



**Board of Riley County
Commissioners
Regular Meeting
Agenda
June 27, 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. Sign corrected Paylocity Corporation Subscription Agreement

Review Minutes

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

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

**Elizabeth Ward, Human Resource Manager and David Adams,
EMS/Ambulance Director**

7. EMS/Ambulance Restructure

9:30 AM

Press Conference

8. Presentation of retirement plaque to Doug Byarlay - Greg McKinley (3 minutes)
9. Presentation of retirement plaque to Gilbert Terrell - Greg McKinley (3 minutes)
10. US flag retirement bin - Vivienne Uccello (5 minutes)

10:00 AM

Vickie James, Food and Farm Council Coordinator

11. Adopting the amended Food System Master Plan for Riley County and City of Manhattan, Kansas

- 10:10 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
12. Administrative Work Session
13. Pending County Projects County Counselor
- 10:30 AM** **Bob Isaac, Planner**
14. Review a memo forwarded from the Riley County Planning Board regarding the annual review of the Comprehensive Plan.
- 10:40 AM** **Amanda Webb, Planning/Special Projects Director**
15. Comprehensive Plan update presentation
- 11:10 AM** **Katharine Hensler, Museum Director**
16. Request to Fill Vacant Staff Position at Riley County Historical Museum
- 11:25 AM** **John Ellermann, Public Works Director/County Engineer**
17. North County EMS Station Consultant Selection
- 12:00 PM** **Intergovernmental Luncheon**
18. Intergovernmental Luncheon Agenda
- Adjournment**

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



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Michele Reid, HR Associate

MEETING: June 27, 2022

SUBJECT: Sign corrected Paylocity Corporation Subscription Agreement

PRESENTER: Michele Reid, HR Associate

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:

- County of Riley - Paylocity Services Agreement (Subscription Non-Term 27.1)_PCTY FINAL 6.20.22 (PDF)

Paylocity Corporation Subscription Agreement

COUNTY OF RILEY, ("CLIENT") is requesting Paylocity Corporation ("Paylocity") provide CLIENT with payroll and related services and Paylocity is agreeing to provide such payroll and related services all as set forth in this agreement ("Agreement"). This Agreement encompasses the following General Terms and Conditions as well as the specific Terms and Conditions for any software or services ("Services") utilized by CLIENT, whether included in the initial Quote (as defined below) or subsequent Letter of Intent, and all of which are to be governed by the terms and conditions of this Agreement.

TERMS AND CONDITIONS

FEE STRUCTURE AND PAYMENTS

1. The fees included in the Paylocity Quote for Service ("Quote") will be effective for a period of one year following the CLIENT'S first payroll (the "Initial Term").
2. After the Initial Term, fees are subject to change upon notice to CLIENT for general price increases. CLIENT agrees to allow Paylocity to debit from its account(s) on due date any and all fees due to Paylocity under this Agreement and in the same manner that payroll and tax funds are collected. CLIENT has 180 days from invoice date to dispute invoice amounts.
3. Services commence immediately following the CLIENT'S first payroll processing. CLIENT will be invoiced for Services monthly ("Subscription Term") based on active headcount of the Subscription Term. One- time/implementation fees are non-refundable.
4. CLIENT acknowledges that a) except as specifically described in clause (c) below, fees for Services are due and payable in full each Subscription Term regardless of whether CLIENT accessed and/or used Services during such Subscription Term, (b) with respect to payroll Services in particular, CLIENT will be charged the then current non-activity fee determined by Paylocity from time to time if no payrolls are run during any particular Subscription Term, and (c) there are certain elements of the Service are billed based on actual activity (for example Delivery).

CONFIDENTIALITY AND PROTECTION OF CLIENT DATA

1. Paylocity agrees to keep confidential any confidential information provided by the CLIENT to the same degree it would with respect to its own confidential information. Paylocity will use CLIENT data for delivering Services under this Agreement, operating our business and meeting any legal requirements.
2. Paylocity will maintain adequate security over CLIENT information using commercially reasonable safeguards over the hardware, software, personnel and processes used to support the delivery of payroll and related services to the CLIENT and in compliance with federal, state and local laws governing employee and payee data including California SB1386 and Massachusetts 201 CMR 17.00.
3. CLIENT will maintain adequate security over the hardware, personnel and processes used to access Paylocity's software and services, including usernames and passwords used to access Paylocity's software.
4. Service delivery by Paylocity involves transmissions of data and information over the Internet at a website hosted by Paylocity. Accordingly, CLIENT acknowledges that neither the security of transmissions over the Internet nor of the CLIENT'S hardware used to access the Internet can be guaranteed by Paylocity. Paylocity will use encryption and other industry safeguards to protect such information when being transmitted over the Internet.
5. Paylocity will maintain commercially reasonable storage facilities and procedures (periodic back-up and on-and off-site storage) to protect against the alteration and loss of CLIENT'S data.
6. Without limiting the confidentiality, data protection and intellectual property rights terms set forth in this Agreement, Paylocity has a perpetual right to use aggregated, anonymized, and statistical data ("Aggregated Data") derived from the operation of the Services and Software provided to CLIENT, and nothing herein shall be construed as prohibiting Paylocity from utilizing the Aggregated Data in the provision of its Services or for operating purposes.

RESPONSIBILITIES

1. Paylocity will use due care in processing CLIENT'S work and shall be responsible for correcting errors which are caused by Paylocity equipment, processors, or employees in the course of their work.
2. Paylocity shall be responsible for the payment of any penalties and/or interest due resulting from errors or omissions committed by Paylocity while filing taxes on said CLIENT'S behalf.
3. Paylocity will provide customer support from 6AM to 7:30PM CST daily, excluding weekends and Federal holidays.
4. Paylocity will make available to CLIENT all improvements, enhancements and modifications to its services, methods, and software as they are made generally available by Paylocity to its other clients.
5. CLIENT is solely responsible for the content and accuracy of all data input and then subsequently processed by Paylocity. CLIENT will submit to Paylocity its payroll and other data in a form, at a time and by the method specified by Paylocity. It is the CLIENT'S responsibility to review the processed payroll and other information and to promptly identify any errors. If the data submitted to Paylocity is incorrect, incomplete, or not in proper form, then CLIENT agrees to pay Paylocity's additional charges then in effect for the corrections to said data.
6. PAYLOCITY'S TOTAL LIABILITY UNDER THIS AGREEMENT WILL BE LIMITED TO ACTUAL DAMAGES INCURRED BUT UNDER NO CIRCUMSTANCES, OTHER THAN DEFINED IN PART 2 OF THIS SECTION, FOR PAYLOCITY'S INTELLECTUAL PROPERTY INDEMNIFICATION OBLIGATIONS SET FORTH HEREIN, OR FOR CRIMINAL OR FRAUDULENT ACTS BY PAYLOCITY OR ANY OF ITS EMPLOYEES, EXCEED THE CHARGE FOR SUCH SERVICE DURING THE LAST SIX (6) MONTHS. FURTHER, NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, (a) CLIENT AGREES THAT PAYLOCITY IS NOT RENDERING LEGAL, TAX, ACCOUNTING, OR INVESTMENT ADVICE AND IS NOT RESPONSIBLE FOR CLIENT'S COMPLIANCE WITH FEDERAL,

STATE, OR LOCAL STATUTES, REGULATIONS, OR ORDINANCES, INCLUDING, BUT NOT LIMITED TO, THE FAIR LABOR STANDARDS ACT OR ANY WAGE AND HOUR LAWS, and (b) CLIENT IS SOLELY RESPONSIBLE FOR ANY LIABILITY TO EMPLOYEES FOR FAILURE TO COMPLY WITH FEDERAL, STATE OR LOCAL LAWS. PAYLOCITY SHALL NOT UNDER ANY CIRCUMSTANCES BE LIABLE FOR SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OR OTHER SIMILAR DAMAGES (INCLUDING LOST PROFITS) EVEN IF PAYLOCITY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. Nothing in this Agreement creates or will be understood to create third party beneficiaries. CLIENT understands and agrees that Paylocity has no obligations to third parties, including CLIENT'S employees and any third-party agencies.

7. Except as specifically stated in the Agreement the Services are provided "AS IS" and there are no warranties, expressed or implied, including but not limited to any implied warranties of merchantability or fitness for a particular purpose.

8. Subject to Section 6 above, Paylocity and CLIENT agree to abide by all applicable state, local and federal laws in connection with the Services. CLIENT agrees not to post to any application material that would be considered libelous, unlawful, inappropriate, offensive or disrespectful to others. CLIENT agrees that they are responsible for material posted by CLIENT'S employees.

9. CLIENT will not reverse engineer, disassemble, decompile or otherwise attempt to derive source code, trade secrets, or programming methods from the applications.

10. The provision of Services to CLIENT may require use of or integration with third party software and/or services. To the extent CLIENT requires utilization of any third-party software or services, CLIENT agrees to hold harmless and release Paylocity from any liability from CLIENT'S use or Paylocity's integration with third parties. CLIENT authorizes Paylocity to share any CLIENT data, including CLIENT'S confidential information, as may be required by third parties for the provision of Services. Paylocity is not liable for disclosure of CLIENT Confidential Information by any such third-party, whether intentional or not.

11. The individual signing this Agreement on behalf of CLIENT represents and acknowledges that he or she has the authority to execute this Agreement on behalf of CLIENT and bind CLIENT to this Agreement. CLIENT warrants that it possesses full power and authority to enter into this Agreement and has read and agrees to the terms and conditions set forth in this Agreement. Paylocity will be bound by all the terms and conditions set forth herein.

FUNDING

1. In regard to electronic funds transfers, CLIENT shall comply with and be subject to the Operating Rules of the National Automating Clearing House (NACHA) governing these methods of payment, as such rules shall, from time to time, be in effect among banks that participate in NACHA. CLIENT also acknowledges that, in order to put into effect, the Services which include ACH transactions, CLIENT will be designated as the Originator of the ACH transactions and will be bound by the rules for ACH Originators as adopted from time to time by the NACHA. CLIENT agrees that it has assumed the responsibilities of an Originator under the ACH Rules and acknowledges that entries may not be initiated in violation of the laws of the United States. CLIENT agrees to indemnify and hold each Participating Bank and NACHA harmless from any claim incident to the operation of this plan arising from an act or omission of CLIENT.

2. For payrolls processed with total liabilities of less than \$1 million, Paylocity will debit CLIENT'S bank account for all ACH transactions one banking day prior to check date and, as a result, requires all amounts to be available for withdrawal from CLIENT'S account at that time. In the event the total amount of funds is not available one banking day prior to check date, a \$100.00 USD fee is to be charged to CLIENT. CLIENT will then have until 2:00 p.m. Central Time on the date of notification to wire transfer these funds to Paylocity's bank account.

3. For payrolls processed with total liabilities of more than \$1 million or where CLIENT is not receiving tax services from Paylocity, Paylocity will require a wire transfer of funds one banking day prior to check date.

4. CLIENT'S designated bank account(s) will have sufficient funds to pay CLIENT'S third-party obligations (i.e., employee payroll payments, taxes, agency or other obligations) within the deadlines established by Paylocity in order to satisfy CLIENT'S third-party obligations in their entirety. If CLIENT fails to have sufficient funds to pay such third-party obligations including, without limitation, fees then CLIENT agrees to pay Paylocity for all costs of collection, including reasonable attorney fees, which may be associated with collection of the amounts due. In the event CLIENT fails to adhere to its funding requirements under this Agreement, Paylocity may, at its sole option, terminate this Agreement and withhold any work in progress. This is in addition to any other rights Paylocity may have under this Agreement or under law. To secure the CLIENT'S payment of all charges due under this Agreement, CLIENT grants Paylocity the right to set off with any funds retained by Paylocity for purposes of remitting payments or making payments to CLIENT employees, taxing authorities or other third-party agencies. Paylocity also reserves the right to reverse employee transactions and/or tax payments for which funds have not been received from CLIENT.

OWNERSHIP

Paylocity owns or licenses all rights, title and interest in and to its processes, methods, applications and contents, including the software and documentation, Paylocity's trademarks, and all intellectual property rights in the foregoing (excluding portions of the Service provided by third parties). Software and services are made available only for CLIENT'S internal business purposes and are not transferable; furthermore, any right of use ceases when Paylocity no longer performs its Services for CLIENT.

INDEMNIFICATION

Paylocity shall defend, indemnify and hold CLIENT harmless against any loss, damage or costs (including reasonable attorneys' fees) in connection with claims, demands, suits or proceedings ("Claims") made or brought against CLIENT by a third party alleging the use of the Services as contemplated hereunder infringes a U.S. patent, U.S. copyright or a U.S. trademark of a third party issued as of the Effective Date; provided, however, that CLIENT (a) promptly gives written notice of the Claim to Paylocity; (b) gives Paylocity sole control of the defense and settlement of the Claim, and (c) provides Paylocity with reasonable assistance. Paylocity will not be required to indemnify CLIENT in the event of (i) modification of the Services by CLIENT, (ii) use of the Services in combination with any other product or service not provided by Paylocity, and/or (iii) use of the Services in a manner not otherwise contemplated by this Agreement. If CLIENT

is enjoined from using one or more of the Services or Paylocity reasonably believes it will be enjoined, Paylocity will have the right at its sole option to obtain for CLIENT the right to continue use of the Service or to replace or modify the Service so that it is no longer infringing. If neither of the foregoing options is reasonably available to Paylocity then use of the Services may be terminated at Paylocity's option and Paylocity's sole liability will be to refund any prepaid fees for the Services that were to be provided after the effective date of termination. CLIENT is responsible for content of its data. CLIENT shall not upload any data that infringes the rights or causes harm to a third party or violates any law or regulation.

TERMINATION OF SERVICES

1. CLIENT shall notify Paylocity in writing at least thirty (30) days in advance of CLIENT'S intent to terminate this Agreement. If CLIENT terminates this Agreement without providing such thirty (30) days' written notice, Paylocity will assess a termination fee equal to twice the average monthly amount billed CLIENT over the prior twelve (12) months.
2. Paylocity may terminate this Agreement at any time on ninety (90) days' prior written notice to CLIENT.
3. For up to one year following termination of this Agreement, CLIENT data can be accessed for an annual fee of \$5 per active employee with a minimum charge of \$1,000 payable prior to the date access is provided to CLIENT.

GENERAL TERMS

1. This Agreement constitutes the entire Agreement between the parties. No oral or other representations, warranties or agreements have been made in writing and signed by both parties. If any portion of this Agreement is determined to be invalid, illegal or unenforceable, the remainder of the Agreement shall nonetheless remain in full force and effect. In the event a legal dispute is initiated by CLIENT, this Agreement shall be construed according to the laws of the State of Illinois. In the event a legal dispute is initiated by Paylocity, this Agreement shall be construed according to the laws of the State of Kansas.
2. This Agreement may not be assigned by either party to any third parties, other than successors, without the written consent of the other party; furthermore, such consent shall not unreasonably be withheld.
3. Paylocity and CLIENT will not be responsible for failure to provide Services or correct any condition beyond its reasonable control, including but not limited to any acts or omissions by any third party.
4. CLIENT understands that this Agreement may be considered as an application for credit and hereby authorizes Paylocity to review credit of CLIENT including reports from credit bureaus, references, bank account status and other available financial information.
5. If CLIENT adds a Service following execution of this Agreement, CLIENT agrees to be bound by these Terms and Conditions as well as the separate Terms and Conditions of that Service.
6. No action arising under or in connection with this Agreement may be brought by CLIENT or Paylocity more than two (2) years after either party becomes or should reasonably have become aware of the occurrence of events giving rise to the cause of action.
7. CLIENT is responsible for the payment of all sales taxes including those assessed for prior periods relating to the provision of Paylocity's products and services where applicable, except to the extent a valid tax exemption certificate or other valid tax exemption document is provided to Paylocity and allowable by taxing authorities.
8. CLIENT agrees that any and all documents, data and other information provided to it by Paylocity that is either identified as confidential or a reasonable person should understand to be confidential based on the nature of the information and materials and other relevant factors shall be treated as confidential information of Paylocity and not used by CLIENT or shared with any third parties except as specifically permitted herein.

TERMS APPLICABLE FOR CERTAIN SOFTWARE OR SERVICES

The following terms apply to certain types of Services if selected by CLIENT as part of the Quote or Letters of Intent for Services added at any time subsequent to CLIENT'S first payroll.

For payroll related services, as applicable: CLIENT authorizes Paylocity to pay employees designated by CLIENT via Direct Deposit electronic funds transfer, amounts due and payable to them by CLIENT. CLIENT must retain and provide upon request copies of each employee authorization form for two (2) years after they expire. CLIENT authorizes Paylocity to pay employees designated by CLIENT via bank check drawn on a bank account maintained by Paylocity solely for this purpose. Uncashed bank checks outstanding for more than six months will be voided and the cash will be returned to the CLIENT. With regard to any transmittal of funds on behalf of CLIENT in connection with the payroll related services, Paylocity acts as agent for CLIENT in accepting and processing funds. Pursuant to this Agreement, Paylocity provides such payroll related services to and acts on behalf of CLIENT only; Paylocity shall not provide any services directly to CLIENT's employees. CLIENT acknowledges that they are responsible for unclaimed property filings and any other escheatment duties within the respective state(s) or jurisdiction(s) CLIENT conducts business. CLIENT understands and agrees that (a) many banks, including without limitation, the banks that Paylocity uses to provide payroll services hereunder, assess fees to cash employee paychecks, (b) certain state and local laws require employers to either cover any such fees or ensure that employees can cash checks without being assessed a fee, and (c) CLIENT, as employer, remains solely and exclusively liable for ensuring that where required by law, its employees can cash paychecks without incurring a fee and that Paylocity specifically and expressly disclaims such responsibility. CLIENT authorizes Paylocity to perform payroll tax services that include the responsibility for tax deposits and timely filings of Federal, State and Local employment tax returns. Paylocity will serve as a "limited agent" for CLIENT in respect to tax filing, only for purposes of any required agency for deposits and filings with the Internal Revenue Service and/or any state reporting agency. Except as expressly provided in this Agreement, Paylocity is not otherwise an agent of CLIENT, nor is Paylocity in partnership or otherwise affiliated with CLIENT'S business. CLIENT also grants Paylocity limited power of attorney to sign all obligatory and necessary forms to appropriate government channels and banks. CLIENT agrees to execute a "Reporting Agent Authorization" and "FEIN and State Info" in conjunction

with using this service and agrees to provide timely information to Paylocity regarding changes in deposit frequencies and state unemployment rates in order for Paylocity to assume liability for any penalties and/or interest.

For time and labor related services as applicable: CLIENT will be billed for the first month in full. To the extent that CLIENT has procured timekeeping equipment during the course of the relationship with Paylocity, CLIENT agrees to return all equipment to Paylocity promptly upon termination of services or Agreement. Any damaged, unreturned or unusable equipment will be the responsibility of the CLIENT. If CLIENT uses any of Paylocity's time and labor related services that include Biometric Data, then CLIENT (i) shall be fully and solely responsible for complying with all applicable laws governing the collection, storage, use, and/or transmission of Biometric Data that CLIENT conducts or facilitates, including but not limited to, developing and complying with CLIENT'S own Biometric Data retention and destruction policies and obtaining written consents from CLIENT'S employees as may be required under applicable laws; (ii) shall be fully and solely responsible for providing a copy of Paylocity's Biometric Information Privacy Policy (which Paylocity shall provide to CLIENT) to CLIENT'S employees for whom Paylocity possesses any Biometric Data related to CLIENT'S use of Paylocity's time and labor related services; and (iii) shall be fully and solely responsible for obtaining written consents (which Paylocity shall provide in a form to CLIENT) from CLIENT'S employees for whom Paylocity may possess any Biometric Data related to CLIENT'S use of Paylocity's time and labor related services. Such consents shall be obtained prior to the collection of any Biometric data and must explicitly be for the benefit of the CLIENT, Paylocity and/or Paylocity's authorized licensors or vendors. CLIENT shall also be fully and solely responsible for complying with all applicable privacy laws and obtaining any required consents in connection with any Personal Information, including without limitation information about COVID symptoms and exposure, that is collected, stored, used or transmitted in the course of CLIENT using any of Paylocity's time and labor related services. "Personal Information" includes any information that relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, to an individual. CLIENT shall indemnify, defend and hold harmless Paylocity and its officers, directors, employees, affiliates, agents, and contractors, from and against any third-party claims, demands, suits, judgments, costs, expenses, losses and liabilities, including, without limitation, reasonable attorneys' fees (collectively, "Claims"), to the extent any Claims arise out of or relate to CLIENT'S noncompliance, or Paylocity's noncompliance to the extent Paylocity's noncompliance arises out of an act or omission by the CLIENT, with any laws related to Biometric Data or Personal Information for any services related to this Agreement. Paylocity reserves the right to select its own legal counsel for any such Claims.

"Biometric Data" includes "biometric identifiers" and "biometric information" as defined in the Illinois Biometric Information Privacy Act, 740 ILCS § 14/1, et seq. "Biometric identifier" means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. "Biometric information" means any information, regardless of how it is captured, converted, stored, or shared, based on an individual's biometric identifier used to identify an individual. "Biometric Data" also includes any similar state or local law definitions related to any biological characteristics of a person, or information based upon such a characteristic.

Paylocity shall not (x) sell, lease or trade any Biometric Data that it receives from CLIENT, (y) retain, use, or disclose any Biometric Data that it receives from CLIENT for any purpose other than for the specific purpose of performing the services specified in this Agreement, or (z) retain, use, or disclose any Biometric Data that Paylocity receives from CLIENT outside of the direct business relationship between Paylocity and CLIENT.

For Affordable Care Act compliance services as applicable: CLIENT authorizes Paylocity to file forms 1095c and 1094c based on data entered by CLIENT including employee classifications, status and any other relevant data. Paylocity will serve as a "limited agent" for CLIENT in respect to information return filing with the Internal Revenue Service. Except as expressly provided in this Agreement, Paylocity is not otherwise an agent of CLIENT, nor is Paylocity in partnership or otherwise affiliated with CLIENT'S business. CLIENT also grants Paylocity limited power of attorney to sign all obligatory and necessary forms to appropriate government channels. CLIENT agrees to execute a "Reporting Agent Authorization" in conjunction with using this service, the same Form 8655 used for Tax Filing clients is sufficient for ACA Reporting. CLIENT agrees to provide timely information to Paylocity regarding any changes in legal name or FEIN.

For ASO/HR Edge services as applicable: These services are designed to provide general information to employers regarding human resources situations commonly encountered. These services include verbal and written information and guidance on a wide variety of human resources related topics, however Paylocity's services exclude legal representation, legal advice, tax advice, international issues, insurance carrier and insurance policy matters, including but not limited to carrier claims resolution, claims audits, open enrollment materials, benefit summaries, pricing negotiation and specific plan information pertaining to an insurance policy, paperwork (completing and processing forms) and administration (hiring, recruiting, interviews, terminations, disciplinary actions, drafting or writing of custom documents (handbooks, offer letters, separation agreements, compensation plans, provided we will provide templates and samples (if available), and answer questions and offer advice on what should be included in these documents, and interpretation of legal or regulatory rules. We will make every attempt to provide information, including links to the statute or law, links to governmental regulatory agencies, and any other information we may have available about the topic, but we will not interpret legal rules or give advice on the law.

For employment and income verification services as applicable: As part of its services and at no additional cost to CLIENT and CLIENT'S employees, Paylocity, through its Vendor will provide a Fair Credit Reporting Act employment and income verification service for CLIENT'S employees who have authorized a third-party verifier to obtain employment and income verification from the employee's employer ("Verification Service"). CLIENT may opt out of the Verification Service by having a Company Administrator (i.e., a contact made known to Paylocity as a representative authorized to make policy changes on behalf of CLIENT) contact Paylocity at employmentverification@paylocity.com and indicating the EIN(s) that CLIENT wishes to opt-out of the Verification Service. Unless CLIENT has opted out of the Verification Service, CLIENT authorizes Paylocity to transmit to Vendor employment and income verification information sufficient for Vendor to identify the employees who are eligible to receive the Verification Service. CLIENT certifies that it has read the Notice to Furnishers provided to CLIENT at the following URL: <https://www.consumer.ftc.gov/articles/pdf-0092-notice-to-furnishers.pdf>. CLIENT understands its obligations as a data furnisher set forth in such notice and under FCRA which include duties

regarding data accuracy and investigation of disputes, and certifies it will comply with all such obligations. If an employee disputes the accuracy of the data provided, CLIENT agrees to provide reasonable assistance to Paylocity to resolve the dispute. CLIENT acknowledges that Vendor is solely liable for the services it provides, and that Paylocity is not responsible for the acts or omissions of Vendor, including without limitation, any acts or omissions related to the security or confidentiality of any CLIENT information on Vendor's systems and/or servers. CLIENT agrees and acknowledges that, by offering the Verification Service, Paylocity is not intending to provide, and its action should not be construed as providing, legal or financial advice and that Paylocity is not acting in a fiduciary capacity on behalf of CLIENT and/or CLIENT's employees. Nothing in this provision creates any rights under this Agreement to any employee. There are no persons intended as third-party beneficiaries of this Agreement; and no person or entity (other than CLIENT or Paylocity) will have any right to enforce any part of this Agreement.

Client Name County of Riley

Authorized Officer's Name Greg McKinley Title County Chairman
Print

Authorized Officer's Signature _____ Date _____

ATTEST: _____
Rich Vargo
County of Riley Clerk

Attachment: County of Riley - Paylocity Services Agreement (Subscription Non-Term 27.1)_PCTY FINAL 6.20.22 (12245 : Paylocity Corporation



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

9:20 AM

Robbin Cole, Pawnee Mental Health Services Director

3. Pawnee Mental Health Services update

9:35 AM

Amanda Webb, Planning/Special Projects Director

4. Public hearing to name a private road from W. 59th Avenue to Prairie Falls Lane

9:45 AM

Gary Fike, County Extension Director

5. 2023 Extension appropriation request

10:05 AM

David Adams, EMS/Ambulance Director

6. 2023 EMS/Ambulance budget request

10:20 AM

Jerry Lonergan, Flint Hills Regional Council

7. 2023 Flint Hills Regional Council budget request

Attachment: 06-30-22 tentative agenda (11670 : Tentative Agenda)

10:30 AM Anna Burson, Appraiser

- 8. CIP Amendment
- 9. Out of State Travel

10:45 AM Julie Gibbs, Health Department Director

- 10. RCHD Request to fill PHEP Coordinator Position

11:15 AM Darell Edie, Budget and Finance Officer

- 11. RCPD, CIP, Eco Devo, Insurance, General-General, Bond and Interest

Adjournment**Announcements**

Riley County Offices will be closed on Monday, July 4th due to the observance of the Independence Day holiday.

The Board of County Commissioners will not be in session Monday, July 4th.

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
July 07, 2022**

115 North 4th Street
Manhattan, KS 66502
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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

Review Minutes

Review Tentative Agenda

Press Conference Topics

Russel Stukey, Emergency Management Director

9:15 AM

Michael Boller, Noxious Weed Director

2. Staff update

9:30 AM

Anna Burson, Appraiser

3. Staff update

9:55 AM

Break

10:00 AM

Amanda Webb, 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. City of Manhattan General Update

11:15 AM

Elizabeth Ward, Human Resource Manager

Attachment: 07-07-22 tentative agenda (11670 : Tentative Agenda)

7. Personnel budget

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.



EMS/AMBULANCE
Personnel

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

COMMISSION AGENDA REPORT

FROM: David Adams, EMS/Ambulance Director

MEETING: June 27, 2022

SUBJECT: EMS/Ambulance Restructure

PRESENTER: David Adams, EMS/Ambulance Director

BACKGROUND

Each year, Riley County EMS must secure staff coverage for over 9,000 unscheduled hours. Unscheduled hours occur when a full-time employee uses leave, when a position is vacant, or when new hire is completing training. Unlike other County departments, we are required to have full staff on the ambulance at all times. Any open time must be filled to avoid disruptions in ambulance service for Riley County.

DISCUSSION

Historically, we have worked to fill open time in EMS with PRN employees. Doing so prevents burn-out of our full-time employees and reduces the amount of overtime costs in our budget. To make this schedule work, we need 24 PRN employees on staff with each picking up at least 30 hours/month. Unfortunately, recruiting and retaining PRN employees has become increasingly difficult and more hours of open time are becoming the responsibility of our full-time employees. This creates cultural challenges as our full-timer's work-life balance suffers. This also has a negative financial impact as we have to pay a full-time employee overtime rates instead of the regular rate we pay PRN.

Since 2018, we have had progressively fewer PRN staff members on our roster. Currently we can fill 10 positions that can provide somewhat consistent worked hours with few being able to provide the 30 hours/month.

This lack of PRN staff has forced our full-time employees to work an average of 63 hours per week instead of their scheduled 56 hours a week. This results in our full-time staff working an extra 364 hours a year which leads to burn out and turnover.

By adding three full-time positions, one on each shift, who's primary responsibility would be to fill open time, we can reduce the amount of costly overtime and address the burn out of our employees.

FISCAL IMPACT

For 2022, EMS budget includes a total personnel budget of \$3,520,859. By shifting a portion of the budgeted dollars from PRN positions as well as the budgeted nonscheduled overtime to full time scheduled positions, this will move dollars from non-scheduled overtime to regularly scheduled hours. **We would be able to accomplish this restructure with a neutral impact to the budget.**

Moreover, the work life balance of our EMS employees will be greatly improved. We currently expect full time EMS employees to work a minimum of 3,276 hours per year. The new structure will allow EMS employees to work closer to 2,912 hours per year; a 364-hour reduction in hours per employee! In the current labor market, where work life balance is one of the most sought-after benefits, this will support our goals of quality recruitment and long-term retention.

RECOMMENDATION(S)

Recommendation is for the Commissioners to approve the proposed restructure of the EMS-Ambulance by shifting 14 PRN position and reducing nonscheduled overtime to 3 full time paramedic positions with a neutral impact to the EMS/Ambulance budget.

POSSIBLE MOTION(S)

Move to approve the proposed restructure of the EMS-Ambulance by shifting 14 PRN positions and reducing nonscheduled overtime to 3 full time paramedic positions.

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



PLANNING & DEVELOPMENT
Resolution

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

RESOLUTION

FROM: Amanda Webb, Planning Director

MEETING: June 27, 2022

SUBJECT: Adopting the amended Food System Master Plan for Riley County and City of Manhattan, Kansas

PRESENTER: Vickie James, Food & Farm Council Coordinator

BACKGROUND

On June 9, 2022, the Board of County Commissioners reviewed and approved the proposed Food System Master Plan for Riley County and City of Manhattan, Kansas. The City Commission then requested minor changes and approved the amended plan on June 21, 2022.

DISCUSSION

The amended plan is included in your packet. The City Commission asked for changes to some of the action items as they felt the language made it seem like these were required rather than suggested or encouraged.

Changes are as follows:

Gardening Infrastructure:

1.4: Identify city and county-owned vacant lots that could be leased or donated to community partners for garden spaces and/or locate community gardens on city-owned properties ~~with support from the Parks and Recreation Department.~~ (pg. 17)

Policy Solutions:

1.11: ~~Add zoning requirements for~~ Encourage new food related retailers wanting to open in low income/low access neighborhoods ~~(i.e. a 10% square footage requirement for fresh food).~~ (pg. 18)

1.12: ~~Align~~ Explore economic development incentives to attract grocery stores to neighborhoods that lack access to fresh food. (pg. 18)

Year-Round Farmers Market:

2.1: ~~Invest~~ Consider investing in infrastructure improvements to support the existing year-round farmers market, which could include investments in storage for vendors' supplies, a covered structure to protect vendors' goods from inclement weather, and so on. (pg. 21)

2.2: ~~Invest~~ Consider investing in signage, sidewalk infrastructure, and transit service to help community members access the market. (pg. 21)

2.3: ~~Invest~~ Consider investing in marketing and promotion of the current farmers market to expand the customer base for the market. (pg. 21)

Community Kitchen:

2.5.i: ~~Subsidize~~ Consider subsidizing the cost of commercial kitchen space rental to allow food system entrepreneurs to develop their food business concepts affordably. (pg. 21)

Policy Solutions:

2.10: ~~Tailor~~ Consider economic development programs to support small food and farm businesses, including a low-interest revolving loan fund for local food businesses. (pg. 21)

Education:

2.14: ~~Maintain~~ Help maintain an up-to-date local food directory that connects producers with buyers. (pg. 22)

FISCAL IMPACT

None.

RECOMMENDATION(S)

Staff recommends the Board of County Commissioners adopt by reference the amended Food System Master Plan for Riley County and City of Manhattan, Kansas.

POSSIBLE MOTION(S)

Move to approve the adoption by reference of the amended Food System Master Plan for Riley County and City of Manhattan, Kansas.

Enclosures:

- 2022MasterFoodPlan_FINAL_6.21.2022 (PDF)
- amended MFP resolution (PDF)

Food System Master Plan

Riley County & the City of Manhattan, Kansas

June 2022



Attachment: 2022MasterFoodPlan_FINAL_6.21.2022 (12237 : Adopting amended Food System Master Plan)



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Acknowledging the Land

Members of the Food and Farm Council of Riley County and the City of Manhattan, Kansas, recognize that the food system starts with the land. We cannot explore the present or plan for the future of our food system without recognizing the past. We want to honor and make visible the indigenous peoples that have lived on and worked these lands on which we now reside.

The Food and Farm Council acknowledges, honors, and offers our gratitude to the iikaapoi (Kickapoo), Washtáge Moⁿzháⁿ (Kaw/Kansa), ᄀᄃᄃᄃᄃᄃᄃᄃ ᄃᄃᄃᄃ ᄃᄃᄃᄃᄃᄃ (Osage) and Ochéthi Šakówinj peoples and land.

We recognize that this acknowledgment does not replace action. As current custodians of this territory, we commit to building meaningful relationships with historical stewards of this land and to deepening our understanding of how this history impacts our food system today.



Photo provided by Manhattan Community Development

Acknowledging People

This Food System Master Plan for Riley County and the City of Manhattan, Kansas, was supported by the energy and input of residents and community partners alike. Particular thanks are extended to the 2,000+ residents who took the time to complete the community-wide survey. A special thanks to our 75+ partner organizations who helped guide the process by engaging the community and attending the Food System Master Plan Summit. This plan would not exist but for the efforts of the Food and Farm Council of Riley County and the City of Manhattan, Kansas, who had the vision to initiate the process, and the 12-member Food System Master Plan Leadership Team, who stewarded its completion.

Leadership Team Members

John Adam, City Senior Long-Range Planner/Community Development
Aaron Estabrook, Former City Commissioner, Executive Director – Manhattan Housing Authority
Kathryn Focke, County Commissioner
Julie Gibbs, Riley County Health Department Director
Vickie James, Food and Farm Council (FFC) Coordinator
Elias Martinson, FFC City Liaison, GIS Coordinator
Carleigh Melofchik, FFC Student Staff Support
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Shanika Rose, Riley County Health Department Health Educator/Accreditation Coordinator
Adrian Self, FFC, Co-Chair Elect, Operations Research Analyst, NABC
Amanda Webb, Riley County Planning/Development Director
Courtney Wise, Planning Intern/Graphic Design

County Commissioners

Greg McKinley, District 2 Chair
Kathryn Focke, District 3 Vice-Chair
John Ford, District 1

City Commissioners

Linda Morse, Mayor
Mark Hatesohl, Mayor Pro Tem
Usha Reddi, Commissioner
Wynn Butler, Commissioner
John Matta, Commissioner

Consultants

Eileen Horn, New Venture Advisors, LLC, Project Manager
Caroline Myran, New Venture Advisors, LLC, Project Assistant

Funding

The Food System Master Plan was provided by an implementation grant awarded to the Food and Farm Council of Riley County and City of Manhattan, Kansas, as part of the Blue Cross and Blue Shield Pathways to a Healthy Kansas grant awarded to the Flint Hills Wellness Coalition in July 2020.

Local Food System Partners

4K Ranch
 A & H Farm
 Ascension Via Christi Hospital
 aTa Bus
 Be Able
 Britt's Farm
 Brothers Coffee Company
 Cats' Cupboard
 City of Manhattan
 Common Table
 Downtown Farmers Market of Manhattan
 First Presbyterian Church Food Pantry
 Flint Hills Breadbasket
 Flint Hills Transit
 Flint Hills Wellness Coalition
 Harvesters
 Howie's Recycling
 Kansas Department of Education
 Kansas House of Representatives
 Kansas Rural Center
 Kansas Senate
 Killer Produce
 Kitchen Restore
 Konza Student Table
 Konza United Way
 KSU Food Security Scholars
 KSU Foundation Board of Trustees
 KSU Housing & Dining Services
 KSU Lafene Health Center
 KSU Master of Public Health
 KSU Recycling Center
 KSU Research & Extension
 KSU Research & Extension - Riley County
 KSU Retail Operations

KSU Rural Grocery Initiative
 KSU Staley School of Leadership Studies
 KSU Student Life
 KSU Willow Lake Student Farm
 LABCO Restaurant & Market
 Manhattan Emergency Shelter
 Manhattan Housing Authority
 Manhattan Nutrition Clinic
 Manhattan Soup Kitchen
 Mr. K's and associated restaurants
 National Ag Bio-security Ctr
 Nico's Little Italy
 Ogden Friendship House of Hope
 One Egg Group restaurants
 Pawnee Mental Health Services
 Peace Lutheran Peace-Full Pantry
 Piccalilli Farm
 Riley County
 Riley County Farm Bureau
 Riley County Health Department
 Riley County Seniors' Service Center
 Riley County WIC
 Salvation Army
 Shepherd's Crossing, Inc.
 St. Croix Hospice
 Staley School of Leadership Studies
 Thrive!
 UFM Community Learning Center
 United Methodist Churches of N Riley County
 USD 383
 USD 383 Child Nutrition
 USD 383 FIT Closet
 Wine Dive + Kitchen

Who is New Venture Advisors LLC (NVA)?

NVA is a strategy consulting firm specializing in food system planning and food enterprise development. Our team is committed to environmental sustainability, social impact, equity, diversity, and inclusion as we help our clients realize their vision for a more just and sustainable food system.

Our clients are nonprofit organizations and municipal planning agencies launching new programs, policies, and social enterprises that benefit their communities by promoting sustainable agriculture, economic development, food access, hunger relief, and health equity, as well as entrepreneurs and investors capitalizing on the extraordinary growth of the good food sector.

Over the last decade we have helped more than 150 clients develop food systems through strategic investments and creative planning and programming.

newventureadvisors.net



I. Who is the Food and Farm Council of Riley County and City of Manhattan, Kansas?

History

In March 2017, the Flint Hills Wellness Coalition Nutrition Work group formed the Riley County and City of Manhattan Food and Farm Task Force. This group of 24 community stakeholders was created to identify a mission, vision, and goals for a local food and farm council. To guide their work, the task force commissioned a food system assessment to bring together data and information from numerous secondary data sources to create a description of the current food system in the region. The food system assessment identified food insecurity, access to food, and food waste and related solid waste as issues to be addressed.

In the summer of 2018, the task force moved forward with the formation of bylaws and resolution development with a request for the city and county commissions to enter an interlocal agreement to form a joint advisory council. The first members of the Food and Farm Council of Riley County and City of Manhattan, Kansas, were appointed in August 2018. Through an open application process, candidates are selected to represent the various sectors of the food system. The city appoints six members, the county nine, with each member serving a three-year term, with the opportunity to be reappointed for a second term.

Purpose, Vision, and Mission

The purpose of the Food and Farm Council is to advocate for and sustain an accessible, healthy, and local food system that integrates sustainable food production, processing, distribution, consumption, and waste management to enhance the environmental, economic, and social health of Riley County and the City of Manhattan, Kansas. The council envisions a local food system that supports healthy living in our community.

Our mission is to provide a forum for local food issues and a platform for coordinated actions to create a more healthful food system.

Council Goals

The Food and Farm Council pursues the following goals:

- To serve as a city/county commission–appointed education and advisory council of community members to strengthen communication, education, and policy within the local food system
- To make safe, local, and healthy food options more available, accessible, and affordable
- To support education of growing, buying, preparing, and consuming healthy foods
- To improve health outcomes through the reduction of diabetes, heart disease, cancer, and obesity

We have four food system priority issues that inform our areas of focus and council goals (“Circle of Concern”):

- A local food system network
- Food waste and related solid waste
- Food insecurity
- Food skills, food safety, and nutrition education

We have over 50 partners involved on our four Circle of Concern Community Action Teams (CATs). Together we work to create food system solutions that would be too hard to accomplish independently.



II. What is the Food System?

The “food system” is the process food follows as it moves from the farm to your table. This process includes farmers, manufacturers and processors, distributors, retailers, and all residents as consumers. It also includes the inputs and outputs of each step — right down to the food waste we generate. The journey our food takes through the food system is influenced by ecosystems, research, education, funding, our culture, and our policies.

In the past, our local food system was mostly self-sufficient: food was grown, processed, sold, consumed, and disposed of in one place, and food choices were restricted to what could be grown in the local climate and ecosystem. Today, our food system is global.

This global food system has significant impacts on the health of people and the planet. Food production activities impact rural and urban landscapes and are often important parts of regional economies. Lack of access to affordable, healthy food can exacerbate both hunger and obesity. The environmental impacts of industrial farming practices and food waste as well as the energy and resources consumed by growing, harvesting, processing, and transporting our food are also significant.

Therefore, many communities have looked to food systems as an opportunity to tackle issues like food insecurity, obesity, and climate change through the design of our food systems.

A note about the word “local”

Developing our local food system does not mean solely relying on what can grow in our own county. Riley County, like many counties in the U.S., imports a significant amount of food – and enjoys the diversity that a globalized food system can bring to our community (Bananas! Avocados!).

Strengthening the local food system will always be a balance between what can be grown here and how to provide nutritious, healthy food for our population.

Manhattan and Riley County are well served by local growers and those from the surrounding counties. Local and regional producers provide quality fruits, vegetables, meat, honey and more, making nutritious and sustainable foods available to residents and visitors. This approach also positively impacts the local and regional economy in providing jobs and keeping local dollars in the communities they serve.



III. What is a Food System Plan?

A food system plan is defined by the American Planning Association as “a set of interconnected, forward-thinking activities that strengthen a community and regional food system through the creation and implementation of plans and policies.”

A food system plan is a long-range planning document that lays out a community’s vision for what it wants its food system to be and how it will accomplish that growth or change. This is akin to master planning documents that cities and counties use to do long-range municipal planning for a variety of sectors – land use, infrastructure, transportation, economic development, and so on.

Food system planning has traditionally been left out, often because there is no one “Department of Food.” However, the food system overlaps with many of the structural and systemic issues that require attention in other areas of a community—land use, water use, transportation, and infrastructure. Cities and counties across the country are bringing this community planning lens to food systems to bring focus and intention to their food system development.

Food system plans often focus on improving core components of the food system and the supply chains that feed into it. They do this by defining goals for these food system improvements and proposing policy and community action.



Potential Benefits of Food System Planning

Well-designed food system plans can help communities

- Foster profitable agriculture and food business
- Support entrepreneurs in agriculture and food
- Create new jobs and opportunities
- Increase access to healthy, nutritious foods for all
- Support skills in gardening and food preparation
- Protect soil, water, and air quality
- Reduce food waste
- Celebrate diversity of food and agriculture in the community
- Empower all to participate in the food system

IV. How Was This Plan Created?

More than a year of community engagement and effort led to the creation of the Food System Master Plan. An 12-member leadership team was formed to guide this process with support from city and county staff members and elected officials. Leadership team members represent key sectors of the food system and the community such as agricultural production, emergency food assistance, waste management, food retail, and at-risk populations.

In addition to the leadership team, the Food and Farm Council Community Action Teams (CATs) provided valuable input, leadership, and participation in all steps of data collection and plan creation. New Venture Advisors (NVA) were hired to assist with process facilitation and provide technical assistance throughout.

The leadership team began by creating an updated food system assessment. [The Riley County Food System Assessment](#) includes a review of secondary data about food system components – food production, food access, food businesses, and food waste—with a focus on the impacts of the COVID-19 pandemic on the regional food system. In addition to the secondary analysis, the team reviewed case studies of food system plans in other communities.



The leadership team used the secondary data and peer community food plans to draft nine potential goals for the Food System Master Plan:

1. Invest in a thriving local food and farm economy
2. Increase the production, sales, and consumption of locally grown foods
3. Promote conservation practices to protect soil and water health
4. Ensure access to healthier food for all
5. Reduce hunger and food insecurity in our community
6. Increase opportunities for food and agricultural education (cooking, gardening, food safety)
7. Reduce food waste and related solid wastes
8. Support community health and wellness
9. Recognize and celebrate our community's diverse food culture

From there, the leadership team began a robust six-month community-driven engagement process to identify key barriers and needs from residents and to understand what food system goals resonated most with residents.

Food and Farm Council of Riley County & Manhattan
MASTER FOOD PLAN SURVEY- TAKE 10!



Please take this 10 minute survey to help us make a local food system plan that is YOUR plan! For more info: Visit nourishtogether.org or scan the QR Code to begin.



English: Start Survey



Español: Empezar Encuesta



中文: 开始调查

NOURISH TOGETHER
 Food and Farm Council of Riley County and City of Manhattan



The community engagement efforts included:

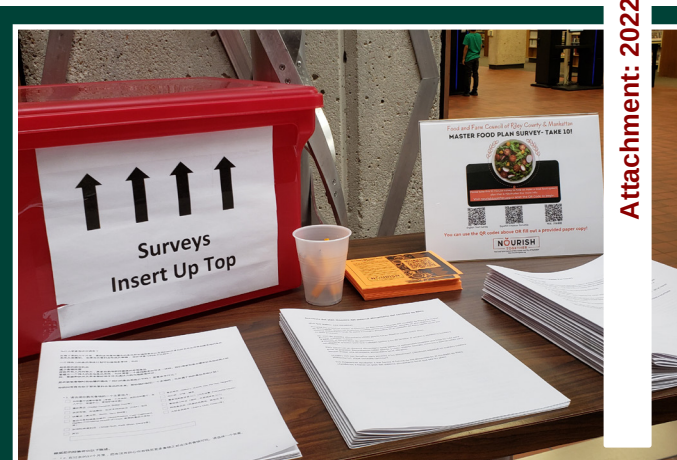
- A **community-wide survey**, open from August to October 2021 that gathered lived experience and insights from 2,030 respondents from the five cities within Riley County and from neighboring counties. The survey was provided in three languages (Mandarin, Spanish, English). Respondents were asked questions about their experiences in the food system and were asked to rank the initial nine goals drafted by the leadership team.

Extensive outreach was conducted during this time period, with particular focus on vulnerable and hard-to-reach communities and communities traditionally left out of government planning conversations. In particular, the Leadership Team sought to engage Populations of Focus, defined as populations that are at a higher risk for poor health as a result of the barriers they experience to social, economic, political, and environmental resources, as well as limitations due to illness or disability; communities and stakeholders who may be most affected by potential policies and practices to ensure that decisions incorporate their knowledge and perspectives.

Leadership team members distributed surveys at a variety of community locations: communal meal sites, area libraries, ATA bus routes, healthcare clinic waiting rooms, community events and festivals, Harvester mobile distribution car lines, KSU classes, faith-based groups, local coffee shops, and many more.

- A daylong **Community Food Plan Summit** in October 2021 in which 75 leaders from organizations across the food system participated in facilitated discussions around key policy barriers and opportunities in key food system sectors: local food production, food insecurity, access to healthy food, food waste, and economic development.
- **Community meetings and events** throughout the process that provided leadership team and Food and Farm Council members with the opportunity to interact with existing groups in the community and engage them in the food system plan process.
- **Plan review and prioritization sessions** in early 2022 with the leadership team and the Food and Farm Council CATs that provided an opportunity to review goals and action steps, align on priorities, and finalize language of the food plan content.

This community engagement process assisted the leadership team with two main tasks: 1) focusing the original nine draft goals on the needs expressed by the community, and 2) creating the specific recommendations and action steps in the plan.



Community Engagement Process



Attachment: 2022MasterFoodPlan_FINAL_6.21.2022 (12237 : Adopting amended Food System Master Plan)



V. How to Read This Plan

This plan lays out action steps to guide and foster the development of the local food system in the City of Manhattan and Riley County, KS. The timeline for the plan is 10 years, with adaptations and updates built in on an ongoing basis.

The plan begins with goals and then recommends specific action steps to achieve each of those goals.

- **Goals** state the desired outcomes for our community's food system. These represent a future vision for the City of Manhattan and Riley County.
- **Action Steps** are the specific policies, programs, and initiatives prioritized to meet these goals.

