



**Board of Riley County
Commissioners
Regular Meeting
Agenda
October 30, 2023**

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

Cindy Kabriel
785-565-6200

Community Center, 220 Willow Street, Ogden

6:00 PM

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

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

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

6:00 PM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Notice for Keats Sewer Project Feasibility Public Hearing
4. Change Order #1, Leonardville EMS Station
5. Retail Dealer's 2024 Cereal Malt Beverages License for Stagg Hill Golf Club
6. Sign Riley County Employee Action Form(s)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Oct 26, 2023 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

6:30 PM

Clancy Holeman, Counselor/Director of Administrative Services

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

6:50 PM

Brian Peete, RCPD Director

12. RCPD update

7:05 PM

David Adams, EMS Director

13. Staff Update

7:20 PM Ogden City Mayor Bob Pence and Angela Schnee, Ogden City Planner

14. City of Ogden update

7:30 PM Anne Smith, aTa Bus Director

15. aTa Bus update

7:40 PM Jared Tremblay, MPO Planning Manager

16. Letter of Support for regional river trails

Adjournment**Announcement**

The Annual Riley County Extension Council Meeting will be held Wednesday, November 1, 2023 at 6:00 p.m. at the Sikes Venue, 107 Erpelding Street, Leonardville, Kansas.

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
COUNSELOR/ADMINISTRATIVE
SERVICES**
Public Notice

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

COMMISSION AGENDA REPORT

FROM: Shelley Woodard, Deputy County Counselor
MEETING: October 30, 2023
SUBJECT: Notice for Keats Sewer Project Feasibility Public Hearing
PRESENTER: Clancy Holeman, County Counselor

BACKGROUND

On October 26, 2023, the Board approved a public hearing for the cost estimate increases for the Keats Sewer Benefit District for November 16, 2023 at 11:05 a.m. Notice of the hearing must be published no later than 10 days before the hearing.

DISCUSSION

This is the public notice, and it needs Commissioner Focke's signature. It confirms the date and time of the hearing.

FISCAL IMPACT

Staff time for County Counselor's Office. Staff time Planning and Development. Public Works Office staff time and postage and publication costs.

RECOMMENDATION(S)

Counsel recommends the Board approve Commissioner Focke to sign the public notice.

POSSIBLE MOTION(S)

A. I move the Chairwoman signs the notice of public hearing for the feasibility of the Keats project for November 16, 2023 at 11:05 a.m.

The Board agreed by consensus to

Enclosures:

- Notice of Public Hearing Feasibility (DOCX)

NOTICE OF HEARING FOR COSTS EXCEEDING ESTIMATE FOR KEATS SEWER BENEFIT DISTRICT

Notice is hereby given pursuant to K.S.A. 19-27a06 that estimated project costs for the Keats Sewer Benefit District have increased by more than 10% of the original estimated project costs. The estimate of costs has risen from a range of \$3,669,405.00 to \$3,994,900.00 in 2021 to a range of \$4,146,330.00 to \$4,737,555.00 in 2023. This is an increase of 13% at the low end and 18.59% at the high end. Accordingly, the Riley County Board of County Commissioners is holding a public hearing to determine whether to continue with the project or to stop the project and dissolve the Keats Sewer Benefit District.

The boundaries of the Keats Sewer Benefit District in Riley County, Kansas, are described as follows:

“A tract of land in Section Thirty-Six (36), Township Nine (9) South, Range Six (6) East of the 6th P.M., described as follows: Commencing at the Northwest corner of the South Half (S ½) of the Northwest Quarter (NW ¼) of Section Thirty-Six (36) thence N. 89°40' E. 1071.95 feet, thence N. 89° 27' E. 407.48 feet to the Point of Beginning, thence N. 89° 27' E. 515 feet to centerline Kitten Creek Rd, thence East to Northwest corner Lot 1 Perry Addition, thence N. 11° 0' E. 177.26 feet to Northwest corner Lewis D. Thompson tract as described in deed book 848 page 1156, thence East along North line Thompson tract 500 feet, thence S. 11° 0' W. 177.26 feet along Thompson tract East line to North line Perry Addition lot 2, thence East along North line to Northeast corner lot 2, thence S. 0° 16' E. 777.03 feet, thence N. 90° 0' E. 51.59 feet, thence South to the North Right-of-Way line of Anderson Avenue, thence Southeasterly along the North Right-of-Way of Anderson Avenue 354.57 feet, thence Northerly to the North line of the Southeast Quarter (SE ¼), thence East along the North line of the Southeast Quarter to the center of Kitten Creek, thence Southeasterly along the center of Kitten Creek to the North Right-of-Way line of Anderson Avenue, thence South to the Southeast corner of the North half of vacated Third Street of Keats, thence N. 89° 34' W. 317.22 feet, thence S. 0° 50' E. 300.41 feet, thence S. 0° 34' E. 217.49 feet, thence S. 1° 53' E. 252.39 feet, thence S. 2° 9' E. 74.23 feet, thence N. 88° 59' E. 12.61 feet, thence S. 23° 19' E. 116.57 feet, thence S. 85° 42' E. 97.97 feet, thence S. 14° 14' W. 166.1 feet to the North line lot 2 Reasoner Addition, thence N. 59° 34' W. 330.72 feet to the Northwest corner lot 2 Reasoner Addition, thence S. 0° 36' W. 40.34 feet, thence N. 59° 34' W. 16.2 feet, thence S. 36° 57' E. 290.84' feet, thence S. 0° 36' W. 216.95 feet, thence N. 59° 34' W. 810.25 feet to the Southwest corner of Wildcat Addition, thence N. 0° 40' W. 345.01 feet, thence N. 0° 37' W. 80.95 feet, thence N. 0° 41' W. 294.44 feet, thence N. 0° 19' W. 73.09 feet, thence N. 0° 16' W. 53.6 feet, thence N. 0° 18' W. 164.66 feet, thence N. 2° 25' W. 39.34 feet, thence N. 0° 59' W. 93.25 feet, thence S. 89° 50' W. 228.23 feet, thence

N. 3° 10' W. 70.42 feet, thence N. 89° 4' E. 231.1 feet, thence N. 0° 44' W. 135.1 feet, thence S. 87° 13' W. 61.8 feet, thence N. 72° 45' W. 128.27 feet, thence N. 0° 48' W. 12.09 feet, thence N. 71° 18' W. 515.85 feet, thence North to the South Right-of-Way line of Anderson Avenue, thence Northwesterly to the Southeast corner of Lot 3, Neef Addition, thence Northwesterly along the South line of Neef Addition to the Southwest corner of Lot 5, Neef Addition, thence N. 0° 32' W. 785.14 feet to the point of beginning; all in Riley County, Kansas.”

The hearing will be held in the Riley County Board of Commissioners Commission Chambers at 115 N. 4th Street, Manhattan, Kansas, on Thursday, November 16, 2023, at 11:05 a.m.

At the hearing, the Board will receive testimony about project costs, the feasibility of continuing the project, and potentially dissolving the Keats Sewer Benefit District. Any interested person may present testimony before the Board regarding the estimated cost increases and the feasibility of continuing with the project or dissolving the benefit district.

For further information regarding either the hearing or the estimated costs, interested parties may contact Amanda Webb, Riley County Planning and Development, 110 Courthouse Plaza, 2nd Floor, Room B212, Manhattan, Kansas, 66502, or by phone at (785) 537-6332.

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

Kathryn Focke, Chairwoman

ATTEST:

Rich Vargo, County Clerk

(Seal)



EMS/AMBULANCE
Change Order

David Adams
EMS/Ambulance
Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

COMMISSION AGENDA REPORT

FROM: David Adams, EMS/Ambulance Director
MEETING: October 30, 2023
SUBJECT: Change Order #1, Leonardville EMS Station
PRESENTER: David Adams, EMS/Ambulance Director

BACKGROUND

This change order is presented as the final construction costs are being tabulated.

DISCUSSION

This change order is being requested as during construction it was determined the water line from the outside of the building which runs across the building in the ceiling wasn't designed to be insulated but to run under or through the ceiling insulation. County staff and construction team identified this as a possible source for freezing which could result in damage to the building. It was determined the best course of action was to wrap the pipe in insulation as a safety measure.

FISCAL IMPACT

\$2,567.61 with no ongoing costs.

RECOMMENDATION(S)

Staff recommend the change order be accepted and paid.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- ASI #1 - Riley EMS North Station (7.12.2023) (PDF)
- G701-2017 - Final - 001 (SIGNED) (PDF)



ANDERSON KNIGHT ARCHITECTS
©2023



PEARSON KENT MCKINLEY RAUF ENGINEERS
2505 ANDERSON AVE. #202 MANHATTAN, KS 66
785.303.1280 WWW.PKMRENG.COM



Riley County EMS North Station

506 E BARTON ST.
LEONARDVILLE, KS 66

PROJECT NO. 22-02

DATE 2.3.202

ISSUE RECORD

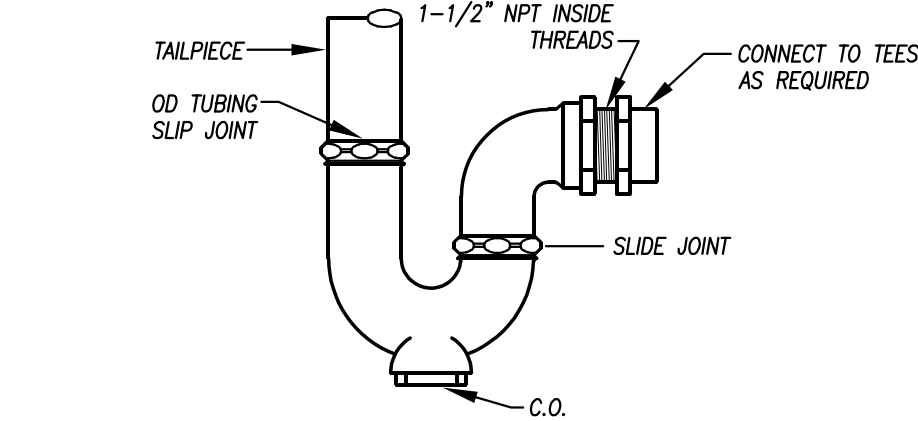
CONSTRUCTIO
DOCUMENTS

ASI #1 7.12.2023

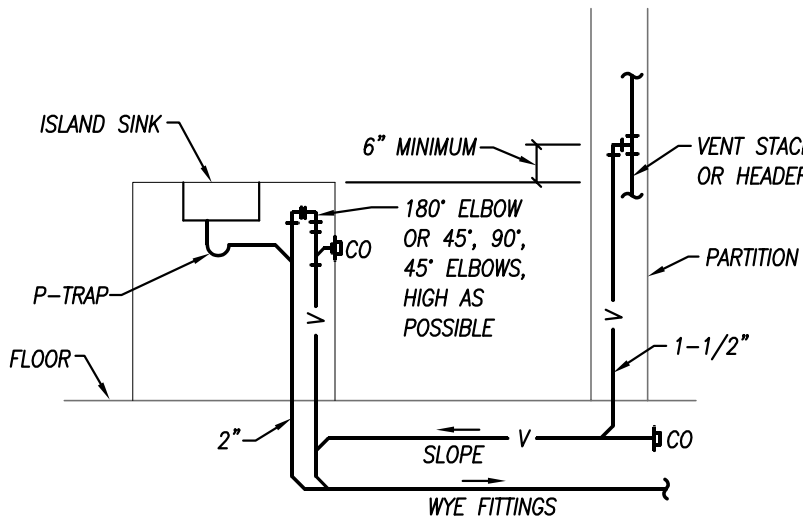
P4.01

PLUMBING
DETAILS

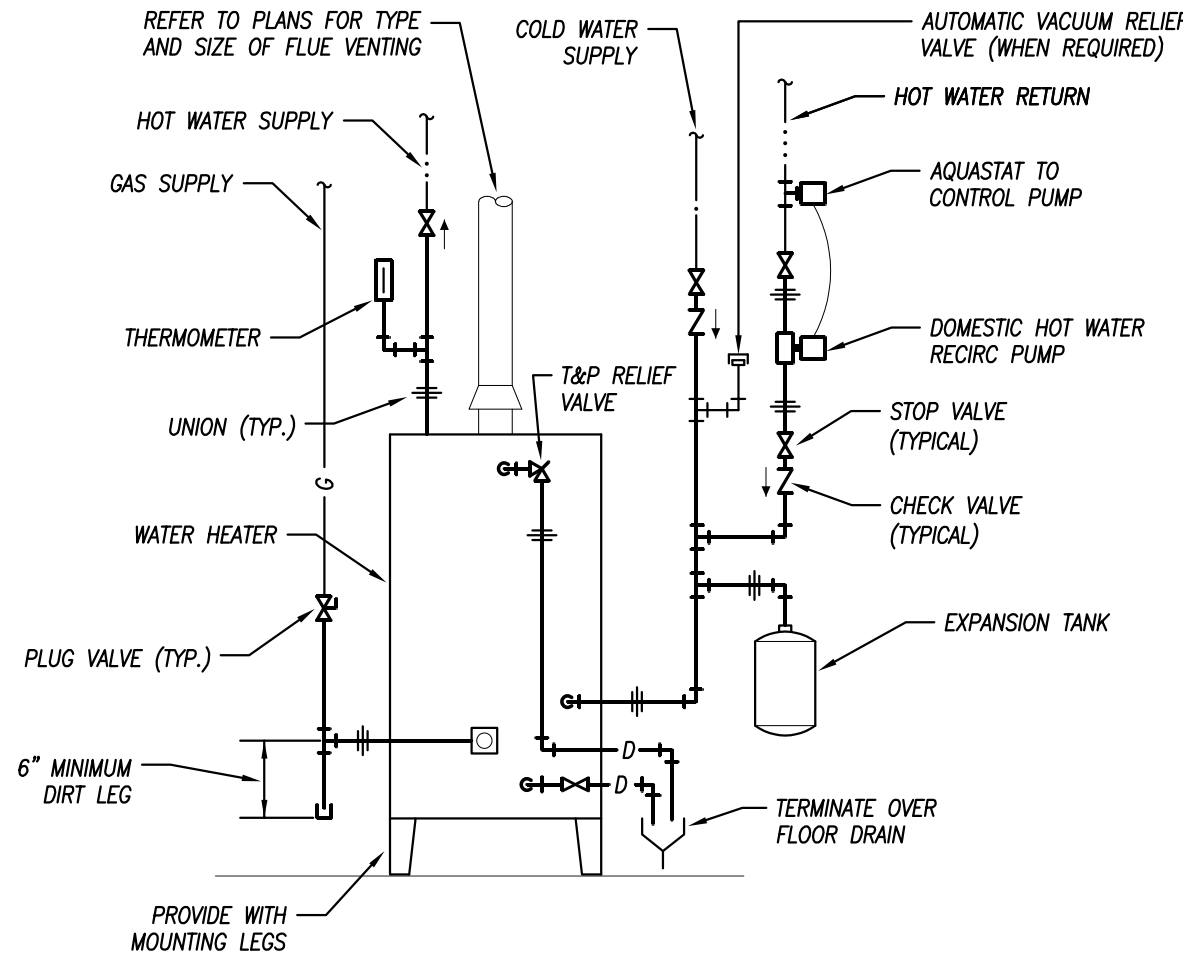
Packet Pg. 9



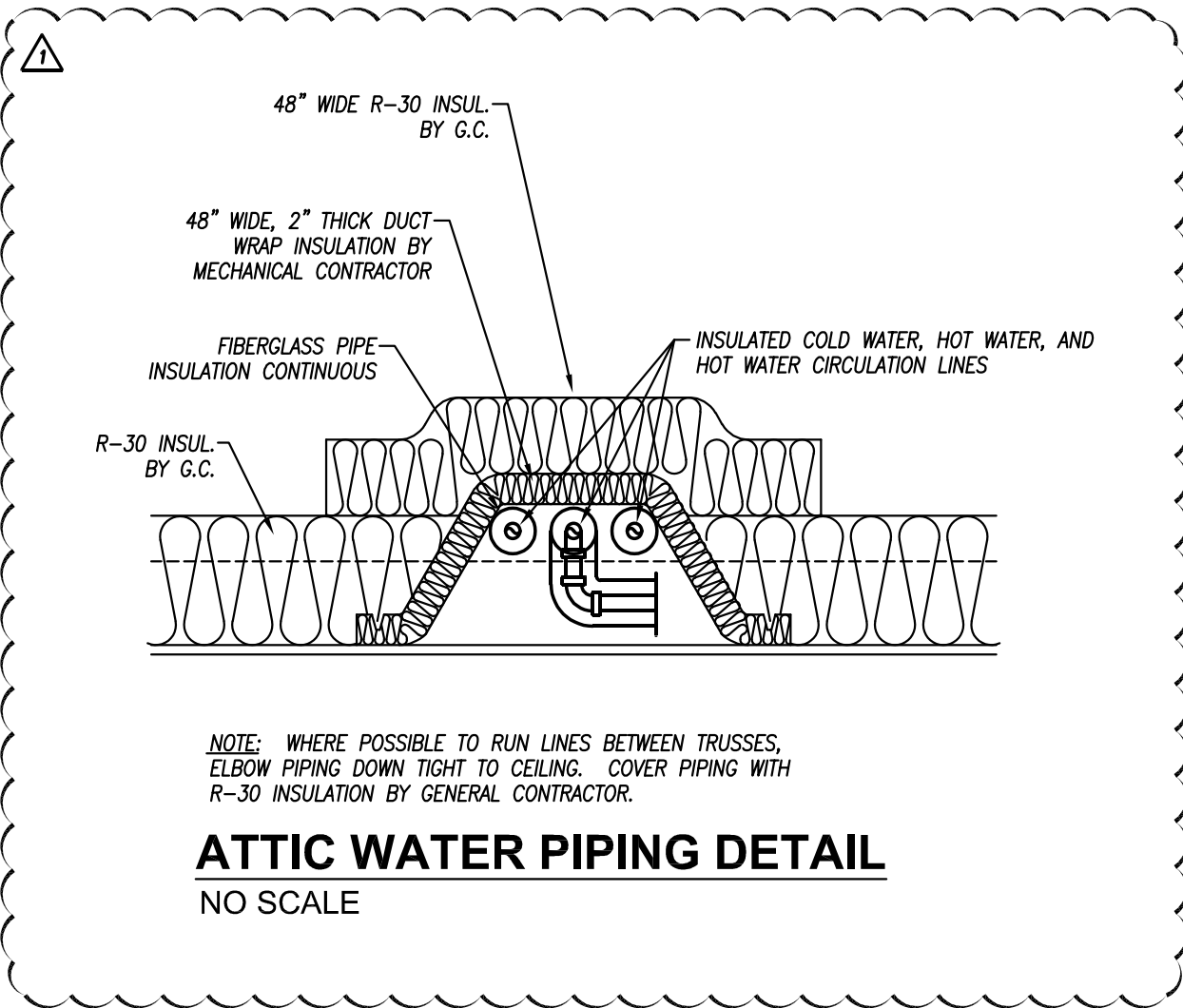
P-TRAP DETAIL
NOT TO SCALE



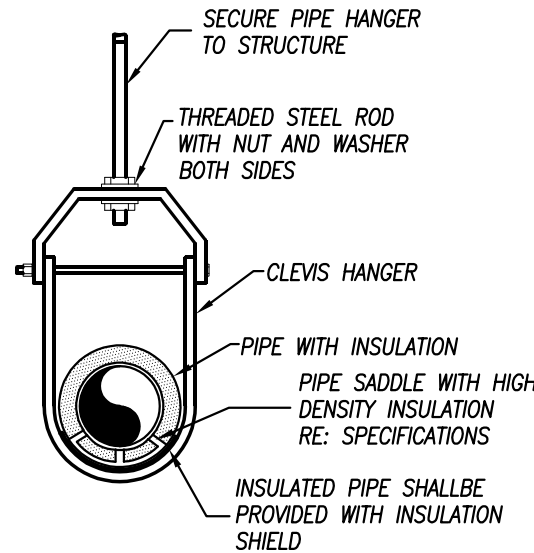
ISLAND SINK VENTING DETAIL
NOT TO SCALE



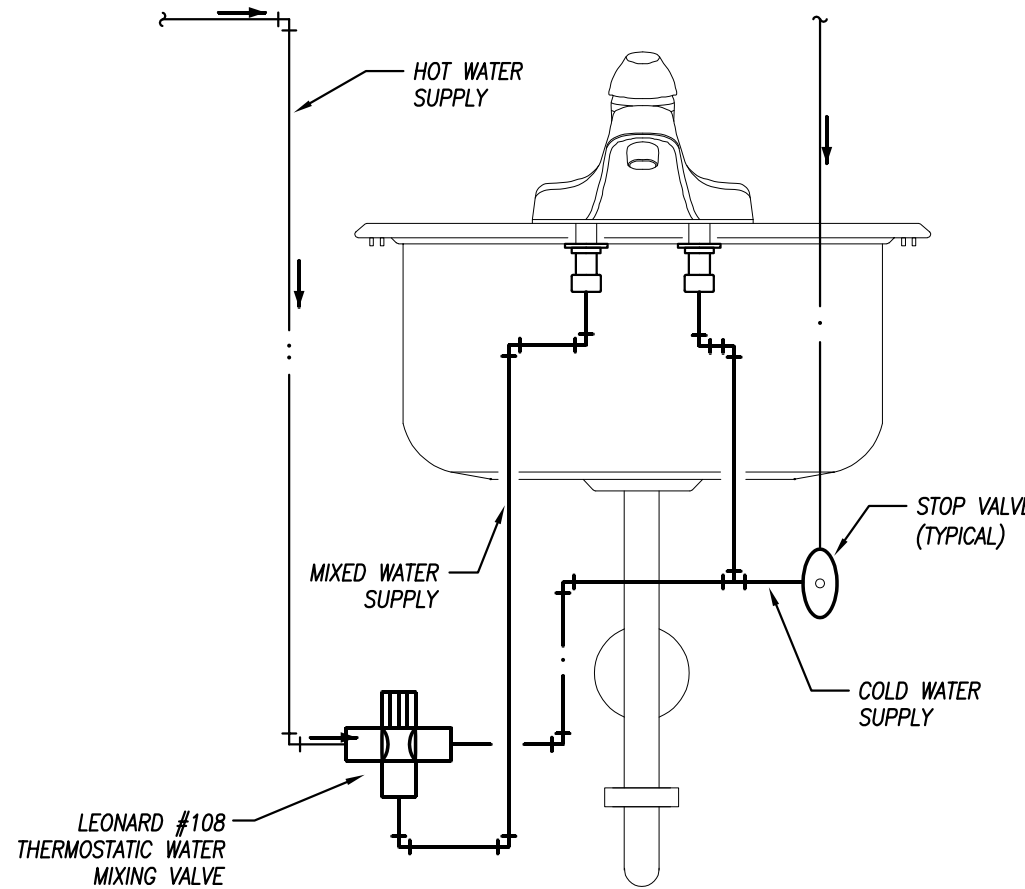
GAS WATER HEATER DETAIL
NOT TO SCALE



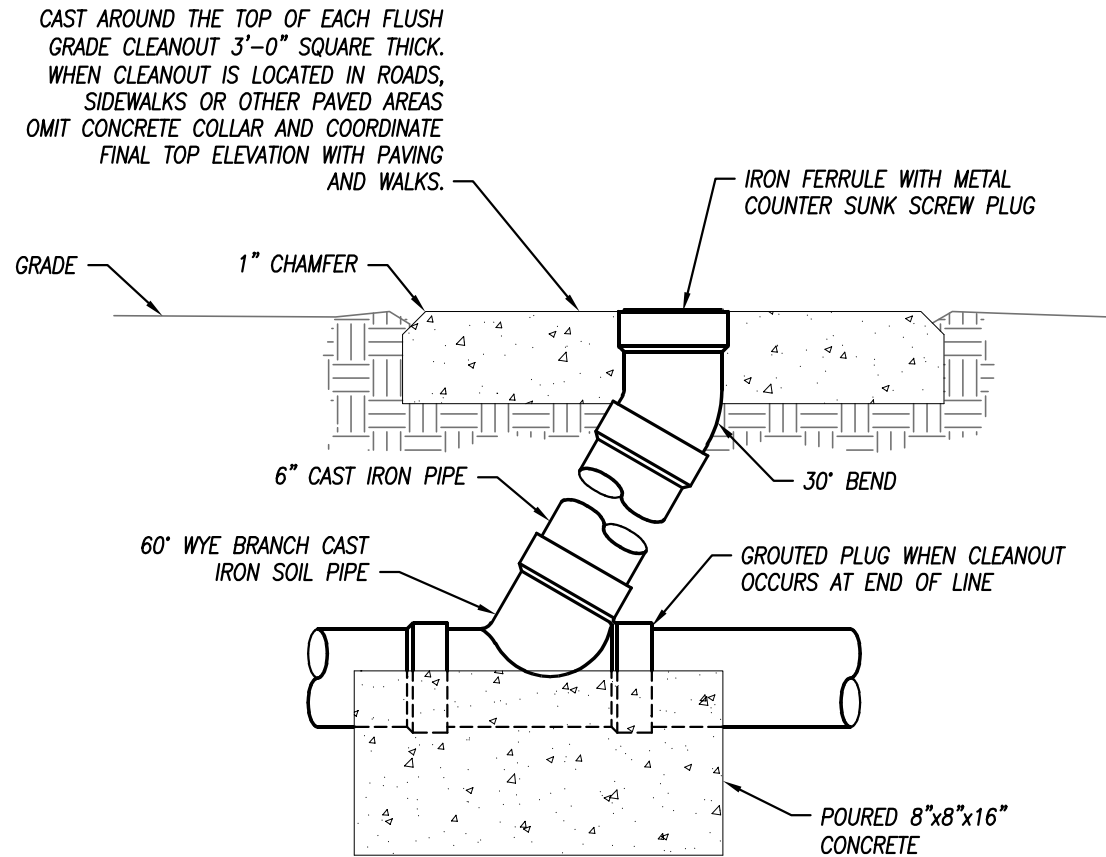
ATTIC WATER PIPING DETAIL
NO SCALE



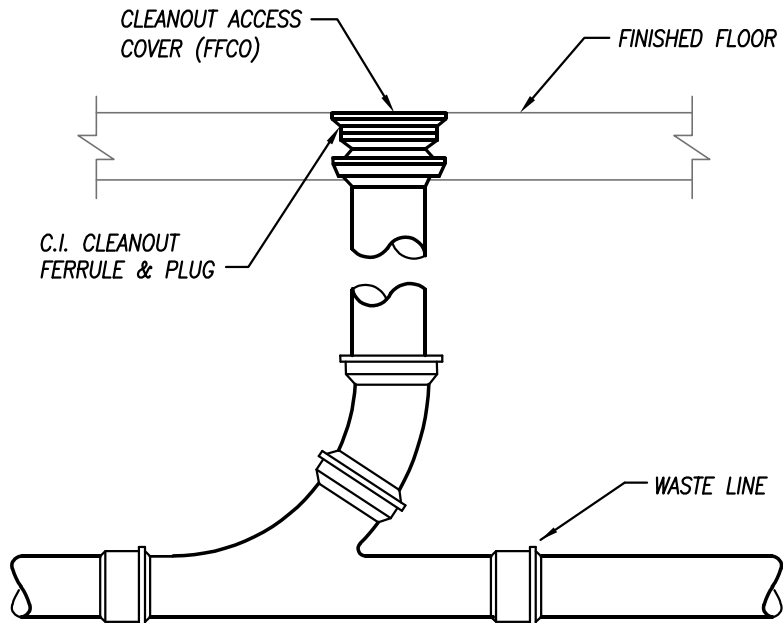
PIPE HANGER DETAIL
NOT TO SCALE



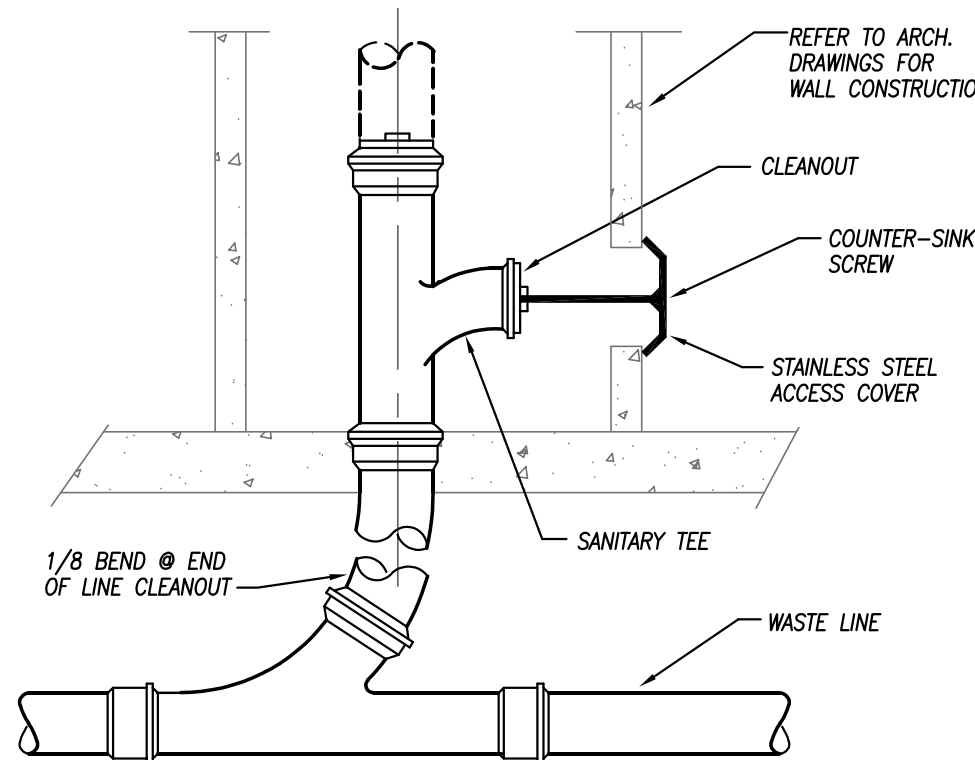
HAND WASHING SINK/LAVATORY TEMPERED WATER SCHEMATIC
NOT TO SCALE



FLUSH GRADE CLEANOUT DETAIL
NOT TO SCALE



FLOOR CLEANOUT DETAIL
NO SCALE



WALL CLEANOUT DETAIL
NO SCALE



AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address)
North Riley County EMS Station
506 East Barton Street
Leonardville, KS 66449

CONTRACT INFORMATION:
Contract For: General Construction
Date: April 3, 2023

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: October 6, 2023

OWNER: (Name and address)
Board of Riley County Commissioners
110 Courthouse Plaza
Manhattan, KS 66502

ARCHITECT: (Name and address)
Anderson Knight Architects
2505 Anderson Ave., Suite 201
Manhattan, KS 66502

CONTRACTOR: (Name and address)
Schultz Construction, Inc.
4345 Rory Circle
Manhattan, KS 66502

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Item No. 1: Add water line attic insulation per ASI #1. ADD \$ 2,567.61

The original Contract Sum was	\$	799,000.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	799,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$	2,567.61
The new Contract Sum including this Change Order will be	\$	801,567.61

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be December 9, 2023

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Anderson Knight Architects

ARCHITECT (Firm name)

SIGNATURE

Dan Knight, AIA

PRINTED NAME AND TITLE

10-6-23

DATE

Schultz Construction, Inc.

CONTRACTOR (Firm name)

SIGNATURE

Brett Ballou, President

PRINTED NAME AND TITLE

10/07/23

DATE

Board of Riley County Commissioners

OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE



Change Order

Printed: Sep 8, 2023
4345 Rory Circle, Manhattan, KS 66502
Phone: 785-539-9599

4.b

Owner Info

David Adams - EMS Director
2011 Claflin Road
Manhattan, KS 66502
Phone: 785-565-6591

Job Info

506 E. Barton Street
Leonardville, KS 66449

Change Order ID

01

North Riley County EMS Station

CO ID	Created / Approved Date	Price
01	Created: Jul 12, 2023	\$2,567.61

Description

ASI#1 Attic Water Piping Detail - Added Insulation
Change Order for ASI#1 Water Line Attic Insulation.

Insulate Domestic Cold Water Line w/ Elastomeric Insulation as called out in detail ASI #1 (other lines insulated as per Piping Material & Insulation Schedule and were included in original bid).

Apply 48" wide R-11 min. insulation over all water lines. Prior to Attic Insulation.

Apply 48" Wide R-30 Insulation over R-11

Note: SCI will not be responsible for any frozen water lines in attic after construction due to fact of no control over accidental displacement of insulation.

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
07050 - 48" WIDE R-30 BATT INSULATION 07050-Insulation	Subcontractor	Add 48" Wide Batt Insulation on top of R-11 insulation (by others) for insulating water line in attic	1 LF	\$759.00	\$759.00
13010 - R-11 insulation over water lines & 1" Elastomeric over Cold Water Supply 13010-Plumbing Sub-Contract	Subcontractor	48" Wide R-11 Insulation over insulated water line & Elastomeric Insulation of the Cold Water Supply line as called out for in ASI #1	1 LF	\$1,320.00	\$1,320.00
01306-Quality Control & Oversight 01306-Project Superintendent Labor	Labor		6 HR	\$75.00	\$450.00
01170-Bonding 01170-Bonding	Other		1 Lump	\$38.61	\$38.61

Status	Signature	Date
Approved by: _____		___/___/___

Approval Comments

I confirm that my action here represents my electronic signature and is binding.

TOTAL AMOUNT OF CHANGE ORDER:

\$2,567.61

Attachment: G701-2017 - Final - 001 (SIGNED) (13823 : Change Order #1- Leonardville)



ANDERSON KNIGHT ARCHITECTS
©2023



PEARSON KENT MCKINLEY RAUF ENGINEERS
2555 ANDERSON AVE. #202 MANHATTAN, KS 66
785.303.1280 WWW.PKMRENG.C



Riley County EMS North Station

506 E BARTON ST.
LEONARDVILLE, KS 66

PROJECT NO. 22-02

DATE 2.3.202

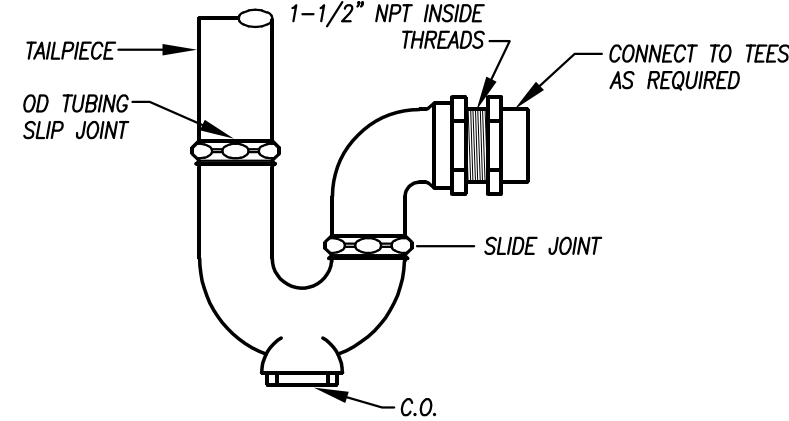
ISSUE RECORD

CONSTRUCTIO
DOCUMENTS

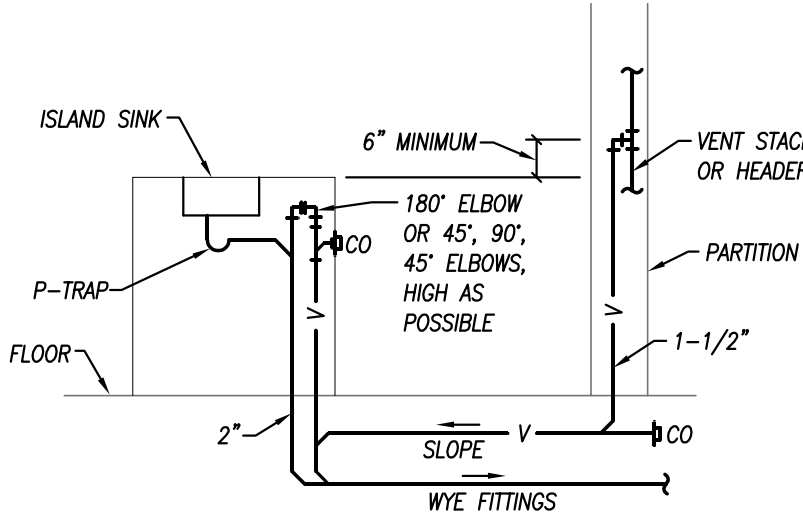
ASI #1 7.12.2023

P4.01

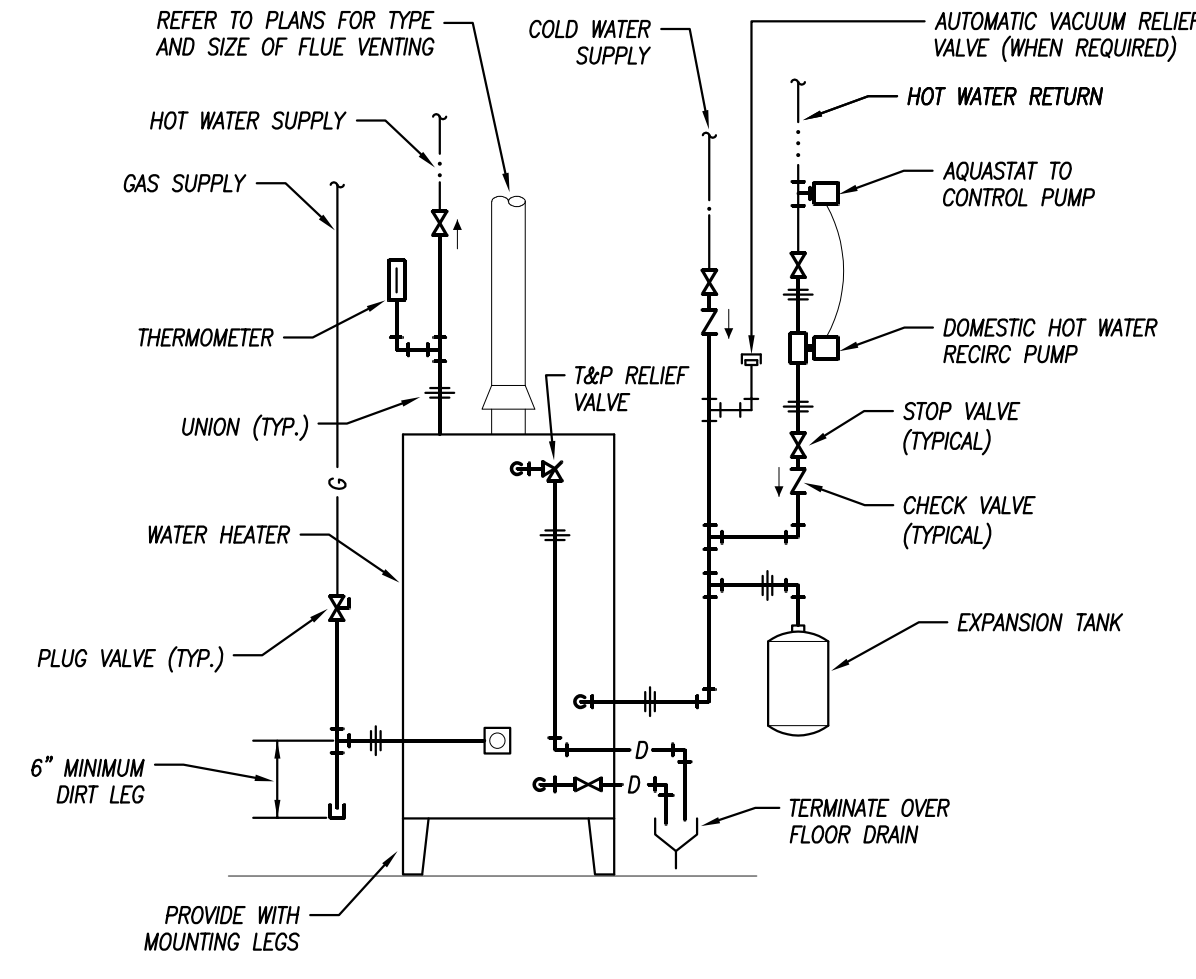
PLUMBING
DETAILS



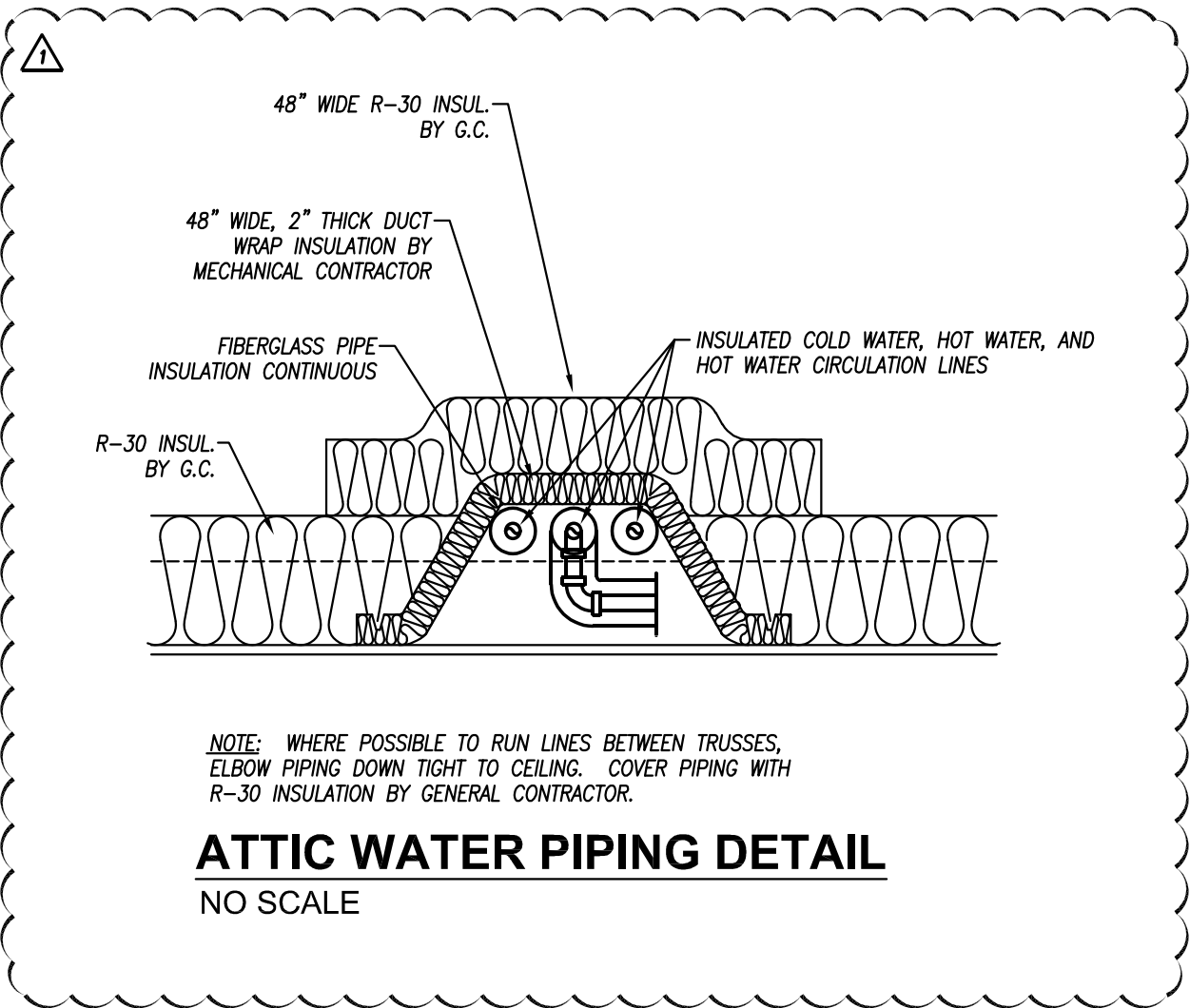
P-TRAP DETAIL
NOT TO SCALE



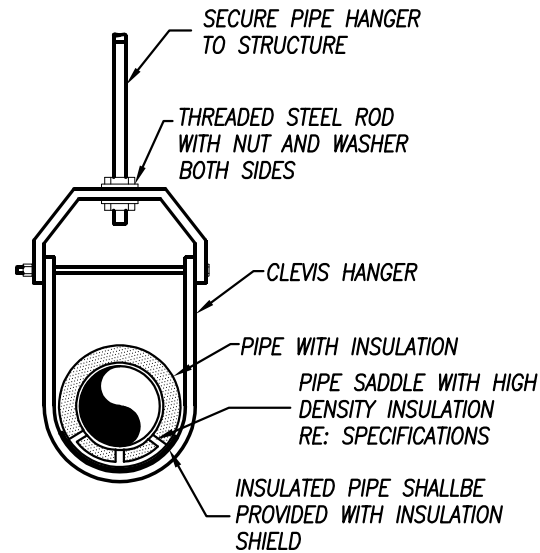
ISLAND SINK VENTING DETAIL
NOT TO SCALE



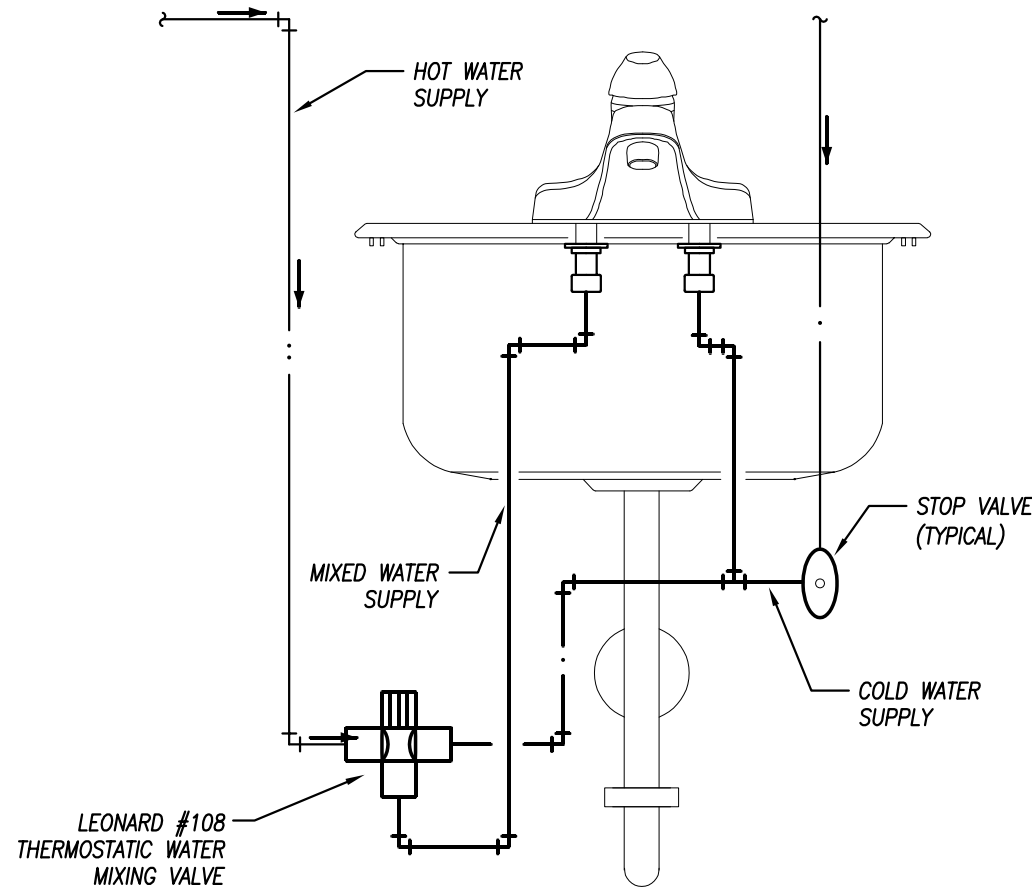
GAS WATER HEATER DETAIL
NOT TO SCALE



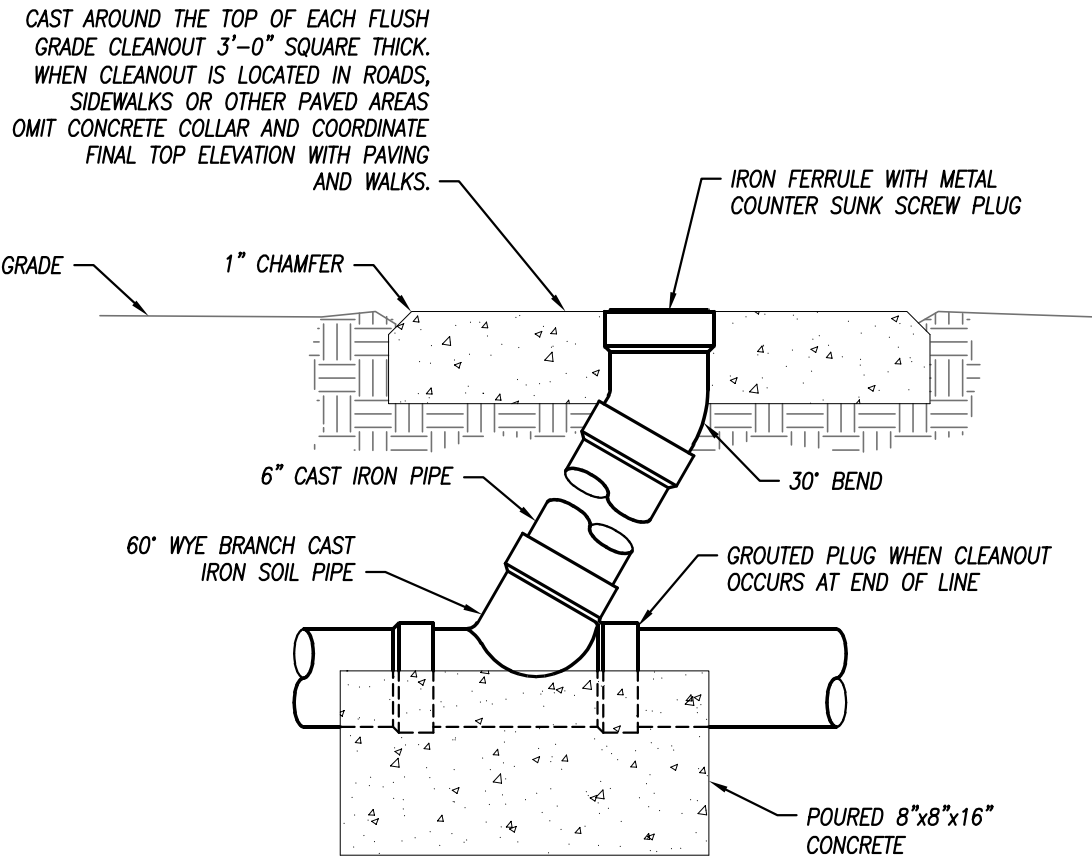
ATTIC WATER PIPING DETAIL
NO SCALE



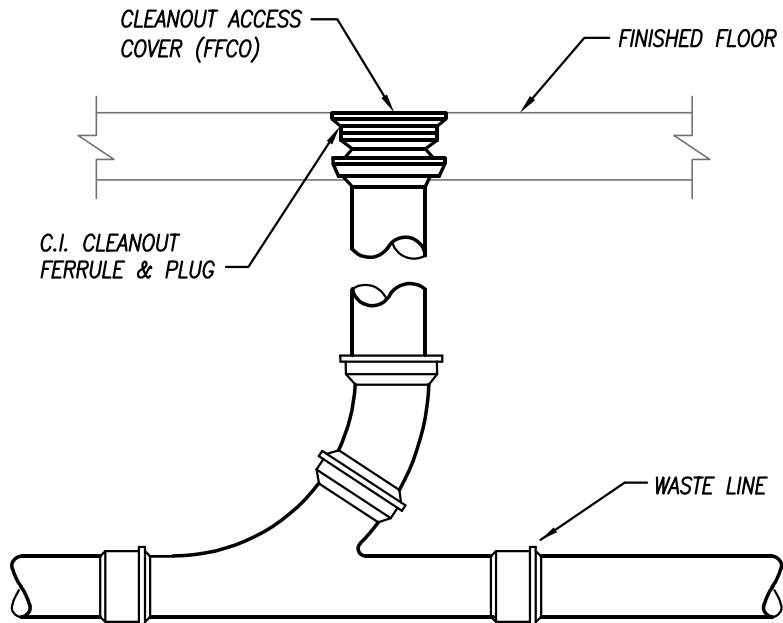
PIPE HANGER DETAIL
NOT TO SCALE



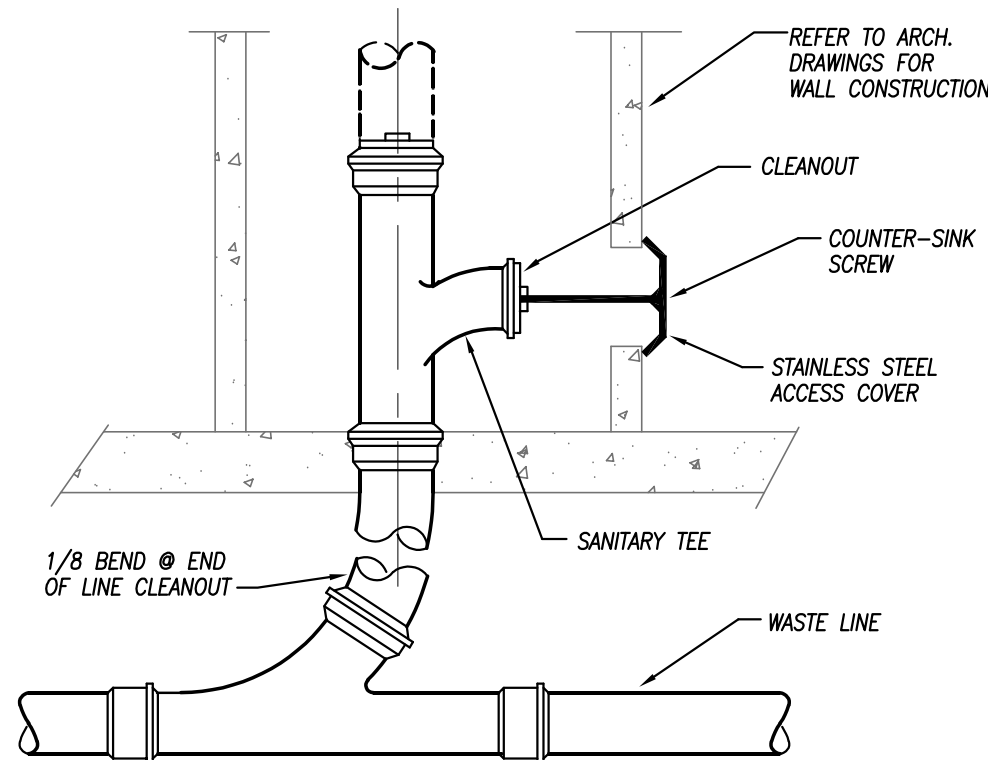
HAND WASHING SINK/LAVATORY TEMPERED WATER SCHEMATIC
NOT TO SCALE



FLUSH GRADE CLEANOUT DETAIL
NOT TO SCALE



FLOOR CLEANOUT DETAIL
NO SCALE



WALL CLEANOUT DETAIL
NO SCALE



COUNTY CLERK & ELECTIONS
License

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

COMMISSION AGENDA REPORT

FROM: Annaliese Trout, Account Clerk/License

MEETING: October 30, 2023

SUBJECT: Retail Dealer's 2024 Cereal Malt Beverages License for Stagg Hill Golf Club

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to sign a Retail Dealer's 2024 Cereal Malt Beverages License for Stagg Hill Golf Club, 4441 Stagg Hill Road, Manhattan, Kansas 66502.

Move to deny

Enclosures:

- 10-30-23 Retail Dealers 2024 License Stagg Hill (PDF)

KEEP THIS LICENSE POSTED CONSPICUOUSLY AT ALL TIMES

Fee, \$ 125

RETAIL

No. 1

DEALER'S

2024

LICENSE

TO ALL WHOM IT MAY CONCERN:

License is hereby granted to Stagg Hill Golf Club to sell at retail

CEREAL MALT BEVERAGES

Consumption on Premises

(State if for consumption on the premises, or for sale in original and unopened containers and not for consumption on the premises.)

at 4441 Stagg Hill Rd Manhattan, KS 66502
(Give exact location, with street number, if any.)

in the Township of Manhattan in Riley County, Kansas,
Application therefor, on file in the office of the County Clerk of said County, having been approved by the governing body of said Township, as provided by the Laws of Kansas, and the regulations of the Board of County Commissioners.

This License will expire December 31, 2024, unless sooner revoked, is not transferable, nor will any refund of the fee be allowed thereon.



Form B-374

Done by the Board of County Commissioners of Riley County, Kansas,

this 30th day of October, 20 23

Attest: [Signature]
County Clerk Chairman



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: October 30, 2023

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-10 CC AStockton EAF (DOCX)
- 2023-10 Fire HMarquez EAF (DOCX)
- 2023-10 Temp Elections BCragg EAF (DOCX)
- 2023-10 Museum MMartin EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Amy Stockton**Status Change Date:** 10/30/2023**Status Change:** New Hire**Date of Hire:** 10/30/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** On-Call Juvenile Intake & Assessment Officer**Position Type:** As-Needed**Pay Range:** 1**Pay Type:** STIPEND**Base Rate:** \$17.52**Annualized Pay:** \$0.00**Funds Codes:** Community Corrections[144], CommCorr-Juvenile Services[501]**Supervisor:** Shelly Williams**Department Head:** Shelly Williams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-10 CC AStockton EAF (13822 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Hunter Marquez**Status Change Date:** 10/30/2023**Status Change:** New Hire**Date of Hire:** 10/30/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter Stipend**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183-Riley Co Fire District #1, 183-Fire District #1**Supervisor:** John Martens**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-10 Fire HMarquez EAF (13822 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Barbara Cragg**Status Change Date:** 10/30/2023**Status Change:** New Hire**Date of Hire:** 10/30/2023**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: 2023-10 Temp Elections BCragg EAF (13822 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Marie Martin**Status Change Date:** 11/24/2023**Status Change:** Separation**Date of Hire:** 11/8/2022**Seniority:** 0 Year(s), 11 Month(s)**Position:** As Needed Museum Assistant**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$15.00**Annualized Pay:** \$15,000.00**Funds Codes:** 1-County General, 17-Museum**Supervisor:** Katharine Hensler**Department Head:** Katharine Hensler

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-10 Museum MMartin EAF (13822 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
November 02, 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. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Elizabeth Ward, Human Resources Director

2. Human Resources update

9:15 AM

Michael Boller, Noxious Weed Director

3. Staff update

9:30 AM

Amanda Webb, Planning/Special Projects Director

4. Long Range Planning

10:00 AM

Amanda Webb, Planning/Special Projects Director

5. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session

10:30 AM

Ron Fehr, Manhattan City Manager

7. General update City of Manhattan

11:00 AM

Elizabeth Ward, Human Resources Director

Attachment: 11-02-23 tentative agenda (12883 : Tentative Agenda)

8. Professional Scale Salary Resolution
9. Department Head Evaluations

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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
November 06, 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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Break

9:30 AM

Press Conference

2. RCPD Update - Greg Steere (3-5 minutes)
3. KEMA President's Choice for 2023 Award Presentation to Laurie Harrison - Kathleen Fabrizius (5 minutes)
4. Downtown Manhattan update - Gina Snyder (3-5 minutes)
5. General Election - Rich Vargo (2 minutes)

10:00 AM

Russel Stukey, Emergency Management Director

6. Staff update

10:15 AM

Anna Burson, Appraiser

7. Staff update

10:30 AM

Vanessa Cowie, Purple Paws Animal Shelter

8. T. Russel Reitz Animal Shelter

Attachment: 11-06-23 tentative agenda (12883 : Tentative 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.

Attachment: 11-06-23 tentative agenda (12883 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: October 30, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL Commission List 10.30.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ May, 2023 and through October 25, 2023 Submitted by Clancy Holeman, Riley County Counselor

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or other County Department/Division projects 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. All entries more than 6 months old have been removed (with the exception of some entries when historical information may be useful). ***Bold type entries are the most recent.***

COMMISSION LIST

I. Projects By Category:

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)

Board of Riley County Commissioners:) Prepare for public hearing on special use authorization on BOCC agenda 5-1-23. (4-30-23) Attend and participate in 5-1-23 BOCC public meeting. (5-1-23) Return 5-2-23 call from citizen requesting a “fence view.” Leave voicemail. (5-3-23) Discuss with citizen their return call requesting a “fence view.” I’ll send packet for citizen to complete and return, cautioning this matter may not be subject to fence view process. Citizen says they understand that is a possibility. (5-3-23) Attend and participate in BOCC public meeting. (5-4-23) New request for fence view. Advise packet will be mailed to them. (5-4-23) Prepare for BOCC public meeting of 5-8-23. (5-6-23;5-7-23) Attend and participate in regular BOCC public meeting. (5-18-23; 5-22-23; 6-1-23) Work on county budget preparation information. (5-18-23; 5-19-23) Review information from a department on township legal issue.(5-21-23) Work on scheduling future executive session. (5-22-23) Preparation for presentation to BOCC during its June 1, 2023 meeting of City of Ogden “Interlocal Service Agreement”—fourth of those agreements presented to our 4 “small cities”. Prepare correspondence to City of Ogden attorney. (5-30-23) Attend and participate in BOCC meetings. (6-1-23; 6-5-23) Mail City of Ogden attorney fully executed originals of “Interlocal Service Agreement—sales tax reimbursement. (6-5-23) Review request for letter of support from BOCC. (6-6-23) Work on county budget preparation information. (6-6-23) Work on fence view scheduling and notice. (6-5-23; 6-6-23-6-7-23) Prepare requested letters of support for telecommunications providers’ applications for state of Kansas LINC grant program. (6-9-23). Email completed letter of support to contact for one provider, as requested by Cox Communications. (6-12-23) Work on 2 fence view applications. Attend and participate in BOCC public meetings. (6-8-23; 6-12-23) Conversation with opposing counsel on pending litigation in Riley County District Court. (6-14-23) Provide TVT BOCC-signed letter of support. (6-14-23) Work on scheduling fence views. Notices out to applicants and adjoining landowners served by the fence. (6-15-23) Teams meeting with Bond Counsel and Craig, Shelley and Rich about route for financing two pending county projects. I review and approve authorizing resolution and send it on to Bond Counsel for review. (6-21-23) Attend and participate in BOCC meetings.(6-22-23; 6-26-23; 6-29-23) Attend delinquent tax sale. (6-23-23) Work on scheduling of fence view. (6-22-23; 6-23-23; 6-26-23; 6-27-23) Work on and provide letter of support from BOCC for City of Ogden grant application federal program. (6-28-23; 6-29-23; 7-1-23) Work on District Court appeal by Prairiewood of BOCC approval of preliminary and final development plans for Liquid Art Winery. (6-29-23; 7-1-23) Work on county budget analysis for BOCC. (7-2-23; 7-3-23; 7-4-23) Prepare for BOCC public meeting of July 6, 2023. (7-5-23) Communicate with counsel for fence view applicant Hopkins. Request property access address detail. (7-5-23) Attend and participate in BOCC meetings. (7-6-23;7-10-23) Register

Attachment: FINAL Commission List 10.30.2023 (13824 : Clancy's Commission List)

for upcoming KAC zoom on LAVTR. (7-11-23) Work on fence view scheduled for 7-13-23. (7-11-23) Work on scheduling of different upcoming fence view for end of July, 2023. (7-7-23; 7-8-23; 7-9-23; 7-11-23) Work on Bala Township “county property” issue. (7-10-23; 7-11-23) Work on fence view scheduled for 7-13-23. (7-10-23; 7-12-23) Legal analysis of appropriation question involving outside agency. (7-12-23) Attend and participate in BOCC meetings. (7-13-23; 7-17-23) Attend and participate in Hopkins/Pralle fence views. (7-13-23) Final additional notices of Nelson fence view to occur July 24, 2023 prepared and mailed to both parties. (7-14-23) Prepare for 7-24-23 BOCC meeting. Attend and participate in BOCC meetings. (7-20-23; 7-24-23) Attend and participate in Nelson and Rhoton fence view. (7-24-23) Attend and participate in BOCC meetings. (7-27-23; 7-31-23) Work on Hopkins/Pralle fence view. (7-28-23) Attend and participate in BOCC meetings. (8-10-23; 8-14-23) Work on commission agenda report for draft fence view order on Hopkins/Pralle view. (8-14-23; 8-15-23) Attend and participate in BOCC meetings. (8-17-2023; 8-21-23; 8-24-23; 8-28-23; 8-31-23) *Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “I”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.) Attend and participate in BOCC meetings. (10-19-23; 10-23-23) Work on communication project. (10-24-23; 10-25-23.) Review contractual provisions for subsequent use. (10-25-23.)*

“Constitutional Protection of County Home Rule”:

County Counselors Association of Kansas:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23)

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 (L3Harris) 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. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

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. Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court’s ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23) Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court. (2-28-23; 3-3-23; 3-5-23) Prepare notice of appeal,

following legal research. (4-3-23; 4-4-23; 4-5-23) File Notice of Appeal in District Court. (4-5-23) Finalize notice of appeal, given appointment of Lyon County District Judge at outset of appeal. Discuss with staff of Lyon County District Court Judge and with Riley County District Court Clerk staff member. Provide copy of notice of appeal to Lyon County District Court Judge who was assigned and heard appeal. (4-6-23) Work on appeal. (5-24-23; 5-30-23; 5-31-23; 6-1-23) Legal research on appeal. (6-2-23; 6-5-23) Work on appeal. (6-13-23; 6-14-23; 6-15-23.) Work with opposing counsel on Court of Appeals request for additional document from me. We are in agreement its equivalent is already part of the Record on Appeal. I will file response with Court of Appeals stating that fact. (7-17-23; 7-19-23) Communication with opposing counsel on immediately preceding issue. (7-21-23; 7-22-23; 7-24-23-7-25-23) Work on immediately preceding response and file with Court of Appeals. (7-21-23; 7-22-23; 7-23-23; 7-24-23; 7-25-23) Court of Appeals has retained jurisdiction based upon my Response to Order to Show Cause. Draft and file Motion for extension of time to file brief in support of County's position. (7-31-23) *Work on record on appeal.* (9-11-23;9-12-23;9-13-23)*Work on Appeal.* (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23-10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) *Work on appeal.* (10-12-23; 10-17-23; 10-18-23.)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023 deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk's office 5 p.m. August 4. *Work on issue related to service.* (10-25-23.)

Legislation: Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23;1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers' Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk's association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23;2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary.(2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County's testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser's input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201(requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead,

retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237(no position from appraisers' association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county's request—they are struggling with a number of “nuisance” real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23;3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member's question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23;3-14-23) Communicate with contract lobbyist to work on scheduling “virtual” follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023, or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23;3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually.(3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23 Respond to staff communication on apparent status of SB 248 (exemption for “food” in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I'll suggest at tonight's public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) Review amended HB 2002—eliminating that portion of existing locally voter approved sales taxes generated by food sales; SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county's contract lobbyist on status of various legislative items following legislature's 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference. (4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23) Review portions of 127-page Conference Committee Report on SB 8 “competition” and a host of other legislative issues. (4-27-23) Conversation with contract lobbyists to schedule teams meeting. (8-2-23) Communicate with contract lobbyists to schedule upcoming Teams meeting. (8-3-23; 8-4-23;8-6-23) Prepare for Thursday upcoming presentation to BOCC of 2024 session legislative requests for KAC legislative platform. (8-6-23) Teams meeting with contract lobbyists. (8-9-23) Meeting with member of state legislative delegation and BOCC member. (8-21-23) Attend and participate in first KAC legislative policy committee meeting. (8-30-23) *Discuss with BOCC potential annual legislative conference dates in December, 2023.(10-16-23*

Leonardville North County EMS Station: Follow up call to City of Leonardville attorney. (4-11-23) Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally “opening” alley to site of ambulance and performing tree trimming along that alley. (5-3-23)

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action

litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

NG-911 Committee (Road naming): Attend and participate in committee meeting. (2-14-23)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Schedule work session for discussion of design issue related to facility. (1-27-23)

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) *Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.)*

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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)

II. Projects by Department or Division:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23)

Riley County Appraiser’s Office: Discuss separate exemption through bond issue. (5-3-23) Analyze IRB issue and advise Department Head. (5-5-23) Advise on legal question. (5-19-23) Assist Dept. Head with legal issue. (5-30-23) Advise on separate legal issue different from immediately preceding first two issues. (5-30-23) Discussion with Department Head. (6-13-23) Return call from Department Head. Discussion with Department Head of legal issue. (6-14-23) Meeting with County Appraisal and legal staff on nuisance property issue. (6-14-23) Communicate with Department Head on legal issue. (6-20-23) Assist and advise Dept. Head on BOTA issue. (7-18-23;7-19-23) Advise Department Head on BOTA issue. (7-20-23) Communicate with Department Head and Deputy County Counselors about BOTA issue. (8-9-23) Communicate with Department Head and this office’s Deputies regarding property tax exemption issue. (8-13-23) Communicate with Department Head and this offices Deputies regarding property tax valuation issue. (8-13-23) Discuss with Department Head and advise on legal issue. (8-14-23; 8-15-23)

Riley County Attorney: Work on contract for services. (2-22-23) Work on immediately preceding contract with Department Head. (2-27-23;2-28-23;3-1-23;3-2-23) Respond to Department head update on pending

discussion to schedule with counsel on our BOTA cases. (4-7-23) Discuss with Department Head legislative issue. (4-7-23)

Riley County Clerk: Assist with KORA issue. (5-3-23) Assist with same KORA issue through communication with outside requester; communication with I.T. based on prior provision of similar information requested in 2021. (5-4-23) Work on request for electronic data. (5-22-23; 5-23-23; 5-26-23) Discuss contract issue. (6-2-23) Discuss contract issue. (6-13-23; 6-14-23) Work on same contract issue. (6-14-23) Teams meeting with Clerk and Election Supervisor on contract issue. (6-15-23) Confirm with County Clerk and Election Supervisor vendor has agreed to contractual provisions attachment; advise to place on BOCC agenda of public meeting on 6-22-23. (6-19-23) Work on separate proposed contract. Schedule Teams Meeting with Department Head and Election Supervisor for 6-21-23. (6-20-23) Teams meeting with Department Head and Election Supervisor on contract issue. Discuss. (6-21-23) Work with staff and advise on open records act issue. (7-24-23; 7-25-23; 7-26-23) Work on new open records act issue. (7-27-23; 7-28-23; 7-31-23; 8-1-23) Work on open records act issues. (8-2-23; 8-3-23; 8-4-23; 8-7-23; 8-8-23; 8-9-23) *Advise and assist on open record act issue. (9-12-23; 9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23; 9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23)*

Riley County Community Corrections:

Riley County Emergency Management:

Riley County Emergency Medical Services: City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what's necessary. Consultation with Craig. (12-8-22) Discuss with Department Head arrangement for site visit on 12-21-22. (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23) Respond to communication from outside counsel on pending matter. (3-19-23) Prepare for teams meeting tomorrow morning on opening of alley easement for estimated September, 2023 completion of Leonardville North County Ambulance station. (5-8-23)

Riley County Extension: Work on annual authorization for controlled beer sales during rodeo at county fair. (5-31-23) Work with Director on parking issue at fair site. Contact USD 383. (7-20-23; 7-21-23)

Riley County Fire District No. 1: Schedule conversation with Department Head for 4-21-23 on Ashland Bottoms and University Park fire station projects—recently rejected bids—next steps. (4-17-23) Attend staff meeting on open burning issues with: Riley County Attorney; RCPD; Fire District Chief. (4-19-23) Meeting with Fire Chief on issues related to construction of two fire stations. (4-21-23) Review material on land swap proposed between Fire District and University Park, for construction of new fire station. (4-27-23) Leave message for Department Head in response to call earlier today. (4-27-23) Discussion with Department Head regarding University Park's agreement to contract terms for land swap as relayed previously by Department Head to University Park Advisory Board members. (4-27-23)

Riley County GIS: Assist with provision of "shapefile" requested by company. Communicate with company representative and GIS staff. (6-5-23; 6-6-23)

Riley County Health Department: Advise Department Head on issue involving small city. (6-19-23) Work

on contract law issue. (10-12-23;10-13-23.)Work on contract law issue. (10-19-23;10-23-23; 10-24-23.)

Riley County Historical Museum:

Riley County Human Resources. (5-3-23) Work with HR and Department Head on personnel issue. (5-4-23) Discuss with staff “COVID” working group (Ambulance; RCHD; HR; Clerk) end of the public health emergency and benefits question raised. ((5-4-23) Communicate with HR and Department Head on personnel issue. (5-4-23) Discussion with Deputy County Counselor Woodard regarding legal issues surrounding immediately preceding legal issue. (5-4-23) Work on immediately preceding issue. Communicate with HR and Department Head. Schedule meeting with HR and Department for 5-5-23 (5-4-23) Meet with HR and assist with unrelated personnel issue. (5-4-23) Meet with Department Head and Deputy Counselor Woodard on issue scheduled on 5-4-23. (5-5-23) Teams meeting with HR and department leadership on personnel issue. Follow up with HR on same personnel issue. (5-8-23) Conversation with HR on different personnel issue. (5-8-23) Discuss personnel issue with HR Director. (5-19-23) Work on personnel issue. (5-22-23) Communicate with HR on pending litigation matter. (5-22-23) Assist HR with personnel issue. (5-31-23) Assist HR with personnel issues. (6-6-23) Assist HR with contractual issue. (6-7-23) Assist HR and county department with personnel issue. (6-12-23) Exchange communications with HR and department about personnel issue discussion rescheduling. (6-16-23) Communication from Dept. on personnel issue. Analyze. (6-15-23) Work on legal issue for Department. (6-25-23) Assist Department with legal issue. (6-26-23) Assist Director and a Department Head with HR matter. (7-11-23; 7-12-23) Discuss 3 different personnel law issues with Director. (7-18-23) Advise Department on 2 unrelated personnel law issues. (7-21-23) Discuss personnel law issue. (8-2-23) Communicate with HR regarding legal issue. (8-9-23) Communicate with HR regarding search to fill vacant Legal Assistant Position. (8-13-23) *Finalize Greed Dot Contract.* (9-12-23) *Conversation with HR.* (10-12-23.) *Review example of proposed Performance Review new form to be completed by 10-16-23.*(10-12-23) *Work with a department on HR issue “IV.”* (10-13-23.) *Work with Department on unrelated HR issue(“V”).* (10-16-23.) *Work with Department on unrelated HR issue “VI”.*(10-16-23.) *Work with department on Personnel issue I.* (10-19-23;10-23-23; 10-25-23.) *Work with division on personnel law issue II.* (10-24-23.)

Riley County Information Technology/GISFollow up on “shapefile” request from company. (6-5-23) *Work with department on contract law issue.* (10-24-23.)

Riley County Museum: Advise Director on question raised on behalf of Historical Society. (5-3-23)

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23)

Riley County Public Information Officer: *Conversation on lawful options for final version of BOCC minutes.* (10-24-23.)

Riley County Planning & Development: Relay information obtained to Planning & Development. (5-3-23) Assist Dept. Head with road renumbering issue. (5-30-23) Draw up agreed order withdrawing my motion finding requests for admission provided appellant are admitted. File approved order electronically. (6-5-23; 6-6-23) Schedule meeting with Department Head and staff on nuisance property. (6-9-23) Work on benefit district project and its authorization. (6-12-23; 6-13-23) Communicate with staff on nuisance property. (6-14-23) Work on Prairiewood appeal to District Court. (7-25-23; 7-26-23) Communicate with staff on different property in violation of county codes. (7-27-23) Work on Prairiewood appeal to District Court. (8-1-23; 8-2-23) Work on Prairiewood appeal to District Court. (8-3-23; 8-4-23; 8-6-23; 8-7-23; 8-8-23; 8-9-23) Work on

Prairiewood appeal to District Court. (8-10-23;8-11-23; 8-12-23;8-13-23;8-14-23;8-15-23;8-16-23) Work on Prairiewood appeal to District Court. (8-17-23; 8-18-23; 8-19-23;8-20-23;8-21-23;8-22-23;8-23-23; 8-24-23;8-25-23; 8-26-23;8-27-23;8-28-23) Represent County in District Court hearing on Prairiewood appeal. (8-29-23) *Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting.10-12-13.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23)*

Riley County Public Information Officer: (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23)

Riley County Public Works:) Discuss with Department Head and Assistant County Engineer transfer station operation. (5-2-23) Work toward potential agreement on parking lot. (5-3-23) Work toward potential agreement on parking lot. (5-4-23) Discuss potential contract and bid documents on culvert replacement. Advise Assistant County Engineer. (5-5-23) Communicate with Staff on completion of review of contract issue. (5-19-23) Analyze contract issue on separate project at request of Department Head. Discuss with Department Head. (5-19-23) Teams meeting with Department Head on lease issue; and on township issue. (5-23-23) Communicate with landowner. (5-24-23) Continue work on lease issue.(5-24-23; 6-6-23) Work on same lease issue. (6-11-23; 6-12-23) Discuss transfer station operation with Department Head and Assistant County Engineer (6-12-23; 6-13-23; 6-14-23) Work on benefit district project and its authorization (6-12-23; 6-13-23) Discuss transfer station issue with Department Head and Assistant County Engineer. (6-14-23) Communicate with Department Head and Assistant County Engineer about opportunity to Teams Meet with Operator and his counsel 6-23-23. (6-19-23) Send invitations for Teams Meeting to Operator, his counsel, Department Head and Assistant County Engineer. (6-20-23) Work on parking lot lease project. (6-19-23; 6-20-23; 6-21-23; 6-22-23; 6-26-23) Work on contract for transfer station. Communicate with Department Head and Assistant County Engineer. (7-1-23) Communication from KDOT on City of Ogden bridge inspection.(7-1-23) Work on contract for transfer station. (7-1-23; 7-2-23; 7-5-23) Review and approve “as to form” term sheets and associated bond counsel documents for financing of two distinct scheduled construction projects. (7-20-23) Work with bond counsel on financing for two distinct scheduled projects. (7-24-23; 7-25-23) Review and approve as to form contract documents for public safety headquarters construction project—Construction Manager at Risk. (7-27-23) Work on contract for transfer station. (8-3-23; 8-4-23)_Review for BOCC signature at this Thursday’s scheduled public meeting, proposed final contract returned today by transfer station operator. (8-14-23) *Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.)*

Riley County Register of Deeds: Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22) Advise on legal issue. (2-12-23) Communicate with Department head on deed issue. (3-17-23) Discuss with Deputy Counselor correction deed prepared for filing. (3-28-23)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General’s Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”):

III. Projects by Professional Association, Internal and External Committees/working groups, CLE, & Other Administrative Matters:

Ad Hoc Staff Committees/Work Groups on Multiple Subjects: Staff committee discussion of issue in recent tax sale. Clerk and staff, Treasurer, Appraiser and staff. (3-6-23)

Administrative Matters: Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to a retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23;7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards.(8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23)Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position.9 (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23)

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23)

County Counselor Association of Kansas:

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) *Attend and participate in Committee Meeting. (10-18-23)*

Intergovernmental Luncheon:)

Joint Task Force on Possible Fair and Rodeo Relocation: Attend 2nd meeting of group at Chamber offices. (7-14-23) Attend first ½ hour of task force meeting at KSU foundation. (8-16-23)

Kansas Association of Counties:

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23)

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) *Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23)*

Staff Road Renaming Committee:

Attachment: FINAL Commission List 10.30.2023 (13824 : Clancy's Commission List)



EMS/AMBULANCE
Staff Update

David Adams
EMS/Ambulance
Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

STAFF REPORT

FROM: David Adams, EMS/Ambulance Director

MEETING: October 30, 2023

SUBJECT: Staff Update

PRESENTER: David Adams, EMS/Ambulance Director

Enclosures:

- October Staff Update (DOCX)
- September 23 Stats (PDF)



RILEY COUNTY

Emergency Medical Service
2011 Claflin Road
Manhattan, KS 66502

Operations

Calls for service.

September- 459

North County- 22

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd:153

Medic 21 located at 11th & Poyntz: 144

Medic 31 located at 3060 TCB (Riley County Public Works): 86

Medic 41 located at Manhattan Regional Airport: 76

Medic 51- ALS First Response in Leonardville: 11

The rest of the calls (if applicable) are for event standbys and supervisors writing reports.

Working on new building construction related topics. HQ MEP is 90% Complete.

IT and myself met with Archimages and Engineering

Opened St. 5, thank you to so many people.

Participate in Mental Health Working Group (Josh) and Task Force (David)

Participate in Opioid Working Group (Josh) and Task Force (David)

Participated in Airport Full Scale Exercise

Credentialing is wrapping up

All new employees as well as promotions have passed Field Training requirements and are cleared to be operational.

Employee Day Training- Josh

Board of EMS Inspection

Event Standbys: 20

Attachment: October Staff Update (14262 : Staff Update)

Education

100% review of all calls.

Review of data metrics to identify trends.

Credentialing tests at all levels.

Multiple upcoming training classes for staff.

Community Outreach:

Car seat check lanes.

Multiple Community demonstrations of our trucks and equipment.

Scary Movie at Senior Center

Howl n Prowl

Community Night Out

School Fitness Challenge

Football at Fairmont Park

Runs By Day of Week

Incident Day Of Week Number And Name	Number of Runs	percent of total
01 - Sunday	48	10.46
02 - Monday	59	12.85
03 - Tuesday	62	13.51
04 - Wednesday	36	7.84
05 - Thursday	67	14.60
06 - Friday	86	18.74
07 - Saturday	101	22.00
Total: 459		Total: 100.00

Attachment: September 23 Stats (14262 : Staff Update)

Runs by Hour of Day

13.b

Incident Hour Range Of Day 24	Number of Runs	Percent of Total Runs
00:00:00 - 00:59:59	9	1.96%
01:00:00 - 01:59:59	13	2.83%
02:00:00 - 02:59:59	12	2.61%
03:00:00 - 03:59:59	7	1.53%
04:00:00 - 04:59:59	7	1.53%
05:00:00 - 05:59:59	5	1.09%
06:00:00 - 06:59:59	11	2.40%
07:00:00 - 07:59:59	16	3.49%
08:00:00 - 08:59:59	18	3.92%
09:00:00 - 09:59:59	15	3.27%
10:00:00 - 10:59:59	31	6.75%
11:00:00 - 11:59:59	23	5.01%
12:00:00 - 12:59:59	22	4.79%
13:00:00 - 13:59:59	21	4.58%
14:00:00 - 14:59:59	34	7.41%
15:00:00 - 15:59:59	21	4.58%
16:00:00 - 16:59:59	26	5.66%
17:00:00 - 17:59:59	28	6.10%
18:00:00 - 18:59:59	34	7.41%
19:00:00 - 19:59:59	24	5.23%
20:00:00 - 20:59:59	16	3.49%
21:00:00 - 21:59:59	19	4.14%
22:00:00 - 22:59:59	25	5.45%
23:00:00 - 23:59:59	22	4.79%
Total: 459		Total: 100.00%

Attachment: September 23 Stats (14262 : Staff Update)

Runs by Responding Unit

13.b

Response EMS Unit Call Sign (eResponse.14)	Number of Runs	Percent of Total Runs
MED11	153	33.33%
MED21	144	31.37
MED31	86	18.74
MED41	76	16.56
Total: 459		Total: 100.00

Report Criteria

Incident Month Name - Year: Is In September 2023

Response Ems Unit Call Sign (Eresponse.14): Is In MED11, MED21, MED31, MED41

Attachment: September 23 Stats (14262 : Staff Update)