



**Board of Riley County
Commissioners
Regular Meeting
Agenda
September 07, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:00 AM

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

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

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

8:00 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Recommendation for Scrap Metal Removal Quote
4. Review and Approve Theatres Rentals Event Contract with American Multi-Cinema, Inc.
5. Thank you letter to Randolph City for use of their facility for a Riley County Commission Meeting
6. Sign Riley County Employee Action Form(s)
7. Approve payroll/accounts payables (when completed)

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Aug 31, 2023 6:00 PM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

8:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

11. Administrative Work Session

8:50 AM

Ron Fehr, Manhattan City Manager

12. City of Manhattan general update

9:15 AM

Michael Boller, Noxious Weed Director

13. Staff Update

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.



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: September 7, 2023

SUBJECT: Recommendation for Scrap Metal Removal Quote

PRESENTER: Evan McMillan, Assistant County Engineer

BACKGROUND

This year we requested quotes for the price of removal of the accumulated scrap metal and air conditioning units, as well as the cost for Freon removal per unit at the Riley County Transfer Station. This year we received one quote from Hess and Sons Salvage Inc., for the price of \$122.00 per ton of Scrap Iron, the price of \$0.07 per pound of Air Conditioning Units, and a cost of \$15.00 per unit for Freon removal.

DISCUSSION

Review the quote from Hess and Sons Salvage Inc.
Discuss Quote

FISCAL IMPACT

ALTERNATIVES

- . Approve the measure
- . Deny the measure
- . Modify or develop alternatives if other concerns or factors arise
- . Schedule work session to discuss issue further

RECOMMENDATION(S)

Staff recommends the acceptance of the quote from Hess and Sons Salvage Inc. for the

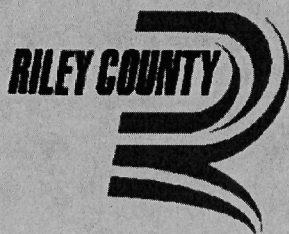
price of \$122.00 per ton of Scrap Iron, the price of \$0.07 per pound of Air Conditioning Units, and a cost of \$15.00 per unit for Freon removal.

POSSIBLE MOTION(S)

Move to accept the quote for scrap metal removal from Hess and Sons Salvage Inc. for the price of \$122.00 per ton of Scrap Iron, the price of \$0.07 per pound of Air Conditioning Units, and a cost of \$15.00 per unit for Freon removal.

Enclosures:

- Hess and Sons Salvage Inc._received by email 081423 (PDF)



PUBLIC WORKS

6215 Tuttle Creek Blvd
 Manhattan, Kansas 66503
 Phone: 785-537-6330
 Fax: 785-565-6286

PROPOSAL

This is a proposal of Hess and Sons Salvage Inc.
 (Company Name)

P.O. Box 1263
1209 Perry St
 (Address) Junction City, KS

for the following described items:

Item #	Quantity	Description of Items	Unit Price	Amount
1	1	Scrap Iron	TON	122/TON
2	1	Air Conditioning Units	LBS	.07
3	1	Freon Removal	EACH	\$15

Exceptions: No Propane bottles, Hydraulic cylinders

The undersigned agrees to guarantee this price until the work is completed, not to exceed sixty (60) days.

Est. Start Date: 8/28

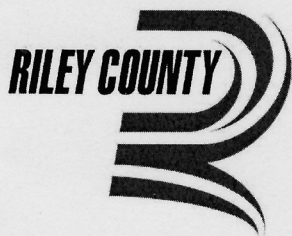
Bidder: Jacob Hess

By: [Signature]

(Signature of person authorized to sign this bid)

Date Signed: 8/14/23

Title: Director of Operations



PUBLIC WORKS

6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
Phone: 785-537-6330
Fax: 785-565-6286

REFERENCES

Reference #1

Company Name: Advantage Metals
Contact Person: Ryan Holt
Email Address: ryan.holt@advantagerecycling.com
Phone Number: 281-381-8607

Reference #2

Company Name: Clay County Landfill
Contact Person: Rhonda Carroll
Email Address: rcarroll@claycountykansas.org
Phone Number: 785-632-2487

Reference #3

Geary County Public Works
Dale Evans
785-761-6030



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Agreement

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: September 7, 2023

SUBJECT: Review and Approve Theatres Rentals Event Contract with American Multi-Cinema, Inc.

PRESENTER: Clancy Holeman, Riley County Counselor

BACKGROUND

This attached document should be approved by the Board today, if its terms are acceptable.

Monday, October 9, 2023 is the scheduled date for Riley County's Employee Recognition Day.

DISCUSSION

The one-day rental price set out in this proposed agreement is within the budget previously approved by the BOCC at a previous meeting some time ago. Discussions between present counsel and counsel for the theatre have been necessary to make certain that Riley County complies with all terms required. Those discussions have concluded successfully.

FISCAL IMPACT

One Day Rental and Fees: \$9,105.00.

RECOMMENDATION(S)

I recommend the Board approve the rental agreement as presented.

POSSIBLE MOTION(S)

- A. “I move the Board approve the agreement as presented.”
- B. “I move the Board approve the agreement only with the following changes...”
- C. “I move the Board **not** approve the agreement as presented.”

Enclosures:

- AMC Theater Rental Agreement (PDF)



AMC Theatres Rentals Event (ID: 76691)

Rental Organization: Riley County		AMC Theatres	
Contact: Russel Stukey 115 N. 4th, Manhattan, KS 66502 Phone: (620) 364 - 6597 Email: rstukey@rileycountyks.gov		Amc Rep: Lisa Hendreks 11500 Ash Street, Leawood, KS 66211 Phone: (913) 213-2719 Email: LHendreks@amctheatres.com	
THEATRE: Manhattan Town Center 13 (4261)		DATE: 10/9/2023	
Auditorium #11, 131 seats, 0 tickets 103 Manhattan Town Center MANHATTAN, KS 66502 GM: David Willbrant Email: 4261@amctheatres.com		Bill To: Russel Stukey	
Itinerary		Rentals Fees	
Auditorium Access Time:	9:00 AM	Auditorium Fee:	\$1,250.00
Walk-In:	9:15 AM	Microphone - Handheld:	\$100.00
Event Start:	9:30 AM	Projector Use Fee:	\$330.00
Break/Intermission:	11:30 AM	Extra Table with Cloth:	\$25.00
Event End:	2:30 PM	VIP Concession:	\$1,597.50
Location Total: \$3,302.50			
THEATRE: Manhattan Town Center 13 (4261)		DATE: 10/9/2023	
Auditorium #13, 282 seats, 0 tickets 103 Manhattan Town Center MANHATTAN, KS 66502 GM: David Willbrant Email: 4261@amctheatres.com		Bill To: Russel Stukey	
Itinerary		Rentals Fees	
Auditorium Access Time:	7:00 AM	Auditorium Fee:	\$1,875.00
Walk-In:	7:30 AM	Projector Use Fee:	\$330.00
Event Start:	8:00 AM	Microphone - Handheld:	\$100.00
Break/Intermission:	11:30 AM	VIP Concession:	\$3,497.50
Event End:	2:30 PM		
Location Total: \$5,802.50			
External: Meeting for Riley County - 1 General Session (#13) and Breakout (#11). Patch for one laptop in each auditorium - verifying 1 technician can do both ;1 microphone per auditorium. VIP Concessions - Auditorium #13 - Hamburger estimate based on highest price. Food prices locked in as of 4/25/23 Classic Burger \$13.49; Bacon Ranch Burger \$13.99; Avocado Chicken Grill \$13.99, VIP Concession estimate of \$13.99 @ 250 attendees Menu selections will need to be finalized prior to the event:			

VIP Concessions - Auditorium #11 - 250 Regular Soda without tax

Client to provide tax-exempt form.

Client provided coffee and pastries

added two theater provided tables.

Event Total: \$9,105.00

For Customer:

Signature:  _____

Date: ____/____/____

For AMC:

Signature: _____

Date: ____/____/____

Attachment: AMC Theater Rental Agreement (13710 : AMC Theater Rental Agreement)

THEATRE RENTAL TERMS AND CONDITIONS

1. **Event Fees.** Event Fees are mandatory for any rental involving a current film. (Fee covers labor, administrative costs, convenience of a private auditorium, and 30 minutes of private auditorium time prior to the start of the film)
2. **Rental Approvals.** AMC must honor all commitments to the film distributors, so both the AMC Programming Department and the specific AMC theatre location must approve this event prior to final booking. Once approvals are received, a communication will be sent to you stating the status of the event.
3. **Cancellations.** This rental may be canceled in writing as late as fourteen (14) days prior to the event at no charge. If Rental Group cancels the event fewer than 14 (fourteen) days prior to the event, Rental Group will pay AMC the amount equal to the event total.
4. **Changes.** In the event the film you selected (if applicable) is no longer available at the selected location or the release date has changed, you may select an alternative film or cancel. The rest of the rental will follow as stated on page 1. Any changes to the contract must be put in writing and agreed on by both parties. A fee may be associated with any changes.
5. **Authorized Agent.** Rental Group's signatory to the Rental Contract is authorized to bind Rental Group to the Rental Contract and the Theatre Rental Terms and Conditions.
6. **Payment Terms.** All payments are immediately due upon receipt of invoice. All rentals are tentative until payment is received and subject to cancellation. Rental Group will not be permitted to book additional theatre rentals if any invoices remain outstanding at the time of booking. Payment Methods: ACH, Wire, Check, or Credit Card (permitted if under \$20,000). Specific payment instructions will be provided with the invoice.
7. **Indemnification and Insurance.** If Rental Group will be bringing any equipment onto AMC's property, or using a caterer, Rental Group agrees to the following provisions regarding indemnity and insurance:
 - a. Rental Group agrees to indemnify, defend, and hold harmless AMC and its parent, subsidiary, and affiliate entities, successors, licensees, assigns, and employees, officers and directors from and against any and all liability, loss, damage, cost and expense, including, without limitation, reasonable attorney's fees (but excluding lost profits or consequential damages) arising out of or resulting from any action or omission by Rental Group, its representatives, employees, agents or invitees.
 - b. Rental Group shall provide AMC a Certificate Of Insurance that provides for: (i) General Liability insurance with limits not less than \$2,000,000 per occurrence and \$5,000,000 aggregate; (ii) liquor liability insurance (if alcohol is being served at the event) with limits not less than \$2,000,000 per occurrence and \$5,000,000 aggregate; and (iii) American Multi-Cinema, Inc. and all parent and subsidiary companies shall be named as an additional insured. The Certificate of Insurance shall be provided to AMC prior to the event or it will be canceled.
8. **Alcohol Service.** All alcohol served at the Rental Event must be provided either by AMC or through a licensed, insured caterer. If catered, Rental Group and its caterer must abide by the following rules:
 - a. All catering employees who serve alcoholic beverages must have participated in an alcoholic beverage awareness training program—with TIPS certification.
 - b. Catering employee(s) will not serve alcoholic beverages to any person under 21 years of age or to any person who is visibly intoxicated.
 - c. To be served alcoholic beverages, all guests must present valid picture ID to be served. The catering employee will check the identification for authenticity. In the absence of authentic identification, or in case of doubt, the catering employee must refuse service to the guest and notify the designated event coordinator.
 - d. The catering employee will notify the designated event coordinator immediately when a guest shows visible signs of intoxication. If the guest requests more alcohol at this time, the catering employee will inform the guest that further service of alcoholic beverages is no longer legal and will suggest an alternate beverage.
9. **Catering.** Catering must not compete with any AMC Concession items and any beverages must be brands owned by the Coca-Cola Company. If catering requires heating, no open flames may be used; only electric heaters.
10. **Use.** Rental Group will not use the property for any purpose in contravention of any law or regulation. Rental Group will notify AMC in advance if it intends to film the outside or inside theatre as part of the rental event. Rental Group is not permitted to film any AMC business transactions or employees, or any copyrighted materials not owned by AMC. Rental Group will not disparage AMC's business reputation, products or brands or make derogatory remarks regarding AMC or the movie exhibition business as part of such filming. If Rental Group is supplying their own content, written permission to show the content from the distributor must be provided. If proof of permission is not provided, the rental will be canceled.
11. **Amendment.** These Theatre Rental Terms and Conditions may be amended at any time by AMC in its sole discretion.
12. **Severability.** If any provision of these Theatre Rental Terms and Conditions is held to be invalid or unenforceable for any reason, such provision shall be fully severable, and these Theatre Rental Terms and Conditions shall be construed as if such provision had never comprised a part thereof, and the remaining terms and conditions shall remain in full force and effect.
13. **Governing Law.** These Theatre Rental Terms and Conditions shall be governed by and construed in accordance with the laws of the State of Missouri without regard for conflict of laws principles.
14. **No Waiver.** Any failure by AMC to enforce any provision hereof shall not in any way affect the subsequent right of AMC to enforce such provision or any other provision of these Theatre Rental Terms and Conditions.
15. **Security.** If you wish to arrange the use of private security specifically for your event, you must use AMC's approved security provider unless you obtain written permission from AMC's Security Department. In addition, you must provide 14 days advance notice so arrangements can be made for security coverage by AMC's approved vendor. Contact: Security@amctheatres.com

If this contract meets with your approval, please sign the Rental Contract above, initial below, and return to your AMC Rental Representative to complete the booking

Rental Group Initials: _____

American Multi-Cinema, Inc. Initials: _____

American Multi-Cinema, Inc.**County/Customer/Rental Group**BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSASBy: _____
Name: Lisa HendreksBy: _____
Kathryn Focke, Chairwoman_____
Date_____
Date

ATTEST: (seal)

Rich Vargo, County Clerk

Approved as to Form

By: _____
Clancy Holeman
Riley County Counselor

Date: _____

Attachment: AMC Theater Rental Agreement (13710 : AMC Theater Rental Agreement)



COUNTY CLERK & ELECTIONS
Letter

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: September 7, 2023

SUBJECT: Thank you letter to Randolph City for use of their facility for a Riley County Commission Meeting

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to sign a thank you letter to Randolph City for use of their facility for a Riley County Commission Meeting.

Move to deny

Move to modify

Enclosures:

- 09-07-23 Randolph City thank you letter (PDF)



Board of County Commissioners

110 Courthouse Plaza
 Manhattan, KS 66502-0109
 Phone: 785-537-6300
 Fax: 785-537-6394
 E-mail: bocc@rileycountyks.gov

September 7, 2023

Randolph City
 P.O. Box 2
 Randolph, KS 66554

Dear Randolph City:

The Board of Riley County Commissioners wish to thank you for the use of the Randolph City Hall to hold our county commission meeting on Thursday, August 31, 2023. This was greatly appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
 OF RILEY COUNTY, KANSAS

 Chairwoman

 Member

 Member

Attachment: 09-07-23 Randolph City thank you letter (13717 : Thank you letter to small city Randolph)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: September 7, 2023

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-08 HD SKilbourn EAF (DOCX)
- 2023-08 HD XCervantes EAF (DOCX)
- 2023-08 Elections PT JKramer EAF (DOCX)
- 2023-08 Elections TKeys EAF (DOCX)
- 2023-08 Elections CRandol EAF (DOCX)
- 2023-08 Elections KNagai-Velasquez EAF (DOCX)
- 2023-08 Elections CLDavis EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Stephany Kilbourn**Status Change Date:** 09/05/2023**Status Change:** New Hire**Date of Hire:** 09/05/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** Intern/Volunteer**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 30-Health Department**Supervisor:** Breva Spencer**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-08 HD SKilbourn EAF (13709 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Xinia Cervantes**Status Change Date:** 08/31/2023**Status Change:** New Hire**Date of Hire:** 08/31/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** Intern/Volunteer**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 30-Health Department**Supervisor:** Breva Spencer**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-08 HD XCervantes EAF (13709 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Jordan Kramer**Status Change Date:** 09/08/2023**Status Change:** New Hire**Date of Hire:** 09/08/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** Elections Clerical Assistant**Position Type:** Part-Time**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$15.00**Annualized Pay:** \$15,000**Funds Codes:** County General [1], Election [19]**Supervisor:** Anita Cook**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-08 Elections PT JKramer EAF (13709 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Teri Keys**Status Change Date:** 09/04/2023**Status Change:** New Hire**Date of Hire:** 09/04/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Board Worker**Position Type:** As-Needed**Pay Range:** TEMP**Pay Type:** STIPEND**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 19-Election**Supervisor:** Susan Boller**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-08 Elections TKeys EAF (13709 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Christopher Randol**Status Change Date:** 09/04/2023**Status Change:** New Hire**Date of Hire:** 09/04/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Board Worker**Position Type:** As-Needed**Pay Range:** TEMP**Pay Type:** STIPEND**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 19-Election**Supervisor:** Susan Boller**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-08 Elections CRandol EAF (13709 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kaisei Nagai-Velasquez**Status Change Date:** 09/04/2023**Status Change:** New Hire**Date of Hire:** 09/04/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Board Worker**Position Type:** As-Needed**Pay Range:** TEMP**Pay Type:** STIPEND**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 19-Election**Supervisor:** Susan Boller**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-08 Elections KNagai-Velasquez EAF (13709 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Chanta-Leiana Davis**Status Change Date:** 09/11/2023**Status Change:** New Hire**Date of Hire:** 09/11/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Board Worker**Position Type:** As-Needed**Pay Range:** TEMP**Pay Type:** STIPEND**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 19-Election**Supervisor:** Susan Boller**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-08 Elections CLDavis EAF (13709 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 11, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Recovery Month Proclamation for September

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

Amanda Webb, Planning/Special Projects Director

2. Staff update

9:30 AM

Press Conference

3. Presentation of Recovery Month Proclamation for September - Kathryn Focke and Robbin Cole (3-5 minutes)

9:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Executive session for preliminary discussions relating to the acquisition of real property

10:10 AM

John Ellermann, Public Works Director/County Engineer

5. Project update

10:25 AM

Russel Stukey, Emergency Management Director/Fire Chief

6. Riley County Fire District #1 Ashland Bids

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session

Attachment: 09-11-23 tentative agenda (12868 : Tentative Agenda)

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, September 12, 2023 (KF).

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: 09-11-23 tentative agenda (12868 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 14, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Executive session to discuss a performance matter involving non-elected personnel

9:30 AM

Anna Burson, Appraiser

4. Staff update

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

5. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

6. Staff update
7. WICs State Budget
8. Accreditation update - Shanika Rose

10:50 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session

Attachment: 09-14-23 tentative agenda (12868 : Tentative Agenda)

11:10 AM Katharine Hensler, Museum Director

10. Staff update

11:25 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

11. Monthly Cash Flow Reports

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: 09-14-23 tentative agenda (12868 : Tentative Agenda)



NOXIOUS WEED/HHW
Staff Update

Michael Boller
Noxious Weed Director
6245 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-539-3202

STAFF REPORT

FROM: Riley County Noxious Weed Director Michael Boller

MEETING: September 7, 2023

SUBJECT: Staff Update

PRESENTER: Riley County Noxious Weed Director Michael Boller

Enclosures:

- 9-7-23 Staff Report (DOC)

Riley County Noxious Weed/HHW Department

Michael Boller, Director

September 7, 2023

Staff Report

Noxious Weed/Mowing:

- Spot spraying for Sericea Lespedeza and fall spraying for Musk Thistle and Field Bindweed will be next spraying operation but has not begun as of yet due to very dry conditions.
- Solid spraying on sections I and III will begin later this month or early October for Musk Thistle and Field Bindweed as well as brush and cedar trees.
- The second round of mowing on county roads is completed a month early and we will begin the third round of mowing a week early. Mowing will begin September 11th. The third round will include all county roads with the most areas mowed out to the fence line or at least two passes of the mower for mechanical brush control and to help prevent snow drifting.
- New 6020M John Deere tractor has arrived at Prairieland and is being prepped for delivery this week. The tractor will immediately be put into service for the third round of mowing.
- Reminder-Tall thistle or Roadside Thistle is in bloom and is not Musk Thistle. Musk Thistle has gone to seed and no longer in bloom this time of year. Musk Thistle bloom is on far right and larger and more robust. Roadside Thistle is an excellent food source for bees, insects and wild birds and is not a target species for spraying for the noxious weed department.



HHW:

- Next HHW collection at Howie's Recycling is Saturday, September 9, 2023 from 8:00am to 12:00 noon. No business waste or truck loads of waste will be accepted at this event.
- The Riley County HHW Facility has recycled latex paint to give away. We have one gallon and five gallon containers available. Our office is open Monday – Friday from 7:30am to 4:00pm for assistance. Also, carts are available during afterhours for drop off (HHW). No commercial waste is to be dropped off afterhours.
- Next HHW cleanout with our contractor will be October and work is ongoing getting all waste ready and approved for shipment.

- The Big Lakes HHW annual report (July1, 2022 – June 30, 2023) has been completed and sent to KDHE.

Other:

- CWDAK sponsors a booth at the State Fair and I will be attending and answering questions at the booth on September 12th and September 13th. This provides a great opportunity to meet and discuss noxious weeds issue with folks from across the state. This is one of the largest events for CWDAK.