



**Board of Riley County
Commissioners
Regular Meeting
Agenda
September 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 Riley County Personnel Action Form(s)
4. Approve payroll/accounts payables (when completed)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Sep 20, 2021 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Barry Wilkerson, County Attorney

8. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session

9:35 AM

Kevin Howser, IT/GIS Director

10. IT/GIS Staff Update - September 2021

9:50 AM

Elizabeth Ward, Human Resource Manager (virtually)

11. Request to Fill As-Needed Museum position

10:05 AM**Amanda Smeller, Planning/Special Projects Director**

12. CDBG-CV Grant Close Out - Authorize Chairman to sign "Agreement Regarding Duplication of Benefits" for each awarded business

Adjournment

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



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: September 23, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-09 A Parrick - Contact Tracer (green) (PDF)
- 2021-09 D Nelson - Shop Supervisor (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date: 9/16/2021
☒ Change		Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☐ Full Time	☐ Regular	☒ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Patrick	Annie		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

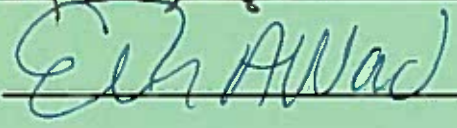
Covid 19 Contact Tracer	Health	0030-0000400-0337
Position Title	Department	Fund

9-28-2021	☐ Exempt	☒ Non-Exempt		☐ Yes	☒ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

B	9	\$15.80	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Approvals:

Department:  Date: 9-16-21

Personnel:  9/21/21

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date:
☒ Change		Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☒ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Nelson	Darin		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Shop Supervisor	Public Works/Operations	001-040
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Position Title Department Fund

10/16/2021	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

Q	11	\$34.84	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: John Ellerman Date: 9-21-2021

Personnel: Eric Hovine 9/21/2021

BOCC

Chairman: _____

Member: _____

Member: _____



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

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

1. Big Lakes Developmental Center update

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

12:00 PM

Intergovernmental Luncheon

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: 09-27-21 tentative agenda (10497 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 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

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: 09-30-21 tentative agenda (10497 : Tentative Agenda)



IT/GIS
Staff Update

Kevin Howser
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

STAFF REPORT

FROM: Kevin Howser

MEETING: September 23, 2021

SUBJECT: IT/GIS Staff Update - September 2021

PRESENTER: Kevin Howser

Commissioners,

The last month has been spent working on internal projects, as well as continued progress on department/countywide projects. Here are some highlights:

Information Technology (IT)

- Continued COVID 19 related work, including Splashtop remote access installs, assistance with Zoom and BOCC meetings, emergency Website updates, etc.
- Continue to assist District Court with Wareham jury selection site, as needed.
- Continue to work with the PIO/Civic Plus on the 2021 County website redesign. Colors and page design selected, Civic Plus is currently working on a mock up page for preview.
- Have received hardware for final 2021 server swap (November), which will be done after hours, for least customer disruption.
- Discontinue no longer used ATT circuit, reducing monthly ATT bill.
- Work with ATT to get new fax lines for Vaccine Refrigerator monitoring at RCHD/FCRC, install new Dialers, etc.
- Renew discussions with Attorney's office/vendor regarding Tyler Odyssey software implementation.
- Add wide angle cameras to all larger conf. rooms, to better capture entire audience.
- Plan to upgrade some of the RCHD external facing cameras for better coverage.
- Continue discussions with Vendors regarding quotes for our 2022 Microsoft Enterprise Agreement renewal, Office 365 implementation plans, etc.

- Complete purchase of equipment for 2021 Employee Day activities - plan to perform Zoom test with all sites in advance of actual event.
- Continue to pursue quotes for an enterprise electronic document signature solution.
- Continue discussions with District Court and State on project to convert DC employee email addresses to a consistent KSCourts.org format.
- Continue ongoing work with new PIO/HR staff on review/update of unfinished IT Policies, which has been delayed by Covid related work.
- Completed monthly transfer of SVQs & Deeds to the State; various customer requested phone programming changes.
- Ongoing account activation/deactivation, answering of help desk calls, Komtek/AS400 backups, resolution of user issues, swap of older/replacement of failed equipment, etc.

Geographic Information Systems (GIS)

- Continue Covid dashboard updates as well as plan for vaccine booster deployment.
- Conduct Sanborn kickoff meeting for our next Ortho flight in Feb/Mar 2022.
- Participate in NG911 road renaming committee meeting.
- Finalize planning/back end work to supply access to Ortho Oblique imagery to non-County (ie. RCPD, KSUPD, KSU) users.
- Implement new backup process for GIS related servers, which will significantly shorten recovery time, should these servers become non-functional in a disaster scenario, etc.
- Assist Emergency Management/RCPD with updating GIS data for the re-numbering of rural fire stations for 911 response.
- Make monthly NG911 data submissions, and also attend State NG911 Strategic Planning yearly meeting (via Zoom).
- Ag Use Changes from 2021 Ag Survey, end of month Building Permit, Enviro. Health, and Zoning updates, etc.

**Signed,
Kevin Howser**

Enclosures:



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, on behalf of Historical Museum

MEETING: September 23, 2021

SUBJECT: Request to Fill As-Needed Museum position

PRESENTER: Elizabeth Ward, Human REsource Manager

BACKGROUND

The Riley County Historical Museum budget allows for a pool of As Needed Museum Assistants to work at the Riley County Historical Museum when help is needed and funding is available. The As Needed Museum Assistant position is hourly, and is not benefits eligible. No As Needed Museum Assistant works more than 1,000 hours per year. A pool of As Needed Museum Assistants is maintained so that we have trained employees available when needed. The Riley County Historical Museum County budget allows for 416 As Needed Museum Assistant hours annually and the Riley County Historical Society has provided a 2020 grant funding an additional 1,000 As Needed Museum Assistant hours.

DISCUSSION

Two of the As Needed Museum Assistants in our pool are leaving for graduate school and other opportunities. We need at least two additional As Needed Museum Assistants to fill work time and duties that these two employees have covered. We also have an open As Needed Museum Assistant position. The Riley County Historical Museum requests permission to hire up to three As Needed Museum Assistants to fill open positions.

FISCAL IMPACT

There is no additional fiscal impact to the 2020 budget, as these hours are in the budget or covered by the Riley County Historical Society 2020 grant to the Riley County Historical Museum. As Needed Museum Assistants only work when funding is available.

RECOMMENDATION(S)

I recommend that The Riley County Historical Museum be approved to hire up to three As Needed Museum Assistants.

POSSIBLE MOTION(S)

Move to approve:

I move that the Riley County Historical Museum be approved to hire up to three As Needed Museum Assistants.

Move to deny:

I move that the Riley County Commission decline to approve the Riley County Historical Museum request to hire up to three As Needed Museum Assistants.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2021-09 Museum As Needed (Gold) (PDF)

RILEY COUNTY POSITION ACTION FORM

Department Museum Date 9/20/2021 Job Title As Needed Museum Assistant-

☐ Full Time	☐ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	Temp	Start Date	ASAP	☒ Non-Exempt
☒ Part Time	☒ As Needed	☐ Intern	☐ Temporary	Varies	Hours per ☒ Week ☐ Month	End Date		☐ 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>Darren Ivey</u>	2. Effective date of promotion, transfer, termination, or change: <u>8/24/2021</u>	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
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:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Resignation of incumbent

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

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 Diploma/GED. Must have computer knowledge; ability to perform some physical labor

Additional comments:

Approval by:

Department Head:

Date:

Elizabeth Howard or bha of Museum

9/21/21

Personnel:

9/21/21

BOCC Chairman:

BOCC Member:

BOCC Member:



PLANNING & DEVELOPMENT
Grant

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

COMMISSION AGENDA REPORT

FROM: Amanda Smeller, Planning Director

MEETING: September 23, 2021

SUBJECT: CDBG-CV Grant Close Out - Authorize Chairman to sign "Agreement Regarding Duplication of Benefits" for each awarded business

PRESENTER: Amanda Smeller, Planning Director

BACKGROUND

Riley County was awarded a Community Development Block Grant (CDBG) through Kansas State Department of Commerce to assist businesses impacted by COVID-19 that applied and provided documentation of eligible expenses. Ten businesses were assisted through this grant and were collectively awarded \$114,400 of state administered funds.

Also as part of this grant, Riley County assisted four non-profit agencies through the meals program component.

DISCUSSION

A representative from the Department of Commerce performed an audit and close out review of our files on August 3, 2021 and wrote the attached follow up letter dated September 8, 2021. There is one deficiency as outlined in the letter - a Code of Conduct. This is forthcoming.

Also required as detailed in the meeting are a Program Close-Out Certificate for Business and an Agreement Regarding Duplication of Benefits. The latter should have been completed during review of each application but was missed by staff. Staff has prepared a Close-Out Certificate, which is basically just a summary of business information, for each awarded business that requires no review or signature by the BOCC. However, each Agreement will require a signature by the Chairman. This agreement simply states that the business owner disclosed any other State or

Federal relief benefits received and that they were not aware of any duplication taking place (i.e. separate funds did not cover the same time period and/or same expenses). It assigns onus to each business owner and takes the responsibility off of the County.

FISCAL IMPACT

There is no fiscal impact with this item.

RECOMMENDATION

Staff recommends the chairman sign each "Agreement Regarding Duplication of Benefits" for all ten (10) awarded businesses.

POSSIBLE MOTION(S)

Move to approve the Chairman signing each "Agreement Regarding Duplication of Benefits" for all ten (10) awarded businesses.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Agreement regarding duplication of benefits Blue Vista (PDF)
- AGREEMENT REGARDING DUPLICATION OF BENEFITS Capstone (PDF)
- Agreement regarding duplication of benefits Country Childcare signed (PDF)
- Agreement regarding duplication of benefits Hibervine (PDF)
- Agreement regarding duplication of benefits Kozy Kids (PDF)
- Agreement Regarding duplication of benefits LAWE (PDF)
- Agreement Regarding Duplication of Benefits - Mutt School (PDF)
- AGREEMENT REGARDING DUPLICATION OF BENEFITS Prairiewood (PDF)
- Agreement Regarding Duplication of Benefits WCPR (PDF)
- Agreement regarding duplication of benefits Wildwood signed (PDF)
- Riley Co. CV letter (DOCX)

AGREEMENT REGARDING DUPLICATION OF BENEFITS

COMES NOW the undersigned business owner Drew Venum, ("business owner") and represents to the Riley County Governing Body, ("the County"), that he/she is seeking approval for funds through the CDBG grant for relief from economic duress caused by the COVID-19 pandemic. In order to effectuate the grant, the parties make the following agreement:

WHEREAS the County desires to make CDBG funds available under the stipulation that the business owner agrees that no funds provided under this grant shall be used for any purpose or use that other federal COVID relief funds have been applied to, or will be applied to, and;

WHEREAS, the business owner stipulates, and agrees that no portion of any funds provided by the County under the CDBG grant will be used for any purpose or use that the business owner has already applied other State or Federal COVID relief benefits to, or will apply State or Federal COVID relief benefits to that the business owner has already received. The business owner agrees to provide a monthly audit of the funds awarded to verify that the application of the funds is only for novel purposes and that there have been no duplication of benefits., and;

WHEREAS the business owner acknowledges that if he/she applies funds awarded through the CDBG grant to any purpose or use that other Federal COVID relief benefits have already been applied to, then that business owner will be liable for refunding those funds to the County, along with any other civil and criminal penalties allowed by law.

John Ford
Riley County BOCC Chairman

ATTEST

Rich Vargo
Riley County Clerk



Drew Venum
Business Owner

Attachment: Agreement regarding duplication of benefits Blue Vista (11115 : CDBG-CV Grant Close Out)

AGREEMENT REGARDING DUPLICATION OF BENEFITS

COMES NOW the undersigned business owner Kail Katzenmeier, ("business owner") and represents to the Riley County Governing Body, ("the County"), that he/she is seeking approval for funds through the CDBG grant for relief from economic duress caused by the COVID-19 pandemic. In order to effectuate the grant, the parties make the following agreement:

WHEREAS the County desires to make CDBG funds available under the stipulation that the business owner agrees that no funds provided under this grant shall be used for any purpose or use that other federal COVID relief funds have been applied to, or will be applied to, and;

WHEREAS, the business owner stipulates, and agrees that no portion of any funds provided by the County under the CDBG grant will be used for any purpose or use that the business owner has already applied other State or Federal COVID relief benefits to, or will apply State or Federal COVID relief benefits to that the business owner has already received. The business owner agrees to provide a monthly audit of the funds awarded to verify that the application of the funds is only for novel purposes and that there have been no duplication of benefits., and;

WHEREAS the business owner acknowledges that if he/she applies funds awarded through the CDBG grant to any purpose or use that other Federal COVID relief benefits have already been applied to, then that business owner will be liable for refunding those funds to the County, along with any other civil and criminal penalties allowed by law.

John Ford
Riley County BOCC Chairman

ATTEST

Rich Vargo
Riley County Clerk



Kail Katzenmeier
Business Owner

Attachment: AGREEMENT REGARDING DUPLICATION OF BENEFITS Capstone (11115 : CDBG-CV Grant Close Out)

AGREEMENT REGARDING DUPLICATION OF BENEFITS

COMES NOW the undersigned business owner Jessica Lenz, ("business owner") and represents to the Riley County Governing Body, ("the County"), that he/she is seeking approval for funds through the CDBG grant for relief from economic duress caused by the COVID-19 pandemic. In order to effectuate the grant, the parties make the following agreement:

WHEREAS the County desires to make CDBG funds available under the stipulation that the business owner agrees that no funds provided under this grant shall be used for any purpose or use that other federal COVID relief funds have been applied to, or will be applied to, and;

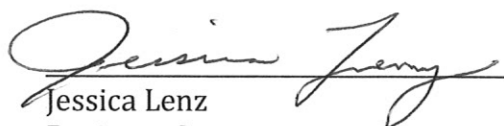
WHEREAS, the business owner stipulates, and agrees that no portion of any funds provided by the County under the CDBG grant will be used for any purpose or use that the business owner has already applied other State or Federal COVID relief benefits to, or will apply State or Federal COVID relief benefits to that the business owner has already received. The business owner agrees to provide a monthly audit of the funds awarded to verify that the application of the funds is only for novel purposes and that there have been no duplication of benefits., and;

WHEREAS the business owner acknowledges that if he/she applies funds awarded through the CDBG grant to any purpose or use that other Federal COVID relief benefits have already been applied to, then that business owner will be liable for refunding those funds to the County, along with any other civil and criminal penalties allowed by law.

John Ford
Riley County BOCC Chairman

ATTEST

Rich Vargo
Riley County Clerk


Jessica Lenz
Business Owner

Attachment: Agreement regarding duplication of benefits Country Childcare signed (11115 : CDBG-CV Grant Close Out)

AGREEMENT REGARDING DUPLICATION OF BENEFITS

COMES NOW the undersigned business owner David Tegtmeier, ("business owner") and represents to the Riley County Governing Body, ("the County"), that he/she is seeking approval for funds through the CDBG grant for relief from economic duress caused by the COVID-19 pandemic. In order to effectuate the grant, the parties make the following agreement:

WHEREAS the County desires to make CDBG funds available under the stipulation that the business owner agrees that no funds provided under this grant shall be used for any purpose or use that other federal COVID relief funds have been applied to, or will be applied to, and;

WHEREAS, the business owner stipulates, and agrees that no portion of any funds provided by the County under the CDBG grant will be used for any purpose or use that the business owner has already applied other State or Federal COVID relief benefits to, or will apply State or Federal COVID relief benefits to that the business owner has already received. The business owner agrees to provide a monthly audit of the funds awarded to verify that the application of the funds is only for novel purposes and that there have been no duplication of benefits., and;

WHEREAS the business owner acknowledges that if he/she applies funds awarded through the CDBG grant to any purpose or use that other Federal COVID relief benefits have already been applied to, then that business owner will be liable for refunding those funds to the County, along with any other civil and criminal penalties allowed by law.

John Ford
Riley County BOCC Chairman

ATTEST

Rich Vargo
Riley County Clerk



David Tegtmeier
Business Owner

Attachment: Agreement regarding duplication of benefits Hibervine (11115 : CDBG-CV Grant Close Out)

AGREEMENT REGARDING DUPLICATION OF BENEFITS

COMES NOW the undersigned business owner Kristie Anderson, ("business owner") and represents to the Riley County Governing Body, ("the County"), that he/she is seeking approval for funds through the CDBG grant for relief from economic duress caused by the COVID-19 pandemic. In order to effectuate the grant, the parties make the following agreement:

WHEREAS the County desires to make CDBG funds available under the stipulation that the business owner agrees that no funds provided under this grant shall be used for any purpose or use that other federal COVID relief funds have been applied to, or will be applied to, and;

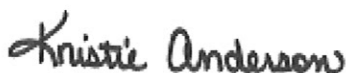
WHEREAS, the business owner stipulates, and agrees that no portion of any funds provided by the County under the CDBG grant will be used for any purpose or use that the business owner has already applied other State or Federal COVID relief benefits to, or will apply State or Federal COVID relief benefits to that the business owner has already received. The business owner agrees to provide a monthly audit of the funds awarded to verify that the application of the funds is only for novel purposes and that there have been no duplication of benefits., and;

WHEREAS the business owner acknowledges that if he/she applies funds awarded through the CDBG grant to any purpose or use that other Federal COVID relief benefits have already been applied to, then that business owner will be liable for refunding those funds to the County, along with any other civil and criminal penalties allowed by law.

John Ford
Riley County BOCC Chairman

ATTEST

Rich Vargo
Riley County Clerk



Kristie Anderson
Business Owner

Attachment: Agreement regarding duplication of benefits Kozy Kids (11115 : CDBG-CV Grant Close Out)

AGREEMENT REGARDING DUPLICATION OF BENEFITS

COMES NOW the undersigned business owner Danielle Tegtmeier, ("business owner") and represents to the Riley County Governing Body, ("the County"), that he/she is seeking approval for funds through the CDBG grant for relief from economic duress caused by the COVID-19 pandemic. In order to effectuate the grant, the parties make the following agreement:

WHEREAS the County desires to make CDBG funds available under the stipulation that the business owner agrees that no funds provided under this grant shall be used for any purpose or use that other federal COVID relief funds have been applied to, or will be applied to, and;

WHEREAS, the business owner stipulates, and agrees that no portion of any funds provided by the County under the CDBG grant will be used for any purpose or use that the business owner has already applied other State or Federal COVID relief benefits to, or will apply State or Federal COVID relief benefits to that the business owner has already received. The business owner agrees to provide a monthly audit of the funds awarded to verify that the application of the funds is only for novel purposes and that there have been no duplication of benefits., and;

WHEREAS the business owner acknowledges that if he/she applies funds awarded through the CDBG grant to any purpose or use that other Federal COVID relief benefits have already been applied to, then that business owner will be liable for refunding those funds to the County, along with any other civil and criminal penalties allowed by law.

John Ford
Riley County BOCC Chairman

ATTEST

Rich Vargo
Riley County Clerk

Danielle Tegtmeier
Danielle Tegtmeier
Business Owner

Attachment: Agreement Regarding duplication of benefits LAWE (11115 : CDBG-CV Grant Close Out)

**AGREEMENT REGARDING DUPLICATION OF
BENEFITS**

COMES NOW the undersigned business owner Mary Hager, (“business owner”) and represents to the Riley County Governing Body, (“the County”), that he/she is seeking approval for funds through the CDBG grant for relief from economic duress caused by the COVID-19 pandemic. In order to effectuate the grant, the parties make the following agreement:

WHEREAS the County desires to make CDBG funds available under the stipulation that the business owner agrees that no funds provided under this grant shall be used for any purpose or use that other federal COVID relief funds have been applied to, or will be applied to, and;

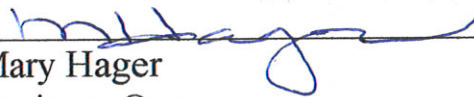
WHEREAS, the business owner stipulates, and agrees that no portion of any funds provided by the County under the CDBG grant will be used for any purpose or use that the business owner has already applied other State or Federal COVID relief benefits to, or will apply State or Federal COVID relief benefits to that the business owner has already received. The business owner agrees to provide a monthly audit of the funds awarded to verify that the application of the funds is only for novel purposes and that there have been no duplication of benefits., and;

WHEREAS the business owner acknowledges that if he/she applies funds awarded through the CDBG grant to any purpose or use that other Federal COVID relief benefits have already been applied to, then that business owner will be liable for refunding those funds to the County, along with any other civil and criminal penalties allowed by law.

John Ford
Riley County BOCC Chairman

ATTEST

Rich Vargo
Riley County Clerk



Mary Hager
Business Owner

AGREEMENT REGARDING DUPLICATION OF BENEFITS

COMES NOW the undersigned business owner Rebecca Katzenmeier, (“business owner”) and represents to the Riley County Governing Body, (“the County”), that he/she is seeking approval for funds through the CDBG grant for relief from economic duress caused by the COVID-19 pandemic. In order to effectuate the grant, the parties make the following agreement:

WHEREAS the County desires to make CDBG funds available under the stipulation that the business owner agrees that no funds provided under this grant shall be used for any purpose or use that other federal COVID relief funds have been applied to, or will be applied to, and;

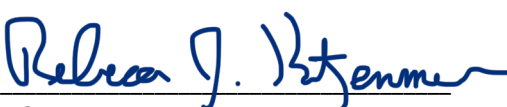
WHEREAS, the business owner stipulates, and agrees that no portion of any funds provided by the County under the CDBG grant will be used for any purpose or use that the business owner has already applied other State or Federal COVID relief benefits to, or will apply State or Federal COVID relief benefits to that the business owner has already received. The business owner agrees to provide a monthly audit of the funds awarded to verify that the application of the funds is only for novel purposes and that there have been no duplication of benefits., and;

WHEREAS the business owner acknowledges that if he/she applies funds awarded through the CDBG grant to any purpose or use that other Federal COVID relief benefits have already been applied to, then that business owner will be liable for refunding those funds to the County, along with any other civil and criminal penalties allowed by law.

John Ford
Riley County BOCC Chairman

ATTEST

Rich Vargo
Riley County Clerk



Rebecca Katzenmeier
Business Owner

Attachment: AGREEMENT REGARDING DUPLICATION OF BENEFITS Prairiewood (11115 : CDBG-CV Grant Close Out)

AGREEMENT REGARDING DUPLICATION OF BENEFITS

COMES NOW the undersigned business owner Michael Gassmann, ("business owner") and represents to the Riley County Governing Body, ("the County"), that he/she is seeking approval for funds through the CDBG grant for relief from economic duress caused by the COVID-19 pandemic. In order to effectuate the grant, the parties make the following agreement:

WHEREAS the County desires to make CDBG funds available under the stipulation that the business owner agrees that no funds provided under this grant shall be used for any purpose or use that other federal COVID relief funds have been applied to, or will be applied to, and;

WHEREAS, the business owner stipulates, and agrees that no portion of any funds provided by the County under the CDBG grant will be used for any purpose or use that the business owner has already applied other State or Federal COVID relief benefits to, or will apply State or Federal COVID relief benefits to that the business owner has already received. The business owner agrees to provide a monthly audit of the funds awarded to verify that the application of the funds is only for novel purposes and that there have been no duplication of benefits., and;

WHEREAS the business owner acknowledges that if he/she applies funds awarded through the CDBG grant to any purpose or use that other Federal COVID relief benefits have already been applied to, then that business owner will be liable for refunding those funds to the County, along with any other civil and criminal penalties allowed by law.

John Ford
Riley County BOCC Chairman

ATTEST

Rich Vargo
Riley County Clerk



Michael Gassmann
Business Owner

Attachment: Agreement Regarding Duplication of Benefits WCPR (11115 : CDBG-CV Grant Close Out)

AGREEMENT REGARDING DUPLICATION OF BENEFITS

COMES NOW the undersigned business owner Steve Springer, ("business owner") and represents to the Riley County Governing Body, ("the County"), that he/she is seeking approval for funds through the CDBG grant for relief from economic duress caused by the COVID-19 pandemic. In order to effectuate the grant, the parties make the following agreement:

WHEREAS the County desires to make CDBG funds available under the stipulation that the business owner agrees that no funds provided under this grant shall be used for any purpose or use that other federal COVID relief funds have been applied to, or will be applied to, and;

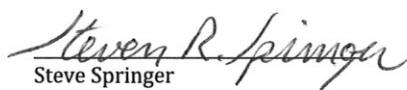
WHEREAS, the business owner stipulates, and agrees that no portion of any funds provided by the County under the CDBG grant will be used for any purpose or use that the business owner has already applied other State or Federal COVID relief benefits to, or will apply State or Federal COVID relief benefits to that the business owner has already received. The business owner agrees to provide a monthly audit of the funds awarded to verify that the application of the funds is only for novel purposes and that there have been no duplication of benefits., and;

WHEREAS the business owner acknowledges that if he/she applies funds awarded through the CDBG grant to any purpose or use that other Federal COVID relief benefits have already been applied to, then that business owner will be liable for refunding those funds to the County, along with any other civil and criminal penalties allowed by law.

John Ford
Riley County BOCC Chairman

ATTEST

Rich Vargo
Riley County Clerk


Steve Springer
Business Owner

Attachment: Agreement regarding duplication of benefits Wildwood signed (11115 : CDBG-CV Grant Close Out)

Department of Commerce
Community Development
1000 S.W. Jackson St., Suite 100
Topeka, KS 66612-1354



Phone: (785) 296-5298
Fax: (785) 296-3490
TTY: 711
KansasCommerce.gov

David C. Toland, Secretary

Laura Kelly, Governor

September 8, 2021

The Honorable John Ford
Chairman, Riley County Commissioners
110 Courthouse Plaza
Manhattan, KS 66502

RE: Riley County
20-CV-109

Dear Chairman Ford:

On August 3, 2021, I met with Amanda Smeller, Planning and Development, and Lisa Daily, Administrative Assistant, to review the above referenced Cares Act funding. This monitoring should be viewed as a cooperative effort between the Community Development Block Grant (CDBG) staff and to identify potential obstacles to successful achievements.

This review covered the following areas: Program Progress, National Objective, Financial Management, Environmental Review, Equal Opportunity, Quarterly Status Reports, and Citizen Participation.

Program Progress: The County has made ten grants. The project is complete.

National Objective: The County collected job certifications to documented LMI retained jobs. The specific numbers will be submitted with closeout documents.

Financial Management: As of the monitoring, the County was awarded \$167,000 and expended \$114,400 in CDBG-CV funds. The County ledger was accurate and current.

Environmental Review: The County submitted Determination of Level of Reviews for each business grant. Each project was determined to be "Categorical Excluded Not Subject to" review. Clearance was granted by CDBG staff.

Equal Opportunity

Fair Housing: For the civil rights activity, the County placed a Fair Housing flier at the Court House. Civil Right Complaint policy was on file. The County did not have a written Code of Conduct so will be shown as a deficiency. To resolve the deficiency, you will need to email a cover letter signed by the Chairman with the attached adopted Code of Conduct to me.

Beneficiaries: The project beneficiary demographic data was on file.

Attachment: Riley Co. CV letter (11115 : CDBG-CV Grant Close Out)

Certifications: A suitable Duplication of Benefit certifications was on file. A local procurement policy was on file. The files had DUNS number for each project. The business close out forms were not completed but will be submitted with close out.

Quarterly Status Reports: The Quarterly Status Report submitted was accurate.

Citizen Participation: The required pre-application public hearing was held prior to grant submittal. A second public hearing that provides the detailed proposed activity and detailed actual activity to review grant performance must be held prior to closeout.

Deficiency requiring resolution:

1. Provide a copy of the adopted Code of Conduct.

Please submit the above item no later than October 8, 2021.

The cooperation of the County's representatives during this monitoring is greatly appreciated. When the deficiencies are resolve you may proceed with closeout. If you have any questions, or concerns please feel free to contact project manager, Ginny Eardley at ginny.m.eardley@ks.gov or 785-296-3610.

Sincerely,



Linda Hunsicker
CDBG Specialist

LH:lh

cc: Amanda Smeller, Planning and Development
Ginny Eardley, CDBG Specialist

Attachment: Riley Co. CV letter (11115 : CDBG-CV Grant Close Out)