



**Board of Riley County
Commissioners
Regular Meeting
Agenda
June 07, 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. KSAHIMT application for Pat Collins
4. Action on a Plaza Reservation Request for Downtown Manhattan, Inc.
5. Certification of Unpaid Fees and/or Utility Services
6. Sign Riley County Personnel Action Form(s)
7. Discuss Joint City/County/County Meeting Agenda

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Jun 3, 2021
8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

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

9:20 AM

Amanda Smeller, Planning/Special Projects Director

13. Authorize Chairman to sign letter to KDOC for proposed use of remaining CDBG-CV funds

9:30 AM

Press Conference

14. RCPD update - Greg Steere (3-5 minutes)

15. Downtown Manhattan update - Gina Scroggs (3-5 minutes)
16. "Fighting for Equality: People with Different Abilities" exhibit at Manhattan Town Center through July 11 - Cheryl Collins (3 minutes)
17. Public Notice - John Ellermann (1-2 minutes)
18. USD 383 Primary Election - Rich Vargo (1-2 minutes)

9:50 AM**John Ellermann, Public Works Director/County Engineer**

19. CIP Purchase Adjustment

10:00 AM**Rich Vargo, County Clerk**

20. Request to Refill Temporary Elections Worker

Adjournment**Announcement**

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, June 8, 2021 (KF).

The KCCA Conference will be held June 8-10, 2021 at the Fairfield Inn Suites and Conference Center in Liberal, Kansas.

The Board of County Commissioners will not be in session Thursday, June 10, 2021.

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.



EMERGENCY MANAGEMENT
Letter of Support

Russel Stukey
Emergency Management
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

COMMISSION AGENDA REPORT

FROM: Russel Stukey
MEETING: June 7, 2021
SUBJECT: KSAHIMT application for Pat Collins
PRESENTER: Same

BACKGROUND

Included is Pat's application for membership the Kansas All-Hazards Regional IMT(Incident Management Team). Pat would like your support for his membership on the team for 2 years. Riley County is no different than any other location when devastated by a disaster. We will quickly use up our local resources and as the disaster extends we will request assistance from the region and state. The l IMT teams provide disaster assistance through local mutual aid to devastated areas from counties who are unaffected. In the event the disaster is local they will be organized to assist us.

DISCUSSION

If approved, Pat would fill his position for a two year term. The term may not include an actual disaster response or it may deploy to a disaster for up to fifteen days.

FISCAL IMPACT

The fiscal note for this project lies with our jurisdiction for the IMT member's time and in-state transportation. Training, meals, lodging and per diem will be provided by the region, state and FEMA. In the event of a Federal disaster Riley County should receive reimbursement for time and travel. Pat is serving as a volunteer for RCFD#1 so there will be no salary or benefit

considerations.

ALTERNATIVES

- Support Pat Collins as a member of the Incident Management team.
- Don't support Pat Collins as a member of the Incident Management team.

POSSIBLE MOTION(S)

Move to sign the allow the chairperson to sign the application for Pat Collins membership in the KSAHIMT

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Pat IMT application 6.2021 (PDF)



Kansas All-Hazards Regional Incident Management Team (KSAHIMT)

The Kansas All-Hazards Regional Incident Management Teams (KSAHIMT) plays an essential role in assisting in the management of, and response to large, complex emergencies, natural disasters and special events.

Following the experience of many Kansans who had the opportunity to respond to Hurricanes Katrina and Rita in 2005, Kansas locals with the support of Homeland Security Councils in Kansas developed a Type III All-Hazards Incident Management Team (KSAHIMT). Since its formation, members of the team have responded to assist local agencies handling disasters including major flooding, tornado damage and wildfires. In addition, the team has deployed to assist local agencies handling complex special events, such as concerts, festivals and large-scale exercises. Team members also have voluntarily deployed to other states under the Emergency Management Assistance Compact (EMAC) to assist in major disaster areas, such as hurricanes, floods, major tornado outbreaks and debilitating winter storms.

The Kansas Regional AHIMT is a multi-agency/multi-jurisdictional team, meeting national All-Hazards Incident Management Teams Association (AHIMTA) training and accreditation standards, that is deployed at the request of local agencies during incidents and special events that exceed local capabilities. When deployed, the team works for the local Incident Commander (IC) under a written Letter of Expectation from local authorities to assist with planning and the management of operational resources.

Team members are highly trained and experienced personnel representing local, city and county government agencies from across Kansas. These team members use their unique experience to generate written Incident Action Plans, manage logistical needs, track costs, provide the public with information, coordinate with volunteer organizations, support emergency responders and assist communities recovering from a disaster.

The Kansas Regional AHIMT seeks motivated, experienced personnel to serve as part of the team, working in the Incident Command System structure during disasters, critical incidents and special events. Applicants must have successfully completed the following FEMA Incident Command System courses prior to applying for the Regional KSAHIMT:

- IS-100 Introduction to Incident Command System
- IS-200 ICS for Single Resources and Initial Action Incidents
- ICS-300 Intermediate ICS for Expanding Incidents
- IS-700 Introduction to the National Incident Management System (NIMS)
- IS-800 Introduction to the National Response Framework

Applicants who are accepted to the Kansas AHIMT enter as Trainees and are required to successfully complete advanced training and complete a task book within 5 years. **Exception:** Transfer of another nationally qualified task book from FEMA, NWCG or AHIMTA organization.

Trainees are required to establish a position task book within 6 months. Task books are used to certify that the member has met the training and experience standards recommended by the AHIMTA for positions within the Regional KSAHIMT. Each task book lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against standard written guidelines. Successful performance of all tasks, as observed and recorded by a designated evaluator, will result in a recommendation that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance will involve more than one evaluator and can occur during incidents, special events and scheduled exercises.

Kansas Regional AHIMT members, and their sponsoring agencies/jurisdictions, are expected to make a minimum 5-year commitment to the team and be available for sudden deployments lasting up to 7 days in length. The Kansas Regional AHIMT was developed to respond under mutual aid using the Kansas Mutual Aid System Compact KSA 48-950 to 958.

KS ALL-HAZARDS REGIONAL INCIDENT MANAGEMENT TEAM APPLICATION PROCESS

- 1) Complete the attached application form.
- 2) Attach copies of your ICS-100, 200, 300, 700 and 800 certificates.
- 3) Your county emergency manager must approve your application.
- 4) Submit your application packet to the KSAHIMT Regional Supervisor.
- 5) Once the application is received, it will be reviewed by the regional team and the KSAHIMT Working Group.
- 6) Applicants will be notified by the KSAHIMT Regional Supervisor of the decision by the Working Group.

Questions about your application can be directed to the KSAHIMT Regional Supervisor.

Northwest

Bob McLemore – Region Supervisor firechief@cityofcolby.com
Keith Haberer – Assistant Region Supervisor russellcountym@fd5.org

North Central

Pam Kemp – Region Supervisor kemp@kansas.net
Chancy Smith – Assistant Region Supervisor csmith@dkcoks.org

Northeast

Alan Radcliffe – Region Supervisor aradcliffe@franklincoks.org
Thomas Winter – Assistant Region Supervisor twinter@franklincoks.org

KC Metro

Chuck Magaha – Region Supervisor cmagaha@leavenworthcounty.org
Terry Kegin – Assistant Region Supervisor tkegin@iocogov.org

Southwest

Don Button – Region Supervisor gtocem@pld.com, dbutton@gmail.com
Vaughn Lorensen – Assistant Region Supervisor vlorenson@stantoncountyks.com

South Central

Keri Korthals – Region Supervisor kkorthals@butlerEMA.org
Bryan Ellis – Assistant Region Supervisor scfd@gmail.com



