



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 26, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Bid Recommendation - Corrugated Metal Pipe and Bands
4. Outstanding Check Resolution
5. Change Order #1 for the S. Otter Creek Bridge Replacement Project

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - May 23, 2022 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Barry Wilkerson, County Attorney

9. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

10. Administrative Work Session
11. Executive session to discuss confidential legal advice regarding potential litigation issues

9:35 AM

Cory Meyer, IT/GIS Director

12. IT/GIS Staff Update - May 2022

9:50 AM**Vivienne Uccello, PIO**

13. May 2022 Monthly Communications Update

Adjournment**Announcements**

Riley County Offices will be closed Monday, May 30th due to the observance of the Memorial Day Holiday.

The Board of County Commissioners will not be in session Monday, May 30th.

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.



PUBLIC WORKS
Bid

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: May 26, 2022

SUBJECT: Bid Recommendation - Corrugated Metal Pipe and Bands

PRESENTER: Alvin Perez, Operations Manager

Attached for your approval is the staff recommendation and Cost Comparisons for the Corrugated Metal Pipe and Bands Bids.

POSSIBLE MOTION(S)

Move to approve the staff recommendation for the bid submitted by Contech Engineered Solutions, LLC. of Lawrence, KS to supply Corrugated Metal Pipe and Bands for the low bid of \$ 37,905.10.

Move to deny.

Move to table.

Enclosures:

- Corrugated Metal Pipe and Bands Bid Tabulation_051622 (PDF)

Bid Tabulation Sheet

Riley County Public Works Corrugated Metal Pipe and Bands

Date: Monday, May 16, 2022 at 9:50 a.m.

			ConTech Enginered Solutions, LLC 3006 Atchison Way Lawrence, KS 66047		J & J Drainage Products Co. P.O. Box 8729 Hutchinson, KS 67504		Metal Culverts, Inc. P.O. Box 330 Jefferson City, MO 65102	
Item #	Quantity	Description of Items	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	4	18" x 25' Corrugated Metal Pipe, Round	\$ 630.00	\$ 2,520.00	\$ 32.75/ft	\$ 3,275.00	\$ 840.00	\$ 3,360.00
2	2	18" x 30' Corrugated Metal Pipe, Annular	\$ 1,080.00	\$ 2,160.00	\$ 44.00/ft	\$ 2,640.00	\$ 1,033.50	\$ 2,067.00
3	6	21" x 15" x 30' Corrugated Metal Pipe, Arch	\$ 772.20	\$ 4,633.20	\$ 32.75/ft	\$ 5,895.00	\$ 1,068.00	\$ 6,408.00
4	12	24" x 25' Corrugated Metal Pipe, Round	\$ 840.00	\$ 10,080.00	\$ 43.68/ft	\$ 12,104.00	\$ 1,120.00	\$ 13,440.00
5	2	24" x 30' Corrugated Metal Pipe, Round	\$ 1,008.00	\$ 2,016.00	\$ 43.68/ft	\$ 2,620.80	\$ 1,344.00	\$ 2,688.00
6	2	24" x 30' Corrugated Metal Pipe, Annular	\$ 1,440.00	\$ 2,880.00	\$ 58.50/ft	\$ 3,510.00	\$ 1,377.00	\$ 2,754.00
7	3	28" x 20" x 30' Corrugated Metal Pipe, Arch	\$ 1,029.60	\$ 3,088.80	\$ 43.68/ft	\$ 3,931.20	\$ 1,423.50	\$ 4,270.50
8	4	28" x 20" x 25' Corrugated Metal Pipe, Arch	\$ 858.00	\$ 3,432.00	\$ 43.68/ft	\$ 4,368.00	\$ 1,186.25	\$ 4,745.00
9	5	24" Bands	\$ 25.71	\$ 128.55	\$ 92.50	\$ 462.50	\$ 89.60	\$ 448.00
10	5	28" x 20" Bands	\$ 25.71	\$ 128.55	\$ 119.50	\$ 597.50	\$ 94.90	\$ 474.50
11	6	17" x 13" Corrugated Metal Pipe, End Section	\$ 132.00	\$ 792.00	\$ 123.00	\$ 738.00	\$ 198.15	\$ 1,188.90
12	10	18" Corrugated Metal Pipe, End Section	\$ 170.00	\$ 1,700.00	\$ 159.00	\$ 1,590.00	\$ 255.25	\$ 2,552.50
13	10	21" x 15" Corrugated Metal Pipe, End Section	\$ 155.00	\$ 1,550.00	\$ 144.50	\$ 1,445.00	\$ 232.30	\$ 2,323.00
14	4	24" Corrugated Metal Pipe, End Section	\$ 255.00	\$ 1,020.00	\$ 237.00	\$ 948.00	\$ 381.00	\$ 1,524.00
15	8	28" x 20" Corrugated Metal Pipe, End Section	\$ 222.00	\$ 1,776.00	\$ 207.00	\$ 1,656.00	\$ 332.95	\$ 2,663.60
			TOTAL BID	\$ 37,905.10	TOTAL BID	\$ 45,781.00	TOTAL BID	\$ 50,907.00



