



**Board of Riley County
Commissioners
Regular Meeting
Agenda
July 24, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Riley County Employee Action Form(s)
4. Sign Tax Roll Corrections

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Jul 20, 2023 9:00 AM

Press Conference Topics

6. Discuss Press Conference

Review Tentative Agenda

7. Tentative Agenda

9:00 AM

Amanda Webb, Planning/Special Projects Director

8. Proposed Stadel Road sewer benefit district

9:30 AM

Press Conference

9. RNR Statements - Lori Muir (2 minutes)

9:35 AM

Amanda Webb, Planning/Special Projects Director

10. Review a memo forwarded from the Riley County Planning Board regarding the annual review of the Comprehensive Plan.
11. Comprehensive plan update

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session
13. Pending County Projects County Counselor
14. Executive session for preliminary discussions relating to the acquisition of real property

10:30 AM Julie Gibbs, Health Department Director

15. Raising Riley Out of State Travel Request

10:35 AM Amanda Webb, Planning/Special Projects Director

16. Keats Sewer District - Amendment to Owner-Engineer Agreement

12:00 PM Intergovernmental Luncheon

17. Intergovernmental Luncheon Agenda

1:30 PM Fence View at approximately 2:00 p.m. at location for Nelson/Rhoton

18. This fence view by the Board of Riley County Commissioners, acting as fence viewers by statute, will take place involving a fence separating parcels owned by Roger and Penny Nelson and Shane Rhoton. Directions to the fence view location are as follows: From highway 77, turn east on Swede Creek Road. Go approximately 5 miles to Bellegarde Road and turn east. Go 1/4 mile and property is on the north. Enter the pasture gate and follow trail to the pond and fence. The view will begin at approximately 2:00 p.m. and be concluded by approximately 3:00 p.m.

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: Elizabeth Ward, Human Resources Director

MEETING: July 24, 2023

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-07 Fire RAbernathy EAF (DOCX)
- 2023-07 HD VEspinoza-Avila EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Roger Abernathy**Status Change Date:** 07/18/2023**Status Change:** Separation**Date of Hire:** 01/02/2023**Seniority:** 6 Month(s)**Position:** Volunteer Fire Fighter Stipend**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183-Riley Co Fire District #1, 183-Fire District #1**Supervisor:** John Martens**Department Head:** Russel Stuckey

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-07 Fire RAbernathy EAF (13604 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Vania Espinoza-Avila**Status Change Date:** 07/18/2023**Status Change:** New Hire**Date of Hire:** 08/14/2023**Seniority:** 0 Years, 0 Month(s)**Position:** Intern**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 30-Health Department**Supervisor:** Breva Spencer**Department Head:** Julie Gibbs

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-07 HD VEspinoza-Avila EAF (13604 : Employee Action Form (Green Sheet))



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist

MEETING: July 24, 2023

SUBJECT: Sign Tax Roll Corrections

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image30057 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/07/20 1

Taxpayer ID MANH0035
Owner ID MANH0035Control # 2023000247Tax Year 2022
Tract # 019043MANHATTAN CHRISTIAN COLLEGE
INC
1415 ANDERSON AVE
MANHATTAN, KS 66502-4030CAMA # 204-18-2-30-07-010-00-0-01
TU 2 Manhattan City
Parcel 27470
USD 383LOT 8 18-10-8 LOT 12
C
Property Address 1445 W LARAMIE ST

APPRAISER SECTION (Value)

2023/07/20 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
VU	70360		70360
Total	70360		70360

Assessed Prior to Correction:

VU		
	8443	8443
Total	8443	8443
SB41		

Appraised After Correction:

CL	Land	Imp	Total
EO	70360		70360
Total	70360		70360

Assessed After Correction:

EO		
	70360	70360
Total	70360	
SB41		

Net Change

Net Change

61917

Total 8443-
SB41

CLERK SECTION (Tax)

2023/07/20 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	
156.46900		1321.08
	SB41 \$	
SB41 Tax Dollars		1321.08

Tax After Correction:

Levy	Gen Tax	
156.46900		
	SB41 \$	
SB41 Tax Dollars		

Net Change

1321.08-

1321.08-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)Applicable Mill Levy
Net Change in Levied Tax Dollars

8443-

156.46900

1321.08-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 2.00%

Tax Statement # 20859

Comments Exempt per BOTA 2023-910-TX

Owner MANH0035

MANHATTAN CHRISTIAN COLLEGE

Net Change in Total Tax Dollars

1321.08-

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Taxpayer ID MANH0035
Owner ID MANH0035

Control # 2023000248

Tax Year 2022
Tract # 013025A1

MANHATTAN CHRISTIAN COLLEGE
INC
1415 ANDERSON AVE
MANHATTAN, KS 66502-4030

CAMA # 204-18-2-30-06-001-00-01

TU 2 Manhattan City
Parcel 26740
USD 383

Property A

GOV LOT 7 LOT 11A
93.10' X 140' LOT 11
-B 57' X 79.65'
LOT 11-D
513 N 16TH ST

Property Address 513 N 16TH ST

APPRAISER SECTION (Value)

2023/07/20 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	540070	5770	545840
—	—	—	—
—	—	—	—
—	—	—	—
Total	540070	5770	545840

Assessed Prior to Correction:

RU	62108	664	62772
Total	62108	664	62772
SP41	4600		

Appraised After Correction:

CL	Land	Imp	Total
EO	540070	5770	545840
—	—	—	—
—	—	—	—
—	—	—	—
Total	540070	5770	545840

Assessed After Correction:

EO	540070	5770	545840
Total SB41	540070	5770	

Net Change

Net Change

Total	62772-
SB41	4600-

CLERK SECTION (Tax)

2023/07/20 LMUIR

ORDER PRINTED

Tax Prior to Correction:		
Levy 156.46900	Gen Tax	9821.88
	SB41 \$	92.00
SB41 Tax Dollars		<u>9729.88</u>

[illegible]

Net Change
9821.88-
92.00-

9729.88-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)
Applicable Mill Levy
Net Change in Levied Tax Dollars

62772-
156.46900
9821.88-

Net Change in SB41 Exemption

92.00-

Type of Correction DECREASE
Correction Code CO C.O.T.A./OTHER Rate 2.00%
Tax Statement # 20857
Comments Exempt per BOTA 2023-909-TX

Net Change in Total Tax Dollars

9729.88-

Owner MANH0035
MANHATTAN CHRISTIAN COLLEGE

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 27, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Presentation of Riley County Commissioners 4-H cookie jar by Riley County 4-H King and Queen

Commission Comments

Business Meeting

2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

3. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

5. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

6. Staff update

10:05 AM

Vivienne Leyva, PIO

7. PIO update

Adjournment

Attachment: 07-27-23 tentative agenda (12856 : Tentative Agenda)

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 31, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Lori Feldkamp, Big Lakes Developmental Center Director

2. Big Lakes Developmental Center update.

9:30 AM

Press Conference

Adjournment

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

Attachment: 07-31-23 tentative agenda (12856 : Tentative Agenda)



PLANNING & DEVELOPMENT
Project

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: July 24, 2023

SUBJECT: Proposed Stadel Road sewer benefit district

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

In 2021, the previous owners of 861 and 881 Stadel Road (two houses on one tract) met with county staff to discuss subdividing the property into two separate parcels so each home would be on its own lot. Upon review, it was determined this was not possible because Sanitary Code area and setback requirements could not be met.

Instead, we discussed the possibility of a sewer benefit district with the city. Because the public main would need to be extended to serve the original two addresses, staff determined it best to include other parcels in the area that either have existing wastewater system issues or the desire to connect to public sewer.

DISCUSSION

City staff divided the project into three benefit districts. Parts A and B were reviewed and accepted by the City Commission in July 2022. The city then retained SMH to work on a design. Part C, which has not yet been petitioned for, includes 260 and 328 Johnson Road. The owners of 241 Johnson (formerly Mid-America Piano) expressed interest in being a part of the district. Because the extended sewer line would touch Riley County property at 300 Johnson Road, it would have legal access to a public improvement and by statute is required to participate. At this time, we know that the fire station does not have a need for water and sewer and it is not projected to change that need in the foreseeable future. However, without the inclusion of Riley County property, the project cannot move forward as a city benefit district. It would have to be a

county benefit district.

Shares are determined based on number of connections needed for each tract, the existing use, zoning, and highest and best use should public sewer service be available.

Parts A and B include the following properties:

861/881 Stadel Rd
891 Stadel Rd
1550 Pillsbury Drive
0000 Stadel Rd
1600 Pillsbury Drive

Part C will include the following properties:

241 Johnson Rd (formerly Mid-America Piano)
260 Johnson Rd (Miller/MOD4)
300 Johnson Rd (Riley County)
328 Johnson Rd (Miller/MOD4)

FISCAL IMPACT

If all properties as listed under Part C above participate in the benefit district, it would cost the county approximately \$8,000 for their share in this project. That amount is spread over 20 years.

RECOMMENDATION

Staff recommends the BOCC approve the inclusion of 300 Johnson Road into the Stadel Road Part C sewer benefit district.

POSSIBLE MOTION(S)

Move to approve the inclusion of 300 Johnson Road into the Stadel Road Part C sewer benefit district.

Enclosures:

- Stadel Rd BD Maps (PDF)



Part A – yellow line



Part B – blue line



The red line represents proposed Part C (determined in 2022 before 241 Johnson Road (formerly Mid-America Piano) expressed interest to participate) and shows the sewer line extending to the edge of the fire station property line.



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: July 24, 2023

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

PRESENTER: Amanda Webb

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 July 10, 2023, 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:

- Memo to BOCC (PDF)
- Amanda's Comp plan supplement to RCPB July 2023 (PDF)



MEMO

☐	PLEASE COMMENT
☐	PLEASE REPLY
☐	URGENT
☒	FOR REVIEW

Date: July 10, 2023

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 July 10, 2023 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 update, expand, and reorganize sections and add new sections. Last year, Planning and Development staff recommended launching the process with the following 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

Progress thus far on the aforementioned steps is as follows:

- Selection of stakeholders is underway. Kick-off meetings are scheduled for mid-July.
- A Public Participation Plan was created and a public input survey is ready to be issued.
- The Department is still in the process of securing consultant assistance. A Request for Qualifications (RFQ) was issued in April 2023 with a deadline in May 2023. No responses were received. Staff is researching other options for assistance with public outreach and committee and stakeholder engagement.

- An outline has not been scheduled quite yet, as consulting assistance has not been determined.
- The Board of County Commissioners selected a 15-year planning horizon through 2040.
- Once consultant assistance is secured and committee meetings begin, review of what is and is not working in the current plan will start.

Please find attached more specific information regarding the process that staff provided to the Planning Board.

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,



John Wienck
CHAIR



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: June 22, 2023
To: Riley County Planning Board
From: Amanda Webb, Planning Director
Re: Comprehensive Plan update

Comprehensive Plan Committee

So far, we have assembled a group of 25 community members representing both the public and private sectors to form the Comprehensive Plan Committee (similar to a Technical Advisory Group). We are planning initial kick off meetings (one in the evening and one in the daytime) with this group in mid-July. During that meeting, we will discuss the process, schedule, and what the committee will be tasked with accomplishing. I've reached out to several department heads who will also be involved with the committee in some manner. We will break into subcommittees consisting of a variety of topics that people can sit on based on their background or area of expertise/interest: housing, agriculture, parks and recreation, infrastructure, and health. These categories may evolve and change pending discussions with the committee.

Consultant assistance

The RFQ listed the scope of work as follows:

- Review all existing related plans and studies
- Coordinate public outreach/participation and facilitate committee meetings
- Update current and projected demographic and socioeconomic trends
- Create a current land use map and a future land use map
- Evaluate county facilities/space needs for all downtown county buildings

Unfortunately, we received no responses. At the least, I would like assistance with coordinating public outreach and facilitating engagement, public meetings, and committee meetings. I have spoken with faculty from the KSU Landscape Architecture and Community and Regional Planning program and we may be able to have faculty and/or students assist us with portions of public outreach. Commissioner Ford provided a few other names that I will reach out to for potential help.

Public survey

We have put together an initial public survey with broad ranging questions. The content is ready, but we are working through technical challenges of online survey platforms. It is important we utilize the correct platform that will phrase the questions in a clear and open manner, be user friendly, and help compile results. If we can utilize a platform the county already has a subscription to and not spend an additional amount, that would be preferable. The survey should go out as soon as possible, but I do not have a date certain yet. In addition to hosting the survey online, we will have paper copies available should someone wish to fill it out that way. By offering the survey in multiple ways, this helps ensure we get a good cross section of community residents.

Here are the methods we will use to alert the public to the survey.

- Email signatures with a QR code
- Signage and QR code in the lobby and other customer service areas
- News release
- Social media
- Send to county subscription groups
- Random sample of addresses to mail a postcard with QR code

Other

- The comp plan specific email address has been set up: compplan@rileycountyks.gov. People can send comments, questions, etc. to this email.
- The listserv was set up – people will be able to sign up to receive updates, etc. This option will be placed on the website.



PLANNING & DEVELOPMENT
Work Session

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: July 24, 2023
SUBJECT: Comprehensive plan update
PRESENTER: Amanda Webb, Planning Director

Please see attached staff report.

Enclosures:

- Comp plan staff report 7.24 (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: July 24, 2023
To: Riley County Board of County Commissioners
From: Amanda Webb, Planning Director
Re: Comprehensive Plan update – monthly report (July 2023)

A comprehensive plan provides a guide for the growth and development of a place, based on the community's vision for the future. It is used to steer the day-to-day decisions of elected officials and local government staff. Comprehensive plans include goals, policies, and objectives that influence local planning efforts. The codes and regulations are how these goals, policies, and objectives are carried out.

A lot has changed in our community since the current comprehensive plan, Vision 2025, was adopted in October 2009 and it is important we review and incorporate those changes into a new plan. Plans should generally be updated every five to ten years. A community's population changes over time, which may have an impact on the vision for the future, long-range goals and objectives, and philosophies toward county policies. It is an opportunity to review existing goals, policies, and objectives, and make modifications as needed or wanted. It also gives us a chance to review our land use inventory and the current designated growth areas as well as evaluate current and future population needs.

These plans look out into the future over a set amount of time. The Board of County Commissioners selected a 15-year planning horizon through 2040.

Comprehensive Plan Committee (CPC):

We have now held all three of the kick-off meetings. We offered an evening session and two daytime sessions and had a lot of great attendance, participation, and discussion. I greatly appreciate everyone's interest and support of the project. We've added a few new members, and more are always welcome. We want to make sure to have broad-ranging and diverse perspectives. An updated committee list will be provided on the website in the next couple weeks.

Each committee member is sharing their subcommittee category preferences with me. Once that is compiled, we can coordinate small group meetings and discussions. Each group will appoint a representative who will report back to the main group when we reconvene as a full committee in the fall. While the groups will coordinate their own meeting dates/times, staff from Planning & Development will be present. These groups will be tasked with reviewing existing applicable goals and policies to determine if changes or additions are necessary.

Consultant assistance:

Through the RFQ, I had originally asked for consultant assistance with updating demographic and other technical information, updating current and future land use maps, and facilitating public and stakeholder discussions and coordinating public input and outreach. At this point, I would like

assistance facilitating public discussions and potentially committee discussions down the line. The other items we can complete in house as necessary.

I recently spoke with KSU's Leadership Studies staff and they, as well as several committee members, put me in touch with the Institute for Civic Discourse and Democracy. I am awaiting response to know if, and how, they may be able to assist.

Public input survey:

The survey has launched! It is open through September 15, 2023, and can be found here: <https://survey.alchemer.com/s3/7422339/Comp-Plan-2040>. We strongly encourage as many people as possible to take the survey. The more public input we receive, the better we'll be able to formulate a plan that reflects the community's future vision.

We are advertising the survey in the following ways:

- Email signatures with a QR code – I have added a couple descriptive lines, including the survey link, to my email signature.
- Signage and QR code in the lobby and other customer service areas - Working
- News release - Posted
- Social media – Posted
- Send to county subscription groups - Posted
- Random sample of addresses to mail a postcard with QR code – Working. A postcard, containing basic information, the link, and a QR code, will be sent to 350 random addresses across the county. GIS assisted with this request, utilizing ESRI's ability to randomize address points. The first sample contains 250 random addresses from both unincorporated county as well as all incorporated cities. A second sample was done, containing 100 random addresses not including Manhattan city limits.

Other:

- I've spoken with both KMAN and WIBW since the survey was launched. There may be more opportunity for news coverage.
- The information on the website has been updated, most notably to include the survey web address. The page will continue to be updated throughout the process.
- The new website address updated: <https://www.rileycountyks.gov/2051/Comprehensive-Plan-Update-2024>.
- A specific email address has been set up: compplan@rileycountyks.gov. People can send comments, questions, etc. to this email.
- The listserv was set up – people will be able to sign up to receive updates, etc. This option will be placed on the website.
- We are targeting September/October to begin public information sessions that will be held at various locations around the county.

Next update – Monday, August 28 at 9:40 AM



**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: July 24, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 07.24.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ February, 2023 and through July 19, 2023 Submitted by Clancy Holeman, Riley County Counselor

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or other County Department projects 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. All entries more than 6 months old have been removed (with the exception of some entries when historical information may be useful). *Bold type entries are the most recent.*

COMMISSION LIST

I. Projects By Category:

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)

Board of Riley County Commissioners: Attend and participate in BOCC public meetings. (2-2-23;2-6-23) Forward KORA request to this department’s staff for response. (2-6-23) Work on reimbursement agreements for small cities. (2-7-23) Review and route incoming litigation documents to relevant parties, including our insurer and insurer-provided counsel. Prepare CAR and discuss with Budget and Planning Committee, for approval of form of small cities’ sales tax reimbursement agreement. (2-8-23) Review and approve as to form upcoming resolution for G.O. bond issuance on Public Works road project. (2-21-23) Work on hiring process for Deputy Position at retirement of incumbent scheduled for 9-30-23. (2-16-23;2-21-23; 2-22-23) Prepare for BOCC public meeting scheduled for 2-23-23. (2-21-23;2-22-23) Attend and participate in BOCC public meetings of February 23rd, February 27th, March 2nd, March 6th, 2023, March 9, 2023. Legal research on issues related to upcoming scheduled Township Officer Meeting. (2-23-23;2-24-23;2-27-23;2-28-23) Mail to counsel for respective small cities sales tax loss reimbursement agreements. (3-3-23) Prepare for annual township officers meeting scheduled for 3-8-23. (3-7-23) Return call from member of Tatarax Homeowners Association regarding Lot 70. (3-7-23) Schedule executive session for March 9, 2023 meeting. (3-7-23) Attend and participate in annual Township Officers’ meeting. (3-8-23) Conversation with after phone call from City of Ogden. Discuss timeframe for return of the agreement to Riley County. (3-13-23) Work on environmental issue. (3-13-23;3-14-23) Voicemail left with bond counsel on short term financing question different project. (3-14-23) Work to schedule 2 agenda items for Thursday, March 16th public meeting. (3-14-23). Assist Departments and counsel with pending litigation claim. (3-14-23; 3-15-23) Exchange of information on pending litigation with outside counsel. (3-16-23;3-17-23) Staffing with multiple county office representatives on real property ownership issue.(3-17-23) Meeting with township official as result of Township Officers Meeting Contract discussion.(3-17-23) Prepare for BOCC public meeting scheduled 3-20-23 (3-19-23) Attend and participate in BOCC public meetings 3-16-23; 3-20-23) At request of county staff deponent in pending litigation matter, arrange to attend deposition preparation meeting. (3-22-23) At request of architect, review and approve as to form draft construction agreement for North County ambulance station in Leonardville. (3-22-23) Work on defense of appeal to District Court by Prairiewood Holdings, LLC. (3-26-23) Attend and participate in BOCC regular public meeting. (3-23-23; 3-27-23) Sit in on deposition preparation of county witness, at request of county witness, conducted by county’s insurance-provided outside counsel on pending litigation. (3-27-23) Communication from insurance-provided outside counsel on different pending litigation. (3-28-23) Discuss with Deputy Counselor last week’s City/County/County meeting. (3-28-23) Attend and participate in BOCC evening public meeting at City of Riley. (3-30-23) Work

on hiring of Deputy Counselor to fill vacancy to be created by Fall retirement of incumbent. Discuss with HR staff. (3-30-23; 3-31-23) Prepare for 4-3-23 public meeting (4-2-23) Attend and participate in BOCC public meeting of 4-3-23. Attend and participate in BOCC public meetings. (4-6-23; 4-10-23) Review matter before Planning Board. (4-10-23) Draft CAR and Place “Interlocal Service Agreement” signed by City of Leonardville on BOCC agenda for signature during 4-13-23 public meeting (small city reimbursement agreement for sunset of county “road and bridge” sales tax 12-31-22). (4-11-23) Legal research on animal control services and RCPD. Memo prepared. (4-9-23;4-10-23; 4-11-23;4-12-23) Attend and participate in BOCC public meetings (4-13-23;4-17-23) Attend Law Board Meeting discussion of Animal Control and RCPD. (4-17-23) Draft and file Local Disaster Emergency Declaration as requested by Department and authorized by Chairwoman of BOCC. (4-18-23)) Attend and participate in City/County/County meeting on animal control and RCPD. (4-20-23) Discuss with Treasurer upcoming scheduled Teams meeting with representatives of City of Ogden on proposed “Interlocal Services Agreement” (Small Cities Sales Tax Reimbursement Agreement). (4-26-23) Attend and participate in previously described “Teams” meeting discussion with representatives of City of Ogden and County Treasurer. Plan by Ogden representatives is to present agreement to Ogden City Council for review and possible signature during its public meeting next week. (4-26-23) Discuss with Cindy Kabriel and soil conservation contact addition of locations to agenda of upcoming ‘field trip’ by BOCC on May 4, 2023. (4-26-23; 4-27-23) Prepare for public hearing on special use authorization on BOCC agenda 5-1-23. (4-30-23) Attend and participate in 5-1-23 BOCC public meeting. (5-1-23) Return 5-2-23 call from citizen requesting a “fence view.” Leave voicemail. (5-3-23) Discuss with citizen their return call requesting a “fence view.” I’ll send packet for citizen to complete and return, cautioning this matter may not be subject to fence view process. Citizen says they understand that is a possibility. (5-3-23) Attend and participate in BOCC public meeting. (5-4-23) New request for fence view. Advise packet will be mailed to them. (5-4-23) Prepare for BOCC public meeting of 5-8-23. (5-6-23;5-7-23) Attend and participate in regular BOCC public meeting. (5-18-23; 5-22-23; 6-1-23) Work on county budget preparation information. (5-18-23; 5-19-23) Review information from a department on township legal issue.(5-21-23) Work on scheduling future executive session. (5-22-23) Preparation for presentation to BOCC during its June 1, 2023 meeting of City of Ogden “Interlocal Service Agreement”—fourth of those agreements presented to our 4 “small cities”. Prepare correspondence to City of Ogden attorney. (5-30-23) Attend and participate in BOCC meetings. (6-1-23; 6-5-23) Mail City of Ogden attorney fully executed originals of “Interlocal Service Agreement—sales tax reimbursement. (6-5-23) Review request for letter of support from BOCC. (6-6-23) Work on county budget preparation information. (6-6-23) Work on fence view scheduling and notice. (6-5-23; 6-6-23-6-7-23) Prepare requested letters of support for telecommunications providers’ applications for state of Kansas LINC grant program. (6-9-23). Email completed letter of support to contact for one provider, as requested by Cox Communications. (6-12-23) Work on 2 fence view applications. Attend and participate in BOCC public meetings. (6-8-23; 6-12-23) Conversation with opposing counsel on pending litigation in Riley County District Court. (6-14-23) Provide TVT BOCC-signed letter of support. (6-14-23) Work on scheduling fence views. Notices out to applicants and adjoining landowners served by the fence. (6-15-23) Teams meeting with Bond Counsel and Craig, Shelley and Rich about route for financing two pending county projects. I review and approve authorizing resolution and send it on to Bond Counsel for review. (6-21-23) Attend and participate in BOCC meetings.(6-22-23; 6-26-23; 6-29-23) Attend delinquent tax sale. (6-23-23) Work on scheduling of fence view. (6-22-23; 6-23-23; 6-26-23;6-27-23) **Work on and provide letter of support from BOCC for City of Ogden grant application federal program. (6-28-23; 6-29-23; 7-1-23) Work on District Court appeal by Prairiewood of BOCC approval of preliminary and final development plans for Liquid Art Winery. (6-29-23; 7-1-23) Work on county budget analysis for BOCC. (7-2-23; 7-3-23; 7-4-23) Prepare for BOCC public meeting of July 6, 2023. (7-5-23) Communicate with counsel for fence view applicant Hopkins. Request property access address detail. (7-5-23) Attend and participate in BOCC meetings. (7-6-23;7-10-23) Register for upcoming KAC zoom on LAVTR. (7-11-23) Work on fence view scheduled for 7-13-23. (7-11-23) Work on scheduling of different upcoming fence view for end of July, 2023. (7-7-23; 7-8-23; 7-9-23; 7-11-23) Work on Bala Township “county property” issue. (7-10-23; 7-11-23) Work on fence view scheduled for 7-13-23. (7-10-23; 7-12-23) Legal analysis of appropriation question involving outside agency. (7-12-23) Attend and participate in BOCC meetings. (7-13-23;7-17-23) Attend**

