



**Board of Riley County
Commissioners
Regular Meeting
Agenda
January 08, 2024**

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

Reorganization of the Board of County Commissioners

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Proclamation for Dr. Martin Luther King, Jr. Community Celebration and Day of Service
4. Sign Tax Roll Corrections
5. Laurie Harrison ISP application
6. Advisory Board appointment letters and Resolution
7. Sign Riley County Employee Action Form(s)

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Jan 4, 2024
8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

11. Year to date budget and expenditure reports

9:15 AM

Amanda Webb, Planning/Special Projects Director

12. KDHE Local Environmental Protection Program (LEPP) Grant

- 9:30 AM Press Conference**
13. Dr. Martin Luther King, Jr. Community Celebration and Day of Service Proclamation - Chair and Susanne Glymour (3-5 minutes)
- 9:35 AM Julie Gibbs, Health Department Director**
14. Temporary Change in Position Description
- 9:45 AM David Adams, EMS/Ambulance Director**
15. Request To Fill Open Position
- 10:00 AM Shelley Woodard, Deputy County Counselor**
16. A Resolution Updating Parking Lot Enforcement to Include Newer Parking Lots
- 10:10 AM John Ellermann, Public Works Director/County Engineer**
17. Public Works Project Update
18. CPE 4th Floor Renovation - Election Officer
- 10:40 AM Clancy Holeman, Counselor/Director of Administrative Services**
19. Administrative Work Session
20. Pending County Projects County Counselor
- 11:00 AM Katharine Hensler, Museum Director**
21. Staff Update - Riley County Historical Museum
- 11:15 AM John Ellermann, Public Works Director/County Engineer**
22. 2024 Community Park Fund Allocation Request and Transfer to CIP
23. 2023 City of Manhattan Park Receivables Account Write-Off

Adjournment**Announcements**

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:30 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, January 9, 2024 (JF).

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
Proclamation

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

COMMISSION AGENDA REPORT

FROM: Susanne Glymour

MEETING: January 8, 2024

SUBJECT: Proclamation for Dr. Martin Luther King, Jr. Community Celebration and Day of Service

PRESENTER: MLK Jr. Committee

POSSIBLE MOTION(S)

Move to approve the Proclamation for Dr. Martin Luther King, Jr. Community Celebration and Day of Service Proclamation.

Move to deny

Move to modify

Enclosures:

- MLK Riley County Proclamation 2024(DOCX)

PROCLAMATION

WHEREAS, January 15, 2024, marks the observance of the Dr. Martin Luther King Jr. federal holiday and service day, established by Public Law No. 98-144 in 1983, and

WHEREAS, this King Holiday and Service Act highlights remembrance and celebration, and encourages people everywhere to reflect on the principles of nonviolent social change, racial equality, community and humanitarian service and interracial cooperation, and

WHEREAS, Dr. Martin Luther King Jr. devoted his life to advancing equality, social justice, and opportunity for all, and challenged all Americans to participate in the never-ending work of building a more perfect union; and

WHEREAS, celebrating Dr. King's life and spirit through community-wide recognitions and service on the King Holiday is an appropriate way to honor Dr. King, bringing our citizens together, and strengthening our communities and nation; and

WHEREAS, it is appropriate for Riley County to support a Community Celebration in observance of the King Holiday and Day of Service honoring Dr. Martin Luther King, Jr.; and

WHEREAS, each of us can and must contribute to making our communities better with increased opportunity for all our citizens; and

NOW THEREFORE, We, County Commissioners of Riley County, Kansas, do hereby proclaim January 13 and 20, 2023,

DR. MARTIN LUTHER KING, JR. COMMUNITY CELEBRATION AND DAY OF SERVICE

in Riley County, Kansas, and urge all people to join and pay tribute to the life and works of Dr. Martin Luther King Jr. and apply his life and teachings of service to inspire others to serve and remember his spirit of community.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the Seal of January to be affixed this Monday, January 8, 2024.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS

Chair

Member

Member

ATTEST:

Rich Vargo, Riley County Clerk



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist

MEETING: January 8, 2024

SUBJECT: Sign Tax Roll Corrections

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image30484 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/01/03 1

Taxpayer ID COMM0032
Owner ID COMM0032Control # 2024000002Tax Year 2023
Tract # R309964

COMMUNITY HOUSE LLC

CAMA # 204-18-2-80-07-001-01-0-01WARD 2
PT OF LTS 185-188

709 PECAN CIR #A

TU 2 Manhattan City

MANHATTAN, KS 66502-8135

Parcel 118601
USD 383Property Address 120 N 4TH ST

APPRAISER SECTION (Value)

2024/01/03 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	70270	1278330	1348600
RU	46850	340850	387700

Appraised After Correction:

CL	Land	Imp	Total
CU	58560	765940	824500
RU	58560	765940	824500

Net Change
524100-
436800

Total	117120	1619180	1736300
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Total	117120	1531880	1649000
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87300-

Assessed Prior to Correction:

CU	Land	Imp	Total
CU	17568	319583	337151
RU	5388	39198	44586

Assessed After Correction:

CU	Land	Imp	Total
CU	14640	191485	206125
RU	6734	88083	94817

Net Change
131026-
50231

Total	22956	358781	381737
SB41	4836		

Total	21374	279568	300942
SB41	4836		

Total	80795-
SB41	

CLERK SECTION (Tax)

2024/01/03 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	SB41 \$	Total
150.37500	57403.70	96.72	57306.98

Tax After Correction:

Levy	Gen Tax	SB41 \$	Total
150.37500	45254.16	96.72	45157.44

Net Change
12149.54-
12149.54-

SB41 Tax Dollars

SB41 Tax Dollars

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	80795-
Applicable Mill Levy	150.37500
Net Change in Levied Tax Dollars	12149.54-

Type of Correction	DECREASE
Correction Code	CO C.O.T.A./OTHER Rate 4.00%
Tax Statement #	12188
Comments	Lowered per BOTA 2023-2383-EQ
	Stipulated Value

Net Change in SB41 Exemption

Net Change in Total Tax Dollars	12149.54-
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Owner COMM0032
COMMUNITY HOUSE LLCBy order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image30484 (14398 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/01/03 1

Taxpayer ID MERI0011
Owner ID MERI0011

Control # 2024000001

Tax Year 2023
Tract # 004358

MERION APARTMENTS LLC

CAMA # 204-18-2-20-33-010-00-0-01

WARD 4

709 PECAN CIR STE A

TU 11 Manhattan City TIF #6

LOT 382-383

MANHATTAN, KS 66502-8135

Parcel 235

USD 383

Property Address 1024 FREMONT ST

APPRAISER SECTION (Value)

2024/01/03 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	390000	1051800	1441800

Total	390000	1051800	1441800
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Assessed Prior to Correction:

RU	44850	120957	165807
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Total	44850	120957	165807
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SB41	4836
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Appraised After Correction:

CL	Land	Imp	Total
RU	390000	1028000	1418000

Total	390000	1028000	1418000
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Assessed After Correction:

RU	44850	118220	163070
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Total	44850	118220	163070
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SB41	4836
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Net Change	23800-
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Net Change	23800-
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Net Change	2737-
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Total	2737-
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SB41	
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CLERK SECTION (Tax)

2024/01/03 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	24933.24
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	SB41 \$	96.72
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SB41 Tax Dollars	24836.52
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Tax After Correction:

Levy 150.37500	Gen Tax	24521.66
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	SB41 \$	96.72
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SB41 Tax Dollars	24424.94
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Net Change

Net Change	411.58-
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Net Change	411.58-
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TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	2737-
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Applicable Mill Levy	150.37500
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Net Change in Levied Tax Dollars	411.58-
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Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 4.00%

Tax Statement # 21820

Comments Lowered per BOTA 2023-2430-EQ

Stipulated value

Owner MERI0011

MERION APARTMENTS LLC

Net Change in Total Tax Dollars	411.58-
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By order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image30484 (14398 : Tax Roll Corrections)



**EMERGENCY
MANAGEMENT/FIRE**
Letter of Support

Russel Stukey
Emergency Management
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

COMMISSION AGENDA REPORT

FROM: Laurie Harrison, Emergency Management Asst Director

MEETING: January 8, 2024

SUBJECT: Laurie Harrison ISP application

PRESENTER: Laurie Harrison, Emergency Management Asst Director

BACKGROUND

Members of the Kansas Incident Support Program are trained to fill roles in both tactical field operations and Emergency Operations Centers. During a natural or man-made disaster/emergency within Kansas, many jurisdictions will become overwhelmed in a very short time. The ISP is a resource that will assist a jurisdiction with incident management functions.

DISCUSSION

The ISP is seeking motivated, experienced personnel to serve during disasters and unusual events in Kansas.

Laurie has met all the requirements to be considered for the ISP. Laurie is aware that the responsibilities as Riley County Emergency Management Assistant Director come first. She will deploy as an ISP member only if and when the situation in Riley County is under control and authorized by Riley County Emergency Management Director or Riley County Board of County Commissioners.

FISCAL IMPACT

There would be fuel, food, and possibly lodging expenses during a deployment.

RECOMMENDATION(S)

Recommend the Board of County Commissioners approve Laurie's application to become an ISP member.

POSSIBLE MOTION(S)

Move to approve Laurie Harrison's application to become an ISP member

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Laurie ISP application (PDF)

Kansas Incident Support Program (ISP)

The Kansas Incident Support Program plays an essential role in assisting the local/county in support of the management of large, complex emergencies, natural disasters and special events.

The Kansas Incident Support Program is a multi-agency/multi-jurisdictional team, meeting specific training standards and is deployed at the request of local agencies during incidents and special events that exceed local capabilities. When deployed, the team works under a written Letter of Expectation from local authorities to assist in supporting either the local Incident Commander (IC) and/or local Emergency Operations Centers (EOC).

Team members are highly trained and experienced personnel representing local, county and state government agencies from across Kansas. These team members use their unique experience to assist local/counties in support of completing Incident Action Plans, manage logistical needs, track costs, providing the public with information, coordinate with volunteer organizations, support emergency responders and assist communities recovering from a disaster.

The Kansas Incident Support Program seeks motivated, experienced personnel to serve as part of the team, to assist local ICs and EOCs during disasters, critical incidents and special events. Applicants must meet the following requirements to be considered for membership on the team:

- Must have experience with incident management and/or EOC operations
- Must have knowledge of Incident Command System (ICS)
- Must be 18 years of age or older
- Must receive Jurisdictional approval

Applicants who are accepted to the Kansas EOC Support Team are required to successfully complete the following training:

- IS-100 Introduction to Incident Command System
- IS-200 ICS for Single Resources
- G-300 Intermediate ICS for Expanding Incidents
- IS-700 Introduction to the National Incident Management System
- IS-800 Introduction to the National Response Framework
- G-191 ICS/EOC Interface
- G-2300 EOC Management and Operations
- Position specific training as applicable
- Attend and participate in exercises and quarterly training at least annually

Trainees are required to establish a position task book. Task books are used to certify that the member has met the training and experience standards recommended for positions within the Kansas Incident Support Program. Each task book lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against standard written guidelines. Successful performance of all tasks, as observed and recorded by a designated evaluator, will result in a recommendation that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance will involve more than one evaluator and can occur during incidents, special events and scheduled exercises.

Kansas Incident Support Program members, and their sponsoring agencies/jurisdictions, are expected to make a minimum two year commitment to the team following the initial training period and be available for sudden deployments of up to 7 days in length.

KANSAS INCIDENT SUPPORT PROGRAM APPLICATION

APPLICANT BASIC INFORMATION

Applicant Full Name: Laurie Harrison Agency/Dept: Riley Co Emergency Mgmt

Mailir

Office

Office

Curren

Emplo

Please indicate the Kansas Homeland Security Region in which you reside.

Northwest Region

_____ North Central Region

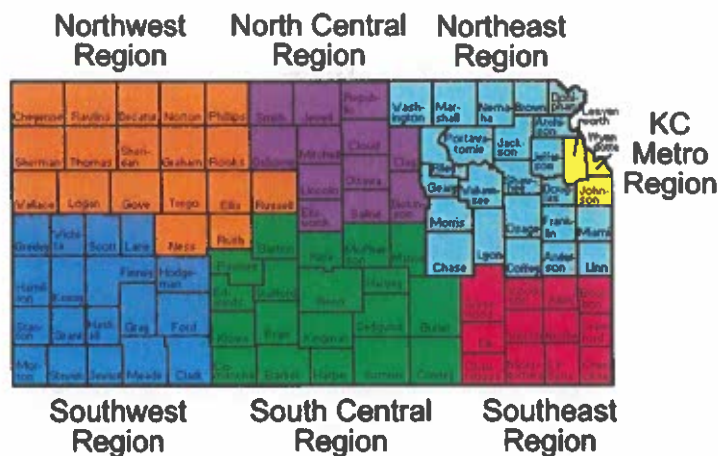
X Northeast Region

_____ Kansas City Metro Region

_____ Southwest Region

_____ South Central Region

_____ Southeast Region



Please indicate the support function for which you are applying for:

_____ Incident Commander Support

X Emergency Operations Center Support

Please indicate the specific position for which you are applying for:

Incident Commander Support

☐ Deputy Operations Section Chief
☐ Planning Section Chief
☐ Logistics Section Chief
☐ Finance and Admin Section Chief
☐ Liaison Officer
☐ Public Information Officer
☐ Safety Officer
☐ Other: _____
 (e.g., subordinate units)

EOC Support

☒ Deputy EOC Manager
☐ Planning Section Chief
☐ Logistics Section Chief
☐ Finance and Admin Section Chief
☐ Liaison Officer
☐ Public Information Officer

TRAINING AND EXPERIENCE

Please attach a copy of your current resume detailing training and experience you have that qualifies you for serving as a member of the Kansas Incident Support Program. .

AVAILABILITY

Applicant availability is critical to the success of the Kansas Incident Support Program. Submitting this application signifies a commitment to be available for training, exercises and deployments. Deployments are not scheduled and you will be expected to answer calls and deploy to incidents with little notice. While deployed, you likely will not be able to communicate with your family / co-workers / subordinates or perform tasks for your regular employer. Do you foresee any significant barriers to your availability?

☒ No ☐ Yes ☐ If yes, explain _____

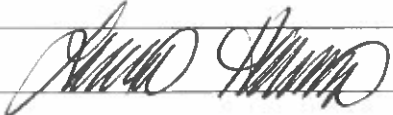
REFERENCES

Please provide three professional references (other than your immediate supervisor) that we may contact to support your application for this position.

	Name	Title	Agency	Phone Number
1	Ronnie Grice	Chief	KSU Police Dept	785-532-6412
2	Tyler Siefkes	Comm Supv.	Riley Co Police Dept	785-537-2112
3	Chris Hollenbeck	Emerg mgmt	Ft Riley	785-240-0400

APPLICANT SIGNATURE, SUPERVISORY APPROVALS & RECOMMENDATIONS

The information contained in this application is true and correct.

Applicant		Date	12/21/2023
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I have reviewed this application and recommend my employee be accepted as a member of the Kansas Incident Support Program. I understand that, if selected, my employee will be required to attend advanced training courses, provided by the Kansas Incident Support Program, and be available for emergency deployment to major incidents with little notice. I also understand that, during incidents, they will not be able to conduct their regular job duties. I further understand that, if they are selected, our agency / department is responsible for providing salary and benefits for the employee during any training event or in-state disaster deployments of up to 7 days.

Direct Supervisor		Date	12-21-23
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Supervisor comments (if any): _____

As the agency head / representative of the governing board of the agency of the employee, I have reviewed this application and recommend that this employee be accepted as a Trainee with the Kansas Incident Support Program. Our agency understands that if selected, our employee will be required to attend advanced training courses, provided by the Kansas Incident Support Program, and be available for emergency deployment to major incidents with little notice. We also understand that, during incidents, the employee will not be able to conduct their regular job duties. Our agency further understands that, if they are selected, our agency / department is responsible for providing salary and benefits for the employee during any training event or in-state disaster deployments of up to 7 days.

Agency / Board Approval		Date	
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(For Local / County Employees) As the Emergency Manager of the County in which the applicant resides, I have reviewed this application and, considering the applicant's education, experience, temperament and general dedication within the community, I recommend this applicant as a member of the Kansas Incident Support Program.

County Emergency Manager		Date	12-21-23
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Attachment: Laurie ISP application (14380 : Laurie Harrison ISP application)

(For State Employees) As the Deputy Director of the Kansas Division of Emergency Management, I have reviewed this application, and, considering the applicant's education, experience, temperament and general reputation, I recommend this applicant as a Trainee for the Kansas Incident Support Program.

KDEM Deputy Director/Designee		Date	
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After signatures are obtained, please submit the complete application packet to the [KDEM Field Services Section Chief](#).

Required attachments:

Cover letter introducing yourself and detailing interest in the Kansas Incident Support Program

Copies of prior ICS training certificates (if not uploaded to KS-Train)

Resume including applicable education & experience

Letter of support from your agency

Attachment: Laurie ISP application (14380 : Laurie Harrison ISP application)



COUNTY CLERK & ELECTIONS
Boards

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: January 8, 2024

SUBJECT: Advisory Board appointment letters and Resolution

PRESENTER: Cindy Kabriel, Senior Administrative Assistant

RECOMMENDATIONS

1. Gary Fike/Lynne Berry recommend reappointing Larry Couchman, replacing Josh Wendland's open position that he is not eligible to be reappointed with Brenda Jordan, and Anna Hoepner who is not interested in serving again with Lisa Brummett on the Fair Board.
2. Gary Fike recommends reappointing Brenda Jordan and Ron Wilson to the Rural Economic Development Board.
3. Vickie James recommends replacing Kate LaRosh with Krista Long on the Food and Farm Council.
4. Julie Govert Walter recommends appointing Barbara De Santo to an open position on the North Central-Flint Hills Area Agency on Aging.

POSSIBLE MOTION(S)

Move to approve the following appointments and "Resolution No. 010824- , A Resolution appointing Riley County representatives to Council/Advisory Boards."

Larry Couchman Comm Dist 1	January 8, 2024- December 31, 2027	Fair Board 4 year
Brenda Jordan Comm Dist 2	January 8, 2024- December 31, 2027	Fair Board 4 year

Lisa Brummett Comm Dist 3	January 8, 2024- December 31, 2027	Fair Board 4 year
Brenda Jordan Comm Dist 2	January 8, 2024- December 31, 2026	Rural Economic Development 3 year
Ron Wilson Comm Dist 1	January 8, 2024- December 31, 2026	Rural Economic Development 3 year
Krista Long Comm Dist 2	January 8, 2024- August 31, 2025	Food and Farm Council 3 year
Barbara De Santo Comm Dist 1	January 8, 2024- December 31, 2025	North Central-Flint Hills Area Agency on Aging 2 year

Enclosures:

- 01-08-24 board letters (PDF)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 6650
 Phone: 785-565-684
 Fax: 785-565-684
 E-mail: boccc@rileycountyks.gov

January 8, 2024

Larry Couchman
 801 W. 54th
 Manhattan, KS 66503

Dear Larry:

This is to confirm your appointment to the Fair Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Fair Board will benefit from your contribution. Your term appointment is through December 31, 2027.

Sincerely,

Riley County Board of County Commissioners

 Chair

 Member

 Member

Attachment: 01-08-24 board letters (14406 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 6650
 Phone: 785-565-684
 Fax: 785-565-684
 E-mail: boccc@rileycountyks.gov

January 8, 2024

Brenda Jordan
 6441 Walnut Creek Road
 Riley, KS 66531

Dear Brenda:

This is to confirm your appointment to the Fair Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Fair Board will benefit from your contribution. Your term appointment is through December 31, 2027.

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: 01-08-24 board letters (14406 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

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 Manhattan, Kansas 6650
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 Fax: 785-565-684
 E-mail: boccc@rileycountyks.gov

January 8, 2024

Lisa Brummett
 6301 Gumbo Hill Road
 Manhattan, KS 66503

Dear Lisa:

This is to confirm your appointment to the Fair Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Fair Board will benefit from your contribution. Your term appointment is through December 31, 2027.

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: 01-08-24 board letters (14406 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

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 E-mail: boccc@rileycountyks.gov

January 8, 2024

Brenda Jordan
 6441 Walnut Creek Road
 Riley, KS 66531

Dear Brenda:

This is to confirm your appointment to the Rural Economic Development Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Rural Economic Development Advisory Board will benefit from your contribution. Your term appointment is through December 31, 2026.

Sincerely,

Riley County Board of County Commissioners

 Chair

 Member

 Member

Attachment: 01-08-24 board letters (14406 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 6650
 Phone: 785-565-684
 Fax: 785-565-684
 E-mail: boccc@rileycountyks.gov

January 8, 2024

Ron Wilson
 2103 Zeandale Road
 Manhattan, KS 66502

Dear Ron:

This is to confirm your appointment to the Rural Economic Development Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Rural Economic Development Advisory Board will benefit from your contribution. Your term appointment is through December 31, 2026.

Sincerely,

Riley County Board of County Commissioners

 Chair

 Member

 Member

Attachment: 01-08-24 board letters (14406 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
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 Fax: 785-565-684
 E-mail: boccc@rileycountyks.gov

January 8, 2024

Krista Long
 11203 Rimrock Drive
 Manhattan, KS 66502

Dear Krista:

This is to confirm your appointment to the Food and Farm Council. We greatly appreciate your willingness to serve on this Council/Board and know that the Food and Farm Council will benefit from your contribution. Your term appointment is through August 31, 2025.

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: 01-08-24 board letters (14406 : Advisory Board Appointments)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 6650
 Phone: 785-565-684
 Fax: 785-565-684
 E-mail: boccc@rileycountyks.gov

January 8, 2024

Barbara De Santo
 2428 Dickens Avenue
 Manhattan, KS 66502

Dear Barbara:

This is to confirm your appointment to the North Central-Flint Hills Area Agency on Aging. We greatly appreciate your willingness to serve on this Council/Board and know that the North Central-Flint Hills Area Agency on Aging will benefit from your contribution. Your term appointment is through December 31, 2025.

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: 01-08-24 board letters (14406 : Advisory Board Appointments)

**A RESOLUTION APPOINTING RILEY COUNTY REPRESENTATIVES
TO ADVISORY BOARDS**

WHEREAS, Riley County has positions available to be filled on various boards; and

WHEREAS, the following positions are open and the county residents listed below are eligible and have indicated a willingness to serve; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, desire to appoint these county residents to the boards and for the terms as indicated below:

Larry Couchman Comm Dist 1	January 8, 2024- December 31, 2027	Fair Board 4 year
Brenda Jordan Comm Dist 2	January 8, 2024- December 31, 2027	Fair Board 4 year
Lisa Brummett Comm Dist 3	January 8, 2024- December 31, 2027	Fair Board 4 year
Brenda Jordan Comm Dist 2	January 8, 2024- December 31, 2026	Rural Economic Development 3 year
Ron Wilson Comm Dist 1	January 8, 2024- December 31, 2026	Rural Economic Development 3 year
Krista Long Comm Dist 2	January 8, 2024- August 31, 2025	Food and Farm Council 3 year
Barbara De Santo Comm Dist 1	January 8, 2024- December 31, 2025	North Central-Flint Hills Area Agency on Aging 2 year

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that the above referenced county residents are hereby appointed to the various county boards for the designated period of time.

ADOPTED this 8th day of January, 2024.

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

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk



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: January 8, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- HD ABaker EAF (DOCX)
- Clerk AEasterday EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Anthony Baker**Status Change Date:** 12/28/2023**Status Change:** Separation**Date of Hire:** 06/06/2022**Seniority:** 1 Year(s), 6 Month(s), 22 Day(s)**Position:** MCH Intern**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 30-Health Department**Supervisor:** Breva Spence**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: HD ABaker EAF (14408 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Ashlyn Easterday**Status Change Date:** 01/22/2024**Status Change:** New Hire**Date of Hire:** 01/22/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Payroll Clerk**Position Type:** Full-Time**Pay Range:** 8**Pay Type:** Hourly**Base Rate:** \$22.21**Annualized Pay:** \$46,196.80**Funds Codes:** County General [1], Clerk [2]**Supervisor:** Brittany Phillips**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: Clerk AEasterday EAF (14408 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
January 11, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Intergovernmental Luncheon
2. Discuss Joint City/County/County Meeting
3. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:20 AM

Vivienne Leyva, PIO

5. Permission to share video recordings with the public

9:30 AM

Shilo Heger, Treasurer

6. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

7. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

8. Staff update

10:30 AM

Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

Attachment: 01-11-24 tentative agenda (14168 : Tentative Agenda)

9. Monthly Cash Flow Reports

10:40 AM Alvin Perez, Operations and Fleet Manager

10. Bid opening for two (2) dump body

10:45 AM Alvin Perez, Operations and Fleet Manager

11. Bid opening for 15T Hydraulic Dovetail Trailer

10:50 AM Alvin Perez, Operations and Fleet Manager

12. Bid opening for a 1 1/2 Ton 4x4 Regular Cab-Chassis Truck

11:00 AM Cory Meyer, IT/GIS Director

13. Staff update

Adjournment

Announcements

Riley County Offices will be closed Monday, January 15th due to the observance of the Martin Luther King, Jr. Day holiday.

The Board of County Commissioners will not be in session on Monday, January 15th.

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
January 18, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

Amy Manges, Register of Deeds

1. Staff update

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:50 AM

Break

10:00 AM

Gary Fike, County Extension Director

3. Staff update

10:15 AM

Brian Peete, RCPD Director

4. RCPD update

10:30 AM

Bob Isaac, Planner

5. Public hearing for Stone House Subdivision Plat

10:45 AM

Bob Isaac, Planner

6. Public hearing for Star School Subdivision Plat

Attachment: 01-18-24 tentative agenda (14168 : Tentative Agenda)

11:00 AM Ron Fehr, Manhattan City Manager

7. Manhattan City update

4:00 PM Joint City/County/County Meeting (at City Offices)

Adjournment

Announcements

Good Morning Manhattan will be held today 7:15 a.m. - 8:30 a.m. at the Four Points by Sheraton, 530 Richards Drive.

The 2024 Flint Hills Regional Leaders Retreat will be held Friday, January 19th from 8:00 a.m. to 5:00 p.m. at Hilton Garden Inn and Manhattan Conference Center, 410 S. 3rd Street.

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: 01-18-24 tentative agenda (14168 : Tentative Agenda)



COUNTY CLERK & ELECTIONS
Budget

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

STAFF REPORT

FROM: Rich Vargo, County Clerk

MEETING: January 8, 2024

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2023 YTD Wage-Overtime Report Overview 2023-12 (PDF)
- 2023 YTD Wage-Overtime Report Detail Page 2023-12 (PDF)
- Financial reports 2023 (PDF)

2023 YTD Wages/Overtime Compared to Budget

% of Year Used

100.00%

Dec

YTD Wages

Budgeted
Wages

YTD OT

Budgeted
OvertimeOT Spent -
% of wagesTotal YTD
Wages & OT2023 Total
BudgetBudget
SpentDepartment

1 Attorney	\$1,632,132.06	\$1,663,906.62	\$7,814.56	\$4,291.25	0.47%	\$1,639,946.62	\$1,668,197.87	98.1%
2 Clerk	\$851,382.41	\$860,540.00	\$1,274.56	\$4,723.00	0.15%	\$852,656.97	\$865,263.00	98.1%
3 Commissioners	\$161,125.38	\$161,125.00	\$0.00	\$0.00	0.00%	\$161,125.38	\$161,125.00	100.0%
4 Administrative Services	\$556,522.83	\$539,658.00	\$0.00	\$1,616.00	0.00%	\$556,522.83	\$541,274.00	102.8%
6 Register of Deeds	\$338,757.78	\$341,888.00	\$6.73	\$928.00	0.00%	\$338,764.51	\$342,816.00	98.8%
7 Treasurer	\$935,424.69	\$944,071.00	\$6,825.75	\$5,941.00	0.72%	\$942,250.44	\$950,012.00	99.1%
10 Emergency Mgt	\$201,370.04	\$176,699.00	\$284.52	\$0.00	0.16%	\$201,654.56	\$176,699.00	114.1%
17 Museum	\$354,982.89	\$327,043.00	\$0.00	\$0.00	0.00%	\$354,982.89	\$327,043.00	108.5%
19 Election	\$271,264.67	\$411,932.00	\$2,763.60	\$3,114.00	0.67%	\$274,028.27	\$415,046.00	66.0%
20 EMS/Ambulance	\$2,119,294.49	\$2,111,572.00	\$903,260.14	\$1,293,562.00	42.78%	\$3,022,554.63	\$3,405,134.00	88.5%
22 Appraiser	\$1,126,713.79	\$1,083,795.00	\$2,380.70	\$11,323.00	0.22%	\$1,129,094.49	\$1,232,935.00	91.6%
24 Planning & Development	\$425,290.22	\$466,581.00	\$297.10	\$951.00	0.06%	\$425,587.32	\$467,532.00	91.0%
29 Information Tech-GIS	\$605,073.67	\$697,157.00	\$777.36	\$7,081.15	0.11%	\$605,851.03	\$704,238.15	86.1%
30 General Serv.-Separation	\$93,195.02	\$75,000.00	\$0.00	\$0.00	0.00%	\$93,195.02	\$75,000.00	124.3%
40 Public Works	\$3,250,229.32	\$3,430,819.00	\$34,996.09	\$90,716.00	1.02%	\$3,285,225.41	\$3,521,535.00	93.3%
41 Noxious Weed	\$413,277.63	\$415,646.14	\$7,511.95	\$7,770.88	1.81%	\$420,789.58	\$423,417.02	99.4%
NON-GENERAL FUNDS								
Solid Waste payroll	\$178,695.39	\$200,506.00	\$1,428.31	\$12,788.00	0.71%	\$180,123.70	\$213,294.00	84.4%
Fire District #1	\$293,389.02	\$333,259.00	\$45.31	\$553.00	6.81%	\$293,434.33	\$333,812.00	87.9%
Subtotal-All County Funds	\$13,808,121.30	\$14,241,197.76	\$969,666.68	\$1,445,358.28	6.81%	\$14,777,787.98	\$15,824,373.04	
Health Dept.-General Fund	\$478,484.07	\$423,806.43	\$1,346.92	\$1,579.79	0.32%	\$479,830.99	\$425,386.22	112.8%
Health Dept.-Grant Funds	\$2,624,208.85	\$2,602,104.41	\$2,686.05	\$12,717.45	0.10%	\$2,626,894.90	\$2,614,821.86	100.5%
Grant Funds								
Youth Court Svcs	\$48,898.92	\$41,952.00	\$888.72	\$0.00	2.12%	\$49,787.64	\$41,952.00	118.7%
Juvenile Services	\$267,785.32	\$291,229.00	\$1,772.84	\$0.00	0.61%	\$269,558.16	\$291,229.00	92.6%
Adult Services	\$311,437.70	\$311,345.38	\$12,803.76	\$0.00	4.11%	\$324,241.46	\$311,345.38	104.2%
Subtotal Grant Funds	\$628,121.94	\$644,526.38	\$15,465.32	\$0.00	2.40%	\$643,587.26	\$644,526.38	
Totals	\$17,538,936.16	\$17,911,634.98	\$989,164.97	\$1,459,655.52	5.52%	\$18,528,101.13	\$19,509,107.50	

Attachment: 2023 YTD Wage-Overtime Report Overview 2023-12 (14414 : Year to date budget and expenditure reports)

Dept				1st Quarter	June	2nd Quarter	3rd Quarter	October	November	December	4th Quarter	YTD 2023	2024 Budget	11.b
Department														
1	Attorney	Regular Salaries	1001	\$377,874.47	\$188,839.95	\$440,626.55	\$374,894.44	\$ 124,399.20	\$125,703.86	\$188,633.54	\$438,736.60	\$1,632,132.06	\$1,636,816.62	
		Seasonal/ASND	1003		\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$27,090.00	
		Overtime	1005	\$1,105.92	\$12.37	\$485.89	\$3,858.80	\$ 1,707.14	\$401.13	\$255.68	\$2,363.95	\$7,814.56	\$4,291.25	
				\$378,980.39	\$188,852.32	\$441,112.44	\$378,753.24	\$ 126,106.34	\$ 126,104.99	\$ 188,889.22	\$441,100.55	\$1,639,946.62	\$1,668,197.87	
2	Clerk	Regular Salaries	1001	\$195,148.93	\$95,661.96	\$225,761.25	\$190,541.39	\$ 64,307.55	\$64,795.70	\$96,461.34	\$225,564.59	\$837,016.16	\$845,370.00	
		Seasonal/ASND	1003	\$3,465.00	\$1,740.00	\$4,500.00	\$2,887.50	\$ 990.00	\$1,012.50	\$1,511.25	\$3,513.75	\$14,366.25	\$15,170.00	
		Overtime	1005	\$36.51	\$9.13	\$32.33	\$237.32	\$ 366.84	\$601.56	\$0.00	\$968.40	\$1,274.56	\$4,723.00	
				\$198,650.44	\$97,411.09	\$230,293.58	\$193,666.21	\$ 65,664.39	\$ 66,409.76	\$ 97,972.59	\$230,046.74	\$852,656.97	\$865,263.00	
3	Commissioners	Regular Salaries	1001	\$37,182.78	\$18,591.39	\$43,379.91	\$37,182.78	\$ 12,394.26	\$12,394.26	\$18,591.39	\$43,379.91	\$161,125.38	\$161,125.00	
4	Administrative Svcs	Regular Salaries	1001	\$119,105.43	\$73,745.03	\$157,879.41	\$146,097.89	\$ 42,670.07	\$36,308.02	\$54,462.01	\$133,440.10	\$556,522.83	\$539,658.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$1,616.00	
				\$119,105.43	\$73,745.03	\$157,879.41	\$146,097.89	\$ 42,670.07	\$ 36,308.02	\$ 54,462.01	\$133,440.10	\$556,522.83	\$541,274.00	
6	Register of Deeds	Regular Salaries	1001	\$78,547.22	\$39,575.19	\$88,718.10	\$79,150.37	\$ 26,383.46	\$26,383.44	\$39,575.19	\$92,342.09	\$338,757.78	\$341,888.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$6.73	\$6.73	\$0.00	\$ -	0	\$0.00	\$0.00	\$6.73	\$928.00	
				\$78,547.22	\$39,581.92	\$88,724.83	\$79,150.37	\$26,383.46	\$26,383.44	\$39,575.19	\$92,342.09	\$338,764.51	\$342,816.00	
7	Treasurer	Regular Salaries	1001	\$213,834.26	\$105,940.93	\$250,965.89	\$217,096.31	\$ 72,554.07	\$72,410.05	\$108,557.41	\$253,521.53	\$935,417.99	\$944,071.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$6.70	\$0.00	\$ -	0	\$0.00	\$0.00	\$6.70	\$0.00	
		Overtime	1005	\$346.60	\$0.00	\$5,584.12	\$742.14	\$ -	\$92.37	\$60.52	\$152.89	\$6,825.75	\$5,941.00	
				\$214,180.86	\$105,940.93	\$256,556.71	\$217,838.45	\$72,554.07	\$72,502.42	\$108,617.93	\$253,674.42	\$942,250.44	\$950,012.00	
10	Emergency Mgt	Regular Salaries	1001	\$46,479.11	\$23,233.66	\$54,211.83	\$46,467.29	\$ 15,489.09	\$15,489.08	\$23,233.64	\$54,211.81	\$201,370.04	\$152,041.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$24,658.00	
		Overtime	1005	\$0.00	\$0.00	\$44.46	\$240.06	\$ -	\$0.00	\$0.00	\$0.00	\$284.52	\$0.00	
				\$46,479.11	\$23,233.66	\$54,256.29	\$46,707.35	\$ 15,489.09	\$ 15,489.08	\$ 23,233.64	\$54,211.81	\$201,654.56	\$176,699.00	
17	Museum	Regular Salaries	1001	\$72,761.08	\$36,412.87	\$84,993.36	\$73,095.85	\$ 24,395.30	\$24,313.83	\$36,168.47	\$84,877.60	\$315,727.89	\$306,641.00	
		Seasonal/ASND	1003	\$9,228.75	\$3,641.25	\$9,806.25	\$9,971.25	\$ 3,468.75	\$3,101.25	\$3,678.75	\$10,248.75	\$39,255.00	\$20,402.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
				\$81,989.83	\$40,054.12	\$94,799.61	\$83,067.10	\$ 27,864.05	\$ 27,415.08	\$ 39,847.22	\$95,126.35	\$354,982.89	\$327,043.00	
19	Election	Regular Salaries	1001	\$50,179.82	\$25,094.91	\$58,554.79	\$50,189.82	\$ 16,729.94	\$16,940.50	\$25,094.91	\$58,765.35	\$217,689.78	\$213,206.00	
		Seasonal/ASND	1003	\$2,628.23	\$1,710.43	\$3,644.61	\$2,990.11	\$ 2,483.88	\$10,258.23	\$31,569.83	\$44,311.94	\$53,574.89	\$198,726.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$335.58	\$ 967.26	\$1,421.28	\$39.48	\$2,428.02	\$2,763.60	\$3,114.00	
				\$52,808.05	\$26,805.34	\$62,199.40	\$53,515.51	\$ 20,181.08	\$ 28,620.01	\$ 56,704.22	\$105,505.31	\$274,028.27	\$415,046.00	
20	EMS/Ambulance	Regular Salaries	1001	\$453,169.44	\$231,102.16	\$530,556.04	\$466,526.18	\$ 164,236.13	\$164,649.61	\$263,388.75	\$592,274.49	\$2,042,526.15	\$2,075,167.00	
		Seasonal/ASND	1003	\$17,061.31	\$17,624.86	\$30,573.64	\$13,657.87	\$ 4,155.42	\$6,153.22	\$5,166.88	\$15,475.52	\$76,768.34	\$36,405.00	
		Overtime	1005	\$201,596.53	\$103,048.10	\$232,016.36	\$199,403.29	\$ 78,455.73	\$81,730.44	\$110,057.79	\$270,243.96	\$903,260.14	\$1,293,562.00	
				\$671,827.28	\$351,775.12	\$793,146.04	\$679,587.34	\$ 246,847.28	\$252,533.27	\$ 378,613.42	\$877,993.97	\$3,022,554.63	\$3,405,134.00	
22	Appraiser	Regular Salaries	1001	\$264,019.82	\$130,071.33	\$296,112.24	\$261,113.52	\$ 90,304.85	\$87,671.10	\$119,551.26	\$297,527.21	\$1,118,772.79	\$1,206,442.00	

Attachment: 2023 YTD Wage-Overtime Report Detail Page 2023-12 (14414 : Year to date budget and

Dept				1st Quarter	June	2nd Quarter	3rd Quarter	October	November	December	4th Quarter	YTD 2023	2024 Budget	11.b
	Department													
	Seasonal/ASND	1003		\$2,028.99	\$0.00	\$1,183.26	\$2,362.50	\$ 686.25	\$648.75	\$1,031.25	\$2,366.25	\$7,941.00	\$15,170.00	
	Overtime	1005		\$499.50	\$32.13	\$1,627.12	\$184.50	\$ -	\$7.14	\$62.44	\$69.58	\$2,380.70	\$11,323.00	
				\$266,548.31	\$130,103.46	\$298,922.62	\$263,660.52	\$ 90,991.10	\$88,326.99	\$ 120,644.95	\$299,963.04	\$1,129,094.49	\$1,232,935.00	
24	Planning & Development	Regular Salaries	1001	\$102,754.95	\$43,493.49	\$101,484.81	\$91,229.25	\$ 33,668.00	\$33,709.29	\$50,563.92	\$117,941.21	\$413,410.22	\$451,411.00	
	Seasonal/ASND	1003		\$645.00	\$1,747.50	4083.75	\$3,135.00	\$ 1,267.50	\$1,038.75	\$1,710.00	\$4,016.25	\$11,880.00	\$15,170.00	
	Overtime	1005		\$0.00	\$0.00	\$45.71	\$11.43	\$ 182.82	\$57.14	\$0.00	\$239.96	\$297.10	\$951.00	
				\$103,399.95	\$45,240.99	\$105,614.27	\$94,375.68	\$ 35,118.32	\$ 34,805.18	\$ 52,273.92	\$122,197.42	\$425,587.32	\$467,532.00	
29	Information Tech-GIS	Regular Salaries	1001	\$134,450.88	\$72,660.34	\$162,294.26	\$146,892.48	\$ 48,940.05	\$45,270.56	\$67,225.44	\$161,436.05	\$605,073.67	\$697,157.00	
	Seasonal/ASND	1003		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	0	\$0.00	\$0.00	\$0.00	\$0.00	
	Overtime	1005		\$0.00	\$0.00	\$165.24	\$417.72	\$ -	\$194.40	\$0.00	\$194.40	\$777.36	\$7,081.15	
				\$134,450.88	\$72,660.34	\$162,459.50	\$147,310.20	\$ 48,940.05	\$ 45,464.96	\$ 67,225.44	\$161,630.45	\$605,851.03	\$704,238.15	
30	General-General	Regular Salaries	1001	\$0.00	\$0.00	\$0.00	\$0.00	\$ -				\$0.00		
	Separation Payout	1005		\$9,227.25	\$7,627.87	\$7,627.87	\$6,771.88	\$ 44,600.95	\$24,967.07	\$0.00	\$69,568.02	\$93,195.02	\$75,000.00	
				\$9,227.25	\$7,627.87	\$7,627.87	\$6,771.88	\$44,600.95	\$24,967.07	\$0.00	\$69,568.02	\$93,195.02	\$75,000.00	
40	Public Works	Regular Salaries	1001	\$755,639.18	\$383,326.77	\$892,602.76	\$741,809.25	\$ 221,803.89	\$247,211.17	\$383,020.66	\$852,035.72	\$3,242,086.91	\$3,320,454.00	
	Seasonal/ASND	1003		\$57.04	\$3,674.48	\$4,094.47	\$3,638.32	\$ 51.85	\$300.73	\$0.00	\$352.58	\$8,142.41	\$110,365.00	
	Overtime	1005		\$10,344.11	\$1,314.89	\$2,650.93	\$6,744.19	\$ 5,073.53	\$1,452.28	\$8,731.05	\$15,256.86	\$34,996.09	\$90,716.00	
				\$766,040.33	\$388,316.14	\$899,348.16	\$752,191.76	\$ 226,929.27	\$ 248,964.18	\$391,751.71	\$867,645.16	\$3,285,225.41	\$3,521,535.00	
41	Noxious Weed	Regular Salaries	1001	\$92,981.24	\$48,017.84	\$112,041.64	\$96,035.73	\$ 32,011.88	\$32,011.93	\$48,195.21	\$112,219.02	\$413,277.63	\$415,646.14	
	Seasonal/ASND	1003		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	0	\$0.00	\$0.00	\$0.00	
	Overtime	1005		\$1,026.56	\$597.85	\$984.68	\$2,264.94	\$ 7.64	\$242.55	\$2,985.58	\$3,235.77	\$7,511.95	\$7,770.88	
				\$94,007.80	\$48,615.69	\$113,026.32	\$98,300.67	\$ 32,019.52	\$ 32,254.48	\$ 51,180.79	\$115,454.79	\$420,789.58	\$423,417.02	
150	Solid Waste Payroll	Regular Salaries	1001	\$43,751.70	\$21,345.62	\$49,279.06	\$36,218.31	\$15,170.82	\$13,331.57	\$20,943.93	\$49,446.32	\$178,695.39	\$128,990.00	
	Seasonal/ASND	1003		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,516.00	
	Overtime	1005		\$622.69	\$760.65	\$760.65	\$0.00	\$35.98	\$0.00	\$8.99	\$44.97	\$1,428.31	\$12,788.00	
				\$44,374.39	\$22,106.27	\$50,039.71	\$36,218.31	\$15,206.80	\$13,331.57	\$20,952.92	\$49,491.29	\$180,123.70	\$213,294.00	
183	Fire District #1	Regular Salaries	1001	\$58,030.78	\$28,709.35	\$66,988.50	\$57,474.63	\$19,139.58	\$19,345.98	\$29,328.55	\$67,814.11	\$250,308.02	\$274,896.00	
	Seasonal/ASND	1003		\$7,625.00	\$2,274.00	\$16,561.00	\$8,368.00	\$2,121.00	\$4,918.00	\$3,488.00	\$10,527.00	\$43,081.00	\$58,363.00	
	Overtime	1005		\$14.78	\$0.00	\$0.00	\$14.78	\$7.39	\$0.00	\$8.36	\$15.75	\$45.31	\$553.00	
				\$65,670.56	\$30,983.35	\$83,549.50	\$65,857.41	\$21,267.97	\$24,263.98	\$32,824.91	\$78,356.86	\$293,434.33	\$333,812.00	
400	Health Dept.-General	Regular Salaries	1001	\$98,898.61	\$49,471.33	\$112,917.97	\$146,051.97	\$28,470.85	\$29,529.49	\$41,817.04	\$99,817.38	\$457,685.93	\$369,385.00	
	Seasonal/ASND	1003		\$5,475.62	\$4,638.66	\$11,838.32	\$3,484.20	\$0.00	\$0.00	0	\$0.00	\$20,798.14	\$54,421.43	
	Overtime	1005		\$0.00	\$181.05	\$898.41	\$148.82	\$88.47	\$10.06	\$201.16	\$299.69	\$1,346.92	\$1,579.79	
				\$104,374.23	\$54,291.04	\$125,654.70	\$149,684.99	\$ 28,559.32	\$ 29,539.55	\$ 42,018.20	\$100,117.07	\$479,830.99	\$425,386.22	
410	Health Dept.-Grants	Regular Salaries	1001	\$607,426.37	\$300,996.89	\$704,852.09	\$584,290.53	\$ 207,074.14	\$201,726.61	\$318,839.11	\$727,639.86	\$2,624,208.85	\$2,557,401.41	
	Seasonal/ASND	1003		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$44,703.00	
	Overtime	1005		\$40.50	\$7.14	\$1,126.63	\$940.33	\$ 536.28	\$34.92	\$7.39	\$578.59	\$2,686.05	\$12,717.45	
				\$607,466.87	\$301,004.03	\$705,978.72	\$585,230.86	\$ 207,610.42	\$201,761.53	\$318,846.50	\$728,218.45	\$2,626,894.90	\$2,614,821.86	

Attachment: 2023 YTD Wage-Overtime Report Detail Page 2023-12 (14414 : Year to date budget and

Dept				1st Quarter	June	2nd Quarter	3rd Quarter	October	November	December	4th Quarter	YTD 2023	2024 Budget
Department													
500	Community Corrections	Regular Salaries	1001	\$72,101.12	\$36,080.19	\$84,036.94	\$71,391.05	\$ 23,765.82	\$24,531.82	\$35,610.95	\$83,908.59	\$311,437.70	\$311,345.38
	-Adult	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	0	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$1,541.35	\$1,288.71	\$2,678.91	\$6,578.13	\$ 720.33	\$553.61	\$731.43	\$2,005.37	\$12,803.76	\$0.00
				\$73,642.47	\$37,368.90	\$86,715.85	\$77,969.18	\$ 24,486.15	\$ 25,085.43	\$ 36,342.38	\$85,913.96	\$324,241.46	\$311,345.38
501	Community Corrections	Regular Salaries	1001	\$55,511.77	\$27,840.10	\$64,188.94	\$57,364.52	\$ 18,745.88	\$19,543.13	\$28,534.28	\$66,823.29	\$243,888.52	\$245,651.00
=	-Juvenile	Seasonal/ASND	1003	\$4,275.87	\$2,745.96	\$6,186.72	\$6,624.97	\$ 1,626.90	1682.01	3500.33	\$6,809.24	\$23,896.80	\$45,578.00
		Overtime	1005	\$621.25	204.08	\$804.46	\$727.97	\$ (471.51)	\$11.59	\$79.08	-\$380.84	\$1,772.84	\$0.00
				\$60,408.89	\$30,790.14	\$71,180.12	\$64,717.46	\$ 19,901.27	\$ 21,236.73	\$ 32,113.69	\$73,251.69	\$269,558.16	\$291,229.00
502	Community Corrections	Regular Salaries	1001	\$12,564.44	\$6,195.28	\$14,438.48	\$10,304.00	\$3,297.28	\$3,348.80	\$4,945.92	\$11,592.00	\$48,898.92	\$41,952.00
	-Youth Court	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$96.60	\$0.00	\$483.00	\$54.10	\$139.10	\$46.37	\$69.55	\$255.02	\$888.72	\$0.00
				\$12,661.04	\$6,195.28	\$14,921.48	\$10,358.10	\$3,436.38	\$3,395.17	\$5,015.47	\$11,847.02	\$49,787.64	\$41,952.00
	Totals			\$4,222,024.36	\$2,141,294.42	\$4,947,387.04	\$4,268,213.26	\$1,455,221.61	\$1,457,557.15	\$2,177,697.71	\$5,090,476.47	\$18,528,101.13	\$19,509,107.50

11.b

Attachment: 2023 YTD Wage-Overtime Report Detail Page 2023-12 (14414 : Year to date budget and

2023 YTD BUDGET ACTIVITY

% of Year 100.00

			1st QTR	2nd QTR	3rd QTR	OCT	NOV	DEC	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Attorney	\$2,529,299	\$532,383	\$635,846	\$586,793	\$179,757	\$179,075	\$275,042	\$633,875	\$2,388,897	\$140,402	94.45%
	Clerk	\$1,322,992	\$274,991	\$309,730	\$286,816	\$91,867	\$90,059	\$133,478	\$315,404	\$1,186,940	\$136,052	89.72%
	County Commissioners	\$276,310	\$52,164	\$63,241	\$54,674	\$16,242	\$23,651	\$30,444	\$70,337	\$240,415	\$35,895	87.01%
	Admin. Svcs/Counselor	\$803,003	\$160,211	\$208,787	\$200,542	\$57,590	\$49,448	\$81,942	\$188,981	\$758,521	\$44,482	94.46%
	Register of Deeds	\$537,353	\$103,195	\$123,219	\$111,964	\$42,863	\$35,379	\$51,827	\$130,069	\$468,447	\$68,906	87.18%
	Treasurer	\$1,386,845	\$303,700	\$347,209	\$319,754	\$103,733	\$124,590	\$149,925	\$378,248	\$1,348,912	\$37,933	97.26%
	District Court	\$177,000	\$35,666	\$45,576	\$35,063	\$17,060	\$13,408	\$17,892	\$48,360	\$164,665	\$12,335	93.03%
1.00	Emergency Management	\$311,312	\$66,747	\$84,187	\$82,578	\$23,512	\$21,862	\$42,613	\$87,987	\$321,498	-\$10,186	103.27%
	Coroner	\$117,000	\$22,927	\$64,215	\$27,215	\$7,470	\$10,509	\$16,202	\$34,180	\$148,537	-\$31,537	126.95%
	Juvenile Detention	\$101,650	\$17,409	\$17,409	\$17,409	\$17,409	\$0	\$0	\$17,409	\$69,637	\$32,013	68.51%
	Fair	\$110,500	\$10,269	\$40,129	\$42,888	\$3,868	\$4,756	\$7,187	\$15,812	\$109,098	\$1,402	98.73%
1.00	Museum	\$466,472	\$105,974	\$121,180	\$108,116	\$37,957	\$35,471	\$54,540	\$127,968	\$463,238	\$3,234	99.31%
	Election	\$732,394	\$96,945	\$170,862	\$109,416	\$43,128	\$41,123	\$77,983	\$162,235	\$539,457	\$192,937	73.66%
	Ambulance	\$5,393,865	\$1,039,159	\$1,221,938	\$1,107,835	\$395,378	\$377,052	\$605,431	\$1,377,861	\$4,746,793	\$647,072	88.00%
	Appraiser	\$1,878,456	\$386,705	\$426,240	\$392,427	\$127,420	\$126,843	\$201,803	\$456,066	\$1,661,438	\$217,018	88.45%
	Planning & Development	\$707,392	\$168,004	\$145,089	\$131,794	\$48,835	\$50,476	\$68,259	\$167,570	\$612,457	\$94,935	86.58%
	Budget Appropriations	\$1,877,098	\$859,499	\$47,011	\$908,136	\$0	\$0	\$49,360	\$49,360	\$1,864,006	\$13,092	99.30%
	Insurance	\$811,218	\$254,210	-\$166	\$421,205	\$5,048	\$465	\$2,411	\$7,924	\$683,173	\$128,045	84.22%
	Information Systems	\$1,753,072	\$281,193	\$387,838	\$398,431	\$91,387	\$92,847	\$267,993	\$452,227	\$1,519,689	\$233,383	86.69%
	County General-General	\$7,872,788	\$302,683	\$2,213,104	\$349,472	\$141,490	\$142,811	\$157,198	\$441,500	\$3,306,760	\$4,566,028	42.00%
	Public Works	\$9,098,647	\$1,406,511	\$2,022,655	\$1,825,553	\$1,311,742	\$832,685	\$709,540	\$2,853,967	\$8,108,685	\$989,962	89.12%
	Noxious Weed	\$833,997	\$182,800	\$238,651	\$148,230	\$44,396	\$48,090	\$74,957	\$167,443	\$737,123	\$96,874	88.38%
	Juvenile Supervision	\$1,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,400	0.00%
	Payroll Clearing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	General Fund Transfers	\$3,368,922	\$3,368,922	\$3,000,000	\$0	\$12,867	\$0	\$0	\$12,867	\$6,381,789	-\$3,012,867	189.43%
	County General subtotal	\$42,468,985	\$10,032,268	\$11,933,950	\$7,666,310	\$2,821,019	\$2,300,602	\$3,076,027	\$8,197,648	\$37,830,176	\$4,638,809	89.08%
	Less Budget Stabilization	\$4,000,000										
	General Fund w/out Budget Stabilization	\$38,468,985										

Attachment: Financial reports 2023 (14414 : Year to date budget and expenditure reports)

2023 YTD BUDGET ACTIVITY

% of Year 100.00

			1st QTR	2nd QTR	3rd QTR	OCT	NOV	DEC	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
2.00	Riley County Health Dept #30	\$5,836,605	\$1,295,689	\$1,428,441	\$1,281,341	\$484,841	\$382,270	\$626,172	\$1,493,283	\$5,498,754	\$337,851	94.21%
	Disaster Fund #3	\$7,209,348	\$206	\$94,665	\$575,566	\$299,430	\$81,435	\$51,411	\$432,276	\$1,102,713	\$6,106,635	15.30%
	21st District Adult Drug Court #40	\$0	\$675	\$3,074	\$661	\$1,043	\$0	\$608	\$1,651	\$6,062	-\$6,062	#DIV/0!
	Court Tech Fund #50	\$0	\$0	\$0	\$9,867	\$0	\$0	\$0	\$0	\$9,867	-\$9,867	#DIV/0!
	Court Services #51	\$0	\$0	\$450	\$300	\$675	\$175	\$0	\$850	\$1,600	-\$1,600	#DIV/0!
	EMS Grants #52	\$5,356	\$833	\$0	\$0	\$0	\$0	\$240	\$240	\$1,073	\$4,283	20.03%
	KS Opioid Settlement #53	\$0		\$0	\$0	\$56,656	\$0	\$0	\$56,656	\$56,656	-\$56,656	0.00%
	LATCF Funds #54	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Register of Deeds Tech Fund #106	\$166,459	\$1,752	\$42,796	\$3,761	\$3,000	\$1,443	\$0	\$4,443	\$52,752	\$113,707	31.69%
	Clerk's Tech Fund #107	\$163,713	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$163,713	0.00%
	Treasurer's Tech Fund #108	\$88,985	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$88,985	0.00%
	War Memorial #112	\$11,370	\$0	\$360	\$0	\$0	\$0	\$660	\$660	\$1,020	\$10,350	8.97%
	County Auction #118	\$238,637	\$589	\$1,804	\$1,836	\$0	\$210	\$233	\$443	\$4,673	\$233,964	1.96%
	P.A.T.F #128	\$0	\$0	\$580	\$0	\$2,709	\$0	\$0	\$2,709	\$3,289	-\$3,289	0.00%
	Motor Vehicle Operations #130	\$381,700	\$4,323	\$20,621	\$13,318	\$8,031	\$1,326	\$318,287	\$327,644	\$365,906	\$15,794	95.86%
	Special Alcohol Programs #132	\$7,883	\$5,325	\$0	\$0	\$0	\$0	\$0	\$0	\$5,325	\$2,558	67.55%
2.00	Community Corrections #144	\$1,240,940	\$273,158	\$290,120	\$292,332	\$84,846	\$94,826	\$165,871	\$345,542	\$1,201,152	\$39,788	96.79%
	Capital Improvements Fund #145	\$7,094,212	\$340,614	\$477,977	\$883,097	\$4,655	\$5,855	\$410,445	\$420,955	\$2,122,644	\$4,971,568	29.92%
	Economic Development #146	\$282,275	\$84,052	\$8,944	\$30,834	\$0	\$0	\$0	\$0	\$123,830	\$158,445	43.87%
	Emergency 911 #148	\$907,952	\$176,295	\$20,170	\$198,701	\$11,466	\$5,011	\$9,524	\$26,001	\$421,167	\$486,785	46.39%
	Solid Waste #150	\$3,347,458	\$472,540	\$745,898	\$799,459	\$253,565	\$251,849	\$262,221	\$767,635	\$2,785,531	\$561,927	83.21%
	County Building #152	\$499,630	\$72,211	\$156,299	\$59,494	\$6,576	\$16,729	\$50,668	\$73,973	\$361,977	\$137,653	72.45%
	Road & Bridge Capital Projects #157	\$3,736,590	\$0	\$6,292	\$805	\$22,816	\$182,069	\$169,188	\$374,073	\$381,171	\$3,355,419	10.20%
	Road & Bridge Capital Projects #188	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	RCPD Operations #173	\$5,510,779	\$1,400,594	\$1,472,957	\$1,143,509	\$27,886	\$27,057	\$1,277,727	\$1,332,670	\$5,349,729	\$161,050	97.08%
	Landfill Closure #180	\$56,143	\$1,341	\$8,272	\$7,749	\$1,674	\$819	\$9,311	\$11,804	\$29,166	\$26,977	51.95%
	Bond & Interest # 181	\$545,592	\$33,644	\$99,535	\$314,374	\$0	\$0	\$0	\$0	\$447,553	\$98,040	82.03%
	Riley Co Fire Dist #1 #183	\$1,258,295	\$227,309	\$260,669	\$237,439	\$49,424	\$109,722	\$297,822	\$456,968	\$1,182,384	\$75,911	93.97%
	Riley Co Fire Dist Cap Out #184	\$412,666	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$412,666	0.00%
	Fire Station Projects #185	\$500,000	\$0	\$0	\$5,505	\$195	\$0	\$13,693	\$13,888	\$19,393	\$480,607	3.88%

Attachment: Financial reports 2023 (14414 : Year to date budget and expenditure reports)

2023 YTD BUDGET ACTIVITY

% of Year 100.00

			1st QTR	2nd QTR	3rd QTR	OCT	NOV	DEC	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Keats Capital Project #236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	University Park W&S #230	\$164,165	\$13,881	\$26,249	\$32,874	\$10,133	\$4,874	\$11,096	\$26,103	\$99,107	\$65,058	60.37%
	Univ Park W/S Reserve #284	\$141,624	\$0	\$20,791	-\$20,791	\$1,250	\$0	\$0	\$1,250	\$1,250	\$140,374	0.88%
	Hunters Island Water #238	\$34,515	\$3,247	\$10,206	\$7,910	\$3,057	\$3,662	\$5,390	\$12,109	\$33,473	\$1,042	96.98%
	Hunters Island Reserve #241	\$10,123	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,123	0.00%
	Carson Sewer Operations #239	\$64,083	\$1,636	\$2,923	\$3,306	\$228	\$62	\$481	\$771	\$8,636	\$55,447	13.48%
	Carson Sewer Reserve #237	\$71,533	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$71,533	0.00%
	Deep Creek Sewer #242	\$15,334	\$513	\$1,068	\$2,870	\$275	\$167	\$652	\$1,094	\$5,546	\$9,788	36.17%
	Deep Creek Reserve #243	\$26,056	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,056	0.00%
	Moehlman Bottoms #244	\$18,462	\$978	\$4,420	\$2,831	\$1,466	\$1,431	\$2,002	\$4,899	\$13,128	\$5,334	71.11%
	Moehlman Bottoms Reserve #245	\$7,353	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,353	0.00%
	Terra Hts Sewer #252	\$47,229	\$1,986	\$2,874	\$7,253	\$1,493	\$306	\$13,545	\$15,344	\$27,457	\$19,772	58.14%
	Terra Hts Sinking #254	\$85,216	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$85,216	0.00%
	Konza Water Operations #256	\$109,703	\$7,433	\$21,629	\$18,391	\$5,938	\$8,522	\$13,136	\$27,596	\$75,050	\$34,653	68.41%
	Konza Water Reserve #257	\$164,327	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$164,327	0.00%
	Valleywood Cap Reserve #282	\$94,740	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$94,740	0.00%
	Valleywood Operations #248	\$42,015	\$333	\$805	\$4,049	\$0	\$183	\$1,799	\$1,982	\$7,169	\$34,846	17.06%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$2,500	\$71	\$107	\$255	\$0	\$42	\$149	\$191	\$624	\$1,876	24.94%
	Lakeside Heights Sewer Capital #286	\$5,759	\$0	\$0	\$0	\$5,000	\$0	\$0	\$5,000	\$5,000	\$759	86.82%
		\$40,613,508	\$4,421,230	\$5,230,997	\$5,918,894	\$1,348,328	\$1,180,047	\$3,712,328	\$6,240,703	\$21,811,823	\$18,801,685	
	Total including General Fund	\$83,082,493	\$14,453,498	\$17,164,947	\$13,585,204	\$4,169,347	\$3,480,648	\$6,788,355	\$14,438,350	\$59,641,999	\$23,440,494	

Attachment: Financial reports 2023 (14414 : Year to date budget and expenditure reports)

2023 YTD BUDGET ACTIVITY

% of Year 100.00

DEPARTMENT	DECEMBER		DECEMBER	YEAR-TO-DATE THRU DECEMBER		Y-T-D	2023
	2022	2023	DIFFERENCE	2022	2023	DIFFERENCE	BUDGET
Attorney	\$256,294	\$275,042	\$18,749	\$2,102,405	\$2,388,896	\$286,491	\$2,529,299
Clerk	\$126,321	\$133,478	\$7,157	\$1,042,640	\$1,186,941	\$144,301	\$1,322,992
County Commissioners	\$26,313	\$30,444	\$4,131	\$215,986	\$240,415	\$24,429	\$276,310
Admin. Svcs/Counselor	\$72,803	\$81,942	\$9,140	\$617,376	\$758,520	\$141,145	\$803,003
Register of Deeds	\$56,203	\$51,827	-\$4,376	\$447,664	\$468,447	\$20,782	\$537,353
Treasurer	\$104,921	\$149,925	\$45,004	\$904,245	\$1,348,911	\$444,666	\$1,386,845
District Court	\$15,787	\$17,892	\$2,105	\$178,279	\$164,665	-\$13,614	\$177,000
Emergency Management	\$27,395	\$42,613	\$15,218	\$266,192	\$321,499	\$55,307	\$311,312
Coroner	\$7,603	\$16,202	\$8,599	\$77,966	\$148,537	\$70,571	\$117,000
Juvenile Detention	-\$19,867	\$0	\$19,867	\$83,881	\$69,637	-\$14,245	\$101,650
Fair	\$6,857	\$7,187	\$330	\$102,038	\$109,098	\$7,060	\$110,500
Museum	\$51,830	\$54,540	\$2,710	\$367,247	\$463,239	\$95,992	\$466,472
Election	\$37,122	\$77,983	\$40,862	\$602,947	\$539,457	-\$63,489	\$732,394
Ambulance	\$561,180	\$605,431	\$44,251	\$3,999,029	\$4,746,793	\$747,764	\$5,393,865
Appraiser	\$183,077	\$201,803	\$18,726	\$1,542,961	\$1,661,438	\$118,477	\$1,878,456
Planning & Development	\$65,549	\$68,259	\$2,710	\$615,349	\$612,457	-\$2,892	\$707,392
Budget Appropriations	\$0	\$49,360	\$49,360	\$1,628,622	\$1,864,006	\$235,384	\$1,877,098
Insurance	\$3,682	\$2,411	-\$1,272	\$612,900	\$683,173	\$70,273	\$811,218
Information Systems/GIS	\$364,839	\$267,993	-\$96,846	\$1,542,871	\$1,519,689	-\$23,182	\$1,753,072
County General-General	\$296,258	\$157,198	-\$139,059	\$1,514,145	\$3,306,761	\$1,792,616	\$7,872,788
Public Works	\$714,525	\$709,540	-\$4,985	\$7,396,666	\$8,108,686	\$712,019	\$9,098,647
Noxious Weed	\$77,176	\$74,957	-\$2,219	\$686,540	\$737,124	\$50,584	\$833,997
General Fund	\$3,035,868	\$3,076,027	\$40,159	\$26,547,949	\$31,448,388	\$4,900,440	\$39,098,663

Attachment: Financial reports 2023 (14414 : Year to date budget and expenditure reports)

2023 YTD BUDGET ACTIVITY

% of Year 100.00

DEPARTMENT	DECEMBER		DECEMBER	YEAR-TO-DATE THRU DECEMBER		Y-T-D	2023
	2022	2023	DIFFERENCE	2022	2023	DIFFERENCE	BUDGET
Health Department - 30	\$558,641	\$626,172	\$67,531	\$5,044,397	\$5,498,754	\$454,357	\$5,836,605
Disaster Fund - 3	\$132,237	\$51,411	-\$80,826	\$384,022	\$1,102,713	\$718,691	\$7,112,736
EMS Grants Fund - 52	\$0	\$240	\$240	\$480	\$1,073	\$593	\$5,356
KS Opioid Settlement - 53	\$0	\$0	\$0	\$0	\$56,656	\$56,656	\$0
LATCF Funds - 54	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Register of Deeds Tech Fund - 106	\$21,943	\$0	-\$21,943	\$111,793	\$52,752	-\$59,042	\$166,459
Clerk's Tech Fund - 107	\$0	\$0	\$0	\$0	\$0	\$0	\$163,713
Treasurer's Tech Fund - 108	\$0	\$0	\$0	\$0	\$0	\$0	\$24,075
War Memorial - 112	\$0	\$660	\$660	\$900	\$1,020	\$120	\$11,370
County Auction - 118	\$46	\$233	\$187	\$3,312	\$4,672	\$1,361	\$238,637
P.A.T.F - 128	\$0	\$0	\$0	\$1,623	\$3,289	\$1,667	\$0
Motor Vehicle Operations - 130	\$56,956	\$318,287	\$261,331	\$419,456	\$365,907	-\$53,550	\$423,184
Special Alcohol Programs- 132	\$0	\$0	\$0	\$1,833	\$5,325	\$3,492	\$7,883
Community Corrections - 144	\$148,281	\$165,871	\$17,589	\$1,031,901	\$1,201,152	\$169,251	\$1,240,940
Capital Improvements Fund - 145	\$149,475	\$410,445	\$260,970	\$1,639,446	\$2,122,644	\$483,198	\$7,987,210
Economic Development - 146	\$0	\$0	\$0	\$113,902	\$123,830	\$9,928	\$472,636
Emergency 911 - 148	\$14,050	\$9,524	-\$4,526	\$401,189	\$421,168	\$19,979	\$907,952
Solid Waste - 150	\$254,875	\$262,221	\$7,345	\$2,643,999	\$2,785,531	\$141,532	\$3,347,458
County Building - 152	\$19,635	\$50,668	\$31,032	\$280,549	\$361,976	\$81,426	\$499,630
Road & Bridge Capital Projects 1/2 - 157	\$20,468	\$169,188	\$148,720	\$95,521	\$381,170	\$285,650	\$3,736,590
Road & Bridge Capital Projects 0.2 - 188		\$0	\$0	\$0	\$0	\$0	\$0
RCPD Operations - 173	\$1,191,077	\$1,277,727	\$86,650	\$4,897,050	\$5,349,730	\$452,680	\$5,510,779
Landfill Closure - 180	\$1,458	\$9,311	\$7,853	\$34,874	\$29,166	-\$5,708	\$56,143
Bond & Interest - 181	\$0	\$0	\$0	\$451,382	\$447,553	-\$3,830	\$545,592
Riley Co Fire Dist #1 - 183	\$178,668	\$297,822	\$119,154	\$1,195,327	\$1,182,384	-\$12,943	\$1,332,295
Riley Co Fire Dist Cap Ou - 184	\$0	\$0	\$0	\$111,006	\$0	-\$111,006	\$412,666
Fire Station Projects - 185	\$0	\$13,693	\$13,693	\$150	\$19,393	\$19,243	\$1,014,000

Attachment: Financial reports 2023 (14414 : Year to date budget and expenditure reports)

2023 YTD BUDGET ACTIVITY

% of Year 100.00

DEPARTMENT	DECEMBER		DECEMBER	YEAR-TO-DATE THRU DECEMBER		Y-T-D	2023
	2022	2023	DIFFERENCE	2022	2023	DIFFERENCE	BUDGET
University Park W&S - 230	\$6,690	\$11,096	\$4,406	\$93,821	\$99,108	\$5,286	\$164,165
Keats Capital Project - 236	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Univ Park W/S Reserve - 284	-\$2,376	\$0	\$2,376	\$26,047	\$1,250	-\$24,797	\$141,624
Hunters Island Water - 238	\$4,765	\$5,390	\$626	\$31,838	\$33,473	\$1,635	\$34,515
Hunters Island Reserve - 241	\$7,000	\$0	-\$7,000	\$7,000	\$0	-\$7,000	\$10,123
Carson Sewer Operations - 239	\$2,314	\$481	-\$1,834	\$17,009	\$8,637	-\$8,372	\$64,083
Carson Sewer Reserve - 237	\$0	\$0	\$0	\$0	\$0	\$0	\$71,533
Deep Creek Sewer - 242	\$593	\$652	\$59	\$10,490	\$5,545	-\$4,945	\$15,334
Deep Creek Reserve - 243	\$0	\$0	\$0	\$11,766	\$0	-\$11,766	\$26,056
Moehlman Bottoms - 244	\$1,662	\$2,002	\$340	\$11,075	\$13,129	\$2,054	\$18,462
Moehlman Botoms Reserve - 245	\$0	\$0	\$0	\$0	\$0	\$0	\$7,353
Terra Hts Sewer - 252	\$1,970	\$13,545	\$11,575	\$16,631	\$27,456	\$10,825	\$47,229
Terra Hts Sinking - 254	\$0	\$0	\$0	\$12,251	\$0	-\$12,251	\$85,216
Konza Water Operations - 256	\$13,058	\$13,136	\$78	\$75,346	\$75,049	-\$296	\$109,703
Konza Water Reserve - 257	\$1,440	\$0	-\$1,440	\$5,626	\$0	-\$5,626	\$164,327
Valleywood Cap Reserve - 282	\$0	\$0	\$0	\$0	\$0	\$0	\$94,740
Valleywood Operations - 248	\$2,534	\$1,799	-\$735	\$6,049	\$7,169	\$1,120	\$42,015
Mertz/McGehee Drainage - 322	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer - 285	\$71	\$149	\$78	\$446	\$623	\$177	\$2,500
Lakeside Heights Sewer Cap - 286	\$0	\$0	\$0	\$0	\$5,000	\$5,000	\$5,759
Total Including General Fund	\$5,823,399	\$6,787,747	\$964,348	\$45,737,455	\$53,242,683	\$7,505,227	\$81,263,492

Attachment: Financial reports 2023 (14414 : Year to date budget and expenditure reports)

2023 YTD BUDGET ACTIVITY

% of Year 100.00

COUNTY GENERAL-GENERAL		BUDGET	1st QTR EXP.	2nd QTR EXP.	3rd QTR EXP.	OCT. EXP.	NOV. EXP.	DEC. EXP.	4th QTR EXP.	TOTAL EXP.	AVAILABLE BUDGET	% USED
Personnel	1000	\$87,883	\$9,636	\$8,414	\$6,773	\$46,536	\$ 24,967	\$0	\$71,503	\$96,326	-\$8,443	109.61%
Contractual	2000	\$1,292,150	\$292,801	\$313,150	\$342,263	\$94,954	\$ 117,557	\$157,199	\$369,710	\$1,317,924	-\$25,774	101.99%
Commodities	3000	\$2,500	\$247	\$725	\$437	\$0	\$ 287	\$0	\$287	\$1,696	\$804	67.83%
Misc-Budget Stabilization		\$4,000,000	\$0	\$0	\$0	\$0	\$ -	\$0	\$0	\$0	\$4,000,000	0.00%
Capital Outlay	4000	\$2,490,255	\$0	\$682	\$0	\$0	\$ -	\$0	\$0	\$682	\$2,489,573	0.03%
Transfers Out	604	\$0	\$0	\$1,890,133	\$0	\$0	\$ -	\$0	\$0	\$1,890,133	-\$1,890,133	#DIV/0!
Grand Total		\$7,872,788	\$302,683	\$2,213,105	\$349,472	\$141,490	\$142,811	\$157,198	\$441,500	\$3,306,761	\$4,566,027	42.00%
Other Expense Totals		Year-To-Date										
Indigent Attorney		\$296,424										
Incidentals:												
Postage		\$118										
Computer Software		\$0										
Mileage		\$1,182										
Copies		\$4,507										
Misc Fees		\$0										
Meals		\$0										
		\$5,806										
Base Panel fees		\$0										
Off Panel		\$290,618										

Attachment: Financial reports 2023 (14414 : Year to date budget and expenditure reports)

2023 YTD BUDGET ACTIVITY

% of Year 100.00

RCPD EXPENSES PAID BY RILEY COUNTY										
2023 YTD EXPENSES										
	BUDGET	1st Quarter	2nd Quarter	3rd Quarter	OCT	NOV	DEC	4th Quarter	TOTAL EXPENSES	Remaining Budget
Physician	\$165,000	\$49,781	\$65,782	\$52,583	\$19,178	\$21,409	\$20,080	\$60,667	\$228,812	-\$63,812
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hospital	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Prescriptions/ Medical Supplies	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
Bldg Maintenance	\$100,000	\$7,321	\$63,642	\$19,671	\$7,808	\$4,749	\$6,742	\$19,299	\$109,932	-\$9,932
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
Office Space Rental	\$10,500	\$2,700	\$2,700	\$2,700	\$900	\$900	\$900	\$2,700	\$10,800	-\$300
Juvenile Transport	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000
Water, Electric	\$15,000	\$64	\$105	\$0	\$0	\$0	\$0	\$0	\$169	\$14,831
Storm Drainage	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000
Other Commodities/Contractual	\$0	\$0	\$0	\$0	\$0	\$0	0.00	\$0	\$0	\$0
Budget Appropriation	\$5,000,016	\$1,340,728	\$1,340,729	\$1,068,555	\$0	\$0	\$1,250,004	\$1,250,004	\$5,000,016	\$0
TOTAL	\$5,310,016	\$1,400,594	\$1,472,957	\$1,143,509	\$27,886	\$27,057	\$1,277,727	\$1,332,670	\$5,349,730	-\$39,714

Attachment: Financial reports 2023 (14414 : Year to date budget and expenditure reports)

2023 YTD BUDGET ACTIVITY

% of Year 100.00

	2019	2020	2021	2022	2023	Total
Dental	\$0	\$0	\$0	\$0	\$0	\$0
Physician	\$145,388	\$163,648	\$191,373	\$206,854	\$228,812	\$936,075
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0
Hospital	\$0	\$0	\$0	\$0	\$0	\$0
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$0
Prescriptions	\$0	\$0	\$0	\$0	\$0	\$0
Bldg Maintenance	\$88,000	\$103,569	\$71,043	\$60,486	\$109,932	\$433,030
Land Rental/Lease	\$1,272	\$0	\$0	\$0	\$0	\$1,272
Office Supplies	\$125	\$0	\$0	\$0	\$0	\$125
Office Space Rental	\$10,525	\$9,625	\$10,500	\$10,500	\$10,800	\$51,950
Juvenile Transport	\$3,735	\$2,144	\$152	\$237	\$0	\$6,269
Water, Electric	\$0	\$252	\$444	\$352	\$169	\$1,217
Storm Drainage	\$203	\$0	\$0	\$0	\$0	\$203
Other Commodities/Contractual	\$8,091	\$693,906	\$91,239	\$21,447	\$0	\$814,683
Budget Appropriation	\$4,291,380	\$4,420,348	\$4,391,746	\$4,597,175	\$5,000,016	\$22,700,665
Total	\$4,548,719	\$5,393,492	\$4,756,498	\$4,897,050	\$5,349,730	\$24,945,489

Attachment: Financial reports 2023 (14414 : Year to date budget and expenditure reports)

2023 YTD BUDGET ACTIVITY

% of Year 100.00

RCPD								
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE								
INCLUDED IN 2023 \$31,000 POOL								
	1st Quarter	2nd Quarter	3rd Quarter	OCT	NOV	DEC	4th Quarter	TOTAL EXPENSES
Dental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Physician	\$0	\$6,326	\$603	\$1,356	\$676	\$781	\$2,813	\$9,742
Laboratory	\$0	\$45	\$0	\$0	\$0	\$0	\$0	\$45
Hospital	\$0	\$0	\$7,880	\$2,187	\$0	\$5,295	\$7,481	\$15,362
Prescriptions	\$2,039	\$3,536	\$5,501	\$2,983	\$3,130	\$3,705	\$9,819	\$20,894
Supplies	\$0	\$0	\$3,501		\$63	\$0	\$63	\$3,564
TOTAL	\$2,039	\$9,907	\$17,486	\$6,526	\$3,869	\$9,780	\$20,175	\$49,606
Savings from Medicaid Rate	\$3,994	\$0	\$0				\$0	\$3,994
\$31,000 Pool Balance				-\$4,957	-\$8,826	-\$18,606		-\$18,606
Quarterly ADP: (Contract)								
County Inmate (72 base census)	326	346	369	126	112.5	107	346	
Non-County Inmate (0 base census)	0							
Billing Adjustments for prior years	\$0	\$2,466	\$0	\$0	\$0	\$0	\$0	\$2,466

Attachment: Financial reports 2023 (14414 : Year to date budget and expenditure reports)



PLANNING & DEVELOPMENT
Grant

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: January 8, 2024

SUBJECT: KDHE Local Environmental Protection Program (LEPP) Grant

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

The Local Environmental Protection Program (LEPP), established in 1990, assisted local authorities to develop water protection plans that complemented state and federal water quality efforts. At the core of each plan was the adoption and enforcement of county environmental codes with an emphasis on onsite wastewater systems (OWWS) and private water wells (PWW).

KDHE has opened a grant to assist low-income property owners for repair/replacement of onsite wastewater systems and private water well testing. The objective of the grant is to improve community public health and water quality throughout low-income communities in Kansas.

DISCUSSION

The grant provides \$50,000 to Riley County with the intent to distribute funds as directed by KDHE grant conditions. The grant will cover 85% of onsite wastewater system repair/replacement costs for households with income between 134% and 200% of the 2023 federal poverty level. The grant will cover 100% of onsite wastewater system repair/replacement costs for households with income of 133% or less of the 2023 federal poverty level. The grant will run from July 1, 2024 to June 30, 2025.

It was decided at the November 30, 2023 meeting that we would offer this grant for wastewater system repair/replacement and not water well testing. While water testing is important, we are not currently offering that service, plus wastewater repair/replacement is a much greater expense that is a lot more impactful to those with financial limitations.

Also at your November 30, 2023 meeting, you approved submitting the draft grant application to KDHE for review. They've returned our draft application with a few minor comments that now must be addressed prior to submitting the final application (due by January 30). The attached grant application includes the original draft submitted to KDHE as well as incorporates their comments.

It is up to Riley County how to advertise funding, as well as how to allocate funding. There is no set application or review process; the county can determine that ourselves. Some jurisdictions have a list of known failures that they are targeting. We have a handful of failures that we've been told by the homeowners that they cannot afford the repairs. We will contact these folks to let them know of this opportunity. As we receive failures/repair permits/pumping reports indicating problems, we'll contact property owners to see if they need help. We will also advertise on our website and social media, and put up posters in the Planning & Development office. We'll also let the contractors know so they can help notify homeowners of this opportunity.

We will ask homeowners to submit a simple statement of need that identifies the issue that needs to be addressed (repair/replacement) and why it cannot be fixed (i.e., what is the problem and what do they need to fix it). We will ask they indicate if they've received any bids, and the amount of such. Additionally, we will ask for documentation of income status.

It is further up to the county to determine how much to give each applicant. The grant covers 85% of costs for households between 134% and 200% of the 2023 federal poverty level and 100% for those 133% or less. The amount of funds allocated to each applicant will be determined on a case-by-case basis based on the issue, the cost to address, and the homeowner's situation. While providing full funding to each request will better ensure the repair is completed, this lessens the number of people we can help with this grant. However, we don't want to limit how much we give each homeowner and either they still cannot afford to fix the issue, or we have funds leftover at the end of the grant period. This is why we feel a case-by-case determination is best practice here.

Installers will submit invoices to the county, and we will be responsible for distributing funds. We will also be responsible for inspecting septic tanks and lateral fields to approve repair/replacement of those systems as well as ensure the septic systems are complying with the county sanitary code (we do that anyway). We will also need to develop an agreement with the homeowner, so the repaired/replaced system is operated and maintained properly.

Included in your packet are the application and the grant conditions document. We will also have to include a vendor W-9 as part of our submittal.

FISCAL IMPACT

Staff time for grant application and grant tracking.

RECOMMENDATION(S)

Staff's recommendation is for the BOCC to direct staff to submit a formal LEPP grant application to KDHE.

POSSIBLE MOTION(S)

Move to direct staff to submit a formal LEPP grant application to KDHE.

Enclosures:

- Riley County PIP w_KDHE_aw_edits (PDF)
- LEPP Grant Conditions (PDF)

Requested Amount

\$50,000

GRANT

LEPP

Multi-Year ☐Single Year ☒Advance needed ☐

12.a

Project Information

Application Date: 01/10/2024

Project Title Riley County-LEPP

Project # 2024-0006

This Implementation PIP will help accomplish the long-term goals established in Kansas' Nonpoint Source Management Plan including:

1. No lake, river, stream or wetland has a violation of Kansas Surface Water Quality Standards due to nonpoint sources of pollutants and all designated uses are fully supported;
2. Kansas surface and ground water are protected from all nonpoint pollutant sources through the use of recommended water quality best management practices;
3. Kansas Water Plan objectives are achieved by:
 - a. Reducing the levels of pathogens, biochemical oxygen demand, dissolved solids, metals, nutrients, pesticides and sediment that adversely affect the water quality of Kansas lakes, rivers, streams and wetlands;
 - b. Reducing the levels of dissolved solids, metals, nitrates and volatile organic chemicals that adversely affect the quality of Kansas ground water;
 - c. Maintaining water quality conditions for unimpaired waters at a level equal to or better than existing conditions

Project Dates

July 1, 2024-June 30, 2025

Sanitary Codes**Category of work**

Failing onsite wastewater Systems

Riley County Sanitary Code

LEPP Project Coordinator

Adrienne Miller

LEPP Project Manager

Mike Beezehold

Phone Number

785-296-7165

Email

adrienne.miller@ks.gov

Phone Number

785-296-0051

Email

michael.beezehold@ks.gov

Enter Sponsoring Organization Information

FEIN# 48-6023850

UEIN# TTQ7ABTZXEK6

Sponsoring Organization Name

Riley County

Address 115 N 4th Street

Manhattan, KS 66502

Street Address

City, State Zip

Contact Information

Name: Amanda Webb

Title: Planning Director, Riley County Planning & Development

Email: awebb@rileycountyks.gov

Phone: 785-537-6332

Attachment: Riley County PIP w_KDHE_aw_edits (14404 : KDHE LEPP Grant)

Are there any partners for this project? Yes ☐ No ☒

Partner Information

Organization Type	Partner Name	Partner Contribution	Description of Role/Notes

Project Contact Person:

Name: Amanda Webb

Title: Planning Director

Email: awebb@rileycountyks.gov

Phone: 785-537-6332

County / Counties involved

Riley County

Wastewater/ Water information:

All surrounding waters

The project will focus on septic tanks in need of repair or replacement and water wells in need of yearly testing in specifically within low-income communities in the state of Kansas and the County of:

Riley

LEPP Grant for repair/replacement of failing onsite wastewater systems ~~and private water well testing~~

This grant will help accomplish long term goals established in Bulletin 4-2: Minimum Standards for Design and Construction of

Onsite Wastewater Systems including,

1. Quality of surface and groundwater is protected for drinking water, recreation, aquatic life support, irrigation and industrial uses.
2. A breeding place or habitat will not be created for insects, rodents, and other vectors that may later contact food, people, pets, or drinking water.
3. Wastewater will not be exposed on the ground surface where it can be contacted by children and/or pets, creating a significant health hazard.
4. State and federal laws and local regulations governing water pollution or wastewater disposal will be met.
5. Nuisance conditions or obnoxious odors and unsightliness will be avoided.

This grant will also help accomplish long term goals established in the US EPA Safe Drinking Water Standard and K.S.A.

65-171m including,

1. A legal limit (maximum) on contaminants in drinking water.
2. Establish the requirements for adequate monitoring, by keeping private water wells safe to drink for communities who rely solely on their wells for their water supplies and by testing for coliform bacteria, nitrates, and specific conductivity.

Streams/Waters impacted

All surrounding waters.

Will a private wells be impacted?



No



Yes

Will a public water supply be impacted?



No



Yes

Yes - If yes, please enter the impacted public supplies

Potential impact to private wells and/or public water supply. It will depend on the location of the failing wastewater system.

☐ No 51% or more of a project's budget was used for work that either benefits a disadvantaged community or is within the boundaries of a Federally Recognized Tribe

☒ Yes - **If yes, please describe benefits of the underserved community**

Repair/replacement assistance for low income property owners within Riley County.

There are a handful of homeowners with known failures who have told us they cannot afford the needed repair. We will contact these folks to let them know of this opportunity. Additionally, based on any failure notifications (pumping reports, etc.) we receive, we will contact those homeowners to let them know of this funding opportunity. We can advertise on the Riley County website, Riley County social media, and put up posters in the Planning & Development office. We will also notify county-licensed contractors as they are the ones to pump the tanks and often hear that folks cannot afford to fix any issues. Our licensed contractors can help us let people know.

Describe the project.

Failed systems needing repair or replacement that property owners cannot afford to fix or replace on their own. Not all property owners have the needed funds to repair their system.

Describe your Stakeholder Leadership Team (SLT)

Amanda Webb
Ben Hamill
Adrienne Miller
home owners who receive funds

Attachment: Riley County PIP w_KDHE_aw_edits (14404 : KDHE LEPP Grant)

Project Members: List the name, role, affiliation, and email for each member

Name	Role	Affiliation	Email
Amanda Webb	Grant administrator	Riley County	awebb@rileycountyks.gov
Ben Hamill	Env. Health Tech	Riley County	bhamill@rileycountyks.gov

Planned SLT Meetings

SLT Meeting -Location

Date:

Time:

of Attendees

Riley County	July 2024		
Riley County	October 2024		

Land owner information for water testing collection

Name	Collection Site(s)	Lab used for test

Strategic Planning

Please describe how this project has been assessed. This will include aerial assessments, soil and water tests, survey data, land use cover, and any other important information.

There are many communities across Kansas that have onsite wastewater systems in need of repair and/or replacement. This can cause untreated or inadequately treated wastewater to surface and run off into surface water or to seep into and contaminate the groundwater. The presence of coliform bacteria or high nitrate levels makes drinking water unsafe for human consumption. High specific conductivity is an indicator of higher levels of other mineral contaminants in the water

Strategic Planning

Please describe plans and assessments to provide funding for landowners to repair or replace their septic systems that are no longer meeting the standards in Bulletin 4-2 and or the County Sanitary Code.

Our goal will be to help as many property owners as possible with this funding. We will ask homeowners to submit a simple statement of need that identifies the issue to be addressed (repair/replacement) and why it cannot be fixed (i.e., what is the problem and what they need to fix it). We will ask they indicate if they've received any bids, and the amount of such. Additionally, we will ask for documentation of income status.

The amount of funds allocated to each applicant will be determined on a case-by-case basis based on the issue, the cost to address, and the homeowner's situation. While providing full funding to each request will better ensure the repair is completed, this lessens the number of people we can help with this grant. However, we don't want to limit how much we give each homeowner and either they still cannot afford to fix the issue, or we have funds leftover at the end of the grant period. This is why we feel a case-by-case determination is best practice here.

This Project is providing funding for landowners to repair/replace their septic systems that are no longer meeting the standards in Bulletin 4-2 and/or the County Sanitary Code:

What are the resources that you will need for General Plan Implementation?

Contractors following KDHE Procurement guidelines.

We will work with any Riley County licensed contractor (who is licensed to install/repair systems). These contractors include (as of 2023 licensing, would need to ensure their licenses are up to date for the current year and the type of system needing repair if/when they submit for repair): McNeilly Excavating, Alternative Septic & Excavation, BAM Excavation & Trucking, Brenner Excavating, Cat Cans Portable Services, CL Backhoe Service, CCS Corp, Parthemer Septic Solutions, Gideon Excavating, Jay White Excavating, Johnson Excavation, Josh Connet Excavation, Larson Construction, Lee Plumbing, Heating & Air Conditioning, Leonard Backhoe Service, Mid-American Water & Plumbing, Midwest Concrete Materials, Reid Plumbing, Tim's Backhoe Service, Thunder Pump & Plumbing.

• STRATEGY ONE

- ☒ • This grant will cover 85% of onsite wastewater system repair/replacement costs for households with income between 134% and 200% of the 2023 federal poverty level.
- ☒ • This grant will cover 100% of onsite wastewater system repair/replacement costs for households with income of 133% or less of the 2023 federal poverty level.
- ☒ • The county will be responsible for distributing the funds to the appropriate licensed installers.
- ☒ • The county will also be responsible for inspecting the septic tanks and lateral fields to approve repair/replacement of those systems as well as making sure the septic systems are complying with the county sanitary code.
- ☒ • The county will develop an agreement with the homeowner so that the repaired/replaced system is operated and maintained properly.

The objective of Goal One is to improve community public health and water quality throughout low-income communities in Kansas. Many individuals in these communities would not be able to repair or replace a septic system without significant financial help. By improving individual failing septic systems, less wastewater will contaminate local water supplies, properties, and streams. This would improve overall public health because there will be a lower risk of contamination in both surface and ground water. The goal of each county that receives this grant will be to have most septic tank issues solved, leaving the septic tanks in working order and up to county code. By improving sanitation and water quality in these communities, we can improve standards of living. Those in low-income communities face many environmental and socioeconomic stressors. By ensuring that their wastewater is properly treated, these communities will see a decrease in environmental stressors.

Methods -Tactics and action steps

Riley County will use licensed, KDHE procured contractors to complete the repair/replacement of on site wastewater systems for low income home owners. The first step will be home owner proof of income submitted to the county. The next step will be for the county to assess why the on site waste water system is failing, and find a contractor to perform the repairs/replacements. After a contractor has been secured, construction can begin. After construction is finished, the County will check the system to make sure it is functioning properly and up to Bulletin 4-2 standards. The County will need to take photos of the process at each site for their progress reports.

Items needed

Funding needed

Purpose

STRATEGY 2-

Provide a general summary

- ☐ • Assist well owners to test their private water wells for nitrates, coliform bacteria, and specific conductivity.
- ☐ • Well owners will be provided a sampling kit and will collect a sample of their private drinking water well following KDHE and/or county instructions.
- ☐ • Landowners will then deliver samples to a State certified laboratory and the county will use the funds to pay for the water analysis. The county will share results with the well owner.

The objectives of this grant are to improve community public health and water quality throughout low-income communities in Kansas. The additional goal of improving water quality for the communities is to make sure wells are not contaminated by coliform bacteria and nitrates. Specific conductivity is correlated to other mineral contaminants and could alert the well owner that more testing is needed. If tests do come back positive, the well owners need to be made aware of disinfection and treatment protocols. By improving water quality in these communities, we can improve standards of living. Those in low-income communities face many environmental and socioeconomic stressors. By confirming that their drinking water is safe, or by alerting them to the need for treatment to ensure safety, these communities will see a decrease in environmental stressors.

Methods -Tactics and action steps

N/A

What are the resources that you will need to get the tactics Done?

Items needed	Funding needed	Purpose
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Attachment: Riley County PIP w_ KDHE_aw_edits (14404 : KDHE LEPP Grant)

Strategy total milestones/expected date of completion

Grant funds will be available July 1, 2024 through June 30, 2025. The goal is to help as many people as possible and have as many systems repaired/replaced as possible within the allotted grant timeline and funding.

- Throughout the grant period the Project Officer will audit the above strategies for completion.
- The Project Coordinator/SO will provide quarterly progress reports on each strategy.
- Completed BMPS will be submitted quarterly and the Project Officer will enter all BMP/LRs into GRTS quarterly.
- The project will provide annual progress reports
- A final report will be due no later than 30 days after the end of grant/contract period.
- For multi-year projects beginning on July 1st, the reporting period will be (July 1-Jun 30).
- New grant applications /PIPs shall be completed and submitted 6 months prior to the new begin date.
- All active grants must be completed with a final report in progress prior to approval of a new grant.
- No grant funds will be transferred from one grant to another or one project to another.
- One-time grant extensions will be allowed, only when a project is in progress and near completion. Extensions on any grant will delay future grant begin dates.
- All funds allocated per budgeted category will not exceed the amount allocated per category.
- Any funds remaining per category that were not spent will be returned.
- The project may amend their budget by requesting a budget amendment, all amendments must be approved prior to moving funds from one category to another.
- Any deviations over \$2500 without prior approval are unallowable and may be required to be reimbursed.

Budget

The Budget includes costs to accomplish the activities included in the work plan. These costs must be necessary, reasonable, and consistent with federal cost principles and policies. The following are descriptions of different types of costs. OMB Circular A-87 identifies allowable costs, some of which are highlighted here:

Category	Grant	Match	Total
Personnel			
Fringe			
Travel			
Supplies			
Contractual/I/E			
BMPS			
Total			
Indirect-up to 10% of above total			
Grand Total			

Section 1**Indirect Budget**

Indirect Cost- These cost include the purchase of equipment, supplies, materials, outside services and travel.

may not exceed 10% of total grant funds. Administrative expenses include anything outside of the project-

Administrative cost

examples are:(Administrative salaries, fringe, office supplies, overhead, direct or indirect cost for services provided and charges against activities and programs carried out with section 319 funds and travel)

Indirect Cost-10% of funding can be applied in this section**Personnel-Admin**

Budget Line	Grant Request	Match
Year 1	0	
Total Requested	0	

Description (Administrative Cost)	Name	Title	FTE	Rate	Annual	
Other: If SO has multiple grants Explain how indirect cost are split- List all grants	FICA	Insurance	Wrk Comp	Unemployment Tx	Other:	%

--

Indirect Administrative Expenses

Description	Office	Utilities	Phone	Internet	Other	%	Total Cost
Other: Provide a detailed Summary about the Sponsoring Organization							0

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Attachment: Riley County PIP w_KDHE_aw_edits (14404 : KDHE LEPP Grant)

Contractual Services/ I/E

Budget Line	Grant Request	Match
Year 1	50,000	
Total Requested	50,000	

Contractor	Type of Services	Cost
Licensed installers	repair/replacement of systems	TBD

Outreach and Education- Workshops

Service Provider	Description of services	Hrs	RPH	Total

Other: (Please attach the service agreement so that the correct # of hours can be entered)

Attachment: Riley County PIP w_ KDHE_ aw_ edits (14404 : KDHE LEPP Grant)

Strategy Funding

Budget Line	Grant Request	Match
Year 1	0	
Total Requested	0	
Description (Implementation of BMPs in the priority area)	BMP-	

Supplies Direct Cost

Budget Line	Grant Request	Match				
Year 1	0					
Total Requested	0					
Description Workshops or other project related items	Supplies	Items	# of	Cost	Grant	Match
		Description	units	per Unit	Amount	
	Field					
	Testing					
	SLT					
	Lab					
	I/E-					
	Office					
	Fuel/auto					
	Cell Phone					
	Internet					
	Other					
	Total				\$ 0.000	
	Supplies over \$5000 will need prior approval List as Equipment					
	EQUIPMENT	Make, Model,VIN/Serial #	Cost	#of	Units	Total

Attachment: Riley County PIP w_KDHE aw_edits (14404 : KDHE LEPP Grant)

		Travel Expenses					
Travel:		Grant	Match				
Year 1		0					
	Total	0					
Event/Meeting/Conf Must be or Project Related		Conference	Registra tion	Hotel/ Rental	Transpo rtation	#	Total
		Mileage	Cost		Total		
Year 1							
Year 2							
Year 3	Other:						

Schedule

Prior Project Status (completed, extended, active, on schedule):

Prior Project end date: 00/00/0000

Did the Prior Project have an Amended Budget? No ☐ Yes ☐

(Explain)

Will the Prior Project need an Extension? No ☐ Yes ☐

(Explain)

Documents (Signature)

Project Officer:

Project Manager:

Section Chief:

PSA:

All Attachments have been
reviewed by:

Date:

Additional Information:

Project Start Date:

Project End Date

Comments: (Has this project been issued an extension, supplement, or is this a new project?)

If the Current Project is requesting an extension; ** Note-The New Project Start Date will be extended the same length of time. No Advance Payment will be sent until after the approved start date.

Signatures requested for approval of application.

Sponsoring Organization:

Riley County

Project Name:

Riley County-LEPP

X

Project Coordinator

X

Sponsoring Organization

X

Project Officer

X

Section Chief

X

Project Manager

Date of Approval:

Attachment: Riley County PIP w_KDHE_aw_edits (14404 : KDHE LEPP Grant)

Forms

Non-Boycott

CERTIFICATION OF COMPANY

NOT CURRENTLY ENGAGED IN A BOYCOTT OF GOODS or SERVICES FROM ISRAEL

In accordance with HB 2482, 2018 Legislative Session, the State of Kansas shall not enter into a contract with a Company to acquire or dispose of goods or services with an aggregate price of more than \$100,000, unless such Company submits a written certification that such Company is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State.

As a Contractor entering into a contract with the State of Kansas, it is hereby certified that the Company listed below is not currently engaged in a boycott of Israel as set forth in HB 2482, 2018 Legislature.

Amanda Webb

Planning Director, Riley County Planning & Developr

Riley County

2024-0006 Riley County-LEPP

Attachment: Riley County PIP w_ KDHE_aw_edits (14404 : KDHE LEPP Grant)

Policy Regarding Sexual Harassment

WHEREAS, sexual harassment and retaliation for sexual harassment claims are unacceptable forms of discrimination that must not be tolerated in the workplace; and

WHEREAS, state and federal employment discrimination laws prohibit sexual harassment and retaliation in the workplace; and

WHEREAS, officers and employees of the State of Kansas are entitled to working conditions that are free from sexual harassment, discrimination, and retaliation; and

WHEREAS, the Governor and all officers and employees of the State of Kansas should seek to foster a culture that does not tolerate sexual harassment, retaliation, and unlawful discrimination.

NOW THEREFORE, pursuant to the authority vested in me as Governor of the State of Kansas, I hereby order as follows:

1. All Executive Branch department and agency heads shall have available and shall regularly review and update at least every three years or more frequently as necessary, their sexual harassment, discrimination, and retaliation policies. Such policies shall include components for confidentiality and anonymous reporting, applicability to intern positions, and training policies.
2. All Executive Branch department and agency heads shall ensure that their employees, interns, and contractors have been notified of the state's policy against sexual harassment, discrimination, or retaliation, and shall further ensure that such persons are aware of the procedures for submitting a complaint of sexual harassment, discrimination, or retaliation, including an anonymous complaint.
3. Executive Branch departments and agencies shall annually require training seminars regarding the policy against sexual harassment, discrimination, or retaliation. All employees shall complete their initial training session pursuant to this order by the end of the current fiscal year.
4. Within ninety (90) days of this order, all Executive Branch employees, interns, and contractors under the jurisdiction of the Office of the Governor shall be provided a written copy of the policy against sexual harassment, discrimination, and retaliation, and they shall execute a document agreeing and acknowledging that they are aware of and will comply with the policy against sexual harassment, discrimination, and retaliation.
5. Matters involving any elected official, department or agency head, or any appointee of the Governor may be investigated by independent legal counsel.
6. The Office of the Governor will require annual mandatory training seminars for all staff, employees, and interns in the office regarding the policy against sexual harassment, discrimination, and retaliation, and shall maintain a record of attendance.
7. Allegations of sexual harassment, discrimination, or retaliation within the Office of the Governor will be investigated promptly, and violations of law or policy shall constitute grounds for disciplinary action, including dismissal.
8. This Order is intended to supplement existing laws and regulations concerning sexual harassment and discrimination and shall not be interpreted to in any way diminish such laws and regulations. The Order provides conduct requirements for covered persons and is not intended to create any new right or benefit enforceable against the State of Kansas.
9. Persons seeking to report violations of this Order, or guidance regarding the application or interpretation of this Order, may contact the Office of the Governor regarding such matters.

Agreement to Comply with the Policy Against Sexual Harassment, Discrimination, and Retaliation. I hereby acknowledge that I have received a copy of the State of Kansas Policy Against Sexual Harassment, Discrimination, and Retaliation established by Executive Order 18-04 and agree to comply with the provisions of this policy.

Riley County

x _____

Amanda Webb

Planning Director, Riley County

2024-000
6

Riley County-LEPP

CONTRACTUAL PROVISIONS ATTACHMENT

DA-146a (Rev. 07-19)

State of Kansas

Important:

This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the

day of _____,

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year; plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, *et seq.*) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of

Attachment: Riley County PIP w_ KDHE_aw_edits (14404 : KDHE LEPP Grant)

6. **Acceptance of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority to Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility for Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, *et seq.*
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.



Amanda Webb

Planning Director, Riley County Plan

Riley County

Attachment: Riley County PIP w_ KDHE_aw_edits (14404 : KDHE LEPP Grant)

☐ GRANT

☐ CONTRACT

**Kansas Department of Health and Environment
Nonpoint Source Financial Assistance Agreement**

Project number:	2024-0006	Riley County-LEPP	
Project Title:			
Cooperator:	Riley County	UEIN:	TTQ7ABTZXEK6
	Amanda Webb	FEIN:	48-6023850
Cooperator Contact:	awebb@rileycountyks.gov	SFY	
E-mail:		FFY	
Phone	785-537-6332		
Grant Amount:	\$		
Matching Contribution:	\$		
(40%)	\$		
Advance Payment:	\$		
Reserve Amount:	\$		
Grant Period: to		Grant No.	
		Project ID	
		PO Phone:	785-296-7165

Subject to the attached grant conditions, the Kansas Department of Health and Environment herewith grants to the cooperator the above amount for the purposes of performing the project described in the project implementation plan found on Attachment 1. The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

Special Conditions:

No funds may be expended until EPA approves the Project Implementation Plan.

The undersigned hereby is duly authorized to accept this grant offer and agrees to comply with the terms and conditions (Attachment 2) set out by this agreement. This grant offer is effective upon signature of the Secretary, Kansas Department of Health and Environment.

X

Amanda Webb Date
Planning Director, Riley County
Riley County

X

Janet Stanek, Date
Secretary
Kansas Department of Health and Environment

Attachment: Riley County PIP w_KDHE_aw_edits (14404 : KDHE LEPP Grant)

Watershed Management Section Project Implementation Plans Policy

1. All Kansas Department of Health & Environment (KDHE) Bureau of Environmental Field Services (BEFS) Watershed Management Section (WMS) State & 319 Federal Grant Recipients shall have available, and shall regularly review at least every three years or more frequently as necessary, their Grant Management State and Federal Regulations, WMS policies and grant conditions.
2. All WMS State & 319 Federal Grant Recipients shall ensure that their employees, interns, and contractors have been notified of the WMS's policies and grant conditions pertaining to grant management and shall further ensure that such persons are aware of the procedures for submitting a proper Project Implementation Plan (PIP) for grant funding.
3. All WMS State & 319 Federal Grant Recipients, per regulation shall submit progress and financial reports to the WMS as enforced in the grant conditions. All recipients shall comply with providing reports and financial updates as requested by the WMS.
4. All WMS State & 319 Federal Grant Recipients, shall provide any requested documentation to the WMS within 30 days of request and shall execute a document agreeing and acknowledging that they are aware of and will comply with this policy.
5. This Order is intended to supplement existing laws and regulations concerning grant management, and shall not be interpreted to in any way diminish such laws and regulations.
6. Persons seeking to report violations of this Order, or guidance regarding the application or interpretation of this Order, may contact the KDHE Watershed Management Section Chief or visit EPA.gov/OIG
7. Per Requirements, I agree to provide documentation and include the following information in the budget section of the Project Implementation Plan as follows:
8. **Supplies** As provided in 2 CFR 200. Supplies are tangible property other than equipment (under \$5000) with a per item acquisition cost. Electronic devices including laptops, personal computers, tablets, and cell phones with a per item acquisition cost. The recipient should briefly explain in budget narrative why the supplies the recipient proposes to purchase are necessary for the project. Costs should be categorized by major supply categories when applying for grants (e.g., office supplies, computing devices, monitoring equipment) and include the estimated costs by category. (this will be updated to actual cost for close-out procedures)
9. **Best Management Practices (BMPs)** will be submitted based on strategies and cost per BMP - All BMP and Demonstration Projects implemented with grant funds must comply with the KDHE guidelines. To qualify for financial assistance, a BMP and Demonstration Project must meet the guidelines established in the grant conditions and regulations and must adhere to regulations for Cost Share / Match- 60/40. See grant conditions for further information.
10. **Travel** As provided under 2 CFR 200.475, costs classified as "travel" – Are not allowable for contractual work. Must be for recipient employees for trips that are necessary to perform the EPA agreement. Travel must be integral to the purpose of the proposed project (e.g., inspections) or related to proposed project activities (e.g., attendance at meetings or training courses). - Mileage spent to meet with producers may be included in travel expenses. Grant expenses cover the mandatory annual meetings and trainings required under the program. Recipients when applying for funding must provide a narrative description of the types/purposes of travel, estimated number of trips, planned destinations, estimated number of travelers, and estimated per trip costs for travel to training, meetings and conferences (this will be updated to actual cost and information for close-out procedures) • Equipment is defined in 2 CFR 200.1 as tangible, non-expendable, property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. When

applying for funding, the recipient's budget narrative should include an itemized listing of all equipment proposed under the agreement and that the equipment is necessary for the project, this must have prior approval and be implemented in the program. Must include receipts, serial/VIN#, make, model and description of property. EPA may initiate other requirements and stipulations for equipment purchased with grant funds as the program considers equipment purchased with grant funds the property of the federal government. Project Revenues - The Sponsoring Organization will identify, record, and report any revenues received related to this project. The Sponsoring Organization will retain such income to be used to further the objectives of the project. Any sale of a work product produced through efforts of this grant shall be identified in the PIP approved by KDHE. Any such income received during the grant period may be used as grant contributed resources (i.e. matching funds). If revenues are received after the project, the Sponsoring Organization will continue to utilize the funds to further the objectives of the project and will maintain records indicating such

11. **Contractual Services**– This includes (Technical Assistants, Consultants, I/E Workshops, Speakers, etc.) If the recipient indicates that it will hire individual consultants, the costs for consultant compensation that are charged to the EPA assistance agreement (including cost shares) must not exceed the consultant cap as described at 2 CFR 1500.10 and the "Consultant Cap" General Term and Condition. When applying for the grant, the recipient should list the proposed contracted activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive) in its budget narrative along with the rate per hour and number of hours per year. As provided in 2 CFR 1500.10, the consultant cap applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate.- The grant funds will not pay over the cap rate per hour for contracted work or consultants and only covers the amount of time worked on the project.
12. **Fringe Benefits** are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Recipients may only charge EPA assistance agreements for fringe benefit costs for personnel whose compensation is also charged to the EPA assistance agreement. Fringe benefit charges must be based on actual hours worked on the EPA funded project. Fringe benefits include, but are not limited to, the cost of leave, employee insurance, pensions and unemployment, cell phone allowances, holiday bonuses, and similar benefits. Fringe benefits may be expressed in terms of a percentage of salaries but must be allocable to the agreement based on the amount of time the employee devotes to work that benefits the EPA assisted project. The Project must include what the rate or % when applying for the grant with a narrative of what is included in this category.
13. **Personnel**- When applying for the grant, the recipient should list the proposed personnel's information, activities along with a brief description of the scope of work or services to be provided, proposed duration (FTE), proposed wage. In its budget narrative, the personnel cap applies to designated individuals with specialized skills who are paid at a hourly rate or salary. The rates are listed at Opm.gov and recipients shall use the following information when determining wages: • The level and difficulty of the work to be performed;
 - The qualifications of the individual (Entry Level- to -expert);
 - The pay rates of comparable individuals performing similar work in Federal or non-Federal sectors; and
 - The availability of qualified candidates
14. **Indirect Cost** The statutory 10% limit on administrative costs applies to all funding. Indirect cost includes administrative work on the project and overhead expenses. When applying for the grant,

the recipient should list the proposed personnel's information, activities along with a brief description of the scope of work or services to be provided, proposed duration per project (FTE), and proposed wage in its budget narrative. The personnel cap applies to designated individuals see the General Wage Scale for more information. For grantees with multiple grants, time per grant needs to be included as FTE per project and include a narrative of total projects and hours per each project. Cost associated with overhead/ indirect cost should be explained with total cost and narrative how expenses are split per each project. If the Sponsoring Organization conducts other business and dedicates time to other non-project related business the time/cost/expenses should be adjusted per project and should not include time spent on non-project related activities or expenses.

15. Any deviation from the approved PIP's scope of work or transfer of funds between categories in excess of \$2500 (total) must have prior written approval and may require a PIP amendment, grant funds are intended for expenditures on the approved project and do not transfer from one project to another. At close-out, all unspent funds will not be paid to the recipient or applied towards a new project these funds must be returned.

Matters involving fraud, waste and abuse, shall be investigated by independent legal counsel or the Office of Inspector General U.S. Environmental Protection Agency. Allegations of misuse of funds, fraud, waste, abuse and violations of law or policies may constitute grounds for immediate action, including dismissal or termination of funding.

Agreement to Comply with the Policy for Grant Management

I hereby acknowledge that I have received a copy of the KDHE Watershed Management Section Policy for Grant Management and agree to comply with the provisions of this policy.

Date:

Businesss Name:

Riley County

Project Name:

2024-0006

Riley County-LEPP

Amanda Webb

Planning Director, Riley County Plan

Printed Name

Signature

Attachment: Riley County PIP w_ KDHE_aw_edits (14404 : KDHE LEPP Grant)

Kansas Department of Health and Environment
Watershed Management

SPONSORING ORGANIZATION Grant Conditions

Kansas Water Plan Funds

November 6, 2023

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I. Grant Agreement Responsibilities:

The Sponsoring Organization is responsible for ensuring the project deliverables as described in the Kansas Department of Health & Environment (KDHE) approved Project Implementation Plan (PIP) are achieved. If adjustments are necessary to the PIP, the Sponsoring Organization agrees to seek prior approval from the KDHE Project Coordinator and provide justification for the proposed modifications. Where the project PIP deliverables are significantly modified, the KDHE Project Coordinator may request that a formal Grant Amendment be submitted.

The Sponsoring Organization is responsible for insuring activities described in the PIP are completed on schedule. If adjustments are necessary to the timeframe, the Sponsoring Organization agrees to seek KDHE Project Coordinator approval and provide justification for the proposed adjustment. Where the project schedule is significantly adjusted, the KDHE Project Coordinator may request a Grant Amendment and/or a no-cost Grant Extension. This includes any Best Management Practice (BMP) or Demonstration Project deliverables. All BMP's and Demonstration Projects must be designed, installed and/or constructed and evaluated prior to the project end date and must comply with the guidelines contained in Section VI.B.

II. Grant Disbursement (No expenditure of funds may be made until KDHE has reviewed and approved the Project Implementation Plan).

A. General Disbursement -- In general, SPONSORING ORGANIZATION grants will be provided up to 90% percent of the total grant amount in advance. This is to help the project with initial project costs. The advance payment will be initiated by KDHE upon receipt of the properly signed grant agreement and PIP, unless other conditions are negotiated or identified in the agreement.

The remaining grant award will be paid upon semi-annual expenditures reported on the Affidavit of Expenditures and Nonfederal Contributions report.

KDHE will place a hold on future FSR processing of grant funding until the following yearly conditions are met:

1. The project has satisfactorily completed the deliverables as outlined in the corresponding year of the Project Implementation Plan.
2. FSR have been submitted that account for the total funding for the corresponding year of the Project Implementation Plan.
3. A project final report has been submitted and approved by KDHE for each corresponding year of the Project Implementation Plan.

FSR's will not be processed for payment in subsequent Project Implementation Plan years if a final report is not received after each yearly Project Implementation Plan.

KDHE will retain the final 10% of the total grant funding amount until the following conditions are met:

1. A final FSR has been submitted and approved by KDHE.
2. A project final report compiled of Project Implementation has been submitted and approved by KDHE.
3. KDHE will only retain grant final payments for up to 6 months after a grant has expired. Once the 6 month deadline has passed, any remaining unclaimed grant funds will be unencumbered (terminated) and no longer available to the Sponsoring Organization.

At the end of the project, all FSR's submitted throughout the project must account for (add up to) 100% of the project total.

B. Affidavit of Expenditures and Nonfederal Contributions - The Sponsoring Organization will submit FSR reimbursement requests via the Kansas Grant Management System website. FSR information must be completed in the following categories:

1. Supplies - includes all costs of consumable materials purchased and utilized in support of this project (i.e. food, paper, office materials, and postage).
2. Food Purchases - Purchases of food and refreshments is not allowable with State Water Plan funds.

The necessity of a meal purchased from grant funds must be fully documented in the PIP and reported in the quarterly report. Examples of acceptable instances of where meals can be provided are:

- i. The event occurs at an isolated location and no other meal services are available;
- ii. Meal is provided to assure that an all-day meeting can stay on-schedule;
- iii. Meal time is used as part of a continuing activity such as a speaker addressing water quality or nonpoint source pollution control topics;
- iv. Meal time is used for small group breakout discussion for a specific topic or assignment given prior to the meal. Results of the breakout discussion are reported back to the larger group and documented with the meeting proceedings;

- v. Use of meal time is the optimum time to convene certain stakeholders (farmers, teachers, etc.) and meal is essential to assure participation.

More information regarding allowable meal expenses can be found at https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&state=KS&fiscal_year=2019&zip=&city=

3. Equipment - any item purchased with a useful life more than one year and a \$5,000 cost or more per unit. For equipment purchases, please provide a copy of the invoice with the make, model, and serial number of the item purchased.
4. Contractual Services - includes services provided by agreement (written or unwritten) between the Sponsoring Organization and service provider. All service contracts must be submitted to KDHE for review and approval within 3 months after the grant start date.
5. Other - includes any expenses not included elsewhere.
6. Requested Changes to the PIP Budget - KDHE recognizes that as projects are implemented changes to the budget may be necessary. Budget changes totaling less than \$2,500 do not require Project Coordinator approval, however, the change must be documented in the FSR comment field.

In the event the Sponsoring Organization wishes to adjust the original budget by \$2,500 or more, a grant amendment must be completed via the Kansas Grant Management System. The Project Coordinator must approve the amendment prior to the Sponsoring Organization acting on the deviation. The budget change is not authorized until the Project Coordinator has reviewed and approved the grant amendment.

C. Grant Project Contributions (i.e. match) – Match is not required for this SPONSORING ORGANIZATION grant. This paragraph is just to provide an understanding of match. At the end of the project, the grant contributions must equal or exceed 40% of the total project cost. Final payment will be reduced if grant contributions do not meet the 40% requirement. Sponsoring Organizations should try to meet their match requirements as the projects progresses via the quarterly affidavits of Project Expenditures and Grant Contributions, so that the match does not fall short at the end of the project.

State Water Plan Fund Match Requirements

Sponsoring Organization contributions for SWP funds may be from federal, state or local sources. Examples may include employee time or travel, other funds granted to project, equipment or other resources donated towards the project. Although other state funds may be used to match State Water Plan WRAPS funds, local funding is strongly encouraged for match contributions. Contact your KDHE Project Coordinator if you have any question on match eligibility.

Section 319 Fund Match Requirements

Sponsoring Organization contributions to match 319 funds must be from state or local sources (non-federal dollars). Please note the KS WRAPS SWP funds awarded for a project may not count as match for the 319 funds awarded. Examples of state or local sources include state or local employee time or travel, state or local funds granted for a BMP/demonstration project, state or local equipment or other resources donated towards the project. Contact your KDHE Project Coordinator if you have any question on match eligibility.

1. Volunteer Services as match for both 319 and SWP funds - Volunteer services provided to a Sponsoring Organization will be valued at rates consistent with those ordinarily paid for similar work by the Sponsoring Organization. Please note that time, mileage, etc. in which a volunteer attends a meeting, seminar or tour and does not provide a service may NOT be counted as match. If the Sponsoring Organization does not employ individuals in this type of work the services will be valued at rates paid for similar work in the same labor market. A reasonable amount for fringe benefits may be included in the rate.
2. Sponsoring Organizations should document how the rate for volunteers was determined and retain it with other project information. In addition, mileage volunteer's travel may be counted as match.
3. Example Volunteer Form may be found at:
<http://www.kdheks.gov/nps/downloads/GrantMatchingForm.pdf>
4. Value of Volunteer's Time Website:
<https://independentsector.org/value-of-volunteer-time-2021>

D. Withholding of Payment - Payment may be withheld if project status reports are not submitted in a timely manner or if project requirements and objectives set out by the PIP are not being met. KDHE will only be retaining grant final payments for up to 6 months after a grant has expired. Once the 6 month deadline has passed, any remaining unclaimed grant funds will be unencumbered (terminated) and no longer available to the Sponsoring Organization. As a courtesy, KDHE will notify each

project prior to the un-encumbrance of funding, to give the funding recipient a final opportunity to complete the three conditions and receive the final payment.

Deficiency Resolution: Sponsoring Organizations and Project Contact Person are responsible for fully implementing the PIP. The KDHE Project Coordinator is involved in project activities to the extent of monitoring deliverables, reviewing and approving progress reports and affidavits of expenditures, attending occasional meetings, and providing advisory support and technical assistance. Problems such as unforeseen loss of staff, prolonged bad weather, delays in programs used to leverage funding, etc., may affect the Sponsoring Organizations ability to meet the PIP requirements. In such cases, regular interaction and communication between the Sponsoring Organization and the KDHE Project Coordinator may be needed to help keep project activities on track. Minor or temporary delays are usually resolved through good communication between the Sponsoring Organization and the KDHE Project Coordinator.

More significant problems may develop where the project work is not progressing satisfactorily. Examples of potentially serious problems or deficiencies include: repeated failure to complete project work plan tasks; reports or related documentation routinely not submitted on time or of poor quality; project scope or deliverables changed without prior KDHE approval or work not performed in accordance with the work plan; unsubstantiated project costs; etc. In such instances, the KDHE Project Coordinator may initiate the following process in an attempt to rectify project deficiencies:

1. KDHE Project Coordinator will communicate informally (via email or orally) with the Sponsoring Organization and/or project contact person about the deficiencies and recommend actions to rectify the problems.
2. If the problems are not rectified satisfactorily in a timely manner, the KDHE Program Manager will send written correspondence to the Signature Authority of the Sponsoring Organization and the project coordinator, identifying the project deficiencies and requesting that corrective action steps be identified by the Sponsoring Organization and/or coordinator and submitted to KDHE within 2 weeks. Once the action steps are agreed upon by KDHE and the Sponsoring Organization, the actions will be implemented and monitored by the KDHE Project Coordinator.
3. If actions steps cannot be agreed upon, or if the action steps agreed upon are not adhered to, the KDHE Watershed Management Section Chief will provide written notification to the Sponsoring Organization Signatory Authority to terminate funding. The notification will document the actions

taken by KDHE to resolve the deficiencies and identify failures of the project to correct the deficiencies. The notification will outline the procedure to terminate the grant contract.

E. Additional Payment Request - Payments in excess of the amount expended can be made under special conditions. If a large expense to the grant is expected in the next quarter, the Sponsoring Organization can request payment in advance of the expense by explaining the situation and provided the expense is identified in the PIP budget.

III. Reporting Requirements

A. Project Status Reports - The Sponsoring Organization will submit project status reports, through the Kansas Grant Management website for the designated reporting period, even if no activity or expenditures have occurred. Reporting period for all KDHE administered grants will be quarterly. If the Sponsoring Organization has entered into sub-agreements for completion of work under this grant, the Sponsoring Organization will secure appropriate project status reports from the sub-agreement vendor and include said reports with the Sponsoring Organization's report. Exceptions to this reporting schedule may be made upon request. Please visit with your Project Coordinator to negotiate an alternate reporting period.

B. Project BMP Reporting - The Sponsoring Organization will report Best Management Practices implemented via the Kansas Grant Management website

- 1.) No BMP information shall be entered into the KCW BMP table unless the BMP has been completed and checked out by the appropriate technical service provider.
- 2.) For data entry all reporting categories must be accurately reported. Categories include but are not limited to units installed, date installed, grant contribution, landowner contribution, etc.
- 3.) BMP records will be reviewed by your KDHE Project Coordinator once every two to three years. The Sponsoring Organization will provide all necessary records including but not limited to, landowner payments/contracts and checkout sheets and payment voucher/ receipts.

C. Final Report- KDHE will create and deliver an electronic Final Report Document to be completed by the Sponsoring Organization. The final report is due 30 days after the funds are expended or the end of the project period. A report due date will be specified when the KDHE Project Coordinator delivers the Final Report Document to the Sponsoring Organization. The final report should detail

activities and accomplishments of the project as identified in the Project Implementation Plan. The project final report is a comprehensive outline of the project that includes: (1) the location, scope, goals, objectives, and accomplishments of the project; (2) where and why the money was spent; (3) lessons learned, successes and failures; (4) how any aspect of the project may have been done differently;

1. A listing of any consumable supplies remaining at the project ending date and all equipment purchased entirely or partially with grant funds and an estimate of the value of the equipment must be provided. If the Sponsoring Organization would like to retain the equipment, include a statement of future plans for the equipment and a certification that the equipment will be used for future water quality activities. In the event the Sponsoring Organization does not complete the project, all equipment purchased for the project through grants funds will be returned to KDHE.

- 2.. Final Report should be submitted as an electronic copy (an email attachment or a mailed CD).

D. Use of Project Data and Work Products - KDHE may use the data and other information produced through this project for succeeding reports, publications, or other purposes without notice or additional payment. The Sponsoring Organization will provide KDHE with a copy of all water quality data (including raw monitoring data), survey data, or other statistical information, fact sheets, work products, etc., obtained under this grant, in paper as well as electronic format, if available.

E. Project Implementation Plans will not be approved unless previously funded projects are performing acceptably. This includes administrative status reports, affidavits, grant amendments, and current project performance.

IV. Project Activity

Sponsoring Organization agrees to maintain an active and cooperative working relationship with the KDHE Project Coordinator assigned to the project. This involves keeping them informed of project activities including but not limited to:

- A. Assignment / Sub-agreements - Prior to entering into a sub-agreement financed with grant funds, the Sponsoring Organization must secure approval from KDHE. This grant agreement, the subject matter, or any portion thereof may not be sold, transferred, or assigned in any manner by the Sponsoring Organization without first obtaining written permission from KDHE.

B. Notification of Project Meetings and Activities - The Sponsoring Organization will provide KDHE Project Coordinator written notices of project meetings, workshops, and other activities in advance so the KDHE Project Coordinator has reasonable time to arrange for attendance. Thirty days is usually sufficient notice. Representatives of KDHE may attend project meetings and activities.

C. Notification of Personnel Changes

- a. Notification - The Sponsoring Organization will keep the KDHE Project Coordinator updated when personnel changes occur. Project managers must notify KDHE in writing or by email that personnel have left. Included in the notification must be current contact information for the project representative responsible for reports and project work.
- b. Project Contact Person - The Sponsoring Organization will keep the KDHE Project Coordinator informed of the progression of hiring replacement staff, and preferably include the KDHE Project Coordinator in the hiring process.

D. Local Leadership Team

- a. Sponsoring Organization agrees to form an active, engaged local leadership team consisting of individuals within the project area and who have a vested interest in the success of the project.
- b. The Sponsoring Organizations existing boards, committees, etc. may be represented on the project leadership team but may not solely comprise the leadership team.

E. A QAPP is a written document that outlines the procedures a monitoring project will use to ensure that samples, data, and subsequent reports are of high enough quality to meet project objectives. All work performed or funded by EPA that involves the acquisition of environmental data must have a KDHE approved Quality Assurance Project Plan including KS-WRAPS, Service Provider, 319, or CWN grants. QAPP's are required for both 319 and State Water Plan funded projects to ensure that project objectives are met.

V. Administering Cost Share Funds - SPONSORING ORGANIZATION Projects

KDHE financial assistance supports timely installation of BMPs and Demonstration Projects to abate NPS pollution problems. All BMP's and Demonstration Projects must be designed, installed and/or constructed and evaluated prior to the project end date and must comply with the guidelines contained in Section V.B.

The Sponsoring Organization is responsible for insuring activities described in the PIP are completed on schedule. In the case that timely BMP installation is not achieved, and adjustments are necessary to the grant timeframe, the Sponsoring Organization agrees to seek KDHE Project Coordinator approval and provide justification for the proposed adjustment. Where the project schedule is significantly adjusted, the KDHE Project Coordinator may request a Grant Amendment and/or a no-cost Grant Extension. Grant Amendments and/or a no-cost Grant Extensions will only be granted for extraordinary project circumstances.

Construction of BMP may not begin prior to the grant start date, nor can construction of a BMP be completed following the grant expiration date.

Some practices may require only technical assistance with the landowner paying for all out-of-pocket costs associated with the construction and/or installation of the project. Other practices may involve cost share in the form of a payment to a landowner to increase on-the-ground implementation. In both cases, BMP installations should be completed with Sponsoring Organization oversight and technical assistance.

LEPP Projects awarded funding for BMPs or Demonstration Projects must insure the projects implemented are in conformance with a KDHE approved SPONSORING ORGANIZATION plan and the PIP. If other types of BMP/Demonstration projects are being considered or proposed projects are located outside of the target area specified in the watershed plan and the PIP, the Sponsoring Organization must obtain approval from the KDHE Project Coordinator prior to executing any landowner agreements.

A. Cost-Share Agreement - The Sponsoring Organization on behalf of the LEPP community must execute a cost-share agreement with each landowner that includes an operation and maintenance contract (see the Operation and Maintenance section below). Sponsoring Organizations and/or communities set the cost-share rate at a level needed to accomplish BMP implementation as outlined in the LEPP plan and corresponding PIP, keeping in mind the program goal of leveraging other State and Federal financial resources to the extent possible. Sponsoring Organizations are responsible for insuring practices are installed as designed by conducting an on-site inspection or cooperating with other state and/or federal programs that inspect project construction/installation.

B. Standards and Specifications - All BMP/Demonstration projects implemented with grant funds must comply with the KDHE guidelines. To qualify for financial assistance, a BMP/Demonstration project must meet either the first or second guideline as follows:

1. The project must demonstrate a new or innovative water quality protection measure or enhance an established water quality protection practice.
 - Measures shall be implemented in a drinking water source protection area identified in the LEPP plan and will help achieve water quality and pollutant load reduction goals for the watershed.
 - Measures shall be implemented in accordance with standards or procedures developed by a recognized authority with expertise in the subject matter (e.g. NRCS, KSU Research and Extension, professional engineer) and accepted by KDHE.
 - An evaluation component shall be included to evaluate the effectiveness of the measure being implemented.
 - An information and education component shall be included to inform other stakeholders of the measure and its water quality benefits.

2. The project demonstrates an established water quality protection practice (i.e. Best Management Practice).
 - Practice shall be implemented in accordance with accepted standards and specifications of a state or federal agency when applicable. If no state or federal standard is available, other competent sources may be considered (e.g. urban BMP manuals).
 - Practice shall be implemented in a drinking water source protection area identified in the LEPP plan and will help achieve water quality and pollutant load reduction goals for the watershed.
 - Other federal, state or local funding sources have been explored and are not available for implementation of the practice or other sources are being leveraged to implement the practice.
 - An information and education component will be included to inform other stakeholders of the practice and its water quality benefits. An assessment of the effectiveness of the outreach efforts utilized shall be included.

C. Operation and Maintenance - The Sponsoring Organization will assure continued proper operation and maintenance of all nonpoint source management practices that have been implemented for projects funded under this agreement. Such practices shall be operated and maintained for an appropriate number of years in accordance with commonly accepted standards. The recipient shall include a provision in every applicable sub-agreement (sub-grant or contract) awarded under this agreement requiring that the management practices for the project be properly operated and maintained. The sub-grant or contract should acknowledge the terms and conditions as stated in the sample Non-Point Source Pollution Control Practice Landowner Maintenance Requirements included as Attachment 1 to this document.

D. LEPP funding may not be utilized for urban stormwater practices or activities specifically required in an NPDES permit; or for practices for NPDES permitted Confined Animal Feeding Operations or NPDES permitted inactive mines.

VI. Financial Conditions

A. Accounting - The Sponsoring Organization will establish and maintain an accounting system that meets the requirements of generally accepted accounting principles for the recording and reporting of receipts, disbursements, and the maintenance of asset and liability balances and adequate internal control.

B. Procurement – When securing goods and services needed to execute the project, the Sponsoring Organization will secure the good or service at the least possible cost to the project through competitive bidding or comparison shopping. At a minimum three cost estimates will be secured. Documentation on procurement efforts will be retained by the Sponsoring Organization and be available for review by KDHE, the U.S. Environmental Protection Agency, Kansas Legislative Post Audit, or other individuals or organizations authorized by the Kansas Department of Health and Environment. Acquisition of supplies, equipment, construction or services with federal or state funds must be made on a competitive basis to ensure reasonable prices are obtained (cost-share payments excluded). Sponsoring Organizations may use their own procurement procedures provided they conform to 40 CFR 31.36.

Procurements less than \$100,000 may be conducted using small purchase procedures as outlined in 40 CFR 31.36. Small purchase procedures require that price or rate quotes must be obtained from an adequate number of qualified sources—typically three.

The reports must be submitted to KDHE semiannually for the periods ending March 31 and September 30. EPA Form 5700-52A may be obtained from the EPA Office of Small Business Program's Home Page on the Internet at <https://www.epa.gov/resources-small-businesses>.

C. Project Revenues - The Sponsoring Organization will identify, record, and report any revenues received related to this project. The Sponsoring Organization will retain such income to be used to further the objectives of the project. Any sale of a work product produced through efforts of this grant shall be identified in the PIP approved by KDHE. Any such income received during the grant period may be used as grant contributed resources (i.e. matching funds). If revenues are received after the project, the Sponsoring Organization is not required to report those revenues to KDHE, but will continue to utilize the funds to further the objectives of the project and will maintain records indicating such.

D. Unspent Grant Funds - Any unspent grant funds remaining at the end of the grant period will be returned to KDHE within 30 days unless KDHE has approved an extension and possibly a revised PIP. Any unspent grant funds remaining upon termination of this contract for cause or convenience shall be returned to KDHE within 30 days.

E. Financial Resources - The recipient will be expected to have available financial resources to allow activity to continue for approximately four months while awaiting payments from KDHE.

F. Audits - Non-Federal entities that *expend* \$750,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. A copy of the audit report must be submitted to KDHE within 30 days of receipt. If the Sponsoring Organization must perform an audit for some other purpose not related to this project, the Sponsoring Organization may submit the specifications of the alternative audit procedures to KDHE to determine if the procedures will satisfy the intents and purposes of audits required for this grant.

Program-specific audit election: When an audited expends Federal awards under only one Federal program (excluding research and development (R&D)) and the Federal program's laws, regulations, or grant agreements do not require a financial statement audit of the audited, the audited may elect to have a program-specific audit conducted in accordance with OMB Circular A-133.235. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub recipient, approves in advance a program-specific audit.

Non-Federal entities that expend less than \$750,000 a year in Federal awards are exempt from Federal audit requirements for that year but records must be available for review for three years by appropriate officials of the Federal agency, pass-through entity, General Accounting Office, KDHE, the U. S. Environmental Protection Agency, Kansas Legislative Post Audit, or other individuals or organizations authorized by the Kansas Department of Health and Environment.

1. For additional information on OMB Circular A-133 visit:

https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A133/a133_revised_2007.pdf

https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A133/2017/Compliance_Supplement_2017.pdf

<https://www.govinfo.gov/content/pkg/FR-2017-08-14/pdf/2017->

[17054.pdf](#)

2. Special audit requirements for projects sponsored by County Conservation Districts. The County Conservation District shall comply with the audit requirements established by the State Conservation Commission as contained in the Kansas Conservation District Handbook and other publications that may be issued by the State Conservation Commission.

G. Follow applicable OMB cost principles. Costs charged to the grant must be reasonable and allowable costs. Follow federal cost principles applicable to the type of organization (governments, Federal OMB circular A-87 A-122, A-21). Sponsoring Organizations may not incur costs before the effective date of the Grant Agreement. Circulars are at <https://www.whitehouse.gov/omb/information-for-agencies/circulars/>.

VII. Records

A. Records Retention - The Sponsoring Organization will retain financial and programmatic records, supporting documents, and statistical records for three years from the latter of: (1) the date the project completion report is submitted, or (2) the date of any final resolution of any issues arising from litigation, claims, negotiation, audit, or other action involving the project.

B. Access to Records - The Sponsoring Organization will afford access, upon written request, to representatives of the Secretary of Health and Environment or Kansas Division of Legislative Post Audit to any Sponsoring Organization's documents and other records necessary to verify compliance with state agency grant award agreements, Kansas or Federal statutes, and Federal Grant regulations.

VIII. Miscellaneous Conditions

A. Acknowledgements - Reports and documents developed as part of a project funded by a LEPP assistance agreement shall contain the following statement:

"This project has been funded wholly or in part by the Kansas Department of Health & Environment under assistance agreement (number) to (recipient). The contents of this document do not necessarily reflect the views and policies of the Kansas Department of Health & Environment,

nor does mention of trade names or commercial products constitute endorsement or recommendation for use."

B. Project Signs for Demonstration Projects - Signage developed as part of project funded by a LEPP-assistance agreement. If the physical design of the sign allows, it should also include the following text:

"This project has been funded through the SPONSORING ORGANIZATION program of KDHE" **or** "This cooperative project has been funded in part through the SPONSORING ORGANIZATION program of KDHE"

C. Announcements through the web or print materials for Workshop, conference, demonstration days or other events as part of a project funded by a LEPP assistance agreement. If the physical design of the announcement allows, it should also include:

"This project/event has been funded through the SPONSORING ORGANIZATION program of KDHE " **or** "This cooperative project/event has been funded in part through the SPONSORING ORGANIZATION program of KDHE"

D. Notices

All notices, demands, requests, approvals, reports, instructions, consents or other communications (collectively "notices") that may be required or desired to be given by either party to the other shall be IN WRITING and addressed as follows:

Kansas Department of Health and Environment
Watershed Management Section
1000 SW Jackson, Suite 430
Topeka, Kansas 66612-1367

or to any other persons or addresses as may be designated by notice from one party to the other.

E. Governing Law

This contract shall be governed by the laws of the State of Kansas and shall be deemed executed in Topeka, Shawnee County, Kansas.

F. Mandatory Provisions

provisions found in Contractual Provisions Attachment (DA 146a) are incorporated by reference and made a part of this contract.

G. Termination for Cause

The Director of Purchases may terminate this contract, or any part of this contract, for cause under any one of the following circumstances:

- a. the Sponsoring Organization provides substandard quality or workmanship;
- b. the Sponsoring Organization fails to perform any of the provisions of this contract, or
- c. the Sponsoring Organization fails to make progress as to endanger performance of this contract in accordance with its terms.

The Watershed Management Section Chief shall provide Sponsoring Organization with written notice of the conditions endangering performance. If the Sponsoring Organization fails to remedy the conditions within ten (10) days from the receipt of the notice (or such longer period as State may authorize in writing), the Watershed Management Section Chief shall issue the Sponsoring Organization an order to stop work immediately. Receipt of the notice shall be presumed to have occurred within three (3) days of the date of the notice.

H. Termination for Convenience

The Watershed Management Section Chief may terminate performance of work under this contract in whole or in part whenever, for any reason, the Watershed Management Section Chief shall determine that the termination is in the best interest of the State of Kansas. In the event that the Watershed Management Section Chief elects to terminate this contract pursuant to this provision, it shall provide the Sponsoring Organization written notice at least 30 days prior to the termination date. The termination shall be effective as of the date specified in the notice. The Sponsoring Organization shall continue to perform any part of the work that may have not been terminated by the notice.

I. Hold Harmless

The Sponsoring Organization shall indemnify the State against any and all loss or damage to the extent arising out of the Sponsoring Organization's negligence in the performance of services under this contract and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this contract.

The State shall not be precluded from receiving the benefits of any insurance the Sponsoring Organization may carry which provides for indemnification for any loss or damage to property in the Sponsoring Organization's custody and control, where such loss or destruction is to state property. The Sponsoring Organization shall do nothing to prejudice the State's right to recover against third parties for any loss, destruction or damage to State property.

J. Suspension, Withholding or Termination

The Watershed Management Section Chief may immediately suspend, withhold or terminate grant funds to an eligible entity if field monitoring and/or evaluation, desk monitoring and/or evaluation, or fiscal audits reveal noncompliance with established state or federal policies, grant requirements, fiscal procedures, program performance targets or other willful or negligent failure on the part of the eligible entity to perform its responsibilities.

K. Force Majeure

The Sponsoring Organization shall not be held liable if the failure to perform under this contract arises out of causes beyond the control of the Contractor. Causes may include, but are not limited to, acts of nature, fires, tornadoes, quarantine, strikes other than by Contractor's employees, and freight embargoes.

Non-Point Source Pollution Control Practice Landowner Maintenance Requirements

This contract is entered into between the [*Sponsor Organization*] and the undersigned landowner(s) on site [*Legal Property Description*]. By signing below, the landowner understands and agrees that upon his/her signature this contract will become effective. The landowner agrees, as soon as practicable after his/her signature, to implement the contract and provide certification of completion (i.e. invoices and/or receipts) to the [*Sponsor Organization*]. Furthermore, the undersigned landowner agrees to the terms set forth herein to include:

1. I understand that as a condition of receiving financial assistance, I have not begun construction or installation of this practice prior to the grant start date as stated in the agreement between the Kansas Department of Health & Environment and the Sponsoring Organization.
2. All program participants receiving payments for structural or management practices are required to follow NRCS Standards and Specifications or other standards and specifications accepted by the Kansas Department of Health and Environment. The contents and terms stated in adopted practices shall be considered part of this agreement and shall be carried out by the landowner as a condition of receiving payment.
3. As a condition of accepting financial assistance, I agree to maintain the practice according commonly accepted standards with a minimum of 10 years. Destruction of a practice(s) by an act beyond the control of the landowner is exempt from this provision. I also agree to permit access to land where the practice was applied for the [*Sponsoring Organization*] to inspect maintenance of the conservation practice(s) and for public information and education purposes.
4. Should I fail to maintain the practice according to approved Standards and Specifications, it is understood that I will be required to repay funds received.
5. The project shall be completed no later than the grant end date as stated in the agreement between the Kansas Department of Health & Environment and the Sponsoring Organization (unless a previous date is negotiated between the Sponsoring Organization and the undersigned landowner).
6. All Livestock Waste Systems shall comply with all applicable regulations of the Kansas Department of Health and Environment, Bureau of Water, Livestock Waste Management Section (<http://www.kdheks.gov/feedlots/index.html>). All Livestock Waste Systems which require site relocation, shall follow reclamation policies adopted

by the State Conservation Commission prior to payment of cost-share assistance. All Livestock Waste System relocation policies shall be considered part of this agreement and shall be carried out by the applicant as a condition of receiving funding assistance. Failure to implement all the requirements of the relocation policies may require repayment of funds received. The owner of the livestock facility is responsible for proper operation and maintenance and, if needed, modification of the facility or other actions to assure continuous satisfactory operation at landowner expense.

7. A landowner will not be reimbursed more than 100% of the landowner actual cost for a project.
8. When a change of ownership occurs on land, it is the responsibility of the original landowner to obtain, in writing, a contract with the new owner to transfer the maintenance obligations as stated in this contract to the new landowner. A copy of the transferred contract shall be provided to the [*Sponsor Organization*]. If such a contract is not made, this contract shall remain binding with the original landowner who received the financial assistance.

Landowner signature/date: _____

SAMPLE DOCUMENT



HEALTH DEPARTMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: January 8, 2024

SUBJECT: Temporary Change in Position Description

PRESENTER: Julie Gibbs

BACKGROUND

It was recently decided to continue the work of the part time Community Health Educator in Manhattan/Riley County. This position will continue through December 2024. The HD has also recently obtained funds through a Drug Endangered Children of Kansas grant through KDHE. With these funds, we have hired a part time Coordinator, through September 30, 2025 (this is a 2 year position). It was decided that we need to align both positions under another existing program, to effectively manage both.

DISCUSSION

Shanika Rose is our Health Educator/Accreditation Specialist. She has past experience with supervising staff and it makes the most sense for both to fall under her supervision, with both positions being part of community health education. She is on board with this decision and understands it is temporary, based on the availability of continued funding. Our vision moving forward is to build up the health education program to be able to reach our community with pertinent health topics and a message of prevention.

FISCAL IMPACT

With the increase supervisor responsibilities (again temporary based on grant funding) the rate of pay would be \$2761.60 per pay period, annual equivalent of \$71,801.60. With benefits the increased position would cost \$100,163.23 annually. The difference is \$7108.92. The HD is receiving workforce development funds (\$159,000) through the state. We have received approval to allocate \$7,108.92 of those funds to this position, therefore there will be no cost to the county.

RECOMMENDATION(S)

I recommend the BOCC approve the temporary supervision responsibilities added to the current Health Educator role.

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:

- Health Educator Position Description (PDF)
- HD SRose Compensation for Temporary Assignment Acknowledgement form (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	HEALTH EDUCATOR		
Department:	Health Department	Division:	Special Programs/Community Health
Reports To:	Health Department Administrator		
Pay Range:	14	Status:	Full Time
FLSA Status:	Exempt		

POSITION SUMMARY:

This full-time position directs planning and implementation for community health education and outreach onsite and in community settings. This is a full-time position to promote public health, facilitate, develop, implement, and evaluate public health efforts in the community in an integrated and collaborative fashion. Integral to quality improvement efforts this position serves as performance improvement manager and accreditation coordinator. This position is considered a leadership position requiring strong communication skills to engage staff, community partners and the public to address identified population-level nutrition, physical activity, and identified health factors in the community in a culturally competent manner.

ESSENTIAL FUNCTIONS:

1. Serves as the Department Public Health Accreditation Coordinator facilitating ongoing continuous quality improvement efforts that meeting the Public Health Accreditation Board Standards and Measures.
2. Provides leadership in development and implementation of the Community Health Assessment and Community Health Improvement Plan working collaboratively with private and public entities
3. Collaborate with health specialists, schools and civic groups to determine community health needs and the availability of services, and to develop goals for meeting those community needs.
4. Design and conduct evaluations to assess the quality and performance of public health efforts. Develop, conduct, or coordinate health needs assessments and other public health surveys.
5. Develop and present health education and promotion programs such as training workshops, conferences, and school or community presentations.
6. Research and develop public health strategies for the community; work collaboratively with Health Department programs and community partners for development and implementation of strategies to address identified needs.
7. Maintain current knowledge of public health research and efforts related to various types of tobacco exposure, nutrition, physical activity and other public health concerns.
8. Facilitates and collaborates with members of the Flint Hills Wellness Coalition to address community initiatives to promote healthy living and identify opportunities to improve health assuring accurate completion of required reports accurately and submits them in a timely fashion.
9. Research and develop projects that address leading health indicators and community health improvement initiatives that may include public health grants focusing on specific health issues.
10. Works with Department team leaders to develop and implement education/advertising and action plans addressing projects and efforts.

11. Plans and leads Department community health events including but not limited National Public Health Week activities, Okt-FLU-ber Festival and related functions.
12. Leads the Health Department Wellness Coalition, designed to create sustainable programs, policies, benefits, and environmental design that support and meet health and safety needs of all employees.

SECONDARY FUNCTIONS:

- Provides educational presentations and interviews as directed.
- Prepare and distribute health education materials, including reports, bulletins, brochures, photographs, and posters.
- Works collaboratively with county's public information officer and helps maintain Department social media and website pages.
- Works collaboratively with all Department programs and services to align projects and program goals for maximum collective impact.
- Works collaboratively with the Department staff in the planning and organization of community health fairs and clinics.
- Works collaboratively with academic institutions as an academic site for students.
- Participates in appropriate training, workshops, and seminars to assure personal professional growth and effectiveness as a member of the agency leadership team.
- Participate on the Department Leadership Team.
- Other duties as assigned.

POSITION REQUIREMENTS:

Education: Required: Bachelor's degree with an emphasis in public health, kinesiology, nutrition or related area, excellent communication skills including writing and presentation, data management skills, proficient in English. Preferred: Master's Degree in public health and experience in needs assessment and group facilitation. Community Health Education Specialist designation is desired.

License(s)/Certification(s): Valid driver's license and good driving record is required.

Experience: One year of experience is required; three-years' experience in the field of public health or performance management 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 Health Educator/Performance Improvement Manager has authority to use the following categories of PHI for administrative purposes: demographics, health factors, and aggregate data. Disclosures are only allowed as necessary for treatment to providers and/or Business Associates, or public health as required by law. May need to interact with the following Departments for allowable access to PHI: All Riley Health Department Programs.

Compensation for Temporary Assignment

Full Legal Name: Shanika Rose

Status Change Date: 1/8/2024

Status Change: Temporary Assignment-Supervisory

Position: Health Educator

Position Type: Exempt

Current:

Pay Range: 14 **Pay Type:** Salary **Base Rate:** \$2565.60 **Annualized:** \$66,705.60

New:

Pay Range: 14 **Pay Type:** Salary **Base Rate:** \$2761.60 **Annualized:** \$71,801.60

Annualized total increase: \$5,096

Employee Acknowledgement

I, _____, acknowledge I have been offered a temporary salary adjustment in the form of compensation for temporary assignment with an effective date of Jan 8, 2024 in the dollar amount/percentage of 7.6%.

I also acknowledge that both the effective date and amount of this assignment differential are contingent on approval from the Riley County Commissioners and are subject to change.

I further acknowledge this temporary salary adjustment must be removed when I stop performing the duties associated with this assignment differential.

Employee Signature: _____ Date: _____

Department Head: _____ Date: _____

Human Resources: _____ Date: _____



EMS/AMBULANCE
Personnel

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: January 8, 2024

SUBJECT: Request To Fill Open Position

PRESENTER: David Adams, EMS/Ambulance Director

BACKGROUND

This request is to fill a full time EMT position which was recently vacated by the transition of a full time Paramedic to PRN status. We currently have an EMT employee who is in Paramedic school and as we have done in the past we would like to put this student into the Paramedic position (at their current pay) to hold the position until they finish school at the end of 2024.

We have in no way committed this position to the employee. He understands this is not an employment contract and that he is not guaranteed the paramedic position upon graduation. EMS, working with Human Resources, is focused on employee retention and advancement, and with that intention would like to reserve the opportunity for advancement if the conditions are right for both the County and the employee.

DISCUSSION

This is a budgeted full time EMT position which was recently vacated. This position provides direct patient care and is assigned to an ambulance and is also responsible for working event standbys.

FISCAL IMPACT

This is a budgeted position with no adverse effects to our budget. Failure to fill this opening will result in increased overtime costs as this position must be staffed when assigned to a shift.

RECOMMENDATION(S)

Staff recommend approval to fill this position.

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:

- RCEMS Staffing 12.23 (XLSX)
- EMS -EMT Position Description (PDF)
- EMT (FT) PAF (DOCX)

		A SHIFT CURRENT	B SHIFT CURRENT	C SHIFT CURRENT	ALS PRN CURRENT	
M10	Captain	Cassel	Reinhardt	Talley	1	Bach
M11	Lt.	Spillman	Fry	Dixon	2	Baier
M11	Paramedic 1	Hettenbach*	Coates	Broxterman	3	Woodruff
					4	Dierking
					5	Vinson
M12	Paramedic 2	Proctor	TenEyck	Linderman		
M12	EMT 1	OPEN	Innes	Castro		
M21	Paramedic 3	Palmeri	Snyder	Knox		
M21	EMT 2	Martin	Coley	Brazee		
M31	Paramedic 4	Siemers	Beffa	Dunn		
M31	EMT 3	Watiti	OPEN	Smith		
M41	Paramedic 5	Thielenhaus	Eastes	Valentine		
M41	EMT 4	Kelley	Buchanan	Tracy		
M51	Paramedic 6	Marstall	Schwanke	Schmidt*		
M51	EMT 5	Candido	Albanese	Yeakel		

*Current EMT's who are in Paramedic School. Will be promoted into these positions c

BLS PRN
CURRENT
Hoyt
Beckwith
Savage
Rounbehler
Ziolo

once completed

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	Emergency Medical Technician (EMT) – Full Time and Part Time		
Department:	EMS/Ambulance Services		
Reports To:	EMS/Ambulance Station Captain		
Pay Grade:	EMT	Status:	Full Time/Part Time
FLSA Status:	Non-Exempt		

POSITION SUMMARY: The EMT will provide direct patient care within their scope of practice independently and in support of their partner in pre-hospital and inter-facility transfer settings. The EMT will participate in maintenance of facilities, equipment and ambulances. EMT's must work independently prioritize multiple tasks and maintain a high level of patient/customer satisfaction. EMT's work 12/24/36 hour shift structures.

ESSENTIAL FUNCTIONS:

- Proficiently performs skills within the scope of practice of an EMT in a compassionate caring manner
- Proficiently performs BLS skills: basic airway management, statutorily allowed medication administration, three and 12-lead EKG placement. This list is not all inclusive.
- Ability to lead, anticipate and react to partners needs in support of patient care
- Ability to work independently, multi-task and manage a multi-casualty scene
- Maintains professional image and promotes harmonious relationships among EMS, health care and other public service personnel and encourages communication at all levels
- Accurate and timely documentation of the electronic medical record
- Shows initiative participating in routine shift duties (daily, weekly and monthly activities)
- Is available for event standby time per guidelines.

SECONDARY FUNCTIONS:

- Maintains positive and professional relationship with local emergency service providers, hospital staff, physicians, and other community shareholders.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High School diploma or equivalent required. Successful completion of EMT training program required.

Certificate(s)/License(s):

- Department specific CPR credentialing within 180 days of hire.
- Valid Kansas Driver's License History of minimal violations. Satisfactory Motor Vehicle Record and insurability also required.
- Certified by the Kansas Board of Emergency Medical Services (KSBEMS) as an Emergency Medical Technician (EMT) obtained prior to hire date or job transfer date.

Skills:

Ability to appraise emergency medical services and making appropriate decisions that could affect the

Updated Jan 2023

Attachment: EMS -EMT Position Description (14394 : Request To Fill Open Position)

population of the county. 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. Must demonstrate compassion and professionalism and have the ability to inspire and motivate others along with the emotional intelligence to provide care during emotionally stressful situations. Must be able to assess patient needs and possess quality psychomotor skills.

Supervisory Controls: The EMS/Ambulance Director/Assistant Director set overall goals and objectives develop the projects, deadlines and work assignments.

Supervisory Responsibility: None.

Guidelines: Federal, State, and County laws and regulations are the basic written guidelines. Established principles of emergency medical services and written emergency plans are guiding documents. EMS/Ambulance Director (or designee) provides guidelines and general direction. Guidelines may be provided orally or in writing. Other guides are available but the use of these require extensive training, previous experience and good judgment to interpret and adapt to a variety of specific situations.

Complexity: This position makes decisions which involve the assessment of unusual circumstances, variations in approach, the use of incomplete and/or conflicting data. This position requires the employee to routinely exercise independent judgement and make careful interpretations of more technical and complicated guidelines. Meeting and dealing with many individuals of varying interests and levels of responsibility creates complexities of a high degree. These encounters often involve concepts, theories, or programs with undefined issues and elements.

Scope and Effect of Work: This position is responsible for making sound decisions that limit the County's liability exposure, improve public relations and enhance the County's professional image. If errors are made, the County's image is affected, accountability is lost, operations and projects are slowed or failed, services are not well provided and people's life's are affected and/or threatened.

Personal Contacts: Many contacts are involved. These include local, state and federal officials both within the emergency medical/ambulance services and in other agencies, volunteers, emergency medical victims, news media, contractors, and private citizens. Contacts may be initiated by the EMS/Ambulance Director, by other officials, or by members of the public. They may be groups or individuals and may be scheduled in advance or impromptu at the workplace, other offices, the homes of citizens, or other locations throughout the County or State.

Purpose of Contacts: To exchange information; to receive instructions and to coordinate work scheduling; to receive requests for service; to instruct or train others; and to ensure the effective performance of tasks by others.

Physical Demand/Effort: The physical demands described are representative of those required met to successfully perform the essential functions of this job.

Occasionally required to sit in a stationary position. Frequently heavy physical demands when working the clinical area. The employee occasionally lifts/pushes/pulls 50+lbs, frequently lifts up to 25-50lbs and constant lift of up to 25lbs. Frequently performs activities that require stooping, bending and reaching, squatting, balancing, and trunk twisting throughout the shift. Frequently communicate verbally and in written form. Required to have good visual, auditory and color determination. Will include high stress situations and several activities simultaneously.

Work Environment/Conditions: The work environment characteristics described here are representative of those encountered while performing 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 exposed to blood, body fluids, fumes, or airborne particles, and sharp objects potentially contaminated with blood borne pathogens or other infectious agents. The noise level in the work environment is usually moderate. Working environment may quickly change from an office setting, to an indoor acute care clinical setting or to an uncontrolled, unpredictable pre-hospital setting. May be exposed to extreme heat or cold environment, wet or slippery surfaces. May be exposed to patients with communicable diseases. Wears personal protective equipment as needed.

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.

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by David Adams on 01/04/2024 at 01:33 PM

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template EMT [EMSEMT]	Work Location EMS
Job ID 2131583	Salary \$17.20-\$18.23	Supervisor Position No
Pay Grade EMT [EMT]	EEO Class Technicians [3]	Workers Compensation 7705 [7705]
Cost Center 1 County General [1]	Cost Center 2 EMS/Ambulance [20]	Cost Center 3 --
1 Job Slot EMT- FU-1		

Supervisor: Joshua Gering

Department Head: David Adams

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours: 3,160

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$67,451.00

Budget for Benefits: \$26,643.15

Total proposed annual budget: \$94,094.15

Additional Position Comments: _____

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: EMT (FT) PAF (14394 : Request To Fill Open Position)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Resolution

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

RESOLUTION

FROM: Shelley Woodard, Deputy County Counselor

MEETING: January 8, 2024

SUBJECT: A Resolution Updating Parking Lot Enforcement to Include Newer Parking Lots

PRESENTER: Shelley Woodard, Deputy County Counselor

BACKGROUND

Riley County has multiple parking lots around the downtown county buildings that require parking enforcement. Since the last Parking Lot Enforcement Resolution was passed on September 25, 2014, Riley County has purchased additional parking lots.

DISCUSSION

The Resolution presented today will replace Parking Lot Enforcement Resolution #092514-41 to include the parking areas which were purchased after the previous Resolution was signed. The Resolution today does not change any fines, nor enforcement mechanisms. The Riley County Clerk's office will need to purchase updated ticket books for parking enforcement.

FISCAL IMPACT

The clerk's office will need to purchase new parking ticket books.

RECOMMENDATION(S)

Counsel recommends approve the resolution as presented.

POSSIBLE MOTION(S)

- A. “I move the Board approves the resolution as presented.”
- B. “I move the Board approves the resolution, with the following changes...”
- C. “I move the Board **does not approve** the resolution.

Enclosures:

- Resolution 010824_Parking Lot Enforcement (DOCX)

RESOLUTION NO. 010824-__

A RESOLUTION ESTABLISHING PARKING AND TRAFFIC REGULATIONS FOR MOTOR VEHICLES WITHIN THE WEST HALF OF LOT 208; LOTS 209, 210, 211, 212, 216; WEST HALF OF LOT 201; LOTS 202, 203, 204; AND LOTS 405, 406, and 413, PLUS THE VACATED PORTION OF 5TH STREET ADJACENT TO LOTS 204 AND 413, PLUS THE VACATED PORTION OF 5TH STREET ADJACENT TO LOTS 405 AND 212, PLUS LOT 397, ALL IN WARD TWO, CITY OF MANHATTAN, RILEY COUNTY, KANSAS, COMMONLY KNOWN AS RILEY COUNTY COURTHOUSE PLAZA

BE IT RESOLVED, by the Board of County Commissioners of Riley County, Kansas, as follows:

SECTION 1. Definitions. The following words and phrases when used in this Resolution shall, for the purpose of this Resolution, have the meanings respectively ascribed to them in this section except when the context otherwise requires. ("Motor Vehicle." "Motor Vehicle" means every vehicle which is self-propelled.)

SECTION 2. Designated Area. The parking and traffic regulations set forth herein shall be in effect and enforced within the West Half of Lot 208; Lots 209, 210, 211, 212, 216; West Half of Lot 201; Lots 202, 203, 204; and Lots 405, 406, and 413, plus the vacated portion of 5th street adjacent to lots 204 and 413, plus the vacated portion of 5th street adjacent to lots 405 and 212, plus Lot 397, all in Ward Two, City of Manhattan, Riley County, Kansas, which is hereby designated for purposes of this resolution as the Riley County Courthouse Plaza.

SECTION 3. Stall Parking. Within the Riley County Courthouse Plaza, Motor Vehicles shall be parked or stopped within parking stalls or spaces in the direction of the flow of traffic or at the angle indicated by the markings.

SECTION 4. Time Restrictions. No person shall park a Motor Vehicle within the Riley County Courthouse Plaza between the hours of six o'clock a.m. and five o'clock p.m., Monday through Friday, unless such person or passenger in said Motor Vehicle is conducting business at

the Riley County Courthouse, 100 Courthouse Plaza, the Carnegie Building, 105 Courthouse Plaza, the Riley County Office Building, 110 Courthouse Plaza, or Courthouse Plaza East, 115 N. 4th Street, all located within the Riley County Courthouse Plaza. Parking for such purposes shall not exceed one hour (60 minutes) in duration. Motor Vehicles which are marked or identified as vehicles owned by Riley County are exempt from this section. However, Riley County employees shall use their best efforts to avoid parking county-owned Motor Vehicles within the Plaza, unless a space has been assigned to them pursuant to this resolution. The intent of this resolution is to maximize available parking for the general public within the Plaza.

SECTION 5. Prohibited Parking. Parking in the Riley County Courthouse Plaza shall be prohibited when signs authorized by the Board of County Commissioners are erected giving notice thereof. No Riley County or State of Kansas employee shall park their personal Motor Vehicles in the Courthouse Plaza, except for those parking in spaces permanently marked "reserved" for their use. Those employees desiring reasonable accommodation due to a qualifying disability must make a written request for such accommodation to the Board of County Commissioners. If an accommodation is granted, such employee may park within the Courthouse Plaza under the terms of such accommodation.

SECTION 6. Designated Accessible Parking. No person shall park any Motor Vehicle in a parking space within the Riley County Courthouse Plaza, which is designated as being reserved for the use of persons with a disability or persons responsible for the transportation of persons with a disability unless such Motor Vehicle bears a special license plate or placard, the person with a disability has in their possession the identification card issued pursuant to K.S.A. 2010 Supp. 8-1,125 or K.S.A. Supp. 8-161, and the Motor Vehicle is being operated by or used for the transportation of a disabled veteran or other person with a disability. Except for those

"reasonable accommodations" granted by the Board of County Commissioners under Section 5, above, the spaces reserved within the Riley County Courthouse Plaza for the use of persons with a disability shall not be used by Riley County or State of Kansas employees. (Parking reserved for the use of Riley County and State of Kansas employees with a disability is available in the municipal parking lot across Humboldt Street.)

SECTION 7. Official Reserved Parking. No person, other than an employee or official of Riley County or driver of a Motor Vehicle which has been authorized to park in a designated area for official purposes, shall park any Motor Vehicle in a parking space which is clearly marked as being reserved for the use of Riley County or State of Kansas employees or vehicles on official business as marked or authorized.

SECTION 8. Parking by Permit. The Board of County Commissioners has determined the following permits shall be issued to exempt the holder from the terms of this resolution, provided the holder of the permit displays the permit on the driver's rear-view mirror, parks within a marked space in the Plaza, does not park within a marked space reserved to another, and does not park in an unmarked space in the Plaza where parking is prohibited by this resolution:

A. Up to twelve (12) permits shall be issued to the Riley County District Court, for every jury selected to hear any case. Such permits shall bear an issuance date and estimated ending date for that jury member's service, which information shall be placed on the permit by District Court staff.

B. One (1) permit shall be issued to the Riley County District Court for use by the Clay County District Magistrate Judge.

C. Five (5) permits shall be issued to the North Central Regional Public Defender's Office, for use by its attorneys representing indigent felony defendants in Riley County District Court.

Such permits shall bear an issuance date and ending date one year from issuance, placed on the permit by the Chief Public Defender.

SECTION 9. Certain Traffic Prohibited. No person, other than the driver of an authorized emergency vehicle or Motor Vehicle owned or authorized by Riley County, shall drive or operate a Motor Vehicle on that portion of vacated Fifth Street, within Manhattan, Kansas, South of the alley between Poyntz and Humboldt Avenues.

SECTION 10. Designation of Enforcement Officers. The Board of Commissioners may designate any full-time or part-time officer or employee of the County to enforce the regulations contained herein and said officers or employees' duties shall include the issuance of citations or notices to appear, provided such officers or employees are not vested by law with the authority to make an arrest for violation of the laws of this state or any municipalities thereof and are not authorized to carry firearms when discharging their duties.

SECTION 11. Citation for Illegally Parked, Standing, or Stopped Motor Vehicle. Whenever any Motor Vehicle is found parked or stopped in violation of this resolution, the officer finding such Motor Vehicle shall take its registration number and may take any other information displayed on the Motor Vehicle which may identify its user and shall conspicuously affix to such Motor Vehicle a notice this resolution has been violated.

SECTION 12. Civil Penalty. Any person violating the provisions of this resolution shall be assessed a civil penalty in the amount of Fifty Dollars (\$50.00). All civil penalties shall be paid at the office of the Riley County Clerk, Riley County Office Building, 110 Courthouse Plaza, Manhattan, Kansas, and all civil penalties collected shall be placed in the General Fund of Riley County to be used in any manner consistent with expenditures from the General Fund.

SECTION 13. Failure to Appear, Notice. If a violator of this resolution does not pay the civil penalty set forth in the violation notice affixed to such Motor Vehicle within a period of five (5) days, the Riley County Clerk shall send to the owner of the Motor Vehicle to which the violation notice was affixed a certified letter, return receipt requested, informing the owner of the violation and warning that in the event such letter is disregarded for a period of an additional five (5) days from the date of said letter that prosecution for any such violation shall be commenced in the District Court in the name of the County and shall be conducted in the manner provided by law for the prosecution of misdemeanor violations of state law.

SECTION 14. Presumption in Reference to Illegal Parking. In any prosecution charging a violation of this resolution proof that the particular Motor Vehicle described in the complaint was in violation of this resolution, together with proof the defendant named in the complaint was at the time of the violation the registered owner of such Motor Vehicle, shall constitute in evidence a prima facie presumption the registered owner of such Motor Vehicle was the person who parked or placed such vehicle at the point where, and for the time during which, such violation occurred.

The foregoing stated presumption shall apply only when the procedures as prescribed in Sections 10 and 12 have been followed.

SECTION 15. Criminal Penalty. Any violator who fails to pay the civil penalty in the manner set forth herein shall be guilty of a Class C Misdemeanor and upon conviction may be confined in the Riley County Jail for a period not to exceed one (1) month and/ or may be fined a sum not to exceed Five Hundred Dollars (\$500.00).

SECTION 16. Repeal of Existing Resolution. Riley County Resolution No. 092514-41 shall be and is hereby repealed.

SECTION 17. Effective Date. This resolution shall take effect and be in force from and after its passage and publication as provided by law.

ADOPTED this 8th day of January 2024.

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

Chairperson

Vice Chairperson

Member

ATTEST:

Rich Vargo, Riley County Clerk

SEAL



PUBLIC WORKS
Project Update

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

MEMORANDUM

FROM: John Ellermann, Public Works Director

MEETING: January 8, 2024

SUBJECT: Public Works Project Update

PRESENTER: John Ellermann

Update on the projects and activities by the Public Works staff and crew.

Enclosures:

- 010824 Project Update (DOCX)

Project Update

Public Works Department

1/8/2024

Kitten Creek Culvert Replacement (N.5-22.5)

- Approximately 1.5 mi N. of Anderson Ave.
- Olsson and Associates
- Working on easements

Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Bid documents and bid date.

Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.
- Schwab-Eaton
- Considered Historic by State Historic Preservation Office
- SHPO approval of documentation of bridge
- [Reese Construction low bid – Start 12/4](#)

Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- Easements and [possible early January bid date.](#)

Marlatt Rd Improvement

- Benesch proposal review
- Dennison to Seth Child
- Cost share with City – trail and Browning Intersection. – MOU
- [Review of design contract and develop MOU](#)

Parks:

- [Trimming Trees.](#)
- [Cleaning up Landscape Beds.](#)
- [Prepping for pre-emergent spraying.](#)
- [Snow Removal](#)

Operations:

- [Snow Removal.](#)
- [Election Workroom Remodel waiting on electrical.](#)
- [Ditch Cleaning and culvert cleaning.](#)
- [Smal structure inspections and repairs.](#)
- [Gravel crew grading and rocking roads as needed.](#)

- Swede Creek Pre-Cast RCB scheduling around weather.

Miscellaneous

- Open Positions: Purchasing Agent, Operator II, Traffic Control Tech.
- University Park Lagoon Project-Lagoon size determined. Continue to work on grant and funding applications. Approved for the Small-Town Water & Sewer Infrastructure Assistance Grant. Waiting on Terracon report.
- RCPS Headquarters Station – BHS accepted bids before Christmas. Rezoning to Public Improvement District.
- Election Room work complete except for electrical.
- Design schematics for 4th floor CPE. Getting quotes for roof and drain repair and have quotes for exterior wall cleaning and sealing. Amendment for design.
- Township Meeting scheduled for March 6th.
- Working on a Purple Wave sale.
- Working on new water contract for University Park.
- Marlatt Ave. Corridor project. Working on contract with Benesch and MOU with City.



PUBLIC WORKS
Contract > \$10K

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director

MEETING: January 8, 2024

SUBJECT: CPE 4th Floor Renovation - Election Officer

PRESENTER: John Ellermann

BACKGROUND

On October 23, 2023, the Board approved Bruce McMillan Architects to develop a design concept and budget estimate to renovate the 4th of the Courthouse Plaza East building. A concept has been approved and the architect is ready to begin the design.

DISCUSSION

Discussion of the design and approval of Amendment No. 1 for design services. Amendment No. 1 and Agreement are attached for your review.

FISCAL IMPACT

Fiscal impact for the design is a total of \$49,500. This includes the \$10,000 approved for the design concept phase.

RECOMMENDATION(S)

Staff recommends the Board approve the Amendment No. 1 for Bruce McMillan Architects to design the CPE 4th Floor Renovations.

POSSIBLE MOTION(S)

Move to approve Amendment No. 1 to Bruce McMillan Architects for the design of the CPE 4th Floor Renovations.

Move to deny Amendment No. 1 to Bruce McMillan Architects for the design of the CPE 4th

Floor Renovations.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



**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: January 8, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 01.08.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ July, 2023 and through January 3, 2024 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

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.) Attend and participate in BOCC meeting. (10-26-23.) Attend and participate in County/City/USD 383 meeting. (10-26-23.) Attend and participate in BOCC public meeting in City of Ogden. (10-30-23.) Attend and participate in BOCC meeting. (11-2-23.) Prepare for late arrival to BOCC meeting on November 6, 2023. (11-5-23.) Work on Fire District project. (11-7-23) Attend and participate in BOCC meetings. (11-9-23; 11-13-23) ***Attend and participate in BOCC meeting. (12-28-23) (Work on fence view issue. (1-2-24) Review agenda and prepare for 1-4-24 BOCC meeting. (1-3-24)***

“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.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23)

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) Notify delegation members conference scheduled on the following date which worked for a majority of responding legislators: December 14, 2023, noon to 2 pm. (10-26-23) Work on agenda for legislative conference (10-27-23; 10-30-23) *Work on agenda for legislative conference. (11-13-23;11-14-23;11-15-23)*

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) ***Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24)***

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) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) ***Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24)***

Riley County Community Corrections: ***Discuss with PIO and department Head proposed correction of recent published newspaper article on grant award to Department. (1-2-24) Further conversation with Department Head and PIO about immediately preceding newspaper article. (1-2-24)***

Riley County Emergency Management: ***Work on project issue. (11-7-23; 11-8-23) Conversation with stakeholders on a radio tower lease amendment. (1-2-24)***

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) Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23) ***Prepare for January 9, 2024 training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Preparation for January 9, 2024 training presentation to District Leadership.(1-3-24)***

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.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-

27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) *Work on personnel law issue for Division and Department. (11-10-23).Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23). Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-289-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24)*

Riley County Information Technology/GIS Follow up on “shapefile” request from company. (6-5-23) *Work with department on contract law issue. (10-24-23.) Conversation with GIS staff member regarding City GIS “layer” issue. (1-2-24)*

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) *Review and approve as to form weed control contract proposed by KDOT. Inform Department head I’ve done so. (1-2-24) Conversation with Department Head on immediately preceding contract. (1-2-24)*

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) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meeting with business and staff on different pending legal issue. (11-7-23; 11-8-23)

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.) Contract law issue. (11-6-23.) *Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24)*

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) Communicate with three offices, their staff and department heads on common legal issue. (11-7-23) Communicate with department head on same issue. (11-8-23)

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. (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) Attend and participate in committee meeting. (11-1-23.) ***Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24)***

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) ***Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24)***

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) *Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24)*

Staff Road Renaming Committee:



MUSEUM
Staff Update

Katharine Hensler
Museum Director
2309 Claflin Rd
Manhattan, KS 66502
Phone: 785-565-6490

STAFF REPORT

FROM: Katharine Hensler, Museum Director

MEETING: January 8, 2024

SUBJECT: Staff Update - Riley County Historical Museum

PRESENTER: Katharine Hensler, Museum Director

Riley County Historical Museum - Staff Update

January 8, 2024

- 1. Visitation and Tours** - In the month of December, there were 146 visitors to the Museum and 16 to the Goodnow House, 88 at the Wolf House Museum, and the Pioneer Log Cabin is closed for the season.

Site Name	DEC 2023	Annual Totals
Museum	146	2176
Goodnow House	16	723
Wolf House	88	803
Pioneer Log Cabin	0	381
TOTAL	432	4083

Regular volunteer hours for the month totaled 48.25 hours and were generated by 12 volunteers. Our RCHS Board of Directors contributed an estimated additional 136.5 hours. The Museum did not have any community service workers in December.

Volunteer Hours	DEC 2023	Annual Totals
General	48.25	820
RCHS Board of Directors	136.5	686.25
Community Service	0	123.25
TOTAL	184.75	1629.5

Concerning the overall attendance and visitation for the year collectively, between attendance at the sites, museums, library, programs, open houses, outreach, presentations off-site, board and committee meetings, 14,917 individuals attended one or more of the programs noted.

2. Education and Outreach

December 17 - Holiday Open House at the Wolf House Museum; 68 attendees, 4 staff and 7 volunteers. Last year's attendance numbers were 33 visitors, 4 staff, and 5 volunteers.

December 18 - Curator Highsmith presented a presentation titled, "When Caroling Saved Christmas: A Light of Hope During an Energy Crisis," on the Museum's monthly KMAN In-Focus segment.

December 27 - Curator Highsmith presented to the Manhattan Optimist Club, the same presentation noted above, 25 attended.

Director Hensler has coordinated the upcoming 2024 Fireside Chat program series with Flight Crew Coffee. There will be programs from February through November this year, and always on the 2nd Tuesday of each month, 5:30 - 7pm, free and open to the public. Additional 2024 programs are currently being scheduled with a master 2024 calendar created.

- 3. Collections** - In the month of December, 2 donations of objects came into the Museum. Amongst those donations, 2 individual items were recorded. Curator Munger was able to process 7 backlogged collections which totaled 36 individual objects accessioned into the collection. Lastly, 1 object categorized as a museum acquisitions were processed. A total of 38 items were selected for accession, were processed and added to the permanent collection in December.

As part of resolving the issue of backlogged objects in Museum storage, Museum Assistant, Heather Bigwood has been assisting Curator Munger with objects that have been rejected for acquisition by the Museum. Any item rejected, if permitted by the donor, is offered to a relevant collecting institution where it would be a better fit for their collection criteria. All transactions such as this adhere to the RCHS' Collections Management Policy. Ms. Bigwood has been able to assist in the transfer of over 30 objects to other museums in 2023.

Collections Numbers	DEC 2023	Annual Totals
Number of Collections Donated	2	76
Individual Items Donated	2	1321
- Incoming Objects Processed	1	17
Backlogged Collections Processed	7	86
- Backlogged Objects Processed	36	586
- Museum Acquisitions Processed	1	74
Total Objects Added to Collection	38	677

- 4. Archives and Library** - Curator Glasglow managed 6 new incoming patron requests for the public and none from internal sources in the month of December. There were 2 appointments made to use the research library, and there was 1 walk-in patron. She continues to follow up with

outstanding requests submitted previously. Glasgow has been cleaning and recognizing the library and archives space and already, we see significant improvement.

The Museum was offered a large collection of letters, certificates, and photographs of a local family where the donor offered to allow us to digitize/utilize, and they would retain the originals. Museum Assistant, Hal Dace has been working to digitize this collection of approx. 2,500 documents since late August. The project should be completed in February, 2024.

Library and Archives Requests	DEC 2023	Annual Totals
Research (external)	6	-
Research (internal)	0	-
In-Person Appointments	2	-
Walk-In Appointments	1	-
TOTAL	9	107

5. **Building and Grounds** - The track lighting systems in the exhibit galleries and the permanent and temporary storage are still not functioning well. We are losing function in the lighting fixtures which causes the bulbs to be burned out quickly. Public Works has been notified and they have sent staff over to look at the situation. We are temporarily using floor mounted work lamps in the storage spaces. We shift the gallery lighting fixtures around the tract system to be most effective in the exhibition spaces.

Museum staff have been taking the time around the holidays and going into the first few weeks of the new year to focus on further cleaning of facility's workroom, Dallas Gallery, storage areas, and the library. The Historical Society has budgeted additional funding this year for dumpster rentals to support the major cleanup efforts we are undergoing.

6. **Staffing** - Two As-Needed Museum Assistant positions have been open at the Museum and a series of interviews were conducted in December. At this time, conditional offers have been made. Pending background screening results, we will proceed accordingly with firm offers or scheduling additional interviews.

7. **Riley County Historical Society (RCHS)**

The bookkeeper for the Historical Society was unable to work during the month of December due to an accident. It is unknown at this time if the bookkeeper will be able to return. The Society and Museum Director have been accepting applications for a suitable candidate to fill the position temporarily, which may have the potential to become long-term/permanent. The position is listed on their website www.rileychs.org and will remain open until filled.

The Society approved their 2024 operating budget at their December 13 Board meeting. They plan for additional preservation and maintenance projects on their historic properties, increased funds for the educational programs that Museum staff oversee (i.e. traveling trunks, enhancing the historic costume collection, creating and hosting a living history event, a new Wolf House exhibit, and more), additional professional development opportunities for Museum staff and RCHS board members, and security systems at their properties. They have also made the accommodations to raise the pay rate of their staff members and hire additional support staff as needed (on payroll and contract).

8. **Upcoming Events**

January 15 - Closed for Martin Luther King, Jr. Day

January 16 - RCHM Board of Trustees Quarterly Meeting, 4pm, RCHM Dallas Gallery

January 19 - RCHS Members Exclusive Exhibit Opening and Reception, 5:30-7pm at the Wolf House Museum

January 20 - New exhibit to open at the Wolf House Museum, titled "Forget Me Not: Funerals in Victorian Era Riley County." The exhibit will remain until spring of 2024 and is offered free and open to the public. The Wolf House is open on Saturdays and Sundays from 2-5pm or by appointment.

January 28 - Kansas Day Celebration (Open House) at the Museum, 2-5pm; free and open to the public

February 13 - Fireside Chat, "Love and Marriage on the Prairie," Flight Crew Coffee, 5:30-7pm; free and open to the public

Ongoing - RCHS Annual Membership Campaign

Enclosures:



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Mary Graham, Admin Asst II

MEETING: January 8, 2024

SUBJECT: 2024 Community Park Fund Allocation Request and Transfer to CIP

PRESENTER: John Ellermann, Director of Public Works

BACKGROUND

The County Park Advisory Board selected the community park projects at their last meeting. As shown in the attached spreadsheet. This year \$60,000 is set aside for community park purchases. The purchasing process will begin upon approval by the County Commission. We would like to request some of these funds be transferred to CIP to add to future allocations for larger projects.

DISCUSSION

This year \$60,000 is allocated in the county park budget for community park purchases. This is a significant revenue source for the small cities and communities in Riley County. Many of the improvements made to their community parks have been funded through the county park fund over the years. Several projects were proposed. The final list was selected by park board representatives from each community.

Leonardville and Ogden would each like to move \$11,000 to CIP to add to future allocations to build new restrooms. University Park would like to move \$11,000 to CIP to add to future allocations to build sports courts. The total amount we would like to move to CIP is \$33,000.

FISCAL IMPACT

\$60,000 is allocated from the 2024 Park budget for community park projects.

RECOMMENDATION(S)

Staff recommends the 2024 community park allocations, as selected by the Riley County Park

Advisory Board. Staff also recommends approval of \$33,000 of those funds be moved to CIP for future larger projects.

POSSIBLE MOTION(S)

I move to approve the 2024 Community Park allocations as presented and recommended by the Riley County Park Advisory Board and the transfer of \$33,000 to CIP for future larger projects.

Enclosures:

- 2024 BOCC Community Park Allocation Request (PDF)

2024 Riley County Community Park Allocations

	Requested	Approved		Requested	Approved
RANDOLPH			RILEY		
one piece premium tetherball set	\$808.50	\$808.50	PVC border	\$1,900.00	\$1,900.00
or two piece pole tetherball set	\$430.00	\$0.00	two loads of kiddie cushion	\$5,000.00	\$5,000.00
door closers on park bathroom doors	\$600.00	\$600.00	bball backboard and rims	\$1,300.00	\$1,300.00
water fountain on park restroom	\$3,500.00	\$3,500.00			
	\$5,338.50	\$4,908.50		\$8,200.00	\$8,200.00
LEONARDVILLE			OGDEN		
new restroom	\$10,000.00	\$11,000.00	new restroom	\$20,800.00	\$11,000.00
	\$10,000.00	\$11,000.00		\$20,800.00	\$11,000.00
UNIVERSITY PARK			KEATS		
build basketball/pickleball courts	\$25,000.00	\$11,000.00	cable and ballards	\$5,000.00	\$0.00
(84x54 slab of concrete)					
	\$25,000.00	\$11,000.00		\$5,000.00	\$0.00
ZEANDALE PARK			FAIRMONT		
water fountain	\$2,500.00	\$2,500.00	concrete slab for disc golf t-pad	\$2,000.00	\$0.00
trash can	\$700.00	\$391.50			
concrete for pavillion 35 x 45	\$17,000.00	\$11,000.00			
	\$20,200.00	\$13,891.50		\$2,000.00	\$0.00
				Requested Total	96,538.50
				Approved Total	60,000.00



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Mary Graham, Admin Asst II

MEETING: January 8, 2024

SUBJECT: 2023 City of Manhattan Park Receivables Account Write-Off

PRESENTER: David G Willis, Parks Manager

BACKGROUND

Periodically the auditor request the County Commission write off uncollectible accounts in the Park Division accounts receivables. One purpose of this CAR is to recommend the Board of County Commissioners void the City of Manhattan's 2023 park account in the amount of \$342.72.

DISCUSSION

As stated in a letter to the City of Manhattan dated April 23, 1981 (see attached), the City of Manhattan will not receive an annual allocation of community park funds and in turn will not be billed for mowing, tree and grounds maintenance costs incurred by Riley County to maintain the outside facilities portion of CiCo park owned by the City of Manhattan. This contribution to the City of Manhattan is similar to the contributions made to each of the small communities (Riley, Leonardville, Ogden, Randolph, Zeandale, and University Park) in Riley County.

FISCAL IMPACT

\$342.72 Write-off as per policy.

RECOMMENDATION(S)

Staff recommends the City of Manhattan's outstanding balance in the Park accounts receivable, in the amount of \$342.72 be written off as per auditor's instruction.

POSSIBLE MOTION(S)

I move to write-off the Park Fund accounts receivable charges assessed to the City of Manhattan for CiCo Park maintenance as presented in the amount of \$342.72 for 2023.

Enclosures:

- City of Manhattan Letter on CiCo Park and RC Resolution (PDF)
- 2023 City of Manhattan Write-Off (PDF)



Cooperative Extension Service

23.a

Riley County Extension Office
Box 987, 105 North Fifth
Manhattan, Kansas 66502
913-776-4781

April 23, 1981

Bruce McCallum
Director of Services
City of Manhattan
City Hall, 11th & Poyntz
Manhattan, KS 66502

Dear Bruce:

I have visited with Dan Harden and the County Commissioners regarding our conversation about the County payment to the City from the Park budget.

As we discussed, we will not send over the usual payment and in turn will not bill any of the mowing or tree and grounds care and maintenance back to the City. This will certainly simplify bookkeeping and the money will definitely stay in Manhattan and be invested in CiCo Park.

Of course, snow removal and any parking lot maintenance will be billed to the three way split.

I guess we'll meet with you next week regarding the placement of the water hydrants along Wreath.

Sincerely,

James L. Lindquist
County Extension Director

JLL:jal

cc/County Commissioners
Dan Harden
Rod Meredith

Attachment: City of Manhattan Letter on CiCo Park and RC Resolution (14410 : 2023 City of Manhattan Park Receivables Account Write-Off)

RESOLUTION NO. 053101-25

copy

A RESOLUTION DECLARING VOID A
CERTAIN ACCOUNT RECEIVABLE

WHEREAS, at one time Riley County made an annual payment to the Park Department of the City of Manhattan, and in that same year would receive a reimbursement from the City of Manhattan for maintenance costs incurred by the County in maintaining a portion of CiCo park owned by the City, and

WHEREAS, in April of 1981 the County and the City agreed that the County would not make a payment to the City Park Department and in return the City would not reimburse the County for maintenance of City property in CiCo Park, and

WHEREAS, the Riley County Park Department financial records show an account receivable from the City for the maintenance costs which is in fact not owing and should be declared void.

NOW THEREFORE, BE IT RESOLVED that the account receivable in the amount of \$991.90 from the City of Manhattan is declared void and is hereby stricken from the accounts of the Riley County Parks Department.

PASSED AND APPROVED by the Board of Riley County Commissioners this 31st day of May, 2001.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

Russell A. Frey
CHAIR

Colin A. Johnson
MEMBER

Paul Newsome
MEMBER

ATTEST:

Rich Vargo
Rich Vargo, Riley County Clerk



Statement

12/31/2023

Manhattan, City of/Parks
(DO NOT MAIL)

DATE	TRANSACTION				AMOUNT	BALANCE
11/30/2023 12/31/2023	Balance forward INV #1223-68R&B.				269.75	72.97 342.72
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE	
269.75	0.00	0.00	0.00	72.97	\$342.72	

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Riley County Public Works
6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
(785) 537-6330

23.b

Invoice

DATE	INVOICE #
12/31/2023	1223-68R&B

BILL TO
Manhattan, City of/Parks (DO NOT MAIL)

DIVISION
PARKS-81

Work Order	TERMS	PROJECT
WO 7531	Net 30	

DATE	ITEM	QTY	DESCRIPTION	RATE	REF	AMOUNT
12/31/2023	Labor - 1000		Labor for 2023 Cico Three Way Split - Sidewalk and Trail Maintenance, Park Maintenance, Snow & Ice Removal	178.29	WO 7531	178.29
12/31/2023	Equipment - 2000		Equipment for 2023 Cico Three Way Split - Sidewalk and Trail Maintenance, Park Maintenance, Snow & Ice Removal	87.86	WO 7531	87.86
12/31/2023	Material/Commodit...		Materials for 2023 Cico Three Way Split - Sidewalk and Trail Maintenance, Park Maintenance, Snow & Ice Removal	3.60	WO 7531	3.60
				Total		\$269.75

Attachment: 2023 City of Manhattan Write-Off (14410 : 2023 City of Manhattan Park Receivables Account Write-Off)