KANSAS ALL-HAZARDS Regional INCIDENT MANAGEMENT TEAM APPLICATION

BASIC INFORMATION

Name: Pat Collins Agency/Dept.: Riley County Fire Dist #1

Mailing Address: 9925 Crooked Creek County of Residence: Riley

Office Phone: _____ Cell Phone: 785-313-0273

Office E-mail: mechief1@gmail.com Office Fax: _____

Current Employer: Riley County Fire Dist #1

Employer Mailing Address: 115 N 4th Manhattan, ks 66502

New Application _____ Renewal Application X

Type III Task book qualified Yes Position(s): IC, Plans

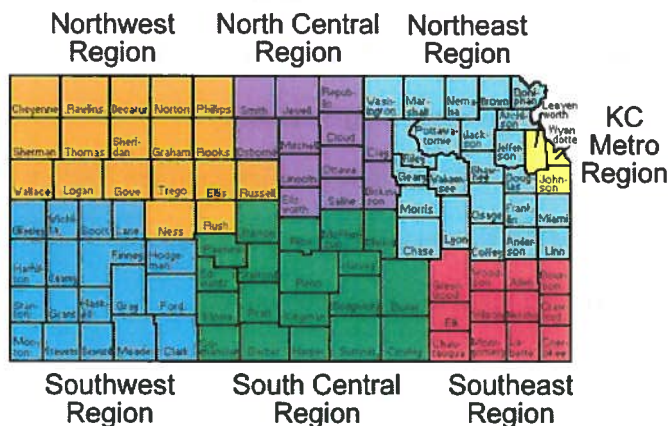
Please indicate the Kansas Homeland Security Region that you reside in:

_____ Northwest Region _____ North Central Region

X _____ Northeast Region _____ Kansas City Metro Region

_____ Southwest Region _____ South Central Region

_____ Southeast Region



INDICATE THE KANSAS AHIMT POSITION(S) YOU ARE INTERESTED IN TRAINING FOR:

Command & General Staff Positions:

☒ Incident Commander (Renewal or Transfer Only)
☐ Public Information Officer ☐ Liaison Officer
☐ Safety Officer ☒ Operations Section Chief
☒ Planning Section Chief ☐ Logistics Section Chief
☐ Finance & Administration Section Chief

Unit Leader Positions:

☐ Communications Unit Leader ☐ Situation Unit Leader
☐ Resources Unit Leader ☐ Supply Unit Leader
☐ Finance/Admin Unit Leader (Procurement, Time, Cost, Comps/Claims)
☐ Facilities Unit Leader
☒ Division / Group Supervisor ☒ Task Force / Strike Team Leader

TRAINING AND EXPERIENCE

Please attach a copy of your training and experience you have that qualifies you for serving on an KSAHIMT.

NIMS TRAINING CERTIFICATES

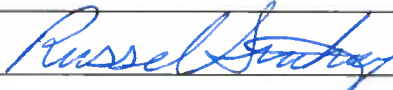
(Copies of certificates must be attached to this application)

IS-100 Introduction to Incident Command System
IS-200 ICS for Single Resources and Initial Action Incidents
ICS-300 Intermediate ICS for Expanding Incidents
IS-700 Introduction to the National Incident Management System (NIMS)
IS-800 Introduction to the National Response Framework
ANY Position Specific training course completed

As the agency head / representative of the governing board of the agency of the employee, I have reviewed this application and recommend that this employee be accepted as a Trainee with the Kansas All-Hazards Regional Incident Management Team (KSAHIMT). Our agency understands that if selected, our employee will be required to attend advanced training courses, provided by the KSAHIMT, and be available for emergency deployment to major incidents with little notice. We also understand that, during incidents the employee will not be able to conduct their regular job duties. Our agency further understands that, if they are selected, our agency / department is responsible for providing salary and benefits for the employee during any training/exercise event or in-state disaster deployments of up to 7 days.

Agency / Board Approval		Date	
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As the Emergency Manager of the County in which the applicant resides or works, I have reviewed this application and, considering the applicant's education, experience, temperament and general dedication within the community, I recommend this applicant as a Trainee for the Kansas All-Hazards Regional Incident Management Team (KSAHIMT).

County Emergency Manager		Date	6-2-21
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After signatures are obtained, please submit the complete application packet to the KSAHIMT Regional Supervisor.

Required attachments:

Copies of prior ICS training certificates (New Applicants only)

Task Book Qualified applicants transferring will be required to submit a copy of the Task Book to the Regional Supervisor for proof of qualification

Attachment: Pat IMT application 6.2021 (10890 : IMT application)

AVAILABILITY

Applicant availability is critical to the success of Kansas All Hazards Regional Incident Management Team. Submitting this application signifies a commitment to be available for training, exercises and deployments. Deployments are not scheduled and you will be expected to answer calls and deploy to incidents with little notice. While deployed, you likely will not be able to communicate with your family / co-workers / subordinates or perform tasks for your regular employer. Do you foresee any significant barriers to your availability?

If yes,
☒ No ☐ Yes explain: _____

REFERENCES

Please provide three professional references (other than your immediate supervisor) that we may contact to support your application for this position.

	Name	Title	Agency	Phone Number
1	Alan Radcliff	EM/IC	Franklin County	
2	Don Button	EM/IC	Grant County	
3	Eric Ward	IC/Plans/Med	Kansas Forest service	

APPLICANT SIGNATURE, SUPERVISORY APPROVALS & RECOMMENDATIONS

The information contained in this application is true and correct.

Applicant	<i>Pat Collins</i>	Date	5/1/2021
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I have reviewed this application and recommend my employee be accepted as a Trainee with the Kansas All-Hazards Regional Incident Management Team (KSAHIMT). I understand that, if selected, my employee will be required to attend advanced training courses, provided by the KSAHIMT, and be available for emergency deployment to major incidents with little notice. I also understand that, during incidents they will not be able to conduct their regular job duties. I further understand that, if they are selected, our agency / department is responsible for providing salary and benefits for the employee during any training/exercise event or in-state disaster deployments of up to 7 days.

Direct Supervisor	<i>Russel S...</i>	Date	6-2-2021
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Supervisor comments (if any): *Pat is a volunteer for RCFD #1*

Attachment: Pat IMT application 6.2021 (10890 : IMT application)



OUTSIDE AGENCY
Plaza Reservation Request

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: June 7, 2021

SUBJECT: Action on a Plaza Reservation Request for Downtown Manhattan, Inc.

PRESENTER: Gina Scroggs, Downtown Manhattan

Move to approve a Plaza Reservation Request for Downtown Manhattan, Inc. for Thursday, June 17, 2021 from 4:00 p.m. - 8:00 p.m. for third Thursday.

Move to deny a Plaza Reservation Request for Downtown Manhattan, Inc. for Thursday, June 17, 2021 from 4:00 p.m. - 8:00 p.m.

Move to modify

Enclosures:

- Plaza Reservation Request for Downtown Manhattan (PDF)

PLAZA RESERVATION REQUEST

DATE OF REQUEST: June 1, 2021 **DATE OF EVENT:** June 17th, 2021

REQUESTING ORGANIZATION NAME: Downtown Manhattan, Inc

PURPOSE OF EVENT: Third Thursdays

AREA OF PLAZA TO BE USED: portion of plaza nearest the sidewalk at 5th and Poyntz

PROGRAM OF ACTIVITIES: cheer team and Miss Emily's School of Music

EXPECTED ATTENDANCE: 500+ **HOURS REQUESTED:** 4pm to 8pm

CONTACT PERSON:

NAME: Gina Scroggs

ADDRESS: 323 Poyntz Avenue suite 101

TELEPHONE NUMBER: (785) 537-9683

Are Loudspeakers at this Event Approved by County Commission?: _____ Yes No _____

RESERVATION APPROVED:

DATE: _____

**CHAIRMAN, BOARD OF
 RILEY COUNTY COMMISSIONERS**

NOTE TO APPLICANT: PLEASE BE AWARE OF THE FOLLOWING CONDITIONS FOR RESERVATION OF PLAZA:

1. No loudspeakers are allowed at this event unless approved above by the County Commission. Be aware excessive noise during the event may disturb customers and owners of nearby businesses, so work to keep the volume level of the event at a reasonable level, whether approved loudspeakers are used or not.
2. Encourage event participants to not litter the area during the event, and clean the area at the end of your event.
3. No alcohol may be served or consumed in the Plaza.
4. The two sets of west outside steps of the Courthouse and the single set of outside steps east of the Carnegie Building must remain open for public and staff access during the event. No participants shall stand on these steps during the event. Each building's outside steps must remain open and accessible to the public and staff during the event.

