



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 24, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Amend CIP Project for RCPD Firing Range
4. Outstanding Check Resolution

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - May 20, 2021 9:00 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

8. Administrative Work Session
9. Pending County Projects County Counselor

9:30 AM

Press Conference

10. Effective Irrigation program - Gregg Eyestone (2-3 minutes)
11. City/School Elections - Rich Vargo (2 minutes)

Adjournment

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



COUNTY CLERK & ELECTIONS
Amendment

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

COMMISSION AGENDA REPORT

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 24, 2021

SUBJECT: Amend CIP Project for RCPD Firing Range

PRESENTER: John Ellermann, Public Works Director

This is a request to approve additional funds for the RCPD Firing Range project and sign an amendment form to include water line costs from approval of contract on February 22, 2021.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Enclosures:

- CIP Project Amendment Form_RCPD Firing Range Water Line (PDF)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT AMENDMENT FORM**

CERTIFICATION OF PROJECT AMENDMENT

Project: RCPD Firing Range - Water line (19-19LEC004)

Project #: 19-19LEC004

Department: LEC-RCPD

Date: _____

Approved Project Cost: 1,500,000.00

Project Amendment #1: 400,000.00
Revised Total Project Cost: 1,900,000.00

12-17-2020
Amendment Date

Project Amendment #2: \$ 250,000.00
Revised Total Project Cost: \$ 2,150,000.00

1-7-2021
Amendment Date

Project Amendment #3: \$ 75,000.00
Revised Total Project Cost: \$ 2,225,000.00

3-8-2021
Amendment Date

Project Amendment #4: \$ 60,000.00
Revised Total Project Cost: \$ 2,285,000.00

Amendment Date

CASH: (Only required if cash is increased by amended amount)

Cash Available: \$ -

☐ This project is funded as amended.

☐ This project is not funded as amended.

#1

Signatures:

Shilo Heger, Riley County Treasurer

#2

Shilo Heger, Riley County Treasurer

#3

Shilo Heger, Riley County Treasurer

BUDGET: (Only required if budget authority is increased by amended amount)

Budget Available: \$ -

☐ This project is funded as amended.

☐ This project is not funded as amended.

#1

Rich Vargo, Riley County Clerk

#2

Rich Vargo, Riley County Clerk

#3

Rich Vargo, Riley County Clerk

APPROVAL: (Required)

Approved Amount: \$ -

☐ This project is funded as amended.

☐ This project is not funded as amended.

#1

Chairman

#2

Chairman

#3

Chairman

Attachment: CIP Project Amendment Form_RCPD Firing Range Water Line (10860 : Amend CIP Project)



COUNTY CLERK & ELECTIONS
Resolution

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

RESOLUTION

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: May 24, 2021

SUBJECT: Outstanding Check Resolution

PRESENTER: Shilo Heger, Treasurer/Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve Resolution No. 052421- , Resolution for voiding outstanding checks issued by Riley County prior to April 30, 2019.

Enclosures:

- Resolution Memo 2021 (PDF)
- check listing - statute (PDF)



TREASURER'S OFFICE

Shilo Heger
County Treasurer

110 Courthouse Plaza
Manhattan, Kansas 66502-0100
Phone: 785-537-6322
Fax: 785-537-6322
E-mail: sheger@rileycountyks.gov
Website: www.rileycountyks.gov

May 25, 2021

RE: Outstanding Check Resolution

Please prepare a resolution for the County Commissioners to sign voiding the following outstanding checks pursuant to K.S.A. 10-815(a).

Treasurer's Checks	1,677.72
Accounts Payable	1,080.08
Total	\$2,757.80

A copy of the itemized list and K.S.A. 10-815 is attached. If you have any questions about the checks on the list please don't hesitate to call me. Please notify me of the date the BOCC has acted.

Thank you,

A handwritten signature in black ink that reads "Shilo Heger". The signature is fluid and cursive, with the first letters of the first and last names being capitalized.

Shilo Heger
Riley County Treasurer

Attachment: Resolution Memo 2021 (10862 : Outstanding Check Resolution)

RESOLUTION NO. 052421-

NOW on this 24th day of May, 2021 the Board of County Commissioners of Riley County, Kansas pursuant to K.S.A. 10-815 (a), meeting in regular session considers the matter of outstanding checks issued by Riley County prior to April 30, 2018.

WHEREAS, these checks have not been cashed within due course, and

NOW THEREFORE BE IT RESOLVED that these outstanding checks listed on attached Exhibit A, incorporated herein by reference, be declared null and void and it is ordered that the following amounts be returned to the appropriate accounts, as follows:

Treasurer's Checks	\$ 1,677.72
Accounts Payable	<u>\$ 1,080.08</u>
 TOTAL	 \$ 2,757.80

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

Chairman

Member

Member

ATTEST:

County Clerk

Attachment: check listing - statute (10862 : Outstanding Check Resolution)

Commission Copy

Treasurer Checks

Check Number	Date	Vendor	Amount	Source
62943	20180508	Faris Anwar	12.82	CD
63036	20180522	John V Kellstrom Trust	15.42	MR
63132	20180608	Verla Jean Skare	23.96	MR
63244	20180627	Joshua Grant Pultro	14.00	MR
63349	20180717	Nicole Dawn Burris	18.00	MR
63364	20180719	Joseph Sun Kim	30.00	MR
63383	20180723	Vonda L Copeland	49.09	MR
63404	20180726	Adam Raymond Rogers	20.14	MR
63455	20180803	William Allmond Turner	7.50	MR
63465	20180806	Lee Overley	20.00	CD
63481	20180807	Ngoc D Nguyen	84.53	CD
63495	20180808	Linnea Louise Wright	10.00	MR
63584	20180822	Cheng He	237.44	MR
63629	20180829	Jared Rashad Hill	25.00	MR
63765	20180919	Kent Merrill Bestwick	48.74	MR
64015	20181030	Gilbert A Keithline	48.00	MR
64064	20181106	Aaron Lee	26.67	MR
64171	20181129	Joseph Leslie Alter	12.70	MR
64203	20181207	Sean Aaron Bicek	7.50	MR
64211	20181210	Roger Smith	45.00	MR
64234	20181212	Adelaide Harrington	152.95	CD
64255	20181214	Fei Peng	122.63	MR
64263	20181217	Shem James McConnell	20.00	MR
64399	20190109	Tyler Hughes Williams	14.67	MR
64411	20190111	Maria D R Laugere	30.68	MR
64446	20190118	Brian James Spiesman	69.90	MR
64489	20190129	Duane D Manning	37.33	MR
64520	20190131	G Rebecca Stark	240.78	MR
64521	20190131	Tyler Joseph Bruce	6.67	MR
64601	20190219	Laurel Sullivan	9.27	CD
64646	20190225	Tristan Felchlin	16.42	CD
64769	20190313	Rick Ellis	102.22	CD
64776	20190314	Karen Sue Cook	11.02	MR
64778	20190315	HARRIS, KEVIN	12.00	TR
64843	20190328	Marco A Orozco Diaz	12.50	MR
64902	20190408	Tucker Rex Litke	17.12	RR
64904	20190408	Matthew Bradley Hennessey	40.05	MR
64978	20190423	Carol A Hires	5.00	MR

Total Treasurer Checks**\$1,677.72**

Attachment: check listing - statute (10862 : Outstanding Check Resolution)

919429	20181105	Parikh, Neil Dilip	10.00	CW
919436	20181105	Sinnard, Kate Elizabeth	10.00	CW
919439	20181105	Voecks, Kathleen Kay	10.00	CW
919442	20181105	Zahorsky, Krista Marie	29.62	CW
919534	20181121	Coleman, Eric	4.00	AP
919541	20181121	Donohoue, Nicholas	0.75	AP
919572	20181121	Martinez, Raul	37.66	AP
919626	20181121	Francis, Johnnie L	10.00	CW
919720	20181207	Shanahan, Chloe	14.17	AP
919764	20181206	Roberts, Rae Ann E.	10.00	CW
919769	20181206	Sparks, Morgan Kennedy	10.00	CW
919773	20181206	Wangsgaard, Michael D	10.00	CW
919794	20181206	Mailey, Chaz Dorelle	10.00	CW
919797	20181206	Mckeeman, Michael Dean	14.36	CW
919850	20181219	Duncan, Michael J	10.00	CW
919865	20181219	Leasure, Kevin S	13.27	CW
920095	20190104	Boillot, Garrett	10.00	CW
920140	20190108	Zachary, Christopher Paul	10.00	CW
920168	20190118	Mail Center, The	16.49	AP
920556	20190305	Hubbard, Gabriel Harlan	10.00	CW
920582	20190305	Smith, Cody Kay	10.00	CW
920594	20190305	Weide, Ryan Jeffrey	10.00	CW
920761	20190321	Patterson, Jesse	10.00	CW
920763	20190321	Stoner, Christian	10.00	CW
920813	20190329	Mullet, Heather L	45.00	AP

Total Accounts Payable	\$1,080.08
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Grand Total	\$2,757.80
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Attachment: check listing - statute (10862 : Outstanding Check Resolution)

2013 Kansas Statutes

10-815. Cancellation of certain county warrants; balances. (a) On and after July 1, 1947, and in every case occurring heretofore and hereafter, in which the county boards of commissioners or the county boards of social welfare, as the case may be, shall have issued a warrant against any of the funds of the county treasury and a period of two years shall have elapsed since the signing of such warrant, during which time no person entitled thereto shall have appeared to claim such warrant, or such warrant shall not have been presented to the county treasurer for payment, such warrant may, at the discretion of the board of county commissioners be canceled and set aside upon the records of the county. Such records shall show the date of cancellation, and shall recite that such warrant is unpaid but canceled by reason of this section.

(b) That in case a warrant shall have been presented to the county treasurer for payment within the two years above provided, and shall not have been paid for want of sufficient funds, or shall have been issued pursuant to law as a no-fund warrant, and shall have been registered, recorded and endorsed pursuant to the provisions of K.S.A. 10-807, and amendments thereof, the cancellation provided for in section 1 [*] of this act shall apply to such warrant when a period of two years has elapsed subsequent to the publication of a call for such warrant made pursuant to the provisions of K.S.A. 10-808, and amendments thereof.

(c) That all balances accruing from such unpaid canceled warrants shall revert to the county fund upon which such warrants were drawn.

History: L. 1947, ch. 213, § 1; June 30.

* "Section 1" evidently intended to refer to subsection (a) of this section.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 27, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

1. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:35 AM

Kevin Howser, IT/GIS Director

3. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

4. Staff update

10:05 AM

Russel Stukey, Emergency Management Director

5. Staff update

10:20 AM

Bob Isaac, Planner

6. Public hearing for a request to rezone for KDOT

10:30 AM

Bob Isaac, Planner

7. Public hearing for a request to rezone for Little Valley Addition

Attachment: 05-27-21 tentative (10457 : Tentative Agenda)

10:45 AM Alice Massimi, PIO

8. Update

Adjournment

Announcements

Riley County Offices will be closed Monday, May 31st due to the observance of the Memorial Day Holiday.

The Board of County Commissioners will not be in session Monday, May 31st.

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: 05-27-21 tentative (10457 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 03, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

Michael Boller, Noxious Weed Director

2. Staff update

9:30 AM

Greg McHenry, Appraiser

3. Staff update

9:55 AM

Break

10:00 AM

Amanda Smeller, Planning/Special Projects Director

4. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:30 AM

Ron Fehr, Manhattan City Manager

6. Manhattan City General Update

Adjournment

Attachment: 06-03-21 tentative (10457 : Tentative Agenda)

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

Attachment: 06-03-21 tentative (10457 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Senior Legal Assistant

MEETING: May 24, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 05.24.2021 (DOC)

PENDING COUNTY PROJECTS ▪ May 24, 2021
Submitted by Clancy Holeman, Riley County Counselor
Changes from previous meetings are shown in italics.

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

COMMISSION LIST

Matters Reviewed Since Last Project List Submitted:

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

Staff and Departmental Meetings Attended Since Last Project List Submitted:

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

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

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

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

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

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

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