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 26, 2022
SUBJECT: Outstanding Check Resolution
PRESENTER: Shilo Heger, Treasurer

POSSIBLE MOTION(S)

Move to approve Resolution No. 052622- , Resolution for voiding outstanding checks issued by Riley County prior to April 30, 2020.

Enclosures:

- 2022 Outstanding Check Resolution (PDF)



TREASURER'S OFFICE

4.a

Shilo Heger
County Treasurer

110 Courthouse Pl
Manhattan, Kansas 66502-0
Phone: 785-537-6
Fax: 785-537-6
E-mail: sheger@rileycountyks
Website: www.rileycountyks

May 26, 2022

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	1,180.26
Accounts Payable	1,186.55
Total	\$2,366.81

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,

Shilo Heger
Riley County Treasurer

Attachment: 2022 Outstanding Check Resolution (12154 : Outstanding Check Resolution)

RESOLUTION NO. 052622-

NOW on this 26th day of May, 2022 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, 2020.

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	\$ 1,180.26
Accounts Payable	<u>\$ 1,186.55</u>
 TOTAL	 \$ 2,366.81

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

Chairman

Member

Member

ATTEST:

County Clerk

Attachment: 2022 Outstanding Check Resolution (12154 : Outstanding Check Resolution)

2019-2020 Outstanding Treasurer - A/P Checks 05/01/2019 to 04/30/2020

Treasurer Checks

Check Number	Date	Vendor	Amount	Source
65070	20190507	Pat Dunne	60.97	CD
65093	20190510	Alejandro Morales-Quiros	13.50	MR
65136	20190517	Dalath Rachitha Mendis	23.30	MR
65171	20190528	Andrew Mitchell	31.79	CD
65196	20190530	Janice J Hill	6.85	MR
65225	20190604	Jessica Lynn McClendon	16.28	MR
65256	20190611	Devin E Wilson	6.28	MR
65279	20190618	Joseph D Sims	13.95	MR
65362	20190701	Adrijana Savic	13.50	MR
65489	20190724	Sarah Rayburn	12.47	CD
65515	20190729	Melanie A Messina	5.18	MR
65540	20190801	Terrance P Roberts Jr	6.38	MR
65543	20190802	Madison Nicole Rogers	5.28	MR
65598	20190813	Michael Wayne Shimek	28.93	MR
65627	20190819	Nithin Jayaram-Shetty	88.63	MR
65668	20190827	Daniel G Davis	38.35	MR
65728	20190909	Robin Thomas Phelan	72.77	RR
65736	20190909	Jimmie D Baines	32.00	MR
65768	20190916	Macy Christine Gibbs	20.00	MR
65847	20190930	Robyn M OConnell-Tatum	32.93	MR
65874	20191004	Jordan Bauer	22.50	MR
65878	20191007	Robert B Beattie	51.08	MR
65886	20191008	Cassidy Irish Stephenson	26.75	MR
65947	20191018	Rachel Michelle Hill	52.98	MR
65959	20191021	Carlo Anselmi	18.00	MR
66255	20191218	Xijian Hao	66.88	MR
66274	20191220	Hamzah M S Altheeban	16.74	MR
66448	20200115	Nations Title Agency Inc	126.81	CD
66458	20200116	Oladipo Akinola Fajimolu	40.89	MR
66603	20200214	Ryan J Carryer	25.35	MR
66665	20200225	Jeffrey Frederick Scott	42.67	MR
66709	20200304	Dinah Jane Schliep	100.40	MR
66745	20200312	Steve Montgomery	14.97	CD
66779	20200324	Jacob Garner	14.54	CD
66823	20200420	Mauricio Guevara-Estrada	30.36	CD
Total Treasurer Checks			1,180.26	

Attachment: 2022 Outstanding Check Resolution (12154 : Outstanding Check Resolution)

