



**Board of Riley County
Commissioners
Regular Meeting
Agenda
August 07, 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

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - Aug 3, 2023 8:30 AM

Review Tentative Agenda

4. Tentative Agenda

Press Conference Topics

5. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

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

9:20 AM

Brittany Phillips, Budget and Finance Officer

8. 2023 G.O. Temporary Note for University Park Sewer District and Lakeside Heights Sewer District

9:30 AM

Press Conference

9. RCPD Update - Greg Steere (3-5 minutes)
10. Downtown Manhattan Update - Gina Snyder (3-5 minutes)
11. RNR Statements - Rich Vargo (2 minutes)

9:45 AM

Amanda Webb, Planning/Special Projects Director

12. Planning & Development - Staff Update

10:00 AM

Julie Gibbs, Health Department Director

13. RCHD Request for Approval to apply for KDHE grant

10:15 AM

Amanda Webb, Planning/Special Projects Director

14. Proposed Stadel Road sewer benefit district

10:45 AM

David Adams, EMS/Ambulance Director

15. Building Update

Adjournment

Announcement

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, August 8, 2023 (GM).

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
August 10, 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

1. 2023 G.O. Temporary Notes - University Park Sewer District and Lakeside Heights Sewer District Resolution
2. Discuss Joint City/County/County Meeting
3. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:20 AM

Shelly Williams, Community Corrections Director

5. New on call officers

9:30 AM

Shilo Heger, Treasurer

6. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

7. Economic development update

10:30 AM

Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

8. Monthly Cash Flow Reports

Attachment: 08-10-23 tentative agenda (12860 : Tentative Agenda)

Adjournment

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

Attachment: 08-10-23 tentative agenda (12860 : Tentative Agenda)



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

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

John Ellermann, Public Works Director/County Engineer

2. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

12:00 PM

County Officials Luncheon

Adjournment

Announcements

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:30 p.m. in the Commission Chambers, Courthouse

Attachment: 08-14-23 tentative agenda (12860 : Tentative Agenda)

Plaza East Building, 115 N. 4th Street.

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

Attachment: 08-14-23 tentative agenda (12860 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: August 7, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 08.07.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ March, 2023 and through August 2, 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**

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. Attend and participate in BOCC meetings. (7-20-23;7-24-23) Attend and participate in Nelson and Rhoton fence view. (7-24-23) Attend and participate in BOCC meetings. (7-27-23;7-31-23) Work on Hopkins/Pralle fence view. 7-28-23

“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) Communication with opposing counsel on immediately preceding issue. (7-21-23; 7-22-23; 7-24-23-7-25-23) Work on immediately preceding response and file with Court of Appeals. (7-21-23; 7-22-23; 7-23-23; 7-24-23; 7-25-23) Court of Appeals has retained jurisdiction based upon my Response to Order to Show Cause. Draft and file Motion for*

Attachment: FINAL Commission List 08.07.2023 (13640 : Clancy's Commission List)

extension of time to file brief in support of County's position. (7-31-23)

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; 2-21-23; 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) ***Conversation with contract lobbyists to schedule teams meeting. (8-2-23)***

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)

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) Advise Department Head on BOTA issue. (7-20-23)*

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) **Work with staff and advise on open records act issue. (7-24-23;7-25-23;7-26-23) Work on new open records act issue. (7-27-23; 7-28-23; 7-31-23; 8-1-23)**

Riley County Community Corrections:

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) **Forward to Shelley KORA issue. Advise Dept. Head and Staff Shelley will be contacting them. (8-2-23)**

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) **Work with Director on parking issue at fair site. Contact USD 383. (7-20-23; 7-21-23)**

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) Advise Department on 2 unrelated personnel law issues. (7-21-23) Discuss personnel law issue. (8-2-23)

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) **Work on Prairiewood appeal to District Court. (7-25-23; 7-26-23) Communicate with staff on different property in violation of county codes. (7-27-23) Work on Prairiewood appeal to District Court. (8-1-23; 8-2-23)**

Attachment: FINAL Commission List 08.07.2023 (13640 : Clancy's Commission List)

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) *Communication from PIO requesting legal advice. (7-24-23)*

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. (12-14-22) 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 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) Review and approve “as to form” term sheets and associated bond counsel documents for financing of two distinct scheduled construction projects. (7-20-23) Work with bond counsel on financing for two distinct scheduled projects. (7-24-23; 7-25-23) Review and approve as to form contract documents for public safety headquarters construction project—Construction Manager at Risk. (7-27-23)***

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) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to a retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23; 7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23)***

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) Attend and participate in committee meeting. (8-2-23)***

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) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23)**

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



COUNTY CLERK & ELECTIONS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: August 7, 2023

SUBJECT: 2023 G.O. Temporary Note for University Park Sewer District and
Lakeside Heights Sewer District

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

These funds are to pay a portion of the preliminary costs of engineering, design, and construction of a non-discharging lagoon system.

DISCUSSION

On July 28th, Bond Counsel sent the terms sheet to our office to begin sending to banks to seek bids for temporary funding for this project. Bids were due on August 3rd by 9:00 a.m. This temporary note is for \$275,000 for our University Park and Lakeside Heights Sewer District.

RECOMMENDATION(S)

It is the recommendation of the staff that the commissioners make a motion to refer the bids back to staff for recommendation.

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:

- Three Bids (Riley State Bank, KS State Bank, Commerce Bank) (PDF)
- Bid Sheet University Park and Lakeside Heights Temp Note 2023 (DOC)

**\$275,000 PRINCIPAL AMOUNT
RILEY COUNTY KANSAS
As "ISSUER"
GENERAL OBLIGATION TEMPORARY NOTES
SERIES B, 2023**

TERMS SHEET

PRINCIPAL:	\$275,000
MATURITY:	March 1, 2025
RATE:	To Be Determined
DATED AND DELIVERY DATE:	On or about September 1, 2023
INTEREST PAYMENTS:	Interest will be paid on March 1 and September 1, beginning March 1, 2024 or at earlier redemption. Interest calculated on a 30/360 day count basis.
OPTIONAL REDEMPTION:	Notes may be called for early redemption on March 1, 2024 and thereafter, in whole or in part @ 100%, plus accrued interest
SECURITY:	The Notes are general obligations of the County, to be repaid from special assessments levied upon certain properties in the county benefiting from sanitary sewer treatment improvements financed with proceeds of the Notes. If not so paid, the Notes are payable from other available funds or ad valorem property taxes levied without limitation as to rate or amount upon all taxable tangible property, real and personal, in the territorial limits of the County.
PROJECTS:	Proceeds from the sale of the Notes will provide funds to pay a portion of the preliminary costs of engineering, design, and construction of a non-discharging lagoon system to provide sewage treatment to the University Park Sewer District and the Lakeside Heights Sewer District.
TYPE:	Fully Registered – Certificated
DENOMINATIONS:	A single registered certificate for the full principal amount will be delivered to the purchaser at closing. The Notes are issued in minimum denominations of \$100,000 and integral multiples of \$5,000 in excess thereof.
PAYING AGENT AND NOTE REGISTRAR:	Kansas State Treasurer
BOND COUNSEL/LEGAL OPINION:	Triplett Woolf Garretson, LLC, Wichita, KS
RATING	Not Rated
SEC RULE 15C2-12 EXEMPTION. PURCHASER REPRESENTATIONS:	Because the Issuer intends to directly sell the Notes to a financial institution, the Issuer has not prepared an official statement or other disclosure documents for the Notes and is not making a continuing disclosure undertaking under SEC Rule 15c2-12, with respect to the Notes. By signing this Terms Sheet the purchaser of the Notes acknowledges that they (a) are capable of evaluating and bearing credit risks of the Notes; (b) have obtained necessary information to evaluate the structure and credit of the Notes; (c) have not relied on representations of the Issuer or its representatives to make the decision to purchase the Notes; (d) are purchasing the Notes for its own account and do not intend to sell or redistribute the Notes; (e) understand the Notes are not sold pursuant to an official statement or other disclosure document, and no official statement or preliminary official statement or other disclosure document will be part of the closing transcript for the Notes; (f) understand the Notes may not be transferred without prior compliance with applicable federal and state securities laws.
TAX STATUS:	Interest on the Notes is (i) excluded from gross income for federal income tax purposes, is not an item of tax preference for purposes of the federal alternative minimum tax; however, for purposes of computing the alternative minimum tax imposed on applicable corporations (as defined in the Internal Revenue Code), such interest is taken into account in determining annual adjusted financial statement income, and (ii) excluded from computation of Kansas adjusted gross income. The Issuer will designate the Notes as "qualified tax-exempt obligations", i.e., "Bank Qualified" Notes, under Section 265(b)(3) of the Internal Revenue Code. To establish the "issue price" of the Notes under applicable federal law governing tax exempt obligations, the Issuer will require certifications from the purchaser of the Notes necessary to establish issue price of the Notes under the so called "private placement rule" of the applicable federal regulations (Section 1. 148-1(f)(2)). The purchaser will be asked to certify that (i) it is not acting as an "underwriter" with respect to the Notes, (ii) it has no present intention to sell, reoffer, or otherwise dispose of the Notes (or any portion of the Notes or interest in the Notes), (iii) it has not contracted in writing with any person to have such person participate in the initial sale of the Notes, and (iv) it has not agreed with the Issuer pursuant to a written agreement to sell the Notes to persons other than the purchaser or a "related party" to the purchaser.



August 2nd, 2023

TAX-EXEMPT OBLIGATION - PRIVATE PLACEMENT

Subject: Private Placement Tax-Exempt Obligation Financing

Dear Ms. Phillips:

Commerce Bank is pleased to present the Riley County, KS with the following Term Sheet for the Riley County Kansas General Obligation Temporary Notes Series 2023B (the "Notes") through Commerce Bank's wholly owned subsidiary, Clayton Holdings, LLC ("Clayton Holdings").

Please note that Clayton Holdings has not given final credit approval for the proposed financing; rather, this Term Sheet is intended to set forth a summary of terms and conditions under which Clayton Holdings would consider financing the Notes. Accordingly, this letter does not constitute a commitment by Clayton Holdings to provide financing, and notwithstanding any discussions we may have, Clayton Holdings shall not have any commitment or other obligation hereunder unless and until a commitment letter is signed and delivered to you.

Commerce Bank appreciates the opportunity to present this Term Sheet and looks forward to your favorable response. These terms and conditions are considered confidential and may not be disclosed to outside parties.

If you have questions or comments regarding the financing detailed in the attached Term Sheet, please contact Anna Jo Davis.

Respectfully submitted,

Anna Jo Davis
Commerce Bank
Vice President
Office: (816) 234-8949
Email: AnnaJo.Davis@CommerceBank.com

Prices and/or yields are subject to change and investments are subject to availability. The Capital Markets Group of Commerce Bank does not provide tax advice; please refer to your tax professional.

Attachment: Three Bids (Riley State Bank, KS State Bank, Commerce Bank) (13639 : 2023 G.O. Temp Note for University Park Sewer and

Facility:	Riley County Kansas General Obligation Temporary Notes, Series 2023B (the “Notes”)
Issuer:	Riley County, KS, or other conduit eligible to issue tax-exempt obligations on behalf of 501(c)(3) organizations (the “Issuer”)
Borrower:	Riley County, KS (“Borrower”)
Original Purchaser(s)/ Purchaser(s):	Clayton Holdings, LLC
Original Purchaser’s Agent:	Commerce Bank
Trustee:	Trustee acceptable to Original Purchaser, if applicable
Placement Agent:	Placement Agent acceptable to Purchaser
Amount:	Up to \$275,000.00
Use of Proceeds/Purpose:	Proceeds of the Notes will be used to provide funds to pay a portion of the preliminary costs of engineering, design, and construction of a non-discharging lagoon system to provide sewage treatment to the University Park Sewer District and the Lakeside Heights Sewer District.
Security:	General Obligation of Riley County, KS
Term:	18-months, Final Maturity expected to be March 1 st , 2025
Interest Rate:	The interest rate will be calculated by the like-term Treasury Rate plus the Spread of 70 bps, as further illustrated below. $[(2\text{-Year Treasury} + 70 \text{ bps}) * 0.79] = 4.42\%$, fixed as of 8/2/2023 <i>The Interest Rate detailed above are for illustrative purposes only and the indexed rate referenced therein will most likely change before the time the final interest rate is set.</i> <i>Interest on the Obligation will be computed on the basis of a 30/360-day count.</i>
Payment:	Semi-annual interest payments on March 1 st and September 1 st with principal due in full at the Final Maturity of March 1 st , 2025
Prepayment:	Callable for early redemption on March 1 st , 2024 or anytime thereafter without penalty
Amortization:	N/A
Documentation:	All documentation shall be prepared by experienced “Red Book” counsel (“Bond Counsel”) subject to review by counsel to Clayton Holdings. Included among Clayton Holdings’ documentation requirements is an opinion of Bond Counsel that the interest component of the Obligation is

tax-exempt and an opinion of Borrower's counsel that the Obligation is a legal, valid, and binding obligation of Issuer. All Notes documentation must be satisfactory in form and substance to Clayton Holdings and its counsel.

Taxability:

The Interest Rate on the Notes is based on the assumption that the interest payments will be exempt from federal income taxation. The Notes documents shall include provisions regarding events of taxability and change in tax laws to ensure no reduction in the economic yield to Clayton Holdings occurs.

Opinion of Counsel:

Clayton Holdings shall be furnished with a letter or letters from attorneys for Borrower acceptable to Clayton Holdings, in form and substance satisfactory to Clayton Holdings, addressing the following matters:

- a. Borrower is a duly formed, validly existing corporation in good standing under the laws of the state of its incorporation, with full power and authority to consummate the transactions contemplated in connection with the subject loan.
- b. Specifying the individuals who may execute the Notes documents as officers of Borrower to create binding obligations upon Borrower without the joinder of any other party.
- c. The Notes documents, when executed, will constitute valid and binding agreements of Borrower.
- d. There are no actions, suits or proceedings pending or threatened to counsel's knowledge which will adversely affect Borrower's obligations under the Notes documents, or which could draw into question or adversely affect the validity of the Notes documents.
- e. That interest on the Notes is exempt from federal income tax.
- f. Authority for Clayton Holdings to rely upon such Opinion(s) in connection with the purchase of the Notes.

Transaction Fees:

Borrower shall be responsible for all out-of-pocket fees associated with the funding of the Obligation including, but not limited to:

- Issuer's application fees
- Issuer's Issuance Costs & Annual Fees
- Bond counsel fees
- Fees of Counsel to Issuer
- Fees of Counsel to Clayton Holdings

Fees may be included (capitalized) into the tax-exempt portion of the Obligation subject to the 2% IRS limitation. Any fees in excess of IRS limitations must be paid from Borrower's funds.

CONDITIONS TO PURCHASE

The Notes documents shall be in form and substance acceptable to Clayton Holdings and will include conditions precedent, representations and warranties, covenants, events of default, indemnification and other provisions customary for transactions of this type.

CONDITIONS PRECEDENT

Conditions precedent to the closing of the Notes shall include, without limitation, the following:

- Closing Date:** September 1st, 2023, or another to-be-determined mutually agreed upon date.
- Approval:** Evidence satisfactory to Clayton Holdings that the Notes contemplated herein have been approved, as appropriate, by Borrower, and all legal and other approvals for the Notes and related financing transactions have been obtained.
- Due Diligence:** Satisfactory results of a due diligence investigation of the Borrower shall be acceptable to Clayton Holdings.
- Legal:** All legal matters, including income tax and regulatory matters, shall be satisfactory to Clayton Holdings.
- No Default, No Material Adverse Change:** No default or unmatured default shall exist on the Closing Date. No change in the condition (financial or otherwise) of the operations, performance, properties or prospects of the Borrower shall have occurred prior to Closing Date.

REPRESENTATIONS AND WARRANTIES

Customary representations and warranties, including but not limited to absence of material adverse change, absence of material litigation, absence of default or unmatured default, representations regarding environmental issues, priority of the Purchaser's liens, and compliance with all material requirements of law and contracts.

DEFAULTS

Customary events of default, including, without limitation, cross default (whether or not that default results in acceleration) to any other agreement governing indebtedness of the Borrower.

MISCELLANEOUS

- Costs and Expenses:** All costs and expenses incurred in the due diligence, preparation and administration of the Notes, including all legal expenses, shall be borne by the Borrower, whether or not the Notes financing is closed.

Additional Information: Borrower shall provide additional information necessary to complete the due diligence process as may be reasonably requested by Clayton Holdings and shall authorize Clayton Holdings to make such inquiries and investigations as it deems advisable.

Not a Commitment: The terms set forth in this term sheet do not constitute all of the essential terms upon which agreement must be reached by the parties in order to form a binding and enforceable contract, and no binding and enforceable rights or obligations in favor of either party hereto are intended to be created hereby. No correspondence, oral statements or course of conduct between the parties shall alter the non-binding nature of this term sheet or the parties' dealings, and either party shall be free at any time to terminate discussions or negotiations for any reason or no reason in its sole discretion (and neither party shall have any obligation to initiate or continue negotiations on any basis). A binding and enforceable contract between the parties shall only be created if a definitive written agreement is signed by both parties (and the execution and delivery of such a definitive written agreement by both parties shall be an express condition precedent to the formation of any contract between the parties, and the terms of any such contract shall be limited to the terms specifically set forth in such definitive written agreement).

THIS IS NOT A COMMITMENT, BUT RATHER A SUMMARY OF EXPECTED TERMS AND IS SUBJECT TO FURTHER APPROVALS, CONDITIONS AND DOCUMENTATION.

The Borrower acknowledges and agrees that: (i) Commerce Bank is providing the information contained in this document for discussion purposes only in anticipation of serving as placement agent with respect to the Bonds; (ii) the primary role of Commerce Bank, as a placement agent, is to facilitate an arm's-length commercial transaction between the Issuer and Clayton Holdings; (iii) Commerce Bank is not acting as a municipal advisor, financial advisor or fiduciary to the Borrower or any other person or entity and Commerce Bank does not owe a fiduciary duty to the Borrower pursuant to Section 15B of the Securities and Exchange Act of 1934, as amended; (iv) Commerce Bank is acting for its own interest; (v) the information provided and any discussions or undertakings leading up to, or in any way connected with, the Project are not intended to be and should not be construed as "advice" within the meaning of Section 15B of the Securities and Exchange Act of 1934, as amended; and (vi) Commerce Bank is not recommending that the Borrower take any action or refrain from taking any action with respect to the Bonds contemplated by this Term Sheet. Prior to taking action, the Borrower should consult with its own financial and/or municipal, legal, accounting, tax and other advisors, as applicable, to the extent it deems appropriate. If the Borrower would like a municipal advisor in this transaction that has legal fiduciary duties to the Borrower, then the Borrower is free to engage a municipal advisor to serve in that capacity.

**\$275,000 PRINCIPAL AMOUNT
RILEY COUNTY KANSAS
As "ISSUER"
GENERAL OBLIGATION TEMPORARY NOTES
SERIES B, 2023**

8.a

TERMS SHEET

PRINCIPAL:	\$275,000
MATURITY:	March 1, 2025
RATE:	To Be Determined
DATED AND DELIVERY DATE:	On or about September 1, 2023
INTEREST PAYMENTS:	Interest will be paid on March 1 and September 1, beginning March 1, 2024 or at earlier redemption. Interest calculated on a 30/360 day count basis.
OPTIONAL REDEMPTION:	Notes may be called for early redemption on March 1, 2024 and thereafter, in whole or in part @ 100%, plus accrued interest
SECURITY:	The Notes are general obligations of the County, to be repaid from special assessments levied upon certain properties in the county benefiting from sanitary sewer treatment improvements financed with proceeds of the Notes. If not so paid, the Notes are payable from other available funds or ad valorem property taxes levied without limitation as to rate or amount upon all taxable tangible property, real and personal, in the territorial limits of the County.
PROJECTS:	Proceeds from the sale of the Notes will provide funds to pay a portion of the preliminary costs of engineering, design, and construction of a non-discharging lagoon system to provide sewage treatment to the University Park Sewer District and the Lakeside Heights Sewer District.
TYPE:	Fully Registered – Certificated
DENOMINATIONS:	A single registered certificate for the full principal amount will be delivered to the purchaser at closing. The Notes are issued in minimum denominations of \$100,000 and integral multiples of \$5,000 in excess thereof.
PAYING AGENT AND NOTE REGISTRAR:	Kansas State Treasurer
BOND COUNSEL/LEGAL OPINION:	Triplett Woolf Garretson, LLC, Wichita, KS
RATING	Not Rated
SEC RULE 15C2-12 EXEMPTION. PURCHASER REPRESENTATIONS:	Because the Issuer intends to directly sell the Notes to a financial institution, the Issuer has not prepared an official statement or other disclosure documents for the Notes and is not making a continuing disclosure undertaking under SEC Rule 15c2-12, with respect to the Notes. By signing this Terms Sheet the purchaser of the Notes acknowledges that they (a) are capable of evaluating and bearing credit risks of the Notes; (b) have obtained necessary information to evaluate the structure and credit of the Notes; (c) have not relied on representations of the Issuer or its representatives to make the decision to purchase the Notes; (d) are purchasing the Notes for its own account and do not intend to sell or redistribute the Notes; (e) understand the Notes are not sold pursuant to an official statement or other disclosure document, and no official statement or preliminary official statement or other disclosure document will be part of the closing transcript for the Notes; (f) understand the Notes may not be transferred without prior compliance with applicable federal and state securities laws.
TAX STATUS:	Interest on the Notes is (i) excluded from gross income for federal income tax purposes, is not an item of tax preference for purposes of the federal alternative minimum tax; however, for purposes of computing the alternative minimum tax imposed on applicable corporations (as defined in the Internal Revenue Code), such interest is taken into account in determining annual adjusted financial statement income, and (ii) excluded from computation of Kansas adjusted gross income. The Issuer will designate the Notes as "qualified tax-exempt obligations", i.e., "Bank Qualified" Notes, under Section 265(b)(3) of the Internal Revenue Code. To establish the "issue price" of the Notes under applicable federal law governing tax exempt obligations, the Issuer will require certifications from the purchaser of the Notes necessary to establish issue price of the Notes under the so called "private placement rule" of the applicable federal regulations (Section 1. 148-1(f)(2)). The purchaser will be asked to certify that (i) it is not acting as an "underwriter" with respect to the Notes, (ii) it has no present intention to sell, reoffer, or otherwise dispose of the Notes (or any portion of the Notes or interest in the Notes), (iii) it has not contracted in writing with any person to have such person participate in the initial sale of the Notes, and (iv) it has not agreed with the Issuer pursuant to a written agreement to sell the Notes to persons other than the purchaser or a "related party" to the purchaser.

Attachment: Three Bids (Riley State Bank, KS State Bank, Commerce Bank) (13639 : 2023 G.O. Temp Note for University Park Sewer and

If interested in purchasing the Notes, please complete the information below and e-mail this Terms Sheet to Brittany Phillips at bphillips@rileycountyks.gov (or fax to 785-537-6394) by no later than 9:00 A.M. on Thursday, August 3, 2023:

Interest Rate: 6.46 %

All costs incurred by the purchaser including but not limited to documentation review, credit analysis, safekeeping and origination, shall be the responsibility of the purchaser and will not be paid by the County.

<u>Principal Amount</u>	<u>Name of Institution</u>	<u>Authorized Representative</u> <u>SIGNATURE</u>	<u>Date</u>
\$275,000.00	<u>KS StateBank</u>	<u>Linda J Tiers, VP</u>	<u>August 2, 2023</u>

The date of this Terms Sheet is July 27, 2023

Disclaimer: This Terms Sheet is intended solely to provide an overview of the structure and purpose of the Notes. It is not intended nor should it be considered to be completely descriptive of the transaction.

If interested in purchasing the Notes, please complete the information below and e-mail this Terms Sheet to Brittany Phillips at bphillips@rileycountyks.gov (or fax to 785-537-6394) by no later than 9:00 A.M. on Thursday, August 3, 2023:

Interest Rate: 4.000 %

All costs incurred by the purchaser including but not limited to documentation review, credit analysis, safekeeping and origination, shall be the responsibility of the purchaser and will not be paid by the County.

<u>Principal Amount</u>	<u>Name of Institution</u>	<u>Authorized Representative</u> <u>SIGNATURE</u>	<u>Date</u>
\$275,000.00	<u>Riley State Bank</u>	<u>Michael A. Hagenmaier</u>	<u>07/31/2023</u>

The date of this Terms Sheet is July 27, 2023

Disclaimer: This Terms Sheet is intended solely to provide an overview of the structure and purpose of the Notes. It is not intended nor should it be considered to be completely descriptive of the transaction.

**Riley County Clerk
110 Courthouse Plaza
Manhattan, KS 66502**

Bid Sheet

Date: August 7th, 2023
Time: 9:20 a.m.

Project: University Park and Lakeside Heights Sewer Project

<u>Company</u>					<u>Interest Rate</u>
Riley State Bank 201 S Broadway Riley, KS 66531					4.00%
KS State Bank 2627 KFB Plaza, Suite 202E Manhattan, KS 66503					6.00%
Commerce Bank 727 Poyntz Ave Manhattan, KS 66502					4.42%

Attachment: Bid Sheet University Park and Lakeside Heights Temp Note 2023 (13639 : 2023 G.O. Temp



PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Webb, Planning Director

MEETING: August 7, 2023

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- July PD Update (PDF)
- Survey postcard (PDF)
- 8 -August Staff Update (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: August 7, 2023

To: Riley County Board of County Commissioners

From: Amanda Webb, Planning & Special Projects Director

Re: Planning & Development July 2023 Staff Report

Keats sewer benefit district

- The search for property to evaluate lagoon feasibility continues. We've sent a new letter to several adjacent property owners. Commissioner Focke has made follow up phone calls.
- We have identified a property owner willing to work with us to evaluate feasibility of a lagoon site.
- BOCC approved an amended agreement with BG Consultants for further engineering work for the lagoon.
- Provided a monthly update to the community as well as provided a subsequent clarification of a July 24 Manhattan Mercury article.
- Working with USDA Rural Development on the loan application process. USDA will utilize updated census data starting October 1, 2023. Any applications received after September 30, 2023, will require a new income survey. We are researching if it possible (and what will be required) to grandfather an application in before September 30 so we can use the existing income surveys.

Comprehensive Plan update:

- Comprehensive Plan update webpage: <https://www.rileycountyks.gov/plan>.
- The public survey is live. We've received 257 responses as of writing this report.
- The survey postcards were sent to 350 random/anonymous addresses the week of July 31. Please see attached sample.
- There are currently 37 people that make up the Comprehensive Plan Committee, including county staff from various public-facing departments. More are always welcome. Following up with a few folks to verify continued interest. When I have everyone confirmed, I will provide an updated committee roster to everyone, including BOCC.
- We held the three kick off meetings and people are sharing their subcommittee preferences. Once I have that information from everyone, next meetings will be scheduled.
- Next full update will be 9:40 AM on Monday, August 28.

Current Planning:

- At their July 10, 2023 meeting, the Riley County Planning Board (RCPB):
 - Approved a request by Lee and Brenda Isom to replat Lots 4-10 Blue River Hills 2nd Addition into a single lot. BOCC approved this request at their July 20 meeting.
 - Completed the comprehensive plan annual review and forwarded a memo to the BOCC for final determination.
- At the August 14, 2023 meeting, RCPB will:

Attachment: July PD Update (13617 : Staff Update)

- Consider a request by Rick and Jennifer Cox and Ricky Cox to replat Lot 4 of Terra Heights Addition No. 2 and an unplatted vacated portion of the south right-of-way of Tuttle Cove Road into two lots.
 - Discuss Land Development Regulations proposed amendments.
- One pre application meeting held:
 - David Alexander - replat

Environmental Health services:

- Our new Environmental Health Technician will start on August 21, 2023.
- Working on updating applications and forms for ease of use and more efficient processing.
- Very grateful to Dr. Presley for her continued assistance with soil evaluations. She's been easy to work with and communicates with staff, contractors, and applicants as needed.

Solid Waste Management Committee

- The committee hosted a booth at the Riley County fair. We had several handouts including battery recycling flyers and stickers, stormwater information, general recycling information, and sample batteries. The weather kept things fairly interesting, and we didn't get a ton of foot traffic, but everyone agreed it was still a valuable experience.
- Additional committee members are always needed and welcome (up to 30 as per state statute; we currently sit at 17), including a representative from a third-class city. We've received two more applications – one needs appointment by the city before BOCC appointment and one only needs BOCC approval.
- Gearing up for 5-year update, due May 2024. We will kick off those discussions with the committee in fall.

Battery recycling educational program:

- There are many stickers and flyers still available for distribution. Anyone is welcome to pick up stickers and/or flyers. We are always looking for volunteers to help get stickers on trash totes.
- Website address: <https://www.rileycountyks.gov/2024/Battery-Recycling>

New permit software implementation:

- GovBuilt is Planning & Development's new permit software program. It is fully online and can be found here: <https://rileycountyks.govbuilt.com/>. All permitting can be done online, but people can still submit paper copies and pay over the counter here in our office.
- P&D staff continue to work with GovBuilt to tailor the system to our needs.

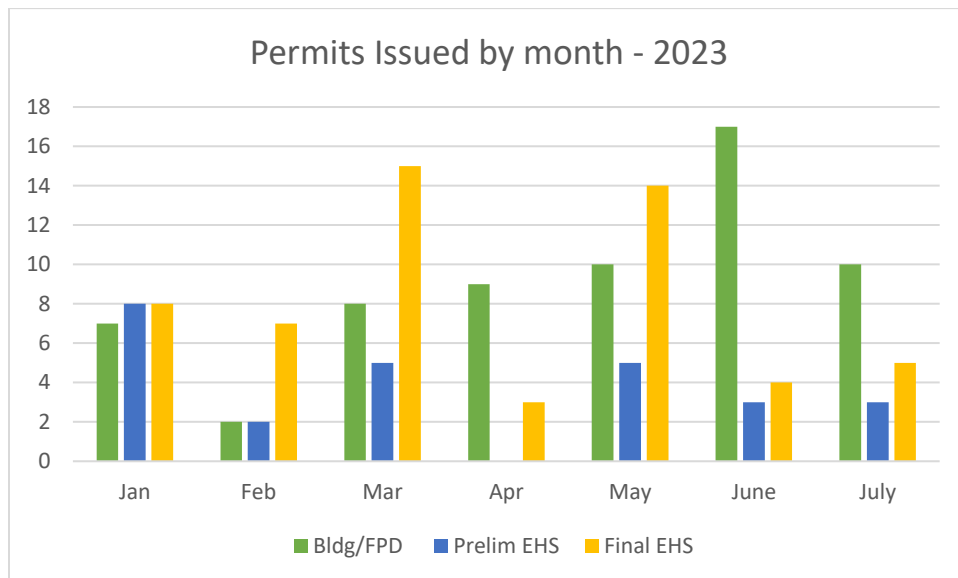
Other:

- I was nominated for the Flint Hills Regional Leadership Program in June and submitted my application by the July 20 deadline. I am awaiting results.

Also attended/participated in:

- Flint Hills Wellness Coalition Housing Workgroup
- Employee Training Day Committee
- Downtown Manhattan, Inc.
- Bi-State APA conference planning committee
- Department Head Committee
- Legal roundtable
- Intergovernmental luncheon
- Emergency Management/Public Works/Planning Coordination meeting

July 2023 permits issued:	
Building/Sign permits:	10
Floodplain development permits:	0
Environmental Health Permits (Preliminary Approval)	3
Environmental Health Permits (Final/Use)	5





RILEY COUNTY

COMPREHENSIVE PLAN 2040

Riley County, we need your help to plan for the next 15 years of growth and land use. Your voice matters! By sharing your thoughts, you can help decide what happens in our community.

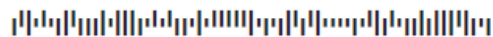
The comprehensive plan is like a map for our county's future. It shows us how to use the land wisely and identifies which features matter most to all of us.

It's a chance to make a real difference! Don't wait too long; the survey is open until 5:00 p.m. on Friday, September 15, 2023.

Your ideas will help make our community even better.

Fill out the survey online or request a paper copy. Call the Planning & Development Dept. at 785-537-6332, or visit us at 110 Courthouse Plaza in Manhattan.

Presorted Standard
U.S. Postage
PAID
Permit No 79
Manhattan, KS 66502
1*8



CURRENT RESIDENT

Take the survey



www.RileyCountyKS.gov/plan

Attachment: Survey postcard (13617 : Staff Update)

Planning and Development
Staff Update
June 30, 2023

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Comprehensive Plan Update	Amanda Webb & Bob Isaac	Vision 2025 adopted in October 2009 and is need of an update. Comprehensive plan update presentations where held before the Riley County Planning Board on May 9 and before the Manhattan Urban Area Planning Board on May 16. BOCC presentation was 6/27/22. Have created a dedicated website page for the plan update. Issued RFQ on 4/10/2023. No submittals received.	Monthly BOCC updates on going. Held Comprehensive Plan Committee kickoff meetings. Issued public survey.	11/1/2021		6/30/2025
Keats Sewer District	Amanda Webb & EHS staff	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Held public meeting on March 9th. BOCC approved amended agreement BG Consultants to evaluate lagoon option.	Exploring additional funding options and lagoon sites. BG Consultants to evaluate lagoon option.	11/1/2014		9/30/2023
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	NG911 Committee meeting scheduled for 2/13/2023 to discuss property owners on Boller Road using wrong numbers for their address. Discussed a property owner who applied for a building permit in which there are two tracts of land involved. Driveway is one tract and there the proposed building will be on the other tract which will create a private road. Planning & Development is to contact the property to start the process for the private road name and will assess the \$100.00 road name fee. Property owner decided to look to build elsewhere.	NG911 meeting was held and the committee agreed for GIS to contact property owners to approve the use of the 12865 and 12869 Boller Rd. Working on a new address for the rural fire station off of McDowell Creek Rd.	8/1/2015		9/1/2023
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Darrin Hobbs	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		12/31/2023
Regulations						
Grants						
Keats Sewer District	Amanda Webb	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Held public meeting on March 9th. BOCC approved amended agreement BG Consultants to evaluate lagoon option.	Exploring additional funding options and lagoon sites. BG Consultants to evaluate lagoon option.	TBD		9/30/2023
Current Planning						
Tegtmeier/LAWE LLC - PUD Amendment	Bob Isaac	Conducted the RCPB and BOCC hearings. Resolution published. Appeal received and under review by legal.	Waiting for legal response and need to go through appeal process. Plat needs to be filed depending outcome. Court date is schedule for August 29th.	3/28/2022		9/1/2023
Isom - Replat	Bob Isaac	Conducted BOCC hearing.	File plat	5/24/2023		8/1/2023
Bachamp - Replat & Rezone	Bob Isaac	NOPH published and 1000' property owners notified.	Conduct MUAPB hearing.	6/30/2023		8/10/2023
Cox - Replat	Bob Isaac	NOPH published and 1000' property owners notified.	Conduct RCPB hearing.	6/21/2023		8/14/2023
Permits						
21-0146-MRWW Worrel	EHS staff, Craig Cox & Shelly Woodard	Application received and inspection completed. Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received. Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Sanitary Code Violation 21-0038.	Sent a letter on April 12, 2023 requesting they call to set up appointment. To date, no response from Worrell's.	7/8/2021		9/1/2023
21-0185-ADGR Myers & Maupin (shed)	Darrin Hobbs	Inspections completed, determined a variance is required. Bob and Darrin contacted property owner. Followed up with Mr. Maupin and advised him to visit the Planner, Bob Isaac. Property owner to date has not contacted the Planner.	Send violation notice.	8/23/2021		9/1/2023
22-003-ACC Pride	Darrin Hobbs & EHS staff	Application received and processed.	Property owner wants to build in the middle of the lot and needs to obtain survey to determine boundary lines. Property owner has not completed the survey.	9/22/2022		9/1/2023
22-010-ACC Meader	Darrin Hobbs & EHS staff	Application received and processed.	Property owner to provide construction plans to determine use of building. I have contacted the owner and he hasn't presented plans yet.	11/4/2022		9/1/2023
23-008-ACC Klein (15120 Green Randolph Rd)	Darrin Hobbs	Application received and processed. Notified property owner that septic tank needs pumped.	Waiting on pumping report. I have contacted the owner and have not received pumping report or a plan of action yet.	4/13/2023		9/1/2023
23-009-ACC Savener (1299 S Manhattan Ave)	Darrin Hobbs	Application received and processed. Property owner has applied for floodplain development permit.	Issue permits.	4/21/2023		8/15/2023
Property Maintenance Code Violations						
Kilner - Unsafe structure	Darrin Hobbs, Craig Cox & Shelley Woodard	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23. Mr. Irvine filed a 2nd extension of time, new date is March 10. Craig to file appellate brief by June 10, 2023. Brief has been filed, waiting on oral arguments.	8/18/2016		10/1/2023
Zoning Violations						
20-0077 - Scott - Illegal salvage operation in residential zoning	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Met with property owner on site and will be removing some items by 3/1/2021. Property owner compiling information for registered vehicles. Property owner provided registration documents.	Violation Closed.	12/8/2020		7/31/2023
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Craig Cox/Shelly Woodard	Staff met with Charlotte Doyle on 8.31.2021. Staff inspected septic on July 25, 2022. Septic surfacing. Met with property owner regarding Lot 17. Home is not occupied.	Replat property and comply with zoning regulations. Replace septic system. Home is unoccupied. Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023. Met with property owner. She is trying to sell to neighbor.	12/17/2010	4/17/2012	8/31/2023
Doyle - Illegal salvage at residence Violation #05-0007	Craig Cox/Shelly Woodard	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08/11/2021. Staff met with Charlotte Doyle on 08/31/2021. 6/15/2023 Staff and Counsel meet with Charlotte to come up with a plan on removing vehicles and mobile homes from the property. 7/13/2023 Darrin met with Charlotte to talk about the plan and also to review pictures provided of things needing remove. Darrin will be visiting the property 7/18/2023 to view first hand.	Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023. Met with property owner. Set goad to remove a certain number of cars by 8/31 or a course case will be filed. 6/15/2023 Counsel and staff stet down with Charlotte and came up with a plan for removal of vehicles. Charlotte thought there were around 30 vehicles. Goal is to be down to 20 by 8/31/23, down to 10 by 10/10/23, and down to compliant vehicles by 11/9/23.	4/15/2013		2/15/2024
Kilner - Unsafe structure	Darrin Hobbs, Craig Cox & Shelley Woodard	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23. Mr. Irvine filed a 2nd extension of time, new date is March 10. Craig to file appellate brief by June 10, 2023. Brief has been filed, waiting on oral arguments.	8/18/2016		10/1/2023

Attachment: 8 -August Staff Update (13617 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map. I sent another letter to the property owner on 6/15/2022, stating that this will be turned over to legal if no progress is made.	Request to Prosecute.	9/27/2021		8/31/2023
21-0053 Myers - building within setback	Darrin Hobbs	Inspection completed, Notification Letter and Violation Notice sent. Applications received and processed. Bob and Darrin visited with property owner on 10/27/21 to confirm a Certificate of Survey would need to be done to confirm if the "well house" is located in the building setback. Property owner indicated he wanted to seek legal counsel. 6/15/2022 I spoke with Wes Maupin today about where he was at on the variance process. I encouraged him to call and talk to Bob about the situation. He said that he has never talked to Bob. Send notice of violation for failing to apply for a variance.	Send letter to property owner.	7/14/2021		9/1/2023
20-0079 Miller - Illegal auto repair and salvage operation 1382 Pillsbury Dr	Darrin Hobbs & Shelley Woodard	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Per legal recommendations, starting process again with a new violation number. New notice of violation and final notice have been sent.	Awaiting response from property owner. Working with legal on violation	12/8/2020		9/1/2023
20-0087 Miller - Illegal auto repair and salvage operation 1420 Pillsbury Dr	Darrin Hobbs & Shelley Woodard	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Sent notification letter.	Send final notice of violation. Working with legal on violation.	12/21/2020		9/1/2023
20-0090 Fishgill LLC - Illegal auto repair and salvage operation 1312 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Send notification letter. Working with legal on violation.	12/22/2020		9/1/2023
L21MHP-0004 TDJ Stables	Darrin Hobbs & Craig Cox	Renewal applications and fees received. License can't be issued until property is compliance sanitary code. EHS conducted site inspection, not in compliance with sanitary code.	Legal counsel to determine next course of action.	11/20/2020		10/1/2023
21-0019 Britt - non compliance in flood hazard area/floodway	Darrin Hobbs & Craig Cox	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Settlement agreement filed. Darrin Hobbs to monitor for compliance, Darrin to monitor compliance and set contract date. Riley County FPD Permit issued 5/24/2022	4/6/2021		10/1/2023
22-008-CE Fowler-641 Zeandale Rd	Darrin Hobbs, Craig Cox & Shelley Woodard	Building without a building permit.	Craig sent a letter and permit form requesting the completed permit application and check by April 28, 2023. Waiting on bank foreclosure.	3/16/2023		10/1/2023
21-0091 Rogers - Inoperable/Unregistered vehicle, also outside storage.	Darrin Hobbs	Inspection conducted and notification letter sent. Sent notice of violation. Owner replied and working with me.	Monitoring progress.	12/21/2021		9/1/2023
23-007-CE Jones - 3981 Zeandale Rd	Darrin Hobbs, Craig Cox & Shelley Woodard	Inspection conducted on 3/9/23 and confirmed someone is living a camper. Sent notification letter. No response from property owner, sent notice of violation and final notice of violation. Conducted final site inspection on 4/24/23 and someone is still living in camper.	Sent to Counselor's office to prosecute.	3/16/2023		10/1/2023
Sanitary Code Violations						
21-0022 Moriarty/Young - undersized lagoon	EHS staff & Craig Cox	Violation cited, homeowner did not comply, referred to legal for enforcement.	Sent a letter on April 12, 2023 requesting they call to set up appointment. Ms. Moriarty has been in touch with Craig via email. Ms. Young emailed photos of the basement offices.	4/14/2021		10/1/2023
21-0038 Worrell - Sanitation Violation	EHS staff, Craig Cox & Shelly Woodard	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received, no work done. Referred to legal for enforcement.	Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Legal sent compliance letter 08.05.2021. Staff to review compliance options. Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. To date, no response from Worrell's.	6/23/2021		10/1/2023
21-0048 Wurtz - lagoon fencing requirement not completed	EHS staff, Craig Cox & Shelly Woodard	Violation letter sent to property owner. Counsel sent a letter to property owner. Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. No trespassing sign placed at entrance. Legal to to schedule meeting with staff.	Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. Mrs.Wurtz called. They are not living on the property. Will call once they are and lagoon is complete.	7/9/2021		10/1/2023
22-0016 Doyle - sewage on ground	EHS staff	Sent Emergency Order to property owner. Spoke with property owner and agreed to make repairs.	Home condemned until repairs are made. Home is vacant and waiting on property owner to replat so lateral field can be replaced.	7/22/2022		9/1/2023
23-CES-004 Innes - Alternative system pump and alarm float not working.	EHS staff	Friendly notification by phone 12-14-22, no reply. Notice of Violation sent 1-20-23. Received repair permit.	Wait for replacement of failed alarm and pump.	12/14/2022		9/1/2023
23-CES-005 Bean - Alternative system blower not working. Failed pump report on field.	EHS staff	Friendly letter sent 12-19-22, no reply. Notice of Violation sent 1-20-23. \$100.00 inspection fee final notice was due 1-19-23 and has not been paid yet.	Set up meeting with legal counsel.	12/14/2022		9/1/2023

Attachment: 8 -August Staff Update (13617 : Staff Update)



HEALTH DEPARTMENT
Grant

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: August 7, 2023

SUBJECT: RCHD Request for Approval to apply for KDHE grant

PRESENTER: Julie Gibbs

BACKGROUND

KDHE has been awarded funding from CDC to enhance the public health infrastructure, in which 40% is to distributed to local health departments. This funding has been titled "workforce development" funds. At the conclusion of the pandemic, it was determined that public health has been severely lacking in resources and has suffered from decades of under investment. By utilizing these funds over the next 5 years (starting in 2024), we can hopefully work toward enhancing the public health structure, starting with the workforce.

DISCUSSION

The funding will be distributed to local health departments based on our social vulnerability index and our population. Therefore, it has been determined that Riley County will receive about \$159,000 over 5 years, equaling about \$31,000 per year. Our leadership team has discussed the funding in several meetings. We have reviewed recent employee satisfaction survey results as well as employee exit interview results to determine our needs of our employees. Our overall goal with this grant is to improve retention and recruitment efforts.

Based on the information we have, we have determined that it would be beneficial to use the funding for retention purposes. This would include using a set percent to assist current employees to pay for certifications and/or trainings that would benefit the program. This would also include assisting current employees with renewing licenses (which would include continuing education courses) and obtaining new licenses to further their career and also enhance the program they are working under. This would help us to retain current employees by

furthering their education and career, and would also enhance our programs, thus improving overall status of the health department.

It has already been determined and communicated by the KDHE staff to the local health departments that if we need to adjust our budget or make any changes, we can do so at any time.

FISCAL IMPACT

No fiscal impact to the county.

RECOMMENDATION(S)

I recommend the BOH approve of the RCHD applying for the workforce development funding through KDHE.

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:



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: August 7, 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. Note that there are existing wastewater system issues at 260/328 Johnson Road which this project will remedy.

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)

Staff brought this discussion before the BOCC at the July 24, 2023 meeting. The BOCC asked for more information:

*Property 8 was not included because the proposed sanitary sewer doesn't extend to the property and it will have no legal access to the new sanitary sewer. Therefore, they don't "benefit" by the definition in the benefit district state statute and don't have to be included by law. They can choose to connect, but they are not required to like the fire station property is legally required to.

*Timeline for church project -

- Begin holding services in the building September 3rd with a regular attendance of 90 people.
- By the end of 2023, obtain completed fire suppression plans and submit to RCFD #1. Have completed site plan for parking lot expansion (short to medium term planning - additional 10-30 spaces) and submit to Planning & Development.
- By end of 2nd quarter 2024, complete the parking lot expansion.
- Within approximately one year, complete redesign of floor plan and code footprint for future layout, and submit to RCFD#1 and Planning & Development.
- They will be allowed to utilize the current private wastewater system until either the congregation grows or the system fails. At that time, they'll be required to hook up to city sewer service as the property is within 400' of an existing line. The applicants have expressed interest in connecting to city sewer service now.

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

Attachment: Stadel Rd BD Maps (13630 : Potential Stadel Rd sewer benefit district)



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.



EMS/AMBULANCE
Project Update

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

MEMORANDUM

FROM: David Adams, EMS/Ambulance Director
MEETING: August 7, 2023
SUBJECT: Building Update
PRESENTER: David Adams, EMS/Ambulance Director

North County EMS Station

Current Status:

Commissioner McKinley, Dan Knight and I met with Schultz project manager Matt Farr for a prescheduled project meeting and update.

Windows are in.

Door frames are being installed.

HVAC is being installed.

External siding is being installed.

Concrete work has started, front drive is poured.

Upcoming:

Siding installation

Roofing shingles to be installed.

Termite treatment.

Spray foam insulation installation.

Total Cost to date: \$438,263.23

Public Safety Headquarters

Current Status:

EMS Headquarters design is completed and has been sent to engineering. Have received a few questions.

Conducted the internal design meeting to discuss colors, flooring, etc. I will present once completed.

BHS CMAR contract being finalized.

Total to date: \$463,236.11

Upcoming

CMAR budget updates and budget approval 10/2023

Enclosures: