785-565-6200

Riley City Hall, 222 S. Broadway, Riley,
Kansas

6:00 PM

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

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

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

6:00 PM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

6:30 PM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

6:50 PM

Brian Peete, RCPD Director

2. RCPD update

7:05 PM

Russel Stukey, Emergency Management Director

3. Firefighter and Storm Spotter Recruitment

7:20 PM

Darci Pottroff, Riley City Mayor

4. Riley City update

7:30 PM

Vivienne Leyva, PIO Officer

5. PIO update

Adjournment

Attachment: 03-30-23 tentative agenda (12824 : 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
April 03, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

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 - Greg Steere (3-5 minutes)

10:00 AM

Russel Stukey, Emergency Management Director

3. Staff update

10:15 AM

Amanda Webb, Planning/Special Projects Director

4. Housing Discussion

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: 04-03-23 tentative agenda (12824 : Tentative Agenda)



IT/GIS
Staff Update

Cory Meyer
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

STAFF REPORT

FROM: Cory Meyer

MEETING: March 27, 2023

SUBJECT: IT/GIS Staff Update - March 2023

PRESENTER: Cory Meyer

Information Technology (IT)

- IT Department Staffing Update
- Assist with Zoom and BOCC meetings, emergency Website updates, etc.
- Continue to assist District Court with Wareham jury selection site, as needed.
- Completed monthly transfer of SVQs & Deeds to the State; various customer requested phone programming changes.
- Ongoing account activation/deactivation, answering of help desk calls, Komtek/AS400 backups, resolution of user issues, swap of older/replacement of failed equipment, etc.
- Countywide Internet Changes - T1 Disconnect & Redundancy Installation
- PC Rotation: Health Dept
- Security Option Research: Office Phone Paging System
- Budget Update: Review, Pricing, Quotes
- Internal and External Security Review - Email Filter
- New Public Safety Building Planning - IT Needs
- CASA Department Move
- ATABus Building Remodel
- Commission Meeting Testing for Remote Sites
- Finalizing the MS Office 365 Migration: CASA, ATABus
- Courtroom Audio/Visual Updates
- Treasurer Temporary Move
- Ambulance Wifi Testing

Geographic Information Systems (GIS)

- Sanborn Ortho flight - 3 inch and 6-inch imagery
- Damage Assessment Application for Field Collection
- Participated in NG911 road renaming committee meeting.
- Recreating the basemap “Physical Hillshade” for the next update of the GIS website
- Working with Northpoint on updates to GIS website for new esri map viewer
- Finalize planning/back-end work to supply access to Ortho Oblique imagery to non-County (ie. RCPD, KSUPD, KSU) users.
- Make monthly NG911 data submissions, and also attend State NG911 Strategic Planning yearly meeting (via Zoom).
- Ag Use Changes from 2021 Ag Survey, end of month Building Permit, Enviro. Health, and Zoning updates, etc.
- Participated in Riley County Township meeting as an available resource for GIS related/maps questions.
- Updated GIS Website with latest city utility data, updated city zoning data, USD 383 Early learning boundaries, Impaired Streams-KDHE
- ImageNow System Replacement
- ESRI Major Version Upgrade Testing
- Panda Parcel Fabric Implementation
- Election Changes

**Signed,
Cory Meyer**

Enclosures:



IT/GIS
Purchase > \$10K

Cory Meyer
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

COMMISSION AGENDA REPORT

FROM: Cory Meyer

MEETING: March 27, 2023

SUBJECT: Microsoft Office 365 Licensing Renewal

PRESENTER: Cory Meyer

BACKGROUND

This is our annual Office 365 Licensing renewal.

FISCAL IMPACT

The \$80,355 is in the IT Budget.

RECOMMENDATION(S)

The IT/GIS Director and staff recommend that the BOCC approve the purchase of the Microsoft Office 365 Licensing Renewal through ConvergeOne.

POSSIBLE MOTION(S)

Move to approve
Move to deny
Move to modify
Move to table
No action required.

The Board agreed by consensus to

Enclosures:

- Office 365 License Renewal 03232023(PDF)

Solution Summary

CSP - MS 0365 Licensing - Riley County

Customer: RILEY COUNTY	Primary Contact: Cory Meyer
Ship To Address: 110 COURTHOUSE PLZ MANHATTAN, KS 66502	Email: cmeyer@rileycountyks.gov
Bill To Address: 110 COURTHOUSE PLZ MANHATTAN, KS 66502	Phone: (785) 537-6307
Customer ID: AOSRILEY003	National Account Manager: Ester Carpenter
Customer PO:	Email: ecarpenter@convergeone.com
	Phone: +19524563814

Solution Summary	Billing Frequency	Due	Total Project
Software	Annual	\$80,355.00	\$80,355.00
Project Subtotal			\$80,355.00
Estimated Tax			NOT INCLUDED
Estimated Freight			NOT INCLUDED
Project Total			\$80,355.00

This Solution Summary summarizes the document(s) that are attached hereto and such documents are incorporated herein by reference (collectively, this "Order"). Customer's signature on this Order (or Customer's issuance of a purchase order in connection with this Order) shall represent Customer's agreement with each document in this Order and acknowledgement that such attached document(s) are represented accurately by this Solution Summary.

Unless otherwise specified in this Order, this Order shall be subject to the following terms and conditions (the "Agreement"): (i) the Master Sales Agreement or other applicable master agreement in effect as of the date hereof between ConvergeOne, Inc. and/or its subsidiaries and affiliates (collectively, "C1" or "ConvergeOne" or "Seller") and Customer; or (ii) if no such master agreement is currently in place between C1 and Customer, the Online General Terms and Conditions currently found on the internet at: <https://www.convergeone.com/online-general-terms-and-conditions/>. If Customer's Agreement is a master agreement entered into with one of ConvergeOne, Inc.'s predecessors, affiliates and/or subsidiaries ("Legacy Master Agreement"), the terms and conditions of such Legacy Master Agreement shall apply to this Order, subject to any modifications, located at: <https://www.convergeone.com/online-general-terms-and-conditions/>. In the event of a conflict between the terms and conditions in the Agreement and this Order, the order of precedence shall be as follows: (i) this Order (with the most recent and specific document controlling if there are conflicts between the Solution Summary and any applicable supporting document(s) incorporated into this Order), (ii) Attachment A to the Agreement (if applicable), and (iii) the main body of the Agreement.

This Order may include the sale of any of the following to Customer: (a) any hardware, third party software, and/or Seller software (collectively, "Products"); (b) any installation services, professional services, and/or third party provided support services that are generally associated with the Products and sold to customer by Seller (collectively, "Professional Services"); (c) any Seller-provided vendor management services, software release management services, remote monitoring services and/or, troubleshooting services (collectively, "Managed Services"); and/or (d) any Seller-provided maintenance services ordered by Customer to maintain and service Supported Products or Supported Systems at Supported Sites to ensure that they operate in conformance with their respective documentation and specifications (collectively, "Maintenance Services"). For ease of reference only, Professional Services, Managed Services and Maintenance Services may be referred to collectively as "Services." Unless otherwise defined herein, capitalized terms used herein will have the same meanings as set forth in the Agreement.

Products and/or Services not specifically itemized are not provided hereunder. This Order will be valid for a period of thirty (30) days following the date hereof. Thereafter, this Order will no longer be of any force and effect. Due to rapidly changing prices in the market for third party Products and/or Services, after the expiration of the foregoing 30 day period, Seller reserves the right to adjust offerings and/or prices accordingly prior to issuing any new Order(s).

This Order is a configured order and/or contains software.

Special Comment to Solution Summary:

MICROSOFT ONLINE SERVICES AND AMAZON WEB SERVICES ADDITIONAL TERMS. 1. Billing. Based on the service(s) ordered, fees for Microsoft Online Services and Amazon Web Services (the "Services") listed on this Order are provided on either a fixed fee or consumption basis and invoiced monthly or annually as indicated, during the Term specified on the Order. Consumption based Services will be billed monthly in arrears based on actual usage regardless of any usage estimates that might have been provided in any proposal or on this Order. Unless a different term is specified on the Order, Seller will provide the Services for term of one (1) year ("Initial Term"). 2. Renewal. At the end of the Initial Term the Services will automatically renew for successive one (1) year periods (each "Renewal Term" and together with the Initial Term, the "Term") at the rate(s) then in effect unless at least thirty (30) days prior to the expiration of the then current Term, Customer or Seller provides the other with written notice of its intent not to renew. 3. Cancellation. Customer may cancel the Services at any time during the Term by providing Seller thirty (30) days advance written notice of the requested date of termination ("Termination Date") and shall be liable as follows: (i) For Services that are billed monthly in advance, payment of the full monthly amount for the month in which notice was provided, plus one full additional month; (ii) For Services that are billed monthly in arrears by consumption, payment for actual usage up through the Termination Date; and, (iii) For Services that are billed annually in advance, Customer is not entitled to a refund of the fee paid for the current Term. 4. Microsoft and Amazon Web Services Software Licenses and Additional Terms and Conditions. Customer agrees that it has read, understood, and will abide by the terms and provisions of the software license(s) and other terms and conditions applicable to the Microsoft and Amazon Web Services Products provided hereunder. Such terms may be found on the Internet at <https://www.microsoft.com/licensing/docs/customeragreement> and <https://aws.amazon.com/agreement>

ACCEPTED BY:

BUYER: _____ DATE: _____ SELLER: _____ DATE: _____

TITLE: _____ TITLE: _____

Solution Quote

#	Description	Term In Months	Qty	Unit Price	Extended Price
1	Office 365 F3 GCC Annual	12	85	\$47.64	\$4,049.40
2	Office 365 G3 GCC Annual	12	280	\$259.68	\$72,710.40
3	Office 365 G1 GCC Annual	12	35	\$102.72	\$3,595.20
				Total:	\$80,355.00

Attachment: Office 365 License Renewal 03232023 (13283 : Microsoft Office 365 Licensing Renewal)



PLANNING & DEVELOPMENT
Work Session

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: March 27, 2023

SUBJECT: Comprehensive Plan update - public participation, technical advisory group, consultant discussion

PRESENTER: Amanda Webb, Planning Director

Please see attached staff report, draft consultant RFQ, and draft survey.

Enclosures:

- Comp plan staff report 3.27 (PDF)
- DRAFT CP RFQ (PDF)
- DRAFT SURVEY (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: March 27, 2023

To: Riley County Board of County Commissioners

From: Amanda Webb, Planning Director

Re: Comprehensive Plan update – technical advisory group/public participation/consultant selection

A comprehensive plan provides a guide for growth and development of a place, based on the community's vision for the future. It is used to steer the day-to-day decisions of elected officials and local government staff. Comprehensive plans include goals, policies, and objectives that influence local planning efforts. The codes and regulations are how these goals, policies, and objectives are carried out.

A lot has changed in our community since the current comprehensive plan, Vision 2025, was adopted in October 2009 and it is important we review and incorporate those changes into a new plan. Plans should generally be updated every five to ten years. A community's population changes over time, which may have an impact on the vision for the future, long-range goals and objectives, and philosophies toward county policies. It is an opportunity to review existing goals, policies, and objectives, and make modifications as needed or wanted. It also gives us a chance to review our land use inventory and the current designated growth areas as well as evaluate current and future population needs.

These plans look out into the future over a set amount of time. The Board of County Commissioners selected a 15-year planning horizon through 2040.

Reminder of public involvement strategies:

- Webpage (<https://www.rileycountyks.gov/2032/Comprehensive-Plan-Update>) – everything will be here: purpose, background, how to get involved, schedule, sign up for email listserv, leave comments, notices of meetings, etc.
- Email listserve – share updates, meeting notices, etc.
- Social media
- Press releases/media spots (newspaper, radio, TV)
- Printables/mailers
- Surveys (online and hard copy)
- Public gatherings/community events – these are in addition to the public meetings before the various boards and will occur at different locations around the county. These will be both specific comprehensive plan related meetings as well as at community events.
- Charettes/visioning open houses – Down the line, we can present options to the public and have them select their preferences.
- Working with Vivienne/PIO on the above and for other options

Since the February update, I've worked to engage the technical advisory group, which will be known as the Comprehensive Plan Committee. Here is the email message I sent:

Riley County is updating its comprehensive plan!

A comprehensive plan guides growth and development based on the community's vision for the future and is used to steer the day-to-day decisions of elected officials and local government staff. Comprehensive plans include goals, policies, and objectives that influence local planning efforts. Much has changed in the community and region since the last comprehensive plan, Vision 2025, was adopted in October 2009. It is essential that our new plan consider and incorporate those changes as they may impact the collective vision for the future as well as long-range goals and objectives. We are targeting an adoption timeframe of late 2024.

We need your help to ensure we have wide-ranging and diverse input to determine the county's future vision. What do you want and need for Riley County? To that end, I am wondering if you, or someone from your organization, would be willing to serve on the Comprehensive Plan Committee (essentially, a Technical Advisory group). The strategy is to break into subcommittees based on area of interest and/or expertise. Subcommittee representatives will report to the main Comprehensive Plan Committee who will make recommendations to the Planning Boards and the Board of County Commissioners. Other jurisdictions have taken this approach to update their comprehensive plans and have achieved positive results.

This group will likely have initial meetings beginning in late May/early June. I anticipate greater participation from this committee in the earlier months of the update process as we review and discuss current plan sections and determine what changes and additions the overall update should encompass. While a more precise schedule will be drawn up once the consultant is on board, I anticipate monthly meetings with this group for at least the first few months.

We are in the early stages of the update – we've created a basic public involvement plan, we are working on a public survey for tentative spring distribution, and we're putting together a Request for Proposals (RFP) for consultant assistance for immediate distribution. The consultant will assist with facilitating community involvement and committee discussions, update technical information including population data and land use inventories, and assist with county facility and space needs into the future.

Please respond to me by April 21, 2023 with your organization's interest in this project and the name and contact information of the person who will participate.

I am still working to collect names and contact information for the following groups/organizations:

- Developers
- Ranchers/Farmers
- KS Livestock Association
- MHK Builders Association
- RC Farm Bureau
- Aggieville Business Association

The following groups will also be sent a tailored message for involvement:

- Citizen groups such as Optimist, Konza Club, Rotary
- County departments including PW/Parks, EMS, EM, Health, Extension

Committee members will participate in targeted subcommittees by area of expertise or interest that will likely be comprised of the following:

- Housing
- Agriculture
- Parks and recreation
- Economic development
- Infrastructure – transportation, utilities, schools, emergency/public services
- Health – food planning, water/sewer, other health related items

Reminder here is the group sent to (so far) with a “Y” to indicate response:

Organization		Organization	
USD 378		City of Manhattan	Y
USD 383		City of Randolph	
USD 384		City of Leonardville	
Ashland Township	Y	City of Riley	
Bala Township		Riley County Conservation District	
Center Township		MHK Realtor’s Association	
Fancy Creek Township		Flint Hills MPO	Y
Grant Township		Fort Riley	
Jackson Township		KSU	
Madison Township		MHK Christian	
Manhattan Township	Y	MHK Tech	Y
May Day Township		Flint Hills Wellness Coalition	
Ogden Township		Food & Farm Council	Y
Sherman Township		Manhattan Chamber of Commerce	
Swede Creek Township		Rural Economic Development Advisory Board	
Wildcat Township		DMI	Y
Zeandale Township		Westloop Business Association	Y
MHK Catholis Schools		Manhattan Area Habitat for Humanity	
City of Ogden		Kansas Gas	

I’ve attached a **draft** public survey and a **draft** Request for Qualifications for consultant assistance. Both need final tuning, but I wanted to review with the BOCC the content and ensure comfort prior to finalizing.

For the public survey, I will work with Vivienne to further tailor as needed. I want to ensure a well-rounded survey but not have an overwhelming number of questions.

For the RFQ, there are a few pieces of information missing. I will update the population information in the background paragraph with census data (the website had an error when I tried to access for this report). I will also input the timeline/deadlines once the RFQ is finalized and ready to send.

Request for Qualifications
Riley County Comprehensive Plan update

DRAFT – NOT FOR DISTRIBUTION

Riley County, Kansas, is requesting qualification statements from professional planning consultants to assist with its Comprehensive Plan update.

Background:

Riley County, located in northeast Kansas, had an estimated YEAR population of DATA, which includes the City of Manhattan population of DATA. Riley County is also home to Kansas State University with an enrollment of approximately DATA students. The Fort Riley Military Base, located eight miles west of Manhattan, is also a major employer in the area and has a YEAR population of DATA. Riley County has a three-member Board of County Commissioners.

Riley County's current comprehensive plan, Vision 2025, was adopted in October 2009. Riley County has new Land Development Regulations that became effective January 1, 2022. The City of Manhattan updated their urban area subdivision regulations, also effective January 1, 2022, that the county adopted as required. Riley County and City of Manhattan have an interlocal agreement for planning within the urban area – in most cases, county zoning applies while city subdivision regulations apply. There is also a joint urban area planning board (in addition to Riley County's Planning Board).

Scope of Services:

Following selection of a successful firm, a detailed scope of services will be developed by the County and consultant to outline the specific tasks, deliverables, and timeline.

Tasks the consultant must address:

- Review all existing related plans and studies: Use existing data and documents to examine past and present conditions and trends relating to land use, population, development, economic conditions, and any other pertinent element needed in the preparation of the comp plan.
- Public outreach/participation/committee coordination: Public participation should involve a wide-ranging and diverse selection of residents, organizations, and businesses, appropriate meeting and discussion formats, and significant information dissemination. Riley County has already engaged several local/regional organization members to serve as technical advisors on the Comprehensive Plan Committee, which will also include several targeted subcommittees. Riley County will issue an initial survey tentatively in spring 2023. While the consultant will compile public input and facilitate stakeholder engagement, Riley County will be a partner in all community engagement efforts.
- Demographics/socioeconomics: Consultant will be responsible for collecting current and projected demographic and socioeconomic trends. Riley County will make the final determination as to what data will be included within the plan itself.

- Current and future land use: A current land use map shall be created that reflects agricultural, residential, industrial, and commercial development in the county. The consultant will assist in evaluating current identified growth areas and identifying new potential growth areas. A Future Land Use map shall be created based on population projections, recent developments, and economic trends.
- Evaluate county facilities/space needs: Specific to the non-court-related departments and buildings downtown.

Contractual Provisions:

In addition to the Scope of Services, the consultant contract shall include the Contractual Provisions Attachment included with this Request for Qualifications.

Budget:

The Board of County Commissioners have allotted \$25,000 towards this project within fiscal year 2023. There is potential for additional funding through the 2024 budget based on project needs.

Proposed timeline: The following is a timeline for consultant selection:

Event	Date
Advertise RFQ	
Deadline for RFQ questions	
RFQs due	
Committee review	
Interview firms/recommendation	
BOCC makes final decision and authorizes staff to negotiate a contract	

All plans must be completed and adopted **no later than** December, 2024. A more precise timeline will be configured once the consultant is on board and scope of services is clearly detailed.

Submission Requirements:

- Title page:
 - Title of project
 - Date of submittal
 - Firm name/address/phone
 - Primary contact/email address/phone
- Qualifications:
 - Summarize experience/qualifications for each person assigned to the project. Please do not include full resumes.
 - Outline experience with long range projects, specifically comprehensive plans.
 - Provide your understanding of the project and the tasks the consultant is responsible for.
 - Describe your overall philosophy towards long range planning/comprehensive planning.

- A detailed description of the types of public participation processes used successfully by the firm in similar projects.
- Indication that there will be enough staff assigned to the project as necessary to meet the timeline.
- Budget/Scope of Work
 - Please include your scope of work/deliverables for the life of the project and the associated cost to each.
- References
 - Provide three (3) references of past clients for whom similar work has been performed and involved at least one of the primary team members listed in the proposal.
 - Include the contact person's name, title, firm, address, telephone number, which consultants were involved in the project, and the year the project was completed.

Directions for Submission: Provide ten (10) copies of the submittal by 5:00 pm on DATE. Mail copies to the following address:

Amanda Webb
Planning Director
110 Courthouse Plaza
Manhattan, KS 66502

All questions should be directed to Amanda Webb at awebb@rileycountyks.gov or (785) 537-6332.

Evaluation criteria:

- All items provided as per submission requirements.
- Demonstrated understanding of the project and tasks consultant is responsible for.
- Experience with long-range planning, specifically comprehensive plans.
- Availability and experience of professional staff assigned to the project.
- Creativeness and effectiveness in facilitating public outreach and technical group engagement strategies.
- Basic knowledge of Riley County.

Screening process:

A Selection Committee comprised of the BOCC, PD, and members from other county departments will begin the initial screening process. Selected firms will then be interviewed by the Selection Committee. The committee's recommendation for selection of the consultant will be reviewed by the Board of County Commissioners, which will make the final decision, prior to development of a Scope of Services and contract.

Disclaimers:

Riley County reserves the right to reject any and all proposals. All costs including travel and expenses incurred in the preparation of this proposal shall be borne by the proposing firm. All work product, whether hard copy or electronic, shall remain the property of the county and shall be provided to the county upon completion of the contract or upon request.

All persons awarded and/or entering into contracts with Riley County shall be subject to and required to comply with all applicable City, State, and Federal provisions pertaining to non-discrimination, Equal Employment Opportunity, and Affirmative Action.

COMPREHENSIVE PLAN UPDATE SURVEY

DRAFT: NOT FOR DISTRIBUTION

1. Which best describes you (check all that apply):	
☐	I live in Manhattan city limits
☐	I live in Leonardville, Riley, Randolph, Ogden city limits? (please circle which)
☐	I live outside of all city limits but within Riley County
☐	I live outside Riley County
☐	I live outside Kansas
☐	I work in Riley County
☐	I own property in Riley County
☐	I own a business in Riley County
☐	I utilize the parks in Riley County

2. How long have you lived/worked within Riley County?	
☐	1 year or less
☐	2-5 years
☐	6-10 years
☐	11-15 years
☐	16-19 years
☐	More than 20 years

3. Which Township do you live in?	
☐	Ashland
☐	Bala
☐	Center
☐	Fancy Creek
☐	Grant
☐	Jackson
☐	Madison
☐	Manhattan
☐	Mayday
☐	Ogden
☐	Sherman
☐	Swede Creek
☐	Wildcat
☐	Zeandale

4. What is your age?

	18 and under
	18-24
	25-34
	35-44
	45-54
	55-64
	65-74
	75+

5. Why do you choose to live in Riley County?

6. What do you feel are Riley County's top three challenges?

7. What do you believe are Riley County's greatest assets?

8. Are there types of businesses you'd like to see in the county?

	Retail
	Services
	Industrial
	Food/restaurants
Other/please describe:	

9. Riley County currently has Designated Growth Areas (DGAs) around all of the small cities as well as along Tuttle Creek Lake. During this comprehensive plan update, we will evaluate these areas and determine if additional growth areas should be identified. Please note much of the county will remain in agricultural/rural use as it is now but it is important to plan for organized and efficient growth and development for the county as a whole. Where do you think additional growth and development should occur within the county?

10. What housing types do you believe Riley County needs?

Housing type	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
More single family					
Duplex/triplex					
Multi-family					
Townhomes					
Short Term Rentals					
ADUs/"Mother in law suites"/Granny flats					
Other/please describe:					

11. Which Riley County parks do you use?

	Keats Park
	Fairmont Park
	Rocky Ford Recreation Area
	Wildcat Park
	CiCo Park
If you do not use the parks, why not?	

12. Do you have access to local/healthy food?

13. Do you have access to affordable childcare?

14. Do you have access to affordable and reliable broadband?

15. Do you have other comments you'd like to share?

If you'd like to be included on Riley County's email listserv (we will provide newsletters, updates on public engagement opportunities, and public meetings, etc.) please provide:

Thank you!



**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: March 27, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 03.27.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ October, 2022 and through March 22, 2023 Submitted by Clancy Holeman, Riley County Counselor

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. *All entries more than 6 months old have been removed. Bold type entries are the most recent.*

COMMISSION LIST

I. Projects By Category:

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)

Board of Riley County Commissioners: Initial meeting of CPE staff working group on CPE building security. (8-3-22) Consult with Craig on tax foreclosure issue. (8-5-22) Draw letters of support for TVT and WTC applications for state/federal funding. (8- 11-22) Zoom with staff working group on CPE security issues. (8-19-22) Participate in Executive Session appeal of disciplinary action. (8-22-22) Attend BOCC public meetings: (8-18-22; 8-22-22;8-26-22) Attend KAC legislative policy committee meeting. (8-31-22) Attend BOCC public meetings (9-1-22; 9-5-22; 9-8-22; 9-12-22) Work on contract issue. (9-13-22;9-14-22) Attend BOCC public meetings. (9-16-22;9-20-22) Work on contract issue (9-15- 22;9-16-22; 9-19-22;9-20-22; 9-21-22) Assist with January 1, 2023 .20% countywide retailers’ sales tax approved by voters November, 2021. (9-19-22) Work on fence view request. (9-14-22;9-20-22) Work on multiple separate contract issues: (9-15-22; 9-16-22;9-19-22;9-20-22;9-21-22) Work on personnel matter for executive session. (10- 13-22) Work on resolution of support for riverbank development by private group. (10-13-22) Attend BOCC meetings. (10-21-22; 10-24-22) Work on personnel matter for upcoming executive session. (10-24-22;10-25-22; 10-26-22) Attend BOCC meetings. (10-27-22; 10-31-22) Amend and upload resolution of support for Riverfront MHK. (10-27-22)/ Work with title company to finalize assembly of seller documents for closing on Leonardville site for ambulance station. (10-28-22) Work staff of Clerk’s office to obtain potential dates for upcoming executive sessions. (10-27-22) Prepare for oral arguments in Lyon County District Court scheduled for 11-10-22; appeal regarding First Christian Church historical designation by state. (10-31-22;11-1-22;11-2-22) Attend District Court Case Management conference in Riley Count District Court on pending appeal of County’s approval of update to Prairiewood’s preliminary and final plans. (11-1-22) Participate in BOCC public meetings. (11-3-22; 11-7-22; 11-10-22; 11-14-22; 11-17-22) Present closing documents for BOCC signature on purchase of Leonardville site of North County Ambulance station. (11-14-22) Deliver signed closing documents on same purchase to title company. (11-17-22) Work on information for annual audit. (11-17-22) Attend regular BOCC public meeting. (11-21-22) Work on item for annual legislative conference and prepare to present it to BOCC during public meeting 11-28, 2022. (11-20-22; 11-22-22) Attend regular BOCC public meeting. Obtain

Attachment: FINAL Commission List 03.27.2023 (13280 : Clancy's Commission List)

BOCC approval of draft legislative conference. Obtain BOCC approval of draft lease renewal document for Aggieville substation. (11-28-22) Work with Cindy K. to place executive session on Thursday agenda, during my administrative time. (11-29-22) Review my text changes I proposed to the draft minutes from the November 21st BOCC public meeting. (11-29-22) Work on “Prairiewood” neighboring landowner appeal to Riley County District Court of BOCC’s method of approval of updates to preliminary and final development plans. (11-25-22; 11-27-22; 11-28-22; 11-29-22) Work on journalizing court’s decision in BOCC appeal to Lyon County District Court of Kansas Historic Sites Board of Review’s placement of First Christian Church on Kansas Register of Historic Places. (11-29-22) Work on Prairiewood Holdings, LLC appeal to Riley County District Court: phone call with opposing counsel; I propose slight revision to “case management order” provided for review; Work on record on appeal, preparing it for filing with District Court; and work on record on appeal’s certification. (11-30-22) Work with IT/GIS on technology for executive session on department head performance evaluations by BOCC scheduled for 12-1-22 public meeting. (11-30-22) Attend BOCC public meetings. 12-1-22;12-5-22) Legal research on fence view request. Discuss with attorney for applicant. Obtain permission to return call from applicant and provide limited information on status of request and that working with his attorney. (12-1-22; 12-5-22) Return phone call from applicant and obtain property access information from him, if viewers are sent out to examine any fence constructed by either party. Leave message with applicant’s attorney’s office staff to call me back. (12-5-22) Prepare for BOCC public meeting of 12-8-22. (12-7-22) Attend and participate in BOCC meeting. Assist with executive session. (12-8-22) Provide information to Mary Carson on reimbursement agreements for small cities based on formula approved by BOCC during December 1, 2022 regular public meeting, as presented on behalf of Budget and Planning Committee. (12-8-22) Legal research on question raised by cemetery district. (12-8-22) Legal research and opinion developed on issue requested by BOCC member. (12-11-22) Work on materials circulating among members of CPE building security working group. Purpose is to develop a CAR to circulate for working group input. Then presentation to BOCC during January. (12-12-22) Continue work on immediately preceding item. (12-13-22) Work on real property issue. (12-13-22) Work on pending litigation issue. (12-13-22) Advise Budget and Planning members of upcoming discussion of potential reimbursement agreements to small cities. (12-13-22) Further work on materials circulating among members of CPE building security working group. (12-14-22) Consult with Deputy County Counselor on upcoming annexation issue. (12-14-22) Attend and participate in BOCC public meetings. (12-15-22;12-19-22; 12-26-22; 12-29-22) Legal advice provided during public meeting. (12-19-22) Initial review of “RAISE” federal grant opportunities as described in email from U.S. Dept. of Transportation. (12-21-22) Respond to citizen inquiry regarding RCPD daily operation. Refer to RCPD and counsel to Law Board. (12-26-22) Work on annexation request forwarded by City of Manhattan. (12-21-22; 12-27-22) Discuss with Treasurer further work to develop sales tax reimbursement agreements for small cities. (12-27-22) Inquiry from our outside counsel on proposed agreements. I return call and leave voicemail with planned further discussion. (12-28-22) Obtain BOCC approval of publication notice setting date and time for public hearing on MCW annexation request—Saturday, January 14, 9 a.m., in BOCC chambers; Obtain BOCC approval of coroner services contract amendment and extension. (12-29-22) Consult with Deputy Counselor on scheduled annexation hearing. (1-3-23) Review animal control issues. (1-27-23) Prepare for upcoming work session week of 1-30-23. (1-27-23) Attend and participate in BOCC public meetings (1-26-23; 1-30-23) Attend and participate in BOCC public meetings. (2-2-23;2-6-23) Forward KORA request to this department’s staff for response. (2-6-23) Work on reimbursement agreements for small cities. (2-7-23) Review and route incoming litigation documents to relevant parties, including our insurer and insurer-provided counsel. Prepare CAR and discuss with Budget and Planning Committee, for approval of form of small cities’ sales tax reimbursement agreement. (2-8-23) ***Review and approve as to form upcoming resolution for G.O. bond issuance on Public Works road project. (2-21-23) Work on hiring process for Deputy Position at retirement of incumbent scheduled for 9-30-23. (2-16-23;2-21-23; 2-22-23) Prepare for BOCC public meeting scheduled for 2-23-23. (2-21-23;2-22-23) Attend and participate in BOCC public meetings of February 23rd, February 27th, March 2nd, March 6th, 2023, March 9, 2023. Legal research on issues related to upcoming scheduled Township Officer Meeting. (2-23-23;2-24-23;2-27-23;2-28-23) Mail to counsel for respective small cities sales tax loss reimbursement agreements. (3-3-23) Prepare for annual township officers meeting scheduled for 3-8-23. (3-7-23) Return call from member of Tatarrax***

Homeowners Association regarding Lot 70. (3-7-23) Schedule executive session for March 9, 2023 meeting. (3-7-23) Attend and participate in annual Township Officers' meeting. (3-8-23) Conversation with after phone call from City of Ogden. Discuss timeframe for return of the agreement to Riley County. (3-13-23) Work on environmental issue. (3-13-23;3-14-23) Voicemail left with bond counsel on short term financing question different project. (3-14-23) Work to schedule 2 agenda items for Thursday, March 16th public meeting. (3-14-23). Assist Departments and counsel with pending litigation claim. (3-14-23; 3-15-23) Exchange of information on pending litigation with outside counsel. (3-16-23;3-17-23) Staffing with multiple county office representatives on real property ownership issue.(3-17-23) Meeting with township official as result of Township Officers Meeting Contract discussion.(3-17-23) Prepare for BOCC public meeting scheduled 3-20-23 (3-19-23) Attend and participate in BOCC public meetings 3-16-23; 3-20-23) At request of county staff deponent in pending litigation matter, arrange to attend deposition preparation meeting. (3-22-23) At request of architect, review and approve as to form draft construction agreement for North County ambulance station in Leonardville. (3-22-23)

“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 Overland Park, 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)

County Counselors Association of Kansas:

County Jail Inmate Medical Care:

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)

“Dark Store”:

District Court: Voicemail from Wareham manager on use of facility for jury trials. (8-8-22) Message left with Judge Bannister regarding foregoing matter. Provide cell number to court. (8-12-22) Phone call with owner regarding District Court fee for using Wareham between now and November 1, 2022. (8-31-22)

Federal Rules on Vaccination Mandate:

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) Work with Clerk of the Riley County District Court and Lyon County District Court to process my unopposed motion for extension of time to file County's initial brief. Motion granted and new deadline to file County's initial brief is April 29, 2022. (3-18-22;3-21-22;3-25-22;3-28-22;3-29-22) Legal research for County's appeal brief due in district court April 29, 2022. (4-15-22;4-18-22; 4-19-22) Legal research and prepare county brief on appeal. (4-20-22; 4-21-22;4-22-22; 4-25-22;4-26-22-4-27-22;4-28-22-4-29-22) File County brief electronically with District Court. (4-29-22) Contact opposing counsel on pending appeal. (5-31-22) Work on aspect of pending appeal. (6-5-22) Contacted by opposing counsel for continuance of Respondents' deadline to file their responsive brief—I do not oppose. (6-15-22) Respondents' unopposed motion for continuance of their deadline to file brief until August 1, 2022, filed with Court. (6-16-22) Work with District Court Judge's staff on scheduling of status conference. (7-14-22) Schedule status conference at request of District Court judge—will occur July 19, 2022. (7-15-22) Participate in status conference with opposing counsel and District Court Judge assigned this Riley County's Appeal. Opposing counsel believes her responsive brief will be provided by August 1, 2022. At that time, Court will review Riley County's Petition and opposing counsel's response. Then Court will schedule zoom oral schedule oral arguments. In the meantime, I will provide Court by mail a thumb drive "Attachment H," which is a video of the hearing by the Historic Sites Board of Review listing the property as historic. I cite that "Attachment H" throughout my brief in support of the county's petition. (7-19-22) Respondent's brief filed in District Court. (8-1-22) Prepare to possibly file Reply brief by review of video of hearing before HSB. (8-5-22) Mail Court portion of record on appeal. (8-12-22) Legal research for reply brief. (8-14-22;8-15-22;8-16-22;8-17-22) Legal research for reply brief. (8-18-22;8-19-22; 8-20-22;8-21-22;8-22-22) File reply brief with District Court. (8-22-22) Work with opposing counsel and Court to schedule oral arguments by counsel. (8-30-22; 8-31-22) Oral argument of counsel before Lyon County District Court. (11-10-22) Lyon County District Court announces its decision by zoom. Court vacates placement of 1st Christian Church on Kansas Register of Historic Places as illegal act; But because Church was validly placed on National Register of Historic Places, and state law requires all properties on National Register are placed on Kansas Register, the Church remains on the Kansas Register of Historic Places. (11-15-22) Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court's ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23) ***Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court. (2-28-23; 3-3-23;3-5-23)***

Human Resources: Prepare necessary motion for non-elected department head performance reviews upcoming. (11-29-22)

Indigent Legal Services: 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) Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for calendar year 2022. *Work on various issues related to this service. (2-10-23;2-13-23;2-14-23-2-15-23;2-16-23;2-19-23;2-20-23;2-21-23;2-22-23;2-24-23;2-26-23;2-27-23;2-28-23;3-1-23;3-2-23;3-3-23;3-4-23;3-6-23;3-7-23;3-8-23) Work on various issues related to this service. (3-19-23)*

Intergovernmental Luncheon Meeting: Attend and describe Riley County state legislative platform for 2023. (11-28-2022)

KAC Annual Meeting (October 17, 2022): Request registration for 2022 annual meeting. (6-3-22)

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) Submit neutral written testimony to House Agriculture Secretary on HB 2531 for hearing scheduled for February 9, 2022. (February 8, 2022) Contract lobbyist advises hearing has been continued to Monday, 2-14-22. (February 9, 2022) Review, analyze and discuss SB 119 pending in House; with member of legislative delegation; contract lobbyist; Riley County Appraiser. (2-7-22; 2-8-22; 2-9-22; 2-10-22). Watch portion of House floor debate on HCR 5022. Discussion with contract lobbyist. (2-22-22) Discuss with contract lobbyist potential in-session annual legislative conference update. (2-25-22) Discuss with member of delegation SB 119 as it stands in House. (2-25-22) Determine if members of delegation are available for follow up zoom legislative conference April 4 or April 7, 2022. (2-28-22) Review SB 538 at request of contract lobbyist. (3-2-22) Schedule follow up zoom only legislative conference for April 7, 2022. (3-2-22) CAR and agenda for April 7, 2022, follow up legislative conference provided delegation. (3-31-22) Review KAC legislative update. (4-5-22) Prepare for April 7, 2022, follow up legislative conference. Assist with presentation to BOCC of follow up legislative conference—1 delegation member present in BOCC chambers and 2 delegation members present by zoom. (4-7-22) Work with Treasurer on legislative issue. (5-10-22; 5-11-22; 5-12-22) Present during public meeting CAR on letter of support for motor vehicle registration and title bill available for action when legislature returns May 23-2022. (5-16-22) Email support letter to individual members of Senate Leadership. (5-18-22) Communicate with delegation member. (7-4-22) Prepare legislative requests for upcoming KAC legislative policy committee meetings. (7-18-22; 7-19-22) Schedule potential appearances before KAC legislative policy committee for 2023 legislative session requests. (7-23-22) Present 4 county legislative requests to the KAC legislative policy committee, via zoom. (7-27-22) Work on dates for Annual Legislative Conference—invitation emailed delegation asking their preference between Monday, December 5th and Thursday, December 8th, noon to 2 pm—lunch provided. (10-26-22) Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23;1-

26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers’ Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk’s association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23;2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary.(2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County’s testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser’s input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201(requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237(no position from appraisers’ association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county’s request—they are struggling with a number of “nuisance” real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) ***Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23;3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member’s question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23;3-14-23) Communicate with contract lobbyist to work on scheduling “virtual” follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023 or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23;3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually.(3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23 Respond to staff communication on apparent status of SB 248 (exemption for “food” in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23)***

Leonardville North County EMS Station: Call and leave message for City of Leonardville’s attorney. (9-14-22) Assist EMS with project. (9-19-22)

Legislation: *Work at county staff level on SB 248; SB 252. (3-1-23;3-2-23;3-3-23)*

National Opioid Litigation Settlement:

NG-911 Committee (Road naming): Attend and participate in committee meeting. (2-14-23)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Schedule work session for discussion of design issue related to facility. (1-27-23)

Riley County Annual Legislative Conference: Discussion with County Treasurer regarding statewide Treasurer’s association pending legislation to increase fees but thereby reduce ad valorem property tax support of state function (motor vehicle registration). (11-30-22) Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds.

(12-9-22)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee: Participate in committee meeting. (9-13-22)

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)

II. Projects by Department:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) *Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23;3-3-23)*

Riley County Appraiser's Office: Answer Dept. Head inquiry on exemption process. (8-5-22) Conversation with Department Head on issue. (8-23-22). Work with Department head on legal issue. (9-14-22) Work on 2 separate issues involving property tax liability. (11-17-22;11-18-22) Review materials provided by Department Head. Schedule discussion with me, Craig and Department Head. (11-29-22) Assist with legal issue. (12-1-22) (Discuss with County Appraiser separate legal issue. (12-2-2) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23) Review info from County Appraiser on upcoming property tax appeal. Provide additional background information to Appraiser. (1-28-23) Advise on exemption matters. (2-8-23) *Meet with County Appraiser on exemption issue. (3-6-23) Meet with County Appraiser and taxpayer representatives on same exemption issue. (3-7-23) Discuss with different taxpayer representative different exemption issue. 3-7-23) Review different pending exemption request material, at request of Department Head. (3-13-23) Advise Department Head on assessment issues. (3-20-23)*

Riley County Attorney: *Work on contract for services. (2-22-23) Work on immediately preceding contract with Department Head. (2-27-23;2-28-23;3-1-23;3-2-23)*

Riley County Clerk: Assist with KORA issue. (10-14-22; 10-18-22) Assist with certification of records for pending district court appeal. (11-28-22) Review form of license application and its requirements at request of Clerk's staff. (12-7-22) Review revised license application provided today by Clerk's Office staff. Approve "as to form." (12-8-22) Review and respond to bond counsel question on term sheet for short term financing. (2-6-23)

Riley County Community Corrections: Finalize Drug Court documents with Department Head. (11-4-22)

Riley County Emergency Management: Contacted by EM regarding a 911 service issue. Discuss with EM Director. I call resident and leave message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short-term solution while 911's involvement with state coordinating council. Encourage

Attachment: FINAL Commission List 03.27.2023 (13280 : Clancy's Commission List)

resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back “soon” from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) New information provided by Department Head on foregoing resident’s report of continued issue with 911 contact, based on info he received from his land line provider. (1-4-23) Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head. (1-4-23) Request for contract assistance. (1-30-23) Information provided on scheduling training opportunity on FLSA. (1-30-23) Information provided on CPE building security. (1-30-23) Discuss litigation matter with Department Head. (2-8-23)

Riley County Emergency Medical Services: City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what’s necessary. Consultation with Craig. (12-8-22) Discuss with Department Head arrangement for site visit on 12-21-22. (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23) ***Respond to communication from outside counsel on pending matter.(3-19-23) Prepare Declaration of Local Disaster Emergency; Obtain signatures of Vice-Chairman & County Clerk; File with County Clerk; Deliver to Baldwin Fisher for transmittal to KDEM. (3-20-23) Discussion with Department Head and confirm he wants existing Declaration of Local Disaster Emergency to expire by its terms this Monday, March 27, 2023 at 12:01 a.m. (3-22-23)***

Riley County Extension:

Riley County Fire District No. 1:

Riley County GIS:

Riley County Health Department: Work with department staff member on question about insurance coverage for staff. I ask County’s insurance broker for information. (12-12-22) Follow up on question I previously asked county’s insurance provider December 12. (12-28-22) Discussion with insurance agent on insurance coverage from a department’s staff. Recontact staff member and advise agent will be contacting them for more detail—encourage staff member to check back with me next week if necessary. (12-28-22)

Riley County Historical Museum:

Riley County Human Resources: Assist with employment law issue. (10-18-22) Attend meeting of planning committee for discussion about completed event for 2022. (10-25-22) Work on agenda documentation issue. (11-18-22) Discuss with Clerk’s office staff contract termination issue. (12-2-22) Follow up conversation regarding immediately preceding contract termination issue—advice provided. (12-2-22) Work on performance evaluations and complete by 12-7-22 (12-5-22;12-6-22; 12-7-22) Work on payroll approval issue. (12-12-22) Discuss with staff confirming contract termination issue resolved. (12-29-22) Work with HR Manager to assist separate Department Heads on distinct personnel matters. (1-4-23) Discuss with HR Manager and advise on personnel issue. (2-6-23) ***Assist with contract matter involving a different***

department. (2-21-23) Review contract and approve as to form. (3-18-23) Schedule discussion on two HR issues. (3-22-23)

Riley County Information Technology/GIS: Participate in staff working group discussion of network security improvement. (12-19-22)

Riley County Planning & Development: Prairiewood, District Court Appeal of Liquid Art Winery BOCC approved preliminary and final development plans. Case management conference (11-1-22) Work on Record on Appeal for preceding litigation. (11-2-22; 11-3-22; 11-15-22; 11-17-22) Phone conversation with USDA contact about possible funding for a project. (11-18-22) Work on Record on Appeal for District Court, as required by statute in foregoing Prairiewood matter. (11-20-22; 11-22-22) Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) Discuss benefit district issue with Department Head and Deputy County Counselor. (12-20-22) Review information on preceding provided by Department Head. Further discussion on same issue. (12-20-22) Attend pretrial in District Court on Prairiewood appeal. (2-6-23) Approve draft pretrial order presented by opposing counsel; advise county staff witnesses of revised trial date. (2-7-23) ***Meeting with staff member to prepare for Prairiewood appeal. (2-28-23) Participate in zoom meeting with staff regarding upcoming Keats public meeting scheduled for 3-9-23, 7 p.m. (2-23-23) Analyze potential Memorandum of Understanding. (3-15-23) Discuss with Department Head benefit district question. (3-15-23) Work on Prairiewood District Court Appeal. (3-17-23) Communicate with Department Head and Craig about meeting next week to discuss issue relating to transition of EHS. (3-18-23) Discuss with Planning and Development Director possible contract for assistance with soil testing, given current lack of EHS. Meet with Director and Deputy Counselor on this subject in conference room, later same day. (3-22-23)***

Riley County Public Information Officer:

Riley County Public Works: Discussion with Department Head and staff to finalize our proposed changes to transfer station agreement with operator. (11-7-22) Work with Department on placing evaluation of RFQ responses before BOCC as “Construction Management at Risk” for 11-17-22 public meeting. (11-15-22) Work on litigation issue. (11-17-22) Work on KORA issue. (11-17-22; 11-18-22) Advise Department Head on CMAR process. (11-18-22) Review potential dates for CMAR phase. (11-18-22) Assist with scheduling of negotiation meeting for contract renewal. (11-28-22) Contacted by PW staff about new owner of county park real property and continued county lease of parking space. Provide my contact information to new owner. (12-6-22) Follow up with Department Staff about proposed meeting in their conference room this Friday. (12-7-22) Meeting with Head of Department and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-9-22) Learn of potential grant opportunity for road projects. Provide information to Department. (12-11-22) Discuss former with Department staff member. (12-12-22) Meeting with Department Head and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-13-22) Work on immediately preceding item on information from provided by operator. (12-14-22) Work with Department Head on Construction Management at Risk selection process. (12-14-22) Participate in transfer station contract negotiation with Department Head, Assistant County Engineer, Operator and Operator’s counsel and principals. (12-16-22) Staff discussion of issue related to preceding negotiation. (12-19-22) Teams meeting with Budget and Finance, Department Head and Assistant County Engineer regarding contract issue. (12-28-22) Continue work toward transfer station operation agreement. (1-29-23) Advise Dept. Head after review of MOU related to bridge project. (1-29-23) ***Refer to Department Head City of Ogden question about sharing bridge maintenance responsibility. Referred for Department Head response back to me. (2-22-23) Meeting with outside counsel at their request regarding overflow channel maintenance proposal (2-23-23) Work toward meeting to renew transfer station operation agreement. (3-***

Attachment: FINAL Commission List 03.27.2023 (13280 : Clancy's Commission List)

6-23;3-7-23;3-8-23) *Work on Public Safety Headquarters Building project. (3-7-23) Provide counsel for transfer station operator County's position on remaining issues for putting agreement in place. Repeat offer of dates/times to zoom or teams meeting on subject for week of 3-13-23. (3-10-23) Counsel for operator advises week of 3-13-23 won't work for operator of transfer station. Proposes following week days and times. I commit will check on "county side" of negotiation and get back to counsel for operator. I relay proposed days/times week of 3-20-23 to Director and Assistant County Engineer, along with my availability. (3-13-23) Discuss contract matter question as result of Township Officers' annual meeting. (3-15-23) Work on scheduling next zoom with staff and transfer station operator—contract negotiation. Discussion with staff. (3-17-23) Work on Transfer Station agreement renewal issues.(3-18-23) Zoom negotiation with transfer station operator and department head. Separate conversation with county insurer afterward (3-21-23) Schedule 3-23 conversation with county insurer and department head on transfer station contract negotiation.(3-22-23) Conversation with attorney for transfer station operator about COLA in the proposed agreement and how it should work. (3-22-23) Conversation with City of Ogden Counsel about Cimmaron Bridge inspection and maintenance of overflow channel. (3-22-23) Discuss with our insurer transfer station insurance issue relevant to our negotiation for renewed contract with operator. (3-22-23)*

Riley County Register of Deeds: Review information on recording fee. (11-18-22) Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22) Advise on legal issue. (2-12-23) *Communicate with Department head on deed issue. (3-17-23)*

Riley County Treasurer: Meeting with Treasurer to review legislative proposal developed by statewide Treasurers' association regarding license tag fees----to prepare for my discussion of this item during December 12th legislative conference. (11-30-22) Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency ("Law Board"): Prepare 2023 proposed lease on "Aggieville Substation" for consideration by BOCC at upcoming public meeting. (11-22-22) Approved by BOCC. (11-28-22) *Conversation with jail staff about medical care legal obligation regarding former inmate. Advise. Schedule Team Meetings for later this p.m. to discuss with jail staff and Budget and Finance Officer. Meeting held: advise regarding liability/no liability for medical care on specific facts.(3-22-23)*

III. Projects by Professional Association, Internal and External Committees/working groups, CLE, & Other Administrative Matters:

Ad Hoc Staff Committees/Work Groups on Multiple Subjects: *Staff committee discussion of issue in recent tax sale. Clerk and staff, Treasurer, Appraiser and staff (3-6-23)*

Administrative Matters: Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22;12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; "Practical Law" updates from Westlaw—our computerized legal research provider. (12-7-22) Forward to Office Manager Clerk's Office info on end-of-year vendor payments by check. (12-8-22) Discuss with Craig any updates to contact info. (12-13-22) Advise staff I'll be into office after attending 8:30 a.m. meeting at Public Works. (12-13-22) Discuss with Craig teams meeting later this a.m. with Department Heads of Appraiser's office and Planning and Development. (12-13-22) Review and Approve A/P and Accounts Payable documents. (1-30-23) Advise on chairs mistakenly moved out of CPE by CASA. (2-6-23) *Work on arranging for office space for any attorney hired for vacancy of incumbent Deputy. Work on temporary location of conference room table for same purpose. Work with IT on technology need in space for same purpose. (3-15-23) Review and delete spam emails quarantined (3-19-23) Review communication from Federal District Court on amendments to*

local rules. (3-19-23)

Continuing Legal Education:

County Counselor Association of Kansas: Attend semiannual CLE program during KAC annual meeting. (10-18-22) *Contact presenter and confirm presenter availability for mid-year zoom CLE meeting of membership. Advise KAC general counsel presenter on employment law developments will attend. (February, 2023)*

Department Head Committee: Attend and participate in department Head Committee Meeting. Remind Department Heads of next Monday's Legislative Conference, that they are all invited; and it is an opportunity to interact for the first time with new members of our delegation. Also described I will be inviting all delegation members to contact Department Heads throughout the legislative session when they have any questions about this county's daily operation or of counties generally. (12-7-22) Attend and participate in Committee Meeting. (12-21-22) Attend and participate in committee meeting. (2-15-23) *Attend and participate in committee meeting. (3-1-23)*

Intergovernmental Luncheon: *Attend meeting. (2-27-23)*

Kansas Association of Counties: Attend annual meeting. (10-17-22 to 10-19-22).

Staff Budget and Planning Committee: Attend meeting. (10-25-22) Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23)

Staff Riley County Employee Day Planning Committee: Tour with members of staff committee proposed venue for event. (9-14-22) *Discuss future scheduling of committee meetings with members. (2-21-23) Attend and participate in committee meeting. (2-21-23) Discussion with County Appraiser regarding current property tax exemption status of potential venue. (2-22-23) Discussion with County Appraiser staff regarding contact information for same potential venue. (2-22-23) Discuss with venue representative potential use of facility for event. (3-6-23). Discuss with different venue's representative potential use of facility for event. (3-7-23) Messages left at possible venue with my contact information. (3-17-23;3-18-23) Communicate with possible venue and contact person. Advise will not be using facility and why. (3-20-23) Attend and participate in committee meeting. (3-21-23)*

Staff Road Renaming Committee: Respond to committee member's relay of landowner's proposed rename of private road. (12-7-22)



EMS/AMBULANCE
Staff Update

David Adams
EMS/Ambulance
Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

STAFF REPORT

FROM: David Adams, EMS/Ambulance Director
MEETING: March 27, 2023
SUBJECT: Staff Update
PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service.

February- 420

North County- 13

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 142

Medic 21 located at 11th & Poyntz: 113

Medic 31 located at 3060 TCB (Riley County Public Works): 76

Medic 41 located at Manhattan Regional Airport: 71

Medic 51- ALS First Response in Leonardville: 8

The rest of the calls (if applicable) are for event standbys and supervisors writing reports.

Working on new building construction related topics.

Both Expeditions have arrived, first is on line, second is at radio shops.

Federal Cost Reporting is being finalized, working on compiling the data for submission.

Hiring Process has begun.

Updated: 3/23/2023 8:46 AM by David Adams

Page 1

Packet Pg. 43

Staff Report (ID # 13281)

Meeting of March 27, 2023

Fake Paddy's day- extra staffing on duty. Day was busy but not overwhelming.

Started working on EMS Compliance for billing program.

Started working on HIPAA safety compliance program.

Working on budget for 2024.

State report writing software update.

Education

100% review of all calls.

Preparing for active violence training in April with KSU PD.

Community Outreach:

Car seat check lanes

CPR Classes

MATC career fair

Enclosures:

- EOM-Report-with-Pick-List_Feb. 2023 (PDF)

Runs By Day of Week

Incident Day Of Week Number And Name	Number of Runs	percent of total
01 - Sunday	57	13.57
02 - Monday	50	11.90
03 - Tuesday	60	14.29
04 - Wednesday	68	16.19
05 - Thursday	65	15.48
06 - Friday	52	12.38
07 - Saturday	68	16.19
Total: 420		Total: 100.00

Attachment: EOM-Report-with-Pick-List_Feb. 2023 (13281 : Staff Update)

Runs by Hour of Day

Incident Hour Range Of Day 24	Number of Runs	Percent of Total Runs
00:00:00 - 00:59:59	11	2.62%
01:00:00 - 01:59:59	12	2.86%
02:00:00 - 02:59:59	9	2.14%
03:00:00 - 03:59:59	14	3.33%
04:00:00 - 04:59:59	8	1.90%
05:00:00 - 05:59:59	10	2.38%
06:00:00 - 06:59:59	9	2.14%
07:00:00 - 07:59:59	11	2.62%
08:00:00 - 08:59:59	19	4.52%
09:00:00 - 09:59:59	16	3.81%
10:00:00 - 10:59:59	21	5.00%
11:00:00 - 11:59:59	23	5.48%
12:00:00 - 12:59:59	21	5.00%
13:00:00 - 13:59:59	30	7.14%
14:00:00 - 14:59:59	25	5.95%
15:00:00 - 15:59:59	16	3.81%
16:00:00 - 16:59:59	31	7.38%
17:00:00 - 17:59:59	24	5.71%
18:00:00 - 18:59:59	17	4.05%
19:00:00 - 19:59:59	12	2.86%
20:00:00 - 20:59:59	21	5.00%
21:00:00 - 21:59:59	26	6.19%
22:00:00 - 22:59:59	19	4.52%
23:00:00 - 23:59:59	15	3.57%
Total: 420		Total: 100.00%

Attachment: EOM-Report-with-Pick-List_Feb. 2023 (13281 : Staff Update)

Runs by Responding Unit

15.a

Response EMS Unit Call Sign (eResponse.14)	Number of Runs	Percent of Total Runs
MED11	142	33.81%
MED21	113	26.90%
MED31	76	18.10%
MED41	71	16.90%
MED12	14	3.33%
MED13	2	0.48%
MED10	1	0.24%
MED51	1	0.24%
Total: 420		Total: 100.00%

Report Criteria

Incident Month Name - Year: Is In February 2023

Attachment: EOM-Report-with-Pick-List_Feb. 2023 (13281 : Staff Update)



INTERGOVERNMENTAL LUNCHEON

March 27, 2023
 12:00 p.m. (Noon)
 RockinK's
 1880 Event Space
 1880 Kimball Avenue
 Manhattan, KS

A G E N D A

- I. Gather and Luncheon (11:30-12:00)
- II. Convene and Introductions
- III. Agenda Topics
 - a. Legislation – Clancy Holeman, Riley County Counselor
- IV. Miscellaneous Updates and Announcements and Possible Future Items
- V. Next Meeting Date: April 24, 2023
- VI. Adjournment

For those who have RSVP'd for lunch, food will be served starting at 11:30AM.
Payments can be collected on site by Manhattan-Ogden USD 383 by cash, check, or credit card.
If individuals need to be invoiced, address of entity to be billed is required with contact information.