



**Board of Riley County
Commissioners
Regular Meeting
Agenda
April 24, 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. Sign a Tax Roll Correction

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Apr 20, 2023 9:00 AM

Press Conference Topics

5. Discuss Press Conference

Review Tentative Agenda

6. Tentative Agenda

9:00 AM

Amy Manges, Register of Deeds

7. Year-To-Date-Revenue

9:15 AM

John Ellermann, Public Works Director/County Engineer

8. Marlatt Ave.

9:30 AM

Press Conference

9. Personal Property Valuation Notices Mailing May 1st & update on Real Property appeals - Anna Burson (3 minutes)

9:35 AM

Clancy Holeman, Counselor/Director of Administrative Services

10. Administrative Work Session
11. Pending County Projects County Counselor

12. Small City Sales Tax Loss Reimbursement Agreement—City of Riley

12:00 PM

Intergovernmental Luncheon

13. Intergovernmental Luncheon Agenda

Adjournment

Announcement

The 2023 Kansas County Commissioners Association (KCCA) Annual Conference will be held April 25-27, 2023 at the Hilton Garden Inn, Hays, Kansas.

The Board of County Commissioners will not be in session on Thursday, April 27th.

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



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist

MEETING: April 24, 2023

SUBJECT: Sign a Tax Roll Correction

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Correction.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image29725 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/04/19

Taxpayer ID CORN0033
Owner ID CORN0033

Control # 2023000182

Tax Year 2022
Tract # R11273CORNERSTONE FAMILY COUNSELING
INC
1408 POYNTZ AVE
MANHATTAN, KS 66502-4145

CAMA # 204-18-2-60-08-012-00-0-01

WARD 7 LOT 155 156 &
157TU 2 Manhattan City
Parcel 24040
USD 383

Property Address 1420 POYNTZ AVE 1406

APPRAISER SECTION (Value)

2023/04/19 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
EO	195000	200460	395460
RU	97500	128300	225800

Total 292500 328760 621260

Assessed Prior to Correction:

EO	Land	Imp	Total
EO	195000	200460	395460
RU	11213	14755	25968

Total 206213 215215 25968
SB41 4600

Appraised After Correction:

CL	Land	Imp	Total
EO	235603	253889	489492
RU	56897	74871	131768

Total 292500 328760 621260

Assessed After Correction:

EO	Land	Imp	Total
EO	235603	253889	489492
RU	6543	8610	15153

Total 242146 262499 15153
SB41 4600Net Change
94032
94032-Net Change
94032
10815-Total 10815-
SB41

CLERK SECTION (Tax)

2023/04/19 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	SB41 \$	Total
156.46900	4063.20	92.00	3971.20

SB41 Tax Dollars 3971.20

Tax After Correction:

Levy	Gen Tax	SB41 \$	Total
156.46900	2370.98	92.00	2278.98

SB41 Tax Dollars 2278.98

Net Change
1692.22-
1692.22-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy

Net Change in Levied Tax Dollars

Net Change in SB41 Exemption

10815-
156.46900
1692.22-

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 2.00%

Tax Statement # 12352

Comments Exempt per BOTA #2022-5710-TX
beginning August 1, 2022

Net Change in Total Tax Dollars

1692.22-

Owner CORN0033

CORNERSTONE FAMILY COUNSELING

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image29725 (13344 : Tax Roll Corrections)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 01, 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

9:10 AM

Shelly Williams, Community Corrections Director

2. Annual grants for review and approval

9:20 AM

Julie Gibbs, Health Department Director

3. Grants

9:30 AM

Press Conference

4. RCPD Update - Greg Steere (2-3 minutes)
5. Annual Kansas County Commissioners Association Conference report
- John Ford (2-3 minutes)

9:35 AM

Brian Peete, RCPD Director

6. RCPD update

9:45 AM

Bob Isaac, Planner

7. Public hearing for a rezone and plat for Stagg Hill Business
Community Addition

Attachment: 05-01-23 tentative agenda (12832 : Tentative Agenda)

10:15 AM**Bob Isaac, Planner**

8. Public hearing for Special Use to establish and operate an electrical station

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: 05-01-23 tentative agenda (12832 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 04, 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

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Anna Burson, Appraiser

2. Staff update

9:15 AM

Michael Boller, Noxious Weed Director

3. Staff update

9:30 AM

Evan McMillan, Assistant County Engineer

4. Solid waste rates

10:00 AM

Amanda Webb, Planning/Special Projects Director

5. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session

10:30 AM

Ron Fehr, Manhattan City Manager

7. General update City of Manhattan

11:00 AM

Russel Stukey, Emergency Management Director

Attachment: 05-04-23 tentative agenda (12832 : Tentative Agenda)

8. Staff update

1:00 PM

Meet at 1:00 p.m. at Riley County Conservation District, 3705 Miller Parkway for a Tour

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: 05-04-23 tentative agenda (12832 : Tentative Agenda)



REGISTER OF DEEDS
Staff Update

Amy Manges
Register of Deeds
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6340

STAFF REPORT

FROM: Amy Manges, Register of Deeds
MEETING: April 24, 2023
SUBJECT: Year-To-Date-Revenue
PRESENTER: Amy Manges

Enclosures:

- BOCC Report - April 2023 (DOC)

TO: Board of County Commissioners
FROM: Amy Manges, Register of Deeds
DATE: April 24, 2023
SUBJECT: 2023 Year-To-Date Revenue

The following is a brief summary of revenue figures through 3:00 p.m., April 19, 2023 with comparable year-to-date information for 2022:

	<u>2022</u>	<u>2023</u>
Total Mortgage Amount (Indebtedness)	\$154,489,569	\$106,268,890
Recording Fees	\$149,279	\$83,230
Heritage Trust Fund	\$11,065	\$6,163
Register of Deeds Tech Fund	\$22,130	\$12,326
Treasurer Tech Fund	\$5,533	\$3,082
Clerk Tech Fund	\$5,533	\$3,082
Copy Fees	\$8,301	\$6,381
 Total Year-To-Date Revenue	 \$201,841	 \$114,264

Note: There is a \$30,000 per year limit on what is transferred to the state for the Heritage Trust Fund. Any amount over \$30,000 will be transferred to County General at the end of the year.

<u>Plats</u>	<u>2022</u>	<u>2023</u>
Total Plats Filed	3	8
Total Platted Lots	3	14

Estimated 2023 Revenue

Recording Fees = \$300,000

Heritage Trust Fund = \$25,000

Copy Fees = \$25,000

Total = \$350,000

Register of Deeds Tech Fund = \$50,000

Staff Update:

- Recorded 1,849 documents compared to 3,128 in 2022
- Rescanning books 239 – 332 from years 1953 thru 1969
- Continue to cross train employees
- Started accepting credit card payment for recording fees
- Filled our vacant position
- Hosted 2 employees from the Treasurer's Office during their remodel
- Tracking daily revenue loss due to changes in filing fees and mortgage registration fees. Total revenue lost in 2023 due to fee changes totaled \$240,774.05



PUBLIC WORKS
Presentation

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director
MEETING: April 24, 2023
SUBJECT: Marlatt Ave.
PRESENTER: John Ellermann

BACKGROUND

As you know KDOT is planning construction of roundabouts at the intersections of US-24 & K13 and US-24 & K-113. These projects will be let together and built together. The plan is to close US-24 from K-13 to K-113 and detour traffic around using Tuttle Creek Blvd, Fort Riley Blvd and Seth Child Rd during construction. KDOT plans to let the projects to bid in October of 2024 and expect construction to begin in the spring of 2025. Although there will be a marked detour on state highways, I anticipate much of the detoured traffic to use Marlatt Ave. Lessons learned from the past closure of Kimball Ave where traffic was detoured onto Marlatt Ave has shown us the level of service of Marlatt Ave was greatly reduced during peak hours.

It appeared the biggest cause of the back-ups was from drivers trying to make a left turn from Marlatt onto College or Browning. Ideas included signage, speed trailers, traffic signals and turn lanes. The idea that stood out the most was to install left turn lanes approaching College and Browning and possibly adding turn lanes on College and Browning onto Marlatt.

Alfred Benesch & Company provided an estimate to install turn lanes using existing pavement and adding a lane in each direction. The estimate for College and Browning was \$370,000 and \$288,000 respectfully. Totaling \$658,000.

If you recall, the project list in the 2022 sales tax included design for the reconstruction of Marlatt Ave from Denison to Browning with construction to be completed with future sales tax. With some shuffling of projects, we could begin the Marlatt Ave reconstruction design now. Design to 50% plan completion and construct the intersections that will fit with the full reconstruction project later.

In 2016 Alfred Benesch & Company was selected to design the reconstruction project of Denison and Marlatt. In 2018 construction began with Bayer Construction as the contractor. The project consisted of the improvement of Denison Ave. from approximately 1000 feet north of the intersection of Kimball Ave. North through and including the intersection with Marlatt Ave., and Marlatt Ave. from the intersection with Denison Ave. East to the intersection of Tuttle Creek Blvd.

The City of Manhattan has expressed interest in partnering on this project and continuing the reconstruction of Marlatt from Browning to Seth Child.

DISCUSSION

Discussion on project to add turn lanes on Marlatt ahead of the closure of US-24 for the roundabouts. Discuss using Benesch to do the design.

FISCAL IMPACT

Project costs will come from 2022 sales tax and partnership with City of Manhattan.

RECOMMENDATION(S)

I recommended the Board approve the design of reconstruction of Marlatt from Denison to Browning and building the intersections. I also recommend hiring Benesch for the design because of their selection for the previous Marlatt project and familiarity of the area its issues.

POSSIBLE MOTION(S)

Move to approve hiring Benesch for the design of Marlatt Ave reconstruction project and construction of the intersections before the US-24 roundabouts.

Move to deny hiring Benesch for the design of Marlatt Ave reconstruction project and construction of the intersections before the US-24 roundabouts.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



**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: April 24, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List November 2022 through April 19 2023 (DOCX)

PENDING COUNTY PROJECTS ▪ November, 2022 and through April 19, 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: 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 County 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 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 Tatarax 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) Work on defense of appeal to District Court by Prairiewood Holdings, LLC. (3-

26-23) Attend and participate in BOCC regular public meeting. (3-23-23; 3-27-23) Sit in on deposition preparation of county witness, at request of county witness, conducted by county's insurance-provided outside counsel on pending litigation. (3-27-23) Communication from insurance-provided outside counsel on different pending litigation. (3-28-23) Discuss with Deputy Counselor last week's City/County/County meeting. (3-28-23) Attend and participate in BOCC evening public meeting at City of Riley. (3-30-23) Work on hiring of Deputy Counselor to fill vacancy to be created by Fall retirement of incumbent. Discuss with HR staff. (3-30-23; 3-31-23) Prepare for 4-3-23 public meeting (4-2-23) Attend and participate in BOCC public meeting of 4-3-23. Attend and participate in BOCC public meetings. (4-6-23; 4-10-23) Review matter before Planning Board. (4-10-23) Draft CAR and Place "Interlocal Service Agreement" signed by City of Leonardville on BOCC agenda for signature during 4-13-23 public meeting (small city reimbursement agreement for sunset of county "road and bridge" sales tax 12-31-22). (4-11-23) Legal research on animal control services and RCPD. Memo prepared. (4-9-23; 4-10-23; 4-11-23; 4-12-23) ***Attend and participate in BOCC public meetings (4-13-23; 4-17-23) Attend Law Board Meeting discussion of Animal Control and RCPD. (4-17-23) Draft and file Local Disaster Emergency Declaration as requested by Department and authorized by Chairwoman of BOCC. (4-18-23)***

"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) Prepare

notice of appeal, following legal research. (4-3-23; 4-4-23; 4-5-23) File Notice of Appeal in District Court. (4-5-23) ***Finalize notice of appeal, given appointment of Lyon County District Judge at outset of appeal. Discuss with staff of Lyon County District Court Judge and with Riley County District Court Clerk staff member. Provide copy of notice of appeal to Lyon County District Court Judge who was assigned and heard appeal. (4-6-23)***