cc: Public Works Director

Attachment: Plaza Reservation Request for Downtown Manhattan (10888 : Plaza Reservation Request)

**PUBLIC WORKS***Certification of Unpaid Fees and/or Utility Svcs***John Ellermann**

Public Works

Director/County Engineer

6215 Tuttle Creek Blvd

Manhattan, KS 66503

Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: John Ellermann, Director of Public Works

MEETING: June 7, 2021

SUBJECT: Certification of Unpaid Fees and/or Utility Services

PRESENTER: John Ellermann, Director of Public Works

Doreen M. Ray, Trust has failed to make payments on their water bill for the past nine months. Currently the total amount due is \$937.30. As a result of non-payment we request a Special Assessment be placed against Doreen M. Ray, Trust.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Certificate of Unpaid Fees-Doreen Ray Trust (PDF)



To The Riley County Clerk

Certification of Unpaid Fees and/or Charges for Utility Services on Property Located in Riley County, Kansas

Tax Roll Year 2021

Benefit District Terra Heights Sewer Benefit District

Parcel ID# 081-176-14-0-30-07-009.00-0

Name of Landowner Doreen M. Ray, Trust

Landowner Address 5241 Terra Heights, Manhattan, KS 66503

Legal Description: Lot Twenty-Two (22), in Terra Heights Development, a Subdivision in Riley County, Kansas

Charges and Fees assessed from October 2020 to June 2021

Utility Charges ☐ Sewer	\$ <u>593.58</u>
Fees	\$ <u>343.72</u>
Assessment Total	\$ <u>937.30</u>

The Board of County Commissioners, acting as the governing body for the Terra Heights Sewer Benefit District, hereby certifies the above unpaid fees and/or charges are payable and a Special Assessment shall be placed against Doreen M. Ray, Trust, in accordance with the laws of the State of Kansas, as stated in K.S.A. 12-808(c).

Governing Body – Chairman

Date

Attachment: Certificate of Unpaid Fees-Doreen Ray Trust (10887 : Certification of Unpaid Fees)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: June 7, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-06 D Russell - Deputy Fire Chief (green) (PDF)
- 2021-06 E Galitzer - Contact Tracer (green) (PDF)
- 2021-06 L Bowyer - Contact Tracer (green) (PDF)
- 2021-06 B Denton - Contact Tracer (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date	06/01/2021
☐ Change		Employee #	

☐ New Hire	☐ Rehire	☐ Transfer	☒ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Russell	Douglas		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Deputy Fire Chief	RCFD#1	00183-000183
Position Title	Department	Fund

06/21/2021	☒	☐		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

P	8	\$	☐ Hour	\$ 2380.80	☒ Bi-weekly	☐ 40	☐
Grade/Step				Pay Rate		Hours Per Workweek	

Comments:

promotion from Volunteer to Deputy Fire Chief

Approvals:

Department:

Russell Smith

Date:

6-1-21

Personnel:

E. A. Mac

6/1/21

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date 06/01/2021
☒ Change		Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☐ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☒ Temporary

Galitzer	Emma		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Covid-19 Contact Tracer	HD	400-0337
Position Title	Department	Fund

7/23/2021	☐ Exempt	☒ Non-Exempt		☐ Yes	☒ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

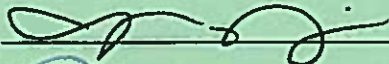
B	09	\$15.49	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

resignation

Approvals:

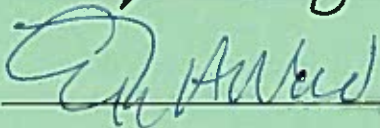
Department:



Date:

6-2-21

Personnel:



6/3/21

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	06/01/2021
☒ Change		Employee #	

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☐ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☒ Temporary

Bowyer	Lydia		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Covid-19 Contact Tracer	HD	400-0337
Position Title	Department	Fund

06/01/2021	☐ Exempt	☒ Non-Exempt		☐ Yes	☒ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

B	09	\$15.49	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

involuntary termination

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	06/01/2021
☒ Change		Employee #	

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☐ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☒ Temporary

Denton	Bradley		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Covid-19 Contact Tracer	HD	400-0337
Position Title	Department	Fund

6/11/2021	☐ Exempt	☒ Non-Exempt		☐ Yes	☒ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

B	09	\$15.49	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

resignation

Approvals:

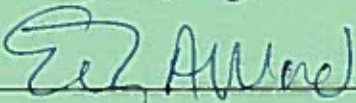
Department:



Date:

6-2-21

Personnel:



6/3/21

BOCC:

Chairman:

Member:

Member:

**Joint City/County/County Meeting:
(at county offices June 17th)**

Topics for Agenda:

Attachment: topic form (9909 : Joint City/County/County Agenda Meeting Information)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 14, 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

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:15 AM

Christy Rodriguez, Flint Hills Regional Council Director

2. Flint Hills Regional Council update

9:30 AM

Press Conference

3. USD 383 Primary Election - Rich Vargo (1-2 minutes)

10:00 AM

Break

10:10 AM

John Ellermann, Public Works Director/County Engineer

4. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

11:00 AM

Cheryl Collins, Museum Director

6. Staff update

Attachment: 06-14-21 tentative (10460 : Tentative Agenda)

11:15 AM Shilo Heger, Treasurer

7. Staff update

12:00 PM County Officials Luncheon

Adjournment

Announcements

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:30 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

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: 06-14-21 tentative (10460 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 17, 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. Discuss Intergovernmental Luncheon
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:50 AM

Break

10:00 AM

Gary Fike, County Extension Director

4. Staff update

10:15 AM

Dennis Butler, RCPD Director

5. RCPD update

10:30 AM

Russel Stukey, Emergency Management Director

6. Staff update

4:00 PM

Joint City/County/County Meeting (at County Offices)

Adjournment

Attachment: 06-17-21 tentative (10460 : 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.



**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: June 7, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 06.07.2021 (DOC)

PENDING COUNTY PROJECTS ▪ June 7, 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.



PLANNING & DEVELOPMENT
Letter

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

COMMISSION AGENDA REPORT

FROM: Amanda Smeller, Planning Director

MEETING: June 7, 2021

SUBJECT: Authorize Chairman to sign letter to KDOC for proposed use of remaining CDBG-CV funds

PRESENTER: Amanda Smeller, Planning Director

DISCUSSION

Riley County was awarded a Small Cities Community Development Block Grant (CDBG-CV) in July 2020 to fund community CARES Act projects. The grant included a Job Retention component and a Meals component, and the \$167,000 funds awarded were split between the two programs, at \$132,000 and \$35,000 respectively.

To date, the County has awarded \$102,400 to nine businesses through the Job Retention component, and \$2,000 to one non-profit through the Meals component. As there is still money left in the Jobs Retention component, we are allowed by the Kansas Department of Commerce to award previous recipients with additional funding. KDOC requires a letter from Riley County, signed by the Chairman, announcing their intention and justification to do just that. Staff is working through administering remaining funding for the Meals component.

The proposed letter is attached.

FISCAL IMPACT

There is no fiscal impact as these are previously awarded grant funds.

RECOMMENDATION

Staff recommends the Chairman sign the attached letter.

POSSIBLE MOTION(S)

Move to approve the Chairman signing the letter to Kansas Department of Commerce for proposed use of remaining CDBG-CV funds.

Enclosures:

- KDOC letter (PDF)



BOARD OF COMMISSIONERS

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

June 7, 2021

Ginny Eardley
 CDBG Project Manager
 Kansas Department of Commerce
 1000 SW Jackson St. Suite 100
 Topeka, KS 66612

Re: Riley County CDBG-CV grant remaining funds

Dear Ms. Eardley:

In July 2020, Riley County was awarded a 2020 Small Cities Community Development Block Grant, CDBG-CV grant, in the amount of \$167,000 to fund community CARES Act projects. Since that time, the County has been able to assist nine businesses through the Jobs Retention program and one non-profit agency through the Meals program.

There is currently \$29,600 in the Job Retention fund left for distribution. We have not received additional applications to review and potentially fund; therefore, after working with the Kansas Department of Commerce for options, the County proposes to split the remaining \$29,600 between the nine businesses that already received funding. This equates to approximately \$3,288 per business, and will be awarded pending proper documentation to cover expenses.

The County also has remaining funds for the Meals program and is working with schools, churches, food pantries, and other food assistance programs to distribute these funds. As required, the County will hold \$2,000 for the July 31, 2021 grant close out.

Thank you for your continued assistance as the County has administered the CDBG-CV funds.

Sincerely,

John Ford, Chairman

Greg McKinley, Commissioner

Kathryn Focke, Commissioner

Attachment: KDOC letter (10894 : KDOC letter for proposed use of remaining CDBG-CV funds)



PUBLIC WORKS
Purchase > \$10K

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: June 7, 2021
SUBJECT: CIP Purchase Adjustment
PRESENTER: John Ellermann

BACKGROUND

In April the Board approve purchases for each department from the CIP.

DISCUSSION

Public Works requested a 1/2 ton, 2-wheel drive Pick-up for the Parks Division. After reviewing the needs and doing some research we are requesting to replace the 1/2 ton with a 3/4 ton 2-wheel drive pick-up. This will allow us to pull a number of different trailers more efficiently. Copy of the original CIP request is attached.

FISCAL IMPACT

The funding request remains \$30,000.

RECOMMENDATION(S)

Staff recommends the purchase of the 3/4 ton pick-up in place of the 1/2 ton.

POSSIBLE MOTION(S)

Move to approve the purchase of a 3/4 ton, 2-wheel drive pick-up for the Parks Division.

Move to deny the purchase of the 3/4 ton pick-up and keep the 1/2 ton.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Parks half ton pu signed (PDF)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # 21-21PK003 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 03/25/2021

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: 1/2 ton pickup Total Cost \$: \$ 30,000.00

Brief Description:

Purchase a new 1/2 ton pickup to replace an aging pickup in the fleet.

Project Justification:

This vehicle will replace a 2007 (Unit 1260) Ford F-150 pickup with over 86,700 miles. This vehicle is in poor condition and low dependability.

Operating Cost Implications:

Original cost was \$14,880 and to date labor and parts spent on the pickup is approximately \$11,040.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): John Ellermann

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

☐

Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

This project is funded for start-up as cash is available

☐

This project is not funded for start-up as cash is not available.

BUDGET:

Budget Available: _____

☐

This project is funded for start up as budget authority is available

☐

This project is not funded for start-up as budget authority is not available.

APPROVAL:

Approved Amount: _____

☐

This project is funded

☐

This project is not funded

Shilo Heger 4/8/21
Shilo Heger, Riley County Treasurer Date

Rich Vargo 4-8-21
Rich Vargo, Riley County Clerk Date

Don Laid 4/15/21
Chairman Date
Board of County Commissioners

Attachment: Parks half ton pu signed (10892 : CIP Adjustment)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Susan Boller, Elections Supervisor

MEETING: June 7, 2021

SUBJECT: Request to Refill Temporary Elections Worker

PRESENTER: Rich Vargo, County Clerk

BACKGROUND

The Temporary Election Workers are necessary positions for the Elections office, without which we would not be able to meet the elections office requirements.

The Clerk's office has historically had 4 Temporary Election positions budgeted per year, and approved for 600 hours each. Generally, these workers are employed for less than 6 months each year.

DISCUSSION

Currently the clerk's office has not filled any of the Temporary Election Workers for 2021, with the need for a primary election, it has become urgent to fill the 1st of these 4 positions in June.

As described in the attached position description, the temp election worker will assist with elections spreadsheets, electronic poll pads and express tabulators, elections training, and voter registration as well as assist in the Clerk's office with answering the telephone, relaying messages and data entry.

FISCAL IMPACT

No fiscal impact. This position is already included in the 2021 Budget.

RECOMMENDATION(S)

Recommendation is to approve the hiring process to fill the position of Temporary Election Worker.

POSSIBLE MOTION(S)

Move to approve the position of Temporary Election Worker for the Riley County Clerk's office.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2021-06 Elections Temp Worker (gold) (PDF)
- Temp Election Worker position description (PDF)

RILEY COUNTY POSITION ACTION FORM

Department County Clerk-Elections Date 6/1/2021 Job Title Temporary Election Workers- June-December

☐ Full Time	☐ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	Temp/Election	Start Date	ASAP	☒ Non-Exempt
☒ Part Time	☒ As Needed	☐ Intern	☒ Temporary	Hours per	☐ Week ☐ Month	End Date		☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee:	2. Effective date of promotion, transfer, termination, or change: <u>03/09/2021</u>	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position: Hiring Election staff for election year	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Required to hire election staff for Primary & General Elections

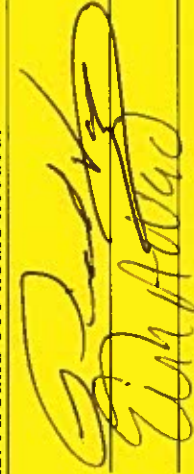
2. Is it possible to fill this position internally? If no, why not? No staff available

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
Must be 18 years old, at least one year computer experience, registered Riley County voter, ability to lift 20 pounds, valid drivers license.

Additional comments: Around 600 hours needed.

Approval by:

Department Head:



Date:

6-1-21
6/3/21

Personnel:

BOCC Chairman:

OCC Member:

OCC Member:

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	Temporary Election Worker – Office Staff	
Department:	Clerk Department	Division: Clerk's Office-Elections
Reports To:	Election Supervisor	
Pay Grade:	Temp Election/Step 3	Status: Part-Time (As Needed-600hrs)
FLSA Status:	Non-Exempt	

Position Summary: To provide assistance to Clerk's Department and to assist in Elections and any other function in the Clerk's office that needs assistance.

ESSENTIAL FUNCTIONS:

- Assisting Elections with complex spreadsheets, daily balancing, processing poll workers, and preparing abstracts.
- Assisting Elections with electronic poll pads, Express Vote Tabulators or other essential equipment.
- Assisting Elections in conducting training for Supervisor Judges or other poll workers that need additional assistance.
- Provide assistance with voter registration and motor voter registration on the state wide ELVIS system.
- Answer telephone and relay accurate messages to facilitate communications within the office, the department, and with the general public.
- Operate office equipment to fulfill duties of computer data entry, document scanning & indexing, filing, photocopying, and facsimile communications as required.
- Greet and disseminate information to the public as instructed.

SECONDARY FUNCTIONS:

- As assigned by supervisor.

POSITION REQUIREMENTS:

Education: Must possess High School Diploma or GED equivalent.

License(s)/Certification(s): Valid driver's license required.

Experience: Experience working in an office, proficient in excel

Skills: Knowledge of modern office practices, business English, spelling and math. Knowledge of modern office equipment. Proficient, above average computer skills desirable. The ability to perform basic mathematical computations, and follow both written and oral instructions. The ability to communicate effectively both in writing and orally.

Supervisory Control:

Instructions are accepted from all office staff as directed by the supervisor. The employee plans and carries out the successive steps and handles problems in deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices

Supervisory Responsibility:

April 2020

Attachment: Temp Election Worker position description (10895 : Personnel Request - Refill position)

None

Guidelines:

Procedures for doing the work have been established and a number of specific guidelines are available

Complexity:

The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives

Scope & Effect of Work:

The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. Working with all kinds of people that have a variety of questions.

Personal Contacts:

Considerable public contact with taxpayers, voters and poll workers as well as working closely with department staff and staff from other county departments.

Purpose of Contacts:

Most public, departmental, and interdepartmental contact involves receiving and disseminating information.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must occasionally lift and/or move up to 30 pounds. The employee may be asked to do basement work while assisting with elections. This could mean exposure to heat, dust and/or humidity. During election season the employee might be required to work longer hours than a normal 8 hour work day.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to normal noise level. The employee may also be exposed to tense and sometimes confrontational situations while assisting with customers or voters during an election.

Approved: _____ Date: _____
(Supervisor)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is

April 2020

Attachment: Temp Election Worker position description (10895 : Personnel Request - Refill position)

subject to change by the employer as the needs of the employer and requirements of the job change.

Attachment: Temp Election Worker position description (10895 : Personnel Request - Refill position)