



**Board of Riley County  
Commissioners  
Regular Meeting  
Agenda  
August 09, 2021**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

---

**Commission Chambers**

**8:30 AM**

---

[District 1 – John Ford, Chair](#)

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

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

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

**Commission Comments**

2. Commission Comments

**Business Meeting**

3. First Christian Church- Asbestos Removal Bid Recommendation
4. Advisory Board appointments and Resolution appointing Riley County representatives to Council/Advisory Boards
5. Sign Riley County Personnel Action Form(s)

**Review Minutes**

6. Board of Riley County Commissioners - Regular Meeting - Aug 5, 2021 8:30 AM

**Review Tentative Agenda**

7. Tentative Agenda

**Press Conference Topics**

8. Discuss Press Conference

**9:00 AM**

**Allana Parker, Curator of Design, Riley County Historical Museum**

9. Riley County Historical Museum Staff Update- Third Grade Trunks

**9:15 AM**

**John Ellermann, Public Works Director/County Engineer**

10. Public Works Project Update

**9:30 AM**

**Press Conference**

11. Presentation of retirement plaque to Harry Bellman - John Ford (3-5 minutes)
12. Public Notice - Alvin Perez (1-2 minutes)
13. National Motor Vehicle Title Information System implementation -

Shilo Heger (5 minutes)

**9:40 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

14. Administrative Work Session
15. Pending County Projects County Counselor

**Adjournment**

**Announcements**

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

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, August 10, 2021 (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.



**PUBLIC WORKS**  
*Bid*

**John Ellermann**  
Public Works  
Director/County Engineer  
6215 Tuttle Creek Blvd  
Manhattan, KS 66503  
Phone: 785-537-6330

## COMMISSION AGENDA REPORT

---

**FROM:** Gary Rosewicz, Assistant Public Works Director

**MEETING:** August 9, 2021

**SUBJECT:** First Christian Church- Asbestos Removal Bid Recommendation

**PRESENTER:** Gary Rosewicz, Assistant Public Works Director

---

Staff has reviewed the bids for the above referenced project and found them to be in order. Examination of the documents shows little or no difference in the quantities each perspective bidder used in formulating their bid. Additionally, the specifications require the contractor to adhere to KDHE regulations for removal and disposal of friable asbestos containing materials. With these items in mind, Staff recommends awarding the contract to the low bidder, Associated Insulation, Inc. of Manhattan, KS, in the amount of \$18,294.00

The contractor intends to begin work approximately 10 days after approval of the contract and anticipates 21 working days to complete the project. This is a CIP funded project.

### **POSSIBLE MOTION(S)**

Move to approve the bid from Associated Insulation, Inc. in the amount of \$18,294.00.

Move to deny the bid from Associated Insulation, Inc. in the amount of \$18,294.00.

Move to table for further discussion.

### **Enclosures:**

- 2021 Bid Tab Asbestos Removal (PDF)

## BID TABULATION SHEET

### Riley County Public Works

2021 Asbestos Removal from First Christian Church Project

Date: August 5, 2021

|                                  | Associated Insulation, Inc.<br>701 Pecan Circle<br>Manhattan, KS 66502 | River City Remodeling, LLC<br>304 S. Lee St<br>Clearwater, KS 67026 |
|----------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------------|
| Lump Sum Bid                     | \$18,294                                                               | \$115,886.00                                                        |
| Proposed Start Date              | 10 days after award                                                    | 08/30/2021                                                          |
| Proposed Number of Calendar Days | 21                                                                     | 21                                                                  |



**COUNTY CLERK & ELECTIONS**  
Boards

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

## COMMISSION AGENDA REPORT

---

**FROM:** Cindy Kabriel, Administrative Assistant II

**MEETING:** August 9, 2021

**SUBJECT:** Advisory Board appointments and Resolution appointing Riley County representatives to Council/Advisory Boards

**PRESENTER:** Cindy Kabriel, Administrative Assistant II

---

### POSSIBLE MOTION(S)

Move to approve the following appointments and “Resolution No. 080921- , A Resolution appointing Riley County representatives to Council/Advisory Boards.”

|                  |                                        |                                       |
|------------------|----------------------------------------|---------------------------------------|
| John Green       | September 1, 2021 –<br>August 31, 2024 | Food and Farm Council                 |
| Sharolyn Jackson | September 1, 2021 –<br>August 31, 2024 | Food and Farm Council                 |
| Mary Mertz       | September 1, 2021 –<br>August 31, 2024 | Food and Farm Council                 |
| Kate LaRosh      | August 9, 2021 –<br>August 31, 2022    | Food and Farm Council                 |
| Daniel Winslow   | August 9, 2021 –<br>December 31, 2022  | Riley County Public Health<br>Council |
| Hailey Winslow   | August 9, 2021 –<br>December 31, 2022  | Riley County Public Health<br>Council |

**Enclosures:**

- letters and resolution (PDF)

## Cindy Kabriel

---

**From:** vickiejame [REDACTED]  
**Sent:** Wednesday, August 4, 2021 9:53 AM  
**To:** Cindy Kabriel  
**Cc:** Vickie James  
**Subject:** Food and Farm Council recommendations for appointments

The Food and Farm Administrative Council met Monday, August 2<sup>nd</sup>, and reviewed Council applications and needs. It is with unanimous support that we recommend the following persons be appointed to the Council for service beginning Sept 1, 2021.

**County Appointment – KSU Student representative – Kate LaRosh.** (Position open early because our Council member graduated and has left the community.) Kate is an amazing young woman who has been actively involved in the FFC Food Insecurity Community Action Team assisting with numerous initiatives including Kitchen Restore, Power of Produce, and Konza Student Table just to name a few. Kate has a position currently with Harvesters and understands food insecurity and need for education with a variety of populations, including University students. She is working plus going to school to obtain a Master's degree in Nutrition, Dietetics, and Sensory Sciences to add to her existing Bachelor's degree in Food Science and culinary arts. This will only enhance her value and skills for serving our Council during her term. Kate is active in representing the Council with University involvement already so we only look forward to greater engagement with campus groups! Kate will replace Jaden Castinado who was an awesome young man who left us upon graduation, therefore unable to complete his term which would have ended 8/31/2022. He had very strong campus connections which Kate will just continue to work with as well. Jaden is off to the Peace Corp to further his passion of service and the food insecure. We wish him well!

**County Appointment – Rural communities/Health/Ag - Mary Mertz** Mary understands the rural community needs here as she and her husband are farmers themselves. She currently serves on the Board of Directors for the Riley County Farm Bureau, and the Kansas Foundation for Agriculture. Mary has been actively involved in our FFC Community Action Teams, attending our FFC meetings regularly, and is an active leader with Common Table and the Blessing Box initiatives. Her first hand knowledge and passion for local agriculture makes her a dynamic fit for representing our communities here in Riley county beyond the city of Manhattan. We are excited to add Mary to our Council! Jennifer Morris stepped down because of her picking up more of a direct leadership role in food insecurity needs in Ogden where she resides.

**County Reappointments – Sharolyn Jackson and John Green** both have requested reappointment for a 2<sup>nd</sup> term. We unanimously support this! Sharolyn current serves as the Council Chair and John has been instrumental in helping guide a new program we hope to release soon to support our local restaurants. We look forward to working with both of them for another 3 years!

With your approval, we recommend Kate LaRosh and Mary Mertz be the appointments for the County seat openings on the Food and Farm Council. We recommend Sharolyn Jackson and John Green both be approved for a 2<sup>nd</sup> term.

If you have any questions, please direct them my way!

Thank you!



BOARD OF COMMISSIONERS

4.a

115 N. 4th Street, 1st Floor  
Manhattan, Kansas 6650  
Phone: 785-565-684  
Fax: 785-565-684  
E-mail: bocc@rileycountyks.go

August 9, 2021

John Green  
1531 Mid-Campus Drive North  
Manhattan, KS 66506

Dear John:

This is to confirm your appointment to the Food and Farm Council. We greatly appreciate your willingness to serve on this Council/Board and know that the Food and Farm Council will benefit from your contribution. Your term appointment is through August 31, 2024.

Sincerely,

Riley County Board of County Commissioners

---

Chairman

---

Member

---

Member

Attachment: letters and resolution (11037 : Advisory Board Appointments)

**Name of Council/Board Member:** John Green

**Board:** Food and Farm Council

**Date of Term Expiration:** August 31, 2021

Council/Board Member: Please check the following applicable boxes regarding your interest in serving another term on the Council/Board. Please sign the form and return it as soon as possible in the stamped envelope enclosed.



I am interested in serving another term.



I am not interested in serving another term.



I am not eligible to serve another term.



I am interested in serving on a different council, board or committee. Please send me an interest form/application.

Signed:

  
Council/Board Member

6-27-2021

Date

Attachment: letters and resolution (11037 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

4.a

115 N. 4th Street, 1st Floor  
Manhattan, Kansas 66505  
Phone: 785-565-684  
Fax: 785-565-684  
E-mail: [bocc@rileycountyks.gov](mailto:bocc@rileycountyks.gov)

August 9, 2021

Sharolyn Jackson  
3905 Deandra Lane  
Manhattan, KS 66503

Dear Sharolyn:

This is to confirm your appointment to the Food and Farm Council. We greatly appreciate your willingness to serve on this Council/Board and know that the Food and Farm Council will benefit from your contribution. Your term appointment is through August 31, 2024.

Sincerely,

Riley County Board of County Commissioners

---

Chairman

---

Member

---

Member

Attachment: letters and resolution (11037 : Advisory Board Appointments)

**Name of Council/Board Member:** Sharolyn Jackson

**Board:** Food and Farm Council

**Date of Term Expiration:** August 31, 2021

Council/Board Member: Please check the following applicable boxes regarding your interest in serving another term on the Council/Board. Please sign the form and return it as soon as possible in the stamped envelope enclosed.

- ☒ I am interested in serving another term.
- ☐ I am not interested in serving another term.
- ☐ I am not eligible to serve another term.
- ☐ I am interested in serving on a different council, board or committee. Please send me an interest form/application.

Signed:

Sharolyn Jackson  
Council/Board Member

7/10/21  
Date

Attachment: letters and resolution (11037 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor  
Manhattan, Kansas 6650  
Phone: 785-565-684  
Fax: 785-565-684  
E-mail: boccc@rileycountyks.go

August 9, 2021

Mary Mertz  
7280 Zeandale Road  
Manhattan, KS 66502

Dear Mary:

This is to confirm your appointment to the Food and Farm Council. We greatly appreciate your willingness to serve on this Council/Board and know that the Food and Farm Council will benefit from your contribution. Your term appointment is through August 31, 2024.

Sincerely,

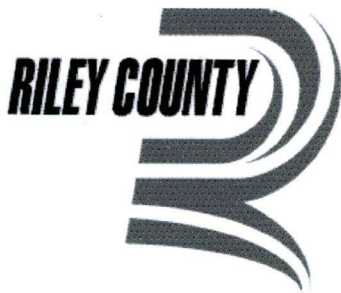
Riley County Board of County Commissioners

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attachment: letters and resolution (11037 : Advisory Board Appointments)



FILED

RILEY COUNTY  
 APPLICATION FOR SERVING  
 ON A COUNTY ADVISORY COUNCIL/BOARD  
 COUNTY CLERK  
 RILEY COUNTY, KANSAS

Name MARY MERTZ Date 12-21-20  
 Address 7280  
 Telephone 785-450 (Work) Occupation FARMER  
 e-mail address: cc .com

Following is a list of current County Advisory Council/Boards. Please use a separate application for each council/board for which you would like to be considered. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

|                                                                |                                                                              |
|----------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Armed Forces Memorial Committee Board | <input type="checkbox"/> Museum Board of Trustees                            |
| <input type="checkbox"/> Big Lakes Developmental Center Board  | <input type="checkbox"/> North Central -- Flint Hills Area Agency on Aging   |
| <input type="checkbox"/> Fair Board                            | <input type="checkbox"/> Pawnee Mental Health Services Board                 |
| <input checked="" type="checkbox"/> Food and Farm Council      | <input type="checkbox"/> Riley County Council on Aging                       |
| <input type="checkbox"/> Hunters Island Water District         | <input type="checkbox"/> Riley County Parks Board                            |
| <input type="checkbox"/> Joint Corrections Advisory Board      | <input type="checkbox"/> Riley County Planning Board/Board of Zoning Appeals |
| <input type="checkbox"/> Judicial Nominating Commission—21st   | <input type="checkbox"/> Riley County Public Health Advisory Council         |
| <input type="checkbox"/> Law Enforcement Agency Board          | <input type="checkbox"/> Road and Bridge Advisory Board                      |
| <input type="checkbox"/> Manhattan Urban Area Planning Board   | <input type="checkbox"/> Solid Waste Management Committee                    |

Please state why you are interested in serving on this council/board and indicate what training and expertise you would bring to this council/board (please use additional pages as needed).

PLEASE SEE ATTACHED

Please provide references: (Name, address and phone number)

PLEASE SEE ATTACHED

Signature

*Mary L. Mertz*

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made. All applications will remain on file for three years.

Please return this application (interested or not) to:  
 County Clerk's Office, 110 Courthouse Plaza, Manhattan, Kansas 66502  
 THANK YOU FOR YOUR INTEREST IN SERVING RILEY COUNTY

Attachment: letters and resolution (11037 : Advisory Board Appointments)

**Please state why you are interested in serving on this council/board and indicate what training and expertise you would bring to this council/board.**

I am very interested in serving on the Advisory Council for the Food and Farm Council for several reasons. I believe strongly in the mission, goals, and projects that the Council initiates, organizes and oversees. The Blessing Box initiative was introduced to our church, First Presbyterian of Manhattan, and we now support and contribute to the filling of the box at the Congregational Church. This ministry has even greater importance with the Covid-19 pandemic affecting food security in our town.

I have served as a Team Leader for the Common Table community meals for six years at my church. My heart is burdened by the growing need for meals in Riley County and I am willing to serve to help in any way to assist in efforts to feed those finding it hard to make ends meet.

My husband and I farm east of Manhattan. I serve on the Board of Directors for the Riley County Farm Bureau. In 2020 the state farm bureau organization began a program entitled "End Hunger," which called upon all 105 county farm bureaus to designate a portion of funds based on membership numbers, which then were matched by the state and sent to the most rural and disadvantaged food pantries in the state. Our Riley County Farm Bureau was able to present a check to the town of Riley's Community Food Basket in the amount of \$1,940.

I feel very strongly about advocating for farming – all methods and crops. We have hosted an event called "Feast of the Fields" for eight years which brought the farm to fork experience to 100s of participants. These dinners were conducted by top Kansas chefs using locally sourced food. They allowed my family to share our farm story on a personal level.

I currently serve on the Board of Directors for the Riley County Historical Society, am secretary for the Kansas Native Stone Scenic Byway, and on the Board for the Kansas Foundation for Agriculture.

I would be more than happy to provide additional information or answer questions. Thank you for your consideration.

**References:**

Claudia Voos  
1814 Cedar Crest Drive  
Manhattan, Kansas  
785-313-1874

Ron Wilson  
2103 Zeandale Road  
Manhattan, Kansas  
785-532-8092

**Name of Council/Board Member:** Jennifer Morris

**Board:** Food and Farm Council

**Date of Term Expiration:** August 31, 2021

Council/Board Member: Please check the following applicable boxes regarding your interest in serving another term on the Council/Board. Please sign the form and return it as soon as possible in the stamped envelope enclosed.

☐ I am interested in serving another term.

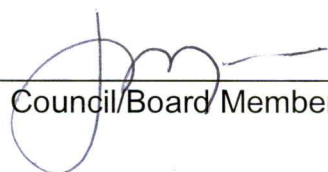
☒ I am not interested in serving another term.

☐ I am not eligible to serve another term.

☐ I am interested in serving on a different council, board or committee. Please send me an interest form/application.

*My work schedule will not allow me to give the necessary time.*

Signed:

  
Council/Board Member

*6-26-21*  
Date

Attachment: letters and resolution (11037 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

4.a

115 N. 4th Street, 1st Floor  
Manhattan, Kansas 6650  
Phone: 785-565-684  
Fax: 785-565-684  
E-mail: [bocc@rileycountyks.go](mailto:bocc@rileycountyks.go)

August 9, 2021

Kate LaRosh  
511 Chestnut Street  
Wamego, KS 66547

Dear Kate:

This is to confirm your appointment to the Food and Farm Council. We greatly appreciate your willingness to serve on this Council/Board and know that the Food and Farm Council will benefit from your contribution. Your term appointment is through December 31, 2022.

Sincerely,

Riley County Board of County Commissioners

---

Chairman

---

Member

---

Member

Attachment: letters and resolution (11037 : Advisory Board Appointments)



RILEY COUNTY  
APPLICATION FOR SERVING  
ON A COUNTY ADVISORY COUNCIL/BOARD

Name Kate LaRosh Date 6/30/2021  
 Address 51 [REDACTED] mego, KS 66547  
 Telephone 608 [REDACTED] 026 (Work) Occupation Nutrition Services Coordin  
 e-mail address: [REDACTED]

Following is a list of current County Advisory Council/Boards. Please use a separate application for each council/board for which you would like to be considered. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

|                                                                |                                                                              |
|----------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Armed Forces Memorial Committee Board | <input type="checkbox"/> Museum Board of Trustees                            |
| <input type="checkbox"/> Big Lakes Developmental Center Board  | <input type="checkbox"/> North Central -- Flint Hills Area Agency on Aging   |
| <input type="checkbox"/> Fair Board                            | <input type="checkbox"/> Pawnee Mental Health Services Board                 |
| <input checked="" type="checkbox"/> Food and Farm Council      | <input type="checkbox"/> Riley County Council on Aging                       |
| <input type="checkbox"/> Hunters Island Water District         | <input type="checkbox"/> Riley County Parks Board                            |
| <input type="checkbox"/> Joint Corrections Advisory Board      | <input type="checkbox"/> Riley County Planning Board/Board of Zoning Appeals |
| <input type="checkbox"/> Judicial Nominating Commission—21st   | <input type="checkbox"/> Riley County Public Health Advisory Council         |
| <input type="checkbox"/> Law Enforcement Agency Board          | <input type="checkbox"/> Road and Bridge Advisory Board                      |
| <input type="checkbox"/> Manhattan Urban Area Planning Board   | <input type="checkbox"/> Solid Waste Management Committee                    |

Please state why you are interested in serving on this council/board and indicate what training and expertise you would bring to this council/board (please use additional pages as needed).

Please see attached page.

Please provide references: (Name, address and phone number)

Please see attached page.

Signature Kate LaRosh

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made. All applications will remain on file for three years.

Please return this application (interested or not) to:  
 County Clerk's Office, 110 Courthouse Plaza, Manhattan, Kansas 66502  
 THANK YOU FOR YOUR INTEREST IN SERVING RILEY COUNTY

Attachment: letters and resolution (11037 : Advisory Board Appointments)

Hello Food and Farm Council and Riley County,

Thank you for your time and consideration of my application for the student position on the Food and Farm Council. This council impacts Riley County in so many ways and I am grateful for the opportunity to be part of it.

I believe I am a good candidate for this position because I am familiar with many of the Food and Farm Council's initiatives. As I have volunteered with the Council over the last few months, I have sorted and washed dishes for Kitchen Restore, led children's activities for Power of Produce, and drafted questions for the upcoming Food and Farm Council's community survey. I have also attended meetings for both the Food Insecurity and Nutrition Education Community Action Team (CAT).

Additionally, my current and past coursework at Kansas State University relates closely to the work and mission of the Food and Farm Council. I am currently pursuing a master's degree in Nutrition, Dietetics, and Sensory Sciences from K-State, anticipated graduation May 2025. This education builds on my undergraduate degree in Food Science and prior studies of culinary arts.

I hope to serve Riley County and the Food and Farm Council as an ambassador and liaison between Kansas State University and the community. I look forward to continued work with the Food and Farm Council and hope to do so as the student representative. Again, thank you for your time and consideration of my application.

Sincerely,

Kate LaRosh



#### References

|                         |                 |                |
|-------------------------|-----------------|----------------|
| Dr. Debi Rogers         | Manhattan, KS   | (785) 341-0937 |
| Rebecca Collier RDN, LD | Kansas City, MO | (816) 52904163 |
| Christian Kenney        | Manhattan, KS   | (785) 577-4415 |

Attachment: letters and resolution (11037 : Advisory Board Appointments)

**Cindy Kabriel**

---

**Subject:** FW: Advisory Board Applications for Hailey and Daniel Winslow

Hello Cindy! July 27<sup>th</sup>, the PHAC approved both Hailey and Daniel Winslow PHAC applications. What are the next steps?

---

**From:** Michelle Markvicka

**Sent:** Thursday, July 08, 2021 4:28 PM

**To:** Cindy Kabriel <[ckabriel@rileycountyks.gov](mailto:ckabriel@rileycountyks.gov)>

**Cc:** Julie Gibbs <[jgibbs@rileycountyks.gov](mailto:jgibbs@rileycountyks.gov)>; Michelle Markvicka <[mmarkvicka@rileycountyks.gov](mailto:mmarkvicka@rileycountyks.gov)>

**Subject:** RE: Advisory Board Applications for Hailey and Daniel Winslow

Hello Cindy! We will have Daniel replace Ben and once Hailey is approved, she will replace Catlin. Thank you!

Attachment: letters and resolution (11037 : Advisory Board Appointments)

**Cindy Kabriel**

---

**From:** Mckenna, Benjamin R CIV USARMY MEDCOM IACH (USA)  
[REDACTED]  
**Sent:** Wednesday, April 7, 2021 9:41 AM  
**To:** Cindy Kabriel  
**Subject:** Leaving Riley County

Good morning,  
I am letting you know I am moving to Vermont this month and will no longer be a member of the Riley County Public Health Council.  
Thank you.  
Regards,  
Ben

Ben McKenna, MPH  
GPM, APHEO  
Fort Riley Department of Public Health  
785-239-7344  
[REDACTED]

Physical Address:  
Bldg 7665, Normandy Dr.

Mailing Address:  
Irwin Army Community Hospital  
MCMI-ZSH  
ATTN: Department of Public Health  
650 Huebner Rd.  
Fort Riley, KS 66442

Link for COVID-19 updates on Fort Riley:  
<https://home.army.mil/riley/index.php/my-fort/all-services/coronavirus-information>  
<<https://home.army.mil/riley/index.php/my-fort/all-services/coronavirus-information>>

This message may contain protected health information IAW Public Law 104-191. If you are not the intended recipient, please contact the sender by reply e-mail and permanently delete/destroy all copies of the original message. Unauthorized possession and/or disclosure of protected health information may result in personal liability for civil and federal criminal penalties.

Attachment: letters and resolution (11037 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

4.a

115 N. 4th Street, 1st Floor  
Manhattan, Kansas 6650  
Phone: 785-565-684  
Fax: 785-565-684  
E-mail: boccc@rileycountyks.go

August 9, 2021

Daniel Winslow  
2901 Blakewood Pl.  
Manhattan, KS 66502

Dear Daniel:

This is to confirm your appointment to the Riley County Public Health Council. We greatly appreciate your willingness to serve on this Council/Board and know that the Riley County Public Health Council will benefit from your contribution. Your term appointment is through December 31, 2022.

Sincerely,

Riley County Board of County Commissioners

---

Chairman

---

Member

---

Member

Attachment: letters and resolution (11037 : Advisory Board Appointments)



RILEY COUNTY  
APPLICATION FOR SERVING  
ON A COUNTY ADVISORY COUNCIL/BOARD

Name Daniel Winslow Date 3-31-2021  
 Address 2901 [redacted] Manhattan, KS 66502  
 Telephone (785) [redacted] (Work) Occupation Business Analyst  
 e-mail address: [redacted]

Following is a list of current County Advisory Council/Boards. Please use a separate application for each council/board for which you would like to be considered. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

- |                                                                |                                                                                 |
|----------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> Armed Forces Memorial Committee Board | <input type="checkbox"/> Museum Board of Trustees                               |
| <input type="checkbox"/> Big Lakes Developmental Center Board  | <input type="checkbox"/> North Central -- Flint Hills Area Agency on Aging      |
| <input type="checkbox"/> Fair Board                            | <input type="checkbox"/> Pawnee Mental Health Services Board                    |
| <input type="checkbox"/> Food and Farm Council                 | <input type="checkbox"/> Riley County Council on Aging                          |
| <input type="checkbox"/> Hunters Island Water District         | <input checked="" type="checkbox"/> Riley County Parks Board                    |
| <input type="checkbox"/> Joint Corrections Advisory Board      | <input type="checkbox"/> Riley County Planning Board/Board of Zoning Appeals    |
| <input type="checkbox"/> Judicial Nominating Commission—21st   | <input checked="" type="checkbox"/> Riley County Public Health Advisory Council |
| <input type="checkbox"/> Law Enforcement Agency Board          | <input type="checkbox"/> Road and Bridge Advisory Board                         |
| <input type="checkbox"/> Manhattan Urban Area Planning Board   | <input type="checkbox"/> Solid Waste Management Committee                       |

Please state why you are interested in serving on this council/board and indicate what training and expertise you would bring to this council/board (please use additional pages as needed).

I previously served on the PHAC 2019-2020, and resigned b/c I left the county. I am a Master of Public Health graduate from U-state and currently work for the Kansas Dept. of Health & Environment in the Health Care Finance Division. I am a physical activity and community health advocate.

Please provide references: (Name, address and phone number)

Julie Gibbs, 2030 Tecumseh Rd, 785 776 4779  
 Gina Besenyi, 920 Denison Ave, 785 532 0836

Signature [Signature]

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made. All applications will remain on file for three years.

Please return this application (interested or not) to:  
 County Clerk's Office, 110 Courthouse Plaza, Manhattan, Kansas 66502  
 THANK YOU FOR YOUR INTEREST IN SERVING RILEY COUNTY

- ii. They continued to take in applicants without signatures.
  - iii. They are updating grocery store partners on WIC status.
- e. Heather with Child Care Licensing
  - i. CCL is conducting priority initials and any high risk complaints. They wear PPE when entering the facility.
  - ii. They have been passing information on the Hero Relief program.
- f. Brevia with MCH
  - i. BAM Classes are being conducted via Zoom. They currently have 10 people signed up.
  - ii. The MCH RN is working the screening call line.
  - iii. MCH has Dillon's gift cards to help provide a little extra assistance for their families.
  - iv. The Kansas Breastfeeding Grant is encouraging minorities to breastfeed after they go back to work.
  - v. The new MCH RN starts on May 4.
- g. Ben McKenna report
  - i. The Commanding General follows the State of KS.
  - ii. They ability to test in hour.
  - iii. There are issues tracking in the system
  - iv. Having MPH interns will not happen.
  - v. Ben reports that the Department of Defense puts out gag order. Fort Riley Public Health is required report KDHE otherwise nothing is released. KDHE considers Fort Riley a part of Geary County. Fort Riley does enter into Epi Trax.
- h. Ellyn Mulcahy
  - i. Classes are being conducted online for the Spring and Summer. The Fall is still pending. They've outlined scenarios but don't know which direction they will go. The only staff on campus are essential only until July 31. Ed and Ellyn are working on projects for students which can be done remotely. KAHLD may be able to figure out ways to help students. The Food and Farm has some potential projects.
- i. Robbin Cole
  - i. All of Pawnee Mental Health building closed to public. 7 of 10 Counties are closed entirely. The only in person services are at the Crisis Stabilization Center. Some patients with severe mental illness or children are going in for shots and/or meds. However, they are doing appropriate social distancing. Most appointments are done through telephone and televideo. New patients can access patient paper online. If they don't have access, it can be completed over telephone. The Crisis Stabilization has had an increase of phone calls. Pawnee is trying to get phones to those individuals that don't have access.
- j. Caitlin Pride
  - i. Reports that we have 3 positives in Ascension and 6 PUI. They are working with the National Health Ministry to share resources. Caitlin reports that she is moving to Colorado is May 15. She is working with Bob to find a replacement.
- k. Robbin questioned if we're able to identify the ways people got the virus. Andrew said that a few "no travel indicated" and "no contacts" which means it's community spread. A lot of cases have been linked with other cases. Most have been traced to someone or have traveled.
- l. Kate
  - i. 2 domestic cats have been diagnosed with COVID in New York. She will forward announcement to PHAC.
- m. The meeting will be back to the regular time in May.

Meeting adjourned at 2:00 pm Julie

Next Meeting: **May 27, 2020 @ 4:00pm**



RILEY COUNTY  
APPLICATION FOR SERVING  
ON A COUNTY ADVISORY COUNCIL/BOARD

Name Hailey Winslow Date 5/28/21  
 Address 20 [REDACTED] Place  
 Telephone (913) [REDACTED] (Work) Occupation Senior Lead Teacher @ Flint Hills Job Corps  
 e-mail address: [REDACTED]@com

Following is a list of current County Advisory Council/Boards. Please use a separate application for each council/board for which you would like to be considered. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

|                                                                |                                                                                 |
|----------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> Armed Forces Memorial Committee Board | <input type="checkbox"/> Museum Board of Trustees                               |
| <input type="checkbox"/> Big Lakes Developmental Center Board  | <input type="checkbox"/> North Central -- Flint Hills Area Agency on Aging      |
| <input type="checkbox"/> Fair Board                            | <input checked="" type="checkbox"/> Pawnee Mental Health Services Board         |
| <input type="checkbox"/> Food and Farm Council                 | <input type="checkbox"/> Riley County Council on Aging                          |
| <input type="checkbox"/> Hunters Island Water District         | <input checked="" type="checkbox"/> Riley County Parks Board                    |
| <input type="checkbox"/> Joint Corrections Advisory Board      | <input type="checkbox"/> Riley County Planning Board/Board of Zoning Appeals    |
| <input type="checkbox"/> Judicial Nominating Commission—21st   | <input checked="" type="checkbox"/> Riley County Public Health Advisory Council |
| <input type="checkbox"/> Law Enforcement Agency Board          | <input type="checkbox"/> Road and Bridge Advisory Board                         |
| <input type="checkbox"/> Manhattan Urban Area Planning Board   | <input type="checkbox"/> Solid Waste Management Committee                       |

Please state why you are interested in serving on this council/board and indicate what training and expertise you would bring to this council/board (please use additional pages as needed).

I have an interest in being actively engaged in my community. All of the councils/boards I have selected to be a part of I feel that I can help grow and they can help me grow as a young professional. I have a Bachelor's in Psychology and am almost finished with my Master's in Clinical Psychology. As a Intensive Case Manager I can help shed light onto other/diverse parts, of our community.

Please provide references: (Name, address and phone number)

Erin McConnell - (630) 386.2781  
 41104 Jefferson Ave  
 Seguin, TX 78155

Signature

Hailey C. Winslow

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made. All applications will remain on file for three years.

Gina Shope - (785) 564.4900  
 4620 Eureka Dr.  
 Manhattan, KS  
 66503

Please return this application (interested or not) to:  
 County Clerk's Office, 110 Courthouse Plaza, Manhattan, Kansas 66502  
 THANK YOU FOR YOUR INTEREST IN SERVING RILEY COUNTY

Attachment: letters and resolution (11037 : Advisory Board Appointments)

**RESOLUTION NO. 080921-****A RESOLUTION APPOINTING REPRESENTATIVES TO RILEY  
COUNTY COUNCIL/BOARDS**

**WHEREAS**, Riley County has positions available to be filled on various council/boards; and

**WHEREAS**, the following positions are open and the county residents listed below are eligible and have indicated a willingness to serve; and

**WHEREAS**, the Board of Commissioners of Riley County, Kansas, desire to appoint these county residents to the council/boards and for the terms as indicated below:

|                  |                                        |                                       |
|------------------|----------------------------------------|---------------------------------------|
| John Green       | September 1, 2021 –<br>August 31, 2024 | Food and Farm Council                 |
| Sharolyn Jackson | September 1, 2021 –<br>August 31, 2024 | Food and Farm Council                 |
| Mary Mertz       | September 1, 2021 –<br>August 31, 2024 | Food and Farm Council                 |
| Kate LaRosh      | August 9, 2021 –<br>August 31, 2022    | Food and Farm Council                 |
| Daniel Winslow   | August 9, 2021 –<br>December 31, 2022  | Riley County Public Health<br>Council |
| Hailey Winslow   | August 9, 2021 –<br>December 31, 2022  | Riley County Public Health<br>Council |

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of Riley County, Kansas, that the above referenced county residents are hereby appointed to the various county council/boards for the designated period of time.

**ADOPTED** this 9<sup>th</sup> day of August 2021.

**THE BOARD OF COUNTY COMMISSIONERS  
OF RILEY COUNTY, KANSAS**

\_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**MEMBER**

\_\_\_\_\_  
**MEMBER**

**ATTEST:**

\_\_\_\_\_  
**RICH VARGO**  
Riley County Clerk

(SEAL)



**COUNTY CLERK & ELECTIONS**  
*Personnel*

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

## COMMISSION AGENDA REPORT

---

**FROM:** Elizabeth Ward, Human Resource Manager

**MEETING:** August 9, 2021

**SUBJECT:** Sign Riley County Personnel Action Form(s)

**PRESENTER:** Elizabeth Ward, Human Resource Manager

---

**Enclosures:**

- 2021-08 A Stephenson Contact Tracer (green) (PDF)
- 2021-08 B Poole HD Intern-student (green) (PDF)
- 2021 - 08 T Cox Temp Election Worker (green) (PDF)
- 2021-08 D Toothman Social Worker (green) (PDF)
- 2021-08 D Reves Roadside Mower- Equipment Operator (green) (PDF)

# RILEY COUNTY PERSONNEL ACTION FORM

|                                                                            |                                           |
|----------------------------------------------------------------------------|-------------------------------------------|
| <input checked="" type="checkbox"/> Add<br><input type="checkbox"/> Change | Fill Request Date: 8/5/2021<br>Employee # |
|----------------------------------------------------------------------------|-------------------------------------------|

|                                                                                      |                                                                           |                                                                        |                                                                      |                                                            |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------|
| <input checked="" type="checkbox"/> New Hire<br><input type="checkbox"/> Step Change | <input type="checkbox"/> Rehire<br><input type="checkbox"/> Status Change | <input type="checkbox"/> Transfer<br><input type="checkbox"/> Demotion | <input type="checkbox"/> Promotion<br><input type="checkbox"/> Other | <input type="checkbox"/> Separation from<br>County Service |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------|

|                                                                          |                                                                           |                                                                                  |                                                                         |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Full Time<br><input type="checkbox"/> Part Time | <input type="checkbox"/> Regular<br><input type="checkbox"/> Grant Funded | <input checked="" type="checkbox"/> As-Needed<br><input type="checkbox"/> Intern | <input type="checkbox"/> Seasonal<br><input type="checkbox"/> Temporary |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------|

|            |       |        |            |
|------------|-------|--------|------------|
| Stephenson | Aaron |        |            |
| Name: Last | First | Middle | Home Phone |

|                 |      |       |     |
|-----------------|------|-------|-----|
|                 |      |       |     |
| Address: Street | City | State | Zip |

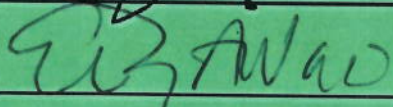
|                |                   |                   |
|----------------|-------------------|-------------------|
| Contact Tracer | Health Department | 00030-000400-0337 |
| Position Title | Department        | Fund              |

|                |                          |                                     |                           |                                         |                             |
|----------------|--------------------------|-------------------------------------|---------------------------|-----------------------------------------|-----------------------------|
| 8/10/2021      | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                           | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Effective Date | Exempt                   | Non-Exempt                          | Ending Date For Temporary | Is this a budgeted position?            |                             |

|            |   |          |                                          |    |                                    |                                        |                          |
|------------|---|----------|------------------------------------------|----|------------------------------------|----------------------------------------|--------------------------|
| B          | 9 | \$15.80  | <input checked="" type="checkbox"/> Hour | \$ | <input type="checkbox"/> Bi-weekly | <input checked="" type="checkbox"/> 40 | <input type="checkbox"/> |
| Grade/Step |   | Pay Rate |                                          |    |                                    | Hours Per Workweek                     |                          |

Approvals:

Department:  Date: 8-5-21

Personnel:  8/5/21

BOCC  
Chairman: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

# RILEY COUNTY PERSONNEL ACTION FORM

|                                                                            |  |                                           |
|----------------------------------------------------------------------------|--|-------------------------------------------|
| <input checked="" type="checkbox"/> Add<br><input type="checkbox"/> Change |  | Fill Request Date: 8/4/2021<br>Employee # |
|----------------------------------------------------------------------------|--|-------------------------------------------|

|                                                                                      |                                                                           |                                                                        |                                                                      |                                                            |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------|
| <input checked="" type="checkbox"/> New Hire<br><input type="checkbox"/> Step Change | <input type="checkbox"/> Rehire<br><input type="checkbox"/> Status Change | <input type="checkbox"/> Transfer<br><input type="checkbox"/> Demotion | <input type="checkbox"/> Promotion<br><input type="checkbox"/> Other | <input type="checkbox"/> Separation from<br>County Service |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------|

|                                                                          |                                                                           |                                                                                  |                                                                         |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Full Time<br><input type="checkbox"/> Part Time | <input type="checkbox"/> Regular<br><input type="checkbox"/> Grant Funded | <input type="checkbox"/> As-Needed<br><input checked="" type="checkbox"/> Intern | <input type="checkbox"/> Seasonal<br><input type="checkbox"/> Temporary |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------|

|       |         |  |  |
|-------|---------|--|--|
| Poole | Barkley |  |  |
|-------|---------|--|--|

Name: Last First Middle Home Phone

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

Address: Street City State Zip

|                   |                   |       |
|-------------------|-------------------|-------|
| HD Intern/student | Health Department | ----- |
|-------------------|-------------------|-------|

Position Title Department Fund

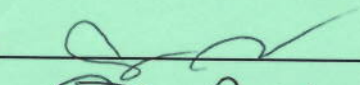
|           |                                                                                   |  |                                                                        |
|-----------|-----------------------------------------------------------------------------------|--|------------------------------------------------------------------------|
| 8/17/2021 | <input type="checkbox"/> Exempt<br><input checked="" type="checkbox"/> Non-Exempt |  | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |
|-----------|-----------------------------------------------------------------------------------|--|------------------------------------------------------------------------|

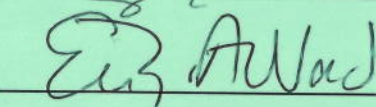
Effective Date Ending Date For Temporary Is this a budgeted position?

|        |     |        |                                                                     |        |                                                         |
|--------|-----|--------|---------------------------------------------------------------------|--------|---------------------------------------------------------|
| Intern | --- | \$0.00 | <input type="checkbox"/> Hour<br><input type="checkbox"/> Bi-weekly | \$0.00 | <input type="checkbox"/> 40<br><input type="checkbox"/> |
|--------|-----|--------|---------------------------------------------------------------------|--------|---------------------------------------------------------|

Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department:  Date: 8-4-21

Personnel:  8/5/21

BOCC  
Chairman: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

# RILEY COUNTY PERSONNEL ACTION FORM

|                                         |  |                             |
|-----------------------------------------|--|-----------------------------|
| <input checked="" type="checkbox"/> Add |  | Fill Request Date: 8/3/2021 |
| <input type="checkbox"/> Change         |  | Employee #                  |

|                                              |                                        |                                   |                                    |                                          |
|----------------------------------------------|----------------------------------------|-----------------------------------|------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> New Hire | <input type="checkbox"/> Rehire        | <input type="checkbox"/> Transfer | <input type="checkbox"/> Promotion | <input type="checkbox"/> Separation from |
| <input type="checkbox"/> Step Change         | <input type="checkbox"/> Status Change | <input type="checkbox"/> Demotion | <input type="checkbox"/> Other     | County Service                           |

|                                    |                                       |                                               |                                    |
|------------------------------------|---------------------------------------|-----------------------------------------------|------------------------------------|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Regular      | <input checked="" type="checkbox"/> As-Needed | <input type="checkbox"/> Seasonal  |
| <input type="checkbox"/> Part Time | <input type="checkbox"/> Grant Funded | <input type="checkbox"/> Intern               | <input type="checkbox"/> Temporary |

|            |         |        |            |
|------------|---------|--------|------------|
| Cox        | Theresa |        |            |
| Name: Last | First   | Middle | Home Phone |

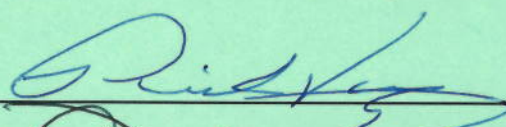
|                 |      |       |     |
|-----------------|------|-------|-----|
|                 |      |       |     |
| Address: Street | City | State | Zip |

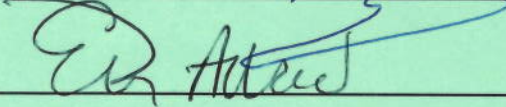
|                      |            |               |
|----------------------|------------|---------------|
| Temp Election Worker | Election   | 00001-0000019 |
| Position Title       | Department | Fund          |

|                |                                 |                                                |                           |                                         |                             |
|----------------|---------------------------------|------------------------------------------------|---------------------------|-----------------------------------------|-----------------------------|
| 8/3/2021       | <input type="checkbox"/> Exempt | <input checked="" type="checkbox"/> Non-Exempt |                           | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Effective Date |                                 |                                                | Ending Date For Temporary | Is this a budgeted position?            |                             |

|            |       |                        |              |                             |                          |
|------------|-------|------------------------|--------------|-----------------------------|--------------------------|
| Temp       | Elect | \$ <u>stipend</u> Hour | \$ Bi-weekly | <input type="checkbox"/> 40 | <input type="checkbox"/> |
| Grade/Step |       | Pay Rate               |              | Hours Per Workweek          |                          |

Approvals:

Department:  Date: 8-4-21

Personnel:  8/5/21

BOCC

Chairman: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

# RILEY COUNTY PERSONNEL ACTION FORM

|                                            |  |                             |
|--------------------------------------------|--|-----------------------------|
| <input type="checkbox"/> Add               |  | Fill Request Date: 8/3/2021 |
| <input checked="" type="checkbox"/> Change |  | Employee #                  |

|                                      |                                        |                                   |                                    |                                                     |
|--------------------------------------|----------------------------------------|-----------------------------------|------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> New Hire    | <input type="checkbox"/> Rehire        | <input type="checkbox"/> Transfer | <input type="checkbox"/> Promotion | <input checked="" type="checkbox"/> Separation from |
| <input type="checkbox"/> Step Change | <input type="checkbox"/> Status Change | <input type="checkbox"/> Demotion | <input type="checkbox"/> Other     | County Service                                      |

|                                               |                                       |                                    |                                    |
|-----------------------------------------------|---------------------------------------|------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> Full Time | <input type="checkbox"/> Regular      | <input type="checkbox"/> As-Needed | <input type="checkbox"/> Seasonal  |
| <input type="checkbox"/> Part Time            | <input type="checkbox"/> Grant Funded | <input type="checkbox"/> Intern    | <input type="checkbox"/> Temporary |

|            |          |        |            |
|------------|----------|--------|------------|
| Toothman   | Danielle |        |            |
| Name: Last | First    | Middle | Home Phone |

|                 |      |       |     |
|-----------------|------|-------|-----|
|                 |      |       |     |
| Address: Street | City | State | Zip |

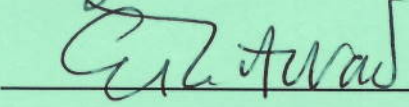
|                |            |      |
|----------------|------------|------|
| Social Worker  |            |      |
| Position Title | Department | Fund |

|                |                                            |                                     |                           |                                         |                             |
|----------------|--------------------------------------------|-------------------------------------|---------------------------|-----------------------------------------|-----------------------------|
| 8/2/2021       | <input checked="" type="checkbox"/> Exempt | <input type="checkbox"/> Non-Exempt |                           | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Effective Date |                                            |                                     | Ending Date For Temporary | Is this a budgeted position?            |                             |

|            |   |          |                               |             |                                               |                                        |                          |
|------------|---|----------|-------------------------------|-------------|-----------------------------------------------|----------------------------------------|--------------------------|
| Q          | 6 | \$       | <input type="checkbox"/> Hour | \$ 2,405.57 | <input checked="" type="checkbox"/> Bi-weekly | <input checked="" type="checkbox"/> 40 | <input type="checkbox"/> |
| Grade/Step |   | Pay Rate |                               |             | Hours Per Workweek                            |                                        |                          |

Approvals:

Department:  Date: 8-3-21

Personnel:  8/5/21

BOCC  
Chairman: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

# RILEY COUNTY PERSONNEL ACTION FORM

|                                         |  |                             |
|-----------------------------------------|--|-----------------------------|
| <input checked="" type="checkbox"/> Add |  | Fill Request Date: 8/2/2021 |
| <input type="checkbox"/> Change         |  | Employee #                  |

|                                              |                                        |                                   |                                    |                                          |
|----------------------------------------------|----------------------------------------|-----------------------------------|------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> New Hire | <input type="checkbox"/> Rehire        | <input type="checkbox"/> Transfer | <input type="checkbox"/> Promotion | <input type="checkbox"/> Separation from |
| <input type="checkbox"/> Step Change         | <input type="checkbox"/> Status Change | <input type="checkbox"/> Demotion | <input type="checkbox"/> Other     | County Service                           |

|                                               |                                             |                                    |                                    |
|-----------------------------------------------|---------------------------------------------|------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> Full Time | <input checked="" type="checkbox"/> Regular | <input type="checkbox"/> As-Needed | <input type="checkbox"/> Seasonal  |
| <input type="checkbox"/> Part Time            | <input type="checkbox"/> Grant Funded       | <input type="checkbox"/> Intern    | <input type="checkbox"/> Temporary |

|            |        |        |            |
|------------|--------|--------|------------|
| Reves      | Daniel | John   |            |
| Name: Last | First  | Middle | Home Phone |

|                 |      |       |     |
|-----------------|------|-------|-----|
|                 |      |       |     |
| Address: Street | City | State | Zip |

|                                   |              |             |
|-----------------------------------|--------------|-------------|
| Roadside Mower-Equipment Operator | Noxious Weed | 0001-000041 |
| Position Title                    | Department   | Fund        |

|                |                                 |                                                |                           |                                         |                             |
|----------------|---------------------------------|------------------------------------------------|---------------------------|-----------------------------------------|-----------------------------|
| 8/16/2021      | <input type="checkbox"/> Exempt | <input checked="" type="checkbox"/> Non-Exempt |                           | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Effective Date |                                 |                                                | Ending Date For Temporary | Is this a budgeted position?            |                             |

|            |   |          |                                          |    |                                    |                                        |                          |
|------------|---|----------|------------------------------------------|----|------------------------------------|----------------------------------------|--------------------------|
| H          | 4 | \$18.26  | <input checked="" type="checkbox"/> Hour | \$ | <input type="checkbox"/> Bi-weekly | <input checked="" type="checkbox"/> 40 | <input type="checkbox"/> |
| Grade/Step |   | Pay Rate |                                          |    |                                    | Hours Per Workweek                     |                          |

Approvals:

Department:

Date:

Personnel:

BOCC

Chairman:

Member:

Member:



**Board of Riley County  
Commissioners  
Regular Meeting  
Minutes  
August 05, 2021**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

**Commission Chambers**

**8:30 AM**

[District 1 – John Ford, Chair](#)

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

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

**8:30 AM**

**Call to Order**

| Attendee Name   | Title                                         | Status  | Arrived  |
|-----------------|-----------------------------------------------|---------|----------|
| John Ford       | County Commissioner                           | Present | 8:30 AM  |
| Kathryn Focke   | County Commissioner                           | Present | 8:30 AM  |
| Greg McKinley   | County Commissioner                           | Present | 8:30 AM  |
| Rich Vargo      | County Clerk                                  | Present | 8:30 AM  |
| Clancy Holeman  | Counselor/Director of Administrative Services | Present | 8:30 AM  |
| Gary Rosewicz   | Assistant County Engineer                     | Present | 8:30 AM  |
| John Ellermann  | Public Works Director/County Engineer         | Present | 8:30 AM  |
| Julie Gibbs     | Health Department Director                    | Remote  | 8:30 AM  |
| Elizabeth Ward  | Human Resource Manager                        | Present | 8:30 AM  |
| Sam Hennigh     | KMAN                                          | Present | 9:01 AM  |
| Michael Boller  | Noxious Weed Director                         | Present | 9:04 AM  |
| Tami Robison    | Budget and Finance Officer                    | Present | 9:20 AM  |
| Amanda Smeller  | Planning/Special Projects Director            | Present | 9:22 AM  |
| Debbie Regester | Register of Deeds Office                      | Present | 9:23 AM  |
| Shilo Heger     | Treasurer                                     | Present | 9:28 AM  |
| Joshua Gering   | EMS/Ambulance Assistant Director              | Present | 9:43 AM  |
| Russel Stukey   | Emergency Management Director                 | Present | 9:43 AM  |
| Ron Fehr        | City of Manhattan                             | Present | 10:32 AM |

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

Gibbs reported there have been 104 new cases since last week with 3 more deaths and 7 deaths in two weeks. Gibbs said there are 10 COVID patients in the hospital with 1 of them being vaccinated.

Gibbs discussed the testing and vaccination clinics.

Minutes Acceptance: Minutes of Aug 5, 2021 8:30 AM (Review Minutes)

## Commission Comments

### 2. Commission Comments

#### Ford's Comments:

Monday afternoon I met with Dennis Butler, Director of RCPD to discuss a few current items, questions I had, and a couple of other related topics. Conversation went well and I always appreciate him taking the time to sit down and chat when it is needed.

Tuesday afternoon I met with Ed Klimek, Director of the Westloop Business Association and several members from Hutton in Wichita, he was providing a tour of the area for them and wanted to them speak to somebody from Riley County. They are vested in area working on several projects in the area including the new Junction City High School, the Church in St. Mary's, and the remodeling of Hale Library on the K-State campus. Had a really good dialog and may have the chance to tour each of those projects at some point as well. Ed and I also spoke on a couple of local related issues as well and we will probably follow up on those sometime here in the near future.

Also on Tuesday I caught NACo's information session digging into various eligible uses outlined in Treasury's Interim Final Rule. This particular session focused on how counties can use allocations to support critical investments in broadband, ensuring residents have access to universally available, high-speed, reliable, and affordable coverage. Pretty basic stuff at the moment, but certainly can if needed open a realm of possibilities if counties across the country decide to go that route.

Wednesday afternoon we had another discussion via Zoom on the Aggieville parking garage. Looks like we are going to look at some other potential funding options moving forward so this is a conversation that is still very fluid at the moment and we will have to see how things transpire into the future.

Wednesday night I attended the Ogden City Council meeting. I gave them an update on our plans for the .2 cent Road and Bridge Sales Tax, and a few other related county items. Director Butler from RCPD gave them an update and they discussed some options for the Riverside lots that went unsold at the county tax sale event.

#### McKinley's Comments:

Tuesday night I attended the public meeting on the White Canyon area roads. They had proposed an improvement district to upgrade two of the roads. The cost for the two roads is estimated at \$150,000 for six residents. They want to proceed with the district. They also pointed out there are two more property owners included in the district. There are several steps to get this completed. There needs to be a lease agreement with the Corps of Engineers, because part of the road is on their property. Representatives from the district will be coming to our meeting to see if the county will contribute funds for the project. When everything is set up, Craig Cox will be presenting the district for our approval. The township has agreed to accept the road for their maintenance once the roads are up to township standards. A section of the road will still be underwater during floods, but this will improve the access to their property.

Wednesday I attended the Military Relations Committee lunch. It was good to get to talk to various people from the area and meet some new ones. The speaker was Andrew Brown who is Commissioner for Behavioral Health Services for Kansas. He discussed the behavioral health services available to enlisted and veteran military members. The state is also working on a suicide prevention coalition across the state.

Focke's Comments:

Tuesday I attended a meeting of the Business Advisory Committee at the Chamber of Commerce. Discussion centered basically on how I have been getting acclimated to the county commission, what my concerns and ideas are for the future, finance issues, and the upcoming sales tax initiative. I gave them a copy of the draft of our tax presentation that we received on Monday. I emphasized that it was not a final version. Also discussed were the boards and committees that I sit on, especially the Law Board.

I went up to Keats Park in response to a parent that lives there concerning the playground area being torn up for an excessive amount of time. While there I spoke with several people in the park. I have reported this to John Ellermann and he will be putting it on his radar and get back to me.

Later in the day I went to the new "Be Able" facility to plan for the upcoming community meal and haircuts to be held next Monday evening. Platinum and Company will bring about six or seven hair stylists.

Throughout the past couple of days I have had many discussions on mask requirements. There is some frustration and anger among vaccinated people that they are being punished, because of those who

haven't received their vaccines for whatever reason. It is an issue that we will need to deal with soon.

Also on Tuesday I attended the meeting of Common Table. Under discussion was whether to open up our facilities for in-person dining. At this point, the First Presbyterian Church is the only facility able to accommodate seating in the "Presby Place" gym.

Wednesday I had an appointment with a retinologist in Topeka. My right eye has some problems that they will have to surgically fix. That is scheduled in Kansas City on August 17<sup>th</sup>.

That evening I went to hand bell practice, but had some problems with the music as my eyes had been dilated.

### Business Meeting

#### 3. South Otter Rd Bridge Replacement Project No. D.5-9.1

Move to sign and approve the Contract Agreement with Ebert Construction Co., Inc. for S. Otter Road bridge replacement in the amount of \$319,332.63.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

#### 4. Courthouse Restoration Project

Move to approve Mid-Continental Restoration to perform the extra work on the Courthouse in the amount of \$32,571.00 from the CIP fund.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

#### 5. Twin Valley Communication's Application for NTIA Funds

Move to approve the Letter of Support of Twin Valley Communications' application for NTIA funds for broadband deployment in Keats, Kansas.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

6. Sign Riley County Personnel Action Form(s)

The Board of County Commissioners signed Riley County Personnel Action Forms for the following:

- Gilbert Terrell, for a transfer from Public Works/Operations to Public Works/Solid Waste as a Public Works Operator II, , at a grade I step 17, at \$28.14 per hour, effective August 7, 2021.
- Lindsay Mason, for a transfer, as an Intern, in the Planning & Development Department, at a grade Intern, effective August 17, 2021.
- Emily Gilbert-Esparza, a new hire, as an Intern, in the Health Department, at a grade Intern, effective March 31, 2021.

**Review Minutes**

7. Board of Riley County Commissioners - Regular Meeting - Aug 2, 2021 8:30 AM

Move to approve the minutes.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>        |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**Review Tentative Agenda**

8. Tentative Agenda

**Press Conference Topics**

9. Discuss Press Conference

9:00 AM

Gary Rosewicz, Assistant County Engineer

10. Bid opening for asbestos removal from First Christian Church project

The Board of County Commissioners opened the following bids for asbestos removal from the First Christian Church project:

| Company                                                                  | Total Bid    |
|--------------------------------------------------------------------------|--------------|
| Associated Insulation, Inc.<br>701 Pecan Circle<br>Manhattan, KS 66502   | \$ 18,294.00 |
| River City Remediation, LLC<br>304 S. Lee Street<br>Clearwater, KS 67026 | \$115,886.00 |

Move to refer the bids to staff for evaluation and recommendation.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**9:15 AM Michael Boller, Noxious Weed Director**

11. Riley County Noxious Weed Staff Update

Boller presented the Noxious Weed/HHW staff report.

**9:30 AM Tami Robison, Budget and Finance Officer**

12. 2022 Budget Work Session

Robison presented the 2022 Budget Development Worksheets with the proposed changes.

The Board agreed by consensus with the revised 2022 Budget as presented.

**9:40 AM John Ellermann, Public Works Director/County Engineer**

13. Request to fill an open Equipment Operator II Position

Ellermann presented the request to refill the Equipment Operator II

position.

Move to approve the Public Works Department advertise to hire the open Equipment Operator II position.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

The Board of County Commissioners signed a Riley County Position Action Form for a Public Works Operator II, in the Public Works/Operations Division, at a grade I.

9:45 AM

**Elizabeth Ward, Human Resource Manager**

14. COVID-19 Personnel Policy Recommendation

Ward presented the COVID-19 Personnel Policy recommendation.

Gibbs discussed the most concerning issues regarding the hospital situation, the recent seven deaths and the low level of vaccinations. Gibbs discussed Via Christi Hospital Director Bob Copple's concern with hospital space.

Gering said in health care and EMS/Ambulance they are operating at a volume as high as any in the last 18 months due to the delta variant. Gering stated he believes the time for intervention is now.

Ward discussed other local entities mask mandates for staff and visitors.

Ward stated there is no longer any paycheck protection for employees as there was previously.

Ward said we recommend, with the support of the department heads, the commissioners enact a mask mandate for all county employees, whether vaccinated or not, while indoors or in a vehicle, unless alone in a private office or vehicle, with a biweekly review of the policy.

Focke asked what percentage is vaccinated and can we mandate employees to be vaccinated.

Ward said we do not have the information now, but we can legally pursue the information and vaccination requirement.

Ford said he is okay with the department heads managing their departments.

McKinley stated in one of the paragraphs at the end up to 2/3's of the staff could come down with COVID. McKinley said to just tell us the facts and to not make it sound scarier. McKinley stated the write up was irritating.

Ford stated a number of our employees have had COVID and many vaccinated. Ford said he believes it would be beneficial to know how many are employees have been vaccinated.

Discussion followed on the proposed policy recommendation.

The Board of County Commissioners agreed by consensus to collect the data on the percentage of county employees vaccinated and if possible the number of employees who have had COVID-19.

Move to keep the current Riley County COVID-19 employee policy in place.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**10:00 AM Amanda Smeller, Planning/Special Projects Director**

15. Planning & Development - Staff Update

Smeller presented the Planning & Development staff update.

**10:15 AM Clancy Holeman, Counselor/Director of Administrative Services**

16. Administrative Work Session

Holeman discussed the dates to hold the Riley County Legislative Meeting with the local State Legislators.

The Board suggested holding the meeting November 8, 15 or 18, 2021.

17. Approve Resolution Submitting to Voters Ballot Question on a .20% Countywide Retailers' Sales Tax Funding Road and Bridge

## Improvements

Holeman presented the proposed resolution for the .20% sales tax for roads & bridge construction and improvements.

Move to approve “Resolution No. 080521-33, a Resolution to submit to the qualified electors of Riley County, Kansas the proposition of levying a one-fifth of one percent (0.20%) retailers’ sales tax for the purpose of funding bridge and roadway construction and improvements, including maintenance and reconstruction in the county.”

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

10:30 AM

**Ron Fehr, Manhattan City Manager**

## 18. Manhattan City General Update

Fehr presented the City of Manhattan update.

**Adjournment**

Move to adjourn.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |



**Board of Riley County  
Commissioners  
Regular Meeting  
TENTATIVE Agenda  
August 12, 2021**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

**Commission Chambers**

**8:30 AM**

[District 1 – John Ford, Chair](#)

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

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

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

**Commission Comments**

**Business Meeting**

1. Discuss Joint City/County/County Meeting
2. Discuss Intergovernmental Luncheon
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**

**Break**

**9:30 AM**

**Shilo Heger, Treasurer**

5. Monthly Revenue Reports

**9:45 AM**

**Jason Smith, Manhattan Area Chamber of Commerce**

6. Economic development update

**10:00 AM**

**Julie Gibbs, Health Department Director**

7. Staff update

**10:30 AM**

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

8. Monthly Cash Flow Reports

Attachment: 08-12-21 tentative agenda (10485 : Tentative Agenda)

**10:50 AM**      **Craig Cox, Deputy County Counselor**  
9.      Fairmont Heights Bond Resolution

**11:05 AM**      **Greg McHenry, Appraiser**  
10.      Staff update

**11:30 AM**      **Alice Massimi, PIO**  
11.      ArchiveSocial

**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: 08-12-21 tentative agenda (10485 : Tentative Agenda)



**Board of Riley County  
Commissioners  
Regular Meeting  
TENTATIVE Agenda  
August 16, 2021**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

**Commission Chambers**

**8:30 AM**

[District 1 – John Ford, Chair](#)

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

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

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

**Commission Comments**

**Business Meeting**

**Review Minutes**

**Review Tentative Agenda**

**Press Conference Topics**

**9:00 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

1. Administrative Work Session

**9:15 AM**

**David Adams, EMS/Ambulance Director**

2. Staff update

**9:30 AM**

**Press Conference**

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

**9:50 AM**

**Tami Robison, Budget and Finance Officer**

4. Approve auditor review of budgets

**10:00 AM**

**Primary Election Canvass**

**12:00 PM**

**Law Enforcement Agency Meeting**

**Adjournment**

Attachment: 08-16-21 tentative agenda (10485 : Tentative Agenda)

---

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

Attachment: 08-16-21 tentative agenda (10485 : Tentative Agenda)



**MUSEUM**  
*Staff Update*

**Cheryl Collins**  
Museum Director  
2309 Claflin Rd  
Manhattan, KS 66502  
Phone: 785-565-6490

## STAFF REPORT

---

**FROM:** Cheryl Collins, Director, Riley County Historical Museum

**MEETING:** August 9, 2021

**SUBJECT:** Riley County Historical Museum Staff Update- Third Grade Trunks

**PRESENTER:** Allana Parker, Curator of Design, Riley County Historical Museum

---

### Riley County Extension & Historical Museum

#### 3<sup>rd</sup> Grade “History Detectives” Trunk

Since 2013, Riley County Extension and the Riley County Historical Museum have partnered to create a “History Detectives” trunk for local 3<sup>rd</sup> Grade students to use in the classroom. We have been working recently to expand the program by including additional leaders from throughout Riley County including those from Leonardville, Randolph, Riley, and Ogden. The team has partnered with local teachers to adjust the program to best facilitate students’ learning of local history.

The History Detectives trunk includes a full lesson plan which teaches students about the history of specific leaders and their various leadership roles in Riley County. Currently, students are able to learn about eight diverse community leaders such as Isaac and Ellen Goodnow, Minnie Howell Champe, Lucy Pottorf, and Amanda Arnold.

In the program, students analyze primary and secondary source materials such as newspapers, photographs, maps, and letters provided in “Detective Packets” to make inferences about the individual’s leadership impact in the community. Students are then able to share the information they have learned with the remainder of the class by participating in creation of a historic timeline and writing a historical narrative about their respective leader. The trunk also includes worksheets to help guide the students in their “detective work.” Although this lesson plan is divided into three separate lessons, it is designed to be adjustable in order to best fit the teachers’ individual classroom needs.

We have worked to align this educational program with Kansas State educational standards for History, which for 3<sup>rd</sup> Grade classes includes: Individuals have rights and responsibilities; societies experience continuity and change over time; and relationships among people, places, ideas, and environments are dynamic.

We continue to be exceptionally grateful for the valuable partnerships and support from local schools and educators so we may share Riley County history with students.

Enclosures:



**PUBLIC WORKS**  
*Project Update*

**John Ellermann**  
Public Works  
Director/County Engineer  
6215 Tuttle Creek Blvd  
Manhattan, KS 66503  
Phone: 785-537-6330

## MEMORANDUM

---

**FROM:** John Ellermann, Public Works Director

**MEETING:** August 9, 2021

**SUBJECT:** Public Works Project Update

**PRESENTER:** John Ellermann

---

Update on the projects and activities by the Public Works staff and crew.

**Enclosures:**

- 080921 Project Update (PDF)
- Location Map (PDF)

## Project Update

Public Works Department

8/09/2021

### First Christian Church Demolition Project

- Asbestos Removal – Bid opening August 5, 2021 @ 9:00am
- Building Demolition on hold

### Lakeside Heights Sewer/Water District

- Plans have been approved by KDHE
- Working on collecting hook-up agreements from users.

### Keats Sewer District

- Preliminary Engineer Report – BG Consultants
- GAS completed income surveys
- Application for KDHE Revolving Fund pending
- CDBG grant – Did not meet qualifications

### Kitten Creek Culvert Replacement (N.5-22.5)

- Approximately 1.5 mi N. of Anderson Ave.
- Olsson and Associates is the consultant
- Working on office check plans

### Rose Hill Rd. Bridge (O.7-2.6)

- Approximately ¼ mi. S. of Swede Creek Rd.
- KDOT Off-System Bridge Program (80/20 grant for construction)
- BG Consultant
- Ebert was low Bidder estimated start date is October 2021.

### West 32<sup>nd</sup> Ave Bridge (T.0-30.8)

- Approximately ¼ mi. N. of McDowell Creek Rd.
- Alfred Benesch & Co.
- Final plans complete, r/w acquisition complete and utility relocation
- Need to set bid date w/ a January 2022 early start date

### Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Office check being reviewed

### Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.

- Schwab-Eaton
- Field check held February 2, 2021
- [Trying to set up meeting with the Historical Society](#)

#### South Otter Bridge (D.5-9.1)

- Approximately 0.1 mi. S. of Green-Randolph Rd.
- Schwab-Eaton
- [Contract awarded to Ebert Construction.](#)
- [Estimated start date March 2022](#)

#### Senn Rd Bridge (I.1-10.8)

- BG Consultants
- Approximately 0.1 mi. E. of Union Rd.
- Ebert Const. awarded contract
- [Construction scheduled to begin August 16<sup>th</sup>.](#)

#### Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton working on field check plans.

#### Flat Rock Rd. Culvert (O.3-1.3)

- Approximately 0.5 mi. W. of Swede Creek Rd.
- SMH
- Office check plan complete, starting r/w work

#### Union Rd Culvert (I.0-0.9)

- Approximately 0.9 mi. S. of Green-Randolph Rd.
- SMH
- Office check complete, starting r/w work

#### Wildcat Creek Park Bridge

- Benesch Design
- County Bridge Crew will build
- DWR Permit approved
- [Planned start October 2021](#)

#### Parks:

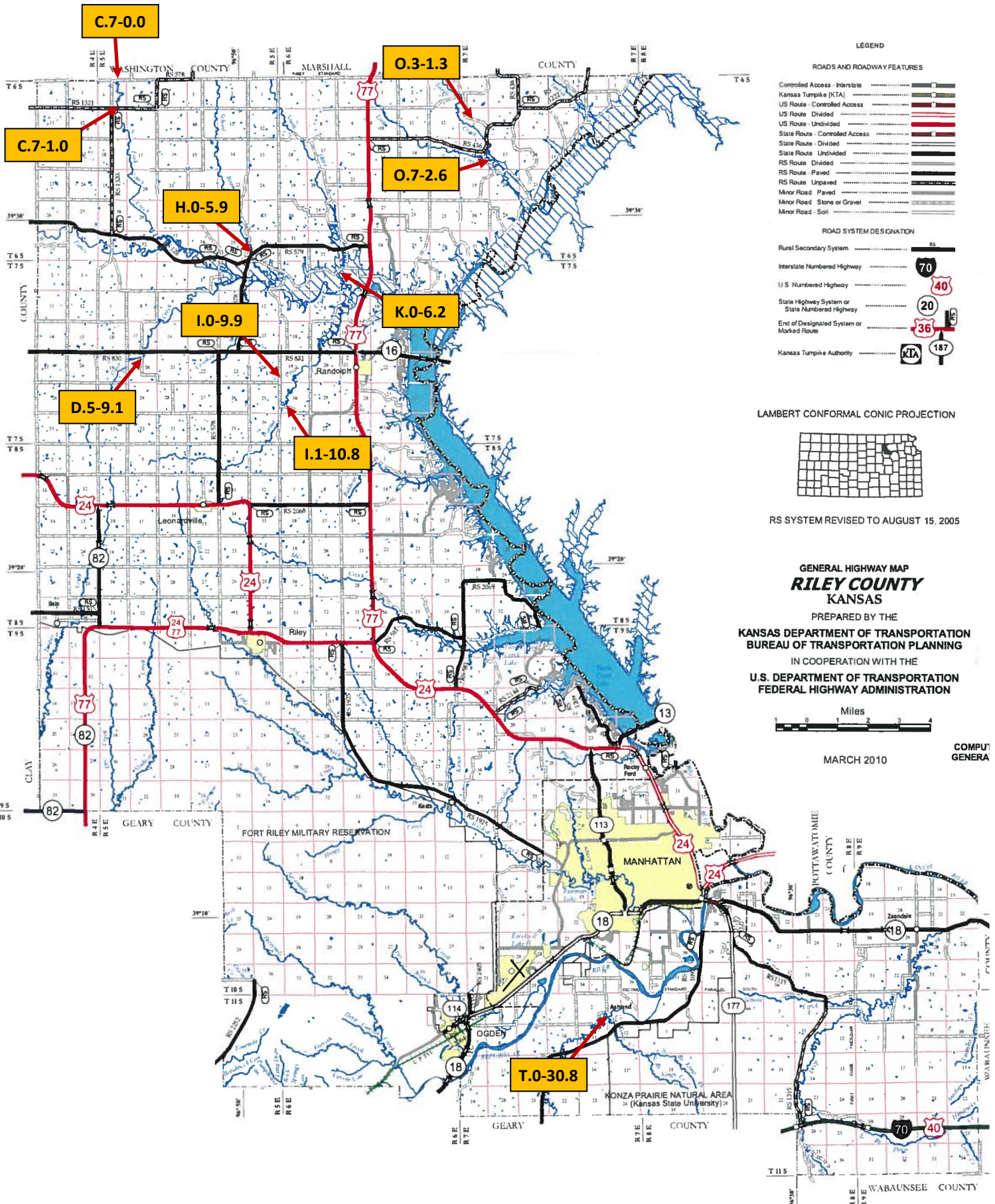
- [Normal park maintenance activities](#)
- [Successful Fair](#)
- [Catching up with mowing](#)
- [Continue work on renovations to playground at Keats Park](#)
-

**Operations:**

- Overlay project and shouldering has been completed
- Striping to be done in 2-3 weeks
- Fairview Church Rd culvert completed
- Silver Creek Rd culvert started today
- Green-Randolph Rd culvert will start August 16<sup>th</sup>. – Closed for 2 weeks
- 

**Miscellaneous**

- MCR working on cleaning of Courthouse plaza buildings
- Staff working on developing RFQ for EMS Station and Health Department
- Station Design Conference and APWA Aug 22 through September 1.





**COUNTY  
COUNSELOR/ADMINISTRATIVE  
SERVICES**  
*Staff Update*

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

## COMMISSION AGENDA REPORT

---

**FROM:** Jana Chingway, Senior Legal Assistant

**MEETING:** August 9, 2021

**SUBJECT:** Pending County Projects County Counselor

**PRESENTER:** Clancy Holeman, Riley County Counselor

---

Enclosures:

- Final Commission List 08.09.2021 (DOC)

**PENDING COUNTY PROJECTS ▪ August 9, 2021**  
**Submitted by Clancy Holeman, Riley County Counselor**  
*Changes from previous meetings are shown in italics.*

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

**COMMISSION LIST**

**Matters Reviewed Since Last Project List Submitted:**

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

**Staff and Departmental Meetings Attended Since Last Project List Submitted:**

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

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

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

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

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

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

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