Accounts Payable

Check Number	Date	Vendor	Amount	Source
921118	20190508	Colvin, Ryan Alexander	10.00	CW
921127	20190508	Isom, Garrett Benjamin	10.00	CW
921144	20190508	Voda, Nicholas Joseph	10.00	CW
921366	20190605	Taylor, Cassius C	10.00	CW
921473	20190620	Christensen, Hunter Wade	10.00	CW
921483	20190620	Filby, Jeremy James	10.00	CW
921495	20190620	Huffman, Meagan Nan	70.00	CW
921657	20190703	Loughmiller, Katie	10.00	CW
921677	20190703	Whitson, Darin Trent	19.28	CW
921682	20190712	Jonston, Deborah	10.00	CW
921694	20190712	McNulty, Garrett Logan	39.00	CW
921702	20190712	Warders, Kevin Michael	10.00	CW
921806	20190729	Mills, Kenia Jacqueline	10.00	CW
921909	20190809	Harlamert-Cortner, Melissa	10.00	CW
921921	20190809	Mullins, Eric Lynn	30.00	CW
921925	20190809	Simmons, Kylee Dawn	10.00	CW
921927	20190809	Stephens, April Daun	10.00	CW
922205	20190920	Berndt, Terry Lee	10.00	CW
922246	20190920	Pippin, Randy Lee	10.00	CW
922260	20190920	Wallace, Jesse William	10.00	CW
922363	20191003	Adams, Marshall Donald	10.00	CW
922368	20191003	Barbercheck, Chelsea Rae	90.00	CW
922404	20191003	Karlin, Katherine Louise	10.00	CW
922470	20191004	Hillegeist, Trenton Ty	10.00	CW
922496	20191004	Neel, Jeffery Curtis	39.00	CW
922738	20191024	Seward, Tina Elizabeth	126.56	CW
922739	20191024	Smith, Jacob William	10.00	CW
922745	20191024	Willis, Bryan Ray	10.00	CW
922756	20191031	Hayden, Jordan Isaac	10.00	CW
922769	20191031	Scheideman, Stacy Kyle	10.00	CW
923005	20191121	Brown, Cerise Deneen	19.28	CW
923010	20191121	Connor, David Lloyd	10.00	CW
923014	20191121	Eubank, Rayn Victor	10.00	CW
923167	20191205	Lovett, Vanessa	30.88	CW
923184	20191205	Poznanski, Tia Rain	10.00	CW
923312	20191219	Doyle, Sara Samantha	10.00	CW
923315	20191219	Fink, Carrie Anna	10.00	CW
923329	20191219	Schmidt, Peggy Lynn	10.00	CW
923339	20191219	Willi, Wendy Sue	10.00	CW
923360	20191220	Neipert, Todd W	10.00	CW
923372	20191220	Vikander, Cameron D.	10.00	CW
923380	20191220	Camarotti, Teo	10.00	CW

Attachment: 2022 Outstanding Check Resolution (12154 : Outstanding Check Resolution)

923385	20191220	Knightley, Connor W.	10.00	CW
923391	20191220	Nell, Scott J	10.00	CW
923494	20200107	Chamberlin, Margaret L	10.00	CW
923637	20200116	Kitch, Scott Christopher	10.00	CW
923684	20200127	Hansen, Misty Christine	10.00	CW
923693	20200127	Morrill, Brent J. R.	10.00	CW
923713	20200127	Vargas, Vanessa	10.00	CW
923726	20200127	Contant, Shawn	10.00	CW
923736	20200127	Mitchell, Lori Jo	30.00	CW
923752	20200129	Martin, Jaeton	10.00	CW
923930	20200226	DeLoach, Zachary Thomas	18.05	CW
923946	20200226	Kraus Jr., Harold George	10.00	CW
923956	20200226	Phillips, Merry Kristin	10.00	CW
923959	20200226	Schmidt, Hannah Suzanne	10.00	CW
923961	20200226	Steiner, Bret Brandon	10.00	CW
924065	20200306	Cook, Stacie Nicole	38.75	CW
924072	20200306	Fogle, Deshawn Casey	10.00	CW
924074	20200306	Gates, Tyler Wade	10.00	CW
924077	20200306	Gold, Sydney Elizabeth	10.00	CW
924078	20200306	Harms, Rodney C	10.00	CW
924088	20200306	Perry, Jacob Anthony	15.75	CW
924092	20200306	Rezac, Abby Jean	10.00	CW
924112	20200309	Clark, Jami Sue	10.00	CW
924114	20200309	Crowdis, Patricia Ann	10.00	CW
924159	20200309	Vanderpool, Randall W	70.00	CW
924203	20200309	Mccabe, James Dean	10.00	CW
924220	20200309	Wardlow, Stasha E	10.00	CW

Total Accounts Payable	1,186.55
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Grand Total	2,366.81
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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.



PUBLIC WORKS
Change Order

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: May 26, 2022

SUBJECT: Change Order #1 for the S. Otter Creek Bridge Replacement Project

PRESENTER: Evan McMillan, Assistant County Engineer

Attached for your approval is Change Oder #1 for the above referenced project.

Bid Item #17- Water (Grading)

The Lump Sum item was reduced by \$ 35.00.

Bid Item #18- Temporary Surfacing Material (Aggregate)

The Lump Sum item was reduced by \$ 35.00.

Bid Item #20- Foundation Stabilization

The Lump Sum item was reduced by \$ 40.00.

Change Order #1 decreases the contract amount for the S. Otter Creek Bridge Replacement Project by \$110.00 for a final cost of \$319,222.63.

Staff recommends approval.

POSSIBLE MOTION(S)

Move to approve S. Otter Creek Bridge Replacement Project Change Order #1

Move to deny S. Otter Creek Bridge Replacement Project Change Order #1

Move to table for further discussion

Enclosures:

- Change Order #1 (PDF)



CHANGE ORDER

Riley County, Kansas

CHANGE ORDER NUMBER: 1 Final

CONTRACTOR Ebert Construction

ADDRESS: P.O. Box 198
Wamego, KS 66547

PROJECT NO.:	I.I - 10.8
PROJECT:	S. Otter Rd

DESCRIPTION: Bridge Construction, Grading and Seeding

BID ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	INCREASE/DECREASE	UNIT BID PRICE	INCREASE/DECREASE CONTRACT AMOUNT
17	Water (Grading)(Set Price)	MGAL	1.0	1.0	-1.0	\$35.00	\$ (35.00)
18	Temporary Surfacing Material (Aggregate)(Set Price)	CY	1.0	1.0	-1.0	\$35.00	\$ (35.00)
20	Foundation Stabilization (Set Price)	CY	1.0	1.0	-1.0	\$40.00	\$ (40.00)
						Subtotal	\$ (110.00)

NEW ITEMS

ITEM NO	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	NET INCREASE	UNIT PRICE	INCREASE CONTRACT AMOUNT
						Subtotal	\$ -
						TOTAL	\$ (110.00)

Amount of Original Bid:	\$319,332.63
Total of Previous Change Orders:	\$0
Amount of Change Order No. 1:	\$ (110.00)
Total Adjusted Contract Price:	\$319,222.63

BY: Eric Miller 05/19/2022
PROJECT ENGINEER DATE

BY *[Signature]* DATE 5-23-2022
DIRECTOR OF PUBLIC WORKS

BY Mike Holt 5-15-22
CONTRACTOR DATE

BY: _____
CHAIRMAN, BOARD OF COUNTY COMMISSIONERS DATE _____

2021 Encumbrance

5.a

Vendor # EBER001
 Code # 157-158-4170-462 \$39,222.66
 FUND DEPT OBJ PROJ
 Signature [Signature]



RILEY COUNTY, KANSAS

CONTRACTOR'S PAYMENT ESTIMATE		NO. 1					
PAY TO: Ebert Construction		ADDRESS: P.O. Box 198 Wamego, KS 66547					
PROJECT NO.: 1.1 - 10.8		DESCRIPTION: Bridge Construction, Grading and Seeding					
PROJECT: S. Otter Rd							
PAYMENT PERIOD:		TOTAL CONTRACT AMOUNT: \$ 319,332.63					
PERCENT OF WORK COMPLETED: 99.97%							
ITEM NO	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED CONTRACT QUANTITY	TOTAL QUANTITY TO DATE	UNIT PRICE	AMOUNT EARNED TO DATE
1	Steel Pile (HP 10x42)	LF	440		440	\$57.92	\$ 25,484.80
2	Structural Steel (ASTM A709)(Gr 36)	LBS	4490		4490	\$2.16	9,698.40
3	Structural Steel (ASTM A709)(Gr 50W)	LBS	6640		6640	\$2.38	15,803.20
4	Structural Steel (ASTM A709)(Gr 50WT3)	LBS	37800		37800	\$2.83	106,974.00
5	Reinforcing Steel (Grade 60)	LBS	8040		8040	\$1.87	15,034.80
6	Bridge Handrail (Metal)	LF	98		98	\$97.37	9,542.26
7	Concrete Grade (4.0)(AE)(SW)	CY	31.1		31.1	\$1,019.54	31,707.69
8	Steel Sheet Pile (Non-Galvanized)	SF	1120		1120	\$16.71	18,715.20
9	Cast Steel Pile Points	EACH	22		22	\$288.10	6,294.20
10	Slope Protection (Riprap)(24")	CY	40		40	\$95.84	3,833.60
11	Contractor Construction Staking	LS	1		1	\$3,200.00	3,200.00
12	Mobilization	LS	1		1	\$44,901.72	44,901.72
13	Removal of Existing Structure	LS	1		1	\$9,538.64	9,538.64
14	Clearing and Grubbing	LS	1		1	\$3,141.48	3,141.48
15	Common Excavation	CY	252		252	\$11.22	2,827.44
16	Compaction of Earthwork (Type B)(MR-90)	CY	174		174	\$2.80	487.20
17	Water (Grading)(Set Price)	MGAL	1			\$35.00	-
18	Temporary Surfacing Material (Aggregate)(Set Price)	CY	1			\$35.00	-
19	Object Marker (Type III)	EACH	4		4	\$154.00	616.00
20	Foundation Stabilization (Set Price)	CY	1			\$40.00	-
21	Traffic Control	LS	1		1	\$4,504.66	4,504.66
22	Temporary Seeding	LS	1		1	\$3,459.67	3,459.67
Subtotal Page 1:						\$	315,762.96

05/17/2022

ATCH #: 22-010
 ACTIVITY ID: _____
 LOCATION CODE: T5 Otter Creek-2
 TASK CODE: 2000
 FUND CODE: 157-158
 PROJECT #: 2174

1

Attachment: Change Order #1 (12155 : Change Order #1 - S. Otter Creek Bridge Replacement)



ITEM NO.	ITEM DESCRIPTION	UNIT	CONTRACT QUANTITY	ADJUSTED QUANTITY	TOTAL QUANTITY TO DATE	UNIT PRICE	AMOUNT EARNED TO DATE
23	Seeding	LS	1		1	\$3,459.67	\$ 3,459.67
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
						\$	-
						Subtotal Page 2	\$ 3,459.67
						TOTAL AMOUNT EARNED	\$ 319,222.63
						LESS RETAINED	\$ -
						NET AMOUNT	\$ 319,222.63
						LESS PREVIOUS PAYMENTS	
						AMOUNT DUE THIS ESTIMATE	\$ 319,222.63

BY: [Signature] 05/19/2022
 PROJECT ENGINEER DATE
 APPROVED: RILEY COUNTY, KANSAS
 I HEREBY CONCUR IN THE FOREGOING RECOMMENDATION.

BY: [Signature] DATE: 5-19-22
 CONTRACTOR

BY: [Signature] DATE: 5-23-2022
 DIRECTOR OF PUBLIC WORKS

2



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 02, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:15 AM

Michael Boller, Noxious Weed Director

3. Staff update

9:30 AM

Anna Burson, Appraiser

4. Staff update

9:55 AM

Break

10:00 AM

Bob Isaac, Planner

5. Public hearing to present Final Development Plan – Tegtmeier Winery and final plat – Tegtmeier Addition, Unit 3

Adjournment

Attachment: 06-02-22 tentative agenda (11663 : Tentative Agenda)

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 06, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Command Post to Wamego July 4th

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:20 AM

Elizabeth Ward, Human Resource Manager

3. Payscale resolution

9:30 AM

Press Conference

4. RCPD update - Captain Greg Steere (3-5 minutes)

10:00 AM

Russel Stukey, Emergency Management Director

5. Staff update

10:15 AM

Amanda Webb, Planning/Special Projects Director

6. Staff update

10:30 AM

Elizabeth Ward, Human Resource Manager

7. New position requests

11:00 AM

Elizabeth Ward, Human Resource Manager and Josh Gering, Assistant

Attachment: 06-06-22 tentative agenda (11663 : Tentative Agenda)

EMS/Ambulance Director

8. EMS staffing

11:45 AM Lunch

2:05 PM Amy Manges, Register of Deeds

9. 2023 Register of Deeds & Tech Fund Budget Requests

2:15 PM Julie Gibbs, Health Department Director

10. 2023 Health Department Budget Request

2:35 PM Amanda Webb, Planning/Special Projects Director

11. 2023 Planning and Development Budget Request

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: 06-06-22 tentative agenda (11663 : Tentative Agenda)