Human Resources: Prepare necessary motion for non-elected department head performance reviews upcoming. (11-29-22) Work with HR and Department Head on personnel matter. (4-5-23)

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) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23)

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) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) **Review amended HB 2002—eliminating that portion of existing locally voter approved sales taxes generated by food sales; SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county's contract lobbyist on status of various legislative items following legislature's 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference. (4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23)**

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) *Follow up call to City of Leonardville attorney. (4-11-23)*

Legislation: Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I'll suggest at tonight's public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23)

National Opioid Litigation Settlement: Notice of Deadline to "opt in" to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding "opt in" to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) *Submit electronically our "opt in" to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that "opt in" accomplished. (4-14-23)*

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) ***Respond to Department head update on pending discussion to schedule with counsel on our BOTA cases. (4-7-23) Discuss with Department Head legislative issue. (4-7-23)***

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) ***Advise on release of information issue. (4-19-23)***

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 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) Discuss pending legal matter with Department Head. (4-5-23)

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) Advise BOCC during public meeting of March 26, 2023 of immediately foregoing decision on Declaration of Local Disaster Emergency. (3-26-23)

Riley County Extension:

Riley County Fire District No. 1: *Schedule conversation with Department Head for 4-21-23 on Ashland Bottoms and University Park fire station projects—recently rejected bids—next steps. (4-17-23) Attend staff meeting on open burning issues with: Riley County Attorney; RCPD; Fire District Chief. (4-19-23)*

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) Discuss with HR Manager solicitation on county property by local business. (3-29-23) Communication from outside counsel on pending discovery matter in litigation. Communicate with HR manager and outside counsel. (4-5-23) Respond to inquiry from staff working group on building environmental concern. Meet with staff working group. (4-7-23) Communicate with HR and Department Head regarding inquiry on a court interpretation of FMLA issue. (4-7-23) Discussion with staff working group on environmental issue. (4-11-23) *Communicate with Department and schedule meeting on FMLA issue. (4-14-23; 4-17-23) Assist HR with personnel matter. (4-19-23)*

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) Discuss potential contract development for soil inspections with temporary EHS assistance. Work toward potential contract (3-28-23) Work toward same potential contract. Discuss with Department Head. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-30-23; 3-31-23) File appellate brief in Prairiewood appeal to District Court. (3-31-23) **Advise Department Head on contract matter. (4-6-23) Discuss with Department Head contract matter. Draft contract for EHS assistance and provide to Department Head (4-10-23) Communicate with Department Head on their proposed revisions to EHS draft contract. Work on those revisions/additions. Complete revision/additions and forward to Department Head for review. (4-11-23) Answer staff question about planning board hearing. (4-11-23)**

Riley County Public Information Officer: Work with PIO scheduling my review of 2 proposed policies. (4-5-23)

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. (3-6-23; 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 weekdays 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) Discuss with insurer and Department Head insurance issue relevant to negotiation for renewed contract with operator. (3-26-23) Discussion with Department Head another Department Head and Division leader regarding scheduling of initial discussion at such staff level about environmental status of building. (3-28-23) Discuss with Department staff question on approval of contract for agenda. Confirm already provided to staff working group on contract's project. Relay confirmation. (3-30-23) Work with Department Head on Cimmaron Bridge inspection and City of Ogden's request. Speak with counsel for City of Ogden. (4-4-23) Work with Department Head on short term financing issues related to University Park and Lagoon Project. (4-4-23). Approve "as to form" contract extension with Howie's. (4-3-23) Respond to Craig's concept of potential new grant or loan opportunity for benefit district project. (4-5-23) Review University Park EPA consent order and work with Department Head on its use in possible project funding application. (4-5-23) Discuss contract issue with Department. (4-6-23) Analyze contract matter for Department. (4-6-23) Field question from bond counsel regarding the U.P. lagoon project ordered by EPA. Discuss with Department Head. Department head provides me answer to bond counsel question. (4-7-23) Relay Department Head's answer to bond counsel question about UP lagoon project. (4-9-23) Different project within Department—ongoing contract issue question forwarded by Julie Winter. (4-7-23) Discuss with Department Head and Assistant County Engineer in team meeting potential renewal of transfer station operation agreement. (4-10-23) Relay update to staff member my provision of U.P. lagoon project info to bond counsel. (4-11-23) ***Discuss scheduling a meeting on contract development issue. (4-17-23) Leave voicemail about scheduling meeting on contract development issue. (4-18-23)***

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) Discuss with Deputy Counselor correction deed prepared for filing. (3-28-23)

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) Approve staff request. (3-30-23) Order business cards for incoming Deputy County Counselor as of May 1, 2023. (4-5-23) ***Assist staff with follow up on minor structural repair of desk (donated by Treasurer) moved into office for incoming Deputy Counselor. (4-7-23) Repair of desk by Public Works staff accomplished. (4-11-23)***

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) Attend and participate in committee meeting. (4-5-23) ***Attend and participate in committee meeting. (4-19-23)***

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)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Agreement

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: April 24, 2023

SUBJECT: Small City Sales Tax Loss Reimbursement Agreement—City of Riley

PRESENTER: Clancy Holeman

BACKGROUND

Before you today for your review and signature is the “Interlocal Service Agreement” (small cities’ sales tax loss reimbursement agreement) between the City of Riley and Riley County. It has been signed by the City of Riley. One additional identical agreement is awaiting approval from the City of Ogden. (The agreements between the Cities of Leonardville and Riley have already been approved by the parties.)

DISCUSSION

The purpose underlying all 4 agreements is to “make whole” each city for their loss of the distributive “share” they had received during the 10-year life of the Riley County ½ cent “Road and Bridge” sales tax. That “old” countywide retailers’ sales tax ended on its required sunset date, December 31, 2022.

That “old” .50 sales tax was “replaced” by a .20 countywide retailers’ sales tax approved by a majority of countywide voters in November 2022. And that “replacement” sales tax became effective January 1, 2023. This “new” county sales tax will last only 5 years. Its sales tax receipts must be *dedicated exclusively* to county road and bridge repair and maintenance. By statute it does not include any distributions to the small cities.

The agreement I’ve provided for review and approval by each small city has identical terms for each city which signs. Paragraph 2 on page 2 of every agreement describes the formula used for the distribution payments which will be made to every small city which signs and returns their agreement. That formula calculates the amount distributed by Riley County to every small city

during the next 5 years to be “an amount the City received during the preceding calendar quarter as its share of the distribution made by the Kansas Department of Revenue (according to K.S.A. 12-192) from the levy of the long-term countywide .50% retailers’ sales tax *levied by the County for the County’s general fund.*” (Emphasis added.) See “Exhibit A” on each agreement for the schedule of payment dates for those distributions to the small cities who sign on. Distributions made to the small cities will have the general fund as their source.

Using the above formula, the statute will cause the dollar amounts distributed to every small city with an agreement to vary. That is because of their differences from one another in population and assessed value.

FISCAL IMPACT

See the above discussion.

RECOMMENDATION(S)

I recommend the Board authorize the Chairwoman to sign the three originals of this agreement.

POSSIBLE MOTION(S)

- A. “I move the Board authorize the Chairwoman to sign the agreement in its current form.”
- B. “I move the Board authorize the Chairwoman to sign the agreement, **with the following changes...** .”
- C. “I move the Board **not** authorize the Chairwoman to sign the agreement.”

Enclosures:

- Interlocal Agreement (PDF)

INTERLOCAL SERVICE AGREEMENT

AN INTERLOCAL SERVICE AGREEMENT BETWEEN RILEY COUNTY, KANSAS AND THE CITY OF RILEY, KANSAS CONCERNING THE PAYMENT BY RILEY COUNTY TO THE CITY OF SUMS IN LIEU OF RETAILERS' SALES TAX DISTRIBUTIONS MADE TO THE CITY FROM PROCEEDS OF A COUNTWIDE RETAILERS' SALES TAX EXPIRING ON DECEMBER 31, 2022.

THIS AGREEMENT is made as of _____, 2023, by and between Riley County, Kansas (the "County") and the City of Riley, Kansas (the "City").

WHEREAS, the County is a duly organized and existing political subdivision of the State of Kansas with the power and authority to enter into agreements with cities located in the County to provide for payment of certain sums to the cities as provided herein; and

WHEREAS, the City is a duly organized city of the third class existing under laws of the State of Kansas with power and authority to enter into agreements with the County; and

WHEREAS, the County levied a .50% countywide retailers' sales tax that began on January 1, 2012, and will expire on December 31, 2022 ("2012 Sales Tax"), and approximately 4% of the receipts of the 2012 Sales Tax were allocated to the cities of Riley, Ogden, Leonardville and Randolph in the County by the Kansas Department of Revenue as required by K.S.A. 12-192; and

WHEREAS, the County did not seek to renew the 2012 Sales Tax, and instead sought and received voter approval for the levy of a retailers' sales tax in the amount of .20% dedicated to road and bridge projects in the County under K.S.A. 12-187 (b)(20) (the "2022 Sales Tax"), and to be levied for a period of five (5) years beginning on January 1, 2023; and

WHEREAS, 100% of the 2022 Sales Tax revenues are paid to the County by the Kansas Department of Revenue and are required to be used for road and bridge purposes in the County; and

WHEREAS, the County seeks to compensate the City for the loss of its portion of the 2012 Sales Tax, by making quarterly payments to the City in lieu of the 2012 Sales Tax distributions, in the amounts determined by this Agreement; and

WHEREAS, the County and City agree that it will be to their mutual advantage to enter into this agreement (the "Agreement") for the purposes described here; and

WHEREAS, the governing body of the City authorized its Mayor to execute this Agreement on MARCH 14, 2023; and

Attachment: Interlocal Agreement (13345 : Riley Interlocal Service Agreement)

WHEREAS, the Board of County Commissioners of the County authorized its Chairman to execute this Agreement on _____, 2023.

NOW, THEREFORE, in consideration of the mutual covenants and agreements made in this agreement and for good and valuable consideration, the County and City enter into this Interlocal Service Agreement as provided and authorized by K.S.A. 12-2901 *et. seq.* and containing the following terms and provisions.

1. PURPOSE. The purpose of this Agreement is to provide for cooperation between the County and City to compensate the City for the loss of its portion of revenue distributed to it from the expiring 2012 Sales Tax.

2. AGREEMENT BETWEEN THE PARTIES. The County and City agree that in each year during the term of this Agreement, the County will pay the City, following the end of each calendar quarter, and in the month immediately following County's receipt of County's distribution made by the Kansas Department of Revenue from the levy of the long-term countywide .50% retailers' sales tax levied by the County for the County's general fund, an amount equal to the amount the City received during the preceding calendar quarter as its share of the distribution made by the Kansas Department of Revenue (according to K.S.A. 12-192) from the levy of the long-term countywide .50% retailers' sales tax levied by the County for the County's general fund. The parties agree the payments described herein will be the amounts the City would have received as distributions of the 2012 Sales Tax if the 2012 Sales Tax had not expired. Payments by the County under this Agreement shall be paid to the City in immediately available funds, according to the schedule set forth on Exhibit A, and applied by the City to authorized governmental purposes as determined by the City.

3. DURATION OF AND TERMINATION OF AGREEMENT. This Agreement shall be in effect from the date set forth above and terminates on the last day of the County's current Fiscal Year ("Original Term"). The term of this Agreement may be continued at County's option at the end of the Original Term or a Renewal Term (defined herein) for an additional one-year term ("Renewal Term"), provided the Renewal Term will not extend beyond the final payment date described on Exhibit A. The County will prepare a new Exhibit A for each renewal term, showing the payment dates for the Renewal Term. The County will be deemed to have exercised its option to enter into a Renewal Term unless it has terminated this Agreement pursuant to Section 4 or Section 5, or this Agreement is terminated by mutual agreement of the parties as described in this paragraph. The terms and conditions of any Renewal Term will be the same as terms and conditions stated herein for the Original Term, except for modifications of Exhibit A. This Agreement may be terminated with the mutual approval of the governing bodies of the County and City at any time after its execution.

4. CASH BASIS AND BUDGET LAWS. The right of the County to enter into this Agreement is subject to the Kansas Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and all other applicable laws of the State of Kansas. This Agreement shall be construed and interpreted to ensure that at all times the County conforms with such laws, and as a

condition of this Agreement, the County retains the right to unilaterally sever, modify or terminate this Agreement at any time, if, in the opinion of legal counsel to the County, this Agreement may violate the terms of the Cash Basis and Budget Laws.

The County and the City agree to take any necessary steps in establishing their respective budgets to provide for the payments described by this Agreement, as governed by applicable Kansas law.

5. NON-APPROPRIATION. Notwithstanding anything in the Agreement to the contrary, the cost and expense of the performance by the County of its obligations under this Agreement and the incurrence of any liabilities of the County under this Agreement, including without limitation, the payment of all sums to the City shown on Exhibit A, shall be subject to and dependent upon annual appropriations being made by the governing body of the County for such purposes.

If the County does not make appropriation for the payments described in this Agreement, the County shall deliver written notice to the City within 10 calendar days following such date. Upon receipt by the City of such notice, the County's obligation to make payments under this Agreement shall terminate as of the end of the then current fiscal year; provided, however, such termination shall not become effective at the end of the then current fiscal year if, prior to the end of such fiscal year, the County shall deliver to the City a written statement to the effect that it reasonably expects sufficient funds for the next succeeding fiscal year to be appropriated, and in that event the current term of this Agreement shall continue into the next fiscal year as long as there is an appropriation available to make the payment due under this Agreement.

6. ADMINISTRATION. No separate legal entity is created by this Agreement. This Agreement shall be administered by the County. It shall not be necessary to submit this Agreement to the Attorney General for approval as an Interlocal Cooperation Agreement under K.S.A. 12-2901 *et seq.* because it is a service agreement not involving joint exercise of authority, and not subject to the Attorney General's review or approval.

7. ENTIRE AGREEMENT. This Agreement and the Exhibits incorporated herein contain all the terms and conditions agreed upon by both parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto. Any agreement not contained herein shall not be binding on either party.

8. ASSIGNMENT. Neither this Agreement nor any rights or obligations created by it shall be assigned or otherwise transferred by either party without the prior written consent of the other. Any attempt to assign without such consent shall be null and void.

9. AMENDMENTS. Neither this Agreement nor any rights and obligations created by it shall be amended by either party without the prior written consent of the other.

10. COUNTERPARTS, SIGNATURES. This Agreement and any amendments, modifications, or waivers in respect of this Agreement may be executed in any number of counterparts,

each of which shall be deemed an original, but all of which shall constitute one and the same documents. Facsimile signatures or signatures emailed in portable document format (PDF) shall be acceptable and deemed binding on the parties here as if they were originals.

11. GOVERNING LAW. This agreement shall be interpreted under and governed by the laws of the State of Kansas. The parties agree that any dispute or cause of action arising in connection with this Agreement shall be brought before a court of competent jurisdiction in Riley County, Kansas.

[Remainder of Page Intentionally Left Blank]

Attachment: Interlocal Agreement (13345 : Riley Interlocal Service Agreement)

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

RILEY COUNTY, KANSAS

Chairperson

ATTEST:

Rich Vargo, County Clerk

[Seal]

Attachment: Interlocal Agreement (13345 : Riley Interlocal Service Agreement)

CITY OF RILEY, KANSAS

Don Pollock, Mayor

ATTEST:

Josie R. Burk, City Clerk

[Seal]

Attachment: Interlocal Agreement (13345 : Riley Interlocal Service Agreement)

EXHIBIT A

[Payment Schedule]

<u>Sales Period</u>	<u>Receipt Date</u>	<u>Payment Date</u>
January-March	May 31 st	June 30 th
April-June	August 31 st	September 30 th
July-September	November 30 th	December 31 st
October-December	February 28 th	March 31 st



INTERGOVERNMENTAL LUNCHEON

April 24, 2023
 12:00 p.m. (Noon)
 Rockin K'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. Discussion on Rural Housing Incentive Districts (RHID) – City of Manhattan
- IV. Miscellaneous Updates and Announcements and Possible Future Items
- V. Next Meeting Date: June 26, 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.