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and participate in Hopkins/Pralle fence views. (7-13-23) Final additional notices of Nelson fence view to occur July 24, 2023 prepared and mailed to both parties. (7-14-23) Prepare for 7-24-23 BOCC meeting.

“Constitutional Protection of County Home Rule”:

County Counselors Association of Kansas:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23)

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)

“Dark Store”:

District Court: Discuss potential creation of “resolution docket” to reduce or eliminate COVID-caused backlog of identified criminal cases. (4-27-23; 4-28-23)

Federal Rules on Vaccination Mandate:

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. Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court’s ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23) Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court. (2-28-23; 3-3-23; 3-5-23) Prepare notice of appeal, following legal research. (4-3-23; 4-4-23; 4-5-23) File Notice of Appeal in District Court. (4-5-23) Finalize notice of appeal, given appointment of Lyon County District Judge at outset of appeal. Discuss with staff of Lyon County District Court Judge and with Riley County District Court Clerk staff member. Provide copy of notice of appeal to Lyon County District Court Judge who was assigned and heard appeal. (4-6-23) Work on appeal. (5-24-23; 5-30-23; 5-31-23; 6-1-23) Legal research on appeal. (6-2-23; 6-5-23) Work on appeal. (6-13-23; 6-14-23; 6-15-23.) ***Work with opposing counsel on Court of Appeals request for additional document from me. We are in agreement its equivalent is already part of the Record on Appeal. I will file response with Court of Appeals stating that fact. (7-17-23; 7-19-23)***

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-

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23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023 deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) **Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk's office 5 p.m. August 4.**

Legislation: Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23;1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers' Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk's association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23;2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary.(2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County's testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser's input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201(requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237(no position from appraisers' association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county's request—they are struggling with a number of "nuisance" real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23;3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member's question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23;3-14-23) Communicate with contract lobbyist to work on scheduling "virtual" follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023, or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23;3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually.(3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23 Respond to staff communication on apparent status of SB 248 (exemption for "food" in existing and future local sales taxes) and HB 2002

(RNR notice costs paid by the state). (3-22-23) Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I'll suggest at tonight's public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) Review amended HB 2002—eliminating that portion of existing locally voter approved sales taxes generated by food sales; SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county's contract lobbyist on status of various legislative items following legislature's 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference. (4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23) Review portions of 127-page Conference Committee Report on SB 8 ('competition' and a host of other legislative issues. (4-27-23)

Leonardville North County EMS Station: Follow up call to City of Leonardville attorney. (4-11-23) Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally “opening” alley to site of ambulance and performing tree trimming along that alley. (5-3-23)

Legislation:

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

NG-911 Committee (Road naming): Attend and participate in committee meeting. (2-14-23)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Schedule work session for discussion of design issue related to facility. (1-27-23)

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature's past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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)

II. Projects by Department:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23)

Riley County Appraiser's Office: Assist with legal issue. (12-1-22) Discuss with County Appraiser separate legal issue. (12-2-22) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23) Review info from County Appraiser on upcoming property tax appeal. Provide additional background information to Appraiser. (1-28-23) Advise on exemption matters. (2-8-23) Meet with County Appraiser on exemption issue. (3-6-23) Meet with County Appraiser and taxpayer representatives on same exemption issue. (3-7-23) Discuss with different taxpayer representative different exemption issue. 3-7-23) Review different pending exemption request material, at request of Department Head. (3-13-23) Advise Department Head on assessment issues. (3-20-23) Discussion with Department Head of legal issue. (4-27-23) Discuss separate exemption through bond issue. (5-3-23) Analyze IRB issue and advise Department Head. (5-5-23) Advise on legal question. (5-19-23) Assist Dept. Head with legal issue. (5-30-23) Advise on separate legal issue different from immediately preceding first two issues. (5-30-23) Discussion with Department Head. (6-13-23) Return call from Department Head. Discussion with Department Head of legal issue. (6-14-23) Meeting with County Appraisal and legal staff on nuisance property issue. (6-14-23) Communicate with Department Head on legal issue. (6-20-23) ***Assist and advise Dept. Head on BOTA issue. (7-18-23;7-19-23)***

Riley County Attorney: Work on contract for services. (2-22-23) Work on immediately preceding contract with Department Head. (2-27-23;2-28-23;3-1-23;3-2-23) Respond to Department head update on pending discussion to schedule with counsel on our BOTA cases. (4-7-23) Discuss with Department Head legislative issue. (4-7-23)

Riley County Clerk: Review form of license application and its requirements at request of Clerk's staff. (12-7-22) Review revised license application provided today by Clerk's Office staff. Approve "as to form." (12-8-22) Review and respond to bond counsel question on term sheet for short term financing. (2-6-23) Advise on release of information issue. (4-19-23) Advise and assist departmental staff on release of information issue raised by state agency. (4-21-23) Assist with KORA issue. (5-3-23) Assist with same KORA issue through communication with outside requester; communication with I.T. based on prior provision of similar information requested in 2021. (5-4-23) Work on request for electronic data. (5-22-23; 5-23-23; 5-26-23) Discuss contract issue. (6-2-23) Discuss contract issue. (6-13-23; 6-14-23) Work on same contract issue. (6-14-23) Teams meeting with Clerk and Election Supervisor on contract issue. (6-15-23) Confirm with County Clerk and Election Supervisor vendor has agreed to contractual provisions attachment; advise to place on BOCC agenda of public meeting on 6-22-23. (6-19-23) Work on separate proposed contract. Schedule Teams Meeting with Department Head and Election Supervisor for 6-21-23. (6-20-23) Teams meeting with Department Head and Election Supervisor on contract issue. Discuss. (6-21-23)

Riley County Community Corrections:

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Riley County Emergency Management: Contacted by EM regarding a 911 service issue. Discuss with EM Director. I called resident and left message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short-term solution while 911's involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back "soon" from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) New information provided by Department Head on foregoing resident's report of continued issue with 911 contact, based on info he received from his land line provider. (1-4-23) Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head. (1-4-23) Request for contract assistance. (1-30-23) Information provided on scheduling training opportunity on FLSA. (1-30-23) Information provided on CPE building security. (1-30-23) Discuss litigation matter with Department Head. (2-8-23) Discuss pending legal matter with Department Head. (4-5-23) Prepare Declaration of Local Disaster Emergency; Obtain signatures of Vice-Chairman & County Clerk; File with County Clerk; Deliver to Baldwin Fisher for transmittal to KDEM. (3-20-23) Discussion with Department Head and confirm he wants existing Declaration of Local Disaster Emergency to expire by its terms this Monday, March 27, 2023 at 12:01 a.m. (3-22-23) Advise BOCC during public meeting of March 26, 2023 of immediately foregoing decision on Declaration of Local Disaster Emergency. (3-26-23)

Riley County Emergency Medical Services: City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what's necessary. Consultation with Craig. (12-8-22) Discuss with Department Head arrangement for site visit on 12-21-22. (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23) Respond to communication from outside counsel on pending matter. (3-19-23) Prepare for teams meeting tomorrow morning on opening of alley easement for estimated September, 2023 completion of Leonardville North County Ambulance station. (5-8-23)

Riley County Extension: Work on annual authorization for controlled beer sales during rodeo at county fair. (5-31-23)

Riley County Fire District No. 1: Schedule conversation with Department Head for 4-21-23 on Ashland Bottoms and University Park fire station projects—recently rejected bids—next steps. (4-17-23) Attend staff meeting on open burning issues with: Riley County Attorney; RCPD; Fire District Chief. (4-19-23) Meeting with Fire Chief on issues related to construction of two fire stations. (4-21-23) Review material on land swap proposed between Fire District and University Park, for construction of new fire station. (4-27-23) Leave message for Department Head in response to call earlier today. (4-27-23) Discussion with Department Head regarding University Park's agreement to contract terms for land swap as relayed previously by Department Head to University Park Advisory Board members. (4-27-23)

Riley County GIS: Assist with provision of "shapefile" requested by company. Communicate with company

representative and GIS staff. (6-5-23; 6-6-23)

Riley County Health Department: Work with department staff member on question about insurance coverage for staff. I ask County's insurance broker for information. (12-12-22) Follow up on question I previously asked county's insurance provider December 12. (12-28-22) Discussion with insurance agent on insurance coverage from a department's staff. Recontact staff member and advise agent will be contacting them for more detail—encourage staff member to check back with me next week if necessary. (12-28-22) Advise Department Head on issue involving small city. (6-19-23)

Riley County Historical Museum:

Riley County Human Resources: (1-4-23) Discuss with HR Manager and advise on personnel issue. (2-6-23) Assist with contract matter involving a different department. (2-21-23) Review contract and approve as to form. (3-18-23) Schedule discussion on two HR issues. (3-22-23) Discuss with HR Manager solicitation on county property by local business. (3-29-23) Communication from outside counsel on pending discovery matter in litigation. Communicate with HR manager and outside counsel. (4-5-23) Work with HR and Department Head on personnel matter. (4-5-23) Respond to inquiry from staff working group on building environmental concern. Meet with staff working group. (4-7-23) Communicate with HR and Department Head regarding inquiry on a court interpretation of FMLA issue. (4-7-23) Discussion with staff working group on environmental issue. (4-11-23) Communicate with Department and schedule meeting on FMLA issue. (4-14-23; 4-17-23) Assist HR with personnel matter. (4-19-23) Assist HR with two personnel matters. (4-20-23) Discussion with HR on personnel matter. (4-25-23) Assist HR staff with contractual issue. (4-25-23) Assist HR with benefits issue for a department's workforce. (4-25-23) Review and analyze different contractual issue. (4-25-23) Assist HR with discussion of new personnel issue. (4-26-23) Work on contract issue for HR and advise. (4-27-23) Work on personnel issue with HR and a Department. (4-28-23) Advise personnel issue involving unemployment insurance. (5-3-23) Work with HR and Department Head on personnel issue. (5-4-23) Discuss with staff "COVID" working group (Ambulance; RCHD; HR; Clerk) end of the public health emergency and benefits question raised. ((5-4-23) Communicate with HR and Department Head on personnel issue. (5-4-23) Discussion with Deputy County Counselor Woodard regarding legal issues surrounding immediately preceding legal issue. (5-4-23) Work on immediately preceding issue. Communicate with HR and Department Head. Schedule meeting with HR and Department for 5-5-23 (5-4-23) Meet with HR and assist with unrelated personnel issue. (5-4-23) Meet with Department Head and Deputy Counselor Woodard on issue scheduled on 5-4-23. (5-5-23) Teams meeting with HR and department leadership on personnel issue. Follow up with HR on same personnel issue. (5-8-23) Conversation with HR on different personnel issue. (5-8-23) Discuss personnel issue with HR Director. (5-19-23) Work on personnel issue. (5-22-23) Communicate with HR on pending litigation matter. (5-22-23) Assist HR with personnel issue. (5-31-23) Assist HR with personnel issues. (6-6-23) Assist HR with contractual issue. (6-7-23) Assist HR and county department with personnel issue. (6-12-23) Exchange communications with HR and department about personnel issue discussion rescheduling. (6-16-23) Communication from Dept. on personnel issue. Analyze. (6-15-23) Work on legal issue for Department. (6-25-23) Assist Department with legal issue. (6-26-23) ***Assist Director and a Department Head with HR matter. (7-11-23; 7-12-23) Discuss 3 different personnel law issues with Director. (7-18-23)***

Riley County Information Technology/GIS: Participate in staff working group discussion of network security improvement. (12-19-22) Follow up on "shapefile" request from company. (6-5-23)

Riley County Museum: Advise Director on question raised on behalf of Historical Society. (5-3-23)

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with

Department Head on real property issue. (5-22-23)

Riley County Planning & Development: Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) Discuss benefit district issue with Department Head and Deputy County Counselor. (12-20-22) Review information on preceding provided by Department Head. Further discussion on same issue. (12-20-22) Attend pretrial in District Court on Prairiewood appeal. (2-6-23) Approve draft pretrial order presented by opposing counsel; advise county staff witnesses of revised trial date. (2-7-23) Meeting with staff member to prepare for Prairiewood appeal. (2-28-23) Participate in zoom meeting with staff regarding upcoming Keats public meeting scheduled for 3-9-23, 7 p.m. (2-23-23) Analyze potential Memorandum of Understanding. (3-15-23) Discuss with Department Head benefit district question. (3-15-23) Work on Prairiewood District Court Appeal. (3-17-23) Communicate with Department Head and Craig about meeting next week to discuss issue relating to transition of EHS. (3-18-23) Discuss with Planning and Development Director possible contract for assistance with soil testing, given current lack of EHS. Meet with Director and Deputy Counselor on this subject in conference room, later same day. (3-22-23) Discuss potential contract development for soil inspections with temporary EHS assistance. Work toward potential contract (3-28-23) Work toward same potential contract. Discuss with Department Head. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-30-23; 3-31-23) File appellate brief in Prairiewood appeal to District Court. (3-31-23) Advise Department Head on contract matter. (4-6-23) Discuss with Department Head contract matter. Draft contract for EHS assistance and provide to Department Head (4-10-23) Communicate with Department Head on their proposed revisions to EHS draft contract. Work on those revisions/additions. Complete revision/additions and forward to Department Head for review. (4-11-23) Answer staff question about planning board hearing. (4-11-23) Conversation with Department Head on pending contract issue. (4-25-23) Conversation with Department Head on pending public hearing matter. (4-25-23) Meet with GIS on upcoming public hearing on land use issue. (4-25-23) Assist department staff by updating them and Department head on results of immediately preceding meeting with GIS. (4-25-23) Discuss with insurance agent coverage issue related to above contract for EHS assistance. (4-27-23) Discuss with Department Head movement of Prairiewood appeal to later hearing date. (4-30-23) Prepare for District Court hearing on Prairiewood; discussion with county witness. Relay information obtained to Planning & Development. (5-3-23) Assist Dept. Head with road renumbering issue. (5-30-23) Draw up agreed order withdrawing my motion finding requests for admission provided appellant are admitted. File approved order electronically. (6-5-23; 6-6-23) Schedule meeting with Department Head and staff on nuisance property. (6-9-23) Work on benefit district project and its authorization. (6-12-23; 6-13-23) Communicate with staff on nuisance property. (6-14-23)

Riley County Public Information Officer: Work with PIO scheduling my review of 2 proposed policies. (4-5-23) Respond to PIO question to staff working group about possible informational program for county employees. (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23)

Riley County Public Works: Contacted by PW staff about new owner of county park real property and continued county lease of parking space. Provide my contact information to new owner. (12-6-22) Follow up with Department Staff about proposed meeting in their conference room this Friday. (12-7-22) Meeting with Head of Department and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-9-22) Learn of potential grant opportunity for road projects. Provide information to Department. (12-11-22) Discuss former with Department staff member. (12-12-22) Meeting with Department Head and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-13-22) Work on immediately preceding item on information from provided by operator. (12-

Attachment: FINAL Commission List 07.24.2023 (13606 : Clancy's Commission List)

14-22) Work with Department Head on Construction Management at Risk selection process. (12-14-22) Participate in transfer station contract negotiation with Department Head, Assistant County Engineer, Operator and Operator's counsel and principals. (12-16-22) Staff discussion of issue related to preceding negotiation. (12-19-22) Teams meeting with Budget and Finance, Department Head and Assistant County Engineer regarding contract issue. (12-28-22) Continue work toward transfer station operation agreement. (1-29-23) Advise Dept. Head after review of MOU related to bridge project. (1-29-23) Refer to Department Head City of Ogden question about sharing bridge maintenance responsibility. Referred for Department Head response back to me. (2-22-23) Meeting with outside counsel at their request regarding overflow channel maintenance proposal (2-23-23) Work toward meeting to renew transfer station operation agreement. (3-6-23;3-7-23;3-8-23) Work on Public Safety Headquarters Building project. (3-7-23) Provide counsel for transfer station operator County's position on remaining issues for putting agreement in place. Repeat offer of dates/times to zoom or teams meeting on subject for week of 3-13-23. (3-10-23) Counsel for operator advises week of 3-13-23 won't work for operator of transfer station. Proposes following weekdays and times. I commit will check on "county side" of negotiation and get back to counsel for operator. I relay proposed days/times week of 3-20-23 to Director and Assistant County Engineer, along with my availability. (3-13-23) Discuss contract matter question as result of Township Officers' annual meeting. (3-15-23) Work on scheduling next zoom with staff and transfer station operator—contract negotiation. Discussion with staff. (3-17-23) Work on Transfer Station agreement renewal issues. (3-18-23) Zoom negotiation with transfer station operator and department head. Separate conversation with county insurer afterward (3-21-23) Schedule 3-23 conversation with county insurer and department head on transfer station contract negotiation. (3-22-23) Conversation with attorney for transfer station operator about COLA in the proposed agreement and how it should work. (3-22-23) Conversation with City of Ogden Counsel about Cimmaron Bridge inspection and maintenance of overflow channel. (3-22-23) Discuss with our insurer transfer station insurance issue relevant to our negotiation for renewed contract with operator. (3-22-23) Discuss with insurer and Department Head insurance issue relevant to negotiation for renewed contract with operator. (3-26-23) Discussion with Department Head another Department Head and Division leader regarding scheduling of initial discussion at such staff level about environmental status of building. (3-28-23) Discuss with Department staff question on approval of contract for agenda. Confirm already provided to staff working group on contract's project. Relay confirmation. (3-30-23) Work with Department Head on Cimmaron Bridge inspection and City of Ogden's request. Speak with counsel for City of Ogden. (4-4-23) Work with Department Head on short term financing issues related to University Park and Lagoon Project. (4-4-23). Approve "as to form" contract extension with Howie's. (4-3-23) Respond to Craig's concept of potential new grant or loan opportunity for benefit district project. (4-5-23) Review University Park EPA consent order and work with Department Head on its use in possible project funding application. (4-5-23) Discuss contract issue with Department. (4-6-23) Analyze contract matter for Department. (4-6-23) Field question from bond counsel regarding the U.P. lagoon project ordered by EPA. Discuss with Department Head. Department head provides me answer to bond counsel question. (4-7-23) Relay Department Head's answer to bond counsel question about UP lagoon project. (4-9-23) Different project within Department—ongoing contract issue question forwarded by Julie Winter. (4-7-23) Discuss with Department Head and Assistant County Engineer in team meeting potential renewal of transfer station operation agreement. (4-10-23) Relay update to staff member my provision of U.P. lagoon project info to bond counsel. (4-11-23) Discuss scheduling a meeting on contract development issue. (4-17-23) Leave voicemail about scheduling meeting on contract development issue. (4-18-23) Teams meeting with Department Head and contractor on construction project issue. (4-21-23) Call from attorney for transfer station operator. Discuss upcoming potential meeting. (4-27-23) Relay information to Department Head and Assistant County Engineer. (4-27-23) Voicemail left with insurance agency on status of coverage issue on potential transfer station contract. (4-27-23) Discuss with Assistant County Engineer separate contract issues on Transfer Station and County Complex waste pickup. (4-28-23) Discuss with Department Head and Assistant County Engineer transfer station operation. (5-2-23) Work toward potential agreement on parking lot. (5-3-23) Work toward potential agreement on parking lot. (5-4-23) Discuss potential contract and bid documents on culvert replacement. Advise Assistant County Engineer. (5-5-23) Communicate with Staff on completion of review of contract issue. (5-19-23) Analyze contract issue on separate project at request of

Attachment: FINAL Commission List 07.24.2023 (13606 : Clancy's Commission List)

Department Head. Discuss with Department Head. (5-19-23) Teams meeting with Department Head on lease issue; and on township issue. (5-23-23) Communicate with landowner. (5-24-23) Continue work on lease issue. (5-24-23; 6-6-23) Work on same lease issue. (6-11-23; 6-12-23) Discuss transfer station operation with Department Head and Assistant County Engineer (6-12-23; 6-13-23; 6-14-23) Work on benefit district project and its authorization (6-12-23; 6-13-23) Discuss transfer station issue with Department Head and Assistant County Engineer. (6-14-23) Communicate with Department Head and Assistant County Engineer about opportunity to Teams Meet with Operator and his counsel 6-23-23. (6-19-23) Send invitations for Teams Meeting to Operator, his counsel, Department Head and Assistant County Engineer. (6-20-23) Work on parking lot lease project. (6-19-23; 6-20-23; 6-21-23; 6-22-23; 6-26-23) **Work on contract for transfer station. Communicate with Department Head and Assistant County Engineer. (7-1-23) Communication from KDOT on City of Ogden bridge inspection. (7-1-23) Work on contract for transfer station. (7-1-23; 7-2-23; 7-5-23)**

Riley County Register of Deeds: Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22) Advise on legal issue. (2-12-23) Communicate with Department head on deed issue. (3-17-23) Discuss with Deputy Counselor correction deed prepared for filing. (3-28-23)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Conversation with jail staff about medical care legal obligation regarding former inmate. Advise. Schedule Team Meetings for later this p.m. to discuss with jail staff and Budget and Finance Officer. Meeting held: advise regarding liability/no liability for medical care on specific facts. (3-22-23)

III. Projects by Professional Association, Internal and External Committees/working groups, CLE, & Other Administrative Matters:

Ad Hoc Staff Committees/Work Groups on Multiple Subjects: Staff committee discussion of issue in recent tax sale. Clerk and staff, Treasurer, Appraiser and staff (3-6-23)

Administrative Matters: Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22; 12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; “Practical Law” updates from Westlaw—our computerized legal research provider. (12-7-22) Forward to Office Manager Clerk's Office info on end-of-year vendor payments by check. (12-8-22) Discuss with Craig any updates to contact info. (12-13-22) Advise staff I'll be into office after attending 8:30 a.m. meeting at Public Works. (12-13-22) Discuss with Craig teams meeting later this a.m. with Department Heads of Appraiser's office and Planning and Development. (12-13-22) Review and Approve A/P and Accounts Payable documents. (1-30-23) Advise on chairs mistakenly moved out of CPE by CASA. (2-6-23) Work on arranging for office space for any attorney hired for vacancy of incumbent Deputy. Work on temporary location of conference room table for same purpose. Work with IT on technology need in space for same purpose. (3-15-23) Review and delete spam emails quarantined (3-19-23) Review communication from Federal District Court on amendments to local rules. (3-19-23) Approve staff request. (3-30-23) Order business cards for incoming Deputy County Counselor as of May 1, 2023. (4-5-23) Assist staff with follow up on minor structural repair of desk (donated by Treasurer) moved into office for incoming Deputy Counselor. (4-7-23) Repair of desk by Public Works staff accomplished. (4-11-23) Advise staff of information provided by Clerk's office on address to use with P-Card purchases. (4-25-23) Approve annual leave request from staff. (4-26-23) Work with staff development of departmental 2024 budget request. (4-26-23) Work with office's staff on Departmental 2024 budget request. (4-21-23; 4-26-23) Prepare memo in support of office's 2024 budget request. (4-26-23) Complete

departmental 2024 budget memo. Submit memo and 2024 budget request to Budget and Finance (4-27-23) Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) ***Information to Office Manager on invoice for Westlaw. (7-5-23)***

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23)

County Counselor Association of Kansas: Contact presenter and confirm presenter availability for mid-year zoom CLE meeting of membership. Advise KAC general counsel presenter on employment law developments will attend. (February, 2023) Discuss with membership possible hypothetical for CLE presenter's use during upcoming presentation during mid-year membership meeting on ethical issue. (4-26-23) Confirm with Jay Hall presenter's availability to present during June 16th "virtual" mid-year association CLE. (4-28-23)

Department Head Committee: Attend and participate in department Head Committee Meeting. Remind Department Heads of next Monday's Legislative Conference, that they are all invited; and it is an opportunity to interact for the first time with new members of our delegation. Also described I will be inviting all delegation members to contact Department Heads throughout the legislative session when they have any questions about this county's daily operation or of counties generally. (12-7-22) Attend and participate in Committee Meeting. (12-21-22) Attend and participate in committee meeting. (2-15-23) Attend and participate in committee meeting. (3-1-23) Attend and participate in committee meeting. (4-5-23) Attend and participate in committee meeting. (4-19-23) ***Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23)***

Intergovernmental Luncheon: Attend meeting. (2-27-23)

Joint Task Force on Possible Fair and Rodeo Relocation: ***Attend 2nd meeting of group at Chamber offices. (7-14-23)***

Kansas Association of Counties:

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23)

Staff Riley County Employee Recognition Day Planning Committee: Discuss future scheduling of committee meetings with members. (2-21-23) Attend and participate in committee meeting. (2-21-23) Discussion with County Appraiser regarding current property tax exemption status of potential venue. (2-22-23) Discussion with County Appraiser staff regarding contact information for same potential venue. (2-22-23) Discuss with venue representative potential use of facility for event. (3-6-23). Discuss with different venue's representative potential use of facility for event. (3-7-23) Messages left at possible venue with my contact information. (3-17-23;3-18-23) Communicate with possible venue and contact person. Advise will not be using facility and why. (3-20-23) Attend and participate in committee meeting. (3-21-23) Discussion with committee members about concept for employee day, proposed by committee member. (4-26-23) Attend and participate in committee work planning Employee Recognition Day. (6-20-23) ***Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23)***

Attachment: FINAL Commission List 07.24.2023 (13606 : Clancy's Commission List)

Staff Road Renaming Committee: Respond to committee member's relay of landowner's proposed rename of private road. (12-7-22)



HEALTH DEPARTMENT
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Jan Scheideman, RR Coordinator
MEETING: July 24, 2023
SUBJECT: Raising Riley Out of State Travel Request
PRESENTER: Julie Gibbs

BACKGROUND

The Zero to Three LEARN Conference in Minnesota will give Beth and Chelsea time to learn about new engagement strategies and networking opportunities. This conference is great for those wanting to look at the newest research and who want to learn how to enhance their skills. Beth and Chelsea are two staff members that spend the most time interacting and engaging parents and community. Neither of them have attended trainings that weren't "required" and this looks like an great opportunity to learn and engage.

FISCAL IMPACT

Everything will be 100% covered through the Early Childhood Block Grant.

POSSIBLE MOTION(S)

Move to approve the out of state travel for 2 Raising Riley staff to attend the LEARN Conference in September 2023.

Move to deny

Move to modify

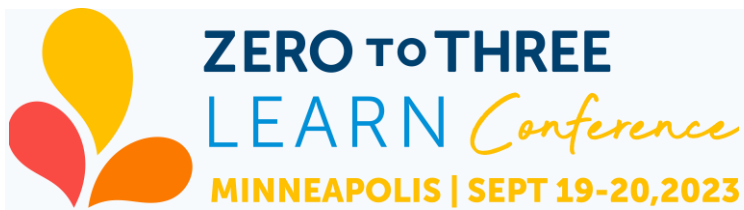
Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- zerotothree (PDF)
- outofstate (PDF)



Each of the P-5 Competency domains are equally important, and they build upon and reinforce one another.

[P5-1] Early Childhood Development: how development unfolds from conception to age 5 across social, emotional, cognitive, language, physical and motor development and ways to responsively support it

[P5-2] Family-Centered Practice: why and how to effectively partner with families to support children's health and development by building positive, supportive relationships

[P5-3] Relationship-Based Practice: why relationships are central to supporting the development of children, and how to create responsive and productive relationships with children, families and other service providers

[P5-4] Health and Development Protective and Risk Factors: how and why multiple factors—including community, economic, political and cultural influences—support or impede healthy development and the quality of relationships; and ways to work with families to identify strengths and use them as resources to reinforce protective factors, help manage challenges and reduce risks

[P5-5] Cultural and Linguistic Responsiveness: how culture and language have profound effects on child and family development, ways to raise awareness of our own assumptions about cultural attitudes and values, and strategies to integrate culturally and linguistically responsive methods

[P5-6] Leadership to Meet Family Needs and Improve Services and Systems: why and how to exercise leadership in advocacy, policy and sharing knowledge and resources with families, colleagues and the general public to promote optimal outcomes for expectant parents, young children and their families and caregivers

[P5-7] Professional and Ethical Practices: why and how to follow and apply high-quality practices consistent with ethical and legal standards, behaviors, requirements and obligations; and improving practices based on evidence, emerging knowledge and promising approaches

[P5-8] Service Planning, Coordination, and Collaboration: why effective and responsive service provision requires planning, including a coordinated effort with other sectors and service providers; and how to take a strength- and relationship-based approach in partnerships

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Elizabeth Mills DEPARTMENT: Health

POSITION TITLE: Family Engagement Specialist DATE REQUESTED 7/17/2023

FUND: ECBG - Raising Riley

Travel From: Manhattan, Kansas Date: 9/18/2023

Travel To: Minneapolis / St. Paul, MN Date: 9/21/2023

Purpose of Travel: **Zero to Three LEARN Conference**

Mode of Travel: Common Carrier ☒ Riley County Vehicle ☐ Privately Owned Vehicle ☒

☒ Administratively determined to be to the advantage of Riley County
☒ Not to exceed the cost of common carrier including food and lodging
 Mileage rate of _____

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Airfare-Delta \$302.80 RT	302.80
	Car travel to and from Kansas City airport RT	200.00
Lodging	Hyatt Regency Minneapolis	851.78
Meals	maximum \$126.00/day X 4 days	252.00
Registration/Fees	Zero to Three Conference @ \$415.00	415.00
Other	Airport Parking @ \$7.50/day	30.00

Total Estimated Travel Costs: 2303.58

Requested by: Elizabeth Mills Date: 7/17/2023

Approved by: _____

Department Head: [Signature] Date: 7-17-23

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Chelsea Manwarren DEPARTMENT: Health

POSITION TITLE: Community Outreach/Education Coordinator DATE REQUESTED 7/17/2023

FUND: ECBG - Raising Riley

Travel From: Manhattan, Kansas Date: 9/18/2023

Travel To: Minneapolis / St. Paul, MN Date: 9/21/2023

Purpose of Travel: Zero to Three LEARN Conferene

Mode of Travel: Common Carrier ☒ Riley County Vehicle ☐ Privately Owned Vehicle ☒

- ☒ Administratively determined to be to the advantage of Riley County
☒ Not to exceed the cost of common carrier including food and lodging
Mileage rate of _____

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	airfare-Delta	302.80
Lodging	Hyatt Regency Minneapolis	851.78
Meals	maximum \$126.00/day X 4 days	252.00
Registration/Fees	Zero to Three Conference @ \$415.00 ea.	415.00
Other	Rental Car	212.00

Total Estimated Travel Costs: 2033.58

Requested by: Chelsea L Manwarren Date: 7/17/23

Approved by: _____

Department Head: [Signature] Date: 7-17-23

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head



PLANNING & DEVELOPMENT
Agreement

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: July 24, 2023

SUBJECT: Keats Sewer District - Amendment to Owner-Engineer Agreement

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

The Board of County Commissioners approved the formation of the Keats Sewer District in October 2018. They approved an Owner-Engineer Agreement with BG Consultants, Inc. in January 2020 in the amount of \$8,500. Over the last several years, staff and consultants have worked through various options, costs, and funding mechanisms for Keats. It has recently been determined the best option is a non-discharging lagoon to serve all of the district. We've been working to find property to evaluate for suitability of a lagoon.

DISCUSSION

In order for BG Consultants, Inc. to complete the work necessary to explore the lagoon option, which includes a site visit, site plans, updating the Preliminary Engineering Opinion of Probable Cost and the Preliminary Engineering Report, and additional meetings (see attached amendment with description of modifications) additional payment is necessary. This equates to an additional agreement amount of \$7,500. Tasks are billed at an hourly rate, so if any services are not performed for any reason, no payment for said services will be necessary. The attached amended agreement will need to be approved and signed by the BOCC Chair.

FISCAL IMPACT

All funds expended on behalf of the Keats Sewer District will be included in the total cost of the project and will be assessed to the property owners within the District. To continue with BG Consultants, Inc.'s evaluation of the lagoon option is \$7,500. Staff recommends this amount be taken from the ARPA funds allocated to this project.

RECOMMENDATION

Staff recommends the BOCC approve the Amendment to Owner-Engineer Agreement and utilize ARPA funds to pay for these services.

POSSIBLE MOTION(S)

Move to approve the Amendment to Owner-Engineer Agreement and utilize ARPA funds to pay the additional \$7,500.

Enclosures:

- Amendment 1 BG Signed (PDF)

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 1

1. *Background Data:*

- a. Effective Date of Owner-Engineer Agreement: January 06, 2020
- b. Owner: Riley County, KS
- c. Engineer: BG Consultants, Inc.
- d. Project: Keats Sanitary Sewer Improvements PER

2. *Description of Modifications:* The Agreement and previous amendments, if any, is modified as follows:

Engineer will perform the additional services as needed at current standard hourly rates, services may include but are not limited to the following:

1. Conduct a site visit at lagoon site
2. Develop a preliminary lagoon site plan with contours, flood plain, setbacks, etc.
3. Coordinate geotechnical services for soil profile and static water level information
4. Evaluate non-discharge lagoon sizing and layout. Coordinate flow design parameters with Riley County Environmental Health Staff and the Kansas Department of Health and Environment (KDHE).
5. Update Preliminary Engineering Opinion of Probable Cost (EOPC)
6. Update Preliminary Engineering Report (PER)
7. Conduct meetings with Riley County Staff and Commission (as requested)
8. Conduct meeting with Landowners

3. Agreement Summary (Reference only)

a. Original Agreement amount:	\$ <u>8,500.00</u>
b. Net change for prior amendments:	\$ <u>0.00</u>
c. Increase this Amendment:	\$ <u>7,500.00</u>
d. Adjusted Agreement amount:	\$ <u>16,000.00</u>

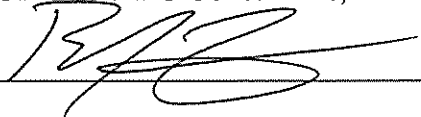
The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

The Effective Date of this Amendment is _____.

OWNER: Riley County, KS

ENGINEER: BG Consultants, Inc.

By: _____

By:  _____
Brian J. Foster, P.E.

Title: _____

Title: Manhattan Office Manager

Date Signed: _____

Date Signed: 7-18-2023

Attachment: Amendment 1 BG Signed (13600 : Keats Engineer Agreement Amendment)



INTERGOVERNMENTAL LUNCHEON

July 24, 2023
 12:00 p.m. (Noon)
 Rockin K's
 1880 Event Space
 1880 Kimball Avenue
 Manhattan, KS

A G E N D A

- I. Gather and Luncheon (11:30-12:00)
- II. Convene and Introductions
- III. Agenda Topics
 - a. Opioid Task Force (Riley County Health Department - Asia Sampson)
 - b. Local Ad Valorem Tax Reduction Fund (LAVTR) (Riley County Counselor/Director of Administrative Services - Clancy Holeman)
- IV. Miscellaneous Updates and Announcements and Possible Future Items
- V. Next Meeting Date: August 28, 2023
- VI. Adjournment

For those who have RSVP'd for lunch, food will be served starting at 11:30AM.
Payments can be collected on site by Manhattan-Ogden USD 383 by cash, check, or credit card.
If individuals need to be invoiced, address of entity to be billed is required with contact information.



COUNTY CLERK & ELECTIONS
Request

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Counselor/Director of Administrative Services

MEETING: July 24, 2023

SUBJECT: This fence view by the Board of Riley County Commissioners, acting as fence viewers by statute, will take place involving a fence separating parcels owned by Roger and Penny Nelson and Shane Rhoton. Directions to the fence view location are as follows: From highway 77, turn east on Swede Creek Road. Go approximately 5 miles to Bellegarde Road and turn east. Go 1/4 mile and property is on the north. Enter the pasture gate and follow trail to the pond and fence. The view will begin at approximately 2:00 p.m. and be concluded by approximately 3:00 p.m.

PRESENTER: Clancy Holeman, Counselor/Director of Administrative Services

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: