



**Board of Riley County
Commissioners
Regular Meeting
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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Riley County District Court 2022 Budget
4. Sign Riley County Personnel Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Sep 23, 2021 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Julie Gibbs, Health Department Director

8. Riley County Health Department request for new RN position.

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

9. Big Lakes Developmental Center update

9:30 AM

Press Conference

9:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

10. Administrative Work Session
11. Pending County Projects County Counselor

12:00 PM**Intergovernmental Luncheon**

12. 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.



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Tami Robison, Budget & Finance Officer
MEETING: September 27, 2021
SUBJECT: Riley County District Court 2022 Budget
PRESENTER: DaLanna Nichols

POSSIBLE MOTION(S)

Move to approve the Riley County District Court 2022 Annual Budget to be submitted to the Office of Judicial Administration.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2022 court budget (PDF)

Submit to County Commission by July 15 and forward a copy of the proposed budget to the Office of Judicial Administration. Approved budgets are due in the Office of Judicial Administration by August 25.	ANNUAL BUDGET K.S.A. 20-349 All Funds Summary <u>21</u> Judicial District <u>Riley</u> County, Kansas		Form No. JA 100 (Rev. 04/21)
FUND	Actual Expenditures Previous Year 2020	Estimated Expenditures Current Year 2021	Proposed Expenditures Budget Year 2022
General Court Trustee Operations Retirement Social Security Workmen's Compensation Employment Security Employee Benefit Other (Specify)	\$ 169,537.00	\$ 168,175.00	\$ 174,330.00
FUND TOTALS:	\$ 169,537.00	\$ 168,175.00	\$ 174,330.00
COMMENTS:		Submitted:  Chief Judge Enclosures: Circle all which apply ☒ General Fund Account ☒ Personnel Schedule ☐ Court Trustee Operation Fund ☐ Court Trustee Personnel Schedule ☐ Other Funds	
		Approved: As submitted Circle One ☒ As amended	
Although courts are not revenue-producing agencies, fees and other revenues which have accrued or will accrue to the County General Fund are as follows:		Actual Previous Year 2020	Estimated Current Year 2021
	\$ 34,182.00	\$ 45,000.00	Proposed Budget Year 2022 \$ 45,000.00

Attachment: 2022 court budget (11140 : Riley County District Court 2022 Budget)

Form No. JA 101
(Rev. 04/21)

Expenditure Detail	Actual Previous Year 2020	Estimated Current Year 2021	Proposed Budget Year 2022
Personnel Services:			
Salaries			
Fringe Benefits			
Health Insurance			
Contractual Services:			
Indigent Services			
Legal Defense			
Witness Fees and Travel			
Transcripts	\$ 19,767.00	\$ 18,000.00	\$ 18,000.00
Medical/Psychiatric Exam	\$ 11,023.00	\$ 10,000.00	\$ 10,000.00
Other (Specify)	\$ 3,775.00	\$ 6,700.00	\$ 6,700.00
Interpreter			
Juveniles GAL			
Mentally Ill GAL			
Alcoholic Treatment			
Drug Tests			
Judges pro tem	\$ 0.00	\$ 700.00	\$ 700.00
Court Reporters			
XXXXXX Court Costs	\$ 1,607.00	\$ 3,500.00	\$ 3,500.00
Juror's Fees and Travel	\$ 7,475.00	\$ 20,700.00	\$ 20,700.00
Juror's meals			
Other (Specify)	\$ 3,724.00	\$ 2,530.00	\$ 2,530.00
Other Contractual Svcs			
Travel	\$ 167.00	\$ 9,300.00	\$ 9,300.00
Education, Tuition, and Training	\$ 4,775.00	\$ 8,700.00	\$ 8,700.00
Equipment Rental			
Repair and Maintenance	\$ 10,458.00	\$ 11,500.00	\$ 16,500.00
Microfilming	\$ 28,506.00	\$ 8,000.00	\$ 7,000.00
Postage	\$ 13,161.00	\$ 20,400.00	\$ 20,400.00
Rent (including utilities if applicable)			
Telephone			
Utilities			
Computer Services	\$ 2,402.00	\$ 2,600.00	\$ 6,000.00
Fax Service			
XXXXXX Liability Insurance	\$ 2,032.00	\$ 2,045.00	\$ 2,100.00
Other (Specify)	\$ 286.00	\$ 2,000.00	\$ 1,500.00
Advertising			
Commodities:			
Printing and Office Supplies	\$ 26,249.00	\$ 29,500.00	\$ 21,000.00
Recording Tapes			
Other (Specify)	\$ 7,522.00	\$ 7,000.00	\$ 13,200.00
Books / Subscriptions			
Capital Outlay:			
Office Equipment	\$ 16,873.00	\$ 3,500.00	\$ 4,000.00
Recording Equipment			
Other (Specify)	\$ 6,735.00	\$ 1,500.00	\$ 2,500.00
Computer/Printer			
Total	\$ 166,537.00	\$ 168,175.00	\$ 174,330.00

Packet Pg. 5



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 27, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-09 HD T Young (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date: 9-22-2021
☐ 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

Young	Tasha		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Administrative Assistant II	Health Department	0030-000400
Position Title	Department	Fund

10/4/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

K	1	\$19.13	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Approvals:

Department:

Date: 9-23-21

Personnel:

9-23-21

BOCC

Chairman:

Member:

Member:



**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
2. 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: 09-30-21 tentative agenda (10498 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
October 04, 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. National Community Planning Month proclamation

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:20 AM

Break

9:30 AM

Press Conference

3. Presentation of retirement plaque to Cathy Willard - John Ford (2-3 minutes)
4. RCPD update - Captain Greg Steere (3-5 minutes)
5. Downtown Manhattan update - Gina Scroggs (3-5 minutes)
6. National Community Planning Month Proclamation - John Ford and Amanda Smeller (3 minutes)
7. Recognition of Cheryl Collins years of service to Riley County - Museum staff (10-15 minutes)

10:00 AM

Russel Stukey, Emergency Management Director

8. Staff update

10:15 AM

Chuck Sexton, Flint Hills Veterans Coalition

Attachment: 10-04-21 tentative agenda (10498 : Tentative Agenda)

9. Flint Hills Veterans Coalition 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.



HEALTH DEPARTMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Aryn Price, Clinic Coordinator

MEETING: September 27, 2021

SUBJECT: Riley County Health Department request for new RN position.

PRESENTER: Julie Gibbs

BACKGROUND

The RCHD was awarded a grant (IAP supplemental funds through KDHE) to fund a public health nurse position effective immediately through June 30, 2024. This grant places an emphasis on vaccine equity in underserved populations, so Aryn has updated the job description accordingly. The primary additions to this PD include:

- Works independently to coordinate and plan outreach efforts to provide immunizations and other public health services to underserved populations within Riley County
- Implements strategies to ensure equitable access to vaccinations and public health services in underserved populations
- Plans and participates in off-site clinics, some night and weekend public health clinics required
- Analyzes data and develops strategies to increase COVID19 vaccination rates in Riley County
- Develops public education campaign to dispel myths about COVID19 vaccines

DISCUSSION

All of our current public health nurses perform these tasks, but these will be essential functions for this position, whereas STI testing and reproductive health visits will now be secondary functions. This position is very much needed in the community and would serve a very important purpose.

FISCAL IMPACT

None on the county as this is fully funded (benefits included) by the grant.

RECOMMENDATION(S)

[Present staff's recommendation in concise terms. Justify the reason(s) we are recommending the action with logical positions.]

POSSIBLE MOTION(S)

Move to approve the new RN position for the RCHD clinic.

Move to deny the new RB position for the RCHD clinic.

Move to modify the job description and/or the length of time.

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- RCHD public health nurse.docx (PDF)
- 2021-09 HD Public Health Nurse (gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	PUBLIC HEALTH NURSE-CLINIC		
Department:	Health Department	Division:	Nursing
Reports To:	Nursing Supervisor		
Pay Grade:	S	Status:	Full Time Temporary
FLSA Status:	Exempt		

POSITION SUMMARY: The staff nurse performs direct nursing services for patients in general clinic and satellite clinics with primary duties related to immunizations and the COVID19 pandemic response. Additional assignments may apply, including communicable disease investigations, family planning appointments, and TB control.

ESSENTIAL FUNCTIONS:

- Performs a variety of nursing duties
- Provides confidential, medically sound, timely and respectful care and assistance to all patients
- Evaluates immunization status and completes proper administration of childhood and adult vaccinations per protocol and Centers for Disease Control and Prevention guidance
- Administers travel immunizations per protocol and Center for Disease Control and Prevention guidelines
- Assists with Vaccines for Children program requirements
- Maintains current knowledge of vaccine schedules, recommendations, inventory and standing orders
- Works independently to coordinate and plan outreach efforts to provide immunizations and other public health services to underserved populations within Riley County
- Implements strategies to ensure equitable access to vaccinations and public health services in underserved populations
- Plans and participates in off-site clinics, some night and weekend public health clinics required
- Analyzes data and develops strategies to increase COVID19 vaccination rates in Riley County
- Develops public education campaign to dispel myths about COVID19 vaccines
- Provides health education/counseling either one on one and in group settings on immunizations, communicable diseases, foreign travel, community resources, etc.
- Documents assessments, referrals and follow-ups within 48 hours on paper and or electronic medical record
- Participates in emergency response health department efforts and provides support for Preparedness Coordinator response activities
- Obtains laboratory specimens for screening and diagnostic purposes
- Keeps current and accurate lab records
- Collects program data for using in Health Promotion and Prevention Planning for the community

Attachment: RCHD public health nurse.docx (11141 : RCHD)

Communicable Disease Nurse:

- Conducts communicable disease investigations and provides follow-up recommendations to individuals, physicians, and family members regarding the spread and control of diseases using state reporting requirements
- Enters all Communicable Disease information in the Kansas Disease Reporting system within the timeframes set by the state as assigned
- Maintains and updates Communicable Disease Protocols provided by Kansas Department of Health and Environment
- Develops local protocols to enhance disease investigation process and control spread of disease along with the Preparedness Coordinator
- Identify clients needing Tuberculosis medication, arrange for medications, monitor and manage medications in collaboration with the state and local medical consultant
 - Required to be on-call 24/7 for response to disease notification

SECONDARY FUNCTIONS:

- Assists with ordering and managing inventories as requested by supervisor
- Distributes and administers approved contraceptive methods within standing orders and in consultation with APRN
- Counsels clients on STI and HIV transmission and testing procedures. Treats clients per standing orders and CDC guidance
- Assists with quarterly and annual reports
- Reviews materials for program use at least annually
- Keeps current CPR certification
- Participates in staff meetings and nursing meetings
- Other duties as assigned

POSITION REQUIREMENTS:

Education: Graduate of accredited education program with an associate, diploma or Licensed Bachelor's in nursing.

License(s)/Certification(s): Currently a registered nurse in the State of Kansas. Valid driver's license and good driving record.

Experience: One or more years' experience in Public Health nursing is preferred.

Skills: Demonstrates excellent written communication skills – detailed, succinct, organized written work. Must have ability to understand complex oral and written instruction, ability to speak and write effectively, and ability to give clear, concise instruction orally and in writing, including written reports to local, state and federal offices. Establish and maintain an image of the Health Department to the community that represents service, vitality, and professionalism.

Conforms to HIPAA privacy regulations specific to position held. The public health nurse creates and

Updated May 2016

records PHI. Has authority use the following categories of PHI for treatment purposes: demographics, scheduling, treatment or procedures, reports and medical notes. Disclosures are only allowed as necessary for treatment to providers and/or Business Associates or as required by law. Does not have authority to access PHI for payment or health care (non-treatment) operations. May need to interact with the following departments for allowable access to PHI: WIC, Family Connections.

Supervisory Controls: The employee and the Nursing Supervisor work together to set the overall objectives for this position.

Supervisory Responsibility: None

Guidelines: The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. Contributes to an environment that promotes positive interactions and problem solving.

Complexity: The work requires self motivated advanced planning and intelligent, rapid emergency decisions. The work also requires many daily decisions concerning such things as planning of the work, or refining the methods and techniques to be used to fulfill work requirements. Meeting and dealing with many individuals of varying interests and levels of responsibility. Dependable in carrying out responsibilities.

Scope and Effect of Work: The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions during and after critical situations.

Personal Contacts: The personal contacts are with individuals or groups from inside and outside the County in a moderately unstructured setting (e.g., the contacts are not established on a routine basis); the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact.

Purpose of Contacts: The purpose is to plan, coordinate, advise and educate on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands: The physical demands described here are representative of those that 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.

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, or crawl; talk and hear from both ears; smell. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

The noise level in the work environment is usually normal.

Use of personal vehicle may be required.

Must be fluent in English. Bilingual English/Spanish preferred.

Public Health facility requires a non-smoker.

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: RCHD public health nurse.docx (11141 : RCHD)

RILEY COUNTY POSITION ACTION FORM

Department Health DepartmentDate 07/16/2021Job Title Public Health Nurse

☒ Full Time	☐ Regular	☐ Seasonal	☒ Grant Funded	Pay Grade <u>S</u>	Hours per ☐ Week ☐ Month	Start Date <u>ASAP</u>	☐ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary			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:	2. Effective date of promotion, transfer, termination, or change:	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: This is Grant Funded through 6/30/2024

1. Why is it necessary to fill this position or change its status? Grant funded

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

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:

Graduate of accredited education program w/associate, diploma, or Licensed BA in Nursing. 1+ yrs experience preferred

Additional comments: Currently registered nurse in KS, valid driver's license & good driving record

Date:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC 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: September 27, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 09.27.2021 (DOC)

PENDING COUNTY PROJECTS • Beginning September 20, 2021 and through September 22, 2021

Submitted by Clancy Holeman, Riley County Counselor

Changes or additions 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. Discussion with contract administrator for vendor scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase.

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. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it’s “listed.” Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21)

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. Staff discussion scheduled for 8-27-21. Staff discussion rescheduled for 9-22-21. *Staff discussion held—research history—recommendation accepted by staff. (9-22-21)*

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.

“Dark Store”: Oral argument (1/2 day) scheduled to take place before BOTA August 26, 2021. Discuss with BOTA staff, and relay to City Commissioner Linda Morse info she requested during 8-23-21 Intergovernmental Luncheon about BOTA 8-26-21 hearing time and whether hearing is open to public (8-23-21). Oral argument before BOTA conducted by counsel for both parties (8-26-21). Accept KAC invitation to be part of two-person panel discussion of “Dark Store,” to be held during KAC annual meeting, October 18-21, Overland Park; will take place in opening breakout session—first morning of the annual meeting. *Call Kim Qualls, KAC Education & Communications Director, about breakout session.* Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on “Dark Store”; recording scheduled for September 17, 2021.

“Constitutional Protection of County Home Rule”: Accepted KAC invitation to present to County Commissioners Association, KAC affiliate member, information on Home Rule, during final day of KAC annual meeting in O.P., October 20th. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on “Constitutional Protection of County Home Rule”; recording scheduled for September 10, 2021. Podcast recorded with KAC 9-10-21.

Riley County Annual Legislative Conference: Confirm with BOCC during public meeting 9-9-21 following available dates for annual meeting with county's legislative delegation: November 1, 4 and 18, 2021. (Date of 11-18 removed because it conflicts with county official's luncheon; Date of 11-15 removed because it conflicts with Law Board meeting.) Legislative Conference has been scheduled for Thursday, November 4, 2021. (9-17-21)

White Canyon Benefit District: White Canyon benefit district's residents' request, made during this date's public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district's proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works' "estimate" of "northern route" as an option to current benefit district project proposed (8-30-21).

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County's \$14M allocation of ARPA funds. Similar concept to staff's use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21) Discussions with staff and potential consultant. (9-17-21)

Riley County Employee Day: Intermittent work on employee day: Discussions with potential lunch ½ hour vendors; discussion with planning committee, with keynote speaker and Elizabeth Ward, H.R. Manager. (9-16-21; 9-17-21)

Nextgen 911: Meeting as member of Nextgen 911 staff committee to review potential upcoming renumbering/renaming projects. (9-21-21)

Indigent Defense Panel: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21)

Rural Economic Development Advisory Board: Discuss with staff. (9-21-21)

DEPARTMENTAL LIST

Riley County Register of Deeds: Provide legal advice. Conversation with ROD (8-2021). *Conversation about county termination of contract. (9-22-21) Discussion with other party to contract. I can confirm contract will terminate as required by County. (9-22-21)*

Riley County Museum: Provide legal advice.

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement. *Work on separate project involving proposed vendor and personnel policies. (9-22-21).*

Riley County Public Works: Provide legal advice on project.

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

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

Riley County Health Department: Provide legal advice on projects.

Riley County Information Technology/GIS: Request for estimate (submitted to this office 8-20-21).

Riley County Ambulance Service: Will provide legal advice (8-20-21).

Riley County Fire District No. 1: Work with Budget and Finance Officer on District budget approval (8-23-21).

Riley County Clerk: Advise on .02 countywide retailers' sales tax election project (8-24-21). *Legal research on project involving sign. (9-20-21) On same issue discussion with Planning and Development staff. (9-21-21) Work with county staff and PIO on separate project involving potential vendor of software. Contact potential vendor. (9-20-21).*



INTERGOVERNMENTAL LUNCHEON

September 27, 2021

12:00-1:00 p.m.

AGENDA

- I. Gather
- II. Convene and Introductions
- III. Agenda Topics
 - A. November Election – Rich Vargo
 - B. Sales Tax Presentation – John Ford
- 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, October 25, 2021
- VIII. Adjournment