IT/GIS
Staff Update

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

STAFF REPORT

FROM: Cory Meyer
MEETING: May 26, 2022
SUBJECT: IT/GIS Staff Update - May 2022
PRESENTER: Cory Meyer

Information Technology (IT)

- Assist with Zoom and BOCC meetings, emergency Website updates, etc.
- Continue to assist District Court with Wareham jury selection site, as needed.
- Moving forward with Office 365 migration. Only 2 departments remain to be migrated. We have now started testing OneDrive which is a part of Office365.
- Completed monthly transfer of SVQs & Deeds to the State; various customer requested phone programming changes.
- Ongoing account activation/deactivation, answering of help desk calls, Komtek/AS400 backups, resolution of user issues, swap of older/replacement of failed equipment, etc.
- Review and Work on Cyber Insurance
- Transfer Station Internet & Connection to RCOB, County Internet Review
- Phone Plan Reviews: Plexar, Pots Lines, Long Distance Costs
- Equipment Rotations & Long Range Planning
- PC Rotation: Register of Deeds & Attorney
- District Court Clerks Office Update
- Leonardville EMS Location: Installing Equipment
- Security Option Research: Office Panic Buttons & Phone Paging Notifications
- Server Migrations: Appraiser & PW
- AS400 Migration
- Budget Update: Review, Pricing, Quotes
- Network Administrator Hiring

- Flexible Department Scheduling

Geographic Information Systems (GIS)

- Sanborn Ortho flight - 100% Complete, In Data Review
- Participate in NG911 road renaming committee meeting.
- Finalize planning/back-end work to supply access to Ortho Oblique imagery to non-County (ie. RCPD, KSUPD, KSU) users.
- Make monthly NG911 data submissions, and also attend State NG911 Strategic Planning yearly meeting (via Zoom).
- Ag Use Changes from 2021 Ag Survey, end of month Building Permit, Enviro. Health, and Zoning updates, etc.
- Migrated GIS content/services over to arcgis pro
- Updated GIS Website with latest city utility data, updated city zoning data, USD 383 Early learning boundaries, Impaired Streams-KDHE
- Working with Susan in Clerk's office to determine population of precincts where population changes have occurred from Census 2010 to Census 2020.

**Signed,
Cory Meyer**

Enclosures:



COUNTY CLERK & ELECTIONS
Staff Update

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

MEMORANDUM

FROM: Vivienne Uccello
MEETING: May 26, 2022
SUBJECT: May 2022 Monthly Communications Update
PRESENTER: Vivienne Uccello

WEBSITE

Google Analytics has only been available for the Riley County website since December, and it will take several months gather enough data to analyze and interpret trends over time. The website is clearly an important resource, and one of our most valuable communication tools. In April, a total of 57,515 users visited 69,841 pages on the Riley County website. The top search terms were burn permit, tax sale, and GIS.

Website use has been lower in May, with a total of 29,355 users visiting 54,873 pages so far. The top searches this month have been marriage license, divorce, and driver's license.

The web team continues to evaluate and update content. Our next meeting is June 7th, and we'll discuss ways to reduce the number of pages. Right now, we have roughly 2,000 pages of content and it's likely that a great deal of that information is out of date. We're combing through to make the resource as efficient and effective as possible.

MEDIA AND NEWS

Riley County has an excellent relationship with the local news media and we've received a great deal of coverage over the last few months. I've made new connections with KFRM and KCLY radio to help reach residents in the rural parts of the county.

News Releases sent by Riley County

-8 in February

-9 in March

-5 in April
-14 so far in May

SOCIAL MEDIA

The Riley County, KS platforms have seen moderate increases in followers since the beginning of the year.

- Facebook 2,600 (+300 since January)
- Twitter 864 (+693 since January)
- Instagram 376 (+120 since January)

The Riley County Fire District #1 pages have experienced significant growth. RCFD personnel did an excellent job providing information and photos for updates during the many wildfires. Their page has roughly 500 new followers and was able to reach an audience of almost 82,000 in April.

All of the other pages continue to grow and I plan to work with Katharine Hensler, the new Director/Curator for the Riley County Historical Museum to help increase their following as well. As the Flint Hills Region goes through an expected growth spurt in the coming years, I believe it will be vital to share stories of the community's history and help ground residents in the rich heritage of the area. Social media is only one of the tools to help accomplish that, and we'll be sure to share information in a variety of ways.

Enclosures: