



**Board of Riley County
Commissioners
Regular Meeting
Agenda
August 23, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Recovery Month Proclamation

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Aug 19, 2021 8:30 AM

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Robbin Cole, Pawnee Mental Health Services Director

7. Pawnee Mental Health Services update

9:15 AM

Alvin Perez, Public Works Operations and Fleet Manager

8. Request to refill a future vacant position

9:20 AM

Carson Kober, CASA

9. CASA's 4th floor space update

9:30 AM

Press Conference

10. Presentation of the Recovery Month Proclamation - John Ford and Robbin Cole (3-5 minutes)
11. Riley County Livestock Association Summer Tour – August 29 - Greg

McClure (3 minutes)

9:50 AM

Clancy Holeman, Counselor/Director of Administrative Services

- 12. Administrative Work Session
- 13. Pending County Projects County Counselor

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

- 14. Executive session to discuss confidential legal advice regarding potential litigation issues

12:00 PM

Intergovernmental Luncheon

- 15. Intergovernmental Luncheon Agenda

Adjournment

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



OUTSIDE AGENCY
Proclamation

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Robbin Cole, Pawnee Mental Health Services Director

MEETING: August 23, 2021

SUBJECT: Sign Recovery Month Proclamation

PRESENTER: Robbin Cole, Pawnee Mental Health Services Director

Move to sign the Recovery Month Proclamation for September 2021 for Pawnee Mental Health Services.

Enclosures:

- County Recovery Month 2021 proclamation (DOCX)



RECOVERY MONTH PROCLAMATION

*“Recovery is for Everyone: Every Person, Every Family,
Every Community”*

WHEREAS, behavioral health is an essential part of health and overall wellness, and prevention works, treatment is effective, and people can and do recover from substance use and mental disorders; and

WHEREAS, it is critical to educate our policymakers, friends and family members, health care providers, and businesses that substance use and mental disorders are treatable, and that people should seek assistance for these conditions with the same urgency as they would any other health condition; and

WHEREAS, almost 21 million Americans have at least one addiction, yet only 10% of them receive treatment and drug overdose deaths have more than tripled since 1990; and

WHEREAS, social support is crucial, and social isolation is a risk factor for relapse and physical distancing measures and quarantine may be especially difficult for people in recovery because they limit access to meetings of peer-support groups and other sources of social connection; and

WHEREAS, the U.S. Department of Health and Human Services (HHS), the Substance Abuse and Mental Health Services Administration (SAMHSA), the White House Office of National Drug Control Policy (ONDCP), and Pawnee Mental Health Services, observe Recovery Month to raise awareness and understanding of recovery from substance use and mental disorders; and

THEREFORE, Riley County, does hereby proclaim **SEPTEMBER 2021** as **RECOVERY MONTH** in Riley County and calls upon the citizens, government agencies, public and private institutions, businesses, and schools to recognize the importance of recovery, and to commit our community to increasing awareness and understanding of substance use and mental disorders and the need for appropriate and accessible services for all people.

Commissioner

Commissioner

Commissioner



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 26, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Introduction of Interns

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

2. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:35 AM

Kevin Howser, IT/GIS Director

4. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

5. Staff update

10:05 AM

Alice Massimi, PIO

6. Update

10:20 AM

Amanda Smeller, Planning/Special Projects Director

7. Public hearing to name a private road from Johnson Road to Johnson

Attachment: 08-26-21 tentative agenda (10489 : Tentative Agenda)

Trail

10:35 AM

Clancy Holeman, Counselor/Director of Administrative Services

8. Executive session to discuss confidential legal advice regarding potential litigation issues

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: 08-26-21 tentative agenda (10489 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 30, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Break

9:30 AM

Press Conference

2. Presentation of retirement plaque to Gary Rosewicz - John Ford (3-5 minutes)

9:50 AM

Dana Nayduch

3. White Canyon proposed benefit district

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: 08-30-21 tentative agenda (10489 : Tentative Agenda)



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: August 23, 2021

SUBJECT: Request to refill a future vacant position

PRESENTER: Alvin Perez, Operations Manager

BACKGROUND

I am here today to ask the Board to begin the process to refill a future vacant position in the Public Works Department. Bret Volkel, Shop Supervisor, will be retiring October 29, 2021, after 14 years of service with Riley County.

This is a supervisory position with occasional administrative work involving the daily planning and execution of preventative maintenance and repair activities for county vehicle and equipment. This position is under the supervision of the Operations Manager.

The Shop Supervisor is responsible for the inspection, diagnosis, maintenance and repair of automotive vehicles, emergency equipment, trucks, heavy equipment and miscellaneous vehicles. Along with acquiring parts and supplies; supervising a group of 5 skilled technicians and other support staff engaged in vehicle and equipment maintenance and repair; independently scheduling and prioritizing work schedules; procuring of parts and materials and maintaining inventories.

DISCUSSION

Discuss filling the Shop Supervisor. We are also asking the Commission to allow for advertising of the position as soon as possible allowing for an overlap between Bret and his replacement. In order for the transition go as smooth as possible we would like to have about a month overlap period.

FISCAL IMPACT

This is a current budgeted open position within the Public Works Department. The difference in salaries and other vacancies within the department will allow us to stay within budget.

RECOMMENDATION(S)

Staff recommends the Board of County Commissioners approve this request to begin our search for qualified candidates.

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise for a Shop Supervisor.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Shop Supervisor New 2014 (PDF)
- 2021-08 Shop Supervisor - PW (gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	SHOP SUPERVISOR	
Department:	Public Works	Division: Fleet Services
Reports To:	Operations Manager	
Pay Grade:	Q	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary:

This is a supervisory position with occasional administrative work involving the daily planning and execution of preventative maintenance and repair activities for county vehicles and equipment.

This position is responsible for the inspection, diagnosis, maintenance, and repair of automotive vehicles, emergency equipment, trucks, heavy equipment and miscellaneous vehicles; acquiring parts and supplies; supervising a group of 5 skilled technicians and other support staff engaged in vehicle and equipment maintenance and repair ; independently scheduling and prioritizing work schedules; procuring parts and materials and maintaining inventories

This employee exercises considerable discretion in carrying out work details and works independently with limited supervision. Supervision is provided by the Operations Manager through consultations and review of the work performed.

This position performs related work as required during and after regular hours, any day of the week including weekends and holidays.

Essential Functions:

- Issues daily activity schedules to employees and gets them started in a timely manner.
- Ensures duties are carried out in accordance with County and Departmental policies and guidelines
- Provides for regular and punctual attendance and fosters a cooperative work environment.
- Ensures time management on projects is sufficient. (late starts or early quit times are managed)
- Plans, organizes, trains, evaluates and supervises 5 employees engaged in the maintenance and repair of all county vehicles, equipment, electronic testing and diagnostic equipment.
- Maintains repair orders and service lists.
- Troubleshoots and oversees repairs to HVAC systems and building repairs.
- Participates in snow and ice removal activities as assigned.
- Obtains prices, purchases, or approves the purchase of materials and equipment under \$500.00 in value and prepares bids for equipment, parts, and material purchases under \$2,000 in value
- Purchases, stores, and maintains a large inventory of parts, supplies and other commodities for a fleet maintenance repair facility.
- Prepares invoices and receipts to record parts usage, outside repairs, and commodity distribution.
- Performs research to locate suppliers, prepare cost estimates, and determine availability of products and services
- Prepares, updates, and closes equipment maintenance and repair orders.
- Reviews and approves employees' time cards, equipment usage reports, and material charges to assure the accuracy and completeness of information
- Inspects, trouble-shoots, maintains, repairs and reconditions county vehicles and equipment

Attachment: Shop Supervisor New 2014 (11068 : Request to refill future vacant position)

- Responds to requests from county entities for the repair of emergency equipment. These repair requests are often critical in nature, after hours, anywhere in the county or out-of-county during emergency transfers.

Secondary Functions:

- Assists the Operations Manager by researching specifications, developing bidder lists, and creating formal bid documents for presentation to the County Commission.
- Prepares and conducts employee performance appraisals for the subordinates supervised by this position
- Secures and supervises maintenance of tools, shop equipment, shop facilities, and material inventory
- Operates any job related equipment as necessary.
- Coordinates training and continuing education programs for mechanic staff.
- Assists in determining stocking levels for parts and supply inventories.
- Maintains a clean work area.
- Periodically inspects equipment assigned to the crew to ensure units are clean and maintenance is being performed adequately.
- Supervises vehicle body repair, painting, and glass replacement.
- Sells and distributes commodities to other agencies.
- Researches and develops methods to improve repair practices.
- Assists with tool and equipment safety training presentations.
- Supervises the proper handling and disposal of environmentally sensitive shop wastes.
- Participates in staff meetings, safety meetings and other related activities.
- Position may require occasional overtime that will be outside normal work hours which may include weekends.
- May be required to perform related work as required during and after hours, any day of the week, including holidays.
- Perform other duties as assigned.

Position Requirements:

Any satisfactory equivalent combination of experience, education and training which provides the required knowledge, skills and abilities listed below will be accepted.

- This position requires the employee to provide and carry a personal cell phone and will be reimbursed as per the County's Cell Phone Policy. The cell phone is to be utilized to carry out county related functions in accordance with Departmental Policies and Procedures.

Education:

- Graduation from high school is required
- Two years of vocational level course work in a mechanics curriculum or equivalent is required.
- Valid Class A Commercial Driver's License and tanker endorsement shall be obtained within the first 90 days of employment in this position.

Certifications:

- ASE Certification in at least two categories within 1 year of starting date is required
- Automotive Service Excellence (ASE) Master Mechanic certification is required.

Experience:

- Requires five years-experience in maintaining and repairing automotive, heavy truck and construction equipment
- Three years-experience in a supervisory position is required
- Two years of operating basic computer software (ie. microsoft office) is required.
- Knowledge and skill using tools, materials, equipment, standard methods and practices of the mechanics trade
- Knowledge of the principles and operation of internal combustion engines, under-carriages, tracks, electrical systems, fuel systems, ignition systems, steering systems, suspension systems, transmission and drive lines, brake systems, cooling systems, air conditioning systems, hydraulic systems, computer control systems, and other mechanical components
- Knowledge of the applicable work safety rules and procedures.
- Knowledge of diagnostic computer software applications and other automated systems
- Knowledge of employment laws
- Knowledge of bidding, contracting and procurement laws, product and service sources

Skills:

- Good organizational, interpersonal and communication skills are required.
- Ability to plan, organize and supervise the work of subordinate personnel
- Ability to follow oral and written instruction
- Ability to express oneself clearly and concisely, orally and written
- Ability to work independently with little or no supervision.
- Ability to deal tactfully with people
- Ability to analyze and solve problems
- Ability to establish and maintain effective working relations with employees, supervisors, other government agency officials, and the general public
- Ability to maintain records, prepare basic reports, and manage efficient equipment repair operations and contraction of outside repair services
- Ability to formulate data, write work orders, view records and print reports using computer software for fleet maintenance databases, spreadsheet applications, word processing applications, automated fuel card systems, and other equipment

Supervisory Control: Work is performed independently and on own initiative in accordance with established procedures and policies. A supervisor is consulted only occasionally. Work is periodically checked by the Operations Manager for appropriateness and completeness,.

Supervisory Responsibility: Work involves responsibility for independently planning and supervising the work of 5 skilled technicians and other support staff engaged in vehicle and equipment maintenance and repair.

Guidelines: Guides include numerous hard copy and electronic operator, parts, and technical service manuals for a wide variety of equipment ranging from small gasoline engines to trucks to large earth moving equipment. Other guidance is provides by the county personnel regulations and instruction from training seminars and supervisors. Work is to be performed in accordance with standard practices and methods of the mechanics trade. Application of these guides requires considerable research and judgment for proper selection and implementation of the correct guides. For some work, guidelines are scarce or non-existent which requires this person to be resourceful in developing new methods, designs or practices. This position requires a considerable amount of previous training and experience.

Complexity: An employee in this class is required to research a wide range of related problems of an

extremely technical nature. The work involved a wide variety of related tasks in a professional field that require resolution of intensive scheduling conflicts and selection of proper repair alternatives. This person must have the ability to determine the most cost effective method of repair under certain re-occurring time restraints imposed by equipment use needs.

This position requires the ability to research and properly apply guides and manuals. This position must know how to use sophisticated test equipment to diagnose and analyze highly technical equipment repair problems and have the ability to identify and correct safety deficiencies in equipment operated by the county.

Daily planning of work requires considerable judgment to utilize labor, equipment, and materials efficiently in order to independently make decisions to successfully complete a task or project.

Scope & Effect of Work: The main purpose of the work is to perform daily supervision of county equipment repair activities and to assure emergency and other county equipment is readily available for county use. The services provided affect the economical use of department funds, efficient utilization of county equipment, and the ability of the county to provide local government services.

This position affects the work performed by several county departments and the economical use of department funds, efficient utilization of department resources, and the ability of the Public Works Department to provide a safe and functional county highway network system. A person in this position is required to respond to road and bridge emergencies when they become apparent, and to initiate corrective actions to protect the traveling public.

Personal Contacts: Personal contacts are made with individuals or groups in the county organization and with persons and agencies outside the organization in moderately unstructured settings. Typical contacts include subordinates, other departmental employees, supervisors, vendors, contractors, other government agencies, and the general public.

Purpose of Contacts: Supervises, instructs, motivates, and trains subordinates in technical equipment diagnosis and repair. Obtains, clarifies, or gives facts to other departmental employees, sales persons and suppliers. Recommends, coordinates, or advises supervisors, and administrators concerning purchases, repairs, and scheduling. Must be able to communicate clearly and precisely with manufacturer's representatives, technical support groups, suppliers, and vendors to obtain information for facilitating complex and technical repairs. Must have the ability to establish and maintain effective working relations with employees, supervisors and administrators.

Physical Demands: The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work encompasses both shop and office work. Typically the office work is sedentary and the employee may sit comfortably in a controlled environment to perform tasks. This part of the position has a dimension which may lead to mental and physical fatigue. The field work requires some physical exertion. While performing the duties of this job, the employee is required to stand; walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk or hear. The employee may occasionally be required to lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The work requires sufficient body flexibility and strength to access construction projects. Exposure to machinery, heights, excessive noise, corrosive solvents, hot materials, flammable liquids and work in extremes of heat, humidity, wind and cold are expected.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A portion of the work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or vehicle maintenance shop. Work in an office setting can result in visual attention and dexterity in computer operation. The remainder of the time, the work is performed in the field where conditions will vary greatly. While performing the duties of this job, the employee is exposed to wet and/or humid conditions, moving mechanical parts, asphalt materials with temperatures in excess of 300 degrees, petroleum products, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, and vibration. The noise level in the work environment can vary from normal to very loud. On some occasions, this employee may be required to use protective clothing such as a hard hat, safety vest, ear protection, boots, gloves, safety glasses or face shield.

Recruiting requirements:

Riley County is accepting applications for a Shop Supervisor who is responsible for the management of the Public Works Fleet Division operations. This is a supervisory position with occasional administrative work involving the daily planning and execution of preventative maintenance and repair activities for county vehicles and equipment.

This position is responsible for the inspection, diagnosis, maintenance, and repair of automotive vehicles, emergency equipment, trucks, heavy equipment and miscellaneous vehicles; acquiring parts and supplies; supervising a group of 5 skilled technicians and other support staff engaged in vehicle and equipment maintenance and repair ; independently scheduling and prioritizing work schedules; procuring parts and materials and maintaining inventories. This employee exercises considerable discretion in carrying out work details and works independently with limited supervision.

Applicant shall be a high school graduate, Automotive Service Excellence (ASE) Master Mechanic certification is required, have 5 years-experience in maintaining and repairing automotive, heavy truck and construction equipment, Three years-experience in a supervisory position is required, Two years of operating basic computer software (ie. microsoft office) is required and a valid Class A Commercial Driver's License with a Tanker Endorsement.

Approved: _____ Date: _____
(Supervisor)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Attachment: Shop Supervisor New 2014 (11068 : Request to refill future vacant position)

RILEY COUNTY POSITION ACTION FORM

Department Public Works / Opers/Fleet Date 08/19/2021 Job Title Shop Supervisor

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>40</u>	Hours per ☒ Week ☐ Month	Start Date <u>08/19/2021</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary			End Date <u>N/A</u>	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: <u>Bret Volkel</u>	2. Effective date of promotion, transfer, termination, or change: <u>10/29/2021</u>	1. Are there current budgeted funds available to pay for this position? ☒ Yes ☐ No ☐ Grant Funded	2. Requested hours per year: <u>2080</u>
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact):	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☒ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position: <u>No</u>	5. If applicable, what is the ending date for the position?: <u>N/A</u>	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Supervisory Position

2. Is it possible to fill this position internally? If no, why not? Yes

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: High School Graduate or equivalent required. Two years of vocational level course work in a mechanics curriculum or equivalent is required. Class A Commercial License with tanker endorsement shall be obtained within the first 90 days of employment. Requires 5 years-experience in maintaining and repairing automotive, heavy truck and construction equipment. Three years-experience in supervisory position is required. Two years of operation basic computer software required.

Additional comments: Bret Volkel is retiring his position as of 10/29/2021

Approval by:

Department Head:

John Ellerman

Date:

8-16-2021

Personnel:

Greg Anderson

8/19/21

BOCC Chairman:

CC Member:

CC Member:



**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 23, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 08.23.2021 (DOC)

PENDING COUNTY PROJECTS ▪ The work weeks of August 9, 2021 and August 16, 2021

Submitted by Clancy Holeman, Riley County Counselor

Changes from previous entries or in the items listed are shown in italics.

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

COMMISSION LIST

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway.

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute.

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center’s jail are the sole responsibility of Riley County--and not of the City of Manhattan or State of Kansas.

KAC Annual Meeting (October 19, 2021): Accepted invitation to participate on panel discussion before the general KAC membership regarding “Dark Store” and Riley County’s experience on the issue.

County Counselors Association of Kansas: Assist with organization of the semi-annual CLE our statewide professional association will present to its members during the October 19, 2021 KAC annual meeting.

DEPARTMENTAL LIST

Riley County Register of Deeds: Provide requested advice on filing issue.

Riley County Museum: Provide requested legal advice on issue.

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement.

Riley County Public Works: Provide legal advice on project.

Riley County Planning & Development: Provide requested legal advice on 2 projects.

Riley County Emergency Management: Provide requested legal advice on 1 project.

Riley County Health Department: Provide legal advice on projects.



INTERGOVERNMENTAL LUNCHEON

August 23, 2021
12:00-1:00 p.m.

AGENDA

- I. Gather
- II. Convene and Introductions
- III. Agenda Topics
 - A. 2020 Census update – Jason Dean, Kansas Partnership Representative
- IV. Legislative Items of Interest
- V. Miscellaneous Discussion Items and Announcements
- VI. Discussion about Potential Agenda Topics for Next Meeting
- VII. Next Meeting Date: Monday, September 27, 2021
- VIII. Adjournment