The Food System Master Plan is a plan for community collaboration to improve the food system. It will take the efforts of the governing bodies of the City of Manhattan and Riley County, along with community partners to see it through. **The particular action steps that follow are focused upon the City of Manhattan and Riley County as policymaking entities with potential to profoundly shape the food system.**

The **Action Steps** are organized into four key categories:



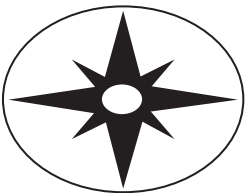
Infrastructure: These are the physical assets of the local food system in the region which includes the facilities and transportation networks needed to move food from farm to fork.



Policy Solutions: These are policies (ordinances, resolutions, economic development (incentives) that local governments could enact to strengthen the food system.



Education: Community education about the food system builds awareness of and support for healthy eating, local food purchasing, and food waste reduction.



City/County Leadership: These are opportunities for the City of Manhattan and Riley County to create innovative partnerships or initiatives to advance the local food system and lead by example within their own operations and internal policies.

VI. Food System Master Plan Goals

Through the process, the leadership team often discussed the purpose that drives their food system work: to improve health and advance equity in the community.

This purpose drives the specific recommendations in the plan, and will be achieved through food system work that focuses on three goals:

Goal 1: Reduce hunger and food insecurity in the community and ensure access to healthier food for all

This goal rose to the top in the community-wide survey. “Reduce hunger and food insecurity in our community” was listed as the top priority by 64 percent of respondents, and 55 percent prioritized “Ensure access to healthier food for all” as top community goals for the food plan to address. Of the nine goals provided to the community for ranking, these two goals were the most highly prioritized. The Food System Master Plan Leadership Team combined them into one goal in recognition of the fact that the action steps to address hunger and improve access to food are often complementary.

Goal 2: Invest in the production, sales, and consumption of locally grown food

This goal was prioritized by community members for inclusion in the Food System Master Plan. Among survey respondents, 28 percent thought that the community should “Invest in a thriving local food and farm economy,” and 32 percent thought a community goal should be to “Increase the production, sale, and consumption of locally-grown food.” The Food System Master Plan Leadership Team combined these goals into one that encompasses the need for strategic investment in the food system, with the outcome of increasing the amount of local food available to the community.

Goal 3: Reduce food waste and related solid wastes

This goal was prioritized by community members for inclusion in the Food System Master Plan. Survey respondents identified reducing food waste as an important goal for themselves and their family (32%) and as an important community food system goal (23%).

Goal 1:

Reduce hunger and food insecurity in the community and ensure access to healthier food for all



The Need

The need to reduce hunger and improve access to healthy food in Riley County is clear:

- 23.4 percent of Riley County residents live in poverty, which is significantly higher than the state average (11.4%)¹
- Food insecurity in Riley County increased as a result of the COVID-19 pandemic - from 13.5% in 2019 to 14.8% in 2021²
- Like the rest of the nation, Riley County is experiencing the obesity epidemic: 31.9 percent of residents are overweight, and many struggle to eat the number of fruits and vegetables recommended to maintain a healthy diet³

The Community Health Needs Assessment conducted in 2020 revealed that:

- 16.1% of community members are experiencing food insecurity
- 7.3% had to skip meals in the last week because they couldn't afford food
- 14.4% disagreed or strongly disagreed with the statement "It is easy for me to access healthy food"
- 7.3% had to skip meals in the last week because they couldn't afford food
- "Access to healthy food options" was one of the top 6 physical health needs that community members thought should be addressed
- 22.6% of respondents answered "no" to the statement "there are multiple transportation options in the community"

Survey Results

In the community-wide survey⁴:

- 31 percent of respondents were "often" or "sometimes" worried that food would run out before they had money to buy more; of those respondents, 67 percent agreed that the pandemic made it more difficult for them to be able to buy food
- Non-white residents of Riley County reported a higher likelihood of worrying about food running out or having food run out than their White counterparts
- Black/African American, Hispanic, and Asian/Pacific Islander groups reported less availability of fresh fruits and vegetables in their community than their White counterparts

Survey respondents identified key barriers to accessing healthy food. Barriers included not having enough money for food (67%), not having the time to shop for or cook healthy foods (29%), and the types of food they want/need not being available in stores or pantries (28%).

Aligned Community Plans

Previously adopted community plans have also highlighted the importance of improving access to healthy food for all:

The [Manhattan Bicycle and Pedestrian Systems Plan](#) adopted in 2020 calls for leaders to:

- Reduce disparities in access to safe walking and biking environments
- Increase access to employment, education, social and public services, shopping, and parks and recreation facilities

The [Manhattan Diversity Equity and Inclusion Task Force report](#) from 2021 highlights the need to:

- Increase food pantries/banks in areas accessible to all communities
- Consider the impact of neighborhood zoning decisions to eliminate “food deserts” (low-income census tracts with low access to food resources)
- Create food policies that include funding for food resources
- Create mobile food banks/pantries, possibly utilizing ATA transportation
- Utilize volunteer organizations to assist with pantry staffing needs
- Prioritize crafting a local Food System Master Plan

Food Access Challenges

The action steps for Goal 1 are recommendations to reduce food insecurity and improve access to healthy food **by addressing key barriers identified throughout the food plan community engagement process.**

Participants in the Food Plan Summit identified key challenges:

- The significant “SNAP gap” (the difference between the number of Riley County residents who are eligible for the Supplemental Nutrition Assistance Program (SNAP) vs. those that actually receive the SNAP benefits) ; this gap is especially significant for students and seniors
- The challenges in accessing benefit programs such as SNAP and the Senior Farmers Market Nutrition Program (i.e., confusing forms, time-consuming application process, and lack of awareness of these programs)
- The “hidden” food insecurity that exists in the county, especially among college students
- The limited hours, differing policies, and offerings at area pantries that make it difficult for food insecure individuals to access the foods they need and want
- The limited options for self-provision, as few residents grow their own food or participate in community gardens
- The majority of Riley County residents depend upon personal vehicles to access food, and residents without access to a personal vehicle face limited public transit options
- The lack of education about what “healthy” food means
- Limited healthy food options and large portion sizes at restaurants in the community

Goal 1 Action Steps:



Infrastructure

Public Transit:

- 1.1** Partner with the Flint Hills Area Transportation Agency (ATA Bus) to:
 - 1.1.1** Assess the current ATA bus system and identify and implement changes to routes, including additional stops at grocery stores and the farmers market location
 - 1.1.2** Review the ATA bus hours of operation to ensure that bus service is available when residents need access to food resources
 - 1.1.3** Explore options to eliminate the policy that limits the number of bags riders can carry on busses, as this makes it more difficult for system users to utilize the bus for grocery shopping trips
 - 1.1.4** Provide free bus passes to social service agencies that serve food insecure residents
 - 1.1.5** Increase funding for public transportation to enable these potential transit improvements

Bicycle and Pedestrian Access:

- 1.2** Identify neighborhoods that lack pedestrian and bicycle access to food outlets and prioritize these neighborhoods for investments in sidewalk and bike lane infrastructure
- 1.3** Ensure that new grocery store developments include adequate pedestrian and bicycle access (i.e., sidewalks, bike lanes, bicycle parking)

Gardening Infrastructure:

- 1.4** Identify city and county-owned vacant lots that could be leased or donated to community partners for garden spaces and/or locate community gardens on city-owned properties
- 1.5** Ensure that community gardens are distributed equitably throughout the community and focus on the four census tracts in Manhattan identified as low income and low access
- 1.6** Facilitate access to resources to assist community gardening efforts, especially in low-income communities (i.e., free or subsidized plot rental fees, work share programs that allow gardeners to trade time for free plot usage, etc.)
- 1.7** Encourage community gardeners, home gardeners, and farmers market vendors to partner with the Flint Hills Food Recovery initiative to donate fresh produce

WiFi Access and Online Resources:

- 1.8** Ensure that WiFi access is available across the community to improve access to community food resources online, including online grocery delivery and schedules of communal meals
- 1.9** Fund the Food and Farm Council's Nourish Together website, which serves as a clearing house for food access and educational resources available to the community



Policy Solutions

- 1.10** Adopt a “Health in All Policies” framework to ensure all decisions incorporate access to healthy, local food
- 1.11** Encourage new food related retailers wanting to open in low income/low access neighborhoods
- 1.12** Explore economic development incentives to attract grocery stores to neighborhoods that lack access to fresh food
- 1.13** Advocate that the state of Kansas should eliminate the state sales tax on food (currently at 6.5%)
- 1.14** Pending potential state statute changes, research the feasibility of eliminating city and county sales tax collection from small businesses at the farmers market
- 1.15** Research the feasibility of dedicating a portion of revenues from the city and county food sales tax toward food access services and programs



Education

- 1.16** Support access to public food assistance programs like SNAP and WIC through marketing and promotion
- 1.17** Promote the use of SNAP, Senior Farmers Market Nutrition Program, and Double Up Food Bucks at area farmers markets
- 1.18** Expand partnership with school districts and nonprofits to promote the Summer Meals Program, and offer city and county sites (i.e., community parks) for the program
- 1.19** Support farm-to-school efforts in K-12 schools in the county—agriculture and nutrition education in classrooms, school gardens, and outdoor classrooms
- 1.20** Expand KSU extension education programs, especially nutrition, cooking, and gardening education programs
- 1.21** Utilize city and county communication tools (i.e., bill inserts, social media, etc.) to promote awareness of community food resources; translate these into multiple languages

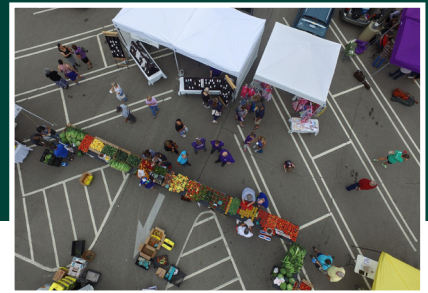


City/County Leadership

- 1.22** Encourage food pantries to eliminate restrictive policies that may turn away residents (i.e., requiring a driver’s license); consider tying funding of food pantry operations to the adoption of more inclusive policies
- 1.23** Collaborate with the Food and Farm Council Food Insecurity Community Action Team to convene a food insecurity task force that would be charged with facilitating communication between food access resources/providers to increase collaboration and efficiency of service delivery
- 1.24** Participate in community conversations about a centralized location for food access programming (i.e., Common Table communal meals)
- 1.25** Survey city and county staff about their ability to access food and use this survey to identify food access challenges among public employees and identify opportunities to address the challenges in workplaces
- 1.26** Facilitate the adoption and implementation of workplace wellness policies within city and county buildings that include support for healthy eating behaviors and access to healthy foods
- 1.27** Adopt a catering policy for city and county meetings and events that prioritizes healthy, locally grown foods

Goal 2:

Invest in the production, sales, and consumption of locally grown food



The Need

While Manhattan and Riley County have some level of local food activity (a farmers market, restaurants serving local food, etc.), there are significant opportunities to grow this sector of the economy:

- Of the 214,000 acres in production in the county, only 352 acres (0.16%) are utilized to produce fruit and vegetables for human consumption⁵
- There is an estimated \$13 million in unmet demand for locally produced fruits and vegetables in Riley County, which represents a significant opportunity to increase local production and purchasing⁶
- 211 livestock operations exist in Riley County, and if just a portion of those ranchers sold to local markets, Riley County could provide much of its meat needs locally⁷

Survey Results

The action steps for Goal 2 are recommendations to invest in the production, sales, and consumption of locally grown food by addressing key barriers identified throughout the food plan community engagement process.

Survey respondents shared their top food sources, which can help the community target outlets for increasing local food availability:

1. Grocery store
2. Restaurant or diner
3. Fast food restaurants
4. Farmers market, farm stand, Community Supported Agriculture (CSA) program
5. Cafeteria or dining service

Survey respondents also expressed interest in increasing their consumption of local food through self-provisioning. Survey respondents had some knowledge of gardening (37%), but fewer raised animals in their yards (7%) or hunted/fished for food (12%). Respondents did express interest in learning more about these self-provisioning activities (40%).

Aligned Community Plans

Previous community plans have highlighted the importance of the local foods economy, including the [Manhattan Urban Area Comprehensive Plan](#) adopted in 2015, which included the following policy recommendations:

- Support existing agricultural operations and the development of personal gardening and local food systems (such as community gardens, farmers' markets, shared commercial kitchens, and food cooperatives/retailers) to expand access to healthy food options — encourage public and private schools to allow community gardens and demonstration projects on school property and continue to support opportunities for farmers markets in downtown and other activity centers
- Encourage home occupations and cottage industries—encourage home-based, information technology based, entrepreneurial, and other non-traditional business models, such as “pop up” vendors, business incubators for start-ups, and other “cottage” industries

Local Food Economy Challenges

Participants in the Food Plan Summit identified key challenges to increasing local food production, sales, and consumption:

- The “scalability” of the current local food system: many small local producers can’t meet the large volumes needed by institutions and grocery stores
- The seasonality of the farmers market: the indoor winter market is small and the location is not easily accessible
- The lack of incentives for restaurants and grocery stores to do the extra work that it takes to procure directly from a local grower rather than just ordering from their existing suppliers
- Lack of leadership on the part of the city, county, and school district with regards to local food purchasing
- The lack of commercial kitchen space available for rent by food business entrepreneurs

Goal 2 Action Steps:



Infrastructure

Year-Round Farmers Market:

- 2.1** Consider investing in infrastructure improvements to support the existing year-round farmers market, which could include investments in storage for vendors' supplies, a covered structure to protect vendors' goods from inclement weather, and so on
- 2.2** Consider investing in signage, sidewalk infrastructure, and transit service to help community members access the market
- 2.3** Consider investing in marketing and promotion of the current farmers market to expand the customer base for the market
- 2.4** Collaborate with ATA on route optimization and scheduling to ensuring access to the farmers market

Community Kitchen:

- 2.5** Conduct a feasibility study to determine community interest in a commercial kitchen that would serve as a small business incubation space for food system entrepreneurs and community organizations; consider how the commercial kitchen may complement the efforts of Common Table and other community food service providers
 - 2.5.i** Consider subsidizing the cost of commercial kitchen space rental to allow food system entrepreneurs to develop their food business concepts affordably

Food Hub:

- 2.6** Collaborate with neighboring counties to survey regional producers about their local food aggregation and distribution needs
- 2.7** If there is interest among producers, conduct a feasibility study for a "food hub" that could aggregate and efficiently distribute locally grown food across the region, helping producers access larger markets



Policy Solutions

- 2.8** Advocate that the State of Kansas should eliminate the state sales tax on food (currently at 6.5%)
- 2.9** Pending potential state statute changes, research the feasibility of eliminating city and county sales tax collection from small businesses at the farmers market
- 2.10** Consider economic development programs to support small food and farm businesses, including a low-interest revolving loan fund for local food businesses
 - 2.10.i** Ensure that these small business local food economic development programs are accessible to and benefit Populations of Focus.



Education

- 2.11** Collaborate with K-State University, K-State Extension, and area school districts to identify gaps and support skill and technical training opportunities for jobs and careers in food, culinary, and agricultural sectors
- 2.12** Connect food businesses to the Kansas Healthy Food Financing Initiative, Network Kansas, and other opportunities to fund food system startups
- 2.13** Provide assistance and resources to new food enterprises and entrepreneurs, including food-focused training and consulting, business plan development, and so on
- 2.14** Help maintain an up-to-date local food directory that connects producers with buyers
- 2.15** Support a sustainable “buy local” food campaign with community partners and consider declaring a “buy local” month during the summer to highlight locally grown produce.
- 2.16** Encourage food businesses to join the From the Land of Kansas program to market their products statewide
- 2.17** Educate community members about allowed urban agriculture practices and recent updates to allowed urban agriculture uses
- 2.18** Increase usage of and funding for cohort-based training, mentorships, and other forms of farmer-to-farmer/business-to-business education
- 2.19** Utilize the Riley County Fair to showcase locally produced food and food system entrepreneurs

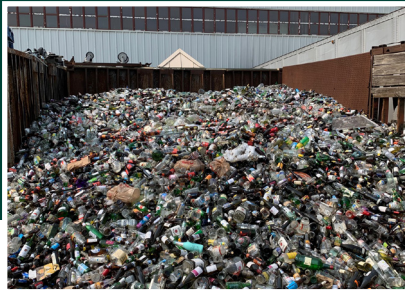


City/County Leadership

- 2.20** Assess the feasibility of a local food purchasing policy in the City of Manhattan and Riley County that seeks to purchase a target percent of food from local and regional suppliers
 - 2.20.i** Once a feasible goal is determined, set a target percent of food procured locally
- 2.21** Assist other institutional purchasers (KSU, schools, hospitals, etc.) to adopt local food purchasing percentage targets; create a model policy for the preferential purchasing of local healthy food by public and private institutions
- 2.22** Support CSA programs as part of employee wellness offerings for city and county employees

Goal 3:

Reduce food waste and related solid wastes



The Need

National estimates suggest that up to 40 percent of all food produced is wasted, and that the average family wastes 338 pounds of food per year. Plus, food packaging takes up 45 percent of the space in U.S. landfills. Reducing food waste and packaging can save consumers money, save space in landfills, and reduce landfill methane emissions that contribute to climate change.⁸

Survey Results

Survey respondents shared their food waste and recycling behaviors and challenges:

- Over half of respondents reported recycling at home—top barriers to recycling included not knowing where to go to recycle, not being able to afford it, and being unsure of what can be recycled
- Only 21 percent of respondents currently compost food waste, but a majority (64%) of respondents indicated interest in participating in a composting program if it were available—with the caveat that they are interested in paying nothing (63%) or less than \$10 per month for the service (31%)

Aligned Community Plans

The [Riley County Solid Waste Management Plan](#) adopted in 2019 set the following goals for the community:

- To recycle as much of our solid waste as possible—achieving a recycling rate of at least 22 percent of the entire waste stream by December 31, 2025
- To divert all yard waste and food waste from the Riley County Transfer Station municipal solid waste stream to an appropriate beneficial use or location

Specific food waste reduction action steps in the Riley County Solid Waste Management Plan included:

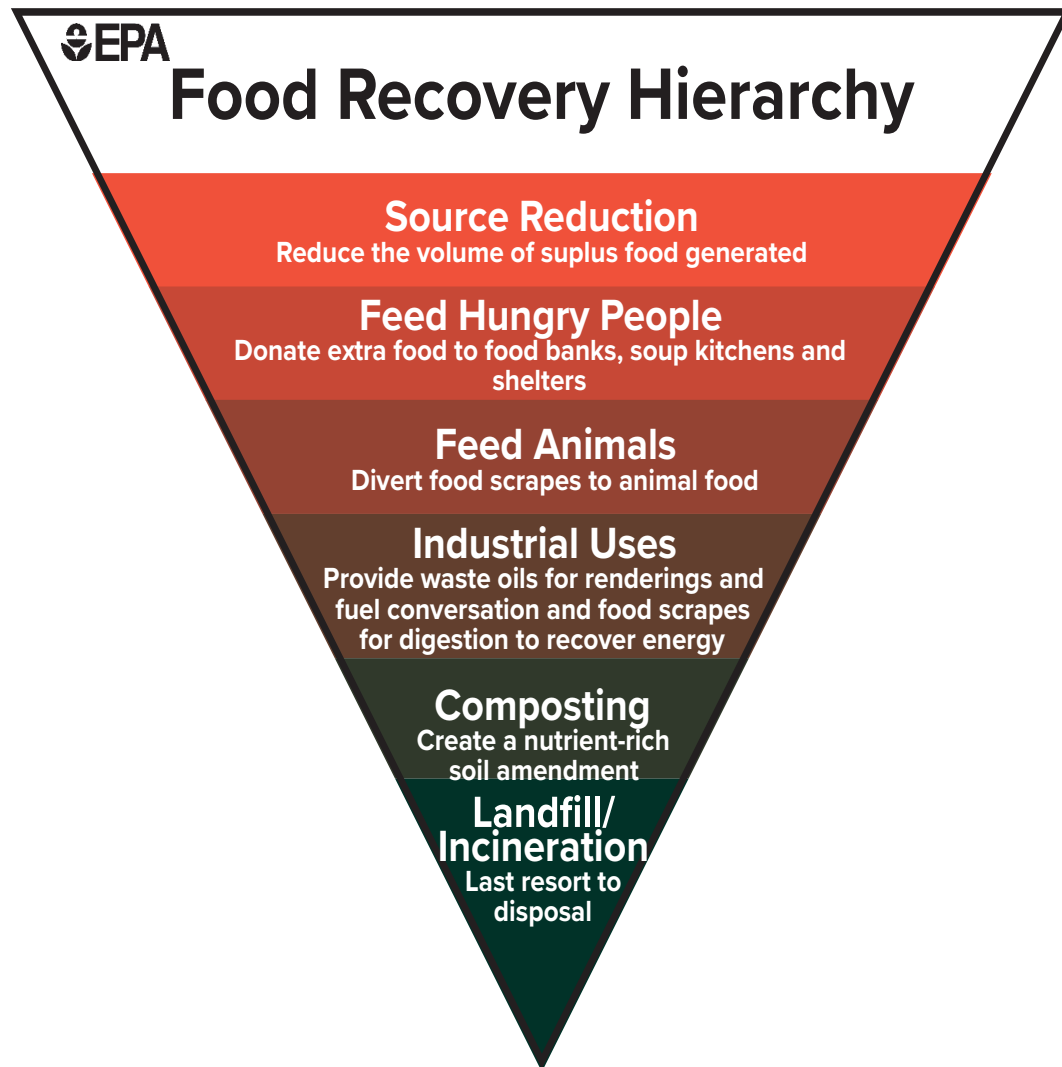
- Reduce food waste by improving product development, storage, shopping/ordering, marketing, labeling, and cooking methods
- Recover food waste by connecting potential food donors to hunger relief organizations like food banks, pantries, and feeding programs
- Recycle food waste to feed animals or to create compost, bioenergy, and natural fertilizers

Food Waste Challenges

The action steps for Goal 3 are recommendations to reduce food waste and related solid wastes by addressing key barriers identified throughout the food plan community engagement process.

Participants in the Food Plan Summit identified key challenges to reducing food waste:

- Lack of local interest in reducing food waste
- Lack of education around food waste and recycling
- Lack of centralized coordination/leadership from the city/county on solid waste, recycling, and composting services
- Challenges getting restaurants and other retailers involved in food waste reduction initiatives
- Challenging profit margins in the recycling industry create a disincentive for solid waste haulers to push recycling services



Recommended action steps in this section follow the [EPA's Food Recovery Hierarchy](#). This hierarchy prioritizes actions that organizations can take to prevent and divert wasted food. Each tier of the Food Recovery Hierarchy focuses on different management strategies, with the levels at the top of the hierarchy representing the best ways to prevent and divert wasted food.

Goal 3 Action Steps:



Infrastructure

- 3.1** Assess the feasibility of a city or county-sponsored composting facility to provide the infrastructure needed to implement residential, commercial, and industrial composting programming
- 3.2** Identify equipment or infrastructure solutions to facilitate glass recycling, with a focus on the Aggieville business district for a potential pilot project



Policy Solutions

- 3.3** Prioritize community partner funding to support food recovery programs (i.e., Flint Hills Food Recovery) to ensure that food first goes to feed hungry people in the community
- 3.4** Consider expanding the Riley County solid waste ordinance to include a recycling requirement for residential, commercial, and industrial customers; include common food packaging materials (i.e., glass, cardboard, chipboard, and plastic) in the list of recyclable items
- 3.5** Analyze the feasibility of expanding the Riley County solid waste ordinance to include food waste composting for residential, commercial, and industrial customers



Education

- 3.6** Support the coordination of pantries and emergency food providers to improve recovery of safe, healthy food from area retail food outlets
- 3.7** Create opportunities for managers of grocery stores, restaurants, hospitals, large businesses, schools, universities, and hospitality providers to learn from innovators in the industry and to share best practices and barriers to reduce food waste
- 3.8** Promote donations to emergency food providers from home and community gardens
- 3.9** Encourage and enable on-farm gleaning programs with area food producers
- 3.10** Support organizations, institutions, and businesses to conduct food waste audits and implement best practices
- 3.11** Partner with KSU Research and Extension to provide public outreach, funding, and trainings to support backyard composting programs
- 3.12** Partner with KSU Research and Extension to expand educational programs that reduce food waste (i.e., proper food handling and storage, how to navigate “best by” date labels, etc.)
- 3.13** Promote recycling education for households and businesses, including information about types of materials that can be recycled and area locations where they can be recycled



City/County Leadership

- 3.14** Compile information on existing food recovery, gleaning, and composting programs in the county and encourage all agencies with points of contact in the food system (such as waste management departments, etc.) to cross-promote these efforts
- 3.15** Commit to hosting “zero waste” events for all city and county-sponsored events

VII. Moving the Food System Master Plan Forward

The Food System Master Plan will serve as a guiding document for the City of Manhattan and Riley County for the next ten years (2022–32). It is a plan that will require community collaboration between a variety of partners—local governments, institutions, nonprofit organizations, residents, and businesses—all working together to improve the local food system.

What we will work on:

The Food and Farm Council of Riley County and the City of Manhattan, Kansas, will take the lead on implementing the Food System Master Plan. Once the plan is adopted by the City of Manhattan and Riley County, the Food and Farm Council will:

- Work with elected officials to create work timelines and identify potential funding for implementing the plan action steps
- Engage community partners to accomplish action steps
- Assess progress and evaluate the success of the plan over time
- Maintain community engagement and communicate with residents about progress made

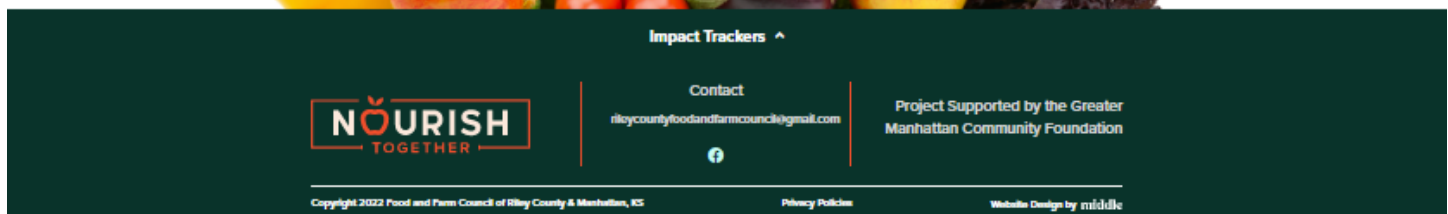


Is there something in this Food System Master Plan that inspires you?
Do you have ideas for how to achieve these action steps?

There are multiple ways you can plug into these efforts!

1. Learn more about our Riley County food system at nourishtogether.org.
2. Engage with the Food and Farm Council: Our meetings are open to the public. We always welcome community members to come share their ideas and discuss with us.
3. Apply to be appointed to serve on the Food and Farm Council. Complete an interest form on the [city](#) or [county](#) web page.
4. Volunteer with one of our Community Action Teams or volunteer to support our partner organizations. Learn more here: nourishtogether.org.
5. Take the lead on some of these action steps: Many of the action steps will require collaboration across entities. You can spearhead one of these efforts and share how it's going with the Food and Farm Council.

Connect to Your Riley County & Manhattan Food System



Connect with us:
www.nourishtogether.org
rileycountyfoodandfarmcouncil@gmail.com
<https://www.facebook.com/NourishTogetherMHK>

VIII. Glossary

Some helpful definitions:

- Food insecurity:** A household-level economic and social condition of limited or uncertain access to adequate food.
- Food recovery:** Food recovery is the practice of gleaning edible food that would otherwise go to waste from places such as restaurants, grocery stores, produce markets, or dining facilities and distributing it to local emergency food programs.
- Food Waste Audit:** An assessment of what food is uneaten, wasted, or discarded in a commercial setting (e.g., school cafeteria). By identifying what is wasted, organizations can change the food they provide to reduce waste.
- Gleaning:** Gleaning is the act of collecting leftover crops from farmers' fields after they have been commercially harvested or on fields where it is not economically profitable to harvest.
- Health in all Policies (HiAP)**
An approach that considers health and health equity in decision and policymaking to improve health outcomes, lessen health disparities, and achieve optimal health for all.
- Hunger:** An individual-level physiological condition that may result from food insecurity.
- Low-income and low-access tract measured at 1 mile and 10 miles:**
A low-income tract with at least 500 people, or 33 percent of the population, living more than 1 mile (urban areas) or more than 10 miles (rural areas) from the nearest supermarket, supercenter, or large grocery store.
- Zero Waste Event:** A Zero Waste Event is one in which event organizers plan ahead to reduce solid waste from the event. This includes providing stations for recycling and composting.

IX. Sources

- ¹ U.S. Census Bureau (census.gov). Profiles for Riley County, Kansas, can be found at <https://data.census.gov/cedsci/profile?g=0500000US20161> (accessed March 9, 2022) and <https://www.census.gov/quickfacts/rileycountykansas> (accessed March 9, 2022).
- ² Feeding America, “State-by-State Resource: The Impact of Coronavirus on Food Insecurity,” accessed March 9, 2022, feedingamericaaction.org/resources/state-by-state-resource-the-impact-of-coronavirus-on-food-insecurity/.
- ³ Kansas Health Matters, County Dashboard, Riley County, Kansas, accessed March 9, 2022, www.kansashealthmatters.org/index.php?module=indicators&controller=index&action=dashboard&id=83319366815456082&card=0&localeId=1020.
- ⁴ Full Food System Master Plan Community Survey results can be found at www.nourishtogether.org.
- ⁵ USDA National Agricultural Statistics Service 2017 Census of Agriculture, “County Summary Highlights” for Kansas can be found at www.nass.usda.gov/Publications/AgCensus/2017/Full_Report/Volume_1,_Chapter_2_County_Level/Kansas/st20_2_0001_0001.pdf (accessed March 9, 2022).
- ⁶ This estimate comes from the NVA MarketSizer tool, which can be accessed at www.newventureadvisors.net/tools/.
- ⁷ USDA 2017 Census of Agriculture, “County Summary Highlights.”
- ⁸ U.S. Environmental Protection Agency, “2018 Wasted Food Report,” November 2020, https://www.epa.gov/sites/default/files/2020-11/documents/2018_wasted_food_report-11-9-20_final_.pdf.



RESOLUTION NO. 062722 -

A RESOLUTION AMENDING THE FOOD SYSTEM MASTER PLAN FOR RILEY COUNTY & THE CITY OF MANHATTAN, KANSAS.

WHEREAS, the Food and Farm Council of Riley County and the City of Manhattan, Kansas, was created in 2018 and includes representatives from KSU, City of Manhattan, Riley County, USD 383, and other local agencies as well as private citizens. The council has four food system priority issues: the local food system network; food waste and related solid waste; food insecurity; and food skills, food safety, and nutrition education; and

WHEREAS, in early 2021, after completing a food system assessment for the county, it was determined that a Food System Master Plan for Riley County would be a benefit to those in the city and county. A food system is the process food follows as it moves from farm to table. The Food System Master Plan is a long-range planning document that lays out a community's vision for what it wants its food system to be and how it will accomplish that growth or change within a ten-year timeframe; and

WHEREAS, the plan was created with input provided through a community-wide survey, a Community Food Plan Summit, and various other meetings and events. A 12-member leadership team worked with a consultant to craft the plan utilizing public input; and

WHEREAS, the plan outlines three overarching goals: reduce hunger and food insecurity in the community and ensure access to healthier food for all; invest in the production, sales, and consumption of locally grown food; and reduce food waste and related solid wastes. Each goal has a series of action steps outlining specific policies, programs, and initiatives prioritized to meet these goals; and

WHEREAS, the Food System Master Plan was prepared, compiled, and published by the Food and Farm Council of Riley County and the City of Manhattan, Kansas; and

WHEREAS, the plan was presented to Riley County Commissioners and City of Manhattan Commissioners at the May 2022 joint city/county meeting; and

WHEREAS, the plan was adopted by reference by the Riley County Commissioners on June 9, 2022 under Resolution No. 060922-25; and

WHEREAS, the City of Manhattan requested changes and adopted the amended plan on June 21, 2022. Because of the changes made, the Riley County Commissioners must accept and adopt the amended plan by a new resolution.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Riley County, Kansas, accept the changes and the Food System Master Plan for Riley County and City of Manhattan, Kansas is hereby amended as follows (additions are underlined; deletions are struck out):

Gardening Infrastructure:

1.4: Identify city and county-owned vacant lots that could be leased or donated to community partners for garden spaces and/or locate community gardens on city-owned properties ~~with support from the Parks and Recreation Department.~~

Policy Solutions:

1.11: ~~Add zoning requirements for~~ Encourage new food related retailers wanting to open in low income/low access neighborhoods ~~(i.e. a 10% square footage requirement for fresh food).~~

1.12: ~~Align~~ Explore economic development incentives to attract grocery stores to neighborhoods that lack access to fresh food.

Year-Round Farmers Market:

2.1: ~~Invest~~ Consider investing in infrastructure improvements to support the existing year-round farmers market, which could include investments in storage for vendors' supplies, a covered structure to protect vendors' goods from inclement weather, and so on.

2.2: ~~Invest~~ Consider investing in signage, sidewalk infrastructure, and transit service to help community members access the market.

2.3: ~~Invest~~ Consider investing in marketing and promotion of the current farmers market to expand the customer base for the market.

Community Kitchen:

2.5.i: ~~Subsidize~~ Consider subsidizing the cost of commercial kitchen space rental to allow food system entrepreneurs to develop their food business concepts affordably.

Policy Solutions:

2.10: ~~Tailor~~ Consider economic development programs to support small food and farm businesses, including a low-interest revolving loan fund for local food businesses.

Education:

2.14: ~~Maintain~~ Help maintain an up-to-date local food directory that connects producers with buyers.

It is hereby ordered that the Food System Master Plan for Riley County and City of Manhattan Kansas be changed to reflect the amendments and that the original resolution incorporating the plan by reference be amended and be reincorporated by reference as amended.

This resolution shall take effect and be in force from and after its passage and publication in The Manhattan Mercury.

ADOPTED THIS 27TH DAY OF JUNE, 2022.

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

Greg McKinley, Chair

Kathryn G. Focke, Vice Chair

John Ford, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: amended MFP resolution (12237 : Adopting amended Food System Master Plan)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: June 27, 2022

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 06.27.2022 (DOC)

PENDING COUNTY PROJECTS • Beginning June 9, 2022 and through June 22, 2022
Submitted by Clancy Holeman, Riley County Counselor
Changes or additions from previous entries or in the items listed are shown in italics.

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or projects of other County Departments underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time, or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described.

COMMISSION LIST

Board of Riley County Commissioners Public Meetings: Attend BOCC regular public meetings 2-21-22; 2-24-22. Attend BOCC public Meeting & Intergovernmental Meeting. (2-28-22) Prepare for BOCC public meeting scheduled for 3-3-22. (3-2-22) Attend BOCC regular public meeting; Present draft agenda for follow up legislative conference scheduled to occur April 7, 2022. Agenda approved by BOCC, following discussion. (3-31-22). Attend regular public meeting. Participate in panel interviews of applicants for position of County Appraiser. (4-4-22) Attend BOCC public meeting.(4-14-22) Prepare for BOCC 4-18-22 meeting. (4-15-22) Attend BOCC public meeting. (4-18-22) Attend BOCC public meetings. (5-2-22; 5-5-22) Legal research on constitutional interpretation issue. (5-6-22;5-16-22;5-17-22;5-18-22) Attend BOCC public meetings. (5-16-22;5-19-22) Discuss with outside counsel potential assistance on project. (5-20-22) Attend BOCC public meetings. (5-23-22; 5-26-22) Attend BOCC public meeting. (6-2-22; 6-6-22) Draw and submit commission agenda report for formal adoption of existing conduct rules for speakers and photographers/recorders during public meetings. (6-7-22) *Attend BOCC public meeting: Presented CAR obtaining approval of ACH jail inmate medical care contract; Presented CAR obtaining approval of resolution adopting rules for public comments and recording during BOCC public meetings.(6-9-22) Attend BOCC public meetings. (6-13-22; 6-16-22; 6-23-22) Present to BOCC the Counselor’s office 2023 budget request. (6-16-22) Analyze legal issues surrounding budget appropriation requests (6-19-22; 6-20-22) Work with Chairman and legislator to schedule zoom discussion on possible state funding for disaster damage—and interaction of that goal with new state statute.. (6-18-22;6-19-22;6-20-22; 6-21-22) Review applicable statutes and anticipate in immediately foregoing discussion. (6-22-22) Participate in executive session during public meeting. (6-23-22)*

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it’s “listed.” Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21) Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-24-21) Received District Court Clerk’s extension of time to file answer to County’s

petition for judicial review, at Defendants' request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) Agree to Defendant's attorney's request for additional time to submit record of hearing to Court. (Week of 9-29-2021) Case management order filed. County's brief in support of appeal due March 31, 2022. Riley County District Court Judges recuse themselves from case and transfer to Lyon County District Court. (1-25-22) Work with Clerk of the Riley County District Court and Lyon County District Court to process my unopposed motion for extension of time to file County's initial brief. Motion granted and new deadline to file County's initial brief is April 29, 2022. (3-18-22;3-21-22;3-25-22;3-28-22;3-29-22) Legal research for County's appeal brief due in district court April 29, 2022. (4-15-22;4-18-22; 4-19-22) Legal research and prepare county brief on appeal. (4-20-22; 4-21-22;4-22-22; 4-25-22;4-26-22-4-27-22;4-28-22-4-29-22) File county brief electronically with District Court. (4-29-22) Contact opposing counsel on pending appeal. (5-31-22) Work on aspect of pending appeal. (6-5-22) *Contacted by opposing counsel for continuance of Respondents' deadline to file their responsive brief—I do not oppose.*(6-15-22) *Respondents' unopposed motion for continuance of their deadline to file brief until August 1, 2022 filed with Court.* (6-16-22)

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center's jail are the sole responsibility of Riley County--and not of the City of Manhattan or State of Kansas. Staff discussion scheduled for 8-27-21. Staff discussion rescheduled for 9-22-21. Staff discussion held—research history—recommendation accepted by staff. (9-22-21) Review state of current arrangement. (9-22-21) *Send proposed inmate medical care contract to vendor.* (5-28-22) *Review and approve as to form final contract. Communicate with vendor; communicate with working group; notify working group of proposed presentation for agenda.* (6-3-22); *Schedule presentation of contract for signature during 6-9-22 BOCC public meeting.* (6-5-22) *Draw and submit CAR for final contract, to be presented to BOCC during June 9, 2022 public meeting.* (6-7-22) *Provide signed final contract to CEO of vendor, RCPD, County Clerk's office and working group members.*(6-12-22)

KAC Annual Meeting (October 19, 2021): Accepted invitation to participate on panel discussion before the general KAC membership regarding "Dark Store" and Riley County's experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)

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

County Counselors Association of Kansas: Assist with organization of the semi-annual CLE our statewide professional association will present to its members during the October 19, 2021 KAC annual meeting. Discuss with scheduled CLE presenter local experience on specific state statute related to soil investigation. (9-28-21) Assist with presentation of CLE to County Counselor's Association of Kansas during KAC annual meeting. Accept award as outgoing CCAK president (effective 1-1-22). Accept "Ed Randels" award for service to CCAK. (10-19-21) Work on scheduling next Board meeting of CCAK—set for Wednesday, 11-10-21)

"Dark Store": Oral argument (1/2 day) scheduled to take place before BOTA August 26, 2021. Discuss with BOTA staff, and relay to City Commissioner Linda Morse info she requested during 8-23-21 Intergovernmental Luncheon about BOTA 8-26-21 hearing time and whether hearing is open to public (8-23-21). Oral argument before BOTA conducted by counsel for both parties (8-26-21). Accept KAC invitation to be part of two-person panel discussion of "Dark Store," to be held during KAC annual meeting, October 18-21, Overland Park; will take place in opening breakout session—first morning of the annual meeting. Call Kim Qualls, KAC Education & Communications Director, about breakout session. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on "Dark Store"; recording scheduled for September 17, 2021. Reschedule "Dark Store" podcast recording for 10-1-21. (9-24-21) Work with County Appraiser Greg McHenry to prepare for KAC podcast this Friday (10-1-21) and KAC Panel Discussion during annual meeting to be held 10-18-21. (9-28-21) Continue preparation for KAC annual meeting and panel discussion of "Dark Store." (Week of 9-29-21) Work with KAC recording podcast on "Dark Store". (10-1-21) Discuss KAC annual meeting (10-18-21) presentation with co-panelist Douglas County Appraiser, and Greg McHenry. (10-4-21) Further discussion with Greg McHenry on Dark Store issues for KAC annual meeting panel presentation. (10-6-21) Final discussion with Greg McHenry on Dark Store issues for KAC annual meeting presentation. (10-7-21) Work with Greg on same subject. (10-10-21) Work with Greg on same subject (10-15-21) Participate in panel discussion on "Dark Store" at KAC annual meeting. (10-18-21) Receive notice from counsel BOTA has denied Riley County's Petition for Reconsideration in Home Depot appeal. (11-18-21)

“Constitutional Protection of County Home Rule”: Accepted KAC invitation to present to County Commissioners Association, KAC affiliate member, information on Home Rule, during final day of KAC annual meeting in O.P., October 20th. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on “Constitutional Protection of County Home Rule”; recording scheduled for September 10, 2021. Podcast recorded with KAC 9-10-21. Work on presentation to County Commissioners scheduled for 10-20-21 (10-15-21; 10-16-21; 10-17-21; 10-19-21) Convene presentation by Mike Heim on constitutional protection of county home rule during KAC annual meeting. (10-20-21) Presentation on constitutional protection of county home rule to County Commissioners Association of Kansas, during KAC annual meeting. (10-20-21)

Riley County Annual Legislative Conference: Confirm with BOCC during public meeting 9-9-21 following available dates for annual meeting with county’s legislative delegation: November 1, 4 and 18, 2021. (Date of 11-18 removed because it conflicts with county official’s luncheon; Date of 11-15 removed because it conflicts with Law Board meeting.) Legislative Conference has been scheduled for Thursday, November 4, 2021. (9-17-21) All delegation members were notified of the date and time of the legislative conference. Work on agenda for legislative conference. (10-14-21; 10-15-21) Present draft agenda for legislative conference to BOCC and obtain approval of final draft. (10-21-21) Work with staff on discussion of revised spreadsheet for use as attachment to conference agenda. (10-27-21) Cancel November 4, 2021 legislative conference and reschedule to December 2, 2021, following individual discussions with BOCC members, members of legislative delegation and county officials participating in presentation. (11-3-21; 11-4-21)

White Canyon Benefit District: White Canyon benefit district’s residents’ request, made during this date’s public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district’s proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works’ “estimate” of “northern route” as an option to current benefit district project proposed. (8-30-21)

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

Riley County Employee Day: Intermittent work on employee day: Discussions with potential lunch ½ hour vendors; discussion with planning committee, with keynote speaker and Elizabeth Ward, H.R. Manager. (9-16-21; 9-17-21) Contact moderator for morning virtual sessions offering potential meeting for Monday, September 27, 2021, with Elizabeth Ward and this office to answer any Employee Day questions. (9-24-21) Meet with prospective food truck vendor at Riley County Health Department. (9-27-21) (Agreements signed with 2 vendors—arrange to meet final vendor Saturday morning for signature of contract.) (10-1-21) Agreement signed Saturday, October 2, 2021 with final of the 3 vendors. Pick up tickets from 2 vendors representing meals served to employees during Employee Day (10-12-21; Third vendor hand-delivers tickets to this office (10-13-21); conduct final ticket count; submit information on ticket count with payment due vendors to Budget and Finance Officer and email each vendor same information. (10-15-21) Review with HR and Training Committee on outcomes from Employee Day. (10-25-21) Participate in proposed scheduling of initial staff planning committee meeting for 2022 Riley County Employee Day. (6-3-22)

Nextgen 911: Meeting as member of Nextgen 911 staff committee to review potential upcoming renumbering/renaming projects. (9-21-21) Communicate with fellow members of staff committee on pending project. (9-23-21) Communicate with fellow members of staff committee on different pending project. (9-24-21)

Human Resources: Finalize contract with East Coast Risk Management and place on 10-4-21 agenda for BOCC review and approval. Company will consolidate current Personnel Policies and Guidelines with separate resolutions amending those policies over the past years. (10-1-21) Contract with East Coast Risk Management approved by BOCC. (10-4-21) Assist HR with personnel issues involving different departments. (11-22; 11-23) Advise on applicant issue. (4-3-22) Zoom meeting with county staff and potential vendor on software project. (4-19-22) Work on software project. (4-20-22) Assist with project. (5-20-22) *Request Helpdesk schedule zoom meeting on pending*

HR issue for 6-8-22. (6-5-22) Participate in immediately prior zoom discussion. (6-8-22) Zoom discussion with HR on different matter. (6-9-22) Discussion with HR. (6-15-22) Zoom Discussion with HR and Department Head. (6-17-22)

Budget and Planning Committee: Attend meeting 9-28-21. Attend meeting 1-18-22.

Department Head Committee: Attend meeting regarding possible “Code of Conduct” required for state grant supporting businesses. (9-29-21) Obtain BOCC approval of “Code of Conduct.” Participate in 1 ½ hour DHC meeting. (4-20-22) *Participate in 50-minute DHC meeting.* (5-4-22) Attend DH Committee meeting. (6-1-22) Attend DH Committee meeting. (6-15-22)

Indigent Defense Panel: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21) Panel member contracts for 2022 were created and emailed to current members. (11-3-21) Notice to Riley County Bar Association of at least one panel vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current panel members. None returned as of 11-23-21. No panel contracts are in place for calendar year 2022. Discuss draft request for proposal with Chairman. (2-22-22)

Rural Economic Development Advisory Board: Discuss with staff. (9-21-21) Staff discussion scheduled for 10-1-21. Circulate among staff working group draft of REDAB resolution—to include changes to resolution proposed by BOCC. (11-24-21) Revise original resolution to correct term limitations. 1-21-22. BOCC approves revised resolution. (1-27-22)

Federal Rules on Vaccination Mandate: Research applicability/non-applicability of CMS and OSHA vaccination mandates to be published this week. (11-4-21; 11-5-21) Discuss issues with BOCC during administrative time at public meeting. (11-8-21). Research legal issues. (11-10-21) Staff discussion of foregoing issues. (11-10-21) Legal research, attend webinars and discuss with staff possible employee vaccination policy if required by foregoing federal rules. (11-8; 11-12; 11-15; 11-16; 11-17; 11-18) Presented proposed draft vaccination policy to BOCC during public meeting November 22, 2021. BOCC decision is to not adopt. (11-22-21).

National Opioid Litigation Settlement: Successfully register on behalf of Riley County at national website. Will ensure we receive settlement documents when they are available, for review and possible signature. (11-24-21) All appropriate documents were signed and filed with Kansas Attorney General and National Settlement Administrator; and courtesy copies provided KAC before the January 1, 2022 deadline. Kansas Attorney General requires multiple counties (including Riley County) to alter their participation resolution by adding averment of at least \$500 in costs incurred due to the national opioid epidemic. (1-21-22) Revise resolution and prepare CAR for BOCC meeting of 1-31, 2022. (1-27-22) Present CAR and obtain BOCC approval of revised national opioid settlement participation resolution. (1-31-22); Provide revised pdf of signed resolution to A.G. and KAC. (2-7-22) Confirm with A.G.’s office revised pdf filed was acceptable. Advised by Assistant A.G. in next couple of months information should be available on grant program for applications for funds from counties across the state. (2-22-22)

Legislation: Work on HCR 5022; prepare for legislative hearing scheduled for 1-20-22. (1-16-22; 1-17-22; 1-18-22). Prepare CAR for BOCC meeting 1-20-22. (1-18-22) Legal research regarding law board. (1-18-21) Testify before House Federal and State Affairs Committee on HCR 5022. (1-20-22) Evaluate possible ROW legislation. (1-21-22) Evaluate different possible legislation affecting two county departments. (1-21-22) Present BOCC work session on SB 325 regarding solar and wind energy facilities only on parcels zoned for industrial uses. (1-27-22) Submit neutral written testimony to House Agriculture Secretary on HB 2531 for hearing scheduled for February 9, 2022.(February 8, 2022) Contract lobbyist advises hearing has been continued to Monday, 2-14-22. (February 9, 2022) Review, analyze and discuss SB 119 pending in House; with member of legislative delegation; contract lobbyist; Riley County Appraiser. (2-7-22; 2-8-22; 2-9-22; 2-10-22). Watch portion of House floor debate on HCR 5022. Discussion with contract lobbyist. (2-22-22) Discuss with contract lobbyist potential in-session annual legislative conference update. (2-25-22) Discuss with member of delegation SB 119 as it stands in House. (2-25-22) Determine if members of delegation are available for follow up zoom legislative conference April 4 or April 7, 2022. (2-28-22) Review SB 538 at request of contract lobbyist. (3-2-22) Schedule follow up zoom only legislative conference for April 7, 2022. (3-2-22) CAR and agenda for April 7, 2022 follow up legislative conference provided delegation. (3-31-22) Review KAC legislative update. (4-5-22) Prepare for April 7, 2022 follow up legislative conference. Assist with presentation to BOCC of follow up legislative conference—1 delegation member present in BOCC chambers and 2 delegation members present by zoom. (4-7-22) Work with Treasurer on legislative issue. (5-10-22; 5-11-22; 5-12-22) Present during public meeting CAR on letter of support for motor vehicle registration

and title bill available for action when legislature returns May 23-2022. (5-16-22) Email support letter to individual members of Senate Leadership. (5-18-22)

NG-911 Committee (Road naming) Participate in discussion of proposed road name. (5-10-22)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Analyze legal issue. Advise staff working group. (3-31-22)

Staff Budget and Planning Committee: Attend committee meeting. (1-18-22) *Attend meeting.* (5-24-22) *Attend committee meeting.* (6-7-22)

DEPARTMENTAL LIST

Administrative Matters: Review 2022 and 2023 departmental budget information provided by Budget and Finance Officer. (5-25-22;5-26-22) Request to IT to provide additional computer camera for Deputy's continued participation in zoom or team apps. (5-27-22)

Riley County Appraiser's Office: Voicemail to Department head requesting call back on signed appointing resolution. (5-26-22) Forward to Department head copy of signed resolution appointing her. (5-27-22) Deputy County Counselor Craig Cox and I have initial meeting with Department Head. (5-31-22)

Riley County Attorney: Assist with contract issue. (4-26-22;4-27-22; 4-28-22; 5-2-22; 5-3-22; 5-4-22;5-5-22) Assist with contract issue (5-6-22; 5-9-22) Assist with contract issue. (5-23-22) Discussion with counsel for vendor. (5-23-22) Assist with contract issue. (5-24-22; 5-31-22) *Discuss with working group members potential agreed termination of contract.* (6-3-22) *Assist with contract issue.* (6-7-22; 6-8-22) *Discussion with County Attorney on contract issue.* (6-12-22) *Assist with contract issue.* (6-14-22; 6-15-22) *Complete contract issue.* (6-15-22) *Draft cover letter for final payment terminating contract for convenience—check to be available 6-17-22.* (6-16-22) *Mail cover letter, with final payment, terminating contract for convenience.* (6-17-22)

Riley County Clerk: Advise on .02 countywide retailers' sales tax election project (8-24-21). Legal research on project involving sign. (9-20-21) On same issue discussion with Planning and Development staff. (9-21-21) Work with county staff and PIO on separate project involving potential vendor of software. Contact potential vendor. (9-20-21) Review documents for BOCC signature on totaled Noxious Weed Vehicle. Scheduled for presentation to BOCC during 2-24-22 meeting. (2-22-22) Vehicle documents signed by BOCC during public meeting. (2-24-22) *Zoom discussion with Clerk and Budget and Finance Officer to obtain their input on several unrelated matters involving 2023 county budget.* (6-13-22)

Riley County Community Corrections: Discuss with Director Shelly Williams potential contract with Clay County Sheriff's Office for testing of Community Corrections' clients. (10-26-21) Work with Director Shelly Williams on Drug Court structure. (2-24-22) Review RCCC "FY 2023 Adult Comprehensive Plan Grant Signatory Approval Form. (4-19-22) Review RCCC "FY 2023 Juvenile Comprehensive Plan Grant Signatory Approval Form". Work with Department Head on "Drug Court" project. (5-6-22) Work with Director by zoom on Drug Court project. (5-25-22) Communication with Department Head on Drug Court project. (5-26-22) *(Schedule with IT zoom discussion with Director and staff on Drug Court project for 6-8-22.* (6-5-22) *Zoom discussion with Director on Drug Court project.* (6-8-22)

Riley County Emergency Management: Provide legal advice on 1 project. Advise on open record issue. (1-18-22) *Prepare Local Emergency Declaration; obtain approval of Declaration from Department Head; Obtain BOCC Chairman's signature; email final signed declaration to BOCC and PIO.*(6-12-22)

Riley County Emergency Medical Services: Will provide legal advice. (8-20-21) Conversation with Ambulance Service management, staff working group and Human Resources Manager regarding internal policy matter on education/training benefit. (2-23-22) Discuss legal issue with Department Head. (6-8-22)

Riley County Extension: Discuss matter with Extension Director. (5-26-22) *Assist Director with Kaw Valley Rodeo planning for Riley County Fair.* (6-13-22; 6-15-22) *Prepare updated document.* (6-16-22)

Riley County Fire District No. 1: Work with Budget and Finance Officer on District budget approval. (8-23-21)

Attachment: FINAL Commission List 06.27.2022 (12244 : Clancy's Commission List)

Riley County Health Department: Provide legal advice on projects. Zoom meeting with Julie Gibbs and Debbie Nuss regarding request from Flint Hills Wellness Coalition to place walk-in cooler/freezer on grounds of Family and Child Resource Center. Draw and submit Commission Agenda Report reflecting request—scheduled for 9-30-21 BOCC meeting. (9-28-21) Obtain BOCC approval of Flint Hills Wellness Coalition agreement in principle, presented at 9-30-21 public meeting, for future license agreement and pouring of concrete as base for outdoor “walk-in cooler/freezer at RCHD’s Family and Child Resource Center. (9-30-21) Finalize and place on BOCC agenda for 10-14-21 license agreement with FHWC. (10-5-21) Present to and obtain approval from BOCC license agreement with FHWC. (10-14-21) Discuss concept of assistance from Envisage Consulting, Inc., for Community Health Improvement Plan. (10-21-21) Review vaccination matter. (10-27-21) Work on location of site for COVID testing by KDHE. (1-12-22; 1-13-22) Advise RCHD staff on licensed day care issue. (1-14-22). Work on licensed child care inspection issue. (1-21-22; 1-23-22; 1-25-22) Work on lease for KDHE COVID testing. (1-25; 1-26) RCHD presents completed lease to BOCC and obtains approval. (1-27-22) Advise RCHD on legal matter involving department vehicle. (3-25-22) Advise Director on medical record issue. (4-5-22) Review planned “no smoking” signage for county parks (and existing resolution authorizing this) and communicate with proponent and RCHD regarding process for its approval by BOCC. (6-3-22) Assist Department Head with question on legal issue. (6-7-22) Schedule zoom conversation for this p.m. on issue. (6-15-22)

Riley County Historical Museum: Provide legal advice. Prepare for BOCC candidate interview Director/Curator position. (11-7-21) Discuss with staff potential use of museum as part of background in tv series production. (5-27-22)

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement. Work on separate project involving proposed vendor and personnel policies. (9-22-21). Review legal parameters of “long-COVID” disability as viewed by the Equal Opportunity Commission; information provided by H.R. (9-24-21) Discuss potential personnel policy change with staff working group. Scheduled for presentation to BOCC during 2-24-22 public meeting. (2-18-22;2-22-22) Discuss potential personnel manual change with staff working group. (2-22-22) Conversation with Human Resource Manager about accommodation request. (2-23-22) Conversation with Human Resource Manager about personnel policy issue. (2-23-22) Such personnel policy presented to BOCC during public meeting 2-24-22. Discuss background check issue with Human Resource Manager. Participate in discussion with H.R. and employee. (3-1-22) Participate in staff working group on personnel policy issue. (3-1-22) Assist with interview. (3-28-22) Participate in staff working group on personnel policy issue. (3-29-22) Assist with interview. (3-30-22) Prepare for panel interviews of applicants for Department Head position. (3-29-22; 3-30-22) Prepare for panel interviews for Department Head position. (4-1-22) Participate in panel interviews for Department Head position. (4-4-22) (4-7-22) Participate in panel interview for vacant Department Head position. (4-14-22) Review proposed Contract for unrelated internal system matter. (4-14-22) Participate in staff working group on project. (4-19-22) Participate in staff working group on project. (6-1-22) Assist with contract issue. (6-1-22) Assist with contract issue. (6-2-22) Assist with contract issue. (6-10-22; 6-13-22) Advise on release of information requested.(6-14-22) Work on pending employment issue. (6-14-22) Assist with contract issue. (6-15-22) Assist HR and Department with employment issue. (6-16-22;6-17-22)

Riley County Information Technology/GIS: Request for estimate (submitted to this office 8-20-21). Discuss technology issue with I.T. interim director. (10-21-21) Prepare for BOCC candidate interview IT/GIS Director. Review potential claim for Zoom subscribers in settled class action—not eligible as government subscriber. (3-1-22) Assist GIS with scheduling discussion on legal issue. (6-15-22) Reschedule immediately preceding discussion to 6-23-22. (6-20-22)

Riley County Planning & Development: Provide legal advice on 2 projects. Advise P & D Director on development of “Code of Conduct” necessary for grant close-out. (9-29-21) Discuss with P & D and H.R. departments “Code of Conduct” Commission Agenda Report to be presented by P & D 10-7-21. (10-4-21; 10-5-21) Discuss separate regulatory issue with P& D. (10-5-21) Advise department on development of contract. (1-14-22). Advise P& D staff on licensed day care issue. (1-14-22). Work on sanitary system inspection issue. (1-21-22; 1-23-22; 1-25-22) Complete contract between Gov.Built and County; submit to P & D; sign off on presentation of contract documents to BOCC for 2-14-22 public meeting. (2-9-22;2-10-22) Discuss with P & D Director proposed separate contract for online payment of fees; and county proposed requirements for any such contract. (2-18-22;2-22-22) Conversation with Deputy County Counselor about private wastewater system issue. (2-22-22; 2-23-22) Work on private wastewater system issue. (4-1-22; 4-3-22) Represent Planning and Development in support of variance application at evening hearing before hearing officer. (4-4-22) Prepare for RC P&D’s scheduled 4-21-22 presentation to BOCC. (4-19-22) Assist P & D with pending matter. (5-12-22) Assist P & D with temporary hire. (5-16-22; 5-17-22) Advise on pending matter. (5-19-22; 5-20-22) Discuss with Department Head pending matter.

(5-20-22) Discuss with Department head pending matter. (5-23-22). Discuss with staff working group, by evening zoom, pending matter. (5-24-22) Advise Department Head on pending matter. (5-26-22) Discussion with Department Head on pending matter. (5-27-22) Provide Department Head approval of INK contract. (5-28-22) Discussion with Department head and staff on pending matter. (5-31-22;6-1-22) Assist with orderly public meeting on pending application for approval of preliminary and final development plan. (6-2-22) Assist P & D staff with question proposed on pending matter. (6-6-22) Review and approve “as to form” Planning and Development’s minute track resolution adopting Food and Farm Council “Master Plan”. Scheduled for P & D presentation to BOCC during June 9, 2022 public meeting. (6-7-22) *Assist Department in arranging zoom conversation with staff and GIS.* (6-15-22)

Riley County Public Information Officer: Finalize contract for Archive Social. Will present to BOCC for review and possible approval at public meeting on 11-29. Contract approved by BOCC. Zoom discussion with PIO, RCHD staff and Deputy County Counselor upcoming RCHD event and proper means of consent for photographing public participants. (5-13-22) Discuss by zoom with PIO and HR Manager social media issue. (5-25-22) Conversation from HR regarding the foregoing social media issue. (5-26-22) Discuss with PIO Riley County rules of conduct for those attending County public meetings. (5-26-22; 5-27-22) *Provide fireworks resolution.* (6-15-22)

Riley County Public Works: Provide legal advice on project. Review and approve “as to form” KDOT Local Road Safety Plan Agreement. (9-24-21) Answer question on project. (10-21-21) Review and approve as to form Transfer Station scales repair contract. (10-25-21) Review “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-2-21) Discuss with USDA final documents for Fairmont Heights closing and construction. (11-2-21) Complete review of “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-7-21) Calendar March 9, 2022 Township Officials meeting. (1-31-22) Assist with benefit district project staff discussion. (3-29-22) Participate in discussion with outside regulatory authority. (4-1-22) Prepare CAR for EPA consent order on University Park wastewater treatment facility. (4-14-22) Review consultant agreement for University Park wastewater project under consent order—prepare contractual provisions attachment for consulting firm’s review and approval. (4-19-22) Assist with pending EPA matter on University Park Benefit District. (5-20-22) Discuss EPA matter on University Park Benefit District with EPA counsel. (5-20-22) Schedule discussion with Dept. Head on immediately foregoing matter. (5-20-22) Discuss University Park Benefit District and EPA with Department Head. (5-24-22) Review matter involving bridge. (5-26-22) Discussion by Department Head of KDOT use of “speed trailers.” (5-26-22) Analyze potential contract. (5-28-22) Discussion with EPA counsel setting Friday, June 3, 2022 as date for my update to her on U.P. “ability to pay” forms and final form of consent order. I am reviewing wing final form of consent order and have previously advised other county staff of their role in completing “ability to pay” information. I will check on progress of those items tomorrow. (5-31-22) Work on other and unrelated pending litigation. (5-31-22) Conversation with Department Head regarding unrelated proposed easements. (5-31-22) Assist with pending litigation matter. (6-1-22) *Scheduled through I.T. zoom discussion on 6-10-22 with Department Head and staff.* (6-5-22) *Zoom discussion with Department Head and staff regarding transfer station operation.* (6-10-22) *Microsoft Teams Meetings discussion with and Deputy County Counselor on potential project.* (6-13-22)

Riley County Register of Deeds: Provide legal advice. Conversation with ROD (8-2021). Conversation about county termination of contract. (9-22-21) Discussion with other party to contract. I can confirm contract will terminate as required by County. (9-22-21) Advise on departmental project. Discuss with ROD. (1-14-22) Assist Department Head with anticipated new project. (3-28-22; 3-29-22) Assist with project. (5-29-22) *Complete negotiation of KanPay contract and provide advice to Department Head.* (6-9-22)

Riley County Treasurer: Advise on property tax issue. (10-6-21)

PROFESSIONAL ASSOCIATION & CLE MATTERS:

County Counselor Association of Kansas: Arrange for Continuing Legal Education seminar speaker to present at June 17, 2022 mid-year CLE of the County Counselors Association of Kansas. (4-1-22) Participate in Board meeting of CCAK. (4-20-22) *Attend summer CLE webinar from office.* (6-17-22)

Kansas Association of Counties: KAC Annual Meeting (**October 19, 2021**): Accepted invitation to participate on panel discussion before the general KAC membership regarding “Dark Store” and Riley County’s experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)

Continuing Legal Education: Attended, in lieu of lunch hour, 1 hour CLE webinar on elimination of gender bias in legal practice. University of Missouri Kansas City School of Law. (6-6-22)



PLANNING & DEVELOPMENT
Report

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

COMMISSION AGENDA REPORT

FROM: Lisa Daily

MEETING: June 27, 2022

SUBJECT: Review a memo forwarded from the Riley County Planning Board regarding the annual review of the Comprehensive Plan.

PRESENTER: Bob Isaac

BACKGROUND

None

DISCUSSION

None

FISCAL IMPACT

None

ALTERNATIVES

- . Approve the measure
- . Deny the measure
- . Modify or develop alternatives if other concerns or factors arise
- . Schedule work session to discuss issue further

RECOMMENDATION(S)

On June 13, 2022, the Riley County Planning Board completed their statutorily mandated annual review of the Comprehensive Plan for Riley County and recommended no changes at this time. Staff recommends that the Board receive the memo submitted by the Riley County Planning Board regarding their review.

Enclosures:

- Signed Memo to BOCC (PDF)



MEMO

☐	PLEASE COMMENT
☐	PLEASE REPLY
☐	URGENT
☒	FOR REVIEW

Date: June 13, 2022

TO:

Board of Commissioners
of Riley County
110 Courthouse Plaza
Manhattan, Kansas 66502

From:

Riley County Planning Board
Planning & Development
110 Courthouse Plaza
Manhattan, Kansas 66502

SUBJECT: Annual Review of the Riley County Comprehensive Plan

MESSAGE: As required by K.S.A. 12-747(d), the Riley County Planning Board has completed the annual review of the Comprehensive Plan during the June 13, 2022 meeting. The Board has determined that although the goals, objectives, policies and other elements of the Vision 2025 - A Comprehensive Plan for Riley County, adopted October 2009, continue to be effective, certain elements of the Plan are in need of updating. In general, most plans are written with a 10- to 20-year horizon and are statutorily mandated to be reviewed annually. However, a community's population changes over time, which may result in a difference in the overall vision for the future, long-range goals and objectives, and philosophy toward county development policies.

The Planning Board is working closely with Planning and Development staff and recommends initiating an update to the comprehensive plan. The Board believes it is an opportunity to review existing goals, policies, and objectives, and possibly reorganize sections and/or add new ones. Planning and Development staff recommends launching the process this year with the following first steps:

- Establish stakeholders
- Create a Public Participation Plan and begin outreach
- Schedule outline
- Secure a consultant to start in 2023
- Decide the horizon year
- Review what is and is not working in the current plan

The Planning Board also continues to work with staff to monitor the accuracy and performance of the LESA element of the Development Guidance System to evaluate its overall effectiveness and/or need for revisions.

Sincerely,

Diane Hoobler
CHAIRPERSON

Attachment: Signed Memo to BOCC (12238 : Memo from RCPB for Annual Comp Plan Review)



PLANNING & DEVELOPMENT
Presentation

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director
MEETING: June 27, 2022
SUBJECT: Comprehensive Plan update presentation
PRESENTER: Amanda Webb, Planning Director

The comprehensive plan update is underway. Please see attached presentation.

Enclosures:

- Riley County Comprehensive Plan Update BOCC (PDF)

Riley County Comprehensive Plan Update

Presented to the Board of County Commissioners on June 27, 2022

Presented by:

Amanda Webb, Planning Director

What is a Comprehensive Plan?

- A Comprehensive Plan lays out the goals, objectives, and actions used to guide growth and development in a community. It is a decision-making guide for local government staff and elected officials. The plan represents the County's collective vision for the future.
 - The regulations (zoning, subdivision, etc.) are how the comprehensive plan's goals and objectives are carried out.
- KSA 12-747 mandates counties that have zoning regulations prepare and adopt a Comprehensive Plan and to review the plan annually to update as needed.

Riley County Zoning & Comprehensive Plan history

- The Riley County Planning Board was created in 1949. That same year, the Board of County Commissioners adopted a county-wide Master Plan.
- In 1951, zoning regulations were adopted for the area surrounding the City of Manhattan.
- County-wide zoning and subdivision regulations were adopted in 1974.
- The County's first official "Comprehensive Plan" was adopted in 1987.
- Vision 2025, the County's current comprehensive plan, was adopted in October 2009.

Why update the plan?

Our current Comprehensive Plan is 13 years old. A lot has changed since Vision 2025 was adopted in October 2009. While plans are reviewed annually as required by the state, they should be updated every five to ten years.

The update is an opportunity to review existing goals, policies, and actions and make modifications as needed or wanted. As a community's population changes over time, so may the vision for the future, the long-range goals and objectives, and the philosophy towards county policies. The goals should align with the community's vision.

It is also an opportunity to review the current designated growth areas, update demographics, and consider new issues and technologies that have emerged. A lot of growth and development has occurred in the last decade that was contemplated in Vision 2025.

Status of Vision 2025 Action Plan

- Change the current 20-acre minimum lot size requirement in the Agricultural Zone (*eliminated – there is no minimum lot size requirement*)
- Provide an incentive to direct growth to appropriate areas/residential development incentives (*use regulations to limit rather than incentivizing*)
- Require a Surrounding Agricultural Land Easement (SALE) or alternatively, an acknowledgement and waiver (*complete – called an Agricultural Protection Easement, APE*)
- Promote the re-conversion of 20-acre home sites (*complete – Residential Use Designator, RUD*)
- Adopt new rules regarding extraneous farmsteads (*complete – RUD*)
- Allow for flexibility for home sites on isolated tracts (*complete – RUD*)
- Adopt an agricultural buffer requirement (*complete – 200' buffer, which can be reduced to 50' depending on type of use*)

Status of Vision 2025 Action Plan

- Prohibit development in floodways (*partial/depends on development*)
- Greater restrictions on development in 100-year (1% annual chance) floodplain (*adopted new regulations in 2022 that are in line with FEMA regulations and requirements. Freeboard increased from 1' to 2' above BFE*)
- Riparian area site plans and buffers (*no specific riparian site plan required, but must show riparian areas/buffers on land use site plans*)
- Improve stormwater drainage requirements (*require stormwater drainage plans unless waived by PW Director*)
- Steep slope standards and site plan (*included in Article 6, Development Standards*)
- Stream bank stabilization standards (*not addressed*)
- Stream modification standards (*Included in the riparian area standards*)
- Park/open space standards (*created a plat exemption for open space*)
- Increase rezoning notification area (*decided against this*)

Planning Horizon

- Most plans have a 20-to-30-year horizon.
 - Vision 2025 was 20 years (from kick off, not from adoption date)
- No matter what horizon year is chosen, we should plan for a major update within 8 years of new plan adoption. We never want to “bump up” against our horizon year as we are doing with Vision 2025.
- We are still required to annually review the plan no matter the horizon year.
- Recommendation – 20 years from plan adoption (2045). This duration avoids the uncertainty of long-term economic and population growth patterns while also avoiding short-term thinking that can weaken a cohesive vision for the future (Planetizen, “What are comprehensive plans?”)

Stakeholders

A 25-member committee was formed for Vision 2025

The committee included people from:

- Blue Valley/Randolph School District
- Citizens at large
- City of Leonardville
- City of Ogden
- City of Riley
- Developers
- Farmer/ranchers
- Flint Hills Audubon Society
- Kansas Livestock Association
- League of Women Voters
- Manhattan Area Builders Association
- Manhattan Realtors Association
- Nature Conservancy
- Riley County Conservation District
- Riley County Farm Bureau
- Riley County Fish & Game Association
- Riley County School District
- Sand & Gravel Industry
- Township Officers Association
 - Central County Rep
 - North County Rep
 - South County Rep

Stakeholders:

Suggested additions:

- Parks staff or Parks Advisory Board
- Economic Development Advisory Board
- Manhattan Chamber of Commerce
- City of Manhattan
- KSU
- Fort Riley
- Flint Hills MPO
- Downtown Manhattan, Inc.
- Other?



Consultant Assistance:

It would be beneficial to utilize consultant assistance for portions of the project. The consultant can help with some of the technical aspects of the update as well as coordination with the public and stakeholders. We will determinate what additional consultant services may be necessary as we move further along in 2022 and work through some of the background tasks.

I have requested Economic Development funding for a consultant. If this funding is approved, I plan to issue a Request for Qualifications in the fall of 2022. I anticipate the consultant to be a part of the process in 2023 and 2024.

Public Participation Strategies

We will utilize several outreach strategies to keep the community informed and request public input. Some of the methods are as follows:

- Workshops/community meetings
- Surveys
- Dedicated webpage
- Email updates
- Work with our PIO

Current Sections & Proposed Sections

Current:

- Introduction
- Process
- Executive Summary
- Demographics
- Separate sections:
 - Agricultural Preservation & Rural Character
 - Residential
 - Commercial & Industrial Development
 - Land Use
 - Development Guidance System

- Environment & Natural Resources
- Separate Sections:
 - Transportation
 - Public Facilities & Services
- Separate Sections:
 - Monitoring & updates
 - Action Plan

Current Sections & Proposed Sections

Proposed:

- Introduction & Vision
- Process/Public Input/PPP
- Executive Summary
- Demographics & population characteristics
- Combined in overarching Land Use section:
 - Land Use
 - Residential
 - Housing
 - Affordable Housing
 - Commercial/Industrial
 - Agricultural
 - Preservation
 - Rural Character
 - DGS
- Future Land Use Map
- Environment, Natural Resources, Cultural Resources
- Combined:
 - Transportation
 - Public facilities
 - Utilities (technology/broadband)
- Recreation & open space
- Economic Development
- Food planning
- Action Plan:
 - Monitoring and updates
 - Implementation

Schedule:

- 2022:
 - Decide the horizon year
 - Issue an RFQ for consultant services
 - Establish stakeholders
 - Kick off public outreach and engagement
 - Initial review of what is and what is not working in the plan
 - 2023:
 - Engage consultant
 - Deep dive with stakeholders, staff, boards, etc. to review current plan
- * 2023 and beyond can be better shaped once the consultant is on board



Questions?



MUSEUM
Personnel

Katharine Hensler
Museum Director
2309 Claflin Rd
Manhattan, KS 66502
Phone: 785-565-6490

COMMISSION AGENDA REPORT

FROM: Katharine Hensler

MEETING: June 27, 2022

SUBJECT: Request to Fill Vacant Staff Position at Riley County Historical Museum

PRESENTER: Katharine Hensler, Museum Director

BACKGROUND

Following the passing of longtime Riley County Museum Director Cheryl Collins in September 2021, the former Curator of Design Allana Saenger-Parker was appointed as the Museum Director/Curator. Since then, Ms. Saenger-Parker has diligently carried out the duties of the Museum Director, but due to issues beyond her control, came to the conclusion that she was unable to serve the Museum in that capacity long-term. She announced her intention to resign from the position in March 2022, yet would remain on staff until the Director/Curator position was filled and the new hire had been trained. At this time, the position that Ms. Saenger-Parker held previously, the Curator of Design, remains vacant. Ms. Saenger-Parker has made known her interest in remaining on staff at the Museum, ideally in the position she previously held. New Museum Director, Katharine Hensler feels that this would be a beneficial appointment to both the Museum and Ms. Saenger-Parker. Ms. Hensler requests that the Commissioners consider appointing Allana Saenger-Parker to her previous position of Curator of Design without opening the position internally or to the public. There would be no change to the current job description or pay grade.

DISCUSSION

Allana Saenger-Parker has been a Riley County employee since July 2, 2012 and served in the position of Curator of Design at the Museum for that duration. She has been dedicated in her service and commitment to both the County and the Museum. Ms. Saenger-Parker is well respected in the community at large, and amongst colleagues and peers, and has proven herself as professional and qualified in all of the duties listed in the Curator of Design job description. The proposed placement being requested seems a natural solution to the vacant position and

would save in time, recruitment efforts, cost of placing an ad on public forum, interviewing, hiring, and on-boarding costs. Additionally, Ms. Saenger-Parker has the ability to start immediately, allowing a smooth transition into reestablishing consistency and order at the Museum after a challenging year.

FISCAL IMPACT

The position of Curator of Design has been budgeted for in the 2022 Museum's Personnel budget, and as noted above, there would be no change to the salary already approved. The fiscal impact will be salary and benefits (39.9% of her salary). The salary is set by the pay scale of which Ms. Saenger-Parker will be a step 10 in July. Additionally, by hiring internally without opening the position to external candidates, the County will not be subject to financial expenditures toward job postings on public sites, travel reimbursements to candidates, staff time necessary to review applications, coordinate with candidates, interviewing, onboarding, and more.

RECOMMENDATION(S)

The recommendation is to appoint Allana Saenger-Parker to the vacant Curator of Design posting at the Riley County Historical Museum without opening the position to the public.

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:



PUBLIC WORKS
Recommendations

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 27, 2022

SUBJECT: North County EMS Station Consultant Selection

PRESENTER: John Ellermann

BACKGROUND

A few months ago, the Board of County Commissioners made the decision to locate a full time Ambulance crew in the North County area. The new station will incorporate an apparatus bay, sleeping rooms, office, kitchen, common area, storage and a training/classroom to serve the residents of North County.

At the April 11, 2022 meeting the Board approved the recommendation of the Selection Committee to begin negotiations with Anderson Knight Architects for the design of the new station.

DISCUSSION

The proposal from Anderson Knight estimates the new station construction to range from \$960,000 to \$1,040,000. Design fees are \$99,120 with added fees of \$1,300 for rezoning and \$900 for KDOT permitting. Items not included in the fee proposal are surveying, furniture, fixtures, and equipment.

FISCAL IMPACT

Fiscal impact can range from \$1,059,120 to \$1,139,120 without the rezoning, permitting, survey, and furniture, fixtures, and equipment.

RECOMMENDATION(S)

It is recommended the Commission approving the proposal for Anderson Knight Architects for the design of the North EMS Station.

POSSIBLE MOTION(S)

Move to approve the proposal from Anderson Knight Architects for \$99,120 for the North EMS Station.

Move to deny the proposal from Anderson Knight Architects for \$99,120 for the North EMS Station.

Move to modify the proposal from Anderson Knight Architects for \$99,120 for the North EMS Station.

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- PRO_22028_002-North Riley County EMS (002) (PDF)

DESIGN PROPOSAL

North Riley County EMS Station

PREPARED FOR:

RILEY COUNTY EMS

2011 Claflin Road
Manhattan, Kansas 66502

Anderson Knight Architects
2505 Anderson Avenue, Suite 201
Manhattan, Kansas 66502
785.539.0806



Page 1 of 3

April 27, 2022

Packet Pg. 84

PROJECT SUMMARY

PROJECT DESCRIPTION

Anderson Knight Architects (AKA) will provide design services for a new EMS building to be located in Leonardville, Kansas. See attached for the space program and conceptual site plan. The building is desired to be residential in character, approximately 3,200 SF and will include the spaces/elements as described in the attached space program provided by the Client. Our scope of services includes property survey, civil engineering, structural engineering, mechanical/electrical engineering and architectural design. We have provided optional services for rezoning and KDOT permitting should you request our team to provide those services. We have not included landscape design but we can provide a fee for these services if requested. Our scope of work includes conceptual design, schematic design, design development, construction documents, bidding/permitting, and construction administration which includes the one year warranty review.

SCHEDULE

Upon acceptance of this proposal by the client, AKA will develop a tentative project schedule for review by the client. The schedule will indicate the duration of each phase of the design process.

BUDGET

A budget has not been established and the Client has requested AKA provide an opinion of probable construction cost. In today's bidding climate we anticipate a cost range of between \$300 and \$325 per square foot. Recent data indicates approximately 1.5% escalation per month. Based on 3,200 s.f. the range of construction cost would be \$960,000 to \$1,040,000. This does not include land cost, furniture, fixtures and equipment (FF&E) or design fees.

EXCLUSIONS

Items not included in this proposal are, but not limited to, the following:

1. Geo-technical, and Environmental services.
2. Landscape design services.
3. Fire Sprinkler and Fire Alarm design services.
4. Data/Communication Systems, Security Systems, A/V Systems design services (Rough-in with conduit and junction boxes only will be shown).
5. Building Systems Commissioning services.
6. Energy analysis or life cycle cost analysis.
7. Acoustic design services.
8. Photo-realistic renderings.
9. Legal services.
10. Construction means, methods, techniques, sequences, procedure, and safety precautions and programs in connection with the work.
11. Applying for local permits and approvals required by law.
12. Evaluation of construction bids.
13. As-Designed Record Documents and As-Constructed Record Documents.
14. Fixtures, Furniture and Equipment selection.
15. Re-design for "Value Engineering" purposes.
16. Any building signage or approvals.

ACCEPTANCE

The scope of services as outlined above will be performed for a fixed fee of:

Total Fee: \$99,120

Optional:
Rezoning \$1,300
KDOT Permitting \$900

If this proposal is acceptable, please indicate so by signing below and returning a copy to me. The person signing this proposal warrants that he/she has the authority to sign as, or on behalf of, the Client.

Upon receipt of the signed contract, an American Institute of Architects Agreement (AIA B101-2017 Standard Form of Agreement Between Owner and Architect) will be drafted for review and approval by the Client.

This proposal is good for thirty days from the below date.

If you have any questions regarding this proposal or the terms, please feel free to give me a call.

Respectfully Submitted,



Dan Knight, AIA

Principal

Anderson Knight Architects

 Authorizing Signature

 Printed Name

 Date





INTERGOVERNMENTAL LUNCHEON

June 27, 2022

12:00 p.m. (Noon)

Excel Room, Bluemont Hotel

1212 Bluemont Avenue,

Manhattan, KS

A G E N D A

- I. Gather and Luncheon (11:30-12:00)
- II. Convene and Introductions
- III. Agenda Topics
- IV. A. Manhattan Area Technical College Presentation
"College and Career Center for Workforce"
- B. Entity General Updates
- V. Miscellaneous Discussion Items and Announcements and Possible Future Items
- VI. Next Meeting Date: July 25, 2022 (In Person at Bluemont Hotel)
- VII. Adjournment

For those who have RSVP'd for lunch, food will be served starting at 11:30AM.
Payment will be collected on site. cash or credit card are the preferred methods of payment.



This meeting is being held in the Excel Room at Bluemont Hotel, 1212 Bluemont Avenue. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Human Resources Department (587-2443) for assistance.