



**Board of Riley County
Commissioners
Regular Meeting
Agenda
June 28, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - Jun 24, 2021 8:30 AM

Review Tentative Agenda

4. Tentative Agenda

Press Conference Topics

5. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session
7. Pending County Projects County Counselor

9:20 AM

Julie Gibbs, Health Department Director

8. Ratification of License between Konza Community Health Center and Riley County Health Department

9:30 AM

Press Conference

9. USD 383 Primary Election - Rich Vargo (1-2 minutes)
10. Public Notices - Gary Rosewicz (3-4 minutes)
11. Public Notice - Alvin Perez (1-2 minutes)

9:45 AM

John Ellermann, Public Works Director

12. Court House Project

12:00 PM

Intergovernmental Luncheon

13. Intergovernmental Luncheon Agenda

Adjournment

Announcement

The Riley County Police Department will hold a RCPD Firearms Range and Training Facility Open House from 9:00 a.m. to 11:00 a.m. on Wednesday, June 30, 2021 at 1256 Tabor Valley Road, Zeandale, Kansas.

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 01, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

Michael Boller, Noxious Weed Director

2. Staff update

9:30 AM

Greg McHenry, Appraiser

3. Staff update

9:55 AM

Break

10:00 AM

Amanda Smeller, Planning/Special Projects Director

4. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:35 AM

Tami Robison, Budget and Finance Officer

6. 2022 Budget Work Session

Adjournment

Attachment: 07-01-21 tentative agenda (10466 : Tentative Agenda)

Announcements

Riley County Offices will be closed on Monday, July 5th due to the observance of the Independence Day holiday.

The Board of County Commissioners will not be in session Monday, July 5th.

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 08, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Joint City/County/County Meeting

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

Break

9:30 AM

Tami Robison, Budget and Finance Officer

3. Proposal of funding for Fairmont Heights Sewer Project

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

4. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

5. Staff update

10:30 AM

Budget and Planning Committee - Tami Robison, Budget and Finance Officer

6. Monthly Cash Flow Reports

Adjournment

Attachment: 07-08-21 tentative agenda (10466 : Tentative Agenda)

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

Attachment: 07-08-21 tentative agenda (10466 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Senior Legal Assistant

MEETING: June 28, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 06.28.2021 (DOC)

PENDING COUNTY PROJECTS ▪ June 28, 2021
Submitted by Clancy Holeman, Riley County Counselor
Changes from previous meetings are shown in italics.

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

COMMISSION LIST

Matters Reviewed Since Last Project List Submitted:

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

Staff and Departmental Meetings Attended Since Last Project List Submitted:

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

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

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

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

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

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

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



HEALTH DEPARTMENT
License

Julie Gibbs
Health Department
Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: June 28, 2021

SUBJECT: Ratification of License between Konza Community Health Center and Riley County Health Department

PRESENTER: Julie Gibbs

BACKGROUND

This license has been in effect since January 2021, however, we needed to add in another room that Konza intended to use.

DISCUSSION

This room is not being used by RCHD so we agreed to simply add it into the license at no additional cost.

FISCAL IMPACT

No fiscal impact to the county.

RECOMMENDATION(S)

I recommend the board accept the changes and sign the license.

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:

- RCHD konzaagreement 2021 (PDF)

**RILEY COUNTY, KANSAS
TEMPORARY AND LIMITED REAL PROPERTY LICENSE**

WHEREAS, Konza Prairie Community Health Center (hereinafter “Konza”), requests from Riley County, Kansas (hereinafter “County”), permission and authority to temporarily occupy office space within real estate owned by County, and described as follows: the Riley County Health Department (hereinafter “Health Department”), 2030 Tecumseh Road, suite 100, first floor offices next to the existing Konza Dental and Primary Care Clinic, in order to provide primary dental and medical care services to patients seeking services; and

WHEREAS, County grants Konza a temporary and limited real property license for the foregoing purpose, upon the following conditions:

First: TERM AND TERMINATION: Konza is aware this is a temporary use of office space (126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 143, 144, 146, 147 a portion of 142, 149, and 151) for annual rent in the amount of \$25,297.00 (2529.7 square foot at \$10.00 per square foot) payable in equal monthly installments of \$2108.08 due on the first day of each month. The monthly rent includes the following utilities: Water, sewer, electricity, and natural gas. In return, the license herein granted to Konza is revocable by County at any time. Konza’s duty to clear the real estate begins upon receipt of either written or verbal notice of revocation from any authorized agent of County. Unless earlier revocation occurs, the license herein granted shall expire on December 31, 2021, without any notice to Konza, unless such term is extended, in writing, by County.

Second: DUTY TO CLEAR: Konza shall give forty-five (45) calendar days’ notice in writing to the County if Konza intends to vacate the office space.

On December 31, 2021, or upon Konza’s receipt of notice of County’s revocation, Konza shall have forty-five (45) working days to complete removal from the real estate, including all personal property items owned by Konza. If Konza fails to clear the real estate of all personal property owned by Konza at the end of the forty-five (45) working days, it shall be County’s sole option to clear the real estate and store or sell any such Konza personal property remaining thereupon. Konza shall in that event be liable to County for all expenses incurred by County in conducting such removal, storage, and sale.

Third: LIABILITY: Konza, its successors and assigns, shall assume all risk and liability for operation of its primary medical care services and shall hold County harmless for all accidents and damages to persons or property, and all costs and expenses, including attorney fees, and claims of any kind, as a result of Konza’s activities on the real estate, whether such activities by Konza are within or outside the scope of this license.

Fourth: OPERATIONS: During the term of this temporary license, Konza shall conduct its operations in a manner that does not unreasonably interfere with the daily operations of the Health Department. Konza shall conduct its operations at times and days consistent with the hours of operation of the Health Department and otherwise comply with all reasonable requests of the Director of the Health Department. Konza will designate a primary contact/safety officer and agrees to participate in all Health Department safety drills.

This temporary and limited real property license is hereby granted, effective January 1, 2021 and its provisions are agreed to by the undersigned this _____day of June 2021.

LICENSEE:

KONZA PRAIRIE COMMUNITY
COMMUNITY HEALTH CENTER

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

By: 
CEO

Chairman

ATTEST:

Rich Vargo
Riley County Clerk

(SEAL)

Attachment: RCHD konzaagreement 2021 (10926 : Ratification of License between Konza and RCHD)



PUBLIC WORKS
Project

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 28, 2021

SUBJECT: Court House Project

PRESENTER: John Ellermann

BACKGROUND

Mid-Continental Restoration Co. Inc. (MCR) was contracted to clean the exterior walls of the Court House, Carnegie Building and County Office Building. The contract also includes checking and repairing mortar joints, caulking and painting windows and clock tower. Patching and replacing a small quantity of the stone was also included in the contract.

DISCUSSION

During cleaning of the Courthouse, areas were found which will require more extensive repair or stone replacement than was initially included in the original cost. It is requested that the Board allow time to view and discuss with Public Works Staff and the contractor the extra items.

FISCAL IMPACT

Fiscal impact could be minimal or very substantial depending on the desire of the Board.

RECOMMENDATION(S)

NA

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:



INTERGOVERNMENTAL LUNCHEON

June 28, 2021
12:00-1:00 p.m.

AGENDA

- I. Gather
- II. Convene and Introductions
- III. Agenda Topics
 - A. Greater Manhattan Business Conditions Report – George Kandt, Business Retention and Expansion Manager
- IV. Legislative Items of Interest
- V. Miscellaneous Discussion Items and Announcements
- VI. Discussion about Potential Agenda Topics for Next Meeting
- VII. Next Meeting Date: Monday, July 26, 2021
- VIII. Adjournment